TOWN OF
HIGH LEVEL

Regular Open Council Meeting Agenda

Monday, January 13TH, 2025, at 7:00 p.m.
in the Council Chambers, Town Hall, 10203-105th Avenue, High Level, AB

Electronic Participation via YouTube. The YouTube link for this meeting is:
https://youtube.com/live/aM-Jm-W7wZQ?feature=share

The Town of High Level Mayor and Council acknowledge Treaty 8 Territory - the traditional and ancestral territory of the Cree and Dene. We acknowledge that this territory is home to the Métis Settlements and the Métis Nation of Alberta, Regions 1, 4, 5 and 6 within the historical Northwest Métis Homeland.

We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations.
We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us.
We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

1. CALL TO ORDER

2. ADOPTION OF MEETING AGENDA

2.1. Adoption of Meeting Agenda

THAT the Regular Open Council meeting agenda for January 13TH, 2025 be adopted.

3. DELEGATIONS

There were no delegations scheduled for this meeting.

4. ADOPTION OF MINUTES

4.1. Minutes of the Regular Open Council Meeting held November 25th, 2024, for adoption

THAT the Minutes of Regular Open Council meeting held November 25th, 2024, BE RECEIVED.

4.2. Minutes of the Regular Open Council Meeting held December 9th, 2024, for adoption

THAT the Minutes of Regular Open Council meeting held December 9th, 2024, BE RECEIVED.

5. DELEGATION BUSINESS

6. MAYOR'S REPORT

6.1. Mayor McAteer's Report December 9th, 2024 - January 13th, 2025

THAT Council RECEIVE Mayor McAteer's report for the period of December 9th, 2024, to January 13TH, 2025, for information.

7. COUNCIL COMMITTEE REPORTS

7.1. Council Committee Reports

THAT Council receive the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of December 9th, 2024, to January 13TH, 2025, for information.

Deputy Mayor Langford:

Councillor Anderson:

Councillor Jessiman:

Councillor Lambert:

Councillor Liboiron:

Councillor Welke:

8. ADMINISTRATIVE REPORTS

8.1. CAO Report – Verbal

9. ADMINISTRATIVE ENQUIRIES

9.1. 2025 Development Fees

THAT Council consider providing 1st, 2nd, and 3rd reading to proposed Bylaw 1049-25.

9.2. Water Treatment Plant Pre-Treatment Upgrading Project Funding

THAT Council approves the Water Treatment Pre-Treatment Upgrading Project; AND That Council DIRECT Administration to Fund unbudgeted project costs by a 10-year Debenture.

9.3. Echo-Pioneer 2-year Advertising and Readership Agreement

Report will be forthcoming on Monday, January 13th, 2025.

10. OLD BUSINESS

11. NEW BUSINESS

12. CORRESPONDENCE FOR ACTION

12.1. Correspondence for Action

THAT the items of correspondence for action be received.

- 2025 ABmunis MLC Meeting

13. CORRESPONDENCE FOR INFORMATION

13.1. Correspondence for Information

THAT the items of correspondence for information be received.

- Minister of Public Safety and Emergency Services letter to Mayor Crystal McAteer
- Alberta Municipal Affairs Letter to Mayor Crystal McAteer
- Royal Canadian Mounted Police Letter to Mayor Crystal McAteer
- Alberta Forest Products Association Letter to Mayor Crystal McAteer and Council

13.2 Outgoing Correspondence

THAT the items of outgoing correspondence be received.

- CAO Viv Thoss, 2023 Financial Information Return Letter to Honourable Brandy Cox, Deputy Minister, Alberta Municipal Affairs

14. NOTICES OF MOTION

15. QUESTION PERIOD

16. RECESS TO IN-CAMERA MEETING

16.1. Recess to In-Camera Meeting

THAT pursuant to the *Freedom of Information and Protection of Privacy Act*, the meeting be closed to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Part 1, Division 2, sections 25(1)(c) information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of the Government of Alberta or a public body.

17. RECONVENE OPEN MEETING

17.1. Reconvene Open Meeting

THAT the Regular Open Council meeting be reconvened.

18. IN-CAMERA ITEMS

19. ADJOURNMENT

THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.

CALL TO ORDER

ADOPTION OF AGENDA

PUBLIC HEARING

PRESENTATION

DELEGATIONS

APPROVAL OF MINUTES

TOWN OF
HIGH LEVEL

Minutes of the Regular Open Council Meeting held **November 25th, 2024, at 7:00 p.m.**
in the Council Chambers, Town Hall, 10203-105th Avenue, High Level, AB

In Attendance:

Council: Mayor Crystal McAteer
Deputy Mayor Boyd Langford
Councillor Brent Anderson
Councillor Terry Jessiman
Councillor Josh Lambert
Councillor Mark Liboiron
Councillor Jan Welke

Staff: Viv Thoss, Chief Administrative Officer
Myron Thompson, Interim Deputy CAO
Jeri Phillips, Director of Finance & Administration
Logan Bartholow, Director of Planning & Development
Jena-Raye Clarke, Director of Community Services
Rodney Schmidt, Director of Emergency Services
Keith Straub, Director of Operations
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant

Michael Trabysh, Finance Consultant

1. CALL TO ORDER

Mayor McAteer called the meeting to order at 7:00 p.m.

2. ADOPTION OF MEETING AGENDA

2.1. Adoption of Meeting Agenda

Moved by Councillor Liboiron

389-24 THAT the Regular Open Council meeting agenda for November 25th, 2024 be adopted.

Carried

3. SERVICE AWARD PRESENTATION

3.1. 5 Year Service Award – Captain Colin Moore

Mayor McAteer presented a five year service award to Captain Colin Moore and thanked him for his service.

3.2. West Fraser High Level Fire Department Donation

Mayor McAteer accepted two thermal imaging cameras from Martin Pretorius, General Manager at West Fraser. Mayor McAteer stated that the Town of High Level and the High Level Fire Department greatly appreciate this critical, life-saving equipment donation.

4. DELEGATIONS

There are no delegations scheduled for this meeting.

5. ADOPTION OF MINUTES

5.1. Minutes of the Committee of the Whole Meeting held November 18th, 2024

Moved by Deputy Mayor Langford

390-24 THAT the Minutes of the Committee of the Whole Meeting held November 18th, 2024, BE RECEIVED, as amended with following corrections;

- Amendment Item 5.1 - Town of High Level Regulated Substance Bylaw 992-19 – Council amended the wording as follows: THAT the Committee of the Whole recommends that Council direct Administration to amend the Town of High Level Regulated Substances Bylaw 992, 2019, to allow regulated substances within the Town's third-party operated space if the organization has obtained proper permits, licenses, and insurance.
- Correction Item 13 – No one in gallery attendance that wished to speak.

Carried

5.2. Minutes of the Regular Open Council Meeting held November 12th, 2024, for adoption

Moved by Deputy Mayor Langford

391-24 THAT the Minutes of Regular Open Council meeting held November 12th, 2024, BE ADOPTED, as amended with following correction;

- Correction of Item 13- No one in gallery attendance that wished to speak.

Carried

6. MAYOR'S REPORT

6.1. Mayor McAteer's Report November 12th, 2024 - November 25th, 2024

Moved by Councillor Liboiron

392-24 THAT Council RECEIVE Mayor McAteer's report for the period of November 11th, 2024, to November 25th, 2024, for information.

Carried

7. COUNCIL COMMITTEE REPORTS

7.1. Council Committee Reports

Moved by Councillor Lambert

393-24 THAT Council RECEIVE the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of November 11th, 2024, to November 25th, 2024, for information.

Deputy Mayor Langford:
Nov. 19th - Upper Hay Regional Forests Public Advisory
Nov. 20th - REDI Board Meeting

Councillor Anderson:
Nov. 14th - Community Education Committee

Councillor Jessiman:
Nov. 20th - Child Advocacy Steering Committee
Nov. 20th – High Level Community Policing Society

Councillor Lambert:
Nothing to Report

Councillor Liboiron:
Nothing to Report

Councillor Welke:
Nothing to Report

Carried

8. ADMINISTRATIVE REPORTS

8.1. CAO Report – Verbal

Moved by Councillor Anderson

394-24 THAT Council RECEIVE CAO Thoss' report for the period of November 12th, 2024, to November 25th, 2024, for information.

Carried

9. ADMINISTRATIVE ENQUIRIES

9.1. 2024/2025 Northern and Regional Economic Development Grant Application

Moved by Deputy Mayor Langford

395-24 THAT Council DIRECT Administration to apply for $200,000 under the 2024/2025 Northern and Regional Economic Development program to amend the Northwest Area Structure Plan and develop a Servicing & Subdivision Plan for the areas identified in Figure 1 of Attachment 2;

AND THAT Council ALLOCATE $200,000 from General Reserves in the 2025 budget as matching funding.

Carried

9.2. 2024/2025 Small Community Opportunity Program Grant Application

Moved by Councillor Welke

396-24 THAT Council DIRECT Administration to apply for $90,000 under the 2024/2025 Small Community Opportunity Program (SCOP) to fund the development of a new Tourism Development Strategy;

AND THAT Council ALLOCATE $10,000 from the Tourism Improvement Fee Reserve in the 2025 budget as the required matching funds.

Carried

9.3. 60th Anniversary Celebration & Logo Design

Moved by Councillor Jessiman

397-24 THAT Council DIRECT Administration to continue working on plans to celebrate the Town's 60th Anniversary in 2025.

AND THAT Council APPROVES the transfer of up to $137,000 funded from the Tourism Improvement Fee Reserve and that Administration provide an update to planning at a future Council meeting.

Carried

Moved by Councillor Liboiron

398-24 THAT Council APPROVES logo design #3 as presented to represent the 60th anniversary of the Town's incorporation.

Carried

9.4. 100th Avenue Roadway Upgrade

Moved by Councillor Liboiron

399-24 THAT Council DIRECT Administration TO PROCEED with an application under the Local Municipal Initiative (LMI) stream of Alberta's Strategic Transportation Infrastructure Program (STIP) based on a project budget of $5,726,000;

AND THAT Council RECOMMENDS FUNDING 50% of the 100 Avenue Road Rehabilitation Project, totaling $2,863,868, upon application approval as follows: Canada Community-Building Fund (CCBF) $269,132 general municipal revenue debenture funded up to $1,625,868 over a 10-year term, and utility revenue debenture funded up to $968,000 over a 10-year term.

Carried

10. OLD BUSINESS

There were no old business items brought forward.

11. NEW BUSINESS

There were no new business items brought forward.

12. CORRESPONDENCE FOR ACTION

12.1. Correspondence for Action

Moved by Deputy Mayor Langford

400-24 THAT the items of correspondence for action BE RECEIVED.

- Community Rail Advocacy Alliance - Renewal Letter Town of High Level

Carried

13. CORRESPONDENCE FOR INFORMATION

13.1. Correspondence for Information

Moved by Councillor Anderson

401-24 THAT the items of correspondence for information BE RECEIVED.

- Alberta Municipalities - 2024 Outstanding Resolutions

- Minutes of the Regional Economic Development Initiative Board meeting held October 16th, 2024

Carried

14. NOTICES OF MOTION

There were no notices of motion brought forward.

15. QUESTION PERIOD

There was no one in gallery attendance that wished to speak

16. RECESS TO IN-CAMERA MEETING

16.1. Recess to In-Camera Meeting

402-24 THAT pursuant to *the Freedom of Information and Protection of Privacy Act*, the meeting BE CLOSED to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Part 1, Division 2, sections 24(1)(a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council and (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented.

Council recessed into an In-Camera meeting at 8:01 p.m.

Carried

17. RECONVENE OPEN MEETING

17.1. Reconvene Open Meeting

Moved by Councillor Anderson

403-24 THAT the Regular Open Council meeting BE RECONVENED.

The Regular Open Council Meeting reconvened at 9:06 p.m.

Carried

18. IN-CAMERA ITEMS

There were no In-Camera items brought forward.

19. ADJOURNMENT

Moved by Councillor Anderson

404-24 THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 9:06 P.M.

_____

MAYOR

_____

CHIEF ADMINISTRATIVE OFFICER

TOWN OF
HIGH LEVEL

Minutes of the Regular Open Council Meeting held **December 9th, 2024, at 7:00 p.m.**
in the Council Chambers, Town Hall, 10203-105th Avenue, High Level, AB

In Attendance:

Council: Mayor Crystal McAteer
Deputy Mayor Boyd Langford
Councillor Brent Anderson
Councillor Terry Jessiman
Councillor Josh Lambert
Councillor Mark Liboiron
Councillor Jan Welke

Staff: Viv Thoss, Chief Administrative Officer
Logan Bartholow, Director of Planning & Development
Jena-Raye Clarke, Director of Community Services
Rodney Schmidt, Director of Emergency Services
Keith Straub, Director of Operations
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant

Michael Trabysh, Finance Consultant

1. CALL TO ORDER

Mayor McAteer called the meeting to order at 7:01 p.m.

2. ADOPTION OF MEETING AGENDA

2.1. Adoption of Meeting Agenda

Moved by Councillor Liboiron

405-24 THAT the Regular Open Council meeting agenda for December 9th, 2024 BE ADOPTED.

Carried

3. DELEGATIONS

There were no delegations scheduled for this meeting.

4. ADOPTION OF MINUTES

There were no minutes presented for adoption at this meeting.

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report November 25th, 2024 - December 9th, 2024

Moved by Councillor Welke

406-24 THAT Council RECEIVE Mayor McAteer's report for the period of November 25th, 2024, to December 9th, 2024, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

6.1. Council Committee Reports

Moved by Deputy Mayor Langford

407-24 THAT Council RECEIVE the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of November 25th, 2024, to December 9th, 2024, for information.

Deputy Mayor Langford:
Dec. 2 - Alberta Northwest Species at Risk Committee
Dec. 4 - Mackenzie Regional Waste Management Commission

Councillor Anderson:
Nov. 28 - Transportation Society
Dec. 04 - Golden Range Society

Councillor Jessiman:
Nothing to Report

Councillor Lambert:
Nov. 26 - Northern Sky
Nov. 28 - High Level Chamber of Commerce
Nov. 29-30 - Midnight Madness

Councillor Liboiron:
Nov. 28 - High Level Library Board
Nov. 30 - Peace Library System Board
Dec. 4 - Mackenzie Regional Waste Management Commission

Councillor Welke:
Nov. 26 - Northwest Regional FASD Society

Carried

7. ADMINISTRATIVE REPORTS

7.1. CAO Report - Verbal

Moved by Councillor Welke

408-24 THAT Council RECEIVE CAO Thoss' report for the period of November 25th, 2024, to December 9th, 2024, for information.

Carried

8. ADMINISTRATIVE ENQUIRIES

8.1. 2024 Town Office Holiday Hours

Moved by Councillor Lambert

409-24 THAT Council APPROVES the proposed 2024 Town Office Holiday hours of operation as presented.

Carried

8.2 2025 Capital Budget

Moved by Councillor Welke

410-24 THAT Council APPROVES the 2025 Capital Budget as presented.

Carried

8.3 2025 Interim Operating Budget

Moved by Councillor Welke

411-24 THAT Council APPROVES the 2025 Interim Operating Budget as presented.

Carried

8.4. Land Use Bylaw Amendment: Bylaw 1048-24

Moved by Deputy Mayor Langford

412-24 THAT *Town of High Level Land Use Amendment Bylaw No. 1048, 2024* BE GIVEN first reading as presented;

AND THAT Council DIRECT Administration to hold a Public Hearing on January 27th, 2025, at 7:00 p.m. for *Town of High Level Land Use Amendment Bylaw No. 1048, 2024*.

Carried

9. NEW BUSINESS

9.1 Bill 20

CAO Thoss informed Council that the *Municipal Affairs Statutes Amendment Act* (formerly Bill 20) made changes to the *Local Authorities Election Act* and the *Municipal Government Act* and asked if Council wished to change its existing municipal election requirements. Council agreed that its current municipal election requirements are in line with the new legislation and no changes were necessary.

Moved by Deputy Mayor Langford

413-24 THAT Council RECEIVE CAO Thoss' report on Bill 20 for information.

Carried

10. CORRESPONDENCE FOR ACTION

There were no items of correspondence for action.

11. CORRESPONDENCE FOR INFORMATION

11.1. Correspondence for Information

Moved by Councillor Anderson

414-24 THAT the items of correspondence for information BE RECEIVED.

- RCMP High Level Detachment October 2024 Statistics
- Village of Donnelly – Letter to Hon. Minister Adriana LaGrange
- Municipal District of Spirit River No. 133 – Letter to Hon. Minister Tood Loewen

Carried

11.2. Outgoing Correspondence

Moved by Councillor Liboiron

415-24 THAT the items of outgoing correspondence BE RECEIVED.

Correspondence from CAO Viv Thoss, Notice of Change for Accountable Executive Letter to Greg Bast / Civil Aviation Safety Inspector, Aerodromes and Air Navigation Prairie and Northern Region

Carried

16. IN-CAMERA ITEMS

There were no in-camera items brought forward.

13. QUESTION PERIOD

There was no one in gallery attendance that wished to speak

14. RECESS TO IN-CAMERA MEETING

14.1. Recess to In-Camera Meeting

Moved by Councillor Liboiron

416-24 THAT pursuant to *the Freedom of Information and Protection of Privacy Act*, the meeting BE CLOSED to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Part 1, Division 2, sections 24(1)(a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council and (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented.

Council recessed into an In-Camera meeting at 7:50 p.m.

Carried

15. RECONVENE OPEN MEETING

15.1. Reconvene Open Meeting

Moved by Councillor Anderson

417-24 THAT the Regular Open Council meeting BE RECONVENED.

The Regular Open Council Meeting reconvened at 8:54 p.m.

Carried

16. IN-CAMERA ITEMS

There were no in-camera items brought forward.

17. ADJOURNMENT

Moved by Councillor Welke

418-24 THAT the being no further business of the Regular Open Council meeting, it BE ADJOURNED.

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:55 P.M.

_____

MAYOR

_____

CHIEF ADMINISTRATIVE OFFICER

DELEGATION BUSINESS

MAYOR'S REPORT

COUNCIL COMMITTEE REPORTS

ADMINISTRATIVE ENQUIRIES

Town of High Level
Regular Council Meeting
Request for Decision

Meeting Date:	**January 13, 2025**
Prepared By:	**Logan Bartholow, Director of Planning & Development**
Subject:	**2025 Development Fees**

Recommendation:

1. THAT Council consider giving 1st, 2nd, and 3rd readings to proposed Bylaw 1049-25.

CAO Comments:
I support the recommendation.

Background:

- In reviewing the Town's development related fees, it was found that a significant number of them were well below similarly sized municipalities found in elsewhere in Alberta.
- Mackenzie County, Lethbridge County, The City of Lethbridge, and Olds, Alberta were used as comparators to base the proposed changes to the Town of High Level's Development Fees.

Discussion:

- Summary of Proposed Changes:
    1. A complete side-by-side comparison of proposed and olds fees can be found in attachment 2
    2. Nearly all fees are proposed to at least a double to bring them in alignment with other municipalities.
    3. Residential development fees for permitted uses not requiring variances saw an overall decrease in fees to ensure permit fees are not a deterrent to residential development.
    4. Several fees (i.e., land use bylaw and statutory plan amendments and commercial/industrial developments) saw significant increases to improve cost recovery as these items take considerable administrative resources to process.
    5. Additional fees have been added to ensure clarity around calculations for different types of developments including mixed-use developments and other administrative work.
- Administration is planning to bring forward a new 2025 Fees Bylaw in the coming months to update the rest of the Town's fees. Development Fees are being brought forward at this time to ensure the updated fees are set before the development seasons gets underway.

Financial:

- In 2024 The Town of High Level generated $15,985 in revenue from development services.
- In 2025, if permit volumes remain the same as 2024, these changes are expected to result in $23,000 in revenue for the same services.

Alternatives:

1. THAT Council consider giving 1st, 2nd, and 3rd readings to proposed Bylaw 1049-25.

2. THAT Council receive the report as information.

Recommended Alternative:

1. THAT Council consider giving 1st, 2nd, and 3rd readings to proposed Bylaw 1049-25.

Attachments:

Attachment 1 – Bylaw 1049-25
Attachment 2 – Comparison of Newly Proposed Development Fees to 2024 Fees
Attachment 3 – Current 2024 Fees Bylaw (1043-24)

Approvals:

CAO Viv Thoss

Author: Logan Bartholow, Director of Planning & Development

Schedule "C"

Planning & Development Fees

Item	Fee
Residential Developments	
Principle Uses and Secondary Suites – Permitted Uses	$50 + $50/Dwelling Unit
Principle Uses and Secondary Suites – Discretionary uses	$150 + $50/Dwelling Unit
Accessory Buildings, Decks, and Fences	$100
Additions/Repairs/Renovations/Temporary Uses	$100
Demolition	$50
Non-Residential Developments	
Principal Uses – Permitted	$500 + $0.50/$m^2$ of Building Area
Principal Uses – Discretionary	$750 + $0.50/$m^2$ of Building Area
Accessory Uses - Permitted	$150
Accessory Uses - Discretionary	$250
Change of Use - Permitted	$150
Change of Use - Discretionary	$250
Change of Use – Intensity Increase	+$250
Home Occupation	$100
Decks/Patios/Fences	$200
Agriculture/Parks Developments	$250
Commercial Off-Site Parking	$1,500/Parking Stall
Additions/Repairs/Renovations/Temporary Uses	$250
Demolition	$500
Mixed Use Development	
Development Involving Only Permitted Uses	$500 + $0.50/$m^2$ of Non-Residential Building Area + $50/Dwelling Unit
Development Involving Any Discretionary Uses	$750 + $0.50/$m^2$ of Non-Residential Building Area + $50/Dwelling Unit
Signs	
Signage	$100 + $50/sign
Subdivisions	
Base Application Fee	$750
Fee Per Lot	$250
Endorsement Fee Per Lot	$200
Utility Line Assignments	
Utility Line Assignments (where x represents the length of the new continuous utility line)	$50: X <=10m $150: 10m < x <= 50m $250: 50m < x <= 500m

	$500: 500m <= 1000 m If over 1000m, a separate price schedule will be discussed with a focus on cost recovery.
Utility Line Assignment Extensions or Revisions	$100/Extension and Revision
Plans & Amendments	
Area Structure Plan Creation	$500/hectare (Minimum $2,500; Maximum $10,000)
Outline Plan Creation	$250/Hectare (Minimum $1,000; Maximum $5,000)
Land Use Bylaw Amendment – Provision Changes	$2,500
Land Use Bylaw – Rezoning	$1,000
Statutory Plan Amendment (MDP, ASP, ARP, Outline Plan) – Minor (Development Authority's Discretion)	$1,000
Plan Amendment (MDP, ASP, ARP, Outline Plan) – Major (Development Authority's Discretion)	$2,500
Other Fees	
Variance – General Request	$250
Variance – Signage Request	$50/Sign
Variance – Parking Request	$100/Parking Stall
Development Permit Extension Fee	$100
Applicant Attended Formal Pre-Development Meeting	25% Development Permit Fee Reduction
Not-For-Profit Use / Affordable Housing / Daycare / Dayhome / Accessibility Renovations	Development Permit Fees Reduced to $0
Development Commenced Without Permits	Fees Doubled (Development Authority's Discretion)
Land Titles Registration/Discharge	$100/Document
Land Titles Search	$15/Search
Document Searches	$0 + $25/Document Requested Past the First
Compliance Certificates / Letter Requests	$200
Subdivision and Development Permit Appeals	$350
Development Agreements	$1000 + Engineer & Legal Fees (If Applicable)
Driveway or Access Approach	$100

BUILDING PERMIT FEE SCHEDULE	
Residential Installations	
Description	Permit Fee – not including Safety Codes Canada (SCC) levy*
New single family dwellings, additions	$6.00 per $1,000 of Project Value**
Relocation of a building (on crawlspace or basement)	$0.35 per square foot of main floor
Relocation of a building (on piles or blocking only)	$125.00
Garage, renovation, basement development (not at time of new home construction)	$0.30 per square foot of developed area
Minimum residential building permit fee	$125.00
Commercial, Industrial, Institutional	
Description	Permit Fee – not including SCC levy*
New, addition, renovation	$6.00 per $1,000 of Project Value**
Minimum building permit fee (including demolition permits)	$250.00

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

**Project Value is based on the actual cost of material and labour. Verification of cost may be requested prior to permit issuance.

Other Building Permit Fees

Item	Fee
Occupancy permit	Inclusive with permit fee
Requested inspections (minimum 2 hours)	$125.00 per hour + travel costs for special trip
Work started without permit	Fee Doubled
Heating and ventilation permit (semi-detached, duplex, four-plex, town house – 5 or less units)	$45.00 per heating unit
Alteration to heating/vent units	$45.00 per heating unit
All other heating or systems permits Less than 500,000 BTU units 500,000 BTU output or more	 $120.00 $170.00
Mechanical exhaust system (e.g., restaurant hood, carbon monoxide, or spray booth)	$75.00
Re-locatable industrial accommodations	$125.00 per unit

ELECTRICAL PERMIT FEE SCHEDULE			
Single Family Dwellings, Additions			
Square Footage	Permit Fee	SCC Levy*	Total Fee
0 – 1,200	$165.00	$6.60	$171.60
1,201 – 1,500	$193.00	$7.72	$200.72
1,501 – 2,000	$210.00	$8.40	$218.40
2,001 – 2,500	$247.00	$9.88	$256.88
Over 2,500	$247.00 plus $0.10 per square foot		

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

HOMEOWNER PERMITS: Add $100.00 when the installation cost is greater than $500.00 (excluding connections)

Description	Permit Fee	SCC Levy*	Total Fee
Permanent service connection only	$110.00	$4.50	$114.50
Temporary service for construction purposes	$110.00	$4.50	$114.50

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

Installation Cost	Permit Fee	SCC Levy	Total Fee	Installation Cost	Permit Fee	SCC Levy*	Total Fee
0 - 500.00	$82.50	$4.50	$87.00	38,001.01 - 39,000.00	$412.50	$16.50	$429.00
500.01 - 1,000.00	$93.50	$4.50	$98.00	39,001.01 - 40,000.00	$418.00	$16.72	$434.72
1,000.01 - 1,500.00	$104.50	$4.50	$109.00	40,001.01 - 41,000.00	$429.00	$17.16	$446.16
1,500.01 - 2,000.00	$110.00	$4.50	$114.50	41,001.01 - 42,000.00	$440.00	$17.60	$457.60
2,000.01 - 2,500.00	$115.50	$4.62	$120.12	42,001.01 - 43,000.00	$451.00	$18.04	$469.04
2,500.01 - 3,000.00	$121.00	$4.84	$125.84	43,001.01 - 44,000.00	$462.00	$18.48	$480.48
3,000.01 - 3,500.00	$126.50	$5.06	$131.56	44,001.01 - 45,000.00	$473.00	$18.92	$491.92
3,500.01 - 4,000.00	$137.50	$5.50	$143.00	45,001.01 - 46,000.00	$489.50	$19.58	$509.08
4,000.01 - 4,500.00	$148.50	$5.94	$154.44	46,001.01 - 47,000.00	$506.00	$20.24	$526.24
4,500.01 - 5,000.00	$159.50	$6.38	$165.88	47,001.01 - 48,000.00	$522.50	$20.90	$543.40
5,000.01 - 5,500.00	$165.00	$6.60	$171.60	48,001.01 - 49,000.00	$539.00	$21.56	$560.56
5,500.01 - 6,000.00	$176.00	$7.04	$183.04	49,001.01 - 50,000.00	$555.50	$22.22	$577.72
6,000.01 - 6,500.00	$187.00	$7.48	$194.48	50,001.01 - 60,000.00	$572.00	$22.88	$594.88
6,500.01 - 7,000.00	$198.00	$7.92	$205.92	60,001.01 - 70,000.00	$588.50	$23.54	$612.04
7,000.01 - 7,500.00	$203.50	$8.14	$211.64	70,001.01 - 80,000.00	$605.00	$24.20	$629.20
7,500.01 - 8,000.00	$209.00	$8.36	$217.36	80,001.01 - 90,000.00	$665.50	$26.62	$692.12
8,000.01 - 8,500.00	$214.50	$8.58	$223.08	90,001.01 - 100,000.00	$726.00	$29.04	$755.04
8,500.01 - 9,000.00	$220.00	$8.80	$228.80	100,001.01 - 110,000.00	$753.50	$30.14	$783.64
9,000.01 - 9,500.00	$225.50	$9.02	$234.52	110,001.01 - 120,000.00	$781.00	$31.24	$812.24
9,500.01 - 10,000.00	$231.00	$9.24	$240.24	120,001.01 - 130,000.00	$808.50	$32.34	$840.84
10,000.01 - 11,000.00	$236.50	$9.46	$245.96	130,001.01 - 140,000.00	$852.50	$34.10	$886.60
11,000.01 - 12,000.00	$242.00	$9.68	$251.68	140,001.01 - 150,000.00	$891.00	$35.64	$926.64
12,000.01 - 13,000.00	$247.50	$9.90	$257.40	150,001.01 - 160,000.00	$924.00	$36.96	$960.96
13,000.01 - 14,000.00	$258.50	$10.34	$268.84	160,001.01 - 170,000.00	$968.00	$38.72	$1,006.72
14,000.01 - 15,000.00	$264.00	$10.56	$274.56	170,001.01 - 180,000.00	$1,006.50	$40.26	$1,046.76
15,000.01 - 16,000.00	$269.50	$10.78	$280.28	180,001.01 - 190,000.00	$1,045.00	$41.80	$1,086.80
16,000.01 - 17,000.00	$275.00	$11.00	$286.00	190,001.01 - 200,000.00	$1,078.00	$43.12	$1,121.12
17,000.01 - 18,000.00	$280.50	$11.22	$291.72	200,001.01 - 210,000.00	$1,127.50	$45.10	$1,172.60
18,000.01 - 19,000.00	$286.00	$11.44	$297.44	210,001.01 - 220,000.00	$1,160.50	$46.42	$1,206.92
19,000.01 - 20,000.00	$291.50	$11.66	$303.16	220,001.01 - 230,000.00	$1,199.00	$47.96	$1,246.96
20,000.01 - 21,000.00	$297.00	$11.88	$308.88	230,001.01 - 240,000.00	$1,243.00	$49.72	$1,292.72
21,000.01 - 22,000.00	$302.50	$12.10	$314.60	240,001.01 - 250,000.00	$1,287.00	$51.48	$1,338.48
22,000.01 - 23,000.00	$308.00	$12.32	$320.32	250,001.01 - 300,000.00	$1,402.50	$56.10	$1,458.60
23,000.01 - 24,000.00	$319.00	$12.76	$331.76	300,001.01 - 350,000.00	$1,573.00	$62.92	$1,635.92
24,000.01 - 25,000.00	$324.50	$12.98	$337.48	350,001.01 - 400,000.00	$1,677.50	$67.10	$1,744.60
25,000.01 - 26,000.00	$330.00	$13.20	$343.20	400,001.01 - 450,000.00	$1,798.50	$71.94	$1,870.44
26,000.01 - 27,000.00	$341.00	$13.64	$354.64	450,001.01 - 500,000.00	$1,925.00	$77.00	$2,002.00
27,000.01 - 28,000.00	$352.00	$14.08	$366.08	500,001.01 - 550,000.00	$2,062.50	$82.50	$2,145.00
28,000.01 - 29,000.00	$363.00	$14.52	$377.52	550,001.01 - 600,000.00	$2,189.00	$87.56	$2,276.56
29,000.01 - 30,000.00	$368.50	$14.74	$383.24	600,001.01 - 650,000.00	$2,337.50	$93.50	$2,431.00
30,000.01 - 31,000.00	$374.00	$14.96	$388.96	650,001.01 - 700,000.00	$2,458.50	$98.34	$2,556.84
31,000.01 - 32,000.00	$379.50	$15.18	$394.68	700,001.01 - 750,000.00	$2,596.00	$103.84	$2,699.84
32,000.01 - 33,000.00	$385.00	$15.40	$400.40	750,001.01 - 800,000.00	$2,722.50	$108.90	$2,831.40
33,000.01 - 34,000.00	$390.50	$15.62	$406.12	800,001.01 - 850,000.00	$2,849.00	$113.96	$2,962.96
34,000.01 - 35,000.00	$396.00	$15.84	$411.84	850,001.01 - 900,000.00	$2,997.50	$119.90	$3,117.40
35,000.01 - 36,000.00	$401.50	$16.06	$417.56	900,001.01 - 950,000.00	$3,135.00	$125.40	$3,260.40
36,000.01 - 37,000.00	$407.00	$16.28	$423.28	950,001.01 - 1,000,000	$3,300.00	$132.00	$3,432.00
37,000.01 - 38,000.00	$412.50	$16.50	$429.00	For projects over $1,000,000 divide the total installation cost by $1,000 and then times by 3.300 plus SC Levy			

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

HOMEOWNER PERMITS: Add $100.00 when the installation cost is greater than $500.00.

ANNUAL ELECTRICAL PERMITS			
Description	Permit Fee	SCC Levy*	Total Fee
Annual Electrical Maintenance	$440.00	$17.60	$457.60

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

PLUMBING PERMIT FEE SCHEDULE			
Residential and Non-Residential Installations			
Number of Fixtures	Permit Fee	SCC Levy*	Total Fee
1	$82.50	$4.50	$87.00
2	$88.00	$4.50	$92.50
3	$93.50	$4.50	$98.00
4	$99.00	$4.50	$103.50
5	$104.50	$4.50	$109.00
6	$110.00	$4.50	$114.50
7	$115.50	$4.62	$120.12
8	$121.00	$4.84	$125.84
9	$126.50	$5.06	$131.56
10	$137.50	$5.50	$143.00
11	$148.50	$5.94	$154.44
12	$159.50	$6.38	$165.88
13	$165.00	$6.60	$171.60
14	$176.00	$7.04	$183.04
15	$187.00	$7.48	$194.48
16	$198.00	$7.92	$205.92
17	$209.00	$8.36	$217.36
18	$220.00	$8.80	$228.80
19	$231.00	$9.24	$240.24
20	$242.00	$9.68	$251.68
21	$253.00	$10.12	$263.12
22	$264.00	$10.56	$274.56
23	$275.00	$11.00	$286.00
24	$286.00	$11.44	$297.44
25	$297.00	$11.88	$308.88

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

Add $10.00 for each fixture over 20.

HOMEOWNER PERMITS: Add $100.00 when the number of fixtures is greater than 5.

