

Minutes of the regular meeting of the Council of the Municipal District of Taber held in the Council Chambers of the Administration Building at Taber, Alberta on Monday, January 23, 2017.

Attendance

Those present were:

Brian Brewin	- Reeve
Dwight Tolton	- Deputy Reeve
Merrill Harris	- Division 1 Councillor
Tom Machacek	- Division 2 Councillor
Ben Elfring	- Division 4 Councillor
Bob Wallace	- Division 5 Councillor
Duff Dunsmore	- Division 6 Councillor
Derrick Krizsan	- Municipal Administrator
Bryan Badura	- Director of Corporate Services
Candice Robison	- Recording Secretary
Jeremy Wickson	- Director of Public Works
Jack Dunsmore	- Director of Planning & Infrastructure
Jason Bullock	- Director of Agricultural Services
Brian Peers	- Director of Municipal Lands & Leases
John Sinclair	- Director of Hamlets & Utilities
Nikki Jamison	- Taber Times

Resolution No.      Agenda  
                                 Item #

1.      Call to Order

Reeve Brian Brewin called the meeting to order at 9:03 a.m.

2.      Agenda

Resolution No.      MOVED by Councillor Merrill Harris that the agenda be as accepted with the following  
C-2017-3725      additions:

6A – Accounts for Payment (Batch 20651)  
7B – Brownlee LLP – Emerging Trends  
7C – Letter from Highway 3 Twinning Development Association  
8F – Offer to Purchase – Lot 46, Block 47, Plan 1510055

CARRIED

3.A      Minutes – January 10, 2017

Resolution No.      MOVED by Councillor Tom Machacek that the minutes of the regular meeting of the  
C-2017-3726      Municipal Council held on January 10, 2017 be accepted as presented.  
CARRIED

5.A      CAO Report

Resolution No.      MOVED by Councillor Duff Dunsmore that the report of Derrick Krizsan, CAO, a copy of  
C-2017-3727      which is attached to and forms part of these minutes be accepted.  
CARRIED

5.B      Jeremy Wickson – Director of Public Works

Resolution No.      MOVED by Councillor Duff Dunsmore that the reports of Jeremy Wickson, Director of Public  
C-2017-3728      Works, a copy of which is attached to and forms part of these minutes be accepted.  
CARRIED

5.C      Jack Dunsmore – Director of Planning & Infrastructure

Resolution No.      MOVED by Councillor Duff Dunsmore that the report of Jack Dunsmore, Director of Planning  
C-2017-3729      and Infrastructure, a copy of which is attached to and forms part of these minutes be  
accepted.  
CARRIED

Resolution No.      MOVED by Councillor Tom Machacek to provide a joint letter to the Minister of Alberta  
C-2017-3730      Transportation regarding Highway 864/Highway 3 lighting.  
CARRIED

9.A      Delegation – St. Pat's School

Principle Michelle Nevil, Carlie Firth – Parent Council & Christine Bell – PA Committee were present to discuss and provide a presentation on the St. Pat's school upgrades.

Resolution No.      MOVED by Councillor Bob Wallace to have Councillor Machacek, Councillor Elfring and  
C-2017-3731      Director of Public Works work with St. Pat's School to determine if the MD of Taber may  
participate in site improvements which are not fundable by Alberta Education and which will  
enhance the project for the community's benefit.  
CARRIED

5.D      John Sinclair – Director of Hamlets & Utilities

Resolution No.      MOVED by Councillor Duff Dunsmore that the report of John Sinclair, Director of Hamlets &  
C-2017-3732      Utilities, a copy of which is attached to and forms part of these minutes be accepted.  
CARRIED

