



AGENDA

Monday, June 1, 2026, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 May 19, 2026, Regular Council Meeting Minutes – E

4.1.2 May 25, 2026, Committee of the Whole Meeting Minutes – E

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Procedure Bylaw 1427/26 2nd & 3rd Reading – E

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision June 2026 Committee of the Whole Meeting – E

5.2 Information Brief Bylaw Complaint Call System – E

5.3 Information Brief Gateway Signage – E

5.4 Information Brief 2025 Annual Report - E

5.5 Request for Decision Delegation Response Rural Renewal Immigration Stream – E

5.6 Request for Decision Fire Inspection Services – E

5.7 Request for Decision Municipal Planning Commission Member at Large – E

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

6.2.1 Invitation Claresholm Fair Days – E

6.2.2 Southern Alberta Medical Program – E

6.2.3 Invite from Community Futures Opening of Okotech– E

7. CLOSED CONFIDENTIAL SESSION:

7.1 Chief Administrative Officer Evaluation ATIA Section 22 Confidential Evaluations

8. ADJOURNMENT:



STATUS REPORT

Meeting: June 1, 2026
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
Regular Meeting May 19, 2026				
144-26/05/19	Procedural Bylaw 1 st reading		IP	LS
145-26/05/19	Historic Resource Keen Hospital	<i>60 day notice period</i>	IP	DS
149-26/05/19	CAO to work with RCMP on locations	<i>Meeting held May 26</i>	IP	CAO

COUNCIL

Description	Notes	Status	FWD
Council Recommendations			
12-25/01/20	THRC Conceptual Plan		HOLD CAO
16-25/01/20	ASP for Northwest Areas of Town – ORRSC	To be on an upcoming meeting agenda for feedback	IP DO/CAO
85-25/04/21	Tribute wall design up to \$5,000	Possible THRC	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	<i>Jun 1 mtg</i>	UR CAO/CS
132-26/05/04	RFP Safety Codes	<i>Being drafted</i>	IP CAO/DO

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.	Accessibility investigations ongoing.	HOLD	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
---------------	---	---	----	--------





MINUTES

Tuesday, May 19th, 2026, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

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

ABSENT: Councillor Jennie McMasters

OTHERS PRESENT: Tara Vandervalk Chief Administrative Officer
Clayton Gillespie Corporate Services Manager
Georgina Sharpe Planning and Development Officer
Juanita Leong Mountain Top Foods/ Businesses of Nanton

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Regular Meeting was called to order by Mayor Handley at 7:02 p.m.

RESOLUTION # 139 – 26/05/19 - Strong

The Regular Council agenda for May 19, 2026, was accepted as presented.

2. PRESENTATIONS:

2.1 Local Businesses Request -Alberta Advantage Immigration Program – E

Council thanked Juanita for her presentation regarding the Alberta Advantage Immigration Program, formerly known as the Provincial Nominee Program, and her request for the Town of Nanton to consider participation in supporting employment opportunities for foreign workers.

Juanita Leong left the meeting at 7:11 p.m.

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 previous month end

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

Councillor Victor Czop left the meeting at 7:32 p.m. and returned at 7:33 p.m.
Councillor Roger Miller left the meeting at 7:40 p.m. and returned at 7:42 p.m.

RESOLUTION # 140 – 26/05/19 - Mitchell

Moved that all written reports, as recorded on the agenda for May 19, 2026, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 May 4, 2026 Regular Council Meeting Minutes – E

RESOLUTION # 141 – 26/05/19 - Czop

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 May 4, 2026, were accepted as distributed. CARRIED

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

RESOLUTION # 142 – 26/05/19 - Mitchell

Moved that Council sponsor the City of Airdrie's Alberta Municipalities resolution titled "Budget Surplus and Municipal Infrastructure Investment" and authorize its submission to Alberta Municipalities for consideration at the upcoming Convention. CARRIED

5.3 Request for Decision Livingstone Range School Division Joint Use Agreement – E

RESOLUTION # 143 – 26/05/19 - Miller

Moved to enter into the attached Joint Use and Planning Agreement with the Livingstone Range School Division, in accordance with the requirements of the Municipal Government Act and Education Act, to formalize collaborative planning, shared use of facilities and lands, and coordinated delivery of community infrastructure between the Town of Nanton and the Livingstone Range School Division. CARRIED

5.4 Request for Decision Procedure Bylaw – E

RESOLUTION # 144 – 26/05/19 - Strong

Moved to read Town of Nanton Bylaw #1427/26, a Bylaw to regulate the proceedings of Council and Council Committees for a first time. CARRIED

5.5 Request for Decision Notice of Intention of Designate Keen Hospital – E

RESOLUTION # 145 – 26/05/19 - Shields

Moved to direct the Chief Administrative officer to have 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. CARRIED

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) 4th 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:

RESOLUTION # 146 – 26/05/19 - Czop

IT WAS MOVED at 8:11 p.m. to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Access to Information Act (ATIA), as follows:

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

CARRIED

Councillor Victor Czop left the meeting at 8:37 p.m. and returned at 8:38 p.m.

