



CAO REPORT

November 25, 2024

The following report provides Council with an update on the activities and projects of the Town. The report does not provide an all-encompassing review of Town activities, but does provide Council with a brief update on some of the more noteworthy activities and events.

Attended the Golf Club's November board meeting. The lease agreement between the Town and Golf Club expires at the end of 2024, so we were meeting to discuss agreement renewal. We also discussed maintenance issues and promoting the golf course as a tourism attraction.

Assisted with the recruitment process for the Utilities Operator 1 vacancy. The Town has filled that position, and the new staff member will start on November 25th.

Attended the Town's emergency management tabletop exercise for the year. Staff ran through a winter blizzard scenario, and how it might affect the Town and mobilize its emergency management team.

Attended the November 21st FIPC and Audit and Finance Committee for capital and operating budget deliberations. The new Director of Corporate Services prepared and presented the interim operating budget and preliminary capital budget. Several pressures on the municipal budget include inflation and cost of supplies (particularly water treatment supplies) cost of living increases for staff, increasing requisitions from service providers (ORRSC, for example). Council discussed several optional initiatives for 2025, including a peace officer program and initiating a recreation and cultural facilities reserve. Both the capital and operating budgets are still in the deliberating stage and no decisions have been made by Council. There are additional budget deliberation meetings scheduled for next week.

Submitted by
Abe Tinney
CAO

DIRECTOR OF CORPORATE SERVICES - UPDATE**Financial**

- The Director has met and has been working closely with each of the department managers regarding the 2025 budget. The 2025 Interim Capital budget has been prepared for presentation to the Financial, Infrastructure and Planning Committee (FIPC) meeting set for November 21st followed by the Audit and Finance Committee who will review both the 2025 Operating and Capital Budget. A second budget meeting has been set for November 28th, with presentation to Council on December 9th.
- Operations borrowing Bylaws and the BMO purchasing cards have been drafted for presentation to Council on November 25th. These are bylaws that are refreshed annually for the Town's Line of Credit (has not been drawn on for many years but is kept for emergencies) and our credit cards (used for operations with no carrying balance).
- October Financial Statements have been prepared and have been included on the November 25th Council Agenda for presentation.
- The Canadian Summer Jobs Grant portal has just opened and an application for 2025 will be submitted in the upcoming week.
- As capital grant funded projects finalize for 2024, expenditures will be reviewed, and final reporting will be prepared.

General

- Director is continuing to learn software systems and familiarize herself with staff and operations.
- The Director has participated in a few software training webinars.
- Yearend preparation and review of the 2023 documents for reference and support will take place in December.
- Completed the annual insurance renewal questionnaire.

Submitted by
Jennifer Place, MBA
Director of Corporate Services

DEVELOPMENT SERVICES MANAGER REPORT



Compliance Requests

- ❖ 4 compliance requests received.

Development Permits

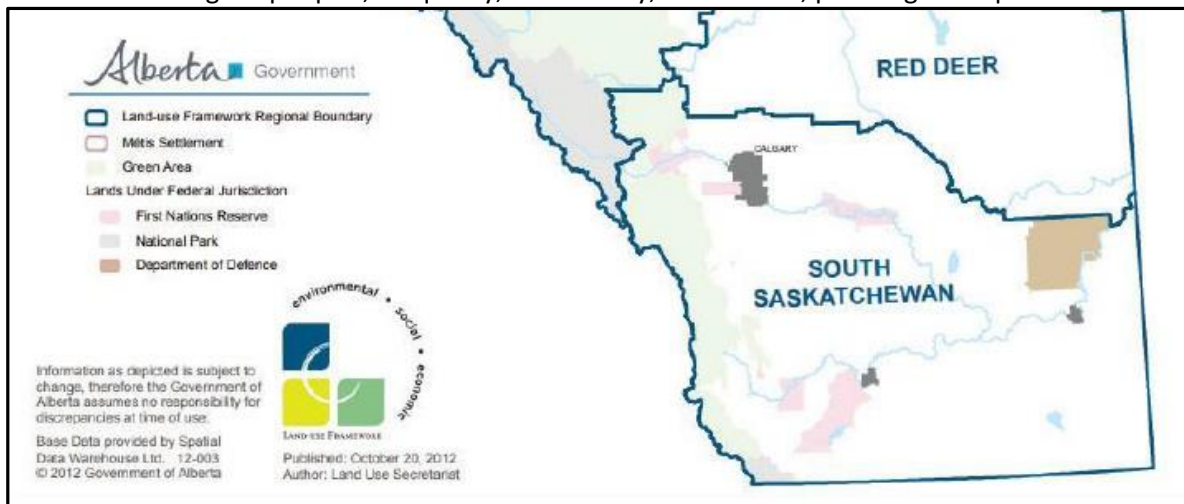
- ❖ 5 permit applications received.
- ❖ 8 development permits closed.

