



# CAO REPORT

September 23, 2024

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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.

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September 5 – The Town hosted Minister Yaseen (Immigration and Multiculturalism) and MLA Petrovic to discuss provincial and federal immigration programs. Members of Council and administration were present to discuss Claresholm’s experiences with the federal immigration pilot. The Town has reapplied for phase two of the federal program, and is currently enrolled with the provincial Rural Entrepreneurial immigration program.

September 6 – The Town and MD met with Tango Networks and Rogers to discuss broadband upgrades to and in Town. This will be an expensive project but all parties are interested in exploring options to improve broadband infrastructure in Claresholm. Meetings will continue. Upgrades requests for Claresholm have been proposed for Roger’s capital projects in 2025, however Rogers has informed the Town that these upgrades are low priority. Telus has indicated that there are no plans to invest in capital improvements in Claresholm in the immediate future.

September 10 – Virtual meeting with the Intermunicipal Collaboration Framework (ICF) committee to discuss updating the ICF agreement, and bylaw and schedules (Services Provided Directly by Municipality, Services Provided Jointly by Municipalities and Services Provided by 3<sup>rd</sup> Party). The committee voted to approve updated bylaws and schedule and this will be an item on an upcoming Council agenda. The ICF agreements are due for renewal in April 2025. There are also ICF Recreation and Joint Fire Services agreements that must be updated. Those conversations have begun and renewal will likely be sometime in 2025.

September 12 – Community Development Committee reconvened to discuss development updates in Town, as well as a potential economic development joint initiative with the MD of Willow Creek.

September 18<sup>th</sup> – Attended a virtual meeting hosted by provincial staff for site selection of a battery storage facility. The proponents require 3.5 million cubes of water annually and railroad access.

Considerable HR and some Corporate Services work to compensate for staff turnover and organizational changes and challenges over the past couple months. All staff are pulling together to fill the voids created across several departments due to vacancies. The Town was successful in

recruiting and new Director of Corporate Services, who is scheduled to begin with the Town on October 15<sup>th</sup>.

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**Submitted by**  
**Abe Tinney**

**CAO**



## BYLAW ENFORCEMENT REPORT

### Aug 12, 2024 – Sept 23, 2024

#### **Aug 12, 2024 – Sept 23 Highlights:**

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer safety.
2. 2 new animals brought into CARES: 2 Cats
3. Unsightly Properties on the rise with the season change.
4. Bylaw Office started 48 files between Aug 12- Sept 23, 2024
5. With the warm temperature's calls are down.
6. Detached trailers both loaded and empty still being left at Weigh Scales
7. Assist RCMP files renamed to Assistance from RCMP
8. New tracking system has been implemented Q Alert, the systems are fully integrated.
9. Radar signs have been set out, weekly reports to be sent to RCMP and CAO.

#### Requests by Type

9/17/2024 11:18 A

This report shows Service Requests by type, separated by status (Open, In Progress and Closed).

Criteria used for this report:

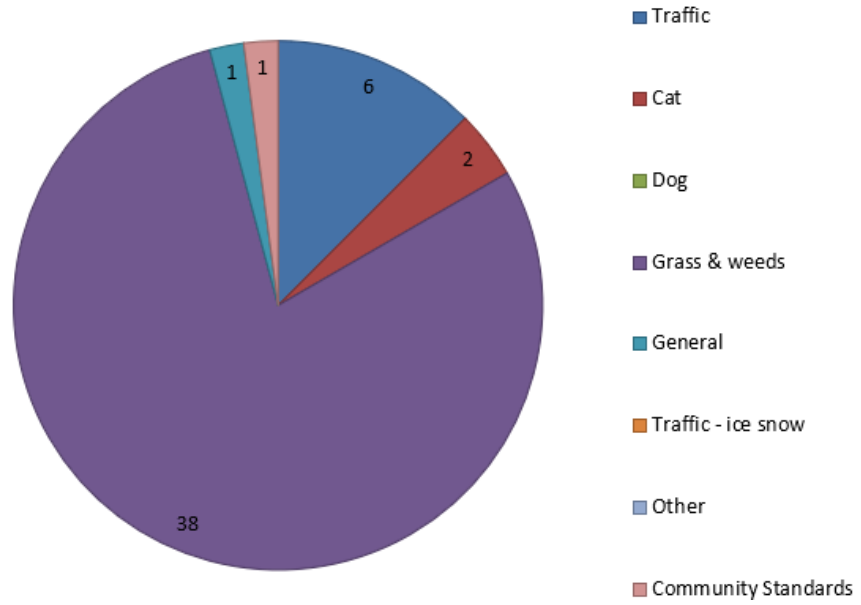
Start Date Greater Than or Equal To: 8/12/2024 12:00 AM

