



AGENDA

Monday, March 20, 2023 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

- 1.1 Call to Order
- 1.2 Adoption of Agenda (Res)

2. PRESENTATIONS:

- 2.1 Lance Welhage, Benchmark Assessments – 7:05 – 7:25 p.m.
- 2.2 Kelly Smit with Rowan House - 7:25 – 7:35 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

- 3.1.1 Status Report – E
- 3.1.2 Monthly Report - E

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports February 2023 - E

3.3 DEPARTMENT:

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager - E
- 3.3.3 Planning & Development Officer - E
- 3.3.4 Fire Chief - E
- 3.3.5 Peace Officer - E

3.4 COUNCIL:

- 3.4.2 COUNCILLOR VICTOR CZOP - E
- 3.4.3 COUNCILLOR ROGER MILLER - E
- 3.4.7 COUNCILLOR JOHN DOZEMAN - E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.2.1 Special Meeting of Council March 6, 2023 - E
- 4.2.2 Regular Council Meeting March 6, 2023 - E

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 2023 Operating Budget - E

5. NEW & UNFINISHED BUSINESS (Requests for Decision):

5.1 Vacant Non-Residential property sub-class and Small Business class mill rates – E

5.2 Five Year Capital Plan – E

5.3 Deputy Fire Chief - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

6.2.1 MD Willow Creek Council Discretionary Funding to Community Organizations – E

7. CLOSED CONFIDENTIAL SESSION:

7.1 Cemetery Services – FOIP Section 17(1),(5) Disclosure harmful to personal privacy and 24(1)(b) Advice from Officials

7.2 Fire Department Personnel – FOIP Section 21 Harmful to Intergovernmental Relations

7.3 Nanton Health Centre (update) – FOIP Section 21 Harmful to Intergovernmental Relations

8. ADJOURNMENT:



#4, 320 W T Hill Blvd S

Lethbridge, AB T1J 4W9

Ph: (403) 381-0535

Fax: (403) 381-1596

E: Lance@benchmarkassessment.ca

Assessment Roll Summary

2022 Assessments for the 2023 Tax Year

for the Town of Nanton



Presentation Overview

- 2022 Assessments (2023 Tax Year)
- Market Changes
- Assessment Growth
- Overall Assessment Change
- Key Dates

Assessment Overview

In Alberta, the Assessor is legislated to prepare assessments **annually**.

Assessments are legislated based on market value using mass appraisal methodology and reflect:

- the market value of property as of **July 1, 2022**
- the physical condition date of **December 31, 2022**

Assessment Overview

Market Value is the amount that a property might be expected to realize if it is sold on the open market by a willing seller to a willing buyer.

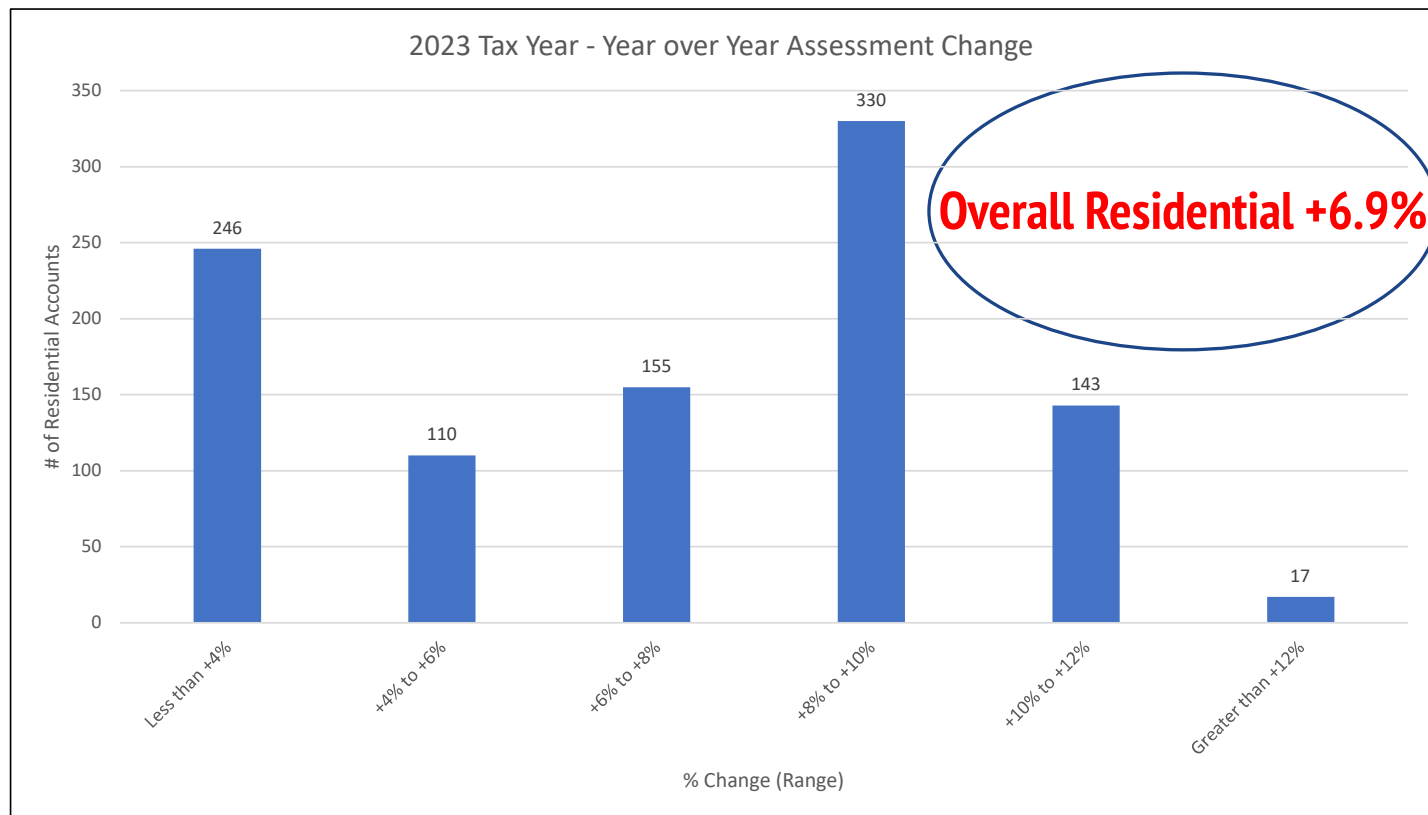
Mass Appraisal consists of stratifying similar properties, analyzing market sales, cost data, income and expense information, and using this standard data to create valuation models that are applied to all similar properties.

Market Change

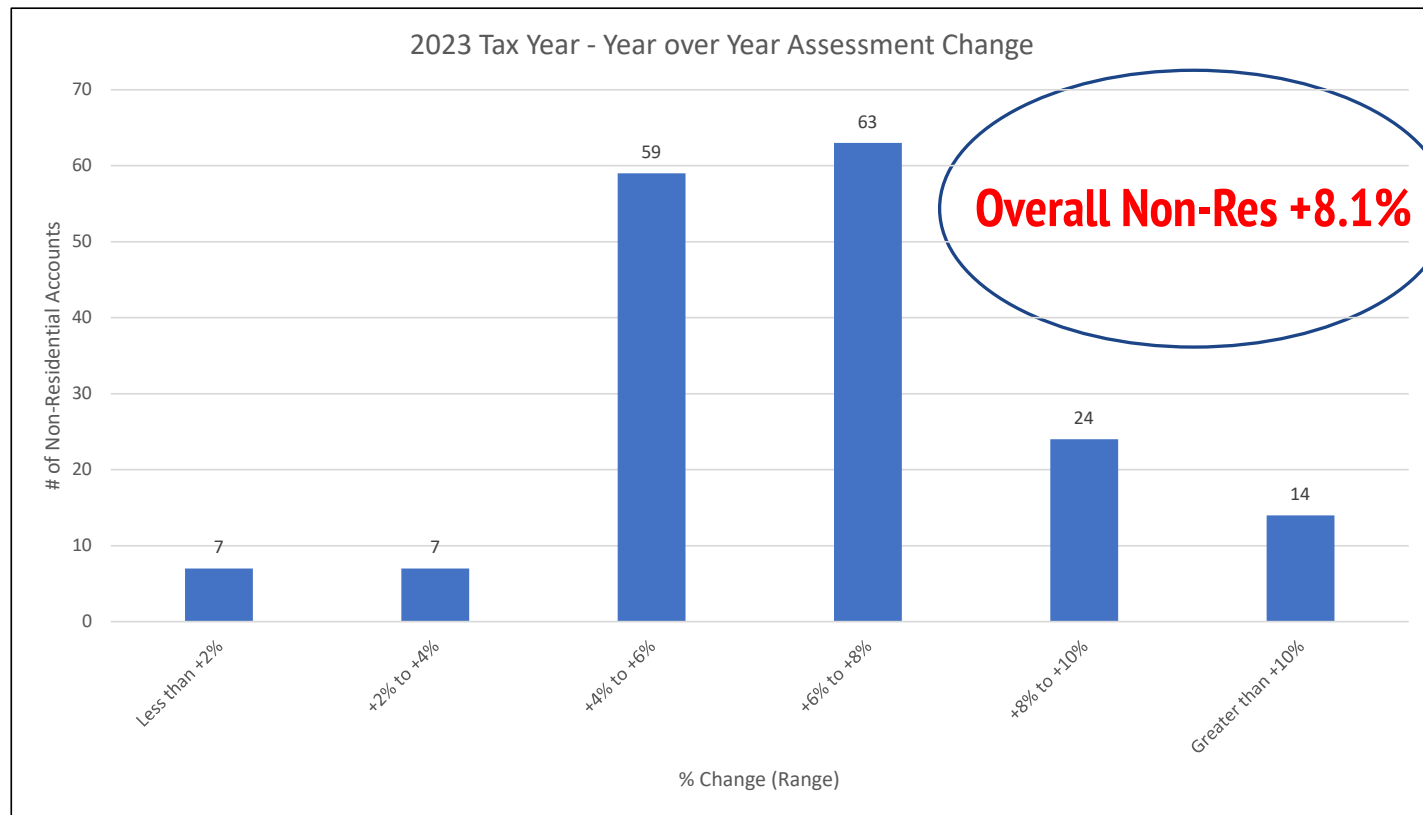
Market Change is the year over year changes in market conditions that have resulted in increases or decreases from July 1, 2021 to July 1, 2022.

- Includes increases or decreases in value due to changing market demands for certain locations or physical characteristics.

Residential Market Change



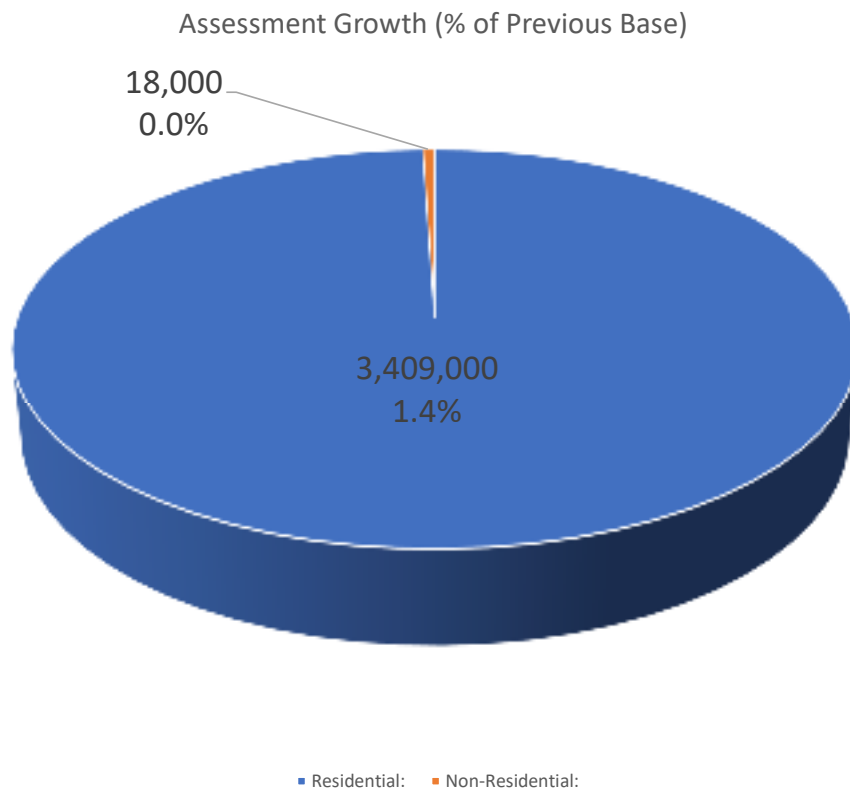
Non-Residential Market Change



Previous Year Comparisons – Market Change

Residential Market Change (Overall)		
<u>2021 Tax Year</u>	<u>2022 Tax Year</u>	<u>2023 Tax Year</u>
-3.0%	+2.1%	+6.9%
Non-Residential Market Change (Overall)		
<u>2021 Tax Year</u>	<u>2022 Tax Year</u>	<u>2023 Tax Year</u>
-2.8%	+4.1%	+8.1%

Assessment Growth



	<u>Growth</u>	<u>Previous Assessment Base</u>	<u>%</u>
Residential:	3,409,000	238,897,100	1.4%
Non-Residential:	18,000	49,350,850	0.0%
	3,427,000	288,247,950	1.2%

Previous Year Comparisons – Growth

Residential Growth		
<u>2021 Tax Year</u>	<u>2022 Tax Year</u>	<u>2023 Tax Year</u>
+0.9%	+0.9%	+1.4%
Non-Residential Growth		
<u>2021 Tax Year</u>	<u>2022 Tax Year</u>	<u>2023 Tax Year</u>
+1.2%	+0.4%	+0.0%

Overall Assessment Change

2022 Tax Rate Bylaw vs. 2023 Tax Year				
<u>Assessment Class(es)</u>	<u>Sub-Class(es)</u>	<u>2022 TY Assessment</u>	<u>2023 TY Assessment</u>	<u>% Change</u>
Residential & Farm land		238,848,920	258,901,350	8.4%
Non-Residential	Vacant	147,000	161000	
	Small Business	9,485,670	12,465,700	
	Other	<u>43,354,830</u>	<u>45,040,230</u>	
		52,987,500	57,666,930	8.8%
Machinery & Equipment		5,261,870	5,504,310	4.6%
Total		297,098,290	322,072,590	8.4%

Key Dates and Reminders

- Non-Residential (Linear Designated Industrial Property): January 31
Prepared by Provincial Assessor
- Non-Residential (non-Linear Designated Industrial Property): February 28
Prepared by Provincial Assessor
- Assessment & Tax Notices to be mailed May 2023

Questions?