On-going projects

- ❖ Pine Place Lots – Real Estate Contract signed, advertising begun, signage posted.
- ❖ Site selection meetings with Developers, conversations ongoing.
- ❖ Subdivision/Purchase agreement on CPR lands for development commenced.
- ❖ Ongoing budget meetings and department discussions.
- ❖ Emergency Management – Nov 19, 2024, Tabletop exercise.

Miscellaneous

- ❖ Local Press Ads – Public Hearing Notices, RV reminders & other bylaw reminders.
- ❖ MPC meeting held October 25, 2024.
- ❖ November 7, 2024 – Emergency Management, Resilience Builders Information session.
- ❖ Public Hearing November 12, 2024- LUB Amendment.
- ❖ November 14, 2024 – South Saskatchewan Regional Plan, Government of AB feedback session.
This planning document is under review (10-year review). GOA is evaluating the relevancy and effectiveness of the current plan. This plan is a document within Alberta’s land use framework, that is one of the seven regions within Alberta (based on the main watersheds) They are looking at evaluation and progress reports, indicators, and regional trends and outlook. Topics discussed – Region’s economy & diversification, recreation (outdoor & preservation) inclusion of aboriginal peoples, air quality, biodiversity, watersheds, planning & cooperation.





Economic Development Report

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

Engagement Coordinator

We are collaborating with the library to host a Christmas Tree Festival this year. Eleven local service groups will each decorate a tree to be displayed in the library throughout December. The Town will also feature a Community Tree to collect donations for the Christmas Hampers, fostering community generosity during the holiday season.

Planning for Old Fashion Christmas is progressing, with meetings held with the Local Press. Based on feedback from last year's community poll, the event will be fully relocated to the downtown area. This change aims to increase foot traffic and provide greater benefits to local businesses, ensuring they see a positive impact from the festivities.

12 Days of Christmas Shop Local Campaign to support businesses in town -

We are partnering with a downtown retail store and Alec to launch the 12 Days of Christmas Shopping Incentive, designed to encourage local shopping this holiday season. The event will run during the 12 days leading up to December 21, offering shoppers an exciting way to support local businesses. For every \$5 spent in participating stores during this period, customers will receive an entry into a grand prize draw. To enhance the prize, the Town is purchasing a \$50 gift card from each participating business, which will be combined into a gift basket. Businesses are also contributing additional items to make the basket even more enticing.

To promote the event, Alec will create a video highlighting all participating businesses and their offerings. This initiative not only supports our local economy but also fosters community spirit by encouraging residents to shop local this Christmas.

Additionally:

- A meeting has been scheduled with Amanda Kehler, Account Manager at Homefield People & Strategy, to discuss ideas for downtown business retention, grant opportunities, and strategies for tourism and marketing.
- Attended Welcoming Claresholm meeting, discussions have included support for the Christmas Cruise and Cozy Corner during Old Fashion Christmas.
- The first round of downtown business visits has been completed, along with newsletter distribution to local businesses.
- A poll is being developed to gather feedback from businesses regarding their current level of support, concerns, and needs.
- Work has begun on building strategies to fill vacant buildings, with a focus on increasing retail options and attracting new businesses to the area.

Economic Development Assistant

Attends and takes minutes for the Economic Development Committee meetings, creates and sends out Agenda Packages. Attends monthly partnership meetings with Willow Creek Immigrant Services. Attends Welcoming Claresholm Committee and FCSS Interagency monthly meetings.

Have not received any updates from IRCC on RCIP or whether or not Claresholm has been selected to participate. Continues to support candidates and employers who participated in the RNIP program. Continues to respond to enquiries about the Rural Entrepreneur Stream, corresponding with candidates and meeting with immigration consultants. Remains in contact with approved candidates, providing support and resources. Tracking inquiries, 68 received so far, however the majority of inquiries do not progress once a response with more info is sent to an entrepreneur.

Responds to in person, phone, and email inquiries about resources for businesses in Claresholm, makes connections for business owners when possible, and provides tools and information on financing, taxes, commercial real estate, business support programs and organizations, and more. Attends applicable Development related meetings with investors or land/business owners to provide business and workforce support information. Continues to send out bi-weekly Economic Development Bulletins (email newsletters) to subscribed Claresholm businesses as well as monthly Claresholm Business Hub Job Postings roundups.

