

**REGULAR MEETING OF DALMENY TOWN COUNCIL
MONDAY, SEPTEMBER 23, 2019, 7:00 P.M.
DALMENY TOWN OFFICE – TOWN COUNCIL CHAMBERS**

AGENDA:

CALL TO ORDER – 7:00 p.m.

ADOPTION OF AGENDA – additions/deletions

MINUTES OF THE PREVIOUS MEETING

- a. September 9, 2019 Regular Council Meeting

BUSINESS ARISING FROM THE MINUTES:

- a. Saskatchewan Municipal Board – Formal Approval of Bylaw 14-2019

ACCOUNTS FOR APPROVAL

- a. Approval of Current Accounts
- b. Approval of Payroll

FINANCIALS

- a.

CORRESPONDENCE

- a. Release of Wastewater Systems Effluent Regulations Data on Open Government

REPORTS

- a. Chief Administrative Officer's Report

NEW BUSINESS

- a. EPB 243 – Quality Assurance and Quality Control Policy for Waterworks: An Overview for Smaller Waterworks – June 2015

BYLAWS

- a.

QUESTIONS FROM THE PUBLIC

ROUND TABLE DISCUSSION/IN CAMERA

ADJOURN

Next Regular Meeting: October 7, 2019

2019 Regular Council Meeting Schedule: January 14,28; February 11;25; March 11,25;
April 15,29; May 13,27; June 10,24; July 15; August 12;
September 9,23; October 7,21; November 4,18; December 2,16.

Committee of Whole Meetings: 6:30 p.m. prior to Regular Council Meetings; and
7:00 p.m. on alternate Mondays from council meetings, when required:

Next Dalmeny Police Commission Meeting: October 21, 2019 commencing at 5:00 p.m.

2019 Dalmeny Police Service Meeting Schedule: September 23, October 21, November 18, and
December 16.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 9, 2019
DALMENY TOWN OFFICE

PRESENT: Mayor Jon Kroeker, Councillors Jon Redekop, Ed Slack, Anna-Marie Zoller, Greg Bueckert, Christa-Ann Willems, and Karly Russin. Also present was CAO Jim Weninger.

ABSENT: None.

CALL TO ORDER

Mayor Jon Kroeker called the Regular Council Meeting to order at 7:00 p.m., a quorum being present.

ADOPTION OF AGENDA

342/19 – Russin/Zoller – That the agenda for the Regular meeting of Council of the Town of Dalmeny for September 9, 2019 be adopted as presented.

Carried.

MINUTES

343/19 – Redekop/Willems – That the Minutes of the August 12, 2019 Regular Council meeting be approved as circulated.

Carried.

TREES ON PUBLIC PROPERTY POLICY

344/19 – Bueckert/Redekop – That the Council adopt a similar policy to that of the City of Saskatoon as it pertains to “Trees on Public Property”, and that the Chief Administrative Officer Jim Weninger draft the necessary policy for presentation to Council.

Carried.

PROPOSED PARCEL BA

345/19 – Zoller/Bueckert – That the Notice of Decision Certificate of Approval under *The Planning and Development Act, 2007* as it pertains to the SE ¼ Section 10-39-6-W3rdM known as proposed Parcel BA be accepted by Council.

Carried.

PERMIT FOR CONSTRUCTION OF WATERWORKS OR SEWAGE WORKS

346/19 – Willems/Russin – That the Permit for Construction of Waterworks or Sewage Works – Water Main Installation, Manhole Replacement and related works as issued by the Water Security Agency for the First Street CNR Crossing Project be accepted by Council.

Carried.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 9, 2019
DALMENY TOWN OFFICE

ACCOUNTS PAYABLE

347/19 – Slack/Redekop – That the accounts as detailed on the attached cheque listing and amounting to \$206,863.96 for the period ending September 9, 2019 and representing cheque numbers 14896 to 14957 be approved by Council.

Carried.

PAYROLL

348/19 – Slack/Willems – That the payroll listings in the amounts of \$23,519.86 and \$24,020.53 for the periods ending August 12, 2019 and August 26, 2019 respectively, be approved by Council.

Carried.

PER DIEMS

349/19 – Slack/Redekop – That the per diems in the amount of \$2,578.93 for the pay period ending September 30, 2019 be approved by Council.

Carried.

AUGUST TAX COMPARISONS

350/19 – Willems/Bueckert – That the listing of outstanding municipal and school property tax comparisons, along with frontage taxes for the month of August be accepted by Council.

Carried.

Councillor Christa-Ann Willems left the meeting at 7:25 p.m.

CORRESPONDENCE

351/19 – Redekop/Bueckert – That the following correspondence be filed:

- A. Prairie Rivers Reconciliation Committee
- B. SGI – Changes in Regulations
- C. SUMAssure News – E-Theft and Other Fraud

Carried.

Councillor Christa-Ann Willems returned to the meeting at 7:30 p.m.

CAO REPORT

352/19 – Bueckert/Redekop – That the Chief Administrative Officer's Report as presented by the Chief Administrative Officer Jim Weninger for September 9, 2019 be accepted by Council.

Carried.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 9, 2019
DALMENY TOWN OFFICE

Councillor Christa-Ann Willems left the meeting at 7:45 p.m.

ISC/LAFOIP WORKSHOP

353/19 – Bueckert/Redekop – That Administrative Assistant Marlys Klein, Office Manager Kelly Janzen and Office Assistant Laurelea Trayhorne be given permission to attend the ISC / LAFOIP workshop in North Battleford, SK on Tuesday, October 15, 2019 at a cost of \$105.00 per person. Expenses to be paid in accordance with Town of Dalmeny Policies and Procedures.

Carried.

Councillor Christa-Ann Willems returned to the meeting at 7:48 p.m.

BYLAW 14-2019- LOAN GUARANTEE

354/19 – Slack/Willems – That Bylaw 14-2019 be read a third time and adopted.

Carried.

A recorded vote was requested by Jon Redekop on resolution 354/19.

FOR
Mayor Jon Kroeker
Councillor Anna-Marie Zoller
Councillor Greg Bueckert
Councillor Christa-Ann Willems
Councillor Ed Slack
Councillor Karly Russin

AGAINST
Councillor Jon Redekop

The CAO read Bylaw 14-2019 a third time, and the Mayor and CAO signed and sealed the bylaw.

BYLAW 15-2019- SPECIAL ASSESSMENT LOCAL IMPROVEMENT ROSS COURT

355/19 – Willems/Redekop – That Bylaw 15-2019, a Bylaw to Authorize a Special Assessment with Respect to the Undertaking of Asphalt Pavement as a Local Improvement on Ross Court be introduced and read a first time.

Carried.

The CAO read Bylaw 15-2019 for the first time.

356/19 – Redekop/Russin – That Bylaw 15-2019 be read a second time.

Carried.

The CAO read Bylaw 15-2019 a second time.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 9, 2019
DALMENY TOWN OFFICE

357/19 – Russin/Bueckert – That Bylaw 15-2019 be given third reading at this meeting.

Carried Unanimously.

358/19 – Bueckert/Willems – That Bylaw 15-2019 be read a third time and adopted.

Carried.

The CAO read Bylaw 15-2019 a third time, and the Mayor and CAO signed and sealed the bylaw.

BYLAW 16-2019- SPECIAL ASSESSMENT LOCAL IMPROVEMENT PRAIRIE STREET

359/19 – Bueckert/Redekop – That Bylaw 16-2019, a Bylaw to Authorize a Special Assessment with Respect to the Undertaking of Asphalt Pavement as a Local Improvement on Prairie Street be introduced and read a first time.

Carried.

The CAO read Bylaw 16-2019 for the first time.

360/19 – Zoller/Bueckert – That Bylaw 16-2019 be read a second time.

Carried.

The CAO read Bylaw 16-2019 a second time.

361/19 – Willems/Bueckert – That Bylaw 16-2019 be given third reading at this meeting.

Carried Unanimously.

362/19 – Slack/Redekop – That Bylaw 16-2019 be read a third time and adopted.

Carried.

