



# CAO REPORT

March 24, 2025

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

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Attended two meetings of the Community Development Committee to discuss prospects of land development in the Evolution and North Point lands. Administration is working on a grant application to the Canada Housing Infrastructure Fund to assist with costs of water infrastructure upgrades in the north of Town.

Attended the February Community Centre Association board meeting to provide construction updates on the accessibility project at the Community Centre. The Community Centre Association has signed a lease renewal agreement for another five years.

The RFP for solar installation on the arena is active. We are fielding questions, coordinating site visits and holding meetings.

The ICF committee met on March 13<sup>th</sup> and renewed the Intermunicipal Emergency Services Agreement. This agreement standardizes fire service delivery throughout the region and will be in place for another five years. The M.D. and towns of Nanton, Stavely, Claresholm and Fort Macleod are partners in the agreement.

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

**DIRECTOR OF CORPORATE SERVICES - UPDATE****Claresholm***For: 2/24/2025 - 3/24/2025***Financial**

- The 2024 year end audit is near completion, once the draft statements have been received, they will be presented and reviewed by the Audit and Finance Committee at an upcoming meeting, with presentation for approval by Council in April.
- A draft of the 2024 Final Budget has been prepared and is ready for presentation to the Audit and Finance Committee on March 25, there are some budgetary items that will require direction. The 2025 Budget presentation will also include the 2025-2028 3-year Operating plan and the 2025-2023 5-year Capital plan. An additional Audit and Finance Committee Meeting will likely be required prior to presenting the budget to Council for final approval.
- The 2024 Assessment figures for the 2025 taxes have been received and balanced within the Muniware financial system. The process of running the assessment figures with the draft budget has begun in an effort to provide some information and options to the Audit and Finance Committee on 2025 tax rates prior to the Tax Rate Bylaw presentation and approval by Council. Benchmark Assessments will attend the April 14<sup>th</sup> Council meeting to provide a summary of the 2024 assessment.

**General**

- Review of the Community Grant Funding Applications has been completed and will be presented to the Audit and Finance Committee as part of the 2025 budget review.
- The Director of Corporate Services is being trained on payroll for back-up purposes.
- Some of the administrative staff will be attending an upcoming webinar put on by GFOA Alberta on “Understanding Grants Better”, the session will include items such as grant research and writing tips.
- A review/update of the recycling bylaw in conjunction with the changes to residential curbside recycling is being done and will be brought forward to Council for approval.

Submitted by  
Jennifer Place  
Director of Corporate Services

DEVELOPMENT SERVICES MANAGER REPORT



For: 2/17/2025 - 3/20/2025

Development Permits

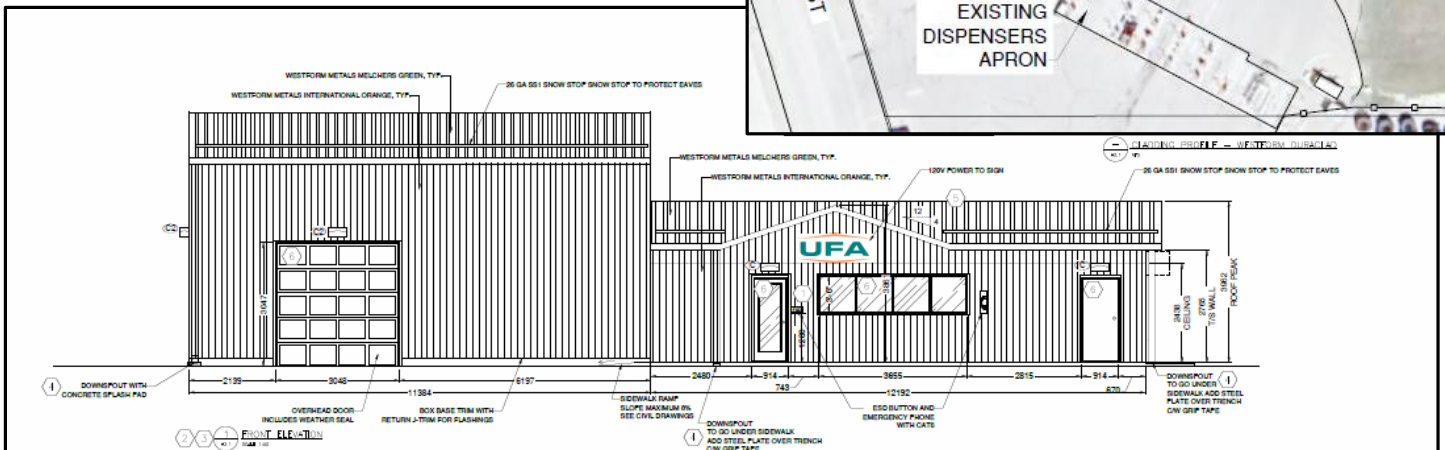
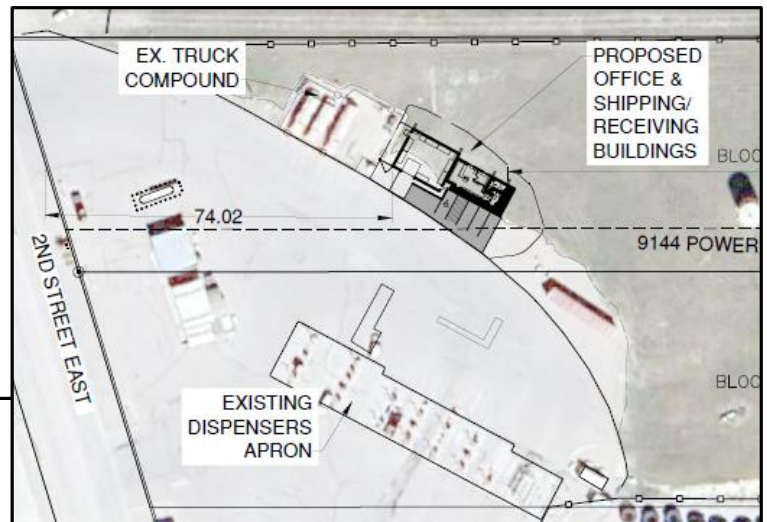
- ❖ 10 permit applications received.
- ❖ 5 development permits closed.
- ❖ 1 Environmental & Information search request

Compliance Requests

- ❖ 4 compliance requests received.