GAS PERMIT FEE SCHEDULE			
Residential Installations			
Number of Outlets	Permit Fee	SCC Levy*	Total Fee
1	$82.50	$4.50	$87.00
2	$99.00	$4.50	$103.50
3	$115.50	$4.62	$120.12
4	$132.00	$5.28	$137.28
5	$148.50	$5.94	$154.44
6	$165.00	$6.60	$171.60
7	$181.50	$7.26	$188.76
8	$198.00	$7.92	$205.92
9	$214.50	$8.58	$223.08
10	$231.00	$9.24	$240.24
Over 10	$231.00 plus $15.00 per outlet over 10		
Other			
Description	Permit Fee	SCC Levy*	Total Fee
Propane tank set only (does not include connection to appliance)	$82.50	$4.50	$87.00
Temporary heat	$82.50	$4.50	$87.00
Commercial, Industrial, Institutional			
BTU Input	Permit Fee	SCC Levy*	Total Fee
0 to 250,000	$137.50	$5.50	$143.00
250,001 to 500,000	$192.50	$7.70	$200.20
500,001 to 1,000,000	$247.50	$9.90	$257.40
Over 1,000,000	$247.00 plus $5.00 per 100,000 (or portion of) over 1,000,000 BTU		
Propane Tank Sets (does not include connection to appliance)			
Description of Work	Permit Fee	SCC Levy*	Total Fee
Tank Set	$110.00	$4.50	$114.50
Propane Cylinder Refill Centre	$155.00	$6.20	$161.20
Other			
Description of Work	Permit Fee	SCC Levy*	Total Fee
Secondary gas line only	$82.50	$4.50	$87.00

* SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

PRIVATE SEWAGE TREATMENT SYSTEM FEE SCHEDULE			
Non-Residential Installations			
Description	Permit Fee	SCC Levy*	Total Fee
Holding Tank (per tank)	$250.00	$10.00	$260.00

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

Document Printing Fees

Item	Fee
Land Use Bylaw Area Structure Plan Municipal Development Plan Municipal Engineering and Construction Standards	$25.00
Maps, drawings, and poster printing -- plain paper	$0.03 per inch^2
Maps, drawings and poster printing – satin poster paper	$0.06 per inch^2
Laminator	$0.02 per inch^2

Lease Rates - Annual

Item	Fee
Town-owned land (excluding Airport)	
Area less than or equal to 1,000 m^2	$5.00 per m^2
Area greater than 1,000 m^2	$3.00 per m^2

Other

Item	Fee
Fire Pit Permit	$25.00
Water and sewer connection permit	$25.00
Water and sewer connection inspection	$25.00
Poultry Permit	$100 + $10.00 per hen
Land Purchase Application	$0
Special Events Permit (for-profit)	$25.00
Special Events Permit (non-profit/resident)	N/A
Alberta Advantage Immigration Program Rural Renewal Stream Endorsement Letter	$1,250.00 per letter

Summary of Proposed Development Fee Changes

Item	Proposed Fees	Old Fees
Residential Developments		
Principle Buildings and Secondary Suites – Permitted Uses	$50 + $50/Dwelling Unit	$200
Principle Buildings and Secondary Suites – Discretionary uses	$150 + $50/Dwelling Unit	$200
Accessory Buildings, Decks, and Fences	$100	$25/$200
Additions/Repairs/Renovations/Temporary Uses	$100	$100
Demolition	$50	$25
Non-Residential Developments		
Principal Uses – Permitted	$500 + $0.50/$m^2$ of Building Area	$200
Principal Uses – Discretionary	$750 + $0.50/$m^2$ of Building Area	$200
Accessory Uses - Permitted	$150	$25
Accessory Uses - Discretionary	$250	$25
Change of Use - Permitted	$150	$50
Change of Use - Discretionary	$250	$50
Change of Use – Intensity Increase	+$250	Didn't Exist
Home Occupation	$100	$25
Decks/Patios/Fences	$200	$200
Agriculture/Parks Developments	$250	$200
Commercial Off-Site Parking	$1,500/Parking Stall	$1,500/Parking Stall
Additions/Repairs/Renovations/Temporary Uses	$250	$0
Demolition	$500	$25
Mixed Use Development		
Development Involving Only Permitted Uses	$500 + $0.50/$m^2$ of Non-Residential Building Area + $50/Dwelling Unit	Didn't Exist
Development Involving Any Discretionary Uses	$750 + $0.50/$m^2$ of Non-Residential Building Area + $50/Dwelling Unit	Didn't Exist
Signs		
Signage	$100 + $50/sign	$25
Subdivisions		
Base Application Fee	$750	$300
Fee Per Lot	$250	$100
Endorsement Fee Per Lot	$200	$100
Utility Line Assignments		
Utility Line Assignments	$50: X <=10m	$50

(where x represents the length of the new continuous utility line)	$150: 10m < x <= 50m $250: 50m < x <= 500m $500: 500m <= 1000 m If over 1000m, a separate price schedule will be discussed with a focus on cost recovery.	
Utility Line Assignment Extensions or Revisions	$100 per	Didn't Exist
Plans & Amendments		
Area Structure Plan Creation	$500/hectare (minimum $2,500; maximum $10,000)	Didn't Exist
Outline Plan Creation	$250/hectare (minimum $1,000; maximum $5,000)	Didn't Exist
Land Use Bylaw Amendment – Provision Changes	$2,500	$250
Land Use Bylaw – Rezoning	$1,000	$300
Statutory Plan Amendment (MDP, ASP, ARP, Outline Plan) – Minor (Development Authority's Discretion)	$1,000	$500
Plan Amendment (MDP, ASP, ARP, Outline Plan) – Major (Development Authority's Discretion)	$2,500	$500
Other Fees		
Variance – General Request	$250	$100
Variance – Signage Request	$50/Sign	$100
Variance – Parking Request	$100/Parking Stall	$100
Development Permit Extension Fee	$100	Didn't Exist
Applicant Attended Pre-Development Meeting	25% Development Permit Fee Reduction	Didn't Exist
Not-For-Profit Use/affordable housing/Daycare/Dayhome/Accessibility Renovations	Development Permit Fees Reduced to $0	$0/$200
Development Commenced Without Permits	Fees Doubled (Development Authority's Discretion)	Fees Doubled

Land Titles Registration/Discharge	$100/document	$25/document
Land Titles Search	$15/search	Didn't Exist
Document Searches	$0 + $25/document requested past the first	Didn't Exist
Compliance Certificates / Letter Requests	$200	$50/$75/$65
Subdivision and Development Permit Appeals	$350	$100
Development Agreements	$1000 + Engineer & Legal Fees (if applicable)	$500
Driveway or Access Approach	$100	$25

TOWN OF HIGH LEVEL
2024 FEES BYLAW
BYLAW NO. 1043-24

A BYLAW TO ESTABLISH THE FEES, RATES, CHARGES, AND PENALTIES FOR SERVICES PROVIDED BY THE MUNICIPALITY IN 2024.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, (hereinafter referred to as "the Act"), as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality; AND

WHEREAS the Act provides that a municipality may pass a bylaw for the establishment of fees for licences, permits, and approvals as established by Council; AND

WHEREAS the *Freedom of Information and Protection of Privacy Act*, as amended, states that a municipality must make certain information available to the public and that the Council may pass a bylaw to establish fees for the provision of the information; AND

WHEREAS the *Safety Codes Act*, R.S.A. 2000, c. S-1, as amended, states that an accredited municipality may make bylaws; respecting fees for anything issued or any material or service provided pursuant to this Act, AND

WHEREAS the Council of Town of High Level, in the Province of Alberta, deems it expedient to consolidate the fees, rates, and charges for various municipal services.

NOW THEREFORE the Council of Town of High Level, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. THAT a Fee Schedule for the fees, rates, charges, and penalties of the Town of High Level be established and amended when required by Council resolution.

2. THAT Council may consider setting or permitting special rates for special circumstances, special items, and individual agreements with outside parties or for any items not covered in the Fee Schedule. Resolution of Council may set such fees.

3. THAT in the event this Bylaw conflicts with another existing bylaw, this Bylaw shall have paramountcy.

4. THAT Bylaw 1034-23 and all its' amendment, thereto, are hereby repealed.

5. THAT Bylaw 1043-24 comes into force on June 1, 2024.

READ A FIRST TIME this 13th day of May 2024.

READ A SECOND TIME this 13th day of May 2024.

READ A THIRD AND FINAL TIME this 13th day of May 2024.

SIGNED AND PASSED this 13th day of May 2024.

_____
Mayor

_____
Municipal Clerk

TOWN OF HIGH LEVEL
SCHEDULE OF FEES TABLE

Schedule	Description
A	Freedom of Information and Protection of Privacy Act
B	Airport
C	Development
D	Community Services – Aquatic Centre
E	Community Services – Sports Complex
F	Community Services – Family and Community Support Services (FCSS) and Community Programming (including Museum and Visitor Information Centre)
G	Utility
H	Community Enforcement Services
I	Fire Response Investigation and Inspections
J	Equipment and Operators
K	Administration
L	Business Licences
M	Cemetery

The fees, rates, and charges contained in the attached Schedules "A" to "M" inclusive are subject to the applicable taxes where appropriate. Fees included in the schedule do not include GST unless otherwise specified.

TOWN OF HIGH LEVEL
SCHEDULE "A"
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Item	Fee
Locating and retrieving a record	$6.75 per ¼ hour
Producing a record from an electronic record	$6.75 per ¼ hour
Computer processing and related charges	Actual cost to public
Preparing and handling a record for disclosure	$6.75 per ¼ hour
Supervising the examination of a record	$6.75 per ¼ hour
Shipping a record or copy	Actual cost to public
Copying a record: a. Photocopies b. Computer disks (CD) c. Other media not listed above	 $0.25 per page $ 10.00 per disk Actual cost to public

TOWN OF HIGH LEVEL
SCHEDULE "B"
AIRPORT

All aircraft-related fees are applied on the conclusion (arrival) of a flight. The primary source of information for billing purposes is the NavCanada Aircraft Movement Statistics.

Airport Improvement Fees, Landing Fees, and Terminal Fees do not apply to training or maintenance flights and aircraft with a Maximum Takeoff Weight (MTOW) of 2,000kg or less.

Airport Improvement Fees (AIF)

AIF applies to non-scheduled fixed wing aircraft landings within the boundary of the High Level Airport. The fee is based on the number of passenger seats the aircraft is certified for as detailed on the below chart.

Aircraft Size	Fee
0 – 4 Seats	$20.00
5 – 10 Seats	$45.00
11 – 15 Seats	$70.00
16 – 25 Seats	$150.00
26 – 45 Seats	$220.00
Over 45 Seats	$450.00
All Helicopters	$20.00

Landing Fees

Landing fees are based on MTOW. They apply to non-scheduled fixed wing and rotary landings within the boundary of the High Level Airport, including leased lands.

MTOW	Fee
2,001 to 21,000 kg	$5.09 per 1,000 kg
21,001 to 45,000 kg	$6.41 per 1,000 kg
Greater than 45,000 kg	$7.56 per 1,000 kg
All Helicopters	$10.00

Terminal Fees

Terminal fees are applied to non-scheduled aircrafts, including apron use.

Passenger Seating Capacity	$3.00 per seat

Note: Tenants with aircraft based at the High Level Airport receive a 70% reduction in the Airport Improvement Fee, Landing Fees, and Terminal Fees.

Other Fees

Item	Fee
Airside Vehicle Operating Permit Application	$50.00

TOWN OF HIGH LEVEL
SCHEDULE "B" - CONTINUED
AIRPORT

Scheduled Aircraft Fees

Item	Fee
Terminal fee	$10.00 per enplaned and deplaned passenger
Landing fee	$4.00 per 1,000 kg MTOW
Airport Improvement Fee (AIF)	$45.00 per landing (flat fee)

Aircraft Parking Fees

Item	Fee
Tie-down parking	
<1,000 kg	$300.00 per year
1,000 – 2,000 kg	$324.00 per year
>2,000 kg	$348.00 per year
All	$5.00 per day
Aircraft parking only	
<2,001 kg	$10.00 per day
2,001 – 5,000 kg	$10.00 per day
5,001 – 10,000 kg	$15.00 per day
10,001 – 30,000 kg	$20.00 per day
30,001 – 45,000 kg	$25.00 per day
45,001 – 60,000 kg	$40.00 per day
60,001 – 100,000 kg	$60.00 per day
100,001 – 200,000 kg	$85.00 per day
200,001 – 300,000 kg	$100.00 per day
>300,000 kg	$150.00 per day
Vehicle parking - without power	$5.00 per day $30.00 per week $350.00 per year
Vehicle parking - with power	$10.00 per day $60.00 per week $600.00 per year

Lease Rates - Annual

Item	Fee
Land	
Airside	$2.00 per m^2
Non-airside	$3.00 per m^2

Note: Airside means land leased for the purpose of airside operations such as an air service or aircraft refueling. Non-airside means land leased for the purpose of non-aeronautical purposes such as rental car or residential uses.

TOWN OF HIGH LEVEL
SCHEDULE "B" - CONTINUED
AIRPORT

Terminal Building Office

Item	Fee
Main floor	$300.00 per m^2
Basement floor	$200.00 per m^2
Ticket counters	$300.00 per m^2
Industry/cargo	$300.00 per m^2
Rental car kiosk	$400.00 per m^2
Vending machine space	$200.00 each per year
Connection/cart	$500.00 per year
House A	$750.00 per month
House B	$1,000.00 per month

Signage/Advertising Space

Item	Fee
Airport digital sign (10 second slot maximum)	$35.00 per month $200.00 per six months $350.00 per year
Private digital sign (sub-leasing not permitted)	$500.00 per year
Baggage belt (stick on)	$275.00 per year
Baggage belt area (60 cm x 90 cm maximum)	$300.00 per year
Wall area (60 cm x 90 cm maximum)	$300.00 per year

Signage and advertising requests are at the Town's discretion. The Town shall determine the location of signage. Sign content is subject to Town approval.

Other Fees

Item	Fee
Fuel flowage fee	$0.05 per L Av gas $0.05 per L jet fuel $0.05 per L oil/lubricants
Mobile refueler registration	$0.05 per kg per gross vehicle weight
Pavement sweeping	SEE SCHEDULE J
Snow removal	SEE SCHEDULE J
Loader	SEE SCHEDULE J
After hours callout fee	$150.00 per hour

Ministry of Agriculture and Forestry Lease and Fees

Negotiated separately.

TOWN OF HIGH LEVEL
SCHEDULE "C"
DEVELOPMENT

Development Permits

Item	Land Use District	Fee
Construction or replacement of principal use	R-1, R-2, R-3, R,4, C-1, C-3, IND, CU, A, P, R	$200.00
Construction or replacement of principal use	DC	$300.00
Manufactured Home	R-1, R-2, R-4, A	$100.00
Addition to existing building or structure	All Land Use Districts	$100.00
Change of use, additional use, or intensification of use	All Land Use Districts	$50.00
Accessory use Home Occupation Signage Demolition Temporary use	All Land Use Districts	$25.00
Relocatable industrial accommodations	IND	$200.00
Building – Moved In (includes on-site ad signage)	All Land Use Districts	$300.00
Development agreement	All Land Use Districts	$500.00
Variance request	All Land Use Districts	$100.00
Commercial off-site parking	C-1	$1,500.00 per parking stall
Land Titles documentation registration/discharge	All Land Use Districts	$25.00 per document
Development commenced without permits	All Land Use Districts	Fees Doubled
Non-profit use and Accessibility renovations	All Land Use Districts	$0.00
New, temporary, additional, amended driveway or access approach	All Land Use Districts	$25.00
Utility Line Assignment	All Land Use Districts Public Rights-Of-Way	$50.00

TOWN OF HIGH LEVEL
SCHEDULE "C" - CONTINUED
DEVELOPMENT

BUILDING PERMIT FEE SCHEDULE	
Residential Installations	
Description	Permit Fee – not including Safety Codes Canada (SCC) levy*
New single family dwellings, additions	$6.00 per $1,000 of Project Value**
Relocation of a building (on crawlspace or basement)	$0.35 per square foot of main floor
Relocation of a building (on piles or blocking only)	$125.00
Garage, renovation, basement development (not at time of new home construction)	$0.30 per square foot of developed area
Minimum residential building permit fee	$125.00
Commercial, Industrial, Institutional	
Description	Permit Fee – not including SCC levy*
New, addition, renovation	$6.00 per $1,000 of Project Value**
Minimum building permit fee (including demolition permits)	$250.00

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.
**Project Value is based on the actual cost of material and labour. Verification of cost may be requested prior to permit issuance.

Other Building Permit Fees

Item	Fee
Occupancy permit	Inclusive with permit fee
Requested inspections (minimum 2 hours)	$125.00 per hour + travel costs for special trip
Work started without permit	Fee Doubled
Heating and ventilation permit (semi-detached, duplex, four-plex, town house – 5 or less units)	$45.00 per heating unit
Alteration to heating/vent units	$45.00 per heating unit
All other heating or systems permits Less than 500,000 BTU units 500,000 BTU output or more	 $120.00 $170.00
Mechanical exhaust system (e.g., restaurant hood, carbon monoxide, or spray booth)	$75.00
Re-locatable industrial accommodations	$125.00 per unit

TOWN OF HIGH LEVEL
SCHEDULE "C" - CONTINUED
DEVELOPMENT

ELECTRICAL PERMIT FEE SCHEDULE			
Single Family Dwellings, Additions			
Square Footage	Permit Fee	SCC Levy*	Total Fee
0 – 1,200	$165.00	$6.60	$171.60
1,201 – 1,500	$193.00	$7.72	$200.72
1,501 – 2,000	$210.00	$8.40	$218.40
2,001 – 2,500	$247.00	$9.88	$256.88
Over 2,500	$247.00 plus $0.10 per square foot		

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

HOMEOWNER PERMITS: Add $100.00 when the installation cost is greater than $500.00 (excluding connections)

Description	Permit Fee	SCC Levy*	Total Fee
Permanent service connection only	$110.00	$4.50	$114.50
Temporary service for construction purposes	$110.00	$4.50	$114.50

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

TOWN OF HIGH LEVEL
SCHEDULE "C" - CONTINUED
DEVELOPMENT

Installation Cost	Permit Fee	SCC Levy	Total Fee	Installation Cost	Permit Fee	SCC Levy*	Total Fee
0 - 500.00	$82.50	$4.50	$87.00	38,001.01 - 39,000.00	$412.50	$16.50	$429.00
500.01 - 1,000.00	$93.50	$4.50	$98.00	39,001.01 - 40,000.00	$418.00	$16.72	$434.72
1,000.01 - 1,500.00	$104.50	$4.50	$109.00	40,001.01 - 41,000.00	$429.00	$17.16	$446.16
1,500.01 - 2,000.00	$110.00	$4.50	$114.50	41,001.01 - 42,000.00	$440.00	$17.60	$457.60
2,000.01 - 2,500.00	$115.50	$4.62	$120.12	42,001.01 - 43,000.00	$451.00	$18.04	$469.04
2,500.01 - 3,000.00	$121.00	$4.84	$125.84	43,001.01 - 44,000.00	$462.00	$18.48	$480.48
3,000.01 - 3,500.00	$126.50	$5.06	$131.56	44,001.01 - 45,000.00	$473.00	$18.92	$491.92
3,500.01 - 4,000.00	$137.50	$5.50	$143.00	45,001.01 - 46,000.00	$489.50	$19.58	$509.08
4,000.01 - 4,500.00	$148.50	$5.94	$154.44	46,001.01 - 47,000.00	$506.00	$20.24	$526.24
4,500.01 - 5,000.00	$159.50	$6.38	$165.88	47,001.01 - 48,000.00	$522.50	$20.90	$543.40
5,000.01 - 5,500.00	$165.00	$6.60	$171.60	48,001.01 - 49,000.00	$539.00	$21.56	$560.56
5,500.01 - 6,000.00	$176.00	$7.04	$183.04	49,001.01 - 50,000.00	$555.50	$22.22	$577.72
6,000.01 - 6,500.00	$187.00	$7.48	$194.48	50,001.01 - 60,000.00	$572.00	$22.88	$594.88
6,500.01 - 7,000.00	$198.00	$7.92	$205.92	60,001.01 - 70,000.00	$588.50	$23.54	$612.04
7,000.01 - 7,500.00	$203.50	$8.14	$211.64	70,001.01 - 80,000.00	$605.00	$24.20	$629.20
7,500.01 - 8,000.00	$209.00	$8.36	$217.36	80,001.01 - 90,000.00	$665.50	$26.62	$692.12
8,000.01 - 8,500.00	$214.50	$8.58	$223.08	90,001.01 - 100,000.00	$726.00	$29.04	$755.04
8,500.01 - 9,000.00	$220.00	$8.80	$228.80	100,001.01 - 110,000.00	$753.50	$30.14	$783.64
9,000.01 - 9,500.00	$225.50	$9.02	$234.52	110,001.01 - 120,000.00	$781.00	$31.24	$812.24
9,500.01 - 10,000.00	$231.00	$9.24	$240.24	120,001.01 - 130,000.00	$808.50	$32.34	$840.84
10,000.01 - 11,000.00	$236.50	$9.46	$245.96	130,001.01 - 140,000.00	$852.50	$34.10	$886.60
11,000.01 - 12,000.00	$242.00	$9.68	$251.68	140,001.01 - 150,000.00	$891.00	$35.64	$926.64
12,000.01 - 13,000.00	$247.50	$9.90	$257.40	150,001.01 - 160,000.00	$924.00	$36.96	$960.96
13,000.01 - 14,000.00	$258.50	$10.34	$268.84	160,001.01 - 170,000.00	$968.00	$38.72	$1,006.72
14,000.01 - 15,000.00	$264.00	$10.56	$274.56	170,001.01 - 180,000.00	$1,006.50	$40.26	$1,046.76
15,000.01 - 16,000.00	$269.50	$10.78	$280.28	180,001.01 - 190,000.00	$1,045.00	$41.80	$1,086.80
16,000.01 - 17,000.00	$275.00	$11.00	$286.00	190,001.01 - 200,000.00	$1,078.00	$43.12	$1,121.12
17,000.01 - 18,000.00	$280.50	$11.22	$291.72	200,001.01 - 210,000.00	$1,127.50	$45.10	$1,172.60
18,000.01 - 19,000.00	$286.00	$11.44	$297.44	210,001.01 - 220,000.00	$1,160.50	$46.42	$1,206.92
19,000.01 - 20,000.00	$291.50	$11.66	$303.16	220,001.01 - 230,000.00	$1,199.00	$47.96	$1,246.96
20,000.01 - 21,000.00	$297.00	$11.88	$308.88	230,001.01 - 240,000.00	$1,243.00	$49.72	$1,292.72
21,000.01 - 22,000.00	$302.50	$12.10	$314.60	240,001.01 - 250,000.00	$1,287.00	$51.48	$1,338.48
22,000.01 - 23,000.00	$308.00	$12.32	$320.32	250,001.01 - 300,000.00	$1,402.50	$56.10	$1,458.60
23,000.01 - 24,000.00	$319.00	$12.76	$331.76	300,001.01 - 350,000.00	$1,573.00	$62.92	$1,635.92
24,000.01 - 25,000.00	$324.50	$12.98	$337.48	350,001.01 - 400,000.00	$1,677.50	$67.10	$1,744.60
25,000.01 - 26,000.00	$330.00	$13.20	$343.20	400,001.01 - 450,000.00	$1,798.50	$71.94	$1,870.44
26,000.01 - 27,000.00	$341.00	$13.64	$354.64	450,001.01 - 500,000.00	$1,925.00	$77.00	$2,002.00
27,000.01 - 28,000.00	$352.00	$14.08	$366.08	500,001.01 - 550,000.00	$2,062.50	$82.50	$2,145.00
28,000.01 - 29,000.00	$363.00	$14.52	$377.52	550,001.01 - 600,000.00	$2,189.00	$87.56	$2,276.56
29,000.01 - 30,000.00	$368.50	$14.74	$383.24	600,001.01 - 650,000.00	$2,337.50	$93.50	$2,431.00
30,000.01 - 31,000.00	$374.00	$14.96	$388.96	650,001.01 - 700,000.00	$2,458.50	$98.34	$2,556.84
31,000.01 - 32,000.00	$379.50	$15.18	$394.68	700,001.01 - 750,000.00	$2,596.00	$103.84	$2,699.84
32,000.01 - 33,000.00	$385.00	$15.40	$400.40	750,001.01 - 800,000.00	$2,722.50	$108.90	$2,831.40
33,000.01 - 34,000.00	$390.50	$15.62	$406.12	800,001.01 - 850,000.00	$2,849.00	$113.96	$2,962.96
34,000.01 - 35,000.00	$396.00	$15.84	$411.84	850,001.01 - 900,000.00	$2,997.50	$119.90	$3,117.40
35,000.01 - 36,000.00	$401.50	$16.06	$417.56	900,001.01 - 950,000.00	$3,135.00	$125.40	$3,260.40
36,000.01 - 37,000.00	$407.00	$16.28	$423.28	950,001.01 - 1,000,000	$3,300.00	$132.00	$3,432.00
37,000.01 - 38,000.00	$412.50	$16.50	$429.00				

For projects over $1,000,000 divide the total installation cost by $1,000 and then times by 3.300 plus SC Levy

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

HOMEOWNER PERMITS: Add $100.00 when the installation cost is greater than $500.00.

TOWN OF HIGH LEVEL
SCHEDULE "C" - CONTINUED
DEVELOPMENT

ANNUAL ELECTRICAL PERMITS			
Description	Permit Fee	SCC Levy*	Total Fee
Annual Electrical Maintenance	$440.00	$17.60	$457.60

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

PLUMBING PERMIT FEE SCHEDULE			
Residential and Non-Residential Installations			
Number of Fixtures	Permit Fee	SCC Levy*	Total Fee
1	$82.50	$4.50	$87.00
2	$88.00	$4.50	$92.50
3	$93.50	$4.50	$98.00
4	$99.00	$4.50	$103.50
5	$104.50	$4.50	$109.00
6	$110.00	$4.50	$114.50
7	$115.50	$4.62	$120.12
8	$121.00	$4.84	$125.84
9	$126.50	$5.06	$131.56
10	$137.50	$5.50	$143.00
11	$148.50	$5.94	$154.44
12	$159.50	$6.38	$165.88
13	$165.00	$6.60	$171.60
14	$176.00	$7.04	$183.04
15	$187.00	$7.48	$194.48
16	$198.00	$7.92	$205.92
17	$209.00	$8.36	$217.36
18	$220.00	$8.80	$228.80
19	$231.00	$9.24	$240.24
20	$242.00	$9.68	$251.68
21	$253.00	$10.12	$263.12
22	$264.00	$10.56	$274.56
23	$275.00	$11.00	$286.00
24	$286.00	$11.44	$297.44
25	$297.00	$11.88	$308.88

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

Add $10.00 for each fixture over 20.

HOMEOWNER PERMITS: Add $100.00 when the number of fixtures is greater than 5.

TOWN OF HIGH LEVEL
SCHEDULE "C" - CONTINUED
DEVELOPMENT

GAS PERMIT FEE SCHEDULE			
Residential Installations			
Number of Outlets	Permit Fee	SCC Levy*	Total Fee
1	$82.50	$4.50	$87.00
2	$99.00	$4.50	$103.50
3	$115.50	$4.62	$120.12
4	$132.00	$5.28	$137.28
5	$148.50	$5.94	$154.44
6	$165.00	$6.60	$171.60
7	$181.50	$7.26	$188.76
8	$198.00	$7.92	$205.92
9	$214.50	$8.58	$223.08
10	$231.00	$9.24	$240.24
Over 10	$231.00 plus $15.00 per outlet over 10		
Other			
Description	Permit Fee	SCC Levy*	Total Fee
Propane tank set only (does not include connection to appliance)	$82.50	$4.50	$87.00
Temporary heat	$82.50	$4.50	$87.00
Commercial, Industrial, Institutional			
BTU Input	Permit Fee	SCC Levy*	Total Fee
0 to 250,000	$137.50	$5.50	$143.00
250,001 to 500,000	$192.50	$7.70	$200.20
500,001 to 1,000,000	$247.50	$9.90	$257.40
Over 1,000,000	$247.00 plus $5.00 per 100,000 (or portion of) over 1,000,000 BTU		
Propane Tank Sets (does not include connection to appliance)			
Description of Work	Permit Fee	SCC Levy*	Total Fee
Tank Set	$110.00	$4.50	$114.50
Propane Cylinder Refill Centre	$155.00	$6.20	$161.20
Other			
Description of Work	Permit Fee	SCC Levy*	Total Fee
Secondary gas line only	$82.50	$4.50	$87.00

* SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

PRIVATE SEWAGE TREATMENT SYSTEM FEE SCHEDULE			
Non-Residential Installations			
Description	Permit Fee	SCC Levy*	Total Fee
Holding Tank (per tank)	$250.00	$10.00	$260.00

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560.00.

TOWN OF HIGH LEVEL
SCHEDULE "C" - CONTINUED
DEVELOPMENT

Compliance Certificates

Item	Land Use District	Fee
Residential	R-1, R-2, and R-4	$50.00
Residential	R-3	$75.00
Other	C-1, C-3, IND, CU, A, P, R, DC	$100.00

Subdivision Fees

Item	Fee
Application fee	$300.00
Fee per lot	$100.00
Endorsement fee per lot	$100.00
Condominium fee per unit	$25.00

Appeal Fees

Item	Fee
Subdivision or Development permit appeal application fee	$100.00

Document Printing Fees

Item	Fee
Land Use Bylaw Area Structure Plan Municipal Development Plan Municipal Engineering and Construction Standards	$25.00
Maps, drawings, and poster printing –– plain paper	$0.03 per inch^2
Maps, drawings and poster printing – satin poster paper	$0.06 per inch^2
Laminator	$0.02 per inch^2

Amendment Fees

Item	Fee
Land Use Bylaw – Provisions	$250.00
Land Use Bylaw – Rezoning (includes on-site ad signage)	$300.00
Area Structure Plan Municipal Development Plan	$500.00

TOWN OF HIGH LEVEL
SCHEDULE "C" - CONTINUED
DEVELOPMENT

Lease Rates - Annual

Item	Fee
Town-owned land (excluding Airport)	
Area less than or equal to 1,000 m^2	$5.00 per m^2
Area greater than 1,000 m^2	$3.00 per m^2

Other

Item	Fee
Fire Pit Permit	$10.00
Water and sewer connection permit	$25.00
Water and sewer connection inspection	$25.00
Poultry Permit	$10.00 per hen
Land Purchase Application	$25.00
Special Events Permit (for-profit)	$25.00
Special Events Permit (non-profit/resident)	N/A
Phase I Environmental Site Assessment (per letter / report)	$65.00
Alberta Advantage Immigration Program Rural Renewal Stream Endorsement Letter	$1,250.00 per letter

TOWN OF HIGH LEVEL
SCHEDULE "D"
COMMUNITY SERVICES - AQUATIC CENTRE

Admission*

	Drop-In	10 Punch	1 Month	3 Month	6 Month	Annual
Infant (0 – 2 years)	FREE	FREE	FREE	FREE	FREE	FREE
Child (3 – 7 years)	$2.50	$22.50	$40.00	$81.25	$130.00	$195.00
Youth (8 – 17 years)	$4.00	$36.00	$64.00	$130.00	$208.00	$312.00
Adult (18 – 54 years)	$6.50	$58.50	$104.00	$211.25	$338.00	$507.00
Senior (55+ years)	$4.00	$36.00	$64.00	$130.00	$208.00	$312.00
Super Senior (75+ years)	FREE	FREE	FREE	FREE	FREE	FREE
Family (up to 5 members with 2 or less adults)	$12.00	$108.00	$192.00	$390.00	$642.00	$936.00
Adult Aqua-Fit	$7.75	$69.75	N/A	N/A	N/A	N/A
Youth/senior Aqua-Fit	$5.50	$49.50	N/A	N/A	N/A	N/A

*Admission fees include GST.

Rentals

Item	Fee
Private/school rental < 40 patrons Every additional 20 patrons	$105.00 per hour $32.50 per hour
Club rentals < 40 patrons Every additional 20 patrons	$80.00 per hour $26.00 per hour

Swimming Lessons

Item	Fee
Group lesson (30 minutes)	$5.50 per lesson
Group lesson (45 minutes)	$8.00 per lesson
Group lesson (60 minutes)	$10.50 per lesson
Private lesson (30 minutes)	$35.00 per lesson
Bronze Medallion	$125.00
Bronze Cross	$125.00
Bronze Medallion and Bronze Cross	$220.00
National Life Saving	$250.00
National Lifeguard recertification	$65.00
Intermediate First Aid recertification	$40.00
Swim Instructor	$450.00
Swim Instructor	$65.00
Swim to Survive (45 minute lesson)	$4.50 per student
Swim at School (45 minutes lesson)	$4.50 per student
Leadership (Bronze Cross, Bronze Medallion, First Aid, and Water Safety Instructor)	$290.00 per student

TOWN OF HIGH LEVEL
SCHEDULE "E"
COMMUNITY SERVICES - SPORTS COMPLEX

Public Skating Admission*

Item	Fee
Infant (0 – 2 years)	FREE
Child (3 – 7 years)	$2.50
Youth (8 – 17 years)	$4.00
Adult (18 – 54 years)	$5.00
Seniors (55+ years)	$3.00
Super Senior (75+ years)	FREE
Family (up to 5 members with 2 or less adults)	$10.00
Adult shinny	$6.50
Youth/senior shinny	$4.75

*Admission fees include GST.

Minor Sport Ice Rental

Item	Fee
Prime time (3:00 p.m. – Midnight) weekdays & all weekends	$80.00 per hour
Non-prime time (Midnight – 3:00 p.m.) weekdays	$62.50 per hour

Adult Sports/Schools/ Private Ice Rentals

Item	Fee
Prime time (3:00 p.m. – Midnight) weekdays & all weekends	$110.00 per hour
Non-prime time (Midnight – 3:00 p.m.) weekdays	$78.00 per hour

Arena Pad Rentals

Item	Fee
Hourly	$60.00
Daily	$600.00
Damage deposit	$600.00
Stage Set-up	$150.00

Arena Hall Rentals

Item	Fee
Hourly	$30.00
Daily	$300.00
Damage deposit	$300.00
Stage Set-up	$150.00

TOWN OF HIGH LEVEL
SCHEDULE "E" CONTINUED
COMMUNITY SERVICES - SPORTS COMPLEX

Arena Signage (Signs Supplied by Advertiser)

Item	Fee
Board sign – approximately 3 x 8 feet	$220.00 per year
Board sign – approximately 3 x 3 feet	$165.00 per year
In ice sign centre ice – 25 x 10 feet maximum	$1,200.00 per year
In ice sign other – 12 x 8 feet maximum	$750.00 per year
Ice resurfacer sign	$900.00 per year

Kitchen

Item	Fee
Monthly lease (Mid October – End March) Not for profit For profit	$250.00 flat rate for the season
Hourly	$30.00
Daily	$150.00

Curling Hall Rentals

Item	Fee
Hourly	$30.00
Daily	$300.00
Damage deposit	$300.00

Curling Pad

Item	Fee
Hourly	$30.00
Daily	$300.00
Damage deposit	$300.00
Stage Set-up	$150.00

Curling Club Lease (Mid October - End March)

Item	Fee
Lease	$1,200 per month
Utilities	17% of Sports Complex per month

TOWN OF HIGH LEVEL
SCHEDULE "E" - CONTINUED
COMMUNITY SERVICES - SPORTS COMPLEX

Ball Diamonds

Item	Fee
Adult sports/rentals	
Per team	$400.00
Tournament per game	$30.00
Tournament per day per field	$150.00
Minor sport/school rental	
Per team	$160.00
Tournament per game	$30.00
Tournament per day per field	$150.00

If a season, event, program, booking or lease is disrupted*, for any of the Town of High Level recreational facilities, parks, playing fields, or museum administration can prorate fees at their discretion.
*disrupted means any act of God, major storms, civil disturbance, pandemics, epidemics, or quarantines, or any similar major event or occurrence not within the control of a party.