STATUS REPORT

Meeting: March 20, 2023
Agenda Item: 3.1.1

Completed = C Under Review = UR In Progress = IP No Further Action = NFA

CAO = Chief Administrative Officer
DO = Development Officer

CS = Corporate Services
LS = Legislative Services

OP = Operations Manager
OTHER = Staff/Contractor/etc.

COMMITTEES: **GOV** = Governance **FIN** = Finance **SERV** = Services **REC** = Recreation & Culture
ECD = Economic & Community Develop **CW** = Committee of the Whole

COUNCIL Items will move to “DEPARTMENT” or “COMMITTEE” after first reporting to Council.

Res #	Description	Notes	Status	Action/FWd
Regular Meeting March 6, 2023				
66 - 23/03/06	Proceed with 2023 dewatering pilot project for the WWTP est \$10,000 before proceeding to a larger scale dewatering project to reduce liquids in sludge.		IP	OP
67 - 23/03/06	CAO to review Bylaw 1160/04, (Development Levy Bylaw) for off-site levy and utility fee discussions.		IP	CAO
68 - 23/03/06	Add consideration of an air burner option for yard and branch disposal to the strategic plan (Operations) for 2023, RFP in the third or fourth quarter of 2023 for prospective acquisition in 2024.		IP	OP Move to Q4 2023
69 - 23/03/06	Approve \$3,012,162 in municipal taxes be collected in 2023. Administration formalize the final 2023-2025 operating budget present for approval at the March 20, 2023, Council meeting.		IP	CS Move to Reg March 20 2023
70 - 23/03/06	Rescind Res #14 – 23/01/16 Replace: Council budget \$5,000 to install public art or creative imagery on THRC. RFP process, aesthetically vetted at Committee of the Whole.		IP	CAO Future CW
71 - 23/03/06	Delay fire department review to fall of 2023			Fall 2023
72 - 23/03/06	Support Grant to the Nanton/ Fort Macleod Summer Swim Meet to \$500. Refer options for user groups packages for town facilities to CW on March 27, 2023. *	NR to write letter	C	LS *Move to CW March 27 2023
76 - 23/03/06	CAO find options re: pension programs and planning.		IP	CAO
77 - 23/03/06	Approve leave of absence for Councillor Todd to May 31, 2023.	NR to write letter	C	LS
78 - 23/03/06	Amend Res #88 - 22/03/09 and replace Councillor Kevin Todd as Deputy-Mayor with Councillor Dozeman		C	

Special Meeting March 6 2023				
60 – 23/03/06	Draft letter to Deputy Commissioner Zablocki and the Minister of Justice and Solicitor General, re: Nanton's strong opposition to hubbing of the Claresholm and Nanton detachments. Copies to the MD of Willow Creek and Ranchland.		C	CAO

COUNCIL / COMMITTEE OF THE WHOLE

Res #	Description	Notes	ST	fw
112 – 22/03/09	further discussion for direction and control of the Director of Emergency Management position as per Bylaw #1332/19.			Emergency Advisory committee
CW 1- 22/11/28	Pursue a Community Designation under the Alberta Advantage Immigration Program			On hold
CW 2- 22/11/28	Determines an option for the refurbishment of the Town's gateway signs in 2023 and the relocation of next generation LED community information signage			REG next year 2023
CW 3.1.4 22/11/28	Budget deliberations priority - installation of an elevator 2023		C	Spring '23
CW 3.1.6 22/11/28	Chamber request for financial support of Economic Development Officer will be discussed within the 2023 Budget		C	Spring '23
CW 3.2.1 22/11/28	Offsite Levy Bylaw (proposed): bring the issue forward for consideration in spring of 2023			Spring '23

COMMITTEES

Res #	Description	Notes	ST	fw

DEPARTMENTS

Res #	Description	Notes	ST	fw
52 – 21/03/01	CAO to apply for THRC elevator funding (CW 22/11/28 discussion)	Waiting program opportunity and budget for specification development/estimate	IP	FIN
82 – 21/04/05	THRC new program & partnering w/FCSS investigation	See also Res#20-20/01/20	IP	REC
243-21/09/07	Heraldic emblem project updated – working on draft sketch	Sketch draft in progress	IP	LS
149-22/05/02	RFD re: STARS \$2/capita request	Review in Spring	IP	CS
174-22/05/16 250-22/08/15	CAO to draft lease agreement for the Canadian Grain Elevator Discovery Center	Legal req'd for liability re: lease / CAO to include info	IP	CAO
251-22/08/15 252-22/08/15	CAO to consult w/ ORRSC for LUB amendment re: CGEDC lease and use & master plan inclusion	CAO	IP	CAO
237 -22/10/19	CAO RFP re: review of Fire Department needs and strategic 10-year plan	Pending budget approval	IP	CAO
383 - 22/12/12	FIN committee to explore Operational Budget options in 2024		IP	FIN
391- 22/12/12	Fwd support grant app for Fire Services training to ICF Emergency Services	CAO / Fire Chief	IP	CAO
394 - 22/12/12	Defer off-site levy in lieu of legal advice	CAO	IP	CAO
CW3- 23/01/30	Include provisions for updated Fire Services Bylaw regarding fireworks	Under review	IP	CAO/LS
49 - 23/02/21	RFD Re the Information Technology (IT) security recommended options.	Bring to March 6, 2023 Reg	IP	CS
7 - 23/01/03	Refer the potential of utility fees for bare lots to Services Committee – sent to Regular Meeting 23/03/06	Review By#1160 to include info	IP	CAO
14-23/01/16	budget \$5,000 vinyl wrap THRC/ new Res #70- 23/03/06	RFP issued	IP	CAO
18-23/01/16	CAO to collab with Chamber of Commerce RFD for Marketing	Info brief to follow	C	CAO
19-23/01/16	Needs Assessment - Silver Willow rebuilding	Quote provided	IP	CAO

CAPITAL PLAN STATUS

Roadway Infrastructure	Lead: Public Works	BUDGET	SOURCE
Road rehab & repairs - various locations		\$150,000	Gas Tax
Sidewalk rehab & replacement - <i>various locations</i>		\$75,000	Gas Tax
Notes:			
- Road rehab locations will not be finalized until valve work is confirmed or executed - June deadline. - Sidewalk: HWY 2 Circle 'K' Location is priority ahead of Tim Horton's area (defer latter to 2024); - Sidewalk: Bump out by candy store to expand pedestrian corner and prevent dangerous illegal parking - Curb replacement: SWL area of 20th conversion to angle parking is to proceed.			

Water, Wastewater & Stormwater Infrastructure	Lead: Manager of Operations	BUDGET	SOURCE
WWTP (FOG Digester)		\$75,000	MSI/LGFF
Sewer collection re-lining (remainder of 19 th Street), incorporating manhole chamber renewal(s)		\$150,000	Gas Tax
Flusher (for sewer collection mains) <i>Likely deferred: discuss funds re-allocation or retention for 2024.</i>		\$20,000	MSI/LGFF
WWTP Equipment (chemical pump and metering): <i>further discussion?</i>		\$25,000	MSI/LGFF
Water Valve Replacement (12 planned)		\$100,000	Gas Tax
Catch Basin/ swale (Ranchland Motel corner) project : <i>further discussion ?</i>		\$20,000	MSI/LGFF
Raw water reservoir aeration project		\$1,370,000	AWWMP
		38.46% Reserves; 61.54% Province	
Notes:			
- Water valve replacement ideally complete by June - A decision on the catch basin/ how to address stormwater needs to be made asap, project has additional complexities. - FOG Digester is on order			

Parks & Trails	Lead: Rec Facility Supervisor	BUDGET	SOURCE
Picnic Shelter/ Gazebo modifications (Lions Grove Park)		\$15,000	MSI/LGFF
Pathway Rehab (Ball Diamond area)		\$20,000	MSI/LGFF
Playground updates (handicap accessible swings and groundwork)		\$25,000	MSI/LGFF
VIC washroom completion		\$10,000	Reserves
Notes:			
Shelter: water line condition (assess for leakage)			

- playground groundwork may be 2024;

Buildings	Lead: Various	BUDGET	SOURCE
THRC - front curtainwall façade, roof & elevator (grant dependent) Grant application submitted – unlikely a 2024 project		\$300,000	program
Arena – partial board replacement/ updates Deadline upcoming		\$75,000	MSI/LGFF
Public Works Shop – Heating, A/C, ventilation, lighting and structural, electrical, fiber, sewer, water Some aspects under way		\$75,000	MSI/LGFF
Firehall – Heating updates Quotes being obtained		\$50,000	MSI/LGFF
Fencing - recycling/branch pile yard In development		\$25,000	Taxation

Notes:

Vehicles & Equipment	Lead: Public Works/ Rec/Bylaw	BUDGET	SOURCE
PW equipment - sander and plow		\$50,000	Taxation
Backhoe replacement		\$202,000	MSI/LGFF
Vehicles (PW pickup trucks)		\$75,000	Reserves
Parks - tractor replacement/2 nd hand Toolcat		\$40,000	MSI/LGFF
Bylaw equipment - speed signage & upgraded crosswalk illumination		\$25,000	Gas Tax

Notes:

- Sander and Plow will be executed this summer.
- Backhoe ordered – receipt in 2024
- A fleet program for next year may be being examined. What best fits the budget?
- A secondhand Tool Cat rather than a new Kubota for reasons of compatibility and flexibility is being considered.
- Electric traffic signs ordered from ATS by Bylaw. Model that will allow traffic count on HWY2.
- Crosswalk servicing and upgrades (particularly the THRC and either side of Main Street) being explored with ATS.

Public Realm & Development	BUDGET	SOURCE
Library Raingarden (<i>grant dependent</i>)	\$56,500	program
VIC Raingarden/secondary phase (<i>grant dependent</i>)	\$567,500	program
Gateway Signage	\$25,000	MSI/LGFF

Notes: Library or VIC project grant application success would mean considerable reserve decisions for match or partnering amounts.

Other notes:

We are in an extended discussion with Fortis about a streetlight on HWY 533 by the entrance to Nanton campground to improve visibility and safety. If we get to a point where we have firm numbers and approach, further details will be provided.





REPORT FROM ADMINISTRATION

Meeting: March 20th 2023

Agenda Item: 3.1.2

Chief Administrative Officer

Alberta Advantage Immigration Program

Nanton's application to the Rural Entrepreneur Stream of the Alberta Advantage Immigration Program has been approved (not to be confused with the Rural Renewal Stream for people with job offers).

"Entrepreneurs who want to start a business or buy an existing business in a rural Alberta community can submit an Expression of Interest (EOI)."

Applicants under this stream can contact a participating community with respect to visiting and obtaining a community support letter for their package to submit to the Province within a 12 month period. Administration will be developing SOPs for this process with help from the Province.

<https://www.alberta.ca/aaip-rural-entrepreneur-stream-participating-communities.aspx#jumplinks-0>

Cemetery

A general letter went out to local churches and funeral homes following a fairly unique but unfortunate chain of events around notice for an urn burial in late February. While minimum notice under the bylaw is three days (unchanged from the previous bylaw) and is generally sufficient, we are recommending five business days' notice between November and March given the risks associated with large snowfalls, frozen ground and the moving of monuments.

THRC exterior art/signage

A request for proposals has been issued:

<https://www.nanton.ca/bids.aspx>

Public Notices/ Public Participation

- Wastewater Permit Approval: <https://www.nanton.ca/DocumentCenter/View/3634>
- Land Use Bylaw Survey and initial stakeholder meeting: <https://www.nanton.ca/CivicAlerts.aspx?AID=740>

Personnel and Professional Development

We are very sadly losing Adam Reiter to the City of Chestermere. We are initially running a quick response competition, but may extend it:

<https://www.nanton.ca/Jobs.aspx?UniqueId=99&From=All&CommunityJobs=False&JobID=Community-Peace-Officer-Level-1-78>

Operations are also moving to fill the vacant Public Works Labourer position:

<https://www.nanton.ca/Jobs.aspx?UniqueId=99&From=All&CommunityJobs=False&JobID=Public-Works-Labourer-Operator-55>

The CAO and Manager of Corporate Services met with the CUPE National Rep for Local 37 on March 14th. Discussions included pension programs.

