



Regular Council Meeting
Town of Sundre Municipal Council Chambers

Via Teleconferencing

April 12, 2021

6:00 p.m.

1. **Call to Order**
Moment of Reflection
2. **Public Hearing: None**
3. **Agenda – Amendments and Adoption**
 - 3.1 April 12, 2021 Regular Council Meeting
4. **Adoption of Previous Minutes**
 - 4.1 March 22, 2021 Regular Council Meeting Pg. **1**
 - 4.2 April 7, 2021 Special Council Meeting Pg. **3**
5. **Delegation: None**
6. **Bylaws/Policies: None**
7. **Old Business: None**
8. **New Business**
 - 8.1 RFD Senior's Week Proclamation Pg. **5**
 - 8.2 RFD Federal Gas and Gas Audit Pg. **9**
 - 8.3 RFD Main Lift Station Controls Pg. **29**
9. **Administration**
10. **Municipal Area Partnership (MAP): None**
11. **Council Committee Reports: None**
12. **Council Invitations / Correspondence: None**
13. **Closed Meeting**
 - 13.1 Advice from Officials, *FOIPP Act Section 24*
14. **Adjournment**

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 or email: townmail@sundre.com



Regular Council Meeting
Minutes
Via Teleconferencing
March 22, 2021

The regular meeting of Council of the Municipality of Sundre was held via Teleconferencing on Monday, March 22, 2021 commencing at 6:00 p.m.

IN ATTENDANCE

Mayor Terry Leslie
Councillor Richard Warnock
Councillor Rob Wolfe
Councillor Charlene Preston
Councillor Todd Dalke
Councillor Cheri Funke

ABSENT:

Councillor Paul Isaac

STAFF

Chief Administrative Officer, Linda Nelson
Director of Corporate Services, Chris Albert
Executive Legislative Clerk, Anne-Marie Jonke
Sr. Development Officer, Betty Ann Fountain
Communications, Chelsea Kruger

PUBLIC

There were 3 members of the public in attendance.

CALL TO ORDER

The meeting was called to order at 6:00 p.m., with a moment of reflection on the business of the evening.

AGENDA – AMENDMENTS AND ADOPTION

Res. 081-22-03-21 MOVED by Councillor Dalke that the Agenda be approved as presented.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 082-22-03-21 MOVED by Councillor Wolfe that the Minutes of the Regular Meeting of Council held on March 8, 2021 be approved as presented.

CARRIED

DELEGATION

None

BYLAWS & POLICIES

None

OLD BUSINESS

None

NEW BUSINESS

Q4-2020 Financial Package

Res. 083-22-03-21 MOVED by Councillor Warnock that the Town of Sundre Council accept the 2020 Quarterly Financial Reports as information.

CARRIED

Safety Codes Services Contract

Res. 084-22-03-21 MOVED by Councillor Wolfe that the Town of Sundre Council approve the selection of Superior Safety Codes Inc. as the Town of Sundre's Accredited Safety Codes Agency, for a term of three years, ending on March 31, 2024.

CARRIED

RCMP Priority Survey

Res. 085-22-03-21 MOVED by Councillor Dalke that the Town of Sundre Council accept the RCMP Priority Survey as information.

CARRIED**Millionaire's Program**

Res. 086-22-03-21 MOVED by Councillor Funke that the Town of Sundre Council approve the inception of the Millionaire's Educational No Cost Program for the youth in Sundre.

CARRIED**Fire Chief Position**

Res. 087-22-03-21 MOVED by Councillor Funke that the Town of Sundre Council accept the CAO verbal report as information.

CARRIED**ADMINISTRATION****February 2021 Department Reports**

Res. 088-22-03-21 MOVED by Councillor Warnock that the Town of Sundre Council accept the Departmental Reports for February 2021 as information.

CARRIED**MUNICIPAL AREA PARTNERSHIP:** None**COUNCIL REPORTS****Council Committee Reports**

Res. 089-22-03-21 MOVED by Councillor Wolfe that the Town of Sundre Council accept Mayor Terry Leslie's, Councillor Warnock's, and Councillor Funke's reports for February 2021 as information.

CARRIED**COUNCIL INVITATIONS/CORRESPONDENCE:****Correspondence**

Res. 090-22-03-21 MOVED by Councillor Funke that the Town of Sundre Council accept the Parkland Regional Library System Board Meeting (Draft) Minutes and Highlights as information.

CARRIED**ADJOURNMENT**

Res. 091-22-03-21 MOVED by Councillor Wolfe being that the agenda matters have been concluded the meeting adjourned at 7:12 p.m.

CARRIED

These Minutes approved this 12 day of April 2021

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



Special Council Meeting Minutes
Via Teleconferencing
April 7, 2021

The special meeting of Council of the Municipality of Sundre was held in Via Teleconferencing, on Wednesday, April 7th, 2021 commencing at 6:30 p.m.

IN ATTENDANCE

Mayor Terry Leslie
Councillor Paul Isaac
Councillor Richard Warnock
Councillor Rob Wolfe
Councillor Charlene Preston
Councillor Todd Dalke
Councillor Cheri Funke

STAFF IN ATTENDANCE

Chief Administrative Officer, Linda Nelson
Director, Corporate Services, Chris Albert
Senior Development Officer, Betty Ann Fountain
Executive Legislative Clerk, Anne-Marie Jonke
Communications Support, Chelsea Kruger

PUBLIC

There were 6 members of the public in attendance.

CALL TO ORDER

The meeting was called to order at 6:30 p.m., with a moment of reflection.

ADOPTION OF AGENDA

Res. No. 092-07-04-21

MOVED by Councillor Preston that the agenda of April 7, 2021 Special Council Meeting be adopted, as presented.

CARRIED

Temporary Permits for Outdoor Patios

Res. No. 093-07-04-21

MOVED by Councillor Isaac that Town of Sundre Council support the issuance of temporary permits for outdoor patios to assist local eating and drinking establishments to continue to serve their patrons during the additional COVID restrictions at no cost.

CARRIED

ADJOURNMENT

Res. No. 094-07-04-21

MOVED by Councillor Funke that being the agenda matters have been concluded the meeting adjourned at 6:43 p.m.

