

TOWN OF BANFF
ORDER OF BUSINESS
Regular Council Meeting
Town of Banff Council Chambers
Tuesday, April 10, 2012 at 2:00 p.m.

1.0 CALL TO ORDER

2.0 APPROVAL OF AGENDA

- 2.1 Regular Meeting Agenda
- 2.2 For Information: 2012 Council Priorities and Workplan

3.0 DELEGATIONS

- 3-1 Peggy Smith – Sanitary Siphon Replacement & Pedestrian Bridge

4.0 ADOPTION OF PREVIOUS COUNCIL MINUTES

- 4.1 Minutes of the March 26, 2012 Regular Meeting of Council

5.0 UNFINISHED BUSINESS

- 5.1 Briefing: Bow River Sanitary Siphon Replacement & Pedestrian Bridge

6.0 COMMITTEE REPORTS

- 6.1 Bow Valley Regional Housing February – March 2012 Bulletin

7.0 INQUIRIES

8.0 STAFF REPORTS/BYLAWS

- 8.1 Request for Decision: Sponsorship Policy C120

9.0 CORRESPONDENCE

10.0 NEW BUSINESS

11.0 INQUIRIES

12.0 ADJOURNMENT

April 5, 2012

2012 Council Priorities – What’s New

A Sustainable Transportation System

- The Transportation Master Plan Update Initial Engagement Survey commenced on Tuesday, March 13 and will run until Wednesday, March 28. The survey is seeking input from the community, including long-term and short-term residents of Banff, as those who work in Town but live elsewhere and visitors. The survey has been posted on the Town’s webpage and has been advertised via Facebook, twitter and the newspaper. In addition to the on-line survey option, Engineering has hit streets seeking input from a random selection of locals/visitors. The Street surveys have been a huge success.
- The YMCA of Greater Toronto has provided funding for a GIS Intern to work on developing a pedestrian wayfinding network for Banff. Sean Milne will be with the Town for 16 weeks starting in early March and will work closely with Steve Nelson, GIS Coordinator and Darren Enns, Senior Planner on this project.

Effective Land Use Policy to Ensure a Prosperous Banff – Phase 2

- Administration has forwarded the first set of Phase 2 proposals to Council, including proposed changes to the Housing and Parking cash-in-lieu payment systems.

For details about 2012 Council priorities, visit www.banff.ca/town-hall/banff-town-council/strategic-priorities.htm.

Council Workplan

Note: blue highlight indicates a 2012 Council Priority.

1st Quarter 2012

		Original Due Date	New Due Date	Council Meeting	Finance Committee	Strategy Workshop
Draft Street Lighting Policy	Planning	2011	March 26	✓		
Reserve Policy – Buildings	Corporate Services	Mar. 26			✓	
Waste Bylaw Amendment	Operations	Q1	Q2	✓		
Transition to Regional Transit	Engineering/ Corporate Services	Q1	Q2	✓		
Sundry Waste Pick-up Improvements	Operations	Q1	March 26	✓		
Improve Cemetery Administrative Processes	Grounds	Q1	Q2	✓		
Alternate Revenue ⁴	Operations	Q1	Q2	✓		
Land Use Bylaw 2-A-2 ²	Planning	Q1	March 26	✓		

¹A Sustainable Transportation System

²Effective Land Use to Ensure a Sustainable and Prosperous Banff – Phases 2 & 3

³Toward Economic Prosperity – Supporting the Competitive Initiative

⁴Toward Financial Stability – Seeking Resort Community Status

⁵Urban Forest Management – Renewing Our Most Valuable Resource

2012 Council Priorities & Workplan

Agenda #2.2

2nd Quarter 2012

		Original Due Date	New Due Date	Council Meeting	Finance Committee	Strategy Workshop
Land Use Bylaw 2-A-2 ²	Planning	Q2	May 14	✓		
Land Use Bylaw 2-A-1 Public Hearing ²	Planning	Q2	April 23	✓		
Full Scale Disaster Exercise	Fire Services	May 9				✓
Land Use Bylaw 2-A-1 Third Reading ²	Planning	Q2	May 14	✓		
Reserve Policy – Machinery and Equipment	Corporate Services	May 28			✓	
1st Quarter Forecast	Corporate Services	May 28			✓	
Performance Measures Review	Corporate Services	June 25			✓	
Reserve Policy – Fleet	Corporate Services	June 25			✓	
Economic Prosperity Planning Process ³	Communications/ Planning	2011	May 14	✓		
Community Standards Bylaw Amendment re: outdoor music	Bylaw Services	Q2		✓		
Outdoor Merchandise Display Policy	Planning	Q2		✓		
Staff Accommodation Survey	Human Resources	Q2		✓		
Website Overhaul Scoping	Communications	Q2		✓		
Visitor Experience Role Expansion	Communications	Q2		✓		
On-line Payments	Corporate Services / Bylaw Services	Q2		✓		
GIS Public Access Improvements	Corporate Services	Q2		✓		
Taxi Fleet Environmental Efficiency	Bylaw Services	Q2		✓		
Residential Bin Communication Improvements	Operations/ Communications	Q2		✓		
Resource Recovery Yard Sunday Operations	Operations	Q2		✓		
Buffalo Camp Demolition	Operations/Fire	Q2				
Grease Trap Education	Utilities/ Communications	Q2		✓		
Waste Water Treatment Plant Contract	Operations	Q2		✓		
Recreation Master Plan – Community Consultation	Community Services	Q2		✓		

3rd Quarter 2012

		Original Due Date	New Due Date	Council Meeting	Finance Committee	Strategy Workshop
2013 Financial Plan	Corporate Services	June 16			✓	
2 nd Quarter Forecast	Corporate Services	Aug 20			✓	
Reserve Heritage, Art, Staff Housing	Corporate Services	Aug 20			✓	

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2012 Council Priorities & Workplan

Agenda #2.2

Draft Land Use Bylaw Phase 2-B ²	Planning	2011	Q3	✓		
Sewer Bylaw	Operations	Q3		✓		
Compensation Review Final Report	Human Resources	Q3		✓		
Out of Town Service Agreements	Corporate Services	Q3		✓		
Bio-solids Final Plan	Operations	Q3		✓		
Social Assessment	Community Services	Q3		✓		
Recreation Master Plan – 1 st Draft	Community Services	Q3		✓		
Urban Forest Update ⁵	Grounds	Q3		✓		
Closing Doors in Winter	Env. Coordinator	Q3		✓		

4th Quarter 2012

		Original Due Date	New Due Date	Council Meeting	Finance Committee	Strategy Workshop
Solid Waste Utility Rates	Corporate Services	Oct. 20			✓	
3 rd Quarter Forecast	Corporate Services	Nov. 13			✓	
Pre-audit Planning	Corporate Services	Nov. 13			✓	
Operating Reserves	Corporate Services	Nov. 13			✓	
LUB Phases 3 & 4 Plan ²	Planning	Q4 and beyond		✓		
Employee Satisfaction Survey	Human Resources	Q4		✓		
Traffic Master Plan 1 st Draft ¹	Engineering	Q4		✓		
Outdoor Music Infrastructure	Planning	Q4 budget		✓		
Downtown Fire Pits	Planning	Q4 budget		✓		
Toboggan Run	Streets	Q4 budget		✓		
Recreation Master Plan – Final Document	Community Services	Q4		✓		
Traffic Master Plan Final ¹	Engineering	Q1 2013		✓		

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Banff Council Meeting - April 10, 2012

Thank you Mayor Sorenson and Council. We appreciate the opportunity to speak today regarding the Sewage pipeline proposal.

I just have a couple of points that I would like to raise:

1. End of design life considerations

Adrian you mention that "Replacement of the pipes at the end of their design life would involve a capital project similar in scale to the one currently proposed".

I would like to clarify that a little. Actually I did do a little investigating on this matter myself. If the existing pipes were located in the proper place - ie. not exposed and at the proper depth, there would have been a number of options available to us - all of which would have been substantially less expensive - Internal pipe coating; pipe-within-pipe; or even, pipe bursting, etc. With this new proposal, the pipes would be located properly and any problems should be minor and relatively easily remedied. From what I understand, these pipes should last at least as long as the old ones without any significant problems; so 70 to 100 years from now we can look forward to addressing this issue again and by then there should be even more economical solutions available.

2. The additions to the directional drilling proposal

When we started scoping out this project, we requested information from the town as to what pipes were included and we were advised that 2 - 250 mm pipes were included in the pedestrian bridge proposal, which is what was included. Subsequent to that, the number of pipes was doubled to 4 - 1 for water, which was evidently in the bridge proposal and then 3 larger pipes to handle the sewage requirements. This was all based on the recommendations of the consultant, AESL for the straight gravity-based solution, which is fair enough.

However, then a lift station was added. Where did this come from? So we now have a hybrid which incorporates everything - pumps, motors, back-up generators, automatic transfer schemes, plus a house to put all this stuff in, and gravity too!!

I looked at the consultant's report, which you freely quote from, when convenient, and there is no mention of a lift station being required with either the open cut option, which they recommended, or the trenchless option, which was not recommended. In either case, they would have had to dig about 5 or 6 meters below the existing pipe location at the 3 meter level (which is exposed in some areas), which places them at the 9 meter depth - the same as the workable trenchless option. In fact both of these options that the consultant investigated are complete, gravity-based solutions with no need of a lift station, at all. This is the consultant that has been quoted on numerous occasions.

So I looked into my own expert sources and got confirmation that, indeed, if the depth was at about 30 meters, which is the other possibility, a lift station would be required. However, at 9 meters, there is really no need at all.

Banff Council Meeting - April 10, 2012

I guess my concern, and the concern of the town of Banff residents, is that there appears to be an extremely strong bias "against" any form of a simple gravity-based solution. In discussing the present system with a number of local people familiar with this system, they are all huge fans of this system. Sure it is in need of repair now, but it is simple, reliable, proven technology and, above all, economical to operate and maintain. Sure it needs periodic cleaning but this is the only real cost - no power requirements and no operating and maintenance costs associated with pumps, motors, generators, etc.

From the information that we have, there appears to be no real need for the lift station. It distorts the comparison numbers and it is an expensive "nice-to-have" feature. It appears that this will cost in the order of \$1.2M extra for the house and equipment and then another \$30K annually to operate and maintain. The town of Banff is \$17M in debt. To us, this should be a real incentive to be extra prudent in all of our expenditures. From where we sit, this project is being over-engineered to justify a bridge, the majority of residents would prefer being placed in another location or even not built at all.

There are obviously a number of additional considerations in the full comparison study which are not included with the direct across-the -river comparisons offered here and I hope that Council gives them due consideration. However, at this point, the need for a lift station certainly escapes me and a number of other people.

MINUTES OF THE REGULAR MEETING OF COUNCIL
of the Town of Banff in the Province of Alberta
Town Hall Council Chamber
Monday, March 26, 2012 at 2:00 pm

COUNCIL MEMBERS PRESENT

Karen Sorensen	Mayor
Leslie Taylor	Councillor
Stavros Karlos	Councillor
Chip Olver	Councillor and Deputy Mayor
Brian Standish	Councillor

COUNCIL MEMBERS ABSENT

Paul Baxter	Councillor and Acting Mayor
Grant Canning	Councillor

ADMINISTRATION PRESENT

Silvio Adamo	Acting Town Manager
Adrian Field	Manager of Engineering
Ken Crerar	Supervisor of Resources Recovery
Kelly Gibson	Manager of Corporate Services
Mary Brewster	Manager of Community Services
Randall McKay	Manager of Planning and Development
Claire Wilkinson	Planner
Hailey Monod	GIS Student
Steve Nelson	GIS Coordinator
Pierre-Hugues Gagnon	Asset Management Coordinator
Sean Milne	GIS Assistant
Darren Enns	Senior Planner
Kerry MacInnis	Administrative Assistant (Recording Secretary)

1.0 CALL TO ORDER

The Mayor called the regular meeting of council to order at 2:00 p.m.

2.0 APPROVAL OF AGENDA

2.1. Meeting Agenda

COU12-57 Moved by Councillor Olver to approve the agenda of the March 26, 2012 regular meeting of council with the following additions:

- 3.1 Notice of Intention to Designate St. Georges in the Pines

CARRIED

2.2. 2012 Council Priorities and Workplan

Accepted as information.

3.0 DELEGATIONS

3.1. Notice of Intention to Designate the building known as St. Georges in the Pines as a Municipal Historic Resource

COU12-58 Moved by Councillor Taylor to authorize administration to issue a Notice of Intention to Designate St. Georges in the Pines Anglican Church located at 400 Buffalo Street.