The CAO read Bylaw 16-2019 a third time, and the Mayor and CAO signed and sealed the bylaw.

BYLAW 17-2019- LICENSE FOR ACCESS AGREEMENT

363/19 – Redekop/Russin – That Bylaw 17-2019, a Bylaw which Provides for the Municipality to Enter into a License for Access Agreement with Blaine and Jody Erickson be introduced and read a first time.

Carried.

The CAO read Bylaw 17-2019 for the first time.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 9, 2019
DALMENY TOWN OFFICE

364/19 – Russin/Slack – That Bylaw 17-2019 be read a second time.

Carried.

The CAO read Bylaw 17-2019 a second time.

365/19 – Russin/Willems – That Bylaw 17-2019 be given third reading at this meeting.

Carried Unanimously.

366/19 – Bueckert/Willems – That Bylaw 17-2019 be read a third time and adopted.

Carried.

The CAO read Bylaw 17-2019 a third time, and the Mayor and CAO signed and sealed the bylaw.

IN-CAMERA

367/19 – Redekop/Russin – That Council move into the Committee of the Whole and that the session be “in camera” at 7:57 p.m.

Carried.

RECONVENE

368/19 – Willems/Bueckert - That Council reconvene and report at 8:19 p.m.

Carried.

WATER AND SEWER- FIRST STREET CROSSING TENDER AWARD

369/19 – Redekop/Willems – That the Town award the First Street Railway Crossing – Water and Sewer Tender to Brunner’s Construction (2011) Ltd. in the amount of \$215,400.00, plus applicable taxes and that Engineer-In-Training Tanner Jackson of Catterall & Wright be advised of the same.

Carried.

COMMUNITY ENTRANCE SIGN REVIEWS

370/19 – Redekop/Slack – That Chief Administrative Officer Jim Weninger, Mayor Jon Kroeker, along with Councillors Karly Russin, and Anna-Marie Zoller review the Request for Proposals for the Community Entrance Sign and provide a recommendation to Council by October 1, 2019.

Carried.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, SEPTEMBER 9, 2019
DALMENY TOWN OFFICE

ADJOURN

371/19 – Russin/Redekop – That the meeting be adjourned. Time 8:27 p.m.

Carried.

(seal)

Mayor

Chief Administrative Officer

Report Date
9/06/2019 12:51 PM

Dalmeny
Accounts for Approval
As of 9/06/2019
Batch: 2019-00044 to 2019-00046

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
14896-Man	8/13/2019	Webb Survey's 23488	ANNEXATION-2017	378.00	378.00
14897-Man	8/30/2019	SASK. WCB 2019-2/2	2019- 2/2 PAYMENT	9,962.64	9,962.64
14898-Man	8/30/2019	SaskEnergy Corp. 213	SASKPOWER/ENERGY PMT	8,740.37	8,740.37
14899	8/31/2019	Brandie Parker 1	JJ DAMAGE DEPOSIT RETURN	200.00	200.00
14900	8/31/2019	M.E.P.P. 199	AUGUST MEPP PAYMENT	9,636.18	9,636.18
14901	8/31/2019	Minister of Finance 18	AUGUST TAXES COLLECTED	42,666.69	42,666.69
14902	8/31/2019	Sask. Tel 339	SASKTEL PMT	1,872.19	1,872.19
14903	8/31/2019	SaskEnergy Corp. 214	STREETLIGHT POWER	1,604.65	1,604.65
14904	9/09/2019	101224767 Sask. Ltd. 18049	FIRE-UNIFORMS	2,184.48	2,184.48
14905	9/09/2019	Adventure Printing Ltd. 246	BANK DEPOSIT BOOKS	213.12	213.12
14906	9/09/2019	Asset Management Sask. Inc. 1014353329	ASSET MANAGEMENT JEFF/MAT	1,047.90	1,047.90
14907	9/09/2019	Bell Mobility Inc. 26	AERATION BUILDING AUTODIALER	67.65	67.65
14908	9/09/2019	Canadian National Railways 91478728	SIGNAL MAINTENANCE	248.00	248.00
14909	9/09/2019	Catterall & Wright 19-281	1ST ST CROSSING/LAGOON/OPS'S	1,863.23	1,863.23
14910	9/09/2019	Cervus Equipment 841812/842326	JOHN DEERE PARTS	193.37	193.37
14911	9/09/2019	Christa Willems 14	RECONCILIATION MEETING	115.30	115.30
14912	9/09/2019	Christine Van Meter 68	15 YEAR RECOGNITION	150.00	150.00
14913	9/09/2019	Drake PresSure Clean 17091401/082101	ARENA EXHAUST FAN-18/19	1,489.95	1,489.95
14914	9/09/2019	Early's Farm and Garden Centre 519947	WEED SPRARYING SUPPLIES	113.40	113.40
14915	9/09/2019	Frontline Outfitters 43814	POLICE-UNIFORMS	69.49	69.49

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
14916	9/09/2019	Gregg Distributors LP 858189/860621	BRUSH TRUCK/LAGOON SUPPLIES	118.01	118.01
14917	9/09/2019	hbi office plus F57938/F58379	OFFICE/POLICE/FIRE SUPPLIES	803.75	803.75
14918	9/09/2019	Husky Oil Marketing Company 7946/4003/89/05	PW-OIL FOR ROADS	1,997.50	1,997.50
14919	9/09/2019	Inland Heidelberg Cement Group 6284044	PW-GRAVEL	476.16	476.16
14920	9/09/2019	JDM Construction Corp 8400/8402/8401	OUTDOOR RINK/NUISANCE ORDERS	1,520.71	1,520.71
14921	9/09/2019	Jennifer Dunlop 2	REFUND UTILITY CREDIT	622.21	622.21
14922	9/09/2019	Jenson Publishing 52811/52884	LOCAL IMPROVEMENT ADS	827.42	827.42
14923	9/09/2019	Jim Weninger 57	TRAVEL/MEALS/EXPENSES	513.20	513.20
14924	9/09/2019	Loraas Disposal Services 117	COMPOST- JULY/MAY	7,641.53	7,641.53
14925	9/09/2019	Millsap Fuel Distributors Ltd. 527833-527945	PW-GAS/DIESEL	3,605.75	3,605.75
14926	9/09/2019	MuniCode Services Ltd. 49125/49175	BUILDING INSPECTIONS	290.76	290.76
14927	9/09/2019	Nor-Tec Linen Services 177906/178103	OFFICE/POLICE MATS	114.34	114.34
14928	9/09/2019	Pitney Works 84	OFFICE POSTAGE	1,260.00	1,260.00
14929	9/09/2019	Prairie Paving (2006) Inc. NO.071-099-P2	5TH ST MICROSURFACING FINAL	5,570.98	5,570.98
14930	9/09/2019	Praxair Distribution 91117020	PW-OXYGEN	102.96	102.96
14931	9/09/2019	Princess Auto 2087293	PW-SHOP SUPPLIES	85.42	85.42
14932	9/09/2019	Reed Security 1451225	SECURITY CAMERAS	471.75	471.75
14933	9/09/2019	Ricoh Canada Inc. 99032464/30905	OFFICE ROUTER/POLICE/FIRE	2,918.00	2,918.00
14934	9/09/2019	Robertson Stromberg 6	LAND PURCHASE-M MCDONALD	31,609.74	31,609.74
14935	9/09/2019	Robertson Stromberg 615517	REGISTRATION AGAINST TITLES	1,227.71	1,227.71
14936	9/09/2019	Roto Rooter F-10092/F-10086	SEWER LINE- 112 1ST/138 2ND	391.16	391.16
14937	9/09/2019	S.U.M.A.			

