



CAO REPORT

September 22, 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.

Held meetings with a small AI company out of Calgary who can provide the Town with an in-house AI solution to working with our vast data catalogue. The technology would assist with generating reports and summaries of issues, particularly useful in reviewing past council minutes and motions. Administration is using AI in some of its processes and will be bringing an AI policy to Council for consideration soon. The policy will provide guidance to administration on the appropriate use of AI, including protection of privacy considerations.

Attended an ICF meeting in the MD on September 10th. The committee approved a motion to work with the MD on preparing a regional application for the 2028 Southern Alberta Summer Games. The towns of Stavely, Nanton, Claresholm and Fort Macleod would be the hosts if the initiative is approved by the respective Councils. This item will come to Council for approval prior to applying to host the games.

There will be a Waste to Energy presentation at the MD office on October 1st at 1:00pm. Councillors are invited to attend. End Point Recovery is a waste to energy company that converts municipal solid waste to energy (Diesel) and carbon. This presentation is coordinated through the Willow Creek Regional Landfill board, who have been exploring various alternatives to landfilling municipal solid waste.

Election planning is in full swing, with Nomination Day on the 22nd of September. Staff have been attending meetings and training and everything is in place for the election on October 20th.

Held separate meetings with Evolution and Castle developers to discuss next steps in their development. The Development Services Manager was in attendance, as were the engineers for both developers.

Structural upgrades to the Arena for the solar project have been pushed back until after the October 14th Council meeting. We cannot begin work on this project until the borrowing bylaw has passed and administration has published notice of the bylaw to the public. Once the bylaw has been advertised, and provided there is no petition against the bylaw, the project can begin.

Submitted by
Abe Tinney

CAO

DIRECTOR OF CORPORATE SERVICES - UPDATE

For: 8/9/2025 - 9/13/2024

Financial

- 2026 Budgeting preparation has begun. The Director of Corporate Services has scheduled meetings with Department Managers to review budgets and discuss potential initiatives and projects that may need to be considered as part of the upcoming budget.
- Review and updating of grant applications to align with approved project tender amounts.
- Preparing information for final reporting for the Summer Job grants for both Public Works and the Museum.
- Prepared funding breakdown for the Community Centre Project so the Board can complete and submit its final CFEP reporting.
- Prepared Borrowing Bylaw for the Arena Roof Solar Project. First reading has been approved by Council. 2nd and 3rd reading will take place following the advertising and petition requirements. Upon final passing of the bylaw the borrowing application will be submitted to the province.

General

- Participating in training and election preparation meetings with Returning Officer, as Director will be a Substitute Returning Officer for both the Advance Poll and on Election Day.
- Have been working on various policy initiatives with the CAO to bring forward to Council for consideration.
- Attended a Government Finance Officers Association board meeting as part of their annual strategic plan update.
- Continue to meet with staff reports regularly and have been attending monthly museum board meetings.

Submitted by
Jennifer Place, MBA
Director of Corporate Services

DEVELOPMENT SERVICES MANAGER REPORT



Claresholm

Development Permits

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

Compliance Requests

- ❖ 4 compliance requests received.

