Regular Open Meeting of Council Agenda

Monday, June 22, 2026 at 7:00 PM
In the Council Chambers, Town Hall, 10511-103rd Street, High Level, AB
Electronic Participation via YouTube. The YouTube link for this meeting is:
Town of High Level Regular Meeting, June 22, 2026 - YouTube

The Town of High Level Mayor and Council acknowledge Treaty 8 Territory - the traditional and ancestral territory of the Cree and Dene. We acknowledge that this territory is home to the Métis Settlements and the Métis Nation of Alberta, Regions 1, 4, 5 and 6 within the historical Northwest Métis Homeland.

We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

1. CALL TO ORDER

2. OATHS OF OFFICE

8 - 16

2.1. In accordance with Section 156 of the Municipal Government Act (RSA 2000, c. M 26), the Oaths of Office will be administered by the RCMP Commissioner for Oaths to the following elected officials: Councillor Leslie Bateman and Councillor Ryan Matthew Luengo.

As required under Alberta's updated privacy legislation, elected officials will also complete an Oath of Confidentiality to acknowledge their obligations under Sections 9 to 13 of the Protection of Privacy Act (SA 2024, c. P-28.5) and Section 7 of the Access to Information Regulation (AR 186/2024).

These provisions require all municipal officials to protect personal and confidential information obtained in the course of their duties, use such information only for authorized municipal purposes, and continue to uphold confidentiality after leaving office. Together, the Oath of Office and the Oath of Confidentiality affirm each elected official's legal and ethical responsibility to act with integrity, uphold Alberta law, and safeguard the privacy of individuals and the municipality.

I, _____, do solemnly affirm and declare that I will diligently, faithfully, and to the best of my ability execute according to law the duties of the office of [Mayor/Councillor] for the Town of High Level.

I further affirm that I will uphold and comply with all applicable laws of the Province of Alberta, including the Municipal Government Act, the Protection of Privacy Act, and the Access to Information Act. I will not, without proper authorisation, disclose or make known any personal or confidential information that comes to my knowledge by reason of my position and understand that this obligation continues after my term of office ends

I acknowledge that any breach of these duties may result in legal or administrative action in accordance with provincial legislation.

Signed at _____ on this _____ day of _____ 20____.

Signature _____ Witness
_____ Title _____
Oaths of Office Act
Town of High Level_0146_ElectionResult

3. ADOPTION OF MEETING AGENDA

3.1. Adoption of Meeting Agenda

THAT the Regular Open Council meeting agenda for June 22, 2026, be adopted.

4. DELEGATIONS

5. ADOPTION OF MINUTES

5.1. Minutes of the Regular Open Council Meeting held May 25, 2026, for adoption. 17 - 23
Minutes of Regular Open Meeting of Council - 25 May 2026

THAT the Minutes of the Regular Open Council Meeting held May 25, 2026, be adopted.

6. DELEGATION BUSINESS

7. MAYOR'S REPORT

7.1. Mayor's Report

THAT Council receives the Mayor's report for the period of May 26, 2026, to June 22, 2026.

8. COUNCIL COMMITTEE REPORTS

8.1. Council Committee Reports:

Deputy Mayor Liboiron
Councillor Forest
Councillor Mercredi

Councillor Beierle

THAT Council receives the Council Committee report for the period of May 26, 2026, to June 22, 2026.

9. ADMINISTRATIVE REPORTS

9.1. Financial Report — 24 - 61

Presented by Ed Kaemingh

Finance_Monthly_Report_May2026
Attachment_1_Schedule_A
Attachment_2_Statement_of_Financial_Position
Attachment_3_1_IMR_Council
Attachment_3_2_IMR_Corporate_Services
Attachment_3_3_IMR_Finance
Attachment_3_4_IMR_Fire_Services
Attachment_3_5_IMR_Community_Services
Attachment_3_6_IMR_Operations
Attachment_3_7_IMR_Planning
Attachment_3_8_IMR_Consolidated
Attachment_4_2026_Capital_Project_List
Attachment_5_Reserve_Balances_Summary
Attachment_6_Deferred_Grant_Revenue_Summary

THAT Council accepts the Financial Report presentation for information.

9.2. Tender Award - Protective Services Patrol Unit — 62 - 64

DCAO RFD 2026-06-22 - Tender Award - Protective Services Patrol Unit

THAT Council approves the purchase of the Protective Services Patrol Unit the Stony Plain Chrysler for the tendered amount of $59,918.48 exclusive of GST, and;

FURTHER THAT Council approves an additional $15,000 to be drawn from General Reserves to fund the upfitting of the purchased unit.

9.3. Hydrovac Dump Site Operation — 65 - 67

DCAO RFD 2026-06-22 - Hydrovac Dump Site Operation

THAT Council directs Administration to implement the operation of the hydrovac dump site and include the service to third party haulers and;

FURTHER THAT Council directs Administration to provide finalized details of operation of the hydrovac dump site including fees for service.

9.4. Water Treatment & Distribution System Optimization - WSP Engineering Technical Memorandum — 68 - 177

DCAO RFD - Water Treatment & Distribution System Optimization – WSP Engineering Technical Memorandum
Town of High Level - Technical Memo
WTP Technical Memo Presentation

THAT Council formally accept the WSP Technical Memorandum Report on

the Treatment Alternative Assessment to Dissolved Organic Matter (DOC) Removal at the High Level Water Treatment Plant.

THAT Council directs Administration to take any other action deemed appropriate by Council including recommending additional evaluation and studies as outlined over a one year period to capture four seasons of water sampling data to further the determination of the preferred treatment option to meet operational and regulatory requirements.

9.5. Regional Waterline Feasibility Study - Route Alignment Update — 178 - 181

DCAO RFD 2026-06-22 - Regional Waterline Feasibility Study – Route Alignment Update
Updated Regional Water System Alignment

THAT Council supports the revised alignment as provided and request that the feasibility study proceed utilizing the approved option.

9.6. Library Board Appointment(s) — 182 - 185

CS RFD 2026-06-22 - Library Board Appointments
Board Changes

THAT Council appoints Destiny Corcilles-Herring and Leslie Bateman to the High Level Municipal Library Board for a three year term ending April 30, 2029.

9.7. Addition of Signing Authority - Jena-Raye Clarke — 186 - 189

Signing Authority RFD
246-13 Signing Authorities Policy

THAT Council approve the addition of Jena-Raye Clarke, Acting CAO, as signing authority for the Town of High Level for the purpose of conducting financial transactions, banking and contractual documents.

9.8. 2026 Property Tax Recovery Public Auction - Reserve Bid and Conditions of Sale (Tax Roll 0914.000) — 190 - 201

FN RFD 2026-06-22 -Tax Sale
Tax_Sale_Attachment_1_Reserve_Bid_Schedule_and_Property_Information
Tax_Sale_Attachment_2_2026_Assessment_Notice
Tax_Sale_Attachment_3_Land_Title_Certificate
Tax_Sale_Attachment_4_Ministerial_Order_MSD-027-26_and_Covering_Letter
Tax_Sale_Attachment_5_Taxes_Owing_Summary

THAT Council set a reserve bid of $313,000 (equal to the 2026 assessed value) for the parcel legally described as Plan 9721282, Block 30, Lot 48 (Tax Roll 0914.000; civic address 10804 - 106 Street), to be offered for sale at the 2026 tax recovery public auction;

AND FURTHER THAT Council establish the conditions of sale set out in this report, including a non-refundable deposit of twenty-five percent (25%) of the bid, payable be cash or certified cheque within 24 hours of the close of the auction, with the balance of the purchase price due in full within 30 days;

AND FURTHER THAT the public auction be held on Wednesday, September 23, 2026, at 10:00 a.m at the Council Chambers, Town of High Level, 10511 -

103 Street, High Level, Alberta.

9.9. Land Use Bylaw Amendment - Bylaw No. 1074-26 — 202 - 210

PD RFD 2026-06-22 - Bylaw No. 1074-26 LUB Amendment
1074-26 LUB Amendment - Attachment 1
MPS-26-121 - Attachment 2

THAT Council consider first reading of the proposed Land Use Bylaw amendment 1074-26 to redistrict Lot 1, Block 6, Plan 3510KS from High Density Residential (R-3) to Medium Density Residential (R-2) to allow for an addition to a single detached dewelling.

FURTHER THAT Council set a date for the Public Hearing for the proposed Land Use Bylaw amendment.

10. ADMINISTRATIVE INQUIRIES

11. OLD BUSINESS

11.1. Cannabis Retail Store and Liquor Retail Stores — 211 - 226

PD RFD 2026-06-22 - Cannabis and Liquor Retail Stores
Attachment 1 - Existing 100 m Setback
Attachment 2 - Cannabis & Liquor Setbacks
Attachment 3 - Daycare & School Setback
Attachment 4 - All Setbacks
Attachment 5 - Bylaw DRAFT
Attachment 6 - Engagement Plan
Attachment 7 - Additional Regulations

THAT Council direct the Town's Planning and Development Department to prepare an amendment to the LUB to restrict the development of new alcohol retail sales establishments within 100 m of the Community Use or Parks Districts.

FURTHER THAT Council directs the Town's Planning and Development Department to initiate public engagement as outlined in Attachment 6, to seek input from existing cannabis retail sales and alcohol retail sales establishment business owners operating in the community, the local Chamber and the public to determine if there is interest in expanding the required minimum setback distance between these use classes, and prepare a report for Council consideration.

12. NEW BUSINESS

13. CORRESPONDENCE FOR ACTION - INTERNAL

13.1. Community Recycling Program — 227 - 233

Community Recycling Program
Town of High Level New Curbside Communities New CARTS

14. CORRESPONDENCE FOR ACTION - EXTERNAL

14.1. Letter from Seniors 234 - 235
Letter to Council

14.2. Courageous Companions Service Dog Program - Sponsorship Request 236 - 237
Courageous Companions Service Dog Program - 2026 Sponsorship Request

14.3. Meeting Request with Minister Williams 238
2026 ABmunis Fall Convention Meeting Template

15. CORRESPONDENCE FOR INFORMATION - INTERNAL

15.1. Monthly Departmental Reports - May 2026 239 - 251

CAO Report
Community Services
Fire Services
Finance
Operations
Planning and Development
Community Services Report May 2026
Fire Services Report May 2026
Planning & Development Report May 2026
Operations Report May 2026

THAT Council accept the Departmental Monthly Reports, for May 2026, as presented.

16. CORRESPONDENCE FOR INFORMATION - EXTERNAL

16.1. NAEL - May 1, 2026, Meeting Minutes 252 - 265
Northern Alberta Elected Leaders (NAEL) - Minutes of NAEL meeting held May 1, 2026

16.2. Municipal Affairs Grant Allocation Letter 266 - 267
2026 Municipal Affairs Grant Allocation Letter

THAT Council receive the items of external correspondence, for information.

17. NOTICES OF MOTION

18. QUESTION PERIOD

19. RECESS TO IN-CAMERA (CLOSED)

19.1. Recess to In-Camera Meeting

THAT Council recess into an in-camera (closed) session in accordance with Part 1, Division 2, s. 29(1) (Advice for Officials) of the *Access to Information*

***Act* to discuss the following:**

- Personnel Matter
- Enforcement/Land Matter
- Contract Matter

20. RECONVENE OPEN MEETING

20.1. Reconvene Open Meeting

THAT Council reconvene the regular meeting once the closed session has been concluded to record any resulting motions or directions.

21. MOTIONS ARISING FROM IN-CAMERA (CLOSED) SESSION

22. ADJOURNMENT

22.1. **THAT there being no further business of the Regular Open Council meeting, it be adjourned.**

Province of Alberta

OATHS OF OFFICE ACT

Revised Statutes of Alberta 2000
Chapter O-1

Current as of November 16, 2022

Office Consolidation

Alberta King's Printer
Suite 700, Park Plaza
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952

E-mail: kings-printer@gov.ab.ca
Shop on-line at kings-printer.alberta.ca

Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

OATHS OF OFFICE ACT

Chapter O-1

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

Oath of allegiance

1(1) When by a statute of Alberta a person is required to take an oath of allegiance it shall be taken in the following form:

> I, _____ , swear that I will be faithful and bear true allegiance to His Majesty King Charles the Third, His heirs and successors, according to law.
>
> So help me God.

(2) Where the name of His Majesty King Charles the Third is expressed in the form, the name of the Sovereign at the time that the oath is taken shall be substituted therefor if different.

RSA 2000 cO-1 s1;AR 217/2022

Official oath

2 When by a statute of Alberta a person is required to take an official oath on

(a) being appointed to an office other than that of judge or justice of the peace, or

(b) being admitted to a profession or calling,

the oath shall be taken in the following form:

> I, _____ , swear that I will diligently, faithfully and to the best of my ability execute according to law the office of _____.
>
> So help me God.

RSA 1980 cO-1 s2

Judicial oath

3 When by a statute of Alberta a person is required to take a judicial oath on being appointed as a judge or as a justice of the peace, the oath shall be taken in the following form:

I, _____ , swear that I will honestly and faithfully and to the best of my ability exercise the powers and duties of a _____ _____ .

So help me God.

RSA 1980 cO-1 s3

Solemn affirmation

4(1) A person who is required by a statute of Alberta to take an oath prescribed by this Act may make a solemn affirmation instead of taking the oath.

(2) When on the administering of an oath prescribed by this Act the person about to take the oath is permitted by law to make a solemn affirmation instead of taking an oath, the person may make a solemn affirmation in the prescribed form of the oath, substituting the words "solemnly affirm" for the word "swear", and omitting the words "So help me God".

RSA 2000 cO-1 s4;2014 c13 s8

Printed on Recycled Paper

Government of Alberta
Municipal Affairs

Elections Database

Official Election Results

Name of Municipality:	HIGH LEVEL
Election Type:	By Election
Election Date:	2026-06-01

Section 97 of the Local Authorities Election Act
Section 577 of the Municipal Government Act

Ward	Position	First Name	Last Name	Number of Votes Received (A = Acclaimed)	If declared elected check(X)	If Incumbent check(X)
	Councillor	Leslie	Bateman	87	[X]	[ ]
	Councillor	Joyce	Davis	85	[ ]	[ ]
	Councillor	Martin	Fongemie	47	[ ]	[ ]
	Councillor	Alan	Forsyth	41	[ ]	[ ]
	Councillor	Ryan Matthew	Luengo	161	[X]	[ ]
	Councillor	Alok	Sahai	52	[ ]	[ ]
	Councillor	Cassandra	Salls	69	[ ]	[ ]

Number of Actual Voters 297
Number of Eligible Voters 2,392

I certify that this is a true statement of the results of the election held on 2026-06-01
Date of Election

Electronically signed and submitted to Municipal Affairs on 2026-06-05.

Signature of Returning Officer

Date

The personal information on this form is being collected to to support the municipal election process and is authorized under the Local Authorities Election Act. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact Capacity Building at 780-427-2225 or by writing to the Director, Capacity Building, 17th Floor, Commerce Place, Edmonton, Alberta T5J 4L4. (Outside of Edmonton call 310-0000 to be connected toll free.)

Minutes of the Regular Open Meeting of Council Meeting
held **Monday, May 25, 2026, at 7:00 PM.**
In the Council Chambers, Town Hall, 10511-103rd Street, High Level, AB

In Attendance:

Council: Mayor Josh Lambert
Councillor Belinda Forest
Councillor Brielle Mercredi
Councillor Nickoi Beierle

Staff: Viv Thoss, Chief Administrative Officer
Jena-Raye Clarke, Director of Community Services
Jason Ripley, Fire Chief
Jane Dauphinee, Acting Director of Planning and Development (via Teams)
Barb Wilton, Acting HR Manager (via Teams)
Bill Schnarr, Communications Coordinator
Emma Hart, Casual Support Services Clerk

Regrets: Deputy Mayor Mark Liboiron

Others: Bob Latimer, Stormy Lake Consultant (via Teams)
Philip Copprad, Stormy Lake Consultant (via Teams)
Arlene Schieven, Stormy Lake Consultant (via Teams)

1. CALL TO ORDER

1.1. Mayor Lambert called the meeting to order at 7:00p.m.

2. ADOPTION OF MEETING AGENDA

2.1. Adoption of Meeting Agenda

Moved by Councillor Forest

189-26 **THAT the Regular Open council meeting agenda for May 25, 2026, be adopted with the addition of an In-Camera item respecting the CAO performance evaluation and to include related confidential personnel and legal matters regarding the CAO.**

Carried

3. DELEGATIONS

4. ADOPTION OF MINUTES

4.1. Minutes of the Special Council Meeting held May 7, 2026

Moved by Councillor Mercredi

190-26 **THAT the Minutes of the Special Council Meeting held May 7, 2026, be adopted.**

Carried

4.2. Minutes of the Regular Open Council Meeting held May 11, 2026, for adoption.

Moved by Councillor Beierle

191-26 **THAT the Minutes of the Regular Open Council Meeting held May 11, 2026, be adopted.**

Carried

5. DELEGATION BUSINESS

6. MAYOR'S REPORT

6.1. Mayor Lambert's Report May 12, 2026 to May 23, 2026

Mayor Lambert:
May 12th - Chamber of Commerce Annual General Meeting
May 20th - Canadian Red Cross Meeting
May 20th – Readi Board Meeting
May 23th - High Level Community Grad

Moved by Councillor Forest

192-26 **THAT Council receives the Mayor's report for the period of May 12, 2026, to May 25, 2026.**

Carried

7. COUNCIL COMMITTEE REPORTS

7.1. Councillor Forest:
May 20th - FASD Board Meeting

Councillor Mercredi:
May 14th - Water North Coalition
May 19th - Boreal Housing Meeting
Seniors Week is June 5, 2026 to June 11, 2026

Councillor Beierle:
May 20th - Readi Board Meeting

Moved by Councillor Mercredi

193-26 **THAT Council RECEIVES the Council Reports from Councillor Forest, Councillor Beierle, and Councillor Mercredi for the period of May 12, 2026, to May 20, 2026.**

Carried

Moved by Councillor Forest

7.2. Town of High Level Bursary - Brought forward from the May 19, 2026, Committee of the Whole Meeting

209-26 **THAT Council award the 2026 TOHL Bursary to Teagan Parsons in the amount of $2,000.**

Carried

8. ADMINISTRATIVE REPORTS

8.1. 2026 Tax Rate Bylaw

Moved by Councillor Beierle

194-26 **THAT Council give first reading to Bylaw 1072-26 - 2026 Property Tax Rate Bylaw.**

Carried

Moved by Councillor Forest

195-26 **THAT Council give second reading to Bylaw 1072-26 - 2026 Property Tax Rate Bylaw.**

Carried

Moved by Councillor Mercredi

196-26 **THAT Council unanimously agree to proceed with third reading of Bylaw 1072-26 - 2026 Property Tax Rate Bylaw at this meeting.**

Carried

Moved by Councillor Mercredi

197-26 **THAT Council give third and final reading to Bylaw 1072-26 - 2026 Property Tax Rate Bylaw.**

Carried

Ryan Musch, Interim Director of Finance left at 7:12p.m.

8.2. Town of High Level Tourism Development Strategy
Presentation by Stormy Lake Consulting

Moved by Councillor Mercredi

198-26 **THAT Council accept this report for information**

Carried

Stormy Lake Consultants left at 7:39p.m.

8.3. Cannabis Retail Stores and Liquor Retail Stores

Moved by Councillor Mercredi

199-26 **THAT Council directs Administration to provide further information or clarification on specific elements of the report and return revised report to Council for consideration.**

Carried

8.4. Paddle Prairie Fire Services Agreement

Moved by Councillor Beierle

200-26 **THAT Council approve the execution of a renewed Fire Service Sharing Agreement with the Paddle Prairie Métis Settlement.**

Carried

8.5. Bylaw 1073-26 - ATIA/POPA Bylaw

Moved by Councillor Forest

201-26 **THAT Council give first reading to Bylaw 1073-26, ATIA/POPA Bylaw**

Carried

Moved by Councillor Mercredi

202-26 **THAT Council give second reading to Bylaw 1073-26, ATIA/POPA Bylaw.**

Carried

Moved by Councillor Beierle

203-26 **THAT Council proceed with third and final reading of Bylaw 1073-26, ATIA/POPA Bylaw.**

Carried

Moved by Councillor Forest

204-26 **THAT Council give third and final reading to Bylaw 1073-26, ATIA/POPA Bylaw.**

Carried

8.6. Town of High Level Privacy Management Program

205-26 **THAT Council consider adopting the Town of High Level Privacy Management Program as presented.**

Moved by Councillor Forest

206-26 **AND THAT Council direct Administration to implement and maintain the program in accordance with legislative requirements**

Carried

9. ADMINISTRATIVE INQUIRIES

There were no administrative inquires.

10. OLD BUSINESS

There was no old business items brought forward.

11. NEW BUSINESS

There was no new business items brought forward.

12. CORRESPONDENCE FOR ACTION - EXTERNAL

12.1. Waving of Baseball Diamond Fees

Moved by Councillor Beierle

207-26 **THAT Council decline the request to waive Baseball Diamond Fees.**

Carried

13. CORRESPONDENCE FOR ACTION - INTERNAL

13.1. Town of High Level Bursary - Brought forward from the May 19, 2026, Committee of the Whole Meeting

Moved by Mayor Lambert

208-26 **Mayor Lambert made a motion to change 13.1 to 7.2**

Carried

13.2. Monthly Departmental Reports
CAO Report
Fire Services Report
Planning and Development Report
Community Services Report
Corporate Services Report

Moved by Councillor Forest

210-26 **THAT Council accepts the Departmental Monthly reports, for April 2026, as presented.**

Carried

Jane Dauphinee, Acting Director of Planning and Development left at 8:15 p.m.

14. CORRESPONDENCE FOR INFORMATION - EXTERNAL

14.1. NAEL Terms of Reference

Moved by Councillor Beierle

211-26 **THAT Council receive the item of external correspondence, for information.**

Carried

15. CORRESPONDENCE FOR INFORMATION- INTERNAL

15.1. 2026 Canada Day Celebration

Moved by Councillor Forest

212-26 **THAT Council receive the item of internal correspondence, for information.**

Carried

16. NOTICES OF MOTION

There were no notice of motions brought forward.

17. QUESTION PERIOD

There were no members in the gallery in attendance who wished to speak.

18. MOTION TO RECESS TO IN-CAMERA (CLOSED) SESSION

Moved by Councillor Mercredi

213-26 **THAT Council recess into an in-camera session at 8:35p.m. in accordance with Part 1, Division 2, s. 29 (Advice from Officials) of the *Access to Information Act.***

Carried

Jena-Raye Clarke, Director of Community Services, Jason Ripley, Fire Chief, Bill Schnarr, Communications Coordinator and Emma Hart, Casual Support Services Clerk, left at 8:21 p.m.

19. MOTION TO RECONVENE

19.1. Reconvene to Open Meeting

Moved by Councillor Mercredi

214-26 **THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council meeting reconvened at 10:37 p.m.

Carried

20. IN-CAMERA (CLOSED SESSION) ITEMS

20.1.

Moved by Councillor Mercredi

215-26 **THAT Council proceed with the confidential personal matters as discussed in-camera.**

Carried

21. ADJOURNMENT

Moved by Councillor Beierle

216-26 **THAT there being no further business of the Regular Open Council meeting, it be adjourned.**

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 10:39 p.m.

Carried

_____

Mayor

_____

Chief Administrative Officer

TOWN OF High Level

10511 - 103 Street
High Level, Alberta. T0H 1Z0
Phone: 780 926 2201 Fax: 780 926 2899

DEPARTMENTAL MONTHLY REPORT

Finance — May 2026

Department	
Name of Department **Finance**	Meeting Date **June 22, 2026**
Reporting Period **Month ended May 31, 2026**	Meeting **Regular Council**

Banking & Debt

Cash, bank and investment balances at May 31, 2026 are summarized below. Balances are drawn from the trial balance for the five months then ended and tie to the Cash and Investments lines of the interim Statement of Financial Position (Attachment 2).

Bank Account Balances at May 31, 2026	Balance ($)
Operating Account (CIBC 89-05118)	8,654,593
Cash / Mutual Funds	1,726,721
Petty Cash Floats (all locations, combined)	5,200
Investments (corporate / government bonds)	6,563,722
Total cash and investments	**16,950,236**

Long-term debt (debentures) at May 31, 2026, totals $1,439,147. The Town carries five debentures. Debenture servicing is recorded as an operating expenditure as payments fall due — $62,845 of principal and $19,508 of interest have been expensed year-to-date — while the long-term debt liability is carried at the December 31, 2025, year-end position and will be updated at year-end to reflect principal repaid in 2026. The per-debenture breakdown is set out below. There were no draws on the operating line of credit.

Long-Term Debt (Debentures) at May 31, 2026	Balance ($)
PW Shop Debenture	206,769
Raw Water Waterline (North to West Reservoir)	488,212
North Reservoir Pump House Upgrades	205,295
Lift Station 1 Replacement (2021)	449,845
Library Debenture	89,026
Total long-term debt	**1,439,147**

Updated: 2026-06-15

*Prepared with the assistance of AI.

10511 - 103 Street
High Level, Alberta. T0H 1Z0
Phone: 780 926 2201 Fax: 780 926 2899

Financial

Year-to-Date Budget vs Actual (to May 31, 2026)

All Departments (consolidated)	2026 Budget	YTD Actual	% of Budget
Total Revenue	19,375,739	14,186,215	73.2%
Total Expenditures	17,426,376	5,736,556	32.9%
Transfers to reserves	1,949,363	–	–
Net operating result — surplus (deficit)	**–**	**8,449,659**	

Five months represent 42% of the year. The annual property tax levy — the Town's largest single revenue source — was raised in May, so year-to-date revenue now reflects substantially the full annual levy while expenditures track close to pace at 33% of budget. The result is a large year-to-date operating surplus of $8,449,659, which ties to the operating line of the accumulated surplus reconciliation on the interim Statement of Financial Position.

Revenue highlights: taxes and payments-in-lieu of taxes recognized year-to-date of $7,527,754 (reconciled in the tax schedule below), the $1,000,000 Mackenzie County operating contribution received, and franchise revenue from electric and gas utilities tracking to plan. **Expenditure highlights:** salaries, contracted services and the annual RCMP contract ($218,491, paid in full) account for the majority of spending to date; most departments are at or below the 42% straight-line pace.

Capital Projects

The 2026 capital budget as approved, the year-to-date capital spending by project, and the funding sources are provided at Attachment 4. Spending to date reflects early-stage design, pre-planning and study activity; capital is capitalized to tangible capital assets at year-end.

Department heads are reviewing the 2026 capital projects, and the Operations department will provide its own detailed capital project reporting to Council.

Emergency Services capital is progressing. Minor capital items — new life-safety rope, bunker gear, and hoses and appliances — are on order. The larger light rescue and rescue engine units are at the specification stage, with the two units to be packaged under a single procurement to seek cost efficiencies; a tender is anticipated in mid-to-late July, with bids closing in early September and a Council contract award targeted later that month.

Year-to-date capital revenue of $200,001 was recorded on the sale of the 2021 Freightliner M2 Fort Garry tanker (proceeds on disposal), reported as a capital item in the accumulated surplus reconciliation and detailed at Attachment 4.

*Prepared with the assistance of AI.

10511 - 103 Street
High Level, Alberta. T0H 1Z0
Phone: 780 926 2201 Fax: 780 926 2899

Assessment & Tax

The 2026 property tax levy was raised on May 28, 2026, and the combined 2026 assessment and property tax notices were mailed to property owners. As a result, taxes and grants-in-place-of-taxes receivable rose to $8,721,664 at May 31, 2026. The receivable is composed of the 2026 levy net of collections to date and prior-year arrears carried forward, as follows.

Tax and Payment-in-Lieu Revenue — Year-to-Date Reconciliation

Revenue line (year-to-date to May 31, 2026)	Amount ($)
General municipal taxes	7,310,814
Rail taxes	25,899
Federal payment-in-lieu of taxes	68,770
Provincial payment-in-lieu of taxes	122,271
Taxes and payments-in-lieu of taxes recognized	**7,527,754**

These lines tie to General Municipal Taxes, Rail Taxes, and the Federal and Provincial Payments-in-Lieu of Taxes in Attachment 3.3. The 2026 general municipal tax levy authorized under the 2026 Property Tax Rate Bylaw is $7,346,137; year-to-date tax and payment-in-lieu revenue exceeds the budgeted levy because the levy was raised on the final assessment roll, rail taxes are reported on a separate revenue line, and the payments-in-lieu of taxes are recognized as tax-equivalent revenue.

Taxes Receivable at May 31, 2026	Amount ($)
Prior-year arrears (opening balance, December 31, 2025)	319,839
2026 levy raised in period, net of collections	8,401,825
Taxes and grants in place of taxes receivable	**8,721,664**

Collections of $1,040,381 were applied against tax accounts during the five-month period, and penalties and costs on taxes and trade accounts of $54,601 were recorded. Finer aging of the prior-year arrears (one year versus two or more years in arrears) is maintained on the tax roll and tax recovery is being advanced through the public-auction process noted under Other, below.

2026 Minimum Property Tax

Section 357(1) of the Municipal Government Act permits the property tax bylaw to set a minimum amount payable as property tax. The 2026 Property Tax Rate Bylaw sets this minimum at $500 per parcel for general municipal purposes; a parcel is charged the minimum when the general municipal tax calculated on its assessed value would otherwise be less than $500. For 2026, 212 taxable parcels are charged the minimum tax — 120 residential and farmland parcels and 92 non-residential parcels — generating $106,000 in general municipal taxation. The breakdown by property class is set out in Schedule A (Attachment 1) and is presented for Council's information.

*Prepared with the assistance of AI.

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Property Class	2026 Rate (mills)	Parcels at Minimum	Minimum Tax Levied ($)
Residential / Farmland	9.7082	120	60,000
Non-Residential	11.9999	92	46,000
Total	–	**212**	**106,000**

Utilities

Water, sewer and garbage accounts receivable stood at $459,998 at May 31, 2026 (the net trade receivable for utility accounts). The portion representing arrears of two billing periods or more — balances not considered current — is monitored within the utility billing system. Utility billing and collection continue on the regular cycle.

Projects & Initiatives

- **Interim financial reporting.** Established a monthly interim Report to Council — statement of financial position, operating, capital, reserves and deferred-grant summaries — supported by month-end trial-balance working papers, for the April 30 and May 31, 2026 periods.
- **Departmental variance reporting.** Completed budget-to-actual variance workbooks for all seven departments and a consolidated summary, with materiality-based flagging, to support directors' monthly variance reporting to Council. These workbooks accompany this report as the departmental Interim Management Reports (Attachment 3).
- **Finance work plan.** Developed an annual finance work plan aligning statutory obligations (Municipal Government Act, LGFF, debt-limit regulation) with the 2026 Council meeting calendar and on-site schedule.
- **2026 Tax Rate Bylaw.** Completed the assessment, mill-rate and requisition reconciliations supporting the adopted 2026 Property Tax Rate Bylaw.
- **2027 budget preparation.** Preparing the 2027 operating and capital budget books across all departments, anchored to the approved 2026 budget with Director input planned Q2 to Q3 and Council review and approval Q4.
- **Debt management policy.** Rewrote the debt management policy and prepared the supporting Request for Decision.
- **Borrowing bylaw.** Prepared the 2026 operating expenditures borrowing bylaw.

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- **Tax notice insert.** Produced the 2026 tax notice insert accompanying the combined assessment and tax notices.

Other

- **Tax recovery — public auction.** A property tax recovery package for Tax Roll 0914.000 is being brought forward on June 22, 2026, including a reserve-bid schedule, advertising and notice package, and auction administration package, with a recommended public auction date of September 23, 2026.
- **Assessment Services procurement.** Request for Proposal FIN2026-001 for assessment services has been prepared and will be presented to Council in July 2026, with a timeline targeting a contract award on September 28, 2026.
- **Insurance.** Insurance premiums are increasing significantly year over year. A review of the Town's insurance coverage and valuations is recommended to examine the recent increases, with the findings to inform the 2027 budget. The review is intended to assess cost and coverage and does not signal a change in insurance provider.
- **Audit and compliance.** The 2025 audit is complete and statutory financial reporting is current; the Town remains on track to meet Municipal Affairs filing deadlines.
- **Interim reporting.** The following accompany this report as separate files: Schedule A — 2026 Minimum Tax by Property Class (Attachment 1), the interim Statement of Financial Position (Attachment 2), the departmental Interim Management Reports — operating budget and variance by department (Attachment 3), the 2026 Capital Project List as approved (Attachment 4), the Reserve Balances Summary (Attachment 5) and the Deferred Grant Revenue Summary (Attachment 6).

Upcoming Events

- June 22, 2026, Regular Council meeting: 2026 Minimum Property Tax (information) and Tax Roll 0914.000 tax recovery public auction (decision).
- July 2026 Regular Council meeting: Assessment Services RFP (FIN2026-001).
- LGFF capital and operating grant applications to be submitted in June 2026.
- Continued development of the 2027 operating and capital budgets and the multi-year financial plan.
- Year-end reserve and deferred-grant transfers, which post at December 31, 2026.

Updated: 2026-06-15

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Attachments

- **Attachment 1 —** Schedule A: 2026 Minimum Tax by Property Class.
- **Attachment 2 —** Interim Statement of Financial Position, May 31, 2026.
- **Attachment 3 —** Departmental Interim Management Reports (operating budget and variance by department): 3.1 Council; 3.2 Corporate Services; 3.3 Finance; 3.4 Fire Services; 3.5 Community Services; 3.6 Operations; 3.7 Planning; and 3.8 Consolidated.
- **Attachment 4 —** 2026 Capital Project List (as approved), with funding breakdown.
- **Attachment 5 —** Reserve Balances Summary.
- **Attachment 6 —** Deferred Grant Revenue Summary.

Approvals

Jena Clarke

CAO: _____ **Author: Finance , Ed Kaemingh**

Acting CAO, Jena-Raye Clarke

☐ Corporate Services ☐ Community Services ☐ Fire Services
☒ Finance ☐ Planning and Development ☐ Operations

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ATTACHMENT 1

Schedule A — 2026 Minimum Tax by Property Class

Attachment to the Finance Monthly Report presented to Regular Council, June 22, 2026.

Property Class	2026 Municipal Rate (mills)	Minimum-Tax Threshold ($)	Parcels at Minimum	Minimum Tax Levied ($)
Residential / Farmland	9.7082	51,503	120	60,000
Non-Residential	11.9999	41,667	92	46,000
Total	**–**	**–**	**212**	**106,000**

Parcels at minimum are taxable parcels whose calculated general municipal tax is less than $500 and which are therefore billed the $500 minimum. Tax rates are the 2026 general municipal rates in the 2026 Property Tax Rate Bylaw; thresholds are the assessment levels at which the calculated tax equals $500.

*Prepared with the assistance of AI.

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ATTACHMENT 2

Interim Statement of Financial Position — May 31, 2026

Town of High Level — as at May 31, 2026 (interim, for management reporting).

	May 31, 2026	May 31, 2025	Dec 31, 2025
FINANCIAL ASSETS			
Cash	10,386,514	6,416,332	9,907,213
Taxes and grants in place of taxes	8,721,664	8,654,052	319,839
Trade and other receivables	8,088,353	6,792,127	8,605,022
Inventory held for resale	51,715	32,346	51,715
Investments	6,563,722	6,625,442	6,563,722
Total financial assets	**33,811,968**	**28,520,299**	**25,447,511**
LIABILITIES			
Accounts payable and accrued liabilities	870,716	809,322	1,377,487
Deposit liabilities	40,995	29,595	35,295
Deferred revenue	7,464,642	6,914,173	7,468,837
Asset retirement obligation	6,649,669	6,523,347	6,649,669
Long-term debt	1,439,147	1,629,031	1,439,147
Total liabilities	**16,465,169**	**15,905,468**	**16,970,435**
NET FINANCIAL ASSETS	**17,346,799**	**12,614,831**	**8,477,076**
NON-FINANCIAL ASSETS			
Tangible capital assets	101,650,680	106,362,734	101,650,680
Inventory for consumption	255,153	260,683	255,153
Prepaid expenses	7,000	27,257	336,102
Total non-financial assets	**101,912,833**	**106,650,674**	**102,241,935**
ACCUMULATED SURPLUS	**119,259,632**	**119,265,505**	**110,719,011**

Updated: 2026-06-15

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Accumulated Surplus Continuity — December 31, 2025 to May 31, 2026

Component	Amount ($)
Opening accumulated surplus (December 31, 2025)	**110,719,011**
Net operations (year-to-date)	8,449,659
Net capital (year-to-date)	90,962
Closing accumulated surplus (May 31, 2026)	**119,259,632**

Net operations is the consolidated year-to-date excess of revenues over expenditures (Attachment 3.8); net capital is year-to-date capital revenue less capital expenditures (Attachment 4).

COUNCIL DEPARTMENT

Interim Management Report — By Expenditure Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.1

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
EXPENDITURES					
Elected Official Fees	129,900	46,567	83,333	35.8%	
Council Initiative	40,000	288	39,712	0.7%	*Below pace; staff appreciation, Spring Clean-Up and related initiatives will be captured in June.*
Travel & Subsistence	35,000	13,418	21,582	38.3%	
Grants to Individuals and Organizations	17,500	6,300	11,200	36.0%	
Individual Memberships/Conference Fees	12,500	6,964	5,536	55.7%	*Above straight-line pace; reflects higher conference attendance by elected officials.*
Administrative Supplies	15,000	6,818	8,182	45.5%	
Telephone/Communications	5,000	1,703	3,297	34.1%	
Professional Development	3,000	-	3,000	-	
Workers Compensation Board	1,398	582	816	41.6%	
Insurance	850	-	850	-	
Election Costs	8,000	1,027	6,973	12.8%	
TOTAL EXPENDITURES	**268,148**	**83,668**	**184,480**	**31.2%**	
RESERVE TRANSFERS					
Subtotal — Transfers In	**-**	**-**	**-**	**-**	
Transfers Out					
Transfer to Projects	-		-	-	
Subtotal — Transfers Out	**-**	**-**	**-**	**-**	
NET LEVY REQUIREMENT	**(268,148)**	**(83,668)**	**(184,480)**	**31.2%**	

**Prepared with the assistance of AI.*

CORPORATE SERVICES DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.2

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
REVENUE					
Miscellaneous Revenue	13,000	-	13,000	-	*Partnership in Injury Reduction (WCB) compensation is expected to be received in June.*
Munici/Prov Fines(Prov Tickets)	1,000	225	775	22.5%	
Animal Licenses	1,000	250	750	25.0%	
Municipal Fees & Fines Own Sources	2,000	905	1,095	45.3%	
Other Revenue From Own Sources	1,200	-	1,200	-	
Parking Fines(Municipal Tickets	-	-	-	-	
TOTAL REVENUE	**18,200**	**1,380**	**16,820**	**7.6%**	
EXPENDITURES					
Salaries and Wages	439,074	98,351	340,723	22.4%	*Below pace; position vacancies are holding this line below the straight-line pace.*
RCMP Contract	218,491	218,491	-	100.0%	*Single annual policing invoice paid in full; not an overage.*
Employer Contributions	61,707	18,224	43,483	29.5%	*Tracks Salaries and Wages; below pace, reflecting position vacancies.*
Advertising	61,000	56,880	4,120	93.2%	*Annual advertising agreements invoiced and paid early in the year. Not expected to increase materially.*
Software Maintenance/purchase/upgrades	46,500	35,683	10,817	76.7%	*Annual subscriptions and renewals processed early in the year; not expected to rise materially.*
Vehicle Parts and Supplies	15,000	457	14,543	3.0%	*Below pace; expected to rise once a second enforcement vehicle is in service.*
Telephone/Communications	12,840	10,681	2,159	83.2%	*An inter-municipal services agreement was invoiced and paid early in the year.*
Professional Development	9,500	660	8,840	6.9%	
Fuel & Oil & Other Vehicle Supplies	8,000	2,633	5,367	32.9%	
Travel & Subsistence	6,000	5,438	562	90.6%	
General Supplies	6,000	(24)	6,024	(0.4%)	*Reflects a credit from a voided/misposted charge with no offsetting entry in this account; the amount is to be reclassified*
Workers Compensation Board	5,605	1,389	4,216	24.8%	
Safety Equipment/Clothing/Uniforms/Boots	5,000	-	5,000	-	
Grants to Individuals and Organizations	5,000	-	5,000	-	
Administrative Supplies	4,486	2,270	2,216	50.6%	*Includes annual staff driver's abstracts processed in May.*
Contracted Maintenance and Repair (Vehicle)	3,500	122	3,378	3.5%	
Program Supplies	3,500	-	3,500	-	
Equipment Rental & Lease	2,595	864	1,731	33.3%	

CORPORATE SERVICES DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.2

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Utilities - Electrical	2,370	441	1,929	18.6%	
Vehicle Insurance	2,336	2,166	170	92.7%	*Annual vehicle insurance premiums for the first ten months expensed early in the year. Renewal is on November.*
Individual Memberships/Conference Fees	2,100	-	2,100	-	
Contracted Maintenance & Repair of Fixed Assets (Buildings, Roads etc)	2,000	779	1,221	38.9%	
Water/Sewer/Garbage	1,750	907	843	51.8%	
Utilities - Gas	1,750	-	1,750	-	
Insurance Building	547	781	(234)	142.8%	
Freight/shipping	-	-	-	-	
Consultant/Professional Services Fees	-	-	-	-	
Audit Fees	-	-	-	-	
Legal Fees	-	-	-	-	
Amortization Expense	-	-	-	-	
TOTAL EXPENDITURES	**926,651**	**457,195**	**469,456**	**49.3%**	
RESERVE TRANSFERS					
Transfers In					
Transfer from Reserves (Gen Operating) new 2011	-	-	-	-	
Subtotal — Transfers In	**-**	**-**	**-**	**-**	
Transfers Out					
Transfer to Projects	-	-	-	-	
Subtotal — Transfers Out	**-**	**-**	**-**	**-**	
NET LEVY REQUIREMENT	**(908,451)**	**(455,815)**	**(452,636)**	**50.2%**	

**Prepared with the assistance of AI.*

FINANCE DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.3

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
REVENUE					
General Municipal Taxes	7,107,459	7,310,814	(203,355)	102.9%	*Annual tax levy billed in full at May 31; consistent with the 2026 Tax Rate Bylaw.*
School Requisition	1,712,624	1,715,808	(3,184)	100.2%	*Requisition billed early in the year; ahead of the straight-line pace at May 31.*
Mackenzie County Contribution to Operating	1,000,000	1,000,000	-	100.0%	*Annual operating contribution received in full as a single receipt.*
Electric Franchise	996,129	341,187	654,942	34.3%	*Below pace; electric franchise fees are received on a periodic billing cycle weighted to the second half of the month for the previous month. May 2026 is not yet captured on the report.*
Gas Franchise	937,900	470,931	466,969	50.2%	*Ahead of pace; gas franchise receipts are received on a billing cycle weighted to the end of the month for the previous month. May 2026 is not yet captured on the report.*
Return on Investments	305,000	-	305,000	-	*Investment income is recognized through a year-end entry; no posting at May 31.*
Other Revenue From Own Sources	215,000	71,427	143,573	33.2%	*Below pace; miscellaneous own-source receipts are weighted to the end of the month for the previous month. May 2026 is not yet captured on the report.*
Lodge Requisition Revenue	152,628	153,131	(503)	100.3%	*Requisition received early in the year; ahead of the straight-line pace at May 31.*
Provincial Grants	134,566	-	134,566	-	*Recognition expected later in the year.*
Provincial Payment-in-lieu of Taxes	127,000	122,271	4,729	96.3%	*Received early in the year; ahead of the straight-line pace at May 31.*
Federal Payment-in-lieu of Taxes	79,918	68,770	11,148	86.1%	*Received early in the year; ahead of the straight-line pace at May 31.*
Penalties Cost on Taxes	60,000	18,878	41,122	31.5%	*Tax penalties for the current year's taxes are expected to begin accruing in July.*
Penalties Cost on Trade Accounts	58,000	35,723	22,277	61.6%	*Penalties now applied to accounts previously exempt, lifting receipts above pace.*
Rail Taxes	31,758	25,899	5,859	81.6%	*Billed early in the year; ahead of the straight-line pace at May 31.*
Miscellaneous Revenue from sale of goods&services	15,000	5,368	9,632	35.8%	
DIP Provincial Requisition	13,607	13,569	38	99.7%	*Received early in the year; ahead of the straight-line pace at May 31.*
Recovered Revenues	10,000	-	10,000	-	
Rentals/Facility Use	8,000	3,010	4,990	37.6%	
Sale of Services/Programs	3,500	1,380	2,120	39.4%	
Miscellaneous Revenue	1,500	585	915	39.0%	
Business Licenses	-	-	-	-	

FINANCE DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.3

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
TOTAL REVENUE	**12,969,589**	**11,358,750**	**1,610,839**	**87.6%**	
EXPENDITURES					
Alberta School Foundation Fund	1,712,624	403,802	1,308,822	23.6%	*Second-quarter requisition payment scheduled for June 30.*
Salaries and Wages	1,188,946	509,506	679,440	42.9%	
Consultant/Professional Services Fees	240,000	84,708	155,292	35.3%	*Below pace; consulting and professional services are engaged as needed over the year.*
Legal Fees	200,000	52,972	147,028	26.5%	*Below pace owing to late invoicing by external counsel.*
Employer Contributions	158,673	70,834	87,839	44.6%	
Lodge Requisition Expense	152,628	-	152,628	-	*Lodge requisition not yet invoiced; expense expected later in the year.*
Software Maintenance/purchase/upgrades	145,000	110,197	34,803	76.0%	*Annual subscriptions and renewals processed early in the year; not expected to rise materially.*
Assessment Charges	93,610	38,838	54,773	41.5%	
Insurance	76,000	62,766	13,234	82.6%	*Annual insurance premiums expensed for the first ten months early in the year. Renewal is every November.*
Administrative Supplies	70,437	19,156	51,281	27.2%	*Below pace; expected to increase over the balance of the year.*
Audit Fees	45,000	24,133	20,868	53.6%	*Interim audit fees are billed later in the year.*
Bank & Collection Charges	44,000	14,333	29,667	32.6%	*May 2026 bank service fees not yet posted.*
Equipment Rental & Lease	37,546	12,496	25,050	33.3%	
Travel & Subsistence	35,000	7,746	27,254	22.1%	*Below pace; spending weighted to later in the year, with consultant-related travel claims expected.*
Professional Development	35,000	615	34,386	1.8%	*Below pace; training weighted to later in the year, with some delayed by weather.*
Telephone/Communications	30,000	8,842	21,158	29.5%	
Postage	16,000	12,150	3,850	75.9%	*Above pace; distribution to other cost centres to be processed in the third quarter.*
Subscriptions & Publications	15,000	4,587	10,413	30.6%	
DIP Requisition	13,607	-	13,607	-	*Designated Industrial Property requisition typically paid in the third quarter.*
Workers Compensation Board	12,651	4,370	8,281	34.5%	
Municipal Membership Fees	5,900	5,604	296	95.0%	
HSA Administration Charges	5,000	1,402	3,598	28.0%	
Individual Memberships/Conference Fees	4,000	2,371	1,629	59.3%	
Advertising	3,000	935	2,065	31.2%	
Freight/shipping	1,500	394	1,106	26.3%	
Land Titles/SurveyFees/Queen's Printer	1,500	90	1,410	6.0%	
Write Off/Doubtful Accts	-	-	-	-	

FINANCE DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.3

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Transfer to Projects (Vitalization Grant)	-	20,000	(20,000)	-	*$20,000 Vitalization Grant funded from general reserves; unbudgeted in 2026.*
TOTAL EXPENDITURES	**4,342,622**	**1,472,848**	**2,869,774**	**33.9%**	
RESERVE TRANSFERS					
Transfers In					
Transfer from Reserves (Gen Operating)	-	-	-	-	
Subtotal — Transfers In	**-**	**-**	**-**	**-**	
Transfers Out					
Contributed to Reserves	953,329	-	953,329	-	*Reserve contributions are processed as year-end entries; no activity at May 31.*
Transfer to Projects	-	-	-	-	
Subtotal — Transfers Out	**953,329**	**-**	**953,329**	**-**	
NET LEVY REQUIREMENT	**7,673,638**	**9,885,903**	**(2,212,265)**	**128.8%**	

**Prepared with the assistance of AI.*

FIRE SERVICES

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.4

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
REVENUE					
Provincial Grants	562,440	520,000	42,440	92.5%	*Includes the wildland (WUI) grant received in full; the annual Medical First Response grant is not yet received.*
Equipment Response (Fire) Out of Town	420,000	24,990	395,010	6.0%	*No wildland (WUI) deployments to date; this revenue is deployment-driven.*
Labour Response (Fire) Out of Town	75,000	2,175	72,825	2.9%	*No wildland (WUI) deployments to date; this revenue is deployment-driven.*
Fire Services Agreement First Nations	45,000	45,000	-	100.0%	*Received early in the year; ahead of the straight-line pace at May 31.*
Airport Housing Leases	28,800	9,326	19,474	32.4%	
Sales to Other Local Govt	7,000	-	7,000	-	
Other Revenue From Own Sources	1,500	-	1,500	-	
Investigation/Inspection	2,500	-	2,500	-	
Miscellaneous Revenue from Sale of Goods & Services	-		-	-	
Lease Agreements/Building or Land Leases	-	-	-	-	
TOTAL REVENUE	**1,142,240**	**601,491**	**540,749**	**52.7%**	
EXPENDITURES					
Salaries and Wages	1,112,761	366,079	746,682	32.9%	*Below pace; a position vacancy during the first quarter held this line below the straight-line pace.*
Employer Contributions	144,549	47,423	97,126	32.8%	*Tracks Salaries and Wages; below pace, reflecting a first-quarter position vacancy.*
Special Program	75,000	1,669	73,331	2.2%	*Below pace; fire service review status pending administration direction, with a related disaster-services program possibly transferring to Northern Sunrise County.*
Equipment Replacement	33,000	11,203	21,797	33.9%	
Telephone/Communications	61,023	39,178	21,845	64.2%	*Includes a one-time payout of leased radios, lifting the line above pace.*
Professional Development	48,000	4,709	43,291	9.8%	*Below pace; training weighted to later in the year, with some delayed by weather.*
Travel & Subsistence	30,000	10,059	19,941	33.5%	
Contracted Maintenance & Repair (Equipment)	25,000	623	24,377	2.5%	*Below pace; annual maintenance has not yet occurred.*
Vehicle Parts and Supplies	50,000	14,108	35,892	28.2%	*Below pace; annual maintenance has not yet occurred.*
Maintenance Materials & Supplies	38,000	652	37,348	1.7%	*Below pace; annual maintenance has not yet occurred.*
Fuel & Oil & Other Vehicle Supplies	35,000	10,780	24,220	30.8%	
Software Maintenance/Purchase/Upgrades	25,000	20,912	4,088	83.6%	*Annual subscriptions and renewals processed early in the year; not expected to rise materially.*

FIRE SERVICES

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.4

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Utilities - Electrical	23,000	6,613	16,387	28.8%	
Communications Repair	12,000	1,448	10,552	12.1%	
Equipment Rental & Lease	18,862	6,730	12,132	35.7%	
Firefighter's Housing Lease	17,400	7,250	10,150	41.7%	
Safety Equipment/Clothing/Uniforms/Boots	27,500	3,855	23,645	14.0%	*Below straight-line pace at May 31; spending weighted to later in the year.*
Utilities - Gas	17,000	6,238	10,762	36.7%	
Contracted Maintenance & Repair of Fixed Assets	20,000		20,000	-	*Below pace; annual maintenance not yet performed, weighted to later in the year.*
Workers Compensation Board	9,244	4,825	4,419	52.2%	
SCBA Repair	12,000	1,938	10,062	16.1%	
Grants to Individuals and Organizations	15,000	-	15,000	-	*Above straight-line pace; includes a consulting cost to be reclassified to Planning & Development against a related grant, with remaining grant spending weighted to later in the year.*
Administrative Supplies	11,500	5,199	6,301	45.2%	
Contracted Services	10,000	-	10,000	-	
Misc Contracted Services/Permits & Licenses	8,000	10,577	(2,577)	132.2%	*Above budget; includes a contracted-services charge recoverable from Mackenzie County.*
Vehicle Insurance	8,000	7,128	872	89.1%	
Insurance	7,500	9,796	(2,296)	130.6%	*Annual insurance premiums expensed for the first ten months early in the year.*
Water/Sewer/Garbage	7,000	3,001	3,999	42.9%	
First Aid & Pharmaceutical	15,000	2,650	12,350	17.7%	
Consultant/Professional Services Fees	4,000	-	4,000	-	
Insurance Building	3,700	5,235	(1,535)	141.5%	
Individual Memberships/Conference Fees	2,000	-	2,000	-	
Municipal Membership Fees	1,500	240	1,260	16.0%	
Transfer to Own Municipal Agencies	-	-	-	-	
TOTAL EXPENDITURES	**1,927,539**	**610,119**	**1,317,420**	**31.7%**	
RESERVE TRANSFERS					
Transfers In					
Transfer from Reserves (CAPITAL)	-	-	-	-	
Transfer from Reserves (Gen Operating) new 2011	-	-	-	-	
Subtotal — Transfers In	**-**	**-**	**-**	**-**	
Transfers Out					

FIRE SERVICES

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.4

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Contributed to Reserves	57,349	-	57,349	-	*Reserve contributions are processed as year-end entries; no activity at May 31; the wildland (WUI) contribution is deployment-linked.*
Transfer to Projects	-	-	-	-	
Subtotal — Transfers Out	**57,349**	**-**	**57,349**	**-**	
NET LEVY REQUIREMENT	**(842,648)**	**(8,628)**	**(834,020)**	**1.0%**	

**Prepared with the assistance of AI.*

COMMUNITY SERVICES DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.5

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
REVENUE					
Provincial Grants	241,257	54,546	186,711	22.6%	*Includes grants suppressed by the Aquatic Centre closure; the LGFF Operating allocation has not yet been applied for.*
Sale of Services/Programs	142,000	25,354	116,646	17.9%	*Aquatic Centre closed since December 19, 2025; related program revenue suppressed pending reopening.*
Rentals/Facility Use	133,000	46,724	86,276	35.1%	*Below pace; facility rental revenue suppressed by the Aquatic Centre closure since December 19, 2025.*
Lease Agreements/Building or Land Leases	36,450	13,999	22,451	38.4%	
Donations	23,000	7,840	15,160	34.1%	
Merchandise Sales (Items for Resale)	20,000	2,489	17,511	12.4%	*Aquatic Centre closed since December 19, 2025; resale revenue suppressed pending reopening.*
Sale of Goods (actual items)	13,000	(600)	13,600	(4.6%)	*Aquatic Centre closed since December 19, 2025; related revenue suppressed pending reopening.*
Advertising Rentals	10,065	9,900	165	98.4%	*One-time advertising invoices posted early in the year; not expected to rise materially.*
Provincial Grants -	3,000	-	3,000	-	*Aquatic Centre closure suppressed grant-eligible activity; the LGFF Operating allocation has not yet been applied for.*
Other Revenue From Own Sources	-	750	(750)	-	
TOTAL REVENUE	**621,772**	**161,001**	**460,771**	**25.9%**	
EXPENDITURES					
Salaries and Wages	1,508,778	396,593	1,112,185	26.3%	*Below pace; position vacancies are holding this line below the straight-line pace.*
Utilities - Gas	216,171	45,169	171,002	20.9%	*Below pace; April and May 2026 consumption not yet posted.*
Employer Contributions	209,352	72,524	136,828	34.6%	*Tracks Salaries and Wages; below pace, reflecting position vacancies.*
Transfer to Own Municipal Agencies	204,506	102,253	102,253	50.0%	*On pace; Quarterly payments are scheduled a month ahead of the month of the quarter. Second quarter was paid in May 2026.*
Utilities - Electrical	174,713	41,731	132,982	23.9%	*Below pace; April and May 2026 consumption not yet posted.*
Contracted Maintenance & Repair of Fixed Assets (Buildings, Roads etc)	138,000	91,078	46,922	66.0%	*Reflects a front-loaded annual commitment; air-conditioning and boiler repairs completed.*
Maintenance Materials & Supplies	52,500	6,676	45,824	12.7%	*Below pace; annual maintenance not yet performed, with seasonal purchases weighted to the third quarter.*
Program Supplies	85,000	28,841	56,159	33.9%	*Below pace; summer programming in June is expected to increase this line.*
Insurance Building	45,782	68,556	(22,774)	149.7%	*Above budget; reflects an unbudgeted increase in insurance premiums. An insurance review is recommended.*
Water/Sewer/Garbage	42,020	10,617	31,403	25.3%	*Below pace; seasonal parks usage weighted to the second and third quarters.*