Report Date
9/06/2019 12:51 PM

Dalmeny
Accounts for Approval
As of 9/06/2019
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		90506	POSTAGE FOR METERS	342.91	342.91
14938	9/09/2019	Sask Research Council 10/11/793/22/52	WATER LAB TESTING	447.29	447.29
14939	9/09/2019	Sask Water SW063559	BULK WATER	41,624.47	41,624.47
14940	9/09/2019	Sask. Government Insurance 135	POLICE TAHOE/FIRE TRAILER PLAT	1,295.68	1,295.68
14941	9/09/2019	Sask. Parks & Rec. Assoc. 14	REC CONFERENCE- MAT	275.00	275.00
14942	9/09/2019	Saskatoon CO-OP 10127247	WEED SPRAY	347.96	347.96
14943	9/09/2019	Saskatoon CO-OP 1332	FIRE/POLICE/HANDIVAN FUEL	667.47	667.47
14944	9/09/2019	Sea Hawk Specialized 3338/19-1575/61	FIRE FOAM/TRUCK 21/23 INSPECT	2,762.13	2,762.13
14945	9/09/2019	Showtime Glass Inc. 20164	INSURANCE CLAIM FORD TRACTOR	1,460.09	1,460.09
14946	9/09/2019	South Side Auto & Fabrication 2039/1800/2059	STORAGE/BRUSH/POLICE OIL	739.28	739.28
14947	9/09/2019	STAT Emergency Medical Supply 2424	FIRE-MEDICAL SUPPLIES	332.48	332.48
14948	9/09/2019	Suncorp Valuations Ltd. IN50548	2019 PROPERTY APPRAISAL	2,915.18	2,915.18
14949	9/09/2019	Surge Ahead Electrical 219	COUNCIL CHAMBERS LIGHTS	195.36	195.36
14950	9/09/2019	Swish-Kemsol 262755/848103CR	JJ JANITORIAL	48.56	48.56
14951	9/09/2019	Ted Mossop 66	SPRAY/PLAY GOLF REFUND	250.00	250.00
14952	9/09/2019	The Bolt Supply House Ltd. 6714423-00	JJ LIGHT POST	66.75	66.75
14953	9/09/2019	Town of Langham LFD 19-069	MUTUAL AID-LOCAL FIRE	375.00	375.00
14954	9/09/2019	Trans-Care Rescue 18431	FIRE-SCBA REFILL	133.20	133.20
14955	9/09/2019	U.M.A.A.S. 41	ISC/LAFOIP WORKSHOP	315.00	315.00
14956	9/09/2019	University of Regina GR008826/8872	POLICE-SCOTT S TRAINING	6,434.22	6,434.22
14957	9/09/2019	Vic's Eavestroughing & Ext Ltd 29507	ARENA EAVESTROUGHING	850.26	850.26
				Total for AP:	206,863.96

Report Date
9/06/2019 12:51 PM

Dalmeny
Accounts for Approval
As of 9/06/2019
Batch: 2019-00044 to 2019-00046

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This September 6, 2019

Mayor

Administrator



Customer Automated Funds Transfer

[Main Menu](#)[Log off](#)[Help](#)

SID:164098132 Current System Date: 2019-Aug-12 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

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[Back to Manual Release](#)Anderson, ScottBates, LyleCowley, CodyDyck, BradleyElder, RickFuri, BonnieHalcro, MathewHoneker, SheilaJanzen, KellyJohnson, JeffreyKlein, MarlysMossop, EdwardRowe, ScottSonmor, RickSpence, PaigeSplawinski, ScottTrayhorne, LaureleaVan Meter, ChristineWeninger, Jim

C	1426.07
C	868.29
C	980.89
C	1411.29
C	1069.72
C	46.27
C	1286.71
C	525.50
C	1318.61
C	1625.51
C	975.62
C	1905.10
C	1904.79
C	1388.67
C	840.37
C	1250.00
C	573.30
C	1447.45
C	2675.70

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23,519.86



Customer Automated Funds Transfer

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SID:493933419 Current System Date: 2019-Aug-26 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

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Anderson, Scott
Berrecloth, Colleen
Cowley, Cody
Derksen, Crystal
Dyck, Bradley
Elder, Rick
Furi, Bonnie
Halcro, Mathew
Janzen, Kelly
Johnson, Jeffrey
Klein, Marlys
Mossop, Edward
Rowe, Scott
Sonmor, Rick
Spence, Paige
Splawinski, Scott
Trayhorne, Laurelea
Van Meter, Christine
Weninger, Jim

C	1426.07
C	442.94
C	881.67
C	232.39
C	1705.53
C	1287.28
C	577.88
C	1286.71
C	1318.61
C	1625.51
C	805.80
C	2039.66
C	1939.31
C	1615.79
C	943.42
C	1250.00
C	518.81
C	1447.45
C	2675.70

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24,020.53



Customer Automated Funds Transfer

[Main Menu](#)[Log off](#)[Help](#)

SID:835692889 Current System Date: 2019-Sep-03 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

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<u>Anderson, Alicia</u>	C	170.69
<u>Bueckert, Greg</u>	C	301.94
<u>Hueser, Wilbur</u>	C	170.69
<u>Kroeker, Jonathan</u>	C	661.26
<u>Redekop, Jonathan</u>	C	301.94
<u>Russin, Karly</u>	C	301.94
<u>Slack, Edward</u>	C	301.94
<u>Willems, Christa-Ann</u>	C	66.59
<u>Zoller, Anna-Marie</u>	C	301.94

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2,578.93



Business Arising From

*Ready for
Council
Sept 20/19*

Room 480 • 2151 Scarth Street • Regina, SK S4P 2H8
Phone: 306-787-6221 Fax: 306-787-1610

September 13, 2019

Local Government Committee

Mr. Jim Weninger
Administrator
Town of Dalmeny
Box 300
DALMENY SK S0K 1E0

Dear Mr. Weninger:

Please find enclosed formal approval of Bylaw No. 14-2019 pursuant to subsection 163(4) of *The Municipalities Act*.

Yours truly,

A handwritten signature in black ink, appearing to read 'Kris Pennete'.

Kris Pennete, B.S, HDSE, MBA, FAIA, CTAJ™
Director

Enclosures



Room 480 • 2151 Scarth Street • Regina, SK S4P 2H8
Phone: 306-787-6221 Fax: 306-787-1610

September 13, 2019

Local Government Committee

Mr. Jim Weninger
Administrator
Town of Dalmeny
Box 300
DALMENY SK S0K 1E0

Dear Mr. Weninger:

Please find enclosed formal approval of Bylaw No. 14-2019 pursuant to subsection 163(4) of *The Municipalities Act*.

Yours truly,

A handwritten signature in black ink, appearing to read "Kris Pennete", is written over a faint, circular official stamp.

Kris Pennete, B.S, HDSE, MBA, FAIA, CTAJ™
Director

Enclosures

Report Date
9/20/2019 1:42 PM

Dalmeny
Proposed - Accounts for Approval
As of 9/20/2019
Batch: 2019-00048

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
14958	9/23/2019	APEX Distribution Inc. 600-047918-00	FIRE-VEHICLE PARTS	28.78	28.78
14959	9/23/2019	ATAP Infrastructure Management 12	SCOTT ANDERSON-WASTEWATER 1	1,197.00	1,197.00
14960	9/23/2019	B&E ELECTRONICS LTD SAS715841	FIRE-VEHICLE EQUIPMENT	41.16	41.16
14961	9/23/2019	Catterall & Wright 19-309 19-341	5TH ST MICRO SURFACING 1ST ST CROSSING-WATER/SEWER	6,426.43 10,414.28	16,840.71
14962	9/23/2019	City of Saskatoon-Rev Branch 466630	EMO TRAINING	300.00	300.00
14963	9/23/2019	Crosby Hanna & Assoc. 48(359-18)	DEVELOPMENT PERMITS	334.48	334.48
14964	9/23/2019	Eyewitness Security Systems 2014	POLICE-SUV BUILD	6,660.00	6,660.00
14965	9/23/2019	Fer-Marc Equipment Limited 95979	ZAMBONI PART	57.80	57.80
14966	9/23/2019	JDM Construction Corp 2019-8439	EAST GRASS CUTTING	643.80	643.80
14967	9/23/2019	Jenson Publishing 3000053469	FOOTBALL SUPPORT AD	48.30	48.30
14968	9/23/2019	Jim Weninger 58	FIRE BBQ/TRAVEL/MEALS	339.76	339.76
14969	9/23/2019	Loraas Disposal Services 118	AUGUST GARBAGE/COMPOST	14,956.20	14,956.20
14970	9/23/2019	Martensville Plumbing/Heating 16321	534 RAILWAY WATER LINE LEAK	193.85	193.85
14971	9/23/2019	Midwest Surveys Inc. 0579SC	STREET NAME CHANGES 4TH/2ND	748.75	748.75
14972	9/23/2019	Millsap Fuel Distributors Ltd. 537184-537257	PW-GAS/DIESEL	5,948.74	5,948.74
14973	9/23/2019	Munisoft 2019/20-02333	COMPUTER SYMANTEC PROTECTION	233.10	233.10
14974	9/23/2019	Nor-Tec Linen Services 178316	OFFICE/POLICE MATS	57.17	57.17
14975	9/23/2019	Petty Cash 193	PETTY CASH REPLENISH	362.83	362.83
14976	9/23/2019	Pitney Bowes Global Credit Ser 3201232276	OFFICE POSTAGE CONTRACT	210.49	210.49
14977	9/23/2019	Robertson Stromberg			

