



CAO REPORT

October 28, 2024

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.

September 24-26 – Alberta Municipalities Convention in Red Deer. I attended several sessions of value, including Steering the Governance Ship Through Election Waters. This session focused on strategies to preserve integrity and operational efficiency during the final year of the Council term. Some of the challenges that can arise are division amongst the Council group, loss of focus, Mayor/Reeve competition, staff attacks and an ignited community. Administration and Council should remain committed to the strategic plan and to transparent pre/election and election processes. Administration should not be used to assist Councillors get re-elected. Rather, the focus of both should be transparent and accessible election processes.

There was also a session on Communicating in Times of Trouble. The session focused on three different “times of trouble” – infrastructure failures, natural disasters and polarized communities and misinformation. There were representatives from different communities to share their experiences communicating with residents and ratepayers during these different periods. The infrastructure failure example was from Milk River (the spillway in Montana experienced a catastrophic failure, cutting off the water supply to the town), the natural disaster example was from the fire in Jasper and the polarized community was from the Town of Westlock and the Neutrality Bylaw. These three situations are very different and call for different methods, timing and content. All three examples provide experiences and best practices for municipal Councils and administrations when dealing with times of trouble.

The eSCRIBE rollout is just about complete for the Council agendas. Staff are using the system to create RFDs and Info Briefs and the various reports for Council. The next step will be to onboard staff to use eSCRIBE for their committee meetings (MPC, Audit and Finance, FIPC, etc).

The Town staff have been dealing with turnover and vacancies in several operational areas. Vacancies are due to resignation, retirement or sick leave. The remaining Town staff have done an amazing job of filling in and have gone above and beyond their regular duties to ensure operational continuity. The Town has recently filled several vacancies, and we are in the process of onboarding

new staff and getting them up to speed. Kudos to all the staff members who have been picking up slack and welcome to our new staff.

I have completed the manager/director performance reviews for the year. Performance reviews are guided by town policy 1.0.05, Performance Management Policy. This process provides an opportunity for staff to set performance and education goals for the coming year, and to review accomplishments and receive feedback from their supervisor from the past year. This process gives staff a chance to voice concerns with the work, receive feedback, continue their growth and education and otherwise be engaged in their positions.

Submitted by
Abe Tinney

CAO



BYLAW ENFORCEMENT REPORT Sept 23, 2024 – Oct 21, 2024

Highlights:

1. Bylaw is now in daily contact with Foothills Dispatch which increases Officer Safety.
2. Zero animals brought into CARES by Bylaw
3. Unsightly Properties significantly decreased with the season change
4. Bylaw started 7 new files between Sept and Oct 20, 2024
5. New No Parking signs have been purchased and will be installed at High 520 in front of McDonalds and at the weight scales, No Dogs Allowed in Cemetery signs installed at all entrances of the Cemetery
6. Radar signs at the north and south of Town to be taken down for the winter
7. Addressing as per Fire Protection Bylaw listed as Other in graph

Requests by Type

10/21/2024 11

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

Criteria used for this report:

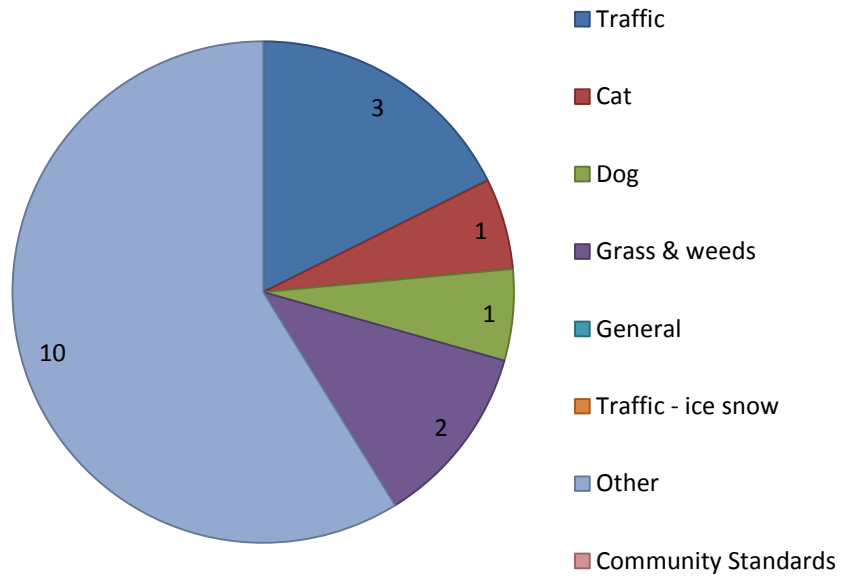
Start Date Greater Than or Equal To: 9/20/2024 12:00 AM

