



TOWN OF
SEDGEWICK

Agenda

Regular Meeting of Council

Thursday, July 12, 2018

Town of Sedgewick Council Chambers
6:00pm

1. Call to Order

2. Acknowledgement of Treaty 6

3. Adoption of Agenda

4. Delegations Associated Engineering - [Main Street Vision](#) - 6:00 pm

-Nelson Dos Santos, P.Eng.

-Bojan Obradovic, CSLA, AALA

5. Minutes Regular Meeting ([June 14, 2018](#))
Special Meeting ([June 25, 2018](#)) ADDITION

6. Financials None

7. New Business

- 7.1 [Subdivision Utility Installation](#) – RFD
- 7.2 [Sanitary Sewer Analysis](#) – RFD
- 7.3 [Sanitary Sewer CCTV Inspection](#) - RFD - ADDITION

8. Reports

- 8.1 Committee Reports
 - Mayor P. Robinson
 - Nothing to report
 - Councillor G. Imlah
 - [SKNGS](#) – June 27, 2018 meeting minutes
 - Councillor S. Levy
 - [Sedgewick & District Library](#) – June 12, 2018 meeting minutes
 - Councillor T. Schmutz
 - Nothing to report
 - Councillor G. Sparrow
 - [The Bethany Group](#) – 2019 – 2021 Business Plan

8.2 Staff Departmental Reports
[Public Works Report](#) – For the period ending July 12, 2018

8.3 Chief Administrative Officer Report
[CAO Report](#) - for the period ending July 12, 2018

9. Correspondence

- 9.1 [Alberta Culture/Tourism](#) – Stars of Alberta Volunteer Awards
- 9.2 [AB Rec & Parks](#) – Elected Officials Education Program offer
- 9.3 [FIP](#) – 2017 Financial Statements (un-audited)
- 9.4 [Lifesaving Society](#) – Declaration of National Drowning Prevention Week (July 15-21, 2018)
- 9.5 [Flagstaff County](#) – Range Road 124 – All-Weather Road response
- 9.6 [Flagstaff Beaver EC Coalition](#) – Funding request for COW Bus
- 9.7 [Parkland Regional Library](#) – PRL Board Talk Newsletter
- 9.8 [Sedgewick Rec Board](#) – May Financial Report
- 9.9 [Flagstaff SDAB](#) – recommendation for Board Member Appointment

10. In-Camera

11. Round Table/Question Period

12. Adjournment

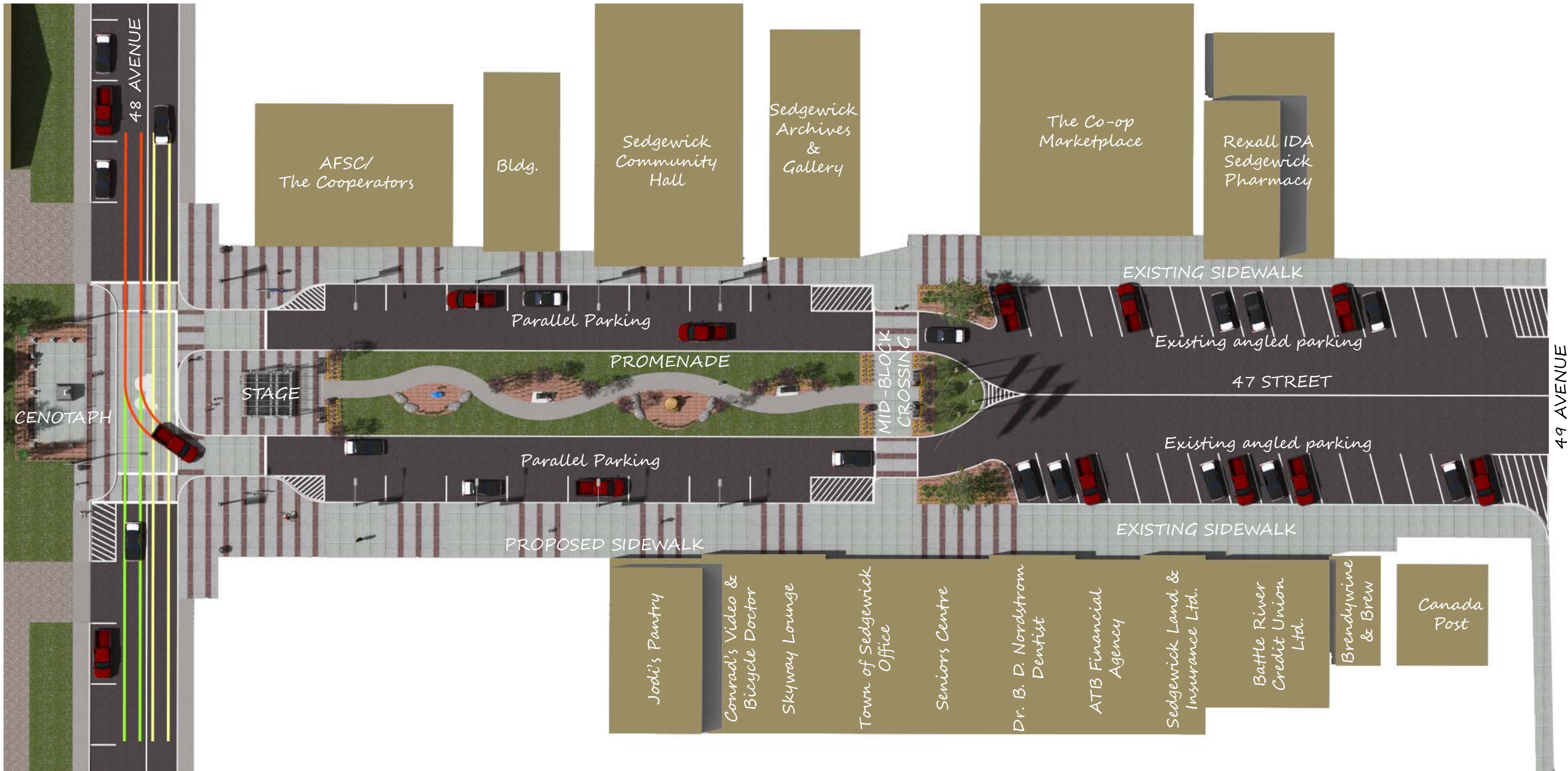


TOWN OF SEDGEWICK, ALBERTA MAINSTREET VISION





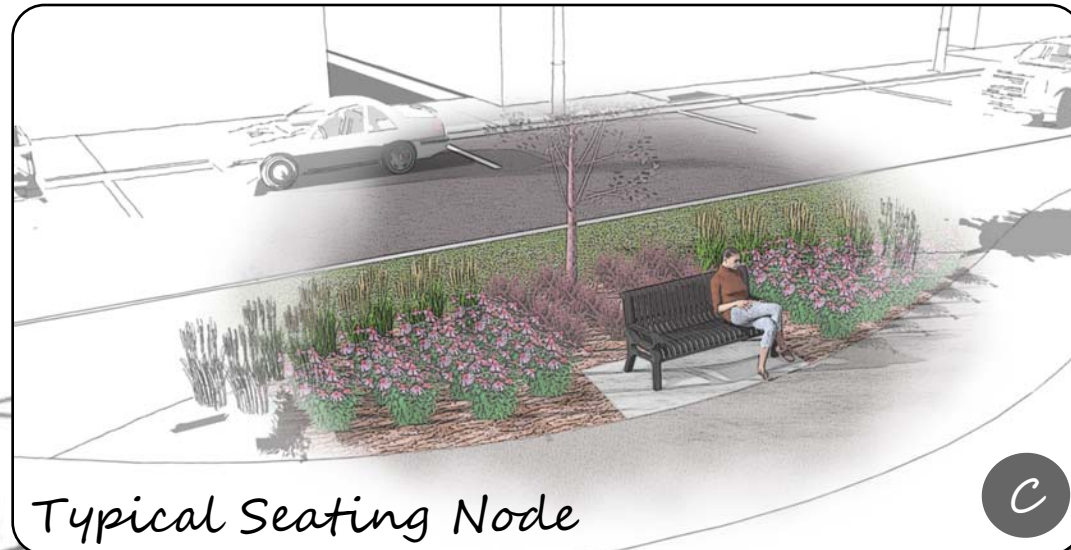
TOWN OF SEDGEWICK, ALBERTA MAINSTREET VISION



Mainstreet Plan



TOWN OF SEDGEWICK, ALBERTA MAINSTREET VISION



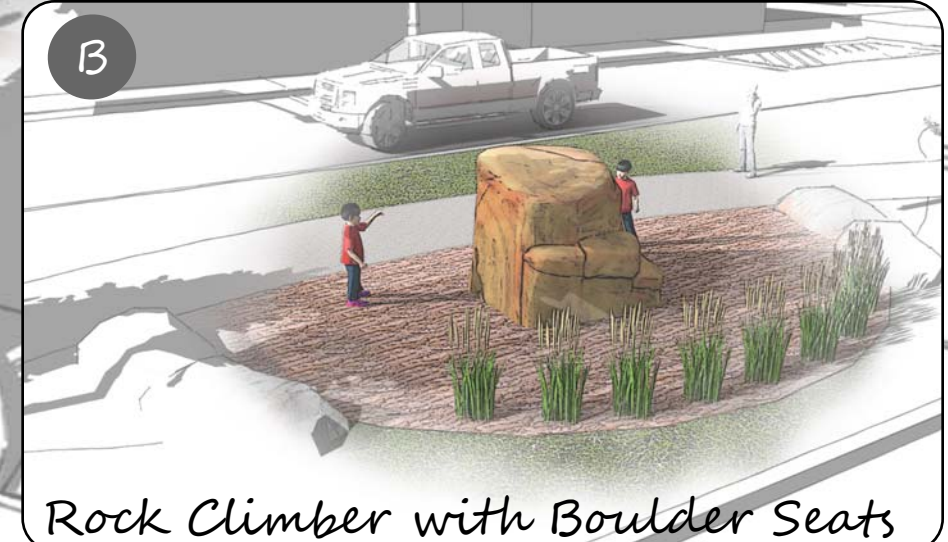
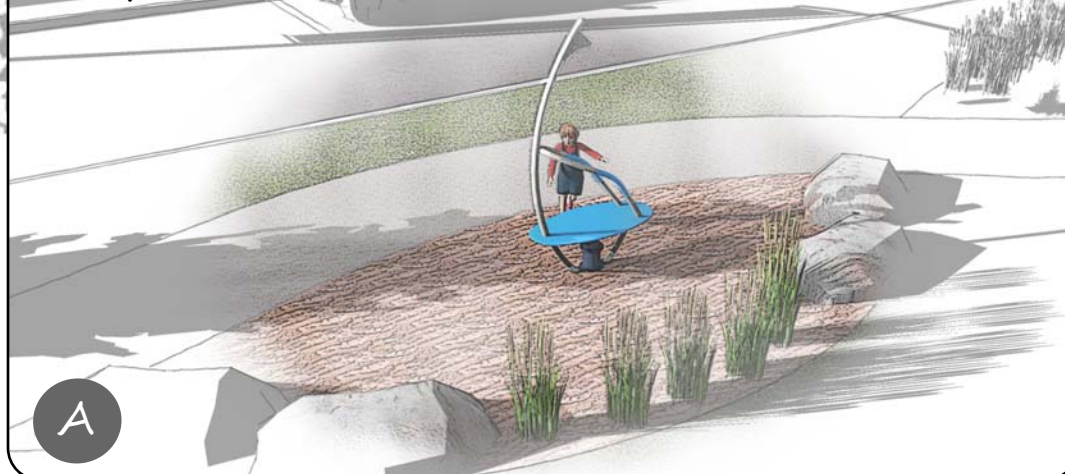
Typical Seating Node

Promenade

Mainstreet park space with amenities to create opportunities for people to spend time downtown, and to enhance user experience. The following principles should guide the design:

1. Creating a destination to which businesses are attractive and where the public wants to spend their time.
2. Prioritize pedestrians in the design. The more time a person is willing to stay in an area, the more likely they are to support the businesses within.
3. Diversify amenities to cover the demographic of the Town.
4. Build with quality in mind to ensure sustainability for future generations.

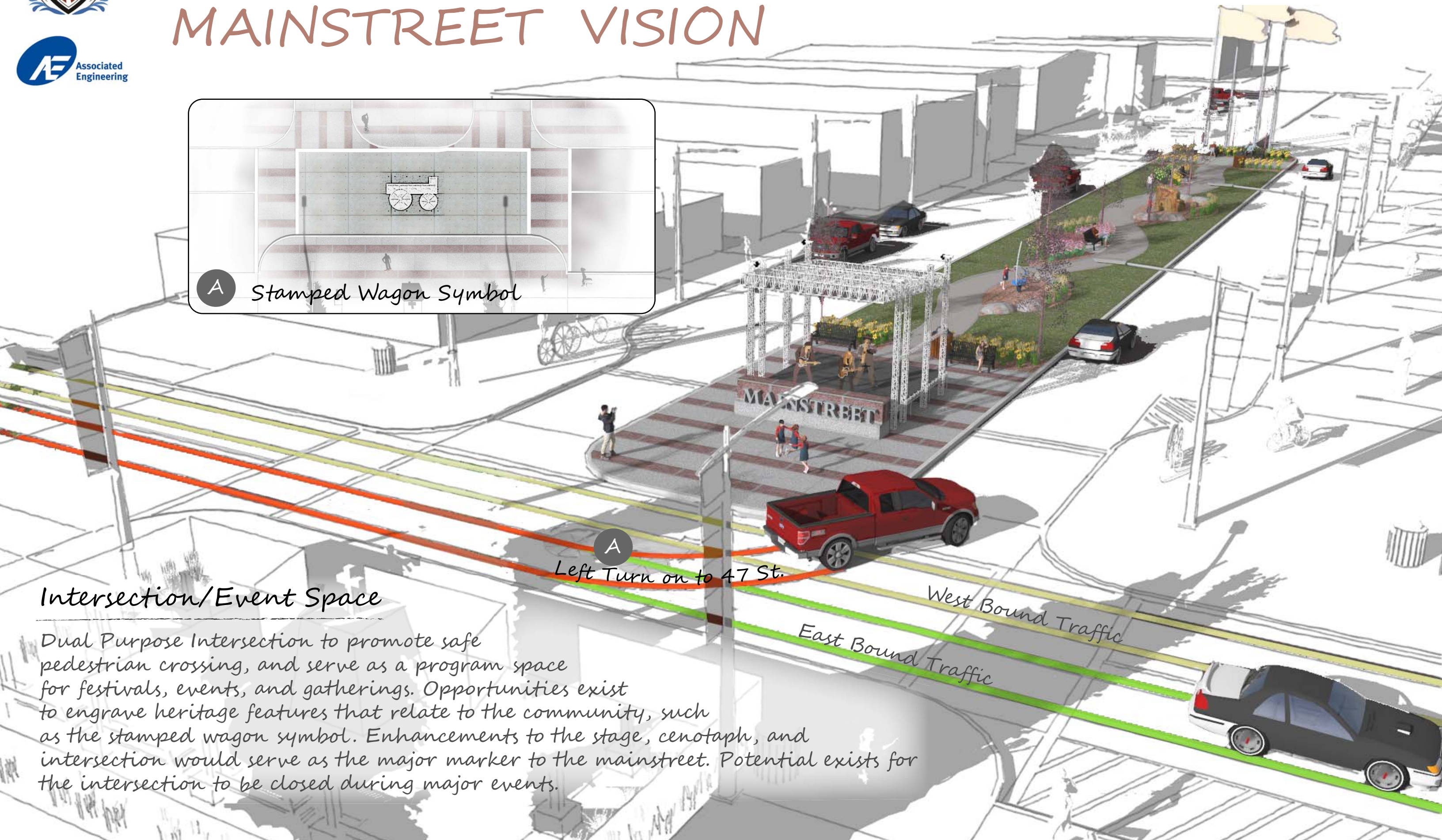
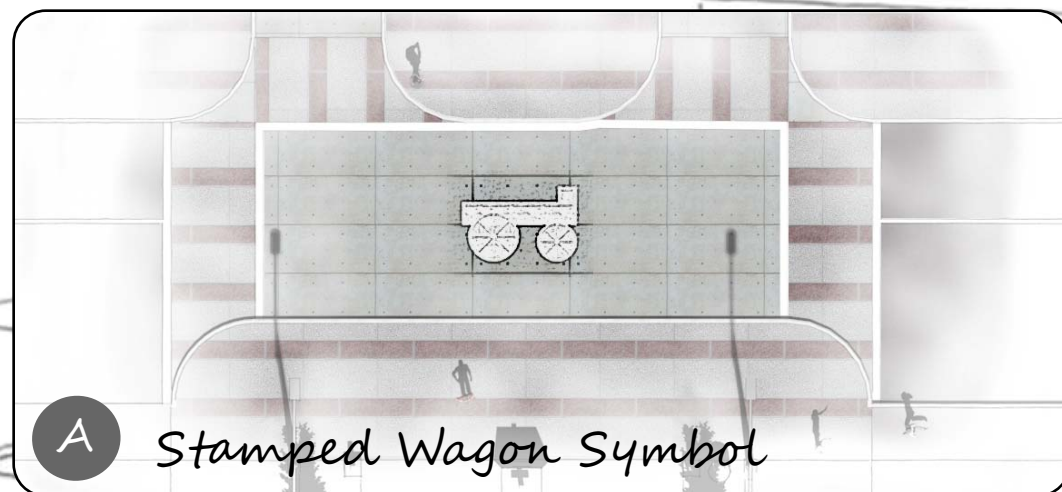
Play Feature/Sail with Boulder Seating



Rock Climber with Boulder Seats



TOWN OF SEDGEWICK, ALBERTA MAINSTREET VISION



Intersection/Event Space

Dual Purpose Intersection to promote safe pedestrian crossing, and serve as a program space for festivals, events, and gatherings. Opportunities exist to engrave heritage features that relate to the community, such as the stamped wagon symbol. Enhancements to the stage, cenotaph, and intersection would serve as the major marker to the mainstreet. Potential exists for the intersection to be closed during major events.



TOWN OF SEDGEWICK, ALBERTA MAINSTREET VISION



Sidewalk & Parking

Converting half of the block into parallel parking will provide better pedestrian feel, and create opportunities for central promenade park space.

Ample parking will be maintained as half of the street would remain as angled parking. This would encourage people to walk and use the park space, while reducing traffic congestion, making it safer for all users.

Reducing crosswalk widths would allow the elderly and the disabled to cross stress free, and would ensure that the mainstreet is universally accessible.

To further animate the downtown, permitting concession stands such as food trucks is encouraged in the plaza space and parallel parking stalls, while adding ambient lighting, new light features, and outdoor furniture will further beautify and revitalize the area.



A



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

June 14, 2018

Town of Sedgewick Town Office

6:00 pm

Council Present	Also Present
Mayor Perry Robinson Councillor Grant Imlah Councillor Stephen Levy Councillor Tim Schmutz Councillor Greg Sparrow	Jim Fedyk CAO

1. Call to Order – 6:25 pm

2. Agenda

2018-06-106	MOTION by Clr. Imlah		CARRIED
That the agenda be approved with the following amendments: a. Deletion of Correspondence Item 8.6 Sedgewick Library b. Deletion of New Business Item 6.9 Stage Naming Rights c. Addition of New Business Item 6.11 Boot Allowance d. Addition of New Business Item 6.12 Cannabis Bylaw e. Addition of New Business Item 6.13 Summer Council Meeting Schedule			

3. Minutes

2018-06-107	MOTION by Clr. Robinson		CARRIED
That the Regular Meeting Minutes from May 14, 2018 be approved as presented.			

4. Financial Statement

2018-06-108	MOTION by Clr. Sparrow		CARRIED
That the Monthly Financial Report for the first quarter of 2018 be accepted as information.			

5. Old Business

5.1 Inter-municipal Development Plan Bylaw 540

2018-06-109	MOTION by Clr. Levy		CARRIED
That Council give second reading to Bylaw 540, the Town of Sedgewick Inter-municipal Development Bylaw.			
2018-06-110	MOTION by Clr. Sparrow		CARRIED
That Council give third reading to Bylaw 540, the Town of Sedgewick Inter-municipal Development Bylaw.			

6. New Business

6.1 Acknowledgement of Treaty 6

2018-06-111	MOTION by Clr. Levy		CARRIED
That Council approve that all future Town of Sedgewick Council meetings include an express acknowledgement from the Chair that the meeting is being held on Treaty 6 land, a traditional meeting ground of First Nations and Metis people, but postpone a decision on installing a Treaty 6 flag until the Main Street Revitalization Project design is underway.			



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

June 14, 2018

Town of Sedgewick Town Office

6:00 pm

6.2 Public Engagement Policy			
2018-06-112	MOTION by Clr. Schmutz		CARRIED
That Council endorse Policy 18-06, the Public Engagement Policy as presented.			
6.3 Compensation and Expenses Policy			
2018-06-113	MOTION by Clr. Imlah		CARRIED
That Council table Policy 18-07, the Compensation and Expenses Policy, and review at an upcoming policy committee meeting.			
6.4 Flagstaff Welcoming Community Project			
2018-06-114	MOTION by Clr. Schmutz		CARRIED
That Council agree to fund the Flagstaff Welcoming Community Project in the amount of \$1,000 per annum in 2019 and 2020.			
6.5 Dust Control – Golf Course Back Alley			
2018-06-115	MOTION by Clr. Imlah		CARRIED
That Council approve the application of dust suppressant along the back alley that borders the south portion of Sedgewick Golf Course.			
6.6 Regional Emergency Services Committee RFP			
2018-06-116	MOTION by Clr. Imlah		CARRIED
That Council approve the Regional Fire and Emergency Service RFP, as presented.			
6.7 Municipal Lot Lease Agreement			
2018-06-117	MOTION by Mayor Robinson		CARRIED
That Council direct Administration to develop a Lot Lease policy which would restrict what can be stored on a vacant lot that is leased by the Town to be reviewed by Council at the next Policy Committee Meeting.			
6.8 Purchase of Parks Truck			
2018-06-118	MOTION by Clr. Levy		CARRIED
That Council approve the purchase of a new fleet vehicle with a budget of \$40,000 to be allocated from the Vehicle Replacement Reserve Account GL#49732902.			
6.9 Utility Interest Waiver Request			
2018-06-119	MOTION by Clr. Sparrow		CARRIED
That Council accept the complaint as information and direct Administration to issue a letter to the resident stating the interest will not be waived due to the signed consent form and records that indicate that the invoices were sent successfully.			
6.10 Boot Allowance			
2018-06-120	MOTION by Clr. Levy		CARRIED
That the boot allowance for full-time Public Works and Parks Staff be raised from \$150 to \$200 per year per individual.			



TOWN OF SEDGEWICK

Minutes

Regular Meeting of Council

June 14, 2018

Town of Sedgewick Town Office

6:00 pm

6.11 Cannabis Bylaw			
2018-06-121	MOTION by Mayor Robinson		CARRIED
That Council direct Administration to prepare a Bylaw that addresses the public use of cannabis and the location of cannabis outlets within the Town of Sedgewick to be reviewed at the next Policy Committee meeting.			

6.12 Summer Council Meetings			
2018-06-122	MOTION by Mayor Robinson		CARRIED
That the July regular meeting of Council be rescheduled for July 12 th at 6:00 pm and the August regular meeting of Council be rescheduled to August 23 rd at 6:30pm.			

7. Reports

7.1 Committee Reports			
2018-06-123	MOTION by Mayor Robinson		CARRIED
That Council direct Administration to notify the FIP committee that Sedgewick Town Council wishes to remain a productive member of FIP, but are requesting that regional governance issues be held towards the end of future meetings so that the Sedgewick representative may be excused from this segment.			

2018-06-124	MOTION by Clr. Imlah		
That the Committee Reports be accepted as information.			

7.2 Staff Departmental Reports			
2018-06-125	MOTION by Clr. Schmutz		CARRIED
That the Public Works Report be accepted as information.			

7.3 CAO Report			
Clr. Imlah departed the meeting at 9:14pm. Clr. Imlah returned to the meeting at 9:16pm.			
2018-06-126	MOTION by Clr. Sparrow		CARRIED
That the CAO Report be accepted as information.			

8. Correspondence

8.1 Alberta Recreation & Parks – Honouring Outstanding Work			
8.2 Alberta Recreation & Parks – Annual Conference & Workshop Invitation			
8.3 Battle River Community Foundation – Invitation to Open House			
8.4 Municipal Affairs – Invitation of input on Bill 8 – <i>Emergency Management Amendment Act</i>			
8.5 Municipal Affairs – Notification of 2018/19 Municipal Grants			

2018-06-127	MOTION by Clr. Levy		CARRIED
That the correspondence items be accepted as information.			

9. Round Table/Question Period

None



TOWN OF
SEDGEWICK

Minutes
Regular Meeting of Council
June 14, 2018
Town of Sedgewick Town Office
6:00 pm

10. Adjournment

2018-06-128	MOTION by Mayor Robinson		CARRIED
That the meeting be adjourned at 9:42 pm.			

Perry Robinson, Mayor

Jim Fedyk, CAO



TOWN OF SEDGEWICK

Minutes

Special Meeting of Council

June 25, 2018

Town of Sedgewick Town Office

7:00 pm

Council Present	Also Present
Mayor Perry Robinson Councillor Grant Imlah Councillor Stephen Levy Councillor Greg Sparrow Regrets: Councillor Tim Schmutz	Jim Fedyk CAO

1. Call to Order – 7:00 pm

2. Acknowledgement of Treaty 6

Council acknowledged that they are on Treaty 6 territory, a traditional meeting ground, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Metis, Dene and Nakota Sioux. Council acknowledged all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.

3. Business

3.1 Residential Subdivision Tender			
2018-06-129	MOTION by Clr. Imlah		CARRIED
That Council approve Associated Engineering's recommendation letter and award the Sedgewick Subdivision – Phase I project to High Mountain Hoe Service Co. Ltd. at the bid price of \$957,612.			
3.2 Stage Naming Rights			
2018-01-130	MOTION by Clr. Levy		CARRIED
That Council approve a five-year agreement with Campbell-McLennan Chrysler for the naming rights of the stage for \$25,000.			
3.3 Pylon Sign Sponsorship			
2018-01-131	MOTION by Mayor Robinson		CARRIED
That Council approve a five-year agreement with Sedgewick IDA Pharmacy for light box advertising on the Highway 13 pylon sign for \$5,000.			

