



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, June 6, 2022 @ 7:00 PM
Horton Agencies Board Room

	Page
1 CALL TO ORDER	
2 ADDITIONS	
3 ADOPTION OF AGENDA	
3.1 June 6th, 2022	
Be it resolved that the June 6th, 2022 Regular Village Council Meeting Agenda be approved as presented.	
4 ADOPTION OF MINUTES	
4.1 May 30th, 2022	3 - 7
Be it resolved that the May 30th, 2022 Regular Village Council Meeting Minutes be approved as presented.	
5 DELEGATIONS/PUBLIC HEARINGS	
6 BUSINESS ARISING FROM PREVIOUS MEETINGS	
6.1 Trees at the ball diamonds	
6.2 Pavement at 6th Street N and Railway Avenue	
7 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
7.1 Regional Water Operator Report	8
Be it resolved that the Regional Water Operator Report be received as information.	
8 KEY STRATEGY: SAFE & CARING COMMUNITY	
9 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
9.1 Area Structure Plan Request for Proposals	9 - 311
Be it resolved that the Village of Marwayne award the contract for the Development of an Area Structure Plan to _____ in the amount of \$_____ plus GST.	
Be it resolved that the Village of Marwayne award the contract to _____ for the Development of an Area Structure Plan in the amount of \$_____ plus GST.	

10	KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
11	ADMINISTRATIVE REPORTS	
11.1	Councillor Reports	
	Be it resolved that the Councillor Reports be received as information.	
11.2	Chief Administrative Officer Report	312
	Be it resolved that the Chief Administrative Officer Report be received as information.	
12	FINANCIAL	
12.1	Cheque Distribution Report	313
	Be it resolved that the Accounts Payable Invoices being over \$5,000.00 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5,000.00 but within budget be received as information.	
12.2	Monthly Utility Bill Report	314
	Be it resolved that the May 2022 Monthly Utility Bill Report be received as information.	
13	CORRESPONDENCE	
13.1	Letters	315 - 317
	Be it resolved that the letters addressed to the Village of Marwayne be received as information.	
14	CONFIDENTIAL	
14.1	FOIP Legal Section 17 (1) - Advice from Officials	
15	NEXT MEETING(S)	
15.1	June 20th, July 18th and August 15th, 2022	
16	ADJOURNMENT	



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Minutes of the Regular Meeting of the Council of the Village of Marwayne

In the Province of Alberta, held on Monday May 30th, 2022
Commencing at 7:00 PM in the Horton Agencies Boardroom

PRESENT

Mayor Chris Neureuter
Councillors Ashley Rainey, Morgan Wood, Rod McDonald and Cheryle Eikeland
Chief Administrative Officer Shannon Harrower

1. CALL TO ORDER

Mayor C. Neureuter called the May 30th, 2022 Village of Marwayne Council Meeting to order at 7:01 p.m. with all members in attendance.

2. ADOPTION OF AGENDA

May 30th, 2022 Council Meeting Agenda

2022-05-30

Moved By Councillor C. Eikeland

Be it resolved that the May 30th, 2022 Village Council Meeting Agenda be approved with the following additions as presented:

- Trees at the ball diamonds
- Pavement at 6th Street N & Railway Avenue

CARRIED

3. ADOPTION OF MINUTES

May 9th, 2022 Council Meeting Minutes

2022-05-31

Moved By Councillor M. Wood

Be it resolved that the May 9th, 2022 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Assessment Services Contract

2022-05-32

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne renew its contract with Wainwright Assessment Group Ltd. for the provision of property assessment services on a 3 year term beginning June 1, 2022 at a cost of \$8340.00 per annum, subject to a 3% annual increase.

CARRIED

Procedural Bylaw No. 590-22

2022-05-33

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne give first reading to Bylaw No. 590-22, being a bylaw to establish the procedures for the conduct of regular and special Council meetings.

CARRIED



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2022-05-34

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne give second reading to Bylaw No. 590-22, being a bylaw to establish the procedures for the conduct of regular and special Council meetings.

CARRIED

2022-05-35

Moved By Councillor M. Wood

Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 590-22, being a bylaw to establish the procedures for the conduct of regular and special Council meetings.

CARRIED

2022-05-36

Moved By Deputy Mayor R. McDonald

Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 590-22, being a bylaw to establish the procedures for the conduct of regular and special Council meetings.

CARRIED

5. DELEGATIONS

Merv & Norma Omstead, Mark Stieb, Nola & Jim Buzuk, Mike Applegate and Marlene Boyarchul

The aforementioned delegations joined the May 30th, 2022 Regular Village Council Meeting at 7:13 p.m. and introductions were made. The purpose of the appointment was to discuss the walking trail trajectory on the 5th Avenue South Road Allowance and the Municipal Reserve located behind the properties along 2nd Street South between the Community Hall and the Manors. The landowners adjacent to the proposed walking trail trajectory provided their input and feedback regarding the construction of the asphalt trail and requested that the Village of Marwayne pay for the cost of installing a fence along the municipal boundary and install 5 separate gates for access. It was further requested that no benches be placed along this portion of the walking trail trajectory as a means of preventing loitering. The aforementioned delegations left the May 30th, 2022 Regular Village Council Meeting at 7:56 p.m.

6. CONFIDENTIAL

Closed Session

2022-05-37

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne move to a closed session at 8:00 p.m. with all members in attendance.

CARRIED

FOIP Legal Section 17 (1) – Advice from Officials



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2022-05-38

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne revert to an open session at 8:14 p.m. with all members in attendance.

CARRIED

7. KEY STRATEGY: SAFE & CARING COMMUNITY

Walking Trail Fence Quotations

2022-05-39

Moved By Councillor C. Eikeland

Be it resolved that the fencing quotes for the Walking Trail Trajectory be received as information and that Council direct administration to obtain an updated quotation for a single sided fence with the option of five (5) separate gates in multiple sizes.

CARRIED

8. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Walking Trail Project Request for Proposals

2022-05-40

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne award the contract for the construction of Phase 3 of the Walking Trail System to ASL Paving Ltd. in the amount of \$228,872.50 plus GST. Be it further resolved that the Village of Marwayne defer the request for the installation of any fences, benches and garbage cans to the 2023 budget deliberation Council meeting.

CARRIED

Splash Park Apparatus Requests for Proposals

2022-05-41

Moved By Councillor M. Wood

Be it resolved that the Village of Marwayne award the contract for the construction and installation of a Splash Park Apparatus at Westview Park to PlayQuest (Questic Contracting Ltd.) in the amount of \$299,273.23 plus GST.

CARRIED

9. ADMINISTRATIVE REPORTS

Councillor Reports

2022-05-42

Moved By Councillor M. Wood

Be it resolved that the Councillor Reports be received as information.

CARRIED

Chief Administrative Officer Report

2022-05-43

Moved By Councillor C. Eikeland

Be it resolved that the Chief Administrative Officer Report be received as information and direct administration to obtain quotes for tree removal services next to the pumphouse.

CARRIED



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10. FINANCIAL

Cheque Distribution Report

2022-05-44

Moved By Deputy Mayor R. McDonald

Be it resolved that the Accounts Payable Invoices being over \$5,000 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5000 but within budget be received as information.

CARRIED

Bank Reconciliation Report

2022-05-45

Moved By Councillor C. Eikeland

Be it resolved that the April 2022 Bank Reconciliation Report be received as information.

CARRIED

2022 Local Improvement Tax Levy

2022-05-46

Moved By Councillor A. Rainey

Be it resolved that the Village of Marwayne, in accordance with Bylaw No. 811-12, replenish the unrestricted reserve account with the annual revenue of \$748.66 from the 199 North 5th Avenue Local Improvement Project.

CARRIED

11. CORRESPONDENCE

Letters

2022-05-47

Moved By Councillor C. Eikeland

Be it resolved that the following letters addressed to the Village of Marwayne be received as information:

- Letter from Municipal Affairs
- Utilities Commission Letter of Support
- Policing Letters

CARRIED

Invitation from the County of Vermilion River

2022-05-48

Moved By Councillor M. Wood

Be it resolved that the Village of Marwayne approve the attendance of 2 Council members and 1 spouse at the County of Vermilion River Fire Fighter Appreciation Event.

CARRIED



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Business & Peddlers Licenses

2022-05-49

Moved By Councillor C. Eikeland

Be it resolved that the Village of Marwayne waive the fee for the cost of a business license or peddlers license for any person residing in the Village of Marwayne operating a business under the age of eighteen (18).

CARRIED

12. ADJOURNMENT

Being that the May 30th, 2022 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 9:44 p.m.

Approved this 6th day of June 2022.

Chris Neureuter, Mayor

Shannon Harrower, CAO



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Regional Operator report

May 2022

Common information:

Monthly reports up to date.

A few problems with the water op cell phone. Nothing serious so far.

Regional operator assisting with Public works in Kitscoty while they are short-handed.

Helped with summer student and operator orientations in Kitscoty.

Marwayne has begun some succession planning with operator training.

Regional operator worked on May 30 (scheduled day off) but will put the time in on time card for June 2.

Some internet problems still happening but think we are on the right path to repair.

Regional operator looking at possibly two weeks vacation early July.

Outstanding items:

Review Drinking water safety plans must be done this year.

Review SOP's. Need to be updated for distribution only.

Marwayne lift station pump was installed second pump shipped away for assessment.

Kitscoty is looking into server changes and internet upgrades.

One more CC to repair in Kitscoty with hydro vac.

Marwayne:

Data for May 2022 was electronically submitted on AEP site.

The new pump for the West lift station is installed and we have a letter extending the warranty.

Shipped old pump back with Xylem for assessment

Consumption remains low, minimum nighttime consumption down to 0 lpm at times.

One service on 3rd Ave and one on 3rd street have leaks on home owner's side and are turned off right now.

A couple of problem valves need some attention.

Bulk water fill system and header repairs are in the budget for 2022.

Operator training is going well. Could do daily rounds with little or no supervision.

Internet problems still occurring on an intermittent basis.

Reviewed some bids on splash park.

Did some grader work behind the rink.

Spring lagoon discharge started May 25th valve off June 1st. waiting on test results.

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**Professional Services for
Area Structure Plan**
Village of Marwayne
RFP: AB-2022-02834

May 2022

**INNOVATION
INTEGRITY
EXCELLENCE**



INVISTEC CONSULTING LTD.

Village of Marwayne

Prepared For

Invistec Consulting Ltd.

Prepared By

Hoggan Engineering & Testing (1980) Ltd.

Basin Environmental Services.

PRYCO Global.

D&A Paulichuk Consulting Ltd.

Imagine 3D Workshop.

In Association With

INNOVATION INTEGRITY EXCELLENCE

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May 27, 2022

Shannon Harrower
Chief Administrative Officer
Box 113, 210 - 2nd Avenue South
Marwayne, AB T0B 2X0

Attn: Shannon Harrower, Chief Administrative Officer

Dear Ms. Harrower,

**Re: RFP AB-2022-02834
Village of Marwayne - Professional Services for Area Structure Plan**

Invistec Consulting Ltd, being in full compliance with all requirements, terms and conditions, is pleased to submit our proposal for professional consulting services for an Area Structure Plan, public consultation, and implementation. As requested in the invitation, we have submitted the proposal via email to cao@marwayne.ca, and a hardcopy version of the proposal will not follow.

The contact person for this proposal is:

Stephen Yu, MPlan, RPP, MCIP
Manager of Planning
Phone: 780-217-7751
Email: stephen.yu@invistec.ca

Our Team looks forward to the opportunity to work on this exciting project with the Village of Marwayne. If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



Stephen Yu, MPlan, RPP, MCIP
Manager of Planning
Invistec Consulting Ltd.

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.

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INNOVATION INTEGRITY EXCELLENCE

SECTION 1
COMPANY OVERVIEW

INVISTEC CONSULTING LTD.

1.0 COMPANY OVERVIEW

1.1 Corporate Profile



Invistec Consulting Ltd. provides professional consulting services in planning, engineering, landscape architecture, and urban design for private and municipal clients, with a focus on land development. Based and founded in Edmonton, Alberta by professionals with a common passion for innovation, integrity and excellence, Invistec's core business is serving clients – small or large, public or private – with efficiency and attention to detail.

Historic and Strategic Direction

While working in Alberta's land development industry over the past decade, Invistec's founders noticed a gap between older, larger consultants and a young work force. They envisioned an innovative company that could blend experience and agility, emphasizing strong customer service, partnerships with municipalities, and the expertise to oversee projects from the initial planning stages to final inspection.

Collaboration is a big part of Invistec's business. Invistec believes in multi-disciplinary teams that reduce work being done in isolation and brings together people from diverse backgrounds. Invistec is well balanced and supported by a team of highly regarded professionals in planning, civil engineering, urban design, transportation engineering, and environmental scientists that all bring different elements and experience to this project.

No matter the scale of the project, an approach that is contextually appropriate to the jurisdiction in which the project is located is Invistec's core value. Invistec prides itself on treating every project as a learning opportunity, and understanding the local context before making recommendations that affects the future development opportunities within a municipality.

Further, and a key point of emphasis for Invistec on any project, is public consultation. Creating a comprehensive public consultation strategy that is engaging and tailored to the groups being consulted is key to Invistec's philosophy of planning from the bottom-up.

Vision and Values

Our vision is to be the premier community development consultant in western Canada. To accomplish this requires a team of experienced professionals willing to grow a

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culture of innovation, and to become and remain a contributor to sustainable and integrated growth in our communities.

Innovation

Invistec believes creativity flows from big-picture thinking, technical know-how, and the desire to achieve extraordinary results within our parameters. For this reason, Invistec doesn't just explore the feasible; instead it finds the possible.

Integrity

Invistec believes personal and professional integrity are non-negotiable. That's why every project is on time and on budget.

Excellence

Invistec believes profitability is a natural by-product of excellent service, and all staff possess technical expertise to meet the toughest challenges, but also the passion to exceed expectations.



SECTION 2
**PROPONENT
EXPERIENCE**

INVISTEC CONSULTING LTD.

2.0 PROPONENT EXPERIENCE

2.1 Firm Background

Since 2010, Invistec has expanded its portfolio from working primarily in the Edmonton Metropolitan Region in cities such as Edmonton, Beaumont, St. Albert, Fort Saskatchewan, and Leduc for both private and municipal clients, to working across Alberta. This includes Yellowhead County, the Town of Edson, Big Lakes County, Brazeau County, the City of Wetaskiwin, the Town of Rocky Mountain House, the County of Northern Lights, O'Chiese First Nation, the Town of Hinton, the Calgary Metropolitan Region Board, and the Province of Alberta. These projects ranged in scale and scope to include Area Structure Plans, Neighbourhood Structure Plans, Outline Plans/Conceptual Schemes, rezoning/redistricting, subdivisions, and detailed engineering design.

2.2 Project Experience

1. Elan Area Structure Plan, City of Beaumont, AB

Invistec was the prime consultant responsible for preparing the ASP document, public engagement, engineering servicing reports, open space design, project management, and coordination of sub-consultants including transportation, environmental, and geotechnical.

Project Scope:

- ASP, NSP, Redistricting, and Subdivision approvals
- Detailed Engineering Design of lot grading roads, sewers, SWMF, and water
- Construction Administration: Budget/Schedule control, progress payment, project meeting/reporting, tendering, quality control, CCC/FAC

Project Value:

- Stage 1 approximately \$22 million

Project Schedule:

- ASP approved in 2017, NSP approved in 2018, construction on-going

Reference:

John Chan P.Eng, General Manager, Edmonton Land, Dream Asset Management.
200 - 15305 128 Avenue NW, Edmonton, AB T5V 1A5
Ph. +1 780 863 8324 | jchan@dream.ca

2. Hamlet of Robb Area Structure Plan Update, Yellowhead County, AB

Invistec led the update of the Robb ASP, a community in the historic coal branch region. The community is resource-based with many of its residents working in one of the many natural resource industries around the hamlet. Invistec worked closely with Yellowhead County in order to engage the local residents through the establishment of a Steering Committee who championed the project in their respective areas of the community: Upper Robb, Lower Robb, and Mile 34.

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Project Scope:

- Review existing statutory documents, studies, and reports
- Coordinate and facilitate all public engagement events
- Preparation of ASP document with a focus on implementation, and being user-friendly and accessible
- ASP approval

Project Value:

- Approximately \$48,000.00

Project Schedule:

- Project Initiation October 2019 with approval in April 2020

Reference:

Ostap Fedynets, MPlan, RPP, MCIP, Planner, North Unit, City of Calgary
Ph. +1 587 215 0521 | ostap.fedynets@calgary.ca

Note: Mr. Fedynets was formerly the Planning & Engagement Officer at Yellowhead County, and was the primary point of contact for the project.

3. West End Neighbourhood Concept Plan, Edson, AB

Invistec was selected by the Town of Edson to complete a neighbourhood concept plan (NCP) for approximately 260 acres of land on the west end of Edson. The Plan Area falls within intermunicipal jurisdiction between the Town of Edson and Yellowhead County. The project was awarded to Invistec in April 2020 and completed in November 2020 with final adoption by Council in April 2021. The NCP will provide the Town with further direction for future subdivision and development along primary transportation corridor - Highway 16. Similar to what is being requested in this RFP, Invistec coordinated intermunicipal efforts on a multi-parcel plan of highway commercial and business industrial / light industrial land uses.

Project Scope:

- Review existing statutory documents, studies, and reports
- Coordinate and facilitate all public engagement events
- NCP approval

Project Value:

- Approximately \$50,000.00

Project Schedule:

- Project Initiation April 2020 with approval in April 2021

Reference:

Kari Florizone, RPP MCIP, Senior Planning Manager, Town of Edson
605 - 50 Street, Edson, AB T7E 1T7
Ph. +1 780 723 4402 / 780 728 8838 | karif@edson.ca

4. Hamlet of Faust, Joussard, and Grouard Area Structure Plan Reviews & Updates, Big Lakes County, AB

Big Lakes County had recently adopted an updated MDP and LUB, which resulted in the County's ASPs needing to be reviewed and updated. Invistec led the exercise, including

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a large-scale public consultation program tailored to the community. Research into the previous ASPs and planning processes revealed poor engagement in past, which led Invistec to design and facilitate a diverse public engagement program that ensured all residents and key stakeholders were involved and engaged in the process. As a result of Invistec's engagement efforts, the project received an honourable mention by the International Association for Public Participation in the 2019 IAP2 Canada Core Values Awards.

Project Scope:

- Review existing statutory documents, studies, and reports
- Coordinate and facilitate all public engagement events in each community
- Concurrent ASP approvals

Project Value:

- Approximately \$120,000.00

Project Schedule:

- Project Initiation September 2017 with approvals in July 2018

Reference:

Pat Olansky, Director of Planning & Development, Big Lakes County
5305 - 56 Street, High Prairie, AB T0G 1E0
Ph. +1 780 523 5955 | POlansky@BigLakesCounty.ca














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Past and Current Municipal Projects

Legend

-  Planning
-  Landscape Architecture
-  Engineering

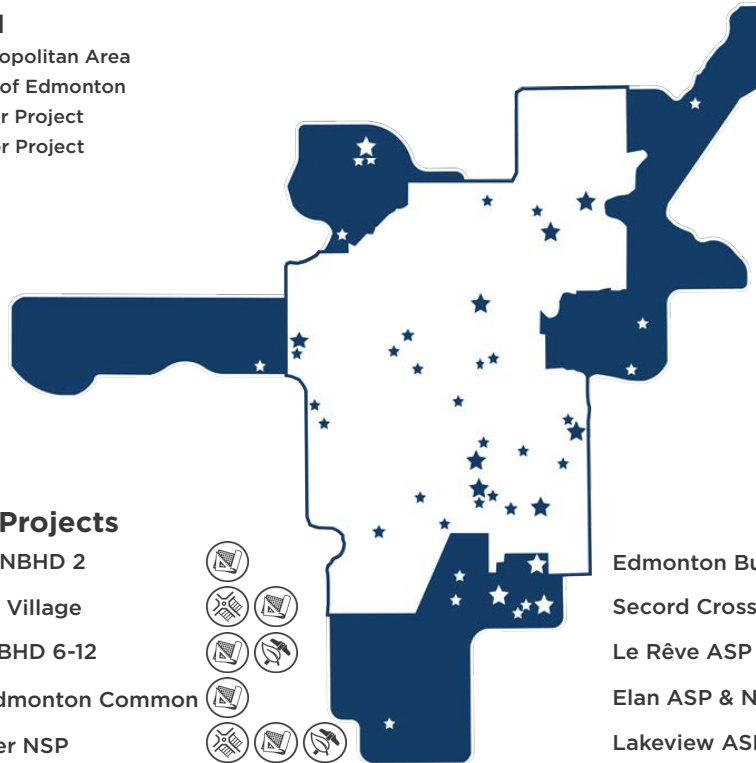


-  **Big Lakes County**
Faust |Joussard | Grouard Area Structure Plans
-  **Brazeau County**
River Ravine's Subdivision
-  **City of Beaumont**
Le Rêve Area Structure Plan / Neighbourhood Structure Plan Area
Elan Structure Plan / Neighbourhood Structure Plan
-  **City of St. Albert**
NE St. Albert ASP / Neighbourhood Plan One
South Riel Area Structure Plan Amendment
-  **City of Wetaskiwin**
62 Street Rehabilitation / Engineering Standards Review
-  **County of Northern Lights**
Weberville Park Study
-  **O'Chiese First Nation**
O'Chiese First Nation School
-  **Province of Alberta**
Wabamun Lake - Upgrade Park Infrastructure
-  **Town of Edson**
West End Neighbourhood Concept Plan
-  **Yellowhead County**
Robb Area Structure Plan
-  **City of Calgary**
CMRB Third Party Referral Consultant

Past and Current Private Projects in the Edmonton Metropolitan Region

Legend

- Metropolitan Area
- City of Edmonton
- ★ Major Project
- ★ Minor Project



Major Projects

- Marquis NBHD 2
- Manning Village
- Maple NBHD 6-12
- South Edmonton Common
- Meltwater NSP



- Edmonton Business Campus
- Secord Crossing
- Le Rêve ASP & NSP
- Elan ASP & NSP
- Lakeview ASP





Elan ASP, NSP, Redistricting, & Subdivision

Planning / Engineering / Urban Design / Landscape Architecture / Public Engagement
 Approximately 1,300 acres of land

CLIENT: Dream Unlimited Corp.

LOCATION: Beaumont, AB

PROJECT START DATE: June 2012

PROJECT COMPLETION TIME: On-going

DESCRIPTION:

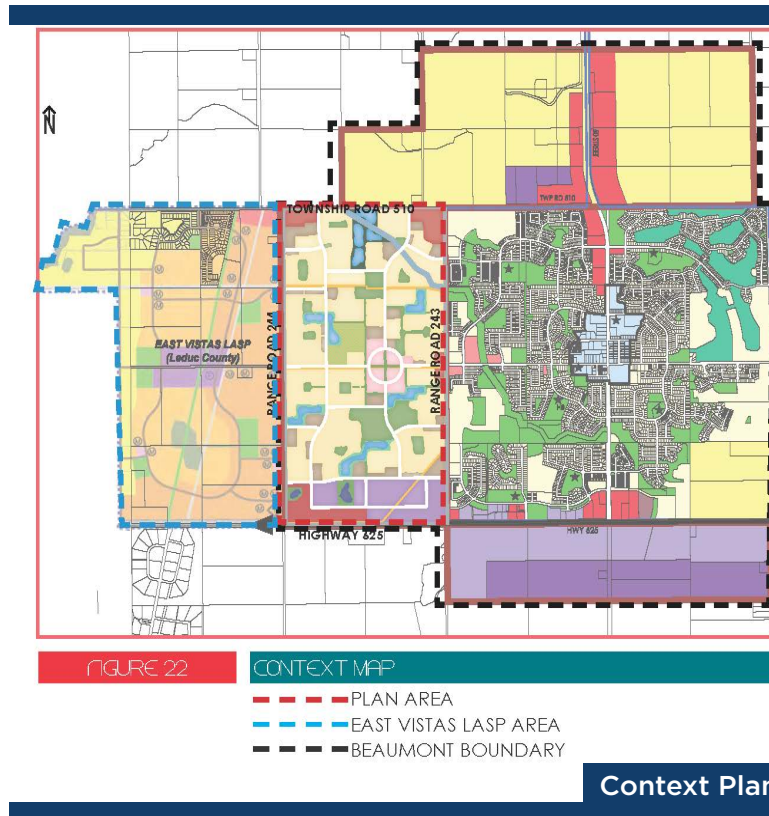
Elan consists of approximately 1,300 acres of land in the City of Beaumont, immediately east of East Vistas neighbourhood. These lands were formerly located in Leduc County, but annexed by the City in 2017. The project began in 2013 under Leduc County's jurisdiction, however by 2014 Beaumont had submitted a formal annexation request to the Province to annex the lands in question from Leduc County. To continue the project's momentum while the annexation process was underway, Invistec facilitated the creation of a working agreement between Beaumont and Leduc County, as the existing IDP was outdated and provided no guidance on land development applications. This agreement included the process by which land development applications near the shared boundaries would be processed and referred, communication methods and techniques, as well as steps for conflict resolution. The agreement allowed the project to move forward, and provided a baseline from which a new IDP between both parties is being undertaken.

ROLE:

Invistec is the prime consultant representing the developer to lead a consulting team to plan eight quarter sections of land, host public engagement sessions, collaborate with municipalities as the jurisdiction changed over the course of the project.



Super Wetland Access



PROJECT SCOPE:

- **Project Management:** Led a consulting team including planners, landscape architects, geotechnical engineering, environmental scientists, and transportation planners to provide planning, preliminary engineering, detailed engineering, tendering, and construction management
- **Planning:** Preparation and approval of an Area Structure Plan and Neighbourhood Structure Plan, subdivision, and redistricting
- **Preliminary Work:** Preliminary design of on-site and off-site roads, pavement, utilities to establish Opinions of Probable Costs



- **On-site and off-site Detailed Engineering:** Includes lot grading, roads, storm sewers, sanitary sewers, SWMF, and water system
- **Landscape Architecture:** Designing the park and open space system through innovative means, including converting a flood prone area into a major ecological feature

REFERENCE:

Jon Chan, P.Eng
 General Manager, Edmonton Land
 Dream Asset Management
 200 - 15305 128 Avenue NW
 Edmonton, AB T5J 1A5
 Ph. +1 780 863 8324 | jchan@dream.ca

INNOVATION INTEGRITY EXCELLENCE



Robb ASP Review & Update

Planning / Public Engagement
Approximately 1,586 acres of land / Population 170 People

CLIENT: Yellowhead County
LOCATION: Yellowhead County, AB
PROJECT START DATE: October 2019
PROJECT COMPLETION TIME: April 2020

DESCRIPTION:

Robb is one of Alberta’s historic communities located in the Coal Branch region. The community is positioned southwest of Edson and is surrounded entirely by Crown Land. Robb is divided into three distinct areas: Upper Robb (the main area for development), Lower Robb (built within the flood plain and home to many seasonal residents), and Mile 34 (an area separated from the rest of the community). Although Robb is divided into these distinct areas, a sense of community can still be felt through their passion for the former booming hamlet.

ROLE:

Invistec was the project manager responsible for the ASP review and update process. This included designing, organizing, and facilitating the engagement program, which saw stronger turnouts than expected from the project’s Steering Committee. Invistec’s team was also involved in engagement major stakeholders, including representatives from industries operating in the region.



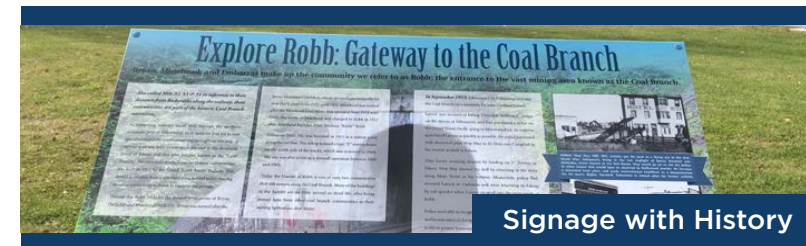
Banner Completed By Children of Robb



Workshop Attendees

PROJECT SCOPE:

- **Project Management:** Leading and coordinating the preparation of the ASP update with administration, Council, internal and external stakeholders, and the public
- **Planning:** Preparation, designing, and policy writing of the approved Area Structure Plan
- **Engagement:** Designing, organizing, and executing diverse public engagement events that were tailored to the community including mail outs, workshops, open houses, activity sheets, and newsletters.



Signage with History

REFERENCE:
 Ostap Fedynets, MPlan, RPP, MCIP
 Planner
 City of Calgary

Ph. +1 587 215 0521 | ostap.fedynets@calgary.ca
Note: this reference was formerly the main point of contact for Yellowhead County as the Planning & Engagement Officer, but has since moved on to a new role with the City of Calgary.

INNOVATION INTEGRITY EXCELLENCE

West End Neighbourhood Concept Plan

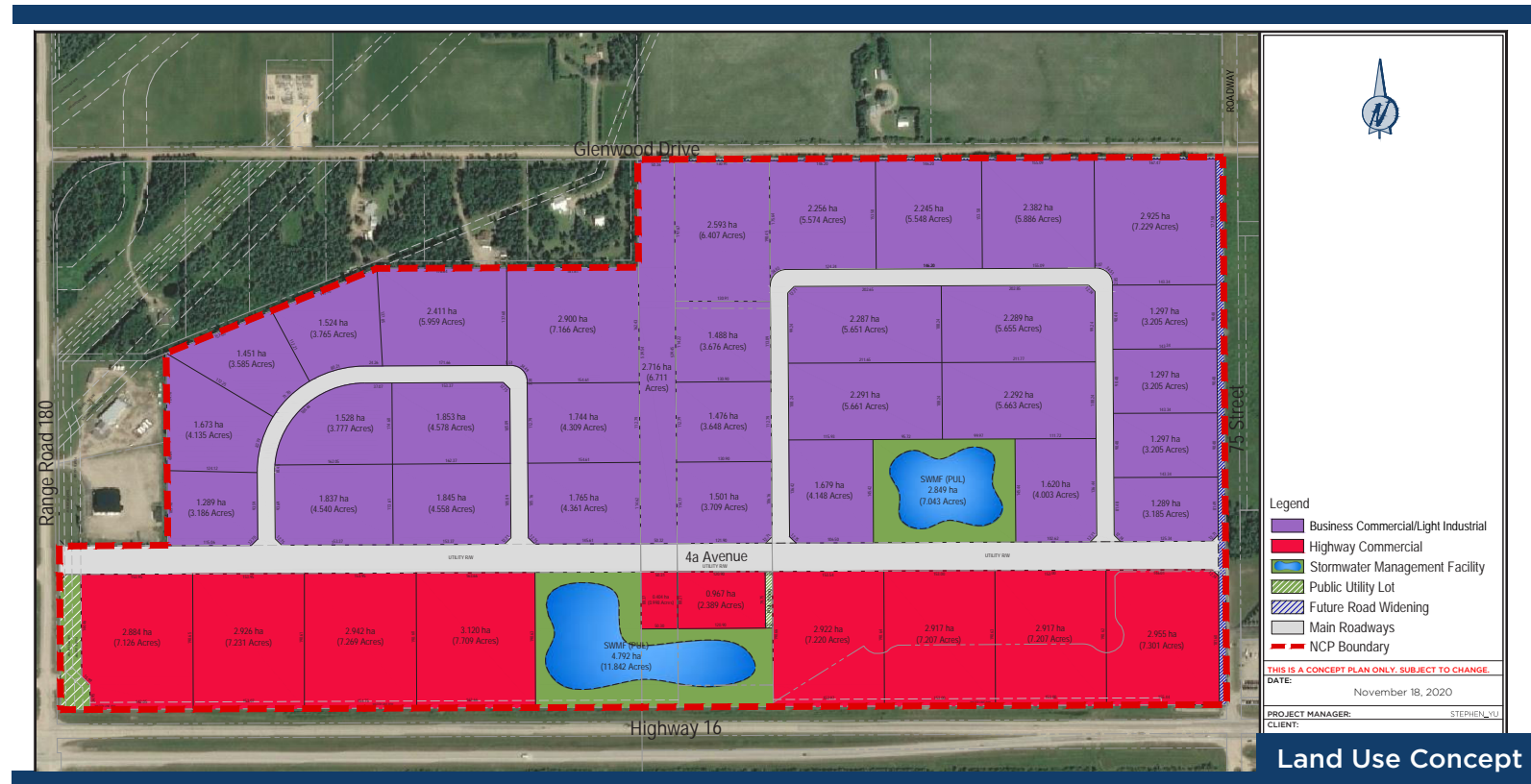
Planning / Engineering / Public Engagement
Approximately 260 acres of land

CLIENT: Town of Edson
LOCATION: Edson, AB
PROJECT START DATE: April 2020
PROJECT COMPLETION TIME: November 2020

DESCRIPTION:
 The West End Neighbourhood Concept Plan is a long range document that builds upon and further refines the details in the Edson West Area Structure Plan. The Plan consists of lands located within the Town of Edson and sets forth the direction of this future business / light industrial area.

ROLE:
 Prime consultant representing the Town to a lead a consulting team to prepare the NCP, including public engagement during COVID-19. The project team worked closely with landowners to provide a background on the project, and incorporate their vision into the plan.

- PROJECT SCOPE:**
- **Project Management:** Leading a consulting team including civil engineering, economists, and public engagement specialists to provide preliminary engineering, trends analysis, and public engagement with landowners.
 - **Planning:** Preparation and approval of the West End Neighbourhood Concept Plan.
 - **Preliminary Work:** Preliminary analysis of stormwater requirements and cost-sharing opportunities.
 - **Engagement:** Organizing public engagement events during COVID-19 measures in place. This included a virtual workshop, a social distance in-person open house, and online surveys and newsletters.



REFERENCE:
 Kari Florizone, RPP, MCIP
 Senior Planning Manager
 Town of Edson
 605 - 50 Street, Edson, AB T7E 1T7
 Ph. +1 780 723 4402 / +1 780 728 8838 | karif@edson.ca



Faust ASP Review & Update

Planning / Public Engagement

Approximately 3,800 acres of land / Population 275 People

CLIENT: Big Lakes County

LOCATION: Big Lakes County, AB

PROJECT START DATE: September 2017

PROJECT COMPLETION TIME: August 2018

DESCRIPTION:

Faust is a community along Lesser Slave Lake that builds upon its strong history and connection to the natural environment. The ASP required updating as the County had adopted a new MDP and Land Use Bylaw earlier that year. Invistec prepared an engagement plan that included online communication (email, online surveys, social media, project website) as well as contemporary methods (open houses, newsletters, world café, workshops), which resulted in a strong community presence at the engagement events held throughout the project. The community is bisected by a railway, which presented a unique challenge on transitioning and integrating it with the direction that the community was aiming to grow.

ROLE:

Prime consultant in the ASP review and update process. Invistec designed and facilitated an extensive engagement program for the project, focusing on building upon community feedback to update the plan. Multiple methods were used to reach the largest number of stakeholders.



Hamlet Entrance Feature



Community Workshop

PROJECT SCOPE:

- **Project Management:** Leading and coordinating the preparation of the ASP update with administration, Council, internal and external stakeholders, and the public
- **Planning:** Preparation, designing, and policy writing of the approved Area Structure Plan
- **Engagement:** Designing, organizing, and executing diverse public engagement events that were tailored to the community including mail outs, workshops, open houses, activity sheets, and newsletters. This also included engaging and meeting with stakeholders in the region.



Campgrounds

REFERENCE:

Pat Olansky
 Director of Planning & Development
 Big Lakes County
 5305 - 56 Street
 High Prairie, AB T0G 1E0

Ph. +1 780 523 5955 | POlansky@BigLakesCounty.ca

INNOVATION INTEGRITY EXCELLENCE

Joussard ASP Review & Update

Planning / Public Engagement

Approximately 4,750 acres of land / Population 181 People

CLIENT: Big Lakes County
LOCATION: Big Lakes County, AB
PROJECT START DATE: September 2017
PROJECT COMPLETION TIME: August 2018

DESCRIPTION:

Joussard is a friendly community located along Lesser Slave Lake that experiences high seasonal fluctuations in population. The conflict between permanent and seasonal residents led to the creation of Character Areas in the ASP, in order to develop land use policies appropriate for the type of development that residents wanted. Ensuring a strong implementation was vital to this plan, as residents were actively interested in the development of the community. A strategy that assigned tasks to the County, developers, and residents was developed, with potential timelines to manage the expectations of when these tasks should be implemented to support the plan.

ROLE:

Prime consultant in the ASP review and update process. Invistec designed and facilitated an extensive engagement program for the project, focusing on building upon community feedback to update the plan. Multiple methods were used to reach the largest number of stakeholders.



Policy Review Session

2.1 ACTION

The below table outlines the actions that are required to implement this plan. This plan is required to be implemented by multiple stakeholders including the County, developer, and the community. Each action is linked to the policy it is implementing, who is responsible, and the priority of the action. The priority of each action is defined as the following:

H - High Priority - Implement immediately to 1 year
M - Medium Priority - Implement within 2-3 years
L - Low Priority - Implement within 3-5 years

Policy(s)	Action	Responsibility			Priority*
		County	Developer	Community	
General	Dedicate a personnel to implement/coordinate the implementation of the Joussard Area Structure Plan.	●			H
General	Enter into Intermunicipal Development Plans with M.D. of Lesser Slave River, Woodland County, M.D. of Greenview No. 16, M.D. of Smoky River No. 130, and Northern Sunrise County in order to protect the Lesser Slave Lake Watershed.	●			H
General	Redistrict land to reflect the Area Structure Plan's land use concept.	●	●	●	M/L
General	Obtain a qualified person/organization to develop an inventory of environmentally sensitive areas.	●			H
1.3.1a 1.3.3a	Adopt the updated Joussard Area Structure Plan	●			H

Policy(s)	Action	Responsibility			Priority*
		County	Developer	Community	
1.3.1b 1.4.1g 1.6.1g	Amend the Land Use Bylaw to contemplate height restrictions within all residential, mixed-use, and industrial districts.	●			H
1.3.1c 1.3.2c 1.4.1e 1.6.1f 1.7.1d	Develop an Open Space Network that connects sidewalks and trails from existing and new development in the hamlet, and delineate how pedestrians, cyclists, and ATVs will use the network.	●	●	●	M
1.3.1d	Establish a referral system with Alberta Transportation	●			H
1.3.1e 1.3.3d 1.3.3f 1.3.3h 1.3.3i 1.6.1h 1.7.1b 1.7.1e	Work with the Lesser Slave Watershed Council and Alberta Environment and Parks to determine where environmental reserve should be dedicated, determine the classification of existing ecological features, and establish a referral program with said agencies. Studies and mapping of existing ecological features should be completed.	●			H
1.3.1f	When development begins in the Future Development Area, the County should pursue a Growth Study to determine when and where the plan's boundary should be amended.	●			L
1.3.3b	Establish a process to amend this Plan and all other Area Structure Plans in the County.	●			H



27 JOUSSARD AREA STRUCTURE PLAN



28 JOUSSARD AREA STRUCTURE P

Implementation Section of ASP

PROJECT SCOPE:

- **Project Management:** Leading and coordinating the preparation of the ASP update with administration, Council, internal and external stakeholders, and the public
- **Planning:** Preparation, designing, and policy writing of the approved Area Structure Plan
- **Engagement:** Designing, organizing, and executing diverse public engagement events that were tailored to the community including mail outs, workshops, open houses, activity sheets, and newsletters. This also included engaging and meeting with stakeholders in the region.



Views of Lesser Slave Lake In Joussard

REFERENCE:

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 Ph. +1 780 523 5955 | POlansky@BigLakesCounty.ca



Grouard ASP Review & Update

Planning / Public Engagement

Approximately 3,800 acres of land / Population 303 People

CLIENT: Big Lakes County
LOCATION: Big Lakes County, AB
PROJECT START DATE: September 2017
PROJECT COMPLETION TIME: August 2018

DESCRIPTION:

Grouard is surrounded by breathtaking natural scenery and looks to build upon its rich history. The community is surrounded by Lesser Slave Lake / Buffalo Bay and the Kapawe'no First Nation. Unlike Faust and Jousard, Kapawe'no was much more integrated with Grouard, with residents using services in both the hamlet and the reserve land. Previous research completed in the initial ASP indicated lower literacy in the community, thus this plan was designed to incorporate photos associated with policies to make the plan more accessible for all users.

ROLE:

Designing, organizing and facilitating engagement programs for each of the three hamlets. All three have had very poor engagement turn out in previous processes, and all three are very different in terms of demographics, therefore appropriate and multiple methods were used to reach the largest number of stakeholders.



Community Workshop

GROUARD Area Structure Plan 11

01.4 Old Town Area

Key Characteristics

- Largest residential population
- Major employment area
- Access to local services
- Community facilities
- Proximity to Buffalo Bay
- Underdeveloped land

01.4.1 General Policies

- The Old Town Area should support a mix of hamlet residential, hamlet commercial, institutional, park and recreational uses, and urban reserve uses.
- Existing historic and heritage buildings shall be protected and preserved in accordance with the County's Heritage Inventory, where feasible.
- Development should be compatible to adjacent uses and provide appropriate buffering, if required, to the satisfaction of the Development Officer.

01.4.2 Residential Policies

- Single detached dwellings shall remain the predominate form of residential development. Other dwelling forms, including duplex, row house, manufactured homes, and apartment buildings, shall be supported, where appropriate, to the satisfaction of the Development Officer.
- Duplex, row house, and apartment buildings should be located along Mission Street.

OLD TOWN AREA POLICIES APPLY TO ABOVE AREAS

PRESERVE HERITAGE BUILDINGS 01.4.2(g) 01.4.2(d)

SINGLE DETACHED DWELLINGS DUPLEX AND APARTMENT BUILDINGS
(Source: EdmontonHomeWeb (Left), LivingSouthampton (Right))

GROUARD Area Structure Plan 12

- Residential development along Mission Street should be street-oriented to support the creation of a "main street."
- Social, senior, and affordable housing should be located on County owned lands in residential areas, where possible.
- Home based businesses should be encouraged within residential areas provided they are compatible with adjacent land uses, to the satisfaction of the Development Officer.

01.4.3 Commercial Policies

- Commercial development in the Old Town Area shall be located along Mission Street.
- Commercial development should be street-oriented to support the creation of a "main street."
- New commercial development should be developed under the Hamlet Commercial District.
- New commercial development should connect to the existing sidewalk connection.
- Commercial development should be small-scale and offer services to local residents and nearby rural areas, including restaurants, hotels, and retail stores.
- Commercial development should locate parking to the side or rear of the building to support the creation of a "main street."
- New commercial development should only be undertaken in such a manner as to minimize any negative impacts on the residential areas, to the satisfaction of the Development Officer.

01.4.4 Institutional, Parks, and Recreation Policies

- Connections to existing trails and sidewalks should be provided, where possible, to provide safe and comfortable access for residents.
- Park and recreational spaces should be connected to the Hamlet's Open Space Network.
- Landscaping should be used along Mission Street to enhance the appearance of the community and develop a "main street."
- Trails and sidewalks should incorporate design principles that increase safety and reduce crime, such as lighting, and landscaping.

01.4.3(c) RECREATE GROUARD'S MAIN STREET
(Source: Pat Olansky)

01.4.3(d)(e)(f) SMALL SCALE, STREET-ORIENTED COMMERCIAL DEVELOPMENT
(Source: Google Earth Pro)

01.4.4(c) CONNECT TO EXISTING SIDEWALKS
(Source: Google Earth Pro)

01.4.4(d) LANDSCAPING TO ENHANCE APPEARANCE
(Source: Google Earth Pro)

Connecting Policies with Photos

PROJECT SCOPE:

- **Project Management:** Leading and coordinating the preparation of the ASP update with administration, Council, internal and external stakeholders, and the public
- **Planning:** Preparation, designing, and policy writing of the approved Area Structure Plan
- **Engagement:** Designing, organizing, and executing diverse public engagement events that were tailored to the community including mail outs, workshops, open houses, activity sheets, and newsletters. This included meeting with First Nation groups in the region.



Existing Development



REFERENCE:

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██████████
Invistec Consulting Ltd.

Sent via email

July 24, 2019

Re: 2019 IAP2 Core Values Awards

██████████
Thank you so much for your entry, **Sparking Conversations - Empowering Communities through Land Use Planning**, for the 2019 IAP2 Canada Core Values Awards. We received 18 terrific entries for this year's Awards - competition was tough.

Unfortunately, your project was not a winner. However, the judges do think that it is a great project and worthy of an **Honourable Mention** and have asked for it to be added to the IAP2 Canada website as well as being mentioned at the Core Values Awards Gala.

Comments from the judges:

- Intriguing challenge for these small communities and what better than to engage these communities in their future. Love that there was capacity and interest to take this on.
- Range of engagement levels speak to the intent to meaningfully engage. Acknowledge that in phase 1 stakeholders were involved in the development of the engagement strategy.
- Core Value #1 - acknowledgement that previous processes did not engage with communities and results were not sustainable. This go round there was a commitment to involvement
- Core Value #2 - Clear promise and commitment made and demonstrated. Love the three words to describe your community approach
- Core Value #5 - The inclusiveness in designing the engagement process speaks the project teams focus on getting it right this time. By engaging with the community on how to engage they began a relationship that engenders trust.
- The simplicity and clarity of this process is refreshing. It clearly states what was done, by whom and to what end. The enthusiasm was evident and the shift in participants from cynicism to enthusiastic participation and trust is laudable.
- Excellent presentation of info and use of visuals to capture the amount of engagement.

We so appreciate your good work and efforts to further the practice of effective public participation.

Sincerely,
Sarah Rivest
President, IAP2 Canada

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2.3 Project Management

Invistec maintains systems of quality control in each discipline that ensure all work being performed is properly defined, is undertaken by competent personnel, meets applicable codes and standards, is adequately supervised and reviewed, and is documented in an appropriate manner.

For each project undertaken by the firm, the quality control process includes:

- Assigning a project manager, project file and project file number;
- Preparing a detailed description of project, assessing goals and defining deliverables;
- Assessing level of complexity, assigning qualified personnel, and allocating resources;
- Determining input requirements, including applicable codes, standards, and regulations, and preparing a sequence of tasks or events; and
- Undertake review(s), including client input as required to ensure that deliverables are satisfied.

2.4 Communication

The Project Manager (PM) will be the main contact representing Invistec's Project Team to liaise with the Village's PM. They will be responsible for communicating progress milestones / meetings, critical dates for decisions, and be responsible for the Project Team's performance.

2.5 Monitoring & Performance

Monitoring will be conducted by Invistec's Planning PM, Stephen Yu, as well as our Engineering PM, Alvaro Soto. Stephen will be actively involved throughout the project to review the accuracy and procedures of each task. At various milestones, Stephen will review the work completed to date with Alvaro to ensure the successful delivery of project tasks and provide the Village with a written update in the form of progress report(s). Further, Alvaro will be available to answer any questions that may arise throughout the project. Alvaro will also review key deliverables prior to each submission.



SECTION 3
**PROJECT
UNDERSTANDING &
METHODOLOGY**

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3.0 PROJECT UNDERSTANDING & METHODOLOGY

3.1 Project Understanding

The Village of Marwayne (the Village) is located at the intersection of Highway 45 and Highway 897 in eastern Alberta. The Village is approximately 44 kilometres northwest of the City of Lloydminster, 21 kilometres west of the Saskatchewan border, and is surrounded entirely by the County of Vermillion River (the County). The Village is home to 543 residents as of 2021 (Statistics Canada, 2021), however the population of the Village has declined by -3.7% since 2016 (Statistics Canada, 2021). Population growth or retention is a pervasive challenge across rural Alberta municipalities. It will be vital for the new ASP to provide business retention and expansion opportunities to mitigate future population decline of the Village.

The Village's economy is primarily driven by agricultural production and ranching, however there is also a growing role for the oil and gas sector (Village of Marwayne, n.d.). Tourism and recreational activities are also promoted as local opportunities, which includes camping sites, outdoor sports, culture and heritage, and entertainment, among others. Contributing to and enhancing the commercial and industrial industry growth is a primary objective of this ASP, which, in turn, may help create economic spin off benefits.

The Request for Proposal (RFP) is seeking a qualified proponent to prepare an ASP for the 16.74-acre parcel of land located within the SW quarter section of 25-52-3-W4 in the Village's southeastern boundary. The Plan Area was purchased by the Village in 2019 and the Village has demolished the former structures on-site, making way for the forthcoming efforts for future development of the Plan Area. The ASP will attract new commercial and industrial investment opportunities to the area, as well as support the Village's vision of incorporating the existing Municipal Development Plan (MDP) and Intermunicipal Development Plan (IDP) into the developable area. It is understood that the Village is seeking the services of a qualified consultant to deliver:

- An Area Structure Plan (ASP) for the subject site;
- Two (2) site layout plan drawings;
- Two (2) 3-D perspective drawings;
- A Traffic Impact Assessment;
- A Phase I ESA;
- A Biophysical Assessment (Wetland);
- Engineering Reports including a Hydraulic Network Analysis (HNA) and an Engineering Servicing Brief; and
- A Geotechnical Investigation.

The ultimate goal of the ASP is to provide clear direction on future development

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strategies within the SE portion of the Village that fosters commercial and industrial investment in the Village. This statutory planning document will consider multiple components in order to efficiently implement the desired land use concept. In order to reach implementation, the ASP needs to provide a responsive approach to existing on-site conditions through technical report analysis; inform and consult key stakeholders through a public open house; establish an efficient servicing scheme through civil and transportation engineering analysis; as well incorporating higher order plans and the Village's Land Use Bylaw (LUB) into the overall ASP to ensure it adheres to the regulatory direction of these key documents. Through this, the ASP will help contribute to supporting future development and drive economic and social growth within the Village.

Relevant plans that shall be incorporated into the development of the ASP include:

Alberta Municipal Government Act (RSA 2000, Chapter M-26)

Planning in Alberta is governed by the Municipal Government Act (MGA). This legislation allows municipalities to establish a framework for development through ASPs.

Village of Marwayne and County of Vermillion River Intermunicipal Development Plan (Bylaw 580-21)

Intermunicipal Development Plan's (IDP) are implemented to foster an inter-jurisdictional approach to planning and development initiatives between two governing authorities. The Village and the surrounding County use this document to support their mutually beneficial and supported framework over a long range time period. The IDP aims to strengthen the local economy, connect the community, and enhance the region's vibrancy through collaborative governance.

Village of Marwayne Municipal Development Plan (Bylaw 579-20)

The Municipal Development Plan (MDP) is an overarching plan with a clear vision for how the Village will grow and develop in the future. The document uses a comprehensive long-term land use policy framework to guide Council's decisions on key issues like environmental conservation and infrastructure servicing.

County of Vermillion River Marwayne Area Structure Plan (Bylaw 06-22)

Prior to the adoption of the IDP, the County of Vermillion River adopted the Marwayne ASP in 2007. This ASP provides development direction to land that is adjacent to and surrounding the Village of Marwayne. The ASP may be used to supplement the direction provided for interface development between the County and the Village.

Village of Marwayne Land Use Bylaw (Bylaw 572-19)

The LUB regulates the use and development of land and buildings within the Village to foster the orderly development of land. This typically involves separating land into districts, regulating uses and intensities, and guiding development applications.

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3.2 Innovative Approach

Invistec prides itself on innovative approaches to public engagement and plan preparation. The Project Team has identified the following key principles that drive our innovation:

- Policy Analysis and Land Use Creativity
 - Forward-looking and interdisciplinary approaches to create responsive ASP policies, and provide adaptable site arrangement opportunities to support future investment initiatives.
- Responsive and Inclusive Public Engagement
 - Creation of a comprehensive PEP that accounts for multiple means of information sharing and communications; and
 - Early identification of key stakeholders and affected area landowners to mitigate future concerns around development impacts.
- Engineering Strategy
 - Monitoring the Village’s current planning direction through the 2016-2018 Strategic Plan and 2013 (soon to be updated) Sustainability Plan;
 - Promote the use of Low Impact Development (LID) on site to develop resilient solutions to manage stormwater runoff;
 - Proven project management experience to ensure quality control and due diligence with all projects;
 - Specialized methods for preparing and tracking project costs, schedules, and completion; and
 - In-house capacity with our interdisciplinary team to complete all tasks and deliverables.

3.3 Strength, Weakness, Opportunity, Threat (SWOT) Analysis

The creation of an ASP requires analysis through a variety of lenses. The following SWOT analysis has been identified by the Project Team.

Strength	Weakness
<ul style="list-style-type: none"> • Existing roadways flanking the proposed Plan Area; • Desired function for the Plan Area meets the intent of the MDP and IDP as well as the Village’s Economic Development Committee vision; and • Largely undeveloped / unencumbered Plan Area acting as a blank slate for innovative planning schemes. 	<ul style="list-style-type: none"> • Heavily wooded / existing vegetation increasing risk for sensitive habitat discovery and or environmental reserve dedication, ultimately placing a limit on the net developable land area; and • Existing roadway South 5 Street will require upgrading (paved to an urban standard) in order to accommodate future traffic volumes.

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Opportunity	Threat
<ul style="list-style-type: none"> • Economic diversification through land use diversification; • Increase sightlines and access for future user accessibility; • Low impact development implementation such as xeriscaping and bio-swales; and • Incorporation of Crime Prevention Through Environmental Design (CPTED) policies to ensure natural surveillance, natural access control, territorial reinforcement, and maintenance to discourage rural ‘crime of opportunity’. 	<ul style="list-style-type: none"> • Endangered species or environmental soil contamination limiting extent of net developable of Plan Area; and • Public engagement findings indicate non-support for future development within this area making it more difficult to integrate into the existing fabric of the Village.

3.4 Detailed Methodology

3.4.1 Phase 1 - Project Initiation

The Project Initiation is intended to introduce key members of the Project Team and the Village, confirm the parameters of the project, confirm key deliverables, schedules, and obtain all the appropriate data and supporting information required for the project. The key deliverable for this phase is the Public Engagement Plan (PEP). Invistec will prepare the PEP in consultation with Administration to lay out the objectives of public engagement, define the process and opportunities for engagement, confirm the internal communication structure, lay out the engagement methods, and define the Village’s anticipated level of involvement. From past experience, including a project schedule is essential in order to accommodate mailing time or advertising time, response and return time, team member vacation time, and avoiding conflicts with other Village initiatives.

Summary of Phase 1

Items	Deliverables
Project Initiation Meeting	Meeting Minutes
Meet Key Personnel	
RFP Contract	Signed Contract
Public Engagement Plan	Approved Public Engagement Plan
Exchange Data (Invistec to receive)	CAD, mapping, aerial photo(s), documents

Phase 1 Milestone Dates: Project Initiation and Exchange of Data, Approved Public Engagement Plan.

Phase Cost: **\$4,145.00**

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3.4.2 Phase 2 - Background Research and Analysis

Invistec's Project Team will review and analyze relevant technical reports, planning reports, and engineering standards provided by the Village, in order to highlight any potential conflicts or gaps between existing documents. This will be summarized and compiled into a Background Research Report, which will be a primary deliverable for Phase 2.

The Background Research Report includes, but is not limited to, reviewing the existing Intermunicipal Development Plan, Municipal Development Plan, Strategic Plan, Land Use Bylaw, Sustainability Plan, and Village engineering design standards. Further, this review will also include the existing Marwayne ASP from the County of Vermillion River. In reviewing and summarizing these documents the Project Team will be better informed on existing conditions and regulations governing the Plan Area.

Invistec is also aware that the Village is in the final adoption phase of an updated Sustainability Plan. Invistec will include the updated Sustainability Plan into its Background Research Report to ensure the most current considerations and findings are understood. In addition to the Background Research Report, Phase 2 will also incorporate a site visit from select members of the Project Team, which will aid in further understanding the site's surrounding context, current conditions, topographical features, as well as the adjacent and existing infrastructure.

Landowner and Village Council Engagement

Invistec recommends that a dedicated project page on the Village's website be established to provide information about the project, timelines, and contact information for all residents, stakeholders, and other various interested parties. Engagement specific to affected area landowners and stakeholders (such as but not limited to the Village of Marwayne, County of Vermillion River, energy / utility owners, business operators, adjacent landowners) is vital to ensure the vision and goals of the ASP are in line with local aspirations. Invistec will begin its initial public engagement with a notification letter, which will entail a high level overview of the project, general timeline, and anticipated future opportunity for public comment on the plan through a public open house. This will set the stage for phase 3 of the ASP project process, which will see Invistec hosting a public open house to members of the public to view and comment on the proposed land use concept.

In addition to the notification letter, the Project Team will introduce the project to Village Council through an in-person PowerPoint presentation. Invistec believes that this will allow for a greater rapport to be developed between the decision makers and the consultant. The in-person PowerPoint presentation may include a brief overview of who Invistec is, introduce members of the Project Team and highlight their respective role and function within the project work, provide initial findings, and layout a path-forward for remaining work to be completed. The presentation, if preferred by Administration, may also be given in a pre-recorded digital file share method subject to further discussion with Administration at the Project Initiation meeting.

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Key Stakeholder Engagement

Invistec proposes to reach out to key stakeholders (via phone call, email, digital meetings) to inform them of the ASP project, and answer any questions they may have. Invistec will also provide key stakeholders with regular updates and information. This will ensure that key stakeholders are involved in the project process.

Technical Reports

Sub-consultants will initiate work on preparing technical reports for a Phase I Environmental Site Assessment, a Biophysical Assessment (wetland and sensitive habitats), and a Geotechnical Investigation. Other supporting technical reports such as Traffic Impact Assessment (TIA), Hydraulic Network Analysis (HNA), and Engineering Servicing Brief will be completed once the land use concept is finalized within Phase 3 of the project process.

- PRYCO Global - Phase I Environmental Site Assessment (ESA): The work to be undertaken consists of a review of available background, historical information, site visit, interviews, and a report of the findings. The purpose of this Phase I ESA is to identify the potential existence of contaminants and environmental concerns associated with past and present owners, operations within the subject property as well as within adjacent properties, that may have an environmental impact on the subject property.
- Basin Environmental - Biophysical Assessment: A Biophysical Assessment and Field Work will be undertaken to identify and map environmentally sensitive features within the Plan Area. This will include a wetland survey, a raptor nest search, and general site reconnaissance. The Biophysical Assessment will provide detailed descriptions on existing conditions for relevant environmental components.
- Hoggan Engineering and Testing (1980) Ltd. - Geotechnical Investigation: Hoggan will provide a subsurface investigation of the Plan Area in support of future industrial and commercial development. Testholes will be drilled on-site and sampled to ascertain soil conditions, groundwater conditions, and provide future development utility and infrastructure recommendations.

Draft Land Use Concept and Land Use Statistics

Subject to the Project Team's Background Research Report findings, site analysis, and initial key stakeholder outreach - a draft vision statement, 2 land use concept options, and land use statistics will be prepared. The Project Team will utilize the preferred land use concept to inform the drafting of the Area Structure Plan in Phase 3.



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Summary of Phase 2

Items	Deliverables
Review of Background Materials	Background Research Report
Site Visit	Site Photos
Engagement	Notification Letter Key Stakeholder Outreach (phone calls, emails, digital meetings)
Land Use Concept	Draft Land Use Concepts
Land Use Statistics	Draft Land Use Statistics
Council Introduction Presentation	PowerPoint Presentation
Regular Meeting(s)	Meeting Minutes

Phase 2 Milestone Dates: Background Research Report, Site Visit, Council Introduction Presentation, Draft Land Use Concept(s) and Draft Land Use Statistics.

Phase Cost: \$18,960.00

3.4.3 Phase 3 - Preparation of ASP

Once the background research has been compiled, and the Project Team has visited the site, the Project Team will begin preparing the ASP document. Invistec will rely upon its findings within Phase 2 to inform the necessary land use policies that will provide direction on implementing the land use concept. Invistec has multiple years of preparing documents of this type and expects this phase to be streamlined in a logical manner by maintaining active communication through regularly scheduled project meetings with the Project Team and Administration.

Public Open House

A Public Open House will occur following the completion of the draft ASP document and held concurrently while the document is circulated through internal and external agencies. Invistec will prepare all engagement materials to facilitate an engagement event. The Public Open House will provide the public and other key stakeholders the opportunity to review the land use concept and provide feedback on the proposal to the Project Team. The Project Team will provide a presentation to attendees describing efforts completed to date on the project, key components of the land use concept, and explain council’s adoption process for the ASP.

Review and Finalization of Technical Reports

All technical reports will be completed within Phase 3, including the Traffic Impact Assessment, Hydraulic Network Analysis, and Engineering Servicing Brief. These reports are of critical importance to the end function of the ASP area and are required to be completed last so that the servicing and roadway network are informed by the finalized version of the land use concept.

- [Invistec Consulting Ltd - Hydraulic Network Analysis \(HNA\)](#): The HNA will describe water distribution system servicing and will act as a guide for the future water

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- network development within the Plan Area.
- [Invistec Consulting Ltd - Engineering Servicing Brief](#): The Servicing Brief describes the sanitary sewer, storm sewer, and stormwater management servicing concepts for the Plan Area.
- [D&A Paulichuk Consulting - Traffic Impact Assessment \(TIA\)](#): The TIA report is required to determine the impact of the proposed development on traffic using South 5 Street and Railway Avenue South, which are the anticipated access routes to the Plan Area, as well as any intersection treatment.
- [Imagine 3D Workshop - 3-D Renders](#): Two (2) three-dimensional renders will be completed by Imagine 3D Workshop once the vision and land use concept are generally agreed upon. The three-dimensional renders will help in supporting the marketing of the Plan Area for future investment.

Summary of Phase 3

Items	Deliverables
ASP Document	Draft ASP Document
Technical Reports	Phase I ESA Biophysical Assessment Geotechnical Investigation Traffic Impact Assessment Hydraulic Network Analysis Engineering Servicing Brief
3-D Renders	Two (2) Three-Dimensional Renders on 11x17 layout
Engagement	Notification and Engagement Materials Public Open House
What We Heard Report	What We Heard Report
Regular Meeting(s)	Meeting Minutes

Phase 3 Milestone Dates: Draft ASP, Technical Reports, 3-D Renders, Public Open House, What We Heard Report.

*Phase Cost: **\$81,737.50***

3.4.4 - Phase 4 - ASP Finalization & Approval

Phase 4 will adhere to the Village Council approval process and will also include updates to the draft ASP document based on feedback and circulation comments received from Public Open House feedback, and internal/external agencies review. Invistec will work with Administration on any clarification questions and complete all revisions required during the review. Invistec will also prepare a public hearing presentation and attend the public hearing to present to Village Council and will be available to answer any questions Council may have. The final ASP package will include a working copy of the ASP in a preferred format for the Village, as well as a portable document format (PDF).

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Summary of Phase 4

Items	Deliverables
ASP Document	Final ASP Document
Public Hearing	Public Hearing Attendance and Presentation
Regular Meeting(s)	Meeting Minutes
Transfer of Data to the Village	Working Files in preferred file format(s)

Phase 4 Milestone Dates: Final ASP Document, Public Hearing and ASP approval.

Phase Cost: **\$7,965.00**

3.5 Assumptions

The following table is a breakdown of the key assumptions of this proposal. These assumptions are made by both Invistec and its partnering sub-consultants.

Invistec Consulting Ltd.	Assumptions
Planning & Engagement	<ul style="list-style-type: none"> • All previously existing cadastral data will be provided to the Project Team at the project initiation; • The Project Initiation meeting and regular project meetings may occur virtually through Zoom or Microsoft Teams in-lieu of in-person meetings; • A pre-recorded Council presentation (introduction) in audio/video format may be provided in-lieu of presenting in-person; • Engagement methods may be adapted to a mutually preferred format subject to the preference of the Village, and the final public engagement plan; • A representative from the Village will participate and assist in facilitating in any / all engagement events; • The Village will assist in obtaining preferred rates for venue rentals; • The Village will provide a list of affected area landowners and key stakeholders contact information to the Project Team; • The Village will assist where possible with circulation, newspaper, and any other related advertising costs and distribution; and • Invistec is not responsible for Audio/Visual translation costs.

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Invistec Consulting Ltd.	Assumptions
Engineering	<ul style="list-style-type: none"> All available servicing and geotechnical reports that are applicable to the Plan Area will be provided to the Project Team.
Basin Environmental Services	Assumptions
Biophysical Assessment	<ul style="list-style-type: none"> Costs do not include provincial or federal permitting, and do not include public consultation and First Nations Consultation (if required); No sharp-tailed grouse or rare plant species are included in this proposal; Disbursements for field work will be charged out of Sherwood Park, AB; and The Project site will be made accessible for field work.
Hoggan Engineering & Testing (1980) LTD.	Assumptions
Geotechnical Investigation	<ul style="list-style-type: none"> The Project site will be made accessible by a truck rig (5-ton).
D&A Paulichuk Consulting Ltd.	Assumptions
Traffic Impact Assessment	<ul style="list-style-type: none"> The Village can provide existing traffic counts at Railway Ave S (Hwy 897) and South 5th Street (Twp Rd 524, and Highway 45 and South 5th Street (Twp Rd 524).

3.6 Risk Factors and Mitigation Measures

Invistec possesses an abundance of experience in preparing documents of similar scale and scope and has successfully responded to and mitigated project risks throughout the course of ASP projects to ensure the successful delivery of the project. Some primary risks Invistec foresees are:

Risk Factors	Mitigation Measures
COVID-19	<ul style="list-style-type: none"> The Project Team will factor in potential timeline delays due to changes prescribed by Alberta Health Services and health concerns. Contingency buffers will be built into the project timelines, while also having alternative personnel made available (if / where necessary) to ensure the completion of the project at the desired timeline of the RFP.

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Risk Factors	Mitigation Measures
Reaching Consensus on the Land Use Concept	<ul style="list-style-type: none">Regular meetings with the Project Team, Administration, and clear public engagement/communication with landowners, key stakeholders, and affected area residents will ensure a general consensus is reached on the proposed land use concept.
Loss of Data or File Corruption	<ul style="list-style-type: none">Data may be lost or not readable due to a host of technical components. Invistec takes precautionary measures when working through tasks and saves duplicates of files on its secured private server in order to mitigate the possibility of lost work or data.
Delays in Feedback from Alberta Transportation and The County of Vermillion River	<ul style="list-style-type: none">Invistec has factored in a timeline buffer for circulation feedback due to the application having to be referred to the County for technical comment, in addition to AT.



SECTION 4
CAPACITY

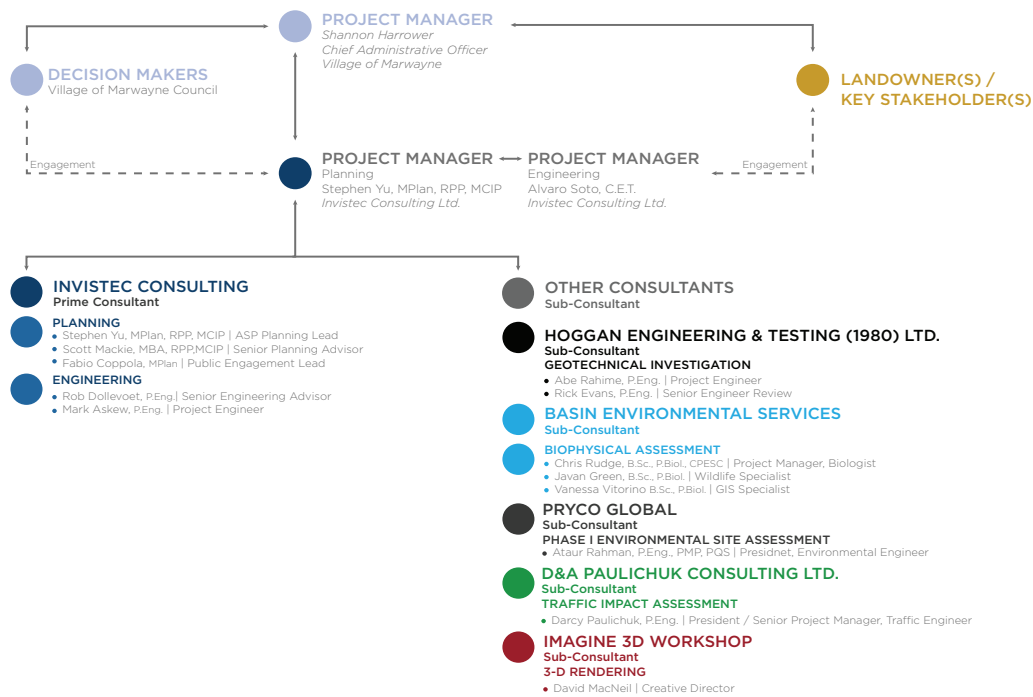
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4.0 CAPACITY

4.1 Project Team

Invistec’s Project Team is multi-disciplinary with extensive professional experience in project management of land development projects throughout Western Canada on behalf of clients from both the public and private sector. In order to efficiently manage the work scope of the subject RFP a centralized Project Team structure has been prepared, which has been successfully implemented on past municipal projects.

Invistec prides itself on its growing and ever-evolving municipal planning and engineering services portfolio, which, as shown in Section 2, is comprised of a diverse set of scales /types of projects across Alberta. Invistec has the capacity and interdisciplinary team to accomplish the objectives desired by the Village for this ASP.



Stephen Yu, MPlan, RPP, MCIP, Invistec Consulting | Project Manager - Planning

Stephen is the Manager of Planning at Invistec Consulting and is a Registered Professional Planner (RPP) and member of the Canadian Institute of Planners (MCIP). During his time at Invistec, Stephen has developed his skills to become well rounded as both a designer of and policy writer for sustainable communities. In addition to being a RPP, Stephen also possesses a certificate in Public Participation from the International

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Association for Public Participation (IAP2), which supports his strong belief that public engagements should be entertaining as well as informative. Stephen is adept at graphic design, and incorporates his creativity into every visual aspect of the project. At Invistec, Stephen leads a team of Planners and Technicians and manages all aspects of Invistec's planning projects. As Project Manager, Stephen has led a wide range of projects ranging from ASPs and NSPs/Outline Plans, rezonings, subdivisions, and permitting from the planning stages all the way to implementation and construction phases. Stephen will be responsible for leading the Project Team and acting as the main conduit between the Village and the Project Team. He will be responsible for:

- Primary contact for all questions and clarifications arising from this proposal;
- Authority to participate in contract finalization;
- Leading the Project Team (planning) and ensuring each deliverable is completed within the prescribed budget and target time-line (performance monitoring);
- Planning lead on ASP and Land Use Concept development; and
- Other areas as required by the Village or Project Team.

Alvaro Soto, C.E.T., Invistec Consulting | Project Manager - Engineering

Alvaro has over 15 years experience in civil engineering and he understands the challenges from both the private and public sector sides due to his management experience in both the areas. Alvaro has successfully managed large scale municipal projects and is currently leading a group of planners, engineering technical specialists and technologists to deliver municipal projects. He has gained a strong technical background through years of working in the infrastructure field (roads, storm and sanitary sewers, and water supply and distribution system) and the land development industry. His deep appreciation of stakeholder engagement and a working relationship with council, gives him a unique edge in capital project management/delivery, and dealing with sub-consultants and sub-contractors. Alvaro will be responsible for:

- Leading the Project Team (engineering) and ensuring each deliverable is completed within the prescribed budget and target time-line (performance monitoring);
- Identifying municipal engineering constraints and devising solutions; and
- Reviewing sub-consultant technical reports and providing support to Mark, where required.