COMMUNITY SERVICES DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.5

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Contracted Maintenance & Repair (Equipment)	121,500	10,437	111,063	8.6%	*Below pace; pool equipment idle during the Aquatic Centre closure, with parks and seasonal maintenance weighted to summer.*
Items (merchandise)for Resale	19,000	9,092	9,908	47.9%	
Grants to Individuals and Organizations	28,000	42,466	(14,466)	151.7%	*Above straight-line pace; includes a consulting cost to be reclassified to Planning & Development against a related grant, with remaining grant spending weighted to later in the year.*
Equipment Replacement	23,200	1,642	21,558	7.1%	*Below straight-line pace at May 31; spending weighted to later in the year.*
SPECIAL PROGRAM	22,000	23,142	(1,142)	105.2%	*Ahead of pace; programming costs incurred earlier in the year.*
Chemicals	22,000	3,849	18,151	17.5%	*Below straight-line pace at May 31; purchases weighted to later in the year.*
Consultant/Professional Services Fees	20,000	-	20,000	-	*Below pace; spending weighted to the summer and third quarter.*
Workers Compensation Board	18,234	5,688	12,546	31.2%	*Below pace, reflecting position vacancies.*
Professional Development	18,200	2,837	15,363	15.6%	
Telephone/Communications	13,500	3,646	9,854	27.0%	
Travel & Subsistence	17,500	-	17,500	-	*Below pace; spending weighted to later in the year, with consultant-related travel claims expected.*
Cleaning & Janitorial Supplies	14,420	3,827	10,593	26.5%	
Municipal Membership Fees	14,650	9,625	5,025	65.7%	
Debenture Principal	11,406	6,494	4,912	56.9%	
Advertising	7,900	-	7,900	-	
Administrative Supplies	8,450	1,766	6,684	20.9%	
Safety Equipment/Clothing/Uniforms/Boots	8,000	283	7,717	3.5%	
Debenture Interest	5,835	2,127	3,708	36.5%	
Freight/shipping	3,000	1,538	1,462	51.3%	
Fuel & Oil & Other Vehicle Supplies	3,100	784	2,316	25.3%	
General Supplies	6,800	-	6,800	-	
Subscriptions & Publications	1,825	401	1,424	22.0%	
Small Tools/Maintenance Items	1,000	-	1,000	-	
Vehicle Insurance	1,280	453	827	35.4%	
Security System	1,208	864	344	71.5%	
Vehicle Parts and Supplies	1,000	-	1,000	-	
Insurance	600	962	(362)	160.4%	
Individual Memberships/Conference Fees	500	-	500	-	

COMMUNITY SERVICES DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.5

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
First Aid & Pharmaceutical	500	-	500	-	
SOCAN Fees	447	447	0	99.9%	
TOTAL EXPENDITURES	**3,091,877**	**996,408**	**2,095,469**	**32.2%**	
RESERVE TRANSFERS					
Transfers In					
Transfer from Reserves (Gen Operating) new 2011	-	-	-	-	
Subtotal — Transfers In	**-**	**-**	**-**	**-**	
NET LEVY REQUIREMENT	**(2,470,105)**	**(835,407)**	**(1,634,698)**	**33.8%**	

**Prepared with the assistance of AI.*

OPERATIONS DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.6

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
REVENUE					
Sale of Goods (actual items)	2,432,653	1,009,859	1,422,794	41.5%	
Sale of Services/Programs	999,880	398,631	601,249	39.9%	*Reflects a late-posted May bulk water billing not yet captured in the year-to-date figure.*
Landing Fees	150,000	7,216	142,784	4.8%	*Below pace; airport revenue is expected to increase over the summer and fall with higher activity.*
Fuel Flowage Fees	100,000	1,500	98,500	1.5%	*Below pace; airport revenue is expected to increase over the summer and fall with higher activity.*
Passenger Fees	90,000	16,726	73,274	18.6%	*Below pace; airport revenue is expected to increase over the summer and fall with higher activity.*
Lagoon Dumping Fees	50,000	27,100	22,900	54.2%	*Ahead of pace; stricter measures have increased lagoon dumping volumes.*
Land Leases/Hangarage	55,000	66,765	(11,765)	121.4%	*Annual hangarage and land-lease invoicing completed; not expected to rise materially over the balance of the year.*
Alberta Forestry Lease	51,600	-	51,600	-	*Invoice to be processed in June 2026.*
Terminal Building Leases	40,000	21,563	18,438	53.9%	
Parking Fees	35,000	9,949	25,051	28.4%	*Below pace; airport revenue is expected to increase over the summer and fall with higher activity.*
Terminal Charges	35,000	8,604	26,396	24.6%	*Below pace; airport revenue is expected to increase over the summer and fall with higher activity.*
Airport Housing Leases	20,000	7,215	12,785	36.1%	
Miscellaneous Revenue from sale of goods&services	12,297	3,215	9,082	26.1%	
Hookup/Transfer Charge	7,500	1,450	6,050	19.3%	
Other Revenue From Own Sources	400	34	366	8.5%	
incl. Bushe River Contract	-	-	-	-	
TOTAL REVENUE	**4,079,330**	**1,579,826**	**2,499,504**	**38.7%**	
EXPENDITURES					
Salaries and Wages	2,084,451	760,132	1,324,319	36.5%	*Below pace; a position vacancy is holding this line below the straight-line pace.*
Utilities - Electrical	598,241	121,634	476,607	20.3%	*Below pace; April and May 2026 consumption not yet posted.*
Chemicals	540,000	255,163	284,837	47.3%	*Above pace; higher chlorine consumption following granular activated carbon (GAC) depletion.*
Employer Contributions	270,979	123,518	147,461	45.6%	
Contracted Maintenance & Repair of Fixed Assets (Buildings, Roads etc)	207,785	49,492	158,293	23.8%	*Includes an unanticipated water line repair on 101 Avenue and 103 Street; further increases expected over the summer.*

OPERATIONS DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.6

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Equipment Consumables	202,500	17,738	184,762	8.8%	*Below pace; granular activated carbon (GAC) replacement typically occurs in June.*
Debenture Principal	183,562	56,351	127,211	30.7%	*Loan payment scheduled for June 2026.*
Maintenance Materials & Supplies	177,130	64,441	112,689	36.4%	*Below pace; spending is typically weighted to the third quarter, with an unbudgeted line-striper purchase recorded to date.*
Consultant/Professional Services Fees	163,088	19,090	143,998	11.7%	*Below pace; spending weighted to the summer and third quarter.*
Fuel & Oil & Other Vehicle Supplies	161,000	87,450	73,550	54.3%	*Above pace on an unexpected fuel price increase.*
Utilities - Gas	157,286	40,413	116,873	25.7%	*Below pace; April and May 2026 consumption not yet posted.*
Residential Collection Contract	177,000	43,686	133,314	24.7%	*An adjusted contractor rate will increase this line in the next reporting cycle.*
Tipping Fees	87,500	39,011	48,489	44.6%	
Equipment Fleet- Parts & Supplies	82,000	34,243	47,757	41.8%	*Parts for repairs are on order; not expected to rise materially over the balance of the year.*
Street & Road Materials	80,000	-	80,000	-	*Below pace; spending expected to increase over the summer with higher seasonal activity.*
WTP Equipment Maint. Material	60,000	10,922	49,078	18.2%	*Below pace; spending typically increases in the third quarter.*
Insurance Building	54,538	78,992	(24,454)	144.8%	*Above budget; reflects an unbudgeted increase in insurance premiums. An insurance review is recommended.*
Contracted Services	54,500	17,251	37,249	31.7%	*Below pace; spending weighted to later in the year.*
Debenture Interest	46,001	17,380	28,621	37.8%	*Loan payment scheduled for June 2026.*
Street Lighting Material	44,880	-	44,880	-	*No expenditures recorded to date; this line is small and lumpy, with 2025 spending incurred early in the year (two electrical-contractor invoices totalling $8,934 against a $48,000 budget). The nil balance at May 31 reflects timing rather than under-delivery, and the 2026 budget of $44,880 warrants review against historical spend.*
Software Maintenance/purchase/upgrades	43,500	12,633	30,867	29.0%	*Annual subscriptions and renewals processed early in the year; not expected to rise materially.*
Telephone/Communications	41,688	16,081	25,607	38.6%	
Vehicle Insurance	29,938	26,120	3,818	87.2%	*First ten months expensed early in the year; renewal in November.*
Contracted Maintenance & Repair (Equipment)	27,640	2,929	24,711	10.6%	*Below pace; annual and seasonal maintenance weighted to later in the year.*
Lab Testing	25,000	12,381	12,619	49.5%	
Water/Sewer/Garbage	21,693	6,915	14,778	31.9%	
Workers Compensation Board	21,082	9,027	12,055	42.8%	
Green Space Materials & Supplies	20,400	9,080	11,320	44.5%	

OPERATIONS DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.6

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Freight/shipping	18,640	9,897	8,743	53.1%	
Travel & Subsistence	18,160	3,539	14,621	19.5%	
Insurance	17,826	14,681	3,145	82.4%	*Annual insurance premiums expensed for the first ten months early in the year.*
Vehicle Parts and Supplies	17,550	4,616	12,934	26.3%	
General Supplies	17,140	2,317	14,823	13.5%	
Postage	12,750	-	12,750	-	*Below the straight-line pace at May 31; spending weighted to later in the year.*
Safety Equipment/Clothing/Uniforms/Boots	12,480	4,057	8,423	32.5%	
Professional Development	30,000	853	29,147	2.8%	*Below pace; training weighted to later in the year, with some delayed by weather.*
Equipment Rental & Lease	11,505	12,133	(628)	105.5%	*Above pace; equipment lease commitments recorded early in the year.*
Administrative Supplies	11,379	1,594	9,785	14.0%	
Street Signs	10,200	3,815	6,385	37.4%	
Contracted Maintenance and Repair (Vehicle)	8,000	1,610	6,390	20.1%	
Misc Contracted Services- Services/Permits & Licenses	7,560	4,052	3,508	53.6%	
Individual Memberships/Conference Fees	5,820	1,327	4,493	22.8%	
Lab Supplies	5,100	662	4,438	13.0%	
Subscriptions & Publications	4,300	2,400	1,900	55.8%	
Small Tools/Maintenance Items	3,570	1,007	2,563	28.2%	
Communications Repair	2,550	-	2,550	-	
INSURANCE CLAIMS	1,000	-	1,000	-	
Write Off/Doubtful Accts	1,000	-	1,000	-	
Cleaning & Janitorial Supplies	510	174	336	34.2%	
Equipment Replacement	-	-	-	-	
TOTAL EXPENDITURES	**5,880,422**	**2,000,806**	**3,879,616**	**34.0%**	
RESERVE TRANSFERS					
Transfers Out					
Contributed to Reserves	923,176	-	923,176	-	*Reserve contributions are processed as year-end entries; no activity at May 31*
Transfer to Projects	-	-	-	-	
Subtotal - Transfers Out	**923,176**	**-**	**923,176**	**-**	
NET LEVY REQUIREMENT	**(2,724,268)**	**(420,980)**	**(2,303,288)**	**15.5%**	

OPERATIONS DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.6

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review

**Prepared with the assistance of AI.*

PLANNING & DEVELOPMENT DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.7

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
REVENUE					
Other Revenue From Own Sources	430,535	429,385	1,150	99.7%	*Housing Accelerator Fund and AAIP-RRS endorsement-letter receipts largely recognized to date.*
Business Licenses	32,500	23,300	9,200	71.7%	*Expected to reach budget by the end of June, consistent with the normal pace.*
Building Permits	20,000	1,266	18,734	6.3%	*Below pace; permit activity is expected to increase over the summer.*
Lease Agreements/Building or Land Leases	29,988	24,127	5,861	80.5%	*Annual lease invoicing completed; not expected to rise materially over the balance of the year.*
Development Permits	15,000	3,545	11,455	23.6%	*Below pace; permit activity is expected to increase over the summer.*
Electrical Permits	5,000	646	4,354	12.9%	*Below pace; permit activity is expected to increase over the summer.*
Sale of Goods	4,585	1,400	3,185	30.5%	
Gas Permits	2,000	84	1,916	4.2%	*Below pace; permit activity is expected to increase over the summer.*
Plumbing Permits	2,000	14	1,986	0.7%	*Below pace; permit activity is expected to increase over the summer.*
Municipal Fees & Fines	1,500	-	1,500	-	
Sale of Services/Programs	1,000	-	1,000	-	
Subdivision Application Fees	500	-	500	-	
Provincial Grants	-	-	-	-	
TOTAL REVENUE	**544,608**	**483,766**	**60,842**	**88.8%**	
EXPENDITURES					
Consultant/Professional Services Fees	450,000	49,390	400,610	11.0%	*Below pace pending Housing Accelerator Fund and economic-development activity; 2026 groundwater monitoring not yet invoiced.*
Salaries and Wages	423,284	27,747	395,537	6.6%	*Below pace; position vacancies are holding this line below the straight-line pace.*
Employer Contributions	55,027	4,941	50,086	9.0%	*Tracks Salaries and Wages; below pace, reflecting position vacancies.*
Assistance to REDI	28,000	28,000	-	100.0%	*Annual REDI contribution invoiced and paid in full.*
Legal Fees	6,000	-	6,000	-	
Software Maintenance/Purchase/Upgrades	5,000	2,616	2,384	52.3%	
Workers Compensation Board	4,656	351	4,305	7.5%	
Professional Development	3,500	-	3,500	-	

PLANNING & DEVELOPMENT DEPARTMENT

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.7

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Administrative Supplies	3,000	813	2,187	27.1%	
Water/Sewer/Garbage	2,700	986	1,715	36.5%	
Telephone/Communications	2,500	229	2,271	9.2%	
Safety Code Council	-	-	-	-	
Individual Memberships/Conference Fees	2,000	-	2,000	-	
Utilities - Electrical	850	-	850	-	
Safety Equipment/Clothing/Uniforms/Boots	500	-	500	-	
Travel & Subsistence	2,000	-	2,000	-	
Freight/Shipping	100	-	100	-	
Advertising	-	-	-	-	
Contracted Maintenance & Repair of Fixed Assets	-		-	-	
Insurance Building	-	441	(441)	-	
Misc Contracted Services/Permits & Licenses	-	-	-	-	
TOTAL EXPENDITURES	**989,117**	**115,513**	**873,605**	**11.7%**	
RESERVE TRANSFERS					
Transfers In					
Transfer from Reserves (Gen Operating)	100,000	-	100,000	-	*Reserve transfer processed as a year-end entry; no activity at May 31.*
Subtotal — Transfers In	**100,000**	**-**	**100,000**	**-**	
Transfers Out					
Contributed to Reserves	115,509	-	115,509	-	*Reserve contributions are processed as year-end entries; no activity at May 31.*
Subtotal — Transfers Out	**115,509**	**-**	**115,509**	**-**	
NET LEVY REQUIREMENT	**(460,018)**	**368,254**	**(828,272)**	**(80.1%)**	

**Prepared with the assistance of AI.*

ALL DEPARTMENTS CONSOLIDATED

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.8

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
REVENUE					
General Municipal Taxes	7,107,459	7,310,814	(203,355)	102.9%	*Annual tax levy billed in full at May 31; consistent with the 2026 Tax Rate Bylaw.*
Sale of Goods (actual items)	2,445,653	1,010,659	1,434,994	41.3%	
School Requisition	1,712,624	1,715,808	(3,184)	100.2%	*Requisition billed early in the year; ahead of the straight-line pace at May 31.*
Sale of Services/Programs	1,146,380	425,365	721,015	37.1%	*Below pace; reflects the Aquatic Centre closure suppressing recreation program revenue, partly offset by a late-posted May bulk water billing.*
Mackenzie County Contribution to Operating	1,000,000	1,000,000	-	100.0%	*Annual operating contribution received in full as a single receipt.*
Electric Franchise	996,129	341,187	654,942	34.3%	*Below pace; electric franchise fees are received on a periodic billing cycle weighted to the second half of the year.*
Provincial Grants	938,263	574,546	363,717	61.2%	*Includes grants received to date; certain provincial allocations have not yet been applied for or received.*
Gas Franchise	937,900	470,931	466,969	50.2%	*Ahead of pace; gas franchise receipts are front-loaded relative to the straight-line pace.*
Other Revenue From Own Sources	648,635	500,846	147,789	77.2%	*Ahead of straight-line pace; grant-related receipts largely recognized to date, with other own-source revenue below pace.*
Equipment Response (Fire) Out of Town	420,000	24,990	395,010	6.0%	*No wildland (WUI) deployments to date; this revenue is deployment-driven.*
Return on Investments	305,000	-	305,000	-	*Investment income is recognized through a year-end entry; no posting at May 31.*
Lodge Requisition Revenue	152,628	153,131	(503)	100.3%	*Requisition received early in the year; ahead of the straight-line pace at May 31.*
Landing Fees	150,000	7,216	142,784	4.8%	*Below pace; airport revenue is expected to increase over the summer and fall with higher activity.*
Rentals/Facility Use	141,000	49,733	91,267	35.3%	
Provincial Payment-in-lieu of Taxes	127,000	122,271	4,729	96.3%	*Received early in the year; ahead of the straight-line pace at May 31.*
Fuel Flowage Fees	100,000	1,500	98,500	1.5%	*Below pace; airport revenue is expected to increase over the summer and fall with higher activity.*
Passenger Fees	90,000	16,726	73,274	18.6%	*Below pace; airport revenue is expected to increase over the summer and fall with higher activity.*
Federal Payment-in-lieu of Taxes	79,918	68,770	11,148	86.1%	*Received early in the year; ahead of the straight-line pace at May 31.*
Labour Response (Fire) Out of Town	75,000	2,175	72,825	2.9%	*No wildland (WUI) deployments to date; this revenue is deployment-driven.*

ALL DEPARTMENTS CONSOLIDATED

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.8

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Lease Agreements/Building or Land Leases	66,438	38,126	28,312	57.4%	*Annual lease invoicing completed; not expected to rise materially over the balance of the year.*
Penalties Cost on Taxes	60,000	18,878	41,122	31.5%	*Tax penalties are expected to begin accruing in July.*
Penalties Cost on Trade Accounts	58,000	35,723	22,277	61.6%	*Penalties now applied to accounts previously exempt, lifting receipts above pace.*
Land Leases/Hangarage	55,000	66,765	(11,765)	121.4%	*Annual hangarage and land-lease invoicing completed; not expected to rise materially over the balance of the year.*
Alberta Forestry Lease	51,600	-	51,600	-	*Invoice to be processed in June 2026.*
Lagoon Dumping Fees	50,000	27,100	22,900	54.2%	*Ahead of pace; stricter measures have increased lagoon dumping volumes.*
Airport Housing Leases	48,800	16,541	32,259	33.9%	
Fire Services Agreement First Nations	45,000	45,750	(750)	101.7%	*Received early in the year; ahead of the straight-line pace at May 31.*
Terminal Building Leases	40,000	21,563	18,438	53.9%	
Parking Fees	35,000	9,949	25,051	28.4%	*Below pace; airport revenue expected to increase over the summer and fall with higher activity.*
Terminal Charges	35,000	8,604	26,396	24.6%	*Below pace; airport revenue is expected to increase over the summer and fall with higher activity.*
Business Licenses	32,500	23,300	9,200	71.7%	*Expected to reach budget by the end of June, consistent with the normal pace.*
Rail Taxes	31,758	25,899	5,859	81.6%	*Billed early in the year; ahead of the straight-line pace at May 31.*
Farmland Real Property Taxes	-		-	-	
Miscellaneous Revenue from sale of goods&services	27,297	8,583	18,714	31.4%	
Donations	23,000	7,840	15,160	34.1%	
Merchandise Sales (Items for Resale)	20,000	2,489	17,511	12.4%	*Aquatic Centre closed since December 19, 2025; resale revenue suppressed pending reopening. Museum sales will be captured in second and third quarter period.*
Building Permits	20,000	1,266	18,734	6.3%	*Below pace; permit activity is expected to increase over the summer.*
Development Permits	15,000	3,545	11,455	23.6%	
Miscellaneous Revenue	14,500	585	13,915	4.0%	*Partnership in Injury Reduction (WCB) compensation is expected to be received in June.*
DIP Provincial Requisition	13,607	13,569	38	99.7%	*Received early in the year; ahead of the straight-line pace at May 31.*
Advertising Rentals	10,065	9,900	165	98.4%	*One-time advertising invoices posted early in the year; not expected to rise materially.*
Recovered Revenues	10,000	-	10,000	-	
Hookup/Transfer Charge	7,500	1,450	6,050	19.3%	

ALL DEPARTMENTS CONSOLIDATED

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.8

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Sales to Other Local Govt	7,000	-	7,000	-	
Electrical Permits	5,000	646	4,354	12.9%	
Sale of Goods	4,585	-	4,585	-	
Municipal Fees & Fines	3,500	905	2,595	25.9%	
Provincial Grants -	3,000	-	3,000	-	
Investigation/Inspection	2,500	-	2,500	-	
Gas Permits	2,000	84	1,916	4.2%	
Plumbing Permits	2,000	14	1,986	0.7%	
Prov/Municipal Fines	1,000	225	775	22.5%	
Animal Licenses	1,000	250	750	25.0%	
Subdivision Application Fees	500	-	500	-	
Miscellaneous Revenue from Sale of Goods & Services	-		-	-	
incl. Bushe River Contract	-		-	-	
TOTAL REVENUE	**19,375,739**	**14,186,215**	**5,189,524**	**73.2%**	
EXPENDITURES					
Salaries and Wages	6,757,294	2,158,409	4,598,885	31.9%	*Below pace; position vacancies across several departments are holding salaries below the straight-line pace.*
Alberta School Foundation Fund	1,712,624	403,802	1,308,822	23.6%	*Second-quarter requisition payment scheduled for June 30.*
Employer Contributions	900,287	337,465	562,822	37.5%	*Tracks the Salaries and Wages line; below pace, reflecting position vacancies.*
Consultant/Professional Services Fees	877,088	153,188	723,900	17.5%	*Below pace; spending weighted to the summer and third quarter.*
Utilities - Electrical	799,174	170,420	628,754	21.3%	*Below pace; April and May 2026 consumption not yet posted.*
Chemicals	562,000	259,012	302,988	46.1%	*Above pace; higher chlorine consumption following granular activated carbon (GAC) depletion in water treatment.*
Utilities - Gas	392,207	91,820	300,387	23.4%	*Below pace; April and May 2026 consumption not yet posted.*
Contracted Maintenance & Repair of Fixed Assets (Buildings, Roads etc)	347,785	141,349	206,436	40.6%	
Maintenance Materials & Supplies	267,630	71,769	195,861	26.8%	*Below pace; annual maintenance not yet performed, with seasonal purchases weighted to the third quarter.*
Software Maintenance/purchase/upgrades	265,000	182,041	82,959	68.7%	*Annual subscriptions and renewals processed early in the year; not expected to rise materially.*
RCMP Contract	218,491	218,491	-	100.0%	*Single annual policing invoice paid in full; not an overage.*
Fuel & Oil & Other Vehicle Supplies	207,100	101,647	105,453	49.1%	*Above pace on an unexpected fuel price increase.*
Legal Fees	206,000	52,972	153,028	25.7%	*Below pace owing to late invoicing by external counsel.*

ALL DEPARTMENTS CONSOLIDATED

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.8

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Transfer to Own Municipal Agencies	204,506	102,253	102,253	50.0%	*Above pace; the annual agency transfer is processed early in the year.*
Equipment Consumables	202,500	17,738	184,762	8.8%	*Below pace; granular activated carbon (GAC) replacement typically occurs in June.*
Debenture Principal	194,968	62,845	132,123	32.2%	*Below pace; scheduled loan principal payments fall later in the year.*
Telephone/Communications	166,551	80,360	86,191	48.2%	*Above pace; includes a one-time leased-radio payout and annual communications agreements billed early in the year.*
Lodge Requisition Expense	152,628	-	152,628	-	*Lodge requisition not yet invoiced; expense expected later in the year.*
Professional Development	147,200	9,673	137,527	6.6%	*Below pace; training weighted to later in the year, with some delayed by weather.*
Travel & Subsistence	143,660	40,199	103,461	28.0%	*Below pace; spending weighted to later in the year, with consultant-related travel claims expected.*
Residential Collection Contract	177,000	43,686	133,314	24.7%	*Below pace; an adjusted contractor rate will increase this line in the next reporting cycle.*
Elected Official Fees	129,900	46,567	83,333	35.8%	
Administrative Supplies	124,252	37,615	86,637	30.3%	*Below pace; expected to increase over the balance of the year.*
Insurance Building	104,567	154,005	(49,438)	147.3%	*Above budget; reflects an unbudgeted increase in insurance premiums. An insurance review is recommended.*
Insurance	102,776	88,205	14,571	85.8%	*Annual insurance premiums expensed for the first ten months early in the year.*
SPECIAL PROGRAM	97,000	24,811	72,189	25.6%	*Below pace; fire service review status pending administration direction, with a related disaster-services program possibly transferring to Northern Sunrise County.*
Assessment Charges	93,610	38,838	54,773	41.5%	
Contracted Maintenance & Repair (Equipment)	174,140	13,989	160,151	8.0%	*Below pace; annual and seasonal maintenance weighted to later in the year.*
Program Supplies	88,500	28,841	59,659	32.6%	*Below pace; summer programming is weighted to later in the year.*
Tipping Fees	87,500	39,011	48,489	44.6%	
Vehicle Parts and Supplies	83,550	19,182	64,368	23.0%	*Below pace; expected to rise with annual maintenance over the balance of the year.*
Equipment Fleet- Parts & Supplies	82,000	34,243	47,757	41.8%	
Street & Road Materials	80,000	-	80,000	-	*Below pace; spending expected to increase over the summer with higher seasonal activity.*
Water/Sewer/Garbage	75,163	22,426	52,737	29.8%	*Below pace; seasonal usage weighted to the second and third quarters.*
Workers Compensation Board	72,870	26,233	46,637	36.0%	

ALL DEPARTMENTS CONSOLIDATED

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.8

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Advertising	71,900	57,815	14,085	80.4%	*Annual advertising agreements invoiced and paid early in the year.*
Equipment Rental & Lease	70,508	32,223	38,285	45.7%	
Grants to Individuals and Organizations	65,500	48,766	16,734	74.5%	*Above straight-line pace; includes a consulting cost to be reclassified to Planning & Development against a related grant, with remaining grant spending weighted to later in the year.*
Contracted Services	64,500	17,251	47,249	26.7%	*Below pace; spending weighted to later in the year.*
WTP Equipment Maint. Material	60,000	10,922	49,078	18.2%	*Below pace; spending typically increases in the third quarter.*
Equipment Replacement	56,200	12,845	43,355	22.9%	*Below straight-line pace at May 31; spending weighted to later in the year.*
Safety Equipment/Clothing/Uniforms/Boots	53,480	8,195	45,285	15.3%	*Below straight-line pace at May 31; spending weighted to later in the year.*
Debenture Interest	51,836	19,508	32,328	37.6%	
Audit Fees	45,000	24,133	20,868	53.6%	*Interim audit fees are billed later in the year.*
Street Lighting Material	44,880	-	44,880	-	*No expenditures recorded to date; this line is small and lumpy, with 2025 spending incurred early in the year (two electrical-contractor invoices totalling $8,934 against a $48,000 budget). The nil balance at May 31 reflects timing rather than under-delivery, and the 2026 budget of $44,880 warrants review against historical spend.*
Bank & Collection Charges	44,000	14,333	29,667	32.6%	
Vehicle Insurance	41,554	35,868	5,686	86.3%	*First ten months expensed early in the year; renewal in November.*
Council Initiative	40,000	288	39,712	0.7%	*Below pace; staff appreciation, Spring Clean-Up and related initiatives will be captured in June.*
Individual Memberships/Conference Fees	28,920	10,663	18,257	36.9%	
Postage	28,750	12,150	16,600	42.3%	
Items (merchandise)for Resale	19,000	9,092	9,908	47.9%	
Assistance to REDI	28,000	28,000	-	100.0%	*Annual REDI contribution invoiced and paid in full.*
General Supplies	29,940	2,294	27,646	7.7%	*Below pace; the line carries a credit from a voided/misposted charge pending reclassification, with routine supply purchases across departments otherwise weighted to later in the year.*
Lab Testing	25,000	12,381	12,619	49.5%	
Freight/shipping	23,240	11,830	11,410	50.9%	
Municipal Membership Fees	22,050	15,469	6,581	70.2%	*Annual municipal memberships invoiced early in the year.*
Subscriptions & Publications	21,125	7,388	13,737	35.0%	
Green Space Materials & Supplies	20,400	9,080	11,320	44.5%	

ALL DEPARTMENTS CONSOLIDATED

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.8

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Contracted Maintenance & Repair of Fixed Assets	20,000		20,000	-	*Below pace; annual maintenance not yet performed, weighted to later in the year.*
Cleaning & Janitorial Supplies	14,930	4,001	10,929	26.8%	
Firefighter's Housing Lease	17,400	7,250	10,150	41.7%	
First Aid & Pharmaceutical	15,500	2,650	12,850	17.1%	
Communications Repair	14,550	1,448	13,102	10.0%	
DIP Requisition	13,607	-	13,607	-	*Designated Industrial Property requisition typically paid in the third quarter.*
SCBA Repair	12,000	1,938	10,062	16.1%	
Contracted Maintenance and Repair (Vehicle)	11,500	1,732	9,768	15.1%	
Street Signs	10,200	3,815	6,385	37.4%	
Misc Contracted Services/Permits & Licenses	8,000	14,629	(6,629)	182.9%	*Above budget; includes a contracted-services charge recoverable from Mackenzie County.*
Election Costs	8,000	1,027	6,973	12.8%	
Misc Contracted Services- Services/Permits & Licenses	7,560	-	7,560	-	
Small Tools/Maintenance Items	4,570	1,007	3,563	22.0%	
Lab Supplies	5,100	662	4,438	13.0%	
HSA Administration Charges	5,000	1,402	3,598	28.0%	
Land Titles/SurveyFees/Queen's Printer	1,500	90	1,410	6.0%	
Security System	1,208	864	344	71.5%	
Write Off/Doubtful Accts	1,000	-	1,000	-	
INSURANCE CLAIMS	1,000	-	1,000	-	
SOCAN Fees	447	447	0	99.9%	
Safety Code Council	-	-	-	-	
Transfer to Projects (Vitalization Grant)	-	20,000	(20,000)	-	*$20,000 Vitalization Grant funded from general reserves; unbudgeted in 2026.*
TOTAL EXPENDITURES	**17,426,376**	**5,736,556**	**11,689,820**	**32.9%**	
RESERVE TRANSFERS					
Transfer from Reserves (Gen Operating)	100,000	-	100,000	-	*Reserve transfer processed as a year-end entry; no activity at May 31.*
Transfer from Reserves (Gen Operating) new 2011	-	-	-	-	
Transfer from Reserves (CAPITAL)	-	-	-	-	
Subtotal — Transfers In	**100,000**	**-**	**100,000**	**-**	
Transfers Out					

ALL DEPARTMENTS CONSOLIDATED

Interim Management Report — By Revenue and Expense Object

Town of High Level · Budget vs Year-to-Date Actual to May 31, 2026 · Attachment 3.8

Description	2026 Budget	2026 YTD Actual	Variance (Budget vs YTD)	% of Budget	Variance Review
Contributed to Reserves	2,049,363	-	2,049,363	-	*Reserve contributions are processed as year-end entries; no activity at May 31; the wildland (WUI) contribution is deployment-linked.*
Transfer to Projects	-	-	-	-	
Subtotal — Transfers Out	**2,049,363**	**-**	**2,049,363**	**-**	
NET LEVY REQUIREMENT	**-**	**8,449,659**	**(8,449,659)**	**-**	

**Prepared with the assistance of AI.*

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ATTACHMENT 4

2026 Capital Budget

Town of High Level — 2026 capital budget as approved, with year-to-date spending, capital revenue, and funding sources.

A. 2026 Capital Program by Project

Project	2026 Budget ($)
Aquatic Centre Hot Tub Change Rooms	159,902
Aquatic Centre HVAC	517,500
Arena Foundation	540,500
Museum Upgrades	109,250
Records Cabinet	8,545
Hazmat Detection	187,000
Light Rescue	550,000
Minor Capital	122,320
Pumper	1,870,000
ERP Assessment	82,500
100 Ave Sanitary Sewer	1,265,000
100 Ave Surface Works	5,520,000
Airport Apron 1 Rehabilitation	44,000
Airport Runway Seal Coat	63,800
Airport Terminal Flooring	55,200
Hydrants and Valves	86,250
Hydro Vac	69,000
Lagoon Cleaning	770,500
Lift Station Pumps	132,000
Ride On Mowers	46,440
Road Rehabilitation	345,000
Sidewalks	55,000
High Level Wastewater Treatment Feasibility Study	224,735
Watershed Study	106,700
WTP Pre Treatment	212,750
Subtotal — 2026 program	**13,143,892**

Updated: 2026-06-15

*Prepared with the assistance of AI.

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B. Year-to-Date Capital Spending by Project

Year-to-date spending includes carryforward and continuing capital projects approved in prior years; certain projects shown below are therefore not listed in the 2026 approved program at Section A.

Project	2026 YTD ($)
100 Ave Sanitary Sewer	29,412
100 Ave Surface Works	8,681
WTP Pre Treatment	17,500
Pool Repairs	13,750
Water Meter Replacement Program	10,607
Regional Water Supply Study	8,233
Storm Water Management Plan	7,473
Sewer Cleaning Machine Refurbishment	8,750
Town Hall Back-up Generator	3,333
Walking Trail Extensions (design)	1,300
Total year-to-date capital spending	**109,039**

C. Year-to-Date Capital Revenue

Source	2026 YTD ($)
Proceeds on disposal of capital assets (2021 fire tanker)	200,001
Total year-to-date capital revenue	**200,001**

D. 2026 Capital Funding Sources

Funding Source	2026 Budget ($)
Utility reserves	1,435,068
General reserves	2,662,405
Debenture	7,720,000
ACAP grant	44,000
Alberta Community Partnership	97,867
LGFF capital	1,184,552
Total funding	**13,143,892**

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ATTACHMENT 5

Reserve Balances Summary

Reserve balances at December 31, 2025 with 2026 budgeted transfers and commitments. No 2026 transfers in have posted as at May 31, 2026.

Reserve	Dec 31, 2025	Budgeted in (2026)	Committed	Projected Dec 31, 2026
General reserve	3,566,031	953,329	(2,662,405)	1,856,955
Airport	327,300	–	–	327,300
Fire equipment	80,490	57,349	–	137,839
Future development	122,161	15,509	–	137,670
Municipal recreation	37,295	–	–	37,295
Offsite levy	128,063	–	–	128,063
Parking lot	38,448	–	–	38,448
Tourism improvement fee	377,729	–	–	377,729
Utilities	3,024,961	923,176	(1,435,068)	2,513,069
Total restricted surplus (reserves)	**7,702,478**	**1,949,363**	**(4,097,473)**	**5,554,368**

Updated: 2026-06-15

*Prepared with the assistance of AI.

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ATTACHMENT 6

Deferred Grant Revenue Summary

Grant	May 31, 2026
Alberta Transportation Grant	121,279
Canada Community Building Fund	703,443
Burner Variance Grant	1,938,106
Alberta Transportation & Economic Corridor	3,064,330
LGFF — Capital	1,621,871
Total restricted grant revenue	**7,449,029**
Non-grant deferred revenue — recreation booking deposits	15,613
Total deferred revenue — Statement of Financial Position (May 31, 2026)	**7,464,642**

This summary will be updated as grant approvals occur in 2026.

Updated: 2026-06-15

*Prepared with the assistance of AI.

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Meeting Date:	
Date:	Prepared By:
June 22, 2026	Myron Thompson, Interim Deputy CAO

Subject:

Tender Award - Protective Services Patrol Unit

Recommendation:

THAT Council approves the purchase of the Protective Services Patrol Unit to Stony Plain Chrysler for the tendered amount of $59, 918.48 exclusive of GST, and

FURTHER THAT Council approves an additional $15,000 to be drawn from General Reserves to fund the upfitting of the purchased unit.

CAO Comments:

I support the recommendation.

Background:

The Town of High Level had identified the replacement of a Protective Services Patrol unit in 2024 and included the unit in the 2025 Capital Budget. The budget figure that was included in the capital budget was $85,000 and has been determined that it did not include the cost of upfitting the unit for service. This unit will replace the 2014 Chevrolet Tahoe which is scheduled as an asset disposal unit. The vehicle specifications included in the tender package were assembled with assistance of Fire Chief Ripley and Peace Officer Brink. The tender document was issued on April 22nd, 2026 with a closing date of May 19th, 2026. The invitation to tender was included in the Alberta Purchasing Connection, in the local newspaper, and on the Town's website. On the closing date the town received two tender submissions including from High Level Motor Products and from Stony Plain Chrysler.

Discussion:

The tenders received from both vendors were reviewed and scored with the provided scoring matrix that was included in the tender package. The scores were 95% for the Stoney Plain Chrysler unit and 75% for the High Level Motor Products unit, with the difference coming with cost differential and the only option being a V8 engine in the Chevrolet whereas a V6 engine was specified. The total purchase price for each unit

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

was $59,918.48 (excl. GST) for the 2026 Dodge Durango Enforcer AWD from Stoney Plain Chrysler and $73,120.95 (excl. GST) for the 2026 Chevrolet Tahoe 4WD.

The unit tendered price from High level Motor Products in 22% higher than the Stony plain Chrysler unit therefore consideration under the Town's Procurement Policy 269-22 for local vendor preference does not apply (sec. 7.2.1). Administration will be recommending the purchase of the 2026 Dodge Durango Enforcer AWD. The delivery date would be scheduled for September with an additional 3 weeks needed following delivery for upfitting.

Upon award of tender, and delivery of unit there will be a need to have the unit upfitted to be put into service. This work is performed by a limited number of companies that provide this service to enforcement and protective services vehicles and includes vehicle decaling, emergency service exterior and interior lighting, additional electrical installations, communication equipment, camera equipment, steel barrier systems, and other requirements to meet service requirements. Costs for the upfitting including Toughbook computer hardware will be approximately $40,000 based on recent quotes bringing the total cost to bring unit to service ready will be $100,000. With the approved 2025 capital budget amount of $85,000 in place an additional budget request of $15,000 will be required.

Council Strategic Priorities:

Goal 4– Accountable Governance
Leadership is accessible, transparent, and respectful; creating trust and confidence in the community is achieved by improving the effectiveness of administrative communication and collaboration and through regular review and update of governance documents.

Financial:

The 2025 Capital budget assigned for the purchase of the Protective Services Patrol unit was in the amount of $85,000 and was to be funded through General Reserves. Unfortunately, the cost of upfitting the unit had not been included in the overall budget for this unit therefore an additional $15,000 is required to purchase and upfit the unit for enforcement operations.

Council Options

1. THAT Council approves the purchase of the Protective Services Patrol Unit from Stony Plain Chrysler for the tendered amount of $59, 918.48 exclusive of GST, and

   FURTHER THAT Council approves an additional $15,000 to be drawn from General Reserves to fund the upfitting of the purchased unit.

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

2. THAT Council directs Administration to take any other action deemed appropriate by Council.

Attachments:

N/A

Approvals:

Jena Clarke

Acting CAO, Jena-Raye Clarke

Author: Myron Thompson, Deputy CAO

☒ Corporate Services ☐ Community Services ☐ Fire Services

☐ Finance ☐ Planning and Development ☒ Operations

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Meeting Date:	
Date:	Prepared By:
June 22nd , 2026	Myron Thompson, Deputy CAO

Subject:

Hydrovac Dump Site Operation

Recommendation:

THAT Council directs Administration to implement the operation of the hydrovac dump site and include the service to third party haulers and;

FURTHER THAT Council directs Administration to provide finalized details of operation of the hydrovac dump site including fees for service.

CAO Comments:

I support the recommendation.

Background:

The Town of High Level has not had a formal, provincially approved site for the dumping and disposal of sludge which is product consisting of clean fill/soil and water. In 2023 the approved capital budget included the creation of a new snow dump site at the Operations Facility as well as the development of a hydrovac dump facility. In 2024 a third party operated hydrovac dump facility was allowed to be installed at the Operations Facility site by Clear Water Environmental who operate out of Acheson, Alberta and specialize in Clean AB Tier 1 hydrovac slurry recycling among other services. They were under contract to handle and recycle fill material from the Telus fibre optics project. An informal agreement with the Town allowed the processing of material from Town operations as well as assistance to the Town in the development of an operations plan for the Town's own facility, which is a requirement needed under the Provincial permitting process for a facility. In the fall of 2005 Clearwater Environmental contract work was complete and they removed their structures returning the site area back to its previous status. At the May 11th Council meeting administration brought forward a report outlining concerns for unauthorized dumping in the Town's wastewater lagoon facility. There has been concern that there has been disposal of this type of product unknowingly on the wastewater lagoon site which is not allowed under provincial regulations. The Town has taken steps to mitigate the disposal of this type of product in the lagoon. At that time there was a brief discussion on the Town's hydrovac sludge pit. Through this discussion administration assumed Council was supportive of having the facility

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High Level, Alberta. T0H 1Z0
Phone: 780 926 2201 Fax: 780 926 2899

REQUEST FOR DECISION
REGULAR COUNCIL MEETING

available for services beyond that of Town operations.

Discussion:

The Town has completed the development of the hydrovac dump site which includes two large rectangular steel buried open top tanks, disposal ramps, fencing and signage. The application under the provincial Waste Management Storage Site Notification has been submitted. The operation itself would include accepted material offloaded by hydrovac truck units into the tank. Water is decanted from the material and hauled for disposal to the Town's lagoon facility and the remaining sludge is then mixed with wood sawdust to accelerate drying. Once this clean fill is dried it is either transported to the regional landfill or incorporated at the Operations Facility site as clean fill. All processes must meet provincial requirements that are incorporated in the Operations Plan which include on-site support consisting of sampling, data recording, handling and processing of material, and subsequent recycling of the material. To offset the labour, equipment, and outsourcing costs (sample testing) a fee will need to be established. A review of other similar material acceptance in other jurisdictions is taking place to establish a program which will also include an established fee for the service. Administration will be seeking Council's decision on having the Hydrovac Dump Site open to third parties. If service is provided to third parties administration will provide further information relating to the provision of service including fee for service for Council's further consideration.

Council Strategic Priorities:

Goal 2 – Infrastructure, Growth, and Reliability
Community needs are met with reliable infrastructure and attractive shared spaces.

This project addresses the need for reliable, modern municipal infrastructure by identifying and addressing operational requirements and concerns and addressing changes to ensure and manage operational effectiveness.

Goal 4– Accountable Governance
Leadership is accessible, transparent, and respectful; creating trust and confidence in the community is achieved by improving the effectiveness of administrative communication and collaboration and through regular review and update of governance documents.

Financial:

It is unknown at this time what staffing costs will be as it relates to providing service beyond the Town's own service requirements. It is also unknown at this time if operation of the facility can be managed by existing staffing resources or additional staffing compliments (seasonal) will be required. Fees for service are being reviewed and will be based on a fee per m3.

Council Options

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Phone: 780 926 2201 Fax: 780 926 2899

REQUEST FOR DECISION

REGULAR COUNCIL MEETING

1. THAT Council directs Administration to implement the operation of the hydrovac dump site and include the service to third party haulers and;

   THAT Council directs Administration to provide finalized details of operation of the hydrovac dump site including fees for service.

2. THAT Council directs Administration to provide further information/or clarification on specific elements of the report and return the revised report to Council for consideration.
3. THAT Council directs Administration to take any other action deemed appropriate by Council.

Attachments:

n/a

Approvals:

Jena Clarke

Acting CAO, Jena-Raye Clarke

Author: Myron Thompson, Deputy CAO

☒ Corporate Services ☐ Community Services ☐ Fire Services

☐ Finance ☐ Planning and Development ☒ Operations

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REGULAR COUNCIL MEETING

Meeting Date:	
Date:	Prepared By:
June 22, 2026	Myron Thompson, Interim Deputy CAO

Subject:

Water Treatment & Distribution System Optimization – WSP Engineering Technical Memorandum

Recommendation:

1. THAT Council formally accepts the WSP Technical Memorandum Report on the Treatment Alternative Assessment to Dissolved Organic Matter (DOC) Removal at the High Level Water Treatment Plant.
2. THAT Council directs Administration to take any other action deemed appropriate by Council including recommending additional evaluation and studies as outlined over a one-year period to capture four seasons of water sampling data to further the determination of the preferred treatment option to meet operational and regulatory requirements.

CAO Comments:

I Support the recommendation.

Background:

In 2024 the Town of High Level entered into an agreement with Associated Engineering (AE) to review and evaluate water treatment systems to improve the water quality of the Community's drinking water. Through the review process the MIEX treatment process that targets the removal of dissolved organic carbon through ion exchange went through further analysis and a pilot study. Based on the results AE recommended that the MIEX system be pursued as the treatment option.

The Town undertook a further evaluation of the recommendations of AE based on the technical and financial evaluation of AE's Technical Memorandum and Pilot Test Report. A key concern by the Town was that the pilot test report did not demonstrate measurable improvement in finished water quality and would still leave the Town short of Alberta Environment & Protected Areas (AEPA) drinking water guidelines. Administration made a recommendation to Council to consider pausing the MIEX project so as to reassess treatment options that better address regulatory compliance, lifecycle cost, and operational risk. The recommendation was accepted by Council August 25, 2025.

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High Level, Alberta. T0H 1Z0
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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

On September 9th, 2025, the Town entered into an agreement with WSP Engineering to provide an independent reassessment of AE's findings and determine in the MIEX option would be technically and financially justifiable as a pre-treatment option. A review and assessment followed by a technical memorandum report was to be provided by mid-April of this year. Completion and provision of the report have been delayed due to delayed delivery and receipt of vendor information with respect to WSP's design basis, thereby impacting on the intended delivery timeline. The technical memorandum report has now been received and attached for Council's review.

Discussion:

The technical memorandum provides detailed information on two recommended options, one being a short-term option and the other being a long-term option. The information contained within the document provides a good foundation to further explore the best option for the Town's water treatment process. A representative from WSP will be available at the Council meeting to provide an overview of their work to date, provide additional information and to respond to questions.
Subsequent pilot studies will be required including DOC Removal Evaluation, Pretreatment Optimization Study, and Nanofiltration Pilot Testing for an additional duration of time to capture four seasons of water sampling data to further the determination of the preferred treatment option to meet operational and regulatory requirements.

Council Strategic Priorities:

Goal 2 – Infrastructure, Growth, and Reliability
Community needs are met with reliable infrastructure and attractive shared spaces.

This project addresses the need for reliable, modern municipal infrastructure by identifying and addressing operational requirements and concerns and addressing changes to ensure and manage operational effectiveness.

Goal 4– Accountable Governance
Leadership is accessible, transparent, and respectful; creating trust and confidence in the community is achieved by improving the effectiveness of administrative communication and collaboration and through regular review and update of governance documents.

Financial:

Initial costing determination for the MIEX project was determined to be $5.714,000 with $3,379,299 funded through the Alberta Municipal Water Wastewater Partnership and the remaining funding required planned to be funded through debenture. If the project is to proceed under a different treatment option, the Town will require approval to have the funding approval amended by the province so as the grant funding made available to the transitioned option.

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Council Options:

1. THAT Council formally accepts the WSP Technical Memorandum Report on the Treatment Alternative Assessment to Dissolved Organic Matter (DOC) Removal at the High Level Water Treatment Plant.
2. THAT Council directs Administration to take any other action deemed appropriate by Council including recommending additional evaluation and studies as outlined over a one-year period to capture four seasons of water sampling data to further the determination of the preferred treatment option to meet operational and regulatory requirements.
3. THAT Council directs Administration to take any other action deemed appropriate by Council including additional evaluation and studies to further the determination of the preferred treatment option to meet operational and regulatory requirements

Attachments:

- Technical Memo- Treatment Alternative Assessment to Dissolved Organic Matters Removal at High Level Water Treatment Plant

Approvals:

Jena Clarke

Acting CAO, Jena-Raye Clarke

Author: Myron Thompson, Interim Deputy CAO

☒ Corporate Services ☐ Community Services ☐ Fire Services

☐ Finance ☐ Planning and Development ☒ Operations

Add document sensitivity status here (if required)

Town of High Level

Treatment Alternative Assessment to Dissolved Organic Matters Removal at High Level Water Treatment Plant

Technical Memorandum

2026-05-029

CA0062048.2350

Document distribution

Town of High Level

Treatment Alternative Assessment to Dissolved Organic Matters Removal at High Level Water Treatment Plant

Technical Memorandum

2026-05-29

Prepared for

Town of High Level

10511-103 Street
High Level, AB T0H 1Z0

Prepared by

WSP Canada Inc.
237 4th Avenue SW, Calgary, AB T2P 4K3
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Quality control	Name	Date	Signature
Prepared by:	Farren Afsar, PhD, EIT	May 29, 2026	
Reviewed by:	Ray Yu, PhD, P.Eng.		
Approved by:	Gino Giancola BSc, CET, PMP		

Revisions

Rev	Date	Details
1	2026-05-29	Final

Table of contents

Abbreviations

Abbreviation	Description
AE	Associated Engineering
BVTR	Bed Volume Treatment Rate
DBP	Disinfection by-product
DOC	Dissolved organic carbon
GAC	Granular activated carbon
GCDWQ	Guidelines for Canadian Drinking Water Quality
LRAA	Locational Running Annual Average
MAC	Maximum Acceptable Concentration
MCDA	Multi-Criteria Decision Analysis
MIEX	Magnetic Ion Exchange
NOM	Natural organic matter
PFD	Process Flow Diagram
POE	Point of Entry
THM	Trihalomethanes
TTHM	Total Trihalomethanes
TWR	Treated Water Reservoir
US EPA	United States Environmental Protection Agency
WTP	Water Treatment Plant

Executive Summary

The Town of High Level Water Treatment Plant (WTP) sources its raw water from Footner Lake, a surface water source characterized by elevated concentrations of natural organic matter (NOM). High dissolved organic carbon (DOC) levels in the source water have resulted in ongoing operational challenges, including high chemical consumption, frequent granular activated carbon (GAC) replacement, and the formation of disinfection by-products (DBPs) such as trihalomethanes (THMs) in excess of Health Canada's maximum acceptable concentrations. These challenges have prompted the Town to assess alternative treatment approaches capable of achieving sustained regulatory compliance while minimizing long-term cost and operational risk.

This Technical Memorandum presents a study of treatment alternatives to address DOC-driven DBP formation at the High Level WTP. The assessment builds on prior work completed by Associated Engineering (AE), including MIEX (Magnetic Ion Exchange) pilot testing, jar testing, and financial analyses, and expands the review to include two viable alternatives: Nanofiltration and Aeration combined with Chloramination. The objective of the study is to provide a clear, evidence-based comparison of alternatives and identify a technically robust and financially sustainable solution for the Town.

Results from bench-scale testing, pilot studies, and full-scale performance data indicate that while MIEX can reduce DOC to some extent, it is unable to consistently achieve DOC concentrations low enough to prevent DBP formation below regulatory limits. Even under optimized operating conditions, MIEX combined with coagulation achieved treated DOC levels comparable to the existing GAC filters and continued to yield THM formation above Health Canada guidelines. In addition, MIEX introduces significant capital costs, operational complexity, residual handling requirements, and long-term lifecycle costs. Financial analysis confirms that MIEX represents a higher-cost option over a 25-year period while still requiring additional downstream treatment to meet DBP compliance targets.

Nanofiltration (NF) was evaluated as a proactive treatment alternative designed to remove dissolved organic carbon upstream of disinfection. Based on vendor discussions, the proposed system is designed to treat an average flow of approximately 6,480 m^3/d m^3/d and reduce DOC concentrations to below 2 mg/L, thereby significantly reducing the formation potential of THMs. Aeration combined with chloramination was also assessed as a downstream mitigation strategy, where aeration facilitates the removal of THMs already formed in treated water, and chloramination limits additional formation within the distribution system. However, this approach does not address the root cause of disinfection by-product formation and introduces additional operational complexity, with performance and cost subject to variability in THMs concentrations and system hydraulics.

Based on the technical evaluation and multi-criteria decision analysis, both alternatives present viable approaches for managing DBPs but differ significantly in reliability and long-term effectiveness. Aeration combined with chloramination may be considered as an interim solution due to its lower capital cost and ease of integration; however, its performance remains dependent on seasonal conditions and upstream

treatment efficiency, with a risk of not consistently achieving regulatory compliance. For a long-term solution, NF is recommended as the preferred alternative, as it directly removes dissolved organic carbon and addresses the primary driver of disinfection by-product formation. While it involves higher capital and operating costs, nanofiltration provides greater reliability, improved process control, and a more robust pathway for achieving consistent regulatory compliance.

1. Introduction

The Town of High Level WTP is a Class 3 facility that can produce up to 6,480 m³/d and has a treated water storage reservoir with a capacity of 4,000 cubic meters (m³). While the Water Treatment Plant has a rated maximum treatment capacity of approximately 6,480 m³/d, it is typically operated at a significantly lower average daily flow of approximately 2,500 m³/d under normal conditions.

The raw water source for the Town of High Level WTP is from Footner Lake. Raw water is first stored in aerated storage ponds and then pumped to the WTP for treatment, which includes potassium permanganate dosing for manganese oxidation, followed by coagulation, flocculation, and clarification using alum and polymer. Treated water subsequently passes through sand filtration, GAC filtration, and final disinfection by chlorination.

Because the raw water source from Footner Lake contains high levels of NOMs, the plant faces significant operational costs, including increased coagulant consumption and frequent replacement of GAC. As such, the Town hired AE to conduct an investigation into the incorporation of MIEX treatment process to remove NOMs from the WTP.

For background information, AE previously prepared a technical memorandum related to the MIEX process. The memo, titled: “Evaluation of MIEX Pilot, Chemical Review and Jar Testing”, provides an overview of the Town of High Level WTP, summarizes pilot testing and jar test results, describes potential integration of MIEX into the existing treatment process, and outlines recommended next steps.

The purpose of this Technical Memorandum is to evaluate viable treatment options for addressing elevated DOC levels in the Town’s source water, which have contributed to exceedances of regulated disinfection by-products (DBPs), including THMs. This document summarizes the results of the AE MIEX pilot study, evaluates MIEX's effectiveness and limitations, and considers two alternative treatment methods: nanofiltration and combined aeration with chloramination. The intent is to provide a clear, technically defensible basis for comparing treatment options, identifying solutions that directly address DOC removal, and supporting informed decision-making related to regulatory compliance, operability, and overall treatment strategy for the WTP.

2. Objective

This technical memorandum was initiated to review the feasibility of implementing MIEX at the Town of High Level WTP, based on the findings of previous pilot testing, bench-scale studies, and supporting technical evaluations. The initial focus of the assessment was to determine whether MIEX represents a viable solution for DOC removal and for achieving DBP compliance under the existing WTP conditions.

However, the results from the pilot testing, operational assessments, and financial review indicate that MIEX is not able to consistently achieve the level of DOC reduction required to meet DBP regulatory limits. While some reductions in DOC and chemical usages were observed, it is anticipated that DOC remains at a considerable level which continues requiring the adsorption treatment from GAC. It is likely that when GAC is close to being exhausted, DBP formation continues to exceed applicable guidelines. In addition, the MIEX process is associated with relatively high capital cost, increased operational complexity, and higher lifecycle cost.

Given these limitations, the scope of this TM was expanded to include evaluating alternative treatment approaches that more directly address DOC removal and DBP formation. Specifically, NF and a combined aeration + chloramination approach were identified and developed as alternative options.

Accordingly, this TM first presents a detailed review of the MIEX process and its associated findings, followed by the development and assessment of the identified alternatives. A systematic comparison of all options is then carried out, considering treatment performance, cost implications, operational feasibility, and compatibility with the existing WTP. The objective is to provide the Town with a clear and defensible basis for selecting the most suitable long-term treatment strategy to achieve regulatory compliance and optimize overall system performance.

Specifically, this TM includes:

- a review of the MIEX process, including pilot testing results, bench-scale studies, and previous technical evaluations;
- an assessment of historical water quality data and current WTP performance to establish baseline conditions and key treatment drivers;
- identification and development of alternative treatment options, including NF and aeration + chloramination;
- a qualitative and high-level evaluation of each option, considering technical feasibility, operability, and lifecycle cost; and
- a systematic comparison of all options to support the selection of the preferred long-term treatment strategy.

2.1 Raw Water Source

The Town of High Level WTP sources its raw water from Footner Lake, which is classified as a surface water source. Footner Lake is characterized by elevated concentrations of NOM originating from watershed runoff and natural biological processes within the lake. The quantity and characteristics of NOM vary seasonally, with higher concentrations typically observed during warmer periods and runoff events. These source water conditions create treatment challenges related to organic removal, DBP formation, and overall treatment costs.

2.2 Raw Water Quality

Updated raw water quality data were obtained from laboratory analyses conducted by AGAT Laboratories in March 2026. Samples were collected on March 27, 2026, and represent untreated source water from Footner Lake prior to any chemical addition or treatment. The full laboratory analytical results are provided in Appendix A.

The 2026 AGAT results confirm that Footner Lake continues to exhibit elevated concentrations of NOM, as indicated by high DOC, TOC, and true colour. Measured raw water DOC and TOC concentrations of approximately 44 to 45 mg/L, together with true colour values of 50 TCU, are characteristic of a humic, organic-rich surface water source. These parameters are known to significantly influence coagulant demand, GAC consumption, and the formation potential of regulated DBPs during chlorination.

The data also suggests that:

- Nearly 100% of the organic carbon in the raw water is present in dissolved form, as indicated by the essentially identical DOC and TOC concentrations.
- The raw water contains very low levels of particulate matter, as demonstrated by low turbidity and total suspended solids (TSS).
- The raw water is slightly acidic (pH < 7) and exhibits low alkalinity (less than 100 mg/L as $CaCO_3$). Under high coagulant dosing conditions, the water may lack sufficient buffering capacity, which can limit effective coagulation and reduce NOM removal.
- The raw water exhibits relatively high hardness, which may contribute to scaling in equipment and piping, particularly under elevated pH conditions during treatment.
- The raw water contains elevated dissolved manganese concentrations, likely due to anoxic conditions in the source water. High manganese levels may adversely affect treatment performance (e.g., GAC efficiency).
- The raw water contains relatively high ammonia concentrations, which may increase chlorine demand during primary disinfection and affect breakpoint chlorination.

