



CAO REPORT

June 23rd, 2025

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.

I attended the Local Government Administrator’s Association of Alberta (LGAA) conference from June 18th to 20th. There were several relevant sessions, including:

- understanding the province’s municipal indicators –(<https://www.alberta.ca/municipal-indicators>). The province has been collecting data on 13 municipal indicators for around 10 years. This data is an annual reporting requirement for each municipality. Specific aspects of a municipality's governance, finances, or community are weighed against defined benchmarks to provide a general indication of acceptable risk. If a municipality flagged a critical indicator, ‘auditor outcome’ or ‘ministry intervention’, or 3 or more of the 11 non-critical indicators for 3 consecutive years, ministry staff may contact them to discuss additional support that may be needed. The town of Claresholm has flagged the “Age of Infrastructure” category for several years. This category indicates depreciated tangible capital assets valued at less than 40% of initial costs. Claresholm currently sits at 32.26%.
- addressing incivility in municipal leadership – this session discussed some communicative and proactive ways to deal with incivility in municipal government, with reference to the Canadian Association of Municipal Administrators handbook on this issue (<https://www.camacam.ca/sites/default/files/2024-10/Executive%20Summary%20of%20CAMA%20Standing%20Strong%20Toolkit.pdf>).
- Council Orientation – there are new requirements and timelines in the legislation surrounding Council Orientation. Claresholm will be partnering with the MD of Willow Creek and Towns of Stavely and Fort Macleod for new councillor orientation in the fall. The date of this training will be Thursday October 30th.
- Council Codes of Conduct – the province has repealed Council Codes of Conduct Bylaws through new legislation. Discussion of this session focused on what municipalities could expect now that there are no longer code of conduct bylaws, including using the ethics commissioner if investigations into councillor conduct are required and utilizing municipal OH&S policies (violence and harassment) to manage councillor conduct moving forward.

We held a water meeting with Alberta environment and protected areas staff to discuss water optimization at the water plant. We will be holding regular water management meetings to discuss water levels in Pine Coulee Reservoir. If conditions do not improve soon, the Town will be in water restrictions soon. We have been communicating with the public on this possibility. Current water level in the reservoir is 1046.22m, and restrictions go into place when the level reaches 1046m. Releases have been ongoing from the reservoir into Willow Creek to assist with low flows. The releases have now stopped, which will stabilize the water level in the reservoir for the immediate future. Hopefully with the significant rain over the weekend we will see the province begin to fill up the reservoir.

Submitted by
Abe Tinney

CAO

DEVELOPMENT SERVICES MANAGER REPORT

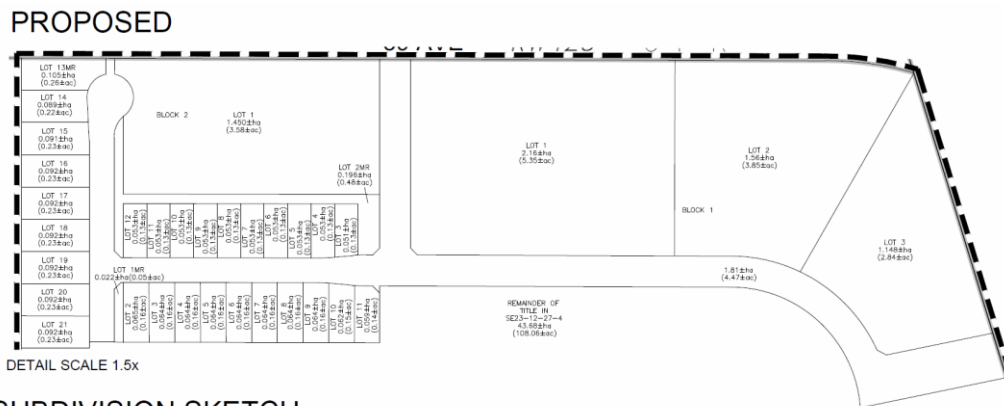


For: 5/20/2025 – 6/20/2025

Development Permits

- ❖ 4 permit applications received.
- ❖ 10 development permits closed.

