



CAO REPORT

March 23, 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.

Attended ORRSC development officer training on February 26th, along with several staff members. This will increase development process knowledge and capacity in staff and the organization.

Attended the AlbertaMunis report on provincial budget on February 27th. The key messages from the report were that while the province hasn't increased personal, corporate or sales taxes, they have increased provincial property taxes by \$1 billion over the last three years. There were no increases to social infrastructure funding such as preventative FCSS and the provincial budget continues to provide inadequate funding to physical infrastructure such as roads, pipes, and other key assets.

Social Centre Board Meeting – March 9 – attended the board meeting to encourage interaction with council via delegations.

ICF Committee March 11- The ICF recreation agreement is up for renewal. This agreement covers the MD contributions to the town's recreation facilities operational costs. The MD provides \$82k/year towards the fixed costs (insurance, telecommunications, utilities) of the arena, pool and curling club. The MD also contributes to cemetery and town celebration events each year, and provides recreation capital reserve funding of approximately \$12k each year. Other items discussed at the meeting were increases to police funding and potential regionalization of FCSS.

Managers are currently conducting another round of budget reviews to try to save costs in the wake of significant provincial increases in property taxes.

There is currently a significant amount of recruitment activity at the town. We have recruited a new development services manager and a new recreation programming and facilities manager. We are recruiting for the municipal intern and a recreation equipment operator, following the retirement announcement of Arnold Vegter. Additionally, seasonal openings have been posted. With all the staff turnover, there will be some organizational knowledge loss, but new staff will bring new ideas and new momentum.

Submitted by
Abe Tinney

CAO



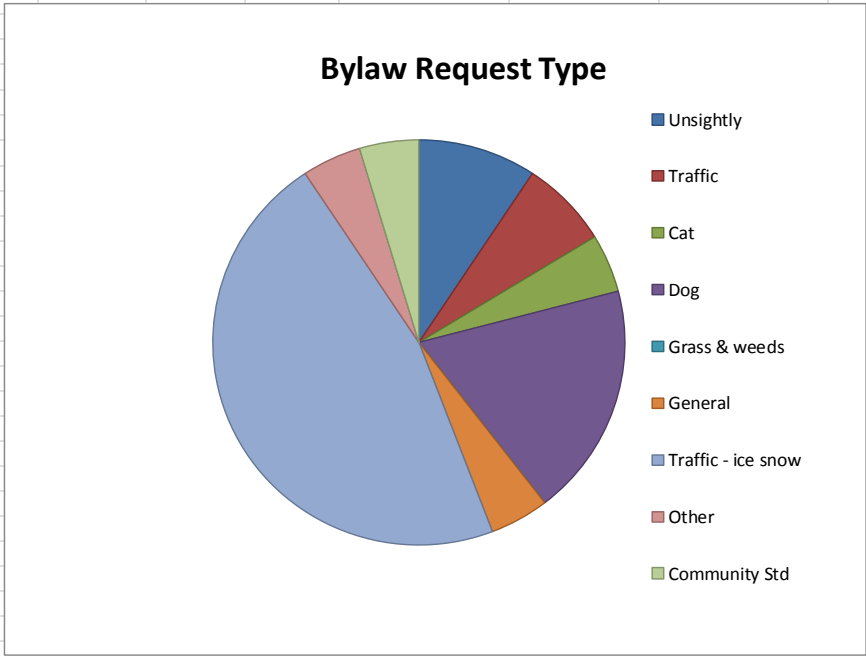
BYLAW ENFORCEMENT REPORT Jan.19-Mar.20 2026

Jan.20, 2026/Mar 19, 2026, Highlights:

1. Bylaw is again in daily contact with Foothills Dispatch which increases Officer safety.
2. Completed Statistical Stop sign review at 4 way stop at Dollarama 180 Stopped, 41 rolling stops, 1 No stop. Next day at Canada Post stop, 170 stopped, 22 rolling stops and 3 No stop at all.
3. Approximately 20 snow and ice removal notices posted.
4. Bylaw Office started 32 files between Jan.20, 2026- Mar.19, 2026.
5. With the change in 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. 8 new dog files, barking and loose.
8. 12 Cats surrendered by 1 owner that was evicted.
9. Assisted RCMP with Bomb Threat at High School on Jan.30-2026.
10. 2 violations of people living in RV's on owned property, which is prohibited.
11. The volume of calls are increasing now that word has spread about the new Municipal Enforcement Officer.
12. Speed stats, Highway 2 south through town in a 50 zone, from 1100-1200pm. 25 cars speeding and 14 of them doing 20/km over speed limit. Fastest vehicle in a 50/km zone was caught at 100/km. This problem will be the focus throughout the summer months.

