



CAO REPORT

January 27, 2025

The following report provides Council with an update on the activities and projects of the Town. The report does not provide an all-encompassing review of Town activities, but does provide Council with a brief update on some of the more noteworthy activities and events.

December 2024 – Completed council approved CAO training through Economic Developers Alberta. Courses completed were Establishing the Foundation, Business Retention and Expansion, and Business Investment and Attraction.

Meeting in December with local landowner to discuss residential development process. Town planner, development officer and Mayor were in attendance.

I have had several meetings with community groups (or their representatives) over the past couple months to discuss their services and/or lease renewals. The Golf Club, Community Centre Association and the Food Bank Society renewals are pending. We have also been working with the Golf Club and Ag Society personnel on possible promotions for their activities this summer. Other renewal meetings include Laserfiche software and automation and the Intermunicipal Emergency Services Agreement.

Assisted with the New Year's Eve family skate, and attended the Fire Department Christmas Potluck and FCSS Christmas board meeting.

January 13th – Attended a meeting with Council and MLA Petrovic to discuss local priorities and concerns. Topics include provincial grant funding, support for local business, casino work for non-profits and local development opportunities.

January 22 – Attended an Information and Privacy Webinar. The province has passed Bill 33 and 34, which will overhaul FOIP legislation and implement a new legislative framework governing how public institutions ensure access to information and protection of privacy. Many of the details of the new program will be made clear with forthcoming regulations.

The Information and Privacy Commissioner was in attendance and voiced several concerns with the new legislation, including the province's lack of public consultation on the Bills and its swift passing through the legislature, and increased powers to public institutions to deny access to certain types of information, or to disregard requests altogether. Some positives of the new privacy and information legislation include the requirement for public bodies to have privacy management programs and information breaching requirements.

January 23 – Strategic Planning Update meeting with Council to discuss Council accomplishments during the term, the tasks left to accomplish and any emerging priorities.

Submitted by
Abe Tinney

CAO

DIRECTOR OF CORPORATE SERVICES - UPDATE**Claresholm***For: 11/25/2024 - 1/27/2025***Financial**

- The 2025 Interim Operating and Capital Budget was approved by Council at the December 9, 2024, Council Meeting. Final budget preparation will begin in early spring following year end.
- Current primary focus for the department is working on the 2024 yearend and audit preparation. The auditors will be out to complete some fieldwork in mid-February.
- Application for the Canadian Summer Jobs Grant has been submitted.
- Grant applications for the 2025 Capital Projects as approved within the Interim Budget for the Local Government Fiscal Framework (LGFF) and Canada Community-Building Fund (CCBF) grants have been started and will be submitted to the province prior to the end of January.
- Both the November and December bank reconciliation are complete. The Financial report provided for the January 27th meeting is as of November 30th. An internally prepared financial report is not presented for December as the 2024 audited financials will be presented in March.
- Yearend procedures for taxes, utilities and payroll have all been completed, with T4 slips to be issued in February.
- An online meeting was held with the Auditors in early December for both an introduction and review of the audit process and expectations.

General

- The Director of Corporate Services attended the FCSS Board Year End supper, which was a nice introduction to the Board Members.
- The Director has been attending some online webinars and training sessions over the past couple of months which have aided in the transitions of the position as she continues to familiarize herself with the various programs.
- The Director met with all of the Department Managers to review the 2024 capital projects and ensure all costs were accounted for and to get the year-end status of the project.
- The Director participated in the job interview for the Senior Services Coordinator position. Four candidates were interviewed, and an offer was made and accepted by one of the candidates who will start in early February.
- The Town has been notified that the BMO Claresholm Branch will be closing its doors and transitioning all accounts to BMO's West Lethbridge Branch. The Director has reached out to the Town's Relationship Manager for a meeting with the Mayor, CAO and Director of Corporate Services to discuss the impact of the branch closing and determine a move forward plan.

Submitted by
Jennifer Place
Director of Corporate Services



DEVELOPMENT SERVICES MANAGER REPORT

For: 11/27/2024 - 1/1/2025

Claresholm

Development Permits

- ❖ 5 permit applications received.
- ❖ 10 development permits closed.

Compliance Requests

- ❖ 2 compliance requests received.

Miscellaneous

- ❖ Local Press Ads – MPC ads. Bylaw reminders – snow & ice, business licenses and dog license renewal reminders.
- ❖ Bylaw Officer has been away on medical leave, so staff have been assisting with files, inspections, etc.

On-going projects

- ❖ Annual 2024 Review Newsletter being compiled.
- ❖ Amundsen Park project – All reporting has been completed and submitted for all the project work and grants.
- ❖ Centennial Park Project – Lions were successful with their CFEP application, deposit on playground equipment has been submitted to hold pricing for 2025 construction. Waiting notification on one more application.