- 5.E Jason Bullock – Director of Agricultural Services
- Resolution No. C-2017-3733  
 MOVED by Councillor Duff Dunsmore that the report of Jason Bullock, Director of Agricultural Services, a copy of which is attached to and forms part of these minutes be accepted.  
 CARRIED
- 5.F Brian Peers – Director of Municipal Lands and Leases
- Resolution No. C-2017-3734  
 MOVED by Councillor Duff Dunsmore that the report of Brian Peers, Director of Municipal Lands and Leases, a copy of which is attached to and forms part of these minutes be accepted.  
 CARRIED
- Resolution No. C-2017-3735  
 MOVED by Councillor Dwight Tolton to write a letter to the new Municipal Affairs Minister Shaye Anderson congratulating him on his appointment.  
 CARRIED
- 6.A Finance – Accounts for Payment
- Resolution No. C-2017-3736  
 MOVED by Councillor Ben Elfring that the accounts Batch 20544, 20560, 20579, 20583, 20585, 20594, 20595, 20596, 20597, 20598, 20620, 20651 a copy of which is attached to and forms part of these minutes, be accepted as printed.  
 CARRIED
- 6.B Finance – Bank Reconciliation
- Resolution No. C-2017-3737  
 MOVED by Councillor Merrill Harris that the Bank Reconciliation ending November 2016 be accepted as printed.  
 CARRIED
- 6.C Finance – Operating Financial Statement – November & December 2016
- Resolution No. C-2017-3738  
 MOVED by Councillor Bob Wallace that the Operating Financial Statement ending November 2016 be accepted for information.  
 CARRIED
- Resolution No. C-2017-3739  
 MOVED by Councillor Bob Wallace that the Operating Financial Statement ending December 2016 be accepted for information.  
 CARRIED
- 6.D Finance – Capital Transaction Report – November & December 2016
- Resolution No. C-2017-3740  
 MOVED by Councillor Duff Dunsmore that the Capital Transaction Report ending November 2016 be accepted for information.  
 CARRIED
- Resolution No. C-2017-3741  
 MOVED by Councillor Duff Dunsmore that the Capital Transaction Report ending December 2016 be accepted for information.  
 CARRIED
- 7.A Correspondence – FCSS Invitation – All Councils Meeting
- Resolution No. C-2017-3742  
 MOVED by Councillor Merrill Harris to RSVP for Councillors Elfring, Machacek, Wallace and Harris to attend the FCSS All Councils meeting.  
 CARRIED
- 7.B Correspondence – Brownlee LLP – Emerging Trends
- Resolution No. C-2017-3743  
 MOVED by Councillor Bob Wallace to send Reeve Brewin, Councillor Wallace and Councillor Elfring to the February 9 Brownlee LLP – Emerging Trends conference.  
 CARRIED
- 7.C Correspondence – Letter from Highway 3 Twinning Development Association
- Resolution No. C-2017-3744  
 MOVED by Councillor Merrill Harris to accept the letter from Highway 3 Twinning Development Association correspondence for information.  
 CARRIED
- 8.A Other Business – AFRRACS Access Agreement
- Resolution No. C-2017-3745  
 MOVED by Councillor Bob Wallace to approve and execute the Alberta First Responder Radio Communication System (AFRRACS) Access Agreement.  
 CARRIED
- 8.B Other Business – STIP Application
- Resolution No. C-2017-3746  
 MOVED by Councillor Ben Elfring to submit applications to the Strategic Transportation Infrastructure Program as outlined in the agenda for BF 80180, BF 80118, BF 80155, BF 79921, BF 80259, BF 80044 & BF 80177.  
 CARRIED

- 8.C Other Business – Vauxhall Regional Fire Department Chief Report  
 Resolution No. C-2017-3747  
 MOVED by Councillor Ben Elfring to accept the Vauxhall Regional Fire Department Chief Report for information.  
 CARRIED
- 8.D Other Business – Taber Emergency Services Monthly Report – November & December  
 Resolution No. C-2017-3748  
 MOVED by Councillor Dwight Tolton to accept the Taber Emergency Services November & December reports for information.  
 CARRIED
- 8.E Other Business – Grader Surplus Disposal Options  
 Resolution No. C-2017-3749  
 MOVED by Councillor Ben Elfring to place 1 grader in the Lethbridge Ritchie Bros. sale and two graders for sale by tender locally and then reevaluate following the closure of tenders the 2 graders may be offered for sale by auction at a future CPA or Ritchie Bros. sale.  
 CARRIED
- 8.F Other Business – Offer to Purchase – Lot 46, Block 47, Plan 1510055 in Grassy Lake  
 Resolution No. C-2017-3750  
 MOVED by Councillor Merrill Harris that Lot 46, Block 47, Plan 1510055 in Grassy Lake be sold to Jacob Wiebe & Anna Wiebe subject to approval of a Development Permit Application, entering into a Lot Sales Agreement, entering into a Utility Account, closure within 60 days and payment of the purchase price.  
 CARRIED
- Closed Session  
 Resolution No. C-2017-3751  
 MOVED by Councillor Dwight Tolton to adopt the Critical Illness Caregiver Leave Policy and add the policy once fully vetted complete to the municipal employee handbook.  
 CARRIED
- Adjourn for Lunch  
 The meeting adjourned for lunch at 12:17 p.m.
- Reconvene  
 The meeting reconvened at 1:03 p.m.
- 9.B Delegation – OWC  
 Shannon Frank from OWC was present to provide an update on OWC programs including the Voices of the Oldman Sessions and Southern Alberta Water Charter.  
 Resolution No. C-2017-3752  
 MOVED by Councillor Ben Elfring to sign the Southern Alberta Water Charter 2017 with the Oldman river boat launch as the project to be outlined as the new project/new program in 2017.  
 CARRIED
12. Adjourn  
 Resolution No. C-2017-3753  
 MOVED by Councillor Ben Elfring that the meeting adjourn at 2:30 p.m.  
 CARRIED

