

**SMOKY LAKE COUNTY**

**A G E N D A:** County Council Meeting for the purpose of a  
**Utilities Meeting: Environment and Parks**  
to be held on

Tuesday, February 15, 2022 at 9:00 o'clock A.M.  
Virtual through Zoom Platform

Meeting ID: 839 7083 0258 Passcode: 251403

<https://us02web.zoom.us/j/83970830258?pwd=KzhXUDZUMlc4c3BRdzJqc2RVV1dudz09>

And with Council physically present in the County Council Chambers, Smoky Lake.

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**1. Meeting:**

1.1 Call to Order.

**2. Agenda:**

Acceptance of Agenda:  
as presented or  
subject to additions or deletions

**3. Minutes:**

3.1. Adopt minutes of December 14, 2021– Utilities Meeting: Environmental Operations Meeting. ©

Recommendation: Motion to Adopt.

3.2 Utilities Meeting: December 14, 2021 Environmental Operations:  
**Action List.** ©

Recommendation: File for Information.

**4. Request for Decision:**

No Request for Decision

**5. Issues for Information:**

5.1 Managers' Report. ©

5.2 Evergreen Regional Waste Management Services Commission Meeting  
January 20, 2022. ©

5.3 SWANA 2022 Banff Conference and Tradeshow. ©

Recommendation: File for information.

**6. Correspondence:**

6.1 Changes to Pesticide & Fertilizer Container Collection Program. ©

6.2 Alberta Environment and Parks Inspection Report. ©

Recommendation: For Discussion.

**7. Delegation(s)**

**8. Executive Session:**

**9. Date and time of Next Meeting(s):  
Adjournment**

**SMOKY LAKE COUNTY**

Minutes of the County Council **Environmental Operations Meeting** (Water, Wastewater and Waste Management) held on Tuesday, **December 14, 2021**, at 2:11 P.M. held virtually online through Electronic Communication Technology: Zoom Meeting and in Council Chambers.

The meeting was called to Order by the Chief Administrative Officer, Gene Sobolewski in the presence of the following persons:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Dec. 14, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Env. Oper. Manager	Dave Franchuk	Present in Chambers
Natural Gas Manager	Daniel Moric	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Planning & Dev. Assist.	Kyle Schole	Virtually Present
GIS Officer	Carole Dowhaniuk	Virtually Present

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No Members of the Media were present.  
One Member of the Public was virtually present.

**1. Election of Chairperson/Vice-Chairperson:**

**Chairperson**

The Chief Administrative Officer called first (1) time for nominations for Chairperson.

145-21: Gawalko

That Councillor Lorne Halisky be nominated as the Chairperson of the Smoky Lake County Environmental Operations Committee.

The Chief Administrative Officer called second (2) time for nominations for Chairperson.

The Chief Administrative Officer called third (3) time for nominations for Chairperson.

HEARING NO FURTHER NOMINATIONS.

The Chief Administrative Officer declared nominations for the Chairperson of the Smoky Lake County Environmental Operations Committee, ceased.

Mr. Lorne Halisky was declared elected by acclamation by the Chief Administrative Officer as the Chairperson of the Smoky Lake County Environmental Operations Committee for the ensuing year and assumed the Chair.

**Vice-Chairperson**

The Chairperson called first (1) time for nominations for Vice-Chairperson of the Smoky Lake County Environmental Operations Committee.

146-21: Halisky That Councillor Dan Gawalko be nominated as the Vice-Chairperson of the Smoky Lake County Environmental Operations Committee.

The Chairperson called second (2) time for nominations for Vice-Chairperson.

The Chairperson called third (3) time for nominations for Vice-Chairperson.

HEARING NO FURTHER NOMINATIONS.

The Chairperson declared nominations for the Vice-Chairperson of the Smoky Lake County Environmental Operations Committee, ceased.

Mr. Dan Gawalko was declared elected by acclamation by the Chairperson as the Vice-Chairperson of the Smoky Lake County Environmental Operations Committee for the ensuing year.

**2. Agenda:**

147-21: Fenerty That the Smoky Lake County Council Environmental Operations Meeting Agenda for Tuesday, December 14, 2021, be adopted, as amended:

**Additions to the Agenda:**

1. Year-2022 Solid Waste Association of North America Canadian Symposium and Safety Summit at Fairmont Banff Springs Hotel.
2. Rapid Gaz - Recycling Program for Expired Propane Cylinders.
3. County Lakes Recreational Area Facility Supervision & Cleaning Services Parks Contract.

Carried Unanimously.

**3. Minutes:**

148-21: Gawalko That the Minutes of the Smoky Lake County Council Environmental Operations Meeting held on Tuesday, October 12, 2021, be adopted as presented.

Carried.

149-21: Cere That the Action List from the Smoky Lake County Council Environmental Operations Meeting held on Tuesday, October 12, 2021, be filed for information.

Carried.

**4. Request for Decision:**

No Requests for Decisions.

Doug Ponich, Public Works Manager, virtually joined the meeting, time 2:34 p.m.

**5. Issues for Information:**

**Environmental Operations: Manager's Report**

150-21: Fenerty That Smoky Lake County's Environmental Operations Manager's report for the period of October 5, 2021, to December 6, 2021, as well as the verbal summary of the department's duties and activities, be accepted for information.

Carried.

**Evergreen Regional Waste Management Services Commission – Minutes**

151-21: Gawalko That the agenda package received by Smoky Lake County from Evergreen Regional Waste Management Services Commission's Regular Meeting held on October 13, 2021, at the County of St. Paul No. 19's office, be filed for information.

Carried.

**Waste Transfer Station Holiday Hours**

152-21: Serben That Smoky Lake County Council acknowledge the following Year-2021-2022:



The poster features a vertical string of colorful Christmas lights on the left side. The text is organized into sections for five different waste transfer stations, each with a list of dates and their operating hours or status during the holiday season.

Smoky Lake County Waste Transfer Stations	
HOLIDAY HOURS	
<b>BELLIS TRANSFER STATION</b>	
December 25	CLOSED
December 29	10:00 AM to 4:00 PM
January 1, 2022	10:00 AM to 4:00 PM
January 5, 2022	10:00 AM to 4:00 PM
<b>SMOKY LAKE LANDFILL</b>	
December 25	CLOSED
December 28	10:00 AM to 4:00 PM
January 1, 2022	10:00 AM to 4:00 PM
January 4, 2022	10:00 AM to 4:00 PM
<b>SPEDDEN TRANSFER STATION</b>	
December 26	10:00 AM to 4:00 PM
December 29	10:00 AM to 4:00 PM
January 2, 2022	10:00 AM to 4:00 PM
January 5, 2022	10:00 AM to 4:00 PM
<b>VILNA TRANSFER STATION</b>	
December 25	CLOSED
December 28	9:00 AM to 5:00 PM
January 1, 2022	CLOSED
January 4, 2022	9:00 AM to 5:00 PM
<b>WASKATENAU TRANSFER STATION</b>	
December 25	CLOSED
December 30	9:00 AM to 5:00 PM
January 1, 2022	CLOSED

Carried.

**Additions to the Agenda:**

**Solid Waste Association of North America (SWANA) Canadian Symposium and Safety Summit at Fairmont Banff Springs Hotel**

153-21: Gawalko That Smoky Lake County Council defer discussion of the Year-2022 Solid Waste Association of North America (SWANA) Canadian Symposium and Safety Summit at Fairmont Banff Springs Hotel in Banff, Alberta, scheduled for April 4-7, 2022, to the next Environmental Operations meeting.

Carried.

**Rapid Gaz - Recycling Program for Expired Propane Cylinders**

154-21: Cere That Smoky Lake County defer the information received from Rapid Gaz in respect to their proposal addressed to Evergreen Landfill, dated December 2021, of a recycling program for expired propane cylinders, to a future meeting, after the Evergreen Regional Waste Management Services Commission has determined reviewed the said program.

Carried.

Doug Ponich, Public Works Manager, virtually joined the meeting, time 2:50 p.m.

**County Lakes Recreational Area Facility Supervision & Cleaning Services Parks Contract**  
155-21: Fenerty That Smoky Lake County Council terminate the Year 2020-2024 Recreational Area Facility Supervision & Cleaning Services Parks Contract agreement for Bellis, Mons and Kaduk Lakes, as per Section 14, by giving ten days' written notice of such to the contractor and advise them they can re-bid once the new Request for Proposal is advertised.

Carried.

**6. Correspondence:**

**Albert Service Board Participation in Agricultural Plastic Recycling**  
156-21: Serben That the information received by Smoky Lake County from the provincial Alberta Service Board (ASB), in regard to ASB Participation in Agricultural Plastic Recycling relating to the government of Alberta's announcement to build circular economy for single use plastics and paper by introducing legislation for Extended Producer Responsibility (EPR) framework, be filed for information.

Carried.

**Campground Online Reservation Proposal for Smoky Lake County**  
157-21: Serben That Smoky Lake County Council **defer** the proposal from Camp Reservations Canada, of Calgary, titled: Campground Online Reservation Proposal for Smoky Lake County, to the next County Council Environmental Operations Meeting in February, 2022.

Carried.

**7. Delegation:**

No Delegation.

**8. Executive Session:**

No Executive Session.

**Next Meeting**  
158-21: Gawalko That the next Smoky Lake County Council **Environmental Operations Meeting** be scheduled for **Tuesday, February 15, 2022**, at **9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**ADJOURNMENT:**

159-21: Serben That the Smoky Lake County Council Environmental Operations Meeting of December 14, 2021, be adjourned, time 3:19 p.m..