End Date Less Than or Equal To: 10/21/2024 12:00 AM

Department Equals: Bylaw

Request Type	1 - Open	2 - In Progress	3 - Closed	Total
Traffic - general	0	1	2	3
Unsightly / Grass & Weeds	1	0	1	2
Cat	0	0	1	1
Dog	0	0	1	1

Bylaw Request Type



DIRECTOR OF CORPORATE SERVICES - UPDATE**Claresholm***For: 10/15/2024 - 10/25/2024***Financial**

- Monthly Council Financial reports for August and September have been prepared for the October 28th Meeting. As the Director becomes more familiar with the Town's financials more detailed notes and schedules will be provided.
- Meetings have been set up with Department Managers with regards to the 2025 Budget, in preparation of budget presentation to the Finance Committee. Budget meeting dates will be determined and sent out in the upcoming week.
- Updated SILP 2023-2025 Welcoming Claresholm Grant expenses, for review and allocation in accordance with the grant by Economic Development Department.
- A review of the 2024 Capital Expenditures to date will take place in the upcoming weeks to ensure budget funding compliance.

General

- Onboarding of Director of Corporate Services position with current staff and assistance from former Director, Blair Bullock.
- Director has been given a tour of the Town, Water Treatment Plant and Museum.
- Have met and/or set up meetings with various Corporate Services staff in an effort to become familiar with individual roles and responsibilities.
- Have set up some online training webinars with regards to financial software programs as part of onboarding.
- Director is familiarizing herself with the various software systems and processes utilized by the Town.

Submitted by
Jennifer Place, MBA
Director of Corporate Services

DEVELOPMENT SERVICES MANAGER REPORT**Claresholm***For: 9/20/2024 - 10/20/2024***Compliance Requests**

- ❖ 4 compliance requests received.

Development Permits

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

Notable permit issued: Animal Care Service. Construction expected to commence early 2025.

**On-going projects**

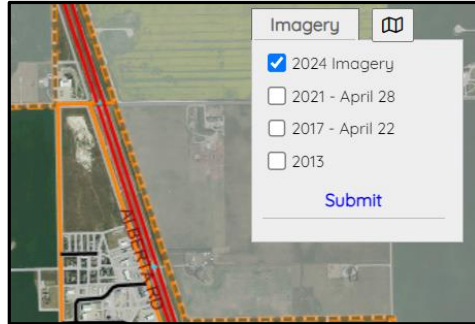
- ❖ Pine Place Lots – RFP issued, reviewed and presented to Council.
- ❖ NRED grant reporting and all required information submitted.

Miscellaneous

- ❖ Local Press Ads – Public hearing notices, bylaw reminders grass and weeds, off-leash areas, garbage, etc.
- ❖ Rural Entrepreneurial stream interview held Oct 8, 2024 – Town will issue recommendation.
- ❖ General Contractor Services agreement with Mowers and Blowers executed (for on demand contractor services).
- ❖ October 15, 2024 – Small Community Opportunity Program webinar. Program for rural communities to build capacity in the agricultural and small business sectors.
- ❖ October 22, 2024- Webinar AEMA Grant writing tips & points.

- ❖ GIS ortho photos were uploaded in September, on the public and Town sites. This assists the Town with having up to date photos for development, reports, enforcement, etc.

Submitted by
Tara Vandervalk,
Development Services Manager





Economic Development Assistant Report

Prepared by Ali Hemmaway

2024-10-28

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.

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 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. Met with another candidate, along with Development Services Manager, and issued a support letter. Remains in contact with approved candidates, providing support and resources. Tracking inquiries, 64 received so far, however the majority of inquiries do not progress once a response with more info is sent to entrepreneur.

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.

Assisted with hosting and attended a MECAP Industry Forum webinar on Workforce, which went over strategies and resources to assist businesses with access to key programs, grants, and providers in regards to workforce solutions and best practices. This is the second in a series of five, plans to attend the next three sessions on Supply Chain & Transportation, Agri-value, and Energy. Attended "Is Now the Right Time to Unlock Opportunities in the Chinese Market?", "Shaping Energy Future Competitiveness in Southern Alberta", "Small Community Opportunity Program" webinars, as well as a NRED info session. Along with CAO, attended a SouthGrow Future Focus meeting to provide input on the future of SouthGrow.