Scott Mackie, MBA, RPP, MCIP, Invistec Consulting | Senior Planning Advisor

Scott has worked in the transportation and planning industry in both Calgary and Edmonton for over 35 years, for both the public and private sectors. With a Bachelor of Science in Geography and a Master's of Business Administration, both from the University of Calgary, Scott has been exposed to a wide variety of projects in both of Alberta's largest municipalities. This includes both current and long range planning where he was instrumental in developing a more effective and efficient approach system to planning and building approvals while developing a regulatory framework to achieve aspirational planning outcomes. Scott provides his knowledge and experience to Invistec's planning team, and has the ability to find innovative solutions and a balance

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to support the development community. Scott will assume the role of Senior Planning Advisor and will be responsible for:

- Contract finalization and sign-off authority;
- Project Team support;
- Review of technical document(s) and policy development; and
- Review of final ASP document.

Fabio Coppola, MPlan, RPP, Invistec Consulting | Public Engagement Lead

Fabio joined Invistec shortly after completing his Master's in Planning at the University of Calgary where he was apart of an intensive studio based design program. His skills have provided valuable insight on new approaches to professional planning practice. Prior to attending the University of Calgary, Fabio worked as a Land Research Analyst for a private Real Estate Land Acquisition company in Calgary, where he was charged with supporting land acquisition feasibility assessments on projects across the sunbelt states. Immediately after obtaining his Master's, Fabio began his career as a Planner with the Federation of Calgary Communities. In this role, he was in charge of representing, communicating, and liaising with over 151 community associations in Calgary on the review of the newly proposed Guidebook for Great Communities. Fabio possesses his RPP, IAP2 Certificate in Public Participation, and Crime Prevention Through Environmental Design Training (CPTED). Fabio's public engagement experience has helped garner engagement programs that are well participated and received. Fabio has amassed a wide-range of project experience since joining Invistec, and will bring forward his experience in public engagement, policy writing, and plan development. Fabio will assume the role of public engagement lead and be responsible for:

- All aspects of public engagement, which includes material preparation, distribution (where necessary), and leading engagement event(s);
- ASP policy development and graphic support;
- Coordination with sub-consultant(s) and reviewing technical reports for completeness; and
- Supporting Stephen where required.

Rob Dollevoet, P.Eng, Invistec Consulting | Senior Engineering Advisor

Rob is the Vice President of Invistec and has over 20 years of experience in municipal engineering and land development engineering, specializing in infrastructure planning, engineering design, construction, contract administration and project management of roads and underground utilities. Rob has been responsible for various aspects of the development of over 10,000 lots of residential development in the Edmonton metropolitan region, such as Robinson in Leduc, West Area Structure Plan, Windermere and Rosenthal in Edmonton, Riverside in St. Albert, , and Greenbury, Kenton, and Prescott in Spruce Grove, to name a few. Rob is responsible for managing and overseeing all engineering design and reports for Invistec. Rob will be responsible for:

- Contract negotiation and finalization;

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- Overseeing, reviewing, and approving (stamping) Hydraulic Network Analysis and Engineering Servicing Brief reports; and
- Providing technical related insight where required or necessary.

Mark Askew, P.Eng, Invistec Consulting | Project Engineer

Mark is a Project Engineer with Invistec Consulting and possesses nearly a decade of experience in municipal land development. Mark has worked on a wide range of residential, commercial, and industrial site developments. His experience covers engineering design and drafting including detailed design of roads, grading and underground sewer systems, as well construction coordination, survey, and site inspection. Mark's combined office and field experience gives him an innovative approach to project design. Mark will be responsible for:

- Producing a Hydraulic Network Analysis report; and
- Producing a Engineering Servicing Brief.

4.2 Other Personnel - Sub-Consultant Team Members

In addition to the above, the Invistec Project Team will be supported by its partner sub-consultants and their respective personnel, which includes professionals in geotechnical engineering, environmental engineering, transportation engineering, and wetland / wildlife biology.

4.2.1 Geotechnical Investigation - Hoggan Engineering & Testing (1980) Ltd.

Abe Rahime, P.Eng., | Project Engineer

Project engineering services will be provided by Mr. Abe Rahime, P. Eng. Abe will be responsible for coordinating and carrying out all aspects of the geotechnical program. His role will include:

- Communication with the prime consultant including scheduling
- Acquisition of all relevant project details and background information
- Establish a geotechnical investigation strategy
- Coordinate and carry out the field investigation and establish a laboratory testing program
- Compile all field and laboratory information and results.
- Provide all geotechnical analysis and design
- Prepare the geotechnical report

Abe is a senior geotechnical engineer and associate of Hoggan with more than 18 years of experience with the company. Abe has extensive experience with land development, municipal, transportation, structures, and primary industries, and manufacturing sectors. His work encompasses many aspects of geotechnical engineering including structure foundations, municipal works, storm management facilities, lagoons, trenching and trenchless construction, roads and pavement designs, and slope stability assessments.

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Rick Evans, P.Eng., | Senior Engineer Review

Acting as supervising geotechnical engineer and contract administrator will be Rick Evans, P. Eng. Rick will be the initial liaison for Hoggan and will provide oversight and guidance where required over the course of the project. He will also participate in meetings where required and will provide all senior geotechnical design and report review. Rick is a senior geotechnical engineer and president of the company with 31 years of related experience. Rick has maintained a hands-on approach through his tenure as a senior manager with the company. Rick currently sits on the Infrastructure Committee of the UDI, bringing insights and implementation of changes and improvements to geotechnical applications of land development planning, design, and construction. Through the years, Rick has forged strong relationships with various departments of the City, land developers, engineering consultants, and contractors. He has guided land development projects, within our firm, in almost all communities of Edmonton, gaining a vast base of knowledge of soil conditions and impacts there-of on land development projects.

4.2.2 Biophysical Assessment - Basin Environmental Services

Chris Rudge, B.Sc.,P.Biol., CPESC. | Project Manager, Biologist

Chris Rudge has over 11 years of experience focusing on the development of environmental impact assessments, biophysical assessments, regulatory permitting, and environmental planning. He has managed and contributed to numerous projects including greenfield developments, roadways, bridges, drainage infrastructure, light rail, mountain park resorts, and urban planning. He is accustomed to the regulatory processes associated with the Alberta Water Act, and associated Wetland Policy and has obtained such approvals. He is also registered as an Authenticating Professional under the Alberta Wetland Policy. Specific to the Project, Chris will serve as Project Manager responsible for development of all deliverables.

Javan Green, B.Sc.,P.Biol. | Wildlife Specialist

Javan Green has over eight years of experience as an environmental consultant and will serve as a wildlife specialist on the Project. Javan is experienced in conducting desktop and baseline field assessments and is well-versed in wildlife biology. He has extensive experience completing breeding bird surveys, migration surveys, species at risk surveys, amphibian and reptile surveys, wildlife feature surveys, winter tracking, and wildlife pre-disturbance nest surveys. Javan has applied these skills throughout Alberta for numerous general and specialized wildlife surveys. Specific to the Project, Javan will serve as the Wildlife Lead.

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Vanessa Vitorino, B.Sc.,P.Biol. | GIS Specialist

Vanessa Vitorino has a B.Sc. degree in Earth and Atmospheric Sciences from the University of Alberta, and a Certificate in Geographic Information Systems (GIS) from the Northern Alberta Institute of Technology. With over seven years of experience in environmental consulting, Vanessa is well versed in the development of detailed GIS based figures and maps based on desktop and field data. She has contributed her skills to environmental impact assessment, biophysical assessments, and regulatory submissions at the federal, provincial, and municipal levels of government. She is also skilled in historical aerial photography analysis and the use of LIDAR data to map hydrology and surface water catchment areas. In support of the Project, Vanessa will provide GIS based analysis and map preparation.

4.2.3 Phase I Environmental Site Assessment - PRYCO Global

Ataur Rahman, P.Eng., PMP, PQS | President, Environmental Engineer

Ataur is a civil engineering professional with more than 25 years of experience in engineering and project management. Ataur possesses strong analytical and problem solving skills. Ataur will be responsible for leading and delivering the Phase I ESA.

4.2.4 Traffic Impact Assessment - D&A Paulichuk Consulting Ltd.

Darcy Paulichuk, P.Eng. | President / Senior Project Manager, Traffic Engineer

Darcy is a Professional Engineer registered in the Provinces of Alberta and Saskatchewan with over 31 years of experience in civil, municipal, highway, bridge, airport, and land development projects. He has worked in various capacities in the public and private sectors, including provincial and federal government positioning, owner representation, consultant servicing, private proponent submission preparation, and design build projects. Darcy will be responsible for all aspects of the Traffic Impact Assessment report and will work closely with Invistec and the Village on the delivery of the final report.

4.2.5 3-D Rendering - Imagine 3D Workshop

David MacNeil | Creative Director

Imagine 3D Workshop is an architectural rendering studio that is comprised of outstanding professionals in design, visualization and technology. Using the most modern tools to bring your ideas to life, we deliver high quality visualization solutions world wide. David MacNeil has 7 years of experience with Imagine 3D as Creative Director and will be responsible for producing the required 3-D renders for the project.

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A further breakdown of sub-consultant team members, along with their resumes has been provided within Appendix II.

4.3 Project Team Availability and Contribution Table

The Project Team members included within this proposal are all immediately available to begin work on this assignment. While key team members have been identified in this proposal, additional staff can be brought on board, if and as required, to ensure Village expectations, visions, and goals are met.

Invistec Project Team Members	Availability	Project Contribution	Workload Allocation
Stephen Yu, MPlan, RPP MCIP - Planning Project Manager and ASP Lead	Available throughout all phases of the project.	14%	71 hours
Fabio Coppola, MPlan, RPP- Public Engagement Lead	Available throughout all phases of the project.	14%	77 hours
Alvaro Soto, C.E.T. - Engineering Project Manager	Phase 2 - 3	9%	48 hours
Mark Askew, P.Eng. - Project Engineer	Phase 2 - 3	17%	89 hours
Rob Dollevoet, P.Eng. - Senior Engineer Advisor	Phase 2 - 3	2%	12 hours
Scott Mackie, MBA, RPP MCIP - Senior Planning Advisor	Available throughout all phases of the project where necessary.	1%	5 hours
Planners	Available throughout all phases of the project.	28%	151 hours
Technicians	Available throughout all phases of the project.	15%	82 hours
Total		100%	535 hours

Hoggan Engineering and Testing (1980) Ltd. Project Team Members	Availability	Project Contribution	Workload Allocation
Abe Rahime, P.Eng. - Project Engineer	Phase 2 - 3	67%	40.5 hours
Rick Evans, P.Eng. - Senior Engineer Review	Phase 2 - 3	33%	20 hours
Total		100%	60.5 hours

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Basin Environmental Services Project Team Members	Availability	Project Contribution	Workload Allocation
Chris Rudge, B.Sc., P.Biol., CPESC - Project Manager, Biologist	Phase 2 - 3	71%	41 hours
Javan Green, B.Sc., P.Biol. - Wildlife Specialist	Phase 2 - 3	14%	8 hours
Vanessa Vitorino, B.Sc., P.Biol. - GIS Specialist	Phase 2 - 3	15%	8.5 hours
Total		100%	57.5 hours

Pryco Global Project Team Members	Availability	Project Contribution	Workload Allocation
Ataur Rahman, P.Eng., PMP, PQS - Environmental Engineer Lead	Phase 2 - 3	100%	23.5 hours
Total		100%	23.5 hours

D&A Paulichuk Consulting Ltd. Project Team Members	Availability	Project Contribution	Workload Allocation
Darcy Paulichuk, P.Eng. - President / Senior Project Manager, Traffic Engineer	Phase 2-3	100%	65 hours
Total		100%	65 hours

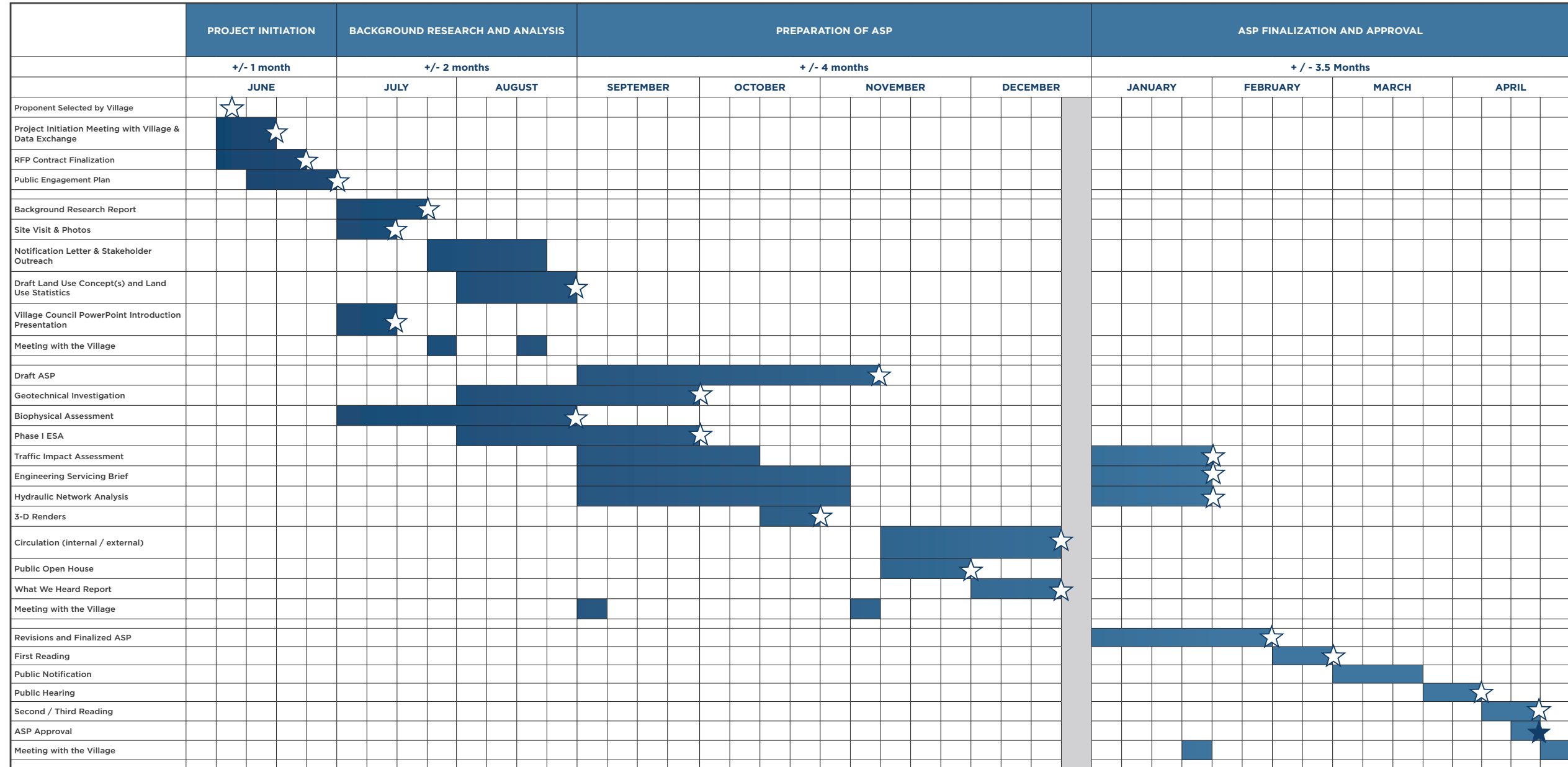
Imagine 3D Workshop Project Team Members	Availability	Project Contribution	Workload Allocation
David MacNeil - Creative Director	Phase 2 - 3	100%	13.8 hours
Total		100%	13.8 hours

SECTION 5
PROJECT SCHEDULE

PROJECT SCHEDULE

5.1 Project Schedule

The project schedule below was prepared based on past experiences, and through information provided in the Request for Proposal. This schedule is designed based on the information known and is subject to change following the project start up meeting.



Notes: Each box denotes 1 week
 This schedule is a best estimate based on current project understanding and is subject to change following agreed upon TOR.

- ★ Denotes estimated approval dates
- ☆ Denotes estimated submission dates for project milestone
- Denotes estimated Christmas break (subject to change)

SECTION 6
FEES

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6.0 FEES

The total proposed project budget, including fees and disbursements is **\$121,832.10**. GST is excluded in these fees, and the proposed budget is based on our current understanding of the project. The costs proposed below do not include venue rental and newspaper and advertising costs, as it is assumed that the Village will assist in obtaining preferred rates. It is also assumed that Invistec is not responsible for Audio Visual or translation costs for in-person events.

6.1 Payment Method

The Client (The Village of Marwayne) will be invoiced at the completion of each Phase, and agrees to pay the Consultant (Invistec Consulting Ltd.) for fees within 30 days of the Consultant submitting the invoice for carrying out the services as defined in the description of work. Disbursements will be invoiced along with Phase 4.

Details of the proposal are below, including specific information related to each item:

PHASE	BUDGET	ASSUMPTIONS
1. Project Initiation	\$4,145.00	1 Public Engagement Plan 1 Virtual Meeting with Administration
2. Background Research and Analysis	\$18,960.00	1 Background Research Report 1 Site Visit 1 Public Notification Letter 1 Council Introduction Presentation 2 Land Use Concept Options 1 Land Use Statistics 1 Virtual Meeting with Administration
3. Preparation of ASP	\$81,737.50	1 Draft ASP Technical Reports 2 3-D Renders 1 Public Open House 1 What We Heard Report 2-3 Virtual Meetings with Administration
4. ASP Finalization and Approval	\$7,965.00	1 Final ASP Document 1 Public Hearing 1-2 Virtual Meetings with Administration
Disbursements @ 8%	\$9,024.60	Travel, engagement materials & printing costs, and other incurred project expenses
Total (excluding GST)	\$121,832.10	



5.2 Detailed Fee Breakdown

Name Rates	Invistec Consulting								Hoggan Engineering & Testing (1980)	Basin Environmental Services			PRYCO Global	D&A Paulichuk Consulting Ltd.	Imagine 3D Workshop	Labour Hours	Labour Costs	Total Costs	
	Stephen Yu, MPlan, RPP, MCIP \$175	Scott Mackie, MBA, RPP, MCIP \$300	Fabio Coppola, MPlan, RPP \$150	Rob Dollevoet, P.Eng. \$240	Alvaro Soto, C.E.T. \$180	Mark Askew, P.Eng. \$160	Planners \$135	Technicians \$135	Rick Evans, P.Eng. \$150	Abe Rahime, P.Eng. \$150	Chris Rudge, B.Sc., P.Biol., CPESC \$125	Javan Green, B.Sc. P.Biol. \$125	Vanessa Vitorino, B.Sc., P.Biol. \$110	Ataur Rahman, P.Eng., PMP, PQS \$150	Darcy Paulichuk, P.Eng. \$135				David MacNeil \$150
Village of Marwayne Area Structure Plan																			
Phase 1 - Project Initiation																			
Start up Meeting	1.0	1.0	1.0	1.0	1.0												5	\$1,045	\$1,045
Public Engagement Plan	2.0		16.0														18	\$2,750	\$2,750
Project Management and Meetings	2.0																2	\$350	\$350
Phase 2 - Background Research and Analysis																			
Background Research Report	4.0				2.0	4.0	26.0										36	\$5,210	\$5,210
Site Visit and Photos	5.0		5.0		5.0	5.0											20	\$3,325	\$3,325
Key Stakeholder Outreach and Notification Letter	2.0		8.0				8.0										18	\$2,630	\$2,630
Land Use Concept	4.0	1.0	4.0	1.0	1.0												36	\$5,395	\$5,395
Land Use Statistics	0.5		0.5														4	\$500	\$500
Council Introduction Presentation	2.0		2.0		2.0		3.0										10	\$1,550	\$1,550
Project Management and Meetings	2.0																2	\$350	\$350
Phase 3 - Preparation of ASP																			
Draft ASP	16.0	2.0	12.0	2.0	8.0		56.0	32.0									128	\$19,000	\$19,000
Technical Reports (Phase I ESA, Geotech, Biophysical, TIA, HNA, Eng Servicing Brief)	4.0		4.0	8.0	16.0	80.0	4.0		20.0	40.5	41.0	8.0	8.5	23.5	65.0		323	\$47,875	\$47,875
3-D Renders	1.0																15	\$2,238	\$2,238
Public Open House	10.0		12.0		10.0		18.0	16.0								13.8	66	\$9,940	\$9,940
What We Heard Report	1.0		3.0				10.0										14	\$1,975	\$1,975
Project Management and Meetings	2.0				2.0												4	\$710	\$710
Phase 4 - ASP Finalization and Approval																			
Final ASP Document	4.0	0.5	4.0				16.0	4.0									29	\$4,150	\$4,150
Public Hearing	7.0		5.0				10.0										22	\$3,325	\$3,325
Project Management and Meetings	1.0				1.0												3	\$490	\$490
Subtotal - Hours	71	5	77	12	48	89	151	82	20	41	41	8	9	24	65	14	753		
Subtotal - Costs	\$12,338	\$1,350	\$11,475	\$2,880	\$8,640	\$14,240	\$20,385	\$11,003	\$3,000	\$6,075	\$5,125	\$1,000	\$935	\$3,525	\$8,775	\$2,063		\$112,808	\$112,808

Disbursements @ 8% \$9,024.60
 Subtotal **\$121,832.10**
 GST @ 5% \$6,091.61
\$127,923.71

APPENDIX I
**CERTIFICATIONS AND
INSURANCE**

INVISTEC CONSULTING LTD.



Ryder Insurance Ltd.
 #204, 400 Crowfoot Crescent NW
 Calgary, Alberta T3G 5H6
 Tel.: (403) 284-4771
 Fax: (844) 269-8044

Name of Insured: Invistec Consulting Ltd
Address of Insured: 1700, 10130 103 Street Edmonton, AB T5J 3N9
Location and operations to which this certificate applies: Engineer


Kind of Policy	Insurer & Policy Number	Expiry Date	LIMITS OF LIABILITY	
		MM/DD/YY		
Commercial General Liability – Inclusive Limit for Third Party Bodily Injury and Property Damage combined	Intact Insurance Company #5A1122248	09/02/22	Per Occurrence Limit:	\$5,000,000
			Annual General Aggregate Limit:	\$5,000,000
			Products/Completed Operations Annual Aggregate Limit:	\$5,000,000
			Other Liability Coverages:	
			<ul style="list-style-type: none"> • Products Completed Operations included • Non-Owned Automobile Liability \$5,000,000 limit • Cross Liability included • Contractual Liability included • Employee Benefit Program Liability \$1,000,000 Limit • Forest and Prairie Fire Fighting Expenses \$1,000,000 Limit • 	
Professional Liability	Axis Reinsurance CTN/641038/01/2020	09/02/22	Limit per claim: \$5,000,000 Aggregate limit: \$5,000,000	

*****NOTES*****

The insurance afforded is subject to the terms, conditions, and exclusions of the applicable policy. This Certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the Insurer. The Insurer will endeavor to mail to the holder of this Certificate Thirty (30) days written notice of cancellation of these policies, but assumes no responsibility for failure to do so.

- Absence of any entry to these spaces means that insurance is not in force in respect of the coverage opposite thereto.

Date: September 2, 2021


 Authorized Representative: _____
 Sue Planden

INVISTEC CONSULTING LTD.



This certificate recognizes that

INVISTEC CONSULTING LTD.

In keeping with the principles of *Partnerships* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.

Don MacLennan
 Alberta Construction Safety Association
Certifying Partner

Certificate # 20210831-4173
 WCB Industry Code(s): 86400

Ian Hooper
 Government of Alberta

Expiry Date: August 31, 2024



INVISTEC CONSULTING LTD.



PERMIT TO PRACTICE

P11404

Invistec Consulting Ltd.

Is Hereby Authorized to Engage in the Practice of Engineering in the Province of Alberta



Start Date: June 1, 2021
Expiry Date: May 31, 2022
Permit Holder Since: June 2011

Handwritten signatures and titles: Brian Pearse (President), F. Nagendran (Registrar & CEO), both P.Eng.

INVISTEC CONSULTING LTD.



9912 - 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

May 6, 2022

Reference Number: 666158

VILLAGE OF MARWAYNE
PO BOX 113
MARWAYNE AB T0B 2X0

Dear Sir or Madam:

Re: INVISTEC CONSULTING LTD.
1700-10130 103 ST NW
EDMONTON AB T5J 3N9

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
6528698	ENGINEERING SERVICES	Oct 14, 2011	worker coverage personal coverage for: KE LIU

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (13345829)

SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA

APPENDIX II
**PROJECT TEAM
RESUMES**

INVISTEC CONSULTING LTD.



Stephen Yu, MPlan, RPP, MCIP
Manager of Planning

Page 1 of 2

Stephen is the Manager of Planner with Invistec Consulting. Stephen possesses a Master’s Degree in Planning, and leads a team of Planners and Technicians and manages all aspects of Invistec’s planning projects. His experience covers everything from the development of statutory plans, such as ASPs, NSPs, and Outline Plans, as well as feasibility studies, technical studies, policy writing, and public engagement. Prior to joining Invistec, Stephen was a Public Engagement Intern with CitySpaces Consulting, and an engagement volunteer with the City of Calgary, leading and moderating discussions with stakeholders of the projects.

EDUCATION

Master of Planning

University of Calgary
 Calgary, Alberta

B.A., Urban Development

University of Western Ontario
 London, Ontario

PROJECT EXPERIENCE

Manager of Planning

Invistec Consulting Ltd., Edmonton, AB

Stephen’s main responsibilities are to lead a group of planners and technologists to provide planning services to clients from both private and public sectors.

Some of Stephen’s projects include:

- West End NCP (Project Manager)
- Meltwater NSP (Project Manager)
- Ellerslie ASP and NSP Amendment (Project Manager)
- Grove on 17 Commercial (Planning Lead)
- South Riel ASP (Planning Lead)
- Le Reve ASP (Planning Lead)
- Le Reve NSP (Planning Lead)

Senior Planner

Invistec Consulting Ltd., Edmonton, AB

Stephen’s main responsibilities were leading and project managing planning projects including the preparation of ASPs, ASP/NSP amendments, rezoning applications, and large scale commercial sites.

REGISTRATION

Registered Member, APPI
 Registered Member, CIP

TRAINING

IAP2 Foundations of Public Participation
 Gender-Based Analysis Plus (GBA+)

Some of Stephen’s projects include:

- Hamlet of Robb ASP (Project Manager)
- Lakeview ASP (Project Manager)
- Ellerslie ASP and NSP Amendment (Project Manager)
- Secord Crossing Commercial (Planning Lead)

Planner

Invistec Consulting Ltd., Edmonton, AB

Stephen was responsible for policy writing, developing public engagement strategies, producing land use concepts, policies, and graphics for a variety of planning projects.

Some of Stephen’s projects included:

- Elan Area Structure Plan (Policy & Engagement)
- Faust ASP (Policy & Engagement Lead)
- Jossard ASP (Policy & Engagement Lead)
- Grouard ASP (Policy & Engagement Lead)
- Fort Mall Redevelopment (Policy & Engagement)
- Place Chaleureuse (Planning Lead)
- Pollard Meadows Mixed-Use (Policy & Engagement)

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.



Stephen Yu, MPlan, RPP, MCIP
Manager of Planning

Page 2 of 2



CERTIFICATE

This is to certify that

Stephen Yu

has successfully completed the program

Planning for Effective Public Participation

Canada

Ellen Ernst
Executive Manager
IAP2 Federation



Kylie Cochrane
Presiding Member
IAP2 Federation

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.



Scott Mackie, MBA, RPP, MCIP

Vice President

Page 1 of 1

Scott is the Vice President of Invistec and brings a diverse background in transportation and land use planning working with both the public and public sectors. As a Planning Manager in both Calgary and Edmonton, Scott developed more effective and efficient approaches to planning and building approvals while developing a regulatory framework to achieve aspirational planning outcomes. Scott demonstrates exceptional planning, organizational and communication skills complemented by a creative and innovative vision that results in community and industry leading developments.

EDUCATION

Executive Master of Business Administration

*University of Calgary
Calgary, Alberta*

B.Sc., Geography

*University of Calgary
Calgary, Alberta*

REGISTRATION

Registered Member, APPI
Registered Member, CIP
Registered Member, ITE

PROJECT EXPERIENCE

Vice President

Invistec Consulting Ltd., Edmonton, AB

Scott is responsible for providing senior oversight on areas of the company that deal with planning and municipal approvals, utilizing his 30+ years of experience in municipal government.

Vice President, Western Canada Planning & Design

WSP Canada, Edmonton, AB

Scott was responsible for overseeing WSP's planning practice across Western Canada for public and private sector consulting projects in Western Canada. This included land development, municipal, and regional planning.

Branch Manager, Current Planning

City of Edmonton, Edmonton, AB

Scott's main responsibilities were to manage and provide leadership to Branch Services delivering all planning, building and licensing approvals. He provided oversight of the City's plan implementation including the Municipal Development Plan, and managed significant changes to policy and regulatory managed significant changes to policy and regulatory

framework that improved transparency, efficiency, housing diversity, and urban design.

Some of Scott's projects include:

- Review and update of the City's Land Use Bylaw
- Horse Hill Area Structure Plan
- Riverview Area Structure Plan
- Decoteau Area Structure Plan
- Rogers Place Arena and Ice District

Manager, Citywide Planning & Economics

City of Calgary, Calgary, AB

Scott led the development of land use policy, economic policy, and demographic/economic forecasting, growth management, and infrastructure coordination.

Program Manager, Transportation Sustainability Strategy

City of Calgary, Calgary, AB

Scott developed an infrastructure planning strategy that allowed the deferral of major projects through maximizing the capacity of existing infrastructure.

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.



Fabio Coppola, MPlan, RPP

Senior Planner

Page 1 of 2

Fabio is a Senior Planner with Invistec Consulting and possesses a master’s degree in Planning from the University of Calgary. In the role of Senior Planner, Fabio works closely with the larger Invistec Planning team, which is comprised of both Planners and Technicians. Fabio actively collaborates on private and public planning projects with various disciplines from engineers, architects, landscape architects, biologists, and environmental scientists. His experience covers everything from the development of statutory plans, such as ASPs, NSPs, as well as feasibility studies, technical studies, policy writing, and public engagement. Prior to joining Invistec, Fabio was a Planner with the Federation of Calgary Communities, and a Land Research Analyst with Walton Global Investments, working on real estate acquisitions and dispositions, as well as feasibility and due diligence assessments.

EDUCATION

Master of Planning

*University of Calgary
Calgary, AB*

B.A., Urban & Regional Studies

*University of Lethbridge
Lethbridge, AB*

PROJECT EXPERIENCE

Senior Planner

Invistec Consulting Ltd., Edmonton, AB

Fabio’s main responsibilities area leading and project managing planning projects including the preparation of ASPs, ASP/NSP amendments, rezoning applications, and large scale commercial sites.

Planner

Invistec Consulting Ltd., Edmonton, AB

Fabio’s main responsibilities include working alongside planners and technologists and providing planning services to clients from both private and public sectors. He also supports in the public engagement aspect of Invistec’s projects and has hosted numerous public engagement sessions in various municipalities such as:

- Le Reve ASP (Planner)
- Le Reve NSP (Planner, Public Engagement)
- Hamlet of Robb ASP (Planner, Public Engagement)
- West End NCP (Lead Planner, Public Engagement)
- Estates of Tuscany OP (Lead Planner, Public Engagement)

REGISTRATION

Registered Member, APPI

TRAINING

IAP2 Foundations of Public Participation
Gender-Based Analysis Plus (GBA+)
Crime Prevention Through Environmental Design

Planner

Federation of Calgary Communities, Calgary, AB

Fabio’s main responsibilities included representing community associations in the planning process; educating members of community in planning; liaising with the City of Calgary on planning policy.

Some of Fabio’s projects included:

- Partners in Planning (City of Calgary, neighbourhood walking tour and engagement).
- Co-Creating Calgary’s Future Roundtable (City of Calgary, engagement session).
- Developed Area Guidebook (City of Calgary, stakeholder consultation)

Land Research Analyst

Walton Global Investments, Calgary, AB

Fabio’s main tasks included conducting research regarding jobs, people, and permits in target investment markets across the United States; managing sub-consultants during due diligence periods; GIS land analysis, map making, presentations, as well as writing internal briefs and reports.

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.



Fabio Coppola, MPlan, RPP

Senior Planner

Page 2 of 2

CERTIFICATE

This is to certify that

Fabio Coppola

has successfully completed the program

Planning for Effective Public Participation

Canada

Ellen Ernst
Executive Manager
IAP2 Federation

Kylie Cochrane
Presiding Member
IAP2 Federation

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.



Rob Dollevoet, P.Eng.
Vice President

Page 1 of 1

Rob Dollevoet has over 20 years of experience in land development engineering, specializing in engineering design, construction, contract administration and project management of residential and commercial land development in the metro Edmonton area including numerous developments in Spruce Grove, Edmonton, St. Albert, Beaumont, and Leduc. Rob has design expertise in stormwater management facilities, sanitary, storm, water designs, as well as road and earthworks balances. Rob has been involved in the design and project management of over 10,000 residential lots in the metro Edmonton area including several kilometres of collector and arterial roads. As Vice President, Rob oversees all aspects of Invistec's engineering designs, technical reports as well as coordinates with in-house planners and landscape architects.

EDUCATION

B.Sc., Civil Engineering

University of Alberta
 Edmonton, Alberta

REGISTRATION

Professional Engineer, APEGA
 Urban Development Institute (UDI), Edmonton

PROJECT EXPERIENCE

Vice President

Invistec Consulting Ltd., Edmonton, AB

Rob's responsibilities including managing and overseeing all engineering design and reports in the Edmonton office along with collaborating with Planning, Landscape Architecture and Engineering Field Staff.

Associate, Senior Project Manager

IBI Group, Edmonton, AB

Rob was a senior engineer and oversaw all design, client and construction management for approximately 10,000 single family lots in the metro Edmonton Area including numerous developments in Spruce Grove including Greenbury, Prescott and Kenton/ Westwind.

Rob has been involved in the design and construction of multiple arterial road projects and numerous Storm Water Management Facilities.

Arterial Roads:

- Maple Road, Edmonton
- Windermere Boulevard, Edmonton
- 153 Avenue, Edmonton

Technical Studies:

- Meltwater NDR
- Storm Water Design Brief, Prescott NBHD, City of Spruce Grove
- Windermere Neighbourhood NDR
- Rosenthal NDR
- Carlton Neighbourhood NDR
- Palisades NDR
- West Area Structure Plan - Leduc
- Hamptons NDR
- University of Alberta - Long Range Development Plan

Relevant Projects:

- Greenbury, Spruce Grove
- Kenton, Spruce Grove
- Prescott, Spruce Grove
- Pioneer Road Sanitary Trunk, Spruce Grove
- Windermere Neighbourhood, Edmonton
- One at Windermere
- Riverside, St. Albert
- Robinson, Leduc
- Rosenthal, Edmonton
- Timberlea, Fort McMurray
- Carlton, Edmonton
- Cumberland, Edmonton

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.



Alvaro Soto, C.E.T.
Manager of Municipal Engineering

Page 1 of 2

Alvaro Soto is the Manager of Municipal Engineering with 17 years of experience in civil engineering, Alvaro understands the challenges from both consultant and municipality sides due to his management experience in both the private and public sectors. Worked as a Senior Project Manager for City of Beaumont, a rural municipality with 15,000 people approximately, Alvaro enjoyed his role of successfully managing large scale municipal projects including Neighbourhood Renewal, major upgrades to existing fitness facility (\$30M), rural road upgrades, urbanization studies for existing urban road, pedestrian bridge replacement, storm water management facility upgrades, Levy Calculations, utility master plan implementation, large scale drainage improvements for collector and local roads.

EDUCATION

Civil Technology (Co-Op)

Northern Alberta Institute of Technology
 Edmonton, AB

General Sciences

University of Alberta
 Edmonton, AB

REGISTRATION

Certified Engineering Technologist, ASET

PROJECT EXPERIENCE

Manager, Municipal Engineering

Invistec Consulting Ltd., Edmonton, AB

Alvaro is the Manager of Municipal Engineering, and leads a team of engineers, technologist and surveyors in the design and construction of Municipal projects. Including, roadway, storm, sanitary and water infrastructure projects.

- Coordination with regulatory agencies (including Transportation, Infrastructure & Environment), Utility Companies, municipal governments, and other stakeholders.
- Establishing and managing budget and schedules for both private and public projects such as neighbourhood renewal, land development and school site assessment

Main projects:

- City of Edmonton: School Site Servicing Assessments
- Town of Edson: Engineering Open Order
- Sturgeon County: Tuscany Estates Development
- Beaumont: Montrose Estates Neighbourhood and Le Reve Neighbourhood

Sr. Project Manager

City of Beaumont, Beaumont, AB

Alvaro worked for the City of Beaumont as the main Project Manager of all Capital projects.

- Managed various capital projects ranging from \$10K – 30M,
- Completed project risk management, financial and safety assessments), updated the assessment throughout the project's lifespan.
- Responsible for planning, engineering design review, coordinating, preparing cost estimates, budgeting, reviewing tendering documents and contract specifications.
- Conducted daily site inspections through the project's lifecycle, focusing on safety, progress and provided on-site solutions to question that surfaced.
- Provided guidance to leadership team and infrastructure director

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.



Alvaro Soto, C.E.T.
Manager of Municipal Engineering

Page 2 of 2

Projects Alvaro managed include:

- Various Neighbourhood Renewal Projects from concept-design-construction-close out stages. Including: Beuridge, Coloniale Estates, Centre-Ville, Four Seasons Estates, Glenbrae Meadows and Beau Meadows.
- Various Road Improvement projects to extend their longevity including:
 - Township Road 510 overlay from Range Road 244 to 50 Street;
 - 50 Street northbound lanes overlay; and
 - 60 Street overlay between Highway 625 and 30 Avenue.
- SWMF improvements and concept design.
 - Caradon SWMF improvement (dry pond to wet pond conversion); and
 - Four Seasons Park (dry pond to wet pond conversion).
- Various creek crossing replacements. These included removing existing crossing with more suitable structures capable of handling snow removal and various other heavy equipment.
- Ken Nichols Regional Recreation Centre major upgrades including:
 - The construction of two NHL hockey sized rinks, one field house, basketball and volleyball gym, climbing wall, improvements to existing pool and expansion to existing weight room.
 - This expansion also included major overhauls to the mechanical systems.

- Coordinated with City of Edmonton departments and local agencies.
- Prepared construction cost estimates and concept designs.

Alvaro managed numerous multi-million-dollar land development projects from initial planning to post-construction phases. Including:

- Newcastle Stages 4-6
- Aster Stage 1
- Cy Becker 4, 7, 8
- Laurel Stage 11
- Big Lake Stages 1-4
- Glenridding Heights
- South Creek (Stony Plain)

Senior Land Development Designer/Project Manager
MMM/WSP Canada, Edmonton, AB

Alvaro was a Senior Land Development Designer/Project Manager for major land development projects withing Alberta while at MMM/WSP Canada.

- Main point of contact with various Developers and Contractors.
- Liaison with the municipalities and approval authorities.
- Provided a leadership role to younger engineers.

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.



Mark Askew, P. Eng.
Project Engineer

Page 1 of 1

Mark is a Project Engineer with Invistec Consulting Ltd. with 10 years of experience in Municipal Design and Land Development industry. Mark has designed and managed a wide range of municipal, residential, commercial, and industrial site developments. His experience encompasses engineering detailed design of roads, grading and underground sewer systems, as well construction coordination, survey, and site inspection. Mark's combined office and field experience gives him an innovative approach to project design.

EDUCATION

B.Sc., Civil Engineering

University of Alberta
Edmonton, AB

PROJECT EXPERIENCE

Land Development Engineering Services

Project Engineer, Invistec Consulting Ltd.,
Edmonton, AB

Mark's prime responsibility is to provide detailed engineering design of roadways, site grading & servicing as well as project management support for a variety of residential and commercial projects.

Primary Responsibilities include:

- Municipal Engineering Design. Commercial and residential subdivision engineering detailed design.
- Preparing the detailed designs and drafting of roadway network, storm sewers, sanitary sewers, and water network.
- Preparing Opinions of Probable Cost
- Preliminary engineering design of commercial sites to determine budgets, and earthwork volume calculations.
- Preparing engineering studies and technical reports.

Some of Mark's recent projects include:

- Marquis Offsite Watermain
- Marquis Offsite Arterial Roads
- Numerous Servicing Reports
- Numerous HNA's
- Midtown Phase 1
- Woodbend Commercial
- Manning Commercial
- Horse Hills Neighborhood 2 NDR Amendment
- Freson Brothers site in Rabbit Hill

REGISTRATION

Professional Engineer, APEGA

Land Development Engineering and Construction Management

Project Engineer, Prism Engineering Inc.
Edmonton, AB

At prism engineering Mark provided detailed engineering design and construction management, survey, and inspection for a variety of residential, commercial, and industrial projects.

- Campbell South in St. Albert
- Brentwood Lloydminster Commercial Phase 2
- Heartland Industrial Park
- East Bevington NW11 Industrial
- Grandin Neighbourhood in Morinville
- Meadows of Morinville

INNOVATION INTEGRITY EXCELLENCE

INVISTEC CONSULTING LTD.



Ibrahim (ABE) Rahime, P. Eng.
Senior Geotechnical Engineer. Associate

Professional Experience Overview

Ibrahim (Abe) Rahime, P. Eng., is a senior geotechnical engineer and associate of Hoggan with more than 18 years of experience with the company. Abe has extensive experience with land development, municipal, transportation, structures, and primary industries, and manufacturing sectors. His work encompasses many aspects of geotechnical engineering including structure foundations, municipal works, storm management facilities, lagoons, trenching and trenchless construction, roads and pavement designs, and slope stability assessments. His roles within the company are wide reaching and include the following:

- Geotechnical Investigations: planning and coordination with clients and stakeholders, landowners, drilling contractors, utility and regulatory authorities, and support personnel; direct and oversee field drilling activities, onsite testhole logging, sampling, and instrumentation installations; Establish and oversee a laboratory testing program; provide geotechnical analysis, design, and recommendations; Prepare geotechnical reports and support documentation
- Project Scoping: liaison with clients, owners, regulatory and local authorities, to establish geotechnical requirements; prepare geotechnical and materials testing budgets; scheduling
- Construction oversight: provide field reviews, site condition confirmations, trouble shooting;
- Supervision: mentoring and training of junior staff, coordinate and management of technical personnel, report reviews

Years of Experience:

Industry Experience: 20 years | As ROLE: 18 years

Experience Highlights:

Geotechnical Investigation

- **Elysian Neighborhood (Rohit Developments)**

Timeline: 2020 | **Role:** Senior Project Engineer

The Elysian Neighborhood is a new residential development west of Ray Gibbon Drive, north of the CN crossing to Villeneuve Road. The geotechnical work for this project is on-going. The project involves the geotechnical aspects of land development including the implementation of deep sanitary, water, and storm infrastructure, storm water management facilities, and roads. The geotechnical scope includes a comprehensive testhole drilling program and laboratory testing requirement to support engineering analysis and detailed design aspects of the project.

Geotechnical Investigation

- **199 Street Wildlife Crossing (Riverview Land Company)**

Timeline: 2016-2017 | **Role:** Senior Project Engineer

This project consisted of upgrading the 199 Street – Wedgewood Creek Crossing to a wildlife crossing. The wildlife crossing included a 14m span bridge, a 250m long multiplate culvert, a 7m high MSE wall and a 12m high approach fill. The project required a detailed geotechnical investigation for bridge foundations and analysis for stability and settlement of deep approach fills. The project included modelling and analysis for global slope stability. Construction monitoring and consulting was provided throughout the project

Geotechnical Investigation

- **Muttart Crossing Community Redevelopment (Brookfield and Rohit Developments)**

Timeline: 2018-2020 | **Role:** Senior Project Engineer

This project entailed the redevelopment of a previous commercial and industrial site into a high-density multi-lot residential community. The project consisted of redeveloping the lands into four lots with associated roads and paths connecting to the Edmonton Stadium LRT Station. In addition, one of the lots is currently under construction and it to consist of two 6-storey wood framed residential buildings along with a 3-storey commercial building all with a shared one level underground parkade. The site is located within the Boyle Street Neighbourhood, and is part of the City of Edmonton's Downtown East redevelopment strategy. A comprehensive geotechnical investigation was implemented to include deep borings, laboratory analysis, and analysis for design of building foundations, shoring, and servicing

EDUCATION

University of Alberta, 2000
 BSc. Civil Engineering

EMPLOYMENT HISTORY

J. R. Paine & Associates Ltd./ Hoggan
 Engineering & Testing (1980) Ltd.
 2002 to date
 Geotechnical Engineer

North American Construction Group
 2000 to 2002
 Geotechnical Engineer

AFFILIATIONS

The Association of Professional Engineers and
 Geoscientists of Alberta

Canadian Geotechnical Society

North American Society for Trenchless
 Technology



Elysian Neighborhood



HOGGAN ENGINEERING & TESTING (1980) LTD.

INVISTEC CONSULTING LTD.

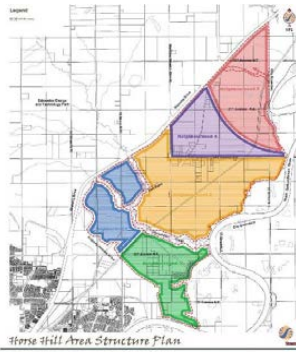
Ibrahim (Abe) Rahime, P. Eng.
 Geotechnical Engineer



199th Street Wildlife Crossing



Muttart Crossing Community Redevelopment



Horse Hill Neighborhood 2



Edgemont Neighborhood

Residential Subdivision Development

- **Horse Hill Neighborhood 2 (Various Land Developers and Consultants)**

Timeline: 2013 to 2020 | **Role:** Geotechnical Engineer of Record

Located within the northeast area of the City of Edmonton. This neighborhood development included over 9 quarter sections of land. Abe was tasked with completing a geotechnical investigation providing geotechnical recommendations for an ASP then complete subdivision development. The subdivision development included a new wildlife crossing at the Meridian Street and Horse Hills Creek Crossing as well as upgrades to the existing Meridian Street from 167th Avenue to Highway 15 (Manning Freeway). In addition to the geotechnical investigation for subdivision development, the project consisted of detailed slope stability analysis of 1.5 kilometers of NSR slope and 2 kilometers of the Horse Hills Creek slope along with storm outfall into the NSR and several offsite utilities. These slopes varied from 15 to 40 meters high. Detailed geotechnical engineering services have been ongoing since 2013 and continue to this day. Stage 1 construction of this project was slated to begin in the Summer of 2020 and the construction of the Meridian Street Crossing began in fall of 2019.

Abe was able to work with a number of land owners/developers including Qualico Developments, Cameron Developments, MLC Developments and Walton Developments as well as a number of consultants including Stantec Consulting Ltd. and WSP Canada Group Limited.

- **Edgemont Neighborhood (Various Land Developers and Consultant)**

Timeline: 2008 to date | **Role:** Geotechnical Engineer of Record

Located within the west area of the City of Edmonton, the neighborhood development included approximately 1000 acres of subdivision development. Abe was tasked with completing a geotechnical investigation providing geotechnical recommendations for an ASP then complete subdivision development. The subdivision development included a new wildlife crossing at the 199th Street and Wedgewood Creek Crossing as well as upgrades to the existing 199th Street from Lessard Road to 23rd Avenue. In addition to the geotechnical investigation for subdivision development, the project consisted of detailed slope stability analysis of 5.5 kilometers of the Wedgewood Creek (WC) slope along with several storm outfalls into the WC and several offsite utilities. These slopes varied from 10 to 30 meters high. The project included two sanitary lift stations roughly 18 meters deep. Detailed geotechnical engineering services have been ongoing since 2008 and continue to this day. To date over 20 stages of this neighborhood have been constructed under direct supervision of Abe. More stages are planned for this neighborhood. The soils in this neighborhood are some of the most challenging soils to construct infrastructure within. Abe's wealth of knowledge in dealing with challenging soil conditions have been valuable in aiding in the design and construction of this neighborhood.

Abe was able to work with a number of land owners/developers including Rohit Developments, Qualico Developments, Cameron Developments, and Walton Developments as well as a number of consultants including Select Engineering Consultants Ltd., Stantec Consulting Ltd. and WSP Canada Group Limited.



HOGGAN ENGINEERING & TESTING (1980) LTD.

INVISTEC CONSULTING LTD.



Rick Evans, P.Eng.
Senior Engineer Review

Career Highlights

Rick started his career with J.R. Paine & Associates Ltd. right out of university and has worked at the company ever since, taking on more responsibility and leadership as his experience grew. Rick has experience in many facets of geotechnical engineering from foundations to slope stability, achieving northern experience working on several projects in Whitehorse, Yukon. Rick is a principal engineer responsible for the technical review of all geotechnical analysis and reporting coming out of the Edmonton Office. Rick has worked in over a hundred subdivisions in all areas of Edmonton from McConachie to Stewart Greens to Charlesworth and has a vast knowledge of the local geotechnical conditions.

Years of Experience:

Industry Experience: 31 years | As ROLE: Geotechnical engineer

Relevant Experience

Geotechnical Investigation

- **Riverview Neighborhoods 1-3 (Qualico Developments et al.)**

Timeline: 2013 to 2015 | **Role:** Senior Project Engineer

Riverview Neighborhoods 1 to 3 were analysed for NSP in an unprecedented combination of three Neighborhoods at once, and Hoggan was the geotechnical consultant for the project which spanned over 11 quarter sections. The project included two slope stability analysis and considerable coordinated work between several disciplines. The site soil conditions were challenging with a high watertable and soft sensitive clay soils.



Riverview Neighborhood – N. Saskatchewan River

Geotechnical Investigation

- **Goodridge Corner Neighborhood (City of Edmonton)**

Timeline: 2015 **Role:** Senior Review Engineer

The Goodridge Neighborhood is an industrial/commercial subdivision located in NE Edmonton. Rick provided senior review engineering on the geotechnical site investigation planning and report preparation. He also providing onsite consulting during the deep sewer installation adjacent to 127 Street.



EDUCATION

University of Alberta, 1989
 B.Sc. Civil Engineering

EMPLOYMENT HISTORY

J.R. Paine & Associates Ltd./Hoggan Engineering & Testing (1980) Ltd.

2018 to present
 President

1996 to 2018
 Manager, Geotechnical Engineering

1991-1996
 Geotechnical Engineer

AFFILIATIONS AND ACTIVITIES

The Association of Professional Engineers and Geoscientists of Alberta

Association of Professional Engineers and Geoscientists of Saskatchewan

Active with the Urban Development Institute and member of the Infrastructure Committee



HOGGAN ENGINEERING & TESTING (1980) LTD.

INVISTEC CONSULTING LTD.

Rick Evans, P. Eng.
Senior Review Engineer

Geotechnical Investigation and Construction Consulting

- **Desrochers Subdivision Stages 1 to 21(MLC Group)**

Timeline: 2014 to 2020 | **Role:** Project Engineer

Desrochers is an Edmonton residential subdivision located adjacent to the Heritage Valley Neighborhood making us experienced in the soil and groundwater conditions expected there. Hoggan performed the geotechnical investigation for the Desrochers site and has been the testing and geotechnical consultant for all stages of construction to date.



HOGGAN ENGINEERING & TESTING (1980) LTD.

Page 2 of 2

INVISTEC CONSULTING LTD.

CHRIS RUDGE, B.A., B.SC., P.BIOL., CPESC
 PROJECT MANAGER, BIOLOGIST



PROFESSIONAL AFFILIATIONS

- Professional Biologist (P.Biol.) – Alberta Society of Professional Biologists
 - Authenticating Professional, Alberta Wetland Policy
- Certified Professional in Erosion and Sediment Control (CPESC) – Canadian Erosion and Sediment Control Association

SUMMARY OF EXPERIENCE

Chris Rudge has over 11 years of experience focusing on the development of environmental impact assessments, regulatory permitting, and environmental planning. He has managed and contributed to numerous environmental and biophysical impact assessments including roadways, bridges, drainage infrastructure, light rail, mountain park resorts, and area structure plans. He previously served as one of two environmental managers for the Northeast Anthony Henday Drive Project from 2014 to 2018, a \$1.8 billion public-private partnership in Edmonton Capital Region. He is accustomed to the regulatory processes associated with the Alberta *Public Lands Act*, *Water Act*, and associated Wetland Policy.

In addition to these skills, Chris also has extensive field work experience including wetland delineation, vegetation surveys, wildlife sweeps and construction monitoring.

PROFESSIONAL DEVELOPMENT

- Advanced Training on the Impact Assessment Process (Impact Assessment Agency of Canada).
- Bioengineering: Restoration of Drastically Disturbed Sites (Columbia Mountains Institute of Applied Ecology).
- Erosion and Sediment Control: Application of Best Management Practices (Vancouver Island University).
- Erosion and Sediment Control (Vancouver Island University).

EMPLOYMENT HISTORY

- 2017 – 2018, 2019 – Present
Basin Environmental Ltd.
- 2018 – 2019
Alberta Energy
- 2010 - 2017
Spencer Environmental Management Services Ltd.
- 2009 – 2010
Alberta Advanced Education and Technology
- 2008
Natural Resources Canada
- 2007-2008
Alberta Sustainable Resource Development

EDUCATION

- Graduate Certificate (Governance and Public Management), University of Ottawa, 2009
- Bachelor of Arts (Political Science), Lakehead University, 2008
- Bachelor of Science (Natural Science), Lakehead University, 2007

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CHRIS RUDGE, B.A., B.SC., P.BIOL., CPESC

REPRESENTATIVE PROJECTS

23 AVENUE REALIGNMENT, ENVIRONMENTAL IMPACT ASSESSMENT (2020 TO PRESENT)

Mr. Rudge is currently serving as project manager and lead author in support of an Environmental Impact Assessment under the City of Edmonton *North Saskatchewan River Valley Area Redevelopment Plan* for a proposed realignment and extension of 23 Avenue across Mill Creek in southeast Edmonton. This EIA includes a thorough analysis of environmental components associated with this greenfield development including land use changes, wetland impacts, habitat connectivity and fisheries.

CITY OF ST. ALBERT/STURGEON COUNTY ANNEXATION LANDS, NATURAL AREA ASSESSMENT (2020 TO 2021)

Mr. Rudge is currently serving as project manager and lead author in support of a Natural Area Assessment for approved annexation lands between the City of St. Albert and Sturgeon County. This Natural Area Assessment will support the development of a residential Area Structure Plan while providing recommendations on conservation, compensation, naturalization, and best management practices.

OLESKIW RIVER VALLEY PARK MASTER PLAN (2018 - 2020)

Mr. Rudge served as the lead author and coordinator for the development of the Environmental Impact Assessment under the City of Edmonton's *Bylaw 7188*, in support of the Oleskiw River Valley Park Master Plan. This plan included physical and environmental upgrades throughout this North Saskatchewan River Valley park.

VALLEY LINE LRT, ENVIRONMENTAL PLANNING (2015-2018)

Mr. Rudge served on the City of Edmonton's project management team in support of the planning and initial construction for the Valley Line LRT from Mill Woods to downtown. This included the development of contractual language for environmental requirements and performance for the public-private partnership. Additional work included the review of planned environmental documents including the Project ECO Plan, naturalization plans, and erosion and sediment control plans.

NORTHEAST ANTHONY HENDAY DRIVE, EDMONTON (2014-2017)

Mr. Rudge served as the junior environmental manager responsible for obtaining environmental permits in support of this \$1.8 billion public-private partnership. Mr. Rudge was also responsible for environmental construction monitoring over the course of the four-year construction schedule, along with the day-to-day maintenance of the project's Environmental Management System under ISO 14001.

18TH STREET REDEVELOPMENT, EDMONTON(2015-2017)

Mr. Rudge served as co-author of an Environmental Impact Assessment under the City of Edmonton's *North Saskatchewan River Valley Area Redevelopment Plan* in support of the redevelopment of 18th Street in northeast Edmonton. This included an assessment of environmental and socio-economic impacts resulting from project implementation. This work also included securing environmental permits under the provincial *Water Act* and *Public Lands Act* in support of instream works and bridge replacement.

WALTERDALE BRIDGE, EDMONTON (2012-2017)

Mr. Rudge was responsible for ensuring contractor compliance with environmental approvals and undertaking construction monitoring and site-specific monitoring of erosion and sediment control on behalf of the City of Edmonton. Mr. Rudge also supported the development of the Environmental Impact Assessment under the City of Edmonton's *Bylaw 7188*.

HIGHWAY 35 TWINNING STUDY (2010)

In support of future planning for Highway 35 by Alberta Transportation, Mr. Rudge undertook a high-level analysis of potential environmental sensitivities for proposed interchange locations from Grimshaw to Indian Cabins. This included GIS-based mapping of all potential environmentally sensitive features, regulatory requirements, and recommended future studies to support approval and construction.

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CHRIS RUDGE, B.A., B.SC., P.BIOL., CPESC

VALLEY LINE LRT, ENVIRONMENTAL PLANNING (2015-2018)

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WALTERDALE BRIDGE, EDMONTON (2012-2017)

Mr. Rudge was responsible for ensuring contractor compliance with environmental approvals and undertaking construction monitoring and site-specific monitoring of erosion and sediment control on behalf of the City of Edmonton. Mr. Rudge also supported the development of the Environmental Impact Assessment under the City of Edmonton’s *Bylaw 7188*.

18TH STREET REDEVELOPMENT, EDMONTON (2015-2017)

Mr. Rudge served as co-author of an Environmental Impact Assessment under the City of Edmonton’s *North Saskatchewan River Valley Area Redevelopment Plan* in support of the redevelopment of 18th Street in northeast Edmonton. This included an assessment of environmental and socio-economic impacts resulting from project implementation. This work also included securing environmental permits under the provincial *Water Act* and *Public Lands Act* in support of instream works and bridge replacement.

HIGHWAY 35 TWINNING STUDY (2010)

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JAVAN GREEN, B.SC., P.BIOL.
WILDLIFE SPECIALIST



PROFESSIONAL AFFILIATIONS

- Professional Biologist (P.Biol.) – Alberta Society of Professional Biologists

SUMMARY OF EXPERIENCE

Javan Green is a Professional Biologist with eight years of experience in environmental monitoring, protection and regulatory compliance. He is knowledgeable in provincial (*Wildlife Act, Water Act*) and federal (*Migratory Birds Convention Act, Species at Risk Act*) legislation, and is experienced conducting desktop assessments and baseline field assessments, environmental construction monitoring, and preparing technical reports, environmental protection plans and regulatory permit applications. Mr. Green has contributed to numerous linear and non-linear development projects, including electrical transmission lines and substations, photovoltaic power stations, pipelines, aggregate pits and residential developments.

Mr. Green is skilled in wildlife assessments including avian migration surveys, breeding bird surveys, burrowing owl surveys, sharp-tailed grouse lek surveys, raptor nest surveys, pre-disturbance nest surveys, amphibian and reptile surveys and relocation, wildlife sweeps and snow-tracking. He has conducted water quality monitoring on numerous HDD crossings, culvert replacements and spill response projects. Mr. Green also has experience with wetland assessments (WAIR, WAIF, ABWRET-A), fish habitat assessments and fish salvages.

RELEVANT SAFETY TRAINING

- Standard First Aid – Level C CPR and AED
- Workplace Hazardous Materials Information System
- Transportation of Dangerous Goods
- H2S Alive
- Defensive Driving
- ATV Training Course
- UTV Training Course
- Pipeline Construction Safety Training
- Construction Safety Training System
- Bear Awareness Training

EMPLOYMENT HISTORY

- 2017 - Present
Basin Environmental Ltd.
- 2015 - 2017
Aquality Environmental Consulting Ltd.
- 2012 - 2014
SNC-Lavalin Group Inc.
- 2010 - 2011
University of Alberta

EDUCATION

- Bachelor of Science with Ecology Specialization, University of Alberta, 2012

PROFESSIONAL DEVELOPMENT

- Supervisor Backpack Electrofishing Certification, 2015
- Erosion and Sediment Control Practitioner, 2017
- Wildlife Snow-tracking, 2019
- Bat Acoustic Techniques and Analysis, 2019

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JAVAN GREEN, B.SC., P.BIOL.

REPRESENTATIVE PROJECTS

PRAIRIE SUNLIGHT SOLAR PROJECTS (2017-PRESENT)

Coordinated and conducted baseline wildlife surveys for eight solar energy projects in southern Alberta, including avian migration, breeding birds, burrowing owls, sharp-tailed grouse, raptors, and amphibians. Prepared technical reports, protection plans and monitoring plans, communicating with regulators to ensure project compliance with applicable regulations and requirements. Conducted wildlife monitoring during construction and communicated environmental sensitivities and recommended mitigations to the construction contractor and client.

TRANS MOUNTAIN EXPANSION PROJECT (2019)

Conducted wildlife sweeps and resource flagging along the pipeline right-of-way between Edmonton and Edson, identifying significant wildlife features and waterbodies for avoidance or mitigation.

VOYAGER GGS AND BASING PIPELINE PROJECT (2019)

Conducted pre-disturbance nest surveys and wildlife sweeps in support of the Persta Resources 37-kilometre pipeline project in western Alberta. Where potentially sensitive wildlife features were identified, mitigation measures would be developed and implemented to ensure compliance with applicable legislation including the *Migratory Bird Convention Act* and *Alberta Wildlife Act*.

PROVOST PIPELINE VETERAN EXTENSION PROJECT (2018)

Conducted pre-disturbance migratory bird nest and amphibian surveys for Gibson Energy's 127-kilometre Provost Pipeline Veteran Extension Project in eastern Alberta. Established setback buffers around active nests and monitored construction activities near raptor nests.

WINDFALL GRAVEL PIT (2017-2018)

Coordinated and conducted baseline biological surveys and reporting for an aggregate mining project near Whitecourt, Alberta. Surveys included breeding birds, sensitive amphibians, rare plants, and sensitive wildlife features (e.g., dens, hibernacula, mineral licks, raptor nests, bat roosting sites, travel corridors). Communicated with the regulator, prepared the technical report, and recommended wildlife protection and mitigation strategies to the client.

VARIOUS PIPELINE PROJECTS (2017-PRESENT)

Conducted environmental scouting, wildlife sweeps, pre-disturbance nest surveys, fish habitat assessments and water quality monitoring for various pipeline projects across Alberta.

EDMONTON UTILITY PROJECTS (2016-2017)

Conducted baseline wildlife surveys and wetland assessments, and prepared Environmental Construction and Operation (ECO) Plans for EPCOR development projects in Edmonton, Alberta. Provided construction monitoring and technical advice for field crews on a remediation project adjacent to Whitemud Creek which included conducting nest surveys, inspecting erosion and sediment control measures and monitoring revegetation success.

WESTERN ALBERTA TRANSMISSION LINE PROJECT (2013-2015)

Coordinated and conducted pre-disturbance nest s for AltaLink's 350-kilometre 500kV transmission line project between Genesee and Langdon. Established setback buffers around active nests and monitored construction activities near active raptor nests. Delineated wetlands for avoidance and monitored construction and reclamation activities.

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VANESSA VITORINO, B.Sc., P.BIOL.
 ENVIRONMENTAL/GIS TECHNOLOGIST



SUMMARY OF EXPERIENCE

Vanessa Vitorino has a B.Sc. degree in Earth and Atmospheric Sciences from the University of Alberta and has more than 5 years of post-graduation experience in environmental consulting.

Ms. Vitorino has a diverse skill set supporting environmental regulatory applications and reporting requirements for multi-disciplinary field programs. She has over 6 years of experience in delineating wetlands under the Alberta Wetland Policy, including both desktop and field assessments. She has assisted with Wetland reporting (WAIRs, WAIFs) and Water Act Applications for both in AER and AEP. In addition to Wetlands, she has over 5 years of experience with Public and Private pit applications, including completing renewals and 5-year Reports.

Ms. Vitorino provides a variety of services at Basin including Geographic Information Systems (GIS) and geographical data management. She creates technical drawings to supplement wetland assessments, biophysical assessments, aggregate development and reclamation plans, to name a few. Utilizing elevation data (i.e. LIDAR), Ms. Vitorino creates conceptual post reclamation contour maps and cross-sections to support aggregate applications. Ms. Vitorino is skilled in conducting historical aerial reviews and uses multiple GIS platforms to identify potential environmental sensitivities and constructability constraints.

RELEVANT SAFETY TRAINING

- First Aid and CPR
- Workplace Hazardous Materials Information System
- Transportation of Dangerous Goods
- H₂S Alive
- Ground Disturbance
- ATV Certification
- Argo Certification
- Certificate of Recognition (COR) Certification

EMPLOYMENT HISTORY

- 2018 - Present
Basin Environmental Ltd.
- 2015-2018
Green Plan Environmental Consulting Ltd.
- 2014
Parkland County - Summer Internship GIS Department

EDUCATION

- Bachelor of Science Degree, Earth and Atmospheric Sciences Major, Biological Sciences Minor, University of Alberta, 2014
- Geographic Information Systems (GIS) Certificate - Northern Alberta Institute of Technology, 2017

PROFESSIONAL DEVELOPMENT

- Environmental Resource Management Courses- University of Alberta, Faculty of Extension (2017-2020)
- Northern Alberta Institute of Technology - AutoCAD Courses (2020)
- Attendance of the ESRI Conference (2016-2018)
- Attendance of the Alberta Sand and Gravel Association Conference (2017, 2018, 2020, 2021)

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VANESSA VITORINO, B.SC., P.BIOL.

REPRESENTATIVE PROJECTS

WETLAND ASSESSMENT FOR AN OUTFALL UPGRADE IN LAC LA BICHE COUNTY – V3 COMPANIES OF CANADA, 2019

Completed a Wetland Assessment and Impact Report (WAIR) in alignment with the Alberta Wetland Policy and *Water Act*. Created project figures and associated mapping requirements, as per AEP guidelines. Developed mitigation measures to prevent indirect impacts to the remaining wetland area, and waters of Lac La Biche. In addition, a willow stake planting plan was created to assist in reclamation of the disturbed wetland area.

NEIGHBOURHOOD RESIDENTIAL DEVELOPMENT WITHIN THE CITY OF EDMONTON, 2019

Used historical air photos, elevation data and FWMS, to identify all potential waterbodies that would be impacted by the Project. These boundaries were then field verified. The confirmed waterbody boundaries were mapped to support Wetland Assessment Impact Report, showing wetland catchment area, local topography, surrounding land use, and area of impact.

AIRPORT UPGRADES, REGIONAL MUNICIPALITY OF WOOD BUFFALO, FORT CHIPEWAYN, 2019- 2020

Completed a Wetland Assessment and Impact Report (WAIR) in alignment with the Alberta Wetland Policy and *Water Act*. Developed mitigation measures to prevent indirect impacts to the remaining wetland area. Created project figures and associated mapping requirements, as per AEP guidelines. A replacement proposal for wetland impacts was also submitted to support the Application.

CONSERVATION OPERATION RECLAMATION PLAN FOR A 300 HA GRAVEL PIT RENEWAL, 2018-ONGOING.

Completed a Conservation Operation Reclamation Plan (CORP) to facilitate a Surface Material Lease Renewal, which included incorporating an extensive wetland, vegetation, and soils assessment. This included developing an operational plan and a progressive reclamation plan to support the requirements of the renewal. Vanessa oversaw a Historic Resource Consultant and provided guidance for the HRIA by strategically removing environmental and operational buffers from the total assessment area to reduce overall cost for the client.

WATER ACT APPLICATION FOR A 800 HA GRAVEL PIT, ALBERTA TRANSPORTATION (AT), 2020

Using the results of the biophysical assessment, water well data and historical exploration data, a report discussing potential wetland and groundwater impacts was developed to support a *Water Act* application. Avoidance and mitigation measures were developed to avoid wetland and groundwater impacts

CONSERVATION OPERATION RECLAMATION PLAN FOR A 30 HA GRAVEL PIT RENEWAL, 2018-ONGOING.

Completed a Conservation Operation Reclamation Plan (CORP) to facilitate a Surface Material Lease Renewal. Avoidance and mitigation measures were developed to avoid wetland and groundwater impacts. This included developing a Caribou Protection Plans (CPP) for two operating seasons to support the conservation and recovery of caribou critical habitat and local population.

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ATAUR RAHMAN P. Eng., PMP, PQS

1113, Carter Crest Road NW, Edmonton, AB, T6R 2N2

E-mail: arahman@prycoglobal.com

Phone: 780729-7325

<https://ca.linkedin.com/in/ataur-rahman-p-eng-pmp-a794351a>

PROFILE SUMMARY

- A civil engineering professional with more than twenty-five years of rich experience in engineering and project management work..
- Strong analytical skill, strong attention to detail, strong ability to multitask, prioritizes and works well under pressure to meet established deadlines.
- Demonstrated leadership, problem-solving skills, communication, and interpersonal skill.
- Over five years experience in conducting Phase I and Phase II environmental assessment.
- Incharge of PRYCO's engineering and project management work.

PROFESSIONAL EXPERIENCE

Some Environmental Site Assessment Phase I & II

Environmental Site Assessment Phase I at Leduc.

Environmental Site Assessment Phase I at Grande Prairie.

Environmental Site Assessment Phase I at Acheson.

Environmental Site Assessment Phase I at Lac Ste Anne, Alberta.

Environmental Site Assessment Phase I at County of Vermillion River.

Environmental Site Assessment Phase I of gas station at Wandering River.

Environmental Site Assessment Phase I of liquor store at Onoway.

Environmental Site Assessment Phase I parallel to Misericordia Hospital.

Environmental Site Assessment Phase I at Wetaskiwin.

Environmental Site Assessment Phase I at Calgary.

Environmental Assessment Phase II at Shawcliff Gare Sw, Calgary

Environmental Assessment Phase II at 91 Street and 82 Avenue, Edmonton

Environmental Assessment Phase II at Parsons Road, Edmonton

Environmental Assessment Phase II at Barhead

Environmental Assessment Phase II at Devon

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ATAUR RAHMAN

E-mail:arahman@prycoglobal.com

Phone: 780-729-7325

Environmental Assessment Phase II at Misericordia Hospital for AHS,Edmonton

ACADEMIC CREDENTIALS

- B.E (Civil)

PROFESSIONAL CERTIFICATION

- PMP
- P. Eng., Member of APEGA.
- PQS, CIQS

VOLUNTEER EXPERIENCE

Mentoring newly immigrated engineers. Associated with ERIEC

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Darcy Paulichuk, P.Eng.



Summary

Darcy Paulichuk is a Professional Engineer registered in the Provinces of Alberta and Saskatchewan with over 31 years of experience in civil, municipal, highway, bridge, airport, and land development projects. He has worked in various capacities in the public and private sectors, including provincial and federal government positioning, owner representation, consultant servicing, private proponent submission preparation, and design build projects. Mr. Paulichuk commenced his career as a surveyor and design/field construction engineer in the area of residential subdivision development and roadway transportation. He has completed over 200 traffic impact assessments in Alberta and provided design, tender preparation and construction supervision services for over 50 intersection improvement sites. He has a strong background with the development industry and the various ways it may impact roads.

Mr. Paulichuk is also regarded as a team builder and leader based on his experience and knowledge of appropriate deliverables to fully satisfy his clients. His experience has varied being involved with numerous projects from a few \$100K to \$100M dollar complex projects. Mr. Paulichuk's career has also followed pursuits in the areas of management and business development while continuing to lead groups of people in excelling in consulting services. His most notable successes have lately come from project managing multiple projects simultaneously and coordinating several areas of discipline to complete these projects. Mr. Paulichuk's main philosophy is to listen to the client, owners and stakeholders, and deliver exceptional services while never losing track of priorities, costs and schedule. He best attributes are self-motivation, adaption to work in different industries and project types, self-learning and independence. To this day, Mr. Paulichuk maintains his multi-skilled attributes by still drafting, designing, planning, assessing, managing and coordinating projects, with a hands-on attitude.

