



# CAO REPORT

January 26, 2026

---

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.

---

Town directors and managers met with our strategic planning consultants on January 7<sup>th</sup> to review community feedback from the strategic planning survey. There were 220 responses to the survey, which provides us with a statistically representative sample of the population. The top two priorities identified in the survey were infrastructure and economic development. We will discuss these results with council during its strategic planning session and present the results to the community in the spring after council approves the plan.

Attended meetings with the library board and food bank and extended invitations for their respective boards to visit council via the delegation process (both groups have visited council within the past year). I have scheduled visits with several other community boards/groups and will extend delegation invitations to them as well.

Attended AI event hosted by Southgrow, which provides information on how to use AI in regular tasks to maximize the technology and get more done. The town is in the process of implementing an AI policy, which will provide guidance to staff and council on how to use AI in the municipal workplace/environment.

Attended emergency management training for elected officials in December. This training represented one of the last pieces of council orientation and focused on council's role during an emergency management situation.

The eSCRIBE platform is currently undergoing a large overhaul and the CAO and secretary treasurer are consequently training with the new platform and preparing to roll it out to the rest of staff. This will be the 6<sup>th</sup> iteration of eSCRIBE and it will improve usability and be more intuitive. The Town is scheduled to roll out the new version in mid-February or early March.

---

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

**CAO**



## BYLAW ENFORCEMENT REPORT

### **Dec.10, 2025/Jan 19, 2026, Highlights:**

1. Bylaw is again in daily contact with Foothills Dispatch which increases Officer safety.
2. 36 new animals brought into CARES: 32 Cats/4 Dogs, 33 Cats Adopted, 2 dogs claimed, 1 adopted.
3. Approximately 28 snow and ice removal notices posted between Dec.27-30.
4. Bylaw Office started 12 files between Dec.10, 2025- Jan 19, 2026, not including ice and snow.
5. With the warmer temperatures lots of calls regarding the windstorms we had and the blowing of materials/Garbage.
6. New reporting system (MRF) being implemented that required a list of all our bylaws and charges. The new system will create statistics, charts for future Reports.
7. Assist RCMP files renamed to Assistance from RCMP
8. Assisted with 1 homeless person loitering around the Town Office and 7-11.
9. Bylaw assisted by delivering 99 water meter replacement notices.
10. Attended meeting hosted by CARES, discussed bylaws, policies, expectations, and procedures.
11. The volume of calls are increasing now that word has spread about the new Municipal Enforcement Officer.



Claresholm Patrol Vehicle

**DIRECTOR OF CORPORATE SERVICES - UPDATE****Claresholm***For: 11/25/2025 - 1/26/2026***Financial**

- The 2026 Operating and Capital Interim Budgets were approved by Council.
- Much time was spent working on updates and amendments to the Water and Sewer Bylaw and presented to Council for 1st reading on January 12<sup>th</sup>.
- Following approval of the interim capital budget, a borrowing bylaw for the Fire Hall Renovation was prepared and presented to Council for 1<sup>st</sup> reading on January 12<sup>th</sup>. Two weeks of consecutive advertising and a 15-day petition period following the second advertisement must pass prior to bringing the bylaw back for 2<sup>nd</sup> and 3<sup>rd</sup> reading.
- The 2025 Year End adjustments and preparation for the annual audit are well underway. We are just finalizing audit dates, and it is anticipated that the auditors will perform the audit virtually again this year.

**General**

- In mid-December interviews for the Senior Services Coordinator in FCSS took place and a candidate was selected and started with FCSS in January.
- The part time Collections & Visitor Services Assistant position at the museum was also filled and started in January.
- The meter replacement program has been a time-consuming project for both the public works and administrative office. The Utility Clerk has done a great job of keeping up on the meter change outs and dealing with customer inquiries. This project, while a lot of work, has been an opportunity to audit and clean up all utility accounts and ensure we are consistent with the account set-ups.
- Dog and Business license renewals have been coming in consistently with the deadline being January 31<sup>st</sup>.
- Attended a strategic planning session with Town Managers on January 7<sup>th</sup>.
- Attended first Municipal Internship Supervisor meeting with Program administrators and other participating municipalities.
- Continue to attend Museum Board meetings regularly.