Will begin working on a general Welcome brochure to supply to new businesses which will be handed out alongside the Chamber of Commerce's business welcome package which they are currently developing.

Attended a MECAP Industry Forum webinar on Supply Chain & Transportation, and plan to attend the final two session in this five part series: Agri-value, and Energy. Attended three (so far) of the five sessions of the IRCC National Learning Series for Employers, on the different pathways to utilize when hiring foreign workers.



CAO Report for November 2024

- Working with CIAFV, Community Initiatives Against Family Violence for the month of November which is Family Violence Prevention month. CIAFV has a campaign called Keep it Real and we have been posting their social media ads on our Facebook page. We also have an advertisement on the south facing Pattison highway sign during the prevention campaign. Family violence is one of the Priority Measures of the Provincial Government.
- Worked on and filed the Family Resource Network report for April to September. The FCSS office helped 300 participants from the domain of Social Connections and Supports, either in programming or in resource and referral services.
- For the months of July, August and September we helped 3 clients with housing insecurity using the grant money from the RDN for the Reaching Home program. This is Federal Government dollars that have been granted through the Rural Development Network to assist clients in remaining of finding appropriate shelter. For this quarter we helped with utility arrears, partial rent and a partial damage deposit.
- Kim and I have attended a few strategic planning sessions moving forward to combine our Co-ordinated Community Response to Elder Abuse and the Vulcan Regional Response to Elder Abuse Coalitions. We have been working together with Vulcan for a couple of years now and it will be better for all to combine, using one name, and one manager. It has been working well so far.
- Tuesday and Thursday are the days of our morning indoor walk at the Community Centre. The Community Centre will be closing down for the production and for renovations so we will be unable to use the space for walking group. I have reached out to the Mormon Church and they have agreed to allow us to use their space for our walks. Our participation numbers have been steadily increasing so I am hopeful this will be a great change and more people will be joining.
- MOPS, Mothers of Preschoolers, is a program that FCSS funds with community grants. I was asked to visit and talk about FCSS and what types of programs we run and other things that we do at our office. The group was very attentive and welcoming.
- We have been organizing volunteers and getting signed up and ready for our Volunteer Tax Program starting in March.
- Met with ladies from Greater Foothills Family Resource Network to look at alternative spaces to host their Stay 'n Play Program and Crafty Creations that they offer in Claresholm every Tuesday. Presently they are working out of Mackin Hall

- We are still offering space to our outreach workers from Westwinds Communities and CRA. This may be changing as there is a waiting list for subsidized rent. They are waiting to hear if they will receive more money from the Federal Government.
- Starla and I attended the annual conference in Edmonton for FCSSAA. There were some great sessions to attend this year. I attended one that was talking about the new measures for government reporting that will begin in 2026. Training will happen in 2025. I also attended the session on the Community Pulse Advocacy. This is a new tool that has been designed for FCSS programs to use to show all that we are doing for our areas and it also combines all the information into a province wide result. This is a very exciting tool and I am looking forward to using it and showing it off. The other session I attended was about Regionalization, how it works and what are the benefits. Barons, Eureka, Warner was an example of how it can work as it has been combined for many years.

Starla attended Capacity Building Tools for Rural Communities in addressing Housing and Houselessness. There are other communities (Drayton Valley, Strathmore, Lac La Biche) that have come up with temporary solutions to help their community members to deal with houselessness. Many of those areas have never had people sleeping in their cars or in tents before.

There were also 2 keynotes with great messages about how to deal with change and keep thriving in difficult times.

- Met with the Christmas Hamper committee and we will be starting Nov. 19th to hand out application forms to the public. Delivery of the hampers will be December 20th.
- FCSS will be displaying a Christmas tree at the library for the Christmas Tree Festival!
- We are signing up people that are qualified for the Transportation Society subsidized ride program. So far, we have 86 clients signed up for rides that cost only \$10, \$20 or \$30 based on income.