NEW BUSINESS LICENCES THIS MONTH
Baron Home Design
Approved new Business Licence information can be followed here: Planning & Development Nanton, AB - Official Website

The following reports are enclosed:

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports previous month end

3.3 DEPARTMENT:

3.3.1 Corporate Services Manager

3.3.2 Operations Manager

3.3.3 Planning & Development Officer

3.3.4 Fire Chief

3.3.5 Peace Officer

Respectfully submitted,

The block contains a handwritten signature in black ink that reads "Neil Smith". Below the signature is the official logo for the Town of Nanton, Alberta. The logo features the word "NANTON" in a bold, sans-serif font. Below the name is a circular emblem containing a stylized landscape with a sun, mountains, and a river. The words "EST" and "1903" are positioned on either side of the emblem.

Neil Smith, RPP
Chief Administrative Officer

Town of Nanton**Vendor Cheque Register Report****Range: February 1 - February 28, 2023****Sorted by: Cheque date**

Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT0000000004315	888351 Alberta Ltd o/a Wild Rose	2/10/2023	\$12,430.00	WW sludge hauling & removal
EFT0000000004316	Bamboo Shoots (AB) Inc.	2/10/2023	\$7,134.97	Down payment for promo video
EFT0000000004317	Big Hill Services	2/10/2023	\$49.44	Ice blade sharpening
EFT0000000004318	Canadian Linen & Uniform	2/10/2023	\$65.26	Office mat cleaning
EFT0000000004319	Canoe Procurement Group of Canada	2/10/2023	\$50.36	Miscellaneous supplies
EFT0000000004320	Commercial Truck Equipment	2/10/2023	\$630.95	Fire truck repairs
EFT0000000004321	Contain-A-Way Services	2/10/2023	\$979.52	Waste management services
EFT0000000004322	Enfield, Tracy	2/10/2023	\$865.00	Office cleaning
EFT0000000004323	GM Mechanical Ltd	2/10/2023	\$525.90	Quarterly HVAC maintenance (office)
EFT0000000004324	Government Finance Officers Assoc.	2/10/2023	\$125.74	Annual membership fees
EFT0000000004325	Hifab Holdings Ltd	2/10/2023	\$178.80	Courier fees
EFT0000000004326	Inspiris	2/10/2023	\$2,173.50	IT costs
EFT0000000004327	Klearwater Equipment	2/10/2023	\$6,499.08	WTP chemical
EFT0000000004328	Nanton Home Hardware Building	2/10/2023	\$87.38	Miscellaneous supplies
EFT0000000004329	NextGen Automation	2/10/2023	\$131.45	Photocopier fees
EFT0000000004330	Purolator Inc.	2/10/2023	\$83.04	Courier fees
EFT0000000004331	Reynolds, Mirth, Richards & Farmer	2/10/2023	\$2,162.50	Legal fees
EFT0000000004333	Superior Safety Codes	2/10/2023	\$154.35	Safety code fees
EFT0000000004334	TransAlta Energy Marketing	2/10/2023	\$36,011.64	Power costs
19955	Action Door Services Ltd.	2/24/2023	\$696.58	Arena overhead door repairs
19956	Alberta Marine	2/24/2023	\$51.55	Miscellaneous supplies
19957	Alberta Registries	2/24/2023	\$10.95	Registry services
19958	Bakker Fencing and Oilfield Services	2/24/2023	\$420.00	Mobile steamer services
19959	BettsM Controls Inc.	2/24/2023	\$1,982.14	SCADA renewal fees
19961	Brogan Fire & Safety	2/24/2023	\$146.90	Safety glasses
19962	CentralSquare Canada Software	2/24/2023	\$25,741.86	Accounting software annual fee

19963	Chinook Singers & Players	2/24/2023	\$500.00	Promotional grant
19964	Chubb Life Insurance Company	2/24/2023	\$270.98	Employee benefits
19965	Claresholm Continuous Eaves	2/24/2023	\$3,571.41	Town office eavestrough upgrades
19967	High Country Chevrolet Ltd	2/24/2023	\$1,146.46	Vehicle repairs
19968	Imperial Oil	2/24/2023	\$72.15	Fuel costs
19970	Nanton Chamber of Commerce	2/24/2023	\$5,000.00	Annual contribution + 2022 additonal
19975	Stavely Elks	2/24/2023	\$100.00	Promotional grant
19977	Town of High River	2/24/2023	\$450.00	Safety code services
19978	Waterworth	2/24/2023	\$5,502.00	Annual software fees
19979	Yellow Pages	2/24/2023	\$47.21	Advertising
EFT0000000004336	Calmont Equipment	2/25/2023	\$257.86	oil filter for skid steer
EFT0000000004337	Canadian Linen & Uniform	2/25/2023	\$65.26	Office mat cleaning
EFT0000000004338	Canoe Procurement Group of Canada	2/25/2023	\$925.60	Grader parts
EFT0000000004339	ClearTech Industries Inc	2/25/2023	\$3,428.08	WTP chemical
EFT0000000004340	Coyote Courier Ltd	2/25/2023	\$746.22	Courier fees
EFT0000000004341	CUPE	2/25/2023	\$943.31	Union dues
EFT0000000004342	Drager Safety Canada Ltd.	2/25/2023	\$4,132.54	Fire equipment servicing & repair
EFT0000000004343	Ecco Recycling and Energy Corp	2/25/2023	\$878.63	Recycling fees
EFT0000000004344	Foothills Regional Services Comm.	2/25/2023	\$4,056.00	Landfill tippage fees
EFT0000000004345	G & JD Construction	2/25/2023	\$367.50	Lift rental fees
EFT0000000004346	GM Mechanical Ltd	2/25/2023	\$686.18	Maintenance & filter replacement (arena)
EFT0000000004347	Gregg Distributors Company Ltd	2/25/2023	\$305.41	Miscellaneous supplies
EFT0000000004348	Hicklin Motors	2/25/2023	\$404.48	Vehicle repairs
EFT0000000004349	Hifab Holdings Ltd	2/25/2023	\$350.60	Courier fees
EFT0000000004350	iA Financial Group	2/25/2023	\$72.08	Employee benefits
EFT0000000004351	Inspiris	2/25/2023	\$7,864.99	IT costs
EFT0000000004352	Joe Johnson Equipment	2/25/2023	\$6,291.25	Street sweeper repairs
EFT0000000004353	Kaizen Lab Inc	2/25/2023	\$453.86	Water testing
EFT0000000004354	Klearwater Equipment	2/25/2023	\$4,306.05	WTP chemical
EFT0000000004355	Linde Canada Inc.	2/25/2023	\$593.04	Tank rental
EFT0000000004356	MPE Engineering Ltd	2/25/2023	\$20,732.36	Engineering - various projects
EFT0000000004357	Nanton Auto Parts Ltd.	2/25/2023	\$123.31	Miscellaneous supplies
EFT0000000004358	Nanton Home Hardware Building	2/25/2023	\$151.28	Miscellaneous supplies
EFT0000000004359	F.C.S.S.	2/25/2023	\$561.60	ICS training

EFT0000000004360	New-Alta Electric	2/25/2023	\$210.00	Electrical repairs at arena (brine pump)
EFT0000000004361	NextGen Automation	2/25/2023	\$105.38	Photocopier fees
EFT0000000004362	Orkin Canada Corporation	2/25/2023	\$204.07	Pest control (Firehall)
EFT0000000004363	Porcupine Hills Plumbing & Heating	2/25/2023	\$1,050.00	Scout Hall furnace repairs
EFT0000000004364	Purolator Inc.	2/25/2023	\$183.32	Courier fees
EFT0000000004365	Integrated Sustainability Cons.	2/25/2023	\$157.50	WTP software
EFT0000000004366	Super Save Disposal (AB) Ltd	2/25/2023	\$1,534.85	Waste management services
EFT0000000004367	Super Valu Foods	2/25/2023	\$62.45	Office food & beverages
EFT0000000004368	T & T Disposal Services	2/25/2023	\$6,049.54	Waste management services
EFT0000000004369	UFA Co-operative Ltd	2/25/2023	\$4,221.66	Fuel costs

Total Cheques: 70

\$188,525.33





MONTHLY REPORT

Meeting: March 20, 2023

Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: February 20, 2023 to March 16, 2023

ACTIVITIES:

2022 year end work – auditors were onsite March 9 for the 2022 audit and financial statements will be completed by mid-April. Auditors will also attend the April 17 council meeting.

Attended the Medical clinic meeting on February 23 and March 15 – RFP for design services is moving forward.

Grant application for accessibility upgrades (elevator mainly) at the THRC submitted to the Green & Inclusive Community Building program on February 27.

Signed a new lease arrangement for the office photocopier – a further 3 years at half the current rate.

Work on IT security per resolution # 49 – 23/02/21 is needing more time than anticipated. Will work to have recommendations for council later in June or the summer.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

The 2022 Cemetery columbarium project is slowly moving forward, and we've been advised by the manufacturer that it will be completed the last week of March.

Parks & Recreation Report –

RFP for arena board work closed on March 10 but we've extended the due date to encourage more proposals for review.

The Olympia broke down in February which caused the need for an unexpected and expensive repair and use of a rental. All is good now though. Issue was related to general wear and tear.

Furnace work - 2 newer furnaces that were in the meeting room space before the renovation were relocated to the basement to upgrade the old ones that service the dressing rooms. Staff are working on a plan to combine the units so that only one unit works at a time thus reducing maintenance costs and extending their useful life.

121.75 hours of ice rented to local teams in February with 33 hours of ice time rented to non-local teams.

Public skate and shinny numbers - 240 in total for the month of February.

MARKETING AND COMMUNICATIONS:

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

Attended the Reynolds Mirth Richard Farmer (RMRF) Law Seminar along with the CAO and development officer on March 3, 2023.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: March 16, 2023





MONTHLY REPORT

Meeting: March 20, 2023

Agenda Item: 3.3.2

Operations Department

Report Period: (February 2023)

ACTIVITIES:

- WASTEWATER OPERATIONS

- 33486 m3 of treated wastewater effluent was released to Mosquito Creek
- Confirmed the dates for the rotary filter press pilot project (April 11-24).
- Ordered new sheaves for the aeration tank blowers, to double their SCFM output and improve aeration capabilities within the aeration tanks.
- Kristian Electric inspected the 5 ton membrane crane in the WWTP to determine why the crane will not come back down. Inspection revealed improper modifications to the crane during installation, resulting in an electrical short. These modifications were not identified until now due to the lack of any annual inspection and certification of this overhead crane since its installation in 2017. The replacement parts have been ordered and will be installed when they arrive. Inspection and certification of this crane and all other overhead cranes in the Town buildings will be completed in conjunction with the crane repair.
- Submitted annual WWTP report to AEPA.

- WATER OPERATIONS

- 33280 m3 of treated water was sent to the Town's distribution system
- Backup pump in the raw water infiltration gallery was removed for inspection and repair, if necessary. A new plug was installed on the unit in the fall, and the pump would not turn on.
- Installed new chlorine analyzer on post-filter line within WTP to replace the aging and inaccurate old unit.
- MPE installed a redundant SCADA computer at WTP, to ensure that data collection from daily WTP operations is not missed during SCADA computer updates, crashes, etc.
- Submitted annual WTP report to AEPA.

- ROADS

- Clearing snow on priority routes and hauling to temporary storage.
- Haul temporary snow storage piles to permanent site.
- Applying sand/salt to intersections and roads with built up ice.
- Peeling intersections with backhoe and skid steer when temperatures permit.
- Peeling snow/ice from parking lanes to help with water flow when it melts.
- Clearing storm drains

- SIDEWALKS/PATHWAYS

- Clearing snow and laying ice melt on any icy sections.
- Making note of sidewalks that have not been cleared and providing Bylaw with addresses.
- Utilizing the combo wafers on the pathways which appear to be working well.

- MISCELLANEOUS
 - Some lights are still in the trees in Westview trees and will be removed when the weather permits.
- CEMETERY
 - No burials this month
- RECYCLING
 - Mulch pile remains and will be offered but not advertised to town residents.
 - Created a burn pit to the southeast of the yard waste area for burning tree branches throughout the winter weather dependent.
 - Researching methods for removal of concrete and asphalt pile.
 - Presented the services committee with an option for tree waste removal.

EMERGENCY MANAGEMENT:

- Working on Emergency management plan
- AEMA Audit – March 17

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- ICS 300 – Feb 8-10 (Nanton)
- ICS 400 – Feb 23-24 (Lacombe) Shellah

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Emergency Management – Individual ICP Section Chief courses online through NAIT.
- Public Works Supervisor Level 3 – April
- AWWOA Level 1 Prep Course – April (Dan & Chris)

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Strategic Priority	Objective	Approach	Measure	Progress YTD
1.				
2.				
3.				

Operating Project	Objective	Approach	Measure	Progress YTD
1. Backhoe	Purchase – New	Ordered	Request for Proposal	Ordered February 28, 2023
2.				
3.				