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Reeve

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Municipal Administrator

# Report for Council

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## CAO Report – January 23, 2017

### December 13, 2016 Council Meeting Business

- joint municipal emergency management bylaw and the agreement forwarded to Vauxhall for their consideration
- contacted the MD of Willow Creek to request that they make a presentation at the foothills little bow association on the Biodiversity framework policy of the province of Alberta
- letter to the Town of Taber indicating that the council encourages an intermunicipal development meeting to discuss the NW area structure plan indicating that the municipal council has concerns regarding additional intersections being connected to secondary highway 864 as this highway carries considerable traffic to the nw part of the MD. Additionally the MD requests that a meeting of the trail committee be called to consider walking trail plans.
- pursuant to council resolution the MD took title under the provisions of the tax recovery provisions of the MGA to the two parcels in Hays: Roll number 444000745 and Roll number 4444000746
- amended the 2017 interim budget as directed by the municipal finance committee
- letter to Minister Carlier – Minister of Alberta Agriculture and Forestry

### January 10, 2017 Council Meeting Business

- amended bylaw 1888 and executed
- signed bylaw 1901
- added the "Vauxhall Ag Society" to the annual recreation grant list by adding a \$1500 annual grant for this organization
- remitted 2017 FCM membership fee of \$1413.45
- provided written presentation for the Alberta Electoral Boundaries commission for January 25
- sent 'collection of property taxes for linear property and machinery and equipment' letter
- Received legal advice pertaining to appealing the linear property and machinery and equipment assessment to the MGB – presentation at foothills little bow meeting – collection of property taxes for linear property and machinery and equipment
- council has passed a resolution to remove Cranford community recreation society as an additional named inured at the society's request as they are no longer active.
- executed AHS agreement (Vauxhall EMS coordinator position) and returned
- acquired tickets for the Taber and District Chamber of Commerce banquet
- set up a delegation for St. Pats school to council to discuss their school project
- provided a submission to the Alberta's economic future for value-added production, small business opportunities and local food production and promotion
- scheduled HALO for a cheque presentation at the February 14 council meeting
- regional drainage committee meeting January 30 at 1:30 p.m.
- Feb 3 regional fire service service award and qualification award night and Feb 11 Vauxhall Regional fire service lobsterfest
- distributed fire operations bylaw to fire chiefs and staff
- added to the BRID land issue to the next agenda of the VDRWSC
- developed a sales agreement with lot purchaser in Grassy Lake
- contacted Jacob and Anna Wiebe and indicate to them that the MD would sell a lot in Grassy Lake for \$58,000 however the lot indicated has been spoken for. The MD would entertain selling another residential lot for this amount.

### Staffing as of December 31, 2016

A total of 57 full time 1 – Mat leave, 22 seasonal and 6 contractors , 1 RCMP contractor  
12 District grader operators (9 full time 3 seasonal) 2 full time off on sick leave  
5 Gravel crew (1 full time –4 seasonal)  
4 Crusher crew (1 full time. 3 seasonal) 2 laid off  
13 Construction crew 7 full time –6 seasonal) 2 laid off, 1 off sick  
6 Shop (6 full time)  
3 Oiling Crew (1 full time (2 seasonal) 1 laid off  
8 ASB (5 full time –3 seasonal) 1 laid off  
2 Park (2 contracted )  
12 Hamlet and Utilities and Landfill (9 full time – 3 contracted ) 1 supervisor– 1 hamlet foremen full time –3  
Vauxhall Regional Water Treatment Plant Operator – 3 Highway 3 Regional Water operator 1 – hamlet assistant– 3  
contracted landfill operators ) 1 full time off on sick leave  
2 By law Enforcement (contracted)

# Report for Council

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6 Administration clerical (3 full time , 1 seasonal term – 1 part time 1 – on Mat leave)  
1 Director of Corporate Services  
1 Director of Public Works  
1 Director of Planning and Infrastructure  
1 Director of Municipal Lands and Leases  
1 Administrator  
3 Assessment - 2 Full time 1 part time student  
3 GIS (2 full time – 1 contract)  
4 Special projects (3 full time 1 seasonal)  
1 Regional Fire Chief  
1 Deputy Regional Fire Chief

