



Town of Nanton  
Attn: Neil Smith, CAO  
1907 21 Avenue  
Nanton, AB T0L 1R0

April 16, 2023

**RE: ACCESSING BUSINESS LICENSE REVENUE TO FUND P/T PERSON**

Hi Neil, following our conversation on Feb 14, I took your comments back to the board about the Chamber approaching the Town to see if we can access business license revenue in order to fund a part time person.

We discussed this at our Mar 30 meeting and would like to move forward on this. As we've discussed before and presented to Council, we think that having this paid support will fill a gap in certain areas both for the Town and for the Chamber that will ultimately benefit all of us, including the business community as a whole. Following is what we think could work as a starting point:

Position Title: Administrative Assistant\*

Hours per week: 20 hours

Pay \$20/hour for 20 hours per week x 52 weeks = \$20,800

(\*TBC if we're structuring this as an employee position or contractor, and what the posted title will be)

<b>Communications + Marketing</b>
Content gathering, writing, and posting on the Chamber's social media (Instagram, Facebook, Twitter, You Tube). Keeping the <a href="http://www.visitnanton.com">www.visitnanton.com</a> website updated including posting Chamber and non-Chamber events, updating the news section, and posting business blogs. Write and send newsletters on a more regular basis. Organize archive of photos and videos to be used for marketing purposes.
<b>Tourism</b>
Keep on top of AlbertaSouthwest, Foothills Tourism Association, and other tourism-related activities so that any opportunities to promote Nanton and businesses are proactively acted upon.
<b>Membership</b>
Keep membership information up to date Involvement in membership recruitment campaign December-February
<b>Events</b>
Help organize and execute events coordinated by the Chamber and/or events that we're partnering with the Town or businesses on.
<b>Grants</b>
Keep on top of any grants available and bring to the attention of the board in a timely manner; assist with writing and submitting.
<b>Other</b>
Attend Alberta Chambers meetings (some of these are only allowed to Chambers who have a paid ED or admin person, not volunteers)

Thanks for your attention to this Neil; looking forward to hearing your feedback.

Sincerely,

A handwritten signature in cursive script, appearing to read "Becky Scott".

Becky Scott

President  
Nanton & District Chamber of Commerce  
P: 403-771-6614  
E: info@nantonchamber.com

**CAO Comment: *Administration is of the view that this proposal is worthy of considerable discussion over the summer months and that it should be referred to either Committee of the Whole or the Finance Standing Committee for analysis and consideration. There is a clear gap between the capacities of chamber volunteers and the ambitions of the organization while there should also be a clear line between what are municipal services, municipal economic development projects/ development services and chamber of commerce priorities. A formal agreement or memorandum of understanding could likely achieve a great deal for both the Town and the Chamber.***