



CAO REPORT

February 24, 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.

- January 30th, meeting with Mark Brown of Community Futures Ab SW. The Mayor and Town's economic development staff were in attendance. Community Futures Ab SW has a new director, who is eager to engage participating communities. There is a vacancy on the board of directors and the Town is advertising to fill this vacancy.
- January 30th meetings with ADP, who provide our payroll software. Administration is looking into options and costs to improve the software.
 - o Met with Members of the museum board to discuss first steps in the fundraising and construction of their future storage building.
 - o Attended the Intermunicipal Emergency Services Committee meeting to discuss the renewal of the Intermunicipal Emergency Services Agreement. Council has been working on this agreement as well, and we hope to have the agreement renewed by all participating municipalities at some point in March.
- February 4th GOA Engagement Session regarding FOIP legislation transitioning to the new Protection of Privacy and Access to Information acts. The government conducted the engagement as it prepares to draft the regulations for the act. There will be significant changes to the Town's information program and processes once the regulations are rolled out. Council will be informed of those changes when we know more.
- February 5th – ATCO gas franchise agreement renewal meeting. A delegation to discuss the renewal is on the February 24th council agenda.
- February 6th Brownlee LLP Emerging Trends meeting in Calgary, where there was more discussion about provincial personal information legislation, and best practice conversations around municipal contract law and land acquisition.
- February 19th – meeting with BMO to discuss continuing to bank with BMO without a physical branch location in Claresholm. Administration has expressed operational concerns with losing the physical location in Town and BMO is preparing some options to assist with the change.
- February 20 – Meeting with Western Fine Meats, Mayor, EDO, members of Alberta Agriculture and Irrigation – Trade, Investment and Food Safety Division to discuss Western fine Meats expansion and opportunities.
- Worked with Director of Infrastructure on the selecting the engineer for the infrastructure jobs this summer (watermain and pavement at 4th st. harvest sq, to 59th; highway 520 water looping between 3st and highway 2; and 43rd ave w sewer main replacement) – The construction contract will require council approval, we can expect to see an RFD in May.

Submitted by
Abe Tinney

CAO

DIRECTOR OF CORPORATE SERVICES - UPDATE**Claresholm***For: 1/27/2025 - 2/24/2025***Financial**

- The 2024 yearend and audit is nearing completion. The year-end financial working papers were sent to the auditors through their secure online portal. So far it has gone smoothly, with a few minor adjusting entries that have been required. It does not look like the auditors are planning to be onsite this year as we can manage everything virtually. It is anticipated that the audited financials will be presented to Council in March. Year-End is a large task that requires a lot of time and assistance from staff in various areas. There were some challenges with being new to the position and identifying and understanding all of the different financial aspects related to year-end for the Town but feel good about how it all came together in the end.
- The process of updating the 2025 budget for presentation to the Audit and Finance Committee has begun. The Town is still waiting for property assessments from Benchmark which are anticipated to be received by the 28th.
 - Reminder emails were sent to the community groups who receive Town funding to submit applications prior to the February 28th deadline. Upon receipt of applications these too will be brought forward to the Audit and Finance Committee for consideration and inclusion within the 2025 budget.
- Financial reporting for the 2024 Canada Community Building Fund (CCBF) has been submitted to the province. Reporting for the Local Government Fiscal Framework (LGFF) grant has not yet been completed as the online portal is not yet open.

General

- Over the past month the Director has attended several meetings with regards to training, service offerings and renewals as listed below:
 - Attended the January 27 Council Meeting
 - ADP Canadian Law Trends 2025 Update
 - ADP online portal training
 - Campspot Online Reservations
 - ATCO Natural Gas
 - Alberta Municipalities – 2025 Insurance Renewal Update
 - Introduction to 8760 Natural Gas & Electricity
 - BMO Representatives – RE: Branch Closure plan
 - Regular one-on-one meetings with staff

Submitted by
Jennifer Place
Director of Corporate Services

DEVELOPMENT SERVICES MANAGER REPORT

Claresholm

For: 1/1/2025 - 2/17/2025

Development Permits

- ❖ 9 permit applications received.
- ❖ 6 development permits closed.

Compliance Requests

- ❖ 4 compliance requests received.

Miscellaneous

- ❖ Local Press Ads: Bylaw reminders – advertising for board member positions, snow & ice, business licenses and dog license renewal reminders. Circulated for Winterfest fireworks.
- ❖ Feb 4, 2025- AUMA webinar Grant and AI. Discussed GovLab (AI projects), Mitacs (intern placement), Prairie Economic Development Canada (Prairies Can).
- ❖ Feb 4, 2025- Meeting with Grant Match to discuss upcoming capital projects.
- ❖ Feb 5, 2025- RES Exploratory interview.
- ❖ Feb 7 & Feb 21, 2025- MD/ Town/ Prairies Can meeting with BRC Aircraft.
- ❖ Feb 13, 2025- Emerging Trends Webinar – topics included Access to Information and Privacy Legislation, Procurement law & best practices, managing municipal lands, hiring practices, Bill 20, and case law update.
- ❖ Continued working with the RCMP to find a location for potential new facilities.
- ❖ Feb 14, 2025- MPC Meeting.
- ❖ Feb 18, 2025- Emergency Management – Annual Review with AEMA.

On-going projects

- ❖ Annual 2024 Review Newsletter complete (see attached).
- ❖ Community Centre renovation – well underway, progress meetings ongoing. Signage, recognition wall, etc. all on schedule.



Economic Development Report

Prepared by Megan McClung and Ali Hemmaway
2025-02-21

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. Organizes and assists with Welcoming Claresholm events and activities.

Claresholm's application to participate in the Rural Community Immigration Pilot was approved and the program was publicly announced on January 30th. Working to launch the program in Claresholm now, will work with Economic Development Committee to select priority industries and occupations. Currently running a survey for employers to allow them to indicate their interest in participating in the program and which occupations they would be hiring for. Received first round of training from IRCC on the new program. Created a new landing page for the RCIP program. Responding to all inquiries in relation to the RCIP program, received **262** since January 30th, mainly from potential candidates, as well as from interested employers. 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, 75 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.

Joined meeting with new Community Futures Alberta Southwest Executive Director. Attended Trucking HR Canada webinars on workforce updates and temporary foreign work programs.

Helped with Winterfestival and Welcoming Claresholm activities there.

Community Engagement Coordinator

Winter Festival has moved to the Curling Club and will now be held on February 22nd. This change in location and time brings fresh opportunities to explore new partnerships and ideas—come join in the fun!

At the latest EDC meeting, we presented findings from the Business Survey conducted throughout the town. A great discussion took place on business needs, concerns, and future opportunities. The conversation will continue in the March meeting, where we'll brainstorm ways to support and strengthen our local businesses.

Recent community involvement has included attending and helping plan the Welcoming Claresholm Meeting and the New Year's Eve Potluck Party—both fantastic events for bringing people together!

Looking ahead, I'm actively working on the 2025 Tourism Plan and exploring collaborations with the museum to introduce Town of Claresholm-branded merchandise in the gift shop, further positioning it as a key tourism hub. Additionally, I've met with Anna Look from Look Ahead Consulting to gather insights on enhancing Claresholm's tourism strategies, and I recently had a follow-up call with Brad to map out actionable next steps.

Fair Days planning is officially underway! We've launched our first fundraising effort—a silent auction—as part of a four-part strategy to raise event funds without placing additional strain on local businesses. So far, we've already raised over \$1,300!

Prepared & delivered 60 Kindness Bags to local businesses with FCSS

Led a Kindness Assembly at the school with Barb, handing out stickers and pins

Attended the high school assembly, hosted a Kindness Pep Rally, and encouraged students to spread kindness

Collaborated with the local press to print weekly kindness notes

Decorated downtown businesses with hearts to brighten the community

Delivered random acts of kindness with Barb to the school and nurses



CAO Report for February

- Megan and I kicked off Kindness month with a visit to the Elementary School. Talked to the kids during an assembly about being kind and doing kind things and gave out some prizes.
- Megan and I prepared 60 Kindness bags and handed out to stores and agencies in town. Lots of PINK decorating the Town of Claresholm
- Megan and I handed out flowers to library staff, medical centre staff, high school and elementary school office staff as a random act of kindness.
- Sheryl started this month as the new Seniors Services Coordinator. There is lots of learning happening and she has already come up with a few great ideas!
- Working with Jennifer on the financial figures for year end. Working on putting them and the program descriptions into the Provincial Annual Report
- Geri from Westwinds is returning to Claresholm to help people sign up for rental subsidy. Still no word from Federal Government if more money is coming.
- Preparing for 2024 tax filing which will start on March 4th. We have 4 new people signed up with CRA to help us file taxes this year.
- Victim Services has been replaced by Victim Serving Society. Attended a webinar to hear the new processes that will be used. This is government funded now so they will not have to search for funding.
- Looking over the funding reports for external funding agencies and sending notice of applications for 2025 funding. Board of Directors will decide on successful funding in March.
- Family Day Skate was a great success again this year with 233 participants.

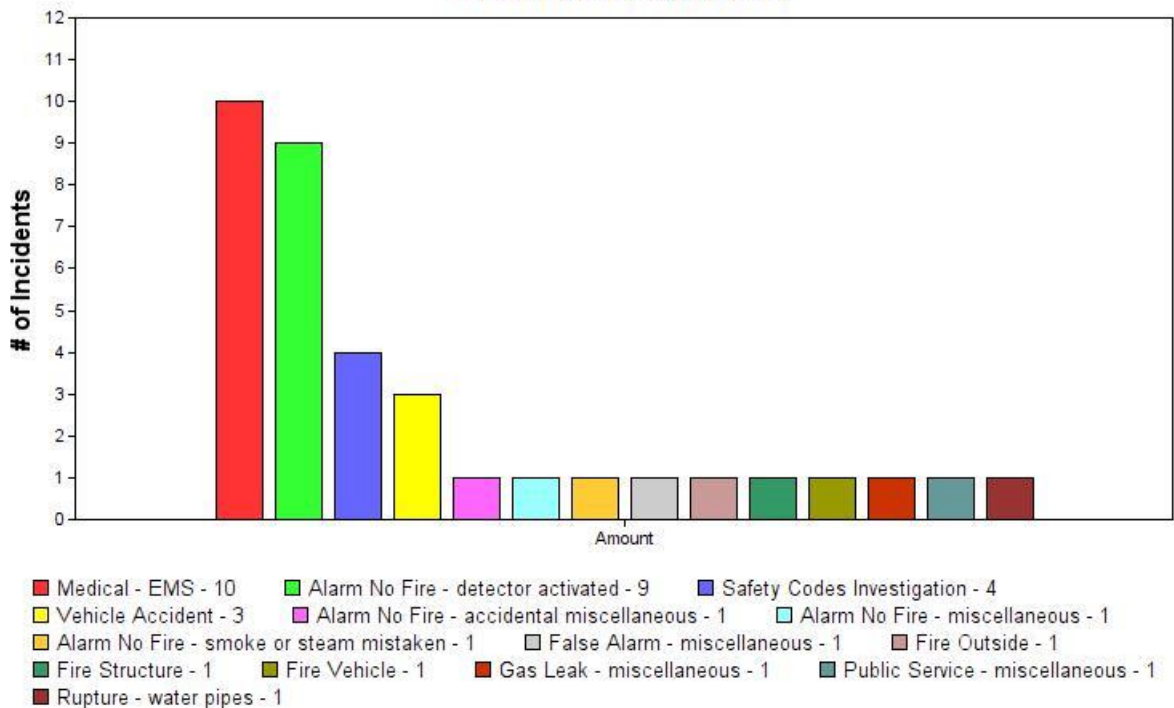
Submitted by Barbara Bell
FCSS Director

TOWN OF CLARESHOLM FIRE DEPARTMENT MONTHLY UPDATE

FOR THE PERIOD OF: JANUARY 15, 2025 – FEBRUARY 15, 2025

1. Claresholm Fire responded to 36 events this reporting period, including:
 - a. 10 Medical first or co-responses
 - b. 9+ alarm activation calls
 - c. 3 Motor Vehicle Collisions
 - d. 1 Vehicle Fire
 - e. 1 Structure Fire

Claresholm Fire Responses by Type
From Jan 15 25 to Feb 15 25



2. Inspections and occupancies are back in process, with 4 open files currently.
3. The Fire Chief and CAO have been attending meetings regarding the renewal of the intermunicipal Emergency Services Agreement.

4. Alberta Forestry has scheduled meetings with the municipal Fire Chiefs for early March – just in time for the start of wildfire season.
5. The NFPA-1001 class is in full swing – update from the instructors is attached.

Respectfully submitted,

Craig White
Fire Chief
Town of Claresholm

Training Update – February 2025

Duncan McLean
14 February 2025

The 2024-2025 NFPA 1001 Level 1 is underway. There have been six evening classes to date, held at the Claresholm Fire Hall. There are 17 students in total (2 from NFD, 3 from SFD, 7 from CFD, 3 from GFD, and 2 from FMFD) so there is a great mix from across the area.

The first week was Fire Service Background and Communications. Then Building Construction. This was followed by structural firefighting PPE, fire dynamics, and ropes/knots.

There have been some absences, but students have been great at working out time to get caught up outside of class. It seemed like the group was attentive and asked a lot of good questions. Marks on the quizzes are strong across the board.

Upcoming is a practical day of ladders, knots, and tool raises. This portion is planned to be held at the Nanton fire hall.

We have a good instructor group in place, which should help share the load and give firefighters a chance to polish their teaching and presentation skills. Many thanks to CPT Neels and FF Walker-Milan from FMFD as well as DFC Douros from CFD for their help delivering the material.

Please be aware we have secured an instructor for a 1021 Officer's course, tentatively for mid-May. We have space for twelve so we're starting off with two from each hall. Feel free to submit extra names for the last spot or any last minute drop-outs.



FEBRUARY 2025

HR/Taxation Report

Prepared by Lisa Chilton

Human Resources/Payroll

The new Seniors Services Coordinator, Sheryl Cassar, has started her new role. She is with FCSS helping seniors navigate the systems and paperwork necessary to get services they need. Welcome Sheryl.

The town hired 2 more lifeguards as some of the others have moved on to other endeavors or have gone back to school.

Assessment and Taxation

There are three (3) properties left on the 2024 Tax Arrears List. These properties will be sent to public auction if the taxes are not paid in full by March 31st, 2025.

Letters have been sent out to all property owners that are in arrears more than 2 years and set to be put on the 2025 Tax Arrears List. The list has to be to Land Titles by March 31st.

All other property owners with arrears less than 2 years have also received letters of notification of their outstanding balances.

The following is a breakdown of the taxes outstanding, not including TIPPS participants, at February 20th, 2025. The balance outstanding is \$242,645.52 and consists of the following:

| | | |
|----|------------|---|
| \$ | 218,831.78 | All other taxes past due and not on TIPPS |
| \$ | 23,813.74 | On 2024 Tax Arrears List. Going to auction after March 31 st , 2025 if unpaid. |

The 2024 Assessment for the 2025 taxes should be available to us, from Benchmark Assessments, by February 28th. That is the day it has to be declared to ASSET.



Claresholm
Where **Community** Takes Root

Infrastructure Services Report



February 2025

Jace McLean

Director of Infrastructure

Arena

We had issues with one compressor due to the excessive cold weather, but the other compressor was able to maintain ice temperatures.

Parks

Cleanup will begin as the snow melts in the parks.

The crew was hauling snow for a snow hill and built an outdoor rink by the Curling Club for winter fest. Conditions were perfect leading up to the event.



Town Buildings

Construction continues in the Community Centre. Plumbing and mechanical work has been completed and they will be painting and installing flooring.

The Amundsen Park building maintenance room upgrade for storage was completed. This building is utilized by public works, FCSS and the events coordinator. The 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, the truck performed well in the cold weather.

Sanitary Sewers

A large amount of grease was discovered at the lagoons. The public works crew spent a long, cold day cleaning out the pipes and vaults.

Cemetery

The cemetery has been quiet for the winter.

Sidewalks

The crew was busy with snow removal on the Towns pathway and sidewalk network. With warmer temperatures on the horizon we should be able to remove some stubborn ice and snow.



Water Distribution

A residence on 8th St had their water service freeze. The Town crew was able to dig down at property and insert a 1/4 " line into the service and thaw the line out.

The Town has a list of shallow services that we notify every year when the frost reaches 40" so the owners can run a tap to prevent freezing. This property was not on the list but will be notified in the future.

Storm Water/Drainage

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

Equipment

A new excavator was purchased from Vanee Farm Center. We are waiting for delivery of the machine and attachments.

We have placed multiple pieces of equipment and attachments in a TEAMS auctioned scheduled for March 8th. Pieces include the old backhoe, garbage truck, firetruck, and a fleet pickup. As well as implements for machinery no longer owned by the Town.



Recycling

The EPR recycling program is due to start April 1st. This program will move the cost of recycling from the consumers to the producers. E360s Environmental will continue to collect our recycling and the Town should not experience any change in service.

Staff

No issues to report with staff. On the job training continues daily.

Streets

The crew has been busy with snow removal on the roads, with the sanding truck being required every day. The crew will be busy with the warmer temperatures ensuring that all drainage corridors are open and flowing.

January 2025 Recreation Report



February 24, 2025
Authored by: Denise Spencer

JANUARY

ARENA

- Claresholm JR A Hockey
 - The team has added local talent to it's roster, although they have only won 2 games through the season.
- Claresholm Minor Hockey: had Family weekend schedules (February 15 & 16 and February 22 & 23) tied up for playoff games, gave these dates up last minute.
 - Would have been able to fill with an out of town tournament.
- Family week skate schedule is posted on the bulletin board and door of the Arena
- LiveBarn: waiting on updates to the internet for the install
 - Hoping to have it installed before Thunders Alumni Tournament March 28-30
- Thunders Alumni Tournament
 - 2 Bars/ beer tubs to be set up on arena floor
 - Mezzanine Bar to be in operation
 - Saturday Cabaret will be in Stavelly, at the Community Hall. This should alleviate some of the issues with late hours at the Claresholm Arena that were experienced in 2023.
 - Thunders Alumni Organizer has various community groups volunteering their services for different duties at the Arena

In 2023 the Thunders Alumni Tournament gave back to community groups and organizations \$31,200

CAC

Public Swims

- Continual gradual increase in our attendance to our weekend public swims. This past weekend the Saturday sponsored FREE Swim reached 90 people.

Family Day

- Family Swim from 2-4pm sponsored by FORTIS had a wonderful turn out, with 170 people attendees.

Aquafit

- All Aquafit and Water movement classes are averaging 12 – 20 people regularly. Gradual growth and seeing more regular faces local and from surrounding communities.

Junior Lifeguard Club

- The JLC Vikings have a competition in Lethbridge the beginning of March. Looking forward to seeing how they do.

Advanced Courses

- Bronze Medallion course, February 18-20th; hit the maximum amount with 12 candidates registered.
 - Continue to see an increase in advanced course registrations.
- Bronze Cross
 - April 22-24, 7 currently registered
- National Lifeguard – May/June weekends – Currently 4 registered
 - These courses require a minimum of 4 participants to run the program.

School Lessons



- Start the week of February 24, and run until the end of May. Classes are organized and instructors scheduled and ready to go.

Family Week

- 50% of Family week lessons filled. Running Tuesday – Friday.
- Offering lots of public swim times for swimming with school out. Had 52 people attend our Tuesday swim 2 – 7 PM. Look forward to seeing how many attend the rest of the week.

Saturday Lessons

First set of Saturday lessons on March 1st. Currently all classes have registered participants.

Community Recreation & More

- Soccer: meeting January 22, 2025, 3 people showed up
 - Helping organize an older team if able
 - Requested Willow Creek Soccer write a letter to the Town asking the Town to manage the remaining Soccer funds by putting them into Trust for an undisclosed time, until either Willow Creek Soccer is reinstated, or there is a need for funding for something else.
 - Still in progress
- Claresholm Fair Board; Meeting was January 28, next date, February 25, 2025
 - Group is looking for someone to take over the President and other positions to ensure we keep this tradition going in our community.
- Claresholm Registration Fair March 19, 2025
 - Invites will be going out last week of February. Using the same list as the one created for the Recreation Guide.
 - Partnership with Claresholm Social Centre; they will be accepting the table fee of \$25 for each organization.
- Claresholm’s Spring Summer Community Recreation Guide will be available for viewing March 5, 2025
 - 43 Community Groups, organizations and businesses have been reached out to
 - Open for any community organization to submit.
 - No cost for participants
 - Online copies available to public
 - Hard copy available for viewing at the Claresholm Library, Town office, Aquatic Centre & Arena
- Water Barrel Program 2025
 - 30 Barrels and 16 water totes have been secured
 - Pricing has been updated to include GST and a small admin fee (~\$5 per Barrel and Tote)
 - March 12 – April 9, 2025 date range to order. Pick up April 17, 2025
 - Set up an order sheet through one drive for Front end staff and administration to ensure everyone is working on the same document, this should help keep things organized for 2025.
 - The Barrelman will consider opening up a second set of dates if there is interest from the community.

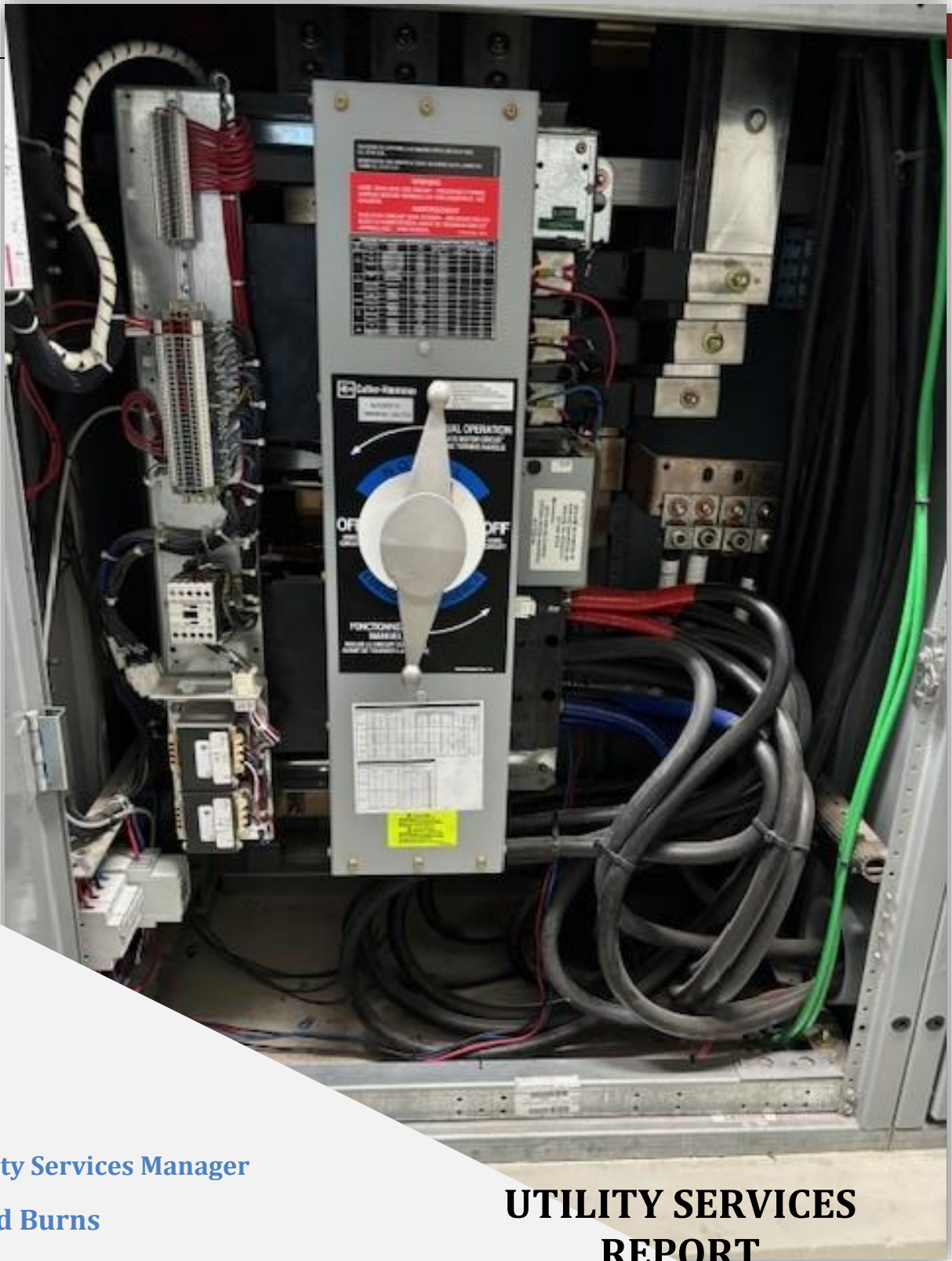


Claresholm Skate Park Association

- Will be providing Bartending services during the Thunders Alumni Tournament March 28-30
- Is working with Bike – Trak to provide the design for the Pump Track, which is phase 2 of the project.
 - Design fee of Pump Track is reasonable
- Grand opening of the Skatepark is scheduled for June 21, 2025 from 11am – 5pm.
 - Music, beer gardens, and games will be available as well as the skatepark. Should be a fun celebration!

SARA-Southern Alberta Recreation Association

- Next meeting is scheduled March 12, 2025
- Time Ins are scheduled in Taber March 18, 19 & 20
- Tianna Macaulay will return as a Director for the MD of Willow Creek.



Utility Services Manager

Brad Burns

brad.burns@claresholm.ca

www.claresholm.ca

UTILITY SERVICES REPORT

February 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.
- DMT Mechanical testing hydronic heating system glycol.
- Transfer switch serviced by EATON.

The Transfer Switch Supplies Incoming Power from the Outside Source to on-site Generation During Power outages



Alberta Environment and Protected Area (AEPA) 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.
- Annual yearend report submitted to AEPA.

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.
- Calibrate smart positioner on fill valve.
- Highway Pump Station (HPS) backup generator replacement ongoing.
- Replace batteries in UPS for on-site SCADA PLC.
- Summit Valves onsite servicing reservoir fill valve smart positioner and actuator.

HPS New Generator On-site Waiting Installation



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.
- Electronic Radio Transmitter (ERT) order confirmed for March 2025.
- Temetra cloud-based meter data management quote sent for review.

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.
- Acreage vault pumped out biweekly until source of water leak is located.

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, vales and gauges daily.
- Record main lift station daily flows to holdings cells.
- Public Works on-site flushing outfall line and cleaning grease from control vaults.

Grease Removal in Control Vaults



- 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 73.09 % level 1295.81 geodetic meters, 10534.47 (dam3).
- Willow Creek at OXLY Ranch flow (no data available) m³/s
- Pine Coulee Diversion Head Pond above Head Gates 1050.98 m.
- Pine Coulee Diversion Canal below head gates (no data available) m.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 0 (m³/s).
- Pine Coulee Reservoir level (no data available) geodetic meters, 0 (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.
- On-site Reservoir level 6690 mm.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.

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.
- Annual yearend report submitted to AEPA.