End Date Less Than or Equal To: 9/17/2024 12:00 AM

Department Equals: Bylaw

Request Type	1 - Open	2 - In Progress	3 - Closed	Total
Unsightly / Grass & Weeds	3	3	32	38
Traffic - general	1	0	5	6
Cat	0	0	2	2
General Bylaw Inquiry	1	0	0	1
Community Standards	0	1	0	1

### Bylaw Request Type



## DEVELOPMENT SERVICES MANAGER REPORT



*For: 8/12/2024 - 9/20/2024*

### Development Permits

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

### Compliance Requests

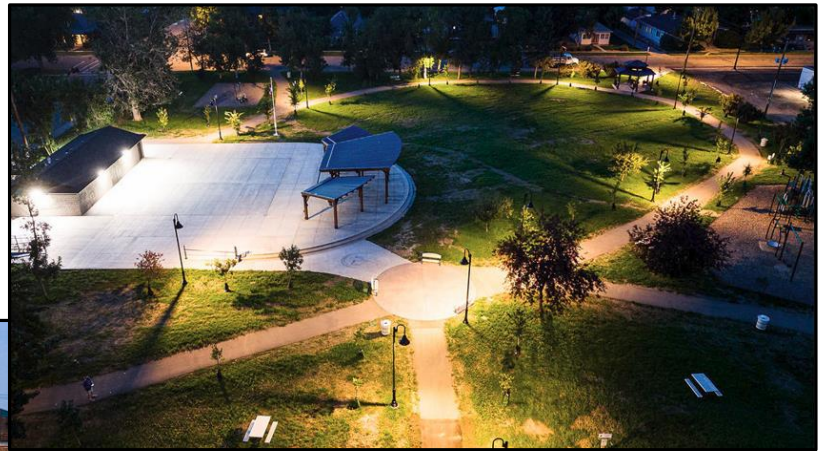
- ❖ 6 compliance requests received

### Miscellaneous

- ❖ Local Press Ads – Public hearing notices, bylaw reminders grass and weeds, garbage, etc.
- ❖ Emergency Management – Advisory committee meeting held September 19, 2024.
- ❖ Economic Development Committee meeting held Sept 16, 2024.
- ❖ Municipal Planning Commission meeting held September 20, 2024. Notable subdivision approval for Meadow Creek Meats.

### On-going projects

- ❖ Evolution Lands ASP – Public hearing held July 15, 2024/August 12, 2024. Bylaw passed and maps/website updated.
- ❖ Community Centre RFP sent out on Alberta Purchasing Connection on June 24<sup>th</sup>, closing is August 26, 2024. Project has been awarded and planning/design phase to begin a.s.a.p. Site meeting with contractor held September 18, 2024.
- ❖ September 5, 2024, Meeting with Minister Yaseen & MLA Petrovic. Discussed immigration, housing and infrastructure barriers.
- ❖ Submitted final reporting for the Active Transportation Fund for Amundsen Park pathways and lighting. Project is just about complete with reporting to be completed on the Enabling Accessibility fund once all the



connectors have been completed.



## Economic Development Report

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

### 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 monthly meetings and events. Attends monthly FCSS Interagency meetings.