Traffic Impact Assessments & Planning

Mr. Paulichuk completes 20 – 30 Traffic Impact Assessments (TIA's) annually. Some examples are:

- A TIA for the 3rd Residential Tower (SIGNATURE TOWER 3 in AMBLESIDE) in Windermere Neighborhood One, 5151 Windermere Boulevard SW, Lot 1 Block 8 Plan 082 2568. The proposed development was the third multi-storey building (Tower 3, North Tower) with 123 residential units in the southwest quadrant of the intersection of Windermere Boulevard and Ambleside Drive/Currents Drive East. The North Tower building was within an overall multi-building development within a 1.25 ha parcel that includes two other multi-storey buildings (East Tower and West Tower) providing 239 units. The total amount of units from the parcel is anticipated to be 362. The work included complete review of the old Area Structure Plan TIA and updating all parcels developed and undeveloped for Windermere Neighborhood One, including future schools.
- A TIA for EPC SOUTHTRAIL PLAZA, 4420 – 4538, Calgary Trail, City of Edmonton. Three Buildings were proposed and to contain commercial development on the main floor and office space on the second floors. The third building was to have a drive-thru. Access to the site will be made via three accesses. This site was especially difficult due to the high volume of traffic on Calgary trail and the vicinity of the Whitemud Dr. intersection. New signals were proposed on one intersection and modifications were necessary with turning lanes.
- TIA for a new Commercial Area (Westgate Business Park) adjacent to the Westlock Hospital. The proposed development comprises of a total of 12 lots, being 1 highway commercial lot, with frontage to Highway 44, 5 low density commercial lots, 4 light industrial lots, and 2 high density residential lots within an area of approximately 9.3 ha (23 acres) within the Town of Westlock located in the Northwest quarter section of 32-59-26-W4M, west of Highway 44 and south of 93rd Street.
- A TIA for Beau Val Park/Beaumont Lakes South Residential/Commercial Development, 50th Street (Highway 814:02)/Highway 625:02 Intersection and 50th Street/30th Avenue Intersection, Town of Beaumont, Alberta. The development area comprises approximately 31.7 ha to be developed as follows: Approximately 450 new residential dwelling units, 6.5 ha commercial site and 3.5 ha of mixed-use commercial/residential.
- A TIA for the Fort Mall re-development project located near 99th Avenue and 104/108th Streets. This involved completing traffic counts, assessing other traffic data available from the City, determining trip generations for the new development types, accounting for the internal, pass-by and re-direction of traffic and determining the impact to the existing City roadway network. It also included forecasting the timing of additional four-laning of 112th Street, north of Highway 15.
- A TIA and Detailed Intersection Design for RR 220 & Hwy. 15 in the Scottford Industrial Area just east of Fort Saskatchewan. This assessment focused on the requirements of RR 220 and its improvement; however, this required a full determination and projection of the future traffic volumes of the Scottford Industrial Area and all intersections onto Highway 15. Work involved meeting with industry

Years of Experience: 31

Professional Experience

2010 – Present
D&A Paulichuk Consulting
 Owner (CVL Contractor)
 Senior Project Engineer

2010 – 2013
 Stantec Consulting Ltd.
 Transportation Managing Lead
 Transportation Practice Lead
 Transportation Design Lead
 Design Consultant/Contractor

2009 – 2010
 CIMA+
 Transportation Manager

2007 – 2009
 Stewart Weir & Associates
 Project Director, Transportation
 Manager

1998 – 2007
 Alliant Engineering & Consulting
 Owner, Senior Project Engineer

1995 – 1998
 EBA Engineering Consultants
 Project Engineer

1990 – 1995
 Alberta Transportation & Utilities
 Resident Design and Construction
 Engineer

1994
 Indian & Northern Affairs Canada
 Architecture & Engineering

Education

Bachelor of Science in Civil Engineering
 University of Alberta, 1990

Professional Associations

Association of Professional Engineers
 and Geoscientists of Alberta

Association of Professional Engineers
 and Geoscientists of Saskatchewan

Transportation Association of Canada

Institute of Transportation Engineers

Canadian Technical Asphalt
 Association

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Darcy Paulichuk, P. Eng.



such as Shell Canada, TOTAL, CN and other heavy industry users in order to determine future growth and timing. This was a dynamic TIA that involved projecting growth and the distribution of traffic over a large land base (RR 220 to Hwy. 830). Upon the TIA completion, a detailed design of RR 220 and the intersection with Hwy. 15 was required which involved heavy peak traffic flows and CN/CP rail crossing coordination and signalization. Dual right/through/left turn lanes were utilized in order to provide capacity and sufficient storage, especially with train traffic interference. The overall process also included the transformation of an existing 3-legged intersection to a fully functional 4-legged intersection with future development to the south of Hwy. 1

Traffic Detailed Design

Mr. Paulichuk has recently completed several intersection designs (design, drafting, cost estimation, bid package preparation & tendering) and contract management/construction supervision of development intersections onto provincial highways. These include:

- Design & Construction of Hwy. 628 & RR 233 Signals and Turning Lanes, south of Sherwood Park. This included a 2 & 3 lane roundabout suitability report, intersection capacity analysis, turn lane additions within existing narrow right-of-way and signalization.
- Retrofit Design & Construction of Hwy. 14 & Main (10th) Street intersection in Wainwright. This project involved re-configuration of existing lanes, addition of new turn lanes and re-configuration/replacement of the signals to improve the efficiency and capacity of the busiest intersection in the Town.
- Design & Construction of New Signalized intersection on Hwy. 2 with Hwy. 743 in the Town of Peace River. This new intersection was needed in order to open up more development land in the west valley of Peace River. It involved adding new turning lanes and concrete median on Hwy. 2 and re-alignment of Hwy. 743.
- Re-Configuration Design of 50th Street & Corinthia Drive/43rd Avenue in the City of Leduc.
- TIA & Design of an Intersection Improvement for a new Co-op Cardlock on Hwy. 2 in Athabasca. This commercial development required the use of existing features located along Hwy. 2 and merging it with the existing Ford dealership. This required detailed analysis with design that applied a solution that served all area properties with a single treatment.
- Prepared a Traffic Impact Assessment for Hwy. 16:20 & Range Road 213 for a RV Storage Development. This led to completing a full intersection design and construction supervision. Also prepared development plans for the site.
- Completed Functional Planning Study Review of Interchange Configuration Suitability for Hwy. 2 & Hwy. 566 (Balzac). Acted as Project Director, worked on providing configuration alternatives, presentations at meetings and prepared the final report.
- Completed a Master Transportation Plan for the Town of Morinville – 2003 – 2004. This included determining classification of roadways, obtaining traffic counts, traffic modeling (manually), preparing future upgrading plans and identification of safety issues. This Plan was presented accepted at a Public Open House, Administration and Council.

Construction Project Management

Recent on-site Construction Project Management includes the following projects:

- ❖ Westridge Shopping Center (Wolf Willow Rd & Westridge Rd) Completed a full re-construction of commercial parking lot that was comprised of multiple types of patches, over the existing Kinder Morgan Trans Mountain Pipeline in west Edmonton. Corrected weak subgrade and base, raise Catch Basin to improve grades, replaced sidewalks and re-configured the parking area to allow for handicap parking. Provided consulting services including site investigation, design, cost estimation, quote package preparation, utility coordination, construction supervision, contract management.
- ❖ Inland Aggregates Intersection relocation on Hwy. 44, north of Villeneuve, 2016: Involved grade widening of Hwy. 44, construction of a new entrance and internal access road, use of cement to stabilize wet soil conditions, modification of surfacing structures due to late season construction.
- ❖ Grassland Ramada Hotel & Flying J development in 2016 involved multiple intersection improvements on Hwy. 63 within an urban location including shallow utilities, street lighting, large vehicle turning radii, use of geotextiles/geogrid to stabilize weak in-situ material, re-construction of local roads, new hotel construction, site pad improvements, installation of water & sewer.
- ❖ Seba Beach Hwy. 16 & RR 55 intersection improvement for Pineridge RV Resort in 2016 involved grade widening, sideslope improvements, removal of unsuitable materials, significant traffic accom.

Years of Experience: 31

Professional Experience
2010 – Present
D&A Paulichuk Consulting
Owner,
Senior Project Engineer

2010 – 2013
Stantec Consulting Ltd.
Transportation Managing Lead
Transportation Practice Lead
Transportation Design Lead
Design Consultant/Contractor

2009 – 2010
CIMA+
Transportation Manager

2007 – 2009
Stewart Weir & Associates
Project Director, Transportation
Manager

1998 – 2007
Alliant Engineering & Consulting
Owner, Senior Project Engineer

1995 – 1998
EBA Engineering Consultants
Project Engineer

1990 – 1995
Alberta Transportation & Utilities
Resident Design and Construction
Engineer

1994
Indian & Northern Affairs Canada
Architecture & Engineering

Education
Bachelor of Science in Civil Engineering
University of Alberta, 1990

Professional Associations
Association of Professional Engineers
and Geoscientists of Alberta

Association of Professional Engineers
and Geoscientists of Saskatchewan

Transportation Association of Canada

Institute of Transportation Engineers

Canadian Technical Asphalt
Association

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- ❖ **Co-op Gas Cardlock in Athabasca** on Hwy. 2 involved construction of an Intersection Improvement that required the use of existing features located along Hwy. 2 and merging it with the existing Ford dealership. This required detailed analysis with design that applied a solution that served all area properties with a single treatment.
- ❖ **Building and Parking Lot Site Construction:** As a Laboratory Engineer and Site Inspector, Mr. Paulichuk was directly involved with managing and conducting on site materials testing of subgrades, bases and pavements of various building and parking lot sites in Edmonton. This included managing a testing program, running proof rolls over surfaces to determine adequate compaction and providing complete and thorough reporting to the Client. Problem solving of difficult soils and providing recommendations on how to correct was often necessary at this level.

Overall, Mr. Paulichuk has been a **Construction Project Manager** on site for over 29 years and has gained significant experience with all aspects of construction which has allowed him to provide quick and through responses of Contractors, make independent decisions on site, perform proof rolling and determine suitability of material. As a designer, Mr. Paulichuk knows how to interpret the details and provide "common sense" on-site adjustments when necessary. Mr. Paulichuk has a very good understanding of surveying and material testing since he has performed these duties himself several times in his career. His philosophy is work with the Contractor as a team in order to get the job done but at the same time enforce the specifications of the Contract and ensure quality of the finished product.

Transportation - General

Claims Review and Resolution: Consulting for Alberta Transportation involved review of multiple million dollar claims over \$20mil of various projects on highways. Included full review of entire project, all communications, all administration, interviews with personnel and providing recommendation on resolution. Required a significant understanding of Contract Law and proper construction administrative procedures. Also provided recommendations for future administration of construction projects to avoid or reduce claims for Alberta Transportation.

Alberta Transportation - (Whitemud Drive/Anthony Henday Drive to Highway 21, S. of Sherwood Park) Four-Lane Design and Three-Lane Roundabout Study, Edmonton, AB (Project Manager & Planning /Design Lead) - Completed Planning Study to determine the suitability of using two and three-lane roundabouts on Hwy. 628 at the junctions of Range Road 233, 232 and 231. Traffic projections were determined up to 2081 using a newly developed growth model for Strathcona County. The project entailed determining benefits versus costs in comparison to signalized intersections, high truck traffic volume movements, improvement and staging costs, and projections of capacity. Twinning of Hwy. 628 was also required which included access management (removal of all accessed), design of over 10 service roads, centerline shifts of the existing highway, intensive right-of-acquisition, improvement of intersecting roadways, utility relocations, street lighting and close liaison with Strathcona County. The challenging aspect of this project was fitting in a four-lane design into a 60 metre right-of-way. Ultimately, Hwy. 628 would be upgraded to 6 lanes with double left turns in an urban section.

Strathcona County – Ardrossan Recreation Centre 2013 (Construction Project Manager & Design Lead) Completed design for new 3rd Avenue around the new Ardrossan Recreation Centre and new intersection with Hwy. 824. Involved water, sewer, curbs & gutters, sidewalks, storm ponds, shallow utilities, landscaping, closure of old roads, street lighting, parking lot construction, drainage improvements, movement of existing facilities and walkways. Acted as Project Director, Design Lead and On-Site Day to Day Construction Project Manager.

Alberta Transportation - Hwy. 2 & Hwy. 566 Balzac Interchange Planning Study Review, Alberta (Project Manager & Planning/Design Lead) Completed Functional Planning Study Review of Interchange Configuration Suitability for Hwy. 2 & Hwy. 566 (Balzac). Acted as Project Director, worked on providing configuration alternatives, presentations at meetings and prepared the final report. Project involved review of previous two recent studies to determine if better alternatives could be utilized to function more efficiently and less risk for Hwy. 2 traffic. Deliverables included detailed report, drawings (1st and Final Stage) and cost estimates.

(2003 – 2004) Town of Morinville - Master Transportation Plan, Morinville, Alberta (Project Manager & Planning/Design Lead) Completed a Master Transportation Plan for the Town of Morinville. This included determining classification of roadways, obtaining traffic counts, traffic modeling (manually), preparing future upgrading plans and identification of safety issues. This Plan was presented & accepted at a Public Open House, Administration and Council.

(2011 – 2012) Alberta Transportation - Hwy. 2:62 and Hwy. 743:02, in Peace River (Type V Intersection & Highway Realignment) (Project Manager, Design Lead & Corporate Support) As Peace River is growing to the west, this project provided realignment of Highway 743 and new intersection with Highway 2 that allows expansion of the Town in the west valley. The work included coordination with several landowners, extension of 97th and 100th Avenues, realignment of Range Road 22-2, channelized intersection with signals and illumination, new construction of Hwy. 743, grade widening of Hwy. 2 and a new Bridge Culvert for St. Germain Creek. The project included work within Town of Peace River, Northern Lights County and M.D. of Peace. The project was completed on an accelerated schedule, taking only 14 months from Preliminary Engineering to Construction completion.

Alberta Transportation - Hwy. 63:11 & 12 and Hwy. 686:02 Parsons Systems Interchange (Grading, GBC, ACP, Bridges) (Project Coordinator for Alberta Transportation as Independent Consultant) As a coordinator between the design consultant and the Construction Manager for Alberta Transportation, the project involved over \$400 million in estimated costs for a 4 year construction period that included over 12 million cubic meters of excavation, major pipeline and overhead power relocations, land acquisition, 7 bridge decks, 5 bridge-sized culverts, service roads, high-load by-passes, and connection to future interchanges on Hwy. 686. Project also included a Stage 1 design to provide options prior to implementing the Ultimate Full Systems Interchange.

CIVIL | PLANNING | TRAFFIC

INVISTEC CONSULTING LTD.

Darcy Paulichuk, P. Eng.



Alberta Transportation - Hwy. 779:02 Grade Widening, Hwy. 16A to Hwy. 16, Stony Plain (*Project Manager*). Provided full-time on-site Project Management services for construction of the grade widening of Hwy. 779:02 between Hwy. 16A and Hwy. 16 interchanges. Project involved difficult soil conditions that included several meters of peat and soft materials. Interchange ramp and tie-ins were required. This project was adjacent to past Alberta Transportation maintenance yard that was severely contaminated with salt and petroleum products. Project also involved providing a new access to Parkland County’s Operations building and Ambulance Station, which required taking frontage from the land, building a new service, constructing a new automated gate, and alternate accesses. Other issues included fish habitat within ditches of Hwy. 779 within normal sized culverts (no BF’s), complex utility relocations, traffic accommodation, 7 new service roads and new illumination.

Alberta Transportation - Hwy. 22:28 & 22:30 (Grade Widening, Climbing/Passing Lanes, Road Rehabilitation), Hwy. 39 to North of Drayton Valley, Alberta This project involved grade widening, granular base course, asphalt concrete pavement, intersectional improvements and drainage work. Construction of 3 new climbing/passing lanes, repair of major erosion areas at the North Saskatchewan River, major improvements to intersections, public communications with Town Council, signal replacement, bridge file repairs and pavement rehabilitation.

Trails and Multi-ways

Range Road 65, Multi-Way Rural Trail, South of Wainwright, M.D. of Wainwright, Alberta (*Project Manager & Design Lead*) Project involved fitting in multi-way trails south of the Town of Wainwright for very busy Country Residential area. Right-of-way was limited along the 8m wide paved local road and therefore the trail was required to be installed within the right-of-way in some locations and outside the right-of-way in others. Multiple road-trail crossings were needed, as the alignment shifted back and forth from the east side of the Range Road and to the west side (due to ROW restrictions). Issues included design standards, dealing with approaches (vertical alignment) and approach crossings, ditch dimensional changes, drainage, clear zone requirements, trail signing, etc. Detailed grading and surfacing design was completed, as well as borrow excavation requirements. Utility crossings were also an issue, and were as complex or more, since not much history with trail crossings and agreements

Land Development

(2013 - 2014) Newbrook Industrial Park (Newbrook, 30 ha) and Ansell Business Park (Edson, 55 ha) (*Overall Project Manager, Transportation Engineer & Design Review*) The projects involved gaining approvals for rural industrial and commercial business parks on virgin land and completing all necessary submissions to get to the development agreement, detailed design and construction stages. Challenges included issues with water and sewer servicing as well as trying to development in low lying areas.

Executive Site Camp, Fort McKay, Alberta (*Senior Project Manager*) Lead a Design Team and Construction Team in constructing a high-end executive permanent campsite for PCI Group along Hwy. 63:12, just south of the Athabasca River. This project was a Design Build project with the Alliant Engineering (Darcy Paulichuk) being the lead in delivering the project. Responsibilities included providing a preliminary design and cost estimate, finding a Contractor (Prairie North) to execute construction (clearing, lot grading, foundations and roads), project management, surveying, materials testing and cost monitoring. This project was a fast-track project in which the client needed the site to be operational within 4 months and was successfully delivered from virgin land to having the full site available to workers ahead of schedule & below budget.

Urban Residential – 45th Avenue & 44th Street in St. Paul, Alberta (*Surveyor, Designer, Project Manager*) Addition of 25 urban residential lots with full servicing on 45th Avenue at 44th Street in St. Paul for private developer. The work entailed completing all survey, design, drafting, tender documents, approvals, contract preparation, layout survey, materials testing, utilities coordination and project management.

Country Residential Development near Lily Lake (*Overall Project Manager, Soils Investigation, Design*) Design of 30 country residential lots required preliminary engineering including topographical survey, data collection and borehole drilling. Detailed drainage plans, lot grading plans, design plans, roadway layout and construction supervision were included.

Traffic Impact Assessments, Various, Alberta Completed over 65 Traffic Impact Assessments in Alberta, ranging from small rural residential/commercial/industrial developments to larger area developments including the Acheson Industrial Park, the Scottford Industrial area east of Fort Saskatchewan on Hwy. 15, Windermere Neighbourhood 1 NSP in Edmonton, Section 5 Planning for Hwy. 43 in Lac Ste. County, etc.

INVISTEC CONSULTING LTD.



David MacNeil
Creative Director
Page 1 of 1

David is the Creative Director with Imagine 3D Workshop. David possesses a diploma in 3D Modelling and Animation from Pixel Blue College. His experience covers everything from architectural rendering to hand sketching and paint design through various digital design softwares. David has the ability to merge traditional and digital art, and incorporates lighting, shading, and colour harmoniously into all project designs. David is dependable and able to produce 3D models for both organic and architectural environments.

EDUCATION

Compositing
Escape Studios, Pearson College London

Diploma, 3D Modelling and Animation
Pixel Blue College

Recording Arts - Music and Post Production
Center for Digital Imaging and Sound

PROJECT EXPERIENCE

Creative Director
Imagine 3D Workshop, Edmonton, AB

As creative director, David is in charge of coordinating and producing digital renders for various clients and projects from exterior design to interior layout design. David leads all aspects of the creative design process at Imagine 3D Workshop.

Teacher
Pixel Blue College., Edmonton, AB

David taught digital sculpting and painting tools such as Zbrush, Photoshpe, and Maya.

3D Artist
CSG

Comic Book / Penciler and Inker
Blue Water Productions, Vancouver, Wa

COMPANY WEBSITE
<https://www.imagine3dworkshop.com/>



IMAGINE 3D WORKSHOP

APPENDIX III
**SUB-CONSULTANT
PROPOSALS**

INVISTEC CONSULTING LTD.



HOGGAN ENGINEERING & TESTING (1980) LTD.

2304-119 Avenue NE, Edmonton, Alberta T6S 1B3
Tel: (780) 489-0990 Fax: (780) 489-0800

2304-119 Avenue NE
Edmonton, Alberta
T6S 1B3

May 9, 2022

Invistec Consulting Ltd.
Suite 1700, 10130 - 103 Street NW
Edmonton, Alberta
T5J 3N9

Attention: Fabio Coppola

Dear Sir:

**Re: Proposal for Geotechnical Services
Proposed ASP
SW25-52-3-W4M
Marwayne, Alberta**

Hoggan Engineering & Testing (1980) Ltd. is pleased to submit the following proposal to provide a geotechnical investigation complete with geotechnical report at the above noted location. The subject property comprises most of the quarter section excluding 16.7 acre parcel on the side of the Village. Most of the site is cultivated farmland. There appears to be residences on the east side of the property. Trees line the south property line and existing residences. The scope of this proposal is to provide a geotechnical investigation and report of sufficient detail to meet the needs of an ASP.

Field Investigation

We propose to drill a total of 4 testholes throughout the subject property. Testhole depths of 8.8m will be provided. A utility locate request will be submitted to Alberta OneCall and all public utilities will be located accordingly. Private utility locating, if required, will cost extra.

It is assumed the site is accessible by a truck rig (5 ton). A soils rig mobilized from Lloydminster will be utilized for the drilling work. It is assumed that site access permission will be obtained by others. The testholes will be located in open areas accessible with the drilling rig. Ground damage should be expected and our firm will not be responsible for the reasonable ground disturbance caused by the testhole program. Standard care will be taken to limit such damage. Weed control is not included in our field program. Drill cuttings will be left onsite.

INVISTEC CONSULTING LTD.

Hoggan Engineering & Testing (1980) Ltd.

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Standpipes will be installed within the testholes and 1 set of water table readings will be obtained.

Laboratory Investigation

All auger samples will be tested for moisture content. Selected representative samples will be further tested to determine the liquid and plastic limit values of the Atterberg limits, and sulphate content. A selected near surface sample will also undergo sieve analysis or particle size analysis.

Reports

We will provide separate reports for the subdivision and commercial development. Both reports report will provide a summary of the site conditions and a discussion of field and laboratory methodologies utilized for the assignment. A discussion of the subsurface soil and groundwater conditions will be provided including detailed testhole logs and a site plan. The report be provide general discussion and recommendations and for the following aspects of subdivision development:

- Site grading
- House foundations, bearing, and drainage
- General comments for commercial foundations
- Underground utilities, trenching, bedding, and backfilling
- Surface utility construction, subgrade preparation
- Pavement structures
- Storm water management facilities
- Cement type

Cost Proposal - Geotechnical Investigation

The costing to provide a geotechnical investigation complete with report is provided in the following table. GST applies.

INVISTEC CONSULTING LTD.

Hoggan Engineering & Testing (1980) Ltd.

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COST ESTIMATE				
Geotechnical Investigation				
ASP Investigation - SW25- 52-3-W4M				
Marwayne, Alberta				
Item	Unit	No.	Rate	Cost
Site Visit & Public Utility Locate	hour	3	\$ 150	\$ 450.00
Drill Rig - Mobilization / Demobilization	hour	1	\$ 300	\$ 300.00
Engineer Trip	hour	5.5	\$ 150	\$ 825.00
Testhole - 8.4m	each	4	\$ 1,000	\$ 4,000.00
Testhole Survey / Site Plan	hour	2	\$ -	\$ -
Water Table Readings	hour	7	\$ 150	\$ 1,050.00
Report	hour	16	\$ 150	\$ 2,400.00
Total Cost Estimate				\$ 9,025.00

We propose the following investigation schedule and the times are not cumulative.

<u>Item</u>	<u>Completion After Go Ahead</u>
Testhole Drilling	4 weeks
Draft Report	8 weeks
Final Report	shortly after comments on the draft is received

Thank you for the opportunity to submit this proposal. If you have any questions or comments, please do not hesitate to contact our office.

Yours truly,
Hoggan Engineering & Testing (1980) Ltd.



Al Lang, P. Eng.

W:\Employee Directories\Lang\Proposals\2022 Proposals\Municipal and Subdivisions\Marwayne ASP - Invistec

INVISTEC CONSULTING LTD.

Proposal | Marwayne, Biophysical Assessment



Invistec Consulting Ltd.
Suite 1700, 10130 - 103 Street NW
Edmonton, AB T5J3G1

10 May 2022

Attention: Fabio Coppola, MPLAN – Senior Planner

Re: Village of Marwayne, Area Structure Plan
Biophysical Assessment

1.0 Introduction

Basin Environmental Ltd. (Basin) is pleased to present the following proposal to Invistec Consulting Ltd. (Invistec) for the provision of a Biophysical Assessment in support of a planned Area Structure Plan (ASP), in in the Village of Marwayne. This proposal will outline our Project understanding, the planned scope of work, tasks we will undertake to complete that scope, assumptions, and associated fees.

2.0 Project Understanding and Overview

As per the Village of Marwayne Request for Proposal (RFP), the proposed ASP is in LSD 4 of SW-25-52-3-W4M. To better understand the Project, Basin undertook a preliminary desktop analysis of the Project lands. Land use within the Project area is largely agricultural and is likely used for pasture/hay. Two rural residents are located along the west portion of the Project area, one of which has been recently demolished. A mixture of natural trees stands, and mature planted vegetation is located through this portion of the Project area. Mature shelter belts are also located along the southern, eastern, and northeastern boundaries. Two sensitive provincial overlays are in the Project area: Sharp-Tailed Grouse Zone, and Sensitive Raptor – Bald Eagle, are in the Project area. No records of rare plant species and no lands with a Historic Resource Value (HRV) are in the Project area (Figure 1).

3.0 Scope of Work

In support of Project implementation, Basin understands the scope of work to include the following:

- **Task #1** – Field Program
- **Task #2** – Biophysical Assessment Report

Details on each of those tasks are presented below.



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<p>Legend</p> <ul style="list-style-type: none"> ▭ Project Area — Road Network ATS ~ Watercourse (GOA, FWMIS) <p>Overlaps: Sharp tailed Grouse Range, and Sensitive Raptor Range - Bald Eagle</p> <p>Does not Overlap: HRV and ACIMS</p>		<p>Date Saved: 09/May/2022 Drawn by: Callum Drever Prepared by:</p> <p>Prepared for:</p>	<p>Coordinate System: NAD 1983 10TM AEP Forest Projection: Transverse Mercator</p> <p>1:3,000</p>	<p>Project Overview for Invistec Consulting - Village of Marwayne</p> <p>Proposal</p>
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INVISTEC CONSULTING LTD.

Proposal | Marwayne, Biophysical Assessment

TASK #1 – Field Program

In support of ASP approval, Basin will undertake a field program to identify and map environmentally sensitive features throughout the Project area. The field program will include a wetland survey, raptor nest search, and general site reconnaissance. All field surveys will be undertaken concurrently. Specific details follow:

The wetland assessment during the late Spring/early Summer 2022. A Professional Biologist (P.Biol.) who is designated as an Authenticating Professional in wetlands will complete all required in-field tasks in accordance with the Government of Alberta's *Wetland Identification and Delineation Directive*. This work will include the submission of an *Alberta Wetland Rapid Evaluation Tool- Actual* (ABWRET-A) to Alberta Environment and Parks (AEP) to confirm wetland classification and compensation ratios in the event of unavoidable wetland impacts. Field work undertaken in support of this task will be completed to a level necessary to support a future *Water Act* approval for wetland disturbance.

The raptor nest search will be undertaken in accordance with the Government of Alberta's *Sensitive Species Inventory Guidelines*. Such surveys must be undertaken between 01 May and 30 June.

Additionally, Basin will undertake a general vegetation assessment, map upland plant communities, identify concentrations of Noxious/Prohibited Noxious weeds, and identify other sensitive wildlife features (i.e. dens, tree cavities, snake hibernacula, etc.) in the Project area.

Although the Project is in a Sharp-Tailed Grouse Survey Zone, no such survey is included in this proposal. Sharp-tailed grouse surveys must be completed between 15 March and 15 May each year. Due to the Project's location adjacent to a highway and existing urban development, habitat for such species is likely marginal. The requirement for such a survey, however, will be at the discretion of the Village of Marwayne.

TASK #2 – Biophysical Assessment Report

In support of the Project, Basin will develop a Biophysical Assessment report, to the satisfaction of the Village of Marwayne. The Biophysical Assessment report will utilize desktop information and results of the field program.

Since the Village of Marwayne does not have a formal policy on the development of a Biophysical Assessment, Basin will develop the report based on professional experience with ASPs. Information contained in the Biophysical Assessment will include a detailed project description; desktop analysis; results of the field program; existing conditions for relevant valued environmental components; historical aerial photography/Lidar analysis; a discussion of future regulatory permits that will be required in support of Project implementation; and identification of any recommended Conservation/Environmental Reserves. Development of the Biophysical Assessment report will include GIS-based mapping and provision of ShapeFile for all environmentally sensitive features.

The Biophysical Assessment will be stamped by a Professional Biologist who is an Authenticating Professional under the Alberta Wetland Policy.



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Proposal | Marwayne, Biophysical Assessment

4.0 Project Teams

The following section provides details on Basin’s key staff that will be assigned to this Project. Detailed resumes are presented in Appendix A.

CHRIS RUDGE, B.SC., B.A., P.BIOL., CPESC – PROJECT MANAGER, BIOLOGIST

Chris Rudge has over 11 years of experience focusing on the development of environmental impact assessments, biophysical assessments, regulatory permitting, and environmental planning. He has managed and contributed to numerous projects including greenfield developments, roadways, bridges, drainage infrastructure, light rail, mountain park resorts, and urban planning. He is accustomed to the regulatory processes associated with the Alberta *Water Act*, and associated Wetland Policy and has obtained such approvals. He is also registered as an Authenticating Professional under the Alberta Wetland Policy. Specific to the Project, Chris will serve as Project Manager responsible for development of all deliverables.

JAVAN GREEN, B.SC., P.BIOL. – WILDLIFE SPECIALIST

Javan Green has over eight years of experience as an environmental consultant and will serve as a wildlife specialist on the Project. Javan is experienced in conducting desktop and baseline field assessments and is well-versed in wildlife biology. He has extensive experience completing breeding bird surveys, migration surveys, species at risk surveys, amphibian and reptile surveys, wildlife feature surveys, winter tracking, and wildlife pre-disturbance nest surveys. Javan has applied these skills throughout Alberta for numerous general and specialized wildlife surveys. Specific to the Project, Javan will serve as the Wildlife Lead.

VANESSA VITORINO, B.SC., P.BIOL. – GIS SPECIALIST

Vanessa Vitorino has a B.Sc. degree in Earth and Atmospheric Sciences from the University of Alberta, and a Certificate in Geographic Information Systems (GIS) from the Northern Alberta Institute of Technology. With over seven years of experience in environmental consulting, Vanessa is well versed in the development of detailed GIS-based figures and maps based on desktop and field data. She has contributed her skills to environmental impact assessment, biophysical assessments, and regulatory submissions at the federal, provincial, and municipal levels of government. She is also skilled in historical aerial photography analysis and the use of LIDAR data to map hydrology and surface water catchment areas. In support of the Project, Vanessa will provide GIS-based analysis and map preparation.



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Proposal | Marwayne, Biophysical Assessment

5.0 Proposal Pricing

In support of the Project, we propose a fixed fee of **\$7,072.00**. All costs include travel and disbursements. Costs **exclude applicable taxes**. Fees will be invoiced monthly.

Table 1. Proposed Project Pricing

Task	Chris R	Javan G	Vanessa V	Subtotal Fees	Fees			Subtotal Disb.	TOTAL
	125/hr	125/hr	110/hr		Mileage \$1.1/km	Meals 7/hr.	Air Photos/Lidar		
Project Management & Admin.	3	--	--	\$375.00	--	--	--	--	\$375.00
Task #1 – Field Program	10	--	1	\$1,360.00	470	10	--	\$587.00	\$1,947.00
Task #2 – Biophysical Assessment	28	4	6	\$4,600.00	--	--	150	\$150.00	\$4,750.00
								TOTAL	\$7,072.00



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Proposal | Marwayne, Biophysical Assessment

5.1 Assumptions

The following assumptions were made when developing this cost estimate:

- Costs do not include provincial or federal permitting.
- No sharp-tailed grouse or rare plant surveys are included in this proposal.
- Disbursements for field work will be charged out Sherwood Park, AB.
- Access to the Project site will be provided by the Project proponent.
- Costs do not include public consultation and First Nations Consultation, if required.

5.2 Rates

Hourly rates for personnel involved in the Project will be per our 2022 Rate Schedule. Any work beyond 2022 will be subject to a new rate schedule to be approved by the Client. Hourly rates for additional services are listed below:

Professional Biologist (P.Biol.)	\$ 125/hour
GIS Specialist	\$ 110/hour
Subsistence	\$ 7/hour
Km's	\$ 1.10/km

The Client may, during the project, without invalidating this agreement, make changes in the scope of services to be provided by Basin. Additional services as requested will be provided at hourly rates as set out above and the schedule will be changed as is reasonably necessary to allow for the changes in the scope of services. Fees for Services provided are due and payable upon receipt of our invoice. Accounts in excess of 30 days from date of invoice are surcharged with carrying charge interest at 2% per month, compounded monthly (26.8% per annum) on overdue amounts. Obtaining agency approvals is not a prerequisite for payment for services rendered.



INVISTEC CONSULTING LTD.

Proposal | Marwayne, Biophysical Assessment

6.0 General Provisions

The terms of agreement for the provision of environmental services are set out in this proposal.

If the Client accepts Basin’s offer to provide environmental services, then this proposal constitutes the entire agreement between the parties respecting the project and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out herein.

We thank you for the opportunity to propose our services and we look forward to working with you.

Sincerely,

Basin Environmental Ltd.



Darcy O’Brien, B.Sc., RPF
Principal, Senior Project Manager



INVISTEC CONSULTING LTD.



Pryco Global Inc.
6030-88 Street NW, Edmonton, AB
Phone: 780-729-7325
Email: info@prycoglobal.com
www.prycoglobal.com

May 16th, 2022

22041- 051622-01

Fabio Coppola.
Suite 1700, 10130 – 130 Street NW,
Edmonton, AB, T5J 3N9
Cell-780 955 3421
Fabio Coppola <Fabio.Coppola@investec.ca>

Attn: Mr. Fabio Coppola.

**RE: PROPOSAL
ENVIRONMENTAL SITE ASSESSMENT PHASE I (ESA I) REPORT
416 RAILWAY AVENUE S,
MARWAYNE, AB T0B 2X0
ATS: SW-25-52-03-04**

Introduction

We are pleased to submit the following proposal prepared in response to your request on May 16, 2022. It is understood that a Phase I Environmental Site Assessment (ESA) is required for the above-referenced site.

PHASE I ENVIRONMENTAL SITE ASSESSMENT

The Phase I Environmental Site Assessment (ESA) would include the following:

1. A historical search of land titles;
2. Review of historical aerial photographs of the area encompassing the subject property;
3. File search of local historical records (i.e., building permits, tax assessment records, fire records, etc.);
4. Visual site review of the property and interviews with adjacent landowners and people familiar with the property;
5. Current use of the site by the owner or others.

Work done for completion and the report format used in the preparation of the Phase I ESA would be tailored to comply with the CSA Z768-01 Standards.

INVISTEC CONSULTING LTD.



Pryco Global Inc.
6030-88 Street NW, Edmonton, AB
Phone: 780-729-7325
Email: info@prycoglobal.com
www.prycoglobal.com

As part of the above work (complied with CSA Z768-01 Standards), the Phase I ESA would include a review of the site for the following:

- fuel storage tanks;
- lead paint;
- materials containing asbestos;
- polychlorinated biphenyls (PCBs);
- waste disposal practices;
- waste disposal sites;
- urea-formaldehyde foam insulation (UFFI);
- air quality issues.

Recommendations as to whether further investigation (i.e., Phase II ESA) is required would be presented in the Phase I ESA report.

Phase I ESA Report

The estimated cost to conduct the Phase I Environmental Site Assessment is:

Budget Estimate for ESA I	\$3,500.00
----------------------------------	-------------------

(Plus 5% GST)

Schedule

The Phase I ESA report would be prepared within approximately two weeks, provided the file searches have been received.

Safety

PRYCO is committed to Safety and has a well-defined safety program.

Insurance

Pryco Global Inc is fully qualified and authorized to practice in the subject discipline in the Province of Alberta by the Association of Professional Engineers, Geologists and Geophysicists of Alberta, Permit to Practice P14139. Our limit of liability is limited to our fees.

Payment

The Client shall pay 50 % upon a site visit and the remaining 50 % upon the submission of the PRYCO invoice. Late payment will attract interest charges. Additional search costs incurred, if any, will be invoiced based on the actual cost.

INVISTEC CONSULTING LTD.



Pryco Global Inc.
6030-88 Street NW, Edmonton, AB
Phone: 780-729-7325
Email: info@prycoglobal.com
www.prycoglobal.com

Closure

We trust the above proposal meets your requirements for approval. Please call if additional information is required. Please sign and return our consulting agreement if you accept our proposal.

Yours truly,
PRYCO GLOBAL INC

Ataur Rahman P. Eng., PMP, PQS

Attachment:

Consulting Agreement (Please sign and return to PRYCO if the terms of the proposal are considered acceptable.)

INVISTEC CONSULTING LTD.



Pryco Global Inc.
6030-88 Street NW, Edmonton, AB
Phone: 780-729-7325
Email: info@prycoglobal.com
www.prycoglobal.com

Consulting Agreement

**THIS CONSULTING AGREEMENT (“Agreement”) dated the 16th day of MAY 2022
BETWEEN:**

Fabio Coppola.
Suite 1700, 10130 – 130 Street NW,
Edmonton, AB, T5J 3N9
Cell-780 955 3421
Fabio Coppola <Fabio.Coppola@investec.ca>

(The “Client”)
-AND-

Pryco Global Inc.
#215 6030-88 Street NW, Edmonton, AB
info@prycoglobal.com
780-729-7325

(The “Consultant”)

Agree to the Terms as Followed:

- A. The Client believes that the Consultant is qualified, experienced and able to provide services that were agreed upon. The Consultant agrees to provide those services.

Services Provided

1. The Client hereby agrees to engage the Consultant to provide the Client with the services (the “Services”) as per Proposal No. 22041- 051622-01 dated May 16th,2022, attached to this agreement. The Services will also include any other tasks which the parties may agree on. The Consultant hereby agrees to provide such Services to the Client as set out and governed by the laws of the province of Alberta. The term of this Agreement will begin on and will remain in full force and effect until the completion of the Services.

Compensation

2. For the services rendered by the Consultant, as required by this Agreement, the Client will pay the consultant compensation amounting to \$3,500 CDN plus 5% GST in two equal amounts (*enter payment amount = amount times 1.05 and divide by two*) based on 50% of the budget estimate. Any necessary additional expenses beyond the agreed-upon contract amount must be pre-approved by the Client in writing. The Client shall pay 50% upon signing the contract agreement. The remainder shall be paid upon delivery of the engineering report. Should the Client fail to pay as they become due under the term of this agreement, interest charges will be calculated monthly at 2% of the outstanding balance on all accounts unpaid after 30 days. Our limit of liability is limited to our fees. Note that any requests to expedite the process will entail a rush fee with applicable overtime charges.

INVISTEC CONSULTING LTD.



May 17, 2022

Invistec Consulting Ltd.
Suite 1700, 10130 - 103 Street NW
Edmonton, Alberta, T5J 3N9

Att. Fabio Coppola, MPlan, RPP, Senior Planner

**RE: VILLAGE OF MARWAYNE – Area Structure Plan
Proposal to Provide Engineering Consulting Services - Transportation**

As requested, D&A Paulichuk Consulting Ltd. is pleased to provide this proposal for providing a Traffic Impact Assessment for the Area Structure Plan for the Village of Marwayne. The Area Structure Plan is to include a 16.74 parcel located on the east side of the Village, west of Highway 45 and north of Township Road 524 (5th Street South).

What becomes apparent with the present land development in the ASP area is that the main roadway framework is in place for providing access to new development.

The ASP is bounded by the old railway right-of-way, Railway Avenue, 5th Street South and existing development. Main access will be from within the Village. Direct access to Highway 45 is not anticipated.

It is understood that previous work on the ASP for this area will be reviewed and potentially changed and/or enhanced. In regards to the transportation network, it will be important to address the following items:

- Review previous Development Concepts with Land Uses and determine the best fit for Major and Minor Collector Roadways for this area. Also review the proposed road system and ensure horizontal curvatures and other parameters will meet the required design standards for the desired level of service and design speed.



20834 – 96A Avenue NW
Edmonton, AB T5T 4E7
Phone: (780) 705-7100 Cell: (780) 246-7100
e-mail: darcy.paulichuk@shaw.ca

INVISTEC CONSULTING LTD.



- Review proposed Local Roads for compliance with design standards.
- Review of speed zones within the Village and along Highway 45.
- Determination of required future intersection treatments within the Village and on Highway 45 with Collector Roadways. This will involve a detailed assessment of the future traffic with projected traffic volumes in the next 20 - 30 years to the ultimate stage of the ASP development area. Alberta Transportation (AT) will be need to be coordinated with and provided a report to review in regards to the this. A warrant analysis will provide intersection treatment requirements during this growth period. It will be important to understand these improvement triggers as there may be a levy system used to collect monies for these future improvements from developers. Triggers based on future traffic volumes can be determined so that AT and the municipalities know when improvements are required, without having to request numerous Traffic Impact Assessments in the future for each new business or development coming in. This is a concept that AT endorses and encourages. One properly completed Traffic Impact Assessment now will alleviate further traffic impact assessments.
- Overall, the transportation network and its implementation in stages for this growth area will need to be carefully planned and assessed in order to ensure the most efficient flow of traffic and proper use of funding improvements.

The traffic impact assessment for this assignment would include the following:

- Review previous and new ASP, IDP, Land Use and proposed Internal Roadway Network
- Review Phasing/Staging of the Development
- Site Inspection of all existing roadways and potential new intersections.
- Determine trip generation for all land uses within the ASP area and determine trip distribution for existing, staged and ultimate transportation network.
- Determine background traffic and how background traffic will change distribution.
- Determine Growth Rates for Hwy. 45 and Local Roads
- Determine Combined Traffic for the next 20 – 30 years to the ultimate stage of development in stages.
- Complete Intersection Analysis for intersections on Highway 45 and key local road intersection within the ASP area.
- Complete Intersection Warrant Analysis for intersections on Highway 45 for the next 20 - 30 years to the ultimate stage of development in volume triggers.
- Complete Capacity Analysis for Intersections on Highway 45 and key local roads for the next 20 - 30 years to the ultimate stage of development.
- Determine if Signalization is required at intersection in the future.
- Address Roundabout requirements and configuration if required.
- Prepare Cost Estimate of Improvements as per stage of requirement.

20834 – 96A Avenue
 Edmonton, AB T5T 4E7
 Phone: (780) 705-7100 Cell: (780) 246-7100
 e-mail: darcy.paulichuk@shaw.ca

INVISTEC CONSULTING LTD.



I estimate that this work will cost \$ 8,750.00 to complete the Traffic Impact Assessment for this ASP.

If you have any questions, concerns or comments, please feel free to contact me at your convenience.

D&A Paulichuk Consulting Ltd.,

A handwritten signature in black ink, appearing to read 'Darcy Paulichuk', is written over a thin blue horizontal line.

Darcy Paulichuk, P. Eng.
Senior Project Manager

20834 – 96A Avenue
Edmonton, AB T5T 4E7
Phone: (780) 705-7100 Cell: (780) 246-7100
e-mail: darcy.paulichuk@shaw.ca

INVISTEC CONSULTING LTD.



IMAGINE 3D WORKSHOP
8732 51 Ave NW
Edmonton, AB, Canada T6E 5E8
T. 780.466.7113
E. justin.mah@imagine3dworkshop.com
Imagine3DWorkshop.com

Village of Marwayne
DATE: May 24th, 2022

RE: Exterior site render

Two (2) 3-Dimensional perspective drawings, a minimum of 11"x17" in size	\$2,000
Total	\$2,000+ GST

Scope of Work

- Includes two sets of revisions
- Extra sets of revisions will cost \$150 Plus GST
- Camera angles to be decided before colors, textures and final light rendering
- Exterior renderings provided at 5000 pixels
- Client must provide final exterior plans and roadwork plan
- Buildings will be grey scale and form only
- All prices are quoted without GST and are in Canadian Dollars

INVISTEC CONSULTING LTD.



IMAGINE 3D WORKSHOP
8732 51 Ave NW
Edmonton, AB, Canada T6E 5E8
T. 780.466.7113
E. justin.mah@imagine3dworkshop.com
Imagine3DWorkshop.com

TERMS & CONDITIONS

- 1. **Payment Terms:** 50% payment upon approval of proposal, after delivery renders and animation 50% final payment.
- 2. **Additional Payment Terms:** Additional revisions and additions by client after 2 rounds of revisions will be billed at \$150/render. Budget approval will be submitted to the client before any additional work is performed. Any extra fees and cost that are not specified in this quotation/proposal will be invoiced separately.
- 3. **Cancellation Payment Terms:** Total hours spent up to the time of cancellation to be billed at \$100/hour. All third party expenses incurred during the process will be payable by the client.
- 4. This proposal is valid for 10 days according to the date of the proposal.
- 5. **Revision Terms:** The above quotation allows for 2 sets of view revisions after the initial view presentation. Additional work will require us to review the costs with the client or based on an hourly rate of \$100.
- 6. All quotes are subject to applicable taxes.
- 7. Proposal supplied is based on client providing all necessary materials in a timely and organized manner, i.e. Floor plans, CAD files, interior elevations, photography/written materials, specifications, furniture plan and furniture references, etc.
- 8. Aerial photography not included.
- 9. This quote is valid for 10 days from date of quote.

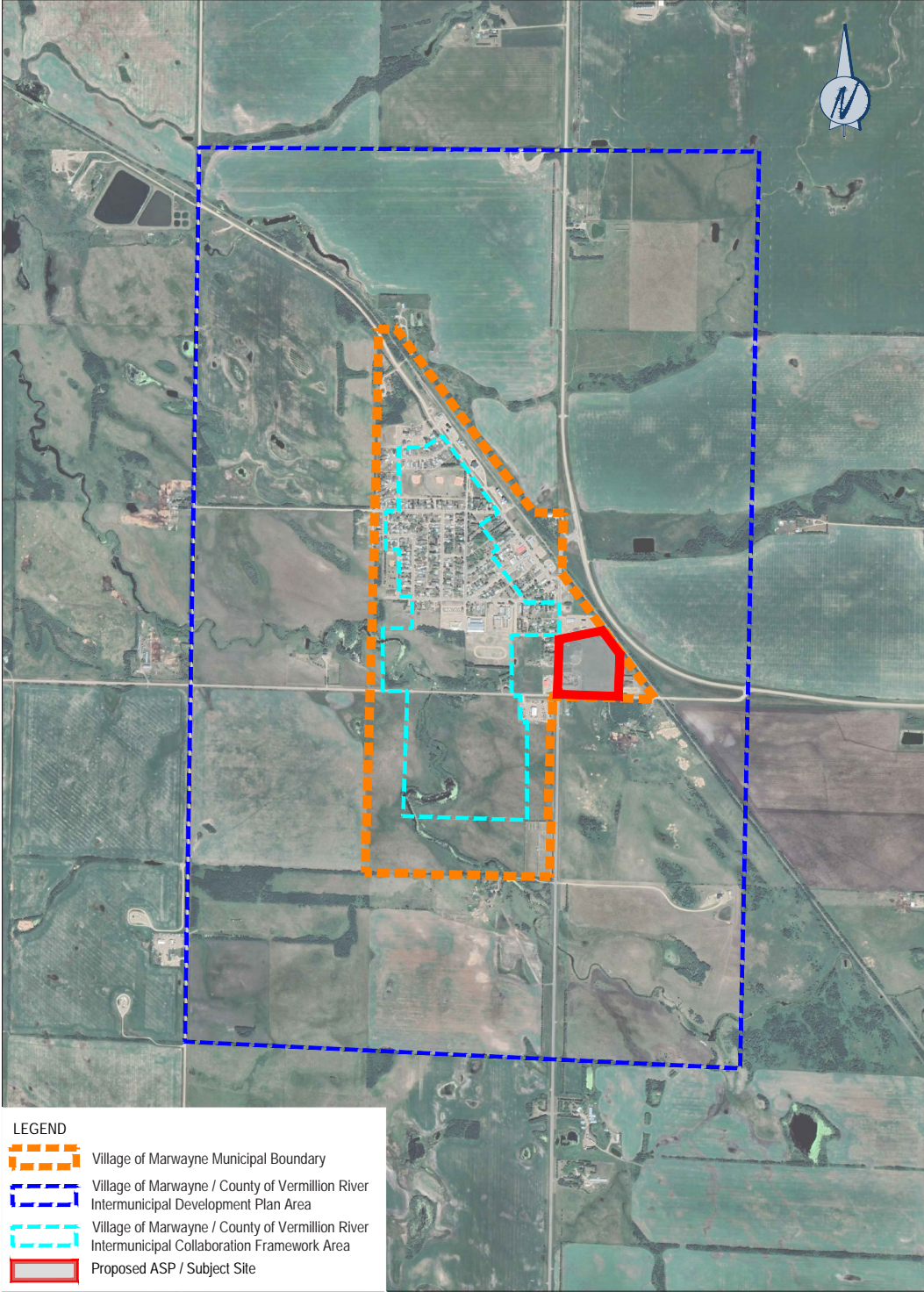
Quote accepted by: _____

Signature: _____

Date: _____

APPENDIX IV
PROJECT MAP

INVISTEC CONSULTING LTD.



APPENDIX V
EMAIL ADDENDUM

INVISTEC CONSULTING LTD.

From: [CAO Marwayne](#)
To: [Fabio Coppola](#)
Subject: RE: Submit a Question - Village of Marwayne ASP
Date: May 25, 2022 11:51:12 AM
Attachments: [image005.png](#)
[image006.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Fabio,

Yes, the hydraulic network analysis sounds like more of what we are looking for – thank you for clarifying.

We can request CAD data once the project is awarded from our GIS technician contractor.

Shannon Harrower, CLGM | Chief Administrative Officer

 Box 113 – 210 2nd Avenue S Marwayne AB T0B 2X0
 780.847.3962
 cao@marwayne.ca
 marwayne.ca



This message and any documents attached thereto, is intended only for the addressee and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received this message in error, please notify us immediately so that we may correct our internal records. Thank you.

From: Fabio Coppola <Fabio.Coppola@investec.ca>
Sent: May 24, 2022 5:32 PM
To: CAO Marwayne <cao@marwayne.ca>
Cc: Stephen Yu <Stephen.Yu@investec.ca>
Subject: RE: Submit a Question - Village of Marwayne ASP

Shannon,

Thank you for the follow-up below as this is helpful. I have two further points of clarification and they are:

1. An Engineering Servicing Brief only entails stormwater and sanitary servicing – I am imaging the Village will want a Hydraulic Network Analysis in order to understand the fire flows for fire safety and water servicing of the ASP area as well?
2. Does the Village have any CAD files / info at all for the Plan Area that would assist the Project Team or will all CAD data for mapping have to be purchased and created from scratch?

Thanks again,

Fabio

Fabio Coppola, MPlan, RPP

INVISTEC CONSULTING LTD.

Senior Planner

Invistec Consulting Ltd.

Suite 1700, 10130 - 103 Street NW

Edmonton, Alberta, T5J 3N9

Direct: 587.588.8256

Email: fabio.coppola@investec.ca

www.invistec.ca

Note: I will be out of office beginning May 31 and returning June 13. I will have limited access to my email while away, but will respond when possible. Thank you.

The content and attachment of this email is the confidential property of Invistec Consulting Ltd. Any unauthorized use or disclosure is prohibited. If you receive this email in error or if you are not the intended recipient, please notify the sender immediately and delete all copies.

From: CAO Marwayne <cao@marwayne.ca>

Sent: May 24, 2022 4:28 PM

To: Fabio Coppola <Fabio.Coppola@investec.ca>

Cc: Stephen Yu <Stephen.Yu@investec.ca>

Subject: RE: Submit a Question - Village of Marwayne ASP

Hello Fabio,

I have been away on vacation and unfortunately unable to answer your questions until now. Please find my responses below:

1. We are looking for a flexible concept. We want the ability to have larger and smaller scale lots within the ASP area. If this is achievable through one concept great! If not, a secondary concept layout plan would be preferred with options for us to review.
2. An engineering servicing brief would suffice.
3. We have not conducted any previous engineering on the site or acquired any GIS files or data. We purchased the site in 2019 and have only demolished the old structures to date. No further work has been done.
4. Bid bond is only required should you be successful in your submission.
5. We own the subject ASP site. We are looking to develop the site into commercial/industrial lots for sale to developers/business owners.

Please let me know if you have any more questions.

Shannon Harrower, CLGM | Chief Administrative Officer



Box 113 – 210 2nd Avenue S Marwayne AB T0B 2X0

780.847.3962

cao@marwayne.ca

marwayne.ca



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From: Fabio Coppola <Fabio.Coppola@investec.ca>
Sent: May 24, 2022 9:15 AM
To: CAO Marwayne <cao@marwayne.ca>
Cc: Stephen Yu <Stephen.Yu@investec.ca>
Subject: FW: Submit a Question - Village of Marwayne ASP

Good Morning,

Just following up on the below questions for the Village of Marwayne ASP – I have not seen an addendum posted on APC for the below set of questions and the RFP is due for submission this Friday. Will there be an addendum posted for questions? This will help in preparing a responsive submission.

Many thanks,

Fabio Coppola, MPlan, RPP

Senior Planner

Investec Consulting Ltd.

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From: Fabio Coppola
Sent: May 12, 2022 8:48 AM
To: cao@marwayne.ca
Subject: Submit a Question - Village of Marwayne ASP

Good Morning Shannon,

Below are a list of my questions regarding the Village of Marwayne RFP for an ASP.

1. Can you further clarify on P.8 the two (2) site layout plans – is the Village seeking two unique concepts, which they will then select 1 OR two different scales of the same concept?
2. Can you further clarify on P.8 what “all engineering” entails? Is the Village seeking a Engineering Servicing Brief and a Hydraulic Neighbourhood Assessment?
3. Will the Village provide the successful proponent with the necessary background technical information to support engineering design? This includes any and all previously completed technical reports and information done to-date within the ASP area along with the AutoCAD or GIS files.

INVISTEC CONSULTING LTD.

4. Please clarify the wording on P. 23 “The successful proponent will be required to provide a bid bond or certified cheque of ten percent (10%) of the total bid amount payable to the Village of Marwayne. The cheques of unsuccessful bidders will be returned as soon as the contract is awarded. The bidder agrees that the certified cheque or bid bond may be forfeited as liquidated damages in the event that the proponent fails to comply with the provisions of this RFP.” Is the proponent expected to provide the cheque along with its proposal submission of the RFP? If so, is it prorated to the proponents total estimated budget or the RFP’s approved budget? What is the expected or preferred method of payment delivery?
5. Does the Village of Marwayne own the subject ASP site? What is the reason for doing an ASP for a 16-acre site?

Thank you,

Fabio Coppola, MPlan, RPP

Senior Planner

Invistec Consulting Ltd.

Suite 1700, 10130 - 103 Street NW

Edmonton, Alberta, T5J 3N9

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Proposal for Consulting Services for

Area Structure Plan

Village of Marwayne

Prepared for:



MARWAYNE
LIFE FROM ALL ANGLES

Prepared by:



Al-Terra
Engineering Ltd.

5307 - 47 Street NW,
Edmonton, Alberta T6B 3T4
T: 780.440.4411
F: 780.440.2585
al-terra.com

2:00 PM
May 27, 2022



5307 - 47 Street NW, Edmonton, Alberta T6B 3T4
T: 780.440.4411 F: 780.440.2585
al-terra.com

May 27, 2022

File: Proposal

The Village of Marwayne
Box 113 – 210 Second Avenue South
Marwayne, AB T0B 2X0

Attention: Shannon Harrower
Chief Administrative Officer

Re: Village of Marwayne
Area Structure Plan

Al-Terra Engineering Ltd. is pleased to submit the following proposal for planning and engineering services. Our team with extensive work experience in smaller urban centres and rural will develop viable solutions that suit the unique context of Marwayne and support the long-term planning objectives of the proposed development lands.

Al-Terra is a Alberta business founded in 1976 and has completed a wide range of planning and engineering projects in rural and small urban municipalities. Our team offers expertise for all aspects of land development and policymaking. It is our goal to create confidence with the work we do and provide advice and design recommendations that set our clients up for success.

We thank you for your consideration on this Area Structure Plan and look forward to the opportunity to provide our services.

Al-Terra Engineering Ltd.

A handwritten signature in blue ink, appearing to read "Connor Smith".

Connor Smith, RPP, MCIP, IAP2

Enclosures

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FIGURES

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APPENDICES

- Appendix A** – Mandatory Requirements
- Appendix B** – Al-Terra Team Resumes
- Appendix C** – Sub-Consultants, Including team Resumes
- Appendix D** – Project Profiles



1.0 Introduction

The Village of Marwayne, Alberta is seeking planning and engineering services for the development of an Area Structure Plan within the Village. The following proposal outlines the scope, services, fees and schedule to complete the project.

The land encompasses approximately 16.74 acres with road access along the west and south boundaries. The lands have been partially developed for residential and agricultural uses. Planning of the site is subject to existing statutory policies including, but not limited to, the Municipal Government Act (MGA), Intermunicipal Development Plan (IDP). And Municipal Development Plan (MDP). Being within the IDP, this plan requires referral to the County of Vermillion River.

Background studies are required to support the ASP process. The required subconsultants have submitted proposals for the work and have been included with this proposal to comprehensively provide cost estimates for all required services.

AI-Terra Engineering is pleased to submit this proposal for planning and engineering services. The scope of this estimate is limited to Area Structure Plan and Engineering Design Brief services, and management of subconsultants.

Our team has a long history of successful development and strong relationships with rural and small urban municipalities. We offer value through extensive experience, the depth of our engineering staff, and our close working relationships with partner firms. All project management activities will be performed or directed by AI-Terra. For further information on our team and experience, our corporate profile, team member resumes, and project information sheets have been included with proposal.

Copies of our corporate and professional certifications have been included in **Appendix A**.



2.0 Project Scope

The project scope has been broken down into three phases:

- ◆ Phase 1: Data Collection
- ◆ Phase 2: Draft Area Structure Plan
- ◆ Phase 3: Finalization

Each section below is divided into Key Tasks which generally summarize the scope and Deliverables which identify the tangible items anticipated during the Phase.

A Project Schedule Gantt Chart has been included at the end of this section, as Figure 1.

2.1 Phase 1 – Data Collection

Phase 1 includes gathering all required data to complete all background and design concepts. Information will be distributed to all necessary parties and subconsultants to begin creation of the ASP and Design Brief background studies.

Phase duration: June 15, 2022 – October 14, 2022

Deliverables:

1. Communication Plan
2. Public Engagement Plan
3. Background Studies
 - a. Traffic Impact Assessment
 - b. Biophysical/Wetland Assessment
 - c. Geotechnical Investigation
 - d. Historical Resources
4. Stakeholder Roundtable, Public Engagement Event #1 and Report
5. Background Information Report

2.1.1 Key Task 1: Introductions and Data Transfer

The project team will request data from the Village and other relevant sources. AI-Terra will compile and utilize the data for all required studies, including distributing to subconsultants.

A project initiation meeting will be held to meet the team in-person and administration and to finalize the communication and public engagement plans. A site visit will be made during the visit and it is anticipated that town staff and potentially other stakeholders will attend.

2.1.2 Key Task 2: Public Engagement #1

Public engagement will be essential to ensure that all voices affected by the ASP have the opportunity and support available to discuss any concerns or suggestions. Two public engagement events are proposed.

Primary public engagement activities will be conducted in-person, through mailouts, direct outreach, and online. Online tools including survey, websites, videoconferencing and other interactive tools are available as will be tailored to the size of the engagement anticipated.

Stakeholder identification will be done at the project introduction to identify specifically impacted stakeholders, groups, and institutions who will be engaged directly by the project team.

Details on the public engagement strategy are explored below in section 2.1.2.1.



2.1.2.1 Public Engagement Plan

Note: Public Engagement occurs throughout all three Phases of the Project as shown below.

Phase 1

- ◆ Finalize Public Engagement Plan
To be finalized during start-up meeting. This plan will identify the timing, location, and strategies for interaction and engagement. Expectations of attendance and gamification options will be explored.
- ◆ Finalize Communications Plan
To be finalized during start-up meeting. This plan will specify key dates for advertisements and meetings throughout the project duration and clearly outline each step.
- ◆ Stakeholder Identification
To be initiated at the start-up meeting and followed up as required prior to engagement activities. A list and follow-up items will be generated. This identified stakeholders will be directly contacted and included in stakeholder-specific meetings.
- ◆ Stakeholder Roundtable #1
This interactive session will utilize graphics and conversation to discuss impacts and potential benefits of the ASP. Input from comment sheets, discussion and follow-up activities will be recorded to guide the development concept and support existing stakeholder's ambitions.
- ◆ Public Engagement #1
The initial open house will be held in Marwayne and will include display boards and a presentation/Q&A session. Interactive games will be available depending on the turnout which will be used as icebreakers and for gathering notes. Gamification options desired by the Village during the Public Engagement Plan finalization. Comment sheets will be provided. All input will be gathered and recorded.
- ◆ Public Engagement Report
A report will be created summarizing all input received during engagement activities.

Phase 2

- ◆ Stakeholder Roundtable #2
Stakeholders will be updated on the final site concept that will be used in the ASP and how it was created. Servicing concepts will be discussed. Comment sheets and discussions will be recorded.
- ◆ Public Engagement #2
This open house will be primarily for information purposes to show residents what plan has been developed and to answer questions. A presentation will be made and project staff will be available to take questions and discuss concerns with attendees.



- ◆ Public Engagement Report
Public engagement activities will be summarized and reported to the Village for their records.

Phase 3

- ◆ Public Hearing and Council Presentations
Al-Terra will prepare Council and Public Hearing presentation materials and attend Council hearings to present and take questions from Council.

2.1.3 Key Task 3: Site Investigations and Survey

GPS Survey

Al-Terra will provide GPS site survey for the subject parcel, as well as any relevant municipal infrastructure which needs to be collected to aid in preliminary design work.

Traffic Impact Assessment

The TIA will be completed by Al-Terra and will assess access locations and design, as well as traffic generation and volumes on the adjacent roadways. The precise scope of the TIA will be determined during through discussions with Town staff, as well Alberta Transportation.

Biophysical/Wetland Assessment

The Biophysical and Wetland Assessment will provide clear information on developable lands and mitigation strategies for protecting natural features.

Geotechnical Investigation

A multi-hole geotechnical drill program will identify soil and water table conditions and provide recommendations for both residential and commercial foundation requirements.

Historical Resources

A study of historical resources will be conducted to determine if any additional protective measures will be required to develop the subject lands. It is noted that the recent IDP has had historical resources assessed and this report does not indicate

Background Report

The background studies will be summarized by Al-Terra into a report which will outline all relevant findings. Opportunities and constraints will be explored and any further investigations required will be identified. Upon review of the background report and acceptance of findings, Phase 1 will be complete.

2.2 Phase 2 – Draft Area Structure Plan

Phase 2 will develop the ASP and Design Brief reports. The process assumes two submission of the documents for Village review. Timelines associated with reviews have been assumed in the project schedule. Timelines may be reduced subject to Village review times.

The plans received at the end of the process will be Final Drafts and ready for Council review and approval during Phase 3.

Phase duration: October 14, 2022 to July 31, 2023



Deliverables:

1. Draft Area Structure Plan
2. Draft Engineering Design Brief
3. Stakeholder Roundtable & Public Engagement Event #2
4. Final Public Engagement Report

2.2.1 Key Task 1: Concept Plan Finalization

The preferred subdivision design concept will be formalized into the design base of the ASP and Design Brief. Once this final concept has been chosen, the team will not deviate in major ways from this layout without agreement from Village administration and stakeholders.

2.2.2 Key Task 2: Draft Area Structure Plan

AI-Terra will prepare all policies and figures to complete the ASP draft. This draft will be submitted to the Village for review and referral. After comments have been received the project team will prepare revisions and resubmit the plan for further review.

If the ASP is generally acceptable to the Village, the second submission will be the version that is shared with the community during final public engagement events. Further revisions will be completed if required prior to sharing the draft document, or subsequent to the conclusion of engagement activities.

2.2.3 Key Task 3: Draft Engineering Design Brief

AI-Terra will complete the engineering brief which outlines the servicing of the site and provides guidance for future detailed design activities. The design brief will be consistent with the ASP in all respects and meet all requirements identified throughout the investigative phase.

2.2.4 Key Task 4: Public Engagement #2

The second public engagement will be required to display the draft ASP and gather additional public input on the state of the plan. This open house will be an information session with the opportunity for residents to discuss with project team members or leave comment sheets.

Upon completion of engagement activities, a final Public Engagement Report will be created for Village records.

Please refer to section 2.1.2.1 for the Public Engagement Plan outline.

2.3 Phase 3 – Finalization

This final phase involves the final ASP being brought to Council for public hearing and readings. Any final edits to the documents raised prior to, or during Council hearings will be incorporated into the documents. Final documents for approval and record will be provided.

At the end of this phase the project will conclude and all final invoicing will be completed.

Phase duration July 31, 2023 to September 29, 2023

Deliverables:

1. Final Area Structure Plan
2. Final Design Brief
3. Presentation to Council
4. Final Approved ASP Bylaw



Proposal
May 27, 2022

Village of Marwayne
Area Structure Plan

2.3.1 Key Task 1: Preparation of Final Documents

Village staff will have the opportunity to request any final changes to the ASP document and reports prior to scheduling Council hearings. Final changes will be completed by AI-Terra and final approval documents will be issued.

2.3.2 Key Task 2: Council Report Preparation

AI-Terra will assist Village staff in any way necessary to prepare and present report and information to Council including graphic and report review support.

2.3.3 Key Task 3: Public Hearing and Council Approval

AI-Terra will attend the Council public hearing and present the project for consideration. We will be available to take questions from the public and Council to support ultimate approval of the ASP as bylaw.

It is assumed that Council will have a summer break and will resume bylaw readings in September 2023. The scheduled project completion date may be earlier based on the Council dates available.



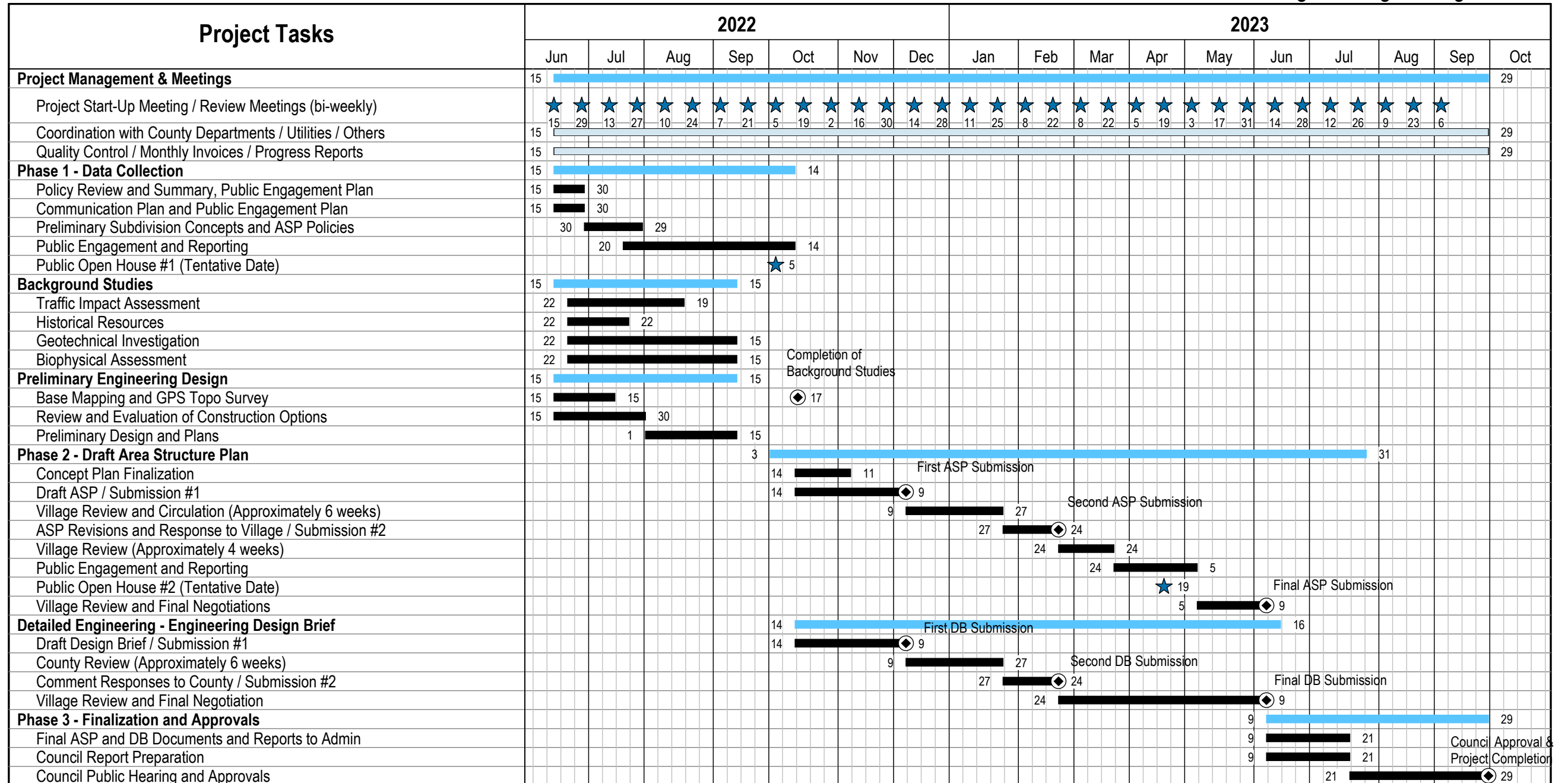


Figure 1

2022 - Project Schedule

Village of Marwayne - Area Structure Plan

Planning and Engineering Services



★ Meetings
⦿ Milestones
▬ Time Period
— Approximate Timing of Activity
▬ On-Going / As Needed
▬ Phase Duration

3.0 Project Team

The following project team represents a comprehensive approach to ASP development. All activities will be conducted or managed by AI-Terra. An organization chart has been provided outlining the reporting structure. Connor Smith will be the Lead Planner and will be the Village contact for the duration of the project. Mr. Smith will manage all project activities and report directly to Marwayne administration.

A Project Organization Chart has been included at the end of this section, as Figure 2.

3.1 AI-Terra Engineering Ltd.

The following team has the skills and capacity to manage the project through completion. As project Lead, Connor has the capacity to allocate a minimum of 25% of his workload to be available for the project at all times. Project engineering support will work more intermittently but also have the capacity available for prompt resolution of deliverables.

