

VULCAN COUNTY POLICY NO. 12-2221	WORK IN KIND TO URBAN MUNICIPALITIES
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**WORK IN KIND FOR
ECONOMIC DEVELOPMENT IN
URBAN MUNICIPALITIES**

PURPOSE

County Council recognizes that urban municipalities within the borders of Vulcan County provide various services required for day to day business and commerce to function within the region. Creating growth opportunities within the urban municipalities helps ensure the long-term viability of these areas while allowing for additional businesses, services, and people to establish in the locality. To aid the urban municipalities in creating growth opportunities, Vulcan County can provide in kind contributions in the forms of aggregates, equipment, labour, and technical assistance for capital earthworks and maintenance/administrative projects.

DEFINITIONS

Area Structure Plan (ASP): A statutory plan in accordance with the MGA for the purpose of providing a framework for subsequent subdivision and development of an area of land in a municipality. The Plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), stormwater drainage, fire protection and other utilities across the entire Plan Area.

ARHCA: The Alberta Roadbuilders and Heavy Construction Association

CAO: The Chief Administrative Officer of Vulcan County.

Council: The Council of Vulcan County in the Province of Alberta.

County: The Municipality of Vulcan County

Development: As defined by the Municipal Government Act in Part 17, section 616, means

- a) an excavation or stockpile and the creation of either of them;
- b) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land;
- c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- d) a change in the intensity of the land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

Director of Operations: The member of the County’s senior management team that is responsible for the overall leadership and direction of the County’s Operations/Public Works Department.

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Manager of Engineering and Infrastructure The member of the County’s senior management team that holds a P. Eng designation and is responsible for overseeing the overall engineering needs of the County.

Municipalities (the Municipalities): The municipalities of the Village of Arrowwood, Village of Carmangay, Village of Champion, Village of Lomond, Village of Milo, and Town of Vulcan.

Stakeholder: A person with an interest or concern in matters pertaining to the proposed development.

PROCEDURE

In kind contributions provided by Vulcan County to the municipalities can be utilized for maintenance activities or capital projects. Applications are considered on a first come first serve basis. Procedures for accessing assistance from the County shall be as follows:

1.1. Maintenance Activities:

Municipalities interested in receiving assistance in maintenance activities such as street grading, graveling, surface drainage and ditch rehabilitation, and culvert installs, shall contact the County CAO via email three weeks in advance of the expected start of maintenance activities. The CAO shall inform the Director of Operations of the request, whom will determine equipment, labour, and material availability. The Director of Operations will endeavor to establish a timeline which works for both parties. Maintenance activities are smaller projects and generally should not require more than three days dedicated to the project. Projects requiring more than three days shall require additional advanced notice to allow for scheduling.

1.2. Capital Earthworks Projects:

Municipalities interested in receiving assistance in capital earthworks such as lot grading, new road and street development, new drainage works, and other earthworks projects shall submit their request to the County CAO in writing a minimum of nine months in advance of the expected start of construction. The County will review the proposed project and determine if the project is within the scope of work the County can complete. In new subdivision and rezoned developments, the municipality shall give consideration for the requirement of an Area Structure Plan, which displays suitable parcel densities, transportation patterns (roads), stormwater drainage, fire protection and other utilities across the development area. Stakeholder engagement is also a critical part in ensuring project success. Other items required for the County to undertake earthworks for the applicant municipality may include:

- a) **Preliminary Surveys:** Set up survey control, establish alignment(s), cross section existing road(s), survey of existing ground, survey drainage features, survey stormwater and sanitary inverts and rim elevations, survey existing culverts, survey intersecting road alignments, survey existing utilities and post process all raw survey data.
- b) **Design:** Designs will be plot planned with horizontal and vertical design profiles. Provide Drawings, Earthworks Balance Tables, Design Grade Sheet, Material Quantity Tables, Culvert Tables and Design Cross Sections.

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- c) **Construction Survey and Staking:** Baseline layout will be provided with baseline stakes provided at 20m to 30m intervals, 20m including road shoulder or pipe centreline design with plus/minus values in relationship to the baseline station elevation. Work stakes will be provided with the first set for cut and fill slope staking. Culvert invert stakes will be provided for culvert installations. Additional cut/fill and offset staking may be required depending on complexity of the project.

Guidance in completing the aforementioned design criteria can be given through Vulcan County Manager of Engineering and Infrastructure, or through the retained contract engineers of the County.

The urban municipality is responsible to obtain and comply with any required Municipal, Provincial, or Federal government permits, approvals, or licenses.

1.3. Administrative Support Projects:

Municipalities interested in receiving assistance in administrative support such as legislative supports (bylaw/policy) review, budget and financial analysis/support, development, records retention, human resources and payroll supports, shall contact the County CAO via email three weeks in advance of the expected start of administrative support activities. The CAO, in conjunction with the applicable administrative staff, will determine equipment, labour, and material availability. The CAO and/or applicable staff will endeavor to establish a timeline which works for both parties. Administrative support activities are smaller projects and generally should not require more than three days dedicated to the project. Projects requiring more than three days shall require additional advanced notice to allow for scheduling.

2.0 Cost Schedule

In kind contribution values shall be valued at 75% of the current year fees tables as outlined in the Alberta Roadbuilders and Heavy Equipment Association Rate Guide for heavy equipment. These hourly rates include both equipment and operator. Engineering guidance and design and Administrative Support shall be at cost.

Aggregates supply and delivery shall be calculated on a per tonne basis, dependent on source pit and distance hauled to urban municipality.

Other items including but not limited to culverts, geotextiles, armoring, erosion control materials, and signs, shall be contributed at cost.

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3.0 In Kind Contribution Maximums and Eligibility

A municipality can receive up to \$250,000 of in-kind contributions and materials over a ten-year period (2021 to 2030 - equivalent to \$25,000 per year). Municipalities can utilize all available contributions in one year on a single project, or on multiple projects over a ten-year period. There is no carry forward of unutilized contributions. This Policy will be reviewed on or before December 31, 2030 to determine whether extension and renewals will be applied.

For a municipality to be eligible for these in-kind contributions, they shall participate in regional programs and incentives, including but not limited to, Vulcan County Regional Emergency Management (VCREMP), Physician Recruitment & Retention, and the Marquis Foundation Seniors Housing Project. Prior to the approval of any in-kind support, the CAO will verify participation in these regional programs and incentives.

An ineligible municipality may request to Council a waiver for non-participation in specific regional programs and incentives. It is at Vulcan County Council's sole discretion on allowing any and all waivers. Waivers can be conditional, for a defined period of time, and can be withdrawn at any time.