

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday, June 24, 2024

Town Office Council Chambers Eckville, AB 6:00 pm
(Councillors may attend via electronic means)

- | | | |
|---|------|--|
| 1. CALL TO ORDER | 1.1 | |
| 2. DELEGATIONS/PUBLIC HEARING | 2.1 | |
| 3. AGENDA | 3.1 | Additional Agenda Items |
| | 3.2 | Adoption of Agenda |
| 4. MINUTES | 4.1 | Public Hearing LUB Amendment #796-24 Minutes June 10, 2024 pg. 1-2 |
| | 4.2 | Regular Council Meeting Minutes – June 10, 2024 pg. 3-5 |
| 5. ACTION ITEMS | 5.1 | RFD-Library Sidewalk & Crossing Lights pg. 6-9 |
| | 5.2 | RFD-Fencing of Eckville Water Treatment Plant Generator pg. 10 |
| | 5.3 | Drinking Water Safety Plan-discussion pg. 11-43 |
| 6. BYLAWS, POLICIES | 6.1 | |
| 7. REPORTS | 7.1 | Management Report – June 24, 2024 pg. 44-45 |
| | 7.2 | Financial Report-AP June 12, 2024 pg. 46 |
| | 7.3 | Lacombe County Highlights of Reg Council Meeting June 13,2024 pg 47-48 |
| | 7.4 | Animal Control Services May 2024 pg. 49 |
| 8. COMMITTEE, BOARD REPORTS | 8.1 | |
| 9. CORRESPONDENCE, INFORMATION | 9.1 | Consent Agenda:
A. Municipal Affairs letter on (CCBF) pg. 50
B. Alberta Day 2024 Expression of Interest Guidelines pg. 51-69
C. Sylvan Lake RCMP Crime Statistics pg. 70-83
D. Jack Ramsden’s Long Service Recognition Award letter pg. 84 |
| 10. SEMINARS, MEETINGS, SPECIAL EVENTS | 10.1 | Village of Alix Days Parade 2024 Invitation pg. 85-88 |
| | 10.2 | Town of Bentley Annual Fair & Rodeo Invitation pg. 89 |
| 11. CLOSED SESSION | 11.1 | Section 24: Advice from Officials |
| 12. COMMITTEE OF THE WHOLE | 12.1 | |
| 13. ADJOURNMENT | 13.1 | |

TOWN OF ECKVILLE – PUBLIC HEARING MINUTES
Land Use Bylaw Amendment 796-24
Monday June 10, 2024 6:00 pm
Eckville Town Office, 5023 – 51 Avenue, Eckville AB.

1. Call to Order

1.0 Mayor Ebden called the public hearing to order at 6:02 p.m.

Present:

Mayor Ebden
Councillor Engen
Councillor Pacholek
Councillor Palm-Fraser
Councillor See (joined by electronic means)
Councillor Thoreson

CAO Jack Ramsden
Supervisor, Finance & Administration Darcy Webb

Absent: Councillor Meyers

Press: None

Gallery: None

2. Public Hearing

2.1 Town of Eckville Bylaw 796-24 Land Use Bylaw Amendment.

Background

Jack Ramsden, CAO, advised Council that the purpose of the hearing was to hear presentations, opinions and comments with respect to Bylaw 796-24. The proposed amendment is as follows.

SCHEDULE C: LAND USE DISTRICT REGULATIONS

5.0 MANUFACTURED HOME PARK DISTRICT (R4)

5.1 Manufactured Home Standards:

By deleting:

Building Design:

“manufactured homes shall be no older than twenty (20) years as of the date of a completed Development Permit application for their placement and shall be similar and consistent with the character of the site.”

And by adding:

Building Design:

“manufactured homes shall be no older than thirty (30) years as of the date of a completed Development Permit application for their placement and shall be similar and consistent with the character of the site.”

Written Submissions 2.2 Jack Ramsden, CAO, advised Council that no written submissions had been received.
Public Comments &
Submissions

2.3 There were no questions or comments.

Res.PH004.2024 Moved by Councillor Palm-Fraser that Bylaw 796-24 be referred to Council for 2nd & 3rd readings. **Carried Unanimously.**

3. **Adjournment** 3.1 Mayor Ebden adjourned the public hearing at 6:16 p.m.

Mayor

CAO

UNAPPROVED

TOWN OF ECKVILLE – COUNCIL MINUTES

Monday, June 10, 2024
Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta
(The meeting was available via electronic means)

1. Call to Order

1.1 Mayor Ebden called the meeting to order at 6:00 p.m.

Present: Mayor Ebden
Councillor Engen
Councillor Meyers (joined by electronic means).
Councillor Pacholek
Councillor Palm-Fraser
Councillor See (joined by electronic means)
Councillor Thoreson

Absent:

Staff: CAO, Jack Ramsden, Deputy CAO, Darcy Webb

Press: None Present

Gallery: None

Mayor Ebden called for a recess in order to hold the Public Hearing on Bylaw 796-24. Time 6:01pm.

The meeting reconvened at 6:17 pm

2. Delegations/Public Hearings

2.1 Public Hearing: Land Use Bylaw Amendment #796-24

3. Agenda

3.1 Additional Agenda Items – None

3.2 Adoption of Agenda

Res. 142.2024

Moved by Councillor See that the agenda be adopted as presented. **Carried Unanimously.**

4. Minutes

4.1 Regular Council Meeting Minutes – May 27, 2024

Res. 143.2024

Moved by Councillor Engen that the minutes of the May 27, 2024 Council Meeting be approved **Carried Unanimously.**

5. Action Items

5.1 RFD – 2024 Summer Council Meeting Schedule

Res. 144.2024

Moved by Councillor Pacholek that the 2024 Summer Council Meeting Schedule be approved. **Carried Unanimously.**

- Res. 145.2024** 5.2 RFD – Eckville Library Board 2024 Statement of Receipts & Disbursements.
5.2 Moved by Councillor See that the Eckville Library Board 2024 Statement of Receipts & Disbursements be approved. **Carried Unanimously.**
- 6. Bylaws /Policies** 6.1 Bylaw 796-24 – Land Use Bylaw Amendment.
- Res. 146.2024** Moved by Councillor Pacholek that Bylaw 796-24 Land use Bylaw Amendment be given second reading. **Carried Unanimously.**
- Res. 147.2024** Moved by Councillor Palm-Fraser that Bylaw 796-24 Land Use Bylaw Amendment be given third and final reading. **Carried Unanimously**
- 6.2 Bylaw 797-24 Property Tax Bylaw
- Res. 148.2024** Moved by Councillor Palm-Fraser that Bylaw 797-24 be given first reading. **Carried.**
- Res. 149.2024** Moved by Councillor Thoreson that Bylaw 797-24 be given second reading. **Carried.**
- Res. 150.2024** Moved by Mayor Ebden that Bylaw 797-24 be presented for third and final reading. **Carried Unanimously.**
- Res. 151.2024** Moved by Councillor Engen that Bylaw 797-24 be given third and final reading. **Carried.**
- 7. Reports** 7.1 Management Report for June 10, 2024
- Res. 152.2024** Moved by Councillor Pacholek that the Management Report for June 10, 2024, be accepted for information. **Carried Unanimously.**
- 7.2 Financial Report – AP May 30, 2024
- Res. 153.2024** Moved by Councillor Engen that the Financial Report be accepted for information. **Carried Unanimously.**
- 8. Committee & Board Reports** 8:1 Councillor Engen reported on Medicine River Watershed and the parade
Councillor Palm-Fraser reported on the parade.
Councillor Pacholek reported on the parade
Mayor Ebden reported on Seniors Week at the Friendship Centre, the Petunia Tree Ceremony, the parade and the rodeo.
- Res. 154.2024** Moved by Councillor Thoreson that the Committee and Board Reports be accepted. **Carried Unanimously.**
- 9. Correspondence, Information Items** 9.1 Consent Agenda:
A. Local Government Fiscal Framework
- Res. 155.2024** Moved by Councillor Pacholek that the Correspondence and Information items be accepted as information. **Carried Unanimously.**

- 10. Seminars, Meetings, Special Events
 - 10.1 Town of Rimbey Rodeo & Parade Invitation
 - 10.2 Mayor's Annual Lacombe Days Breakfast and Rodeo Invitation
 - 10.3 Lacombe County Invitation.

Res. 156.2024 Moved by Councillor See that the Seminars, Meetings, Special Events be accepted as information. **Carried Unanimously**

Councillor Meyers joined the meeting at 6:40pm

11. Closed Session 11.1 None

12. Committee of the Whole 12.1 None

13. Adjournment

Res. 157.2024 Mayor Ebden adjourned the meeting. Time 6:50 pm. **Carried Unanimously.**

Mayor

CAO

UNAPPROVED

Mtg. Date June 24, 2024

Agenda Item 5.1

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	June 24, 2024
Originated By:	Jack Ramsden, CAO
Title:	Library Sidewalk & Crossing Lights

BACKGROUND: Administration is proposing to install a new sidewalk on the south side of 49th Street from the Eckville Municipal Library to the corner of 51st Avenue c/w a para ramp and solar crossing lights.

We were hoping to install this sidewalk last fall, but it got too late, and we had pretty much used up our budget for the year.

DISCUSSION/ALTERNATIVES: We have a quote of \$7,504.00 (plus GST) from Proform Concrete for the sidewalk and para ramp and a quote of \$13,077.98 (plus GST) from ATS Traffic for the supply and installation of the solar crossing lights.

IMPACT ON BUDGET: This will be covered by our 2024 Capital Budget.

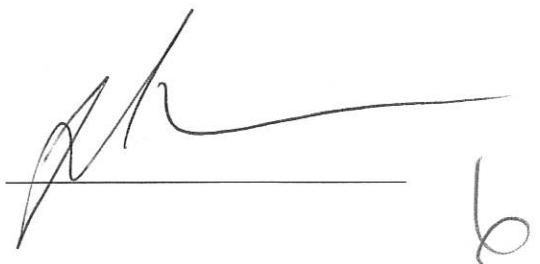
RECOMMENDED ACTION: That the following motion be presented for consideration:

“That the Town of Eckville accept the quotation of \$7,504.00 (plus GST) from Proform Concrete of Red Deer County for the installation of 21m of concrete sidewalk, c/w a para ramp on the south side of 49th Street from the Eckville Library west to 51st Avenue.”

And

“That the Town of Eckville accept the quotation of \$13,077.98 (plus GST) from ATS Traffic from Calgary for the installation of LED solar crossing lights at the intersection of 51st Avenue and 49th Street.”

Prepared By: _____ Approved By: _____



6



ATS Traffic Ltd.
 9800 Endeavor Drive SE
 Calgary, Alberta T3S 0A1
 Canada
 P: +1(403)236-9860
 F: +1 (780) 440-1326
 E-mail: sales_cgy@atstraffic.ca

QUOTATION	
Quote #	1121-50051826
Quote Issue Date:	May 27, 2024
Quote Expiry Date:	June 27, 2024
Ordered By	J
Phone #	403-887-2800 EXT303
Email :	

BILL TO:

"Town of Eckville " C/O RMA 2510 Sparrow Drive Nisku AB T9E 8N5 Canada

SHIP TO:

" municipality name " C/O RMA TOWN OF ECKVILLE 5411-51 STREET BOX 378 ECKVILLE AB T0M 0X0 Canada

Customer ID	Shipping Method	Ship Via	Sales Rep Name	Terms
11000112	SERVICES	Install	Gurpreet Gill	NET 30

Order Qty.	UOM	Item #	Short Description	Description	Price	Ext. Price
2	EACH	33120037	72526/84303	R920-E Solar Engine-natural aluminum	2,750.00	5,500.00
<i>Line Note</i>						
4	EACH	33120604	67620	Standard Battery, 7 Ahr (R920-E)	64.68	258.72
<i>Line Note</i>						
2	EACH	33120234	86328/89180/81/	Top of pole mount, 3.5 - 4.5" OD round (specify color) <i>Part # 89182 - Yellow</i>	201.00	402.00
<i>Line Note</i>						
4	EACH	33120034	87668/69/70	Light bar with confirmation lights, incl. mounting bracket <i>Part # 87670 - Yellow</i>	900.00	3,600.00
<i>Line Note</i>						
4	EACH	33120311	78227	Light bar harness, 16' (std.) (R920-E)	95.55	382.20
<i>Line Note</i>						
2	EACH	33120002	68319 20 21	Polara Bulldog Push Button (Specify Color) <i>Yellow</i>	222.00	444.00
<i>Line Note</i>						
2	EACH	33120312	84390	Push Button / LED harness, 16' (std)	95.55	191.10
<i>Line Note</i>						
2	EACH	33120146	70028 29 30	Universal Polara Bulldog push button mount (specify color)	49.98	99.96
<i>Line Note</i>						
1	EACH	94120001	Install Rural	Rural Installation <i>Install of above, in ground, hydrovac extra</i>	1,350.00	1,350.00
<i>Line Note</i>						
2	EACH	21110370	POST20RA	Round Post Alum 20 ft x 4 1/2 OD .237 Wall	425.00	850.00
<i>Line Note</i>						





ATS Traffic Ltd.
 9800 Endeavor Drive SE
 Calgary, Alberta T3S 0A1
 Canada
 P: +1(403)236-9860
 F: +1 (780) 440-1326
 E-mail: sales_cgy@atstraffic.ca

QUOTATION	
Quote #	1121-50051826
Quote Issue Date:	May 27, 2024
Quote Expiry Date:	June 27, 2024
Ordered By	J
Phone #	403-887-2800 EXT303
Email :	

BILL TO:

"Town of Eckville " C/O RMA
 2510 Sparrow Drive
 Nisku AB T9E 8N5
 Canada

SHIP TO:

" municipality name " C/O RMA
 TOWN OF ECKVILLE
 5411-51 STREET
 BOX 378
 ECKVILLE AB T0M 0X0
 Canada

Customer ID	Shipping Method	Ship Via	Sales Rep Name	Terms
11000112	SERVICES	Install	Gurpreet Gill	NET 30

Order Qty.	UOM	Item #	Short Description	Back	Fac	Description			Shp	W	H	Col	Price	Ext. Price
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This quote is valid for 30 days and is subject to change. It is based on our initial consultation and is confidential information.
 Installation Services Are Available

							Subtotal	\$13,077.98
							Freight	\$0.00
							GST/HST	\$653.91
							PST	\$0.00
							Total	\$13,731.89
GST/HST	100114479RT0001	BC PST	10076728	MB PST	100114479MT0001	SK PST	2600237	

TENDER - Revised



285319 AB Ltd. o/a Proform Concrete

240 Burnt Park Way

Red Deer County AB. T4S 2L4

Contact: Manuel Garcia / Ken Bouteiller

Phone: (403) 343-6099

Fax: (403) 347-4980

Quote To: Town of Eckville
Attention: Troy Evers
Phone: 403-746-2173
Mobile: 403-396-1293
Email: troy@eckville.com

Job Name: Library Sidewalk & Pararamp Install
Job Location: Eckville, AB.
Bid Number: 7746
Revision Date: May 13, 2024

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1.0	Install New - 21lm of 1.3m Sidewalk	21.00	LM	287.00	6,027.00
2.0	Remove & Replace - Curb & Gutter for Pararamp	4.00	LM	285.00	1,140.00
3.0	Pararamp - Extra Tooling Required	1.00	EA	337.00	337.00
GRAND TOTAL					\$7,504.00

NOTES:

* Pricing is for spring and summer of 2024. Quantities are estimated and invoicing to be based on measurements of work completed.

- * Prices include;
 - utility locates,
 - traffic accomodation as required,
 - removal of topsoil for new sidewalk,
 - removal of curb & gutter for pararamp install,
 - supply and install of crushed gravel base,
 - supply & install dowels into back of C&G,
 - supply & place all required formwork,
 - supply, place and finish concrete,
 - backfill sidewalk with topsoil and seed,
 - and bonding security.

- * Prices do not include;
 - material testing,
 - survey/layout,
 - mix design engineering review,
 - fall/winter heat premiums applicable to concrete supply,
 - insulated tarps, glycol heaters (these items can be priced upon request)
 - or GST.

* Materials Testing is not included in this pricing, and will be the responsibility of the Owner or the GC unless Proform is specifically asked to include testing costs prior.

* Prices are based on the use of Type 10, 30 MPa summer use concrete.

* This quote expires in 45 days.

A handwritten signature in black ink, appearing to be the number '9' or a similar character, located at the bottom right of the page.

Mtg. Date June 24, 2024

Agenda Item 5.2

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	June 24, 2024
Originated By:	Jack Ramsden, CAO
Title:	Fencing of Eckville Water Treatment Plant Generator

BACKGROUND: We would like to provide more security for our backup generator at the Eckville Water Treatment Plant and provide a better level of sound suppression.

DISCUSSION/ALTERNATIVES: This backup generator was installed with the upgrades to our Water Treatment Plant in 2022. The backup generator is on the north side of the Water Treatment Plant Building and sits out in plane site and is not very secure from vandalism. We also have concerns with the sound levels that are produced by the generator when it is running. Our plan is to install a 10' high chain link fence around the backup generator and place upright privacy slats on all sides of the fence.

We received two quotes. Q & Q Fencing was \$10,469.00 and Rite-Way Fencing was \$10,415.53. Both quotations are very close and we have had good work from both companies in the past, so we are recommending that we go with the lowest quotation of \$10,415.3 from Rite-Way Fencing.

IMPACT ON BUDGET: We will take this out of our 2024 Capital Budget

RECOMMENDED ACTION: That the following motion be presented for consideration:

“That Rite-Way Fencing be contracted to install a 10’ high chain link fence, c/w privacy slats, around the Water Treatment Plant Generator at a cost of \$10,415.53 plus GST.”

Prepared By: _____ Approved By: _____



DRINKING WATER SAFETY PLAN - STAFF

Mtg. Date June 24, 2024

Agenda Item 5.3

Troy Evers
Operator Name

[Signature]
Operator Signature

MAR 28 / 24
Date

GARY HASLER
Operator Name

[Signature]
Operator Signature

MAR 28 / 24
Date

Operator Name

Operator Signature

Date

CAO Name

CAO Signature

Date

Drinking Water Safety Plan - Mayor and Councillors

Mayor Name

Mayor Signature

Date

Councillor Name

Councillor Signature

Date

Councillor Name

Councillor Signature

Date

Councillor Name

Councillor Signature

Date

Councillor Name

Councillor Signature

Date

Councillor Name

Councillor Signature

Date

11



SHEET REGISTER

CLICK SHEET NAMES TO NAVIGATE

(This page refreshes every time it is accessed)

Sheet Name

[Title](#)

[KEY](#)

[DWSP Intro](#)

[Glossary](#)

[Sheet Guide](#)

[Menu](#)

[Risk Scoring](#)

[Core Detail](#)

[Source Detail](#)

[Source Schematic](#)

[Source Risks](#)

[Treatment Detail](#)

[Treatment Schematic](#)

[Treatment Risks](#)

[Network Detail](#)

[Network Schematic](#)

[Network Risks](#)

[Customer Detail](#)

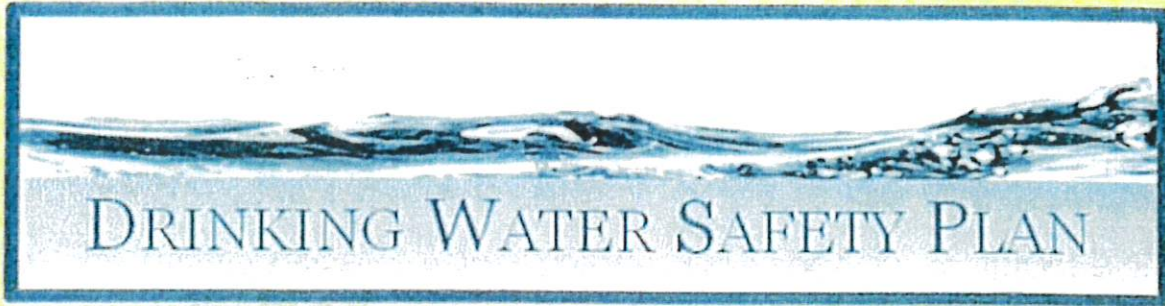
[Customer Risks](#)

[Key Risks](#)

[Action Summary](#)

[SOPs](#)

12



DRINKING WATER SAFETY PLAN

Water Supply System	Eckville Waterworks System
Location	Eckville, AB
Approval Holder	Town of Eckville
Approval Number	632-02-00
AbWARN	N/A
DWSP Author	Eckville Drinking Water Safety Plan March 2024

Risk Review Team: Jack Ramsden, CAO; Troy Evers, Lead Hand,
Gary Heisler, Operator



Version 2.00: November 24, 2011

13
2

Approval Holder
 Water Supply System
 Approval Number
 Location

Town of Eckville
 Eckville Waterworks System
 632-02-00
 Eckville, AB

About Drinking Water Safety Plans

A Drinking Water Safety Plan is a systematic method of risk management that may be applied to any water supply system. It is based on the analysis of detailed knowledge of the whole water supply system from source to tap and its fundamental purpose is to ensure the safety of the supply at all times.