CARRIED

These minutes approved this 12th day of April, 2021

Mayor, Terry Leslie

Chief Administrative Officer, Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	April 12, 2021
SUBJECT	Senior's Week
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

The Honourable Josephine Pon, Minister of Seniors and Housing is requesting municipal support to honour seniors for their past, present, and future contributions to communities throughout Alberta.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please find attached Minister Pon's message.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 3. Community Well-being
3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council proclaim June 7 - 13, 2021 as Senior's Week in Sundre.

MOTION:

That the Town of Sundre Council proclaim the week of June 7 - 13, 2021 as "Senior's Week" on behalf of the citizens of Sundre.

ATTACHMENTS:

Celebrate and Support Alberta Seniors
Proclamation

Date Reviewed: April 8, 2020

ACTING
CAO:

Chris Albert

Celebrate and support Alberta seniors

Let's recognize special days for seniors safely and responsibly

Seniors are a vital part of our communities. As parents and grandparents, mentors and friends, employees and employers, they make a difference in our lives. It is important that we continue to recognize, celebrate and support seniors throughout the COVID-19 pandemic.

The Government of Alberta recognizes a number of special days dedicated to seniors throughout the year. This tip sheet provides suggestions on how Albertans can continue to celebrate, support, and keep seniors safe while respecting the current public health measures.

Seniors' Week

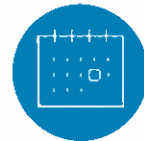
June 7 to 13

Seniors' Week has been celebrated since 1986 to celebrate and recognize seniors throughout the province. Seniors' Week is a great opportunity to honour and recognize all that seniors have contributed to making our families, communities and our province stronger.

Intergenerational Day

June 1

Intergenerational Day began in Canada in 2010 and recognizes the backgrounds, experiences and contributions of all generations to help build greater understanding between generations.



World Elder Abuse Awareness Day

June 15

World Elder Abuse Awareness Day was established in 2006 to bring global attention to the need for all citizens to take responsibility in preventing elder abuse.

Day of Older Persons in Alberta

October 1

October 1 is a day to celebrate the contributions of older adults, recognize those who support them and raise awareness of the concerns of older adults.



For more information visit alberta.ca/seniors-events.aspx

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During these challenging times, there are many great and innovative opportunities to find new ways to connect with each other and support our seniors, while following all current public health guidance. Visit alberta.ca/COVID19 for current information on public health orders.

Keep connected and support seniors

There are so many great opportunities to stay connected with the older adults in your life, say thank you, make sure they are safe, and see if they need anything. To do so safely, here are some ways to stay connected:



- Make an audio or video call, email or send letters to check in
- Host a family dinner online
- Host a virtual games night with family and friends
- Write letters and send cards, drawings or photos to seniors in local continuing care facilities

Offer assistance

This is a great time to support the emotional, mental and physical well-being of older adults and to spread good cheer throughout your community.

- Offer to assist with grocery and prescription purchases – online or delivery
- Drop off gift baskets with pre-packaged essentials at seniors' homes
- Volunteer with organizations that support seniors, like a telephone check-in program
- Recognize outstanding supports for seniors by nominating an individual, business or non-profit organization that has served seniors in your community for a Minister's Seniors Service Award at www.alberta.ca/MSSA

Share your stories

- Virtually interview seniors and capture their stories and history
- Host a virtual music concert
- Host an online poetry reading
- Host a podcast with guest speakers
- Invite older adults you know to participate in online educational, activity or cooking classes
- Conduct a "drive-by" parade – make signs, honk your horns and wave
- Have a virtual story-telling evening

Be creative! Record your interactions (video or photos). Post on your favourite social media platform using

#abseniors

Add your virtual celebration to our online calendar at

www.seniors-housing.alberta.ca/events

Resources

Research what resources are available in your community:

- Healthy Aging Collaborative Online Resources and Education:
<https://corealberta.ca/>
- Call 211 or visit www.ab.211.ca for local resources
- Talk2Nice offers friendly calls for seniors. Dial 1-844-529-7292 or complete the online form at www.nicenet.ca/talk2nice
- Call 811 for health information or visit www.albertahealthservices.ca/healthlink

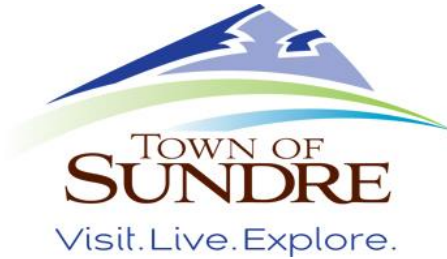
If you believe a senior requires additional supports, call:

- 911 or local police if you suspect immediate danger
- Family Violence Info Line at 310-1818
- Mental Health Help Line at 1-877-303-2642
- Addiction Help Line at 1-866-332-2322

For more information visit alberta.ca/seniors-events.aspx

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Alberta



PROCLAMATION
"SENIOR'S WEEK"
June 7 to 13th, 2021

Seniors' Week has been celebrated since 1986 to celebrate and recognize seniors throughout the province. Seniors' Week is a great opportunity to honour and recognize all that seniors have contributed to making our families, communities, and our province stronger.

WHEREAS: Sundre seniors are a strong and vital part of our communities. As parents and grandparents, mentors and friends, employees and employers, they make a difference in our lives. It is important that we continue to recognize, celebrate, and support seniors, daily.

WHEREAS: Sundre seniors are valued members of our community, and it is our intention to honour seniors for their past, present, and future contributions to communities throughout Alberta.

WHEREAS: The inclusion and well-being of Sundre Seniors is in the best interest of all sectors of our community and further adds to the life and vibrancy of our Town.

RESOLVED, I, Terry Leslie, on behalf of the Council and the Citizens of the Town of Sundre in the Province of Alberta do hereby designate the week of June 7th to 13th, 2021 as "Senior's Week"; encouraging all Sundre residents, organizations, and agencies to honour and recognize all that seniors have contributed to making our families, communities, and our province stronger.

Dated this 12th day of April, 2021

Terry Leslie, Mayor



REQUEST FOR DECISION

COUNCIL DATE	April 12, 2021
SUBJECT	Federation of Gas Co-op's Operational Audit 2020
ORIGINATING DEPARTMENT	Gas Department
AGENDA ITEM	8.2

BACKGROUND/PROPOSAL:

The Town of Sundre Gas Department recently completed the Federation of Gas Co-op's Operational Audit for 2020. This audit reviews staff competency, records management, safety, and the operation of the distribution system following the O&M guidelines living document.