The updated summary of representative raw water quality parameters based on the March 2026 AGAT laboratory results is presented in Table 2-1. These data form the basis for evaluating current treatment

performance and assessing the applicability and sizing of alternative treatment options intended to address organic loading and DBP formation.

Table 2-1 Raw water quality, Footner Lake (AGAT, March 2026)

Parameter	Units	Raw Water Value	Canadian Guideline
Dissolved organic carbon (DOC)	mg/L	44.5	No guideline established
Total organic carbon (TOC)	mg/L	44.3	No current guideline (withdrawn)
True Colour	TCU	50	AO ≤ 15 TCU
Turbidity	NTU	1.9	≤ 0.3 NTU (treated water; conventional filtration)
Total suspended solids (TSS)	mg/L	<3	No guideline established
pH	pH units	6.53	7.0–10.5 (operational guideline)
Total alkalinity (as $CaCO_3$)	mg/L	54	No guideline established
Bicarbonate (as $CaCO_3$)	mg/L	70	No guideline established
Total hardness (as $CaCO_3$)	mg/L	286	No numerical guideline
Total dissolved solids (TDS)	mg/L	627	AO ≤ 500 mg/L
Electrical conductivity	µS/cm	908	No guideline established
Chloride	mg/L	41.4	AO ≤ 250 mg/L
Sulfate	mg/L	329	AO ≤ 500 mg/L
Ammonia, total (as N)	mg/L	1.28	No MAC (operational control recommended)
Nitrate + nitrite (as N)	mg/L	1.50	Nitrate: 10 mg/L as N; Nitrite: 1 mg/L as N
Nitrate (as N)	mg/L	1.31	10 mg/L as N
Nitrite (as N)	mg/L	0.19	1 mg/L as N
Orthophosphate	mg/L	1.05	No guideline established
Sodium (dissolved)	mg/L	69.6	AO ≤ 200 mg/L
Calcium (dissolved)	mg/L	58.7	No guideline established
Magnesium (dissolved)	mg/L	33.8	No guideline established
Iron (dissolved)	mg/L	0.058	AO ≤ 0.1 mg/L
Manganese (dissolved)	mg/L	0.613	MAC = 0.12 mg/L; AO ≤ 0.02 mg/L
Aluminum (total)	mg/L	0.513	MAC = 2.9 mg/L; OG = 0.1 mg/L

Note: AO = Aesthetic Objective (non-health-based guideline related to taste, odour, colour, or acceptability); MAC = Maximum Acceptable Concentration (health-based limit)

2.3 Treatment Process

Water is drawn from Footner Lake and conveyed to the WTP via the raw water intake and pump house. The water is first directed to aerated storage reservoirs, which provide hydraulic buffering and limited pre-conditioning of the source water prior to treatment. From the reservoirs, raw water is conveyed to the WTP through a raw water transfer chamber and a pumping system.

At the WTP, the treatment process follows a conventional multi-barrier approach. Raw water first enters a potassium permanganate contact chamber, where oxidant dosing is applied to facilitate manganese oxidation and improve downstream treatment performance. Following oxidation, the water is dosed with alum and polymer and routed through coagulation, flocculation, and clarification processes to destabilize and remove suspended solids and a portion of the dissolved organic matter. Clarified water is then treated through rapid sand filtration to further reduce turbidity and particulate matter.

Filtered water subsequently flows through a two-stage GAC filtration system. The GAC filters provide adsorption of remaining dissolved organic compounds, taste and odour-causing substances, and residual oxidants. Treated water from the GAC filters flows to the clearwell reservoirs, where chlorine is added for final disinfection and maintenance of a post-chlorine residual before distribution. Potable water is then pumped from the clearwell reservoirs through distribution pumps and conveyed to the water distribution system.

The analytical results presented in Table 2-2 summarize the water quality conditions immediately before and after GAC treatment. The table compares key physical, chemical, and operational parameters to evaluate the effectiveness of the GAC process in improving treated water quality. The analytical results indicate that GAC treatment provides limited reduction of organic matter, as DOC and TOC decrease only marginally from 20.4 to 19.2 mg/L, suggesting that the removal of DBP precursors across the GAC stage is minimal. While a significant reduction in true colour (50 to 8 TCU) demonstrates effective removal of colour-causing organic fractions, the relatively high residual DOC indicates that a substantial portion of NOM remains available for DBP formation. In addition, the slight increase in pH (7.27 to 7.63) may further favour THM formation under chlorinated conditions. Overall, these results suggest that, although GAC provides some improvement in aesthetic water quality, its effectiveness in reducing THM formation potential is limited, and additional upstream precursor removal processes may be required to achieve consistent DBP control.

Table 2-2 Summary of Analytical Results Before and After GAC Treatment (AGAT, March 2026)

Parameter	Units	Before GAC	After GAC	Canadian Guideline
Dissolved organic carbon (DOC)	mg/L	20.4	19.2	No guideline established
Total organic carbon (TOC)	mg/L	20.4	19.2	No current guideline (withdrawn)
True Colour	TCU	50	8	AO ≤ 15 TCU

Parameter	Units	Before GAC	After GAC	Canadian Guideline
Turbidity	NTU	0.7	0.8	≤ 0.3 NTU (treated water; conventional filtration)
Total suspended solids (TSS)	mg/L	<3	<3	No guideline established
pH	pH units	7.27	7.63	7.0–10.5 (operational guideline)
Total alkalinity (as $CaCO_3$)	mg/L	125	206	No guideline established
Bicarbonate (as $CaCO_3$)	mg/L	157	258	No guideline established
Total hardness (as $CaCO_3$)	mg/L	310	294	No numerical guideline
Total dissolved solids (TDS)*	mg/L	667	556	AO ≤ 500 mg/L
Electrical conductivity	µS/cm	1080	852	No guideline established
Chloride	mg/L	57.1	42.0	AO ≤ 250 mg/L
Sulfate	mg/L	340	170	AO ≤ 500 mg/L
Ammonia, total (as N)	mg/L	1.20	0.06	No MAC (operational control recommended)
Nitrate + nitrite (as N)	mg/L	1.58	1.45	Nitrate: 10 mg/L as N; Nitrite: 1 mg/L as N
Nitrate (as N)	mg/L	1.58	1.22	10 mg/L as N
Nitrite (as N)	mg/L	<0.01	0.23	1 mg/L as N

Backwash waste generated from the sand and GAC filters is collected in a backwash waste chamber. The existing process is effective at turbidity removal and pathogen control; however, it relies heavily on chemical dosing and GAC adsorption to manage the high dissolved organic loading present in the source water, which has resulted in ongoing challenges related to disinfection by product formation and operating costs. Figure 2-1 displays the process flow diagram (PFD) for the current treatment train prepared by AE.

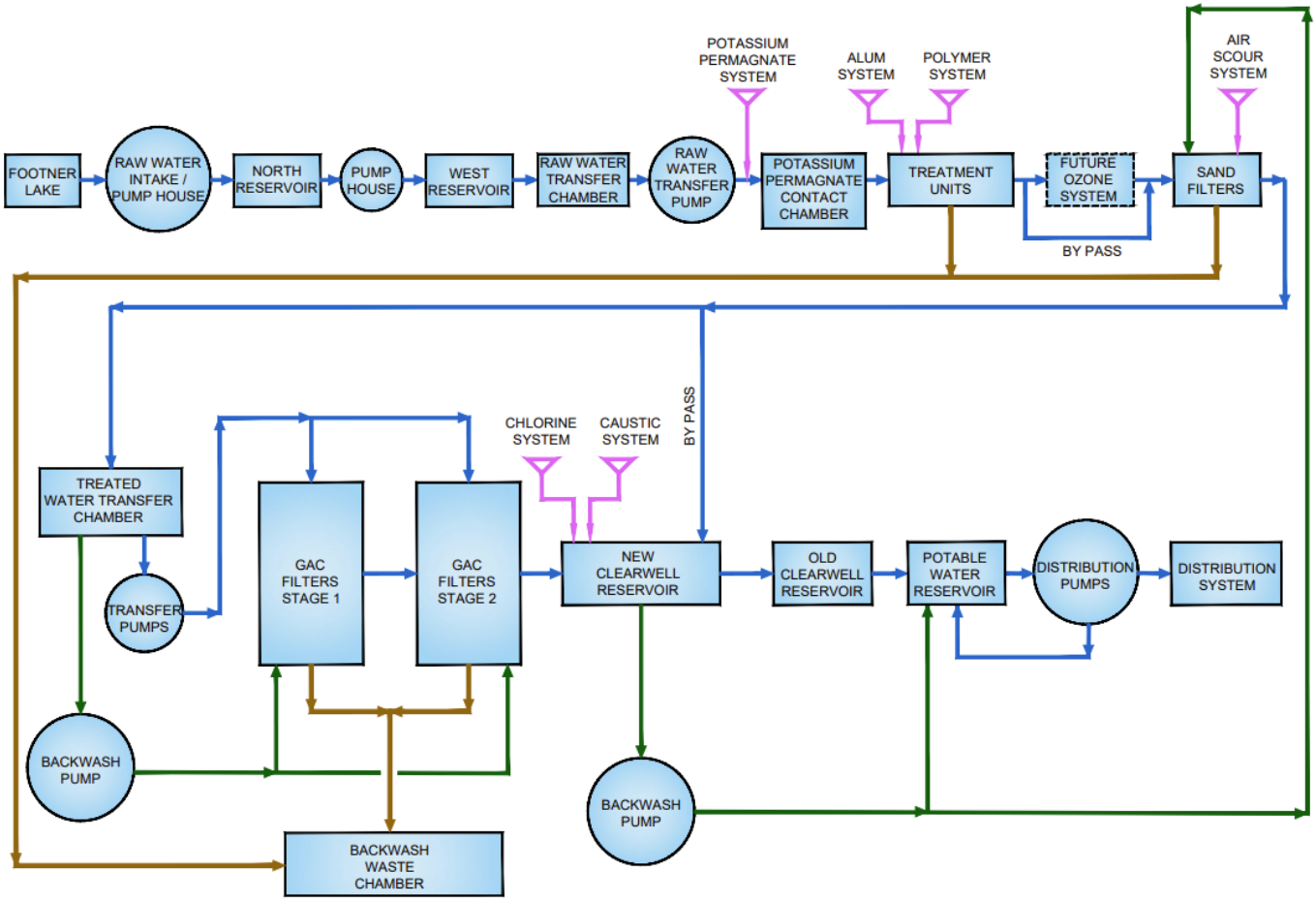

Figure 2-1 Town of High-Level water treatment plant PFD prepared by AE

2.4 Challenges and Issues

The elevated NOM concentrations in Footner Lake have resulted in persistently high DOC loading to the WTP, which in turn drives increased coagulant demand and frequent replacement of GAC media. These conditions have led to increased operational complexity and higher lifecycle costs associated with chemical usage, residuals handling, and GAC replacement. The reliance on conventional coagulation and GAC adsorption as the primary mechanisms for DOC control places ongoing operational pressure on existing treatment processes, particularly during periods of elevated source water NOM.

Despite enhanced treatment measures, treated water concentrations of regulated DBPs, including THMs have exceeded Health Canada maximum acceptable concentrations, which are 100 µg/L for THMs and 80 µg/L for Haloacetic acids (HAAs). Elevated DOC concentrations entering the disinfection stage increase DBP formation during chlorination, limiting the effectiveness of downstream controls and reducing operational flexibility in maintaining disinfectant residuals while meeting regulatory requirements.

Results from the MIEX pilot study conducted by IXOM indicate that, under optimized operating conditions at a bed volume treatment rate of 200, treated water achieved THM and HAA concentrations of approximately 168.7 µg/L and 120.2 µg/L, respectively. While MIEX demonstrated reductions in DOC and chemical demand, DBP concentrations remained above regulatory limits under the pilot conditions evaluated. These results highlight that, although incremental improvements in DOC removal are achievable through process optimization, the existing treatment approach has limited capacity to consistently control DBP formation to compliant levels when treating a high DOC, NOM-rich surface water source.

Collectively, these challenges indicate that the current treatment configuration is constrained in its ability to address DOC-driven DBP formation on a sustainable basis, prompting the need to evaluate alternative or supplemental treatment processes capable of directly targeting DOC removal upstream of disinfection.

3. Literature Review

3.1 Regulatory Framework for DBP Control and Compliance

The *Guidelines for Canadian Drinking Water Quality (GCDWQ)* establish health-based limits for drinking water and emphasize a source-to-tap, multi-barrier approach. Within this framework, DBPs, particularly THMs and HAAs, are key regulated parameters formed during chlorination of NOM-containing water. The maximum acceptable concentration (MAC) is 0.1 mg/L (100 µg/L) for THMs and 0.08 mg/L (80 µg/L) for HAAs. The GCDWQ emphasize that DBP concentrations should be maintained as low as reasonably achievable while ensuring effective disinfection. A key principle is that DBP control should focus on preventing formation through upstream NOM removal rather than relying on downstream treatment.

Under Environmental Protection and Enhancement Act (EPEA), drinking water systems in AB are regulated through an approvals-based framework that references the GCDWQ and Potable Water Regulation (Alberta Regulation 277/2003). Compliance with the DBP limits is achieved through adherence to MACs established in provincial and federal guidance. Facilities are required to monitor performance, assess DBP risks, and report non-compliance to the regulator.

Provincial Standards for Municipal Waterworks further define monitoring and compliance requirements within the Alberta regulatory framework. However, the evaluation methodology for DBPs, including THMs and HAAs, is based on the GCDWQ, which Alberta adopts and aligns with through the Potable Water Regulation and facility approval conditions.

Under the GCDWQ, compliance for THMs and HAAs is assessed using locational running annual averages (LRAA), calculated from a minimum of quarterly samples collected at representative locations within the distribution system. This approach is intended to capture spatial and temporal variability in DBP formation, particularly in areas with higher water age where DBP concentrations may be elevated

The Alberta Standards emphasize representative sampling across the distribution system and require monitoring programs to be adapted based on system characteristics, including system size, source water quality, and historical performance. In practice, Alberta's regulatory framework aligns with the GCDWQ by requiring utilities to demonstrate compliance with DBP limits using LRAAUSEPA-based assessments, supported by routine monitoring and reporting under approval conditions.

The United States Environmental Protection Agency (USEPA) Disinfectants and Disinfection Byproduct Rules (Stage 1 and Stage 2) establish comparable limits, with maximum contaminant levels of 0.080 mg/L for THMs and 0.060 mg/L for the sum of five HAAs. The Stage 2 Disinfectants and Disinfection Byproduct Rule introduce LRAA -based compliance to better capture spatial variability within the distribution system. The USEPA framework emphasizes precursor removal, particularly natural organic matter, through upstream treatment processes, as well as enhanced monitoring and operational evaluation where exceedances occur

The Town of High Level WTP operates under Alberta Environmental Protection and Enhancement Act (AEPA) Approval No. 772-05-00 and amendment 772-05-01, which specify DBP monitoring requirements. TTHMs and HAAs are monitored quarterly at the entry point, distribution locations, and system extremities. Reduced monitoring frequency may be permitted where compliance is consistently achieved. Compliance is governed through GCDWQ MACs and annual reporting requirements.

(USEPA) THMs HAAs (LRAA) USEPA the MAC limits and require representative monitoring throughout the DS. Compliance is assessed using running annual average (RAA) concentrations at multiple locations, including system extremities where DBP formation is typically highest. Adaptive monitoring requirements ensure that increased sampling and corrective actions are implemented where DBP levels approach or exceed regulatory limits.

The AEPA approval for the Town of High Level WTP reflects this framework by requiring routine monitoring of TTHMs and HAAs at multiple DS locations, with compliance evaluated against GCDWQ MACs. Similarly, the U.S. EPA DBPR adopt a comparable approach, emphasizing precursor removal through NOM control, enhanced monitoring using LRAA metrics, and operational evaluation when DBP thresholds are exceeded.

Overall, regulatory guidance consistently indicates that effective DBP control is achieved through upstream removal of NOM, optimization of treatment processes prior to disinfection, and comprehensive monitoring within the distribution system to ensure compliance under varying operating conditions.

3.2 DBP Treatment Options

The GCDWQ by Health Canada (HC) provide the primary framework for controlling DBPs in drinking water systems. Within this framework, DBPs, particularly THMs and HAAs, are identified as key regulated parameters formed during chlorination of NOM-containing water. The MACs are 0.1 mg/L (100 µg/L) for THMs and 0.08 mg/L (80 µg/L) for HAAs. These MACs are established based on HC guidance and represent health-based limits on DBP concentrations.

Control of DBPs is primarily achieved through upstream treatment and process optimization strategies aimed at reducing DBP formation rather than relying on removal after formation. The key treatment approaches are summarized below.

Precursor Removal (NOM Removal)

The most effective approach for both TTHM and HAA control is the removal of NOM prior to chlorination, as NOM is the primary precursor for DBP formation. This can be achieved through optimization of conventional treatment processes, including coagulation, flocculation, sedimentation, and filtration. In cases where conventional treatment is insufficient, advanced processes such as NF and UF may be applied to enhance NOM removal and reduce DBP formation potential. This approach directly targets the formation mechanism and is considered the most reliable long-term control strategy.

Disinfection Optimization

Modification of chlorination practices can significantly influence DBP formation. This includes optimizing chlorine dose, adjusting the point of application, and minimizing contact time between chlorine and NOM where feasible. Additional operational parameters such as pH and temperature may also be controlled to limit DBP formation. These strategies aim to maintain effective microbial disinfection while minimizing DBP formation; however, adequate disinfection must always be maintained, as the health risks associated with microbial contamination are greater than those associated with DBPs.

Alternative Disinfection Strategies

Alternative disinfectants, such as chloramines (NH_2Cl), ozone (O_3), and ultraviolet (UV), can be used to reduce TTHM and HAA formation compared to free chlorine. These approaches can effectively limit DBP formation; however, they may introduce other considerations, including reduced disinfection effectiveness (e.g., chloramines) or the formation of alternative DBPs. As a result, their application must be evaluated within the overall treatment strategy to ensure both microbial safety and DBP compliance.

Source Water Management

Use of alternative or blended source waters with lower NOM concentrations can reduce DBP formation potential. This may also include watershed management strategies to control organic loading and improve raw water quality upstream of treatment processes.

Removal of DBPs After Formation

In addition to formation control, certain treatment processes can remove DBPs from treated water, including adsorption (e.g., GAC) and biological or advanced filtration processes. However, DBPs are generally more difficult to remove once formed; therefore, post-treatment removal is typically considered a secondary approach compared to precursor removal and disinfection optimization.

4. Review of MIEX Treatment Process

4.1 Background Documents and Reference Material

The following documents were provided and reviewed as part of this assessment:

1. Draft of an urgent meeting request with Associated Engineering to discuss pausing the MIEX water treatment project:
   High_Level_MIEX_Letter_Viv_Thoss_Revised_TCO
   This request follows a technical and financial evaluation that raises concerns about the project's cost-effectiveness, regulatory compliance, and operational risks.
2. Council Report Draft: Town of High Level Water Treatment Process Options (Updated): 20 Year Total Cost of Ownership and Compliance:
   High_Level_WTP_Council_Report_v2
   The Town conducted an updated evaluation comparing the MIEX system add-on to membrane alternatives such as nanofiltration and reverse osmosis for water treatment over a 20-year period, focusing on the total cost of ownership and regulatory compliance related to disinfection byproducts.
3. PowerPoint: High-Level WTP Updated 20 Year TCO and Compliance (August 21, 2025):
   High_Level_WTP_TCO_Briefing_v2
4. Technical Memorandum titled *Evaluation of MIEX Pilot, Chemical Review and Jar Testing* prepared by Associated Engineering:
   tcm_high_level_miex_pilot (1)
   This technical memorandum includes an overview of the WTP, a review of pilot data, a description of how the MIEX process can be incorporated into the main WTP process, and recommendations for next steps.
5. High Level WTP Monthly Report (February 2024).
6. THM and HAA monitoring reports for the Town of High Level covering the period from 2022 to 2026.

4.2 MIEX Pilot Testing and Results

IXOM's bench-scale and MIEX pilot tests demonstrated that the highest DOC removal of 72% occurred with MIEX at 200 BVTR and 175 mg/L alum. In comparison, the standard alum dose of 300 mg/L achieved a 54% reduction, and application of MIEX alone (600 or 200 BVTR) achieved 46–58% DOC removal. It appears that MIEX, if applied alone, would provide similar DOC removal to the alum-based coagulation-flocculation process. The combined MIEX and alum application would improve the DOC removal efficiency by approximately 33%. However, the lowest DOC achieved (13.0 mg/L) during bench-scale tests does not meet the U.S. EPA target range (2–4 mg/L). Compared to Health Canada's MAC

for DBPs - 100 µg/L for THMs and 80 µg/L for HAAs, the water treated at 200 BVTR plus coagulation still formed 168.7 µg/L TTHM and 120.2 µg/L HAA5, respectively, exceeding the limits.

In August 2023, the pilot system was set up at the High Level WTP. Raw water was pumped to the pilot, and the effluent was tested for organics, colour, and UVT.

- DOC Removal: The best result from the combined MIEX (200 BVTR) and coagulation (160 mg/L) treatment was a 14.7 mg/L DOC (62.5% removal). The combined MIEX (400 BVTR) and coagulation (160 mg/L) treatment was able to achieve 14.8 mg/L DOC (62.1% removal). Note that this was identical to the DOC removal from the existing plant's GAC filters (14.8 mg/L, 62.1% removal).
- UV Absorbance: The treated water from the combined MIEX & Alum treatment (200 BVTR, 160 mg/L alum) yielded 69% UVT. Compared to 65% UVT yielded from the water with 300 mg/L alum treatment in the full-scale plant, it doesn't appear that the MIEX treatment is superior to the alum-based coagulation in the existing WTP.
- DBPs and Colour: The treated water from the combined MIEX at 200 BVTR plus 160 mg/L alum formed TTHM (168 µg/L) and HAA (120 µg/L), which were slightly lower than DBP formation potential of the water from the current system, which produced 180 µg/L TTHMs and 139 µg/L HAAs, respectively. Colour was reduced from 6 to 3.0 pt-Co units.

4.2.1 Jar Testing and Operational Findings

- AE's jar tests indicated that ClearPac180 at 120 mg/L achieved the best filtered water turbidity, while 160 mg/L ClearPac180 resulted in the optimal UVT. WSP's understanding is that ClearPac 180 at 160 mg/L produced the best filtered UVT and turbidity combined as a viable alternative to ALUM.
- Testing MIEX application at lower bed volumes (80 BV) resulted in improved performance, achieving UVT values above 80% (with no DOC data available), compared to the best UVT of 73.8% at 200 BV. However, operating the
- MIEX process at 80 BV would substantially increase regeneration frequency, volume of brine, and associated operating costs. The equipment vendor noted that nanofiltration could be used to reduce amount of final MIEX brine residuals by up to 80%, potentially lowering disposal costs.
- AE interpreted the results from the jar testing, that additional chemicals and process modifications (e.g., potassium permanganate, ozone, enhanced coagulation, PAC, Isofloc 251) would not further yield significant improvements in improving UVT or reducing DBPs.

4.3 Integration of MIEX in WTP

- The MIEX treatment process was proposed to be installed downstream of the potassium permanganate contact chamber and upstream of alum and polymer addition (for coagulation process). The MIEX system will consist of three parallel treatment trains, each comprising a reactor vessel, a regeneration vessel, and a dedicated salt storage container.

- Raw water is fed to the base of the reactor vessel and mixed with MIEX resins. Within the fluidized bed, the magnetic resin beads are attracted to each other to produce large agglomerates that form a uniform resin suspension. An agitator operating at low speeds maintains a uniformly mixed resin/water suspension. A small stream of resin is withdrawn from the reactor vessel, regenerated and returned to maintain the ion exchange capacity of the process. A series of tube settlers (or plates) at the top of the reactor vessel separate the resin from the water. Treated effluent overflows into collection launders to downstream treatment. Virgin resin is periodically added to the process to make up for minimal quantities of resin that may be carried downstream.AE proposed to integrate the MIEX treatment at 400 BVTR with the purpose of decreasing regeneration frequency. The pilot testing data showed that further reducing MIEX BVTR provided very limited improvement in DOC reduction. The anticipated treatment performance can be inferred from the jar test conducted at 400 BVTR with 160 mg/L alum, which achieved a settled turbidity of 0.433 NTU, an apparent color of 20 TCU, a true color of 6 TCU, a settled UVT of 62.5%, and a filtered UVT of 64.3%.
- AE also recommended removal of dewatering equipment for MIEX installation, but further details are needed.

4.4 Cost Analysis

WSP developed the financial analysis based on information provided in the pilot testing report, the Town's 20-Year Total Cost of Ownership and Compliance, and the Net Present Value (NPV) cost analysis submitted by IXOM for the MIEX system.

The capital cost estimate for the installation of the MIEX treatment system for 400 BVTR was $5,716,000 in 2023 (Table 4-1 presents the MIEX capital cost adopted from the AE report.). Assuming an average of 2.5% inflation rate from 2024 to 2026, the updated capital cost would be $6,155,507.

Table 4-1 Estimate of Probable Capital Costs – MIEX Option (from AE Report)

Description	Estimate of Probable Costs
General Requirements (10% of all other costs)	$348,000
Architectural and Structural	$75,000
Process Mechanical	$2,820,000
Electrical	$290,000
Instrumentation and Controls	$290,000
Subtotal, Construction	$3,823,000
Contingency (30%)	$1,147,000
Subtotal with Contingency, Construction	$4,970,000
Engineering, Construction Services (15%)	$746,000
Total	**$5,716,000**

The estimated annual chemical consumption and associated costs for the MIEX system are presented in Table 4-2. This information supports the evaluation of operating costs and long-term system performance.

Table 4-3 presents a preliminary life cycle cost comparison between the MIEX treatment alternative and an alum-only approach at the same design flow. It outlines the key assumptions, including chemical dosing, capital cost, and operating cost components, and summarizes the resulting annual operating costs and 25-year life cycle costs. The comparison highlights the trade-off between higher upfront capital investment for MIEX and the potential reduction in ongoing chemical consumption, particularly due to the lower alum dose required when MIEX is implemented.

Table 4-2 Estimated Annual MIEX Chemical Consumption and Costs

Chemical Category	Chemical	Approximate Annual Consumption	Unit Price	Total Annual Cost
MIEX Resin	MIEX Resin	1.5 L/ML	$30/L	$42,600/yr
Regeneration Chemical	Salt	907 kg/ML	$450/tonne	$386,100/yr
			Total	**$428,700/yr**

Table 4-3 Preliminary MIEX Life Cycle Cost Framework and Key Assumptions

Parameters	MIEX	Alum Only
Design / Operating Basis	30 L/s (2,592 m³/d)	30 L/s (2,592 m³/d)
Material Application Rates	400 BVTR	Not Applicable
Capital Cost – Year 0	$6,155,507	Not Applicable
MIEX Chemical Cost (Resin + Salt)*	$428,700/yr	Not Applicable
Alum Cost	$165,800/yr (Based on 160 mg/L dose)	$331,700/yr (Based on 350 mg/L dose)
OpEx – Year 1 (Power)	~$200/yr	Not Applicable
MIEX Maintenance Cost – Year 1 (annual O&M allowance)	$30,778/yr	Not Applicable
Total Annual Operating Cost	**$625,478/yr**	$331,700/yr
25-Year Life Cycle Cost (NPV or undiscounted—select basis)	**$15,929,000**	**$5,182,000**

Notes:

- The net present value (NPV) was calculated using a 4% discount rate over a 25-year period, based on the following relationship: $NPV = C_0 + C * \frac{1-(1+r)^{-n}}{r}$
- Annual O&M = 0.5% of the overall NF capital cost
- Power consumption is estimated at 1.78 kWh/ML; electricity costs were calculated using an assumed rate of $0.12/kWh for consistency with other alternatives.
- Waste brine disposal costs are assumed to be minimal based on discharge to the sanitary sewer.
- A discount rate of 4% was applied for life cycle cost analysis
- The addition of the MIEX unit is expected to reduce coagulant demand. With membrane separation, coagulation is primarily used for larger particles, while finer particulates are removed by the NF membranes. As a result, the alum dose is reduced from approximately 350 mg/L to 160 mg/L.

4.5 Conclusions

- Based on the financial analysis above, over 25-year life cycle, the installation and operation of MIEX treatment process is anticipated to incur $10,747,000 more than the operation of the existing treatment process.
- Based on the pilot testing results, the combined MIEX (400 BVTR) and coagulation (160 mg/L) treatment (i.e. the basis of financial analysis) is expected to achieve the same DOC level as in the effluent from the existing GAC filters.
- Please note that, with additional MIEX treatment, the DOC level in the GAC filter effluent may be lower, or the GAC consumption rate may be lower, resulting in less frequent GAC replacement. However, due to the limited information, the savings of GAC replacement was not counted. It is anticipated that, after taking the GAC replacement saving into consideration, the life cycle cost difference may be diminishing.
- Nevertheless, the previous studies have concluded that the only addition of the MIEX treatment would not be able to achieve the regulatory DBP targets. Additional treatment will be required, which may further increase the capital and O&M costs.
- Therefore, we support the Town's decision that other treatment alternatives should be assessed to provide a financially sound and regulatory compliance solution.

5. Alternative Assessments

5.1 Nanofiltration

Nanofiltration (NF) directly addresses the Town's primary treatment challenge by targeting DOC, which is the primary precursor responsible for the formation of regulated DBPs such as THMs and HAAs. By selectively removing DOC upstream of primary disinfection, NF significantly reduces the potential for THM and HAA formation, rather than relying on downstream processes to manage DBPs after they have formed.

Membrane-based treatment processes, including NF, are identified in Guidelines for Canadian Drinking Water Quality: Guideline Technical Document as effective options for NOM control when conventional treatment alone is insufficient. Published bench-scale and pilot-scale studies indicate that NF can achieve substantial reductions in DOC and DBP formation potential, although performance is dependent on membrane characteristics and the molecular weight distribution of NOM in the source water. Consistent with Health Canada and American Water Works Association (AWWA) guidance, the primary benefit of NF lies in its ability to remove a broad range of NOM fractions upstream of chlorination, thereby directly reducing the availability of DBP precursors. In the context of the Town of High Level WTP, where historically treated water THM and HAA concentrations have exceeded guideline limits, improving upstream NOM removal is therefore recognized as a key pathway to reducing DBP formation potential and supporting sustained regulatory compliance.

Based on the anticipated NF feed water quality information provided to date, our discussions with the NF system vendors have indicated that the proposed NF system is expected to reduce DOC to approximately ≤2 mg/L. This level of removal is anticipated to substantially reduce DBP formation and support compliance with Health Canada's Guidelines for Canadian Drinking Water Quality. Among the pressure-driven membrane technologies for NOM reduction, NF has relatively low energy requirements compared to reverse osmosis (RO) membrane systems. However, note that a typical NF system for organic removal still requires approximately 100 psig feed pressure, which may increase the electrical cost to the plant, compared to the existing treatment processes.

Furthermore, confirming the effectiveness of NF for DBP control requires a detailed understanding of the molecular weight distribution of NOM in the source water. The anticipated removal performance is closely linked to the molecular weight cut-off characteristics of the selected NF membrane. Also note that NF is efficient in removing low molecular and hydrophilic NOMs from the water, but subject to fouling from high molecular weight and hydrophobic NOMs. Therefore, source-specific NOM characterization and confirmation of membrane fouling potential and cleaning scheme are required at the subsequent study and design to ensure overall treatment efficiency of the NF system.

5.1.1 Process Description

NF is a pressure-driven membrane treatment process in which pressurized feed water is passed across semi-permeable membrane elements to produce two streams: permeate and concentrate. NF membranes primarily separate constituents based on molecular size, charge, and diffusivity, allowing water molecules to pass while selectively rejecting a significant fraction of DOC, colloids, microorganisms, and higher molecular weight or multivalent dissolved constituents. Low molecular weight monovalent ions (e.g., sodium and chloride) may partially pass through the membrane, whereas divalent and multivalent ions and larger organic molecules are retained to a greater extent, depending on membrane characteristics and operating conditions. Upstream conditioning is required to protect membrane performance and includes antiscalant dosing to mitigate scaling potential.

For the application of a NF treatment at the High Level WTP, the complete NF system is typically supplied as a pre-assembled package plant, as shown in Figure 5-1. Following the pretreatment processes, the feed water passes through cartridge filters installed on the skid to remove particulate matter and protect the NF membranes. Filter condition is monitored using differential pressure indicators equipped with alarms to signal replacement requirements. The filtered water is then pressurized by a high-pressure, VFD-controlled booster pump and directed to the NF membrane array, which consists of multiple pressure vessels containing spiral-wound membrane elements. Treated permeate is collected and conveyed to a downstream product water tank, while the concentrate stream is discharged to waste. To maintain long-term membrane performance, the system includes a manual CIP system that enables periodic chemical cleaning to remove biological and mineral fouling. The overall NF process diagram is shown in Figure 5-2.

The proposed location for the NF system within the Town of High Level WTP is downstream of the existing transfer pumps after the multimedia filtration, and upstream of the GAC filters, as shown in Figure 5-3. Positioning the NF system at this location has the following rationales:

- The existing permanganate-based oxidation for the removal of dissolved manganese is required prior to the NF process, in order to reduce the metal-based scaling to the membrane.
- The existing coagulation-assisted multimedia filtration process is required to reduce the high molecular weight and hydrophobic NOMs prior to the NF process, in order to reduce the organic-based fouling to the membrane.
- The new NF process will enable a significant reduction in DOC prior to the GAC filtration. The GAC process would serve as a polishing process post the NF treatment. It is anticipated that with decreased organic loading on the GAC media, the service life of the GAC media will improve substantially.

The new NF treatment will produce additional process residuals. The concentrate stream and neutralized membrane cleaning solutions from the NF system would be discharged to the sanitary sewer system and conveyed to the local wastewater treatment plant (WWTP). It is recommended that the anticipated constituent concentrations of the concentrate stream be analyzed in further study to determine the appropriateness of discharging to the local WWTP. In situations where a sewer connection is not

available, alternative on-site residuals management strategies would need to be evaluated, including off-site hauling of concentrate or implementation.

Figure 5-1 PROflex Skid by Veolia showing both cartridge filters and NF membrane vessels

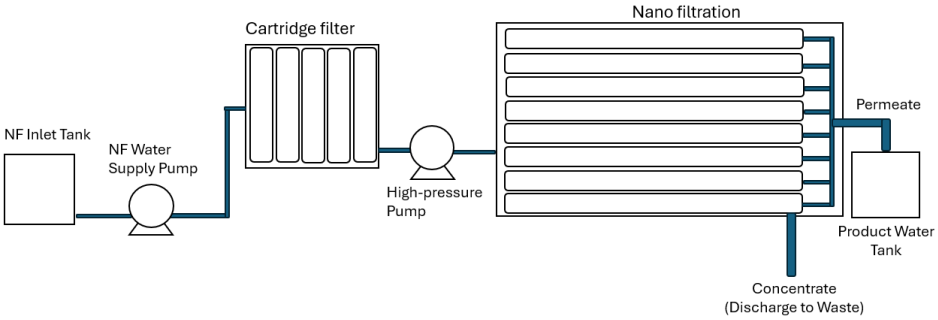

Figure 5-2 PFD of the proposed NF system for the High Level WTP

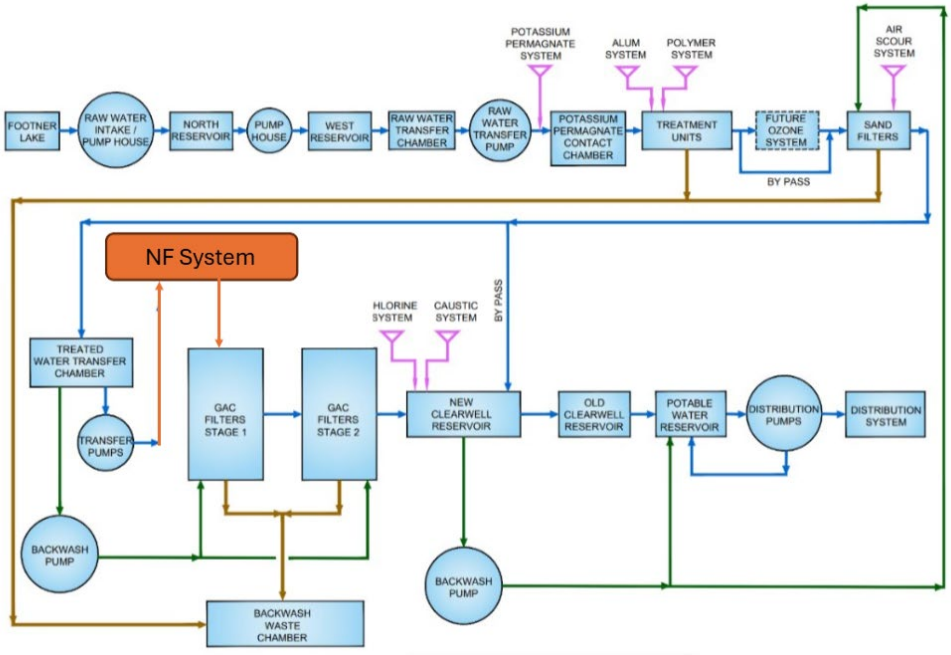

Figure 5-3 NF system integration within the existing WTP process flow diagram

5.2 Nanofiltration System Design Basis

For this study project, the proposed NF system has been developed based on the anticipated treatment requirements, vendor information, and preliminary design assumptions. The system is designed to treat a feed flow of approximately 6,480 m³/d under average operating conditions and is configured to provide redundancy and operational flexibility through a 3x33% arrangement.

Under normal operating conditions, all three NF trains operate concurrently to achieve the full design capacity. In the event that one train is offline for maintenance or cleaning, the remaining two trains continue to operate, providing a reduced treatment capacity of approximately 4,320 m³/d. The system has been designed to operate at a low design water temperature of 0.3°C and a nominal recovery of 75%, such that approximately three-quarters of the influent flow is converted to permeate on a 24-hour operating basis.

The key design criteria for the NF system are summarized in Table 5-1, including design temperature, system capacity under both normal and reduced operating conditions, and overall recovery. These parameters establish the basis for system sizing and performance expectations.

Table 5-1 Design Basis of NF System

Parameter	3x33% configuration
Design temperature	0.3°C
Design capacity (as feed flow), trains in service	6,480 m³/d
Design capacity (as feed flow), one train out of service	4,320 m³/d
Design Recovery (24-hour basis)	75%

The NF system configuration and preliminary equipment specifications were further developed based on the vendor budgetary proposal (Appendix B). The selected system consists of packaged NF skids, each containing multiple pressure vessels and membrane elements arranged to achieve the required treatment capacity and recovery. The detailed configuration, including the number of units, membrane type, array arrangement, and total installed membrane area, is presented in Table 5-2. This table provides the technical basis for the NF system layout and membrane design for the purpose of this study.

Table 5-2 NF System Configuration and Equipment Specifications

Parameter	3 × 33% Design
Type of NF Unit	PROflex 108-2S
Number of NF Units	3
Type of NF Membrane	HL8040F-400
NF Array Configuration per Unit	2-stage configuration Stage 1 – 12 housings; Stage 2 – 6 housings
Total Number of NF Housings per Unit	18
Number of NF Modules per Housing	6
Total Number of NF Modules Installed per Unit	108
Membrane Surface Area per Module	37.2 m²
Recovery	75%
Desgin Capacity per Train	2,160 m³/day
Clean-In-Place (CIP) Protocol	Standard membrane CIP protocol using low- and high-pH cleaning solutions, typically performed between quarterly and annual intervals. Actual CIP frequency to be determined based on operational performance and fouling conditions.

In addition to the system configuration design, the expected chemical requirements for operation and maintenance of the NF system were estimated based on the vendor inputs. These include cleaning chemicals for periodic CIP and anti-scalant dosing for scaling control.

5.2.1 Cost Analysis

The capital cost estimate presented in Table 5-3 provides a high-level, order-of-magnitude estimate (Class D) for the proposed NF system. To ensure a consistent and meaningful comparison between treatment alternatives, the same cost estimation methodology applied to the MIEX option has been adopted. Specifically, discipline-specific costs for architectural/structural, electrical, and instrumentation and controls have been estimated as percentages of the process mechanical cost, and standard allowances for general requirements, construction contingency, and engineering and construction services have been applied using the same percentage assumptions as the reference MIEX estimate.

The vendor-provided proposal identified an original equipment cost of approximately $2,060,000 CAD for the NF system. However, as outlined in the vendor budget proposal (refer to Appendix B), the scope of supply is limited to the NF system and associated on-skid equipment. A number of key components and activities required for a complete and operable installation are excluded from the vendor scope and must therefore be supplied and executed separately by others. These items include both physical infrastructure and supporting systems, as well as engineering, construction, and commissioning efforts necessary to fully integrate the NF system into the existing WTP.

To account for these additional requirements at a screening level, an allowance equivalent to 20% of the base equipment cost has been applied. This adjustment provides a more representative total capital cost and maintains consistency with the level of detail and accuracy appropriate for this stage of evaluation.

The following summarizes the key components and scope items in addition to the vendor supply:

- Additional process equipment and piping, including NF feed water break tank, low-pressure transfer pumps, chemical storage and dosing systems, air system for valve actuation, and mechanical interconnecting piping and valves.
- Additional electrical components, including motor control centres (MCCs), pump variable frequency drives (VFDs), and associated wiring, cable trays, and electrical connections.
- Additional instrumentation and control components, including integration with the plant SCADA system, control hardware, and uninterruptible power supply (UPS).
- Structural and building components, including building modifications for the NF system, as well as equipment foundations and structural supports, but not including treatment plant building expansion (assuming the existing WTP have sufficient space for the addition of NF system and its ancillary equipment).

Table 5-3 Estimate of Probable Capital Costs – NF Option

Description	Estimate of Probable Costs
General Requirements (10% of all other costs)	$304,056
Architectural and Structural	$74,160

Description	Estimate of Probable Costs
Process Mechanical	$2,472,000
Electrical	$247,200
Instrumentation and Controls	$247,200
Subtotal, Construction	$3,344,616
Contingency (30%)	$1,003,385
Subtotal with Contingency, Construction	$4,348,001
Engineering Services (15%)	$652,200
Total	**$5,000,201**

Following the capital cost assessment, the ongoing chemical requirements associated with NF operation were evaluated. The estimated annual consumption and corresponding costs for anti-scalant and membrane cleaning chemicals are summarized in Table 5-4. These chemicals are required to control membrane fouling and scaling, and to maintain system performance over time. The information presented supports the evaluation of operating costs and provides insight into the anticipated maintenance requirements for the NF system.

Table 5-4 presents the estimated consumption rates, unit pricing, and total annual costs for each chemical, based on vendor-provided information and typical operating assumptions for comparable NF systems. The total annual chemical cost is estimated at approximately $37,953 CAD.

Table 5-4 Estimated Annual NF Chemical Consumption and Costs (based on an operating flow rate of 30 L/s) Figure

Chemical Category	Chemical	Approximate Annual Consumption (L/year)	Unit Price ($/L)	Total Annual Cost ($)
NF Cleaning	Kleen MCT115 (low pH cleaner)	310	17.53	$5,434.30
NF Cleaning	Kleen MCT405 (high pH cleaner)	365	15.27	$5,573.55
NF Anti-scalant	Hypersperse MDC714	1,060	25.42	$26,945.20
			Total	**$37,953.05**

Based on the capital and operating inputs provided, a preliminary life cycle cost framework was developed to support evaluation of the NF alternative. This framework incorporates the estimated capital cost, as well as annual operating costs including power consumption, chemical usage (e.g., anti-scalant,

cleaning chemicals, and coagulant addition), consumables such as cartridge filters, routine maintenance allowances, and membrane replacement costs based on the expected service life.

The resulting cost assumptions and breakdown are summarized in Table 5-5, which presents both the total annual operating cost and the overall life cycle cost over the evaluation period. Key assumptions and calculation methodologies are provided in the notes accompanying the table. This framework provides a consistent and transparent basis for comparison with alternative treatment options at the screening level.

Table 5-5 Preliminary NF Life Cycle Cost Framework and Key Assumptions

Parameters	3x33% configuration
Operating basis	2,592 m³/d
Capital Cost – Year 0 (Equipment, budgetary)	$5,000,201
Chemical Cost	$ 37,953.05 (Refer to Table 5-4)
Alum Cost (Based on 160 mg/L dose)*	$165,800/yr
NF OpEx – Year 1 (Power)	$68,040/yr
NF OpEx – Year 1 (Consumables: cartridges)*	$30,600/yr
NF Maintenance Cost – Year 1 (annual O&M allowance)*	$37,080/yr
Membrane Replacement Allowance (annualized or periodic)*	$158,760/yr
Total Annual Operating Cost	**$498,233.05/yr**
25-Year Life Cycle Cost (NPV or undiscounted—select basis)	**$12,783,638**

Notes:

- The net present value (NPV) was calculated using a 4% discount rate over a 25-year period, based on the following relationship: $NPV = C_0 + C * \frac{1-(1+r)^{-n}}{r}$
- Annual maintenance and spare parts costs were estimated at approximately 1% to 2% of the overall NF equipment cost, based on vendor recommendations, representing a planning-level allowance for routine maintenance and replacement components.
- The total estimated power consumption is approximately 567,000 kWh/year. Electricity costs were calculated using an assumed electricity rate of 12 ¢/kWh based on Alberta's Rate of Last Resort.
- Cartridge filters are anticipated to require replacement on an approximate monthly basis; however, the replacement frequency may vary depending on pre-treatment performance and seasonal variations in source water quality. This parameter should be closely monitored during the initial operation period to establish a site-specific replacement schedule based on actual fouling rates and operating conditions. Each NF skid is equipped with five cartridge filters, resulting in a total of fifteen cartridges across the three-skid system. The unit cost of a cartridge is $170.
- Membrane replacement cost was estimated based on a total of 324 membrane elements, calculated from 6 membrane elements per housing, 18 housings per skid, and 3 skids. At a unit cost of $1,470 per element, the total replacement cost is approximately $476,280, assumed to occur every three years. The annualized cost was calculated by dividing the total replacement cost by the assumed membrane service life.

- The addition of the NF unit is expected to reduce coagulant demand. With membrane separation, enhanced coagulation may not be required. Coagulation is primarily used for larger particles and high molecular weight NOMs to minimize the NF membrane fouling, while low molecular weight NOMs will be removed by the NF membranes. Therefore, it may be reasonable to assume that the alum dose be reduced from approximately 350 mg/L to 160 mg/L.

5.3 Aeration and Chloramination as a Combined DBP Mitigation Approach

Aeration combined with chloramination has been identified as a potential alternative strategy for managing DBPs, particularly THMs, in treated water. This approach targets THMs control through two mechanisms:

- Physical removal of the formed THMs via AB within treated water reservoirs (TWRs), and
- Suppression of additional THM formation within the distribution system by converting free chlorine to monochloramine as the secondary disinfectant. Unlike treatment processes that remove DOC upstream, aeration +chloramination is primarily a downstream control strategy that mitigates THMs after formation and limits further formation during distribution.

5.3.1 Aeration

Aeration is a physical mass transfer process that facilitates the removal of volatile compounds, including THMs, from treated water by transferring them from the aqueous phase to the gas phase. The process is governed by Henry's Law and gas–liquid mass transfer principles, with performance dependent on air–water contact area, mixing intensity, temperature, residence time, and ventilation effectiveness.

At the High Level WTP, the aeration system will be installed in the treated water reservoir. The spray aeration systems are used to maximize air–water contact by dispersing water into fine droplets within the headspace of the reservoir. As droplets are formed, volatile compounds partition into the air phase and are subsequently removed through a ventilation system. Continuous mixing improves overall mass transfer efficiency and ensures uniform treatment throughout the reservoir tank.

For the High Level WTP, the proposed aeration system consists of in-tank floating spray units and an associated ventilation system installed within the existing 4,000 m^3 TWR. The system is designed to operate continuously while maintaining the reservoir in service.

Based on the vendor proposal (Appendix C), the system is designed under the following conditions:

- maximum flow through treated water reservoir: 3,300 m^3/d;
- maximum fill rate: 50 L/s;
- peak THM concentration: up to 260 µg/L; and
- THM speciation assumption: approximately 50% chloroform.

The proposed aeration system is designed for installation within the treated water reservoir, where it facilitates the physical removal of trihalomethanes through enhanced air–water interaction within the tank headspace. The system operates directly within the stored treated water and is intended to reduce trihalomethane concentrations prior to distribution.

The overall design basis and expected performance criteria for the aeration system are summarized in Table 5-6, including key hydraulic conditions, influent quality parameters, and target removal efficiencies. The corresponding equipment configuration and major system components are presented in Table 5-6. The system typically includes:

- Floating spray aeration units (SN10 spray nozzle machines for droplet formation and enhanced air–water contact)
- Intake hoses and tethering system (potable intake hoses and stainless steel cables for equipment positioning and stability)
- Ventilation system (F4 blowers for removal of volatilized trihalomethanes from the reservoir headspace)
- Electrical and control system (control panels, motor controls, and SCADA integration for system operation and monitoring)
- Optional mixing system (submersible mixer to maintain tank homogeneity during low-demand or shutdown conditions)
- Residual/disinfectant control system (equipment for dosing and monitoring chlorine, ammonia, and chloramine where integrated with downstream control strategy)

Table 5-6 Design Basis and Performance Criteria for an Aeration System

Parameter	Value
Maximum flow through TWR	3,300 m3/d
Maximum fill rate	50 L/s
Peak THM concentration	up to 260 µg/L
THM speciation	~50% chloroform
Target THM reduction	60–65%
Minimum headspace requirement	30 in
Minimum operating depth	6 ft
Minimum hatch size	24 in diameter
Power requirement	240V, 3PH
Ventilation requirement	50 in² per blower

Table 5-7 Aeration Equipment Configuration

Equipment	Quantity	Description
Spray AB units	3	SN10 floating spray nozzles
Intake hoses	3	12-inch diameter
Tether cables	220 ft	stainless steel
VS units	3	F4 ventilation systems

Based on the information provided by the vendor, the proposed aeration system is expected to achieve approximately 60 to 65% reduction in THM concentrations under peak seasonal conditions.

A review of the THM monitoring data provided by the Town indicates that maximum THM concentrations have reached approximately 0.259 mg/L (259 µg/L) at certain locations within the distribution system. These peak values occur downstream of the treatment plant and reflect ongoing formation of DBP within the distribution system under favourable conditions. At the POE from the plant, THM concentrations are expected to be lower, with additional formation occurring as water travels through the distribution system.

In comparison, the MAC for THMs is 0.1 mg/L (100 µg/L), indicating that the system experiences exceedances of more than two times the regulatory limit under worst-case conditions. The proposed aeration system is designed to remove THMs present prior to the POE; however, it does not address subsequent THM formation within the distribution system. As such, while aeration can effectively reduce existing THM concentrations, it may not be sufficient on its own to ensure compliance with regulatory limits.

A review of the historical dataset further indicates that elevated THM concentrations are not uniform across all sampling periods and appear to be associated with specific events. This suggests that peak THM levels are influenced by seasonal factors, such as increased water temperature and changes in raw water quality, which are known to promote DBP formation. While the available data are reported on a quarterly basis, the occurrence of higher THM values within certain reporting periods is consistent with typical seasonal trends observed in surface water systems, where THM formation tends to increase during warmer months and under longer residence times in the distribution system.

As a result, while AB can provide meaningful reduction of THMs already formed in treated water at the POE, its performance alone may not be sufficient to ensure consistent compliance throughout the distribution system. The inclusion of chloramination is therefore important to limit additional THM formation and improve overall compliance reliability.

While aeration is effective for removing THMs already present in treated water, it does not remove DOC or other DBP precursors. As such, continued DBP formation may occur within the distribution system if free chlorine is maintained, further reinforcing the need for chloramination as a complementary strategy.

5.3.2 Chloramination

Both Health Canada guidance and the USEPA Disinfectants and Disinfection Byproducts Rules recognize chloramination as an effective strategy to reduce THM formation by limiting the reactivity of the disinfectant with NOM. Chloramines are significantly less reactive than free chlorine, which reduces the formation of THMs and HAAs, while still maintaining a disinfectant residual within the distribution system. In practice, utilities typically observe meaningful reductions in THM levels when converting from free chlorine to chloramines - often sufficient to meet regulatory limits, although the extent of reduction depends on the remaining NOM concentration, bromide levels, and system-specific residence times. It is noted that chloramination is typically deemed as complement, not replace, precursor removal, since it does not eliminate DBP formation potential. Chloramination may also introduce other operational considerations, such as nitrification in the distribution system.

Chloramination involves the controlled addition of ammonia to chlorinated water to form monochloramine, which is a more stable disinfectant residual than free chlorine and reacts more slowly with NOM. As a result, chloramination significantly reduces the rate of THM formation within the DS while maintaining disinfectant residual requirements.

Implementation of chloramination requires installation of an ammonia feed system downstream of primary disinfection. The system typically includes:

- chemical storage tanks;
- duty/standby metering pumps;
- injector and static mixer; and
- controls and monitoring systems.

Proper control of the Cl_2:NH_3 ratio is critical to promote MC formation and prevent operational issues such as free ammonia breakthrough and nitrification.

5.3.3 Integration of Aeration and Chloramination

The aeration and chloramination processes are integrated as a combined downstream DBP mitigation strategy within the existing WTP and distribution system. In this configuration, aeration is applied within the treated water reservoir to remove THMs already formed during upstream treatment, while chloramination is implemented downstream to suppress further THM formation within the distribution system.

From a process integration perspective, treated water leaving the granular activated carbon filtration stage is conveyed to the treated water reservoir, where the aeration system is installed. Within the reservoir, floating spray aeration units operate continuously to enhance air–water contact and facilitate volatilization of THMs from the aqueous phase to the gas phase. A ventilation system is provided to remove the volatilized compounds from the reservoir headspace, thereby reducing THM concentrations prior to distribution.

Following aeration, water is withdrawn from the treated water reservoir and conveyed toward the distribution system. At this stage, chloramination is implemented by introducing ammonia downstream of primary chlorination to convert free chlorine to monochloramine. Figure 5-4 shows the PFD and how aeration and chloramination are this integration, showing the placement of the aeration system within the treated water reservoir and the location of ammonia addition downstream prior to distribution.

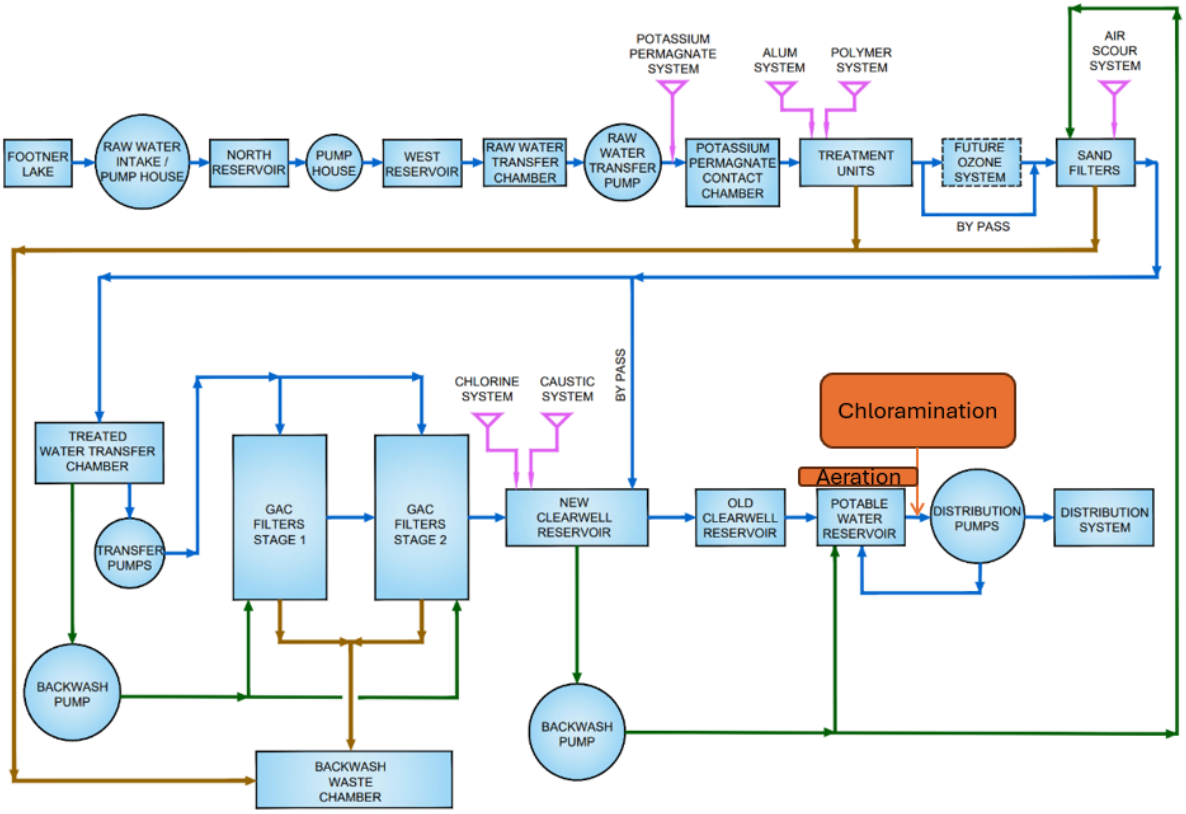

Figure 5-4 PFD of Aeration and Chloramination integration within the treatment process

This conversion reduces the reactivity of the disinfectant with remaining natural organic matter and limits additional THM formation as water travels through the distribution system.