Programs that are continuing:

- Free Swim from 1-4 every Sunday until end of year
- Caregiver's Support Group – 3 to 4 ladies still attending
- Creative Kids -one Friday afternoon per month
- Junior Teen at the arena/mezzanine one Friday afternoon per month
- Tumbling Tots – every Monday from 9-12 at the Pentecostal Church.
- Stretch and Strength for seniors at Social Centre on Mondays 10 to 11
- Indoor walking at Community Centre – Tues. and Thurs from 9 to 10
- Craft nights- one per month
- Family Bingo – one per month
- Interagency -one per month
- Senior chat/coffee- every Tuesday in Community Room from 1 to 2
- Senior Services Coordinator prepares Lunch 'n Learn one per month for Claresholm and also prepares one for Cottonwood each month
- Good Neighbour Award

TOWN OF CLARESHOLM FIRE DEPARTMENT MONTHLY UPDATE**FOR THE PERIOD OF: OCTOBER 22, 2024, to NOVEMBER 15, 2024**

1. October 31 saw the end of the busiest fire-year in the history of the Claresholm Fire Department, with the members responding to **328** separate calls for service. The fire year traditionally runs from November 1st to October 31 of the next year. Highlighting responses this year:
 - a. Medical 1st or Co-Responses – 23%
 - b. Fire & Life Safety Codes Inspections / Fire Investigations – 17%
 - c. Motor Vehicle Collisions – 12%
 - d. Outside Fires – 4%
 - e. Structure Fires – 4%
2. Currently there are zero open fire safety codes files, but this will be changing as November will see the start of the annual town operated building inspections. Inspections of these buildings (Areana, Social Centre, Community Centre, etc.) occur every year at the direction of administration.
3. Staffing – recently we saw the retirement of one of our 8-year members; but that same night a new member was brought in, leaving us with still one open position to fill. We say a fond farewell to Charles Loeffler, and welcome aboard Gordon Yaschuk – a NFPA 1001 trained firefighter from BC.
4. The afternoon of October 26 saw many members of Station 13, as well as the CAO, Mayor, and numerous councilors attend the fire hall for the official “push-in” of the Town’s newest fire apparatus. The engine stretched its legs on its first official call on October 30, 2024, for a possible structure fire. Thankfully it was only a faulty appliance that caused the alarm, but the truck & crew performed amazingly.
5. The Chief is now busy with updating the Business Plan for the Fire Department – look for that update in December.
6. Attached are the stats breakdown for the 2023-24 fire year, as well as the current fire danger and drought index – both are still high/extreme, and this is due in large part to the lack of precipitation and ground snow cover.