MONTHLY DEPARTMENT REPORT

Regular Meeting: March 20, 2023

Agenda Item: 3.3.3

Georgina Sharpe, Planning and Development

Report Period: February 2023

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	February 2023	January 2023
Residential	\$1,200K	\$47K
Comm/Ind	\$0K	\$0K
Public	\$0K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Total = 67/85)	2 lots	0 lot
	YTD2023	YTD2022
TOTAL	\$1,247K	\$0K
		YE2022
Housing Starts	3	7

*by date of sale

- Municipal Planning Commission Meeting – Monday February 13

February Permits Issued:

DP #	Last Name	Civic Address of Development	Lot	Blk	Plan	Zone	Description
D01-23	Ingram	2602 22 Street	9	17	5036FL	R1	HOC2-Landscaping contractor
D02-23	Gordon	147 Westview Drive	2	86	0715724	R1	Walk out bungalow with Secondary suite
D03-23	G.&J.D. Construction	2609 19 Avenue	6	120	0811102	IN	Re-submission of D16-19
D04-23	Shah & Gillani	125 Westview Drive	2	85	0715724	R1	Walk out bungalow with Secondary suite
D05-23	Fowler	2503 19 Street	9	20	6641HD	R1	HOC2-Plumbing contractor
D06-23	Studio Wolf Designs	2220 22 Street	Lot 11, 12	7	959J	R1	House Rebuild after fire

PROGRESS ON PROJECTS & PROGRAMS:

- Land Use Bylaw Update Project –
 - RFD February 6 – Engagement Plan approved
 - Call for interest and input in March / April newsletter
- Housing Needs Assessment Update -
 - Proposal presented to Council Feb 21

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- ICS 300 Course – Intermediate Incident Command System for Expanding Incidents (Emergency Management) – Feb 8-10
- Safety Codes Council 2022 Annual Internal Review – Training Session Feb 13 online
- Brownlee Law Emerging Trends Seminar – Feb 16 online

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – Monday March 13 @ 7 pm
- Land Use Bylaw Update: Online Survey; Stakeholder Workshop March 22 at the Curling Club Lounge
- Land Use Bylaw Update: Advisory Group and Council introductory sessions Committee of the Whole April 24





MONTHLY DEPARTMENT REPORT

Meeting: March 20, 2023

Agenda Item: 3.3.4

Nanton Fire Department

Report Period: February 1 to February 28, 2023

ACTIVITIES:

- Regular training nights are on Thursday's starting at 19:00 hours.
 - We have been focusing on:
 - Rapid Intervention Team (RIT) training
 - Radio Communications
- Recruitment and Retention will be a primary focus over the next few months to assist with availability of daytime responders. A request for decision will be coming forward looking for support of a business initiative to help increase our numbers through the business community.
 - Ideas are being formalized and a report to council will be soon.
- We will be working with our neighbours to promote a fire training academy that could be hosted through the school division. In collaboration with JT Foster we are hoping to attract Senior High students to a training program that would have them complete their NFPA 10-01 Level 1, First aid and Medical First Responder training. More information and a potential RFD will be coming as soon as details are available.
 - Initial program information has been provided to the Fire Chiefs and will be presented to respective councils when completed.
 - Fire Training grounds in Granum will be completed in the spring and we will be able to offer hands on training to the program when that is complete.
- Day to day operations continue as we live the winter season.
- I received a resignation letter from Deputy Chief Arkes. He will be stepping down as Deputy Chief and will remain as a member to assist with Fire Safety Inspections and the Quality Management Plan. We thank Doug for his years of Service as the Deputy and look forward to having him assist with inspections and investigations.
 - A Deputy Chief posting will take place in February.
 - The position has been posted with one application. A recommendation to council will be forth coming.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- As I continue to re-familiarize myself with the operations of the department there are a few odds and ends we will be finalizing in the next couple months.
 - The heating system in the apparatus bay is in need of repair. Quotes are being gathered and should fall within operations budgeting for facility.
 - Still gathering quotes for this project
 - Contractor required more information and will have a quote for us soon.
 - Contractor has been selected and work will commence in March.
 - Exterior lighting will be upgraded to more efficient LED lighting.
 - Temperatures have pushed this upgrade to the New Year
 - Scheduling conflicts and weather have pushed project to March.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- One Captain continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- Firefighter continues to work towards his Fire Safety Codes Officer Group C with Safety Codes Council.
- A new round of NFPA 10-01 Level 1 training has started with 3 recruit members attending.
 - Training has been going well with Nanton Fire providing props and facility.
 - Final exams are scheduled for April.
- Discussions with DEM regarding ICS training for Fire Department members
 - Working with response partners to host this training.
- Discussions with training providers for
 - Pediatric Emergency Training
 - Stop the Bleed Hemorrhage Control Training (Booked April 1 2023)
 - Hands on Training days for Heavy Rescue (Spring 2023)

UPCOMING EVENTS / ADDITIONAL INFORMATION:

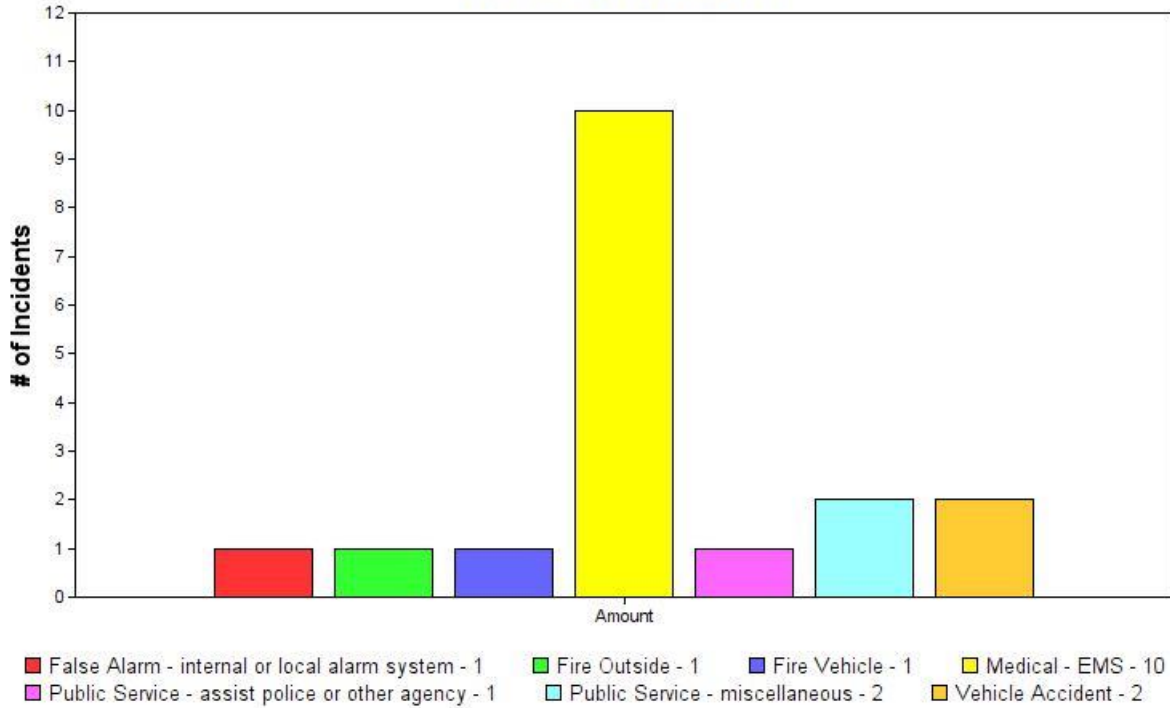
- We have started planning for the return of the Fireman's Ball on March 25, 2023. More details to come.
 - Firemen's Ball is well under way with meal and entertainment booked.
 - We are pleased to be working with the Nanton Golf Club who will be preparing the meal for us.
 - El Mule has been booked for entertainment.

Respectfully submitted,
Fire Chief John G. Dozeman

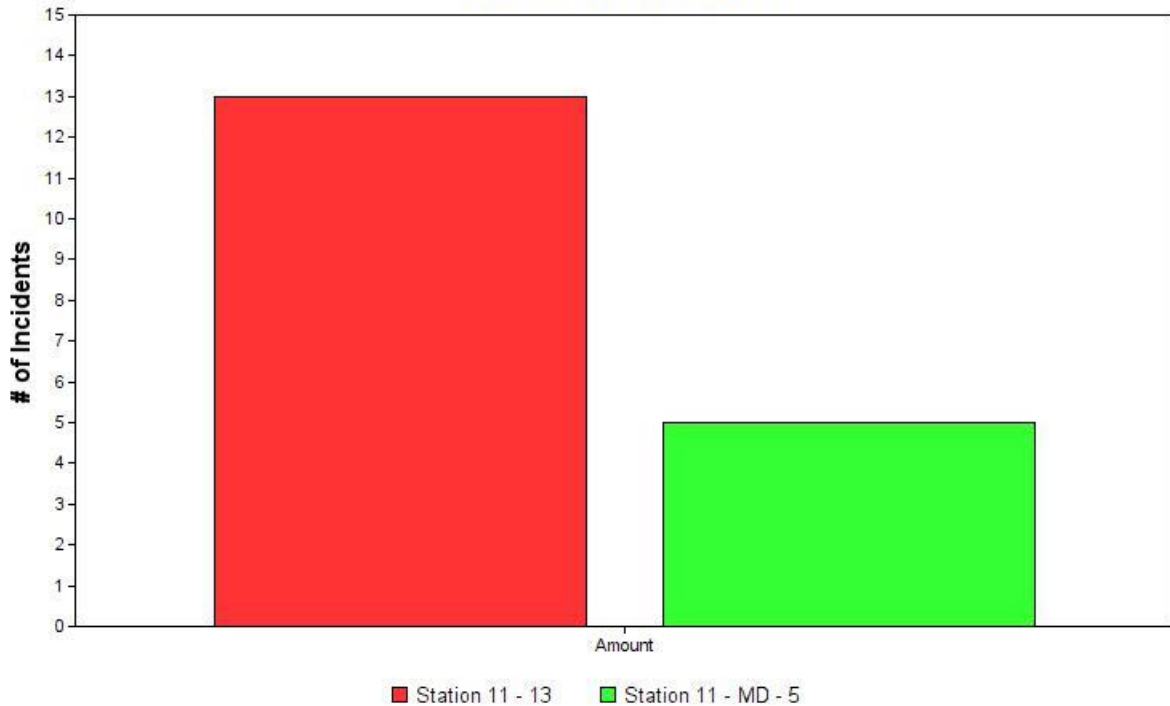


Nanton Fire Department Monthly Call Statistics

Totals by Type
From Feb 1 23 to Feb 28 23



Totals by Station
From Feb 1 23 to Feb 28 23





MONTHLY DEPARTMENT REPORT

Meeting: March 20, 2023

Agenda Item: 3.3.5

Peace Officer Adam Reiter #18591

Report Period: February 2023

ACTIVITIES:

- February 2 - Joint Force Operation (JFO) with Cpl. NAIRN
- February 6 – JFO with Cst. LABERGE
- February 7 – JFO with Cpl. NAIRN and Cst. LABERGE
- February 9 – JFO with High River RCMP Traffic Services Cst. HARVEY (13 tickets and 6 warnings issued between 2 officers, multiple locations throughout morning)
- February 16 – Services Committee attended.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

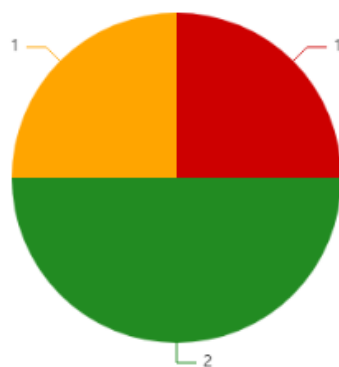
N/A

UPCOMING EVENTS / ADDITIONAL INFORMATION:

N/A

Monthly Occurrences snapshot:

Count of Incident Types Total:4 | 100.0%



Municipal Types

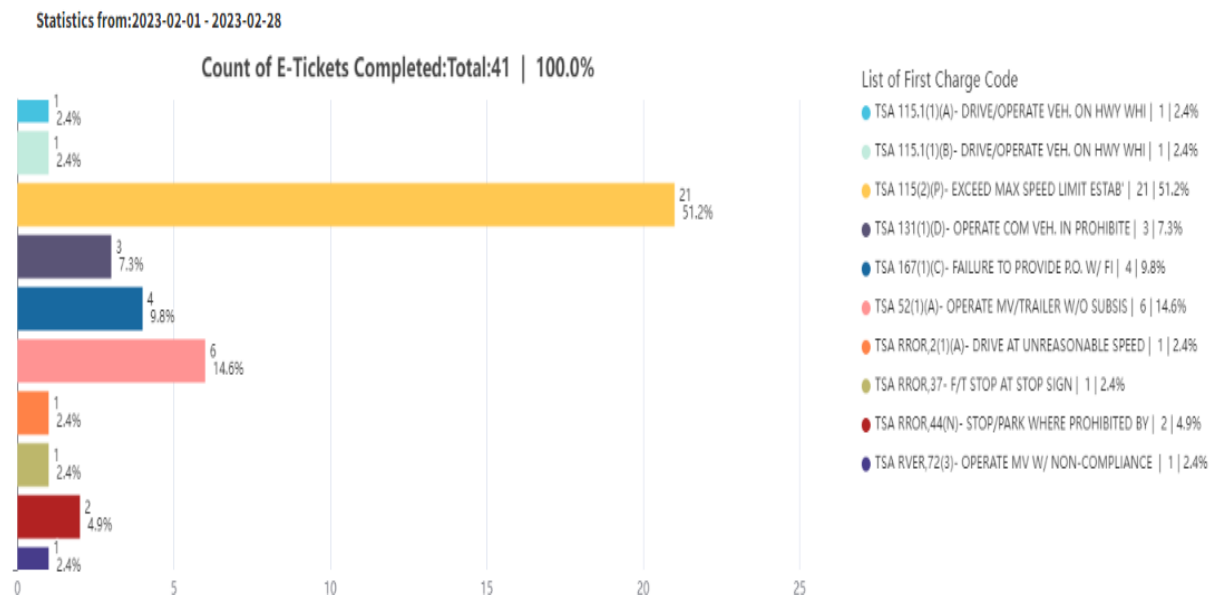
ANIMAL BYLAW	1	25.0%
SCHOOL EVENT/PATROL	2	50.0%
TRAFFIC BY-LAW	1	25.0%

February was a much slower month for files, as only 2 complaints were officially filed, 1 animal issue and 1 snow removal complaint. A trial was done as the end of the month where school

zone patrols were created for 2 dates. If this is deemed a benefit, school zone patrols will continue to be tracked in MRF reporting.