CARRIED

4.0 ADOPTION OF PREVIOUS COUNCIL MINUTES

4.1. Minutes of the March 12, 2012 Regular Meeting of Council

COU12-59 Moved by Councillor Olver to approve the minutes of the March 12, 2012 regular meeting of council with the following amendments:

- 8.1 – Off Lease Dog Park should read Off “Leash” Dog Park
- Motion COU12-55 should read “Council requested that we specify in writing the standards that have to be met and how we will be evaluating those standards”

CARRIED

5.0 UNFINISHED BUSINESS

5.1. Bow River Sanitary Siphon Replacement & Pedestrian Bridge

Written report received as information.

6.0 COMMITTEE REPORTS

6.1. Minutes of the February 15, 2012 Meeting of the Municipal Planning Commission

Accepted as information.

6.2. Minutes of the March 7, 2012 Meeting of the Development Appeal Board

Accepted as information.

6.3. Bow Valley Regional Housing – January – February, 2012 Bulletin

Accepted as information.

7.0 INQUIRIES

7.1. There were no inquiries.

8.0 STAFF REPORTS/BYLAWS

8.1. Waste Bylaw Review

Written report received as information.

8.2. Sundry Waste Pick-up Improvements Update

Written report received as information.

8.3. 2012 – 2032 RCMP Policing Contract

COU12-60 Moved by Councillor Olver to authorize the Mayor to sign the 20 year policing agreement on behalf of Council.

CARRIED

Karlos opposed

- 8.4. 2012 Bow Valley Regional Transit Service Commission
COU12-61 Moved by Councillor Taylor to approve the 2012 transit requisition for the Town of Banff. **CARRIED**
- 8.5. Sponsorship Policy C120
Administration was asked to come back with more information on the sponsorship policy.
- Definition of assets to be considered or excluded from sponsorship
 - The alphabetization of the definitions
 - Discussion regarding brand separation\consideration regarding potential competition or direct conflict with our local business operators
 - Direction to amend the sponsorship values and the authority to approving those values
 - Create a checklist to ensure existing policies are being adhered to
- 8.6. Draft Street Lighting Policy C119
COU12-62 Moved by Mayor Sorensen to accept for information a draft of the proposed Street Lighting Policy C119 attached as Appendix A. Administration to report back to Council on May 14, 2012 with the results of the public engagement. **CARRIED**
- 8.7. Land Use Bylaw 2-A-1
COU12-63 Moved by Councillor Taylor to make the change to attachment 8-7D, section 3.9 – “When the required bedrooms are constructed within Single Detached Housing (not including an Accessory Dwelling) where the total Gross Floor Area of the dwelling exceeds ~~3,000~~2,000 sq.ft.” **CARRIED**
- COU12-64 Moved by Mayor Sorensen to receive as information the draft revised Housing Policy as amended and post for feedback regarding proposed changes. **CARRIED**
- COU12-65 Moved by Councillor Taylor to change 8-7C, section 2 – “Council feels that this shortfall is a collective responsibility of the community. ~~and individual future developers.~~” **CARRIED**
- COU12-66 Moved by Councillor Taylor to change attachment 8-7C – section 2: “In order to maximize investment in parking, transit and pedestrian and cycling infrastructure, a maximum of ~~10%~~25% of required parking in the CD land use district may be constructed. The remainder must be provided as cash-in-lieu. This provision will not apply to Hotels in the CD land use district, except for accessory uses (e.g. Eating and Drinking: Retail) located within a Hotel.” **DEFEATED**
Taylor, Olver in Favor

- COU12-67 Moved by Councillor Taylor to change attachment 8-7C, section 3 - definitions: “When applied to parking improvements, cash-in-lieu is intended to contribute towards financing the design and construction costs of one parking stall including its share of accessway, landscaping, lighting, signage and other works, and the maintenance cost of these works. Cash-in-lieu may also be directed to towards the transit reserve (subject to the funds being spent on public transit within the Town of Banff) or, capital projects relating to transport infrastructure for walking or cycling.-” **CARRIED**
- COU12-68 Moved by Councillor Olver to change the attachment 8-7C, section 2 – “Cash-in-lieu for parking will be directed towards: one of two reserve funds:” **CARRIED**
- COU12-69 Moved by Councillor Karlos to change the attachment 8-7C, section 2 – “and should be used to finance parking improvements within the Town, or capital improvements to the ROAM transit system within the Town of Banff-“ **CARRIED**
- COU12-70 Moved by Councillor Olver to change the attachment 8-7C, section 2 – “, and should be used to finance parking improvements within the Town, or improvements to the ROAM transit system within the Town of Banff- or capital projects relating to transport infrastructure for walking and cycling.” **CARRIED**
- COU12-71 Moved by Mayor Sorensen to receive as information the draft revised Parking Policy as amended and post for feedback regarding proposed changes. **CARRIED**
- COU12-72 Moved by Councillor Karlos to give first reading to Bylaw 313 (2-A-1) and request administration to schedule a public hearing tentatively set for May 7, 2012 at 4:00pm. **CARRIED**
- COU12-73 Moved by Councillor Taylor for Planning and Development to make draft Housing and Parking Policies available to the public and accept feedback from the public at the public hearing. **CARRIED**
- 9.0 CORRESPONDENCE**
9.1. There was no new correspondence.
- 10.0 NEW BUSINESS**
10.1. There was no new business.
- 11.0 INQUIRIES**
11.1 There were no inquiries.
- 12.0 ADJOURNMENT**
COU12-74 Moved by Councillor Standish to adjourn at 5:02pm. **CARRIED**

Karen Sorensen
Mayor

Kerry MacInnis
Municipal Clerk

Minutes approved by: _____

BRIEFING

Subject: Bow River Sanitary Siphon Replacement & Pedestrian Bridge

Presented to: Council

Date: April 10th, 2012

Submitted by: Adrian Field, Manager of
Engineering

Agenda #: 5-1



This report is submitted for Council's information.

BACKGROUND

Reason for Report

To update Council on the status of the Bow River Sanitary Siphon Replacement & Pedestrian Bridge project.

Summary of Issue

As Council is aware, the Town of Banff held a public open house on the Bow River Sanitary Siphon Replacement & Pedestrian Bridge project on February 16 at the Seniors Centre. During the open house and since that time, the Town has received specific feedback regarding this project. Administration are reviewing all feedback received. The following list, while not exhaustive, will give Council insight into some of the items on which we are currently working.

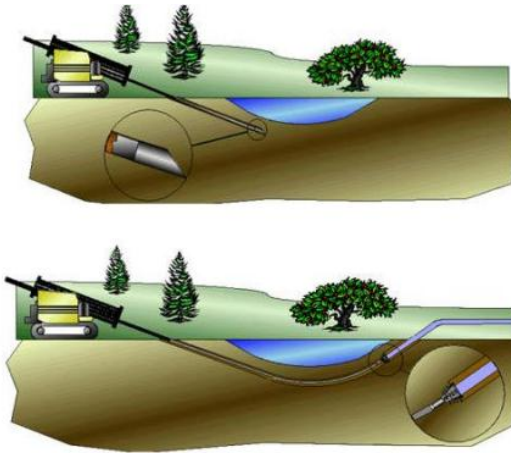
- 1) **Other Sanitary Siphon Options**—A group of residents have brought forward an alternative proposal from a contractor who specializes in directional drilling. Administration have subsequently provided this contractor with additional technical information regarding the local ground conditions, number of pipes required and pipe sizes for a gravity system — information that was not available to the contractor when their original proposal was provided to the group of residents and Town.

The contractor (Complete HDD) has since reviewed the information and has submitted revised pricing. The attached table shows the breakdown, source and comparison of the costs for the two crossing methods.

It should be noted that Complete HDD's price has increased to \$5.7M from the \$4.5M price earlier quoted by residents. The reasons for this increase include:

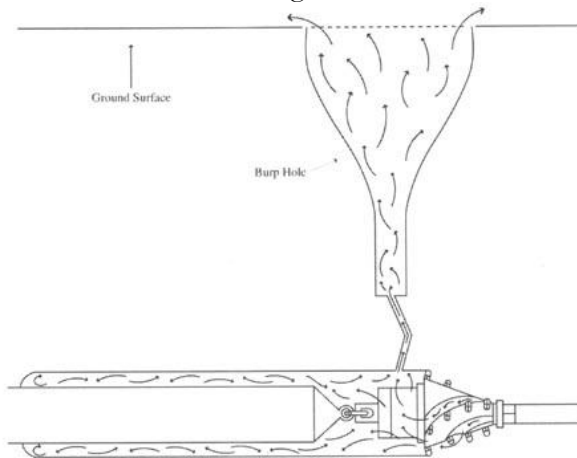
- a. The contractor has been provided with the geotechnical information and borehole logs;
- b. The contractor has been provided with the correct number of pipes and pipe sizing for a gravity crossing (per Associated Engineering 2007, attached);
- c. The contractor has included pricing for the water line to make the scope and pricing for both the HDD and pedestrian bridge options comparable (with the exception of the bridge);
- d. Pricing includes a lift station on the south side to lift the sanitary waste from the suitable layer at 9.5m below grade to the existing gravity system at 3m below grade.

A comparison of pricing for the two options should include the Town-related costs (to be paid directly by the Town of Banff) and contingencies. Costs are summarized on the attached cost comparison table with the pedestrian bridge solution being \$6.72M and the directional drilling option being \$6.47M. The budget pricing from Complete HDD (for the directional drilling option) and tendered values from Structurecraft (for the pedestrian bridge option) indicate that \$250,000 savings could be realized (with the pedestrian bridge deleted from the scope).



Directional drilling concept

Complete HDD are confident that a layer of silty sand at approximately 9m below existing grade is suitable for directional drilling. Their proposed technique would, as a first option, use ground water in lieu of drilling mud to lubricate the cutting head. If this were to be successful, the technique would remove the risk of releasing drilling mud into the river in the event of a failure of the ground around the cutting head, (called a frac out).



Ground failure at the cutting head (frac out)

It should be noted that the potential for frac out still exists with the method proposed by Complete HDD and, although the release of drilling mud is not a risk with the proposed technique, river sediment could still potentially be disturbed on the river bed if a frac out occurred during construction. It is also possible that drilling mud would need to be used if the technique were to not be successful with the use of ground water as a lubricant. Standard operating procedure in trenchless crossings is to have a frac out contingency plan approved

in advance by the Town, Parks Canada and the Department of Fisheries and Oceans so that the contractor can move quickly and efficiently in the event of ground failure.

The existing gravity system operates at approximately 3m below grade on the river banks. There is a 6m difference in elevation between the current gravity system and the silty-sand layer targeted by Complete HDD, which is at approximately 9m below grade. Complete HDD propose the construction of a lift station on the south bank to deal with this elevation difference. Flow would be by gravity into a new chamber on the north side, by gravity under the river, and into a lift station on the south side, which would deliver the sanitary waste into the existing gravity system.

It is reasonable to assume, given that the elevation differences and pumped volumes for both options would be comparable, that operating costs for the lift station portion of the project would be similar for both the pedestrian bridge and the directional drilling option.

The lower cleansing velocity in the gravity portion of the directional drilling option may result in greater build-up of deposits in the pipes and necessitate more frequent cleaning (with associated costs) than the pumped system with the pedestrian bridge option.

The lift station on the south bank would require an above-grade building to house the stand-by generator and mechanical equipment. The building would be similar in size to Lift Station 2a in Canmore, shown below. This may be problematic with Parks Canada as the current licence of occupation does not allow the Town to construct buildings in this location, (although bridges and other transportation infrastructure are acceptable).



Canmore Lift Station 2a

As an example, a market-value based ‘release fee’ of \$400,000 was required to convert licensed to leased land to accommodate the recreation centre expansion project. This type of fee would be required to construct a building on the site, but would not be required for a pedestrian bridge. Related legal fees and release fees have not been included at this stage.

The pedestrian bridge option (see schematic layout drawing attached) would require a new chamber on the north side of the river; pumps submersed within the chamber would deliver flows through dual pipes suspended below the bridge. Flows would be discharged into the existing chamber on the south side. Electrical equipment to operate the pumps would be housed within the north abutment - thus removing the requirement for a building on the river bank.

Directional drilling has been presented in previous reports to Council and was considered by two independent consultants in 2007 and 2011. Associated Engineering commented, in the attached considerations matrix from 2007, that directional drilling presented “a high risk of failure to complete a pipe crossing if a large cobble is encountered while drilling” and that there is a “risk of gravel or cobble collapse (ground loss) unless drilled through bedrock at a significant depth of approximately 30m”.

The considerations matrix also states that “a large disturbance area is required for access pits and working area on the launch side, resulting in high disturbance to terrain and soils” and, with the proposal from Complete HDD, an area extending from the existing chamber to Buffalo street on the north and 20m into the treed area on the south would be disturbed to achieve an acceptable bend radius on the pipes. The appended “considerations matrix” shows Associated Engineering’s commentary that the crossing method is “not feasible”.