TOWN OF CLARESHOLM BYLAW REQUESTS

Type	Unightly	Traffic	Cat	Dog	Grass & weeds	General	Traffic - ice snow	Other	Community Std
Total	\$ 4	\$ 3	\$ 2	\$ 8	\$ -	\$ 2	\$ 20	\$ 2	\$ 2



DIRECTOR OF CORPORATE SERVICES - UPDATE**Claresholm***For: 2/24/2026 - 6/21/2024***Financial**

- Meeting with CAO and Department Managers to review 2026 interim operating budget to determine any adjustments that may need to be brought forward at the Audit and Finance Committee meeting for review. The meeting is scheduled for March 31st.
- Final property assessment figures have been received from Benchmark Assessment, loaded into the Town's municipal software and have been balanced. These figures will be used to aid in the development of the 2026 municipal tax rates.
- Received and reviewed all of the Community Group Funding applications and have prepared a summary with recommendation options for the Audit & Finance Committee to review with recommendations to take to Council for approval.
- Prepared and submitted the Fire Hall Renovation debt borrowing application to the province. Submission deadline was March 15th, with the payment date being April 30th. Receipt of application has been received; approval response is expected to be received in the next few weeks.
- Reviewed and prepared some options for updating both the recycling fees with Director of Infrastructure and aquatic centre user rates with the Director of Infrastructure and Aquatic Services Coordinator to bring forward to Council for consideration.

General

- Participated in interviews with CAO and Director of Infrastructure for the Development Services Manager position.
- February 24th and 25th - attended 2nd Municipal Management Leadership Training course.
- Attended launch call with ACTIVENet, the new recreation scheduling program, first implementation meeting is scheduled for March 19th.
- Attended the monthly Government Finance Officers Association (GFOA Alberta) meeting on February 25th as a board member.
- Front office staff have all stepped up to help and assist the Development department during the vacancy of the Development Services Manager.

Submitted by
Jennifer Place
Director of Corporate Services



Economic Development Report

Prepared by Megan McClung and Ali Hemmaway
2026-03-19

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. Creating and submitting the society application. Organizes and assists with Welcoming Claresholm events and activities.

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. 19 employers have become designated so far, and in 2026 6 allocations have been issued.

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.

New Town of Claresholm website has been successfully launched, now will share social media posts highlighting new features of the website, first in series has been posted, highlighting the accessibility of the homepage and how this will be updated and changed to reflect new and changing program, info, and seasons. Editing and updating website as needed. Through an integrated poll on the website, residents were asked for their thoughts on the website, with three answer options:

- "Love it!" - 26 votes, 72.22%
- "Needs work..." - 9 votes, 25%
- "I miss the old one" - 1 vote, 2.78%

Through the planned social media posts we hope to gain more insight on residents' feelings and assess what areas they feel need work while sharing information to ensure they know how to utilize the website and find what they need.

Other meetings and events:

- Attended a Development and ORRSC training session along with other staff
- Attended a Winterfest debrief meeting
- Attended a 3-day ICS 300 course
- Submitted an application for an EDA award on behalf of the Town and MD of Willow Creek for the Economic Development Renewal Project category
- Along with other staff, met with a company in regards to wastewater optimization pilot
- Toured BRC Aircraft



CAO Report for March

- The annual report was submitted to the province with a deficit (first time) of \$7242.21 This is part of the dollars that the town is paying for our Senior Services Support worker. I have set up a meeting with ministry workers to discuss the programs that we run and go over how they will transition into the new reporting for the government. Total amount of funding for Claesholm and Granum \$228,601. Total number of programs (direct and indirect) 40; 185 volunteers using 3210 volunteer hours.
- We are almost halfway through our Volunteer Tax Program (CVITP), and the volunteers have prepared around 250 files so far. We have 5 volunteers that can prepare the taxes on the program and 5 volunteers that do the intake. Volunteers have been sent to Granum, Parkside, Porcupine Lodge, Continuing Care Centre and we will be going to Cottonwood.
- The FRN grant has been completed and sent in. We are hopeful to continue to receive this money, as we have had it for 6 years now.
- We were successful with the Healthy Aging Transportation Grant for \$37000.00. I had a meeting with Palliative Care Committee and discussed the needs they have with clients. The money is for 2 years and allows for roughly \$1500 per month for rides for seniors for medical reasons. Healthy Aging staff has also requested we touch base with Fort Macleod as they received a transportation grant to see how we could work together.
- Starla is working on the invitations for the Volunteer Appreciation event happening on April 14.
- At the last Board of Directors meeting motioned were made for the external funding that FCSS does every year.

Granum Programs approved were:

1. Canada Day Society - \$1500
2. Chaplaincy - \$2500
3. Explorers - \$3000
4. Granum Library - \$5500
5. Wellness and Walking Group - \$100

Claesholm Programs approved were:

1. Griefshare - \$2500
2. Dad's Central - \$6455
3. Inclusion Foothills - \$12000
4. Rowan House - \$5000
5. Sparta House - \$4080
6. Welcoming Claesholm - \$1100
7. Senior Connexx - \$10365

March 2026

HR/ Taxation Report

Prepared by Lisa Chilton

Human Resources/Payroll

Please welcome our new Recreation Facilities and Programming Manager. His name is Channing Schneider and he will start on April 7th, 2026.