2024 YEAR END DEVELOPMENT STATISTICS

2022

2023

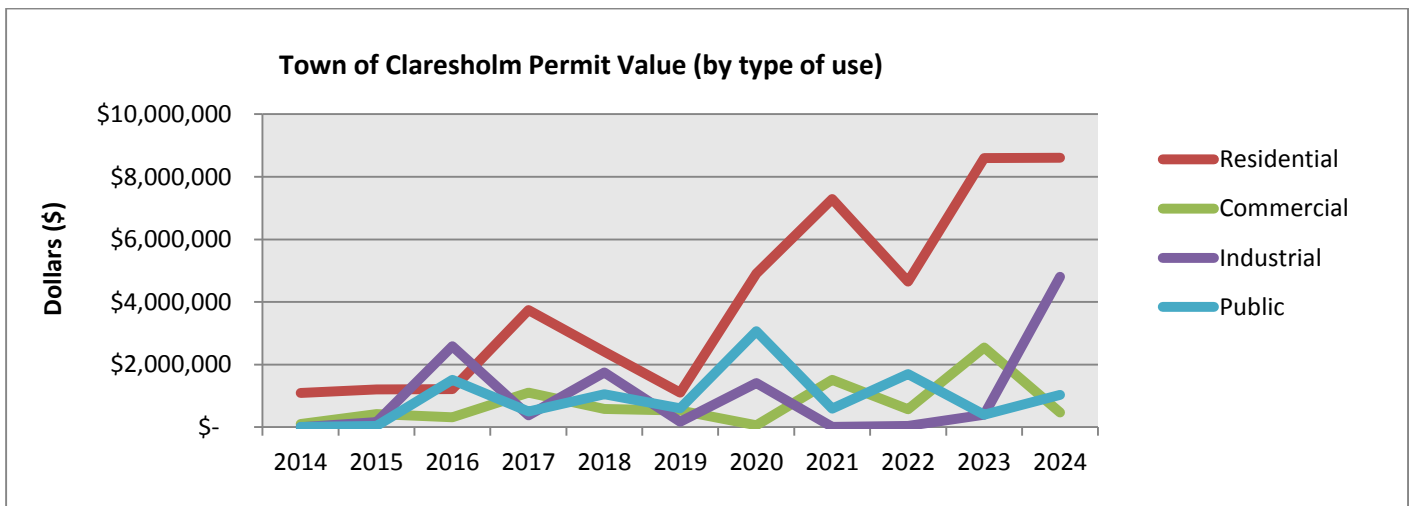
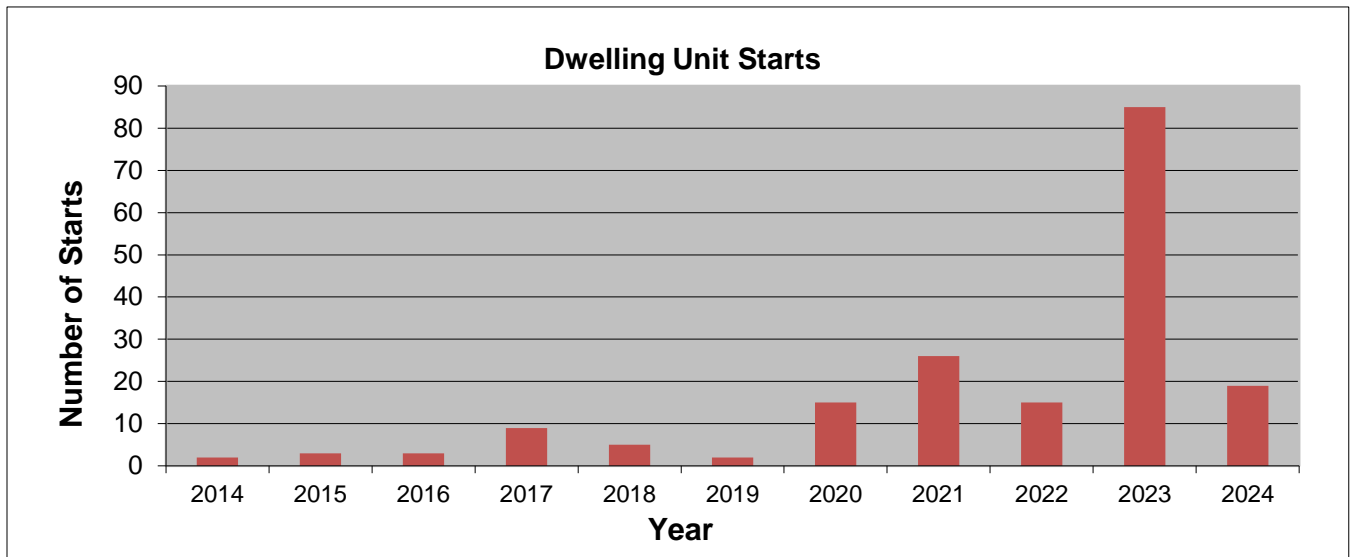
2024

Home Occupation Starts	15
Change in Use applications	7
MPC applications reviewed	24
Development Officer reviewed	77
Council reviewed (LUBA)	4
Total 2022 Development Files	82

Home Occupation Starts	16
Change in Use applications	11
MPC applications reviewed	14
Development Officer reviewed	76
Council reviewed (LUBA)	5
Total 2023 Development Files	98

Home Occupation Starts	13
Change in Use applications	12
MPC applications reviewed	16
Development Officer reviewed	73
Council reviewed (LUBA)	5
Total 2024 Development Files	97