RESOLUTION # 147 – 26/05/19 - Strong

IT WAS MOVED to reconvene the Regular Meeting at 9:09 p.m. CARRIED

RESOLUTION # 148 – 26/05/19 - Czop

Moved to pause the Tom Hornecker Recreation Centre renovation project pending further review of escalating project costs, accessibility options for the building, overall project scope, and long-term financial implications to the Town.

RESOLUTION # 149 – 26/05/19 - Shields

Moved to direct the Chief Administrative Officer to continue working with the RCMP to explore and evaluate potential locations for future RCMP office and operational space.

8. ADJOURNMENT:

RESOLUTION # 150 – 26/05/19 - Miller

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:10 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

TV:sl

These minutes accepted and signed this 1st day of June 2026.



MINUTES

Monday, May 25, 2026, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

COUNCIL COMMITTEE OF THE WHOLE MEETING

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

OTHERS PRESENT: Tara Vandervalk Chief Administrative Officer
Sara-Lynn Lyons Legislative Services & Communications
Georgina Sharpe Planning & Development Officer
Ursula Sherwood Community Futures Highwood
Benjamin Proulx Transitional Solutions Inc.

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Committee of the Whole Meeting was called to order by Mayor Handley at 7:00 p.m.

RESOLUTION # 1 - 26/05/25 – CW - Strong

The Committee of the Whole of Council agenda for May 25, 2026, was accepted as presented.

2. DELEGATIONS:

2.1 Community Futures Highwood – Ursula Sherwood

Ms. Sherwood provided Council with an overview of the supports and resources available through Community Futures Highwood to assist local businesses, entrepreneurs, and economic development efforts within the Town of Nanton

Ursula Sherwood left the meeting at

3. PRESENTATIONS BY DEPARTMENTS:

Administration

3.1 Transitional Solutions Inc. - Strategic Planning Report

Councillor Miller left the meeting at 7:55 p.m. and returned at 7:57 p.m.
Councillor Shields left the meeting at 8:28 p.m. and returned at 8:30 p.m.

Council thanked Mr. Proulx for the draft Strategic Plan and look forward to a completed document.

Benjamin Proulx left the meeting at 8:54 p.m.

RESOLUTION # 2 - 26/05/25 – CW - Mitchell

Moved that all written reports, as recorded on the agenda for, May 25, 2026 be received for information and filing. CARRIED

4. MAYOR AND COUNCILLOR INQUIRIES:

5. NEXT COMMITTEE OF THE WHOLE MEETING:

5.1 June 29, 2026

6. ADJOURNMENT:

RESOLUTION # 3 - 26/05/25 – CW - Czop

IT WAS MOVED to adjourn the Committee of the Whole of Council Meeting at 8:55_p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

TV:sl

These minutes accepted and signed this 1st day of June, 2026.



REQUEST FOR DECISION

Meeting: June 1, 2026
Agenda Item: 4.2.1

Procedural Bylaw # 1427/26 – 2nd & 3rd Reading

ADMINISTRATIVE RECOMMENDATION:

That Council give second and third reading to Bylaw No. 1427/26, being the Town of Nanton Procedural Bylaw Amendment.

DECISION OPTIONS:

- #1 – Carry motions to give second and third reading to Bylaw No. 1427/26, the Town of Nanton Procedural Bylaw Amendment.
- #2 – Refer the draft bylaw back to Administration for further review.
- #3 – Defer consideration of the bylaw to a future Council meeting.

PURPOSE:

The purpose of this report is to request Council consider second and third reading of Bylaw No. 1427/26, being the Town of Nanton Procedural Bylaw amendment.

BACKGROUND / IMPLICATIONS:

At the May 19, 2026 Regular Council Meeting, Council provided first reading to Bylaw No. 1427/26, being amendments to the Town of Nanton Procedural Bylaw. The proposed amendments are intended to provide additional clarity and procedural direction related to repetitive correspondence, repeat agenda items, reconsideration of previously decided matters, duplicate delegations, petitions, delegation response timing, electronic disruptions, and notices of motion.