The audit schedule of 2019 and 2020 for Sundre was designed to set a new schedule for companies that have good standing and will now be completed every 3 years.

An electronic copy of the O & M Manual will be sent to Council, separately, and one copy will be available here at the Town of Sundre Office.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Gas Department received an excellent audit result with only 2 minor deficiencies. Subsequently, the items were sent to the auditor for response, action, and record.

ALIGNMENT WITH STRATEGIC PLAN

3. Community Well Being

ADMINISTRATION RECOMMENDATIONS:

That Council accept the results of the Gas Department's Operational Audit for 2020 as information.

MOTION:

That the Town of Sundre Council accept the results of the Gas Department's Operational Audit for 2020 as information.

That the Town of Sundre Council adopt the O & M Manual as provided by the Federation of Alberta Gas Co-ops Ltd. for the operation and maintenance of rural Alberta natural gas utilities.

ATTACHMENTS:

2021 Audit – Final Status Letter

2021 Audit Letter

2021 O & M Town of Sundre Audit Spreadsheet

Date Reviewed: _____

Apr 8/21

ACTING
CAO:

Chris Albert



March 31, 2021

Jim Hall, Operations Manager
Town of Sundre
Box 420
Sundre, AB T0M 1X0

Dear Mr. Hall:

Re: 2021 Operations & Maintenance (O&M) Audit for the Town of Sundre

We have completed the review of the Town of Sundre's O&M Audit corrective deficiency documentation. Thank you very much for your co-operation throughout the Audit, and for providing us with all the requested information.

The 2021 O&M Audit is now complete, as all deficiencies have been corrected.

The next O&M Audit for the Town of Sundre is scheduled for 2024.

You and your staff are to be commended for their hard work and commitment to ensuring that your Gas Utility is being operated safely for your Members and the Public. Good work!

Thank you for your co-operation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Delbert G. Beazer', is located below the 'Sincerely,' text.

Delbert G. Beazer, Federation O&M Auditor
dbeazer@fedgas.com / Cell: (403) 849-0311

cc: Terry Leslie, Mayor
Jason Cathcart, Chief Officer under the Gas Distribution Act



March 29, 2021

Jim Hall, Operations Manager
Town of Sundre
Box 420
Sundre, AB T0M 1X0

Dear Mr. Hall:

Re: 2021 Operations & Maintenance (O&M) Audit for the Town of Sundre

On March 15, 2021, I completed an O&M Audit of the Town of Sundre.

The Audit was completed with;

- * Office Operations Section
Laurie Porritt, Office Personnel
Jim Hall, Manager
- * Tools & Equipment Section
Connor Roth, Service Personnel
John Nelson, Service Personnel
Jim Hall, Manager
- * Field Inspection Section
Connor Roth, Service Personnel
John Nelson, Service Personnel

Based on my Audit, the Town of Sundre is being run very effectively and are operating and maintaining a safe Utility. The various components of the Gas Utility that were inspected were found to be in good operating condition.

However, a few deficiencies were found that need to be addressed, which are listed on the enclosed O&M Audit Form. The deficiencies that were found in the field need to not only be addressed at the visited site but throughout your entire system.

Please review your deficiencies. Corrective deficiency documentation could include pictures, work orders, invoices, or a detailed letter. Once the corrective deficiency documentation is received, we will review the information and inform you of the status of your Audit.

Documentation the Town of Sundre is to send to the Federation		
Documentation	Description	Due Date
Corrective Action Plan (CAP)	CAP is to include specific dates of when each of the deficiencies has/is expected to be corrected. To be sent to the Federation 10 working days from date of this Audit letter	April 14, 2021
Imminent Findings	Imminent Deficiencies are to be corrected immediately	N/A
Major Deficiencies	Major Deficiencies documentation is to be sent to the Federation within 30 days from the date that any communication whether verbal, via email, or a written Audit Report by either the O&M Auditor or the Federation is discussed/sent to the Distributor	N/A
Minor Deficiencies	Minor Deficiencies documentation is to be sent to the Federation within 90 days from the date of this Audit letter	June 29, 2021

Failure to comply with any part of the O&M Audit Process, as detailed in the Audit Procedures Section of the O&M Manual, will be reported to the Federation Executive Director who will report to the Federation Board of Directors and the Chief Officer under the Gas Distribution Act for further action.

Thank you for your co-operation during the Audit, for your preparedness, having the documentation readily available, and with keeping your scheduled Audit date.

If you have any questions, please feel free to contact me.

Sincerely,



Delbert G. Beazer, Federation O&M Auditor
dbeazer@fedgas.com / Cell: (403) 849-0311

cc: Terry Leslie, Mayor
 Jason Cathcart, Chief Officer under the Gas Distribution Act

O & M Audit Form

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

O&M Audit Form									
Date: March 15 2021					Distributor: Town of Sundre				
Participants: Jim Hall, Manager, Laurie Porritt, Office Personnel, Connor Roth and John Nelson, Service Personnel					Auditor: Delbert Beazer				
Findings							Corrective Action Plan (CAP) (to be completed by the Distributor)		
O&M Audit Question	O&M Manual Reference	Imminent	Accept	Major	Minor	Observation	Comments/Action Required	Corrective Action	Expected Completion Date
Office Operations									
Please note: all documentation can be either paper or electronic									
1	Health & Safety Plans	Requirement of OH&S							
a	Do you have a Board/Council approved Health & Safety Plan? (Date of Motion)		X				Nov-18		
2	Employee Qualifications/Training	OMP and TMP							
a	Provide a completed Employee Qualifications Sheet (Attachment B)		X						
3	Federation O&M Manual	Preface							
a	Provide documentation that the O&M Manual has been adopted by your Board/Council? (Copy of Minutes & Date of Motion)		X						
b	Provide documentation that updated O&M Manual sections are being reviewed with your Employees?		X						
4	Emergency Response Plan								
a	Provide a copy of your Emergency Response Plan	Emergency Preparedness and Response (1.3 and 1.6.2)	X						
b	Provide documentation that your Emergency Response Plan has been adopted by your Board/Council? (Copy of Minutes & Date of Motion)	Emergency Preparedness and Response (1.3)	X						
c	Provide documentation of Who/When your Emergency Response Plan was last reviewed?	Emergency Preparedness and Response (1.6.1)	X						
d	Provide populated copies of the required Emergency Response Attachments (A, B & C)	Emergency Preparedness and Response (2.1)	X						
e	Where is your Emergency Response Plan located in the office?	Emergency Preparedness and Response (1.6.2)	X						
f	Are copies of your Emergency Response Plan available in every Service Truck?	Emergency Preparedness and Response (4.0)	X				Digital		
g	Are copies of your Emergency Response Plan available to all Employees?	Emergency Preparedness and Response (1.6.2)	X						