Notable development – approved subdivision – Phase 1 Evolution lands.



SUBDIVISION SKETCH

Miscellaneous

- ❖ Local Press Ads: Bylaw reminders, grass and weeds notices, advertisement for new Member at large for MPC.
- ❖ May 29, 2025 – AI training through the Chamber of Commerce.
- ❖ June 3, 2025- Alberta Emergency Management Agency – Information Session.
- ❖ June 5, 2025 – Alberta Development Officer’s Association training – Development concerns, MGA requirements, Timeframes for permit processing, MGA rules for appeal, aggregate industry information, etc.
- ❖ MPC June 6, 2025 – This was the last meeting for 12-year member at large Jeff Kerr. Advertising for a new member at large has commenced.
- ❖ June 10 – Amundsen Park - Market BBQ.
- ❖ June 11 – Southgrow Intro meeting with Makayla – CED program.
- ❖ June 11 – Community Futures meeting with Mark Brown – Smartstart program.
- ❖ June 12 – Alberta Tree Farms business incubator discussion.
- ❖ June 16 – ECD meeting – Anna Look proposal meeting / Travel Alberta.
- ❖ June 17 – Catalis GIS training.

Submitted by Tara Vandervalk,
Development Services Manager



Economic Development Report

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

Engagement Coordinator

Events

We're thrilled to see continued momentum with Tuesdays in the Park! Each week, we're welcoming an average of 22 vendors, with 1–3 new ones joining regularly. The park has been buzzing with a strong and steady crowd, and vendors have expressed how pleased they are with both foot traffic and sales. We've also had a local service group participating weekly, adding even more community spirit to the event.

Excitingly, the last couple of weeks have seen visitors from the Calgary area stop in after noticing signage proof that word is spreading beyond town limits!

Looking ahead, Canada Day is just around the corner! Join us from 11 a.m. to 2 p.m. in Centennial Park for a fun-filled celebration. This year's event will feature greater involvement from our immigrant community through "Spread the World," and a lively 1950s band to get everyone dancing. We'll also have a variety of activities for the kids and a Town BBQ fundraiser in support of Fair Days.

We'd love to see all our councilors come out to show support

Downtown Engagement and Tourism /Education and Tourism

We recently wrapped up production on a new marketing video showcasing the incredible restaurants in our town. This video highlights the rich cultural diversity and unique culinary experiences Claresholm offers. It was presented to the Economic Development Committee (EDC) and shared with Yvonne from Travel Alberta, and was met with enthusiastic feedback.

We also had the pleasure of hosting Anna Look from Anna Look Consulting for a two-day tourism workshop and conference. Anna toured the community, meeting local business owners and exploring both our downtown core and tourism assets. Through engaging with visitors, residents, and stakeholders, she conducted a comprehensive assessment and brought valuable insights to the EDC. Yvonne from Travel Alberta joined us for the workshop, where we explored tourism stats and its crucial role in our local economy. We followed up with a debrief session to outline next steps—an incredibly educational experience that has helped shape our vision of Claresholm as a growing destination town.

We also hosted a high-energy Claresholm Community Pep Rally, which brought together several classes from local schools to help paint the community mural. The event saw fantastic engagement from residents of all ages. A big thank-you to IGA for sponsoring our BBQ, which raised nearly \$500 in support of local initiatives.

In partnership with the Chamber of Commerce, we also took the first step in our downtown revitalization project. The Chamber assembled and delivered over 25 vibrant flower baskets to

storefronts along main street, adding a beautiful touch of color and life to the business district. It's been wonderful to see the added charm these baskets bring!

The event filled the park with families enjoying games, good food, and great company all evening. It's clear that Claresholm's community spirit is alive and well—and growing stronger every week.