As part of the Welcoming Claresholm Committee, assisted in planning and hosting the Thanksgiving Potluck and upcoming Halloween Teen Dance. Provides Welcoming Claresholm info and event or volunteer opportunities to all RNIP contacts.

Assisted Engagement Coordinator with Halloween activities, including advertising the various events happening in town and providing a bit of candy to each of the businesses who are participating in Downtown Trick or Treat. Also completed the Canada Day Grant Report.

TOWN OF CLARESHOLM FIRE DEPARTMENT
MONTHLY UPDATE

FOR THE PERIOD OF: SEPTEMBER 1 – OCTOBER 22, 2024

1. As we wind down the fire year, I am pleased to report that as of 1PM on October 22, Claresholm Fire has responded to a record **320** calls. Highlighting this month's responses include:
 - a. 10 Medical first or co-responses
 - b. 7 Public Service – which represents Fire prevention week activities
 - c. 4 Motor Vehicle Collisions
 - d. 1 Outside Fire
2. Currently there is only 1 open fire safety codes investigation
3. As mentioned, Fire Prevention Week is traditionally held the first full week of October. This year 3 Grade 1 classes came to the Fire Hall to learn about Fire Safety. Also, Deputy Chief Douros and Chief White attended the Elementary School to visit the kindergarten students and discuss fire safety and to show them some of the fire trucks. Finally, DC Douros visited both the morning & afternoon classes at the Learn-A-Lot playschool.
4. Staffing – currently there is only 1 vacancy on the department, however, we have interviewed a potential recruit firefighter and are hopeful that once he has completed his relocation to Claresholm in early November we will have a full set of 26 volunteers!
5. The Chief attended the annual Alberta Fire Training Conference in Lethbridge on the weekend of October 17-19, 2024. In addition to a great networking experience, Fort Gary Fire Trucks showcased the Town's new engine. Sunday October 20, the engine was delivered to the hall and an orientation was given to the members. Wednesday saw the decommissioning of the "old" Town engine and concurrent commissioning of the new Engine. The engine will officially be pushed in on

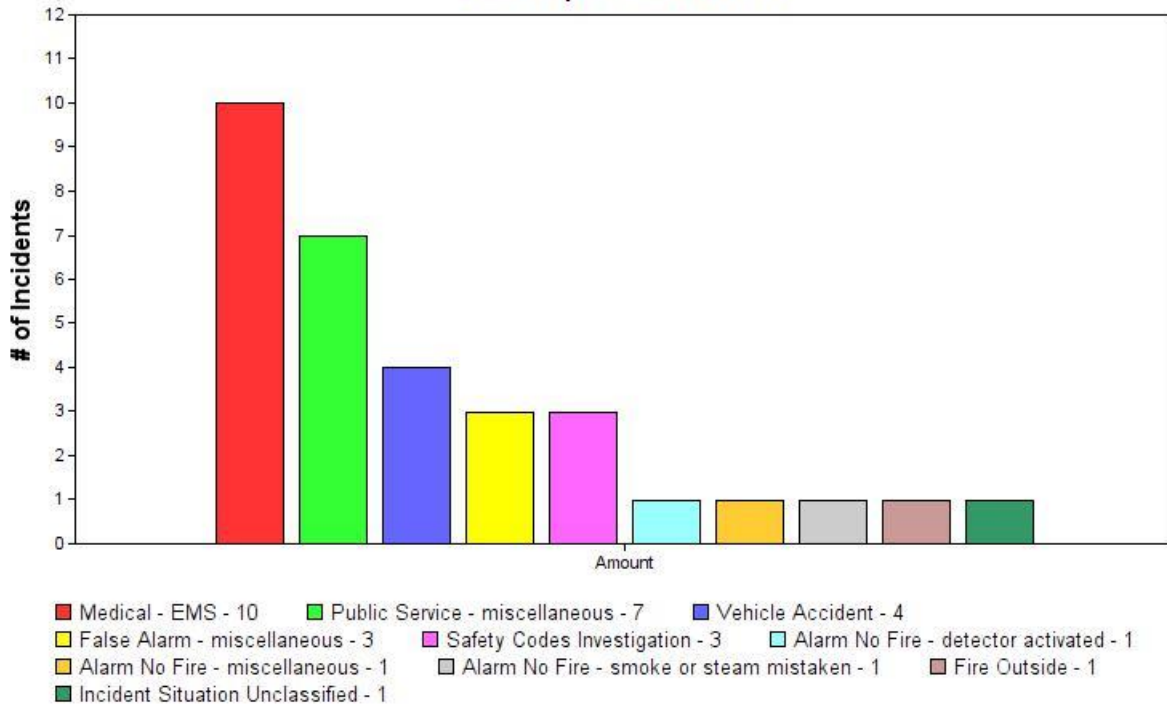
Saturday October 26, 2024 – but will be responding to events as of 9pm on October 23, 2024.

