

# Town of Mayerthorpe

Policy Manual  
Section: Environmental  
Policy: X11-001

**TITLE:** Brownfield Redevelopment Grant Program  
**POLICY NO.:** X11-001  
**APPROVAL:** November 23, 2015  
**EFFECTIVE DATE:** January 1, 2016  
**AMENDED DATE:**  
**REVIEW DATE:** November 16, 2015  
**SUPERSEDES POLICY NO.:**

**POLICY STATEMENT:** The Town of Mayerthorpe wishes to establish a program that provides funding tools to assist owners of Brownfield sites within Town.

**PURPOSE:** To assist in revitalizing under-utilized brownfield sites for other uses such as economically viable business opportunities.

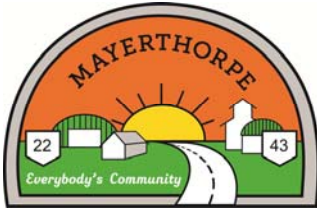
## **DEFINITIONS:**

1. "Brownfield" means a site that is under-utilized and where past activities on the site may have caused environmental soil and/or groundwater contamination."
2. "Qualified Environmental Specialist" means a person who is a member in good standing with one of the seven professional regulatory organizations outlined in the document *Professional Responsibilities in Completion and Assurance of Reclamation and Remediation Work in Alberta – Joint Practice Standard (September 2007)* endorsed by the Province of Alberta.

## **PRINCIPLES:**

### **All Grant Phases**

1. Applications must be for property located within the boundaries of the Town of Mayerthorpe.
2. The property must have been formerly used for the purpose of gasoline and or diesel refueling, and dry cleaning establishment.
3. The current condition of the property must meet the definition of "Brownfield".
4. Property owned by the Town or any other municipality is not eligible for a grant under this program.
5. Grant payments will not be paid until the Town has reviewed and confirmed that all taxes imposed pursuant to part 10 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, have been paid for any property that is owned by the grant recipient.
6. Applicant will be required to enter into a Grant Funding Agreement with the Town.
7. Any unused funds at end of year to be transferred into an Environmental Reserve.

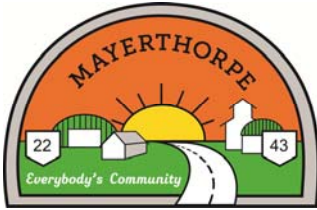


# Town of Mayerthorpe

Policy Manual  
Section: Environmental  
Policy: X11-001

## **Phase I: Historical Investigation: ESA Phase I**

1. Grant Amount: Maximum of \$1,000.
2. Eligibility Criteria:
  - a. An application for the Phase I Grant must be submitted to the Town prior to the start of any work to which the grant will apply.
  - b. The Phase I Grant is to be used towards completing a Phase IESA.
  - c. The Phase I ESA and the associated report must comply with the CSA Z786-01 (R2006) Phase I ESA standard guidance document. The Phase I ESA report must include but is not limited to:
    - i. Historical review of the subject property and adjacent properties, including a historical summary of lands titles (subject property only); land uses; interviews; review of aerial photographs on at least a 5-7 year interval (where available) dating back as far as possible given adequate scale and quality of the photos; municipal, provincial and federal regulatory agency records checks; review of other environmental reports available for the property.
    - ii. Review of any historical uses of properties in the general area where activities had the potential to cause an adverse environmental impact (not limited to directly adjacent properties).
    - iii. Present-day review of the subject property and adjacent lands, including site visits and interviews with present owners and land users. During a site visit, the owner is responsible for enabling unencumbered inspection of suspected area (e.g. Removal of snow where warranted).
    - iv. Copies of location maps, site diagrams and aerial photographs. Any documentation acquired during the historical or present-day review should also be presented in the report.
    - v. The report is to provide and express consent to the Town of Mayerthorpe to utilize the report.
  - d. Applications must include:
    - i. Proof of site ownership and consent to allow access to the site.
    - ii. A proposal for the environmental study prepared by a Qualified Environmental Specialist, including a cost estimate to complete the work.
    - iii. A description of the planned redevelopment or interim land use, including timeframes and any planning applications that have been submitted or approved.
3. Grant Payment for Phase I Grant:
  - a. To receive grant payment for the Phase I Grant:
    - i. Phase I ESA Must be completed.
    - ii. All environmental studies must be conducted and signed off by a Qualified Environmental Specialist and must meet the scope of work and detailed plans outlined in the proposal provided with the grant application form to the satisfaction of the Town.



# Town of Mayerthorpe

Policy Manual  
Section: Environmental  
Policy: X11-001

- iii. All environmental studies must provide for the status of the lands and if required a recommendation.
- iv. One (1) electronic copy of the draft report will be provided to the Town for review. After the Town review is complete, one (1) electronic copy and one (1) hard copy of the final report must be submitted.
- v. Grants will be paid to the Qualified Environmental Specialist conducting the work or to the property owner once the report has been fully completed and proof of payment has been received to the satisfaction of the Town.
- vi. The Town reserves the right to audit the costs of studies prior to making any grant payments. The eligible grant amount will be reduced by any audit costs incurred by the Town.
- vii. Payment is subject to the Town having sufficient budget funds allocated to the Program for payment.
- viii. Phase I Grants will not be paid until the Town has reviewed and confirmed that all taxes imposed pursuant to part 10 of the *Municipal Government Act*, RSA 200, c. M-26, have been paid for any property located with the Town of Mayerthorpe that is owned by the grant recipient.