Carried.

\_\_\_\_\_  
CHAIRPERSON

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



ENVIRO OP MEETING ACTION LIST DEC. 14 2021 AS OF 2022/02/07

5 GOALS

100% GOAL COMPLETION

● Draft  
 ● Not started  
 ● Behind  
 ● On Track  
 ● Overdue  
 ● Complete  
 → Direct Alignment  
 ----- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2021/12/14	153-21	2021 12 14 Environmental Operations → Solid Waste Association of North America (SWANA) Canadian Symposium and Safety Summit at Fairmont Banff Springs Hotel in Banff, Alberta, scheduled for April 4-7, 2022, to the next Environmental Operations meeting.	That Smoky Lake County Council defer discussion of the Year-2022 Solid Waste Association of North America (SWANA) Canadian Symposium and Safety Summit at Fairmont Banff Springs Hotel in Banff, Alberta, scheduled for April 4-7, 2022, to the next Environmental Operations meeting.	Environmental Operations Manager	<b>Dave Franchuk:</b> Achievements: Management will bring this Agenda Item back on the February 15 2022 Environment and Parks meeting.  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	Completed 100 /
2021/12/14	154-21	→ Rapid Gaz - Recycling Program for Expired Propane Cylinders	That Smoky Lake County defer the information received from Rapid Gaz in respect to their proposal addressed to Evergreen Landfill, dated December 2021, of a recycling program for expired propane cylinders, to a future meeting, after the Evergreen Regional Waste Management Services Commission has determined reviewed the said program.	Environmental Operations Manager	<b>Dave Franchuk:</b> Achievements: On January 13, 2022 the Environment and Parks Manager and Evergreen manager had met with Rapid Gas. A draft agreement will be forwarded to each Evergreen partner. The Environment and Parks manager will provide this agreement to council when it is received for review.  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	Completed 100 /

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2021/12/14	155-21	→ County Lakes Recreational Area Facility Supervision & Cleaning Parks Contract	Smoky Lake County Council terminate the Year 2020-2024 Recreational Area Facility Supervision & Cleaning Services Parks Contract agreement for Bellis, Mons and Kaduk Lakes, as per Section 14, by giving ten days' written notice of such to the contractor and advise them they can re-bid once the new Request for Proposal is advertised.	Environmental Operations Manager	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> On January 14, 2022 a written notice was delivered to the Lake Supervision and Maintenance contractors. They had requested a meeting which occurred on January 31, 2022. On February 7, 2022 Management have recieved a Draft Change Order, a RFP and agreement draft, and Bylaw No. 1362-19 for reference.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 /
2021/12/14	157-21	→ Campground Reservation Proposal for Smoky Lake County	That Smoky Lake County Council <b>defer</b> the proposal from Camp Reservations Canada, of Calgary, titled: Campground Online Reservation Proposal for Smoky Lake County, to the next County Council Environmental Operations Meeting in February, 2022.	Environmental Operations Manager	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> On December 17, 2021 the Environment and Parks Manager was in contact with both contract lake supervisors. They are not interested in working with Camp Reservations Canada at the time and would rather continue booking the campsites on their own till more information is available regarding other surrounding municipalities experience.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 /



**ENVIRONMENT & PARKS PLAN**

**(E&P) COMMUNITY SERVICES**

Goal	Progress Update	Current Completi...
Parks and Recreation Work Plan: 100%		0% 0 / 100% 10% behind



# (E&P) INFRASTRUCTURE

Goal	Progress Update	Current Completi...
<b>Water Activity: 100%</b>	<p><b>Dave Franchuk:</b> <b>Achievements: Achievements:</b> Reporting period from January 4, 2022 to February 7, 2022.</p> <p>Jan 4 We had to reset the credit card readers at the Spedden and Bellis truckfills and the skids/teer had more snow to remove at water sites.</p> <p>Jan 6 Replace frozen hose at the Bellis truckfill.</p> <p>Jan 10 Skids/teer on snow removal at all water sites and also sanding icy spots.</p> <p>Jan 13 Updating truckfill programs and assure credit card readers are in proper working order.</p> <p>Jan 13 Continue working on truckfill programs.</p> <p>Jan 17 Preparing information for Water and Wastewater inspection by AEP.</p> <p>Jan 18 Alberta Environment and Parks Water and Wastewater inspection.</p> <p>Jan 19 Update Standard Operating Procedures for Warspite Water system and unidirectional flushing.</p> <p>Jan 20 Updating Annual report including cover page.</p> <p>Jan 21 Collect samples from Vilna reservoir and regional line and send off to the lab as per AEP request.</p> <p>Jan 25 Continue working on AEP annual report on Water systems.</p> <p>Jan 27 Clearing snow at Spedden water facility and truckfills.</p> <p>Jan 28 Read Warspite Water meters.</p> <p>Jan 31 Tend to clearing snow and sanding icy patches at all water facilities.</p> <p>Feb 1 Continue on snow removal at all water facilities.</p> <p>Feb 3 Complete statistics Canada survey regarding Water and Wastewater. And tend to Truckfill system updates.</p> <p>Feb 4 Tend to credit card invoices error with the system, but all is corrected.</p> <p>Feb 7 Sanding slippery surfaces at the truckfills and water facilities while doing routine checks.</p> <p><b>Summary</b> No outstanding issues to tend to during this reporting period, just snow removal and sanding icy areas around the truckfills due to the weather</p>	95% 95 / 100% 5% behind

**Challenges:** *No value*

**Next Steps:** *No value*  
*2022/02/07*

**Waste Water:** 100%

**Dave Franchuk:**

**Achievements:** Reporting period from January 4, 2022 to February 7, 2022.

- Jan 6 Snow removal around Warspite lift station and lagoon road,
- Jan 14 Lift pumps at Warspite lift station, clean screens and run an alarm test sequence.
- Jan 17 Prepare for Alberta Environment and Parks inspection.
- Jan 18 Alberta Environment and Parks Inspection.
- Jan 20 Update Standard Operating Procedures for Warspite sewage lift station.
- Jan 26 Service and clean overhead furnace at Warspite lift station.
- Feb 3 Lift pumps at Warspite lift station, clean screens and run alarm test sequence.

96%  
96 / 100%  
4% behind

**Summary**

We are continuing a proactive approach with routine lifts tation maintenance and are taking extra precautions when around sewage systems as we are aware Covid is detected within sewage systems.

**Challenges:** *No value*

**Next Steps:** *No value*  
*2022/02/07*

Waste Management: 100%

Dave Franchuk:

**Achievements:** Reporting period from January 4, 2022 to February 7, 2022

- Jan 4 Re-light propane heater at the Vilna transfer station, check if there is any issues with the venting.
- Jan 5 Snow removal at bin sites.
- Jan 8 Lit Vilna furnace at 8:00 am by 9:00 it was still not warm. Provided a radiant heater for time being. checked all other sites as well.
- Jan 9 Skid steer cleared snow at the Spedden transfer station.
- Jan 10 Check on heat at Vilna shack, snow removal at bin sites.
- Jan 13 Install new propane heater at the Vilna Transfer station shack, clearing snow at the bin sites.
- Jan 14 Replace door knob at Vilna transfer station shack.
- Jan 17 Repair gates at the Smoky Lake transfer station.
- Jan 19 Had the Skid steer removing snow at binsites.
- Jan 20 Evergreen meeting and skidsterr continue to plow snow at sites.
- Jan 21 Cleaning out take it or leave it shacks.
- Jan 24 Repairs to heater and venting at the Spedden transfer station shack.
- Jan 26 Organizing and cleaning oil containment area at the Bellis transfer station.
- Jan 27 Looking into transfer station courses for 2 employees.
- Jan 31 Skid steer was out plowing snow at all transfer sites after the little blizzard we had.
- Feb 3 Complete statistics Canada survey regarding Solid waste sites.
- Feb 5 Had the skid steer plowing Bellis Spedden and Vilna on that Saturday.
- Feb 7 Moving bins at the sites while skid steer clears snow, also training alternate garbage truck driver.

#### Summary

A lot of snow clearing at the sites this reporting period. Thank you to the Public Works Department for allowing us to train an alternate driver on the garbage truck. We are working with Evergreen to facilitate a Transfer Station training course as we have 2 employees that hadn't taken the course yet.

**Challenges:** No value

**Next Steps:** No value

2022/02/07

97%  
97 / 100%  
3% behind

**Regional Water: 100%**

**Dave Franchuk:**

**Achievements: Achievements:**

Reporting period from January 4, 2022 to February 7, 2022

- Jan 4 Submit water operators regional time.
  - Jan 5 Repair furnace at the Smoky Lake Booster station, venting issue.
  - Jan 10 Working with Vector electrical controls in Egremont regarding SCADA issues.
  - Jan 12 Skid steer removing snow from regional facilities.
  - Jan 13 Assist Vector Controls to replace HMI.
  - Jan 18 Troubleshoot issue with Egremont master PLC, issue has been rectified by Vector Controls.
  - Jan 21 Fill chemical tanks at the Whitefish Lake reservoir.
  - Jan 27 Complete mono/free tests at the Waskatenau and Vilna sites.
  - Jan 28 Work on board information package regarding the operations of the Regional water system.
  - Feb 1 Skid steer plow snow at the Whitefish Lake Reservoir access road.
  - Feb 2 Submit water operators time and mileage for regional system.
- During this reporting period we had 21 Alberta First Calls to tend to.