Economic Development Coordinator

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 bi-monthly meetings with IRCC. Attends Welcoming Claresholm Committee and FCSS Interagency monthly meetings.

Working to help Welcoming Claresholm become a society, created draft Bylaws for them, and attends strategic planning sessions with Jerry Firth and Committee, 2 of 3 have been completed. Organizes and assists with Welcoming Claresholm events and activities. Completed the Narrative, Summary, and Statistical reports for the SILP Welcoming Claresholm Grant.

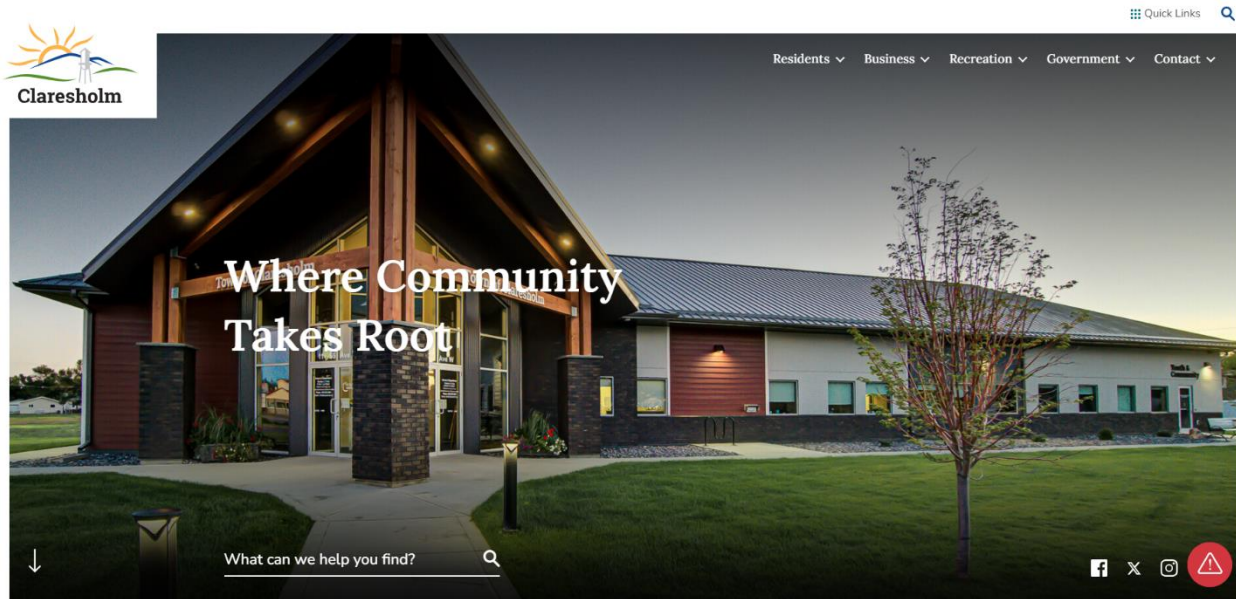
Rural Community Immigration Pilot was launched on April 30th. Continues to work with employers and accept employer applications to become designated, conducting meetings with each employer that applies. Began accepting candidate applications from designated employers in June, the first batch of these, along with more employer applications were processed on June 19th. Responding to all inquiries in relation to the RCIP program. Continues to support candidates and employers who participated in the RNIP program.

Continues to respond to enquiries about the Rural Entrepreneur Stream and corresponding with candidates. 5 community support letters issued 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.

Continues to work with Loop to develop new website. Received training and now editing the website.



Other meetings and events:

- Along with Development Services Manager and Engagement Coordinator, met with new SouthGrow Economic Development Officer
- Helped with Pep Rally & Community BBQ
- Along with Development Services Manager, Public Works Manager, CAO, and Mayor, met with Alberta Tree Farms
- Attended SouthGrow AGM
- Attending IRCC National Learning Series
- Assisting to organize Spread the World 2025



Claresholm
Where **Community** Takes Root

Infrastructure Services Report



June 2025

Jace McLean

Director of Infrastructure

Arena

The new score clock for the Arena was delivered June 18th. Installation will happen sometime this summer.