The overall process configuration can therefore be summarized as follows:

- Upstream treatment processes (coagulation, filtration, and granular activated carbon adsorption) remove a portion of DBP precursors.
- Aeration within the treated water reservoir removes THMs already formed prior to the point of entry to the distribution system.
- Chloramination downstream of the reservoir suppresses further THM formation within the distribution system.

Together, these processes provide a complementary approach to DBP control, where aeration targets existing THMs and chloramination limits additional formation during distribution. However, it is important to note that this combined approach does not remove dissolved organic carbon and therefore does not eliminate the root cause of DBP formation. As a result, system performance remains dependent on upstream treatment effectiveness and distribution system conditions.

At the onset of chloramination implementation, transition of the disinfectant strategy requires careful system management. In particular, the distribution system must be flushed prior to full conversion to chloramines to remove residual free chlorine and accumulated deposits, and to establish stable monochloramine residuals throughout the system. This step is critical to minimize operational issues such as nitrification and to ensure consistent disinfectant performance during the transition period.

5.3.4 Cost Analysis

A preliminary capital cost estimate for the aeration and chloramination system has been developed based on available vendor information and planning-level assumptions. The breakdown of the estimated capital costs is presented in Table 5-8, including general requirements, discipline-specific costs (architectural and structural, electrical, and instrumentation and controls), process mechanical components, as well as allowances for contingency and engineering and construction services. This estimate represents a Class D cost estimate and is intended to provide an order-of-magnitude assessment of the total capital investment required for implementation of the aeration and chloramination system.

Table 5-8 Preliminary Capital Cost Estimate for Aeration and Chloramination System

Description	Estimate of Probable Costs
General Requirements (10% of all other costs)	$82,376
Architectural and Structural	$20,092
Process Mechanical	$669,721
Electrical	$66,972
Instrumentation and Controls	$66,972
Subtotal, Construction	$906,133
Contingency (30%)	$271,840
Subtotal with Contingency, Construction	$1,177,973
Engineering, Construction Services (15%)	$176,696
Total	**$1,354,669**

In addition to the capital cost estimate, a preliminary life cycle cost framework has been developed to evaluate the long-term financial implications of the aeration and chloramination alternative. The key assumptions and resulting cost components are summarized in Table 5-9. This table presents the design

basis, capital cost, and estimated annual operating costs, including power consumption, chemical usage (ammonium sulfate for chloramination), and routine maintenance allowances. The table also provides a summary of the total annual operating cost and the overall life cycle cost over the evaluation period.

Table 5-9 Preliminary life cycle cost analysis for Aeration + Chloramination system

Parameters	AB + CM System
Design / Operating basis	3,300 m^3/d (maximum flow through TWR)
Capital Cost – Year 0	$1,354,669
Chemical Cost	$10,000/yr (ammonium sulfate)
Alum Cost (Based on 350 mg/L dose)*	$331,700
OpEx – Year 1 (Power)	$18,900/yr
OpEx – Year 1 (Consumables)	-
Maintenance Cost – Year 1 (annual O&M allowance)	$2,800/yr
Equipment Replacement Allowance (annualized or periodic)	-
Total Annual Operating Cost	$363,400/yr (excluding any additional consumables)
25 Year Life Cycle Cost (NPV or undiscounted—select basis)	$7,023,709

Note (Power Estimation Basis):

- The net present value (NPV) was calculated using a 4% discount rate over a 25-year period, based on the following relationship: $NPV = C_0 + C * \frac{1-(1+r)^{-n}}{r}$
- The aeration and chloramination option do not remove particulates; therefore, alum demand remains at approximately 350 mg/L (~$331,700/yr). In contrast, MIEX and nanofiltration reduce coagulant demand to about 160 mg/L (~$165,800/yr).
- Power consumption was estimated using typical motor sizes for the equipment configuration identified in the vendor quote (3 × SN10 spray units and 3 × F4 VS units). For a planning-level estimate, spray unit motors were assumed at 2.0 kW per unit, and VS blower motors were assumed at 4.0 kW per unit, for an estimated total connected load of 18 kW. The system was assumed to operate continuously (24 h/d, 365 d/yr), resulting in annual energy of 18 kW × 8,760 h/yr = 157,680 kWh/yr. Annual electricity cost was calculated using 0.12 $/kWh: 157,680 kWh/yr × 0.12 $/kWh = $18,900/yr. The final connected load and duty cycle should be confirmed during detailed design based on vendor motor nameplate ratings and the intended control strategy.

Together, the above tables provide a comprehensive overview of both the upfront capital investment and the ongoing operational costs associated with the aeration and chloramination system and form the basis for comparison with other treatment alternatives considered in this assessment.

6. Alternative Evaluation

6.1 Technical Performance Evaluation and Multi-Criteria Decision Analysis Framework

The multi-criteria decision analysis (MCDA) framework was developed to provide a structured and transparent comparison of treatment alternatives based on technical performance and cost considerations. The overall scoring approach integrates technical feasibility, capital cost, and life cycle cost into a single weighted evaluation metric. For this evaluation, we apply the formular below to calculate the total score for each alternative:

$$Total\ Score = (Technical\ Score \times 70\%) + (Capital\ Cost\ Score \times 20\%) + (Life\ Cycle\ Cost\ Score \times 10\%)$$

Technical feasibility represents the primary evaluation criterion and is assigned a weighting of 70% to reflect the importance of a reliable technical solution. The technical score is further composed of four sub-criteria that collectively represent overall treatment performance and operational practicality:

- Performance (50%)
- Maintenance (20%)
- Operation (20%)
- Residuals management (10%)

Each sub-criterion is evaluated on a consistent scoring scale and combined to generate the overall technical score. The higher weighting assigned to performance (50% within the technical category) reflects the critical importance of achieving and maintaining regulatory compliance for DBPs. Maintenance reflects the effort required to maintain process performance, including inspection, repair, and replacement activities. The operation reflects the ease of operation for plant personnel. Residuals management considers the generation, handling, and disposal requirements associated with each treatment alternative. Note that at this phase of study, the cost of residual management is not considered.

In addition to technical feasibility, capital cost and life cycle cost are incorporated into the MCDA framework with weightings of 20% and 10%, respectively. Capital cost captures the upfront investment required for implementation, while life cycle cost reflects the long-term financial implications, including operating and maintenance costs over the evaluation period. This weighting structure ensures that cost considerations are included in the decision-making process while maintaining primary emphasis on treatment effectiveness and regulatory compliance.

This combined approach provides a balanced and defensible framework for evaluating treatment alternatives, ensuring that solutions are assessed not only on technical merit but also on economic feasibility and long-term sustainability.

6.2 Technical Performance Evaluation

In this section, the technical performance of each alternative is evaluated based on four criteria: performance, maintenance, operation, and residuals management. Table 6-1 summarizes the scores assigned to each alternative based on these criteria.

For performance, NF (score: 5) is the most effective option, as it directly removes DOC upstream of disinfection and significantly reduces the formation potential of THMs and HAAs. MIEX (score: 2) provides partial removal of DBP precursors; however, it is not expected to consistently achieve regulatory compliance on its own, and GAC adsorption would still be required to remove a substantial fraction of NOM. Aeration combined with chloramination (score: 2) relies on downstream mitigation through volatilization and disinfectant conversion and does not remove DOC or DBP precursors. As a result, its ability to consistently achieve regulatory limits is dependent on seasonal conditions and DS performance.

For maintenance, aeration combined with chloramination (score: 5) has the lowest maintenance requirements, as it typically involves relatively simple and automated mechanical systems, including aerators and chemical dosing equipment. MIEX and NF (score: 3) both require moderate maintenance associated with mechanical systems and periodic component replacement. The MIEX system includes resin handling and regeneration systems requiring ongoing monitoring and maintenance, while the NF system includes cartridge filters, membrane elements, and chemical cleaning systems that require periodic replacement and inspection.

For operation, NF and aeration combined with chloramination (score: 3) are considered to have moderate operational complexity and can be integrated with the existing treatment process. NF systems are typically supplied as automated units with monitoring and control integration, although ongoing operational oversight is required. Aeration combined with chloramination requires careful control of coagulation performance, GAC effectiveness, and ammonia dosing to maintain monochloramine formation and minimize nitrification within the DS. In contrast, MIEX (score: 2) requires more intensive operator involvement due to resin dosing, regeneration cycles, and chemical handling, resulting in increased operational complexity.

For residuals management, aeration combined with chloramination (score: 5) performs most favourably, as it does not generate significant process residuals. NF (score: 3) produces a concentrate (reject) stream and periodic cleaning waste, which are generally manageable and can typically be directed to the WWTP. In contrast, MIEX (score: 1) produces a high-strength waste brine containing concentrated organics and salts, which may be difficult to treat and may not be suitable for discharge to the local WWTP.

Overall, NF achieved the highest technical score (4.0), followed by aeration combined with chloramination (2.6) and MIEX (2.1). These results highlight the advantage of NF in directly addressing

the root cause of DBP formation through precursor removal, while the other alternatives rely on partial removal or downstream mitigation strategies.

Table 6-1 Evaluation and Scoring of Treatment Alternatives

Criterion	Weight	OPT. 1 – MIEX	OPT. 2 – Nanofiltration	OPT. 3 – Aeration + Chloramination
Performance (THM compliance)	50%	2	5	2
Maintenance	20%	3	3	5
Operation	20%	2	3	3
Residuals Management	10%	1	3	5
Total Technical Score	100%	2.1	4.0	3.1

6.3 Multi-Criteria Decision Analysis Results

Following the technical evaluation, a weighted MCDA was applied to integrate technical feasibility, capital cost, and life cycle cost considerations. Table 6-2 presents the weighted scoring results based on the established criteria and weightings.

Table 6-2 Weighted MCDA Scoring of Treatment Alternatives

Criteria	Weight	OPT. 1 – MIEX	OPT. 2 – NF	OPT. 3 – AB + CM
Technical Feasibility (Total Technical Score × 70%)	70%	2.1	4.0	3.1
Capital Cost (Score × 20%)	20%	0.00	0.16	1.00
Life Cycle Cost (Score × 10%)	10%	0.00	1.64	1.00
Total Weighted Score	100%	1.47	3.00	2.47

The results indicate that nanofiltration achieved the highest overall score (3.0), followed by aeration combined with chloramination (2.47), while MIEX ranked lowest (1.47).

NF ranked highest due to its strong technical performance and its ability to directly remove DOC and reduce DBP formation. Aeration combined with chloramination is ranked the second due primarily to its low capital and life cycle costs, relatively simple integration within the existing system, and minimal residuals management requirements. MIEX ranked lowest due to its limited effectiveness in achieving regulatory compliance and higher complexity relative to its performance.

While aeration combined with chloramination provides cost and operational advantages as a downstream mitigation approach, it does not address the root cause of DBP formation. In contrast, nanofiltration targets precursor removal upstream of disinfection and provides a more robust and reliable long-term solution for achieving consistent compliance. Accordingly, treatment performance reliability and regulatory compliance risk should be key considerations in the final selection of the preferred alternative.

6.4 Overall Recommendations and Next Steps

Based on the technical evaluation, cost analysis, and MCDA, the NF treatment presents the best pathway for addressing DBP formation at the Town of High Level WTP.

As a low cost and easy to implement solution, the Town may consider implementing aeration combined with chloramination to provide near-term mitigation of THMs. This approach offers relatively low capital cost and can be integrated into the existing system with minimal infrastructure modifications. Aeration within the treated water reservoir can reduce THM concentrations at the POE, while chloramination can limit THM and HAA formation within the distribution system. However, this combined approach does not address the root cause of DBP formation, as it does not remove DOC from the source water. the overall performance remains dependent on upstream treatment effectiveness and distribution system conditions. Therefore, we do not believe that this alternative would provide the Town a long term and sustainable solution other than a short-term mitigation approach.

For a long-term solution, it is recommended that the Town consider the NF alternative as a more robust and sustainable treatment solution. This approach aligns with regulatory guidance emphasizing precursor removal as the most effective strategy for long-term compliance. While NF involves higher capital and operating costs, it provides greater reliability, improved control of DBP formation, and reduced dependence on downstream mitigation measures. Accordingly, NF represents the preferred long-term strategy for achieving consistent regulatory compliance and optimizing overall treatment performance at the Town of High Level WTP.

To support decision-making and reduce implementation risks, the following next steps are recommended:

- For the short-term solution, conduct a full-scale trial of the aeration system within the treated water reservoir to verify site-specific performance under varying seasonal conditions and to validate anticipated THM removal efficiency.
- For the long-term NF solution:
  - Undertake detailed raw water characterization, including assessment of DOC fractions, molecular weight distribution, and seasonal variability, to better define treatment requirements and inform process selection.
  - Conduct a pilot study for NF to determine the key design and operation parameters, assess NF membrane performance and fouling potential, and refine capital and operating cost estimates under site-specific conditions.

These activities will provide the technical basis required to validate performance assumptions, reduce uncertainty, and support the selection and implementation of a reliable and cost-effective long-term treatment solution.

7. References

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United States Environmental Protection Agency (2006). National Primary Drinking Water Regulations: Stage 2 Disinfectants and Disinfection Byproducts Rule. U.S. EPA, Washington, DC.

Appendix A – Water Quality Analytical Results

2910 12TH STREET NE
CALGARY, ALBERTA
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http://www.agatlabs.com

CLIENT NAME: TOWN OF HIGH LEVEL
10511 103 Street
HIGH LEVEL, AB T0H1Z0
(780) 926-2201
ATTENTION TO: Dion Lizotte
PROJECT: 02-27-26
AGAT WORK ORDER: 26E416070
WATER ANALYSIS REVIEWED BY: Jennifer Liu, Analyst
DATE REPORTED: Mar 31, 2026
PAGES (INCLUDING COVER): 26
VERSION+: 1

Should you require any information regarding this analysis please contact your client services representative at (403) 735-2005

+Notes

AGAT Laboratories
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CALGARY, ALBERTA
CANADA T2E 7P7
TEL (403)735-2005
http://www.agatlabs.com

Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Metals - Total - Full Scan

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

		SAMPLE DESCRIPTION:		raw water		before gac	after gac
		SAMPLE TYPE:		Water		Water	Water
		DATE SAMPLED:		2026-03-27 15:15		2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL	7598410	RDL	7598708	7598709
Total Aluminum	mg/L		0.004	0.018	0.004	0.513	0.456
Total Antimony	mg/L		0.001	<0.001	0.001	<0.001	<0.001
Total Arsenic	mg/L		0.001	0.002	0.001	<0.001	<0.001
Total Barium	mg/L		0.05	0.07	0.05	<0.05	<0.05
Total Beryllium	mg/L		0.0005	<0.0005	0.0005	<0.0005	<0.0005
Total Bismuth	mg/L		0.001	<0.001	0.001	<0.001	<0.001
Total Boron	mg/L		0.01	0.10	0.01	0.09	0.09
Total Cadmium	mg/L		0.000012	<0.000012	0.000012	0.000023	<0.000012
Total Calcium	mg/L		0.05	73.7	0.05	70.3	72.1
Total Chromium	mg/L		0.0005	<0.0005	0.0005	<0.0005	0.0007
Total Cobalt	mg/L		0.00001	0.00021	0.00001	0.00008	0.00007
Total Copper	mg/L		0.0008	0.204	0.0008	0.0547	0.0405
Total Iron	mg/L		0.01	0.12	0.01	<0.01	<0.01
Total Lead	mg/L		0.0001	<0.0001	0.0001	0.0006	<0.0001
Total Lithium	mg/L		0.001	0.045	0.001	0.042	0.042
Total Magnesium	mg/L		0.005	35.8	0.005	33.3	34.5
Total Manganese	mg/L		0.0002	0.813	0.0002	0.0891	0.0803
Total Molybdenum	mg/L		0.001	<0.001	0.001	<0.001	<0.001
Total Nickel	mg/L		0.0009	0.0017	0.0009	0.0013	0.0015
Total Phosphorus	mg/L		0.05	0.47	0.05	<0.05	<0.05
Total Potassium	mg/L		0.02	12.6	0.02	12.8	13.2
Total Selenium	mg/L		0.0005	<0.0005	0.0005	<0.0005	<0.0005
Total Silicon	mg/L		0.02	5.36	0.02	4.06	4.08
Total Silver	mg/L		0.00005	<0.00005	0.00005	<0.00005	<0.00005
Total Sodium	mg/L		0.02	67.6	0.02	64.9	98.1
Total Strontium	mg/L		0.001	0.288	0.001	0.276	0.284
Total Sulfur	mg/L		0.2	62.7	0.6	101	104

Certified By:

AGAT Laboratories

2910 12TH STREET NE
CALGARY, ALBERTA
CANADA T2E 7P7
TEL (403)735-2005
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Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Metals - Total - Full Scan

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

				SAMPLE DESCRIPTION:	raw water		before gac	after gac
				SAMPLE TYPE:	Water		Water	Water
				DATE SAMPLED:	2026-03-27 15:15		2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL	7598410	RDL		7598708	7598709
Total Thallium	mg/L		0.0001	<0.0001	0.0001		<0.0001	<0.0001
Total Tin	mg/L		0.0005	<0.0005	0.0005		<0.0005	<0.0005
Total Titanium	mg/L		0.001	<0.001	0.001		<0.001	<0.001
Total Uranium	mg/L		0.001	<0.001	0.001		<0.001	<0.001
Total Vanadium	mg/L		0.001	<0.001	0.001		<0.001	<0.001
Total Zinc	mg/L		0.004	<0.004	0.004		0.004	<0.004
Total Zirconium	mg/L		0.01	<0.01	0.01		<0.01	<0.01
Hardness, Total	mg CaCO3/L		0.5	331	0.5		313	322

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

7598410-7598709 < - Values refer to Method Detection Limit.

Analysis performed at AGAT Calgary (unless marked by *)

Certified By:

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2910 12TH STREET NE
CALGARY, ALBERTA
CANADA T2E 7P7
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Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Analysis - Ammonia, Total (an N) (mg/L)

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

				SAMPLE DESCRIPTION:	raw water	before gac	after gac
				SAMPLE TYPE:	Water	Water	Water
				DATE SAMPLED:	2026-03-27 15:15	2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL		7598410	7598708	7598709
Ammonia, Total (as N)	mg/L		0.02		1.28	1.20	0.06

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

Analysis performed at AGAT Calgary (unless marked by *)

Certified By:

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Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Analysis - Colour (True)

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

				SAMPLE DESCRIPTION:	raw water	before gac	after gac
				SAMPLE TYPE:	Water	Water	Water
				DATE SAMPLED:	2026-03-27 15:15	2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL		7598410	7598708	7598709
Colour, True	Colour Units		5		50	50	8

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

Analysis performed at AGAT Calgary (unless marked by *)

Certified By:

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Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Analysis - DOC

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

				SAMPLE DESCRIPTION:	raw water	before gac	after gac
				SAMPLE TYPE:	Water	Water	Water
				DATE SAMPLED:	2026-03-27 15:15	2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL		7598410	7598708	7598709
Dissolved Organic Carbon (DOC)	mg/L		0.5		44.5	20.4	19.2

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

Analysis performed at AGAT Calgary (unless marked by *)

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Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Analysis - Orthophosphate

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

				SAMPLE DESCRIPTION:	raw water	before gac	after gac
				SAMPLE TYPE:	Water	Water	Water
				DATE SAMPLED:	2026-03-27 15:15	2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL		7598410	7598708	7598709
Orthophosphate	mg/L		0.10		1.05	<0.10	<0.10

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

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Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Analysis - Sulphide

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

				SAMPLE DESCRIPTION:	raw water	before gac	after gac
				SAMPLE TYPE:	Water	Water	Water
				DATE SAMPLED:	2026-03-27 15:15	2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL		7598410	7598708	7598709
Sulfide	mg/L		0.0019		0.0352	0.0105	<0.0019

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

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Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Analysis - TDS

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

SAMPLE DESCRIPTION:				raw water	before gac	after gac
SAMPLE TYPE:				Water	Water	Water
DATE SAMPLED:				2026-03-27 15:15	2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL	7598410	7598708	7598709
Total Dissolved Solids	mg/L		5	**	**	**

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

7598410 ** Results to follow

Analysis performed at AGAT Calgary (unless marked by *)

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Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Analysis - TOC

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

				SAMPLE DESCRIPTION:	raw water	before gac	after gac
				SAMPLE TYPE:	Water	Water	Water
				DATE SAMPLED:	2026-03-27 15:15	2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL		7598410	7598708	7598709
Total Organic Carbon	mg/L		0.5		44.3	20.4	19.2

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

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AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Analysis - TSS

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

				SAMPLE DESCRIPTION:	raw water	before gac	after gac
				SAMPLE TYPE:	Water	Water	Water
				DATE SAMPLED:	2026-03-27 15:15	2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL		7598410	7598708	7598709
Total Suspended Solids	mg/L		3		<3	<3	<3

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

Analysis performed at AGAT Calgary (unless marked by *)

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AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Analysis - Turbidity

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

SAMPLE DESCRIPTION:				raw water	before gac	after gac
SAMPLE TYPE:				Water	Water	Water
DATE SAMPLED:				2026-03-27 15:15	2026-03-27 15:15	2026-03-27 15:15
Parameter	Unit	G / S	RDL	7598410	7598708	7598709
Turbidity	NTU		0.2	1.9	0.7	0.8

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

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AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Package - Routine Chemistry Water Analysis - Lab Filtered Cations

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

Parameter	Unit	G / S	RDL	SAMPLE DESCRIPTION: raw water SAMPLE TYPE: Water DATE SAMPLED: 2026-03-27 15:15 7598410	SAMPLE DESCRIPTION: before gac SAMPLE TYPE: Water DATE SAMPLED: 2026-03-27 15:15 7598708	SAMPLE DESCRIPTION: after gac SAMPLE TYPE: Water DATE SAMPLED: 2026-03-27 15:15 7598709
pH	pH Units	(7.0-10.5)	N/A	6.53	7.27	7.63
p - Alkalinity (as CaCO3)	mg/L		5	<5	<5	<5
T - Alkalinity (as CaCO3)	mg/L		5	54	125	206
Bicarbonate	mg/L		5	70	157	258
Carbonate	mg/L		5	<5	<5	<5
Hydroxide	mg/L		5	<5	<5	<5
Electrical Conductivity	uS/cm		5	908	1080	852
Chloride	mg/L	(250)	1.0	41.4	57.1	42.0
Fluoride	mg/L	1.5	0.01	0.05	0.09	0.31
Nitrate	mg/L	45	0.5	5.8	7.0	5.4
Nitrate-N	mg/L	10	0.02	1.31	1.58	1.22
Nitrite	mg/L	3	0.05	0.61	<0.05	0.75
Nitrite-N	mg/L	1	0.01	0.19	<0.01	0.23
Nitrate+Nitrite - Nitrogen	mg/L		0.02	1.50	1.58	1.45
Sulfate	mg/L	(500)	1.0	329	340	170
Dissolved Calcium	mg/L		0.07	58.7	66.3	61.4
Dissolved Magnesium	mg/L		0.05	33.8	35.0	34.1
Dissolved Sodium	mg/L	(200)	0.05	69.6	70.7	102
Dissolved Potassium	mg/L		0.05	13.3	13.7	13.9
Dissolved Iron	mg/L	(0.1)	0.001	0.058	<0.001	<0.001
Dissolved Manganese	mg/L		0.00005	0.613	0.0823	0.0482
Sodium Adsorption Ratio				1.79	1.75	2.59
Calculated TDS	mg/L	(500)	0.6	587	667	556
Hardness	mg CaCO3/L		0.5	286	310	294
Ion Balance	%		1	98	85	118
Lab Filtration on Routine for IC				complete	complete	complete
Lab Filtration on Routine for Metals				Complete	Complete	Complete

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Certificate of Analysis

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

CLIENT NAME: TOWN OF HIGH LEVEL

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

Water Package - Routine Chemistry Water Analysis - Lab Filtered Cations

DATE RECEIVED: 2026-03-29

DATE REPORTED: 2026-03-31

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to 2024 Canadian Drinking Water Quality MAC (AO)
Guideline values are for general reference only. The guidelines provided may or may not be relevant for the intended use. Refer directly to the applicable standard for regulatory interpretation.

7598410-7598709 < - Values refer to Report Detection Limits.
SAR is a calculated parameter. The calculated parameter is non-accredited. The parameters that are components of the calculation are accredited.
If sodium results in mg/L are less than detection, SAR is non-calculable and is reported as 0.
Ion Balance is a calculated parameter. The calculated parameter is non-accredited. The parameters that are components of the calculation are accredited.
Hardness is a calculated parameter. The calculated parameter is non-accredited. The parameters that are components of the calculation are accredited.
Calculated TDS is a calculated parameter. The calculated parameter is non-accredited. The parameters that are components of the calculation are accredited.

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Quality Assurance

CLIENT NAME: TOWN OF HIGH LEVEL
AGAT WORK ORDER: 26E416070
PROJECT: 02-27-26
ATTENTION TO: Dion Lizotte
SAMPLING SITE:
SAMPLED BY:

Water Analysis

Report Date: Mar 31, 2026			DUPLICATE				REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD	Method Blank	Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
Water Package - Routine Chemistry Water Analysis - Lab Filtered Cations															
pH	7598857	7598857	8.09	8.14	0.6%	N/A	101%	90%	110%						
p - Alkalinity (as CaCO3)	7598857	7598857	<5	<5	NA	< 5	NA	80%	120%						
T - Alkalinity (as CaCO3)	7598857	7598857	319	317	0.8%	< 5	99%	80%	120%						
Bicarbonate	7598857	7598857	398	395	0.8%	< 5	NA								
Carbonate	7598857	7598857	<5	<5	NA	< 5	NA								
Hydroxide	7598857	7598857	<5	<5	NA	< 5	NA								
Electrical Conductivity	7598857	7598857	1210	1210	0.1%	< 5	100%	90%	110%						
Chloride	7598861	7598861	93.1	92.2	1.0%	< 1.0	91%	70%	130%	87%	80%	120%	NA	70%	130%
Fluoride	7598861	7598861	0.1	0.1	NA	< 0.01	97%	70%	130%	101%	80%	120%	106%	70%	130%
Nitrate	7598861	7598861	<1.0	<1.0	NA	< 0.5	97%	70%	130%	97%	80%	120%	98%	70%	130%
Nitrite	7598861	7598861	<0.40	<0.40	NA	< 0.05	94%	70%	130%	91%	80%	120%	94%	70%	130%
Sulfate	7598861	7598861	30.5	29.8	2.2%	< 1.0	95%	70%	130%	92%	80%	120%	96%	70%	130%
Dissolved Calcium	7598967	7598967	<0.07	<0.07	NA	< 0.07	99%	70%	130%	99%	80%	120%	98%	70%	130%
Dissolved Magnesium	7598967	7598967	<0.05	<0.05	NA	< 0.05	102%	70%	130%	104%	80%	120%	106%	70%	130%
Dissolved Sodium	7598967	7598967	<0.05	<0.05	NA	< 0.05	106%	70%	130%	107%	80%	120%	109%	70%	130%
Dissolved Potassium	7598967	7598967	<0.05	<0.05	NA	< 0.05	103%	70%	130%	105%	80%	120%	106%	70%	130%
Dissolved Iron	7598967	7598967	<0.001	<0.001	NA	< 0.001	103%	70%	130%	104%	80%	120%	105%	70%	130%
Dissolved Manganese	7598967	7598967	0.00005	0.00006	NA	< 0.00005	99%	70%	130%	102%	80%	120%	100%	70%	130%

Comments: Matrix spike NA: Spike level < native concentration. Matrix spike acceptance limits do not apply and are not calculated.
Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.

pH has been analyzed past the recommended holding time of 15 minutes from sampling (field measurement ideal if more accurate data required)

Nitrate and Nitrite: The regulatory hold time for the analysis of nitrate and/or nitrite in water is 72 hours.

Water Analysis - Colour (True)															
Colour, True	1077	8410	50	50	0.0%	< 5	97%	80%	120%						

Comments: Matrix spike NA: Spike level < native concentration. Matrix spike acceptance limits do not apply and are not calculated.
Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.

Water Analysis - Turbidity															
Turbidity	9743	8410	1.9	1.9	0.0%	< 0.2	106%	80%	120%						

Comments: Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.

Water Analysis - Orthophosphate															
Orthophosphate	7598410	7598410	1.05	1.10	4.7%	< 0.10	99%	80%	120%	90%	80%	120%	NA	80%	120%

Comments: Matrix spike NA: Spike level < native concentration. Matrix spike acceptance limits do not apply and are not calculated.
Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.

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Quality Assurance

CLIENT NAME: TOWN OF HIGH LEVEL
AGAT WORK ORDER: 26E416070
PROJECT: 02-27-26
ATTENTION TO: Dion Lizotte
SAMPLING SITE:
SAMPLED BY:

Water Analysis (Continued)

Report Date: Mar 31, 2026			DUPLICATE				REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD	Method Blank	Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
Water Analysis - TSS															
Total Suspended Solids	7598709	7598709	<3	<3	NA	< 3	102%	80%	120%						
Comments: Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.															
Water Analysis - Ammonia, Total (an N) (mg/L)															
Ammonia, Total (as N)	7598857	7598857	0.07	0.07	NA	< 0.02	102%	70%	130%	104%	80%	120%	105%	70%	130%
Comments: Matrix spike NA: Spike level < native concentration. Matrix spike acceptance limits do not apply and are not calculated. Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.															
Water Analysis - DOC															
Dissolved Organic Carbon (DOC)	7598410	7598410	44.5	45.1	1.3%	< 0.5	102%	80%	120%	98%	80%	120%	100%	80%	120%
Comments: Matrix spike NA: Spike level < native concentration. Matrix spike acceptance limits do not apply and are not calculated. Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.															
Water Analysis - TOC															
Total Organic Carbon	7598410	7598410	44.5	45.1	1.3%	< 0.5	102%	80%	120%	98%	80%	120%	100%	80%	120%
Comments: Matrix spike NA: Spike level < native concentration. Matrix spike acceptance limits do not apply and are not calculated. Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.															
Water Analysis - Sulphide															
Sulfide	8975	7598967	< 0.0019	< 0.0019	NA	< 0.0019	92%	80%	120%	82%	80%	120%	84%	80%	120%
Comments: Matrix spike NA: Spike level < native concentration. Matrix spike acceptance limits do not apply and are not calculated. Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.															
Metals - Total - Full Scan															
Total Aluminum	7598857	7598857	0.144	0.141	2.1%	< 0.004	130%	70%	130%	80%	80%	120%	109%	70%	130%
Total Antimony	7598857	7598857	<0.001	<0.001	NA	< 0.001	88%	70%	130%	87%	80%	120%	90%	70%	130%
Total Arsenic	7598857	7598857	<0.001	<0.001	NA	< 0.001	98%	70%	130%	97%	80%	120%	98%	70%	130%
Total Barium	7598857	7598857	0.10	0.10	NA	< 0.05	91%	70%	130%	89%	80%	120%	91%	70%	130%
Total Beryllium	7598857	7598857	<0.0005	<0.0005	NA	< 0.0005	106%	70%	130%	102%	80%	120%	102%	70%	130%
Total Bismuth	7598857	7598857	<0.001	<0.001	NA	< 0.001	105%	70%	130%	102%	80%	120%	102%	70%	130%
Total Boron	7598857	7598857	0.04	0.04	NA	< 0.01	110%	70%	130%	108%	80%	120%	105%	70%	130%
Total Cadmium	7598857	7598857	0.000013	0.000013	NA	< 0.000012	95%	70%	130%	95%	80%	120%	93%	70%	130%
Total Calcium	7598857	7598857	86.4	84.9	1.7%	< 0.05	105%	70%	130%	103%	80%	120%	NA	70%	130%
Total Chromium	7598857	7598857	<0.0005	<0.0005	NA	< 0.0005	102%	70%	130%	102%	80%	120%	97%	70%	130%
Total Cobalt	7598857	7598857	0.00018	0.00018	4.3%	< 0.00001	104%	70%	130%	106%	80%	120%	101%	70%	130%
Total Copper	7598857	7598857	<0.0008	0.0011	NA	< 0.0008	106%	70%	130%	107%	80%	120%	100%	70%	130%
Total Iron	7598857	7598857	0.21	0.21	0.6%	< 0.01	107%	70%	130%	106%	80%	120%	102%	70%	130%
Total Lead	7598857	7598857	0.0001	0.0001	NA	< 0.0001	101%	70%	130%	101%	80%	120%	99%	70%	130%

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Quality Assurance

CLIENT NAME: TOWN OF HIGH LEVEL
AGAT WORK ORDER: 26E416070
PROJECT: 02-27-26
ATTENTION TO: Dion Lizotte
SAMPLING SITE:
SAMPLED BY:

Water Analysis (Continued)

Report Date: Mar 31, 2026			DUPLICATE				REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD	Method Blank	Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
Total Lithium	7598857	7598857	0.021	0.021	1.1%	< 0.001	109%	70%	130%	108%	80%	120%	103%	70%	130%
Total Magnesium	7598857	7598857	50.0	50.1	0.1%	< 0.005	108%	70%	130%	107%	80%	120%	NA	70%	130%
Total Manganese	7598857	7598857	0.0284	0.0290	1.9%	< 0.0002	104%	70%	130%	104%	80%	120%	99%	70%	130%
Total Molybdenum	7598857	7598857	0.002	0.002	NA	< 0.001	93%	70%	130%	90%	80%	120%	91%	70%	130%
Total Nickel	7598857	7598857	0.0010	<0.0009	NA	< 0.0009	105%	70%	130%	105%	80%	120%	104%	70%	130%
Total Phosphorus	7598857	7598857	<0.05	<0.05	NA	< 0.05	105%	70%	130%	88%	80%	120%	100%	70%	130%
Total Potassium	7598857	7598857	7.05	6.90	2.1%	< 0.02	108%	70%	130%	108%	80%	120%	104%	70%	130%
Total Selenium	7598857	7598857	0.0071	0.0068	3.7%	< 0.0005	101%	70%	130%	100%	80%	120%	98%	70%	130%
Total Silicon	7598857	7598857	4.16	4.13	0.7%	< 0.02	114%	70%	130%	120%	80%	120%	NA	70%	130%
Total Silver	7598857	7598857	<0.00005	0.00006	NA	< 0.00005	97%	70%	130%	80%	80%	120%	78%	70%	130%
Total Sodium	7598857	7598857	(109)	(109)	0.1%	< 0.02	113%	70%	130%	107%	80%	120%	NA	70%	130%
Total Strontium	7598857	7598857	0.702	0.694	1.2%	< 0.001	96%	70%	130%	96%	80%	120%	NA	70%	130%
Total Sulfur	7598857	7598857	41.2	40.2	2.4%	< 0.2	105%	70%	130%	102%	80%	120%	NA	70%	130%
Total Thallium	7598857	7598857	<0.0001	<0.0001	NA	< 0.0001	100%	70%	130%	97%	80%	120%	98%	70%	130%
Total Tin	7598857	7598857	<0.0005	<0.0005	NA	< 0.0005	91%	70%	130%	91%	80%	120%	91%	70%	130%
Total Titanium	7598857	7598857	0.004	0.003	NA	< 0.001	103%	70%	130%	102%	80%	120%	96%	70%	130%
Total Uranium	7598857	7598857	0.004	0.004	NA	< 0.001	95%	70%	130%	91%	80%	120%	94%	70%	130%
Total Vanadium	7598857	7598857	<0.001	0.001	NA	< 0.001	99%	70%	130%	104%	80%	120%	98%	70%	130%
Total Zinc	7598857	7598857	<0.004	<0.004	NA	< 0.004	102%	70%	130%	99%	80%	120%	105%	70%	130%
Total Zirconium	7598857	7598857	<0.01	<0.01	NA	< 0.01	129%	70%	130%	80%	80%	120%	103%	70%	130%

Comments: Matrix spike NA: Spike level < native concentration. Matrix spike acceptance limits do not apply and are not calculated.
Duplicate NA: results are less than 5X the RDL and RPD will not be calculated.

Certified By:

AGAT Laboratories
2910 12TH STREET NE
CALGARY, ALBERTA
CANADA T2E 7P7
TEL (403)735-2005
http://www.agatlabs.com

Method Summary

CLIENT NAME: TOWN OF HIGH LEVEL

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Water Analysis			
Total Aluminum	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Antimony	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Arsenic	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Barium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Beryllium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Bismuth	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Boron	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Cadmium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Calcium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Chromium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Cobalt	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Copper	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Iron	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Lead	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Lithium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Magnesium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Manganese	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Molybdenum	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP/MS
Total Nickel	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Phosphorus	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Potassium	WATR 0200; INST 0143	SM 3030 E; SM 31205B	ICP-MS
Total Selenium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Silicon	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP/MS
Total Silver	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Sodium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Strontium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Sulfur	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Thallium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Tin	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Titanium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Uranium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Vanadium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Zinc	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP-MS
Total Zirconium	WATR 0200; INST 0143	SM 3030 E; SM 3125 B	ICP/MS
Ammonia, Total (as N)	INST 0340	SM 4500-NH3 G	CONTINUOUS FLOW ANALYZER
Colour, True	WATR 0710	SM 2120 C	VISUAL
Dissolved Organic Carbon (DOC)	INST 0170	SM 5310 B	COMBUSTION
Orthophosphate	INST-0530	SM 4500-P F	DISCRETE ANALYZER
Sulfide	WATR 0100	SM 4500 S2- D	SPECTROPHOTOMETER
Total Dissolved Solids	WATR 0610	SM 2540 C	GRAVIMETRIC
Total Organic Carbon	INST 0170	SM 5310 B	COMBUSTION
Total Suspended Solids	WATR 0600	SM 2540 D	GRAVIMETRIC
Turbidity	WATR-0500	SM 2130 B	NEPHELOMETER
pH	INST 0101, INST 0104	SM 4500 H+	PH METER
p - Alkalinity (as CaCO3)	INST-0100, INST-0101	SM 2320 B	TITRATION
T - Alkalinity (as CaCO3)	INST-0100, INST-0101	SM 2320 B	TITRATION
Bicarbonate	INST 0101	SM 2320 B	PC TITRATE

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Method Summary

CLIENT NAME: TOWN OF HIGH LEVEL

AGAT WORK ORDER: 26E416070

PROJECT: 02-27-26

ATTENTION TO: Dion Lizotte

SAMPLING SITE:

SAMPLED BY:

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Carbonate	INST 0101	SM 2320 B	PC TITRATE
Hydroxide	INST 0101	SM 2320 B	PC TITRATE
Electrical Conductivity	INST 0101, INST 0120	SM 2510 B	CONDUCTIVITY METER
Chloride	INST 0150	SM 4110 B	ION CHROMATOGRAPH
Fluoride	INST 0150	SM 4110 B	ION CHROMATOGRAPH
Nitrate	INST 0150	SM 4110 B	ION CHROMATOGRAPH
Nitrate-N	INST 0150	SM 4110 B	CALCULATION
Nitrite	INST 0150	SM 4110 B	ION CHROMATOGRAPH
Nitrite-N	INST 0150	SM 4110 B	CALCULATION
Nitrate+Nitrite - Nitrogen	INST 0150	SM 4110 B	CALCULATION
Sulfate	INST 0150	SM 4110 B	ION CHROMATOGRAPH
Dissolved Calcium	INST 0143	SM 3125 B	ICP-MS
Dissolved Magnesium	INST 0143	SM 3125 B	ICP-MS
Dissolved Sodium	INST 0143	SM 3125 B	ICP-MS
Dissolved Potassium	INST 0143	SM 3125 B	ICP-MS
Dissolved Iron	INST 0143	SM 3125 B	ICP-MS
Dissolved Manganese	INST 0143	SM 3125 B	ICP-MS
Sodium Adsorption Ratio		CARTER & GREGORICH 2007	CALCULATION
Calculated TDS		SM 1030E	CALCULATION
Hardness		SM 2340 B	CALCULATION
Ion Balance		SM 1030E	CALCULATION
Lab Filtration on Routine for IC			N/A
Lab Filtration on Routine for Metals			N/A

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Accreditations and Associations

CLIENT NAME: TOWN OF HIGH LEVEL

AGAT WORK ORDER: 26E416070

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SAMPLING SITE:

SAMPLED BY:

Accreditations

AGAT Laboratories is accredited, certified, or licensed to applicable standards for specific tests, parameters, and matrices, as listed in the individual laboratory's current scope(s) of accreditation by the following organizations:

Standards Council of Canada (SCC)
Canadian Association for Laboratory Accreditation (CALA)
Canadian Council of Independent Laboratories (CCIL)
American Association for Laboratory Accreditation (A2LA)
ANSI National Accreditation Board (ANAB)
Arizona Department of Health Services (ADHS) – Tempe AZ0851 / AZR000526095, Calgary 2910 AZ0845 / CN00931, Calgary 2420 AZ0843 / CN00932, Mississauga Coopers AZ0847 / CN00929, Mississauga McAdam AZ0848 / CN00930
Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs (MELCCFP)
Ontario Ministry of the Environment, Conservation and Parks (MECP)
New York State Department of Health (NYS DOH)

The tests on this report may not necessarily be included on the scope of accreditation, which are available at the websites for the individual organizations listed above, or linked on our Accreditations page.

Associations

As a leader in science and technology, AGAT Laboratories is proud to hold a number of professional partnerships with key industry organizations and associations. Following is a list of just some of the organizations with which we are currently involved. Association memberships may be limited to specific locations and/or personnel. Please contact AGAT Laboratories for specifics regarding association memberships.

Association des firmes de génie-conseil du Québec (AFG)
Association of Professional Engineers and Geoscientists of Alberta (APEGA)
Association Québécois de Vérification (AQVE)
British Columbia Environmental Industry Association (BCEIA)
Canadian Energy Geoscience Association (CEGA)
Canadian Land Reclamation Association (CLRA)
Conseil des entreprises en technologies environnementales du Québec (CETEQ)
Conseil Patronal de l'Environnement du Québec (CPEQ)
Energy NL
Environmental Services Association of Alberta (ESAA)/ Environmental Services Association Maritimes (ESAM)
Ontario Environmental Industry Association (ONEIA)
Réseau Environnement
The NELAC Institute (TNI)

29 MAR '26 AM 8:56

AGAT Laboratories

Have feedback? Scan here for a quick survey!

3500 – 19 Street NE
Calgary, AB
T2E 6W3
P: 403.299.2070

Laboratory Use Only
Arrival Temperature: 7.2°C
AGAT Job/WO Number: 26 E 416070
Notes:

Chain of Custody Record

Report Information
Company: town of high level
Contact: Dion Lizotte
Address: High Level, Ab. t0h1z0
Phone: 780-841-1233
AGAT Quote #:
Client Project #: 02-27-26

Report Information
1. Name: dion lizotte
Email: dlizotte@highlevel.ca
2. Name: gino giancola
Email: gino.giancola@wsp.com
3. Name: greg stene
Email: greg.stene@wsp.com

Report Format
☐ Single Sample per Page
☑ Multiple Samples per Page
☑ Excel Format Included
☑ Export

Turnaround Time Required (TAT)
Regular TAT ☐ '26MAR28 10:25AM
Rush TAT ☑ *Rush surcharges may apply
Date Required: asap
RUSH!
PLEASE CONTACT LABORATORY IF RUSH REQUIRED.
EFFECTIVE DATE CUTOFF - 3PM

Invoice To Same as above Yes ☐ / No ☐
Company: town of high level
Contact: Romer Talampas sfa@highlevel.ca
Address: High Level, Ab.
Phone: 780-926-2201
PO/AFE#: 27444

Client Special Instructions
test and report asap please.
TIME SENSITIVE
~~silt density index~~

LABORATORY USE (LAB ID #)	SAMPLE IDENTIFICATION	SAMPLE MATRIX	DATE/TIME SAMPLED	COMMENTS - SITE SAMPLE INFO. SAMPLE CONTAINMENT
1	raw water		mar 27/26 3:15pm	
2	before gac		mar 27/26 3:15pm	
3	after gac		mar 27/26 3:15pm	
4				
5				
6				
7				
8				
9				
10				

pH	NTU	TDS	TSS	TCU	DOC	SO4	Total hardness	Min + max temperature	Ammonium	Calcium	Magnesium	Sodium	Potassium	Barium + Boron	Strontium	Iron + Manganese	Aluminum	Total alkalinity	carbonate + bicarbonate	Chloride + Fluoride	Nitrate + Sulfide	Phosphate	Silica "Reactive"
✓	✓	~~✓~~	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Client Special Instructions

Samples Relinquished By (Print Name and Sign): kyle ferguson — Date/Time: march 27/26 3:15 pm
Samples Relinquished By (Print Name and Sign): — Date/Time:
Samples Received By (Print Name and Sign): Sarah Strachan — Date/Time: March 28, 2026 10:25AM
Samples Received By (Print Name and Sign): Kiera Cram — Date/Time: Mar 29/26

Pink Copy - Client
Yellow Copy - AGAT
White Copy- AGAT

- Total dissolved solids (TDS)
- pH
- Minimum and maximum temperature
- Conductivity
- Turbidity (in NTU)
- True Colour (in TCU)
- Silt density index (SDI)
- Total suspended solids (TSS)
- Total organic carbon (TOC)
- Dissolved organic carbon (DOC)
- Total hardness
- Ammonium
- Calcium
- Magnesium
- Sodium
- Potassium
- Barium
- Strontium
- Iron
- Manganese
- Aluminium
- Total alkalinity
- Carbonate
- Bicarbonate

AGAT Laboratories

SAMPLE INTEGRITY RECEIPT FORM

COC submitted with samples? YES – PHYSICAL, YES – DIGITAL (ECOC #_____), ECOC to follow, NO – PROJECT #/LSD:_____

IF NO COC SUBMITTED - Samples Relinquished by (Print & sign)

IF NO COC SUBMITTED - Date/Time Stamp & Received by Signature

Company/Consultant: Town of High Level

Courier: Buffalo Air Express Prepaid Collect

Waybill# B3142981

Branch: CGY [EDM] EST FM FN FSJ GP LYD RD TCE VAN WH AZ

Multiple sites (LSDs) submitted at once: YES NO

Custody Seal Intact: YES NO N/A

TAT: <24HR 24-48HR 48-72HR 72-96HR 5 DAY REG OTHER_____

Cooler Quantity: 1 Cooler(s) Damaged: YES NO **See Comments

Quantity Coolers Weighing >50 lbs: 0 , Weight (lbs): 0

Sample Integrity

Hazardous Samples: YES NO NOT SPECIFIED

Legal Samples: YES NO

International Samples: YES NO **Preservation Check** (if applicable): YES NO

Are Containers Tape Sealed? YES NO If YES: What kind?_____

Coolant Used: Icepack Bagged Ice Free Ice Free Water/Melted Ice

After Hours Fridge Snow None Other:_____

➡ **Free Water/Melted Ice – samples submerged in water?** YES NO N/A

Coolant added by client upon submission: YES NO N/A

Tedlar Bags – bags rec'd intact (full): YES NO N/A

Are MeOH vials packed separately from jars? YES NO N/A

➡ **Are Alcohols requested on COC?** YES NO N/A

TIME SENSITIVE

ALREADY EXCEEDED HOLD TIME? YES NO

Common Tests (Please Circle): Aldehydes, BOD, Color, ~~Chlorine~~, Chloramines*, Chlorophyll*, Explosives/Energetics, Ferric/Ferrous Iron, MIBI, MTX, NO2/NO3, O-PO4, ~~Solids (Fix/Tot/Vol.)~~, Toxicity/LC50, Turbidity, Tedlar Bag – Breathing Air

Earliest Expiry: March 30 2026 @ 3:15 PM

Hydrocarbons - Earliest Expiry:_____

Are Dissolved parameters filtered? YES NO EXPIRY (IF NO)_____

TEMPERATURE (Bottles/Jars only) – N/A (Only Soil Bags Received)

IR Gun #: ETH-0177 **FROZEN (Please Circle if samples received Frozen)**

1 (Bottle/Jar) 7.2 + 6.4 + 7.9 = 7.2 °C 2 (Bottle/Jar)____+____+____=____°C

3 (Bottle/Jar)____+____+____=____°C 4 (Bottle/Jar)____+____+____=____°C

5 (Bottle/Jar)____+____+____=____°C 6 (Bottle/Jar)____+____+____=____°C

7 (Bottle/Jar)____+____+____=____°C 8 (Bottle/Jar)____+____+____=____°C

9 (Bottle/Jar)____+____+____=____°C 10 (Bottle/Jar)____+____+____=____°C

LOGISTICS USE ONLY

Workorder No: 26E416070

Sample(s) Damaged: YES NO

If YES, why? No Bubble Wrap Frozen Courier Other (See comments)

General Comments:_____

Date Issued: February 26,2026
Document ID: SR-9505.007

* Subcontracted Analysis (See CSR)

TOWN OF HIGH LEVEL

10511 - 103 Street
HIGH LEVEL, AB T0H 1Z0
Phone (780) 926-2201
Fax (780) 926-2899

PURCHASE ORDER

THIS ORDER NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, PACKING LISTS, CORRESPONDENCE, ETC. 27444

VENDOR: AGAT Lab
Edmonton, Ab

SHIP TO: WTP

ORDER DATE	DATE REQ'D	FOB	SHIP VIA	GST EXEMPT YES [ ] NO [ ]
May 27/26				

QTY	DESCRIPTION	APPROX UNIT PRICE	APPROX AMOUNT
	Nano RO Lab tests for WSP		1

41-226

ORIGINATOR ORIGINATING DEPT BUDGET APPROVAL

PURCHASES OVER $2500

Maintenance ☐
(Maintain the predetermined service potential of a tangible capital asset for a give useful life)

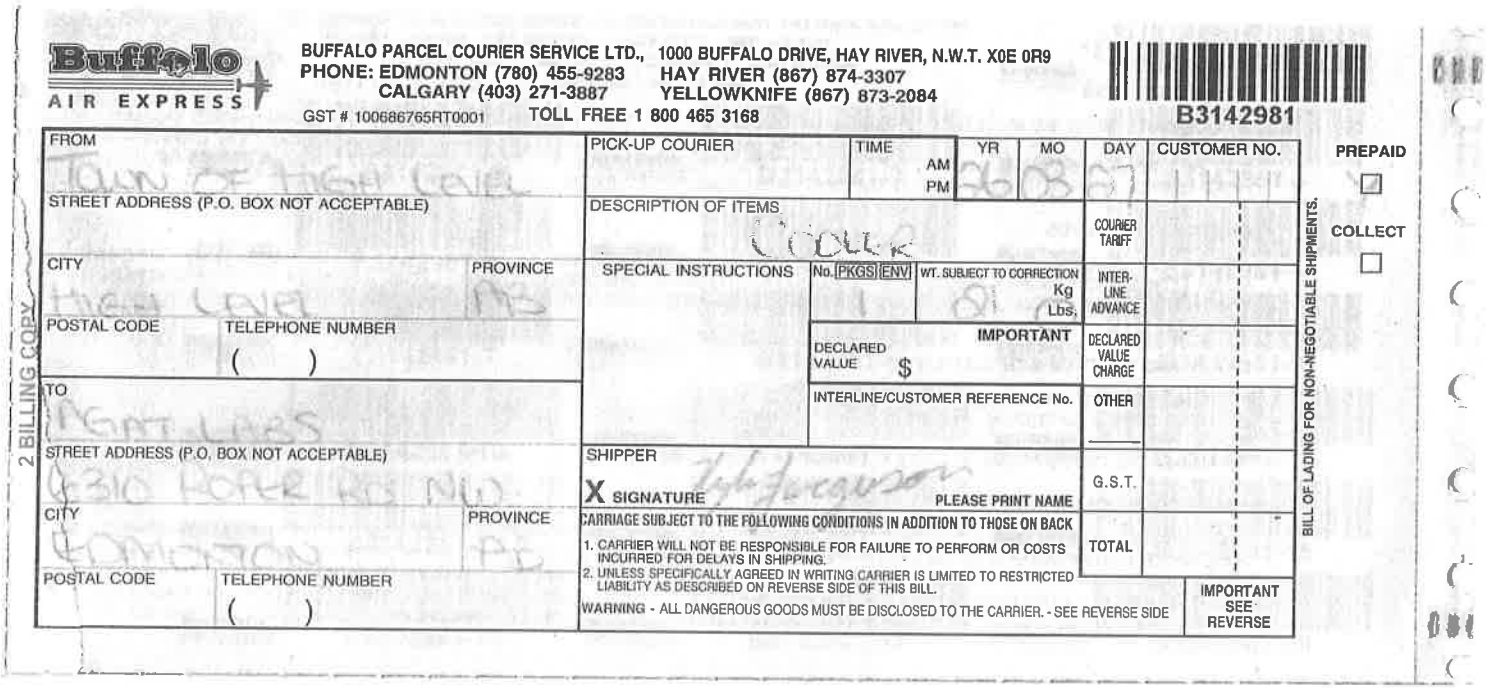
Tangible Capital Assets ☐
(Increase service potential - determined by attributes such as physical output capacity, quality of output, associated operating)

IMPORTANT

TERMS AND CONDITIONS

1. No changes or substitutions may be made without written authorization.
2. Packing lists to be included with shipment.
3. Time of delivery is of the essence.
4. All goods are subject to inspection.
5. Acceptance of all or any goods does not bind the Town to acceptance of future shipments.
6. This order or any unfilled portion thereof is subject to cancellation by the Town at any time.
7. Invoices must be itemized.
8. Ensure proper Documentation is enclosed with Hazardous Materials.

SUPPLIER'S COPY



Buffalo AIR EXPRESS

BUFFALO PARCEL COURIER SERVICE LTD., 1000 BUFFALO DRIVE, HAY RIVER, N.W.T. X0E 0R9
PHONE: EDMONTON (780) 455-9283 HAY RIVER (867) 874-3307
CALGARY (403) 271-3887 YELLOWKNIFE (867) 873-2084
GST # 100686765RT0001 TOLL FREE 1 800 465 3168

B3142981

FROM: TOWN OF HIGH LEVEL
STREET ADDRESS (P.O. BOX NOT ACCEPTABLE):
CITY: HIGH LEVEL PROVINCE: AB
POSTAL CODE: TELEPHONE NUMBER: ( )

TO: NORTH LABS
STREET ADDRESS (P.O. BOX NOT ACCEPTABLE): 4310 ROPER RD NW
CITY: EDMONTON PROVINCE: AB
POSTAL CODE: TELEPHONE NUMBER: ( )

PICK-UP COURIER | TIME AM PM | YR 26 | MO 03 | DAY 07 | CUSTOMER NO. 1111

DESCRIPTION OF ITEMS: COOLER

SPECIAL INSTRUCTIONS

No. PKGS 1 | ENV | WT. SUBJECT TO CORRECTION 81 Kg Lbs.

DECLARED VALUE $ IMPORTANT

INTERLINE/CUSTOMER REFERENCE No.

SHIPPER
X SIGNATURE Tyler Ferguson PLEASE PRINT NAME

CARRIAGE SUBJECT TO THE FOLLOWING CONDITIONS IN ADDITION TO THOSE ON BACK
1. CARRIER WILL NOT BE RESPONSIBLE FOR FAILURE TO PERFORM OR COSTS INCURRED FOR DELAYS IN SHIPPING.
2. UNLESS SPECIFICALLY AGREED IN WRITING CARRIER IS LIMITED TO RESTRICTED LIABILITY AS DESCRIBED ON REVERSE SIDE OF THIS BILL.
WARNING - ALL DANGEROUS GOODS MUST BE DISCLOSED TO THE CARRIER. - SEE REVERSE SIDE

COURIER TARIFF | INTER-LINE ADVANCE | DECLARED VALUE CHARGE | OTHER | G.S.T. | TOTAL

IMPORTANT SEE REVERSE

BILL OF LADING FOR NON-NEGOTIABLE SHIPMENTS.

