

**ALBERTA TRANSPORTATION
GUIDE FOR IMPLEMENTATION
OF CAPITAL PROJECTS
(Towns and Villages)**

Infrastructure Systems Ltd.

**December 20, 2000
(References and Program Descriptions
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Introduction

With limited funding and manpower resources, one of the biggest challenges for management of Alberta's towns and villages is implementation of capital projects.

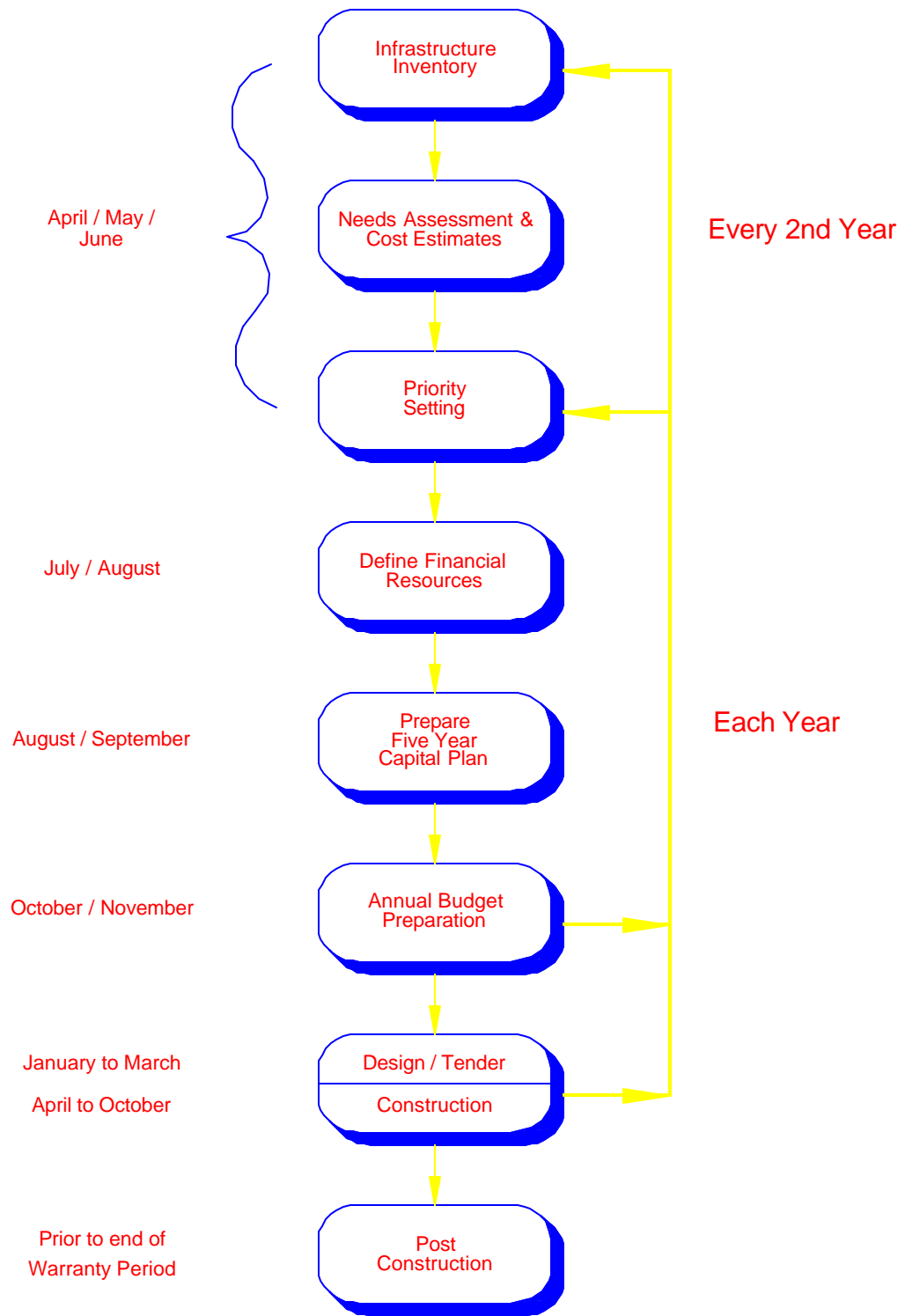
A sound, repetitive, annual approach is required to enable towns and villages to better manage their capital projects program to:

- concentrate on their highest priorities, with the most attractive payback
- avoid failure of important municipal roads or utilities
- prepare multi-year capital implementation programs which are within the municipality's financial capabilities.