Further inspections have taken place at the Arena for the solar project; no start date has been set yet.



Parks

Mowing continues around Town. The gardener has been very busy watering and weeding the Towns planters and flower beds.

After multiple delays, the Centennial Park fall protection installation is scheduled to start June 23rd.

Equipment

All equipment is operational. Regular maintenance continues.



Town Buildings

The HVAC system at the Multi-use building was upgraded with a new electrical system. The old system was causing issues and expensive repairs were needed last winter to keep the heat on.

The two new A/C units were installed at the Community Centre. There are 4 small rooftop A/C units that are at the end of their life. Two have now been replaced, one does not work at all and the other is holding on. These existing units cannot be repaired as the refrigerant used, R22, is no longer legal in Canada.

Garbage

Garbage collection is going smoothly, no problems to report.

Water Distribution

Public works completed the hydrant flushing program. All hydrants are inspected, operated, and flush annually to ensure smooth operations and to improve the water quality through town.

Sanitary Sewers

Enzymes continue to be added to the sewer system. We have noticed a visible improvement with the FOG (Fat, Oil, Grease) buildups in the system.

Storm Water/Drainage

A 10m length of storm line was replaced on 47th Ave by 7-eleven. The public works crew noticed backups in the area at every rainfall and it was discovered that the entire line was collapsed.



Sidewalks

The sidewalk replacement list has been set, with over 490m meters of sidewalk needing immediate replacement. We will likely only be able to replace 300m with the current budget of \$120,000.

Recycling

We are still working out the kinks from the switch to the EPR program and the change in residential and commercial collection. Administration is in talks with e360 to renew our commercial collection contract.

Staff

Staff training continues. As we come in to summer holiday season the shop will be down at least one employee almost every week all summer.

Cemetery

Cemetery maintenance continues, town staff is averaging one interment per week.

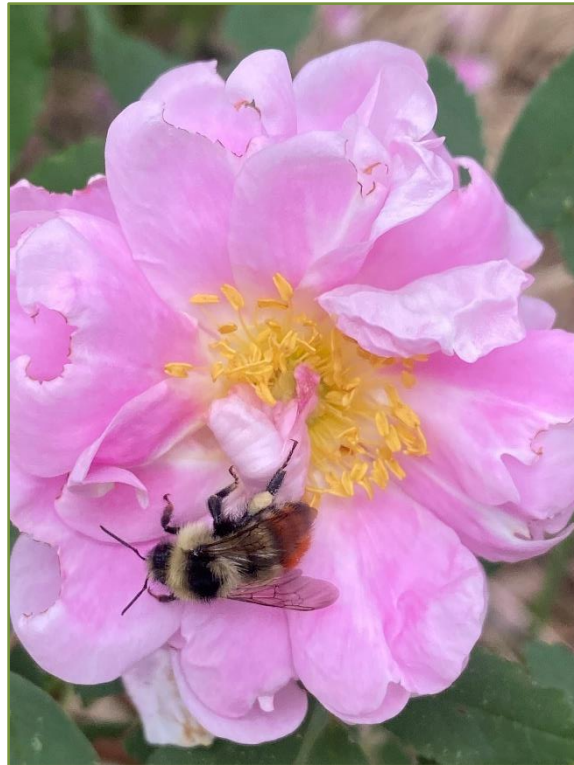
Streets

Crack filling is underway all over Town. The Public Works staff have applied 5 barrels of product so far, with another 5 barrels to be applied this year.

Line painting will begin in early July, we prefer to wait until July to paint as the school traffic is gone and the lines are still bright for Fair days.