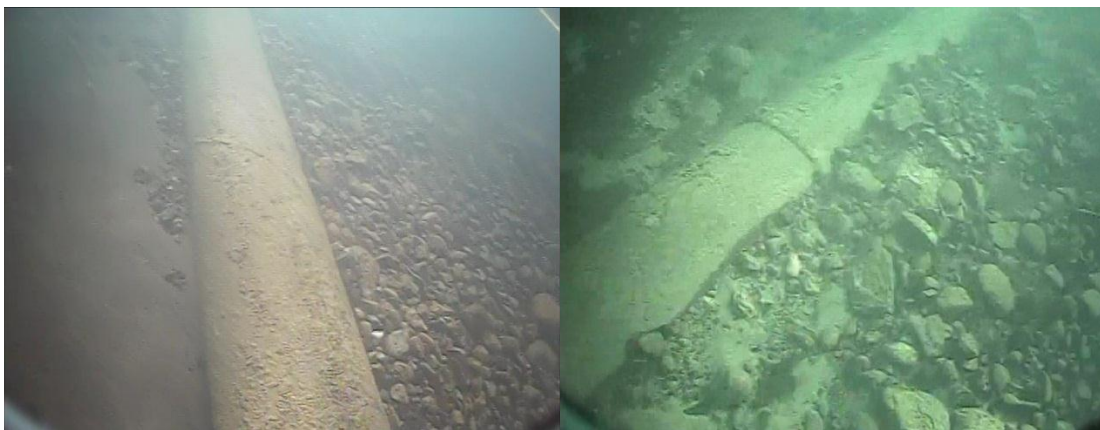
In 2011, the specialist trenchless technology consultant Complete Crossings Incorporated commented that “it is difficult to predict the detailed nature and characteristics of the overburden deposits”. They did consider that there is “some potential to construct a crossing using trenchless methods”, but stated that “dewatering and water control would be expected to be a major, possibly insurmountable concern” and that “considerable additional work would be required to confirm this preliminary assessment and provide a basis for design of a trenchless crossing”.

The recommendations against, and caution surrounding, directional drilling in the local ground conditions were clear in the 2007 and 2011 reports. However, Complete HDD has indicated a willingness to assume the ground risks for this project and is confident that the method would achieve a successful crossing.

The construction and environmental risks surrounding the directional drilling concept should be paramount in the decision making process. The technique is highly committing and the consequence of failure at the crossing location would be considerable. The directional drilling contractor’s liability would be limited to his own costs incurred and would not extend into environmental remediation work or financing of other methods of construction should the crossing not be successful. Construction contingency in the directional drilling estimate has been set at 0% as the contractor would assume the ground risk however costs of the environmental remediation and financing of other methods if the technique should fail are not possible to estimate with any certainty and have not been included at this stage.

It is important to note the Complete HDD pricing has been provided without the benefit of design development work – items such as architectural finishes for the lift station building, pump sizing, specific environmental requirements for a directional drilling option and electrical equipment are budget values only at this stage and may be subject to change. Release fees relating to the required changes to the licence of occupation for the pump station building and cost impacts relating to the potential for frac out have not been included in the budget.

Additional boreholes and design development work would need to be carried out to refine the scope and re-tender the project if Council were to direct administration to consider directional drilling further. A new environmental assessment process would also need to be initiated. It is estimated that a new direction at this stage would leave the sanitary pipes on the river bed exposed for an additional duration of six to nine months.



Exposed pipes on the river bed – December 3, 2011

The long-term operation and maintenance of the pipes is also a relevant consideration. In the directional drilling option, the pipes would be buried under the river bed and would not be accessible for maintenance. Replacement of the pipes at the end of their design life would involve a capital project similar in scale to the one currently proposed.

In the pedestrian bridge option, the pipes would be slung under the bridge deck and would be accessible for visual inspection and maintenance. Replacement of the pipes at the end of their design life would be carried out by suspending new pipes under the bridge deck.

Other items that Administration are currently working on include:

- 2) **Access, Landscaping, Pedestrian Movements, Parking and Signage**—Administration are reviewing comments received with respect to how people will access and egress the bridge on both the north and south sides. These comments are being used to influence the design of the bridge, landscaping, connecting pathways, parking, and need for other user amenities. Administration will return to Council with any project or budget amendments that result from this consideration that fall outside of the current budget.

- 3) **Safety, Security, and Illumination**—Administration and the RCMP are reviewing comments and concerns regarding safety, security, and bridge and pathway illumination. Administration will return to Council with any project or budget amendments that result from this consideration. The approved design and budget for the pedestrian bridge includes lighting in the handrail. However, trail lighting for the existing trails on the river banks or for the new trail running south to Glen Avenue was not contemplated in the project budget as it does not exist for the rest of the Bow River Trail System in this area. Council could choose to direct administration to consider a town-wide trail lighting policy similar to the street lighting policy currently being developed.
- 4) **Wheelchair accessibility, Skateboard and Bike Use**—Administration are reviewing comments received with respect to how wheelchairs could access and egress the bridge on both the north and south sides. We are also giving further consideration to skateboard and bicycle use of the bridge. Administration will return to Council with any project or budget amendments that result from this consideration that fall outside of the current budget.
- 5) **Operations Costs, Construction Impacts**—Administration are reviewing the operational budgets provided to Council with respect to the operating costs of the bridge, landscaping and the sanitary sewer components of this project. Administration will return to Council with any project or budget amendments that result from this consideration that fall outside of the current budget. We are also taking the comments with respect to construction impacts into the design consideration. As stated above the operating cost for the directional drilling method with the lift station as proposed, and the pedestrian bridge method would be similar.
- 6) **Communications**
Project reports and documents are posted to the town's website, along with the feedback received at the open house. (banff.ca>Town Hall>Major Projects). Council is aware of the correspondence and emails received regarding the project, which are being compiled into a summary for posting to the web in April, then updated with any new comments in June and August.

Once construction begins, administration will provide construction updates to area residents and to downtown businesses and information centres. Construction progress also will be updated at least monthly on the Town's regular communication vehicles – Town page, banff.ca, and BanffTown (Facebook).

7) Schedule

Item	Begins	Targeted End
Environmental Assessment (CEAA screening)	The CEAA screening document is currently being produced. Public comment period is scheduled for June 2012	July 2012
Navigable waters approval	Application document has been completed for Transport Canada review.	August 2012
Detail design	Ongoing	July 2012
Procurement	August 2012 (note no material procurement will be approved prior to agency approvals being in place)	Winter 2013
Construction	Fall 2012	Winter 2013

Attachments:

1. Associated Engineering Consideration Matrix 2007
2. CCI Geotechnical Analysis of Trenchless Crossing Feasibility 2011
3. Complete HDD letter
4. Crossing cost comparison
5. Pipe sizing (Associated Engineering 2007)
6. Schematic layout of pedestrian bridge

Circulation date: _____

Submitted By: _____
Adrian Field, Manager of Engineering

Reviewed By: _____
Robert Earl, Town Manager

Table 4-3 Considerations Matrix

Bow River Utility Crossing Alternatives	Advantages	Disadvantages	Prediction of Relative Potential for Impacts on the Environment	Prediction of Constructability	Capital Cost Estimate	Regulatory Requirements
<p>Alternatives 1 and 2 – Trenchless Method - Horizontal Directional Drilling (HDD)</p>	<ul style="list-style-type: none"> No reliance on power for crossing to operate, resulting in low O&M costs. No risk of damage to pipe due to freezing, vandalism, river ice or flooding. No streambed or streambank disturbance or instream equipment required. No isolation or disruption of surface waters required. No sediment release with a successful drill. 	<ul style="list-style-type: none"> Large drilling rig set back required. Insufficient working space is available, making alternative not feasible. High risk of failure to complete a pipe crossing if a large cobble is encountered while drilling through sand/gravel layers. Risk of gravel or cobble collapse (ground loss) unless drilled through bedrock at a significant depth of approximately 30 m. Risk of drilling mud releases (hydro-fractures), potentially affecting surface water and groundwater quality and impairing habitat for aquatic organisms. Risk of drilling mud releases from drilling sumps and containment, potentially contaminating soils. Large disturbance area required for access pits and working area on launch side, resulting in high disturbance to terrain and soils, vegetation removal and wildlife habitat loss compared with some other alternatives. High volume of dewatering required compared with other alternatives. Dewatering has the potential to affect hydrogeology and discharge of dewatering may release sediments to the river affecting water quality. The large generator and surface equipment required for HDD are likely to result in a relatively high level of noise. Long construction period relative to some other alternatives. High capital construction costs. 	<p>Moderate</p>	<p>Not Feasible</p>	<p>N/A</p>	<ul style="list-style-type: none"> CEAA Screening required. Letter of Advice issued by DFO under <i>Fisheries Act</i>. Notification of Transport Canada required under <i>Navigable Waters Protection Act</i>. Submit Code of Practice Notice to Alberta Environment (AENV) under <i>Alberta Water Act</i>.
<p>Alternative 3 – Crossing on Banff Avenue Bridge</p>	<ul style="list-style-type: none"> No risk of uncompleted crossing. No access pits required and somewhat smaller overall footprint for ancillary structures (one lift station as opposed to an inlet chamber and outlet chamber required for the other alternatives), resulting in low disturbance to terrain and soils, vegetation removal and wildlife habitat loss compared with the other alternatives. No risk of rupturing existing utility (compared with a minimal risk for the other alternatives). No risk of gravel or cobble collapse (ground loss). No risk of drilling mud release. Minimal dewatering requirements compared with other alternatives. No streambed or streambank disturbance or instream equipment required. No isolation or disruption of surface waters required. No sediment release. Shorter construction period compared to other alternatives. Can be timed to coincide with low water levels in either early spring or the fall. Lower construction cost. 	<ul style="list-style-type: none"> Risk of damage to exposed pipes due to freezing, vandalism, river ice and flooding. High O&M costs associated with pumping wastewater. Risk sewage overflow to river if power supply to lift station is interrupted. Exposed pipes will detract aesthetically from the architectural appeal of the bridge. Power supply and electrical controls for the lift station will detract aesthetically from appearance of river bank and pathways. Requires somewhat greater distance of open-cut trenching along riverbanks due to longer length of new forcemain and watermain in order to reach the Banff Avenue Bridge, however the overall disturbance area is less than the other alternatives. Potential for some disruption to vehicular and pedestrian traffic on the Banff Avenue Bridge. 	<p>Low</p>	<p>Feasible</p>	<p>\$4,800,000 (crossing only)</p>	<ul style="list-style-type: none"> CEAA Screening required. Letter of Advice issued by DFO under <i>Fisheries Act</i>. Notification of Transport Canada required under <i>Navigable Waters Protection Act</i>. Submit Code of Practice Notice to Alberta Environment (AENV) under <i>Alberta Water Act</i>.

Table 4-3 Considerations Matrix

Bow River Utility Crossing Alternatives		Advantages	Disadvantages	Prediction of Relative Potential for Impacts on the Environment	Prediction of Constructability	Capital Cost Estimate	Regulatory Requirements
Alternative 4 – Trenchless Method	Micro-Tunnelling	<ul style="list-style-type: none"> No reliance on power for crossing to operate, resulting in low O&M costs. No risk of damage to pipe due to freezing, vandalism, river ice or flooding. No risk of gravel or cobble collapse (ground loss) as this alternative is self-supporting. Minimal risk of unsuccessful drill through bedrock, if bedrock is determined to be suitable (not enough information to determine at this time). No risk of drilling mud release. No streambed or streambank disturbance or instream equipment required. No isolation or disruption of surface waters required. No sediment release with a successful drill. 	<ul style="list-style-type: none"> Deep inlet and outlet shafts/manholes will require special O&M procedures. Risk of failure to complete crossing if a large boulder is encountered while micro-tunnelling through sand/gravel layers. This would require a parallel attempt and/or removal of the barrier using open cut methods and/or reverting to an open cut crossing. Moderate to large disturbance area required for micro-tunnelling, resulting in higher disturbance to terrain and soils, vegetation removal and wildlife habitat loss compared with some other alternatives. Moderate to high dewatering requirements compared with other alternatives. Dewatering has the potential to affect hydrogeology and discharge of dewatering may release sediments to the river affecting water quality. Long construction period relative to some other alternatives. The large generator and surface equipment required for micro-tunnelling is likely to result in a relatively high level of noise. High capital construction costs. Higher risk of unsuccessful completion compared with other alternatives. Small number of skilled contractors available, project may not be large enough to attract their attention. 	Moderate	Feasible (At this time, subject to further study)	\$7,900,000 (crossing only)	<ul style="list-style-type: none"> CEAA Screening required. Letter of Advice issued by DFO under <i>Fisheries Act</i>. Notification of Transport Canada required under <i>Navigable Waters Protection Act</i>. Submit Code of Practice Notice to Alberta Environment (AENV) under <i>Alberta Water Act</i>.
Alternative 4 – Trenchless Method	Pipe Ramming Through Sand/Gravel Layers	<ul style="list-style-type: none"> No reliance on power for crossing to operate, resulting in low O&M costs. No risk of damage to pipe due to freezing, vandalism, river ice or flooding. No risk of gravel or cobble collapse (ground loss) as this alternative is self-supporting. No risk of drilling mud release. No streambed or streambank disturbance or instream equipment required. No isolation or disruption of surface waters required. No sediment release with a successful drill. Shorter construction period compared to other alternatives. 	<ul style="list-style-type: none"> Length of crossing exceeds normal ramming length. Specially designed ram will be required, resulting in higher construction costs. Risk of failure to complete crossing if a very large boulder is encountered. This would require a parallel attempt and/or removal of the barrier using open cut methods and/or reverting to an open cut crossing. Moderate disturbance area required for access pits and working area on launch side, resulting in moderate disturbance to terrain and soils, vegetation removal and wildlife habitat loss. Moderate dewatering requirements compared with other alternatives. Dewatering has the potential to affect hydrogeology and discharge of dewatering may release sediments to the river affecting water quality. The pneumatic hammer required for pipe ramming is likely to result in a relatively high level of noise. Higher risk of unsuccessful completion compared with other alternatives. 	Moderate	Feasible (At this time, subject to further study)	\$5,000,000 (crossing only)	<ul style="list-style-type: none"> CEAA Screening required. Letter of Advice issued by DFO under <i>Fisheries Act</i>. Notification of Transport Canada required under <i>Navigable Waters Protection Act</i>. Submit Code of Practice Notice to Alberta Environment (AENV) under <i>Alberta Water Act</i>.