Miscellaneous

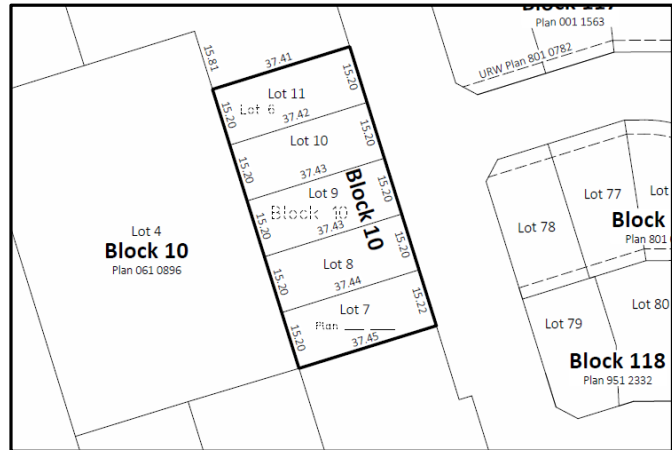
- ❖ Local Press Ads: Being a great neighbor reminders, grass and weeds reminders, dog owner etiquette, property clean-up reminders, public hearing notices and scooter reminders.
- ❖ August 19 – Catalis discussion regarding products, etc.
- ❖ August 21 - Evolution land ASP discussion, servicing and off-site infrastructure meeting.
- ❖ September 8, 2025- Castle ASP open house, circulated 8th street, the MD of Willow Creek and notice given in the Local Press.
- ❖ September 12, 2025- meeting with developer in regards to development scenarios and planning.
- ❖ September 15- EDC meeting.
- ❖ September 15 – meeting with Developer in regards to ASP.
- ❖ September 17 & 18 – Planning P Emergency workshop in Nanton.
- ❖ September 22, 2025- Meeting with Amazon representatives.
- ❖ September 24, 2025 – meeting with Avison Young to discuss marketing strategy for Evolution Lands ASP area.
- ❖ September 26, 2025 – MPC meeting.

On-going projects

- ❖ CPO program – application submitted to the Sol Gen, currently under review. Vehicle being outfitted with municipal decals.
- ❖ Community Centre grant reporting completed and submitted.
- ❖ Centennial Park grant application reporting completed and submitted.
- ❖ Budget meetings to discuss events, economic development and Peace Officer program.
- ❖ Two approved subdivisions continuing to work on conditions (DA, etc.)

For: 8/10/2025 – 9/20/2025

Notable application – subdivision of 5 lots intended for residential west of Tamarack subdivision.





Economic Development Report

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

Engagement Coordinator

Events

This summer has been a busy and exciting one! Fair Days reached an all-time high for visitors, bringing more people out to see what our community has to offer. We hosted two downtown Movies in the Park and partnered with the Range Gravel Road event. Every week, Tuesdays in the Park brought our community together with BBQs, water fights, rock painting, kids' crafts, kite making, pop-up sports, ice cream socials, and more—creating fun experiences for families while supporting local vendors in Amundsen Park

Downtown Engagement and Tourism

Downtown engagement was a highlight this year! Businesses joined in for Fair Days with western décor, and winners were treated to staff pizza parties and sweet treats. Music in the Park and Open Mic ran every other Tuesday, with groups like the Kinettes, library, FCSS, and local businesses stepping up to host and connect with the community.

Sunkiss Radio promoted Claresholm all summer, highlighting Fair Days, the Museums updated gift shop, and the Stay & Play program. Stay & Play was a big success, bringing golfers to town to camp, golf, and explore local businesses with coupons and promotions.

We also worked with consultant Anna Look and presented a three-step tourism plan to EDC to move Claresholm toward becoming a destination, not just a stop on the highway. The new “Why Claresholm” campaign is underway, with photos and videos set to launch this winter. In addition, we're partnering with Travel Alberta on an economic impact estimate for summer tourism. And working with the Range with the website update, sending over material for their website to highlight Claresholm as one of the destinations that host the event. Hoping to draw in double the number of riders this coming summer.

The Stay & Play program was a huge success this summer, drawing visitors to Claresholm to camp, golf with the 2-for-1 pass, and explore our local businesses. Many guests extended their stay to enjoy everything our community has to offer, using coupons and promotions at shops and restaurants. Businesses have shared great feedback on the positive impact it brought to town.

Education /Training

Regular weekly and monthly check-ins with Anna Look Consulting, along with participation in the Southwest Economic Development tourism roundtable.

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 bi-monthly meetings with IRCC. Attends Welcoming Claresholm Committee and FCSS Interagency monthly meetings.

Working to help Welcoming Claresholm become a society. Created draft Bylaws and working with committee to finalize these. Created 2025 – 2028 Welcoming Claresholm Strategic Plan. Organizes and assists with Welcoming Claresholm events and activities.