PREPAID ☑ COLLECT ☐

2 BILLING COPY

COR Printing & Distribution Services Ltd. 306-522-2611

AGAT Laboratories

SAMPLE INTEGRITY RECEIPT FORM

COC submitted with samples? (YES – PHYSICAL,) YES – DIGITAL (ECOC #_____), ECOC to follow, NO – PROJECT #/LSD:_____

IF NO COC SUBMITTED - Samples Relinquished by (Print & sign)

IF NO COC SUBMITTED - Date/Time Stamp & Received by Signature

Company/Consultant: Town of High Level

Courier: Courier Stars Prepaid Collect

Waybill#_____

Branch: CGY (EDM) EST FM FN FSJ GP LYD RD TCE VAN WH AZ

Multiple sites (LSDs) submitted at once: YES (NO)

Custody Seal Intact: YES NO (N/A)

TAT: (<24HR) 24-48HR 48-72HR 72-96HR 5 DAY REG OTHER_____

Cooler Quantity: 1 x c Cooler(s) Damaged: YES NO **See Comments

Quantity Coolers Weighing >50 lbs:_____, Weight (lbs):_____

Sample Integrity

Hazardous Samples: YES (NO) NOT SPECIFIED

Legal Samples: YES (NO)

International Samples: YES (NO) **Preservation Check** (if applicable): YES NO

Are Containers Tape Sealed? YES (NO) If YES: What kind?_____

Coolant Used: Icepack (Bagged Ice) Free Ice Free Water/Melted Ice

After Hours Fridge Snow None Other:_____

➥ **Free Water/Melted Ice – samples submerged in water?** YES NO (N/A)

Coolant added by client upon submission: YES NO (N/A)

Tedlar Bags – bags rec'd intact (full): YES NO (N/A)

Are MeOH vials packed separately from jars? YES NO (N/A)

➥ **Are Alcohols requested on COC?** YES NO (N/A)

TIME SENSITIVE

ALREADY EXCEEDED HOLD TIME? YES (NO)

Common Tests (Please Circle): Aldehydes, BOD, (Color), Chlorine, Chloramines*, Chlorophyll*, Explosives/Energetics, Ferric/Ferrous Iron, MIBI, MTX, (NO2/NO3), O-PO4, (Solids (Fix/Tot/Vol.)), Toxicity/LC50, (Turbidity), Tedlar Bag – Breathing Air

Earliest Expiry: March 30 @ 15:15

Hydrocarbons - Earliest Expiry:_____

Are Dissolved parameters filtered? YES NO EXPIRY (IF NO)_____

TEMPERATURE (Bottles/Jars only) – N/A (Only Soil Bags Received)

IR Gun #: ST-20 **FROZEN (Please Circle if samples received Frozen)**

1 (Bottle/Jar) 3.1 + 3.2 + 4.2 = 3.5 °C 2 (Bottle/Jar)____+____+____=____°C

3 (Bottle/Jar)____+____+____=____°C 4 (Bottle/Jar)____+____+____=____°C

5 (Bottle/Jar)____+____+____=____°C 6 (Bottle/Jar)____+____+____=____°C

7 (Bottle/Jar)____+____+____=____°C 8 (Bottle/Jar)____+____+____=____°C

9 (Bottle/Jar)____+____+____=____°C 10 (Bottle/Jar)____+____+____=____°C

LOGISTICS USE ONLY

Workorder No: 26E416070

Sample(s) Damaged: YES NO

If YES, why? No Bubble Wrap Frozen Courier Other (See comments)

General Comments:_____

Date Issued: February 26,2026

Document ID: SR-9505.007

* Subcontracted Analysis (See CSR)

Appendix B – Veolia Nanofiltration Budget Proposal

Budget Proposal for the

High Level DWTP, AB

Nanofiltration System

Proposal Number: 687628 Rev. 01

May 2026

Submitted by: Doreen Benson, doreen.benson@veolia.com

Local Representation by: Gareth Wright, Mequipco Ltd.

Table of Contents

1. Executive Summary

WSP Canada is engaged in upgrading an existing Drinking Water Treatment Plant (DWTP) for the Town of High Level, a municipality in northern Alberta. The source water is a surface water lake experiencing high Dissolved Organic Carbon levels, which have resulted in non-compliant Disinfection By-Products (THMs and HAAs) in the treated water.

The existing treatment train consists of a potassium permanganate contact chamber, flocculation and clarification, dual media filtration, and GAC filtration. Veolia is proposing a Nanofiltration (NF) membrane system downstream of the existing process, **with pre-treatment (such as MIEX ion exchange assumed as pre-treatment (by others)) upstream of the NF to reduce DOC to a suitable feed range for NF.** A break tank and transfer pump are assumed to also be supplied and installed by others upstream of the NF system. The primary treatment goal is TOC/DOC reduction to below 2 mg/L to achieve compliance with Health Canada's Guidelines for Canadian Drinking Water Quality with respect to THMs and HAAs.

The proposed system is designed for a flow rate of approximately 75 L/s utilizing Veolia's PROflex NF membrane platform, with a 3 x 33% configuration.

2. System Design

2.1. Process Description

2.1.1. Nanofiltration

The PRO*flex* Nanofiltration (NF) process is a water treatment technology that operates on the principle of membrane separation. In this process, pressurized feedwater is forced across semi-permeable membrane elements, separating by diffusion, the flow into two streams: the permeate (purified water) and the concentrate (rejected impurities). During that diffusion process, the membrane will freely pass the water molecules but will reject most of the dissolved salts and metal ions, the small particles as well as organic compounds and bacteria. The degree to which a particular substance is rejected by the membrane depends on the type of membrane used, and the resulting difference between the liquid transport characteristics and the salt transport characteristics of the membrane that is used.

The final effluent quality from a Nanofiltration unit is the result of the unique combination of these factors. These systems typically operate at a recovery rate of 75%, meaning this percentage of incoming feedwater is converted to purified permeate.

The process begins as feed water from the break tank is pressurized by transfer pumps (by others) and directed through the NF pretreatment system that includes chemical conditioning : antiscalant is injected upstream to prevent scaling and optimize performance, while sodium bisulfite is added to neutralize any residual chlorine that could damage the membranes.

2.1.2. PROflex NF

The feed water flows through a protective cartridge filter assembly located on the PRO*flex* skid containing multiple filter elements. These filters effectively screen out particulates and contaminants that could potentially damage the downstream membrane elements. The system monitors filter performance through differential pressure gauges, with automatic alarms to indicate when filter replacement is needed.

From there a high-pressure NF booster pump pressurizes the feedwater before it enters the NF membrane array. The pump is VFD operated (VFD by others) to accommodate variations in operating conditions such as temperature, salinity, and membrane age. The membrane system utilizes a multi-bank arrangement (array) of pressure vessels, each containing multiple membrane elements. As the pressurized feedwater circulates through the system, pure water permeates through the membranes while dissolved impurities are rejected and concentrated in the waste stream. The final High Level DWTP, AB permeate is collected in the Product Water Tank (by others) while the concentrate stream is directed to drain/waste.

For sustained performance and maintenance purposes, the system includes a manual Clean-In-Place (CIP) system featuring a dedicated tank, circulation pump, circulation heater and utilizes an eductor to load chemicals into the CIP tank. The system allows for periodic cleaning of the membrane elements using specialized cleaning solutions to remove accumulated foulants such as biological growth and/or mineral scaling.

2.2. Design Basis

2.2.1. Design Flows

The source water for the Town of High Level DWTP is surface water drawn from a lake in northern Alberta. The proposal reflects the Seller supplying a Nanofiltration system, for the High Level DWTP, AB project, designed to treat a net permeate flow of 75 L/s with 3 trains x 33% capacity.

Table 1: Design Conditions of NF System

Parameter	3x33% configuration
Design Temperature	0.3°C
Design Capacity (Net) - N Trains in Service	75 L/s
Design Capacity (Net) - One (1) Train Out Of Service	50 L/s
Recovery (at Design Capacity, over a 24-hour period)	75 %

2.2.2. Influent Quality

The raw water source for the Town of High Level DWTP is a surface water lake in northern Alberta. The raw water is pretreated upstream of the NF membrane system through the existing treatment process consisting of a potassium permanganate contact chamber, flocculation and clarification, dual media filtration, and GAC filtration. It is assumed that DOC levels will be further reduced upstream of the NF system via additional pre-treatment (such as MIEX ion exchange assumed as pre-treatment (by others)), bringing organics to a suitable NF feed range. The NF membrane system is designed to treat the pre-treated water with the following water quality:

Table 2: NF Influent quality

Parameter	Specified or Assumed [Note 1]	Units	Design Value
Temperature	Specified	°C	0.3
Alkalinity [Note 2]	Specified	mg/L as $CaCO_3$	206
pH [Note 2]	Specified	-	7.63
Suspended Solids [Note 2]	Specified	mg/L	<3
Turbidity	Specified	NTU	0.8
Total Hardness	Specified	mg/L as $CaCO_3$	322
Total Organic Carbon (TOC) [Note 3]	**Assumed**	**mg/L**	**10-15**
Dissolved Organic Carbon (DOC) [Note 3]	**Assumed**	**mg/L**	**10-15**
Total Dissolved Solids (TDS)	Specified	mg/L	763
Apparent Color	Specified	TCU	8
Calcium	Specified	mg/L	72.1
Magnesium	Specified	mg/L	34.5
Barium	Specified	mg/L	<0.05
Strontium	Specified	mg/L	0.284
Sulfate	Specified	mg/L	170
Total Iron	Specified	mg/L	<0.01
Dissolved Iron [Note 3]	Specified	mg/L	<0.001
Total Aluminum	Specified	mg/L	0.456
Dissolved Aluminum	Assumed	mg/L	0.01
Total Manganese	Specified	mg/L	0.0803
Dissolved Manganese [Note 3]	Specified	mg/L	0.0482
Total Silica (SiO_2)	Specified	mg/L	8.29
Langelier Saturation Index (LSI) [Note 4]	Assumed	-	0
Stiff and Davis Stability Index	Assumed	-	Negative
Silt Density Index (SDI)	Assumed	-	<3

Note 1: This column identifies whether the parameters listed in each row are assumed values because they were not supplied to the Seller in the Request for Proposals, or if the values listed reference specified values by WSP.

Note 2: If coagulant is added to the influent water, a minimum of 15 mg/L of alkalinity as $CaCO_3$ must still be present in the feed water to the membrane system after coagulant addition. If this is not the case, alkalinity correction needs to be implemented by the Buyer/Owner and discussed and approved by Seller. The pH must be controlled through the pre-treatment process to minimize solubility of the metal-based coagulant.

Note 3: The raw water quality provided by WSP (Lab report #26E416070 dated April 6, 2026) shows TOC levels in the raw water of 44.5 ppm and 19.2 ppm after GAC treatment. **It is assumed that additional pretreatment (such as MIEX ion exchange) will be supplied and installed by others upstream of the NF system to further reduce TOC to a suitable feed range of 10-15 ppm.**

Note 4: Oxidant dosing in the pre-treatment process must be optimized to ensure the dissolved iron and manganese are oxidized without overdosing of oxidant, and that the reaction is completed upstream of the membranes.

Note 5: Seller has assumed that the feed water to the system is non-corrosive, and has selected equipment in accordance. This should be confirmed in detailed engineering to ensure appropriate equipment materials of construction.

Other Design Assumptions:

Cartridge filters will be installed on the NF skid to provide protection to the membrane elements.

The plant is designed assuming that no streams such as backwash or chemical wastes from the membrane system or any other unit operations in other parts of the plant are directly or indirectly recycled back ahead of the membrane system.

2.3. Effluent Requirements

Table 3: Permeate Water Quality and Microbiological Efficiencies

Parameter	Permeate Water Quality [Note 1]
DOC (mg/L)	<2

Note 1: The NF system is designed to treat the constituents listed in **Table 2.** If the influent parameters exceed treatment objectives,are not defined in **Table 2**, or if effluent exceeds a non-specified requirement, modifications to treatment system may be required by others to achieve desired effluent quality goals.

Note 2: Veolia has made no design considerations for any downstream chemical addition required for the final product water. It is possible that the NF permeate may need further post treatment before meeting pH, LSI, and disinfection requirements and this has not been addressed in the scope of supply of this proposal.

2.4. System Design

Table 4: NF System

Parameter	3 x 33% Design
Type of NF Unit	PROflex 108-2S
Number of NF Units	3
Type of NF Membrane	HL8040F-400
NF Array Configuration Per Unit	12:6
Number of NF Housings Per Unit	18
Number of NF Modules Per Housing	6
Number of NF Modules Installed Per Unit	108
RO Membrane Surface Area	37.2 m^2
Recovery	75%
Net Capacity Per Train	25 L/s
Clean In Place (CIP) Protocol	Standard RO CIP Protocol of low & high pH cleans can be assumed between a quarterly and annual frequency. CIP frequency to be determined based on operational data.

3. Scope of Supply

3.1. Scope of Supply by Veolia

Veolia's scope of supply for a NF membrane water treatment system, for the High Level DWTP, AB project, designed to treat a net permeate flow of 75 L/s is described in the following tables and based upon the following assumptions:

- Electrical rating on all motors is 575V / 3ph / 60 Hz. Single phase power requirement is 120V.
- Please note that the proposed equipment and instrumentation quoted is to be installed in a NFPA 820 non classified area.
- All devices will be Veolia standard devices and the proposed equipment will be supplied to Veolia specifications. Any changes to the proposed equipment to meet the Buyer's specification, including custom tag numbering, will require re-evaluation.
- Equipment conforms to NSF ANSI Standard materials as outlined in Annex C of the NSF/ANSI 61 Standard, for those components and/or materials that come into contact with potable water, to the extent that is commercially reasonable.
- Equipment will be **supplied loose shipped** unless otherwise noted.

3.1.1. Nanofiltration Pre-conditioning

Quantity	Description
1	NF Feed Free Chlorine analyzer
1	NF Feed ORP analyzer
NF Pre-treatment Dosing System (One (1) per chemical, per train : Sodium Bisulfite, Antiscalant Note 1	
3	Sodium Bisulfite Chemical Feed Pump (one (1) duty per train) and 300L PE Tank
3	Antiscalant Chemical Feed Pump (one (1) duty per train) and 300L PE Tank

3.1.2. Nanofiltration Scope

Quantity	Description
NF PROflex-108-2S Process Skids (Total of three (3) Skids)	
15	NF feed cartridge filters (five (5) per skid) each complete with 1 micron cartridge filters and FRP housing, with vent valve and drain valve, sample valves at the inlet and outlet of each cartridge filter
3 Sets	NF feed instruments (one (1) set per skid) : pressure transmitters,
3	NF feed high pressure booster pumps (one (1) per skid), complete with motor (VFD operated – VFD supplied by Others), inlet pressure switch, discharge isolation valve, and inlet and discharge pressure gauges, conductivity analyzer, temperature transmitter, pH analyzer
54	NF FRP membrane housings (eighteen (18) per skid) arranged in a 12:6 array complete with 108 Veolia NF HL8040F-400 membranes per skid, installed as six (6) membranes per housing, pressure gauges, inlet and discharge pressure transmitters

3 Sets	NF permeate instruments (one (1) set per skid) : conductivity analyzer, flow meter, pressure switch and pressure transmitter
3 Sets	NF concentrate instruments (one (1) set per skid) : flow meter, pressure switch and pressure gauge
Lot	Pressure gauges and transmitters, process valves (manual and automatic), on-skid Sch.80 PVC and Sch. 10 SS piping, painted carbon steel frame
CIP Tank	
1	Cone bottom CIP tank (3,975 L), HDPE construction, supplied loose complete with temperature indicator and drain valve
1	Level transmitter for permeate flush
CIP Skid	
1	CIP pump, complete with motor (starter by Others), discharge pressure gauge, sample and isolation valves
1	Recirculation loop in-line electric heater (40 kW) with control enclosure and isolation valves
1	Eductor for cleaning chemical addition with isolation and check valves
Lot	On-skid manual process valves and Sch. 80 PVC piping, painted carbon steel frame

Note 1 : It is assumed that air service for valve actuation is to be provided by others through the existing plant air compressor system.

3.1.3. Additional Scope Items

Quantity	Description
Electrical and Control Equipment	
1	Main Control Panel, NEMA 12 carbon steel, with Allen-Bradley PLC system complete with one (1) HMI Panelview
3	Remote I/O Panel, NEMA 4 stainless steel
1	InSight Communication Panel* - NEMA4X. Equipped with a linux-based data logging computer, a 4G cellular router, a power supply and an antenna
General	
Included	Submittals: -Standard equipment P&IDs, equipment general arrangement drawings -Electrical drawings, control narrative -Operating & maintenance manuals
Included	Field service and start-up assistance from Veolia field-service personnel for commissioning, start-up, operator training and performance testing. ● 36 days support over 6 site visits
Included	InSight monitoring – 1 year
Included	24-7 Technical and Process Support – 1 year Note 1
Included	Equipment mechanical warranty – 1 year or 18 months from shipment
Included	NF Element warranty – 3 years (prorated)

Note 1: To receive complete 24/7 remote technical support service and to allow for InSight Services, a suitable secure remote internet connection, by Buyer, is required.

Note 2: No spare parts have been included. A recommended spare parts list can be generated by Veolia's spare parts department and provided to the Customer as a price adder once Veolia's scope of supply has been finalized.

3.2. Scope of Supply by Others

All delivery or services not specified in the Veolia Scope of Supply are included in the Customer Scope of Supply. Some notable items include:

- Overall plant design responsibility
- All necessary permits
- MCCs/VFDs
- Plant SCADA System, UPS, emergency power supply etc.
- Secondary Containment for Chemical Systems, chemical day tanks or totes and any chemical transfer dosing systems
- Pre-treatment upstream of NF
- NF feed water break tand and low pressure transfer pumps
- Civil works, buildings, equipment foundation pads, termination and tie points, anchor bolts/fasteners, weather protection (Skids and electrical panels are designed for indoor operation) etc.
- Mechanical and electrical installation of Veolia supplied equipment
- Interconnecting piping, supports, wiring, valves, etc., unless otherwise noted
- Air service for valve actuation through the existing plant air compressor system.
- Receiving, unloading, rigging, lifting, placement and safe storage of Veolia-supplied equipment at site
- Laboratory services, operating and maintenance personnel during equipment checkout, start-up, and operation
- Raw materials, chemicals, and utilities during equipment start-up and operation
- Relevant site specific safety training

4. O&M Information

4.1. Introduction

This section lists chemical consumption and power consumption based on the assumption the plant is operating 365 days per year producing 75 L/s (net) of finished water (NF permeate) at water temperature of 0.3°C with a NF recovery rate of 75%.

For a 3 x 33% design, under normal operation at maximum design capacity, all three (3) NF trains operate simultaneously, each at 33% capacity, together producing the full design flow of 75 L/s (net) of finished water. When one train goes off-line for a cleaning-in-place (CIP) event or any other maintenance activity, the remaining train continues to operate at 33% capacity each, maintaining partial production while the offline train is returned to service. At any given time, the three trains are required to be operating to meet full design capacity.

4.2. Chemical Consumption

Assumptions:

1) Sodium bisulfite can be dosed post Break Tanks for oxidant removal. A dose of 1 mg/L has been assumed for this purpose and has been incorporated into the O&M cost estimates. For conservative budgeting purposes, a continuous dose has been assumed as the worst-case scenario; however, actual dosing would more likely be intermittent based on the presence of free chlorine in the incoming feed, which results in lower operational costs.

2) Hypersperse MDC714 antiscalant will be dosed into the feed of the NF systems at an estimated average dose of 1.23 mg/L.

3) Four (4) low pH NF cleans will be performed per NF membrane train per year using 21 g/L of Kleen MCT115.

4) Four (4) high pH NF cleans will be performed per NF membrane train per year using 21 g/L Kleen MCT405.

5) There is no reuse of chemical cleaning solutions.

6) Chemicals properties:

Sodium bisulfite:	38% (by weight), s.g. = 1.34
Hypersperse MDC714	100% (by weight), s.g. = 1.419
Kleen MCT115	100% (by weight), s.g. = 1.15
Kleen MCT405	100% (by weight), s.g. = 1.14

Chemical Break Tank Post-Treatment	Approximate Annual Consumption L / year
Sodium Bisulfite	6,200
NF Cleaning	
Kleen MCT115 (low pH cleaner)	465
Kleen MCT405 (high pH cleaner)	550
NF Antiscalant	
Hypersperse MDC714	2,735

4.3. Power Consumption

The largest contributor to power consumption from the membrane system are the NF high pressure pumps. The exact system headloss depends on the length and size of the piping run from the discharge from the NF trains to the disinfection system (by others). In order to calculate the following power consumption value, Veolia has made the following assumptions:

The discharge pressure of the NF permeate at the tie point on the Veolia skid is 10 psig.

The estimated power consumption includes the following pieces of equipment in operation on average:

- Three (3) NF high pressure pumps
- One (1) NF CIP pump (intermittent operation)
- One (1) NF CIP in-line heater (intermittent operation)

The pumps operate at typical efficiencies for variable speed drives, motors, and equipment. The estimated power consumption does not take into account the power required for the PLC and chemical dosing pumps, as these pieces of equipment contribute very little to the overall power consumption of the plant.

The total estimated power consumption is approximately 1,465,000 kWh/year.

5. Commercial Offer

5.1. Pricing

Pricing for the proposed equipment and services as described in this budget proposal is summarized below. All pricing is based on the operating conditions and influent analysis in **Section 2**. Any pricing herein is for budgetary purposes only and does not constitute an offer of sale. No sales, consumer use or other similar taxes or duties are included in the pricing below.

3x33% Design (3x PROflex-108-2S) **$ 2,060,000 CAD**

Given the current geopolitical uncertainty related to tariffs and trade regulations, Veolia cannot estimate what impact such changes will have on tariff rates, pricing and the availability of goods. Veolia's proposal does not yet take into account the impact that the aforementioned situation will have on tariff rates, and as a result Veolia pricing and supply chain. Although you have Veolia's assurance that we are taking proactive measures to mitigate any impacts caused by these changes in tariff rates, Veolia does hereby reserve the right to adjust prices and schedule to reflect any impact incurred from the time of issuance of Veolia proposal.

5.2. Equipment Shipment and Delivery

The estimated lead time for drawings submittals is 8-12 weeks and equipment delivery is 14-30 weeks from submittals approval (NTP Procurement). The lead time estimate is presented based on current workload backlogs and production capacity and could change based on the timing of order acceptance. The buyer and seller will arrange a kick-off meeting after contract acceptance to develop a firm shipment schedule.

5.3. Freight

The following freight terms used are as defined by INCOTERMS 2020. All pricing is CIP designated **High Level DWTP, AB project site**. Delivery to the project site is conditional upon provision of access roads of a nature that will permit access by tractor-trailers. Off-loading and positioning of equipment at the job site is not included.

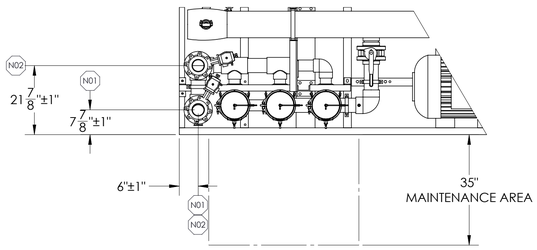
5.4. Conditional Offering

Buyer understands that this proposal has been issued based upon the information provided by Buyer, and currently available to Seller, at the time of proposal issuance. Any changes or discrepancies in site conditions (including but not limited to system influent characteristics, changes in Environmental Health and Safety ("EH&S") conditions, and/or newly discovered EH&S concerns, Buyer's financial standing, Buyer's requirements, or any other relevant change, or discrepancy in, the factual basis upon which this proposal was created, may lead to changes in the offering, including but not limited to changes in pricing, warranties, quoted specifications, or terms and conditions. Seller's offering in this proposal is conditioned upon a full Seller EH&S, and Buyer financial review.

5.5. Terms and Conditions of Sale

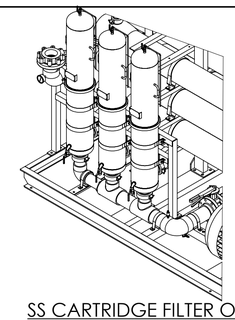
This proposal has been prepared and is submitted based on Seller's standard terms and conditions of sale (available upon request).

Appendix A - Proflex 108-2S and CIP General Arrangement Drawings

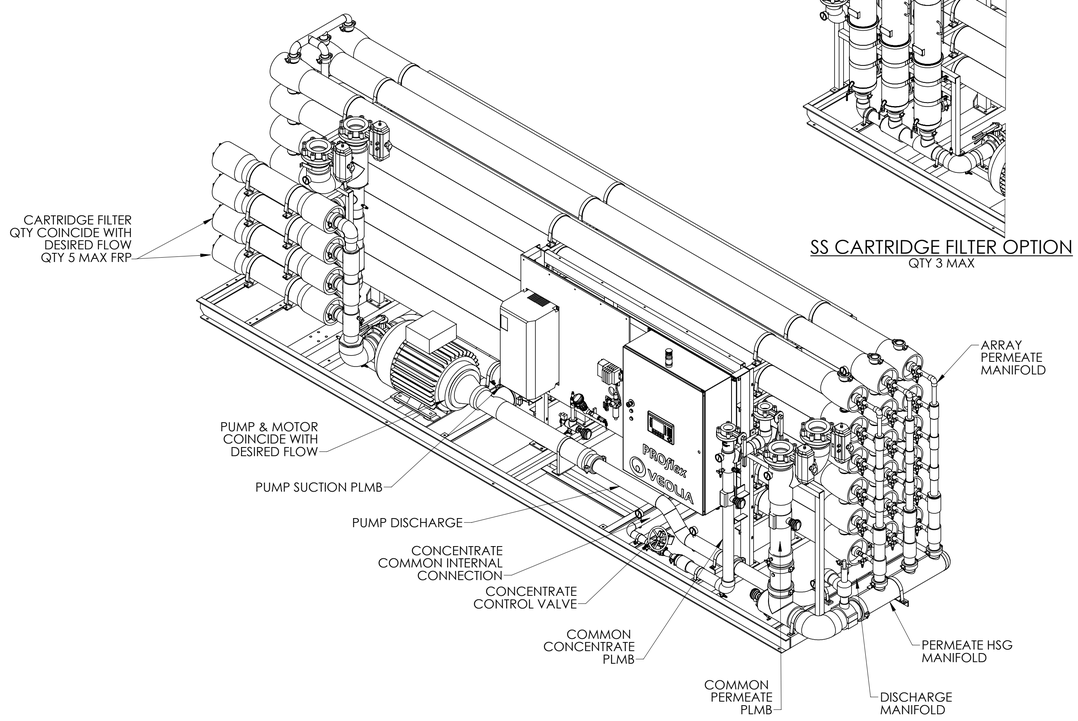


NOZZLE SCHEDULE

NOZZLE	DESCRIPTION	TYPE	SIZE(in)
N01	INLET	150# RF FLG	6.00
N02	INLET CIP	150# RF FLG	6.00
N03	PERMEATE OUTLET	150# RF FLG	6.00
N04	PERMEATE CIP OUTLET	150# RF FLG	6.00
N05	CONCENTRATE OUTLET	150# RF FLG	3.00
N06	CONCENTRATE CIP OUTLET	150# RF FLG	3.00
N07	COMPRESSED AIR INLET	FNPT	0.375"



SS CARTRIDGE FILTER OPTION
QTY 3 MAX



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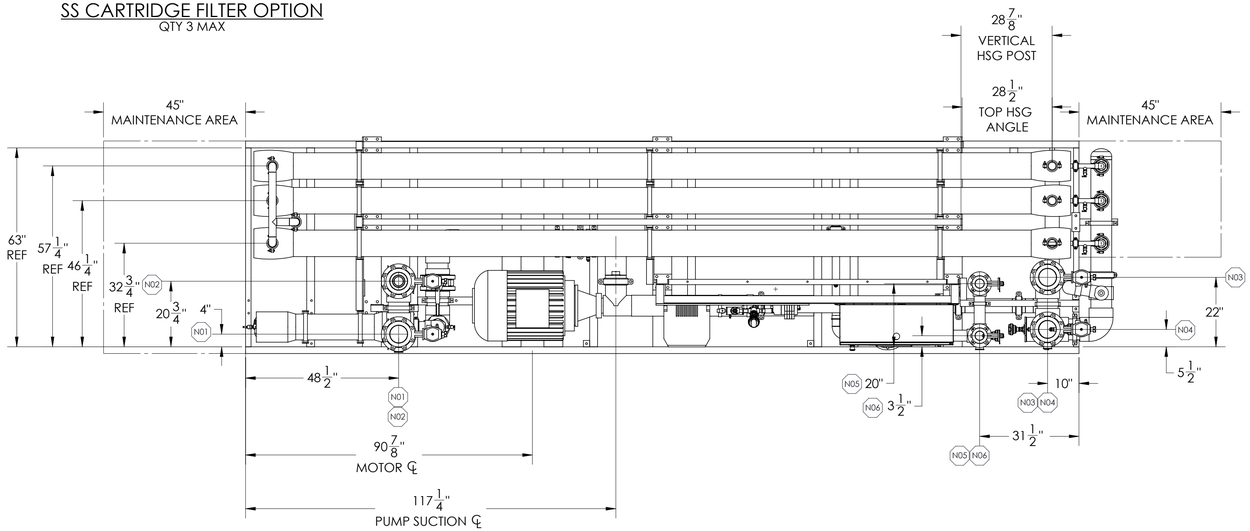

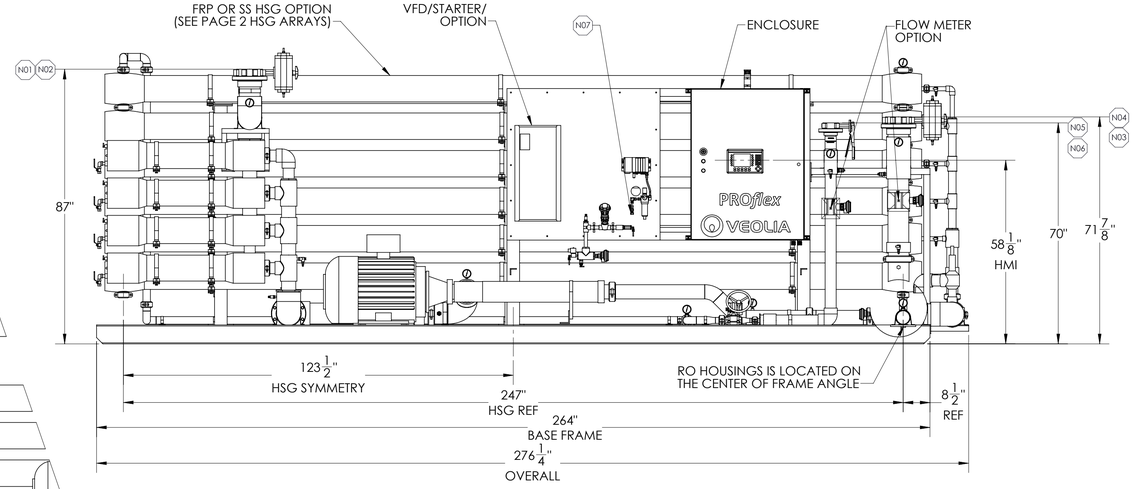

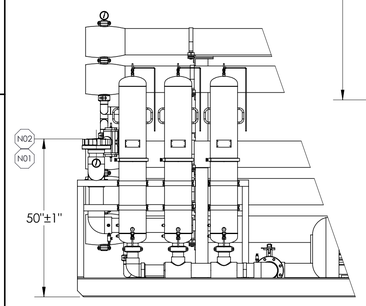

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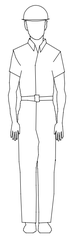
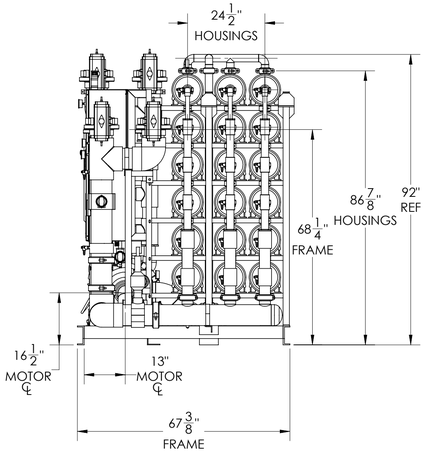
QTY 3 MAX





NOTES:

	SHIPPING WEIGHT		OPERATING WEIGHT
	SKID CRATED / BOXED	ELEMENTS SHIPPED LOOSE	
SKID WITH ELEMENTS	16301.4 lb / 7395 kg		18583 lb / 8430 kg
SKID WITHOUT ELEMENTS	12489 lb / 5666 kg	4048 lb /1837 kg	

1. ALL PIPING & EQUIPMENT SHOWN SHALL BE FULLY SUPPORTED BY VEOLIA W&PT PRODUCTION.
2. ALL INTERCONNECTING PIPING SHALL BE FULLY & INDEPENDENTLY SUPPORTED BY OTHERS.
3. GASKET MATERIAL:
   DILUTION WATER: 1/8" THK EPDM
   CHEMICAL: 1/8" THK GYLON 3450
4. FASTENER MATERIAL:
   GRADE B HEAVY HEX BOLTS/SA563 GRADE A HEAVY HEX NUTS
5. ALL DIMENSIONS IN INCHES.
6. REFERENCE - PIPING & INSTRUMENTATION DIAGRAM: 2900000P-AP-01-04.
7. MOUNT PUMP SUPPORT BRACKET 1/3 DISTANCE FROM END OF PUMP SHELL.CLOSE TO PUMP DISCHARGE.

REV	DESCRIPTION	ECO	DWN	APPR	APPR	DATE
J	ADDED PUMP SUCTION DIMENSION	143224	HP	AK	AD	16 Oct 24
I	PERMEATE PLUMB UPDATE	142538	HP	AK	AD	19 Jun 24
H	UPDATED DISCHARGE SPOOL	142115	HP	AK	AD	27 Feb 24
G	PRODUCTION PUNCH LIST UPDATE	141358	AA	AD	AD	21 Nov23
F	VEOLIA REBRANDING	140586	IA	NL	NL	07 Mar 23

TOLERANCES UNLESS NOTED
DECIMALS ANGLES
.X +/-0.5°
.XX +/-0.50 FRAC
.XXX +/- 1/2"

VEOLIA

CUSTOMER INFORMATION
ProFlex RO

GA,PROFLEX2-CONFIG
F,108-3,FFPS,46,TF,AB1

DRAWING NUMBER: 2900000PM-PG-01
REVISION: J
REF.:
DOC. OWNER:
PROJECT NO.: 2900000
PART/MATERIAL NO.: 2900000PM
SCALE: 1:24
SIZE: D
SHEET: 1 OF 3
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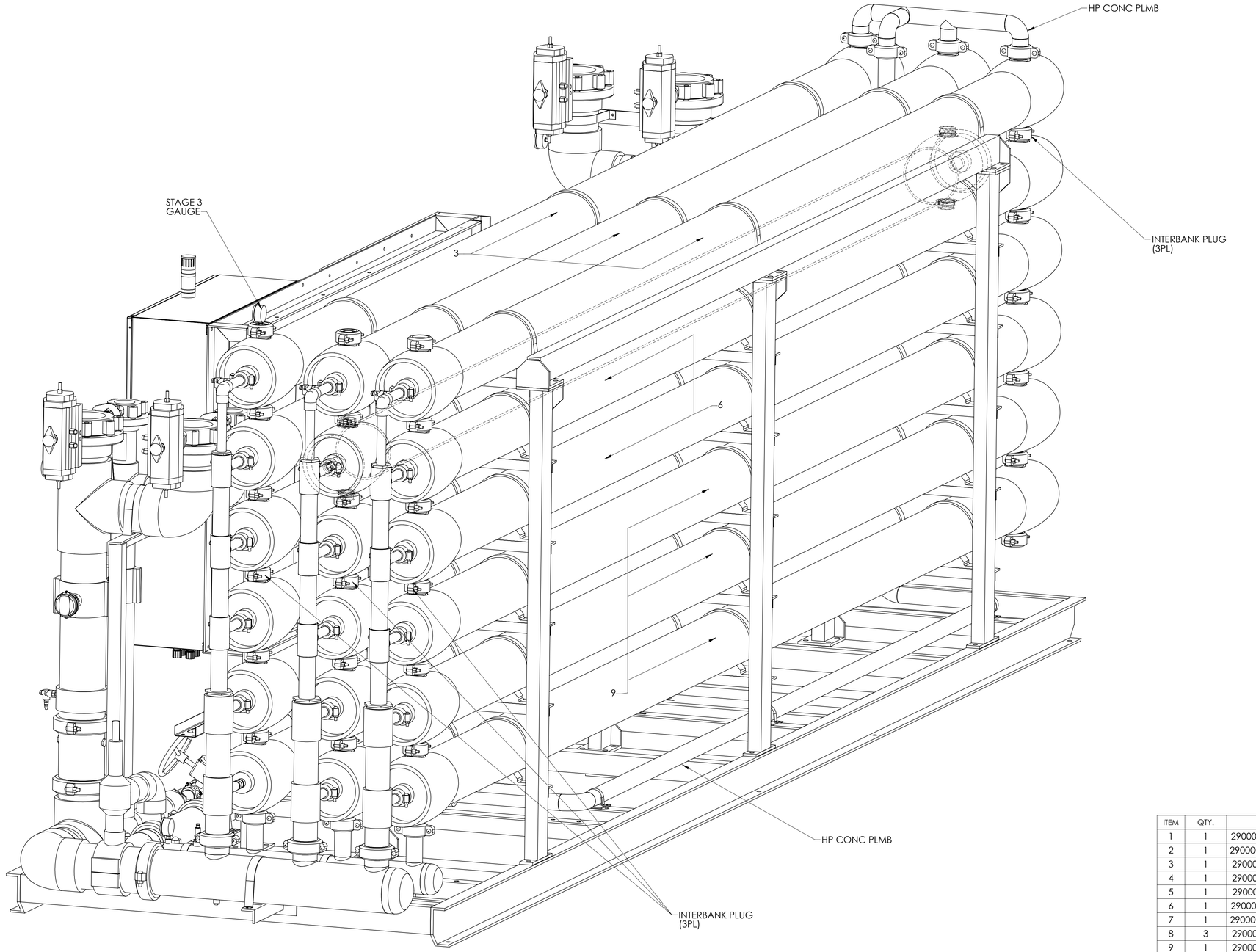

HSG ARRAY PM,
108 MEMBRANE (3 STAGE)
BANKING 9-6-3
INTERBANK PLUG

ITEM	QTY.	SAP	DESCRIPTION	U/M
1	1	2900000PJ-MZ-01	ASSY-INLET,PVC,FRP,6.0,4FLT	EA
2	1	2900000PD-MZ-05	ASSY-ICE,AB,SIGNET,6.00,3.00	EA
3	1	2900000PJ-PP-21	PLMB-DISCH,316,4.0XAS62505,100HP	EA
4	1	2900000PJ-PP-24	PLMB-INLET,316,6.0XAS62505,100HP	EA
5	1	2900000PJ-PS-25	SPOOL-PUMP,316,4.0X4.0,PF	EA
6	1	2900000PN-PP-31	PLMB-BANK 1,316,4.0,108,PF-108	EA
7	1	2900000PM-PP-33	PLMB-CONC HP,316,2.0,108-3S,9-6-3,PF-108	EA
8	3	2900000PJ-PP-34	PLMB-ARRAY,PERM,PVC,3.0,123456,PF	EA
9	1	2900000PJ-PP-40	PLMB-PERM,PVC,6.0,PF	EA
10	1	2900000PH-PP-41	PLMB-CONC,PVC,3.0,PF	EA
11	1	2900000PN-PS-35	SPOOL-ARRAY,PERM,316,6.0X3.0,3S,PF	EA
12	1	2900000PN-PS-36	SPOOL,VALVE-VBALL,316,1.50,GEAR,ADPTR	EA
13	1	2900000PN-PP-42	PLMB-CONC HP,316,2.0,PF,COMMON	EA
14	1	2900000PZ-SA-20	ASSY-FRAME,CS,PF108	EA
15	1	3211199	ENCL-ASSY,PROFLEX,A-B,120/60,SIG/EH/RS	EA
16	18	3151003	HSG-RO,8",FRP,6L,2.0MC,WAV,4P,450#,V,COD	EA
17	1	3171818	PUMP,TF,AS62505WB,100HP,F3,460/60/3	EA

REV	DESCRIPTION	ECO	DWN	APPR	APPR	DATE
J	ADDED PUMP SUCTION DIMENSION	143224	HP	AK	AD	16 Oct 24
I	PERMEATE PLUMB UPDATE	142538	HP	AK	AD	19 Jun 24
H	UPDATED DISCHARGE SPOOL	142115	HP	AK	AD	27 Feb 24
G	PRODUCTION PUNCH LIST UPDATE	141358	AA	AD	AD	21 Nov23
F	VEOLIA REBRANDING	140586	IA	NL	NL	07 Mar 23

TOLERANCES UNLESS NOTED
DECIMALS ANGLES
.X +/-0.5° FRAC
.XX +/-0.50 +/- 1/2"
.XXX

VEOLIA

CUSTOMER INFORMATION
ProFlex RO

GA,PROFLEX2-CONFIG
F,108-3,FFPS,46,TF,AB1

DRAWING NUMBER
2900000PM-PG-01

REVISION
J

REF.:
DOC. OWNER:

PROJECT NO.	PART/MATERIAL NO.	SCALE	SIZE	SHEET
2900000	2900000PM	1:24	D	2 OF 3

LAST SAVED: Friday, October 18, 2024 12:14:38 PM

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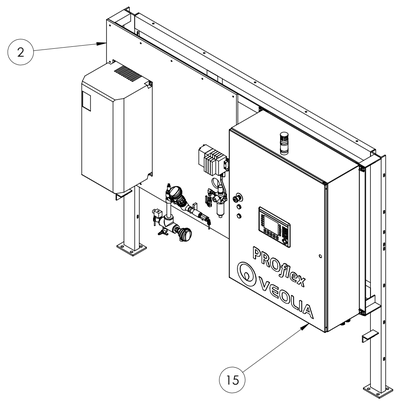

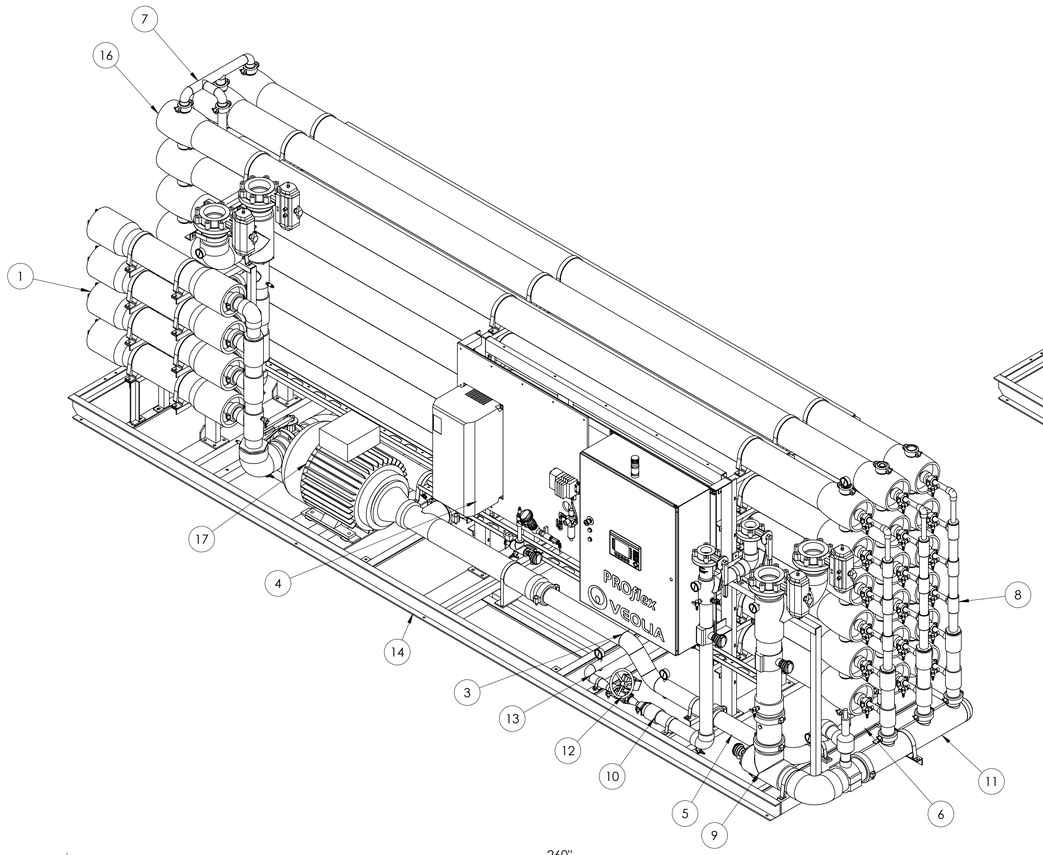

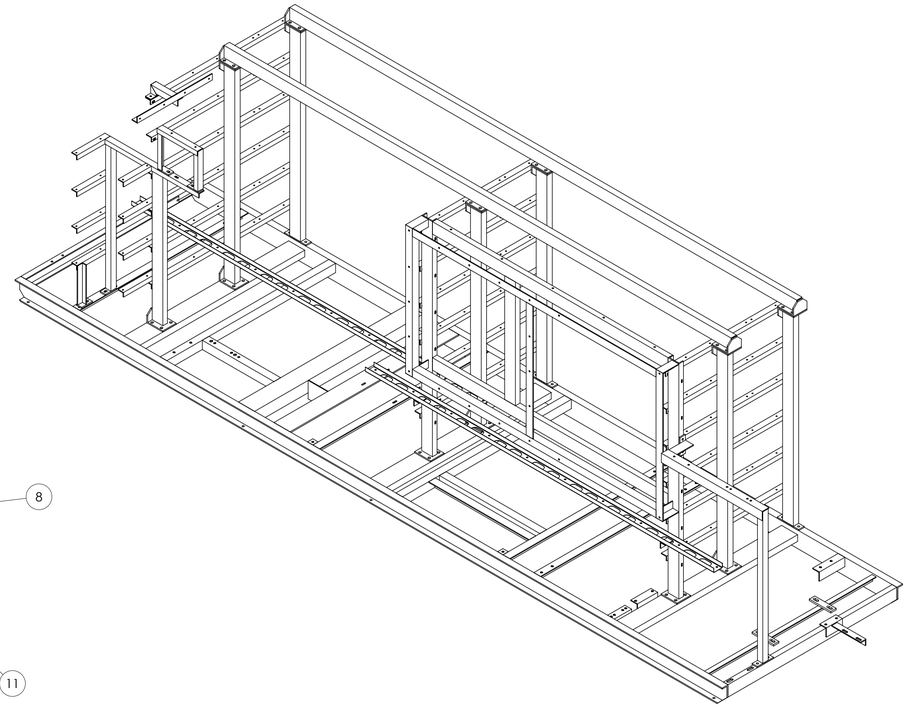

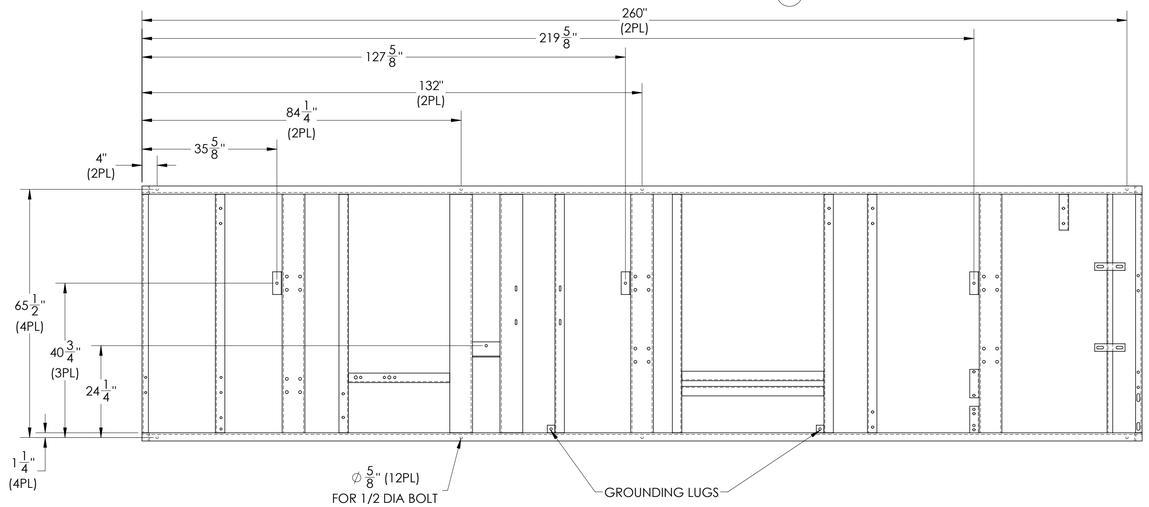

FRAME TOP VIEW
ANCHOR BOLT LOCATIONS
SCALE = 1:20

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J	ADDED PUMP SUCTION DIMENSION	143224	HP	AK	AD	16 Oct 24
I	PERMEATE PLUMB UPDATE	142538	HP	AK	AD	19 Jun 24
H	UPDATED DISCHARGE SPOOL	142115	HP	AK	AD	27 Feb 24
G	PRODUCTION PUNCH LIST UPDATE	141358	AA	AD	AD	21 Nov23
F	VEOLIA REBRANDING	140586	IA	NL	NL	07 Mar 23

TOLERANCES UNLESS NOTED
DECIMALS ANGLES
.X +/-0.5°
.XX +/-0.50 FRAC
.XXX +/- 1/2"

VEOLIA

CUSTOMER INFORMATION
ProFlex RO

GA,PROFLEX2-CONFIG
F,108-3,FFPS,46,TF,AB1

DRAWING NUMBER: 2900000PM-PG-01
REVISION: J
REF.:
DOC. OWNER:
PROJECT NO.: 2900000
PART/MATERIAL NO.: 2900000PM
SCALE: 1:24
SIZE: D
SHEET: 3 OF 3

FILE LOCATION: C:\SWP\DMS\SYSTEMS-PRO\2900000 - ProFlex RO\2. Mechanical Drawings\

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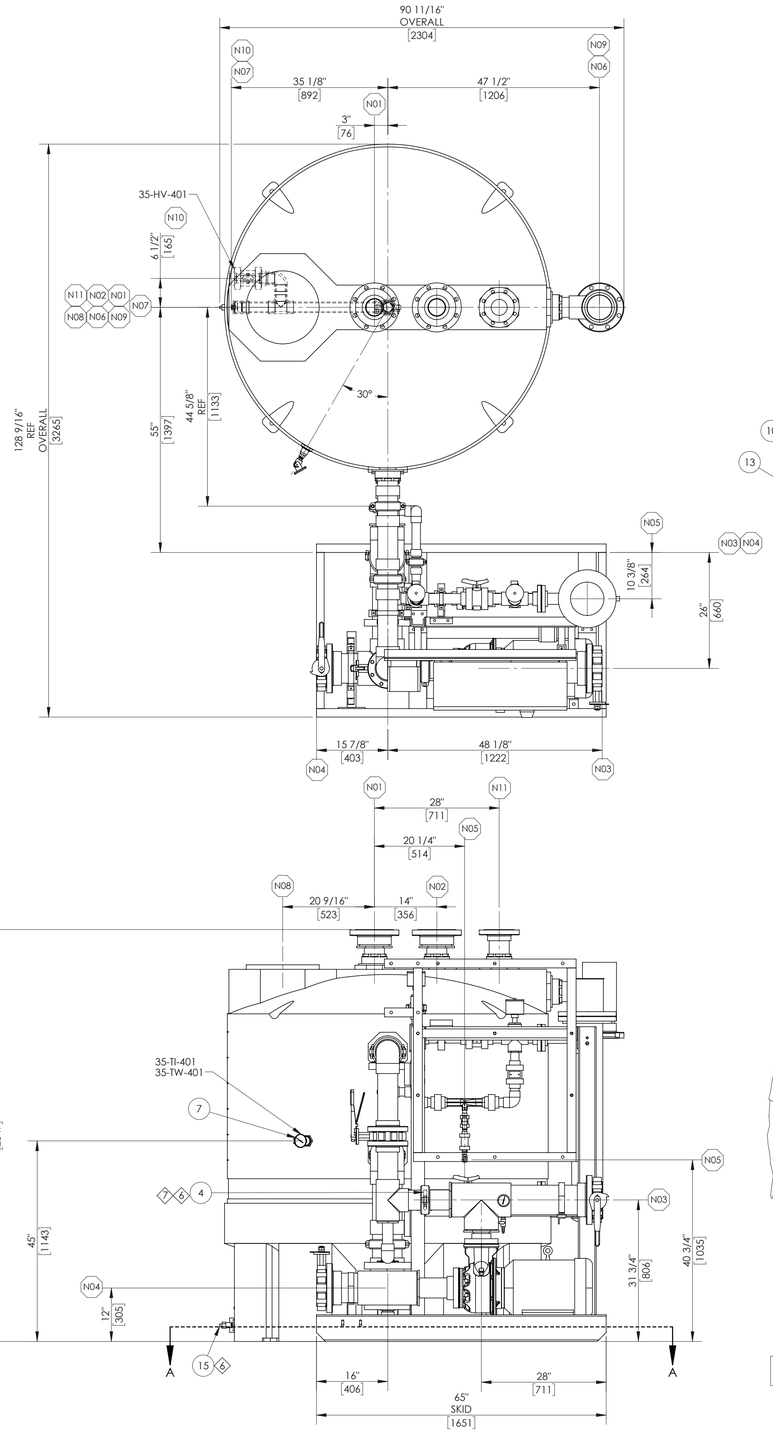
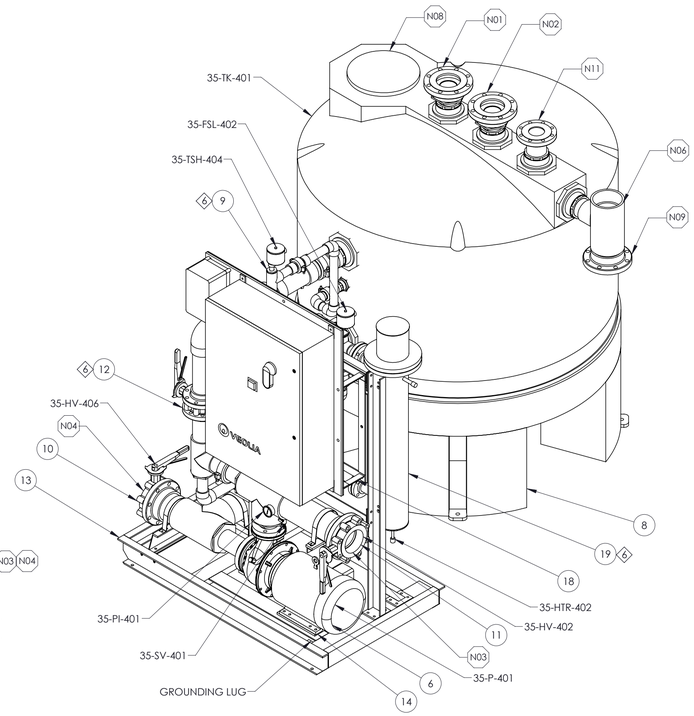
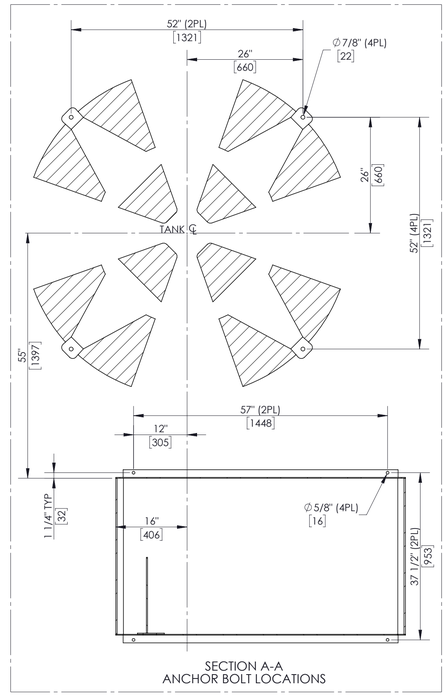
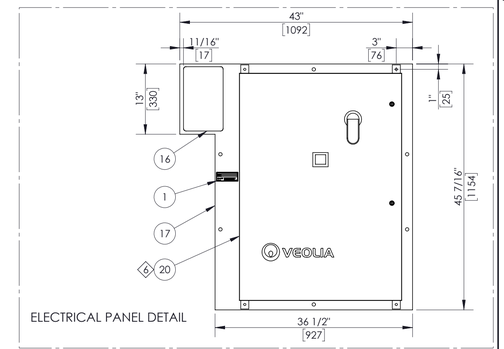
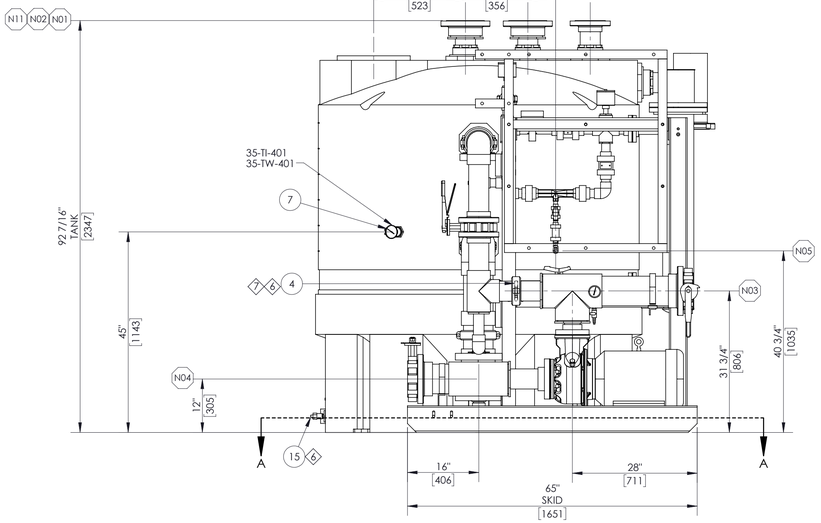
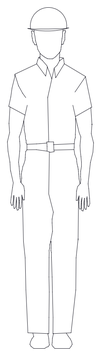


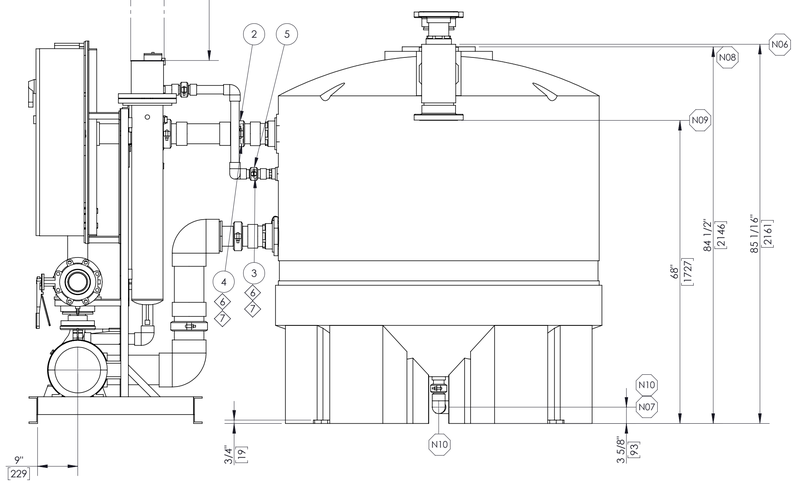












NOZZLE SCHEDULE

NOZZLE	DESCRIPTION	TYPE	SIZE
N01	CIP PERMEATE RETURN	150# FLANGE	6.00
N02	CIP CONCENTRATE RETURN	150# FLANGE	6.00
N03	RO CIP FEED	150# FLANGE	6.00
N04	DRAIN SYSTEM	150# FLANGE	6.00
N05	CIP CHEMICAL	THREAD(F)	0.50
N06	VENT	SOC	6.00
N07	LEVEL TRANSMITTER	THREAD	0.25
N08	MANWAY	THREADED FILLWELL	16.00
N09	TANK OVERFLOW	150# FLANGE	6.00
N10	TANK DRAIN	SOC	2.00
N11	SERVICE WATER	150# FLANGE	4.00

NOTES:

1. SHIPPING WEIGHT - 1,310 lb/[600 kg]
2. OPERATING WEIGHT - 7,950 lb/[3,610 kg]
3. ALL DIMENSIONS IN FEET & INCHES.
4. REFERENCE - PIPING & INSTRUMENTATION DIAGRAM: 1318222.
5. LEAVE 0.125 GAP BETWEEN ADAPTORS OF ALL VICTAULIC COUPLINGS.

