



# MINUTES

Monday, March 2, 2026, at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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

**ABSENT:** Councillor Roger Miller

**OTHERS PRESENT:** Clayton Gillespie Corporate Services Manager  
Sara-Lynn Lyons Legislative Services & Communications  
Georgina Sharpe Planning and Development Officer  
Lynne Cox Nanton Quality of Life Foundation

### 1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Regular Meeting was called to order by Mayor Handley at 7:00 p.m.

#### RESOLUTION # 65 – 26/03/02 - Czop

The Regular Council agenda for March 2, 2026 was accepted as presented. CARRIED

### 2. PRESENTATIONS:

2.1 Nanton Quality of Life Foundation - E

Council thanked Lynne for her presentation and expressed their sincere appreciation for her many years of dedicated service and contributions to the community, and wishing her all the best in her upcoming retirement.

Lynne Cox left the meeting at 7:15 p.m.

### 3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

3.1.2 Capital Plan Status - E

### 4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 February 17, 2026 Regular Council Meeting Minutes – E

#### RESOLUTION # 66 – 26/03/02 - Mitchell

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held February 17, 2026, were accepted as distributed. CARRIED

**4.1.2 February 23, 2026 Committee of the Whole Meeting Minutes - E**

**RESOLUTION # 67 – 26/03/02 - Shields**

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Committee of the Whole Meeting of the Town of Nanton held February 23, 2026, were accepted as distributed. CARRIED

**4.2 BUSINESS ARISING FROM THE MINUTES: None**

**4.2.1 Request for Decision Land Use Bylaw 1421/26 – E**

Councillor Jennie McMasters recused herself from the discussion and vote due to having missed the meeting where first reading was passed in pursuant to Section 184 of the Municipal Government Act.

**RESOLUTION # 68 – 26/03/02 – Strong**

Move to amend Bylaw #1421/26, by replacing Section 2.2 with the following:

2.2 THAT Section 5 Land Use Districts, M-TRN Mixed-Use Transition District be amended by adding the following text after subsection d):

e) For the parcel at 2401 26 Avenue:  
The following uses shall apply:

<b>Permitted Uses</b>	<b>Discretionary Uses</b>
Accessory Building/Structure	Accessory Use
Care Facility (Child)	Boarding House
Care Facility (Clinic)	Care Facility (Large Group)
Care Facility (Medical)	Care Facility (Small Group)
Dwelling (Live-Work)	Home-Based Business Type Two (HBB2)
Dwelling (Multi-Unit)	Mixed-Use Development
Dwelling (Single Detached)	Religious Assembly
Parks and Playgrounds	Utilities
Solar Collector (Roof/Wall)	

CARRIED

**RESOLUTION # 69 – 26/03/02 - Czop**

Moved to read the Town of Nanton Bylaw #1421/26, an amendment to Land Use Bylaw 1389/24, as amended for the second time. CARRIED

**RESOLUTION # 70 – 26/03/02 – Strong**

Moved to read the Town of Nanton Bylaw #1421/26, an amendment to Land Use Bylaw 1389/24, for the third and final time. CARRIED

**4.2.2 Royal Canadian Mounted Police letter to the Province from the Town of Nanton – E**

Council choose to submit the letter to the Province of Alberta as presented.



**5. NEW & UNFINISHED BUSINESS:**

**5.1 Request for Decision Film Production Policy – E**

**RESOLUTION # 71 – 26/03/02 – Shields**

That Council adopt the Film Production Policy as presented and attached to these minutes as schedule 'A'. CARRIED

**5.2 Request for Decision Chief Administrative Officer – E**

**RESOLUTION # 72 – 26/03/02 - McMasters**

Pursuant to section 205(1) of the Municipal Government Act, appoint Tara Vandervalk as Chief Administrative Officer for the Town of Nanton, effective March 4, 2026. CARRIED

**RESOLUTION # 73 – 26/03/02 – Czop**

Pursuant to section 11(2)(b) of the Emergency Management Act and Emergency Management Bylaw #1332/19, appoint the Chief Administrative Officer, Tara Vandervalk as Deputy Director of the Emergency Management Agency. CARRIED

**5.3 Request for Decision Support Grants – E**

**RESOLUTION # 74 – 26/03/02 - Strong**

Moved to approve the Nanton Animal Protection Society 2025 Annual Community Support Grant in the amount of \$8,000 for its stray cat spay/neuter program. CARRIED

**RESOLUTION # 75 – 26/03/02 - Czop**

Moved to defer the Nanton Agriculture Society 2026 Annual Community Support Grant to the March 16, 2026 Regular Council Meeting.