Also, our new Development Services Manager, Jose Reyes, will be starting on April 7th. Both bring lots of experience in their fields.

We have also posted our summer positions, the seasonal labourers and museum staff. We are lucky to have the return of Emmitt to the museum and also the return of last year's gardener, Amie. Both did a great job last year and we are happy to have them return for another season.

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 March 18, 2026, 2026. The balance outstanding is \$113,310.91 and consists of the following:

\$	\$41,561.28	All other taxes past due and not on TIPPS
\$	52,872.19	On the 2025 Arrears List. (These properties will be going to auction after March 31 st , 2026 if unpaid)

The 2025 Assessment (for 2026 Taxes) is here, balanced and ready for the completion of the budget process.

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



Claresholm
Where **Community** Takes Root

Infrastructure Services Report



March 2026

Jace McLean

Director of Infrastructure

Parks

Cleaning has begun on the golf course ponds. 40 truck loads of sludge have been removed from the first pond so far.

The bridge over frog creek at Centennial Park was removed due to the deck completely failing over the winter. Culverts were installed in its place, and the walking path was extended. The bridge will be repaired and installed at the Frog Creek Wetlands at a later date.



Town Buildings

Monthly building inspections continue. The 1-year warranty walkthrough was completed at the Community Centre, a couple minor deficiencies were noted and will be repaired by Nitro Construction.

Storm Water/Drainage

Ditch cleaning and reshaping continues as time and conditions allow. The storm system faired very well over the winter, we did not experience any frozen storm lines, which is the first in my career.

Sidewalks

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

Streets

Road maintenance has begun. Potholes are being filed, patches topped up, and street sweeping will resume as time allows.

Sanitary Sewers

A sewer service replacement was completed on 3 St W. The homeowner experienced a failure on the service line on his side of the property and requested a complete replacement of the service line.

Cemetery

Cleanup has begun at the Cemetery and will continue through the spring. Headstones will be straightened, settled graves will be topped up, and light landscaping will be completed.

Equipment

Regular maintenance continues. A power rake has been ordered for the bobcat skidsteer and we are awaiting delivery.



Garbage

Plans are being made for spring cleanup. It is planned to follow the same program that we ran last year and will be completed May 4-9th.

Recycling

No issues to report.

Arena

New LED lights were installed in the Arena. The lights were purchased by the Claresholm Skate Club with the help of grants provided by ATCO and FORTIS. These lights have dimming capabilities and will be utilized by the skate club for their showcases. The ice plant will be shut down March 25th for the season, and the parks crew will be busy prepping the Arena for the Minor Hockey awards night on March 31st.



Water Distribution

A minor water leak was found in the acreages. It will be repaired as soon as possible locates are completed.

Staff

Long time employee, Arnold Vegter, gave notice for his retirement. His last day will be April 10th. Arnold was hired in 2007 and spent his career with the Town working in the rec department. The posting for his position has been listed and will run until April 3rd, or until a suitable candidate is found.

The Recreation and Facilities Manager has been hired and will start April 7th. Channing Schneider is joining us after a long tenure as the Recreation Manager for the Town of Vulcan.

Our Gardener from last year, Aimee Bowers, will be returning this year. We are all very happy to see her return. She will return April 20th, weather depending.

The Seasonal positions have been posted and the deadline is March 20th.



Utility Services Manager
Brad Burns
brad.burns@claresholm.ca
www.claresholm.ca

UTILITY SERVICES REPORT
March 2026

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.
- VFD replacement project is ongoing.
- CHAMCO on-site to confirm SULLAIR compressor install.

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.
- 2025 yearend report sent to Albert Environment and Protected Areas.

Training and Continuing Education Credits

- Continuing Education Credits (CEU's) available.
- Operator water treatment certification ongoing.
- Attended AWWWOA annual conference.

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.
- 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.
- Purchase fall protection arrest for tripod.

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 90% complete.

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 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.
- Large 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.

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.

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 77.39% 1'296.01 geodetic meters, 11,154.61 dam3.
- Willow Creek at OXLY Ranch flow (no data) m3/s
- Pine Coulee Diversion Head Pond above Head Gates 1,052.49 m.
- Pine Coulee Diversion Canal below head gates 1.68 m3/s.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir 0 m3/s.
- Pine Coulee Reservoir level 60.85%, 1,048.60 geodetic meters, 33,129.33 dam3.

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults bi-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 6339.0 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 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.
- Send 2025 yearend report to AEPA.

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.
- VFD replacement project is ongoing.
- CHAMCO on-site to confirm SULLAIR compressor install.

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