The proposed amendments are intended to support orderly governance, improve administrative clarity, and provide consistent procedures for Council, Administration, and the public. The amendments also align with common municipal procedural practices while maintaining compliance with the Municipal Government Act.

Administration is recommending Council consider second and third reading of the bylaw.

FINANCIAL IMPLICATIONS: None

ALTERNATIVES:

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

Financial (GL# / Amount) : n/a

Communications/PR: Post new procedural bylaw on website

Applicable Legislation: Municipal Government Act of Alberta

Attachments: Draft Bylaw 1427/26 Procedure Bylaw

Prepared By: Sara-Lynn Lyons

Date: May 26, 2026

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 type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input checked="" type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			





Town of Nanton

BYLAW NUMBER: 1427/26

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

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.
- (i) 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.

- (ii) 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.
- (iii) 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:

(i) 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.

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

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

(iv) 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:

- (i) Call to order & Adoption of Agenda
- (ii) Presentations: (includes Public Hearings)
- (iii) Adoption of Previous Meeting Minutes



- (iv) Reports:
 - (i) CAO
 - (ii) Financial
 - (iii) Department
 - (iv) Council:
 - (v) Others
- (v) Business Arising from Previous Minutes
- (vi) New and Unfinished Business
- (vii) Correspondence
 - (i) For Action
 - (ii) For Information
- (viii) Closed Confidential Session (if required)
- (ix) Adjournment.

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

- (i) Call to Order & Adoption of Agenda:
- (ii) Priority Items: (established by the Mayor or CAO, items named as required)
- (iii) 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.

5.10 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.)

5.11 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.

5.12 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;



- (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
- 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.

- 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.
- 5.13 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.
- 5.14 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.
- 5.5 Proposed late additions or deletions to the agenda will be provided in writing to the CAO prior to the meeting being called to order.
- 5.16 Late submissions may be added to an agenda 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:
 - i) 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:
- i) 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..



- 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.

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
 - (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:
- (i) 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;
 - (ii) 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:
- i) Not speak without first being recognized by the Mayor or Chair;
 - ii) Not speak for longer than ten (10) minutes, unless permitted by the Mayor or Chair;
 - iii) 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.
- 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.
- iii) Any delegations scheduled during the period of electronic failure shall be rescheduled to the next conveniently available Council or Committee meeting.

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..

14. EFFECTIVE DATE AND READINGS

- 14.1 This bylaw repeals Bylaw #14187/25 and any amendments thereto.
- 14.2 Read a **first** time this 19 day of May, 2026

TOWN OF NANTON


 CHIEF ELECTED OFFICIAL


 CHIEF ADMINISTRATIVE OFFICER



14.3 Read a second time this ____ day of _____, 2026.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

14.4 Read a third time this ____ day of _____, 2026.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER





REQUEST FOR DECISION

Meeting: June 1, 2026
Agenda Item: 5.1

Committee of the Whole Meeting Date Change

ADMINISTRATIVE RECOMMENDATION:

That Council move the June 29, 2026, Committee of the Whole Meeting to June 22, 2026.

DECISION OPTIONS:

- #1 – That Council move the June 29, 2026 Committee of the Whole Meeting to June 22, 2026.
- #2 – That Council maintain the originally scheduled date.

PURPOSE:

The purpose of this report is to request Council approval to reschedule the June 29, 2026 Committee of the Whole Meeting to June 22, 2026 in order to facilitate attendance and discussion with Oldman River Regional Services Commission (ORRSC) related to the Area Structure Plan (ASP).

BACKGROUND / IMPLICATIONS:

Administration has been coordinating with ORRSC regarding the Area Structure Plan project and associated discussion opportunities with Council. Due to scheduling availability and project timing, Administration is recommending that the Committee of the Whole Meeting currently scheduled for June 29, 2026 be moved to June 22, 2026.

Rescheduling the meeting will assist in ensuring timely discussion and maintaining project momentum.

Prepared By: Sara-Lynn Lyons

Date: May 26, 2026

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:			



INFORMATION BRIEF

Meeting: June 1, 2026
Agenda Item: 5.2

TOWN COMPLAINT LINE CALL SYSTEM

Town operations are making a change to the call-in complaint line process/system. Currently the Peace Officer and the Town office field all calls in relation to operations, bylaw, and any other inquiry and complaint (email or by phone). This works well during business hours for the office and can continue for those who contact the office (email will continue). While the CPO is following up on files, issuing tickets or otherwise busy, all calls go to voicemail in which he must review and contact the person back. This works while the officer is on duty. There is however, no provision to have someone answer a call after hours, other than the emergency utility operators (which will continue as is).