Miscellaneous

- ❖ Local Press Ads: Bylaw reminders – snow & ice, business licenses and dog license renewal reminders.
- ❖ March 12, 2025 - Economic Development Staff went to Cochrane to visit their Station (Economic Development Hub). We met with staff and toured their facility.
- ❖ March 13, 2025 – Community Development Committee Meeting, discussed developer options, and infrastructure opportunities for funding.
- ❖ March 17, 2025- Economic Development Committee Meeting.
- ❖ March 20, 2025 – Exploratory visit, Rural Entrepreneurial stream.
- ❖ March 26, 2025 – Staff will participate in a benefits review seminar.
- ❖ Notable project: UFA Cardlock new building construction commencing soon.



On-going projects

- ❖ Community Centre renovation ongoing.
- ❖ Centennial Park project – materials ordered and scheduling commencing. Still waiting on one grant application notification.



## Economic Development Report

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

### Engagement Coordinator

#### Welcoming Claresholm

Attended the Lethbridge Hurricanes game with over 50 Welcoming Claresholm community members. Many attendees arrived by bus. Enjoyed a catered dinner together beforehand. Met with Jerry to move forward with becoming a society, with planning and organizing underway in the next couple of months.

Reallocated remaining funds and purchased the final necessary items without the grant. Hosted a Ukrainian Easter egg craft night on March 20, with 10 members signing up and attending.

Participated in the Registration Fair at the Social Center to recruit members and promote upcoming events.



#### Events

We are busy planning upcoming events for spring and summer. We successfully wrapped up the Winter Festival and raised over \$2,000 at the silent auction to support future summer events. Our first Fair Days meeting is on March 31, where everyone is welcome to share ideas. I've also met with various subgroups, including the Museum Board and Chamber, to discuss their event plans, as well as a few individuals with ideas they're eager to pursue. It's exciting to see momentum building, with more people stepping up to bring great events to town throughout the season!

#### Downtown Engagement and Tourism

I'm really excited about the momentum we have in this area and all the creative ideas coming together!

After conducting the business survey in January, we've been working with subgroups and EDC to address key issues businesses want to see improved. We've developed several measurable, easy-to-implement solutions:

- . Partnering with the Chamber on a downtown beautification planter program (awaiting board approval).
- . Contacting owners of vacant buildings with deteriorating exteriors to request permission for window murals or historic vinyl photos to improve their appearance.
- . Launching a Stay & Play program in partnership with the campground and golf course, offering a 2-for-1 cart fee discount for campers staying two or more nights. This will be promoted through radio ads, tourism brochures, and marketing. Businesses can also add their own discounts or incentives, and the postcards will be available at key locations like the museum, restaurants, golf courses, and campgrounds throughout the MD of Willow Creek.
- . A brand-new and exciting initiative is Tuesdays in the Park—a weekly outdoor market from 1–5 PM that will generate revenue for future events while attracting visitors. To enhance the experience, we're booking activities such as:

FCSS Ice Cream Socials, Cornhole games, Live music, BBQ in the Park (with the Chamber), Movies in the Park

- . Sidewalk sales by local businesses to encourage foot traffic downtown

The Town of Claresholm will also have a tourism table at these markets, offering information on events, local attractions, and Stay & Play brochures.

- . Another exciting project is branding the Museum as both a historical site and Claresholm's Tourism Hub. Jordyn and I are working on a gift shop update, which includes:

- . Claresholm-branded clothing and swag
- . More local vendors
- . An old-fashioned candy and pop section

The gift shop has performed well in the past but needed refreshments. To celebrate the relaunch, we're hosting a Grand Opening & BBQ on May 24, and we'd love to invite the council to attend. We're marketing this as a must-visit event to increase foot traffic to the museum as the town's official Information & Tourism Center.

### **Education /Training**

The Economic Development department visited Cochrane's new business hub and incubator, spending the day learning about their approach to supporting businesses and collaborating within their department.

I've also met with Anna Look twice to discuss tourism—where Claresholm currently stands and strategies to improve visitor traffic, boost business sales, and generate more interest in our town.

Additionally, I attended a Zoom workshop on The State of Tourism Digital Marketing in 2025 to stay informed on the latest trends and strategies.

### **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. Organizes and assists with Welcoming Claresholm events and activities.

Claresholm's application to participate in the Rural Community Immigration Pilot was approved and the program was publicly announced on January 30<sup>th</sup>. Worked with Economic Development Committee to select priority industries and occupations. Received first round of training from IRCC on the new program. Working to update landing page for the RCIP program in preparation for its open in April. Responding to all inquiries in relation to the RCIP program, 534 received since January 30<sup>th</sup>, mainly from potential candidates, as well as from interested employers. 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, tracking inquiries, 78 received so far. Remains in contact with approved candidates, providing support and resources.

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.

Traveled with Economic Development Department to Cochrane to visit their business incubator and learn more about the economic development initiatives they are pursuing and sharing ideas on what has or hasn't worked.

Working with Welcoming Claresholm to support them in becoming a society. Coordinated a trip to a Hurricanes Hockey Game in Lethbridge for the Welcoming Claresholm committee.

Working with Community Futures and the Claresholm Chamber of Commerce to arrange a networking and information session with RINSA.