## Other

- Winter MD newsletter being distributed prior to Christmas
- Coordinated with Regional and Deputy Regional Fire Chiefs on Regional Fire Initiative
- Addressed ongoing legal and regulatory matters pertaining to municipal business
- Reviewing municipal policy and procedures relating to operational matters
- Executing succession plan. Job ads for deputy director hamlets and utilities and development officer / economic development offer placed and resumes being received
- Ongoing review of news and correspondence relating to Modernized Municipal Government Act and Regulations
- Taber shooting foundation meetings
- Vauxhall and District regional water services commission business – next meeting March 30
- Highway 3 Regional Water Services Commission - next meeting February 24
- Municipal Operations and Maintenance Facility contract
- Foothills Little Bow Association business and planning for January 20 meeting
- Development and Economic Development issues
- 2017 Budget
- Management team and staff meetings
- Monthly municipal meetings
- Numerous other projects

# Report for Council

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## Director of Public Works – January 2017

### Construction

- MD Campus Site Preparation Jan.23-May 31
- TWPR 8-4 from RR 17-4 to 17-2 (2 miles) Summer 2017
- TWPR 8-2 from RR 17-4 to 17-2 (2 miles) Summer 2017
- RR 17-2 from TWPR 8-2 to 8-4 (2 miles) Summer 2017
- RR 13-1 from Hwy 3 to TWPR 10-0 (3 miles) Fall 2017
- Clay capping (Division 6 and 7) TBD

### Forecast

- Capital Project Construction Schedule May-November
- Design/survey work for construction projects Ongoing
- Pit reclamation (Barrany and South Hays) TBD

### Projects Crew

- Bridge inspections
- Winter maintenance
- Oldman River - Boat launch Spring 2017
- Victoria and Ottawa Square – base preparation Summer 2017
- Culvert installations – construction projects **Ongoing**
- Culvert maintenance and replacements (inventory list) **Ongoing**
- Gravel Pit testing **Completed**

### Forecast

- Construction projects and culvert maintenance

### Gravel Crew

- Winter maintenance
- Gravel totals for 2016 were in excess of 125,000 yards and over 400 miles
- Gravel staging on MD campus
- 2017 Gravel schedule for March through November **Completed 0 of 400 miles**

### Forecast

- South MD Gravel Haul from Owens Pit (Start date: TBD)
- North MD Gravel Haul Copperfield Pit (Start date: TBD)
- Construction projects

### Maintenance Crew

- Winter bridge maintenance
- Firehall line painting

# Report for Council

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- Spray patching and cold mix patch repairs
- Hwy 3 Service Road – MD Campus      MG30 project      Spring 2017
- Vauxhall airport runway crackfilling

## Forecast

- Cold mix patching, spray patching hard surface roads

## Grader Districts

- Snow maintenance
- Gravel road maintenance
- District gravelling from 2016 schedule

## Crusher Crew

- Winter maintenance on crushing equipment
- Gravel stockpiling, crushing 1 and 1 ½ inch in Barnwell pit starting March, will run till end of May (Production forecast 50,000 tonnes of 1 inch, 10,000 tonnes of ¾ inch, 5,000 tonnes of 5/8 inch)
- Two shift rotation will start in April, will run till end of September
- TOTAL gravel production – 0 tonnes of 1 inch, 0 tonnes of 1 ½ inch, 5,395 tonnes of 5/8 inch, as of end of February production

## Forecast

- Speaker production gravel forecast - 60,000 yards of 1 inch
- Reti production gravel forecast - 50,000 yards of 1 inch, 10,000 yards of 1 ½ inch
- Maintenance logging and production schedule preparation

## Maintenance - Shop

- Major equipment repairs, graders, scrapers, tractors, crusher, etc.
- CVIP inspections ongoing (8 completed in January)
- Hays firehall - all equipment serviced and inspected
- Maintenance, servicing and equipment repairs ongoing

## Manpower

- Supervisor meetings to review operational and capital planning and production schedules
- Equipment operator (5 years with MD) resigned in January

## Capital Purchases

- 2014 CAT D6N LGP dozer delivered beginning of January
- Rotary Mobile Equipment Lifts delivered mid-January
- Trimble Survey equipment delivered mid-January
- Track skid steer to be delivered in March
- John Deere graders to be delivered in March

# Report for Council

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## Other

- 2017 Capital Project schedule preparation – Mapping
- 2017 Gravel Schedule preparation – Mapping and Scheduling
- 2017 equipment correspondence for RFP and RFQ
- Ongoing data collection for roadway sections to determine potential future maintenance projects, preparing survey data for design and evaluation
- Grading and gravelling review for evaluation of ongoing programs



# Report for Council

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## Director of Planning and Infrastructure – Jan. 23, 2017.