It is much easier to manage the municipal infrastructure if it is clearly understood what facilities are in place, their condition, what improvement is required, when it is required, what the improvement will cost and its affordability.

This guide provides a cyclical and general process to evaluate, plan, design, and construct or repair a municipality's infrastructure. It also provides guidance as to funding types and sources of grants that are available to a municipality. The guide is intended for towns and villages only, who have limited equipment, financial and manpower resources to carry out public works functions. It outlines a basic process for assessing what facilities the municipality has, repair or upgrading needs, setting of priorities, and the general process for carrying out these capital projects. The basic implementation process is shown on the attached chart on the following page.

IMPLEMENTATION OF CAPITAL PROJECTS PROCESS



2

Implementation of Capital Projects

2.1 Infrastructure Inventory

The purpose of an inventory is to identify what capital facilities (e.g.: roads, utilities, landfills) are in place and their condition. A full inventory should be undertaken about April or May every other year. A sample form for inventory purposes and needs assessment is provided in Appendix 1. The age and condition of all facilities should be noted. Certain facilities whose function are crucial to the municipality or if its condition is serious, should be checked annually or more often as to its condition, if the particular situation warrants.

This process can be carried out by experienced and available staff members, or engineering assistance can be attained.

For referral to municipalities who have performed capital facilities inventories, Alberta Urban Municipalities Association (AUMA), and regional offices of Alberta Transportation should be contacted. Applicable addresses, phone numbers and e-mail or website addresses are provided in Appendix 5. In some municipalities, inventories have cost in the range of \$10 per capita when performed by a consulting engineering firm.

2.2 Needs Assessment

The purpose of a needs assessment is to identify municipal facilities which require upgrading in order to meet current standards of regulating bodies, require repair, addition to their capacity or replacement. These needs can be assessed and costs estimated on the form provided in Appendix 1. The extent of the proposed work and timing of must be defined for all needs items. The needs assessment should be carried out as part of the inventory exercise in early spring.

This process can be carried out by an experienced staff member such as the public works foreman or a consultant engineer can be hired. If major expenditures or complex solutions are required; consulting engineering assistance should be obtained.

2.3 Priority Setting

Priorities must be established to define which projects should be undertaken first and the order in which future projects should be done. Based on the desires of the municipality, the priorities for the above projects, which were identified as needs, should be determined. An example of a simple priority-rating chart based on a number of evaluation measures is shown in Appendix 2. The potential projects required to overcome the needs should then be compared based on their priority rating scores (higher score - higher priority). The projects can then be arranged in order of priority based on how well each project fits the evaluation measures. Judgement must also be used in evaluation of the priorities, not just a strict setting of priorities on the basis of the highest score in the priority setting exercise. The needs should then be listed in order, from highest to lowest priority.

Priorities must be reviewed annually and changes made each year as condition of facilities change and as former priority projects are implemented. This process must be carried out by municipal staff, possibly with technical assistance from a consulting engineer regarding costs and implications of possible implementation decisions.

2.4 Define Financial Resources

This step requires the review and determination of available funds to meet the highest priority needs. Potential sources of funds for towns and villages are as follows:

- property taxes/fee revenues
- municipal reserves (money on hand or invested for future use)
- local improvement taxes (generally limited to those benefiting from the improvement)
- off site levies (if an improvement is required due to a particular development)
- municipal borrowing (debentures or shorter term borrowing)
- grants from senior governments.

The sources of funding should be reviewed each year to ensure that all potential sources are still available, to take advantage of proposed developments, to access new or renewed grant programs and to ensure that grant programs are accessed before they mature. This process should be performed by municipal staff.