Claresholm Recreation May-June 2025 Recreation Report



June 23, 2025

Authored by: Denise Spencer



CLARESHOLM RECREATION

ARENA

- Out of town user groups have begun to reach out for Tournament dates, we have 3 currently on the calendar that will be confirmed at a later date.
 - A U15 Girls Hockey Tournament
 - 2 tournaments for Glenlake Hockey Association from Calgary, U9 and U18
- Schedule for the arena and Ball diamonds can be located at Claresholm.ca under the Arena
- New Fox Diner has confirmed they will be operating for the 2025-26 season
- Welcoming Claresholm Sport evenings at the Arena: There has been increased interest in ball hockey from local youth, now that the school year is almost wrapped up.

CAC

PUBLIC SWIMS

- Weekend public swims have slowed since May long weekend, averaging between 40-60 patrons
 - Fort Macleod, Vulcan and Nanton all have outdoor pools that recently opened for the summer.

AQUAFIT

- Our water movement program Tuesday & Thursday 11:15-11:45 AM continues to average 8-11 people.
- Our AM class has been a consistent 12 – 14 people, slowly growing, previously steady at 8 – 10 people
- 1 – 2 PM is averaging 19 – 24 participants.
- Bootcamp will be ending for July & August.
- AquaHealing has been steady, averaging between 5 – 9 participants.

ADVANCED COURSES

- National Lifeguard (NL) recerts have continued to be a successful revenue stream for Aquatics. We ran 2 in May, both filled with 12 external candidates. Completed one June 13 with 7 candidates, another one June 27th that currently has 6 external candidates.
- Looking to grow our First Aid programs this upcoming fall. Continue to see steady registrations in our advanced courses.
- *National Lifeguard* – May/June – Currently 9/12 registered
- *National Lifeguard Recert – June 27th – 6 external candidates registered*
Summer Advanced courses starting in July! These courses require a minimum of 4 participants to run the program.

FALL PROGRAMMING

Currently working on Fall programming & recreation guide. Some new ideas/programming to be offered

- Pop-up fitness classes
- Intro to water sports (Water polo, Synchro, Underwater Hockey)
- Adult & Infant Fitness class (working on a creative name)

SCHOOL LESSONS

- These wrapped up the end of May

SWIM LESSONS

- Spring Lessons wrapping up. Had a good run with the additional lessons and space sharing with the swim club.
- First set of summer lessons starting July 7th. Registration is going well. Wait lists on Swimmer 1 & 2.
- Currently registering for our Summer Lessons sets

- Looking to add private evening lessons during the summer as we can.

SWIM CLUB

- The annual swim meet is scheduled June 20 and 21st
- Swim club is back in their full season. Short season ending first week in August.
- Annual swim meet June 20 & 21!! Upward of 200 competitors attending!!
- Claresholm Kraken numbers are down from pre covid, they continue initiatives to bring in new members.

Parks, Planting & Water Barrels & Around Town

- **Needs Assessment:** June is a busy month for many, participation in the survey thus far is low. Looking to extend the survey until after Canada Day.

- **Pollinator Gardens: June 6**

- 1 garden planted at the Bark Park and 2 Gardens planted at Frog Creek Wetlands

- Created to enhance habitat for endangered native bees and other pollinators by installing native and drought resistant plants.
- In Fall 2025 logs and tree fall will be added to create over wintering habitat.



- **Native Planting List includes:**

Smooth Blue Beards Tongue, Common Yarrow, Blanket Flower, Harebell, Prairie Smoke, Blazing Star, Prairie Coneflower, Canada Goldenrod, Golden Bean, Giant Hyssop, Sweet Joe Pye Wee, Western Showy Aster, Sticky Purple Geranium, Wild Burgamot, Silky Lupine, Purple Prairie Clover, Hairy Gold Aster, Prairie Crocus, Nodding Onion, Wild Hollyhock, White Sweet Vetch, Pearly Everlasting, Golden Flowering Currant, White Spirea, Shrubby Cinquefoil, Native Saskatoon

- **Watering & Maintenance:**The Town of Claresholm has scheduled watering & maintenance by staff, but for these gardens to flourish we’re asking users of the park spaces to please assist.