**Summary**

The regional system has been in good operation order, no issue come up during this reporting period, we are spending time working on an information package for the board members and have been submitting the extra time to Hwy 28/63.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/02/07

97%  
97 / 100%  
3% behind

Dave Franchuk:

**Achievements:** Achievements:  
Achievements:

Reporting period from January 4, 2022 to February 7, 2022

Jan 4 Managers meeting.

Jan 10 Managers meeting.

Jan 12 Hwy 28/63 meeting.

Jan 13 Evergreen managers meeting, Rapid Gas

Jan 17 Managers meeting.

Jan 18 Alberta Environment and Parks inspection.

Jan 20 Joint Health and Safety meeting then Evergreen meeting

Jan 24 Managers meeting.

Jan 25 Departmental Operations meeting.

Jan 28 Working on Employment add for parks and rec position.

Jan 31 Managers meeting.

Feb 3 Register for Alberta Care Seminar.

Feb 7 Managers meeting and working on Environment and Parks agenda.

**Summary**

Trying to work at home as per Covid protocols, at time do have to come into the office for certain issues. Looking forward to, "Back to Normal".

**Challenges:** No value

**Challenges:** *No value*

**Next Steps:** *No value*

2022/02/07

96%  
96 / 100%  
4% behind

**Parks and Recreation: 100%****Dave Franchuk:****Achievements: Achievements:**

Reporting period from January 4, 2022 to February 7, 2022

- Jan 4 Snow removal and Shoveling at office
- Jan 5 Snow removal and tending to garbage bins.
- Jan 6 Tending to garbage bins and sanding slippery areas.
- Jan 11 Change oil and service skid steer then continue pushing snow.
- Jan 12 Removing leaning trees on the minicore trail and bucking up for firewood.
- Jan 13 Snow removal within the Hamlet of Spedden.
- Jan 19 Clear snow at the Bellis staging area and post temporary no parking signs as per owners request.
- Jan 24 Shovel snow around office and Spedden.
- Jan 25 Fallen tree removal at Birchland resorts.
- Jan 26 Maintenance and garbage removal at 855 day use area, Bonnie Lake and Spedden.
- Jan 27 De-energise Christmas lights at Warspite, Bellis, Spedden.
- Jan 28 Maintenance and garbage removal at Hanmore Lake, Mons Lake and shemlock lake day use area.
- Jan 31 Meet with Bellis Beach, Kadluk lake and Mons Lake Maintenance Contractors.
- Feb 1 Skid steer clear snow at Shemlock lake and Spedden.
- Feb 2 Repair picnic tables at the Shop.
- Feb 3 Snow clearing at Bellis.
- Feb 7 Start removing Christmas lights.

**Summary**

Have been busy with the snow fall and icy conditions, unfortunately a parks and rec employee was away from January 17th to 21st due to Covid protocol.

**Challenges:** *No value***Next Steps:** *No value*

2022/02/07

96%  
96 / 100%  
4% behind

Goal	Progress Update	Current Completi...
<p><b>Training activity: 100%</b></p> <p><b>Dave Franchuk:</b>  <b>Achievements: Achievements:</b>  Reporting period from January 4, 2022 to February 7.  No Training during this reporting period.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2022/02/07</p>		<p>95%  95 / 100%  5% behind</p>
<p><b>Council Member Inquiry: 100%</b></p> <p><b>Dave Franchuk:</b>  <b>Achievements:</b> no inquiries to report.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2022/01/18</p>		<p>94%  94 / 100%  6% behind</p>

5.2

**EVERGREEN REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION MEETING**

Thursday, January 20, 2022

County of St. Paul Office

10:00 a.m.

**AGENDA**

1. Call to Order
  - a. Additions to the Agenda
2. Minutes of December 8, 2021 Organizational Meeting  
Minutes of December 8, 2021 Regular Meeting
3. Business Arising from Minutes
  - a. Alberta Care AGM Meeting
  - b. Rapid Gaz
  - c. Mulch Co.
  - d. RMA Insurance
  - e. Leachate Hauling Tenders
  - f.
4. Closed Meeting Session
5. Financials
  - a. Treasurer's Report
  - b. GIC's
  - c. Loan Payment
  - d. Master Card Limit
6. New Business
  - a. Regional Site Report
  - b.
  - c.
  - d.
7. Other Business/Correspondence
  - a. Food Cyclor Presentation
  - b. Secure Energy Leachate Disposal Letter
  - c. Secure Energy Operational Services
  - d. SWANA Canadian Symposium
  - e. AB Care Spring Seminar
8. Next Meeting
9. Adjournment



**EVERGREEN REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION**

**Minutes of Organizational Meeting  
County of St. Paul Office  
Wednesday, December 8, 2021**

Members Present:

Maxine Fodness, Nathan Taylor, Dan Gawalko

Members Present Virtually:

Richard Warren, Terry Makowichuk, Tim Smereka, Leroy Kunyk

Alternates Present Virtually:

Ron Boisvert, Evelynne Kobes

Paul Poulin- Manager Evergreen Landfill  
Ashley Cozzens- Recording Secretary  
Tim Mahdiuk- County of St. Paul- Virtually  
Dave Franchuk- Smoky Lake County- Virtually  
Sheila Kitz- County of St. Paul

**1. CALL TO ORDER:**

Paul Poulin called the meeting to order at 10:10 a.m.

**2. APPOINTMENT OF CHAIRMAN**

Paul Poulin, Manager, called for nominations for the position of Chairman.

Dan Gawalko nominated Maxine Fodness as Chairman.

Second call for position of Chairman.

Tim Smereka nominated Nathan Taylor as Chairman.

Third call for position of Chairman.

Terry Makowichuk moved that nominations cease.

**CARRIED**

**Evergreen Regional Waste Management Services Commission  
Organizational Minutes – December 8, 2021  
Page 2**

A vote by ballot was done by the voting members of the Commission.

Maxine Fodness received the majority of the votes.

Maxine Fodness took her seat as Chairman.

**3. APPOINTMENT OF VICE-CHAIR**

Chairman Maxine Fodness called for nominations for the office of Vice-Chairman.

Richard Warren nominated Nathan Taylor as Vice-Chairman.

Second call for position of Vice-Chairman.

Leroy Kunyk nominated Dany Gawalko as Vice- Chairman.

Third call for position of Vice-Chairman.

Terry Makowichuk moved that nominations cease.

**CARRIED**

A vote by ballot was done by the voting members of the Commission.

Dan Gawalko received the majority of the votes.

Nathan Taylor made a motion to destroy all ballots that were conducted for Chairman and Vice- Chairman.

**CARRIED**

**4. SIGNING AUTHORITY**

Nathan Taylor made a motion that the appointments of signing authority for the Evergreen Regional Waste Management Services Commission will be with the following positions:

Maxine Fodness, Chairman or Dan Gawalko, Vice-Chairman  
and Paul Poulin, Manager or Ashley Cozzens, Secretary.

**CARRIED**

**5. APPOINTMENT OF AUDITOR**

Terry Makowichuk moved that the Commission reappoint JMD Group LLP as auditors for the 2021 audit.

**CARRIED**

**6. APPOINTMENT OF LEGAL ADVISOR**

Dan Gawalko made a motion to have Reynolds Mirth Richards and Farmer, Brownlee LLP & Trevor Lee as our legal advisors.

**CARRIED**

**7. BOARD REMUNERATION & EXPENSES**

Terry Makowichuk made a motion to remain at the \$150 rate per regular and special meeting and follow the CRA guidelines for the 2022 year regarding mileage.

**CARRIED**

**8. ADJOURNMENT:**

Maxine Fodness made a motion to adjourn at 10:52 a.m.

**CARRIED**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Commission Chairman**

**EVERGREEN REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION**

**Minutes of Regular Meeting**

**County of St. Paul Office  
Wednesday, December 8, 2021  
10:00 a.m.**

Members Present:

Maxine Fodness- Chairman  
Dan Gawalko  
Nathan Taylor  
Richard Warren- Virtually  
Terry Makowichuk- Virtually  
Tim Smereka- Virtually  
Leroy Kunyk- Virtually

Alternates Present:

Ron Boisvert- Virtually  
Evelynne Kobes- Virtually

Paul Poulin- Manager Evergreen Landfill  
Ashley Cozzens- Recording Secretary  
Sheila Kitz- County of St. Paul  
Tim Mahdiuk- County of St. Paul - Virtually  
Dave Franchuk- Smoky Lake County

**1. CALL TO ORDER**

Maxine Fodness called the meeting to order at 10:53 a.m.

**a. Additions to Agenda**

Move 3.e. Status of Appeal to In Camera  
Add 7.b. AB Care  
Add 7. c. Kehewin Cree Nation  
Add 7.d. Cascade Recycling  
Add 7.e. Frog Lake First Nation

Tim Smereka made a motion to accept the agenda with the one change and four additions.

**CARRIED**

2. **MINUTES OF OCTOBER 13, 2021 REGULAR MEETING**

Dan Gawalko made a motion to adopt the minutes of the October 13, 2021 Regular Meeting as presented.

**CARRIED**

3. **BUSINESS ARISING FROM MINUTES**

a. **Summation Statements for Incoming Governance**

Summation reports from Steve Upham (previous Chairman) and Kristina Small (consultant Omni McCann Geoscience) reviewing what has happened at Evergreen the last few years.