At the end of this process, an estimate of yearly funding available for capital projects can be calculated, which will be the basis for development of five year capital plans and subsequent annual capital budgets.

Local improvement charges are available to towns and villages under the Municipal Government Act to charge adjacent landowners for the cost of improvements, which are a benefit to the landowner.

Off site levies are also available to towns and villages under the Municipal Government Act. Municipalities can levy a developer for improvements removed from the development site, which are required due to the development (e.g. increasing a water plant capacity due to increased demands caused by the development). An excellent source of information regarding procedures for accessing this and other revenue sources are often other municipalities of similar size. In addition, contacts listed in Appendix 5 may prove valuable.

A listing of potential grant sources for the provincial government and appropriate contacts are listed in Appendix 3.

2.5 Five Year Capital Plans

A capital plan to guide present and future implementation of projects must be developed.

A suitable horizon for this plan is about five years. The five year capital plan should be developed in August or September based on an estimate of the total funding which will be available over the next five years and assignment of the top priority needs to particular years for implementation. The projects may not necessarily be in strict order of their priorities but should include those high priority projects, which can be funded over the five year period. The plan must also recognize needs for critical facilities without which the municipality would be severely impacted, such as a major failure of a water or sewage treatment plant. The yearly expenditures to meet the five year capital plan should be roughly equal to the available annual funding over each of the five years.

This plan must be revised annually with the projects under construction being removed from the plan, priorities for remaining projects reassessed and next highest priority projects being included in the capital plan. This process must be carried out by municipal staff. The five year capital plan should be adopted by Council.

An example layout for development of a five year capital plan is shown in Appendix 4.

2.6 Annual Budget Preparation

An annual budget is then required to provide the necessary funds to complete the projects to be undertaken in the current year. The current year's project(s) in the five year capital plan should then be included to the extent possible in the annual budget. The projects included should balance with the capital works funding anticipated to be available for the year. Some projects may have to be financed over two or more years either by staging of the project, or by short term borrowing over the number of years required to pay for the project from annual budgets. Longer term debentures (borrowing) can be utilized to finance larger capital projects which will have long service lives.

The annual budget should be prepared in fall by municipal staff and must be passed by Council each year, usually in December or early January. The Municipal Government Act specifies the need for, content and timing of annual budgets.

2.7 Design/Tender/Construction

In January to March, the projects on the annual program must then be designed and tender packages prepared for the work which is to be done. A consulting engineer should be hired if the project cannot be handled (if either time or expertise is lacking) by municipal staff.

If the project is a major undertaking, more design time may be required and budget for the design may have to be provided in the annual budget a year or two prior to construction to provide adequate time for design and tendering. In consultation with the consulting engineer, it should be determined when design and subsequent tendering will have to be initiated to take advantage of lower tender prices usually available early in the construction year (April or prior) and to allow sufficient time to complete the project before inclement late fall/winter weather begins.

Tender documents should be prepared for the tendering process, tendering should take place in March or early April, the successful contractor chosen and construction contract executed.

Construction by the contractor will then take place over the summer months for late summer or early fall completion.

If these projects are non-routine or require more expertise than exists "in house", or there is insufficient municipal staff to carry out these duties, a consulting engineer should be hired to act on behalf of the municipality. A contractor may not be required if the project is small enough to be carried out with municipal equipment and manpower if this does not detract from their normal duties during the construction period.

The design/tender/construction process must be carried out each year if there is a new project which requires construction on that year's annual program.

2.8 Post Construction

On completion of the project, the project must be inspected to ensure that the work has been completed both to the extent and standards required by the Municipality and by the construction contract. This inspection can be carried out by municipal staff or by their engineer if the project is being handled by a consultant. Most contracts with contractors specify a holdback of a percentage of the total payment for the contract work, to be released to the contractor after satisfactory final inspection of the contractor's work.

Many construction projects have a warranty provided by the contractor to ensure that quality construction methods and materials are utilized. When approaching the end of the warranty period, the project should again be inspected by the municipality (or its engineer) and the contractor to decide on and arrange for any warranty work to be completed by the contractor.

3

When Should An Engineer Be Hired?