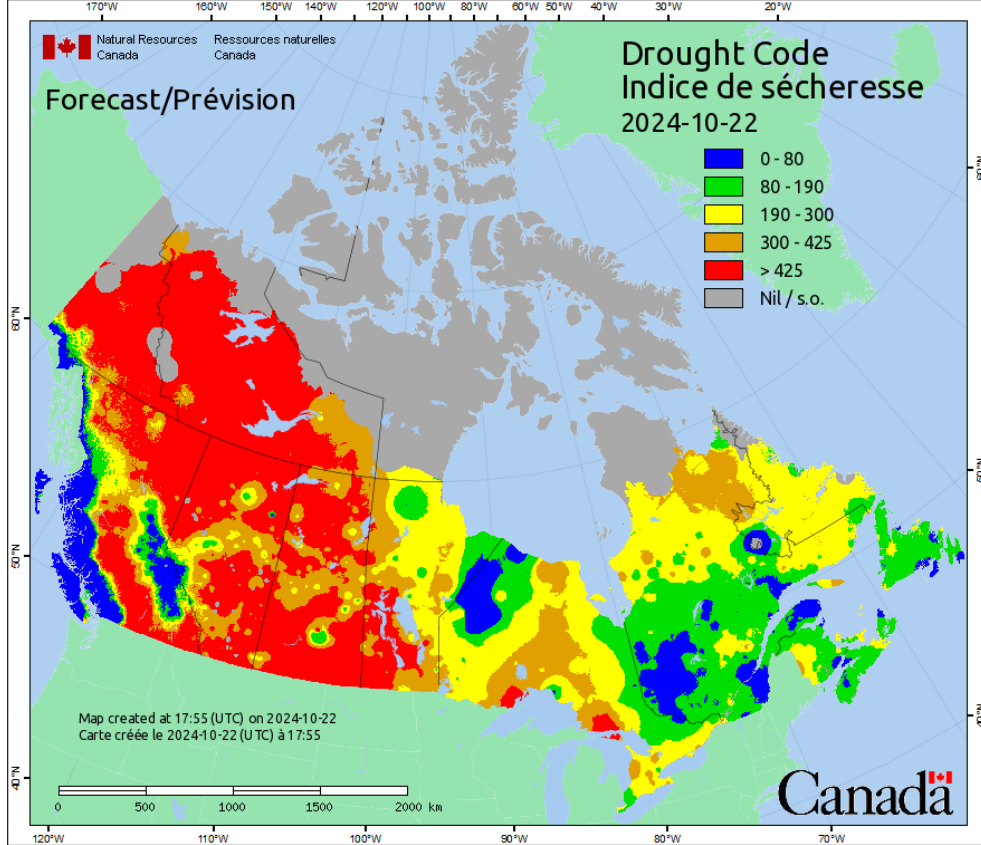
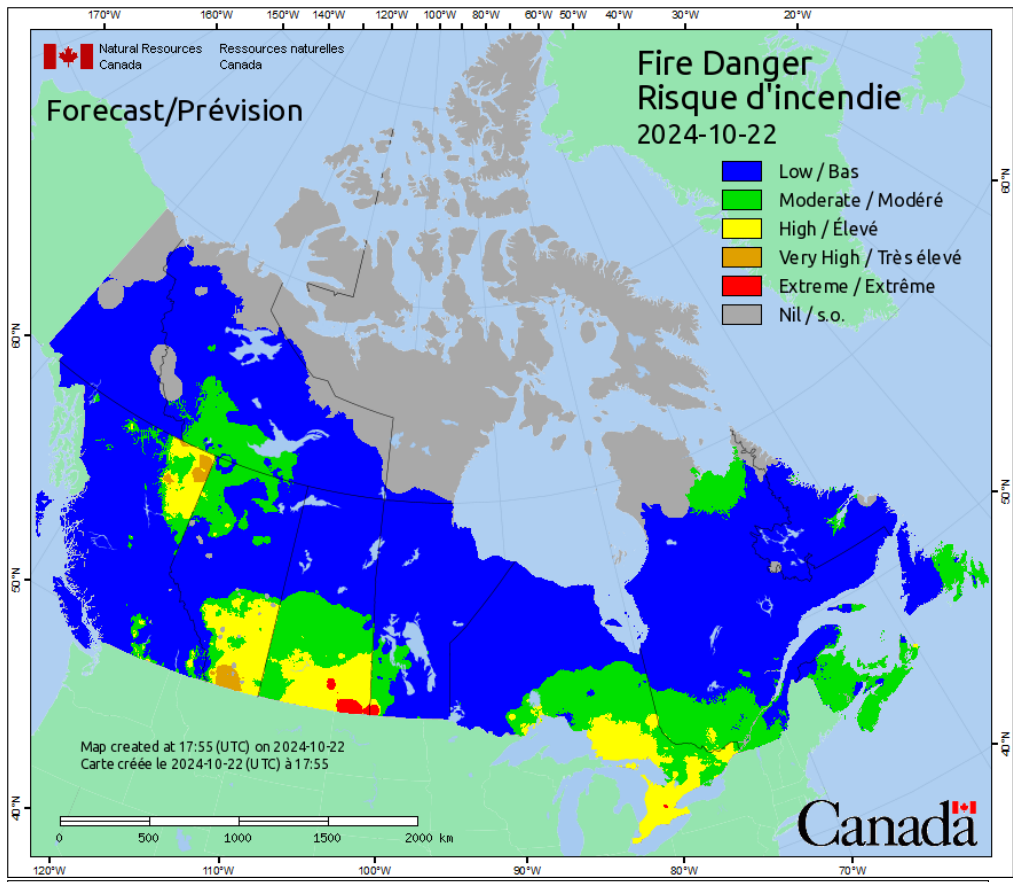
6. Attached is the call breakdown for the reporting period, as well as fire danger, drought code and a photo of the new engine stationed in the hall as it awaits commissioning.