- Bridge file applications for funding complete and ready to be sent in to Ab. Transportation under STIP program
- No funding available for Taber Airport under STIP. Program is more for rehabilitation/maintenance than it is for new development
- Had first Inter-municipal meeting with Town of Taber on new plan we are required to do
- Working with MPE along with John and Craig regarding some work at the Bow Island / Highway 3 Regional water plant with regards to work platform project. Request for quotes out now to 9 business's within the Regional Commission area. Closes on Feb. 21<sup>st</sup>
- Starting on water-line from Barnwell to New Campus site. Will work with B. Peers to try get easement through two properties for pipeline routing. Rest of alignment will be in road allowance borrow.
- Engineering started on Intersection improvement required for new site on Highway 3 and Range Road 17-1. Hope to have tender together for awarding in early April
- Engineering started on Hays street pavement overlay project.
- Contractor for new Operations and Maintenance Facility on site starting preparation for footings at this time. Schedule is to try and be installing walls for building by end of March. Are having construction meetings every second Friday.
- Still trying to get meeting scheduled regarding bathroom / shower building for M.D. Park
- Have final South Regional Drainage meeting scheduled for Jan. 30<sup>th</sup>. Engineering all complete now.

# Report for Council

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## Director of Hamlets & Utilities – November 2016

### Enchant

- All Online Monitoring and bench testing equipment was serviced and calibrated.
- Weekly Bacteriological samples have been sent to the provincial lab.
- Hamlet Foreman has been involved with the operation of the Vauxhall Regional Water Plant.
- Attended IT Department training session on mapping.
- Nov. 1<sup>st</sup>, - Sent BRID total volumes of sewage effluent discharged and a copy of lab results from exova.
- Nov. 7<sup>th</sup>, - Turned off services to 116 Farrar Street as per office request.
- Nov. 8<sup>th</sup>, - Power outage Gen Set running from 9:18 until 11:16 am.
- Nov. 10<sup>th</sup>, - Shut off services to 218 Klinger Street as instructed by the office.
- Nov. 12<sup>th</sup>, - Notified property owner @ 108 Pheasant Avenue that there yard hydrant was leaking badly.
- Nov. 21<sup>st</sup>, - Notified power supplier that 2 street lights in the Hamlet needed repairing.
- Nov. 22<sup>nd</sup>, - Found property pins at 111 North Avenue and placed first call in preparation for water & sewer service installations.
- Nov. 30<sup>th</sup>, - Located & marked shutoff valves in preparation for hydrant repairs @ 108 Pheasant Ave.

### Landfill

- Delivery of chafe still an issue.
- NO Other CONCERNS.

### Grassy Lake

- All Online Monitoring and bench testing equipment was serviced and calibrated.
- Weekly Bacteriological samples have been sent to the provincial.
- Garbage collected on the scheduled days.
- Performed monthly & weekly gen set test runs at both sewage lift stations.
- Nov. 1<sup>st</sup>, – Ag. Service department removing concrete and wood from old building on MD property. Ag. Service fueled up both sewage lift station Gen Sets. McNally construction poured concrete curb on 1 St. North
- Nov. 3<sup>rd</sup>, - Repaired main line water valve box in the alley between 2<sup>nd</sup> & 3<sup>rd</sup> St. North.
- Nov. 4<sup>th</sup>, - Cleaned MD maintenance shop.
- Nov. 7<sup>th</sup>, - Hamlet Forman in Calgary writing level 1 Certification exam.
- Nov. 9<sup>th</sup>, - Worked on cleaning out hamlet drainage culverts. Working on operation plans for Gen Sets with Dawson.
- Nov. 14<sup>th</sup>, - Repaired a couple of stop signs that were broken off. Cleaned up broken glass at a few intersections.
- Nov. 15<sup>th</sup>, - Blew leaves off around chain link fencing at ball diamonds. Then cleaned up leaves with lawn mowers.
- Nov. 17<sup>th</sup>, - Completed Gen Set operation plans with Dawson. Repaired damaged retaining rock wire at landfill building site location.
- Nov. 21<sup>st</sup>, - Repaired Chain Link wire fencing at landfill chemical containment site.
- Nov. 24<sup>th</sup>, - Done Right Electric at MD maintenance shop working on overhead heater. (Wiring Issue).
- Nov. 25<sup>th</sup>, - Cleaned water plant and MD shop.

# Report for Council

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- Nov. 28<sup>th</sup>, - Across the Line Electric replaced old outdated VFD controller with new unit.
- Nov. 30<sup>th</sup>, - MPE tech onsite at water plant making some changes to the PLC program in order to have the correct sequencing of High Lift pumps.