Submitted by  
Jennifer Place  
Director of Corporate Services

**DEVELOPMENT SERVICES MANAGER REPORT**



*For: 11/20/2025 – 12/31/2025*

**Development Permits**

- 5 permit applications received.
- 6 development permits closed.

**Compliance Requests**

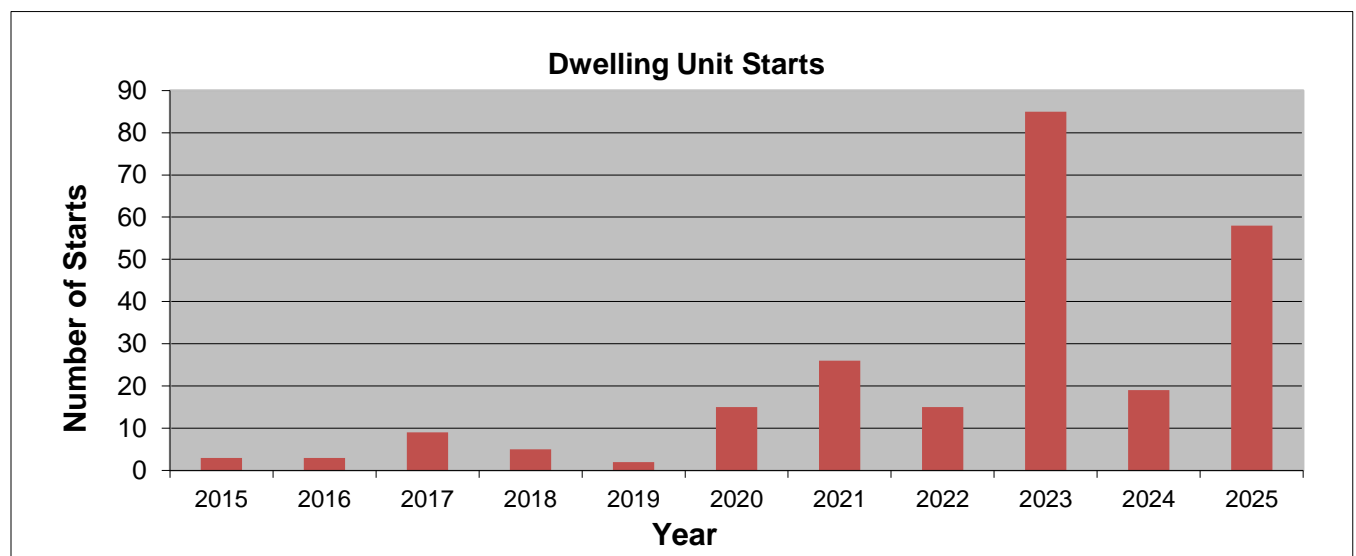
- 3 compliance requests received.