It considers four main areas of supply: source, treatment, distribution network and customer. The risks attached to each section are analysed using a combination of likelihood and consequence and the most significant risks must then be assigned an appropriate mitigation. The plan records all of this information in various forms and is updated on a regular basis. It is a 'living document' that provides the operator with an efficient means of managing risk and is a useful single source of information about the supply.

About this template

This template has been designed to enable you to systematically record the main details of your water supply system and to assess the potential risks to public health. It is divided into four main sections, source, treatment, network and customer and you will be expected to supply the main details, a schematic and then to assess the risks for each section.

The amount of detail required will depend on the nature and complexity of your system. You have been provided with a list of common water supply risks to help you, but it is very important that you also think about any specific risks that might be present in your own system. A guide on how the risks are assessed is given in the risk scoring sheet. Once the major risks are identified they must be carried forward to the Major Risks sheet, where you need to consider the most appropriate way of diminishing each risk.

You will obviously be constrained by resources and you may need to think about short-term ways of mitigating the risk before you can put in place a permanent solution.

Once you have completed this section you then need to record all of the actions that you have identified into the Action Summary sheet. A brief guide to the function of each of the sheets is given in the Sheet Guide

Approval Holder	Town of Eckville
Water Supply System	Eckville Waterworks System
Approval Number	632-02-00
Location	Eckville, AB

Glossary of commonly used terms and Abbreviations

Term	Definition
AbWARN	The mission of the Alberta Water/Wastewater Agency Response Network (AbWARN) is to support and promote a province-wide emergency preparedness, disaster response, and mutual assistance program for public and private water and wastewater utilities.
Anatoxins	A group of algal neurotoxins produced by the <i>Anabaena</i> species of blue-green algae.
Breakthrough	The situation where barrier filtration is no longer effective and material starts to pass through the filter.
Cause	The action, situation or state that has led to a particular effect or event.
CIP	Cleansing in place. Applies to cleaning of membranes, usually with citric acid
Consequence	The assessed outcome of any hazardous event
Control Measure	Any action or activity that is used to prevent or eliminate a water safety hazard or reduce the risk of it occurring to an acceptable level.
Contingency Plan	A plan of action that will be operated should a hazard or group of hazards enter the distribution system creating a situation where there is an acute risk to Public Health.
<i>Cryptosporidium</i>	A protozoan parasite common in water that causes a severe diarrhoeal disease, cryptosporidiosis. As part of its lifecycle it forms a cyst (oocyst) that is very resistant to normal means of disinfection. It is, however, deactivated by exposure to UV light and will be removed by barrier filtration.
Cyanotoxins	A large group of organic compounds released by the breakdown of blue green algal cells. Amongst other effects they may cause neurological damage, liver damage, or cause diarrhoea.
DWSP	Drinking Water Safety Plan
Event	An incident or situation resulting in an increased public health risk in the water supply.
Geosmin	An organic compound produced by blue-green algae that causes an earthy/musty taste and odour problem in water.
<i>Giardia</i>	A protozoan parasite common in water that causes a severe diarrhoeal disease, giardiasis. As part of its lifecycle it forms a cyst that is very resistant to normal means of disinfection. It is, however, deactivated by exposure to UV light and will be removed by barrier filtration.
Hazard	A chemical, biological, physical or radiological presence with a potential adverse human health effect.
HACCP	Hazard Analysis and Critical Control Point
Likelihood	Probability that an event will happen.
MAC	Maximum Acceptable Concentration.
MIB	2-Methylisoborneol. An organic compound produced by blue-green algae that causes an earthy/musty taste and odour problem in water.
Microbiological Contamination	Results from the presence of pathogenic bacteria or protozoans. The presence of pathogenic bacteria (e.g. <i>E.Coli</i>) often results from a fault with disinfection, but in the case of protozoans, for example <i>Cryptosporidium</i> or <i>Giardia</i> from the failure or lack of barrier filtration.
Microcystins	A group of toxins produced by blue green algae, specifically <i>Microcystis</i> , that cause liver damage.
Pathogenic	Capable of causing disease, in DWSPs specifically to humans.
Protozoan	Any of a large group of single celled organisms, usually too small to be seen with the naked eye, and characterised by their ability to move. They often include a resistant cyst form as part of their lifecycle, and some species such as <i>Cryptosporidium</i> and <i>Giardia</i> are responsible for a lot of waterborne disease.
PRV	Pressure reducing valve
OSEC	On-site electrolytic chlorination
Risk	The probability of something happening that will impact on water safety. It is measured in terms of likelihood and consequence.
Risk Score	A numerical expression of risk derived from the product of likelihood and consequence.
Schematic	A schematic (diagram) represents the elements of a system using abstract, graphic symbols rather than realistic pictures and is not drawn to scale.
Validation	Confirmation that a process fulfils its intended function
Verification	Confirmation that the stated data or processes are correct.
WHO	World Health Organisation.
WTW	Water Treatment Works

15

Approval Holder Town of Eckville
 Water Supply System Eckville Waterworks System
 Approval Number 632-02-00
 Location Eckville, AB

Explanation of sheets included in template & their function

Sheet Name	Purpose	Details
Title	Identifies Site	Water supply name, owner, site manager, WSP author, date of completion, next planned review date
DWSP Intro	Information	Provides summary of DWSP process and how the DWSP is put together
Glossary	Information	Provides a definition for commonly used terms and abbreviations
Sheet Guide	Information	Guide to the purpose & detail of each component sheet
Menu	Quick links to other areas of plan	Simple structure showing main areas with hyperlinks to start of each section
Risk Scoring	Information	Example of matrix and how risk scores are derived
Core Detail	Site Information	Main details of the system, people involved in the making of the plan and main stakeholders
Source Detail	Information	Main details of the watershed, reliable yield, watershed type, watershed activities, etc., and any raw water mains
Source Schematic	Information	Schematic showing the source to the point of treatment, using standard symbols.
Source Risks	Risk assessment	Pre-populated with standard risks with consequence pre-scored. Additional site specific risks to be added as required. Each line must be reviewed to see if it applies at this site and all of the other detail added.
Treatment Detail	Information	Full account of the treatment process including constituent parts, chemicals used etc
Treatment Schematic	Information	Schematic showing full treatment process including any on-line monitoring, using standard symbols
Treatment Risks	Risk assessment	Pre-populated with standard risks with consequence pre-scored. Additional site specific risks to be added as required. Each line must be reviewed to see if it applies at this site and all of the other detail added.
Network Detail	Information	Main details of the distribution network including any pump stations, service reservoirs, and length and type of mains
Network Schematic	Information	Schematic showing the distribution network, using standard symbols.
Network Risks	Risk assessment	Pre-populated with standard risks with consequence pre-scored. Additional site specific risks to be added as required. Each line must be reviewed to see if it applies at this site and all of the other detail added.
Customer Detail	Information	Details of numbers of properties domestic/commercial, key customers/at risk customers, etc.
Customer Risks	Risk assessment	Pre-populated with standard risks with consequence pre-scored. Additional site specific risks to be added as required. Each line must be reviewed to see if it applies at this site and all of the other detail added.
Key Risks	Risk assessment	Summary of risks that exceed an agreed acceptable level and what actions are required to mitigate the risks.
Action Summary	Risk Mitigation	Details of how the unacceptable risks are to be mitigated, by whom, when and funding
SOPs	Information	Summary of standard operating procedures, relating to this water supply system.

Approval Holder Town of Eckville
 Water Supply System Eckville Waterworks System
 Approval Number 632 02-00
 Location Eckville, AB

Risk Scoring Guide

This page explains the rationale behind risk scoring. It provides an explanation of the numbers used for likelihood and consequence and a matrix indicates the level of derived risk (risk score), and the level of threat that each represents. It should be noted that although the risk score gives an indication of the level of risk posed it is a semi-quantitative guide value only and not an absolute number.

Likelihood

The likelihood is a measure of the frequency with which any event is likely to occur. Six levels of likelihood are used and their definitions are shown below to describe the assessed frequency and a nominal value is attached to each.

Likelihood Table

Likelihood	Definition	Value
Not applicable	Does not apply in this water supply system	0
Most Unlikely	Conceivable but extremely small chance of happening in next 4-5 years	1
Unlikely	Is possible and cannot be ruled out in next 4-5 years.	2
Medium	As likely as not to happen in next 4-5 years.	4
Probable	Would be expected to happen in next 4-5 years but there is a small chance it may not.	8
Almost Certain	Would be confident this will happen at least once in next 4-5 years	16

Consequence

The consequence is a measure of the severity of the event which is likely to occur. Six levels of consequence are used and their definitions shown below.

Consequence Table

Consequence	Definition	Value
Not applicable	Does not apply in this water supply system	0
Insignificant	Wholesome water or interruption < 8 hrs	1
Minor	Short term or localised non-compliance, non health related e.g. aesthetic or interruption 8-12 hrs	2
Moderate	Widespread aesthetic issues or long term non compliance, not health related or interruption 12-24 hrs	4
Severe	Potential illness or interruption >24 - 48 hrs	8
Catastrophic	Actual illness or potential long term health effects or interruption >48 hrs	16

Risk Matrix

		Consequence Descriptor					
		Not Applicable	Insignificant	Minor	Moderate	Severe	Catastrophic
Likelihood Descriptor	Not Applicable	0	1	2	4	8	16
	Most Unlikely	1	1	2	4	8	16
	Unlikely	2	2	4	8	16	32
	Medium	4	4	8	16	32	64
	Probable	8	8	16	32	64	128
	Almost Certain	16	16	32	64	128	256

Note: The score of "0" should only be applied if the risk is not applicable in this water supply system.

17
7

Approval Holder	Town of Eckville
Water Supply System	Eckville Waterworks System
Approval Number	632-02-00
Location	Eckville, AB

Basic Details

Municipal Authority	Town of Eckville
Approval Number	632-02-00
Water Supply System	Eckville Waterworks System
Main Contact/Operator	Troy Evers - Lead Hand, Gary Heisler Operator 2

Source

Source Type	Groundwater
Watershed Area	Paskapoo Formation
Reliable Yield	236409 m ³ (Well #1 - 118204 m ³ , well #2 - 118204 m ³)
Diversion Licence	Approval 32747-00-00
Main hazards	None Identified

Treatment

Main Process	Greensand Filtration - constructed in 1986
Design Capacity	1084 m ³ /day (16.0 L/s or 0.960 m ³ /min)
Average Throughput	2020 average raw water use of 611 m ³ /day.
Storage	2273 m ³

Network

Network Length	TBD
Network Materials	Asbestos Cement (AC) 150 & 200 mm; PVC 150,200 and 250 mm, and HDPE 250 and 75 mm
Network Storage	Located by WTP
Domestic Properties (No.)	-425
Business Properties (No.)	60

Customer

Bylaws in Operation	Water and Sewer Bylaw 692/09
Hospitals	N/A
Home Dialysis Patients	N/A
Prisons etc.	N/A
Other Vulnerable Customers	Long Term Care facilities
Significant Manufacturers	Oil Service Companies

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Source Information

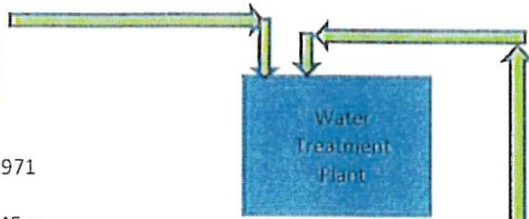
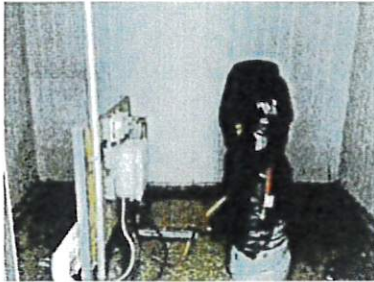
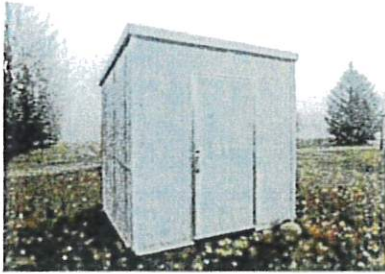
Water Supply System	Eckville Waterworks System
Source Type	Groundwater
Source Description	Two deep high quality groundwater wells located in 15-16-39-3-5; within town boundaries
Watershed Area	Paskapoo Formation
Diversion Licence	Approval 32747-00-00
Yield	2023 totals. 223074 m3. (Well #2 - 109765 m3, Well #3 - 113309 m3).
Inlet or pump arrangements	Well #2 steel casing 45.7 m deep with perforations at 15 - 45 m; well #3 steel casing w PVC liner 48 m deep with perforations at 20 - 48 m; pumps at - 36 m depth
Raw Water Mains (length, diameter, condition)	Two wells 137 m apart with separate 100 mm steel lines running to WTP. Condition of well #2 is suspect as steel casing and 50 yrs old
Activities within watershed	Residential and Commercial.
Agricultural Discharges/Run-off (manure, etc.)	N/A
Municipal Discharges/Run-off (raw or treated wastewater, stormwater, etc.)	All municipal wastewater within town utilize the collection system. Mains, near wells, gravity flow to the south lift station. Stormwater is surface run-off on streets to the south away from well location.
Discharges from septic fields/tanks or other non-municipal unsewered human activity	Several residential and commercial lots located south of Town across RR tracks have individual wells and field systems.
Industrial Discharges/Run-off	N/A
Recreational Discharges/Run-off	N/A
Comments	Well #2 is 50 years old and made of steel casing.

19

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Constructed in 1971
46 m deep
perforated at 15-45 m



Constructed in 1987
48 m deep well perforated
at 20-48 m



ould be regarded as surface water as much of the recharge may be coming from the adjacent watercourse

Risk I.D.	Hazard	Cause of Potential Failure	Comments	Current Monitoring	How Risk is Currently Controlled	Assess if Control ts Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	LHood Score	Cons. Score	Risk Score
WSP-5-001	Microbiological contamination	Due to livestock having access to source due to inadequate fencing.						Not applicable	Not applicable	0	0	0
WSP-5-002	Microbiological contamination	Due to wildlife dying or defecating in watershed.	Some animals such as beaver can carry Giardia and other pathogenic organisms					Not applicable	Not applicable	0	0	0
WSP-5-003	Microbiological contamination	Due to bird roost due to large faecal loading	Bird excrement contains very large numbers of bacteria.					Not applicable	Not applicable	0	0	0
WSP-5-004	Microbiological contamination	Resulting from sewage input to the source from private septic tanks or sewer outfalls.						Not applicable	Not applicable	0	0	0
WSP-5-005	Chemical contamination Hydrocarbons	Due to chemical contamination in the source due to spillage from transport corridor (e.g. road or rail tanker) adjacent to source and no containment.	May result from accidental spillage or a crash. Local traffic only.	Visual observations as wells are located by the WTP	Visual observations as wells are located by the WTP. Wells are deep and have a confining layer.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-5-006	Chemical contamination Hydrocarbons	Due to chemical contamination in the source due to spillage from airport adjacent to source and no containment.	May result from accidental spillage or a crash. May also be due to use of chemicals within airport as result of uncontrolled run-off e.g. de-icing fluid.					Not applicable	Not applicable	0	0	0
WSP-5-007	Heavy metals Hydrocarbons	Due to uncontained spillage or disturbed ground within watershed.						Not applicable	Not applicable	0	0	0
WSP-5-008	Heavy metals Hydrocarbons	Due to mine drainage discharge being contaminated or deoxygenated						Not applicable	Not applicable	0	0	0
WSP-5-009	Microbiological contamination Hydrocarbons	Due to uncontrolled defecation or use of land or water vehicles within watershed						Not applicable	Not applicable	0	0	0
WSP-5-010	Algal bloom Reduced oxygen level in water.	Due to contamination in run-off from areas of agricultural activity.	There are a number of different sources: silage pits, sludge lagoons, concentrations of stock.					Not applicable	Not applicable	0	0	0
WSP-5-011	Microbiological contamination	Due to contamination in run-off from areas of agricultural activity.						Not applicable	Not applicable	0	0	0
WSP-5-012	Pesticides	Resulting from pesticides spraying in the watershed due to poor practice.		Chemical analysis conducted every 5 years.	Wells located within town. All spraying around well site is conducted by licenced applicator contractor. Wells are deep and have a confining layer.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-5-013	Turbidity	Due to inability to close intake when raw water has deteriorated.	Lack of storage may also influence ability to close intake; high sediment loading resulting from high level of rainfall or spring melt.					Not applicable	Not applicable	0	0	0
WSP-5-014	Turbidity Colour Iron & manganese	Resulting from poor quality surface run-off from forestry activities due to forestry within watershed.	When brush and vegetation are removed the rate of erosion will often increase transporting solids to the watercourse.					Not applicable	Not applicable	0	0	0
WSP-5-015	Fertilizers Hydrocarbons Microbiological contamination	As a result of forestry-related human activity within watershed.	Many forestry activities will result in chemicals being brought into watershed. Human waste may also produce pathogenic organisms.					Not applicable	Not applicable	0	0	0
WSP-5-016	Chemical contamination	Due to change in soil chemistry as a result of heat or run-off rate as a result of reduced vegetation						Not applicable	Not applicable	0	0	0
WSP-5-017	Hydrocarbons Heavy metals Organics	As a result of leachate from waste disposal site getting into watercourse	No landfill located in immediate vicinity.					Not applicable	Not applicable	0	0	0
WSP-5-018	Microbiological contamination	As a result of leachate from the disposal site getting into watercourse						Not applicable	Not applicable	0	0	0