**5.4 Request for Decision – Bylaw No. 1424/26 – E**

**RESOLUTION # 76 – 26/03/02 - Mitchell**

Moved to read Town of Nanton Bylaw # 1424/26 , a Bylaw to incur indebtedness by the issuance of debenture(s) in the amount of \$657,665 for the purpose of renovations to the Tom Hornecker Recreation Centre for a first time. CARRIED

**5.5 Information Brief Community Engagement & Communications Survey Results – E**

**6. CORRESPONDENCE:**

**6.1 FOR ACTION:**

**6.2 FOR INFORMATION:**

6.2.1 Letter of Support Gerry Gabinet Mentorship Award – E

6.2.2 Chinook Arch Regional Library System Board Report December 4, 2025 – E

6.2.3 Chinook Arch Regional Library System Investment in Alberta Public Library Services



February 6, 2026 – E

6.2.4 Royal Canadian Mounted Police 3<sup>rd</sup> Quarter Community Letter – E

6.2.5 Canadian History Ehx Telling Your Story: A Community History Video partnership – E

**7. CLOSED CONFIDENTIAL SESSION:**

**RESOLUTION # 77 – 26/03/02 - Shields**

IT WAS MOVED at 8:20 p.m. to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Access to Information Act (ATIA), as follows:

7.1 Municipal Lands Interest to Purchase ATIA Section 29 Advice from Officials

7.2 Vacant Non-Residential AITA Section 19 Disclosure Harmful to Business Interests of a Third Party

CARRIED

**RESOLUTION # 78 – 26/03/02 – McMasters**

IT WAS MOVED to reconvene the Regular Meeting at 8:37 p.m. CARRIED

**RESOLUTION # 79 – 26/03/02 - Mitchell**

Moved to direct the Chief Administrative Officer to proceed with offer on the sale of the Town owned Ptn NW ¼ 10-16-28- W4 (Title number 45U161) for the highest bid amount of \$41,000.

**8. ADJOURNMENT:**

**RESOLUTION # 80 – 26/03/02 - Strong**

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:38 p.m.

TOWN OF NANTON

  
\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

  
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CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 16<sup>th</sup> day of March, 2026.



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## Film Production Policy

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### SCOPE:

The Town of Nanton manages commercial and non-commercial filming and related activities occurring within Town facilities, streets, parks, trails, and public spaces. Filming activity must be coordinated to reduce impacts on residents, businesses, infrastructure, municipal operations, and the natural environment.

### PURPOSE:

The film production application process ensures filming activities are coordinated in a safe, orderly manner while supporting economic development and showcasing the community. The Town recognizes the value of film activity to local promotion and business benefit while balancing impacts on public access and municipal services, similar to the permitting process used for community events.

### DEFINITIONS:

**CAO** means the Chief Administrative Officer or designate.

**Film Production** means any commercial or non-commercial still or motion photography requiring municipal approval due to equipment, crew size, traffic impact, use of Town property, or intent of financial return.

**Street Use** includes any occupation of public roadways, sidewalks, or rights-of-way for filming purposes.

**Special Effects** include pyrotechnics, open flame, atmospheric effects, simulated gunfire, or activities requiring additional review.