Respectfully Submitted by,

Craig White
 Fire Chief
 Town of Claresholm

CFD Call Totals by Response Type
 From Sep 1 24 to Oct 22 24







OCTOBER 2024

HR/Taxation Report

Prepared by Lisa Chilton

Human Resources/Payroll

September and October have been busy months with staff coming and going for various reasons. There have been several postings for jobs including the council approved changes for some of the existing jobs. Jordyn Wallace has been hired as the fulltime Collections & Visitor Experience Supervisor. We have also hired John Carriere as a new Equipment Operator 1.

We also welcome our new Director of Corporate Services, Jennifer Place. We have ongoing postings that will soon be filled. By the end of the year we should be fully staffed again.

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 five (5) properties remaining on it that are at least 2 years in arrears.

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

Taxes outstanding are \$326,563.74 summarized as follows:

\$ 281,654.40	All other taxes past due June 28th, 2024 .(not on TIPPS)
\$ 12,225.11	On 2023 Tax Arrears List. Going to auction.
\$ 32,684.40	On 2024 Tax Arrears List. Subject to auction in 2025

Tax letters will be sent out in the first week of November.



INFRASTRUCTURE SERVICES



October 2024

Jace McLean

Director of Infrastructure

Arena

The hockey season is well underway. The plant experienced an issue with the starter solenoid on the big compressor, and as a result the plant was operating on a single compressor for 2 weeks. With the age of the ice plant, some parts are not readily available and the new solenoid had to be built from scratch.

Parks

Irrigation has been blown out in preparation for winter. The newly planted trees received a couple more rounds of watering and the tree bags have been removed until next year. The campground remains busy, mostly with travelers heading south. We will keep the campground open until December 1st, or until the weather turns.

Streets

The paving at Pine Place and 55th Ave East has been completed. The project is almost finished, with only a little concrete and site cleanup remaining.



Town Buildings

We are looking in to changing our alarm monitoring services to a company from Lethbridge.

Currently we have 3 different monitoring companies for the various alarm systems around Town. There will be an increase in efficiency with the change, as well as cost savings.

Garbage

The garbage program continues to run without issues. The truck is working great, with only 6 days out of service this year.

Sanitary Sewers

A sewer smell was noted around the daycare and playschool. The entirety of the line was flushed, and the problem seems to have been rectified.

Cemetery

One last round of mowing was completed at the cemetery and maintenance will be completed as needed through the off season.

Equipment

Summer equipment has been winterized and put away until next season. Snow removal equipment has been inspected and put back into service awaiting the snow removal season.

Sidewalks

Sidewalk repairs and new installations have been completed at our construction sites. A replacement list will be compiled over the winter in preparation for the 2025 sidewalk tender.