6 FOR OPTIONAL EQUIPMENTS ONLY.

7 CLOSE WITH PLUG IF CHEMICAL INJECTION AND HEATER IS NOT REQUIRED.

EQUIPMENT & PLUMBING TABLE

ITEM	QTY.	SAP	DESCRIPTION	U/M
1	1	1119181	LABEL-MOD,S/N,VEOLIA WATER,4.0X1.7	EA
2	1	1153148	COUPLING-MC,GLV,400#,4.00,EPDM,LP,75	EA
6 3	1	1156020	PLUG,M,CPLG,PVC,1.50	EA
6 4	2	1160816	PLUG,M,CPLG,PVC,4.0	EA
5	1	1163601	COUPLING-MC,GLV,1.50,EPDM,LP,75	EA
6	1	3209380	PUMP-CENT,316,25HP,230/460/60/3PH,GL	EA
7	1	1261208	GAUGE-TEMP,316,3.0,F,-20/120,0.75MPT,4.5	EA
8	1	3167349	TANK-CIP,HDPE W/PE,1050 GAL,6.0/6.0/6.0	EA
6 9	1	3167924	PLMB,HEATER OUT,2.00X1.50,CIP-SYS-72-108	EA
10	1	3167925	PLMB-INLET,PVC,4.00X6.00,CIP-SYS-90-108	EA
11	1	3167926	PLMB-DISCH,PVC,3.00X6.00,CIP-SYS-90-108	EA
6 12	1	3167927	PLMB,CHEM-INJ,4.00X2.00,CIP-SYS-90-108	EA
13	1	3169416	ASSY-FRAME,CS,CIP,72-108,PAINTED	EA
14	2	3170926	SHIM,HDPE,3.00X12.00X0.50THK	EA
6 15	1	3175488	TRANS-LEVEL,316,0.25,MNPT,0-100inH2O,IFM	EA
16	1	3193168	STARTER,N4X,600/110-120,S&S,11-34A	EA
17	1	3199328	PANEL,SHEET,PPL,45.44X43.00X0.50	EA
18	1	3199336	ASSY-FRAME,CS,CIP,BRACKET,33.25X36.5,PTD	EA
6 19	1	3219499	HEATER-CIRC,40KW,480VAC/3PH,2.00,WATLOW	EA
6 20	1	3219550	ELEC-ASSY,RO HTR PNL,40KW,480V/3P/60HZ	EA

REV	DESCRIPTION	DWN	APPR	CHKD	ECO	DATE
M	INLET AND DISCHARGE PLMB UPDATED	KB	CJ	MR	144413	21 Jul 25
L	HEATER MODEL UPDATED	SKK	WM	AV	142947	30 Sep 24
K	PUMP,PANEL AND STARTER UPDATED	GD	CJ	KTPK	142150	23 Feb 24
J	PANEL DETAIL ADDED	GD	NL	VK	142088	05 Dec 23
I	PUMP MODEL UPDATED AS PER LATEST DATASHEET	GD	CJ	KTPK	141665	30 Oct 23

VEOLIA

VEOLIA WATER TECHNOLOGIES & SOLUTIONS

CUSTOMER

SITE

TITLE

SYS-CIP,90-108, 460VAC 60HZ

DRAWING NUMBER	REVISION
1318228	M

PROJECT NO.	PART/MATERIAL NO	SCALE	SIZE	SHEET
	3167370	1:17	D	1 OF 1

LAST SAVED:07 August 2025 09:44:04 PM

FILE LOCATION: C:\SWPDM\SYSTEMS-FIO\VFO\1310000\

Appendix C – IXOM Proposal for Aeration

Type here

Western Canada
Suite 300
3665 Kingsway
Vancouver, BC V5R 5W2

Eastern Canada
715647 Oxford Road 4
Innerkip, ON N0J 1M0

(866) 299-3009 | GREATARIO.COM

Budget Estimate for *GridBee™* Trihalomethane (THM) Removal Equipment for the 97th St Tank

Date: May 21, 2026

Proposal Expiration Date: August 19, 2026

Project #: 85948

To: Farren Afsar
WSP
368 886-3967

From: Pete Zimmer
Greatario Engineered Storage Solutions

Location Information

Tank Name: 97th St Tank

Tank Volume: 1,000,000 Gallons

Tank Style: Ground Storage

Tank Height (ft): 26'

Design Parameters and Guarantee

This System is Designed Around the Following Parameters:

1) Maximum flow through the tank of 3,300 cubic meters per day
2) Estimated maximum fill rate of 50 liters per second
3) Peak THMs as high as 260 µg/l tested at the tank
4) Speciation is estimated to be approximately 50% or more chloroform

This system is designed to achieve a 60-65% reduction of THM levels in water entering the tank during peak THM season, when starting THM levels exceed 60 µg/l and temperatures exceed 60° F.

Performance Testing and Evaluation: Note testing to be completed by others and not the equipment manufacturer.

100% Performance Guarantee: See the Trihalomethane Removal Equipment (TRE) Performance Warranty at the following link: https://ixomwatercare.com/equipment-warranties/
Please note, testing to be completed by others and not the equipment manufacturer.

Notes

- For a firm quote, please provide Ixom with the following information:
  - Which tanks, if any, have a single inlet/outlet
  - Information on any internal tank obstructions: baffles, columns, cathodic protections systems, etc.
  - Maximum fill rate
  - THM speciation
  - Confirm head space, operating depth, and hatch size requirements can be met
- 240v 3PH source power required. If 3PH not available, VFD may be used to make phase conversion for the spray aerators
- Minimum head space requirement for SN10: 30"
- Minimum operating depth for SN10: 6'
- Minimum hatch size required for SN10: 24" diameter
- Tank gravity vents must allow for 50 in2 (after screens and mesh) minimum open surface area per F4 blower

Equipment Cost

PN	Qty	Equipment Description	Purchase Cost Total (CAD$)
102184	3	SN10 240v 3PH Floating Spray Nozzle Machines	Included
101853	3	12"x 40' Diameter Potable Intake Hose Assemblies	Included
10014018	220'	Stainless Steel Tether Cable, priced per foot	Included
102058	3	F4 Ventilation Systems 240v 3PH	Included
		Equipment Subtotal:	$396,660
		Applicable Taxes:	-to be determined -
		Factory Delivery, Placement with On-Site Training *(Startup if customer supplied power is available)*:	$75,182
		Customs Fees:	$2,718
		Freight Fuel Surcharge:	$3,541
		Project Total:	**$478,101**

Note: If City changes voltage or phase of above equipment, other hp and voltage ratings can also be supplied.

Optional Control Panel Cost:
IXOM can supply motor control panels for the THM removal system components (one panel is required for each Spray Unit, and Ventilation System), or the City can elect to supply the entire electrical system itself.

PN	Qty	Equipment Description	Purchase Cost Total (CAD$)
100412	3	Control Boxes - SN10 240v 3PH	Included
100491	3	Control Boxes - F4 240v 3PH	Included
		Equipment Subtotal:	$54,387
		Customs Fees:	$303
		Freight Fuel Surcharge:	$394
		Optional Control Box Total:	**$58,084**

Optional Mixer Cost:
An optional mixer is recommended to keep tank well mixed during times of low THMs, when to save energy, the THM removal equipment is powered off.

PN	Qty	Equipment Description	Purchase Cost Total (CAD$)
100304	1	GS-12 120v 1PH Submersible Mixer - Standard 75' Cable	Included
102423	1	GS Series Full Feature Control Box with SCADA Monitoring 120v	Included
		Equipment Subtotal:	$33,610
		Applicable Taxes:	-to be determined -
		*Discounted Factory Delivery & Placement:	$6,080
		Customs Fees:	$139
		Freight Fuel Surcharge:	$181
		Optional Mixer Total:	**$39,910**

*This is a discounted rate that only applies if the GS mixer is placed during the same factory visit as the THM removal equipment listed above.

Proposal Expiration: This proposal expires in 90 days, or on the date of any new proposal for this project, whichever is sooner.

Equipment Delivery Time: Delivery time varies, for equipment only it is usually within 3-6 weeks from order date, and for factory placement it is usually within 8-12 weeks from order date, or after receipt of an approved submittal when required.

Warranty: IXOM has the best parts and labor warranties that we are aware of in the industry. The details of the warranty which applies to this project are either attached to this document or are available at:
https://www.ixomwatercare.com/warranty

Additional Options	
Contractor placement and factory advisory services are available upon request, contact the factory for pricing.	
ResidualHQ Disinfectant Control System	Designed for continuous monitoring and management of disinfectant residual levels. Limited maintenance, simple single-point calibration. Water Quality Monitoring includes continuous monitoring and logging of Total and Free Chlorine residual concentrations utilizing two reagent-free, low- maintenance, amperometric membrane sensors. Feed Capabilities include feed rates for bulk disinfectant chemicals. Unit produces and delivers chlorine, ammonia, and chloramine containing solutions. Adjustable concentrations and ratios. Automated and manual feed operations. Redundant flow verification. Configurable volume and frequency limits. SCADA includes control system accessed via 7" color touch- screen and tactile buttons, or remotely through Modbus protocols (RTU or TCP/IP). Digital outputs available for additional status monitoring. Data logs for various historical actions and parameters. Please click here for more details: https://www.ixomwatercare.com
IXOM Service Program	This program is specialty coverage which includes the utilization of Factory Crews to service and maintain proprietary designed equipment. Please click here for more details: https://www.ixomwatercare.com

Scope of Supply - Factory Equipment Placement

IXOM Scope of Supply for delivery and placement of this equipment:

- Manufacture, deliver and place the above equipment into the tank; including supplying any crane or lifting assistance that may be needed.
- For Interior Equipment: IXOM will bring the electric cord from each piece of interior equipment supplied to the outside of the tank, via a IXOM supplied through-wall fitting and bring the electrical cord through a tank wall, roof, or vertical side of a raised hatch above overflow water level. The top of the through wall fitting contains 3/4" NPT internal threads for conduit connection.
- For a Roof Mounted Blower: IXOM will place the supplied blower.
- For a Ground Mounted Blower: IXOM will supply and ship the blower in advance.
- If the City electrician connects this equipment to the power system while IXOM's crew that is placing the equipment is still on site, IXOM's crew will assist in startup of this equipment to check for proper motor rotation and to confirm the equipment is operating correctly. If the City electrician cannot make the final electrical connection to this equipment while IXOM's crew is on site, then the City will need to start up the equipment without IXOM present, which is generally not a problem. However, if the City requests IXOM to make a special trip for system startup, then the City must issue a separate purchase order to cover IXOM's cost for the special trip.
- At the submittal phase, IXOM will provide a redline placement drawing.

Customer Scope of Supply for IXOM delivery and placement of the above equipment:

Below is a standard scope of supply based on general tanks of this construction. Scope may change due to unique tank conditions.

- Confirm there are no interior obstructions which would impede the placement of our equipment.
- Verify Cathodic Protection (if present) will work with floating equipment and intake hoses that descend to reservoir floor.
- For a roof mounted blower(s):
  - → Confirm in advance that the roof can handle the weight loading of the blower(s)
  - → Make the air supply penetration through tank roof into the headspace above overflow level for blower(s) - 4" diameter.

• For a ground mounted blower(s)

→ Supply an adequately sized concrete pad to be located next to the tank for the ground mounted air ventilation system and provide securement of the blower skid to the concrete pad. Mount Blower to concrete pad, adapt to air ducting, and wire power source to Blower motor.

→ Supply exterior air duct from blower to tank headspace opening. Air ventilation system should be sized for 12'' diameter air ducting. Air ducting shall be mounted to and penetrate the tank with a sealed connection to the tank roof and shall provide a downward air injection toward the water surface. Ducting shall be stainless steel or coated steel to prevent rusting inside and out. Ducting reducers may be necessary to provide transition connection between the discharge opening to the Blower discharge. A drainage tee shall be placed at the bottom of the air ducting to allow drainage of any moisture that may accumulate within the ducting. A flexible joint and damper is recommended at or near the blower connection.

→ Make (1) 12" diameter air supply hole FOR EACH BLOWER through tank roof into the headspace above overflow level, preferable in the near vicinity of our spray nozzle locations. IXOM Engineering Department can help with placement.

→ Provide (1) 1-5/16" diameter penetration FOR EACH SN Unit and GS Unit for IXOM electric cord through tank fittings.

• Please note, the proposed IXOM ventilation system does not include vents and instead relies on either the existing roof vents to be adequate or others to supply/install new vents as required. Refer to IXOM ventilation blower operations & maintenance manual for ventilation requirements, or contact IXOM Watercare for additional guidance. The ventilation system also does not include air ducting, external conduit, or a concrete pad, these items require others to supply as required.

• Provide and install T316SS Ceiling Anchors with interior cable eyelets: provided for Vertical Drop line Attachment Points, accessible by IXOM personnel while working in raft at full water level. Cables to be anchored into roof per tank manufacture's recommendations to support a 75lb suspended weight. Up to 2 drop lines per SN machine may be necessary.

• Supply/source new vents as required.

• Supply source power up to the point of IXOM's termination on the tank roof.

• All electrical work, including THM system connections, must be completed by a licensed electrician.

• Provide and Install the motor control panels and all associated electrical connections.

• Coordinate SCADA connections and integrations.

• Anything not supplied or listed in IXOM Scope to be supplied by others.

• Provide and execute all other functions and specifications not included in the IXOM scope.

• Include sales or other taxes; taxes are not included in this quote.

• Execute submittals to Engineer after purchase order.

• Confirm site has access for truck and trailer, and tank includes features to provide means of roof access and for setting up fall protection systems. (i.e. fixed access ladders, sufficient roof anchors, means of securing confined space tripod over roof access hatch, etc.).

HIGH LEVEL WATER TREATMENT PLANT – TREATMENT OPTIONS REVIEW

Town of High Level | WSP | June 2026

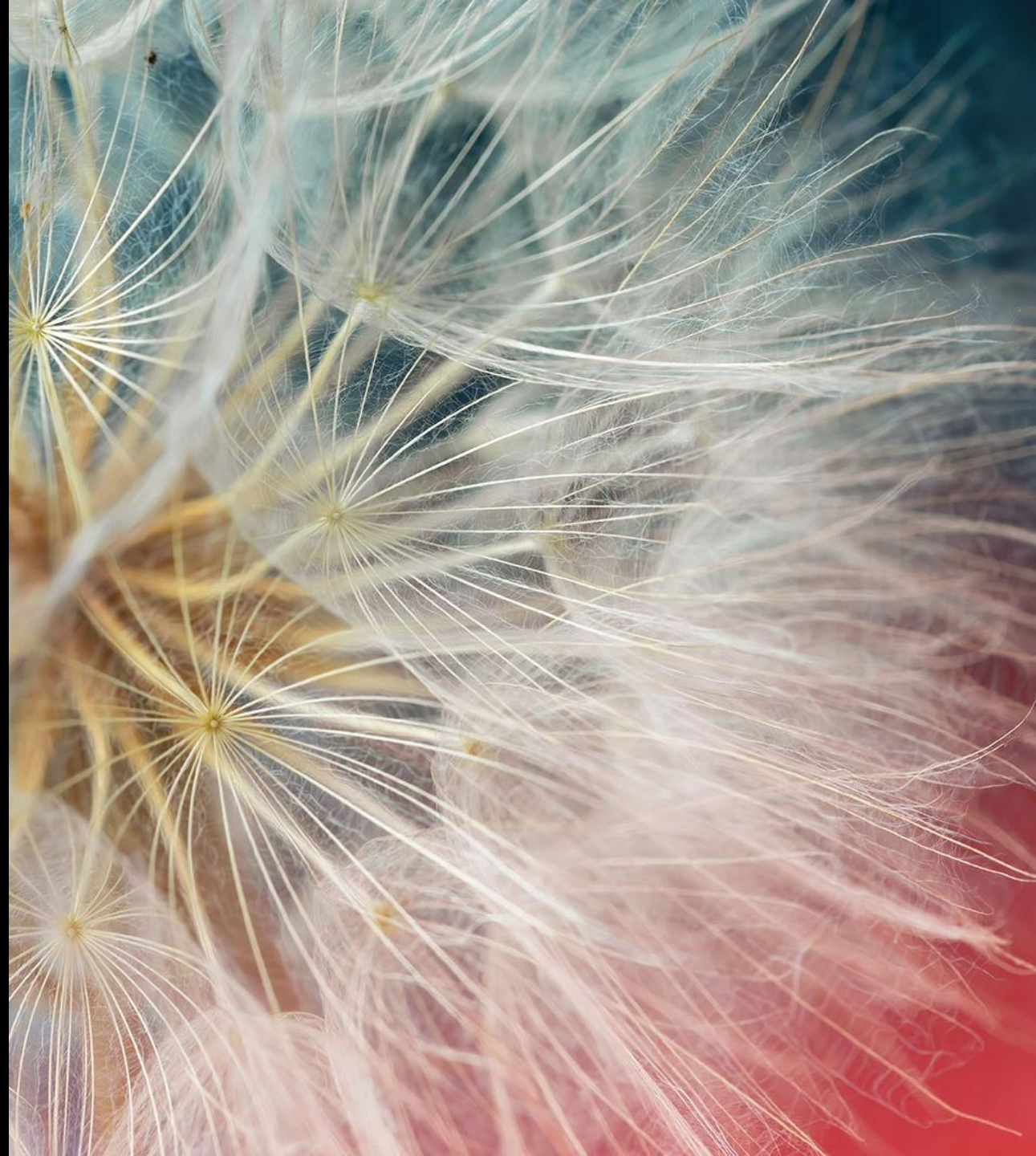
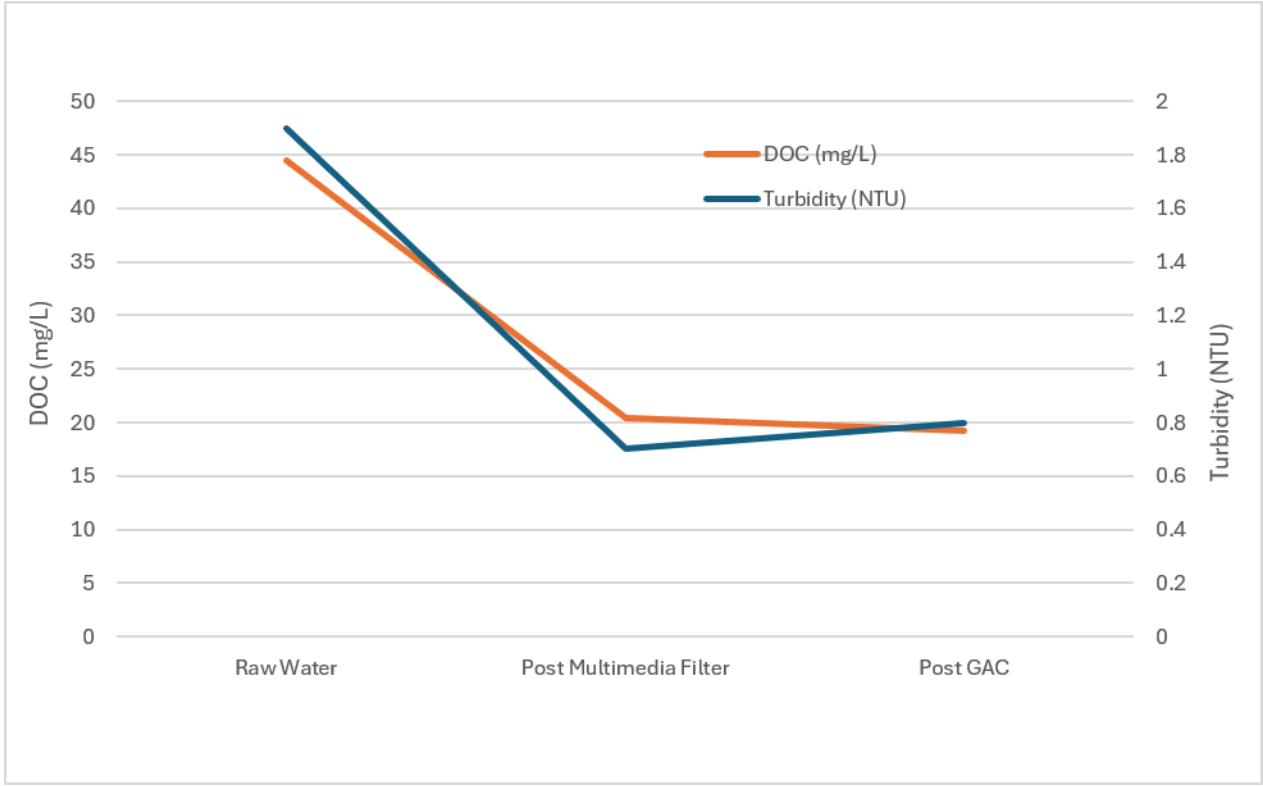


Table of Contents

- Current Water Quality Challenges
- Findings From Previous MIEX Pilot Study
- Alternative Solutions
- Technical and Financial Analysis
- Recommend a Preferred Path Forward

Current Challenge

- Source water (Footner Lake): very high DOC level ~40 mg/L
- Formation of disinfection by products (DBPs)
  - THMs: over 100 µg/L (frequently)
  - HAA: over 80 µg/L (occasionally)
- Current treatment system:
  - Coagulation – Flocculation – Sedimentation – Multimedia Filtration – GAC Filtration
  - Ozonation equipment installed but never used



MIEX Pilot Study Results

Key Findings

- MIEX Improves DOC removal
- Reduces Alum dose by ~50%
- Slight reduction in THM and HAA formations **(Still exceeds Health Canada MACs)**

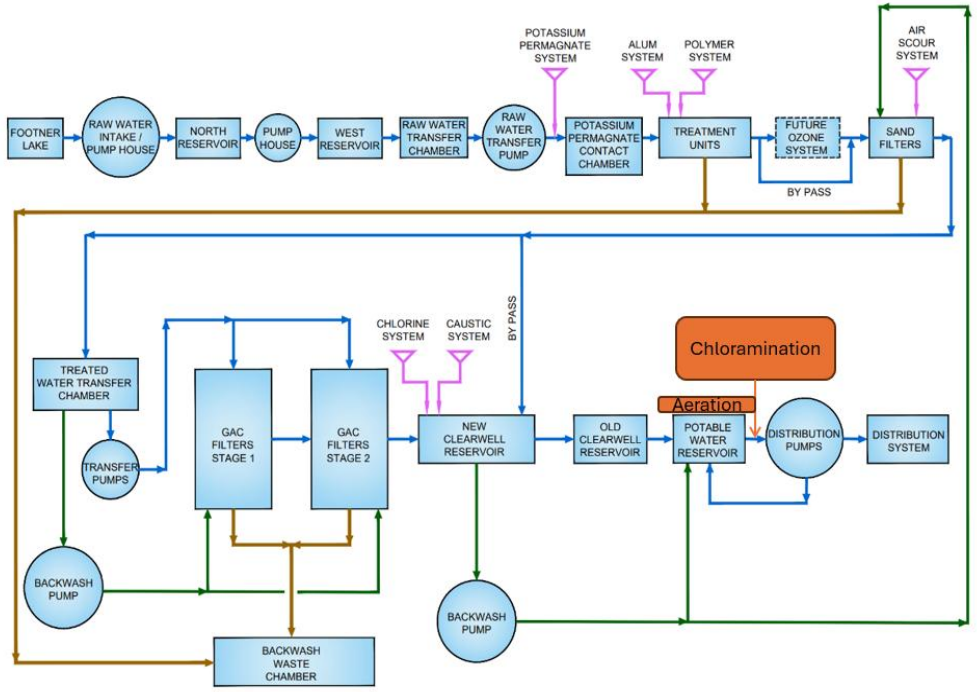
Overall Conclusions

- ➢ MIEX provides moderate performance improvements
- ➢ Does not significantly outperform existing treatment
- ➢ Best suited as a supplementary solution, but not ultimate solution

Alternative Solution 1: Aeration + Chloramination

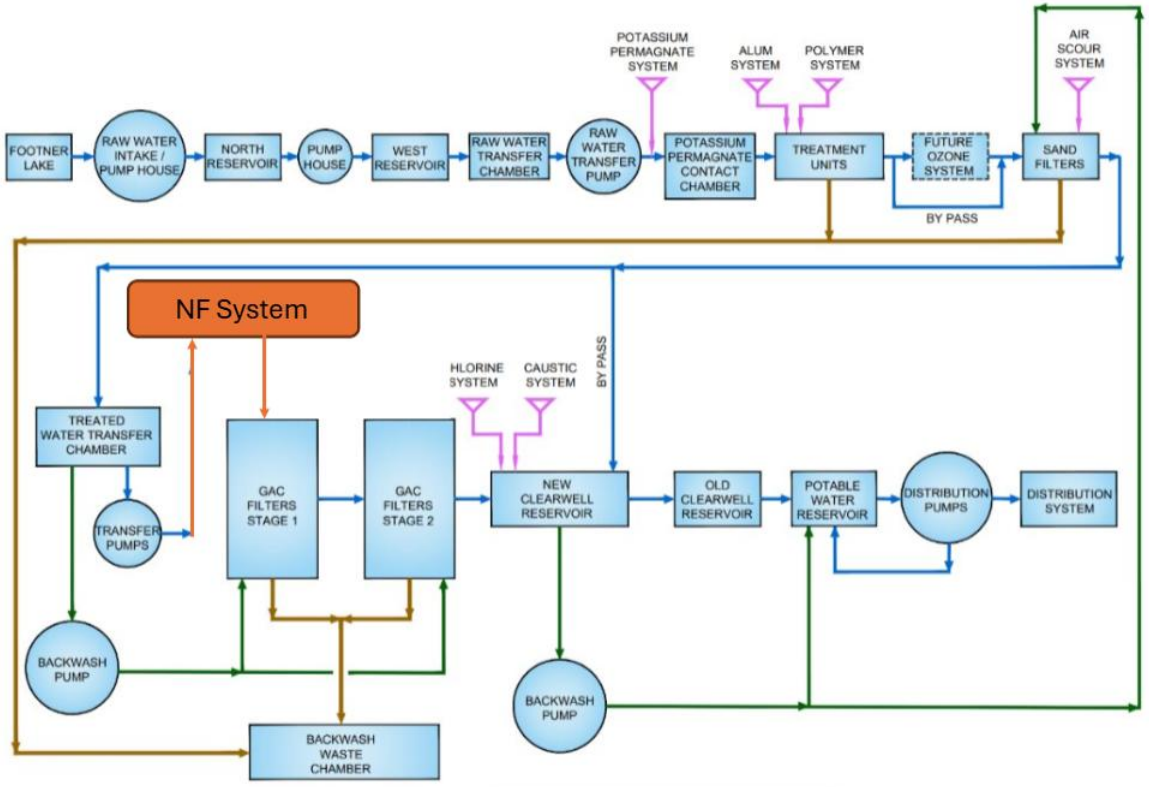
+

Chloramination



Benefits	Limitations
Lower capital cost & lower O&M cost	Does NOT remove DOC (root cause)
Easier to implement	Limited impact on HAAs
Reduces formed THMs at POE	Risk of future compliance issue

Alternative Solution 2: Nanofiltration



Benefits	Limitations
Effective DOC Removal Full compliance of DBPs	Higher capital cost
Potentially reduces coagulant consumption	Higher O&M cost
Compact foot-print	Produces a concentrate stream requiring disposal

Financial Analysis of Treatment Alternatives

Treatment Option	Capital Cost ($)	25-Year Life Cycle Cost ($)
MIEX	$5,716,000	$15,929,000
Nanofilteration	$5,001,000	$12,784,000
Aeration + Chloramination	$1,355,000	$7,024,000

The life cycle cost for each option is assessed based on

- Chemical Cost
- Maintenance Cost
- Energy Consumption, and Equipment Replacement Allowance

Final Evaluation

Criteria	Weight	OPT. 1 – MIEX	OPT. 2 – NF	OPT. 3 – AB + CM
Technical Feasibility	70%	2.1	4.0	3.1
Capital Cost	20%	0.00	0.16	1.00
Life Cycle Cost	10%	0.00	0.35	1.00
Total Weighted Score	100%	1.47	2.87	2.47

Note: Technical feasibility is evaluated based on performance, maintenance, operation, and residual management

Summary of Findings

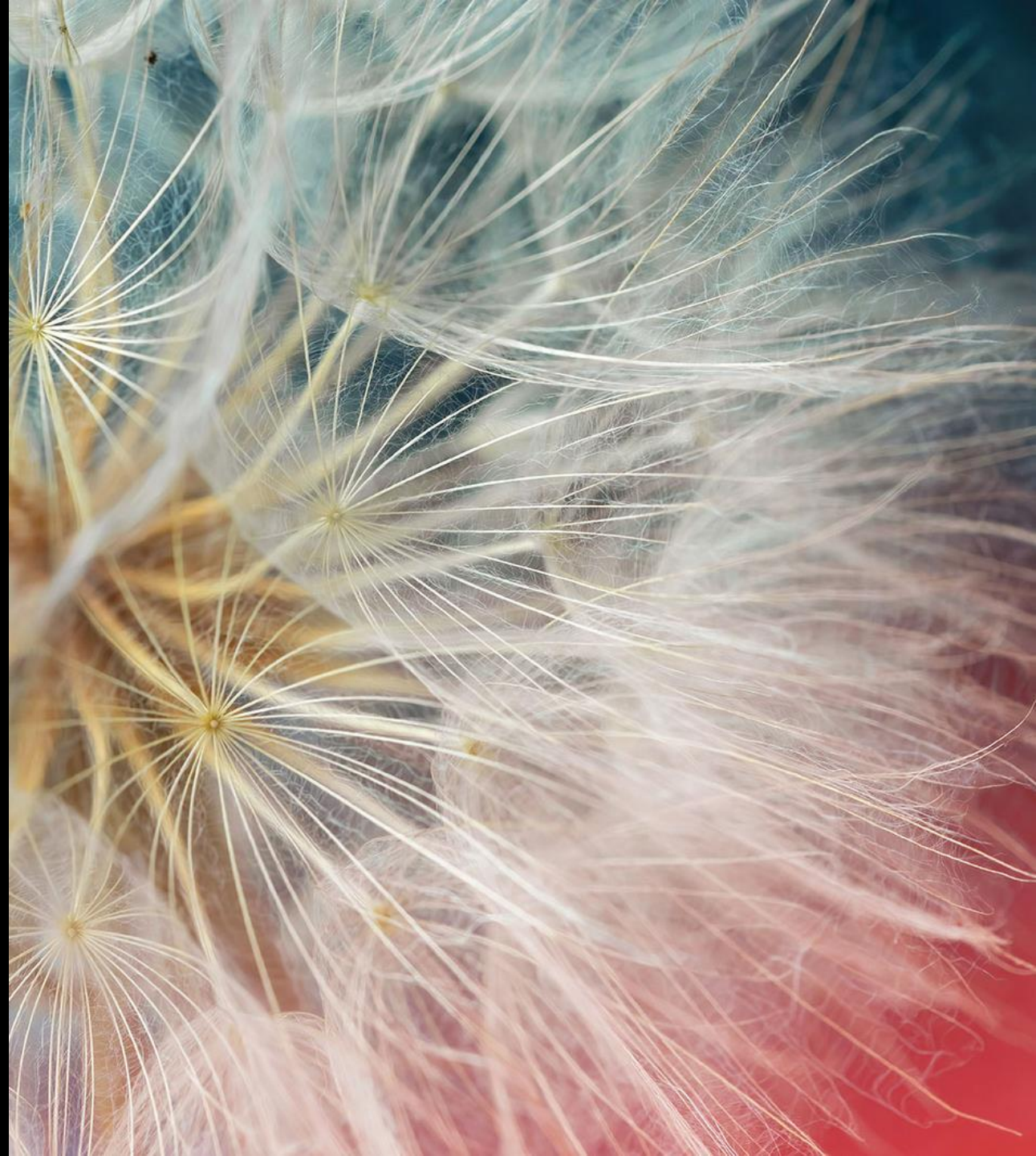
- **Nanofiltration** is the highest benefits to cost, and long-term solution
- **Aeration combined with chloramination** is a low-cost and interim mitigation strategy

Recommendations

- Aeration + chloramination may be considered as a short-term and interim solution if the Town has urgency to mitigate THMs.
- Nanofiltration is a long-term solution
  - Conduct pre-treatment optimization study, including raw water characterization to maximize reduction of DOC in NF feed water, to extend life of NF membrane
  - Conduct NF pilot testing, to prove NF performance, determine key design and operation parameters, assess fouling potential, and refine capital and O&M costs

THANK YOU

wsp.com



10511 - 103 Street
High Level, Alberta. T0H 1Z0
Phone: 780 926 2201 Fax: 780 926 2899

REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Meeting Date:	
Date:	Prepared By:
June 22nd, 2026	Myron Thompson, Interim Deputy CAO

Subject:

Regional Waterline Feasibility Study – Route Alignment Update

Recommendation:

THAT Council supports the revised alignment as provided and requests that the feasibility study proceed utilizing the approved alignment option.

CAO Comments:

I support the recommendation.

Background:

Associated Engineering (AE) started working with the Town of High Level and Mackenzie County in 2020 on separate initiatives to update each municipality's water license. Through this work, both municipalities identified similar long-term source water reliability challenges. In 2021, Associated Engineering facilitated a joint meeting between the Town and the County where both parties agreed that exploring a regional raw water supply options would be beneficial for both municipalities. Later in that year Associated Engineering prepared a term of reference for the Town in making application under the province's Water for Life Strategy Program with Alberta's Transportation & Economic Corridor Division. The grant application was approved and soon after AE was awarded the feasibility study on a sole-source basis. The project's funding allocation was increased in 2023 to reflect updated cost projections. The Town, County, and AE formally kicked off with a joint meeting in January of 2025.

Discussion:

The Town of High Level and the municipalities within Mackenzie County currently rely on a mix of groundwater and surface water sources to provide residents with water. Concerns about the long-term reliability of these sources led the province to fund the feasibility study exploring a new regional raw water system drawing from the Peace River. Town and County administration have evaluated several broad regional concepts. This early screening helped compare regional service coverage, system redundancy, and operational complexity. From that review, two options were derived and reviewed by the respective Councils.

10511 - 103 Street
High Level, Alberta. T0H 1Z0
Phone: 780 926 2201 Fax: 780 926 2899

REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Option 2a – Single Intake with Drilled River Crossing
A single Peace River intake with a drilled river crossing. This option provides overall system integration, streamlined operations, and a single reliable source of water capable of serving all partner communities.

Option 2b – Dual Intakes Without River Crossing
Two separate intake sites eliminate the need for a drilled crossing and the associated construction risks. In exchange, this configuration requires more infrastructure, greater operational effort including the additional operations and maintenance to support multiple intake locations.

Both options met the core regional service objectives and presentations provided to both the Town and County councils outlined the technical differences, risks, and long-term implications of each to support the selection of a preferred direction as well as opportunity to seek any additional information required relating to this important project. Town council was not in favour of the drilled river crossing options due to costs and associated risks and chose the double intake option.

County Council has proposed an updated alignment to the option presented to Town Council on February 23, 2026. The revised alignment (attached) includes intakes on both the north and south sides of the Peace River. This alignment was introduced as it was felt that it better aligns with the County's existing raw water users and the service areas planned for future development. Under this configuration, the north intake and associated regional transmission line would extend to High Level. Compared to the alignments previously presented, this option results in a lower overall capital cost while also providing system redundancy in the event that one intake is offline or unavailable. The updated alignment is not expected to affect either the quantity or quality of raw water supplied to the Town.

Council Strategic Priorities:

Administration has identified how this project aligns with Council's Strategic Priorities including:

Goal 2 - Infrastructure, Growth, and Reliability

Community needs are met through infrastructure growth opportunities and addressing aging infrastructure such is the case with a reliable water source, distribution and treatment system.

Goal 4 - Accountable Governance
Leadership is accessible, transparent and respectful; creating trust and confidence in the community

This is achieved through increased involvement and relationship building with all levels of government and improvement in the effectiveness of administrative communication and collaboration

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Financial:

The joint project has received Water for Life Program funding in the amount of $165,000. This funding will cover the full project costs for the North Peace Regional Water Feasibility Study.

Council Options

1. THAT Council supports the revised alignment as provided and requests that the feasibility study proceed utilizing the approved alignment option.
2. THAT Council directs Administration to provide further information/or clarification on specific elements of the report and return the revised report to Council for consideration.
3. THAT Council directs Administration to take any other action deemed appropriate by Council.

Attachments:

Updated Regional Water System Alignment Map

Approvals:

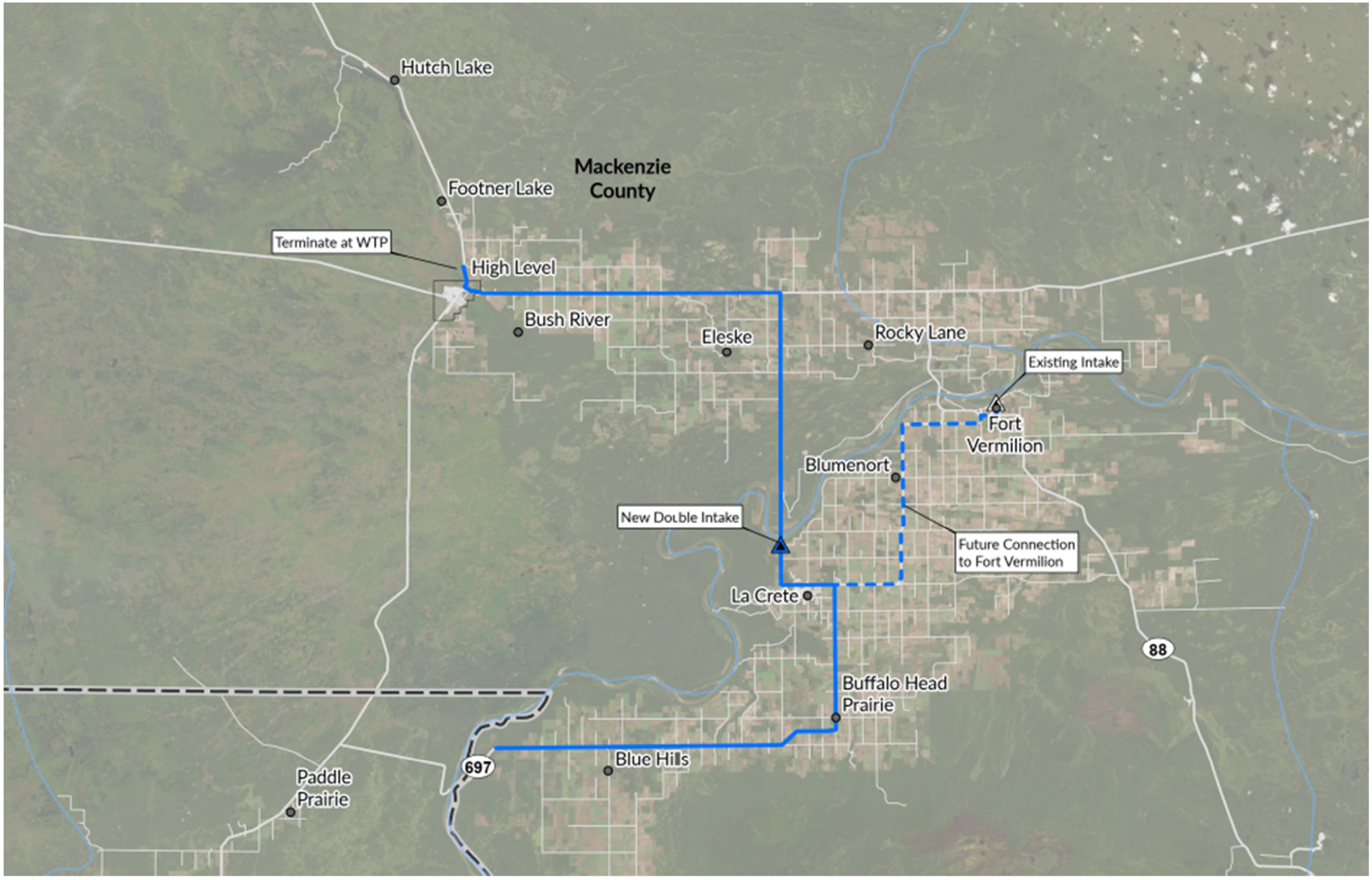
Jena Clarke

Acting CAO, Jena-Raye Clarke

Author: Interim Deputy CAO, Myron Thompson

☒ Corporate Services ☐ Community Services ☐ Fire Services

☐ Finance ☐ Planning and Development ☒ Operations


Hutch Lake
Mackenzie County
Footner Lake
Terminate at WTP
High Level
Bush River
Eleske
Rocky Lane
Existing Intake
Fort Vermilion
Blumenort
New Double Intake
Future Connection to Fort Vermilion
La Crete
88
Buffalo Head Prairie
Blue Hills
697
Paddle Prairie

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High Level, Alberta. T0H 1Z0
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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Meeting Date:	
Date:	Prepared By:
June 22, 2026	Jena-Raye Clarke, Acting CAO

Subject:

Library Board Appointments

Recommendation:

THAT Council appoint Destiny Corcilles-Herring and Leslie Bateman to the High Level Municipal Library Board as public members for a three-year term ending April 30, 2029.

CAO Comments:

I support the recommendation.

Background:

Administration received a letter from the Town of High Level Municipal Library Board providing an update on the Board's current membership and requesting that Council appoint two new public members to fill vacancies on the Board.

Discussion:

All municipal library boards in Alberta operate under the authority of the *Libraries Act*, as well as their own bylaws and policies. Section 4 of the *Libraries Act* sets out the eligibility requirements and criteria for board membership, as outlined below.

Members
4(1) A municipal library board shall consist of not fewer than 5 and not more than 10 members appointed by the council of the municipality.
(2) A person who is an employee of a municipal library board is not eligible to be a member of that board.
(3) Not more than 2 members of the council of the municipality may be members of the municipal library board at the same time.

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

(4) A member of a municipal library board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council of the municipality passes a resolution stating that the member may be appointed as a member for more than 3 consecutive terms.
(5) Appointments to a municipal library board shall be for a term of up to 3 years.
(6) Notwithstanding subsection (5), the term of office of a member continues until a successor is appointed or the member is reappointed in accordance with subsection (4).
(7) Any vacancy on a municipal library board that reduces or will reduce the number of members of the board to a number less than 5 shall be filled by the council of the municipality as soon as reasonably possible.

Administration recommends that Council appoint both nominees recommended by the High Level Municipal Library Board.

Since the recommendation letter was received, the Town of High Level has held a by-election, and one of the recommended nominees, Leslie Bateman, has since been elected to Council. Ms. Bateman has expressed a desire to continue serving on the Library Board as a public member rather than as a Council-appointed representative.

Section 4(3) of the *Libraries Act* states that no more than two members of a municipal council may serve on a library board at the same time. Currently, Deputy Mayor Liboiron and Councillor Forest are Council's appointed representatives on the Library Board. Appointing Ms. Bateman as a public member would not affect Council's representation on the Board, as the two Council-appointed positions are already filled.

Appointing both nominees would support continuity on the Library Board, retain valuable experience and community involvement, and maintain compliance with the legislative requirements.

Council Strategic Priorities:

Goal 4– Accountable Governance - Leadership is accessible, transparent, and respectful; creating trust and confidence in the community is achieved by improving the effectiveness of administrative communication and collaboration and through regular review and update of governance documents.

Financial:

N/A

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Council Options:

1. THAT Council appoints Destiny Corcilles-Herring and Leslie Batement as public members to the High Level Municipal Library Board for a three year term ending April 30, 2029.
2. THAT Council directs Administration to take any other action deemed appropriate by Council.

Attachments:

- Letter from the High Level Municipal Library Board

Approvals:

Jena Clarke

Acting CAO, Jena-Raye Clarke

Author: Jena-Raye Clarke, Acting CAO

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Town of High Level Library Board
10601 – 103rd Street
High Level, AB T0H 1Z0
Canada

May 19, 2026

To: Town Council

Re: Library Board Personnel Changes

Please accept this letter as notification of the following changes to the High Level Municipal Library Board for council approval:

- Peter Storer has resigned from the Library Board effective April 30, 2026.
- Jane Robichaud's term came to an end and she will not be renewing her term.
- Leslie Bateman has been nominated to the Library Board effective April 30, 2026
- Destiny Corcilles-Herring has been nominated to the Library Board effective April 30, 2026

The Library Board respectfully requests council approval of these changes.

Please contact me if any additional information is required.

Emma Fisher, Library Manager
Town of High Level Library

10511 - 103 Street
High Level, Alberta. T0H 1Z0
Phone: 780 926 2201 Fax: 780 926 2899

REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Meeting Date:	
Date:	Prepared By:
June 22, 2026	Romer Talampas, Financial Analyst

Subject:

Addition of Signing Authority – Jena-Raye Clarke

Recommendation:

THAT Council approves the addition of Jena-Raye Clarke, Acting CAO, as signing authority for the Town of High Level for the purpose of conducting financial transactions, banking and contractual documents.

CAO Comments:

I support the recommendation.

Background:

On Wednesday, May 27, 2026, Director of Community Services, Jena-Raye Clarke, was appointed as acting Chief Administrative Officer. Accordingly, Administration is requesting Ms. Clarke be provided with signing authority for the Town.

Discussion:

The Director of Community Services, Jena-Raye Clarke, is recommended to serve as a signing authority as Acting Chief Administrative Officer. This ensures continuity of day-to-day operations, timely processing of financial transactions such as signing cheques, releasing EFT payment batches, releasing payroll batches and other Town's financial commitments.

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Council Strategic Priorities:

Goal 4 — Accountable Governance: ensuring the timely process of day-to-day operations and financial commitments improves the effectiveness of administrative processes in place.

Financial:

Not applicable

Council Options:

1. THAT Council approves the addition of Jena-Raye Clarke, Acting CAO, as signing authority for the Town of High Level for the purpose of conducting financial transactions, banking and contractual documents.

2. THAT Council directs Administration to provide further information/or clarification of the report and return the revised report to Council for consideration.

3. THAT Council directs Administration to take any other action deemed appropriate by Council.

Attachments:

Policy 246-13 Signing Authorities Policy

Approvals:

Jena Clarke

Acting CAO, Jena-Raye Clarke

Author: Financial Analyst, Romer Talampas

☐ Corporate Services ☐ Community Services ☐ Fire Services

☒ Finance ☐ Planning and Development ☐ Operations

TOWN OF HIGH LEVEL

POLICY NO. 246-13

Authority: Council
Council Motion: #245-13
Date Approved: May 27, 2013

Purpose of Policy

To provide signing authorities for Agreements, Contracts and Bank Accounts for the Town of High Level.

Policy Statement

1. The signing authorities of the Town shall be the Mayor, the Deputy Mayor, the Chief Administrative Officer (CAO), the Director of Finance and the Municipal Clerk.

2. All agreements, and official documents requiring authorized signatures, that are operational in nature and/or within the budget shall be signed by two signing authorities, one of which shall be the CAO. (ie. Leases, service contracts, project contracts) In the absence of the CAO, the Mayor or Deputy Mayor may sign.

   All agreements, and official documents requiring authorized signatures, that are outside normal operational requirements shall be signed by two signing authorities, one shall be an Elected Official signing authority and one Administration signing authority. (e.g. development agreements, franchise agreements, inter-governmental agreements)

3. All cheques or electronic fund transfers (EFT) shall require two authorized signatures. Authorized signatures for cheques shall be signed by two signing authorities, one shall be the CAO or the Director of Finance.

4. The exceptions would be financial documents, and non-financial materials not considered agreements, cheques or official documents, but authorized under other policies or agreements (e.g. purchase orders)

5. Council shall establish the incumbents for each of the elected positions and the CAO; and the CAO shall establish the appointed positions.

6. The banking institutions will be advised as to the changes as and when they may occur with appropriate documentation being submitted as required.

7. Policy 208-04 is hereby repealed.

	RESOLUTION	DATE
Adopted	**245-13**	May 27, 2013
Amended		

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High Level, Alberta. T0H 1Z0
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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Meeting Date:	
Date:	Prepared By:
June 22, 2026	Ed Karmingh, Finance

Subject:

2026 Property Tax Recovery Public Auction – Reserve Bid and Conditions of Sale (Tax Roll 0914.000)

Recommendation:

THAT Council set a reserve bid of $313,000 (equal to the 2026 assessed value) for the parcel legally described as Plan 9721282, Block 30, Lot 48 (Tax Roll 0914.000; civic address 10804 – 106 Street), to be offered for sale at the 2026 tax recovery public auction;

AND FURTHER THAT Council establish the conditions of sale set out in this report, including a non-refundable deposit of twenty-five percent (25%) of the accepted bid, payable by cash or certified cheque within 24 hours of the close of the auction, with the balance of the purchase price due in full within 30 days;

AND FURTHER THAT the public auction be held on Wednesday, September 23, 2026 at 10:00 a.m. at the Council Chambers, Town of High Level, 10511 – 103 Street, High Level, Alberta.

CAO Comments:

I support this recommendation.

Background:

The parcel identified as Tax Roll 0914.000 (Plan 9721282, Block 30, Lot 48; civic address 10804 – 106 Street) has been in tax arrears for more than one year. In accordance with section 412 of the *Municipal Government Act* (MGA), the parcel was placed on the Town's tax arrears list and, on April 22, 2024, the Registrar of Land Titles registered a tax recovery notification against the certificate of title (Title No. 152 355 512; instrument 242 093 156).

The arrears remain unpaid and no tax arrears payment agreement has been entered into with the Town. By Ministerial Order No. MSD:027/26 (May 6, 2026), the Minister of Municipal Affairs extended the date for the Town to conduct the public auction for this parcel to no later than December 31, 2026, pursuant to sections 418(1) and 418(2) of the MGA. The Ministerial Order identifies this parcel only (Plan 9721282, Block 30, Lot 48; LINC 0027 037 803; Title No. 152 355 512). Section 418(1) requires the Town to offer the parcel for sale at a public auction, and section 419(1) requires Council to set a reserve bid that is as close as reasonably

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

possible to the market value of the parcel, together with any conditions of sale.

Discussion:

Reserve bid. Section 419(1)(a) of the MGA requires the reserve bid to be set as close as reasonably possible to the market value of the parcel; the Town cannot accept a bid below the reserve bid. The reserve bid may be set using the current assessed value or an independent professional appraisal that establishes market value. The Town has historically set reserve bids using the current assessed value.

Recommended reserve bid. The 2026 Assessment Notice for this parcel shows an assessed value of $313,000 (land $35,000; improvements $278,000), representing market value as of July 1, 2025; the assessment complaint deadline of May 12, 2026 has passed. Administration recommends a reserve bid of $313,000, consistent with the Town's past practice. An independent appraisal is available as an alternative, at a cost that may be charged back to the tax roll.

Outstanding arrears. The reserve bid is based on market value, not on the amount owing. As of May 31, 2026 the balance owing on the tax account was $15,672.07, comprising 2024 and prior-year arrears of $4,803.30, 2025 arrears of $5,920.84, and 2026 current-year taxes and penalties of $4,947.93. Penalties continue to accrue at approximately 1.5% per month (about $160.86) on the prior-year arrears under Tax Penalty Bylaw 1003-20, so the amount required to redeem the parcel will be higher by the auction date and will be confirmed by Administration. A summary of the taxes owing by year, reconciled to the Town's tax roll trial balance (end date May 31, 2026), is provided in Attachment 5.

Auction date and advertising. Given the statutory advertising lead times, Administration recommends that the public auction be held on Wednesday, September 23, 2026, which falls within the period authorized by the Ministerial Order. The auction must be advertised in the Alberta Gazette 40 to 90 days before the auction and in a newspaper of general circulation 10 to 20 days before, and a copy of the Alberta Gazette advertisement must be sent to the registered owner and to each holder of a registered encumbrance on the certificate of title (including the mortgagee) at least four weeks before the auction. The CAO, or designate, acts as the auctioneer. Following Council's decision, Administration will complete the required advertising and notices and conduct the auction in accordance with the Act; those documents are maintained separately as administration follow-up and are not part of this decision. Administration will provide the registered owner and each holder of a registered encumbrance on the certificate of title (including the mortgagee) with notice of the September 23, 2026 auction date and the current amount required to redeem the parcel, within the timelines required by the Act. That notice, together with the Alberta Gazette proof of publication and the newspaper affidavit, will be retained on the tax recovery file as evidence that the statutory deadlines were met.

Conditions of sale. Administration recommends the conditions Council has applied in prior years: a deposit of 25% of the accepted bid by cash or certified cheque within 24 hours of the close of the auction, with the balance due within 30 days; the parcel sold on an "as is, where is" basis with no representation or warranty as

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

to its condition, occupancy or suitability; the purchaser responsible for all costs of transferring title, any applicable Goods and Services Tax, and obtaining vacant possession; and, in accordance with section 429 of the MGA, the auctioneer, members of Council, the Chief Administrative Officer and Town employees are prohibited from bidding on or purchasing the parcel. The registered owner may pay the arrears, penalties and costs in full at any time before the auction begins, in which case the parcel will be withdrawn from sale.

Risk assessment. The principal risks are: (a) the parcel does not sell at or above the reserve bid, in which case the Town may become the owner under section 424(1) of the MGA and assume the arrears and any holding and disposition costs; (b) failure to complete the statutory advertising within the prescribed timelines, which could expose the auction to challenge – mitigated by the advertising schedule set out above; and (c) a reserve bid set above market value, which would discourage bidders – mitigated by setting the reserve bid at the assessed value and retaining the assessment record as supporting evidence. The owner's right to redeem before the auction further reduces the risk of an unwarranted sale.

Council Strategic Priorities:

Goal #4 – Accountable Governance: leadership that is accessible, transparent and respectful, creating trust and confidence in the community. Completing the tax recovery process in accordance with the *Municipal Government Act* supports sound financial stewardship and the fair, consistent administration of property taxation.

Financial:

There is no cost to the Town in setting the reserve bid at the current assessed value. If Council directs that an independent appraisal be obtained, the appraisal cost may be charged back to the tax roll. If the parcel sells at or above the reserve bid, the proceeds are applied first to the outstanding tax arrears, penalties and recovery costs, with any surplus dealt with in accordance with the MGA. If the parcel is not sold at the public auction, the Town may, under section 424(1) of the MGA, become the owner of the parcel; this would extinguish the arrears receivable and transfer responsibility for the parcel, including any holding and disposition costs, to the Town.

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Council Options:

1. Staff Recommended Option.

   THAT Council set a reserve bid of $313,000 (the 2026 assessed value) for the parcel described as Plan 9721282, Block 30, Lot 48 (Tax Roll 0914.000), establish the conditions of sale set out in this report – a 25% deposit by cash or certified cheque within 24 hours of the close of the auction, with the balance due in full within 30 days – and set the public auction for Wednesday, September 23, 2026 at 10:00 a.m. at the Council Chambers.

2. THAT Council directs Administration to provide further information/or clarification on specific elements of the report and return the revised report to Council for consideration.
3. That Council directs Administration to take any other action deemed appropriate by Council.

Attachments:

Attachment 1 — Reserve Bid Schedule and Property Information Sheet (Tax Roll 0914.000)

Attachment 2 — 2026 Assessment Notice (market value support)

Attachment 3 — Land Title Certificate (Title No. 152 355 512)

Attachment 4 — Ministerial Order No. MSD:027/26 and covering letter (May 6, 2026)

Attachment 5 — Taxes Owing Summary (Tax Roll 0914.000) as at May 31, 2026

Approvals:

Jena Clarke

Acting CAO, Jena-Raye Clarke

Ed Karmingh

Acting Director of Finance, Ed Karmingh

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

TOWN OF HIGH LEVEL

2026 Property Tax Recovery Public Auction

Reserve Bid Schedule and Property Information Sheet — Tax Roll 0914.000

Attachment to the Request for Decision

Reserve Bid Schedule

Tax Roll	Legal Description	Civic Address	Reserve Bid
0914.000	Plan 9721282, Block 30, Lot 48	10804 – 106 Street	**$313,000**

Basis: the reserve bid equals the 2026 assessed value, which represents market value as of July 1, 2025 (MGA s. 419(1)(a)). The assessment record is retained as supporting market value evidence.