TOWN OF HIGH LEVEL
SCHEDULE "F"
COMMUNITY SERVICES – FCSS AND COMMUNITY PROGRAMMING
(INCLUDING MUSEUM & VISITOR INFORMATION CENTRE)

FCSS Programming

Item	Fee
Groovy Kids Club afterschool program	$200.00 per month
Groovy Kids Club before and after school program	$300.00 per month
Home Alone Safely	$15.00
Red Cross Babysitting	$50.00
Snow Angels (Subsidy Offered)	$150.00 per month

Recreation

Item	Fee
PD Day programming	$40.00 per day
Week camp	$130.00 per week
Special Activity week camp	$165.00 per week

Instructed Active Program (e.g., curling, basketball, indoor soccer)

Item	Fee
Adult	
30 minute lesson	$5.00
45 minute lesson	$5.75
60 minute lesson	$6.50
90 minute lesson	$7.25
Youth	
30 minute lesson	$4.00
45 minute lesson	$4.75
60 minute lesson	$5.50
90 minute lesson	$6.25

Other

Item	Fee
Event tables	$25.00 per table
Special programs	Cost recovery

TOWN OF HIGH LEVEL
SCHEDULE "G"
UTILITY

Water/Sewer Standard Rates

Item	Fee
Residential water distribution fee	$25.00 per month
Residential sewer collection fee	$15.00 per month
Commercial water distribution fee	$75.00 per month
Commercial sewer collection fee	$30.00 per month
Footner line water distribution fee	$35.00 per month
Water consumption up to 100 m^3 – residential, commercial and Footner line*	$3.50 per m^3
Water consumption exceeding 100 m^3 – residential, commercial, and Footner line*	$4.00 per m^3
Sewer treatment – commercial	$0.80 per m^3
All Mackenzie County water rates	25% above established Town rates

*All treated water base rates will increase $0.25 per m^3 bi-annually until May 31, 2025

Other Water/Sewer Fees

Item	Fee
Application (new/transfer account)	$25.00
CC turn on/off (connection/disconnection)	$50.00 for each
Disconnection for non-payment	$50.00
Delivery of disconnection notice	$25.00
Urgent response call out	$100.00 +$60.00 per hour per employee
Reconnection fee	$100.00
Water meter replacement	At cost to Public
Waste collection fee**	$25.00 per month
Waste bin fee (additional)	$10.00 per month
Waste bin replacement	Cost recovery

**This fee includes weekly curbside pickup

Lagoon and Hydrovac Dumping Sites

Item	Fee
Single axle sewage per use	$25.00
Double axle sewage per use	$50.00
Larger units' sewage per use	$100.00
Commercial Water	$50.00 per m^3

Bulk Water

Item	Fee
Bulk water – rural	$4.00 per m^3

TOWN OF HIGH LEVEL
SCHEDULE "H"
COMMUNITY ENFORCEMENT SERVICES

Animal Control

Item	Fee
Spayed or neutered dog (up to 3 dogs)	$10.00 per dog (annual fee)
Unaltered dog	$30.00 per dog (annual fee)
Fourth dog	$100.00 (annual fee)
Spayed or neutered cat (up to 3 cats)	$10.00 per cat (annual fee)
Unaltered cat	$25.00 per cat (annual fee)
Fourth cat	$50.00 (annual fee)
Special care dog	No charge
Dangerous dog licence	$250.00 per dog (annual fee)
Kennel licence	$50.00
Impoundment	$50.00
Transport fee	$30.00
Dangerous dog impoundment	$100.00
Care and sustenance – per day* Less than 10 kg 10 kg to 22 kg 23 kg or greater	 $10.00 $20.00 $40.00
Euthanization	$250.00
After hours call out for dog control	$100.00 + $60.00 per hour per employee

*Per day or portion thereof

Charge Out Rates

Item	Fee
Community peace officer with patrol vehicle	$85.00 per hour

Remedy Site Conditions [one-time fee per work order]

Item	Fee
All land use districts clean up order – up to 2 hours labour	$500.00
All land use districts clean up order – more than 2 hours labour, based on work order total labour and equipment use	See Schedule J
Vacant commercial and industrial districts clean up order	$750.00
All land use districts – debris, waste, miscellaneous clean-up / disposal	$150.00/tonne

TOWN OF HIGH LEVEL
SCHEDULE "I"
FIRE RESPONSE INVESTIGATION AND INSPECTIONS

Item	Fee
Expert witness services - civil litigation	$200.00 per hour
Municipal fire investigation services	$150 per incident with dollar loss + $50.00 per hour after 5 hours + contracted expenses for services or equipment necessary to complete the investigation
Fire inspection services in Town	$50.00 per hour
Fire inspection services out of Town	$150.00 per hour + vehicle mileage as per Town Policy
Breathing air services refill	$15.00 per bottle - 2216 SCBA tank $17.00 per bottle - 4500 SCBA tank $100.00 per bottle - 2216 or 4500psi Cascade tank

Alarm/Fire/Rescue/Hazmat Responses (NOT COVERED BY AGREEMENTS)

Item	Fee
Rescue unit, pumper, aerial, hazmat unit	$400.00 per hour
Command/support units	$200.00 per hour
Hazmat, air, and sprinkler trailer	$500.00 per day
Manpower	$50.00 per hour per person
Consumables Air supply recharge	Cost plus 10% $250.00
Alberta Transportation callout (Provincial Highway)	As per Provincial Policy
Occupant load certificate	$75.00

Training - External Organizations

Item	Fee
Labour	$50.00 per hour per person

TOWN OF HIGH LEVEL
SCHEDULE "I" - CONTINUED
FIRE RESPONSE INVESTIGATION AND INSPECTIONS

Fire Training Facility*

Item	Fee
Facility Rental (includes: 1 engine and 1 operator)	$1200 per day
Instructor (main or associate)	$500 per day
Extra safety attendant or facility attendant	$300 per day
Additional fire apparatus (includes operator)	$150 per operational hour
Cars	$120 per (towing fee)
Propane prop usage	$200 per day
On-site classroom	$400 per day
Fire Hall training room	$200 per day
DG materials (suits along with training items)	$500 per operations course
Proctor only	$250 per course
Proctor/Evaluator	$500 per course
Bunker gear rental	$500 per course
SCBA rental (includes all air and recharging)	$500 per course
Damages to any facility, equipment or gear	Replacement cost recovery billed to host organization
Meals and Consumables	Cost + 10%

TOWN OF HIGH LEVEL
SCHEDULE "J"
EQUIPMENT AND OPERATORS

Public Works

Item	Fee
Small power equipment	$40.00 per hour
Pick-up truck, ½ ton and ¾ ton	$75.00 per hour
Kubota tractor/Trackless tractor	$100.00 per hour
Skid steer	$125.00 per hour
30 KW portable generator	$50.00 per hour
Steamer trailer	$100.00 per hour
6' area mower, Toro 325D, and DR brush cutter	$65.00 per hour
Loader mount snow blower	$150.00 per hour
Single axle water truck, 1700 imp. gallon	$100.00 per hour
Heavy truck, gravel truck, single axle sander	$128.00 per hour
Hydrovac and Sewer flusher trucks	$310.00 per hour
John Deere 310 SE backhoe	$106.00 per hour
John Deere 544H loader	$119.00 per hour
Sander (plus material costs not included in price)	$120.00 per hour
Cat 140H grader	$168.00 per hour
Street sweeper	$200.00 per hour
1 ton service truck	$100.00 per hour
Sidewalk snow removal	$1.75 per linear metre

Airport

Item	Fee
Small power equipment	$40.00 per hour
Pick-up truck, ½ ton and ¾ ton	$75.00 per hour
John Deere 1575/1445 Tractor with attachments	$100.00 per hour
John Deere 6330 Tractor with attachments	$110.00 per hour
Single axle plow truck with sander	$175.00 per hour
MB Runway Sweeper	$150.00 per hour
Plow Truck with Sander and Runway Sweeper Combo	$250.00 per hour
Case 721 loader	$150.00 per hour
RPM Tech TM42R snow blower	$250.00 per hour

Labour - $70.00 per hour (all overtime will be charged at 1.5 times)

TOWN OF HIGH LEVEL
SCHEDULE "J" - CONTINUED
EQUIPMENT AND OPERATORS

Materials

Item	Fee
Mixed sand and salt	$60.00 per cubic yard*

*Based primarily on 2011 ARHCA Equipment Rates Guide

Community Use Barbeque

Item	Fee
Rental – during Town work hours	$50.00 per day
Rental – after Town work hours	$100.00 per day
Non-profit group rental	$25.00 per day

TOWN OF HIGH LEVEL
SCHEDULE "K"
ADMINISTRATION

Taxes

Item	Fee
Tax certificate	$20.00
Assessment certificate	$20.00
Assessment appeal* Residential Non-residential	 $50.00 $100.00

* Assessment appeal fee will be refunded if successful.

Finance Charges/Penalties on Outstanding Balances

Item	Fee
Taxes	Per Tax Penalty Bylaw
Utilities	3% per month
Accounts Receivable	3% per month
Not Sufficient Funds (NSF) charge	$45.00

Town Hall Room Rentals

Item	Fee
Meeting room	$20.00 per hour $140.00 per day
Council Chambers	$30.00 per hour $300.00 per day
Non-profit groups – all rooms**	$10.00 per hour
Damage deposit for evening and weekend events	$300.00
Key fob replacement fee	$50.00

**Daily amount not to exceed full day rental amount of profit organizations.

TOWN OF HIGH LEVEL
SCHEDULE "L"
BUSINESS LICENCES

Business Licence

Item	Fee
Business Licences – All Types	$100.00
Non-profit	$0.00
Public market	$0.00
Taxi broker fee	$100.00
Taxi vehicle (per vehicle)	$50.00
Chauffeur-permit (per chauffeur)	$50.00

Special Events

Item	Fee
Events – All Types (per event)	$100.00
Trade show	$0.00

TOWN OF HIGH LEVEL
SCHEDULE "M"
CEMETERY

Item	Fee
Plot	$500.00
Plot opening and closing Non-overtime Overtime	 $200.00 $250.00
Plot opening and closing (cremation) Non-overtime Overtime	 $100.00 $150.00
Columbarium niche (includes one opening and closing)	$500.00
Columbarium niche additional opening and closings	$50.00
Veteran's plot	NIL
Veteran's plot opening and closing Non-overtime Overtime	 $200.00 $250.00
Transfer of ownership of reserved plots – administration fee	$25.00
Cancellation of ownership - administration fee	$25.00

TOWN OF HIGH LEVEL

Town of High Level
Regular Council Meeting
Request for Decision

Meeting Date:
Prepared By: Keith Straub Director of Operations
Subject: Water Treatment Plant Pre Treatment Upgrading Project Funding

Recommendation:

1. THAT Council approves the Water Treatment Pre-Treatment Upgrading Project;

   AND THAT Council DIRECT Administration to fund unbudgeted project costs by a 10-year Debenture.

CAO Comments:

I support the recommendation.

Background:

The WTP upgrading project started with a pilot study in 2023 in coordination with Associated Engineering to determine the effectiveness of a treatment process called the MIEX® Magnetic Ion Exchange System to achieve reliable disinfection by-product (DBP) compliance.

The pilot tests showed a significant improvement in the pre-treatment process, reducing organic carbon, thus reducing the disinfection by-products.

The Administration brought the pilot results to the Council and recommended that a funding application be submitted to the Alberta Transportation and Economic Corridors Alberta Municipal Water and Wastewater Program (AMWWP).

Resolution

422 23 Langford THAT Council instructs Administration to proceed with an application under Alberta Water/Wastewater Partnership for the incorporation of MIEX (magnetic ion exchange) into the High Level Water Treatment Plant based on a project budget of $5,716,000.

Discussion:

The application to AMWWP was approved and awarded $3,379,299 on May 28, 2024. This funding split is 59 % AMWWP ($3,379,299) and 41 % ($2,336,701) Town of High Level.
The Minister of Transportation and Economic Corridors has sent the Memorandum of Agreement to be signed. (Attached)

Administraion requests that municipal funding be allocated before this agreement is signed and returned to Alberta Transportation and Engineering agreements are signed.

The options Administration presents for funding are itemized in the tables in the finance section.

Strategic Plan Goals and Objectives:

Goal #2 – Infrastructure, Growth, and Reliability – Community needs are met with reliable infrastructure and attractive shared spaces.

Objective #3 – Identify and address new and aging infrastructure

Financial:

Administration has provided the following table of funding options and potential Utility Rate changes.

The current Utility Reserves schedule is being reviewed and brought to the meeting as a supplementary document.

Water Treatment Plant Pre-Treatment Upgrading Project (MIEX)							
Engineering Project Estimate Costing includes 10% Contingency for Project		Grant Funding AMWWP	Unsecured Funding Balance		Unsecured Funding with Additional 5 % Contingency		
$5,716,000		$3,379,299	$2,336,701		$2,600,000		
Unbudgeted Funding Debenture Only							
Blended Debenture Term and Value	Annual Payment	Total Interest Costing by Term	Increase in M3 Water Charge	Monthly Increase by Usage			
				15 M3	30 M3	100 M3	500 M3
10 Year $2,600,000	$329,326.2	$693,261.8	$0.57	$8.55	$17.09	$56.98	$284.91
15 Year $2,600,000	$247,120.6	$1,106,808.7	$0.43	$6.41	$12.83	$42.76	$213.79
20 Year $2,600,000	$207,846.7	$1,556,934.8	$0.36	$5.39	$10.79	$35.96	$179.81
Unbudgeted Funding by Debenture and $500,000 from the Utility Reserve							
Blended Debenture Term and Value	Annual Payment	Total Interest Costing by Term	Increase in M3 Water Charge	Monthly Increase by Usage			
				15 M3	30 M3	100 M3	500 M3
10 Year $2,100,000	$265,994.2	$559,942.4	$0.46	$6.90	$13.81	$46.02	$230.12
15 Year $2,100,000	$199,597.4	$893,961.0	$0.35	$5.18	$10.36	$34.54	$172.68
20 Year $2,100,000	$167,876.2	$1,257,524.0	$0.29	$4.36	$8.71	$29.05	$145.23
Unbudgeted Funding by Debenture and $1,000,000 from the Utility Reserve							
Blended Debenture Term and Value	Annual Payment	Total Interest Costing by Term	Increase in M3 Water Charge	Monthly Increase by Usage			
				15 M3	30 M3	100 M3	500 M3
10 Year $1,600,000	$202,662.3	$426,622.8	$0.35	$5.26	$10.52	$35.07	$175.33
15 Year $1,600,000	$152,074.2	$681,113.0	$0.26	$3.95	$7.89	$26.31	$131.56
20 Year $1,600,000	$127,905.7	$958,113.6	$0.22	$3.32	$6.64	$22.13	$110.65
Current and Projected Water Rates Required to Fund Project by Debenture Only							
Utility Account Type	Current Costing Per M3	Annual Water Volume	Current Annual Revenue	Current Utility Debentures			
				Project	Issued	Mature Date	Annual Payment
Residential	3.5	219787.00	$769,255	Raw Water Line	2013	2033	$71,533
Commercial	3.5	303267.00	$1,061,435	Raw Water Pumphouse	2013	2033	$30,080
Footner Line	4.375	16161.00	$70,704				
DFTN	4.6875	38737.00	$181,580				
Totals and Average Rate	3.60	577952.00	$2,082,973			Total	$101,612

Alternatives:

1. THAT Council approves the Water Treatment Pre-Treatment Upgrading Project AND funds the unbudgeted project costs with a 10-year Debt.

2. THAT Council approves the Water Treatment Pre-Treatment Upgrading Project AND funds the unbudgeted project costs with $500,000 from the Utility Reserve and a 10-year Debenture.

3. THAT Council approves the Water Treatment Pre-Treatment Upgrading Project AND funds the unbudgeted project costs with $1,000,000 from the Utility Reserve and a 10-year Debenture.

4. THAT Council accepts for information.

Recommended Alternative:

1. THAT Council approves the Water Treatment Pre-Treatment Upgrading Project AND funds the unbudgeted project costs with a 10-year Debt.

1. THAT Council accepts as information.

Attachments:

Attachment 1 – Ministers Letter_ AR 97482 Town of High Level
Attachment 2 – 2024-High Level-GR706952-Water Treatment Plant Pre-treatment- MOA
Attachment 3 – Design Basis Memorandum

Approvals:

CAO Viv Thoss _____ **Auth«** _____

ALBERTA
TRANSPORTATION AND ECONOMIC CORRIDORS

Office of the Minister
MLA, Innisfail-Sylvan Lake

May 28, 2024 AR 97482

Her Worship Crystal McAteer
Mayor
Town of High Level
10511 – 103 Street
High Level, AB T0H 1Z0
mayor@highlevel.ca

Dear Mayor McAteer:

I am pleased to advise you and your council that the following projects will be funded under Transportation and Economic Corridors' Alberta Municipal Water Wastewater Partnership and Water for Life programs.

Alberta Municipal Water Wastewater Partnership:

- Water Treatment Plant Pre-treatment System Upgrading, maximum grant: $3,379,299

Water for Life:

- Feasibility Study – North Peace Regional Water Supply, maximum grant: $165,000

The final grant amount will be based on the actual eligible costs at the time of project completion, up to the approved maximum grant. Please note that no cost increases will be considered as a condition of this approval.

While I know you are looking forward to sharing this important announcement, I request your confidentiality at this time and ask that you please do not publicly communicate these project approvals until provincial announcements are made.

Our government continues to make investments in developing and maintaining transportation, water, and wastewater infrastructure to support municipalities in improving critical local transportation infrastructure, creating jobs, and stimulating the economy.

.../2

127 Legislature Building, 10800 - 97 Avenue NW, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-2080 Fax 780-422-2002

Transportation and Economic Corridors staff will be in contact with your administration to formalize the funding agreements to undertake this work.

Sincerely,

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Honourable Dan Williams, ECA, MLA for Peace River
Derek Young, Regional Director, Transportation and Economic Corridors

Memorandum of Agreement

between

Alberta Transportation and Economic Corridors

and

Town of High Level

for

Alberta Municipal Water/Wastewater Partnership

Water Treatment Plant Pre-treatment System Upgrading

MEMORANDUM OF AGREEMENT made as of the _____of _____, 2024

BETWEEN:

HIS MAJESTY IN RIGHT OF ALBERTA,
as represented by the Minister of Transportation and Economic Corridors
("Alberta")

-and-

Town of High Level

in the Province of Alberta (the "Municipality")

WHEREAS, pursuant to the Alberta Municipal Water/Wastewater Partnership Program, the Municipality has applied to Alberta for a grant to fund the Water Treatment Plant Pre-treatment System Upgrading, more specifically described in Schedule "A" (the "Project").

WHEREAS, Alberta has pursuant to the *Ministerial Grants Regulation*, Alta Reg 215/2022 ("Grant Regulation") approved the Municipality's grant request and has agreed to provide a maximum of $3,379,299.20, which represents 59.12% of the eligible project cost specified in Schedule "A" to the Municipality (hereinafter called the "Grant").

WHEREAS, the Municipality and Alberta agreed to enter into an agreement governing the terms and conditions of the Grant (the "Agreement").

NOW THEREFORE, in consideration of the funding provided by Alberta, and in accordance with the terms and conditions in this Agreement, the Parties agree as follows:

1. The Municipality hereby agrees:

   a) to finance the entire cost of the Project,

   b) to undertake to acquire all necessary permits, licenses, authorities, property easements and lands required to allow the implementation of the Project,

   c) to retain competent engineering expertise as required to meet the design and construction standards acceptable to Alberta,

   d) that when undertaking the construction on a contract basis, the Municipality shall invite tenders; and where the Municipality recommends that any tender other than the low tender be accepted,

the Municipality shall submit to Alberta for its written approval its recommendation respecting such awarding, together with details of all tenders received,

e) that when undertaking the construction on a day labour basis; rates for equipment rental shall not exceed the Alberta Roadbuilders and Heavy Construction Association “Equipment Rental Rates Guide” currently in effect at the time the Project is undertaken,

f) to construct the Project at its sole risk in a proper and workmanlike manner, complete in all respects in accordance with the plans and specifications for the Project and pay all costs and expenses relating thereto,

g) to assume all liability for all damages of any nature whatsoever caused by the Municipality, its servants, workmen, or agents, in the construction, use, operation, maintenance, repair and replacement of the Project, or any part thereof, and will indemnify and save harmless Alberta in respect of all claims or demands or actions of whatever kind and nature that may be made against Alberta or his employees, workmen, or agents by reason of the financial assistance given to the Municipality for the construction of the Project under this Agreement,

h) to invest all funds (in excess of current expenditures) advanced from the Grant by Alberta with respect to the Project. The interest earned therefrom shall be applied to reduce the costs of the Project,

i) to provide to Alberta, copies, certified in a manner satisfactory to Alberta, of any documents that Alberta may deem necessary for the purpose of this Agreement,

j) to submit a statement of costs incurred and revenues received with respect to the Project, and attest in writing that the expenditures and revenues so submitted for the Project are reasonable, are attributable to the Project, and that the accounting of the same has been performed in a manner that complies with the intent and meaning of this Agreement,

k) to submit progress reports to Alberta on a regular basis and to submit to Alberta for its written approval any costs above those listed in **Schedule “A”** for which the Municipality is requesting funding, before such costs are incurred,

l) to allow Alberta or its agents access to the Project site, any engineering drawings or documents, any books of accounts relating to expenditures claimed under this Agreement, and other such Project-

related documents as deemed necessary by Alberta in performing an audit of the Project, and

m) that it is solely responsible for all costs to use, operate, maintain, repair, and replace the Project, or any part thereof, as well as any and all costs to meet regulatory requirements.

2 Default

2.1 The following events constitute events of default under this Agreement ("Event(s) of Default"):

(a) the Municipality has not complied with one or more of the terms and conditions of this Agreement;

(b) the Municipality has not completed the Project in accordance with the terms and conditions of this Agreement;

(c) the Municipality has submitted false or misleading information to Alberta or made a false or misleading representation in respect of the Project or in this Agreement, except for an error in good faith, demonstration of which is incumbent on the Municipality, to Alberta's satisfaction; and/or

(d) the Municipality has neglected or failed to pay Alberta any amount due in accordance with this Agreement.

2.2 Alberta may declare a default if:

(a) one or more of the Events of Default occurs;

(b) Alberta gave notice to the Municipality of the event which in Alberta 's opinion constitutes an Event of Default; and

(c) the Municipality has failed, within thirty (30) days of receipt of the notice, either to remedy the Event of Default or to notify and demonstrate, to the satisfaction of Alberta, that it has taken such steps as are necessary to remedy the Event of Default.

2.3 In the event Alberta declares a default under Clause 2.2, Alberta may exercise one or more of the following remedies, without limiting any remedy available to it at law:

(a) suspend any obligation by Alberta to contribute or continue to contribute funding to the Project, including any obligation to pay an amount owing prior to the date of such suspension;

(b) terminate any obligation of Alberta to contribute or continue to contribute funding to the Project, including any obligation to pay any amount owing prior to the date of such termination;

(c) require the Municipality to reimburse Alberta all or part of the funding paid by Alberta to the Municipality; and/or

(d) terminate the Agreement.

3. Alberta agrees:

a) to contribute to the Municipality an amount as listed in **Schedule "A"**, under the terms of the Alberta Municipal Water/Wastewater Partnership.

b) to issue payments as outlined in **Schedule "B"** attached.

4. The parties agree that their respective contributions toward the Project are for the work comprising of the **Water Treatment Plant Pre-treatment System Upgrading.**

5. The Municipality acknowledges that this Agreement, including without limitation the name of the Municipality, the Grant, terms and conditions, and details of the Project may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act* (Alberta).

6. Nothing in this Agreement in any way relieves the Municipality from strict compliance with the Grant Regulation or otherwise impacts the interpretation or application of the Grant Regulation.

GENERAL

7. This Agreement will be effective as of the date of last signature.

8. In the case of conflicts or discrepancies between this Agreement and any schedules attached to this Agreement, the Agreement shall take precedence and govern in the following order:

a. The body of this Agreement, and
b. The schedules to this Agreement.

9. Time is of the essence of this Agreement.

10. This Agreement contains the entire agreement of the parties concerning the subject matter of this Agreement and except as expressed in this Agreement, there are no other understandings or agreements, verbal or otherwise, that exist between the parties.

11. Any waiver by either party of the performance by the other of an obligation under this Agreement must be in writing, and such waiver does not constitute a continuing waiver of the performance of that obligation unless a contrary intention is expressed in writing.

12. The rights and remedies of Alberta under this Agreement are cumulative and any one or more may be exercised.

13. The Parties may amend this Agreement only by mutual written agreement signed by the parties.

14. This Agreement shall be governed by and interpreted in accordance with the laws in force in Alberta, and the parties irrevocably attorn to the exclusive jurisdiction of courts in Alberta.

15. The headings in this Agreement are inserted for convenience of reference only and shall not affect the meaning or construction of this Agreement.

16. In this Agreement, words in the singular include the plural and words in the plural include the singular.

17. The parties agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, any modification or alteration that may be rendered necessary by changing conditions.

19. This Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by e-mail in PDF shall constitute good delivery.

WITNESS WHEREOF this Agreement has been duly executed by the parties hereto as of the date first above written.

SIGNED ON BEHALF OF

His Majesty in right of Alberta as represented by the Minister of Transportation and Economic Corridors

Derek Young, Regional Director

Witness

Date Signed

SIGNED ON BEHALF OF

Town of High Level
As represented by the Mayor:

Crystal McAteer, Mayor

Witness

Date Signed

Schedule A

"Schedule of Costs"

Grant Program: **Alberta Municipal Water/Wastewater Partnership**

Municipality	Town of High Level
Project Name	Water Treatment Plant Pre-treatment System Upgrading
Grant Number	706952

Financial Information	
Estimated Project Cost **(Total)**	$ 5,716,000.00
Ineligible Cost and/or Interest **(Less)**	$
Engineering ***(Eligible Cost Only)***	$
Estimated Eligible Project Cost **(Total)**	$ 5,716,000.00
Other **(Please Specify)**	$
Eligible Grant = **59.12%**	$ 3,379,299.20
Municipality Share	$ 2,336,700.80

Schedule B
Schedule of Payments

1. Alberta hereby agrees to issue the following grant payments with respect to the Project, subject to available budget:

    a) An initial payment prior to March 31, 2025 in the amount to coincide with the progress of the project.

    b) A payment, representing the balance of the grant after receipt of the final statement of costs together with:

        i) a certification that the Project is complete and that no additional costs will be submitted, and

        ii) such other documentation as requested by Alberta.

2. Notwithstanding (1) (a) above, upon identifying available budget funds in any fiscal year, Alberta may at its discretion, issue any payments, including advance payments and/or payment in full to the Municipality.

Associated Engineering | GLOBAL PERSPECTIVE. LOCAL FOCUS.

Draft

DESIGN BASIS MEMORANDUM

Town of High Level

High Level WTP
MIEX Upgrades

DECEMBER 2024

EXECUTIVE SUMMARY

[to be added for final report]

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

1 INTRODUCTION

1.1 Purpose

The Town of High Level's (Town) water treatment plant (WTP) experiences high organics loading in the source water, leading to high disinfection by-product (DBP) formation that exceed the Guidelines for Canadian Drinking Water Quallity, significant coagulant use, and frequent granular activated carbon (GAC) replacement. In 2023, IXOM and Associated Engineering (Associated) conducted a pilot at the WTP to evaluate the ability of Magnetic Ion Exchange (MIEX®) to remove organics.

MIEX water treatment systems use an ion exchange process incorporating magnetized resin, specifically developed to target organics removal. MIEX is implemented as a pre-treatment process (i.e., upstream of the flocculation, clarification, and filtration processes) and uses anion exchange resin to reduce Dissolved Organic Carbon (DOC). The resin is regenerated using salt brine to desorb the ions and restore the ion exchange capacity, allowing it to be continuously reused.

The pilot study *(Evaluation of MIEX Pilot Chemical Review and Jar Testing*, Associated Engineering, November 2023) found that MIEX reduced coagulant use, decreased the organics loading on the GAC filters, and reduced downstream DBP formation. Based on the favourable results of this pilot study, the Town has elected to add MIEX to the WTP's process.

1.2 Scope of Work

This design basis memorandum (DBM) outlines the requirements for incorporating MIEX into the WTP. It will define the project scope and outline the technical basis for detailed engineering, and it will guide the detailed design process.

The DBM includes the following information:

- Review of the WTP capacity and flow requirements of the MIEX system
- A conceptual control philosophy for the MIEX system
- Process, electrical, controls, and structural considerations for incorporating MIEX
- Proposed equipment layout within the WTP
- Updated opinion of probable costs
- Construction considerations, including staging and project delivery

1.3 WTP Overview

The Town of High Level WTP was constructed in 2002 and provides the Town with drinking water and bulk water needs. The facility draws water from Footner Lake and stores raw water in aerated storage ponds. Water is then pumped to the WTP, where it is treated as follows:

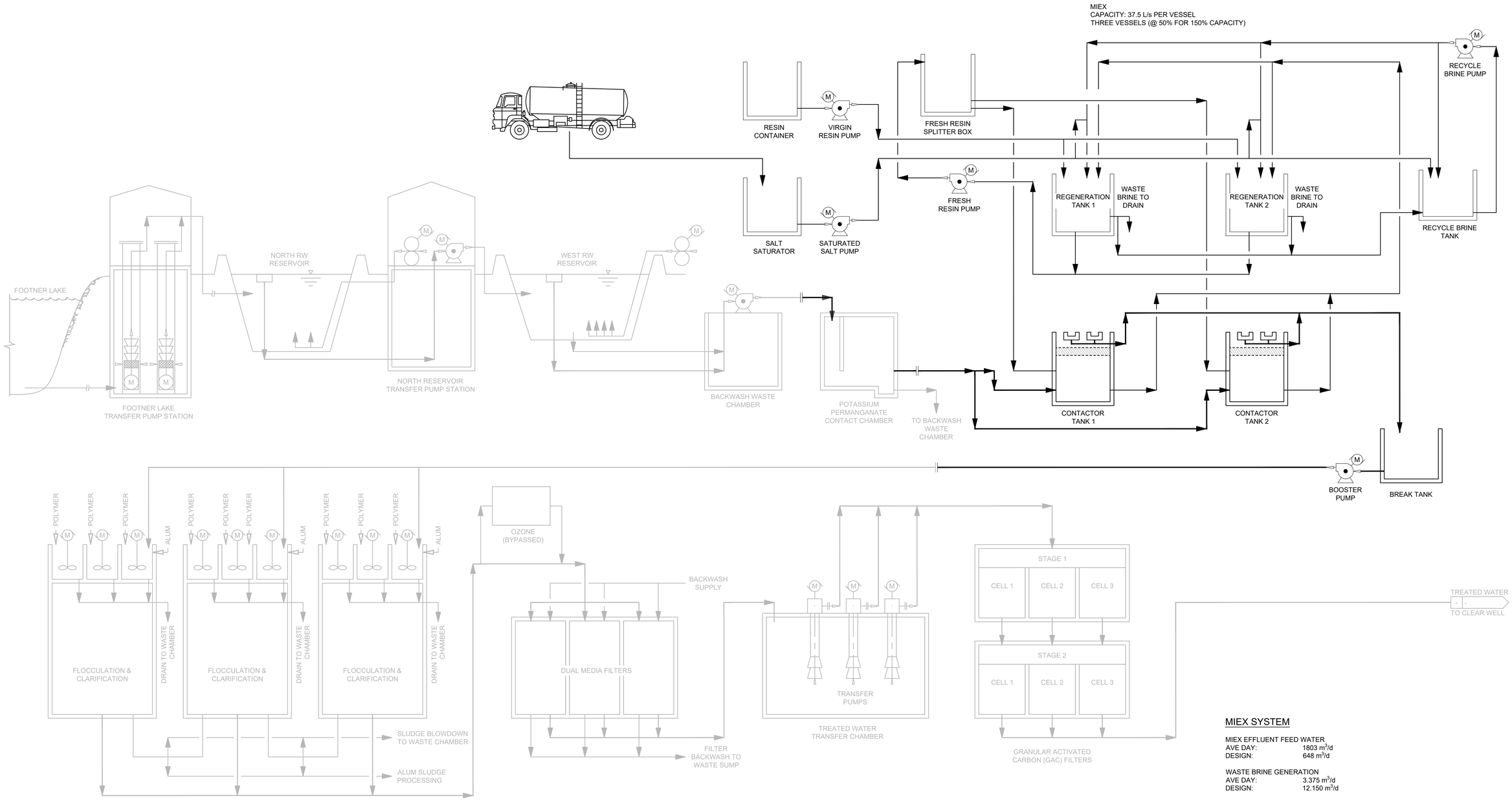
- Potassium permanganate dosing and contact tank to remove manganese.
- Package WTP, including coagulation, flocculation, and clarification (alum and ClearFloc AP1065 are dosed for floc formation).
- Ozone system, currently bypassed.
- Dual media sand and anthracite conventional filtration.
- Granular Activated Carbon (GAC) filtration.

- Disinfection by chlorine injection and contact.

When installed, MIEX will be located between the potassium permanganate contact tank and the package WTP. A simplified process schematic of the existing WTP including the new MIEX equipment is shown in Figure 1-1. The new equipment is shown in black.

IF NOT 50 mm ADJUST SCALES
50 mm

SCALE(S) SHOWN ARE INTENDED FOR ANSI D (22X34) SIZE DRAWINGS, TABLOID (11X17) SIZE DRAWINGS ARE 1/2 OF SCALE(S) SHOWN UNLESS NOTED OTHERWISE



MIEX SYSTEM

MIEX EFFLUENT FEED WATER
AVE DAY: 1803 m^3/d
DESIGN: 648 m^3/d

WASTE BRINE GENERATION
AVE DAY: 3.375 m^3/d
DESIGN: 12.150 m^3/d

PLOT DATE: 2024-11-22 2:52:35 PM
SAVE DATE: 2024-11-12 4:46:53 PM SAVED BY: MOLZANR
DWG PATH: q:\2024-3031-00\prod\model\3031-00-d-004.dwg

Associated Engineering

BEST MANAGED COMPANIES CANADA
Platinum member

PRELIMINARY/ FOR DISCUSSION
NOT FOR CONSTRUCTION
DRAFT

REV	DATE	DESIGN	DRAWN	DESCRIPTION
A	2024DECDD	S. LARLEE	R. MOLZAN	ISSUED FOR XXXXXX

TOWN OF HIGH LEVEL
ALBERTA, CANADA

WATER TREATMENT PLANT
MIEX UPGRADES

2022-3031-00

SCALE: AS SHOWN

HIGH LEVEL

PROCESS FLOW DIAGRAM OF THE HIGH LEVEL WTP, INCLUDING MIEX

DRAWING	REVISION	SHEET
Figure 1-4	A	----

2 FLOW REQUIREMENTS AND EQUIPMENT LAYOUT

The MIEX process will be sized to match the existing capacity of the WTP, which has a raw water capacity of 75 L/s (6,480 m^3/d). The system will include two contactors, each sized for 50% of the plant's total flow rate. Based on the 2023 pilot study, a bed volume of 400 was selected for the full-size MIEX system. Bed volume (BV) measures the ratio of treated water volume to resin volume; a BV of 400 means the system will treat 400 m^3 of water for each 1 m^3 of resin before the resin is regenerated. Based on the size of the MIEX equipment, the dewatering building was selected as the only existing location within the WTP envelope where the equipment could be located. The dewatering building has no capacity for additional contactors beyond the two proposed, so the design does not include additional redundancy. However, Operations have noted that the WTP is generally not operated at or near capacity. Records from 2021 - 2023 show an average day flow of 20.4 L/s (1,850 m^3/d), with 95% of flows between 15 L/s and 27.5 L/s (1,296 and 2,376 m^3/d).