3.1.1 Key Team Members

Connor Smith, RPP, MCIP, IAP2

Connor is a Registered Professional Planner with the Alberta Professional Planners Institute, Planning Institute of British Columbia and the Canadian Institute of Planners. Connor has been AI-Terra's lead Land Development Planner since 2011 and has broad project management and extensive public consultation experience including IAP2 Public Participation certification. While spending the majority of time as AI-Terra's Lead Planner, Connor has been involved in extensive transportation planning, survey, and design projects and is currently an APPI Councillor. Connor has frequently visited the area recreationally and is familiar with the area and its unique charm.

Kelly Alsmo, P.Eng.

Kelly is AI-Terra's Vice President and currently manages the company's Land Development group, including oversight on all aspects of planning, design, contract administration, and construction management. Since joining the firm in 2002, he has held many roles at AI-Terra which have allowed him to gain valuable field experience, a variety of design competencies, and an extensive project management expertise in both Land Development and Municipal Improvement projects. With a high focus on client communication and solving problems, Kelly has proven to be an extremely proficient manager in both the field and in the office.

Mike Graham, P.Eng.

Mike joined AI-Terra Engineering Ltd. on a permanent basis in the spring of 2010. He completed his University of Saskatchewan Bachelor of Science degree in Civil Engineering in December of 2009 and earned his professional designation in 2014. Mike has successfully completed design and construction engineering on various projects, primarily on municipal and private land development and roadway projects in Sherwood Park, Spruce Grove, and Edmonton. Since 2012, Mike has been Project Manager, Design Lead, and Construction Lead for various projects throughout the Edmonton region.

Andrew Stankieveh, R.E.T.

Andrew has been employed with AI-Terra Engineering Ltd since 1993 and has worked in numerous capacities with the company. Initially, as a surveyor, to draftsmen, designer and currently as a senior project manager. Andrew has extensive knowledge in residential subdivisions, multi-family developments, school/institutional, commercial and industrial developments in the greater Edmonton region. He has an excellent working



relationship with the Strathcona County's Planning and Development staff and will be an excellent resource for this project.

Bogusia Stapor, M.Eng., P.Eng., PTOE

Ms. Stapor has been with AI-Terra since 1996 and has completed numerous transportation planning and design projects including functional and concept planning studies, interchange planning and design, traffic impact analyses, noise impacts analyses, benefit cost analyses, road safety reviews, detailed intersection designs, signing and pavement marking plans, access modifications and / or improvements, and right-of-way acquisitions in urban and rural settings. She also takes an active role in the preparation for, and attendance at, public meetings.

Vira Mykhaylyak, C.Tech.

After graduation from the University of Oil and Gas in 1984, Vira Mykhaylyak gained an extensive experience in engineering related fields, which included civil, architectural and electrical. Her duties included developing & preparing engineering designs & drawings from preliminary concepts, sketches, engineering calculations, specification sheets and other data. In 2005 Vira joined AI-Terra Engineering as a Drafting Technologist.

Detailed resumes for our project team are included in **Appendix B**.

Project profiles detailing some of our relevant project experience have been included in **Appendix D**.

3.2 Subconsultants

The following trusted consultants are available to assist on the project as required. Scope of services and company proposals have been included for Spencer Environmental, Hoggan Engineering, and The Archaeology Group in **Appendix C**.

3.2.1 Spencer Environmental Management Services Ltd.

Will provide biophysical site investigation and reporting including wetland assessment.

3.2.2 Hoggan Engineering and Testing (1980) Ltd.

Will provide soil and water table investigation with an on-site drilling program.

3.2.3 The Archaeology Group

Should previous historical resource investigations not be sufficient for the purposes of this ASP, Walt Kowal is highly experienced in historical resource clearance and the preparation of required documentation and is included in the man-hour budget.





Figure 2

Project Organization Chart

Marwayne ASP Amendment

Planning and Public Engagement Services
Preliminary Engineering Design



4.0 Schedule and Fees

4.1 Schedule

The project timeframe is anticipated to run from June, 2022 to the end of September, 2023. A detailed project schedule is included with this proposal. The RFP indicates that the project must conclude before December 31, 2023. The project timeline has been created to be as short as is practical and may be decreased depending on factors such as Council schedules and lack of concern from adjacent residents and stakeholders.

4.2 Fees

As compensation for the professional services outlined above, percentage, hourly, or fixed fees will be calculated based on the conditions outlined in the table below:

- 5. Total compensation includes all professional and technical fees, as well as associated expenses and materials normally required to complete the services outlined, excepting application fees and venue rentals.
- 6. Fees are based on the attached man-hour budget "Schedule A"
Where extra work is requested or required due to circumstances beyond the control of Al-Terra Engineering Ltd., this would be done on a time-charge basis in accordance with the current rate schedule included as "Schedule B" which is subject to change at the beginning of each year.

Proposed Fees and Payment Schedule for ASP & Engineering Design Brief services

Project Item or Service	% of Construction Cost or Fixed Fee Amount	Payment Schedule
	Fixed Fee	
Phase 1	\$85,092	Monthly as Required
Phase 2	\$54,558	Monthly as Required
Phase 3	\$7,802	Monthly as Required
Sub-Total Al-Terra Fees	\$147,452	
Historical Resources Clearance	\$2,405	Monthly as Required
Biophysical Assessment	\$10,995	Monthly as Required
Geotechnical Investigation	\$9,025	Monthly as Required
Sub-Total Subconsultant Fees	\$22,385	
Total Fees	\$169,837	

In addition to the professional fees above, the client will be responsible for required administrative fees required by the Village, including application, notification, advertisement fees for the ASP and any other subsequent applications.

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Man Hour Budget Fee Schedule

Marwayne ASP
Area Structure Plan Cost Estimate

Project Phase	AI-Terra Project Team										Sub-Consultants				Total Project Costs		
	Conner Smith Planning Lead	Kelly Atkins Supervising Engineer	Mike Graham Design Engineer	Andrew Stankevich Design Technologist	Bogusa Stapor Transportation Engineer	Vira Mykaylyuk Drafting Support	Survey Crew	Administration Clerical	Total Hours	Consultant Fees (\$)	Consultant Disbursements (\$)	Biophysical Assessment Spencer/Green Plan	Geotechnical Hoggan Engineering	Historical Resources The Archaeology Group	Total Sub-Consultant Costs	Total AI-Terra Costs	Total Fees
Hourly Rate	\$145	\$270	\$180	\$190	\$220	\$145	\$275	\$70		5%	Lump Sum	Lump Sum	Lump Sum				
Phase 1 - Data Collection & Studies																	
Project Intro and Background Data, Drawing Setup	12	2	4	8	2	8			4	40	\$6,400	\$320				\$6,720	\$6,720
Project Meetings and Administration	20	4	8	8	2				4	42	\$7,380	\$369				\$7,749	\$7,749
Communications Plan	4								4	4	\$580	\$29				\$609	\$609
Preliminary Concept Designs	24	4	8	16	4	12			68	\$11,660	\$583				\$12,243	\$12,243	
Public Engagement Plan	4								4	4	\$580	\$29				\$609	\$609
Stakeholder Roundtable	12		4	4		8			28	\$4,380	\$219				\$4,599	\$4,599	
Public Engagement #1	24			8		8			40	\$6,720	\$336				\$7,056	\$7,056	
Background Report	16	2	4	8		8			36	\$6,260	\$315				\$6,575	\$6,575	
Engineering Review & Preliminary Concepts																	
Water Concepts			4	12		8			24	\$4,160	\$208				\$4,368	\$4,368	
Sanitary Concepts			4	12		8			24	\$4,160	\$208				\$4,368	\$4,368	
Storm Concepts			4	12		8			24	\$4,160	\$208				\$4,368	\$4,368	
Preliminary Design Concept Reporting			8	16		8			32	\$5,640	\$282				\$5,922	\$5,922	
Traffic Impact Assessment	64				24				88	\$14,560	\$728				\$15,288	\$15,288	
GPS Topo Survey								16	16	\$4,400	\$220				\$4,620	\$4,620	
Sub-Total Hours:	180	12	48	104	32	76	16	12	480								
Sub-Total Fees (\$):	\$26,100	\$3,240	\$8,640	\$19,760	\$7,040	\$11,020	\$4,400	\$840		\$81,040	\$4,052				\$85,092	\$85,092	
Phase 2 - Draft Area Structure Plan																	
Project Meetings and Administration	32								32	\$4,640	\$232					\$4,872	\$4,872
Planning																	
Area Structure Plan Policies	48								48	\$6,960	\$348				\$7,308	\$7,308	
ASP Figures/Mapping	20					24			44	\$6,380	\$319				\$6,699	\$6,699	
Plan Finalization and Submissions	8							16	24	\$2,280	\$114				\$2,394	\$2,394	
Stakeholder Roundtable #2	10			4					14	\$2,210	\$111				\$2,321	\$2,321	
Public Engagement #2 and Reporting	24			8		6			4	\$6,150	\$308				\$6,458	\$6,458	
Engineering																	
Draft Engineering Design Brief Report Preparation		4	24	36					64	\$12,240	\$612				\$12,852	\$12,852	
DB Figures/Mapping			12	20		24			56	\$9,440	\$472				\$9,912	\$9,912	
Report Finalization and Submissions	2		2						16	\$1,660	\$83				\$1,743	\$1,743	
Sub-Total Hours:	142	6	36	68		54		36	342								
Sub-Total Fees (\$):	\$20,590	\$1,620	\$6,480	\$12,920		\$7,830		\$2,520		\$51,960	\$2,598				\$54,558	\$54,558	
Phase 3 Finalization and Approvals																	
Project Meetings and Administration	8	2	4	4					14	\$2,420	\$121					\$2,541	\$2,541
Final ASP and DB Documents and Reports	8		4	4					4	\$2,920	\$146					\$3,066	\$3,066
Council Hearings and Project Conclusion	10		2						4	\$2,090	\$105					\$2,195	\$2,195
Sub-Total Hours:	26	2	10	4					8	50							
Sub-Total Fees (\$):	\$3,770	\$540	\$1,800	\$760					\$560	\$7,430	\$372				\$7,802	\$7,802	
Subconsultants																	
Historic Resources													\$2,405	\$2,405		\$2,405	\$2,405
Biophysical/Wetland Assessment													\$10,955	\$10,955		\$10,955	\$10,955
Geotechnical													\$9,025	\$9,025		\$9,025	\$9,025
Sub-Total Hours:													\$9,025	\$10,955	\$2,405	\$22,385	\$22,385
Sub-Total Fees (\$):													\$9,025	\$10,955	\$2,405	\$22,385	\$22,385
Total Hours:	348	20	94	176	32	130	16	56	872								
Total Fees (\$):	\$50,460	\$5,400	\$16,920	\$33,440	\$7,040	\$18,850	\$4,400	\$3,920		\$140,430	\$7,022	\$9,025	\$10,955	\$2,405	\$22,385	\$147,452	\$169,837
Grand Total															\$169,837		

Note : * Disbursements include Mailing, Advertisements, Venue Rental and Other Stakeholders and Open House Meeting Fees



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 T: 780.440.4411 F: 780.440.2585
al-terra.com

Schedule B

2022 Rate Schedule

Personnel	Hourly Rate
Senior Engineer (E7) (Special Consulting, Expert Witness)	\$370.00
Senior Management Engineer (E6) C.Broks, S.Hudson	\$310.00
Senior Specialist Engineer (E6) L.Broks	\$300.00
Senior Supervisory Engineer (E5) K.Alsmo, G.Thoman	\$270.00
Senior Specialist Engineer (E4+) F.Greenhough, J.Mazurat, B.Crossland, J.Luca	\$225.00
Senior Specialist Engineer (E4) B.Stapor, G.Neutzling	\$220.00
Senior Specialist Engineer (E4) C.Balitbit	\$215.00
Project Engineer (E3+) D.Porter	\$185.00
Project Engineer (E3) M.Graham, N.Smith	\$180.00
Project Engineer (E3) T.Ziegler	\$175.00
Junior Project Engineer (E2+) J.Wang	\$170.00
Junior Project Engineer (E2+) B.Haynes, C.Flack	\$165.00
Junior Project Engineer (E2) B.Sutherland	\$155.00
Engineer-In-Training (E1+) D.Dion, A.Malsbury, B.Visscher, J.Pedregosa	\$145.00
Engineer-In-Training (E1+) Q.Price, A.Keller, L.Pukalo	\$140.00
Engineer-In-Training (E1) D.Kamala, C.Murray, D.Preece, B.Morgan, P.Thoman, J.Palichuk	\$130.00
Engineer-In-Training (E1) D.L'Heureux, S.Menard	\$125.00

Technical Services	Hourly Rate
Supervisory Technologist (T5+) A.Stankieveh, A.Haggerty	\$190.00
Intermediate Technologist (T4+) D.Andrews, K.Persaud	\$170.00
Survey Coordinator (T4) D.Wade	\$160.00
Survey Coordinator (T3+) J.Pelchat	\$150.00
Technologist (T3+) R.Albright	\$150.00
Technician (T3+) V.Mykhaylyak	\$145.00
Intermediate Planner (T3+) C.Smith	\$145.00
Technologist (T3) E.Lacerna	\$140.00
Technologist (T2+) C.Regimbald	\$135.00
Drafter (T2+) M.Poritskiy	\$130.00
Co-op & Internship Students	\$105.00
Clerical	\$70.00
Checker	\$50.00
Survey Crew	\$275.00

In-House Equipment
At agreed upon rates

Disbursements	Rate
Miscellaneous expense charged at % of fees	8.0%

Other disbursement charges to be at agreed upon rates.

2022_Rate_ScheduleR1

Proposal
May 27, 2022

Village of Marwayne
Area Structure Plan

5.0 Closure

We look forward to providing the described planning and engineering services for this unique project. AI-Terra has the expertise and team ready to successfully navigate this project and support responsible land development in Marwayne.

Regards,
AI-Terra Engineering Ltd.



Connor Smith, RPP, MCIP, IAP2





Appendix A

Mandatory Requirements

APEGA Permit to Practice

Certificate of Recognition

APEGA Certificate, Kelly Alsmo

CIP Certificate, Connor Smith

RPP Certificate, Connor Smith



PERMIT TO PRACTICE

Permit ID 02104

Al-Terra Engineering Ltd

is authorized to practise engineering in the province of Alberta.

Start Date: November 1, 2021

Expiry Date: October 31, 2022

Permit Holder Since: November 1976



Brian Pearce

Brian Pearce, P.Eng.
President

J. Nagendran

Jay Nagendran, P.Eng.,
FCAE, ICD.D., FEC, FGC (Hon.)
Registrar & CEO

Certificate
of
Recognition

Partnerships

IN INJURY REDUCTION

This certificate recognizes that

AL-TERRA ENGINEERING LTD.

In keeping with the principles of *Partnerships* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.

Don MacLennan

Alberta Construction Safety Association
Certifying Partner

Certificate # 20210716-3749
WCB Industry Code(s): 86400

Ian Hooper

Ian Hooper
Government of Alberta

Expiry Date: July 16, 2024



This Diploma Certificate

is to Certify that

Kelly Blue Alsmo

*having complied with the requirements of The Engineering, Geological
and Geophysical Professions Act, was on the 1st day of May 2008
admitted and registered a Member of the*

**Association of Professional Engineers,
Geologists and Geophysicists of Alberta**

*and is entitled to practise Professional Engineering within
the Province of Alberta and to take and use the title of*

Professional Engineer

*In Witness Whereof the Seal has been hereunto affixed
as of the 8th day of May 2008*



Williams P.Eng.
President

H. M. Jones P.Eng.
Registrar

Canadian Institute of Planners



Institut canadien des urbanistes

This certificate recognizes that | Ce certificat reconnaît que

Connor Smith RPP, MCIP

has met the requirements
and accepted the responsibilities
of being a

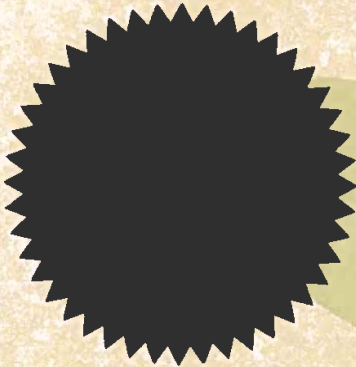
a satisfait aux exigences
et a accepté les responsabilités
liées au statut de

Professional Member

Membre professionnel

of the Institute with the
rights, privileges, and
obligations prescribed in
the Institute's Bylaws.

de l'Institut avec les droits,
privilèges et obligations
prescrits dans les
règlements de l'Institut.



DAN HUANG RPP, MCIP – PRESIDENT
DAN HUANG UPC, MICU – PRÉSIDENT

12/7/2021

ISSUE DATE
DATE D'ÉMISSION

Alberta Professional Planners Institute

We are the face of the planning profession within Alberta, Northwest Territories and Nunavut.
We serve the public interest by providing regulation, advocacy, promotion and services for our members.

hereby certifies that

Connor Smith, RPP

is registered as a

Registered Professional Planner

*having met all of the requirements as contained in the
Professional Planner Regulation pursuant
to the Professional and Occupational Associations Registration Act.*

Granted on the 11th day of July 2018.



APPI President

APPI Registrar



Appendix B

AI-Terra Team Resumes





Connor W. Smith, B.A., RPP, MCIP, IAP2
 Land Development Planner and Planning Lead,
 Registered Professional Planner, (APPI / CIP)



Education

- ◆ BA Urban Studies (with Distinction) *University of Calgary*
- ◆ International Association of Public Participation (IAP2) Certificate
- ◆ SAIT School of Construction CAD Certificate
- ◆ Canadian Institute of Planners Continuous Professional Learning (CPL) Ongoing 10 Years
- ◆ Institute of Transportation Engineers Transportation Planning Courses
- ◆ SFU Urban Design Workshops
- ◆ Graphic Facilitation Training

Affiliations & Volunteering

- ◆ Registered Professional Planner (RPP) - Alberta Professional Planners Institute (APPI), Planning Institute of British Columbia (PIBC)
- ◆ Full Member (MCIP) - Canadian Institute of Planners (CIP)
- ◆ IAP2 Public Participation Cert.
- ◆ CIP Climate Change Policy Working Groups (2018-2022)
- ◆ CIP Climate Change Committee Member (2015-2018)
- ◆ APPI Conference Chair (2018)
- ◆ APPI Events Committee (2018 - ongoing)
- ◆ APPI Conference Committee (2016)

Technical Skills

- ◆ Strategic Public Consultation and IAP2 facilitation certification
- ◆ Adobe Creative Cloud (Photoshop, Adobe Illustrator)
- ◆ AutoCAD/ AutoCAD Civil 3D
- ◆ ArcMAP/ArcGIS
- ◆ Synchro/SimTraffic 10.0 Traffic
- ◆ Microsoft Office Suite

Summary

Connor is a Registered Professional Planner with the Alberta Professional Planners Institute, Planning Institute of British Columbia and the Canadian Institute of Planners (RPP/MCIP). Connor has been Al-Terra's lead Land Development Planner since 2011 and has broad project management and extensive public consultation experience including IAP2 Public Participation certification. While spending the majority of time as Al-Terra's Lead Planner, Connor has been involved in extensive transportation planning, survey, and design projects with industry experience beginning in 2006.

Connor is a University of Calgary graduate with broad continuing education completed through the International Association for Public Participation, SAIT, Simon Fraser University, and Institute of Transportation Engineers. Other training includes Graphic Facilitation, Verbal Judo, and annual attendance at seminars and planning conferences at both the National and regional levels, including ongoing volunteering with APPI and CIP including involvement in national CIP Climate Change policy creation and presentations in multiple working groups and committees at the national level.

Advanced skills including project facilitation, public consultation, site investigation, concept design, feasibility investigations and marketing provide thoughtful direction to all projects. Along with these crucial planning skills, Connor demonstrates a high technical aptitude including AutoCAD, mapping, GIS, rendering, data analysis and presentation. A range of selected projects is included below.

Relevant Project Experience

Residential and Mixed – Use Projects

- ◆ **Veme Lake Country Residential ASP, Yellowhead County, 2021**
 Lead Planner and public engagement facilitator for country residential area structure plan. Included traffic studies and engineering report preparation.
- ◆ **Emery ASP Amendment and Detailed Design, Leduc, 2021**
 Lead Planner for residential subdivision and design for mixed-use development. Currently designing and developing the residential, stormwater and access phases of the project.
- ◆ **Canyon Falls Residential Master Planning, Kelowna, 2021**
 Planning lead providing subdivision and rezoning applications and support to develop a multi-phase residential development with rental and condominium phases on challenging terrain.
- ◆ **Hawks Vale Residential Master Planning, Kelowna, 2020 – 2021**
 Provided report support and planning input for multi-phase high-density residential master planning within the Westbank First Nation and sensitive environmental features.
- ◆ **Matheson Meadows ASP, Strathcona County, 2018 – 2022**
 Lead Planner, Author and Public Engagement Facilitator for residential ASP, including detailed transportation analysis, subdivision design and natural area protection design and policies.
- ◆ **Hillshire ASP + Custom Land Use Bylaw Districts, Sherwood Park, 2019 – 2020**
 ASP development and approvals. Long term planning management. Developed and approved ASP amendments and custom residential districts to achieve ASP urban design objectives.
- ◆ **Southeast Leduc ASP Amendment, Leduc, 2019**
 Lead Planner for residential ASP plan amendments, subdivision design and rezoning for long-term multi-phase residential development.

Connor Smith 2022 (2-page).docx

Connor W. Smith, B.A., RPP, MCIP, IAP2
Land Development Planner and Planning Lead,
Registered Professional Planner (APPI / CIP)

- ◆ **Durham Town Square ASP Consolidation and Amendment, Sherwood Park, 2015 – 2016**
ASP and LUB amendments to permit the tallest multi-story senior's facility in the municipality with a direct control district. Lead planner for all public engagement and planning management.

Regional and Municipal Planning

- ◆ **City of St. Albert Municipal Development Plan, 2018 – 2020**
Public engagement assistance, transportation analysis and reporting. Project in association with Urban Strategies Inc. and ISL Engineering and Land Services.
- ◆ **Intermunicipal Development Plan Town of Edson and Yellowhead County, 2017**
In collaboration with Lovatt Planning Consultants.

Transportation Planning

- ◆ **Spruce Avenue and Delton School Expansion Traffic Impact Assessments, City of Edmonton, 2021**
- ◆ **Aurora Sky, Traffic Impact Assessment, Leduc County, 2019**
- ◆ **Matheson Meadows ASP Transportation Analysis and Report, Strathcona County, 2018**
- ◆ **Morgan Creek Business Park Traffic Impact Analysis, Parkland County, 2014-2016**

Commercial / Industrial Projects

- ◆ **Enoch Cree Nation Warehouse Site Planning, Enoch Cree Nation, 2021**
Planning management and site investigation, survey and analysis including access and site layout design on First Nations land near Edmonton.
- ◆ **QEII Business Park, Nisku, 2020**
Lead Planner for multi-stage subdivision applications and approvals.
- ◆ **Morgan Creek Industrial Park Outline Plan, Acheson, 2013 – 2017**
Public consultation, Outline Plan preparation, subdivision design and mapping.
- ◆ **Mistatim Industrial, Edmonton, 2015 – 2016**
Managing subdivision design and tentative plan preparation for multi-stage industrial subdivision.
- ◆ **Light Industrial Direct Control Rezoning, Leduc County, 2015 – 2016**
Managing rezoning application, public consultation, and mapping for a Direct Control zoning application.





Kelly Alsmo, P.Eng.
 Vice President
 Manager, Land Development



Education

- ◆ Continuing Education courses and seminars on traffic impacts of land development, access management, and integrated design for active transportation modes
- ◆ 2019 – Governance for Small and Medium Enterprises
University of Alberta
- ◆ 2012 – Business Leadership for Technical Professionals
University of Alberta
- ◆ 2008 – Professional Engineer
APEGA
- ◆ 2002 – Bachelor of Science in Civil Engineering (Co-operative Program)
University of Alberta

Affiliations

- ◆ Association of Professional Engineers and Geoscientists of Alberta (APEGA) Member (P.Eng.)
- ◆ Consulting Engineers of Alberta (CEA) Young Professionals Group Past Chairperson
- ◆ Urban Development Institute (UDI) Chair of Fort Saskatchewan Technical Committee
- ◆ The Canadian Society for Civil Engineering (CSCE) Corporate Member

Summary

Kelly is Al-Terra's Vice President and currently manages the company's Land Development group, including oversight on all aspects of planning, design, contract administration, and construction management. Since joining the firm in 2002, he has held many roles at Al-Terra which have allowed him to gain valuable field experience, a variety of design competencies, and an extensive project management expertise in both Land Development and Municipal Improvement projects. With a high focus on client communication and skill at solving problems, Kelly has proven to be an extremely proficient manager in both the field and in the office.

Relevant Project Experience

Land Development

- ◆ **Glenridding Ravines, Edmonton, 2019 – present**
Engineering and corporate support for 2 stages of a 27 acre residential development including significant earthworks design revisions to minimize offsite material import.
- ◆ **Ardrossan Heights & Estates, Strathcona County, 2014 – present**
Project manager and engineer for 9 stages of a 140 acre residential area including offsite sewer lagoon improvements and realignment and reconstruction of existing Main Street.
- ◆ **Meadowview, Leduc, 2013 – present**
Planning and engineering for 6 stages of a 175 acre residential area including a complex sanitary servicing solution and construction of a new arterial road entrance with a railway crossing.
- ◆ **Sienna, Fort Saskatchewan, 2008 – present**
Engineering and project management for 9 stages of a 485 acre residential land holding including arterial road extension and a regional storm water management facility construction.
- ◆ **Forest Ridge, Fort Saskatchewan, 2004 – present**
Engineering and project management for 12 stages of a 205 acre residential area including an area engineering design brief and construction of connected storm water management facilities.
- ◆ **Regency Park Estates, Sherwood Park, 2002 – 2006**
Project management for 5 stages of the subdivision (210 lots) including a large storm water management facility and highway noise attenuation package.

Municipal

- ◆ **Capital Roads Program, Leduc, 2021 – 2023**
Corporate support for various City improvement projects including both deep utility and surface reconstructions and rehabilitations.
- ◆ **108 Street North Neighbourhood Rehab, Fort Saskatchewan, 2021 – 2022**
Corporate support for deep utility and surface reconstruction project.
- ◆ **Crystal Creek Stage 1, Leduc, 2020 – 2021**
Project Manager for arterial road widening and utility servicing of future school site.
- ◆ **Ross & Jubilee Drive Neighbourhood Rehab, Fort Saskatchewan, 2017 – 2018**
Project management for deep utility and surface reconstruction project.
- ◆ **Broomfield & Elizabeth Drive Neighbourhood Rehab, Fort Saskatchewan, 2016**
Project management for deep utility and surface reconstruction project.
- ◆ **108 Street South Neighbourhood Rehab, Fort Saskatchewan, 2015**
Engineering design and project management for deep utility and surface reconstruction.

Kelly Alsmo, P.Eng.
Vice President
Manager, Land Development

Transportation

- ◆ **Southeast Boundary Arterial Road, City of Leduc, 2018 – 2020**
Project Manager for a greenfield arterial roadway connecting to Hwy 2A including a rail crossing.
- ◆ **Highway 15 / 119 Street, Fort Saskatchewan, 2016 – 2018**
Project Manager for design of new intersection to service the Heartland Industrial site.
- ◆ **Towncrest Road, Fort Saskatchewan, 2013 – 2014**
Project Manager and Lead Engineer for a collector roadway extension to service the RCMP site.
- ◆ **Wilshire Blvd / Highway 21, Fort Saskatchewan, 2009 – 2010**
Project Manager for construction of a new arterial roadway and the highway intersection improvements adjacent.





Mike Graham, P.Eng.
Project Manager



Education

- ♦ 2014 – P.Eng. Alberta
- ♦ 2009 – B.Sc. in Civil Engineering (EPIP) *University of Saskatchewan, Saskatoon, SK*

Affiliations

- ♦ Association of Professional Engineers, and Geoscientists of Alberta (APEGA) Member (P.Eng.)

Technical Skills

- ♦ Autodesk AutoCAD 2022
- ♦ Autodesk Civil 3D 2022
- ♦ AutoTURN 11
- ♦ Microsoft Office
- ♦ Trimble GPS Survey Equipment
- ♦ XPSTORM2019
- ♦ WaterCAD V8i
- ♦ HY-8

Summary

Mike joined Al-Terra Engineering Ltd. on a permanent basis starting in the spring of 2010. He completed his University of Saskatchewan Bachelor of Science degree in Civil Engineering in December of 2009 and earned his professional designation in 2014. Mike has successfully completed design and construction engineering on various projects, primarily on municipal and private land development and roadway projects in Sherwood Park, Spruce Grove, and Edmonton. Since 2012, Mike has been Project Manager, Design Lead, and Construction Lead for various projects throughout the Edmonton region.

Relevant Project Experience

Project Manager / Engineer and Design Lead for various phases including planning, detailed design, tender preparation, on-site supervision, and contract administration.

Transportation

- ♦ **167 Avenue Widening – 59A Street to 55 Street, City of Edmonton, 2021 – present**
Project Manager, Design Lead, and Construction Lead for engineering design, tender, and construction for all infrastructure required to widen the 167 Avenue roadway from the existing 2-lane configuration to the ultimate 4-lane configuration.
- ♦ **Goodridge Boulevard, City of Edmonton, 2015 – present**
Project Manager, Design Lead, and Construction Lead for the Stage 1 ultimate configuration including coordination with Alberta Infrastructure for Ministerial Consent. Assisted with concept and preliminary engineering for the full length of the arterial roadway within the Goodridge Corners development.
- ♦ **Maskêkosihk Trail – 199 Street to Anthony Henday Drive Qualico Communities, Edmonton, 2020 - present**
Construction Lead for 2.3km corridor urban cross section required to facilitate land development through the Riverview area.
- ♦ **Maskêkosihk Trail – Stillwater Boulevard to 199 Street Mattamy Homes, Edmonton, 2020 - present**
Construction Lead for 0.6km corridor urban cross section required to facilitate land development through the Riverview area of Edmonton.
- ♦ **Tamarack Drive, City of Spruce Grove, 2019**
Design Lead for 0.5km rural cross section roadway.
- ♦ **92 Avenue – 215 Street to 225 Street, MLC Group, Edmonton, 2018**
Construction Lead for 1.3km corridor urban cross section incl. four roundabout intersections.
- ♦ **51 Avenue Upgrading – 75 Street to 54 Street, City of Edmonton, 2016**
Design and Construction Lead for engineering design, tender and construction for all underground and roadway infrastructure from 75 Street to 54 Street including improvements to Mill Creek crossing.
- ♦ **Grove Drive East & West – Greystone Drive East and Harvest Ridge Drive West, City of Spruce Grove, 2010**
On-Site Resident Engineer for new multi-staged 4-lane arterial construction; construction supervision, contract administration, and post construction project completion.

Land Development

- ◆ **Goodridge Corners, City of Edmonton, 2013 – present**
Project Manager, Design Lead, and Construction Lead for 180 hectare mixed residential and business commercial / industrial subdivision. Responsible for complete review of the servicing of the neighbourhood and NDR revisions for optimization, detailed design of underground infrastructure, roadways, and design approvals.
- ◆ **Rampart Industrial, City of Edmonton, 2011 – present**
Project Manager, Design Lead, and Construction Lead for 180 hectare industrial subdivision. Responsible for complete review of the servicing of the neighbourhood and NDR revisions for optimization, detailed design of underground infrastructure, roadways, and design approvals.
- ◆ **Heritage Creek Stage 3, Can-Der Construction, 2022**
Project Manager, Design Lead and Construction Lead for a private detached condo unit development. Responsible for engineering design, tender and construction for all underground and roadway infrastructure.
- ◆ **Southeast Industrial Stage 2, City of Edmonton, 2019 – present**
Project Manager and Design Lead for a 14 lot industrial subdivision. Responsible for engineering design, tender and construction for all underground and roadway infrastructure.
- ◆ **Glenriding Ravine Stage 24 and 25, Qualico Communities, 2020 - Present**
Project Manager and Design Lead for a 166 lot residential subdivision within the City of Edmonton.
- ◆ **Northern Lights and South Haven Cemeteries, City of Edmonton, 2021**
Project Manager for expansion project on two City owned cemeteries.
- ◆ **Roper Industrial Stage 7, City Edmonton, 2013**
Design Lead for development of land adjacent to 51 Avenue, including design of underground infrastructure and roadway improvements.
- ◆ **Shadybrook Campground, Parkbridge Lifestyle Communities, 2014**
Detailed Design, Tender Preparation and Construction Consulting and Inspections for a 120 site expansion to an existing campground.
- ◆ **R.J. Industrial, Stony Plain Industrial, 2011**
On-Site Resident Engineer for deep utilities and roadway construction for 23 hectares of commercial and industrial land within a site with poor soil conditions.

Stormwater Management and Drainage Design

- ◆ Crystal Creek Stage 1, 2020, SWMF review and XPSWM modelling
- ◆ Southeast Industrial Stage 2, 2020, SWMF review and XPSWM modelling
- ◆ 184 Street – 107 Avenue to 114 Avenue, 2019, Drainage Assessment
- ◆ 195 Avenue – 25 Street NE to 17 Street NE, 2019, Drainage Assessment
- ◆ Matheson Meadows, 2019, ASP review and XPSWM modelling
- ◆ Rampart Industrial, 2019, SWMF review and XPSWM modelling
- ◆ Ardrossan Heights Stage 4, 2018, SWMF review XPSWM modelling
- ◆ Ardrossan Heights Stage 2, 2017, SWMF review XPSWM modelling
- ◆ Goodridge Corners Neighbourhood Design Report Amendment, 2016, SWMF revisions and XPSWM modelling





Andrew G. Stankieveh, R.E.T.
Project Manager



Education

- ◆ 1993 – Diploma in Civil Engineering Technology (Municipal Option) *Southern Alberta Institute of Technology, Calgary, AB*

Affiliations

- ◆ Association of Science and Engineering Technology Professionals of Alberta (ASET) Member

Technical Skills

- ◆ AutoCAD
- ◆ AutoTURN
- ◆ Bentley WaterCAD Software

Summary

Andrew G. Stankieveh has been employed with Al-Terra Engineering Ltd. since 1993 and has worked in numerous capacities from surveyor to project manager. For the past 20 years he has been primarily responsible for the design of infrastructure for multi-family developments, residential subdivisions, school/institutional and commercial sites

Relevant Project Experience

Land Development

Residential Subdivisions

- ◆ Hillshire Stage 1, Sherwood Park
- ◆ Meadow Hawk Stages 1 & 2, Sherwood Park
- ◆ Whitetail Crossing, Mundare
- ◆ Sherwood Park Golf Course Estates, Sherwood Park
- ◆ Westpark, Fort Saskatchewan
- ◆ Regency Park Estates – The Ridge, Sherwood Park
- ◆ Fountain Creek Estates, Sherwood Park
- ◆ Ardrossan Heights, Ardrossan
- ◆ Nottingham, Sherwood Park
- ◆ The Garden in Aspen Trails, Sherwood Park

Condominium Site Development

- ◆ Belle Rive First Place Site, Edmonton
- ◆ Bulyea First Place Site, Edmonton
- ◆ Aspen Trails, Sherwood Park
- ◆ Haddow Landing, Edmonton
- ◆ River Edge Villas, Edmonton
- ◆ Lacombe Villas, Stages 1 & 2, St. Albert
- ◆ Tawa Landing, Edmonton
- ◆ Casselman, Edmonton
- ◆ Callaghan North, Edmonton

Industrial Site Development

- ◆ Edmonton Exchanger, Edmonton
- ◆ Interpipeline Expansion, Sherwood Park
- ◆ Cornerstone, Edmonton
- ◆ Allied Fittings Yard, Sherwood Park
- ◆ Air Liquide Expansion, Sherwood Park
- ◆ A&B Rail Facility, Scotford
- ◆ Pickseed Canada Inc, Sherwood Park
- ◆ Caron Transportation Systems, Sherwood Park

Andrew G. Stankievecch, R.E.T.
Project Manager

Commercial Site Development

- ◆ **Elk Island Catholic School Admin, Shop & Bus Yard, Strathcona County, 2017-2018, Stuart Olson ONPA**
2.4 hectare site development for bus yard, shop & admin building.
- ◆ **Father Kenneth Kearns School, Strathcona County, 2019, ONPA**
Rehab of school.
- ◆ Aurora Sky, Leduc County
- ◆ Ellwood Corner, Edmonton
- ◆ 52 Street Commercial, Edmonton
- ◆ The Quarry, Cochrane
- ◆ Belvedere Park and Ride, Edmonton
- ◆ Citadel Care, St. Albert
- ◆ Salvi Commercial, Sherwood Park

Schools / Institutional / Municipal

- ◆ Multiple school site parking and drainage retrofits, EIPS
- ◆ County Bus Barn Expansion, Strathcona County
- ◆ RCMP Parking Lot Expansion, Sherwood Park
- ◆ Glen Allen Rec Centre Drainage improvements, Strathcona, County
- ◆ Davidson Creek School site, EIPS

Transportation

- ◆ Highway 28A Upgrade, CFB Namao
- ◆ Grove Drive / Century Road Upgrade, City of Spruce Grove





Bogumila Stapor, M.Eng., P.Eng., PTOE
Senior Transportation Engineer



Education

- ◆ Ongoing – ITE Transportation Webinars, ITE and TAC Conferences, Various Seminars and Courses on Traffic Safety, Roundabout Design, and Sustainable Transportation
- ◆ 2002 – Professional Traffic Operations Engineer Certificate (PTOE)
- ◆ 1999 – M.Eng. in Transportation & Traffic Engineering
University of Alberta, Edmonton, AB
- ◆ 1981 – M.Eng. in Transportation Engineering
Polytechnical University, Gdansk, Poland

Affiliations

- ◆ Association of Professional Engineers and Geoscientists of Alberta (APEGA)
- ◆ Institute of Transportation Engineers (ITE)
- ◆ Intersectional Municipal Signal Association (IMSA)
- ◆ Canadian Society for Civil Engineering (CSCE)

Summary

Bogumila Stapor, who has many years of experience in transportation planning and engineering, joined AI-Terra Engineering Ltd. in February 1996 after ten years with Alberta Transportation and Utilities (AT&U) in the Roadway Planning Branch. During her employment with AI-Terra and AT&U, Ms. Stapor has completed numerous transportation planning and design projects including functional and concept planning studies, interchange planning and design, traffic impact analyses, noise impacts analyses, benefit cost analyses, road safety reviews, detailed intersection designs including signals and roundabouts analyses, signing and pavement marking plans, access modifications and / or improvements, and right-of-way acquisitions in urban and rural setting. She also takes an active role in the preparation for, and attendance at, public meetings. Ms. Stapor is proficient in use of MicroStation; Eagle Point, RoadCalc, Torus, Nexus and other modules; traffic control software programs such as HCS, Synchro / Sim, Sidra, Vistro, Auto Turn Vehicle Simulation; and Microsoft Office and Microsoft Project Manager.

Relevant Project Experience

Transportation

Functional and Concept Planning Studies

- Project Engineer responsible for plan/profile preparation, traffic projections and analysis.
- ◆ Deerfoot Trail Improvements, City of Calgary, (Associated Eng.) - Alberta Transportation
 - ◆ Yellowhead Trail Freeway Conversion, City of Edmonton – Various Sections
 - ◆ Terwillegar Drive, TUC to Whitemud Dr., City of Edmonton – Expressway Concept
 - ◆ Jasper Avenue- 92 Street to 109 Street – New Vision (Traffic), City of Edmonton
 - ◆ Boundary Road, Highway 16A to Grove Drive, City of Spruce Grove
 - ◆ 127 Street in Goodridge Corners, City of Edmonton
 - ◆ Pioneer Road, Highway 16A to Grove Drive, City of Spruce Grove
 - ◆ West Rossdale, City of Edmonton, (ISL) – Sustainable Roadway Design Concept,
 - ◆ 92 Avenue, 215 Street to 231 Street, City of Edmonton (MLC Group)
 - ◆ Highway 2, Morinville to North of Highway 18, Alberta Transportation
 - ◆ 170 Street / AHD Systems Interchange and Urban Freeway, City of Edmonton
 - ◆ Walterdale Bridge Replacement Road Connections, City of Edmonton
 - ◆ AHD / Stony Plain Road / 100 Avenue, City of Edmonton (Alberta Transportation)
 - ◆ AHD/135 Street Interchange, City of Edmonton
 - ◆ Wye Road – East of AHD to Highway 21, Strathcona County
 - ◆ Highway 2 / 566 Balzac Interchange Upgrade, M.D. of Rockyview
 - ◆ 17 Street, Range Road 233, Wye Road, Strathcona County
 - ◆ Yellowhead Trail / 66 Street / Wayne Gretzky Drive / Fort Road, City of Edmonton
 - ◆ Highway 18 – West of Freedom to West of Westlock, Alberta Transportation
 - ◆ Highway 2 – Morinville to North of Highway 18, Alberta Transportation
 - ◆ Highway 628 – 48 Street, 79 Avenue, Stony Plain – Urban Design
 - ◆ Hillshire TIA and Transportation Planning Report.

Transportation Planning Studies

Project Engineer responsible for TIAs for large new development areas, plans for major roadway improvements and implementation strategies.

- ◆ Southfort Transportation Study, City of Fort Saskatchewan
- ◆ City of Spruce Grove
Highway 2 Corridor Improvement Study– Edmonton to Calgary, Alberta Transportation

Traffic Studies

- ◆ Numerous TIA's and Traffic Signal and Other Traffic Control Analyses.

Interchange Functional Planning

Responsible for complex interchange designs, including standards recommendations, configuration option development, plan/profile preparation, staging, cost estimates and evaluations.

- ◆ Deerfoot Trail Improvements, South of Heritage Meadows Way to South of Calf Robe Bridge, Alberta Transportation
- ◆ Highway 686 in Fort McMurray, Athabasca River Crossing and Access to Power Centre, Alberta Transportation
- ◆ Highway 16 / Century Road, City of Spruce Grove
- ◆ Highway 2 at Cardiff Road, Alberta Transportation
- ◆ AHD / Stony Plain Road / 100 Avenue, City of Edmonton, (Alberta Transportation)
- ◆ AHD / 170 Street, City of Edmonton, City of Edmonton and Alberta Transportation
- ◆ AHD / 135 Street, Alberta Transportation, (Delcan)
- ◆ AHD / 50 Street, Alberta Transportation
- ◆ Gateway Boulevard / 23 Avenue Interchange, City of Edmonton – Plan review & modifications
- ◆ Highway 2 / 11A, Highway 2 / 12, Highway 2 / 53, Highway 2 / 13, Interchange conversions, Alberta Transportation
- ◆ Highway 63 / Beacon Hill Drive / Gregoire Avenue in Fort McMurray, Alberta Transportation
- ◆ Stoney Trail – 38 Street, 60 Street, East Freeway, Alberta Transportation
- ◆ Yellowhead Trail / 66 Street / Wayne Gretzky Drive / Fort Road, City of Edmonton
- ◆ Highway 8, Alberta Transportation, Roundabout Interchange
- ◆ Highway 11 / 20 – South of Sylvan Lake, Alberta Transportation
- ◆ Highway 2 – South Innisfail & North Innisfail, Alberta Transportation
- ◆ Highway 21 / Highway 628, Alberta Transportation, Ultimate stage
- ◆ Highway 39 – Between Leduc & Calmar, Alberta Transportation

Detailed Design Projects

- ◆ Highway 39 – Between Leduc & Calmar, Alberta Transportation
- ◆ Highway 15 – Between Chipman & Mundare, Alberta Transportation

Intersection Concept Planning

Responsible for plan preparation and all analysis required in support of intersection control.

- ◆ McLeod Ave. and Westgrove Dr. Roundabout, City of Spruce Grove
- ◆ Bethel Way and Bison Way Roundabout, Strathcona County
- ◆ Range Road 233 Roundabouts, Strathcona County
- ◆ Pioneer Road to Grove Drive, City of Spruce Grove
- ◆ Highway 2 Intersections in Innisfail – Cottonwood Road & Correction Line Road, Alberta Transportation
- ◆ 17 Street / Baseline Road, Strathcona County – Jughandle design

Noise Level Analysis

- ◆ Numerous Locations, Strathcona County
- ◆ 22 Avenue, City of Red Deer
- ◆ Yellowhead Trail, City of Edmonton

Safety Reviews

Conducted safety review and developed options to mitigate concerns.

- ◆ Sherwood Drive and Broadmoor Boulevard Intersection, Strathcona County – Traffic Circle Safety Improvements
- ◆ Winterburn Road and Highway 16A, City of Edmonton – Safety Review (BPTEC)
- ◆ Intersections – Highway 13 / 56 & Highway 13 / 13A, Alberta Transportation
- ◆ Highway 16 – Edmonton City Boundary to Highway 21, Alberta Transportation – In-service safety review

Peer Reviews / Advisory

Provided input and advisement on interchange planning studies.

- ◆ 149 Street / Yellowhead Trail, City of Edmonton
- ◆ Highway 60 / 16A Interchange Upgrade, ISL Engineering
- ◆ West Regional Road, ISL Engineering
- ◆ Voyager Interchange – Suncor, Alberta Infrastructure & Transportation

Other Roadway Facilities

- ◆ Truck Turnouts, MIS, VIS, Special Intersections – For logging industry.





Vira Mykhaylyak, C.Tech
Senior Technician



Education

- ◆ 1984 – Electrical Engineering Degree
State Technical University of Oil and Gas, Ivano-Frankivsk, Ukraine

Affiliations

- ◆ The Association of Science and Engineering Technology Professionals of Alberta (ASET)

Technical Skills

- ◆ Software AutoCAD
- ◆ Microstation
- ◆ AutoTURN
- ◆ Microsoft Office

Summary

After graduation from the University of Oil and Gas in 1984, Vira Mykhaylyak gained an extensive experience in engineering related fields, which included civil, architectural and electrical. Her duties included developing & preparing engineering designs & drawings from preliminary concepts, sketches, engineering calculations, specification sheets and other data. In 2001, Vira immigrated to Canada where she completed computer aided design courses: AutoCAD (2005) and MicrostationV8 in which she is very proficient. In September 2005, Vira joined AI-Terra Engineering as a Drafting Technologist. Her duties include drafting support for transportation planning, land development and transportation engineering projects.

Relevant Project Experience

Transportation

- ◆ 92 Avenue – Concept Planning Study
- ◆ Highway 2:36 / Cardiff Road Interchange, Alberta Transportation
- ◆ Anthony Henday Drive / Stony Plain Road / 100 Avenue Interchange, City of Edmonton / Alberta Transportation
- ◆ Anthony Henday Drive / 135 Street Interchange, City of Edmonton / Alberta Transportation
- ◆ 170 Street Planning Study, City of Edmonton
- ◆ Redwater – Traffic estimates and impact analysis
- ◆ St. Albert Trail Rehabilitation, City of Edmonton
- ◆ 99 Street Rehabilitation, City of Edmonton
- ◆ 184 Street Urbanization, City of Edmonton
- ◆ Traffic Circle Rehabilitation Study, City of Edmonton
- ◆ Safety Rest Areas – Central Region, Alberta Transportation
- ◆ Highway 2 -Edmonton to Calgary, Alberta Transportation
- ◆ Jasper Avenue – New Vision, City of Edmonton
- ◆ Terwillegar Drive, TUC to Whitemud Dr. – Expressway Concept, City of Edmonton
- ◆ Yellowhead Trail – 66 Street Concept Planning Study, City of Edmonton
- ◆ Deerfoot Trail Improvements, City of Calgary / Alberta Transportation

Site Development

- ◆ Summerwood Greens, Strathcona County
- ◆ Pylypow Industrial, City of Edmonton
- ◆ Lendrum Neighbourhood Renewal
- ◆ Sherbrooke Neighbourhood Renewal
- ◆ Maple Ridge Mobile Home Park, City of Edmonton
- ◆ Meadowview, Leduc
- ◆ Sienna, Fort Saskatchewan
- ◆ Forest Ridge, Fort Saskatchewan
- ◆ Goodridge Corners, City of Edmonton

Vira Mykhaylyak, C.Tech
Senior Technician

Urban Renewal

- ◆ West Jasper Place Neighbourhood Renewal
- ◆ Canora Neighbourhood Renewal
- ◆ Grovenor Neighbourhood Renewal
- ◆ Glenora Neighbourhood Renewal
- ◆ Westmount Neighbourhood Renewal
- ◆ Lauderdale Neighbourhood Renewal
- ◆ Belgravia Neighbourhood Renewal
- ◆ Allendale Neighbourhood Renewal
- ◆ Strathcona Neighbourhood Renewal





Appendix C

Sub-Consultants, Including Resumes

Appendix C.1 – Spencer Environmental Management Services Ltd.

Appendix C.2 – Hoggan Engineering & Testing (1980) Ltd.

Appendix C.3 – The Archeology Group



**Spencer Environmental Management
Services Ltd.**



Cost estimate to prepare a biophysical assessment in support of the Village of Marwayne Area Structure Plan

Village of Marwayne, Alberta

Prepared for Al-Terra Engineering Ltd.

TASK DESCRIPTION	LM	AF	PB	GIS	Admin	FEES	DISB	TOTAL
Hourly Rate	\$ 200	\$ 180	\$ 140	\$ 120	\$ 85			
Initial client communication; review background information		1				\$ 180		\$ 180
Obtain historical imagery; desktop analysis and initial wetland and natural feature mapping		1	3	1		\$ 720	\$ 125	\$ 845
Spring/summer 2022 field investigation (includes wetland ABWRET-A assessment and upland plant communities)		9	9	1		\$ 3,000	\$ 550	\$ 3,550
Data management; submit files to AEP for wetland valuation		0.5	1	2		\$ 470		\$ 470
Prepare Biophysical Assessment report (includes client review and final submission)		2	5	20	3	\$ 4,460		\$ 4,460
Meet with client and/or Village to discuss Biophysical Assessment			2			\$ 360		\$ 360
Project management and meetings/coordination; safety		0.5	3	2	2	\$ 1,090		\$ 1,090
TOTAL	2.5	21.5	35	7	2	\$ 10,280	\$ 675	\$ 10,955

Notes and assumptions:

Cost estimate does not include GST.

Scope is limited to the preparation of a biophysical assessment, which will include wetland assessment information in accordance with Provincial requirements and directives.

A spring 2022 field investigation will be necessary to complete a wetland assessment. Only one field investigation is proposed; the Village will not require taxa specific (e.g., breeding bird, amphibian) or rare plant surveys).

Access to all relevant subject lands will be provided.

Assumes use of 2015 Wetland Identification and Delineation Directive.

Assumes electronic copies of reports; hard copies will be charged at cost.

All meetings are assumed to be virtual.

Any additional tasks required that are not listed here are to be confirmed and negotiated as a scope change.

PERSONNEL

LM - Lynn Masien, M.Sc., P.Biol., President; Senior Reviewer
AF - Andrew Forrest, M.Sc., P.Biol., Wetland Authenticating Professional
PB - Project Biologist
GIS - GIS Specialist, MGIS
Admin - Project Administration

Prepared on: 19 May 2022





SPENCER ENVIRONMENTAL MANAGEMENT SERVICES LTD.

ANDREW S. M. FORREST, M.Sc., P.Biol.
Project Manager, Environmental Scientist

EDUCATION

- M.Sc., Ecology, University of Alberta, Edmonton, Alberta (2010)
- B.Sc., Environmental and Conservation Sciences, University of Alberta (2002)

POSITIONS HELD

- 2004 to 2008 and 2010 to Present, Spencer Environmental Management Services Ltd., Edmonton, Alberta
- 2008 to 2010, M.Sc. Candidate in Wetland Ecology, University of Alberta, Edmonton, Alberta
- 2003 and 2004, Wildlife Research Technician, University of Alberta, Edmonton, Alberta

PROFESSIONAL AFFILIATIONS

- Professional Biologist (P.Biol.), Alberta Society of Professional Biologists

SUMMARY OF EXPERIENCE

Andrew Forrest has over 18 years of conservation biology experience, over 15 years of environmental consulting experience and 10 years of project management experience. Specializations include urban ecology and conservation planning, wetland ecology and management, natural area assessment and management and environmental impact assessment. Working within municipalities, Mr. Forrest has contributed directly to the conservation and management of natural areas through City-wide plans, but also through comprehensive natural area inventories and assessment of ecological significance to provide direction for long range land use planning. Mr. Forrest's municipal expertise is furthered through his extensive experience consulting to municipalities regarding ecological planning and scientific protocols, and to private land developers in support of land development applications. Mr. Forrest has completed numerous projects in support of municipal planning initiatives and has authored several municipal and neighbourhood ecological planning reports.

Mr. Forrest also has extensive experience conducting biophysical assessment and natural feature mapping for projects located at the interface of urban development and the undeveloped, surrounding rural landscape. Biophysical assessment in support of private land development applications and natural area inventory projects have been two key project areas throughout Mr. Forrest's professional career. He has earned a reputation of excellence for the successful implementation of such projects, as Project Manager and Senior Scientist, within the City of Edmonton, City of St. Albert, Sturgeon County, Strathcona County, Leduc County, Town of Beaumont, Town of Devon, Lac Ste. Anne County and Parkland County. Through these and other projects, Mr. Forrest consistently contributes positively towards land development and municipal environmental planning initiatives. Rounding out Mr. Forrest's consulting experience and his focus on projects that highlight the interface between ecology and the urban environment, he has completed numerous wetland assessments in accordance with Provincial directives, many environmental impact assessments focusing on the impacts of urban development on the natural environment and consulted on land development applications of all kinds.

Following are broad descriptions of some of his experience in directly relevant core practice areas.

Biophysical Assessment

Biophysical assessment in support of urban land development applications and municipal planning has been a key project area throughout Mr. Forrest's professional career. He has earned a reputation of excellence in preparing biophysical assessments and, as Project Manager and Senior Scientist, has prepared such assessments for numerous municipalities throughout the Capital region.

Wetland Assessment and Mapping

From the beginning of his career, wetland assessment has formed a core practice area for Mr. Forrest. Mr. Forrest has extensive experience conducting desktop wetland mapping and delineation, including historical aerial photography interpretation, and is equally as experienced as a field biologist conducting wetland assessments in accordance with Provincial directives. Mr. Forrest is recognized by the ASPB as a Authenticating Wetland Professional and can sign off on documents required under the Alberta Wetland Policy.

Environmental Planning

Mr. Forrest has played a key role on teams that have worked on several key background documents in support of municipal policy and planning initiatives and has authored numerous municipal city-wide and neighbourhood ecological planning reports. Significant projects have included the City of Edmonton's Wetland Acquisition Plan (2015); the City of St. Albert Natural Area Assessment and Natural Area Management Plan (2015) and, most recently, the City of St. Albert Growth Management Study – Ecological Assessment (2019).

Environmental Impact Assessment

Mr. Forrest has been involved with several studies that have focused on the assessment of potential environmental impacts of various forms of land development and infrastructure. In those projects, Mr. Forrest relies on a comprehensive skill set ranging from extensive field skills and aerial photography interpretation to detailed but concise report preparation and efficient project management to ensure successful project delivery.

RELEVANT PROJECTS

Following is a shortlist of select projects in which Mr. Forrest acted as either project manager, senior biologist or senior author.

- Bonnyville Recreation Centre Desktop Wetland Investigation (2020). Prepared for Town of Bonnyville.
- Leduc County Area Structure Plan – Ecological Analysis (2020). Prepared for Leduc County.
- Sturgeon Valley Growth Framework & Area Structure Plan – Assessment of Environmentally Significant Lands (2019). Prepared for Sturgeon County.
- City of St. Albert Growth Management Study – Ecological Assessment (2018-2020). Prepared for the City of St. Albert.
- City of Airdrie Environmental Reserve Policy (2018). Prepared for the City of Airdrie.
- City of St. Albert Natural Area Assessment and Natural Area Management Plan (2015). Prepared for City of St. Albert, Environment.
- City of Lloydminster and County of Vermillion River Joint Growth Study (2015). Prepared for City of Lloydminster and County of Vermillion River.
- City of Edmonton Rural Southeast Wetland Assessment and Crown Body of Water Determination (2012). Prepared for: Office of Biodiversity, City of Edmonton.



SPENCER ENVIRONMENTAL
MANAGEMENT SERVICES LTD.

LYNN MASLEN, M.Sc., P.Biol.
President, Senior Environmental Scientist

EDUCATION:

- M.Sc., Biogeography, 1989, University of Alberta
- B.Sc., Specialization in Zoology with Distinction 1982, University of Alberta

Additional Graduate Level Course Work/Training:

- 1996 - Creating Wetlands for Habitat Enhancement and Mitigation, University of Wisconsin
- 1995 - Treatment Wetlands, University of Alberta
- 1994 - Ontario Wetland Evaluation System

POSITIONS HELD:

- 1984 to present, Spencer Environmental Management Services Ltd., Edmonton, Alberta; Yellowknife, NWT
- 1983 Wildlife Technician, Syncrude Canada Ltd.

PROFESSIONAL AFFILIATIONS:

- Alberta Society of Professional Biologists
- Society of Wetland Scientists

SUMMARY OF EXPERIENCE:

Lynn Maslen is president and senior environmental scientist with Spencer Environmental, specializing in environmental assessment, planning and permitting, environmental management, biophysical assessment, natural areas management, urban ecology, wetland ecology and constructed wetland design and monitoring. With the firm for over 35 years, she has accumulated diverse experience on projects located throughout Alberta in rural and urban settings, and in protected places. As president, Ms. Maslen acts as senior review for most of the firm's assignments.

Environmental Impact Assessment

Throughout her tenure with Spencer Environmental, Ms. Maslen has undertaken dozens of environmental assessments pursuant to municipal, provincial and federal project triggers. Projects have represented a wide range of sectors, such as transportation (roadways, light rail transit, intermodal terminals, transit centres, marine ports), urban development, telecommunications lines, military bases, stormwater facilities, water pipelines, water reservoirs and dams, wastewater facilities, parks infrastructure, tourism development, and mining. Recent projects included several environmental impact assessments for Edmonton's Valley Line Southeast to West LRT.

Permitting Acquisition and Approvals Management

Ms. Maslen's work routinely involves the acquisition of required environmental permits and approvals on behalf of clients. Often, approvals acquisition is on the critical path when scheduling construction and navigating a project through the approvals process in a timely manner is of paramount importance. Working with clients ranging from private sector developers to municipal and provincial government departments, she has successfully secured approvals in a timely manner, developing and maintaining good relationships with regulators. Ms. Maslen has provided oversight of implementation of environmental approval conditions for a number of construction projects including roadways and transit centres, light rail transit, stormwater facilities, culverts and bridges.

Environmental Planning and Policy

Ms. Maslen has over 20 years of experience in environmental planning, applying ecological and conservation principals and biophysical inventory to land use planning and development, on behalf of the private sector and municipalities. She has authored or acted as senior review for numerous ecological assessments, biophysical assessments and ecological network analyses in support of area and neighbourhood urban planning. Most recent ASP and NSP projects have been located in Parkland County, Leduc County, Sturgeon County and MD of Greenview. Ms. Maslen has also developed a variety of documents for municipal planning departments, including ecological study Terms of Reference, natural area assessment guidelines, frameworks and management plan documents. She has been a member of several multi-disciplinary teams assisting municipal governments with annexation and growth studies, and municipal development plans, most recently for the City of St. Albert (2019-2021).

Wetlands

Over the last 25 years, Ms. Maslen has enjoyed a core practice in wetlands, including ecological studies, assessment, approvals, compensation planning, management, and constructed wetland design and performance monitoring. She has closely followed Alberta's efforts regarding wetland policy and has been involved in policy development as a consultant and specialist stakeholder. Since 2004 she has prepared wetland assessments in support of approvals pursuant to Alberta's *Water Act* and has played a key role in many large- and small-scale wetland design/construction and monitoring projects. Ms. Maslen is recognized by the ASPB and AEP as a wetland Authenticating Professional, qualified to sign off on documents required by the Province pursuant to the Alberta Wetland Policy.

Project Management

Ms. Maslen has developed strong project management skills through both large- and small-scale assignments. She has served as project manager for impact assessments (transportation projects, urban development, tourism, oil and gas survey and pipelines, water pipelines and various government capital projects); multi-disciplinary environmental planning projects, and long-term monitoring studies of constructed wetlands. As project manager, she has been responsible for study design, co-ordination of multidisciplinary subject matter experts, client liaison, progress meetings, regulatory liaison, schedule and financial management. Production of timely reports of the highest quality that meet both client and regulator's expectations, while respecting budgetary constraints are always key goals of Ms. Maslen's management approach.



**Hoggan Engineering & Testing
(1980) Ltd.**





HOGGAN ENGINEERING & TESTING (1980) LTD.

2304-119 Avenue NE, Edmonton, Alberta T6S 1B3
Tel: (780) 489-0990 Fax: (780) 489-0800

2304-119 Avenue NE
Edmonton, Alberta
T6S 1B3

May 24, 2022

Al-Terra Engineering Ltd.

5307 - 47 Street N
Edmonton, Alberta
T6B 3T4

Attention: Connor Smith

Dear Sir:

**Re: Proposal for Geotechnical Services
Proposed ASP
SW25-52-3-W4M
Marwayne, Alberta**

Hoggan Engineering & Testing (1980) Ltd. is pleased to submit the following proposal to provide a geotechnical investigation complete with geotechnical report at the above noted location. The subject property comprises most of the quarter section excluding 16.7 acre parcel on the side of the Village. Most of the site is cultivated farmland. There appears to be residences on the east side of the property. Trees line the south property line and existing residences. The scope of this proposal is to provide a geotechnical investigation and report of sufficient detail to meet the needs of an ASP.

Field Investigation

We propose to drill a total of 4 testholes throughout the subject property. Testhole depths of 8.8m will be provided. A utility locate request will be submitted to Alberta OneCall and all public utilities will be located accordingly. Private utility locating, if required, will cost extra.

It is assumed the site is accessible by a truck rig (5 ton). A soils rig mobilized from Lloydminster will be utilized for the drilling work. It is assumed that site access permission will be obtained by others. The testholes will be located in open areas accessible with the drilling rig. Ground damage should be expected and our firm will not be responsible for the reasonable ground disturbance caused by the testhole program. Standard care will be taken to limit such damage. Weed control is not included in our field program. Drill cuttings will be left onsite.

Hoggan Engineering & Testing (1980) Ltd.

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Standpipes will be installed within the testholes and 1 set of water table readings will be obtained.

Laboratory Investigation

All auger samples will be tested for moisture content. Selected representative samples will be further tested to determine the liquid and plastic limit values of the Atterberg limits, and sulphate content. A selected near surface sample will also undergo sieve analysis or particle size analysis.

Reports

We will provide separate reports for the subdivision and commercial development. Both reports report will provide a summary of the site conditions and a discussion of field and laboratory methodologies utilized for the assignment. A discussion of the subsurface soil and groundwater conditions will be provided including detailed testhole logs and a site plan. The report be provide general discussion and recommendations and for the following aspects of subdivision development:

- Site grading
- House foundations, bearing, and drainage
- General comments for commercial foundations
- Underground utilities, trenching, bedding, and backfilling
- Surface utility construction, subgrade preparation
- Pavement structures
- Storm water management facilities
- Cement type

Cost Proposal - Geotechnical Investigation

The costing to provide a geotechnical investigation complete with report is provided in the following table. GST applies.

Hoggan Engineering & Testing (1980) Ltd.

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COST ESTIMATE				
Geotechnical Investigation				
ASP Investigation - SW25- 52-3-W4M				
Marwayne, Alberta				
Item	Unit	No.	Rate	Cost
Site Visit & Public Utility Locate	hour	3	\$ 150	\$ 450.00
Drill Rig - Mobilization / Demobilization	hour	1	\$ 300	\$ 300.00
Engineer Trip	hour	5.5	\$ 150	\$ 825.00
Testhole - 8.4m	each	4	\$ 1,000	\$ 4,000.00
Testhole Survey / Site Plan	hour	2	\$ -	\$ -
Water Table Readings	hour	7	\$ 150	\$ 1,050.00
Report	hour	16	\$ 150	\$ 2,400.00
Total Cost Estimate				\$ 9,025.00

We propose the following investigation schedule and the times are not cumulative.

<u>Item</u>	<u>Completion After Go Ahead</u>
Testhole Drilling	4 weeks
Draft Report	8 weeks
Final Report	shortly after comments on the draft is received

Thank you for the opportunity to submit this proposal. If you have any questions or comments, please do not hesitate to contact our office.

Yours truly,
Hoggan Engineering & Testing (1980) Ltd.



Al Lang, P. Eng.

W:\Employee Directories\Lang\Proposals\2022 Proposals\Municipal and Subdivisions\Marwayne ASP



The Archeology Group



PROPOSAL

HISTORICAL RESOURCES STATEMENT OF JUSTIFICATION

Village of Marwayne Area Structure Plan

Prepared for

Connor Smith

Al-Terra Engineering Ltd.

5307 – 47 Street

Edmonton AB

T6B 3T4

Tel. (780) 577-4225

Cell (780)914-7772

E-mail: CSmith@al-terra.com

By

Walt Kowal

The Archaeology Group

Ste. 404, 4250 Seton Drive SE

Calgary, Alberta

T3M 3B7

Cell 780.242.4262

E-mail: w.kowal@shaw.ca

May 26, 2022

HISTORICAL RESOURCES STATEMENT OF JUSTIFICATION

The Historical Resources Statement of Justification (SOJ) is aimed at evaluating the resource potential within a defined development area. Historical Resources SOJ studies are beneficial for projects in the planning stages and are aimed at reducing the costs of more detailed impact assessment and mitigative work.

While much of the research and work undertaken in a SOJ is also undertaken in a Historical Resources Impact Assessment (HRIA), the SOJ Study is **not** equated with an HRIA. The primary purpose of the SOJ is to assess the potential for historical resources to occur within a development area and to recommend the need for further work. An SOJ may form part of an HRIA. The purpose of the HRIA is to locate, map, and evaluate the significance of all historical resource sites within a defined development area. And, to make recommendations regarding the need for further work and the nature or necessity for mitigative action. Mitigation may involve avoidance or further study. If historical resource sites are judged to be of little or no significance, it is likely that there will be no need for any further work. Sites that are found to hold historical importance may require further investigation or, given that their exact nature and extent is known, through avoidance it may be possible to carry on with the development and not disturb the sites.

SOJ studies are designed to replace traditional Historical Resources Overview Assessments and are now required when a proponent requests a statement of requirements for a project other than small-scale oil and gas and may include the following:

- a summary of known sites and site location variables within the proposed development area
- a summary of historic, ethnographic, environmental and palaeoenvironmental sources pertinent to the study area and the archaeology of the area
- a summary of the archaeology of related or similar regions
- field inspection of selected portions of the study area
- reporting on the findings of the study including detailed recommendations regarding the need for further HRIA work.

Management and protection of Historical Resources in Alberta is the responsibility of *Archaeological Survey, Historical Resources Management Branch, Alberta Culture, Multiculturalism and Status of Women*.

The Archaeology Group

SCOPE

The objective of the Historical Resources SOJ is to assess the potential for archaeological, historical, or palaeontological sites to occur on lands that will be impacted by the proposed project. Following this assessment a form style report is prepared which makes recommendations as to the need for further Historical Resources work, i.e., HRIA or mitigation study.

The Archaeological Survey of Alberta views the major objective of a SOJ study to be the provision of a resource potential sensitivity model that may be used to structure an archaeological resources impact assessment.

An SOJ will be undertaken for lands within the study area for the purpose of identifying areas requiring further Historical Resources Assessment.

In this regard the following submission is for an SOJ for this project.

The SOJ will include the following:

- Examination of site data files maintained by the *Archaeological Survey, Historical Resources Management Branch, Alberta Culture, Multiculturalism and Status of Women* for archaeological and historic sites and sensitivity maps for palaeontological concerns;
- Summary description and evaluation of known sites within the development zone with a particular focus on site location and function variables; and
- Formulating recommendations regarding the need for no further work or for an Historical Resources Impact Assessment or mitigation.

Note: A field inspection or ground-truthing will not be undertaken under the terms of this proposal.

All work for this project may be conducted by [The Archaeology Group](#) will be carried out to the satisfaction of [Al-Terra Engineering Ltd.](#) and the *Archaeological Survey, Historical Resources Management Branch, Alberta Culture Multiculturalism and Status of Women*.

The Archaeology Group

HISTORICAL RESOURCES STATEMENT OF JUSTIFICATION (HRO)

Village of Marwayne Area Structure Plan

TIME SCHEDULE AND COSTS

<u>FEES</u>				
SERVICE	PERSONNEL	HOURS	RATE	TOTAL
Research	1	8	\$70.00	\$560.00
Report Preparation	1	12	\$110.00	\$1,320.00
Alberta Culture Statement of Justification Filing Fee				\$525.00
Total				\$2,405.00

The Archaeology Group



Walt Kowal - PhD(abd) – Director/Principal Archaeologist (Years with current firm: 32)

Walt Kowal is the Principal Archaeologist with The Archaeology Group with 30 years of consulting experience in Historical Resource Management.

Education: MA University of AB – 1986; Phd(abd) University of AB 1995

Early in his career Walt was a research archaeologist for the Sir John Franklin Forensic Project (1982-86) and the James Knight Expedition Forensic Project (1991-93) headed by Dr. Owen Beattie of the University of Alberta, and Walt was the principal archaeologist for the Supunger Arctic Expedition sponsored by the Canadian Geographical Society (1994).

As principal archaeologist for Walt Kowal Consulting (now The Archaeology Group) Walt has dealt with more than 700 Historical Resource Overviews, Impact Assessments, and Mitigation projects associated with historical site mitigation, road construction, reservoirs and waterways, pipelines and petroleum developments, forestry, park and recreational developments, transmission lines, subdivision and housing developments within the Provinces of Alberta and British Columbia, and the Northwest Territories.

Sample of Historical Resources Impact and Overview/SOJ Projects Completed for Alberta Transportation:

- Historical Resources Impact Assessment Proposed Highway 43X:03 Upgrade In Section 15-72-6-W6M.
- Highway 627:02 from 6 km West of Highway 770 to East of Highway 770 (km 29.211 to km 34.665).
- Highway 16:12-14 Functional Planning Study from Kapasiwin Road (Range Road 40) to Highway 779.
- Proposed Highway 779:02 Upgrade Projects (Project A: From North of Hwy 16:14 to Twp Road 540) and (Project B: From Junction Hwy 627 To Junction Hwy 628).
- Historical Resources Impact Assessment Northeast Alberta Transportation Corridor (NATC) Highway 63:01/02 Twinning Project Junction Highway 55 To North Of Wandering River.
- Historical Resources Impact Assessment Proposed Northeast Alberta Transportation Corridor (NATC) Highway 63:04/06 Twinning Project (North of Wandering River to South of Mariana Lake).
- Historical Resources Impact Assessment Proposed Northeast Alberta Transportation Corridor (NATC) Highway 63:06/08/10 Twinning Project (South of Mariana Lake to South of Hangingstone River).
- Historical Resources Impact Assessment North Edmonton Ring Road Transportation/Utilities Corridor project (NERR TUC).
- Historical Resources Impact Assessment (HRIA) Southeast LRT Alignment in LSD 15-33-52-24-W4M, 2011 Historical Resources Mitigation of site FhQk-14 for the Jasper Park Gate to east junction Highway 40 functional planning study.
- Historical Resources Overview (Statement of Justification) BF71613 – Highway 9 over Bullpound Creek 13 km West of Hanna (SE 18-31-15 W4M).
- Historical Resources Overview (Statement of Justification) Highway 2:32 from Highway 19 to 41st Avenue SW - Grading, Granular Base Course, Asphalt Concrete Pavement And Other Work.
- Historical Resources Overview (Statement of Justification) BF2156 – Hwy 831 over Beaverhill Creek 3 km North of Lamont.
- Historical Resources Overview (Statement of Justification) Highway 825:02 project from Junction

Highway 37 to North of Boysdale Road (Range Road 225, Range Road 224A, Township Road 552/Boysdale Road & Jug Handle Access Road).