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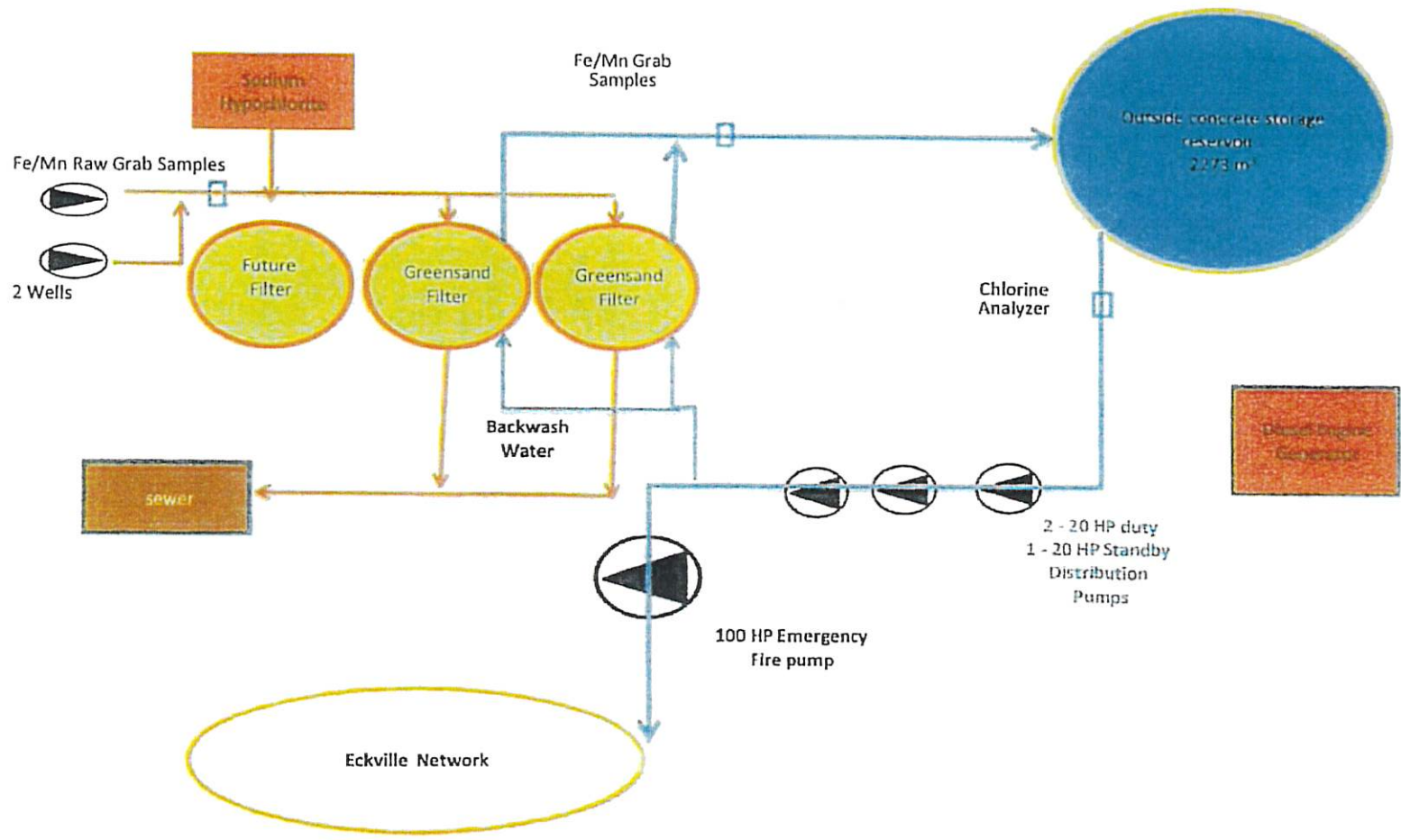
Risk I.D.	Hazard	Cause of Potential Failure	Comments	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	LHood Score	Cons. Score	Risk Score
WSP-5-022	Loss of supply	Resulting from restriction in diversion licence due to changing legislation or growth in demand.	2013 Annual water consumption is 134,300 m3 with maximum diversion at 201,454 m3.	Annual records of raw water consumption	Annual water use compared to diversion amount. Capacity of wells reviewed and confirmed adequate as reported in 2009 Stantec report	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Insignificant	2	1	2
WSP-5-023	Low pressure Loss of supply	As a result of drought.	Levels and capacity of wells confirmed in 2009 by Stantec hydrologist	monthly water level readings taken	Daily water consumption records and monthly well water level readings.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Insignificant	2	1	2
WSP-5-024	Microbiological contamination Metals Drilling fluids	Cross-contamination by drilling equipment or residual substances used in drilling e.g. Barium released from drilling mud.	Drillers should operate according to the Water (Ministerial) Regulations	No monitoring for this specific risk at this time.	Use of qualified well drillers. Last well drilled in 1987 by Big Quill Drilling. Utilize the services of a qualified consulting engineer to oversee projects.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-5-025	Microbiological contamination Nutrients	Well casing does not extend above surface or is damaged or deteriorated.	Water at upper levels of well more prone to surface effects. Downhole camera inspection	Visual observations during 5 days/week site visits.	Visual observations and treatment processes in place.	Inadequate for controlling this specific risk since steel casing in well #2 is 45 years old	No specific SOP in place.	Most Unlikely	Moderate	1	4	4
WSP-5-026	Microbiological contamination Nutrients	Well head badly constructed, damaged, or badly maintained.	Well head extends above ground level with protective surroundings - well #2 within 4 ft culvert and well #3 within small building.	Visual observations during 5 days/week site visits.	Visual observations and treatment processes in place.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Insignificant	2	1	2
WSP-5-027	Microbiological contamination Nutrients	Site prone to flooding due to poor siting and well head not sealed.	Well is located on sloped location with surface run-off flowing to the south.	Visual inspection	Overall site is well drained; treatment processes in place. Chlorination with adequate CT for virus inactivation. Deep well with confining layer.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-5-028	Microbiological contamination Nutrients	Inadequate security around well head giving animals access.	Well head should be inspected and assessed for risk.	Visual observations during 5 days/week site visits.	Both wells are situated within protective locked barriers - culvert and building.	Adequate for controlling this specific risk	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-5-029	Iron manganese	Due to over-production from aquifer, mixing with other zones or biofouling		annual consumption recorded, weekly raw Fe/Mn testing	Record annual consumption; raw water monitored and Fe/Mn removal in place	Adequate for controlling this specific risk.	WTP operation	Unlikely	Insignificant	2	1	2
WSP-5-030	Fluoride Arsenic Uranium Other heavy metals	Due to naturally occurring minerals	No MAC detected in previous chemical analysis	Water Quality Testing as per Code of Practice	Monitoring water quality for changes; deep well with clay confining layer.	Adequate for controlling this specific risk.	Annual Water sampling procedures	Unlikely	Minor	2	2	4
WSP-5-031	Hydrocarbons Pesticides Nutrients	Activities within recharge zone or vulnerable aquifer	More likely with shallow wells, unconfined aquifers or where rock is badly faulted or fractured.	Water Quality Testing as per Code of Practice	Monitoring water quality for changes; deep well with confining layer. No immediate risk of contamination. Weed spraying in vicinity of wells conducted by qualified applicator.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Minor	1	2	2
WSP-5-032	Microbiological contamination Suspended solids	As a result collection chamber design or poor maintenance.	Structure should be well maintained.					Not applicable	Not applicable	0	0	0
WSP-5-033	Microbiological contamination Suspended solids	As a result of inadequate security round collection chamber and animal or human activity.	The rock around springs is often fractured so an adequately fenced protection zone is desirable.					Not applicable	Not applicable	0	0	0
WSP-5-034	Chemical contamination Microbiological contamination	As a result of human/animal activities in the recharge zone	If the recharge zone is small it may be possible to prevent some activities if shown to be adverse.					Not applicable	Not applicable	0	0	0
WSP-5-035	Loss of supply	Resulting from raw water main breaks/leaks as a result of poor mains condition.	Lack of maintenance may lead to more frequent interruptions to supply.	Water metering on combined well flow.	Separate lines to the WTP. Adequate supply available from operation of one well.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Insignificant	2	1	2
WSP-5-036	Microbiological contamination	As a result of contamination entering break-pressure tank.	Break-pressure tanks are often poorly maintained					Not applicable	Not applicable	0	0	0
WSP-5-037	Loss of supply	Resulting from pumps failure due to insufficient/no standby generation if electricity supply fails		Visual observations during 5 days/week site visits. Alarm call-out system in	A diesel powered generator is in place that will operate both wells and the treatment process.	Adequate for controlling this specific risk.	Generator operation procedures	Most Unlikely	Insignificant	1	1	1

32

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Risk ID	Hazard	Cause of Potential Failure	Comments	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	L'Hood Score	Cons. Score	Risk Score
WSP-S-038	Loss of capacity	Loss of power to pumps due to control panel fault resulting from insufficient maintenance.		Visual observations during 5 days/week site visits.	Maintenance conducted as required and electrical contractor called in. Dial-out alarm system on power failure, on low level and low pressure readings. Adequate storage reservoir.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
WSP-S-100	Unknown contamination	Unauthorised human access may lead to contamination.	Each well head is secured and locked. Plans for installation of an alarm system at WTP which may include well houses.	Visual observations during 5 days/week site visits.	Well #3 utilizes padlocks and well #2 is within locked building.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Severe	2	8	16
WSP-S-101	Loss of supply	Loss of supply from well #2 due to freezing	Well #2 piping extends out of well casing and then underground within pumphouse building. Only small electrical plug-in heater used. Experienced frozen pipe in Nov, 2013.	Raw water flow monitoring and monthly well checks.	Monthly well house checks and readings. Power generator for complete power failure.	Inadequate for controlling this risk for failure of the heater	No specific SOP in place.	Most Unlikely	Minor	2	2	4
WSP-S-102												0
WSP-S-103												0
WSP-S-104												0
WSP-S-105												0
WSP-S-106												0
WSP-S-107												0
WSP-S-108												0
WSP-S-109												0

Approval Holder	Town of Eckville
Water Supply System	Eckville Waterworks System
Approval Number	632-02-00
Location	Eckville, AB

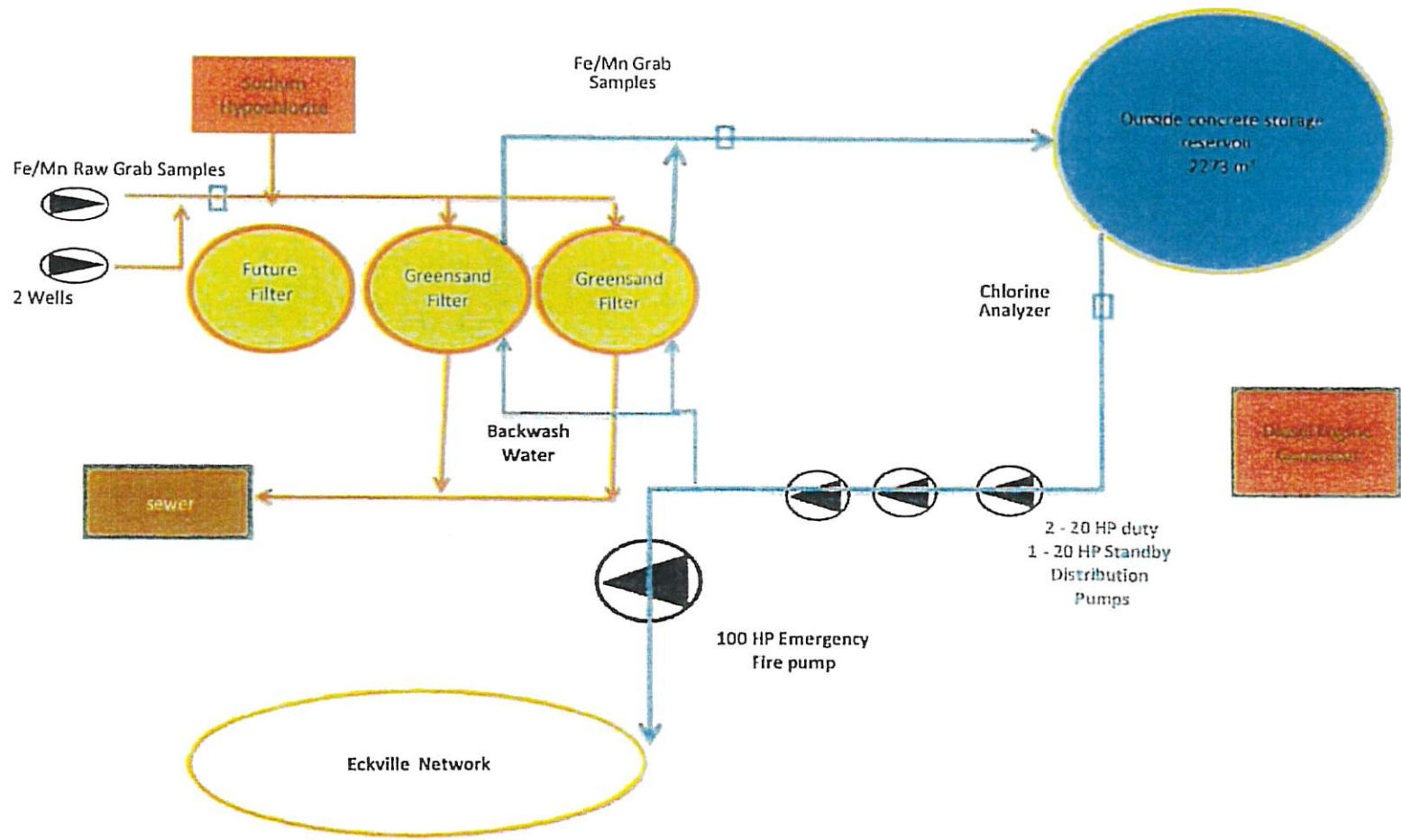


Approval Holder Town of Eckville
 Water Supply System Eckville Waterworks System
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Treatment Information

Water Supply System	Eckville Waterworks System
Treatment Type	Greensand Filtration and Disinfection (constructed in 1986)
Treatment Description	Groundwater treatment with two greensand filtration and disinfection
Primary Treatment	Sodium Hypochlorite 12%
Secondary Treatment	Greensand Filter (2) - each with 12" of anthracite and 24" of greensand
CT	Average performance ratio is 15; a minimum of 1 required
Design Capacity	1084 m ³ /day (16.0 L/s or 0.960 m ³ /min)
Chemicals Used in Process	12% Sodium Hypochlorite.
On-line monitors	Free chlorine analyzer, flow recorders
Treated Water Storage	2273 m ³
Stand-by Generator	Diesel powered engine with 180 kw generator to operate entire waterworks system
Sludge Treatment Process	Backwash discharged directly to sanitary sewer
Comments	Consists of dial-out notification for intrusion alarm, power loss, pressure loss, low reservoir level and low chlorine residual.

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DWSP-T-017	Chemical contamination	Due to incorrect dosing due to faulty equipment.	Overfeed of KMNO4 would cause pink water. This occurred in 2013.	Fe and Mn testing of treated water.	Visual observations and reported complaints. Dosage calculations made and chemical feed pump maintained.	Adequate	Pump maintenance schedule.	Most Unlikely	Insignificant	1	2	
DWSP-T-018	Loss of supply	Due to plant shut down not being notified due to failure of telemetry	No automatic shut-down controls at this site.	5 days/wk checks and testing	Operator performs daily inspection of facility; pressure drop and low reservoir level alarm	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	
DWSP-T-019	Loss of supply	Due to inability to run the plant as a result of PLC software failure or to voltage variation and lack of power surge protection.	If control system fails the plant may not be able to run on manual.	5 days/wk checks and testing	Operator performs daily inspection of facility; Plant can be operated in manual without control system	Inadequate	No specific SOP in place.	Unlikely	Minor	2	2	
DWSP-T-020	Loss of Supply	Due to plant shut down as a result of flooded areas of plant.	All distribution pumps are located in basement. One small sump pump available. Any water line break, up or down, would accumulate within basement. If sump pump fails or cannot keep up, distribution pumps at risk of being submerged. No water level alarms.	Visual observations	Visual observations. Single pump within in sump of basement.	Inadequate	No specific SOP in place.	Most Unlikely	Insignificant	1	1	
DWSP-T-021	Chemical contamination Microbiological contamination	Due to inappropriate cross-connection of drainage into treated water areas.	No reservoir located under WTP.	No monitoring for this specific risk.	Visual observation of drain lines and backwash lines that flow to outside sanitary sewer line.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	
DWSP-T-022	Chemical contamination Microbiological contamination	Due to lack of adequate 'as-built' drawings		No monitoring for this specific risk.	Operator training: WTP drawing and operational information available onsite	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Insignificant	2	1	
DWSP-T-023	Turbidity Aluminium Iron Microbiological contamination	As a result of increased loading on secondary filters due to carry-over of floc from sedimentation stage.						Not applicable	Not applicable	0	0	
DWSP-T-024	Turbidity Aluminium Iron Microbiological contamination	As a result of increased loading on secondary filters due to carry over of floc from sedimentation stage.						Not applicable	Not applicable	0	0	
DWSP-T-025	Turbidity Aluminium Iron Microbiological contamination	Due to warmer water upsetting settlement due to changes in raw water temperature.						Not applicable	Not applicable	0	0	
DWSP-T-026	Turbidity Aluminium Iron Microbiological contamination	Due to insufficient flotation as a result of insufficient air saturation.						Not applicable	Not applicable	0	0	
DWSP-T-027	Turbidity Aluminium Iron Microbiological contamination	As a result of increased load due to sludge carry over to filters	Important to set the desludge at the right interval.					Not applicable	Not applicable	0	0	
DWSP-T-028	Turbidity Aluminium Iron Microbiological contamination	As a result of increased load due to sludge carry over to filters						Not applicable	Not applicable	0	0	
DWSP-T-029	Turbidity Aluminium Iron Microbiological	As a result of failure of flotation.						Not applicable	Not applicable	0	0	

28

Risk I.D.	Hazard	Cause of Potential Failure	Comment	Current Monitoring	How Risk Is Currently Controlled	Assess if Control Is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	LHood Score	Cons. Score	Risk Score
DWSP-T-031	Turbidity Chemical contamination Microbiological contamination	As a result of carry-over in recycled washwater.						Not applicable	Not applicable	0	0	
DWSP-T-032	Chemical contamination	Due to uncontrolled spillage due to washwater recycling						Not applicable	Not applicable	0	0	
DWSP-T-033	Chemical contamination Taste and odour	Due to formation of phenolic compounds due to breakdown of sludge due to anaerobic activity						Not applicable	Not applicable	0	0	
DWSP-T-034	Loss of Supply	As a result of restriction in filter wash frequency due to mechanical breakdown or high loading on filters.		Filters are B/W daily with distribution pressure.	B/W pump hours recorded daily; ample storage reservoir supply	Adequate for controlling this specific risk.	yes, general plant operation procedures.	Unlikely	Minor	2	2	
DWSP-T-035	Loss of Supply	As a result of inadequate capacity to de-water sludge as a result of difficult conditions or significant increase in sludge produced.						Not applicable	Not applicable	0	0	
DWSP-T-036	Loss of Supply	As a result of inadequate capacity to dispose of sludge to sewer interruption.	Backwash water discharged to directly to sanitary sewer system.	No monitoring for this specific risk.	Direct discharge to sanitary sewer.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Insignificant	2	1	
DWSP-T-037	Microbiological contamination Turbidity Iron	Due to media disruption due to uneven flow or problems with under drainage.						Not applicable	Not applicable	0	0	
DWSP-T-038	Microbiological contamination Turbidity Iron	Due to failed underdrains.						Not applicable	Not applicable	0	0	
DWSP-T-039	Microbiological Contamination Chemical contamination Turbidity	Due to lack of development of the schmutzdecke (biological layer) following cleaning.	Without the schmutzdecke the filter acts only as a sieve and is less efficient. Filter should be run to waste until turbidity is satisfactory.					Not applicable	Not applicable	0	0	
DWSP-T-040	Manganese Low oxygen levels	Due to anaerobic conditions releasing manganese						Not applicable	Not applicable	0	0	
DWSP-T-041	Microbiological contamination	Due to bird roost due to large faecal loading	Bird excrement contains very large numbers of bacteria.					Not applicable	Not applicable	0	0	
DWSP-T-042	Microbiological contamination Turbidity	Due to use of wrong sand	Slow sand filtration requires angular sand rather than round sand.					Not applicable	Not applicable	0	0	
DWSP-T-043	Loss of Supply	Due to block of filters due to large numbers of algal cells.	May also lead to unacceptable tastes and odours.					Not applicable	Not applicable	0	0	
DWSP-T-044	Suspended solids Trace organics Residual coagulant Microbiological contamination	As a result of inadequate filtration due to state of filter due to inadequate washing.	May result from inadequate bed expansion or upflow rate failing to clean media.					Not applicable	Not applicable	0	0	
DWSP-T-045	Suspended solids Trace organics Residual coagulant Microbiological contamination	Due to inadequate filtration due to overload of filter due to lack of washing.	If no standby available adequate spares should be carried.	Fe/Mn testing 5 days/week.	Fe/Mn testing 5 days/week. Backwash timer set to backwash every 24 hrs. Backwash water obtained directly from distribution header.	Adequate for controlling this specific risk.	yes, general plant operation procedures.	Unlikely	Minor	2	2	
DWSP-T-046	Suspended solids Trace organics Residual coagulant Microbiological contamination	Due to inadequate filtration due to overload of filter due to frequency of washing.	If allowed to operate in this way, the media may also become less efficient due to build up of dirt.	Fe/Mn testing 5 days/week from after filters	Fe/Mn testing 5 days/week. Backwash timer set to backwash every 24 hrs. Backwash water obtained directly from distribution header.	Adequate for controlling this specific risk.	yes, general plant operation procedures.	Unlikely	Minor	2	2	
DWSP-T-047	Suspended solids Trace organics Residual coagulant Microbiological contamination	Due to inadequate filtration due to starting filter too quickly.	If filter is started at too high a rate before the bed has settled down filtration will be less efficient.	Fe/Mn testing 5 days/week	Fe/Mn testing 5 days/week; filter-to-waste cycle after every backwash.	Adequate for controlling this specific risk.	yes, general plant operation procedures.	Unlikely	Insignificant	2	1	