## LANDFILL

No Concerns

## Hays

- Serviced and calibrated all online monitoring & bench testing equipment.
- Sent bacteriological samples away to lab for analysis.
- Attended Hamlet Forman meeting.
- Ag. Service picked up Ford tractor, Kubota mower & all weed trimmers. .
- Removed remaining raw water aeration lines, pressure washed lines and took them to Vauxhall WTP.
- Finished hauling dirt and leveling along sidewalk on 3<sup>rd</sup> street.
- Across the line electric replaced cooling fan on VFD controller.
- Attended IT dept. training on mapping systems.
- At Vauxhall Water plant taking some refresher training on system operations.

## Landfill

Boot trucking cleaned tipping station as required.

## Bow Island Water Plant

- Operations staff performed calibration checks on all online and bench testing equipment.
- Weekly Bacteriological samples have been sent to the provincial.
- Nov. 1<sup>st</sup>, - Performed equipment service to both Flocculator drives.
- Nov. 2<sup>nd</sup>, - Site meeting with MPE & MD staff pertaining to potential Daf pre-treatment location.
- Nov. 4<sup>th</sup>, - Completed service maintenance on caustic chemical feed system. Calibrated PH equipment.
- Nov. 8<sup>th</sup>, -Installed new safety signage & worked on various safety procedural documentation.
- Nov. 9<sup>th</sup>, - Meeting with MPE & MD staff pertaining to design of new walkway access areas.
- Nov. 10<sup>th</sup>, - Win-911 malfunction not dialing out on alarms required a system reboot.
- Nov. 15<sup>th</sup>, -Replaced sight glass on Gen Set.
- Nov. 16<sup>th</sup>, - Dawson in Grassy Lake assisting with setting up & developing of Operation plans & SOP's.
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## Vauxhall Regional Water Plant

- Operations staff performed calibration checks on all online and bench testing equipment. Sent away Bacteriological samples to lab.

# Report for Council

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- Nov. 4<sup>th</sup>, - Changed out suction tubing on Coagulant pump & cleaned discharge manifold piping system.
- Nov. 5<sup>th</sup>, - Adjusted chlorine chemical dosage rate to 1.0 from .85 mg/l due to change in the raw water quality and system detention times.
- Nov. 7<sup>th</sup>, - Performed complete system maintenance on the Potassium Permanganate chemical feed pumps, piping, injection points.
- Nov. 8<sup>th</sup>, - Replaced cracked fitting on sodium hypochlorite piping in CHN Skid. Worked on applying epoxy resin to both plastic tanks on Skid C.
- Nov. 9<sup>th</sup>, - Initiated CIP clean on Membrane skid C. Added 4 litres of corrosion inhibitor chemical to boiler water system as per Pad Car's instructions.
- Nov. 10<sup>th</sup>, - Initiated CIP on Skid A.
- Nov. 11<sup>th</sup>, - Initiated CIP on Skid B.
- Nov. 14<sup>th</sup>, - Took a sample of the discharge water from the boiler system for Pad Car. Waiting for test results to determine if any more corrosion inhibitor is required.
- Nov. 15<sup>th</sup>, - Skid C tank leaking shut down & drained tanks.
- Nov. 16<sup>th</sup>, - Added 3 more litres of corrosion inhibitor to boiler system as per instructions from Pad Car.
- Nov. 17<sup>th</sup>, - Applied epoxy resin to Tanks on skid C.
- Nov. 18<sup>th</sup>, - Power supply circuit board on raw water sc1000 analyzer failed ordered new circuit board.
- Nov. 23<sup>rd</sup>, - replaced pump #7(Grundfos) on boiler system. Issues with Vessman boiler control unit, Across the line electric onsite troubleshooting electronics. Added 3 more litres of corrosion inhibitor to boiler water (nitrate levels were still low).
- Nov. 26<sup>th</sup>, - Power outage in Vauxhall plant running on standby generator. MD regional fire department burning grass out back of the raw water reservoirs.
- Nov. 28<sup>th</sup>, - Fortis was contacted to reconnect power to meter vault after power outage occurred. Performed annual maintenance on V10 vr7648A chlorinator unit.