- Historical Resources Overview Bezanson Interchange.
- Historical Resources Overview Township Road 522 – Highway 21 to ½ Mile East of Highway 824.
- Historical Resources Overview Highway 43:12 Two Creeks Landslide Mitigation.
- Historical Resources Impact Assessment Proposed Highway 28 Realignment South of Highway 651 (TWP RD 572) to south of Highway 63.
- Historical Resources Overview Highway 22:32, Km 28.9 Deer Lodge High Water Related Preliminary Engineering Assessment.
- Historical Resources Overview Highway 2A Realignment and Traffic Signal Installation (Leduc).
- Historical Resources Impact Assessment Athabasca Truck Route Alignment Options 3W-C, 7-Ea, and 7-Eb, County of Athabasca No. 12, Alberta.
- Historical Resources Overview Option C-1 Highway 1/Highway 563 Interchange and Highway 563 upgrade/realignment Functional Planning Study.
- Historical Resources Overview 759:04 Post Construction Landslide Repair Project, 1.6 km North of JCT. TWP. RD. 512, Adjacent to NBL and SBL of HWY. 759 in N.E. 14-51-6-5 and N.W. 13-51-6-5 (NC32).
- Historical Resources Overview Bridge Carrying Hwy. 861:02 Over Paintearth Creek.
- Historical Resources Overview Bridge Carrying Hwy. 857:02 over Vermilion River (BF00102) at southern boundary of Vegreville.
- Historical Resources Overview Highway 2A:16 Highway 42 (km 13.71) to Highway 2 (km 24.30) Multi-laning Study.
- Historical Resources Overview Bridge Carrying Hwy. 88:18 Over Peace River in East half of Section 29-108-13-W5M (BF 74227; C1 29.527) - Bridge Rehabilitation And Other Work.
- Historical Resources Overview (SOJ) Highway 686 Functional Planning Study From Highway 88 To North Of Peerless Lake (WAC0073623).
- Historical Resources Overview (SOJ) Highway 63 Service Roads And Access Management Functional Planning Study Future (from the Parsons interchange to the Suncor interchange).
- Historical Resources Overview (SOJ) Proposed Highway 2:60 and 2:62, new bridge construction, bridge widening, grading, base, paving and other work at Peace River.
- Historical Resources Impact Assessment Proposed Highway 43X:03 Upgrade In Section 15-72-6-W6M.
- Historical Resources Overview Bad Heart River Bridge Replacement Study (BF 75700) Highway 733:04.
- Historical Resources Overview Highway 2:46 Rehabilitation NE 12-72-5-W5M and NW 7-72-4-W5M M.D. of Lesser Slave River No. 124, Alberta.
- Historical Resources Overview Highway 40:36 Functional Planning Study Smoky River Bridge Replacement (BF 76474).

Availability: Available 100% to fulfill the requirements of this project. Available to begin work immediately upon project award



Appendix D

Project Profiles





Corporate Profile

Al-Terra brings more than simply 40+ years of Consulting Engineering and Project Management expertise to your project. We provide something that is never explicitly listed in an RFP... but is imperative to your success.

We provide you the **confidence** that comes from knowing your job is in the capable hands of a partner that is committed to “owning your project” and earning your business.









With a culture built on quality-control, risk management, accountability, collaboration and cooperation – we create a positive, welcoming, stress-free experience where everyone can be proud of the final result.

Al-Terra specializes in getting people where they need to go, and creating places where they want to be.

A Full Service Alberta Consulting Engineering Firm

Based in Edmonton, Alberta, Al-Terra has been serving public and private sector clients since 1976. We pride ourselves on our project management capabilities, our technical skills, and our ability to assemble the multi-disciplinary teams required to achieve your objectives. Al-Terra is entirely employee-owned.

Today, our services extend to the following area:

-  Transportation Engineering
-  Urban Renewal
-  Planning
-  Municipal Engineering
-  Land Development
-  Landscape Architecture
-  Water Resource Engineering
-  Site Development

Corporate Profile



A Cohesive Team Committed to Your Success

By working with Al-Terra, you're surrounded by an incredible team of skilled, experienced, and highly knowledgeable professional engineers and technical staff. We are a partner you can count on to provide innovative, responsive and cost-effective solutions.

Our leadership team and board members are hands-on when it comes to project management and technical design. This ensures you receive the senior attention your project demands.

Our team has over 50 staff members dedicated to your success. Al-Terra is proud to participate in cooperative learning programs, hiring students from various post-secondary institutions from across Western Canada on a part-time basis.

In 2017 EDA Planning + Urban Design Inc. became part of the Al-Terra Group, bringing over 40 years of landscape architecture, urban design, streetscape design and planning experience to our team. EDA is recognized for their creative and practical design solutions and have recently been recognized for their many innovative streetscape projects throughout Alberta.

We have a genuine stake in your success. We strive to ensure a rewarding, engaging and worry-free experience that meets your objectives – and exceeds your expectations.

Expertise. Technology. Accuracy.

Al-Terra Engineering provides the comprehensive services necessary to meet your project requirements at all stages. From feasibility studies and preliminary cost estimates to surveys and planning. From contract tendering and management services to construction inspections and sign-off.

To maximize project efficiency and accuracy, Al-Terra deploys best practices in engineering and project management alongside advanced technology. This includes the latest advancements in computer aided design, GPS survey, as well as machine learning and artificial intelligence to analyze and augment traditional forms of data.

Board of Directors

Sheldon Hudson, P.Eng., MBA (President & CEO)

Glen Thoman, M.A.Sc., P.Eng., LEED Green Associate (Director)

Kelly Alsmo, P.Eng. (Vice President)

Leo Broks, P.Eng. (Director)

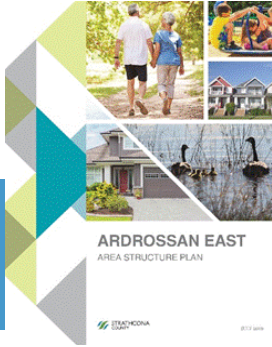
Corry Broks, P.Eng. (Chairman)

- 1 Jasper Avenue: 92 Street to 109 Street New Vision Rendering (Edmonton)
- 2 Ecole Mother d'Youville (Beaumont)
- 3 Highway 21 and Highway 13 Roundabout (Camrose)



5307 – 47 Street NW
Edmonton, Alberta T6B 3T4
780.440.4411
al-terra.com

APEGA Permit No.: 2104
COR No.: 20180810-7383



Ardrossan East ASP – Engineering Services Strathcona County

Client:
**Strata Development Corp
+ Beaverbrook Communities**

- ◆ Andrew Usenik, VP,
Strata Development Corp.
780-481-4375
- ◆ Jodie Wacko, President.
Beaverbrook Communities
780-484-4389

Al-Terra Fees: \$325,000

Start Date: January 2018

Completion Date:
December 2019

Coordinating Consultant:
Al-Terra Engineering Ltd.

- ◆ Project Manager
Sheldon Hudson, P. Eng.
- ◆ Overall Technical Design
Jason Wang, P. Eng.
- ◆ Design Assistance
Andy Keller, E.I.T.
- ◆ Stormwater Management
Glen Thoman, P. Eng.
- ◆ Water Modelling
Nicholas Smith, P. Eng.
- ◆ Traffic Impact Assessment
Bogusia Stapor, P. Eng.
- ◆ Servicing Concept
Advisement
Leo Broks, P. Eng.

Other-Consultants:
Retained Directly by Owners

- ◆ Planning - *Callidus Development Management*
- ◆ Biophysical –
Solstice Environmental
- ◆ Geotechnical - *JR Paine*
- ◆ Landscape Arch - *EDA*
- ◆ Historical Resource -
The Archaeology Group

Description

This project entailed the development of transportation and engineering designs supporting the Area Structure Plan. The developable area of the Hamlet of Ardrossan is expanded in the ASP to include an additional 2 quarter sections with provision to include a 3rd quarter. The ASP lands are surrounded by existing Country Residential and agricultural development of varying densities. Al-Terra Participated in public engagement to get buy in from the surrounding residents. The plan was developed to integrate the adjacent neighborhood and include a number of multi-use trials leading to schools, shopping and natural areas located within the plan.

Project Highlights

Early in the land acquisition period, Al-Terra reviewed the requirement for a sanitary lift station in this neighborhood, as had been proposed by others, and determined that with careful planning, this was not required. The raw land had many wetlands, all of which could not be retained, some due to non-sustainability, and others because they would result in very disjointed, uneconomical development. Some wetlands are retained, and others are mitigated with constructed, enhanced wetland stormwater facilities.

Additionally, Al-Terra provided transportation engineering services, developing the Traffic Impact Assessment, and providing guidelines for future roadway development within the ASP and offsite. Al-Terra’s extensive experience in Strathcona County and with rural road development resulted in practical and appropriately scaled solutions for the transportation networks to support economically sound development and long-term sustainability of the area.

Ardrossan East ASP - Engineering Services.docx



Intermunicipal Development Plan Review and Update Edson and Yellowhead County

Client:

Town of Edson and Yellowhead County

- ◆ Brent Shepherd
780-723-4800
- ◆ Ann Dechambeau
780-723-4402

Project Cost: \$62,000

Consultant Fees: \$58,000

Start Date: February 2017

Completion Date:

November 2017

Prime Consultant:

AI-Terra Engineering Ltd.

- ◆ Planner
*Connor Smith, BA, RPP
Candidate*
- ◆ Project Engineer
Kelly Alsmo, P.Eng.

In Association with

Lovatt Planning Consultants Ltd.:

- ◆ Senior Planner
Olga Lovatt, RPP, MCIP

Sub Consultants:

- ◆ Geotechnical Consultant
J.R. Paine & Associates Ltd.

Description

AI-Terra and Lovatt Planning prepared a joint proposal and partnered on this project. The scope of the project included a detailed review of existing Intermunicipal Development Plan (IDP) documents as well as the new Municipal Government Act policies affecting IDPs. The project involved coordination with a large steering committee representing both municipalities, public consultation and events hosting, drafting, and revising the IDP document, and managing the project through Council approval in both participating municipalities.

AI-Terra provided the transportation and utility system reviews required to develop the IDP policies and mapping requirements for future growth areas. This included reviewing relevant municipal studies and provincial highway plans and summarizing the information into a background research report.

AI-Terra provided mapping and public consultation services, as well as jointly authoring the policies in the IDP document with Lovatt Planning Consultants. The project was completed on schedule and on budget.

Project Highlights

- ◆ Concerned residents were very active in the IDP creation. Their valuable input was incorporated into the final document.
- ◆ A 'Small Holdings' designated area was removed from the IDP in order to give more land use control to local land owners.
- ◆ Many issues raised by residents were not directly related to the IDP, however these concerns were recorded and retained for future use by the participating municipalities.
- ◆ Direction was provided for Intermunicipal Collaborative Frameworks which are to be completed as a separate project following the adoption of the IDP.
- ◆ All readings of the IDP were approved by both Councils unanimously.



Forest Ridge Residential Subdivision Fort Saskatchewan

Client:

Enter Client Name

- ◆ Reanna Feniak
Project Manager
(780) 490-2955
- ◆ Kraig Radtke, P.Tech.
Land Development Manager
(780) 733-7345

Project Cost: \$25.9 Million (end of 2015)

Consultant Fees: \$+2.7 Million (end of 2015)

Start Date: 2005

Completion Date: Ongoing

Stages to Date: Stage 1, Stages 2/3/4A, Stages 3B/5/6, Stages 7A, Stage 7B, Stage 8, Stage 9, Stage 10A and Stage 10B/C

Prime Consultant:

Al-Terra Engineering Ltd.

- ◆ Project Manager & Design Engineer
Kelly Alsmo, P.Eng.
- ◆ Design Report Engineer
Kelly Alsmo, P.Eng.
Senior Advisement
Leo Broks, P.Eng.

Other Consultants:

- ◆ Geotechnical/Material Testing
J.R. Paine & Associates
- ◆ Legal Survey
Pals Geomatics
- ◆ Electrical Engineering
Magna IV/DES Engineering
- ◆ Landscape Architecture
EDS/Urban Systems/WSP Group

Description

Al-Terra Engineering Ltd. in conjunction with the various sub-consultants, was retained to do the engineering design and construction management (including survey) by Qualico Developments for the roughly 78 ha of raw land in the Westpark area of the City of Fort Saskatchewan.

The development to date (53.5ha) consists of various low and medium density residential product types, associated municipal reserve parks, a children's play structure, two inter-connected neighborhood storm water management facilities, and about 1500m of Collector Roadways.

Project Highlights

- ◆ The development required the preparation of a detailed Engineering Design Report to show overall servicing concepts which allowed the project's 1st stage to commence.
- ◆ The preliminary planning and engineering was done in a manner to retain existing natural features such as an old growth "interpretive" forest and existing elevation ridge running through the property.
- ◆ An offsite sanitary trunk and associated cost sharing agreement had to be put in place and take into account the adjacent developer's requirements in order to commence in development of Forest Ridge
- ◆ The property has significant elevation relief including a 10m high slope which required extraordinary geotechnical investigations and mitigations during construction.
- ◆ The sloping topography and sandy soils made conventional wet ponds undesirable for storm water detention, so an innovative "connected" dry storm pond system was developed and constructed.
- ◆ A high groundwater table and "running sand" were encountered and dealt with during deep utility installations at various locations throughout the site.
- ◆ The City requested the design and implementation of traffic calming at a few intersections along the custom cross-section collector roadway.



Meadowview Residential Subdivision Leduc

Client:

Qualico Developments (West) Ltd.

- ◆ Reanna Feniak,
Project Manager
(780) 490-2955
- ◆ Kraig Radtke, P. Tech.
Land Development Manager
(780) 733-7345

Project Cost: +\$16.25 M
(End of 2015)

Approximate Fees: +\$1.67 M
(End of 2015)

Start Date: 2013

Completion Date: Ongoing

Stages to Date: Stage 13A,
Stage 13B, Stage 14, and Stage 15

Prime Consultant: Al-Terra Engineering Ltd.

- ◆ Project Manager & Design Engineer
Kelly Alsmo, P.Eng.
- ◆ Design Report Engineer
Kelly Alsmo, P.Eng.
- ◆ Resident Engineer
Brittany Sutherland, E.I.T.
- ◆ Planning for ASP Redesign
Connor Smith, AIPP, CIP

Sub-Consultants:

- ◆ Geotechnical/Materials Testing
J.R. Paine & Associates Ltd.
- ◆ Legal Survey
Pals Geomatics
- ◆ Electrical Engineering
DES Engineering Ltd.
- ◆ Landscape Architecture
Focus/WSP Group

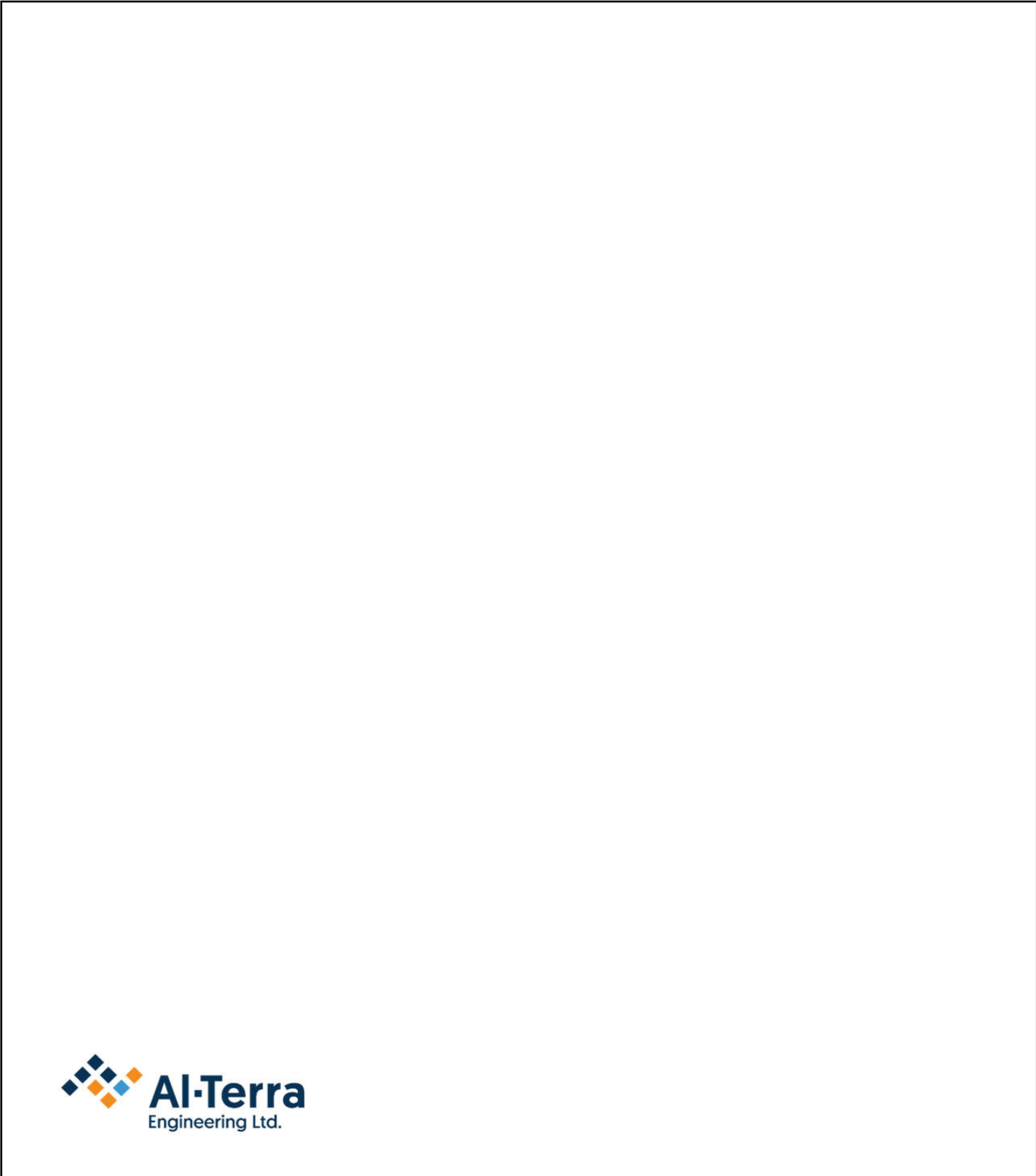
Description

Al-Terra Engineering Ltd. in conjunction with the various listed sub-consultants, was retained by Qualico Developments to take over this project from others in 2013 and do the engineering design and construction management (including survey) for the remaining stages. The remaining development consists of roughly 102 ha of raw land in the South East Leduc area of the City of Leduc.

The development completed to date by Al-Terra (25.7ha) consists of various low and medium density residential product types, a variety of pocket parks and municipal reserves, a large children's playground area, roughly 150m of arterial roadway, and about 900m of collector roadways.

Project Highlights

- ◆ Due to prior disjointed development over the years, a significant portion of stage 13A was thought to be sterilized for development without the construction of a sanitary lift station. After extensive, iterative grading designs and cooperation with our planners to provide the best possible lot layout, a solution to the problem was found and development has proceeded in a much more economical manner to the benefit of all parties involved.
- ◆ An update to the area ASP was completed prior to the first stage of development including a public consultation component.
- ◆ An existing high pressure pipeline bisects the development area and required much planning for earthworks design over it as well as crossing agreements for all utilities.
- ◆ During construction of deep utilities under a collector roadway a mostly complete skeleton of a juvenile hadrasaur was discovered, reported, and excavated by members of the Royal Tyrell Museum, where it is now under processing for display.
- ◆ Due to this rare and significant find, Al-Terra, the contractor, and the Developer were publicly recognized by the Museum staff for dealing with such unusual site circumstances and following proper reporting procedures.





Village of Marwayne

Area Structure Plan

May 27th, 2022 | 2:00pm MST

Prepared for The Village of Marwayne | Prepared by McElhanney Ltd. **(Proponent)**

Contact

Michelle Ouellette, MBA, RPP, MCIP
403-621-1446
mouellette@mcelhanney.com

Address

203 – 502 Bow Valley Trail,
Canmore AB Canada T1W
1N9

McElhanney Proposal #3411-14277-00



Your Challenge. Our Passion.

The Fine Print

This proposal is submitted in confidence as defined under Section 21 of the Freedom of Information and Protection of Privacy Act. It is intended only for use by the recipient and its consultants in evaluating competitive proposals. Neither the proposal nor any of the contents of the proposal may be distributed or disclosed to any other party without the prior consent of McElhanney.

Notwithstanding any statement in this Proposal, or any other statement, verbal or in writing in any form, made before a contract is entered, McElhanney will perform services as proposed with substantially the same degree of care, skill, and diligence as would reasonably be expected from a qualified member of the land surveying, engineering, and science professions, as the case may be, providing substantially the same services for similar projects, and under substantially the same circumstances, to those contemplated by this Proposal at the time such services are performed. No other representation, warranty, condition, or guarantee, expressed, implied or statutory, is made or intended by this Proposal and McElhanney excludes and disclaims any other warranty, representation, condition or guarantee not expressly set out in a contract for the Services entered into between McElhanney and the Client.

Our File: 3411-14277-00

May 27th, 2022


Village of Marwayne
Submitted via: cao@marwayne.ca


Village of Marwayne Area Structure Plan


This proposal has been developed in accordance with the submission requirements outlined in Section 4.0 of the RFP, and adheres to the mandatory criteria included on Page 8 of the RFP. McElhanney confirms that we do not have any conflicts of interest.

To help the Village of Marwayne (the Village) develop an Area Structure Plan that will attract commercial and industrial investment and set the stage for a vibrant future, McElhanney Ltd. (McElhanney) has assembled a highly qualified team that knows the Village and has provided similar services for surrounding municipalities.

We understand that the Area Structure Plan will provide a framework for subdivision and development of the site for commercial / industrial development within the Village. This critical document will articulate the goals for the site, identify potential users of the site, general land use, site layout and lot sizing, and the sequence of development. Designated by 150+ years of collective experience, our team is well-suited to helping the Village achieve these goals. Our firm offers the following key benefits:

 **Experience You Can Trust:** Our team has a wealth of knowledge working on similar projects in both the public and private sectors. Many proposed personnel have either been involved in the direct preparation of similar Area Structure Plans, or they have reviewed submitted plans on behalf of a municipality. Recent examples include the Dead Man's Flats Area Structure Plan, Westview Area Structure Plan in Nanton, and the High River Municipal Development Plan.

 **Strong Local Presence in the Neighbouring County of Vermilion River:** Located in our nearby Lloydminster branch, key team members have developed strong local knowledge and context of the project site. We also recently prepared an Area Structure Plan for the neighbouring municipality of Vermilion River County, which helps build on our understanding of the surrounding development framework. Having a local branch also helps clients (such as the Village) save time and money through reduced travel times and use of nearby resources.


 **Extensive Market Study:** Unlike many other Area Structure Plans, our proposal includes extensive market research through our subcontractor Nichols Applied Management Inc. Nichols will provide memo-style reports that outline their key findings related to market demand / supply, municipal competitiveness, and identifying potential land users, as well as a fiscal impact analysis. This research will act as a planning tool that can be used to explore many aspects of the business case for the industrial park and identify the trade-offs between risk and reward to the municipality.

The McElhanney team loves what we do, and we are excited to help the Village create an ASP that provides a comprehensive strategy to develop the site and create an economic development opportunity. We look forward to discussing how we can work together to make this a reality.

Sincerely,
McElhanney Ltd. (Proponent)

Prepared by: 

Michelle Ouellette, MBA, RPP, MCIP
Senior Planner
moulette@mcelhanney.com
403-621-1446

Reviewed by: 

Robert King, PEng
Lloydminster Branch Manager
rking@mcelhanney.com
780-205-9201

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APPENDIX A: RESUMES





1. Experience & Qualifications

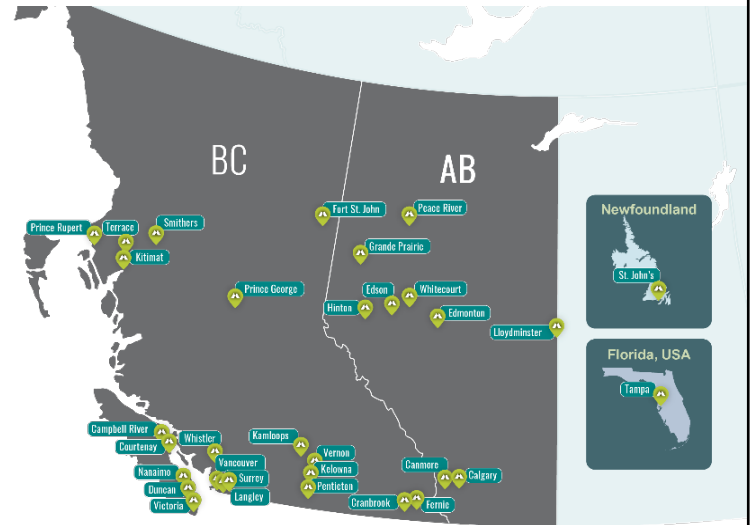
1.1. BRIEF DESCRIPTION OF COMPANY

For over 111 years, McElhanney has been serving communities just like the Village of Marwayne. We were founded in Vancouver, and, while we have grown to 30 offices and 1,100 employees across Western Canada (see *Figure 1*), our focus has always been at the community level – **providing services that improve the cities and towns in which we live and work.** We start with the people and build a solution around them, whether it's planning, survey, mapping, environmental, landscape architecture, or one of our many other in-house services; our approach is never to impose an outside, one-size-fits-all solution.

For the last 50 years, McElhanney's foundational survey and engineering offerings have evolved to include advanced planning qualifications and services that include land use and development approvals, community planning and policy, public and stakeholder engagement, recreation, tourism, community sustainability, and urban design. Our talented and diverse staff consist of professional community planners, designers, landscape architects, engineers, environmental scientists, graphic designers, mappers, surveyors, and support staff who regularly collaborate to develop municipal development plans and ASPs, amongst many others.

We pride ourselves on being a company with local relationships and expertise in every region of Alberta and British Columbia. As such, we focus on providing practical, cost-effective, innovative, and sustainable solutions for communities of all sizes, and projects of all scales and scopes. **Our work processes and project solutions are based on the principles of sustainable development and inclusion, which integrates infrastructure, land use, environmental, transportation, and recreation to promote complete communities.**

Figure 1: It's more than a project, it's our hometown. While we have worked across Canada and around the world, our focus is on delivering projects that enhance our local communities.



Local Experience in Action

One of McElhanney's most recent and notable projects in the region was our partnership with Bluerock Planning to develop the Robinwood Area Structure Plan in the County of Vermilion River (2021-22). This document guides future development on a quarter section of land near the City of Lloydminster, and is currently undergoing final referrals and approvals. Due to the COVID-19 pandemic, the public engagement platform had to shift to an online format. We effectively accommodated this change, and our client was pleased with the outcome and level of participation in the online engagement forum.

Our project team members have also worked on engineering projects in the area, including a residential subdivision in Kitscoty and a commercial development in Vermilion. This assists in bringing local knowledge and context to the ASP, while also reducing travel costs during document preparation.

1.2. PROPONENT EXPERIENCE

From the Dead Man's Flats ASP to the High River Municipal Development Plan, our team has delivered projects of a similar scale and magnitude for smaller municipalities all across Alberta. Some of these projects are currently ongoing and are in the immediate region of the Village, which brings local knowledge and context to the Village's ASP.

Table 1 showcases some of our projects within the last 10 years that are similar in scope, size, and complexity. These assignments demonstrate that our project team has been entrusted to work with a number of municipalities on various project types, including ASPs, Municipal Development Plans, and site selection for global companies. Detailed project descriptions and client references follow the table.

Table 1: Project Experience Summary. *Spanning multiple municipal ASPs, our team possesses all the required skillsets to complete a quality project on time and within budget.*

	Robinwood Area Structure Plan, Vermilion River, AB	Dead Man's Flats Area Structure Plan, Dead Man's Flats, AB	Westview Area Structure Plan, Nanton, AB	East Acreages Area Structure Plan, Chestermere, AB	High River Municipal Development Plan, High River, AB	Amazon Web Services Site Selection Planning, Calgary Region, AB
Start & Completion	2021 - 2022	2014 - 2015	2021 - 2022	2013 - 2014	2022-ongoing	2020-21
Project Fees	\$67K	\$50K	\$67K	\$215K	\$113K	Confidential
McElhanney was a Prime Consultant	(Bluerock was Prime, with McElhanney as a sub)	✓	✓	✓	✓	✓
Key Services Provided						
Area Structure Plan Development	✓	✓	✓	✓		
Public Consultation & Implementation	✓	✓	✓	✓	✓	
Provided Direction for Long-Term Land Use	✓	✓	✓	✓	✓	✓
Considered Future Land Use, Transportation & Services	✓	✓	✓	✓	✓	✓
Integrated Municipal Development Plans and / or Intermunicipal Development Plans	✓	✓	✓	✓	✓	✓
3D Design, Concept Plan Design, Illustrations / Sketching	✓	✓	✓	✓	✓	



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Robinwood Area Structure Plan, Vermilion River, AB

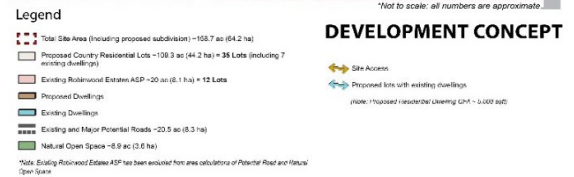
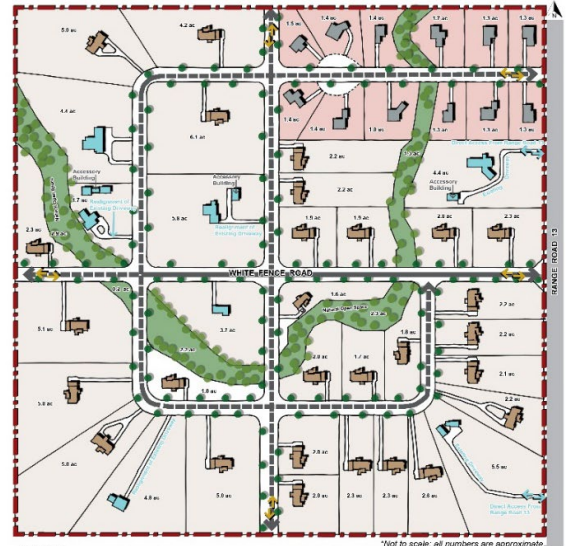
Year: 2021-2022 | Client / Agency Name: County of Vermilion River | Project Value: \$67K | Project Size: 160 acres

Relevance: McElhanney and Bluerock Planning created a draft ASP for the County of Vermilion River. This document will guide future development on a quarter section of land near the City of Lloydminster that faces country residential development pressure. The draft ASP outlines how future country residential development can be accommodated, while maintaining environmental features, road connectivity, and maintaining continuation of the rural character of the area. The draft ASP is currently undergoing final referrals and approvals.

This is McElhanney's second ASP within the County of Vermilion River. In 2014-2015, McElhanney's team (led by Jonathan Schmidt) worked with a private landowner on the Robinwood Acres ASP, which was adopted in 2015.

Project Scope / Summary: McElhanney is providing technical expertise in the areas of transportation, environmental, and civil engineering. Bluerock Planning is providing land use planning, engagement, project management, and mapping expertise.

Client Reference: Roger Garnett, Director Planning & Development Authority for County of Vermilion River | rgarnett@county24.com | 780-846-2244 or 780-853-5492



Dead Man's Flats Area Structure Plan, Dead Man's Flats, AB

Year: 2014-15 | Client / Agency Name: Municipal District of Bighorn | Project Value: \$50K | Project Size: 71 acres

Relevance: The Dead Man's Flats ASP is for an industrial / commercial mix of uses on municipal-owned land, as the municipality wanted to kick-start economic development and tax assessment diversification. McElhanney worked closely with municipal staff to craft an ASP that would be compact, efficient, and attractive to both developers and the community. Sensitivity to environmental areas was also a key aspect of the ASP.

Project Scope / Summary: McElhanney prepared an ASP for 29ha (71 acres) of municipal property in the hamlet of Dead Man's Flats, AB. The ASP determined the developability and financial value if these lands were to be planned, zoned, and developed. The Dead Man's Flats land use concept was designed to serve the recreational needs of the municipalities' residents and visitors; complement the adjacent River's Bend / Limestone Valley development; and provide residents with employment and business opportunities. The ASP successfully withstood a challenge by the Town of Canmore at the MGB, with the MGB ultimately granting approval for the ASP.

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McElhanney provided:

- Assessment of development potential and land uses, in consideration of all constraints to development
- Public consultation (including an open house, information sessions, and community survey)
- Creation of policies for future land uses, subdivision, development, and servicing of the ASP lands
- Preparation of conceptual maps demonstrating future growth, servicing, and development

Client Reference: Jenny Kasprovicz, Development Planner | jenny.kasprovicz@mdbighorn.ca | 403-673-3611

Westview Area Structure Plan, Nanton, AB

Year: 2021-2022 | Client / Agency Name: Town of Nanton | Project Value: \$67K |

Project Size: ~53 ha (130 acres)

Relevance: McElhanney and Bluerock Planning are collaborating to create an ASP for the Town of Nanton’s primary residential growth area. The Town is the majority landowner of the Westview ASP lands, with a vision for a complete residential neighbourhood – including a mix of housing types, recreational space, pathways, and a mixed-use node.

Project Scope / Summary: McElhanney is providing transportation and civil engineering expertise, while Bluerock is leading the planning and engagement on the project.



McElhanney / Bluerock:

- Gathered over 50 residents for open house on draft Westview ASP (May 2022)
- Designed a comprehensive residential neighbourhood for the Westview ASP, including 3D sketches
- Created and implemented a successful online community survey on the draft ASP
- Engaged council and staff through interactive workshops and educational sessions
- Infrastructure and servicing analysis for transportation, water, wastewater, and stormwater
- Analyzed geotechnical concerns for the Town regarding raw water expansion areas

Client Reference: Neil Smith, Town of Nanton Chief Administrative Officer | cao@nanton.ca | 403-336-6548

50+ Residents Attended the McElhanney / Bluerock Open House in May 2022

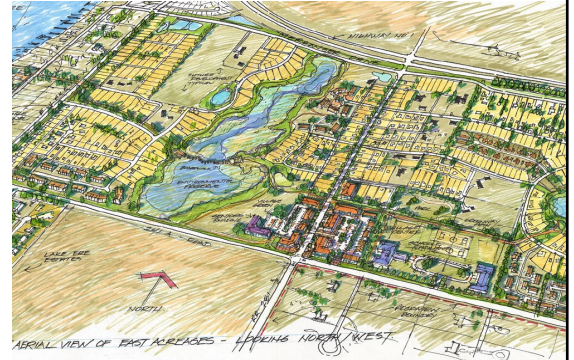


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East Acreages Area Structure Plan, Chestermere, AB

Year: 2013-2014 | Client / Agency Name: City of Chestermere | Project Value: \$215K | Project Size: 342 acres

Relevance: The East Acreages ASP balanced urban-style growth in a rural-urban interface area that posed many challenges relating to provincial highway jurisdiction, servicing, and infill over time. The project team, led by Jonathan Schmidt and MVH Urban Planning & Design, developed an ASP for a 342-acre area in Chestermere, BC, focusing on incremental development. Led a multi-day design workshop, using visualization graphics developed in-house.



Project Scope / Summary: McElhanney, in partnership with MVH Urban Planning & Design, was retained by the City of Chestermere to develop an ASP for a 342-acre area involving 65 parcels of land along the City's eastern boundary. The purpose of the ASP was to outline how the area would infill to urban densities over time, while being sensitive to its rural edge location.

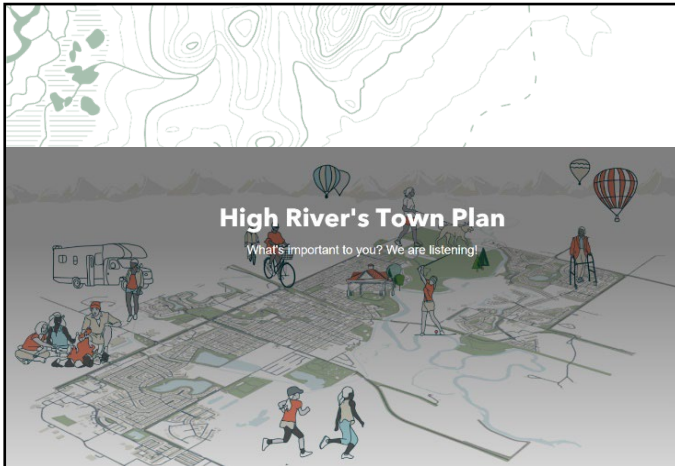
McElhanney:

- Led a three-day interactive design workshop to engage existing landowners in the future planning of the area
- Managed all sub-consultants so all existing conditions were thoroughly assessed prior to land use concept plan development
- Developed a groundbreaking approach to planning for future development of acreage areas using policies and design focused on incremental development
- Developed implementation strategies, policy amendments, design components, and visualization graphics

Client Reference: John Popoff, Growth & Infrastructure Director | john.popoff@cochrane.ca | 825-712-5767



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High River Municipal Development Plan, High River, AB

Year: 2022-ongoing | Client / Agency Name: Town of High River | Project Value: \$113K | Project Size: Town with a population of 14,000.

Relevance: Our team is providing a Municipal Development Plan that visualizes the future of High River, AB, from now to 2042. The new Town Plan will provide an opportunity to address concerns like growth and

infrastructure, housing, the natural environment, climate change, and community character – all while preparing a planning document that is grounded, implementable, and measurable.

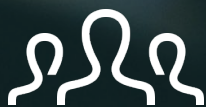
Project Scope / Summary: McElhanney is currently developing a Municipal Development Plan for the Town of High River. This key policy document describes a vision and desired outcomes for the future of High River. It shows how the community is expected to change over time and the shape it will take. Our document includes policies, objectives, and strategies for how the Town will work towards that vision from now to 2042, through the land use decisions, development management, and investment in infrastructure and programs.

Currently in the public engagement stage, we are reviewing and consolidating all comments and input received into a What We Heard Report. The What We Heard Report will graphically communicate key findings and will help inform the drafting of the plan. The COVID-19 pandemic has altered how engagement was conducted during this phase of the project; this project used a hybrid approach to engagement providing both in-person and online opportunities to provide input. Our online engagement platform provides a unique and engaging experience, where comments and icons can be applied directly to an interactive map. In the coming weeks, the project team will be facilitating an in-person workshop with the project's Task Force, where the guiding principles for the plan will be drafted.

McElhanney's scope of work includes:

- **Drafting an Implementable Municipal Development Plan:** Our project team is able to put themselves directly in the shoes of the Town's administration, as our personnel have recent and direct public sector experience both in administration and as council members. This insight provides real-world understanding about what makes an effective policy and regulatory framework
- **Conducting Comprehensive & Creative Engagement:** Our project plan provides a broad range of opportunities for community engagement that recognizes the importance of meeting people where they are at, in an atmosphere where they feel safe and comfortable sharing

Client Reference: Khalid Mohammed, Manager of Planning and Development | kmohammed@highriver.com | 403-603-3408



Check It Out: McElhanney's Public Consultation in Action

The StoryMaps site for High River's Municipal Development Plan is now live. As the RFP states that weblinks are not permitted in the body of our proposal, we would be happy to walk the Village through this site upon request, offering a glimpse into our public consultation processes.

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Amazon Web Services Site Selection Planning, Calgary Area, AB (McElhanney & Bluerock Planning)

Year: 2020-2021 | Client / Agency Name: Amazon Web Services (AWS) | Project Value: Confidential | Project Size: Various Sites

Relevance: The AWS site selection project highlights McElhanney and Bluerock's ongoing collaboration, as well as the team's ability to understand site selection and market attraction features for commercial and industrial development sites. Our team's expertise covers the full spectrum of planning and development requirements through to engineering and site construction.

Project Scope / Summary: Understanding land use approvals, land use / zoning bylaws, and site analysis is key to the decision-making of major investments by developers and businesses. McElhanney and Bluerock are becoming recognized for their collective expertise in this field of knowledge that can lead directly to billions of dollars of direct investment, thereby spurring massive economic growth.

McElhanney and Bluerock were asked to provide professional planning and engineering expertise for Amazon Web Services' (AWS) site selection process in the Calgary Region from 2020-2021.

The McElhanney and Bluerock team members met regularly with AWS, and ARUP Engineering teams to provide strategic advice on which land would be best for AWS' multi-billion investment into data centre infrastructure in Alberta. The team analyzed various sites for their ability to meet AWS' site criteria, including available infrastructure, strategic location nearby transportation systems, status of current and future planning approvals, suitable zoning, and any legal encumbrances on title.

McElhanney was the lead for civil engineering and Bluerock was the lead author of the land use planning and permitting sections of the final site selection reports to AWS. The result was an announcement in late 2021 by AWS and the Premier of Alberta of a \$4.3B dollar investment by AWS in the Calgary Region.

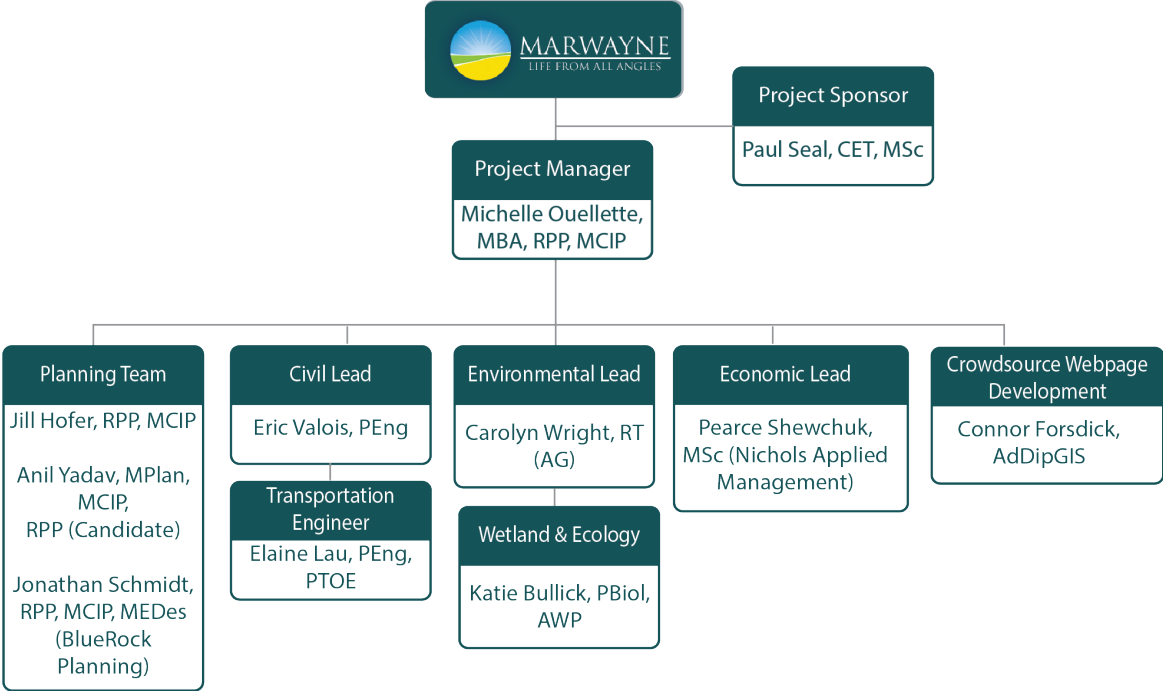
Client Reference: Confidential



1.3. ORGANIZATIONAL CHART

We have selected our personnel for their extensive related experience on ASPs and land development projects that result in on-the-ground development and return on investment for our clients. This project team has collaborated on many similar relevant projects for small municipalities, and we understand the need for a practical solution that will result in benefit to the Village. Figure 2 shows the structure of our team. Introductions to our team members follow, and resumes can be found in Appendix A.

Figure 2: Organizational Chart. McElhanney brings a multi-disciplinary in-house planning team to help the Village develop a sustainable ASP that stands the test of time.



1.4. TEAM EXPERIENCE: MEET OUR KEY PERSONNEL



Michelle Ouellette, MBA, RPP, MCIP

Project Manager

Role at McElhanney: Senior Planner

Primary Location: Canmore | **Years of Experience:** 20+

Why Michelle? Michelle is a Registered Professional Planner with 20+ years of relevant experience in the public municipality and private land development sectors. This grants her a deep understanding of planning processes, and fundamentals to successful land development project implementation.

Role / Involvement: Michelle will be ultimately responsible for coordinating and facilitating the scope of work and related deliverables.

Qualifications & Experience: Michelle has over 20 years of experience as a land use planning professional, having both private and public sector experience. Michelle has led a variety of land development planning and implementation projects, including leadership of municipal operations and capital portfolios. Michelle is skilled at bringing together interests to make decisions that affect the social, environmental, and financial sustainability of neighbourhoods and communities.

Relevant Experience:

- **Decoteau Area Structure Plan, Edmonton, AB, 2015, Fee Value: \$750K, Client: City of Edmonton, Senior Planner** – This unique ASP encompasses 1,960 hectares in Southeast Edmonton. It includes an important network of wetland complexes connected by the ecological, recreation, and stormwater management network, resulting in a comprehensive connected open space system. The plan sets out the sequence for development, land uses, density and population, transportation, and public utilities for a subsequent five neighborhoods. Michelle led a unique process, including coordination of review and input of multiple disciplinary reviewers, public stakeholders, and special interests in the natural assets through to City Council for approval.
- **Stony Plain South Concept Plan, Stony Plain, AB, 2022, Fee Value: \$70K, Client: Town of Stony Plain, Senior Planner** – Provided a redevelopment strategy for the existing district Recreation and Cultural Campus as defined in the Old Town Community Plan. The Old Town South Redevelopment Area Concept Plan and Infrastructure Assessment will evaluate and confirm land use concepts and site design based on major projects planned for the area, and confirm servicing need for utilities and transportation infrastructure.
- **High River Municipal Development Plan, High River, AB, 2022-ongoing, Fee Value: \$113K, Client: Town of High River, Project Manager** – Led the planning process, public engagement program, and integration of subject matter experts for the High River Municipal Development Plan. The updated plan will guide future growth and development for the next 20 years, and will demonstrate innovation in how the Town will look in the future. Once approved, it will provide a roadmap to guide High River's development and future growth from now to 2042.



Focus On: Staffing Bench Strength

Our local team is supported by a 30+ branches and a staff pool of 1,100 company-wide – no matter the project, we have the resources to see it through in a timely and efficient manner.





Paul Seal, CET, MSc

Project Sponsor

Role at McElhanney: Development Project Manager

Primary Location: Edmonton | **Years of Experience:** 34

Why Paul? Over the span of Paul's career, he has planned, developed, and constructed 50+ sites across Alberta and British Columbia similar to the Marwayne commercial / industrial land identified within this ASP.

Roles & Responsibilities: Paul will support the project team, provide senior oversight, and supplement our engineering expertise as required.

Qualifications & Experience: Paul brings 34 years of design, planning, and project experience on land development projects, including single and multi-family residential, industrial, commercial, resort, Indigenous communities, and municipal infrastructure. Early in Paul's career, he worked with a team to plan the new 1,000-acre Edinburg community in Kamloops, BC. Paul also planned and developed a highway truck stop, single family residential, condominium site, and mobile home park in Campbell Creek Industrial Park, BC. Other relevant experience include his work in Spruce Grove, AB, where he developed Phases 6 – 12 of the Harvest Ridge Subdivision planning for 700+ housing units, storm pond, and a high school site. Paul is currently working on developments in Hinton, Edson, Whitecourt, Stony Plain, Valleyview, Edmonton, Gull Lake, and Lloydminster.

Relevant Experience:

- **Chrysler Dealership, Edson, AB, 2021, Fee Value: \$30K, Client: Phoenix Developments, Civil Project Manager** – Paul and his team were responsible for survey and civil engineering. This project involved developing 27 acres of highway commercial lands, including subdivision, grading, and servicing. Our scope also included an on-site wet storm pond, low pressure sewer system, and development of a car dealership site.
- **Hudson Stage 19 Subdivision, Edmonton, AB, 2019-22, Fee Value: \$800K, Client: TREZ Capital, Development Project Manager** – Paul and his team were responsible for survey, electrical, landscape, and civil engineering. They provided full civil and planning services (concept to construction) of a 620-unit mixed use residential subdivision within the Hudson Neighbourhood of Edmonton. The project included an on-site wet storm pond and development of 25 acres.
- **Westlock County Engineering Services, Westlock, AB, 2018-ongoing, Fee Value: \$100K+ (As Required), Client: Westlock County, Civil Consultant** – provide consultation and engineering services for floodplain analysis, review of building applications within flood-sensitive areas, and various subdivision applications. Paul works closely with the CAO and staff within Planning and Development at the County office.



Eric Valois, PEng

Civil Lead

Role at McElhanney: Project Manager

Primary Location: Lloydminster | **Years of Experience:** 10+

Why Eric? A registered civil engineer in good standing with APEGA, Eric's depth of local experience and knowledge positions our team to design a project that is tailored for the Village.



Role / Involvement: Eric will provide design development and review services related to site grading, water distribution, drainage, sanitary sewer, and stormwater design.

Qualifications & Experience: Eric has over 10 years of civil engineering experience in project management, contract administration, and construction supervision. He has spent most of his career leading municipal projects throughout the prairies, predominantly with the same services proposed for this project (ranging from land development to infrastructure replacement). As a working resident in nearby Lloydminster, Eric understands the provincial regulations of both Alberta and Saskatchewan. He also belongs to the Association of Professional Engineers, Geologists, and Geophysicists for both Saskatchewan and Alberta.

Relevant Experience:

- **47 Avenue Close Subdivision, Kitscoty, AB, 2016, Capital Value: \$1M, Client: Village of Kitscoty, Project Manager** – Construction of an 18-lot residential subdivision, including lot grading, underground servicing, and roadway construction. The work included watermain looping and realigning a sanitary sewer trunk. Responsibilities included project design, tender and contract administration, and construction management.
- **Kerrobert Commercial Development, Kerrobert, SK, 2016, Capital Value: \$1M, Client: Private Developer, Project Manager** – Construction of a 5.83ha commercial development, including 30 modular housing units, a 7,300sqft CRU, and a hotel. Site servicing required a 475m sanitary sewer extension and a 300m water main extension. Responsibilities included project design, tender and contract administration, and construction management.
- **Junction Sixteen 41 Commercial Development, Vermilion, AB, 2014-15, Capital Value: \$1M - \$4M, Client: Town of Vermilion, Project Engineer** – Construction of a 13.6ha commercial development, including lot grading, underground site servicing, and roadway construction. The work also included intersection improvements of the Highway 41 and 42 Avenue intersection to accommodate future signalization. Responsibilities included project design, tender and contract administration assistance, and construction management.



Elaine Lau, PEng, PTOE

Transportation Engineer

Role at McElhanney: Senior Transportation Engineer

Primary Location: Edmonton | **Years of Experience:** 15+

Why Elaine? Elaine's strong technical background in transportation planning and traffic engineering allows the team to develop appropriate transportation infrastructure to support the growth of Marwayne in a safe, efficient, and reliable manner.

Role / Involvement: Elaine will provide transportation planning and traffic engineering services to support the development of concepts and overall ASP.

Qualifications & Experience: Elaine is a transportation professional with over 15 years of experience in traffic engineering, road safety, multimodal transportation planning and modelling, and economic analysis. Her strong technical background has allowed her to lead and support dozens of traffic operational and planning studies across



British Columbia and Alberta, including transportation master plans, traffic impact assessments and network studies.

Relevant Experience:

- **Intersection Improvement Program, Sturgeon County, AB, 2021, Fee Value: \$85K, Client: Sturgeon County, Lead Traffic Engineer** – Developed recommendations for operational and safety improvements at 37 intersections across Sturgeon County. Tasks completed include traffic analysis, future traffic projections, safety analysis, and warrant analysis (signals, intersection treatment and illumination). High-level cost estimates were also provided. The list of recommendations will guide the County in determining which projects will move forward to preliminary engineering.
- **Transportation Master Plan, Stony Plain, AB, 2021, Fee Value: \$150K, Client: Town of Stony Plain, Senior Transportation Engineer** – Responsible for assessing and forecasting travel patterns and traffic growth for 25 years into the future. Tasks also included the development of a full operational and travel demand model, policy development and stakeholder engagement, as well as the overall Transportation Master Plan.
- **Stony Plain South Concept Plan, Stony Plain, AB, 2022, Fee Value: \$70K, Client: Town of Stony Plain, Senior Transportation Engineer** – Responsible for providing transportation needs to support the Old Town South Redevelopment Area Concept Plan and Infrastructure Assessment, which include evaluating and confirming land use concepts and site design based on major projects planned for the area, and confirming servicing need for transportation infrastructure.



Carolyn Wright, RT (Ag)

Environmental Lead

Role at McElhanney: Project Manager – Environmental

Primary Location: Calgary | **Years of Experience:** 10

Why Carolyn? Carolyn has a diverse environmental background, having worked throughout Alberta on various landscapes, land uses, and projects. She will confirm that all aspects of the environment are considered in future site development.

Role / Involvement: Carolyn will lead environmental reporting associated with the ASP.

Qualifications & Experience: Carolyn has focused on a variety of environmental services including reclamation, vegetation and soils assessments, vegetation management, riparian, agricultural, and native prairie health assessments, pre-construction environmental screenings, phased environmental and contaminated site assessments, and regulatory closure.

Relevant Experience:

- **Environmental Screening Assessment, Southern AB, 2022, Fee Value: \$6K, Client: Wheatland County, Environmental Consultant** – Completed an environmental screening assessment for a proposed gravel stockpile site in southern Alberta. Involved review of all valuable ecosystem components (including wetland review), provided mitigation measures for construction, and provided an erosion control plan.



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- **Environmental Evaluations & Environmental Risk Assessment, Valleyview, AB, 2021-22, Fee Value: \$98K, Client: Alberta Transportation, Environmental Lead** – Project involved upgrades to two highways in Valleyview, Alberta. Responsible for completion of a preliminary environmental evaluation (including vegetation, soils, noxious plants, and other valuable ecosystem components); a Phase 1 Environmental Site Assessment (ESA) and Phase 2 ESA to investigate the potential for environmental contamination; and an Environmental Risk Assessment and Soil Management Plan for construction mitigation recommendations.
- **Phase 1 Environmental Assessments, Calgary & Leduc, 2018 & 2021, Fee Value: \$11K, Client: Elrus Aggregate Systems, Project Manager** – Completion of Phase 1 Environmental Site Assessments at numerous light-industrial properties in Calgary and Leduc for redevelopment and due-diligence purposes.



Katie Bullick, PBIOL, AWP

Wetland & Ecology

Role at McElhanney: Senior Wetland Specialist

Primary Location: Edmonton | **Years of Experience:** 15+

Why Katie? Katie has worked with a variety of clients throughout Alberta and other parts of Western Canada – from municipalities, land developers, local landowners, renewable energy, transportation, transmission, and oil and gas. Katie is dedicated to helping her clients complete their projects while meeting all necessary environmental regulatory requirements.

Role / Involvement: Katie will support all environmental requirements of the ASP.

Qualifications & Experience: With 15+ years of professional consulting experience, Katie is well-versed in conducting environmental assessments; biophysical impact assessments; wetlands (classification, delineation, functional assessments, and impacts); vegetation (percent cover, transect surveys, rare plants); wildlife (migratory bird surveys, amphibians, sharp-tailed grouse); and aquatics (water quality sampling).

Relevant Experience:

- **Blackfalds Area Structure Plan, Blackfalds, 2022-ongoing, Fee Value: \$4.3K, Client: Site Engineering Technology Inc., Senior Wetland Specialist** – Completed a desktop biophysical assessment followed by a field assessment of land newly annexed by the Town of Blackfalds in support of an ASP.
- **Bearspaw Heights Wetland Assessment & Impact Study, Rocky View County, 201-21, Fee Value: \$4.3K, Client: Alex Kurteev, Wetland Specialist & Authenticating Wetland Professional** – Completed a wetland assessment and impact study for a wetland that would be affected by the development of a stormwater management facility within a proposed country residential subdivision.
- **Southeast Stoney Trail Compensation Wetland Monitoring, Calgary, 2020, Fee Value: \$4.9K, Client: SNC-Lavalin, Wetland Specialist** – Conducted a field assessment of seven naturalized stormwater management facilities to evaluate their current state and general health.





Jill Hofer, RPP, MCIP

Planner

Role at McElhanney: Planner

Primary Location: Canmore | **Years of Experience:** 11

Why Jill? Jill has a significant amount of experience as a planner with small- to mid-sized municipalities. She is adept in both preparing local statutory and non-statutory plans and documents, while also reviewing submitted plans and documents on behalf of municipalities.

Roles & Responsibilities: Jill will serve as a planner on the project and will provide policy writing and engagement support.

Qualifications & Experience: Jill is a Registered Professional Planner with more than 11 years of municipal planning experience. She is proficient in all aspects of land use planning and development. As a municipal planner, she has had the opportunity to familiarize herself with all aspects of land use planning in Alberta (including subdivision and development approvals, and appeals and drafting statutory and non-statutory planning documents).

Relevant Experience:

- **Land Use Bylaw Review, Cochrane, AB, 2018-22, Fee Value: \$100K, Client: Town of Cochrane, Project Manager** – Responsible for drafting all regulations, designing the unique look of the document, preparing all communication materials, presenting to Town Council and Municipal Planning Commission, and facilitating all public engagement for the Land Use Bylaw Review Project.
- **Municipal Development Plan, Medicine Hat, AB, 2017-18, Fee Value: \$300K, Client: City of Medicine Hat, Project Team Member** – Responsible for preparing the project management plan and facilitating public engagement.
- **Riverside Neighbourhood Plan, Medicine Hat, AB, 2017-18, Fee Value: \$100K, Client: City of Medicine Hat, Project Team Member** – Project included the review of the historic neighbourhood, identifying opportunities and strengths and preparing a long-term vision for the future of the neighbourhood. Responsibilities for the project included drafting guiding principles, policies and plan contents, and facilitating public engagement. The Area Redevelopment Plan was successfully adopted in 2018, with no amendments to the document.
- **Municipal Development Plan, Taber, AB, 2012-13, Fee Value: \$150K, Client: Town of Taber, Project Team** – Responsible for preparing the effective project management plan, facilitating public engagement and liaising with steering committee. Duties also included making presentations to Town Council regarding the appointment of Steering Committee Members and approving the Terms of Reference for the Document.



Anil Yadav, MPlan, MCIP, RPP (Candidate)

Planner

Role at McElhanney: Urban Planner

Primary Location: Canmore | **Years of Experience:** 4+

Why Anil? Anil is an Urban Planner with over four years of experience planning and designing green and healthy cities. He has worked with in Southern Alberta and internationally. Anil is proficient in GIS mapping, conducting



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research, stakeholder engagements, and producing unique hand sketched project related graphics using the Adobe Creative Suite. We have included snippets from Anil's sketchbook on the following page.

Roles & Responsibilities: Anil will provide graphics, urban design, and engagement support for the project.

Qualifications & Experience: Anil is a recent graduate from the Master of Planning program at the University of Calgary. Prior to joining McElhanney, Anil worked for the Planning and Development unit of the Town of Banff. Previous to this, Anil worked as Senior Research Associate with Centre for Science and Environment, New Delhi where he was involved in research, capacity building, and policy advocacy on planning and designing for sustainable water management in India, South Asia, and Africa. Anil is also experienced in land development applications including subdivision, rezoning, and bylaw amendments.

Relevant Experience:

- **High River Municipal Development Plan, High River, AB, 2022-ongoing, Fee Value: \$113K, Client: Town of High River, Urban Planner** – Providing project management support, research and analysis, GIS mapping, presentations, engagement activities, preparation of graphics, and writing of the plan.
- **Land Use Bylaw Amendment, Banff, 2021, Client: Town of Banff, Planning Intern** – Assisted the manager of development services in research on comparative analysis of employee housing provisions and parking requirements, as well as prepared report for council meeting.
- **Reimagine the Municipality of Crowsnest Pass, Crowsnest Pass, 2020-21, Client: Municipality of Crowsnest Pass, Planning Student** – Conducted research and synthesis on existing planning and design issues in all the five helmets of Crowsnest Pass. Recommended zoning, land use, housing, and infrastructural proposals through a series of consultation meetings with public and private entities.
- **Community Planning Along Calgary West Ring Road, Calgary, 2020, UCalgary Academic Project, Planning Student** – Worked with a group of planners to prevent urban sprawl and dissolve conflict between the adjacent municipalities of Rocky View County and The City of Calgary. A sustainable pattern of development was proposed to create a comfortable environment for folks at all stages of life.



Anil's Sketches. From Left: Housing Proposal for Bellevue, Municipality of Crowsnest Pass; An Illustration Showing a Proposed Transit Node in Calgary.



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Connor Forsdick, AdDipGIS

Crowdsource Website Development

Role at McElhanney: GIS Technician

Primary Location: Edmonton | **Years of Experience:** 5

Why Connor? Formally a GIS Specialist with the City of Surrey, Connor has experience managing and updating municipal data as well as managing a team of field workers conducting a city-wide sign inspection program. He has also developed crowdsource sites to collect public opinion on trail networks and bike paths for remediation and improvement plans, then compared these inputs with existing municipal data to find solutions.

Roles & Responsibilities: Connor will be responsible for website creation and maintenance, as well as updating the online crowdsource map.

Qualifications & Experience: Connor is a GIS Technician with experience using industry standard software applications including ArcGIS, FME, Drone2Map, Autodesk, and Adobe. Following the completion of his undergraduate degree, Connor worked for the City of Surrey as a GIS Specialist, where he spent his time providing GIS solutions to the Engineering Department. He has spent considerable time developing custom mobile and web applications, mapping products, and reporting services. He extensive experience with field operations and data collection, with a focus on detailed inspection and assessment. Connor has a true passion for tackling new problems and coming up with solutions in both individual and team-based projects.

Relevant Experience:

- Town of Smithers Future Development Plan, Smithers, 2021-ongoing, Fee Value: \$240K, Client: Township of Smithers, GIS Technician** – Worked with planners to build a variety of public engagement tools to gather public input for the future development of the Township of Smithers. Used StoryMaps to provide an overview of the public engagement schedule (outlining specific meeting times for the public), information about the development plan and processes, and access to key documents. Created a public Vertisee crowdsource site for stakeholders to add points and comments to an online web map, specifying where and what their concerns, suggestions, and issues were. Surveys were included in the StoryMaps to further support the engagement process.
- Tobacco Plains Inventory & Engagement, Tobacco Plains First Nations, 2021-ongoing, Fee Value: \$123K, Client: Tobacco Plains First Nations, GIS Technician** – Created custom mobile collection applications for First Nations to collect and map current areas of importance on reserve land. Assisted in creating and maintaining StoryMaps to better inform public of ongoing work. Created a custom Vertisee crowdsource site for public users to input concerns and suggestions about their community.

Connor's StoryMap site for the Town of Smithers Future Development Plan

Let's Talk
The Town of Smithers wants to hear from you!
The **Official Community Plan and Zoning Bylaw** is in the process of being updated and we need your input to:

- Create a shared vision for Smithers
- Explore issues and opportunities in the Town
- Put your comments on an interactive map
- Take the survey
- Take a tour of downtown with the community
- Participate in a community workshop

You can find the information here:
<https://arcg.is/0vCr5K0>

Community Exploration
In **October, November, and December** you will see a lot happening in the Town of Smithers. This is because the Official Community Plan (OCP) and Zoning Bylaw are being updated. Want to know more and participate? Want to learn about the OCP or Zoning Bylaw? Do you want to share what should the Town of Smithers look like in the future?
Then we want to hear from you!

There are lots of opportunities to get engaged:

- If you belong to a community group and want to be included in an interview / focus group, the Town of Smithers has an Advisory Committee that will be "hosting" facilitated "Community Conversations" in October & November.
- The Town will have an interactive online map on the website for you to identify issues and opportunities.
- School children will get involved with a Teachers Toolkit and kids can help to build the vision for the Town.
- A community survey will be on the Town's website to have your say about the Town's future.
- In late November a "Community Walk" will take place to explore the Downtown of Smithers with urban designers and planners to envision the future in the Downtown.
- In 2022, more public engagement will be taking place – so watch the website!

Please contact smithers2040@smithers.ca or (250) 847-1600 if you would like more information. We look forward to hearing from you.
Please visit: <https://arcg.is/0vCr5K0> for updates and information.



1.5. SUBCONTRACTOR PROFILES



McElhanney has retained Bluerock Planning Inc. for planning, policy writing, and engagement. Bluerock Planning specializes in rural and small-town planning and design. They offer a full suite of services including municipal planning and policy; zoning and land use by-laws; engagement and facilitation; and Indigenous planning and engagement.

Below is a detailed bio-sketch for Jonathan Schmidt, proposed Senior Planner. His detailed resume is provided in **Appendix A.**



Jonathan Schmidt, RPP, MCIP, MEDES

Senior Planner (Bluerock Planning Inc.)

Role at Bluerock: Principal / Senior Planner / Project Manager

Estimated Time to be Spent on Project: 104 hours | **Years of Experience:** 12+

Why Jonathan? As a former McElhanney Senior Planner and frequent sub-contractor, Bluerock and McElhanney have a trusted partnership. Recent collaborations with Jonathan include the Robinwood ASP, Westview ASP in Nanton, and Site Selection Analysis for Amazon Web Services in the Calgary Region with ARUP Engineering.

During his time with McElhanney, Jonathan led numerous ASPs and related projects, including the East Acreages ASP, Dead Man's Flats ASP, Robinwood Acres ASP, Shepard Industrial ASP, Legacy Farm ASP, Oyen Industrial ASP, Sheerness ASP, and the award-winning Bragg Creek Revitalization Plan (*see below*):

Roles & Responsibilities: Jonathan will act as Senior Planner, and will be responsible for policy writing and engagement.

Qualifications & Experience: Jonathan is president of Bluerock Planning and is one of Western Canada's leading planning consultants specializing in small towns / cities, rural municipalities, and regional planning. He has led award-winning plans and worked with world-renowned regional planner Peter Calthorpe. Jonathan's 12+ years of professional planning experience has focused on raising the bar for municipal planning policy and regulation. He believes strongly in the integration of economic development and planning to achieve more resilient and thriving communities, especially in rural Western Canada.



“

As project manager Jonathan's commitment to excellence and his passion for the well-being of the community greatly contributed to the success of the Bragg Creek Revitalization Plan process.

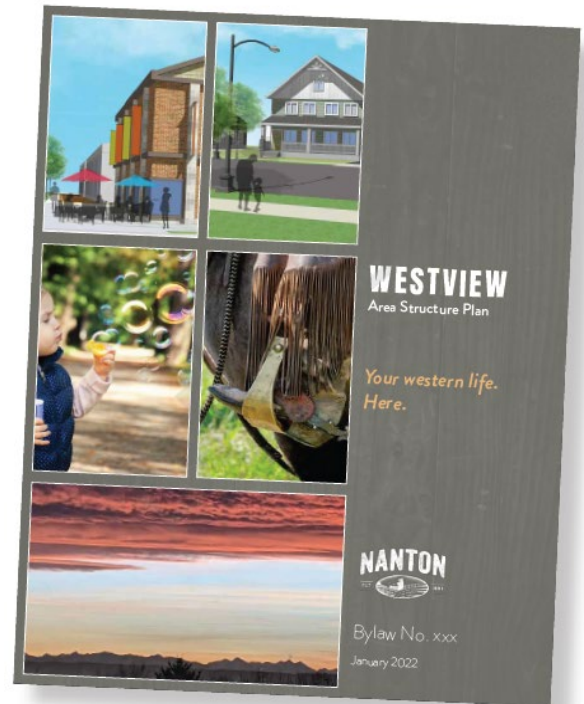
AMY ZALUSKI
PROJECT MANAGER, ROCKY VIEW COUNTY

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Relevant Experience:

- Westview Area Structure Plan, Nanton, 2021-22, Fee Value: \$67K, Client: Town of Nanton, Lead Planner** – As Lead Planner, Jonathan led coordination of all planning, mapping, and engineering; led policy writing; produced 3D drawings; and developed a graphic layout of the ASP document.
- Robinwood ASP, Vermilion River, 2021-22, Fee Value: \$60K, Client: County of Vermilion River, Lead Planner / Project Manager** – Led land use planning, engagement, project management, and mapping expertise on this ASP project for the County of Vermilion River, spanning 160 acres.
- Shepard Industrial ASP, Rocky View County, 2020-22, Fee Value: Unknown, Client: Shepard Development Corporation, Senior Planner** – Developer-led ASP for 1,800 acres of large format industrial development adjacent to a future intermodal yard. The subject land is now being annexed by the City of Calgary.
- Legacy Farm ASP, Town of Strathmore, 2021-22, Fee Value: ~\$150K, Client: Private Developer, Senior Planner / Policy Writer** – Developer-led ASP for 100+ acres of land envisioned for a unique mix of ag-tourism / RV Resort, recreational, institutional, and light industrial land uses. ASP was unanimously adopted by Town Council in 2022.
- Oyen Industrial ASP, Town of Oyen / Palliser Municipal Regional Services, 2020-21, Fee Value: ~\$45K, Client: Town of Oyen, Senior Planner / Policy Writer** – Created an industrial ASP for the Town of Oyen’s industrial railyard lands to attract economic development and guide future land use and infrastructure. The ASP is now successfully adopted and attracting new industrial users along the rail line.

Figure 3: The Westview Area Structure Plan developed for the Town of Nanton



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McElhanney has retained Nichols Applied Management Inc. as an Economic Consultant.

Established in 1973, Nichols Applied Management is an Edmonton-based management and economic consulting firm that provides services in the general fields of program and operational evaluation, impact assessment, business

planning and organizational analysis, and economic, market, and financial analysis. They provide services to provincial and territorial ministries and departments, numerous municipalities, school jurisdictions, post-secondary institutions, members of the private sector, Indigenous communities, and a host of other clients.

Below is a detailed bio-sketch for Pearce Shewchuk, proposed Economic Lead. His detailed resume is provided in [Appendix A](#).



Pearce Shewchuk, MSc

Economic Lead (Nichols Applied Management)

Role at Nichols: Principal

Estimated Time to be Spent on Project: 120 hours | **Years of Experience:** 16

Why Pearce? Pearce is active in the firm’s municipal practice and is routinely engaged by various municipalities to develop growth forecasts and undertake fiscal analysis that includes off-site levy reviews, utility rate studies, and the evaluation of proposed residential and industrial developments. He has been directly involved in over 30 assessments for various regulatory bodies across Canada, each of which has involved the analysis of fiscal impact on affected communities over the long-term.

Roles & Responsibilities: Pearce will complete market research, including a market demand / supply analysis, municipal competitiveness analysis, and identifying potential land users analysis. He will also complete a fiscal impact analysis.