Report Date
9/20/2019 1:42 PM

Dalmeny
Proposed - Accounts for Approval
As of 9/20/2019
Batch: 2019-00048

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		5712/5714/5713	DAYCARE/TAX ENFORCEMENT	2,899.53	2,899.53
14978	9/23/2019	S.U.M.A. 55	CHRISTA NW REGIONAL MEETING	30.00	30.00
14979	9/23/2019	SARM MLDP12992	MLDP CHRISTA COURSE	152.25	152.25
14980	9/23/2019	Sask Research Council 1188412/1888621	WATER LAB TESTING	55.12	55.12
14981	9/23/2019	Sask Water SW063945	BULK WATER	46,910.17	46,910.17
14982	9/23/2019	Sask. Tel 340	SASKTEL PMT	1,537.35	1,537.35
14983	9/23/2019	Saskatoon CO-OP 3274	FIRE/POLICE FUEL/WEED SPRAY	1,222.40	1,222.40
14984	9/23/2019	SaskEnergy Corp. 215	SASKPOWER/ENERGY PMT	8,117.21	8,117.21
14985	9/23/2019	Sherwin Williams Co. 5056-4	ARENA PAINT	51.44	51.44
14986	9/23/2019	SPI Health and Safety Inc. 10652808-00	RED BARN EXTINGUISHER	58.78	58.78
14987	9/23/2019	Superior Propane 26306725	ARENA PROPANE	172.39	172.39
14988	9/23/2019	The Bolt Supply House Ltd. 6736364/6738153	FIRE EQUIPMENT REPAIR PARTS	126.42	126.42
14989	9/23/2019	The Legends Golf Course 1	SPRAY AND PLAY-GOLF TOURNEY	2,560.41	2,560.41
14990	9/23/2019	The Rent-It-Store 159486	ARENA SPRINKLER REPAIR LIFT	953.54	953.54
14991	9/23/2019	The Wireless Age 168149-92	FIRE-RADIO BATTERIES	240.87	240.87
14992	9/23/2019	Trans-Care Rescue 18546	FIRE-TOOLS/SUPPLIES	316.14	316.14
14993	9/23/2019	Tyco Integrated Fire/Security 21051661	ARENA SPRINKLER/ALARM TEST	1,349.78	1,349.78
14994	9/23/2019	UAP Inc. 441-263021	GMC IGNITION LOCK	130.97	130.97
14995	9/23/2019	Valon Technologies Inc 3354	FIRE-SOFTWARE	630.00	630.00
				Total for AP:	116,717.69



Customer Automated Funds Transfer

[Main Menu](#)[Log off](#)[Help](#)

SID:823641669 Current System Date: 2019-Sep-09 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

Page 1 of 1

[Back to Manual Release](#)Anderson, ScottAttwater, DylanBates, LyleBonin, EdmundCowley, CodyCynthia, KeetDyck, BradleyElder, RickFuri, BonnieHalcro, MathewHoare, DanniHoneker, SheilaJanzen, KellyJanzen, JayceJohnson, JeffreyJohnson, PhoebeJohnson, MarinaKlein, MarlysMossop, EdwardRoberts, KarenRowe, ScottSonmor, RickSplawinski, ScottTrayhome, LaureleaVan Meter, ChristineWeninger, Jim

C	1327.56
C	125.70
C	208.13
C	762.09
C	881.67
C	501.49
C	1411.29
C	777.50
C	338.02
C	1286.71
C	62.85
C	273.39
C	1318.61
C	62.85
C	1625.51
C	138.27
C	75.42
C	805.80
C	2100.09
C	195.46
C	2071.52
C	1388.67
C	1250.00
C	573.30
C	1447.45
C	2675.70

Page [1]

23,685.05

Correspondence "A"

Ready for
Council
Sept 20/19

Subject: Release of Wastewater Systems Effluent Regulations data on Open Government

Hello,

This email is to inform *Wastewater Systems Effluent Regulations* (WSER) regulatees that Environment and Climate Change Canada (ECCC) intends to publish data collected as a requirement of the WSER on the [Government of Canada - Open Government](#) website. The data will include a summary of information gathered in the WSER identification report, monitoring reports and combined sewer overflow reports. The datasets will not include any personal information such as contact names, mailing addresses, telephone numbers and email addresses.

The publication of datasets such as the WSER data supports the Government of Canada Directive on Open Government to maximize the release of data and information of business value. ECCC has received many requests for WSER data through the *Access to Information Act* in recent years, thus the publishing of this data will allow the public to obtain this data easily.

The initial dataset will be published in the upcoming months and it will include data collected from the 2013 to 2017 time period. Additional data will be added on an annual basis as it becomes available.

Regards,

=====

Objet : Publication des données relatives au *Règlement sur les effluents des systèmes d'assainissement des eaux usées* sur le site Gouvernement ouvert

Madame, Monsieur,

Le présent courriel vise à informer les parties réglementées par le *Règlement sur les effluents des systèmes d'assainissement des eaux usées* (RESAEU) qu'Environnement et Changement climatique Canada (ECCC) a l'intention de publier les données recueillies en vertu des exigences du RESAEU sur le site Web [Gouvernement du Canada – Gouvernement ouvert](#). Les données comprendront un résumé de l'information recueillie dans le rapport d'identification exigé par le RESAEU, les rapports de surveillance et les rapports de surverses des égouts unitaires. Les ensembles de données ne contiendront aucun renseignement personnel comme les noms de personnes-ressources, les adresses postales, les numéros de téléphone et les adresses de courriel.

La publication d'ensembles de données comme celui du RESAEU appuie la Directive sur le gouvernement ouvert du gouvernement du Canada qui vise à optimiser la publication des données et des renseignements à valeur opérationnelle. ECCC a reçu de nombreuses demandes concernant les données du RESAEU en vertu de la *Loi sur l'accès à l'information* au cours de la dernière année; la publication de ces données permettra donc au public d'y accéder facilement.

Le premier ensemble de données sera publié au cours des prochains mois et contiendra des données recueillies au cours de la période de 2013 à 2017. D'autres données seront ajoutées chaque année, à mesure qu'elles deviendront disponibles.

Salutations,

CAO REPORT
September 23, 2019

1. SUMA Northwest Regional Meeting:

The SUMA Northwest Regional Meeting will take place on Thursday, October 3, 2019 at the Belle-A-Drome Hall in Duck Lake, SK commencing at 8:45 p.m. Cost of registration is \$30.00 per person. See a copy of the agenda attached.

2. Para-Transit Bus:

The Para-Transit Bus will be delivered by Bus Sales Consultant Evan Kon of Crestline Coach Ltd. on Tuesday, September 24, 2019 at 10:00 a.m.

3. East Storm Water Diversion Project – Application and Approval:

Senior Technologist Adam Antoine from the Northwest Regional Services of the Water Security Agency, has issued the Town of Dalmeny its completed Application and Approval for Drainage Works, as it pertains to the East Storm Water Diversion Project. This now completes this file.