### POLICY:

#### 1. OVERVIEW

- 1.1 Filming must be conducted in a manner that minimizes impact on residents, businesses, and municipal operations. Productions should incorporate opportunities for the public to benefit when feasible. Written approval must be obtained before advertising filming dates or making financial commitments.
- 1.2 The permit holder accepts locations as-is and uses them at their own risk. The permit holder is responsible for supervision, safety, and compliance with all applicable laws and bylaws. All equipment, signage, and temporary materials must be removed immediately following filming. If the Town is required to undertake clean-up or removal, costs will be charged back to the permit holder.
- 1.3 Noise exemptions must be requested if filming occurs between 9:00 p.m. and 7:00 a.m., in accordance with the Community Bylaw provisions.

## **2. SITE AND SERVICE REQUIREMENTS**

- 2.1 Vehicle access into parks is not permitted unless authorized. Electrical capacity is limited and must be identified in the initial application. Staking into park grounds is prohibited due to underground utilities; alternative weighting methods may be approved.
- 2.2 Solid waste must be removed by the permit holder immediately after filming. Traffic control is required when filming affects parking, pedestrian flow, or roadways. Temporary road closures are subject to the Traffic Bylaw with approval from the CAO or designate.
- 2.3 Portable washroom facilities may be required depending on crew size and location. Production companies are responsible for providing site plans that identify equipment placement, vehicle staging, pedestrian routing, and emergency access.
- 2.4 Aerial drone use must comply with federal regulations and may require separate approval.

## **3. FEES**

- 3.1 Fees and deposits will be applied in accordance with the Fees and Rates Bylaw. Where no fee exists, the CAO or designate may identify a reasonable charge. The Town currently charges minimum fees for street use or closure requests and noise exception permits; however, this amount may be reviewed at the discretion of Administration depending on community impact.
- 3.2 The Town reserves the right to recover staff time, contractor costs, and any repairs required as a result of filming activity.

## **4. INSURANCE AND DAMAGE DEPOSITS**

- 4.1 Minimum insurance requirements will be based on risk and scope. Productions involving stunts, special effects, aerial activity, or high-risk elements may require additional coverage as recommended by the insurer. Damage deposits may be required for use of indoor or outdoor facilities and will be refunded upon satisfactory inspection.
- 4.2 Filming activities conducted on municipal land, facilities, roadways, parks, or rights-of-way are considered a temporary third-party use of municipal land. As such, filming permits issued under this policy are subject to the principles and risk management framework established in the policy Third Party Uses of Municipal Land and Improvements, as amended from time to time.

## **5. COMMUNICATIONS AND NOTIFICATION**

- 5.1 The permit holder is responsible for notifying affected residents and businesses at least one week prior to filming when impacts are anticipated. Notifications must include dates, times, parking changes, road interruptions, and contact information for the production and the Town.
- 5.2 The Town of Nanton may share general filming information through its public communication channels.

## **6. USE OF PHOTOGRAPHS FEATURING PRIVATE PROPERTY**



- 6.1 When using photographs or video footage that feature identifiable private property, the Town of Nanton recognizes the importance of respecting both privacy and property rights. While it is not automatically illegal to use such photos, we are committed to adhering to privacy, intellectual property, and property rights laws.
- 6.2 If a photograph or video contains identifiable private property, including but not limited to homes, farms, or businesses, and the property could be linked to an individual or specific landowner, we advise the following:
- i. Permission and Transparency: It is recommended to reach out to the landowner for permission to use photos or footage that feature their property. Even if the property is not the main focus, the presence of identifiable features may still cause personal or commercial concerns for the landowner.
  - ii. Avoiding Potential Harm: Using images of private property without proper consent could cause unintended personal or commercial harm to the landowner, including privacy breaches or reputational concerns. To avoid such issues, obtaining the landowner's consent or offering transparency about the use of the photo or video is strongly encouraged.
  - iii. Options for Removal: If a landowner expresses discomfort with their property being featured, we will provide an option for removal of the image or video from public-facing materials. We are committed to resolving any concerns in a respectful and timely manner.

## **7. SUSPENSION OR REVOCATION**

- 6.1 The Town may suspend or revoke permits due to non-compliance, safety concerns, weather events, or operational requirements. The Town is not responsible for financial loss resulting from cancellations.

**RELATED DOCUMENTS:** Town of Nanton Community Events Policy and Community and Traffic Bylaws as maybe amended from time to time