Terry Makowichuk made a motion to submit the summation statements from the former Chairman and Omni McCann Geoscience to our annual reports.

**CARRIED**

b. **Previous Chair Consulting**

Discussion on what compensation to give the former Chairman regarding the ongoing appeal process.

Terry Makowichuk made a motion to reimburse the previous Chairman's expenses regarding the appeal of our approval as per our Board Remuneration and Expense Reimbursement Schedule until the appeal process has been rectified.

**CARRIED**

c. **RMA Insurance**

Contacted RMA Insurance in October:

Questions asked:

- if our premiums would continue to rise- *each year varies depending on the market, premium will continue to go up*
- if we are over insured as a Class II non-hazardous landfill- *They do not believe we are over insured*
- if we are over insured with regards to our Environmental Liability Insurance- *We are insured properly according to our usage and application*

- if there are premium reductions if we have never had a claim -*There are no reductions if there have been no claims*

Other landfills were contacted to see what insurance premiums they had to compare.

Richard Warren made a motion to defer the RMA Insurance discussion to the next board meeting with more information.

**CARRIED**

**d. Airspace Remaining**

A Survey of the existing waste surface in the MSW cells was completed on September 20, 2021. The remaining airspace could last the next 9 years (to September 2030). Construction of new cells may be required in 2029.

A survey of the existing waste surface in the Inert Waste cells was completed on October 22, 2021. The remaining air space in Cell 8 could last for 1.5 years (to March 2023). Construction of new cells may be required in 2022.

Terry Makowichuk made a motion to file the airspace remaining discussion as information.

**CARRIED**

**4. CLOSED MEETING SESSION**

Richard Warren made a motion to go into closed session for legal at 11:07 a.m.

**CARRIED**

Nathan Taylor made a motion to return to the regular meeting at 11:43 a.m.

**CARRIED**

Nathan Taylor made a motion to schedule an annual performance review and industry standard wages review for Paul Poulin at each September Meeting.

**CARRIED**

Terry Makowichuk made a motion to sign a three year leachate disposal contract with CNRL.

**CARRIED**

5. **FINANCIALS**

a. **Treasurer's Report**

Ashley Cozzens presented the Treasurer's Report to November 30, 2021.

Terry Makowichuk made a motion to accept the treasurer's report as presented.

**CARRIED**

b. **2022 Budget**

2022 budget was presented:

- Tipping rates:
  - \$85 per tonne MSW for Commission Private haulers
  - \$55 per tonne transfer station

Upfront fees for Commission Members:

- The budget is based on the Commission Members bringing in \$495,800 based on a tipping rate at \$85 per tonne.
- Contribute \$265,000 upfront in a formula based on a 50/50 split of equalized assessment and population.
- The rest of the year the tipping rate for the Commission Members would be \$40 per tonne

Nathan Taylor made a motion to accept the 2022 budget as presented.

**CARRIED**

6. **NEW BUSINESS**

a. **Regional Site Report**

Paul presented the site report for the Evergreen Landfill November 2021:

- Mike Gill: Landfill Operator Basics Course was taken
- Ashley Cozzens: Leachate Management Course was taken
- Still using clay for cover
- First Aid Course for Ashley and Paul will be taken in January
- Equipment running good

Terry Makowichuk made a motion to accept the Regional Site Report as information.

**CARRIED**

**b. Saddle Lake Cree Nation Site Visit**

November 9 Paul visited the Saddle Lake Landfill.

Ken Large asked if we could write up a proposal to accept the surface refuses waste that Saddle Lake has to move.

Proposal:

- Rate for MSW and inert waste
- Approx. tonne of waste to move
- Distance from one site to the other
- items that may need to be segregated from the loads that are brought (equipment charge)

Richard Warren made a motion to file the Saddle Lake Cree Nation site visit discussion as information.

**CARRIED**

**c. Leachate Trucking Contracts**

Our current leachate trucking contract ends February 2022; will need to put tenders out next year for trucking.

Richard Warren made a motion to put the leachate hauling contract out to tender in January 2022.

**CARRIED**

**d. Alberta Film Library**

Linda Sallstrom, who is the Economic Development Officer for our regional, came to the landfill for a site visit with a location scout to take photos of the landfill.

These photos would be put on the Alberta Film's Locations Library to be seen by professionals in film/television looking at locations to shoot.

The photo release and terms of use agreements would have to be signed before allowing the photos to be put on the library.

Nathan Taylor made a motion to approve that Management sign the consent form from the Alberta Film Library to use the photos taken at the landfill.

**CARRIED**



**e. Rapid Gaz**

Rapid Gaz is a company that collects and pays for propane bottles to recondition. They pay \$5 per 20 pound bottle and \$2 per 30 to 100 pound bottles.

Terry Makowichuk made a motion to have Rapid Gaz come in and take the propane tanks from the Evergreen Regional Site.

**CARRIED**

**f. Mulch Co.**

Mulch Co is a company that has a portable shredder that can shredder garbage down to a ratio of 3:1. No prices per hour were given.

Dan Gawalko made a motion to file the Mulch Co. discussion as information.

**CARRIED**

**7. OTHER BUSINESS/CORRESPONDENCE**

**a. Brownlee Law- Commission Board Orientation Sessions**

Brownlee is offering Commission/Board of Directors Orientation training courses.

Nathan Taylor made a motion to have Paul explore fees and details from Brownlee Law and Reynolds, Mirth, Richard and Farmer regarding orientation trainings courses.

**CARRIED**

**b. AB CARE**

AB Care general meeting will be Friday, January 14, 2022

-Face to face meeting

-ARMA (Alberta Recycling Management Authority) will be attending with their new staff

-ARMA acts on behalf of the province to oversee end-of-life processing of tires, electronics, paints and used oil.

Nathan Taylor made a motion to approve Paul Poulin to attend the AB Care General Meeting at the Leduc Golf and County Club January 14, 2022.

**CARRIED**

**c. Kehewin Cree Nation**

An agreement for Kehewin to haul their MSW to Evergreen should be signed soon.

**d. Cascade Recycling**

Cascade Recycling in Edmonton is where we send our cardboard to be recycled. Regarding market conditions, things have taken a bit of a turn recently due to the flooding in B.C transportation routes. They are currently storing materials and there is a temporary drop in market pricing. Most clients will have to hold their product.

**e. Frog Lake First Nation**

- Site visit at the Frog Lake transfer station:
- Was invited to discuss the waste types such as MSW, Industrial, Agricultural, and Hazardous
  - They are looking for the proper equipment to fill the roll off bins to maximize their loads
  - Discussed waste reduction

**8. NEXT MEETING**

Nathan Taylor made a motion to schedule all regular meetings for the third Thursday of each month

**CARRIED**

The next regular meeting is to be scheduled for Thursday, January 20, 2022 at 10:00 a.m. County of St. Paul Office.

**9. ADJOURNMENT**

Maxine Fodness adjourned the meeting at 1:01 p.m.

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Date

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Commission Chairman

**EVERGREEN REGIONAL WASTE  
MANAGEMENT SERVICES COMMISSION**

**Minutes of Regular Meeting**

**County of St. Paul Office  
Wednesday, December 8, 2021  
10:00 a.m.**

Members Present:

Maxine Fodness- Chairman  
Dan Gawalko  
Nathan Taylor  
Richard Warren- Virtually  
Terry Makowichuk- Virtually  
Tim Smereka- Virtually  
Leroy Kunyk- Virtually

Alternates Present:

Ron Boisvert- Virtually  
Evelynne Kobes- Virtually

Paul Poulin- Manager Evergreen Landfill  
Ashley Cozzens- Recording Secretary  
Sheila Kitz- County of St. Paul  
Tim Mahdiuk- County of St. Paul - Virtually  
Dave Franchuk- Smoky Lake County

**1. CALL TO ORDER**

Maxine Fodness called the meeting to order at 10:53 a.m.

**a. Additions to Agenda**

Move 3.e. Status of Appeal to In Camera  
Add 7.b. AB Care  
Add 7. c. Kehewin Cree Nation  
Add 7.d. Cascade Recycling  
Add 7.e. Frog Lake First Nation

Tim Smereka made a motion to accept the agenda with the one change and four additions.

**CARRIED**

- if there are premium reductions if we have never had a claim -*There are no reductions if there have been no claims*

Other landfills were contacted to see what insurance premiums they had to compare.

Richard Warren made a motion to defer the RMA Insurance discussion to the next board meeting with more information.

**CARRIED**

**d. Airspace Remaining**

A Survey of the existing waste surface in the MSW cells was completed on September 20, 2021. The remaining airspace could last the next 9 years (to September 2030). Construction of new cells may be required in 2029.

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Terry Makowichuk made a motion to file the airspace remaining discussion as information.

**CARRIED**

**4. CLOSED MEETING SESSION**

Richard Warren made a motion to go into closed session for legal at 11:07 a.m.

**CARRIED**

Nathan Taylor made a motion to return to the regular meeting at 11:43 a.m.

**CARRIED**

Nathan Taylor made a motion to schedule an annual performance review and industry standard wages review for Paul Poulin at each September Meeting.

**CARRIED**

Terry Makowichuk made a motion to sign a three year leachate disposal contract with CNRL.

**CARRIED**

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Proposal:

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Richard Warren made a motion to file the Saddle Lake Cree Nation site visit discussion as information.

**CARRIED**

**c. Leachate Trucking Contracts**

Our current leachate trucking contract ends February 2022; will need to put tenders out next year for trucking.