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

			Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
O&M Audit Question			Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
h	Emergency Communication Backup Plan (Power Outage, Battery Backup)			X						
i	Handling Emergency Telephone Calls Procedure - verbally tell the Auditor the procedure and where the procedure is written			X						
5	Required Reference Manuals									
a	Provide copies, via paper or electronic, of the latest versions of: 1) The Technical Standards and Specifications Manual for the Rural Gas Program 2) OH&S Acts and Regulations 3) CSA Z662 Oil and Gas Pipeline Systems 4) CSA B149.1 Natural Gas and Propane Installation Code 5) CSA Z246.2 - Emergency Preparedness and Response for Petroleum Natural Gas Industry Systems			X						
	QMP & IMP (N3.1)									
6	Required Reference Documents									
a	Provide copies, via paper or electronic, of the current Acts, Codes & Regulations, as identified in the O&M Manual			X						
	Preface									
7	QMP (Quality Management Plan)									
a	Provide documentation that the QMP has been adopted by your Board/Council? (Copy of Minutes & Date of Motion)			X				Feb-20		
b	Provide documentation that the QMP has been reviewed by your Board/Council? (Copy of Minutes & Date of Motion)			X				Feb-20		
8	IMP (Integrity Management Program)									
a	Provide documentation that the IMP has been adopted by your Board/Council? (Copy of Minutes & Date of Motion)			X						
b	Provide documentation that the IMP has been reviewed by your Board/Council? (Copy of Minutes & Date of Motion)			X						
9	Table/Field/Major Field Exercise/Event									
a	Provide documentation of a Table/Field Exercise/Event (Annually)			X						
b	Provide documentation of a Major Field Exercise/Event (Every 3 years)			X						
10	Maps/Asbuilts									
a	Provide a copy of your current Maps/Asbuilts?			X						2

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

	O&M Audit Question	O&M Manual Reference	Findings				Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
			Imminent	Accept	Major	Minor		Corrective Action	Expected Completion Date
11	Agreements	Emergency Preparedness and Response (2.3 and 3.5.1.6)							
a	Emergency Services Agreement (Zone) - Provide documentation of your current Emergency Services Agreement			X					
b	Does your Emergency Services Agreement provide everything you would need in an Emergency?			X					
c	Provide documentation of your Mutual Aid Agreement(s) for an Emergency with neighboring Municipalities			X					
d	Provide documentation of any Third Party Agreement(s) with other Gas Utilities/Contractors/Industrial Sites/Oilfield Sites/Battery Sites			X					
12	Gas Odor Call	Emergency Preparedness and Response (4.4.5), Tools and Equipment (Chart A) & System Operations (2.0)							
a	Provide completed documentation from a Gas Odor Call. (eg. time the call came in, details of the call, details of what happened on the call, time the call was complete, what equipment was used, bump test information, etc.)			X					
13	Carbon Monoxide (CO) Report	Tools and Equipment (Chart A), System Operations (1.3), & Carbon Monoxide (2.0)							
a	Provide completed CO report documentation. (eg. time the call came in, details of the call, details of what happened on the call, time the call was complete, what equipment was used, bump test information, etc.)			X					
14	Station Relief Valve Maintenance Report								
a	Provide documentation of Annual Pressure Relief Device inspections	Inspections & Surveys (5.3)		X			Only have one PSV, documented in RMO documentation		
b	Provide documentation of a recent Pressure Relief Devices service report	Pressure Control and Overpressure Protection (3.3)		X					
c	Provide documentation that all Pressure Control and Overpressure Protection devices are current as per the required service intervals			X					
	December 2020								3

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

	O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
			Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
15	Station Shut Off/Operating Valve Maintenance	Inspections & Surveys (5.0)								
a	Provide documentation of your last two Annual inspections			X						
16	Activate Block Valves Report	Inspections & Surveys (5.0)								
a	Provide documentation of your last two Annual inspections			X						
17	Activate Main Underground Valves Report	Inspections & Surveys (5.0)								
a	Provide documentation of your last two Annual inspections			X						
18	Safety Data Sheets (SDS)	System Operations (5.3)								
a	Provide current documentation			X						
19	RMO Documentation	Station Inspection and Maintenance (3.2)								
a	Provide documentation of your Monthly Inspection Maintenance for each of your RMOs			X						
20	Alcohol System	Alcohol Systems (2.0) and Station Inspection and Maintenance (3.2.3)								
a	Provide documentation of your Annual Maintenance for each of your RMOs			X						
21	Catalytic Heater	Catalytic Heater (3.0) and Station Inspection and Maintenance (3.2.3)								
a	Provide documentation of your Annual Maintenance for each of your RMOs					X		Action Required: Create an Annual maintenance report form to record data, that includes a list of all catalytic heaters. Once completed and recorded, please send a copy to the Federation.		
22	Line Heater	Line Heater (3.0) and Station Inspection and Maintenance (3.2.3)								
a	Provide documentation of your Annual Maintenance for each of your Line Heaters			X						
23	Lockout	Lockout (3.1 - 3.3)								
a	Provide documentation of your Lockout System			X						

