



# AGENDA

Tuesday, May 19, 2026, at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2<sup>nd</sup> Floor, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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

### **2. PRESENTATIONS:**

- 2.1 Local Businesses Request -Alberta Advantage Immigration Program – E

### **3. REPORTS:**

#### **3.1 CHIEF ADMINISTRATIVE OFFICER:**

- 3.1.1 Status Report – E
- 3.1.2 Capital Plan Status - E
- 3.1.3 Monthly Report – E

#### **3.2 FINANCIAL:**

- 3.2.1 Accounts Payable Reports for April 2026

#### **3.3 DEPARTMENT:**

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager – E
- 3.3.3 Recreation Manager - E
- 3.3.4 Planning & Development Officer - E
- 3.3.5 Fire Chief - E
- 3.3.6 Peace Officer – E
- 3.3.7 Emergency Management - E

#### **3.4 COUNCIL:**

- 3.4.1 MAYOR JENNIFER HANDLEY
- 3.4.2 COUNCILLOR VICTOR CZOP
- 3.4.3 COUNCILLOR JENNIE MCMASTERS
- 3.4.4 COUNCILLOR ROGER MILLER
- 3.4.5 COUNCILLOR DAVE MITCHELL
- 3.4.6 COUNCILLOR ERIN SHIELDS
- 3.4.7 COUNCILLOR SHAUNA STRONG

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

#### **4.1 ADOPTION:**

- 4.1.1 May 5, 2026, Regular Council Meeting Minutes – E

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

**5. NEW & UNFINISHED BUSINESS:**

- 5.1 Information Brief Pecuniary Interest – E
- 5.2 Request for Decision Alberta Municipalities Resolution Support – E
- 5.3 Request for Decision Livingstone Range School Division Joint Use Planning Agreement – E
- 5.4 Request for Decision Procedure Bylaw – E
- 5.5 Request for Decision Notice of Intention of Designate Keen Hospital – E

**6. CORRESPONDENCE:**

**6.1 FOR ACTION: None**

**6.2 FOR INFORMATION:**

- 6.2.1 Oldman Watershed Annual General Meeting – E
- 6.2.2 Chinook Arch Regional Library System April 2, 2026, Board Meeting – E
- 6.2.3 Calgary Regional Airshed Zone Annual General Meeting – E
- 6.2.4 Nanton Royal Canadian Mounted Police (RCMP) 4<sup>th</sup> Quarter Report – E
- 6.2.5 Letter from Resident Public Use of Town of Nanton Land – E
- 6.2.6 Letter from Resident Public Participation - E

**7. CLOSED CONFIDENTIAL SESSION:**

- 7.1 Municipal Infrastructure ATIA Section Disclosure Harmful to Intergovernmental Relations and Section 29 Advice from Officials

**8. ADJOURNMENT:**

Date: April 22, 2026

Mayor and Members of Council  
Town of Nanton

Subject: Request for the Town of Nanton to Apply as a Designated Community under Alberta's Provincial Nominee Program

Dear Mayor and Members of Council,

We, the undersigned local employers, respectfully request that the Town of Nanton apply to become a Designated Community under Alberta's Provincial Nominee Program (PNP), including the Rural Renewal Stream.

Local businesses across multiple sectors in Nanton continue to experience persistent labour shortages that cannot be fully met through local recruitment efforts alone. These shortages affect business operations, growth, and the long-term sustainability of our local economy. Designated Community status would provide Nanton with an important tool to support employers in attracting and retaining workers who are committed to living and working in the community on a long-term basis.

This designation would help strengthen Nanton by supporting workforce stability, encouraging population growth, and enhancing economic development while aligning with provincial efforts to support rural communities.

Multiple employers in Nanton support this request and are willing to participate and cooperate should the Town proceed with an application. We believe this program represents a practical and community-focused solution to challenges currently facing local employers and the broader community.

We respectfully ask Council to consider this request and initiate steps toward applying for Designated Community status. We would welcome the opportunity to provide further information or letters of support as required.

Thank you for your consideration and continued leadership.

Sincerely,

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Joint Employer Signatories (next page)

Business Name: Mountain Top Foods OSI Ltd.

Name: Jason Calvert

Title: CEO

Signature: 

Business Name: DQ GRILL & CHILL NANTON

Name: DHRUVIN KUMAR KABARIYA

Title: OWNER / OPERATING MANAGER

Signature: 

Business Name: NANTON WATER + SODA LTD

Name: BRAD WALLACE

Title: CEO

Signature: 

Business Name: WALLACE FARMS

Name: BRAD WALLACE

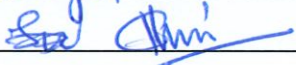
Title: PRESIDENT

Signature: 

Business Name: Subway

Name: Azeem Abdul Hamid

Title: Manager

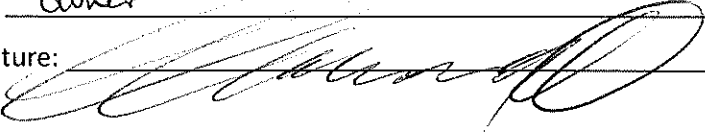
Signature: 

Business Name: Tim Horton's Nanton

Name: Allison Klaiber

Title: Owner / Franchisee

Signature: 

Business Name: Freshmart  
Name: Andrew Cho  
Title: owner  
Signature: 

Business Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_  
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Business Name: \_\_\_\_\_  
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Title: \_\_\_\_\_  
Signature: \_\_\_\_\_



# STATUS REPORT

Meeting: May 19, 2025  
Agenda Item: 3.1.1

Completed = C Under Review = UR In Progress = IP No Further Action = NFA On Hold - HOLD

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

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

## COUNCIL MEETING

Res #	Description	Notes	Status	FWD
<b>Regular Meeting May 4 2026</b>				
132-26/05/04	RFP Safety Codes		IP	CAO/DO

## COUNCIL

Description	Notes	Status	FWD
<b>Council Recommendations</b>			
12-25/01/20	THRC Conceptual Plan	Permit issuance phase	IP CAO
16-25/01/20	ASP for Northwest Areas of Town – ORRSC	Concept appr Aug11	IP DO/CAO
85-25/04/21	Tribute wall design up to \$5,000	Possible office relocation	IP LS
124-25/06/02	Bring forward draft bylaws and draft local improvement plans for the proposed Nanton industrial lands roads improvements to 18th Avenue and 19th Avenue.	<i>Drafting work initiated</i>	IP CAO/CS/OP/LS
158-25/08/11	Approved 60% of \$1,083,068 to start phase 1	<i>Resolution 124-25/06/02; local improvement area work under way</i>	IP CS
96-26/04/06	Reissue RFP for Gateway Signs		IP CAO/CS

## DEPARTMENTS

Res #	Description	Notes	ST	fw
30-25/02/03	RFD Firefighter recruitment options	Information/ideas being prepared.	IP	CS/FD
187-25/10/05	Update and resubmit previous application to the Alberta Community Partnership program with the Municipal District of Willow Creek for the Spring Line raw water source, license and infrastructure.	Project commencing.	IP	CAO/OP
12 – 25/01/20	Proceed with the conceptual planning for the second phase of the Tom Hornecker Recreation Centre civic renovation, prioritizing the installation of an accessibility elevator.	DP issued, BP application submitted.	Discussions ongoing.	CAO/CS
86 – 26/03/16	Moved to proceed with the NRED project and remove the additional portion from the budget and remain with the approved project scope at 50% funded within the 2027 budget.	Project deferred until 2027. Infrastructure portion removed.	IP	CAO/DO





# CAPITAL PLAN STATUS

Meeting: May 4, 2026  
 Agenda Item: 3.1.2

*Deferred in green text  
 2026 Items Only*

Roadway Infrastructure			Lead: Public Works Supervisor
Roadway Rehab	Patching & repairs	75,000	
Sidewalk replacement program	Sidewalk repair & replacement	50,000	
Roadways	29 <sup>th</sup> Ave	50,000	
<i>Notes: Roadway and sidewalk tender closed, proponents selected.</i>			

Utility Infrastructure			Lead: Manager of Operations
20 <sup>th</sup> Street and 28 <sup>th</sup> Ave	Service Line Connection COMPLETED	175,000	
Wastewater mains	Re-lining	100,000	
Valve & hydrant replacement	Hydrant, valves	75,000	
Equipment	Wastewater pump and mixer	100,000	
Manholes	Campground manhole and metering	50,000	
Stormwater management	Westview storm pond dredging COMPLETED Actual \$321,947.22	350,000	
Regional Waterline	Construction/ Design	500,000	
<i>Notes:</i>			
<i>Wastewater pump and mixers on order. Pump received, still awaiting mixers.</i>			
<i>Preliminary flushing and inspection work completed for sewer mains scheduled for relining. Liner installation currently scheduled for May 19-20 and May 26-27.</i>			
<i>Meter vault (manhole) installed April 30.</i>			
<i>While the WWTP dewatering project is not complete yet, it was a 2025 budgeted project and funded under that year, final borrowing excepted. Dewatering and dehydrating units installed and operational, Utilities staff working with contractor and MPE to optimize the system. Some work still needed to be finished before the project is complete.</i>			

Parks & Trails			Lead: Recreation Manager
Deferred 2025 project	Pocket park/rain garden at Mile 56 Park	56,500	
<i>Notes:</i>			
<i>Funded under 2025 with federal grant and \$56,500 from Public Realm reserve. Tender has been awarded.</i>			

Buildings			Lead: Various
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THRC - arena	Outdoor storage shed COMPLETED	50,000
Town Shop	PW Cold Storage- Concrete, Insulation, Heat	125,000
Yard Waste Area	Fire Dept. fenced storage/ practice area	30,000

*Notes:*  
 2025 transfer switch awaiting final completion.  
 Major amendments are anticipated for Buildings capital over 2026.  
 Pricing received for yard waste area fencing – below budget.  
 PW Cold Shed – In the process of obtaining the building permit.

**Vehicles & Equipment** **Lead: Various**

Equipment replacement under \$75 K	Skid steer COMPLETED	75,000
Bylaw Enforcement	Body Cam system COMPLETED	9,000
Vehicle Replacement	Parks & Utilities Pickup COMPLETED: \$92,500 actual	100,000
Fire Equipment	Reserve contribution for new engine	75,000

*Notes:*  
 Skid steer pricing received – New skid steer purchased and received.  
 Chief Dozeman is working on information in regards to projects/equipment (replacement engine, etc.)

**Land Development**

Administration expects discussions about the Town industrial lands roads or Westview phases to continue with Council over the course of 2026.

*Discussions about priorities for housing and development infrastructure will continue (part of capital budgeting).*

**Public Realm & Development**

Gateway signage - \$30,000 figure placed in the capital budget.

Pedestrian Crosswalk (24<sup>th</sup> Street and HWY 2 North) - \$10,000



## Chief Administrative Officer

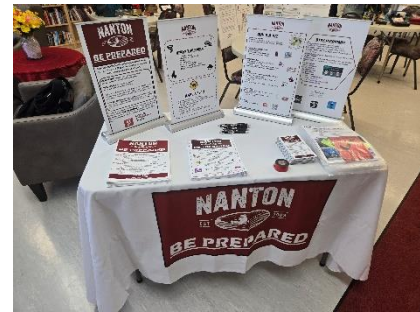
### Highlights

- Met with the Hub, Nanton Radio, discussed the Nanton Community Broadcasting Association & Town staff recorded clips for promotion of Emergency Preparedness week and advertising for members of the MPC & SDAB.
- Toured Silver Willow facilities, discussed upcoming projects, needs, grant funding solutions.
- May 8 – Met with Nanton’s Childcare Society, they would like to work with the Town on recreational needs/improvements for parks, paths, etc.



### Current projects/information

- April 22 – Strategic planning session
- April 23 – MRF with Peace Officer training day (reviewing programs)
- May 6 – Fire Chief tour of Fire Hall, priorities discussion
- May 7 – Kozy Korner – Emergency Preparedness by DEM Shellah
- May 12 – Peace Officer audit with the PSES

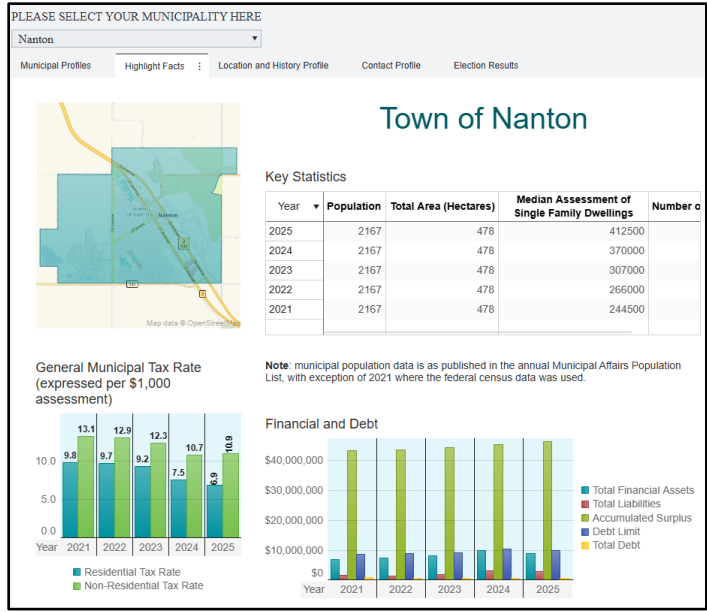


### Personnel and Professional Development

- *Executive Certificate in Municipal Leadership - Course 4 completed: Negotiations & Community Engagement*

### Information

1. Provincial and community data, as well as municipal and financial indicators that are updated daily. This can be used to search and compare municipalities. [MA MSD MPE MP - SAS@ Visual Analytics](#)



- The Alberta Site Selector Tool is a self-serve digital platform that helps businesses and investors find and assess available properties to expand or locate business opportunities in communities across Alberta. [Alberta Regional Dashboard & Site Selector](#)

Alberta.ca → [Regional Dashboard](#)

Contact | Subscribe | Explore Data Apps

# Alberta Regional Dashboard & Site Selector

Answer your questions about living, working, investing and doing business in Alberta's diverse regions.

View a Dashboard | Compare Municipalities | Explore an Indicator | **Site Selector**

Property Type | Filter By Region(s) | Infrastructure | For Sale or Lease | More Listings Filters

Alberta | All services | Public engagement | Strategies | News | About government

type an address or place

Infrastructure | Statistics | Environment

Size (Large-Small)

**125ac Land** Contact Sale  
Nanton  
Township Road 163

**29925ft² Industrial** \$1,800,000 Sale  
Nanton  
1307 21 Ave

**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

3.2.3 Recreation Manager

3.3.3 Planning & Development Officer

3.3.4 Fire Chief

3.3.5 Peace Officer

Respectfully submitted,  
Tara Vandervalk  
Chief Administrative Officer

**Town of Nanton**  
**Vendor Cheque Register Report**  
**Range: April 1 - April 30, 2026**  
**Sorted by : Cheque Date**



<b>Cheque Number</b>	<b>Vendor Cheque Name</b>	<b>Cheque Date</b>	<b>Amount</b>	<b>Cheque Details</b>
EFT000000006951	Aplin and Martin	4/10/2026	\$1,097.25	Regional waterline consulting
EFT000000006952	Associated Engineering AB Ltd.	4/10/2026	\$4,294.30	VIC raingarden engineering
EFT000000006953	Benchmark Assessment	4/10/2026	\$9,774.45	Assessment fees
EFT000000006954	Bobcat of Calgary	4/10/2026	\$18.89	Equipment parts
EFT000000006955	Brogan Fire & Safety	4/10/2026	\$611.10	Fire department supplies
EFT000000006956	Canadian Linen & Uniform	4/10/2026	\$74.61	Office & Library mat cleaning
EFT000000006957	Canoe Procurement Group of Canada	4/10/2026	\$147.23	Miscellaneous supplies
EFT000000006958	Central Sharpening Ltd	4/10/2026	\$286.65	Ice blade sharpening
EFT000000006959	Claresholm Local Press	4/10/2026	\$68.25	Advertising costs
EFT000000006960	ClearTech Industries Inc	4/10/2026	\$3,416.62	Water plant chemicals
EFT000000006961	Contain-A-Way Services	4/10/2026	\$3,395.88	Waste management fees
EFT000000006962	Crossroad Energy Solutions Inc	4/10/2026	\$9,240.01	WWTP lighting updates
EFT000000006963	CUPE	4/10/2026	\$1,497.35	Employee union fees
EFT000000006964	Dump Gump	4/10/2026	\$131.25	Bin services
EFT000000006965	Enfield, Tracy	4/10/2026	\$915.00	Office & council meeting room cleaning
EFT000000006966	Enva Consulting Ltd.	4/10/2026	\$97.13	Accounting software services
EFT000000006967	Foothills Regional Services Comm.	4/10/2026	\$10,750.00	Landfill tipping
EFT000000006968	Hifab Holdings Ltd	4/10/2026	\$344.31	Shipping charges
EFT000000006969	Saddle Mountain Tire	4/10/2026	\$152.25	Tire repairs
EFT000000006970	Klearwater Equipment	4/10/2026	\$7,630.56	WWTP chemicals
EFT000000006971	LAPP Corporation c/o Alberta Pension	4/10/2026	\$6,254.62	Employee pension plan
EFT000000006972	Les Industries Fournier Inc.	4/10/2026	\$26,651.63	Dewatering project (capital)
EFT000000006973	Nanton Auto Parts Ltd.	4/10/2026	\$721.31	Miscellaneous supplies
EFT000000006974	Nanton Handi Van Society	4/10/2026	\$3,000.00	Annual support grant
EFT000000006975	Nanton Home Hardware Building	4/10/2026	\$979.03	Miscellaneous supplies

EFT000000006976	F.C.S.S.	4/10/2026	\$19,170.85	Quarterly grant payment
EFT000000006977	Nanton Thelma Fanning Library	4/10/2026	\$13,650.00	Quarterly grant payment
EFT000000006978	NL Smith & Sons Const Ltd	4/10/2026	\$1,795.50	Large equipment move
EFT000000006979	Old Hickory Buildings of Canada	4/10/2026	\$29,644.38	THRC storage building
EFT000000006980	Oldman River Regional Services	4/10/2026	\$13,566.15	Quarterly planning & GIS feeds
EFT000000006982	Purolator Inc.	4/10/2026	\$52.30	Shipping charges
EFT000000006983	Integrated Sustainability Const.	4/10/2026	\$1,890.00	Water plant chemicals
EFT000000006984	RecordXpress StorageVault Canada	4/10/2026	\$61.96	Office paper shredding services
EFT000000006985	Reynolds, Mirth, Richards & Farmer	4/10/2026	\$548.10	Legal services
EFT000000006986	Super Save Disposal (AB) Ltd	4/10/2026	\$246.16	Waste management fees
EFT000000006987	Superior Safety Codes	4/10/2026	\$2,010.23	Safety code fees
EFT000000006988	T & T Disposal Services	4/10/2026	\$7,694.60	Waste management fees
EFT000000006989	Tractorland (High River)	4/10/2026	\$296.52	Equipment parts
EFT000000006990	Trinus Technologies Inc	4/10/2026	\$8,628.07	IT services
EFT000000006991	UFA Co-operative Ltd	4/10/2026	\$6,687.15	Fuel
EFT000000006992	Yolo Nomads	4/10/2026	\$500.00	Marketing fees
020707	Converjint Technologies LTD	4/24/2026	\$941.22	WWTP equipment maintenance
020708	Government of Alberta	4/24/2026	\$10.00	Land title fees
020709	Mosquito Creek Foundation	4/24/2026	\$152,265.00	Seniors requisition
020711	Nanton Nite Rodeo	4/24/2026	\$500.00	Promotional grant
020714	Siteone Landscape Supply Ltd.	4/24/2026	\$7,208.92	Storm pond treatment
020715	South Central Welding	4/24/2026	\$4,412.23	Cemetery markers
020716	STARS	4/24/2026	\$2,181.00	Per capita contribution
020717	Upanup Studios Inc.	4/24/2026	\$2,646.00	Website fees
020718	Vector Solutions	4/24/2026	\$4,250.04	Fire department training
EFT000000006993	Canadian Grain Elevator Center	4/24/2026	\$2,000.00	Support grant
EFT000000006994	Canadian Linen & Uniform	4/24/2026	\$76.12	Office & Library mat cleaning
EFT000000006995	Canoe Procurement Group of Canada	4/24/2026	\$336.00	Miscellaneous supplies
EFT000000006996	CARO Analytical Services	4/24/2026	\$320.57	Water testing services
EFT000000006997	Claresholm Local Press	4/24/2026	\$218.75	Advertising costs
EFT000000006998	Coyote Courier Ltd	4/24/2026	\$899.64	Shipping charges
EFT000000007000	First Impressions	4/24/2026	\$740.09	Staff apparel
EFT000000007002	GM Mechanical Ltd	4/24/2026	\$1,265.68	Quarterly HVAC maintenance

EFT0000000007003	Government of Alberta	4/24/2026	\$141,520.00	Police funding model charges
EFT0000000007004	Gregg Distributors Company Ltd	4/24/2026	\$134.14	Miscellaneous supplies
EFT0000000007005	Handley, Jennifer	4/24/2026	\$1,744.46	Per diem and travel costs
EFT0000000007006	Hicklin Motors	4/24/2026	\$221.66	Vehicle maintenance
EFT0000000007007	Hifab Holdings Ltd	4/24/2026	\$471.35	Shipping charges
EFT0000000007009	Joe Johnson Equipment	4/24/2026	\$878.90	Equipment maintenance
EFT0000000007010	Klearwater Equipment	4/24/2026	\$3,274.74	WWTP chemicals
EFT0000000007011	Town & Country Kosy Korner	4/24/2026	\$200.00	Building rental
EFT0000000007012	LAPP Corporation c/o Alberta Pension	4/24/2026	\$6,254.62	Employee pension plan
EFT0000000007013	McMasters, Jennie	4/24/2026	\$787.15	Per diem and travel costs
EFT0000000007014	MPE Engineering Ltd	4/24/2026	\$22,376.42	Dewatering project (capital)
EFT0000000007015	Nanton Auto Parts Ltd.	4/24/2026	\$188.05	Miscellaneous supplies
EFT0000000007016	Nanton Home Hardware Building	4/24/2026	\$3,174.28	Miscellaneous supplies
EFT0000000007019	Oldman Watershed Council	4/24/2026	\$1,200.00	Per capita contribution
EFT0000000007020	Orkin Canada Corporation	4/24/2026	\$257.07	Pest control services
EFT0000000007021	Tractorland (High River)	4/24/2026	\$421.00	Equipment maintenance
EFT0000000007022	TransAlta Energy Marketing	4/24/2026	\$51,608.73	Power and natural gas
EFT0000000007023	Triple Green Products	4/24/2026	\$5,544.00	Dewatering project (capital)
EFT0000000007024	Uline Canada Corporation	4/24/2026	\$2,156.67	Miscellaneous supplies

**Total Cheques: 77**

**\$620,676.15**



# MONTHLY REPORT

Meeting: May 19, 2026  
Agenda Item: 3.3.1

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## Clayton Gillespie, Corporate Services Manager

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Report Period: April 16 to May 13, 2026

### ACTIVITIES:

Combined tax and assessment notices completed and mailed out on May 15, 2026.