Application submitted to the SCOP grant for website updates was approved and will now take the lead on working with Loop to develop the new website and app for Claresholm.



CAO Report for March

- Working full force into tax preparations. Have done 255 since March 4. Got Paulette set up in Granum to file taxes for one day. Paulette will set up for two visits at Porcupine Lodge. Got Shirley set up to do Parkside.
- We have asked for volunteer help to do the intake of taxes and to call the clients to come in, once they have been prepared. This is a huge help for FCSS.
- Sheryl attended her first Lunch and Learn at Cottonwood to see how that process/partnership works.
- Sheryl has been working hard at planning our Senior Week event in June.
- Helped Welcoming Claesholm take a bus to Lethbridge to attend a Hurricanes Hockey Game. The participants had a great time. Some had never seen a hockey game before.
- Hosted a paint night
- Attended a webinar about Utilities to have information for clients
- The Elder Abuse Coalition is officially called The Southern Alberta Senior Protect Society. The group is moving forward to become an official society with facilitator help.
- Worked with Jennifer to finalize spending for last year and prepared my Annual Report to GOA
- I have spent the last of my dollars for the Finding Home grant. The next lot of money will begin again in April. I have requested some extra money if possible.
- I worked with AHS Virtual ID program to help 2 clients to receive an Alberta ID and this will allow them to access a birth certificate.
- Still hosting a Caregiver Support Group.
- Hosted a Scams and Fraud presentation with 35 participants. The following are the programs that Board of Directors decided on for funding for 2025;

<b>Books for Babies</b>	<b>\$2900</b>
<b>Inclusion Foothills</b>	<b>\$12900</b>

<b>Rowan House</b>	<b>\$5900</b>
<b>Chaplaincy</b>	<b>\$3400</b>
<b>Dad Connexx</b>	<b>\$6545</b>
<b>Willow Creek Adult</b>	<b>\$2900</b>
<b>Wild Rose Connections</b>	<b>\$6818</b>
<b>total</b>	<b>\$41363.00</b>
<b>Granum Canada Day</b>	<b>\$3880</b>
<b>Granum Chaplaincy</b>	<b>\$2780</b>
<b>Granum Library</b>	<b>\$2280</b>
<b>Walking/Wellness</b>	<b>\$1280</b>
<b>Explorers Club</b>	<b>\$3280</b>
<b>Total</b>	<b>\$13500</b>

Prepared by Barbara Bell

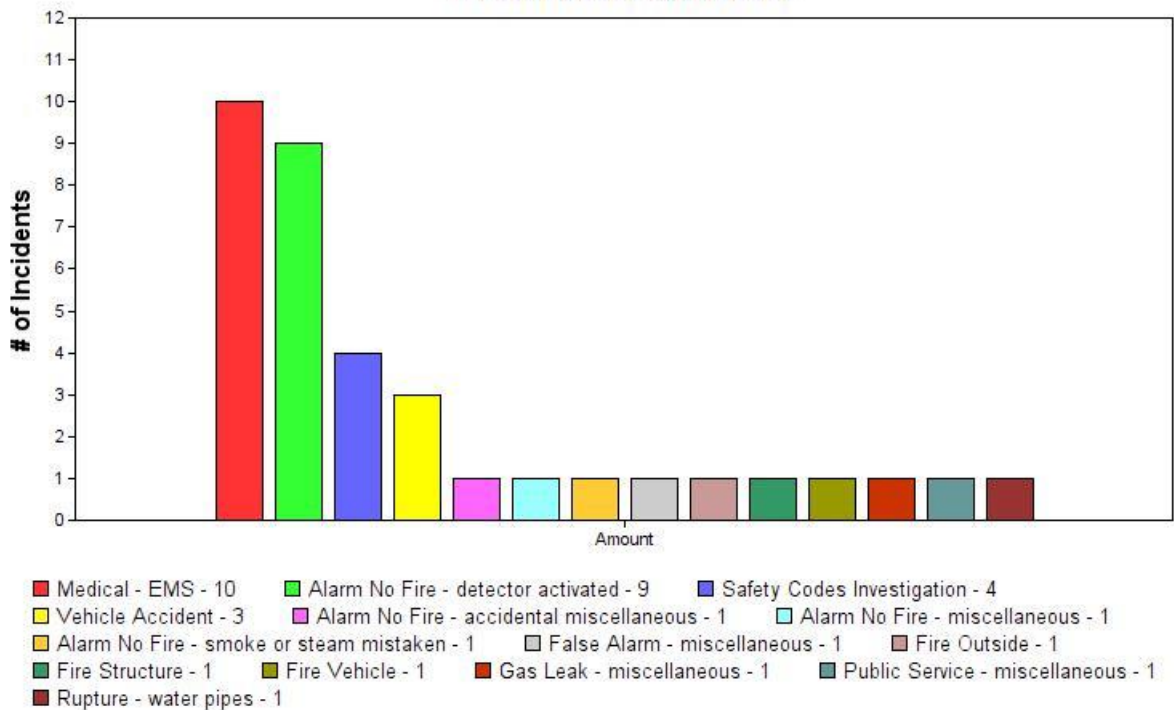
FCSS Director

# TOWN OF CLARESHOLM FIRE DEPARTMENT MONTHLY UPDATE

## FOR THE PERIOD OF: FEBRUARY 16, 2025 TO MARCH 16, 2025.

1. Claresholm Fire had a busy month with 28 events. Members were kept busy on March 9<sup>th</sup> with the high winds; this accounted for all our outside & structure fires reported in this period. Fire year to date, the department has responded to **115** calls, which is down slightly compared with the 2023-24 fire year.