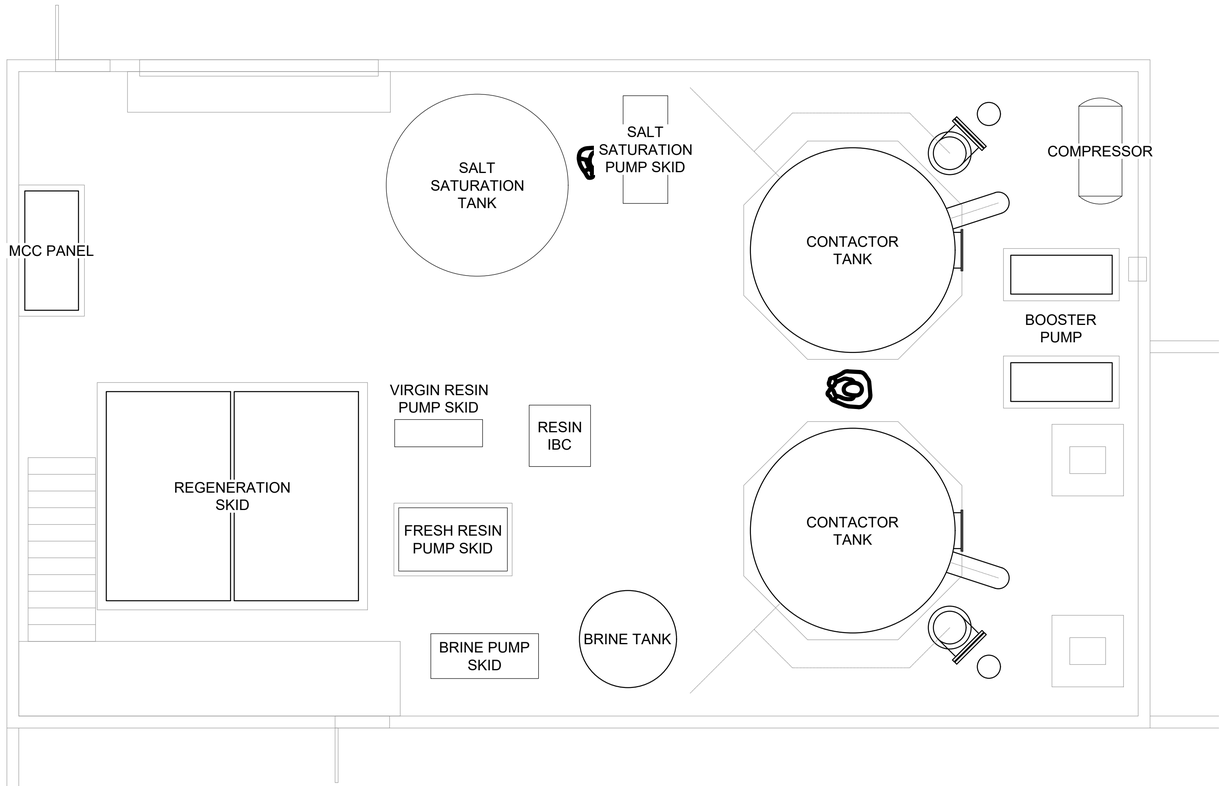
Plant records supplied to Associated indicate that the distribution flows are typically between 13 to 35 L/s (1120 – 3030 m^3/day).

The supplier of the MIEX system has indicated that each contactor vessel can operate at a capacity as low as 25-30% by using recirculation pumps to maintain the fluidization of the resin. The system can operate using only one contactor at the lower plant flow rates; with one MIEX vessel, the system flow can be as low as 9.4 L/s.

The MIEX unit layout drawings for the Town are shown in Figure 2-2.

IF NOT 50 mm ADJUST SCALES
50 mm

SCALE(S) SHOWN ARE INTENDED FOR ANSI D (22X34) SIZE DRAWINGS, TABLOID (11X17) SIZE DRAWINGS ARE 1/2 OF SCALE(S) SHOWN UNLESS NOTED OTHERWISE



1 D-101 PLAN 1:50

PLOT DATE: 2024-11-20 3:26:21 PM
SAVE DATE: 2024-11-20 3:25:21 PM SAVED BY: MOLZANR
DWG PATH: q:\2024-3031-00\proc\model\3031-00-d-101.dwg

Associated Engineering

CANADA BEST MANAGED COMPANIES
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NOT FOR CONSTRUCTION
DRAFT

REV	DATE	DESIGN	DRAWN	DESCRIPTION
A	2024DEC07	S. LARLEE	R. MOLZAN	ISSUED FOR PRE-DESIGN

TOWN OF HIGH LEVEL
ALBERTA, CANADA

WATER TREATMENT PLANT
MIEX UPGRADES

2022-3031-00

SCALE: AS SHOWN

HIGH LEVEL

PROPOSED MIEX LAYOUT
WITHIN DEWATERING BUILDING

DRAWING	REVISION	SHEET
Figure 2-1	A	----

3 MIEX PROCESS DESCRIPTION

Following the upgrades, raw water will continue to be pumped to the potassium permanganate contact chamber and then flow by gravity to the new MIEX contactors. Effluent from the MIEX contactors will flow by gravity to a break tank and will then be pumped to the existing clarifiers. The new process flow diagram is shown in Figure 3-1.

The equipment included in the MIEX installation is:

- 2 x MIEX Contactor Vessels
- Resin Regeneration Equipment, including 2 x Regeneration Skids
- Salt Saturator Tank
- Brine Tank and Brine Skid
- Fresh Resin Pump Skid
- Resin Tote / IBC
- Virgin Resin Skid

The vendor process and instrumentation diagram (P&ID) is included in Appendix A. The process descriptions of this equipment are included below.

3.1 MIEX Contactors

Raw water is fed to the base of the contactor and mixed with MIEX resin. An agitator operates at low speeds to maintain a uniform resin/water suspension. During times of lower raw water flow, treated effluent will automatically recirculate to maintain a consistent flow through the vessels and level of resin fluidization. Above the resin bed are inclined tube settlers, which capture, settle, and return resin that escapes from the main bed. MIEX-treated effluent leaving the inclined tubes is directed to collection troughs and then flows out the top of the reactor vessel to the break tank.

Additional pumping will be required to transfer water from the break tank to the existing package water treatment equipment.

3.2 Regeneration

As resin is loaded with DOC, batches of resin are automatically removed from the contactors and regenerated with a salt solution in the regeneration tanks. Once regenerated, the fresh resin is returned to the contactor vessels via the fresh resin splitter tank. Regenerations occur once a specific volume of water is treated based on process setpoints. Once the specified volume of water is treated, a regeneration sequence is initiated automatically. Regeneration does not halt water treatment; the contractor continuously treats water.

Regeneration involves the following phases:

1. DOC-laden resin, mixed with water to form a slurry, flows by gravity to the regeneration tank.
2. The water is removed from the resin and returned to the treatment process.
3. Recycled brine is pumped into the regeneration tank and pumped through the resin bed.
4. A portion of the brine is directed to waste discharge, and the remainder is returned to the reuse brine tank.
5. Fresh (saturated) brine is transferred into the regeneration tank and pumped through the resin bed.
6. Process water is transferred into the regeneration tank and pumped through the resin bed to remove residual salt; depending on its conductivity, the rinse water drains to the reuse brine tank or waste.
7. Once rinsed, additional process water is added to the tank, and the resin is mixed/agitated into a slurry, then pumped back into the treatment process using the fresh resin transfer pump.

3.3 Recycle Brine

During a Regeneration Cycle, a pre-defined volume of brine is transferred from the Recycle Brine Tank to one of the Regeneration Tanks. The transfer pumps operate in a duty/standby configuration and normally switch after each use. Should a pump fail when in use, the system controls put it out of service, and the standby pump is promoted to duty.

Generally, the volume of brine transferred out at the start of a regeneration is equal to the volume of recycled brine/rinse water returned to the tank. The system measures the conductivity of the solution in the regeneration tank and adjusts the ratio of recycled brine and rinse water return as necessary.

3.4 Saturated Salt Systems

Granular salt is pneumatically blown into the salt saturator, which is dissolved to produce a saturated salt solution. Either service water or recovered permeate is used as liquid make-up to fill the salt saturator to its setpoint level.

During a Regeneration Cycle, a pre-defined volume of fresh brine is transferred from the Salt Saturator Tank to one of the Regeneration Tanks. The transfer pumps operate in a duty/standby configuration and normally switch after each use. Should a pump fail when in use, the system controls put it out of service, and the standby pump is promoted to duty.

The system adds make-up service water as required to maintain the Salt Tank liquid level setpoints.

3.5 Virgin Resin Addition

The virgin resin skid loads virgin (new) resin into the plant. MIEX resin is supplied in 1,000 L intermediate bulk containers (IBC). An eductor using service water draws resin slurry out of resin containers. Small amounts of virgin resin are added automatically to maintain a constant inventory, as resin is lost from the system at approximately 2 L/ML water treated.

The operator will be notified via an alarm when resin addition is required. This alarm is a notification only and does not stop or affect the operation of the MIEX system. Loading the virgin resin skid is a manual process whereby the operator connects the resin container via hoses and initiates service water flow to load the resin slurry. Is not imperative to immediately add resin when the notification message is raised; this can occur within the next 1-2 days.

The following is an example of how the alarm will be annunciated based on the manufacturer control philosophy:

Plant Flow:	= 75 L/sec (assume 24hr/day operating, =6,480,000 L/day treated
Resin Loss Rate:	= 2.0 L resin/ML
Net Daily Addition Volume:	= 6.48 ML/day x 2.0 L resin/ML
	= 12.96 (~13) L resin/day

The control system will have two (2) set points as below, and a totalized raw water volume that is accumulated since the last resin addition.

Setpoint Resin Loss:	= 2.0 L/ML
Setpoint Resin Volume per Addition:	= 180 L
Calculated Treated Water Vol. per Addition:	= 180 L resin / 2.0 L resin per ML
	= 90.0 ML treated

4 DISCIPLINE CONSIDERATIONS

There are several factors that must be considered when incorporating MIEX into the existing WTP. The following sections divide the considerations by discipline.

4.1 Process Considerations

4.1.1 Process Hydraulics

Effluent from the potassium permanganate contactor tank will flow to the MIEX system. The hydraulic pressure head must be enough to overcome minor losses and allow water to flow by gravity to the MIEX contactor tanks. Associated has performed a hydraulic analysis that indicated there is sufficient head in the potassium permanganate tanks for water to flow to the MIEX contactor tanks without additional pumping. Note: Based on discussions with Operations, the potassium permanganate tank is operated at an elevation of 331.5 m.

Once the MIEX system has treated water, it will gravity drain to a break tank from which it will be pumped to the existing package water treatment plant. A break tank with pumping is required for two reasons: 1) insufficient head for the water to flow by gravity from the MIEX system to the existing package water treatment plant, and 2) a break tank will maintain steady flow to the existing package water treatment plant.

Changes are required to the potassium permanganate tank for the break tank.

4.1.2 Changes to Potassium Permanganate Tank

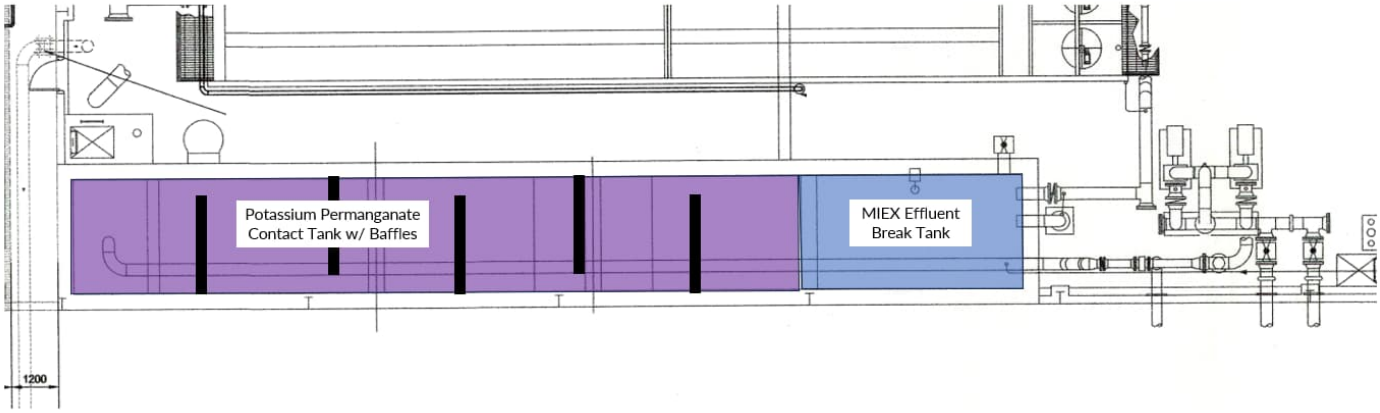
The current potassium permanganate contact tank has the following parameters:

Table 4-1 Existing Potassium Permanganate Conditions

Parameter	Value
Maximum Flow	75 L/s
Tank Area	70.2 m^2 (2.9 m x 24.2 m)
Operating Level	7.3 m
Contact Time	1.9 hr
Baffling Factor	0.5 (single baffle, high length to width ratio)
Effective Contact Time	0.9 hr (57 min)

The existing potassium permanganate contact tank will be divided into two tanks: one for potassium permanganate contact time and another for a MIEX effluent break tank, as shown in Figure 4-1. See Section 4.4 for structural details on the partitioning.

Figure 4-1 Partitioned Potassium Permanganate Tank



The new potassium permanganate tank will have the following parameters:

Table 4-2 New Potassium Permanganate Conditions

Parameter	Value
Maximum Flow	75 L/s
Tank Area	58.58 m^2 (2.9 m x 20.0 m)
Operating Level	7.3 m
Contact Time	1.6 hr
Baffling Factor	0.7 (serpentine or perforated intra-basin baffles, high length to width ratio)
Effective Contact Time	1.1 hr (66 min)

The operating level within the package WTP is 330.8 m. A break tank is required to allow for the equalization of treated water before pumping the water to the package WTP. The break tank design criteria are as follows:

Table 4-3 Break Tank Parameters

Parameter	Value
Tank Area	11.2 m^2 (2.9 m x 3.8 m)
Operating Level	5.25 m / 329.46 m (MIEX tank level minus headloss in piping)
Pump Type	Submersible well pumps
Pump Configuration	1 duty + 1 standby (+ provision for third pump)

Parameter	Value
Pump Duty Point	L/s
Motor Size	5 HP

Water will be pumped to the package WTP via a PRV to control pressure. Excess pressure will be discharged back to the break tank.

4.1.3 Waste Considerations

The MIEX system uses salt to regenerate the resin. Salt will be delivered by bulk salt tanker truck into the salt saturator. In general, approximately 150 kg of salt is required per million litres of treated water. At full plant capacity, the system will require 972 kg/day; at typical flows, the system will consume closer to 400 kg/day (see Table 4-4). The Surface Water Quality Guidelines for the Protection of Freshwater Aquatic Life indicate a maximum wastewater limit of 120 mg/L. At a rate of 150 kg of salt per million litres of treated water, the estimated concentration going to the lagoon is 91 mg Cl/L of water.

Table 4-4 Salt Requirements for Various Flowrates

Flow Condition	Salt Use (kg/day)
Full Plant Capacity (75 L/s)	972
Typical High Flow (37.5 L/s)	486
Typical Low Flow (13 L/s)	168

The high-rate MIEX configuration periodically discharges waste brine at 1-1.5 L/s as the resin is regenerated. The system is expected to produce 1,875 L of waste brine per million litres of water treated as designed. At the plant's rated capacity of 75 L/s, the waste generation would be 12,150 L/day. The system would generate less waste at lower flow rates, as shown in Table 4-5.

Table 4-5 Waste Generation for Various Flow Rates

Flow Condition	Waste Brine (L/day)
Full Plant Capacity (75 L/s)	12,150
Typical High Flow (37.5 L/s)	6,075
Typical Low Flow (13 L/s)	2,106

Two regeneration tanks may send waste at the same time, so the waste-receiving system design allows for flows up to 3 L/s. If the system cannot handle this higher flow, the MIEX system can be limited to only one regeneration tank discharging waste at a time.

The waste brine will also contain DOC. Based on the piloting results, approximately 50% of organics can be removed through the MIEX system. If the raw water contains 36 – 47 mg/L of DOC, then 18 mg/L to 23.5 mg/L of DOC will be in the waste brine.

The MIEX system waste will be sent to the existing backwash waste sump via the existing waste line within the dewatering building, as shown in Figure 4-2. The MIEX system includes pumps for waste brine which will pump the water to the existing waste line.

Figure 4-2 Existing waste line in dewatering building to be reused for MIEX waste

The existing floor trench in the dewatering bay will be extended the length of the bay at the new elevation of the floor.

4.1.4 Service Water

The MIEX system requires service water for the regeneration system, the resin tanks, the salt saturator tanks, the recycle brine tanks, the virgin resin skid, and the contactor sample sinks. All uses are intermittent, so a pressurized service water connection of 400-450 kPa with flows up to 3.75 L/s is required. Service water can be chlorinated water if the free chlorine concentration is below 2 ppm; based on annual reporting data, treated water at the plant typically has 1 ppm or less.

Operations have indicated that a 2-inch service water line is available in the dewatering building for use and is capable of providing a flow of [L/s] and pressure of [kPa]. [Pending service water capacity, 2” line may require upgrading to 4”]. Backflow preventers are required for service water lines.

4.1.5 Additional Process Considerations

All equipment will be NSF-certified for contact with potable water, and the MIEX resin has NSF-61 certification. The supplier does not have NSF approval for fully completed tanks or equipment skids, but the individual components in the MIEX system will have their own NSF certification, including contactor vessels, piping, valves, and standpipes. All associated piping will be Schedule 80 PVC. Connections in piping will be made to include some flexibility in case of building settlement.

4.2 Electrical Considerations

The WTP 600 Volt, 3-phase electrical utility supply is fed through a 500 kVA transformer, and a 500 kVA backup generator is connected through an automatic transfer switch. The electrical distribution system inside the plant is rated for 800 A or approximately 830 kVA at 600 VAC, allowing for future upgrades to the utility and backup generation capacity.

The WTP uses interval metering, which reports power usage in fifteen-minute periods. The power usage reported on the bill is based on the total energy consumed in a fifteen-minute period. Based on billing records, between November 2023 and November 2024, the WTP only consumed as much as 192 kVA in any fifteen-minute period. Associated has assumed that the high-flow pump, which is currently decommissioned, was never run and that only one 50 HP distribution pump was running at any one time during that timespan. Associated has assumed that all other electrical usage is typical and is not expected to increase significantly.

In an emergency, it is possible for the 100 HP high-flow pump to run at the same time as two 50 HP distribution pumps. The additional two pumps running impose an additional 140 kVA of load on the system, requiring a total base power allocation pre-upgrade of 332 kVA.

The new equipment will contribute approximately 70 kVA of additional load. 402 kVA of electrical capacity is therefore required to support the new MIEX system. Sufficient electrical capacity is available to meet this requirement without additional upgrades.

The plant MCC has dedicated compartments for the centrifuges and related systems that can be reallocated to sub-feed the MIEX system and the two break tank pumps.

The MIEX supplier will provide a new MIEX Control Cabinet. This is a cabinet split into two sections: power and controls. The power section will house the motor protection equipment and motor controls for the MIEX system pumps and mixers. The controls section will house the Programmable Logic Controller (PLC), networking equipment, low-voltage terminal blocks and ancillary equipment. The PLC and other key equipment will have their electric power backed up by a 120 VAC Uninterruptible Power System (UPS) battery backup supplied by the Vendor in the MIEX Control Cabinet. This will be installed in the dewatering building, near the entry doors (see Figure 2-2).

Two 25 HP VFDs will be provided for the break tank pumps. These will be installed separately from, but adjacent to, the MIEX Control Cabinet and controlled by the plant PLC over Ethernet.

Luminaires suspended from the roof assembly are currently present and provide adequate light for the facility. However, some of the luminaires may need to be relocated due to equipment installations.

Existing power distribution panelboards in the dewatering building room will be preserved and used to feed ancillary equipment.

Cable tray will be suspended from the roof assembly to provide a raceway between the MIEX control panel and the various skid-mounted equipment.

4.3 Controls Considerations

The MIEX system will operate on a vendor-supplied Allen-Bradley Micrologix Programmable Logic Controller (PLC) with an Allen-Bradely 15" OptixPanel. The OptixPanel comes complete with a web interface and remote screen-viewing software. The web interface or remote screen-viewing software will be used as the main form of control from the control room, instead of re-drawing the graphics in the existing control graphics system.

The existing graphical control software used at the High Level WTP is FactoryTalk View Studio version 10.00. This has a license for 100 unique display screens, of which 85 are currently used, leaving room for additional graphical displays.

This software can communicate natively with the new MIEX controller. To take advantage of the existing control graphics' historical logging capabilities, key process values and alarms will be polled by the software. These data will be shown on a Key Performance Indicators dashboard for the MIEX system on the main software. Alarms will be programmed to inform operations of specific issues from the MIEX system. Additionally, a trend page will be created for the analog values associated with the MIEX system. These graphical user interfaces on the main SCADA software will be strictly read-only: operators will manipulate the MIEX system using the touch panel in the dewatering building either in-person, using the Web interface, or using remote screen-viewing software.

Prior to the MIEX installation, the Raw Water Transfer Pumps draw from the West Raw Water Pond and deliver their flow to the potassium permanganate contact tank. This maintains a consistent level in the contact tank, which delivers consistent pressure to the inlets of the clarifiers.

After the MIEX installation, the consistent level in the potassium permanganate contact tank will deliver consistent pressure to the inlets of the MIEX contactors. These will flow by gravity to the break tank. The elevation of the contactor effluent is lower than the current elevation of the clarifiers, so pumping is required to deliver water to the clarifiers from the break tank. If at least one clarifier is running, the duty pumps will run and modulate their speed to maintain a pressure setpoint on the common header to the clarifiers. Refer to Figure 4-3 below for a simplified illustration of the control loops involved. The three inlets to the three treatment units are currently provisioned with pneumatically actuated butterfly valves. To provide a more linear control and smoother operation, Associated recommends replacing these butterfly valves with v-port ball valves.

The plant is started and stopped either by clearwell level or manually. After the MIEX installation, when the WTP is started, first the break tank pump will start, achieving pressure on the clarifier inlets. Only after pressure has been achieved will the treatment units be permitted to open their valves. Once the level in the break tank descends below a setpoint, the raw water pumps will be started to restore level to the break tank. A level control loop based on the level in the break tank will control the flow-rate setpoint used by the raw water transfer pumps.

Before the MIEX installation, the filters operate while they see the raw water pumps running. After the MIEX installation, they will operate while they see the break tanks running.

An outdoor cabinet will be installed near the salt inlet port on the exterior wall to provide an indication of the level of the saturated salt tank to truck drivers delivering salt.

Existing plant ethernet connectivity is available to the dewatering building and will be re-used: A network switch installed in this location will provide connectivity to the Vendor's control cabinet and the two VFDs. Most equipment will be controlled from the Vendor control system. The VFDs for the Break Tank pumps will be controlled via Ethernet

to the VFDs. Other incidental equipment, such as the break tank discharge pressure transmitter, shall be monitored or controlled from the existing PLC taking advantage of existing spare capacity.

In general, instruments (Liquid Flow Meter, Radar Level Transmitter, Pressure Level Transmitter, Level Switch, Pressure Transmitter, Conductivity Sensor and Transmitter) shall be manufactured by Endress+Hauser. Small air-flow meters shall be manufactured by IFM. Small PVC electrically actuated valves shall be manufactured by Chemline with Chemline actuators. Solenoid Valves shall be manufactured by ASCO. All instruments touching liquids must be NSF-certified.

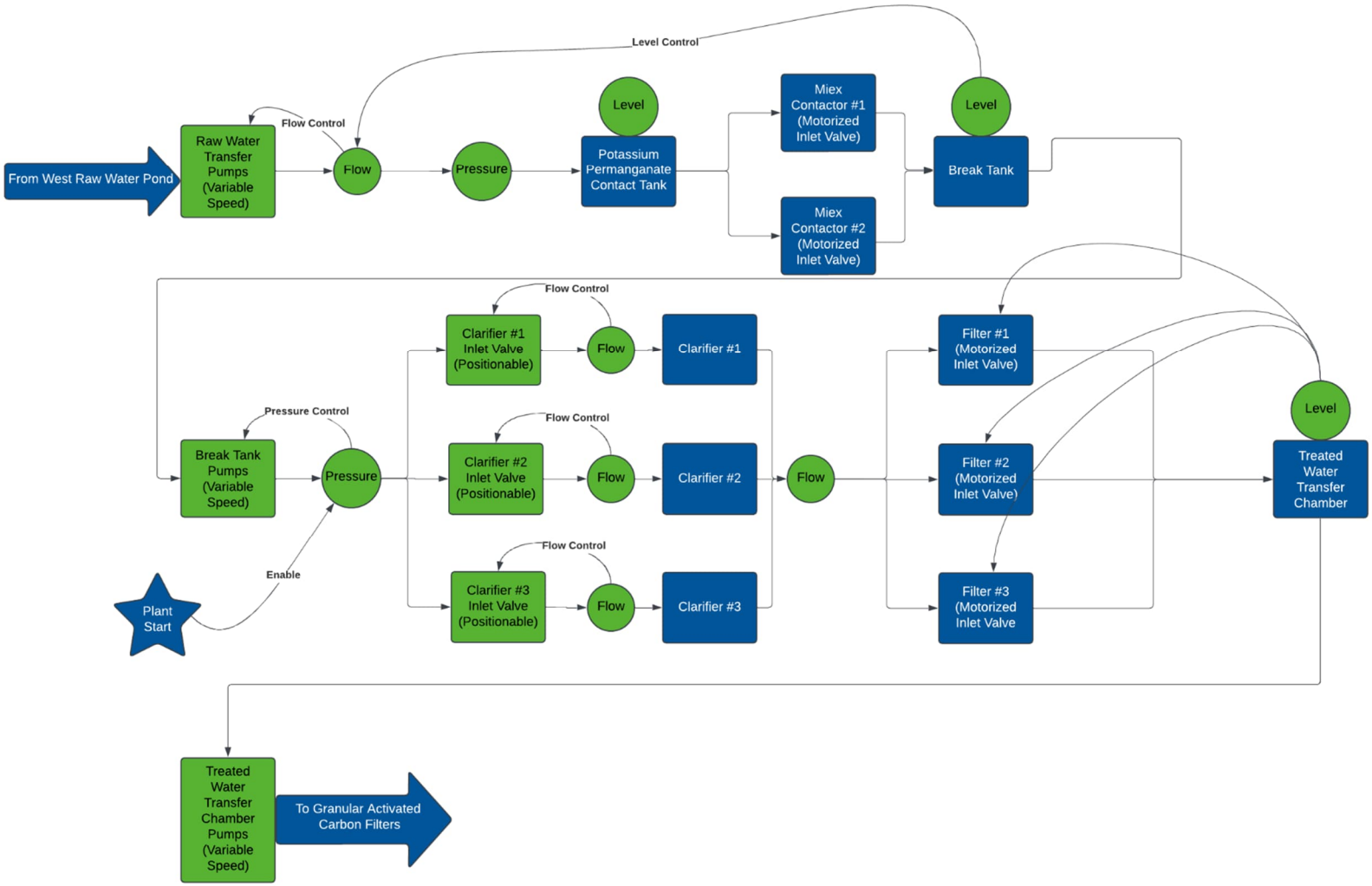


Figure 4-3 Control Loop Diagram

4.4 Structural Considerations

The MIEX system will be installed in the dewatering building. Approximately half of the area consists of a slab-on-grade with overhead door access that is currently being used a loading bay. The rest of the area is comprised of the concrete storage tank that is no longer in use. To accommodate the footprint of the new MIEX system, and provide an even uniform floor area, the cap slab and interior load bearing concrete walls, of the alum tank storage structure will be demolished and a new concrete floor assembly installed over the abandoned storage tank area (Figure 4-4 and Figure 4-5). There is an elevated concrete walkway along the south end of the dewatering building that provides access between the main floor of the water treatment plant structure and the top slab surface of the alum storage tank. A localized section of the elevated walkway slab will be maintained to not affect building access between the new MIEX system room and water treatment plant.

In summary, the scope of structural work briefly includes the following:

- Demolition of the suspended cap slab, the two interior east and west tank concrete walls, and column structure of the abandoned alum storage tank.
    - There is a section of backfill between the storage tank walls and ozone building foundation that will need to be partially removed.
- Consideration for the effect demolition of the cap slab structure will have on adjacent structures, such as perimeter foundation walls, and elevated walkway slab that is to remain in place.
- Assessment of the perimeter foundation wall during detailed design. The perimeter foundation walls support exterior earth materials, that apply some lateral pressure against the foundation. Removal of the cap slab may affect the integrity of the foundation walls, and thus, require supplemental buttress walls to account for the removal of the cap slab.
- Design of the new concrete floor assembly over the existing storage tank. The base slab of the storage tank is approximately 800 mm lower than the adjacent bay. To provide a uniform floor elevation across the area, the storage tank base slab will be filled with fillcrete, and a new concrete floor assembly built over the fillcrete. The top surface of the new floor assembly will be level with the adjacent bay.
- Buoyancy considerations for the new concrete floor assembly.
- Design of the new concrete floor assembly will also include housekeeping pads for the new MIEX equipment.
- Design of galvanized steel handrails, guardrails, stairs, walkways and platforms as required for safe access to the MIEX system equipment.
- Analysis of existing structures capacity to support new or revised pipe loads, as a result of the new MIEX system. This also includes new pipe penetrations through existing structures as part of the new MIEX system.
    - Based on existing structures capacity, and new load demands of the MIEX system, structural strengthening or support of existing structures may be required.
- Design of new concrete separation wall, in the existing potassium permanganate tank, to create a new MIEX effluent break tank as part of the treatment changes for the new MIEX system (Figure 4-6).
    - Detailing for application of a new NSF 61 certified waterproof assembly on the surfaces new effluent break tank.
- Concrete repair details to address localized areas of deterioration that may be present at the new effluent break tank due to previous exposure and service conditions.

Figure 4-4 Dewatering Building Floor Plan – Demolition Mark-ups

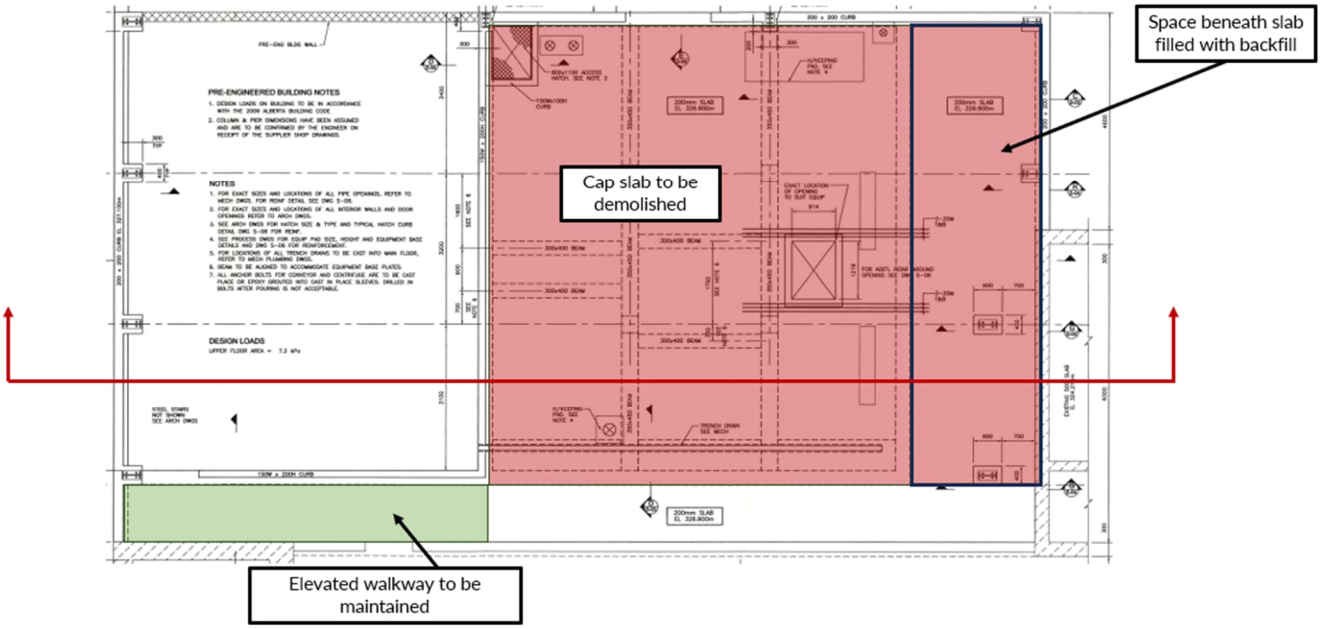


Figure 4-5 Section through Dewatering Building – Demolition and New Floor Assembly Mark-ups

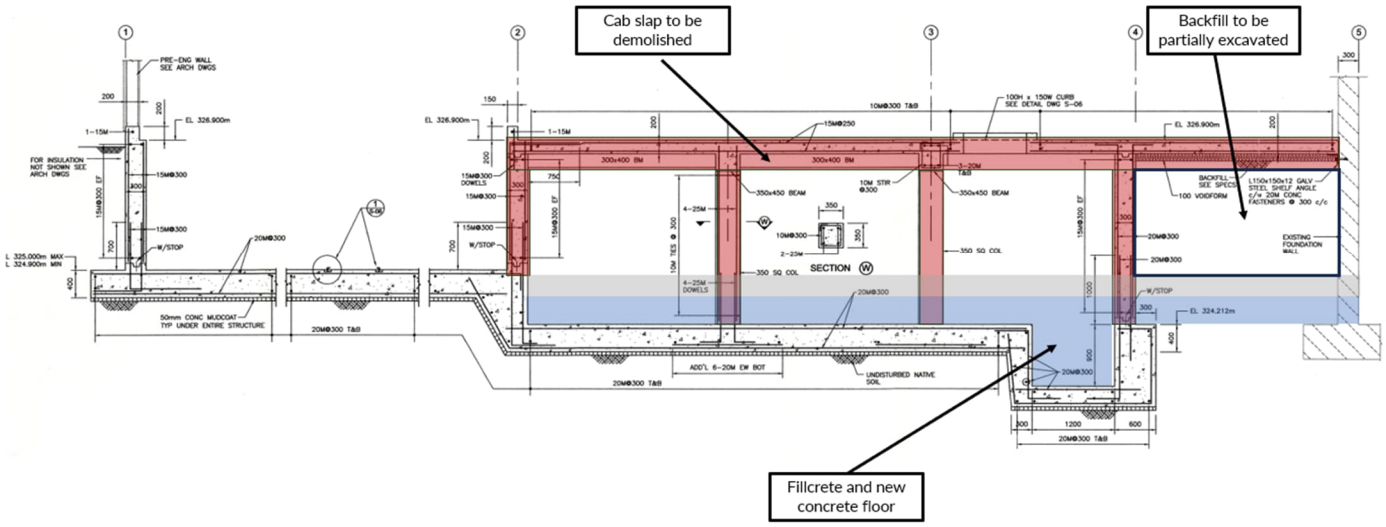
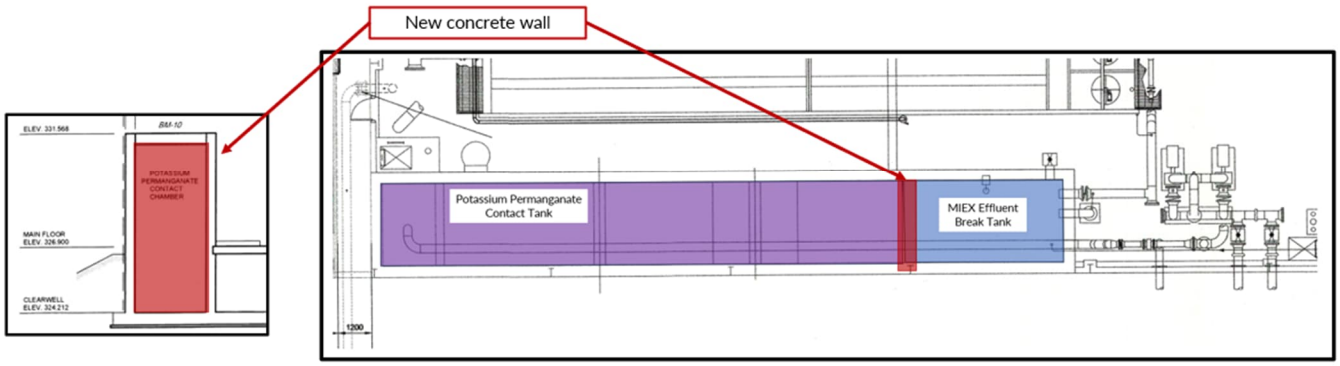


Figure 4-6 Partial Plan of Existing Potassium Permanganate Tank – New Concrete Wall to Form Break Tank



4.4.1 Available Historical Drawings

A limited set of drawings from original construction were available for our review. The structural design and analysis will include review of available existing drawings and specifications from original construction for the desludge room and water treatment plant. Associated has performed a preliminary visual review of the existing structure and did not identify any major concerns or discrepancies with the existing structures condition.