If a competent, licensed consulting engineering firm is not presently being used by the municipality, hiring of a consulting engineer should be considered if:

- in house staff do not have the skills, experience, or training to do the work
- in house staff do not have the time to do the work
- special skills or project design is required
- when formal tender documents must be prepared
- when ongoing supervision of a contractor is required
- if there are special conditions in the community such as high water table or poor soil for construction which require special treatment.

If it is decided to hire a consulting engineering firm, prospective firms can be researched through contact with other municipalities regarding their recommendations based on their experiences, consultation with the Consulting Engineers of Alberta (CEA) regarding firms qualified for that type of work, or requesting proposals for the work from a number of consulting engineers and choosing the engineer who submits the best proposal. A contract should be executed with the successful consultant. The Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA) is a source for standard contracts for engineering services. Appendix 5 provides further information regarding why and how to contact both CEA and APEGGA.

4

Standard References

There are a number of standard technical references and guidelines which a municipality should have on hand as a ready reference regarding capital projects:

a) Roads/Streets

- Transportation Association of Canada - Geometric Design Guide for Canadian Roads (1999). Copies of Transportation Association of Canada documents can be obtained from:

Transportation Association of Canada
2323 St. Laurent Blvd.
Ottawa, ON
Tel: (613) 736-1350
Fax: (613) 736-1395

- Transportation Association of Canada - Uniform Traffic Control Devices for Canada
- Procedures for On Street Construction Safety (1998). This guide is produced by the City of Edmonton and covers their specific situation, however it is a good guideline for maintaining safety during on street construction. Tel: (780) 496-2671.

b) Municipal Utilities

- Alberta Environmental Protection - Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems. More information can be obtained from:

Standards and Guidelines Branch
Alberta Environmental Protection
6th Floor, 9820 - 106 Street
Edmonton, AB T5K 2J6
Tel: (780) 427-8536
Fax: (780) 422-9714

Copies of this document can be obtained from:

Queen's Printer Bookstore
10611 - 98 Avenue
Main Floor, Park Plaza
Edmonton, Alberta, T5K 2P7
Tel: (780) 427 - 4952
Fax: (780) 452-0668

Appendices

- Appendix 1 Sample Inventory/Needs Assessment Worksheet

- Appendix 2 Capital Project Priority Rating Chart

- Appendix 3 Provincial Grant Programs Available to Towns and Villages

- Appendix 4 5 Year Capital Plan

- Appendix 5 Contacts for Assistance

Appendix 1

Sample Inventory/Needs Assessment Worksheet

SAMPLE
Inventory/Needs Assessment Worksheet

Facility	Minimum Acceptable Condition	Identified Deficiencies	Required Upgrading	Required Timing	Cost Estimate

Appendix 2

Capital Project Priority Rating Chart

Capital Project Priority Rating Chart

CAPITAL PROJECT:	PROJECT SCORE
1. Project Need (other than Items 2 and 3) 2 Serious - immediate identified need 1 Moderate - need within 5 years 0 Low - need beyond 5 years	
2. Completes an Existing Project 2 Required to make a major public work usable 1 Needed to complete a public work that is already usable 0 Desired but not essential	
3. Legally Required 2 Required to meet existing regulations or standards 1 Will meet known future regulations or standards 0 Not legally required	
4. Public Support for Project 2 Project seen as necessary or desirable by public 1 Public is generally undecided or unaware of project 0 Public not generally in favor of project	
5. Community Economic Impact of Project 2 Strongly favorable economic impact on the municipality 1 Moderately favorable economic impact on the municipality 0 No favorable economic impact on the municipality	
6. Influence on Operations and Maintenance Budget 2 Project reduces annual expenditures on operations and maintenance 1 Project has little or no impact on operations and maintenance 0 Project will increase operations and maintenance	
7. Related to Plans/Policies 2 Project clearly advances plans/policies 1 Project does not conflict with plans/policies 0 Project conflicts with current plans/policies	
8. Over-Riding Consideration Factor This factor has to be documented separately and to be used only with careful consideration.	