Table 4-3 Considerations Matrix

Bow River Utility Crossing Alternatives		Advantages	Disadvantages	Prediction of Relative Potential for Impacts on the Environment	Prediction of Constructability	Capital Cost Estimate	Regulatory Requirements
Alternative 4 – Trenchless Method	Tunnelling by Tunnel Boring Machine (TBM) Through Bedrock	<ul style="list-style-type: none"> No reliance on power for crossing to operate, resulting in low O&M costs. No risk of damage to pipe due to freezing, vandalism, river ice or flooding. No risk of gravel or cobble collapse (ground loss) as this alternative would be tunnelled through bedrock. Minimal risk of unsuccessful drill if bedrock determined to be suitable (not enough information to determine at this time). No risk of drilling mud release. No streambed or streambank disturbance or instream equipment required. No isolation or disruption of surface waters required. No sediment release with a successful drill. TBM has a relatively low level of noise as the loudest portion of the equipment is underground. 	<ul style="list-style-type: none"> Very deep inlet and outlet shafts/manholes will require special O&M procedures. Moderate disturbance area required for access pits and working area on launch side, although the pits would need to be very deep to reach bedrock, resulting in high disturbance to terrain and soils and moderate vegetation removal and wildlife habitat loss. High volume of dewatering required compared with other alternatives due to depth of access pits. Dewatering has the potential to affect hydrogeology and discharge of dewatering may release sediments to the river affecting water quality. Long construction period relative to some other alternatives. High capital construction costs. Higher risk of unsuccessful completion compared with other alternatives. 	Moderate	Feasible (At this time, subject to further study)	\$9,000,000 (crossing only)	<ul style="list-style-type: none"> CEAA Screening required. Letter of Advice issued by DFO under <i>Fisheries Act</i>. Notification of Transport Canada required under <i>Navigable Waters Protection Act</i>. Submit Code of Practice Notice to Alberta Environment (AENV) under <i>Alberta Water Act</i>.
Alternative 5 – Open Cut Crossing		<ul style="list-style-type: none"> No reliance on power for crossing to operate, resulting in low O&M costs. No risk of damage to pipes due to freezing, vandalism, river ice or flooding. No risk of drilling mud release. Shorter construction period relative to other alternatives. Lower capital construction costs. Proven construction method. No risk of uncompleted crossing. 	<ul style="list-style-type: none"> Large disturbance area required, covering full length of alignment (approximately 155 m by 70 m), resulting in high disturbance to terrain and soils, vegetation removal and wildlife habitat loss compared with the other alternatives. High dewatering requirements compared with other alternatives. Dewatering has the potential to affect hydrogeology and discharge of dewatering may release sediments to the river affecting water quality. The placement of the cofferdam maintains only partial streamflow and may increase velocities during the in-stream activities, potentially resulting in scouring and the risk of sedimentation downstream. Risk to grade control while working in wet conditions. Alteration of stream flows during the in-stream construction could prevent fish movement up and downstream of the crossing. In-stream equipment required, potentially resulting in hydrocarbon spills to surface waters. Habitat impairment from increased sedimentation or contamination of the water quality, potentially affecting aquatic organisms. Excavation of streambed and banks would eliminate riparian and aquatic habitat, resulting in loss of aquatic organisms in the immediate area. Potential for greater aesthetic impacts due to the nature of in-stream construction works. Timing must be negotiated with DFO and Transport Canada. 	High	Feasible	\$4,900,000 (crossing only)	<ul style="list-style-type: none"> CEAA Screening required. Authorization required by DFO under <i>Fisheries Act</i>. Fish Habitat Compensation Plan may be required by DFO under <i>Fisheries Act</i>. Approval by Transport Canada required under <i>Navigable Waters Protection Act</i>. Submit Code of Practice Notice to AENV under <i>Alberta Water Act</i>.

BANFF BOW RIVER UTILITY CROSSING

**GEOTECHNICAL EVALUATION OF TRENCHLESS
CROSSING FEASIBILITY**

Project No. 488 R01

Prepared for:

Town of Banff

Prepared by:



Complete Crossings Inc.

June 27, 2011



June 27, 2011

Town of Banff
Banff Town Hall
110 Bear Street
Banff, Alberta
T1L 1A1

Attention: Mr. Adrian Field, Manager of Engineering

Dear Sir,

RE: Geotechnical Evaluation, Bow River Utility Crossing, Town of Banff

This report provides our evaluation of the geotechnical feasibility of constructing the proposed Bow River Utility Crossing in the Town of Banff using trenchless methods. It was based on review of available geological background information and geotechnical and survey data provided, without benefit of a site visit.

Thank you for the opportunity to be of service. If you have any questions or comments, please contact us at your convenience.

On behalf of Complete Crossings Inc.

A handwritten signature in black ink, appearing to read 'Ian Jones', is positioned above the printed name.

Ian Jones, M.Sc., P.Geol.

Senior Engineering Geologist

CONTENTS

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REFERENCES

Figures

- Figure 1: Photomosaic Project Overview (prepared by the Town of Banff)
- Figure 2: Geotechnical Investigation Site Plan (after Jacques Whitford, 2006)
- Figure 3: River Bed Cross Sections prepared by Alpine Land Surveys Limited



1 INTRODUCTION

As part of its Wastewater Management Plan, the Town of Banff (the Town) is planning to construct a sanitary pipeline crossing of the Bow River downstream from the Banff Avenue bridge. The Banff Bow River Utility Crossing (the project), consisting of either one or two pipeline(s), would be installed along an alignment extending from south of the intersection of Buffalo and Muskrat streets on the north side of the river to the vicinity of the Glen Avenue-River Avenue intersection on the south side. Figure 1, prepared by the Town, showing the project area and location of the existing utility crossing is attached.

Several options for crossing the river were identified during preliminary engineering studies, including: using trenchless methods, tunnelling, installing an open cut crossing or suspending the pipeline(s) from the bridge. However, a pre-design geotechnical report prepared by Jacques Whitford Limited (Jacques Whitford) in 2006 concluded that, geotechnically, an open cut crossing appeared “to be the most viable alternative for a below-grade crossing”.

Complete Crossings Inc. (CCI) was retained by the Town to review available background information on surface and subsurface soil/bedrock conditions and, on that basis, to provide a “second opinion” relative to the feasibility of constructing a trenchless crossing. Authorization to proceed was received from Mr. Adrian Field, Manager of Engineering for the Town.

1.1 Scope of Work

The scope of work involved:

- a review of background geological and geotechnical information,
- synthesis of topographic survey information and available data on surface and subsurface conditions along/in the vicinity of the crossing alignment, and
- an evaluation of the geotechnical feasibility of utilizing various trenchless methods to construct the project.

Preparation of this report, describing and presenting the results/recommendations of the geotechnical evaluation, was the final study task.

1.2 Sources of Information

The “Geotechnical Pre-Design Report, Banff Bow River Utility Crossing, Infrastructure Renewal” (Jacques Whitford, 2006) was made available by the Town, along with crossing area plan/profile topographic surveys completed by Alpine Land Surveys Limited (Alpine). Reference was also made to published bedrock (Price and Mountjoy, 1972) and surficial geology (Rutter, 1972) maps and reports.

2 CROSSING ALTERNATIVES

Comprising a subsurface sanitary pipeline and, possibly, a water trunk main, the project is

intended to replace the dual-pipe sanitary sewer siphon that is currently in use. The five possible construction alternatives identified by Jacques Whitford in their report were to:

- abandon the existing siphon and install a multi-purpose siphon and water main using trenchless methods,
- maintain the existing siphon in operation and install a single pipe siphon and water main using trenchless methods,
- abandon the existing siphon and construct a lift station and siphon suspended from the Banff Avenue bridge,
- abandon or maintain the existing siphon and construct a combined service tunnel across the river using tunnelling methods, and
- abandon or maintain the existing siphon and construct a combined service tunnel across the river using open cut methods.

This report is concerned primarily with consideration of trenchless crossing methods.

The pre-design geotechnical report was based on the results of a geotechnical investigation by Jacques Whitford and geophysical surveys by Associated Mining Consultants Limited (AMCL). As noted, based on review of available subsurface information, it was concluded that “from a geotechnical perspective, an open-cut installation ... appears to be the most viable alternative for a below-grade crossing” (Jacques Whitford, 2006, p5).

3 GEOLOGICAL SETTING

The Town of Banff is located within the Rocky Mountain Front Ranges. Moderate- to steep-sided ridges, developed on resistant Palaeozoic carbonate bedrock, and level to gently sloping valley bottom areas (underlain by more erodible Mesozoic clastic sediments) are characteristic. In the crossing area, the river is bordered by level to very gently sloping low alluvial terrace areas.

Triassic age bedrock of the Sulphur Mountain Formation is mapped in the area. According to Price and Mountjoy (1972), it comprises thin-bedded siltstone, silty mudstone and shale, dolomitic siltstone and silty dolomite. Bedrock is exposed along the river downstream from the proposed crossing, at and upstream from Bow Falls.

Ground moraine (till) and moraine veneer overlying bedrock at shallow depth, are the dominant landforms of glacial origin (Rutter, 1972). Postglacial deposits include sand-gravel alluvial floodplain/terrace sediments along the river, colluvium on slopes and wetlands in low-lying areas.

4 SITE CONDITIONS

4.1 Terrain Conditions

The topographic profiles surveyed by Alpine in April 2011, shown on Figure 3, attached, indicate

the Bow River channel at the proposed utility crossing location is in the order of 135 m wide, top-of-bank to top-of-bank, and 3 to 4 m deep. The water depth at the time of the survey is not shown. However, AMCL noted that the channel had a “wetted width” of about 60 m, with a maximum water depth of about 1.5 m, at the time of the ground penetrating radar (GPR) surveys on April 23, 2006.

4.2 Subsurface Conditions

Subsurface conditions have been determined using data from two boreholes drilled by Jacques Whitford, about 15 m from the south bank (BH1) and 30 m from the north bank (BH3) as shown on Figure 2, and the interpreted results of GPR and seismic refraction surveys by AMCL. On this basis, the subsurface stratigraphy along the crossing alignment was shown to consist of:

- shallow fine-grained sediments, up to about 2 m thick, below the channel which, AMCL suggest, “may represent a river-bottom SILT unit”,
- FILL material, 1.2 to 3.7 m thick in the boreholes, occurring from surface on the alluvial terraces and consisting of dense to very dense sand-gravel in BH1 and compact to dense silty sand, with a trace gravel/cobbles and construction debris in the lower part, in BH3,
- underlying the fill and possibly extending beneath the river channel, mostly compact to dense silty and clayey SAND, with silt and gravel at depth in BH1, which was 5.1 to 8.9 m in the boreholes,
- very dense GRAVEL with sand, which underlies the sand, extends below the depth of investigation in the boreholes (11.9 m) and, again, may underlie the river channel, and
- BEDROCK, expected to comprise steeply-dipping siltstone, mudstone, shale and dolomite and, based on the interpreted seismic refraction surveys, to be encountered at depths of 13 to 30 m below grade (apparently at greatest depth below the south part of the channel).

Similar near surface conditions were encountered in BH2, on the south bank about 125 m west of BH1. From surface, 1.5 m of fill and 8.3 m of silty-clayey sand (with silt and gravel at depth) were underlain by sandy gravel, with sand layers, which extended to the depth of investigation.