Property Information Sheet

Tax Roll	0914.000
Civic Address	10804 – 106 Street, High Level, Alberta T0H 1Z0
Legal Description	Plan 9721282, Block 30, Lot 48 (excepting thereout all mines and minerals)
LINC	0027 037 803
Certificate of Title	152 355 512 – Estate: Fee Simple
2026 Assessed Value	$313,000 (Land $35,000; Improvements $278,000)
Assessment Class	102 – Residential Improved / Site
Land Use / Zoning	Residential
Registered Interests	Mortgage – ATB Financial (instrument 152 355 513), as amended by Amending Agreement (instrument 202 246 651); Tax Recovery Notification – Town of High Level (instrument 242 093 156)
Outstanding Arrears	$15,672.07 as of May 31, 2026 (2024 & prior $4,803.30; 2025 $5,920.84; 2026 current-year taxes & penalties $4,947.93); accruing approx. $160.86/month
Reserve Bid	**$313,000**

Disclaimer: the parcel is offered on an "as is, where is" basis. The Town of High Level makes no representation or warranty as to the condition, dimensions, services, land use designation, environmental status, occupancy or suitability of the parcel. Prospective bidders may not enter onto the parcel prior to the auction. The successful bidder is responsible for all costs of transferring title, any applicable Goods and Services Tax, and for obtaining vacant possession.

**Reviewed using AI.*

Town of High Level
10511-103 Street, High Level AB T0H 1Z0
Phone: (780) 926-2201 Fax: (780) 926-2899

2026 ASSESSMENT NOTICE

[redacted]
10804 106 STREET

HIGH LEVEL AB T0H 1Z0

Mailing Date:	March 6, 2026
Notice of Assessment Date:	March 13, 2026
Assessment Complaint Deadline:	May 12, 2026
Previous Year Assessed Value:	298,000

Tax Roll #:	**0914.000**
Civic Address:	10804-106 STREET
Lot Block Plan	48 |30 |9721282

ASSESSMENT DETAILS

Code	Code Description	Land	Buildings	Other	Assessed Value
102	RESIDENTIAL IMP/SITE	35,000	278,000	0	313,000
		35,000	278,000	0	313,000

The assessed value represents the market value of your property as of July 1, 2025,
based on the characteristics and physical condition as of December 31,2025, in accordance with the Municipal Government Act.

THIS IS NOT A TAX NOTICE - DO NOT SEND PAYMENT

PROPERTY TAX NOTICES WILL BE MAILED IN MAY

If you have any questions or concerns regarding the assessment details of your property, please contact:

Bob Daudelin, Accurate Assessment Group Ltd.
Toll Free: 1-877-438-2305 or Email: bob@aag-gis.com

If your concerns are not resolved with the assessor's office, Assessment Review Board complaint forms and Assessment Complaints Agent Authorization forms are available at the Town Office and on the Town's website.
https://www.highlevel.ca/206/Property-Assessment

Please Note: All complaint forms must be submitted with complaint fee and addressed as follows by the deadline:

Please submit complaints to:
Town of High Level
Assessment Review Board Clerk
10511-103 Street
High Level, AB T0H 1Z0

Assessment Complaint Fee per property as follows:
$50 - Residential property containing three or fewer dwellings
$100 - Non-Residential property

**The fee will be refunded if the complaint is withdrawn before the ARB hearing due to an agreement with the assessor, or if the ARB rules in favor of the complainant.*

LAND TITLE CERTIFICATE

S

LINC	SHORT LEGAL	TITLE NUMBER
0027 037 803	9721282;30;48	152 355 512

LEGAL DESCRIPTION
PLAN 9721282
BLOCK 30
LOT 48
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE
ATS REFERENCE: 5;19;110;5;SW

MUNICIPALITY: TOWN OF HIGH LEVEL

REFERENCE NUMBER: 132 420 832

REGISTERED OWNER(S)

REGISTRATION	DATE(DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
152 355 512	17/11/2015	TRANSFER OF LAND	$270,000	$270,000

OWNERS

[redacted]
OF 10804-106 STREET
HIGH LEVEL
ALBERTA T0H 1Z0

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
152 355 513	17/11/2015	MORTGAGE MORTGAGEE - ATB FINANCIAL. 10102 100 AVENUE HIGH LEVEL ALBERTA T0H1Z0 ORIGINAL PRINCIPAL AMOUNT: $270,000 (DATA UPDATED BY: CHANGE OF NAME 202246650)
202 246 651	04/11/2020	AMENDING AGREEMENT

(CONTINUED)

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

AFFECTS INSTRUMENT: 152355513

242 093 156 22/04/2024 TAX NOTIFICATION
BY - THE TOWN OF HIGH LEVEL.
10511 103 STREET
HIGH LEVEL, ALBERTA
T0H1Z0

TOTAL INSTRUMENTS: 003

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 31 DAY OF MARCH, 2026 AT 11:15 A.M.

ORDER NUMBER: 56717699

CUSTOMER FILE NUMBER: 0914.000

END OF CERTIFICATE

Alberta Municipal Affairs

Office of the Assistant Deputy Minister
Municipal Services Division
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225

AR122333

May 06, 2026

Mrs. Viv Thoss
Chief Administrative Officer
Town of High Level
10511 - 103 Street
High Level, AB T0H 1Z0

Dear Mrs. Thoss:

Thank you for the letters of April 1 and April 9, 2026, requesting a time extension to hold a public auction for the specified property in the Town of High Level.

I am pleased to attach Ministerial Order No. MSD:027/26 granting an extension to hold a public auction for the property listed on the Ministerial Order to no later than December 31, 2026.

I trust this will allow the town to continue with the tax recovery process for this property without further delay.

Yours truly,

Ethan Bayne
Assistant Deputy Minister

Attachment: Ministerial Order No. MSD:027/26

ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Peace River

MINISTERIAL ORDER NO. MSD:027/26

I, Dan Williams, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act* (*MGA*), make the following order:

That the date for the Town of High Level to conduct a public auction for tax recovery purposes, pursuant to Sections 418(1) and 418(2) of the *MGA*, be extended to no later than December 31, 2026, for the following property:

Legal Land Description	LINC	Title Number
Plan 9721282 Block 30 Lot 48	0027 037 803	152 355 512

Dated at Edmonton, Alberta, this 6th day of MAY, 2026.

S. Blyne

per Dan Williams
Minister of Municipal Affairs

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

TOWN OF HIGH LEVEL

2026 Property Tax Recovery Public Auction

Taxes Owing Summary — Tax Roll 0914.000

Attachment to the Request for Decision

Property: Tax Roll 0914.000 — Plan 9721282, Block 30, Lot 48 — 10804 – 106 Street, High Level, Alberta T0H 1Z0.

Taxes Owing by Year

Tax Year	Amount Owing
2026 — current-year taxes and penalties	$4,947.93
2025	$5,920.84
2024 and prior	$4,803.30
Total taxes owing as at May 31, 2026	**$15,672.07**

Basis: the amounts shown are the taxes, penalties and costs outstanding on Tax Roll 0914.000 as recorded on the Town's Tax Roll Historical Trial Balance with an end date of May 31, 2026. Penalties continue to accrue at approximately 1.5% per month (about $160.86) on the prior-year arrears under Tax Penalty Bylaw 1003-20, so the amount required to redeem the parcel will be higher by the auction date and will be confirmed by Administration. The reserve bid is set with reference to market value (Attachment 2) and not to the amount owing.

**Reviewed using AI.*

10511 - 103 Street
High Level, Alberta. T0H 1Z0
Phone: 780 926 2201 Fax: 780 926 2899

REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Meeting Date:	
Date:	Prepared By:
June 22, 2026	Jane Dauphinee, Acting Director of Planning and Development

Subject:

Proposed Bylaw No. 1074-26 to amend Bylaw 1051-25 to redistrict Lot 1, Block 6, Plan 3510KS from the R-3 (High Density Residential) District to the R-2 (Medium Density Residential) District

Recommendation:

THAT Council consider first reading of the proposed Land Use Bylaw amendment 1074-26 to redistrict Lot 1, Block 6, Plan 3510KS from High Density Residential (R-3) to Medium Density Residential (R-2) to allow for an addition to a single detached dwelling.

FURTHER THAT Council set a date for the Public Hearing for the proposed Land Use Bylaw amendment.

CAO Comments:

I support this recommendation.

Background:

An application to amend the Town of High Level Land Use Bylaw 1051-25 (as amended) was submitted to the Town of High Level by the landowner. The proposed amendment would redistrict Lot 1, Block 6, Plan 3510KS from the R-3 (High Density Residential) District to the R-2 (Medium Density Residential) District.

This amendment is being proposed to facilitate the addition of a porch to the existing single detached dwelling on the property.

In reviewing the development permit application, the planner noted that “single detached dwellings” are not a permitted or discretionary use in the R-3 Land Use District and as such, an addition to the building could not be approved. To allow for the development permit to be approved, the recommendation from the planner was to apply to rezone the property to a district that allows for single detached dwellings.

The applicant has requested that Council consider waiving the application fee for the amendment.

From the records the Town has for this property, it appears that the home was constructed in 1960. Minimal records of the Land Use Bylaws around this time are available. Administration found a Land Use Bylaw map from 1967 that shows this property within a high density residential district however, it is unknown what uses

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REQUEST FOR DECISION
REGULAR COUNCIL MEETING

were allowed in this district at the time.

Planning and Development was able to confirm that in the Town's previous Land Use Bylaw, approved in 2023, this property was zoned R-3.

Based on the available information, it does not appear that the Town rezoned this property recently or in error. It appears as though the property has been in a high density residential district since 1967.

Discussion:

Planning Considerations

The subject lot is adjacent to the Highway Commercial District within the Town. Other residential lots within this area are districted R-3 (High Density Residential). Development on adjacent lands includes a car dealership and multiple high density residential buildings. The proposed Land Use Bylaw amendment will enable the existing development on the site to remain and for the Development Authority to approve development permits to facilitate structure alterations and additions to the building. The proposed redistricting to the R-2 District would also enable redevelopment of the site for higher density residential uses such as Dwelling – Multiple Unit, should the existing owner or future owners decide to redevelop the site.

The general purpose of the R-2 (Medium Density Residential) District is to support a diversity of housing forms that contribute to quality design and livability. The R-2 Land Use District allows for modest intensification while maintaining neighbourhood character and may accommodate Mixed-Use Buildings that provide commercial amenities to enhance community vibrancy and walkability.

The proposed amendment is consistent with the Town's commitments under the CMHC HAF Action Plan and the direction in the Town's MDP and Strategic Plan.

Statutory Compliance

IDP Considerations:

The proposed site is not affected by an Intermunicipal Development Plan.

MDP (Bylaw 987-18) Considerations:

The proposed site is within the Residential Area on the Future Land Use Map in the MDP. The proposed uses are consistent with the preferred future land uses identified for this area.

Policy 9.2.3 indicates that the Town should support residential housing in the forms of single-detached dwellings, apartments, and others.

In the opinion of the Town's planner, the proposed application is for an addition to an existing single detached dwelling and is consistent with 9.2.3. The amendment will still allow for higher density residential housing to be constructed on this lot in the future.

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High Level, Alberta. T0H 1Z0
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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Engagement

No engagement regarding the application has been completed as of June 22, 2026. Should Council give the amendment first reading, the Town's Planning and Development Department will send out letter to adjacent landowners, agencies, and will circulate notices in the paper, on the website, and on social media.

Council Strategic Priorities:

The proposed amendment is consistent with Goal 1:Vibrant Economy in the Town's 2022-2026 Strategic Plan by providing for adaptable land use and zoning diversity.

Financial:

Costs to the municipality associated with proceeding with the amendment would relate to the public engagement program. Costs are anticipated to be minimal and would include the cost of newspaper ad, postage for notices to adjacent land owners. Should Council deem it appropriate to waive the application fee for the applicant, there will be additional costs to the Town associated with the processing and notification of the amendment.

Council Options:

1. THAT Council consider first reading of the proposed Land Use Bylaw amendment to redistrict Lot 1, Block 6, Plan 3510KS from High Density Residential (R-3) to Medium Density Residential (R-2) to allow for an addition to a single detached dwelling.

   FURTHER THAT Council set a date for the Public Hearing for the proposed Land Use Bylaw amendment.

2. THAT Council directs administration to provide further information and/or clarification on specific elements of the report and return the revised report to Council for consideration.

3. THAT Council directs administration to take any other action deemed appropriate by Council.

Attachments:

[Attachment #1 – Draft Bylaw No. 1074-26]

[Attachment #2 – Application]

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Approvals:

Jena Clarke

Acting CAO, Jena-Raye Clarke

Author: Jane Dauphinee

☒ Corporate Services ☐ Community Services ☐ Fire Services

☐ Finance ☒ Planning and Development ☐ Operations

BYLAW NO. 1074-26 – REDISTRICTING OF LOT 1, BLOCK 6, PLAN 3510KS FROM HIGH DENSITY RESIDENTIAL TO MEDIUM DENSITY RESIDENTIAL A BYLAW OF THE TOWN OF HIGH LEVEL TO AMEND LAND USE BYLAW 1051-25

WHEREAS the *Municipal Government Act,* R.S.A. 2000, c. M-26, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw;

AND WHEREAS the Council of the Town of High Level wishes to amend its Land Use Bylaw as it affects certain lands;

AND WHEREAS the owner of Lot 1, Block 6, Plan 3510KS in the Town of High Level has requested to redistrict their property to R-2 (Medium Density Residential) District;

NOW THEREFORE the Council of the Town of High Level, duly assembled, enacts as follows:

1. That Map 1: Land Use Districts Map is hereby amended by redistricting the following lands, which are currently identified as R-3 (High Density Residential) District within the Town of High Level Land Use Bylaw 1051-25 to R-2 (Medium Density Residential) District:
    a. As identified on Schedule A of this bylaw.

2. That this Bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME this Day of , 2026.

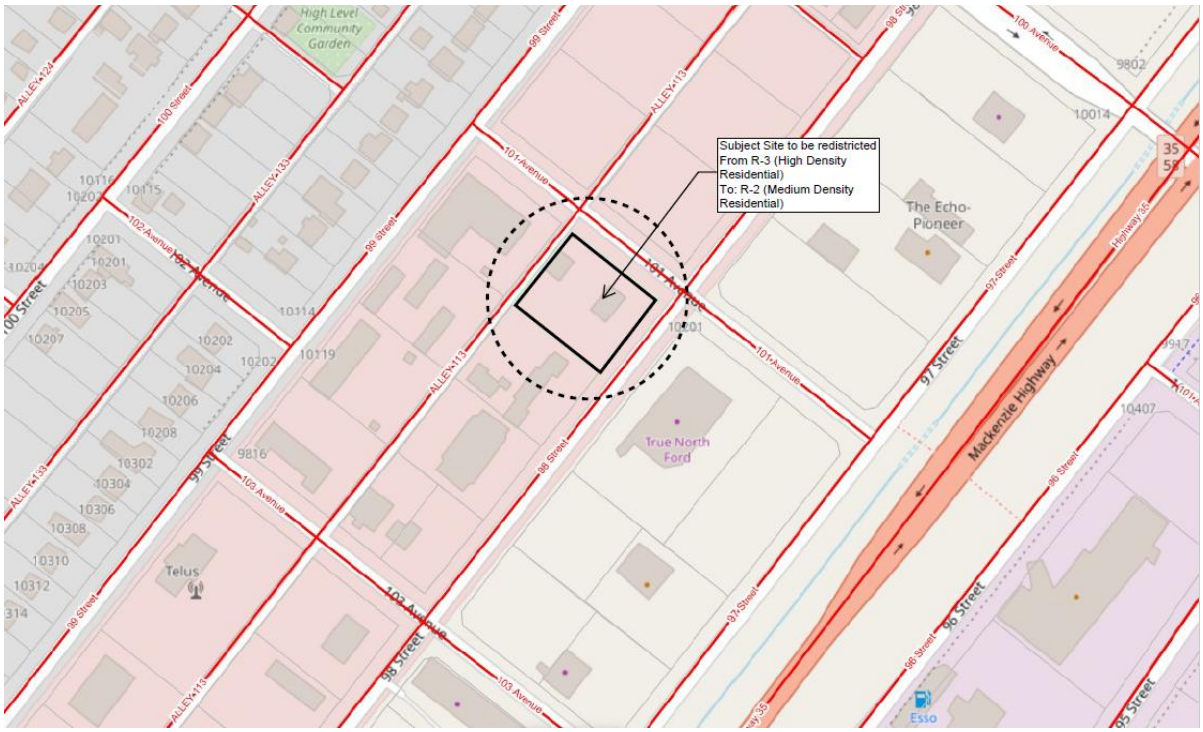
READ A SECOND TIME this Day of , 2026.

READ A THIRD AND FINAL TIME this Day of , 2026.

_____
Mayor

_____
Chief Administrative Officer

SCHEDULE "A"


Subject Site to be redistricted
From R-3 (High Density Residential)
To: R-2 (Medium Density Residential)
High Level Community Garden
The Echo-Pioneer
True North Ford
Telus
Esso
Mackenzie Highway
97 Street
98 Street
99 Street
96 Street
101 Avenue
102 Avenue
103 Avenue

Land Use Bylaw Amendment Application

TOWN OF HIGH LEVEL

development@highlevel.ca
780-926-2201

All materials must be clear, legible, and precise. Only applications that are complete will be accepted. This application is for a land use bylaw amendment (also called rezoning) only, if a subdivision is required, you must apply separately. **Incomplete or illegible applications may result in delays or application refusals.**

Address 10102-98ST

Lot 1 **Block** 6 **Plan** 3510KS

Applicant

☒ Same as Property Owner

Name PETER + OPELIA DYCK
Address BOX 1743
Town/City HIGH LEVEL Postal Code T0H1Z0
Phone 780-841-7816
E-mail pd7816@gmail.com
Signature

Property Owner

Name
Address
Town/City Postal Code
Phone
E-mail
Signature

Providing an email means you consent to receiving documents or communications related to this application, including, but not limited to rezoning application decisions, acknowledgments confirming an application is complete, any notices identifying or requesting outstanding documents and information, by email.

I, the applicant, acknowledge that:

1. This application does not exempt the applicant, owner, or owner's agents from full compliance with any easement, covenant, building scheme, or other agreements affecting the property, nor from any applicable laws, bylaws, or regulations.
2. The Town and its agents have the right to enter the property to inspect for and enforce compliance with issued approvals, and any relevant bylaws, regulations, and legislation.
3. I declare that I have reviewed the information from the Energy Resource and Conservation Board (ERCB) and can advise that the information shows the absence of any abandoned wells on the parcel that is the subject of this application.

Signature Date JUNE 11/2026

As the Applicant, I affirm

☒ I am the registered owner of the above property.
☐ I have entered into a binding agreement to purchase the above property with the registered owner(s).
☐ I have permission of the registered owner(s) of the above property to make this application for a Land Use Bylaw Amendment.

Property Information

Current Zoning: R-3
Proposed Zoning: R-2 - Medium Density Residential

If you are wishing to apply for Direct Control zoning please provide an explanation of the uses you are looking to include within the proposed Direct Control Bylaw.

Existing Use of The Property

RESIDENTIAL
SINGLE DETACHED

Proposed Use of The Property

RESIDENTIAL
SINGLE DETACHED

OFFICE USE ONLY

Current Zoning
Date Received
Town File #
MPS File #

Version 2025.1

Land Use Bylaw Amendment Application

Rezoning Rationale & Checklist

TOWN OF HIGH LEVEL
development@highlevel.ca
780-926-2201

Please describe why the proposed rezoning is necessary and any projects you have planned that requires this rezoning:

SEE ATTACHED

LUB Amendment Package Requirements

- [x] Completed site plan with dimensions of the property and adjacent properties
- [x] Site Orthophoto Showing Full Extent of Property
- [x] Certificate of Title* (<30 days)

**If the applicant is unable to obtain a Certificate of Title, the Town will acquire one for an additional fee of $15.*

Site Plan Checklist

1. Must be oriented with north at the top of the page and must contain a north arrow.
2. Must show site layout (and dimensions in metric or standard) which includes:

- [x] All property lines & adjacent streets/roads
- [x] All existing and proposed structures
- [x] All setback and separation distances of current and proposed structures
- [x] All existing and proposed driveways, walkways, etc.
- [ ] Existing above ground utility structures on site
- [ ] Existing water bodies/features
- [x] Current zoning of the property applied for and all adjacent properties
- [x] Clear identification of which property is being applied for

Land Use Bylaw Amendment Application.

Lot 1 ; Block 6 ; Plan 3510KS Zoned R3

10102-98st High level, Alta.

Existing Single detached Home built in 1961, as per Town of High-level records. (see attached)

Being zoned R3, this prevents the owner from obtaining permits for making any improvements that would be considered an addition to the Single detached existing home.

- Owner would like to add a porch / entry on the back door. (49sq ft)
- Build roof over the deck in future.

Considering that this single detached dwelling has existed on this **R3 High density Residential** zoned lot for 65yrs,

(and possibly built prior to zoning bylaws coming into force, R2 medium density residential zoning would have been more appropriate considering that a Single detached dwelling was already built on this property)

in order to allow for future improvements to the current single detached dwelling I would like to request that the zoning be changed to **R2 medium density residential.**

I would also like to request that due to circumstances that the $1000 rezoning fee be waved or at least reduced by 50%

Thank you for your attention to this matter.

Peter Dyck.

Box 1743

High Level Alta. T0H1Z0

Email; pd7816@gmail.com

Signed _____ Peter Dyck

June 11, 2026

10511 - 103 Street
High Level, Alberta. T0H 1Z0
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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Meeting Date:	
Date:	Prepared By:
June 22, 2026	Jane Dauphinee, Acting Director of Planning and Development

Subject:

Cannabis Retail Stores and Liquor Retail Stores

Recommendation:

THAT Council direct the Town's Planning and Development Department to prepare an amendment to the LUB to restrict the development of new alcohol retail sales establishments within 100 m of the Community Use or Parks Districts.

FURTHER THAT Council direct the Town's Planning and Development Department to initiate public engagement as outlined in Attachment 6, to seek input from existing cannabis retail sales and alcohol retail sales establishment business owners operating in the community, the local Chamber and the public to determine if there is interest in expanding the required minimum setback distance between these use classes, and prepare a report for Council consideration.

CAO Comments:

I support this recommendation.

Background:

The Town of High Level currently has 3 cannabis retail establishments and 3 liquor retail establishments operating within an 800 m radius (Locations identified on Attachments 2 & 3).

On May 25, 2026, Following Council's review of a briefing note respecting options for regulating these use classes, Council passed a motion to direct administration to:

1. Map the existing location of approved Retail - Cannabis and Retail – Liquor within the community in relation to existing daycares and schools and identify what areas within the community would be affected if a 100 m, 150 m or 200 m buffer was established between these developments. AND
2. To prepare a draft amendment to the Land Use Bylaw for Council's consideration with sample regulations to further restrict the location of Retail – Cannabis and Retail – Liquor within the community.

10511 - 103 Street
High Level, Alberta. T0H 1Z0
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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Attachments 1-4 identify the area affected by the existing LUB regulation setbacks for cannabis retail sales and the areas that would be affected if additional setbacks were applied ranging in distance between 100m, 150m and 200m.

Discussion:

Current LUB Policies

Retail – Cannabis

Retail – Cannabis is a discretionary use in the C-1 Land Use District. This use is not permitted in any other district. The following provision applies to Retail – Cannabis in the District:

> "10.1.8 When considering RETAIL – CANNABIS in the C-1 LAND USE DISTRICT, the DEVELOPMENT AUTHORITY will ensure that the entire business footprint falls outside of a 100m/328 ft radius from any Community Use (CU) and Park (P) LAND USE DISTRICTS."

Attachment 1 shows the existing 100 m setback distance between buildings which contain Retail – Cannabis and lots in the CU and P Districts. In the current LUB this setback only applies to Retail - Cannabis, it does not apply to Retail – Liquor

It is noted that there is one existing Retail – Cannabis within the 100 m setback that was approved in 2021.

Retail – Liquor

Retail – Liquor is a discretionary use in the C-1 and C-3 Land Use Districts. There are no special provisions in the LUB currently that relate to Retail – Liquor.

Sensitive uses identified by Council for consideration include: Day Care Facility, Family Day Home and Public Education Service.

The following chart identifies where these uses are enabled in the current LUB.

Use Class	LUB Districts	
	Permitted	Discretionary
Retail - Cannabis		C-1
Retail – Liquor		C-1, C-3
Day Care Facility	CU, C-1	R–3, C-3
Family Day Home		C-1, C-3, R-1, R-2, R-3, R-4
Public Education Service	CU	

Municipal LUB Review

A review of 4 other Alberta municipalities LUB policies regarding Cannabis and Liquor uses was undertaken and a summary was completed to identify best practices utilized by other communities to regulate these use classes.

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REQUEST FOR DECISION
REGULAR COUNCIL MEETING

Where municipalities have incorporated additional buffering measures the following trends were identified:

- The required setbacks or buffer areas applied to both cannabis retail sales and alcohol retail sales.
- The municipalities had identified "sensitive uses and then established buffer/setback areas from these uses or – applied buffers between sites containing similar use classes.
- Where existing business operators would be affected by the new setbacks/buffers, exceptions were included to enable the existing approved businesses to continue to operate.

Attachments 2 & 3 identify the areas that a 100 m, 150 m, and 200 m buffer around these existing uses to show the area(s) that would be impacted by this proposed change along with the existing 100 m setback for Retail – Cannabis from the CU and P Districts.

Attachment 4 identifies the total cumulative area that new Retail – Cannabis and Retail – Liquor could not be allowed within if there was a 200 m setback from Daycares, Schools, other Retail – Cannabis or Retail – Liquor and a 100 m setback for Retail – Cannabis from the Community Use and Parks Land Use Districts.

Attachment 7 provides sample regulations for Council's consideration to facilitate the inclusion of additional setbacks relating to Retail – Cannabis and Retail – Liquor. Should Council consider these additional regulations, approval of a public engagement plan is recommended.

Legislative Requirements

Section 692(1) of the MGA states that before giving 2nd reading to a proposed bylaw amending a statutory plan or land use bylaw, a council must hold a public hearing with respect to the proposed bylaw in accordance with s. 216.4 after giving notice of it in accordance with s.606. As such, at minimum any proposed amendment to the LUB requires a Public Hearing to give members of the public the opportunity to voice support or opposition for the proposed changes to the LUB.

Additionally, to ensure transparency in the process and to provide business owners and community members with the opportunity to input into the planning process, we recommend that those business owners that would be directly impacted by the proposed amendment as well as the broader business community be mail notified of the proposed changed to the LUB and invited to provide their comments prior to preparing the propose amendment for consideration of first reading. This approach to engagement will improve transparency in the process and demonstrate Council's commitment to practices that promote and support the public interest.

Council Strategic Priorities:

By undergoing health checks of the Bylaw and proposing potential amendments, the Town is acting in accordance with Goal 4: Accountable Governance in the Town's 2022-2026 Strategic Plan.

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Financial:

Costs to the municipality associated with proceeding with the amendment would relate to the public engagement program. Costs are anticipated to be minimal and would include: cost of newspaper ad, postage for notices to affected businesses and costs with hosting an engagement session (open house) if required.

Council Options:

1. THAT Council direct the Town's Planning and Development Department to prepare an amendment to the LUB to restrict the development of new Retail – Liquor establishments within 100 m of the Community Use or Parks Districts.

   FURTHER THAT Council direct the Town's Planning and Development Department to initiate public engagement as outlined in Attachment 6, to seek input from existing Retail – Cannabis and Retail – Liquor establishment business owners operating in the community, the local Chamber and the public to determine if there is interest in expanding the required minimum setback distance between these use classes, and prepare a report for Council consideration.
2. THAT Council directs Administration to provide further information/or clarification on specific elements of the report and return the revised report to Council for consideration.
3. That Council directs Administration to take any other action deemed appropriate by Council.

Attachments:

[Attachment #1 – Existing 100 m Setback]

[Attachment #2 – Cannabis & Liquor setbacks]

[Attachment #3 – Daycare & School setbacks]

[Attachment #4 – All Setbacks]

[Attachment #5 – Draft Bylaw]

[Attachment #6 – Engagement Plan]

[Attachment #7 – Additional Regulations]

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REQUEST FOR DECISION

REGULAR COUNCIL MEETING

Approvals:

Jena Clarke

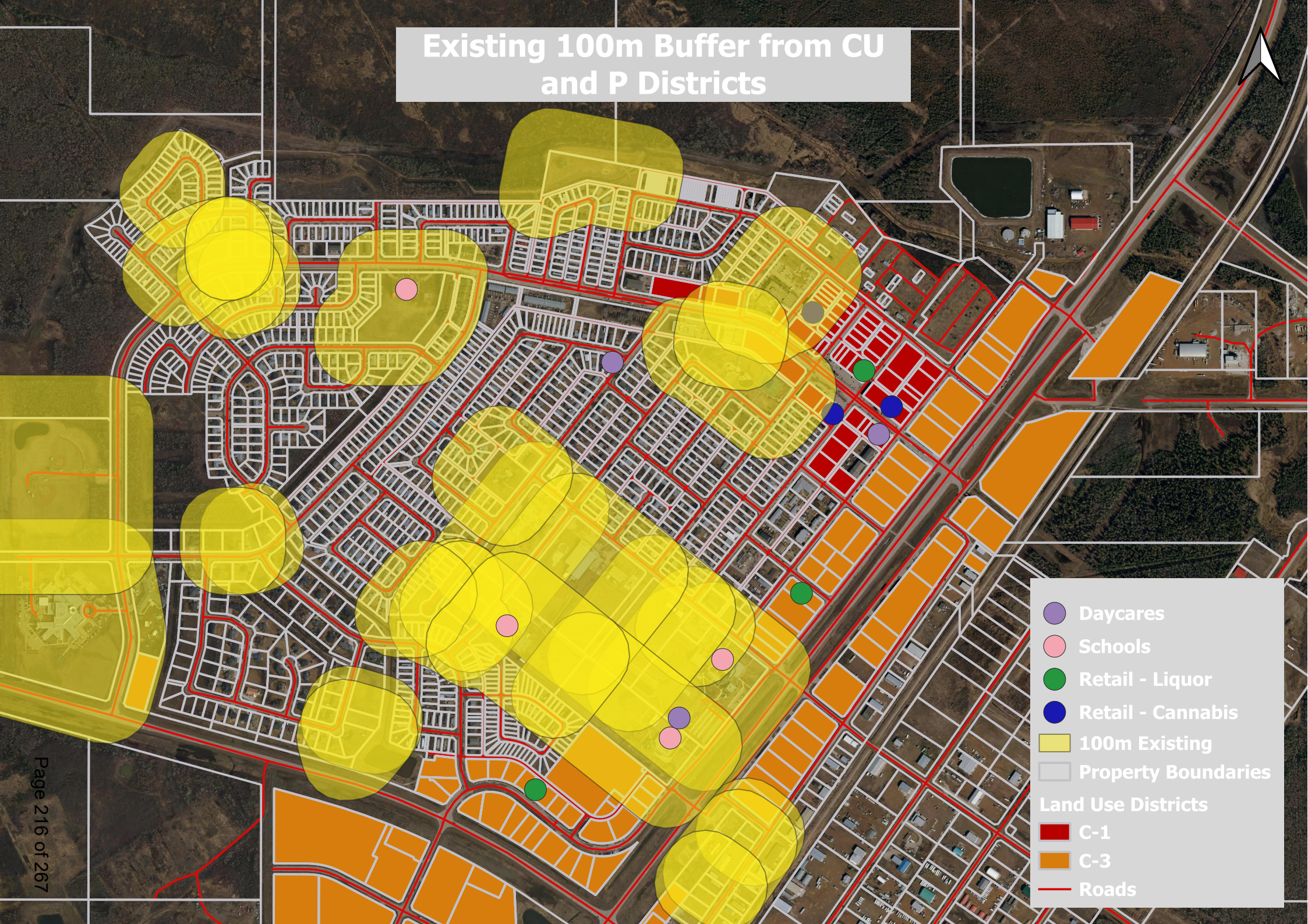
Acting CAO, Jena-Raye Clarke

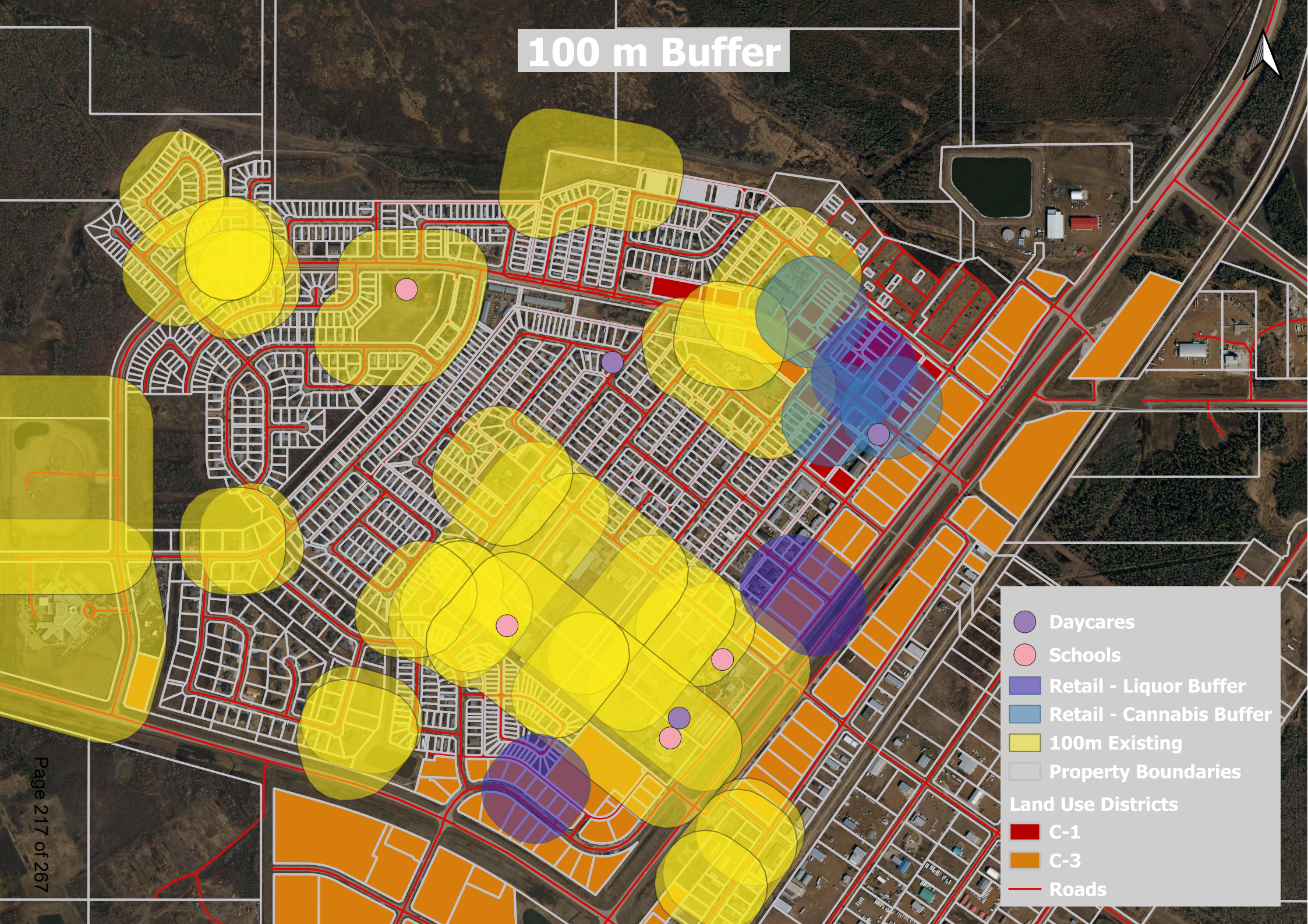
Author: Jane Dauphinee

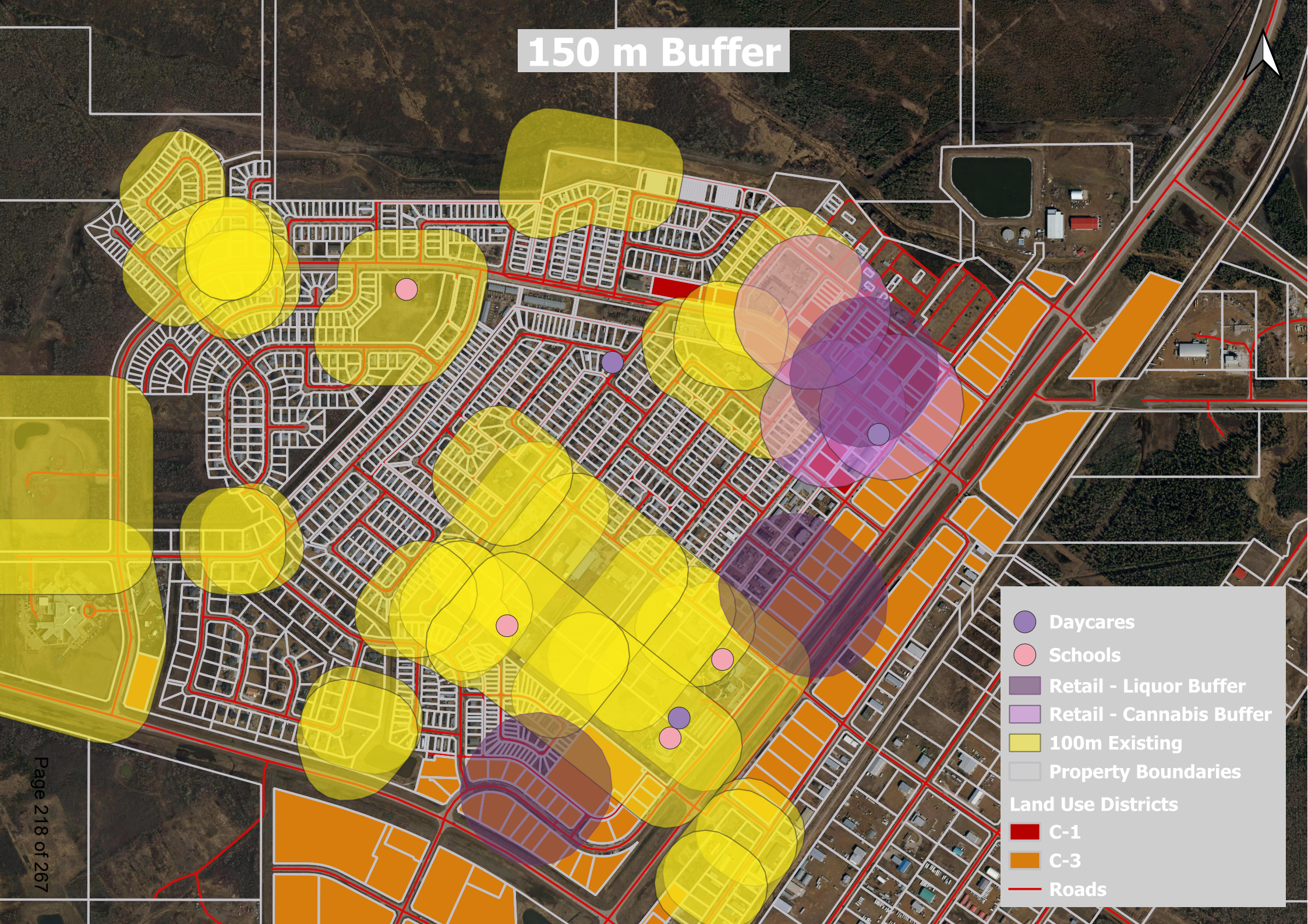
☒ Corporate Services ☐ Community Services ☐ Fire Services

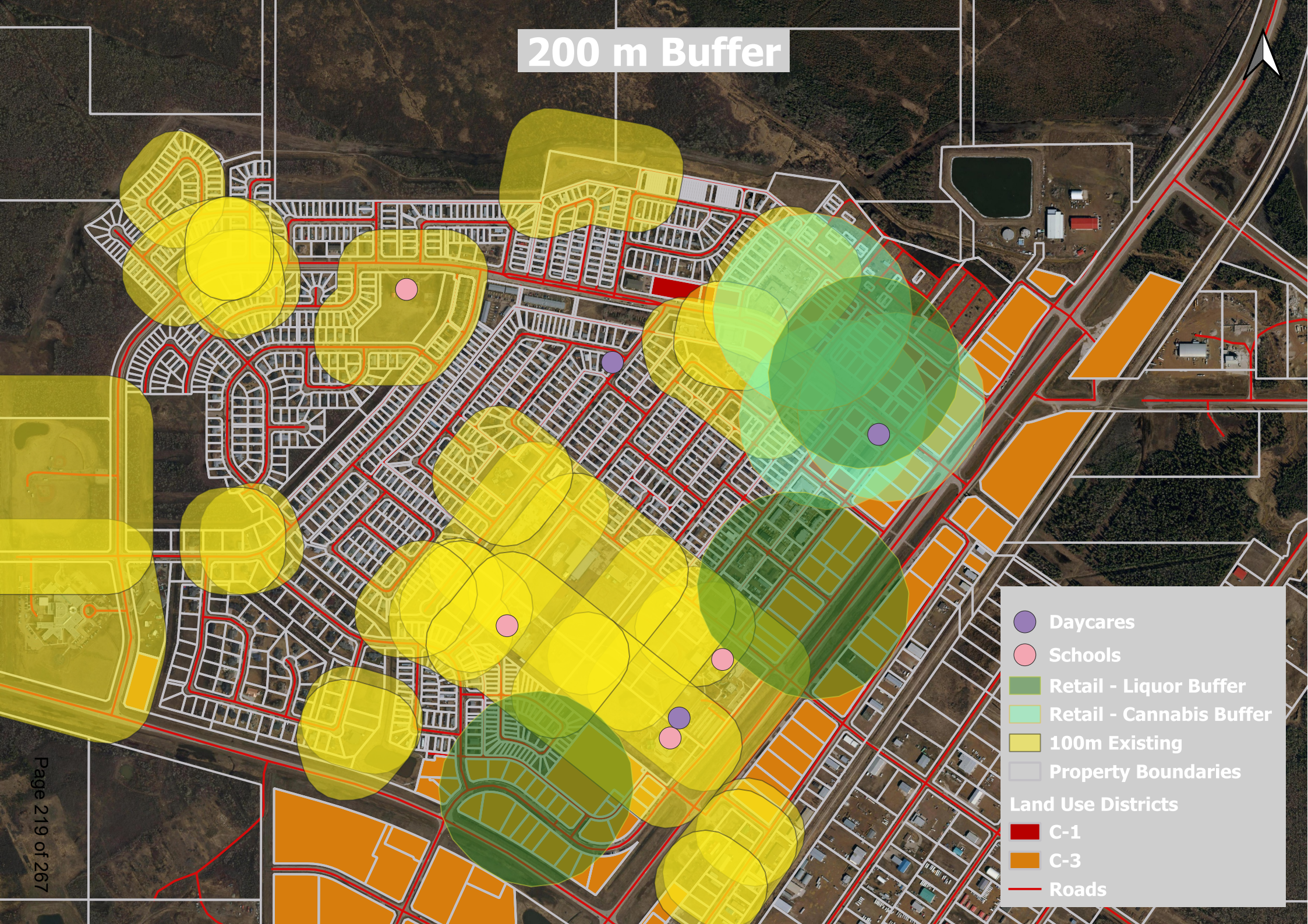
☐ Finance ☒ Planning and Development ☐ Operations

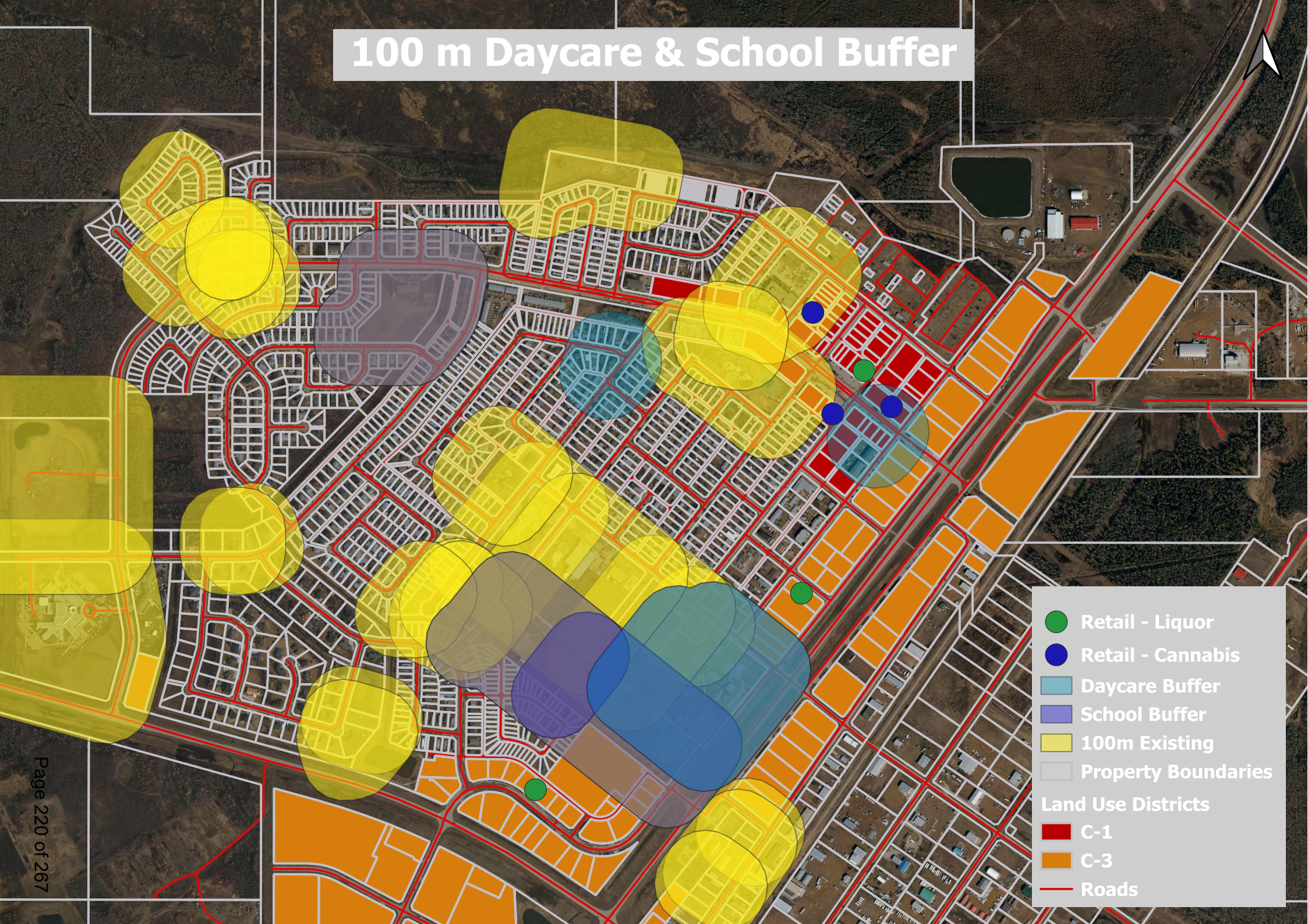
Existing 100m Buffer from CU and P Districts

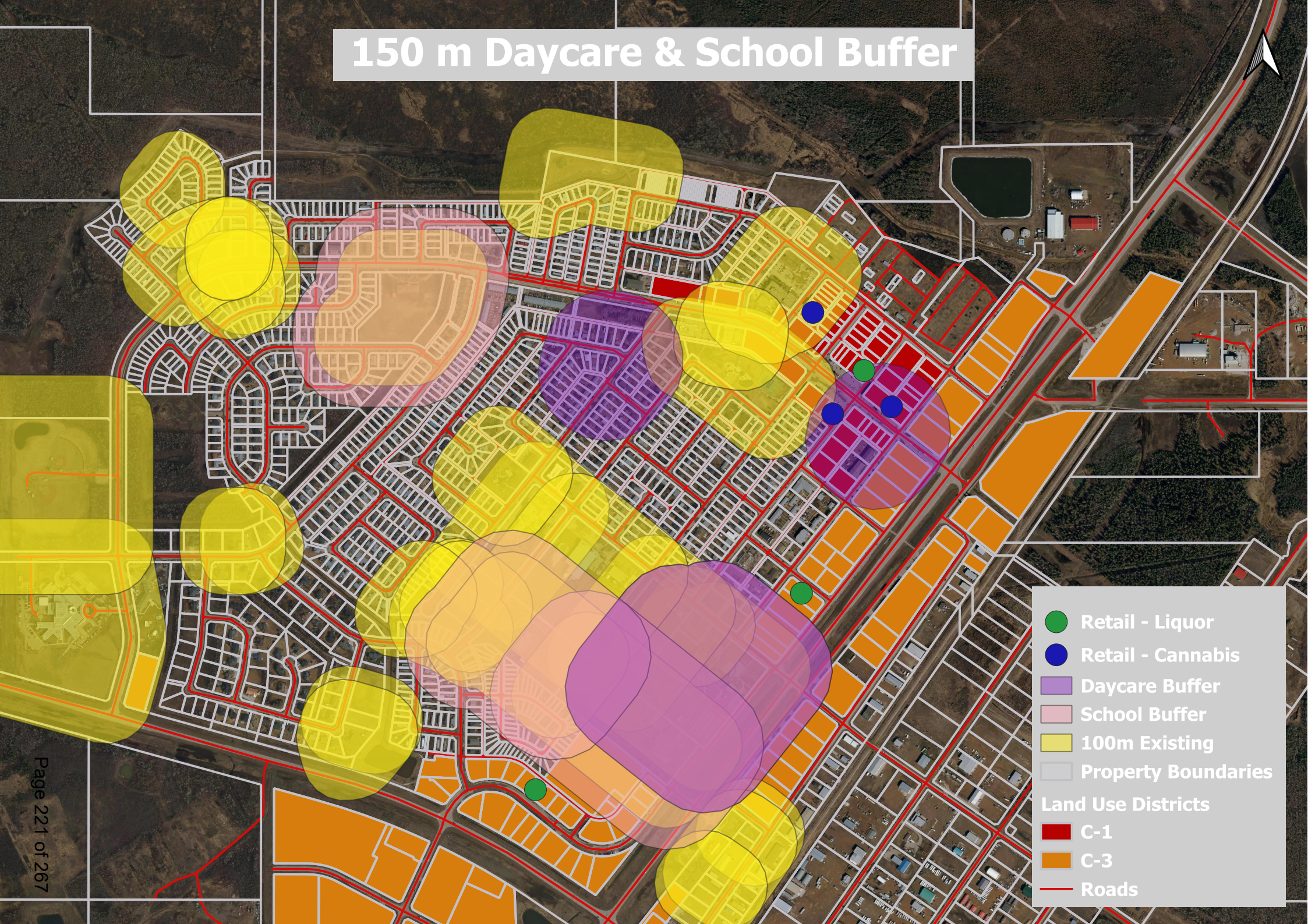



100 m Buffer
Daycares
Schools
Retail - Liquor Buffer
Retail - Cannabis Buffer
100m Existing
Property Boundaries
Land Use Districts
C-1
C-3
Roads

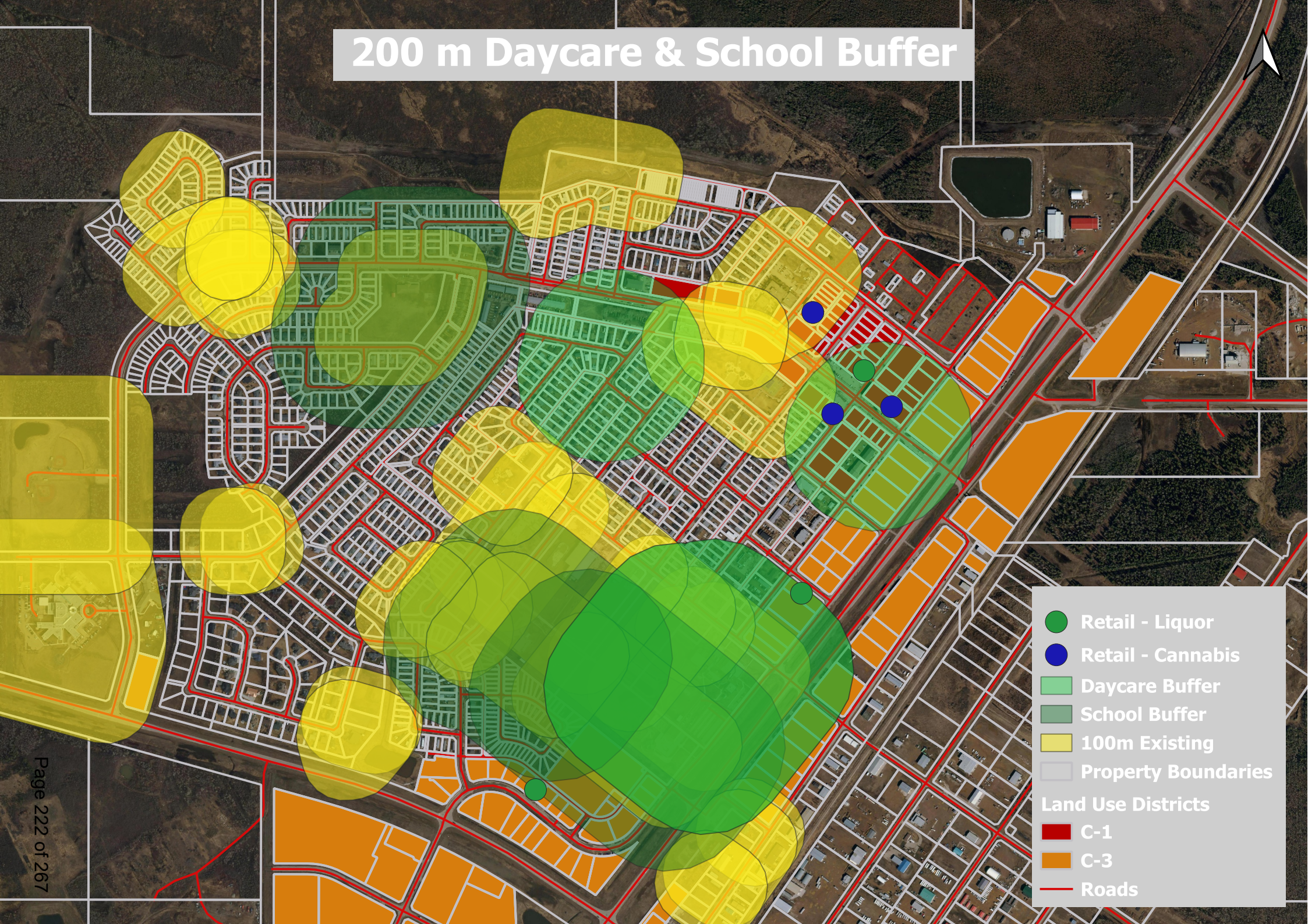

150 m Buffer
Daycares
Schools
Retail - Liquor Buffer
Retail - Cannabis Buffer
100m Existing
Property Boundaries
Land Use Districts
C-1
C-3
Roads


200 m Buffer
Daycares
Schools
Retail - Liquor Buffer
Retail - Cannabis Buffer
100m Existing
Property Boundaries
Land Use Districts
C-1
C-3
Roads

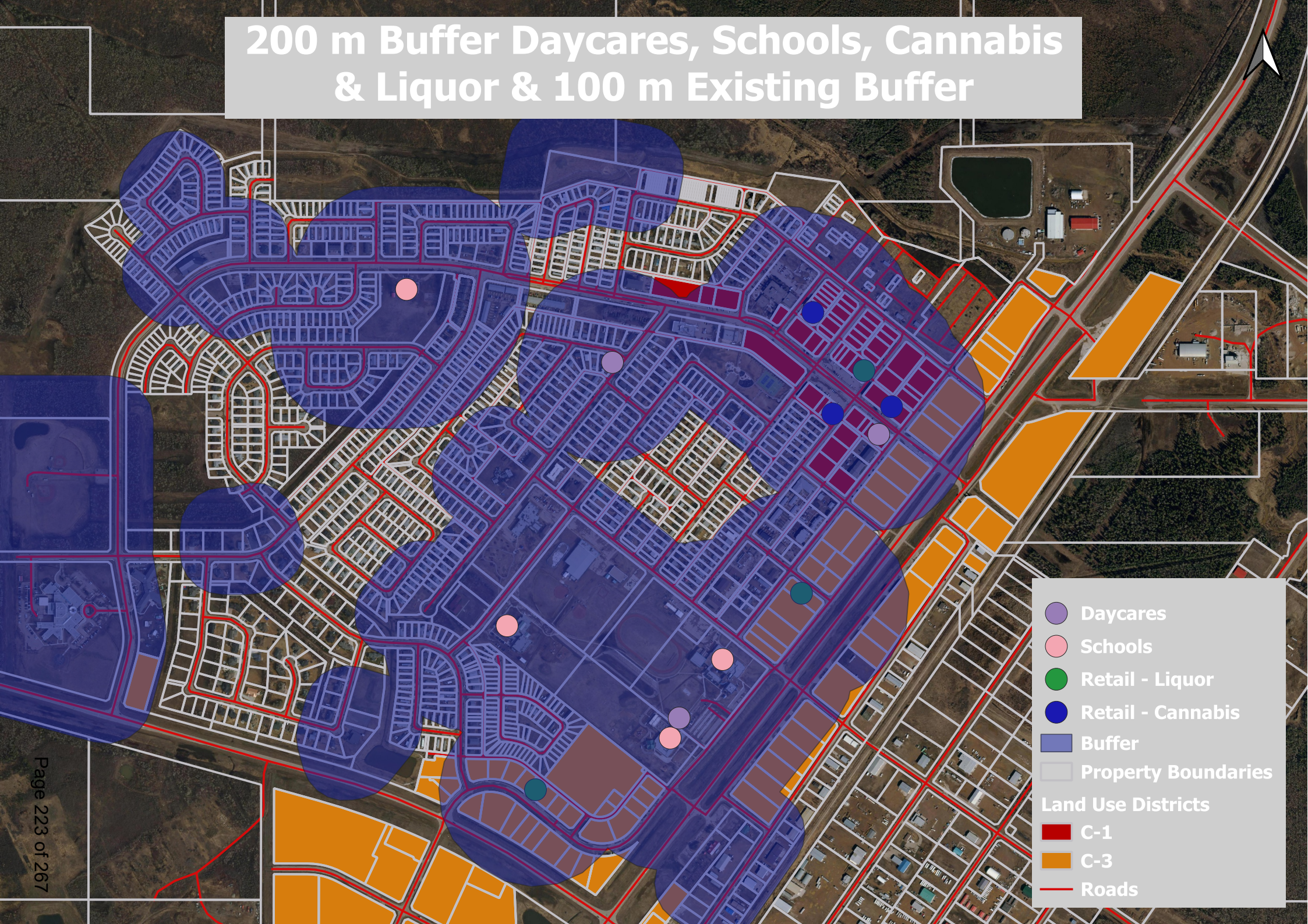

100 m Daycare & School Buffer
Retail - Liquor
Retail - Cannabis
Daycare Buffer
School Buffer
100m Existing
Property Boundaries
Land Use Districts
C-1
C-3
Roads


150 m Daycare & School Buffer
Retail - Liquor
Retail - Cannabis
Daycare Buffer
School Buffer
100m Existing
Property Boundaries
Land Use Districts
C-1
C-3
Roads

200 m Daycare & School Buffer



200 m Buffer Daycares, Schools, Cannabis & Liquor & 100 m Existing Buffer



BYLAW NO. 10XX-26 – RETAIL – LIQUOR LOCATION RESTRICTION
A BYLAW OF THE TOWN OF HIGH LEVEL
TO AMEND LAND USE BYLAW 1051-25

WHEREAS the *Municipal Government Act,* R.S.A. 2000, c. M-26, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw;

AND WHEREAS the Council of the Town of High Level wishes to amend its Land Use Bylaw to further restrict the location of Retail – Liquor to not allow this use within 100 m of the Community Use or Parks Districts;

NOW THEREFORE the Council of the Town of High Level, duly assembled, enacts as follows:

1. The following Clause 10.1.8 be deleted and the following added in Section 10.1 – Discretionary Use Criteria:

   10.1.8 When considering RETAIL – CANNABIS and RETAIL – LIQUOR in the C-1 LAND USE DISTRICT, the DEVELOPMENT AUTHORITY will ensure that the entire business footprint falls outside of a 100m/328ft. radius from any Community Use and Park LAND USE DISTRICTS.