March/April utility billing completed.

Annual benefits renewal – Hillcrest (Town's benefit's advisor) completed a triennial review this year so quotes from other providers were reviewed to ensure our current plan is competitive. The resulting new rates are lower, which is nice to see, and some savings will be seen over the following year.

Reviewing potential to add credit card payments as a payment option.

### PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Work on the north Library wall along with some roof work underway and should be completed this week. This was based on work approved last fall (2025 capital budget work).

### TRAINING/EDUCATIONAL SESSIONS ATTENDED:

### UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: May 14, 2026



# MONTHLY REPORT

Meeting: May 19, 2026  
Agenda Item: 3.3.2

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## Operations Department

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Report Period: (April 2026)

### ACTIVITIES:

- **WASTEWATER OPERATIONS**
  - 31112 m<sup>3</sup> of treated effluent was released to Mosquito Creek
  - Resumed sewer main flushing and video inspection activities. Discovered a leaking residential sewer lateral on 23<sup>rd</sup> Street that was allowing groundwater infiltration
  - Wastewater sludge solids content in the WWTP has begun to decrease thanks to the new sludge dewatering press that was commissioned in March. Because of that, the WWTP's treatment capacity has begun to increase, which has allowed the WWTP to treat all the backed up wastewater, resulting in stored wastewater levels within the WWTP to be at their lowest since the plant's construction.
  - Sewer main flushing and inspection activities were completed on Highway 2 between 23<sup>rd</sup> and 24<sup>th</sup> Street, along with a section along 24<sup>th</sup> Street. Relining of these sections will begin May 19.
  
- **WATER OPERATIONS**
  - 26479 m<sup>3</sup> of treated potable water was sent to the Town's distribution system
  - Installed a meter vault and water meter on the north side of Highway 533, to monitor water usage through the 2" water line feeding the Ag Society and campground.
  
- **ROADS**
  - Annual pavement patching awarded to SA Blacktop Ltd. work will begin June 2026.
  - Raise manhole and 24 street and Hwy 2 southbound. Placed temporary cold mix will pave when Blacktop begins in June.
  - Snow removal
  - Sanding intersections
  - Fixing potholes in various areas throughout town.
  - Grading alleys
  - Repair gravel area on 24 street by AB Daley.
  
- **SIDEWALKS/PATHWAYS**
  - Sidewalk RFQ awarded to Kel-Krete Concrete work May-June 2026.
  - Cleaning off sidewalks from snow and ice.
  
- **MISCELLANEOUS**
  - Clean up shop, vehicles and equipment.
  - Equipment and Truck maintenance.
  - Repair signage in various locations.

- Received building permit for Cold shed renovations will be obtaining quotations to complete work.
  - Hauling soil and compost to ditch along old CPR rail line behind Luther Park.
  - Close off swale at Lions Grove Park.
  - Remove LED panels from south and north gateway signs and install sign at north gateway sign.
  - Deliver porta potties to Ball Diamonds
- **CEMETERY**
    - Mark plots
    - 1 Inurnment
    - Booked radar scan for Cemetery in June.
- **YARD WASTE AREA**
    - Rolled compost pile and separated composted soil in separate pile.
    - Load tree branches into bin.
    - Met with NLSS to survey new area for fire practice and fence.
    - Start cleanup on Southwest corner of yard waste to prepare site for new fence.
- **STORMWATER**
    - Clear out storm drains for snow melt.
    - Ordered new storm grates to install at 18 street and 23 street.

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

- **Bucket Truck and Fall Protection Courses (All Staff)**

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

**PROGRESS ON MAJOR PROJECTS & PROGRAMS:**

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

Operating/Capital Project	Objective	Approach	Measure	Progress YTD
4. Pavement Patching	Request for Quote	Quotes	RFQ	Awarded to SA Blacktop Ltd. and booked to begin in May/June
5. Sidewalk	Request for Quote	Quotes	RFQ	Awarded to Kel-Krete Concrete and booked to begin in May
6. Sweeping	Clean streets	Quotes	RFQ	Will begin on May 19, 2026
7. Dust Abatement	Apply dust abatement	Quotes	RFQ	Booked for beginning of June
8. Skid steer	Purchase – New	Quotes	RFQ	Purchased and Received
9. Cold Shed Renovation	Request for Quote	Quotes	RFQ	Building permit received, waiting for quotes for floor and walls.



# MONTHLY REPORT

Meeting: May 19, 2026  
Agenda Item:3.3.3

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## Jordan Glas, Manager of Parks and Recreation

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Report Period: April 1-30, 2026

### THRC

Ongoing school activities.  
The THRC Shed/Garage has landed.

### PARKS:

The Dog park needed some TLC. We constructed a French drain and relandscaped some swales to divert standing water. Filled holes, Aerated and raked the park. All parks were aerated and raked. Ball diamonds have been groomed into game shape for the start of NMB and JT Foster's Ball season.  
- Fountains have been installed in the wetpond.

### Upcoming Seasonal Plans and Activities

Several projects and activities are scheduled across various areas of Parks and Recreation.

- **Tree Planting:** Trees are set to be planted in the boulevards as part of our seasonal beautification efforts.
- **Mile 56 Rain Garden:** Work on the Mile 56 Rain Garden is slated for the upcoming season. This project will enhance the green space while promoting water management in the area. **Awarded**
- **Machine Maintenance:** Routine maintenance and servicing of machinery used in parks and recreational maintenance will be conducted to ensure they are ready for the busy season. **Completed an Ongoing**
- **Gopher Control:** Efforts to control gopher populations in our parks and recreational areas will be ongoing, as they continue to be a concern for park integrity and safety. **Completed**
- **Parks Maintenance Plans:** This includes landscaping, equipment checks, and preparing for increased foot traffic in the coming months.
- **Facility Plans with the School:** We have now added Archery in the arena to help out JT Foster and have plans to have a swim to survive program in the pool for A.B Daley.

**West view Meadows Wet pond dredging:** The Westview Meadows Stormwater Pond dredging project has been successfully **Completed**. The project was completed under budget at a total cost of \$321,947.22.

Reported from NLSS

Key project accomplishments include:

- Completed mechanical dredging using controlled excavation methods, removing an estimated **4,268.70 m<sup>3</sup>** of sediment.
- Increased stormwater pond storage capacity by an estimated **1,127,750.5 US gallons**.
- Utilized frozen ground conditions where applicable to improve material handling efficiency.
- Maintained continuous monitoring of excavation depths throughout the project.
- Restored the pond bottom to its original design profile and stable condition.
- Repaired disturbed park areas and access routes.
- Removed all temporary works, including matting and fencing.
- Completed final grading and site cleanup activities.

### Sediment Removal Summary

- **Estimated Sediment Volume (RFP / HYDRASURVEY):** 1,920 m<sup>3</sup>
- **Actual Sediment Removed (NLSS Estimate):** 4,268.70 m<sup>3</sup>

The sediment volume was calculated using load counts based on:

- 744 loads
- 7.65 m<sup>3</sup> per load
- Approximately 75% load capacity due to ice conditions and partially filled loads

This resulted in sediment removal totaling approximately **222% of the original estimated quantity**:

$$\frac{4268.70 \text{ m}^3}{1920 \text{ m}^3} = 2.22$$

The completed dredging restored the pond to its intended storage capacity and hydraulic profile, significantly improving long-term stormwater management performance and functionality.

Additional restoration and landscaping work included:

- Seeding grass in all disturbed areas.
- Planting four new juniper shrubs to replace vegetation removed for site access.

The project was completed safely, efficiently, and in compliance with all environmental and regulatory requirements. The pond is now well-positioned to continue serving as a critical component of the Town of Nanton stormwater infrastructure for years to come

## **Pool Operations**

The pool has been cleaned out and leak checks have been completed. The pool opening date should be May 19<sup>th</sup> as long as everything goes well.

- **Recall Letters:** 7 returning, All positions filled
- **Pool Supervisor Hired!**
- **Pool Planning:** A.B Daley – swim to survive. JT Foster has booked swim times as well.

Prepared by: Jordan Glas, Parks and Recreation Manager Date: May 11, 2026



# MONTHLY DEPARTMENT REPORT

Regular Meeting: May 19, 2026  
 Agenda Item: 3.3.4

## Georgina Sharpe, Planning and Development

Report Period: April 2026

Development Permit Approvals		
	April 2026	March 2026
Residential	\$825K	\$15K
Comm/Ind	\$0K	\$65K
Public/Special	\$0K	\$0K
Other	Signs = 0	Signs = 0
	YTD2026	YTD2025
	\$1,214K	\$1,102K
Housing Starts	YTD2026	YE2025
	5	6

**Permits Issued:**

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D08-26	14-Apr-26	216 Slade Drive	10	58	791 1150	R-GEN	Secondary Suite (Internal)
D10-26	30-Apr-26	97 Westview Drive	16	82	081 0414	R-GEN	Fourplex
D11-26	22-Apr-26	2320 20 Street	11	12	3163L	R-GEN	Replaces D41-23 (EXP) /Accessory Building

**• ACTIVITES**

- Vacation days - April 3-12
- Public Open House – April 6
- Municipal Planning Commission Meeting April 13
- Attended meeting with Livingstone Range School Division re: Joint Use Planning Agreement April 21
- Municipal Historic Resource designation application mail out and communications April 24

**• PROJECTS**

- **Northwest Area Structure Plan** – Oldman River Regional Services Commission
  - Next Steps: Draft Plan Review – internal

**• EDUCATION: N/A**

**• UPCOMING EVENTS / ADDITIONAL INFORMATION:**

- Municipal Planning Commission Meeting May 11



## MONTHLY DEPARTMENT REPORT

Meeting: May 19, 2026  
Agenda Item: 3.3.4

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### Nanton Fire Department

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Report Period: April 1-30, 2026

#### ACTIVITIES:

- Regular training nights are on Thursday's starting at 19:00 hours.
  - Councilors are welcome to attend training nights.
  - We have been focusing on:
    - Wildland Firefighting
      - Hose Streams
      - Pumping Operations
    - Rope Rescue
      - Scenario-based training
      - Patient package/ Hauling

#### PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- Capital and Operational budget has been approved.
  - Budget season:
    - Engine 11-1 replacement
      - Quotes are being collected from the top vendors
      - More information will be provided when it is available

#### TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- The Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
  - Investigation into NFPA Investigation courses have started as an option for continued training in Fire Code Inspection/ Investigation

#### UPCOMING EVENTS / ADDITIONAL INFORMATION:

- The annual fundraising Ball Tourney planning has started in conjunction with the Willow Creek Firefighters Foundation. The tourney will run on the first weekend in June. Funds raised help to offset the cost of tools and equipment.
- Met with CAO Vandervalk to discuss opportunities and weaknesses at the Fire Hall. A few Info Briefs and Requests for decision will be tackled over the next few weeks.

Respectfully submitted,  
John G. Dozeman  
Fire Chief



# Nanton Fire Department Call Statistics

We have started using a new call reporting and logging system. Call volume and types will be submitted when we are able to print reports.



# MONTHLY REPORT

Meeting: May 19, 2026

Agenda Item: 3.3.6

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## Peace Officer Carlos Farias

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### Enforcement Services – Monthly Report - April - 2026

#### April 2026

On Wednesday, April 22, 2026, Enforcement Services participated in a Commercial Vehicles In-Service Session held from 1100–1230 hrs at Fire Station 2, located at 102 Royal Ave, Diamond Valley. The session was facilitated by Alberta Sheriffs and attended by participants from Alberta Peace Officers and the Royal Canadian Mounted Police (RCMP). The in-service session focused on commercial vehicle enforcement, regulatory compliance, and inter-agency collaboration to support roadway safety initiatives throughout the region.

#### Training:

#### April 27<sup>th</sup> – May 1<sup>st</sup> Alberta Municipal Enforcement Conference 2026 in Red Deer.

##### *Active Shooter Preparedness and Municipal Emergency Planning*

A recent Active Shooter Fundamentals Training session emphasized the importance of municipalities having a clear and coordinated response plan for violent critical incidents. The training focused on preparedness, rapid decision-making, public safety, and post-incident recovery.

#### Key Takeaways from the Training

##### *Importance of an Active Shooter Plan*

Municipalities are encouraged to develop and maintain an active shooter or critical incident response plan to:

- Protect lives
- Reduce confusion during emergencies
- Improve coordination between staff, emergency responders, and law enforcement
- Empower employees to respond appropriately during a crisis
- Strengthen overall public safety and organizational preparedness

### *Prevention and Preparedness*

The training highlighted that attackers often target locations with:

- Easy access points
- Limited security measures
- Unprepared occupants
- Lack of emergency planning

Preparedness measures discussed included:

- Staff awareness training
- Identifying exits and evacuation routes
- Lockdown and barricading procedures
- Communication protocols
- Understanding cover and concealment
- Emergency evacuation planning

### *Response During an Incident*

Participants were trained on:

- Recognizing threats and reacting quickly
- Evacuation and shelter-in-place procedures
- Coordinating movement safely during emergencies
- Assisting others when safe to do so
- Interacting with police upon arrival.

### *After-Incident Recovery*

The session also addressed:

- Providing first aid when safe
- Maintaining calm under pressure
- Post-incident recovery and care for staff and victims
- Importance of municipal support systems following traumatic events

### **Recommendation for Municipal Consideration**

Based on the training, it is recommended that the municipality:

1. Review current emergency response procedures;
2. Consider developing or updating an Active Shooter / Critical Incident Response Plan;
3. Provide staff training and awareness sessions;
4. Coordinate planning with local law enforcement, fire, EMS, and emergency management agencies;
5. Conduct periodic exercises or drills to ensure readiness.

## AMEA Conference Training Sessions

### April 2026

During the Alberta Municipal Enforcement Association (AMEA) Conference in April 2026, Enforcement Services personnel attended several professional development and training sessions, including:

- Alberta Housing Regulations
- Development Compliance
- Provincial Prosecutions & Defence
- Crown Prosecutor Presentation
- Dog Bite Prevention and De-escalation
- Dog OC Training
- Annual General Meeting (AGM)
- Alberta First Responders Radio Communication System (AFRRCS)

## Traffic Enforcement Summary – April 2026

### Overview

- **Total Violation Tickets Issued: 45**
  - **Speeding Violations: 36**
  - **Other Violations: 9** (*minor traffic offences*)
- **Warnings Issued: 17**

Warnings were primarily issued to first-time offenders or in situations where education and corrective guidance were considered more appropriate than formal enforcement action.

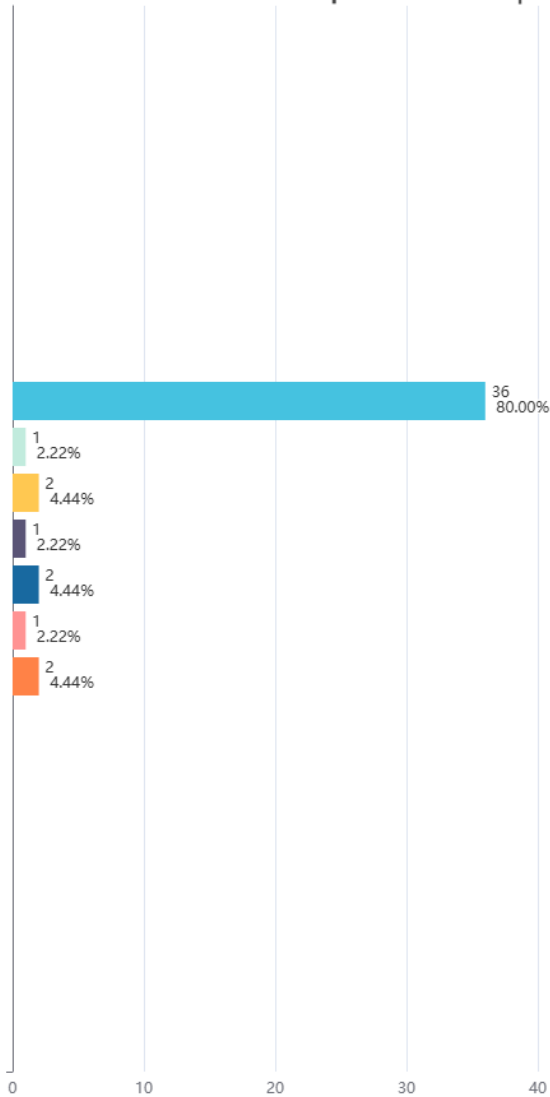
### Analysis

- Speeding remained the primary traffic safety concern, accounting for the majority of violations during the reporting period.
- The total number of violations reflects ongoing targeted enforcement and high-visibility patrols in areas where speeding and traffic-related concerns are frequently observed.
- Enforcement efforts continued to focus on identified problem areas, guided by:
  - Historical enforcement data
  - Observed traffic patterns
  - Community-reported concerns
- High-visibility patrols remain an effective enforcement strategy, contributing to:
  - Increased driver awareness
  - Improved voluntary compliance
  - Enhanced overall roadway safety