Qualifications & Experience: A Principal at Nichols Applied Management, Pearce specializes in economic modelling, socio-economic impact assessments, and financial and statistical analysis.

Relevant Experience:

- **Flagstaff County Industrial Park Feasibility Study, Flagstaff County, 2021-22, Fee Value: \$60K, Client: Flagstaff County, Project Manager** – Completed an industrial land feasibility study for a proposed industrial park being contemplated for development by Flagstaff County. This project involved assessing the industrial land market conditions in the region; determining the relative competitiveness of the park in the regional land market; developing a cost and revenue sharing framework for the two municipalities; and developing fiscal models to inform decisions regarding the short and long-term financial risks and opportunities faced by each municipality under various economic conditions, development models, and servicing plans.
- **Market Assessment of the Meridian Lands, Parkland County, 2021-22, Fee Value: \$50K, Client: Parkland County, Project Manager** – Recently completed an assessment of the Meridian Lands, a 80-hectare parcel of land situated at the intersection of Highways 16 and 779 in Parkland County. The assessment probed the best potential market use of the lands, with a particular focus on destination retail (but also considered highway commercial, information / data centre, and public sector uses). The analysis included a filtering exercise to identify best-fit sectors; research on North American retail and industrial market trends; benchmarking conditions for when comparable developments proceed; quantifying and describing existing supply of comparator sites in the Edmonton Metropolitan Region; undertaking proximity and trading / catchment area



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analyses between the Meridian Lands and comparator sites; and identifying market development potential by sector.

- **Warburg Industrial Land Strategy, Warburg, 2019-20, Fee Value: \$80K, Client: Village of Warburg, Project Manager** – Nichols worked with the Village of Warburg to support the development of an industrial land strategy that will transition the community away from its reliance on coal-related economic activity towards a more diversified industrial land base through the creation of a new industrial park. This work has included working with planning and engineering partners to identify servicing and land use concepts for the park, assessing the relative competitiveness of the park in the regional land market, and developing an integrated growth and fiscal model of the Village to inform decisions regarding the short and long-term financial risks and opportunities faced by the municipality under various economic conditions, development models, and servicing plans.



2. Methodology, Workplan, Deliverables & Schedule

2.1. WORK PLAN / METHODOLOGY

Below we outline our proposed methodology for this project. The ASP process will involve:

- Working with the Village to establish the vision and goals for the commercial / industrial park
- Establishing a Terms of Reference for the plan
- Preparing a communications and public / stakeholder approach
- Holding a design workshop or preliminary discussion with the affected stakeholders, as identified by the Village
- Reviewing existing relevant reports or studies
- Establishing the planning framework, and
- Performing a complete technical analysis and drafting concepts. The draft concepts will then be brought through public engagement, which will utilize our unique crowdsource website, as well as in-person events

Our final document will be an accessible and effective document for posting on the Village website. In this section, we describe key points to our approach for the technical and engagement process.

1 Phase 1: Launch

During the Launch Phase, we will initiate work on the new ASP. This phase is critical, as it sets the stage for the project and many key tasks that will shape the project and how communication will occur throughout. This phase also includes drafting the vision and goals, which will assist in shaping the final plan. Phase 1 includes the following four tasks:

1.1 Project Confirmation & Kick-Off Meeting

Our Project Manager, Michelle, and key team members will attend the project kick-off meeting. At the meeting, we will confirm communication protocols, project schedule (including setting meeting dates in advance), deliverables, risks and potential mitigations, anticipated target audience(s), decision-making responsibilities, engagement plan methodology, and approach for the technical development of the ASP.

The meeting will also act as an early opportunity for the team to discuss expectations of what they envision in a final ASP, as well as to identify key issues and areas for opportunity. A significant aspect of this meeting is to establish best practices and expectations for internal collaboration and buy-in to create an effective ASP, and to schedule stakeholder meetings and community engagement milestones.

Deliverables: Meeting Minutes / Record of Discussion

1.2 Prepare & Confirm Terms of Reference

The Terms of Reference outline the content, based on the goals of the plan along with the technical studies required to support the plan's content. The Terms of Reference will be developed by working with Village Administration. This can be an iterative process, as the terms are established and confirmed by all parties.

Deliverables: Terms of Reference & Project Management Plan



1.3 Prepare & Confirm Communications Plan & Public / Stakeholder Engagement Approach

With assistance from Village Administration, McElhanney will lead the preparation and management of the communications protocols to be followed for the project. This will include communication methods, frequency, and primary points of contact for project and task management. The communication plan will consider internal communications protocol, external communication strategies, identify key stakeholders, and will determine if a Steering Committee is warranted. McElhanney's engagement approach includes a broad range of tools and techniques to foster meaningful discussion that will capture the vision of the entire community for the ASP area. These include the use of a unique crowdsourcing website, creating attractive engagement materials, and facilitating meaningful discussion.

Deliverables: Communications Plan & Public / Stakeholder Approach

1.4 Create Project Website

During this phase, a project website will be established. This website will serve as a hub for all updates and information related to the ASP. In future phases, this website will serve as an engagement tool and will assist with informing the public regarding the status of the project and key milestones.

Deliverables: A Live Project Website

2 Concept Development

This phase will result in up to two iterations of a development concept for the commercial / industrial park, meeting the vision and goals of the ASP established in earlier phases. Calculations will be made for each concept, including the number of lots and size of public utility lots (such as stormwater management facilities, underground utilities, roadway dedications, and other required items). A complete technical analysis of the lands will also be completed during this phase. This will include a preliminary market analysis that will include a market demand / supply study, a municipal competitiveness review, and identifying potential land users. All research and reports being prepared during this phase will inform the drafting of the draft ASP.

2.1 Complete Technical Analysis, Create Base Map, Identify Opportunities & Constraints

This task is dedicated to understanding the landscape and capability of the land for the development, logical surface drainage and servicing options, and will set the stage for the logical layout and approximate parcel sizing to obtain more detailed development concepts and options. Common technical analysis in this phase includes geotechnical, topographical, and location of service connections (as applicable).

Deliverables: Base Map, Opportunities & Constraints Map

2.2 Traffic Data Collection

During this task, the project team will collect and review traffic data for the site, which in turn will help inform the traffic impact assessment.

Deliverables: Complete Data Collection

2.3 Prepare Preliminary Market Analysis

During this task, we will prepare a preliminary market analysis. Research for this task has been broken into three tiers, as indicated below.





Market Demand / Supply

Conceptually, the methodology for conducting the market analysis will consist of:

- Defining the type of product the industrial lands will offer to the market
- Defining the parameters of the market into which the new offerings will sell. Key parameters include geographic and temporal boundaries, as well as measures of the depth and breadth of the market. Key site characteristics may include service levels, access to infrastructure (e.g. rail, highways, etc.), parcel size, and permitted uses
- Forecasting the anticipated demand for and supply of relevant products in the appropriate geographic and temporal markets
- Situating the industrial park within the anticipated future market conditions (including future competing supply) to determine to what degree the offerings of the redevelopment will be absorbed by the market and at what rate

Municipal Competitiveness

The study team will compare the Village to other communities in the region who may be competing to attract similar investment to that identified as appropriate for the industrial park. This comparative analysis will identify and contrast key parameters that influence the decision of investors and / or developers to locate in a community and will likely include:

- Tax rates and related levies
- Planning restrictions or incentives
- Access to appropriate transportation infrastructure
- Development levies and permitting costs
- Service levels
- Utility rates
- Availability of appropriately skilled labour

The identification of appropriate comparator communities will be done in consultation with Village Administration staff, as well as members of the development community currently active in the region and in competing municipalities.

Identifying Potential Land Users

Having identified the parameters of the market and the competitive advantage(s) of the industrial park, our study team will then identify potential land developers and tenants based on:

- The specific characteristics of the site (i.e. access, parcel size, services, price, taxes)
- Possible synergies in the region (clustering potential)
- General economic trends (growing sectors) in the region
- Any other factors identified through consultation with land developers and potential tenants

Deliverables: Preliminary Market Analysis

2.4 Phase 1 Environmental Site Assessment

During this task, we will complete a Phase 1 Environmental Site Assessment (ESA) for the lands. The Phase 1 ESA outlines the current and historical use of a property, and provides recommendations for next steps if needed.

Deliverables: Phase 1 ESA



2.5 Biophysical Screening Report (Including Wetland Assessment)

This task allows for a biophysical screening report and wetland assessment. This report will include the identification and assessment of the environmental significance and sensitivity of the lands. It also will recommend appropriate measures for protecting the environmental features, which may be incorporated during later stages of development.

Deliverables: Biophysical Screening Report & Wetland Assessment

2.6 Website Engagement & Key Stakeholder Engagement; What We Heard Report

During this task, the website will be updated with information regarding the project and will allow respondents the ability to provide feedback. The website will include a unique crowdsourcing map that will allow respondents the opportunity to add icons and comments to specific locations within the plan area, allowing for an interactive engagement experience and helping to clearly understand the feedback being provided. During this task, the project team will also engage with key stakeholders as identified through the communications plan.

Deliverables: What We Heard Report

2.7 Preliminary Concepts, Design Workshop (Two Concepts)

At an informal design workshop, we will host a brainstorming session with affected stakeholders – both internally and externally – as identified through the public / stakeholder approach. This will result in confirming the vision and goals for the site, as well as the Terms of Reference. It will also inform high-level yield estimates. It is anticipated that this will be a virtual design workshop held online.

Deliverables: Design Workshop

2.8 Civil Engineering Design & Class D Estimate

During this task, all civil engineering concept designs will be prepared, along with a Class D estimate which will be incorporated in the ASP.

Deliverables: Complete Civil Engineering Design & Class D Estimate

2.9 Traffic Impact Assessment, Provincial Transportation Liaison

Using the data collected during earlier tasks, we will prepare a Traffic Impact Assessment (TIA). The TIA will be conducted to determine the possible implications of development on the transportation and traffic system, and to minimize the negative impacts.

Deliverables: Traffic Impact Assessment

2.10 Confirm Conceptual Plan With Steering Committee / Administration (Up to Two Revisions)

Our team will meet online or in-person with the Steering Committee / Administration to discuss the conceptual plans. The Steering Committee / Administration will provide comments regarding the conceptual plan. Up to two revisions to the conceptual plan will be included in relation to the feedback received from the Steering Committee / Administration.

Deliverables: Conceptual Plan



3

Engagement

Public engagement for the conceptual plan will commence upon confirmation with the Steering Committee / Administration in accordance with the Public Engagement Plan. Public engagement will seek to inform the public of the project and to garner feedback regarding the conceptual ASP.

3.1 Prepare Engagement Materials & Update Website for Second Public Engagement

McElhanney will prepare all necessary engagement materials for the public engagement occurring during this phase, and will update the project website to effectively communicate the conceptual plan online.

Deliverables: Public Engagement Materials & Website Updated

3.2 In-Person Open House (Facilitated by Our Nearby Lloydminster Office)

We will attend and facilitate an open house in the Village. This open house will include the conceptual plan for the area, and will allow the public and stakeholder the opportunity to ask questions and provide feedback.

Deliverables: In-Person Open House

3.3 Meet With and / or Circulate to Stakeholders

Our team will then meet with and / or circulate the conceptual plan to stakeholders so they are made aware of the conceptual plan (in accordance with the public engagement plan prepared during earlier phases).

Deliverables: Summary Notes from Meetings / Circulation Comments

3.4 Consolidate Feedback, Prepare What We Heard Report, Post to Website

Following completion of the public engagement, all feedback received from the website, open house, and stakeholders will be consolidated into a What We Heard Report and posted to the project website.

Deliverables: What We Heard Report

4

Draft the Plan

During Phase 4, we will begin drafting the ASP. A table of contents will be established, and the plan will be divided into different sections. Each section will be developed by closely reviewing all the information collected during the previous phases, in alignment with the Terms of Reference. The draft will be provided to the Steering Committee / Village Staff for review and final revisions will be completed. The ASP will be finalized and ready for Council consideration following the final task in this phase of the project.

4.1 Analyze Feedback, Determine Solutions & Finalize Concept

All feedback that was received during Phase 3 will be reviewed. We will then determine solutions to any of the issues identified by through the public engagement and prepare the final concept for the plan area.

Deliverables: Final Concept Plan

4.2 Draft ASP & Implementation Strategy

During this stage the actual writing of the ASP will begin using all inputs acquired, and in accordance with the Terms of Reference. The concept will be refined to a final state and incorporated along with the transportation, municipal servicing, and open space concepts as defined in the Terms of Reference established in during Phase 1. The ASP will include an implementation strategy that will include key components on how to implement the plan effectively.

Deliverables: Final Draft of ASP



4.3 Fiscal Impact Analysis

During 4.3, we will prepare the fiscal impact analysis. The pace and nature of development, servicing levels, business model (e.g. sale v. lease), as well as any incentives offered by the Village, will ultimately manifest in a fiscal impact to the municipality. For example, cash outlays related to servicing, marketing, and other infrastructure improvements are offset by the recovery of development levies and taxes on newly developed property as the lands made available at the site are absorbed by the market for various uses. Additionally, any strategic incentives offered by the Village may alter the financial impact of development. Accordingly, we will develop a financial model of the Village to simulate the fiscal impacts of various development scenarios. The model will allow for the quantification of various development scenarios in terms of:

- Net cashflows in a given year (municipal taxes, development charges, infrastructure upgrades, expansion / extension of services)
- The impact on residential and non-residential tax rates
- The present value to the municipality of different types of development

Ultimately, the financial model will act as a planning tool that can be used to explore many aspects of the business case for the industrial park and identify the tradeoffs between risk and reward to the municipality.

The model will also allow for the exploration of the fiscal impact of alternative development scenarios, servicing strategies, and funding arrangements.

Deliverables: Fiscal Impact Analysis Report. *Note: The reports identified in Tasks 2.3 & 4.3 will be delivered in brief memo-style reports that outline key findings. Additional budget allocations will be required for generating more detailed reports.*

4.4 Review & Confirmation of Draft by Steering Committee / Administration (Up to 2 Revisions)

Once the draft ASP is complete, McElhanney will share it with the Steering Committee / Administration for comment, as well as engage with stakeholders identified for comment where necessary. This task is the final opportunity, prior to final submission, for the project team to incorporate feedback from the Steering Committee / Administration and others.

Deliverables: Final Input Received from Steering Committee / Village Staff

4.5 Final ASP Prepared

During this task, any final revisions will be made and the final Village of Marwayne Commercial / Industrial Park ASP will be submitted to Administration for confirmation and acceptance.

Deliverables: Final Draft of ASP

5

Approve the Plan

During this final stage, the final draft ASP will be brought forward to Council for consideration. The ASP will require three readings and a public hearing by Council. Once the ASP receives a third and final reading from Council, the plan will be ready for implementation.

5.1 Final ASP Draft Posted to Website for Public Input

The final version of the ASP draft will be posted to the website for public comment. The website will include an opportunity for comments to be received prior to the ASP draft going forward to Village Council for consideration.

Deliverables: Final Draft Posted on Website



5.2 Prepare Request for Decision & Presentation for Council

McElhanney will prepare a request for decision and presentation for Administration to support the draft ASP going forward to Council for consideration.

Deliverables: Council Request for Decision & Presentation

5.3 Present Plan & Respond to Questions Through First Reading, Public Hearing & Second / Third Readings

McElhanney will present the draft ASP to Council for first reading, and attend for questions through the process (which includes the opportunity for questions at the public hearing, and second and third reading). We have planned for these to be in-person; however, we will participate remotely if required.

Deliverables: Final ASP Adopted by Village Council

2.2. PROJECT MANAGEMENT APPROACH

McElhanney will develop a Project Management Plan for this project. It will start with a project vision statement and capture the project objectives, which will be the focus of meetings and importantly, will guide decision-making. Besides detailing team roles and responsibilities, including those of the Village, the project partners, and our subconsultants, it will include the following sections presented below.



Communications – Overall Project: Our Communication Plan will identify Michelle as the point of contact for all communication between the Village and the consultant team. The plan will detail multiple communication opportunities to address any project concerns that might arise to confirm that they are properly discussed and resolved. This will include prescheduled 30-minute bi-weekly progress calls with the Village's Project Manager to discuss progress, provide feedback on previous issues, discuss new issues, submit information requests, review risks, and address any other relevant topics. Brief email notes will be recorded of each meeting and reviewed at the start of the following meeting.

Immediately prior to this progress call, the consultant team will hold similar prescheduled 30-minute weekly in-house progress meetings. Prescheduling progress meetings with both the client and project team confirms regular communication and facilitates timely discussion of any issues so they can be effectively addressed, giving the Village confidence that the project is on track.

In addition to these calls, an overall progress and budget update will be submitted with each monthly invoice. Monthly invoices will show tasks completed to date and summarize time and disbursement charges (also referenced in our progress reports). Accompanying statements will list all project billings in each cost category to date and summarize the authorized budget. Invoices can be generated with detail for each cost category (i.e. design, resident engineering, general engineering, and record drawings).



Communications – Stakeholders and Public: For a project with multiple stakeholders such as this one, regular and effective communication is essential to make sure all parties are onboard and agree to the deliverables, so that there are no surprises later. A full communication plan and public/stakeholder engagement approach will be developed during the First Phase of the Project. This document will detail all project stakeholders, how communications will occur with each stakeholder, determine whether a Steering Committee is warranted, and will establish the frequency of communication between all parties. The communication plan will also include when to engage with the public to get their input early in the design process and at a time when design changes can be easily accommodated. Getting stakeholder input on the project objectives and the definition of project success at the outset will help align all parties, assist in resolution of divergent issues should they arise, and help key decision making especially when compromise might be required.





Communications – Design Review: For an effective design review process, a design workshop will be scheduled as identified in Task 2.7. During this workshop all relevant parties will participate as indicated in our Communication Plan. These are shown on our project schedule Table 1. We will submit materials for review at key milestones as indicated in our workplan, in advance of the review meetings, so all parties can properly study the deliverable and come to the meeting prepared to discuss any issues, concerns, or ideas and have their questions answered. The review meetings will be attended by the necessary project team members depending on what is being reviewed. These meetings will be facilitated by Michelle. Discussions at these meetings will be documented and forwarded to all participants for review so the records accurately reflect decisions made. These minutes are crucial for later reference should unforeseen challenges arise.



Scope Management: Managing scope directly impacts schedule and budget. To deliver the scope and schedule in this proposal, the project will be broken into several tasks and smaller subtasks, like those shown in our fee estimate **Table 3** to properly track the progress of each element making up a deliverable. Michelle will monitor each task throughout the project, working closely with the project team. Each of our subconsultants will be required to sign McElhanney's Subconsultant Agreement, committing them to both the Village's and our Terms and Conditions for this project, as well as specific scope and deliverable requirements together with their respective budgets, schedules, and quality control requirements.



Change Management: If any scope changes are identified due to unforeseen circumstances, Michelle will communicate these with the Village's Project Manager and seek preliminary agreement on the change, before submitting a formal Scope Change detailing its justification and schedule and cost implications. We will establish a change log to track all scope changes, and each will be opened as a separate task in the project and budget summary table for clear tracking. A change will be agreed to in writing with the Village before we perform any additional work.



Schedule Management: As with scope management, Michelle will regularly monitor adherence to the schedule. If slippage of tasks becomes evident, she will work with team members to assess the root cause and develop a recovery plan, which could include either allocating additional staff from our large pool of qualified personnel or assess which tasks can be overlapped. She will also inform the Village's Project Manager of our potential slippage and recovery plan. Depending on the nature of the slippage, or if the schedule cannot be recovered, a schedule scope change will be discussed and formally submitted in agreement with the Village.



Budget Management: McElhanney exercises budget control through weekly timesheets entered by all project resources and coded by task to track costs, as well as weekly work in progress (WIP) reports to project managers summarizing cost-to-date relative to budget. In addition, McElhanney's self-developed Project Management Dashboards give all project managers complete real-time information on all the financial elements of their projects, including earned value, WIP, accounts receivable, and system flags where potential budget issues might exist. It also allows us to track all our sub-consultant's costs versus budget. Our monthly invoices are broken down by task with a supporting budget vs. spend vs. task completion spreadsheet, giving the Village's Project Manager clear insight into the overall performance and progress on the project.



Risk Management: At the start of the project, Michelle will work with the project team to set up a risk register which will then become a standard agenda item at all project meetings. For each risk identified, a management strategy will be determined and if the risk cannot be properly managed, a mitigation strategy will be determined. The project cost and schedule implications of each risk will be assessed, documented, and communicated to the Village during the weekly progress calls.



Our File: 3411-14277-00 | May 27th, 2022



Quality Control: Michelle will prepare a Quality Management Plan (QMP) specifically for this project incorporating the requirements of both this project and our ISO 9001:2015. McElhanney is now certified with an Engineers and Geoscientists BC (EGBC) permit to practice (permit number: 1003299) which verifies that documents are appropriately reviewed and authenticated in accordance with the Professional Governance Act (PGA) and the regulations, Bylaws, guidelines, standards, practise advisories, and policies of EGBC. So that McElhanney can provide quality deliverables and give the Village comfort that checking has been done, the QMP will detail the quality assurance / quality control procedures, and define the resources roles and responsibilities, including the Originator, Checker, Corrector, Back-checker, and Reviewer. The QMP will include subconsultant QMPs and the quality assurance procedure McElhanney will follow for all sub-consultant deliverables. Quality Assurance will be done by Michelle Ouellette and Paul Seal, our Project Manager and Project Sponsor. We also include spot audits which will be completed by our Branch Quality Representative. Spot audits are part of McElhanney’s standard company-wide processes to monitor our Quality Management System (QMS) adherence and time is not charged to the project.

2.3. DETAILED SCHEDULE

Our estimated project schedule includes the commencement of the project on June 13th, 2022, with completion towards the end of April 2023. This projected timeline includes the formal adoption of the ASP by Village Council. The project team is confident that within the time provided, a fully detailed and well-planned ASP will be provided to the Village. **Table 2** on the following page shows our project schedule.





3. Pricing

Table 3 on the following page depicts our fixed fee (**\$179,705**) to perform the full scope of work as outlined in the RFP. It includes hourly charge-out rates for McElhanney and subconsultant staff. Pricing is all-inclusive, in Canadian dollars, and inclusive of taxes (except for GST, which is itemized separately). We appreciate the opportunity to present this submission and look forward to working on this assignment.



Table 3: Detailed Fee Breakdown

Role	Project Manager	Senior Planner	Planner	Crowdsource Website Development	Planner	Environmental Senior Review	Environmental Lead	Wetland & Ecology	Civil Lead	Project Sponsor	Transportation Engineer	Economic Lead	Data Collection	Third-Party Search Costs	Drafting	Admin	Vehicle (/km)	Disbursements	Totals	
Name	M. Ouellette	J. Schmidt	J. Hofer	C. Forsdick	A. Yadav	Multiple	C. Wright	K. Bullick	E. Valois	P. Seal	E. Lau	P. Shewchuk								
Rate/Hr	\$175	\$165	\$140	\$130	\$110	\$160	\$120	\$130	\$140	\$160	\$160	\$0	\$0	\$1	\$100	\$80	\$0.75	8%		
1.0 LAUNCH																				
1.1	Project Confirmation & Kick-off Meeting																			
	8	4	4		8												82	\$280	\$3,842	
1.2	Prepare & Confirm Terms of Reference																			
	8	8	8		8				8										\$467	\$6,307
1.3	Prepare & Confirm Communications Plan & Public / Stakeholder Engagement Approach																			
	8	12	12		12				2										\$533	\$7,193
1.4	Create Project Website																			
	2	8	8	16	16														\$530	\$7,160
2.0 CONCEPT DEVELOPMENT																				
2.1	Complete Technical Analysis, Create Base Map, Identify Opportunities & Constraints, Define Users																			
	12	24	16		24				2	1	2								\$936	\$12,636
2.2	Traffic Data Collection																			
													\$2,000						\$160	\$160
2.3	Prepare Market Research																			
												\$22,000							\$1,760	\$1,760
2.4	Phase 1 Environmental Site Assessment																			
						6	26							840	2	1	1080		\$339	\$6,349
2.5	Biophysical Screening Report (Including Wetland Assessment)																			
						4	13	22							4	1	614		\$163	\$6,164
2.6	Website Engagement & Key Stakeholder Engagement; What We Heard Report																			
	2	4	8	16	4														\$372	\$5,022
2.7	Preliminary Concepts, Design Workshop (Two Concepts)																			
	2	8	4		16						2								\$345	\$4,716
2.8	Civil Engineering Concept Design & Class D Estimate																			
									16	1									\$448	\$6,048
2.9	Traffic Impact Assessment, Provincial Transportation Liaison																			
											40								\$512	\$6,912
2.10	Confirm conceptual plan with Steering Committee (Up to Two Revisions)																			
	2	8	8		8						2								\$319	\$4,309
3.0 ENGAGEMENT																				
3.1	Prepare Engagment Materials & Update Website for Second Public Engagement																			
	2	4	8	8	4												82		\$289	\$3,960
3.2	In-Person Open House (Facilitated by Our Nearby Lloydminster Office)																			
		24	24		16				8								1080		\$816	\$11,826
3.3	Meet With and / or Circulate to Stakeholders																			
		12	12		4				4										\$373	\$5,033
3.4	Consolidate Feedback, Prepare What We Heard Report, Post to Website																			
		8	12		12				2										\$368	\$4,968
4.0 DRAFT THE PLAN																				
4.1	Analyze Feedback, Determine Solutions & Finalize Concept																			
	2	8	8		12						4								\$380	\$5,130
4.2	Draft ASP & Implementation Strategy																			
	8	12	12		8				6	1	4				16				\$734	\$9,914
4.3	Fiscal Impact Analysis																			
												\$10,000							\$800	\$800
4.4	Review & Confirmation of Draft by Steering Committee / Village Staff (Up to Two Revisions)																			
	4	12	12																\$349	\$4,709
4.5	Final ASP Prepared																			
	8	16	16		8						2								\$598	\$8,078
5.0 APPROVE THE PLAN																				
5.1	Final ASP Draft Posted to Website for Public Input																			
				8	4														\$118	\$1,598
5.2	Prepare Request for Decision & Presentation for Council																			
	8	12	8		12														\$466	\$6,286
5.3	Present Plan & Respond to Questions Through First Reading, Public Hearing & Second / Third Readings																			
		12	12															1162	\$293	\$4,824
	Total Hours																			
	76	196	192	48	176	10	39	22	48	3	56	Lump Sum	Lump Sum	840	54	2	4182			
	Subtotal																			
	\$13,300	\$32,340	\$26,880	\$6,240	\$19,360	\$1,600	\$4,680	\$2,860	\$6,720	\$480	\$8,960	\$32,000	\$2,000.00	\$840	\$5,400	\$160	\$3,137	\$12,748.80	\$179,705	
	Project Total Hours																			
	76	196	192	48	176	10	39	22	48	3	56			840	54	2	4182		5944	
	Project Total																			
	\$12,469	\$32,340	\$26,880	\$6,240	\$19,360	\$1,600	\$4,680	\$2,860	\$6,720	\$480	\$8,960	\$32,000	\$2,000	\$840	\$5,400	\$160	\$3,137	\$12,748.80	\$179,705	

Total Estimated Fees \$179,705
Plus GST \$8,985.27



APPENDIX A: RESUMES



MICHELLE OUELLETTE

MBA, RPP, MCIP

PROJECT MANAGER

EXPERTISE

Land Use Planning and Development
 Municipal Development Plans
 Area Redevelopment Plans
 Subdivision and Development Agreements
 Municipal Development Incentives
 Master Planning
 Zoning/Land Use Bylaws

EMPLOYMENT HISTORY

McElhanney – Senior Planner, since 2021
 Latitude Consulting Ltd – Director
 Town of Turner Valley – Director, Development and Infrastructure
 Stantec – Geographic Discipline Lead, Urban Planning
 City of Edmonton – Senior Planner

EDUCATION

Master of Business Administration, School of Business, University of Alberta, 2020.
 Bachelor of Science, Land Use and Environmental Studies, University of Saskatchewan, 1996.

BOARDS AND ASSOCIATIONS

Registered Professional Planner, Alberta Professional Planning Institute, 2001
 Member, Board of Directors, BOWDA – Bow Valley Builders and Developers Association
 Member, Assessment Review Board, Town of Canmore AB

EXPERIENCE

Michelle has over 20 years of experience as a land use planning professional having both private and public sector experience. Michelle has led a variety of land development planning and implementation projects, including leadership of municipal operations and capital portfolios. Michelle is skilled at bringing together interests to make decisions which affect the social, environmental, and financial sustainability of neighbourhoods and communities.

PROJECTS

Spring Creek Mountain Village, Canmore AB

Prepare and lead coordination of area Planning and Development applications for statutory plans and Direct Control district to implement the master planned resort community in Canmore AB. Spring Creek Mountain Village is a leading, environmentally sustainable, mixed-use development in an infill location in the Bow Valley which advances social, environmental and financial sustainability in the Town through technologies such as district heating and providing for employee housing.

Third Avenue South Development, Canmore AB

Working with the owner of a special legacy project for both the family, and a limited compatible opportunity for private dwelling units and a hospice centre for the Palliative Care Society, provide leadership and technical advice on a complex Planning application. This project proposed a change to the urban growth boundary, habitat areas, and protection of both the Policeman's Creek and Spring Creek in Canmore.

High River MDP Update: New Town Plan, High River AB

Lead the planning process, public engagement program, and integration of subject matter experts for the High River Municipal Development Plan. The updated MDP will guide future growth and development for the next 20 years. This plan will demonstrate innovation in how the Town will look in the future. Once approved, it will provide a roadmap to guide High River's development and future growth from now to 2042.

Stony Plain South Concept Plan, Stony Plain, AB

Provide a redevelopment strategy for the existing district Recreation and Cultural Campus as defined in the Old Town Community Plan (image reference). The Old Town South Redevelopment Area Concept Plan and Infrastructure Assessment will evaluate and confirm land use concepts and site design based on major projects planned for the area, and confirm servicing need for utilities and transportation infrastructure

Sunset Blvd Capital Infrastructure Replacement, Turner Valley, AB

Director, Development and Infrastructure | Year: 2020-2021 | Capital Value: \$4M |
 Led the project through budget preparation, grant funding, provincial approvals and municipal approval, prepare tender documents and work with contractor to replace aging sanitary sewer and roadway.

Turner Valley, Land Use Bylaw Update, Turner Valley, AB

Role: Director, Development and Infrastructure | 2020 - 2021

Working with a consulting team, led the review and substantive revision of the Land Use Bylaw resulting in a user and business supportive tool to facilitate development within the municipality.

Exhibition Lands Redevelopment Plan, Edmonton, AB

Senior Planner | 2018 - 2019

The Exhibition Lands is a 65-hectare (160 acre) redevelopment site formally used as the home of Northlands Racetrack, Edmonton Coliseum and Exhibition Lands in central Edmonton along the Capital LRT line. Michelle led the preparation of a redevelopment strategy referred to as the Edmonton Exhibition Lands Planning Framework, modelling a preferred redevelopment scenario over a 25-year timeline approved by City Council to guide decisions for redevelopment and re-integration of the site with the adjacent community.

Development Coordination, Edmonton, AB

Senior Planner | 2012-2018 and 2001 - 2009

Led a team of professional planners and technical resources to effectively execute technical recommendations to City Council for decisions on a wide variety of land development projects covering 20 residential and industrial areas across approximately 5000 hectares of land within the City. Projects include larger Area and Neighborhood Structure Plans, site specific infill or brownfield projects, transformation of former suburban shopping centres, such as the former Heritage Mall (Century Park LRT Station) and the Mill Woods Town Centre LRT station.

Decoteau Area Structure Plan – This unique area structure plan encompasses 1960 hectares in Southeast Edmonton and includes an important network of wetland complexes connected by the ecological, recreation and stormwater management network resulting in a comprehensive connected open space system. The plan sets out the sequence for development, land uses, density and population, transportation and public utilities for a subsequent five neighborhoods. Michelle was responsible to lead a unique process including coordination of review and input of multiple disciplinary reviewers, public stakeholders and special interests in the natural assets through to City Council for approval.

Mill Woods Town Centre – The Mill Woods Town Centre is a dated suburban shopping centre located at the southern extent of the currently planned Valley Line LRT (Light Rail Transit) facility in the City of Edmonton. The Town Centre is 26 hectares in size and the proposed zoning to direct control is to provide for detailed, sensitive control of the use, siting, and design of buildings providing for a range of up to 1750 residential units and 69,700 m² (750,000 ft²) of commercial space. Michelle led the detailed site planning and preparation of the custom zoning for the site, resolving a number of issues related to programming and design of the transit centre integrating the LRT with bus service; along with leading the public consultation program and ultimately a successful public hearing with City Council to approve the project.

Holyrood LRT Station Redevelopment – Holyrood Gardens is a redevelopment project for a large area of land on the west side of the Holyrood Neighborhood and 93 Avenue Station on the Valley Line LRT. This is a 1200 unit residential development across seven buildings ranging in height from 6 to 25 storeys. Michelle led the technical and stakeholder review of the project with a very contentious public consultation program ultimately to City council for decision to approve the project.

The Trax, Edmonton, AB

Director, Latitude Consulting Ltd | 2020-2021

Prepare custom Direct Control Zoning to accommodate development of a 6-story 100 unit infill project in the Strathcona Neighborhood in Edmonton. Michelle led the resolution of a significant water upgrading issue with Epcor and facilitated a smooth approval process to City Council.



PAUL A. SEAL

CET, MSC

PROJECT SPONSOR

EXPERTISE

Project Manager, Practice Lead, Client Advocate, and Contract Manager

Land Development – Single and Multi-Family Residential, Federal, Provincial, Municipal, Industrial, Commercial, Resort, First Nations

AutoDesk Civil 3D / Survey

AutoCAD Customization and Training

GFIS/GIS

EMPLOYMENT HISTORY

McElhanney – Development Project Manager, since 2016

Urban Systems Ltd. - Project Manager, 15 years

Civic Engineering Services Ltd. - Land Development, 10 years

CANTEX Services Ltd. - Project Manager, 2 years

ScanCAD Services Ltd. – Owner, 4 years

EDUCATION

Certified Engineering Technologist, Alberta, 2016

PSMJ Project Management, 2009

Master of Science, Information Technology, University of Liverpool, 2006

Master Municipal Contract Administration, 2005

Diploma in CADD Technology (Hon.), University College of the Cariboo, (Thompson Rivers University) 1987

PROFESSIONAL AFFILIATIONS

Association of Science and Engineering Technology Professionals of Alberta

EXPERIENCE

Paul Seal brings 33 years of design, planning, and project experience on land development projects, including single and multi-family residential, industrial, commercial, resort, Indigenous communities, and municipal infrastructure. Specializing in land development, Paul's education includes a MSc in information technology and a diploma in CADD technology; Paul is also a certified engineering technologist (CET), and has taken various courses on project management and master municipal contract administration. Paul has been on the Advisory Committee for the Engineering Design Technology Program at NAIT for the past 12 years.

RELEVANT PROJECTS

Hudson Neighbourhood Subdivision, Edmonton, AB

Role: Project Manager | Year: 2019-2022 | Client: Ridge Development Corporation
Full Civil and Planning services for concept to construction of a 620 unit mixed use residential subdivision within the Hudson Neighbourhood of Edmonton. The project included an on-site wet storm pond and development of 25 acres.

Phoenix Business Park Subdivision, Edson, AB

Project Manager | 2020-2022 | Phoenix Developments | Prime Consultant
Full Civil and Survey services for concept to construction of a 27 acre highway commercial subdivision within Edson. The project included an on-site wet storm pond and development of a car dealership site.

Tolko OSB Plant, Athabasca, Alberta

Project Manager | 2020-ongoing | \$as required | Prime Consultant
Provide consultation and engineering services for improvements to existing facility – Ash and Hog Fuel pad development, stormwater management, Phase 2 ESA, groundwater analysis, leachate management, and storm pond rehabilitation.

Westlock County Engineering Services, Alberta

Project Manager | 2018-ongoing | \$as required | Prime Consultant
Provide consultation and engineering services for floodplain analysis and review of building applications within flood sensitive areas.

Government Centre Power Upgrades, Edmonton, Alberta

Project Manager | 2018-2023 | \$45M | Mulvey+Banani Electrical Engineers
Provide Civil and Survey consultation, preliminary design, and design on power upgrades to the Alberta Legislative Buildings over a 5 year phased plan. S2 Architecture

Fort Edmonton Park Streetcar Barns, Edmonton, Alberta

Project Manager | 2019-2021 | \$2.5M | Next Architecture
Provide Civil and Landscape consultation, preliminary design, and design expansion of existing Streetcar Barn facility.

AUPE Headquarters, Edmonton, Alberta

Project Manager | 2017-2020 | \$24M | Next Architecture
Provide Civil and Landscape consultation, preliminary design, design and construction of new headquarters facility including offsite road and utility improvements.

SDA Church, Whitecourt, Alberta

Project Manager | 2019-2020 | \$1.7M |

Provide Civil consultation, preliminary design, and design on church facility in heritage downtown area of Whitecourt.

Glenrose Hospital Plaza Rehabilitation, Edmonton, Alberta

Project Manager | 2017-2020 | \$300K | RJC Structural Engineers

Provide Civil and Landscape consultation, preliminary design, and design on rehabilitation of front entry plaza due to water leak issues.

Edmonton General Hospital Parkade Replacement, Edmonton, Alberta

Project Manager | 2016-2020 | \$25M | RJC Structural Engineers

Provide Civil consultation, preliminary design, and design on replacement of front aging parkade facility. S2 Architecture

Glenrose Hospital Parkade, Edmonton, Alberta

Project Manager | 2019-2020 | \$27M | RJC Structural Engineers

Provide Civil consultation, preliminary design, and design on new parkade facility. S2 Architecture

Willow Square Continuing Care Centre, Fort McMurray

Civil Bridging Consultant | 2017-2020 | Capital Value: \$42M | Alberta Infrastructure

Preparation of Design-Build bid documents for a 108 bed, plus 36 shelled space facility to LEED Silver certification. Site drainage evaluation, servicing design, constructability, and proponent evaluation of civil site works. Alberta Infrastructure / Colliers / MTa Architecture

Aspera Apartments, Edmonton, AB

Civil Project Manager | 2018-2020 | Capital Value: \$15.0M |

Site drainage, grading, servicing design, construction, and project management of civil site works on a new 82 unit 4-storey apartment complex in the Edmonton community of Griesbach. MTa Architecture / Slokker Homes / Lear

Public Services Yard, Sherwood Park, AB

Civil Project Manager | 2018-2020 | Capital Value: \$34.5M | S2 Architecture.

Expansion of infrastructure to accommodate interior renovations and two new buildings for Strathcona County. Provide Survey and Civil site drainage, grading, access, servicing and construction services.

Astotin Lake Dock Replacement, Elk Island National Park, Alberta

Project Manager | 2019-2020 | \$75K | Prime Consultant

Provide consultation, preliminary design, design and construction management on aging dock replacement. Prime consultant providing Civil Engineering and Construction Management services.

Visitor Centre Washrooms, Elk Island National Park, Alberta

Project Manager | 2016-2018 | \$460K | Prime Consultant

Provide construction design and management on new washroom facilities at the Visitors Centre. S2 Architecture / Ready Engineering / Bighorn Const.

Living Waters Boardwalk, Elk Island National Park, Alberta

Project Manager | 2016-2018 | \$820K | Prime Consultant

Provide consultation, preliminary design, design and construction management on aging boardwalk replacement. Prime consultant providing Landscape, Structural, Civil, and Construction Management services.

4 Wing Storage Facility and Compound, CFB Cold Lake, Alberta

Civil Project Manager | 2017-2020 | \$8.7M | Defense Construction Canada

Design and construction of a new storage facility located at 4 Wing, Cold Lake Alberta. Combination of indoor and outdoor storage areas. Republic Architecture.



ERIC VALOIS

PENG

CIVIL LEAD

EXPERTISE

Project Management
 Construction Management
 Tender and Contract Administration
 Municipal Roadway Design and Construction
 Underground Infrastructure Design and Construction

EMPLOYMENT HISTORY

McElhanney – Project Manager, since 2022

BAR Engineering Co. Ltd. – Municipal Engineer – 2013-21

BAR Engineering Co. Ltd. – Intern – 2011-12

EDUCATION

B.Sc., Civil Engineering, University of Calgary, 2013.

PROFESSIONAL AFFILIATIONS

Association of Professional Engineers, Geologists, and Geophysicists of Alberta

Association of Professional Engineers, Geologists, and Geophysicists of Saskatchewan

EXPERIENCE

Eric has 10 years engineering experience working on a variety of municipal projects, ranging from road rehabilitation to underground infrastructure replacement. He has been responsible for preliminary and detailed design drawings, tender and contract documents, liaison with approval agencies and municipal authorities, contract administration, and construction management.

RELEVANT PROJECTS

44 Street Rehabilitation and Overlay, Lloydminster, AB

Role: Project Manager | Year: 2020-2021 | Construction Value: \$7.4M (est) | Client: City of Lloydminster

Road reconstruction and rehabilitation of a 1.5km section of 44 Street (HWY 16) within the City of Lloydminster. Project included Portland Cement Concrete intersection improvements, deep underground infrastructure replacements using pipe bursting, concrete median replacement and various pavement overlays. Responsibilities included project design, technical specification development, tender & contract administration and construction management.

Street Improvement Programs, Lloydminster, AB/SK

Project Manager | 2014-2020 | Est. Construction Value \$1.5M – 3.2M Annually | City of Lloydminster

Road rehabilitation throughout the City of Lloydminster, the programs have included intersection improvements, bus bay additions, mid-block lanes and trail system upgrades. Responsibilities included project design, tender & contract administration and construction management.

Street Improvement Programs, Vermilion, AB

Project Manager | 2014-2019 | Est Construction Value \$0.7M to 1.2M Annually | Town of Vermilion

Road rehabilitation throughout the Town of Vermilion, the programs have included intersection improvements, road reconstruction, and sidewalk replacements. Responsibilities included project design, tender & contract administration and construction management.

56 Avenue and 56 Street Improvement Project, St. Paul, AB

Project Manager | 2020 | Est. Construction Value \$400k | Town of St. Paul

Roadway upgrade from a rural cross-section to an urban cross-section including soil stabilization and curb & gutter construction. Responsibilities included project design, tender & contract administration and construction management.

Water Main Replacement Programs, Vermilion, AB

Project Manager | 2017-2019 | Est. Construction Value \$150k - \$250k Annually | Town of Vermilion

Replacement of cast iron water mains throughout the Town of Vermilion. Programs included installing mains within congested lanes with via horizontal directional drilling and open cut methods. Responsibilities included project design, tender & contract administration and construction management.

Water & Sanitary Sewer Main Replacement Programs, Lloydminster, AB/SK

Project Engineer | 2017-2019 | Est. Construction Value \$1.5M - \$2.0M Annually | City of Lloydminster

Replacement of water and sanitary mains and associated services throughout the City of Lloydminster. Programs included road rehabilitation, curb and gutter replacement and sidewalk repairs. Responsibilities included project design, and construction management assistance.

Main Street Overlay, Lashburn, SK

Project Manager | 2020 | Est. Construction Value \$900K | Town of Lashburn

Rehabilitation of Main Street within the Town of Lashburn, include curb & gutter replacement miscellaneous patching and overlay. Responsibilities included project design, tender & contract administration and construction management.

40 Avenue Rehabilitation – 12 Street to 41 Street, Lloydminster, SK

Project Manager | 2019 | Est. Construction Value \$1.9M | City of Lloydminster

Rehabilitation of 2.9km of rural road utilizing full depth reclamation using foamed asphalt technology and an asphalt surface course. Responsibilities included project design, technical specification development, tender & contract administration and construction management.

47 Avenue Close Subdivision, Kitscoty, AB

Project Manager | 2016 | Est. Construction Value \$1M | Village of Kitscoty

Construction of an 18-lot residential subdivision, including lot grading, underground servicing, and roadway construction. The work included water main looping and realigning a sanitary sewer trunk. Responsibilities included project design, tender & contract administration and construction management.

Kerrobert Commercial Development, Kerrobert, SK

Project Manager | 2016 | Est. Construction Value \$1M | Private Developer

Construction of a 5.83 ha commercial development, including 30 modular housing units, a 7,300sqft CRU and hotel. Site servicing required a 475m sanitary sewer extension and a 300m water main extension. Responsibilities included project design, tender & contract administration and construction management.

Junction Sixteen 41 Commercial Development, Vermilion, AB

Project Engineer | 2014-2015 | Est. Construction Value \$4M | Town of Vermilion

Construction of a 13.6 ha commercial development, including lot grading, underground site servicing, and roadway construction. The work also included intersection improvements of the Highway 41 and 42 Avenue intersection to accommodate future signalization. Responsibilities included project design, tender & contract administration assistance and construction management.



ELAINE LAU

PENG, PTOE

TRANSPORTATION ENGINEER

EXPERTISE

Network and Corridor Traffic & Safety Analysis
 Business Case Development
 Transportation Demand Forecasting & Modelling
 Traffic Microsimulation Model Development
 Strategic Transportation Planning

EMPLOYMENT HISTORY

McElhanney – Senior Transportation Engineer, since 2019
 Urban Systems – Transportation Engineer, 2009-2019
 City of Edmonton – Transportation Engineer, 2005-2009

EDUCATION

B.Sc., Civil Engineering, University of Alberta, 2005

PROFESSIONAL AFFILIATIONS

Association of Professional Engineers, Geologists, and Geophysicists of Alberta
 Engineers and Geoscientists British Columbia
 Association of Professional Engineers and Geoscientists of Saskatchewan
 Institute of Transportation Engineers

EXPERIENCE

Elaine is a certified Professional Traffic Operations Engineer (PTOE) with over 15 years of experience in traffic engineering, road safety, multi-modal transportation planning and modelling and economic analysis. Her strong technical background has allowed her to lead and support numerous traffic operational and safety reviews across Alberta and British Columbia, including transportation master plans, corridor planning studies and business case development for infrastructure improvements to address mobility and road safety deficiencies. She has worked extensively with the British Columbia Ministry of Transportation and Infrastructure in providing traffic engineering services, including safety analysis, operational analysis and modelling, traffic studies and warrant analysis. She also has extensive macro- and micro-modelling experience in conducting regional travel demand forecasts and traffic assessments.

RELEVANT PROJECTS

NETWORK AND CORRIDOR TRAFFIC AND SAFETY ANALYSIS

Highway 11 Functional Plan, Central Alberta Region

Senior Transportation Engineer | Ongoing | Alberta Transportation

Responsible for the leading the traffic analysis and recommendations for improvement options at several locations along Highway 11 between Highway 2 and Highway 766.

65 Street and 66 Street Signal Replacement, Camrose, AB

Lead Traffic Engineer | 2020 | City of Camrose

Responsible for the analysis and development of signal timings for the 65 Street and 66 Street signal replacement on 48 Avenue.

Gateway Boulevard Concept Study, Edmonton, AB

Senior Traffic Engineer | 2020 | City of Edmonton

Responsible for leading the traffic analysis and recommendations for improvements along Gateway Boulevard between University Avenue and 82 Avenue.

5th Avenue Bridge Rehabilitation Traffic Accommodation, Calgary, AB

Senior Traffic Engineer | 2020 | City of Calgary (Sub to COWI)

Responsible for the development of traffic accommodation plans for several rehabilitation phasing for the 5th Avenue Bridge.

Town of Canmore TIP 20, Canmore, AB

Senior Traffic Engineer | 2020 | Town of Canmore

Responsible for the analysis and development of signal timings for the intersection upgrades at Bow Valley Trail / Railway Road and Benchland Trails / Highway 1 / Palliser Trail.

South LRT Extension Preliminary Design, Edmonton, AB

Traffic Engineer | 2020 | City of Edmonton

Responsible for the development of a Vistro and Vissim traffic model for Heritage Valley, including crossing evaluations and quantification of impacts across the network.

170 Street Pedestrian Bridge Conceptual Study, Edmonton, AB

Transportation Engineer | 2019 | City of Edmonton

Transportation Engineer for the conceptual planning of a new pedestrian bridge over 170 Street, connecting West Edmonton Mall to the West Meadowlark community.

Marine Drive Bridge Replacement Traffic Management, North Vancouver, BC

Traffic Engineer | Ongoing | City of North Vancouver

Lead Traffic Engineer in evaluating the traffic impacts during the construction of the Marine Drive bridge replacement at Mosquito Creek. Tasks completed include: review of existing traffic conditions during morning and afternoon peak hour, evaluate traffic conditions under several construction scenarios including lane reduction and prohibiting turning movements. Potential detour routes were identified for all modes including auto, trucks, transit, pedestrian and cycling.

Austin Heights Neighborhood Servicing Strategy, Coquitlam, BC

Transportation Engineer | 2017 | City of Coquitlam

Lead Transportation Engineer in developing the transportation network to support future development in the Austin Heights Neighborhood. This included a review of existing and future peak traffic conditions, forecasting future traffic volumes as a result of development, identifying the road network needs to support development and recommending roadway and intersection improvements.

Duncan Bypass Traffic Review, Duncan, BC

Transportation Engineer | 2016 | Ministry of Transportation & Infrastructure

Lead Transportation Engineer in evaluating high-level benefits of a new four-lane highway that would bypass the Trans-Canada Highway that currently runs through the City of Duncan. Tasks include reviewing existing and future traffic conditions, estimating the percentage of through and local traffic based on traffic data collected by Bluetooth technology, forecasting future travel demands, estimating travel time savings, completing high-level cost-benefit analysis.

STRATEGIC TRANSPORTATION PLANNING**Transportation Master Plan, Stony Plain, AB**

Transportation Engineer | 2021 | Town of Stony Plain

Transportation Engineer for assessing and forecasting travel patterns and traffic growth for 25 years into the future. Included the development of a full traffic assessment model, network improvements, policy development and stakeholder engagement.

Transportation Master Plan, Parkland County, AB

Transportation Engineer | 2021 | Parkland County

Transportation Engineer for assessing and forecasting travel patterns and traffic growth for 25 years into the future. Included the development of guiding principles, road classification, policy development and stakeholder engagement.

Transportation Master Plan, Wetaskiwin, AB

Transportation Engineer | 2020 | City of Wetaskiwin

Transportation Engineer for assessing and forecasting travel patterns and traffic growth for 25 years into the future. Included the development of road improvements, policy development and stakeholder engagement.

CAROLYN WRIGHT

R.T.(AG)

ENVIRONMENTAL LEAD



McElhanney



EXPERTISE

Project Management & Coordination
Soil and Vegetation Assessments
Reclamation & Regulatory Closure
Vegetation Management
Phased Environmental Site Assessments

EMPLOYMENT HISTORY

McElhanney – Project Manager & Environmental Consultant, since 2018
McElhanney – Environmental Consultant, 2016-2018
Remediation Consulting Group (RCGI) – Environmental Consultant, 2012 - 2016
Canadian Forces Base Suffield - Field Biologist Assistant, 2011

EDUCATION

Bachelors in Environmental Practice, Royal Roads University, since 2021
Diploma in Environmental Technology, SAIT, 2012
Phase 1 ESA (CSA-Z768), AESAC, 2019
Soil Chemistry, University of Alberta, 2019
Native Plant Identification, Tannas Conservation Services, 2018
Canadian Soil Classification and Mapping, University of Alberta, 2017
Forested Reclamation, Woodlands Operations Learning Foundation, 2016
Range Health Training, Foothills Restoration Forum, 2016
Plant Identification and Reclamation Criteria, Olds College, 2012

PROFESSIONAL AFFILIATIONS

Registered Technologist in Agrology – Alberta Institute of Agrologists (AIA)
Canadian Land Reclamation Association (CLRA) Individual Member

EXPERIENCE

Ms. Wright has 10 years' experience as an environmental consultant, with diverse skills in technical writing, project management, field work, and research.

Ms. Wright has focused on a variety of environmental services including, vegetation and soils assessments, reclamation, vegetation management, riparian, agricultural, and native prairie health assessments, pre-construction environmental screenings, phased environmental and contaminated site assessments, and regulatory closure.

RELEVANT PROJECTS

Environmental Screening Assessment, Brooks AB

Role: Environmental Consultant | Year: 2022 | Client: County of Newell
Completion of environmental screening assessment for proposed 12 km pathway from the Town of Brooks to Kinbrook Provincial Park. Involved review of all valuable ecosystem components including field work to assess vegetation communities, invasive species, incidental bird and wildlife sightings, and wetlands.

Environmental Evaluations & Environmental Risk Assessment, Central AB

Role: Environmental Consultant | Year: 2021-2022 | Client: Alberta Transportation
Projects involved upgrades to three Highways in central Alberta. Responsible for completion of a preliminary Environmental Evaluation, including vegetation, soils, noxious plants, and other valuable ecosystem components, a Phase 1 and Phase 2 Environmental Site Assessment, to investigate the potential for environmental contamination, and an Environmental Risk Assessment and Soil Management Plan, to outline environmental mitigation recommendations.

Environmental Screening Assessment, Southern AB

Role: Environmental Consultant | Year: 2022 | Client: Wheatland County
Completion of environmental screening assessment for proposed gravel stockpile site in southern Alberta. Involved review of all valuable ecosystem components, including wetland review, provide mitigation measures for construction, and completion of erosion control plan.

Project Environmental Support, Calgary, AB

Role: Environmental Consultant | Year: 2021-2022 | Client: City of Calgary
Completed preliminary work and review of contractor's ECO Plan for two roadway upgrade projects for the City of Calgary. Responded to and completed sampling and reporting for two instances of contaminated material identified during project construction with a roadway widening. Completion of Preliminary Natural Site Assessment for inner-city park upgrades.

Phase 1 Environmental Assessments, Calgary & Leduc, AB

Role: Project Manager | Year: 2018 & 2021 | Client: Elrus Aggregate Systems
Completion of Phase 1 environmental site assessments at numerous light-industrial properties in Calgary and Leduc for redevelopment and due-diligence purposes.

Phased Environmental Assessments, Reclamation, & Closure, Central AB

Role: Project Manager | Year: 2018-Ongoing | Client: Sinopec Canada
Managing post-abandonment oil wellsites in central Alberta, including phased environmental assessments, remedial excavations, site restoration, vegetation management, soil and vegetation assessments, and regulatory closure. Responsible for budget management, scheduling, client and stakeholder relations, quality control, and technical reporting.

Phased Environmental Assessments and Remediation, Banff, AB

Project Manager and Field Lead | 2019-2020 | Parks Canada

Completed supplementary Phase 2 ESA, remediation, and preliminary risk assessment of residential property in Banff during redevelopment of the property. Review of previously completed Phase 1, Phase 2, and groundwater environmental assessments. Coordination with Parks Canada and construction crews for sampling and remedial excavation within development limits.

Noxious Vegetation Assessment & Rare Plant Survey Assistance, Jasper, AB

Environmental Technician | 2018 | Jasper National Park

Completed an extensive field inspection for noxious vegetation species and assisted with rare plant survey within the Jasper Whistlers Campground and surrounding areas. Land uses included disturbed recreational, utility corridors, riparian areas, and intact montane forest.

Highway Maintenance Yard Phased Environmental Assessments, AB

Environmental Consultant | 2018-2019 | Alberta Transportation

Completion of preliminary environmental assessments for numerous highway maintenance yards in central and northern Alberta, including detailed file review, historical aerial review, historical public records review, and site visit.

Phased Environmental Assessments, Coronation, AB

Project Manager | 2018-2019 | Karve Energy

Managed over 100 post-abandonment oil & gas wellsites, including phased environmental assessments, remedial excavations, soil and vegetation assessments, and regulatory closure. Responsible for budget management, scheduling, client and stakeholder relations, quality control, and technical reporting.

Phase 1 Environmental Site Assessments, Canmore Region, AB

Environmental Consultant and Field Lead | 2018 | Private Developers

Completion of two Phase 1 environmental site assessments in the Canmore region for redevelopment on private commercial and light-industrial properties.

Oilsands Reclamation Assessments & Closure Reporting, Fort McKay, AB

Environmental Consultant | 2015-Ongoing | BP Canada

Completed large scale data review and reclamation reporting for oil sands exploration programs, spanning over 400 sites, including review of aerial and ground level soil and vegetation assessments, ecosite classification, data management, reporting, and regulatory closure.

Bridge Removal and Road Realignment Assessments, High River, AB

Environmental Consultant | 2017 | Town of High River

Completed preliminary Phase 1 ESA, nest sweep, noxious plant survey, and assisted with watercourse assessment for the development area. Completed Phase 2 environmental sampling for abandoned railroad adjacent to the construction area and all associated environmental reporting.

Site Restoration and Forested Revegetation, Breton, AB

Project Manager and Field Lead | 2019-Ongoing | Sinopec Canada

Completed restoration of forested soil horizons on stripped and cut-and-fill disturbed land, reestablishing proper drainage and creating micro-habitats for forested reestablishment. Noxious and invasive vegetation was managed, and trees infilling the project area were transplanted throughout the site. Additional planting was completed in 2020 and site health and regrowth is being monitored.

Marten Hills Wetland Survey & Wildlife Sweeps, Slave Lake, AB

Environmental Technician | 2019 | Cenovus Energy

Completed data analysis and environmental reporting as part of a preliminary survey for padsite and associated facility development in Marten Hills. Field crews collected data directly in McElhanney's GIS webmap for real-time reporting.

Forested Access Bridge Removal and Permitting, Breton, AB

Project Manager | 2019 | Sinopec Canada

Project management for an abandoned access bridge removal project over a creek in central mixedwood forest. Project included permitting, bid consultation with contractors, construction supervision, stakeholder engagement, and reporting.



McElhanney



KATIE BULLICK

P.BIOL., AWP.

WETLAND & ECOLOGY

EXPERTISE

Biophysical Surveys
Stormwater
Land Development
Oil and Gas
Renewable Energy

EMPLOYMENT HISTORY

McElhanney – Senior Wetland Specialist, since 2021

Pintail Environmental – Environmental Scientist/Senior Wetland Specialist, since 2017

Maskwa Environmental – Senior Wetland Specialist, since 2019

CH2M Hill – Wetland Ecologist, 2014 - 2017

Tera Environmental – Environmental Planner, 2012 - 2014

HenDen Earth Stabilization – General Manager, 2012

Westhoff Engineering Resources – Environmental Scientist, 2006 - 2012

EDUCATION

B.Sc. in Environmental Science, Environmental Geography Major with an Area of Emphasis in Landscape Ecology and Biotic Systems, University of Guelph, 2004.

Career Diploma, Wildlife/Forestry Conservation, International Career School, 2009.

PROFESSIONAL AFFILIATIONS

Alberta Society of Professional Biologists, 2008

EXPERIENCE

Katie is an Environmental Scientist and Senior Wetland Specialist. Katie is also a Professional Biologist with the Alberta Society of Professional Biologists in good standing since 2008 and is an Authenticating Wetland Professional. With over 14 years of professional consulting experience. Katie has had the opportunity to work with a variety of clients from renewable energy, oil and gas, transmission, municipalities, land developers and local landowners. Katie is well versed in conducting biophysical inventories (i.e., biophysical impact assessments, wetland impact assessments) as well as evaluating potential impacts of development on biophysical resources.

Specifically, Katie has inventoried biophysical resources such as wetlands (classification, delineation and functional assessments), vegetation (percent cover, transect surveys, rare plants), wildlife (migratory bird surveys, amphibians, sharp-tailed grouse) and aquatics (water quality sampling). She has experience developing biophysical inventory methods and protocols, management and monitoring programs for natural and constructed waterbodies, designing concepts for constructed wetlands, creek re-alignments and bank stabilization efforts, prescribing native vegetation for rehabilitation and revegetation projects, as well as participating on multidisciplinary teams to develop policies centered around riparian and wetland conservation and management.

RELEVANT PROJECTS

MUNICIPAL AND LAND DEVELOPMENT

Southest Stoney Trail Compensation Wetland Monitoring, Calgary, Alberta
Wetland Specialist | 2020 | SNC-Lavalin

Bay View Street Extension, County of Stettler, Alberta
Wetland Specialist | 2020 | County of Stettler.

Fort McMurray First Nations Waterline Project, Fort McMurray, Alberta
Wetland Specialist and Authenticating Wetland Professional | 2019 | Fort McMurray First Nations and McElhanney Ltd.

Range Road 32 Extension, Red Deer County, Alberta
Wetland Specialist and Authenticating Wetland Professional | 2019 | Steve Morch and Robert Fetch

Wood Pole Replacement 30L, Medicine Hat, Alberta
Wetland Specialist and Authentication Wetland Professional | 2019 | City of Medicine Hat

Rolling Range Re-Development, Cochrane, Alberta
Role | 2019 | SAGE Ecological

Condition Assessment Program for Stormwater Ponds, Calgary, Alberta
Wetland Ecologist | 2015 | City of Calgary



West Nose Creek Re-alignment Project, Calgary, Alberta

Environmental Scientist | 2009 | City of Calgary

Southland Park North Bank Stabilization, Calgary, Alberta

Environmental Scientist | 2008 | City of Calgary

Laycock Park, Calgary, Alberta

Environmental Scientist | 2006-2011 | City of Calgary

OIL AND GAS

Headwater Exploration Marten Hills Pipeline Construction, Alberta

Authenticating Wetland Professional | 2021 | Headwater Exploration Ltd.

Cenovus Riser 13-25-67-11-6, Alberta

Authenticating Wetland Professional | 2021 | Cenovus Energy Inc.

Sinopec Wellsite Remediation Project, Edmonton, Alberta

Authenticating Wetland Professional | 2019 | Sinopec Daylight Energy Ltd. and Summit, An Earth Services Company

TAQA 14-5-78-4 to 14-23-27-11 W6M, Grande Prairie, Alberta

Wetland Specialist | 2017 | TAQA and Summit Liability Solutions

Trans Mountain Expansion Project, Calgary, Alberta

Environmental Planner - Wetlands | 2012-2016 | Trans Mountain ULC

NPS 30 Liege Lateral Loop 2 – Thornbury Pipeline, Alberta

Environmental Planner - Wetlands | 2013-2014 | NOVA Gas Transmission Ltd.

Edmonton to Hardisty Pipeline Project, Edmonton, Alberta

Environmental Planner - Wetlands | 2012-2013 | Enbridge Pipelines Inc.

RENEWABLE

Lanfine North and South Wind Project, Oyen, Alberta

Wetland Specialist and Authentication Wetland Professional | 2017-2018 | Pattern Development Lanfine Wind ULC and Hemmera EnviroChem Inc.

Oyen Solar Project, Oyen, Alberta

Wetland Specialist and Authentication Wetland Professional | 2018-2019 | 2113260 Alberta Ltd. and Hemmera EnviroChem Inc.



JILL HOFER

RPP, MCIP

PLANNER

EXPERTISE

Neighbourhood Planning
 Municipal bylaws, regulations and policy development
 Municipal Development Plans
 Land Use Bylaws
 Area Redevelopment Plans
 Community & Stakeholder Engagement
 Subdivision and Development Approvals
 Public Engagement

EMPLOYMENT HISTORY

McElhanney – Planner, since May 2022.
 Town of Cochrane – Senior Planner, 2018 - 2022
 City of Medicine Hat – Senior Planner/Planning Officer, 2014 - 2018
 Town of Taber – Development Officer, 2011 - 2013

EDUCATION

Bachelor of Arts – Regional and Urban Planning, University of Saskatchewan, 2010
 Certification – Foundations in Public Participation, 2018
 Dialogue Partners, International Association of Public Participation (IAP2)

PROFESSIONAL AFFILIATIONS

Registered Professional Planner (RPP)
 Member of the Canadian Institute of Planners (MCIP)

EXPERIENCE

Jill is a registered Professional Planner with more than 11 years of municipal planning experience. She is proficient in all aspects of land use planning and development. As a municipal planner she has had the opportunity to familiarize herself with all aspects of land use planning in Alberta including subdivision and development approvals, appeals and drafting statutory and non-statutory planning documents.

Jill places a high value on customer service and has been responsible for leading several municipally initiated planning projects,

RELEVANT PROJECTS

Land Use Bylaw Review, Town of Cochrane, AB

Project Manager | 2018 - 2022 |

Lead the planning process, and public engagement program. Responsible for drafting all regulations, designing the unique look of the document, preparing all communication materials, presenting to Town Council and Municipal Planning Commission, and facilitating all public engagement for the Land Use Bylaw Review Project.

Municipal Development Plan, City of Medicine Hat, AB

Project Team | 2017-2018 |

Responsible for preparing the project management plan and facilitating public engagement.

Riverside Neighbourhood Plan, City of Medicine Hat, AB

Project Team | 2017-2018 |

Project included the review of the historic neighbourhood, identifying opportunities and strengths and preparing a long-term vision for the future of the neighbourhood. Responsibilities for the project included drafting guiding principles, policies and plan contents, and facilitating public engagement. The Area Redevelopment Plan was successfully adopted in 2018, with no amendments to the document.

Municipal Development Plan, Town of Taber, AB

Project Team | 2012-2013 |

Responsible for preparing the effective project management plan, facilitating public engagement and liaising with steering committee. Duties also included making presentations to Town Council regarding the appointment of Steering Committee Members and approving the Terms of Reference for the Document.

Planning Services, Town of Cochrane, AB

Senior Planner | 2018-2022 |

Involved in all aspects of municipal planning including drafting land use bylaw amendments, drafting Town Council and Cochrane Planning Commission Reports, reviewing subdivision, area structure plan and outline plan applications, making presentations to Council and the public, supervising and mentoring junior staff, responding to planning related inquiries, and preparing and amending Town policies and procedures.

Planning Services, City of Medicine Hat, AB

Senior Planner | 2014-2018 |

Responsible for drafting and amending City bylaws, policies and procedures, issuing development permits, compliance certificates and encroachment letters, drafting City Council and Municipal Planning Commission reports, making presentations, mentoring junior staff, responding to public inquiries, conducting public consultation relating to new bylaw, reviewing subdivision applications and drafting new planning policy.

Planning, Town of Taber, AB

Development Officer | 2011-2013 |

Responsible for reviewing and processing development permits, subdivision applications, compliance certificates and encroachment agreements, reviewing and processing Land Use Bylaw amendment applications, liaising with developers regarding development opportunities in the municipality, and responding to planning related inquiries.

Urban Chicken Pilot Project, City of Medicine Hat, AB

Project Lead | 2012 |

Lead the project team that included a City Council motion to prepare a Urban Chicken Pilot Project that would allow for the keeping of back yard hens within City boundaries. Responsible for coordinating all public engagement related to the project, preparing the bylaw and required bylaw amendments to allow for this project to occur and for coordinating all project team correspondence and meetings.

Community Noise Standards Bylaw, City of Medicine Hat, AB

Project Team | 2016 |

Responsible for leading the Community Noise Standards Bylaw Project, Responsibilities included project management, project team coordination, drafting all bylaw regulations and public engagement materials, preparing and completing presentations for the Municipal Planning Commission and City Council, and responding to all questions and complaints.

Day Home Amendment Bylaw, Town of Cochrane, AB

Project Lead | 2020 |

Responsible for leading the review of the Land Use Bylaw which allowed for the operation of small-scale day homes in the municipality without the requirement for a development permit. Responsibilities included preparing public engagement materials, drafting the bylaw amendment, preparing all Council and Planning Commission reports and making presentations to Council and stakeholder groups.



ANIL YADAV

MPLAN, MCIP, RPP (CANDIDATE)

PLANNER

EXPERTISE

Zoning/Land Use Bylaws
Urban Design
Water and Waste Management

EMPLOYMENT HISTORY

McElhanney – Urban Planner, since January 2022
Town of Banff – Planning Intern
Centre for Science and Environment, Delhi – Senior Research Associate

EDUCATION

Master of Planning, University of Calgary, 2021.
Bachelor of Planning, School of Planning and Architecture, Delhi, 2015.

MEMBERSHIP

Member, Canadian Institute of Planners

EXPERIENCE

Anil is an Urban Planner with over four years of experience in sustainable city building. He has worked extensively with municipalities in the developing world as well as in Southern Alberta. Prior to joining McElhanney, Anil worked for the Planning and Development unit of the Town of Banff and as Senior Research Associate with the Urban Water Management unit of global environmental policy thinktank, Centre for Science and Environment, New Delhi. Anil is skilled in Subdivision and Rezoning applications, bylaw amendments, mapping, and preparing graphics for planning projects.

PROJECTS

Town of High River New Town Plan

Supporting the Project Manager on research, communication, engagement, graphics as well as development of project website.

Catalogue of Play design and Illustration, Calgary, AB

Created digital hand sketched graphics, Catalogue of Play Handbook for Landscape Architecture firm Rocky View Play.

Land Use Bylaw Amendment, Town of Banff, AB

Assisted the manager of development services in research on comparative analysis of employee housing provisions and parking requirements as well as prepared report for council meeting.

Reimagine the Municipality of Crowsnest Pass, AB

Conducted research and synthesis on existing planning and design issues in all the five helmets of Crowsnest Pass. Recommended zoning, landuse, housing and infrastructural proposals through a series of consultation meetings with public and private entities.

Community Planning Along the Calgary West Ring Road, Calgary, AB

Worked with a group of planners to prevent urban sprawl and dissolve conflict between the adjacent municipalities of Rocky View County and The City of Calgary. A sustainable pattern of development was proposed to create a comfortable environment for folks at all stages of life.

Urban Design in a Cross-Cultural Context, Tsuu'tina First Nation, AB

Conducted interviews with the senior members of the Tsuu'tina First Nation to develop ideas based on cultural practices. Proposed a mixed-use development integrated with blue and green infrastructure to support economic growth.

Technical Support to Various Cities on City Sanitation Planning

Handholding support to cities and towns on planning and designing for sustainable water and waste management. Assisted in conducting task force meetings, training staff and field exposure visits in the developing nations.



A housing proposal for Bellevue, Municipality of Crowstest Pass



An Illustration showing a proposed transit node in Calgary



McElhanney



CONNOR FORSDICK

ADV DIP GIS

CROWDSOURCE WEBPAGE DEVELOPMENT

EXPERTISE

Geographic Information Systems

Mobile GIS & Field Data Collection

LiDAR & Photo Operation

Database Management

Web Mapping

Programming & Scripting

EMPLOYMENT HISTORY

McElhanney – GIS Specialist, since 2019

City of Surrey – GIS Specialist, 2017-2018

EDUCATION

BASc, Environment & Society (Honours), University of Saskatchewan, 2017

GIS Advanced Diploma, BCIT, 2019

EXPERIENCE

Connor Forsdick is a GIS (Geographic Information System) Technician with experience using industry standard software applications including ArcGIS, FME, Drone2Map, Autodesk, and Adobe. Following the completion of his undergraduate degree, Connor worked for the City of Surrey as a GIS Specialist where he spent his time providing GIS solutions to the Engineering Department. He has spent considerable time developing custom mobile and web applications, mapping products, and reporting services. He has extensive experience with field operations and data collection, with a focus on detailed inspection and assessment. Connor has a true passion for tackling new problems and producing solutions in both individual and team-based projects.

RELEVANT PROJECTS

PUBLIC ENGAGEMENT

Town Of Smithers Future Development Plan

GIS Technician | 2021-Ongoing | Township of Smithers

Worked with planners to build a variety of public engagement tools to gather public input for the future development of the Township of Smithers. StoryMaps were used to provide an overview of the public engagement schedule outlining specific meeting times for the public, information about the development plan and processes, and access to key documents. A public Vertisee crowdsourcing site was created for stakeholders to add points and comments to an online web map specifying where and what their concerns, suggestions, and issues were. Surveys were included in the StoryMaps to further support the engagement process.