Storm Water/Drainage

The Westlynn Storm Project is nearing completion. All the pipe, manholes, and structures are installed and in service. A little site finishing is all that remains on the project. The water level at the Frog Creek Wetlands has been lowered in preparation for winter. If levels are left high, we experience minor drainage all winter through the Frog Creek Ditch in the M.D. that can cause ice flows and backups in the drainage.



Recycling

No issues to report with recycling. The Town is still working with Circular Materials in preparation for the transition to the EPR program next summer.

Water Distribution

We experienced another water leak. A service line was split at the sewer main crossing. This marks the 8th water leak in our system this year.

Staff -

2 vacant positions have been filled. A temporary mechanic has been hired to fill the void left by the full-time mechanic becoming ill. A temporary posting was needed as it is still unsure what is happening with the previous mechanic. An Operator 1 was hired and will start November 4th, he is bringing many years of equipment operating experience with him.



Recreation Report

CLARESHOLM RECREATION

September – October 2024



October 28, 2024

Authored by: Denise Spencer

RECREATION REPORT



ARENA

- Claresholm JR A Hockey
 - The team has a new Coach in place as the original one left to pursue other ventures
 - Practices on Tuesdays and Wednesdays are now scheduled in the evening after other user groups.
 - Due to players having other commitments it was difficult to have a team practice with everyone.
 - Season opener scheduled September 27, 2024 had the stands and parking lot full with over 300 estimated spectators.
 - The JR A team has hired a local production company and Radio Station (europroductions) to livestream the games from the Claresholm Arena
 - The local production company is looking at a subscription based AI camera system through Spiidio. It has the capabilities of offering play by play options, and will follow the puck easily. This would save money in the long run for the JR A team, and users of the facility would have the option of utilizing the equipment. More details to be released later.
 - The JR A Team is still actively looking for players to fill their roster.
- Weekday Open Skate times are posted at the arena, for full schedule Claresholm.ca has the calendar
- Claresholm Minor Hockey: has scheduled their U18 Tournament in place of the U7 Tournament
 - More ice should open up once tiering break is complete.
- Claresholm Skating Club: started October 7, 2024, Mondays 4:15-6:30pm & Wednesdays 4:15-7:30pm
- 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
- 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.
 - After tiering break November 18, 2024, minor Hockey will release the ice they have slotted for their teams.
- Private Rentals are being booked for birthdays and Mezzanine use
- New Fox Diner is adding popcorn to their menu
 - User groups will have the ability to work with the concession for their popcorn needs.
- Arena staff have new sweaters and hats with the Thunders C emblem.



CAC

Aquafit Programs: The Aquafit Centre is looking at options to have instructors trained further in Aquatic Exercise. Challenges include staff turnover, ideal candidates for training are those who are looking for long term employment.

- 7:45-8:45am Mon. Wed. Fri. average of 11 participants
- 1:00-2:00pm Mon. Wed. Fri. 12-15 participants
*number goes down in Summer, highest participation typically in January after the new year.
- 7-8pm Tuesday & Thursdays, adjusted from 8-9pm.
Average of 7 participants
 - Dedicated experienced instructor is scheduled for the class. Great feedback from the participants
- 11-12pm Fridays, Aquahealing. 6 attendees are regularly attending, 2 from Fort Macleod
 - Presented by guest instructor, KJ. Specialized movements ideal for post natal care, rehabilitation, and age related issues.
 - Feedback has been excellent, hoping to see this beneficial program grow.

Pools 30th Anniversary

- November 2, 2024 Pool party during Free Public Swim 2-4pm, music, disco lights, treats, and glow sticks
- November 4-8, 1994 Original Admission to be charged
 - Child \$1.50
 - Youth \$2.25
 - Adult \$3.00
 - Senior \$2.25
 - Family \$8.00
- Hot Tub has been reopened, Pool Maintenance had difficulties procuring the part needed which has been the situation with their supplier since 2020..
- Advanced training for Intermediate First Aid November 30-December 1 has 8 currently registered, and the Intermediate First Aid Recertification November 22 has 7 registrants.