*Claresholm Fire Responses by Type*  
From Jan 15 25 to Feb 15 25

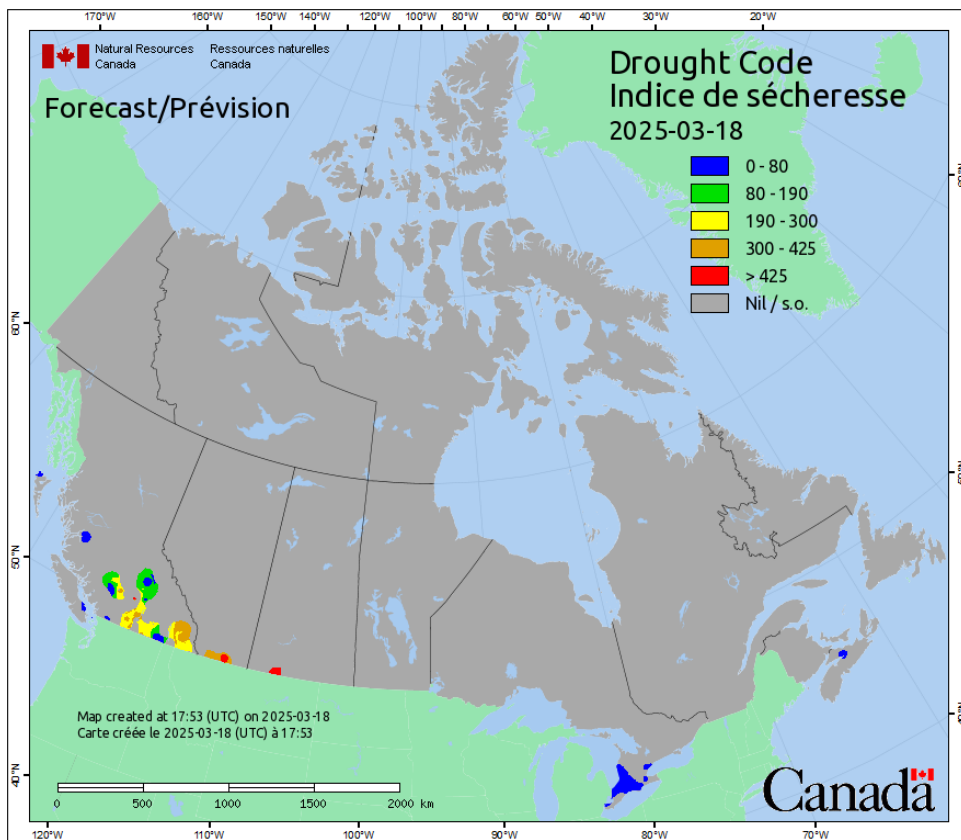
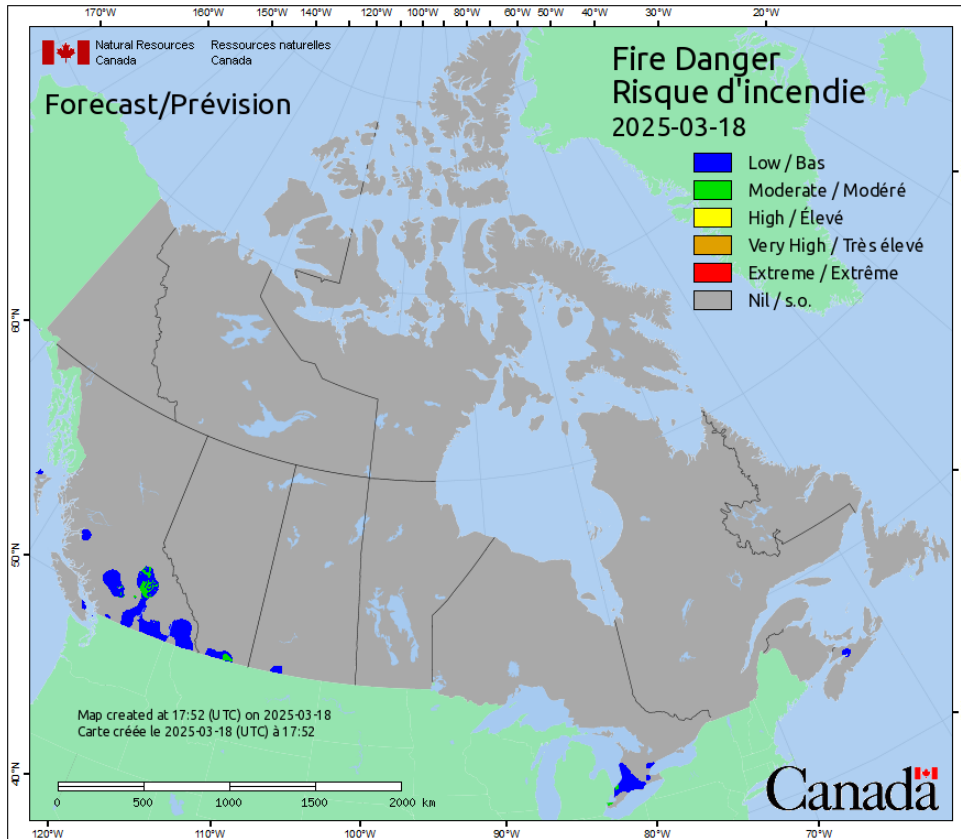


2. The Chief has been busy completing the annual Town facility inspections. Currently, there are 10 open safety codes files.
3. Students in both the NFPA 1001 & 1021 courses are progressing well, and the students are enjoying their respective programs.
4. The Chief is happy to report that we are nearing a full complement of volunteers again; with only 1 vacancy remaining, and numerous individuals have requested an application and seem interested. Hopefully, we can be full before the busy summer wildfire season.