4. In-Camera

4.1 Concert Offer			
2018-01-132	MOTION by Mayor Robinson		CARRIED
That Council close the meeting at 7:10pm, pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2, Section 16 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss the Agenda Item "Concert Offer" with all persons except Town Council and the CAO excluded from the meeting.			
2018-01-133	MOTION by Mayor Robinson		
That the meeting return to an open meeting at 7:37pm.			
2018-01-134	MOTION by Mayor Robinson		CARRIED
That Council direct Administration to make an offer to the discussed Country artist for a			



TOWN OF
SEDGEWICK

Minutes
Special Meeting of Council
June 25, 2018
Town of Sedgewick Town Office
7:00 pm

November 10th show at \$22,500 and authorize a budget of \$26,000 to purchase a heavy duty vinyl flooring system with funding to come from Recreation Capital Reserves GL#49700998.

5. Adjournment

2018-01-135	MOTION by Mayor Robinson		CARRIED
That the meeting be adjourned at 7:36 pm.			

Perry Robinson, Mayor

Jim Fedyk, CAO



SUBDIVISION UTILITY INSTALLATION

EXECUTIVE SUMMARY

Associated Engineering has provided estimates for installing utilities to Phase I of the 54th Avenue Subdivision.

BACKGROUND

Power – Underground vs Above Ground

A new underground power system within the subdivision would be designed by a pre-registered consulting firm and built by a pre-registered contractor before being handed over to Fortis for operation and maintenance. These firms were contacted to provide preliminary estimates. A rough budget to install underground power to Phase I of the subdivision would be \$130,000.

For above ground power, Fortis would handle design and installation at an estimated cost of \$45,000 for Phase I.

The estimates provided are conservative and the engineers feel that better prices can be had. Although more expensive, underground power would likely add to the attractiveness and marketability of the lots.

Gas

Two routes are possible to service Phase I with natural gas. The connection point is south of the subdivision with a cost of \$22/m to install. Route 1 runs the line north behind the west lots and then behind the Phase I lots for a total of 1100m and Route 2 runs behind the west lots and then in front of the Phase I lots for a total of 800m. Route 2 is a cheaper option at \$17,600 whereas Route 1 would be \$24,200.

Running the line behind the lots would allow the same line to service Phase 3 of the subdivision lots, however this is in the distant future and the engineer prefers utilities in front.

These utilities do not need to be installed until 2019 and won't affect the 2018 capital budget.

BUDGET IMPLICATIONS

\$150,000 to be budgeted in 2019 for the installation of power and gas services



TOWN OF SEDGEWICK

REQUEST FOR DECISION

JULY 12, 2018

SUBDIVISION UTILITY INSTALLATION

ALTERNATIVES

1. Council may approve the recommendation of Associated Engineering to assign \$150,000 in the 2019 capital budget to the installation of underground power and gas services in front of the Phase I subdivision lots.
2. Council may approve assigning \$63,000 in the 2019 capital budget to the installation of above ground power and gas services in front of the Phase I subdivision lots.
3. Council may approve assigning \$70,000 in the 2019 capital budget to the installation of above ground power and gas services behind the Phase I subdivision lots

RECOMMENDATION

1. That Council approve the recommendation of Associated Engineering to assign \$150,000 in the 2019 capital budget to the installation of underground power and gas services in front of the Phase I subdivision lots.

ATTACHMENTS

1. Associated Engineering Utility Installation Recommendation Letter

June 16, 2018

File: 2018-3149-.00.E.505.00

Jim Fedyk
CAO
Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Re: SEDGEWICK SUBDIVISION UTILITY INSTALLATION

Dear Mr. Fedyk:

Associated Engineering contacted the local franchise utilities to inquire about service to the subdivision. The following presents the two options laid out by Fortis for providing electrical services and an estimate of the cost of the gas distribution.

1 SUMMARY - POWER

Associated Engineering contacted Fortis Alberta to inquire about the costs for Underground and Overhead power installation options.

Option 1: Underground

In this option, Fortis Alberta completes the offsite work only, which includes the work to connect the new power system to Fortis' existing system. The subdivision then follows Fortis Alberta' UEDS (Underground Electrical Distribution System) Turnkey Process, where the system is designed by a pre-registered consulting firm and built by a pre-registered contractor. Once the electrical consultant has completed their design, it is submitted to Fortis for review and to determine the offsite costs. After installation, Fortis takes over the system in terms of operation and maintenance.

Associated Engineering contacted one pre-registered consulting firm, two pre-registered contractor firms and one pre-registered consulting and contracting firm on Fortis' UEDS (Underground Electrical Distribution System) Vendor List to inquire about a rough, budgetary cost estimate.

The estimated cost for Option 1 (Fortis only) is \$16,000. Budgetary cost for a contractor to complete the design and construction of the underground distribution system is \$130,000 (Approximately \$10,000/lot)

May 14, 2018
Jim Fedyk
Town of Sedgewick
- 2 -

Option 2: Overhead

In this option, Fortis Alberta handles the design and installation of power.

The estimated cost for Option 2 is \$45,000.

2 SUMMARY - GAS

Associated Engineering contacted the Sedgewick-Killam Natural Gas Co-op and obtained two gas route options and cost estimate for the gas installation. Route 1 runs the gas line north behind the west lots, and then behind the lots for Phase 1. Approximately 1100m of gas line will be installed. Route 2 runs the gas line north behind the west lots, and then in front of the lots for Phase 1. Approximately 800m of gas line will be installed.

To provide gas services for Phase 1, the gas for all Phases will be installed since the connection point is to the south of the subdivision. The cost will be approximately \$22.00/m resulting in a cost range of \$17,600 - \$24,200 depending on the gas route.

3 CONCLUSIONS AND RECOMMENDATIONS

Given the information above, we recommend the Town of Sedgewick engage as Fortis approved Contractor to design and build an underground electricity distribution system. The construction may occur following the completion of the general subdivision construction following the road to establish appropriate grades.

We also recommend the Town engage the Sedgewick – Killam Gas Co-op to complete the installation of the natural gas distribution system along the proposed Route 2 option along the front of the lots. The construction may occur following the completion of the general subdivision construction following the road to establish appropriate grades.

We recommend the Town assign a portion of the budget for the Power and Gas Services in the amount of \$150,000 for 2019 installation and that the franchise utilities be engaged through a service agreement when practical.

May 14, 2018
Jim Fedyk
Town of Sedgewick
- 3 -

4 CLOSURE

Should you have any questions or require additional information, please call at your convenience.

Yours truly,

A handwritten signature in blue ink, appearing to read "Nelson Dos Santos".

Nelson Dos Santos, P.Eng.
Division Manager Civil Infrastructure

NS/bp

SANITARY SEWER ANALYSIS

EXECUTIVE SUMMARY

Associated Engineering performed a table top analysis of the Town of Sedgewick's sanitary sewer system.

BACKGROUND

The Town currently has a 250mm to 300mm sanitary trunk sewer that drains northward along the east side of town (Mackenzie Drive) and a 250mm branch draining eastward at the north end of town (TWP 442) to the lift station.

Wastewater is comprised of dry weather flow (generated by people during day-to-day activities) and wet weather flow (generated through rainwater and ground water infiltration). Although the table top analysis can approximate well dry weather flow, flow monitoring is necessary to determine the design peak wet weather flows. This will allow better refinement of the approximation for inflow and infiltration into the sewer system.

Associated Engineering is recommending that the Town undertake a flow monitoring program to determine the design peak wet weather flows. This will help confirm the extent of required sanitary trunk upgrades.

Based on current design assumptions, 160 meters of 300mm diameter trunk sewer is recommended to be upgraded to 375mm between Bluebird Place and the lift station in order to prevent the sewer from exceeding its capacity upon expansion into the Spruce Drive area.

The engineers have noted that any surcharging would be 2.5 meters underground providing the Town allowance to delay this construction.

BUDGET IMPLICATIONS

None at this time

ALTERNATIVES

1. Council may accept the Sanitary Sewer Analysis report as information to be considered when/if the Spruce Drive sanitary sewer is further extended.
2. Council may direct Administration in another manner.

RECOMMENDATION

1. That Council accept the Sanitary Sewer Analysis report as information to be considered when/if the Spruce Drive sanitary sewer is further extended.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

JULY 12, 2018

SANITARY SEWER ANALYSIS

ATTACHMENTS

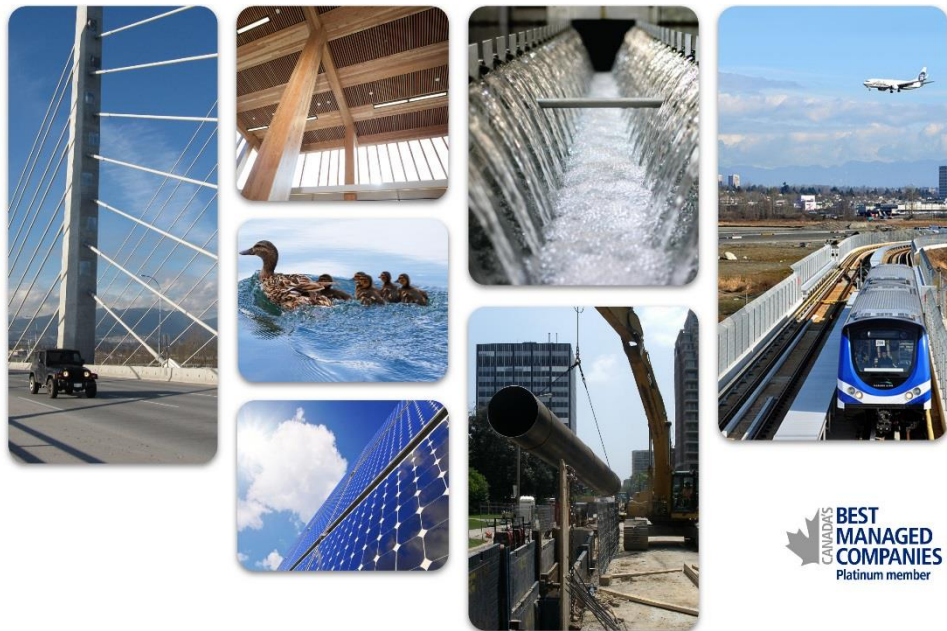
1. Sanitary Sewer Analysis Report

REPORT

Town of Sedgewick

Sanitary Sewer Analysis Spruce Drive Commercial Development

Draft



CANADA'S
**BEST
MANAGED
COMPANIES**
Platinum member

June 2018

CONFIDENTIALITY AND © COPYRIGHT

This document is for the sole use of the addressee and Associated Engineering Alberta Ltd. The document contains proprietary and confidential information that shall not be reproduced in any manner or disclosed to or discussed with any other parties without the express written permission of Associated Engineering Alberta Ltd. Information in this document is to be considered the intellectual property of Associated Engineering Alberta Ltd. in accordance with Canadian copyright law.

This report was prepared by Associated Engineering Alberta Ltd. for the account of Town of Sedgewick. The material in it reflects Associated Engineering Alberta Ltd.'s best judgement, in the light of the information available to it, at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Associated Engineering Alberta Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

Executive Summary

The Town of Sedgewick is currently considering the development of two areas: a residential subdivision and a commercial development. This report analyzes the capacity of the existing sanitary trunk sewer, examines the effects of the additional wastewater generated by the two proposed developments on the existing system, and provides recommendations for accommodating the additional development areas.

Approximately 160 m of 300 mm diameter trunk sewer is recommended to be upgraded to 375 mm diameter. However, as surcharging in the existing system would be approximately 2.5 m below ground level, the Town may choose to delay construction of these upgrades.

It is also recommended that the Town undertake a flow monitoring program to determine the design peak wet weather flows. This will allow us to adjust our calculations to better reflect existing conditions, which will help confirm the extent of required sanitary trunk upgrades.

Further discussion with the Town of Sedgewick is required to determine whether upgrades to the existing lift station and lagoon are required to accommodate the additional wastewater generated from the proposed residential and commercial developments.

Table of Contents

SECTION	PAGE NO.
Executive Summary	i
Table of Contents	ii
1 Introduction	1
2 Existing Infrastructure	1
3 Design Criteria	1
3.1 Population Density	2
3.2 Per Capita Daily Sewage Flow Generation	2
3.3 Commercial Flow Contribution	2
3.4 Inflow and Infiltration Allowance	2
4 Sanitary Sewer Analysis	3
4.1 Scenario 1: Existing Conditions	4
4.2 Scenario 2: Existing Conditions with Sedgewick Subdivision	5
4.3 Scenario 3: Ultimate Build-out of the Town of Sedgewick	6
5 Additional Considerations	7
5.1 Inflow and Infiltration Allowance	7
5.2 Lift Station Flow Rate	7
6 Conclusions	8
7 Recommendations	8
Closure	
Appendix A - Figures	
Appendix B - Design Criteria	
Appendix C - Supporting Tables	
Appendix D - Geotechnical Report	

1 Introduction

The Town of Sedgewick is currently considering the development of two areas: a residential subdivision and a commercial development. The residential subdivision is proposed to consist of 37 lots and is located to the west of 50 Street, across from the Sedgewick Golf and Country Club, between 54 Avenue and 52 Avenue. The commercial development area, comprised of three sub-areas, is proposed at the southern-most limits of the Town. Refer to **Figure 1-1** in **Appendix A** for the locations of these proposed developments.

According to 2016 census data obtained from Statistics Canada, the current population of the Town of Sedgewick is 811 people. In addition to current residential development, there are also existing commercial developments within the Town.

This report analyzes the capacity of the existing sanitary trunk sewers, examines the effects of the additional wastewater generated by the two proposed developments on the existing system, and provides recommendations for accommodating the additional development areas.

2 Existing Infrastructure

The existing collection system is comprised of sewer mains ranging from 200 mm to 300 mm in diameter. There is an existing sanitary trunk sewer ranging from 250 mm to 300 mm in diameter which drains northward along the east side of the Town. Additionally, there is a 250 mm branch draining eastward at the north end of the Town. There is a lift station located just north of the intersection of Township Road 442 and MacKenzie Drive, which drains to a sewage lagoon further north.

3 Design Criteria

Wastewater is comprised of dry weather flow and wet weather flow. The dry weather flow is the wastewater generated by people during their day-to-day activities in their homes and businesses. Wet weather flow is generated through rainwater inflow and groundwater infiltration. Residential wastewater flows are calculated based on the estimated population. Wastewater flows from commercial developments are calculated based on an equivalent population. In the absence of engineering servicing standards for the Town of Sedgewick, the following design criteria were used in the analysis of the sanitary trunk sewers.

Population Density (Residential):	2.2 people per unit
Per Capita Daily Sewage Flow Generation Rate:	367 L/day/person
Equivalent Population Density (Commercial):	20 people per hectare
Inflow / Infiltration Rate:	0.28 L/s/ha
Manning's Roughness Coefficient, n:	0.013
Minimum (Scour) Velocity:	0.60 m/s

Further discussion on population density and flow generation is provided below. Refer also to [Appendix B](#) for further information regarding the calculation of the wastewater flows.

3.1 POPULATION DENSITY

A population density of 2.2 people/unit (ppu) was used for the residential development as obtained from census data provided by Statistics Canada. Applying this population density to the 388 houses in the Town yields a base population of 857 people. According to 2016 census data, the current population of the Town is 811 people. The estimated population of 857 is a reasonable approximation for the following reasons:

- It is conservative; and
- It assumes all existing houses are occupied. If currently unoccupied houses become occupied, they will have already been considered in these calculations; therefore, using an estimated population of 857 people makes an allowance for potential future infill development within the Town.

It should be noted that our calculations have been based on a count of the number of houses in the Town (388) and not the number of residential lots (699). It was observed that there are several instances where a single house has been developed on more than one lot. If the population density is applied to the total number of residential lots, the resulting population is more than double the current population.

3.2 PER CAPITA DAILY SEWAGE FLOW GENERATION

The Town of Sedgewick provided Associated Engineering with water treatment plant reports from January, February, and March of 2018. These reports were used to determine an average water usage of 432 L/day/person. Generally, 80 – 90% of potable water is converted into wastewater. A per capita daily sewage flow generation rate of 367 L/day/person was used in our calculations, which represents 85% of the average water usage. This percentage is supported by a comparison of the daily volume of water pumped from the lift station and the average daily water consumption from the water treatment plant reports.

3.3 COMMERCIAL FLOW CONTRIBUTION

The wastewater generation rate for commercial development is typically estimated based on a rate per area of commercial land, based on the intended use (i.e., grocery store, coffee shop, office space, etc.). In the absence of wastewater generation rates, an alternative approach to calculating commercial wastewater flow generation is to determine an equivalent population. An equivalent population of 20 people per hectare is proposed for commercial land uses in the Town of Sedgewick.

The average per capita daily sewage generation rate of 367 L/day/person was applied in the calculations for commercial development.

3.4 INFLOW AND INFILTRATION ALLOWANCE

Typically, the area used in the calculation of inflow and infiltration is the entire catchment area for a segment of sanitary sewer. This assumption is valid for the Town core, where lot sizes are smaller;

however, this assumption may over-estimate the inflow and infiltration on larger commercial lots outside the Town core.

Based on the geotechnical report prepared by Thurber (dated October 1, 2014 and provided in **Appendix D**), the soils in the Town are predominantly sand. Further investigation (i.e., implementation of a flow monitoring program) is recommended to determine the applicability of 0.28 L/s/ha for the inflow and infiltration allowance for the Town of Sedgewick.

For our calculations of the inflow and infiltration, we have assumed the following:

- The entire catchment area was included for residential areas. It is recommended that further investigation be made to determine if roof leaders and foundation drains are connected to the sanitary sewer; if this is the case, an extra inflow / infiltration allowance may be necessary.
- The entire catchment area was included for commercial areas within the Town core.
- A reduced catchment area was included for commercial areas outside the Town core (for example, the proposed commercial areas to the south). These lots tend to be larger and the likelihood of the entire catchment area draining to the sanitary sewer is much smaller than in residential areas or commercial areas within the Town core. We have assumed that 50% of the commercial lots outside the Town core could result in inflow and infiltration into the sanitary sewer.
- Large grassed areas such as parks, school fields, and the Sedgewick Golf and Country Club have been excluded from the calculation of inflow and infiltration as they are not serviced and the chance of inflow and infiltration in these areas is low. For the portion of the northern trunk sewer (north of Township Road 442) we have assumed that a 10 m wide area, centered over the sanitary sewer, could result in inflow and infiltration into the sanitary sewer.
- No allowance has been made for sag manholes. Additional information (contour mapping) is required to determine how many sag manholes are present in the sanitary collection system.

4 Sanitary Sewer Analysis

Our analysis consists of 3 scenarios:

- Scenario 1: Existing Conditions – these calculations provide an estimate of the current capacity of the existing sanitary trunk sewer, without accounting for any development.
- Scenario 2: Existing Conditions with Sedgewick Subdivision – these calculations take the existing conditions (Scenario 1) and include the estimated flows generated by the proposed residential subdivision.
- Scenario 3: Ultimate Build-out of the Town of Sedgewick – these calculations take the existing conditions (Scenario 1) and include the estimated flows generated by both proposed developments (residential and commercial).

Refer to **Figure 4-1** in **Appendix A** for a diagram showing the manhole numbering system and catchment areas used in our analysis.

4.1 SCENARIO 1: EXISTING CONDITIONS

Table 4-1 shows a summary of the amount of wastewater generated by the currently-developed area of the Town, based on land use. Refer to **Table C-1** in **Appendix C** for detailed calculations of the residential, commercial, and inflow / infiltration contributions for Scenario 1.

Table 4-1
Summary – Existing Conditions

From MH	To MH	Pipe Dia. (mm)	Res. Flow (L/s)	Comm. Flow (L/s)	I/I Allowance (L/s)	Total Peak Wet Weather Flow (L/s)	Velocity (m/s)	Pipe Capacity (L/s)	% Full
EASTERN TRUNK									
MH1	MH2A	250	0.00	4.29	2.44	6.73	0.49	29.29	23.0%
MH2A	MH2B	250	0.00	6.66	3.98	10.64	0.60	33.48	31.8%
MH2B	MH3	250	0.09	6.72	4.48	11.30	0.60	31.86	35.5%
MH3	MH4	250	0.24	6.72	5.10	12.06	0.61	32.08	37.6%
MH4	MH5	300	7.95	9.14	22.46	39.54	1.20	87.38	45.3%
MH5	MH6	300	8.16	9.14	22.79	40.08	0.81	52.09	77.0%
MH6	MH7	300	8.92	9.14	23.86	41.91	0.81	51.55	81.3%
MH7	MH8	300	9.22	9.14	24.25	42.60	0.79	50.22	84.8%
MH8	MH9	300	9.51	9.14	24.67	43.32	0.68	42.11	103%
MH9	MH12	300	9.56	9.14	24.75	43.45	0.76	47.69	91.1%
NORTHERN TRUNK									
MH10	MH11	250	0.00	4.56	2.63	7.19	0.42	24.21	29.7%
MH11	MH12	250	0.00	4.56	2.83	7.39	0.54	32.78	22.5%
JUNCTION OF EASTERN AND NORTHERN TRUNKS									
MH12	LS	300	9.61	12.86	27.58	50.05	0.81	50.25	99.6%

As illustrated in **Table 4-1**, the eastern and northern sanitary trunk sewers are adequately sized to accommodate the wastewater generated by the currently-developed portion of the Town. However, there are sections of sewer which do not achieve scour velocity of 0.6 m/s (refer to velocities highlighted in red in **Table 4-1**). Scour velocity helps resuspend solids which have settled out during periods of dry weather flow. If scour velocity is not achieved, the sewers may need to be periodically flushed to decrease the risk of blockages. There is a section of pipe which is more than 100% percent full (refer to the % Full value highlighted in red in **Table 4-1**); however, one segment of pipe at 103% full is not anticipated to have significant negative impacts on the system. Based on the Town's GIS information, this pipe appears to be

very flat with a slope of 0.19%. The upstream and downstream inverts should be measured to confirm the slope of this section of trunk sewer.

4.2 SCENARIO 2: EXISTING CONDITIONS WITH SEDGEWICK SUBDIVISION

Table 4-2 shows a summary of the amount of wastewater generated by the proposed residential subdivision, in addition to the wastewater generated by the currently-developed area of the Town. Refer to **Table C-2** in **Appendix C** for detailed calculations of the residential, commercial, and inflow / infiltration contributions for Scenario 2.

Table 4-2
Summary – Existing Conditions + Subdivision

From MH	To MH	Pipe Dia. (mm)	Res. Flow (L/s)	Comm. Flow (L/s)	I/I Allowance (L/s)	Total Peak Wet Weather Flow (L/s)	Velocity (m/s)	Pipe Capacity (L/s)	% Full
NORTHERN TRUNK									
MH10	MH11	250	0.00	4.56	2.63	7.19	0.42	24.21	29.7%
SA02	MH11	250	1.16	0.00	1.23	2.39	0.48	39.08	6.1%
MH11	MH12	250	1.16	4.56	4.06	9.78	0.59	32.78	29.8%
JUNCTION OF EASTERN AND NORTHERN TRUNKS									
MH12	LS	300	10.44	12.86	28.81	52.10	0.81	50.25	104%

As illustrated in **Table 4-2**, the northern sanitary trunk sewer is adequately sized to accommodate the wastewater generated by the currently-developed portion of the Town as well as the proposed residential development. However, there are sections of sewer which do not achieve scour velocity of 0.6 m/s (refer to velocities highlighted in red in **Table 4-2**). In this case, there is not enough population to generate a large enough flow to result in a scour velocity. As a result, the northern trunk sewer may need to be periodically flushed to decrease the risk of blockages. The section of pipe between Township Road 442 and the lift station is beyond its capacity (104% full) in this scenario and it is recommended that this pipe be upsized to 375 mm diameter. However, the Town could opt to delay the construction of this upgrade as one segment of pipe at 104% full is not anticipated to have a significant negative impact on the system.

Based on these results, the sewer entering the lift station is at capacity once the proposed residential subdivision is built. Further development (i.e., the commercial development to the south) may require further upgrades to the eastern trunk sewer.

4.3 SCENARIO 3: ULTIMATE BUILD-OUT OF THE TOWN OF SEDGEWICK

Table 4-3 shows a summary of the amount of wastewater generated by the proposed residential and commercial developments, in addition to the wastewater generated by the currently-developed area of the Town. Refer to **Table C-3** in **Appendix C** for detailed calculations of the residential, commercial, and inflow / infiltration contributions for Scenario 3.

Table 4-3
Summary – Existing Conditions + Subdivision + Commercial Development

From MH	To MH	Pipe Dia. (mm)	Res. Flow (L/s)	Comm. Flow (L/s)	I/I Allowance (L/s)	Total Peak Wet Weather Flow (L/s)	Velocity (m/s)	Pipe Capacity (L/s)	% Full
EASTERN TRUNK									
MH1	MH2A	250	0.00	4.29	2.44	6.73	0.49	29.29	23.0%
SA01	MH2A	250	0.00	5.30	3.11	8.40	0.53	30.31	27.7%
MH2A	MH2B	250	0.00	11.16	7.08	18.25	0.70	33.48	54.5%
MH2B	MH3	250	0.09	11.22	7.59	18.90	0.68	31.86	59.3%
MH3	MH4	250	0.24	11.22	8.20	19.66	0.69	32.08	61.3%
MH4	MH5	300	7.95	13.52	25.56	47.03	1.26	87.38	53.8%
MH5	MH6	300	8.16	13.52	25.90	47.58	0.83	52.09	91.3%
MH6	MH7	300	8.92	13.52	26.96	49.41	0.82	51.55	95.8%
MH7	MH8	300	9.22	13.52	27.36	50.09	0.81	50.22	99.7%
MH8	MH9	300	9.51	13.52	27.78	50.81	0.65	42.11	121%
MH9	MH12	300	9.56	13.52	27.86	50.94	0.75	47.69	107%
NORTHERN TRUNK									
MH10	MH11	250	0.00	4.56	2.63	7.19	0.42	24.21	29.7%
SA02	MH11	250	1.16	0.00	1.23	2.39	0.48	39.08	6.1%
MH11	MH12	250	1.16	4.56	4.06	9.78	0.59	32.78	29.8%
JUNCTION OF EASTERN AND NORTHERN TRUNKS									
MH12	LS	300	10.44	17.11	31.92	59.46	0.77	50.25	118%

As illustrated in **Table 4-3**, the section of the eastern sanitary trunk sewer between Bluebird Place and the lift station (corresponding to MH8 to Ex. Lift Station on **Figure 4-1** in **Appendix A**) is not adequately sized to accommodate the additional wastewater generated by the proposed commercial development.