Still receiving enquiries from business owners and candidates hoping to use the RNIP or RCIP, they are informed that RNIP is closed but that we have applied to participate in RCIP and any updates about the future of an immigration program in Claresholm will be added to our website. Keeping a list of business owners interested in participating in a new program. Have not received any updates from IRCC on RCIP or whether or not Claresholm has been selected to participate.

Continues to respond to enquiries about the Rural Entrepreneur Stream, corresponding with candidates and meeting with immigration consultants. Remains in contact with approved candidate. Tracking inquiries, 48 received so far, however the majority of inquiries do not progress once a response with more info is sent to entrepreneur.

Met with the Minister of Immigration and Multiculturalism, Muhammad Yaseen, to discuss Claresholm's experience with immigration and how to support multiculturalism and retention. MLA Chelsae Perovic, members of the Welcoming Claresholm Committee and Willow Creek Immigrant Services, were also invited and in attendance.

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.

Responds to inquiries about resources for businesses in Claresholm and provides tools and information on financing, taxes, commercial real estate, business support programs and organizations, and more.

Attended a Business Link webinar on Government Resources for Small Businesses which went over BizPal, the Business Benefits Finder, and Bplans. Attended a MECAP Industry Forum webinar on Empowering Manufacturing Excellence, which went over strategies and resources to assist businesses with access to key resources, workforce solutions, and efficiency and competitiveness. This is one in a series of five, plan to attend the next four sessions on Workforce, Supply Chain & Transportation, Agriculture, and Energy.

Added two new tools to the Links and Tools page, Bplans which provides business planning resources and free templates for business plans, pitch decks, and cash flow spreadsheets; and the SouthGrow Grant Advice Hotline which provides free grant advice to businesses, non-profits, and municipalities.

As part of the Welcoming Claresholm Committee, hosted a Diversity Session on “Cultural humility for fostering an inclusive services and workplace” on September 16<sup>th</sup> at the Social Centre, 18 people attended. Assisting Welcoming Claresholm in planning and hosting other Welcoming Week activities including the Teen Dance, Paint Night, and trip to Heritage Park. Added a [Welcoming Claresholm page](#) to the Claresholm website, under Community Services, which includes the Newcomers Guide to Claresholm slide deck from our presentation in April.

Assisted Engagement Coordinator with Fair Days activities.



## FCSS Report to Council for September

- The FCSS office was extremely busy this summer. We are still seeing people with housing issues, either finding a place or needing help to keep up with the cost of rent. Westwinds Communities program out of High River is still coming once every two weeks to assist clients with applying for subsidy. This program is always unstable as they never know if the government will issue more funding for the future so we make sure to tell clients that this will be in place for a year with a possible chance for renewal.
- The majority of clients that we assist daily are ones needing help with government programs. We discuss the programs that are available to them, how to access them and also help with accessing if they are not capable or unable. Many programs require online form submission now and many seniors are unable or do not want to use online. We also are trying to assist in The Alberta Senior Benefit program by sending faxes of travel costs of prescriptions to the program for reimbursement. Many of the seniors do not understand or know what coverage they have so this makes it necessary to phone and find out prior to sending fax info. There is availability of this personal information online but of course the clients we see do not have access to the online portal to find this info.
- Starla had great reviews on the Summer Camp activities that she hosted once a week. Parents and kids were excited about the program. There was always about 25 kids in attendance each week. We contracted Brody Hazelaar to help with the program.
- Kim and I joined Maxine with the Housing Authority and hosted our annual Seniors trip to Waterton. Participants enjoyed a visit to the waterfall, the buffalo paddock and a buffet lunch at the Bayshore Inn. Lots of conversation was had at each of the tables while enjoying the pasta lunch. At the end of the day we stopped at Walmart in Pincher Creek for shopping and a McDonalds treat.
- The Junior Teen Field Trip was held in August. We took a bus load of kids to Lethbridge to the North side bowling alley. We enjoyed a pizza lunch together and then played for one hour on the lanes. Lots of great competition!
- Blair and I met before his exit to discuss the remainder of my budget and to go over some donation monies that are left over.
- I have been working with the Elder Abuse Coalition on their strategic plan. We are going to join the Vulcan program and the Claesholm program as they are led by the same coordinator.
- FCSS is excited to continue the Free Swim Program at the pool. Until the end of the year we are paying for 3 hours every Sunday for families and children. As the weather gets colder, the participation should increase.