Year	2018	2019	2020	2021	2022	2023	2024
Residential	\$ 2,414,987	\$ 1,100,156	\$ 4,908,218	\$ 7,288,800	\$ 4,648,781	\$ 8,600,766	\$ 8,604,331
Commercial	\$ 584,500	\$ 532,200	\$ 63,552	\$ 1,516,000	\$ 566,295	\$ 2,549,500	\$ 466,500
Industrial	\$ 1,742,200	\$ 170,000	\$ 1,412,319	\$ 8,200	\$ 35,000	\$ 400,000	\$ 4,806,000
Public	\$ 1,048,800	\$ 600,000	\$ 3,071,050	\$ 591,165	\$ 1,700,000	\$ 401,644	\$ 1,034,300
Total	\$ 5,790,487	\$ 2,402,356	\$ 9,455,139	\$ 9,404,165	\$ 6,950,076	\$11,951,910	\$14,911,131





Economic Development Report

Prepared by Megan McClung and Ali Hemmaway
2024-09-23

Engagement Coordinator

Welcoming Claresholm

Events

Downtown Engagement and Tourism

Education /Training

Economic Development Assistant

Attends and takes minutes for the Economic Development Committee meetings, creates and sends out Agenda Packages. Attends monthly partnership meetings with Willow Creek Immigrant Services. Attends Welcoming Claresholm Committee and FCSS Interagency monthly meetings.

Continues to support candidates and employers who participated in the RNIP program. Continues to respond to enquiries about the Rural Entrepreneur Stream, corresponding with candidates and meeting with immigration consultants, tracking inquiries, 70 received so far. Remains in contact with approved candidates, providing support and resources.

Responds to in person, phone, and email inquiries about resources for businesses in Claresholm, makes connections for business owners when possible, and provides tools and information on financing, taxes, commercial real estate, business support programs and organizations, and more. Attends applicable Development related meetings with investors or land/business owners to provide business and workforce support information. Continues to send out bi-weekly Economic Development Bulletins (email newsletters) to subscribed Claresholm businesses as well as monthly Claresholm Business Hub Job Postings roundups.

Partnered with the MD to be a sponsor for the 2024 Agri-Food Innovation Expo, providing logos and creating a banner to promote Claresholm and the MD at the event, and creating a joint promotional flyer to be added to the take home bags for attendees. The expo provided an opportunity to promote

Claresholm and the MD's existing Agri-food opportunities, as well as learn more about how we can further foster innovation and help our agri-food sector grow.

Attended a First Aid Course and received Intermediate First Aid CPR C & AED certification. Assisted with the Welcoming Claresholm Cozy Corner at Old Fashioned Christmas.



CAO Report for January 27, 2025

- Participated in Christmas Tree Festival at the library. We decorated a tree with our pens, keychains and some little stuffed animals
- Participated in Welcoming Claresholm activity at Old Fashioned Christmas, taking pictures of Mrs. Claus and little ones.
- Helped to organize some of Santa's Gone Looney inventory when it was dropped off in the Youth and Community Room
- Attended a combined Elder Abuse Awareness meeting with Claresholm and Vulcan. We have selected a new name that will incorporate both towns. Southern Alberta Senior Protect Society which will be shortened to Senior Protect. Most people were put off by the title with elder abuse in it.
- Continuing to host Caregiver's Support Group
- Took in the applications for Christmas Hampers, Starla set up the excel sheet of addresses and made labels for the boxes. Delivery went smoothly this year with no one missing a hamper. There were 154 boxes delivered.
- Senior Secret Santa gifts were delivered to us and we drove the boxes to the participants. We had a few seniors let us know how amazing it was to receive all the gifts. A couple of seniors sent thank you cards to the families that bought the gifts.
- Attended a webinar on CPP benefits
- Met with Eliise to discuss the year end programs in Granum and what next year will look like.
- Sent in the third quarter report to the RDN for the Reaching Home Grant. This quarter we used \$6757 in helping with rent.
- We continue to have many clients that need help for more than one issue. We have had to tell quite a few that we cannot help them as there is nowhere we can refer them to.
- Said a sad goodbye to Kim. We are very sad that she chose not to continue in the Senior Services Coordinator position and we will miss her very much. She has agreed to come in and assist in training the new Senior Coordinator and also will be available to help us during tax time.

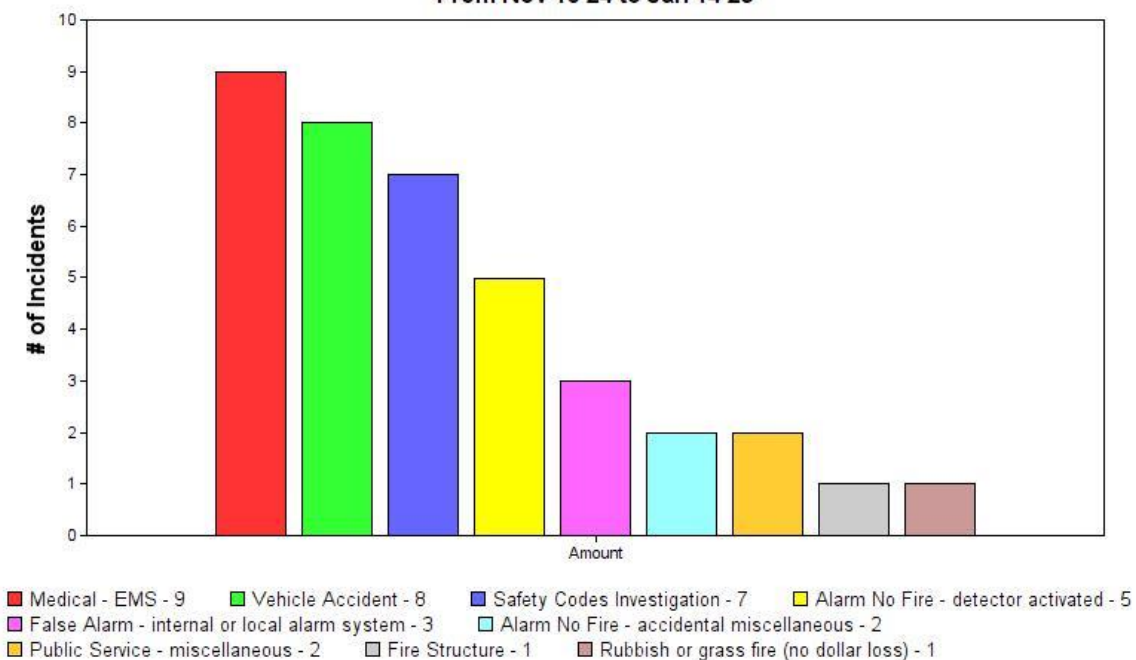
- With the help of Lisa and Jennifer, we were able to find a new Senior Services Coordinator, Sheryl Cassar. She is lovely and very experienced and she told us that this is her dream job. We are excited for her to start February 4.
- Starla and I enjoyed having a much-needed break between Christmas and New Year's. Agency and government offices are closed during this time so it would be hard for us to help anyone even if we were available during this time.
- Met with the FRN Specialist to discuss our programming moving forward for the next 3 years. We will be changing our scope of reporting to only reporting on the Junior Teen Group and not reporting on our Resource and Referral.
- Working with the RDN to prepare the Homelessness Estimation Survey. We will offer the survey in paper copy as well as online starting in February. The survey is lengthy and we tried to cut out some of the questions but it will still take about 10 minutes to complete.
- Starting to put get organized for year end and the annual report to the government.
- We are preparing to start the volunteer tax program the first week of March. All the volunteers are getting signed up with the CRA.
- Working with Megan to prepare the Kindness Boxes again this year. They were quite popular last year so we expect we will have more participants this year. This initiative is to help bring awareness to being kind and prevent bullying.

TOWN OF CLARESHOLM FIRE DEPARTMENT MONTHLY UPDATE

FOR THE PERIOD OF: NOVEMBER 16, 2024 to JANUARY 14, 2025

1. Claresholm Fire responded to 38 events over this reporting period – which includes the Christmas / New Years break. Highlighting our call volume this period:
 - a. 9 - Medical First / Co-Responses (24% of call volume)
 - b. 8 – Motor Vehicle Collisions (21% of call volume)
 - c. 7 – Fire Safety Code Inspections / Investigations (18% of call volume)

CFD Call Totals by Type
From Nov 16 24 to Jan 14 25



2. Claresholm Fire ended the practice year with the traditional family dinner hosted at the fire hall, the Mayor & CAO were also in attendance, as were the Chiefs from the MD of Willow Creek. A good time was had by all, and we thank the members and their families for their service during another busy fire year.
3. Members were in attendance at the Old Fashioned Christmas event held downtown on December 6th, as is tradition, the Fire Department manned the fire pit, and kept participants warm. This event is one we look forward to every year.

4. January saw the start of the next intake of the NFPA 1001 Professional Firefighter course, Level 1. This year there are 17 students enrolled from across the MD, with 7 from the Claresholm Station! I would like to thank the students for taking advantage of this great opportunity to expand their firefighting knowledge. This program is spread over 2 years, with students taking the summer off. They will start level 2 next winter. Updates and photos of their training will be provided as they progress in their training.
5. Annual fire safety inspections are underway, with approximately 6 open files.
6. The new town engine is working well and has seen its first structure fire. It performed flawlessly!
7. There is no data to report on wildfire danger or similar metrics over the winter period as these are not regularly reported. I will include them in the reports once they are available again in wildfire season – which begins March 1.

Respectfully reported,

Craig White
Fire Chief
Town of Claresholm

January 2025

HR/Taxation Report

Prepared by Lisa Chilton

Human Resources/Payroll

The approved, part-time position of Senior Services Coordinator has been filled and the successful candidate, Sheryl Cassar will start with FCSS on January 28th. She will be working twenty hours a week to help seniors navigate through their sometimes complicated processes. Many thanks to Kim Berreth who has done a terrific job helping out these past couple of years. She will be missed.

Assessment and Taxation

The auction that was scheduled for December 16th, 2024 was cancelled due to the payment of all property taxes owed.

There are still five (5) properties left on the 2024 Tax Arrears List. All interested parties in each property have been notified by registered letter that their properties are subject to auction if the taxes are not paid in full by March 31st, 2025.

Below is the amount of outstanding taxes at January 21st, 2025 not including TIPPS Participants.

Taxes outstanding are \$261,051.91 summarized as follows:

\$	221,486.83	All other taxes past due not on TIPPS
\$	39,565.08	On 2024 Tax Arrears List . Subject to auction after March 31 st , 2025.

All arrears letters, with less than two (2) years in arrears will be sent out before January 31st, 2025.



Claresholm
Where **Community** Takes Root

Infrastructure Services Report



January 2025

Jace McLean

Director of Infrastructure

Arena

The Arena has been running well, no issues with the ice plant since the last round of repairs.



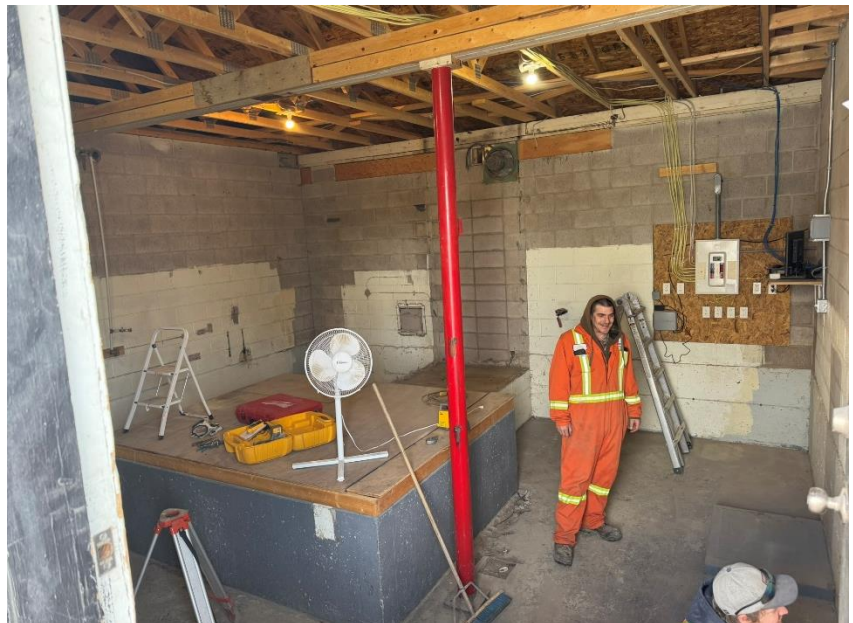
Parks

Town crews began site grading on the East side of the skatepark. The ground was froze enough they were able to work with the heavy equipment.

Town Buildings

Construction began at the Community Centre on January 20th, with demolition already virtually completed.

The Amundsen Park building maintenance room is getting an upgrade for storage. This building is utilized by public works, FCSS and the events coordinator. This upgrade will allow the chairs and tables to be removed from the bathrooms and provide more efficient storage for the other user groups.



Garbage

No issues to report. Two trucks were needed one day over the Christmas break to accommodate collection. The old truck has been retrofitted to be able to dump the new front load bins.

Sanitary Sewers

More grease buildups have been discovered around Town. Businesses have been notified in the attempt to find the problem.

Cemetery

The cemetery has been quiet for the last month. Town staff plow the road after every snowfall, but we have had people making their own trails anyways.

Equipment

Maintenance continues on all equipment. The new mechanic has been busy catching up on the backlog of work.

Six companies were approached to quote the new excavator. We hope to have the new machine in mid-February.

Sidewalks

Snow removal continues on all pathways after every snowfall. No issues to report.

Water Distribution

No issues in the water distribution system. One leak was reported on private property and was taken care of by the property owner.

Storm Water/Drainage

No issues to report. As the freeze thaw cycle continues, we will expect frozen catch basins and leads around Town.

A company has been hired to survey the golf course ponds in preparation for future dredging. Over the years the ponds have been filled with sediment from a combination of Town and Golf Course operations and the sediment load is beginning to affect storm water drainage as well as irrigation capacities at the Golf Course.

Recycling

No issues to report.

Staff

The new members of staff are doing great. On the job training continues every day and the new staff are adding a great deal of experience and knowledge to the team



Streets

Snow removal continues as needed. Even with the lower snowfall this season we are on quoted for sand usage, as the constant freeze thaw cycles are causing ice buildup all over town.

Recreation Report JANUARY 2024



January 27, 2025

RECREATION REPORT

ARENA

- Claresholm JR A Hockey
 - The New owner from November was replaced within 2 weeks with a new owner and General Manager for the team. Advised the group to look at how they can promote the Team and themselves in a good light in the community due to poor publicity over the changes.
 - The Coach is optimistic and feels that the team is working hard and showing some successes.
- Weekday Open Skate times are posted at the arena, for full schedule Claresholm.ca has the calendar
- Claresholm Minor Hockey: Schedule has been posted, was delayed through CAHL.
- Foothills Bisons continue to book the facility
- Private bookings for ice: had to deny some ice bookings, and tournament games from Fort Macleod, due to there being only one shift scheduled in the rink on weekends.
- LiveBarn: In December an Arena User reached out regarding this subscription service. There is no cost to the town, besides internet. LiveBarn is a world-wide arena broadcasting service. LiveBarn's fully automated system broadcasts amateur and youth sporting events using cutting-edge technology that follows the flow of the game, you can watch from the comfort of home.'
- They provide arenas with 1-2 cameras on the ice for live or playback video that can be accessed on your phone, through an app with a minimum charge a month to subscribers.

There is no cost to the community to have it installed, advertising is provided for the facility, and a QR code that subscribers can use to receive 10% off their subscription. 30% of the total subscription revenues linked to our Rink get returned to our Arena, after their initial investment.

We would have the ability to blackout the cameras for different events, practices, skate times. They are currently in Nanton, Vulcan, Stavely and moving into Fort Macleod's Rink shortly. The company has been in business for over 10 years, over 4500 rinks across Canada.

<https://www.livebarn.com/play-hockey>

CAC

Annual Shutdown: Reopened December 27

- Facelift for front office
- Updated Lifejacket hooks on deck, removal of lifejacket stand
 - Purchase of new lifejackets to replace worn out and unsafe lifejackets.
 - AHS – Replaced underwater lights, second year in a row. Manufacturer had mounting connectors that were not stainless steel, causing failure



when mounted in the pool basin.

- These lights are replacements from the manufacturers.
- AHS – Fixing missing tiles, grouting and large area of tiling lifting in men’s changeroom.

Free Public Swims:

- Attendance for these swims has increased, 60 patrons attended January 18.

Family Day, February 17, 2025

- FORTIS is sponsoring a FREE Family Swim from 2 – 5 PM. The swim time has been coordinated with the FREE Family skate from 10 – 2 PM. Allowing everyone to be able to take advantage of both FREE Family times.

AQUAFIT

- Evenings programs have grown from 4-6 participants to 13 attendees.

Junior Lifeguard Club

- Both the JLC Competitive Vikings, and the JLC non-Competitive programs have grown in registrants. There has been a consistent coach for both programs which is attributed to the growth of these programs.
 - Fall 2024, 3 in non-competitive, 6 in Competitive
 - Winter 2025, 7 in non-competitive, 8 in Competitive.

Advanced Training

- Bronze Medallion – February – Currently 9 registered
- Bronze Cross – April – Currently 5 registered (More to register once completed Bronze Medallion)
- National Lifeguard – May/June – Currently 4 registered
- These courses require a minimum of 4 participants to run the program

Swim Lessons

- After School Lessons & Saturday Lessons, 100% of these spaces filled between regular classes and private lessons.
- School Lessons, week long lesson sets reserved for schools are at 70% capacity , scheduled February to end of May.
 - Stavelly, West Meadow, Barons, Jumbo Valley and West Meadow are participating.
 - Working to have Granum School and Nobleford participate in school lessons in the future.
- Homeschool swim lesson program on Tuesday from 10 – 11:15 AM has been successful.
 - Friday mornings will be considered going forward, there are many programming options in the community on Tuesdays. We’re making this change based on feedback from parents and guardians.

Youth & Teen Nights

- Friday February 7th. 6:30 – 8:30 PM ages 8 – 12, 8:30 – 10:30 PM ages 13 – 18.

Community Recreation

- Claresholm’s Winter Community Recreation Guide was out November 27th
 - Community Groups and organizations will be contacted for Spring and summer programs the end of January.
 - Deadline for submissions February 26, 2025
 - Those who do not get back with items for the guide will still be featured in the guide, with what information is available
 - No cost for Community groups or organizations to submit
 - Online copies available
 - Hard copy available for viewing at the Claresholm Library, Town office, Aquatic Centre & Arena

- Claresholm Local Press will print a copy for \$3.75
- Assisted with Set up and take down for Old Fashioned Christmas in the Downtown parking lot November 29
 - Helped wrangle the littles for Mrs. Claus Pictures in Ring Rose Park
- Santa's Gone Loonie: November 6- November 28, 2025, partnership with engagement, organizing and sorting donations for Santa's gone Loonie, assisted with loading the donations for transport. Dropped leftover donations off at Catch my Thrift.
- Claresholm Fair Board; Next date, January 28
 - The Board is looking for someone to take over the President and other positions to ensure we keep this tradition going in our community.
- Soccer: Organizational meeting Scheduled January 22, 2025 in efforts to bring soccer back to our community.
 - Willow Creek Soccer
- Registration Fair: Scheduled March 19, 2025 4:30-8pm at the Claresholm Social Centre
 - This initiative was dropped after Covid 19. Many groups moved to online registrations.
 - Feedback from Community members and organizations was that they missed the registration fair.
 - Fall one to be scheduled the first week of September.
 - Partnership between the Claresholm Social Centre and Claresholm Recreation
- Engagement coordinator and Recreation met with Sun Country/ The Eagle High River radio station to develop a package that will entice members of other communities to stop in.
 - Partnership with Economic Develop, Community Recreation, Town facilities such as The Golf Course, Museum, Agriplex in efforts to:
 - Increase tourism in Claresholm
 - Promote the initiatives that are happening in Claresholm
 - Promote Town events
- Gravel Road Race: The Range July 19, 2025
 - Increasing registrations from 400 to 500, the event has sold out every year since 2021.
 - 2024- 300 Registrants, with 234 Riders on the course
 - TransRockies will be partnering with the event in 2025. Coordination of the race and other details was a huge undertaking for the event organizer

Claresholm Skate Park Association

- Representatives visited the High School early December to informally survey our community's youth for Phase 2 plans for the Skatepark.
 - Youth were highly in favour of a Bike Pump Track to be placed on the Skatepark allotted land.
- Meeting scheduled January 21, 2025
- Fundraising Initiatives will be ongoing.
- The Group has reached out to Bike-Track for quote.
 - Discussed a potential 2026 construction date
 - Approximate cost of \$5,000.00 for designs and drawings
 - Build cost of \$1,500.00 per linear meter

Bark Park Committee

- Group has submitted an Edible Tree Grant through Tree Canada December 9, 2024
- Still waiting on Lockbox Emergency Contact sign to be completed by local business. Request was placed the end of November, proof was received January 20, 2025.
 - Bronson Enterprises will have the Lock Box code to clear snow off the path
 - A lock was placed on the gate this past summer in response to some users driving in the park with their dogs running loose.

Oldman Watershed Council (OWC) - Pollinator Gardens

- Debra Still with Oldman Watershed visited Claresholm December 12, 2024 to do site visits at The Bark Park, Frog Creek Wetlands, Kin Trail and other areas.
- She was impressed with the variety of wild grass, native flowers at the Bark Park, and Frog Creek Wetlands
- Gardens will be built up using old logs, mulch, and compost and soil. All readily available in town.
- The Bark Park will have temporary fencing for the gardens to ensure they have a chance to thrive.
- Sites marked below in red were chosen prior to the site visit.
 - Foxtail area to the North west corner of the Bark Park was recommended to her during the visit.
 - The areas in yellow at the Wetlands were found to be suitable.
 - Kintrail: Looking to provide some interest at the entry gate.
- OWC will require volunteers for these gardens

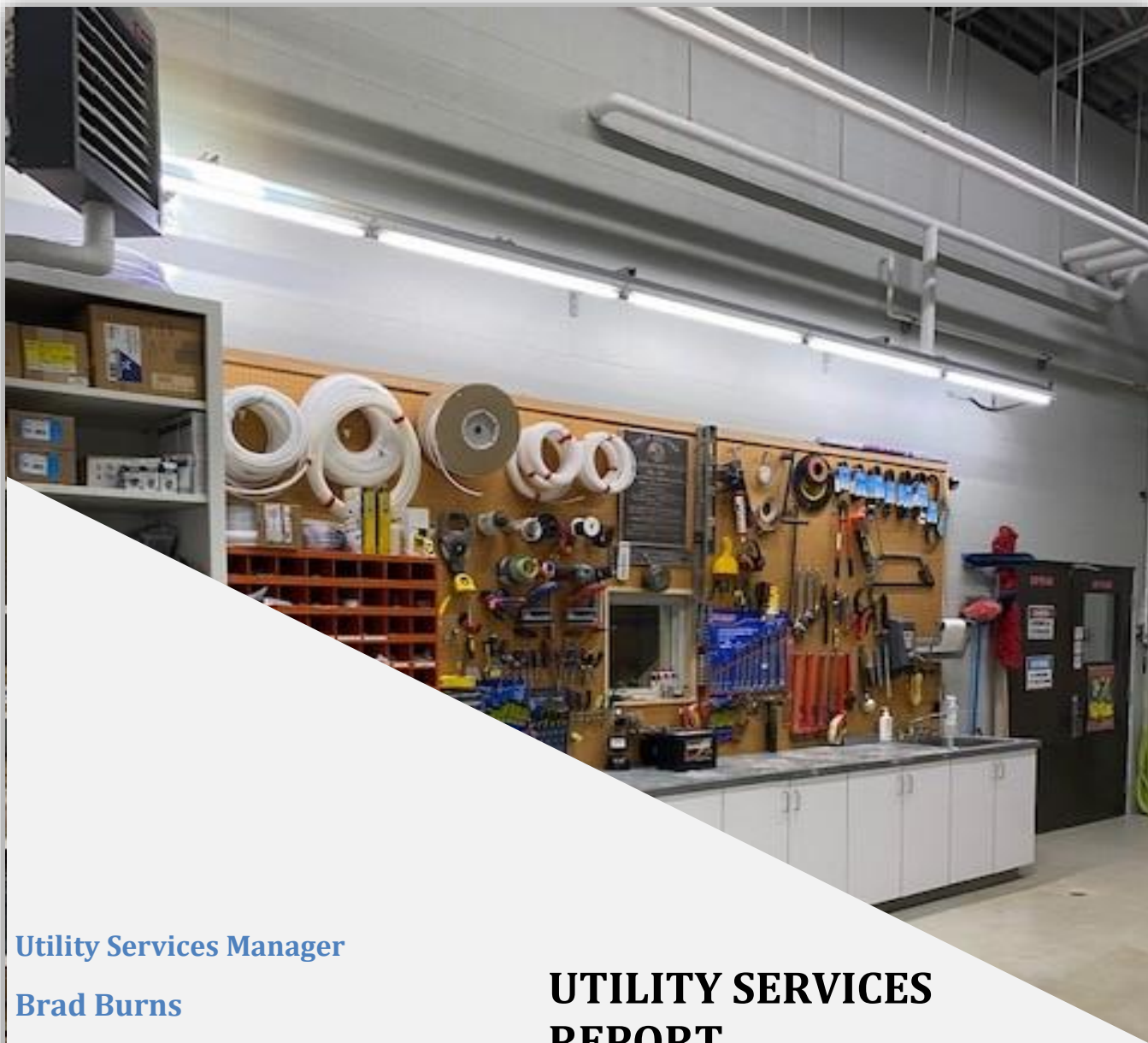


- Will have sign up sheets available at the registration fair, and Garden Series evenings.

○

Southern Alberta Summer Games; SARA-Southern Alberta Recreation Association

- Taber will be hosting the Southern Alberta Summer Games July 2-5, 2025
- SARA meeting January 28, 2025



Utility Services Manager

Brad Burns

brad.burns@claresholm.ca

www.claresholm.ca

UTILITY SERVICES REPORT

January 2025



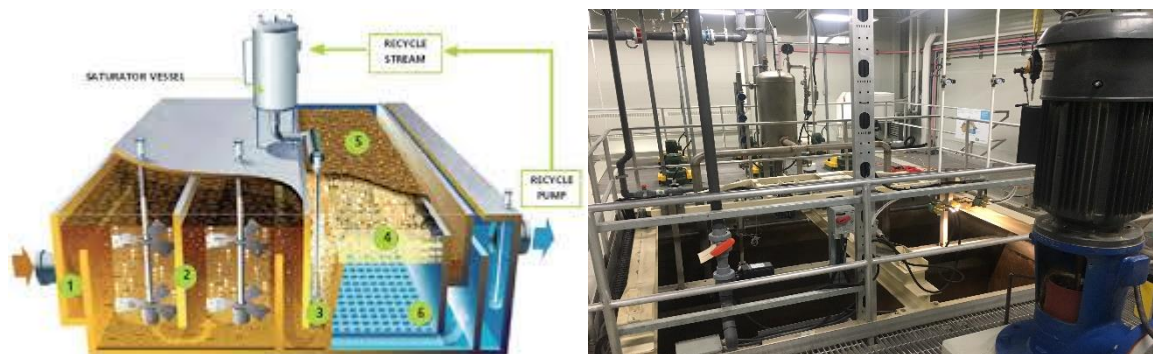
Claresholm

Regional Water Treatment Plant

Maintenance

- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean distribution chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Clean in Place (CIP) both racks.
- Rinse CIP tanks.
- Clean chlorine transfer pump quill and line.
- Install gearbox on powder activated feed system.
- Replace DAF spray valve solenoid.
- Clean and inspect Dissolved Air Flotation (DAF) pretreatment clarifier.

The DAF Clarifier Cleans Raw Water Using Chemicals and a Mechanical Process Prior to Entering the Membrane Filters



Alberta Environment and Protected Area Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Schedule 4, THM, HAA5 and Cyanobacterial samples delivered to Element Labs.
- Update Operations manual with certified operators.
- Yearly raw water usage submitted to Water Use Reporting System (WURS).

Training and Continuing Education Credits

- Continuing Education Credits (CEU's)

Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of Willow Creek Service Agreement Meetings as requested.

Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Calibrate Co2 detector as required.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for daily and weekly jobs to be done.
- Daily hazard assessments filled out prior to beginning work.
- Review SOP's and update MSDS sheet.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.

Treated Water Pumping Stations, Reservoirs and Distribution

Highway Pump Station

- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Replace lower dry well area electric heater.
- Calibrate smart positioner on fill valve.
- Highway Pump Station (HPS) backup generator replacement ongoing.
- Summit Valves onsite replacing reservoir fill valve smart positioner and actuator.

The reservoir fill valve opens when the HPS requires water from the UFA (eastside) treated water reservoir



East Side Reservoir (UFA)

- Check SCADA links, electrical components and telemetry equipment weekly.
- Check sump pump and onsite manholes.
- Check reservoir overflow ditch.

Distribution

- Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken weekly.
- Check distribution operating pressures.
- Maintain distribution pumps and VFD's.

Universal Metering

- Meter readings as requested by the office.
- Replace/check ERT's and inspected meters as requested by office.
- Ongoing ERT replacements after monthly meter readings.

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.

Wastewater Collection and Lagoon

Harvest Square Lift Station

- Check lift station daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.

Lagoon

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Record main lift station daily flows to holdings cells.
- Airtech onsite to service make up air unit (MAU).

Alberta Environment and Protected Area Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirement.

Raw Water Reservoirs and Supply Line

Pine Coulee Reservoir

- Chain Lakes Reservoir 99.73 % level 1297.12 geodetic meters, 143374.05 (dam3).
- Willow Creek at OXLY Ranch flow 0.67 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1050.72 m.
- Pine Coulee Diversion Canal below head gates 7.51 m.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 0.18 (m3/s).
- Pine Coulee Reservoir level 58.23 % 1047.78 geodetic meters, 29463.34 (dam3).

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults weekly.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check reservoir claw compressors daily.
- Filling on-site raw water reservoir at 50.0 l/s level 6466 mm.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- Yearly raw water usage submitted to Water Use Reporting System (WURS).

Alberta Environment and Protected Area Government Compliance

- Daily monitoring, measuring and reporting frequency through Water Use Reporting System (WUR's).
- Record and report water usage and follow WSRP as per EPA.



Willow Creek West Waterworks System

M.D Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace line or pump tube as required.

M.D Industrial Airport Distribution System

- Provide help with the Airport water and wastewater system as per service agreement.

PRV Meter Vault

- Check PRV meter vault operating pressure.

West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System.
- Consisting Solely of a Water Distribution System.
- Check PRV and double check valves biweekly.

Chemical

- Transfer chemicals to day tanks as required.
- Change chlorine pump setpoint as required.
- Order and delivery of chemicals as required.

Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.

Alberta Environment and Protected Area Requirements

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples sent to Provincial Health Lab for testing once per month.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op compliant.
- TMH samples delivered to Element Labs.
- Yearly raw water usage submitted to Water Use Reporting System (WURS).