There are sections of sewer which do not achieve scour velocity of 0.6 m/s (refer to velocities highlighted in red in Table 4-3). The top end of the eastern trunk sewer and the northern trunk sewer may need to be periodically flushed to decrease the risk of blockages.

Figure 4-2 in Appendix A illustrates the profile of the eastern sanitary trunk sewer based on the design flows for the ultimate build-out of the Town (Scenario 3). Based on this figure, surcharging would be approximately 2.5 m below surface. Basements are typically 1.8 m deep; therefore, if the Town was fully built-out prior to the sanitary trunk sewer being upgraded, basement flooding may not occur; however, this option is not recommended.

It is recommended that the eastern trunk sewer be upgraded from 300 mm to 375 mm diameter between Bluebird Place and the lift station; corresponding to approximately 160 m of upgrades. Refer to Figure 4-3 in Appendix A for an illustration of these proposed upgrades.

5 Additional Considerations

5.1 INFLOW AND INFILTRATION ALLOWANCE

Based on the calculations presented in Section 4, inflow and infiltration contributes 55% of the total peak wet weather flow for the existing conditions (Scenario 1). Further investigation (for example, implementing a flow monitoring program) is recommended to confirm if 0.28 L/s/ha is an accurate allowance for inflow and infiltration within the Town of Sedgewick.

5.2 LIFT STATION FLOW RATE

The Town of Sedgewick has indicated that the average flow in the lift station has been observed to be 65,000 gallons per day and that the pumps run for less than 6 hours per day.

The Town did not report when the estimated flow rate of 65,000 gallons per day was observed. The time of year will determine if the observed flow is the dry weather flow or the wet weather flow.

Assuming the 65,000 gallons was measured in imperial gallons, the total volume pumped from the lift station each day equates to approximately 300,000 L. The average daily dry weather flow for the existing conditions yields a volume of 350,000 L per day. This implies that not all the water being generated by the water treatment plant is getting converted to wastewater, which reinforces the design considerations outlined in Section 4.2.2.

6 Conclusions

Based on the calculations provided in this report, upgrades to the eastern sanitary trunk sewer may be required to accommodate the proposed Spruce Drive commercial development. However, we advise that flow monitoring is undertaken to determine the design peak wet weather flows. Knowing the design peak wet weather flow rate will allow us to better refine our approximation for inflow and infiltration into the sanitary sewer system. Once the calculations and design assumptions are adjusted to reflect the results of the flow monitoring program, the extent of the required sanitary trunk upgrades can be confirmed.

Preliminary calculations have been done to estimate the depth to which wastewater will surcharge in the existing system if both the residential and commercial areas are developed. Based on these calculations, surcharging would be approximately 2.5 m below surface. Basements are typically 1.8 m deep; therefore, if the Town was fully built-out prior to the sanitary trunk sewer being upgraded, basement flooding may not occur, based on the assessment results; however, this option is not recommended.

7 Recommendations

We recommend that the Town undertake a flow monitoring program to determine the design peak wet weather flows. This will allow us to adjust our calculations to better reflect existing conditions, which will help confirm the extent of required sanitary trunk upgrades.

Based on the current design assumptions approximately 160 m of 300 mm diameter trunk sewer is recommended to be upgraded to 375 mm diameter, between Bluebird Place and the lift station, to prevent the trunk sewer from exceeding its capacity upon full build-out of the Town. However, as surcharging in the existing system would be approximately 2.5 m below ground level, the Town may choose to delay construction of these recommended upgrades.

Further discussion with the Town of Sedgewick is required to determine whether upgrades to the existing lift station and lagoon are required to accommodate the additional wastewater generated from the proposed residential and commercial developments.

REPORT

Closure

This report was prepared for the Town of Sedgewick to analyze the capacity of the existing sanitary trunk sewer and provide recommendations regarding the additional development areas of Sedgewick Subdivision and the Spruce Drive commercial area.

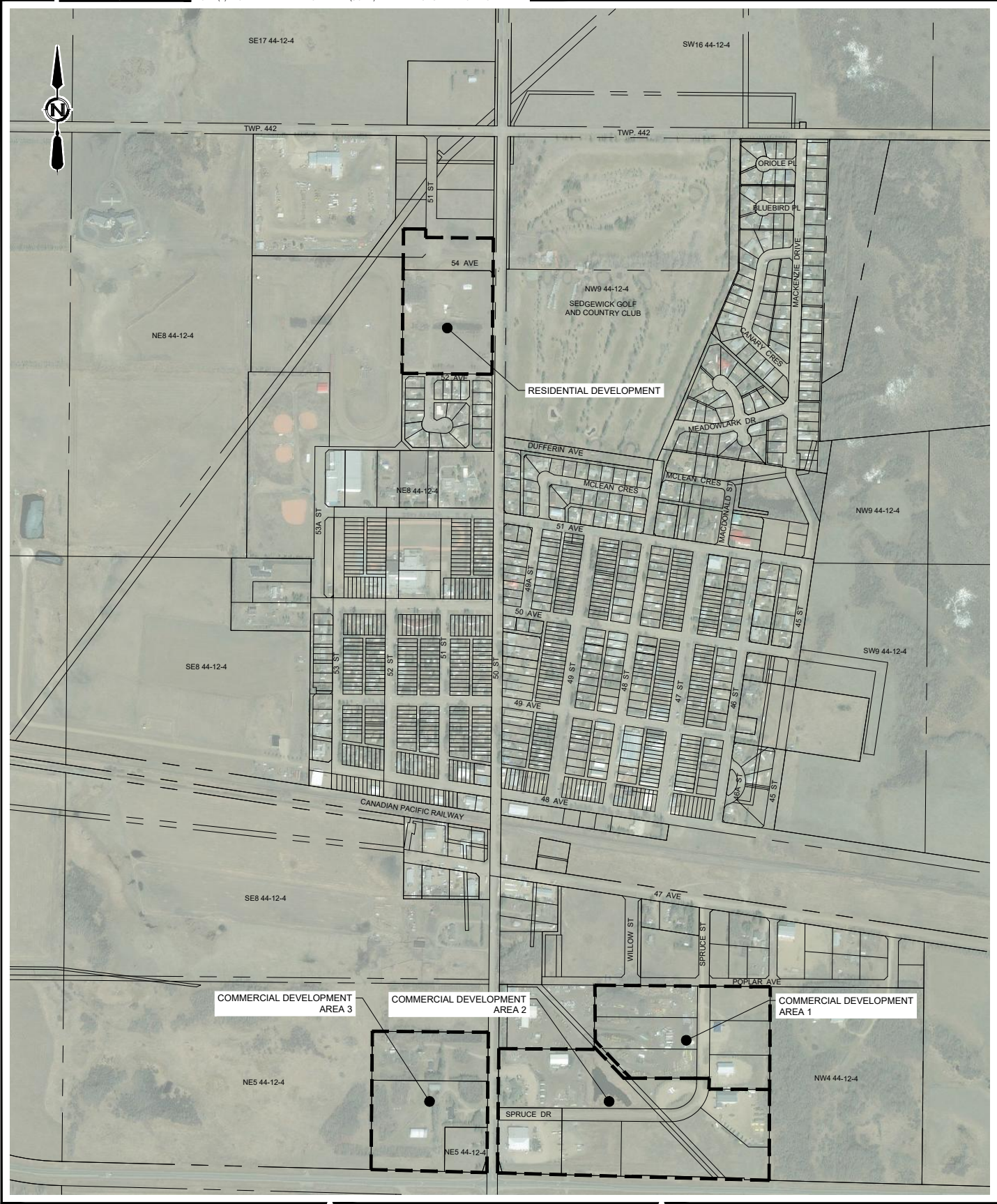
The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,
Associated Engineering Alberta Ltd.

Nelson Dos Santos, P.Eng., ENV SP
Project Manager

Kaitlin Munroe, P.Eng.
Project Engineer

Appendix A - Figures



PLOT DATE: 6/12/2018 9:20:16 AM
SAVE DATE: 4/25/2018 2:23:51 PM SAVED BY: REVETM
DWG PATH: p:\2018\314900_sedgewick_subdiv\working_dwg\3149-00-c-707.dwg



Associated Engineering

500, 9888 Jasper Avenue, Edmonton, Alberta, T5J 5C6
Ph: 780 451 7666 Fax: 780 454 7698
www.ae.ca



**2007 BEST
MANAGED
COMPANIES**
Platinum member

AE PROJECT No.

SCALE	APPROVED	DATE	REV	DESCRIPTION
-------	----------	------	-----	-------------

20183149-00

1:10000

K. MUNROE

2018 JUN 13

0

FOR INFORMATION
ONLY

FIGURE 1-1

TOWN OF SEDGEWICK
SANITARY SEWER ANALYSIS

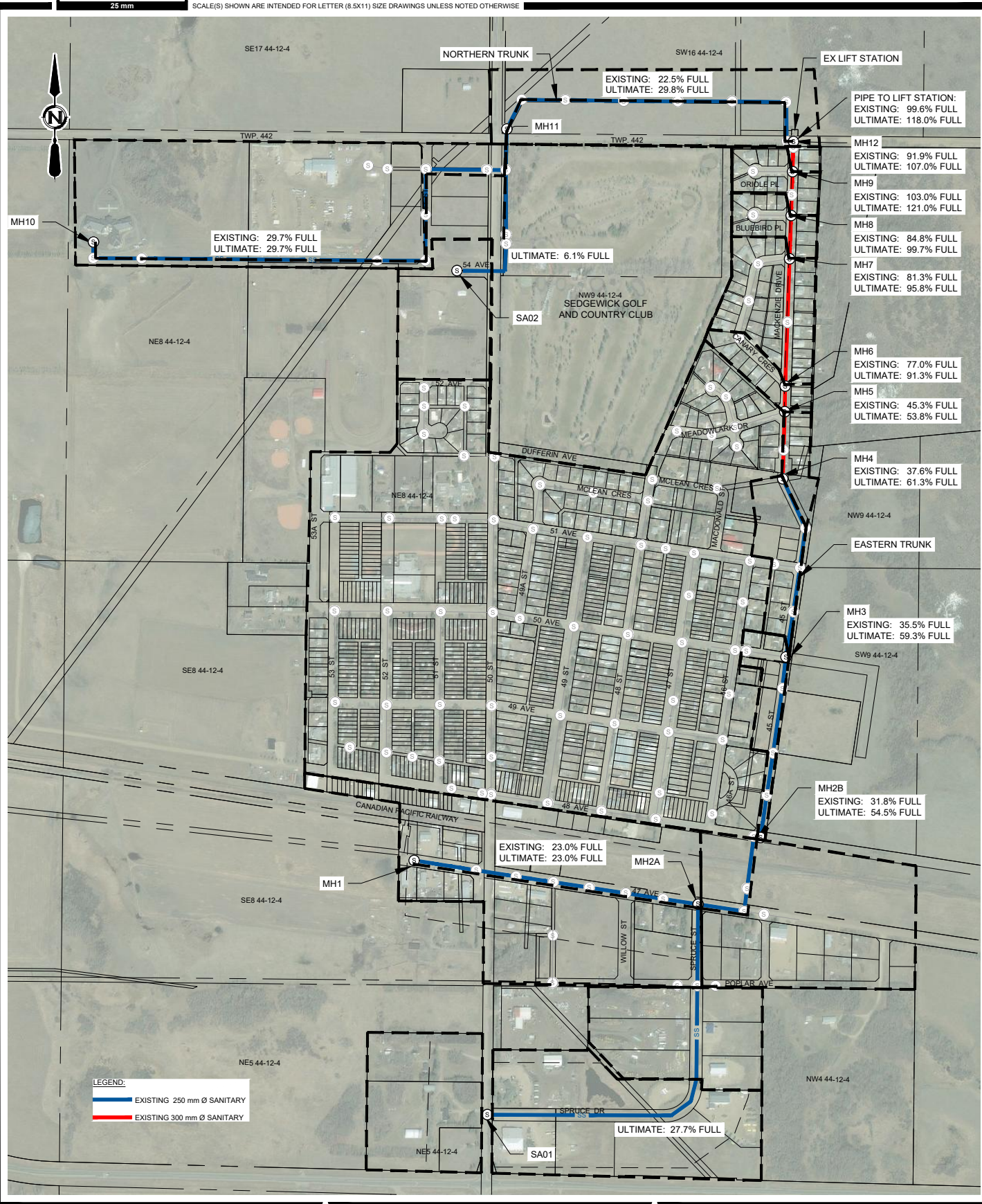
PROPOSED DEVELOPMENT AREAS

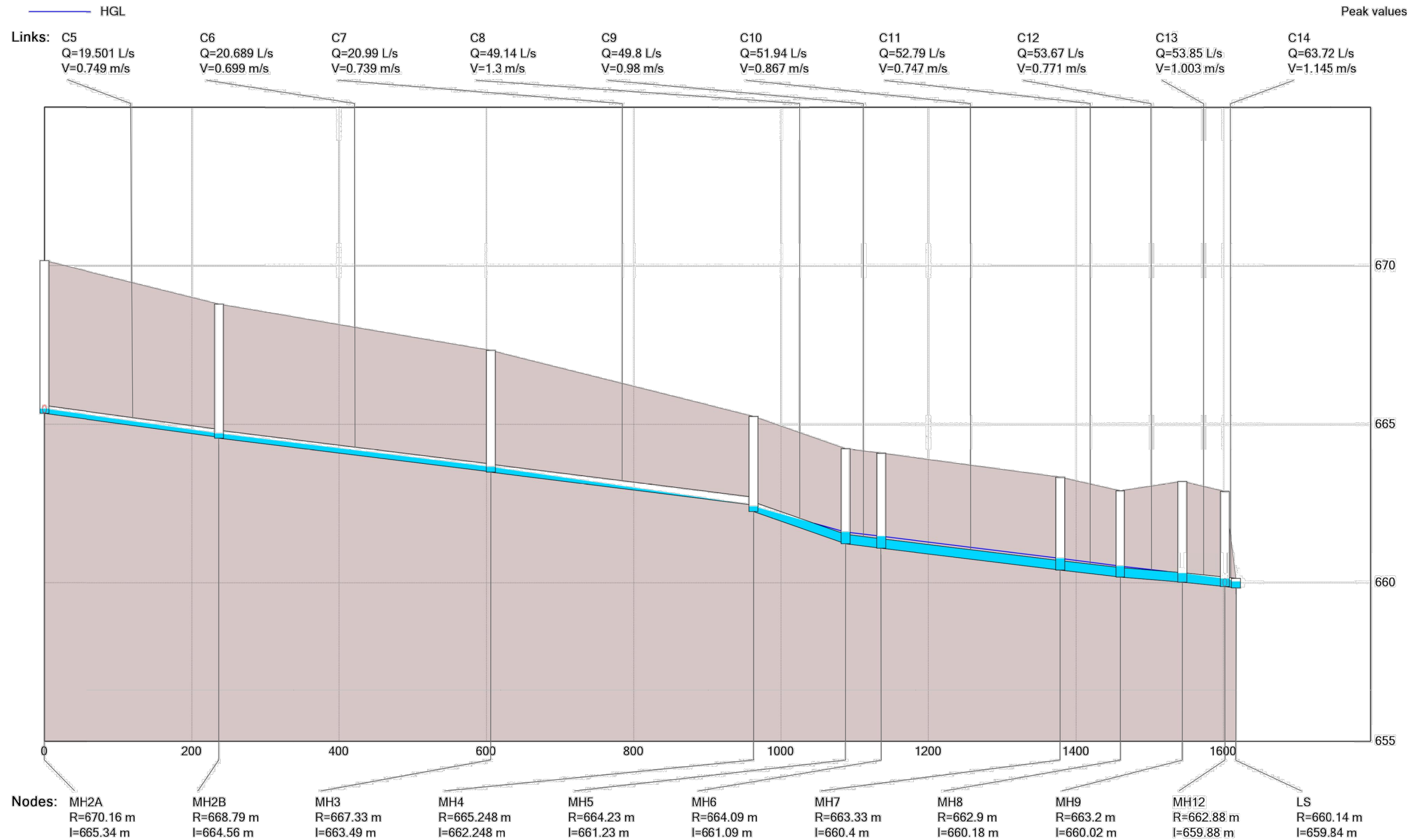
IF NOT 25 mm ADJUST SCALES

25 mm

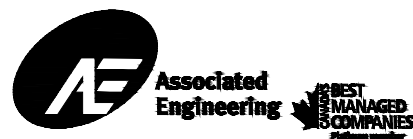
SCALE(S) SHOWN ARE INTENDED FOR LETTER (8.5X11) SIZE DRAWINGS UNLESS NOTED OTHERWISE

PLOT DATE: 6/12/2018 2:05:35 PM
 SAVE DATE: 6/12/2018 10:32:48 AM SAVED BY: REVETM
 DWG PATH: p:\2018\14900_sedgewick_subdiv\working_dwg\100_civil\149-00-c-706.dwg





PLOT DATE: 6/12/2018 9:19:10 AM
SAVE DATE: 6/7/2018 3:45:10 PM
DWG PATH: p:\2018\14900_sedgewick_subdiv\working_dwg\100_civil\149-00-c-708.dwg



AE PROJECT No.
SCALE
APPROVED
DATE
REV
DESCRIPTION

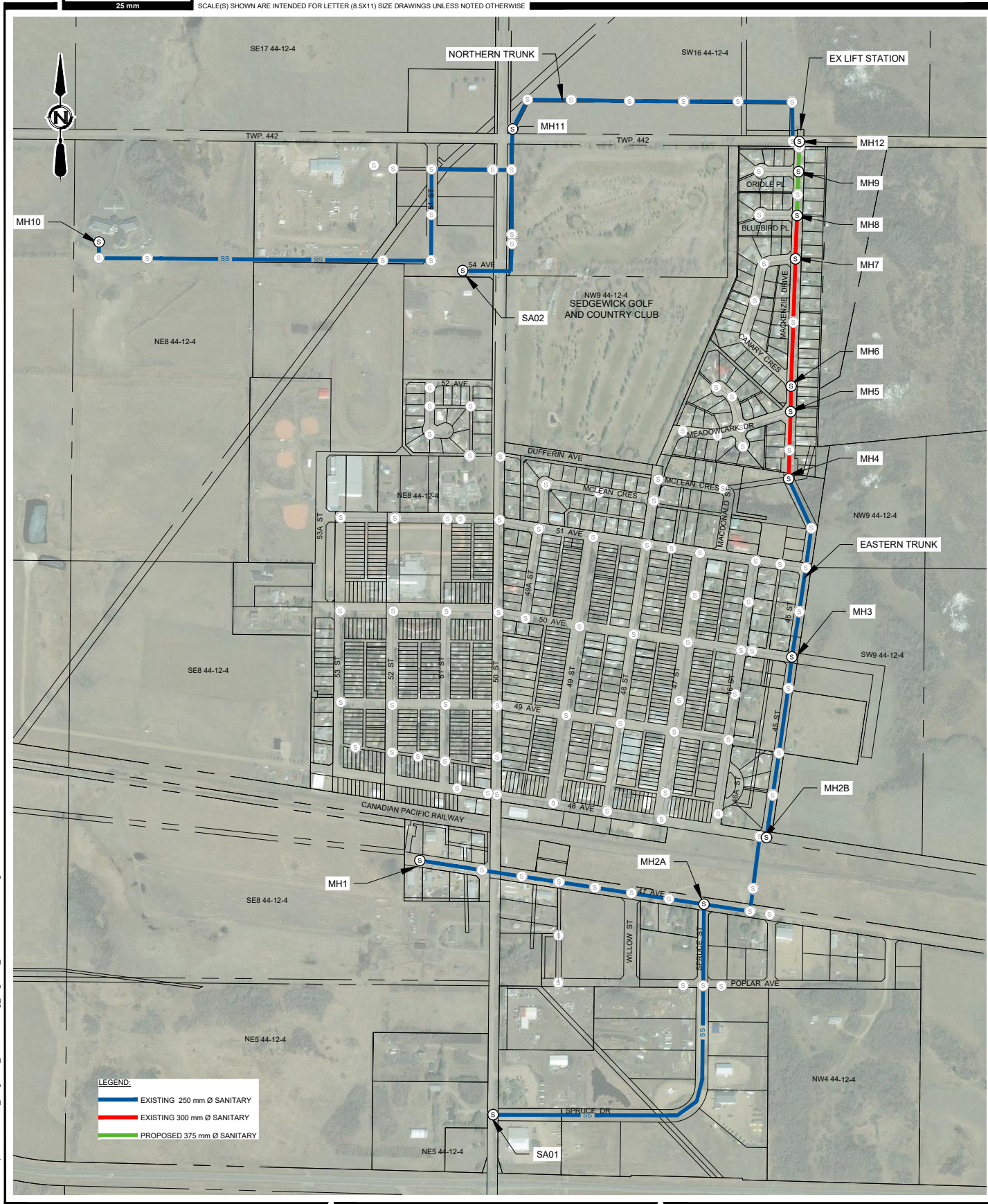
20183149-00
NTS
K. MUNROE
2018 JUN 13
0
FOR INFORMATION
ONLY

FIGURE 4-2
TOWN OF SEDGEWICK
SANITARY SEWER ANALYSIS
EASTERN TRUNK SEWER PROFILE

IF NOT 25 mm ADJUST SCALES
25 mm

SCALE(S) SHOWN ARE INTENDED FOR LETTER (8.5X11) SIZE DRAWINGS UNLESS NOTED OTHERWISE

PLOT DATE: 6/12/2018 2:02:10 PM
SAVE DATE: 6/12/2018 10:39:45 AM
DWG PATH: p:\20183149-00_sedgewick_subdiv\working_dwg\100_civil\3149-00-c-709.dwg



AE PROJECT No. 20183149-00
SCALE 1:10000
APPROVED K. MUNROE
DATE 2018 JUN 13
REV 0
DESCRIPTION FOR INFORMATION ONLY

FIGURE 4-3
TOWN OF SEDGEWICK
SANITARY SEWER ANALYSIS
PROPOSED TRUNK SEWER UPGRADES

Appendix B - Design Criteria

Design Criteria for Sanitary Sewer Analysis

RESIDENTIAL CONTRIBUTION:

Residential sanitary dry weather flow is calculated based on the design population, using the following formula:

$$Q_{PDW} = \frac{G * P * PF}{86,400}$$

Where:

- Q_{PDW} = peak dry weather flow rate (L/s)
- G = per capita daily sewage flow generation (367 L/day/person)
- P = design contributing population
- PF = peaking factor: $PF = 2.6 * P_{pf}^{(-0.1)}$

Where P_{pf} = design contributing population in 1,000s.

A population density of 2.2 people/unit (ppu) is used in the calculation of the design contributing population (P), based on census data obtained from Statistics Canada.

COMMERCIAL CONTRIBUTION:

As discussed in Section 4.2.3 of this report, the commercial flow contribution is calculated based on an equivalent population. The same equation and peaking factor as described above for the residential contribution is used to calculate the commercial contribution. The design equivalent population is calculated as follows:

- Equivalent Population Density: 20 people/ha
- Equivalent Population: (20 people/ha) x (commercial land area in hectares)

INFLOW / INFILTRATION CONTRIBUTION:

An additional flow allowance is to be applied to all sanitary wastewater calculations to account for the inflow of water from surface runoff into manholes and the infiltration of groundwater into leaky pipes and manholes. Inflow and infiltration is based on an allowance of 0.28 L/s/ha.

