



# CAO REPORT

February 23, 2026

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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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Recruitment is ongoing to fill the vacant positions of Development Services Manager and Recreation Programming and Facilities Manager. We have extended the closing dates to March 4<sup>th</sup>.

The Intermunicipal Development Plan committee (comprised of MD and Town Councillors) met on February 11<sup>th</sup> to discuss the Town's proposed update to its Municipal Development Plan. Council has passed 1<sup>st</sup> reading of the bylaw that adopts these changes and the public hearing has been advertised for March 9<sup>th</sup>.

Senior management have attended the first of five courses in the Executive Certificate in Municipal Leadership, with the second course taking place the week of February 23<sup>rd</sup>. The first course promotes leading and managing in municipal government through emotional intelligence, adaptability and self-awareness. The final course takes place on May 14<sup>th</sup> and 15<sup>th</sup>.

Council's strategic planning session to set direction for the term was scheduled for February 21<sup>st</sup>, but this was on the same day as Winterfest, so the planning session will be rescheduled. Date to be determined.

Attended a waste management presentation by Endpoint Recovery. They proposed a pilot project that would create diesel fuel and carbon from municipal solid waste, primarily plastics and tires, etc. through a process called pyrolysis (anaerobic burning) The project is very capital intensive (\$15 million) and still very speculative in terms of deliverables.

Recruitment for the intern is in full swing – with the application deadline closing on February 17<sup>th</sup>. Provincial staff with municipal affairs are vetting the applications and then sending us the approved applicants on March 3<sup>rd</sup>. The internship program is a partnership with the province and successful municipalities, designed to attract recent post-secondary graduates to local government. The tentative starting date for the intern will be mid-May. This is the first intern hosted by the town of Claresholm.

**Abe Tinney**

**CAO**

**DIRECTOR OF CORPORATE SERVICES - UPDATE****Claresholm***For: 1/26/2026 - 2/23/2026***Financial**

- The 2025 yearend and audit is nearing completion. The year-end financial working papers are submitted virtually to the auditors through their secure online portal. It does not look like the auditors are planning to be onsite this year as we can manage everything virtually. It is anticipated that the audited financials will be presented to Council in April. Year-End is a large task that requires a lot of time and assistance from staff in various areas. The Director of Corporate Services will be preparing a report with the final year end transfers for Council's approval at an upcoming meeting prior to the financials being approved.
- Emails were sent out to all of the community groups with regard to the Community Group funding applications, which are due on or before February 28<sup>th</sup>. Following receipt of the applications the Director of Corporate Services will prepare a summary for the Audit & Finance Committees review, with their recommendations to be presented to Council for approval.
- Yearend financial reporting of the 2025 Canada Community Building Fund (CCBF) and Local Government Fiscal Framework (LGFF) is submitted as part of the year end process, with payment usually received by April.
- Updating of the 2026 budget has begun, a meeting to present the budget updates to the Audit and Finance Committee will take place in April with tax rate approved in May. The Town will apply the updated property assessments for tax rate purposes once the final numbers have been received from Benchmark.

**General**

- The water meter replacement program is complete, there are a handful of meters to still be changed, however overall, the project was successful and provided an opportunity administratively to create utility account consistencies and update some billing processes.
- Over the past month the Director has attended several meetings and training sessions as listed below:
  - January 27 & 28 – attended the first of five courses of the Executive Certificate in Municipal Leadership
  - January 29 – Meeting with Rogers
  - January 30 - Joint meeting with AHS regarding the Aquatic Centre.
  - February 5 - Municipal Internship Supervisors meeting
  - February 10 – Museum Building Committee
  - February 12 – Brownlee LLP Emerging Trends Session

Submitted by  
Jennifer Place  
Director of Corporate Services

## DEVELOPMENT SERVICES MANAGER REPORT



### Development Permits

- ❖ 12 permit applications received.
- ❖ 6 development permits closed.

### Compliance Requests

- ❖ 4 compliance requests received.