Foothills Regional 911 offers the Town a 24/7 call in dispatch operator at no additional cost to the municipality, as we are already members using their service. We would have access to their dispatch at a number of our choosing. This way, anytime someone calls the complaint line there is someone who answers and can direct the call. If it is an emergency that may require RCMP, etc. they can field and forward them on (dispatchers are fully emergency trained). If it is a regular, not specifically timely concern, they will take the information and start a file within our filing system (MRF). There is no additional fee for this (Foothills 911 dispatch pays this fee for member municipalities), and this allows the Peace Officer when logging into his shift to have the files already started with all relevant information. The Peace Officer can then forward any complaints to other departments if needed (planning, CAO, etc.) or follow up themselves. This can assist with time savings in file preparation, returning voice calls, and allow for 24/7 call taking (calls recorded for additional security).

There is a cost to keep a number that the public will call. Currently the Town has one extra number (the old CAO phone number). This would be approx. \$30 per month to maintain this number; this fits within the current budget. Administration is planning a roll out campaign with the number and materials to remind people to phone that number anytime (24/7). Magnets have been ordered to replace previous magnets as those were outdated with the old MD call in line (when the MD was responsible for the Town's complaints). The magnets will be available for pick up at the office; more will be ordered when required.

	Municipal Enforcement Bylaw Complaint Line 403-603-8027 To report concerns & complaints
	Watering Schedule Odd House #'s: Thursday & Sundays Even House #'s: Wednesday & Saturdays During the house of 6-9am & 7-11 pm
Town Office: 403-646-2029 www.nanton.ca	

Attachment: Public Participation Plan as per Policy 12-226-25/11/03

CAO:

Tara Vanderwalk

Date Signed: May 26, 2026



Public Participation Plan – Complaint Line Process Change

Project: Transition to 24/7 Complaint Line Dispatch Service

Purpose: To inform residents and stakeholders of changes to the Town's enforcement and complaint line process, including implementation of a 24/7 dispatch-supported call intake service through Foothills Regional 911.

Level of Participation: Inform / Consult

This operational change does not alter bylaws or service levels but improves accessibility and response coordination. Public participation will focus on awareness, education, and opportunity for feedback.

Objectives:

1. Notify the public of the new complaint line process and phone number.
2. Ensure residents understand how and when to use the service, clarify that emergency procedures remain unchanged.
3. Gather public feedback following implementation.

Key Messages:

1. The Town will provide 24/7 call answering for complaints and operational concerns.
2. Calls will be answered by trained Foothills Regional 911 dispatch staff.
3. Non-emergency concerns will be documented and forwarded for follow-up.
4. Existing Town office email/phone processes will remain unchanged.
5. There is no additional cost to taxpayers for dispatch services.

Communication Methods:

1. Town website and social media announcements (electronic board by Post Office),
2. Updated complaint line magnets for pick-up,
3. Newsletter reminders,
4. Council meeting information package/minutes.

Timeline:

1. Council notification,
2. Public communication rollout prior to launch,
3. Service implementation and monitoring,
4. Review of feedback after implementation.

Feedback Opportunities: Residents may provide comments through:

1. Town office email and phone,
2. Social media messaging/comments,
3. Direct feedback to Administration or Council.

Evaluation: Administration will monitor call volumes, response efficiency, and public feedback to assess effectiveness of the updated system.



GATEWAY SIGNAGE PROJECT UPDATE

Public Works has removed all LED components, returned the items requiring return, and installed covers on the signs. A replacement cover has been ordered for the southbound sign and will be accommodated within the 2026 signage budget. The existing signs remain in okay condition and provide the Town with additional time to determine the future direction of gateway signage.

CAO Recommendation:

Administration recommends deferring the gateway signage project to the 2027 budget discussions, with the intention of reissuing the project in late 2026 for completion in early 2027.

As the project falls below the public tendering threshold, Administration recommends proceeding through an invitational procurement process with a select group of preferred design firms, including qualified local options. While Administration generally supports open tendering practices, this project has previously undergone a competitive tender process, providing sufficient insight into pricing and the range of available proponents. In this instance, Administration believes a more streamlined and efficient process would be achieved through a limited invitation approach.