Statistics from:2026-04-01 - 2026-04-30

Count of E-Tickets Completed Total:45 | 100.00%

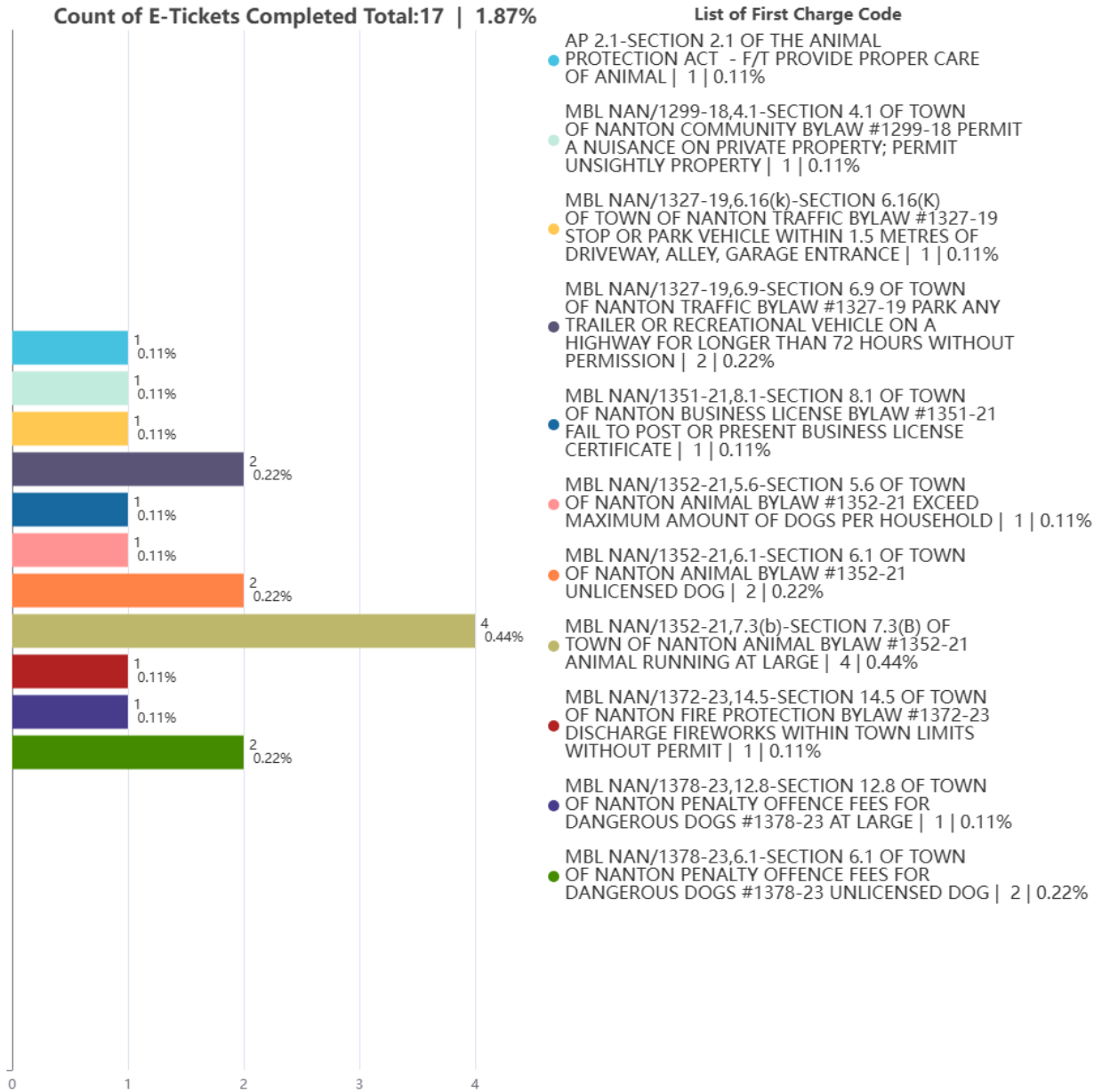
List of First Charge Code



- TSA 115(2)(P)-SECTION 115(2)(P) OF THE TRAFFIC SAFETY ACT - EXCEED MAX SPEED LIMIT ESTAB'D/PREScribed FOR HWY | 36 | 80.00%
- TSA 124(1)-SECTION 124(1) OF THE TRAFFIC SAFETY ACT - FAIL TO PRODUCE OPERATOR'S LICENCE/CERTIFICATE OF REGISTRATION/FINANCIAL RESPONSIBILITY CARD TO P.O. ON REQUEST | 1 | 2.22%
- TSA RROR,17-SECTION RROR,17 OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - DRIVE WRONG DIRECTION ON 1-WAY HWY | 2 | 4.44%
- TSA RROR,37(A)-SECTION RROR,37(A) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - FAIL TO OBEY STOP SIGN BEFORE ENTERING INTERSECTION | 1 | 2.22%
- TSA RROR,44(N)-SECTION RROR,44(N) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE | 2 | 4.44%
- TSA RROR,9-SECTION RROR,9 OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - F/T PROPERLY SIGNAL | 1 | 2.22%
- NO CHARGE CODE- | 2 | 4.44%

Warnings:

Statistics from:2000-01-01 - 2026-05-11



## Bylaw and Community Standards Report – April 2026

A total of eight (8) bylaw and community standards reports were received and addressed during April 2026.

### Bylaw Reports Overview

Bylaw Area	Reports
Municipal Community Bylaw	3
Municipal Animal Bylaw	2
Municipal Unsightly Property	1
Provincial Trespass to Property Act	3

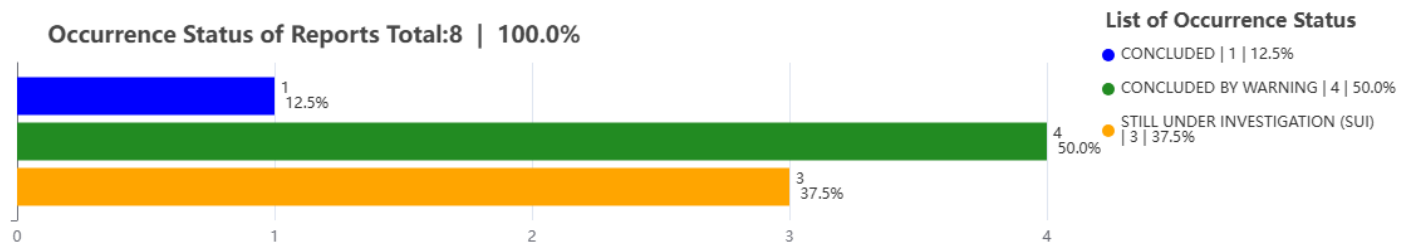
### Summary

Bylaw and community standards concerns reported during April included municipal bylaw infractions, animal-related complaints, unsightly property concerns, and matters related to the Provincial Trespass to Property Act.

Enforcement Services responded to all reported concerns in accordance with municipal policies and applicable legislation. Investigations and follow-up actions were completed as required to ensure compliance and maintain community standards.

The Municipal Enforcement Department is actively targeting unsightly property concerns as part of ongoing compliance efforts. Early results indicate positive progress, with some property owners already achieving compliance following enforcement follow-ups.

No significant enforcement challenges were encountered during the reporting period. Enforcement Services will continue to monitor bylaw-related trends and respond proactively to community concerns to support public safety, property standards, and overall community well-being.



## **4. Ongoing Focus Areas**

### **Traffic Safety**

Continue targeted and high-visibility patrols with a focus on reducing speeding, which remains the most common traffic violation within the municipality.

Motorists are encouraged to remain attentive and drive according to road and weather conditions to support safe travel within the community.

### **Community Engagement**

Maintain a visible and positive presence within the community while participating in training, exercises, and public safety initiatives that support municipal preparedness and collaboration.

### **Bylaw Enforcement**

Monitor seasonal and emerging bylaw concerns, while ensuring consistent enforcement and education where appropriate. Particular attention will be given to vehicle-related violations, unsightly property concerns, and community standards issues as they arise.

The Municipal Enforcement Department is also actively prioritizing unsightly property compliance, with early indicators showing positive progress and voluntary compliance in several cases following enforcement follow-ups.

## **5. Conclusion**

Enforcement Services remains committed to supporting community safety through proactive enforcement, community engagement, and participation in municipal preparedness initiatives.

April activities included continued traffic enforcement efforts, with a focus on speeding, as well as the investigation and resolution of multiple bylaw-related complaints, including vehicle-related matters, animal bylaw concerns, unsightly property issues, and Provincial Trespass to Property Act incidents.

The Municipal Enforcement Department's focused attention on unsightly property concerns has already resulted in observed compliance improvements, supporting broader community standards objectives.

These ongoing efforts help maintain public safety, support municipal operations, and ensure responsive service delivery to residents.



# MONTHLY REPORT

Meeting: May 19, 2026  
Agenda Item: 3.3.7

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## EMERGENCY MANAGEMENT Department

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Report Period: (April 2026)

### TRAINING

- ICS 100 has been completed by the last few employees.
- Carlos Farias still required to take ICS300, I will book course when one is available.
- ICS Forms training scheduled with AEMA for June 12, 2026

### VERBAL UPDATE:

Updated our Emergency Management Plan and developing a Hazard Response Plan for the top 10 risks, including road accidents, blizzards, wildfires, strong winds, and water shortages. I have developed an appendix which includes emergency response plans for LRSD, Wastewater, THRC, water and Silver Willow Lodge.

Updates to emergency management bylaw to better correlate with provincial regulations.

Preparing for Emergency preparedness week, May 3-9, 2026. Social Media information will be posted daily throughout the week. Will be hosting an information session on May 7, 2026 at the Kozy Korner 3-6pm for residents in coordination with FCSS. Preparing brochures, information packages, promotional materials for information sessions. Met with David Gale to discuss having the emergency management session information announced on the Hub Radio. Returned on April 30, 2026 to record spot done by Sara-Lynn.

The Emergency Social Services (ESS) Plan is complete, plan is now in effect. I have met with FCSS and working Lynn and Lori to create a volunteer recruitment program to help with ESS services in the event of an emergency.

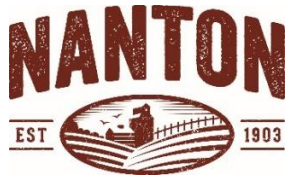
Will be working on the new HIRA program throughout the year.

### TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- ESS Workshop – April 8, 2026

### UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Foothills Regional DEM Meeting – May 21, 2026
- ICS Forms Training – June 12, 2026
- DEM Meeting – June 10, 2026



# MINUTES

Monday, May 4<sup>th</sup>, 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:** Deputy Mayor Victor Czop and Councillors Jennie McMasters, Roger Miller, Dave Mitchell, Erin Shields and Shauna Strong

**ABSENT:** Mayor Jennifer Handley

<b>OTHERS PRESENT:</b>	Tara Vandervalk	Chief Administrative Officer
	Clayton Gillespie	Corporate Services Manager
	Sara-Lynn Lyons	Legislative Services & Communications
	Georgina Sharpe	Planning and Development Officer
	Jill Bloor	Calgary Region Airshed Zone
	Tanya Carlson	Calgary Region Airshed Zone

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

The Regular Meeting was called to order by Deputy Mayor Czop at 7:08 p.m.

#### **RESOLUTION # 130 – 26/05/04 - Shields**

The Regular Council agenda for May 4<sup>th</sup>, 2026, was accepted as presented. CARRIED

Roger Miller left the meeting at 7:12 p.m. and returned at 7:14 p.m.

### 2. PRESENTATIONS:

2.1 Calgary Region Airshed Zone – E

Council thanked Jill Bloor and Tanya Carlson for their presentation.

Jill Bloor and Tanya Carlson left the meeting at 7:30 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 April 20, 2026 Regular Council Meeting Minutes – E

**RESOLUTION # 131 – 26/05/04 - McMasters**

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 April 20, 2026, were accepted as distributed. CARRIED

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

**5. NEW & UNFINISHED BUSINESS:**

**5.1 Information Brief Confidentiality In Camera Sessions – E**

**5.2 Request for Decision Safety Codes Services Agreement – E**

**RESOLUTION # 132 – 26/05/04 - Miller**

Moved to authorize the Chief Administrative Officer to extend the existing agreement with Superior Safety Codes Inc. to October 16, 2026, and to initiate a Request for Proposal for the provision of Safety Codes services. CARRIED

**5.3 Request for Decision Delegation Request - E**

**RESOLUTION # 133 – 26/05/04 - Miller**

Approve the funding request of \$252.20 from CRAZ. CARRIED

**6. CORRESPONDENCE:**

**6.1 FOR ACTION:**

**6.1.1 Declaration Seniors Week June 1 – 7, 2026 – E**

**RESOLUTION # 134 – 26/05/04 - Strong**

Moved to, in honour of the past, present, and future contributions of the seniors of this community and throughout Alberta, June 1–7, 2026 be hereby declared Seniors' Week in the Town of Nanton. CARRIED.

**6.2 FOR INFORMATION:**

**6.2.1 Police Review Commission Update April 2026 – E**

**6.2.2 Bow Island 2026 Summer Games Invitation – E**

**6.2.3 Telus Next Generation (NG) 9-1-1 Status Update on Public Safety Awareness Points (PSAP) – E**

**7. CLOSED CONFIDENTIAL SESSION:**

**RESOLUTION # 135 – 26/05/04 - Mitchell**

IT WAS MOVED at 7:50 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 Land Interests ATIA Section 19 Disclosure Harmful to Business Interests of a Third Party and Section 29 Advice from Officials  
CARRIED

**RESOLUTION # 136 – 26/05/04 - Shields**

IT WAS MOVED to reconvene the Regular Meeting at 8:18 p.m. CARRIED

**RESOLUTION # 137 – 26/05/04 -**

Moved to rescind Resolution # 106 – 26/06/04 and revise the resolution to sell the lands as follows: Direct the Chief Administrative Officer to proceed with the sale of the Town owned Lot 3 Block 120 Plan 0811 1102 (Title number 081085331012) for the amount of \$61,000 + GST to Tengis Batbayar subject to these additional terms and conditions:

1. That the purchaser has 12 months from closing date to occupy the facility and commence business operations, unless a written extension is agreed to by all parties.
2. That included within the lot sale agreement shall be an Option to Reacquire agreement for 70% of the purchase price, to be exercised by the Town in the event the purchaser fails to meet condition #1.
3. That the removal of the purchaser's improvements, excluding fencing, by the purchaser is required prior to the town re-acquiring the lands in the case of condition #2.
4. That transference of the lot sale agreement to another party is not permitted and that the Town's interest in the lands be registered on title until the business is fully operational.

**8. ADJOURNMENT:**

**RESOLUTION # 138 – 26/05/04 - McMasters**

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:19 p.m.

**TOWN OF NANTON**

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

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

TV:sl

These minutes accepted and signed this 19<sup>th</sup> day of May 2026.



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## PECUNIARY and/or CONFLICT OF INTERESTS

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This information is provided to Council as a question came in regarding pecuniary interests.

More information: [Pecuniary and conflict of interest for councillors - Open Government](#) (summarized below)

### **Regulations:**

**Pecuniary Interest (MGA s.170(1))** A Councilor has a pecuniary interest where a matter could monetarily affect the Councilor, the Councilor's employer, the Councilor's family (if known or reasonably should be known). This is for items on Council agendas, or any boards or committees that Councilor sits on. Councilor's family includes spouse or adult interdependent partner, children, & parents of the Councilor and of the spouse/partner. Private interest excludes matters of general application, interests affecting a Councilor as part of a broad class, Councilor remuneration, or trivial interests.

**Monetarily Affected (MGA s.170(2))** A matter monetarily affects a person if it impacts the person directly, a corporation where they are a shareholder, director, or officer, a public (distributing) corporation where they own voting shares or are director/officer, a partnership or firm they belong to.

A Councilor is not considered to have a pecuniary interest solely because of being an elector, taxpayer, or utility customer, being appointed as a municipal representative on a board/company, receiving remuneration from such appointments and/or receiving salary/benefits as a Councilor.

**Duties When a Pecuniary Interest Exists (MGA s.172)** If a Councilor has a pecuniary interest, they must:

1. Disclose the general nature of the interest before discussion.
2. Not participate in discussion or voting .
3. Typically leave the room during debate (with limited exceptions), the disclosure and nonparticipation must be recorded in the minutes.

**Conflicts of Interest (MGA s. 172.1(2))** Councilors can abstain from a vote or discussions on a matter if they believe they may have a conflict of interest or perceived conflict of interest. Conflict of interest means a matter that could affect a private interest of the councilor or an employer of the councilor. It is also considered a conflict of interest if the councilor knows or should know that the matter affects the private interests of their family. Similar to the Conflicts of Interest Act, which defines the ethics rules for members of the legislative assembly, the MGA defines what a private interest is not rather than providing a definitive list of potential private interests. A private interest is not something that: is of general application; affects a councilor as one of a broad class of the public; or concerns the remuneration and benefits of a councilor.

**If you believe you may have a conflict of interest or perceived conflict of interest:**

1. You may disclose the general nature of the conflict of interest.
2. Once you have disclosed the conflict of interest, you may abstain from any discussion of the matter and from voting.
3. You may leave the room until the matter has been dealt with, and you should make sure that your abstention and the disclosure of the conflict of interest or perceived conflict of interest is recorded in the minutes.

**CAO:**

*Tara Vanderwalk*

Date Signed: May 13, 2026



# REQUEST FOR DECISION

Meeting: May 19, 2026  
Agenda Item: 5.2

## Alberta Municipalities Resolution Support

### PURPOSE:

Administration received a request from the City of Airdrie to second their motion to bring forward at the Alberta Municipalities (ABMunis) convention this fall in Edmonton (see attached draft resolution). Recognizing that the need for municipal infrastructure funding is a top concern for most municipalities in Alberta, regardless of size.

### DECISION OPTIONS:

- #1 – Carry a motion to second Airdrie’s resolution to ABMunis to advocate for Infrastructure funding
- #2 – Refer back to administration.

### BACKGROUND / IMPLICATIONS:

Airdrie carried a motion to approve the attached resolution at their May 5<sup>th</sup> Council meeting, and request Council second their motion (see attached). The deadline for submission is May 29<sup>th</sup>, 2026. Their draft resolution requests that in years when the province records a budget surplus, a portion of the surplus be legislated to go towards one-time municipal infrastructure investments.

Under the Alberta Municipalities resolutions policy:

- Each individual resolution must have a seconder from another member municipality.
- A small urban municipality can second multiple different resolutions, as long as:
  - It is a different resolution each time, and
  - For each resolution, the mover–seconder pairing meets the population-category rule.

### ALTERNATIVES:

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

**Attachment:** Draft Resolution / Email

**APPROVED BY:** Tara Vandervalk, Chief Administrative Officer

NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input type="checkbox"/>	EMERGENCY SERVICES
<input type="checkbox"/>	PLANNING & DEVELOPMENT	<input checked="" type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input checked="" type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			

**Title of resolution: Budget Surplus and Municipal Infrastructure Investment**

**Moved by:** City of Airdrie (+ multiple mid-sized cities)

**Seconded by:** (multiple mid-sized towns)

---

**WHEREAS** municipalities across Alberta face critical infrastructure challenges including aging water and wastewater systems, deteriorating roads, bridges and community facilities, and insufficient capacity to accommodate population and economic growth, while operating with limited revenue tools and constrained capital budgets;

**WHEREAS** infrastructure project costs continue to rise due to inflation, further eroding municipal capital budgets and making it increasingly difficult for municipalities to address infrastructure needs through traditional funding mechanisms;

**WHEREAS** infrastructure is a shared responsibility between provincial and municipal governments, with municipalities owning and maintaining close to 60% of Alberta's public infrastructure<sup>1</sup>, including essential systems that support the province's economic prosperity and community sustainability;

**WHEREAS** water and wastewater infrastructure, roads, bridges, recreation and other community facilities require substantial capital investment to ensure public health, safety, economic development, and quality of life with many Alberta communities facing immediate needs for system upgrades, capacity expansion, and asset replacement;

**WHEREAS** the Government of Alberta has recorded a year-end surplus in 13 of the last 25 provincial budgets<sup>2</sup>, creating opportunities for strategic one-time investments in municipal infrastructure without compromising ongoing program funding or fiscal sustainability; and

**WHEREAS** Alberta's current Sustainable Fiscal Planning and Reporting Act<sup>3</sup> legislates that 50 per cent of surpluses must be used towards debt repayment and allows for the remaining 50 percent to be applied to debt repayment, the Heritage Savings Trust Fund or to one-time initiatives, at the sole discretion of the province.

**IT IS THEREFORE RESOLVED THAT** Alberta Municipalities advocate for the Government of Alberta to commit to creating a framework, used during provincial surpluses, to allocate a portion of the surplus to critical municipal infrastructure projects.

**FURTHER BE IT RESOLVED THAT** the framework prioritizes projects based on demonstrated need and readiness for construction, with funding distributed through a transparent application process, and in alignment with provincial and municipal strategic priorities.

## **BACKGROUND:**

Infrastructure challenges affect municipalities of all sizes across Alberta, from major urban centers experiencing rapid population growth to smaller rural communities managing aging systems and facilities with limited tax bases. During budget surplus years, a commitment to additional funding for municipal infrastructure investment would mean more support for critical projects that may have otherwise been deferred. Since 2000, Alberta has recorded a year-end surplus in 13 provincial budgets<sup>2</sup>, demonstrating recurring opportunities to establish a pathway for one-time investments, in addition to the funding already provided to municipalities by the province.

A legislated portion of budget surplus addresses diverse needs by creating a funding mechanism that responds to provincial fiscal capacity while supporting both provincial and municipal infrastructure priorities in a meaningful way. With municipalities owning and maintaining almost 60% of Alberta's public infrastructure, the need for sustainable capital funding is critical. Large urban centers face pressure to expand water and wastewater treatment capacity and build new roads to accommodate population increases. Medium-sized municipalities experience similar growth pressures while managing aging infrastructure that require replacement and adding new community amenities. Smaller rural communities struggle to maintain basic infrastructure systems and facilities with limited tax bases. **Allocating a portion of budget surpluses to municipal infrastructure investment would ensure that periods of strong economic performance translate directly into improved public assets across all community types.**

Even modest surpluses could generate substantial investment in one-time municipal infrastructure initiatives. For example, with a provincial budget surplus of \$1 billion, a 25 per cent allocation would yield approximately \$250 million for one-time infrastructure projects. Alberta's actual 2023–24 surplus of \$4.3 billion, could have generated approximately \$1.075 billion for infrastructure projects and the 2024–25 surplus of \$8.3 billion, approximately \$2.075 billion, using the same 25 per cent allocation. These amounts demonstrate meaningful contributions to addressing Alberta's growing infrastructure deficit, enabling municipalities to undertake major shovel-ready projects that could otherwise require decades of incremental funding accumulation.