## **Johnsons Addition**

- **Nothing to report at this time.**

# Report for Council

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## Director of Hamlets & Utilities – December 2016

### Enchant

- All Online Monitoring and bench testing equipment was serviced and calibrated.
- Weekly Bacteriological samples have been sent to the provincial lab.
- Hamlet Foreman has been involved with the operation of the Vauxhall Regional Water Plant.
- Dec. 1<sup>st</sup>, - Miller excavating installing water & sewer services to property line @111 North Ave.
- Dec. 7<sup>th</sup>, - Closed main line water valves #10 &15 in order to isolate water line for hydrant repairs
- Dec. 8<sup>th</sup>, - Turned water mainline valve # 10 back on to provide water to privately owned water line.
- Dec. 11<sup>th</sup>, - Working on snow removal in hamlet.
- Dec. 13<sup>th</sup>, - Troubleshooting 2"compound meter at the school, utility clerk thought meter wasn't working. Put various flow rates through the meter and proved that both low & high flow registers were working properly. Did reread of Enchant park meter with R900 reader.
- Dec. 13<sup>th</sup>, -McGill's Industrial sewer working on cleaning out sewer main "E".
- Dec. 20<sup>th</sup>, - Performed snow removal.
- Dec. 24<sup>th</sup>& 25<sup>th</sup>, - Worked on snow removal in Hamlet.
- Dec. 28<sup>th</sup>, - Ag. Service out assisting with snow removal.

### Landfill

- Contractor onsite crushing metal.
- NO Other CONCERNS.

### Grassy Lake

- All Online Monitoring and bench testing equipment was serviced and calibrated.
- Weekly Bacteriological samples have been sent to the provincial.
- Garbage collected on the scheduled days.
- Performed monthly & weekly gen set test runs at both sewage lift stations.
- Dec. 1<sup>st</sup>, – Cleaned water plant and put more mouse poison down at raw water pump house. Assisted with monthly safety inspections.
- Dec. 2<sup>nd</sup>, - Worked on setting up front end plow on tractor for future snow incidents.
- Dec. 5<sup>th</sup>, - Truck at MD shop for service work, Ag service sanding intersection and worked on moving snow in hamlet.
- Dec. 7<sup>th</sup>, - Cleaned CL 17 monitors & calibrated. Turned water off @ 605-2<sup>nd</sup> street south. Flushed all PRV units on water plant header piping.
- Dec. 8<sup>th</sup>, - Assisted Don from Rec Board with replacement of cables & maintenance on community hall floor cleaning unit. Did temporary fix to Bob Cat door so boot trucking could empty tipping station.
- Dec. 12<sup>th</sup>, Worked on snow removal in hamlet & picking up garbage.
- Dec. 13<sup>th</sup>, - Replaced meter at Dew Drop Restaurant unit not working.
- Dec. 14<sup>th</sup>, - Took Bob Cat gen set out to help with starting unit due to cold weather conditions. Helped landfill operator start wood pit on fire.
- Dec. 15<sup>th</sup>, - Attended annual staff safety meeting at Heritage Inn. Continued checking on water meters in the hamlet that were not recording.
- Dec. 16<sup>th</sup>, - Ag. Service out plowing & sanding streets in hamlet. Cleaned water plant and worked on spreadsheet data entries. Helped unload a pallet of grader blades in the MD maintenance shop.

# Report for Council

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- Dec .20<sup>th</sup>, - Helped removal snow plow blade on tractor so repairs could be made. Continued working on water meter checks for office.
- Dec. 21<sup>st</sup>, - Performed locate requests at 726 & 706 -3<sup>rd</sup>, St North.
- Dec. 23<sup>rd</sup>, - Cleaned water plant and performed monthly load test at Sewage Lift stations. Worked on making entries on data spreadsheets.

## LANDFILL

Metal crushing contractor moved into landfill.  
No Concerns

## Hays

- Serviced and calibrated all online monitoring & bench testing equipment.
- Sent bacteriological samples away to lab for analysis.
- Attended annual staff safety meeting at the heritage Inn.
- All furnaces at the fire hall were serviced.
- Trimmed trees & finished hauling dirt around water plant.
- Fortis power out working on street light repairs in hamlet.
- At Vauxhall Water plant taking some refresher training on system operations.
- Hamlet truck taken in for service.
- Attended first aid training course.

## Landfill

Boot trucking cleaned tipping station as required.  
Metals were crushed & baled.

## Bow Island Water Plant

- Operations staff performed calibration checks on all online and bench testing equipment.
- Weekly Bacteriological samples have been sent to the provincial.
- Dec. 1<sup>st</sup>, – Operators attending first aid training.
- Dec. 5<sup>th</sup>, - Director of Hamlets & Utilities at water plant with MPE engineer reviewing proposed service platform.
- Dec. 8<sup>th</sup>, – Ag service out filling up Gen Set systems & added fuel conditioner also.
- Dec. 9<sup>th</sup>, - Checked all heaters in all pipeline chambers, covered & put straw bales on Floc Tank overflow vault.
- Nov. 13<sup>th</sup>, - Cycle radio communication system having issues between Bow Island, Burdett & Grassy lake. Additionally cycled power on the communication system router.
- Nov. 15<sup>th</sup>, - Attended fall safety meeting at the Heritage Inn.
- Dec.21<sup>st</sup>, - Working on flushing moisture out of air lines, John at plant delivered employee packages & reviewing plant operations.
- Dec.22<sup>nd</sup>, - MPE working on trying to resolve intermittent communication fails between the 3 facilities. Installed new check valve on PAC system & added isopropyl alcohol to vacuum system.
- Dec. 31<sup>st</sup>, - Floc tank fill valve actuatorfv302 failed made repairs to unit.