5. Wildfire season officially began on March 1. As noted above, Station 13 has already responded to 3 outside fires. Conditions changed rapidly from snow covered to running wildfire conditions thanks to the winds that dried out the cured fuel left from last fall. You will note by the graphics below that the fire danger rating & drought conditions are already showing up on the reporting maps.
6. The Intermunicipal Emergency Services Agreement has been successfully renewed for another 5-year term.
7. Finally, the MDWC has begun a rollout of a new software suite that will replace / consolidate between 4-5 different programs that are currently used to report/track etc. events in the region. Another exciting aspect of this new program is that iPads will be installed in all apparatus to allow for CAD Mapping as well as real-time reporting / inspections / investigations all from the mobile device – the Chief is very excited to see this program in action.

Respectfully submitted,

Craig White  
Fire Chief  
Town of Claresholm



MONTH 202X

HR/Taxation Report

Prepared by Lisa Chilton

Human Resources/Payroll

Assessment and Taxation



**Claresholm**  
Where **Community** Takes Root

# Infrastructure Services Report



March 2025

Jace McLean

Director of Infrastructure

## Arena

We are in the last week of the Arena. The Alumni Tournament is scheduled for this weekend and then the ice removal process will begin. The plant will be shut down and the post season inspection will be completed, and the ice will be completely removed by April 4<sup>th</sup>.

LiveBarn was installed in the Arena, allowing people to watch livestreams of any activities at our Arena. The Town was given a promo code, clrs-holm, which gives a discounted rate to individuals that open a new account. The Town will also see a portion of the subscriptions if a threshold is met.

## Parks

Gopher bait stations are being installed in the Town's green spaces. Cleanup has begun in the parks, topsoil and grass remediation is being completed to repair winter damage.

The trees in Town owned greenspaces were trimmed and any wind damage was repaired.

## Town Buildings

Construction continues in the Community Centre. The contractors are working on the last of the finishings and are on track to be completed on schedule.

## Garbage

No issues to report. We had a couple dumpster move around in the strong wind, but no damage was reported.



## Sanitary Sewers

The annual sewer flush has begun. The Public Works crew flushes the entire sanitary sewer system once a year. This preventative maintenance drastically reduces the amount of emergency sewer backups. This process will take 5-6 weeks in total, with every member of public works spending 5-10 days on the truck.

## Cemetery

We are beginning to see an increase in the number of internments as winter dwindles down. The Town crew will continue with cemetery maintenance and will straighten headstones and repair neglected plots as time allows.



## Sidewalks

An assessment has begun on the Towns sidewalks in preparation for the 2025 sidewalk tender. Alternative processes are being investigated to utilize the sidewalk replacement budget as efficiently as possible, including concrete lifting and patching.

## Water Distribution

The trickle water order has been lifted as the frost begins to thaw. We have been very fortunate this year, having suffered no watermain leaks. We normally have 10-15 leaks annually, with an uptick of frequency in early spring as the ground shifts with frost heaves.

## Storm Water/Drainage

A few catch basin leads were froze and needed to be thawed out as the weather warmed.

The final deficiency work will resume at the Westlynn Storm Project as soon as the threat of freeze is gone, and we will be able to finish the project.

## Equipment

The equipment auction through T.E.A.M.S. was a success. We sold the old fire truck, garbage truck, back-hoe, a fleet pickup, and multiple smaller implements and attachments that have not been used in many years.

## Recycling

The EPR recycling program is due to start April 1<sup>st</sup>. This program will move the cost of recycling from the consumers to the producers. E360s Environmental will continue to collect our recycling and the Town should not experience any change in service.

## Staff

No issues to report with staff. On the job training continues daily.

## Streets

Street sweeping has begun. Potholes are being filled, and road damage is being assessed. A paving contractor will be hired in late spring to patch dig sites and repair any frost heaves.



# RECREATION REPORT

## February & March 2025

### Recreation Report



March 24, 2025  
Authored by: Denise Spencer

# RECREATION REPORT

## ARENA

- The Arena has almost wrapped up for 2024-25 Season
- Claresholm Minor Hockey: U11 continued to practice until February 18
  - Received notice from the group on March 18, 2025 that they will be recipients for the Cooperators Community Grant for \$10,000 for the Score Clock. Waiting on official notice.
- The Old Guys have booked until March 26, many of the players will be participating in the Thunders Alumni Tournament March 28, 29, 30
- Claresholm Jr A Thunders finished the season on March 1<sup>st</sup>, they let us know on March 3<sup>rd</sup> they would not be using their practice ice.
- LiveBarn: went live March 4, 2025. This streaming service is free for facilities, is paid for through subscriptions, and after a certain number of subscriptions tied to our code clrs-holm the Town will receive 20% of subscription fees back.
- Arena Monitor: Have updated the Arena Monitor to show different presentations.
  - These look amazing and have proven to be problematic because the dressing room assignments take a long time to refresh on the screen.
  - RiseVision (the Software company who we use for the Monitor) have not been able to isolate the issue. The Google Spreadsheet should take 10 minutes to update and is taking 45 minutes.
- Thunders Alumni Tournament
  - Updated the Arena Monitor so we could showcase old team pictures, photographs etc from the players in the Alumni Tournament.
    - Will be utilizing the bulletin boards at the rink instead.
    - Found over 10 years worth of team pictures in the Thunders dressing room.
- User Meeting: Scheduled April 1, 2025 in the Town Council Chambers



## CAC

Registrations opened March 19<sup>th</sup> at 12 PM for spring/summer programs. Programs are outlined until the end of August.

### PUBLIC SWIMS

- Weekend public swims are consistently between 60 – 90 people on both Saturday & Sundays. Back to Pre covid numbers!

### AQUAFIT

- The morning class has grown slowly, previously steady at 8 – 10 people, the last few weeks have been 12 – 14 participants.
- 1 – 2 PM is averaging 19 – 24 participants.
- Evening Bootcamp has been averaging between 8 – 10 participants

### JUNIOR LIFEGUARD CLUB

- The Junior Lifeguard Club attended their first competition in Lethbridge. Many of them setting new personal bests. This being their first competition there was a lot of learning as to how competitions operate.
- The kids are excited for more competitions next season. JLC will be coming to an end the first week in April.