Claresholm Skate Park Association

- October 6, 2024 Boarderline Skate out of Lethbridge presented the Skatepark Association a check as a donation from their Skate The Art Auction from 2023.
 - Over 20 people were at the Skatepark for

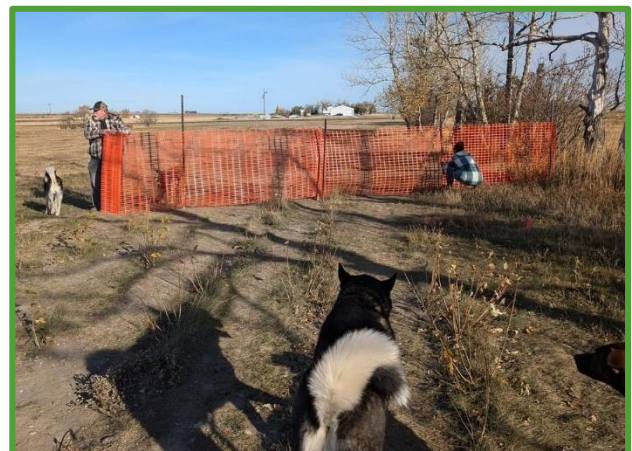
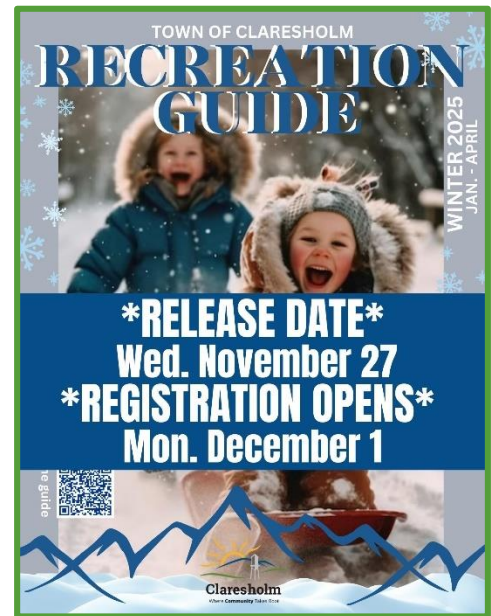


the presentation, and to try out the park

- November 2, 2024, the Association will be Bartending for the second year for Claresholm & District Health Foundations annual Dueling Pianos fundraiser.
- Skatepark President is so pleased to get working on the second phase of the project, design will be completed by WSP
 - Options for bike pump track with mountain bike track are being considered.
 - Skatepark elements such as a bowl on the south west corner
 - Pathways from 2nd Street W and 1A Street W.
- Skate Park pad at the Arena: All pieces have been moved off site
 - Community needs to be considered for future use, such as fencing the area for outdoor ball hockey

Community Recreation

- Claresholm Fair Board; Wrap up for the season was October 2, 2024
 - Planning for Fair Days August 7-10, 2025 will begin January
- Pickleball: Indoor Pickleball started at West Meadow Elementary School the second week of September, runs Monday & Wednesdays from 7-9pm
 - Town sponsored program, started in 2017
 - Volunteer ran, drop in fees have been dropped for Fall 2024
 - Fees from Pickleball have been used to purchase new wind fencing for the west side of the Tennis courts & adding wind fence to the north fence.
 - The Town provides advertising and promotion and supplied 3 nets, and equipment that are used by the organization. The group replaces the equipment as required through the collection of fees.
 - The Town holds the other funds for the group.
- Claresholm Volleyball League: Game play Wednesday evenings starting October 23 from 7-10pm
 - Provided posters for this group since 2018.
 - Made the tough decision not to put in a team or play for 2024-25 due to other commitments
- Claresholm Community Basketball: Have provided posters for the group since 2019
 - Open to all ages, Tuesday evenings at WCCHS
- Haunted House- Dollar Store & More October 27 & : Have volunteered with set up and being a costumed character since 2020. In 2023 was added as one of the cosigners for banking
 - Will be volunteering October 26 & 27
 - Painting a piece for a photo booth.



Bark Park Committee

- Group has staked and placed wind fencing around seedlings that have sprouted up along the path.
 - Blocking these off should be helpful for surviving snow clearing of the path this winter.
- Livestaking of trees in the park: will be scheduled once the trees are hibernation, early November or early spring.
 - Dogwood, birch, ninebark, pussy willow and aspen are some of the species available to the organizers
 - The group will be looking for donations from community events

Southern Alberta Summer Games; SARA-Southern Alberta Recreation Association

- SARA General & Executive meetings were held October 3, 2024 in Lethbridge
 - Items included the evaluation of the Southern Alberta Summer Games (SASG) in Coaldale July 3-6 this past summer. These were the first games since the 50th Anniversary in Pincher Creek in 2019
 - Was nominated and retained the Secretary position for another term.
- Next meeting is November 5, 2025, will be hosted through Microsoft teams.
- Taber is interested in hosting the SASG for 2025
 - There are still processes to go through, press release should be released in November 2024.