- Our Tumbling Tots Program will continue this year again in the basement of the Pentecostal Church. Kirsten Van Diesen has agreed to run the program again on Mondays for 9am to noon.
- I have recertified with the ASIST program which is a two-day course to train in suicide intervention. It was a heavy course with a lot of role playing. I feel confident that I could assist with anyone that is contemplating suicide.
- The Transportation Society was successful in obtaining a grant that will allow lower income clients to take transportation out of town to medical appointments for leveled costs of \$10, \$20 or \$30 based on income. This will also apply for taking them around town for groceries or visiting. The clients will come to FCSS and get their level of income approved and we report to Transportation. This will be a very welcome program for our clients. We have one gentleman that will volunteer to drive some of our clients around but we need to make sure that he is not over-used.
- We are hosting a Beat the Stress group every Friday evening in the Youth and Community Room. It is a free, drop in group for drumming led by our facilitator Kathryn.
- We have been attending all webinars to do with Alberta Supports programs, Income Support programs, AISH, and Children's Intervention services so we are able to help our clients more efficiently. There is no face to face help for clients needing to access these programs so we do try to assist in any way we can.
- The Homelessness Prevention program has been super useful for us. We have helped people with damage deposits, partial rent payments and overdue utilities payments, which is helping to keep community members housed.
- We will be starting the Homelessness Estimation project in October. Surveys will be around town for people to answer strategic questions about housing and living situations to give us an idea of the extent of homelessness in our region. This project will be led by the RDN and is free program for us.
- Granum hosted a back to school event in the Hamlet. Eliise organized used clothing and shoes, backpacks and such and new school supplies were donated by a fundraising group from Granum. She also offered \$5 haircuts for kids (offered by Gina's Cutz)
- Starla will be taking a training called Protect your Assets so she will be able to offer some knowledge and awareness about scamming to our community but mostly seniors.
- Having the representative from Westwinds Communities is working really well for us. We are able to refer clients to her when she is available so she can explain or sign them up for rental subsidy. The program has a wait list at the moment as they are waiting to see if the Alberta Government will continue to fund this. We tell our clients when they are signing up that this is only a temporary program.

# September 2024

## HR/Taxation Report

Prepared by Lisa Chilton

### Human Resources/Payroll

All of the summer staff have finished work for the year.

We have also had several staff move on from the pool, mostly due to education commitments. This has left us with a shortage of staff at the Aquatic Centre. There is a push on to find qualified staff to fill the void.

The new full-time museum position has not been filled as of yet. The Director will provide his interview choices soon.

The Town has hired a new Director of Corporate Services to replace Blair Bullock who has moved on. Congratulations to Jennifer Place who will be starting on October 15<sup>th</sup>. Please welcome her to the team when she gets started.

### Assessment and Taxation

At this time there is one (1) property left over from the 2023 Tax Arrears list that is set to go to auction in December of 2024. The 2024 Tax Arrears list now has six (6) properties remaining on it that are at least 2 years in arrears.

Below is the amount of outstanding taxes, at September 17<sup>th</sup>, 2024, not including TIPPS Participants.

Taxes outstanding are **\$339,353.41** summarized as follows:

\$ 284,980.21	All other taxes past due June 28 <sup>th</sup> , 2024 .(not on TIPPS)
\$ 12,225.11	On 2023 Tax Arrears List. Subject to auction in December 2024
\$ 42,148.09	On 2024 Tax Arrears List. Subject to auction in 2025

At this time, it appears there will be a tax sale for the property remaining on the 2023 Tax Arrears List. There has been no activity or contact regarding the outstanding taxes. No date has been set yet but it will be approximately mid December.