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

			Findings						Corrective Action Plan (CAP) (to be completed by the Distributor)	
	O&M Audit Question	O&M Manual Reference	Imminent	Accept	Major	Minor	Observation	Comments/Action Required	Corrective Action	Expected Completion Date
24	Pre-Job Meetings	Pre-Job (3.0) & Safe Work Permits (3.0)								
a	Provide documentation of a completed Pre-Job Meeting with evidence of signatures/attendee list			X						
25	Safe Work Permits	Safe Work Permits (3.0)								
a	Provide documentation of a completed Safe Work Permit			X						
26	Leak Reports	Escaping Gas (2.0) & System Operation (3.2 and 3.3)								
a	Provide documentation of your Records of Leaks			X						
b	Provide documentation of a completed (all applicable fields completed) Leak Report filed with Rural Utilities			X						
27	Quality Assurance (QA)	System Operations (5.3)								
a	Provide your QA documentation for all your PE Pipe			X						
28	Release Reporting									
a	Are you reporting Releases to the Alberta Energy and Environmental Response Line?	Escaping Gas (2.0) & Release Reporting (3.0)		X						
b	If so, provide documentation of the Release Reports you have submitted with AER			X						
c	If so, provide documentation of the Release Reports you have submitted with AEP			X						
29	Abnormal Gas Conditions	Gas Conditioning (2.0)								
a	How are you documenting your findings?			X						
b	If so, are you completing the Gas Quality Incident Report and forwarding to the Federation who forwards on to Gas Supplier?			X						
30	Leak Detection	Inspection and Surveys (2.4)								
a	Provide documentation of your Leak Detection on Public Buildings (Annually)			X						
b	Provide documentation of your Leak Detection on your Distribution and Service Lines (Every 3 years for Urban)			X						
c	Provide documentation of your Leak Detection on your Distribution and Service Lines (Every 5 years for Rural)			X						
d	Provide documentation of your Leak Detection on Reoccurring Problem Areas			X						

601-0555-2020

5

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

	O&M Audit Question	O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
			Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
31	Right of Way Patrolling	Inspections and Surveys (3.0)								
a	Provide documentation of your Annual Right of Way Patrolling on your High Pressure Lines			N/A				No High Pressure Lines		
32	Cathodic Protection	Inspections and Surveys (4.0)								
a	Provide documentation of your inspection on your Metallic Pipelines for Cathodic Protection			X						
b	Provide documentation of your inspection on your Risers for Cathodic Protection			X						
c	Provide documentation of your inspection on your Isolated Sections for Cathodic Protection			X						
33	End of Line Pressures	Inspections and Surveys (9.0)								
a	Provide documentation on monitoring of End of Line Pressures			X						
34	Gas Reconciliation	Inspections and Surveys (11.0)								
a	Provide documentation of your last 6 monthly Gas Reconciliation Reports (Wholesale to Retail Volumes (by Taps))			X				Identified 7% loss. They are aware it is high. Recently completed a leak survey. Loss could possibly be in the billing. Recommendation: Continue looking into where the loss is originating.		
35	Meters									
a	Provide documentation on how you Identify and Track all In-Service Meters. (Meter Inventory and Seal Dates) (will need a copy of your Meter Inventory available for Field Inspection part of the Audit)	Metering (2.0)		X						
b	Provide documentation of your Meter Re-Verifications (seal dates) process	Metering (7.0)		X						
36	Odorization									
a	Provide documentation on how you are documenting the Inspection & Service of your Odorization System?	Odorization (2.1, 2.2, 3.1, 3.2, 3.3) and Station Inspection and Maintenance (3.2.2)		X						
b	Provide documentation that Sniff Tests (Odorometer Readings) are Taken & Recorded Monthly?	Odorization (3.6)		X						
c	Are Employees limited to 12 Sniff Tests (Odorometer Readings) per day? (Not to exceed 6 sites per day, 2 sniffs per site)	Odorization (3.7)		X						

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

			Findings					Corrective Action Plan (CAP) (to be completed by the Distributor)		
	O&M Audit Question	O&M Manual Reference	Imminent	Accept	Major	Minor	Observation	Comments/Action Required	Corrective Action	Expected Completion Date
d	Provide documentation that Employees have had Olfactory Testing in the past 4 years	Odorization (3.10)		X						
37	Equipment Calibration Records	Tools and Equipment (2.2)								
a	Provide documentation of the equipment you utilize			X						
b	Provide documentation that the equipment has recently been calibrated?			X						
c	Provide documentation that the equipment has recently been bump tested?			X						

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

Operations and Maintenance Guidelines - Audit Procedures - Attachment A										
			Findings						Corrective Action Plan (CAP) (to be completed by the Distributor)	
	O&M Audit Question	O&M Manual Reference	Imminent	Accept	Major	Minor	Observation	Comments/Action Required	Corrective Action	Expected Completion Date
	Tools and Equipment									
38	Personal Protective Equipment	Tools & Equipment (3.1)								
a	Head Protection			X						
b	Hearing Protection			X						
c	Eye And Face Protection			X						
d	Fire Retardant Clothing			X						
e	Foot Protection			X						
f	Traffic Hazard Clothing - Reflective Wear			X						
39	Available on Premises	Tools & Equipment (Chart A & 7.1)								
a	Fire Extinguisher (4-A:40-B:C - annually certified)			X						
b	First Aid Kit #2			X						
40	Available for Field Use	Tools & Equipment (Chart A & 4.1)								
a	Barricades And Markers (may have an agreement with a Third Party to provide)			X						
b	Construction Signs - Traffic Warning (may have an agreement with a Third Party to provide)			X						
c	Odorometer (may have an agreement with a Third Party to provide)			X						
d	Fusion Equipment (Polyethylene) Alignment Jigs, etc.			X						
e	High Energy Joining (Aluminum) Pipe Cutters, File, etc. (may have an agreement with a Third Party to provide)			N/A			No Aluminum Lines			
f	Safety Belts/Harness (may have an agreement with a Third Party to provide)			X						
g	Pipe Threader			X						
h	Pipe Vise			X						
i	Generator/Invertor			X						
j	Portable Lights (may have an agreement with a Third Party to provide)			X						
k	Chart Recorder/Digital Recorder			X						
l	Half-Cell Potential Meter			X						
m	Portable Gas Flare (may have an agreement with a Third Party to provide)			X						
41	Available for RMO Operations	Tools & Equipment (Chart A & 5.1)								
a	RMO Spill Containment Kit - Odorant (may have an agreement with a Third Party to provide)			X						
b	RMO Spill Containment Kit - Glycol (may have an agreement with a Third Party to provide)			X						
c	When were the Spill Containment Kits last inspected?			X						