Continues to work with employers and candidates on RCIP. Reviews employer applications to become designated, conducting meetings with each employer that applies. Began accepting candidate applications from designated employers in June, reviews each and meets with candidates, so far 10 allocations have been issued, all to candidates already living and working in Claresholm. Responding to all inquiries in relation to the RCIP program. Continues to support candidates and employers who participated in the RNIP program.

Responds to enquiries about the Rural Entrepreneur Stream and corresponding with candidates. 5 community support letters issued 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. Sends 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, now preparing and editing the website for launch.

Other meetings and events:

- Assisted with Fair Days.
- Assisting with Welcoming Week 2025 activities (Sept. 12-21)
- Represented Welcoming Claresholm at Volunteer Resource Fair
- Creating Connections Online Workshop – about Co-operatives



CAO Report for September

- We had 36 families apply for the school supply program this year. Kinettes supplied bags full of school supplies for 68 children.
- We received a donation of \$435 from Cottonwood that was raised during their Fair Days pancake breakfast.
- We also received 2 donations from ATB totaling \$1518.
- Kaz has a program that donates money to FCSS every month. To this date we have received \$1205.
- Starla and I hosted a field trip for junior teens to Lethbridge for pizza and bowling. The kids are becoming much better behaved as we continue to take them on field trips.
- Pop up activities for kids this summer were, a literacy tent at the library, gymnastics, and spray park fun.
- Met with the FRN specialist to go over and create a new schedule B. We are now using the funding to run Tumbling Tots for kids 0 to 6 years and for our Junior Teen group. The report will focus on these two activities and report on Child Development and Well-Being. A new grant agreement was signed which will begin now and end March 31, 2026
- We are in the second quarter of the second year of the Reaching Home Grant and there is \$4836.65 remaining. The grant will be finished March 31, 2026. There is talk of more funding for the following two years.
- Westwinds Communities is still sending a Rent Subsidy Assistant to our office one full day a month. She sees about 5 to 6 clients each time she is in office.
- Sheryl attended the Senior Protect (formerly Elder Abuse Coalition) meeting in Vulcan. She toured the Vulcan FCSS offices and networked with their Senior Support worker.
- Sheryl is planning some lunch n learns for seniors. Our next one is on Personal Directives and Power of Attorneys. She is also still assisting with lunch n learns at Cottonwood.

- With a suggestion from the Board, Starla organized a Volunteer Fair. We had 17 agencies set up to sign up volunteers. Unfortunately, we did not get the response of attendance we were hoping for. However, it was a great evening with networking of the agencies in attendance. We will review and decide how to proceed next year.
- Starla has all the regular programming up and running again since the summer break. (Family BINGO, Creative Kids with Vivienne, Junior Teen, Interagency etc.)
- We received notice that our CVITP grant has been approved again for the 628 taxes that we filed. We will receive \$3140 soon.
- We have received a grant from Healthy Aging/United Way for \$5000 which will end March 31st. This is part of the grant the Transportation Society received. When they terminated the contract, they asked if we would like to use the money for a taxi token program. We will be making coupons worth a full ride in a cab (\$15) and we will be making sure to get these to the low-income seniors that need help in getting around town.
- We are planning on partnering with Cottonwood for our Drumming Program. They have a great soundproof room and plenty of appropriate space for storing the drums. It will be opened to the community to join.

September 2025

HR/Taxation Report

Prepared by Lisa Chilton

Human Resources/Payroll

Summer has gone and with it goes our summer staff. The three staff at the museum finished up their season at the end of August. It was busy for them with visitors and events. The seasonal staff in public works are just about finished. One of the staff finished at the end of August and we were able to extend the gardener and one of the seasonal labourers to finish up what was a very busy growing season.

There are no vacancies at the moment so Human Resources is taking a break from the hiring process.

The Corporate Services Director and I have been spending a good amount of time with ADP, our payroll provider, to extend our use of the system. We now have a dedicated team of support so it is getting way more user friendly. We will continue to grow with the program and use some of the many features it offers.

Assessment and Taxation

There are seven (7) properties remaining on the 2025 Tax Arrears List. All arrears letters were sent out in August, and we will continue to work with the rate payers to get the arrears down.