The following structural drawings for the desludge room and water treatment plant are available for our review during detailed design:

- Issued for Construction “Water Supply System Upgrading – Water Treatment Plant Upgrading” dated February 4, 2002 prepared by DCL Siemens Engineering Ltd.
- Issued for Tender “Water Treatment Plant Upgrading - Centrifuge Addition - Contract 1 – Structural and Building” dated August 4, 2010 prepared by DCL Siemens Engineering Ltd.

4.4.2 Codes, Standards, and Regulations

- National Building Code - 2023: Alberta Edition.
- CSA A23.1/ CSA A23.2, Concrete Materials and Methods of Concrete Construction/Test Methods and Standard Practices for Concrete.
- CSA A23.3, Design of Concrete Structures.
- CSA S16, Design of Steel Structures.

4.4.3 Construction Materials

Materials requirements for the construction of the new floor slab assembly and steel components will include:

- Cast-in-place concrete conforming to CSA A23.1/ A23.2, minimum compressive strengths of 35 MPa at 28 days for all concrete, exposure Class N.
- Reinforcing steel conforming to CAN/CSA-G30.18, grade 400 R/W.
- Structural steel conforming to CAN/CSA-G40.20/G40.21.
  - Grade 350W for W, channel and hollow structural sections.
  - Grade 300W for steel angle, and steel plate.

4.4.4 Geotechnical Considerations

A geotechnical investigation has not been performed as part of this project. The existing native soils are not expected to be disturbed by the works of this project. It is assumed that the existing grade materials were properly prepared or designed for during construction of the base buildings.

Based on our site reviews, and understanding of the building's performance to date, we have no reason to believe there to be any underlying issues with existing grade materials that support building foundations. Additionally, based on the age of the structure, we have assumed that the majority of long-term settlement has already occurred, and installation of the new MIEX system will not cause further settlement to occur.

4.5 Building Mechanical Considerations

The existing building mechanical system was reviewed, and no additional upgrades are required to accommodate the MIEX system. The existing dewatering building heaters are nearing the end of their lifespan, and will be replaced as part of this project (like-for-like replacement).

4.6 Operations and Maintenance Considerations

The MIEX resin must be topped up periodically, as approximately 2L of resin is lost per million litres of water treated. Resin is added in batches and can be delivered by IBC or in 200L drums. The resin is loaded from ground level to the virgin resin skid. The MIEX control panel will display a message when operators must add virgin resin.

As the MIEX system consumes a large quantity of salt during normal operations, salt will be delivered by tanker truck and blown into a salt tank through a port on the plant's exterior.

The MIEX system has a yearly routine maintenance requirement. The tube settlers must be washed twice per year, so stairs and walkways allow for access to the top of the contactors.

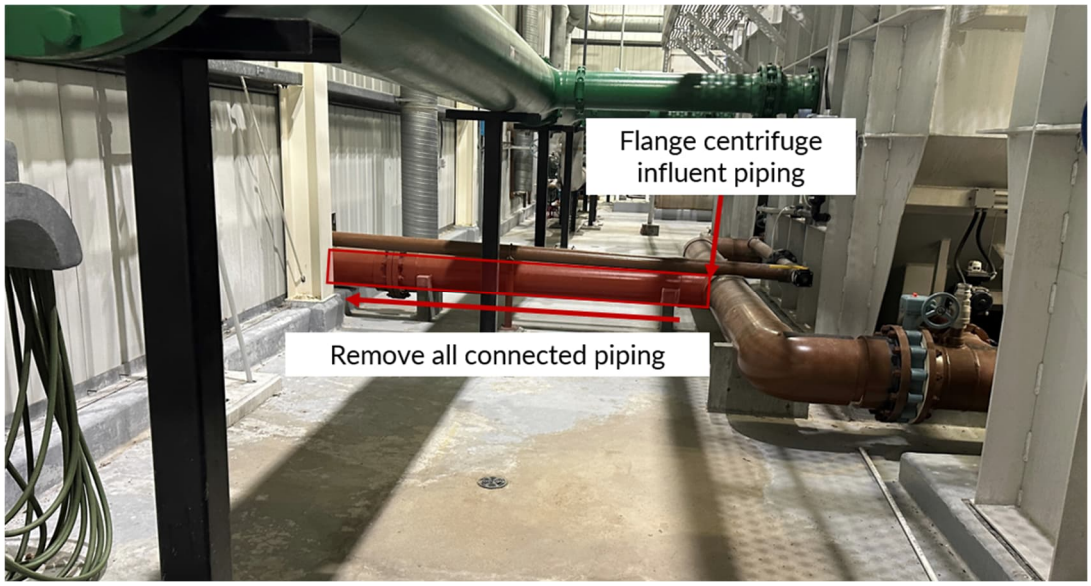
Replacement of valves, instruments, or fittings should not lead to unnecessary downtime for the MIEX system or the WTP as a whole. The upgrades will specify the use of parts purchased from manufacturers with a presence in northern Alberta.

4.7 Additional Scope

The centrifuge and all associated equipment will be removed to make space for the MIEX unit. The centrifuges, the access stairs to the centrifuge, the polymer system, the 5-ton lift, and centrifuge control panel will all be removed.

Centrifuge influent piping will be flanged and removed as shown in Figure 4-7.

Figure 4-7 Centrifuge inlet piping to be removed and capped



5 UPDATED OPINION OF PROBABLE COSTS

IXOM provided an updated cost estimate for the MIEX equipment, which is included in Appendix B. An updated opinion of probable cost is included below.

IXOM has indicated that design submittals will take 8 – 10 weeks to be provided. Equipment is 20 – 24 weeks after submittal approvals.

Table 5-1 Opinion of Probable Capital Costs

Description	Estimate of Probable Costs
General Requirements (10% of all other costs)	$415,000
Structural	$610,000
Process Mechanical [1]	$3,200,000
Building Mechanical	$15,000
Electrical, Instrumentation, and Controls	$200,000
Subtotal, Construction	*$4,540,000*
Contingency (10%)	$454,000
Engineering [2]	$720,000
Total, Construction	$5,714,000

[1] IXOM has provided costs for the MIEX equipment in USD. Process costs have been calculated based on an exchange rate of 1.38 CAD to 1 USD. Costs are subject to changes in USD conversion and possible tariffs.

[2] Engineering fees calculated from sum of DBM engineering fees + proposed design fees (issued December 2024) + 5% of construction subtotal for engineering during construction.

6 CONSTRUCTION DISCUSSION

6.1 Construction Staging

The demolition scope of work and MIEX equipment installation can occur without significantly impacting the existing WTP process. In addition, the potassium permanganate tank can be bypassed during tie-in.

It is recommended that piping tie-ins and MIEX system construction be delayed until late fall, when water demand is lower.

The Town has indicated a preference for construction not to take place in winter as travel can be compromised in the area. It is recommended that construction be staged to clear space in the fall of 2025 (demolition, building envelope modifications) and install the MIEX equipment in the spring of 2026.

6.2 Project Delivery Discussion

The project delivery methods were discussed with the Town of High Level. Given the scale of the project, two project delivery methods are being considered:

1. Design-Bid-Build (DBB)
2. Construction Manager at Risk (CMAR)

A memo is being issued separately from this DBM to outline the benefits and challenges of each project delivery method. The Town's preferred method will be indicated in the final DBM.

6.3 Regulatory Review

With the addition of the MIEX equipment to the WTP, the existing Waterworks Approval (Approval No. 772-04) must be amended.

It should be noted that the Approval expiry date is August 1, 2025, and the renewal should be submitted February 1, 2025, to meet the 6-month requirement for renewals. Associated Engineering will engage Alberta Environment and Protected Areas (AEPA) at the next design phase in early 2025 and begin discussions regarding approval renewal and amendments.

Updates to the Approval are required regardless of the MIEX addition, as the current document incorrectly indicates the use of ozone and biological filtration. The ozone system is not operational, and the granular activated carbon is not operated as a biological filtration system.

CLOSURE

This report was prepared for the Town of High Level to illustrate how MIEX will be incorporated into the existing process within the High Level WTP.

The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,

Associated Engineering Alberta Ltd.

Sarah Larlee, M.A.Sc., P.Eng.
Process Engineer, Associate Project Manager

Devyn Rudd, P.Eng.
Structural Engineer

Luc Blanchette, P.Eng.
EI&C Engineer

APPENDIX A – MIEX P&ID

ABBREVIATIONS

AI	ANALOG INPUT
AO	ANALOG OUTPUT
BOP	BOTTOM OF PIPE
BOS	BOTTOM OF STEEL
CI	CAST IRON
CONC	CONCENTRIC
CS	CARBON STEEL
DI	DISCRETE INPUT
ECC	ECCENTRIC
EL	ELEVATION
FC	FAIL CLOSE
FI	FAIL INTERMEDIATE
FL	FAIL LOCKED
FLG	FLANGE
FO	FAIL OPEN
GPM	GALLONS PER MINUTE
HP	HIGH PRESSURE
LC	LOCKED CLOSE
LO	LOCKED OPEN
LLL	LOW PRESS. CONDENSATE
LP	LOW PRESSURE
LT	LOW TEMPERATURE
MAX	MAXIMUM
MCC	MOTOR CONTROL CENTER
MIN	MINIMUM
MW	MANWAY
NC	NORMALLY CLOSED
NLL	NORMALLY LIQUID LEVEL
NO	NORMALLY OPEN
ORIF	ORIFICE
PE	PRESSURE END
RED	REDUCER
SC	SAMPLE CONNECTION
SCH	SCHEDULE
SD	SHUTDOWN
SP	SAMPLE POINT
SS	STAINLESS STEEL
STD	STANDARD
TOP	TOP OF PIPE
TOS	TOP OF STEEL
TYP	TYPICAL

VALVE SYMBOLS

- GATE
- GLOBE
- CHECK
- DIAPHRAGM
- NEEDLE
- FLOAT
- BUTTERFLY NORMALLY OPEN
- BUTTERFLY NORMALLY CLOSED
- BALL NORMALLY OPEN
- BALL NORMALLY CLOSED
- SAFETY RELIEF
- PRESSURE REGULATING
- PLUG
- 3-WAY
- V-BALL
- POWERED VALVE - MOTOR / ELECTRIC
- POWERED VALVE - SOLENOID
- FOOT VALVE
- AUTO VENT VALVE
- Y STRAINER

ACTUATORS

- MOTOR OPERATOR
- SOLENOID
- PISTON OPERATOR
- SPRING TO OPEN
- SPRING TO CLOSE
- CURRENT-TO-PRESSURE

GENERAL FITTINGS

- REDUCER
- FLANGE / BOLTED
- END CAP
- RESTRICTING ORIFICE
- FLEXIBLE HOSE OR JOINT
- DRAIN
- VENT

GENERAL EQUIPMENT

- OPEN TOP TANK
- CLOSED TOP TANK
- PRESSURE VESSEL
- COVERED TANK WITH SUMP
- CENTRIFUGAL PUMP (ELECTRIC)
- POSITIVE DISPLACEMENT PUMP
- RECIPROCATING PUMP
- ROTARY PUMP
- PROPORTIONAL PUMP
- ROTARY SCREW COMPRESSOR
- RECIPROCATING COMPRESSOR
- MOTOR DRIVEN TURBINE
- TURBINE
- CENTRIFUGAL FAN / BLOWER
- RADIAL FAN
- AXIAL FAN
- BLOWER (POSITIVE DISPLACEMENT)
- EDUCTOR / JET PUMP
- SPRAY NOZZLE
- AIR FILTER
- MIXING EDUCTOR
- HEATER
- HEAT EXCHANGER

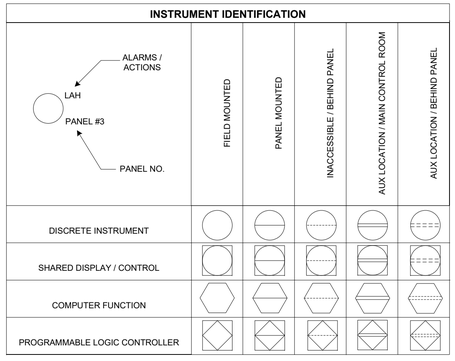
PROCESS INSTRUMENTS

- FLOWMETER - MAG
- FLOWMETER - PROPELLER
- FLOWMETER - VENTURI
- FLOWMETER - VORTEX
- ROTAMETER
- PRESSURE INDICATOR
- TEMPERATURE INDICATOR
- DIFFERENTIAL PRESSURE INDICATOR
- FLOW ELEMENT AND TRANSMITTER
- LEVEL ELEMENT AND TRANSMITTER
- PRESSURE ELEMENT AND TRANSMITTER
- ANALYZER ELEMENT AND TRANSMITTER

IDENTIFICATION LETTERS

	FIRST LETTER		SUCCEEDING LETTER		
	MEASURED OR INITIATING VARIABLE	MODIFIER	READOUT OR PASSIVE FUNCTION	OUTPUT FUNCTION	MODIFIER
A	ANALYSIS		ALARM	USERS CHOICE	USERS CHOICE
B	BURNER, COMBUSTION				
C	CONDUCTIVITY		USERS CHOICE	CONTROL	(CLOSED)
D	DENSITY	DIFFERENTIAL			
E	VOLTAGE (EMF)		SENSOR (PRIMARY ELEMENT)		
F	FLOWRATE	RATIO (FRACTION)			
G	GAUGING		GLASS, VIEWING DEVICE		
H	HAND (MANUAL)				HIGH
I	CURRENT (ELECTRIC)		INDICATE		
J	POWER	SCAN			
K	TIME, TIME SCHEDULE	TIME RATE OF CHANGE		CONTROL STATION	
L	LEVEL		LIGHT		LOW
M	MOISTURE	MOMENTARY			MIDDLE, INTERMEDIATE
N	USERS CHOICE	(NORMALLY)	USERS CHOICE	USERS CHOICE	USERS CHOICE
O	USERS CHOICE		ORIFICE, RESTRICTION		(OPEN)
P	PRESSURE, VACUUM		POINT (TEST) CONNECTION		
Q	QUANTITY	INTEGRATE, TOTALIZE			
R	RADIATION		RECORD		
S	SPEED, FREQUENCY	SAFETY		SWITCH	
T	TEMPERATURE			TRANSMIT	
U	MULTIVARIABLE		MULTIFUNCTION	MULTIFUNCTION	MULTIFUNCTION
V	VIBRATION, MECHANICAL ANALYSIS			VALVE, DAMPER, LOUVER	
W	WEIGHT, FORCE		WELL	UNCLASSIFIED	
X	UNCLASSIFIED	X AXIS	UNCLASSIFIED		UNCLASSIFIED
Y	EVENT, STATE, OR PRESENCE	Y AXIS		RELAY, COMPUTE, CONVERT	
Z	POSITION, DIMENSION	Z AXIS			

INSTRUMENT IDENTIFICATION

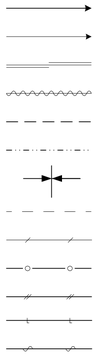


UNDEFINED INTERLOCK LOGIC

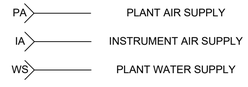
EXAMPLE ALARMS OR ACTIONS

HA	HIGH ALARM
LAH	LEVEL ALARM HIGH
LAHH	LEVEL ALARM HIGH HIGH
HOA	HAND / OFF / AUTO
HOR	HAND / OFF / REMOTE
JOR	JOG / OFF / REMOTE
LOR	LOCAL / OFF / REMOTE
OO	ON / OFF

LINE LEGEND



- PRIMARY PROCESS
- ANCILLARY PROCESS
- INSULATED
- SUPPLIED BY OTHERS
- SKID BOUNDARY
- SCOPE BOUNDARY
- ELECTRIC
- SIGNAL
- DATA
- PNEUMATIC
- HYDRAULIC
- ELECTROMAGNETIC



LINE NUMBERING

EXAMPLE: RW – 8 (200)

- LINE SERVICE (SEE SCHEDULE)
- NOMINAL SIZE (INCHES)
- DIAMETER NOMINAL (MILIMETERS)

LINE CONTENT DESCRIPTION

DRWG REF# — LINE CONTENT IN OR OUT OF DRAWING

LINE SERVICE

AS	AIR SCOUR
BR	BRINE
DR	DRAIN
ME	MIEX TREATED EFFLUENT
FR	FRESH RESIN
HPA	HIGH PRESSURE AIR
LR	LOADED RESIN
OF	OVERFLOW
RBS	RINSE / BRINE / SUPERNATANT
RM	RINSE / MAKEUP
RR	RECYCLE RESIN
Rw	RAW WATER
SA	SAMPLE
SALT	BULK SALT
SSS	SATURATED SALT SOLUTION
SR	SPENT RESIN
SRR	SUPERNATANT / BRINE / RINSE WATER
SW	SERVICE WATER
VR	VIRGIN RESIN
W2	MAKEUP WATER
WB	WASTE BRINE
WS	SOFTENED WATER

NOTES:
1.
2.
3.
4.
5.

REV	DESCRIPTION	DATE	CHECKED	ENGINEER
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CLIENT	N/A	
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IXOM

PROJECT: 75 LPS HIGH LEVEL, AB
SERVICE: MIEX® PRE-TREATMENT
TITLE: PIPING & INSTRUMENTATION DIAGRAM P&ID SYMBOLS

SIZE: B | DWG NO: NAXXXX-03-00-002 | REV: B
SCALE: NTS | SHEET: 1 OF 11

PRELIMINARY

FRESH RESIN FROM REGEN SKID
SHEET 6
FR-3(80)

CARRIER WATER FROM REGEN SKID
SHEET 6
CW-2(50)

FRESH RESIN TO CONTACTOR 1
SHEET 3
FR-3(80)
V2021

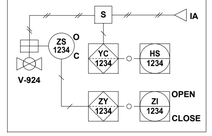
FRESH RESIN TO CONTACTOR 2
SHEET 4
FR-3(80)
V2023

FRESH RESIN TO CONTACTOR 3
SHEET 5
FR-3(80)
V2025

FRESH RESIN SPLITTER BOX

LS 2020
LY 2020
LAHH 2020

TYPICAL FOR AIR ACTUATED VALVES



LOADED RESIN FROM CONTACTOR 1
SHEET 3
LR-3(80)

LOADED RESIN FROM CONTACTOR 2
SHEET 4
LR-3(80)

LOADED RESIN FROM CONTACTOR 3
SHEET 5
LR-3(80)

LOADED RESIN TO REGEN TANKS
SHEET 6
LR-3(80)

ASSUMED AN EXISTING RAW WATER FLOW SIGNAL IS AVAILABLE FOR MIEX SYSTEM CONTROLS
FT 1000
FE 1000

75 LPS MAX FLOW
RAW WATER
RW-12(300)

12x1 (300x25)
SAMPLE VALVE (BY OTHERS)

RAW WATER TO CONTACTOR 1
SHEET 3
RW-10(250)
V2102
V2101
V2100
10x12 (250x300)
NOTE 3

RAW WATER TO CONTACTOR 2 (CENTRE)
SHEET 4
RW-10(250)
V2202
V2201
V2200
10x12 (250x300)
NOTE 3

RAW WATER TO CONTACTOR 3
SHEET 5
RW-10(250)
V2302
V2301
V2300
10x12 (250x300)
NOTE 3

MIEX EFFLUENT
ME-12(300)

8x12 (200x300)
8x12 (200x300)
8x12 (200x300)

MIEX EFFLUENT FROM CONTACTOR 1
SHEET 3
ME-8(200)

MIEX EFFLUENT FROM CONTACTOR 2
SHEET 4
ME-8(200)

MIEX EFFLUENT FROM CONTACTOR 3
SHEET 5
ME-8(200)

NOTES:
1. DASHED LINES (--------) AND RED COLORED ITEMS DENOTE SITE INSTALLED & SUPPLIED PIPING BY OTHERS.
2. VALVES WITH NUMBER FORMAT V1234 ARE SUPPLIED BY IXOM. OTHER VALVES SHOWN BY OTHERS.
3. RAW WATER BRANCHES TO EACH CONTACTOR ARE ALL AT SAME ELEVATIONS, SPLITTING FLOW EVENLY.

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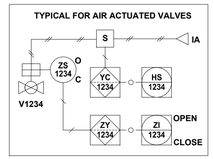
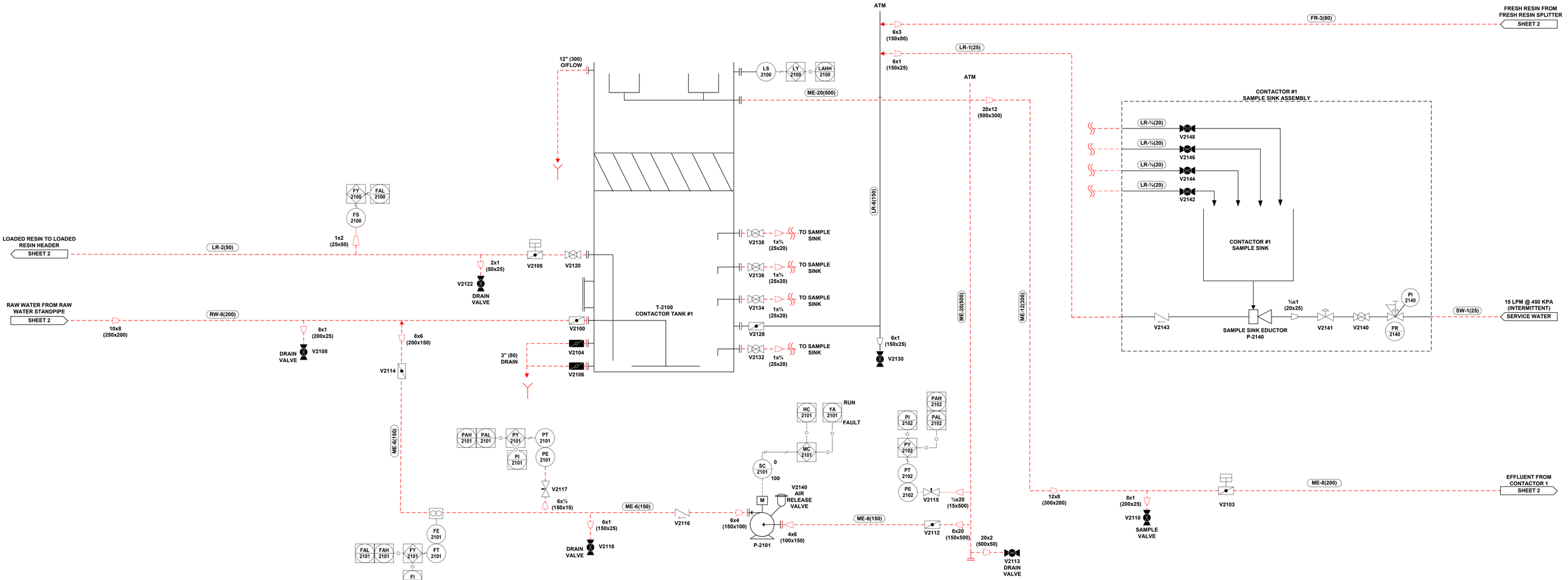
TITLE: PIPING & INSTRUMENTATION DIAGRAM RAW WATER / FRESH RESIN SPLITTER, & MIEX EFFLUENT

SIZE: B
DWG NO: NAXXXX-03-00-002
REV: B
SCALE: NTS
SHEET: 2 OF 11

PRELIMINARY





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PROJECT NO.	NAXXXX	

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SERVICE: MIEX® PRE-TREATMENT
TITLE: PIPING & INSTRUMENTATION DIAGRAM CONTACTOR #1

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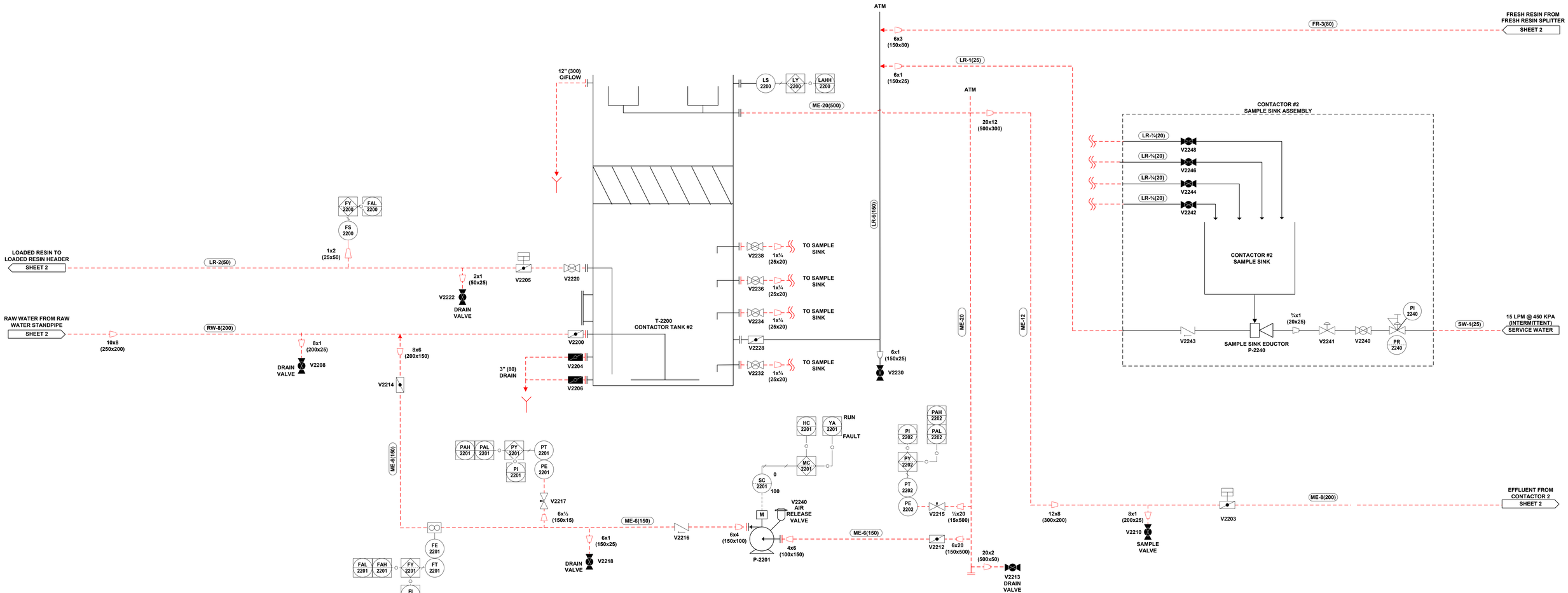

NOTES:
1. HIGH LEG FOR AIR TUBING REQUIRED FOR RESIN AIR-LIFT PUMPS. HIGH SPOT ABOVE CONTACTOR WATER LEVEL (2FT ABOVE).
2. DASHED LINES (- - - - -) AND RED COLORED ITEMS DENOTE SITE INSTALLED & SUPPLIED PIPING BY OTHERS.
3. VALVES WITH NUMBER FORMAT VXXXX ARE SUPPLIED BY IXOM. OTHER VALVES SHOWN BY OTHERS.

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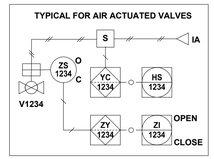
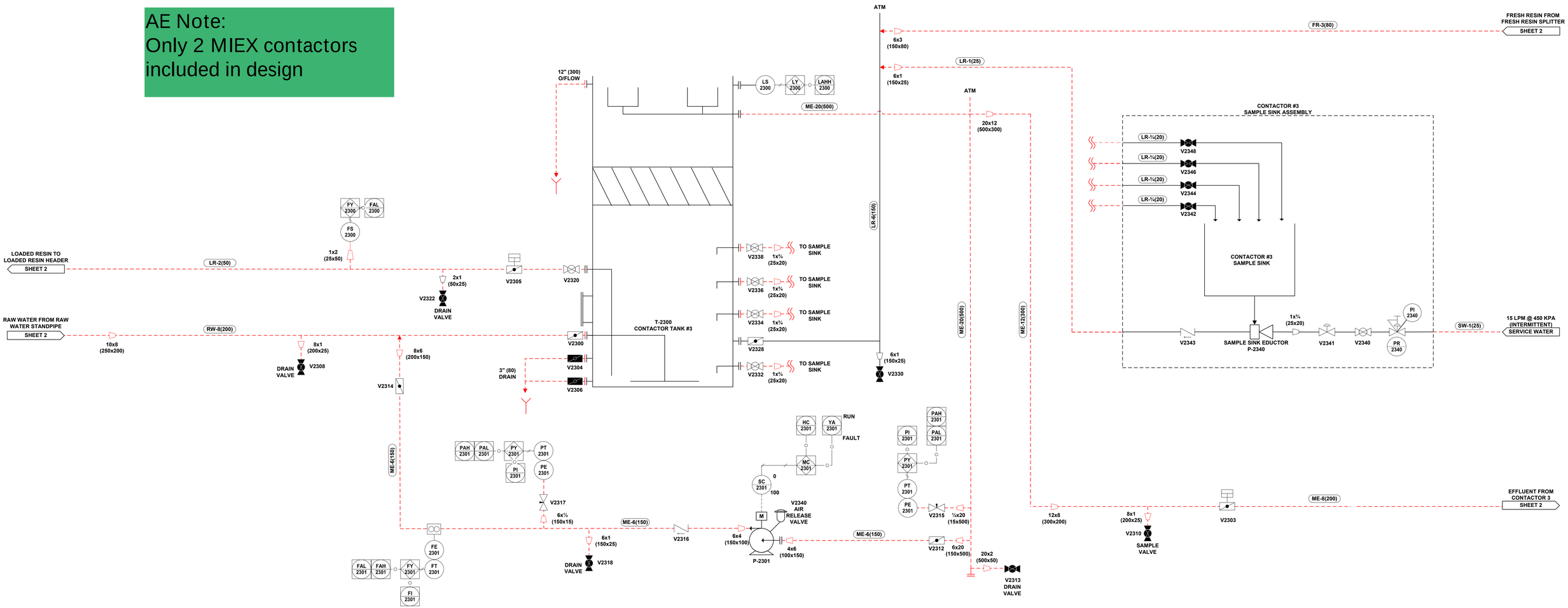
SERVICE: MIEX® PRE-TREATMENT
TITLE: PIPING & INSTRUMENTATION DIAGRAM CONTACTOR #2

SIZE: B | DWG NO: NAXXXX-03-00-002 | REV: B
SCALE: NTS | SHEET: 4 OF 11

PRELIMINARY

AE Note:
Only 2 MIEX contactors included in design





NOTES:
1. HIGH LEG FOR AIR TUBING REQUIRED FOR RESIN AIR-LIFT PUMPS. HIGH SPOT ABOVE CONTACTOR WATER LEVEL (2FT ABOVE).
2. DASHED LINES (--------) AND RED COLORED ITEMS DENOTE SITE INSTALLED & SUPPLIED PIPING BY OTHERS.
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SERVICE: MIEX® PRE-TREATMENT
TITLE: PIPING & INSTRUMENTATION DIAGRAM CONTACTOR #3

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SCALE: NTS | SHEET: 5 OF 11

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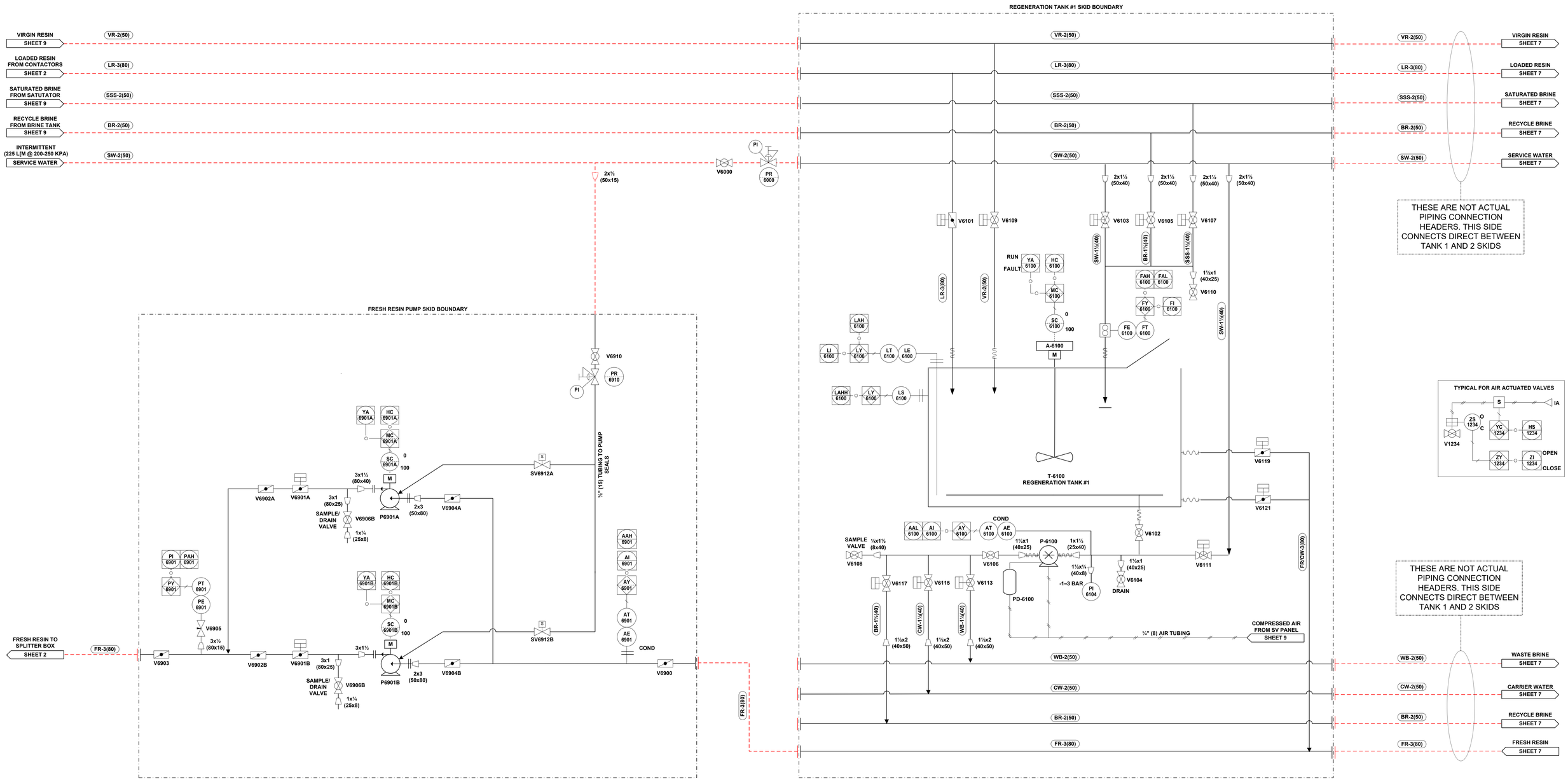

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NOTES:
1. DASHED RED LINES (- - - - -) DENOTE SITE INSTALLED PIPING BY OTHERS.
2. VALVES WITH NUMBER FORMAT V1234 ARE SUPPLIED BY IXOM. OTHER VALVES SHOWN BY OTHERS.
3. VIRGIN RESIN ADDED MANUALLY AS REQUIRED (OPERATOR INITIATED).
4. TANK FITTED WITH FRP COVERS AND LIFT ACCESS HATCH.
5. REGENERATION SKID CONNECTION SPOOLS PROVIDED BY OTHERS WHERE REQUIRED.