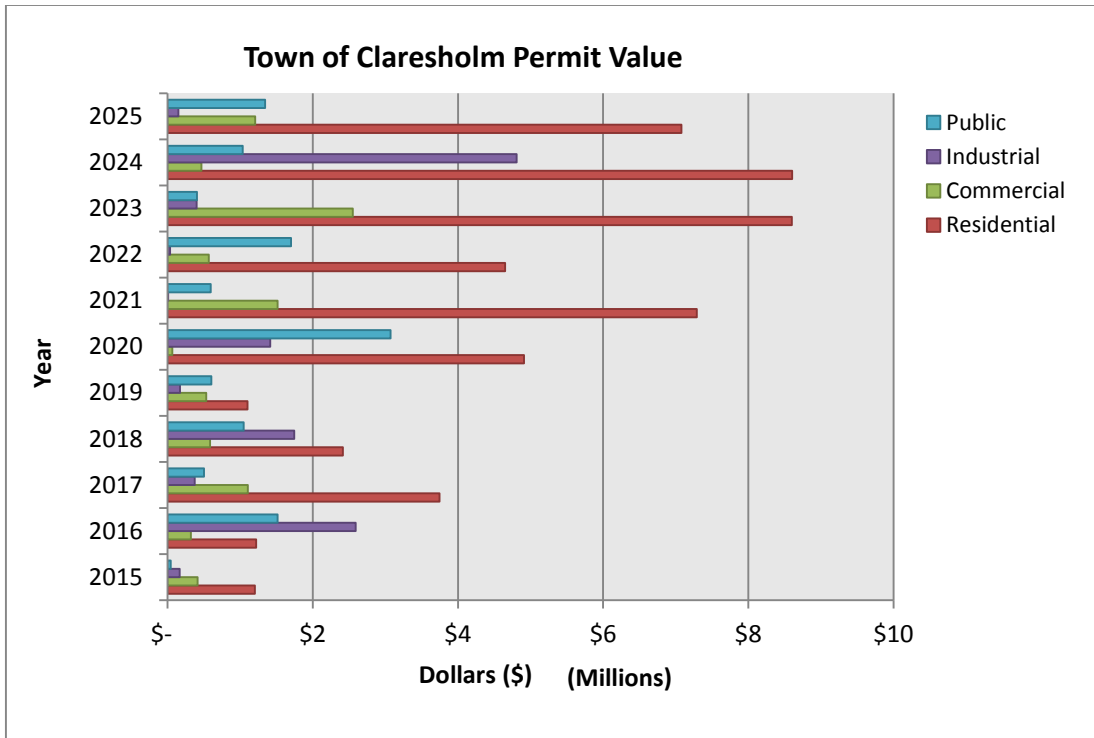
**Miscellaneous**

- Local Press Ads: Business & Dog license Renewal reminders, MPC approved development ad.
- November 25 – Meeting with Prairies Can to discuss potential project partnerships and programs.
- December 2 – Exploring Alberta’s Nuclear Energy Sector Information session – This was an engagement session to inform the Province on municipalities concerns, perspectives on how to approach the nuclear industry, emergency preparedness, affordability, utility, and implications for transmission infrastructure.
- December 3 – GIS training.
- December 4 – Firehall meeting with Southwest to discuss Phase 2.
- December 8 – Museum meeting to discuss project and grant funding, etc.

**On-going projects**

- CPO program – Officer has begun work, authorization drafted from the Province.
- Emergency Management – Tabletop exercise held November 18.





Year	2019	2020	2021	2022	2023	2024	2025
<b>Residential</b>	\$ 1,100,156	\$ 4,908,218	\$ 7,288,800	\$ 4,648,781	\$ 8,600,766	\$ 8,604,331	\$ 7,078,360
<b>Commercial</b>	\$ 532,200	\$ 63,552	\$ 1,516,000	\$ 566,295	\$ 2,549,500	\$ 466,500	\$ 1,203,831
<b>Industrial</b>	\$ 170,000	\$ 1,412,319	\$ 8,200	\$ 35,000	\$ 400,000	\$ 4,806,000	\$ 148,800
<b>Public</b>	\$ 600,000	\$ 3,071,050	\$ 591,165	\$ 1,700,000	\$ 401,644	\$ 1,034,300	\$ 1,341,573
<b>Total</b>	\$ 2,402,356	\$ 9,455,139	\$ 9,404,165	\$ 6,950,076	\$ 11,951,910	\$ 14,911,131	\$ 9,772,564

Dec-23

Home Occupation Starts	16
Change in Use applications	11
MPC applications reviewed	14
Development Officer reviewed	76
Council reviewed (LUBA)	5
<b>Total 2023 Development Files</b>	<b>98</b>

Dec-24

Home Occupation Starts	13
Change in Use applications	12
MPC applications reviewed	16
Development Officer reviewed	73
Council reviewed (LUBA)	5
<b>Total 2024 Development Files</b>	<b>97</b>

Dec-25

Home Occupation Starts	11
Change in Use applications	9
MPC applications reviewed	11
Development Officer reviewed	55
Council reviewed (LUBA / ASP)	3
Subdivisions	3
<b>Total 2025 Development Files</b>	<b>76</b>



## Economic Development Report

Prepared by Megan McClung and Ali Hemmaway

2026-01-26

### Engagement Coordinator

Finished working with Anna Look and moving forward with implementation of the Why Claresholm Campaign. Campaign materials will begin rolling out on social media in February.