The near surface sediments are alluvial in origin. Glaciofluvial outwash sediments and, possibly, till could also be encountered below borehole depth.

Water levels 2.3 to 3.0 m below grade were measured in standpipe piezometers installed in the boreholes on the completion of drilling. Groundwater levels are expected to fluctuate with water levels in the river at any point in time.

5 EVALUATION OF TRENCHLESS CROSSING FEASIBILITY

Alluvial/glaciofluvial sediments can be highly variable over short distances, particularly in a mountain environment, due to rapid changes in depositional environment. Therefore, based on available data, it is difficult to predict the detailed nature and characteristics of the overburden

deposits along the crossing alignment, both between boreholes and/or below borehole depth. The interpreted geophysical results suggest these materials comprise granular sediments, similar to those encountered in the boreholes. In light of this uncertainty, we concur with Jacques Whitford that, based on existing subsurface information, an open cut crossing may be the most viable crossing construction option from a geotechnical perspective.

However, subject to obtaining additional geotechnical information, it is believed there is some potential to construct a crossing using trenchless methods. It is noted that 8 to 9 m of fill and silty-clayey sand was encountered in the boreholes at the proposed crossing, underlain by dense sandy gravel. If such a sand layer, of adequate thickness to accommodate the pipeline(s) and satisfy river engineering considerations, could be shown to be continuous beneath the channel, the potential may exist to install the pipeline(s) using horizontal (slip) boring or horizontal directional drilling (HDD) methods. Depending on the characteristics of the underlying sandy gravel, it may also be feasible to install a trenchless crossing using a “hammered casing” technique (although the crossing length is close to the technical limit for this method).

On a preliminary basis, it appears that site conditions may be more appropriate for construction of a slip bore or hammered casing crossing, installed horizontally between entry/exit pits excavated on either side of the river. Sheet piling could be used to support the sides of the excavations. Dewatering and water control would be expected to be a major, possibly insurmountable, concern. Issues associated with dewatering/water control could be mitigated by using horizontal directional drilling (HDD) methods. However, review of subsurface conditions in the boreholes, when projected beneath the channel, suggests it may not be possible to achieve an acceptable depth of cover within drillable material.

It is not possible based on available information to confirm whether crossing construction using trenchless methods is actually feasible and, if so, identify the preferred technique.

6 ADDITIONAL WORK

As noted, if the near surface sand layer could be shown to be continuous below the channel, of an adequate thickness and at a suitable depth, the potential may exist to install a trenchless (bored or drilled) crossing within this stratum. Considerable additional geotechnical, engineering design and other (e.g. environmental and regulatory) work would be required to confirm this preliminary assessment and provide a basis for design.

From a geotechnical and engineering design perspective, this work could include

- conceptual design engineering to confirm that, if suitable geotechnical conditions were to be confirmed, trenchless construction might be feasible and the development of preliminary crossing plans,
- drilling of additional geotechnical boreholes (under winter low flow conditions as close as possible to the edges of the wetted channel) to assist in confirming that a continuous layer suitable for trenchless construction exists below the river channel, and provide additional information on the properties of the subsurface materials encountered,
- river engineering studies to evaluate scour/channel migration potential, determine the

design discharge and flood level and, on that basis, establish minimum cover and sagbend requirements, and

- if the presence of a suitable stratum is confirmed and river engineering considerations can be accommodated, detailed engineering work to confirm the preferred trenchless method and design the crossing.

It is envisaged that environmental studies and the regulatory application work, not addressed here, would proceed in concert with the geotechnical and engineering design work.

7 CLOSURE

This report presents a preliminary geotechnical assessment of trenchless crossing feasibility for the proposed Bow River Utility Crossing in the Town of Banff.

Based on the limited existing soils/bedrock information, we concur with Jacques Whitford that an open cut crossing installation is likely the most viable (“least risk”) crossing alternative, geotechnically. However, if the near surface sand stratum in the boreholes could be shown to extend below the channel, be of an adequate thickness and lie at a suitable depth, there is a potential to construct a trenchless (bored or drilled) crossing. Considerable additional work would be required to confirm this preliminary assessment and provide a basis for design of a trenchless crossing.

On behalf of Complete Crossings Inc.



Ian Jones, M.Sc., P. Geo.

Senior Engineering Geologist

Reviewed by:



Steve C. Musulak, P.Eng.

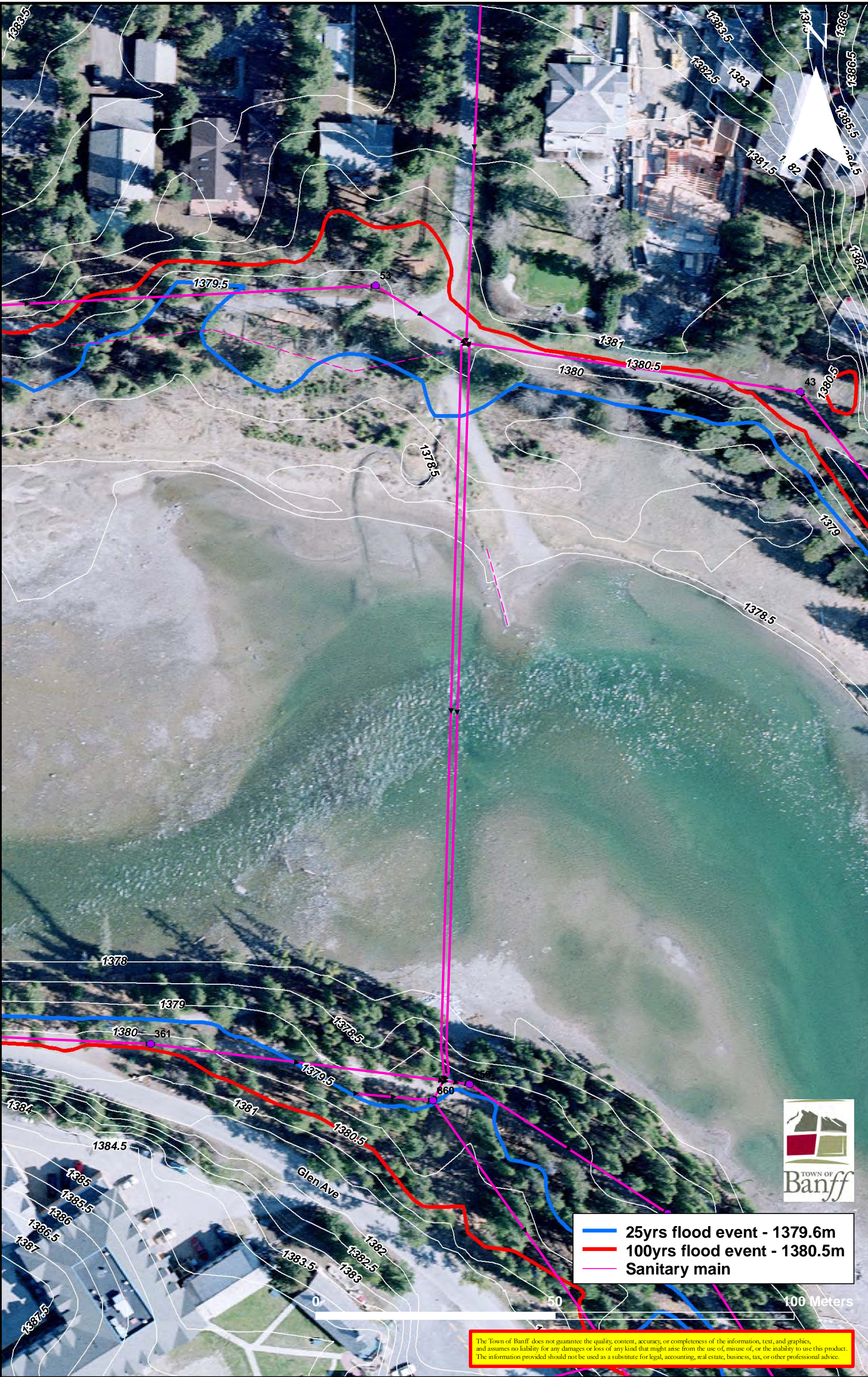
Senior Geotechnical Engineer



REFERENCES

- Jacques Whitford Limited, 2006. Geotechnical Pre-Design Report, Banff Bow River Utility Report, Infrastructure Renewal; report prepared for Associated Engineering Alberta Ltd.; 8 p. and appendices.
- Price, R.A. and E.W. Mountjoy, 1972. Geology, Banff (East Half), West of Fifth Meridian, Alberta-British Columbia; Geological Survey of Canada, Map 1294A, 1:50 000 scale.
- Rutter, N.W., 1972. Geomorphology and multiple glaciation in the area of Banff, Alberta. Geological Survey of Canada, Bulletin 206, 45 p.

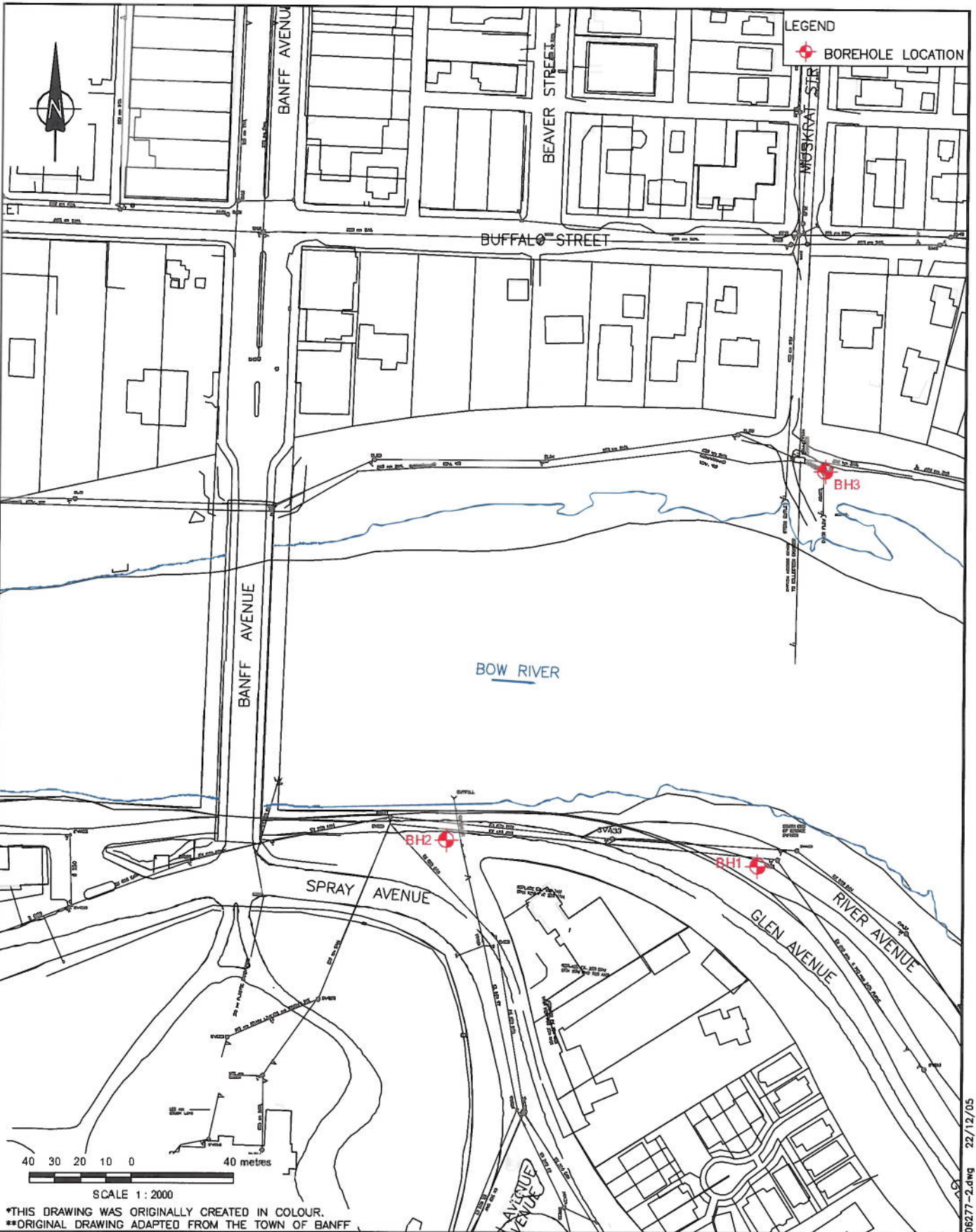
Figures



- 25yrs flood event - 1379.6m
- 100yrs flood event - 1380.5m
- Sanitary main



The Town of Banff does not guarantee the quality, content, accuracy, or completeness of the information, text, and graphics, and assumes no liability for any damages or loss of any kind that might arise from the use of, misuse of, or the inability to use this product. The information provided should not be used as a substitute for legal, accounting, real estate, business, tax, or other professional advice.