REVISION HISTORY

REV	DESCRIPTION	DATE	CHECKED	ENGINEER
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A	PRELIMINARY INFORMATION	24 OCT '24	-	-

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DRAWN BY	J. SAVAGE	24 OCT 2024
CHECKED BY	S.MITCHELL	24 OCT 2024
ENGINEER	S.MITCHELL	24 OCT 2024
DISCIPLINE ENGR	N/A	
CLIENT	N/A	
PROJECT MGR		
PROJECT NO.	NAXXXX	

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DECIMAL: .XXX
ANGULAR

FULL FILENAME: L:\WATERCARE\ENGINEERING TEAM\NA-XXXX FILES\NAXXXX-HIGH LEVEL, AB\P&ID'S\NAXXXX-03-00-002_RB (HIGH LEVEL 75 LPS P&ID).VSD.VSD

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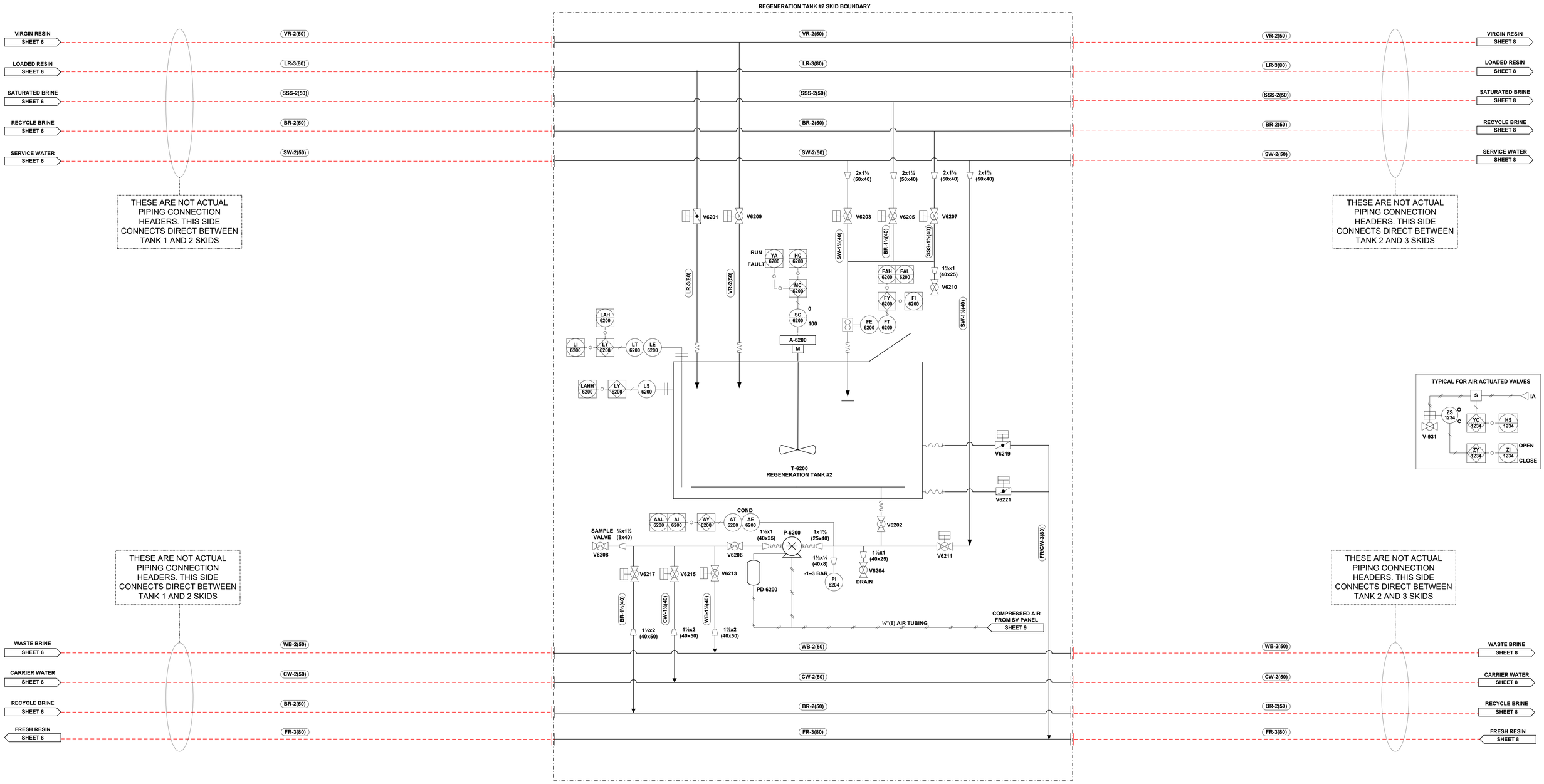
UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES

PROJECT: 75 LPS HIGH LEVEL, AB
SERVICE: MIEX® PRE-TREATMENT
TITLE: PIPING & INSTRUMENTATION DIAGRAM REGENERATION TANK #1 & FRESH RESIN PUMP SKID

SIZE: B
DWG NO: NAXXXX-03-00-002
REV: B
SCALE: NTS
SHEET: 6 OF 11

PRELIMINARY



NOTES:
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5. REGENERATION SKID CONNECTION SPOOLS PROVIDED BY OTHERS WHERE REQUIRED.

REV	DESCRIPTION	DATE	CHECKED	ENGINEER
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A	PRELIMINARY INFORMATION	24 OCT '24	-	-

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ENGINEER	S.MITCHELL	24 OCT 2024
DISCIPLINE ENGR	N/A	
CLIENT	N/A	
PROJECT MGR		
PROJECT NO.	NAXXXX	

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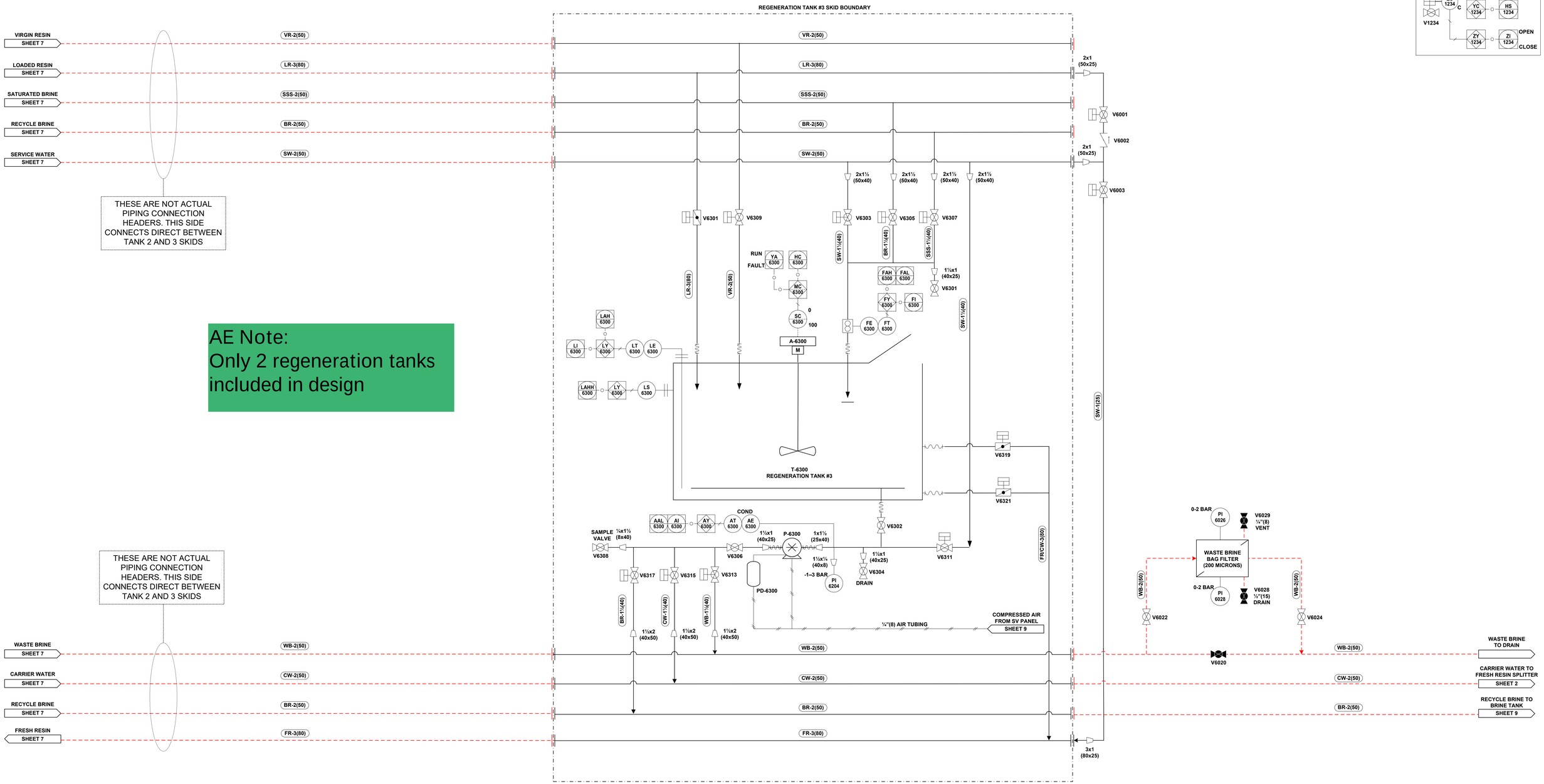
PROJECT: 75 LPS HIGH LEVEL, AB
SERVICE: MIEX® PRE-TREATMENT
TITLE: PIPING & INSTRUMENTATION DIAGRAM REGENERATION TANK #2

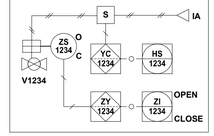
SIZE: B
DWG NO: NAXXXX-03-00-002
REV: B
SCALE: NTS
SHEET: 7 OF 11

PRELIMINARY



AE Note:
Only 2 regeneration tanks included in design

TYPICAL FOR AIR ACTUATED VALVES



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3. VIRGIN RESIN ADDED MANUALLY AS REQUIRED (OPERATOR INITIATED).
4. TANK FITTED WITH FRP COVERS AND LIFT ACCESS HATCH.
5. REGENERATION SKID CONNECTION SPOOLS PROVIDED BY OTHERS WHERE REQUIRED.

REV	DESCRIPTION	DATE	CHECKED	ENGINEER
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ENGINEER	S.MITCHELL	24 OCT 2024
DISCIPLINE ENGR	N/A	
CLIENT	N/A	
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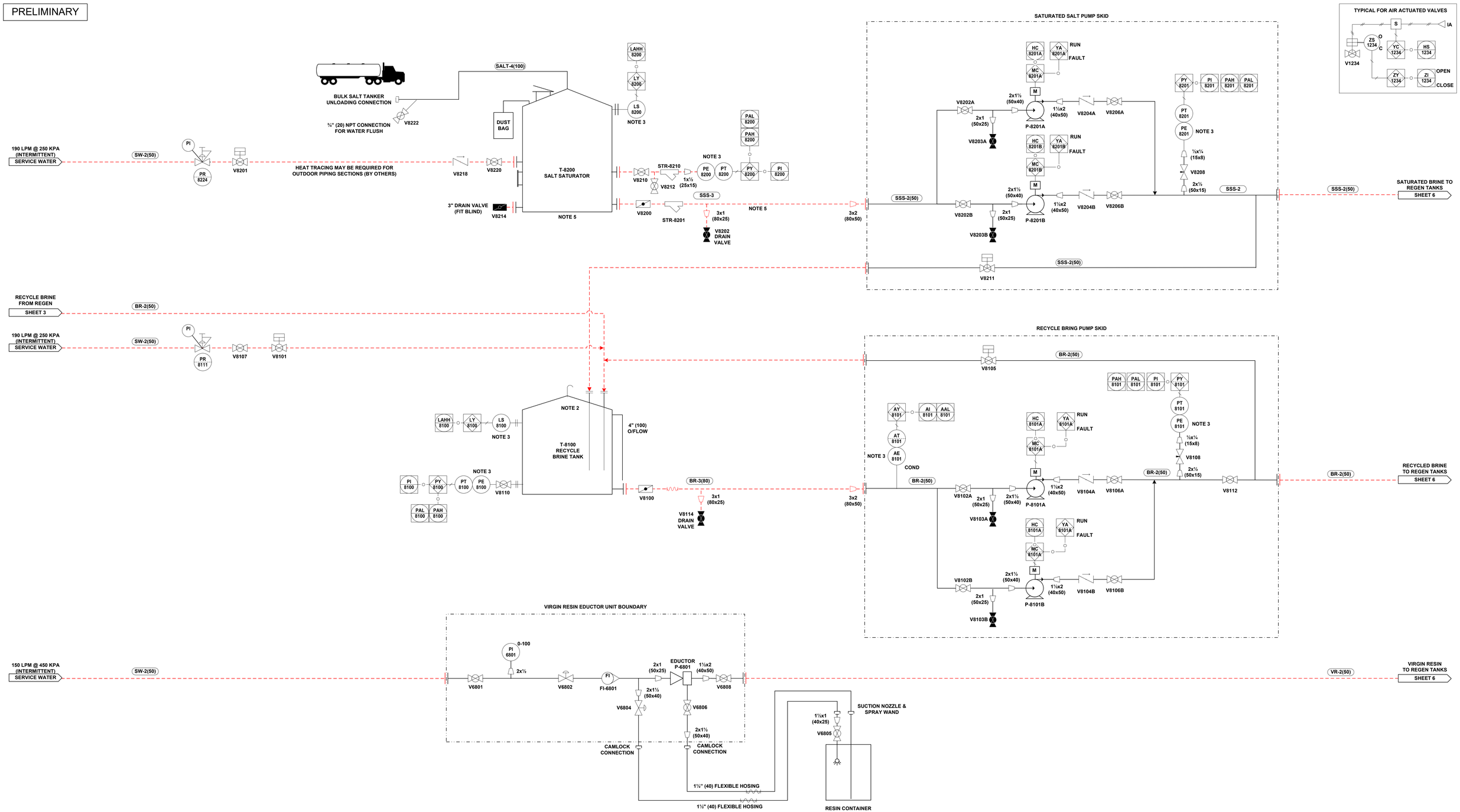
PROJECT: 75 LPS HIGH LEVEL, AB
SERVICE: MIEX® PRE-TREATMENT
TITLE: PIPING & INSTRUMENTATION DIAGRAM REGENERATION TANK #3

SIZE: B
DWG NO: NAXXXX-03-00-002
REV: B
SCALE: NTS
SHEET: 8 OF 11

PRELIMINARY



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NOTES:
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2. VALVES WITH NUMBER FORMAT 'V1234' ARE SUPPLIED BY IXOM. OTHER VALVES SHOWN BY OTHERS.
3. INSTRUMENT SUPPLIED LOOSE. INSTALLED BY OTHERS.
4. SOME OUTDOOR LOCATIONS OF TANKS MAY REQUIRE HEAT TRACING OF WATER AND BRINE LINES. ALL BY OTHERS.
5. HEAT TRACING MAY BE REQUIRED FOR OUTDOOR PIPING SECTIONS (BY OTHERS)

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CLIENT	N/A		
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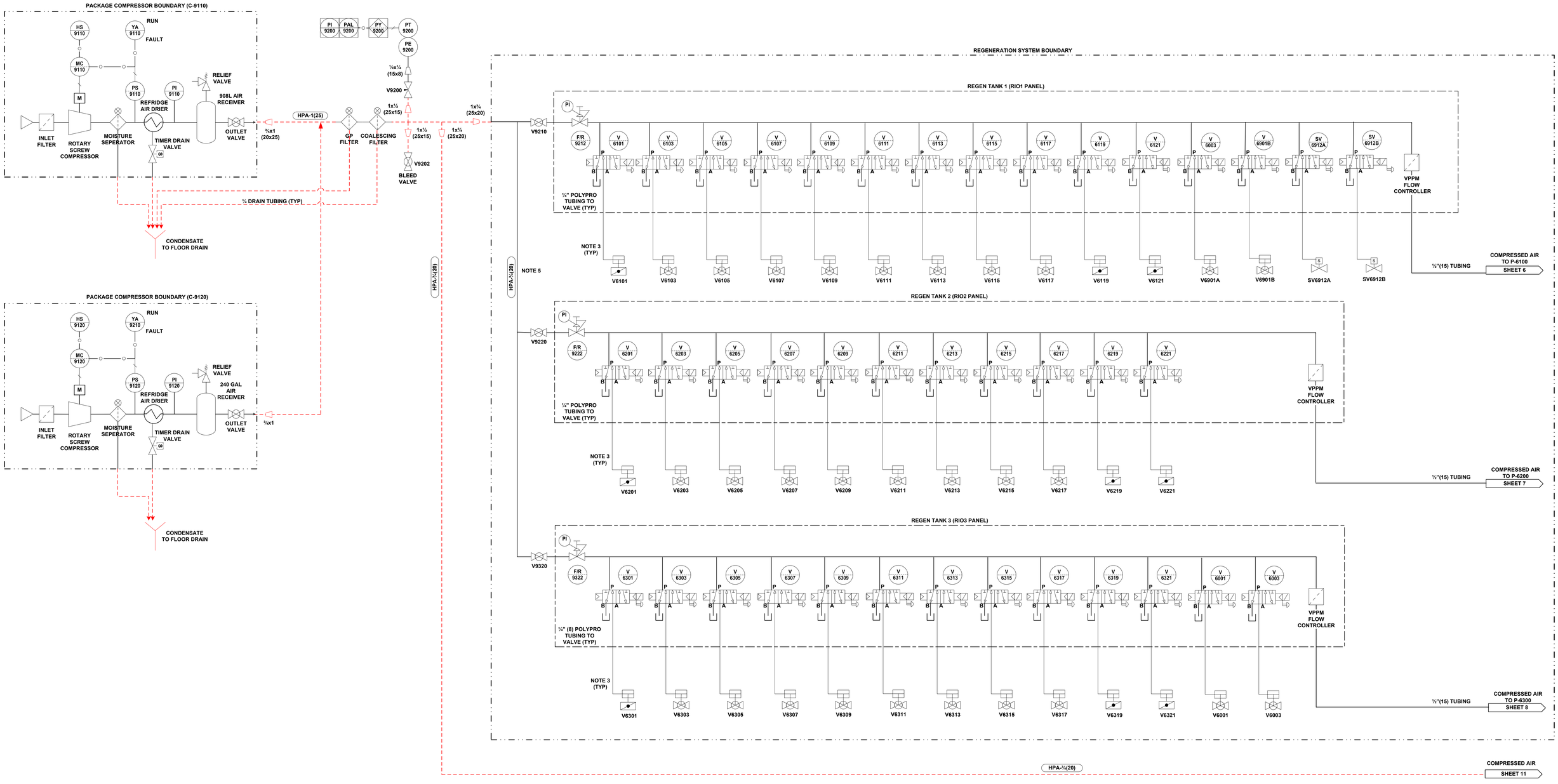
PROJECT	75 LPS HIGH LEVEL, AB
SERVICE	MIEX® PRE-TREATMENT
TITLE	PIPING & INSTRUMENTATION DIAGRAM SATURATED SALT TANK, RECYCLE BRINE TANK, AND VIRGIN RESIN SKID
SIZE	B
DWG NO	NAXXXX-03-00-002
REV	B
SCALE	NTS
SHEET	9 OF 11

PRELIMINARY



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2. VALVES WITH NUMBER FORMAT 'V1234' ARE SUPPLIED BY ORICA. OTHER VALVES SHOWN BY OTHERS.
3. AIR TUBING TO VALVES INSTALLED ON IXOM SUPPLIED SKID.
4. AIR TUBING TO VALVES SUPPLIED / INSTALLED BY OTHERS.
5. ALL COMPRESSED AIR HEADER PIPING ON REGENERATION SKID TO BE SS304 SCH 10 PIPING.

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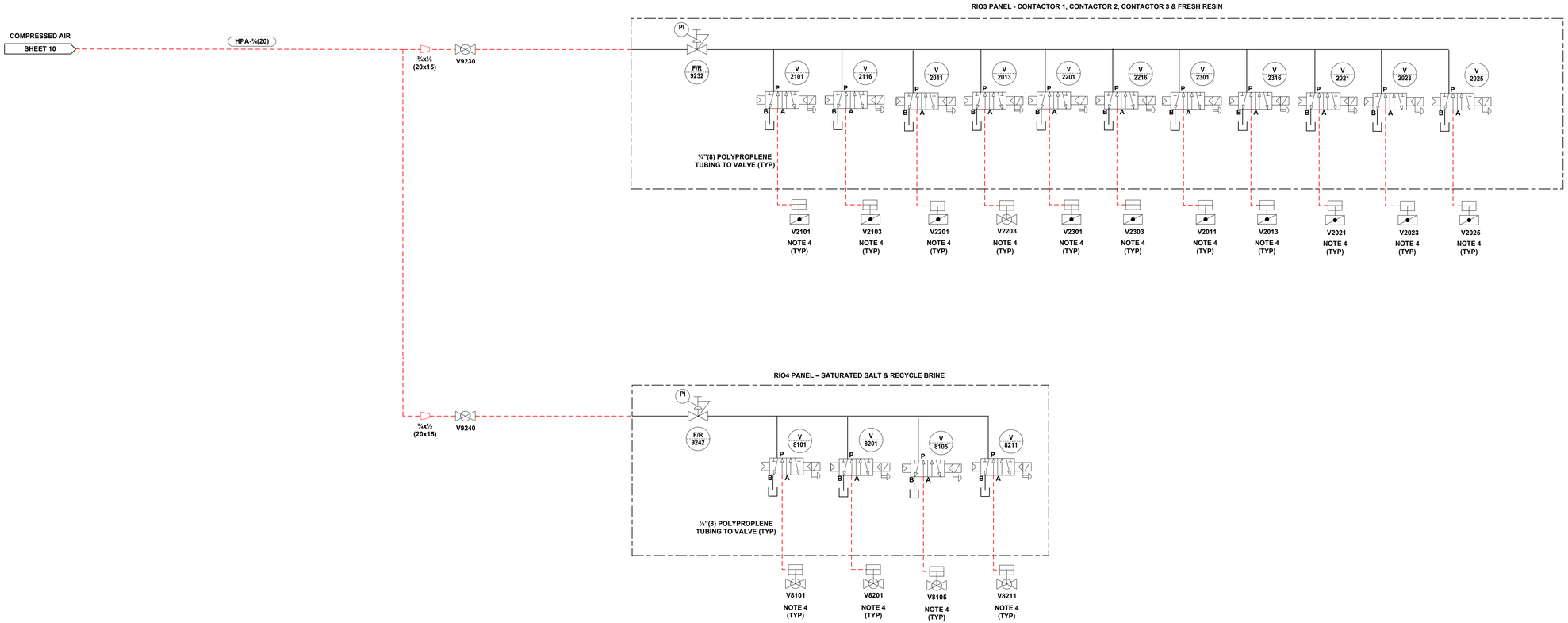
PROJECT: 75 LPS HIGH LEVEL, AB
SERVICE: MIEX® PRE-TREATMENT
TITLE: PIPING & INSTRUMENTATION DIAGRAM COMPRESSED AIR 1

SIZE: B | DWG NO: NAXXXX-03-00-002 | REV: B
SCALE: NTS | SHEET: 10 OF 11

PRELIMINARY



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4. AIR TUBING TO VALVES SUPPLIED / INSTALLED BY OTHERS.

REVISION HISTORY

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CLIENT	N/A		
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UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES

IXOM

PROJECT: 75 LPS HIGH LEVEL, AB
SERVICE: MIEX® PRE-TREATMENT
TITLE: PIPING & INSTRUMENTATION DIAGRAM COMPRESSED AIR 2

SIZE: B | DWG NO: NAXXXX-03-00-002 | REV: B
SCALE: NTS | SHEET: 11 OF 11

APPENDIX B – MIEX EQUIPMENT ESTIMATE

BUDGET EQUIPMENT SUPPLY AND COMMERCIAL PROPOSAL

1.71-MGD MIEX® TREATMENT SYSTEM FOR TOWN OF HIGH LEVEL, AB

DATE: 9 Sept 2024
IXOM DOCUMENT No.: PR-2024-016
REVISION: B

PRESENTED BY:
Mequipco Ltd.
#101, 5126- 126 Ave SE
Calgary, AB T2Z 0H2
Contact: Gareth Wright
(Ph: 587-327-4052)

Rev History

Rev	Status	Date	Prepared	Checked	Approved
A	For Internal Review	3 Sept 2024	GS		
B	Budgetary Proposal Issued	9 Sept 2024	GS	SM	RJS

TABLE OF CONTENTS

SECTION 1: BACKGROUND

1.1 General

IXOM presents our budgetary proposal for the detailed design, supply of equipment and support services for a 1.71 MGD MIEX Treatment System for High Level, AB. Benefits of utilizing a MIEX system include a reduction in coagulation chemical demand, a significant residual sludge reduction, a decrease treated water organics and disinfection by-products, and potentially a more stable free chlorine residual in the distribution system. The plant design (max) flow evaluated in this proposal is 1.71-MGD and an assumed regeneration bed volume (BV) treatment rates of 400 BV which is based on preliminary results from pilot testing.

As outlined in the following sections of this proposal, it details IXOMS scope of supply being offered, namely the following items:

1. Necessary detailed design for MIEX System and Equipment.
2. Generation of detailed design documents, drawings, specifications for the MIEX System.
3. Procurement and fabrication of 1.71 MGD MIEX System equipment components.
4. Delivery of equipment to site only.
5. Onsite professional services to review installation requirements of supplied MIEX System equipment, and provide guidance to equipment installers (sub-contractors to or others).
6. Onsite professional services to support for start-up and commissioning of the MIEX System
7. Onsite professional services for operator training, overview of initial operation and performance verification.
8. Provide project documentation, OM Manuals, as built equipment drawings etc.

1.2 About IXOM Watercare

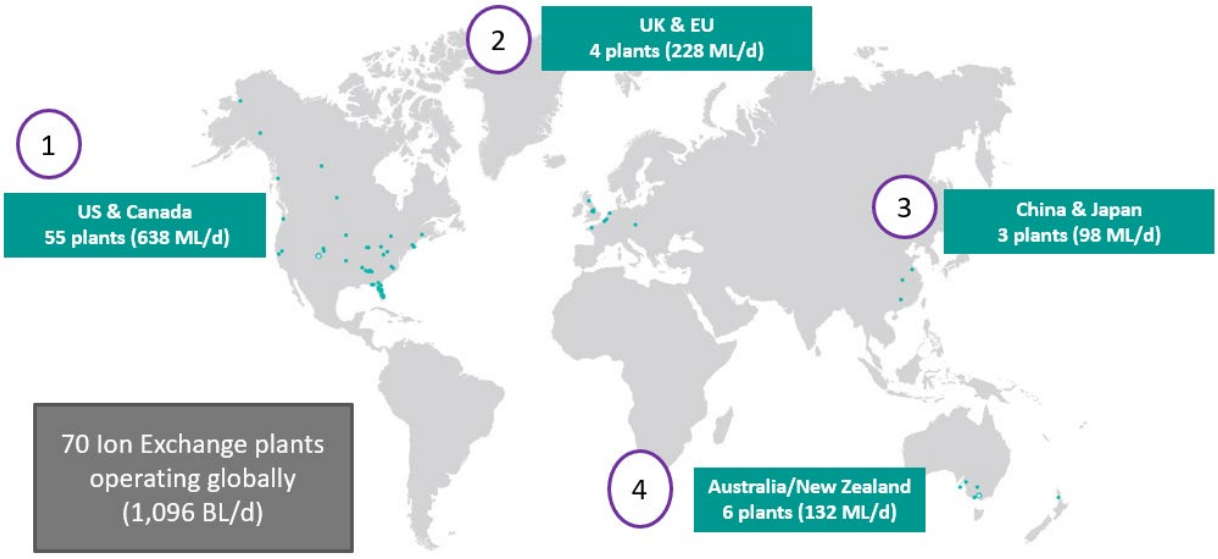
IXOM Watercare operates as a unit of Ixom Pty, Ltd doing business throughout the North America, and corporate headquarters based in Melbourne, Australia. Ixom is a market leader in water treatment and chemical distribution in Australia and New Zealand, with an expanding presence in Europe/UK, Asia, Latin America, and North America. We supply a wide range of products across a diverse range of industries including Water Treatment, Pulp & Paper, Mining, Energy, Industrial, Building & Construction, Plastics, Food & Beverage, Personal Care, Health, Hygiene and Agriculture.

We provide our customers with end-to-end solutions, supported by unique industry and technical expertise, across our full portfolio of products and services. With a focus on growth and innovation, Ixom will ensure we are providing the best possible products and services to our customers, in a bold, decisive, and results-focused manner. We will work every day to help your business succeed by providing end-to-end solutions to solve your challenges.

Ixom has supplied equipment and systems for over 70+ Ion Exchange systems worldwide ranging in capacity from 0.3 MLD up 124 MLD capacity, treating ~1.1 billion liters per day. Another 10 plants are currently in design or construction for through 2024.

Systems have been operating for 20 years treating targeting containments such as:

- Dissolved organic carbon
- Nitrate
- Softening
- Colour (reduction)
- Bromide
- Hydrogen sulphide
- Taste and odour
- Other targeted containments



1.3 MIEX Resin

The name "MIEX®" comes from **M**agnetic **I**on **Ex**change due to the ion exchange resin beads contain a magnetized component within the bead structure. This feature allows the resin beads to act as weak individual magnets and increases the settling rate in the fluidized bed process. Our small resin bead size of around 180-200µm provides a high surface area enabling the resin to bind up a larger amount of Dissolved Organic Carbon (DOC) than compared to larger resin beads.

MIEX Resin has been specifically designed for the removal of DOC from drinking water sources. Negatively charged DOC ions exchange slots with a chloride ion on the resin surface. In this process we exchange a significant removal of DOC for a small increase in the treated water chloride level. Over the time the exchange sites on the MIEX resin become laden with DOC and will require regeneration for continued treatment operations. To accomplish regeneration the resin loaded with DOC undergoes a reversed ion exchange reaction where the resin substitutes chloride ions for DOC when exposed to a saturated brine solution. We have provided a general flow schematic of the overall process for your review on the next page.

MIEX Resin is a strong base anion exchange resins with methacrylate, macroporous matrices. Our resin products are certified to NSF61 standard and all MIEX Resin is produced in ISO 9001 registered manufacturing facilities Ixom Watercare manufactures several products used specifically for fluidized ion exchange processes. MIEX DOC and MIEX® Gold both products

display excellent resistance to organic fouling, but with separate affinities to varying molecular weight fractions which occur in many water sources around the world.

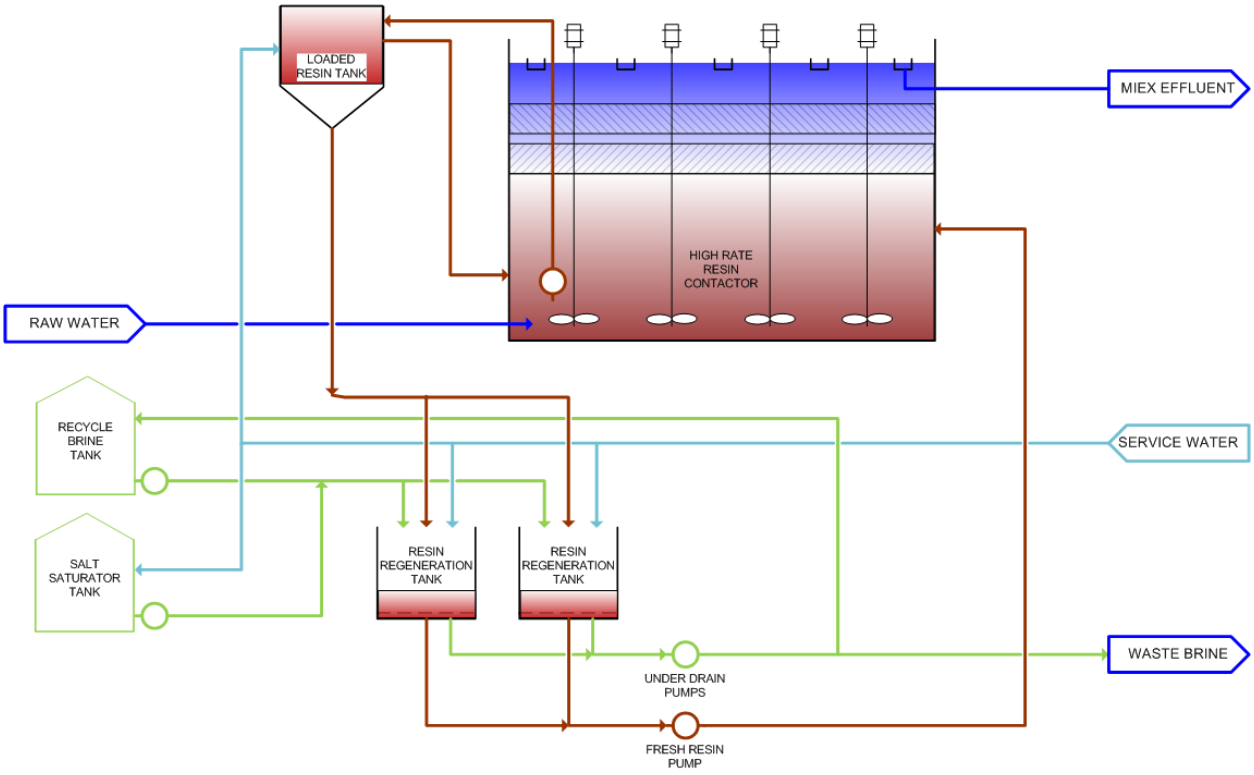


Figure 1: Typical MIEX Process Schematic

SECTION 2: TECHNICAL SUMMARY

2.1 Design Parameters and Preliminary Design

The proposed MIEX System main design parameters are summarized in the table below. MIEX Pilot testing has been carried out by Ixom in the summer of 2023. This preliminary proposal, as previously stated, is subject to change based on additional water quality sample testing. We assume the design shall use regeneration treatment rate of 400 bed volumes (BV) for this preliminary proposal.

Preliminary MIEX® Plant Design Parameters

Plant Variable	Value	Unit	Notes
Max. Daily Water Volume Treated	1.71	MGD	75.0 LPS
No. High-Rate Contactor Vessels	3	Qty	2 Duty / 1 standby. 0.86-MGD capacity each
Contactor Vessel (Circular)	11.0 x 19.5	ft (ID) x ft (H)	FRP Vessels, Circular
Maximum Treatment Rate	400	BVTR	
Number of Regeneration Tanks	3	Qty	6'-0"' (ID) x 9' 9"' (OAH) 2 duty / 1 standby
Resin Volume Regenerated	4,280	gal/day	
Recycle Brine Tanks – Quantity	1	ea	
Recycle Brine Tanks – Capacity	1,000	gal	
Salt Saturator Tanks – Quantity	1	ea	
Salt Saturator Tanks – Capacity	30	Tons	~30 days storage @ 1.7MGD

2.2 Feed Water Envelope and Treatment Performance

The feed water quality data used to develop this proposal comes from the preliminary information supplied to Ixom out of the 2023 piloting effort. As part of commissioning, a performance testing period will be carried out to verify the effluent water quality target(s) and the operational metrics are achieved. As previously stated, the MIEX will be subject to change depending on the design envelope for the feed water. For this BUDGET proposal, all design parameters presented in this document shall not be used for or assumed to be for final design purposes.

SECTION 3: SCOPE OF SUPPLY

This section outlines Ixom's typical scope of supply for a 1.71-MGD System at 400-BV Treatment Rate design.

