



## Quarterly Report to Council July, 2025 Brennan Orr – Director of Operations

### DIRECTOR OF OPERATIONS

#### Safety

Title	Date	Designation	Description	Reporting	Workhub ID
Pool Break-in (equipment damages)	23-Jun-25	Near Miss	Break-in at the pool with police called and individuals removed. Some damages to the pool cleaning equipment	Closed	17
Pool Overnight Incident	09-Jun-25	Near Miss	Break-in at the pool with police called and individuals removed	Closed	16
Potential Drowning	27-May-25	Medical Aid	Incident at the pool. First aid performed and victim stabilized until ambulance arrived and taken to hospital	Closed	15
Empress Neon Sign Damages	05-May-25	Equipment Damages	Suspected vandalism to the historic neon sign outside the Empress	Closed	14
Property Damage, Internet Fiber	15-Apr-25	Equipment Damages	PW regrading the back alley. Shallow fiber line snagged.	Closed	12
Vehicle Damage, plywood struck facility truck	15-Apr-25	Equipment Damages	Facilities truck following commercial vehicle when plywood flew out of the back and hit the facilities truck	Closed	13
Centaur Products cut Arm	01-Apr-25	Medical Aid	Cut arm while working on arena rubber flooring	Closed	11

#### Safety Program Progress

- WorkHub – Safety Software and Tracking
  - Looking at internal training and adoption for personnel
  - Development and testing in
    - Online Training – internal process and documentation review and refreshers
    - Vehicle Assets tracking and Inspection
    - Incident Reporting and investigation
      - Storage, communications, tracking, reporting, Root Cause, Corrective Actions
    - Certificate tracking
    - SDS, Bulletins, Legislation

- Safety Manual
  - Review and integration of Contracted Manual
    - Section 13 – Incident Investigation and Reporting
    - Section 11 – Joint Health and Safety Committee
  - Internal Training Taking place
- Safety Audit
  - Internal initiative to gauge our safety program
    - Full OH&S audit format
    - Interviews
    - Site investigations / inspections
    - Review of Documentation and Process
    - Set Priorities

## Projects

Document Number	Document Name	Progress
ToFM-PLT-RFQ-2025-001	Backwash Line Pipe Replacement	Complete
ToFM-PW-RFQ-2025-002	Dust Abatement Priority 1	Awarded
ToFM-FAC-RFQ-2025-003	Library Roof Replacement	Complete
ToFM-FAC-RFQ-2025-004	Empress Washrooms	Work In Progress
ToFM-ADM-RFP-2025-005	Safety Codes	Complete
ToFM-PLT-RFQ-2025-006	Effluent Recycle Line	Creating Tender
ToFM-FAC-RFQ-2025-007	Library Air Conditioner and Furnace	Complete
ToFM-FAC-RFP-2025-008	Arena Floor (2026)	In Tender
ToFM-PLT-RFP-2025-009	Solar Monitoring	Complete
ToFM-PW-RFQ-2025-010	24th Street and 6th Ave Resurface	Work In Progress
ToFM-PW-RFQ-2025-011	8th Ave and 12th Street Paving	Work In Progress
ToFM-PW-RFQ-2025-012	Sidewalk Replacement	Work In Progress
ToFM-PW-RFQ-2025-013	26th Street and 6th Ave Apron	Work In Progress
ToFM-PW-RFQ-2025-014	5th Ave grading and resurface	Creating Tender
ToFM-FAC-RFQ-2025-015	Lyndon Road Pathway	Creating Tender
ToFM-PW-RFQ-2025-016	4th Ave Storm Management	Not Started
ToFM-FAC-RFP-2025-017	150 Park - Lighting and power	Not Started
ToFM-FAC-RFP-2025-018	150 Park - Grading and Sidewalk	In Tender
ToFM-FAC-RFP-2025-019	150 Park - Irrigation	Not Started
ToFM-FAC-RFQ-2025-020	150 Park - Fencing - post and chain	Not Started

## Projects of Interest Updates

- **Macleod Landing**
  - Civil Construction Work complete, site handed over to shallow utilities
  - Property owners
    - Some concerns with communications
    - Builders on site, Coordination with contractors