The following is a breakdown of the taxes outstanding, not including TIPPS participants, at September 16, 2025. The balance outstanding is **\$298,586.06** and consists of the following:

\$ 232,963.39	All other taxes past due and not on TIPPS
\$ 65,622.67	On the 2025 Arrears List. These properties will be going to auction after March 31 st , 2026 if unpaid.

There will be at least three (3) applications for council to review at the next council meeting for the Community Organization Property Tax Exemption Regulation. The deadline for applications is September 30th,



Infrastructure Services Report



September 2025

Arena

Ice has been installed at the Arena and it is open to the public as of September 15th. No issues were found in the ice plant on startup.

The score clock has been installed and is ready for the upcoming season.



Parks

The Town was awarded the FORTIS tree grant and we have 98 trees on order, due to be delivered September 22nd, and planted the following days. These trees will be planted in greenspaces all around Town.

The Town was awarded the grant for Moffat Ball Diamond. Work will hopefully begin this fall and be finished before the ball season starts next year. This project includes new dugouts and fencing at Moffat, new roof at the Millenium kitchen building, and new shale for all of the ball diamonds in town.

Town Buildings

Regular Maintenance continues. The Museum roof repair will begin at the end of September now that it is closed for the season. The fall fire alarm inspections were completed in early September, the Town has 7 facilities with fire alarm systems, and 4 with kitchen suppression systems.

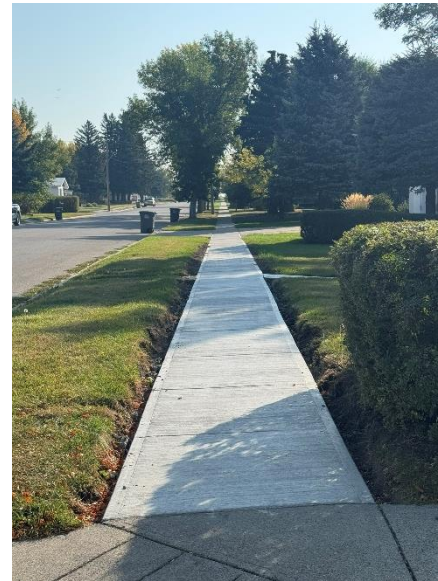
Garbage

Garbage collection is going well. To date the Town of Claresholm disposed of 1,266.13 tonnes of wet waste in 2025.

Sanitary Sewers

Monthly maintenance continues. Town crews have increased enzymes added to the sewer after a grease blockage was found.

Town crews have installed 2 new sets of water and sanitary services to two properties in Claresholm, due to root intrusion in the sewer lines and low water pressure due to under size service lines.



Sidewalks

The sidewalk replacement program is complete, with 387m of sidewalk replaced throughout Town. The cost of concrete rose roughly 60% from last year.

Cemetery

Cemetery maintenance will continue through the fall as time allows.

Streets

Street patching is underway for the dig sites around Town. Street sweeping will begin as the leaves begin to fall.

Shallow services have been installed at Pine Place and streetlights have been installed there and 55th Ave East,

Public works staff re-oiled two roads on the East side of Claresholm. 59th Ave and 2nd St.



Equipment

No issues to report with the equipment.

Water Distribution

The 4th St water main replacement is well underway. All deep construction has been completed, and the contractor is working on surface preparation for new sidewalk, curb and gutter, and asphalt.

Public works staff are working on the annual valve inspection program. All 380+ valves in town will be located, cleaned, and exercised 3 times and have a conditional assessment done. This is required every year and takes two staff members roughly 2 weeks to complete.

Storm Water/Drainage

No issues in the Towns storm system. Ditches will be re-graded over the fall and winter as the ground hardens.

Recycling

No issues to report.

Staff

One seasonal labourer finished the last week of August, the other will be here until for another week.

The gardener has agreed to stay on until mid-October to assist with tree planting and watering, and to prepare the flower beds for the winter.



Claresholm Recreation August & September Recreation Report



September 22, 2025
Authored by: Denise Spencer

CLARESHOLM RECREATION

ARENA

- Claresholm Minor Hockey Registrar & Recreation have worked cooperatively to have a base schedule available. The schedule can be accessed online at <https://www.claresholm.ca/visitors/get-active/arena#sub>
 - 4 Tourneys slotted for Claresholm Minor Hockey
 - A U15 Girls Hockey Tournament scheduled opening weekend
 - 2 tournaments for Glenlake Hockey Association from Calgary, U9 and U18
 - Yeti U9 Team will be practicing full ice on Saturday's.
- User agreements have been sent out to local users
 - Local users with keys have been asked to drop them off and pick up their Fob for off hours access to the Arena
- LiveBarn promotional material has been set out at the rink.
- New Fox Diner has signed the contract for 2025-26 season
- FCSS Teen group has scheduled their dates for fall
- Foothills Resource Center will be running programs on Tuesday mornings
- Scoreclock: Was hung the week of September 1st, after installation of the Minor Hockey C logo, and Cooperators Logo.



CAC

SUMMER SWIM LESSONS

- Summer Lessons, we changed our format in delivery from 1 week 5-day (5 Lessons/set) lesson to 2-week Monday – Thursday lessons (8 lessons/set).
Our goal was to increase our pass/fail rates as our instructors feedback was that the 5 or 6 lesson sets were just not enough to complete all the kids' required skills. We did see an increase in our pass/fail rates.
Instructors and candidates feedback has been positive.
- Summer lessons we put through 135 kids.
- Offered evening summer lessons in August as swim club had a short season. All programs filled with candidates.
- Advanced Lifeguard courses we put through 27 people.
- We were able to try space sharing with swim club, utilizing space they were not using for some swim lessons. This was a success and something we will be building into our programming for next summer.

PUBLIC SWIMS

Our public swims-maintained numbers through the summer. With upgraded outdoor facilities around us (Fort Macleod & Vulcan) our summer focus will be to continue building our programming and potentially bridging into day camps.

We ran a Junior Lifeguard Summer camp which was a hit and we were able to get 8 kids in it, with very positive reviews.

AQUAFIT

- Our water movement program Tuesday & Thursday 11:15-11:45 AM continues to average 8-11 people.

- Our AM class has been a consistent 12 – 16 people, slowly growing, previously steady at 8 – 10 people
- 1 – 2 PM is averaging 19 – 24 participants.
- AquaHealing maintaining between 5 – 9 participants. Will be looking to grow more in the fall.

ADVANCED COURSES

- July – Successfully delivered a Bronze Star, Bronze Medallion & Bronze Cross. In the winter we mentored a new instructor, they facilitated these courses and received great feedback.
- August – We ran sport coach program, providing ability to coach Junior Lifeguard club. We mentored 3 new internal instructors in this course as our Junior Lifeguard club continues to grow (see Junior Lifeguard Club update below).

DROWNING PREVENTION WEEK (July 20-26)

We successfully ran multiple activities in promotion of Drowning Prevention week. Promoting water safety with a focus on active supervision and never swimming alone.

Our Lifeguard team attended the local vendors market to promote our Aquatics programs (see picture attached).

JUNIOR LIFEGUARD CLUB

We offered a Junior Lifeguard Club Summer Camp August 18 – 22. We successfully had 9 kids participate with great feedback.

The program ran 12:30 – 4:30 PM daily allowing for parents to drop off kids for the afternoon.

We will be continuing to grow and develop this programs moving forward.

SWIM CLUB

Swim club had a great season. They ended early at the end of August.

Annual swim meet June 20 & 21 was successful with over 200 competitors.

***NEW - MASTER SWIM CLUB**

Masters Swim club has started and we were able to get 8/10 registrants. Has been a success with great feedback!!

We have continued this program into the fall programming.

NEW KIDS SLIDE

We are excited to have a new little kids slide. Our previous one broke. We were able to purchase the new one in the attached photos.

We have received great feedback. Also attached in the photos our Slide Rules we got put on.

LIFEGUARD TRAINING

We have continued working hard on developing our lifeguards’ skills and getting them to progressive standards.

We have created standards that are more in-line with Senior

Lifeguards roles and expectations as with more experience should come higher competencies.

We added in a Spinal training session as this was an area of concern and needed to be addressed right away to reduce liability and concerns. The training went well and the lifeguard’s confidence in this area is no longer a concern.



We are continuing to work on mentoring and development in our Aquatics team. Offering Instructor Certifications to build our team and expand what our facility can offer.

Our senior team has been a focus for mentoring to work on their leadership skills to further develop our Assistant and Junior Lifeguards.

Training photos attached.



FALL PROGRAMMING OVERVIEW

- Intro to water sports (Water polo, Synchro, Underwater Hockey) – Currently running the Synchro sessions, 5 registrants, having lots of fun!!
- Masters Swim club is back, registration a bit lower, but drop-ins due to school and kids sports
- Junior Lifeguard Club started – great turn out!! Winter JLC Sport, we had 6 kids, we currently have 10 registered. Winter JLC Vikings, we had 5-8 kids, we currently have 11 registered.
- Bootcamp is back on Tuesdays & Thursdays.
- Homeschool Lessons are now offered on Fridays and all classes are full with a great turnout and high demand.
- All regular lessons are running. Tues/Thurs PM, Mon/Wed AM, Wed PM, Saturday AM. All registrations are filled.
- Brought in Adult Lessons on Sundays starting Sept. 28. We currently have 12 registered. Has been an amazing turn out. Considering opening an additional class due to high demand.
- Aquatics is expanding our programming with the Red Cross “Stay Safe” & “Babysitting” program!! These programs are being offered in November while the pool is in shutdown to continue offering programming. We are excited to have partnered with FCSS. They have graciously subsidized \$30 for each candidate’s registrations lowering the registration costs. Current registration Babysitting and Stay Safe both have 5 registrants. Estimating full classes by November.



Claresholm Recreation

- **Community Registration Fair September 10, 2025:** Had over 20 people attend, many were with the immigration program. We are looking for ways to make this more successful. Skating Club, who had operated the registration fair pre covid stated that lack of participation was noted when they organized the event.
- Attended the **Volunteer Resource evening September 11** at the Social Centre. It was a great evening of sharing, although there was not a lot of community members attending.
 - Created a Community Champion Postcard
- **Pollinator Gardens:**
 - Waiting to hear what date the logs and treefall will be added to this project for the pollinators
 - On September 26, The Oldman Watershed Council will be performing a Bio Blitz at the Frog Creek Wetlands Pollinator

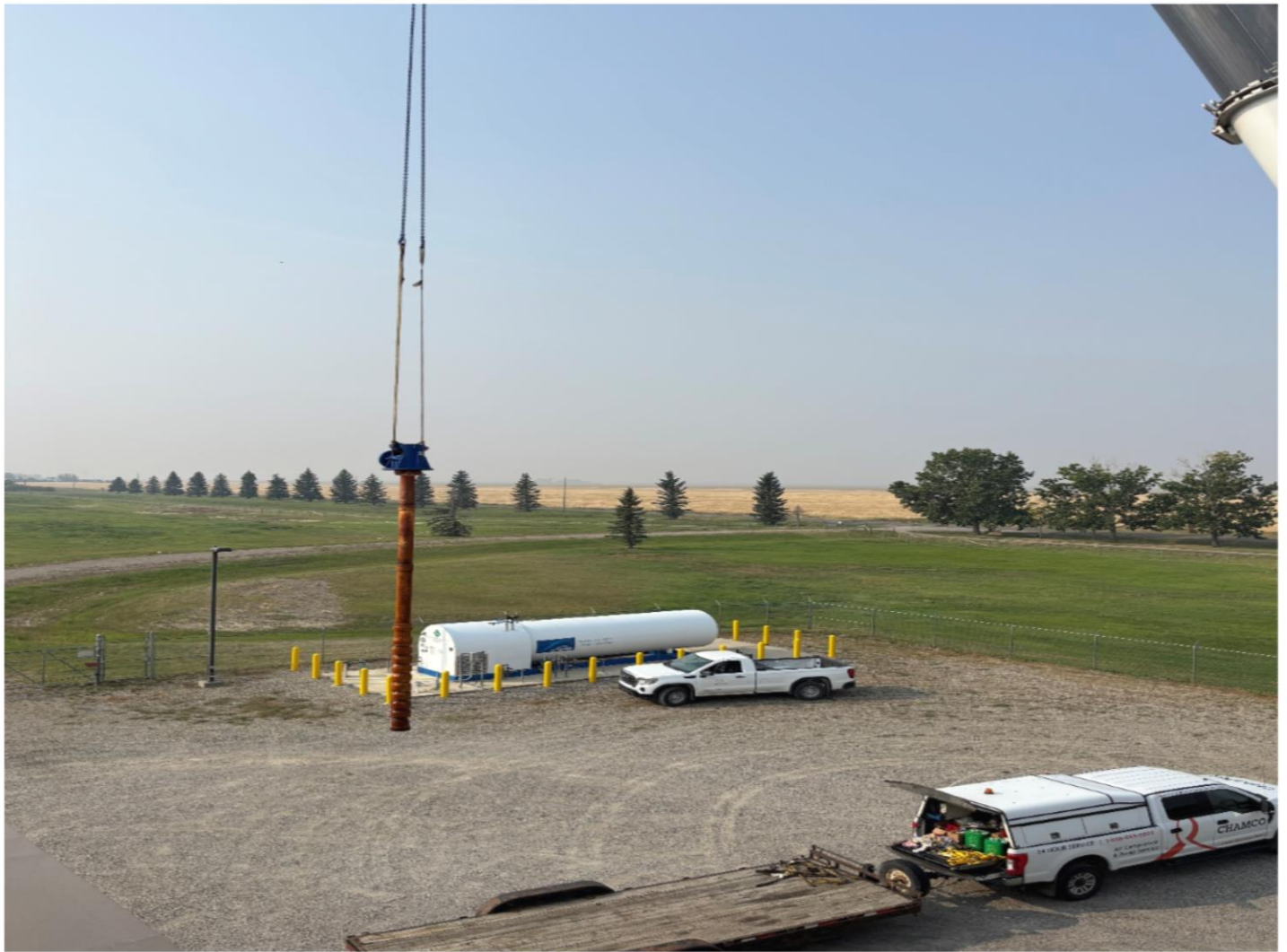


Gardens. Capturing, identifying and inputting into iNaturalist App for identification

- **Claresholm Fair Board:**
 - The group is looking into finding alternative storage. They have been renting a storage room at the Arena for over 20 years. Administration sent this request after Skate Club requested the storage room.
- **Radio:** For the second year Recreation and Engagement Claresholm have been working with Golden West (High River Radio) to provide advertising for the events that Claresholm puts on and to boost economic growth. This year they have presented a proposal that the Economic Development Committee is interested in taking on.
- **Claresholm Skate Park Association**
 - Have delayed the Skate Park Grand opening until after the landscaping plan is completed
- **Regional Collaboration for Fair & Sustainable Sports & Recreation Fees, Seminar**
 - Attended this seminar on September 18, 2025
 - Market realities & rate structures discussion.
 - The power of regional collaboration

SARA-Southern Alberta Recreation Association

- Meeting is scheduled October 8th through Microsoft teams. This will be an update of the 2025 games, the 2026 games and regular meeting.