4. 2019 Operating and Capital Budget Charts:

Office Manager Kelly Janzen has completed the 2019 Budgeted Distribution Reports as attached.

5. Nuisance (Friendly) Letters:

The last of the Nuisance letters were mailed on Friday, September 20, 2019. There were 30 letters mailed representing the entire west side of Town.

Jim Weninger, Chief Administrative Officer



2019 Regional Meetings

An excellent opportunity to hear the latest developments on major policy issues, ask questions, share ideas, and give feedback

NORTHWEST REGION AGENDA – DUCK LAKE

Date: Thursday, October 3, 2019

Location: Belle-A-Drome Hall

310 Second Avenue South - Duck Lake, SK.

Regional Director: Councillor Richard Beck

Phone: 306-380-7428

8:45 a.m. – 9:15 a.m.	Registration and Networking
9:15 a.m. – 9:30 a.m.	Call to Order Richard Beck, Northwest Regional Director Greetings from the Town of Duck Lake Donna Piche, Mayor of Duck Lake Greetings from SUMA Executive President Gordon Barnhart
9:30 a.m. – 10:15 a.m.	Hometown Proud: Each municipality to introduce themselves and talk about one thing that they are proud of in their community
10:15 a.m. – 10:30 a.m.	Networking
10:30 a.m. – 11:55 a.m.	Education Sessions: Energy Management Strategy <i>Presented by Dean Clark, BaSc., Greenwave Innovations</i> Engineering Solution to Capital Builds/Asset Management Assessment <i>Presented by Doug Ramage, P.Eng., McElhanny Consulting Services Ltd.</i>
11:55 a.m. – 12:45 p.m.	Lunch and Networking
12:45 p.m. – 2:15 p.m.	Regional Discussion
2:15 p.m. – 2:30 p.m.	Networking
2:30 p.m. – 3:30 p.m.	Advocacy and Engagement
3:30 p.m. – 4:00 p.m.	SUMAdvantage
4:00 p.m.	Adjourn and Tour of Duck Lake Museum

To register visit the SUMA's event page:
<http://www.suma.org/events/article/regional-meetings3>

If you have any questions, contact Katee Galandy:

Email: events@suma.org

Phone: 306-525-4398

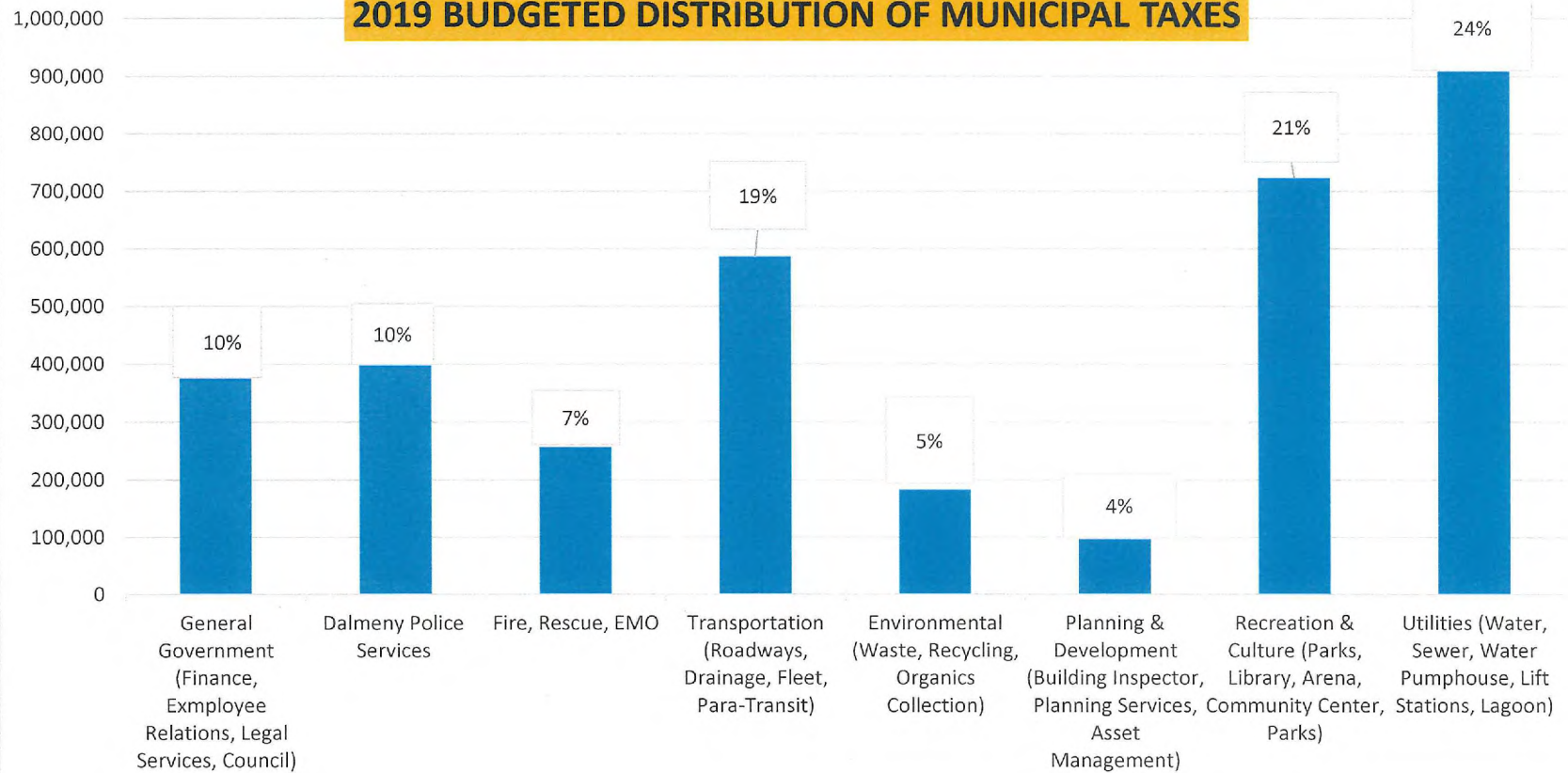
Registration Deadline: September 23, 2019

SUMA thanks our
Regional Meetings Sponsor:

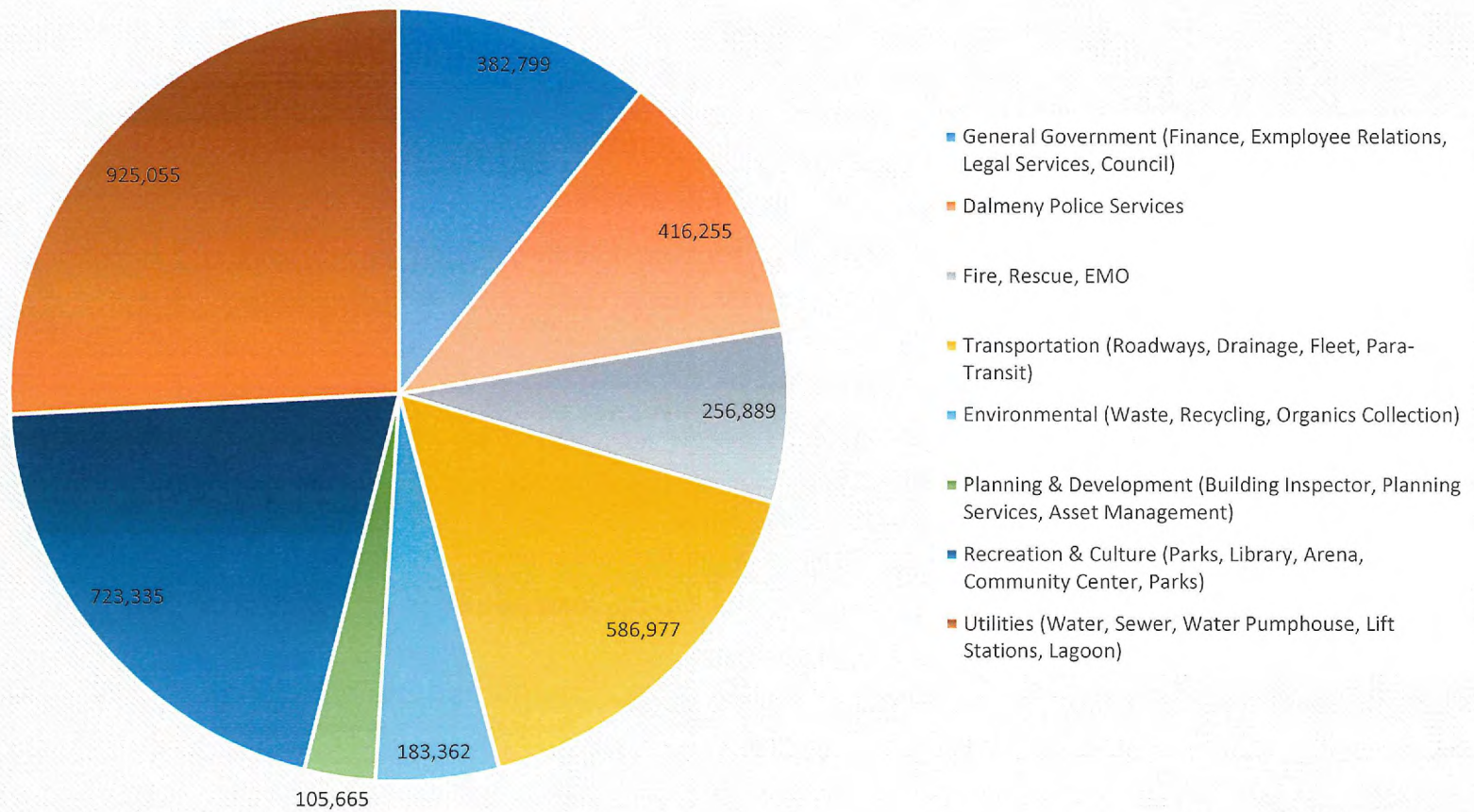


SaskWater

2019 BUDGETED DISTRIBUTION OF MUNICIPAL TAXES



2019 Expenditures



EPB 243- Quality Assurance and Quality Control Policy for Waterworks: An Overview for Smaller Waterworks – June 2015

This overview and the associate model policy is intended to aid communities and waterworks owners and operators develop a Waterworks Quality Assurance and Quality Control (QA/QC) Policy. This overview is aimed at smaller waterworks, those serving less than 4,000 to 5,000 people, although larger centres may also find it useful. The Water Security Agency also has further details for larger operations in the form of “Guidelines for Quality Assurance and Quality Control for Water Utilities, EPB-242”.

In simple terms, a QA/QC policy is a written statement of intent to provide safe drinking water, typically water that meets all the quality and production related requirements of *The Waterworks and Sewage Works Regulations*. Beyond a statement of intent, a QA/QC policy for smaller waterworks will contain documentation on:

- ❑ the organizational structure of the waterworks staff and management (who does what and their roles);
- ❑ the requirements for the routine day to day operation and maintenance of the waterworks (an operational and maintenance plan or protocol outlining operations and maintenance of the water plant and distribution system);
- ❑ water quality monitoring, data collection, record keeping, record review and reporting procedures (how records are to be kept and by who, for how long, etc); and
- ❑ plans for action in the event of an emergency or upset at the waterworks or incident which affects the raw water supply (an Emergency Response Plan).

Quality Control steps need to be built into the policy as “double checks” to find, control and resolve errors with the operation, maintenance and record keeping/review so that if mistakes are made, steps are taken to make sure they are corrected and prevented in the future. Additional value can be built into the QA portion of the policy if information on watershed protection, the financial sustainability of the system and plans or direction for continuous improvement is also provided. Since all waterworks differ, owners and operators will need to adapt and supplement the model policy to fit the specific site and situation.

Adoption of a QA/QC Policy and the associated measures will provide a high level of assurance /confidence to the consumers, staff and regulators that systems and procedures are in place to produce safe and high quality drinking water.

Waterworks Quality Assurance/Quality Control Policy

For The Community of Dalmeny

Approved: September 23, 2019

Updated: September 17, 2019

1. Policy Statement

We, the Council of the Town of Dalmeny understand that supplying good quality drinking water is essential to the continued growth, prosperity, and well being of our citizens. We are committed to managing all aspects of our water system effectively to provide safe and aesthetically appealing water that tastes good and is free from objectionable colour or odour. It is our policy that the drinking water we provide will be produced in accordance with and meet or exceeds the quality standards required by *The Waterworks and Sewage Works Regulations*.

To achieve our goals we will:

- Cooperate with the provincial government to protect our waterworks and water sources from contamination.
- Ensure the potential risks associated with water quality are identified and assessed.
- Ensure that our water supply, treatment, storage, and distribution infrastructure is properly designed, constantly maintained, and regularly evaluated and improved.
- Include the drinking water quality and quantity priorities, needs, and expectations of our citizens, the provincial authorities, and our water system employees into our planning.
- Develop a mechanism to ensure adequate funds are available for the water utility to maintain and improve the infrastructure, implement best practices, and ensure our water treatment employees are educated about their responsibilities and adequately trained and certified.
- Establish regular verification of the quality of drinking water provided to our citizens and monitoring of the water treatment process that produce the water.
- Provide community awareness about the water supply and its management by establishing and maintaining effective reporting of the water quality and timely information about the water system to our citizens.
- Develop contingency plans and incident response capabilities in cooperation with provincial authorities.
- Where possible participate in activities to ensure continued understanding of drinking water quality issues and performance.
- Regularly assess our performance and continually improve our practices to produce good quality water.

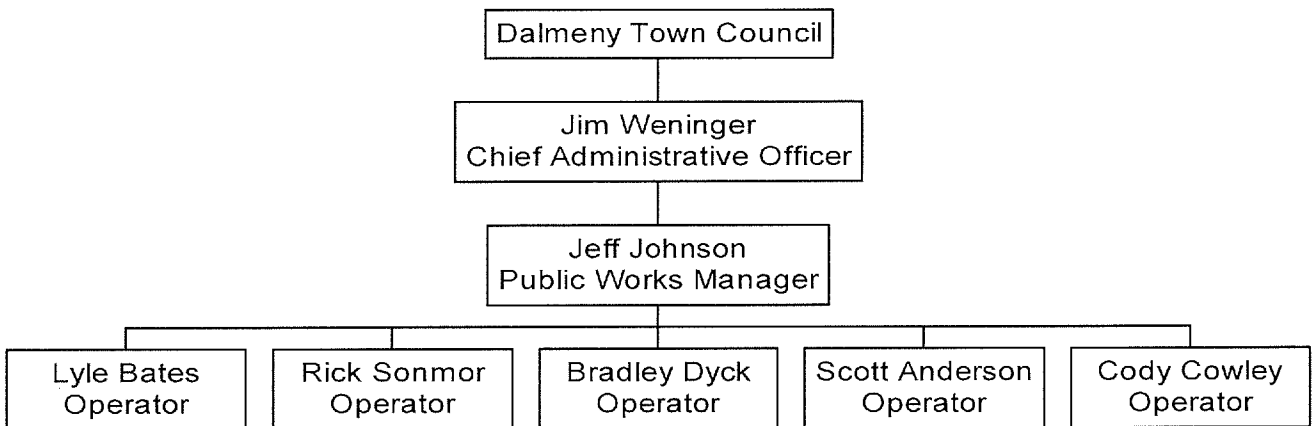
We will develop a Drinking Water Quality Management System including an implementation plan to achieve these goals and adequately manage the risks to our drinking water quality.

All of our officials, managers, and employees involved with the supply of drinking water are responsible for understanding, implementing, maintaining, and continuously improving the Drinking Water Quality Management System.

2. Organizational Structure

In this section, an organizational chart for the waterworks and associated administration should be inserted. The roles and responsibilities of each person identified in the organization structure chart should also be provided. In addition, contact information for members listed below should be included. A member of Council should be appointed as carrying the responsibility for reporting to the elected structure on the operation and condition of the works and on monthly review of records as required by section 43(2) of *The Waterworks and Sewage Works Regulations*.