- **Empress Theater**
  - Washroom are moving ahead as scheduled
    - Surprise cinderblock wall that was mitigated
  - Chairs
    - Good progress on removing the chairs and upholstering
  - Floor
    - Not in good enough condition to clean and seal
    - Covered with plywood
    - Fir flooring ordered
    - Anticipating we will still hit our schedule
- **Extended Producer Responsibility (EPR)**
  - Fort Macleod is registered for Phase II in October 2026
    - Alberta Recycling Management Authority
    - Circular Material
    - E360s
  - Lots of initial information shared
    - Insurance
    - Process and location
    - Contractors' details
  - MD pushed for shared depot to be integrated
    - Soft start to the program for Town
    - Signed Contract for 15 Months

## **PUBLIC WORKS**

### **Water & Sewer Systems**

- Annual Sewer Flushing: Approximately 50% complete on trunk and main lines.
- Annual Water System Flushing & Valve Exercising: Approximately 40% complete.
- Hydrant Repair: Hydrant on 26th Street near the hospital repaired after leak detection.
- Enviro Trace Leak Study: Leak detection study in the northeast section of the water system completed; awaiting results.

### **Roads & Streets**

- Sweeping: Sweeping of avenues and streets completed.
- Crack Sealing:
  - 24th Street and streets north of 25th Street completed.
  - Partial crack sealing and paint touch-ups completed on the runway.
- Dust Abatement: All Priority 1 roads completed.
- Grading & Pothole Repairs: Road grading and pothole repairs completed.

### **Green Spaces & Vegetation**

- Spraying:
  - Spraying of all green areas is 95% complete.

- Next: spraying curbs, parking lots, and yards.
  - Fall spraying scheduled for parks.
- Mowing:
  - Large green areas and ditches completed.
  - Touch-ups ongoing.
  - Alley mowing (center strips) and vegetation spraying planned for summer.
- Pesticide Certification:
  - An employee has completed training and is now a licensed pesticide applicator.

### Infrastructure & Facilities

- Airport Project: Water extension installed for the airport hangar lots.
- Runway Maintenance: Crack sealing and paint touch-ups completed.
- Columbarium: Pad constructed for the new columbarium.
- Lift Stations: Vac and cleaning completed.

### Compost Site

- Maintenance:
  - Cleaned up site, emptied bins, and hauled trees to the old dump.
  - Screened compost to replenish the dirt bin.

### Staffing

- Seasonal Staff have been hired.

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## PLANTS

### WWTP

- Lift Station Pump #2 was cleared and back in operation in April.
- Two seal flush line leaks repaired in April (initial issue discovered in January).
- Solenoid valve for Plant Service Water to Old Drum Screen installed mid-May.
- Disc Filter Strainer cracked on Feb 22 after just 2 months of use; replacement installed March 13. Full warranty approved in June.
- Portable manhole sewer sampler arrived end of May. Lowering device incompatible with our manholes; Public Works will modify cover to fit.
- One Disc Filter panel replaced June 10 due to tearing. No impact on treatment.
- Heavy rainfall over June 21 weekend caused no treatment issues.
- Increased screenings in June likely due to sewer flushing, rain, and possible truck wash debris (e.g. wood shavings).
- Exhaust Fan 7 bearing failing (identified end of June); parts and repairs are being researched.
- Crack found in WAS#2-line June 23. Previously repaired twice (once under warranty). Contractor contacted, awaiting response.
- Raw Sampler Pump failed June 23. Diagnosis ongoing; spare sampler in use.
- We are still awaiting MPE's engineered drawings for the water reuse line, but were advised in late June that work on them will begin soon.

- Centrifuge bowl for capital project purchased. As of mid-June, delivery expected mid-August.

#### WTP

- Backwash line capital project completed April 2. System operating smoothly. A contractor error caused a power outage on monitoring equipment, resulting in a contravention.
- Faults with the raw water turbidity meter and tabletop turbidimeter were resolved with a spare unit used in the interim. A contravention was filed, and the repaired equipment was reinstalled on May 21.
- Camfield contacted in May to repair angled well. Awaiting response.

#### General

- Water meter reading software upgraded from FCS to Temetra. Issues continue. 9 special meters continue to have issues.
- An employee attended AWWOA training in late May.
- Goldbeck Solar completed initial inspection in May. One near-blown fuse replaced. Awaiting additional data.
- PT2 truck PCM board replaced in June. Vehicle is now operational.
- Water utility rate review completed and submitted for Council presentation on July 2.