- We will be hosting a JLC camp August 18 – 21, 12:30 – 4:30 PM. Hoping to use this as an opportunity to get kids interested in the fall season and provide something for youth 8+ to do for a summer week.

**ADVANCED COURSES**

- Bronze Medallion – February – Ended up having a full class of 12 participants.
- National Lifeguard Recert – April 11 – Currently 5 outside registrants & 2 internal Lifeguards recertifying.
- Bronze Cross – April – Currently 9 participants registered
- First Aid – March 29 & 30 – Currently 5 registered
- National Lifeguard – May/June – Currently 5 registered

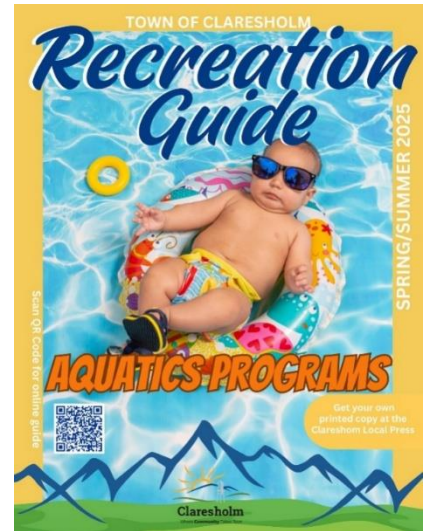
*These courses require a minimum of 4 participants to run the program.*

**SCHOOL LESSONS**

- School lessons are in full swing. Stavely, Little Bow Colony & West Meadow Elementary school have attended
- Next week we will be hosting Jumbo Valley & Barons.

**SWIM LESSONS**

- Currently running the last sessions of lessons before Easter break. Then we will transition into our Spring/Summer Lessons.
- Summer lessons transitioning from 6-day lesson sets to 8-day lesson sets, hoping to see an increase in our success rate.
- We will be offering evening summer lessons in August as swim club has a shorted season this year.



**HOMESCHOOL LESSONS**

- Homeschool lesson set running the Monday – Friday in May, where the schools have not booked. The homeschool community had previously expressed interest.
- These lessons were gaining popularity before covid, and fizzled out due to restrictions and staffing.

**SWIM CLUB**

- Working with swim club organizing their upcoming season, have created a new booking form, and working to schedule meetings with the Krakens, and facility prior to the meet to ensure everyone is clear on their roles.
- The annual swim meet is scheduled June 20 and 21st
- The season ends earlier this year, the end of July versus the 3<sup>rd</sup> weekend in Augst. This is partly due to pools being under renovations/repairs in Region F.
- Advertising slips have been supplied by the Krakens to put into our swim lesson report cards to efforts to grow the club.
  - Swim Club had 5 new registrations from attending the Registration Fair.
  - In 2024 they had 30 participants

**Claresholm Ball Diamonds**

- Submitted a Grant Application to Coop Community Priorities March 3, 2025
  - A small funds CFEP Grant application was submitted January 15

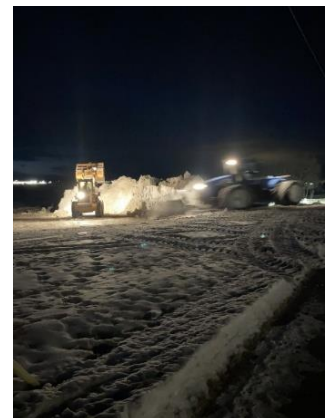
**Claresholm Skate Park Association**

- The group has started a Coffee Fundraiser with Barking Cat Coffee, locally roasted in Pincher Creek, with a local distributor.
- Grand opening of the Skatepark is now rescheduled for fall 2025 to give the grass the opportunity to grow in the dirt areas.



## Community Recreation & More

- **Registration Fair** held March 19, 2025 at the Claresholm Social Centre, great venue and people to work with
  - 17 tables were spoken for, there were a couple no shows
  - This is the first Registration night since 2019
  - Feedback: Look to hold it at WMES in 2026 during Parent Teacher interviews.
  - Collaboration with Social Centre, who handled the money for the tables as rent for the facility
    - Claresholm Rec provided the advertising and promotion, including contacting the recreation list of over 43 groups/organizations twice prior
  
- February 24, Public Works staff dropped off the metal to WCCHS for the **disc golf course**
  - The basket frames will be taken to Derochie Paint in Fort Macleod to be powder coated, then returned for the full assembly
  - The Kinnettes, Kraken Swim Club, CAREs, Stavely Sports Association, Positive Notes Music Lessons and More, Soup Bowl, Social Centre, Friends of the Museum, Fish and Game Association, Kidsport, Real Strength Gym, Willow Creek Gymnastics, Bench Show, Town of Claresholm and Claresholm Recreation.
- Spoke at the **Heart and Stroke** Evening February 19, 2025 on behalf of Recreation in Claresholm, and personal anecdotes.
- **Winterfest:** February 21, 22 and 23
  - Event set up started Friday morning with town staff at 10am, Saturday from 2pm to 9:30pm, clean up was Sunday from 2-3:30pm
    - Triple M Farms, set up the hay bale maze, and stayed late in the evening working on the snow pile. Have recommendations for the snow pile for future events
    - Triple M Farms also delivered the 'Bin Bar' for use during the event
  - The event was well attended! The entertainment on the Atco Stage was a success, along with the with the Royal Canadian Legion benefitting from the event with one of their largest 50/50 pots in a long time.
  - The wind caused melting of the ice rink, but stopped in the afternoon to allow for the fire spinners, and fireworks
- **Soccer:** have been sending parents to Stavely for their recreation soccer program.
  - 12 U15 youth were interested during the Registration Fair. This would be to play competitively in the High River League.
- **Claresholm Fair Board;** March 25, 2025 is next meeting.
  - Group now has a Vice President which should assist long term president Syd Gray.
- Claresholm's Spring Summer **Community Recreation Guide** was March 12, 2025
  - extended the date from March 5
  - 43+ Community Groups, organizations and businesses were contacted
  - Open for any community organization to submit.
  - No cost for participants (at this time)
  - Online copies available to public



