



MINUTES

Monday, November 3, 2025, at 6:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

ORGANIZATIONAL MEETING

COUNCIL PRESENT: Mayor Jennifer Handley and Councillors, Victor Czop, Jennie McMasters, Roger Miller, Dave Mitchell, Erin Shields and Shauna Strong

OTHERS PRESENT: Neil Smith Chief Administrative Officer
Clayton Gillespie Manager of Corporate Services
Sara-Lynn Lyons Legislative Services and Communications

1. Mayor Handley called the meeting to order at 6:01 p.m.
2. Adoption of Agenda:

RESOLUTION # 190 - 25/11/03 - Mitchell

Moved to accept the agenda for the Organizational Meeting of November 3, 2025, as presented.
CARRIED

3. Regular Council Meetings Procedural Bylaw #1354/21:

3.1 Dates set for Regular Council Meetings

RESOLUTION # 191 - 25/11/03 - Strong

Moved to set the following dates for the Regular Meetings of Council, to be held at the Council Chambers in the Tom Hornecker Recreation Centre, 2122 – 18 Street, at 7:00 p.m., unless notification is provided in accordance with the current Town of Nanton Council and Committee Procedural Bylaw and the Municipal Government Act of Alberta;

November 17, 2026	December 1 and 15 2025
January 19, 2026	February 2, and 17 (Tuesday), 2026
March 2, 16, 2026	April 6 and 20, 2026
May 4 and 19 (Tuesday), July 13, 2026	June 1 and 15, 2026
September 8 (Tuesday) and 21, 2026	August 10, 2026
	October 5, 19, 2026

CARRIED



3.2 Schedule for Council Committee of the Whole Meetings

RESOLUTION # 192 - 25/11/03 - McMasters

Moved to schedule Committee of the Whole of Council Meetings, to be held at the Council Chambers in the Tom Hornecker Recreation Centre, 2122 – 18 Street, at 7:00 p.m., unless notification is provided in accordance with the current Town of Nanton Council and Committee Procedural Bylaw and the Municipal Government Act of Alberta;:

November 24, 2025	<i>December scheduled as required</i>
January 26, 2026	February 23, 2026
March 30, 2026	April 27, 2026
May 25, 2026	June 29, 2026
<i>July and August scheduled as required</i>	September 28, 2026
October 26, 2026	

CARRIED

4. Deputy-Mayor Appointments:

RESOLUTION # 193 - 25/11/03 - Shields

Move to confirm the schedule of Deputy-Mayor appointment terms as follows:

Name	Second Term
Councillor Mitchell	Nov 1/25 – Feb 28/26
Councillor Czop	Mar 1/26 – Jun 30/26
Councillor Miller	Jul 1/26 – Oct 31/26

CARRIED

5. INTERMUNICIPAL APPOINTMENTS:

5.1 Intermunicipal Collaboration Framework (ICF) (Bylaw #1399/24)

RESOLUTION # 194 - 25/11/03 - Mitchell

Appointed Mayor Jennifer Handley and Councillor Shauna Strong as Council representatives to the Intermunicipal Collaboration Framework Committee with Councillor Czop as alternate. CARRIED

5.2 Nanton Health Centre Management Committee (Co-ownership agreement)

RESOLUTION # 195 - 25/11/03 - Czop

Appointed Councillor Roger Miller as Council representative to the Nanton Health Centre Management Committee with Mayor Jennifer Handley as alternate. CARRIED

6. STANDING COMMITTEES - BYLAW #1321/19:

RESOLUTION # 196 - 25/11/03 - Shields

Moved that all Standing Committee representatives for the upcoming organizational year be suspended and lieu will collaboratively address all items during Committee of the Whole meetings. CARRIED



MS

7. **Information and Privacy Officer Appointments:**

RESOLUTION # 197 - 25/11/03 - Miller

Appointed Chief Administrative Officer, Neil Smith, as Head of Information and Privacy and Sara-Lynn Lyons, Legislative Services and Information and Privacy Coordinator. CARRIED

8. **Property Tax Assessor**

RESOLUTION # 198 - 25/11/03 - McMasters

Appointed Christopher Snelgrove, Benchmark Assessment Consultants, as Property Tax Assessor. CARRIED

9. **Regional Assessment Review Board Bylaw #1357/21:**

RESOLUTION # 199 - 25/11/03 - Strong

Appointed Councillor Victor Czop as Regional Assessment Review Board Member representative. CARRIED

10. **Emergency Management Committee Bylaw #1332/19**

RESOLUTION # 200 - 25/11/03 - Mitchell

As per Emergency Management Bylaw #1332/19, moved to appoint Councillor Victor Czop as Chair to the Emergency Advisory Committee with Councillor Jennie McMasters and Erin Shields; and further moved to appoint Public Works Lead Hand, Shellah Petersen as Director of Emergency Management Agency and Chief Administrative Officer, Neil Smith as Deputy-Director of the Emergency Management Agency. CARRIED

11. **Foothills Regional Emergency Services Commission (FRESC):**

RESOLUTION # 201 - 25/11/03 - Czop

Appointed Councillor Jennie McMasters as representative to the Foothills Regional Emergency Services Commission. CARRIED