3.1 Engineering: Process and Equipment Design Documentation

The following types of standard design documentation will be provided in Ixom standard supply formats for the MIEX System:

1 Lot Specification Documents:

1. Specification – Process Description, Design Basis and Scope
2. Specification – Responsibilities Matrix
3. Specification – Control System Functional Description & Sample HMI Screens
4. Specification – Performance Verification
5. Specification – Start-up / Process Commissioning Plan
6. Equipment Data sheets (Ixom forms)

1 Lot Schedule Documents:

1. Schedule – Ixom Equipment Summary
2. Schedule – Ixom Valve Summary
3. Schedule – Ixom Instrument Summary
4. Schedule – Ixom Drive Load Summary
5. Schedule – Ixom I/O List

1 Lot Drawings:

1. Process Flowsheet Mass Balance
2. Process & Instrumentation Drawings (w/ scope breaks)
3. Hydraulic Profile Schematic (Line Type)
4. Tanks/Vessel drawings and arrangements views
5. Equipment skids arrangement views
6. Overall Site Layout and Equipment Arrangement Views
7. Overall Site Interconnecting Piping (Schematic Lines)
8. Electrical panels layout, BoM and wiring

1 Lot Design PM / Review

1. Overall design project management
2. Site visits for design and overall review meetings with Client / Engineer
3. Supporting and providing input for general contractor bid documents generation (by Engineering)
4. Design / HAZOP review studies, if necessary

3.2 Equipment: High Rate Basins and Associated Equipment

Supply of internal equipment for Contactor Basins (installed by others). Each basin supplied with the following internal equipment (all site installed equipment by others):

3 of Contactor Vessels and Equipment:

Supply of three (3) 0.86 MGD High Rate Contactor Vessels constructed from fiberglass reinforced plastic (FRP) operation in 2-duty / 1-standby configuration. Each Vessel is supplied with:

1. Necessary influent, effluent, resin sample, drain nozzles (flanged or threaded) fitted to vessel.
2. Influent Distributor: One (1) internal bottom installed influent distributor constructed from PP piping.
3. Tube Settlers: Layer of plastic constructed tube settlers, overall 36-48" m thick
4. Effluent Troughs: One (1) set effluent collectors, all constructed from fiberglass
5. High Level Switch: One (1) high level switch (installed to side wall nozzle by the contractor)
6. Loaded Resin Collector: One (1) set of components for transferring resin from the contactor vessel to regeneration tank

Miscellaneous associated items with each Contactor Vessel equipment (supplied as loose items):

1. One (1) raw water influent standpipe constructed from stainless steel piping / fittings.
2. One (1) raw water influent standpipe high level switch.
3. One (1) MIEX treated effluent standpipe constructed from stainless steel piping / fitting.
4. One (1) MIEX treated effluent standpipe level (pressure) transmitter.
5. Contactor Recirculation Pumps: Two (2) vertical multistage centrifugal circulation pumps (duty / stand-by). Pump body constructed from ductile iron, with 304 stainless wetted internals.
6. Flowmeter: One (1) recirculation loop mag flowmeter, with local transmitter display
7. Pump Pressure Switches: One (1) set of suction and discharge pressure switches and gauges for each pump.
8. Resin Concentration Sampling (Manual) Equipment: One (1) sample sink system, with all necessary parts.
9. Actuated Process Valves: A set of air operated actuated valves with position feedback; valves constructed from PVC / EPDM.
10. Manual Process Valves: A set of manual operated valves; valves constructed from PVC / EPDM.

1 Lot Loaded Resin Tanks and Equipment:

One (1) Loaded Resin Tank constructed from glass reinforced plastic (GRP) and associated equipment:

1. Tank: One (1) 1,000-gal (approx.) HDPE conical bottom tank to be installed. Tank supplied with aluminum or painted carbon steel support stand. NOTE: Any access / platform for tank supplied BY OTHERS.

2. Loaded Resin Air-lift Pumps: Three (3) shop fabricated loaded resin air-lift pumps, made from PVC Sch 80 piping / fittings.
3. High Level Switch: One (1) high level switch.
4. Actuated Process Valves: A set of pneumatically operated actuated valves with position feedback; valves constructed from PVC / EPDM.
5. Manual Process Valves: A set of manual operated valves; valves constructed from PVC / EPDM.

All tank and associated equipment site installation shall be performed BY OTHERS.

1 Lot Fresh Resin Distribution Tanks and Equipment:

One (1) 200-gal (approx.) fresh resin tank would be required. Tank of stainless or fiberglass construction and supplied by Ixom, each tank will also include:

1. Tank high level switch. One (1) per tank.
2. Air Actuated Process Valves: A set of air operated actuated valves for each resin vessel; valves constructed from PVC / EPDM.
3. Manual Process Valves: A set of manual operated valves; valves constructed from PVC / EPDM.

All tank and associated equipment site installation shall be by OTHERS. Tanks or valves/piping are not skidded supply by Ixom.

3.3 Resin Regeneration Equipment

The following equipment will be part of the packaged regeneration systems supplied by Ixom. Site installation of skid modules shall be BY OTHERS

3 of Regeneration Tanks:

For a 400 BV treatment rate at 1.71-MGD, three (3) regeneration tanks that are connected as a system (2 duty / 1 standby configuration). Each individual regeneration tank consists of the following:

1. Resin Regeneration Vessel: One (1) regeneration vessels of approximate dimensions 6'-0" (ID) x 9-9" (OAH) constructed from FRP.
2. Vessel Agitator: One (1) regeneration vessel agitator units (with standard TEFC motor, gearbox, stainless steel shaft and impeller).
3. Underdrain Pump: One (1) air-operated, non-metallic diaphragm underdrain pump used for separating resin / liquid, constructed from plastic.
4. Level Transmitter: One (1) vessel radar level transmitter.
5. Conductivity Probe: One (1) conductivity probes and transmitters for the vessel underdrain system.
6. Air Actuated Process Valves: A set of air operated actuated valves for each resin vessel; valves constructed from PVC / EPDM.
7. Manual Process Valves: A set of manual operated valves; valves constructed from PVC / EPDM.
8. Skid Frame: One (1) aluminum constructed skid frame for mounting vessels, mixers, instruments, valves, pumps, associated piping and controls. Regeneration skid may be fitted with access stairs and platform with handrails, kick plates, etc. for viewing into regeneration tanks.

9. Resin Process Piping: One (1) set of piping for resin duties on the regeneration skid to distribute resin to and from the regeneration vessels. Piping and fittings constructed from Sch 80 PVC.
10. Brine Process Piping: One (1) set of piping for brine duties on the regeneration skid to distribute brine to and from the regeneration vessels. Piping and fittings constructed from Sch 80 PVC.
11. Service Water Piping: One (1) set of piping for service water duties on the regeneration skid to distribute service water to and from the regeneration vessels. (NOTE: Service water connection supplied BY OTHERS).
12. Service Air Piping: One (1) set of piping/tubing for service air duties on the regeneration skid to distribute compressed air to applicable skid/vessel services. Pipe/tube and fittings constructed from stainless steel and poly tubing.

1 ea. Fresh Resin Pump Skid

One (1) fresh resin pump skid is required, skid consists of:

1. Two (2) low shear pumps (duty/standby configuration) for transferring fresh resin from the regeneration vessels back to the contactor vessels (via the fresh resin splitter tank). (NOTE: This is a common pump skid for all tanks).
2. Pump Pressure: One (1) common pump discharge pressure transmitter.
3. Discharge Conductivity: One (1) common pump discharge conductivity probe and transmitter.
4. Air Actuated Process Valves: A set of air operated actuated valves for each resin vessel; valves constructed from PVC / EPDM.
5. Manual Process Valves: A set of manual operated valves; valves constructed from PVC / EPDM.
6. Skid Frame: One (1) aluminum constructed skid frame for mounting pump, valves, instrument and associated piping.

1 Lots Access and Walkway Platform

System is supplied with one (1) common access stairs and walkway platform (that sits to the side of the Regeneration Tanks):

1. One (1) fabricated set of access stairs constructed from structural aluminum members, aluminum handrail components and GRP grid stair treads.
2. One (1) common tank walkway / access platform constructed from structural aluminum members, aluminum handrail components and FRP grid walkway grating.

3.4 Recycle Brine Tanks and Components

The following equipment will be part of the packaged regeneration systems supplied by Ixom. Site setting and installation of skid modules BY OTHERS

1 Lot One (1) recycle brine tank is supplied.

1. One (1) ~1,400-gal (approx.) recycle brine tank with all required nozzles constructed from HDPE.
2. One (1) brine tank pressure level transmitter.
3. One (1) brine tank high level switch.

4. One (1) set of air operated actuated valves with position feedback for associated recycle brine tank piping; valves constructed from PVC / EPDM.
5. One (1) set of manual valves for associated brine tank piping; valves constructed from PVC / EPDM.

One (1) recycle brine pump skid is supplied:

1. One (1) aluminum constructed skid frame for mounting pump, valves, instrument and associated piping.
2. Two (2) magnetic drive centrifugal pumps (duty/standby configuration) for transferring recycle brine to the resin regeneration module.
3. Pump Pressure: One (1) common pump discharge pressure transmitter.
4. One (1) recycle brine tank/piping conductivity sensor and transmitter.
5. Actuated Process Valves: A set of pneumatically operated actuated valves with position feedback; valves constructed from PVC / EPDM.
6. Manual Process Valves: A set of manual operated valves; valves constructed from PVC / EPDM.

Tank to be installed on concrete foundation BY OTHERS. Pump skid and interconnecting piping with and associated piping/valves will be supplied loose for site installation BY OTHERS.

3.5 Salt Saturator Tank and Components

1 Lot One (1) saturated salt tank and transfer pump(s) are supplied. Tank to be installed on concrete foundation BY OTHERS. Transfer pump(s) and associated piping/valves will be supplied loose for site installation BY OTHERS. Each saturator tank system will consist of:

1. One (1) 30 Ton salt saturator vessel with all required nozzles constructed from FRP. Vessel of flat bottom and domed top design; with access ladder; necessary internal components; translucent strip; anchor chairs or tie downs; lifting lugs; dust collection bag.
2. One (1) magnetic drive centrifugal pumps for transferring saturated brine to the resin regeneration module and Recycle Brine Tank.
3. One (1) pressure level transmitter for controlling water flow to saturator.
4. One (1) vessel high level switch.
5. One (1) set of air operated actuated valves with position feedback for the brine vessel skid; valves constructed from PVC / EPDM.
6. One (1) set of manual valves for the brine vessel skid; valves constructed from PVC / EPDM.

One (1) saturated salt pump skid is supplied:

1. One (1) aluminum constructed skid frame for mounting pump, valves, instrument and associated piping.
2. Two (2) magnetic drive centrifugal pumps (duty/standby configuration) for transferring recycle brine to the resin regeneration module
3. Pump Pressure: One (1) common pump discharge pressure transmitter.
4. One (1) saturated salt tank/piping conductivity sensor and transmitter.

5. Actuated Process Valves: A set of pneumatically operated actuated valves with position feedback; valves constructed from PVC / EPDM.
6. Manual Process Valves: A set of manual operated valves; valves constructed from PVC / EPDM.

Tank to be installed on concrete foundation BY OTHERS. Pump skid and interconnecting piping with and associated piping/valves will be supplied loose for site installation BY OTHERS.

3.6 MIEX Resin Addition Skid

1 Lot One (1) MIEX resin handling system. MIEX resin pump and associated piping/valves will be supplied on an aluminum or stainless steel support frame:

1. One (1) resin container interface device with slurry attachment.
2. One (1) virgin resin educator for transferring from the tank to the resin regeneration module.
3. One (1) set of manual valves; valves constructed from PVC / EPDM.

3.7 Package Air Compressors

1 Lot For 1.71-MGD / 400 BV System: Two (2) 15-HP package air compressor units (duty / standby configuration). All supplied as lose items for site installation (by a general contractor). Each compressor unit will be comprised of:

1. One (1) package rotary screw air compressor and air receiver tank.
2. One (1) low sound enclosure.
3. One (1) coalescing pre-filter unit (prior to drying).
4. One (1) refrigerated air drier.
5. One (1) pressure transmitter to monitor supplied air pressure (common for all).
6. Other features; safety relief valve; high temperature shutdown, motor starter
7. One (1) set of manual piping and manual valves for compressor equipment. Valves constructed from stainless steel / EPDM.
8. Air compressors are supplied with internal motor starter and controls (only require a power feeds).

3.8 Electrical Panels

1 Lot <u>Motor Control Center (MCC)</u>

Motor controls center (MCC) for supplied drives are included in scope of supply by Ixom. Preliminary required motor control loads are listed above in previous section. MCC's Panels supplied with:

1. Motor drives, VFD's and controls as needed.
2. Panel from VFD keypads with HOA type features.

1 ea. <u>Programmable Logic Control Panel</u>

Supply of one (1) stand-alone Programmable Logic Controller (PLC) control panel which will house necessary PLC controls for the MIEX System alone. Supplied with:

1. Power (120 VAC) supply / circuits.
2. One (1) PLC processor, power supply and necessary communication cards.

3. Necessary relays, terminals and other wiring devices.
4. Ethernet switch for communications to motors/drives

Panel supplied as a loose items (not skid installed) for site setting BY OTHERS. Wiring and communications to remote I/O panels, drive VSD, and other plant connections all BY OTHERS

4 ea. Remote I/O Panels

Supply of necessary remote I/O panels for regeneration tank skids, recycle brine and salt saturator equipment, and resin contactor equipment. Panels contain:

1. Power (120V VAC) supply / circuits for associated field equipment devices.
2. I/O cards (analog, discrete) for necessary field equipment devices control signals.
3. Necessary relays, terminals and other wiring devices.
4. Pneumatic controls for field air actuated valves.
5. Ethernet switch for communications.

The regeneration I/O panels are skid mounted with shop installed skid wiring. Other I/O panels are supplied a loose items for site installation and all field wiring to devices in BY OTHERS.

Remote I/O Panels for and Located:

- Contactor Vessels 1 / 2 / 3 (1 of overall)
- Regeneration Tanks 1 / 2 / 3 (1 of per tank)
- Recycle Brine Tanks / Salt Saturator Area (1 of overall)

3.9 MIEX Resin and Regeneration Salt

1 Lot MIEX Resin

Total MIEX Resin initial inventory requirements (for full plant capacities). MIEX Resin is supplied for the initial resin inventory sufficient for system start-up / commissioning, and currently in 1,000 L totes (with 900 L resin each).

1. Additional ongoing operating make-up resin is NOT INCLUDED.
2. Site unloading, storage and handling of resin BY OTHERS.

N/A Regeneration Salt

Salt for resin regeneration is NOT INCLUDED. Any and all initial / ongoing salt supply is BY OTHERS.

3.10 Site Support Services

1 Lot Site Support and Services: Equipment Installation

Onsite support for 2 trips (3 days each) visits during various phases of equipment installation to support the general contractor. Visit is for technical support only (no actual install works included).

1 Lot Site Support and Services: Commissioning, Testing

Onsite support for 20 days for all start-up, testing and commissioning of the MIEX System, initial testing and operator training.

1 Lot Site Support and Services: Post-Commissioning Follow-up Visits

Onsite support for 3 trips (3 days each) visits for MIEX System Operation check, additional training, further process optimization, support, any warranty items etc. over the first 12 months of plant operation.

3.11 Other Items

1 Lot Operation and Maintenance Manuals

System delivered with a full Operations and Maintenance Manual including P&ID's, Plant arrangement drawings, electrical schematics and panel layouts, process equipment cut-sheets and operation/maintenance manuals (to supplier weblinks), and other system information. Electronic copy (PDF files) will be provided.

1 Lot Optional: MIEX Equipment Spares

None included. A list of recommend spare can developed as the project progresses.

1 of Optional: MIEX Water Quality Monitoring

None included (i.e. online UVA).

3.12 General Equipment Comments / Clarifications

Skid/Frame Structure: Equipment skids are constructed from Aluminum unless otherwise specified. Some equipment and pipe supports on equipment skids may be constructed from 304 stainless steel when applicable.

Process Piping: Process piping and fittings that is prefabricated on equipment skids shall be constructed from:

- Sch 80 PVC for MIEX resin duties
- Sch 80 PVC for brine duties
- Sch 80 PVC for service water duties
- Stainless steel 304 sch 10 pipe/fittings for compressed air (for main header line); and nylon or PP tubing for individual lines to equipment items (e.g. from electric solenoid valve to underdrain pump)

Coatings: Scope of supply is based on standard coatings/finishes provided by equipment suppliers (pumps, motors, instruments, etc.).

Anchors: All equipment skids and tanks are designed with footing pads and hold-down features. ALL anchors/hold down bolts, washers, nuts and grout for leveling equipment shall be BY OTHERS unless otherwise noted.

Electrical Assembly of Equipment Skids: Any equipment skids will be pre-wired in the shop as much as practical. Field wiring to equipment skids will be terminated in junction boxes / panels installed on the equipment skids.

SECTION 4: EXCLUSIONS AND SCOPE OF WORKS BY OTHERS

4.1 General

All the items listed in this Section and other Sections where scope has been identified as BY OTHERS or BY BUYER/CONTACTOR are equipment, items, scope, works etc. that are fully carried out by others in terms of supply necessary equipment, materials, consumables and labor to perform the required tasks.

4.2 Ixom Equipment Unloading / Site Setting

The following items or works have NOT BEEN INCLUDED:

1. The unloading, storage and handling of process equipment and resin items supplied by Ixom shall be BY OTHERS.
2. All labor, materials, consumables, construction facilities, site setting and installation of process equipment items supplied by Ixom shall be BY OTHERS.

4.3 Contactor Vessels

The following items or works have NOT BEEN INCLUDED:

1. The design and construction of any concrete foundations (for tanks) or other services required shall be BY OTHERS.
2. Installation of all Ixom supplied internal components shall be BY OTHERS
3. The design and construction of any buildings or structures to house the equipment supplied by Ixom shall be BY OTHERS.
4. The design, supply and installation of any covers, unless specifically noted shall be BY OTHERS.
5. The design, supply and installation of any equipment/component supports, unless specifically noted shall be BY OTHERS.
6. The supply and installation of any general equipment for general power outlets, visual lighting, electrical ground wiring and lightning conductors, etc. around the equipment and access stairs / walkways shall be BY OTHERS.
7. The supply and installation of any protective coatings on concrete foundation/structures that are installed by others shall be BY OTHERS.
8. Dissolved / entrained gas in the raw water feed shall be removed prior to entry into the MIEX System. Provision for gas removal (if required) shall be BY OTHERS.
9. Provisions for raw water grit or other foreign solid material removal (if required) shall be BY OTHERS.

4.4 Raw Water and MIEX Treatment Effluent

The following items or works have NOT BEEN INCLUDED:

1. The supply and installation of any piping, fittings and controls to and from the MIEX Plant boundary; or to and from any upstream or downstream process equipment shall be BY OTHERS.

2. The supply and installation of any transfer pumps, flow measuring devices, automated controls, instruments, electrical equipment, civil structures, buildings, etc. shall be BY OTHERS.
3. The supply of any standalone or online water quality instruments or devices (such as to measure but not limited to TOC, DOC, UVA, Color, Turbidity) shall be BY OTHERS.

4.5 Loaded Resin Tank Equipment

The following items or works have NOT BEEN INCLUDED:

1. Site setting of supplied equipment associated with the tank.
2. Supplying and installation of loaded resin piping from tank outlet to regeneration system shall be BY OTHERS.

4.6 Resin Regeneration Equipment

The following items or works have NOT BEEN INCLUDED:

1. The design and construction of concrete foundations or structures shall be BY OTHERS.
2. The design and construction of any buildings or structures to house regeneration equipment supplied by Ixom shall be BY OTHERS.
3. The supply and installation of any protective coatings on concrete structures shall be BY OTHERS.
4. Supply and installation of resin transfer piping for interconnecting between Ixom supplied equipment items/skids shall be BY OTHERS.
5. Supply and installation of brine transfer piping for interconnecting between Ixom supplied equipment items/skids shall be BY OTHERS.
6. Supply and installation of service water piping for interconnecting between Ixom supplied equipment items/skids shall be BY OTHERS.
7. Supply and installation of compressed air piping for interconnecting between Ixom supplied equipment items/skids shall be BY OTHERS.

- Supply and installation of a service water supply and controls for the MIEX Treatment System shall be BY OTHERS.

8. Supply and installation of residual brine piping from the resin regeneration module to a residual brine storage tank or other location shall be BY OTHERS.
9. Supply provisions for and application of all piping labeling BY OTHERS
10. The supply and installation of a forklift, pallet jack, crane or other lifting/handling device for handling MIEX Resin bulk containers shall be BY OTHERS.

4.7 Electrical and Instrumentation

The following items or works have NOT BEEN INCLUDED:

1. The installation of Ixom supplied Motor Control Center for Ixom supplied pump and agitators.
2. The supply and installation of power supply cabling / equipment to the MIEX Plant location shall be BY OTHERS.
3. The supply and installation of any additional equipment required for a Motor Control Center (MCC) room; building or structures shall be BY OTHERS.

4. Field installation, conduit, cable trays, wiring terminations, etc. of Ixom supplied electrical equipment (e.g. motors, disconnects, instruments, electrical panels, etc.) and associated interconnections shall be BY OTHERS.
5. Any components, wiring, software required for integrating an existing PLC / SCADA control system with the MIEX control system shall be BY OTHERS.

4.8 SCADA / HMI Control System

It is assumed that water treatment plant has an existing SCADA control and operator interface system. This MIEX system and related components, software and programming are assumed to be integrated into the existing customer SCADA system BY OTHERS. Ixom would provide an overall specification document which outlines recommended SCADA/HMI features required for a MIEX System. The SCADA/HMI system integrator will use this to develop the necessary MIEX system sections.

4.9 General Items

The following items or works have NOT BEEN INCLUDED:

1. Necessary permits and/or governmental agency approval shall be BY OTHERS.
2. The supply and installation of a potable water supply, valves and controls to the MIEX Plant location shall be BY OTHERS. Potable (service) water max pressure: 3-4 bar.
3. The supply and installation of a services (compressed air, water) piping, and other valves shall be BY OTHERS.
4. The supply and installation of floor drains, any storm water or other underground drainage shall be BY OTHERS.
5. The supply and installation of any general operator amenities, office equipment, laboratory equipment, etc. shall be BY OTHERS.

SECTION 5: COMMERCIAL PROPOSAL

5.1 IXOM Scope of Supply

Section 3 provides an overall scope of supply summary in terms of process equipment items and services being supplied by IXOM. Only explicit items listed in the Scope of Supply are included by IXOM. Items that maybe shown in preliminary design drawings/documents generated by IXOM that are not explicitly listed in Section 3 are not included in IXOM scope of supply (i.e. walkway platforms, concrete basins, etc.).

5.2 Site Installation

All site installation of IXOM supplied equipment is BY OTHERS. Some site visits during equipment installation are included in the scope of supply as outlined in Section 3. These are professional type visits providing guidance. No physical work is carried out or included.

5.3 Professional Services Allowances

As detailed in Section 3, IXOM has allowed for the set number of days for the activities listed. Days beyond those listed will be charged in addition at standard daily rates.

5.4 Training

Scope is based on all training performed by IXOM occurring at the works and during commissioning and testing phases. No other special trips or training occurring at other locations have been allowed for. Assumed all necessary operations and WTW staff will be available all at the same time for scheduled training classes / segments.

5.5 Documentation

System will be delivered with a full Operations and Maintenance Manual including P&ID's, Plant arrangement drawings, electrical schematics, panel layouts, process equipment cut-sheets, operation/maintenance manuals, and other system information for IXOM scope of supply.

5.6 Equipment Warranty

A warranty period of 12 months (from completion date) has been allowed for. Equipment warranty offered covers supply of parts only (delivered too site). Site labor requirements for change out / replacement of parts is not included. Specific timeframes upon which defects are to be corrected (based on defect classification/levels) have not been factored in. NOTE: IXOM does not store any parts; replacement parts are ordered from suppliers.

5.7 Spares

Currently no equipment spares are included. As the project develops, a recommended list can be supplied.

5.8 Equipment Delivery and Storage

Delivery to site included in IXOM budget estimate. Which is based on:

1. All equipment shipped to site.
2. All year round road access is possible (i.e. no ice roads accounted for)
3. A General contractor will off-load all the equipment and supply all necessary equipment and labour.
4. No temporary off-site equipment storage has been allowed for (i.e. if there was delay in site being able to accept equipment).
5. Resin may be shipped separately closer to the time when needed during commissioning.
6. Any general equipment packaging of the likes but not limited to wooden crates, plastic / shrink wrapping, cardboard boxes etc. Its assumed there will be an overall mechanism to dispose of onsite that's part of the larger project available, and specific removal of packaging materials will not be required.

5.9 Price Offering

In summary, IXOM scope of supply includes:

- Completion of detailed design documentation
- Procurement of process equipment components
- Procurement and fabrication of contactor vessels and equipment
- Procurement and fabrication of regenerations equipment skid and
- Procurement and fabrication of brine tanks and equipment skids
- Procurement and fabrication of miscellaneous equipment skids equipment
- Shop / FAT testing and inspection of equipment
- Delivery of all equipment to site / initial resin inventory
- Onsite support for start-up and commissioning
- Onsite support for operation of performance testing
- Onsite operator training
- Project documentations, as built drawings, OM manuals etc.

Removed two regeneration systems (reduce price by 2 x 222,000 USD) Conversion of 1.38 CAD = 1 USD

Assume removal of one contactor will be approx $400,000

Scope of Supply items	Budget Price (USD)
The Total Lump Sum Costs for, Equipment Procurement and Fabrication, Delivery, Onsite Services During Installation, Start-up, Commissioning and Performance Verification, Initial Resin Inventory, Operator Training, Documentation.	$ 2,556,000

Price Validity:	Not applicable, indicative budgetary pricing provided. Inflationary market environment should be accounted for in the project timeline.
Additional Field Service	Additional field service beyond the services indicated in the Proposal is available at USD $1,250 per day on site per person plus travel and living expenses at cost plus 15%
COVID-19	IXOM will agree to follow all provincial / regional health and safety regulations in effect at the time the IXOM site services are requested, and as provided to IXOM at the time; however, these cannot be anticipated at the time of bid. Any additional requirements regarding quarantine (i.e. entering Canada or regional requirements), testing,

	confinement, etc. are not included in the site services quoted in this proposal and any delays that may result.
Equipment Shipment:	The price includes delivery of all equipment to site. All equipment and labor for off-loading equipment is provide all BY OTHERS.
IXOM Standard Payment Terms:	20% with Issuance of Purchase Order 10% with Issuance of all Submittals 50% with Delivery of Equipment and Resin Inventory, partial and/or staged shipments allowed 10% Upon Completion of Equipment Installation 10% Upon Successful Commissioning and Testing
Taxes:	The Price excludes sales tax, HST, GST or other imposed taxes/duties by law
Terms & Conditions	Scope and price offering are based only on IXOM standard terms and conditions of sale, see Attachments. No allowance for liquidated damages have been included in the Ixom scope of supply and pricing. Ixom has described it's equipment warranty (12 months) and terms and conditions (see attachments).

5.10 Schedule (Preliminary)

Shop Drawings:	8-10 weeks after full acceptance of a purchase order
Equipment Fabrication	30-34 weeks after approval of all Final Submittals / Shop Drawings

NOTES:

1. These are tentative timeframes for MIEX System of this size / capacity. All durations and schedules subject to final conformation.
2. Based on Ixom standard equipment design. Changes from standard design / components can alter timeframes.
3. Staggered shipments based on overall construction schedule (TDB) by a general contractor shall be allowed.

SECTION 6: ATTACHMENTS

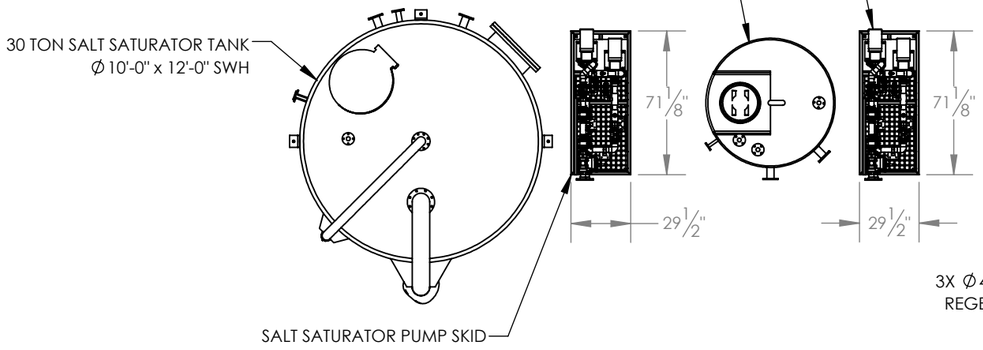
Following attachments are included:

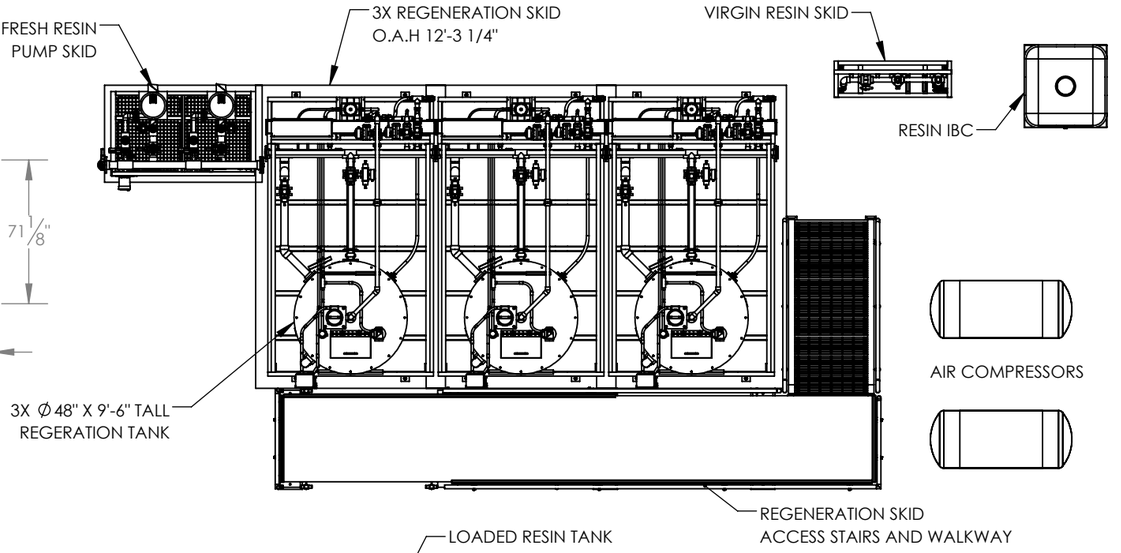
1. Preliminary Equipment Footprint
2. IXOM Standard Terms and Conditions
3. Equipment Warranty

END OF DOCUMENT

PRELIMINARY

NOT TO BE USED FOR BUILDING DESIGN OR SCOPE DETERMINATION

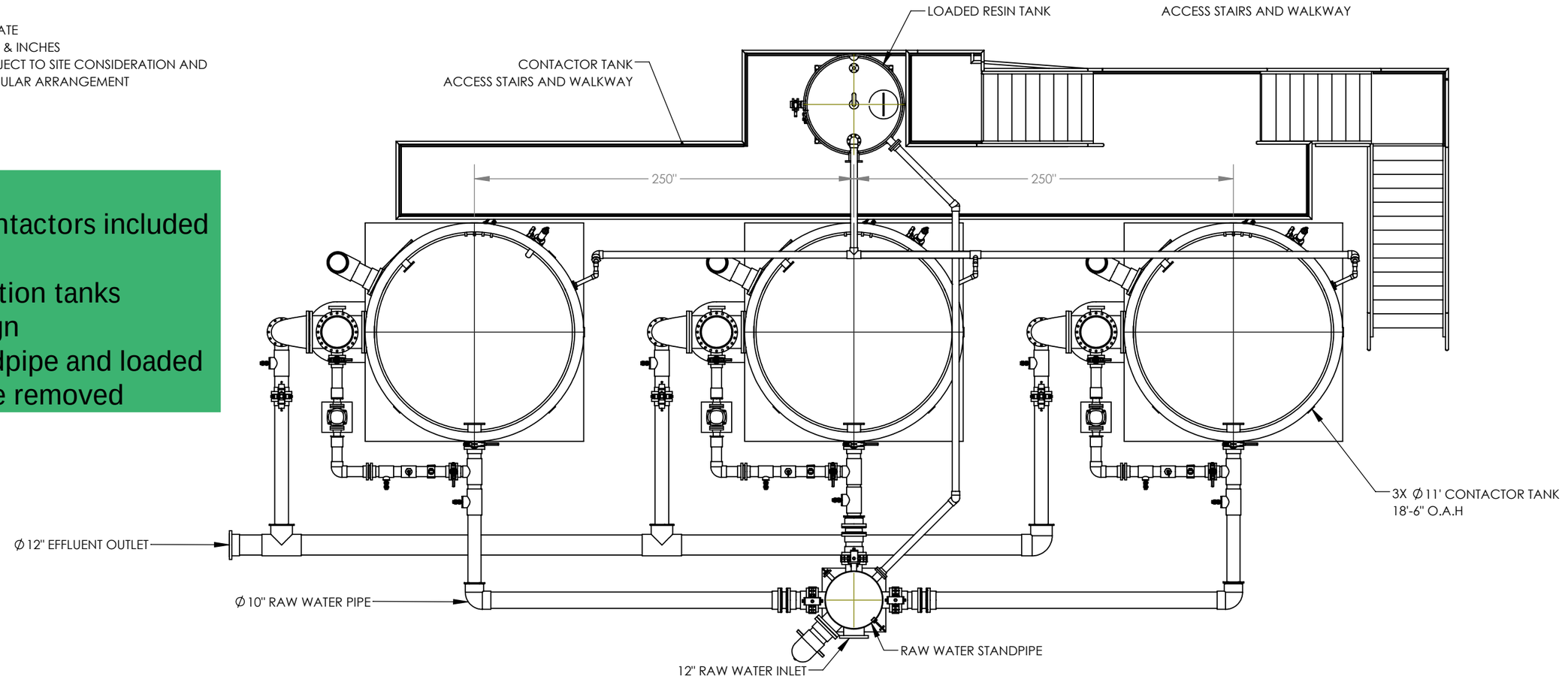




NOTES:

1. ALL DIMENSIONS APPROXIMATE
2. ALL DIMENSIONS ARE IN FEET & INCHES
3. EQUIPMENT LOCATIONS SUBJECT TO SITE CONSIDERATION AND NOT GIVEN FOR ANY PARTICULAR ARRANGEMENT

AE Note:
Only 2 MIEX contactors included in design
Only 2 regeneration tanks included in design
Raw water standpipe and loaded resin tank will be removed