Project Priority Rating Score
(Sum of Individual Scores) _____

Appendix 3

Provincial Grant Programs Available to Towns and Villages

Provincial Grant Programs Available to Towns and Villages

1. From Alberta Transportation

- Contact Program Management Branch

Tel: (780) 415-2148 Fax: (780) 427-0783

Website: <http://www.trans.gov.ab.ca>

Or the following Regional Offices of Alberta Transportation:

- Southern Region (Lethbridge)

Tel: (403) 381-5426 Fax: (403) 382-4412

- Central Region (Red Deer)

Tel: (403) 340-5166 Fax: (403) 340-4810

- North Central Region (Barrhead)

Tel: (780) 674-8221 Fax: (780) 674-8383

- Peace Region (Peace River)

Tel: (780) 624-6280 Fax: (780) 624-2440

Current programs are listed on the following pages.

2. From Alberta Agriculture, Food and Rural Development

Contact: Department Information, Tel: (780) 427-2727

Website: <http://www.agric.gov.ab.ca>

3. From Alberta Municipal Affairs

(All grants are unconditional and are automatically forwarded to towns and villages)

Contact: Local Government Services Division, Tel: (780) 427-2732

Website: <http://www3.gov.ab.ca/ma/>

STREETS IMPROVEMENT PROGRAM

Effective April 1, 1997, this financial assistance program provides cost-shared grants to towns, villages and summer villages to assist with the provision of lasting streets improvements, to enhance life in rural centres and to serve to attract the decentralization of industry. The program was announced as part of the government's Reinvestment Program in June 1996. The Premier's Task Force on Infrastructure (August 1998) recommended a \$15 million funding injection in 1998/99 to clear up the backlog of applications under the program. The Province is also committed to funding \$12 million a year into the Streets Improvement Program (SIP) over three years (1999/2000 to 2001/02). Given the additional, one-time injection in 1998/99 and the three-year funding commitment, the SIP will be able to provide all eligible municipalities with access to their grant eligibility in a five-year time frame (i.e.: 1997/98 to 2001/02).

BENEFITS OF PROGRAM

The regular grant provides funding for capital street improvements such as grading, gravelling, base course, paving, sidewalks, curb and gutter, roadway drainage, bridges and related work. As well, safety related features such as traffic control devices, improved street illumination, safety barriers and fencing, warning signs and pedestrian signals, which will enhance transportation safety for all Albertans, can be funded. Barrier free transportation initiatives to improve accessibility for seniors and persons with disabilities may be included.

Effective April 1, 2000, the reconstruction and/or replacement of existing municipal water distribution and sewage collection pipes within the roadway, in conjunction with street construction, will also qualify for assistance.

FUNDING POLICY

Grant funding eligibility under the Streets Improvement Program is as follows:

- Towns, villages, summer villages and eligible hamlets with permanent populations greater than 100, are eligible to receive grants for individual projects up to a total maximum calculated at a base of \$80,000, and a per capita allocation of \$100 for the first 1,000 population, plus an additional per capita allowance of \$10 for every 1,000 population thereafter.
- Summer villages and eligible hamlets with permanent populations of less than 100 are eligible to receive grants for individual projects up to a total maximum calculated at a base of \$40,000 and a per capita allowance of \$100.

The total grant eligibility to towns, villages, summer villages will be based on the maximum population during the term of the program (official populations as reported by Alberta Municipal Affairs). Eligible hamlets became eligible for cost-shared funding effective September 7, 1999. The total grant eligibility amounts for eligible hamlets will be based on official populations from 1999 to 2001.

Approved projects are funded on 75/25 Government/Municipality basis for construction and engineering costs, up to the approved maximum eligibility. Municipalities must apply, in writing, to the department and the application must contain a description and scope of work, proposed construction schedule, detailed cost estimates and a copy of the location plan. Approval of a project is conditional upon available funding, its priority among other applications, and the suitability of the project.

In addition, commencing in April 2000, a supplementary grant of \$30 per capita per year will be provided for the years 2000 and 2001. These additional grants are subject to the same cost-sharing criteria as the SIP; however, these grants may be “carried forward” into subsequent years.

