



CAO REPORT

August 11, 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.

DCom Energy Solutions is in the final stages of development and planning for the arena solar project. There will be some structural upgrades required to the arena roof and DCom is sourcing a construction group for those upgrades, which is causing a delay in the project. We will have a final price, and decision for Council on how to fund the project, at the first meeting in September. Grant funding has been approved, which will cover about 1/3 of project costs.

Water meetings with the province are ongoing, discussing water quality and treatment, and water capacity/storage in the Pine Coulee Reservoir. The water level in the reservoir has risen significantly over the summer to the point where water restrictions are less likely now compared to a few weeks ago.

Planning for the new council is underway. Regional council orientation will occur in Fort Macleod on October 30th and will be conducted by Brownlee Law. Additionally, we are meeting with strategic planning consultants who will work with the new council to develop its strategic plan for the term.

CAOs from the region (MD, Stavely, Nanton, Fort Macleod and Claresholm) met with YOLO Nomads. This group markets communities, with a focus on drawing residents from larger urban centers to rural areas. They provide affordable, tailored social media marketing to attract professionals to communities. The initial meeting went well and regional CAOs all seem to be on board with moving forward. More information to come on a future council agenda.

The MD and Town continue to advocate for internet improvements in Town, meeting with large and small internet service providers (ISP). Unfortunately, the work on this front moves slowly. We are currently meeting with a small, regional ISP about expanding their service into Claresholm.

Submitted by
Abe Tinney

CAO

DIRECTOR OF CORPORATE SERVICES - UPDATE**Claresholm***For: 5/27/2025 - 8/8/2025***Financial**

- Tax deadline of June 30th passed, collections as of that date were 96% of the current year's taxes (excluding preauthorized TIPP customers). Tax Penalties were levied on July 1st and late payment reminder notices have been issued.
- All grant applications submitted thus far, per the 2025 budget, have been approved. To date the Town has received grants funds for the 2024 LGFF Capital Grant, 2025 LGFF Operating Grant and SCOP grant funds for website upgrade. The Enabling Accessibility Grant for the Centennial Park upgrades applied for in 2024 was denied; administration will bring funding options forward to Council at a future meeting.
- Worked with Tax Clerk on first Non-Residential Tax Incentive application and adjustments as approved by Council.
- 2026 budget discussions with managers will begin in early September. Director will be rolling forward the budget in the Questica budget software in preparation for discussions.
- Updates to the year-end working papers are ongoing in an effort to stay on top of required financial data for the annual audit, in an effort to minimize the overall workload at year end.
- Worked with local financial institution to set up a daily banking solution for the Town due to the closure of the Claresholm BMO branch.
- Invested and re-invested some funds per the investment policy. As of August 7, 2025, the Bank of Canada investment interest rate is 2.75%. The Town was able to invest at 3.30% and 3.44% (average bond yield for term of investment). All investments align with the Municipal Government Act legislation and Town policy requirements.

General

- On June 3rd, a Facility, Infrastructure and Planning Committee (FIPC) Meeting was held. Items discussed were:
 - Update to the Fire Hall Expansion Proposal.
 - Review of the Storm Pond Survey with recommendations to be brought forward to Council for consideration.
 - Review of the Variable Frequency Drive replacement need at the water treatment plant, including costs and funding options. Recommendation to be forwarded to Council consideration.
 - Discussion of water meter replacement requirement and data collection review. Recommendation from discussion to move forward with a request for proposal to be brought forward to Council for consideration.
 - Discussion of downtown alleyway pavement conditions.
- The Director and Utility Clerk have been working together on some utility account issues that have come to light. While not major issues, they are time consuming to resolve.
- Director has been working with various departments on some bylaw updates that will be brought forward to Council in September.
- Continuing to work with ADP Canada regarding the Comprehensive Services Solution partnership for the Town's payroll system. The Director of Corporate Services and Human

Resources/Tax Administrator have attended several sessions with ADP and have updated services as required and have received training in several areas such as onboarding modules and payroll reporting.

- Continuing to meet regularly with the Museum Interim Executive Director in an effort to support and stay informed on museum activities. Attended July Museum Board meeting and annual BBQ, plan to continue to attend monthly meetings as schedule permits.
- Continue to work on bi-monthly utility newsletter, the next newsletter will be issued with the July/August utility bills in early September. Feedback of the newsletter continues to be positive.

Submitted by
Jennifer Place
Director of Corporate Services

DEVELOPMENT SERVICES MANAGER REPORT



For: 6/20/2025 – 8/10/2025

Claresholm

Development Permits

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

Compliance Requests

- ❖ 5 compliance requests received.

Miscellaneous

- ❖ July 2, 2025- South Region ESS meeting/scenario tabletop training.
- ❖ July 17, 2025- Webinar Understanding AI in business.
- ❖ July 17, 2025- Community Futures meeting (business improvement loans).
- ❖ July 18, 2025- MPC meeting (new member at large, appointed July 14, 2025).
- ❖ August 6, 2025- Catalis ERP meeting
- ❖ August 6, 2025- Asset management review teams meeting
- ❖ Local Press Ads: Being a great neighbor reminders, grass and weeds reminders, dog owner etiquette, property clean-up reminders.