Richard Warren made a motion to put the leachate hauling contract out to tender in January 2022.

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**CARRIED**

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**CARRIED**

The next regular meeting is to be scheduled for Thursday, January 20, 2022 at 10:00 a.m. County of St. Paul Office.

**9. ADJOURNMENT**

Maxine Fodness adjourned the meeting at 1:01 p.m.

---

**Date**

---

**Commission Chairman**

**Dave Franchuk**

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**From:** SWANA Northern Lights Chapter <info@swananorthernlights.org>  
**Sent:** December 10, 2021 12:24 PM  
**To:** Dave Franchuk  
**Subject:** 2022 SWANA Canadian Symposium - Registration is Open!

**Registration is now open!**

The Northern Lights Chapter is very excited to be hosting the 2022 SWANA Canadian Symposium at the Fairmont Banff Springs in Banff, Alberta. This is where municipalities, industry, suppliers, and consultants from across Canada and the US come together to share experiences, new ideas and meet (in person!) with colleagues and network.

**When: April 4 – 7, 2022**

**Where: Fairmont Banff Springs Hotel & Conference Centre**

Registration for delegates as well as exhibitors is now open, and you can make your hotel reservations as well. Visit

<https://swananorthernlights.org/conference/2022-conference/> for more details and to register.

**COVID-19 health restrictions:** This event, as well as the venue, is following

the Restrictions Exemption Program (REP) and proof of vaccination is required. The Fairmont Banff Springs Hotel follows current AHS rules and is checking all guests for vaccination proof upon entry to the meeting space on a daily basis. Wearing masks while moving around is mandatory in all locations, except when seated for dinner or standing at high cocktail tables to eat and drink.

We are looking forward to seeing you all in Banff!



**SWANA**  
**Northern Lights Chapter**  
[swananorthernlights.org](http://swananorthernlights.org)

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**Our mailing address is:**

SWANA - Northern Lights Chapter  
PO Box 3317  
Sherwood Park, AB T8E 1A1  
Canada

[Add us to your address book](#)



6.1

Dave Franchuk

**From:** Cleanfarms <crawfordc@cleanfarms.ca>  
**Sent:** January 27, 2022 10:34 AM  
**To:** Dave Franchuk  
**Subject:** Changes to Pesticide & Fertilizer Container Collection Program



## Changes to Pesticide & Fertilizer Container Collection Program

**Date:** January 27th, 2022  
**To:** Alberta Municipal Container Collection Sites  
**Subject:** Changes to Pesticide & Fertilizer Container Collection Program

Cleanfarms operates the collection program for <23L pesticide and fertilizer containers on behalf of Canada's leading developers, manufacturers, distributors and retailers of pest control products and fertilizers. Together, these companies support good stewardship in and away from the field.

Since the founding of the container management program (CMP) in 1989, Alberta municipalities have served as collection sites for pesticide & fertilizer containers. They have played an integral role in the success of this program. From our team to yours, thank you very much for your role in ensuring these containers were recycled responsibly.

Pesticide & fertilizer containers are collected at agricultural retail (ag-retail) locations in all Canadian provinces, except Alberta and Manitoba, where they are collected at municipal waste transfer stations and landfills. In August 2021, Alberta's Agricultural Service Board (ASB) passed a resolution (Resolution 2-21) to work with Alberta Environment and Parks (AEP) and Cleanfarms to shift the responsibility of collecting <23L containers from Alberta municipalities to ag-retail locations in the province.

Following the ASB Resolution, Cleanfarms staff brought a recommendation to Cleanfarms' Board of Directors to standardize the <23L pesticide and fertilizer container collection program across Canada by transitioning the collection to ag-retailers in Alberta and Manitoba. This recommendation was based on careful consideration of the additional benefits of a return-to-retail model, such as higher collection rates of containers, higher rates of rinsing containers, lower incidences of old chemicals being dropped off along with the empty containers, and harmonized logistics and communications across the Prairie Provinces. In

September 2021, Cleanfarms' Board of Directors approved the recommendation to fully transition small container collections from municipal locations to ag-retail locations by the end of 2024.

Cleanfarms will use a phased approach to ensure that municipalities, ag-retailers, and growers have adequate time to adjust to the transition and ensure that all participating locations receive good service from collections contractors. The key to success for the transition will be effective engagement with the impacted sites and strategically managing workflow through careful and deliberate site selection in each phase of the process.

#### **What this means for municipal container collection site partners:**

- Over the next three years (2022 through 2024), the collection of <23L containers will transition from a municipal collection model to an ag-retail collection model.
- In Spring 2022, ag-retail locations will have the opportunity to collect <23L containers (in addition to collections offered by municipal collection sites).
- There will be blended collection logistics for the duration of the transition period. Under this hybrid ag-retail and municipal model, Cleanfarms will pick up from both ag-retailers and municipalities.
- The closure dates of municipal collection sites between 2022 and 2024 are based on annual collection volumes:
  - Zero volume sites (0 lbs/ year) - Zero volume sites will close before Spring 2022.
  - Lowest volume sites (1 to 5,000 lbs/ year) – Lowest volume sites will close by December 31<sup>st</sup>, 2022.
  - Municipal sites in remote/low volume regions – All sites in the lowest volume regions will close by December 31<sup>st</sup>, 2022.
- Cleanfarms will be reaching out to all municipal sites for individual guidance through the transition.
- By December 31<sup>st</sup>, 2024, all <23L containers will be collected at ag-retail locations. Upon closure of the municipal site, Cleanfarms will work with municipal locations to ensure that all containers are removed within a reasonable timeframe.
- **Municipal collection sites that wish to cease collection of containers before the end of the transition period are encouraged to contact Cleanfarms directly to ensure that alternative recycling opportunities are available for their ratepayers.**

- Communications materials (such as outdoor signage, posters, and brochures) will be provided to sites as applicable.

Site-specific collection volumes and **estimated** closure timelines are available [here](#).

### **Moving Forward**

Cleanfarms will be reaching out to every municipal collection site individually over the next few months to discuss the transition and answer any questions/comments that you may have.

In closing, thank you very much for your commitment to helping us deliver valuable stewardship programs to Canadian farmers.

If you have any questions/concerns, please contact [Cori Crawford](#) for more information.

Sincerely,

Shane Hedderson, Cleanfarms  
Director, Western Canada

Cleanfarms / AgriRÉCUP | Lethbridge, AB | Moose Jaw, SK | Saint-Bruno, QC and/et, 400-10 Four Seasons Place, Etobicoke, ON M9B 6H7 Canada

[Unsubscribe dfranchuk@smokylakecounty.ab.ca](mailto:dfranchuk@smokylakecounty.ab.ca)

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Sent by [crawfordc@cleanfarms.ca](mailto:crawfordc@cleanfarms.ca)

6.2

# AEP WATERWORKS

## INSPECTION REPORT

Submitted

Health Risk: **PASS**  
 Operational Risk: **PASS**  
 Administrative Risk: **PASS**

Waterworks System Name: Warspite Waterworks Approval Registration#: 00311325  
 Approval Holder: Smoky Lake County Approval Expiry Date:   
 Plant Classification (Type): Distribution System  Plant Classification (Level): N/A  Small System   
 (Water Treatment) (Water Distribution)

### FACILITY

Address: Street: 5009 - 49 Street  
 Town: Warspite Province: AB Postal Code: T0A3N1  
 Facility Contact Number: 780 - 656 - 3730 Facility Emergency Contact Number: 780 - 650 - 1800  
 Facility Location GPS: Latitude: (e.g. 51.1235) Longitude: (e.g. -114.2168)  
 Diversion Location GPS: Latitude: (e.g. 51.1235) Longitude: (e.g. -114.2168)

Water Diversion Licence No: Municipal/Industrial Facility:  Municipal  Highway 28/63 Regional Line  
 Daily Peak Flows (m3): Population served: 118 Number of Connections: 49  
 Renewal Application Submitted(yes/no): Yes  No  Daily Average Flows (m3):

### OPERATOR AND INSPECTOR

Operator's Certification Level: (Interviewed only)  
 Operator's Name: Dave Franchuk Select Water Treatment Certification Level: WT Level 2  Select Water Distribution Certification Level: WD Level 2   
 Inspector's Name: Lisa.Vanpopta  Inspector's District: RDNSR-Edmonton  Inspection Number: January 2022  
 Date and Time of Inspection: 2022-01-18 1:00 PM Date of previous Inspection: 2018-02-21

### GENERAL CONDITIONS

A. Are there any Short-Term Approval Conditions? Yes  No  (If Yes, answer B & C)  
 B. What are the Short Term Approval Condition required due dates? Lead management plan  
 C. Have these Short Term Approval Conditions been achieved? Yes  
 D. Have there been any changes to the waterworks system since the last AEP inspection? No