December 2020

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

			Findings					Corrective Action Plan (CAP) (to be completed by the Distributor)	
	O&M Audit Question	O&M Manual Reference	Imminent	Accept	Major	Minor	Observation	Comments/Action Required	Corrective Action
42	Material in Inventory Available for Use	Tools & Equipment (Chart A & 6.1)							
a	Pre-Tested Aluminum Pipe for all sizes and wall thicknesses (may have an agreement with a Third Party to provide)			N/A				No Aluminum Lines	
b	High Energy Joining Fittings for all sizes (may have an agreement with a Third Party to provide)			N/A				No Aluminum Lines	
c	Pre-Tested Steel Pipe for all sizes and all thicknesses (High Pressure Only) (may have an agreement with a Third Party to provide)			N/A				No Steel Lines	
d	RTP (Flex) Pipe for all sizes and all thicknesses (High Pressure Only) (may have an agreement with a Third Party to provide)			N/A				No Flexpipe Lines	
e	PE Pipe for all sizes			X					
f	Tracer Wire (minimum 14 gauge)			X					
g	Pipeline Repair (Taping) Coating Materials (may have an agreement with a Third Party to provide)			X					
h	Mechanical Couplings (Minimum 2 of each size) (Stab Locks - PE Pipe only)			X					
i	Static Ground Devices/Bonding Straps			X					
j	Methanol			X					
43	Service Vehicle Inventory	Tools & Equipment (Chart A & 3.1)							
a	Fire Extinguisher (2-A:10-B:C - annually certified)			X					
b	Warning Devices (Flares, Reflectors)					X		Not in the Service Truck Action Required: Once added to the Service Truck, please send a picture to the Federation.	
c	Squeeze-Off Tools with attached Grounding Straps			X					
d	Liquid Leak Detector			X					
e	Pipe Cutters (PE)			X					
f	Line Locator			X					
g	First Aid Kit #2			X					
h	Flashlight (Explosion Proof)			X					
i	Maps, Plans, and Asbuilts (Paper or Electronic)			X					
j	General Reporting Forms (E.g. Work Orders, Diary or Note Books)			X					
k	Emergency Response Plan (Paper or Electronic)			X					
l	Communication Equipment			X					
m	Camera (any digital device capable of taking photos)			X					
n	Gas Detector - LEL and %			X					
o	Gas Detector - ppm			X					
p	Detector - Carbon Monoxide (CO) - 0 ppm - 1000 ppm			X					
q	Detector - Oxygen (O2)			X					
r	Detector - Hydrogen Sulfide (H2S)			X					
s	4 Head Continuous Monitor			X					

December 2020

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

		O&M Manual Reference	Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
			Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
1	Pressure Gauges as Required			X						

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

Operations and Maintenance Guidelines - Audit Procedures - Attachment A								Corrective Action Plan (CAP) (to be completed by the Distributor)		
O&M Audit Question		O&M Manual Reference	Findings					Comments/Action Required	Corrective Action	Expected Completion Date
			Imminent	Accept	Major	Minor	Observation			
Field Inspection										
44	Crossing Signage (with accurate identification)	Inspections and Surveys (5.3) & System Operations (4.3 and 9.2, 9.3)		X						
45	4 oz Location Visited (1st Location):	New Home, Mtr 2005, B42R, Reg, 2020 Seal								
a	Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
b	Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						
c	Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		X						
d	All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		X						
e	General Observation of the Location Visited			X						
45	4 oz Location Visited (2nd Location):	331 Center Street, Mtr 1457, B42R, 2017 Seal								
a	Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
b	Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						
c	Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		X						
d	All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		X						
e	General Observation of the Location Visited			X						
46	5 lbs Location Visited:	Minimart, IMR 31 - 5#, 5 meters, 2012 seal								
a	Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
b	Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						
c	Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		X						
d	All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		X						
e	General Observation of the Location Visited			X						
47	10 - 30 lbs Location Visited (1st Location):	Landry, Mtr 1908, IMR 31 Reg, 2016 Seal								
a	Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
b	Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
c	Remove Sources of Ignition (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
d	Risk Assessment (Smell, Sight & Sound) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

Operations and Maintenance Guidelines - Asset Records - Worksheet 1								Corrective Action Plan (CAP) (to be completed by the Distributor)		
O&M Audit Question		O&M Manual Reference	Findings					Comments/Action Required	Corrective Action	Expected Completion Date
			Imminent	Accept	Major	Minor	Observation			
e	Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
f	Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
g	Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						
h	Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		X						
i	All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		X						
j	General Observation of the Location Visited			X						
47 10 - 30 lbs Location #2 Visited (2nd Location):		IGA, Mtr 1456, Roots, IMR 34 - 20#								
a	Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
b	Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
c	Remove Sources of Ignition (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
d	Risk Assessment (Smell, Sight & Sound) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
e	Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
f	Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
g	Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						
h	Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		X						
i	All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		X						
j	General Observation of the Location Visited			X						
48 Line Pressure Location Visited:		Mountain View Seniors Center, Mtr 1874, EVC 1875, 2018 Seal								
a	Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
b	Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
c	Remove Sources of Ignition (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
d	Risk Assessment (Smell, Sight & Sound) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
e	Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A						
f	Meters Installed are Adequate to Meet Pressure/Sizing	Metering (4.0)		X						
g	Meter Sets are Installed to Meet Safety Regulations	Metering (5.2)		X						
h	Pressure Control Devices Installed where Required	Pressure Control and Overpressure Protection (3.0)		X						