On-going projects

- ❖ CPO program – application submitted to the Sol Gen.
- ❖ Completing reporting for grant applications (community centre, centennial park)

Submitted by Tara Vandervalk, Development Services Manager



CAO Report for June/July

- FCSS supported the Soup Bowl with a donation and help serving lunch in June in honour of Seniors' Week. We also supplied cake for dessert.
- Sheryl prepared the Shredding Event for Seniors' Week. It went great. There were about 150 community members for lunch and the seniors that brought shredding were very excited with this. Lots are hoping to have this opportunity next year.
- FCSS has joined the Tuesday Market a couple of times to give out free ice cream treats.
- Barb has taken the training for the new Provincial reporting. Starla will be taking the training as well to get a better understanding of what our programming can be.
- Starla is working with Kinettes Club again to organize the Backpack Program. This year it will be called the School Supply Program as kids will not receive a new backpack unless they are new to the program. They will still get all the supplies needed for whichever grade they are attending.
- Greater Foothills Family Resource Network which runs Stay n Play in Claresholm has moved from Mackin Hall into the Mezzanine. Their program will return to the new place in September.
- We pulled 6 names from our bucket for Good Neighbour winners. All winners were so happy to have received their gift card.
- Submitted the year 5 annual financial and activity reports to Family Resource Network.
- Starla has planned a couple of field trips for the Junior Teen Group. One trip will go to Laser Tag in Lethbridge and another trip is bowling and pizza.
- Starla also has planned some pop-up activities for youth. One event per month for summer.

- Submitted the Quarter 1 of the second year of funding for the Reaching Home Grant. This is only the end of the first quarter and half of the funding has been spent already.
- Trying to navigate the AISH changes with the Alberta Government. Clients must apply for a Disability Tax Credit, if approved they will receive \$200 from the Federal Government and Alberta Government will take \$200 off their payment per month. If they don't qualify or they don't file to get DTC, \$200 will be taken away.



Infrastructure Services Report



Summer 2025

Jace McLean

Director of Infrastructure

Arena

The new score clock is at the Arena, waiting for sponsorship signage to be installed.

Cimco will be at the arena the first week of September 12th to start the plant and the ice will be installed the following Monday.



Parks

Centennial park playground fall protection was finished June 27th, just in time for the Canada Day celebrations.

Parks crews are very busy with grass cutting. It has been a great year for the greenspaces and the crew can hardly keep up with the grass.

Town Buildings

New key fob door hardware was installed at the Arena and the Community Centre. This will allow Administration to hand out access cards to renters and user groups with control over access times. The lock on the Arena front door was also replaced, as there were multiple keys out in the public.

Garbage

Garbage collection is going well. A minor issue came up with a steering component on the garbage truck and the mechanic has been working with Freightliner to get the warranty work finished.

Sanitary Sewers

We have finished the initial treatment of sewer enzymes in the system to combat the fat and grease deposits. It seems to have made a positive impact and we will continue with a maintenance procedure and monitor the results.

Cemetery

Maintenance continues at the cemetery. Our summer help is working diligently to keep the grass mowed.



Streets

Line painting was completed mid July. The crews was able to paint all the lines and the curbs in the downtown corridor.

Equipment

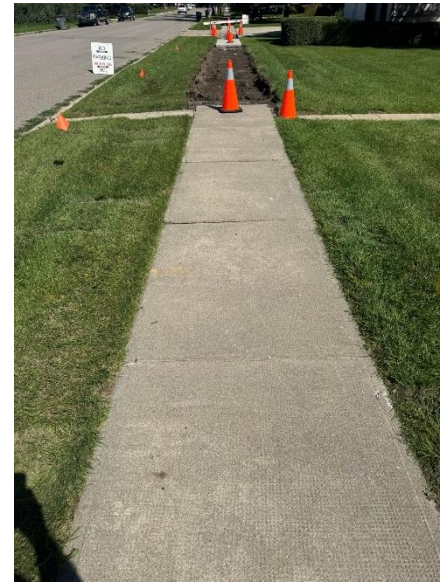
All equipment is working great. The new excavator has been hard at work cleaning the perimeter ditches around Town.

Sidewalks

The sidewalk replacement program is underway. We are focusing on sidewalks on the boulevards this year as the price for curb and gutter and mono sidewalk came in quite high.

Water Distribution

No concerns with water. Town crews completed the hydrant flushing program in the end of June. No issues to report.



Storm Water/Drainage

The Westlynn Storm Project has been put to the test this year with the heavy rainfalls we have experienced. The new culvert worked perfectly, eliminating the bottle neck in the system. We experienced no backups on all lines that empty into the new line.

Recycling

No issues to report. The kinks have been worked out with the EPR program and the Town is now only responsible for the commercial recycling.