# Report for Council

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## Vauxhall Regional Water Plant

- Operations staff performed calibration checks on all online and bench testing equipment. Sent away Bacteriological samples to lab.
- Dec. 5<sup>th</sup>, - Started sending new approval request for additional Bacteriological samples.
- Dec. 7<sup>th</sup>, - Performed CIP on Membrane Skid "A".
- Dec. 8<sup>th</sup>, - Performed CIP on Membrane Skid "B". Raw water PH probe not working tried cleaning & recalibration with no success, ordered another PH probe. Pete from MPE onsite troubleshooting boilers #'s 2&3 they need new circuit boards, one available in Calgary being picked up today. Down to one boiler for heat in building picked up and installed standby heating unit.
- Dec. 9<sup>th</sup>, - Initiated CIP clean on Membrane skid C. MPE engineer & DMT boiler tech onsite reviewing heating issues. Installed new circuit board on boiler two and completed further investigation of the 3 boilers. DMT tech discovered that the heat exchangers on boiler units 1&2 had holes in them. Shut down 2 units and operating one heating unit only. DMT will deal with Vessman Boilers on warranties and will order in the required parts to bring all units back up to new standard.
- Dec. 12<sup>th</sup>, - Performed monthly Total Organic Carbon lab tests.
- Dec. 13<sup>th</sup>, -Removed goose scare guns from Raw Water Reservoir and put them back in storage.
- Dec. 14<sup>th</sup>, - Ran a series of Jar Tests on the raw water to determine required chemical dosage rates for the Daf operation.
- Dec. 19<sup>th</sup>, - Replaced tubing on Stenner chemical feed pump.
- Dec. 29<sup>th</sup>, - Completed annual inventory count on all plant chemicals for the office.
- Dec. 30<sup>th</sup>, Changed out all supply & drain line tubing on all online analyzers in water plant.

## Johnsons Addition

- **Nothing to report at this time.**

# **Report for Council**

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## **Director of Agricultural Services – Jan. 2017**

### **Hamlet Maintenance**

- Have been out many days removing snow from Enchant, Hays, Grassy Lake and Barnwell
- Also have been out in the country side blowing open roads.
- Keeping the hamlet machinery serviced, repaired and operational through these snow events

### **Landfills**

- Working towards crushing all the concrete at Grassy Lake landfill

### **Miscellaneous**

- Moved some more old cars around for the fire departments.
- Erected sign in front of the new shop building site.



# Report for Council

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## Director of Municipal Lands and Leases – January 2017

### Tax Recovery Land

- Last transfer to take place May-June 2017.
- Letters sent to Alberta Environment and Parks requesting information in regards to Environmentally Sensitive tax recovery lands

### MD Leases

- Section 34-13-17 land sale to close February 10<sup>th</sup>.
- Windiana Farms land sale nearly complete. Requires fund transfer and registration with land Titles
- Recreational Lease renewal for Vauxhall Ag Society riding facility.

### Oil and Gas:

- Ongoing administration of oil and gas surface payments and rentals
- Wolf Coulee now current with all 12 of their lease payments (nothing owing now until September)
- Tuscany has majority of Surface Right Board claims remaining (12 of 18)
- Several new CNRL pipelines agreements signed.
- Interest from City of Medicine Hat Gas Department in drilling well on MD lands

### Gravel:

- Surface Material Lease Annual Operating Reports, Annual Returns and Accrual Reports completed for three MD of Taber crown gravel pits.
- Hays Grazing SML:
  - Survey completed
  - Working with AMEC on Conservation and Reclamation Business Plan
  - Once completed undertake amendment of SML for additional acres

### Airports:

- Airport committee meeting to be held February 1<sup>st</sup>.
- Registration of utility right of way for new Taber Airport lots

# Report for Council

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## **Meetings and Other:**

- Prairie Conservation Forum AGM
- Utility Right of Way agreements for waterline from Barnwell for new Public Works shop
- Grassy Lake Lot Sale agreement
- Letter of Support for Multisar program
- Solar Energy company meetings