RESOURCE ROADS/NEW INDUSTRY PROGRAM

The new Resource Roads /New Industry Program (RRNI) was announced on August 24, 1998, as part of the Premier's Task Force on Infrastructure. The new RRNI will commence April 1999.

BENEFITS OF PROGRAM

The RRNI is intended to provide funding assistance to local authorities for the movement of goods and people associated with new or expanded, value-added processing facilities, resource and other industries, intensified farming operations or high through-put grain elevators.

The program will apply to local roads and bridges, including intersection improvements with primary and secondary highways. Roads must be open for use by all publicly-licensed vehicles and not be subject to any municipal general user fees.

FUNDING POLICY

Municipal Districts, Counties, Metis settlements, special areas, towns, villages, summer villages, and any area of a specialized municipality outside the defined urban service area are eligible for assistance under this program. The program will provide 75 percent cost-shared funding to a maximum of \$2,250,000 per project.

Eligible projects will be prioritized on a provincial basis, with the highest-priority projects covered by the assigned budget undertaken in any given year. Approved projects may be eligible for funding to be advanced in trust, with interest earned to be put towards the project. Transportation of goods and people must relate to new value-added processing facilities, intensified farming operations, resource-based industrial development or high through-put grain elevators which began operation or were expanded in 1997 or later. The road must be used by at least 25 trucks per day on average during any three-month period of the year. Paving may be cost-shared if total traffic volumes exceed 400 vehicles per day.

Any jurisdiction can negotiate with industry for a contribution toward any of their entire share; however, no stacking of provincial or federal funding is permitted. Private sector contractors and suppliers must be used to carry out all work claimed under the program.

The program will operate with an annual budget of \$24 million for each fiscal year from 1999/2000 to 2002/032. The annual funding amounts are subject to the approval of Alberta Transportation's business plan. Annual applications should be submitted prior to November 30 of each year.

COMMUNITY AIRPORT PROGRAM

There are some 76 paved community airports across the province. Complementing these community airports are federal airports, including the local Calgary and Edmonton Regional Airport Authorities, which are responsible for several small airports (including Springbank and Cooking Lake).

BENEFITS OF PROGRAM

Community airports are considered a necessary part of the transportation infrastructure and provide access to communities for resource, medical, tourism and personal travel.

Alberta Transportation's overall goal is to maintain and protect the existing network of public licensed community airports in support of safe airport operations, general aviation operations and commercial air charters, forest fire suppression and medi-vac operations, local and regional economic development, and protection of provincial investment in airports.

FUNDING POLICY

The Community Airport Program will provide funding assistance to community-owned, public-use airports for their rehabilitation and construction requirements.

For existing community airports, eligible projects include major capital rehabilitation of the airside portion of the airport specifically the aircraft operating areas such as runways, aprons and taxiways from terminals or aprons to runways. Typical projects would be pavement rehabilitation, including fog seals, slurry seals and overlays. Consideration will be given to runway extensions where benefits can be demonstrated in terms of the overall goals of the program, where budget is available and where beneficiaries provide a financial contribution to the project.

ALBERTA MUNICIPAL WATER/WASTEWATER PARTNERSHIP

The Alberta Municipal Water/Wastewater Partnership provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Various initiatives have been included in the program to ensure the needs of Alberta municipalities are met.

BENEFITS OF PROGRAM

The program ensures that Albertans have access to safe water supplies and adequate wastewater treatment. All municipalities receiving assistance are encouraged to support Alberta companies and are required to use the private sector for all work undertaken. This program enhances life in smaller urban centres and allows municipalities to attract development to their communities.

FUNDING POLICY

Funding is provided to cities (under 45,000 population), towns, villages, summer villages, regional commissions and eligible hamlets within rural municipalities for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

Funding is provided as a percentage of eligible approved project costs. For those municipalities under 1,000 population, projects are cost-shared on a 75 Government/25 municipality basis. For communities over 1,000 population (to a maximum of 45,000 population), grant percentage ratios are calculated by a formula. The percentage ratio declines as the population increases.

Municipalities apply for funding on a project-by-project basis. In some cases, funding can be provided for regional facilities (serving more than one municipality) where a regional concept is more cost-effective and environmentally sound than a stand-alone system.