### INSPECTION SUMMARY COMMENTS



Health Risk Assessment Questions		
1	Are chlorine/ozone residual and contact time (CT) ratio requirements met entering the distribution system at the point where CT is calculated? This question applies to all waterworks facilities that have chlorine/ozone residual and contact time limits (for either Giardia and/or viruses) specified in their Approval or Code of Practice (COP) Registration.	<input checked="" type="radio"/> N/A
		<input type="radio"/> 1. Unreported failure to achieve Approval/COP limit.
		<input type="radio"/> 2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/> 3. Meets Approval/COP limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input type="radio"/> 4. Meets best practice with chlorine residuals between 0.2-2.00 mg/L at the point that CT's were achieved and all CT Disinfection ratios were greater than 1.0.
Comments: Not applicable		
2	Are treated water turbidity (prior to entering clearwell reservoir) limits met?	<input checked="" type="radio"/> N/A
		<input type="radio"/> 1. Unreported failure to achieve approval limit.
		<input type="radio"/> 2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/> 3. Meets approval limits for the monitoring required or if a turbidity contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input type="radio"/> 4. The waterworks system has been upgraded to meet AEP's 2012 Standards and Guidelines for turbidity reduction for each filter (i.e. <0.3 NTU for dual media filtration systems or <0.1 NTU for membrane filtration systems in 99% of the samples) with continuous monitoring and data capture off each filter are in place to verify that treated water turbidity limits were met. The system also has filter to waste capability.
Comments: Not applicable		
3	Are UV disinfection approval requirements met (Typically includes UV reactor flow limits, UV transmittance (%T) limits and UV dose limits)?	<input checked="" type="radio"/> N/A
		<input type="radio"/> 1. Unreported failure to achieve Approval limit.
		<input type="radio"/>

		<input type="radio"/> 2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/> 3. Meets Approval limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input type="radio"/> 4. Meets Approval limits at all times for UV reactor flow, UV dosage, and UV transmittance with alarms and system shutdowns in place to prevent any improperly UV disinfected water from entering the clearwell/distribution system. The approval/registration holder calibrates the UV sensor against a reference sensor on an annual basis (this device will compare the UV sensor dose generated by the reactor to a reference standard).

Comments:

Not applicable

4	Is the operator's certification (includes back-up operators) appropriate for the facility?	<input type="radio"/> N/A
		<input type="radio"/> 1. Operator(s) is under certified with no supervision (or back-up) by an appropriately certified operator.
		<input type="radio"/> 2. Operator(s) is under certified and is working under the remote supervision of an appropriately certified operator(s) but does not meet the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators' Certification Guidelines.
		<input type="radio"/> 3. Attending operator(s) is certified to the level of the facility and meets the requirements of the 'Waterworks Systems Attendance' section of the Water and Wastewater Operators' Certification Guidelines. Back-up operator(s) can be under certified, but working under the direction of a certified operator(s).
		<input checked="" type="radio"/> 4. For each level of certified operator required by the Approval or Code of Practice an equivalent number of certified operators must be available as back up. Note: A conditional certificate can't be used to achieve a rating of four.

Comments:

Dave Franchuk WTII WDII

Terry Bodnar WTII WDII

Lorne Fedirchuk WDI

5	Are Approval/Code of Practice (COP) chlorine residual (secondary disinfection in the distribution system) limits met?	<input type="radio"/> N/A
		<input type="radio"/> 1. Unreported failure to achieve Approval/COP limit.
		<input type="radio"/> 2. Reported failure to achieve Approval/COP limit but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/>

		<input type="radio"/> 3. Meets Approval/COP limits at all times or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input checked="" type="radio"/> 4. Meets best practices (residuals between 0.1 – 2.0 mg/L) at all times.
<p>Comments:</p> <p>September 2021 residuals between 0.43-0.97 mg/L.</p>		
6	<p>Is the monitoring frequency being met for treated water bacteriological sampling in the distribution system as specified by the approval or COP registration, the “Guidelines for Canadian Drinking Water Quality (GCDWQ)” and “Action Protocol for Failed Bacteriological Sampling Results in Drinking Water” (Bac-T protocol)? Notes: - for Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System for a small water system (less than 1500 people and less than 10 km of distribution system), only 1 sample per 500 population per month. - it is not considered additional bacteriological monitoring when bacteriological samples are collected once per week and 5 sample weeks occur in the month.</p>	<input type="radio"/> N/A
		<input type="radio"/> 1. Unreported failure to meet bacteriological monitoring frequency requirement.
		<input type="radio"/> 2. Reported failure to meet required bacteriological monitoring but appropriate follow up actions were not taken by the operator(s) and a drinking water safety concern resulted.
		<input type="radio"/> 3. The bacteriological monitoring conducted in the distribution system consists of evenly spaced, weekly samples collected throughout the distribution system as specified or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input checked="" type="radio"/> 4. In addition to the requirements in 3, additional monthly bacteriological monitoring is conducted in each month of the year in the distribution system, in conjunction with chlorine residual monitoring. Re-samples and samples collected after repairs have been made in the distribution system are not counted for the purposes of additional compliance monitoring.
<p>Comments:</p> <p>Only one required, and usually 4 are taken monthly.</p>		
7	<p>Were emergency situations (such as failure to meet chlorine/ozone residual limits, contact times, ultra violet disinfection limits, membrane log reduction credits, turbidity limits, bacteriological quality requirements, loss of positive pressure, etc.) &amp;nbsp;dealt with as required by the Approval, Code of Practice (COP), or legislation? Definition: an emergency is defined as a situation where one or more of the treatment or disinfection barriers (coagulation, filtration, chlorine, ozone or UV) fail, an exceedance of the treated water quality limits specified in the approval/COP or an issue in the water distribution system that has or may, impact potable water quality (i.e. reservoir contamination, major or uncontrolled loss of pressure or possible contamination of water supply). This includes when a Boil Water Advisory or Water Use Advisory has been issued by Alberta Health Services.</p>	<input type="radio"/> N/A
		<input type="radio"/> 1. Operators did not recognize emergency situations where action was mandated or failed to take the appropriate actions necessary to address emergency situations.
		<input type="radio"/> 2. Some emergency actions taken, but not as required.
		<input type="radio"/> 3. Appropriate emergency actions taken as required, and reported in a complete and timely manner.
		<input checked="" type="radio"/> 4. No emergency actions were necessary during the previous two (or more) years or where emergency actions were required the Drinking Water Safety Plan was reviewed and/or revised to reflect the lessons learned from the emergency incident.
<p>Comments:</p> <p>No emergency situations in previous 2+ years.</p>		

8	<p>Have Approval/Code of Practice (COP) and Potable Water Regulation contraventions for the Health Risk assessment been properly reported? Reportable contraventions from the Health Risk section may include: not meeting monitoring limits or frequency (for chlorine residual, contact time, turbidity, or UV disinfection [flow, transmittance, or dose limits]) prior to entering or within the distribution system; not having required operator certification/attendance; not meeting bacteriological monitoring frequency; and/or not responding to an emergency situation as required.</p>	<input checked="" type="radio"/> N/A <input type="radio"/> 1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported. <input type="radio"/> 2. Contraventions are reported but not as required (i.e. no written report(s) submitted, late reports, incomplete reports, or reports sent to the wrong location). <input type="radio"/> 3. Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) or no health related contravention reports were required during the reporting period <input type="radio"/> 4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.
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Comments:  
 No contraventions to report for the Health Risk Assessment.

8.1	<p>Does treated water meet the GCDWQ parameters based on the sampling required for the facility?</p>	<input type="radio"/> N/A <input type="radio"/> 1. One or more parameters exceed the Maximum Acceptable Concentration (MAC), or required MAC sampling data is incomplete (excludes naturally occurring fluoride up to 2.4 mg/L in which no treatment is provided). <input type="radio"/> 2. All Maximum Acceptable Concentration requirements are met except Trihalomethanes (THMs), Halo Acetic Acids (HAA's), or bromate where required or one of the above parameters were missed. <input type="radio"/> 3. All Maximum Acceptable Concentration requirements are met for the parameters required to be tested or if a MAC exceedance occurs the appropriate remedial actions are taken to deal with the exceedance (these actions would include immediate reporting to AEP/AHS, following the chemical exceedance protocol, completing a review of the waterworks system operations or infrastructure to see if changes can be made to address the MAC exceedance, implementation (if reasonably practical) of changes to waterworks system to address the MAC exceedance or formally bringing the issue to the attention of the water provider to see if actions can be taken to address the MAC exceedance. <input checked="" type="radio"/> 4. All Maximum Acceptable Concentration and Aesthetic Objective (AO) requirements are met. (Note: For a water distribution system to achieve a (4) rating additional sampling is required by the registration holder or the most recent sample results from their treated water supplier are to be obtained and provided to AEP).
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Comments:  
 THMs and lead are below the MAC.