A focus on one-time investments in near-term, municipal capital budget approved projects, in addition to existing funding programs, enables municipalities to address high priority capital needs. Quick allocation of funding to shovel-ready projects ensures economic stimulus benefits and timely infrastructure improvements. This resolution directly supports many of the Government of Alberta's objectives by ensuring that infrastructure capacity is well-maintained and keeps pace with growth and economic activity and the change could be easily incorporated within the current fiscal framework legislation.

The resolution also aligns with Alberta Municipalities' strategic priorities by advocating for sustainable infrastructure funding mechanisms that enable municipalities to maintain and expand essential services while reducing reliance on property taxation for major capital projects.

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<sup>1</sup> ABmunis website (2026, April). Infrastructure. <https://www.abmunis.ca/advocacy-resources/infrastructure>

<sup>2</sup> Government of Alberta website (2026, April). Budget documents. <https://www.alberta.ca/budget-documents>

<sup>3</sup> Government of Alberta Open Data Resources (2026, April). Sustainable Fiscal Planning and Reporting Act. <https://open.alberta.ca/publications/s29>



# REQUEST FOR DECISION

Meeting: May 19, 2026  
Agenda Item: 5.3

## LRSD – Joint Use & Planning Agreement

**PURPOSE:**

Administration is requesting Council pass a motion to enter into the attached Joint Use and Planning Agreement with the Livingstone Range School Division. Joint Use and Planning Agreements (JUPAs) are a provincially mandated tool to formalize collaboration between municipalities and school boards. They ensure coordinated planning, shared use of public assets, and efficient delivery of community infrastructure, while allowing flexibility to reflect local priorities.

**DECISION OPTIONS:**

#1 – Carry a motion to enter into the attached Joint Use Planning Agreement with the Livingstone Range School Division.

#2 – Refer back to administration.

**BACKGROUND / IMPLICATIONS:**

In 2020, the Province of Alberta amended both the Municipal Government Act and the Education Act to require municipalities and school boards to enter into Joint Use and Planning Agreements. Section 670.1 of the MGA establishes the requirement for municipalities; these are parallel in the Education Act and mandatory for anywhere where a school board operates within or serves the municipality. The province has extended implementation timelines multiple times, with the current deadline set to June 10, 2026. Under the MGA, a JUPAs must establish processes addressing:

- Planning, development, and use of school sites
- Transfer and disposal of reserve lands
- Servicing of school sites
- Shared use of facilities (schools, parks, recreation)
- Maintenance responsibilities, fees, and liabilities

Additionally, agreements must also define collaborative working relationships, including a dispute resolution process and provide for regular review and updating. Beyond minimum legislative requirements, most JUPAs also address shared use of indoor and outdoor facilities (gyms, fields), cost-sharing and funding arrangements, long-term land acquisition and site planning, coordination of capital planning between municipalities and school boards. This agreement was reviewed in 2024 but never finalized. Administration (CAO, planning & recreation) met with LRSD to review the draft agreement.

**ALTERNATIVES:**

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

**Attachment:** Draft Agreement

**APPROVED BY:** Tara Vandervalk, Chief Administrative Officer

NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input type="checkbox"/>	EMERGENCY SERVICES
<input type="checkbox"/>	PLANNING & DEVELOPMENT	<input checked="" type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			

**JOINT USE AND PLANNING AGREEMENT**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2026. BETWEEN:

TOWN OF NANTON

AND

THE LIVINGSTONE RANGE SCHOOL DIVISION

**WHEREAS:**

The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a joint use and planning agreement; and

It is the responsibility of the municipality to plan, develop, operate and maintain park and recreational land and facilities within the boundaries of the municipality for recreational purposes and to organize and administer public recreational programs; and

It is the responsibility of the school board to develop and deliver educational programs and to provide the necessary facilities and sites for these programs; and

The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school board; and

The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school board; and

The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands;

**NOW THEREFORE IN CONSIDERATION** of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the parties agree as follows:

## 1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time.
- b) "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality.
- d) "Board" means the Public School Board.
- e) "Calendar Day" means any one of the seven (7) days in a week.
- f) "CAO" means the Chief Administrative Officer of the Municipality.
- g) "Community Use" means use by members of the general public and not a User Group.
- h) "Council" means the municipal council of the Town of Nanton.
- i) "Education Act" means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time.
- j) "Effective Date" means date in which both parties have signed this agreement.
- k) "Facility Plans" means the capital plan and facility plan prepared the Board for approval by the Alberta Government.
- l) "Facility Scheduling Coordinator" means for the Municipality the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Municipality and for the Board the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Board.
- m) "Governing Committee" means the committee which includes elected officials as established under this Agreement.

- n) "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended.
- o) "Joint Use Space" means those portions of a Municipal Facility or School identified in Schedules "A" and "B" as being available for booking by the Parties or User Groups or for Community Use.
- p) "Municipality" means the municipal corporation of the Town of Nanton, its predecessor, or, where the context so requires, the area contained within the boundaries of the Municipality.
- q) "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality.
- r) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the Municipality and includes those facilities identified in Schedule "A".
- s) "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time.
- t) "Non-Profit" means a local community group, association, club, or society that are organized and operated exclusively for social welfare, civic improvement, recreation, or any other purpose except profit.
- u) "Operating Committee" means the committee which is comprised of the CAO or designate and the Superintendent or designate as established under this Agreement.
- v) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories.
- w) "Public Board" means Livingstone Range School Division and any successor board or authority.
- x) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*.
- y) "School" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by a Board and includes those facilities identified in Schedule "B".
- z) "School Portion" means the portion of Reserve Land identified for transfer to a Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school.
- aa) "Superintendent" means the chief executive officer the Board.

bb) "User Group" means any School or community group that fits within the eligibility criteria set out in the Operating Guidelines and books the use of Joint Use Space during Joint Use Hours.

DRAFT

## 2) SCHEDULES

The following is the list of Schedules to this Agreement:

Schedule "A" - Municipal Facilities available for Joint Use

Schedule "B" - School Board Facilities available for Joint Use

Schedule "C" - Joint Use Times

Schedule "D" - Operating Guidelines

Schedule "E" - School Site Planning Guidelines

Schedule "F" - Dispute Resolution Process

Schedule "G" – Existing School Board Lands

## 3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as it is terminated by the Parties.
- b) The terms and conditions of this agreement shall be reviewed every five (5) years with the first such review scheduled in 2031. The review shall be undertaken by the Operating and Governance Committees. Following the review, the Governance Committee shall recommend how the agreement should be amended.
- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

## 4) WITHDRAWAL AND TERMINATION

- a) No party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) Where one or more Parties view this Agreement as no longer meeting their interests, they shall give all Parties written notice of their request to review and/or amend all or parts of this Agreement.
- c) If written notice requesting a review is received, all Parties shall commence a review of this Agreement within 30 calendar days of the date the last Party received the written notice and shall seek consensus on the updates and amendments.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by all Parties, the terms and conditions of this Agreement shall remain in effect.

## 5) PRINCIPLES

The Parties agree that in entering into this Agreement they are committing to the following Principles with respect to the joint use of municipal and school board facilities:

**Respect for Autonomy-** Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and Municipal Council believe to be in the best interests of the people they serve.

**Cooperation and Partnership** - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.

**Efficiency and Effectiveness** - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.

**Fairness and Equity-** The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.

**Transparency and Openness** - The Parties shall make available to each other such information as is necessary to make this agreement successful.

## 6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) The Parties acknowledge that the Schools that are available as Joint Use Space may be accessed by community groups and user groups that are located or reside outside the Municipality in accordance with a Joint Use and Planning Agreement with other municipalities.
- b) The Parties further acknowledge that the School currently located within the Municipality has been designed, built and funded for and by ratepayers within the Municipality's boundaries and ratepayers beyond the Municipality's boundaries.
- c) In lieu of a single agreement involving participation by all of the municipalities in which the Board operates, the Parties agree to consult and involve other municipalities that are served by the same Board on an issue by issue basis as needed to share access to the Schools and to plan for and acquire future School sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- d) When consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of

the members of the Operating Committee and the equivalent or similar committee established between the Board and the other municipalities.

## **7) MEETING OF COUNCIL AND BOARD**

- a) Council of the Municipality and the Board shall meet at least every four (4) years to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Mayor or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Any Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least 5 calendar days prior to the date of the meeting. It is intended that the topics explore high level considerations to assist the Governing Committee in more detailed discussions.
- d) Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to all Parties within 14 calendar days of the date of the meeting.

## **8) GOVERNING COMMITTEE**

- a) The Governing Committee shall consist of two (2) Council members and the CAO or their designate from the Municipality and two (2) Board members and the Superintendent or their designate from the Board. The Governing Committee shall meet on an "as needed" basis.
- b) The role of the Governing Committee shall be to provide recommendations to the Council and Board regarding:
  - i) Reviews of this Agreement and proposed amendments to this Agreement from time to time; and
  - ii) Resolution of any issues or matters of disagreement that arise.
- c) Quorum of the Governing Committee shall consist of at least two representatives from each Party attending each agreed upon meeting. The Governing Committee may adopt such rules of procedure as may be agreed upon by its members.
- d) The CAO and Superintendent may be accompanied by administration, staff and/or resource personnel as deemed necessary by the CAO or the Superintendent.
- e) Meetings of the Governing Committee shall be considered in-camera to encourage and facilitate frank and open discussion. All decisions of the Governance Committee shall require consensus of its members.

## 9) OPERATING COMMITTEE

- a) The Operating Committee shall consist of the CAO (or designate) of the Municipality and the Superintendent (or designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The role of the Operating Committee shall be to:
  - i) formulate policy recommendations related to joint use of Municipal and School Facilities for consideration by Council and the Board;
  - ii) provide a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Operating Guidelines, for consideration by Council and the Board;
  - iii) formulate and approve Operating Directives, based on the Operating Guidelines, for specific facilities and types of use as needed;
  - iv) review any approved Operating Directives;
  - v) provide a forum for the operational concerns of the Parties to be discussed;
  - vi) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Operating Guidelines and Operating Directives;
  - vii) where possible, resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
  - viii) review the Facility Plans of the Board;
  - ix) review any proposed amendments or updates of the Municipality's Municipal Development Plan and Area Structure Plans and Concept Plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;
  - x) determine how available or proposed school sites are allocated based on the review of the updated Facility Plans of the Board;
  - xi) develop a draft agenda for any meeting of the Council and the Board or the Governing Committee; and
  - xii) undertake a formal review of this Agreement as and when required and communicate their findings of the review to the Governing Committee.
- d) The Operating Committee shall meet at least once every two years and may meet more frequently if required. Meetings of the Operating Committee may be in person or conducted by

telephone or video conferencing.

- e) The meetings shall be chaired by the CAO or their designate. Secretarial support for each meeting shall be arranged by the CAO.
- f) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- g) All decisions of the Operating Committee shall require the consensus of its members. In the event that the Operating Committee cannot reach a consensus on the issue, the matter shall be referred to the Governance Committee for resolution or direction as to how the matter should be resolved.
- h) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to all Parties.
- i) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the Municipality and/or the Board or resource personnel, as necessary, to provide assistance to the members of the Operating Committee in the carrying out of their responsibilities under this Agreement.
- j) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

#### **10) JOINT USE SPACE**

- a) The Municipality shall make available, to the Board, those Municipal Facilities identified as Joint Use Space in Schedule "A". The Municipality shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- b) The Board shall make available, to the Municipality and community groups, those portions of the School identified as Joint Use Space in Schedule "B" respectively. The Board shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- c) The Parties shall not allow Joint Use Space to be used by groups during the Joint Use Hours identified in Schedule "C" unless such use respects the Operating Guidelines, and any applicable Operating Directive(s), in effect from time to time.
- d) The CAO may, upon six (6) months written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by the Municipality, all or any portion of a Municipal Facility.
- e) The Superintendent of the Board may, upon six (6) months written notice to the Municipality, add to or remove from the list of Joint Use Space provided by the Board, all or any portion of one or more of their Schools.

- f) Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Space available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.
- g) Notwithstanding any other provision in this Agreement or its Schedules, the Principal of a School or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- h) Appeals from a refusal by a Principal or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made:
  - i) in the case of a School, first to the Principal's Superintendent and thereafter to the Board; and
  - ii) in the case of a Municipal Facility, first to the CAO and thereafter to Council.
- i) Notwithstanding any other provision in this Agreement, the Municipality and/or the Board may remove from the list of Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.

**11) OPERATING GUIDELINES FOR JOINT USE SPACE**

The Parties hereby agree to be bound by and comply with the Operating Guidelines which are attached to this Agreement as Schedule "D".

**12) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES**

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) The decision of when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the respective Board.
- c) Where construction of a school that will serve two or more Municipalities is proposed, the Board shall notify all of the involved Municipalities to enable early consultation on the availability and acquisition of a site.
- d) The Municipality shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the

anticipated needs of the Board.

- e) The Municipality shall use their Municipal Development Plan to identify the number, general size and location of existing and future school sites.
- f) In determining the number, location and size of school sites to be identified, the Municipality will consider the School Site Planning Guidelines outlined in Schedule "E". The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or Concept Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended.
- g) The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide School sites in accordance with the Municipal Development Plan or Area Structure Plan or Concept Plan. The Municipality shall not be obligated to acquire lands for School sites using any other resources at the Municipality's disposal. The decision to commit the use other resources at its disposal to acquire a School site shall be at the sole discretion of the Municipality.
- h) The Boards acknowledge that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for School sites and the open space plans of the Municipality.
- i) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.
- j) In the event that a School site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned School site about providing the site earlier than originally expected through a pre-dedication process. The Board requiring the School site may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

### **13) SERVICING AND DEVELOPMENT OF SCHOOL SITES**

- a) All School sites shall be serviced to the property line prior to transfer to a Board.
- b) The services to be provided include, but are not limited to: water, wastewater, storm drainage, power, natural gas, telecommunications, sidewalks and roads.

- c) Where one or more services are not available at the property line of the School site, the Municipality shall provide the services subject to the legal and financial ability of the Municipality to do so.
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any School site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

#### **14) FACILITY AND SITE SPECIFIC AGREEMENTS**

- a) When two or more of the Parties decide to create a shared site and/or facility, a separate agreement shall be prepared specific to that site and/or facility.
- b) The agreement shall address:
  - i) The broad purpose and parameters of the partnership that is being created;
  - ii) The nature of the site and/or facilities that are involved;
  - iii) The financial or in kind contributions to be made by each of the Parties;
  - iv) Operating Guidelines and Operating Directives specific to the site and/or facility for ongoing operations;
  - v) Capital cost and operating cost sharing arrangements and responsibilities between the Parties; and
  - vi) A process for dissolving the partnership, disposing of the site or retiring the facility.

#### **15) TRANSFER OF SCHOOL SITE**

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal and school reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to a Board.
- c) The School Portion shall be transferred to a Board once:
  - i) The Board has an identified need for the School site;
  - ii) The Board has approval of the funding for the design of the School on the site;
  - iii) The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
  - iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as municipal and school reserve (MSR) with Land Titles.

- d) All costs associated with the transfer of the School Portion to a Board shall be paid by the Municipality. This shall include the costs of any required subdivision and registration of required plans and documents at Land Titles.

#### **16) DISPOSAL OF UNNEEDED SCHOOL SITES**

- a) In the event that undeveloped Reserve Land or lands identified in Schedule “G” are not needed by the Board, the Board shall first offer to transfer the land to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation.
- b) The Municipality shall have one hundred and eighty (180) calendar days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land or lands identified in Schedule “G” to confirm whether it agrees to take the lands. The School Board shall provide to the Municipality all available information regarding the lands and facilities on site, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the lands and any facilities on site for the purposes of carrying out any required assessments, tests and studies.
- c) If the Municipality opts to accept transfer of the undeveloped Reserve Land or lands identified in Schedule “G”, the Municipality shall take the lands as is, where is. The lands shall be transferred to the Municipality at no cost to the Municipality except for the cost of registering the transfer of land document.
- d) If the Municipality opts to accept transfer of the Reserve Land and the land has Board facilities on, the Municipality shall take the lands as is, where is, including all buildings and improvements on the land. The Reserve Land or lands identified in Schedule “G” shall be transferred to the Municipality.
- e) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land or lands identified in Schedule “G” by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
  - i) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
  - ii) Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and sale of the School Portion.

#### **17) DISPUTE RESOLUTION**

- a) Operational issues shall be addressed initially by administrative staff of the respective facilities. In the event that the administrative staff is unable to resolve an operational issue then such

issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.

- b) The Parties agree to follow the Dispute Resolution Process outlined in Schedule "F" for non-operational disputes.

#### **18) APPLICABLE LAWS**

This Agreement shall be governed by the laws of the Province of Alberta.

#### **19) INTERPRETATION**

- a) Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

#### **20) TIME OF THE ESSENCE**

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

#### **21) NON-WAIVER**

The waiver of any covenants, condition or provision hereof must be in writing. The failure of any Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

#### **22) NON-STATUTORY WAIVER**

The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the Municipal Government Act and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers,

servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.

The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the Education Act and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

### **23) SEVERABILITY**

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

### **24) FORCE MAJEURE**

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
- i) an inability to obtain materials, goods, equipment, services, utilities or labour;
  - ii) any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
  - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
  - iv) a strike, lockout, slowdown, or other combined action of works;
  - v) an act of god.
- b) No Party shall be liable to the other Parties for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

**25) INSURANCE**

In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor.

The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross liability clause.

**26) INDEMNIFICATION**

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "Non-Indemnifying Parties"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of one or more of the Non-Indemnifying Parties, its employees, servants, volunteers or agents.

**27) NON-ASSIGNMENT OR TRANSFER**

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Parties hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

**28) SUCCESSORS**

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Board.

**29) NOTICES**

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

The Livingstone Range School Division  
PO Box 1810  
Fort Macleod, AB T0L 0Z0

The Town of Nanton  
PO Box 609  
1907 – 21 Avenue, AB T0L 1R0

Email notification to the CAO or Superintendent may also be used to provide written notices required or described in this Agreement.

**IN WITNESS WHEREOF** the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

**TOWN OF NANTON**

**PER:** .....

**PER:** .....

**LIVINGSTONE RANGE SCHOOL DIVISION**

**PER:** \_\_\_\_\_

**PER:** \_\_\_\_\_

**Schedule "A" - Municipal Facilities Available for Joint Use**

<b>Name of Facility</b>	<b>Legal Description of Parcel(s) Containing Facility</b>	<b>Description of Facility and Amenities</b>
Centennial Park Ball Fields	NW ¼ 15-16-28 W4	Ball Diamonds
Tom Hornecker Recreation Centre – Pool	Lot 11 Block 36 Plan 5117FV	Outdoor pool and change rooms
Tom Hornecker Recreation Centre – Arena	Lot 11 Block 36 Plan 5117FV	Ice surface and lounge area
Tom Hornecker Recreation Centre – Curling Rink	Lot 11 Block 36 Plan 5117FV	3 Sheets of ice and lounge area
Outdoor Rinks	Lot 29MR Block 78 Plan 0012718	Seasonal outdoor skating rink in community parks or municipal reserve areas

**Schedule "B" - School Board Facilities Available for Joint Use**

<b>Name of School</b>	<b>Legal Description of Parcel(s) Containing School</b>	<b>Description of Facility and Amenities</b>
J.T. Foster School	As described in Schedule "G"	Gym, 1 designated meeting space, playground and field
A.B. Daley Community School	As described in Schedule "G"	Gym, 1 designated meeting space, playground and field

Unless specifically noted otherwise, Joint Use Space shall only include gymnasiums. Regular classrooms, library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above.

**Schedule "C" - Joint Use Times**

<b>Facility Type</b>	<b>Available Times</b>
J.T. Foster High School	Monday through Thursday between 16:30 and 21:00, Friday between 14:30 and 18:00 and Saturdays between 08:00 and 17:00
A.B. Daley Community School	Monday through Thursday between 16:30 and 21:00, Friday between 14:30 and 18:00 and Saturdays between 08:00 and 17:00
Board Fields and Playgrounds	Monday through Thursday between 16:30 and 21:00, Friday between 14:30 and 21:00 and Saturdays/Sundays between 08:00 and 21:00
Municipal Facilities for School Use	Monday through Friday between 08:00 and 16:00
Municipal Playing Fields - Playgrounds for School Use	Monday through Friday between 08:00 and 21:00

School Buildings shall generally not be available on Statutory Holidays, School breaks (including the months of July and August), Division closures and annual maintenance shutdowns. Board use of Municipal Facilities is limited to Monday through Friday between September and June inclusively.