- Inflow / Infiltration Rate: 0.28 L/s/ha
- Inflow / Infiltration Flow: (0.28 L/s/ha) x (contributing area in hectares)

The peak wet weather flow for both residential and commercial land uses can be calculated as follows:

$$Q_{PWW} = Q_{PDW} + Q_{I/I}$$

Where: Q_{PWW} = peak wet weather flow (L/s)

Q_{PDW} = peak dry weather flow (L/s) = residential contribution + commercial contribution

$Q_{I/I}$ = inflow / infiltration allowance (L/s)

Appendix C - Supporting Tables



Town of Sedgewick
Sanitary Sewer Analysis
Spruce Drive Commercial Development

Table C-1 - Existing Conditions (Scenario 1)

PIPE CAPACITY											RESIDENTIAL CONTRIBUTION									COMMERCIAL CONTRIBUTION								INFLOW / INFILTRATION				RESULTS			
From MH	To MH	Upstream Invert (m)	Downstream Invert (m)	Length (m)	Slope (%)	Pipe Diameter (mm)	Cross-sectional Area, A (m²)	P (m)	R = A/P (m)	Capacity, Q _c (L/s)	Proposed SF ¹ Lots	Total SF Lots	Population Density ² (ppu)	Number of People	Cumulative Number of People, P	Per Capita Daily Sewage Flow Generation, G (L/day/person)	Residential Peaking Factor, PF	Residential Dry Weather Flow (L/s)	Commercial Area (ha)	Total Commercial Area (ha)	Equivalent Population Density (people/ha)	Cumulative Number of People	Per Capita Daily Sewage Flow Generation (L/day/person)	Peaking Factor, PF	Commercial Dry Weather Flow (L/s)	Drainage Area for I/I (ha)	Inflow / Infiltration Allowance (L/s/ha)	I / I Allowance (L/s)	Cumulative I / I Allowance (L/s)	Total Design Peak Flow Rate (L/s)	Is there adequate capacity? [Yes / No]	Percent Capacity (%)	Velocity (m/s)		
MH1	MH2A	666.690	665.340	556.609	0.24	250	0.049	0.79	0.0625	29.29	0	0	2.2	0	0	367	0.00	0.00	17.5	17.50	20	350	367	2.89	4.29	8.7	0.28	2.44	2.44	6.73	Yes	23.0%	0.49		
MH2A	MH2B	665.340	664.590	236.66	0.32	250	0.049	0.79	0.0625	33.48	0	0	2.2	0	0	367	0.00	0.00	11.0	28.50	20	570	367	2.75	6.66	5.5	0.28	1.54	3.98	10.64	Yes	31.8%	0.60		
MH2B	MH3	664.560	663.500	369.219	0.29	250	0.049	0.79	0.0625	31.86	2	2	2.2	5	5	367	4.42	0.09	0.30	28.80	20	576	367	2.75	6.72	1.8	0.28	0.50	4.48	11.30	Yes	35.5%	0.60		
MH3	MH4	663.490	662.452	356.791	0.29	250	0.049	0.79	0.0625	32.08	4	6	2.2	9	14	367	3.98	0.24	0.0	28.80	20	576	367	2.75	6.72	2.2	0.28	0.62	5.10	12.06	Yes	37.6%	0.61		
MH4	MH5	662.248	661.230	124.69	0.82	300	0.071	0.94	0.075	87.38	309	315	2.2	680	694	367	2.70	7.95	11.7	40.50	20	810	367	2.66	9.14	62.0	0.28	17.36	22.46	39.54	Yes	45.3%	1.20		
MH5	MH6	661.230	661.090	48.256	0.29	300	0.071	0.94	0.075	52.09	9	324	2.2	20	714	367	2.69	8.16	0.0	40.50	20	810	367	2.66	9.14	1.2	0.28	0.34	22.79	40.08	Yes	77.0%	0.81		
MH6	MH7	661.090	660.400	242.837	0.28	300	0.071	0.94	0.075	51.55	34	358	2.2	75	789	367	2.66	8.92	0.0	40.50	20	810	367	2.66	9.14	3.8	0.28	1.06	23.86	41.91	Yes	81.3%	0.81		
MH7	MH8	660.400	660.180	81.563	0.27	300	0.071	0.94	0.075	50.22	13	371	2.2	29	818	367	2.65	9.22	0.0	40.50	20	810	367	2.66	9.14	1.4	0.28	0.39	24.25	42.60	Yes	84.8%	0.79		
MH8	MH9	660.180	660.020	84.367	0.19	300	0.071	0.94	0.075	42.11	13	384	2.2	29	847	367	2.64	9.51	0.0	40.50	20	810	367	2.66	9.14	1.5	0.28	0.42	24.67	43.32	No	103%	0.68		
MH9	MH12	660.020	659.880	57.559	0.24	300	0.071	0.94	0.075	47.69	2	386	2.2	5	852	367	2.64	9.56	0.0	40.50	20	810	367	2.66	9.14	0.3	0.28	0.08	24.75	43.45	Yes	91.1%	0.76		
MH10	MH11	663.660	661.900	1062.321	0.17	250	0.049	0.79	0.0625	24.21	0	0	2.2	0	0	367	0.00	0.00	18.7	18.70	20	374	367	2.87	4.56	9.4	0.28	2.63	2.63	7.19	Yes	29.7%	0.42		
MH11	MH12	661.900	659.890	661.457	0.30	250	0.049	0.79	0.0625	32.78	0	0	2.2	0	0	367	0.00	0.00	0.0	18.70	20	374	367	2.87	4.56	0.7	0.28	0.20	2.83	7.39	Yes	22.5%	0.54		
MH12	LS				0.27	300	0.071	0.94	0.075	50.25	2	388	2.2	5	857	367	2.64	9.61	0.0	59.20	20	1184	367	2.56	12.86	0.0	0.28	0.00	27.58	50.05	Yes	99.6%	0.81		

Notes:

¹ SF = single family

² Population density for RF1 Single Detached.

n for PVC/Conc. = 0.013



Town of Sedgewick
Sanitary Sewer Analysis
Spruce Drive Commercial Development

Table C-2 - Existing Conditions with Sedgewick Subdivision (Scenario 2)

PIPE CAPACITY											RESIDENTIAL CONTRIBUTION								COMMERCIAL CONTRIBUTION								INFLOW / INFILTRATION				RESULTS				
From MH	To MH	Upstream Invert (m)	Downstream Invert (m)	Length (m)	Slope (%)	Pipe Diameter (mm)	Cross-sectional Area, A (m ²)	P (m)	R = A/P (m)	Capacity, Q _c (L/s)	Proposed SF ¹ Lots	Total SF Lots	Population Density ² (ppu)	Number of People	Cumulative Number of People, P	Per Capita Daily Sewage Flow Generation, G (L/day/person)	Residential Peaking Factor, PF	Residential Dry Weather Flow (L/s)	Commercial Area (ha)	Total Commercial Area (ha)	Equivalent Population Density (people/ha)	Cumulative Number of People	Per Capita Daily Sewage Flow Generation (L/day/person)	Peaking Factor, PF	Commercial Dry Weather Flow (L/s)	Drainage Area for I/I (ha)	Inflow / Infiltration Allowance (L/s/ha)	I / I Allowance (L/s)	Cumulative I / I Allowance (L/s)	Total Design Peak Flow Rate (L/s)	Is there adequate capacity? [Yes / No]	Percent Capacity (%)	Velocity (m/s)		
MH1	MH2A	666.690	665.340	556.609	0.24	250	0.049	0.79	0.0625	29.29	0	0	2.2	0	0	367	0.00	0.00	17.5	17.50	20	350	367	2.89	4.29	8.7	0.28	2.44	2.44	6.73	Yes	23.0%	0.49		
MH2A	MH2B	665.340	664.590	236.66	0.32	250	0.049	0.79	0.0625	33.48	0	0	2.2	0	0	367	0.00	0.00	11.0	28.50	20	570	367	2.75	6.66	5.5	0.28	1.54	3.98	10.64	Yes	31.8%	0.60		
MH2B	MH3	664.560	663.500	369.219	0.29	250	0.049	0.79	0.0625	31.86	2	2	2.2	5	5	367	4.42	0.09	0.3	28.80	20	576	367	2.75	6.72	1.8	0.28	0.50	4.48	11.30	Yes	35.5%	0.60		
MH3	MH4	663.490	662.452	356.791	0.29	250	0.049	0.79	0.0625	32.08	4	6	2.2	9	14	367	3.98	0.24	0.0	28.80	20	576	367	2.75	6.72	2.2	0.28	0.62	5.10	12.06	Yes	37.6%	0.61		
MH4	MH5	662.248	661.230	124.69	0.82	300	0.071	0.94	0.075	87.38	309	315	2.2	680	694	367	2.70	7.95	11.7	40.50	20	810	367	2.66	9.14	62.0	0.28	17.36	22.46	39.54	Yes	45.3%	1.20		
MH5	MH6	661.230	661.090	48.256	0.29	300	0.071	0.94	0.075	52.09	9	324	2.2	20	714	367	2.69	8.16	0.0	40.50	20	810	367	2.66	9.14	1.2	0.28	0.34	22.79	40.08	Yes	77.0%	0.81		
MH6	MH7	661.090	660.400	242.837	0.28	300	0.071	0.94	0.075	51.55	34	358	2.2	75	789	367	2.66	8.92	0.0	40.50	20	810	367	2.66	9.14	3.8	0.28	1.06	23.86	41.91	Yes	81.3%	0.81		
MH7	MH8	660.400	660.180	81.563	0.27	300	0.071	0.94	0.075	50.22	13	371	2.2	29	818	367	2.65	9.22	0.0	40.50	20	810	367	2.66	9.14	1.4	0.28	0.39	24.25	42.60	Yes	84.8%	0.79		
MH8	MH9	660.180	660.020	84.367	0.19	300	0.071	0.94	0.075	42.11	13	384	2.2	29	847	367	2.64	9.51	0.0	40.50	20	810	367	2.66	9.14	1.5	0.28	0.42	24.67	43.32	No	103%	0.68		
MH9	MH12	660.020	659.880	57.559	0.24	300	0.071	0.94	0.075	47.69	2	386	2.2	5	852	367	2.64	9.56	0.0	40.50	20	810	367	2.66	9.14	0.3	0.28	0.08	24.75	43.45	Yes	91%	0.76		
MH10	MH11	663.660	661.900	1062.321	0.17	250	0.049	0.79	0.0625	24.21	0	0	2.2	0	0	367	0.00	0.00	18.7	18.70	20	374	367	2.87	4.56	9.4	0.28	2.63	2.63	7.19	Yes	29.7%	0.42		
SA02	MH11	664.514	661.900	605.041	0.43	250	0.049	0.79	0.0625	39.08	37	37	2.2	82	82	367	3.34	1.16	0.0	0.00	20	0	367	0.00	0.00	4.4	0.28	1.23	1.23	2.39	Yes	6.1%	0.48		
MH11	MH12	661.900	659.890	661.457	0.30	250	0.049	0.79	0.0625	32.78	0	37	2.2	0	82	367	3.34	1.16	0.0	18.70	20	374	367	2.87	4.56	0.7	0.28	0.20	4.06	9.78	Yes	29.8%	0.59		
MH12	LS				0.27	300	0.071	0.94	0.075	50.25	2	425	2.2	5	939	367	2.62	10.44	0.0	59.20	20	1184	367	2.56	12.86	0.0	0.28	0.00	28.81	52.10	No	104%	0.81		

Notes:
¹ SF = single family
² Population density for RF1 Single Detached.
n for PVC/Conc. = 0.013



Town of Sedgewick
Sanitary Sewer Analysis
Spruce Drive Commercial Development

Table C-3 - Ultimate Build-out of the Town of Sedgewick (Scenario 3)

PIPE CAPACITY											RESIDENTIAL CONTRIBUTION								COMMERCIAL CONTRIBUTION							INFLOW / INFILTRATION					RESULTS			
From MH	To MH	Upstream Invert (m)	Downstream Invert (m)	Length (m)	Slope (%)	Pipe Diameter (mm)	Cross-sectional Area, A (m ²)	P (m)	R = A/P (m)	Capacity, Q _c (L/s)	Proposed SF ¹ Lots	Total SF Lots	Population Density ² (ppu)	Number of People	Cumulative Number of People, P	Per Capita Daily Sewage Flow Generation, G (L/day/person)	Residential Peaking Factor, PF	Residential Dry Weather Flow (L/s)	Commercial Area (ha)	Total Commercial Area (ha)	Equivalent Population Density (people/ha)	Cumulative Number of People	Per Capita Daily Sewage Flow Generation (L/day/person)	Peaking Factor, PF	Commercial Dry Weather Flow (L/s)	Drainage Area for I/I (ha)	Inflow / Infiltration Allowance (L/s/ha)	I / I Allowance (L/s)	Cumulative I / I Allowance (L/s)	Total Design Peak Flow Rate (L/s)	Is there adequate capacity? [Yes / No]	Percent Capacity (%)	Velocity (m/s)	
MH1	MH2A	666.690	665.340	556.609	0.24	250	0.049	0.79	0.0625	29.29	0	0	2.2	0	0	367	0.00	0.00	17.5	17.50	20	350	367	2.89	4.29	8.7	0.28	2.44	2.44	6.73	Yes	23.0%	0.49	
SA01	MH2A	665.800	665.360	169.394	0.26	250	0.049	0.79	0.0625	30.31	0	0	2.2	0	0	367	0.00	0.00	22.1	22.10	20	442	367	2.82	5.30	11.1	0.28	3.11	3.11	8.40	Yes	27.7%	0.53	
MH2A	MH2B	665.340	664.590	236.66	0.32	250	0.049	0.79	0.0625	33.48	0	0	2.2	0	0	367	0.00	0.00	11.0	50.60	20	1012	367	2.60	11.16	5.5	0.28	1.54	7.08	18.25	Yes	54.5%	0.70	
MH2B	MH3	664.560	663.500	369.219	0.29	250	0.049	0.79	0.0625	31.86	2	2	2.2	5	5	367	4.42	0.09	0.3	50.90	20	1018	367	2.60	11.22	1.8	0.28	0.50	7.59	18.90	Yes	59.3%	0.68	
MH3	MH4	663.490	662.452	356.791	0.29	250	0.049	0.79	0.0625	32.08	4	6	2.2	9	14	367	3.98	0.24	0.0	50.90	20	1018	367	2.60	11.22	2.2	0.28	0.62	8.20	19.66	Yes	61.3%	0.69	
MH4	MH5	662.248	661.230	124.69	0.82	300	0.071	0.94	0.075	87.38	309	315	2.2	680	694	367	2.70	7.95	11.7	62.60	20	1252	367	2.54	13.52	62.0	0.28	17.36	25.56	47.03	Yes	53.8%	1.26	
MH5	MH6	661.230	661.090	48.256	0.29	300	0.071	0.94	0.075	52.09	9	324	2.2	20	714	367	2.69	8.16	0.0	62.60	20	1252	367	2.54	13.52	1.2	0.28	0.34	25.90	47.58	Yes	91.3%	0.83	
MH6	MH7	661.090	660.400	242.837	0.28	300	0.071	0.94	0.075	51.55	34	358	2.2	75	789	367	2.66	8.92	0.0	62.60	20	1252	367	2.54	13.52	3.8	0.28	1.06	26.96	49.41	Yes	95.8%	0.82	
MH7	MH8	660.400	660.180	81.563	0.27	300	0.071	0.94	0.075	50.22	13	371	2.2	29	818	367	2.65	9.22	0.0	62.60	20	1252	367	2.54	13.52	1.4	0.28	0.39	27.36	50.09	Yes	99.7%	0.81	
MH8	MH9	660.180	660.020	84.367	0.19	300	0.071	0.94	0.075	42.11	13	384	2.2	29	847	367	2.64	9.51	0.0	62.60	20	1252	367	2.54	13.52	1.5	0.28	0.42	27.78	50.81	No	121%	0.65	
MH9	MH12	660.020	659.880	57.559	0.24	300	0.071	0.94	0.075	47.69	2	386	2.2	5	852	367	2.64	9.56	0.0	62.60	20	1252	367	2.54	13.52	0.3	0.28	0.08	27.86	50.94	No	107%	0.75	
MH10	MH11	663.660	661.900	1062.321	0.17	250	0.049	0.79	0.0625	24.21	0	0	2.2	0	0	367	0.00	0.00	18.7	18.70	20	374	367	2.87	4.56	9.4	0.28	2.63	2.63	7.19	Yes	29.7%	0.42	
SA02	MH11	664.514	661.900	605.041	0.43	250	0.049	0.79	0.0625	39.08	37	37	2.2	82	82	367	3.34	1.16	0.0	0.00	20	0	367	0.00	0.00	4.4	0.28	1.23	1.23	2.39	Yes	6.1%	0.48	
MH11	MH12	661.900	659.890	661.457	0.30	250	0.049	0.79	0.0625	32.78	0	37	2.2	0	82	367	3.34	1.16	0.0	18.70	20	374	367	2.87	4.56	0.7	0.28	0.20	4.06	9.78	Yes	29.8%	0.59	
MH12	LS				0.27	300	0.071	0.94	0.075	50.25	2	425	2.2	5	939	367	2.62	10.44	0.0	81.30	20	1626	367	2.48	17.11	0.0	0.28	0.00	31.92	59.46	No	118%	0.77	

Notes:
¹ SF = single family
² Population density for RF1 Single Detached.
n for PVC/Conc. = 0.013

REPORT



Appendix D - Geotechnical Report



SANITARY SEWER CCTV INSPECTION

EXECUTIVE SUMMARY

Associated Engineering has developed a preliminary review based off of the CCTV inspection of 1/3 of the Town's sanitary sewer.

BACKGROUND

This spring a contractor was retained to undertake CCTV inspections of 1/3 of the Town's sewer pipe. Upon reviewing the camera-ing, segments of pipe were rated from 0 (no defects) to 5.0 (poor condition). Ratings of 3.0 and higher warrant replacement.

Findings

- 26% of main pipe inspected or 845 meters rated at 3.0 or higher.
- 20% of main pipe was unable to be camera-ed due to ice and other obstacles.
- 67% of laterals were unable to be camera-ed due to blockages, defects or small pipe size.
- Three laterals were and remain completely or almost completely blocked (roots, dirt and debris).
- Many laterals had roots present, joint separation, sediment and grease deposits forming.

Estimated Costs

- The initial estimated costs of removal and replacement of the mainlines in poor condition is \$1,014,000
- The initial estimated cost of constructing laterals that connect to the replaced mainlines is \$337,500.

Recommendations

Analyze the CCTV in detail in order to prepare a multi-phase rehabilitation program for the Town. This includes determining method of rehabilitation and timelines.

Remove and replace the three blocked laterals.

Remove any obstructions in the yet-to-be camera-ed pipe and re-inspect.

Maintain or rehabilitate laterals with incomplete CCTV inspections.

BUDGET IMPLICATIONS

None at this time

ALTERNATIVES

1. Council may accept the Sanitary Sewer CCTV Inspection Preliminary Review as information with Administration to bring back an action plan for Council's review at a later date.
2. Council may direct Administration in another manner.



TOWN OF SEDGEWICK

REQUEST FOR DECISION

JULY 12, 2018

SANITARY SEWER CCTV INSPECTION

RECOMMENDATION

1. That Council accept the Sanitary Sewer CCTV Inspection Preliminary Review as information with Administration to bring back an action plan for Council's review at a later date.

ATTACHMENTS

1. Sanitary Sewer CCTV Inspection – Preliminary Review



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

Associated Engineering Alberta Ltd.
500, 9888 Jasper Avenue
Edmonton, Alberta, Canada T5J 5C6

TEL: 780.451.7666
FAX: 780.454.7698
www.ae.ca

July 6, 2018

File: 2018-3149.000.E.05.00

Jim Fedyk
CAO
Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Re: CCTV INSPECTION - PRELIMINARY REVIEW

Dear Mr. Fedyk:

INTRODUCTION

Cam-Trac Inspection Services Ltd. (Cam-Trac) was retained to undertake CCTV inspections in the downtown area in Spring 2018. We have performed a preliminary review of the results for the mainlines and laterals, summarized in **Table 1** and **Table 2**, respectively (enclosed).

Cam-Trac used the Pipeline Assessment Certification Program (PACP) developed by the National Association of Sewer Service Companies (NASSCO) to rate the mainline sewers based on structural and operations and maintenance criteria. Each pipeline segment was assigned a structural condition rating and operation and maintenance rating between 1 and 5. The following summarizes this rating system:

Rating	Definition
0.0	No structural defects noted.
1.0 to 2.9	Pipe is in good condition.
3.0 to 3.9	Pipe is in fair condition.
4.0 to 4.9	
5.0	Pipe is in poor condition.

Cam-Trac inspected mainlines, laterals, and manholes and applied the above condition ratings to the mainlines. Our preliminary review of the results covers the mainlines and laterals.

The PACP rating system takes into account the severity of each defect and the frequency with which each defect occurs. Our analysis considers structural and/or operation and maintenance condition ratings of 3.0 or higher to be in poor enough condition to warrant rehabilitation.





July 6, 2018
Jim Fedyk
Town of Sedgewick
- 2 -

PRELIMINARY REVIEW – RESULTS

Figure 1 (enclosed) shows the results of the CCTV inspections; additionally, the following observations were noted:

Mainlines

- Approximately 845 m of pipe (26% of the pipe segments inspected) have structural and/or operation and maintenance condition ratings of 3.0 or higher. It is recommended that pipe with condition rating(s) of 3.0 or higher be rehabilitated. Refer to pipes highlighted in **dark blue** and **light blue** on **Figure 1**.
- The inspections of 20% of the mainlines were abandoned due to ice, debris, or other obstacles which prevented the camera from progressing through the pipe. Refer to pipes highlighted in **purple** on **Figure 1**.

Laterals

- 67% of the lateral inspections were unable to be completed due to blockages (debris build-up, ice build-up, roots, grease, camera underwater), pipe defects (buckling wall, rough material, joint separation), or because the camera was unable to enter the lateral (small pipe size, intruding laterals, etc.). Refer to lots highlighted in **orange** on **Figure 1**.

Examples of blockages include:

- Debris build-up;
- Ice build-up;
- Roots;
- Grease; and/or
- Sufficient water to submerge the camera

Examples of pipe defects include:

- Buckling wall;
- Rough pipe material; and/or
- Joint separation

Defects which prevented the camera from entering the pipe include:

- Small pipe size; and/or
- Laterals intruding into the mainline.



July 6, 2018
Jim Fedyk
Town of Sedgewick
- 3 -

- Of the lateral inspections which were unable to be completed, several were noted as being completely blocked:
 - 100% dirt and debris – 4938 52 Street;
 - 95% roots – 4922 50 Street; and
 - 100% root blockage and ice – 4810 50 Street.
- We assumed that only the public portion of the laterals were requested to be inspected. In our analysis we considered inspections to be complete if the camera was able to reach the estimated property line.
- We reviewed a portion of the reports for lateral inspections in areas where rehabilitation of the sanitary sewer is expected (laterals connected to the **dark blue** pipes in **Figure 1**). Generally, the laterals were in poor to fair condition; it is recommended that they be rehabilitated concurrently with the mainline rehabilitation. The following is a summary of defects noted for the completed lateral inspections reviewed:
 - Roots were present, to varying degrees, in almost every lateral.
 - The camera was noted as being underwater in multiple laterals. This could be a result of sags in the lateral, or due to blockages.
 - Many of the laterals had sediment and/or grease deposits forming.
 - Joint separation / joint offsets were observed in multiple laterals.
 - Two laterals had longitudinal cracking, and one of these laterals also had a section of broken pipe.
 - Many of the laterals had multiple pipe material changes along their length. These material changes introduced defects such as joint separations / offsets and subsequent root intrusions. Repairs are recommended.

ESTIMATED COST

The estimated cost of construction for the mainline rehabilitation (**dark blue** and **light blue** pipes on **Figure 1**) totals \$1,014,000; however, the following should be noted:

- A more thorough review of the CCTV results and videos is recommended to determine a more accurate quantity of pipe with a structural condition and/or operation and maintenance rating of 3.0 or higher.
- The anticipated cost estimate of \$1,014,000 assumes removal and replacement of the mainlines with condition ratings of 3.0 or higher. There are alternative means of rehabilitating the sanitary sewer (such as re-lining the existing main) which should be explored in more detail upon further examination of the CCTV inspection results.



Associated
Engineering

GLOBAL PERSPECTIVE.
LOCAL FOCUS.

July 6, 2018
Jim Fedyk
Town of Sedgewick
- 4 -

The estimated cost of construction for the laterals which are connected to the mainlines recommended for full rehabilitation (**dark blue** pipes on **Figure 1**) totals \$337,500. This assumes every lateral in the affected area is being replaced up to property line. Additional laterals may need to be replaced if they coincide with partial replacements / spot repairs on the **light blue** pipes shown on **Figure 1**.

The total cost of construction for the mainlines and laterals is anticipated to be \$1,351,500.

CONCLUSIONS AND RECOMMENDATIONS

We recommend the following:

- Analyze the CCTV inspection reports in detail. This will aid in the preparation of a multi-phase rehabilitation program for the Town. The purpose of the plan is to more accurately determine the pipe segments to be rehabilitated, the method of rehabilitation, specific maintenance requirements, and the timelines for these tasks.
- Remove the obstructions in the 3 laterals which have been identified as being completely blocked (4938 52 Street, 4922 50 Street, and 4810 50 Street).
- Remove the obstructions in the mainlines for the areas where the CCTV inspections are incomplete. Once these mainlines are free of obstructions, we recommend the lines be re-inspected and re-assessed. Refer to the pipes highlighted in **purple** on **Figure 1** and the following:
 - Bluejay Crescent, from the cul-de-sac to the PUL south of 52 Avenue;
 - 48 Avenue, from 49 Street to 50 Street;
 - 48 Street, from 48 Avenue to 49 Avenue; and
 - 47 Street, from 49 Avenue to 51 Avenue.
- Provide maintenance for / rehabilitation of the public portions of all laterals with incomplete CCTV inspections to decrease the risk of sewage back-up into homes.

Thank you for the opportunity to work on this project. We would be happy to assist you if you would like us to look at the results further. Please give us a call if you have any questions.