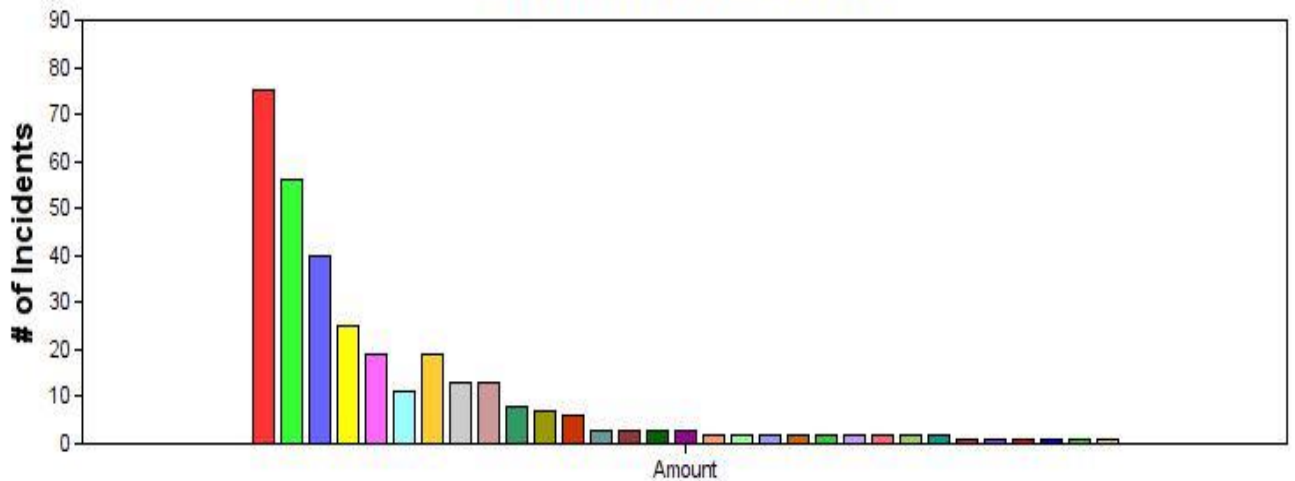
Respectfully submitted,

Craig White

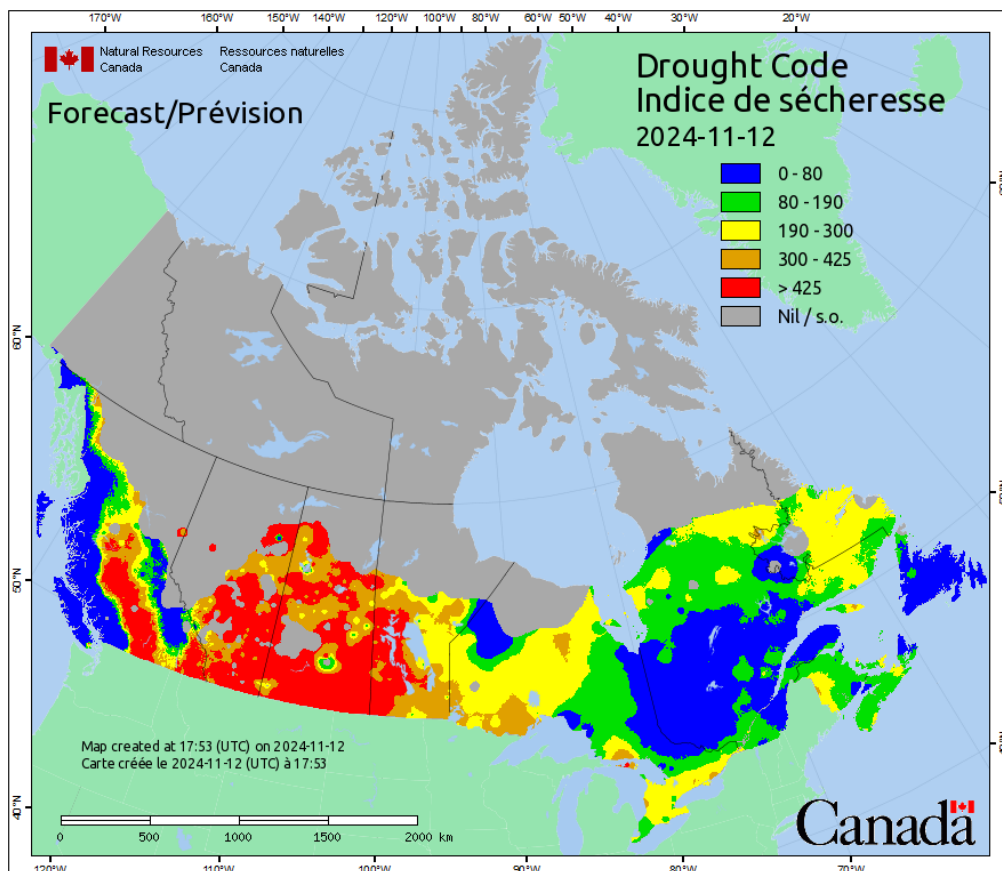
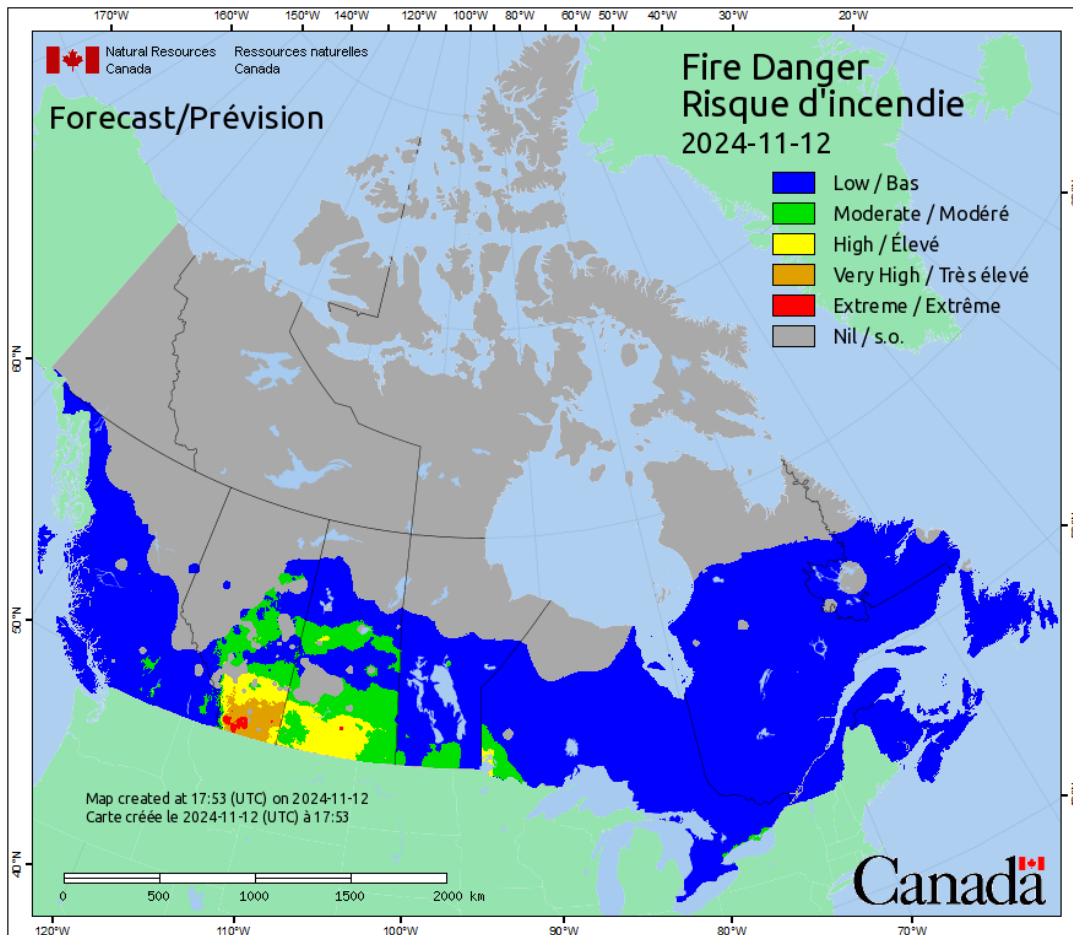
Fire Chief