Community use of School Facilities on outside of Joint Use Hours may be considered through special request (ie. Summer Games, Summer sports camps for local students during the first three weeks of July or last week of August).

School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based upon the availability of the facility.

## Schedule "D" - Operating Guidelines for Joint Use Space

### User Group Eligibility

To be eligible to use a Joint Use Space in a School, a user group must:

- Satisfy the Facility Scheduling Coordinator that at least seventy-five (75) percent of the members of the group or participants are residents of the Municipality or another Municipality served by the School Board that owns the facility to be booked
- Engage in activities that are recreational, cultural or educational in nature
- If it is a political group, be a locally based affiliate of a registered provincial or federal party or be for the purpose of local government
- Be non-profit
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a school that is located within the geographic boundary of the Municipality and their Board must be party to this agreement.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group's prior use of any Joint Use Space
- The group has failed to provide the required insurance
- The group has failed to pay for damages which occurred as a result of the group's prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the Principal, Facility Manager, or Facility Scheduling Coordinator inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space

In the case of a School, any user group that is barred from the use of Joint Use Space may appeal the decision first to the Principal's Superintendent and thereafter to the appropriate Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to Council.

## **Insurance Coverage**

In addition to any other form of insurance a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipality and the Board in whose building or on whose land they are conducting their activities as additional insureds.

The minimum insurance requirement shall be \$2 Million.

## **Booking Joint Use Space**

Booking the use of Joint Use Space within Schools by User Groups shall be made through the Facility Scheduling Coordinator for the School.

Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator.

## **Cancellation of Bookings**

A booking for use of Joint Use Space within a School may be cancelled at any time by the School principal. The principal shall provide as much notice as reasonably possible to the Facility Scheduling Coordinator of the cancellation. The Facility Scheduling Coordinator shall notify the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the Facility Scheduling Coordinator of the respective Board.

A booking for use of Joint Use Space within Municipal Facilities may be cancelled at any time by the Facility Scheduling Coordinator. The Facility Scheduling Coordinator shall provide as much notice as reasonably possible to the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Facility Scheduling Coordinator.

If the scheduled use required specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than seventy-two (72) hours before the scheduled booking.

## **Fees for Joint Use Space**

Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- Cost recovery for consumable supplies provided by the Board/Municipality and consumed by the user group
- Cost recovery for utilities when lights would not normally be on.
- The use of specialized equipment
- Wear and tear on the facility and/or equipment

- The provision of specially trained or technical staff (e.g. swimming lesson instructors, lifeguards)
- computer lab technicians necessary for the use of the Joint Use Space
- Any additional janitorial or custodial services related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space

A fee schedule will be updated annually by the Board for the use of space within schools.

### **Equipment**

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. The right to use Joint Use Space does not include the right to use score clocks or other specialized equipment. Any and all equipment required by a User Group must be requested at the time of booking.

### **Custodial Responsibility and Building/Facility Maintenance Responsibility**

The respective School Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by that Board.

The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

### **Damages to Joint Use Space**

For Joint Use Space in a School, the Municipality shall be responsible for the recovery of costs to repair damage that occurred in Joint Use Space during the use of that space by a User Group that is not affiliated with the respective Board that owns the facility that was damaged.

For Joint Use Space in a Municipal Facility, each Board shall be responsible for damage occurring in Joint Use Space during the use of that space by their respective Schools.

### **Playing Fields and Playgrounds**

For the purposes of this section, the following definitions shall apply:

"Playfield or Playing Field" means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

"Playfield Maintenance" means the regular mowing, fertilizing and lining of playfields.

"Playground" means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

"Refurbishment" means to aerate, top dress and over seed taking the playfield off line for a 12 month period.

"Re-development" means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the top soil, finished surface (seed/sod/shale) and the replacing of goal posts or back fields. Redevelopment would anticipate the closure of the playfield for up to two years.

Maintenance of playing fields on Municipal lands shall be the responsibility of the Municipality and maintenance of playing fields on School lands shall be the responsibility of the respective Board. The Parties agree to ensure that field markings are in place at the commencement of the spring/summer season. The Board will not be responsible for field markings that are not required for the School to perform its function. Additional field markings will not be provided by the School.

Each Party shall perform regular assessments on playfield conditions to determine short term and long term maintenance, or as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.

Each Party shall be responsible for the development of playing fields, including the construction of soccer pitches and softball or baseball diamonds, located on their respective lands.

Upgrades to playing fields located on Municipal lands that are desired or required by a Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade. If a playing field has been upgraded by a Board, the responsibility for maintaining that playing field shall pass to the Board and all costs of maintaining the upgraded playing field shall be paid by the Board.

Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.

Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns, or because of costs associated with ongoing maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.

**Schedule "E" - School Site Planning Guidelines**

The parameters contained in this Schedule shall be applied when planning future school sites in a Municipality's Municipal Development Plan, Area Structure Plan or Concept Plan.

**Size of Site**

The size of school sites to be included in the Municipality's plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by each Board.

For the Public Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	<b>K-12</b>	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the tables above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Where possible, school sites shall be located across quarter section lines to make use of reserve dedication from two quarter sections to create a larger, shared site for two schools. For example, two elementary schools may share a set of playing fields requiring a total site area of 15 to 18 acres rather than 20 to 24 acres for two separate sites.

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

### **Site Shape and Configuration**

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

### **Frontage along a Public Street**

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

### **Accessible to Several Modes of Travel**

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

### **Site Topography and Soil Conditions**

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

### **Flexibility for Design**

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

### **Access to Services**

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

## Schedule "F" - Dispute Resolution Process

### Step 1: Notice of Dispute

1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

### Step 2: Negotiation

3. Within 14 calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
5. Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of all Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

### Step 3: Mediation

6. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within 14 calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party shall select one name from the short list and advise the other Party of their selection within 10 calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
7. The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within 14 calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
8. The mediator shall be responsible for the governance of the mediation process. The Parties must meet

with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) calendar days from the date the mediator is engaged, without further written agreement of the parties.

9. All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
10. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
11. If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

#### **Step 4: Arbitration**

12. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within 30 calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.
13. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education to appoint an arbitrator within 30 calendar days of the expiry of the time period in clause 12. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of King's Bench.
14. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the *Arbitration Act*.
15. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.

**Schedule "G" – Existing School Board Lands**

<b>Name of School</b>	<b>Legal Description of Parcel(s) Containing School</b>	<b>Description of Facility and Amenities</b>
J.T. Foster High School	Lot 15 Block 61 Plan 7911150	School Site
J.T. Foster High School	Lot 8-12 Block 21 Plan 121JK 483JK; OT	Parking Lot and undeveloped lands
A.B. Daley Community School	Block A Plan 483J	School Site

DRAFT



# REQUEST FOR DECISION

Meeting: May 19, 2026  
Agenda Item: 5.4

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## PROCEDURAL BYLAW No. 1418 – REVIEW

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### **PURPOSE:**

The main purpose of the proposed amendment to the procedural bylaw is to provide clear language to deal with reoccurring items or items that have already been discussed and answered from reoccurring on the agenda. The key legal principle is not censorship, it is maintaining orderly governance and preventing Council from continually rediscussing finalized decisions.

In reviewing the bylaw, typically done with a new CAO reviewing policies and procedures, we are also proposing to add a few other items and clarify some minor language. One is to add a point under delegations regarding petitions. Not much detail is required, but adding this sentence can provide clarity to the public and are common because petition validity is governed mainly by the MGA rather than detailed local bylaw regulations. Another change is the inclusion of electronic disruptions.

### **DECISION OPTIONS:**

- #1 – Carry a motion to give first reading to Bylaw No. 1427/26, the Town of Nanton Procedural Bylaw.
- #2 – REFER the draft bylaw to (Administration or Committee).
- #3 – DEFER the bylaw to the council meeting of (date). Comments and considerations can be provided to the CAO prior to the item returning on a future agenda.

### **BACKGROUND / IMPLICATIONS:**

There are a few options Council can consider in amending a bylaw in regards to repetitive correspondence, reoccurring items, or delegation requests dealing with the same items. These requests can take up a great deal of time reoccurring, with an amendment (language options prepared below) this would provide clear direction for Administration and create procedure fairness for Council as well as the public; while also providing provisions for items to return after a time period or if there is new information.

#### **Situation**

Repeat resident letter on same issue  
Same issue already decided by Council  
Councillor/Public wants issue reopened  
Same delegation repeatedly appearing  
Delegation Response Times

#### **Common Response**

Administrative response  
Receive for information  
Motion to reconsider  
Clerk may deny request  
Options for CAO

**1. Repetitive correspondence**

“Correspondence substantially similar to matters previously considered by Council may be filed by the Clerk and responded to administratively unless new information is provided.” And/or “Council may receive repetitive correspondence as information without debate.” (item 5.8 & 5.9)

**2. Repeat agenda items**

“A matter previously decided by Council shall not be reconsidered except by a motion to reconsider in accordance with this bylaw.”

**3. Motion to Reconsider**

“If a motion that has been previously carried is brought back to the agenda for a future meeting by request of either a Councilor or any other person, sound reasons for reconsideration must be provided to the CAO in writing. The reasons will be included in the Council packages prior to the meeting.

“If a motion that has been previously carried is reconsidered by Council, the new motion should indicate the finality of the decision.”

**4. Duplicate delegations**

“Delegations on matters previously heard by Council within the previous six months may be refused unless significant new information exists.” (item 7.15)

**5. Delegation Response times**

“Following a delegation presentation, any related matter may be addressed on a Council agenda either during the same meeting if there is clear support, scheduled for a future Regular Council Meeting, or included as a Request for Decision (RFD) subject to CAO review.” (item 5.12)

**6. Petitions**

“The CAO accepts all petitions and shall determine the sufficiency of petitions in accordance with the Municipal Government Act. Such petitions will be confidential until it is presented to Council at a meeting in accordance with timeframes as noted in the Municipal Government Act” (item 5.17)

**7. Notice of Motions**

“A Member of Council may submit a Notice of Motion in the form of a draft resolution by the agenda submission deadline, providing sufficient detail for Council to understand its intent; Notices received after the deadline may only be considered in accordance with the procedures for late submissions.” (item 7.14)

**Financial: N/A**

**Applicable legislation: MGA s.145**

**Attachments: Draft Bylaw No. 1427/26**

**APPROVED BY:** Tara Vandervalk, CAO

NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	<b>OPERATIONS</b>	<input type="checkbox"/>	<b>EMERGENCY SERVICES</b>
<input type="checkbox"/>	<b>PLANNING &amp; DEVELOPMENT</b>	<input type="checkbox"/>	<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>
<input checked="" type="checkbox"/>	<b>GOVERNANCE &amp; CORPORATE SERVICES</b>	<input type="checkbox"/>	<b>NOT APPLICABLE</b>
<b>PRIORITY OR ACTION:</b>			



## *Town of Nanton*

### **BYLAW NUMBER: 1427/261418/25**

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#### **A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES**

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##### **1. PURPOSE:**

- 1.1 **WHEREAS** Section 180 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, requires council to act by bylaw; and
- 1.2 **WHEREAS** the Municipality of the Town of Nanton has the duty to ensure that it provides good government, and its elected officials uphold the highest standards for an accountable and transparent governance process; and
- 1.3 **NOW THEREFORE** the Council of the Town of Nanton in the Province of Alberta hereby establishes the following rules and regulations for the order and conduct of all Council and Council committee meetings.

##### **2. INTERPRETATION:**

- 2.1 This Bylaw # 1418/25 will be cited as the **Council and Committee Procedural Bylaw**.
- 2.2 **CAO** is the **Chief Administrative Officer** and means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
- 2.3 **CEO** is the Chief Elected Official of the Town of Nanton, duly elected to the position under the Municipal Government Act and includes any Councillor appointed by the CEO to act as his/her appointee.
- 2.4 **Chair** means the Member of a Committee or other person (ie. Mayor or appointee) who has the authority to preside over a meeting.
- 2.5 **Committee** is a Council Standing Committee, Special Committee or Ad Hoc Committee established by Bylaw.
- 2.6 **Committee of the Whole** is a committee comprised of all Council Members present at a meeting, assembled for the purpose of informal discussions, including, but not limited to, a question, initiative, policy or bylaw.
- 2.7 **Consensus** means a decision-making process that seeks the input and agreement of participants to resolve or mitigate objections to achieve the most agreeable decision. Consensus is defined as meaning both general agreement and the process of getting to such an agreement.
- 2.8 **Council** is the Council of the Town of Nanton in the Province of Alberta, comprised of one Chief Elected Official (Mayor) and six Councillors.

- 2.9 **Councillor** is a Member duly elected to the position under the Municipal Government Act, to represent the Town.
- 2.10 **Mayor** has the same meaning as Chief Elected Official, as defined in the Municipal Government Act.
- 2.11 **Member** means a Mayor or Councillor and includes members of Council Committees established by the Town of Nanton.
- 2.12 **Municipal Government Act** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended or legislation substituted therefore, and is referred to as the **Act**.
- 2.13 **Quorum** is more than fifty percent (50%) of the voting membership of Council or a Council Committee present at a meeting. Quorum must be maintained at a meeting, even in situations where the majority of members cannot vote due to pecuniary interest.
- 2.14 **Request for Decision (RFD)** is a form prescribed by Administration and used for submissions to Council in order to clarify and provide the information required by Council to deliberate and make decisions. The submission presented may request direction on an issue rather than a decision.
- 2.15 **Terms of Reference** is a statement of the purpose of a Committee, approved by Council within a bylaw, and shall include, but is not limited to, composition, duties, powers, functions and termination clause, if applicable.
- 2.16 **Town** is the Town of Nanton in the Province of Alberta.

### **3. APPLICATION OF THE BYLAW:**

- 3.1 The precedence of the rules of governing the proceedings of Council is:
- The Act
  - Other provincial legislation
  - This Bylaw, and
  - Robert's Rules of Order Newly Revised.
- 3.2 When a matter arises related to proceedings in a meeting which is not covered by a provision of this Bylaw or the Act, the matter shall be decided by reference to Roberts' Rules of Order.
- 3.3 Procedure shall be a matter of interpretation by the Mayor or meeting Chair.
- 3.4 The Mayor or Chair shall regulate all discussions within a meeting.
- 3.6. This Bylaw applies to:
- (i) All Meetings of Council, and
  - (ii) Any Committee Meeting unless the Terms of Reference for the Committees, approved by Council, provide permission for alternate procedures.

### **4. ORGANIZATIONAL MEETING:**

- 4.1 Pursuant to Section 192 of the Municipal Government Act, Council must hold its first Organizational Meeting within 14 days following the date of the general municipal election.
- (ia) In accordance with Section 201.1(1) of the Municipal Government Act, the municipality must offer, and each Councillor must attend, orientation training on



the prescribed topics prior to or on the same day as the first Organizational Meeting following a general election.

(iib) All Members of Council must have taken the Oath of Office prior to or at the beginning of the first Organizational Meeting being convened after an election.

(iiie) At the Organizational Meeting, the Mayor will appoint a schedule for Councillors to serve in the position of Deputy Mayor on a rotation basis.

4.2 At the Organizational Meeting, Council shall, by resolution:

(ia) Establish dates, times, and location for Regular Council Meetings:

(i) Regular meetings of Council will be scheduled on the first and third Monday of every month, excepting July and August, with meetings to commence at 7:00 p.m. in the Town of Nanton Council Chambers.

(ii) One Regular Meeting of Council will be scheduled for each of July and August as determined by Council, commencing at 7:00 p.m. in the Town of Nanton Council Chambers.

(iii) In the event a Regular Meeting falls on a general holiday, the meeting will be held on the Tuesday immediately following the holiday.

(iv) Regular Council Meetings and Council Committee Meetings must be conducted in public; however, Council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Access to Information and Protection of Privacy Act.

(v) Regularly scheduled Council Meetings may only be cancelled by resolution of Council.

(vi) All Regular Meetings of Council will be limited to four hours from the start time stated on the agenda, unless otherwise determined by a majority of Council present. Special Meetings of Council and Council Committee Meetings will be limited to three hours, unless otherwise determined by unanimous vote of the Members present.

(iib) appoint a schedule for Councillors to serve in the position of Deputy Mayor on a rotation basis.

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(iiie) Appoint Members of Council to Boards and Committees.

(ivd) Conduct other business as identified within the Organizational Meeting agenda.

## **5. AGENDA PREPARATION:**

5.1 The agenda for each Regular Council Meeting shall be prepared by the Chief Administrative Officer (CAO) in consultation with the Mayor, and shall include any Notice of Motion or submission received from a Councillor or the Mayor.

5.2 The following is a list of suggested contents and order of business for a Regular Council Meeting agenda. It serves as a guide rather than a rigidly followed document, and as such, items not requiring attention at a meeting may not be included on the agenda:

(ia) Call to order & Adoption of Agenda

(iib) Presentations: (includes Public Hearings)



(iii)e) Adoption of Previous Meeting Minutes

(ivd) Reports:  
(i) CAO  
(ii) Financial  
(iii) Department  
(iv) Council:  
(v) Others

(ve) Business Arising from Previous Minutes

(vif) New and Unfinished Business

(viig) Correspondence  
(i) For Action  
(ii) For Information

(viih) Closed Confidential Session (if required)

(ixi) Adjournment.

5.3 The order of business for agendas of Special meetings of Council will include:

(ja) Call to Order & Adoption of Agenda:

(jib) Priority Items: (established by the Mayor or CAO, items named as required)

(jiie) Adjournment:

5.4 All submissions for the Agenda of all Regular meetings of Council, shall be received by the CAO no later than noon the Monday (or Tuesday if that day is a general holiday) prior to the scheduled meeting, seven calendar days prior to the meeting.

5.5 Submissions from Administration will be formatted into the Request for Decision or information brief and be approved by the CAO prior to inclusion on the agenda.

5.6 Any other communication intended for Council will be forwarded to the CAO in writing and must:

- (i) be legible, coherent, and respectful; and
- (ii) be able to identify the writer and the writer's contact information.

5.7 If the standards set out in section 5.6 are met and the CAO determines the communication is within the governance authority of Council, the CAO will:

- (i) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered; or
- (ii) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

5.8 Correspondence that is substantially similar to matters previously considered by Council, and which does not provide significant new information or a new request for Council direction, may be responded to administratively by the CAO and may be filed without inclusion on a Council agenda.



5.9 The CAO may consolidate substantially similar correspondence relating to the same matter into a single administrative report or summary for Council.

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5.108 If the standards set out in section 5.6 are met and the CAO determines the communication is not within the governance authority of Council, the CAO may:

- (i) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;
- (ii) take any other appropriate action on the communication.

(If a Councillor objects to the process determined by the CAO, a Councillor may introduce a RFD for the item to be included for Council consideration on a Council agenda.)

5.119 If the standards set out in section 5.6 are not met, the CAO may file the communication. Administration will respond to the person sending the communication to advise that person of the process to be followed and any action taken on the subject of the communication.

5.120 An individual or group may request to be included on an Agenda as a delegation. The request must be in writing and shall:

- i) Include a written summary of the information that will be presented to Council including any monetary request of Council;
- ii) Be submitted to the CAO no later than noon the Monday prior to the Regular scheduled Council meeting (or seven days in advance of a Committee Meeting), with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.
- iii) The CAO will review the request in consultation with any affected department and may:
  - o Review and provide a written response to the individual or group to satisfy the request for an appointment with Council. This process will be undertaken only with consent of the CAO and the individual or group requesting the appointment with Council.
  - o Add the appointment to the next Regular Council Meeting Agenda; or
  - o Add the appointment to a future Regular Council Meeting Agenda if
    - Requested by the individual or group making the request; or
    - If the CAO requires more time to properly investigate and report on the matter.
- iv) Presentation time will be no longer than ten minutes, exclusive of the time required to answer the questions put forward by Council, unless extended by a majority vote of Council.
- v) Delegations speaking to the subject will be restricted to the subject matter only.
- vi) In questioning delegations, whether statutory or otherwise, Members of Council will ask only questions of clarification which are relevant to the subject of the presentation and will avoid repetition.

vii) Following a delegation presentation, a related item may be included on a Council agenda in one of the following ways:

(a) If there is unanimous support for Council's decision at the meeting where the delegation is heard, the issue may be discussed and resolved under New Business during that same meeting;

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(b) Otherwise, the item may be scheduled for the next Regular Council Meeting, at which Council may make any decisions regarding the issue raised by the delegation; or

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c) The item may be added to the current meeting agenda as a Request for Decision (RFD), subject to CAO

approval, and placed in accordance with the normal agenda order.

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Following a delegation presentation, the CAO may, at their discretion, have add a related item to the same Regular Council Meeting agenda for Council's consideration, or defer the matter to a subsequent Regular Meeting if additional information or administrative review is required.

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viii) Delegation requests respecting matters previously heard by Council within the preceding six (6) months may be declined by the CAO unless the request contains significant new information, evidence, or a new request for Council consideration.