Organization Chart



Waterworks Operations, Management and Administration

Mayor: Jon Kroeker; Box 148, Dalmeny, SK S0K 1E0; 306-270-4742(C)

(Name, Address, Contact Information)

Council member responsible for waterworks:

Jon Redekop; Box 674, Dalmeny, SK S0K 1E0; 306-220-9671

(Name, Address, Contact Information)

Municipal Administrator:

Jim Weninger; 5906 – 41 Street, Lloydminster, AB T9V 2S2; 306-291-8205(C)

(Name, Address, Contact Information)

Waterworks Manager:

Jeff Johnson; Box 984, Dalmeny, SK S0K 1E0; 306-321-4868(C)

(Name, Address, Contact Information)

Water Treatment Operator; Water Distribution System Operator; Wastewater Works Operator, and Wastewater Collection System Operator:

Rick Sonmor; Box 331, Dalmeny, SK S0K 1E0; 306-229-4348(C)

(Name, Address, Contact Information)

Water Treatment Operator; Water Distribution System Operator; Wastewater Works Operator, and Wastewater Collection System Operator:

Bradley Dyck; Box 578, Dalmeny, SK S0K 1E0; 306-270-2760(C)

(Name, Address, Contact Information)

Water Treatment Operator; Water Distribution System Operator; Wastewater Works Operator, and Wastewater Collection System Operator:

Scott Anderson; Box 901, Dalmeny, SK S0K 1E0; 306-716-7279(C)

(Name, Address, Contact Information)

Water Treatment Operator; Water Distribution System Operator; Wastewater Works Operator, and Wastewater Collection System Operator:

Cody Cowley; Box 506, Dalmeny, SK S0K 1E0; 306-361-5874(C)

(Name, Address, Contact Information)

Water Treatment Operator; Water Distribution System Operator; Wastewater Works Operator, and Wastewater Collection System Operator:

Lyle Bates; Box 653, Dalmeny, SK S0K 1E0; 306-281-6259(C)

(Name, Address, Contact Information)

The following is a summary of the role and responsibility of various persons involved in production and management of drinking water for the Town of Dalmeny. (Alter summary as needed and applicable – some roles may be combined and some responsibilities may be shifted in accordance with local practice or assignments).

The role of the Mayor with respect to waterworks operation includes:

- ❑ Overall responsibility for waterworks, quality of water provided to consumers, and regulatory compliance in capacity of person responsible for the municipality or waterworks
- ❑ In conjunction with council, allocates financial resources through a budgeting process and establishes water and sewer rates and or surcharges
- ❑ Chief official in the event of a emergency situation

The role of the Council Member assigned responsibility for the Waterworks includes:

- ❑ Oversees and reports on operational, maintenance or infrastructure issues or needs to Council and the Mayor or Reeve to ensure issues are addressed
- ❑ In conjunction with the Waterworks manager reviews operational records and logs on a monthly basis in accordance with the requirements of section 43(2) of *The Waterworks and Sewage Works Regulations*.

The role of the Municipal Administrator includes:

- ❑ Receives and prepares administrative, budget and waterworks record submissions for review of assigned Council member and to be tabled/considered at a Council meeting
- ❑ Arranges for and provides annual notification to consumers served by the waterworks on the quality of drinking water provided and on sample submission compliance. Prepares a report to Council on the state of drinking water on an annual basis
- ❑ Receives and resolves or forwards all correspondence dealing with drinking water operations from on behalf of mayor/reeve and council
- ❑ Prepares financial reports regarding waterworks operational and maintenance issues
- ❑ Prepares strategies for ensuring waterworks sustainability
- ❑ Invoicing and receipt of waterworks related expenses as well as consumer charges for water use

The role of the Waterworks Manager includes:

- ❑ Overall responsibility for the day to day operation of the waterworks
- ❑ Develops operational and maintenance protocols and plans
- ❑ Develops safety plans and conducts safety inspections
- ❑ Budget for operation and maintenance of waterworks
- ❑ Develops Waterworks Emergency Response Plan
- ❑ Provides guidance to operators on operation of works
- ❑ Staffing of waterworks operators and issues of supervision and scheduling

The role of the Water Treatment Operator(s) includes:

- ❑ Start up, shut down and periodic operating checks of plant equipment such as pumping systems, chemical feeders, auxiliary equipment (compressors), and measuring and control systems
- ❑ Makes arithmetic calculations to determine chemical feed rates, flow quantities, detention and contact times, and hydraulic loadings as required by plant operations
- ❑ Monitors the status of plant operating guidelines, such as flow pressures, chemical feeds, levels and water quality indicators, by reference to measuring systems

- ☐ Performs routine preventative maintenance, such as lubrication, operating adjustments, cleaning and painting equipment;
- ☐ Maintain plant records, including operating logs, daily diaries, chemical inventories and automated data logs
- ☐ Collects representative water samples and performs laboratory tests on samples for turbidity, chlorine residual and other tests as required by the operating permit or operational protocol
- ☐ Perform minor corrective maintenance on plant mechanical equipment, e.g.: chemical feed pumps
- ☐ Conducts tours of the waterworks and communicates with the public on issues associated with water quality
- ☐ Orders chemicals, repair parts and tools
- ☐ Load, unload and store water treatment chemicals
- ☐ Follows safety rules for plant operations

The role of the Water Distribution System Operator includes

- ☐ Periodic flushing or swabbing of the distribution system
- ☐ Locate and repair water leaks and operates, maintains and repairs valves and hydrants
- ☐ Collects and transports routine water samples from the distribution system and ensures proper packaging and shipment to the laboratory
- ☐ Performs repair work while ensuring safety procedures for the works site, traffic and the public are maintained
- ☐ Disinfects repaired or new sections of pipe and collects the necessary water samples
- ☐ Maintains distribution system plans and maps
- ☐ Cleans, disinfects and maintains reservoirs or other storage systems
- ☐ Operates and maintains any pumping equipment or facilities remote from the main water treatment plant as necessary
- ☐ Locates and eliminates cross-connections or potential cross-connections

Further information or information regarding the role of water treatment, water distribution, wastewater treatment and wastewater collection system operators, is available from “Water and Wastewater Operator Certification Program Guide, 2015, June 2015, EPB-144”.

3. Operations and Maintenance Protocol

Operation of the community waterworks will be performed in accordance with design specifications and standard operating protocols of the waterworks industry. Further detail regarding standards operating procedures, range of operation and chemical feed, maintenance practices and intervals are outlined below. (Note: Persons preparing this QA/QC protocol will have to alter and complete the sections below to fit the operation of their waterworks. Due to the differing nature of waterworks across the province, by necessity, this template is general in nature.)

Waterworks Operation/Maintenance Protocol Template

System Design Capacity (m³/day or L/s): 1560m³

Note: Potable water is supplied by SaskWater via the City of Saskatoon – please refer to their QA/QC Policy for information on treatment.

Supply Pipeline

Quantity supply agreement with SaskWater (Yes/No) Yes

Water Storage - Type/size:	Concrete Reservoirs
Volume of treated storage:	1560m ³
Fire water capacity:	75.7Lps
Output metering (Yes/No)	Yes
Output meter recording:	Daily (Frequency)
Maintenance:	Daily (Frequency)
Inspection & cleaning:	Annual (Frequency)

Water Distribution System

Piping type(s):	AC & PVC
Flushing schedule:	Fall
Foam Swabbing schedule:	None
Pumping capacity:	11.36Lps (pump 3)
Emergency pumping capacity:	75.7Lps
Backflow prevention: (Yes/No)	Yes
Hydrant maintenance schedule:	Annual
Valve maintenance schedule:	Annual
Repair safety procedures (Yes/No)	Yes
Line/Main break disinfection (Yes/No)	Yes
Line/Main break sampling (Yes/No)	Yes
Customer metering (Yes/No)	Yes
Truck fill station (Yes/No)	Yes
Truck fill backflow (Yes/No)	Yes
Water hauler protocols:	No Sprayer Equipment

Corrosion Control – Method:	n/a
Chemical(s) used:	n/a
Cathodic protection (Yes/No)	n/a

4. Water Quality Monitoring, Data Collection, Record Keeping, Record Review and Reporting Procedures

The following monitoring and record keeping protocols apply to the operation of the waterworks and distribution system

Water Quality Monitoring - Permit and Regulatory Requirements

The Town of Dalmeny will conduct all monitoring required by permit or ministers order issued by the Water Security Agency. The Environmental Project Officer (EPO) Lee Reinhart is responsible for regulation of the waterworks and will be advised of any positive bacteriological sample result as well as any exceedance of other water quality standards as determined through sampling and analysis for other substances as required by permit or ministers order. As of March 31, 2004 all required drinking water quality monitoring samples, other than samples for chlorine residual, turbidity or pH will be sent to and analyzed by an accredited laboratory. Appendix A which contains a Treated Water Quality Monitoring Plan can be used to record the communities monitoring activities and results.