SCALE 1 : 2000
 *THIS DRAWING WAS ORIGINALLY CREATED IN COLOUR.
 **ORIGINAL DRAWING ADAPTED FROM THE TOWN OF BANFF



SCALE: 1 : 2000
 DATE: 17/01/06
 DRAWN BY: LDP
 APPROVED BY:

ASSOCIATED ENGINEERING ALBERTA LTD.
 GEOTECHNICAL INVESTIGATION
SITE PLAN
 BANFF BOW RIVER UTILITY CROSSING
 BUFFALO STREET & MUSKRAT STREET
 BANFF, ALBERTA

DRAWING NO.
2

C:\CNIC\100627\1006277-2.dwg 22/12/05

**BANFF
BOW RIVER PIPE CROSSING
TOPOGRAPHIC PLAN
RIVER BED CROSS SECTIONS**

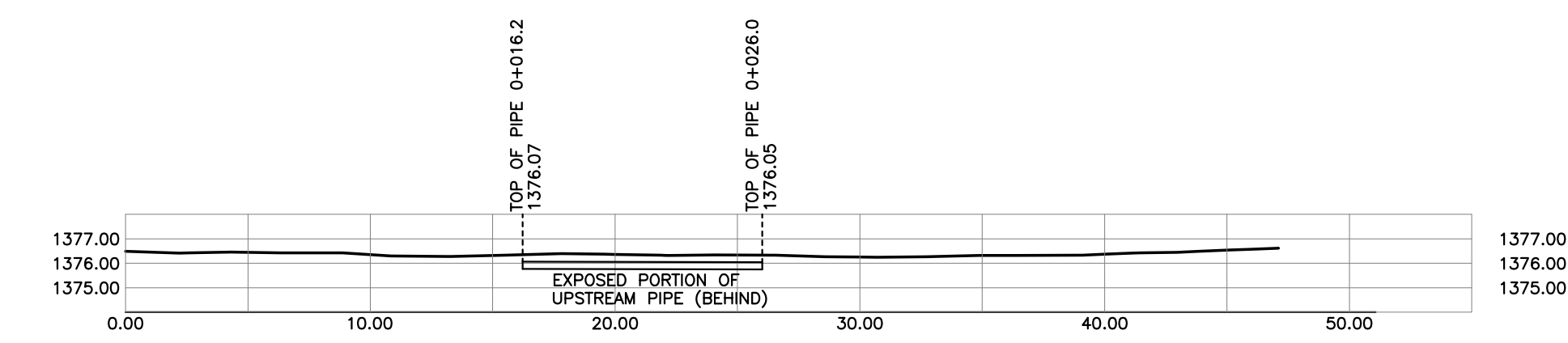
PREPARED FOR:
PAN DAKOTA DIVE SERVICES

SCALE = 1:250

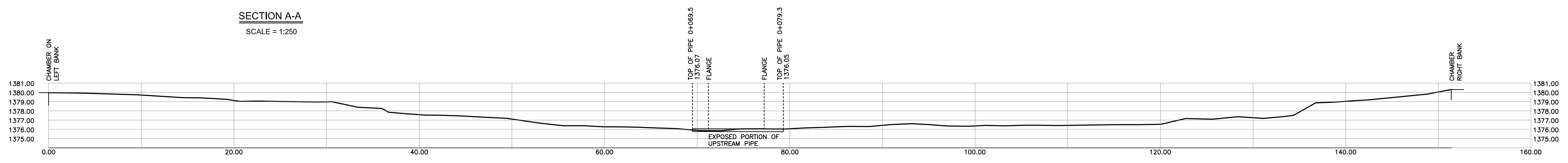


NOTES:

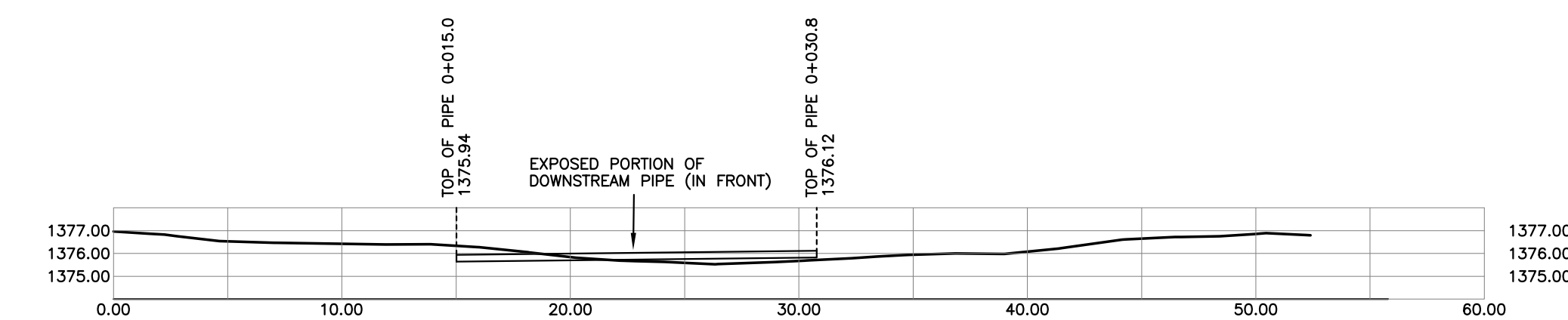
DISTANCES AND ELEVATIONS ARE IN METRES.
DIGITAL DRAWING COORDINATES ARE UTM/NAD83.
ELEVATIONS ARE GEODETIC AND ARE REFERENCED TO CCM 88-3.
THIS PLAN IS BASED ON A SURVEY COMPLETED ON APRIL 29, 2011.



SECTION A-A
SCALE = 1:250



SECTION B-B
SCALE = 1:250



SECTION C-C
SCALE = 1:250

NOTE:
ALL SECTIONS ARE LOOKING DOWNSTREAM.

CERTIFIED CORRECT THIS 6 DAY
OF MAY, 2011.

PAUL C. STOLIKER, C.L.S., A.L.S.





Attention Adrian Field,

We have a revised quote on the Bow River crossing in the town of Banff. For the gravity crossing (per Associated Engineering) 3 sanitary pipes: 300mm 350mm and 400mm, water pipe (400mm), the crossing would be installed at a depth of 9.5 meters and a new vault would be installed on either side of the river to accept the new elevation. The cost would be \$5,750,000.

Should you have any questions please do not hesitate to call

Tom Bland
President
Complete HDD Rentals
780-960-7397
tomb@rockbully.com

Bow River Utility Crossing Options - Crossing Cost Comparisons

Item	Pedestrian Bridge crossing (tendered values from StructureCraft)	Source	Directional drilling (budget values from Complete HDD)	Source	Pedestrian Bridge Option relative to Directional Drilling
Budget/Tendered costs					
Bypass Pumping over Bow River bridge		- Not required		- Included with CHDD	
Pedestrian bridge	3,375,000.00	Contract Value		- Not included	(3,375,000.00)
Civil & pipework	2,637,826.00	Contract Value	5,750,000.00	HDD Rentals	3,112,174.00
Design Fees		- incl in Bridge Component		- Included with CHDD	-
Subtotal	6,012,826.00		5,750,000.00		(262,826.00)
Town-related costs					
Survey	10,000.00	Estimate	10,000.00	Estimate	-
Fish habitat compensation	50,000.00	Estimate	50,000.00	Estimate	-
Flow Monitoring	15,000.00	Quotation	15,000.00	Quotation	-
Geotechnical	10,000.00	Estimate	10,000.00	Estimate	-
Hydrotechnical		- Incl above		- Not required	-
Plan Copying/Courier/Disbursements	5,000.00	Estimate	5,000.00	Estimate	-
Design Fees/Engineering support	20,000.00	Estimate	20,000.00	Estimate	-
Project Management		- By ToB	42,000.00	3 weeks @ 250/hr	42,000.00
Environmental monitoring	50,000.00	Estimate	50,000.00	Estimate	-
Signage/communications	20,000.00	Estimate	10,000.00	Estimate	(10,000.00)
Materials testing	10,000.00	Estimate	10,000.00	Estimate	-
Legal	10,000.00	Estimate	10,000.00	Estimate	-
Misc. Expenses	10,000.00	Estimate	10,000.00	Estimate	-
CEAA Screening	40,000.00	Quotation	40,000.00	Quotation	-
Landscaping & trail connections		- incl in Bridge Component		- incl above	-
Service connections	100,000.00	Estimate	100,000.00	Estimate	-
Subtotal	350,000.00		382,000.00		32,000.00
Subtotal (excluding contingencies)	6,362,826.00		6,132,000.00		(230,826.00)
Contingencies					
Design Contingency	120,256.52	2%	115,000.00	2%	(5,256.52)
Construction Contingency	120,256.52	2%		- 0%	(120,256.52)
Environmental Contingency	120,256.52	2%	230,000.00	4%	109,743.48
Subtotal	360,769.56		345,000.00		(15,769.56)
Total	6,723,595.56		6,477,000.00		(246,595.56)
Summary					
Construction costs	6,723,595.56		6,477,000.00		
Approved Budget	(6,806,000.00)		(6,806,000.00)		
Cost relative to budget (\$6.806M)	(82,404.44)		(329,000.00)		
Cost to ToB incl \$370,000 transportation grant funding*	6,353,595.56		6,477,000.00		123,404.44

Notes:

- Updated April, 2012 to include water line, tendered values for pedestrian bridge option and budget pricing for directional drilling option from Complete HDD. Design fees moved up with budget/tendered costs
- *Transportation grant funding could be applied to the bridge portion of the project or to other capital transportation projects such as road overlay, but the directional drilling option would not qualify for the funding.

Extract from Associated Engineering 2007 report “Bow River utility crossing feasibility study”.

**Table 2-1
Proposed Siphon Pipes**

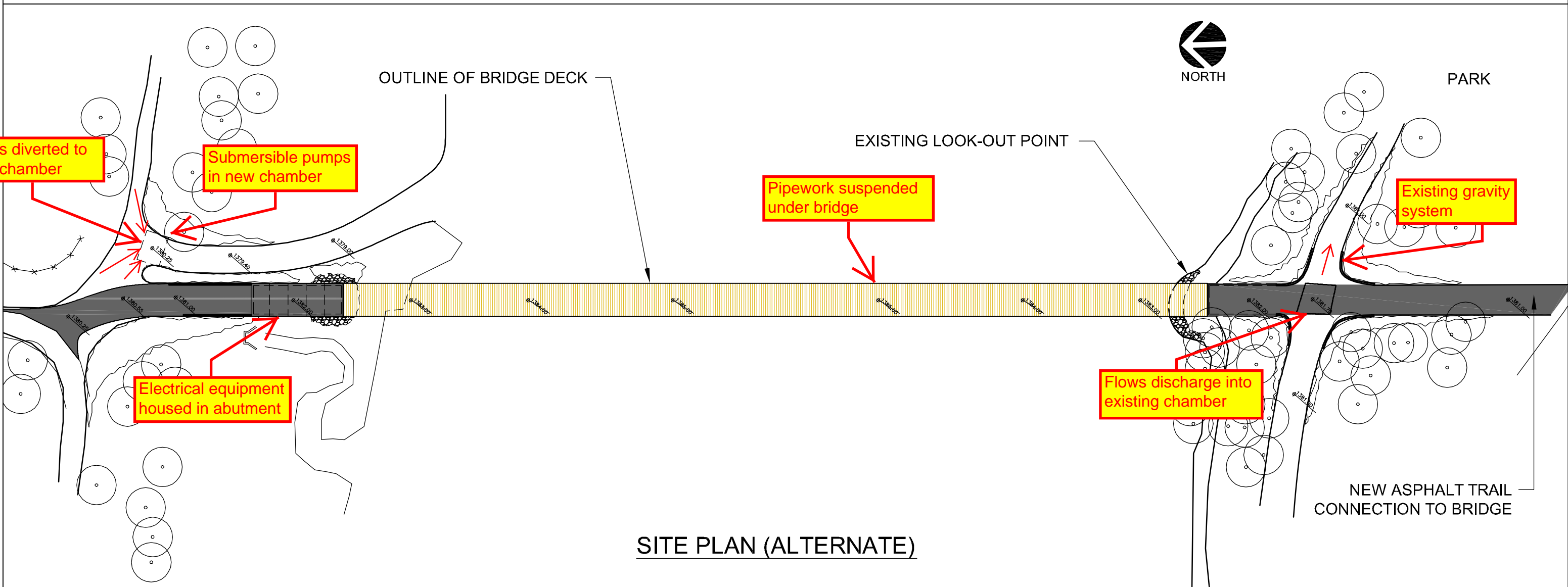
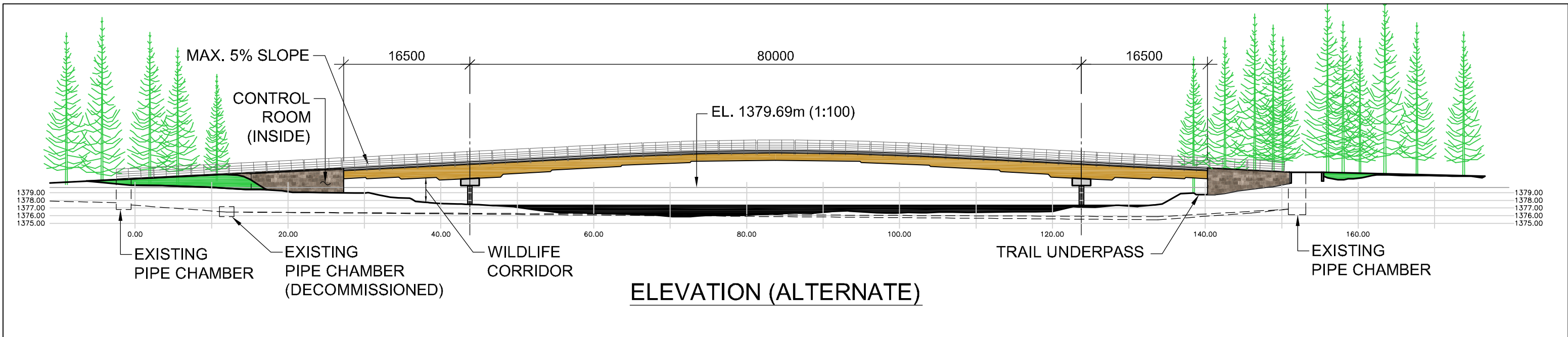
	Primary Pipe	Secondary Pipe	Third Pipe
Design Flow	Future average dry weather flow.	Future maximum dry weather flow minus future average dry weather flow.	Future maximum wet weather flow minus future maximum dry weather flow.
Estimate of Design Flow (see Note A)	0.07 m ³ /s (see Note B)	0.18 – 0.07 = 0.11 m ³ /s (see Note C)	0.33 – 0.18 = 0.15 m ³ /s (see Note D)
Pipe Inside Diameter	311 mm	355 mm	400 mm
Proposed Slope	0.0064	0.0064	0.0064
Manning’s N	0.015	0.015	0.015
Full Pipe Capacity	0.074 m ³ /s	0.105 m ³ /s	0.144 m ³ /s
Full Pipe Velocity	0.97 m/s	1.06 m/s	1.15 m/s