Monthly ticket stats:

The adjustment to the tracking of warnings and issued violation tickets has continued in February. In total 41 violations were identified in February, tickets issued total approximately \$3509.





MONTHLY COUNCIL REPORT

Meeting: [March 20, 2023]

Agenda Item: 3.4.2

Councillor Victor Czop:

Report Period: February 2023_____

MPC Member: Yes (alternate)

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

Council Standing Committees:

Economic & Community Development No meetings

Liaison / Point of Contact: Nanton Community Centre and Citizens on patrol

ADDITIONAL INFORMATION:

Attend Alberta Southwest meeting at Cardston
Attend Community Hall Society meeting
Attend MPC meeting
Attend Council meetings
Attend Service committee meeting
Attend Chamber of Commerce AGM

VR Czop



MONTHLY COUNCIL REPORT

Meeting: [Date]
Agenda Item: 3.4.3

Councillor Roger Miller:

Deputy Mayor November 1, 2024 to February 28, 2025

Report Period: February 2023

MPC Member: Yes

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

1. Nanton Health Centre Management Committee

Date: February 23

Key Items: Grant Application submitted.

Email from MDWC – CAO 'As per the Committee resolution at yesterday's meeting I can confirm that MPE will be providing a Confirmation of Assignment in the next couple of days to Clayton for his signature for the work to complete two Request for Proposal documents – one based upon the scope of work required should the 'Green and Inclusive Building' grant be received and a second based upon the grant not being received.'

2. Combined Assessment Review Board

Date: n/a

Key Items:

3. Other Events (including Alternate Representative Oldman River Regional Services Commission)

Date: February 13 - attend MPC meeting
February 15 – attend meeting with LRSD to discuss Council position on a Nanton Solution for our two schools.

Key Items: February 16 – Attend CGEDC as Council Liaison

Council Standing Committees:
(Key items detailed in minutes)

Services - February 16 – attend Services Committee meeting.
Recreation and Culture

Liaison / Point of Contact: Nanton Grain Elevator Discovery Centre / Nanton Lions / Leos Club

UPCOMING EVENTS / ADDITIONAL INFORMATION:



MONTHLY COUNCIL REPORT

Meeting: March 20, 2023

Agenda Item: 3.4.7

Councillor John Dozeman:

Deputy Mayor July 1, 2023, to October 31, 2023, and July 1, 2025 to October 31, 2025

Report Period: February

MPC Member: Yes

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

1. Emergency Management Committee Chair

Date:

Key Items: Nothing scheduled for February.

2. Foothills Regional Emergency Services Commission

Date:

Key Items: Nothing scheduled for February.

3. Other Events

Date:

Council Standing Committees:
(Key items detailed in minutes)

Services: Nothing scheduled in February.
Finance: Nothing Scheduled for February.

Liaison / Point of Contact: Nanton Lancaster Society
Nanton Children's Society
Nanton Fire Department

UPCOMING EVENTS / ADDITIONAL INFORMATION:



MINUTES

Monday, March 6, 2023 at 6:30 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

SPECIAL COUNCIL MEETING

COUNCIL PRESENT: Mayor Jennifer Handley and Councillors Victor Czop, John Dozeman, Roger Miller, Dave Mitchell and Ken Sorenson.
On Leave: Councillor Kevin Todd.

OTHERS PRESENT: Neil Smith Chief Administrative Officer
Lisa Lockton Legislative Services Manager
Corporal Tom Nairn Nanton RCMP Detachment

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Special Meeting was called to order by Mayor Handley at 6:30 p.m.

RESOLUTION # 57 – 23/03/06 - Czop

The Special Council agenda for March 6, 2023, was accepted as presented. CARRIED

2. CLOSED CONFIDENTIAL SESSION:

2.1 Nanton RCMP Hubbing

RESOLUTION # 58 – 23/03/06 - Sorenson

IT WAS MOVED to recess the Special Meeting at 6:31 p.m. in order to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

- Nanton RCMP Hubbing – FOIP Section 21 - Harmful to intergovernmental relations

CARRIED

Councillor Dozeman entered the meeting at 6:37 p.m.

RESOLUTION # 59 – 23/03/06 - Miller

IT WAS MOVED to reconvene the Special Meeting at 6:49 p.m. CARRIED

RESOLUTION # 60 – 23/03/06 - Mitchell

Moved that a letter be drafted and sent to Deputy Commissioner Zablocki of RCMP 'K' Division and the Minister of Justice and Solicitor General, outlining the Town of Nanton's strong opposition to the formalised or permanent hubbing of the Claresholm and Nanton detachments, with copies to the Municipal District of Willow Creek and Ranchland. CARRIED

3. ADJOURNMENT:

RESOLUTION # 61 - 23/03/06 - Mitchell

IT WAS MOVED to adjourn the Special Meeting of Council at 6:49 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:ll

These minutes accepted and signed this 20th day of March, 2023.

Not Yet Approved





MINUTES

Monday, March 6, 2023 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

COUNCIL PRESENT: Mayor Jennifer Handley and Councillors Victor Czop, John Dozeman, Roger Miller, Dave Mitchell, and Ken Sorenson.
On Leave: Councillor Kevin Todd.

OTHERS PRESENT:	Neil Smith	Chief Administrative Officer
	Lisa Lockton	Legislative Services Manager
	Nicole Roy	Legislative Services Clerk
	Clayton Gillespie	Corporate Services Manager
	Georgina Sharpe	Planning & Development Officer

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 62 – 23/03/06 - Dozeman

The Regular Council agenda for March 6, 2023, was accepted as presented. CARRIED

2. PRESENTATIONS: None scheduled

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

RESOLUTION # 63 - 23/03/06 – Mitchell

Moved that all written reports, as recorded on the agenda for March 6, 2023, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 Services Committee Meeting Minutes - E

RESOLUTION # 64 - 23/03/06 - Miller

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Services Committee Meeting of the Town of Nanton held February 16, 2023, were accepted as distributed. CARRIED

4.1.2 Regular Council Meeting February 21, 2023 – E

RESOLUTION # 65 - 23/03/06 - Sorenson

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 21, 2023, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Services Committee Recommendations:

1 Request for Decision: Dewatering Pilot

RESOLUTION # 66 - 23/03/06 - Dozeman

Moved to proceed with the 2023 dewatering pilot project for the Wastewater treatment plant as recommended by the Operations Manager at an estimated cost of \$10,000 to determine effectiveness of dewatering options before proceeding to a larger scale dewatering project to reduce liquids in sludge. CARRIED

2 Request for Decision: Bylaw 1160/04 Review

RESOLUTION # 67 - 23/03/06 - Miller

Moved to have the Chief Administrative Officer review Bylaw 1160/04, also referred to as the Town of Nanton Development Levy Bylaw in the context of current off-site levy and utility fee discussions. CARRIED

3 Request for Decision: Air burner options for yard waste

RESOLUTION # 68 - 23/03/06 - Dozeman

Moved to add "consideration of an air burner option for yard and branch disposal" to the strategic plan (Operations) for 2023, with the goal of potentially issuing a request for proposals in the third or fourth quarter of 2023 for prospective acquisition in 2024. CARRIED

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision: Operational Budget 2023 - E

RESOLUTION # 69 - 23/03/06 - Miller

Move to approve that \$3,012,162 in net municipal taxes, as outlined in the 2023 updated summary budget proposal, be collected in 2023 and that administration formalize the final 2023-2025 operating budget document for presentation and approval at the March 20, 2023, Council meeting. CARRIED

5.2 Request for Decision: Tom Hornecker Recreation Centre aesthetic project – E

RESOLUTION # 70 - 23/03/06 - Mitchell

Moved that Resolution #14 – 23/01/16 be hereby rescinded and replaced with the following:
"Moved that Council budget \$5,000 of economic development funds for 2023 to install an experimental piece of public art or creative imagery on a section of the south wall of the Tom Hornecker Recreation Centre, selected by Request for Proposals process, aesthetically vetted at Committee of the Whole". CARRIED

5.3 Information Brief: Proposed Fire Department Review – E

RESOLUTION # 71 - 23/03/06 - Sorenson

Moved to delay the proposed fire department review to fall of 2023 due to the unexpectedly high cost for this year's budget. CARRIED

5.4 Information Brief: Economic Development dialogue with Chamber of Commerce – E

The Chief Administrative Officer outlined the information brief – no further action at this time.

5.5 Request for Decision: Event Sponsorship (Marlins) - E

RESOLUTION # 72 - 23/03/06 - Mitchell

Moved to limit 2023 Annual Support Grant funding to the Nanton/ Fort Macleod Summer Swim Meet to \$500, while referring the question of the overall fee packages for local user groups simultaneously using two or more Town recreation facilities for an event to Committee of the Whole on March 27, 2023.
CARRIED

5.6 Extension of Councillor Todd leave of absence until May 31, 2023

RESOLUTION # 73 - 23/03/06 – Dozeman

Moved that Agenda Item 5.6, Extension of Councillor Todd's leave of absence, be included under Agenda Item 7. - "Closed Confidential Session" as 7.4. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION:

- 6.1.1 Invitation to attend Longview Little New York Daze July 15 & 16 – E**
(Council will respond on their own directly or advise administration).

6.2 FOR INFORMATION:

- 6.2.1 Letter of support sent to the Canadian Grain Elevators Discovery Centre – E**
- 6.2.2 Letter of support for Nanton Lions Campground proposal – E**
- 6.2.3 Letter from Minister Schulz, Budget 2023 – E**
- 6.2.4 Alberta Environment Wastewater Treatment Plant License extension – E**
- 6.2.5 AB Public Safety Minister Ellis – Provincial Policing**
- 6.2.6 AB Municipal Affairs Minister Schultz – Municipal Sustainability Initiative (MSI) and Canada Community – Building Fund (CCBF) announcements – E**

7. CLOSED CONFIDENTIAL SESSION:

Nicole Roy left the meeting at 8:29 p.m.

RESOLUTION # 74 - 23/03/06 - Czop

IT WAS MOVED to recess the Regular Meeting at 8:29 p.m. in order to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

- 7.1 Nanton Schools Solution – FOIP Section 21 – Harmful to intergovernmental relations**
- 7.2 Housing Needs Assessment – FOIP Section 21 – Harmful to intergovernmental relations**

- 7.3 Municipal Enforcement - FOIP Section 24 – Advice from Officials
7.4 (Moved Agenda Item 5.6) Extension request for Councillor Todd – FOIP Section – 24 – Advice from Officials.
CARRIED

Georgina Sharpe left the meeting at 9:02 p.m., before discussion of Agenda Item 7.3.

RESOLUTION # 75 - 23/03/06 - Mitchell

IT WAS MOVED to reconvene the Regular Meeting at 9:38 p.m. CARRIED

7.1 RESOLUTION # 76 - 23/03/06 - Dozeman

Moved to direct the Chief Administrative Officer to investigate the options that may be available for to the Town of Nanton pension programs and planning. CARRIED

7.4 RESOLUTION # 77 - 23/03/06 -Czop

Move to approve the requested leave of absence for Councillor Todd until May 31, 2023.
CARRIED

RESOLUTION # 78 - 23/03/06 - Mitchell

Move to amend Resolution #88 - 22/03/09 and replace Councillor Kevin Todd as Deputy-Mayor with Councillor Dozeman due to the extended leave of absence. The schedule of Deputy-Mayors to read as:

Name	First Term	Second Term
Councillor Czop	Nov 1/21 – Feb 28/22	Nov 1/23 – Feb 28/24
Councillor Mitchell	Mar 1/22 – June 30/22	Mar 1/24 – Jun 30/24
Councillor Miller	Jul 1/22 – Oct 31/22	July 1/24 – Oct 31/24
Councillor Sorenson	Nov 1/22 – Feb 28/23	Nov 1/24 – Feb 28/25
Councillor Dozeman	Mar 1/23 – Jun 30/23	Mar 1/25 – Jun 30/25
Councillor Todd	Jul 1/23 – Oct 31/23	Jul 1/25 – Oct 31/25

CARRIED

8. ADJOURNMENT:

RESOLUTION # 79 - 23/03/06 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:40 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:II

These minutes accepted and signed this 20th day of March, 2023.