Gathering information on a Tiny House Incubator Incentive, presented to EDC, and now moving forward with implementation planning.

Attending and contributing to Chamber planning meetings.

I am currently working with the Claresholm Agriplex Board and staff to support planning for the Alberta High School Rodeo, including coordinating the market and food truck services. EDC and I will be present at the Town table during the event.

Actively planning and organizing the upcoming Winter Festival, being held on February 21, working closely with sub-groups and volunteers to ensure a successful event.

Beginning early planning for Tuesdays Market in the Park and Fair Days, including initial bookings and organization.

I attended a Range Gravel Road Zoom meeting to begin planning for the range.

Collaborating with FCSS on planning for Kindness Week.

Attended the high school with Ali to teach a Grade 9 class on economic development, business retention, and community planning.

Attended and contributed to EDC meetings along Chambers monthly meetings.

Met with several interested business owners looking to get up and running, including Meadow Creek Sausage community support ideas and Jennifer from Hypha Farms regarding the upcoming opening of their store, providing marketing support and promotional ideas.

Launched the first two "Meet Our Staff" social media posts.

### 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 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 and working with committee to finalize these. Organizes and assists with Welcoming Claresholm events and activities, most recently the NYE Potluck.

Continues to work with employers and candidates on RCIP. Reviews employer applications to become designated, conducting meetings with each employer that applies. Reviews applications and meets with each candidate. 26 allocations were issued in 2025, all to candidates already living and working in Claresholm. Responding to all inquiries in relation to the RCIP program. Continues to support candidates and employers who participated in the RNIP program. Claresholm has received 30 allocations for 2026 again, the program will resume in February.

Responds to enquiries about the Rural Entrepreneur Stream and corresponding with candidates. 6 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.

Sends 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, finalizing the website for launch, which is set for mid-February.

Other meetings and events:

- Submitted a grant application to NRED for the Completing Connections in Claresholm project.
- Along with Development Services Manager, met with Brandie Lea of Prairies Can
- Visited WCCHS along with Engagement Coordinator to discuss entrepreneurship and the business landscape in Claresholm with Mr. Perricelli business/entrepreneurship options class
- Met with Sean Miles of Alberta Southwest
- Attended the Investment Growth Fund Webinar
- Attended the Alberta Association of Immigrant Serving Agencies partnership meeting



## CAO Report for December/January

Submitted by Barbara Bell - Director

- I wrote 3 grants in November. Healthy Aging, Community Supports stream, and the Transportation stream. We are hoping to get a program started to help seniors in their homes with light housekeeping and visiting. The transportation will help to pay for medical visits for very low-income seniors. This grant will also help people living in Granum. The other grant was the Rural Development Grant for Reaching Home. This helps prevent people from becoming homeless. We can use the money to pay 1<sup>st</sup> month rent or damage deposit or to help with arrears in rent or utilities. We are just finishing up the same grant that we received for the last 2 years. There is only about \$1000 left. I met with the facilitators of both grants to get information to help me apply.
- I attended the Tabletop exercise for Emergency Services. It was a great review for me as the exercise involved opening a reception center.
- We are sponsoring a drumming circle program that is being held at Cottonwood Village twice a month. (one afternoon and one evening) The program is being facilitated by Loryn Plante. Both are open to the public.
- I have been working with the Palliative Care Committee and helping with volunteering for the Christmas Cruise and the Tree of Hope.
- We partnered with the Aquatic Center to offer subsidy to the Babysitting and Home Alone courses they were presenting.
- We took applications for Christmas Hampers this year. 155 hampers were given out in total.
- We also applied to the Seniors Secret Santa program out of Calgary and were given gifts for 39 seniors this year.
- Our volunteer social worker is doing a great job for us on Tuesday mornings. She has seen quite a few clients, and it helps us to concentrate on other things while she is helping them.