Yours truly,

Nelson Dos Santos, P.Eng.
Division Manager, Civil Infrastructure

Kaitlin Munroe, P.Eng.
Project Engineer

Enclosure



Legend

Recommended Action - Mainlines:

- █ Full Length Remove & Replace
- █ Partial Length Remove & Replace / Spot Repair(s)
- █ Remove Obstructions, Re-inspect, & Re-assess

Laterals:

- █ Inspection Complete
- █ Inspection Incomplete

★ Lateral with 100% Blockage



FIGURE 1: CCTV Results Based on Preliminary Review

Table 1: CCTV INSPECTION RESULTS - MAINS

Pipeline Segment Ref.	Location	Date	U/S MH	D/S MH	Total Length (m)	Length Surveyed	Diameter (mm)	Pipe Material	Status	Structural Condition Rating	O & M Condition Rating	Structural Issue?	O & M Issue?	O & M Comments	Recommended Action	Length Requiring Replacement (m)	Estimated Construction Cost to Remove and Replace*
01-45	57 St North of 48 Ave	20180419	5270947442	5277947432	70.6	70.6	200	PVC	Complete	3.5	2.0	X			Remove and Replace	30	\$36,000.00
02-45	52 St North of 48 Ave	20180419	5279474532	5282847424	51	51	200	Concrete	Complete	3.5	2.0	X			Remove and Replace	30	\$36,000.00
03-45	53 St North of 48 Ave	20180419	5283847424	5288047415	52.1	29.5	200	Concrete (non-reinforced)	Complete	3.5	2.0	X			Remove and Replace	30	\$36,000.00
03-45	51 St North of 48 Ave	20180419	5282847424	5288047415	52.1	22.5	200	PVC	Complete	3.0	2.3	X			Remove and Replace	10	\$12,000.00
04-45	50 St North of 48 Ave	20180419	5279474522	5283847415	180.2	180.2	200	PVC	Complete	0.0	1.9			Survey abandoned due to ice	Respect and reassess.		
05-45	49 St North of 48 Ave	20180419	5283847424	5288047415	53.6	16	200	PVC	Incomplete	0.0	2.6		X		Respect and reassess.		
06-45	48 St North of 48 Ave	20180419	5283847424	5288047415	35.2	35.2	200	PVC	Complete	0.0	2.6				Respect and reassess.		
07-45	47 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
07-45	46 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
08-45	45 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
08-45	44 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
09-45	43 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
10-45	42 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
11-45	41 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
12-45	40 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
13-45	39 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
14-45	38 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
15-45	37 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
16-45	36 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
17-45	35 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
18-45	34 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
19-45	33 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
20-45	32 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
21-45	31 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
22-45	30 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
23-45	29 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
24-45	28 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
25-45	27 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
26-45	26 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
27-45	25 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
28-45	24 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
29-45	23 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
30-45	22 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
31-45	21 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
32-45	20 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
33-45	19 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
34-45	18 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
35-45	17 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
36-45	16 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
37-45	15 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
38-45	14 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
39-45	13 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
40-45	12 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
41-45	11 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
42-45	10 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
43-45	9 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
44-45	8 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
45-45	7 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
46-45	6 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
47-45	5 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
48-45	4 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
49-45	3 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
50-45	2 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
51-45	1 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
52-45	0 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
53-45	57 St North of 48 Ave	20180419	5270947442	5277947432	70.6	70.6	200	PVC	Complete	3.5	2.0	X			Remove and Replace	30	\$36,000.00
54-45	52 St North of 48 Ave	20180419	5279474532	5282847424	51	51	200	Concrete	Complete	3.5	2.0	X			Remove and Replace	30	\$36,000.00
55-45	53 St North of 48 Ave	20180419	5283847424	5288047415	52.1	29.5	200	Concrete (non-reinforced)	Complete	3.5	2.0	X			Remove and Replace	30	\$36,000.00
56-45	51 St North of 48 Ave	20180419	5282847424	5288047415	52.1	22.5	200	PVC	Complete	3.0	2.3	X			Remove and Replace	10	\$12,000.00
57-45	50 St North of 48 Ave	20180419	5279474522	5283847415	180.2	180.2	200	PVC	Complete	0.0	1.9			Survey abandoned due to ice	Respect and reassess.		
58-45	49 St North of 48 Ave	20180419	5283847424	5288047415	53.6	16	200	PVC	Incomplete	0.0	2.6		X		Respect and reassess.		
59-45	48 St North of 48 Ave	20180419	5283847424	5288047415	35.2	35.2	200	PVC	Complete	0.0	2.6				Respect and reassess.		
60-45	47 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
61-45	46 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
62-45	45 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
63-45	44 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
64-45	43 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
65-45	42 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
66-45	41 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
67-45	40 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
68-45	39 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
69-45	38 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
70-45	37 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
71-45	36 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
72-45	35 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
73-45	34 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
74-45	33 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
75-45	32 St North of 48 Ave	20180419	5283847424	5288047415	93.1	93.1	200	PVC	Complete	0.0	2.6				Respect and reassess.		
76-45	31 St North of 48 Ave	20180419															

Table 2: CCTV INSPECTION RESULTS - LATERALS

Location	Pipeline Segment Ref.	Lateral Ref.	Civic Number	Date	U/S MH	D/S MH	Diameter (mm)	Pipe Material	Length Surveyed (m)	Status	Comments	Anticipated Cost to Replace Lateral
52 St N of 48 Ave	01 - 45	008 5277947432 0.5 5201	5201	20180423	5270947442	5277947432	150	PVC	10.2	Incomplete	Survey Abandoned - unable to push past roots in line	
52 St N of 48 Ave	01 - 45	009 5277947432 34.1 5205	5205	20180423	5270947442	5277947432	100	PVC	21.0	Complete	Meier counter issues - meters may be off	
52 St N of 48 Ave	01 - 45	010 5277947432 58.8 5211	5211	20180423	5270947442	5277947432	100	PVC	0.1	Incomplete	Survey abandoned - ice in line 50%-	
L/E N of 48 Ave W of 51 St	02 - 45	032 5277947432 20.2 4802	4802	20180501	5277947432	5282847424	100	Vitrified Clay	0.1	Incomplete	Survey abandoned due to not being able to enter the lateral as it is a wye connection, will not be able to go from downstream manhole as there is a intruding service	
L/E N of 48 Ave W of 51 St	02 - 45	034 5277947432 38.7 5113	5113	20180501	5277947432	5282847424	100	Vitrified Clay	11.0	Complete	Survey Abandoned @ Estimated Property Line	
L/E N of 48 Ave W of 51 St	02 - 45	033 5277947432 21.6 5117	5117	20180501	5277947432	5282847424	100	Vitrified Clay	3.0	Complete		
L/E N of 48 Ave W of 51 St	03 - 45	031 5282847424 29.5 5101	5101	20180430	5282847424	5288047415	100	Vitrified Clay	0.1	Incomplete	Survey abandoned due to intruding service - unable to enter lateral	
L/E N of 48 Ave W of 51 St	03 - 45	030 5282847424 16.9 5107	5107	20180430	5282847424	5288047415	100	Vitrified Clay	0.3	Incomplete	Survey abandoned - can not past deposits settled	
49 Ave & 52 St	04 - 45	005 5277947522 25.9 4901	4901	20180423	5277947522	5288347701	100	Vitrified Clay	0.5	Incomplete	Survey Abandoned - Camera will not push past waste debris in pipe	
49 Ave & 52 St	04 - 45	004 5277947522 24.2 4902	4902	20180423	5277947522	5288347701	100	Vitrified Clay	15.3	Complete	Survey abandoned - unable to get into lateral due to a over intruding service	
49 Ave & 52 St	04 - 45	007 5277947522 48.2 4910	4910	20180423	5277947522	5288347701	100	Vitrified Clay	0.0	Incomplete	Survey abandoned - unable to get into lateral due to a over intruding service	
49 Ave & 52 St	04 - 45	006 5277947522 39.9 4913	4913	20180423	5277947522	5288347701	100	Vitrified Clay	0.1	Incomplete	Survey Abandoned - unable to get lateral camera to turn into lateral - lateral is a wye into mainline, will have to be attempted from downstream manhole	
50 Ave & 52 St	04 - 45	005 5288347701 140.3 4913	4913	20180424	5277947522	5288347701	100	Vitrified Clay	26.8	Complete	Survey abandoned @ 9 m - camera will not go into smaller size pipe	
50 Ave & 52 St	04 - 45	015 5288347701 121.7 4922	4922	20180424	5277947522	5288347701	100	Vitrified Clay	9.0	Incomplete		
50 Ave & 52 St	04 - 45	016 5288347701 128.3 4929	4929	20180424	5277947522	5288347701	100	Vitrified Clay	15.3	Incomplete	Survey abandoned @ 15.3m due to roots in pipe	
50 Ave & 52 St	04 - 45	014 5288347701 107.6 4938	4938	20180424	5277947522	5288347701	100	Concrete (non-reinforced)	6.1	Incomplete	Survey abandoned @ 6.1m due to 100% dirt and debris	
50 Ave & 52 St	04 - 45	013 5288347701 92 4945	4945	20180424	5277947522	5288347701	100	Vitrified Clay	26.1	Complete	Full run	
50 Ave & 52 St	04 - 45	012 5288347701 87.4 4950	4950	20180424	5277947522	5288347701	100	Vitrified Clay	5.2	Incomplete	Survey abandoned @ 5.2m due to roots in pipe	
50 Ave & 52 St	04 - 45	011 5288347701 73.5 4953	4953	20180424	5277947522	5288347701	100	Vitrified Clay	4.9	Incomplete	Survey abandoned - @ 4.9 m due to roots in pipe	
50 Ave & 52 St	04 - 45	003 5288347701 72 5102	5102	20180420	5277947522	5288347701	100	Vitrified Clay	29.4	Complete		
50 Ave & 52 St	04 - 45	001 5288347701 24.5 5202	5202	20180420	5277947522	5288347701	100	Vitrified Clay	20.3	Complete		
50 Ave & 52 St	04 - 45	007 5288347701 64.9 5202A	5202A	20180420	5277947522	5288347701	100	Vitrified Clay	7.2	Incomplete	Survey Abandoned , unable to push past deposits in line	
Bluejay Crs S of 52 Ave	05 - 45	017 5285148093 5.5 3	3	20180426	5285048040	5285148093	100	Vitrified Clay	0.0	Incomplete	unable to get lateral camera into service due to a intruding lateral	
Bluejay Crs S of 52 Ave	06 - 45	018 5285148128 23 2	2	20180426	5285148128	5285148093	100	PVC	3.4	Incomplete	Survey abandoned due to ice in lateral	
L/E W of 50 St and N of 51 Ave	07 - 45	019 5292747998 7 9	9	20180426	5292948093	5292747998	100	PVC	30.0	Incomplete	over lay error LSR number - end number is 9 not 10 - Survey abandoned could not push farther	
L/E W of 50 St and N of 51 Ave	07 - 45	023 5292747998 54.2 10	10	20180426	5292948093	5292747998	100	PVC	13.1	Complete		
L/E W of 50 St and N of 51 Ave	07 - 45	021 5292747998 23.2 5101	5101	20180426	5292948093	5292747998	100	PVC	11.3	Incomplete	Survey abandoned @ 11.3m due to roots in pipe	
L/E W of 50 St and N of 51 Ave	07 - 45	022 5292747998 51.2 5105	5105	20180426	5292948093	5292747998	100	PVC	23.7	Complete		
L/E W of 50 St and N of 51 Ave	07 - 45	024 5292747998 67.3 5109	5109	20180426	5292948093	5292747998	100	PVC	17.4	Complete		
L/E W of 50 St and N of 51 Ave	07 - 45	020 5292747998 21.9 9A	9A	20180426	5292948093	5292747998	100	PVC	9.0	Incomplete	Survey abandoned @ 9m due to roots in pipe	

51 Ave & 50 St	09 - 45	029 5298447876 28.3 5037	5037	20180430	5291047877	5298447876	100	PVC	13.0	Complete	survey abandoned @ estimated property line	
51 Ave & 50 St	10 - 45	026 5298447876 78.7 5001	5001	20180430	5298547997	5298447876	100	PVC	11.1	Complete	Survey Abandoned @ estimated property line	
51 Ave & 50 St	10 - 45	025 5298447876 60.3 5106	5106	20180430	5298547997	5298447876	100	Vitrified Clay	10.6	Complete	survey abandoned - camera will not push past roots	
51 Ave & 50 St	10 - 45	027 5298447876 85.1 5110	5110	20180430	5298547997	5298447876	100	Vitrified Clay	9.5	Incomplete	survey abandoned - camera will not push past roots	
51 Ave & 50 St	10 - 45	028 5298447876 108.3 5114	5114	20180430	5298547997	5298447876	100	Vitrified Clay	11.0	Complete	survey abandoned @ estimated property line	
50 St & 50 Ave	11 - 45	035 5298247699 29.9 5001	5001	20180501	5298247699	5298447876	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to get camera to enter lateral due to intruding service	\$7,500.00
50 St (bet. 50 Ave and 51 Ave)	11 - 45	-	5009	-	5298247699	5298447876	Unknown	Unknown	0.0	Incomplete	Would not be able to get camera into service. Very intruding	\$7,500.00
50 St (bet. 50 Ave and 51 Ave)	11 - 45	-	5017	-	5298247699	5298447876	Unknown	Unknown	0.0	Incomplete	Could not get to service - intruding	\$7,500.00
50 St & 49 Ave	12 - 45	-	4901	-	5298047521	5298247699	Unknown	Unknown	0.0	Incomplete	Would not be able to get in lateral due to intruding service	\$7,500.00
50 St & 50 Ave	12 - 45	045 5298247699 131.5 4902	4902	20180501	5298047521	5298247699	100	Vitrified Clay	0.1	Incomplete	Survey Abandoned - unable to enter lateral due to a intruding service	\$7,500.00
50 St & 50 Ave	12 - 45	036 5298247699 23 4906	4906	20180501	5298047521	5298247699	100	Pitch Fiber (Orangeburg)	2.9	Incomplete	survey abandoned - could not push further, unknown reasons, camera underwater. Overlay error pipe material	\$7,500.00
50 St (bet. 49 Ave and 50 Ave)	12 - 45	-	4909	-	5298047521	5298247699	Unknown	Unknown	0.0	Incomplete	Could not get to lateral due to intruding services on each side	\$7,500.00
50 St & 50 Ave	12 - 45	043 5298247699 107.5 4910	4910	20180501	5298047521	5298247699	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter into lateral due to a intruding service	\$7,500.00
50 St & 50 Ave	12 - 45	041 5298247699 95 4914	4914	20180501	5298047521	5298247699	100	Vitrified Clay	0.2	Incomplete	survey abandoned - unable to enter lateral - due to a intruding service	\$7,500.00
50 St & 50 Ave	12 - 45	040 5298247699 85 4922	4922	20180501	5298047521	5298247699	100	Vitrified Clay	0.5	Incomplete	survey abandoned due to 95% roots	\$7,500.00
50 St & 50 Ave	12 - 45	044 5298247699 110.6 4925	4925	20180501	5298047521	5298247699	100	Vitrified Clay	15.0	Complete	Survey Abandoned @ Estimated Property Line	\$7,500.00
50 St (bet. 49 Ave and 50 Ave)	12 - 45	-	4926	-	5298047521	5298247699	Unknown	Unknown	0.0	Incomplete	Mainline pipe in bad condition around lateral. Will not attempt to do.	\$7,500.00
50 St & 50 Ave	12 - 45	042 5298247699 102.8 4933	4933	20180501	5298047521	5298247699	100	Vitrified Clay	14.8	Complete	survey ended at wye connection / Estimated Property Line	\$7,500.00
50 St & 50 Ave	12 - 45	039 5298247699 79.3 4945	4945	20180501	5298047521	5298247699	100	Vitrified Clay	5.6	Incomplete	Survey Abandoned - can not push further - unknown reasons, camera underwater and waste	\$7,500.00
50 St & 50 Ave	12 - 45	038 5298247699 61.4 4953	4953	20180501	5298047521	5298247699	100	Vitrified Clay	6.4	Incomplete	survey abandoned - could not push - unknown reasons as camera was underwater and waste	\$7,500.00
50 St & 50 Ave	12 - 45	037 5298247699 25.8 5002	5002	20180501	5298047521	5298247699	100	Vitrified Clay	15.1	Complete	Survey Abandoned @ Estimated Property Line	\$7,500.00
50 St & 49 Ave	13 - 45	054 5298047521 94.7 4805	4805	20180502	5297947423	5298047521	100	PVC	0.1	Incomplete	survey abandoned due to not being able to enter lateral - intruding service	\$7,500.00
50 St & 49 Ave	13 - 45	053 5298047521 94.6 4806	4806	20180502	5297947423	5298047521	100	Vitrified Clay	0.3	Incomplete	Survey Abandoned due to buckling wall in orangeburg pipe	\$7,500.00
50 St & 49 Ave	13 - 45	052 5298047521 76.4 4810	4810	20180502	5297947423	5298047521	100	Vitrified Clay	1.1	Incomplete	survey abandoned due to 100% root blockage as well as ice	\$7,500.00
50 St & 49 Ave	13 - 45	051 5298047521 65 4813	4813	20180502	5297947423	5298047521	100	Vitrified Clay	5.7	Incomplete	survey abandoned - unknown reasons as camera was underwater and debris	\$7,500.00
50 St & 49 Ave	13 - 45	050 5298047521 58 4818	4818	20180502	5297947423	5298047521	150	Concrete (non-reinforced)	1.7	Incomplete	survey abandoned - unknown reasons as camera was underwater and debris	\$7,500.00
50 St & 49 Ave	13 - 45	049 5298047521 49.4 4825	4825	20180502	5297947423	5298047521	100	PVC	11.0	Complete	survey abandoned @ estimated property line	\$7,500.00
50 St & 49 Ave	13 - 45	047 5298047521 35.3 4826	4826	20180502	5297947423	5298047521	100	Concrete (non-reinforced)	0.7	Incomplete	survey abandoned - could not push - unknown reasons as camera was underwater and waste	\$7,500.00
50 St & 49 Ave	13 - 45	048 5298047521 40.7 4833	4833	20180502	5297947423	5298047521	100	Vitrified Clay	10.4	Complete	survey abandoned at estimated property line	\$7,500.00
50 St & 49 Ave	13 - 45	046 5298047521 16.4 4845	4845	20180502	5297947423	5298047521	100	Vitrified Clay	14.8	Complete	Survey Abandoned @ Estimated Property Line	\$7,500.00
50 St & 48 Ave	15 - 45	-	5007	-	5296247354	Mainline	-	-	0.0	Incomplete	Did not do.	
50 St & 50 Ave	17 - 45	-	5002	-	533547732	5334447642	-	-	0.0	Incomplete	Survey not completed	
47 St (bet. 50 Ave and 51 Ave)	17 - 45	-	5014	-	533547732	5334447642	-	-	0.0	Incomplete	Survey not completed	
47 St & 49 Ave	18 - 45	-	4901	-	5334447642	5331847471	-	-	0.0	Incomplete	Very intruding. No attempt.	

47 St & 50 Ave	18 - 45	533447642	4970	-	5331847471	-	-	0.0	Incomplete	Cannot get to No attempt. Dirty line. Roots at service.
47 St North of 48 Ave	19 - 45	062 5330047352 24.7 4802	4802	20180510	5330047352	100	Vitrified Clay	0.2	Incomplete	survey abandoned - unable to enter lateral
47 St North of 48 Ave	19 - 45	063 5330047352 26.1 4809	4809	20180510	5330047352	100	Concrete (non-reinforced)	2.0	Incomplete	survey abandoned - unable to push - unknown reasons as camera was covered in debris
47 St North of 48 Ave	19 - 45	065 5330047352 32.1 4814	4814	20180510	5330047352	100	Concrete (non-reinforced)	8.2	Incomplete	survey abandoned - unable to push due to rough pipe material
47 St South of 49 Ave	19 - 45	-	4818	-	5330047352	-	-	0.0	Incomplete	Survey not completed.
47 St South of 49 Ave	19 - 45	-	4822	-	5331847471	-	-	0.0	Incomplete	Survey not completed.
47 St South of 49 Ave	19 - 45	-	4829	-	5331847471	-	-	0.0	Incomplete	Survey not completed.
47 St South of 49 Ave	19 - 45	-	4830	-	5331847471	-	-	0.0	Incomplete	Survey not completed.
47 St South of 49 Ave	19 - 45	-	4834	-	5331847471	-	-	0.0	Incomplete	Survey not completed.
47 St & 49 Ave	19 - 45	060 5331847471 37.3 4838	4838	20180510	5330047352	100	Concrete (non-reinforced)	0.1	Incomplete	survey abandoned - unable to enter lateral due to a intruding service
47 St & 49 Ave	19 - 45	059 5331847471 34.4 4841	4841	20180510	5330047352	100	Pitch Fiber (Orangeburg)	0.1	Incomplete	survey abandoned - unable to enter lateral
47 St & 49 Ave	19 - 45	057 5331847471 26.5 4846	4846	20180510	5330047352	100	Vitrified Clay	0.1	Incomplete	unable to get lateral camera to enter lateral
47 St & 49 Ave	19 - 45	055 5331847471 18.8 4850	4850	20180510	5330047352	100	Vitrified Clay	0.1	Incomplete	survey abandoned - could not get into lateral due to a intruding service
47 St & 49 Ave	19 - 45	056 5331847471 23.5 4857	4857	20180510	5330047352	100	Pitch Fiber (Orangeburg)	0.1	Incomplete	survey abandoned - could not get into lateral due to intruding/position of service
47 St North of 48 Ave	19 - 45	061 5330047352 13.5 4802A	4802A	20180510	5330047352	100	Vitrified Clay	12.2	Complete	survey abandoned at property line
47 St North of 48 Ave	19 - 45	064 5330047352 27.8 4806/10	4806/10	20180510	5330047352	100	Vitrified Clay	0.4	Incomplete	survey abandoned - unable to push past deposits settled
47 St North of 48 Ave	19 - 45	066 5330047352 38.6 4813A	4813A	20180510	5330047352	100	Pitch Fiber (Orangeburg)	0.1	Incomplete	survey abandoned - unable to enter lateral due to intruding service - overlay error - LSN number ending number should be 4813A
47 St North of 48 Ave	19 - 45	067 5330047352 40.5 4813A	4813A	20180510	5330047352	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral due to intruding service
47 St & 49 Ave	19 - 45	058 5331847471 28.5 4857A	4857A	20180510	5330047352	100	PVC	13.1	Complete	Survey abandoned at property line
47 St North of 48 Ave	21 - 45	070 5330047352 9.1 4619	4619	20180510	5329447304	100	Vitrified Clay	0.2	Incomplete	survey abandoned - unable to pass deposits settled
47 St North of 48 Ave	21 - 45	068 5330047352 1.1 4800	4800	20180510	5329447304	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral due to a intruding service
47 St North of 48 Ave	21 - 45	071 5330047352 22 4803	4803	20180510	5329447304	100	Vitrified Clay	6.6	Incomplete	survey abandoned - unable to push - unknown reasons as camera was underwater and debris
47 St North of 48 Ave	21 - 45	069 5330047352 5.3 4805	4805	20180510	5329447304	100	PVC	0.3	Incomplete	survey abandoned - unable to enter lateral due to intruding service
47 St & 48 Ave	22 - 45	-	4702	-	5329447304	-	-	0.0	Incomplete	Did not do. Could not get to lateral.
49 Ave & 48 St	23 - 45	139 5321547487 12.6 4710	4710	20180517	5324047657	100	PVC	7.0	Complete	overlay error - Material - not VCP it is PVC - Survey abandoned at estimated property line
48 St & 48 Ave	23 - 45	-	4719	-	5321547487	-	-	0.0	Incomplete	Survey not completed.
48 St & 48 Ave	23 - 45	-	4801	-	5321547487	-	-	0.0	Incomplete	Survey not completed.
49 Ave & 48 St	23 - 45	140 5321547487 29.9 4825	4825	20180517	5324047657	100	Pitch Fiber (Orangeburg)	0.1	Incomplete	survey abandoned - intruding
49 Ave & 48 St	24 - 45	137 5321547487 21.7 4709	4709	20180517	5324047657	100	Vitrified Clay	0.1	Incomplete	unable to enter lateral - intruding
49 Ave & 48 St	24 - 45	138 5321547487 22.6 4901	4901	20180517	5324047657	100	Vitrified Clay	10.0	Complete	survey abandoned at estimated property line
48 St & 50 Ave	24 - 45	118 5324047657 137.1 4905	4905	20180515	5324047657	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral - intruding service
48 St & 50 Ave	24 - 45	116 5324047657 106.5 4909	4909	20180515	5324047657	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral - intruding service
48 St & 50 Ave	24 - 45	114 5324047657 92.7 4910	4910	20180515	5324047657	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral - intruding service
48 St & 50 Ave	24 - 45	113 5324047657 76.2 4921	4921	20180515	5324047657	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral - intruding service

48 St & 50 Ave	24 - 45	112 5324047657 68.2 4922	4922	20180515	5321547487	5324047657	100	Vitrified Clay	8.0	Complete	survey abandoned - estimated property line	\$7,500.00
48 St & 50 Ave	24 - 45	110 5324047657 57.3 4925	4925	20180515	5321547487	5324047657	100	Vitrified Clay	0.6	Complete	survey abandoned - at cap	\$7,500.00
48 St & 50 Ave	24 - 45	107 5324047657 46.4 4926	4926	20180515	5321547487	5324047657	100	Vitrified Clay	8.0	Complete	survey abandoned - estimated property line	\$7,500.00
48 St & 50 Ave	24 - 45	108 5324047657 53.4 4929	4929	20180515	5321547487	5324047657	100	PVC	0.1	Incomplete	survey abandoned - unable to enter lateral	\$7,500.00
48 St & 50 Ave	24 - 45	106 5324047657 39.4 4930	4930	20180515	5321547487	5324047657	100	Vitrified Clay	8.0	Complete	survey abandoned - at estimated property line	\$7,500.00
48 St & 50 Ave	24 - 45	104 5324047657 24 4931	4931	20180515	5321547487	5324047657	100	PVC	0.1	Incomplete	survey abandoned - unable to enter lateral	\$7,500.00
48 St & 50 Ave	24 - 45	103 5324047657 23.2 4933	4933	20180515	5321547487	5324047657	100	PVC	10.1	Complete	survey abandoned - estimated property line	\$7,500.00
48 St & 50 Ave	24 - 45	101 5324047657 14.8 4934	4934	20180515	5321547487	5324047657	100	Vitrified Clay	8.1	Complete	survey abandoned at estimated property line	\$7,500.00
48 St & 50 Ave	24 - 45	102 5324047657 22.3 4935	4935	20180515	5321547487	5324047657	100	PVC	10.0	Complete	survey abandoned - estimated property line	\$7,500.00
48 St & 50 Ave	24 - 45	115 5324047657 93.5 4909A	4909A	20180515	5321547487	5324047657	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral - intruding service	\$7,500.00
48 St & 50 Ave	24 - 45	117 5324047657 130.1 4910A	4910A	20180515	5321547487	5324047657	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral - intruding service	\$7,500.00
48 St & 50 Ave	24 - 45	111 5324047657 59.5 4921A	4921A	20180515	5321547487	5324047657	100	Vitrified Clay	0.2	Incomplete	survey abandoned - unable to enter lateral - intruding service	\$7,500.00
48 St & 50 Ave	24 - 45	109 5324047657 53.9 4925A	4925A	20180515	5321547487	5324047657	100	PVC	0.1	Incomplete	survey abandoned - unable to enter lateral	\$7,500.00
48 St & 50 Ave	24 - 45	105 5324047657 25.6 4929A	4929A	20180515	5321547487	5324047657	100	Vitrified Clay	2.1	Complete	survey abandoned - at cap	\$7,500.00
48 St & 48 Ave	25 - 45	127 5308747335 71.2 4806	4806	20180516	5319047320	5308747335	100	Vitrified Clay	0.0	Incomplete	Cannot get to.	
48 Ave & 49 St	25 - 45	126 5308747335 35.8 4810	4810	20180516	5319047320	5308747335	100	Vitrified Clay	11.8	Complete	survey abandoned - at cap	
48 Ave & 49 St	25 - 45	128 5308747335 10.1 4902	4902	20180517	5297947351	5308747335	100	Vitrified Clay	11.6	Complete	survey abandoned - at cap	
48 Ave & 49 St	26 - 45	130 5308747335 55.3 4911	4911	20180517	5297947351	5308747335	100	Vitrified Clay	0.1	Incomplete	survey abandoned due to roots in pipe	\$7,500.00
48 Ave & 49 St	26 - 45	132 5308747335 71.6 4917	4917	20180517	5297947351	5308747335	100	Vitrified Clay	10.0	Complete	survey abandoned at estimated property line	
48 Ave & 49 St	26 - 45	131 5308747335 56.8 4902A	4902A	20180517	5297947351	5308747335	100	Vitrified Clay	10.0	Complete	survey abandoned at estimated property line	
48 Ave & 49 St	26 - 45	129 5308747335 51.4 4909/4907	4909/4907	20180517	5297947351	5308747335	100	Vitrified Clay	10.0	Complete	survey abandoned at estimated property line	
49 St North of 48 Ave	27 - 45	119 5308747335A 14.3 4814	4814	20180515	5308747335A	5311147502	100	Vitrified Clay	14.0	Complete	survey abandoned - At estimated property line	
49 St North of 48 Ave	27 - 45	122 5308747335A 35 4818	4818	20180515	5308747335A	5311147502	100	Pitch Fiber (Orangeburg)	0.1	Incomplete	survey abandoned due to grease in lateral	
49 St North of 48 Ave	27 - 45	124 5308747335A 58.5 4826	4826	20180515	5308747335A	5311147502	100	Vitrified Clay	14.0	Complete	survey abandoned at estimated property line	
49 St North of 48 Ave	27 - 45	120 5308747335A 15.3 4829	4829	20180515	5308747335A	5311147502	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral - intruding service	
49 St North of 48 Ave	27 - 45	121 5308747335A 32 4837	4837	20180515	5308747335A	5311147502	100	Vitrified Clay	0.1	Incomplete	survey abandoned - unable to enter lateral - intruding service	
49 St North of 48 Ave	27 - 45	123 5308747335A 51.8 4849	4849	20180515	5308747335A	5311147502	100	Concrete (non-reinforced)	0.1	Incomplete	survey abandoned - unable to enter lateral - intruding service	
49 St North of 48 Ave	28 - 45	125 5308747335A 37.4 4801	4801	20180515	5308747335	5308747335A	100	Vitrified Clay	8.0	Complete	survey abandoned at estimated property line	
49 St North of 48 Ave	28 - 45	134 5308747335A 16.7 4809	4809	20180517	5308747335	5308747335A	100	Vitrified Clay	3.5	Incomplete	survey abandoned - unable to push farther - unknown reason - camera was underwater and waste	
49 St North of 48 Ave	28 - 45	133 5308747335A 7.9 4817	4817	20180517	5308747335	5308747335A	100	Pitch Fiber (Orangeburg)	0.2	Incomplete	survey abandoned - intruding/size of lateral	
49 St North of 48 Ave	28 - 45	135 5308747335A 62.3 4819	4819	20180517	5308747335	5308747335A	100	Vitrified Clay	13.2	Complete	survey abandoned at estimated property line	
49 St North of 48 Ave	28 - 45	136 5308747335A 78.5 4901	4901	20180517	5308747335	5308747335A	100	Vitrified Clay	4.4	Incomplete	survey abandoned - joint separation	
49 St & 49 Ave	29 - 45		4901		5311147502	5313747672			0.0	Incomplete	Survey not completed.	
49 St & 49 Ave	29 - 45		4902		5311147502	5313747672			0.0	Incomplete	Cannot pass.	
50 Ave & 49 St	29 - 45	087 5313747672 131.9 4906	4906	20180511	5311147502	5313747672	100	Vitrified Clay	8.0	Complete	survey abandoned at estimated property line	