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5.134 The CAO will ensure that the established agenda with attachments is distributed to Council, department heads, and the public, at least three calendar days in advance of the meeting. The agenda package and supplemental materials (unless withheld under the MGA or Information and Privacy Legislation) will be made available on the municipal website. The agenda outline will also be available at the municipal office.

5.142 Late submissions for the agenda after the agenda has been established will require the justification for the urgent nature of the late submission and will require the Mayor's and the CAO's approval, otherwise, the submission may be postponed to the agenda of the next Regular Meeting.

5.513 Proposed late additions or deletions to the agenda will be provided in writing to the CAO prior to the meeting being called to order.

5.164 ~~No~~ Late submissions may be added to an agenda ~~after the adoption of the agenda unless approved unanimously only~~ by unanimous resolution of Council.

5.17 All petitions submitted to the Town shall be received and reviewed by the CAO, who shall determine their sufficiency in accordance with the Municipal Government Act. Petitions shall remain confidential from Council and the public until formally presented by the CAO at a Regular Council Meeting or Special Meeting of Council.

## **6. MEETING PROCEDURES:**

6.1 As soon after the scheduled hour of the Council or Committee meeting to commence there is quorum present, the Mayor, Deputy Mayor or Chair will call the meeting to order.

6.2 In case the Mayor, Deputy Mayor or Chair is not in attendance within fifteen minutes after the hour appointed for a Council meeting and a quorum is present, the CAO will call the meeting to order and a chairperson will be chosen by the Members present who will then preside over the meeting until the arrival of the Mayor, Deputy Mayor or Chair.

6.3 If quorum is not achieved within 30 minutes of the scheduled start time, the CAO shall record the names of Members present, and the meeting shall stand adjourned until the next Regular Meeting, unless a Special Meeting is called in the interim.



- 6.4 A Council or Committee meeting scheduled by resolution may be cancelled:
- a) By resolution of Council at a prior meeting; or
  - ii) By written agreement of a majority of Members, with notice provided to all Members and the public in accordance with the Municipal Government Act.
- 6.5 The CAO will ensure that the minutes of all Council and Committee meetings are prepared as a written record which will include:
- a) The names of Members present and absent;
  - ii) A brief description of subjects discussed;
  - iii) All resolutions, decisions, and proceedings;
  - iv) The names of members of the public who address Council;
  - v) Recorded votes when requested;
  - vi) Any abstentions or declarations of pecuniary interest and the general nature thereof;
  - vii) Times of recess, adjournment, and reconvening;
  - viii) The arrival or departure of Members during the meeting; and
  - ix) The signatures of the Chair and CAO upon Council's approval of the minutes.

## **7. MOTIONS:**

- 7.1 The content of any Request for Decision submitted to Council or a Committee for consideration may be discussed prior to putting forth a motion, as an informal process. The Administrative options presented to the Members does not constitute a motion unless a Member expressly moves an option as a motion. The information presented to the Members within an RFD is intended to provide background and analyse possible solutions or responses to the issue. This process permits the Members to have the opportunity to engage in a full discussion and may then develop a consensus regarding the issue prior to putting forth a motion.
- 7.2 After receiving a motion from a Member the Mayor or Chair states the motion and calls for discussion or debate. Every Member wishing to speak to a question or motion must address the Mayor or Chair.
- 7.3 The Mayor or Chair has the authority to set a time limit and the number of times that a Member may speak on the same question or resolution having due regard to the importance of the matter. Time limit to be ten minutes for delegations and Members.
- (i) All motions will be read by the Mayor, Chair, CAO or designate before being voted on.
  - (ii) A motion submitted to the Members does not require a seconder.
- 7.4 When a motion has been made and is being considered by the Members, no other motion may be made and accepted, except a motion to:
- (i) refer the main question to some other person or group for consideration;
  - (ii) amend the main question;
  - (iii) table the main question;
  - (iv) postpone the main question to some future time;
  - (v) adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- 7.5 Wherever practicable, **Negative Motions** to the Members will not be presented for consideration. A recommendation that is intended to not take action should be worded utilizing active language (ie. In the case of a request to not grant a request, word as "decline the request for ...), otherwise, the recommendation should be to vote against an action.



- 7.6 Where a question under consideration contains distinct propositions, the vote upon each proposition must be taken separately when any member so requests or when the Mayor or Chair so directs.
- 7.7 After any question is finally put by the Mayor or Chair, no member will speak to the question, nor will any other motion be made until after the result of the vote has been declared. The decision of the Mayor or Chair as to whether the question has been finally put will be conclusive.
- 7.8 Voting on all matters must be conducted as follows, to ensure that the votes may be easily counted by the Mayor or Chair:
- (i) Except for a meeting conducted through electronic or other communication facilities, Members must be in their designated seat at the meeting when the motion is considered.
  - (ii) The Mayor or Chair requests that a motion be put forward for a vote. The Member's name putting forward the motion must be clearly stated for recording purposes.
  - (iii) Members vote by a show of hands or other method agreed to by the Members.
  - (iv) The Mayor or Chair clearly declares the result of the vote for recording purposes.
  - (v) A motion is carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.
- 7.9 After the Mayor or Chair declares the result of the vote, Members may not change their vote for any reason.
- (i) A question on the results of a vote may be resolved by the Mayor or Chair immediately calling for a revote on the motion.
  - (ii) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.
- 7.10 A motion made to accept the minutes of a Council or Committee Meeting must be presented for adoption by a voting Member that was present at the meeting whose minutes are being considered.
- 7.11 In the case of a motion presented to accept the minutes of a Standing Committee, the mover should be the Committee Chair; in the Chair's absence, the motion may be presented as per 7.10.
- 7.12 Committees may make motions to:
- (i) accept or amend the agenda for its meeting,
  - (ii) recess to a later time or date,
  - (iii) adjourn the meeting.
- 7.13 Committees may make Recommendations to Council for action or direction. As soon as practicable, upon finalization of the draft minutes of the Committee Meeting for adoption, the recommendations will be forwarded to the next available Council Meeting for consideration.
- 7.14 A Member of Council may bring forward a Notice of Motion in the form of a draft resolution by the agenda submission deadline. The Notice of Motion must be submitted in writing and include sufficient detail for Council to understand the intent of the proposed resolution. Notices of



Motion received after the deadline may only be added to a meeting agenda in accordance with the procedures for late submissions. A member of Council may bring forward a Notice of Motion, in the form of a draft resolution, by the Agenda submission deadline.

**7.15 If a motion that has been previously carried is brought back to the agenda for a future meeting, either by a Councillor or any other person:**

**i. Sound reasons for reconsideration must be provided to the CAO in writing.**

**ii. The written reasons will be included in the Council packages prior to the meeting.**

**iii. If a motion that has been previously carried is reconsidered by Council, the new motion must indicate the finality of the decision.**

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**8. BYLAWS:**

- 8.1 A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time.
- 8.2 After first reading has been given, subject to the requirements of the Municipal Government Act, any Councillor may move that the bylaw be read a second time.
- 8.3 Council may not give a bylaw more than two readings at a meeting unless unanimous consent is granted by the Council Members present at the meeting vote in favour of allowing a third reading at that meeting.
- 8.4 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
- 8.5 If a bylaw is defeated on third reading the previous readings are rescinded.
- 8.6 A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading

**9. COMMITTEE OF THE WHOLE:**

Committee of the Whole is a meeting of Council in which formal decisions are not made. Committee of the Whole Meetings must be conducted in public; however, Council may close all or part of the meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Access to Information Act.

The primary meeting must be recessed by a resolution of the majority of the Members present and reconvened upon conclusion of the Committee of the Whole meeting. Other than the vote to reconvene the primary meeting, no vote shall be made within a Committee of the Whole Meeting; however, recommendation or consensus may be forwarded to Council in the Regular Meeting for consideration.

- 9.1 A Committee of the Whole may be comprised of all Councillors present at the primary meeting, notwithstanding any declaration of conflict of interest. Subject to the Act, the Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters;

- (i) Budget



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- (ii) Audit
- (iii) Transportation issues
- (iv) Development issues
- (v) Strategic issues
- (vi) Legislative reform
- (vii) Policing matters, and
- (viii) Policy formulation.

9.2 Committee of the Whole may:

- (i) Conduct non-statutory public hearings
- (ii) Receive delegations and submissions
- (iii) Meet with other municipalities and other levels of governments, and
- (iv) Recommend appointments of members of the public to Council Committees, other Town Committees and other bodies on which the Town is entitled to have representation.

9.3 Council may receive briefings in Committee of the Whole.

9.4 In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole shall not hold statutory Public Hearings.

9.5 Committee of the Whole may make the following motions:

- (i) To receive agenda reports as information,
- (ii) To refer matters to Administration or a Committee for review,
- (iii) Make recommendations to Council.
- (iv) Adjourn the Committee of the Whole to reconvene the Regular Meeting.

9.6 A quorum of Committee of the Whole is a majority of Councillors.

9.7 At a Committee of the Whole meeting, the procedures of Council shall be relaxed upon consent of the Chair, as follows:

- (ia) A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
- (iib) A Councillor may speak more than once, on a matter provided that each Councillor who wished to speak to the matter has already been permitted to do so.

## **10. PUBLIC HEARINGS:**

10.1 Statutory Public Hearings will be held in conjunction with a Regular Council Meeting and scheduled within the agenda under "Presentations" at a Special Meeting of Council called specifically in relation to the Public Hearing.

10.2 **Adjourn** used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

10.3 **Close** used in relation to a Public Hearing, means to terminate the Public Hearing.

10.4 **Recess** used in relation to a Public Hearing, means to Adjourn the Public Hearing with the intent of returning to the Public Hearing within the same Regular or Special Meeting of Council.

10.5 At the commencement of a Public Hearing, the Chair shall:



- (i) State the matter to be considered at the hearing.
  - (ii) Confirm that the Public Hearing has been advertised in accordance with the Municipal Government Act and that the Public Hearing will be conducted in accordance with the *Council and Committee Procedural Bylaw*.
  - (iii) The Chair will ask if the development proponent, authorized representative or applicant is present and wishes to be heard by Council.
  - (iv) The Chair will ask if there are any person(s) or group(s) present who claim to be affected by the subject matter of the Public Hearing and wish to be heard by Council.
  - (v) The Chair will ask if there any other person(s), group(s) or authorized representative(s) other than those above who wish to be heard by Council, and
  - (vi) State that any person, group or authorized representative wishing to speak must clearly state their names and position on the matter for recording in the minutes.
- 10.6 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- (i) Be in legible writing,
  - (ii) Name the individual authorized to speak,
  - (iii) Indicate the proposed bylaw to be spoken to, and
  - (iv) Be signed by the person giving the information.
- 10.7 The authorized speaker must state the name of the person that the speaker represents and present the written authorization to the CAO, or delegate.
- 10.8 No one person shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put forward by Council, unless granted a time extension by Council.
- 10.9 No person representing a group shall address Council for more than ten (10) minutes, exclusive of the time required to answer questions put forward by Council, unless granted a time extension by Council.
- 10.10 If there is more than one Public Hearing on the agenda, the Chair shall adjourn or close one Public Hearing before opening another Public Hearing.
- 10.11 If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
- 10.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
- 10.13 Persons interested in speaking at a Public Hearing may register with the CAO prior to the Public Hearing. Names of the registered speakers for a Public Hearing may be released to the public with the Council agenda packages.
- 10.14 Written submissions received from the public by the CAO in response to advertised Public Hearing matters must be included in the published agenda materials.
- 10.15 Despite subsection (10.14 above) the CAO may exclude a submission from the agenda materials if, in consultation with legal counsel, such a submission:
- (i) Is deemed to constitute hate speech as defined by the Criminal Code; or
  - (ii) Promotes discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with the provisions of the Human Rights Act; or
  - (iii) Is deemed to be defamatory.



- 10.16 At the discretion of the CAO, communications may be redacted to protect personal information that has been included in written submissions.
- 10.17 No written submissions to Council will be accepted by the CAO from the public after the advertised submission deadline for inclusion in the published agenda materials and will not be provided by the CAO to Council. However, the individual, person or group may make a verbal presentation to Council at the Public Hearing, which may include a written submission, with the permission of the Chair, as a component of the presentation.
- 10.18 In accordance with the Act, in the Public Hearing, Council:
- (i) Must hear from a person, group of persons or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by Council; and
  - (ii) May hear from another person(s) who wishes to make representations and who Council agrees to hear.
- 10.19 Council may ask questions of public presenters for clarification of the presentation.
- 10.20 Council must not ask questions of Administration until the Public Hearing on a matter is concluded.
- 10.21 The vote on an item for which a Public Hearing has been held must comply with the following:
- (i) Members who are absent for the whole of a Public Hearing on a matter are not entitled to vote on the matter.
  - (ii) Members who are absent from part of a Public Hearing on a matter may choose to abstain from voting on the matter.
  - (iii) A Councillor who is required to or who chooses to abstain from voting in keeping with subsections (i) or (ii) must leave the meeting before the vote commences.
- 10.22. Members of the public will be called upon by the Chair in the following sequence:
- (i) the development proponent or applicant,
  - (ii) those in favour,
  - (iii) those against.
- 10.23 The Chair may recall the proponent or applicant in order to allow Council to ask additional questions of clarification, if required. A recall for clarification may only be made at the same meeting at which the Public Hearing item was heard.
- 10.24 Council may change the date, time and place of a Public Hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised, as per the provisions of the Act.
- 10.25 Council may cancel a Public Hearing by resolution.
- 10.26 The Mayor or Deputy Mayor shall chair Public Hearings.
- 10.27 The minutes of a Public Hearing shall record:
- (i) The names of Administration and the applicant, or representatives of the applicant, who are present at the Public Hearing, and
  - (ii) The names of the members of the public who provided written and/or verbal submissions, along with a general indication of support, opposition, or neutrality, but not a summary of the presentation and/or a copy of any written materials provided.



## **11. CONDUCT AT MEETINGS:**

- 11.1 All persons present at a Council or Committee meeting must conduct themselves with respect and decorum so that the meeting may proceed in an orderly manner.
- 11.2 While a meeting is in session, individuals shall:
- ia) Not speak without first being recognized by the Mayor or Chair;
  - ib) Not speak for longer than ten (10) minutes, unless permitted by the Mayor or Chair;
  - ciii) Maintain order and quiet, and refrain from interrupting any speaker;
  - d) Avoid offensive, disrespectful, or abusive language or behaviour;
  - e) Refrain from carrying on private conversations or other distractions that disturb the meeting;
  - f) Not leave or move about in a way that interrupts discussion or voting; and
  - g) Comply with any directions of the Mayor or Chair regarding order, procedure, or interpretation.
  - h) Not display, carry, or post any signs, banners, posters, or similar items within the meeting venue.
- 11.3 The Mayor or Chair may call any individual to order and, if necessary, direct that a person causing a disturbance or acting improperly be removed from the meeting.
- 11.4 Use of third party electronic equipment in Council Chambers is governed by the *Town of Nanton Electronic Equipment Policy*, as amended from time to time.

## **12. MEETINGS HELD BY ELECTRONIC MEANS:**

- 12.1 The Town of Nanton may hold Council or Council Committee meetings by using electronic means. Before a meeting can be held by electronic means the following conditions must be met:
- (i) provided the meeting is not closed to the public, notice to the public of the meeting must include how the meeting will be conducted; up to and including the method by which members of the public may access the meeting and make submissions and how this meeting will be publicly available before and during the meeting
  - (ii) the facilities must enable the public to hear all meeting participants at the place specified in the notice and the CAO must be present at that place; and
  - (iii) the facilities must permit all participants to communicate adequately with each other during the meeting.
- 12.2 Members may attend a Council or Committee meeting by means of electronic communication. Any Member participating by electronic means is deemed present at the meeting, having their identity confirmed through video capabilities. Acceptable alternatives include through use of a telephone with conference call capabilities (speaker and video), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances. The minutes of the meeting shall reflect the attendance of any Member as per electronic means.
- 12.3 A Member participating in a meeting through electronic communication is deemed present for the duration that their connection remains active and that they are visible on screen. Their attendance shall be recorded in the minutes accordingly.
- 12.4 The Mayor, Deputy Mayor, or Chair shall announce to those in attendance when a Member is participating by electronic means. If the electronic connection becomes inactive, the Mayor, Deputy Mayor, or Chair shall declare the time at which the Member is considered to have left the meeting, and this shall be noted in the minutes.



12.5 If a Member's electronic connection fails during a Council or Committee meeting, the Mayor, Deputy Mayor, or Chair shall immediately announce the disruption to those in attendance. The time at which the Member is considered to have left the meeting shall be recorded in the minutes.

i) The meeting may continue provided quorum is maintained. If quorum is lost due to the electronic participation failure, the meeting shall be recessed and reconvened at a later time or date as determined by the Mayor or Chair.

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ii) If the connection is restored, the Member may rejoin the meeting, and their participation shall be recorded in the minutes from the time of reconnection.

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iii) Any delegations scheduled during the period of electronic failure shall be rescheduled to the next conveniently available Council or Committee meeting.

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### **13. COMMITTEES:**

13.1 Standing Committees of Council shall be established by Bylaw which will specify the terms of reference for the Committee, including matters to be dealt with by the Committee.

13.2 Special or Ad Hoc Committees shall be established by Bylaw which will specify the terms of reference, including matters to be dealt with by the committee, and a time frame for the duration of the Committee, if applicable.

13.3 Special and Ad Hoc Committees may be comprised entirely of Councillors or a combination of Councillors, staff and other Public Members-at-large.

13.4 Special and Ad Hoc Committees may elect from its membership a chairperson to preside over the meetings and a secretary to record the minutes of the meeting.

13.5 It will be the duty of the chairperson of each Standing, Special or Ad Hoc Committee, or in case of his/her illness or absence from the town, it will be the duty of the CAO to summon a special meeting of any committee whenever requested in writing to do so by a majority of members of any such committee.

13.6 Any matter of meeting conduct of Special and Ad Hoc Committees must be in accordance with this Bylaw and the procedures established by Council. Committees shall act respectfully and in a manner consistent with the principles of good governance and the Municipal Government Act, as well as the Town of Nanton's Code of Conduct Bylaw for Council Members.

### **14. EFFECTIVE DATE AND READINGS**

14.1 This bylaw repeals Bylaw #140187/25 and any amendments thereto.

14.2 Read a **first** time this \_\_\_\_ day of **November**, 202**6**5

**TOWN OF NANTON**

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



**BYLAW #1418/25**

**14 of 15**

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

14.3 Read a **second** time this \_\_\_\_ day of ~~November~~, 202~~5~~6.

TOWN OF NANTON

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

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

14.4 Read a **third** time this \_\_\_\_ day of ~~November~~, 202~~6~~5.

TOWN OF NANTON

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

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER





# REQUEST FOR DECISION

Meeting: May 19, 2026  
Agenda Item: 5.5

## Notice of Intention – Keen Hospital

### **ADMINISTRATIVE RECOMMENDATION:**

That Council direct Administration, pursuant to section 26(1) of the Historical Resources Act, to notify the owner of Condo Plan # 031 2590 Units 1-4 or also known as 2207 20th Street, Nanton, Alberta, of the Town’s intention to designate the Keen Hospital as a Municipal Historic Resource.

### **DECISION OPTIONS:**

- #1 – Approve the Administrative Recommendation as presented.
- #2 – Refer the matter back to Administration for additional information.
- #3 – Defer the matter to a future Council meeting.

### **PURPOSE:**

To seek Council’s direction to issue a formal Notice of Intention to Designate the Keen Hospital as a Municipal Historic Resource, in accordance with the Historical Resources Act, to preserve its heritage and recognize its historical, architectural, and social significance.

### **BACKGROUND / IMPLICATIONS:**

The Keen Hospital, constructed in 1927, was Nanton’s first purpose-built hospital and served as a critical healthcare facility for the community. Its heritage value is associated with the pioneering efforts of Dr. William H. Keen and Edith Keen, early local medical services, and its representation of early 20th-century institutional design. Architecturally, it retains its two-and-a-half-storey massing, rectangular plan, gable roof, and symmetrical fenestration, maintaining its original visual presence within Nanton’s historic downtown core.

The property retains significant cultural and social importance as a focal point of healthcare and community cohesion in Nanton’s history. Preservation through designation will allow the Town to recognize and protect the site, while ensuring any alterations are consistent with its character-defining elements.

Issuing a Notice of Intention initiates a 60-day period during which the property owner may respond prior to Council considering a bylaw to formalize the designation. During this period, the property may not be altered without Council’s written approval.

### **ALTERNATIVES:**

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

**Financial (GL# / Amount) :** n/a

**Communications/PR:** Upon Council’s direction, a formal Notice of Intention will be served to the property owner and published in accordance with the Historical Resources Act. Public engagement and informational materials will be prepared to notify the community.