REQUEST FOR DECISION

Meeting: March 20, 2023
Agenda Item: 4.2.1

2023-2025 Operating Budget

ADMINISTRATIVE RECOMMENDATION:

Approve the 3-year operating budget as presented.

DECISION OPTIONS:

- ☒ #1 – Approve the three-year operating budget as presented.
- ☐ #2 – Approve with changes as directed by council.
- ☐ #3 – Refer back to Administration and or the Finance Committee for further consideration.

PURPOSE:

For council to consider approval of the 2023-2025 operating budget.

BACKGROUND / IMPLICATIONS:

Further to the previous meeting of council, and as per resolution #69 - 23/03/06 - Miller, the formalized three year operating budget has been provided for consideration. The 3-year operating budget/plan has been an MGA requirement now since 2019 and is a good thing in terms of efficiency and better planning.

The 2023 numbers (approved already) are in line with what administration previously presented while the 2024 and 2025 numbers are largely based on the 2023 numbers with an add for inflation where appropriate. The net tax to be collected in 2024 and 2025 shows increases of approximately 3% each year. As this is a budget, these numbers are our best estimate of where things will be and the 2024 and 2025 numbers will of course be revisited and looked at in more detail during next year's budget deliberations. Outside of potential surplus dollars that could be factored in the numbers shouldn't change a lot.

CAO Comment:

This budget reasonably balances fiscal constraint with the ambitions of the corporation and Council in a tough inflationary environment. Some property owners may be more or less impacted this year due to shifts in assessment for their individual properties more than the changes in property tax rate.

ALTERNATIVES:

- REFER to (Administration or Committee) _____
- DEFER the matter to the Council meeting of (date) _____

Financial (GL# / Amount): _____

Communications/PR: The outlined budget if approved will be placed on the Town's website and will be available for the public.

Applicable Legislation: MGA Sections 242-246

Attachments: 2023-2025 Operating Budget

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: March 16, 2023

APPROVED BY: Neil Smith, Chief Administrative Officer:

STRATEGIC PLAN ALIGNMENT			
☐	CORE SERVICES	☒	FINANCE & I.T.
☐	ECONOMIC DEVELOPMENT PRIORITIES	☐	COMMUNITY DEVELOPMENT PRIORITIES
☐	GOVERNANCE	☐	SINGLE ISSUE PRIORITY
Please detail the specific strategic priority and objective if applicable: No specific priority or objective.			





TOWN OF NANTON

2023 to 2025 MULTI-YEAR BUDGET

Including Operations and Capital

Town Of Nanton
Operational Budget
2023 - 2025



	2023	2024	2025
REVENUE			
Net Municipal Taxes	\$3,012,163	\$3,217,935	\$3,371,575
Sales & User Fees	1,528,741	1,568,366	1,590,938
Licenses & Permits	58,790	59,242	58,889
Fines	12,000	10,000	10,275
Rentals	163,540	169,467	173,984
Government transfers	182,205	158,705	158,855
Investment income	62,000	55,000	50,000
Penalties & cost	56,356	59,082	62,060
Franchise & Concession	343,500	347,500	351,541
Other revenues	9,000	9,000	9,110
Total Revenue	5,428,295	5,654,297	5,837,227
EXPENDITURES			
Legislative	147,175	141,397	142,581
General Administrative	851,034	866,771	883,435
Fire	211,450	207,656	212,593
Municipal Enforcement and Disaster	117,547	112,890	122,277
Common services	359,276	372,483	382,673
Roads	420,436	425,723	435,074
Water	608,254	623,101	638,603
Waste Water	773,476	786,783	807,447
Solid Waste	78,000	80,700	82,872
Recycling	75,327	78,729	81,537
Cemetery	21,424	21,978	22,766
Land - Planning, Zoning and Subdivision	256,614	164,038	168,260
Marketing and Communications	50,000	48,249	49,481
Parks and Recreation	901,385	902,506	923,371
Cultural, FCSS and Public Health	160,392	161,295	163,241
Total Expenditures	5,031,791	4,994,301	5,116,210
EXCESS (SHORTFALL)	396,504	659,996	721,017
OTHER			
Government transfers for capital assets	2,035,098	980,000	2,810,000
EXCESS (SHORTFALL) OF REV OVER EXP	2,431,602	1,639,996	3,531,017
ADJUST CASH ITEMS THAT ARE NOT REV & EXP			
Capital expenditures	(2,697,000)	(1,080,000)	(2,860,000)
Debt principal repayment	(31,504)	(32,496)	(33,517)
Transfer from reserves	911,902	110,000	60,000
Transfer to reserves	(615,000)	(637,500)	(697,500)
Trial Balance	0	0	0
Variation	0	0	0

**Town of Nanton
LEGISLATIVE BUDGET
2023 - 2025**



	2023	2024	2025
Revenue			
Other revenues:			
LEG - Transfer from Reserves	(30,000)		
Total Other revenues	(30,000)		
Total Revenue	(30,000)		
Expense			
Salaries, Wages & Benefits:			
COU - Statutory Deductions	2,700	3,200	3,200
COU - Allowance	85,000	90,872	91,781
COU - Per Diem - Mitchell	500	750	750
COU - Per Diem - Handley	1,000	1,500	1,500
COU - Per Diem - Dozeman	500	750	750
COU - Per Diem - Czop	500	750	750
COU - Per Diem - Miller	500	750	750
COU - Per Diem - Sorenson	500	750	750
COU - Per Diem - Todd	500	750	750
Total Salaries, Wages & Benefits	91,700	100,072	100,981
Contracted & General Services:			
COU - Travel, Subsis, Training	6,000	6,750	7,000
COU - Trav, Subsis, Training - Mitchell	1,000	1,000	1,000
COU - Trav, Subsis, Training - Handley	1,000	1,500	1,500
COU - Trav, Subsis, Training - Dozeman	1,000	1,000	1,000
COU - Trav, Subsis, Training - Czop	1,000	1,000	1,000
COU - Trav, Subsis, Training - Miller	1,000	1,000	1,000
COU - Trav, Subsis, Training - Sorenson	1,000	1,000	1,000
COU - Trav, Subsis, Training - Todd	1,000	1,000	1,000
COU - Information Services	1,000	1,500	1,500
COU - Operational Projects	10,000		
COU- Insurance & Bonds	575	575	600
Total Contracted & General Services	24,575	16,325	16,600
Materials, Goods, Supplies :			
COU - Consumable Foods	2,500	2,500	2,500
COU- Misc Goods and supplies	5,000	5,000	5,000
Total Materials, Goods, Supplies	7,500	7,500	7,500
Tfrs & Grants to Other Organizations:			
COU - Grants to Individulas & Organizations	23,400	17,500	17,500
Total Tfrs & Grants to Other Organizations	23,400	17,500	17,500
Total Expense	147,175	141,397	142,581
NET EXCESS (DEFICIT)	(111,175)	(141,397)	(142,581)

Town of Nanton
CORPORATE SERVICES BUDGET
2023 - 2025



	2023	2024	2025
			EST
ADMINISTRATION			
Revenue			
Sales & User Fees	4,225	4,250	4,275
Penalties, Permits, Fines	1,300	1,400	1,400
Government transfers	10,000	5,000	5,000
Other revenues	18,000	3,000	3,000
Total Revenue	33,525	13,650	13,675
Expense			
Salaries, Wages & Benefits	580,044	591,645	603,478
Contracted & General Services	244,100	246,700	250,942
Materials, Goods, Supplies	14,840	16,339	16,623
Utilities	7,300	7,337	7,539
Service Charges, Debentures	3,750	3,750	3,853
Other Expenditures	1,000	1,000	1,000
Total Expense	851,034	866,771	883,435
NET EXCESS (DEFICIT)	(817,509)	(853,121)	(869,760)
MARKETING & COMMUNICATIONS			
Revenue			
Business Licences	26,500	26,500	27,000
Total Revenue	26,500	26,500	27,000
Expense			
Contracted & General Services	42,700	40,809	41,932
Materials, Goods, Supplies	2,500	2,640	2,713
Utilities	1,300	1,300	1,336
Tfrs & Grants to Other Groups	3,500	3,500	3,500
Total Expense	50,000	48,249	49,481
NET EXCESS (DEFICIT)	(23,500)	(21,749)	(22,481)
FCSS			
Revenue			
Government transfers	58,705	58,705	58,705
Total Revenue	58,705	58,705	58,705
Expense			
Contracted & General Services	4,600	4,700	4,829
Utilities	4,200	4,400	4,521
Tfrs & Grants to Other Organizations	73,380	73,380	73,380
Total Expense	82,180	82,480	82,730
NET EXCESS (DEFICIT)	(23,475)	(23,775)	(24,025)

Town of Nanton
CORPORATE SERVICES BUDGET
2023 - 2025



	2023	2024	2025
LIBRARY			
Revenue			
Expense			
Contracted & General Services	22,137	22,200	23,686
Materials, Goods, Supplies	275	278	286
Utilities	7,300	7,337	7,539
Tfrs & Grants to Other Organizations	48,500	49,000	49,000
Total Expense	78,212	78,815	80,510
NET EXCESS (DEFICIT)	(78,212)	(78,815)	(80,510)

MUNICIPAL

Revenue			
Taxes	3,993,207	3,354,428	3,508,068
Penalties, Permits, Fines	50,500	53,000	55,850
Rentals, Franchise, Contracts	342,000	346,000	350,000
Investment income	62,000	55,000	50,000
Government transfers	(981,044)		
Total Revenue	3,603,156	3,808,428	3,963,918
Expense			
NET EXCESS (DEFICIT)	3,603,156	3,808,428	3,963,918

MUNICIPAL ENFORCEMENT

Revenue			
Penalties, Permits, Fines	21,100	19,100	19,375
Total Revenue	21,100	19,100	19,375
Expense			
Salaries, Wages & Benefits	101,797	96,840	105,860
Contracted & General Services	6,100	6,200	6,300
Materials, Goods, Supplies	9,650	9,850	10,117
Total Expense	117,547	112,890	122,277
NET EXCESS (DEFICIT)	(96,447)	(93,790)	(102,902)

Town of Nanton
Fire Department Budget
2023 - 2025



	2023	2024	2025
Revenue			
Rentals, Franchise, Contracts	\$38,115	\$41,042	\$42,273
Government transfers	9,000	9,000	9,000
Other revenues	26,000		
Total Revenue	73,115	50,042	51,273
Expense			
Salaries, Wages & Benefits	78,800	79,800	80,800
Contracted & General Services	89,300	91,700	94,010
Materials, Goods, Supplies	30,750	23,256	24,529
Utilities	12,600	12,900	13,255
Total Expense	211,450	207,656	212,593
NET EXCESS (DEFICIT)	(138,335)	(157,614)	(161,320)

Town of Nanton
PUBLIC WORKS BUDGET
2023 - 2025



	2023	2024	2025
COMMON SERVICES			
Revenue			
Other revenues	\$10,000	\$2,000	\$2,000
Total Revenue	10,000	2,000	2,000
Expense			
Salaries, Wages & Benefits	193,906	198,753	204,219
Contracted & General Services	78,320	83,565	85,864
Materials, Goods, Supplies	58,050	60,415	62,021
Utilities	29,000	29,750	30,568
Total Expense	359,276	372,483	382,673
NET EXCESS (DEFICIT)	(349,276)	(370,483)	(380,673)
ROADS			
Revenue			
Other revenues	8,000		
Total Revenue	8,000		
Expense			
Salaries, Wages & Benefits	132,861	136,183	139,928
Contracted & General Services	111,175	111,540	112,251
Materials, Goods, Supplies	38,400	39,000	40,073
Utilities	138,000	139,000	142,823
Total Expense	420,436	425,723	435,074
NET EXCESS (DEFICIT)	(412,436)	(425,723)	(435,074)
CEMETERY			
Revenue			
Sales & User Fees	11,550	11,650	11,894
Government transfers	3,000	3,000	3,150
Total Revenue	14,550	14,650	15,044
Expense			
Salaries, Wages & Benefits	17,954	18,403	18,909
Contracted & General Services	1,620	1,625	1,670
Materials, Goods, Supplies	1,850	1,950	2,187
Total Expense	21,424	21,978	22,766
NET EXCESS (DEFICIT)	(6,874)	(7,328)	(7,722)
NET PUBLIC WORKS	(768,586)	(803,534)	(823,468)