**HEALTH RISK ASSESSMENT:** PASS

**HEALTH RISK ASSESSMENT COMMENTS:**



### Operational Risk Assessment Questions

9	<p>Is the monitoring equipment (portable, bench top, and continuous on-line meters) used to verify compliance properly maintained and calibrated? Has a data validation program been implemented and is it being followed? These components are to be completed by a qualified person(s). Notes: - the data validation portion of this question does not apply to those waterworks systems that do not use continuous monitoring equipment to verify compliance with their Approval or COP Registration. -All continuous monitoring equipment including turbidity/chlorine meter readings, flow rates, volumes, particle counts, UV Intensity/dose and Transmittance readings, etc., must be validated to ensure that the results reflect the actual quality of the water being sampled. Examples of erroneous data results are when air bubbles in the turbidity meter affect the readings or when reduced/increased sample flow through the chlorine residual analyzer or turbidity meter changes the readings. - A data validation program should also include an established protocol to compare continuous analyzer results with those of another representative sample and with tolerance limits established for how far apart the comparison readings shall be. Examples where comparable grab sample results are easily attainable include chlorine residuals, filter turbidity and UV transmittance readings.</p>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>N/A</p> <p>1. Equipment maintenance, calibration or accuracy checks are not being completed.</p> <p>2. Some equipment maintenance, calibration or accuracy checks are being completed but supporting documentation is incomplete.</p> <p>3. Annual equipment maintenance, calibration or accuracy checks (on meters utilized for compliance monitoring) have been completed with supporting documentation available.</p> <p>4. All monitoring equipment reflects best available technology, maintenance, and calibration is done annually by a qualified person(s), and accuracy checks (i.e. using primary or secondary standards) are performed at minimum on a monthly basis, and all supporting documents are available as verification. Definition: a qualified person is an instrumentation technician, a representative of the manufacturer of the instrument(s) or an operator certified to the level of the waterworks.</p>
<p>Comments: Calibrations were complete in May 2021 by HACH.</p>			
10	<p>Were treated water sample(s) taken as required, for all listed parameters at the required frequency and location and analyzed by a lab that is accredited to ISO/IEC 17025 standard for the parameters (accrediting bodies are CALA (Canadian Association for Laboratory Accreditation) or Standards Council of Canada)?</p>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	<p>N/A</p> <p>1. Samples were not taken.</p> <p>2. Samples were taken, but did not meet frequency requirements and/or include all parameters.</p> <p>3. All required samples were taken at the required frequency and analyzed for the required parameters by an appropriately accredited lab. The approval holder reviewed and understood the lab sample results and immediately reported any results which exceed the Maximum Acceptable Concentration values.</p> <p>4. In addition to point 3 all applicable parameters with maximum acceptable concentrations (MAC) and aesthetic objectives (AO) are being trended to show if water quality is changing over time (To show if any of the parameters tested are increasing/decreasing from historical values).</p>
<p>Comments: All treated waters samples are taken as required.</p>			
11		<input checked="" type="radio"/>	<p>N/A</p>

Are waste streams that are being released from the water treatment plant meeting the approval requirements?	<input type="radio"/>	1. All Waste streams being released from the water plant do not meet approval requirements.
	<input type="radio"/>	2. Some waste streams being released from the water plant do not meet the approval requirements.
	<input type="radio"/>	3. All waste streams being released from the water plant meet the approval requirements.
	<input type="radio"/>	4. Waste streams are being recycled/reused in the water plant so that no releases to the environment occur and sanitary sewage is taken to an AEP approved treatment facility

Comments:  
Not applicable

12	Are filter(s) effluent turbidity monitoring (entering clearwell reservoir) requirements met?	<input checked="" type="radio"/>	N/A
		<input type="radio"/>	1. No filter effluent turbidity monitoring
		<input type="radio"/>	2. Common header turbidity (continuous/grab) monitoring.
		<input type="radio"/>	3. Individual filter continuous monitoring or meets approval requirements.
		<input type="radio"/>	4. Individual filter continuous turbidity monitoring with data trending, limit alarms and system shutdowns (before the turbidity exceeds the approval limits). Definition: data trending is the recording of continuous analyzer results in a format that enables the operator to look back over time and see the values produced by an analyzer (at a minimum of 5 minute intervals). This verifies that the data produced by the continuous analyzer is valid.

Comments:  
Not applicable

13	Are treated water chlorine residual monitoring (entering distributon system at the point where CT's have been achieved) Approval/COP requirements met?	<input checked="" type="radio"/>	N/A
		<input type="radio"/>	1. Chlorine residual monitoring not conducted.
		<input type="radio"/>	2. Chlorine residual monitoring conducted, but not with adequate frequency.
		<input type="radio"/>	3. Continuous chlorine residual monitoring conducted or meets approval/COP requirements.
		<input type="radio"/>	

		<p>4. Continuous chlorine residual monitoring is conducted with data trending, limit alarms and operator call outs when limits are not met. Operators are using the lowest chlorine residual (off the continuous analyzer) for the day to calculate their CT disinfection ratio. Definition: data trending is the recording of continuous analyzer results in a format that enables the operator to look back over time and see the values produced by an analyzer (at a minimum of 5 minute intervals). This verifies that the data produced by the continuous analyzer is valid.</p>
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Comments:  
Not applicable

14	<p>Are treated water chlorine residual monitoring (in the distribution system) requirements met?</p>	<p><input type="radio"/> N/A</p> <p><input type="radio"/> 1. Chlorine residual monitoring frequency not met.</p> <p><input type="radio"/> 2. Some distribution system chlorine residual monitoring is conducted, but not at random locations throughout the system.</p> <p><input type="radio"/> 3. Required approval/Code of Practice (COP) distribution system chlorine residual monitoring conducted at random locations throughout the distribution system.</p> <p><input checked="" type="radio"/> 4. Additional daily distribution system chlorine residual monitoring is routinely conducted, with excellent representative coverage of the entire system. Definition: additional daily monitoring means that chlorine residuals are monitored, one or more days, per week than what is required by the approval or COP.</p>
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Comments:  
Residuals are taken with the bacteriological samples, at random locations 3 times per week and a continuous monitor is installed entering the reservoir.

15	<p>Is the approval/registration holder diligent in ensuring that all bacteriological sampling is done properly - as determined by the Bac-T Protocol and the Environmental Public Health Field Manual for Private, Public and Communal Drinking Water Systems in Alberta?</p>	<p><input type="radio"/> N/A</p> <p><input type="radio"/> 1. Bacteriological re-sampling required due to initial sampling error (total coliforms or E. coli present) and operator did not follow the Bac-T Protocol when re-sampling, or poor re-sample techniques were used resulting in additional false positives.</p> <p><input type="radio"/> 2. Bacteriological re-sampling required due to operator sampling error (total coliforms or E. coli present) but operator followed the Bac-T Protocol. There are ongoing issues with sample management and delivery (i.e. no ice packs included, incorrect labelling, courier issues, etc.).</p> <p><input type="radio"/> 3. All bacteriological samples are collected and submitted properly with no repeat samples required as a result of operator sampling errors. If bacteriological re-sampling was required due to the presence of total coliforms or E. coli the operator followed the Bac-T Protocol and no other sample management issues were identified. A Bacteriological Quality Monitoring Plan has been developed as part of the Operations program.</p>
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		<input checked="" type="radio"/> 4. All bacteriological samples are collected and submitted properly with no repeat samples required or samples rejected as a result of sample management issues. The system operator is following the Bacteriological Quality Monitoring Plan as set out in their Operations Program (i.e. where, when and how to sample).
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Comments:  
All bacteriological sampling is completed as required with no repeat samples required.

16	Are treated water fluoride concentration limits and monitoring requirements met?	<input checked="" type="radio"/> N/A
		<input type="radio"/> 1. Fluoride monitoring not conducted and/or unreported Approval/COP (Code of Practice) limit failure occurred.
		<input type="radio"/> 2. Fluoride monitoring conducted, but not with adequate frequency and/or reported Approval/COP limit failure occurred.
		<input type="radio"/> 3. Daily fluoride grab monitoring conducted and limits meet requirements of Approval/COP or if a contravention is reported the incident response resolved the issue so that no drinking water safety concerns resulted.
		<input type="radio"/> 4. In addition to the requirements of (3) above, the Approval/Registration Holder is splitting their samples and submitting (at least on a monthly basis) a fluoride sample to an accredited lab for comparison analysis.

Comments:  
Not applicable

17	Are system water volumes metered?	<input type="radio"/> N/A
		<input type="radio"/> 1. No metering of water volumes.
		<input type="radio"/> 2. Facility influent or effluent water volumes metered.
		<input type="radio"/> 3. Facility influent (from the source) and effluent water volumes metered.
		<input checked="" type="radio"/> 4. Facility influent and effluent water volumes metered, including backwash/filter to waste volumes (or calculate) and a full water distribution system metering program is in place. Water balancing is conducted and a program is in place to address water losses that occur throughout the waterworks system (plan to systematically replace leaking valves, water lines, etc.).

Comments:  
Facility meters in and at every connections, and water balancing occurs.

18	Are the chemicals used at the Water Treatment Plant (includes both direct and indirect additives) listed and used as specified by ANSI (American National Standards Institute)/NSF (National Sanitation Foundation) Standard 60 or IISO/IEC 9000 or ISO (International Standards Organization)/IEC 14001?	<input checked="" type="radio"/> N/A
		<input type="radio"/> 1. Not all of the chemicals used at the facility are listed in the ANSI/NSF Standard and/or the operator is not aware of this requirement.
		<input type="radio"/>

	<p>2. All of the chemicals used at the facility are listed in the ANSI/NSF Standard, but the chemical feed dosage exceeds the dosage specified as the Maximum Use Limit (specified in NSF Standard 60) or the limits set out in a Letter of Authorization (LOA) issued by the Director.</p>
	<p>3. All of the chemicals are specified in the ANSI/NSF Standard and the chemical feed dosages do not exceed the dosage specified as the Maximum Use Limit (MUL) or the Letter of Authorization limits.</p>
	<p>4. In addition to meeting the requirements of (3) above, all chemicals are stored properly with spills immediately cleaned up, secondary containment in place around the chemical storage area and current SDS records are kept on site. Operator(s) is aware of the Maximum Use Limits for all the chemicals added to the water supply.</p>

**Comments:**

No chemicals are added.

19 Have Approval/Code of Practice (COP) and Potable Water Regulation contraventions for the Operational Risk assessment been properly reported? Reportable contraventions from the Operational Risk section may include: incomplete or improper frequency of sampling for all listed parameters required to be analyzed by a third party (accredited) lab; treated water samples do not meet the Guideline for Canadian Drinking Water Quality maximum acceptable concentration limits and were not immediately reported; not meeting fluoride monitoring frequency or limits, and/or water treatment chemicals are not certified (NSF/ISO/as authorized).