12. **Nanton Quality of Life Foundation:**

RESOLUTION # 202 - 25/11/03 - Miller

Appointed Jennie McMasters as representative to the Nanton Quality of Life Foundation, with Councillor Shauna Strong serving as Alternate. CARRIED

13. **Mosquito Creek Foundation (Bylaw #635/75)**

RESOLUTION # 203 - 25/11/03 - Strong

Appoint Mayor Jennifer Handley as the Town representative to the Mosquito Creek Foundation, Councillor Jennie McMasters as the alternate, and Leigh McNeill as the Town's Member-at-Large representative to the Mosquito Creek Foundation. CARRIED



14. Foothills Regional Services Commission (FRSC Bylaw #1111/01):

RESOLUTION # 204 - 25/11/03 - Czop

Appointed Councillor Dave Mitchell as representative to the Foothills Regional Services Commission, with Councillor Victor Czop as the alternate. CARRIED

15. Alberta SouthWest Regional Alliance:

RESOLUTION # 205 - 25/11/03 - Miller

Appointed Councillor Shauna Strong as representative to the Alberta SouthWest Regional Alliance, and Councillor Erin Shields as the alternate. CARRIED

16. Oldman River Regional Services Commission – Intermunicipal Service Agency:

RESOLUTION # 206 - 25/11/03 - Shields

Appointed Councillor Shauna Strong as representative to the Oldman River Regional Services Commission, and alternate Councillor Victor Czop. CARRIED

17. Municipal Planning Commission:

RESOLUTION # 207 - 25/11/03 - Miller

Appointed the Members of the Town of Nanton Municipal Planning Commission as follows:
Three Council Members: Councillor Shauna Strong, Councillor Erin Shields, Councillor Roger Miller;
Two Alternate Council Members: Councillor Victor Czop, Councillor Jennie McMasters;
Two Members-at-large: Tammy Demers, Julia Anderson.
CARRIED

18. Chinook Intermunicipal Subdivision & Development (Bylaw #1323/20) Appeal Board

RESOLUTION # 208 - 25/11/03 - Czop

Appointed Councillor Dave Mitchell (non-member of Municipal Planning Commission) and Lynette Jessop as member at large as representatives to the Chinook Intermunicipal Subdivision and Development Appeal Board. CARRIED

19. Livingstone Range School Division – Nanton Joint Use Planning Agreement Governing Committee

RESOLUTION # 209 - 25/11/03 - Miller

Appointed Councillor Roger Miller and Mayor Jennifer Handley as Council representative to the Livingstone Range School Division – Nanton Joint Use Planning Agreement Governing Committee.
CARRIED

20. Town of Nanton Library Board:

RESOLUTION # 210 - 25/11/03 - McMasters

Appointed Councillor Erin Shields as Council representative to the Town of Nanton Library Board for one year term with appointment expiring October 31, 2026. CARRIED



21. Chinook Arch Regional Library System Representatives:

RESOLUTION # 211 - 25/11/03 - Mitchell

Appointed Amanda Bustard, Chair of the Town of Nanton Library Board, as the representative to the Chinook Arch Regional Library System. CARRIED

22. Community Organizations

RESOLUTION # 212 - 25/11/03 - McMasters

Appointed the Council Members as "Liaison" or "Point of Contact" to Town of Nanton Community Organizations as follows:

- Town and Country Kozy Korner Association Board – Councillor Shauna Strong
- Nanton & District Chamber of Commerce – Councillor Erin Shields / Jennie McMasters
- Nanton & District Community Memorial Centre Society – Councillor Erin Shields
- Nanton Lancaster Society Board – Councillor Roger Miller
- Canadian Grain Elevator Discover Centre of Canada – Councillor Erin Shields
- Nanton Agricultural Society – Mayor Jennifer Handley
- Nanton Golf Club – Councillor Dave Mitchell
- Nanton Children's Society – Councillor Erin Shields
- Nanton Future Foundation – Councillor Shauna Strong
- Nanton Booster Club – Mayor Jennifer Handley
- Nanton Promoters – Councillor Dave Mitchell
- Nanton Recreation Teams (general) – Councillor Jennie McMasters
- Citizens on Patrol – Councillor Victor Czop
- Nanton Lions / Leos Clubs – Councillor Erin Shields
- Nanton Fire Department – Councillor Jennie McMasters
- Nanton Animal Protection Society – Councillor Shauna Strong / Councillor Erin Shields
- Nanton Native Learning Circle – Mayor Jennifer Handley

CARRIED

23. 2025 additions to the Community Member recognition Board:

RESOLUTION # 213 - 25/11/03 - Shields

The following community members shall be recognized as the 2025 additions to the Town of Nanton Tribute Wall board of excellence in service to the community:

- Pam Woodall

CARRIED

24. Adjournment:

RESOLUTION # 214 - 25/11/03 - Czop

Moved to adjourn the 2025 Organizational Meeting of the Council of the Town of Nanton at 6:14 p.m.

TOWN OF NANTON



CHIEF ELECTED OFFICIAL



CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 17th day of November, 2025