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET
2023 - 2025



	2023	2024	2025
STORM WATER COLLECTION			
Revenue			
Sales & User Fees	\$26,000	\$26,500	\$27,000
Total Revenue	26,000	26,500	27,000
Expense			
Salaries, Wages & Benefits	7,539	7,727	7,940
Contracted & General Services	15,000	15,000	15,000
Total Expense	22,539	22,727	22,940
NET EXCESS (DEFICIT)	3,461	3,773	4,060
WATER SERVICES			
Revenue			
Sales & User Fees	615,100	635,100	640,100
Penalties, Permits, Fines	2,278	2,341	2,405
Government transfers	10,000	10,000	10,000
Other revenues			
Total Revenue	627,378	647,441	652,505
Expense			
Salaries, Wages & Benefits	184,695	189,312	194,518
Contracted & General Services	235,300	241,650	247,802
Materials, Goods, Supplies	96,100	99,031	101,754
Utilities	74,000	75,590	77,669
Service Charges, Debentures	18,159	17,518	16,859
Total Expense	608,254	623,101	638,603
NET EXCESS (DEFICIT)	19,124	24,340	13,902
WASTE WATER SERVICES			
Revenue			
Taxes	6,666	6,666	6,666
Sales & User Fees	667,000	685,000	700,000
Penalties, Permits, Fines	2,278	2,341	2,405
Government transfers	28,500	10,000	10,000
Other revenues			
Total Revenue	704,444	704,007	719,071
Expense			
Salaries, Wages & Benefits	184,695	189,312	194,518
Contracted & General Services	327,250	332,300	341,438
Materials, Goods, Supplies	64,100	65,900	67,585
Utilities	172,000	174,000	178,785
Service Charges, Debentures	2,893	2,544	2,181
Total Expense	750,938	764,056	784,507
NET EXCESS (DEFICIT)	(46,494)	(60,049)	(65,436)

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET
2023 - 2025



	2023	2024	2025
SOLID WASTE COLLECTION			
Revenue			
Sales & User Fees	97,000	97,500	98,000
Total Revenue	97,000	97,500	98,000
Expense			
Contracted & General Services	76,000	78,600	80,772
Materials, Goods, Supplies	2,000	2,100	2,100
Tfrs & Grants to Other Organizations	5,000	7,500	7,500
Total Expense	83,000	88,200	90,372
NET EXCESS (DEFICIT)	14,000	9,300	7,629
RECYCLING			
Revenue			
Sales & User Fees	72,000	72,500	73,000
Other revenues			
Total Revenue	72,000	72,500	73,000
Expense			
Salaries, Wages & Benefits	14,363	14,722	15,127
Contracted & General Services	59,014	61,901	64,246
Materials, Goods, Supplies	750	806	828
Utilities	1,200	1,300	1,336
Total Expense	75,327	78,729	81,537
NET EXCESS (DEFICIT)	(3,327)	(6,229)	(8,537)
ENVIRONMENTAL NET EXCESS (DEFICIT)	(13,236)	(28,866)	(48,382)

Town of Nanton
LAND- PLANNING,ZONING,and SUBDIVISION
2023 - 2025



	2023	2024	2025
DEVELOPMENT & ZONING			
Revenue			
Sales & User Fees	\$1,700	\$1,700	\$1,747
Penalties, Permits, Fines	23,190	23,642	22,789
Other revenues	4,000	4,000	4,110
Total Revenue	28,890	29,342	28,646
Expense			
Salaries, Wages & Benefits	85,259	87,390	89,793
Contracted & General Services	170,455	75,714	77,521
Materials, Goods, Supplies	400	434	446
Total Expense	256,114	163,538	167,760
NET EXCESS (DEFICIT)	(227,224)	(134,196)	(139,114)
SUBDIVISION LAND			
Revenue			
Other revenues	3,925	3,925	3,925
Total Revenue	3,925	3,925	3,925
Expense			
Contracted & General Services	500	500	500
Total Expense	500	500	500
NET EXCESS (DEFICIT)	3,425	3,425	3,425
DEV. & PLAN. NET EXCESS (DEFICIT)	(223,799)	(130,771)	(135,689)

Town of Nanton
PARKS AND RECREATION
2023 - 2025



	2023	2024	2025
PARKS			
Revenue			
Rentals, Franchise, Contracts	\$4,000	\$5,000	\$5,000
Other revenues	20,000		
Total Revenue	24,000	5,000	5,000
Expense			
Salaries, Wages & Benefits	127,138	130,316	133,056
Contracted & General Services	67,850	58,925	60,545
Materials, Goods, Supplies	44,100	46,850	48,138
Utilities	3,500	3,700	3,802
Total Expense	242,588	239,791	245,542
NET EXCESS (DEFICIT)	(218,588)	(234,791)	(240,542)
TOM HORNECKER - Arena			
Revenue			
Sales & User Fees	27,500	27,500	28,256
Rentals, Franchise, Contracts	119,000	121,000	124,327
Government transfers	62,000	62,000	62,000
Other revenues	35,000		
Total Revenue	243,500	210,500	214,583
Expense			
Salaries, Wages & Benefits	223,395	228,980	233,560
Contracted & General Services	186,356	179,000	183,923
Materials, Goods, Supplies	37,800	38,845	39,913
Utilities	115,000	117,000	120,218
Total Expense	562,551	563,825	577,613
NET EXCESS (DEFICIT)	(319,051)	(353,325)	(363,030)
POOL & EVENT PROGRAMMING			
Revenue			
Government transfers	1,000	1,000	1,000
Total Revenue	1,000	1,000	1,000
Expense			
Salaries, Wages & Benefits	77,747	79,690	81,279
Contracted & General Services	6,200	6,700	6,868
Materials, Goods, Supplies	10,500	10,700	10,994
Tfrs & Grants to Other Organizations	800	800	800
Service Charges, Debentures	1,000	1,000	275
Total Expense	96,247	98,890	100,216
NET EXCESS (DEFICIT)	(95,247)	(97,890)	(99,216)
NET EXCESS (DEFICIT)	(632,885)	(686,006)	(702,788)





Request for Decision

Meeting: March 20, 2023
Agenda Item: 5.1

Non-residential Sub-classes

ADMINISTRATIVE RECOMMENDATION: For council to provide guidance on the setting of the vacant non-residential property sub-class and the small business class mill rate for the 2023 tax year.

DECISION OPTIONS:

☒ #1 – Set the rate for the vacant non-residential sub-class and small business sub-class in line with the rates set in 2022.

☒ #2 – Set the rate for the vacant non-residential sub-class and small business sub-class as determined by council.

BACKGROUND / IMPLICATIONS:

The non-residential sub-class deadline of January 31 for 2023 has now past and before preparing the 2023 tax rate bylaw administration is looking to council for feedback as it is in council's discretion to set a rate for each of the sub-classes as they see fit.

For the 2022 tax year the following resolution was passed:

RESOLUTION # 109 - 22/03/21 - Dozeman

MOVED that pursuant to Bylaw 1339/20 sections 6.0 and 7.0 respectively, the following tax rate guidance be adopted for the following Non-Residential property sub-classes for the 2022 taxation year:

- The municipal tax rate for **Vacant Non-Residential Property is set at 200 per cent** of the 2022 non-residential tax rate for Other Non-Residential Property.
- The municipal tax rate for **Small Business Property is set at 10 per cent below** the 2022 non-residential rate for Other Non-Residential Property.

CARRIED

In terms of properties identified in 2022, there were 35 properties with a total assessment of \$9,485,670 that qualified under the small business sub-class and one property fell into the vacant non-residential sub-class. This resulted in tax savings of \$11,404 for the small business properties with the savings having to be covered/spread amongst the residential tax base. For the 2023 tax year the total is up to 49 properties qualifying for the small business sub class with a total assessment of \$12,465,700 – a 30% increase from the previous year but still not as high as the first year the bylaw was put in place. There is also one (1) property that has fallen into the vacant non-residential sub-class.

Under the provisions of the subclass bylaw, council does have the ability to set the rate(s) differently from year to year. The small business rate can be set by as much as 25% below the non-residential rate and the vacant non-residential rate can be set as high as 200% more than the non-residential rate. With the budget just passed and new assessments factored in, potential mill rates would look as follows, if the same discounts as the previous year were applied:

10% discount for small business & 200% increase for vacant non-residential (same as 2022):

Non-residential =	11.921	
Small business =	10.7289	(The 2022 rate was 11.0482)
Vacant non-residential =	22.582	
Residential =	8.4787	(Compared to 8.431 with no discount)

In this scenario there is about \$13,500 (approximately \$290 per property) in savings for the small business sub-class which would need to be made up by the residential tax base, and as can be seen raises the residential mill rate just slightly. The 10% discount is not applied to the Police tax, FCSS, Library or School and Seniors requisitions – only the municipal tax portion.

On the vacant non-residential side, when you double the non-residential rate (as was decided for the 2022 tax year), the one property identified would pay twice their normal taxes which would equate to approximately \$2000 more in taxes. As per the bylaw this extra tax revenue would have to be utilized by being transferred to a reserve or used to fund a project that improves the availability of serviced land or to fund a commercial façade improvement program.

Other scenarios are of course possible which would result in either more or less in savings for the small business sub-class and more or less in taxes paid for the vacant non-residential sub-class or there is also the scenario to not have different rates at all. This is now the third year the bylaw has been in place and we've seen numbers go up and down so far. From here, it is a council decision on what to set the rates at for the 2023 tax year.

NANTON STRATEGIC PLAN ALIGNMENT			
☐	OPERATIONS	☐	EMERGENCY SERVICES
☐	PLANNING AND DEVELOPMENT	☒	COMMUNITY AND ECONOMIC DEVELOPMENT
☐	GOVERNANCE AND CORPORATE SERVICES	☐	NOT APPLICABLE
PRIORITY OR ACTION: To support business attraction, retention and expansion.			

CAO Comment: Other tax incentive powers added to the MGA in 2019 remain available for review in future if Council feels something additional to try and attract significant new non-residential investment/development is required in addition to the subclasses. The [Town of Fort Macleod introduced an interesting bylaw in 2022](#) using that area of the MGA to incent improvements. Such measures should ideally come from a desire to generate new economic development in non-residential areas over time rather than a raw need to grow non-residential assessment.

ALTERNATIVES:

- REFER to (Administration or Committee) _____
- DEFER the matter to the Council meeting of (date) _____

Financial (GL# / Amount): _____

Communications/PR:

Applicable Legislation: Bylaw No. 1339/20

Attachments:

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: March 14, 2023

APPROVED BY: Neil Smith, Chief Administrative Officer:

The block contains a handwritten signature in black ink, which appears to be "Neil Smith". Below the signature is the official logo for the Town of Nanton. The logo features the word "NANTON" in a bold, sans-serif font. Below the name is a circular emblem containing a stylized landscape with a sun or moon and a river. The words "EST" and "1903" are positioned on either side of the emblem.



REQUEST FOR DECISION

Meeting: March 20, 2023
Agenda Item: 5.2

5 Year Capital Plan (2023 – 2027)

ADMINISTRATIVE RECOMMENDATION: Move to approve the 2023-2027 5-year capital plan as presented.

DECISION OPTIONS:

- ☒ #1 – Approve the 5-year plan as presented.
- ☐ #2 – Approve with changes as directed by council.
- ☐ #3 – Refer back to Administration and or the Finance Committee for further consideration.

PURPOSE:

For council to consider approval of the 2023-2027 and 5-year capital plan.

BACKGROUND / IMPLICATIONS:

5 Year Capital Plan

Last spring, council approved the 2022 – 2026 Capital plan and at the December 12, 2022 council meeting, council passed the 2023 Capital budget. As per section 283.1 of the MGA, a 5-year capital plan is required in addition to the annual capital budget. By definition, a written capital plan must include the infrastructure needs over the 5-year period and must include how infrastructure projects will be funded and when projects are to commence. As per the MGA, there is no requirement to have the plans submitted to municipal affairs and no audit requirement. The benefit of doing these plans though saves time and ensures a better link to strategic goals with financial planning.

Working from the 2022-2026 5-year capital plan and factoring in the approved 2023 capital budget, administration has updated that and brought forward the attached 5 year capital plan. Years 2024-2027 are based on previous plans, asset information and emerging needs with some work being grant application dependent. All projects are funded either through MSI/LGFF, GTF, potential borrowing and or reserves/taxes and although there are some big numbers, there is nothing unfunded. As per the attached, grant funds will still be available, and the reserve balances will be close to the reserve policy goals at the end of the 5-year plan.

Annual spending equates to approximately 4% of the total net book value of the Town's tangible capital assets. Best practices suggest that capital spending should be in the range of 5 – 10% so we are not too far off. Some years can be higher than others and priorities can change quickly. As we normally do the plan is reviewed at least annually and updated as necessary.

From here, administration is recommending the plan be approved as presented. If council would like they can provide further direction to update and or involve the finance committee if so inclined.