The program also encourages water conservation and consumption-based rate structures. Under this initiative, municipalities could be subject to a 10 percent reduction in grants if they have no metering in place and the average annual consumption exceeds the norm for the area. This applies to both water and wastewater projects.

RURAL TRANSPORTATION GRANT

The purpose of this program is to assist rural municipalities in developing a network of roads to a uniform standard commensurate with demand and need, to increase the safety of the traveling public, and to ensure required engineering is undertaken for approved projects.

BENEFITS OF PROGRAM

Rural Transportation Grants are allocated to all counties, municipal districts, metis settlements and special areas on an annual basis. The program allows the municipalities to meet the heavy traffic demand and the need for improved and expanded local road systems. The program also allows municipalities to increase the safety of their local road infrastructure for the travelling public. This program also provides for the hiring of private engineering consultants for survey, design and supervision work for roadway construction projects.

FUNDING POLICY

The Rural Transportation Grant is allocated utilizing a formula which takes into account population, equalized assessment, kilometres of open road and terrain. Funding is provided for 100 percent of approved projects up to the municipality's annual allocation. A minimum of 50 percent of all materials, labour and equipment engaged on projects eligible for funding must be obtained from the private sector.

Some rural municipalities do not receive a separate Rural Transportation Grant allocation if they are provided with a "transitioning" grant. Grants to Transitioning Municipalities are provided for those municipalities who have recently taken over road authority, and are responsible for the transportation activities based on the agreements in place between the department and the municipality. At the end of the transition period, it is envisioned that these municipalities will receive the Rural Transportation Grants as determined by the department policies in effect at that time.

The Premier's Task Force on Infrastructure (August 1998) has provided a \$20 million funding injection in 1998/99 to all rural municipalities (including the "transitioning municipalities") for roadway preservation and growth in truck traffic. An additional \$10 million per year will also be provided for the three years of 1999/2000 to 2001/02.

Grant funding can be used for capital work undertaken on the local road system, including school bus routes, market roads, farm access roads and other local roads. Projects such as grading/regrading, gravelling, base course, paving, seal coat, signing, pavement markings and dust abatement are eligible under the program. Maintenance projects and engineering or administration work performed by municipal staff are not eligible for funding.

Funds for bridge construction, maintenance and rehabilitation are provided on a project specific basis with appropriate cost-sharing with the local road authority.

LOCAL BRIDGE PROGRAM

Like the roads on which they are located, bridge structures on municipal roads are under the control and management of the Municipality, and therefore the construction and maintenance of local bridge structures are also a Municipal responsibility.

BENEFITS OF PROGRAM

Alberta Transportation may provide assistance to municipalities to the extent that budgets approved by the Provincial Legislature allow.

FUNDING POLICY

Alberta Transportation will prioritize the requests for funding from municipalities on a regional and provincial basis and will provide funding assistance in accordance with the following general guidelines:

For projects approved by Alberta Transportation, the Department will provide funding for the following eligible items; engineering services (including preliminary engineering, detailed design, contract preparation and tendering, and contract management), construction costs (including supply of materials), and removal and salvage of major bridge structures.

For the above projects, the municipality is responsible for all other costs including but not limited to engineering services for non-eligible components, surveying and survey plans, traffic accommodation, grading and road related items, removal and salvage of existing minor structures, non-structural and minor structural repairs, and specified minor maintenance.

For details of specific project eligibility and more detailed project guidelines, please contact the department's Regional Director.