### Miscellaneous

- ❖ Local Press Ads: license renewals, unsightly premises and snow reminders, addresses, and other bylaw reminders.
- ❖ January 5 – Rural Entrepreneurial stream session (business plan presented)
- ❖ January 7 – Strategic planning session.
- ❖ January 8 – Developer meeting (discussion regarding business investment/local opportunities/ businesses.
- ❖ January 14 – meeting with Sean Mills – Alberta Southwest
- ❖ January 22 – Rural Entrepreneurial Stream meeting
- ❖ February 6 – Municipal Planning Commission meeting
- ❖ February 10 – Museum building committee meeting
- ❖ February 11 – IDP Committee meeting to discuss MDP updates
- ❖ February 12 – Brownlee Law Emerging Trends, topics included Municipalities Privacy requirements, Municipal Fraud prevention and response, and Employer rights and obligations relating to off-duty misconduct in the age of social media.

### On-going projects

- ❖ CPO program: working with MRF for onboarding the CPO reporting program, radio, vehicle, etc.
- ❖ Enabling Accessibility Fund approved the retroactive payment of over \$93K for Centennial Park base.

“As this is my last staff report, I’m incredibly grateful for my time at the Town of Claresholm and the opportunities I’ve had to grow professionally. Over the years, I’ve taken on meaningful challenges and built skills that I’ll carry with me moving forward. Thank you for the trust, collaboration, and shared successes, we’ve accomplished a lot together, and I’ll look back on this chapter with appreciation and pride.”

Submitted by Tara Vandervalk, Development Services Manager



## Economic Development Report

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

### Engagement Coordinator

**Events** - Winter Festival was successfully planned and executed on February 21, alongside Kindness Week (February 15–21).

In partnership with FCSS, Kindness Bags were distributed through the Business Hub, Pink Shirt Day was recognized, and daily Kindness Week social media shout-outs were shared — supported by an online engagement event to encourage community participation and positivity throughout the week.

### Downtown Engagement and Tourism –

- . Attended the HPHA Farms Open House tour, followed by an engagement meeting to discuss collaboration opportunities.
- . Participated in and highlighted the grand opening of Olde Towne Smoke Shop, supporting and promoting new business growth in the community.
- . Met with the new owners of And Kitchen to discuss menu updates, business changes, and future.
- . Added six new businesses to the Claresholm Business Hub page and included them in the business visit rotation.
- . Visited downtown businesses to deliver Kindness Bags and check in on how they are doing.
- . Met virtually with Mark Brown from Community Futures to discuss business surveys, improvement loan opportunities, and the Smart Start incubator initiative.
- . Continued collecting quotes for the Tiny Buildings Initiative program and gathered grant information to support future funding applications.
- . I received an invitation to present during the tourism portion of the Economic Summit. While the participation buy-in cost was too high for Claresholm to attend, I am currently exploring alternative ways to collaborate and share our community's success story.
- . Met with Rodeo board for planning with High school Rodeo championship

**Education /Training** - Attended the EDA Course in Taber on Business Investment & Attraction

## 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. Creating and submitting the society application. Organizes and assists with Welcoming Claresholm events and activities, most recently the Welcoming Claresholm booth at Winterfest – selling hot dogs and hot chocolate.

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. 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 has relaunched for the year this month.

Responds to enquiries about the Rural Entrepreneur Stream and corresponding with candidates. 7 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 February 25th. Sending out communication through Town News, Utility Newsletter, ED Bulletin, and Facebook on new website launch and app launch.

Other meetings and events:

- Attended the Hypha Farms open house and toured their facility
- Attended the EDA Course in Taber on Business Investment & Attraction
- Hosted an IRCC representative to discuss immigration pathways for employers
- Attended the ABSW presentation on waste management, and assisted with tech, and listened in on their board meeting
- Attended the Roberts Rules Seminar
- Met with Mark Borwn to review the results from the survey Community Futures ran, and talked about suggested actions based on that
- Attended the Workforce Consultant Webinar on the Canada Alberta Productivity Grant
- Attended a Housing Innovations Webinar
- Did a demo for staff on the new website