29 - 45	085	5313747672	118.2	4914	4914	20180511	5311147502	5313747672	100	Vertifired Clay	0.1	Incomplete	survey abandoned - unable to enter lateral due to a intruding service
29 - 45	086	5313747672	130.3	4917	4917	20180511	5311147502	5313747672	100	Pitch Fiber (Orangeburg)	0.1	Incomplete	survey abandoned due to roots in pipe
29 - 45	084	5313747672	102.1	4918	4918	20180511	5311147502	5313747672	100	Concrete (non-reinforced)	8.0	Complete	survey abandoned at estimated property line
29 - 45	082	5313747672	96.9	4922	4922	20180511	5311147502	5313747672	100	Vertifired Clay	8.0	Complete	survey abandoned at estimated property line
29 - 45	083	5313747672	97.7	4925	4925	20180511	5311147502	5313747672	100	Pitch Fiber (Orangeburg)	0.3	Incomplete	survey abandoned - unable to enter lateral due to a intruding service
29 - 45	080	5313747672	76.8	4926	4926	20180511	5311147502	5313747672	150	Vertifired Clay	2.2	Incomplete	survey abandoned - unable to pass roots in pipe
29 - 45	078	5313747672	60.1	4930	4930	20180511	5311147502	5313747672	100	Concrete (non-reinforced)	8.0	Complete	survey abandoned at estimated property line
29 - 45	076	5313747672	41.5	4934	4934	20180511	5311147502	5313747672	100	Vertifired Clay	0.1	Incomplete	survey abandoned - unable to enter lateral
29 - 45	081	5313747672	77.3	4937	4937	20180511	5311147502	5313747672	150	Vertifired Clay	11.0	Complete	survey abandoned at estimated property line
29 - 45	072	5313747672	21.7	4938	4938	20180511	5311147502	5313747672	100	Vertifired Clay	0.5	Incomplete	survey abandoned due to roots in pipe
29 - 45	079	5313747672	66.5	4945	4945	20180511	5311147502	5313747672	100	Vertifired Clay	11.0	Complete	survey abandoned at estimated property line
29 - 45	077	5313747672	58.3	4953	4953	20180511	5311147502	5313747672	100	Vertifired Clay	11.0	Complete	survey abandoned at estimated property line - overlay error - ending number on LSR & 4953 not 4954
29 - 45	075	5313747672	37.2	4961	4961	20180511	5311147502	5313747672	100	Vertifired Clay	11.0	Complete	survey abandoned at estimated property line
29 - 45	074	5313747672	27.4	4969	4969	20180511	5311147502	5313747672	100	Concrete (non-reinforced)	0.1	Incomplete	survey abandoned - unable to enter lateral due to intruding service
29 - 45	073	5313747672	24.2	4969A	4969A	20180511	5311147502	5313747672	100	Concrete (non-reinforced)	11.0	Complete	survey abandoned at estimated property line
30 - 45	099	5316347843	146.5	5001	5001	20180514	5313477672	5316347843	100	Vertifired Clay	4.3	Incomplete	survey abandoned due to roots in pipe
30 - 45	100	5316347843	149.4	5002	5002	20180514	5313477672	5316347843	100	Vertifired Clay	0.6	Incomplete	survey abandoned due to roots in pipe
30 - 45	098	5316347843	123.7	5013	5013	20180514	5313477672	5316347843	100	Vertifired Clay	0.6	Incomplete	survey abandoned - due to roots in pipe
30 - 45	096	5316347843	109.1	5018	5018	20180514	5313477672	5316347843	100	Vertifired Clay	4.0	Incomplete	survey abandoned - unable to push , unknown reasons as camera was covered
30 - 45	097	5316347843	118.8	5021	5021	20180514	5313477672	5316347843	100	Vertifired Clay	0.1	Incomplete	survey abandoned - unable to enter lateral due to a intruding service
30 - 45	095	5316347843	97.8	5029	5029	20180514	5313477672	5316347843	100	Pitch Fiber (Orangeburg)	0.1	Incomplete	survey abandoned - unable to enter lateral due to intruding service and roots around service
30 - 45	094	5316347843	77.1	5034	5034	20180514	5313477672	5316347843	100	Vertifired Clay	12.0	Complete	survey abandoned at estimated property line
30 - 45	093	5316347843	71.6	5037	5037	20180514	5313477672	5316347843	100	Vertifired Clay	4.4	Incomplete	survey abandoned - unable to push past roots in pipe
30 - 45	092	5316347843	60.8	5050	5050	20180514	5313477672	5316347843	100	Vertifired Clay	8.2	Incomplete	survey abandoned - unable to push unknown reasons as camera was covered in debris
30 - 45	091	5316347843	52.1	5053	5053	20180514	5313477672	5316347843	100	Pitch Fiber (Orangeburg)	0.1	Incomplete	survey abandoned - unable to enter lateral due to a intruding service
30 - 45	089	5316347843	28.8	5061	5061	20180514	5313477672	5316347843	100	Vertifired Clay	2.4	Incomplete	survey abandoned due to roots in pipe
30 - 45	090	5316347843	28.9	5062	5062	20180514	5313477672	5316347843	100	Pitch Fiber (Orangeburg)	12.1	Complete	survey abandoned at estimated property line
30 - 45	088	5316347843	13.7	5073	5073	20180514	5313477672	5316347843	100	Vertifired Clay	5.1	Incomplete	survey abandoned due to roots in pipe
31 - 45				4921			5297947351	5297947423			0.0	Incomplete	Did not do. Could not get to lateral.
													5337,500.00



Council Committee Meeting Report

[illegible]

SEDGEWICK KILLAM NATURAL GAS SYSTEM

November 9, 2017

Minutes of the Sedgewick Killam Natural Gas System regular meeting held at the Town of Killam Office in the Council Chambers, Killam, Alberta, on Thursday, November 9, 2017 commencing at 7:00 p.m.

NOMINATIONS

Aleisha Brodie called for nominations for the position of Chairperson.

P. Robinson Nominates G. Imlah

A. Brodie called twice more for nominations for the position of Chairperson

B. McDermott MOVED that nominations cease

G. Imlah is Chairperson by acclamation.

A. Brodie called for nominations of Vice Chairperson

R. Krys nominates B. McDermott

A. Brodie called twice more for nominations for the position of Vice Chairperson

R. Krys MOVED that nominations cease

B. McDermott was declared Vice Chairperson by acclamation.

Signing Authority will now be changed from Rick Krys and Shawn Higginson to Grant Imlah and Brenda McDermott for Councils and Kim Borgel and Darlene Gotobed for Administration.

PRESENT

Grant Imlah
Brenda McDermott
Heidi Pierce
Tim Schmutz
Perry Robinson
Rick Krys
Dave Gordash
Aleisha Brodie

Sedgewick, Chairman
Killam, Vice Chairman
Killam
Sedgewick
Sedgewick
Killam
Manager
Secretary/Treasurer

CALL TO ORDER

R. Krys called the meeting to order at 7:02 p.m.

AGENDA

MOVED by B. McDermott to accept the Agenda as presented.

CARRIED

REGULAR MEETING MINUTES

MINUTES

MOVED by R. Krys to accept the minutes of the June 26, 2017 as presented.

CARRIED

NEW BUSINESS

2018 BUDGET

D. Gordash presented the 2018 Budget, he had two different drafts. The first draft kept the administration cost the same at .85 cents and showed a deficit of \$2,650.00. Draft two should an increase of .10 cents on the administration cost making it .95 cents, this then gave us a surplus of \$17,450.00. The board

MOVED by R. Krys to recommend to Councils to approve the SKNG Budget draft # 2 as presented.

CARRIED

A copy of the 2018 SKNG Budget is hereto attached and form a part of these minutes.

RFD – BOARD SETUP

A Brodie presented an RFD to the board discussing the Board Setup. A copy of the RFD is hereto attached and form a part of these minutes.

A discussion ensued about changing the board from 3 members each to 2 members each. The board then decided that due to only having 2 meeting per year that they will keep the setup the same and have 3

members from each council.

**GAS ALBERTA
REFUND**

Gas Alberta had a large surplus this year and with that sent out refunds to all their shareholders. Sedgewick Killam Natural Gas received \$15,855.38.

Dave and Aleisha recommended that the money pay the overage of the Trans Canada integrity check and the rest goes into reserves.

MOVED by T. Schmutz to recommend to Council to take the Gas Alberta Refund of \$15,855.38 and pay any overages we have from the Trans Canada integrity check done in the Summer of 2017 and any remaining money is to be put into capital reserves. **CARRIED**

**GAS ALBERTA
VOTE FOR
DIRECTORS**

Dave presented the options for choice of directors; he let us know who Ankerton Gas was going with as they did a lot of research. A copy of the Ballot is hereto attached and Form a part of these minutes.

MOVED by R. Krys to vote for Allen Dietz, Cindy Slenders and Delbert Beazer for Directors of Class A Shareholders and well as to vote to appoint Pricewaterhouse Coopers LLP, Chartered Accountants as the auditor of the corporation. **CARRIED**

**CASH AND
FINANCIAL
STATEMENTS**

Aleisha Brodie presented the financials for June 2017 to October 2017.

MOVED by P. Robinson to accept the financials for June to October 2017 as presented. **CARRIED**

**MANAGERS
REPORT**

Trans Canada did the line integrity check this summer and we were over budget in Killam, we knew about this test for a while and was ordered to get done as lines have never been checked, now a pig will be sent down every ten years to check the integrity.

All meters have been changed in the towns

Put a new line in the Killam subdivision

Both RMOs are ready for winter

2 new services in Sedgewick and removed 2 services in Killam

NEXT MEETING

May 2018

ADJOURNMENT:

7:41 p.m.

Chairperson

Secretary

SEDGEWICK KILLAM NATURAL GAS SYSTEM

Financial Statements

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

ZETTEL & COMPANY*

CHARTERED PROFESSIONAL ACCOUNTANTS

BLAIR ZETTEL, CPA, CGA

P.O. BOX 55
KILLAM, ALBERTA
T0B 2L0
TELEPHONE: (780) 385-3949
FAX: (780) 385-2129

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Sedgewick Killam Natural Gas System as at December 31, 2017 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Killam, Alberta
June 13, 2018


Zettel & Company Professional Corporation
Chartered Professional Accountants

SEDGEWICK KILLAM NATURAL GAS SYSTEM**Statement of Financial Position****December 31, 2017***(Unaudited - See Notice To Reader)*

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 212,146	\$ 103,454
Term deposits	-	215,712
Accounts receivable	128,457	169,584
Inventory	24,274	24,127
Interest receivable	3,701	4,349
Goods and services tax recoverable	-	2,542
Prepaid expenses	17,026	16,793
	<u>385,604</u>	<u>536,561</u>
PROPERTY, PLANT AND EQUIPMENT	164,943	164,943
LOANS AND NOTES RECEIVABLE	22,500	22,500
LONG TERM INVESTMENTS	<u>225,333</u>	<u>5,070</u>
	<u>\$ 798,380</u>	<u>\$ 729,074</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 107,305	\$ 116,611
Goods and services tax payable	561	-
	<u>107,866</u>	<u>116,611</u>
NET ASSETS		
Net assets invested in capital assets	164,943	164,943
Net assets internally restricted	247,701	171,478
Unrestricted net assets	<u>277,870</u>	<u>276,042</u>
	<u>690,514</u>	<u>612,463</u>
	<u>\$ 798,380</u>	<u>\$ 729,074</u>

SEDGEWICK KILLAM NATURAL GAS SYSTEM**Statement of Revenues and Expenditures****Year Ended December 31, 2017***(Unaudited - See Notice To Reader)*

	2017	2016
REVENUES		
Sale of gas	\$ 582,022	\$ 499,593
Administration fees	181,882	171,378
Sale of materials	11,448	11,166
Transport charges	8,225	7,612
	<u>783,577</u>	<u>689,749</u>
COST OF GOODS SOLD	<u>601,913</u>	<u>513,390</u>
GROSS PROFIT (23%; 2016 - 26%)	<u>181,664</u>	<u>176,359</u>
EXPENSES		
Administration and telephone	14,226	13,770
Insurance	6,459	6,293
Interest and bank charges	-	11
Memberships	12,605	12,409
Cathodic protection	302	5,373
Professional fees	2,640	3,585
Repairs and maintenance	5,317	9,216
Sub-contracts	120,000	109,200
Supplies	28	-
Utilities	6,205	5,032
	<u>167,782</u>	<u>164,889</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>13,882</u>	<u>11,470</u>
OTHER INCOME		
Interest income	<u>4,484</u>	<u>5,068</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 18,366</u>	<u>\$ 16,538</u>

SEDGEWICK KILLAM NATURAL GAS SYSTEM

Statement of Changes in Net Assets

Year Ended December 31, 2017

(Unaudited - See Notice To Reader)

	Net assets invested in capital assets	Net assets internally restricted	Unrestricted net assets	2017	2016
Net assets - beginning of year	\$ 164,943	\$ 171,478	\$ 276,042	\$ 612,463	\$ 572,309
Excess of revenues over expenses	-	-	18,366	18,366	16,538
Town contributions	-	58,835	-	58,835	23,616
Gas Alberta rebate	-	850	-	850	-
2016 surplus transfer	-	16,538	(16,538)	-	-
Net assets - end of year	\$ 164,943	\$ 247,701	\$ 277,870	\$ 690,514	\$ 612,463

SEDGEWICK KILLAM NATURAL GAS SYSTEM**Statement of Cash Flow****Year Ended December 31, 2017***(Unaudited - See Notice To Reader)*

	2017	2016
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 18,366	\$ 16,538
Changes in non-cash working capital:		
Accounts receivable	41,127	(49,874)
Interest receivable	648	(12)
Inventory	(147)	(4,904)
Accounts payable	(9,306)	24,520
Prepaid expenses	(233)	(336)
Goods and services tax payable	3,103	(9,264)
	<u>35,192</u>	<u>(39,870)</u>
Cash flow from (used by) operating activities	<u>53,558</u>	<u>(23,332)</u>
INVESTING ACTIVITY		
Long term Investments	<u>(220,263)</u>	<u>216,252</u>
FINANCING ACTIVITY		
Members' contributions	<u>59,685</u>	<u>23,616</u>
INCREASE (DECREASE) IN CASH FLOW	<u>(107,020)</u>	<u>216,536</u>
Cash - beginning of year	<u>319,166</u>	<u>102,630</u>
CASH - END OF YEAR	<u>\$ 212,146</u>	<u>\$ 319,166</u>
CASH FLOW SUPPLEMENTARY INFORMATION		
Interest received	<u>\$ (5,131)</u>	<u>\$ (5,056)</u>
Interest paid	<u>\$ -</u>	<u>\$ 11</u>

Sedgewick Killam Natural Gas System
Request For Decision
(RFD)

Title:	2017 Surplus
Initiated By:	Aleisha Brodie, SKNG Admin
Date To Board:	June 27, 2018
Agenda Number:	New Business #2

BACKGROUND:

Sedgewick Killam Natural Gas System collects a portion of the service charge from the municipalities each year. This service charge shows up as a surplus and the intention of it was to put the funds into dedicated reserves for future capital projects.

DISCUSSION:

In the 2017 \$ Financial Statements, the surplus is shown on page 3 – Excess of Revenue Over Expenditures in the amount of \$18,366.

RECOMMENDATION:

That Sedgewick Killam Natural Gas System, makes recommendation to the Towns of Sedgewick and Killam that the surplus of \$18,366 be put into dedicated reserves for future capital projects.

Prepared By: Aleisha Brodie
Date: June 22, 2018

**Sedgewick Killam Natural Gas
Request for Decision (RFD)
June 27, 2018**

Topic: GIC Investment
Initiated By: Administration
Date: June 27, 2018

BACKGROUND:

Sedgewick Killam Natural Gas has two GIC's currently at the Vision Credit Union with a fixed rate of 2%. As of 8:33 a.m. June 27, 2018 we have \$290,073.95 in our bank account. We at this time do not have enough GIC's to cover our reserves, our reserves are \$277,870 and our GIC's are at \$225,163.98. We need to invest at least enough to cover our reserves.

TERM INVESTMENTS SUMMARY

Investments

\$112,581.99

\$112,581.99

Maturing

Feb 28, 2020

Feb 28, 2020

OPTIONS - Rates as of June 22, 2018 VCU, and June 25, 2018 ATB

Redeemable:	<u>Visions</u>	<u>ATB</u>	Non-Redeemable:	<u>Visions</u>	<u>ATB</u>
1 Year	0.50%	.35%		1.90%	2.1%
2 Years	.85%	.35%		2.3%	2.7%
3 Years	1.00%	.35%		2.4%	2.95%
4 Years	1.15%	.35%		2.6%	2.75%
5 Years	1.50%	.35%		2.75%	2.8%

RECOMMENDATION:

1. That the Sedgewick Killam Natural Gas System invests \$100,000 into ATB with the non-redeemable GIC, for a 3 year term at 2.95% annually.

Prepared By: Aleisha Brodie
Date: June 27, 2018

Sedgewick Public Library Board Meeting

Meeting Date: June 12, 2018

Call to Order

Board Chair Carol Williams called the meeting to order at 7:00 pm with the following members of the board present: Micaela McConnell, Shelley Wakefield, Marie MacLeod. Sherry Mayne.
Also Present: Barbara McConnell

1) Approval of the Agenda

Moved by: Shelley Wakefield

Seconded by: Marie MacLeod

THAT the agenda for March 13, 2018 be approved as circulated, Carried.

2) Previous Minutes

Moved By: Marie MacLeod

Seconded by: Carol Williams

THAT the Sedgewick Public Library Board minutes of:

May 8th, 2018 Library Board Meeting

Be approved as circulated, including any revision to be made, Carried.

3) Delegations

4) Business Arising From The Minutes

Discussion about July 1st participation.

5) Reports

a) Chair Report

Carol Williams brought to the boards attention that our 2017 financial review has been finalized.

b) Treasurers' Report (attached)

Carol Williams read the Treasurers' report. To date we have \$6037.22 in our chequing/savings account. Shelley Wakefield moves the report be adopted as read, Sherry Mayne seconds, Carried.

c) Librarians' Report (attached)

Barb McConnell read the Librarians' report. The upcoming Heritage Barns book launch, set up and food was discussed.

Marie MacLeod makes a motion that we allot \$500 to the Summer Reading Programming budget. Sherry Mayne seconds, Carried.

Carol Williams makes a motion that we gift a \$50 Co-op gift card to Lilas Bruce to show our appreciation of her book donations. Sherry Mayne seconds, Carried.

Carol Williams makes a motion that we allow Barb to come in for three hours with Kelly for additional training. Marie MacLeod seconds, Carried.

Marie MacLeod makes a motion that we approve Barb & Kelly to attend the upcoming Refreshed Parkland conference on September 24th and that half of Barb's wages and half of the mileage will be covered by Sedgewick Library and Kelly will be paid full wages from Sedgewick Library. Shelley Wakefield seconds, Carried.

d) Parkland & Town Council

6) New Business

7) Information Items

8) Correspondence

9) Next Meeting

Next meeting date will be September 11th @7pm or call of the chair.

10) Adjournment

Moved By: Carol Williams

Seconded By: Shelly Wakefield

That this Library Board does now adjourn at 7:45pm., all in favor, carried.

Sedgewick Municipal Library
Balance Sheet
As of 31 June 2016

Page 1 of 1

1-1-2016

Account: 00000

Michael McConnell
 Shelley Wakefield
 Sherry Mayne
 Marie Macleod.
 Carol Williams.
 Barbara McConnell

104,408.32

104,408.32

104,408.32

104,408.32

104,408.32

104,408.32

104,408.32

104,408.32

104,408.32

104,408.32

ASSETS	
Current Assets	
Cash	
Accounts Receivable	
Sedgewick & District Municipal	
Total Current Assets	
Fixed Assets	
Land	
Buildings and Equipment	
Total Fixed Assets	
TOTAL ASSETS	
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Long-Term Liabilities	
Total Other Current Liabilities	
Total Current Liabilities	
Total Liabilities	
Equity	
Opening Balance Forward	
Contributions and Assets	
Total Equity	
TOTAL LIABILITIES & EQUITY	

Sedgewick Public Library

Librarian's Report

June 12/2018

Items for Information:

I have set the dates for the Toronto Dominion Summer Reading Program. They will be August 7, 14, 21, 28/2018 from 1:00 – 2:00, ages 6-12. Registration required.

"Refreshed" the Parkland Regional Library Conference is on September 24/2018. Registration closes on September 14/2018.

2017 FOIP stats have been reported and we have updated the contact information.

The library is collaborating with the County of Flagstaff in order to have the Heritage Barns of Flagstaff Book Launch on Wednesday June 20/2018 in the concourse outside the library. We have the posters printed for the Book Launch. They will be distributed along with the summer reading program posters.

We bought a new used office chair for \$20.00 from Flagstaff Community Adult Learning. A nice leather chair way more comfortable than the one we had.

Items for Discussion:

Are Kelly and I going to be able to go to the Parkland Conference? We will car-pool, and I will drive, so Loughheed Library will absorb half the cost.

Are we able to offer Kelly more hours during August? It would be a huge help if she could come in for three hours during the days we have summer reading program, so I could concentrate on running the program and not having to look after patrons at that time. Therefore, it would be three hours extra on every Tuesday in August.

We will be supplying the drinks and desserts for the book launch. Volunteers needed to supply goodies for this, or I can buy squares.

Just an idea, but what about giving a gift card to Mrs. Lylas Bruce for the donation of all the new books to the library. I know we really do not want to start a trend, but without her books, we would not be able to offer to our patrons the benefits of having all the different genres and newest bestsellers. The amount and quality of books she donates is overly generous of anybody.

I have asked the town maintenance men for a huge favor, still waiting to hear back from Jim. I have asked them to come and install our TV for us, hoping they can.