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

		Findings						Corrective Action Plan (CAP) (to be completed by the Distributor)	
	O&M Audit Question	O&M Manual Reference	Imminent	Accept	Major	Minor	Observation	Comments/Action Required	Expected Completion Date
i	All Pressure Control Devices Vented Appropriately	Pressure Control and Overpressure Protection (3.3.4)		X					
j	General Observation of the Location Visited			X					
49	Block Valve Location Visited:	East Side River, 3" Ung Valve, Steel							
a	Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
b	Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
c	Remove Sources of Ignition (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
d	Risk Assessment (Smell, Sight & Sound) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
e	Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
f	Signage (with accurate identification)	Inspections and Surveys (5.3), System Operations (9.1 - 9.3), and Station Inspection and Maintenance (3.2.3)		X				Ung Valve is marked with a yellow plate. All valves are also marked with locator balls.	
g	Station Protection (Fence)	IMP (N.10.2) & Technical Standards Manual (6.1)		N/A					
h	Vegetation Control	Inspections and Surveys (5.3) & IMP (N10.2)		X					
i	Painting & Corrosion	Metering (5.2)		X					
j	Piping Stress Free	Inspections and Surveys (5.3)		X					
k	Operation of Valves	Inspections and Surveys (5.3)		X					
l	General Observation of the Location Visited			X					
50	Reg/Intermediate Station Location Visited:	N/A							
a	Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
b	Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
c	Remove Sources of Ignition (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
d	Risk Assessment (Smell, Sight & Sound) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
e	Documentation (Maintenance Records, Tests & Call Back) (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		N/A					
f	Lockout System	Lockout (3.1 - 3.3)		N/A					

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

			Findings					Corrective Action Plan (CAP) (to be completed by the Distributor)	
O&M Audit Question	O&M Manual Reference	Imminent	Accept	Major	Minor	Observation	Comments/Action Required	Corrective Action	Expected Completion Date
g Signage (with accurate identification)	Inspections and Surveys (5.3), System Operations (9.1 - 9.3), and Station Inspection and Maintenance (3.2.3)		N/A						
h Station Protection (Fence)	IMP (N.10.2) & Technical Standards Manual (8.1)		N/A						
i Vegetation Control	Inspections and Surveys (5.3) & IMP (N.10.2)		N/A						
j Painting & Corrosion	Metering (5.2)		N/A						
k Current Log Book (paper or electronic)	Station Entry (3.2)		N/A						
l Catadyne Heater Installation	Manufacturers Specifications		N/A						
m Line Heater Installations	Manufacturers Specifications		N/A						
n Pressure Control Devices Installed where Required	Inspections and Surveys (5.2, 5.3) & Pressure Control and Overpressure Protection (3.0)		N/A						
o All Pressure Control Devices Vented Appropriately	Metering (5.2) & Pressure Control and Overpressure Protection (3.3.4)		N/A						
p Piping Stress Free	Inspections and Surveys (5.3)		N/A						
q Operation of Valves	Inspections and Surveys (5.3)		N/A						
r Pressure Gauges Operational	Tools and Equipment (3.1)		N/A						
s General Observation of the Location Visited			N/A						
51 RMO Location Visited (1st Location):	Town Station, TCPL, 644# inlet, 40# outlet, Mooney Reg Dbl Run, Singer Relief								
a Working Alone/Call Back Procedure (if enclosed)	Station Entry (1.1, 1.3, and 3.2)		X						
b Safe Station Entry Procedures including Testing for Gas & Recording Concentrations (Sniffer Port)	Station Entry (1.1, 1.3, and 3.2)		X						
c Remove Sources of Ignition	Station Entry (1.1, 1.3, and 3.2)		X						
d Risk Assessment (Smell, Sight & Sound)	Station Entry (1.1, 1.3, and 3.2)		X						
e Lockout System	Lockout (3.1 - 3.3)		X						
f Signage (with accurate identification)	Inspections and Surveys (5.3) and Station Inspection and Maintenance (3.2.3)		X						

Operations and Maintenance Guidelines - Audit Procedures - Attachment "A"

		Findings					Comments/Action Required	Corrective Action Plan (CAP) (to be completed by the Distributor)	
O&M Audit Question	O&M Manual Reference	Imminent	Accept	Major	Minor	Observation		Corrective Action	Expected Completion Date
g Station Protection (Fence)	IMP (N.10.2) & Technical Standards Manual (6.1)		X						
h Vegetation Control	Inspections and Surveys (5.3) & IMP (N10.2)		X						
i Painting & Corrosion	Metering (5.2)		X						
j Current Log Book (paper or electronic)	Station Entry (3.2)		X						
k Catadyne Heater Installation	Manufacturers Specifications		X						
l Line Heater Installations	Manufacturers Specifications		X						
m Pressure Control Devices Installed where Required	Inspections and Surveys (5.2, 5.3) & Pressure Control and Overpressure Protection (3.0)		X						
n All Pressure Control Devices Vented Appropriately	Metering (5.2) & Pressure Control and Overpressure Protection (3.3.4)		X						
o Piping Stress Free	Inspections and Surveys (5.3)		X						
p Operation of Valves	Inspections and Surveys (5.3)		X						
q Pressure Gauges Operational	Tools and Equipment (3.1)		X						
r General Observation of the Location Visited			X						
Additional Comments									
Recommend checking your entire system to ensure that the deficiencies found during the Field Inspection of your O&M Audit are addressed and updated.									

PREFACE

This manual provides recommended guidelines for the operation and maintenance of rural Alberta natural gas utilities.

Each Federation member must adopt this manual through Board or Council motion. Upon adoption of this manual by the Federation member, these guidelines become mandatory to be followed and enforced. A copy of this motion or equivalent form is to be provided to the Federation of Alberta Gas Co-ops Ltd. upon request.

Should a Distributor choose to make any additions, deletions, or modifications to this manual, it must be submitted for approval to the Chief Officer under the Gas Distribution Act, Part 1, Section 2(2). A copy of the Chief Officer approval is to be filed with and forms part of the Operations and Maintenance Manual.

This manual is produced through the combined efforts of the Federation of Alberta Gas Co-ops Ltd. and its Operations and Maintenance Committee, and the Rural Utilities Section.

October 2020



REQUEST FOR DECISION

COUNCIL DATE April 12, 2021
SUBJECT Main Lift Station Controls
ORIGINATING DEPARTMENT Operations/Wastewater
AGENDA ITEM 8.3

BACKGROUND/PROPOSAL:

The pump system at the main lift station is currently operating on a single pump without the required AE&P redundancy requirement. A VFD upgrade is necessary to allow for full redundancy of pump control to meet the proper requirements.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

During the initial approval for the VFD upgrade, Operations has been experiencing some deficiencies in the control logic of the main lift station pump system. The addition of the VFD upgrade will allow for the full redundancy of pump control that will meet the proper requirements.

The approved amount for the VFD Main Lift Station was for \$25,000. Due to the engineering/record drawings and the pump communication needs, the total is now \$36,000. An additional \$11,000 is necessary to complete this project.