## CAO Report for February

- Jennifer Fawcett started work as the Seniors' Social Services Coordinator. She is doing great and has a grasp on the provincial programs for seniors already. She did a presentation at Cottonwood about FCSS and what we do. I hear she did very well.
- We have not heard anything yet about the 3 grants that were submitted in January. Fingers crossed!
- Met with Jenn Place to work on the year end financials. These are finished now and I can use the data to input for my annual report to the province.
- Caregivers Support Group is going quite well. There are 7 participants now: all ladies looking after their spouses. They are very happy that there is a group where they can share their concerns/worries and know that they are not alone.
- Another contract is being offered by Family Resource Network. This time we need to apply as a group (Hub and spokes) that we are already in. They have allotted so much money to each group, and we must decide how to deal out the dollars to fit into specific pillars. The group must fit into all the pillars. It is a confusing procedure but thankfully FCSS is in a good group that works very well together. This grant application is due Feb. 26
- March is the last month of spending for our Reaching Home Grant. We have used all but \$1300. This 2-year grant was extremely helpful in keeping clients in their homes.
- We have been gearing up for the CVITP (volunteer tax program). We have many volunteers helping us with intake and preparing the taxes. We hosted a training clinic with an outreach worker from CRA for those volunteers that were able to make it. Tax preparation starts on March 3<sup>rd</sup>.
- The changes to the AISH (assisted income for severely handicapped) program have been taking up a lot of our time. The clients on AISH don't know what is happening and we are trying to assist them as best we can. There are more changes coming to the program and clients are already coming to us with worries.

- We are celebrating Kindness week again this year. Megan and I have been delivering bags (with decorations) to stores in town so they can decorate and help us to celebrate kindness. Megan and I will be delivering carnations to unsuspecting people around town to show how much we appreciate what they do for our community.
- We hosted the Family Day Skate at the arena. We offered free hotdogs and chips and hot chocolate, coffee and water. We hired a face painter and sparkle tattoo artist from Lethbridge and offered that for free. In the mezzanine we set up some games to play and had a children's movie playing on the TV. There were 210 participants and everyone that talked to us said how amazing the day was. We worked with Raelene at the pool, so the times did not coincide, and people could attend both events if they wanted. Thanks to Mayor Brad, Councilors Meister and Kettles for joining in our fun day.
- Have been going over the final reports for our external funding grants. There were a couple of tardy reports, but all are in now. Our next funding cycle is February 28<sup>th</sup>, and the board will make decisions on the March 2 meeting.

**Prepared by Barbara Bell**

february 2026

HR/Taxation Report

Prepared by Lisa Chilton

**Human Resources/Payroll**

The Development Services Manager, Tara Vandervalk, is moving on to another community. We wish her well in all her future endeavours.

We currently have two (2) postings for positions. The Development Services Manager position is posted as well as the revised position of Recreation Facilities and Programming Manager. Both positions are posted on our website, with full job descriptions, and various other municipal sites with an effort to find the best suited candidates for the positions.

**Assessment and Taxation**

There are five (5) properties remaining on the 2025 Tax Arrears List. All parties with a registered interest in the property have been notified that the properties will be sent to public auction if all taxes are not paid in full by March 31st, 2026.

We continue to work with all rate payers that are in arrears to get the overdue balances down.

The following is a breakdown of the taxes outstanding, not including TIPPS participants, at February 1st, 2026. The balance outstanding is \$203,189.50 and consists of the following:

\$ 147,248.20 All other taxes past due and not on TIPPS

\$ 55,941.30 On the 2025 Arrears List. (These properties will be going to auction after March 31st, 2026 if unpaid)

The 2025 Assessments will be out this week and after balancing with the assessor, council will be able to continue on with the budgeting process and eventually set the tax rate for 2026 taxes.

Tax notices will be sent out after the May 11th, 2026 council meeting.





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

# Infrastructure Services Report



February 2026

Jace McLean

Director of Infrastructure

## Arena

The Arena hosted multiple tournaments in the last month, two local and one out of Town. The ice plant has been running well; we have had no issues with the extreme outside temperature fluctuations.

## Parks

The parks staff took the opportunity in the warm weather to perform their playground equipment inspections.

Park maintenance continues as weather allows, there is plenty of cleanup to be done after winter.

The outdoor rink was lost in the warm stretch of weather, but with the latest cold spell the staff was able to rebuild.

This will be the last iteration of the rink and it will be dismantled next time it melts.