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## PLANNING AND DEVELOPMENT

#### Agreements/Policy

- ROW agreement – 10 acre (Indoor farms water line- 2025-0-038 subdivision)
- Development Agreement – Sunbreeze proposal (Bylaw 2004 Rezone)

#### Bylaws

- Bylaw 1969 Perkins street- Resubmitted for subdivision (2 titles) BOA is agent
- Bylaw 1977- Road Closure (Lyndon Road) in process, surveyed Environmental Reserve.
- Bylaw 2000 -Land Use Bylaw- Adopted
- Bylaw 1997 Rezone- IG-CG- Completed
- Bylaw 2001 AG- IG- Completed
- Bylaw 2004 R-RLL P.H. July 14<sup>th</sup>, letters and notices sent and posted
- Bylaw 2008 RMU1- RMU2- P.H. July 14<sup>th</sup> letters and notices sent and posted

#### Land Sales/Swaps

- 160 acres Business Industrial- In process
- Closed bid Accepted from Delcan- At legal for agreements
- No residential lots left in the phase 1 Macleod Landing. Legal Agreements mostly complete, Permits have been issued for new homes (3).
- 15 Acre Land sale by default bought lands back, currently in resale plus a portion of Perkins Street. (needs subdivision and consolidation)
- 1 default on build requirement on Manning Avenue (June 30 to amend agreement)

- 1 sale Airport lot in process
- 1 sale phase 2 Macleod Landing in process
- 10 Acre portion of AG land sale in process at legal for review
- Residential Multi unit sale in Macleod Landing in process, DP plans have been submitted
- Alleyway closed bid sale, Buenos Motor and Tires- in process at legal

### Subdivisions

- 2025-0-038 TOFM – Indoor Farms – In process (Needs HRV assessment and ROW agreements)
- 2025-0-054 TOFM – Delcan- Finalized
- 2025-0-071 JR Home builders- Approved by MPC
- Proposed- Perkins Street (subdivide into two lots)
- Proposed – Lot adjacent to railway, (Macleod landing/ Quilt shop, road plan subdivide into two lots) BOA is agent.

### Permits and Compliance

- 59 Current permits as of June 30th
- 24 Compliance letters as of June 30th
- 1 Safety Code order issued for non-compliance of Schedule C forms
- 1 letter (email reminder) for default build sent out- still in process

### Other

- Bylaw 2000 is in effect; fees forms and other schedules in review.
- Internal safety codes review (SCC)- submitted Feb 25<sup>th</sup> as of June 17<sup>th</sup> SCC has not responded to compliance of audit submission. They will send an email.

## PARKS & FACILITIES

Q2 was a highly active season as the department transitioned from winter shutdowns to full-scale spring and early summer operations. Staff worked diligently to prepare parks, complete preventive maintenance, open the pool, and support a variety of community events. The quarter required flexibility, coordination, and responsiveness as public use and expectations increased significantly.

### Key Operational Focus Areas

- **Facility & Infrastructure Upgrades:**
  - New roof and air conditioning unit installed at the library
  - New rubber flooring installed in the arena
  - Community Hall repainted; new flooring installed
  - Security cameras installed at Empress and Westwinds facilities
  - New garage door lifter and pool mechanical equipment added
- **Park & Grounds Maintenance:**
  - Outdoor park cleanup, grooming, mowing

- Pest control and seasonal repairs
- Pathway upgrades in parks
- Irrigation system repairs across multiple sites
- Sports field grooming and repairs
- 13 new trees planted at the cemetery
- Increased baseball diamond usage
- **Aquatics & Arena Operations:**
  - Arena ice removal and mechanical room cleanup
  - Pool opening and spray park activation
  - Pool repainting and surface work completed
  - Lifeguard onboarding and training completed
- **Staffing & Training:**
  - Seasonal staff hired and trained (April–May)
  - First Aid certifications updated
  - One staff member completed CPO Pool Operator Course
  - Staff recognized at Lifesaving Society Awards:
    - Swim Patrol Award
    - Swim for Life Award (Highest points at an outdoor pool)
  - Continued focus on equipment training, safety refreshers, and independent task management