Appendix 4

5 Year Capital Plan

5 Year Capital Plan

(Costs Shown in Thousands)

Function/Project	Total Capital Costs	Current Year				Year 2				Year 3				Year 4				Year 5				Future			
		Capital Cost	Funding Sources			Capital Cost	Funding Sources			Capital Cost	Funding Sources			Capital Cost	Funding Sources			Capital Cost	Funding Sources			Capital Cost	Funding Sources		
			Grants	Debenture	Other*		Grants	Debenture	Other*		Grants	Debenture	Other*		Grants	Debenture	Other*		Grants	Debenture	Other*		Grants	Debenture	Other*
Administration																									
1.																									
2.																									
Protection																									
1.																									
2.																									
Transportation																									
1.																									
2.																									
Water																									
1.																									
2.																									
Wastewater																									
1.																									
2.																									
Sanitation																									
1.																									
2.																									
Other																									
1.																									
Total																									

* Designation of Other Revenue

A - General Revenue

B - Reserves

C - 3 Year Capital Borrowing

D - Other

Appendix 5

Contacts for Assistance

Contacts for Assistance

1. Consulting Engineers of Alberta (CEA)

Purpose

- To promote and enhance the business interests of the consulting engineers of Alberta and to lead in the application of technology for the benefit of society.
- To promote the utilization of Alberta engineers and consulting engineering firms.
- To promote better client relations.
- To develop regional participation in consulting engineering issues impacting society.

Primary Activities

- Promote the business aspects of the consulting engineering industry and to represent the business interests of the consulting engineering industry.
- Compile a Corporate Service Directory which provides an overview of CEA member firms (corporate profile, services and discipline skills available, size of firm).

Reason to Contact

- To obtain information on the procedure for selecting a consulting engineering company.
- To obtain a listing of consulting engineering companies including overall summary of related service skills.

Administration Office

Consulting Engineers of Alberta

Suite 505

22 Sir Winston Churchill Avenue

St. Albert, Alberta

T8N 1B4

Tel: (780) 458-1852

Fax: (780) 458-5225

e-mail: cea@caisnet.com

Website: <http://www.cea.caisnet.com>

2. Association of Professional Engineers, Geologists and Geophysicists of Alberta (APEGGA)

Purpose

- To serve society by regulating, enhancing, and providing leadership in the practice of the profession of engineering, geology and geophysics.
- To administer the EGGP Act including registration, licensing, and issuing permits to practice.
- To enforce the EGGP Act and professional discipline.

Primary Activities

- Register and license individuals qualified and authorized to practice.
- Register and issue Permits to Practice to qualified organizations and engineering service firms.
- Discipline of members found to be guilty of unskilled practice or unprofessional conduct.
- Enforce the provisions of the EGGP Act to ensure that only qualified, licensed members practice the profession of engineering and that only licensed practitioners represent themselves as such or utilize the professional designation P.Eng., P.Geol., or P.Geoph.

Reason to Contact

- To verify if a particular Professional Engineer or company practicing engineering is licensed to practice in Alberta.
- To explore the process for corrective action where quality of service (ethics, competence) of a Professional Engineer may be in question.

Administration Office

The Association of Professional Engineers, Geologists, and Geophysicists of Alberta (APEGGA)

15th Floor, Scotia Place, Tower One
10060 Jasper Avenue
Edmonton, Alberta T5J 4A2
Phone: (780) 426-3990
Fax: (780) 424-6254
e-mail: email@apegga.org
Website: <http://www.apegga.org>

3. Alberta Urban Municipalities Association

Purpose

- To advocate local government interests to provincial government.
- To provide services that address the needs of its membership.

Primary Activities

- Member services.
- Bylaw and policy library.
- Advocacy on behalf of municipal council.

Reason to Contact

- To provide direction/guidance regarding many aspects of municipal operations.

Administration Office

Alberta Urban Municipalities Association

8712 - 105 Street

Edmonton, Alberta

T6E 5V9

Toll Free: 1-800-661-2862

Tel: (780) 433-4431

Fax: (780) 433-4454

e-mail: main@auma.ab.ca

website: <http://www.munilink.net>

4. Other Sources of Assistance

a) Financing

- Alberta Municipal Finance Corporation
Telephone: (780) 427-9711
Fax: (780) 422-2175
email: webamfc@treas.gov.ab.ca
website: <http://www.treas.gov.ab.ca/amfc>

b) Technical

- Alberta Transportation
(see Regional Offices listed in Appendix 3)

c) Legislative, Bylaw Preparation, Field Advisory Services

- Alberta Municipal Affairs
Local Government Services Division
Telephone: (780) 427-2225
Website: <http://www.gov.ab.ca/ma>