Town of Claresholm

CFD Call Totals by Type - Total 328 Events
Fire Year: Nov 1 23 to Oct 31 24



- Medical - EMS - 75
 Safety Codes Investigation - 56
 Vehicle Accident - 40
- Alarm No Fire - detector activated - 25
 Public Service - miscellaneous - 19
- Alarm No Fire - accidental miscellaneous - 11
 Alarm No Fire - smoke or steam mistaken - 19
 Fire Structure - 13
- Fire Outside - 13
 False Alarm - miscellaneous - 8
 Alarm No Fire - miscellaneous - 7
- False Alarm - internal or local alarm system - 6
 Alarm No Fire - unknown odours investigated - 3
- Gas leak - response to carbon monoxide detector alarm - 3
 Incident Situation Unclassified - 3
- Public Service - assist police or other agency - 3
 Fire Vehicle - 2
 Home Accident - 2
- No Alarm Fire - not responded to by fire department - 2
 Public Hazard - miscellaneous - 2
- Public Service - citizens locked in or out - 2
 Rescue - miscellaneous - 2
 Rubbish or grass fire (no dollar loss) - 2
- Rupture - gas pipes - 2
 Rupture - water pipes - 2
 Burn Permit Inspection - 1
- Public Hazard - gasoline or fuel wash down - 1
 Public Hazard - gasoline or fuel spill (standby situation) - 1
- Resuscitation Call - heart attack - 1
 Public Service - first-aid - 1
 False Alarm - municipal alarm system - 1



November 2024

HR/Taxation Report

Prepared by Lisa Chilton

Human Resources/Payroll

There have been several changes of staff but we now have a full slate. We hired a new Utilities Operator 1 for the water plant, Michael Manson, who starts on November 25th.

Assessment and Taxation

There is still one (1) property left on the 2023 Tax Arrears List that will go to auction on December 16th at 9:00 am in the Council Chambers.

The 2024 Tax Arrears List has five (5) properties on it that are at least 2 years in arrears.

Below is the amount of outstanding taxes, at November 21st, 2024 not including TIPPS Participants.

Taxes outstanding are \$272,306.42 summarized as follows:

- \$ 227,397.08 All other taxes past due after June 28th, 2024 (not including TIPPS)
- \$ 12,225.11 On 2023 Tax Arrears List. Being auctioned December 16th, 2024
- \$ 32,684.23 On 2024 Tax Arrears List. Subject to auction in 2025.

Tax letters were mailed out in early November which has resulted in payment of many past due taxes from 2024.



Claresholm
Where **Community** Takes Root

Infrastructure Services Report



November 2024

Jace McLean

Director of Infrastructure

Arena

The 2024 hockey season is underway. Some minor repairs were completed on the compressor and the boiler system at the Arena. Everything else is working as expected.

Parks

The fence was removed from the East side of the skatepark. This will allow the Town crew to finish site grading once the ground freezes to ensure proper drainage of the site in the future.



Town Buildings

Monthly building inspections are continuing and will become more frequent as the temperature drops.

Preconstruction planning is underway for the Community Centre project, which will begin in January 2025.

Garbage

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

Sanitary Sewers

Regular monthly maintenance continues in the sanitary system. Town crews had to repair a sanitary service that was incorrectly installed when serviced 20+ years ago. This was on a vacant lot that had recently been developed.