Tax letters will be sent out in the next couple of weeks to all ratepayers with overdue taxes





# INFRASTRUCTURE SERVICES REPORT



September 2024

Jace McLean

Director of Infrastructure

## Arena

The ice is in and the rink is open to the public. The ice was installed a couple weeks earlier than normal to accommodate the NJHL. The crew had some issues with the compressors during the initial cool down, but things are working great now.



## Parks

Amundsen Park is complete, as well as the angle parking on the South and NE sides of the park. The grass established quite well, and we are hopeful next spring will bring even more growth.

The crew planted 22 more trees in the parks and green spaces around Town. These trees will be watered through the fall until the ground freezes to help them to establish.

## Town Buildings

Lethbridge Fire Safety Services was in Town to inspect all fire alarm systems and kitchen fire suppression systems. They also recharged and certified all expired extinguishers. This was their first trip down after we ended our contract with Johnson Controls.

## Garbage

Garbage collection is going well, the new system is working great. The public seems more comfortable with the curbside collection, and we rarely have issues with the program.



## Sanitary Sewers

Regular monthly maintenance continues in the sanitary system. No issues to report with the sanitary sewers. Any issues that come up are dealt with promptly.

## Cemetery

The cemetery looks great after the summer and the crew is getting it prepared for fall.

## Equipment

All equipment is operational and working well.

## Sidewalks

The downtown corners and wheelchair ramps have been replaced. This was funded by the accessibility grant we received for the downtown park.

The replacement list for the 2025 sidewalk tender has already begun, with calls coming in semi-regularly.



## Water Distribution

A water break was experienced on the corner of 45 Ave and 2<sup>nd</sup> St W. The cause of the break seems to be a pipe failure in the line that was installed 20+ years ago. The crew did a fantastic job with the repair, limiting the water outage for the affected customers.

## Storm Water/Drainage

Westlynn Storm Phase 2 is underway again. After many issues with third party utilities work has resumed. We are on track to be completed by end of September and have the site completely cleaned up.

## Recycling

No complaints with recycling. The groundwork is being done for the EPR recycling program, which if successful, will take the burden of cost of recycling away from the consumers and put it on the producers.

## Staff

Our long time Lead Hand gave notice for his retirement. After 20+ years of service with the Town, his knowledge and experience will be greatly missed.

The shop mechanic is still off on sick leave, we hope to have more information very soon about his future.

## Streets

Road maintenance will continue until we receive snow. Street sweeping continues as time allows and will keep the guys busy as the leaves begin to fall.

Pine Place Development is underway. All the deep utilities have been installed, the lots are serviced, and preparations are being made to complete surface work. The concrete and paving should be done in early October. The shallow utilities will be installed in early 2025 and the lots will be available to purchase.



# CLARESHOLM RECREATION

## August – Sept. 2024

### Recreation Report

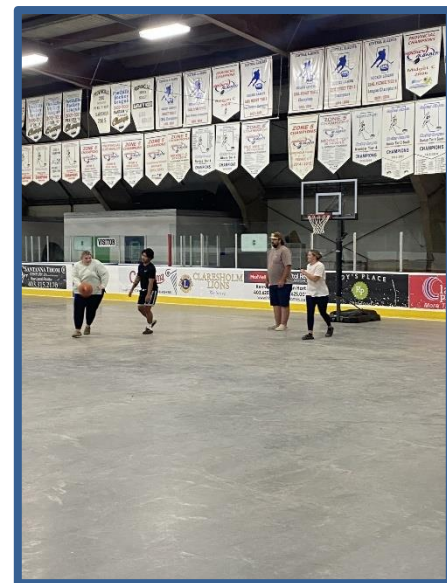
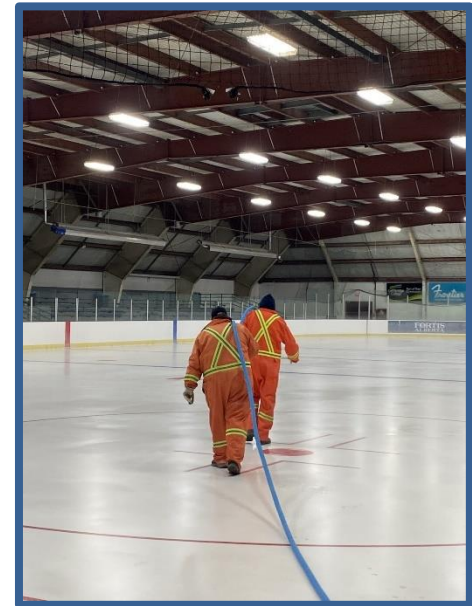