Due to the recent complexity of the pump communication upgrades, engineering assistance will be required in commissioning and record drawings.

Estimated Additional Cost:

Currently Approved	\$25,000
Control Logic	\$6209
Engineering	\$5000

Total Project Cost: \$36,209

ALIGNMENT WITH STRATEGIC PLAN

5. Infrastructure
7.1 Risk Management

COSTS/FUNDING

An additional \$11,208.50 to the approved budget with funding to come from Utilities Lifecycling RSA.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the required upgrade to the pump system at the main lift station.

MOTION:

The Town of Sundre Council approves an additional \$11,208.50 to the approved budget with funding to come from Utilities Lifecycling RSA.

Date Reviewed: Apr 8/21

ACTING
CAO:

Chris Collett



BUDGET JUSTIFICATION
Capital

PROJECT: Main Lift Station Controls

PROJECT YEAR: 2021

ORIGINATING DEPARTMENT: Wastewater

PRIORITY: 1

- 1 = very high (legislated; required; large savings for Town; impending failure)
- 2 = high (savings for Town; will be required in future; can be moved to future year)
- 3 = low (will help with future service delivery; not required; timing can be moved)

BACKGROUND / JUSTIFICATION: Operations has investigated the operating control system that pumps the wastewater from the East side, SW side and NW section of Town. Since 2013 the Station has been listed as a full upgrade capital project at \$1million+. The current investigation has shown that the lift station pumping system is controlled incorrectly adding additional power consumption, heavy duty cycles on one of two pumps and inaccuracy of current and potential station capacity. A current solution is to install new direct controllers (VFD) that will ensure the pumps split the duty evenly, reduce power consumption, increase pump life span and prove actual capacity of the station which will assist scheduling a full upgrade outside the current 5- year capital plan.

RISK ASSESSMENT OF NON-APPROVAL: Our technical specialist and operations are concerned with the incorrect current control logic. If the operating pump fails, the second pump will not operate correctly and could cause wastewater back up. Without correct operation capacity decisions for full upgrade will be erroneous and could prompt capital upgrade sooner than actually required.

ALIGNMENT WITH STRATEGIC PRIORITIES: Risk Management / Infrastructure

ESTIMATED COST:

(VFD's x 2) \$6000

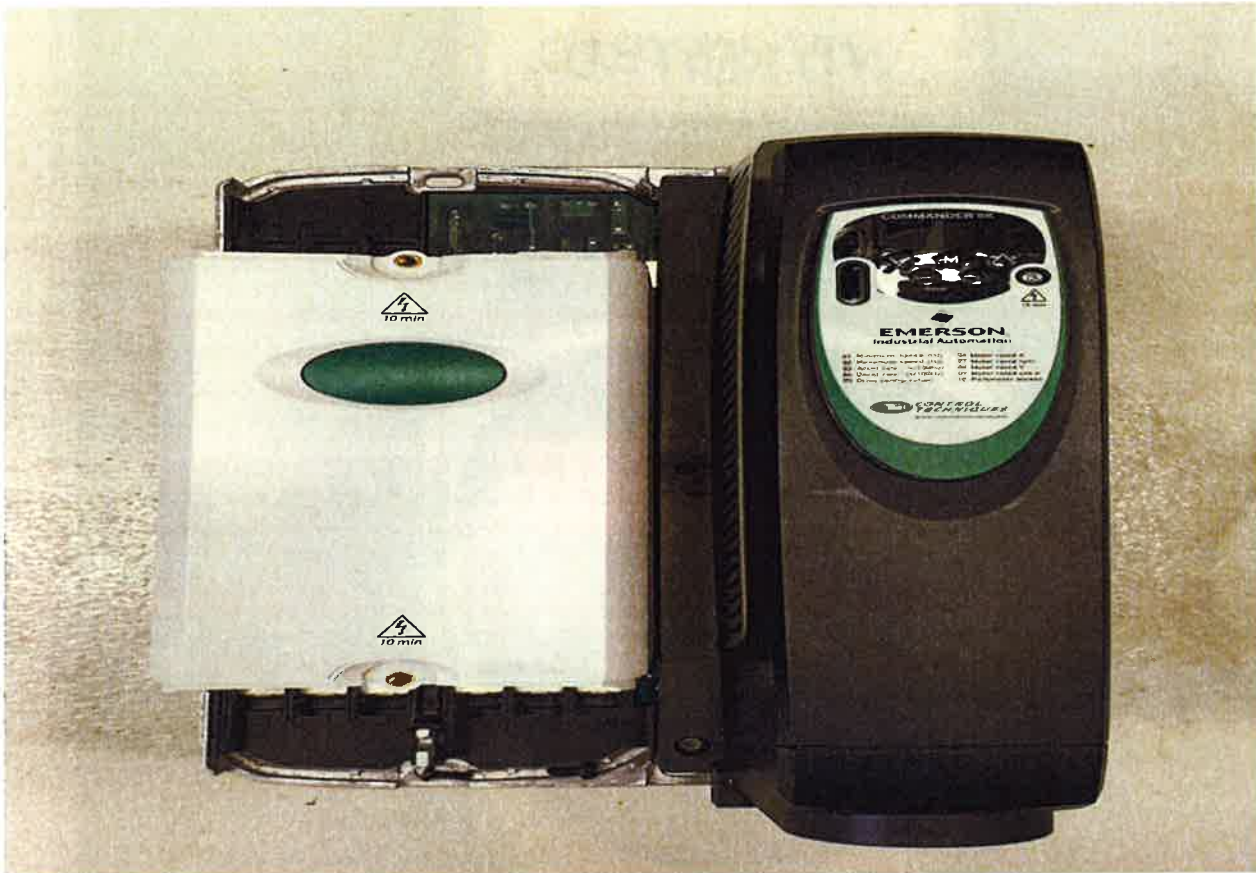
Total \$20,000

The current budget is showing \$20,000.00 under the water treatment plant software upgrade, however, staff have found an inexpensive method to mitigate this requirement, so there is room to proceed with this project without impacting the 2021 capital budget.



Main Lift Station Near Red Deer River





Example of VFD Proposed Controller



VFD Displaying Frequency for driving pump speed