Staff

All positions are filled. The seasonal laborer's are doing a great job, and the gardener has done a fantastic job with the flower beds in Town. The summer has gone smoothly as the total number of holiday days taken is down drastically due to the amount of new staff.

CLARESHOLM RECREATION

July & August 2025

Recreation Report



August 11, 2025
Authored by: Denise Spencer

- As is our practice, we continued to adjust lessons and change them to private lessons if there are difficulties filling sessions.

SWIM CLUB

- The Kraken Swim Club wrapped up their season August 2, 2025. This small but mighty club did very well at Provincial

National Drowning Prevention Week was a whirlwind of activity, which included promotion of Aquatic Safety at the Tuesday Market.

Community Recreation & More

- **Fall Community Recreation Guide**
<https://www.claresholm.ca/visitors/get-active/aquatic-centre#sub>
 - Released August 7, 2025
 - Collaborative effort with Aquatic Coordinator and Canva.
 - Very pleased with the layout, it gets better each time.
- **Community Registration Fair September 10, 2025:** Partnering with the Claresholm Social Centre
- **Pollinator Gardens:** The garden at the Bark Park has a lot of help in maintaining the bed, the Storm pond gardens have not fared as well, they have had a lot more weeds move in.
 - Totes are situated near the gardens for ease of watering
 - In Fall 2025 logs and tree fall will be added to create over wintering habitat.
- **Texas 4000 Road race:** Met with them at Roys Place, June 23
- **Bark Park Gazebo:** still in a holding pattern, has been too wet to put in the footings when staff have time
- **Claresholm Fair Board:**
 - The group has requested more coverage and support by the Town when promoting and advertising for Fair Days
- **Market, Community Project:** This will be finished this fall. Community members helped with painting, it is currently in a holding pattern, looks ok, but not completed.
 - Purchase of supplies, and organization of project with own equipment.
 - Hosting, assisting with set up, recreation options, music, town table and signage
- **Canada Days:** Designated cupcake picker upper and Cotton Candy maker
 - Brought out Volleyball and cornhole
 - Would do this again for 2026, only would put in a different area.
- **Gravel Road Race**
 - Flag person on 8st and 520 for the 7am, 8am, and 9am race starts
 - Brought out trailer with chairs and tables for the Skatepark Association
 - Assisted with set up and take down of beer gardens
- **Fair Days:** Have daily tasks and events to assist with, including a Kite festival for Saturday.



- **Claresholm Skate Park Association**
 - Hosted the Beer Gardens for the Gravel Road Race, the Range July 19, 2025
 - Fair Days
 - Running the Concession for the Thunders Alumni Group for the annual Slow pitch Tournament
 - 4th year running the Beer tub for the Wild West Rodeo
- **Southern Alberta Summer Games (SASG)**
 - The MD of Willow Creek is contacting the Southern Alberta Recreation Association with an expression of interest for the 2028 SASG
 - Was in Taber July 2-4th as a SARA board member assisting with the games.





Utility Services Manager

Brad Burns

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www.claresholm.ca

UTILITY SERVICES REPORT

August 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.
- Drain and clean DAF 1 and 2.
- CHAMCO technician on-site working on distribution pump HLP 1701 and SULLAIR compressor.
- MPE updating Microsoft Excel SCADA programing

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.
- THM pilot testing
- Schedule 4 samples collected and delivered to Element Labs.

Training and Continuing Education Credits

- Continuing Education Credits (CEU's) available.
- Operator 2 certificate of qualifications issued.
- Operator in training water treatment certification in process.

Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of Willow Creek Service Agreement Meetings as requested.
- Pine Coulee Reservoir with EPA and WIOB.
- Summary and next steps meeting on THM and HAA.

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.
- Complete OH&S requests and recommendations.
- Replace WTP first aid box and update supplies.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- CTI-4900 coagulant bulk delivery.

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.
- EXTRA Electric on-site wiring control fill valve to HMI programable logic controller.

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.

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.
- Clean level indicators
- Red Cap Ventures repair engine coolant leak and replace block heater with inline.

Lagoon

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, vales and gauges daily.
- Record main lift station daily flows to holdings cells.
- Heavy rain fall has increased the flow at the lagoon lift station (max flow 6,200 m3 August 4).

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 104.24% 1297.30 geodetic meters, 15023.90 dam3.
- Willow Creek at OXLY Ranch flow 9.42 m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1053.36 m.
- Pine Coulee Diversion Canal below head gates 6.78 m.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 0.0 m3/s.
- Pine Coulee Reservoir level 59.59% ----- geodetic meters, 32446.34 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 6700 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).
- Pine Coulee update meeting with Water Infrastructure & Operations Branch and AEP.



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.
- Check pressure reducing valve (PRV).
- 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.

PRV Meter Vault

- Check PRV vault operating pressure.
- Summit Valve on-site to service PRV.

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.

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.
- Granum boil water issue caused due to loss of power in Granum and backup power generation not starting (Granum and M.D of Willow Creek operations).

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.