**Applicable Legislation:** Historical Resources Act, RSA 2000, c. H-9, Section 26(1)  
Town of Nanton Heritage Policy / Heritage Building Evaluation Project (CDS Inc., February 2026)

**Attachments:** Statement of Significance – Keen Hospital (CDS Inc., February 2026)

**Prepared By:** Georgina Sharpe

**Date:** May 13, 2026

**APPROVED BY:** Tara Vandervalk, Chief Administrative Officer:

NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input checked="" type="checkbox"/>	EMERGENCY SERVICES
<input type="checkbox"/>	PLANNING & DEVELOPMENT	<input type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			



## 10. Statement of Significance

### Keen Hospital

2207 20<sup>th</sup> Street  
Nanton, Alberta

#### Description of Resource

The Keen Hospital is a two-and-one-half-storey, rectangular stucco-clad brick building with a concrete foundation and gable roof, constructed in 1927 as Nanton's first purpose-built hospital. Located on the west edge of Nanton's historic downtown core, the building originally contained a twelve-bed hospital, dispensary, medical office, bathrooms, kitchen, and a sunroom. Although later converted into apartments, the exterior retains its institutional massing, and symmetrical fenestration pattern, conveying its original function as a healthcare facility.



#### Heritage Value

The heritage value of the Keen Hospital lies in its association with the pioneering efforts of Dr. William H. Keen and Edith Keen, its association with the provision of accessible local medical services, its representation of early 20th century institutional design and construction, and its significance as a symbolic landmark of small-town hospitals.

For two decades, practitioners served patients from their offices, with those requiring hospitalization referred to facilities in High River or Calgary. The pioneering efforts of Dr. William H. Keen and Edith Keen in establishing modern healthcare in Nanton fostered a spirit of community self-sufficiency. Dr. Keen arrived in Nanton in 1905 and became one of the town's first physicians. His leadership in establishing the town's first purpose-built hospital in 1927 reflected both professional initiative and civic pride. The hospital had accommodation for twelve patients, contained its own dispensary, and was described by the Nanton News as "modern throughout" and having "the most up to date electrical equipment in the province for the treatment of disease... There are two bath rooms, a kitchen and a sun room, and a water system with electric pump." On January 18, 1929, Nanton council passed a motion that the Keen Hospital be accepted as an approved hospital by the provincial department of health.

Dr. Keen was assisted by his wife, Edith, a registered nurse who served as superintendent, and Dr. John Creighton who also provided patient care at this site. Together, they embodied the broader theme of local self-sufficiency in medical care, a hallmark of Alberta's rural communities in this era highlighting family and community dimensions of healthcare delivery in small towns. The hospital also became a focal point for social cohesion, providing essential local medical services at a time when travel to distant facilities was costly and difficult. The hospital's creation marked a turning point in the community's development, reflecting the collective ambition of Nanton's residents during the interwar period to provide accessible medical services locally, marking a turning point in community development and self-sufficiency.

The hospital's closure in the 1940s followed Dr. Keen's death in 1938. It was operated by Dr. Hector Mackenzie, with Edith Keen briefly presiding over the local branch of the Red Cross from its premises, until Dr. Mackenzie's enlistment and the retirement of Dr. Creighton. The closure reflects the vulnerability of small-town institutions, dependant on individual practitioners. Patients were redirected to High River, underscoring the shift toward centralized healthcare delivery.

Architecturally, the Keen Hospital is a distinctive example of early 20th century institutional design in rural Alberta. The building features a two-and-a-half-storey, wood-frame rectangular form with an original brick exterior now clad with stucco, set on a concrete foundation. Its gable roof, symmetrical fenestration, and substantial massing convey a sense of permanence and modernity, distinguishing it from more modest maternity homes or converted residences typical of the era, such as the Sexsmith Maternity Home that began in a small shack and moved to several converted residences as the practice grew from 1921 to 1958. The main entrance, marked by a central doorway and balanced window arrangement, reinforces its institutional character. Despite later conversions to apartments, the exterior retains its original massing and fenestration pattern, preserving its architectural integrity and visual impact within the streetscape and ensuring its physical presence continues to anchor Nanton's historic core.

As a landmark, Keen Hospital occupies a prominent location on Nanton's Main Street, anchoring the historic downtown core and serving as a tangible link to the town's early healthcare history. Its continued presence reinforces its symbolic value as a civic landmark and a rare surviving example of small-town hospitals from the 1920s in Alberta. The site is also important to the community for its historic, aesthetic, and especially social significance. Keen Hospital stands as a testament to the challenges and aspirations of rural towns in providing modern amenities, and to the individuals whose initiative shaped local history. It reflects the broader pattern of Alberta's rural development, the evolution of healthcare delivery, and the enduring legacy of community pride, resilience, and mutual support.

### Character-Defining Elements

Key elements that express the heritage value and must be conserved include:

- Original location within Nanton's historic downtown core
- Rectangular plan and low gable roof form with two shed dormers on either side of gable roof
- Rear offset brick chimney
- Institutional two-and-a-half-storey scale and massing
- Original exterior brick tile beneath the existing stucco with concrete foundation
- Projecting wood eaves with exposed rafters
- Wood brackets in projecting verges
- Shaped structural fenestration openings
- Symmetrical fenestration pattern and plain lug sills
- 8 over 1 pane arrangement on front porch level window and 4-over-4 pane arrangements on west side windows
- Open porch with closed railing and wood posts and open wood rail at second storey
- Continued association with Dr. W.H. Keen and early healthcare history.

### Sources

- Nanton and District Historical Society. Mosquito Creek Roundup: Nanton-Parkland. Nanton, AB: Nanton and District Historical Society, 1975.
- Nanton and District Historical Society. Mosquito Creek Roundup: Nanton-Parkland. Vol. 2. Mosquito Creek History Society, 2005.
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- Alberta Register of Historic Places. (HS 31482). Government of Alberta. Accessed December 10, 2025. <https://hermis.alberta.ca/ARHP/Details.aspx?DeptID=2&ObjectID=HS+26243>.
- Lethbridge Herald (Lethbridge, Alberta). "Dr. Keen, Pioneer Physician of Nanton, Dies at Calgary." August 1, 1938, p. 3. <https://newspaperarchive.com/obituary-clipping-aug-01-1938-1575689/>.
- "Nanton." The Lethbridge Herald (Lethbridge, Alberta), January 18, 1929, p. 7. Newspapers.com. <https://www.newspapers.com/image-view/64000211/>.
- Keen (Nanton) Hospital – Nanton, AB. "Western Canadian Heritage on Waymarking.com. Accessed December 10, 2025. [https://www.waymarking.com/waymarks/wm12NPH\\_Keen\\_Nanton\\_Hospital\\_Nanton\\_AB](https://www.waymarking.com/waymarks/wm12NPH_Keen_Nanton_Hospital_Nanton_AB)

**Sara-Lynn Lyons**

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**Subject:** FW: Spring watershed news: water forecast, AGM, and upcoming events

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**From:** Oldman Watershed Council <[info@oldmanwatershed.ca](mailto:info@oldmanwatershed.ca)>

**Sent:** Thursday, May 7, 2026 2:43 PM

**To:** Tara Vandervalk <[cao@nanton.ca](mailto:cao@nanton.ca)>

**Subject:** Spring watershed news: water forecast, AGM, and upcoming events



#### IN THIS ISSUE

Register for OWC's 22nd AGM, read our spring water forecast, sign up for restoration and learning opportunities, and catch up on the latest watershed stories.

## News and Updates

### Register for OWC's 22nd Annual General Meeting

All OWC members are invited to attend our 22nd Annual General Meeting on Thursday, June 25, from 1–4:30 p.m. Not a member yet? [Sign up here](#).

Join us to hear project updates and successes from board and staff members, review the 2025–26 audited financial statements, and celebrate our outstanding donors and volunteers.

Attend the AGM in person at the Galt Museum & Archives, where refreshments will be provided, or join online. We hope to see you there!

[Get your AGM tickets here](#)



## Spring Water Forecast

As we transition from a winter of swinging temperatures and sporadic precipitation, many of us are asking the same question: what kind of water availability and weather can we expect over the summer?

Drought conditions have increased throughout the province since the fall, but reservoir levels across the watershed indicate ample water supply for the time being. However, forecasts indicate a shift to El Niño conditions, which is expected to bring a warm, dry summer to the province. Get the full details in our most recent blog.

[Full forecast details here](#)

## Upcoming Events



## Waterton River Willow Planting

Volunteer opportunity! On Saturday, May 23, spend the day planting willows and learning hands-on restoration skills in the prairie pothole region upland of the Waterton River.

Working alongside OWC staff and other volunteers, you'll contribute to the health of this beautiful area as we plant up to 2,000 willows, supporting biodiversity, flood and drought protection, and more.

No prior experience is required. If you're ready to learn, spend a day working outside, and support watershed health, we invite you to sign up.

[RSVP for willow planting here](#)



## Webinar: Ecosystem Services Value Calculator

We are excited to share a new tool for calculating the dollar value of services provided by nature: the Ecosystem Services Value Calculator.

Join us online on Wednesday, May 27, from 2–3 p.m. to dig into this tool and discover how it can benefit your work in land and water management, conservation, or restoration. The calculator is a great asset for communicating the benefits of nature in a clear way that connects ecosystem health, community resilience, and the economy.

Presenters from OWC will showcase case studies of the calculator's use, and experts from Green Analytics will be on hand to answer your questions about the calculator and how to interpret results.

[Sign up for the webinar here](#)



## **Kainai Ecosystem Protection Association Annual Summit**

KEPA's 12th Annual Summit is fast approaching! This is a fantastic opportunity for all stewards of the watershed to learn about *Niitsitapi* (*Blackfoot*) *Cultural Keystone Species* through presentations, tours of the land, and powerful stories grounded in traditional ecological knowledge.

Use the link below to view details, get tickets, and mark June 3–5 on your calendars.

[\*\*Get tickets for the KEPA Summit\*\*](#)

## **Save the Date: Plant a Pollinator Garden with OWC**

Interested in gardening, native plants, and helping bumble bees? We are planting a pollinator garden at Aahsaopi Elementary School, and you can help!

Volunteers are welcome to join us on Friday, June 12, to prepare the ground

for the new garden, and on Saturday, June 13, to get plants in the soil.

Stay tuned for more details and volunteer registration coming soon.

## Watershed Updates: From the OWC Blog

### Frequently Asked Questions About Bumble Bees

We get a lot of great questions about pollinators in the Oldman watershed, and bumble bees in particular. Here are answers to some of the most common questions about our fuzzy flying friends, including how you can help them thrive.

[Learn all about bumble bees here](#)

### Agricultural Innovators: Shared Stewardship with Kelly Hall

How are agricultural producers and managers in southern Alberta solving challenges in innovative ways? Find out in the most recent instalment of our *Agricultural Innovators* series.

In it, we spoke to cow-calf producer Kelly Hall about multigenerational stewardship, aspen encroachment, ecological goods and services, and more.

[Read the full interview here](#)

### Behind the Scenes at OWC

Like a river with many tributaries that join to form a larger body of water, OWC is made up of many pieces. What happens behind the scenes to bring all these pieces together and make our award-winning work possible?

In this blog series, we're taking a peek behind the curtains at OWC, from the nuts and bolts of our organization, to the importance of our neutral voice, to how we're making a difference on the ground in community.

Whether you're new to OWC or have been a supporter for many years, we invite you to check out parts 1 and 2 of the series.

[Read Behind the Scenes at OWC](#)

## Organization Updates



### Say Hello to Our New Staff

The past few months have been full of changes and growth at OWC. First, we said a fond farewell to Watershed Stewardship Assistant Rachel. You can read her final blog, full of beautiful photos of the watershed and reflections on her two years at OWC.

We are also thrilled to welcome three new staff members to our team: Development Manager Angela McIntyre, Watershed Stewardship Assistant Elijah Stempien, and Administrative Assistant Erin Casey.

As our team grows, we will have more capacity to deliver high-impact programs, strengthening resilience across the watershed.

[Meet the OWC team](#)

## Join OWC's Board of Directors

We are accepting nominations for five positions on our Board of Directors! This is an opportunity for thoughtful, community-minded people to help shape watershed stewardship and contribute to strategic planning and the development of OWC's goals.

Interested, or know someone who would be a good fit? Check out the full description, and submit your nomination form by Sunday, May 10.

[Apply to join the Board](#)

## Donor Spotlight

We are grateful to Willemijn Appels, the Town of Coalhurst, and River Collective Co. for their generous support of the Oldman Watershed Council. Their commitment helps advance meaningful, on-the-ground work that strengthens watershed resilience and supports communities across the region.

[Become an OWC donor](#)

Would you like to forward this email to a friend? [Click here](#).

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Oldman Watershed Council  
PO BOX 1892  
Lethbridge, AB T1J 4K5

[Unsubscribe](#)

# BOARD REPORT

Item 6.2.2.



**CHINOOK**  
ARCH REGIONAL LIBRARY SYSTEM

Chinook Arch Library Board Meeting - April 2, 2026



## Clean Audit Opinion for 2025 Financials

The Board's 2025 Financial Statements have received a clean audit opinion from Insight LLP. The Board reviewed and approved the Audited Financial Statements as presented. Chinook Arch continues to face financial challenges due to revenue pressures, and some funds had to be transferred from the Board's reserves at the end of 2025 to make up a budget shortfall.

## Annual Reports Approved

The Board approved the annual reports of the Chinook Arch Library Board and the Sylvia Hirsche Memorial Library (Wrentham). Key metrics show a growing demand for Chinook Arch services. The number of items shared between libraries increased in 2025, as did online resource usage and online catalogue visits.



# Board Members Present

Corry Walk – Village of Arrowwood  
 Jane Johnson – Village of Barnwell  
 Belinda Rempel – Village of Barons  
 Tim Court – Town of Cardston  
 LeGrande Bevans – Cardston County  
 Brad Schlossberger – Town of Claresholm  
 Lori Harasem – Town of Coalhurst  
 Stephen A. Pain – Village of Coutts  
 Doreen Glavin – Municipality of Crowsnest Pass  
 Jim Monteith – Town of Fort Macleod  
 Suzanne French – Village of Hillspring  
 Al Beeber – City of Lethbridge  
 Kevin Slomp – County of Lethbridge  
 Marie Logan (Vice Chair) – Village of Lomond  
 Darryl Christensen (Chair) – Town of Magrath  
 Dorothy Fraser – Town of Milk River  
 JoAnne LeBlanc – Village of Milo  
 Melissa Jensen – Town of Nobleford  
 Mark Barber – Town of Pincher Creek  
 Tony Bruder – Pincher Creek MD  
 Kate Kindt – Town of Raymond  
 Stacey Maynes – Village of Stirling  
 Tamara Miyanaga – Taber MD  
 Marilyn Forchuk – Town of Vauxhall  
 Lorraine Kirk – Town of Vulcan  
 Doug Logan – Vulcan County  
 Derek Baron – Village of Warner  
 David Nilsson – Warner County  
 Barbara Clay – ID of Waterton  
 Maryanne Sandberg – Willow Creek M.D.  
 Allan Quinton – LPL Resource Centre

# Regrets

Blanche Anderson – Village of Carmangay  
 Judy Perkin – Village of Champion  
 Jason Beekman – Town of Coaldale  
 John Doney – Village of Glenwood  
 Amanda Bustard – Town of Nanton  
 Chelsey Hurt – Town of Stavely  
 Naomi Wiebe – Town of Taber



# 2027 Chinook Arch Member Levy Request

The Board has passed a motion to request an increase to the 2027 per capita municipal levy. The levy, which was reduced to \$7.76 per capita in the early days of the COVID-19 pandemic, would be restored to the pre-pandemic level of \$8.17. For the change to take effect, it must be approved by two thirds of member councils representing two thirds of the total service population. A memo explaining the request will be sent to all member municipalities in May 2026.

# Policies Approved

The board reviewed and approved the following policies. All board policies are reviewed once every three years, or as necessary. All policies can be found on the Chinook Arch website at <https://chinookarch.ca/about-us/board-policies>.

- Access to Information
- By-laws
- Confidentiality of Patron Records
- Library Outlets
- LAPP Policy
- Personal Vehicle for Business Use
- Personnel
- Protection of Privacy
- Working Remotely

# Contact Us

Chinook Arch Regional Library System  
 2902 7th Avenue North  
 Lethbridge, AB T1H 5C6 | 403-380-1500  
[www.chinookarch.ca](http://www.chinookarch.ca) | [arch@chinookarch.ca](mailto:arch@chinookarch.ca)



[facebook.com/chinook.arch7](https://facebook.com/chinook.arch7)



[@chinook.arch7](https://instagram.com/chinook.arch7)

**Sara-Lynn Lyons**

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**Subject:** FW: CRAZ Board position

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**From:**

**Sent:** Thursday, May 7, 2026 1:41 PM

**To:**

**Subject:** CRAZ Board position

You don't often get email from [jill.bloor@craz.ca](mailto:jill.bloor@craz.ca). [Learn why this is important](#)

Hello CRAZ Municipal members, our AGM is fast approaching.

There are 2 seats that are open for election this year. Foothills County has expressed their intent to stand for re-election. The other position is vacant. We would like to encourage our municipal members to consider putting their name forward for election.

There are 6 board meetings a year for board members to attend. New board members do receive orientation and a board manual. If any of you are considering or have questions while considering the position, please let me know prior to the AGM.

Thank you for your commitment to CRAZ

Jill Bloor, BA, MNA

Executive Director

Calgary Region Airshed Zone Society

A13, 6120 – 2 ST SE

Calgary, AB T2H 2L8

403-540-5314

[www.craz.ca](http://www.craz.ca)



2026-05-13

Cpl Erika Laird  
Nanton RCMP Detachment  
Nanton, Alberta

Dear Mayor Handley,

Please find attached the quarterly Community Policing Report for the period of January 1<sup>st</sup> to March 31<sup>st</sup>, 2026. This report provides an overview of human resources, financial information, and crime statistics for the Nanton Detachment, and reflects the ongoing priorities identified by the community we serve.

In addition to the information contained in the attached report, I would also like to highlight a significant national development that will impact frontline policing operations in the coming months. The RCMP has recently awarded a contract for a new modernized general duty service pistol, marking an important step in enhancing public and officer safety, as well as operational effectiveness.

The selected model is the Glock 45 MOS 7 Duty Pistol. This modernized pistol will be issued as part of a comprehensive package, including a red dot sight (Aimpoint Acro P-2), a weapon-mounted light (Streamlight TLR-7X), three magazines, interchangeable grip components, a lanyard loop attachment, a Safariland duty holster, and a secure carrying case.

The rollout will occur in phases with priority given to frontline officers. Distribution across RCMP divisions will be based on operational needs, and full deployment is anticipated by summer 2028.

A transition of this scale requires comprehensive training to ensure safe and effective use. A training program has been developed and will begin rolling out to instructors this summer. A mandatory four-day training program for frontline officers is expected to follow in late summer and fall, concluding with annual firearms qualification. Training schedules are being developed to ensure there is no impact to frontline service delivery levels.

This modernization effort reflects the RCMP's ongoing commitment to ensuring officers have the appropriate tools and training to serve their communities safely and effectively. Investments in equipment such as this are essential to maintaining high standards of policing and adapting to evolving operational demands.

We remain committed to transparency and to keeping our municipal partners informed of significant developments that impact policing services in your community. Should you have any questions or wish to discuss this initiative further, please do not hesitate to reach out.



Sincerely,

Cpl Erika Laird  
Nanton RCMP Detachment  
Nanton, Alberta



A

## Alberta RCMP - Provincial Policing Report

### Detachment Information

**Detachment Name**

Nanton

**Detachment Commander**

Cpl Colleen Lowing

<b>Report Date</b> May 5, 2026	<b>Fiscal Year</b> 2025-26	<b>Quarter</b> Q4 (January - March)
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### Community Priorities

#### Priority #1: Traffic Safety (motor vehicles, roads)

**Updates and Comments:**

41 Traffic contacts this this quarter  
22 Collisions reported. No fatalities  
1 Alcohol related roadside suspension

#### Priority #2: Police / Community Relations – Police Visibility

**Updates and Comments:**

The RCMP continue to be visible in the community, making patrols, speaking to community members, traffic contacts, School visits, and school zones patrols, plus Business drop-ins and speaking to owners.

#### Priority #3: Crime Reduction – Property Crime and Drug Interventions

**Updates and Comments:**

3 Break and Enters. One is still under investigation with the assistance of FIS.  
5 Fraud investigations – one with criminal charges pending.  
5 Mischief investigations





/

## Community Consultations

### Consultation #1

Date	Meeting Type
April 1, 2026	Town Hall
<b>Topics Discussed</b>	
Service Delivery and objectives for the next year.	
<b>Notes/Comments:</b>	
Community consultations have begun for the upcoming year. These meetings have included meeting with Southern Alberta District and Detachment members. Service deliver while managing soft and hard vacancies has also been discussed.	