Utility Services Manager

Brad Burns

brad.burns@claresholm.ca

www.claresholm.ca

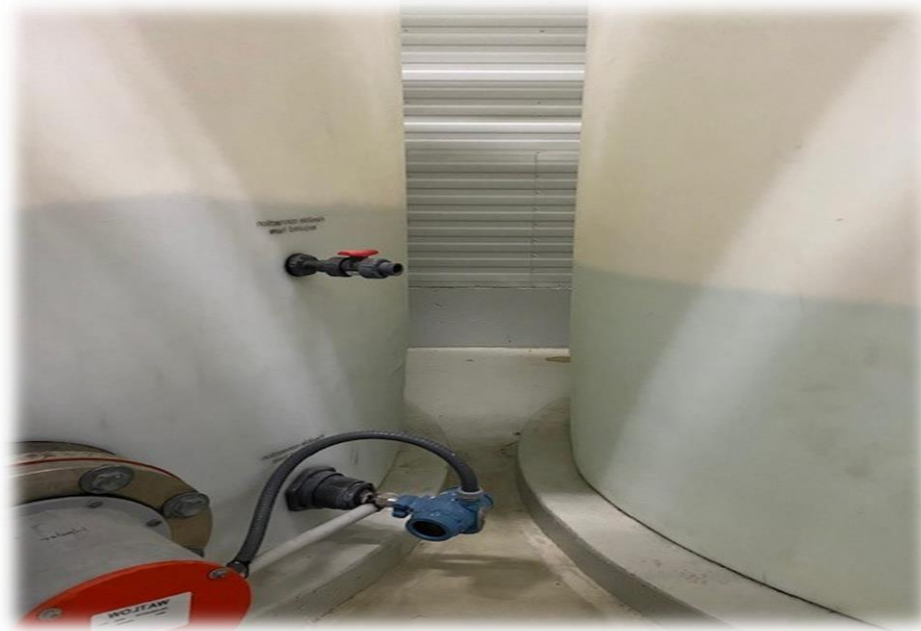
UTILITY SERVICES REPORT
OCTOBER 2024

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.
- DMT Mechanical completed BMS and boiler maintenance.
- MPE Engineering working on water distribution line replacement study leaving the WTP.
- Change air blower to lake and add acid to piping system to clean bubblers.
- ClearTech service technician on-site for annual lab and on-line instrument calibration.
- Clean in Place (CIP) both racks.
- Rinse CIP tanks.

Citric Acid, Sodium Hydroxide and Sodium Hypochlorite are used when Cleaning PALL Membranes



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.

Training and Continuing Education Credits

- Water Treatment and Distribution, Wastewater Treatment and Collection Certification approved until Dec 2027 (Brad)

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.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Bulk load carbon dioxide.
- Bulk load coagulant.

Early Morning Delivery of Carbon Dioxide used for pH Control in the Water Treatment Process



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.
- Summit technician on-site investigating fill valve actuator issue.

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 failed ERT replacements after monthly meter readings.

PRV Meter Vaults

- Check acreage PRV vault bi-weekly.
- Summit technician on-site replacing 1" PRV bypass in acreage vault.

Wastewater Collection and Lagoon

Harvest Square Lift Station

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

Lagoon

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Record main lift station daily flows to holdings cells.
- Place concrete riprap on east side of facultative cell.
- Draining Lagoon Holding Cells to Willow Creek as per AEP code of practice.

Wastewater from Lagoon Clearwater Holding Cell Flowing to Willow Creek



Alberta Environment and Protected Area Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirement.
- THM and HAA quarterly samples processed by Element Labs.
- NDMA testing as per EPA updated addition to Town approval.

Raw Water Reservoirs and Supply Line

Pine Coulee Reservoir

- Chain Lakes Reservoir 93.98 % level 1296.83 geodetic meters, 13545.38 (dam3).
- Willow Creek at OXLY Ranch flow 0.64 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1050.69 m.
- Pine Coulee Diversion Canal below head gates 7.33 m.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 0.22 (m3/s).
- Pine Coulee Reservoir level 57.05 % 1047.64 geodetic meters, 28865.84 (dam3).

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults weekly.
- Paint valves and ensure location markers are visible.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check reservoir claw compressors daily.
- On-site raw water reservoir level 6454 mm.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.
- Golf course raw water turnout shut for the season and drained to protect infrastructure from freezing.

**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.