- Hard copy available for viewing at the Claresholm Library, Town office, Aquatic Centre & Arena
  - Printed copy available for a fee at the Claresholm Local Press
- **Water Barrel Program 2025**
  - 30 Barrels and 16 water totes have been secured
    - 15 Barrels and 3 Totes had been spoken for as of March 18, 2025
  - Pricing has been updated to include GST and a small admin fee (~\$5 per Barrel and Tote)
  - March 12 – April 9, 2025 date range to order. Pick up April 17, 2025
  - Set up an order sheet through one drive for Front end staff and administration to ensure everyone is working on the same document, this should help keep things organized for 2025.
  - The Barrelman will consider opening up a second set of dates if there is interest from the community.
- **Garden Information Series:** Scheduled March 25, April 29 and May 29 from 6-8:30pm
  - Oldman Water Shed Council will be attending, as will Bronson Enterprises for tree trimming, a local Apiarist (bee keeper), local horticulturist, agrifoods specialist and more.
    - Seed swap will be available
    - Small workshop for planting
- **Welcoming Claresholm:** On March 13, at 4pm sat in a zoom meeting regarding how to set up as a Society
  - Hoping to be a part of the process to learn more. The last Society formed on behalf of recreation was the Skate Park Association.
- **Spring Prize Draw:** Prizes Family, Adult and Youth pass, 55 gallon rain barrel, 3 piece disc golf set, and Town of Claresholm cooler bag
  - Set up at the Registration Fair, and Town office lobby
  - Draw date April 1, 2025



**Bark Park**

- Lock box sign is still in progress with KFJ Signs
- Board meeting date March 18, 2025
  - Town meeting date April 2, 2025
- In February a resident reached out to ask how she could add something in the park in honor of a community member
  - We are working to find something that will last, be a suitable fit for the park within the \$800 budget provided.
- On March 17, 2025 the group learned they had not received the Edible tree grant from Tree Canada.

**Volunteering Initiative:**



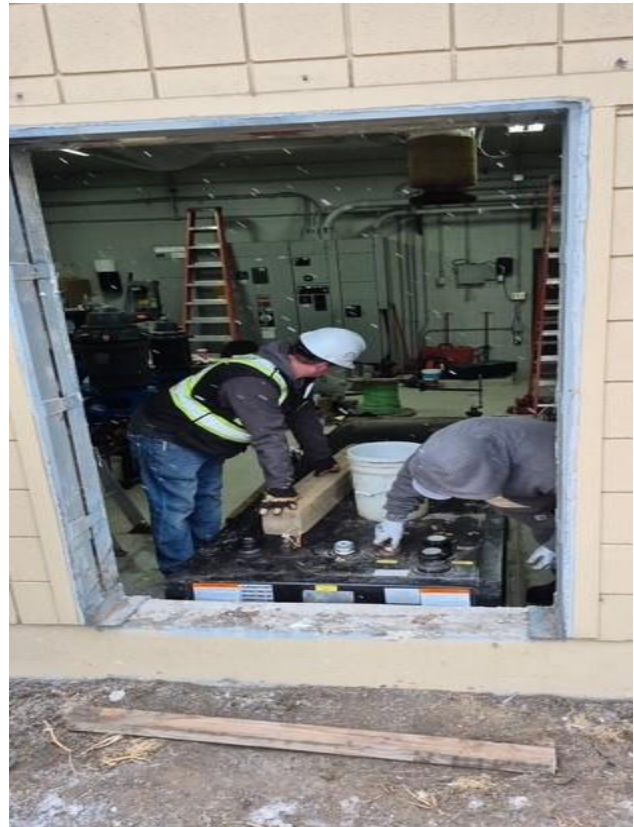
- Posters and handouts are prepared to get the word out for Volunteering opportunities in Claresholm
  - Handouts were available at the registration fair March 19, 2025
  - Look for them around town!

### Grants

- Co-op Community Priorities Grant, Claresholm Ball Diamond revitalization Project was submitted March 3, 2025
- Richardsen Foundations: Grant was submitted March 14, 2025 for the Arena Score Clock on behalf of Claresholm Minor Hockey.

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

- Meeting March 12, 2025
- Next meeting April 9, 2025, then in Taber for Time in Sessions with 2025 Games Chairs



Utility Services Manager

Brad Burns

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[www.claresholm.ca](http://www.claresholm.ca)

**UTILITY SERVICES  
REPORT  
March 2025**



**Claresholm**

## Regional Water Treatment Plant

### Maintenance

- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean distribution chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Clean in Place (CIP) both membrane racks.
- Rinse CIP tanks.
- MPE controls technician on-site working on VNC SCADA remote viewing access and cloud protection.
- Add chemical to BMS hydronic heating system loop and change filter.
- Replace belts on roof top exhaust fans and grease motors.
- Replace Aqua DAF skimmer pneumatic ram.

### Alberta Environment and Protected Area (AEPA) Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant approval in accordance with schedule 2&3.
- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- AEPA annual 2024 water treatment and distribution yearend inspection complete.

### Training and Continuing Education Credits

- Continuing Education Credits (CEU's) available.

### Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of Willow Creek Service Agreement Meetings as requested.
- Teams meeting with AEPA DWOS and Alberta Health discussing DBP's.

### Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Calibrate Co2 detector as required.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for daily and weekly jobs to be done.
- Daily hazard assessments filled out prior to beginning work.
- Annual Fire Department building assessments for all locations.

### Chemical

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

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

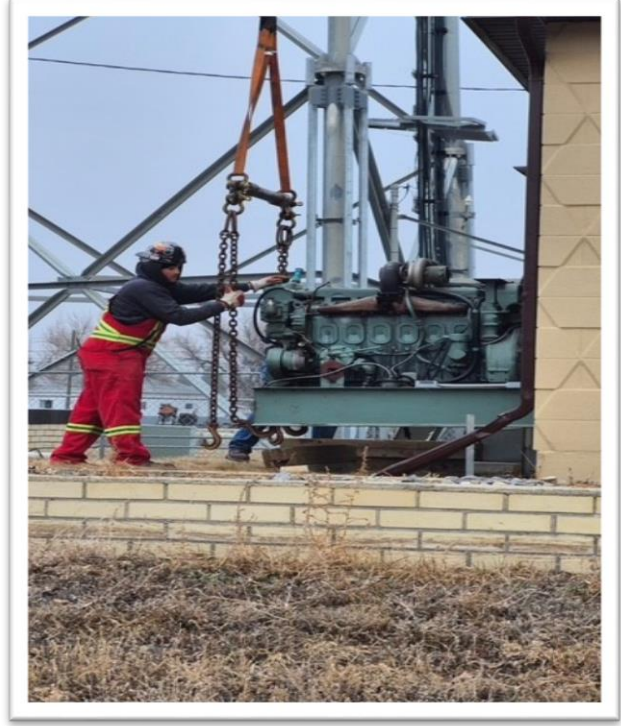
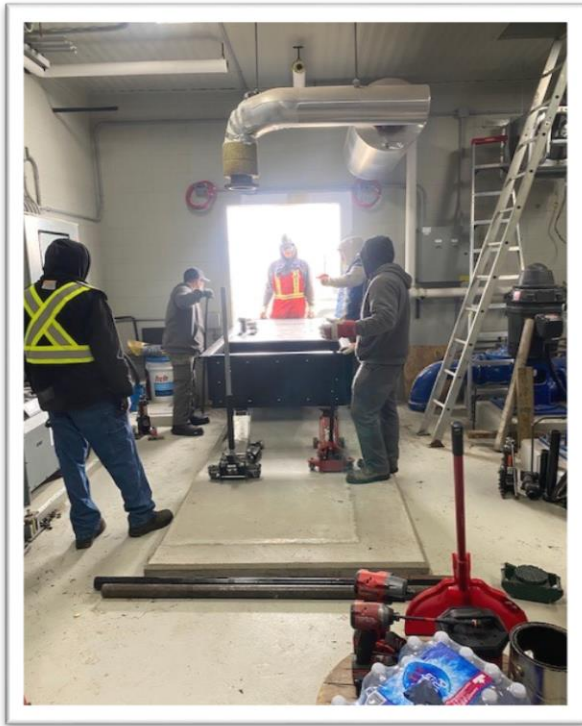
**Highway Pump Station**

- Distribution free chlorine test taken daily.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA links, electrical components and telemetry equipment daily.
- Clean chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- New Highway Pump Station (HPS) backup generator and upgrades continues.

**Temporary Power Standby at HPS During Generator Replacement**



Removal of old HPS Backup Generator



Installation of the new HPS Backup Generator





### East Side Reservoir (UFA)

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

### Distribution

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

### Universal Metering

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

### PRV Meter Vaults

- Check acreage PRV vault bi-weekly.
- Acreage vault pumped out biweekly (public works to locates source of incoming water).

### Wastewater Collection and Lagoon

### Harvest Square Lift Station

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

### Lagoon

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Record main lift station daily flows to holdings cells.

### Alberta Environment and Protected Area Government Compliance

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

### Raw Water Reservoirs and Supply Line

#### Pine Coulee Reservoir

- Chain Lakes Reservoir level 70.12% 1295.68 geodetic meters, 10106.34 (dam3).
- Willow Creek at OXLY Ranch flow (no data available) m<sup>3</sup>/s
- Pine Coulee Diversion Head Pond above Head Gates 1053.05 m.
- Pine Coulee Diversion Canal below head gates 7.5 m.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 0 (m<sup>3</sup>/s).
- Pine Coulee Reservoir level 56.05% 1047.53 geodetic meters, 28359.57 (dam3).

#### Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults weekly.

#### Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check reservoir claw compressors daily.
- On-site Reservoir level 5891 mm.

#### Golf Course

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

### Alberta Environment and Protected Area Government Compliance

- Daily monitoring, measuring and reporting frequency through Water Use Reporting System (WUR's).



### Willow Creek West Waterworks System

#### M.D Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System.
- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace line or pump tube as required.

#### M.D Industrial Airport Distribution System

- Provide help with the Airport water and wastewater system as per service agreement.
- Shawnee Excavating on-site fixing multiple water break at the Airport.
- Work with M.D of Willow Creek staff to report water brake and repairs to AEPA.
- Temporary boil water advisory issued for 6 residents until water testing was confirmed and approved by Alberta Health.

#### Water Break South of the M.D of Willow Creek Office



### PRV Meter Vault

- Check PRV meter vault operating pressure.

### West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System.
- Consisting Solely of a Water Distribution System.
- Check PRV and double check valves biweekly.

### Chemical

- Transfer chemicals to day tanks as required.
- Change chlorine pump setpoint as required.
- Order and delivery of chemicals as required.

### Hamlet of Granum

- Check water supply meter vault, electrical and telemetry equipment.

### Alberta Environment and Protected Area Requirements

- Code of Practice treated water quality limits daily monitoring.
- Bacteriological samples sent to Provincial Health Lab for testing once per month.
- Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op compliant.
- AEPA annual 2024 yearend inspection complete.