REVISIONS

REV	REVISION DESCRIPTION	DATE	CHANGED	CHECKED	ENGINEER
A	PRELIMINARY - FOR REVIEW	08-30-24			

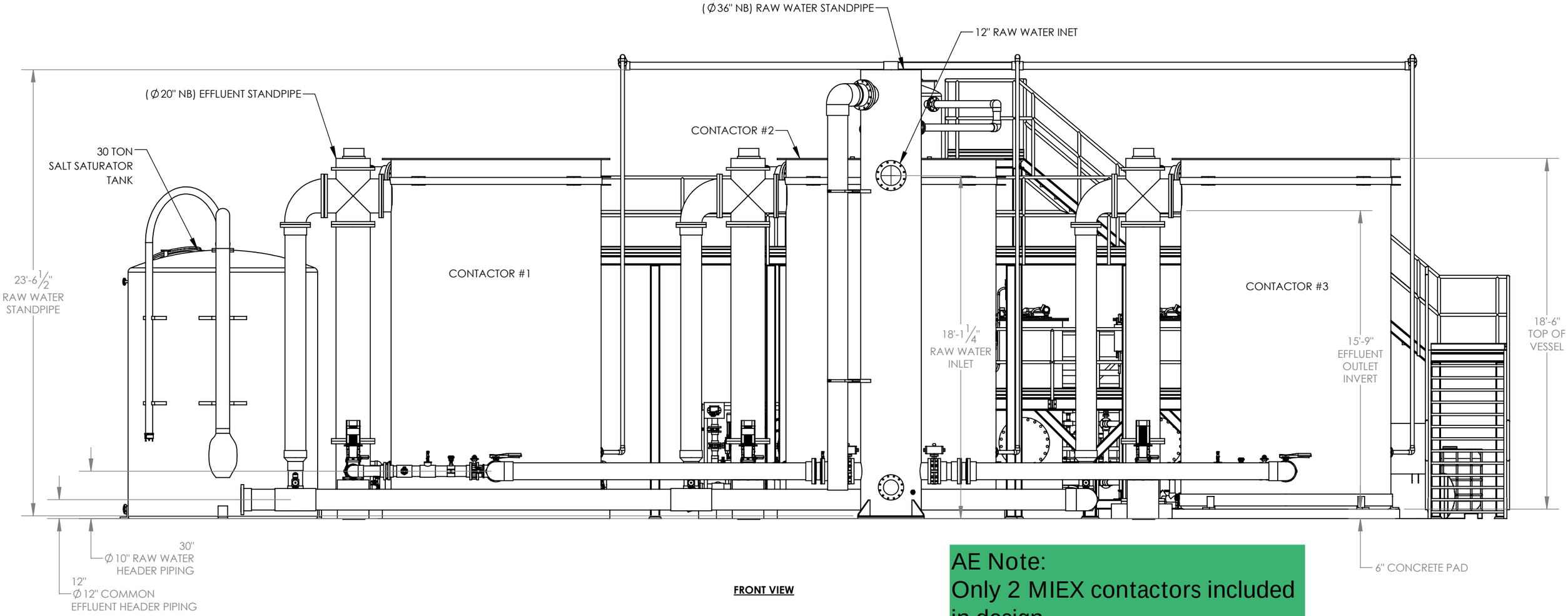
STAMP

	SIGNATURE	DATE
DRAWN BY	S. PADIAS	08/30/24
CHECKED BY		
ENGINEER		
DISCIPLINE ENGR		
CLIENT		
PROJECT NO.	NAXXXX-HIGH LEVEL, AB	
PROJECT MGR		
FILENAME	NAXXXX-05-00-001	

TOLERANCE
FRACTION ± 1/8
DECIMAL: .XX ± 0.03
DECIMAL: .XXX ± 0.010
ANGULAR ± 1°

IXOM WATERCARE
8150 S. AKRON ST. SUITE 401
CENTENNIAL, CO 80112

PROJECT	NAXXXX-HIGH LEVEL, AB
SERVICE	MIEX® PRE-TREATMENT
TITLE	**MIEX® SYSTEM GENERAL ARRANGEMENT 1.71 MGD SITE LAYOUT**
SIZE	B
DWG NO.	NAXXXX-05-00-001
REV	A
SCALE	1:75
SHEET	1 OF 3



FRONT VIEW

AE Note:
Only 2 MIEX contactors included in design
Only 2 regeneration tanks included in design
Raw water standpipe and loaded resin tank will be removed

STAMP		SIGNATURE	DATE
	DRAWN BY	S. PADIAS	9/15/2023
	CHECKED BY	S. VIGIL	
	ENGINEER	S. MITCHELL	
	DISCIPLINE ENGR		
TOLERANCE	CLIENT		
FRACTION ± 1/8 DECIMAL: XX ± 0.03 DECIMAL: XXX ± 0.010 ANGULAR ± 1°	PROJECT NO.	NAXXXX-HIGH LEVEL, AB	
	PROJECT MGR		
	FILENAME	NAXXXX-05-00-001	

IXOM WATERCARE
8150 S. AKRON ST. SUITE 401
CENTENNIAL, CO 80112

UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES

PROJECT	NAXXXX-HIGH LEVEL, AB
SERVICE	MIEX® PRE-TREATMENT
TITLE	**MIEX® SYSTEM GENERAL ARRANGEMENT 1.71 MGD SITE LAYOUT**
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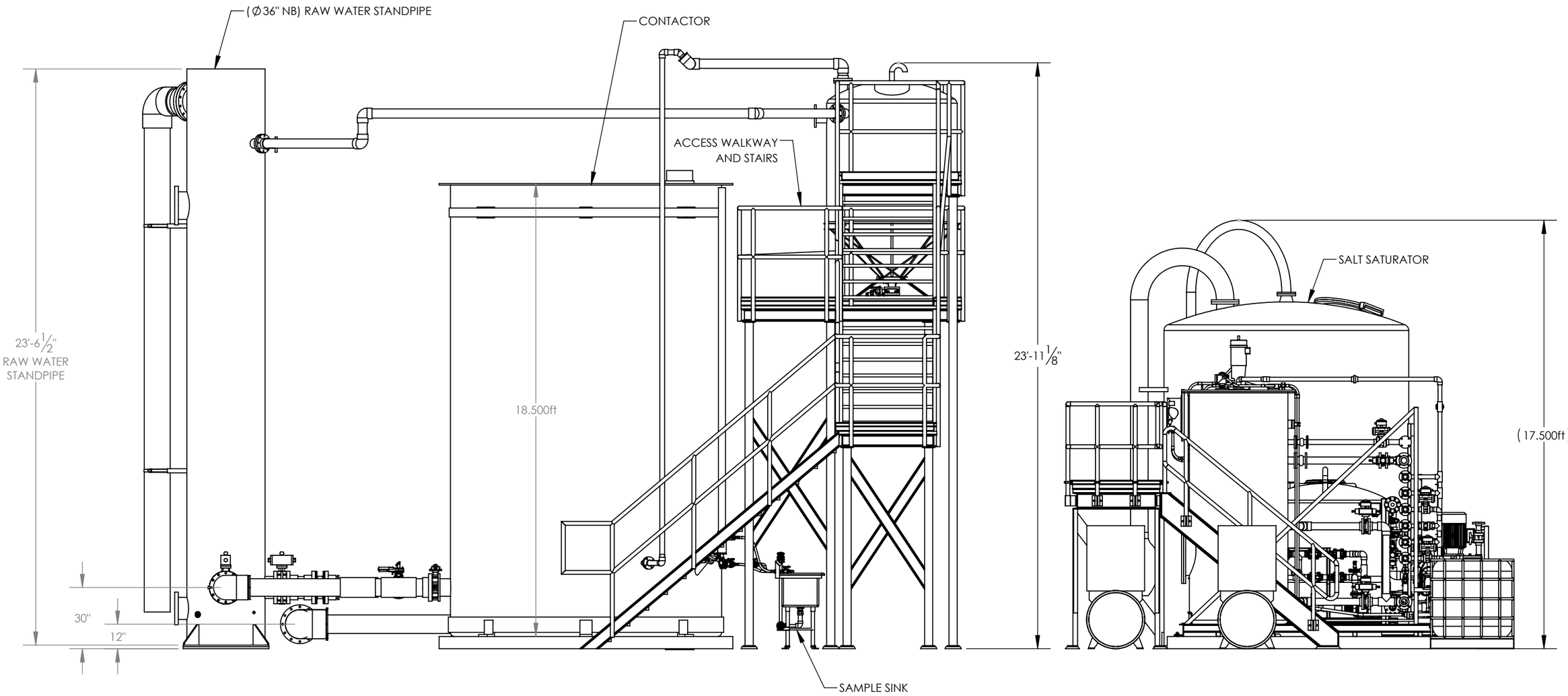
DWG NO.	NAXXXX-05-00-001
REV	A
SCALE	1:60
SHEET	2 OF 3



RIGHT SIDE VIEW

STAMP		SIGNATURE	DATE
	DRAWN BY	S. PADIAS	9/15/2023
	CHECKED BY	S. VIGIL	
	ENGINEER	S. MITCHELL	
	DISCIPLINE ENGR		
TOLERANCE	CLIENT		
FRACTION ± 1/8 DECIMAL: .XX ± 0.03 DECIMAL: .XXX ± 0.010 ANGULAR ± 1°	PROJECT NO.	NAXXXX-HIGH LEVEL, AB	
	PROJECT MGR		
	FILENAME	NAXXXX-05-00-001	

IXOM WATERCARE
8150 S. AKRON ST. SUITE 401
CENTENNIAL, CO 80112

UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES

PROJECT	NAXXXX-HIGH LEVEL, AB
SERVICE	MIEX® PRE-TREATMENT
TITLE	**MIEX® SYSTEM GENERAL ARRANGEMENT 1.71 MGD SITE LAYOUT**
SIZE	B
DWG NO.	NAXXXX-05-00-001
REV	A
SCALE	1:50
SHEET	3 OF 3

GENERAL TERMS AND CONDITIONS OF SALE

These terms and conditions (collectively, "Terms and Conditions") govern all sales of products, equipment and services (collectively, "Goods") agreed to be supplied by IXOM Watercare Inc ("Seller") to any person to whom any quotation is made or who is offering to contract with the Seller ("Buyer"). The Terms and Conditions are incorporated into any order, offer, arrangement or understanding between the Seller and the Buyer (including pursuant to a quotation or letter of offer accepted by the Buyer) as well as any quotation or invoice or any other document to which they are attached (individually and collectively "Order"). All purchases by Buyer are expressly limited and conditioned upon acceptance of the Terms and Conditions and without limiting any other mode of acceptance, Buyer's acceptance of the Goods manifests Buyer's assent to the Terms and Conditions and the credit terms offered by Seller. Seller objects to and rejects any provision additional to or different from the Terms and Conditions that may appear in Buyer's purchase order, acknowledgement, confirmation, writing or in any prior or later communication from Buyer to Seller, unless Seller expressly agrees to such provision in a written amendment signed by Seller. An Order together with these Terms and Conditions are herein referred to as "Contract".

1. PRICES; TAXES; PAYMENT TERMS; DEFAULT.

(a) Prices for Goods and any adjustments to such prices shall be determined in accordance with Seller's final pricing letter or offer forming part of the Contract which has been accepted by Buyer ("Price").

(b) Prices do not include any sales, use, excise, privilege, or other taxes or assessments imposed on the Goods sold hereunder and unless Buyer provides proof of exemption satisfactory to Seller, such may be added to the price of the Goods.

(c) Subject to Section 1(e) and unless otherwise agreed in writing, payment terms are net 30 days from date of invoice. Payments not received when due shall incur service charges at the rate of 1½% per month (18% per annum) until paid, compounded on a daily basis.

(d) If any of the events set out in this Section 1(d)(i) through (v) below occur, Seller reserves the right, among other remedies, to delay or suspend further shipments or require full or partial cash payment in advance until all sums due have been paid. Buyer shall be liable for all costs and expenses incurred by Seller in collecting any overdue amounts, including without limitation reasonable attorneys' fees..

(i) Buyer defaults in any payments or is unable or states that it is unable to pay its debts as and when they fall due.

(ii) Buyer commits an act of bankruptcy, files a voluntary petition in bankruptcy or has filed against it an involuntary petition in bankruptcy or has a trustee, receiver, liquidator, custodian, conservator, manager, controller or voluntary administrator appointed in respect of Buyer's estate or any part of Buyer's property or assets.

(iii) Buyer passes a resolution for its winding up or enters into liquidation or has an application for winding up filed against it.

(iv) Buyer makes an assignment for the benefit of its creditors.

(v) Buyer experiences any analogous event having substantially similar effect to any of the events listed above.

(e) Notwithstanding Section 1(a), Seller may at any time in its sole and unfettered discretion and without being under any duty or obligation to assign reasons, review, alter or terminate Buyer's credit limit or payment terms without notice. Without limiting the generality of the foregoing, the decision of Seller shall be final and Seller accepts no liability or responsibility for any loss, howsoever arising, incurred by Buyer due to the operation of this condition.

2. SHIPMENT; DELIVERY AND RESPONSIBILITY TO PURCHASE.

(a) Unless agreed otherwise in writing, all shipments are F.C.A. Seller's or its sub-contractor's warehouse. Shipping dates are estimates only and are subject to Seller's lead time policy. Seller shall make all reasonable efforts to have Goods delivered to Buyer on or about the date or within the time frame of the Order but Seller shall not be liable for any failure or delay in delivery for any reason. Buyer is responsible for disposing of all non-returnable containers and shipping materials

(b) Purchase orders issued by Buyer and placed with Seller are irrevocable and Buyer is contractually obliged to take delivery and pay for all Goods ordered and supplied or made available by Seller pursuant to such purchase order. If Seller does not receive forwarding instructions sufficient to enable it to dispatch Goods within fourteen (14) days after notice to Buyer that such Goods are ready, Buyer shall be deemed to have taken delivery from such date and shall be obliged to pay reasonable storage charges payable on demand. Unless otherwise agreed upon by the parties in writing, if Buyer does not accept delivery or collect Goods from Seller when made available at the agreed delivery point in accordance with the Contract, Buyer also will pay Seller for storage costs and reimburse Seller for any demurrage, transport or futile delivery costs incurred by Seller.

3. TITLE; RISK OF LOSS OR DAMAGE.

Title to and risk of loss of the Goods shall pass to Buyer upon delivery to the carrier at point of shipment.

4. INSPECTION; ACCEPTANCE.

Buyer shall promptly examine the Goods for any damage or shortage or failure of the Goods to comply with the Seller's standard sales specifications or the specifications contained in or referenced in the Contract. All claims for damage or shortage of Goods shall be deemed waived unless made in writing and received by Seller within 30 days of delivery of the Goods. If Buyer finds that any of the Goods do not comply with the specifications, Buyer may, at its option, reject that portion of the Goods that fail to comply by providing Seller with a notice made in writing and received by the Seller within 30 days of delivery of the Goods. Failure to timely deliver written notice of any such claim or rejection of the Goods within the warranty period specified in this clause 4 shall be deemed an absolute and unconditional waiver of such claim for damage or shortage or a right to reject such Goods and all claims related thereto and shall constitute an unqualified acceptance of such Goods, irrespective of whether the facts giving rise to such claim shall have then been discovered or of whether use or application of the Goods shall have then taken place.

5. **RETURNS.**

Returned Goods shall not be accepted unless Buyer obtains prior written approval and transportation instructions from Seller. All Goods returned to Seller must be in full containers or cases, unopened and in the same condition as when delivered. If a return is approved by Seller, Goods may be returned for exchange or credit only. Seller shall give no cash refunds for returned Goods. Approved returned Goods are subject to a restocking charge of 15% of the invoiced value of such Goods and Buyer shall pay all transportation charges.

6. LIMITED WARRANTY.

(a) Subject to Section 6(e) and Section 7 below, Seller warrants title and that the Goods shall conform to Seller's standard sales specifications in effect at the time of manufacture or the specifications agreed by the parties in writing and contained or referenced in the Order. Equipment components not manufactured by Seller which are incorporated in the Goods may, if specified elsewhere in the Contract, be subject only to warranties of Seller's vendors and Seller hereby assigns to Buyer all such rights in such vendor's warranties and will provide reasonable assistance in enforcing such rights.

(b) Buyer is solely responsible for determining that the Goods and their specification and scope are appropriate for Buyer's intended use. Any advice or recommendations by Seller with respect to the Goods or the use of the Goods are provided in good faith based on tests or experience believed to be reliable but such advice or recommendations are not warranted. Buyer agrees that it is responsible for ensuring that Goods that comply with the warranties in Section 6(a) are fit and suitable for its purposes, requirements, processes, plant and equipment.

(c) To the maximum extent permitted by law, Seller makes no other representation or warranty of any kind, and hereby expressly disclaims all other representations or warranties, express, implied, statutory or arising from a course of dealing, usage of the trade or otherwise, including without limitation any representation or warranty as to merchantability, fitness for a particular purpose, or any other matter with respect to the goods, whether used alone or in combination with any other goods, substances processes or materials or services.

(d) In the event the exclusion of some or all of such warranties under section 6(c) for certain goods subject to this contract would be illegal, any additional warranty would be limited to the warranty required by applicable law and to the extent permitted by such law, would be subject to section 6(e) and section 7, and is conditioned upon use in accordance with label directions under normal conditions reasonably foreseeable to seller with buyer assuming the risk of any use contrary to label directions, under abnormal conditions or under conditions not reasonably foreseeable to seller.

(e) Seller's sole liability and Buyer's sole remedy for breach of warranty are specifically limited to the repair of the goods (or re-performance of services when applicable) or the cost thereof where Seller fails to perform such repair necessitate by a breach of warranty, and such liability and remedy are exclusive of all other liabilities and remedies. Should these remedies be found inadequate or to have failed of their essential purpose for any reason whatsoever, Buyer agrees that the return of the amount paid by buyer to seller for the purchase of the goods which fail to conform with the warranties set forth in section 7 shall be considered a fair and adequate remedy and prevent the remedies from failing of their essential purpose.

7. LIMITATION OF LIABILITY.

(a) The liability of Seller and its affiliates to Buyer under and in connection with the Contract is limited to the price allocable to the Goods giving rise to the claim and in no event shall the cumulative liability of Seller howsoever arising,

whether under warranty, contract, tort, negligence, strict liability, indemnification, defense or any other cause or combination of causes whatsoever, exceed the total payments received from Buyer under the Contract in connection with the Goods.

(b) To the extent permitted by law and not withstanding any provision to the contrary in the contract, Seller shall not be liable for special, indirect, incidental or consequential damages, including without limitation, and loss of profits. Loss of business revenues, loss of capital, failure to realize expected profits or savings, overhead costs, loss by reason of service interruption or increased expense of operation, loss of goodwill, loss of reputation, loss of value in any intellectual property, damages or liquidated sums payable pursuant to other agreements or to other third parties, other economic losses, whether arising under warranty, contract; negligence (including negligent misrepresentation) or other tort, strict liability, breach of statute, indemnification, or any other cause or combination of causes, including any theories of concurrent liability arising from a duty of care by operation of law or otherwise.

8. **SAFE STORAGE HANDLING AND USE; ASSUMPTION OF RISK; INDEMNIFICATION**.

Buyer acknowledges that it is familiar with the risks associated with the storage, handling and use of Goods and any waste resulting therefrom. Accordingly and notwithstanding anything to the contrary set forth in the Contract, Buyer covenants and warrants and shall ensure that (i) that it and its employees, agents, carriers and customers are familiar with and adhere to all necessary and appropriate precautions and safety measures to safely store, handle or use the Goods; (ii) it and its employees, agents, carriers and customers shall comply with all applicable Laws, including without limitation, environmental laws and regulations pertaining to the storage, handling and use of Goods; (iii) shall obtain and comply with all required permits and licenses. Seller takes no responsibility for, and Buyer assumes all risks associated with waste characterization, regulatory status and chemical composition of any product, process, material, waste or substance into which the Goods are incorporated or applied. Without limiting the foregoing, Buyer shall further ensure that all storage tanks, vessels, and pipes, hoses and valves and other components used by Buyer or its employees, agents, carriers and customers to store, handle and transfer Goods which are bulk chemicals are properly installed and maintained to prevent injury, death or loss of containment during storage, handling and transfer of such Goods. If Buyer resells or distributes Goods to third parties, Buyer assumes responsibility for ensuring that it provides detailed instructions to such third parties regarding safe storage, handling and use of those Goods and any Storage Items or packaging in which such Goods are stored. To the maximum extent allowed by law, Buyer assumes all risks and liability whatsoever for all injuries, losses and damages to persons or property or otherwise and shall indemnify, defend and hold harmless Seller and Seller's employees and agents against all claims, damages, losses, costs, liabilities, and other expenses (including investigation and attorneys' fees) that Seller incurs or may be obligated to pay as a result of (i) Buyer's, its employees', agents', carriers' or customers' handling, possession, further processing, storage, use treatment, transportation, disposal, sale or other use or disposition of the Goods, whether used alone or in combination with other products, materials, substances or wastes, (ii) Buyer's, its employees', agents', carriers' or customers' violation or alleged violation of any Law, or (iii) Buyer's breach of any of its obligations set forth herein.

9. FORCE MAJEURE. Shipments or deliveries may be totally or partially suspended or delayed by Seller during any period in which the Seller may be prevented or hindered from manufacture, delivery or supply through any circumstances outside Seller's reasonable control or where such manufacture, delivery or supply is rendered materially more expensive by such circumstances. Circumstances beyond Seller's reasonable control shall include, without limitation, strikes, lockouts or other labor difficulty; acts of carriers; acts of God; acts of civil or military authorities; acts or omissions of Buyer; war; riot; fire; explosion; acts of terrorism; flood; any inability to obtain or lack of any necessary or adequate materials, inputs, fuel, power, labor, equipment, containers, facilities or services on usual terms; power or water shortage; accidents or breakdowns or failures of plant or machinery or apparatus; delays, congestions or blockages at sea ports or transport depots or software, hardware or communication network; changes in applicable Laws; or any other event, whether or not enumerated herein, beyond the reasonable control of Seller that makes impractical the manufacture, transportation or shipment of the Goods or of a material or other resource upon which the manufacture, transportation or shipment of the Goods depends. Seller shall not incur any liability to Buyer in respect of such suspension.

10. **INTELLECTUAL PROPERTY**.

Seller is the sole and exclusive owner of the Intellectual Property in the Goods and processes incorporated in such Goods, and the rights attached to that Intellectual Property. Nothing herein grants to Buyer any right, title or interest in or to any of the Intellectual Property in the Goods. Buyer shall not claim to have acquired any right, title or interest to the Intellectual Property in the Goods by virtue of purchasing Goods sold hereunder. Buyer shall not deconstruct, reverse compile or reverse engineer the Goods in any way for the purpose of deciphering or replicating the chemical composition of the Goods. As used herein, "Intellectual Property" means any intellectual or industrial property right anywhere in the world including, without limitation, any patent, patent application, utility model, copyright (including copyright in manuals, databases, and promotional materials), registered design and other design rights, unpatented secrets and innovations, confidential information, and any other rights that may subsist anywhere in the world in improvements, inventions and other manufacturing processes or technical and other information of Seller. Buyer shall not resell, distribute or supply the Goods to any third party for any reason without Seller's prior written consent

11. CONFIDENTIALITY; ENTIRE AGREEMENT; AMENDMENTS; CHANGES TO TERMS AND CONDITIONS.

(a) All information that Buyer acquires from Seller hereunder, directly or indirectly, and all information that arises out of the sale of the Goods hereunder, concerning such Goods and/or proprietary processes involved, including information concerning Seller's current and future business plans, information relating to Seller's operations, know-how, and other

Seller-furnished information shall be deemed Seller's "Proprietary Information". Buyer shall (a) hold Seller's Proprietary Information in strictest confidence, (b) not disclose it to others, (c) use it solely for purposes of this Agreement and (d) upon Seller's request, either promptly deliver to Seller all such Proprietary Information that is in written, electronic or other form, including copies and summaries, or, at Seller's option, destroy such Proprietary Information and provide Buyer certification of such destruction. The obligations under this Section shall survive the expiration or termination of the Contract.

(b) The Contract constitutes the entire agreement of the parties with respect to the purchase and sale of Goods and supersedes and excludes all prior and other discussions, representations (contractual or otherwise) and arrangements relating to the supply of Goods, including but not limited to, those relating to the performance of Goods or results that ought to be expected from using the Goods. Nothing in the Terms and Conditions is

12. **GOVERNING LAW**.

The rights and duties of the parties and any dispute regarding the sale of Goods covered hereby shall be resolved according to the laws of the state of Colorado, without regard to its conflicts of law provisions. Buyer hereby agrees to submit to the non-exclusive jurisdiction of the courts in the state of Colorado. Any controversy or claim arising out of or relating to the sale of Goods or the dealings between the parties shall be settled exclusively by arbitration in Denver, Colorado by a single arbitrator pursuant to the American Arbitration Association's Commercial Arbitration rules then in effect, and judgment upon the award shall be entered in any court having jurisdiction thereof. The prevailing party in any arbitration proceeding shall be entitled to recover its reasonable attorneys' fees and costs, in addition to any other relief obtained.

13. WAIVER.

No failure to exercise nor any delay or omission in exercising any right, power or remedy by Seller operates as or constitutes a waiver. A single or partial exercise by Seller of any right, power or remedy does not preclude any other or further exercise by it of that or any other right, power or remedy. A waiver is not valid or binding on Seller unless made in writing. No failure by Seller to exercise, nor any delay or omission by Seller in exercising any right, power or remedy nor any representation made or conduct carried out by Seller under the Contract or in connection with the supply of Goods or any of them shall constitute or provide grounds for a common law or equitable estoppel.

14. SEVERANCE.

If any provision of the Terms and Conditions or its application to any person or circumstances is or becomes invalid, illegal or unenforceable, the provision shall so far as possible be read down to such extent as may be necessary to ensure that it is not invalid, illegal or unenforceable. If any provision or part of it cannot be so read down, the provision or part of it shall be deemed void and severable and the remaining provisions of the Terms and Conditions shall not in any way be affected or impaired.

8150 S. Akron Street, Suite 401, Centennial CO 80112

LIMITED WARRANTY

Ixom Watercare Inc. (IXOM) warrants all new equipment manufactured by IXOM against defects in material and workmanship, and will repair or replace at IXOM's expense, F.C.A. shipping point, any part(s) returned to IXOM which upon IXOM's examination are shown to have failed under normal use and service within twelve (12) months from date of equipment start-up, or eighteen (18) months from shipment to the purchaser, whichever occurs first. The warranty for repaired or replacement equipment shall continue for the remainder of the original warranty period, or for a period of six (6) months, whichever is longer. IXOM shall not be responsible for providing working access to the defective equipment, including disassembly and reassembly of the equipment, or for providing transportation to and from the repair facility, all of which shall be at purchaser's expense.

When the nature of the warranty item is such that it is appropriate in the judgment of IXOM to make such repairs or modifications at the site of operation, purchaser agrees to provide site access to IXOM or its sub-contractors, during normal working hours 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays. Labor performed at other times at the request of purchaser will be billed at the applicable rate then prevailing for services provided.

THE FOREGOING WARRANTY SHALL CONSTITUTE THE SOLE AND EXCLUSIVE REMEDY OF PURCHASER AND IS IN LIEU OF ALL OTHER WARRANTIES, REPRESENTATIONS, CONDITIONS, RIGHTS AND REMEDIES WITH RESPECT TO THE QUALITY, CONDITION OR PERFORMANCE OF THE EQUIPMENT, WHETHER EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE AND WHETHER WRITTEN OR ORAL. ALL OTHER WARRANTIES, REPRESENTATIONS, CONDITIONS, RIGHTS AND REMEDIES, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, DURABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXPRESSLY DISCLAIMED AND EXCLUDED TO THE FULLEST EXTENT PERMITTED BY LAW. IXOM SHALL NOT BE LIABLE FOR ANY CONTINGENT, SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGE OR LOSS OF ANY KIND, INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, DUE TO PARITAL OR COMPLETE INOPERABILITY OF IXOM'S EQUIPMENT FOR ANY REASON WHATSOEVER.

IXOM only warrants equipment that has been paid for in full and which was put into service for its intended purpose. The warranty contained herein shall not apply to normal wear and tear, defects in materials provided by purchaser, or those items such as media, resin, and the like that are normally replaced or consumed as part of routine operation or maintenance of the equipment.

The warranty contained herein shall terminate if the equipment failure giving rise to a claim under warranty results from (a) unauthorized modification, repair or alteration, (b) improper or abnormal operation, application, maintenance or installation, (c) damage during shipment, or (d) operation, handling or other dealings with the equipment in a negligent manner.

OLD BUSINESS

NEW BUSINESS

CORRESPONDENCE FOR ACTION

Attachments: 2025 Abmunis MLC Meeting Template.xlsx

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2025 Spring Municipal Leaders' Caucus (MLC), scheduled to take place at the Westin Edmonton from March 6 – 7, 2024. These meetings will be in person at the Westin Edmonton or the Alberta Legislature, as scheduling permits.

Should your council wish to meet with Minister McIver during the MLC, please submit a request by email with potential topics for discussion on the attached meeting request template to ma.engagement@gov.ab.ca no later than January 10, 2025.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
    - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.

Engagement Team
Municipal Services Division
Municipal Affairs

Meeting Request:

Alberta Municipalities Municipal Leaders Caucus Spring 2025

If you have questions, require support and to submit form, please email: ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: _____

Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

Meeting Participants

1 _____ Mayor/Reeve

2 _____ Chief Administrator

3 _____ Councillor

4 _____ Councillor

5 _____ Councillor

6 _____ Councillor

7 _____ Councillor

8 _____ Councillor

9 _____ Councillor

CORRESPONDENCE FOR INFORMATION

ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West

AR 28356

December 11, 2024

Her Worship Crystal McAteer
Mayor
Town of High Level
10511 - 103 Street
High Level AB T0H 1Z0
town@highlevel.ca

Dear Mayor McAteer:

Thank you for your continued support for the Government of Alberta, the citizens of Alberta, and your continued participation in the province's wildland urban interface (WUI) program.

I cannot overstate the value that Chief Rodney Schmidt continues to bring to the WUI program, not only as a structure protection specialist (STP) but as a subject matter expert in developing the program and teaching these skill sets to other municipal firefighters across our province.

The team at the Alberta Emergency Management Agency and I recognize the tremendous contribution by your municipality over the past several years, particularly in the 2023 and 2024 wildfire seasons. The 2023 wildfires saw 50 communities threatened over the course of the summer, with 2024 again dramatically illustrating the ongoing need for WUI teams with the impacts to the Municipality of Jasper. It is very clear that a STP is among the most important personnel in a wildfire response. I firmly believe that without the efforts of Chief Schmidt we would be incurring losses of structures and infrastructure across Alberta. It is acknowledged that STPs save communities, protect assets, and help ensure the safety of Alberta's citizens and first responders.

The knowledge and leadership that Chief Schmidt brings to the WUI environment is immense. In anticipation of the 2025 hazard season, I am hopeful we can continue to count on your municipality's support to our WUI program, and that Chief Schmidt can continue to deliver his invaluable work.

Sincerely,

Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

404 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550
Unit 234, 333 Aspen Glen Landing SW Calgary, AB T3H 0N6 Canada Telephone 403-216-5439 Fax 403-216-5441

Alberta Municipal Affairs

Deputy Minister
18th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone: 780-427-4826
MA.DMO@gov.ab.ca

AR117261

December 9, 2024

Mayor Crystal McAteer
Town of High Level
10511 - 103 Street
High Level AB T0H 1Z0
mayor@highlevel.ca

Dear Mayor McAteer:

Subject: 2023 FINANCIAL INFORMATION RETURN (FIR) OVERDUE

It has been brought to my attention that your municipality is seven months overdue in submitting the 2023 Audited Financial Statements and Financial Information Return (FIR).

The *Municipal Government Act* requires that each municipality prepare financial statements and complete a FIR each year. The audited financial statements, along with a signed and dated copy of the auditor's report on FIR, and a completed FIR template for 2023 were to be submitted to Municipal Affairs by May 1, 2024. Unfortunately, we have not received these documents to date.

I am requesting your administration provide me with an update on the status of your 2023 audit financial statements and financial information return on or before December 20, 2024, via email at ma.updates@gov.ab.ca.

If you have any questions or concerns regarding your municipality's reporting and our reporting requirements, please contact the Information Services unit toll-free by dialing 310-0000, then 780-427-2225, or via email at ma.updates@gov.ab.ca.

Sincerely,

Brandy Cox
Deputy Minister

cc: Viviane Thoss, Chief Administrative Officer, Town of High Level
Ryan Edwards, Manager, Information Services, Municipal Affairs

Royal Canadian Mounted Police

Commanding Officer
Alberta

Gendarmerie royale du Canada

Commandant
de l'Alberta

November 28, 2024

Mayor Crystal McAteer
Town of High Level
10511 103 Street
High Level, AB T0H 1Z0

Dear Mayor McAteer:

RE: Alberta Municipalities 2024

On behalf of Alberta RCMP, I would like to thank you and your representatives for meeting with me and my senior leadership team during the 2024 Alberta Municipalities Convention in Red Deer. These meetings are a great opportunity for us to hear about any questions, concerns or comments your team may have with the Alberta RCMP in your area.

We discussed the vacancy challenges your community has been facing. I want to assure you that improving resourcing across the province is one of our top priorities and we are actively working on addressing the challenges we are facing in this area. We also hear your concerns with obtaining an Regional Police and Crisis Teams (RPACT) member, and this remains a position that we are working hard to fill.

I appreciate the time we had to discuss the service delivery needs in your community. We remain committed to working collaboratively with you to shape our service delivery strategies in ways that best serve the citizens you represent. Thank you for your time, energy and shared commitment to keeping Alberta safe and strong.

Should any questions or concerns arise before our next meeting, please do not hesitate to contact me at 780-412-5444 or rob.h.hill@rcmp-grc.gc.ca.

Respectfully,

Rob Hill
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

Canada

Cc:

Staff Sergeant Devron Dittmer, Detachment Commander, Alberta RCMP
Chief Superintendent Roberta Mckale, District Officer, Alberta RCMP
Assistant Commissioner Trevor Daroux, Officer in Charge Criminal Operations, Alberta RCMP
Chief Superintendent Peter Tewfik, Officer in Charge of Community Safety and Wellbeing Unit, Alberta RCMP
Nina Sahasrabuddhe, Executive Director, Strategy, Business and Innovation, Alberta RCMP
Superintendent Dave Kalist, Officer in Charge of Operations Strategy Branch, Alberta RCMP

Alberta Forest Products Association

1300 - 10707 100 Ave NW
Edmonton, AB | T5J 3M1

albertaforestproducts.ca
780.452.2841

December 30, 2024

Mayor Crystal McAteer and Council
Town of High Level
10511 - 103 Street
High Level, AB T0H 1Z0

Dear Mayor McAteer and Council:

Re: ***When a Tree Grows in the Forest: The Economic and Community Impact of Alberta's Forest Industry***

On behalf of the board and membership of the Alberta Forest Products Association, I am pleased to share our economic impact report.

The report highlights the benefits that Alberta derives from forestry, including:

- 30,552 jobs
- $14.1 billion in economic outputs
- $2.8 billion in labour income
- $803 million in provincial taxes and royalties

The report also tells the story of forestry communities. Forestry creates more 6,000 jobs in northwestern Alberta (pg. 8) and supports many community causes.

Thank you for your continued support of our industry.

Sincerely,

B Mulligan

Brock Mulligan
Senior Vice President

Attention: Honourable Brandy Cox, Deputy Minister
Alberta Municipal Affairs
18th Floor Commerce Place
10155 - 102nd Street
Edmonton, AB
T5J 4L4

RE: 2023 Financial Information Return

Dear Deputy Minister Cox:

Thank you for your inquiry concerning the status of our 2023 Audited Financial Statements and 2023 Financial Information Return (FIR). I acknowledge that the submission of this information is currently overdue, and I am actively implementing several measures to expedite the resolution of this matter. These measures include the following:

1. Following a comprehensive review, I have confirmed that our external auditor, Doyle and Company, has identified a total of 38 requisite items.
2. I have designated key personnel to manage each item, and some components are already completed.
3. A considerable portion of the listed requirements pertains to the compilation of Tangible Capital Assets, Asset Retirement Obligation, and Deferred Revenue, which our staff and consultants are diligently addressing.
4. Our Auditor is collaborating closely with us and has implemented a digital portal to facilitate efficient document exchange between our organizations.
5. I have engaged a certified public accountant as an external consultant to manage this process effectively.
6. I anticipate that Doyle and Company will present our 2023 Audited Financial Statements and 2023 FIR to Council in the first quarter of 2025.
7. Once Council receives the 2023 Audited Financial Statements and 2023 FIR, we will finalize the process and submit our 2023 FIR to your Finance Department.

Please be assured that I have devoted all available resources to resolve this outstanding issue. Should you require any further information or clarification, please do not hesitate to contact me.

Yours sincerely,

Viv Thoss, Chief Administrative Officer

NOTICE OF MOTIONS

QUESTION PERIOD

CLOSED SESSION