Tobacco Plains Inventory and Engagement

GIS Technician | 2021-Ongoing | Tobacco Plains First Nations

Created custom mobile collection applications for First Nations to collect and map current areas of importance on reserve land. Assisted in creating and maintaining StoryMaps to better inform public of ongoing work. Created a custom Vertisee crowdsourcing site for public users to input concerns and suggestions about their community.

PLANNING

City of Delta Bylaw Rezoning Development

GIS Technician and 3D Developer | 2021 | City of Delta

Used existing 2D and a LiDAR dataset to create a digital twin of the Royal York Neighborhood in Delta, B.C. in ESRI's CityEngine. Parcel outlines provided by the city were used to create 8 different scenarios for potential rezoning of the neighborhood parcels lots. The LiDAR dataset allowed for cm accuracy in creating the ground surface and existing building heights, improving the analytical outputs. Python scripts were used to generate analytics of each scenario's volumetrics and effects on upslope housing views of the surrounding landscape to provide a more detailed outline of impacts of each scenario. The final deliverable was a report specifying the advantages and disadvantages of each potential scenario and an online 3D viewer of the digital twin and scenarios.

MUNICIPAL / FIRST NATIONS

Nautsu Tribal Council First Nations Asset Inventory

GIS Technician | 2021-Ongoing | Nautsu Tribal Council

Developed ArcGIS Collector application for mobile field collection. Created and maintained internal and client Vertisee sites; digitized real-world features from collected data and orthophoto; creating a custom FME script to generate assessment reports for client. The final deliverables include custom scripts for the city to continue using to report on features; maintained Vertisee site for the client to continue managing assets; and a report book with each feature's inspection and photos.

Victorio Retaining Wall & Stairs Assessment

GIS Technician | 2021-Ongoing | City of Victoria

Developed ArcGIS Collector application for mobile field collection. Created and maintained internal and client Vertisee sites; digitized real-world features from collected data and orthophoto; creating a custom FME script to generate assessment reports for client. The final deliverables include custom scripts for the city to continue using to report on features; maintained Vertisee site for the client to continue managing assets; and a report book with each feature's inspection and photos.

Burnaby Retaining Wall & Stairs Assessment

GIS Technician and Data Collector | 2019-2020 | City of Burnaby

Developed ArcGIS Collector application for mobile field collection. Created and maintained internal and client Vertisee sites; digitized real-world features from collected data and orthophoto; creating a custom FME script to generate assessment reports for client. The final deliverables include custom scripts for the city to continue using to report on features; maintained Vertisee site for the client to continue managing assets; and a report book with each feature's inspection and photos.

Metro Vancouver Asset Collection, BC

GIS Technician and Data Collector | 2019-2020 | Metro Vancouver

Use high precision GPS receivers to collect assets in all regional parks in Metro Vancouver, such as benches, tables, barriers, utilities, etc. Managing and quality control of collected data from the field; organizing collection schedules with park rangers; delivering map packages and mapping products.

Manhole Inspection Reports

GIS Technician | 2020 | City of Prince Rupert

Created a custom survey in Survey123 based on earlier inspection PDFs to be used for in field review of manholes throughout Prince Rupert. Custom scripting solutions automated the process to iterate through each submission and populate the template excel report with field inputs and exported to PDF reports for client. The result was a report book of each manhole inspection with accompanying photos, and a data sheet with all manhole information throughout the city.

Pavement Inspection Reports

GIS Technician | 2021 |

Created a custom survey in Survey123 based on earlier inspection PDFs. FME Server was utilized with a webhook to automate the reporting process. An Excel template was conditionally formatted to respond to the incoming data. Surveys submitted were passed through an FME script published on the server, and the output was a custom report outlining conditions on the pavement with location and photographs.

Parks Canada West and East National Parks

GIS Technician | 2019-present | Parks Canada

Assisted in updating various GIS databases as well as in any changes to our live Vertisee web mapping platform holding Parks Canada asset data. Continually working with field crews to develop custom mobile collection applications to assess infrastructure and collect natural resource data.



Jonathan Schmidt

MEDes, BES, RPP, MCIP

President | Principal Planner | Project Manager



jonathan@bluerockplanning.ca
www.bluerockplanning.ca | 587.998.4540
Studio: 244 Woodhaven Drive, Okotoks, AB

Jonathan is president of Bluerock Planning and is one of western Canada's leading planning consultants specializing in small towns/cities, rural municipalities, and regional planning. He has led award-winning plans and worked with world renowned regional planner Peter Calthorpe.

Jonathan's 11+ years of professional planning experience has focused on raising the bar for municipal planning policy and regulation. He believes strongly in the integration of economic development and planning to achieve more resilient and thriving communities, especially in rural western Canada.

Jonathan is a trained project manager and brings a pragmatic energy to every project - with a focus on changing the normal planning process so that communities can achieve the exceptional. He works on the belief that *if you want to change the result you must change the process*. One of his unique skills is the ability to truly listen to the needs and desires of a community and address them through the plan-making process. *What's missing in your community? How can your community achieve the exceptional?*

AWARDS

Union of BC Municipalities (UBCM)

2019 Community Excellence Awards - Honourable Mention
Project: Village of Canal Flats Official Community Plan
Role: Project Manager/Senior Planner (B&A Planning Group)

Alberta Professional Planners Institute (APPI)

2018 APPI Awards - Award of Merit
Project: Parkland County Technical Growth Study
Role: Senior Planner (B&A Planning Group)

Alberta Professional Planners Institute (APPI)

2016 APPI Awards - Award of Merit - Design Plan Category
Project: Bragg Creek Revitalization Plan
Role: Project Manager/Senior Planner (McElhanney Consulting)

Canadian Institute of Planners

Humphrey Carver Award Master Thesis

EDUCATION

University of Calgary
Master of Environmental Design (Planning), 2006 - 2009

University of Waterloo
Bachelor of Environmental Studies, 2000 - 2005
Honours Co-op, Minor in Peace & Conflict Studies

MEMBERSHIPS

- Registered Professional Planner (RPP)
- Alberta Professional Planners Institute - Member
- Planning Institute of British Columbia - Member
- Member of Canadian Institute of Planners (MCIP)

EMPLOYMENT HISTORY

Bluerock Planning Inc.

President / Principal Planner / Project Manager
Jan 2020 - present

B&A Planning Group

Senior Planner / Project Manager
May 2016 - Dec 2019

McElhanney Consulting Services Ltd.

Senior Planner / Project Manager
January 2013 - April 2016

Oldman River Regional Services Commission

Community Planner
March 2009 - December 2012

Ann & Sandy Cross Conservation Area

Landscape Planner
2007 - 2009

PUBLICATIONS

Schmidt, J. (2009). Facing the Past in Our Planning. APPI Planning Journal. Summer 2009, Issue 2.

Quinn, M. S., Selvig, C., Schmidt, J. (2008). Considering Connectivity: Maintaining Critical Landscape Connections for the Ann & Sandy Cross Conservation Area in a Regional Context.



MUNICIPAL PLANNING & ENGAGEMENT PROJECTS

*** Denotes Award-winning project*

Official Community Plan & Zoning Bylaw (2021-present)

Client: City of Grand Forks, BC

- Project manager / senior planner for comprehensive update to the OCP and 3 other related projects

CMRB Regional Plan (2020-2021)

Client: HDR - Calthorpe

- Policy writer and planner for the Calgary Metropolitan Region Board Growth Plan working with renowned author and planner Peter Calthorpe.

Official Community Plan & Zoning Bylaw (2020-2021)

Client: Village of Valemount, BC

- Project manager / senior planner for Village's comprehensive update to their OCP and Zoning Bylaw

Municipal Development Plan (2020)

Client: Special Areas Board (via Palliser Municipal Services)

- Project manager/lead planner for creation of the first MDP for Special Board.

Municipal Development Plan & Growth Study** (2017)

Client: Parkland County

- Senior planner for the County's two major planning documents that brought forth innovative ways to plan for sustainable rural growth.

Intermunicipal Development Plans (2018-19, 2020)

Client: Palliser Municipal Services & Wheatland County

- Senior planner for 3 IDPs (Town of Drumheller & Special Areas, Starland and Kneehill).
- Project manager / senior planner for 8 Wheatland County IDPs (5 rural and 3 urban).

Official Community Plan & Zoning Bylaw (2018-2019)**

Client: Village of Canal Flats, BC

- Project manager / senior planner for Village's comprehensive update to their OCP and Zoning Bylaw

Bragg Creek Revitalization Plan (2015-2016)**

Client: Rocky View County

- Project manager for Hamlet Revitalization Plan including extensive public engagement, land use designs, and public realm/streetscape improvements.

East Creages Area Structure Plan (2013-2015)

Client: City of Chestermere

- Lead McElhanney planner for redevelopment plan for 342 acre country residential area.

Dead Man's Flats Area Structure Plan (2014-2015)

Client: M.D. of Bighorn

- Project manager/lead planner for the creation of ASP for 72 acre industrial park

Development & Planning Services \ Training Leadership

Client: Municipality of Crowsnest Pass (2014-2015 & 2020)

- Day-to-day development officer & planning services

Client: Wheatland County (2014-2015)

- Day-to-day senior planner services

Client: Town of Okotoks

- Led Municipal Planning Commission Training session

COMMUNITY PLANS & AREA PLANS

- City of Fort Saskatchewan Municipal Development Plan
- Westview Area Structure Plan (Town of Nanton)
- Sheerness Area Structure Plan (Special Areas Board)
- Robinwood Area Structure Plan (County of Vermilion River)
- Oyen Railyard Area Structure Plan (Town of Oyen)
- Shepard Industrial Area Structure Plan (Rocky View County)
- East Highway 1 Area Structure Plan (Rocky View County)
- Village of Nakusp Official Community Plan
- North Industrial Area Structure Plan (Rocky View County)
- Twp 250 Conceptual Scheme (Rocky View County)
- Kinosoo Beach Redevelopment Plan, Cold Lake, AB
- MDP Engagement (2019), Wheatland County, AB
- Meadowlark Trail Rezoning & Engagement (2019), Rocky View County AB

INDIGENOUS PROJECTS

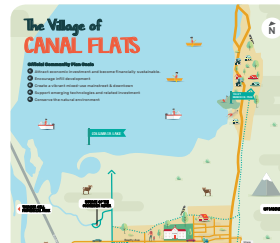
- Frog Lake First Nations Land Use Plan Engagement
- Akisknuk First Nation Land Use Plan & Engagement
- Aqam First Nation Land Use Plan & Engagement

EXPERT WITNESS TESTIMONY & REPORTS

- Expert Witness Testimony - MGB Hearing - Canmore vs. MD of Bighorn (Dead Man's Flats ASP. MGA s.690 appeal)
- Highest and Best Use Expert Report on behalf of private landowner for Expropriation Case in Foothills County, AB



LEGACY FARM AREA STRUCTURE PLAN, STRATHMORE, AB



CANAL FLATS "OCP-IN-PAGE"



AFFORDABLE HOUSING COMMUNITY DESIGN WORKSHOP, CANMORE, AB



Pearce Shewchuk

Principal, Nichols Applied Management Inc.

Office: (780) 424-0091 / Direct: (780) 409-1759

Email: p.shewchuk@nicholsappliedmanagement.com

www.nicholsappliedmanagement.com

Mr. Shewchuk brings a strong quantitative background to his work with Nichols Applied Management. Since joining Nichols, his work has focused on conducting socio-economic impact assessments in support of regulatory applications related to oil sands mines and in-situ projects, upgraders, power stations, pipelines, coal mines, and carbon capture and storage facilities throughout Canada. He has been directly involved in over 30 assessments for various regulatory bodies across Canada, each of which has involved the analysis of fiscal impact on affected communities over the long-term. Some examples include:

Core Specializations:

- Socio-economic impact assessments
- Economic and statistical analysis
- Demographic forecasting
- Municipal finance

Education:

- B.A. (Honours) Economic University of Alberta
- M.Sc. Natural Resource Economics, University of Alberta
- Associated with firm since: 2006

Previous Experience:

- Western Centre for Economic Research
- University of Alberta Instructor

- **TransCanada's** Energy East Pipeline, Napanee Power Station Project; Mainline (Pipeline) Abandonment, Medicine Hat Compressor Station; Meikle and Goodfish Compressor Stations;
- **Total E&P's** Heartland Upgrader and Joselyn Mine Update;
- **Connacher's** Algar and Great Divide SAGD Project;
- **Laricina's** Germain Expansion Project;
- **Teck's** Frontier Project;
- **Cenovus** Christina Lake (SAGD) Phases E,F, and G; and Foster Creek (SAGD) Phase J;
- **Pengrowth's** Selina and Lindberg projects;
- **North Coal's** Michel Coal Project.
- **Coalspur's** Vista Mine;
- **Suncor's** Voyageur South, Fort Hills Mine and Fort Hills Upgrader;
- **Syncrude's** Upgrader Expansion Project and Aurora Mine;
- **Shell's** Pierre River Mine; Scotford Upgrader 2, and Quest Carbon Capture project;
- **JACOS** Hangingstone Commercial Project;
- **Value Creation Inc.** Advanced TriStar Project (SAGD and Upgrader); and
- **Southern Pacific Resources Corp.** Mckay Thermal Project Phase 2;

As part of his work for regulatory purposes, he has appeared as an expert witness in socio-economic impact assessments, economic growth and development, municipal finance, and econometric analysis in front of the Alberta Energy Regulator, a Canadian Environmental Assessment Agency (CEAA) Joint Review Panel, the Municipal Government Board (Alberta), and in the Provincial Courts of Alberta and Saskatchewan. Pearce has also acted as an expert on retainer to the Natural Resources Conservation Board (NRCB) in Alberta.



In addition to his work with Nichols Applied Management, he teaches agricultural production economics, cost-benefit analysis, and economic impact assessment to undergraduate and graduate students in the Department of Natural Resource Economics and Environmental Sociology at the University of Alberta.

Pearce is also routinely engaged by various levels of government, public bodies, and members of the non-profit and private sectors to conduct economic and financial analysis. Some examples include:

- **Flagstaff County Industrial Park Feasibility Study** - Nichols was engaged to complete an industrial land feasibility study for a proposed industrial park being contemplated for development by Flagstaff County. This project included assessing the industrial land market conditions in the region, determining the relative competitiveness of the park in the regional land market, developing a cost and revenue sharing framework for the two municipalities, and developing fiscal models to inform decisions regarding the short and long-term financial risks and opportunities faced by each municipality under various economic conditions, development models, and servicing plans.
- **Market Assessment of the Meridian Lands** - Nichols recently completed an assessment of the Meridian Lands, an 80-hectare parcel of land situated at the intersection of Highways 16 and 779 in Parkland County. The assessment probed the best potential market use of the lands, with a particular focus on destination retail but also considered highway commercial, information / data centre and public sector uses. The analysis included a filtering exercise to identify best-fit sectors, research on North American retail and industrial market trends, benchmarking conditions for when comparable developments proceed; quantifying and describing existing supply of comparator sites in the EMR, undertaking proximity and trading / catchment area analyses between the Meridian Lands and comparator sites, and identifying market development potential by sector.
- **Warburg Industrial Land Strategy** – Nichols worked with the Village of Warburg to support the development of an industrial land strategy that will transition the community away from its reliance on coal-related economic activity towards a more diversified industrial land base through the creation of a new industrial park. This work has included working with planning and engineering partners to identify servicing and land use concepts for the park, assessing the relative competitiveness of the park in the regional land market, and developing an integrated growth and fiscal model of the Village to inform decisions regarding the short and long-term financial risks and opportunities faced by the municipality under various economic conditions, development models, and servicing plans.
- **Whitecourt Business Park Feasibility Study** – Nichols was engaged to complete an industrial land feasibility study for a proposed industrial park to be undertaken jointly by the Town of Whitecourt and Woodlands County. This project included assessing the industrial land market conditions in the region, determining the relative competitiveness of the park in the regional land market, developing a cost and revenue sharing framework for the two municipalities, and developing fiscal models to inform decisions regarding the short and long-term financial risks and opportunities faced by each municipality under various economic conditions, development models, and servicing plans.
- **Foreign Direct Investment Strategy.** Edmonton Global (EG) is the new regional economic development group jointly sponsored by many of the municipalities in the Capital Region and is currently working to set goals and priorities for the coming year. To that end, EG engaged Nichols Applied Management to identify and delineate key and growing sectors in the region and opportunities for attracting strategic investment therein. This work included an in-depth examination of the potential for attracting value-added agricultural processing.
- **Eco-Industrial Park Market Assessment** – Nichols was engaged to complete a market assessment of a proposed greenfield petrochemical processing cluster located in the MD of Greenview, in partnership with the County and City of Grande Prairie. The work included identifying key attributes and trends in global petchem clusters, investment decision drivers, benchmarking of regional and provincial competitiveness factors against provincial and international comparators, examination of cross-sectoral synergies and development of potential investment scenarios and expected economic impacts.



Contact
Michelle Ouellette, MBA, RPP, MCIP
403-621-1446
mouellette@mcelhanney.com



Image: Village of Marwayne from Google Earth Pro

Area Structure Plan

Village of Marwayne


Response to Request for Proposals




Ms. Shannon Harrower
Chief Administrative Officer
Village of Marwayne
780-847-3962

Closing Date: May 27, 2022
Closing Time: 2:00 PM
Prepared By: V3 Companies of Canada
Date Submitted: May 27, 2022

 **Authorized Representative + Contact Person**
Nicholas Pryce, RPP
Director, V3 Companies of Canada
#130 2899 Broadmoor Blvd.
Sherwood Park, Alberta
T8H 1B5

 Phone: 780 - 222 - 0550
Email: npryce@v3co.ca
Fax: 780 - 699 - 7063

 Workers Compensation Number:
6281579
C.O.R. Number: 20150525-0395
G.S.T. Number: 806934865 RT 0001

It is the intent of V3 Companies of Canada Ltd to enter into a formal Agreement with the Village of Marwayne based on the requirements of this RFP.

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Letter of Transmittal

Ms. Shannon Harrower, Chief Administrative Officer,
Village of Marwayne
Box 113 – 210 2nd Avenue South
AB T0B 2X0

Dear Ms. Harrower,

V3 Companies of Canada, in association with our partners, is proud to present our proposal to provide professional consulting services to the Village of Marwayne to prepare an Area Structure Plan relating to lands owned by the Village.

We have put together an enthusiastic and talented project team, comprising of professionals with extensive knowledge of the Village with expertise in planning, civil engineering, environmental, transportation and specialist in economic development as an added value. Our team members have worked on a number of projects for the Village in the past but also have the experience of working on Area Structure Plans throughout Alberta in collaboration with one-another. This experience has enabled us to bring different approaches and ideas to the table while also being able to tap into various resources that could assist with implementation.

Our understanding of the primary purpose and objective of the project is to develop an Area Structure Plan that will attract non-residential development to the Village to support the long-term resiliency of the community.

If you have any questions, please feel free to contact me. We look forward to hearing from you soon.

Sincerely,

Nick Pryce, MCIP, RPP
Director – Planning Group
V3 Companies of Canada Ltd.

Executive Summary

The integrated project team we have brought together includes planners who have worked with the Village and are very familiar with the planning framework, coupled with our civil and transportation engineers, and environmental specialists who have extensive experience with land use development. Because we understand the importance of developing the land and attracting non-residential development to the Village, we have included the service of economic development which may be able to identify not only the highest and best use but a targeted list of possible future investors.

There are a number of unique factors that, in our opinion, make us stand out from our competitors:

- » We understand that to create a realistic land use plan you need to understand the economic opportunities combined with the potential capital improvements that may be required that could affect the financial viability of development.
- » We have adopted a process to work closely with Council to help them understand the challenges that arise through the development of the Area Structure Plan while providing an opportunity for them to share their ideas.
- » We have extensive experience with developing Area Structure Plans and identifying potential challenges, such as servicing, whether fill or soil removal is required, and natural features that may impact or place costs on the viability of the plan. We do not hide away from the challenges and share these openly with the participants during the engagement process.
- » We understand and appreciate the unique characteristics that smaller urban settlements across Alberta have, and tailor our approach to address the constraints and weaknesses, and leverage strengths and opportunities that is location specific. We do not cookie cut.

The true test of our performance and work as a team is to reach out to any municipality who has engaged our services to validate our commitment and the quality of services we provide to our clients.

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Appendices

- Appendix A: Resumes
- Appendix B: Budget Breakdown
- Appendix C: Project Schedule
- Appendix D: Certificate of Professional Liability Insurance & Worker’s Compensation
- Appendix E: COR and APEGA

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1 | Project Team & Qualifications

Passion and professionalism: That's V3. Our "get it done" attitude represents both our entrepreneurial spirit and our commitment to our clients and team members. V3's broad range of services addresses project needs from the initial spark of a planning concept to boots-on-the-ground construction services. From visualization through implementation, we help transform your visions into reality.

1.1 CORPORATE SUITABILITY

Your goals form our overarching mission: Deliver results that enhance livability and workability, develop economies, and sustain communities ... all within your project budget and schedule.

Any number of consulting firms claim to provide the essential services. We differ in how those services work together with an intense focus on guiding your project successfully through to completion. With expertise that spans multiple skill sets – from planning services to civil engineering and infrastructure design and rehabilitation to construction phase services – we pursue a multi-disciplined approach that generates creative alternatives to your planning, infrastructure, and land and site development challenges. We don't approach your project with a bias toward any single solution but combine innovative approaches with best practices to achieve optimum results.

Plus, you'll be treated to a high level of communication and client service. We keep you informed, advocate for your goals, and work hard to deliver results. We exist to deliver to you high-quality, sustainable planning solutions and development and infrastructure improvements, providing creative technical expertise and client service to the very best of our abilities.

Launched in 1983, V3 Companies' name represents three Latin words: "Visio," "Vertere," "Virtute" or "The Vision to Transform with Excellence." As an employee-owned firm, our obligation to you is personal and provides our entire team with the opportunity to serve you and your project needs with the care and concern of an owner.

Alisha Moody

Manager of Planning & Development, Town of Peace River

"My favourite part about working with V3 is their understanding of the context of small town and rural planning in Alberta. It doesn't feel like they are trying to force big city solutions onto small town situations."

Travis Peter

Director of Planning & Development, Sturgeon County

"V3 Planning has been a tremendous asset to our organization and are trusted partners, providing their extensive planning expertise in support of several of our significant residential and non-residential growth initiatives. In all of their contributions, we have found the V3 team to be wise, responsive, accountable, fair and committed to quality. Working with and learning from V3 would be a great value for any municipality."

2 | Assumptions

To prepare this submission, there are a number of assumptions made that the Village would provide at no cost to the V3 project team:

- » GIS data of the site and surroundings;
- » Copy of all technical reports that relate to the site;
- » A database of stakeholders to inform them of the engagement;
- » Coordination and costs associated with the meeting space, mail-outs, advertising, refreshments, and visual equipment for engagement activities (as required);
- » Communication and review of project progress with the project team;
- » Acceptance and sign-off on tasks and deliverables; and
- » Review of draft documents and final deliverables.

The V3 project team will be responsible for:

- » Undertaking all tasks/ deliverables identified in this Proposal;
- » Communicating with the Village administration through Microsoft Teams or conference call to provide project progress; and
- » Presenting the final Area Structure Plan to Council.

3 | Relevant Project Experience and Past Performance

Notwithstanding our comment to reach out to any of the municipalities we have worked with throughout Alberta and Saskatchewan, we wish to offer the following references to follow up on our work experience and level of service.

REFERENCE # 1	
Client	Sturgeon County
Contact Person	Michael Klassen, Senior Long-Range Planner
Phone Number	(780) 939-8370
E-mail	mklassen@sturgeoncounty.ca
Project Name	Sturgeon Valley
Project Description	Sturgeon County has been working for over 10 years to enable development to occur in an area known as the Sturgeon Valley that borders the City of Edmonton and St Albert. V3 was engaged to 2019 to work on changing Regional policy to enable the development of an Area Structure Plan that would accommodate residential, light industrial, commercial and mixed-use development that covers over 38 quarter sections. Working with landowners and developers we have been able to adopt regional policy, adopt an Area Structure Plan and we are currently working on creating land use bylaw regulations and engineering standards to enable development to move forward. The overall plan is projected to accommodate over 80,000 people over the long term.
Key Team Members	Nick Pryce, Peter Vana, Elisa Stamatakis, Matthew Goebel, Catherine O'Berg, Lynn Malsen

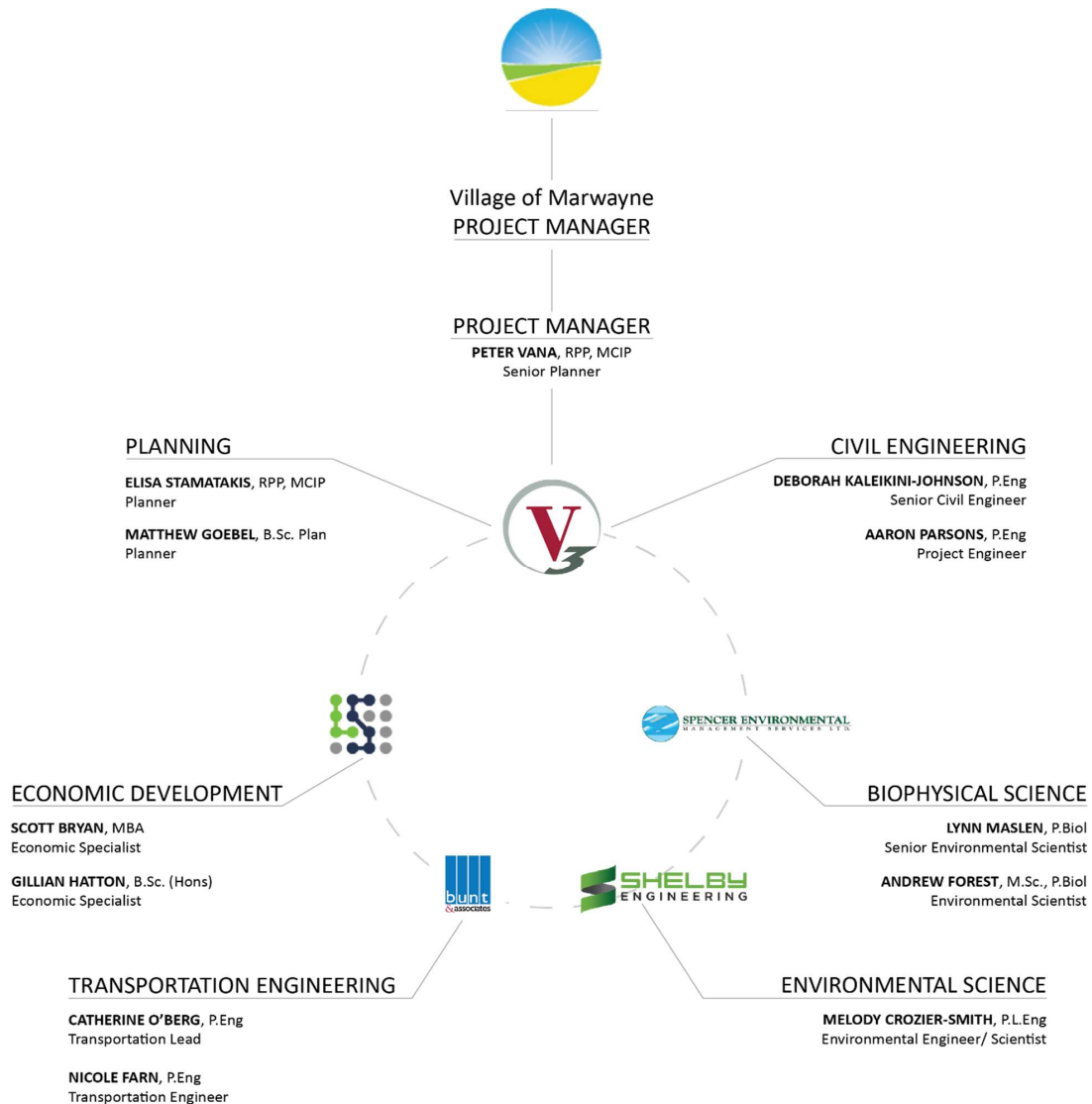
Village of Marwayne – Area Structure Plan // May 2022

REFERENCE #2	
Client	County of Grande Prairie
Contact Person	Nick Lapp, Director of Planning
Phone Number	(780) 513-3950
E-mail	nlapp@countypg.ab.ca
Project Name:	NW Industrial Area Structure Plan
Project Description	Covering over 20 quarter sections, V3 were engaged to develop an Industrial Area Structure Plan for industrial and commercial lands. The study area incorporated a significant wetland along with an existing land fill that the County viewed as an opportunity to provide regional services. The lands were also bisected by a rail line and an important aspect in developing the Area Structure Plan was to enable the development of spurs to attract industrial development. The ASP was formally adopted by Council in 2021.
Key Team Members	Nick Pryce, Elisa Stamatakis

REFERENCE # 3	
Client	Panattoni
Contact Person	Mark Edwards, Development Manager
Phone Number	(587) 589-7862
E-mail	medwards@panattoni.com
Project Name:	Fulton Creek
Project Description	Panattoni own a site within the City of Edmonton that is divided by a watercourse limiting the ability for developing the lands. While the lands have development existing the existing tenants are looking to leave and Panattoni are looking for the highest and best use of the lands. In achieving this they engaged V3 to carry out amendments to the existing Maple Ridge Industrial Area Structure Plan along with rezoning of portion of the lands. Additional amendments will be ongoing as other portions of the land require amendments to the Area Structure Plan and rezoning to further support additional development.
Key Team Members	Nick Pryce, Elisa Stamatakis, Peter Vana, Matthew Goebel

4 | Project Team Members

The following outlines the lead personnel to be assigned to the project, their relevant recent experience and level of involvement. Greater background regarding all of the team members' career experience can be found in Appendix A: Resumes. All team members have availability to commit to the project and the timeframes outlined.



PROJECT MANAGER

Peter Vana, RPP, MCIP | Project Manager & Senior Planner, V3

Peter brings to this project over 40 years of experience in preparing conceptual plans and area structure plans for both rural and urban municipalities, and private sector clients. Some of the commercial and industrial clients Peter has worked for include Weston Foods, Champion Pet Foods, Christenson Developments, Cambrian Group, and Trans America Group. Peter also brings to this assignment direct experience working with Marwayne's administration and Council in the preparation of the Sustainability Plan and Strategic Plan. Using this experience, Peter and the V3 team will prepare an area structure plan that will be supported by both Council and administration.

Role: Peter will be the Project Manager and Senior Planner leading the project with support from the team.

TRANSPORTATION LEAD

Catherine O'Berg, P.Eng., | Transportation Lead, Bunt & Associates

Catherine is a Principal and the Regional Manager of Northern Alberta with over 25 years of experience in the field of transportation engineering and planning. Catherine has worked extensively in both greenfield and infill situations and appreciates that understanding land use context is critical to developing a transportation network that integrates with and elevates the surrounding neighbourhood. While much of Catherine's work is completed under a transportation planning and transportation impact assessment framework, she prides herself on her ability to translate planning ideas into practical concepts for implementation, such as through the development of complete streets cross-sections as part of new or retrofit roadway designs. Catherine has extensive experience in completing transportation studies and will provide overall technical guidance and direction on the project.

Role: Catherine will be the engineering project manager and providing QA/QC in the development of the Traffic Impact Assessment.

Nicole Farn, P.Eng., | Transportation Engineer

Nicole is a Senior Transportation Engineer with Bunt & Associates. She brings over 15 years of experience in transportation planning and engineering in Alberta. Nicole has experience in both urban and rural transportation environments using analysis tools such as Synchro software to identify intersection geometry requirements, recommending traffic and parking accommodation modifications, and assessing the impacts of future development.

Role: Nicole will act as the lead engineer on the project carrying out the technical work program.

CIVIL ENGINEERING LEAD

Deborah Kaleikini-Johnson, P.Eng | Senior Civil Engineer, V3

Deborah brings 20+ years of engineering and management experience spread across the municipal, infrastructure, and land development arenas in a number of land-use categories. Her project experiences include both rural and urban settings for the design, management, and construction of infrastructure in both infill and greenfield efforts. She also has experience with storm, sanitary, and water design and reporting for project ranging from small Land Development project to larger Industrial projects as well as master planned communities. Deborah has carried out a number of land development engineering projects and has an in-depth understanding of their standards relating to development.

Role: Deborah will lead V3's Engineering team with the servicing analysis required to complete the Area Structure Plan.

ECONOMIC DEVELOPMENT LEAD

Scott Bryan, MBA | Economic Specialist, Location Strategies

Scott specializes in investment attraction and economic development strategies, market, and sector studies, including trend analysis, benchmarking, and value proposition development. With 20 years of experience, Scott is an innovative and expert strategist and researcher specializing in high-impact investment attraction, FDI, and BR&E strategies and sector studies. He has worked with over 200 EDOs/IPAs. Significant business development/recruitment, marketing and consulting experience with Economic Development Organizations, governments, as well as global Fortune 500 companies, in addition to start-up enterprises. Some of Scott's private sector experience includes leading the National Public Sector Marketing practice at KPMG to support the generation of \$400 million in revenue within three years, as well as a Vice President of Branding & Communications at a boutique talent recruitment consultancy.

Role: Scott will be responsible for carrying out the economic review and trends analysis.

ENVIRONMENTAL LEADS

Lynn Maslen, P.Biol | Senior Environmental Scientist, Spencer Environmental

Lynn is Vice President and senior environmental scientist with Spencer Environmental, specializing in biophysical assessments, wetland ecology and assessment, environmental assessment, environmental planning, policy and permitting. Ms. Maslen is recognized as a qualified wetland Authenticating Professional and sits on the ASPB Wetland Practice Area standing committee. She has 35 years of consulting experience and has played a key role as project manager and senior author and technical advisor for large and small-scale development initiatives of many kinds and is well versed in liaising with municipal councils and planners and provincial regulators. Ms. Maslen has 20 years of experience in delivering environmental programs in support of MDPs, growth management studies, and ASPs. Most recently, Ms. Maslen has been the environmental senior advisor/author for the City of St. Albert Growth Management Ecological Assessment and City of St. Albert Flourish (Municipal Development Plan).

Role: Lynn will be responsible for leading the environmental team carrying out the biophysical assessment.

Melody Crozier-Smith, P.L.Eng | Environmental Engineer/Scientist, Shelby Engineering

Melody is an Environmental Engineer/Scientist with over 18 years of experience in the environmental engineering field specializing in the completion of Phase 1, 2, and 3 Environmental Site Assessments (ESAs) and risk management on residential, commercial, industrial, and agricultural/greenfield properties throughout western Canada. She is a registered member of the Association of Professional Engineers and Geoscientists of Alberta (APEGA) with a permit to proactive environmental engineering as pertaining to the design, review, implementation, and evaluation of Phase 1, 2, and 3 environmental site assessments, risk management and exposure control projects.

Role: Melody will be responsible for leading the Phase 1 Environmental Site Assessment.

PLANNERS

Elisa Stamatakis, RPP, MCIP | Planner, V3

Elisa is a Planner with V3 with an academic background in architecture and planning. Both degrees provide the framework for understanding the implications of space and the associated policy, and how to use verbal and graphic communication to translate ideas to diverse stakeholders. She has been able to harness this understanding and marry it with sound analytical skills to create and implement stakeholder engagement events, to prepare a range of statutory and non-statutory planning documents, and to write meaningful, enabling policy and regulations. Her architectural experience coupled with her extensive knowledge of Adobe Creative Suites, ArcGIS, AutoCAD, Rhino 5.0/6.0, and SketchUp provide her with the technical skills to prepare renderings, mapping and undertake various GIS analyses. Elisa has extensive experience in the Village of Marwayne, including acting as the project planner for the Land Use Bylaw rewrite and Municipal Development Plan update, and is the current project manager for the Village's Sustainability Plan and Council Strategic Plan updates.

Role: Elisa will be responsible for supporting Peter, preparing the engagement materials, and drafting the Area Structure Plan.

Matthew Goebel, B.Sc. | Planner, V3

Matthew is an award-winning planner with a background in urban and rural planning and facilities management. In his role as Planner at V3, Matthew is committed to shaping the cultural, economic, and environmental livability and sustainability of North American communities.

He possesses a strong skillset in public engagement and participation, established knowledge of land use planning and its application to the development and growth of communities, and regional planning experience with a focus on intermunicipal collaboration and development. His has skillsets with ArcMap, AutoCAD, Adobe Creative Suite, and SketchUp skills bring high-quality graphics and visualizations to the V3 team. Matthew has been working on developing numerous concept plans with his recent examples being related to Recreational Vehicle developments.

Role: Matthew will be responsible for supporting Peter and Elisa in the drafting of the Area Structure Plan.

5 | Project Understanding

The Village of Marwayne have secured provincial grant funding to assist with the development an Area Structure Plan on lands currently owned by the Village. The intent of the plan is to identify the requirements needed to service the land to accommodate for development. Ultimately, the Village is seeking the highest and best use for developing non-residential uses that will help to support the Villages tax base and also attract people to live in and visit the community. This land is located on Highway 897 and feeds into Highway 45 that is a major corridor to the north towards Cold Lake where is there is economic activity arising from farming, the oil and gas sector and tourism related to people heading north to access their cottages around Frog Lake. Marwayne is also strategically located near the City of Lloydminster to the east making it an attractive small community for those who want the small-town lifestyle, with the amenities of a larger urban centre nearby. It is a strong, resilient community that is full of pride for its history, achievements, and an excellent small-town quality of life, and continues to identify opportunities to further support the Village's long-term viability

5.1 BENEFITS WE BRING TO THE PROJECT

Based on our demonstrated success creating Area Structure Plans for both the private and public sector in Alberta, the benefits we can bring to Village include the following:

- » We can carry out research to validate the highest and best use based on and economic expertise and experience contained within our team.
- » We have experience of working with your Council and administration and a sound understanding of the economic drivers within the region.
- » Our experience has enabled us to also identify the potential risks related to development.
- » We have extensive experience and knowledge of how elements, such as economics, infrastructure, environment, and land uses intertwine and integrate.
- » We are committed to creating cost-effective solutions that generate visible results, tailored to the uniqueness of your community and differing challenges and opportunities.
- » While our team comprises a number of specialist sub-consultants, V3 has worked with them on numerous projects over the last five years and effectively form one team.

6 | Methodology

Our work plan is organized by tasks along with clear deliverables upon which the budget is based. There are some optional items for consideration which are itemized separately from the original budget. We have also projected a start based on the execution of agreement of June 10th, 2022 to formally begin the week of June 13th, 2022.

1 Project Kick-Off Meeting | Week of June 13th, 2022

Meeting expectations is a key to any project's success, and our approach to addressing the deliverables is based on having the key players at the table. Our first meeting, via Microsoft Teams, is anticipated to be with the appropriate representatives from the Village who will be leading the project. The purpose of this meeting will be to:

- Confirm the contract and optional items;
- Confirm the methodology outlined and identify any anticipated changes;
- Discussion on communication protocols;
- Documents to be reviewed and GIS data gathering;
- List and contact information of stakeholders;
- Confirmation on the engagement approach;
- Identify resourcing from the Village to support the project;
- Outline the use of tools such as Microsoft Teams and Smartsheet as outlined in Section 8; and
- Discuss any other relevant matters.

ACTIONS/ DELIVERABLES:

- *Attending the kick-off meeting via Microsoft Teams.*
- *Contract approval.*
- *Gathering of data, including documents to be reviewed and appropriate GIS datasets.*
- *Summary of outcomes from the meeting.*
- *Project Management.*

2 Baseline Research and Analysis | Week of June 13th – August 29th 2022

Having a comprehensive understanding of the project location, its strengths, weaknesses, opportunities and constraints, is critical for the successful and meaningful completion of any project. In advance of the carrying out the engagement process, we will complete the following:

Document Review and Data Collection

To obtain a better understanding of the existing statutory framework that affects the study area, a review of these documents will be completed. The purpose of this exercise is to identify any conflicting policy while also gathering information about the site and surroundings. We will also collect data that may assist with development opportunities for the site, such as labour market data. A key to the data collection is understanding Marwayne's strategic location connecting the Alberta Oils sands and Highway 16, the Yellowhead Trans Canada corridor with access to global markets, its regional market of approximately 50,000 people, partnerships with Alberta HUB and the Vermillion River Regional Alliance and economic activities in agricultural and oil and gas.

Site Conditions/Constraints Mapping

Mapping of potential site conditions and constraints will be important task prior to the engagement process. We anticipate utilizing the Villages existing GIS datasets to assist with developing the maps that would cover existing land uses, natural features, and topographical data. Additional data obtained from other sources will be included in the maps, such as oil and gas developments. Information from the Biophysical Assessment (Desktop) prepared by Spencer Environmental will also be included on the site conditions/constraints maps.

Topographical Survey (OPTIONAL)

To help provide greater quality information for the project in helping identify any challenges and provide greater design information, we are proposing to visit the site and complete a full topographical survey. This survey would not only pick up the contours but also any above key features, such as telegraph poles, vegetation, catch basins etc. It will also assist with developing the stormwater management plan for the eventual development of the site.

Environmental Site Assessment - Phase 1

This Phase 1 assessment will be completed in general accordance with CSA Standard Z768-01 Phase 1 Environmental Site Assessment and 2016 Alberta Environmental Site Assessment Standard which will include such an assessment of the subject property and immediately surrounding area in so far as such things as site inspections, aerial photographs, numerical directories, and land titles, and/or other records.

Please note that this submission does not include and provisions for identification and sampling of hazardous or potentially hazardous buildings materials (including components such as asbestos, lead, PCB), or other special attention items such as mold, radon etc. This assessment should also not be considered as a procedural, compliance, or other regulatory/practice audit and is not a building condition report for the improvements on the subject site.

Biophysical Assessment

The biophysical assessment will comprise a comprehensive desktop review and one field investigation in the spring/summer of 2022. The desktop review will rely on available data sources and existing inventory datasets, such as the newly released ABMI provincial wetland inventory, combined with a thorough review of recent and historical aerial photography. The field investigation will focus on the identification, delineation and classification of wetlands in accordance with Provincial directives. As part of the wetland classification exercise, we will identify any wetlands with the potential to be Crown-claimed under the Public Lands Act, and therefore potentially extra-jurisdictional to future municipal development. Lastly, as part of the biophysical assessment, primary wildlife movement corridors and ecological linkages within and adjacent to the plan area will be discussed. In addition to the mapping of natural features, we will identify provincial and federal legislation, and related policies, that may be triggered as a result of the future development and associated activities within ASP lands, if applicable. The findings of the analysis and summary of potentially relevant environmental legislation will be detailed in the biophysical assessment report. The report will recognize that while natural features can be worthy of conservation, they may also represent undevelopable lands that may constrain development.

Utility Review

Servicing of future development will be a critical component when developing the ASP as it drives what land uses are feasible. Therefore, it will be important to understand what servicing exists in the study area, and in adjacent areas. This will involve reviewing known infrastructure in the area to identify potential connection points or the type of infrastructure that may be needed to service the eventual statutory plan area. In addition, collection and review of all past utility servicing studies and reports completed in the area is critical to gain an understanding of the known limitations, future upgrades identified and planned for downstream utility lines, and any other information which would impact the feasibility of development in this study area. Mapping of existing utilities will be incorporated in the site conditions and constraints mapping. This proposal assumes this exercise can be completed by Desktop Review with the Village of Marwayne providing all necessary record drawings and studies of the utility networks for review.

Environmental Scan / Economic Base Analysis

We will undertake a comprehensive review of the Village and, where possible, examine historical, current, and forecasted data as compared to regional with geographical boundaries to be agreed with the client and provincial data through an analysis of:

- Demographics trends
- Employment by sector, location quotients at 4- 6-digit NAICs code level
- Labour force by occupation and education level
- Business establishments: business activity, location quotients at 4- 6-digit NAICs code level
- We will validate this data with a review of the current business directory
- Intangible resources around labour attraction such as quality of life attributes, residential amenities and facilities and community values
- The impact of COVID-19 on each of the above areas, including StatsCan – Covid-19 A Data Perspective
- In order to identify sub-sectors, we will drill down to 4- 6-digit NAICs code level

We will utilize data and information from sources not limited to but including Census of Population data, Canadian Business Patterns, Canada's labour force survey, EMSI Analyst, Canadian Cluster Mapping; Alberta Regional Dashboard, Alberta HUB, Provincial labour market reports, Relevant COVID-19 data from Statistics Canada, Remax Lloydminster, FDI trends in Alberta. We will also examine external trends for commercial and industrial activity in the target sectors we will seek to understand where the demand is likely to be and in which sectors.

We will synthesize the analysis from the Internal Review, Environmental Scan, Land & Infrastructure Review to identify and/or validate the sectors that offer the best potential to attract and retain investment and grow the local economy, especially as it relates to commercial and industrial expansion.

Upon identifying and validating the target sectors and subsectors, we will prioritize the sectors based on several parameters such as key sector trends, complement between sectors, growth indicators, and viability, e.g. the Village's ability to capitalize on opportunities or trends in the sectors.

SWOT Analysis

At the completion of the above analysis, we will proceed to prepare a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis that will assist with the first engagement session with Council outlined in Task 3.

ACTIONS/ DELIVERABLES:

- *Baseline Mapping*
- *Data gathering and document review.*
- *Biophysical assessment (Desktop).*
- *Economic Opportunities Analysis.*
- *Transportation Network Review.*
- *Utility Review (Desktop).*
- *Topographical Survey (optional).*
- *Summary report with SWOT analysis (Strengths, Weakness, Opportunities, Threats).*
- *Two (2) online meetings with administration.*
- *Project Management.*

3 Information & Communication | June 13th – July 4th, 2022

It will be important to keep the community, stakeholders, landowners and Council informed of the project so people in the community are aware of what is occurring and the opportunities they have to participate in the process. For this project we are proposing to use the Village's website and social media platforms to communicate the project and process being carried out along with sharing information to the public.

ACTIONS/ DELIVERABLES:

- *Preparation of material for Village website.*
- *Project Management.*

4 Informing Council and Public | Week of September 5th 2022

A key to the success of any planning document is having Council involved in three key stages of the project process. The first is sharing information and hearing from Councillors their ideas, concerns and questions which can be addressed through this first session. This information will be supplied to the Councillors two weeks prior to the session being carried out providing them time to digest the information and to come prepared for healthy discussion. A presentation of the outcomes of this analysis will be presented along with the opportunities to listen and hear from Council on their thoughts, concerns and ideas. The comments received will start to form the basis of the “What We Heard” report which is a document that outlines all the comments we receive. At the end of the project process the report will be completed and contain a response to each comment on how it was or why it was not addressed in the final ASP.

At this stage in the project the main form of engagement with surrounding landowners and the public will be through the Villages social media platforms to explain the process and share the outcomes of the analysis completed to date. It will be in task 6 that formal engagement is proposed with the public when we have a draft of the proposed Area Structure Plan and concept plan to share with the community.

ACTIONS/ DELIVERABLES:

- *Preparation of engagement materials.*
- *Informing public and sharing online analysis information about the project.*
- *Coordination of Council session.*
- *One (1) Council Session.*
- *One (1) virtual meeting with administration.*
- *Start developing “What We Heard” report.*
- *Project Management.*

5 Develop Land Use Concept Plan & Draft ASP Policy | September 12th – October 24th 2022

Following the completion of Task 4, we will take the information we heard, coupled with the research and analysis completed in Task 2, and work on developing a concept plan for future land uses along with drafting of the ASP policy. To identify the best land uses we will consider the best potential to attract and retain investment, including diversification opportunities and new and future industry sub-sectors as well as:

- Magnitude of opportunities
- Viability and potential of opportunities
- Potential for overlapping and complimentary services with partners such as the Vermilion River Regional Alliance and Alberta HUB
- Alignment with Provincial and regional sector/sub-sector initiatives and programs
- Time horizons
- Key sector trends, sector performance, emerging sub-sectors
- Alignment with infrastructure – market access, broadband connectivity, labour market, land/building availability etc.

The concept plan will however, show a general access layout related to the land uses. Given the scale of the property we propose, as an optional item, to develop a concept plan that shows a possible building footprint that could be used by the Village for marketing purposes following the adoption of the ASP. At this stage in development the concept plan we will not proceed in carrying out the servicing and transportation analysis until such time as we have validated it with Council and completed task 6.

ACTIONS/ DELIVERABLES:

- *Development of preferred land use concept plan including rendered marketing concept plan and two 3-D perspective views.*
- *Draft development of ASP policy document.*
- *Two (2) virtual meetings to go through material and edits with administration.*
- *Project Management.*

6 Engagement Loop One | Week of October 24th 2022

Taking the information developed in Task 4, we will carry out another session with Council followed by the public to discuss the proposed land use concept and draft policy. The draft documents will be sent out and placed online two weeks prior to the engagement sessions. One session will be a presentation to Council followed by an Open House where members of the community can drop in to learn more about the recommended Area Structure Plan and provide input. Comments received will be inputted into ‘What We Heard’ report and we will carry out a post debrief with administration to discuss changes that may be required arising from the two sessions.

ACTIONS/ DELIVERABLES:

- *Preparation for engagement sessions.*
- *Coordination of Council session and public open house.*
- *One (1) engagement session with Council.*
- *One (1) public open house.*
- *One (1) post debrief with administration.*
- *Updates to concept plan and draft ASP policy.*
- *Update to “What We Heard” report.*
- *Two (2) reviews of changes by administration.*
- *Project Management.*

7 Servicing Analysis and Traffic Impact Assessment | October 31st – December 12th 2022

Following the feedback session with Council and the community along with subsequent updates in collaboration with administration, we will move forward with the following tasks for finalizing the ASP:

Traffic Impact Assessment

A complete Traffic Impact Assessment (TIA) as per Alberta Transportation's (AT's) TIA Guidelines. The TIA will consider the full build out of the Area Structure Plan (ASP) lands in order to establish the transportation infrastructure required to support development of the area. The work program has been separated into the following five phases, which reflect key elements of the transportation planning process.

- Study Initiation and Data Collection
- Study Area, Horizons, and Background Traffic
- Traffic Model & Assessment
- Documentation
- Project Management and Meetings

Engineering Analysis

Based on finalizing the conceptual plan and proposed land uses our engineers will proceed to carry out a serviceability analysis to understand the potential demand to provide water and sanitary services to the area. High-level servicing concept plans will be created based on the preferred conceptual plan. The development of these plans will utilize information from the Village's GIS datasets and/or CAD datasets regarding existing utilities.

Analysis will also be carried out to determine the potential stormwater drainage and general location of stormwater ponds with a high-level servicing concept grading plan created, with more detailed analysis to be done at the subdivision and detail design level of any proposed developments. As well, any development challenges or restrictions caused by topography and stormwater drainage will be identified. The servicing concept plans created will form part of the ASP along with accompanying policy that will be required to direct future development. The reports prepared will identify potential servicing challenges and identify potential solutions.

It has been assumed that no computer modelling will be undertaken for the conceptual servicing scheme and that servicing analysis will be completed at a high / conceptual level.

ASP Updates

Following the outcomes of the TIA and servicing analysis, the draft ASP may be updated in preparation for a final feedback loop and public open house.

ACTIONS/ DELIVERABLES:

- *Traffic Impact Assessment*
- *Servicing Analysis.*
- *ASP updated.*
- *Two (2) virtual meetings with administration.*
- *Project Management.*

8 Feedback Engagement Loop Two | Week of December 12th 2022

The final engagement session prior to proceeding through a formal adoption process will involve the following:

1. Referrals of the draft ASP to relevant agencies for comment (e.g. the County of Vermillion River, Alberta Transportation, Alberta Environment and Parks, etc.)
2. One Council session to present the final draft ASP.
3. One public open house to present the final draft ASP.

All comments received would be incorporated into the “What We Heard” report which will be finalized following the completion of this engagement session. A debrief with administration on any changes required would be completed with the document being finalized and ready for proceeding through the formal adoption process.

ACTIONS/ DELIVERABLES:

- *Preparation for engagement sessions.*
- *Referrals to relevant agencies.*
- *One (1) Council session to present final draft ASP.*
- *One (1) public open house.*
- *One (1) virtual debrief with administration.*
- *Edits and updates where required.*
- *Finalizing “What We Heard” report.*
- *Project Management.*

9 Public Adoption Process | January - February 2023

We will provide support to the Village to prepare for first reading, public hearing and second and third readings by Councils. We have budgeted to also attend the public hearing to address any questions that may arise.

ACTIONS/ DELIVERABLES:

- *Support for public hearing process.*
- *Preparing for Public Hearing.*
- *Attending Public Hearing.*
- *Project Management.*

7 | Proposed Compensation

The following provides a breakdown based on each task outlined in Section 6 Work Plan. Appendix B contains a complete breakdown of the estimated time for each staff member relating to each task and the rate schedule.

TASKS	ESTIMATED PRICE
1 Project Kick-off Meeting	\$4,947.00
2 Baseline Research and Analysis	\$47,044.00
3 Information & Communication	\$4,380.00
4 Informing Council and Public	\$9,575.00
5 Develop Land Use Concept and Draft ASP Policy	\$18,705.00
6 Engagement Loop (1)	\$13,625.00
7 Servicing Analysis and Traffic Impact Assessment	\$41,923.00
8 Feedback Engagement Loop (2)	\$10,800.00
9 Public Adoption Process	\$3,280.00
ESTIMATED TOTAL (EXCLUDING GST AND OPTIONAL ITEMS)	
\$162,189.00	

OPTIONAL ADDED VALUE ITEMS NOT INCLUDED IN THE ABOVE ESTIMATE

OPTIONAL TASKS	ESTIMATED PRICE
Topographical Survey	\$8,800.00
Estimated Total Including Optional Items: (Excluding GST)	
\$170,989.00	

7.1 QUALITY CONTROL PLAN

V3 is committed to delivering a high-quality product on every project we undertake. Quality Control is, therefore, an integral component of our project execution procedures. Our Quality Control requires that our Project Manager prepare a Quality Control Plan on every project identifying when reviews are conducted and who conduct the reviews. The Quality Control Plan also requires the Project Manager's signoff assuring that the review has been conducted, and feedback has been provided to the project team. Our Project Manager will conduct reviews throughout the development of the concept plan and supporting report to make sure that the work is technically consistent, viable, and will meet or exceed the project objectives, thus helping to keep the project on track. These reviews are in addition to the regular team reviews.

In addition to the Quality Control, V3's Project Manager will ensure a project is completed on time, within budget and consistent with quality requirements through:

- » Establishing and maintaining regular contact with the Village's Administration;
- » Utilizing the Quality Control Plan and budget management system (Deltek Vision) to track the budget;

- » Conducting regular team reviews; and
- » Initiating corrective action if progress deviates from the agreed upon work plan and schedule.

8 | Value Added Services

Value-Added Services will be provided during the project. Our team offers the following value-added services for your consideration:



REAL-TIME COLLABORATION VIA SMARTSHEET®

V3 offers real-time collaboration with the consultant team members and client through the use of Smartsheet (www.smartsheet.com). Smartsheet is a cloud-based collaboration software that will be used to facilitate communication during project execution and share project information. If desired, Smartsheet will allow the team at the respective municipalities to collaborate directly, and in real time, with the project leads at V3 and its partners. At any given moment, municipal staff will be able to review the team's progress on each Task, including status, updated schedule dates, and assigned staff. V3 is a licensed user of Smartsheet and authorized to provide access via an internet link to external users – at no cost to those users – for project management purposes.



FACE TO FACE COMMUNICATION VIA MICROSOFT TEAMS

V3 also offers the use of Microsoft Teams to hold face-to-face meetings, screen-sharing and instant messaging with the project lead. Teams instant messaging is a great way to stay in contact, particularly under the current circumstances. Video access is available for any municipal administration with a video enabled computer. V3 also collaborates with its partners through the use of this technology, facilitating cost-efficient interpersonal communications. We also have the ability to use zoom or other online engagement platforms.



RESPONSIVE, DIRECT 24/7 SERVICE

V3's Project Manager will be available outside of business hours and during weekends if required and can be contacted directly via cellphone or e-mail. All calls will be responded to within eight (8) hours.



DIVERSE EXPERIENCE

V3's team is comprised of extremely well-seasoned planners, engineers and economists with extensive experience from working across Canada and internationally. Their experience on creating land use development plans that have a level of reality and being up front with clients about the challenges makes them unique. The integrated team can tap into planners, engineers and economists who have local to international experience.

Village of Marwayne – Area Structure Plan // May 2022

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APPENDIX A
Resumes

Village of Marwayne – Area Structure Plan // May 2022

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PETER P. VANA, RPP, MCIP PROJECT ADVISOR | PROJECT MANAGER



Peter is a practiced executive administrator and Registered Professional Planner with experience working for both urban and rural municipalities in public and private sectors. His senior executive administrative experience has shaped him into a leader known for integrity and critical thinking skills to address issues from a strategic and holistic perspective to find solutions for complex matters. Peter subscribes to providing exceptional customer service and building strong working relationships with the business community and residents. Peter's professional passions include working with multidisciplinary teams to foster innovative solutions, create positive change and inspire a collaborative team approach throughout an organization.



YEARS OF EXPERIENCE

V3: 2 | Total: 41



EDUCATION

Graduate Diploma, Interdisciplinary Studies, Royal Roads University, 2019

Bachelor of Applied Arts, Urban and Regional Planning, Ryerson University, 1981

Certificate Public Administration, Ryerson University, 1981

Certificate Rural Sustainability, University of Alberta, 2016

Certificate Municipal Management & Leadership, University of Alberta, 2009

Certificate Management Development for Municipalities, University of Alberta, 2004

Certificate Community Leadership, Banff School of Management, 1989



CERTIFICATIONS

Alberta Professional Planning Institute, Registered Professional Planner

Canadian Institute of Planners, Member



AWARDS

Canadian Institute of Planners, Award of Merit, 2017

Minister's Award for Municipal Excellence, Outstanding Achievement Award, 2008

Alberta Association Canadian Institute of Planners, Award of Merit, 2007

V3 Companies Canada – Edmonton, Alberta | Project Advisor/Project Manager with the firm providing consulting services in the areas of community planning, land development, project management, strategic and corporate planning, and community consultation to clients that included municipalities, land developers and other clients.

Town of Hinton – Alberta | Director, Development Services, and member of the executive administration responsible for providing leadership and guidance to the service areas of Planning and Development Services, Safety Code Services, Economic Development, Engineering and Capital Project Management, GIS Services, and Asset Management.

City of Wetaskiwin – Alberta | Director, Growth Services, and member of the executive administration responsible for providing leadership and guidance to the division service areas of Development Services, Economic Development, Engineering and Capital Projects, Airport Operations, Safety Code Services, Asset Management, Assessment and GIS Services.

Parkland County – Alberta | General Manager, Development Services, and member of the executive administration responsible providing leadership and guidance to the division service areas of Planning and Development Services, Safety Code Services, Development Engineering, Economic Diversification, Community Sustainability, Smart Parkland.

MMM Group Limited – Edmonton, Alberta | Senior Project Manager and Associate with the firm providing consulting services in the areas of community planning, land development, project management, and community consultation to clients that included municipalities, land developers and other clients.

Strathcona County – Alberta | Associate Commissioner, Infrastructure and Planning Services and member of the executive administration responsible for providing leadership and guidance to the division departments of Economic Development and Tourism, Planning and Development Services, Capital Planning and Construction, Utilities, and Transportation and Agriculture Services.

Director, Planning & Development Services, and member of the senior management team responsible for providing leadership and direction to branch managers and staff in the branches of Current Planning Services, Long Range and Policy Planning, Land Management Services, Building Regulation Services, Customer and Technical Services; Development Services; and Special Project Planning.

PETER P. VANA, RPP, MCIP PROJECT ADVISOR | PROJECT MANAGER



City of Lloydminster – AB/SK | Director of Planning & Development as a member of the Senior Management Team, responsible for providing leadership and guidance to the department staff in processing development applications, community planning, subdivision authority, zoning bylaw enforcement, safety code services, economic development and tourism, and municipal residential and industrial land development and sales. Other duties included the role of **Executive Director** the Lloydminster Economic Development Authority, and Council’s representative on the Lloydminster District Planning Commission.

TRUE Consulting Group – Kelowna, British Columbia | Registered Community Planner, Associate as a managing partner and sole proprietor providing consulting services in the areas of community planning, land development, project management, public consultation, economic & tourism development, social planning, strategic and corporate planning to clients that included municipalities, Indigenous communities, land developers and other clients.

City of Lloydminster – AB/SK | Director of Planning & Development as a member of the Senior Management Team, responsible for providing leadership and guidance to the department staff in processing development applications, community planning, subdivision authority, zoning bylaw enforcement, safety code services, economic development and tourism, and municipal residential and industrial land development and sales. Other duties included the role of **Executive Director** for the Lloydminster Community Futures Corporation, **Executive Director** for the Lloydminster Economic Development Authority, and Council’s representative on the Lloydminster District Planning Commission.

UMA Engineering Limited – Kelowna, British Columbia | Manager of Planning Services providing consulting services in the areas of community planning, land development, project management, public consultation, economic & tourism development, social planning, strategic and corporate planning to clients that included municipalities, land developers and other clients.

City of Kelowna – British Columbia | Director of Planning and Development Services and member of the Senior Management Team responsible for providing leadership and guidance to branch managers and staff in the branches of Current Planning Services; Long Range Planning; Social Planning; Building Regulations; and Bylaw Services including parking enforcement and liquor licensing.

Yellowhead Regional Planning Commission – Onoway, Alberta | Planning Officer (Area Planner) responsible for providing a range of land use, subdivision and community planning advice and planning services to both rural and urban municipalities.

City of Whitehorse – Yukon | City Planner responsible for processing development applications, longrange community planning, zoning bylaw amendments and enforcement, referrals to Yukon Territorial Government on subdivisions and business licensing.

Town of Spruce Grove – Alberta | Planning and Development Officer responsible for processing land use planning and development applications, the supervision of building regulation services, issuing business licenses and for economic development.

Project and Project Management Experience

Municipal Development Plans and Official Community Plans

- ❖ *Cypress County Municipal Development Plan (Senior Planner/Project Manager), Cypress County, AB, 2021*
- ❖ *Parkland Municipal Development Plan (Senior Advisor), Parkland County, AB, 2013 - 2017*
- ❖ *Strathcona County Municipal Development Plan, (Senior Advisor), Strathcona County, AB, 2005 - 2007*
- ❖ *Lloydminster Municipal Development Plan, (Project Manager/Planner), City of Lloydminster, AB/SK, 1999 - 2000*
- ❖ *Burns Lake Official Community Plan, (Project Manager/Planner), Village of Burns Lake, BC, 1998 - 1999*
- ❖ *100 Mile House Official Community Plan, (Project Manager/Planner), District of 100 Mile House, BC, 1998 - 1999*
- ❖ *Kaleden-Apex Official Community Plan, (Project Manager/Planner), Regional District of Okanagan-Similkameen, BC, 1998 - 1999*
- ❖ *Westside Official Community Plan, (Project Manager/Planner), Regional District of Central Okanagan, BC, 1997 - 1998*
- ❖ *KamPlan (OCP Neighbourhood & Social Planning sections), (Planner), City of Kamloops, BC, 1996*
- ❖ *Lakeview Official Community Plan, (Project Manager/Planner), Regional District of Central Okanagan, BC, 1995 - 1996*
- ❖ *Kelowna Official Community Plan, (Senior Advisor), City of Kelowna, BC, 1993 - 1994*
- ❖ *Lloydminster Municipal Development Plan, (Project Manager), City of Lloydminster, AB/SK, 1988*
- ❖ *General Municipal Plan, (Planner), I D of Yellowhead No. 14, AB, 1987 - 1988*
- ❖ *General Municipal Plan, (Planner), Improvement District No. 15, AB, 1987*
- ❖ *Swan Hills General Municipal Plan, (Planner), Town of Swan Hills, AB, 1987*

PETER P. VANA, RPP, MCIP

PROJECT ADVISOR | PROJECT MANAGER



- ❖ *Whitecourt General Municipal Plan, (Planner), Town of Whitecourt, AB, 1987*
- ❖ *Whitehorse Official Community Plan, (Project Manager/Planner), City of Whitehorse, YT, 1985 - 1986*
- ❖ *Spruce Grove General Municipal Plan, Town of Spruce Grove, AB, 1984 - 1985*

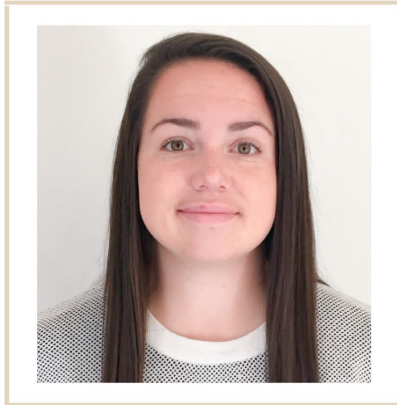
Intermunicipal Development Plans and Joint Planning Initiatives

- ❖ *Yellowhead County and Town of Hinton Intermunicipal Development Plan (Project Manager), 2019 - 2020*
- ❖ *Wetaskiwin County and City of Wetaskiwin Intermunicipal Development Plan (City Project Manager), 2019*
- ❖ *County of Greenview and Town of Valleyview Intermunicipal Development Plan (Project Manager), County of Greenview, 2019*
- ❖ *County of Newell and City of Brooks Intermunicipal Development Plan (Project Manager), County of Newell, 2019*
- ❖ *Westlock County and Town of Westlock Intermunicipal Development Plan (Project Manager), Westlock County, 2019*
- ❖ *County of Grande Prairie and County of Birch Hill Intermunicipal Development Plan (Project Manager), 2019*
- ❖ *Westlock County and Village of Clyde Intermunicipal Development Plan (Project Manager), Westlock County, 2019*
- ❖ *Parkland County and Brazeau County Intermunicipal Development Plan (Project Team Member), Parkland County, 2018*
- ❖ *Parkland County and Yellowhead County Intermunicipal Development Plan (Project Team Member), Parkland County, 2018*
- ❖ *Parkland County and Lac Ste. Anne County Intermunicipal Development Plan (Project Team Member), Parkland County, 2018*
- ❖ *Wabamun Sub-regional Watershed Land Use Plan, all lake municipalities and Alberta Environment collaborated to create land use plan around Lake Wabamun (Senior Project Advisor), 2015 - 2016*
- ❖ *Joint Planning Initiative City of Edmonton and Strathcona County (Co-chair, Senior Planning Advisor), 2009 – 2013*
- ❖ *House Mountain Joint General Municipal Plan, (Planner), Town of Whitecourt/ID No. 15, AB, 1987 - 1988*

Lloydminster Planning Experience

- ❖ *Parkview Estates Neighbourhood Plan, (Project Manager/Planner), City of Lloydminster, AB/SK, 2001*
- ❖ *Lloydminster Planning District Development Plan, (Project Team Member), City of Lloydminster, RMs Wilton and Britannia, SK, 1999 - 2001*
- ❖ *Lloydminster Business Improvement District Strategic Plan, (PM), City of Lloydminster, AB/SK, 2000*
- ❖ *Lloydminster Regional Economic Development Strategy, (Administrative Member), City of Lloydminster, AB/SK, 2000*
- ❖ *Lloydminster Zoning Bylaw, (Project Manager/Planner), City of Lloydminster, AB/SK, 1999 - 2000*
- ❖ *Saskatchewan Industrial Park, (Project Manager/Planner), City of Lloydminster, AB/SK, 2000*
- ❖ *Lloydminster Vicinity Fringe Area Policy, (Administrative Member), County of Vermilion River/City of Lloydminster, AB, 1990*
- ❖ *Lloydminster Downtown Revitalization Plan, (Project Manager), Lloydminster, AB/SK, 1990*
- ❖ *Lloydminster Business Improvement District Strategic Plan, (Project Manager), City of Lloydminster, AB/SK, 1990*
- ❖ *Lloydminster Civic Square Concept Development Plan, (Project Team Member), City of Lloydminster, AB/SK, 1989*
- ❖ *Neighbourhood 10 Outline Plan, (Project Manager/Senior Planner), City of Lloydminster, AB/SK, 1989*
- ❖ *Wigfield Industrial Park Development, (Project Manager/Planner), City of Lloydminster, AB/SK, 1989*
- ❖ *Lloydminster Regional Economic Development Strategy Plan, (Administrative Member) City of Lloydminster, AB/SK, 1988*
- ❖ *Parkview Estates Neighbourhood Development, (Project Planner), Lloydminster, AB, 1999 - 2002*
- ❖ *Larson Grove Neighbourhood Development, (Project Planner), Lloydminster, SK, 1999 – 2002*
- ❖ *Hill Industrial Park Development, (Project Planner), Lloydminster, AB, 1989 – 1991/1999 - 2002*
- ❖ *Colonial Park Neighbourhood Development, (Project Planner), Lloydminster, SK, 2001 - 2002/1988 - 1991*
- ❖ *Steele Heights Neighbourhood Development, (Project Planner), Lloydminster, AB, 1988 - 1991*
- ❖ *Lloydminster Zoning Bylaw (Project Manager), City of Lloydminster, AB/SK, 1988*
- ❖ *Lloydminster Tourism Action Plan, (Project Manager), City of Lloydminster, AB/SK, 1989*
- ❖ *Lloydminster Economic Development Strategy (Project Manager), City of Lloydminster, AB/SK, 1989*
- ❖ *Lloydminster and District Air Transportation Study, (Project Manager), City of Lloydminster, AB/SK, 1989*
- ❖ *Lloydminster Planning District Development Plan, (Project Team Member), City of Lloydminster, RMs Wilton and Britannia, SK, 1988 - 1989*
- ❖ *Lloydminster Strategic Plans, (Executive Team Member), City of Lloydminster, AB/SK, 1987-91*

ELISA STAMATAKIS, RPP, MCIP PLANNER – ALBERTA



Elisa is a Planner with V3 with an academic background in architecture and planning. Both degrees provided the framework for understanding the implications of space and the associated policy, and how to use verbal and graphic communication to translate ideas to diverse stakeholders. She has been able to harness this understanding and marry it with sound analytical skills to create and implement stakeholder engagement events, to prepare a range of statutory and non-statutory planning documents, and to write meaningful, enabling policy.

Elisa has experience with site development, policy research and analysis, policy development, GIS analysis, public engagement facilitation, grant writing, report writing, graphic design and project visualization. She has used this skillset in the preparation of Area Structure Plans, Master Plans, Intermunicipal Collaboration Frameworks, Intermunicipal Development Plans, Land Use Bylaws, Downtown Design Guidelines, Streetscape Design, and Public Engagement Plans. Elisa is equipped with the skillset to visually represent visions, ideas, and data in a clear and concise manner that audiences are easily able to interpret. She places significance on being able to graphically represent spatial distributions and analysis that is relatable and understandable for all demographics.

Elisa has an extensive knowledge of Microsoft Office and Adobe Creative Suites that enables a high standard of product delivery, and has strong knowledge of ArcGIS, AutoCAD, Rhino 5.0/6.0, and SketchUp.