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DWSP-T-049	Suspended solids Trace organics Residual coagulant Microbiological contamination	Due to inadequate filtration due to uneven filter loading as a result of blocked filter nozzles.	The efficiency of some areas of the filter bed will be reduced, placing a greater load on areas that are OK.	Fe/Mn testing 5 days/week	Filter media manually inspected once per year. Fe/Mn testing 5 days/week.	Adequate for controlling this specific risk.	yes, general plant operation procedures.	Unlikely	Insignificant	2	1	
DWSP-T-050	Suspended solids Trace organics Residual coagulant Microbiological contamination	Due to inadequate filtration due to inadequate media depth.	Media loss may be greater in dual media filters. Anthracite/ carbon has a lower density and is washed over more easily	5 days/wk Fe/Mn testing	Fe/Mn testing 5 days/week. Filter media manually inspected once per year.	Adequate for controlling this specific risk.	yes, general plant operation procedures.	Unlikely	Minor	2	2	
DWSP-T-051	Suspended solids Trace organics Residual coagulant Microbiological contamination	As a result of floc that is too soft or too small penetrating the bed more rapidly.	A rise in treated water turbidity may indicate a problem. Flocculation tests should then be done to check floc formation.					Not applicable	Not applicable	0	0	
DWSP-T-052	Suspended solids Trace organics Residual coagulant Microbiological contamination	Due to inadequate filtration due to wrong grade of media.	If media is replaced ensure the right specification and check samples for effective size and uniformity coefficient to ensure that it is.	No monitoring for this specific risk.	Existing media is appropriate; ensure replacement media is appropriate.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	
DWSP-T-053	Suspended solids Trace organics Residual coagulant Microbiological contamination	As a result of inefficient cleaning of membranes due to failure of cleaning system						Not applicable	Not applicable	0	0	
DWSP-T-054	Suspended solids Trace organics Residual coagulant Microbiological contamination	As a result inadequate frequency of cleaning of membranes due to failure to follow operating procedures.	Important that all operators are adequately trained,					Not applicable	Not applicable	0	0	
DWSP-T-055	Suspended solids Trace organics Residual coagulant Microbiological contamination	Resulting from damage to membranes due to inadequate frequency of inspections or membrane integrity tests	Membrane integrity tests should be an integral part of the operation of membrane plants.					Not applicable	Not applicable	0	0	
DWSP-T-056	Loss of Supply	Due to automatic plant shut-down						Not applicable	Not applicable	0	0	
DWSP-T-057	Loss of Supply	Due to automatic plant shut-down						Not applicable	Not applicable	0	0	
DWSP-T-058	Loss of Supply	Due to manual plant shut-down						Not applicable	Not applicable	0	0	
DWSP-T-059	Loss of Supply	Due to automatic plant shut-down						Not applicable	Not applicable	0	0	
DWSP-T-060	Suspended solids Trace organics Residual coagulant Microbiological contamination	Due to membrane damage due to failure of pre-treatment.						Not applicable	Not applicable	0	0	
DWSP-T-061	Chemical contamination	Due to decrease in membrane efficiency as a result of failure of coagulant dosing system.						Not applicable	Not applicable	0	0	
DWSP-T-062	Loss of supply	Inability to operate membranes due to fouling due to inability to backwash membranes						Not applicable	Not applicable	0	0	
DWSP-T-063	Loss of supply	Inability to operate membranes as a result of membrane feed pump failure.	If no standby available adequate spares should be carried.					Not applicable	Not applicable	0	0	
DWSP-T-064	Turbidity	As a result of carry over of sediment from contact tank.	There is no contact tank, only the reservoir.					Not applicable	Not applicable	0	0	
DWSP-T-065	Chemical contamination	As a result of sodium hypochlorite not meeting supply specification	High bromate result from improper storage of sodium hypochlorite.	Reputable chemical vendor with own QA/QC programs to ensure chemical quality.	Obtain product from reputable chemical vendor. On-site storage generally less than 90 days.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	

30

Risk I.D.	Hazard	Cause of Potential Failure	Comment	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	L'Hood Score	Cons. Score	Risk Score
DWSP-T-069	Microbiological contamination	Due to failure of disinfection due to failure of UV lamp.						Not applicable	Not applicable	0	0	0
DWSP-T-070	Microbiological contamination	Due to failure of disinfection due to failure of delivery system.	Chlorination system has failed in 2013.	Chlorine residuals via analyzer.	Continuous chlorine analyzer with alarm. Annual maintenance of the hypochlorinator pump.	Inadequate, need standby pump.	Annual maintenance checklist	Most Unlikely	Minor	1	2	2
DWSP-T-071	Microbiological contamination	Due to WTW failing to shut down when disinfection fails.	No automatic shut-down controls at this site.	chlorine analyzer with alarm call-out	Continuous chlorine analyzer with alarm. Annual maintenance of the hypochlorinator pump.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
DWSP-T-072	Microbiological contamination	Due to reduction transmittance of light due to fouling of lamp sheath or to increase in colour or turbidity	If light transmission is reduced UV becomes less effective.					Not applicable	Not applicable	0	0	0
DWSP-T-073	Microbiological contamination	Due to inability to add sufficient chlorine due to high flow or high chlorine demand	Low organic levels. Chlorine solution diluted and pump set at 90% pumping rate.	chlorine analyzer with alarm call-out	Continuous chlorine analyzer with alarm. Annual maintenance of the hypochlorinator pump.	Inadequate	yes, general plant operation procedures.	Unlikely	Minor	2	2	4
DWSP-T-074	Microbiological contamination	Due to insufficient contact time to kill bacteria as a result of poor contact tank design or operating beyond design flow		CT calculation 5 days per week	CT based on worst case scenario of low flow (alarm) and low residual. CT performance ration > 15. Excess storage volume.	Adequate for controlling this specific risk.	CT calculation procedures	Unlikely	Insignificant	2	1	2
DWSP-T-075	Microbiological contamination	Due to lack of residual controller and rapid change in chlorine demand, due to insufficient manual intervention.	12% chlorine solution mixture made daily.	Chlorine dosage calculated and 5 days per week chlorine residual readings.	Chlorine residual monitoring and dosage calculations.	Adequate for controlling this specific risk.	Procedures for calculating chlorine dosage	Unlikely	Insignificant	2	1	2
DWSP-T-076	Microbiological contamination Taste or odour	As a result of incorrect chlorine:ammonia ratio due to failure of ammonia dosing system	If using chloramination failure to reach the correct ratio of ammonia to chlorine affects disinfection.					Not applicable	Not applicable	0	0	0
DWSP-T-077	Explosion Loss of supply	As a result of build up of hydrogen as a result of inadequate ventilation.						Not applicable	Not applicable	0	0	0
DWSP-T-078	Microbiological contamination	Due to failure to adequately reduce humidity of incoming air supply						Not applicable	Not applicable	0	0	0
DWSP-T-079	Microbiological contamination	Due to rapid decay of ozone due to elevated pH in water						Not applicable	Not applicable	0	0	0
DWSP-T-080	Chemical contamination	As a result of high levels of precursor organics in the incoming water						Not applicable	Not applicable	0	0	0
DWSP-T-081	Microbiological contamination Chemical contamination	As a results of actions by intruders	As a minimum lids and air vents must be secure. Security fence may be needed if conditions warrant it.	Security alarm dial-out system	Locked door with alarm call-out system for intrusions.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Severe	1	8	8
DWSP-T-082	Microbiological contamination Chemical contamination	As a result of lack of structural integrity of reservoir due to lack of inspection or maintenance	Reservoirs should be cleaned and inspected on a regular basis.	Clearwell cleaning and inspection - every 5 years	Clearwell cleaning and inspection; visual observation of above ground reservoir.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
DWSP-T-083	Microbiological contamination Turbidity Aluminium Iron	Due to disturbance of sediment on floor of reservoir due to low level and lack of maintenance.	Reservoirs should be cleaned and inspected on a regular basis.	Clearwell cleaning and inspection - every 5 years	Clearwell cleaning and inspection	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
DWSP-T-084	Loss of supply	Due to insufficient storage to cope with fluctuations in demand.	Reservoirs may be undersized due to financial considerations.	Low-level reservoir alarm	low-level alarms and daily checks; 5-7 day storage supply	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
DWSP-T-200	Loss of supply	Due to insufficient air supply or the lack of inspection and maintenance.		Visual checks 5 days per week	low-level alarms and daily checks; 5-7 day storage supply	Inadequate	No specific SOP in place.	Unlikely	Minor	2	2	4

Risk I.D.	Hazard	Cause of Potential Failure	Comment	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	Likelihood Score	Cons. Score	Risk Score
DWSP-T-201												
DWSP-T-202												
DWSP-T-203												
DWSP-T-204												
DWSP-T-205												
DWSP-T-206												
DWSP-T-207												
DWSP-T-208												
DWSP-T-209												

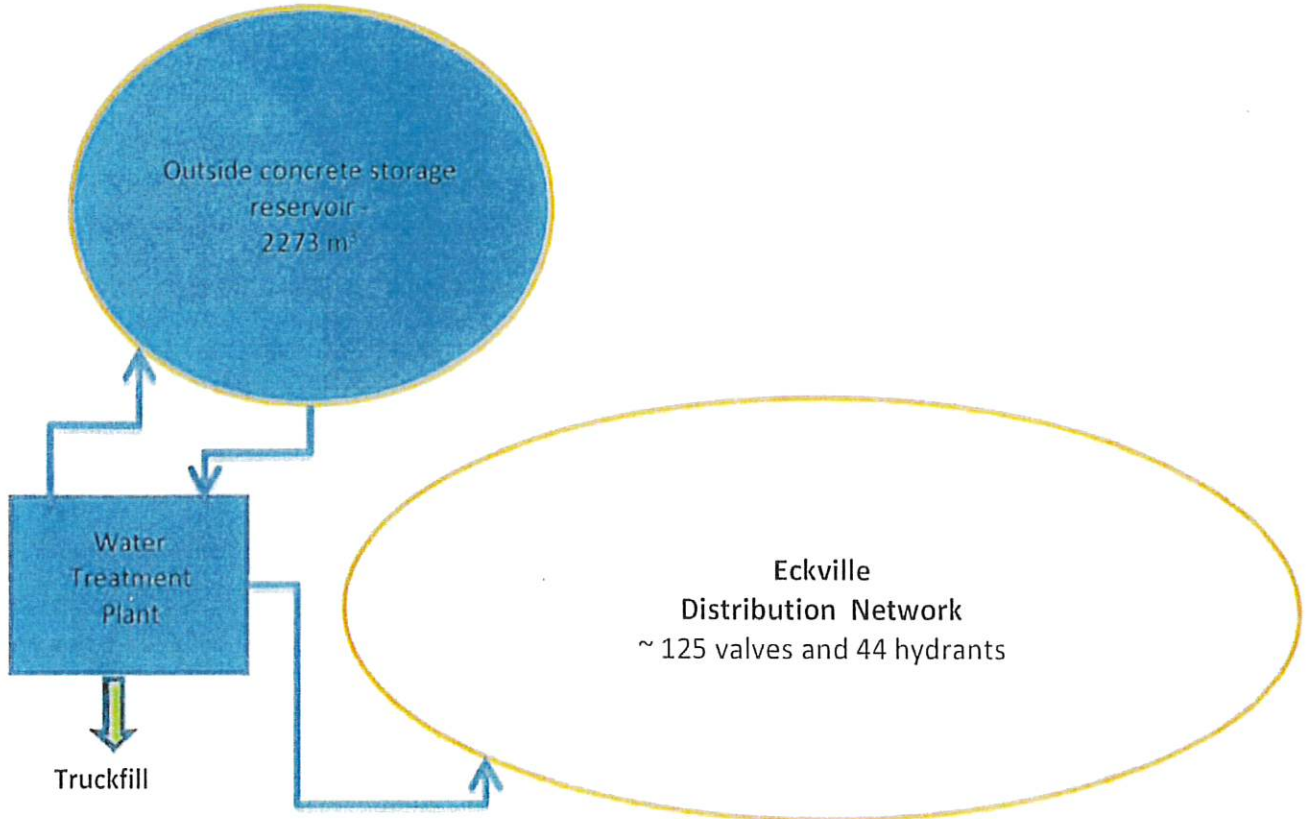
Approval Holder Town of Eckville
 Water Supply System Eckville Waterworks System
 Approval Number 632-02-00
 Location Eckville, AB

Network Information

Water Supply System	Eckville Waterworks System
Length of Network	TBD
Mains Materials	Asbestos Cement (AC) 150 & 200 mm; PVC 150,200 and 250 mm, and HDPE 250 and 75 mm
Trunk Mains	PVC and HDPE
Pumping Stations	Distribution pumps at WTP
Service Reservoirs and average residence times	2273 m3 storage at WTP. 2023 Annual water consumption was 611 m3/day providing an average combines storage capacity of 84 hours.
Telemetry	Consists of dial-out notification for intrusion alarm, power loss, pressure loss, low reservoir level and chlorine residual.
Comments	All water lines, valves and hydrants were exercised, mapped and identified in 2017. Many were inoperable. Repairs and maintenance to continue. Flushing occurs annually. Reservoir inspections to take place annually.

33

Approval Holder	Town of Eckville
Water Supply System	Eckville Waterworks System
Approval Number	632-02-00
Location	Eckville, AB



Weekly Chlorine and Bacti Tests

34

Risk I.D.	Hazard	Cause of Potential Failure	Comment	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	L'Hood Score	Cons. Score	Risk Sc
WSP-N-001	Loss of supply	Failure of flow from regional supply						Not applicable	Not applicable	0	0	0
WSP-N-002	Discoloration Taste & Odour	Resulting from inadequate flushing of problem areas.	Areas where sediment is known to build up benefit from a regular flushing programme.	No specific monitoring for this risk other than responsive flushing in area.	Bi-annual flushing by fire-department that operates all hydrants for flushing and operational checks.	Adequate for controlling this specific risk.	Flushing SOP in place	Unlikely	Minor	2	2	4
WSP-N-003	Loss of supply Chemical contamination Microbiological	As a result of a broken main due to high pressure due to failure of PRV.	PRVs should be serviced as required.	Pressure gauge at WTP	Pressure gauges checked and singer valve bypasses flow back to collector piping.	Adequate for controlling this specific risk but PRV should be serviced.	No specific SOP in place.	Unlikely	Moderate	2	2	4
WSP-N-004	Loss of supply Chemical contamination Microbiological contamination	As a result of a broken main due to failure of pipe integrity.	May be as a result of many different circumstances	Visual and reported siting's of leakage and review of daily water consumption	Line breaks are isolated, repaired, chlorinated, flushed and chlorine tested before line is back in service. Bacti sample submitted to Lab. Storage capacity in reservoir > 5 days.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Moderate	2	4	8
WSP-N-005	Chemical contamination Microbiological contamination	As a result of connection with private supply due to customer having dual connection, no air gap	If customer has dual supply the pipework must be safely set up.	No specific monitoring for this risk	No private water supplies where water distribution provided.	Adequate for controlling this specific risk.	Water By-law	Unlikely	Insignificant	2	1	2
WSP-N-006	Chemical contamination Microbiological contamination	Resulting from ingress of water due to faulty air valve surrounded by water.	Air valves should be checked periodically.		No Air Valves			Not applicable	Not applicable	0	0	0
WSP-N-007	Chemical contamination	As a result of contact with inappropriate materials.	Any materials used in the network should comply with the appropriate standard.	All materials used must meet specified standards	All new or replacement materials meets design standards and approved by town consultants.	Adequate for controlling this specific risk.		Unlikely	Insignificant	2	1	2
WSP-N-008	Chemical contamination Microbiological contamination	Due to ingress of material from excavation and/or poor disinfection procedures.	Operators should be fully trained in proper hygiene practice	Flushing, chlorine testing and bacti sample collection after repair.	Samples collected for chlorine and bacti after each repair.	Adequate for controlling this specific risk but hygiene procedures to be included.	5 Chlorine and bacti sampling procedures.	Most Unlikely	Minor	1	2	2
WSP-N-009	Chemical contamination microbiological contamination	As a result of connection to a main containing stagnant water.	All abandoned assets should be cut and capped rather than just valved off.	No specific monitoring for this risk	No mothballed or abandoned assets. Well #1 and tower were properly reclaimed and disconnected. All new mains are properly flushed and tested for bacti.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-N-010	Chemical contamination Microbiological contamination	As a result of flow reversal due to the need for rezoning due to the incorrect sequence of valve operations	Valves should be maintained and good records kept of their location and mode of operation, i.e. RH or LH thread.	Valve testing during line flushing.	Flushing occurs twice per year with repairs done as required. Records kept of all valve positions.	Adequate for controlling this specific risk.	Flushing program	Unlikely	Insignificant	2	1	2
WSP-N-011	Chemical contamination	As a result of unauthorised connection to the network due to incorrect use of hydrants and standpipes.	Use of standpipes should be controlled to ensure that they have anti backflow devices and are used correctly.	No specific monitoring other than visual observations.	No connections allowed to fire hydrants other than fire department. Water and Sewer Bylaw prohibits connections without town employees present.	Adequate for controlling this specific risk.	Water Bylaw	Unlikely	Minor	2	2	4
WSP-N-012	Chemical contamination	Due to mains sediment being disturbed by increased flow.	Iron, manganese, aluminium sediment	Bi-annual flushing	Bi-annual flushing to control sediment build-up.	Adequate for controlling this specific risk.	Flushing program	Unlikely	Minor	2	2	4
WSP-N-013	Loss of supply	As a result of poor access.	All areas of distribution system are accessible	Pressure and level alarms	Detailed maps for locating infrastructure and valves.	Adequate for controlling this specific risk.	Safe Work Practice for conducting repairs.	Unlikely	Minor	2	2	4
WSP-N-014	Loss of supply	Inability to operate valves when needed due to the lack of	If valves are not operated and checked they may become difficult	No specific monitoring	All valves were identified and operated in 2009.	Adequate for controlling this specific risk.	Valve maintenance program	Unlikely	Minor	2	2	4