Authored by: Denise Spencer  
September 23, 2024

# CLARESHOLM RECREATION

## ARENA

- Claresholm JR A Hockey
  - The Team name is the Thunders, they have come to an agreement with Claresholm Minor Hockey, who held the rights to the name
  - Communication from the team should improve with the hiring of a General Manager, and coach.
    - The team chose to delay their scheduled practice's until the week of September 23-27 to continue with training camps.
      - This was not communicated to the Arena Attendants or Town administration.
      - Ice was installed a week earlier, which has resulted in a lot of humidity and condensation due to the heat outside. This creates additional issues with the chiller.
  - The JR A team has hired a local production company and Radio Station (europroductions) to livestream the games from the Claresholm Arena
    - Upgrades may be required to ensure full upload and download streaming capabilities.
  - As of September 18, 2024 the JR A Thunders Team has 15 players signed, they are working hard to have the 20 players required.
- Claresholm Minor Hockey: will have U7, U9, 2 U11, and U18 teams this season
- Claresholm Skating Club: will be hosting 2 evenings a week, and following a group lesson format with
- Foothills Bisons have secured ice up until the scheduled renovations of the High River Rink are completed.
  - Their U18 team will practice Mondays throughout the year

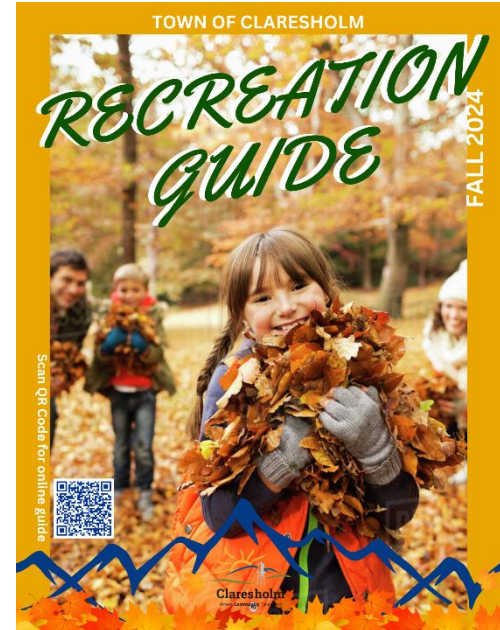


- Tai Chi: Has returned to the Arena Wednesday evenings
- Dance: Step in Time Dance will not be hosted at the Claresholm Arena this year due as she is expecting.
- Calgary Hockey teams have reached out for bookings, unfortunately there have been scheduling conflicts due to the City hosting a U18 tournament on the same weekend we had scheduled an out of town tournament.

## Community Sporting Recreation

- Welcoming Claresholm Sport evenings: have been in partnership with Claresholm Community Badminton hosted Thursday evenings through the summer at the Arena

- August 22, hosted sporting events at the rink alongside Claresholm Community Badminton,
  - 10-15 people attended
- September 5, partnered with Welcoming Claresholm at Amundson Park. There were 15-20 people who popped by to play and say hello.
- Claresholm Rec hosted Tuesday afternoons with an open sport time, there have been a few attendees.
  - Higher numbers of participants when held outside
  - Should go where the people are, such as in conjunction with the summer Farmers Market
- After evaluating the successes from partnering with other organizations and events Community Sport will continue in 2025 using that platform.