Barbara McConnell

Librarian

SEDGEWICK MUNICIPAL LIBRARY

JANUARY 1, 2017 - DECEMBER 31, 2017

FINANCIAL STATEMENTS INCLUDE:

BALANCE SHEET

BANK RECONCILIATION

STATEMENT OF INCOME AND EXPENSE

INCOME AND EXPENSE STATEMENT

SEDGEWICK MUNICIPAL LIBRARY
JANUARY 1, 2017 - DECEMBER 31, 2017

INCOME

TOWN APPROPRIATION GRANT
 PROVINCIAL OPERATING GRANT
 PARKLAND REGIONAL LIBRARY
 FUNDRAISING INCOME
 DONATIONS
 FRIENDS OF THE LIBRARY
 BOOK SALES
 MEMBERSHIP DUES
 FINES COLLECTED
 PRINTER & FAX REVENUE
 PROGRAM REVENUE
 PROCTORING EXAM
 INTEREST INCOME
 EMPLOYER ACCT REFUND
 OTHER INCOME
 FEDERAL GOVERNMENT
TOTAL INCOME

\$7,000.00
\$8,503.00
\$2,486.40
\$5,705.35
\$4,243.37
\$9,624.36
\$107.65
\$1,975.50
\$52.00
\$90.98
\$40.00
\$340.00
\$0.59
\$35.51
\$35.10
\$48.54

\$40,288.35

EXPENSES

ADVERTISING
 BANK SERVICE CHARGES
 BOOKS
 COMMUNITY SPIRIT CALENDAR
 EQUIPMENT
 BUILDING MAINTENANCE
 FINANCIAL REVIEW
 GST NON-RECOVERABLE
 INTEREST EXPENSES
 LIBRARY EXPENSES
 SALARIES AND WAGES
 PERIODICALS/POSTAGE
 BUILDING BLOCKS
 PROGRAM EXPENSES
 STAFF DEVELOPMENT AND TRAVEL
 STATIONARY AND PRINTING EXPENSES
 TELEPHONE EXPENSE
 UTILITES/RENT
TOTAL EXPENSES

\$745.07
\$49.50
\$1,211.81
\$2,075.72
\$50.00
\$89.26
\$175.00
\$158.66
\$35.44
\$311.31
\$22,799.51
\$276.96
\$100.00
\$62.50
\$40.00
\$366.35
\$747.04
\$4,800.00

\$34,094.13

NET INCOME

\$6,194.22

The Income and Expense Statement from the Books of the Sedgewick Municipal Library for the year ending 2017

BALANCE SHEET

SEDGEWICK MUNICIPAL LIBRARY

JANUARY 1, 2017 - DECEMBER 31, 2017

ASSETS

Bank Balance	\$9,160.66	
Property and Equipment	\$98,431.00	
		\$107,591.66

LIABILITIES & EQUITY

Equity at Jan 1,17	\$101,486.33	
Net Income	\$6,194.22	
GST PAYABLE	\$88.89	
		\$107,591.66

BANK RECONCILIATION

SEDGEWICK MUNICIPAL LIBRARY
JANUARY 1, 2017 - DECEMBER 31, 2017

Bank Balances January 1, 2017

Chequing balance	5,698.29	
Outstanding cheques	3,496.68	
Visa pre paid card	500.00	
Accounts Receivable	353.72	
GST Payable	88.89	
Net Income	6,194.22	2,966.44
		9,160.66

Bank Balances Decemeber 31, 2017

Chequing balance	10,731.17	
Plus - O\S Deposit	1,405.51	
Minus - O\S Cheques	-2,976.02	
		9,160.66

The Bank Reconciliation from the Books of the Sedgewick Municipal Library for the year ending 2017 were reviewed and found correct with the information provided April 6, 2018.

Cori Lecours of Sedgewick, Alberta May 1, 2018

Business Plan

2019-2021

Social Housing & Rent Supplement Operations



THE
BETHANY
GROUP

EXECUTIVE SUMMARY

The top three priorities of The Bethany Group for their Seniors Lodge, Social Housing and Rent Supplement Operations are:

1. Redevelopment of Parkland Manor in Hardisty to better meet the needs of the seniors in the area and to support Age in Place philosophies.
2. Funding for Tenant support workers for The Bethany Group portfolio to advance the goals of the 2017 Provincial Affordable Housing Strategy.
3. Completion of the Wabasca Seniors housing and health facility with confirmations of capital and operating support from the Government of Alberta.

In addition, The Bethany Group respectfully requests funding to Capital Maintenance and Renewal be increased and stabilized over 5 years to better meet client and community need and to address deferred maintenance items.

ACCOUNTABILITY STATEMENT

This business plan was prepared under the direction of the Board of Governors of The Bethany Group in accordance with legislation and associated ministerial guideline, and in consideration of all policy decision and material, economic or fiscal implications of which the Board is aware. This business plan is for the Social Housing and Rent Supplements directly operated under Ministerial Order pursuant to the Alberta Housing Act and was approved by the Board of Directors on June 28, 2018.

THE BETHANY GROUP PROFILE

The Bethany Group operates Social Housing and Seniors Lodges pursuant to the Alberta Housing Act under the purpose to enable the efficient provision of a basic level of housing accommodations for persons, who because of financial, social or other circumstances require assistance to obtain or maintain housing accommodation.

The Bethany Nursing Home of Camrose, operating as The Bethany Group, was originally established as a not for profit society in 1922, then was re- constituted in 1966 through its own Act under the Provincial Legislature. In 1994, The Bethany Group was established through Ministerial Order as a Public Housing Management Body under the Alberta Housing Act for the purposes of operating social and affordable housing in Central Alberta.

- The Bethany Group provides Specialized Long Term Care, Traditional Long Term Care, Designated Supportive Living, Home Care, Day Programs, Life Lease, Affordable Housing, Seniors Lodge, Seniors Self Contained Apartments, Community Housing, and Rent Supplements to over 3,500 households in 30 Communities across Central Alberta.
- The Social Housing, Rent Supplements and Seniors Lodges operated directly by Bethany Group:
 - a) 33 buildings in 23 communities with 608 units of Seniors Self-Contained apartments
 - b) One integrated Lodge/DSL facility in Bashaw with 33 units of Seniors Lodge
 - c) 96 community housing units in four communities
 - d) 1.4 million of rent supplement designations to approximately 250 household in DTRS and PLRS
 - e) 105 Affordable Housing units in two communities, regulated under grant agreements with the Ministry of Seniors and Housing
- The Bethany Group supports the operation of 1416 additional units of Social Housing, Rent Supplement, Seniors Lodges and Affordable Housing pursuant to their Ministerial Orders or under service contract with the following:
 - > Camrose and Area Lodge Authority
 - > Wetaskiwin and Area Lodge Authority
 - > Flagstaff Regional Housing Group
 - > Parkland Foundation
 - > Lacombe Foundation
 - > Red Deer Housing Authority
- Resident Profile and Waiting Lists - The average age of tenants in the self-contained apartments is 71, and current length of stay averages 5 years. There are 75 units currently vacant in the portfolio, mainly in rural east locations; however, there are also currently over 100 applicants on the waiting list for placement in the urban centers of Camrose, Wetaskiwin and Lacombe. The average age in the Community Housing portfolio is 20, given there are close to 600 children under the age of 18 in the units. The average stay is 4 years and the current waiting list for housing assistance for non-seniors social housing and rent supplements is 85 households. The waitlist in the affordable housing portfolio is 23.
- Staffing Profile and Organizational Structure - The Bethany Group directly employs 676 staff with a total FTE of 420.8. These employees support all Health Care and Housing operations, as well as those of the Camrose and Area Lodge Authority and the Wetaskiwin and Area Lodge Authority. The Bethany Group also provides Human Resources and Payroll Services for another 118 employees of our other Housing Partners.

- Financial Profile and Budgets - The consolidated operating expenses for The Bethany Group and our housing partners is over \$65 million, including over \$42 million in local payroll. Foundational to The Bethany Group operations, \$27.6 million of funding comes through Alberta Health Services. (Audit 2017) The Social Housing portfolio had revenue of \$5.486 million, the Rent Supplement program had revenue and disbursements of \$1.4 million and the Lodge operations of Bashaw Meadows received \$228,000 through the Lodge Assistance program and \$195,000 of contributions from the Camrose and Area Lodge Authority.

This business plan is provided for the operations of the units administered under the Ministerial Order of The Bethany Group. Business plans have been submitted separately to the Ministry as approved by the Board of Directors for the Lacombe Foundation, the Camrose and Area Lodge Authority, the Wetaskiwin and Area Lodge Authority, the Flagstaff Regional Housing Group, the Parkland Foundation, and the Red Deer Housing Authority.

INSTITUTIONAL CONTEXT

The Bethany Group continues to develop strong relationships with communities and the partner Housing Management Bodies. Additionally the Bethany Group is a member of three industry associations; the Christian Health Association of Alberta, the Non Profit Housing Association and the Alberta Public Housing Administrators Association.

The initiative with the MD of Opportunity to develop and operate a Seniors Care Home in Wabasca has moved forward and with construction 40% completed and recruitment of staff underway. The 60-unit facility will be owned by the MD and operated under service contract by The Bethany Group to provide Integrated Housing and Supports, including Lodge Living and Designated Supportive Living patterned after our facility in Bashaw.

PLAN DEVELOPMENT

The Bethany Group Governing Board is a volunteer board. Membership on the board is guided by the Bethany Nursing Home of Camrose, Alberta bylaws and charter which states the members may be recruited from the communities served by the Corporation. Six new members were appointed in March 2018 and after some term completions in June, the board membership will be 12 people from three communities.

Activities undertaken by the Board in development of this plan:

- > Governing Board Strategic planning session January 15 and 16, 2018
- > Board orientation March 2018
- > Board participation in a Day of Learning event May 1, 2018

- > Consultation with all partner Housing Management bodies on the building and programs in their communities and review of local support documentation
- > Meetings with various community leaders in target communities
- > Review with Governance Committee June 12, 2018

ENVIRONMENTAL SCAN AND STRATEGIC CONTEXT

The primary impacts on our strategic environment are:

- > Recovering Provincial Economy
- > Provincial Fiscal challenges
- > 2017 Provincial Housing Strategy
- > 2017 Federal Housing Strategy
- > Aging population and home care shift
- > Local Demographic Information
- > Household Income and Housing Affordability
- > Market Housing Conditions

STRATEGIC RISKS AND STRATEGIC OPPORTUNITIES

The primary impacts on the strategic environment for The Bethany Group are:

- > Aging population and above average Seniors population in The Bethany Group service area, putting pressure on existing facilities.
- > Rising market housing costs, due to limited growth in affordable housing options and limited aging in community options for seniors.
- > The age, condition and functionality of the Social Housing operated by The Bethany Group and the impact to meet the needs of current and future clients, including increasing capacity needs.
- > The business plan submission on September 30, 2017 had \$6.1 million in capital maintenance and renewal requests for the portfolio with only \$145,000 allocated in spring of 2018. In 2017 \$950,000 of maintenance projects were completed (including projects in Rimbey/Ponoka). The total capital maintenance and renewal request now sits at \$8 million
- > After a successful six-year relationship, the Red Deer Housing Authority will be proceeding with hiring a CAO for the organization. Negotiations will occur to determine whose portfolio should manage the 20 units of community housing and the 50 units of rent supplements in the communities outside Red Deer, focusing on the best way to serve the clients and the community.

STRATEGIC PRIORITIES

The Bethany Group has identified the Strategic Priorities outlined in the Provincial Housing Strategy to guide operations through the next 3 to 5 years:

1. Investing Now and For the Future
2. Integrated Housing and Supports
3. Successful Transitions and Aging in Community
4. Fair and Flexible
5. A Sustainable System

This business plan is developed in keeping within the Purpose of the Alberta Housing Act and the obligations of the Board of Directors of The Bethany Group pursuant to the Management Body Operation and Administration Regulation.

OUTCOMES, KEY STRATEGIES AND PERFORMANCE MEASURES

Outcome One: INVESTING NOW AND IN THE FUTURE

Housing Accommodations operated by The Bethany Group will meet or exceed minimum housing standards and options to meet demands for new housing supply will be explored

Key Strategies:

- 1.1 Increase the Supply of Affordable Housing
- 1.2 Improve and Maintain the condition of existing affordable housing

Performance Measures.

- The Provincial Government, through the Housing Capital Plan, provides Capital Funding assistance to the Wabasca Seniors Housing and Care Facility, which will be completed in the summer of 2019. The facility will be owned by the Municipal District of Opportunity and operated under service contract by The Bethany Group.
- The Wabasca Seniors and Housing Facility will develop and submit a separate business plan in 2019

- The Bethany Group will submit a redevelopment strategy for the Parkland Manor in Hardisty that will support Age in Place philosophies and better meet the needs of local residents and the community
- The Provincial Government, through the Housing Capital Plan, invest up to \$8 million over 5 years to support the items requested under the 5 Year Capital Maintenance and Renewal List as submitted to the Ministry of Seniors and Housing, including items to increase energy efficiency.
- The Bethany Group will collaborate with the City of Lacombe affordable housing task force and the Lacombe Foundation on development strategy for a piece of land donated to the Foundation.
- The Bethany Group will collaborate with the City of Camrose on opportunities to invest the remaining affordable housing grant dollars that rest with the City.
- The Bethany Group will collaborate with the Flagstaff Regional Housing Group to develop a services pilot project to support the residents of Prairie Rose Place in Sedgewick
- A redevelopment strategy for Westside Manor in Daysland will be completed in 2019
- The letter of understanding between the Bethany Group and the Camrose and Area Lodge Authority on the lodge room portion of the Bashaw Meadows Lodge be reviewed and updated.
- The Bethany Group, working with the Town of Blackfalds and the Lacombe Foundation will have designs and funding strategy in place to build and operate additional Seniors Housing in the community. This partnership will approach both the Ministry of Seniors and Housing and the Canadian Mortgage and Housing Corporation for capital support in accordance with their current program offerings.
- The Bethany Group work collaboratively with the Parkland Foundation, Alberta Health Services to address potential seniors housing and service options at the former Elnora Hospital. This includes strategies to provide housing and service options focusing on a rural delivery model
- A strategy to support improved integration and service delivery at Wetaskiwin Meadows site (Seniors self-contained, affordable housing and DSL) will be developed by 2019.
- An assessment of community housing units in Millet, Lilac Close in Wetaskiwin and any duplex units in which ASHC only owns half to be completed by 2019.
- All capital projects completed in accordance with approved standards, scope and specifications; on time; and on budget.

Outcome Two: INTEGRATED HOUSING AND SUPPORTS

Residents of Housing Accommodations and services offered by The Bethany Group have the tools they need to enable successful occupancies and to live independently with or without community-based services.

Key Strategies:

2.1 Enhance Integration with Community Support Services

Performance Measures

- The Bethany Group is approved for funding to hire two Tenant Support workers to develop and implement a formal tenant support program for Seniors Self Contained tenants, Community Housing tenants and Affordable Housing Tenants. This would be in alignment with the Provincial Housing Strategy.
- The Bethany Group participates in FCSS/social services based interagency activities in each of the key community hubs within the service area.

Outcome Three: SUCCESSFUL TRANSITIONS AND AGING IN COMMUNITY

The operations of the housing accommodations and support programs offered by The Bethany Group allow residents to easily access services that enable them to be affordably and safely housed, as well as successfully transition out of the system when necessary or able.

Key Strategies:

- 3.1 Enable transitions through the continuum of housing and supports.
- 3.2 Support the desire of Albertans to age in their community.

Performance Measures

- The Bethany Group will work with Habitat for Humanity Affiliates in Central Alberta to develop strategies that will support a minimum of 3 households per year by 2020 to transition out of Community or Affordable Housing and into near market housing.
- The Bethany Group delivers enhanced services to seniors in the self-contained apartments, where feasible and on cost recovery basis; including meals, housekeeping and life enrichment.
- The Bethany Group will identify communities in the service area best suited to develop mixed market pilot projects.

Outcome Four: FAIR AND FLEXIBLE

The operations of the housing accommodations and support service programs offered by The Bethany Group are flexible and responsive to meet resident needs.

Key Strategies:

- 4.1 Modernize the regulatory framework to support equitable treatment and housing stability.
- 4.2 Improve System access and navigation.
- 4.3 Promote enhanced understanding of and coordinated response to rural and urban needs.

Performance Measures

- Implement the regulatory changes to the Alberta Housing Act pursuant to the Provincial Housing Strategy for Social Housing, Rent Supplement and Seniors lodge upon direction received by the Province of Alberta on implementation.

Outcome Five: A Sustainable System

The financial operations of The Bethany Group are sustainable based on new funding models, including allowing market rental options within the portfolio.

Key Strategies:

- 5.1 Support operational and environmental sustainability of affordable housing projects.
- 5.2 Partner with other governments to support a sustainable system and meet the housing and support needs of Albertans.
- 5.3 Improve the knowledge of the housing and support needs of Albertans.

Performance Measures

- The Bethany Group partners with Municipalities within the service catchment area on the completion of updated Housing Needs Assessments and Housing Plans for communities served by end of June 2020.
- The Municipalities within the catchment area will have seniors and affordable housing identified in the new Intermunicipal Collaboration Frameworks to be adopted in 2019.
- The Ministry of Seniors and Housing provides Lodge Operating grants pursuant to the Alberta Housing Act for 30 units at the new Wabasca Seniors Housing and Care Facility, commencing in the summer of 2019.

APPENDICES

- **Appendix A - Housing Management Body Corporate Profile**
- **Appendix B - Portfolio Profile**
- **Appendix C - Financial Budget and Forecasts**
- **Appendix D - Capital Maintenance and Renewal Program**
- **Appendix E - Surplus Properties**



TOWN OF SEDGEWICK

DEPARTMENTAL REPORT

MEETING DATE: JULY 12, 2018

DEPARTMENT: PUBLIC WORKS

SUMMARY

A lot of the bigger projects have been started or completed, the new well, the generator, walking trail lights, electronic signs, dust suppressant and hydrant repair. We have had some issues with water breaks but now we seem to have our water under control aside from a few overboard sprinkler users.

ACCOMPLISHMENTS

- Clearview had Bergums spray dust suppressant on 47th ave., Spruce Dr. and the alley on the south side of the golf course. It made a great difference over all.
- All of the crosswalks on 50th and by the school have been painted.
- The electronic signs at the rec center and highway have been installed, the power still needs to be ran for the highway sign.
- Nozzles have all been installed on the 11 hydrant bodies.
- Walking trail lights are all completed and I think they light up better than expected.
- The new well has been drilled, it will not be hooked up until next year due to budget. I will be getting quotes on finishing it.
- Had a water break on 50th across from golf course, a service line broke off the watermain. We had to shut the water off the night before and had it back on the following morning by 10:20.
- We have done some maintenance and repairs in the cemetery to headstones and grave covers.

PRESENT AND FUTURE ACTIVITIES

- We will be setting the stage for the Trooper concert on July 13, hopefully we can get the stage up to the rec center on July 12.
- We still need to repair the storm drain from the rec center parking lot, we're waiting for Cory Gagnon to get a vac truck.
- We will be repairing the fire hydrant across from the school on 52nd st as soon as we get the part we need from Wolsley.
- All that's really been done in the waterplant for the generator is the transfer switch we are waiting for Vector's return. They attended on July 9th and have decided on resizing and repositioning the concrete slab. Work will ensue shortly.
- In the next couple of weeks we are still going to be starting the hydrant repairs and the valve actuating.
- We could not locate the curbstop for the old A&B shop or office, so we will have to spend a little time locating them.

APPENDIX:

NONE

PREPARED BY:

DARYL JOHNSON, FOREMAN



TOWN OF SEDGEWICK

CAO REPORT TO COUNCIL

MEETING DATE: JULY 12, 2018

SUMMARY

I have returned to work after taking June 27th to July 6th off. We are making final preparations for the Trooper concert on July 15th. I am working with the new Park Foreman to get him adjusted to his position.

MEETINGS

- Attended FIP meeting on June 18th
- Held Emergency Management meeting with DEM and Deputy Dem on June 19th
- Attended ICP Workshop in Hardisty on June 21st
- Attended supper meeting with Flagstaff County on June 21st
- Attended FIP meeting on July 9th
- Attended construction kick-off meeting for the subdivision on July 12th

ACCOMPLISHMENTS

- Pylon sign has been installed. Waiting for power hookup and cellular connection.
- All three lightbox signs on the Pylon sign have been sold on 5 year agreements. Signs will be installed this week.
- Subdivision and Spruce Drive tender closed. Contractor has begun grubbing at the Subdivision site on July 9th.
- Met with engineer and contractor regarding Water Treatment Plant genset upgrades. We have agreed to downsize and alter the direction of the genset pad so as to minimize work on the slope. Work to commence asap.

PRESENT AND FUTURE

- Staging will be set up on July 13th at the rec centre. Trooper concert at 7pm on July 15th. Approximately 600 tickets sold.
- Have received the sanitary sewer CCTV inspection report and will review this week.
- Will attend Emergency Services Committee meeting on July 18th.
- Working on updating the Emergency Management manual.

APPENDIX:

NONE

PREPARED BY:

JIM FEDYK, CAO



ALBERTA
CULTURE AND TOURISM

*Office of the Minister
MLA, Calgary-Cross*

June 28, 2018

His Worship Perry Duncan Robinson, Mayor
Town of Sedgewick
PO Box 129
Sedgewick, AB T0B 4C0

Dear Mayor Robinson:

Across the province, thousands of volunteers are stepping up to make a difference, to improve the quality of life for all of us, and to make Alberta an even better place to be. Thanks to the dedication and commitment of volunteers, Albertans have access to the recreational, cultural, and social programs and facilities that are at the heart of strong, vibrant communities.

The Stars of Alberta Volunteer Awards were established by the Government of Alberta to shine the spotlight on volunteers and the value of their efforts. The 2018 awards nominations are now open and you can help recognize the remarkable volunteers in your community. Consider submitting a nomination to honour a worthy volunteer in your community and encourage local organizations and individuals to do the same. Share the stories of how volunteers are making a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is September 21, 2018.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson
Minister of Municipal Affairs

RECEIVED
JUL 03 2018

June 22, 2018

Mayor Robinson & Councillors
Town of Sedgewick
PO Box 129
Sedgewick Alberta, T0B 4C0



Dear Mayor Robinson & all Members of Council;

It is widely understood that a high quality of life is essential to the economic wellbeing of a community and a key aspect of quality of life within a municipality's controls is their recreation and parks programs and services. The Alberta Recreation and Parks Association (ARPA), with the support and encouragement of the AUMA, RMA and the Government of Alberta, have developed a professional development workshop on Recreation and Parks in Alberta for elected officials.

This workshop is complimentary to the Elected Officials Education Program of AUMA and RMA and provides a certificate upon successful completion. The workshop will provide Council members with an understanding of the national framework documents, Framework for Recreation in Canada 2015 - Pathways to Wellbeing and Parks for All - An action Plan for Canada's Parks Community and Common Vision for Increasing Physical Activity and Reducing Sedentary Living as well as the linkages to the Municipal Government Act and other applicable legislation. A significant portion of the day will be devoted to exploring practical examples that you can implement in your community.

We are very pleased to advise you that we have retained the services of the recently retired Mayor of Leduc, Mr. Greg Krischke to deliver the recreation and parks course. The course can be delivered to your Council in various ways:

1) In your community

Greg will travel to your community to deliver the workshop as an inservice for your council, senior managers and if you like neighbouring council members.

2) At events

Greg will deliver the course at the ARPA Conference and Energize Workshop on Thursday October 25, 2018 at the Fairmont Jasper Park Lodge.

3) Online

You can learn at your own pace through two online course options. Greg will be available to answer questions via email in one of the options.

Please contact ARPA by telephone at 780-415-1745 or email arpa@arpaonline.ca to arrange for this governance course for your council.

Yours sincerely,



William Wells
Chief Executive Officer

Enclosures (2)

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

Recreation and Parks for Elected Officials Workshop

Fee Schedule

	ARPA Member	Non- Member	Conditions
	\$3,400.00	\$4,000.00	Up to 10 Participants.
<u>In Your Community</u>			
	\$270.00	\$340.00	Per additional participant (up to a maximum of 20 people per workshop).
ARPA Conference Session	\$269.00	\$339.00	Minimum of 10 participants required to run the workshop.
<u>Online Course</u>	Access to learning resources between April 1 st and March 30 th each year.		
<i>With support</i>	\$199.00	\$250.00	Email access to instructor
<i>Without support</i>	\$99.00	\$135.00	No access to instructor

All prices are subject to 5% GST



11759 Groat Road
Edmonton, AB T5M 3K6
Ph. 780-415-1745
Fax 780-451-7915



Greg Krischke BPE, ICD.D

Since graduating from the University of Alberta in 1975 with a Bachelor's degree in Physical Education Mr. Krischke has been a passionate supporter of recreation and parks. Greg has been involved in sport and recreation at a community, provincial, and national level.

Starting in 1995 Greg served on Leduc City council for 22 years including the last 13 as Mayor. Since 2004 the City of Leduc doubled in size, built a 309,000 sq ft recreation facility, constructed more than 60 kms of multiway paths and hosted many provincial, national and international events. Greg has served on the boards of the Alberta Recreation and Parks Association (ARPA), the Recreation For Life Foundation (RFLF) and the ARPA Energize sub-committee. Among his several awards, Greg is most proud to have received the Lieutenant Governor's inaugural Active Community, Elected Official award and in 2016 was named the Canadian Sport Tourism Champion of the year.



Grant Thornton

Financial statements
(Unaudited)

Flagstaff Intermunicipal Partnership

December 31, 2017

Contents

	Page
Review Engagement Report	1
Statement of Operations	2
Statement of Financial Position	3
Consolidated Statement of Change in Net Financial Assets	4
Statement of Cash Flows	5
Schedule of Changes in Accumulated Surplus	6
Notes to the financial statements	7-9



Grant Thornton

Independent Practitioner's Review Engagement Report

To the Partners of
Flagstaff Intermunicipal Partnership

Grant Thornton LLP
Suite 201
4870 - 51 Street
Camrose, AB
T4V 1S1

T +1 780 672 9217
F +1 780 672 9216
www.GrantThornton.ca

We have reviewed the accompanying financial statements of Flagstaff Intermunicipal Partnership that comprise of the statement of financial position as at December 31, 2017 and the statement of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the Public Sector Accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Public Sector Accounting standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Public Sector Accounting standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Flagstaff Intermunicipal Partnership as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Public Sector accounting standards.

Grant Thornton LLP

Camrose, Canada
May 7, 2018

Chartered Professional Accountants

Flagstaff Intermunicipal Partnership

Statement of Operations

(Unaudited)

December 31, 2017

	Budget	2017	2016
Revenues			
Requisitions (Note 3)	94,010	94,010	82,100
Interest	-	128	87
Grants	-	205,982	269,938
Water project	-	5,080	-
Other revenue	-	6,834	-
	<u>94,010</u>	<u>312,034</u>	<u>352,125</u>
Expenses			
Administration	52,510	25,323	20,233
Assessment review board	-	-	997
Governance project	-	106,540	169,297
Underground infrastructure project	-	145,278	155,642
Water project	17,990	13,168	4,185
Wages and employee benefits	<u>31,500</u>	<u>26,902</u>	<u>26,356</u>
	<u>102,000</u>	<u>317,211</u>	<u>376,710</u>
Deficiency of revenues over expenses	(7,990)	(5,177)	(24,585)
Accumulated surplus, beginning of year	<u>85,340</u>	<u>85,340</u>	<u>109,925</u>
Accumulated surplus, end of year	<u>\$ 77,350</u>	<u>\$ 80,163</u>	<u>\$ 85,340</u>

See accompanying notes and schedule to the financial statements.