Claresholm

Utility Services Manager

Brad Burns

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www.claresholm.ca

UTILITY SERVICES REPORT

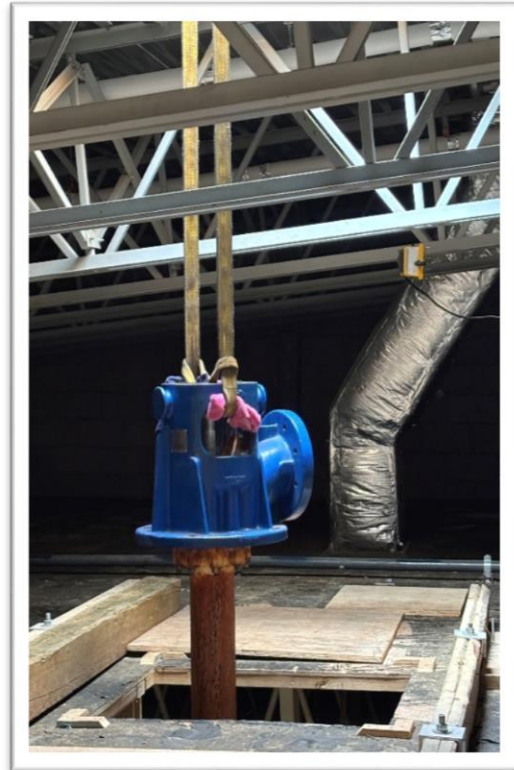
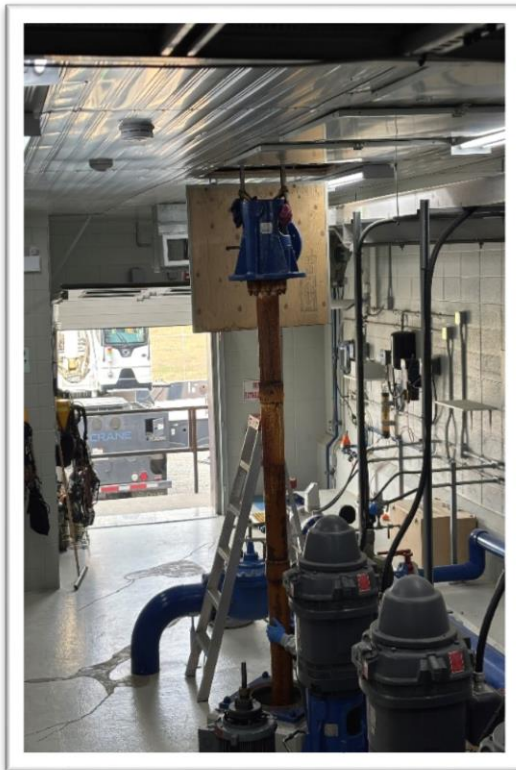
September 2025

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.
- MPE on-site reviewing VFD replacement project.
- M.D of Willow Creek IT Projects Coordinator install new wireless WIFI hub.
- MPE on-site trouble shooting neutralization tank reject header pressure issue.
- Replace pH sensor on neutralization tank outflow.
- Replace laboratory raw water sample pump in lower DAF area.
- Replace oxygen reduction potential (ORP) probe on neutralization tank outfall.
- DMT Mechanical on-site to complete BMS hydronic heating system service.
- CHAMCO technician on-site with crane to remove HLP 1701

Treated Water Distribution High Lift Pump (HLP) 1701 Removed and Sent 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.
- THM pilot testing.
- Resample NDMA for schedule 4 tests.
- Cyanobacterial testing sent to Element Labs.

Training and Continuing Education Credits

- Continuing Education Credits (CEU's) available.
- Operator 2 certificate of qualifications issued.
- Operator in training water treatment certification in process.
- Utility operators completed confined space and rescue training at Gateway Safety.

Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of Willow Creek Service Agreement Meetings as requested.
- Pine Coulee Reservoir supplemental pumping with EPA and WIOB.
- Summary and next steps meeting on THM.
- Budget review.

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.

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.

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.

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.
- Cut and weed whip grass around building, vaults, manholes and valves.
- Paint valve box covers and standpipes.

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 99.08% 1297.08 geodetic meters, 1427.87 dam3.
- Willow Creek at OXLY Ranch flow 1.01 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1050.81m.
- Pine Coulee Diversion Canal below head gates no data available.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 0.9 m3/s.
- Pine Coulee Reservoir level 62.82% ----- geodetic meters, 34201.92 dam3.

Alberta Agriculture Water Infrastructure Operations Branch and Oldman Dam Operations

Increased Pine Coulee Reservoirs Level Over the Summer



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 6353 mm.

Golf Course

- Treated 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).
- Pine Coulee update meeting with Water Infrastructure & Operations Branch and AEP.



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.

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.

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.

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.