EDUCATION

Master of Planning, University of Calgary, 2018

Bachelor of Science in Architectural Studies, South Dakota State University, 2015

ASSOCIATIONS

Registered Professional Planner, Alberta Professional Planners Institute (APPI)

Member Canadian Institute of Planners (MCIP)

Member, Urban Land Institute Alberta

The following are examples of projects that Elisa has played a key role within the following capacities:

- *Supported the research and baseline analysis, evaluating various technical reports and relevant planning documents*
- *Prepared and implemented stakeholder and public engagement plans (when applicable)*
- *Supported the development of visions, master plans, goals, objectives, policies and regulations*
- *Supported the development of the final deliverable (statutory documents, concept plans, reports, etc)*
- *Provided professional recommendations*

Edmonton Metropolitan Region Board – Regional Evaluation Framework Third Party Consultant

- City of St. Albert MDP “Flourish”
- City of Edmonton MDP “The City Plan”
- Chappelle Neighbourhood Structure Plan Amendments

Intermunicipal Collaboration Frameworks

- County of Forty Mile and Town of Bow Island
- County of Forty Mile and Village of Foremost
- Brazeau County and Town of Drayton Valley

Intermunicipal Development Plans

- Westlock County and Town of Westlock
- Westlock County and Village of Clyde
- MD of Greenview No. 16 and Town of Valleyview
- County of Grande Prairie and Birch Hills County
- Town of Manning, County of Northern Lights, MD of Peace No. 135, Town of Peace River, Northern Sunrise County

ELISA STAMATAKIS, RPP, MCIP PLANNER – ALBERTA



Municipal Development Plans/ Official Community Plans

- MDP Review and Update – *Beaver County, AB*
- MDP Rewrite – *Cypress County, AB*
- MDP Amendment “Planning for Oil and Gas Development” – *County of Grande Prairie No. 1*
- MDP Rewrite – *Village of Marwayne, AB*
- OCP Rewrite – *City of Martensville, SK*

Area Structure Plans, Neighbourhood Area Structure Plans, Outline Plans, and Conceptual Schemes

- Sturgeon Valley Growth Framework – *Sturgeon County, AB*
- Sturgeon Valley Area Structure Plan Amendments (Project Manager) – *Sturgeon County, AB*
- Sturgeon Valley Special Policy Area Area Structure Plan – *Sturgeon County, AB*
- NW Clairmont Area Structure Plan – *County of Grande Prairie No.1, AB*
- Southern Country Residential Area Structure Plan – *Leduc County, AB*
- Sunset Point RV Area Structure Plan – *Village of Sunset Point, AB*
- Deer Valley Area Structure Plan Amendments – *City of Leduc, AB*
- Meadows Area Structure Plan Amendments – *City of Edmonton, AB*
- Laurel Heights Neighbourhood Area Structure Plan Amendments – *City of Edmonton, AB*
- Area Structure Plan reviews and recommendations on amendments and repeals – *MD of Lesser Slave River, AB*

Land Use Bylaws

- Land Use Bylaw Review and Update – *Beaver County*
- Land Use Bylaw Review and Update – *Cypress County, AB*
- Land Use Bylaw Rewrite – *MD of Lesser Slave River, AB*
- Land Use Bylaw Update – *Brazeau County, AB*
- Land Use Bylaw Update – *Village of Marwayne, AB*

Master Planning

- Middletown Parks Master Plan – *Middletown, Ohio*
- Riverside Regional Park Master Plan – *Indianapolis, In*
- Boutin Ave Master Plan – *Hinton, AB*
- Touch the Water Concept Plan – *County of Grande Prairie No.1, AB*
- Lac La Biche Main Street Concept Plan – *Lac La Biche, AB*
- 5 Mile High School and Design Charrette – *County of Grande Prairie No.1, AB*

Development and Subdivision Applications

- Creekside Development – *City of Leduc, AB*
- Direct Control District – *Village of Sunset Point, AB*
- Groupe Nordik Nordic Spa – *Rockyview County, AB*
- 124 Street ARP and Rezoning Application – *City of Edmonton, AB*

Other Projects – Public Sector

- Oil and Gas Multi Criterion Decision Analysis – *County of Grande Prairie No.1, AB*
- Rail Siding and Spur Expansion Study - *County of Grande Prairie No.1, AB*
- Pipestone Area Structure Plan - *County of Grande Prairie No.1, AB*
- Recreational Vehicle Study and Recommendations - *County of Grande Prairie No.1, AB*
- Taxi and Rideshare Study and Recommendations - *County of Grande Prairie No.1, AB*
- Zone 6 Conceptual Scheme – *Parkland County, AB*

MATTHEW GOEBEL, BSC PLAN PLANNER - ALBERTA



EDUCATION

BSc Specialization in Planning with Distinction- School of Urban and Regional Planning- University of Alberta, 2019

Science Internship Program (SIP)- University of Alberta, 2018



CERTIFICATIONS

Member, Geography and Planning Students' Society (GAPSS)- University of Alberta

Practical Study in Human Geography and Planning- Curitiba, Brazil Field School

Candidate Member, Canadian Institute of Planners (CIP)

Candidate Member, Alberta Professional Planners Institute (APPI)

Matthew is an award-winning planner with a background in urban and rural planning and facilities management. In his role as Planner at V3, Matthew is committed to shaping the cultural, economic, and environmental livability and sustainability of North American communities.

He possesses a strong skillset in public engagement and participation, established knowledge of land use planning and its application to the development and growth of communities, and regional planning experience with a focus on intermunicipal collaboration and development. He has used this skillset in the preparation of Area Structure Plans, Intermunicipal Collaboration Frameworks, Intermunicipal Development Plans, and Land Use Bylaws.

His evolving ArcGIS, AutoCAD, Adobe Creative Suite, Microsoft Office, and SketchUp skills bring high-quality graphics and visualizations to the V3 team.

The following are examples of projects that Matthew has played a key role within the following capacities:

- *Supported research and baseline analysis, evaluating/creating various technical reports and relevant planning documents*
- *Assisted with stakeholder and public engagement plans*
- *Supported the development of visions, master plans, goals, objectives, policies, and regulations*
- *Supported the development of the final deliverable (statutory documents, concept plans, reports, etc.)*

Area Structure Plans, Neighbourhood Area Structure Plans, Outline Plans, and Conceptual Schemes

- | | |
|--|---|
| <ul style="list-style-type: none"> • AV Homes Conceptual Scheme – <i>Parkland County, AB</i> • Deer Valley Area Structure Plan Amendments – <i>Leduc, AB</i> • Fulton Creek Business Park Area Structure Plan – <i>Edmonton, AB</i> | <ul style="list-style-type: none"> • Pipestone Area Structure Plan – <i>County of Grande Prairie No.1, AB</i> • Sunset Point RV Area Structure Plan – <i>Village of Sunset Point, AB</i> • Parkland County ASP Format Review – <i>Parkland County, AB*</i> |
|--|---|

**Work performed at previous firm*

MATTHEW GOEBEL, BSC PLAN PLANNER - ALBERTA



Development and Subdivision Applications

- Ridge Water Resort Campground – *Parkland County, AB*
- Storage Alberta – *Edmonton, AB*
- Various applications – *Red Deer, AB**

IDPs /ICFs

- Parkland County and Brazeau County*
- Parkland County and Lac Ste. Anne County*
- Parkland County and Yellowhead County*
- Parkland County and the SV of Betula Beach*
- Parkland County and the SV of Seba Beach*
- Parkland County and the Village of Spring Lake*

Land Use Bylaws

- Land Use Bylaw Rewrite – *MD of Lesser Slave River, AB*
- Land Use Bylaw Rewrite – *Red Deer, AB**
- Various amendment applications – *Red Deer, AB**

Master Planning

- University High School Master Plan – *Carmel, IN*
- Ellerslie Fleet Services Facility Master Plan – *Edmonton, AB**

Other Projects – Public Sector

- Oil and Gas Multi Criterion Decision Analysis – *County of Grande Prairie No.1, AB*
- Rail Siding and Spur Expansion Study – *County of Grande Prairie No.1, AB*
- Boundary Interface Protocols and Strategies (BIPS) Project – *Parkland County, AB**
- Facility Inventory Management, Project Manager – *Edmonton, AB**
- Residential and Commercial Land Supply Project – *Red Deer, AB**

*Work performed at previous firm

DEBORAH KALEIKINI-JOHNSON, P.ENG., P.E.

PROJECT MANAGER



EDUCATION

Bachelor of Science, Civil Engineering
University of Hawaii



REGISTRATIONS

Professional Engineer:

- Alberta
- Saskatchewan

Professional Engineer:

- Utah, 3085321
- Nevada, 14571



ASSOCIATIONS

Association of Professional Engineers
and Geoscientists of Alberta (APEGA)
Urban Development Institute (UDI)

Deborah brings 25+ years of engineering and management experience spread across the municipal, infrastructure, and land development arenas in a number of land-use categories. Her project experiences include both rural and urban settings for the design, management and construction of infrastructure in both infill and greenfield efforts.

Site Development – Alberta |

- University of Alberta - Dent Pharm Redevelopment – Edmonton, Alberta, – Role: Project Manager - 2020
- NAIT Productivity & Innovation Centre – Edmonton, Alberta, – Role: Project Manager - 2018
- Alexander First Nation – Alexander, Alberta – Role: Project Manager - 2019
- Kehewin Elementary School – Kehewin, Alberta, – Role: Project Manager - 2018
- Saddle Lake Elementary School – Saddle Lake, Alberta, – Role: Proj. Manager - 2018
- Mill Creek School – Edmonton, Alberta, – Role: Project Manager - 2017
- City of Leduc School Bridging – Leduc, Alberta – Role: Project Manager
- City of Ft. Saskatchewan School Bridging – Ft. Saskatchewan, Alberta, – Role: Project Manager
- Castle Downs Arena Renewal – Edmonton, Alberta, - Role: Project Manager

Industrial – Alberta |

- Highlands Business Park – Parkland County, Alberta – Role: Project Manager
- ATCO Electric – High Level, Alberta – Role: Project Manager
- Weatherford/Tolko – Sturgeon County, Alberta – Role: Project Manager

Commercial / Municipal – Alberta |

- Bonnyville Town Hall – Bonnyville, Alberta, – Role: Project Manager
- Sir Winston Churchill Park – Lac La Biche, Alberta, – Role: Project Manager
- Tamarack Stage 8 – Edmonton, Alberta – Role: Project Manager
- Windermere Gate – Edmonton, Alberta – Role: Project Manager
- Ft. Saskatchewan Mall – Ft. Saskatchewan, Alberta – Role: Project Manager
- Starbucks Coffee – Leduc, Alberta – Role: Project Manager

Multi Family – Alberta |

- CX Grandin – Edmonton, Alberta, – Role: Project Manager
- CR Kilkenny – Edmonton, Alberta – Role: Project Manager
- CR Parkdale – Edmonton, Alberta – Role: Project Manager

Transportation & Infrastructure Rehabilitation – Alberta & Nevada |

- Various Drainage Projects for City of St. Albert – St. Albert, Alberta – Role: Project Engineer
- Rental Car Facility McCarran Int. Airport – Clark County, NV – Role: Project Engineer
- US 95 (Rainbow to Cheyenne) – Las Vegas, NV – Role: Project Engineer

Master Plan Studies / Municipal Servicing Studies – Alberta |

- Dimsdale Water Network Study – County of Grande Prairie, AB – Role: Project Manager
- Villages of Marwayne, Kitscoty and Dewberry (Water & Sanitary Servicing Analysis) – Various, AB – Role: Project Manager
- Village of Kitscoty (Storm Analysis) – Kitscoty, AB – Role: Project Manager

AARON PARSONS, P. ENG.

PROJECT ENGINEER



YEARS OF EXPERIENCE

Total: 12



EDUCATION

Bachelors of Science, Civil Engineering,
Lakehead University

Diploma, Civil Engineering Technology,
NAIT



REGISTRATIONS

Professional Engineer:

- Alberta, #163050
- Saskatchewan, #44060



ASSOCIATIONS

Association of Professional Engineers
and Geoscientists of Alberta

Association of Professional Engineers
and Geoscientists of Saskatchewan

Urban Development Institute

Aaron brings 10+ years of combined experience in the land development industry, including residential and commercial site design, inspection, and construction management. Aaron has also been involved with several municipal improvement projects comprised of residential and commercial roadway rehabilitation, as well as, CCTV review, analysis and remediation prioritization of existing underground infrastructure.

In addition to his engineering experience, his background as a senior technologist for land development proves to be a valuable asset in his design and construction administration roles.

Land Development: Residential and Multifamily – Various Locations

- Rosaterra Development – Redwater, AB – Client: Canadian Condominium Finance Corporation, Role: Project Engineer
- Cascades – Storm Vault Control System - Camrose, AB – Client: City of Camrose, Role: Project Engineer
- Cascades Phases 1, 2A and 2B. – Camrose, AB – Client: Camrose M.I. Group, Role: Project Engineer
- Westheath– Moose Jaw, SK – Client: City of Moose Jaw, Role: Project Engineer
- Erin Ridge North, Genstar – St. Albert, AB | Role: Project Engineer
- Rosenthal Stage 9 – Renew II – Edmonton, AB - Client: Daytona Homes, Role: Project Engineer
- Lacombe Park Stage 28A – St. Alberta, AB - Client: Sarasota, Role: Project Engineer

Land Development: Commercial / Industrial – Various Locations

- Cowessess Yorkton – Yorkton, SK – Client: Cowessess First Nation Role: Project Engineer
- Midway Centre – Lacombe, AB - Client: YFL Developments, Role: Project Engineer
- Northgate Industrial – Parkland County, AB - Client: Clish Development Corp, Role: Project Engineer
- Bold Corp Commercial Development – Lac La Biche, AB - Client: Bold Corporation, Role: Project Engineer

Municipal Development: Rehabilitation Projects - Various Locations

- 18th Avenue Upgrades & Sunrise Pond Walking Trail – Drayton Valley, AB – Client: Town of Drayton Valley, Role: Project Engineer
- Gillian Crescent and Gretna Place Drainage and Sidewalk Improvements – St. Albert, AB - Client: City of St. Albert, Role: Project Engineer
- Village of Strome – Sanitary Network Review and Analysis – Strome, AB – Client: Flagstaff County, Role: Project Engineer
- Town of Killam – Sanitary Network Review and Analysis – Killam, AB – Client: Flagstaff County, Role: Project Engineer
- Parkallen Neighbourhood Rehab – Edmonton, AB – Client: City of Edmonton, Role: Inspector

Reports – Various Locations

- Site Servicing Investigation 2021– Ecole Gabrielle-Roy / Michaele-Jean School Edmonton, AB – Client: Tetra Tech – Role: Project Engineer
- Site Servicing Investigation 2020 - (Blackfalds, Heritage Valley, SE Edmonton, Langdon, Leduc) – Edmonton, AB – Client: Tetra Tech – Role: Project Engineer
- Site Servicing Investigation 2018 – Provincial Operations Centre – Edmonton, AB - Client: Thurber Engineering, Role: Project Engineer

Scott Bryan - Resume



Scott Bryan is the Founder & Managing Director of Attract Investment Consulting, specializing in investment attraction and economic development strategies, market and sector studies, including trend analysis, benchmarking and value proposition development. With 20 years of experience, Scott is an innovative and expert strategist and researcher specializing in high-impact investment attraction, FDI, and BR&E strategies and sector studies. He has worked with over 200 EDOs/IPAs. Significant business development/recruitment, marketing and consulting experience with Economic Development Organizations, governments, as well as global Fortune 500 companies, in addition to start-up enterprises. Some of Scott's private sector experience includes leading the National Public Sector Marketing practice at KPMG to support the generation of \$400 million in revenue within three years, as well as a Vice President of Branding & Communications at a boutique talent recruitment consultancy.

Education: MBA from The Ted Rogers School of Management; Bachelor of Arts with Honors from the University of Ottawa

Relevant Work Experience:

Municipal District of Yarmouth, Hebron Business Park, Investment Attraction Toolkit, (Fisheries, Renewable Energy, ICT, Pro Services, Manufacturing, Food & Beverage, Automotive) 2021

- Jurisdictional review of the region, Hebron Business Park, infrastructure, with best practices from comparable business parks
- A SWOT analysis, including strategic macro and micro aspects highlighting FDI vs DDI impact
- Developing an overarching strategy including a vision, mission statement and goals for the Park
- FDI and DDI strategy; identify FDI and DDI value propositions, and establish mission priorities

Western REN, Rural Advantage Repositioning (Fisheries, Forestry, Renewable Energy, Pro Services, ICT), 2021

- Reconfigured exiting value propositions and/or created new value propositions that articulated the rural advantage of Western Nova Scotia in a post-COVID world
- Identified rural talent/investment attraction best practices from other jurisdictions, thought leadership, and our work globally
- Identified value propositions of First Nations (Mi'kmaq) led initiatives to increase diversity and inclusion as well as highlighting Mi'kmaq regional assets i.e. First Nations Hilton Hotel that is creating income for band members, promoting indigenous culture and contributing to tourism.

Itasca EDC, Minnesota, Economic Industry Cluster and Business Assistance Targeting Strategy (Manufacturing, Forestry, Mining, and Energy), 2021

- Analytical framework for cluster and industry indicators, drawing on best practices
- An economic base analysis and a labour market analysis in relation to Itasca County, the Northeast Minnesota Planning Region, the State, and the United States

- Overview of economic ecosystem, FDI and trade flows
- External trends analysis including sector trends and technology trends
- Investigated and set out Covid-19 impacts and the nature of technology disruption
- Identified supply chain gaps and opportunities at sector and subsector level
- Community conversations including 1-on-1 interviews and focus group facilitation
- SWOT analysis per sector (Manufacturing, Forestry, Mining, and Energy)
- Cluster development strategy compilation with sector/subsectors opportunities identified, recommendations and roadmaps to develop and grow the focus sectors

Improving Climate Resiliency in Dominica through FDI: Capacity Building of Invest Dominica Authority (Tourism, Agro-processing, Manufacturing, Financial Services, Telecommunications), 2020

- The objective of this assignment is to align and build the capacity of Invest Dominica Authority (IDA) to attract sustainable FDI and achieve other Sustainable Development Goals (SDGs)
- Reviewed promotional materials and exiting plans
- Conducted external trend analysis and stakeholder consultations and analysis
- *Note: I left prior to the project being completed but I was responsible for producing the value propositions and investment attraction strategy, and capacity plan development.*

World Bank Group - Strengthening Investment Promotion in the Tourism Sector in Indonesia (Tourism), 2019-2020

- Analyzed investment data, tourism statistics & design operating protocols
- Conducted stakeholder consultations and analysis
- Delivered capacity building/training workshop to EDOs in various regions in Indonesia
- Provided a review of existing data and strategy documents
- Completed a value chain analysis, value proposition assessment and development
- Drafted investment attraction strategy along with strategy consultations for each project region
- *Note: I left prior to the project being completed but was responsible for the strategy.*

Leduc-Nisku EDA, Aerotropolis Phase 2 FDI and Business Cases – Key Clusters Plan (Logistics, Manufacturing, Cannabis, Energy, Agribusinesses), 2019

- Goal was to develop a strategy that would increase FDI into the Edmonton airport business/industrial park grounds, nearby Nisku business/industrial park and surrounding region of rural communities in a fashion that would also support the Business Retention & Expansion
- Evaluated local businesses, external trends including identifying emerging subsectors in terms of FDI and DDI to conduct a SWOT analysis followed by an Opportunity Assessment, investment opportunity profiles as well as industry profiles
- Developed a strategic FDI target list, identified value propositions, and compiled and Investment Readiness Gap Assessment

City of Terrace/Skeena Industrial Development Park Investment Attraction (Forestry, Energy, Manufacturing, Transportation & Logistics), 2019

- Investment attraction strategy for an industrial park for a rural community; note this project involved working with the local First Nations communities including stakeholder conversations with the Kitselas First Nations
- Regional assessment, comparative analysis/benchmarking, identification of regional strengths, opportunity assessment, community consultations

- Investor target list development, global best practice recommendations for incentives, marketing, investment attraction initiatives and attraction tools

Mid-Sask Municipal Alliance Investment Attraction & Lead Generation (*Agriculture, Mining, Manufacturing, Commercial & Business Services, Tourism*), 2019

- Investment Attraction and Lead Generation for rural communities
- Conducted trend research and analysis, comparative analysis, identify opportunities, created industry profiles and developed a Strategic Target Investor
- External analysis which including a demand side analysis of FDI (Foreign Direct Investment) and DDI (Domestic Direct Investment) trends. Following this, we conducted a supply side analysis/regional assessment to understand the region's assets and competitive advantages for potential investors. We then conducted an opportunity assessment to find points of alignment that would highlight the best opportunities for potential investment attraction

Western REN Investment Opportunities & Strategies (*Fisheries, Forestry, Renewable Energy*), 2018

- Environmental scan including a cluster analysis and development that resulted the production of comprehensive sector profiles
- Ecosystem asset analysis including a value chain and supply chain analysis in each of the target sectors to identify potential FDI opportunities in connection with innovative
- Community conversations with various stakeholders
- Developed marketing and communication plan, together with FDI attraction tools, were assembled into a Strategic FDI Action Plan.

Simcoe County Investment Lead Generation (*Aerospace, Agri-food, Automotive, Software & IT, Manufacturing*), 2017

- Regional assessment by way of an industry cluster analysis and value proposition analysis and review of rural communities and respective industries
- Stakeholder consultations and analysis, which lead to identifying regional assets and opportunities
- Designed a strategic investor target database

Gillian Hatton, BSc. (Hons.) Masters in Economic Development and Innovation (MEDI)

Profile



Gillian Hatton has undertaken numerous assignments to facilitate the creation of sustainable economies, economic prosperity, and competitive advantage for economic development organizations and communities globally, resulting in millions of dollars of added value.

As a strategic advisor to governments and economic development organizations around the world, she has worked with a range of clients, including Leduc-Nisku EDC, Economic Development Lethbridge, The City of Edmonton, Itasca County (MN), The Mid-Saskatchewan Municipal Alliance, Ontario East Economic Development Commission, and communities both large and small across Canada, together with international clients such as Enterprise Florida, Business Birmingham, The Welsh Government, and The North of England Inward Investment Agency.

Gillian has a substantial track record in the compilation of detailed and strategic economic development studies encompassing economic base analysis, market analysis, sector studies, location assets, business attraction, retention, and expansion strategies, and community value propositions to facilitate sector development, including the development of value propositions and the targeting of specific industry sectors, geographic areas, and companies. This work has covered a diverse range of industries, including advanced manufacturing, tourism, natural resources, energy, agri-food, cleantech, and professional and technical services.

Gillian holds a BSc. (Hons.) Management Sciences from the University of Manchester, United Kingdom, a Masters in Economic Development and Innovation from the University of Waterloo and a post-graduate certificate in Internet Business and Technology from the University of Toronto.

Relevant Project Experience

Economic Development Strategies, Sector Studies, Market Analysis, Investment Attraction Strategies

Municipal District of Yarmouth, Hebron Business Park, Investment Attraction Toolkit - SWOT Analysis 2021

Conducted a jurisdictional review of the region, Hebron Business Park, infrastructure, with best practices from comparable business parks in North America and Europe. A SWOT analysis was compiled with an overarching strategy including a vision, mission statement and goals for the Park. All of which will underpin a subsequent Investment Attraction Strategy with value propositions, and mission priorities.

Itasca EDC, MN, Economic Industry Cluster and Business Assistance Targeting Strategy, 2021

Compiled a regional assessment with economic base analysis and labour market analysis in relation to Itasca County, the Northeast Minnesota Planning Region, the State, and the United States, ecosystem deep-dive, external trends analysis, FDI and trade flows analysis and stakeholder consultations. Developed an analytical framework for cluster and industry indicators, drawing on best practices. Investigated and set out Covid-19 impacts and the nature of technology disruption. Identified supply chain gaps and opportunities at sector and subsector level. Compiled a SWOT analysis per sector (Manufacturing, Forestry, Mining, and Energy) culminating in a cluster development strategy compilation with sector/subsectors opportunities identified, recommendations and roadmaps to develop and grow the focus sectors.

Western REN, Rural Advantage Repositioning, 2021

Location Strategies in partnership with Attract Investment Consulting, identified and reviewed best practices from other jurisdictions, thought leadership, and observed in our work in Canada and globally on Covid-19 strategies. The existing value propositions were reconfigured with new value propositions created that articulate the rural advantage of Western Nova Scotia in a post-COVID world.

Mid-Saskatchewan Municipal Alliance (MSMA) Investment Attraction & Lead Generation, 2019/20

Location Strategies conducted an external trend analysis with new and emerging subsectors, economic ecosystem analysis and regional assessment to identify the region's assets and competitive advantages for potential investors. An opportunity assessment matrix was produced with target sectors (including tourism) and subsectors for investment attraction and value propositions with respective profiles, partnership identification, a Strategic Target Investor list and lead generation campaign, a lead management system, and a risk management strategy.

Aerotropolis Phase 2 FDI and Business Cases – Key Clusters Plan, Leduc-Nisku EDA, Alberta, 2018/2019

Developed a strategy to support Business Retention & Expansion (BR&E) activities, further investment opportunities and key local companies that could enable sector/cluster development. An FDI target list was developed with relevant value propositions; an Investment Readiness Gap Assessment compiled, with Investment Opportunity Profiles and Industry Profiles for targeting investors, and a Cluster Support Network of local companies in the region that could facilitate FDI attraction.

Opportunities and Strategies Implementation Plan, Western REN, Nova Scotia, 2018

Created a comprehensive Implementation Plan for the prior Investment Opportunities & Strategy comprising a detailed one-year plan and a two-year high-level plan, complete with investment attraction activities, target sectors, regions, and KPIs. As part of this project, value propositions were created for the target sectors, which were then integrated into the marketing and related collateral. Also developed were sector flyers, brochures, sector/overall regional PPTs for investor meetings, updates of social media platforms, a dedicated investment attraction microsite.

Western REN Opportunities and Strategies, 2017

Location Strategies developed a comprehensive inventory of potential FDI opportunities around innovative fisheries industries, forestry, and renewable energy. The work involved an analysis of the ecosystem in each of these sectors, a strategic analysis of leading-edge trends, stakeholder consultations, all of which provided the foundation for an opportunity identification exercise that, in turn, provided the basis for an FDI strategy. A marketing and communication plan, together with FDI attraction tools, were set out. All of which were assembled into an action plan followed by a subsequent implementation plan.

Agriculture/Agri-foods: Investigating Local Strategies to Address Employment Issues, Challenges and Opportunities, Workforce Development Board/Local Employment Council (Peterborough), 2017/2018

Location Strategies compiled an Agriculture Agri-Food Industry Sector Analysis with labour supply, educational attainment, occupational and industry employment trends and comparative employment growth. <https://drive.google.com/file/d/1Oe8xixmJqpM4gar1XkbacwaRRgHbPb4m/view>

Perth County, Foreign Direct Investment Strategy, 2016

Location Strategies provided a comprehensive analysis of strategic opportunities to stimulate investment into Perth County, a rural community in South Western Ontario. The work comprised an overview of foreign direct investment trends, a competitive benchmarking analysis, a value chain analysis to identify gaps and investment attraction opportunities. Stakeholder consultations also augmented this process, with target industry opportunities prioritized by potential. The findings were agglomerated into an action plan with KPIs to track and monitor results.

Advanced Manufacturing Technologies and Cleantech Studies, Ontario East Economic Development Commission, 2015

The initial study examined Eastern Ontario's advanced manufacturing and cleantech ecosystems. The work focussed on identifying technology-driven companies, relevant business support networks, research activities, education provision and graduate output to define Eastern Ontario's existing and potential capabilities in new advanced technologies in manufacturing and cleantech. The findings provided the basis of a target sector review forum to determine and redefine the most appropriate target sectors and sub-sectors for OEEDC. This work resulted in the compilation of a sector roadmap for the newly created advanced manufacturing and materials technologies sector and energy and emerging technologies sectors to be deployed by the OEEDC advanced manufacturing sector team.

Eastern Ontario Sectors Opportunity Assessment, Ontario East Economic Development Commission, (OEEDC) 2014

An analysis of OEEDC's target sectors covering nuclear energy, aerospace, cleantech (sub-sectors, water technologies, waste management/environmental industries, renewable energy, cleantech products, life sciences, and food processing). New data and information material were provided for advanced manufacturing, automotive and logistics. The output comprised of key sector trends, a compilation of sector profiles through an asset audit of Eastern Ontario's economic ecosystem. The findings were synthesized into an opportunity assessment that provided a basis for future sector strategies.

Eastern Ontario Data Analysis for Strategic Plan, Ontario East Economic Development Commission, 2014

An overview of the industry structure in Eastern Ontario was compiled to identify sectors most likely to enable sustainable growth, build sector density and create economic prosperity. An analysis of key historical and forecasted data and information to guide the future direction of OEEDC's economic development activities was provided. The work compared Eastern Ontario with competing regions such as the Greater Toronto Area (GTA), South Western Ontario, with benchmarking against the Province. An examination of Eastern Ontario's target sectors, with respective trends, was developed.

City of Oshawa, Sector Analysis and Cluster Development Strategy, 2013

Location Strategies developed a 10-year road map to enable The City of Oshawa to capitalize on growth and shifts in its industrial and commercial base composition. A comprehensive analysis set out the nature of this growth, highlighting the potential in emerging sectors and existing sectors. The work formed the foundations for a comprehensive strategy for attracting, retaining and growing businesses in the target sectors to maximize the City's potential. Components of the work included a labour force overview, identifying new and emerging opportunity areas, detailed sector profiles (5), and a SWOT Analysis, which drew on a stakeholder consultation process. These components were agglomerated into an action plan that provided strategic direction for cluster development focused on business support and job growth over a 10-year horizon.

Economic Development Strategic Plan and Manufacturing Attraction Strategy, City of Welland, 2013

Location Strategies was retained to complete an economic base analysis and industry sector analysis as part of an economic development strategic plan. This work provided the foundation for identifying potential growth sector opportunities and provided a platform for the development strategies to build a sustainable economy.

Targeted Investment Action Plan for Investment Attraction in the ICT Sector, Economic Development Lethbridge, 2013

The project involved examining key ICT sectors and geospatial application trends, an evaluation of the ICT and geospatial sector in Lethbridge, the compilation of a SWOT analysis, and an investment attraction matrix of Lethbridge's economic assets. These elements underpinned the identification of potential opportunities for Lethbridge in geospatial technologies, precision agriculture, oil, gas & mining, environmental industries, and business services, the development of a value proposition, and a targeted investment attraction action plan. This work informed the identification of potential target companies that were strong candidates to set up in Lethbridge, which were contacted to determine their interest in Lethbridge, resulting in 30 companies qualified.

Marathon Mining Sector Supply and Service Study and Implementation Plan, Marathon Economic Development Corporation, 2012

Location Strategies conducted extensive research on the town's mining sector and its regional competitiveness, a stakeholder engagement process, benchmark indicators for business attraction and best practices research for mining sector business development and attraction. The findings identified mining service and supply gaps that presented opportunities for business development and growth and the potential to strengthen the value chain. Marketing messages and a value proposition for the town were developed together with a marketing strategy. A subsequent phase

was conducted to implement the marketing strategy through a lead generation campaign and a PR strategy development. Twenty-seven companies were qualified for action by MEDC.

Food Research in Eastern Ontario, Ontario East Economic Development Commission, 2012

This work updated an earlier 2004 study through a comprehensive analysis of the food processing sector in Eastern Ontario. The work covered trends affecting the food processing industry, competitive advantages and disadvantages, labour force considerations, and an examination of the value chain. The findings were assimilated into opportunities for sector development and underpinned the development of the action plan to attract and retain food processing companies with long-term sustainability considerations. Recommendations on the contents and structure of the existing food processing directory were also provided.

Economic Development Strategy, City of Edmonton, 2012

Location Strategies developed sector strategies for the City of Edmonton's Economic Development Plan - *The Way We Prosper*. Industry profiles were compiled in ICT, financial services, engineering and construction, cleantech, life sciences, and logistics sectors. These profiles provided a comprehensive review of the City's economic assets as well as strategic direction. Examples of best practices in each sector were provided in cities and regions such as Minnesota, Atlanta, Vancouver, and Dallas-Fort Worth.

Professional Involvement

Economic Developers Association of Canada: Member, Speaker at Ontario East Municipal Conference, Economic Development Association of Canada annual conference, Ontario East Economic Development Commission members' meetings, Ontario Aerospace Council, The Florida Chamber of Commerce, among others.

Education

Masters in Economic Development and Innovation (MEDI), University of Waterloo

BSc. (Hons.) Management Sciences, University of Manchester Institute of Science and Technology, UK

Certificate in Internet Business and Technology, University of Toronto



CATHERINE OBERG, P.Eng.

Principal

Catherine Oberg is a senior transportation engineer with experience in the field of transportation engineering and planning. Over the past 21 years, Catherine has developed a comprehensive appreciation of the relationship between land use planning and transportation planning through her work in both the public and private sectors.

RELEVANT PROJECT EXPERIENCE

Transportation Impact Assessments (TIAs)

TIAs can be completed for a diverse range of projects including rezoning applications, development permit applications, and master plans. Catherine has completed hundreds of TIAs during her career, in all sectors of the City of Edmonton, the Edmonton Metropolitan Region, and Northern Alberta.

- Acheson & Big Lake Traffic Impact Assessment, Parkland County, AB
- Southeast Edmonton (Decoteau) Area Structure Plan, Edmonton, AB
- Riverview Area Structure Plan, Edmonton, AB
- Horse Hill Area Structure Plan, Edmonton, AB
- Pintail Landing and Kinglet Gardens ASPs, Edmonton, AB
- Garneau Rezoning, Edmonton, AB
- Falcon One (104 Street Langham Towers) Rezoning, Edmonton, AB
- West Block Rezoning, Edmonton, AB
- Strathearn Heights Redevelopment Rezoning, Edmonton, AB
- Century Park Rezoning, Edmonton, AB

Traffic Operational Assessments

The completion of traffic operational assessments typically includes the review of existing conditions to determine if improvements to traffic control and/or geometry are required. Catherine has completed the following traffic operational assessments:

- Beaumont Intersection Management Guidelines, Beaumont, AB
- 44 Avenue and 42 Street Intersection Operations, Beaumont, AB
- 50 Street Traffic Signal Coordination, Beaumont, AB
- 50 Street Traffic Analysis, Drayton Valley, AB
- Sturgeon Road and Starkey Road Assessment, Sturgeon County, AB

education

BSC (Civil)
University of Alberta

Traffic Signal Workshop
Northwestern University

Sidra Intersection Beginner Level
Akcelik and Associates Pty Ltd.

Sidra Intersection Two-Day Training Workshop
Akcelik & Associates Pty Ltd.

Access Management and Roundabouts
Centre for Transportation Engineering & Planning

Project Management Bootcamp
PSMJ Resources Inc.

professional associations

APEGA - Alberta

Member - Institute of Transportation Engineers

career summary

Bunt & Associates Engineering Ltd.
Principal
2003 - present

City of Edmonton
Transportation Planning Branch
Senior Engineer
2002 - 2003

Earth Tech Canada
(formerly Reid Crowther & Partners Ltd.)
Transportation Engineer
1997 - 2002

Strategic & Master Plans

Transportation planning is key component in the development of strategic and master plan projects. By participating in the development of these plans from the outset, Catherine guides the development of plans that integrate land use and transportation. Many of the studies begin with the preparation of a mobility study, outlining existing infrastructure, opportunities and constraints and may culminate in the preparation of a TIA, which provides a detailed assessment of future transportation networks and capacity. Strategic and Master Plans that Catherine has participated in include:

- Sturgeon Valley Growth Framework, Sturgeon County, AB
- Edmonton Exhibition Lands Planning Framework, Edmonton, AB
- McKernan/Belgravia & Mill Woods Station Area Plans, Edmonton, AB
- Bonnie Doon Transit Oriented Development, Edmonton, AB
- Ribbon of Green, Edmonton, AB
- Leduc Downtown Design Plan, Leduc, AB

Sustainable Transportation

The identification of sustainable transportation elements, including transit and active modes opportunities and infrastructure, is included in the majority of the master planning projects identified above. In addition to those high-level projects, Catherine has been involved in a number of projects that consider how sustainable transportation elements can be integrated into existing/future transportation rights-of-way through a Complete Streets approach. The following projects have focused on the identification of infrastructure for sustainable modes within road rights-of-way.

- Building Great Neighbourhoods - Grandview Heights, Edmonton, AB
- Building Great Neighbourhoods - Lorelei/Beaumaris, Edmonton, AB
- Riverview Complete Streets, Edmonton, AB
- Griesbach Complete Streets, Edmonton, AB

Parking

Catherine has completed a number of parking impact assessments (PIAs) throughout her career, either as stand-alone studies or as part of TIAs. These studies include data collection programs, benchmarking reviews, shared parking reviews, and preparing supporting documentation. Catherine has completed and/or participated in the development of parking strategies for the following projects:

- Ortona Armoury and Affordable Housing, Parking Impact Assessment, Edmonton, AB
- Knox Metropolitan DC2, Edmonton, AB
- Downtown Area Redevelopment Plan, Downtown Parking Study, Edmonton, AB
- Griesbach Urban Village Commercial Parking Impact Assessment, Edmonton, AB
- Christy's Corner Parking Impact Assessment, Edmonton, AB

TRANSPORTATION PLANNERS AND ENGINEERS



NICOLE FARN, P.Eng.

Senior Transportation Engineer

Nicole Farn is a transportation engineer with over 20 years of experience in transportation planning. She is currently responsible for completing traffic and parking impact assessments. Nicole has experience in both urban and rural transportation environments and completes technical analyses to identify intersection geometry requirements, recommend modifications to existing conditions, complete intersection warrant analysis, and assess the impacts of future development.

RELEVANT PROJECT EXPERIENCE

Transportation Assessments

Nicole has been involved in the completion of transportation assessments for numerous projects from neighbourhood plans to site-specific development projects. Transportation assessments include estimating potential traffic activity, evaluating multiple roadway network and/or site access options, and preparing comprehensive Traffic Impact Assessment reports. Nicole has prepared transportation assessments for the following projects:

- North West Upgrader, Sturgeon County, AB
- Maple Neighbourhood Structure Plan, Edmonton, AB
- Millennium Ridge Mixed-Use Development, Sherwood Park, AB
- Edmonton Arena and Arena District Transportation Master Plan, Edmonton, AB

Parking

Nicole has prepared numerous parking studies, which typically include coordinating data collection programs (on-street, off-street), completing benchmarking reviews, reviewing parking management strategies, identifying future parking demands, determining appropriate parking supply inventories, and preparing supporting documentation. Nicole participated in the preparation of the following parking studies:

- Emerald Hills School and Recreation Centre Site Circulation and Parking Review, Sherwood Park, AB
- Valley Line LRT Parking Management, Edmonton, AB
- City of Edmonton, Downtown Parking Study, Edmonton, AB
- Seniors Parking Accommodation Strategy (Zoning Bylaw Review), Edmonton, AB

Sustainable Transportation

Nicole has provided technical support on a number of sustainable transportation related projects. Projects have ranged from Bus Rapid Transit (BRT) studies to the completion of Transportation Demand Management (TDM) studies. Nicole has prepared capacity assessments, developed evaluation criteria, prepared survey instruments, and recommended alternative strategies on the following projects:

- University of Alberta TDM Study Update, Edmonton, AB
- University of Alberta, Pedestrian and Bicycle Review Study, Edmonton, AB

education
BSc in Civil Engineering
University of Alberta

professional associations
APEGA - Alberta

career summary
Bunt & Associates Eng. Ltd.
Transportation Engineer
2002-present

NICOLE FARN, P.Eng.
Senior Transportation Engineer | bunt & associates



SPENCER ENVIRONMENTAL
MANAGEMENT SERVICES LTD.

LYNN MASLEN, M.Sc., P.Biol.
President, Senior Environmental Scientist

EDUCATION:

- M.Sc., Biogeography, 1989, University of Alberta
- B.Sc., Specialization in Zoology with Distinction 1982, University of Alberta

Additional Graduate Level Course Work/Training:

- 1996 - Creating Wetlands for Habitat Enhancement and Mitigation, University of Wisconsin
- 1995 - Treatment Wetlands, University of Alberta
- 1994 - Ontario Wetland Evaluation System

POSITIONS HELD:

- 1984 to present, Spencer Environmental Management Services Ltd., Edmonton, Alberta; Yellowknife, NWT
- 1983 Wildlife Technician, Syncrude Canada Ltd.

PROFESSIONAL AFFILIATIONS:

- Alberta Society of Professional Biologists
- Society of Wetland Scientists

SUMMARY OF EXPERIENCE:

Lynn Maslen is president and senior environmental scientist with Spencer Environmental, specializing in environmental assessment, planning and permitting, environmental management, biophysical assessment, natural areas management, urban ecology, wetland ecology and constructed wetland design and monitoring. With the firm for over 35 years, she has accumulated diverse experience on projects located throughout Alberta in rural and urban settings, and in protected places. As president, Ms. Maslen acts as senior review for most of the firm's assignments.

Environmental Impact Assessment

Throughout her tenure with Spencer Environmental, Ms. Maslen has undertaken dozens of environmental assessments pursuant to municipal, provincial and federal project triggers. Projects have represented a wide range of sectors, such as transportation (roadways, light rail transit, intermodal terminals, transit centres, marine ports), urban development, telecommunications lines, military bases, stormwater facilities, water pipelines, water reservoirs and dams, wastewater facilities, parks infrastructure, tourism development, and mining. Recent projects included several environmental impact assessments for Edmonton's Valley Line Southeast to West LRT.

Permitting Acquisition and Approvals Management

Ms. Maslen's work routinely involves the acquisition of required environmental permits and approvals on behalf of clients. Often, approvals acquisition is on the critical path when scheduling construction and navigating a project through the approvals process in a timely manner is of paramount importance. Working with clients ranging from private sector developers to municipal and provincial government departments, she has successfully secured approvals in a timely manner, developing and maintaining good relationships with regulators. Ms. Maslen has provided oversight of implementation of environmental approval conditions for a number of construction projects including roadways and transit centres, light rail transit, stormwater facilities, culverts and bridges.

Environmental Planning and Policy

Ms. Maslen has over 20 years of experience in environmental planning, applying ecological and conservation principals and biophysical inventory to land use planning and development, on behalf of the private sector and municipalities. She has authored or acted as senior review for numerous ecological assessments, biophysical assessments and ecological network analyses in support of area and neighbourhood urban planning. Most recent ASP and NSP projects have been located in Parkland County, Leduc County, Sturgeon County and MD of Greenview. Ms. Maslen has also developed a variety of documents for municipal planning departments, including ecological study Terms of Reference, natural area assessment guidelines, frameworks and management plan documents. She has been a member of several multi-disciplinary teams assisting municipal governments with annexation and growth studies, and municipal development plans, most recently for the City of St. Albert (2019-2021).

Wetlands

Over the last 25 years, Ms. Maslen has enjoyed a core practice in wetlands, including ecological studies, assessment, approvals, compensation planning, management, and constructed wetland design and performance monitoring. She has closely followed Alberta's efforts regarding wetland policy and has been involved in policy development as a consultant and specialist stakeholder. Since 2004 she has prepared wetland assessments in support of approvals pursuant to Alberta's *Water Act* and has played a key role in many large- and small-scale wetland design/construction and monitoring projects. Ms. Maslen is recognized by the ASPB and AEP as a wetland Authenticating Professional, qualified to sign off on documents required by the Province pursuant to the Alberta Wetland Policy.

Project Management

Ms. Maslen has developed strong project management skills through both large- and small-scale assignments. She has served as project manager for impact assessments (transportation projects, urban development, tourism, oil and gas survey and pipelines, water pipelines and various government capital projects); multi-disciplinary environmental planning projects, and long-term monitoring studies of constructed wetlands. As project manager, she has been responsible for study design, co-ordination of multidisciplinary subject matter experts, client liaison, progress meetings, regulatory liaison, schedule and financial management. Production of timely reports of the highest quality that meet both client and regulator's expectations, while respecting budgetary constraints are always key goals of Ms. Maslen's management approach.



SPENCER ENVIRONMENTAL MANAGEMENT SERVICES LTD.

ANDREW S. M. FORREST, M.Sc., P.Biol.
Project Manager, Environmental Scientist

EDUCATION

- M.Sc., Ecology, University of Alberta, Edmonton, Alberta (2010)
- B.Sc., Environmental and Conservation Sciences, University of Alberta (2002)

POSITIONS HELD

- 2004 to 2008 and 2010 to Present, Spencer Environmental Management Services Ltd., Edmonton, Alberta
- 2008 to 2010, M.Sc. Candidate in Wetland Ecology, University of Alberta, Edmonton, Alberta
- 2003 and 2004, Wildlife Research Technician, University of Alberta, Edmonton, Alberta

PROFESSIONAL AFFILIATIONS

- Professional Biologist (P.Biol.), Alberta Society of Professional Biologists

SUMMARY OF EXPERIENCE

Andrew Forrest has over 18 years of conservation biology experience, over 15 years of environmental consulting experience and 10 years of project management experience. Specializations include urban ecology and conservation planning, wetland ecology and management, natural area assessment and management and environmental impact assessment. Working within municipalities, Mr. Forrest has contributed directly to the conservation and management of natural areas through City-wide plans, but also through comprehensive natural area inventories and assessment of ecological significance to provide direction for long range land use planning. Mr. Forrest's municipal expertise is furthered through his extensive experience consulting to municipalities regarding ecological planning and scientific protocols, and to private land developers in support of land development applications. Mr. Forrest has completed numerous projects in support of municipal planning initiatives and has authored several municipal and neighbourhood ecological planning reports.

Mr. Forrest also has extensive experience conducting biophysical assessment and natural feature mapping for projects located at the interface of urban development and the undeveloped, surrounding rural landscape. Biophysical assessment in support of private land development applications and natural area inventory projects have been two key project areas throughout Mr. Forrest's professional career. He has earned a reputation of excellence for the successful implementation of such projects, as Project Manager and Senior Scientist, within the City of Edmonton, City of St. Albert, Sturgeon County, Strathcona County, Leduc County, Town of Beaumont, Town of Devon, Lac Ste. Anne County and Parkland County. Through these and other projects, Mr. Forrest consistently contributes positively towards land development and municipal environmental planning initiatives. Rounding out Mr. Forrest's consulting experience and his focus on projects that highlight the interface between ecology and the urban environment, he has completed numerous wetland assessments in accordance with Provincial directives, many environmental impact assessments focusing on the impacts of urban development on the natural environment and consulted on land development applications of all kinds.

Following are broad descriptions of some of his experience in directly relevant core practice areas.

Biophysical Assessment

Biophysical assessment in support of urban land development applications and municipal planning has been a key project area throughout Mr. Forrest's professional career. He has earned a reputation of excellence in preparing biophysical assessments and, as Project Manager and Senior Scientist, has prepared such assessments for numerous municipalities throughout the Capital region.

Wetland Assessment and Mapping

From the beginning of his career, wetland assessment has formed a core practice area for Mr. Forrest. Mr. Forrest has extensive experience conducting desktop wetland mapping and delineation, including historical aerial photography interpretation, and is equally as experienced as a field biologist conducting wetland assessments in accordance with Provincial directives. Mr. Forrest is recognized by the ASPB as a Authenticating Wetland Professional and can sign off on documents required under the Alberta Wetland Policy.

Environmental Planning

Mr. Forrest has played a key role on teams that have worked on several key background documents in support of municipal policy and planning initiatives and has authored numerous municipal city-wide and neighbourhood ecological planning reports. Significant projects have included the City of Edmonton's Wetland Acquisition Plan (2015); the City of St. Albert Natural Area Assessment and Natural Area Management Plan (2015) and, most recently, the City of St. Albert Growth Management Study – Ecological Assessment (2019).

Environmental Impact Assessment

Mr. Forrest has been involved with several studies that have focused on the assessment of potential environmental impacts of various forms of land development and infrastructure. In those projects, Mr. Forrest relies on a comprehensive skill set ranging from extensive field skills and aerial photography interpretation to detailed but concise report preparation and efficient project management to ensure successful project delivery.

RELEVANT PROJECTS

Following is a shortlist of select projects in which Mr. Forrest acted as either project manager, senior biologist or senior author.

- Bonnyville Recreation Centre Desktop Wetland Investigation (2020). Prepared for Town of Bonnyville.
- Leduc County Area Structure Plan – Ecological Analysis (2020). Prepared for Leduc County.
- Sturgeon Valley Growth Framework & Area Structure Plan – Assessment of Environmentally Significant Lands (2019). Prepared for Sturgeon County.
- City of St. Albert Growth Management Study – Ecological Assessment (2018-2020). Prepared for the City of St. Albert.
- City of Airdrie Environmental Reserve Policy (2018). Prepared for the City of Airdrie.
- City of St. Albert Natural Area Assessment and Natural Area Management Plan (2015). Prepared for City of St. Albert, Environment.
- City of Lloydminster and County of Vermillion River Joint Growth Study (2015). Prepared for City of Lloydminster and County of Vermillion River.
- City of Edmonton Rural Southeast Wetland Assessment and Crown Body of Water Determination (2012). Prepared for: Office of Biodiversity, City of Edmonton.

RÉSUMÉ

Education:

B.Sc., Environmental Science
Royal Roads University: Victoria
BC

Dipl. Biological Sciences
Technology-Environmental
NAIT: Edmonton AB

Experience:

18+ years – environmental engineering; completing Phase 1 and Phase 2 Environmental Site Assessments, Risk Management and remediation projects.

Affiliations:

Member, Association of Professional Engineers and Geoscientists of Alberta (APEGA)

Member, Association Environmental Site Assessors of Canada (AESAC)

Recent Project Highlights:

- Hughes Petroleum
- OWFG gas bars
- City of Edmonton Quarters Hotel

Melody Crozier-Smith, P.L.(Eng.) Environmental Engineer/Scientist

Ms. Crozier-Smith an Environmental Engineer/Scientist with over 18 years of experience in the environmental engineering field specializing in the completion of Phase 1, 2, and 3 Environmental Site Assessments (ESAs) and risk management on residential, commercial, industrial, and agricultural/greenfield properties throughout western Canada.

Ms. Crozier-Smith is a principal of Shelby Engineering Ltd and is also responsible for the completion, review, and coordination of environmental sampling and site assessments in general accordance with CSA standards and application of pertinent local, provincial, and/or federal environmental regulations and guidelines with a strong emphasis on the derivation and application of Alberta Tier 1 and 2 Soil and groundwater regulations.

Ms. Crozier-Smith is a registered member of the Association of Professional Engineers and Geoscientists of Alberta (APEGA) with a permit to practice environmental engineering as pertaining to the design, review, implementation, and evaluation of Phase 1, 2, and 3 environmental site assessments, risk management, and exposure control projects. Ms. Crozier-Smith is a registered “Responsible Member” with APEGA for the provision of Services by Shelby Engineering Ltd and has also obtained the Certified Environmental Site Assessor (CESA 1) designation with the Association of Environmental Site Assessors of Canada (AESAC).

Selected skills and practice areas which highlight Ms. Crozier-Smith’s related engineering experience and knowledge are as follows:

- Environmental Engineering: Phase 1 / 2 / 3 Environmental Site Assessments; risk management.
- Assessment of numerous commercial and industrial properties including gas stations, dry-cleaners, vehicle repair shops, oilfield operations, other industrial operations.
- Soil and groundwater sampling, logging, screening.
- Routine application of Alberta Tier 1 Soil and groundwater Remediation Guidelines and derivation and application of site specific Tier 2 Remediation Guidelines.
- Completed projects in association with the Alberta Municipal Affairs Tank Site Remediation Program and City of Edmonton Brownfield Redevelopment grant programs.
- Corporately an approved environmental consultant for numerous financial institutions (e.g. TD Canada Trust, BDC, CIBC, etc.).



Geotechnical, Environmental and Materials Consultants
www.shelbyeng.ca

Village of Marwayne – Area Structure Plan // May 2022

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V3 COMPANIES OF CANADA LTD

APPENDIX B Budget Breakdown

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Appendix B: Pricing Breakdown
Village of Marwayne
Professional Services for Area Structure Plan
Date: May 27, 2022



TASKS	PERSONNEL:	Project Manager: V3 Companies	Planning and Engagement Team		Economic Development Team		Environmental Team			Civil Engineering			Transportation Engineering Team		Disbursements (Travel/ Meals/ Accommodation/ Printing)	Task Totals													
		Peter Vana, RPP, Senior Planner	Elisa Stamatakis, RPP, Planner	Matthew Goebel, BSc Planner	Scott Bryan, Attract Investment Consultant	Gillian Hatton, Economic Development	Lynn Maslen, President, M.Sc, P.Biol	Andrew Forrest, M.Sc., P.Biol	Melody Crozier- Smith P.I Eng	Deborah Kaleikni- Johnson, P.Eng, Project Manager	Aaron Parsons, P.Eng Design Engineer	Chief Technologist	Technologist Drafting	Catherine Oberg, P.Eng, Principal			Nicole Farm, P.Eng	HOURLY RATES:	\$175	\$120	\$100	\$188	\$188	\$200	\$180	\$190	\$180	\$145	\$137
Task 1 Project Kick Off Meeting																													
	Prepare and Attend online Project kick-off meeting (1)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00		\$ 4,222.00												
	Summary of information received from meeting	1.00															\$ 175.00												
	GIS data set and other information collection			2.00													\$ 200.00												
	Project Management	2.00															\$ 350.00												
Task 2 Baseline Research and Analysis																													
	Document Review		8.00		8.00	8.00				1.00	8.00						\$ 5,308.00												
	Site Conditions/Constraints Mapping		3.00	30.00	2.00	2.00				1.00	4.00						\$ 4,872.00												
	Topographical Survey (Optional)																\$ 8,800.00												
	Phase 1 Environmental Assessment		1.00								1.00						\$ 4,345.00												
	Biophysical Assessment (One field investigation)		2.00					12.00	44.00								\$ 10,560.00												
	Utility Review (Desktop)		1.00								1.50	2.00					\$ 680.00												
	Transportation Network Review		2.00								0.50	1.00			5.00	20.00	\$ 5,625.00												
	Economic Opportunities Analysis		2.00		30.00	30.00											\$ 11,520.00												
	SWOT Analysis	2.00	4.00	4.00	4.00	4.00											\$ 2,734.00												
	Two (2) online meetings with administration	4.00															\$ 700.00												
	Project Management	4.00															\$ 700.00												
Task 3 Information & Communication																													
	Preparation of materials for website	2.00	8.00	8.00													\$ 2,110.00												
	Project Management	2.00															\$ 350.00												
Task 4 Informing Council & Public																													
	Preparation of Engagement materials	2.00	16.00	4.00													\$ 2,670.00												
	Informing public and sharing online analysis information		12.00														\$ 1,440.00												
	One (1) Council Session	8.00														\$ 350.00	\$ 3,190.00												
	Start developing "What we Heard Report"		2.00	8.00													\$ 1,040.00												
	Two (2) virtual meetings with administration	3.00	3.00														\$ 885.00												
	Project Management	2.00															\$ 350.00												
Task 5 Develop Land Use Concept Plan and Draft ASP Policy																													
	Development of preferred land use concept plan	4.00		40.00						3.00	10.00	2.00	8.00				\$ 7,900.00												
	Marketing Rendered Concept Plan and 3D rendering	2.00	4.00	90.00													\$ 9,830.00												
	Draft development of ASP policy document	4.00	20.00	60.00													\$ 9,100.00												
	Two (2) virtual meetings to go through materials and edits with administration	4.00	4.00														\$ 1,180.00												
	Project Management	3.00															\$ 525.00												

Appendix B: Pricing Breakdown
Village of Marwayne
Professional Services for Area Structure Plan
Date: May 27, 2022



TASKS	PERSONNEL:	Project Manager:	Planning and Engagement Team		Economic Development Team		Environmental Team			Civil Engineering			Transportation Engineering Team		Disbursements (Travel/ Meals/ Accommodation/ Printing)	Task Totals	
		V3 Companies	Elisa Stamatakis, RPP, Planner	Matthew Goebel, BSc Planner	Scott Bryan, Attract Investment Consultant	Gillian Hatton, Economic Development	Lynn Maslen, President, M.Sc, P.Biol	Andrew Forrest, M.Sc., P.Biol	Melody Crozier-Smith P.L Eng	Deborah Kaleikni-Johnson, P.Eng, Project Manager	Aaron Parsons, P.Eng Design Engineer	Chief Technologist	Technologist Drafting	Catherine Oberg, P.Eng, Principal			Nicole Farm, P.Eng
HOURLY RATES:		\$175	\$120	\$100	\$188	\$188	\$200	\$180	\$190	\$180	\$145	\$137	\$117	\$250	\$195	\$1.00	
Task 6 Engagement Loop #1																	
Preparation of engagement sessions.		2.00	8.00	8.00													\$ 2,110.00
One (1) engagement session with Council		6.00	10.00													\$ 500.00	\$ 2,750.00
One (1) public open house		6.00	10.00														\$ 2,250.00
One (1) post debrief with administration		2.00	2.00														\$ 590.00
Updates to concept plan and draft ASP policy		2.00	12.00	12.00													\$ 2,990.00
Two (2) reviews of changes by administration		4.00	4.00	4.00													\$ 1,580.00
Update to "What we Heard" report		1.00	4.00														\$ 655.00
Project Management		4.00															\$ 700.00
Task 7 Servicing Analysis and Traffic Impact Assessment																	
Traffic Impact Assessment		2.00												20.00	72.00		\$ 19,390.00
Servicing Analysis		2.00								19.00	76.00	10.00	44.00				\$ 21,308.00
Two (2) virtual meetings with administration		3.00															\$ 525.00
Project Management		4.00															\$ 700.00
Task 78 Feedback Engagement Loop #2																	
Preparation for Engagement sessions		2.00	16.00														\$ 2,270.00
Referrals to relevant agencies			2.00														\$ 240.00
One (1) Council session to present final draft ASP		6.00	10.00												\$ 500.00	\$ 2,750.00	
One (1) open house with public and landowners		6.00	10.00														\$ 2,250.00
One (1) virtual debrief with administration		2.00															\$ 350.00
Finalizing "What we Heard" report			4.00														\$ 480.00
Edits and updates where required.			8.00	8.00													\$ 1,760.00
Project Management		4.00															\$ 700.00
Task 9 Public Adoption Process																	
Support to administration for public hearing process		2.00	2.00														\$ 590.00
Preparing for Public Hearing		2.00	2.00													\$ 350.00	\$ 940.00
Attending Public Hearing		8.00															\$ 1,400.00
Project Management		2.00															\$ 350.00
SUB-TOTAL: DISBURSEMENTS (\$)		121.00	206.00	190.00	46.00	46.00	14.00	46.00	23.00	28.50	104.00	12.00	52.00	27.00	94.00	1700.00	
SUB-TOTAL: MAN-HOURS																	
SUB-TOTAL: FEES (\$)		\$ 21,175.00	\$ 24,720.00	\$ 19,000.00	\$ 8,648.00	\$ 8,648.00	\$ 2,800.00	\$ 8,280.00	\$ 4,370.00	\$ 5,130.00	\$ 15,080.00	\$ 1,644.00	\$ 6,084.00	\$ 6,750.00	\$ 18,330.00	\$ 1,700.00	\$ 162,189.00
TOTAL: DISBURSEMENTS (\$)																	
TOTAL: MAN-HOURS		121.00	206.00	190.00	46.00	46.00	14.00	46.00	23.00	28.50	104.00	12.00	52.00	27.00	94.00	1700.00	
SUBTOTAL: FEES (\$) -Excluding GST and Optional Items		\$ 21,175.00	\$ 24,720.00	\$ 19,000.00	\$ 8,648.00	\$ 8,648.00	\$ 2,800.00	\$ 8,280.00	\$ 4,370.00	\$ 5,130.00	\$ 15,080.00	\$ 1,644.00	\$ 6,084.00	\$ 6,750.00	\$ 18,330.00	\$ 1,700.00	\$ 162,189.00

APPENDIX C
Project Schedule

Village of Marwayne – Area Structure Plan // May 2022

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APPENDIX D
Certificate of Professional Liability Insurance
and Workers Compensation



Village of Marwayne – Area Structure Plan // May 2022

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V3 COMPANIES OF CANADA LTD



9912 – 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

May 27, 2022

Reference Number: 666158

VILLAGE OF MARWAYNE
PO BOX 113
MARWAYNE AB T0B 2X0

Dear Sir or Madam:

Re: V3 COMPANIES OF CANADA LIMITED
2899 BROADMOOR BLVD
SUITE 130
SHERWOOD PARK AB T8H 1B5

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
6281579	ENGINEERING SERVICES	Sep 09, 2010	worker coverage personal coverage for: DAVID R THOMSON

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (13386369)

SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA

CERTIFICATE OF INSURANCE

TO WHOM IT MAY CONCERN

NAMED INSURED: V3 Companies of Canada Ltd. Suite 130 - 2899 Broadmoor Blvd Sherwood Park, AB T8H 1B5	BROKER: Lloyd Sadd Insurance Brokers Ltd. Suite 700 - 10240 124 Street Edmonton, AB T5N 3W6 P: (780) 483-4544
--	---

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policies below. The insurance afforded is subject to the terms, conditions, and exclusions of the applicable policy.

COMPANIES AFFORDING COVERAGE:

Company Letter "A" Intact Insurance Company
Company Letter "A" XL Specialty Insurance Company

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRY DATE	LIMIT	
GENERAL LIABILITY						
A	Commercial General Liability including: - Broad Form Property Damage - Personal & Advertising Injury - Cross Liability/Severability of Interest - Contingent Employers Liability - Incidental Malpractice Liability - Blanket Contractual	50123QV25	December 22, 2021	December 22, 2022	\$5,000,000	Per Occurrence
					\$5,000,000	General Aggregate
					\$5,000,000	Aggregate Products & Completed Operations
A	Employee Benefits Liability	50123QV25	December 22, 2021	December 22, 2022	\$2,000,000	Per Occurrence
A	Tenants Legal Liability	50123QV25	December 22, 2021	December 22, 2022	\$500,000	Per Occurrence
A	Non-Owned Automobile	50123QV25	December 22, 2021	December 22, 2022	\$5,000,000	Per Occurrence
A	SEF 94 - Legal Liability for Damage to Hired Automobiles	50123QV25	December 22, 2021	December 22, 2022	\$75,000	Per Occurrence
AUTOMOBILE LIABILITY						
A	All Owned Automobiles	7V0596121	December 22, 2021	December 22, 2022	\$5,000,000	Third Party Liability/ Combined Single Limit/Per Accident
ERRORS & OMISSIONS LIABILITY						
B	E&O Design Professionals (A&E)	DPX 9968251	May 31, 2021	May 31, 2022	\$5,000,000	Inclusive Limits/Each Claim
					\$5,000,000	Aggregate

CANCELLATION

Should the Commercial General Liability policy be cancelled before the expiration date thereof, the issuing company will endeavor to mail *nil* days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representative.

Lloyd Sadd Insurance Brokers Ltd.

Per: *J. Webb*



APPENDIX E
COR and APEGA

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Partnerships IN INJURY REDUCTION

Certificate
of
Recognition

This certificate recognizes that

V3 COMPANIES OF CANADA LIMITED

In keeping with the principles of *Partnerships* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.

Dr. MacLennan
 Alberta Construction Safety Association
 Certifying Partner

Certificate # 20200713-8666
 WCB Industry Code(s): 86400

Ian Hooper
 Ian Hooper
 Government of Alberta

Expiry Date: July 13, 2023



Village of Marwayne – Area Structure Plan // May 2022

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PERMIT TO PRACTICE

Permit ID 10899

V3 Companies of Canada Ltd.

is authorized to practise engineering in the province of Alberta.

Start Date : **January 1, 2022**

Expiry Date : **December 31, 2022**

Permit Holder Since : **January 2010**



Brian Pearse

Brian Pearse, P.Eng.
President

J. Nageendran

Jay Nageendran, P.Eng.,
FCAE, ICD.D., FEC, FGC (Hon.)
Registrar & CEO



Image: Village of Marwayne



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: JUNE 6TH, 2022

- **Fencing Quotes for the Walking Trails**
 - Still waiting on quotes for fencing along the walking trail trajectory. Should be received in time for the June 20th meeting.
 - Contractors will be doing site visits over the next two weeks to give us the most accurate pricing for Council to consider.
 - Letter was drafted to homeowners. Just waiting on final Council approval before mailing.

- **Trees**
 - Lloyd Rumbolt will be coming to the Village the week of June 6th to quote the tree removal at the water treatment plant. Once the quote is received it will be brought to Council for consideration along with his opinion on the potential project.

- **Summer Students**
 - The Village has hired summer staff for the 2022 season.
 - Our main summer student in charge of mowing will be starting the first week of July and our flower watering and maintenance seasonal employee has already started.

- **Financial Reporting**
 - Financial reports including the Financial Information Return has all been submitted to Municipal Affairs.

- **FCM Grant**
 - Administration is working on the final reporting documents for the FCM grant. This will be finalized by June 30th as per our deadline.

- **Tender Contracts**
 - We have received the signed contract from ASL Paving for the walking trails.
 - Still waiting on the signed contract from Playquest on the splash park. Options for Council's consideration will be brought forward prior to processing the final apparatus order.

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090

Page : 1

Date : May 27, 2022

Time : 3:49 pm

Supplier : 10 To ZARC
 Pay Date : 27-May-2022 To 27-May-2022
 Bank : 01 - ATB To 99 - Penny Clearing

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
4109	27-May-2022	DALDU	Dale, Duane	Issued	50	C	4,328.73
4110	27-May-2022	10032	Receiver General For Canada	Issued	51	C	9,407.81
4111	27-May-2022	AISL	AMSC Insurance Services Ltd	Issued	51	C	2,115.60
4112	27-May-2022	10001	Gas Utility CVR	Issued	52	C	1,010.53
4113	27-May-2022	10113	TELUS	Issued	52	C	179.86
4114	27-May-2022	10124	Wheat Kenyon LLP Lawyers & Mediators	Issued	52	C	506.18
4115	27-May-2022	AGLIN	John Deere Financial Inc	Issued	52	C	65.40
4116	27-May-2022	FASTL	Fast Line Striping Systems	Issued	52	C	191.38
4117	27-May-2022	FLAUR	F'Laura N' Company Greenhouse Ltd.	Issued	52	C	1,293.27
4118	27-May-2022	HMS2	Alberta 1171363 Ltd. Hendricks Microtech	Issued	52	C	897.34
4119	27-May-2022	IFEL	Ireland Farm Equipment Ltd.	Issued	52	C	596.40
4120	27-May-2022	IPI	Ironjet Promotions Inc.	Issued	52	C	1,953.74
4121	27-May-2022	MBE3	Marwayne Community Hall	Issued	52	C	250.00
4122	27-May-2022	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	52	C	73.40
4123	27-May-2022	MFRD	Marwayne Fire and Rescue Dept.	Issued	52	C	924.00
4124	27-May-2022	NAH	Northeast Alberta Information HUB	Issued	52	C	271.50
4125	27-May-2022	SHAHAR	Harrower, Shannon	Issued	52	C	56.48
4126	27-May-2022	SLOBT	Tamara Sloboda CPA CGA	Issued	52	C	1,528.75
4127	27-May-2022	SRSL2	Saunders Repair Service Ltd.	Issued	52	C	196.76
4128	27-May-2022	TAXER	TAXERVICE	Issued	52	C	399.00
4129	27-May-2022	VCOC	V3 Companies of Canada Ltd.	Issued	52	C	4,221.00
4130	27-May-2022	ASC3	Alberta Municipalities Strength in Members	Issued	53	C	6,732.47
4131	27-May-2022	TM	TELUS	Issued	53	C	121.32

Total Computer Paid :	37,320.92	Total EFT PAP :	0.00	Total Paid :	37,320.92
Total Manually Paid :	0.00	Total EFT File :	0.00		

23 Total No. Of Cheque(s) ...

VILLAGE OF MARWAYNE
Billing Register Report Detailed



UB4110 Page : 28
 Date : Jun 01, 2022 Time : 11:37 am

Report Options

Customer Selection : All

Calculation Type : All

Batch Number

From : [2022060101]
 To : [2022060101]

Include Billing Transaction From Transaction Maintenance : No

Srv. End Date On/Before : 01-Jun-2022 Final Bills Only : No

Cat	Srv	Service Description	Count	Total Discount	Total Units	Total Amt	Total Cons.	Avg. Cons.
01	ONOFF	Water On/Off	5		5.00	141.13		
01	WBULK	Bulk Water	9		9.00	600.50	37.00	4.11
01	WCOM	Commercial Water	23		23.00	2,365.25	313.00	13.61
01	WIND	Industrial Water	1		1.00	447.50	90.00	90.00
01	WINS	Institutional Water	3		3.00	658.25	109.00	36.33
01	WLF	Water Line Fee	264		264.00			
01	WMUN	Municipal Properties	2		2.00		31.00	15.50
01	WPUB	Public Building Water	9		9.00	571.21	50.00	5.56
01	WRES	Residential Water	235		235.00	19,611.84	2,387.00	10.16
02	SCOM	Commercial Sewer	22		22.00	440.00		
02	SINS	Institutional Sewer	3		3.00	225.00		
02	SPUB	Public Building Sewer	9		9.00	179.35		
02	SRES	Residential Sewer	236		236.00	4,753.55		
03	GINS	Institutional Garbage	3		3.00	33.00		
03	GRES	Residential Garbage	235		235.00	6,271.95		
Book 000 Totals :			1059		1,059.00	36,298.53	3,017.00	
Totals			1059		1,059.00	36,298.53	3,017.00	



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May 25, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: Alberta Provincial Police Force

Minister Shandro, Town of Tofield Council have attended the Presidents Summit, read, and reviewed the Price Waterhouse Cooper report, and have attended municipal engagement sessions on the proposed Provincial Police Force, all of which have discussed and debated the merits of Provincial Policing.

Minister, please note: Town of Tofield Council in no way supports this initiative to replace the RCMP with an Alberta Provincial Police Force.

The rationale behind this seems poorly timed and ill researched. The Fair Deal panel provided, in our opinion, solid evidence for this potential project to be halted and not further investigated. For review, at the time of results 65% of respondents were not in support of this initiative. Once again, in our opinion, this should have been a large enough response to have negated taking this process any further.

In a time of already uncertain economic forecasts, this seems to be short sighted. The costs to have a transfer to a Provincial Policing Force would be astronomical. Considering these potential costs as well as the current Police Funding Model which we must now shoulder does not sit well with Council and does not sit favorably with the community. Respectfully, this initiative seems to be somewhat tone deaf.

The RCMP have proven to be a pillar of strength, guidance, and protection not only for our community but the Province as a whole. It is without question that Tofield Council support our local detachment of exceptionally skilled and hard-working individuals, but also the members across our fine Province of Alberta.

Honorable Tyler Shandro
Minister of Justice and Solicitor General
Page 2

Minister Shandro, Tofield Council respectfully implore you reconsider the movement to a Provincial Policing Force. Tofield stands in solidarity with our friends at the Town of Mundare, as well as the other numerous Alberta Municipalities who have voiced similar concerns. We ask that you instead look to strengthen and improve your work with the RCMP for the true betterment of our Province.

Sincerely,



Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA



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May 26, 2022

Alberta Utilities Commission
106 Street Building
10th Floor, 10055 106 ST
Edmonton, AB
T5J 2Y2

Re: Alberta Utility Fees

The following correspondence is being sent in a movement of solidarity. There have been multiple municipalities across Alberta who have reached out with grave concern, regarding the rising fees for both electricity and natural gas.

In a time of extreme economic downturn, supply shortages and employment volatility, the fee increases appear to be exceptionally short sighted. The province of Alberta and its hardworking people have been wrought with challenges over the past two years, and this is simply providing further stress and instability to the people of this province.

Mayor and Council for the Town of Tofield implore the Commission to truly review the fees and the charges being unfairly downloaded to the Alberta residents. In what has proven to be the most challenging time of many people's lives, these life essential utilities should not be viewed as an opportunity for profit.

Sincerely,

Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA