



CAO REPORT

May 26, 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.

Met with MPE engineering and Utilities Manager to discuss several items related to water treatment optimization and the supplementary pumping strategy (to be utilized when water levels have fallen below our water intake in the Pine Coulee Reservoir). Our engineer has not begun the pumping strategy that was approved by Council last year, due to dealing with other water/drought issues with other municipalities. They will begin work on the strategy shortly.

Water levels in Pine Coulee Reservoir are at 1047.627 m, which is above the water shortage response level of 1046m. At this time last year, the Town was at Stage 3 in the Water Shortage Response Plan, and the reservoir was at 1043.5m. Heavy rains in late spring and early summer allowed the province to fill the reservoir to a level that water shortage was not an issue in the reservoir for the entire summer. Although reservoir levels are much higher this year than they were last year at this time, we will need significant rain events to keep us out of restrictions this summer.

The Town and Union held its first Labour/Management committee meeting. This committee, consisting of management staff and union executive, was established after the last round of collective bargaining and is designed to promote harmonious relationships and for discussion of issues of mutual concern. The committee discussed the Town's personal days policy, health and dental benefits, and staffing issues.

The Community Development Committee met on May 15th and discussed a possible partnership with a private company to construct housing at Pine Place lots. These discussions are still very preliminary and there are no concrete plans or agreements for construction currently.

Submitted by
Abe Tinney

CAO

DIRECTOR OF CORPORATE SERVICES - UPDATE**Claresholm***For: 4/29/2024 - 5/27/2024***Financial**

- Presented an Asset Retirement Obligation Policy to Council for review and approval, per the Town Auditor's recommendation on April 28th.
- Updated the final budget figures within the Town's financial software
- The 2025 Tax Rate Bylaw was approved by Council at the May 12, 2025, meeting.
- The 2025 Combined Property Tax and Assessment Notices were issued on May 14th. The deemed date of the assessment is 7 business days after the mailing of the notices (May 22, 2025), and the assessment complaint deadline is 60 days after mailing (July 21, 2025).
- The tax due date is the last business day of June, being June 30th this year.
- Financial information with regard to the SILP Grant has been sent to the Auditors for their review prior to submitting the Final Report to the Grant Administrator, which is due by June 1st.
- Attended a Labour/Management Meeting with Managers and Union Representatives.

General

- Completed and issued the first bi-monthly utility newsletter that went out with the utility bills in early May. The second newsletter will be issued in early July. Overall feedback has been positive.
- Attended a Ricoh (Laserfiche) User Group Workshop in May, the session was very informative, and the Director of Corporate Services and Finance Assistant/Communications Administrator will be working with Laserfiche on some efficiency and free training opportunities within the software over the next couple of months.
- Had the kickoff meeting with ADP Canada regarding the Comprehensive Services Solution partnership for the Town's payroll system. The service will aid in a full set up and process review as well as additional training that will assist the Director of Corporate Services and Human Resources/Tax Administrator full utilization of the software program. The first meeting with the Time and Attendance specialist has also been held.

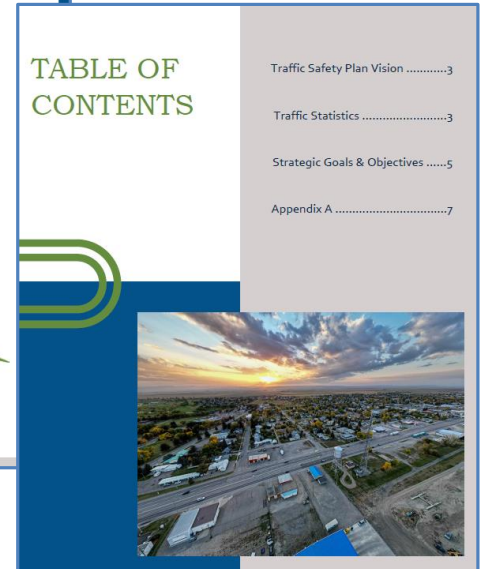
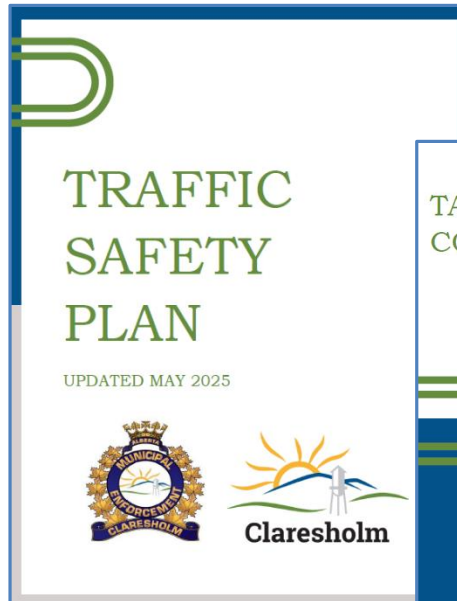
Submitted by
Jennifer Place
Director of Corporate Services

DEVELOPMENT SERVICES MANAGER REPORT



Claresholm

For: 4/20/2025 – 5/20/2025



Development Permits

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

Compliance Requests

- ❖ 2 compliance requests received.
- ❖ 1 environmental search request.

Miscellaneous

- ❖ Local Press Ads: Bylaw reminders – parking pad reminders, MPC approved ad, Public hearing notice ad, grass and weeds ad.
- ❖ April 24 – Area Structure Plan planning meeting with engineering firm and planners.
- ❖ April 29 – Alberta Purchasing Connections Webinar (open office online portal changes and the use of AI).
- ❖ April 30 – CFEP large stream webinar.
- ❖ May 6 – Alberta Emergency Alert active users refresher webinar.
- ❖ May 7 – South Region ESS network webinar meeting.
- ❖ May 13 – Meeting with Community Futures in regards to potential business programs. Discussion regarding the SmartStart program, will bring to EDC.
- ❖ May 16 – Municipal Planning Commission meeting.

On-going projects

- ❖ CPO program application initiated, draft policies, developing SOP’s for application. Discussion with RCMP in regards to traffic safety plan and support for the program.
- ❖ Centennial Park playground project – playground construction almost complete. Completed reporting with the Claresholm Lions Club for the community foundation grant proceeds.



Economic Development Report

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

Engagement Coordinator

Events We hosted our second Fair Days planning meeting this week and had a great turnout from local service groups eager to help bring it all together.

The Museum Gift Shop officially opened, and we were thrilled to receive all our new merchandise in time. It was such a successful opening weekend that we've already placed a second order to restock!

This Saturday, we'll be helping host the Spring Festival at the museum, featuring a community BBQ and the grand opening of both the exhibit hall and the newly stocked gift shop.

We also kicked off the first Market in the Park of the season. Despite the rainy, on-and-off weather, we still had 19 vendors attend, though we did lose a few to the forecast. Many booths sold out, and the food truck saw great business. Foot traffic was strong throughout the day, and "Such Drama"—our service group partner—hosted a fantastic Music in the Park event where locals, youth, and market attendees joined in for a fun community singalong.

Downtown Engagement and Tourism - We officially kicked off tourism this past long weekend with our Stay & Play package! We're excited to have 25 local businesses participating in the campaign, each offering special discounts for visiting guests.

The passport-style postcard is being handed out at the Campground, Museum, and local restaurants with checks. It encourages visitors to extend their stay and shop locally while enjoying exclusive savings. Each participating business has a "Shop Local" sticker with a QR code on their door, making it easy for visitors to connect with the campaign.

I built and finished our tourism website and now features new videos, event information, and a full list of available discounts. - <https://www.claresholmtourism.com/>

We've launched the Tuesday Market in the Park for the season, and several businesses are also running sidewalk sales during market hours to take advantage of the increased foot traffic.

We're currently collaborating with the Golf Course and the Museum, and we're looking forward to expanding into the Agriplex in the coming weeks.

The first round of business interviews with Anne Look has been scheduled, and we've already had our initial planning meeting.

We've also wrapped up filming our new Museum video with Alec, which will be released soon. The restaurant marketing video is nearly complete, and we'll be kicking off the Why Claresholm video and campaign at the beginning of June.



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. Working to help Welcoming Claresholm become a society, created draft Bylaws for them. Organizes and assists with Welcoming Claresholm events and activities, running a survey for feedback on Claresholm’s welcoming activities. Hosted a second annual Newcomer’s Guide to Claresholm presentation, roughly 25 people in attendance.

Rural Community Immigration Pilot was launched on April 30th, with the priority industries and occupations selected and listed on website. Industries included are Healthcare, Manufacturing, Law & Education, Agriculture, and Sales & Services. Began accepting employer applications to become designated in May, conducting meetings with each employer that applies. Will begin accepting candidate applications from designated employers in June. Responding to all inquiries in relation to the RCIP program. 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, 102 received so far, with 5 community support letters issued. 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.

Continues to work with Loop to develop new website.



CAO Report for May 2025

- Attended Director's Network Conference in Lloydminster- heard some information about our new measurement system starting in 2026
- Sheryl and I attended the Healthy Aging Regional Gathering in Coaldale. Sheryl was able to do some networking with others whose work centers around seniors.
- I attended a BBQ lunch at Sparta House.
- Starla and Sheryl hosted a Bridges out of Poverty course that was facilitated by Ruth Mueller
- Met in High River with the FRNs that make up our region to discuss what we are working on and if we are having any issues.
- I attended the Palliative Care meeting.
- I attended the Senior Protect meeting
- Helped to facilitate the paint night
- Offered a subsidized Home Alone and Babysitting course using Linda Smiley as the facilitator
- Met with Eliise to talk about programming in Granum for summer
- Helped 3 people with rental assistance through the Reaching Home Grant
- Still offering the Caregiver Support Group every week
- Creative Kids and Tumbling Tots are winding down for the summer; will resume in September
- Interagency will also take a break for the summer.
- Seniors' week celebrations are being held on June 3, at the Soup Bowl. FCSS will sponsor the lunch and FCSS staff will be serving. June 7 at Social Centre the Kinsmen are sponsoring a BBQ and there will be a shredding truck for people to use free of charge

Submitted by Barbara Bell

MAY 2025

HR/Taxation Report

Prepared by Lisa Chilton

Human Resources/Payroll

There was quite a flurry of activity in the Human Resources department which resulted in 3 staff hired for the public works summer staff, 3 hired for the museum and 3 part time lifeguards. Looks like all the positions are finally full. Welcome to all of the new comers. Hope you all have a great summer.

Assessment and Taxation

After clearing up the 2024 Tax Arrears List with no auctions, the 2025 list was registered with Alberta Land Titles. This consists of all properties that have more than two (2) years of property taxes in arrears. There are currently seven (7) properties on the 2025 list. These properties will go to auction, if the taxes are not paid in full, by March 31st, 2026.

The 2025 Combined Tax and Assessment Notices have been mailed and emailed as of May 14th. This is plenty of time for people to receive their notices before the Canada Post strike which has been announced as beginning May 23rd.

The following is a breakdown of the outstanding taxes, not including TIPPS participants, at May 20th, 2025. The balance outstanding is 3,376,250.45 and consists of the following:

\$3,376,250.45	All other taxes due June 30 th , 2025 (not on TIPPS)
\$ 43,473.00	On 2025 Tax Arrears List subject to auction in 2026

Taxes are due in full, except TIPPS participants, on June 30th, 2025.



Claresholm
Where **Community** Takes Root

Infrastructure Services Report



May 2025

Jace McLean

Director of Infrastructure

Arena

Waterproofing Roofing out of Lethbridge applied a waterproofing product to the arena roof. We experience slight leakage after big rains or large snowfall melts over the winter. After the fix, one small leak was found, which has since been fixed.

The Arena solar contract was awarded to D-Comm, no firm dates have been set for installation.

Parks

The parks crew have been very busy with mowing. The grass looks great after the spring rain. Irrigation has been charged in multiple areas, although it has not been needed yet.

Construction is completed on the Centennial playground. Soft Surface installation is scheduled to begin June 9th.

The Campground opened May 1st and was booked 1 spot short of capacity for the long weekend. 5 full-service sites were upgraded to 50amp power to meet demand for larger units.



Equipment

All equipment is operational. Regular maintenance continues.

Town Buildings

Regular maintenance continues on all town buildings.

Garbage

Spring cleanup is finished. We collected multiple 25-yard bins of waste, along with a large pile of scrap metal. E-waste and tires were also collected, in conjunction with the 4-H e roundup. There were no major concerns with the new program, it only required 30 minutes of work daily to keep the site clean.

Water Distribution

No issues to report with the water distribution system.

Sanitary Sewers

The annual sewer flush is now complete. Enzymes continue to be added weekly to the system, we are seeing positive results.

Storm Water/Drainage

The Westlynn Storm project handled the rain very well. The usual problem areas did not have any issues.

Sidewalks

The 2025 sidewalk tender was awarded to McNally Contractors. 3 companies submitted bids and the prices were comparable. We have had great success the last couple years with McNally’s work on the sidewalks. The prices were 30-40% higher this year than last across the board, which will affect the amount of sidewalk that will be replaced.



Recycling

The EPR program is underway. Administration is in the process of negotiating the commercial contract with e360 for another term.

Staff

The 3 seasonal positions have been filled and the employees started work on May 12th. One labourer is posted at the cemetery for maintenance, one works with the parks crew for whipping, and the gardener is working hard on the downtown planters.

Cemetery

Internments have picked up this spring. The crew has been busy with that and maintenance.

Streets

Street sweeping and road repair continues.

Alley Maintenance is ongoing, every alley in Town will be graded this spring, and again in the fall.

Crack filling will begin once the weather warms up.



Claresholm Recreation April & May 2025 Recreation Report



Pitch in Canada May 2, 2025, Photo Courtesy of the Claresholm Local Press

May 26, 2025

Authored by: Denise Spencer

CLARESHOLM RECREATION

ARENA

- Spring and Summer rentals have been somewhat steady, with birthday party requests, Welcoming Claresholm, and other community organizations
 - The Mezzanine has also been utilized during this time period
 - The Greater Foothills, Family Resource Network has begun to transition out of Mackin Hall, into the Mezzanine
- Request by a Town member to have the Arena Sign on the top of the building outlined so it is visible during the winter.
- On April 16, there were 16 participants at the Arena during Welcoming Claresholm's Sport night.

CAC

SPRING/SUMMER SWIM LESSONS

- Registration opened March 19th at 12 PM for our spring/summer programs. Programs are outlined until the end of August.
- Opened up some additional evening swim lessons in coordination with swim club. Space sharing the shallow area/ramp.

HOMESCHOOL SWIM LESSONS

- Added a set of Homeschool swim lessons May 26 - 30. Waitlist on the Swimmer 1 & 2 class. Will adjust to accommodate.

PUBLIC SWIMS

- Our weekend public swims are maintaining between 50 – 90 people on both Saturday & Sundays.
- ATB - David Burnett, sponsored FREE public swim on Monday May 19th. 60 people in attendance.

AQUAFIT

- Our water movement program has grown rapidly on Tuesday & Thursday 11:15-11:45 AM from 4 candidates to averaging 8-11.
- Our AM class has grown slowly, previously steady at 8 – 10 people, the last few weeks have been 12 – 14 participants.
- 1 – 2 PM is averaging 19 – 24 participants.
- Evening Bootcamp averaging between 5 - 10 people. Numbers decreased a little due to warmer weather as per normal.

ADVANCED COURSES

- Have seen a need for National Lifeguard (NL) recerts within the Aquatics community. Offered one in April and one in May, both had filled with 12 participants each. This is a new avenue of revenue we will be capitalizing on, opening our recerts to the public. Will be opening up another NL recert for external candidates end of June.
- Continue to see steady registrations in our advanced courses.
- National Lifeguard – May/June – Currently 9/12 registered
- Lifesaving Swim Instructor – Just completed with a total of 8 participants.
- Lifesaving Swim Instructor Recert- May 24th – 8 external candidates registered
- National Lifeguard Recert – June 20th – 8 external candidates registered

These courses require a minimum of 4 participants to run the program.

SCHOOL LESSONS & PROGRAMS

- School lessons just wrapped up!! Lots of great feedback!! Will be sending out an email to the schools to get ready for the 25/26 school year.

SWIM CLUB

- Swim club is back in their full season. Short season ending first week in August.
- They will be hosting their annual swim meet June 20 & 21.

***NEW - MASTER SWIM CLUB**

- We have coordinated with the coach of the Krakens Swim Club, Lydianna O'Neil to offer an 8-week masters swim club program. Our goal is to engage persons looking to improve their strokes, fitness or anyone looking to compete in triathlons etc.
- The program will run, June 3 - July 29. Tuesdays and Thursdays 7:15 - 8:45 PM. Persons can register for both 2 nights per week or 1 night per week. We are currently allowing up to 10 participants per night as we will be space sharing with Bootcamp and lane swim. Drop-in option is also available.

LIFEGUARD CHALLENGE

- We have created a lifeguard challenge for April & May not only testing their minimum standards but exceeding beyond them. There are 37 items on the skills challenge. This is something we will continue to do with the lifeguards to continue building their skills. The importance of not just meeting the minimum standards and growing in our skills has been a priority within the team. One lifeguard has successfully completed the challenge, some nearing completion.

Claresholm Ball Diamonds

- Ball Diamonds Schedule is now available at claresholm.ca under the Arena.
 - The arena calendar has been used for Ball Diamonds since 2024, it's a simple google calendar, embedded into the website
- Claresholm Slopitch will have 6 teams for 2025, down one team from 2024, but up from 4 teams during Covid.
- Co-op Community Spaces: results to be released by mid June
- CFEP-Small Funding Opportunities: results should be released by the end of June

Claresholm Skate Park Association

- Waiting for the design of the Pump Track so we can start the next phase
- WSP with the Town are working on the landscaping for the park
- 2 beer garden dates for the summer - July 19 is The Range and August 9 for the Fair Days youth rodeo
- Grand opening of the Skatepark is now rescheduled for fall 2025 to give the grass the opportunity to grow in the dirt areas.

Community Recreation & More

- **Ugly Bleacher Contest:** submitted Centennial Park Bleacher into the contest for a new bleacher with Sport Systems. First prize is a new bleache, second prize is \$5,000
- **Garden Information Series:** April 29, 2025
 - Approximately 36 people attended
 - Oldman Watershed Council, Clay Moss Greenhouse, and Chickadee all presented
- **Plant & Seed Exchange:** May 29, 2025
- **Claresholm Fair Board;** met April 28, 2025
 - Next meeting date is May 27

- Promotion of the Bench Show is starting to kick off.
 - Catalogs will be available at the Local Press, Elementary School, Preschool, Town Office and IGA
- **Claresholm's Fall Community Recreation Guide, Deadline for Submissions July 16, 2025**
 - **To be released August 6**
 - 43+ Community Groups, organizations and businesses were contacted May 5
 - Open for any community organization to submit.
- **Water Barrel Program**
 - The Town has barrels from the water plant that we will be working with the Barrelman to refurbish into water barrels
 - Currently there are 18 barrels in stock, once they are picked up from the Town Yard we will advertise another Water Barrel Sale.
- **Water Barrels at Town Buildings;**
 - These will be used to set up water stations for the Pollinator Gardens at The Bark Park and Frog Creek Wetlands.
 - This Gesture is threefold
 - Ensuring the viability of the new gardens
 - Encouraging users of the park spaces to water the gardens or trees
 - Shows residents that the Town of Claresholm is serious about our efforts for conservation, hopefully contributing to good will
- **Welcoming Claresholm:** One Wednesday a month has been set up as a Sport evening, open to all.
- **Pollinator Garden Project-With Oldman Watershed Council**
 - June 6, 2025 2 gardens will be started at the Claresholm Bark Park
 - 2 Gardens scheduled for Frog Creek Wetlands will be scheduled after.
- Beach Volleyball: Request from a group to clean up the courts at WCCHS
- **CRAZ, Calgary Regional Airshed Zone; Came** out May 22 to do a site visit for their portable unit.
 - The goal with having a portable unit in place for one year is to provide an air quality base in Claresholm. Claresholm is the town farthest south in the Zone. There is currently no base.
 - 2 Areas were found to be desirable, Centennial Park & the Town Office
 - Feedback from other community's regarding the unit being on site was positive
 - Chestermere, Okotoks, High River, Airdrie have all participated

Bark Park Committee

- Annual Meeting, April 28, 2025
 - Bark Park Board is interested in the Naturalization of the park, meaning native plant species, dirt pathways (not paved), and environmentally safe gopher removal.
 - Group is working to procure tires and other materials for a recycled dog agility course at the park.
 - Group will be flagging, and fencing off wild roses, and other trees and bushes that have sprung up in the park.
 - More trees will be live staked this spring.
 - The Gazebo, that a local community member is donating to the park will be installed once there are footings in place to anchor it.

Southern Alberta Summer Games; SARA-Southern Alberta Recreation Association

- Director meeting May 8, 2025

- Looking forward to working with the Recreation Coordinator with the MD of Willow Creek for a second year



Claresholm

Utility Services Manager

Brad Burns

brad.burns@claresholm.ca

www.claresholm.ca

UTILITY SERVICES REPORT

MAY 2025

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 membrane racks.
- Rinse CIP tanks.
- Clear Water Controls on-site servicing gas chlorine equipment and testing backflow preventers.
- Test UPS batteries and replace as needed.
- Remove 60 hp pump form distribution area for rebuild.
- MPE technicians on-site changing out serial radio system to ethernet all locations.

Removing High Lift Distribution Pump for Repair



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.
- Seven-day noncompliance letter sent to AEPA for THM DBP.

Training and Continuing Education Credits

- Continuing Education Credits (CEU's) available.
- Boots on the Ground course.
- Advances in water meters.

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.
- CINTAS on-site assessing WTP first aid kit.
- OH&S updates and review.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Transfer Powder Activated Carbon.
- Changing coagulants to help remove disinfectant by product

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.
- New backup generator load tested and commissioned.

Old and New HPS Backup Generator



1988



2025

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.
- Remove distribution pump for rebuild.

Universal Metering

- Meter readings as requested by the office.

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.
- Acreage vault pumped out biweekly (public works to locates source of incoming water).

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.
- Replace pump #1 VFD and surge protection.
- New variable speed drive installed.

Lagoon VFD's Communicate with Wastewater Pump Motors



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 level 80.91% ----- geodetic meters, 11662.19 dam³.
- Willow Creek at OXLY Ranch flow 2.12 m³/s
- Pine Coulee Diversion Head Pond above Head Gates 1053.32 m.
- Pine Coulee Diversion Canal below head gates 7.51 m.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 0.20 m³/s.
- Pine Coulee Reservoir level 52.87% ----- geodetic meters, 287835.75 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 6700 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).



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.
- Check pressure reducing valve (PRV).
- Clean chlorine line, injection quill and replace line or pump tube as required.
- Summit Valve on-site to service PRV.

M.D Industrial Airport Distribution System

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

PRV Meter Vault

- Check PRV vault operating pressure.
- Summit Valve on-site to service PRV.

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.

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.
- Summit Valve on-site to service PRV.

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.
- Seven-day compliance letters sent to AEPA for three water repairs.
- Seven-day noncompliance letter sent to AEPA for THM DBP.