35

Risk I.D.	Hazard	Cause of Potential Failure	Comment	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	L'Hood Score	Cons. Score	Risk Sci
WSP-N-016	Loss of supply	Due to broken mains as a result of operating mains above design pressure.		Pressure valves	Pressure regulating valve at reservoir	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Moderate	1	4	4
WSP-N-017	Loss of supply	As a result of mains break due to pipe bridge collapse.	Pipe bridge structures should be checked regularly.					Not applicable	Not applicable	0	0	0
WSP-N-018	Loss of supply	Resulting from break due to deterioration of pipe condition due to age.	Planned maintenance/renewal should prevent this problem occurring.	Flow, pressure and reservoir levels continuously monitored.	Main breaks repaired as they occur - mostly on saddle connections.	Adequate for controlling this specific risk.	Safe Work Practice for conducting repairs.	Unlikely	Minor	2	2	4
WSP-N-019	Chemical contamination	Resulting from mains corrosion due to mains material and prevailing water quality.	Older pipe materials in use may not comply with current standards. May also be affected by flow rate.	No cast iron pipes				Not applicable	Not applicable	0	0	0
WSP-N-020	Loss of supply Loss of pressure	Due to leakage due to inadequate leakage control/poor maintenance.	If system leakage rates are high, a leakage control programme is recommended.	Distribution System flows and residential metering. Flow and pressure alarms.	Main in good condition. Main breaks repaired as they occur - mostly on saddle connections.	Adequate for controlling this specific risk.		Unlikely	Minor	2	2	4
WSP-N-021	Loss of pressure Microbiological contamination Chemical contamination	Due to high flow rate or changes in flow patterns, or loss of disinfectant contact time or disturbance of sediment		CT is monitored at the WTP for proper disinfection time	Excess storage capacity available	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Insignificant	2	1	2
WSP-N-022	Loss of supply Chemical contamination	Lack of communication from external stakeholders, e.g. builders, fire service	Fire service should be aware that if they are testing hydrants they should notify water operators.	Operators alerted when fire pump is activated.	Operator in attendance during fires and when fire-pump activated. Adequate storage capacity.	Adequate for controlling this specific risk.	Fire-pump operation	Unlikely	Insignificant	2	1	2
WSP-N-023	Loss of supply	Due to break on a critical main such that no alternative means of supply is available		Flow and pressure are monitored via alarms	Detailed maps for locating infrastructure.	Adequate for controlling this specific risk.		Unlikely	Minor	2	2	4
WSP-N-024	Microbiological contamination	Build up of biofilms in the network due to excessive dwell time as a result of incorrectly sized mains.	Biofilms are more likely to develop in areas of low flow where disinfectant residual may be very low.	monitoring chlorine residuals and Bacti	Established subdivisions with no oversized mains. Network is maintained by regular flushing programs, monitoring chlorine residuals and bacti samples.	Adequate for controlling this specific risk.	Chlorine testing and bacti sampling procedures	Unlikely	Insignificant	2	1	2
WSP-N-025	Microbiological contamination	Build up of biofilms in the network due to inadequate residual disinfectant.		Reservoir chlorine residuals testing 5 days/week and 1/week random in system.	Biannual flushing and Bacti monitoring and chlorine testing	Adequate for controlling this specific risk.	Chlorine testing and bacti sampling procedures. Follow AESRD code of practice for responding to low chlorine residuals.	Unlikely	Minor	2	2	4
WSP-N-026	Chemical contamination	Resulting from use of inappropriate materials in areas of contaminated land	All polyethylene pipes are susceptible to migration of hydrocarbons through the pipe wall.	No monitoring other than complaints	Use of A/C and PVC pipe. No polyethylene in system.	Adequate for controlling this specific risk.		Unlikely	Minor	2	2	4
WSP-N-027	Loss of supply	Due to loss of supply		No monitoring for this specific risk.	No control for this specific risk other than normal response to water line interruptions.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
WSP-N-028	Loss of pressure High pressure	Pressure fluctuation due to the failure of PRV.	PRVs should be serviced as required.	pressure alarms	Low/high pressure alarm with call-out.	Adequate for controlling this specific risk but PRV should be serviced.	No specific SOP in place.	Most Unlikely	Moderate	1	4	4
WSP-N-029	Loss of supply	As a result of inability to operate pumps due to lack of power		Loss of power, pressure and level alarms	No control for this specific risk other than normal response to power interruptions.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
WSP-N-030	Loss of supply	As a result of mechanical breakdown and lack of standby pump.	3 - 20 Hp pumps and 1 firepump available	Loss of power, pressure and level alarms	Low/high pressure alarm and annual maintenance on pumps.	Adequate for controlling this specific risk.	Annual maintenance	Most Unlikely	Insignificant	1	1	1

36

Risk I.D.	Hazard	Cause of Potential Failure	Comment	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	L'Hood Score	Cons. Score	Risk Score
WSP-N-033	Loss of supply	Due to inadequate drainage or poor siting of pump house	Pumps located in basement of WTP	No monitoring for this specific risk other than visual observations.	Visual observations and located on high ground.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Moderate	1	4	4
WSP-N-034	Loss of supply	Due to power failure and no standby generator.		Loss of power alarm	Diesel powered generator capable of operating entire waterworks system. Weekly generator operation checks. 5-7 days storage reservoir.	Adequate for controlling this specific risk.	Generator operation procedures	Unlikely	Insignificant	2	1	2
WSP-N-035	Loss of supply Low pressure	Due to pumps operating below rating or inadequately sized.	Pump capacity should be matched to expected demand.	Pressure and level alarms.	3 - 20 Hp pumps and 1 firepump available	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-N-036	Chemical contamination Microbiological contamination.	Due to build up of sediment in bottom of reservoir as a result of inadequate maintenance.	Reservoirs should be emptied, inspected and cleaned on a regular basis.	Continuous chlorine analyzer readings.	Reservoir cleaning and inspection every 2-3 years.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Insignificant	2	1	2
WSP-N-037	Chemical contamination Microbiological contamination.	Due to lack of structural integrity of reservoir as a result of poor design or maintenance	Common weaknesses are lids, ducting holes for cables, poorly sealed roof joints, air vents.	Visual observations of all vents and openings.	Reservoir cleaning and inspection every 2-3 years, including a video of the reservoir ceiling.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
WSP-N-038	Chemical contamination Microbiological contamination.	Due to lack of structural integrity of reservoir as a result of poor design or maintenance	More of a problem on earth covered reservoirs where plant roots may penetrate structure.	Visual observations of all vents and openings.	Reservoir cleaning and inspection every 2-3 years, including a video of the reservoir ceiling.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-N-039	Chemical contamination Microbiological contamination.	Due to poor hygiene practice or use of non-approved chemicals.	Operators should be fully trained in proper hygiene practice	Supervision by town employees.	All employees and contractors must follow hygiene practices. Use certified diver.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
WSP-N-040	Chemical contamination	Due to disturbance of sediment on floor of reservoir due to low level as a result of lack of alarm.	Regular cleaning will help keep sediment build up to a minimum.	Continuous chlorine analyzer readings and low level alarm	Reservoir cleaning and inspection every 2-3 years.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Minor	2	2	4
WSP-N-041	Chemical contamination Microbiological contamination.	Due to vandalism, due to lack of secure fencing and structure.	Degree of security required will depend on location.	Outside lid locked	Visual observations.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Severe	1	8	8
WSP-N-042	Microbiological contamination	Due to lack of secure fencing round reservoir.	Reservoir is located above ground	No monitoring for this specific risk other than visual observations.	Reservoir inspection by divers every 2-3 years.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-N-043	Microbiological contamination	Due to lack of mesh or flap valve on overflow from reservoir.	Reservoir is located above ground	No monitoring for this specific risk other than visual observations.	regular inspections (doors/vents), mesh over overflow piping	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-N-044	Chemical contamination Microbiological contamination.	Due to hot weather and reservoir being above ground and inadequately insulated and poor circulation		Continuous chlorine analyzer readings	Chlorine residual monitoring.	Inadequate	No specific SOP in place.	Medium	Minor	4	2	8
WSP-N-045	Chemical contamination	Due to poor design of reservoir	Design should encourage circulation.	Continuous chlorine analyzer readings	No control for this specific risk.	Inadequate	No specific SOP in place.	Medium	Minor	4	2	8
WSP-N-046	Chemical contamination Microbiological contamination.	Due to long storage time in reservoir and likely loss of disinfectant residual.		Continuous chlorine analyzer readings	Storage capacity of 5-7 days.	Adequate for controlling this specific risk.	No specific SOP in place.	Unlikely	Insignificant	2	1	2
WSP-N-047	Loss of supply	Due to inability to allow sufficient throughput.	If reservoir is often running low it is also likely to entrain air.	Flow monitoring 5 days per week and reservoir level alarms	Level alarms and storage capacity for 5-7 days.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1
WSP-N-048	Loss of supply	Due to poor weather making access impossible.		No monitoring for this specific risk.	Reservoir easily accessible within town limits.	Adequate for controlling this specific risk.	No specific SOP in place.	Most Unlikely	Insignificant	1	1	1

Risk I.D.	Hazard	Cause of Potential Failure	Comment	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	L'Hood Score	Cons. Score	Risk Sc
WSP-N-303												0
WSP-N-304												0
WSP-N-305												0
WSP-N-306												0
WSP-N-307												0
WSP-N-308												0
WSP-N-309												0

Approval Holder Town of Eckville
 Water Supply System Eckville Waterworks System
 Approval Number 632-02-00
 Location Eckville, AB

Customer Information

Water Supply System	Eckville Waterworks System
Are By-Laws in Place?	Water and Sewer Bylaw 692/09
Are there compliance checks?	As required
Population Supplied	1163
No. of Domestic Properties	-450
No. of Business Properties	60
Hospitals	N/A
Other Medical Premises	Health Centre
Dialysis Patients	N/A
Prisons etc.	N/A
Schools	Elementary and High school
Care Homes	Villa's and long term
Is plumbosolvency an issue?	No
Comments	

Risk I.D.	Hazard	Cause of Potential Failure	Comments	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	L'Hood Score	Cons. Score	Risk Score
WSP-C-001	Chemical contamination	Resulting from dissolved lead from internal pipework or lead solder.	No lead pipes in system	No monitoring other than annual samples	No known lead service pipes in the system	Adequate for controlling this specific risk.	Annual monitoring procedures as per code of practice.	Most Unlikely	Insignificant	1	1	1
WSP-C-002	Chemical contamination Microbiological contamination	Disinfectant decay due to long residence time of water in pipe due to long service pipe	Service may have been installed without any consideration of residence time in service pipe	Weekly random chlorine residual testing.	Adequate chlorine dose provided at the WTP; weekly random chlorine and bacti tests collected.	Adequate for controlling this specific risk.	Weekly sampling and testing procedures.	Unlikely	Insignificant	2	1	2
WSP-C-003	Chemical contamination Microbiological contamination	As a result of long residence time in network creating chloramine decay and formation of high levels of nitrite		Free Chlorine System				Not applicable	Not applicable	0	0	0
WSP-C-004	Microbiological contamination Loss of pressure	Due to ingress due to leaking service pipe	If a leaking service pipe is sitting in water and there is a sudden drop in pressure, water may drawn in.	Monitor flow and pressure within the network	Respond to reported water leaks and advise customer of repairs required if on their property. Constant pressure maintained until cc valve isolated.	Adequate for controlling this specific risk.	Safe Work Practice for conducting repairs.	Unlikely	Insignificant	2	1	2
WSP-C-005	Chemical contamination Microbiological contamination	As a result of unsatisfactory or damaged new connections due to bad installation and failure to follow a suitable code of practice	If the pipe ends are not protected during installation then swarf or dirt may enter the pipe and cause contamination.	Plumbers/contractors are monitored during construction	Plumbers/contractors are used for new installations	Adequate for controlling this specific risk.	Water and Sewer Bylaw	Unlikely	Insignificant	2	1	2
WSP-C-006	Chemical contamination.	As a result of fuel/oil leak in soil through which polyethylene pipe is laid.	Hydrocarbons can migrate through polyethylene pipe.	No specific monitoring for this risk	Use of appropriate piping and construction techniques. Visual observations of any excavations at gas stations	Adequate for controlling this specific risk.	No SOP for this risk.	Unlikely	Insignificant	2	1	2
WSP-C-007	Chemical contamination Microbiological contamination	Due to incorrect connection to unwholesome water due to lack of knowledge/supervision	Use of non-certified tradesmen may lead to unsatisfactory conditions	Plumbers/contractors are monitored during construction	Water and Sewer Bylaw	Adequate for controlling this specific risk.	Water Service Agreement.	Unlikely	Minor	2	2	4
WSP-C-008	Chemical contamination.	Due to the use of inappropriate material due to the presence of contaminated land.	If laying pipes in contaminated land, contractors must install appropriate pipe materials.	Consultants used to oversee pipe installation	Use of appropriate piping and construction techniques.	Adequate for controlling this specific risk.	No SOP for this risk.	Most Unlikely	Insignificant	1	1	1
WSP-C-009	Chemical contamination Microbiological contamination	Resulting from back siphonage due to the lack of appropriate backflow protection, i.e. non-return valve.	Industrial/Commercial Premises are generally High Risk; Household Customers are generally Low Risk, although preparing pesticides for garden use potentially high.	No monitoring for this specific risk.	No control for this specific risk.	Inadequate	No SOP for this risk.	Unlikely	Severe	1	8	5
WSP-C-010	Loss of pressure	Resulting from leakage due to corrosion of copper pipework due to lack of protection or maintenance	Pitting corrosion or electrolytic or galvanic corrosion may cause leakage or failure.	No monitoring for this specific risk.	No control for this specific risk. External corrosion is more of an issue in soil. Cathodic protection recommended.	Adequate for controlling this specific risk.	No SOP for this risk.	Unlikely	Insignificant	2	1	2
WSP-C-011	Chemical contamination Microbiological contamination	Warm water due to on site storage above required temp due to inappropriate storage facility/lack of insulation	Elevated temperature may encourage microbial growth. All users are connected directly to pressure system.					Not applicable	Not applicable	0	0	0
WSP-C-012	Microbiological contamination	Resulting from loss of chlorine residual due to increase in temperature.	May give rise to microbial growth. All users are connected directly to pressure system.					Not applicable	Not applicable	0	0	0
WSP-C-013	Chemical contamination Microbiological contamination	Resulting from use of inappropriate plumbing materials	Plumbers should only use materials approved for potable water.	Inspectors/Building Permits	All materials used must meet Plumbing code.	Adequate for controlling this specific risk.	No SOP for this risk.	Unlikely	Insignificant	2	1	2
WSP-C-014	Chemical contamination Microbiological contamination	Due to open storage tank due to inadequate plumbing work.	Open storage tanks may attract birds or other animals that may drown. Dust may be a problem too.					Not applicable	Not applicable	0	0	0
	Microbiological	Resulting from poor condition of on	Inside of Tank needs to be inspected and cleaned									

Risk I.D.	Hazard	Cause of Potential Failure	Comments	Current Monitoring	How Risk is Currently Controlled	Assess if Control is Adequate	Do any Standard Procedures cover this	Likelihood	Consequence	Likelihood Score	Cons. Score	Risk Score
WSP-C-017	Microbiological contamination	Due to growth of bacteria in water filters or cartridges resulting from inadequate maintenance.	If cartridges or filters are not changed regularly internal bacterial growth may occur.	No monitoring for this specific risk.	No control for this specific risk.	Adequate for controlling this specific risk.	No SOP for this risk.	Unlikely	Minor	2	2	4
WSP-C-018	Chemical contamination Microbiological contamination	As a result of ingress of contamination due to failure to operate proper hygiene practice.	Both subdivisions on direct pressure system.					Not applicable	Not applicable	0	0	0
WSP-C-019	Microbiological contamination	As a result of ingress of contamination due to failure to operate proper hygiene practice.						Not applicable	Not applicable	0	0	0
WSP-C-020	Chemical contamination Microbiological contamination	As a result of ingress of contamination due to failure to operate proper hygiene practice.	If hoses are not properly managed and kept from coming into contact with the ground or other undesirable material contamination can easily occur.	Visual observations	Trucksill located by WTP. No hose extension.	Adequate for controlling this specific risk.	No SOP for this risk.	Most Unlikely	Insignificant	1	1	2
WSP-C-400												0
WSP-C-401												0
WSP-C-402												0
WSP-C-403												0
WSP-C-404												0
WSP-C-405												0
WSP-C-406												0
WSP-C-407												0
WSP-C-408												0
WSP-C-409												0

Approval Holder Town of Eckville
 Water Supply System Eckville Waterworks System
 Approval Number 632-02-00
 Location Eckville, AB

Standard Operating Procedures

List here all operating procedures that apply to the operation of your water supply system

Identifying Code or Number	Description
	The SOP's are located at the WTP and shop
	Contact list - ESRD, AHS, Suppliers, Services Utilities, Emergency
	General Operations
	General Maintenance
	Procedures for Operating the Standby Generator
	Pumphouse Daily Routine for Monitoring and Analysis
	Daily Samples, Weekly Tests, Monthly Readings and Annual Samples
	Greensand Filters Troubleshooting guide
	Emergency Response Plan

em

Eckville Waterworks System

632-02-00

Eckville, AB

Summary of Actions Required to Mitigate the Main Risks Identified

	Risk Description	Risk ID	Possible Additional Short Term Controls	Intervention (s) Identified	Is There Funding?	Person Responsible	Expected Start Date	Expected Finish Date	
	Contamination of water due to failure to follow proper hygiene practice when carrying out repairs	DWSP-N-008	Risk completed.	Follow procedures as per AB Environment regulations	No	Operations	Apr 01, 2016	Ongoing	Ensure at three and at
sk	Failure of pumps due to power sugar at pump station	DWSP-N-032	Operate generator weekly to ensure startups in times of lost power	Ensure manual pump operation that can bypass control panel. Provide alarm for control panel power loss	Yes	Operations	Feb 01, 2014	Ongoing	

**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL**

June 24, 2024

Mtg. Date June 27, 2024
Agenda Item 7.1

Current Activities:

- **Meeting With the Sylvan Lake Regional Water/Wastewater Commission:** Nothing new to report at this time.
- **Arena Operating Society:** Nothing new to report at this time.
- **Eckville Minor Ball Association:** As previously noted, our pest control contractor started his gopher control project at Andrew Field and we are hoping for a successful elimination or control of our little furry friends. Public works has not started the packing of the outfield on the Forhan Field yet. Not sure if it will go ahead or not as we have not received any feedback so far from Minor Ball. We will reach out to them and see if they still think it is needed this year.
- **Eckville Rodeo:** My understanding was that the Rodeo was a success again this year. Our Public Works Team had the usual clean up around Block 12. Empringham Disposal helped out by dumping the bins in Block 12 on the Saturday morning and I believe that we stayed ahead of the garbage situation.
- **Public Works Highlights:**
 - **Lagoon Storage Pond Release:** As we noted last meeting, we officially started our spring release on Tuesday May 21st and closed it off on June 14th. also been able to monitor flows now that our Lagoon Outflow meter is working again.
 - **East Sewer Lift Station:** This lift station continues to operate normally!
 - **West Sewer Lift Station:** We had quite a downpour of rain, in a short time span, on the afternoon of Monday the 3rd. The wet well at the west lift station was not yet overflowing but public works set up pumps and called in a vacuum truck to help. One home nearest the lift station did suffer some backup. Water infiltration would most likely have played a part in this.
The west lift station has been acting up and has been taking a lot of our Public Works Teams time, both during the days, evenings, and in the middle of the night. They have tried a number of different fixes, to no avail. We contacted the Engineer from Stantec who oversaw the construction of the sewer lift stations in 2011 and he arranged to send out their Instrumentation & Controls Engineering Discipline Lead. This engineer, came out to Eckville on Friday June 21st and spent time analysing the system and he also did some training with our local instrumentation company (CEI Control Services). Hopefully CEI will be able to assist us in future control problems at both of our sewer lift stations.
 - **Water Pump Station:** The variable frequency drive (VFD) that was installed as a temporary fix has now been replaced by the new VFD that was ordered.

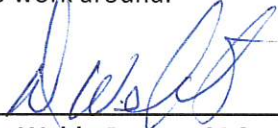
Management Report – June 24, 2024

- **Water Quality Samples:** We are still planning to have a brief virtual meeting, sometime this summer, with the people at WSP Engineering and Tagish Engineering to discuss options for a future upgrade to the filters or perhaps some other method of treatment.
- **The Street Sweeper:** We are hoping to have our street sweeper back by the end of the month. In the meantime, the Public Works Team used our pick up broom which mounts on the Track Loader to do some spot clean ups.
- **Cemetery Maintenance Contract:** Our cemetery maintenance contractor, Scott Raymond continues to mow the Cemetery on a weekly basis and it looks good so far.
- **Dog Park Toys:** Our two dog park toys have made it another two weeks without any vandalism. Hopefully they are being used and appreciated by our local dog community. We hope to add a few more apparatus in the future.
- **Spray Park:** The coating on the spray park pad has peeled in a few spots. The company that did the original installation is expected out in July to complete the repair.

Future / Planned Activities:

- **Highway 11 Twinning Project:** We have still not received a response from our MLA for a confirmation of what type of intersection we are slated to receive when the Highway 11 Twinning is completed.
- **Tax Rate Bylaw:** Tax notices were mailed last Wednesday, June 12th. They are due on August 31st.
- **Town Sign and Web Page:** Nothing new to report at this time.
- **Banners:** Street light pole banners have been ordered for placement on our solar street lights downtown. These have a summertime flower theme.
- **Crosswalk and Parking Line Painting:** Tagish Engineering sent out their Surveyor to mark out parking stalls on both sides of Main Street from 50th Avenue to 52 Avenue and on the north and south side of 51st Avenue. Our Public Works Team has started working on painting cross walks and planned to do some parking stall painting Main Street on Sunday June 23rd when there should be limited traffic to work around.

Jack Ramsden, CAO



Darcy Webb, Deputy CAO

Batch ID: CHEQUES
 Batch Comment: AP Cheques

Audit Trail Code: PMCHQ00000877
 Posting Date: 2024-06-12

Chequebook ID: ATB - GEN

Mtg. Date June 24, 2024
 Agenda Item 7.2

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027897	2024-06-12	00000000000023781	AGR002	Agriterra Equipment	\$147.84
027898	2024-06-12	00000000000023782	AMS001	AMSC	\$16,277.86
027899	2024-06-12	00000000000023783	BAY001	Bay 4 Promtional Printing	\$94.50
027900	2024-06-12	00000000000023784	CAN11	Canadian Linen and Uniform Ser	\$299.91
027901	2024-06-12	00000000000023785	CEN04	Central Labs	\$1,251.22
027902	2024-06-12	00000000000023787	CIP01	CIP Office Technology	\$129.36
027903	2024-06-12	00000000000023788	DPO001	DPOC	\$1,575.00
027904	2024-06-12	00000000000023789	EVE003	Everything H2O	\$105.00
027905	2024-06-12	00000000000023790	FLO01	Flowpoint Environmental System	\$108.15
027906	2024-06-12	00000000000023791	KEY001	Key Agventures Inc	\$348.32
027907	2024-06-12	00000000000023792	LAC001	Lacombe County	\$1,424.81
027908	2024-06-12	00000000000023793	LAC010	Lacombe Regional Waste Service	\$19,417.50
027909	2024-06-12	00000000000023794	LIT002	Little Jon's Portable Toilet S	\$787.50
027910	2024-06-12	00000000000023795	PAR001	Parkland Regional Library	\$2,790.49
027911	2024-06-12	00000000000023796	THE002	The Western Star	\$315.00
027912	2024-06-12	00000000000023797	THE018	The Trenchless Guy's	\$1,050.00
027913	2024-06-12	00000000000023798	TOP01	The Other Plumber Ltd.	\$262.50
027914	2024-06-12	00000000000023799	TWO001	Two H Group	\$360.00
027915	2024-06-12	00000000000023800	UFA001	UFA	\$300.41
027916	2024-06-12	00000000000023801	ULI001	Uline Canada Corporation	\$408.40
027917	2024-06-12	00000000000023802	WIL001	Wild Rose Assessment Services	\$1,424.15

Total Cheques: 21

Cheques Total: \$48,877.92

46



HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JUNE 13, 2024

PUBLIC HEARING FOR BYLAW NO. 1414/24 QE II WEST AREA STRUCTURE PLAN

A public hearing was held for Bylaw No. 1414/24 pertaining to the QE II West Area Structure Plan. Following the public hearing, Bylaw No. 1414/24 received second and third readings and was passed.

PUBLIC HEARING FOR BYLAW NOS. 1412/24 AND 1413/24 2023 REVIEW OF THE MUNICIPAL DEVELOPMENT PLAN AND LAND USE BYLAW

A public hearing was held for Bylaw Nos. 1414/24 and 1413/24 2023 Review of the Municipal Development Plan and Land Use Bylaw. Following the public hearing, both bylaws received second and third readings and were passed.

LAND USE BYLAW AMENDMENT REQUEST

The County has received a request to add a special discretionary use to the Agricultural 'A' District of the County's Land Use Bylaw for a recovery center to be considered on N ½ 22-41-23-W4M. Council received a presentation by the developer with details about the proposed development and a public meeting has been scheduled for Thursday, July 25, 2024 at 6:00 p.m. with the meeting location to be announced.

AMENDMENT TO LACOMBE COUNTY LONG-TERM CONSTRUCTION PROGRAM

Lacombe County Council will consider amending the Lacombe County Long-Term Construction Program to accommodate the construction of approximately 1.25 miles of Range Road 3-1 north of the Centreview Road in 2025. The County Manager was directed to prepare a report and recommendation on this matter for consideration at a future Council meeting.

TOWN OF BENTLEY ANNEXATION

Council accepted the Town of Bentley/Lacombe County Annexation Application and Negotiation Report as presented and authorized the Reeve's signature certifying that the Annexation Negotiation Report accurately reflects the results of the negotiations pursuant to Section 118(2) of the Municipal Government Act.

COMMITTEE OF THE WHOLE MEETING NOTES

The following recommendations from the Committee of the Whole meeting held on June 4, 2024 received Council approval:

- That the discussion with RCMP representatives be received for information.
- That the tabled motion C/109/24 from the February 22, 2024 Regular Meeting of Council be revisited at a future Council meeting. The motion reads: Moved by Mr. Weenink that Council refer the matter of a tri-party Alberta Community Partnership Grant to the Lacombe, Blackfalds, and Lacombe County Intermunicipal Development Plan and Intermunicipal Collaborative Framework Committee for consideration.
- That the presentations and discussion with Nova Chemicals representatives be received for information.
- That the Gull Lake Stabilization presentations and discussion be received for information.
- That the New Pavement Plan presentation and discussion be received for information.



WHERE PEOPLE ARE THE KEY

POLICY RC(2) APPLICATION – MEDICINE LODGE SKI CLUB

Council approved a Policy RC(2) Application from the Medicine Lodge Ski Club for ongoing funding of \$25,00 per year toward the operation of the Medicine Lodge Ski Hill. Council also approved the revised Facilities Operating Cost Sharing Agreement between the Town of Bentley and Lacombe County that reflects this funding support.

WATER RESTRICTION POLICY FOR ASPELUND INDUSTRIAL PARK AND THE QE II WEST LACOMBE (WILDROSE) BUSINESS PARK

New policy, Policy AD(46) Water Restriction for Aspelund Industrial Park and QEII West Lacombe (Wildrose) Business Park, was approved by Council.

AG FOR LIFE SPONSORSHIP REQUEST

Lacombe County will purchase an Ag for Life membership, at a cost of \$2,500, for 2025.

SOUTH CONNECTOR FUNCTIONAL PLAN

Council was provided with a presentation from Brad Vander Heyden, Stantec and Jordan Thompson, City of Lacombe regarding the South Connector Functional Plan.

DISCUSSION WITH REPRESENTATIVES OF ALBERTA TRANSPORTATION AND ECONOMIC CORRIDORS

Representatives of Alberta Transportation and Economic Corridors attended the meeting to discuss common issues and concerns relevant to Lacombe County.

Next Regular Council Meeting is

June 27, 2024 – 9:00 a.m.

Next Committee of the Whole Meeting is

October 1, 2024 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**

48

ANIMAL CONTROL SERVICES o/a 327241 Alberta Ltd
BILLING SUMMARY

Mtg. Date June 24, 2024
Agenda Item 7.4

MONTH OF SERVICE May 2024

MUNICIPALITY ECKVILLE

DATE	HOURS	TOTAL	COST	COMPLAINT	RTO	ADOPT	COST
1			0.00				
2	1-3	2	230.00	4 Cats		X	400.00
3	10-11	1	115.00	1 Cat	X		
4			0.00				
5			0.00				
6			0.00				
7			0.00				
8			0.00				
9	3-5	2	230.00				
10	10-12	2	230.00				
11			0.00				
12			0.00				
13			0.00				
14			0.00				
15			0.00				
16	10-12	2	230.00				
17			0.00				
18			0.00				
19			0.00				
20			0.00				
21			0.00				
22			0.00				
23	10-12	2	230.00				
24			0.00				
25			0.00				
26			0.00				
27			0.00				
28			0.00				
29	8-9	1	115.00				
30			0.00				
31	9-11	2	230.00	1 Cat		X	100.00

PATROL COSTS	14	\$1,610.00
IMPOUND FEES		\$500.00
SUBTOTAL		\$2,110.00
GST		\$105.50
TOTAL		<u>\$2,215.50</u>

49



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR114222

Dear Chief Elected Officials:

The Government of Alberta administers federal funding through the Canada Community-Building Fund (CCBF) to provide Alberta communities with flexible capital funding to invest in local infrastructure priorities. As you may be aware, the Canada-Alberta agreement for the CCBF for 2014-24 expired on March 31, 2024. The Alberta government is in active negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

The Government of Canada sent a draft renewal agreement to Alberta late in 2023, and the agreement has several aspects that are concerning for Alberta and for local governments. As a result, we are standing up for the interests of Alberta in negotiations and doing our utmost to ensure funding continues to flow to local governments with as much flexibility as possible to address local priorities without unnecessary administrative burdens. As these negotiations are ongoing, there may be delays in the 2024 program, including the notification of allocation amounts and timing of payments to local governments.

As discussions with the federal government continue, we are working with the municipal associations to ensure the Alberta government understands the perspectives of local governments. We will continue to advocate for your interests and the interests of the province, and I will provide more information on the signing of the agreement as soon as possible.

Thank you for your understanding and patience during this renewal process.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers

ALBERTA DAY 2024 EXPRESSION OF INTEREST GUIDELINES



OVERVIEW

The Province of Alberta was established by federal legislation on September 1, 1905. To recognize this important date, Alberta's government established September 1 as Alberta Day in perpetuity. Alberta Day will provide municipalities an opportunity to celebrate the history, heritage and cultural identity of our province.

Alberta's government is inviting municipalities to take part in this celebration. This document has been created to assist municipalities in organizing a local Alberta Day event. Municipalities within the province of Alberta are encouraged to apply for funding to host an Alberta Day celebratory event showcasing Alberta's cultural identity.

Funding will be distributed across three categories based on a per capita model as follows:

- Municipalities with populations greater than 20,000 will be eligible for up to \$10,000;
- Municipalities with populations between 1,000 and 20,000 will be eligible for up to \$5,000; and
- Municipalities with populations less than 1,000 will be eligible for \$1,500

PROCEDURE FOR SELECTING MUNICIPALITIES

Selection Process

Staff within Alberta Municipalities and Arts, Culture and Status of Women will assess municipalities that qualify.

Selection Criteria

The following criteria will be considered in the selection of a municipality:

1. Population of Municipality
2. Financial Resources
3. Proposed Programming

SUBMISSION TIMELINES

1. Expression of Interest Invitation

- An "Expression of Interest" document will be sent to Alberta Municipalities June 6, 2024.

2. Expression of Interest Preparation and Submission

- Complete and submit the Expression of Interest document which includes a Budget Worksheet.
- Assistance in the preparation of the Expression of Interest document is available by contacting culture.event@gov.ab.ca.
- Expression of Interest must be emailed to culture.event@gov.ab.ca by **4:30 p.m. on June 24, 2024**

3. Expression of Interest Selection

- Alberta Municipalities and Arts, Culture and Status of Women staff, will review the submissions, and recommend successful municipalities based on the Selection Criteria.

4. Awarding of Funding

- The successful municipalities will be announced the **week of July 1, 2024**.

**Completed applications must be received by 4:30 pm on
June 24, 2024**

Please email submissions to: culture.event@gov.ab.ca

Alberta Day Festival Planning Guide



Table of Contents

- Overview of Alberta Day
- Key Components for Festival in a Box
- Communications Expectations
- Sample Site Layout
- Sample Festival Schedule
- Sample Entertainment Schedule
- Local Action Plan
- Extra Details to Consider
- Checklist

Overview

The Province of Alberta was established by federal legislation on September 1, 1905. To recognize this important date, the Government of Alberta established September 1 as Alberta Day in perpetuity. Alberta Day will provide municipalities an opportunity to celebrate the history, heritage and cultural identity of our province.

Celebrating Alberta Day will give Albertans the chance to come together, build community and celebrate everything that makes Alberta special.

Alberta's government is inviting communities to take part in this celebration. We have created this document to assist municipalities in organizing a local Alberta Day event.

This document contains suggested components of the celebration, including but not exclusive to the following: Alberta artist concert; Market Place; Multicultural programming; Youth programming; Indigenous components; Alberta Showcase display; and articulate lights displays.

Key Components Your Alberta Day Event Might Include

Main Stage

- Speeches
- Indigenous ceremony and performances
- Various multicultural/Francophone performances.
- Performances and presentations by community groups
- Concerts by Alberta musicians
- Headliner

Family Programming

- Arts and Crafts, Games, Inspiration Wall, Face Painting
- Workshops (i.e. Dream Catchers, Ukrainian Easter Egg colouring, jam making...)
- Games and Activities

Indigenous Programming

- Story telling, Tipi demonstration, Round dances

Alberta History Showcase

- Regional historical artifacts and photographs
- Municipal government display of programs
- Indigenous history

Market Place/Showcase of Alberta Products

- Alberta products
- Indigenous products
- Local food vendors and/or food trucks

Lights Display

- Concluding your event

Communications guidelines and expectations

Alberta Day

The following guidelines will help you promote your events and align with Alberta Day messaging.

Messaging

This high-level messaging will help you draft descriptions of your events and make sure that your promotions align with the spirit of Alberta Day:

- Alberta Day is a chance to celebrate who we are as Albertans, and what we can achieve together.
- Since Alberta became a province on September 1, 1905, it has been defined by the innovation, bravery and community spirit of its people.
- Establishing Alberta Day gives us the chance to take pride in this province and celebrate our heritage and cultural identity.

Communications guidelines and expectations, cont'd..

Promotions

The Government of Alberta will be promoting Alberta Day event on the [Alberta Day web page](#), on social media, with paid advertising, and at a media kickoff event. To help us promote your event, please submit a description of your event to culture.event@gov.ab.ca by August 12, 2024.

Please include the hashtag #AlbertaDay in all social media posts about the event, and encourage attendees to do the same on their social media accounts.

Branding

Social media graphics and other branded assets will be provided closer to ensure a standard look and feel for Alberta Day events across the province.

Sample Program Elements

Family Corner

- Arts and Crafts
- Inspiration Wall
- Workshops
- Face Painting and Henna
- Indigenous Storytelling



Tipi Storytelling

- Storytelling
- Round dances



Alberta Showcase

- Local Historical Artifacts / Photographs
- Provincial / Municipal Display of Programs
- Indigenous History



Main Stage

- Cultural and Indigenous Performances
- Speeches
- Presentations
- Local bands and Musical artists
- Dance groups

Alberta Marketplace

- Local Products
- Alberta Products
- Indigenous Products



Food and Beverage

- Food Trucks
- Local Vendors
- Food Producers

Sample Festival Schedule

The following sample schedule will help organize your event.

Location	Start Time	End Time	Activities
Main Stage	12:00 pm	9:00 pm	Speeches, Local Performers, Cultural Performances, Headliner
Family Corner	12:00 pm	6:00 pm	Tent of Arts and Crafts, Workshops (i.e. Dream Catchers, Ukrainian Easter Egg colouring, Jam Making, etc...)
Indigenous Programming	12:00 pm	6:00 pm	Storytelling, Round Dance, Crafts, Bannock Making
Alberta Showcase	12:00 pm	9:00 pm	Local and Provincial Government Display Programs, Historical Artifacts, Photographs, Indigenous history
Alberta Marketplace	12:00 pm	9:00 pm	Marketplace of Alberta Products
Food & Beverage	12:00 pm	9:00 pm	Local Vendors/Concessions and Food Trucks
Lights Display	9:00 pm	9:20 pm	Drone or Pyrotechnic Display that concludes event

Sample Entertainment Schedule

Location	Start Time	End Time	Entertainment
Main Stage	12:00	12:05 pm	MC Opens the event
	12:05	12:25 pm	Indigenous ceremony
	12:15	1:00 pm	Speeches
	1:00	2:00 pm	First local artist performs
	2:00	2:30 pm	Indigenous Performance
	2:30	3:00 pm	Cultural Performance TBD
	3:00	4:00 pm	Second local artist performs
	4:00	5:00 pm	Third local artist performs
	5:00	5:30 pm	Cultural Performance TBD
	5:30	6:00 pm	Cultural Performance TBD
	6:00	7:00 pm	Fourth local artist performs
	7:00	7:30 pm	Cultural Performance TBD
	7:30	8:00 pm	Final Cultural Performance
	8:00	9:00 pm	Headliner performs

Local Action Plan

Government Involvement	Invite local MLA and MP. Mayor and Council Members could participate and speak.
Indigenous Components	Invite a local elder to perform a blessing at start of event. Invite local Indigenous artists and groups to participate in showcase, storytelling, round dance, drumming, and other performance elements throughout the day. Invite local Indigenous crafters and artisans to participate in the Marketplace. Work with local Indigenous groups to ensure that their history and artifacts are included in Showcase displays. Run Indigenous games/activities/crafts in Family Programming area.
Displays and Activities	Work with local museum or historical sites to contribute to Alberta Showcase displays. Work with local libraries, agricultural societies, cultural organizations, dance schools, and/or churches to presents a variety of cultural showcase performances on the Cultural Stage. Work with local crafting or artist guilds, invite them to present and sell their work.
Alberta Culinary Promotions	Connect with local agricultural producers and farmers markets to sell and promote their products. Invite local food trucks and restaurants to participate in the food and beverage area. Encourage local restaurants to feature Alberta recipes and cuisine August 30 - September 2
Media Partner Promotions	Submit an event listing to local media organizations. Connect with local radio stations and newspapers. Invite them to cover your Alberta Day event. Invite local radio station on site to MC event and set up promotional table or booth. Encourage local radio stations to play Alberta based and/or local artists August 30 to September 2. Encourage local paper to run an Alberta themed essay or colouring contest before event.

Extra Details to Consider

Vendors and Merchants

Confirm that all vendors have their own insurance.

Make sure all food vendors are inspected and/or approved by Alberta Health Services. Make sure all food vendors follow safe food-handling practices.

If vendors are providing their own tents and tables make sure that they are properly and safely secured.

Artists and Performers

Confirm that artists and performers have their own insurance.

Sign contracts in advance with artists and presenters.

Make arrangements to sell performer merchandise or provide a location for them to sell their own merchandise.

Site Logistic

Create your own individual site map in advance of event.

Make sure that all cords and cables are safely covered.

Obtain appropriate number of Port-a-Potties for your site.

Obtain appropriate number of wash stations for your site.

Miscellaneous

Provide a variety of parking and transportation options for attendees.

Have a contingency plan in case of bad weather.

Have a first aid station.

Have a lost and found location.

Checklist

Please use this checklist as a guideline for planning and organizing your event:

- Create an Organizing Committee;
- Create a budget;
- Select your event site;
- Identify community organizations to work with;
- Recruit volunteers;
- Identify local businesses to partner with;
- Contract artists and vendors;
- Promote your event.

Applicant Information

Name of Municipality (Please use incorporated/legal name)

Address of Municipal Office

City/Town/Postal Code

Mailing / Delivery Address (If different from above)

Project Contact (This is the person we will call for project information)

Name

Title

Daytime Telephone

Evening Telephone

Email Address

Project Overview

Eligible funding is based on a per capita model as follows:

- Municipalities with populations greater than 20,000 will be eligible for up to \$10,000.
- Municipalities with populations between 1,000 and 20,000 will be eligible for up to \$5,000.
- Municipalities with populations less than 1,000 will be eligible for \$1,500.

Amount Applying For (based on population size)

Name of Event Venue/Facility/Site

Project Website/Facebook Link

Instagram

Twitter

Please give us an overview of the activities you plan on organizing for Alberta Day 2024.

65

Please provide an overview of your advertising and marketing plan for this event.

Signing Authority Contact (This is the legal/financial authority for the municipality)

Name		Title
Daytime Telephone	Evening Telephone	Email Address

Attachment Checklist

Please use this checklist to ensure all items are included within your expression of interest package.

- COMPLETED EXPRESSION OF INTEREST FORM** - Please include a completed expression of interest form.
- PROGRAMMING** - An outline of what events and activities the organizing committee intends to offer. Events and activities must be held during the Alberta Day **weekend August 30 to September 2, 2024.**
- BUDGET** - Please use the budget template to provide a brief budget outlining revenues and expenses.
- MARKETING** - An outline of your advertising and marketing plan for this event.

Your expression of interest package must be received by: **June 24, 2024 at 4:30 p.m.**

The Applicant represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Applicant to the Agreement.

I agree to/with all the statements above.

Date (yyyy-mm-dd)

Name

66

Expression of Interest Agreement Section 1 of 2

Incorporated (Legal) Name of Municipality:

The Municipality declares that the information contained in this application and supporting documents ("Application") is true and accurate and endorsed by the Municipality.

The Municipality understands and agrees that should this Application be approved, any funding awarded is subject to the Municipality complying with the terms and conditions of this Agreement.

The Municipality agrees to the following terms and conditions:

1. The program Guidelines ("Guidelines") and Application form part of this Agreement and the Municipality agrees to be bound by the requirements set out in them.
2. The Municipality will use all funding awarded for the stated purpose(s) identified in the Project Overview ("Purpose") within its Application. If the Municipality wishes to vary the Purpose, it agrees to be bound by the requirements set out in the program Guidelines.
3. The Municipality must comply with all applicable laws. The Municipality agrees that it is and will be bound by the provisions of the Community Development Grants Regulation.
4. This Agreement commences the date of the application and binds both parties upon deposit of the funding until the date the funding reporting has been approved by the ministry or the funding has been repaid.
5. Any part of the funding not spent as set out in the Guidelines or upon termination of this Agreement must be repaid to the Government of Alberta. The funding may be terminated upon:
 - a. Mutual consent;
 - b. 30 days written notice by either party;
 - c. Demand by the ministry for immediate repayment in the event of a breach of any term or condition of the agreement; or
 - d. If the Municipality becomes insolvent.
6. The Municipality acknowledges that it will be liable for the full amount of the funding and will be bound to the terms of this Agreement, even if the Municipality has paid all or part of the funding to a third party who has spent the money.
7. The Municipality agrees to give the ministry, and/or its authorized agents, access to examine the Municipality's operation and/or premises to verify the funding has been used for the Purpose and will provide access to all financial statements and records having any connection with the funding or the Purpose during the Term of this Agreement and for seven (7) years after the termination of this Agreement.
8. The Municipality acknowledges that the *Freedom of Information and Protection of Privacy ("FOIP Act")* applies to records submitted by the Municipality to the ministry in relation to the Expression of Interest application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act.
9. The Municipality agrees that any information relating to the funding and the Municipality's compliance with the obligations set out in this Agreement may be disclosed to other ministries within the Government of Alberta.
10. The Municipality agrees to indemnify and hold harmless the Government of Alberta, including the Minister, Government of Alberta employees, and agents from any and all claims, demands, actions, and costs (including legal costs on a solicitor-client basis) for which the Municipality is legally responsible, including those arising out of negligence or willful acts by the Municipality or its employees or agents. Such indemnification shall survive the termination of this Agreement.
11. This Agreement shall be governed and interpreted in accordance with the laws enforced in the Province of Alberta.
12. This Agreement is not intended to and does not make either part the agent or partner of the other for any purpose or create a joint venture.
13. This Agreement may not be assigned by the Municipality.
14. The Municipality will recognize the source of the funding as required by the Guidelines.
15. The Municipality represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Municipality to this Agreement.

Expression of Interest Agreement Section 2 of 2

I hereby acknowledge that:

- The information contained in this Expression of Interest and the accompanying documents is true, accurate, and complete.
- I am a representative with designated signing authority/decision-making authority in our Municipality.
- I have read the Alberta Day Expression of Interest Agreement Section 1 of 2 which outlines the terms and conditions of the agreement and by signing the Alberta Day Expression of Interest Agreement Section 2 of 2, I am agreeing to all of the terms and conditions outlined in Section 1 of 2.

- Mr. Mrs. Ms. Other:

Signature of Authorized Representative Date Daytime Phone

Authorized Representative Name (printed) Position Title Email

Optional:

- I agree to allow Arts, Culture and Status of Women, on occasion, to contact the applicant as identified on this application form to provide information about ministry initiatives or announcements related to the following topics:
 - Program changes, funding announcements, and opportunities to provide input/opinion on programs; and
 - Awareness of ministry resources available to the nonprofit sector, including ministry sector events.

Completed expressions of interest are to be emailed to:
culture.event@gov.ab.ca

68



Mtg. Date June 24, 2024

Agenda Item 9.1 C

Sylvan Lake Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	0	1	2	100%	100%	0.3
Robbery		7	3	1	0	0	-100%	N/A	-1.7
Sexual Assaults		7	7	2	6	10	43%	67%	0.5
Other Sexual Offences		3	3	4	3	2	-33%	-33%	-0.2
Assault		43	37	30	33	33	-23%	0%	-2.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	1	2	N/A	100%	0.5
Criminal Harassment		5	14	15	4	11	120%	175%	0.2
Uttering Threats		11	16	14	15	15	36%	0%	0.7
TOTAL PERSONS		77	80	66	63	75	-3%	19%	-2.1
Break & Enter		143	101	49	47	27	-81%	-43%	-28.6
Theft of Motor Vehicle		52	53	26	38	43	-17%	13%	-3.3
Theft Over \$5,000		15	7	14	18	16	7%	-11%	1.3
Theft Under \$5,000		124	94	77	73	53	-57%	-27%	-16.3
Possn Stn Goods		67	51	25	38	20	-70%	-47%	-10.7
Fraud		28	30	29	24	32	14%	33%	0.2
Arson		4	2	1	3	4	0%	33%	0.1
Mischief - Damage To Property		29	50	45	64	49	69%	-23%	5.4
Mischief - Other		59	11	12	13	15	-75%	15%	-8.6
TOTAL PROPERTY		521	399	278	318	259	-50%	-19%	-60.5
Offensive Weapons		15	13	6	5	8	-47%	60%	-2.2
Disturbing the peace		5	2	2	10	16	220%	60%	3.0
Fail to Comply & Breaches		37	42	26	37	12	-68%	-68%	-5.5
OTHER CRIMINAL CODE		13	10	11	13	17	31%	31%	1.1
TOTAL OTHER CRIMINAL CODE		70	67	45	65	53	-24%	-18%	-3.6
TOTAL CRIMINAL CODE		668	546	389	446	387	-42%	-13%	-66.2

70



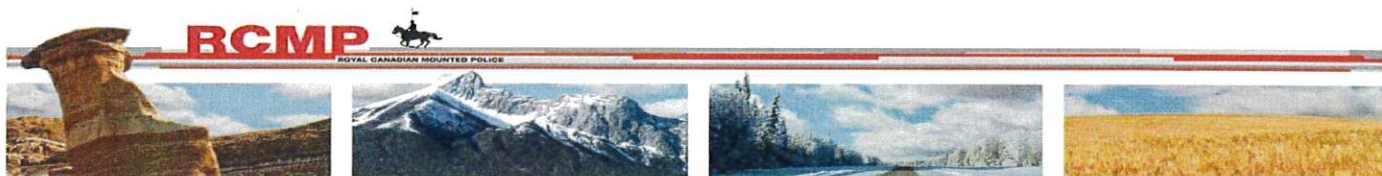
Sylvan Lake Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		8	12	0	7	1	-88%	-86%	-1.9
Drug Enforcement - Trafficking		6	5	1	4	10	67%	150%	0.7
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
Total Drugs		14	18	1	11	11	-21%	0%	-1.3
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		3	2	0	2	2	-33%	0%	-0.2
TOTAL FEDERAL		18	20	1	13	13	-28%	0%	-1.7
Liquor Act		7	5	11	13	5	-29%	-62%	0.4
Cannabis Act		2	3	0	2	0	-100%	-100%	-0.5
Mental Health Act		41	38	68	45	50	22%	11%	2.5
Other Provincial Stats		73	111	115	81	90	23%	11%	0.4
Total Provincial Stats		123	157	194	141	145	18%	3%	2.8
Municipal By-laws Traffic		3	19	6	2	0	-100%	-100%	-2.3
Municipal By-laws		44	27	31	26	14	-68%	-46%	-6.1
Total Municipal		47	46	37	28	14	-70%	-50%	-8.4
Fatals		0	3	1	2	0	N/A	-100%	-0.1
Injury MVC		15	12	17	22	18	20%	-18%	1.6
Property Damage MVC (Reportable)		281	211	249	250	254	-10%	2%	-1.5
Property Damage MVC (Non Reportable)		42	39	19	31	18	-57%	-42%	-5.6
TOTAL MVC		338	265	286	305	290	-14%	-5%	-5.6
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	23	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Total Provincial Traffic		2,864	1,696	1,056	660	654	-77%	-1%	-545.6
Other Traffic		3	3	5	4	4	33%	0%	0.3
Criminal Code Traffic		49	58	31	57	62	27%	9%	2.5
Common Police Activities									
False Alarms		72	53	49	55	41	-43%	-25%	-6.0
False/Abandoned 911 Call and 911 Act		69	69	57	33	83	20%	152%	-0.8
Suspicious Person/Vehicle/Property		384	344	193	137	117	-70%	-15%	-74.1
Persons Reported Missing		17	9	11	3	6	-65%	100%	-2.8
Search Warrants		0	1	0	1	2	N/A	100%	0.4
Spousal Abuse - Survey Code (Reported)		70	92	55	43	38	-46%	-12%	-11.3
Form 10 (MHA) (Reported)		0	6	6	4	9	N/A	125%	1.6

71



RCMP Provincial Policing Report

Detachment Information

Name of Detachment

Sylvan Lake

Name of Detachment Commander

Sgt. Sean Sexsmith*

Quarter

Q4

Date of Report (yyyy-mm-dd)

2024-04-24

FTE Utilization Plan

2023/24

Select Type of Policing Report

Municipal Policing Report Under

Municipal Policing Report Over

PPSA

Coaldale

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd)

Meeting Type

Topics Discussed (this field expands)

Notes /Comments (this field expands)

No CCT information identified.

72



Community Priorities

Priority No. 1

Priority (this field expands)
Crime Reduction

Current Status and Results (this field expands)

During this reporting period there were a total 54 fraud investigations. Three were cleared by charge 25 where concluded due to insufficient evidence, the rest are either still under investigation or cleared by some other manor. There ere approximately 50 Judicial Authorizations obtained during this reporting period. This number is not exact as members are not adding the scoring to the UCR. There were no prolific packages used this reporting period. There was a total of 108 Lighthouse checks conducted. There was a total of 12 breach charges laid. This number of compliance checks are lower then what the target is. I attribute this to lower numbers of targets on Lighthouse, members not conducting checks.

Priority No. 2

Priority (this field expands)
Motor Vehicle Traffic - Impaired, speeding, pedestrian safety

Current Status and Results (this field expands)

Q4 was a successful quarter. 21 Alcohol and/or drug related drivers were located. 14 speeders were located in the detachment area. Unfortunately there were no pedestrian related tickets issued.

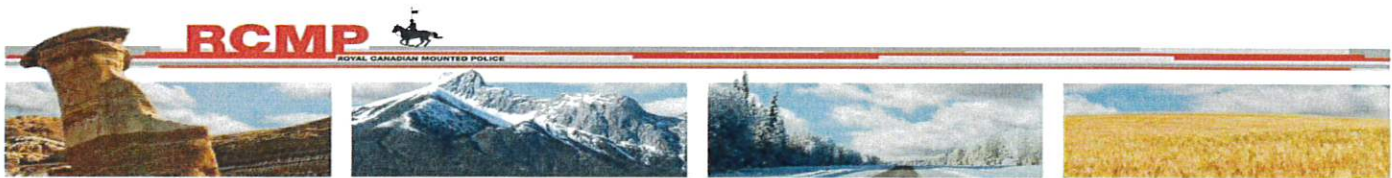
Priority No. 3

Priority (this field expands)
Community Engagement - Communication, Youth Engagement, Increased Visibility

Current Status and Results (this field expands)

Initiative for ongoing communications with local shareholders has been met through the evaluation period. Not tabulated in the statistics are the individual calls notifying CAO's of various locations of increased police activity in their areas, ie. after a search warrant is executed, or a major collision etc. These stats will be included in the next years APPs, as stakeholders have displayed appreciation for this type of communications. Sylvan Lake updates and posts on local facebook page approximately 2 times per week, also not captured in the statistics, but will be in the future. We have plans of increasing quarterly updates to monthly stats for local stakeholders for their respective communities.

73



Crime Statistics¹

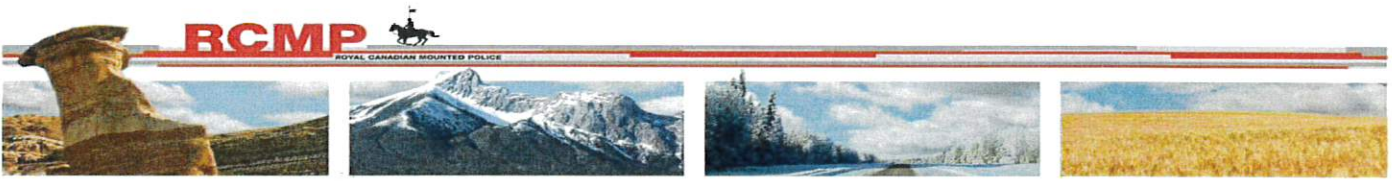
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	17	16	-6.00%	63	75	19.00%
Property Crime	39	72	85.00%	318	259	-19.00%
Other Criminal Code	14	7	-50.00%	65	53	-18.00%
Total Criminal Code	70	95	36.00%	446	387	-13.00%
Drugs Offences	0	0		11	11	0.00%
Other Federal Acts	1	1	0.00%	13	13	0.00%
Other Provincial Acts	22	38	73.00%	141	145	3.00%
Municipal By-Laws	0	2		28	14	-50.00%
Motor Vehicle Collisions	65	60	-8.00%	305	290	-5.00%
Provincial Code Traffic	157	99	-37.00%	660	654	-1.00%
Other Traffic	1	0	-100.00%	4	4	0.00%
Criminal Code Traffic	9	7	-22.00%	57	62	9.00%
Total Traffic Offences	167	106	-37.00%	721	720	0.00%

¹Data extracted from a live database (PROS) and is subject to change over time.

Trend / Points of Interest (this field expands)

74



Provincial Service Composition²

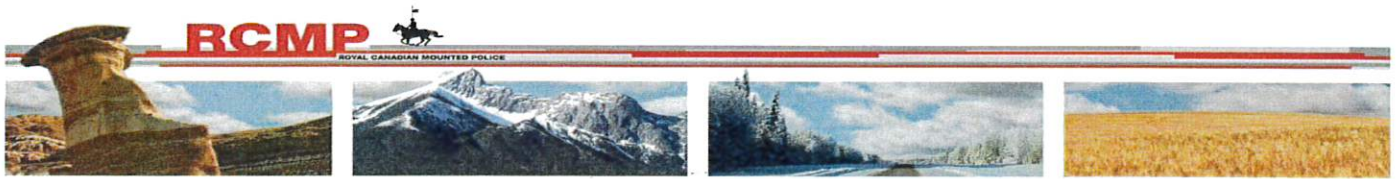
Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	6	1	0
Detachment Support	3	3	1	0

- 2. Data extracted on March 31, 2024 and is subject to change.
- 3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
- 4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments (this field expands)
 Police Officers: Of the seven established positions, six officers are currently working. There is one officer on special leave (Medical), and there is no hard vacancy at this time.

Detachment Support: Of the three established positions, three resources are currently working. There is resource on special leave (Leave without Pay), and the position has been backfilled to ensure coverage. There is no hard vacancy at this time.

75



RCMP Municipal Policing Report

Detachment Information

Name of Detachment

Sylvan Lake

Name of Detachment Commander

Sgt. Sean Sexsmith*

Quarter

Q4

Date of Report (yyyy-mm-dd)

2024-04-24

FTE Utilization Plan

2023/24

Select Type of Policing Report

Municipal Policing Report Under

Municipal Policing Report Over

PPSA

Coaldale

Community Consultations

Consultation No. 1

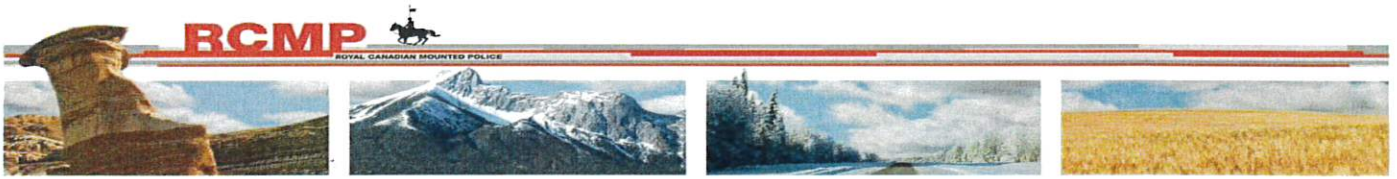
Date (yyyy-mm-dd)

Meeting Type

Topics Discussed (this field expands)

Notes /Comments (this field expands)

No CCT information identified.



Community Priorities

Priority No. 1

Priority (this field expands)
Prolific offenders

Current Status and Results (this field expands)

During this reporting period there were a total 54 fraud investigations. Three were cleared by charge 25 where concluded due to insufficient evidence, the rest are either still under investigation or cleared by some other manor. There ere approximately 50 Judicial Authorizations obtained during this reporting period. This number is not exact as members are not adding the scoring to the UCR. There were no prolific packages used this reporting period. There was a total of 108 Lighthouse checks conducted. There was a total of 12 breach charges laid. This number of compliance checks are lower then what the target is. I attribute this to lower numbers of targets on Lighthouse, members not conducting checks.

Priority No. 2

Priority (this field expands)
Enhance Road Safety

Current Status and Results (this field expands)

Q4 was a successful quarter. 21 Alcohol and/or drug related drivers were located. 14 speeders were located in the detachment area. Unfortunately there were no pedestrian related tickets issued.

Priority No. 3

Priority (this field expands)
Be Clear, Accountable and Transparent

Current Status and Results (this field expands)

Initiative for ongoing communications with local shareholders has been met through the evaluation period. Not tabulated in the statistics are the individual calls notifying CAO's of various locations of increased police activity in their areas, ie. after a search warrant is executed, or a major collision etc. These stats will be included in the next years APPs, as stakeholders have displayed appreciation for this type of communications. Sylvan Lake updates and posts on local facebook page approximately 2 times per week, also not captured in the statistics, but will be in the future. We have plans of increasing quarterly updates to monthly stats for local stakeholders for their respective communities.