Cemetery

The number of burials is decreasing as we approach winter. Winter rates now apply.

Equipment

All equipment is operational and working well. The new mechanic began on October 28th and has been very busy with maintenance and preparations for winter.

Sidewalks

Sidewalks and pathways will be cleared of snow as needed throughout the winter season. With almost 15km of sidewalks and pathways cleared after every snowfall, Town crews stay busy with snow removal.

Water Distribution

Dead end hydrants were flushed, and non-draining hydrants were pumped out in preparation for winter. No problems to report.

Storm Water/Drainage

Westlynn Storm Project is finished, with a couple of surface deficiencies that will be carried over until next spring.

Town Crews flushed the entire storm water system and have cleaned out problem catch basins with a hydro-vac contractor. This regular maintenance minimizes the amount of storm lines that freeze over the winter.

Recycling

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

Staff

Two new staff members have been hired, an Operator 1, and a Shop Mechanic to fill voids left by a staff member who retired and another who left due to health reasons.

Streets

Snow removal on all roads will be completed as needed over winter. With over 50 km's of roads to clear after every snow fall, Town crews are kept very busy.

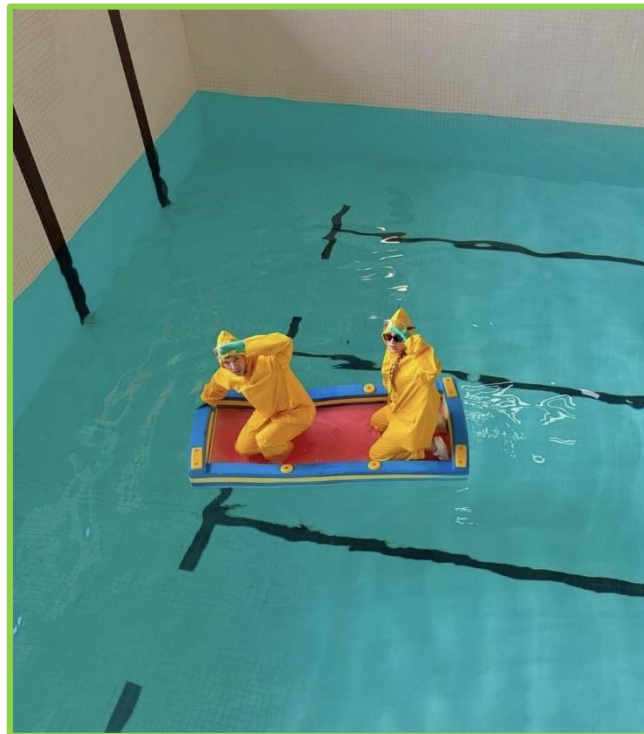
Pine Place Development has been completed and the 8 lots have been listed for sale. Construction is complete other than a couple minor deficiencies that will carry over to 2025.



CLARESHOLM RECREATION

October-November 2024

Recreation Report



November 25, 2024
Authored by: Denise Spencer

CLARESHOLM RECREATION

ARENA

- Claresholm JR A Hockey
 - Team has a new Owner, from Fort Macleod area.
 - Current coach will be moving on November 21, 2024.
 - Roster is continuing to be filled
 - The current Coach will be moving on to Lac La Biche
 - The Team continues to search for Billets
 - Local volunteer has resigned from assisting with Billeting
- Weekday Open Skate times are posted at the arena, for full schedule Claresholm.ca has the calendar
- Claresholm Minor Hockey: Tiering break is complete as of November 18, Ice scheduling should open up for other users.
- Foothills Bisons have secured ice up until the scheduled renovations of the High River Rink are completed.
 - Their U18 team will practice Mondays throughout the year
- Private Rentals are being booked for birthdays and Mezzanine use

CAC

Free Swim 2025: Have 4 sponsors for Saturday Free Swims 2-4pm.

- Claresholm Kinsmen, Claresholm Kinettes, Claresholm FCSS, and Stavelly Elks
- 11 swims at 2 hours each

Annual Shutdown: Closed Monday November 11, 2024 for approximately 4-5 weeks.

- Lifeguards deep cleaned First Aid room, equipment room, new shelving & organizing in chemical room, new eye wash station mounts, Updating SDS binders & locations, Acid cleaning pool basin, deck, & changerooms.
- AHS – Replacing underwater lights. Currently only 2 deep end lights working. Replacing 11 that currently not working.
 - Received new lights in 2023, discovered that the lights had faulty connectors that were corroding in the water.
 - These lights are replacements from the manufacturers.
- AHS – Fixing missing tiles, grouting and large area of tiling lifting in men's changeroom.