Note A – It is recommended that design flows presented in the above table be confirmed via flow monitoring and additional analysis in the pre-design and/or design phases of this project.

Note B – Future average dry weather flow of 0.07 m³/s is estimated based on review of flow monitoring results from the 2005 Wastewater Master Plan.

Note C – Future maximum dry weather flow of 0.18 m³/s was generated within the hydraulic model of the Town’s wastewater collection system (part of the 2005 Wastewater Master Plan).

Note D – Future maximum wet weather flow of 0.33 m³/s is estimated as described above.



February- March 2012 BVRH Bulletin

February 27, 2012 Building Committee meeting:

The committee continues to focus on developing a vision for the restoration of the fire-damaged wing, along with the first phase of the BRL regeneration and renewal project, in a timely and cost effective manner. Priorities remain as:

- **Restoration of the fire-damaged wing:** the wing will be restored to the original specifications, with an opportunity to upgrade some aspects. This work will commence ASAP. Funding will come from insurance.
- **Renovation and upgrade of old lodge areas** (residential and amenity spaces) along the lines of our *BRL Redevelopment Concept*. Funding will come from the province (80%) and BVRH (20%).
- **Expansion of lodge capacity** along the lines of our *BRL Redevelopment Concept*. Funding will come from the province (80%) and BVRH (20%).

Members of the committee will begin to fine-tune the development concept and costs of the proposed renovation and expansion. Provincial representatives will explore fire-restoration options that will allow for occupancy in the fire-damaged wing as soon as reasonably possible. They will also look at options to help BVRH with its share of the capital cost of the expansion and renovation project. The committee will meet again on March 19, 2012.

February regular board meeting summary:

The board agreed that BVRH will begin to transition to LED lighting in our projects. This lighting is expected to have a positive impact on our maintenance and utility costs well into the future. It will also mitigate emerging concerns over use of Compact Fluorescent Lighting.

The board learned that the annual external audit was well underway. The board will meet on March 14, 2012 at 9:00am to review the 2011 audited financial statements for approval prior to submitting them to Alberta Housing.

The board heard an update about the Bow River Lodge redevelopment project. The province is about to invest \$260 million in its lodge assets through new funding, and we will be one of the first projects to benefit from it. The soon-to-be announced "*Lodge Regeneration and Renewal*" funding would provide 80% of the project capital costs. This is very attractive considering provincial funding options typically provide no more than 50% of capital costs. The board has previously agreed to commit BVRH to pursue these options in collaboration with the province, establishing a building committee to carry the project forward. The chairperson will write a letter to our member councils to inform them of the status of this project.

The board agreed to fund some emergency plumbing repairs at Bow River Lodge out of the Lodge Contingency Fund.

The board approved the *BVRH Employee Vacation Pay* schedule as recommended by the Personnel Committee.

The board agreed to establish a Resident Fund for Cascade House similar to the one in place at Bow River Lodge.

The board and administration will hold a Financial Planning Workshop on May 10, 2012 with our auditor to review policies affecting our reserve funds, operating surpluses and financial statements.

The board approved the write-off of the BVRH Housing arm bad debt resulting from 2011 operations.

The board heard that administration has had contact with several consultants interested in helping us with our Requisition-sharing study. More information will be presented at the March regular board meeting.

The board received an update on the fire situation:

- Many of our displaced residents remain eager to return to BRL. A re-entry protocol remains in place to determine priority of need using the mandated rating system along with collaboration with Community Care to assess the needs of the candidates. Candidates are not required to re-apply for BVRH, however they will be required to provide a current medical evaluation proving continued suitability for supportive living accommodation level 2 at BRL.
- The cause of the fire has not been released to BVRH, however a probable point of origin has been identified as an exterior light fixture. It appears doubtful that a definite cause of the fire will be determined.
- Operational impacts include lost revenue (insurance and special provincial grant funds will help to at least partially offset this); reduced costs for food services and utilities; costs for emergency heating of the wing; costs for on-site security guards; redeployment of some personnel to cope with increased demands on administration.
- BVRH continues to employ a security firm to safeguard the unstable portion of the facility and also to patrol to minimize other risks to operations.

Project occupancy rates and tenant selection:

Current occupancy rates in our accommodation programs:

Bow River Lodge	100%
Cascade House	100%
Bow River Homes	100%
Mount Edith House	97% (1 vacancy)
Community Housing	88% (4 vacancies)

The board approved the two applicants for community housing and one for Mount Edith House.

Major project status updates:

Cascade House renovation: The project is well underway. The board heard that there will be a certification period following construction and outfitting involving several government agencies. Once the expanded lodge is licensed as a Supportive Living Accommodation we will be able to proceed with occupancy. The general contractor, Burns Home Solutions, continues to be diligent and cooperative while working safely and efficiently.

March 14, 2012 Audit meeting:

The board discussed the results of the 2011 external audit with the auditor. Discussions included prudent succession planning, and the positive impact of the ongoing enhancements to our financial systems. The board approved the audited financial statements, which will be submitted to Alberta Housing.

After the Auditor left the board took the opportunity to approve an urgent application to community housing.

The board also took the opportunity to discuss representation at the annual Exshaw Legion Golf Tournament. The proceeds of the tournament will be shared with BVRH for seniors housing and the Veteran's Food Bank. Several board members will participate at their own cost.

The board also approved a time-sensitive request to install an assisted bathing tub at Cascade House as an additional part of the current renovation project. The tub purchase and installation will be partially funded (50%) by provincial ASLI grant money still available to BVRH from the grant we received to purchase and renovate Abbeyfield House (now Cascade House). This tub will enhance our lodge operations at Cascade House and help to enhance our collaboration with Community Care there as well.

March 19, 2012 Building Committee meeting:

Priorities remain as:

- **Restoration of the fire-damaged wing:** the wing will be restored to the original specification, with an opportunity to upgrade some aspects, such as installing an assisted bathing tub. This work will commence around May or June 2012. Funding will come from insurance coverage.
- **Renovation and upgrade of old lodge areas** (residential and amenity spaces) along the lines of our *BRL Redevelopment Concept*. Funding will come from the province (80%) and BVRH (20%). Formal planning will commence in April, with

actual renovation work to start once the new wing and hub have been completed and occupied.

- **Expansion of lodge capacity** along the lines of our *BRL Redevelopment Concept*. Funding will come from the province (80%) and BVRH (20%). The new residential wing will be built to be versatile so as to allow us to meet multiple housing needs in the region. Formal planning will commence in April, with on-site construction expected to start before October 2012.

Members of the committee have begun to fine-tune the development concept, with an early visual concept drawing having been produced by AB Housing personnel that illustrates the redevelopment concept of a new 60-unit wing and service hub branching off the existing lodge from the North Wing. Preliminary cost estimates are still being developed and should be available in May 2012. Provincial representatives have explored our fire-restoration options that will allow for partial occupancy in the fire-damaged wing sooner rather than later. They are moving forward with a restoration concept that will allow this to occur! They will also continue to look at options to help BVRH with its share of the capital cost of the expansion and renovation project. There may be an opportunity for BVRH to pay its 20% share to the province over time. This would mitigate the need to requisition and/or borrow that portion up front. The committee will meet again on April 20, 2012.

About Bow Valley Regional Housing

The Province of Alberta owns a large portfolio of social housing and seniors' lodges across the province that provides accommodation and related services to many needy and vulnerable Albertans. Housing Management Bodies have been created by the Province to serve as operators and administrators of these facilities. Each Management Body is self-governing and manages the provincial assets in a particular region, which is comprised of multiple municipalities. They may also operate other kinds of housing, and may even own buildings. Every municipality is a member of their local management body. They are required to have at least one appointee on the governing board, responsible for acting in the best interests of the management body. The board must consider the needs of each member municipality in its governance of the management body.

Management body operations are funded through various means. The body's tenants pay rent, however as these are affordable rates they do not cover the costs of operations. Seniors Lodge deficits are funded through municipal ratepayer requisitions and provincial grants. Social Housing deficits (including independent seniors housing and community housing) are funded by Alberta Municipal Affairs (Housing).

Bow Valley Regional Housing is the Housing Management Body for the Bow Valley region. We strive to address certain community housing needs in a professional and client-focused manner. We have five member municipalities: Kananaskis ID, MD of Bighorn, Town of Canmore, Town of Banff and Banff National Park. The people of the region are able to access all of the programs we offer, although our Banff facilities are subject to residency requirements. We manage and operate seniors' lodges in Canmore and Banff that currently house up to 72 residents. When our renovation project in Banff is

complete these lodges will be able to house up to 85 residents. We manage seniors' independent housing buildings in Canmore and Banff that have 62 one-bedroom apartments. We also manage 58 family housing residences in Canmore and administer the Rent Supplement Program in the region that currently provides financial assistance to about 36 Bow Valley households. All told we currently house, or help to house over 300 residents of the Bow Valley.

BVRH has a staff of about 36 people based in either Bow River Lodge in Canmore or Cascade House in Banff. Our Administration and Maintenance Teams are based in Canmore but take care of all of our operations. As well, we have Housekeeping and Food Service Teams plus a Recreation Coordinator at our lodge in Canmore. Our Cascade House Team serves the residents of our lodge in Banff.

These bulletins are available on our website at www.bvrh.ca

REQUEST FOR DECISION

Subject: Sponsorship Policy



Presented to: Council

Date: April 10, 2012

Submitted by: Mary Brewster, Manager of
Community Services

Agenda #: 8-1

That the revised attached Sponsorship Policy be approved.

BACKGROUND

Reason for Report

Council was presented with a draft Sponsorship policy on March 26, 2012. A number of revisions were suggested by different members of Council and have been addressed in the revised policy.

Summary of Issue

Specifically, Councillor Taylor identified the following issues:

- Value of sponsorship that can be negotiated by staff \$25,000
- Process to review conflicting or competitive sponsorships and reference to Town values
- Identification of assets not available for sponsorship
- Alphabetization of Definitions

Councillor Olver

- Checklist or wording referencing need to ensure sponsor's ethical and environmental values reflect best practices

Councillor Karlos

- How are proposals presented to the community

Response Options

The revised policy attempts to address all of the Councillor-identified issues.

Other

Once the policy has been adopted by Council, a Request for Proposals will be issued to assign values to all of the Town's marketable assets.