- N/A
- 1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.
- 2. Contraventions are reported but not as required (i.e. no written report(s) submitted, late reports, incomplete reports, or reports sent to the wrong location).
- 3. Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) or no contravention reports were required as the facility was operated to meet Approval/COP requirements.
- 4. Addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.

**Comments:**

No contraventions to report for the Operational Risk Assessment.

<b>OPERATIONAL RISK ASSESSMENT:</b>	<b>PASS</b>
<b>OPERATIONAL RISK ASSESSMENT COMMENTS:</b>	

<b>Administrative Risk Assessment Questions</b>	
20	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> N/A</li> <li><input type="radio"/> 1. No scheduled maintenance program (valve exercising, water main flushing, treated water reservoir inspection) for the distribution system and treated water reservoir (s). Backflow preventers or air gaps are not installed on truck fill. No cross connection control program is in place.</li> <li><input type="radio"/></li> </ul>

	<p>Have preventative maintenance measures been established in the distribution system and treated water reservoir(s) to minimize adverse effects to water quality? Preventative maintenance program includes: a protocol that outlines when/how valves are to be exercised (annual exercising is recommended), a protocol for the scouring of water mains by high velocity unidirectional flushing, pigging of water mains or by other means, inspection/cleaning of clearwells/reservoirs, installation/inspection of backflow preventers (AEP Standards require backflow preventers at the entry into the waterworks system or at a truck fill station), a cross connection control program, a protocol for the return to service of a water main that has been repaired or for a newly installed water main.</p>		2. Distribution system and treated water reservoir maintenance program developed but cannot provide evidence it is being carried out and the system has had water main breaks occur each year resulting in a widespread loss of positive pressure and interruption of key water services.
		<input checked="" type="radio"/>	3. Distribution system and treated water reservoir maintenance program in place with evidence supporting that it is being carried out. Cross connection (connections with a wastewater system, a storm water system or another unapproved waterworks system) control inspection program is in place. Return to service protocol in place for new and repaired water mains and evidence it is being followed.
		<input type="radio"/>	4. A full preventative maintenance program is in place that includes the requirements of point 3 as well as the completion of the following: a documented unidirectional flushing program, water valves to isolate water lines for repairs are located and exercised to ensure they are operational, documentation of a water main and valve replacement schedule and future life expectancy is completed. The water distribution system infrastructure has the ability to maintain service to the rest of the community, and minimize disruption to consumers, while repairs are conducted on isolated sections (i.e. looped water lines to allow water to be distributed from multiple directions).

**Comments:**

Each spring a unidirectional flushing and valve exercise program is completed. Reservoir was last inspection in 2014 and is planned again for 2023.

21	<p>For systems whose source is ground water from a well - Are raw water wells being maintained in a sanitary manner? (Examples of actions that support sanitary maintenance of a well include - a well maintenance program is in place, documented regular well maintenance, site inspections, documented protocols/schedules for pump and screen inspection/cleaning)</p>	<input checked="" type="radio"/>	N/A
		<input type="radio"/>	1. Well(s) have never been maintained or inspected.
		<input type="radio"/>	2. Well(s) have no protection measures or maintenance program in place. (protection measure may include: fencing, caplocks installed, well head is accessible for maintenance, well casing vented, casing(s) extend above snowline, water tight caps etc.)
		<input type="radio"/>	3. Well(s) have protection measures in place. (protection measure may include: fencing, caplocks installed, well head is accessible for maintenance, well casing vented, casing(s) extend above snowline, water tight caps etc.)
		<input type="radio"/>	4. Well(s) have protection measures in place and documented preventative maintenance program is in place and being followed.

**Comments:**

Not applicable

22	<p>Do the operators demonstrate awareness of applicable legislation as required in the operators' Code of Conduct (Approval or Registration under the Code of Practice, the Potable Water Regulations (PWR) and AEP Standards and Guidelines (Standards))?</p>	<input type="radio"/>	N/A
		<input type="radio"/>	1. Approval/COP, PWR and Standards not immediately available and operator cannot demonstrate awareness of requirements.
		<input type="radio"/>	2. Approval/COP, PWR and Standards are available, however operator is not aware of the requirements.

	<input type="radio"/> 3. Approval/COP, PWR and Standards documents were available at the time of inspection and the operator is aware and following the requirements.
	<input checked="" type="radio"/> 4. Approval/COP, PWR and Standards were available at the time of inspection and all operators are aware of and following the requirements. All operators have completed a review of the Approval/COP and have signed off on the review.

Comments:  
Operators are aware of and are following all requirements.

23	Were reports (monthly and annual) properly compiled and submitted on time?	<input type="radio"/> N/A
		<input type="radio"/> 1. No reports and no records are available.
		<input type="radio"/> 2. Reports and records retained, but do not include all required information; either the monthly or annual report was incomplete. Required monthly e-reporting not completed.
		<input checked="" type="radio"/> 3. Complete reports were properly and accurately compiled, retained and available or submitted as required. This includes the electronic submission of annual reports to the correct district address as specified by the AEP Report Submission Guidelines and if applicable monthly data is being submitted electronically to the AEP drinking water quality website.
		<input type="radio"/> 4. In addition to all the requirements of (3) above, the annual report includes: a cover page, the name and approval/registration number of the waterworks facility, a list of all the operators currently working (or had worked) at the waterworks in that year, the date the Annual report was submitted to AEP, the date(s) of when the DWSP was updated and the signature of person in charge of the waterworks system.

Comments:  
2020 Annual Report submitted as required with title page, in order to receive a 4 rating please include all requirements listed above.

24	Is the Operations Program completed as per the Approval/Code of Practice	<input type="radio"/> N/A
		<input type="radio"/> 1. The operations program has not been started.
		<input type="radio"/> 2. The operations program has been started but is not complete.
		<input type="radio"/> 3. The operations program is completed and readily available for AEP to review.
		<input checked="" type="radio"/> 4. The operations program is completed, being followed, reviewed annually and signed off by all staff involved in the operation of the waterworks system.

Comments:  
Operations program is completed and signed off .

25	<p>Is the Drinking Water Safety Plan completed as per the Approval/Code of Practice (COP)? Completed means in accordance with the requirements in the Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems; Part 1 Standards for Municipal Waterworks (2012), as amended. It also means that the completed Drinking Water Safety Plan has been presented to and reviewed by the person(s) responsible for the operation of the waterworks system (this could include the CAO, mayor, reeve, council, system owner, condo board, president of the water co-op, etc.)</p>	<p><input type="radio"/> N/A</p> <p><input type="radio"/> 1. The Drinking Water Safety Plan has not been started.</p> <p><input type="radio"/> 2. The Drinking Water Safety Plan has been started but is not complete.</p> <p><input type="radio"/> 3. The Drinking Water Safety Plan has been completed, is updated as required by the authorization, and is readily available for AEP to review.</p> <p><input checked="" type="radio"/> 4. Drinking Water Safety Plan has been completed, reviewed annually, and signed off by all staff involved with the waterworks system. Actions have been taken to address one or more key risks that have been identified (if applicable).</p>
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Comments:

The drinking water safety plan is completed and signed off.

26	<p>For Approvals with upgrading requirements only - Has the approval holder completed the upgrade, or portions of the upgrade, in accordance with the approval, and met the deadlines set out by the approval?</p>	<p><input checked="" type="radio"/> N/A</p> <p><input type="radio"/> 1. Approval holder has not started the upgrade at all.</p> <p><input type="radio"/> 2. Approval holder has started the upgrade but has not completed it and has not received authorization for an extension from AEP.</p> <p><input type="radio"/> 3. Approval holder has completed the upgrade (including commissioning) prior to the deadline set out by the approval, or has not completed the upgrade but has received written authorization for an extension of completion date.</p> <p><input type="radio"/> 4. Approval holder has completed the upgrade, and the upgraded portions are running as part of the plant and has been included in the OP and DWSP.</p>
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Comments:

Not applicable

27	<p>Have Approval/Code of Practice (COP) and Potable Water Regulation contraventions for the Administrative Risk assessment been properly reported? Reportable contraventions from the Administrative Risk section may include: late/missing reports (monthly/annually); a missing/incomplete Operations Program; a missing/incomplete Drinking Water Safety Plan.</p>	<p><input checked="" type="radio"/> N/A</p> <p><input type="radio"/> 1. Have had unreported contraventions, or operator(s) failed to notice when contraventions occurred that should have been reported.</p> <p><input type="radio"/> 2. Contraventions are reported but not as required (i.e. no written report(s) submitted, late reports, incomplete reports, or reports sent to the wrong location).</p> <p><input type="radio"/> 3. Contraventions reported properly with complete and appropriate written follow-up that resulted in the resolution of the issue(s) or no contravention reports were required as the facility was operated to meet Approval/COP requirements.</p> <p><input type="radio"/> 4. In addition to the requirements of point 3 above, contraventions are tracked and reviewed to identify any reoccurring incidents or issues in an effort to minimize or prevent future reoccurrences.</p>
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Comments:



No contraventions to report for the Administrative Risk Assessment.

**ADMINISTRATIVE RISK ASSESSMENT:**

**PASS**

**ADMINISTRATIVE RISK ASSESSMENT COMMENTS:**

Close