## **Phase II: Testing, Delineation, remedial/Exposure Control Planning**

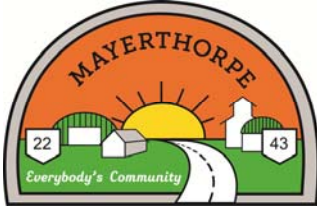
### **Phase IIA. "ESA Initial" (Phase II ESA a)**

### **Phase IIB. "ESA Delineation" (Phase II ESA c) and/or**

### **Phase IIC. "Remedial/Exposure Control Planning" (Phase II ESA c)**

### **(collectively referred to henceforth as Phase II Grant)**

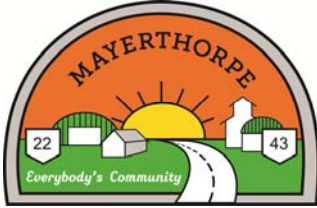
1. Grant Amount: Maximum of \$5,000 of the costs of the environmental study (any combination of Phase II a, b, and c) being proposed, whichever is less, per subject property.
2. Eligibility Criteria:
  - a. A complete application for Phase II Grant must be submitted to the Town prior to the start of any work to which the grant will apply.
  - b. The Phase II Grant can be used for one or all of the following purposes:
    - i. "Phase II ESA a" funds can be used to confirm the presence or absence of contamination at the site with a reasonable level of certainty, as determined by a Qualified Environmental Specialist conducting;
    - ii. "Phase II EAS b: funds can be used to delineate contamination at the site based on previously obtained "Phase II EAS a" information (any existing Phase II ESA data must be updated in a manner such that it can be compared to the most recently published provincial guidelines); and/or
    - iii. "Phase II ESA c" funds can be used to develop a plan to remove, treat, or otherwise manage contamination found on the site (such as a Remediation Plan or Exposure Control Management Plan).
  - c. Applications must include:



# Town of Mayerthorpe

Policy Manual  
Section: Environmental  
Policy: X11-001

- i. A current (<1 year old) Phase I ESA in accordance with requirements outlined in Phase I. This report must have been prepared on behalf of the applicant.
        - ii. Proof of site ownership and consent to allow access to the site to be submitted in grant application.
        - iii. A proposal for the environmental study prepared by a Qualified Environmental Specialist including a cost estimate to do the work and a site plan identifying borehole locations and identified potential sources of contamination.
        - iv. A detailed work plan with defined end dates and milestones (including site map with proposed boreholes, monitoring wells, previous excavation areas, utilities and other relevant site information); and
        - v. As description of the planned redevelopment or interim land use, including timeframes and any planning applications that have been submitted or approved.
3. Grant Payment for Phase II Grant:
  - a. To receive grant payment for the Phase II Grant:
    - i. All environmental studies must be conducted and signed off by a qualified Environmental Specialist and must meet the scope of work and detailed plans outlined in the proposal provided with the grant application form to the Town's satisfaction. Copies of all reports must be provided to Alberta Environment and Parks (the regulator) and the Town of Mayerthorpe. All final reports and evidence that the reports have been submitted to the regulator must be provided to the Town in order to receive final grant payment.
    - ii. One (1) electronic copy of all draft reports must be provided to the Town for review. After the Town review is complete, one (1) electronic and one (1) hard copy of the final report must be submitted to the Town.
    - iii. Grant funds will be paid directly to the Qualified Environmental Specialist conducting the work or to the property owner upon proof of payment once the report has been fully completed to the Town's satisfaction. A Phase I ESA is required for review to confirm a "Phase II ESA a" proposal. A Phase I ESA that meets the requirement for a "Phase I EAS a" proposal and a Phase II EAS report are required for review to confirm a "Phase II EAS b" proposal. All previous environmental investigations meeting the requirements of the Phase I EAS and "Phase II EAS a" and "Phase II EAS b" are required for review to confirm a "phase II EAS b" proposal (the remediation action plan or exposure control plan proposal).
    - iv. For "Phase II EAS b" and "Phase II EAS c" proposals, the applicant must confirm in writing that any affected third parties have been notified and have received copies of all environmental



# Town of Mayerthorpe

Policy Manual  
Section: Environmental  
Policy: X11-001

reports. The applicant must also provide confirmation that affected third parties have accepted the remediation and/or management approach recommended for off-site testing, grant applicant must include evidence that they have notified third party owner(s) in writing of the implications, including but not limited to affects to the third party of all remediation and management plans.

- v. The Town reserves the right to audit the costs of studies prior to advancing any grant payments. The eligible grant amount will be reduced by any audit costs incurred by the Town.
- vi. Payment is subject to the Town having sufficient budget funds allocated to the program for the payment.
- vii. Phase II Grants will not be paid until the Town has reviewed and confirmed that all taxes imposed pursuant to Part 10 of the *Municipal Government Act*, RSA 2000, c. M-26, have been paid for any property located within the Town of Mayerthorpe that is owned by the recipient of the grant.

### **Phase III: Remediation and Phase IV: Remediation/Exposure Control with Interim Solution**

1. There is currently no grant established for Phase III and Phase IV.

End Policy.