- The government has changed a few things for requirements for reporting the use of our money at the end of the year. We had to design a new Funding Application with the new requirements. The board will be looking over the applications at the first meeting in March and deciding if the applicants meet all our criteria.
- We had 15 applications submitted for the Senior Support position and from those with the assistance of Lisa and Jenn, we hired Jennifer Fawcett. She will be working Thursdays and Fridays to work with seniors and their issues. She has been doing awesome in her first few shifts.
- Our office continues to see more complex cases. We have been trying to help a homeless woman in town but there are major underlying mental illness issues that prevent us from coming to a solution for her. We also have two more people that have been living in their car. With the onset of colder weather, we anticipate seeing more coming forward. Also, some of the people coming in are quite distraught. I talked with 3 clients that shared their thoughts of suicide with me. There seems to be no simple solutions for our clients anymore.
- Elise continues doing great work as a volunteer in Granum. She has been taking kids on field trips and doing Friday after school programs and getting some adults together for crafting.
- I have been working on my year end financials and will be working with Jennifer to complete the year end reports.

# January 2026

## HR/Taxation Report

Prepared by Lisa Chilton

### Human Resources/Payroll

The Town would like to welcome a few new employees. First of all, we have hired an enforcement officer, Chris Carr, and he is doing a great job of catching up on some of the things that have slipped through the cracks in the absence of any bylaw or enforcement presence.

FCSS has a new Seniors Services Coordinator, Jennifer Fawcett. She started a couple of weeks ago and is there to assist with all of the needs in that department. Welcome Jennifer.

The museum has had a few changes recently. With Jordyn Wallace becoming the new Museum Executive Director, there was a need for some part-time help to do some of the things Jordyn was doing before to assist the former Executive Director. Welcome Keelan Cashmore. I'm sure you will see her soon around town and assisting with events, or you could stop in the museum and introduce yourself.

### Assessment and Taxation

There are six (6) properties remaining on the 2025 Tax Arrears List. All arrears letters will be sent out to all interested parties on these properties. If the taxes are not paid in full on these properties by March 31st, 2026, they will be sent to public auction. We will continue to work with the rate payers to get the arrears down.

The following is a breakdown of the taxes outstanding, not including TIPPS participants, at January 19th, 2026. The balance outstanding is \$224,986.17 and consists of the following:

\$ 167,568.68	All other taxes past due and not on TIPPS
\$ 57,417.49	On the 2025 Arrears List. These properties will be going to auction after March 31st, 2026 if unpaid.

The 2025 Assessments will be out late in February for the 2026 taxes.





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

# Infrastructure Services Report



January 2026

Jace McLean

Director of Infrastructure

## Arena

The Town has entered into a 1 year service contract with Clauger, replacing Cimco, for our refrigeration system servicing. Clauger preformed the mid-season checkup and Town staff was very happy with their service.

## Parks

The out door rink at Amundsen Park has been a hit this winter. The weather cooperated most of December and the rink was able to stay open. The Chinooks of January forced its closure, but we will be able to re-open when it gets cold.



## Town Buildings

Mackin Hall should be moved in the following weeks. The buyer has all approval needed and has a foundation ready at the new location. It must be moved by end of March, as they are travelling over private property to the new location and need to have it done while the ground is frozen.

## Sanitary Sewers

The Town crews are continuing to add enzymes to the sanitary system, with a focus on the North industrial and 8<sup>th</sup> St line, as well as the lagoons. We are experiencing positive changes, but grease buildup and odors are still present.

## Cemetery

The cemetery has been quiet for the last month. Town staff plow the road after every snowfall and maintenance continues through the off season.

## Equipment

We have experienced continuing issues with our service truck. It has been out of service almost constantly for the last two Months. We have visited multiple mechanic shops, and ultimately the issues were resolved in-house with our on-staff mechanic.