### Major Events & Community Support

Staff provided setup, access, cleaning, and logistical support for the following events:

- Job Fair (April)
- STARS Volleyball Tournament (April)
- Handmade Market (May)
- Pool Opening Day & Online Bookings Launch (May)
- High School Graduation (June)
- Movie Crew Filming (June)
- Gun Show (June)

### Challenges

- High number of June events required tight coordination and resource prioritization
- Ongoing mechanical issues due to aging infrastructure (e.g., chair lift, ice resurfacer)
- Increased demands for garbage collection and washroom servicing due to high public use in warmer weather

Respectfully submitted,

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Brennan Orr, Director of Operations

# Appendix A

## Service Tracker Report for April 1<sup>st</sup> to June 30<sup>th</sup>, 2025

### Town of Fort Macleod

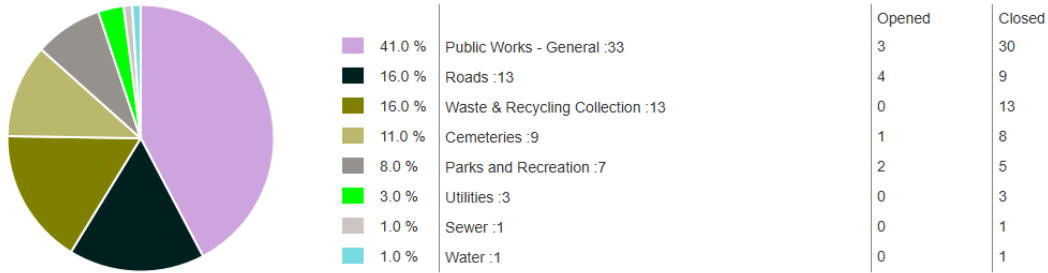
#### Report Statistics

July-03-2025

Date Period : April-01-2025 - June-30-2025  
 Ward : All

Total Number of Requests :	80
Opened :	10
Closed :	70
Total Time Tracked :	57.20 hours
Total Cost Tracked :	\$0
Total Mileage:	0 km
Average number of days to close a service request : 6	
Average number of days to close a service request (System wide) : 10	
Number of submissions from the website : 9	
Number of submissions from Service Tracker : 71	
Number of submissions from Residents : 0	

Total number of requests by Category :



Opened	Closed
3	30
4	9
0	13
1	8
2	5
0	3
0	1
0	1

#### Details

		Opened	Closed
<b>41.0 %</b>	<b>Public Works - General :33</b>	<b>3</b>	<b>30</b>
	Weed Control :1	0	1
	Mowing and Whipping :2	1	1
	Miscellaneous Public Works Items :7	0	7
	General Maintenance :3	0	3
	Garbage/Recycling Bin Collection/Drop Off :14	2	12
	Garbage Collection :6	0	6
<b>16.0 %</b>	<b>Roads :13</b>	<b>4</b>	<b>9</b>
	Potholes :3	0	3
	Line Painting :1	1	0
	Grading/Road Repair :2	0	2
	Barricade Delivery :4	1	3
	Alley :3	2	1
<b>16.0 %</b>	<b>Waste &amp; Recycling Collection :13</b>	<b>0</b>	<b>13</b>
	Report a Problem :13	0	13
<b>11.0 %</b>	<b>Cemeteries :9</b>	<b>1</b>	<b>8</b>
	Grave Marking Digging/Filling :6	1	5
	Grave and Headstone Marking :3	0	3
<b>8.0 %</b>	<b>Parks and Recreation :7</b>	<b>2</b>	<b>5</b>
	Mowing & Whipping :3	0	3
	Gopher Control :1	1	0
	Garbage Cleanup :1	1	0
	Dog Poop Bag Maintenance :1	0	1
	Beautification :1	0	1
<b>3.0 %</b>	<b>Utilities :3</b>	<b>0</b>	<b>3</b>
	Water Turn On Request :1	0	1
	Water Shut Off Request :2	0	2
<b>1.0 %</b>	<b>Sewer :1</b>	<b>0</b>	<b>1</b>
	Flooding/Drainage Issues :1	0	1
<b>1.0 %</b>	<b>Water :1</b>	<b>0</b>	<b>1</b>
	No Water/Low Pressure Complaint :1	0	1