The Town of Dalmeny will conduct daily total chlorine residual monitoring of drinking water entering the distribution system and turbidity monitoring in the distribution system as required by regulation, permit or minister's order issued by WSA. The EPO, Lee Reinhart is responsible for regulation of the waterworks and will be advised of any failure to meet a total chlorine residual of at least 0.5 mg/L for water entering the distribution system as well as any exceedance of turbidity levels as required by operational permit, minister's order or regulatory requirement. Additionally, the Town of Dalmeny will advise the EPO, Lee Reinhart who is responsible for regulation of the waterworks of any failure of the disinfection system or any other upset to the water treatment process, operation or distribution system concern in accordance with good practice or the emergency response plan – technical action plans for the waterworks.

Operational Monitoring Plan

Observational and measurement related operational monitoring of water quality and associated reporting requirements are established for the Town of Dalmeny waterworks. Water works operators will monitor operational process in accordance with Table 1. (Note: Monitoring requirements should be established for all aspects of the water supply system where possible and Table 1 offers guidance for this task – certain monitoring may not apply to specific systems and the table should be modified accordingly. The Water Security Agency's Environmental Project Officers may be consulted with respect to selection of operational process monitoring appropriate to a specific waterworks).

Table 1. Operational parameters – Examples

Operational Parameter	Treatment step/Process					
	Raw water	Coagulation	Sedimentation	Filtration	Disinfection	Distribution system
pH						<input checked="" type="checkbox"/>
Turbidity (or particle count)						X
Temperature						<input checked="" type="checkbox"/>
Dissolved Oxygen						
River/stream flow						
Total coliforms						X
Background bacteria						X
Colour						
Conductivity						
Alkalinity						
Organic carbon						
Algae and algal toxins						<input checked="" type="checkbox"/>
Chemical dosage						
Flow rate						
Headloss						
CT						
Disinfectant residual					X	X
Disinfection By Products						X
Pressure						<input checked="" type="checkbox"/>

Key: Items with a check mark are recommended
Items with an "X" are mandatory

Record Keeping

Waterworks records and logs will be kept in accordance with the requirements of *The Waterworks and Sewage Works Regulations*. The following persons are delegated responsibility for operational record and log keeping: Public Works Manager Jeff Johnson and Councillor Jon Redekop.

Operational records and logs will include:

- ☐ total water pumped into the distribution system on a daily basis or the total raw water used;
- ☐ the types, dosages and total amounts of chemicals applied to the water for treatment;
- ☐ locations from which samples for any tests conducted by the permittee of the waterworks were taken in accordance with the permittee's permit and the name of the person who conducted the sampling or testing and the results of those tests;
- ☐ any departures from normal operating procedures that may have occurred and the time and date that they occurred;

- ❑ any instructions that were given during operation of the waterworks to depart from normal operating practices and the name of the person who gave the instructions;
- ❑ any upset condition or bypass condition, the time and date of the upset condition or bypass condition and measures taken to notify others and resolve the upset condition or bypass condition;
- ❑ any condition of low disinfectant levels, the time, date and location of occurrence and measures taken to restore disinfectant levels to required values;
- ❑ the dates and results of calibrating any metering equipment and testing instruments; and
- ❑ the dates and types of maintenance performed on equipment and any actions taken to ensure the normal operations of the waterworks.

The operational records or logs mentioned above will be recorded and maintained in the following manner:

- ❑ operational records or logs must be made in chronological order, with the dates, times and testing locations clearly indicated;
- ❑ entries in an operational record or log will only be made by the permittee or person specifically appointed by the permittee;
- ❑ persons making an entry in an operational record or log shall do so in a manner that allows the person to be unambiguously identified as the maker of the entry;
- ❑ operational records or logs must be maintained for at least five years;
- ❑ any anomalies or instances of missing entries in an operational record or log must be accompanied by explanatory notes;
- ❑ operational records or logs must only contain data or information that is actually observed or produced;
- ❑ operational records or logs must not contain default values generated manually or by automated means;
- ❑ operational records or logs maintained in accordance with the above requirements must be made available promptly on request of the Minister of Environment or a representative of the Minister.

(Note: Sample waterworks logs and record sheets are provided by the Water Security Agency in the Drinking Water Information Binder which may be used and modified as necessary to aid in record/log keeping at waterworks (see tab 11 in binder provided by to each waterworks)).

Record Review and Reporting

The assigned council member and the waterworks manager will review all monitoring results, records and operational logs on a monthly basis. If the review of the records or logs indicates that the quality of water from the waterworks has been adversely affected, the findings will be reported to the Water Security Agency as soon as reasonably practical after the report has been completed.

5. Emergency Response Planning

Standards for Emergency Response planning are available from the Water Security Agency in the form of detailed information (Waterworks Emergency Response Planning Standard, EPB-540) and as a template for community waterworks emergency response, "Waterworks Emergency Response Planning Template, EPB-241B". These documents provide guidance on Emergency contact listings, establishing a waterworks emergency planning taskforce, crisis management, notification and communication as well as technical action plans for a number of incidents which commonly occur.

APPENDIX – A

TREATED WATER QUALITY MONITORING PLAN

<u>Parameters</u> (list as specified in the permit)	<u>Sampling location</u>	<u>Sampling method</u>	<u>Results</u>	<u>SE standards/ guidelines</u>	<u>Compliance with standards/ guidelines</u>	<u>Remarks</u>
Bacteriological						
1. -----	-----	-----	-----	-----	-----	-----
2. -----	-----	-----	-----	-----	-----	-----
Chemical						
1. -----	-----	-----	-----	Average 0.1 mg/L	-----	-----
2. -----	-----	-----	-----	-----	-----	-----
3. -----	-----	-----	-----	-----	-----	-----
4. -----	-----	-----	-----	-----	-----	-----
5. -----	-----	-----	-----	-----	-----	-----
6. -----	-----	-----	-----	-----	-----	-----
7. -----	-----	-----	-----	-----	-----	-----
8. -----	-----	-----	-----	-----	-----	-----
Chemical-Health category						
1. -----	-----	-----	-----	-----	-----	-----
2. -----	-----	-----	-----	-----	-----	-----
3. -----	-----	-----	-----	-----	-----	-----
4. -----	-----	-----	-----	-----	-----	-----
Physical						
1. pH	-----	-----	-----	-----	-----	-----
2. Temperature	-----	-----	-----	-----	-----	-----
3. -----	-----	-----	-----	-----	-----	-----
4. -----	-----	-----	-----	-----	-----	-----
5. -----	-----	-----	-----	-----	-----	-----
Other						
1. Turbidity – Daily	Pumphouse	-----	-----	5.0 NTU	-----	-----
2. Turbidity – Weekly	Distribution	grab	-----	5.0 NTU	-----	-----
3. Residual Disinfectant	-----	-----	-----	-----	-----	-----
Concentration – Daily	Pumphouse	-----	-----	Total Chlorine 0.5 mg/L	-----	-----
4. Residual Disinfectant	-----	-----	-----	-----	-----	-----
Concentration-Weekly	Distribution	grab	-----	Total Chlorine 0.5 mg/L	-----	-----