## Garbage

The Town produced 1894 tonnes of waste in 2025. Our weights have steadily increased since 2021 with 1726, 1704, 1725, 1800, and 1894 tonnes respectively.

The garbage truck has been running well, but is beginning to have the odd electrical issue.



## Sidewalks

Snow removal continues on all pathways after every snowfall. No issues to report.

## Storm Water/Drainage

No issues to report. As the freeze thaw cycle continues, we will expect frozen catch basins and leads around Town.

Public Works staff have begun inspecting the storm sewers on 4<sup>th</sup> St W in preparation for the paving this summer. If any problems are found, the staff will make the repairs in house.

## Water Distribution

The water meter replacement program is almost finished. There are 15 remaining small meters to change on properties that are owned by snowbirds, empty, abandoned, or foreclosed. These meters will be replaced as needed.

Meter installations began in the last week of October and in that time 1801 appointments were booked, the meters have been replaced and 26 curbstops have been hydrovac'd and repaired.



The Town has experienced 3 service leaks, two on the private side and one on the Town side. Town crews repaired one and assisted on the other two. We also experienced a small leak on the East side supply line that supplies the East side reservoir directly from the water plant. This leak was caused by a gasket failure on the original A/C line.

## Recycling

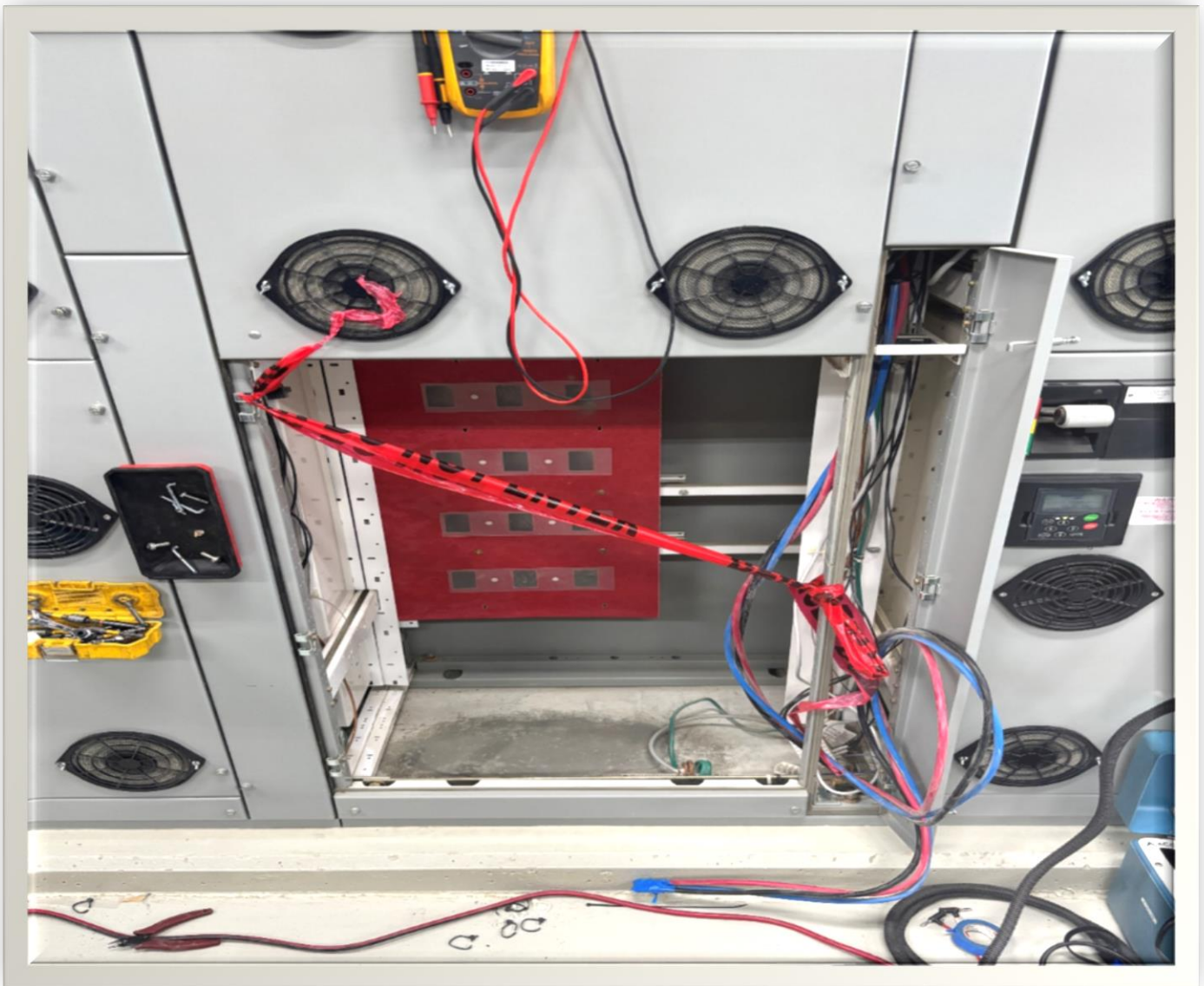
No issues to report.