## Provincial Service Composition

Staffing Category	Established Positions	Working	Temporary Absences	Hard Vacancies
Regular Members	4	1	2	1
Detachment Support	2	1	0	1

### Notes:

1. Data extracted on March 31, 2026 and is subject to change.
2. Temporary Absences are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments:

Police Officers: Of the four established positions, one officer is currently working with two officers on Parental leave. There is one hard vacancy. The Detachment has been able to fill shifts with relief members and overtime. This does not come with additional costs to the municipality. The RCMP is actively looking for more permanent solutions to fill soft vacancies.

Detachment Support: Of the two established positions, one resource is currently working. There is one hard vacancy.



## Nanton Provincial Detachment Crime Statistics (Actual) January to March: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	1	1	0	0	-100%	N/A	-0.3
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		1	4	8	1	8	700%	700%	1.1
Kidnapping/Hostage/Abduction		0	2	0	0	0	N/A	N/A	-0.2
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		4	2	2	3	1	-75%	-67%	-0.5
Uttering Threats		1	4	1	1	1	0%	0%	-0.3
<b>TOTAL PERSONS</b>		<b>7</b>	<b>13</b>	<b>12</b>	<b>6</b>	<b>10</b>	<b>43%</b>	<b>67%</b>	<b>-0.1</b>
Break & Enter		1	1	2	5	2	100%	-60%	0.6
Theft of Motor Vehicle		2	0	0	0	1	-50%	N/A	-0.2
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		10	8	7	6	2	-80%	-67%	-1.8
Possn Stn Goods		1	0	2	1	0	-100%	-100%	-0.1
Fraud		6	6	13	6	7	17%	17%	0.2
Arson		0	1	0	0	0	N/A	N/A	-0.1
Mischief - Damage To Property		2	4	5	8	2	0%	-75%	0.4
Mischief - Other		1	3	4	0	3	200%	N/A	0.1
<b>TOTAL PROPERTY</b>		<b>23</b>	<b>23</b>	<b>33</b>	<b>26</b>	<b>17</b>	<b>-26%</b>	<b>-35%</b>	<b>-0.9</b>
Offensive Weapons		0	0	1	1	1	N/A	0%	0.3
Disturbing the peace		3	4	1	3	2	-33%	-33%	-0.3
Fail to Comply & Breaches		2	5	6	0	0	-100%	N/A	-0.9
<b>OTHER CRIMINAL CODE</b>		<b>3</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>-33%</b>	<b>-33%</b>	<b>0.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>8</b>	<b>9</b>	<b>10</b>	<b>7</b>	<b>5</b>	<b>-38%</b>	<b>-29%</b>	<b>-0.8</b>
<b>TOTAL CRIMINAL CODE</b>		<b>38</b>	<b>45</b>	<b>55</b>	<b>39</b>	<b>32</b>	<b>-16%</b>	<b>-18%</b>	<b>-1.8</b>



## Nanton Provincial Detachment Crime Statistics (Actual) January to March: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	1	2	0	N/A	-100%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>N/A</b>	<b>-100%</b>	<b>0.2</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	2	1	0	0	-100%	N/A	-0.4
<b>TOTAL FEDERAL</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.2</b>
Liquor Act		1	0	0	0	4	300%	N/A	0.6
Cannabis Act		0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		21	6	10	17	15	-29%	-12%	-0.1
Other Provincial Stats		7	8	11	3	6	-14%	100%	-0.7
<b>Total Provincial Stats</b>		<b>29</b>	<b>14</b>	<b>21</b>	<b>21</b>	<b>25</b>	<b>-14%</b>	<b>19%</b>	<b>-0.1</b>
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		1	2	2	3	1	0%	-67%	0.1
<b>Total Municipal</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>-50%</b>	<b>-67%</b>	<b>-0.1</b>
Fatals		1	1	0	0	0	-100%	N/A	-0.3
Injury MVC		3	3	3	1	0	-100%	-100%	-0.8
Property Damage MVC (Reportable)		24	46	29	13	14	-42%	8%	-5.3
Property Damage MVC (Non Reportable)		2	3	24	5	7	250%	40%	1.2
<b>TOTAL MVC</b>		<b>30</b>	<b>53</b>	<b>56</b>	<b>19</b>	<b>21</b>	<b>-30%</b>	<b>11%</b>	<b>-5.2</b>
Roadside Suspension - Alcohol (Prov)		2	8	0	3	2	0%	-33%	-0.5
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
<b>Total Provincial Traffic</b>		<b>182</b>	<b>247</b>	<b>167</b>	<b>177</b>	<b>91</b>	<b>-50%</b>	<b>-49%</b>	<b>-25.2</b>
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
<b>Criminal Code Traffic</b>		<b>10</b>	<b>2</b>	<b>1</b>	<b>9</b>	<b>4</b>	<b>-60%</b>	<b>-56%</b>	<b>-0.5</b>
<b>Common Police Activities</b>									
False Alarms		2	4	5	4	3	50%	-25%	0.2
False/Abandoned 911 Call and 911 Act		9	2	2	1	2	-78%	100%	-1.5
Suspicious Person/Vehicle/Property		13	4	8	14	19	46%	36%	2.2
Persons Reported Missing		1	0	1	2	1	0%	-50%	0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		3	9	5	0	4	33%	N/A	-0.7
Form 10 (MHA) (Reported)		2	0	1	1	2	0%	100%	0.1

Micheal D. Sawyer

Nanton, Alberta. T0L 1R0

May 5, 2026

Her Worship Jennifer Handley, Mayor  
Town of Nanton  
Box 609  
Nanton, Alberta T0L 1R0

Dear Mayor Handley

**Re: Use of Town of Nanton Resources to Support Separatist Movement**

I am following up on my January 29, 2026, letter and the Town of Nanton's (the "Town") response dated February 10, 2026 ("the Response Letter") with respect to the use of Town Resources to support the Alberta separatist movement ("the Separatists").

In the Response letter you wrote:

"As a municipal government, the Town is required to operate within the framework of applicable legislation, including the Canadian Charter of Rights and Freedoms, provincial statutes, and well-established principles of fairness, neutrality, and non-discrimination. Town-owned facilities are made available for lawful purposes in accordance with approved rental policies and facility-use guidelines." (Emphasis Added)

Despite the arguments contained in the Response Letter, you provided no specific justification to refusing to disallow the use of Town resources to support the Separatists. For example, which provisions of the Canadian Charter or provincial law would require the Town to support the Separatists? I suggest there are none. Furthermore, you provided no justification as to how the Separatists would be treated unfairly or discriminated against if the Town denied them access to Town Resources. I suggest to you that the arguments contained in the Response Letter do not stand up to critical review or legal scrutiny.

Additionally, the activities of the Separatists are in themselves likely contrary to the provisions of the Criminal Code of Canada and the Charter. As you likely know there are several RCMP criminal investigations ongoing with respect to the activities of the Separatists and there is at least one court case in front of the King's Bench where the actual constitutionality of the Separatist objects is being tried.

With respect to fairness, nowhere in law or the "well-established principles of fairness" is there any requirement to treat Separatists with fairness. To the contrary, the Separatists represent a minority of Albertans and have allegedly contravened the Criminal Code and are likely conducting a campaign that may result in a decision that is contrary to the Charter. Instead of directly assisting the Separatists, the Town should prohibit any use

of Town resources by Separatists who may be involved in criminal or unconstitutional activities with the explicit and publicly stated goal of splitting up Canada.

As I previously mentioned, the Alberta Prosperity Project and Take Back Alberta are two prominent Alberta organizations that are actively promoting separation from Canada and are publicly claiming to have met with senior officials in the government of the United States to seek that countries support in their quest to have Alberta separate from Canada. The Separatists are openly seeking a \$500-billion credit facility from the U.S. Treasury to help bankroll the new country if they come out victorious in a referendum. Ask yourself why would the US Government bankroll the Separatists to the tune half a Trillion dollars?

Additionally, the so-called Centurion Project, has just recently been implicated in the breach of Alberta election laws, specifically the public and entirely illegal disclosure of over 2 million Albertan's private information, including, I might add, your personal information as Mayor and the personal information of the other Councillors and all Town staff. How is that resting with you?

Yet despite all of this, the Town continues to support the Separatists!

Considering everything that has transpired since you penned the Response Letter, I urge the Town to seriously reconsider its position with respect to any conduct by the Town that directly or indirectly supports the Separatists. It goes without saying that as a Nanton resident and taxpayer, I find it entirely and utterly unacceptable that Town assets and resources that I contribute to as a taxpayer are in anyway being used to support the Separatists.

Therefore, I am again asking that the Nanton Town Council immediately implement a policy or by-law that prohibits the use of any town resource by, or in support of, the Separatists and their agenda. At minimum this proposed prohibition should include prohibiting the use of Town owned public facilities by Separatists, including the Nanton Community Memorial Centre, the Tom Hornecker Recreation Centre, public parks and any other publicly owned space or facility.

I am of the view that should the Town refuse to address these concerns it should be interpreted as a clear indication that you as Mayor and the other Councillors are supporters of the Separatists. Please govern yourself accordingly.

If you have any questions about this submission, please reach out to me by telephone at [REDACTED] or via email at [REDACTED]

Best regards



Michael Sawyer, MEDes.

cc. Nanton Community Memorial Centre Association

## Sara-Lynn Lyons

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**Subject:** FW: Reflections on Public Participation, Recent 2026 Budget Changes (Tax increase reduction, perceived rapid changes because of public discourse on social media, and THRC Petition - Positive outcomes.

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**From:** Jennifer Handley <jhandley@nanton.ca>

**Sent:** Tuesday, April 21, 2026 11:36 AM

**To:** Michelle Balderson [REDACTED]

**Cc:** Tara Vandervalk <cao@nanton.ca>; Sara-Lynn Lyons <communications@nanton.ca>; council@nanton.ca

**Subject:** Re: Reflections on Public Participation, Recent 2026 Budget Changes (Tax increase reduction, perceived rapid changes because of public discourse on social media, and THRC Petition - Positive outcomes.

Michelle,

Thank you for your note and attending last night's meeting.

I will be away from April 23 to May 15. We can certainly arrange a meeting once I return.

We are always open to ways to improve communication and engagement, and your observations are helpful in that regard.

In the meantime, I would ask you to consider a few points ahead of that discussion:

- A lack of awareness does not necessarily mean information or process does not exist. In many cases, materials, reports, and opportunities for input are already publicly available through established channels such as Council agendas, minutes, public notices, various social media pages, radio notifications, water-bill and property tax letters and the Town's website. Considering the amount of information already shared across multiple platforms, the challenge is typically not absence but how effectively that information is seen, accessed, and understood. Improving clarity, timing, and accessibility remains an important area of focus. At the same time, there is also an expectation that residents take reasonable steps to seek out available information and engage with official sources when forming views or sharing information with others.
- Some of the concerns raised relate to matters governed by legislation, policy, and established Council processes. Understanding those constraints will be important to having a productive discussion.
- We have observed that information circulating informally is not always complete or accurate. Improving clarity is important, but so is ensuring that information being shared within the community is well-founded. There is also a shared responsibility to verify information before repeating it, particularly where it may influence others' views or decisions. Where there is uncertainty, the appropriate step is to seek clarification directly from Administration or Council rather than relying on assumptions or second-hand accounts. Acting as a source of information carries a responsibility to ensure that what is being shared is accurate, current, and grounded in fact.
- Given the breadth of topics you've outlined, it would be helpful to prioritize one or two key areas so we can have a focused and constructive initial meeting.

If you could reflect on these and identify your top priorities, that will help us make the best use of our time when we meet.

Jennifer Handley  
Mayor of Nanton

### Confidentiality Warning

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom it is addressed. Please notify the sender immediately, if you have received this e-mail in error. Any review or use of any kind other than by the intended recipient is strictly prohibited.

On Apr 20, 2026, at 10:45 PM, Michelle Balderson [REDACTED] wrote:

Tara, Jennifer, Sara-Lynn,

First and Foremost, thank you. I really appreciated attending my first council meeting, I came because I wanted to find out about the CAO review of the Petition on the borrowing bylaw.

I hope you are well. I am writing to share some reflections following my recent experience attending a Council meeting, my first in the 11 years I have lived in Nanton, and to request an initial meeting.

I would like to express my appreciation for the work that Council, Administration, and staff do for our community. My recent interactions, particularly with Sara-Lynn Lyons, were thoughtful and constructive. She took the time to walk through processes with me, correct misunderstandings, and engage in meaningful dialogue, which I greatly valued. I appreciate her tremendously, she is doing an exceptional job.

As the individual who initiated the recent petition regarding the borrowing bylaw, I recognize the learning that came from that experience. While the petition was deemed insufficient through the process required under the Municipal Government Act, it created increased resident engagement and discussion, particularly around the 2026 budget, taxation, borrowing and use of reserve fund. I believe this demonstrates that residents are willing to participate when given clear opportunities.

At the same time, this experience highlighted challenges around communication, process understanding, and the spread of misinformation through informal channels. Reflecting on this, I recognize there are more constructive ways to support accurate communication and engagement, and I am interested in contributing positively to that effort. I am proposing change.

#### **Several key themes stood out to me:**

- Accountability, responsibility, and transparency are critical to building trust, alongside integrity and honesty
- Participation increases when engagement is clear and accessible

- There is a gap in understanding of municipal processes not just with residents. I witnessed this firsthand in the meeting today, clarity wasn't easy in the meeting, and I still had questions but couldn't ask them because of policy.
- Communication methods may not fully align with the demographics of our community
- There is an opportunity to improve engagement methods, tracking, and measurable outcomes

I also believe there were positive outcomes from this process. The petition created dialogue, increased awareness, and contributed to reflection on **priorities**. While some residents may feel disappointed, I see this as an opportunity to improve how we engage going forward. I would like to stem the disappointment, by using the communication methods we used to create a successful petition, the errors were in process.

My thinking was altered tonight, rather than focusing on further petitions at this time, I would like to explore how residents can work collaboratively with Administration to support public understanding and participation.

I would like to request an initial closed working meeting with Tara, Sarah Lynn Lyons, and Jennifer, with the intention of:

**Proposed Agenda (60 minutes):**

1. Lessons learned from the recent petition and process
2. Observations on public participation and communication gaps
3. Discussion on improving engagement methods and inclusivity
4. Identifying opportunities for community-supported engagement
5. Agreement on next steps and documentation of discussion, findings, and potential actions

My hope is that this initial discussion could lead to a follow-up session with the full Council, where we can share findings and explore potential improvements together.

Thank you again for your time and your service to the community. I appreciate the openness I have experienced and look forward to the opportunity to continue this conversation in a constructive and collaborative way.

During the meeting, I also was working on documenting concerns I have gained insight on because of the engagement with the residents on the tax increases, and THRC borrowing bill.

Each of these deserve an individual meeting, so they can be discussed so the team can gain insight.

The residents of Nanton need to feel heard, and there are tremendous opportunities for collaboration to make that happen:

**\*\*\*Many of these have policies, or documentation, yet it's communication and understanding and emotions about perceived incorrect priorities of the town\*\*\* (Clearly all of these need conversation)**

**Trust, Honesty, and Integrity - The foundation of my successful business career, it takes an enormous effort to build trust, it takes seconds to erode it.**

- Marketing: It takes many impressions to gain interest (Public engagement, buy-in). 1 bad impression leads to exponential growth in bad impressions. (Apathy, disinterest, not buying-in)

Trust is foundational in business and life. I hear public distrust, and apathy because of that lack of trust. Let's be honest, yes, Nanton is a town, yet it also is a very much a business, and the citizens, are not only rate payers, but they are also invested within the town and are expecting positive business outcomes. The THRC plan does not make logical business sense, and that's why the petition was successful in the number of signatures, it's a ground swell, let's look at this as positive. Because depending upon what the town does next, either builds trust, and erodes it. I hope you all are on the side of building trust.

### **Summary of Key Concerns and Policy Opportunities**

Town of Nanton

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#### **1. Public Participation and Engagement Gaps**

##### **Concern**

Public participation is inconsistent, reactive, and not inclusive of the full community.

- Engagement often occurs after decisions are largely formed
- Engagement relies heavily on digital channels
- Attendance at public sessions is low
- Residents who are not digitally engaged are underrepresented
- Participation increases when there is a clear issue, such as the recent petition

This suggests the issue is not apathy, but how participation is structured and communicated.

##### **Policy Opportunity**

Implement a structured public participation standard.

##### **Proposed Improvements**

- Require engagement for major financial decisions, borrowing bylaws, tax increases, and service or facility changes
  - Include in person, online, and non digital options such as paper, phone, and physical notices
  - Establish minimum notice periods
  - Provide clear summaries of decisions before engagement
-

## 2. Process Understanding and Accessibility

### Concern

There is a significant gap in understanding municipal processes.

- Petition requirements and sufficiency are not well understood
- Council decision making processes are not clear to the public
- Roles of administration and council are not always understood

This leads to frustration, misinterpretation, and reduced trust.

### Policy Opportunity

Create a public process transparency framework.

### Proposed Improvements

- Provide plain language guides for petitions, bylaws, budgets, and tax setting processes
  - Offer step by step explanations of how decisions are made
  - Clearly communicate what happens next after key decisions
- 

## 3. Communication and Misinformation

### Concern

Information is often shared informally and becomes inaccurate.

- Information spreads through word of mouth and social media
- Details are sometimes incomplete or misunderstood
- Misinformation creates confusion and frustration

The issue is not intent, but lack of clear and proactive communication.

### Policy Opportunity

Implement a communication and clarity standard.

### Proposed Improvements

- Provide plain language summaries for major decisions including budgets and tax changes
  - Share key facts before and after decisions
  - Use consistent and centralized communication channels
  - Address misunderstandings early
- 

## 4. Engagement Effectiveness and Accountability

### **Concern**

There is no clear measurement of engagement effectiveness.

- Low turnout is observed but not analyzed
- No tracking of participation rates or engagement methods
- No clear understanding of what works and what does not

This leads to repeating approaches that may not be effective.

### **Policy Opportunity**

Introduce an engagement measurement and accountability model.

### **Proposed Improvements**

- Track attendance and participation rates
  - Measure digital versus non digital engagement
  - Establish basic KPIs for engagement
  - Report results and adjust methods based on findings
- 

## **5. Financial Transparency, Taxation, and Decision Visibility**

### **Concern**

Residents often become aware of financial decisions and tax changes after they are made.

- Spending decisions and borrowing bylaws are not always clearly communicated in advance
- Tax increases can feel unexpected or unclear
- Budget priorities may not be fully understood before approval

This creates frustration and reactive responses.

### **Policy Opportunity**

Implement a financial transparency and tax visibility framework.

### **Proposed Improvements**

- Require public disclosure before decisions on major expenditures, borrowing, and tax increases
  - Provide plain language summaries of budgets and tax impacts
  - Publish a multi year tax outlook to improve predictability
  - Allow time for public awareness and input before final decisions
- 

## **6. Municipal Assets, Facilities, and Operational Clarity**

### **Concern**

There is limited visibility into how municipal assets and facilities are managed.

- Lease structures are not widely understood
- Facility operations and deficits are not clearly communicated
- Decision rationale is not always visible

This leads to questions about value and priorities.

### **Policy Opportunity**

Introduce an asset and facility accountability framework.

### **Proposed Improvements**

- Publish annual financial performance for facilities
  - Review operating models such as municipal versus third party
  - Ensure lease agreements reflect fair value or clear community benefit (\$1 Annual Leases on Golf Course and Campground (heard thru word of mouth - but if this is true - It does not make fiscal business sense)
  - Improve transparency in reporting
- 

## **7. Growth, Planning, and Future Direction**

### **Concern**

There is a perception of limited forward planning.

- No clearly communicated economic development strategy
- Limited visibility into land availability and development pipeline
- Uncertainty around future growth

IE: Westview completely sold out no additional lots, and no new lots anytime soon.

IE: Compounded issues to attract Industry, issues have to be addressed first, yet, opportunity is being lost.

The above examples simply show business mismanagement, and alignment to priorities that help grow revenue bases.

This contributes to concerns about stagnation and misalignment.

### **Policy Opportunity**

Develop a growth and development strategy.

### **Proposed Improvements**

- Publish an economic development plan
- Outline a residential land development pipeline

- Provide regular updates on progress and opportunities
- 

## **8. Community Led Engagement Opportunity**

### **Concern**

Engagement is perceived as being led primarily by administration and council.

- Residents may not feel connected to formal engagement processes
- Participation may feel inaccessible or formal

### **Policy Opportunity**

Encourage community supported engagement.

### **Proposed Approach**

- Enable residents to help facilitate discussions
  - Support education and understanding within the community
  - Create a more collaborative model of engagement
- 

### **Core Insight**

The issue is not a lack of care or participation from residents.

The opportunity is to improve how participation is enabled, communicated, and measured.

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### **Position**

This is not about criticism. It is about improving clarity, strengthening trust, and increasing participation in a way that reflects the community.

Sincerely,

Michelle Balderson