- **Watering stations** have been supplied to the Bark Park and Frog Creek Wetlands.

- **The Oldman Watershed Council** recommends community members to use this App: iNaturalist, Website: iNaturalist.org to help document bee species in our region.

- Upload pictures of bees to assist with tracking and species identification,

- **Town Planters: May 23**

- Gardener and rec manager picked out flowers and basket fillers and planted in the Town planters.

- There are 17 planters to be planted and set out throughout the community

- Changed the plantings for 2025, to look more wild, keeping with the theme the Old West for Fair days.

- **Plant and Seed exchange: May 29, 2025**

- Approximately 25-35 people attended

- The Town of Claresholm had a selection of Tomatoes and cabbage available for attendees

- Clay Moss Greenhouse, and many others brought by perennials and vegetables
- **Claresholm Fair Board:**
 - Waiting on more catalogs
 - The group has requested more coverage and support by the Town when promoting and advertising for Fair Days
- **Fall Community Recreation Guide**
 - 43+ Community Groups, organizations and businesses were contacted May 5th, and June 9
 - Submissions are due date July 16
 - Release date August 6, 2025
- **Water Barrel Program 2025**
 - There have been a few requests in June for water barrels, more so after the Town declared water shortages could be imminent in the June 11 Local Press.
 - Purchased 5 barrels from the supplier, will contact the people who reached out and have the remainder available for purchase if there are requests.
- **Market**
 - **Mural, Community Project:** will be adding the Town Logo to the empty space
 - Purchase of supplies, and organization of project with own equipment.
 - Assisting with set up, recreation options, music, town table and signage
 - Kite festival will be happening in the park this summer, sponsored by Claresholm Rec.
- **Gravel Road Race**
 - Just under one month away, the TransRockies group is actively looking for volunteers to assist on the course
- **Sport Nights**, with Welcoming Claresholm: June 18, 2025 there were 12 attendees who came out to play basketball, ball hockey, pickleball and cornhole!



Claresholm Ball Diamonds

- Co-op Community Spaces: we were notified on June 12, 2025 that the Grant was not successful, they had 650 applicants
- CFEP-Small Funding Opportunities: results should be released by the end of June
- Working with Minor Ball on

Claresholm Skate Park Association

- The initial Pump Track Design was released June 3, 2025
 - Skatepark met June 5, 2025 to discuss the designs
 - On June 7, 2025 they met over Zoom to discuss design changes

Bark Park

- Pollinator Gardens June 6, with Oldman Watershed Council: 3 community Volunteers attended

- to create habitat for endangered pollinators in our area
- More trees: The Gardener has been removing trees from town gardens, some of these will be planted at the Bark Park
 - Flagging of existing bushes, trees by volunteers: to prevent them being mowed, giving them the opportunity to fill in and become established
- Gopher displacement - using rocks as deterrent. This was a suggestion by a community member, who followed up and gathered his own volunteers from the Bark Park.
 - 4.7 Tonnes of Rock donated by White Lake Colony
 - Volunteers filled holes May 29-30
 - Soil will be shoveled over rocks to fill holes
- Removal of invasive and noxious Yellow Clematis, this initiative was spearheaded by users of the park.
 - Volunteers pulled & dug out May 24-30
- Watering station set up by Pollinator Garden
 - The Town of Claresholm has scheduled watering & maintenance by staff, but for these gardens to flourish we ask users of the park please water flowers or trees while using the park!
 - Signage is being worked on by KFJ Signs.
- Gazebo: organizer of this project came out June 12 to help pick the spot for the Gazebo. Different users had different ideas of the best location.

SARA-Southern Alberta Recreation Association

- Athlete registrations for the 2025 Games were just over 1600, down from 2024 and almost 1000 less than Pincher Creek in 2019.
 - On June 19, scheduled facility tour in Taber
 - The games open July 2, 2025