AQUAFIT

- New Aqua-healing program, Fridays 11 – 12 pm.
 - Steady growth from 2 participants to 7 regular participants since September. This is a specialized program focused on person who are pre & post operation or have injuries.
- BOOTCAMP – offered a FREE week to engage interest. Had 12 – 15 participants for each class. Averaging 8 participants in the evenings. Look to continue to grow once we re-open in December.

- Aquatic Wellness program time, Monday & Wednesday 11 – 12 PM. Created to give people an opportunity to come and do their own self directed water walking/aquafit
 - looking in the new year to add 2 lanes for lane swimming as the program is used, maximize with space sharing.

30th Anniversary

- November 2 FREE swims with cupcakes. 56 attendees.
- November 4 – 10, 1994 Original Admission costs. Had lots of great feedback and many people interested in how the CAC came to fruition with our partnership with AHS. Had member of the public bring in some old news clippings/information about the origin of the CAC.

Swim Lessons

- Ran our Homeschool swim lesson program on Tuesday from 10 – 11:15 AM. Designed to target school aged kids in homeschool program to support their physical education.
 - Good turnout with 13 registrants.
- Offered Wednesday evening lessons, versus Weekday afternoons. Originally offered as Monday/Wednesday, changed to one day a week.
 - Allowed for parents to have a two day a week option with our Tues/Thurs PM Lessons or one day a week with the Wednesday PM Lessons. This was a popular option and matched the registrants in the Tuesday/Thursday program. Tuesday/Thursday having 20 registrants and Wednesday having 18.
- Working on school bookings for January – June 2025.

Advanced Training

- Intermediate First Aid course November 30 – December 1. Currently 10 registered.
- Intermediate First Aid Recert November 22 is now at 1 registrant

Community Recreation Guide

- Currently in progress. To be released to the public November 27th. Aquatic programs open for registration December 1st.

Claresholm Skate Park Association

- November 2, 2024, the Association bartended for the second year for Claresholm & District Health Foundations Annual Dueling Pianos fundraiser.
- Skate Park pad at the Arena: Sold by the group with proceeds going back to the new park.
 - Future use for the community to be determined
- Skatepark Landscaping, pathways and Phase 2 of park development being discussed
 - Group is looking to get community input regarding the next phase of the park.

Community Recreation

- Claresholm's Winter Community Recreation Guide will be available for viewing November 27, 2024. Registrations for Aquatic Centre Programs will begin December 1st.
 - Open for any community organization to submit.
 - No cost for participants
 - Online copies available to public
 - Hard copy available for viewing at the Claresholm Library, Town office, Aquatic Centre & Arena
- Claresholm Fair Board; Next date, January 28
 - Group is looking for someone to take over the President and other positions to ensure we keep this tradition going in our community.
- Soccer: Organizing a meeting for January 22, 2025 in efforts to bring soccer back to our community.

- Haunted House- Group donated \$1100 to the Soup Bowl. Every year a community group is chosen for the Haunted House to fundraise for.

Water Barrel Program

- 30 Barrels & 16 1000 Litre Totes are reserved
- Orders open March 12, close April 9. No pre orders accepted.
 - Supplier will run another set dependent on their supply.
- Delivery scheduled for April 16, Pick up April 16 & 17



Garden Series 2025

- Claresholm Social Centre has agreed to host the Garden Series dates for 2025, speakers and workshops are needed to make the events a success.
 - Cost per event is dependent on the supplies required, no charge for the rental.
- The Town of Claresholm has a large vegetable and flower seed collection
- Dates of Garden Series:
 - March 23, Seed starting Workshop, speaker & seed exchange
 - April 29, speaker & workshop TBD.
 - May 29, speaker & plant swap
 - August 23, Saturday date, Canning Workshop, time TBD. Equipment required.
 - September 23, Seed saving, winter garden prep, speaker

Bark Park Board

- Group has livestaked trees at the Park November 15 & 16.
 - Another date will be scheduled for spring
- Lock box has been placed at the vehicle entry gate, Bark Park Members requested this so there could be access in the event of an emergency at the park
 - Signage will be added with a Town contact number & Bark Park Board members number, to be sure there is access if needed.
 - Bronson Enterprises will have the Lock Box code to clear snow off the path
 - A lock was placed on the gate this past summer in response to some users driving in the park with their dogs running loose.
 -

Southern Alberta Summer Games; SARA-Southern Alberta Recreation Association

- Taber will be hosting the Southern Alberta Summer Games July 2-5, 2025
- Press Release November 6, 2024