## Town Buildings

Administration and our contractor met with Fraser Shaw, a Heritage Conservation Adviser, for direction on the Museum roof replacement. Fraser had voiced concerns about airflow and ventilation in the attic space, and a solution has been found.

The purchaser of Mackin Hall is waiting for engineering approval of the newly built foundation at their property, and the Hall will be moved once approved.

## 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

Internments remain slow over the winter months. Cemetery cleanup and maintenance continues as time and weather allows.

## Equipment

Regular maintenance continues. No issues to report.

## Garbage

The garbage program is going well. No issues to report.

## Sidewalks

Sidewalk inspections have begun and will continue as the weather allows in preparation for the sidewalk replacement program.

## Storm Water/Drainage

With the low snowfall and mild temperatures, our storm system has had no issues this winter. The storm line on 4<sup>th</sup> St was cleaned and inspected in preparation for the paving project this Summer.

## Streets

With the stretch of warm weather, Town crews were able to complete a couple days of street sweeping to get ahead of spring cleaning. This was followed by a winter storm with severe drifting that saw the crews scrambling to keep roads open around town.

## Staff

The Recreation Facilities and Programming Manager position has been posted. The posting will be extended until a suitable candidate is found. So far, we have had positive results from the posting.

## Water Distribution

Two more service leaks were reported in Town.

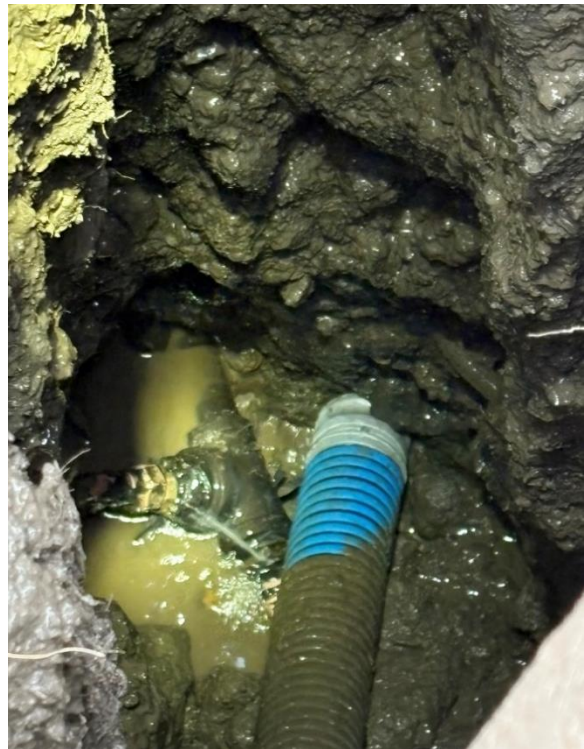
One was in a crawl space of a resident. Town staff assisted with locating the leak, shut off the water, and turned the issue over to the homeowner.

Another was on a service line that was a low-quality pipe material. A new service was pulled under the road and connected to the main, the old service was disconnected and abandoned.



## Recycling

No issues to report.