11



Crime Statistics¹

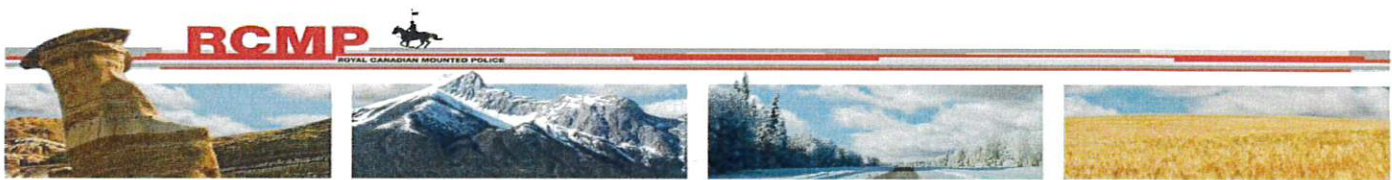
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	69	75	9.00%	300	355	18.00%
Property Crime	155	209	35.00%	796	819	3.00%
Other Criminal Code	46	75	63.00%	256	227	-11.00%
Total Criminal Code	270	359	33.00%	1,352	1,401	4.00%
Drugs Offences	8	2	-75.00%	21	17	-19.00%
Other Federal Acts	10	4	-60.00%	35	29	-17.00%
Other Provincial Acts	93	119	28.00%	531	541	2.00%
Municipal By-Laws	32	25	-22.00%	255	202	-21.00%
Motor Vehicle Collisions	62	44	-29.00%	259	264	2.00%
Provincial Code Traffic	296	259	-13.00%	861	1,322	54.00%
Other Traffic	9	4	-56.00%	12	18	50.00%
Criminal Code Traffic	35	43	23.00%	123	155	26.00%
Total Traffic Offences	340	306	-10.00%	996	1,495	50.00%

¹Data extracted from a live database (PROS) and is subject to change over time.

Trend / Points of Interest (this field expands)

78



Municipal Overview: Human Resources²

Staffing Category	Established Positions	Working	Special Leave ³	Hard Vacancies ⁴	Revised Plan at Q4	2023/24 FTE Utilization Plan
Police Officers	16	13	1	2	13	15
Detachment Support	2	0	0	2		

2. Data extracted on March 31, 2024 and is subject to change.

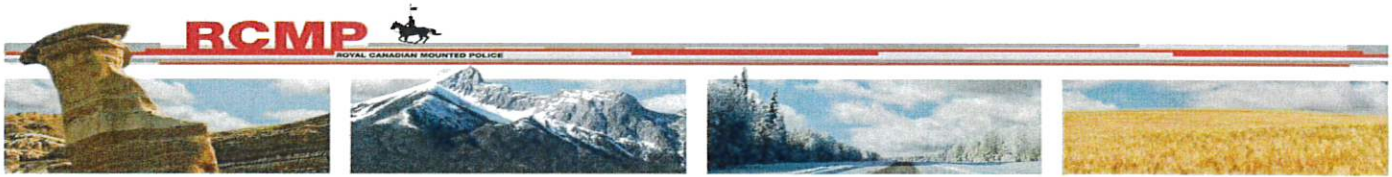
3. Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.

4. Hard vacancies reflect positions that do not have an employee attached and need to be filled.

Comments (this field expands)

Police Officers: Of the 16 established positions, 13 officers are currently working. There is one officer on Medical leave and there are two hard vacancies at this time. The Plan for Sylvan Lake was based on 15 working officers. As of March 31st, the detachment was trending around 13.25 working officers, although this may adjust as HR transactions are finalized.

Detachment Support: There are two established positions and no resources are currently working. There are two hard vacancies at this time.



Municipal Overview: Financial/O&M

Municipal Overview	Year to Date Expenditures ⁵	Revised Plan at Q4	2023/24 Financial Plan
Direct Costs			
Pay	1,489,488	1,675,000	1,759,000
Extra Duty Pay	295,436	340,000	373,000
Equipment	79,004	108,214	147,342
Training	12,118	22,000	61,389
Unit Operations and Maintenance	136,700	180,000	190,000
Commissionnaire (guarding)	60,036	50,000	50,000
Other	650	2,000	4,000
Total Direct Costs at 100%	2,073,433	2,377,214	2,584,731
Indirect Costs			
Total Indirect Costs at 100%	1,030,330	1,066,953	1,141,193
Total Costs Prior to Final Adjustments at 100%	3,057,585	3,397,989	3,725,924
Total Costs After Final Adjustments (at applicable cost share)	2,813,944	3,120,308	3,368,331

5. Includes expenditures up to March 31, 2024.

Comments (this field expands)
 Your financial Forecast for 2023/24 was adjusted to better align with realized expenditures and FTE utilization. The financial figures as identified above include the original and revised forecast totals. They reflect information available as of March 31st, but additional adjustments are expected as financial and personnel transactions are finalized. Any variance will be captured in the Q1 reconciliation package.

We recently consulted with your office on a possible adjustment to your Q4 invoice, which will be distributed no later than May 2, 2024. For communities that requested or confirmed adjustments to invoicing amounts, please note that those changes will be included.

RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions, to ensure projections are as accurate as possible. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.



Definitions

Municipal Overview: Human Resources

FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
2023/24 FTE Utilization Plan	This reflects the number of working FTEs planned to be in place for the fiscal year.
Revised Plan at Q4	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Overview: Financial/O&M

Year-To-Date (YTD) Expenditures	YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
Revised Plan at Q4	This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
2023/24 Financial Plan	This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the current fiscal year.
Pay	Includes salary costs and associated allowances for police officers and civilian support.
Extra Duty Pay	Includes direct overtime costs for police officers and (if applicable) Public Service Employees.
Operating and Maintenance	Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
Commissionaire Guarding	Reflects the costs of guarding prisoners within detachments.
Equipment	Include expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.
Other	This includes all remaining expenditures including applicable training costs, secret expenditures and air services costs if applicable.
Indirect Costs	This reflects the indirect costs associated to employees, including benefits, Canada Pension Plan and Employment Insurance rates. Also included within indirect costs are the division administration charges associated to core administration costs, special leaves and health services costs.
Direct Costs	This reflects billable costs for municipalities with populations over 15K that are specific to each detachment. They include unit-controlled costs related to overtime, travel, fuel, etc., as well as divisionally-controlled costs such as member pay, police vehicles, training, and so on.
Total Costs Prior to Final Adjustments	Reflects total costs of all categories of expenditures prior to any adjustments at 100%
Total Costs After Final Adjustments	Reflects total costs of all categories of expenditures and any cost adjustments at the contract partner share.

81



Sylvan Lake Municipal Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		3	1	0	1	0	-100%	-100%	-0.6
Robbery		4	7	6	1	2	-50%	100%	-1.0
Sexual Assaults		14	23	27	26	19	36%	-27%	1.3
Other Sexual Offences		16	18	9	7	7	-56%	0%	-2.9
Assault		189	231	203	155	195	3%	26%	-6.4
Kidnapping/Hostage/Abduction		5	1	2	6	2	-60%	-67%	-0.1
Extortion		1	4	5	1	11	1000%	1000%	1.7
Criminal Harassment		43	68	46	50	54	26%	8%	0.4
Uttering Threats		62	76	63	53	65	5%	23%	-1.7
TOTAL PERSONS		337	429	361	300	355	5%	18%	-9.3
Break & Enter		123	108	77	58	64	-48%	10%	-16.8
Theft of Motor Vehicle		123	122	94	84	95	-23%	13%	-9.4
Theft Over \$5,000		28	15	15	23	18	-36%	-22%	-1.2
Theft Under \$5,000		344	328	266	226	197	-43%	-13%	-39.6
Possn Stn Goods		103	52	43	52	52	-50%	0%	-10.2
Fraud		142	137	117	106	136	-4%	28%	-4.3
Arson		3	4	4	3	5	67%	67%	0.3
Mischief - Damage To Property		77	189	162	162	147	91%	-9%	11.3
Mischief - Other		129	65	78	82	105	-19%	28%	-3.1
TOTAL PROPERTY		1,072	1,020	856	796	819	-24%	3%	-73.0
Offensive Weapons		21	27	17	11	16	-24%	45%	-2.6
Disturbing the peace		37	32	68	105	83	124%	-21%	16.5
Fail to Comply & Breaches		135	117	96	92	78	-42%	-15%	-13.9
OTHER CRIMINAL CODE		58	49	46	48	50	-14%	4%	-1.7
TOTAL OTHER CRIMINAL CODE		251	225	227	256	227	-10%	-11%	-1.7
TOTAL CRIMINAL CODE		1,660	1,674	1,444	1,352	1,401	-16%	4%	-84.0

82



Sylvan Lake Municipal Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		21	13	11	10	9	-57%	-10%	-2.7
Drug Enforcement - Trafficking		24	13	17	10	8	-67%	-20%	-3.5
Drug Enforcement - Other		1	4	0	1	0	-100%	-100%	-0.5
Total Drugs		47	30	28	21	17	-64%	-19%	-6.9
Cannabis Enforcement		4	4	0	6	1	-75%	-83%	-0.4
Federal - General		13	16	13	8	11	-15%	38%	-1.2
TOTAL FEDERAL		64	50	41	35	29	-55%	-17%	-8.5
Liquor Act		33	71	143	85	43	30%	-49%	3.4
Cannabis Act		18	10	5	9	4	-78%	-56%	-2.9
Mental Health Act		166	220	278	186	188	13%	1%	1.0
Other Provincial Stats		250	332	417	251	306	22%	22%	3.1
Total Provincial Stats		467	633	843	531	541	16%	2%	4.6
Municipal By-laws Traffic		43	72	56	35	29	-33%	-17%	-6.5
Municipal By-laws		355	385	396	220	173	-51%	-21%	-52.9
Total Municipal		398	457	452	255	202	-49%	-21%	-59.4
Fatals		0	0	0	1	1	N/A	0%	0.3
Injury MVC		5	8	15	12	10	100%	-17%	1.4
Property Damage MVC (Reportable)		239	159	232	213	213	-11%	0%	0.2
Property Damage MVC (Non Reportable)		45	32	34	33	40	-11%	21%	-0.9
TOTAL MVC		289	199	281	259	264	-9%	2%	1.0
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	58	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	5	N/A	N/A	N/A
Total Provincial Traffic		1,007	760	891	861	1,322	31%	54%	73.1
Other Traffic		18	11	7	12	18	0%	50%	0.1
Criminal Code Traffic		125	110	126	123	155	24%	26%	7.3
Common Police Activities									
False Alarms		114	97	118	130	120	5%	-8%	4.5
False/Abandoned 911 Call and 911 Act		86	81	104	72	95	10%	32%	0.9
Suspicious Person/Vehicle/Property		580	646	564	304	339	-42%	12%	-82.4
Persons Reported Missing		165	214	151	54	51	-69%	-6%	-38.8
Search Warrants		1	1	10	8	4	300%	-50%	1.3
Spousal Abuse - Survey Code (Reported)		341	357	322	216	231	-32%	7%	-36.1
Form 10 (MHA) (Reported)		1	45	16	8	19	1800%	138%	-0.1

93

Tony Kulbisky
President / Président

Vacant
First Vice-President /
Premier vice-président

Brenda Orchard
Second Vice-President /
Deuxième vice-présidente

Marc Melanson
Treasurer / Trésorier

Bev Hendry
Past President /
Présidente sortant

Vincent Lalonde
Director / Directeur

Jamie Nagy
Director / Directrice

Mike Dolter
Director / Directeur

Gary Kent
Director / Directeur

Raffaella Di Stasio
Director / Directrice

Sheila Bassi-Kellett
Director / Directrice

Jennifer Goodine
Executive Director
Directrice générale

June 4, 2024

Mayor Colleen Ebdon
Town of Eckville
5024-51 Avenue, PO Box 578
Eckville, AB
T0M 0X0

Dear Mayor Ebdon,

The Long Service Recognition Awards Program of the Canadian Association of Municipal Administrators (CAMA) is dedicated to honoring and celebrating the dedication of our members to public service and municipal management, a cornerstone priority for our Association. These awards are based on the duration of full-time, paid employment in municipal government, specifically in management roles such as Chief Administrative Officer or those reporting directly to them. Recognition is granted at the ten-year mark and subsequently in five-year intervals.

This year, it is our privilege to acknowledge the commitment of your Chief Administrative Officer, Jack Ramsden, for his remarkable forty-five years of service in municipal government management roles. Jack's dedication to his role has undoubtedly contributed to the advancement of your municipality, and we are pleased to recognize his achievements. His recognition pin was presented to him at the CAMA President's Dinner held at the Annual Conference in Banff on June 5, 2024.

We invite you to assist us in recognizing Jack for this milestone, perhaps through a special presentation at Council, in acknowledgement of his continued support of the municipal profession.

In closing, we wish to express our heartfelt appreciation to your Council for their unwavering support of Jack as a valued member of CAMA.

Sincerely,



Tony Kulbisky
CAMA President

cc Jack Ramsden, Chief Administrative Officer

CAMA
P. O. Box 128, Station A
Fredericton, NB
CANADA
E3B 4Y2

ACAM
C.P. 128, succ. A
Fredericton, N.-B.
CANADA
E3B 4Y2

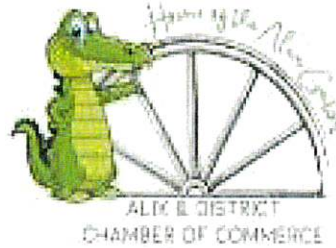
Tel./ Tél.: 1-866-771-2262
E-Mail / Courriel:
admin@camacam.ca

www.camacam.ca

84

Mtg. Date June 24, 2024

Agenda Item 10-1



The Alix & District Chamber of Commerce will be hosting the **Alix Days Parade 2024** on Saturday, August 17, and we would love to see you, your business, your group, your family, and everyone join us.

Enjoy all you can eat at the **Pancake Breakfast** from 8am to 10 am at the Fire Hall, right across the street from the Alix MAC School grounds. All proceeds go to support our volunteer firefighters and first response team.

Parade participants will line up at the school grounds at 9 am, to be ready for judging at 9:30. **Parade begins at 10 am.**

A map of the parade route is attached with the entry form, and both are available on our Chamber of Commerce Facebook page as well as the Village of Alix website. Please mail your completed form to the Chamber at: Box 831, Alix, AB, T0C 0B0 or email to: options.alix@gmail.com

Don't forget the **Rodeo**, and be sure to check out the village for other events, and take time to enjoy the beach!

So come participate; show us your stuff! – or just come on out and enjoy
Alix Days!

Questions or Queries?

The Chamber Parade Committee:

Arlene: 403-318-9906 Glenna: 403-350-4079

Charles: 403-352-6227

options.alix@gmail.com



ALIX DAYS

PARADE REGISTRATION SATURDAY AUGUST 17, 2024

Assembly: ALIX SCHOOL FIELD (Corner of 50th Ave and Wood Ave)
PARADE LINEUP 9:00 am
JUDGING 9:30 am
PARADE BEGINS AT 10:00 am

ENTRY TYPE: Please tick all that apply

- CLUBS & ORGANIZATIONS:** entry representing a community organization, built by volunteers
- COMMERCIAL Non Professional:** entry built by volunteers to represent a business
- COMMERCIAL Professional:** entry built by professionals to represent a business or organization
- MUNICIPALITIES:** entry representing a town, city, village, etc.
- VINTAGE VEHICLES:** antique cars or trucks
- VINTAGE FARM EQUIPMENT:** antique tractors, and farm equipment
- ANIMAL:** Individuals or Groups mounted on horses, mules, etc., or with vehicles drawn by animals
- MUSIC:** Bands or Musical Groups, Marching or Non-marching
- CHILDREN:** Decorated Bikes, Skateboards, Scooters, etc.
- COMPLIMENTARY:** Any entry that does not wish to be judged.

OUR ENTRY INCLUDES:

- Mascot Walkers Music Costumes Pets
- Other (please describe) _____

Name of Organization: _____ Contact: (please print name) _____

Phone # _____ Fax # _____ email address _____

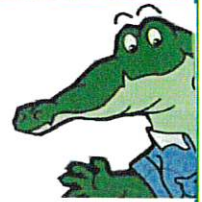
We are aware that pictures and videos may appear in promotional materials used by the Village of Alix and Alix & District Chamber of Commerce for future publications and advertising.

I (we) have read, understood and agree to all guidelines on page 2 of this registration form.

Signature: _____

86

ALIX DAYS
PARADE GUIDELINES
SATURDAY AUGUST 17, 2024



Weather, Delays and Cancellations

The parade will take place rain or shine. It may be delayed for up to two hours in the event of **extreme weather** - hail, high winds, excessive precipitation, thunderstorms, lightning or other hazardous conditions. Only if such conditions continue for longer than two hours will the parade be cancelled.

Parade Safety Requirements

Units carrying people must be equipped with adequate restraining devices to keep anyone from falling from the unit. Units requiring generators, etc., should be equipped with a fire extinguisher.

Candy may be thrown throughout the parade. For safety's sake, we would prefer that candy be handed out by walkers rather than being thrown from moving vehicles.

Small children must be supervised prior to and during the parade, with a minimum of 1 adult per 8 children.

Participants on bikes, skateboards, rollerblades, scooters, ATV's , etc., must wear helmets and proper protective equipment

All drivers must have a valid driver's license, and all vehicles must be insured.

If managing livestock or pets or equipment becomes problematic, please pull your entry off the parade route at the first suitable location.

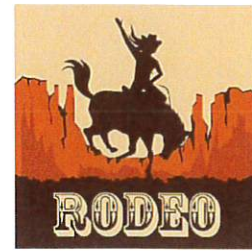
Emergencies

We all hope for a great and safe parade. But should an emergency occur, please pull **all entries** off to the right to allow for safe passage of emergency vehicles.

The Chamber of Commerce reserves the right to refuse any entry we deem unsuitable



Mtg. Date June 24, 2024
Agenda Item 10.2



June 12, 2024

CAO Jack Ramsden
Town of Eckville
Box 578
Eckville AB T0M 0X0

Your Invited

Please Join us for our Annual Fair and Rodeo
August 8th to 10th, 2024

Parade Theme:

"Salute to the 75th Anniversary of the Bentley Municipal Library"

Dear Jack

The Town of Bentley would be honored to have you and your guest(s) come and experience our annual Fair Days, which run August 8th to August 10th. The event kicks off with a community pancake breakfast on the morning of Thursday August 8th and our annual parade in the afternoon.

Please join us for a luncheon at the Bentley Municipal office at 11:30am with the parade to follow at 1:00pm. If you plan on attending, we ask you to please RSVP for the luncheon, on or before Wednesday July 24, 2024, to the Town Office at 403-748-4044, or by email to info@townofbentley.ca

If your municipality/organization has a float, we would love your participation as well. Even if you do not have a float, but still wish to participate in the parade, we can arrange for a vehicle to be available. Please remember to bring an identification sign, "if you have one," that can be placed on the exterior of a vehicle, to help identify you or the organization that you are representing. If you are entering a float, the judging of floats will commence at around 11:30am. If you are not entering a float, but wish to participate in the parade, then you should be at the staging area at around 12:00pm or shortly thereafter.

Please note for safety purposes, we ask that no candy be thrown from a moving vehicle.

For further information regarding the day and the events planned, please refer to the Town of Bentley Facebook page or our website at www.townofbentley.ca Information will be posted as it becomes available.

Yours Truly,

Mayor Greg Rathjen

Box 179, Bentley AB T0C 0J0 Ph.
403.748.4044 | Fx. 403.748.3213
info@TownofBentley.ca
www.TownofBentley.ca