**CAC**

- Guest Aqua Healing Instructor was introduced in the summer to promote a new program for Seniors and those with different mobility issues and rehabilitation, Aquahealing will be running Fridays from 11-12pm September to November
- The pool was closed due to a faulty pipe September 12<sup>th</sup> & 13<sup>th</sup>, it was reopened Saturday September 14<sup>th</sup>, the hot tub remains closed until parts are in.
- The Claresholm Recreation Guide was released August 23, 2024.
- Public Swim times have been adjusted
- The Free Public Sponsored swims have been gaining momentum.
- Plans for the Pools 30<sup>th</sup> Anniversary are in the works
- Changes to the office have been completed
- Advanced training for National Lifeguard and Lifesaving Swim Instructor have been well attended
- Advanced training for Intermediate First Aid Instructor (Standard First Aid new name) Is scheduled for November 2024.

**Bark Park Committee**

- Met September 18, 2024 to finalize their Board.
- Are working on a Tree and bush planting initiative for the park.

**Southern Alberta Summer Games; SARA-Southern Alberta Recreation Association**

- The Southern Alberta Summer Games SASG was held July 3-6 in Coaldale, wrap up and executive meeting will be held October 3, 2024 in Lethbridge.
- SARA has had an expression of interest for the Southern Alberta Summer Games in 2025, this is great news as it's easier to organize something yearly and be clear on the systems in place. Look for a press release in the next month or so.



Utility Services Manager

Brad Burns

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**UTILITY SERVICES REPORT**

September 2024

## 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.
- M.D of Willow Creek IT Technician on-site replacing printer.
- MPE updated SCADA HMI computer and added modem for text message alarms.
- Clear Tech technician on-site calibrating ultraviolet absorbance UVA/UVT meter.
- Replace Dissolved Air Filtration (DAF) #1 spray trough ball valve.
- DMT Mechanical flushing Building Management System (BMS) hydronic heating system before adding glycol to system.

### Heating System Service Includes Flushing System, Boiler Service and Repairing Leaks



### Alberta Environment and Protected Area Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.

- Report THM's and HAA5 MAC exceedance to AEP.
- Sign up to Digital Regulator Assurance System (DRAS) as per AEP.
- Cyanobacterial samples delivered to Element Labs.

### Training and Continuing Education Credits

- Certification renewal in submitted for approval to Alberta Environment Compliance 365.

### Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of Willow Creek Service Agreement Meetings as requested.
- Teams meeting with AEP and Southern Operations Water Infrastructure and Operations about PCR projected levels.
- Teams meeting with METERCOR on future upgrades and budget costs to ITRON meter reading system.

### 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.
- Annual fire extinguisher inspection.

### Chemical

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

**CIP system circulates chemical through the PALL filters to clean micro membrane fibers**



**Treated Water Pumping Stations, Reservoirs and Distribution**

**Highway Pump Station**

- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Replace lower dry well area electric heater.
- Calibrate smart positioner on fill valve.

- MPE and Spider Electric working to replace out dated Highway Pump Station (HPS) backup generator.  
**HPS Backup Generator Scheduled for Replacement**



#### **East Side Reservoir (UFA)**

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

#### **Distribution**

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

#### **Universal Metering**

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

#### **PRV Meter Vaults**

- Check acreage PRV vault bi-weekly.

## Wastewater Collection and Lagoon

### Harvest Square Lift Station

- Check lift station daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.
- Paint wet well access hatch covers.
- DEXON blower annual service.
- Cleaned grease and debris from lift station wet well and check level indicators.

### Lagoon

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Record main lift station daily flows to holdings cells.
- DEXON blower annual service.
- FERG's Septic on-site to clean control vaults and remove grease etc. from first anaerobic cell.
- Switch lagoon flow from parallel back to series for the winter.

## Alberta Environment and Protected Area Government Compliance

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

## Raw Water Reservoirs and Supply Line

### Pine Coulee Reservoir

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

### Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults weekly.
- Test fire hydrants along supply line.
- Weed whip and paint valves.

### Raw Water Storage Reservoir

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

### Golf Course

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

## 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.
- Report THM MAC exceedance to AEP.
- Distribution line repaired and Bacteriological sample delivered to Provincial Health Lab.