Utility Services Manager

Brad Burns

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

# Utility Services Report

February 23, 2026

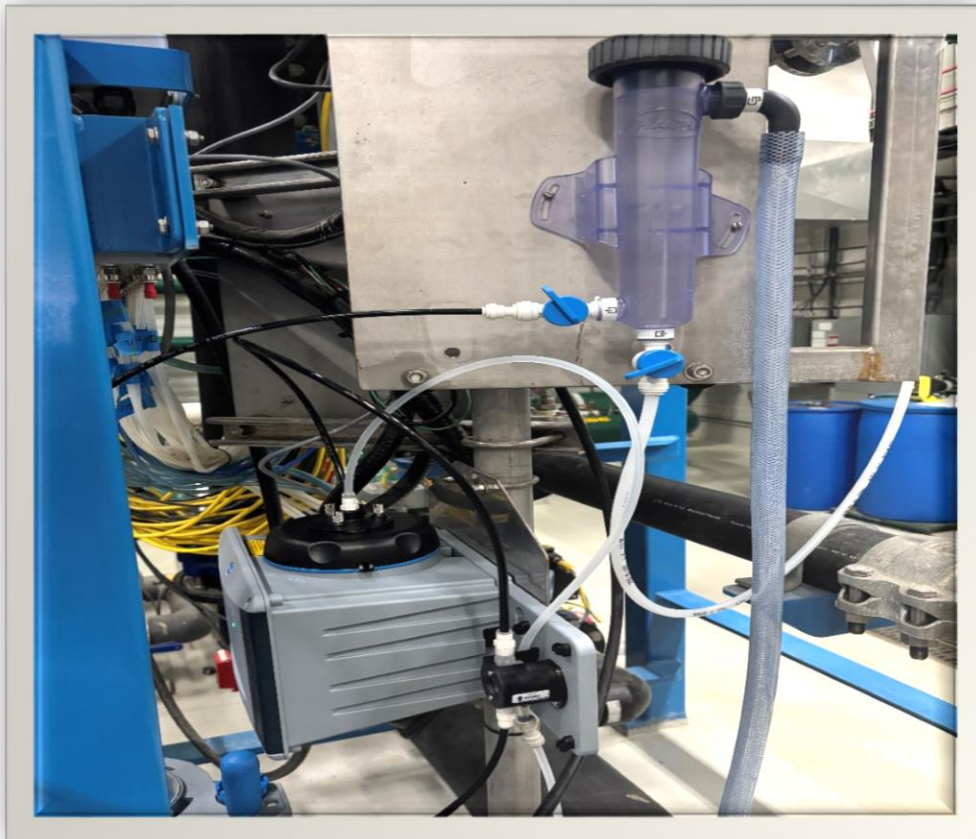


**Claresholm**

## UTILITY SERVICES REPORT

**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.
- Assess and start onsite backup generator.
- EATON on-site VFD replacement project ongoing.
- Clean in Place (CIP) both membrane racks
- Drain CIP tanks.
- Rebuild pneumatic sodium hypochlorite day tank pump.
- MPE SCADA technician update excel spread sheets for AEPA 2025 yearend report.
- Replace HACH membrane turbidity meter and install new bubble trap.

**PALL Membrane Rack****Meter and Bubble Trap****Turbidity**

### 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.
- Enter raw water usage into the Digital Regulatory Assurance System (DRAS).
- Raw water data sent to AEPA Water Approvals as requested.
- Report THM noncompliance followed with 7-day letter to AEPA.
- Prepare 2025 yearend report for Albert Environment and Protected Areas.

### Training and Continuing Education Credits

- Continuing Education Credits (CEU's) available.
- Operator water treatment certification ongoing.
- Confined Space and Rescue training complete.

### Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of Willow Creek Service Agreement Meetings as requested.
- M.D of Pincher Creek on-site tour of Regional Water Treatment Plant.
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### Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Assess 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.
- Fall protection harnesses and rescue rope certified by Gateway Safety.

### 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.
- Assess and start onsite backup generator.
- EATON VFD replacement project ongoing.

### East Side Reservoir (UFA)

- Check SCADA links, electrical components, and telemetry equipment weekly.
- Check sump pump and onsite utility 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.
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### 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.
- Assess and start onsite backup generator.
- Red Cap electrician on-site checking transfer switch for change over.

### Lagoon

- Check lift station daily.
- Check SCADA, electrical components, and telemetry equipment daily.
- Assess and start onsite backup generator.
- Inspect piping, valves, and gauges daily.
- Record main lift station daily flows to holdings cells.
- Add enzymes to anaerobic cells.

Enzymes added to the anaerobic cells decrease the amount of grease built up in the system



### 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 dam<sup>3</sup>.
- Willow Creek at OXLY Ranch flow (no data) m<sup>3</sup>/s
- Pine Coulee Diversion Head Pond above Head Gates 1050.73 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>.
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#### 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 outlet to golf course ponds closed for winter.
- Enter raw water usage into the DRAS.

### Alberta Environment and Protected Area Government Compliance

- Daily monitoring, measuring, and reporting frequency.



### 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 AEPA 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.

#### 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.
- Enter raw water usage into the DRAS.
- Report THM noncompliance followed with 7-day letter to AEPA.