## Streets

Snow removal continues as needed. Even with the lower snowfall this season we are on par for sand usage, as the constant freeze thaw cycles are causing ice buildup around town.

Public Works staff have been trimming and removing boulevard trees around Town to ensure safety and proper clearance for traffic.





# Utility Services Report

## January 26<sup>th</sup>, 2026

**Brad Burns**

**Utility Services Manager**

**403-625-1687**

[brad.burns@clareholm.ca](mailto:brad.burns@clareholm.ca)



**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.
- EATON and MPE on-site reviewing VFD replacement project.
- DMT Mechanical to complete BMS hydronic heating system boiler heat exchanger replacement.
- Repair rack #1 membrane module leaks.
- Clean common effluent and neutralization tanks.
- Clean sodium hydroxide pump and screen.
- Contact AriaFiltru for membrane module autopsy.
- CHAMCO pump ordered for installation in distribution area.

**EATON technician on-site replacing Variable Speed Drives (VFD's)**



**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 show no Total Coliforms or E coli.
- THM pilot testing is ongoing for 2026.

**Training and Continuing Education Credits**

- Continuing Education Credits (CEU's) available.
- 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.

**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.
- Toolbox meetings for daily and weekly jobs.
- Daily hazard assessments filled out prior to beginning work.

**Chemical**

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

**Neutralization and Common Effluent Tanks are Cleaned Annually**



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.
- EATON and MPE on-site reviewing VFD replacement project.
- Safety rail and gate installed over dry well entrance.

Safety Rail and Gate Installed Over Drywell Entrance



**East Side Reservoir (UFA)**

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

**Distribution**

- Bacteriological samples are 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.
- Meter replacement project ongoing.

**PRV Meter Vaults**

- Check acreage PRV vault bi-weekly.
- Acreage vault pumped out bi-weekly.

**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.
- Investigate transfer switch gear issue.

**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.
- Add enzymes to anaerobic 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 82.15% 1296.25 geodetic meters, 11841.00 dam3.
- Willow Creek at OXLY Ranch flow (no data) m3/s

- Pine Coulee Diversion Head Pond above Head Gates 1050.79 m.
- Pine Coulee Diversion Canal below head gates no data available.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir 0 m<sup>3</sup>/s.
- Pine Coulee Reservoir level (no data) geodetic meters, (no data) dam<sup>3</sup>.

#### 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 6164 mm.

#### Golf Course

- Treated backwash water from process continues through the neutralization system to the golf course holding ponds.
- Pine Coulee water turn-out to golf course ponds closed for winter.

#### 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.
- Check pressure reducing valve (PRV).
- Clean chlorine line, injection quill and replace line or pump tube as required.

Sodium Hypochlorite is added at the M.D Chlorine Booster Station



**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.

**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.

**Alberta Environment and Protected Area Requirements**

- Code of Practice treated water quality limits daily monitoring.
  - Bacteriological samples are 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.
-