ALTERNATIVES:

- REFER to (Administration or Committee) _____
- DEFER the matter to the Council meeting of (date) _____

Financial (GL# / Amount): _____

Communications/PR:

Applicable Legislation: MGA Sections 242-246 and 283.1

Attachments: 2023-2027 Capital Plan

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: March 16, 2023

APPROVED BY: Neil Smith, Chief Administrative Officer:





TOWN OF NANTON - FIVE YEAR CAPITAL PLAN

		Population growth of .5%				
		2214	2225	2236	2247	2259
	Comments	2023	2024	2025	2026	2027
Land Development						
Industrial						
Commercial						
Residential						
Total Land Development		0	0	0	0	0
Roadway Infrastructure						
18th Avenue	New road				500,000	500,000
19th Avenue	Street and stormwater upgrade			250,000		
Roadway Rehab		150,000	75,000	50,000	50,000	50,000
Sidewalk replacement program		75,000	50,000	50,000	50,000	50,000
Total Roadway Infrastructure		225,000	125,000	350,000	600,000	600,000
Utility Infrastructure						
Waste Water Treatment Plant	Upgrades	120,000	5,668,000			0
Water Plant Updates	Equipment updates, internet, and fencing			250,000		250,000
Valve & hydrant replacement	Hydrant, valve and watermain	100,000	50,000	50,000	50,000	50,000
Infiltration gallery pumps						
Waste water mains	re-lining	100,000	50,000	50,000	50,000	50,000
Spring Line / Well	mechanical and pipeline,				0	
Raw Water Reservoir	Aeration projection	1,370,000				
Back Wash Pond	desludging every 10 years					
Manhole Replacement	rotating replacement and infiltration repairs	50,000		50,000	0	75,000
Stormwater management	Industrial subdivision	20,000			50,000	
Total Utility Infrastructure		1,760,000	5,768,000	400,000	150,000	425,000
Parks (Cemetery) and Trails						
Centennial Park		15,000				
Ball Diamonds, new and or revitalized				250,000	250,000	
Children's Spray Park						
Pathway	Extensions/rehab	20,000			50,000	
Playground Apperatus	Addition/replacement	25,000		25,000		25,000
Total Parks and Trails		60,000	0	275,000	300,000	25,000
Public Realm & Development						
Northbound Rest Area Upgrade		567,500				
Gateway Signage		25,000				
VIC School house	Winterization of washrooms	10,000				
Total Downtown Vitalization		602,500	0	0	0	0
Buildings						
THRC - arena	Boards, equipment and other	75,000	125,000	125000	250,000	
THRC	Elevator	300,000	100,000			
Town Office / Library	Raingarden	56,500		60,000		
Fire Hall	Heating	50,000				250,000
Town Shop		75,000				50,000
Recycling Cnt/ Handivan Garage	Fencing	25,000			25,000	
FCSS Building	Building repairs			25,000		
Community Cnt	Energy efficiency upgrades		50,000			
Total Buildings		581,500	275,000	210,000	275,000	300,000
Vehicles and Equipment						
Equipment replacement under \$50 K		50,000	50,000	50,000	50,000	50,000
Equipment replacement over \$50 K	back-hoe, ice resurfacers	202,000	125,000			
Vehicle Replacement	replacement of one-two every three years	75,000	25,000	50,000		50,000
Bylaw enforcement	New vehicle	0	50,000			
Fire Truck(s)		0			450,000	
Fire Equipment	hydraulic tools, turn-out gear, compressor	0	15,000		15,000	
Furniture and Fixtures	Speed signage	25,000				
	Parks tractor	40,000				50,000
Total Vehicles and Equipment		392,000	265,000	100,000	515,000	150,000
Other Assets						
Columbarium						
Total Other Assets		0	0	0		
TOTAL		3,621,000	6,433,000	1,335,000	1,840,000	1,500,000

Funding Sources- Estimated		2023	2024	2025	2026	2027
Basic Municipal Transportation Grant (BMTG)						
Federal Gas Tax Transfer Fund (FGTF)		500,000	125,000	200,000	200,000	150,000
Municipal Sustainability Initiatives Program (MSI Capital)		692,000	500,000	425,000	600,000	700,000
AB Municipal Water/Wastewater Partnership (AMWWP)		843,098	3,483,552			
Federal Small Communities Grant (FSC)						
Municipal Stimulus Program						
Western Diversification grant						
Municipal Reserves		611,902	100,000	585,000	450,000	500,000
Westview Reserves						
Municipal Operating Dollars		50,000	40,000	125,000	90,000	150,000
Borrowing			2,184,448	0	500,000	
Local Improvements / Utility Levy						
Offsite Levies						
Fundraising and in-kind			0	0	0	0
Other grants		924,000				
Total Revenue		3,621,000	6,433,000	1,335,000	1,840,000	1,500,000

Unfunded	0	0	0	0	0
----------	---	---	---	---	---

TOWN of NANTON
GRANT ALLOCATIONS 2023-2027

	Available	2023 Allocation	2023 Projects	2024 Allocation	2024 Projects	2025 Allocation	2025 Projects	2026 Allocation	2026 Projects	2027 Allocation	2027 Projects	Net Available
Federal Gas Tax Fund (FTGF) (under MA but projects managed by Trans.) (send SFE to MA)	494,751	136,534	500,000 150,000 Roads 75,000 Sidewalk 100,000 Sewer relining 100,000 Valves 50,000 Manholes 25,000 Speed signage	139,265	125,000 75,000 Road rehab 50,000 Sidewalk	142,050	200,000 50,000 Road rehab 50,000 Sidewalk 50,000 Valves 50,000 Sewer relining	144,891	200,000 50,000 Sidewalk 50,000 Valves 50,000 Roads 50,000 Sewer relining	147,788.79	150,000 50,000 Sidewalk 50,000 Valves 50,000 Roads	30,279
Municipal Sustainability Initiative (MSI)	1,509,618	259,595	667,000 75,000 WWTP 45,000 WWTP Equip 20,000 Storm water 60,000 Parks 25,000 Gateway sign 75,000 Arena boards 75,000 PW shop 202,000 Backhoe 40,000 Parks tractor 50,000 Firehall	275,000	500,000 50,000 Valves 50,000 Sewer reline 225,000 THRC 50,000 Community Ctr 125,000 Ice re-surfacer	285,000	425,000 125,000 THRC 250,000 Ball diamonds 50,000 Manhole	295,000	600,000 50,000 Pathway 250,000 Ball diamonds 50,000 Storm 250,000 THRC	300,000.00	700,000 250,000 Water plant 75,000 Manhole 75,000 Playground 250,000 Fire hall 50,000 Sewer relining	32,213
TOTAL PROJECTS			<u>1,167,000</u> 3.		<u>625,000</u>		<u>625,000</u>		<u>800,000</u>		<u>850,000</u>	

TOWN of NANTON
RESERVE ACTIVITY 2023-2027

	Current	2023 Addition	2023 Transfer Out	2024 Addition	2024 Transfer Out	2025 Addition	2025 Transfer out	2026 Addition	2026 Transfer Out	2027 Addition	2027 Transfer out	Balance
General Contingency	\$798,447.00		\$260,725				\$0					\$537,722.00
Utility (Water) Infrastructure	\$463,664.00	\$75,000	\$263,451	\$75,000		\$75,000	\$125,000	\$75,000		\$75,000		\$450,213.00
Utility (Wastewater) Infrastructure	\$516,225.00	\$75,000	\$5,000	\$75,000		\$75,000		\$75,000		\$75,000		\$886,225.00
Engineered Infrastructure	\$1,051,354.00	\$150,000	\$131,726	\$150,000		\$150,000	\$375,000	\$150,000		\$150,000	\$500,000	\$794,628.00
Building / Land Improve	\$506,820.00	\$50,000	\$10,000	\$50,000		\$50,000	\$85,000	\$50,000		\$50,000		\$661,820.00
Municipal Land Development	\$1,178,783.00	\$37,300	\$90,000	\$25,000		\$25,000		\$25,000	\$225,000	\$25,000		\$1,001,083.00
THRC	\$344,352.00	\$25,000		\$25,000		\$25,000		\$25,000		\$25,000		\$469,352.00
Fire Reserve	\$325,830.00	\$50,000	\$26,000	\$50,000		\$50,000		\$50,000	\$225,000	\$50,000	\$40,000	\$284,830.00
Mach., Equip., Vehicles	\$367,804.00	\$50,000	\$75,000	\$50,000	\$100,000	\$50,000		\$50,000		\$50,000		\$442,804.00
SUBTOTAL	\$5,553,279.00	\$512,300.00	\$861,902.00	\$500,000.00	\$100,000.00	\$500,000.00	\$585,000.00	\$500,000.00	\$450,000.00	\$500,000.00		\$5,528,677.00
NHCMC	\$134,821.00	\$0	\$0	\$0	\$0							\$134,821.00
Public Realm	\$90,625.00	\$40,000	\$5,000	\$40,000		\$40,000		\$40,000		\$40,000		\$285,625.00
Community Sustainability	\$0.00	\$20,000		\$20,000		\$20,000		\$20,000		\$20,000		\$100,000.00
TOTAL	\$5,778,725.00	\$572,300.00	\$866,902.00	\$560,000.00	\$100,000.00	\$560,000.00	\$585,000.00	\$560,000.00	\$450,000.00	\$560,000.00	\$0.00	\$6,049,123.00

Annual Allocation of Net Tax Revenue to Capital Reserves

		2,500,000		2,500,000		2,500,000		2,500,000		2,500,000		2,500,000
	20%	500,000	20%	500,000	20%	500,000	20%	500,000	20%	500,000	20%	500,000
Water Infrastructure	15%	75,000		75,000		75,000		75,000		75,000		75,000
Wastewater Infrastructure	15%	75,000		75,000		75,000		75,000		75,000		75,000
Engineered Structures (Roads)	30%	150,000		150,000		150,000		150,000		150,000		150,000
Buildings and Land Improve	10%	50,000		50,000		50,000		50,000		50,000		50,000
THRC	5%	25,000		25,000		25,000		25,000		25,000		25,000
Fire Reserves	10%	50,000		50,000		50,000		50,000		50,000		50,000
Machinery, Equipment, and	10%	50,000		50,000		50,000		50,000		50,000		50,000
Municipal Land Development	5%	25,000		25,000		25,000		25,000		25,000		25,000
Public Realm		40,000		40,000		40,000		40,000		40,000		40,000
Community Sustainability		20,000		20,000		20,000		20,000		20,000		20,000



REQUEST FOR DECISION

Meeting: March 20, 2023

Agenda Item: 5.3

Deputy Fire Chief Position

PURPOSE:

To ratify the appointment of the Deputy Chief for the Nanton Fire Department.

BACKGROUND / IMPLICATIONS:

Now that the Deputy Chief position has a monthly stipend, we felt it was fair that Council ratifies the appointment of the recommendation from the Fire Chief. Since the Deputy Chief position has become available an internal posting was opened to fill this vital position. One application was received from a member that has filled the position previously. Although the member has recently returned, his previous leadership as Deputy Chief and as Acting Fire Chief were invaluable to the department during that time.

CAO Comment: This is a CAO and Fire Chief appointment, but it is considered wise to have it acknowledged or ratified at this level.

ADMINISTRATIVE RECOMMENDATION:

That council ratify the appointment of Evan Jersch to the position of Deputy Fire Chief, effective immediately.

DECISION OPTIONS:

- ☒ #1 – Approve the request.
- ☐ #2 – Request further information.
- ☐ #3 – Deny the request.

ALTERNATIVES:

- REFER to (Administration or Committee) _____
- DEFER the matter to the Council meeting of (date) _____

Financial (GL# / Amount):

Communications/PR:

Applicable Legislation:

Attachments:

Prepared By: John G. Dozeman, Fire Chief

Date: 03/16/2023.

APPROVED BY: Neil Smith, Chief Administrative Officer:



NANTON STRATEGIC PLAN ALIGNMENT			
☐	OPERATIONS	☒	EMERGENCY SERVICES
☐	PLANNING & DEVELOPMENT	☐	COMMUNITY & ECONOMIC
☐	GOVERNANCE & CORPORATE SERVICES	☐	NOT APPLICABLE
PRIORITY OR ACTION:			

	2022 DISCRETIONARY GRANTS									
DATE	NAME	CONTRIBUTION AMOUNT		John VanDriesten DIVISION 1	John Kroetsch DIVISION 2	Maryanne Sandberg DIVISION 3	Glen Alm DIVISION 4	Earl Hemmaway DIVISION 5	Evan Berger DIVISION 6	Brian Nelson DIVISION 7
01-Jan-22	Balance Forward (Includes 10,500 2022 Allocation)	18,566.46		3,000.00	2,783.75	2,500.00	2,300.00	2,808.46	3,000.00	2,174.25
Jan 13/22	Claresholm Arts Society	600.00		100	100	100	100	100	100	
Feb 23/22	Stavely Pro Rodeo	1,900.00		200	200	200	400	200	200	500
Apr 13/22	CGRA	400.00			200	200				
Apr 27/22	Nanton Ag Society - Nanton Junior Rodeo	1,500.00		200	200	300	200	200	400	
Apr 27/22	Yellow Rose Futurity Derby Barrel Race	375.00		125	125	125				
May 25/22	CGRA - August 13-14, 2022 Rodeo	200.00			200					
May 25/22	High River District Health Care Foundation	1,500.00					250	500	500	250
Jun 08/22	The Canadian powerlifting League	900.00		100	100	100	200	200	200	
Aug 04/2022	The For Museum Of The NWMP	800.00		300	200	300				
Sept 28/22	Wounder Warriors Canada	1,100.00		200	200	100	200	200	200	
Sept 27/2022	Southern Alberta Intercollegiate Rodeo Team	1,800.00		500	300	400	200	200	200	
Oct 12/2022	Mae Bells - Histortory Book	400.00		200		200				
Oct 12/2022	Claresholm& District Health Foundation	1,000.00			100		200	500	200.00	
Oct 12/2022	WCCHS - 2A Girls Provincial Volleyball	700.00		200	100	200	100	100		
Nov 16/2022	Porcupine Hills Shadow Ranch	650.00		200	100	100	50	50	50	100
Nov 16/2022	Santa Claus Parade	750.00		200	100	175	75	100	0	100
Nov 23/2022	Claresholm Arts Society	700.00		100	100	0	100	100	100	200
		15,275.00		2,625.00	2,325.00	2,500.00	2,075.00	2,450.00	2,150.00	1,150.00
	Balance	3,291.46		375.00	458.75	-	225.00	358.46	850.00	1,024.25