ATTACHMENTS

<Z:\Governance\Council\Agenda Packages\Current\Policy C120 Town Sponsorship.docx>

Circulation date: April 3, 2012

Submitted By: Mary Brewster, Manager of Community Services

Reviewed By: Robert Earl, Town Manager

POLICY Town Sponsorship



Policy C120

1.0 POLICY

The Town of Banff recognizes sponsorship as an opportunity to offset the costs of municipal programs and operations and as a way to recognize individual or corporate partnerships supporting programs and operations.

2.0 PURPOSE

2.1 The purpose of this policy is to create an authorized environment for entering into sponsorship agreements and partnerships. The purpose of the policy and procedures as outlined is to:

- protect the Town of Banff from adverse effects on public safety or on the Corporation's image
- ensure an open and competitive process is used to secure sponsorship opportunities
- provide employees with guidelines and procedures with respect to the sponsorship of Town assets including land, facilities, structures, services, programs and events, based on best practices, and
- uphold the Town's stewardship role to safeguard the Town's assets and interests.

2.2 The policy provides an enabling environment for the Town of Banff to enter into naming rights agreements with corporations, groups or individuals within set guidelines and procedures for the purpose of enhanced financial sustainability.

3.0 PRINCIPLES

3.1 The Town of Banff supports the ongoing practice of entering into marketing sponsorship agreements with third parties where such partnerships are mutually beneficial to both parties in a manner that is consistent with all applicable policies set by the Town. Under the conditions of this policy, Town staff may continue to solicit such marketing sponsorships.

3.2 The Town of Banff will seek out marketing sponsorship opportunities with third parties who reflect the values and maintain operation policies that are not in conflict with the Town's values, mandate or operating policies, have a positive public image and reflect a high level of integrity.

3.2.1 Sponsorships shall not be solicited from businesses, organizations or individuals who, in the sole discretion of the Town Manager, are inappropriate partners for the municipality in that their products or business activities: or do not align with the Town of Banff values as expressed in our community plan:

- Promote the use of tobacco and alcohol;
- Promote religious or political messaging specific to any group or faction;
- Present imaging that is derogatory, prejudicial, harmful to or intolerant of any specific group or individual;

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- Create fiscal hardship for the Municipality and/or its residents;
- Make them inappropriate sponsorship candidates for reasons not specified herein.

3.2.2 The Town of Banff will seek out marketing sponsorship opportunities with third parties whose purchasing practices embed environmental and ethical criteria into their own purchasing procedures and supply chain management processes
3.2

- 3.3 The Town of Banff recognizes and supports marketing sponsorships as a revenue generating strategy that balances the benefit of entering into sponsorship agreements with the Town's role as steward of public assets and interests.
- 3.4 It is necessary for the Town of Banff to be recognized for those facilities, programs, services etc., where it makes an ongoing significant contribution to capital or operating costs. Clear and permanent identification of the Town will be displayed in adherence to branding guidelines established by the Town.
- 3.5 The Town shall not relinquish to the sponsor any aspect of the Town's right to manage and control the Town's assets or facilities.
- 3.6 The Town reserves the right to terminate an existing sponsorship agreement should any of the following occur:
- The sponsor organization uses the Town's name outside the parameters of the sponsorship agreement, without prior consent;
 - The sponsor organization develops a public image inappropriate to the Town's values and/or objectives.

4.0 APPLICATION:

- 4.1 This policy applies to all Town departments and divisions.
- 4.2 This policy does not apply to:
- Independent foundations or registered charitable organizations that the Town may receive benefit from. However, where assets are owned and managed by the Town, this policy shall apply unless otherwise approved by order of Council.
 - Gifts or unsolicited donations to the Town
 - Funding obtained from other orders of government through formal grant programs
 - Town sponsorship support of external projects where the Town provides funds to an outside organization
 - Third parties who lease Town property or hold permits with The Town for activities or events

5.0 PROCEDURES

- 5.1 Concept approval for sponsorship projects will be obtained from the appropriate department manager before potential sponsors are approached or agreements are made.

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- 5.2 Sponsorship proposals should be in writing and outline the marketing benefits that will be exchanged between both parties.
- 5.3 Sponsorship agreements that have a purchasing element (i.e. naming rights) or have a value of greater than \$50,000 annually will go through either an Expression of Interest or a Request for Sponsorship Proposal process unless otherwise approved by the appropriate division director. [←update this→](#)
- 5.4 Sponsorship agreements over \$1,000 will adhere to the following procedures:
- a) be confirmed in writing and a copy of the signed contract to be sent to the appropriate department manager for information.
 - b) be signed by an authorized representative of both the Town of Banff and the sponsor.
 - c) outline the term of the agreement. Terms for all agreements shall not exceed 5 years unless authorized by the appropriate department manager.
 - d) include the details of the exchange of marketing benefits, including both what the Town will receive from the sponsor, and what benefits are to be provided to the sponsor.
 - e) use of templates prepared and approved by the Town Solicitor for sponsorship agreements are recommended to minimize risks to the Town and to create efficient internal practices for sponsorship. If templates are not used, agreements should be reviewed by the Town Solicitor to ensure compliance to legislation, etc.⇒
- 5.5 Authorization to enter into the sponsorship agreement is as follows:
- a) sponsorships under ~~\$50,000~~[\\$25,000](#) shall be authorized by the appropriate department manager.
 - b) [sponsorships over \\$25,000 but less than \\$50,000 shall be authorized by the Town Manager.](#)
 - b) sponsorship agreements between \$50,000 and \$100,000 which pursuant to 5.3 have gone to tender, shall be reviewed by the Town Solicitor and authorized by the appropriate department manager.
 - c) sponsorship agreements over \$100,000, which pursuant to 5.3 have gone to tender, shall be reviewed by the Town Solicitor, authorized by the appropriate department manager, Town Manager and approved by Council.
 - d) sponsorship agreements that involve the sale of naming rights, which pursuant to 5.3 have gone to tender, shall be reviewed by the Town Solicitor, authorized by the appropriate department manager, Town Manager and approved by Council. [Council may wish to direct Administration to solicit public feedback on the sale of naming rights to specific sponsors.](#)
- 5.6 The following specific guidelines shall be applied when entering into a naming rights agreement for Town-owned, Town-operated assets:
- a) An asset analysis and market evaluation is to be completed to determine the value of the asset in the marketplace. This process is to be done in conjunction with the Managers of Corporate Services and the Manager of Marketing and Communications.
 - b) A risk/benefit analysis must be completed prior to the acceptance of any naming rights offer

- c) The proposed naming rights purchaser must support the image and values of ~~the~~ The Town of Banff and the community
- d) The Town shall not relinquish to the purchaser any aspect of the Town's right to manage and control the asset
- e) Proceeds received by the Town for the naming rights sale are to be used for:
 - the enhancement and maintenance of the named asset
 - the provision of programs and services directly related to the mandate of the asset
 - investments whose proceeds contribute to the delivery of Town services
- f) Signage, branding, publicity and advertising shall conform to all applicable federal and provincial statutes, and to all applicable municipal bylaws and policies
- g) Administration will forward a report with recommendations to Council regarding the naming rights opportunity. The report process will be led by the appropriate department manager with participation from all other departments affected
- h) The naming should consider historical and community significance
- i) Costs for promotion of the renaming of a facility shall be incorporated into the naming rights agreement and not the Town's annual operating budget

5.7 Pricing of sponsorships over \$50,000 should be done in conjunction with the Manager of Corporate Services and Manager of Communications and Marketing to ensure industry value standards are applied where available based on market research conducted on behalf of the Town of Banff.

5.8 Solicitation and negotiation of sponsorships will be conducted by Town ~~staff that~~ are staff that is trained in sponsorship practices. All Town sponsorship agreements will be negotiated in good faith and represent the Town in a professional manner.

5.9 Use of the Town's logo in combination with the sponsor logos will be in keeping with the Town's Visual Identity Guidelines.

5.10 Use of sponsor logos and direct links from the Town's website are permitted within the standard guidelines for web content. Any requests for non-standard use will be considered jointly by the sponsorship strategist and the website administrator.

5.11 Council will be advised annually, by confidential memo, a summary of all refusals and sponsorships of over \$50,000. The Town will only enter into agreements with sponsors who are compatible with the Town's values, mandate and policies.

5.12 All bylaws of the Town of Banff will be adhered to.

5.13 All provincial and federal laws governing sponsorship including those regarding the issuing of charitable donation receipts will be adhered to.

6.0 RESPONSIBILITIES:

Parties involved in sponsorship negotiations and decisions undertake the following specific responsibilities:

Town Sponsorship

- 6.1 Town Council, will:
 - approve The Town of Banff Sponsorship Policy and guidelines as necessary
 - approve sponsorship agreements over \$100,000 or that involve the sale of naming rights
- 6.2 Appropriate Manager:
 - asset evaluation and pricing of sponsorships over \$50,000 in conjunction with the Manager of Corporate Services reviewing and assisting in the development of sponsorship opportunities as requested
- 6.3 Manager of Corporate Services
 - providing guidance to all Town departments regarding the interpretation and application of the sponsorship policy monitoring/auditing corporate-wide sponsorship projects
 - managing the Town’s sponsorship business for the Town of Banff
- 6.4 Appropriate Department Manager:
 - concept approval for sponsorship projects before sponsors are approached or agreements are made
 - authorization of sponsorship agreements in accordance with guidelines
 - annual tracking and reporting of all Town of Banff sponsorship agreements over \$1,000
 - ensure that representatives of the Town of Banff entering into sponsorships are aware of, and act in accordance with the sponsorship policy

7.0 RELATED POLICIES

C099 Purchasing

C013 Naming of Parks and Recreation Facilities

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7.8.0 ACCOUNTABILITY

Adherence to policy is a Town employee requirement and non-compliance will be addressed as per all Town policies and procedures.

9.0 ATTACHMENTS

~~8.0 ATTACHMENTS~~

9.1 Appendix 1: Definitions

9.2 Appendix 2: Inventory of Assets Approved for Sponsorship

~~8.1~~ 9.3 Appendix 3: Inventory of Assets Not Approved for Sponsorship

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Karen Sorensen
Mayor

Robert Earl
Town Manager

APPROVAL HISTORY

Revised:	Year.month.day	COUx-xxx
Revised:	Year.month.day	COUx-xxx
Approved:	Year.month.day	COUx-xxx

Appendix 1: Definitions

1 Donation

Similar to a gift in that it is essentially given as a gift and no reciprocal commercial benefits are given or expected. If reciprocal commercial benefits are given and a business relationship exists with a donor, the principles of this policy apply.

2 Gift

An unsolicited contribution to The Town of Banff for which there is no reciprocal commercial benefit expected or required from The Town. As gifts are unsolicited and do not involve a business relationship, they are separate and distinct from sponsorship.

3 Marketing Sponsorship

A mutually beneficial business arrangement between The Town and a third party, wherein the third party provides cash and/or in-kind services to The Town in return for access to the commercial marketing potential associated with The Town. Marketing sponsorships may include sponsorship of one or more of The Town's land, facilities, structures, services, programs or events.

4 Naming Rights

A type of sponsorship in which a corporation purchases the exclusive right to name an asset. Usually naming rights are considered in a commercial context; that is the naming right is sold or exchanged for significant cash or other revenue support. This arrangement is usually documented in an agreement signed by the interested parties and has a specified end date to the contractual obligations.

5 Naming Rights Agreement

The sale of the right to name or re-name a Town asset is evidenced in a written contract that contains terms acceptable to The Town. In most cases, indemnification and termination clauses would be required as part of the agreement. All such agreements are to be reviewed by the Town Solicitor prior to finalization to ensure that The Town's legal interests are protected. Dates indicating the term of the agreement should be indicated.

6 Request for Sponsorship Proposal

An open and competitive process whereby corporations, groups or individuals may express their interest in participating in sponsorship opportunities with The Town of Banff. Requests for sponsorship should include a summary of the sponsorship opportunity, benefits for participation, and a description of the open and competitive procedure for expressing interest in participating in sponsorship opportunities.

7 Sponsor

A corporation, organization or individual that enters into a sponsorship agreement involving a Town asset and pays cash or value-in-kind in return for access to commercial potential associated with the asset.

8 Sponsorship Agreement

A mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of marketing benefits between The Town and an external organization for a specified period of time.

9 Value-in-kind

A sponsorship received in the form of goods and/or services rather than cash.

[Appendix 3: Inventory of Assets Not Approved for Sponsorship](#)

[Town Hall](#)

[Fire Hall & Fire Department Vehicles](#)

[Public Washroom Buildings](#)

[Cemeteries](#)

[Waste Water Treatment Plant](#)

[Sean Frackleton Memorial Basketball Court \(previously named – funds for re-surfacing could be accepted with alternate consideration for recognition required\)](#)

[Buffalo Mountain Reservoir](#)

[Pump Houses](#)

[Operations Compound](#)