2. The following Clause 10.2.13 be added in Section 10.2 – Discretionary Use Criteria and Considerations and the subsequent provisions be renumbered:

   10.2.13 When considering RETAIL – LIQUOR in the C-3 LAND USE DISTRICT, the DEVELOPMENT AUTHORITY will ensure that the entire business footprint falls outside of a 100m/328ft. radius from any Community Use and Park LAND USE DISTRICTS.

3. This Bylaw comes into full force and takes effect on the date of third and final reading.

READ A FIRST TIME THIS ___DAY OF _____, A.D. 2026.

READ A SECOND TIME THIS ___ DAY OF _____, A.D. 2026.

READ A THIRD TIME THIS ___ DAY OF _____, A.D. 2026.

Mayor

Chief Administrative Officer

Date Signed

Proposed Public Engagement Plan

1. Mail notify the 3 liquor stores, 3 cannabis stores, and the Chamber of Commerce regarding the potential change and allow time for feedback.
2. Prepare information package to be posted on the Town's social media and website.
    a. Provide an email and phone number for residents to provide their feedback.
3. Prepare a What We Heard Report to summarize the feedback received from residents and local businesses.
    a. Present the report to Council.

Optional:

4. Host an Open House for the community to learn about the amendment and for administration to collect feedback on the amendment.

Attachment 7 - Sample Regulations

1. The following Clause 10.1.9, 10.1.10, 10.1.11, and 10.1.12 be added in Section 10.1 – Discretionary Use Criteria and Considerations and the subsequent provisions be renumbered:

   10.1.9 Retail - Cannabis shall not be located within 150 m of any other Retail – Cannabis or Retail – Liquor.

   10.1.10 Notwithstanding 10.1.9, Retail – Cannabis approved prior to May 15, 2026 may be located closer than 150 m from the sites and uses listed in 10.1.9 until such time as the Retail – Cannabis use ceases for six months or longer.

   10.1.11 Retail - Liquor shall not be located within 150 m of any other Retail – Liquor or Retail – Cannabis.

   10.1.12 Notwithstanding 10.1.11, Retail – Liquor approved prior to May 15, 2026 may be located closer than 150 m from the sites and uses listed in 10.1.11 until such time as the Retail – Liquor use ceases for six months or longer.

2. The following Clause 10.2.13 and 10.2.14 be added in Section 10.2 – Discretionary Use Criteria and Considerations and the subsequent provisions be renumbered:

   10.2.13 Retail - Liquor shall not be located within 150 m of any other Retail – Liquor or Retail – Cannabis.

   10.2.14 Notwithstanding 10.2.13, Retail – Liquor approved prior to May 15, 2026 may be located closer than 150 m from the sites and uses listed in 10.2.13 until such time as the Retail – Liquor use ceases for six months or longer.

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INFORMATION UPDATE FOR COUNCIL

Date:	Submitted by:
June 22nd, 2026	Myron Thompson, Interim Deputy CAO

Topic:

Community Recycling Program

Current Status:

Implementation of Community recycling program has been formalized

Background:

In 2022, the Government of Alberta enacted regulations under the Environmental Protection and Enhancement Act (EPEA) to establish the Extended Producer Responsibility (EPR) framework for packaging and paper products (PPP) and hazardous and special products (HSP). EPR transfers both financial and operational responsibility for residential recycling from municipalities to the producers, companies and organizations that supply, manufacture, or distribute these products into the Alberta marketplace.

Circular Materials (CM) is a national not-for-profit organization that has been commissioned by the province to implement the province's new EPR program for household packaging and paper products. Over the course of the year, they have been advancing the program to meet implementation milestones. Processes included going out for Request for Proposals for specific geographical areas of the province in which the area that High Level was part of was by far the largest area. This fact created challenges in securing bidders.

Public Key Messages:

Through actions and ongoing communications Town administration has been able to assist CM in sourcing a positive outcome to bring a recycling program to the Community commencing on October 1st, 2026.

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Next Steps:

It can be shared that L & P Disposals has been provided with the contract for curbside recycling pick up in High Level as well as operation of a depot site, receiving station and transportation to processing. Administration has provided CM with all the servicing addresses as well. In the next few weeks CM will be providing educational and promotional material, as well as access to an app. They will also be delivering blue recycling bins to L & P Disposal for distribution. Administration had requested that the purchase the brown bins that the Town had purchased in 2023 anticipating a future recycling program. They denied the request indicating that the bins had to be blue. Painting them blue was not an option as well.

Having the recycling program will not result in any cost to the residents having waste and recycling service. In addition, there will be cost savings to the Town's operational budget as there will be a reduced tipping fee cost at the regional landfill as these materials will no longer be part of the waste stream in the garbage pickup which the Town pays tippage fees per tonne.

The Town requires a new bylaw to replace the existing Garbage Bylaw. The new Solid Waste Bylaw will now include sections on recycling. The bylaw will be brought to July Council meeting for review and formal adoption.

Strategic Plan Alignment:

Goal 1: Vibrant Community - The Town of High Level is committed to fostering economic growth by creating opportunities to attract new businesses. The EPR program supports this objective by encouraging the development of recycling-related industries and services, thereby contributing to the Town's broader goal of economic diversification.

Goal 3: Resilient Community - The Town of High Level aims to maintain and enhance community programs while strengthening public safety. By reducing municipal costs associated with waste disposal, this initiative enables the reallocation of resources to other essential community services and priorities.

Goal 4: Accountable Governance - The ARMA oversees the program, partnering with municipalities and producers to ensure compliance, promote transparency, and strengthen intergovernmental collaboration.

Financial:

The Town will not be required to establish, operate, or finance a recycling program for packaging and paper materials. Under the EPR framework, producers will ultimately fund the program for municipalities.

June 16, 2026

Town of High Level
10511 103 Street, High Level, AB

Dear Myron,

We are writing to share details and next steps for your community's transition to a recycling program for single-use packaging and paper products under Alberta's Extended Producer Responsibility (EPR) Regulation beginning on October 1, 2026.

Community-Specific Service Information

As you know, Circular Materials issued a Request for Proposals (RFP) in 2025 for curbside collection services beginning October 1, 2026. We have now finalized these agreements and are pleased to share that effective October 1, 2026, the following services will be implemented in your community:

- **Community:** Town of High Level
- **Collection Contractor:** L & P Disposal
- **Curbside Collection Frequency:** Bi-Weekly
- **Curbside Collection Day(s):** Friday
- **Curbside Collection Container:** New 360-litre Recycling Carts
    - To support a new curbside collection service ahead of October 1, 2026, deliveries of new 360-litre recycling carts to residents will rollout throughout September. Residents will be advised not to use their new carts before October 1, 2026. More information on the schedule and process for recycling cart deliveries will be provided at community meetings to be scheduled over the summer.
- **Single Stream Recycling System Supports an Expanded Province-Wide Material List:** Starting October 1, 2026, all EPR program materials across Alberta will be collected as a single stream in one container through both curbside and depot collections. Single stream supports ease of recycling for residents and an efficient, effective and technologically advanced system that can manage an expanded list of materials. Please see the attachment of the expanded, province-wide list of materials that can be recycled as of October 1, 2026.
- **Depot:** Additional information regarding depot access for your community will be provided in follow-up communications later in July.

Key Milestones

- **July & August 2026 Collection Contractor and Community Meetings:** Over the summer, Circular Materials will host introductory meetings with groups of communities and their designated collection contractors. These sessions will provide an opportunity to meet your collection contractor, learn more about the transition process, review service expectations, and ask questions about the upcoming EPR program launch on October 1, 2026. The scheduling and dates of these meetings will be arranged via a separate email communication using a Calendly poll and scheduler.
- **Mid- July 2026 Resident Promotion and Education Begins**: Residents will receive promotion and education information (see details below) about recycling system changes as of October 1, 2026.
- **September 2026:**
    - New cart deliveries to residents, prior to EPR program launch on October 1.
    - Residents will receive a new curbside collection calendar and recycling guide.
- **October 1, 2026**: Circular Materials' curbside collection service begins.
- **Post October 1, 2026:** Ongoing meetings between Circular Materials and community teams to support a smooth and successful transition for residents.

Collaborating with Communities Throughout Transition

Beginning this summer, Circular Materials will establish bi-weekly meetings with your community to support a smooth and successful transition. These meetings will provide an opportunity to discuss operational planning, communications, resident inquiries, and any community-specific considerations related to the October 1, 2026, program launch. **Your Circular Materials contact is:**

- Michelle Giesbrecht – Manager, Common Collection System - AB
- **Email:** mgiesbrecht@circularmaterials.ca
- **Phone:** (647) 925-1034

Roles and Responsibilities

What You Can Expect from Circular Materials

- Bi-weekly meetings to support your community's transition ahead of October 1, 2026.
- Monitor and respond to customer service concerns from residents.
- Actively monitor collection contractors and ensure all the performance, collection and reporting, and obligations with contract obligations are met.
- Following program launch, Circular Materials will continue to meet regularly with your community to ensure levels of service are appropriate and to better understand the

needs and logistics of your community and municipality. While collection contractors may participate in specific discussions, when appropriate, these ongoing meetings are intended to provide a direct forum between Circular Materials and your community to identify concerns, share information, and address issues as they arise.

What You Can Expect from Your Collection contractor

Collection contractors, contracted by Circular Materials are required to meet established performance standards, including:

- Operating vehicles and conducting collection activities in accordance with all applicable safety requirements, traffic regulations, and local bylaws.
- Respond promptly to missed collections. Reports received before 2:00 p.m. should be serviced the same business day whenever possible; reports received after 2:00 p.m. must be serviced by the next business day. Any special circumstances will be communicated to affected communities and residents.
- Providing customer service support for a minimum of eight hours per business day through staffed phone lines and additional communication channels, including email and text messaging. Customer service by collection contractors is available as of July 1, 2026.
- Maintaining sufficient resources to address resident inquiries, complaints, and service requests in a timely manner.
- Investigating and resolving property damage claims within 30 days.
- Repair and maintenance of carts within two to five business days.
- Meeting all reporting, collection, and performance obligations established under their agreement with Circular Materials.
- More information will be provided at the Collection contractor introductory meetings being held this summer.

Expectations and Actions Required by the Community

To support a successful transition, we ask that your community assist with the following:

- Advise Circular Materials of any known collection challenges, including seasonal access issues, construction projects, gated communities, special accommodation dwellings, or other site-specific considerations.
- Provide any updates to collection maps, service areas, residential addresses, or community boundaries that may affect service delivery.
- If the above information has already been provided, no further action is required.

Promotion and Education for Residents

As of October 1, 2026, Circular Materials will directly manage promotion and education about the recycling program with your residents. As a reminder, all our promotion and education materials can be found in the resource portal here.

In mid-July, Circular Materials will launch resident promotion and education activities through direct mail, local advertising channels, social media, newspapers and radio to provide information about:

1. Collection contractor information and resident inquiries contact information.
2. Information on the expanded list of accepted materials, and what are not accepted as of October 1, 2026.
3. Where residents can find more information and key contacts.
4. **New community-specific webpages:** Circular Materials will provide a dedicated webpage for each community for residents to find local recycling information. Residents can also visit www.circularmaterials.ca/AB to find more information and useful tips for recycling.

- The dedicated URL for residents in your community is: **circularmaterials.ca/high-level. This URL will be live the first week of July.**
- We encourage you to post the below information on your community's recycling webpage to **redirect residents to the Circular Materials' website by mid-July.**

  Town of Valleyview's recycling program is now managed by Circular Materials, a not-for-profit organization that is committed to advancing an efficient and effective recycling system across Alberta. Click here to visit the Circular Materials' website to find out more information about recycling in our community.

5. **Resident Inquiries:** As of **July 1**, please direct resident inquiries about recycling to the collection contractor for your community:

- Collection contractor name: L & P Disposal
- Resident Inquires phone number: (780) 926-2988 or (780) 926-3838
- Resident Inquiries email address: planet.recycle@telus.net
- If you receive an issue or complaint from a resident that requires escalation to Circular Materials, please direct to customerservice@circularmaterials.ca or 1-877-667-2626. Information on the resident inquires escalation process is also attached to this letter.

Please Confirm Receipt of this Letter

We ask that you confirm receipt of this letter, and its contents, by **June 22, 2026,** to support ongoing planning for a smooth transition. If we do not receive a response by that date, we will assume that the information has been received and will continue with preparations for the October 1, 2026, program launch.

We look forward to continuing collaboration with your community throughout the transition. If you have any questions or would like to meet to discuss further, please let us know. We look forward to providing residents with an efficient and effective recycling program that enhances environmental benefits.

Sincerely,

Michelle Giesbrecht
Manager, Common Collection System

HIGH LEVEL SENIORS CENTRE
GOLDEN RANGE SOCIETY OF HIGH LEVEL
10201 - 105 Avenue 780-926-4286

June 5, 2026

Dear Mayor and Council:

On behalf of the Golden Range Society's Bench Committee, I am requesting Councils approval of a donation of two backless benches for installation at the High Level Municipal Airport. Placing one bench at each of the Arrivals and Departures entrances would improve the terminal's appearance and provide a convenient outdoor resting place for travelers and visitors.

Two years ago, the High Level Fire Department held a fundraiser and invited local nonprofit organizations to apply for support. Our committee applied for funding to install benches along the community's walking trails so that residents, particularly seniors, would have places to rest. In partnership with the Director of Community Services, four benches and garbage receptacles were installed along the trails.

In addition to the Fire Department's contribution, we received support from several local businesses and organizations, including:

- High Level Play Association
- Knelsen Sand and Gravel
- Tolko
- Richardson Pioneer
- Derksen Construction
- Budget Rentals
- High Level Motor Products

We now have sufficient funds to continue installing benches in the community. Working with the CAO and the Director of Community Services, we plan to complete installations in stages so that each bench can be placed soon after it arrives.

The first stage would be the installation of two backless benches at the High Level Municipal Airport. We respectfully request approval for this donation.

Darlene Anderson
Golden Range Society of High Level
Bench Committee

Attachment: Picture of the proposed bench & photo of Airport entrance

Barco Products Canada
Cassidy backless bench

Photo of Airport Departure entrance:

Viv Thoss

From: Stacey <sponsor@courageousk9.ca>
Sent: Monday, May 25, 2026 1:18 PM
To: Josh Lambert
Cc: Viv Thoss
Subject: Courageous Companions Service Dog Program-2026-Sponsorship Request

IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender sponsor@courageousk9.ca

[Some people who received this message don't often get email from sponsor@courageousk9.ca. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Dear Mayor Lambert & Council,

I am hoping to add my request to the agenda as correspondence for an upcoming Council meeting or go through due process. Please accept this email as our official sponsorship advertising request for our 2026 campaign. I hope that everyone is doing well! We'd be honoured to have the Town of High Level join us in support of Courageous Companions.

Courageous Companions is dedicated to transforming the lives of military veterans and first responders who have suffered physical or psychological injuries in service. By providing them with certified service dogs at no cost, we help restore independence, confidence, and a sense of hope. These dogs are more than companions—they're life-changing partners.

This important work is only possible thanks to the generous support of community champions like you. We're inviting you to consider sponsoring an ad or message of support in the upcoming annual edition of Courageous K9 Magazine. This publication not only highlights the incredible stories of resilience and recovery but also serves as a testament to the generosity of organizations like yours.

As a sponsor, you'll receive:

*Recognition in a widely circulated, full-colour magazine.
*A certificate of appreciation to display your commitment to this cause.
*A copy of the magazine to share with your team or community.

By participating, you'll directly impact the lives of those who have given so much to protect and serve us all. To learn more about sponsorship opportunities, ***RATES***, or the inspiring stories we've shared, please visit www.courageousk9.ca.

Your support would mean the world to the heroes we serve. Thank you for taking the time to consider our sponsorship request. Don't hesitate to reach out with any questions. We look forward to hearing from you soon.

Sponsorship Rate/Size Chart

Back Covers $2200.00
Inside Covers $1600.00
Full page $1300.00

1/2 page $899.00
1/4 page $699.00
Banner $599.00
1/8th page $429.00
Business Card $329.00
Honour Roll Listing $199.00 (three lines-non-graphical)

Yours truly,
Stacey Biekx
T: (866) 767-1731
E: sponsor@courageousk9.ca
W: courageousk9.ca

Meeting Request:

Alberta Municipalities Fall 2026 Convention

If you have questions, require support and to submit form, please email: ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: Town of High Level

Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

Meeting Participants

1 _____ Mayor/Reeve

2 _____ Chief Administrator

3 _____ Councillor

4 _____ Councillor

5 _____ Councillor

6 _____ Councillor

7 _____ Councillor

8 _____ Councillor

9 _____ Councillor

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DEPARTMENTAL MONTHLY REPORT

Department	
Name of Department	Date
Community Services	June 22, 2026

Monthly Activity Summary

- **Arena/Parks Maintenance** –Arena staff have shifted their focus to park maintenance and indoor events. Cleaning and painting projects have begun throughout the facility, staff completed painting of the curling pad walkway, doors and stairs. Staff are also preparing the ball diamonds for the upcoming season. The splash pad and washrooms is open for the season.

- **Pool -** During the month of May, the pool was closed due to mechanical issues and remains closed at this time. Annual shut down work has started in the facility such as repairs and painting. During the closure, many pool staff have been reassigned to other duties and are assisting FCSS, Recreation and arena duties.

- **FCSS & Recreation -** FCSS and Recreation staff had a busy month delivering a variety of ongoing programs, including Groovy Kids, Community Gym Night, Cruz & Play, Adult Community Basketball, Youth Sports Nights, Community Gardens, Mini Mac Attack, Walking Club, Play and Connect, Move & Improve, and Youth Night. Staff also participated in the High Level Chamber of Commerce Trade Show on May 1 and 2, providing an opportunity to promote local programs and upcoming events while connecting with community members. On May 5, in partnership with Allyship, we hosted a Missing and Murdered Indigenous Peoples event at Centennial Park. The gathering included a commemorative walk and drum dance to honour and remember Missing and Murdered Indigenous Peoples and to raise awareness within our community.

- **Museum-** The Mackenzie Crossroads Museum & Visitor Centre opened for the season on May 15. During May, we welcomed 78 visitors, hosted five field trips, and recorded total sales of $1,003.47, making for a successful start to the season.

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Communications-Monthly Activity Summary

Social Media – Communications maintained regular activity across social media platforms in March, supporting operational updates, public notices, and community information.

Facebook
Facebook activity included 76 posts generating approximately 367,170 views from 32,900 viewers. The top performing post, "Notice to residents: Highway 35 Closure" on May 28, received 49,000 views from nearly 19,000 viewers. The lowest performing post was a "Play and Connect" post from May 12 with 134 views.

Instagram
Instagram activity included 76 posts generating about 15,700 views. The top performing post, "2026 Municipal Bylaw Candidates Announced", received 554 views from 286 viewers. The lowest performing post was "Play and Connect" which received 134 views.

LinkedIn
LinkedIn activity included one post generating 1,329 views. The top performing post was for the Director of Corporate Services job posting, which was responsible for nearly all (1,311) views.

YouTube
YouTube activity included two posted videos. The May 11 Regular Meeting of Council video generated 141 views, and the May 25 Regular Meeting of Council generated 83 views.

Website – The Town website generated approximately 7,200 views in May. The High Level main page was the highest landing place for viewers with 2,400 views, followed by job postings in the next four places.

Press and Media – There was a single news release issued to the media in May. The Echo Pioneer published nine stories on Town of High Level events and projects, a return to regular levels of news coverage. The Trending 55 News Room (radio) published ongoing coverage of the 2026 By-election, including paid advertising. There was spot coverage of council meetings and announcements from the Town's website/social media channels.

Ongoing Projects

- Preparations have begun for several upcoming events, including Canada Day, National Indigenous Peoples Day, and Alberta Day.
- Support departmental operations through month end reporting, participation in facility safety inspections, and assistance with staff inquiries and administrative tasks.

Upcoming Initiatives

- Capital budget projects are underway, including museum landscaping and repairs, as well as ongoing pool and arena maintenance.
- Stormy Lake Consulting has completed our Tourism Strategy, we are now working on the final report for the Small Community Grant we received to complete this project.

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Approvals:

Jena Clarke

CAO

Author: Jena-Raye Clarke,
Director of Community Services

☐ Corporate Services ☒ Community Services ☐ Fire Services

☐ Finance ☐ Planning and Development ☐ Operations

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DEPARTMENTAL MONTHLY REPORT

Department

Name of Department	Date
Fire Services	June 22nd, 2026

Monthly Activity Summary

During the month of May the fire department responded to a total of 62 calls for service:

- 43 Medical First Response
- 7 Motor Vehicle Collisions
- 3 Alarms Activated
- 3 Vegetation Fires
- 2 Structure Fires
- 1 Outside Fire
- 1 Commercial Vehicle Fire
- 2 Lift Assists

May 2025:	69
YTD 2026:	265
Jan-May 2025:	291
Response by zone	
Town of High Level	53
Alberta Transportation:	7
MacKenzie County:	2

Ongoing Projects

- Training in the month of May was split between conducting hazard reduction burning to reduce wildfire risk in Town, and on hose deployment and rural water supply tactics.
- 10 members of the department completed their Wildland Urban Interface Members course which was facilitated by the WUI team.
- The department held its annual Wildfire Community Preparedness Day in Centennial Park on May 24th, led by the WUI Team in conjunction with Alberta Wildfire.
- May was an extremely busy month for the department responding to a number of serious and time-consuming incidents including two fatal collisions on area highways, one structure fire and two commercial vehicle fires, one resulting from a collision.
- Standard Operating Guidelines are in the review process to ensure alignment with current standards and industry best practices. Over the past year a number of NFPA standards have been consolidated and, at a minimum, references within the guidelines will need to be updated.

*Reviewed using AI.

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Upcoming Initiatives

- The Fire Department will be working on the flow testing of hydrants in town over the summer months to help inform pre-planning activities as time permits.
- The department is beginning the procurement process for the new light rescue and rescue engine approved by council in the 2026 capital budget to meet timelines.
- All pumping apparatus will receive their annual fire pump maintenance and flow testing during the month of June. As well Ladder 1 will undergo the required annual aerial ladder certification testing to ensure fleet reliability and operational readiness.
- Training for the month of June will focus on structural firefighting initial attack techniques.

Approvals:

Jena Clarke

Acting CAO, Jena-Raye Clarke:

Author: Fire Chief, Jason Ripley

☐ Corporate Services ☐ Community Services ☒ Fire Services

☐ Finance ☐ Planning and Development ☐ Operations

*Reviewed using AI.

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DEPARTMENTAL MONTHLY REPORT

Department

Name of Department	Date
Planning & Development	June 22, 2026

Monthly Activity Summary

Subdivisions (April)

Active	Conditionally Approved	Endorsed	Pre-Application Stage
0	0	0	0

Development Permits

May

Permits Issued	Permits Pending	Permits Withdrawn
5	6	0

1 Refusal Issued

Total Development Permits Issued (2026) - 13

Residential	Commercial	Industrial	Accessory Building/Use
1	0	6	6

Ongoing Projects

Northwest ASP Update & Functional Planning Study – Underway

- Project Manage ASP update and functional planning study
- Finalizing contract, timeline and workplan with consultant

Enforcement – Underway

- Ongoing work with Bylaw Enforcement, the Town's legal counsel and the Town's Safety Codes Officer to action and resolve active files with known non-compliant developments

CMHC Housing Accelerator Fund (HAF)- Underway

- Ongoing monitoring and completion of outstanding initiatives identified in the work plan and contract
- Coordinate working group to explore opportunities for growing relationships with housing developers to support new housing development and annual targets in the HAF Action Plan

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Regional Water Study Project – Underway
- Provide support to administration and project consultants as required

Mackenzie County & Town of High Level IDP & ICF Update – Underway
- Provide technical support to IPC to review and update the IDP And ICF (Start-up meeting completed February 2, 2026)

Urban Poultry Permit – Completed
- Issued May 25, 2026
- Provided information on an urban poultry course and provincial licensing.

PSDCitywide Web Map – Ongoing
- Update GIS following LUB amendments and title change information
- Manage GIS data layers and establish a process and timeline for undertaking regular review and updates of system data and mapping layers including a workflow chart that can be shared with department heads.
- Updates to tax levy information, MDP and ASP data layers planned for June 2026.

IMPC Meetings – Ongoing
- Scheduling and attending IMPC meetings relating to subdivision and development permit applications within Mackenzie County within the IDP area

Lysol Creek Renaming – Completed
- Briefing note for options to rename the creek sent to May Committee of the Whole meeting.

Grant Tracking & Reporting – Ongoing
- Collaborate with senior administration and finance to inventory current grants and grant related projects.
- Identify deliverable and reporting deadlines
- Monitor and report on progress

Cannabis & Liquor Stores potential LUB Amendment – Ongoing
- Briefing note summarizing other municipalities regulations for cannabis and liquor stores including mapping for 100m, 150m and 200m setbacks.
- New briefing note and mapping for regulations restricting liquor and cannabis near schools and daycares scheduled for June 2026 council meeting.

GIS Data Requests – Completed
- Providing GIS data layers to Tetra Tech and O2 for upcoming projects.

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Upcoming Initiatives

Updates to Subdivision and Development Appeal Board Bylaw – 2nd Quarter 2026

- Prepare report for Council and recommend revisions to the Town's SDAB Bylaw to ensure bylaw is consistent with current legislative requirements.

Review Vitalization Grant Policy – 2026

- Review the existing Vitalization Grant Policy and determine if it is working how Council intended.
- Review other municipalities Vitalization Grant Policies to determine differences and similarities.

Approvals:

Jena Clarke

Acting CAO, Jena-Raye Clarke

Author: Jane Dauphinee, Planning & Development

☐ Corporate Services ☐ Community Services ☐ Fire Services

☐ Finance ☒ Planning and Development ☐ Operations

*Reviewed using AI.

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DEPARTMENTAL MONTHLY REPORT

Department	
Name of Department	Date
Operational Services	June 22nd , 2026

Monthly Activity Summary

Administrative Functions

- Providing support to the CAO and other department heads in administrative activities
- Providing ongoing support to the Acting CAO who has done very good job in assuming duties in the role
- Providing oversight and assisting the Operational Services department
- Participation and contribution in Senior Management Team meetings
- Providing communication items for the local paper and website
- Assisting Planning & Development Contracted agency in Community planning/development matters
- Assisting outside contractors with information relating to infrastructure including APEX, Telus, new commercial service tie in contractor to name a few.
- Capital Project Administration
- Lagoon dumping requirement

Airport Division

Airport Movements: 717 from NAV Canada plus 122 additional on our recording device
Passengers: Information not provided by CMA for May yet
Complaints: 0
SMS Reports: 2

1. Roof Leak in the terminal building
2. A dog was off leash airside on Apron II near Taxiway Bravo

Maintenance activities performed by our airport crew included routine inspections, fulfilling of statutory obligations with Transport Canada, ensuring runway clear and operational by completing our dry sweeping of sand, dirt and debris and ensured our airport terminal was safe and accessible providing a great experience for our users.

Major notable updates include:

- Completed the final sign movement to follow Transport Canada regulations.

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- Completed an airfield survey with the Canadian Armed Forces to conduct an airfield surface assessment and reconnaissance (ASAR)
- Working with Government of Alberta Forestry and Parks division for an updated lease agreement
- Forestry and Wildfire has begun operations, we are housing a Dash 8, a Electra and a variety of 15 helicopters for current operational needs
- Summer maintenance duties including Grass cutting, weed whacking maintenance and removal of trees around the perimeter security line – work in progress
- Completed Wildlife Management Training for all airport staff with Loomex
- Completed some refurbishment of our outdoor seating and fire hydrants
- Working with Public Works mechanics on the maintenance of winter equipment and vehicles
- Working with Asbestos removal company and flooring contractor on moving forward with council approved capital plan project
- Working with NAV Canada on the creation and implementation of a new Local Runway Safety Team regulation from Transport Canada - AC No. 107-003 for certified airports

Operations Division

- Thawing of frozen water services and lowering due to frost heaving
- Water service turn offs for arrears
- Winter water break and water service appurtenances excavation repairs
- Lagoon manhole excavation and replacement
- Noxious weed control identified around north reservoir
- Sod cleanup from winter operations
- Road surface maintenance activities including:
  -spray patching
  -pothole repairs
  -back alley repairs & grading
  -downtown paver repairs
- Ongoing utility locates including that of gas line replacement work
- Street sweeping & spring cleanup activities
- Spring garbage cleanup
- Initiate grass cutting crew program and grass cutting operations
- Installation of hanging flower baskets and ongoing watering
- Hanging and removal of grad banners
- Cross walk painting is underway. A new crosswalk with solar powered signals will be installed on 100th Ave between hospital and seniors home. This work will also include tie in of existing sidewalk gaps

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Utilities Division

- ABSA Boiler Inspection (certificate obtained).
- Fuse blown on power line in front of WTP, ATCO called in to repair.
- Plant eservoir old intake screen removed, new screen installed and extension spool installed.
- Lead resamples 2026 taken at Woman's shelter (Passed).
- Installed new sink in staff changing room.
- Cleaned Footner pumphouse exhaust screen.
- REW Electric Replaced Lights in pipe gallery, replaced Air compressor breaker and floc motor drive inspected.
- April EMS data submitted.
- Ultrasonic installed in Plant Reservoir.
- Replaced motor brushed T3 Floc 1.
- Wise-Worth Annual services main air compressors.
- 5 Remote read, 1 meter inspection.
- Hydrant Flushing (70% Done).
- 5 Services Requests made for Hydrant repairs.
- Updated Operations plan, just waiting for programmers, to update their portion.
- School tour grades 4/5/6.
- Semiannual lagoon dump release – Federal government stopped in to do acute lethality test.
- Cleaned air intake at Footner lake pump house.
- Revised safe Drinking Water Plan.

Ongoing Projects

Significant effort has been expended in working with various consulting services in the advancement of numerous capital projects as outlined below.

100th Avenue Road Rehabilitation Project

- Project design, specifications, and quantities are finalized including the addition of the underground sanitary upgrades. Tender documents have been reviewed with tender posted June 22nd. Project will include focus on scheduling and phasing to limit as much as possible impact to businesses. Maintaining access will be a priority and will be critical, especially for the RCMP and Fire Hall access. Construction timelines will be communicated once determined a plan as well to communicate and interact with affected business owners to avert any concerns during construction process

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Phone: 780 926 2201 Fax: 780 926 2899

Water Treatment Plant Process Review

- The technical memorandum from WSP Engineering has been provided to Council and will be supported by a presentation as well. The memorandum makes recommendations to advance the needed treatment system that will be further supported by additional study and design work.

Sports Complex Arena Foundation Repair

- Updating of design drawings & specifications for the repair of areas of foundation and slabs as identified through a previous engineering assessment completed.
- Tender package prepared and advertised through Alberta Purchasing Connection and locally through Town's social media and local paper.

Aquatic Centre HVAC replacement and facility upgrades

- Capital HVAC replacement is ongoing with actions including :
  -setting schedules
  -confirm project expectations
  -establish clear direction for the project to remove any possible roadblocks
  -complete RFP process
  -set up trade visits

- In addition interior painting replacement of washroom and change room partitions is underway as well as refurbishment of the hot tub. Mold abatement in the facility has also been completed.

Wastewater Lagoon de-sludging

- Hydrasurvey of the lagoon has been arranged and will take place June 19th. This survey will detail the areas and amount of sludge existing in the lagoon cells that is required to be removed to ensure effectiveness of the facility is regained. Once data is confirmed the removal of sludge will be tendered. Limited businesses in the province undertake this type of work.

Hydrovac Sludge Pit System

- The hydrovac sludge pit is complete including the registration with the province. The item is on the current Council agenda seeking further direction relative to the operation of the facility.

Wastewater Treatment Facility Study

- Resumption of activity on this project has taken place with advancing of testing and data collection. AEP had requested additional data which increased project costs. Administration requested additional funding from the province which we were successful in receiving. Project is scheduled for completion by the end of September this year.

Spare Lift Station Pumps

- Spare lift station pumps included in the current year capital budget have been sourced. The pumps are critical to have on hand in the event of a failure of existing units in one of the Town's lift stations which had occurred last summer.

10511 - 103 Street
High Level, Alberta. T0H 1Z0
Phone: 780 926 2201 Fax: 780 926 2899

Enforcement Services Patrol Vehicle Purchase

- Tender award recommendation has been provided to Council for decision. Upon direction administration will advance the award for purchase with expected delivery date for vehicle in September which will be followed by the required upfitting needed to put the vehicle into service. Unit is expected to be put into operation by mid-October.

Regional Water Line Feasibility Study

- Finalized alignment consideration is before Council for approval and aligns with approval for the alignment approved by MacKenzie County. Approval of the alignment will further the work on the feasibility study including additional detail and pricing. Long term strategy is to utilize the findings from the feasibility study to justify the advancement of the project to the province.

Sewer Vactor Truck Refurbishment

- The refurbishment of the unit has been completed, and unit is back in operation

Watershed Analysis Study – Storm Water Master Plan Recommendation

- An Engineering assessment has been approved for the wetlands immediately west of Town and north of Highway 58. These wetlands contribute a large amount of stormwater flow during spring runoff and major rainfall events impacting Amber Ponds capacity and impacting downstream stormwater distribution.

Upcoming Initiatives

- Progressing the Community Recycling Program

Approvals:

Jena Clarke

Acting CAO: Jena-Raye Clarke

Author: Deputy CAO, Myron Thompson

☐ Corporate Services ☐ Community Services ☐ Fire Services

☐ Finance ☐ Planning and Development ☐ Operations

*Reviewed using AI.

MINUTES

May 1, 2026

10 a.m. - 3 p.m.

Montrose Cultural Centre, Grande Prairie

Attendees on Zoom:

Terry Ungarian, Reeve	County of Northern Lights	Sumit Gour, Deputy Mayor	Spirit River
Gerhard Stickling, CAO	County of Northern Lights	Jenn VanRootselaar, Deputy Reeve	Saddle Hills County
Allan Rowe, CAO	Clear Hills County	Josh Knelsen	Mackenzie County
Kara Westerlund	RMA	Daryl Greenhill	Town of Fairview

Attendees in Person:

Roxann Dreger, Deputy Mayor	Rycroft	Donna Buchinski, Mayor	Town of Falher
Paula Guindon, Reeve	MD of Smoky River	Glenn Burke, Mayor	Valleyview
Murray Kerik, Reeve	Lesser Slave River	Sandra Eastman, Deputy Reeve	MD of Peace
David Reynolds, CAO	Big Lakes County	Evan Matiasiewich, Mayor	Village of Nampa
Roberta Hunt, Deputy Reeve	Big Lakes County	Robin Erickson, Councillor	Town of Peace River
Myrna Lanctot, Mayor	Donnelly	Peggie Barnhill, Deputy Mayor	Town of Rainbow Lake
Dan Dibbell	PREDA	Katy Swift, Recording Sec.	City of Grande Prairie
Gary Rycroft, Mayor	Beaverlodge	Jim Rennie, Executive Director	NAEL
Gord MacLeod, Mayor	Town of Fairview	Minister Todd Loewen	GoA
Jason Javos, Deputy Reeve	Northern Sunrise County	Jason Harley, CAO	Town of Rainbow Lake
Claude Rodrigue, Reeve	Northern Sunrise County	Robert McLeod, Mayor	Town of Manning
Stacey Messner, Mayor	Town of Grimshaw	Olive Toews, CAO	Town of Grimshaw
Kate Potter, Mayor	Town of Sexsmith	Daniel Vandermeulen, Mayor	Town of High Prairie
Nicole Johnson, Mayor	Village of Berwyn	Margaret Jacobs, Councillor	McLennan
Kevin Keller, CAO	Rycroft	Phil Kolodychuk, Reeve	MD of Fairview
Ryan Ratzlaff, Reeve	MD of Greenview	Sheila Gilmour, Mayor	Town of Fox Creek
Jackie Clayton, Mayor	City of Grande Prairie	Rebecca Ketchum, Councillor	Town of Wembley
Amanda MacDonald, Reeve	County of Grande Prairie No. 1	Joulia Whittleton, CAO	County of Grande Prairie No. 1

1. Call Meeting to Order by Executive Director Jim Rennie (10 a.m.)
    - Meeting called to order at 10:07 a.m.
2. Request to be allowed to record meeting
    - No objections received. Recording permitted.
3. Calls for Nomination for the Chair

- Roxann Dreger, Deputy Mayor of the Village of Rycroft, nominated Mayor Kate Potter of the Town of Sexsmith for Chair.
    - Mayor Kate Potter was elected Chair by acclamation.

4. Calls for Nomination of the Deputy Chair
    - Mayor Jackie Clayton of the City of Grande Prairie nominated Mayor Donna Buchinski of the Town of Falher for Deputy Chair.
        - Mayor Donna Buchinski was elected Deputy Chair by acclamation.
5. Greetings from Mayor Jackie Clayton of Grande Prairie
    - Mayor Jackie Clayton welcomed attendees to Grande Prairie, acknowledged the leadership and collaboration of municipalities across Northern Alberta, highlighted local municipal initiatives, encouraged participation in the electricity distribution equalization campaign, and expressed enthusiasm for the day's discussions.
6. Adoption of the Agenda
    - Agenda was presented and adopted without objection.
7. Roundtable and introductions (please prepare an update of up to two minutes of municipal wins and challenges for your community)
    - Virtual –
        - Jenn VanRootselaar, Saddle Hills County
            1. Ongoing work on regional water system and fibre optic projects
            2. Joined the Regional Childcare Solutions Committee
        - Sumit Gour, Spirit River
            1. Participating in the Regional Childcare Solutions Committee
        - Allan Rowe, Clear Hills County
            1. Preparing for the upcoming wildfire season
        - Terri Ungarian, County of Northern Lights
            1. Managing spring melt and flood mitigation following record snowfall
            2. Passed 2026 budget with no mill rate increase
            3. Local school closure offset by the opening of a charter school in Dixonville in September
            4. Continuing advocacy through CRAA to increase rail service access
            5. Expanded fire services partnership with the Town of Manning
            6. Regional pulp mill experiencing significant market-related production reductions

7. Carbon capture and biomass energy facility progressing toward full-scale CCUS and biomass generation, representing approximately $800 million in investment
8. Ongoing discussions and development activity related to nuclear energy opportunities

- In Person –
    - Kate Potter, Sexsmith
        1. Continued residential and commercial development activity
        2. Flood mitigation berm successfully tested during spring runoff this year
        3. Received $3M in grant funding for drone-assisted flood protection initiatives
    - Peggie Barnhill, Rainbow Lake
        1. Economic slowdown impacting the community, including declining school enrolment
        2. Negotiations ongoing with Cenovus
        3. 60th anniversary of Rainbow Lake in July, planning underway
    - Roberta Hunt, Big Lakes County
        1. Continuing regional collaboration with the Town of High Prairie
        2. New bursaries for nursing, trade, vet program within community
        3. Working with 2 daycares, to open a daycare in Big Lakes County
        4. Advocating to maintain operations at the Swan Hill Treatment Centre
    - Donna Buchinkski, Town of Falher
        1. Successful in receiving an ACP Grant for inter-municipal collaboration
        2. Regional strategic planning process underway
        3. Completed sewer lift upgrade
        4. Main street construction and mainline repairs progressing
    - Myrna Lanctot, Village of Donnelly
        1. Hired another employee for Public Works to manage larger than average snowfall temporarily
        2. Mitigated the flood escape
        3. Working with the Town of McClennan with their interim CAO
        4. By-election right after the election
        5. Local school up for renovations

- Sandra Eastman, MD of Peace
    1. New Director of Operations
    2. Spring runoff progressing without major concerns despite high snowfall levels
- Stacy Messner, Town of Grimshaw
    1. RCMP detachment, opened up 2 days per month to increase police presence in the community
    2. Physician recruitment remains a challenge, 3 open vacancies, 1 active physician
- Paula Guindon, MD of Smoky River
    1. Flood mitigation
    2. Oil & gas remains big concern, new producer moving into the area
    3. Exploring opportunities to diversify the regional economy
    4. Waiting for approval on SML aggregate
- Daniel Vandermeulen, Town of High Prairie
    1. Newly elected council focused on community engagement and advocacy
    2. Strong regional partnership with Big Lakes County
    3. Aging municipal assets and infrastructure require significant attention
    4. Expressed concerns regarding the centralization of healthcare services and related local job losses
- Murray Kerik, Lesser Slave River
    1. Major infrastructure priorities identified for future budgets
    2. Wastewater systems and bridge replacements remain key priorities
    3. Welcomed a new CAO
    4. Ongoing flood mitigation planning and response
    5. Entered into a five-year agreement with Environment and Protected Areas for proactive river cleanup efforts
- Amanda MacDonald, County of Grande Prairie
    1. 4 new council members and update documents like the MDP
    2. Plans for master plans coming to fruition, like Land-Use Bylaw, Transit, Recreation
    3. Did not receive Provincial Budget funding for Hwy 40X, continued advocacy
- Rebecca Ketchum, Town of Wembley

1. Utilizing portions of the NRED grant funding
2. Local clinic remains busy, with two nurse practitioners joining the community
3. Continuing campaign efforts for a new healthcare facility
4. Four new residential builds completed, including a multi-family development
5. Bike park project funded through CNRL
6. Featured in a CBC podcast discussing local healthcare recruitment successes

- Gary Rycroft, Town of Beaverlodge
    1. Mountainview Health Complex, steel is up
    2. Overlay program and sidewalk program coming up within the month
    3. Multi/single family units coming
    4. Sewage treatment plans coming
- Roxann Dreger, Rycroft
    1. Added new staff members in Administration and Public Works
    2. Successfully managed spring runoff conditions
    3. Welcomed a new downtown business and ongoing commercial expansion
    4. New bulk station development underway along Highway 49, supporting industrial park growth
    5. Repurposing an old playground into a seniors' recreation space
    6. Continuing physician recruitment efforts
    7. Addressing aging infrastructure concerns
    8. Exploring daycare development opportunities
- Nicole Johnson, Village of Berwyn
    1. Looking to bring back the community fiesta
    2. Growing interest in indoor arena development
    3. Increased housing activity and development discussions underway
- Gord MacLeod, Town of Fairview
    1. Opening of a new multi-unit housing development
    2. Harvest Lodge reopening this month
    3. Fairview College reopening in Fall 2026

4. Passed budget with no mill rate increase since 2013
5. Conducting a housing needs assessment and reservoir repairs
6. Beginning preparations for the community's 100th anniversary in 2029
7. Recreation Master Plan development underway
8. Potential addition of a CT scanner at the hospital

- Robert McCleod, Town of Manning
  1. Spring melt progressing steadily without major issues
  2. Arena remains a central community priority
  3. New ice plant operating successfully
  4. Rising policing costs remain a challenge
  5. Concerns regarding aging infrastructure and abandoned oil company properties
  6. Development activity remains slow
- Jason Javos, Northern Sunrise County
  1. Approved 2026 municipal budget
  2. School division considering closure of a school in one of the smaller hamlets
  3. Proposed data centre project within the region
  4. Continuing advocacy for equitable gaming funding through RMA resolutions
- Claude Rodrigue, Northern Sunrise County
  1. Introduced newly elected council members
  2. Advancing road upgrades, bridge construction, and drainage projects
  3. Maintained existing mill rate levels
- Evan Matiasiewich, Village of Nampa
  1. Significant snowfall this winter but minimal flood concerns
  2. Infrastructure refurbishment program entering final year
  3. Feasibility study underway regarding the local school
  4. Challenges recruiting community volunteers
  5. Ongoing community events and FCSS programming supporting residents
- Robin Erickson, Town of Peace River
  1. Municipal Peace Model Study completed and adopted by Council

2. Nuclear project engagement activities ongoing
3. Peace Regional Energy Alliance initiatives continuing
4. Alberta Energy conducting site visits in the region
5. Downtown redevelopment Expression of Interest issued
6. Strategic planning and capital budget approved
7. Peace River bridge replacement project underway
8. Interim CAO appointed following CAO departure
9. Flood alert declared and successfully mitigated
10. Rural Development Network report completed

- Glenn Burke, Town of Valleyview
    1. Municipal election brought significant leadership and administrative changes
    2. New CAO appointed in April 2025
    3. New school project beginning soon
    4. Expansion underway at Red Willow Lodge
    5. Six new businesses opened since October
    6. Strengthening regional relationships with neighbouring municipalities and developers
    7. Mill rates increased for the first time in 15 years
- Albert Poetker, Birch Hills
    1. Ongoing concerns regarding rural crime and RCMP service levels
    2. Water infrastructure failures continue without provincial replacement support
    3. Aging housing stock and housing shortages remain challenges
    4. Continuing efforts to attract residential development
- Phil Kolodychuk, MD of Fairview
    1. Northwestern Polytechnic transitioning out while Northern Lakes College continues post-secondary programming
    2. Treaty 8 exploring partnership opportunities related to training initiatives
    3. Province considering additional post-secondary opportunities for veterinary technician training
    4. Spring flooding impacts remain manageable
- Margaret Jacobs, Town of McLennan

1. Effective snow and flood mitigation efforts this season
2. Working closely with the Catholic School Division following the loss of the local school
3. Economic Development Board hosted a successful community connections fair involving local businesses and non-profit organizations
4. Concerns regarding service and job losses to larger regional centres

- Ryan Ratzlaff, MD of Greenview
  1. Wonder Valley project continues to advance
  2. Bitcoin operations creating economic activity within the region
  3. Balanced budget approved with no mill rate increase
  4. Continued focus on reserve sustainability and long-term financial planning
  5. Administration and Operations teams proactively managed spring runoff
  6. Welcomed five new council members
  7. Solar farm proposal received mixed public feedback following AUC decision
  8. Concerns regarding aging forests and wildfire risk
- Mayor Jackie Clayton, City of Grande Prairie
  1. Grande Prairie Police Service remains on schedule to become Police of Jurisdiction in October 2026
  2. Recruitment and training efforts progressing well
  3. Recognized regional challenges related to healthcare, housing, infrastructure, and economic growth
- Sheila Gilmore, Town of Fox Creek
  1. Mill rates remained unchanged
  2. Contracted Peace Officer model implemented similar to Valleyview
  3. New Director of Operations overseeing flood mitigation and snow removal operations
  4. Reviewing long-term landfill planning and sustainability
  5. Additional funding allocated to reserves
  6. Bitcoin project anticipated to provide positive economic impacts
  7. Ongoing residential sewer infrastructure inspections and assessments

8. New Business
   - Adoption of the Minutes and Finances

- Motion to approve the Minutes by Mayor Jackie Clayton. Carried.
- Motion to approve the Financials by Mayor Burke. Carried

- Discussion on Bill 28 (Mayor Donna Buchinski, Town of Falher)
  - On the agenda to get updates from RMA and ABMunis organizations
- Discussion on alignments of organizations (Dan Dibbelt and Terry Ungarian, PREDA)
  - Lost 6 out of 8 board members
  - PREDA directed to look at all organizations and see if there are some natural synergies or cost savings, and attending each others meetings
  - Housing study conducted within region (inside and outside PREDA)
    - Peace Region pop. Has gone up over 6,000, but every other town has lost population
    - Housing per capita almost all municipalities meet the standard housing benchmark, have enough housing, but cannot afford to build in their communities
      - Housing report going out the middle of the month
    - What has closed in their communities yielded an exhaustive list
    - One common committee is NABC
      - Lots of committees – look to amalgamate
    - Last Friday in June (26th 10 a.m. to 3 p.m.) is PREDA's next AGM, location TBD but in the Grande Prairie area
  - Strategic Plan needed with 1-3 priorities (rail, infrastructure, etc.)
- Comments & Questions:
  - Mayor Jackie Clayton – Mighty Peace Tourism (include GPRTA too), consider orgs that are led by elected and those that are operated by admin and staff. Lots of advocacy groups and operational groups
  - Reeve Ryan Ratzlaff – lots of similarities with a lot of the same electeds on them, do the chairs and admins get together with recommendations to pair orgs together
  - Strategic and smart about how we are moving forward
  - Deputy Mayor Barnhill – where does the North begin and where does it end? Defined loosely by organization, defined by NAEL area
- Deputy Reeve Sandra Eastman, MD of Peace, moved that NAEL work collaboratively with regional organizations to develop a clearer and more strategic approach regarding organizational function, purpose, and advocacy priorities. Carried unanimously.

9. 11:00 a.m. Presentation from Nicole Nelles, Regional Economic Development Services Northwest, Jobs, Economy, Trade and Immigration, Government of Alberta

- Support for economic development officers and regional organizations
- Investment attraction and site selection activity
- Major regional projects and economic opportunities
- Innovation and emerging industries across Northern Alberta
- Energy diversification initiatives, including geothermal, lithium, and nuclear development
- Housing and workforce development initiatives
- Opportunities for greater regional collaboration through the Northwest Economic Information Partnership
    - Questions:
        1. Arctic Corridor – what's the strategy related to tourism, transportation
            a. Nicole Nelles to take that question to the GoA
        2. Rail (Alberta to Alaska)
            a. Regional economic development initiative in Mackenzie County

10. Noon – Lunch

11. 12:40 p.m. – Request for Decision-Future of virtual meetings for NAEL (RFD attached)

    Presentation by Jim Rennie:

    - Popularization of programs such as Teams and Zoom have increased the capacity to offer hybrid meetings
    - Looking to possibly discontinue the virtual attendance option, but the North is a vast region to travel
    - Options tabled to how to conduct further meetings

    Discussion:

    - The value of in-person meetings for networking, relationship building, and regional collaboration
    - Accessibility considerations due to travel distances and seasonal weather conditions
    - Challenges and benefits associated with hybrid meeting formats
    - Considerations for future meeting locations to support virtual participation where necessary

    Consensus of the membership supported continuing the current hybrid meeting model, allowing both in-person and virtual participation.

    Participating municipalities are encouraged to provide Jim Rennie with potential meeting locations capable of supporting hybrid meetings.

12. 1 p.m. MLA's and Minister's Reports

- Minister Todd Loewen, Central Peace – Notley

- Fire – 80-95 fires so far in 2026, everything under control currently.
- Provincial wildfire preparedness and response capacity
- FireSMART and wildfire mitigation programs
- Forestry industry impacts related to tariffs and market conditions
- Bioenergy and forestry diversification initiatives
- Public lands and small modular reactor considerations
- Campground expansion initiatives across Alberta – couple hundred completed and looking at how do better distribute sites across the province.
- Discussion also included Bill 28, rural flood response equipment, and wildfire mitigation initiatives in the region.
- Questions:
    - Acknowledgement of Minister Loewen's efforts to help save the Fairview Campus
    - Update on the Goodfare open house to mitigate wildfires – went well
    - Not for profits – unsuccessful with getting the flood trailer into Grande Prairie (uncertain on program acronym) coming to area. 1 currently in Falher. Since it is moveable process to get it into GP -treat it like we treat our firefighter equipment as most-needed basis
    - Bill 28 – looks like Province diving into municipal governance. No desire to steamroll, but desire to see projects get done

RMA Report – Kara Westerlund

- Advocacy Issues and Priorities
    - Bill 28: RMA noted that Bill 28 proposes amendments across several pieces of legislation impacting municipalities. A webinar was hosted on April 29 to provide members with an initial analysis of the proposed changes.
    - Discussion focused on impacts to planning and development, housing, and assessment processes. RMA expressed concern that the overall direction of the legislation increases provincial authority while reducing municipal autonomy, creating uncertainty around how local decision-making authority will be respected moving forward.
    - Aggregate pits
        - RMA reiterated that it does not support the current direction related to aggregate pit policy and continues to engage with Minister Hunter and Environment and Protected Areas staff on the matter.
    - Policing:
        - RMA advised that the Provincial Police Funding Model (PFM) continues to create higher and less predictable policing costs for rural municipalities, while concerns remain regarding changing service levels and the lack of clarity surrounding those impacts. RMA is preparing a policing impact analysis for members.
    - Alberta Sheriff Police Service:
        - RMA noted that the Alberta Sheriffs Police Service initiative continues to move forward; however, questions remain regarding where the service

will be based, how it will operate, and what level of local consultation municipalities will have in the process.

- Property Tax Accountability and strategy:
  - RMA highlighted ongoing concerns regarding unpaid oil and gas property taxes and the growing financial strain this issue is placing on municipalities. Members heard that unpaid taxes are increasingly threatening the long-term financial viability of some communities. RMA emphasized the need for clearer information from the Province regarding how and when PTAS implementation will proceed and noted that advocacy resources are available to support municipalities in their discussions with government.
- RMA will continue to push for the implementation of PTAS for real measurable results
- RMA emphasized continued advocacy for municipal autonomy, policing clarity, and implementation of PTAS measures.

AB Municipalities Report – Dylan Bressey

- 3 big priorities:
  - Bill 28 (like: accountability framework) lots of questions (design standards) strongly oppose where municipality autonomy is being eroded. Strong role at the table for munis when writing regulations
  - Property Taxes reimagined campaign
  - Federal advocacy – federal infrastructure spending and housing (strong mandate and desire to get houses built and AB is leading the way) #1 Calgary and Edmonton are building houses by raw numbers, lot of our smaller communities punching above their weight. AB is already leading, we don't need direction – we just need the support
  - Additionally, policing, property taxes, wastewater
- Questions:
  - When is AB Munis coming to Grimshaw? May 14-15
  - Request for AB Munis to visit Rainbow Lake
  - Summer meetings but the north meeting is only virtual – generally not in agreement on that
    - ABMunis at max capacity, and doing the roadshows to meet 1:1 with munis

13. Location and date of next meeting
    - Date: October 2, 2026
    - Host: Peace River
    - Note: Come in person, but online option will be made available
14. Adjournment

- Meeting adjourned at 2:05 p.m.

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR122590

June 17, 2026

His Worship Josh Lambert
Mayor
Town of High Level
10511 - 103 Street
High Level AB T0H 1Z0

Dear Mayor Lambert:

I am pleased to confirm the 2026 funding allocations for your community.

For the Town of High Level:
- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is $870,455.
- The 2026 LGFF Operating allocation is $269,132.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is $285,960.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for $964,769. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at www.alberta.ca/municipal-affairs-funding-programs.

…/2

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Viviane Thoss, Chief Administrative Officer, Town of High Level