Flagstaff Intermunicipal Partnership

Statement of Financial Position

(Unaudited)

December 31

2017

2016

Financial Assets

Cash and cash equivalents
Trade and other receivables

\$ 145,791
1,452

\$ 368,714
8,268

147,243

376,982

Liabilities

Accounts payable and accrued liabilities
Deferred revenue

3,000

21,580

64,080

270,062

67,080

291,642

Net financial assets

80,163

85,340

Accumulated surplus (Schedule 1)

\$ 80,163

\$ 85,340

Approved on behalf of the Partners:

_____ Partner

_____ Partner

See accompanying notes and schedule to the financial statements.

Flagstaff Intermunicipal Partnership

Consolidated Statement of Change in Net Financial Assets

(Unaudited)

Year ended December 31

	2017	2016
Deficiency of revenues over expenses	\$ <u>(5,177)</u>	\$ <u>(24,585)</u>
Decrease in net financial assets	(5,177)	(24,585)
Net financial assets, beginning of year	<u>85,340</u>	<u>109,925</u>
Net financial assets, end of year	\$ <u><u>80,163</u></u>	\$ <u><u>85,340</u></u>

See accompanying notes and schedule to the financial statements.

Flagstaff Intermunicipal Partnership

Statement of Cash Flows

(Unaudited)

December 31

2017

2016

Increase (decrease) in cash and cash equivalents

Operating

Deficiency of revenues over expenses for the year \$ (5,177) \$ (24,585)

Net changes in non-cash working capital balances

Decrease (increase) in trade and other receivables 6,816 (6,362)

(Decrease) increase in accounts payable and accrued liabilities (18,580) 18,580

(Decrease) increase in deferred revenue (205,982) 270,062

(222,923) 257,695

Change in cash and cash equivalents during the year (222,923) 257,695

Cash and cash equivalents, beginning of year 368,714 111,019

Cash and cash equivalents, end of year \$ 145,791 \$ 368,714

See accompanying notes and schedule to the financial statements.

Flagstaff Intermunicipal Partnership **Schedule of Changes in Accumulated Surplus**

(Unaudited)

Year ended December 31, 2017

	2017	2016
Balance, beginning of year	\$ 85,340	\$ 109,925
Excess (deficiency) of revenues over expenses	(5,177)	(24,585)
Change in accumulated surplus	<u>(5,177)</u>	<u>(24,585)</u>
Balance, end of year	<u>\$ 80,163</u>	<u>\$ 85,340</u>

Flagstaff Intermunicipal Partnership

Notes to the Financial Statements

(Unaudited)
December 31, 2017

1. Nature of organization

Flagstaff Intermunicipal Partnership ('Partnership') is a regional collaboration between The Village of Alliance, Town of Daysland, Flagstaff County, Village of Forestburg, Town of Hardisty, Village of Heisler, Town of Killam, Village of Loughheed, and Town of Sedgewick with the purpose of sharing resources, expertise, risks and benefits associated with coordinating efforts on behalf of their respective communities. The Partnership is directed by a Steering Committee representing the municipalities it serves.

2. Significant accounting policies

Basis of presentation

The Partnership has prepared these financial statements in accordance with Canadian public sector accounting standards. Outlined below are those policies considered particularly significant for the Partnership.

Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Requisitions are recognized on approval. Requisitions are determined based on equalized assessments of residential land, non-residential land and farmland for each municipality. Interest income is recognized as earned.

Cash and cash equivalents

Cash and cash equivalents consist of bank deposits and short term investments with original terms of maturity of three months or less.

Financial instruments

Initial measurement

The Partnership's financial instruments are measured at fair value when issued or acquired. For financial instruments subsequently measured at cost or amortized cost, fair value is adjusted by the amount of the related financing fees and transaction costs. Transaction costs and financing fees relating to financial instruments that are measured subsequently at fair value are recognized in operations in the year in which they are incurred.

Flagstaff Intermunicipal Partnership

Notes to the Financial Statements

(Unaudited)

December 31, 2017

2. Significant accounting policies (continued)

Subsequent measurement

At each reporting date, the Partnership measures its financial assets and liabilities at cost or amortized cost. The financial instruments measured at cost are accounts receivable and accounts payable and accrued liabilities.

For financial assets measured at cost or amortized cost, the Partnership regularly assesses whether there are any indications of impairment. If there is an indication of impairment, and the Partnership determines that there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset, it recognizes an impairment loss in the statement of operations. Any reversals of previously recognized impairment losses are recognized in operations in the year the reversal occurs.

The Partnership's financial instruments consist of cash and trade and other receivables. It is management's opinion that the Partnership is not exposed to significant interest or currency risks arising from these financial instruments.

The carrying value of these financial instruments approximates their fair value.

3. Related party transactions

Requisitions are based on the budgeted net operating costs of the Partnership and are allocated among Partnership members based on the equalized assessment of residential land, non-residential land and farmland during the year. Requisitions charged to Partnership members are as follows:

	2017	2016
Town of Daysland	\$ 6,025	\$ 6,002
Village of Forestburg	6,577	5,534
Village of Heisler	1,899	662
Village of Alliance	1,948	645
Town of Killam	8,932	7,627
Town of Sedgewick	8,340	6,767
Village of Loughheed	1,316	1,321
Town of Hardisty	8,621	6,882
Flagstaff County	<u>50,352</u>	<u>46,660</u>
Balance at end of the year	\$ <u>94,010</u>	\$ <u>82,100</u>

Amounts due from Partnership members are payable on receipt of the invoice and have arisen from the requisitions charged during the year.

The Partnership entered into transactions with the Village of Forestburg related to the payment of management fees of \$10,000 (2016 - \$10,000). Additionally, the Village of Forestburg serves as the Administrative Body for the Partnership and manages all of the funds on behalf of the Partnership.

Flagstaff Intermunicipal Partnership

Notes to the Financial Statements

(Unaudited)
December 31, 2017

4. Financial instruments

The main risks the Partnership is exposed to through its financial instrument are:

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Partnership has determined that it is not exposed to a significant amount of credit risk. There has been no significant change in exposure from the prior year.

Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Partnership has determined that it is not exposed to a significant amount of market risk. There has been no significant change in exposure from the prior year.

Liquidity risk

The Partnership's liquidity risk represents the risk that the Partnership could encounter difficulty in meeting obligations associated with its financial liabilities, specifically its accounts payable. The Partnership has determined that it is not exposed to a significant amount of liquidity risk. There has been no significant change in exposure from the prior year.

June 22, 2018

Dear Mayors of Alberta,

Drowning is the second leading cause of injury related death for Canadian children. Almost 500 Canadians die every year from drowning.

The [*WHO Global report on drowning: preventing a leading killer*](#) highlights that drowning is a serious and neglected public health threat claiming the lives of 372,000 people a year worldwide. The report sets out the evidence showing a range of effective drowning prevention strategies, and makes a number of recommendations for concrete measures to be taken by national and local governments.

On behalf of the Lifesaving Society Alberta and Northwest Territories, I am writing to ask that you proclaim July 15-21, 2018 as NATIONAL DROWNING PREVENTION WEEK in your Municipality.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Provide active supervision of children in and around the water
- Refrain from drinking alcoholic beverages while participating in aquatic activities
- Wear a lifejacket while boating

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate. A proclamation from your municipality would give greater exposure to our lifesaving efforts to the residents of your Municipality.

I hope you will consider our request. If you have any questions, please contact me at the Lifesaving Society Alberta and Northwest Territories Branch at (780) 415-1755 or experts@lifesaving.org.

Sincerely,



Mr. Kelly Carter
Executive Director

[Reg. Charity No. 11912 9021 RR0001](#)
13123 – 156 Street
Edmonton, Alberta T5V 1V2 Canada

NATIONAL DROWNING PREVENTION WEEK PROCLAMATION

WHEREAS the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Alberta is one too many; and

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of [city/municipality/province] to actively supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a lifejacket at all times while boating; and

WHEREAS the Lifesaving Society Canada has declared July 15-21, 2018 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, [Name and Title] do hereby proclaim July 15-21, 2018 **NATIONAL DROWNING PREVENTION WEEK** in [city/municipality/province] and do commend its thoughtful recognition to all citizens of our [city/municipality/province].



June 15, 2018

Town of Sedgewick
Box 129
Sedgewick, AB T0B 4C0

Attention: Town of Sedgewick Council

Dear Council,

Re: Range Road 124 – Sedgewick North Road

Thank you for your letter dated June 11, 2018 requesting Range Road 124 to remain an all-weather (oil surface) road.

In 2013, with the approval of the Rural Road Study, Range Road 124 was classified as an Arterial Road. Council's objective is to establish a ban free dust free Arterial Road Network to accommodate truck traffic and help divert the truck traffic from our local road system to the provincial highway system. As an oil surface road does not have the structural strength for truck traffic, all Arterial Roads will be transitioned to a gravel road applied with a MG 30 dust suppressant which provides a dust free surface.

County Council's goal is to complete the Arterial Road Network in 2022, to remain on target, Range Road 124 is scheduled to be transitioned in 2020.

Currently, Council and administration are in the process of reviewing the Arterial Road Network. In conjunction with this review, Council will be hosting two focus group meetings and an online survey to consult with the public to obtain feedback on the roads including the Arterial Road Network and surface type. We encourage all interested parties to utilize these opportunities to provide input.

Please feel free to contact the undersigned with any questions.

Yours truly,

Shelly Armstrong, CLGM
Chief Administrative Officer

Cc. Kari Sanders

RECEIVED
JUN 14 2018



June 19th, 2018

Dear Interested Community Member,

Flagstaff Beaver Early Child Coalition is in the process of organizing a region wide project and we are requesting your help. We need assistance in funding a visit by The Adventure Bus, information on the bus is attached.

The Coalition along with Flagstaff Adult Learning used to access the COW (Classroom on Wheels) bus to visit Flagstaff to instill a love of learning in our children. The Cow Bus program is no longer viable as the bus has aged out.

The Coalition wants to continue enhancing learning abilities of children and The Adventure Bus would fill the void. The Adventure bus will cost \$4000 to bring to Flagstaff, this covers the cost of travel, accommodation and programming. This is a great value to teach our children physical and emotional literacy and set them on the right path.

Can your Business or Organization assist us by providing a donation of money to fund a visit by the adventure bus in three communities (Hardisty, Sedgewick and Daysland) October 3th and 4th, during Literacy Adventure Days. We would appreciate any amount toward the \$4000 goal, and your assistance will be noted in advertisements leading up the Literacy Adventure Days and be recognized when we have the bus visit local communities. We thank you in advance for your donation, and invite you to join us for the Adventure bus visit.

Please join us in making Flagstaff a great place to live for people of all ages.

Sincerely yours,

Jody Bergseth, Coordinator



About Adventure Bus

Mission Statement: To provide high quality, innovative, enjoyable programs that enrich children in their movement education; to exemplify and facilitate the development of positive patterns and attitudes towards fitness, health and well-being that persist over the course of a lifetime

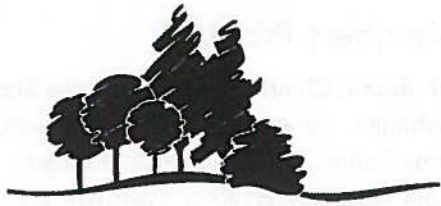
The Adventure Bus is a full-sized school bus that has been converted into a mini gym - brought directly to your location.

All activities take place inside the Adventure Bus and no transportation of participants is involved. The Bus is equipped with a large variety of FUN equipment including: zip line, monkey bars, rock climbing wall, mini-trampoline, rings, bean bags, ribbons, climbing rope, balance beam, mats, shapes, parachutes, tunnels, hoops, etc.

Debbie Brown

Owner / Program Director

Debbie has an extensive background in Physical Education, Adaptive Programming & Rehabilitation. An active member of the NCCP (National Coaching Certification Program) and the IYCA (International Youth Conditioning Association), she brings over 25 years of coaching experience to Adventure Bus, primarily with gymnastics, trampoline, soccer and Paralympic sports. She has participated in sport at the NCAA/College level and has worked with a variety of ability levels and age groups from beginners to elite, tots to seniors, participants and coaches.



PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 24, 2018

Audit Report Approved

The report on PRL's 2017 finance audit by Collins Barrow was presented to the board by Sydney Hillman and approved by the board. It was a clean audit. According to the auditors "there were no prior year recommendations to note", and "there are no current year recommendations to note" related to improving our financial processes. This is the eighth year with no recommendations.

Budget 2019

PRL's budget plans for 2019 were discussed with good feedback from board member attendees with clear direction for PRL staff when preparing the 2019 budget. The overall requisition increase request for the 2019 budget will be 1.6%, or \$28,385 spread over Parkland's 218,348 population. This works out to 13¢ per capita.

Building Update

In March PRL's Executive Committee reviewed proposals for PRL's building project, and subsequently requested clarification from the bidders. PRL Management developed a grading system and the Executive Committee rated all proposals and prepared recommendations for the board. At the May board meeting, the board voted unanimously to go ahead with the proposal from Tricon, to build a new building for PRL. Tricon's proposal was the only one which would allow Parkland to obtain a new building that would not

impose a large financial burden on the PRL board and member municipalities.

Tricon has proposed to buy Parkland's current building outright from the Board at the assessed value of nearly \$2 million. This plus the grant of \$2.4 million from the government of Alberta will allow us to construct a new building nearly debt free.

We're excited, and grateful to the companies and municipalities that submitted bids, and to the government of Alberta for the grant that is helping us complete this much needed development.

The deadline for spending the government grant is the end of 2019. While we hope to be finished by then, we can request an extension if necessary.

First Nations Update

Exciting news for our region is that there is a real possibility of a public library being established on Maskwacis.

We're hoping to follow the model of the Kainai Public Library, located on the Blood First Nations reserve located in Southern Alberta. The Kainai Public Library is the only on-reserve public library, in Alberta. Following the Kainai model, the Maskwacis Education Schools Commission (MESC) would become a full member of Parkland Regional Library. As allowed by the Alberta Libraries Act, a library in Maskwacis would be run as a service point governed at the board level by the system with Parkland's library board acting as the library board. However, Parkland's policy regarding accepting library service points states that PRL would not take on any more outlet libraries where the Parkland Board was the governing board. Nonetheless; at their recent meeting, the board voted to make an exception to the policy to allow Maskwacis to establish a library. This exception was made because all municipalities can establish a library board. However, First Nations reserves are not municipalities under provincial legislation because they are under federal jurisdiction and there is no other way for public libraries to be set up on reserves other than having regional system boards acting as the governing board.

The establishment of the library requires funding from the community to become a member of PRL at the rate of \$8.12 per capita. The provincial government will provide an ongoing operating grant to the system of

\$5.55 per capita which is passed on directly to the library to support library operations. There is also the possibility of a one-time establishment grant from the provincial government to help set up the library. The establishment grant is normally calculated at \$10.27 per capita.

We're excited to move forward on this project and would be delighted to have a library running by the end of the year.

Communications Update

Per direction from the executive committee PRL has embarked on the process of new logo development. With the new building and our 60th anniversary next year it's the perfect time to rebrand. We're working with Edge Marketing and Design for this project. Hopefully we'll have a new logo to reveal at the next board meeting.

Community News from Trustees

Camrose Public Library won a Minister's Award for their Snacks in the Stacks program. Carley Anglestadt, programmer at Camrose won the Lorne Macrae Intellectual Freedom Award for her program "Seniors need hook-up apps too: Tech without age."

Camrose will also be hosting a Harry Potter themed tea on June 20th.

Carstairs Public Library won a ministers award for their annual Parenting Fair program.

Sedgewick & District Municipal Library hosted a Blanket Ceremony for their community led by Roy (PRL Elder and Knowledge Keeper) & Judy Louis on May 30th, and for students at the school on May 31st.

Board Members Present

Debra Smith (Board Chair), Ray Olfert, Janine Stannard, Darlene Dushanek, Jeanette Herle, Elaine Fossen, Patricia Toone, Jeanny Fisher, Barb Gilliat, Cora Knutson, Terilyn Paulgaard, Bill Windsow, Heather Ryan, Ann Zacharias, Teresa Rilling, Rosella Peterman, Kevin Ferguson, Sharon Williamson, Bob Green, Deb Cryderman, Cindy Trautman, Sharolyn Sanchez, Shailen Weselak, Sandy Gamble, Jason Alderson, Les Stulberg, Al Campbell (alternate), Doug Weir, Dana Kreil, Colleen Ebdon, Chris Ross, Bill Rock, Norma Penney, Roger Nichols, Donnie Hill, Leah Nelson, John Rimmer (alternate), Bonnie Scribner (alternate)

With Regrets

Blair Morton, Dana Depalme, Stephen Levy, Bruce Gartside,

Absent

Jackie Almborg, Jarred Booth, Jacqueline Boulet, Roger Gaetzman, Amber Griffith, Tim Hoven, Trudy Kilner, Lonnie Kozlinski, Brenda McDermott, Josephine McKenzie, Duncan Milne, Rick Pankiw, Megan Patten, Leonard Thompson

Guests

Sydney Hilman (Collins Barrow)

PRL Staff

Ron Sheppard, Donna Williams, Tim Spark, Briana Huether, Colleen Schalm

Next Meeting: September 13, 2018, 1:00 PM.

Sedgewick Rec Centre

Profit & Loss

May 2018

	May 18
Income	
4200 · Arena	
4203 · Lacrosse Arena Rental	1,150.00
Total 4200 · Arena	1,150.00
4400 · Concession	
4401 · Concession Sales	4,232.86
4410 · Liquor Sales	390.48
Total 4400 · Concession	4,623.34
4500 · Facility	
4501 · Facility Misc Rental	100.00
4600 · Interest Income	4.09
Total 4500 · Facility	104.09
4901 · Rec Board Fundraising	
4902 · Wildrose Gift Card Sales	5,000.00
4905 · Wildrose Co-op Rebate	600.00
Total 4901 · Rec Board Fundraising	5,600.00
Total Income	11,477.43
Expense	
6000 · Bowling Expense	
6002 · Bowling Janitorial	135.00
Total 6000 · Bowling Expense	135.00
6200 · Concession Expense	
6205 · Concession Merchandise	2,484.18
Total 6200 · Concession Expense	2,484.18
6300 · Facility Expenses	
6301 · Bookkeeping	1,200.00
6303 · WCB	515.00
6305 · Bank charges	0.75
6315 · Facility Repair & Maint	532.15
6325 · Custodial Supplies	586.48
6350 · Waste Management Fees	104.00
6360 · Office Supplies	9.78
6365 · Telephone Costs	191.48
Total 6300 · Facility Expenses	3,139.64
6400 · Utilities	
6410 · Natural Gas	
6411 · Bowling Nat. Gas 10% in season	174.39
6414 · Facility Nat Gas - 55% or rest	1,569.54
Total 6410 · Natural Gas	1,743.93
6430 · Lighting	
6434 · Facility Light 40% or rest	3,044.63
Total 6430 · Lighting	3,044.63
6440 · Power Plant	2,046.30
Total 6400 · Utilities	6,834.86
6500 · Fundraising Expenses	
6501 · Wildrose Gift Card Purchases	10,000.00
Total 6500 · Fundraising Expenses	10,000.00
6700 · Payroll Expenses	
6701 · Casual labour	648.00

12:17 PM

2018-06-22

Accrual Basis

Sedgewick Rec Centre

Profit & Loss

May 2018

	May 18
6710 · Facility Manager Hours	
6712 · Facility Manager OT Hours	0.00
6710 · Facility Manager Hours - Other	1,127.00
Total 6710 · Facility Manager Hours	1,127.00
6720 · Concession hours	
6722 · Concession overtime hours	22.20
6720 · Concession hours - Other	2,186.60
Total 6720 · Concession hours	2,208.80
6725 · Janitorial hours	320.00
6700 · Payroll Expenses - Other	317.46
Total 6700 · Payroll Expenses	4,621.26
Total Expense	27,214.94
Net Income	-15,737.51

Sedgewick Recreation Facility 2018 Approved Budget

	2018 Budget	2018 Actual	% of Budget May 2018 (42%)
Revenues:			
Ag Society - Annual	\$ 14,500.00	\$ -	0%
Facility Room Rentals	\$ 11,000.00	\$ 1,250.00	11%
July 1st Revenues	\$ 5,000.00	\$ -	0%
Fundraisers/Raffles/Signage	\$ 10,000.00	\$ 360.00	4%
Arena Revenue (winter)	\$ 80,000.00	\$ 42,483.32	53%
Arena Revenue (spring/summer)	\$ 10,000.00	\$ 2,150.00	22%
Bowling Revenues	\$ 32,000.00	\$ 785.72	2%
Curling Revenues	\$ 30,000.00	\$ 13,629.37	45%
Library Lease/UT	\$ 4,800.00	\$ 2,400.00	50%
Concession	\$ 109,934.00	\$ 55,990.70	51%
Co-op Gift Cards	\$ 100,000.00	\$ 25,100.00	25%
Co-op Gift Card - Dividend	\$ 6,000.00	\$ 1,920.00	32%
Bank Interest	\$ 50.00	\$ 11.79	24%
Capital Grants	\$ 15,000.00	\$ -	0%
County Recreation Funding	\$ 27,500.00	\$ -	0%
Other	\$ 500.00	\$ 70.00	14%
Donations	\$ 10,000.00	\$ 14,120.00	141%
ATM Fee Income	\$ 2,200.00	\$ 1,020.00	46%
Total Revenues:	\$ 468,484.00	\$ 161,290.90	34%
Expenditures:			% of Budget
Salaries (Full Time)	\$ 84,240.00	\$ 18,927.50	22%
Salaries (Part-Time)	\$ 62,700.00	\$ 42,981.28	69%
Salaries - Employer Contr.	\$ 14,694.00	\$ 5,673.98	39%
Education/Training	\$ 1,000.00	\$ 551.50	55%
Office Supplies	\$ 2,000.00	\$ 909.76	45%
Advertising/Promotional	\$ 1,000.00	\$ -	0%
Service Charges	\$ 400.00	\$ 49.75	12%
General Goods & Services	\$ 100,000.00	\$ 36,039.46	36%
Janitorial Supplies	\$ 5,000.00	\$ 1,404.72	28%
WCB	\$ 750.00	\$ 1,003.33	134%
Freight	\$ 100.00	\$ -	0%
Telephones/Alarms	\$ 3,000.00	\$ 1,108.82	37%
Audit Fees	\$ 2,000.00	\$ -	0%
Waste Management Fees	\$ 1,400.00	\$ 520.00	37%
Insurance	\$ 200.00	\$ -	0%
Building R&M	\$ 20,000.00	\$ 4,186.47	21%
Equipment R&M	\$ 25,000.00	\$ 3,494.61	14%
Electricity	\$ 70,000.00	\$ 34,955.99	50%
Gas	\$ 25,000.00	\$ 16,626.05	67%
Concession Exp.	\$ 50,000.00	\$ 22,311.95	45%
Capital Contribution	\$ -	\$ -	
Total Expenditures:	\$ 468,484.00	\$ 190,745.17	41%
Net Surplus/(Deficit)	\$ -	-\$ 29,454.27	

Carbon Levy Charge
Town of Sedgewick Utilities Bills

MONTH	AMOUNT
Jan-18	\$917.18
Feb-18	\$1,094.52
Mar-18	\$692.51
Apr-18	\$562.35
May-18	\$128.79
Jun-18	
Jul-18	
Aug-18	
Sep-18	
Oct-18	
Nov-18	
Dec-18	

YTD Total	\$3,395.35
------------------	-------------------

Flagstaff Regional Subdivision & Development Appeal Board

Box 210

Forestburg, AB T0B 1N0

(780)582-3668

June 27, 2018

Town of Sedgewick
PO Box 129
Sedgewick, AB T0B 4C0

Dear Sirs:

Re: Subdivision & Development Appeal Board Member Appointments

Recruitment for additional members for the Flagstaff Regional Subdivision & Development Appeal Board has continued and we are pleased to inform you that an additional individual has indicated that they would be willing to serve on this board. As per the FRSDAB Agreement each Council must appoint by resolution six (6) individuals as recommended by the Secretary. The term of the appointment is three (3) years.

The new member being recommended by the Secretary is:

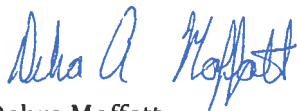
Diane D. Gordon (Killam)

Ms. Gordon has previously served on Council for the Town of Killam and has been an active volunteer within the community. The secretary believes that Ms. Gordon will be good addition to our SDAB and her appointment will fulfill an urgent need for SDAB Board Members. Ms. Gordon has indicated that she is willing to attend SDAB training to be held in September, 2018.

Our current roster of SDAB Board Members includes: Dan Hochhausen (Strome) and Leslie Cholowsky (Killam). We are required to have three (3) board members for quorum.

We are therefore requesting that Council appoint Ms. Gordon serve on the Flagstaff Regional Subdivision & Development Appeal Board for a three year term expiring June, 2021.

Yours truly,



Debra Moffatt
Flagstaff Regional SDAB Clerk

RECEIVED
JUL 03 2018

Intermunicipal Assessment Review Board

Box 210

Forestburg, AB T0B 1N0

(780)582-3668

June 27, 2018

Town of Sedgewick
PO Box 129
Sedgewick, AB T0B 4C0

Dear Sirs:

Re: Intermunicipal Assessment Review Board Member Appointments

As per the ARB Agreement each Council must appoint by resolution six (6) individuals as recommended by the Secretary. The term of the appointment is three (3) years. One individual has indicated that they would like to serve on this board.

The individual recommended by the Secretary is:

Diane D. Gordon (Killam)

Ms. Gordon has previously served on Council with the Town of Killam and has been an active volunteer within the community. The secretary believes that Ms. Gordon will serve our communities well on the ARB. Ms. Gordon has agreed to attend ARB Board Member training which will be held July 24-27, 2018.

The appointment of Ms. Gordon to the ARB will allow us to maintain quorum if there is a hearing later this year. We are still seeking additional members and names with contact information can be submitted to the ARB Clerk, current ARB board members include: Kari Fox-Newby (Killam) and Ken Bullock (Forestburg).

The ARB Clerk is respectfully requesting that Council approve the appointment of Diane D. Gordon to the Intermunicipal Assessment Review Board for a term of 3 years to expire in June, 2021.

Yours truly,



Debra Moffatt
Intermunicipal Assessment Review Board Clerk