CAO:

Tara Vanderwalk

Date Signed: May 26, 2026



INFORMATION BRIEF

Meeting: June 1, 2026
Agenda Item: 5.4

2025 Annual Report

Purpose:

The purpose of this Information Brief is to provide Council with an update regarding the preparation and publication of the Town of Nanton's 2025 Annual Report.

Background:

Administration has completed the Town of Nanton's 2025 Annual Report. The report provides a comprehensive overview of municipal operations, departmental activities, financial information, capital projects, governance initiatives, and community highlights from the 2025 calendar year.

The Annual Report serves as an important accountability and communication document for residents, stakeholders, and the community, highlighting the work completed throughout 2025 in support of Council priorities and municipal service delivery.

Topics included within the report include:

- Mayor's Message
- Meet Your Council
- Organizational Structure
- Governance and Corporate Services
- Operations Management
- Community and Economic Development
- Planning and Economic Development
- Emergency Services
- Financial Highlights

Communications/ Engagement:

Following Council's receipt of the report, the 2025 Annual Report will be published on the Town of Nanton website and shared publicly through the Town's communication channels as part of the Town's ongoing commitment to transparency and public accountability.

Prepared By: Sara-Lynn Lyons

CAO Comments: Council and staff are to be commended on the work completed in 2025, and the report highlights the continued efforts from both Council and staff on the services provided to the community.

Tara Vanderwalk

May 26, 2026

Date Signed: _____

Item 5.4 Annual Report – Separate Attachment

DELEGATION RESPONSE – Rural Renewal Immigration Stream (designated community)

PURPOSE:

Administration is providing Council with background information as per the delegation request in regards to the Rural Renewal Stream. [Rural Renewal Stream | Alberta.ca](https://www.alberta.ca/rural-renewal-stream.aspx)

DECISION OPTIONS:

- #1 – Refer to budget discussions and/or investigate further.
- #2 – Receive the communication for information (do nothing further at this time).
- #3 – Direct the CAO to begin the application requirement process – develop program, criteria & find partnerships for settlement services.

BACKGROUND / IMPLICATIONS:

Under Alberta’s rural immigration model:

- The municipality/community becomes a Designated Community
- Local businesses become participating employers
- The community (usually through an Economic Development Organization or municipal economic development office) endorses candidates
- The province then processes the nomination under AAIP
- The federal government (IRCC) issues permanent residence

The municipality itself is usually not the immigrant sponsor. Instead, it acts as the coordinator, recruiter, settlement facilitator and endorsement authority. Any job offer comes from the employer. A municipality or regional partnership (or with other neighboring municipalities) applies to Alberta for designation under the Rural Renewal Stream. The Town of Nanton fits the key eligibility requirements of population, location, potential participating employers, but still require Municipal Council support, settlement services capacity, and economic development organization involvement.

Required municipal actions:

- Pass council support resolution
- Identify labor shortages
- Recruit employer partners (have a list of potential employers)
- Coordinate with settlement agencies
- Create newcomer attraction/retention plans
- Establish candidate endorsement criteria

Role of the Municipality After Designation

Once designated, the municipality/community is expected to recruit foreign workers, work with employers to screen for operations, permanent jobs, realistic wages, ability to support retention, ability to support the newcomers, provide an endorsement letter prior to the worker applying under the stream. The municipality is also required to coordinate settlement which is a major provincial expectation. Examples of this include housing navigation, school enrollment, language support, transportation, healthcare access, orientation, and spouse employment assistance. The province strongly favors communities that demonstrate they can retain newcomers’ long term.

Home-based businesses, virtual-only jobs, temporary agencies, and seasonal work are generally excluded. For small municipalities, the most common structure is:

Function	Typical Lead
Program administration	Economic Development Office
Employer coordination	Chamber/Economic Development
Settlement services	Non-profit partner
Candidate review committee	Municipality + employers
Endorsement issuance	EDO or designated authority
Marketing/recruitment	Economic Development Office/Regional partnership

Administrative Capacity

Even small-scale programs (up to 15 allocations annually) require significant administrative oversight, including intake management, document review, employer communication, endorsement tracking, and settlement coordination. At present, Administration does not have the capacity to initiate and manage this program. Should Council wish to proceed, decisions would need to be made regarding budget allocations (either in-house or contracted resources), application review qualifications and criteria, the potential re-establishment of an Economic Development Committee for program coordination, and staff time commitments.

Administration reached out to various communities for feedback on the program, their findings are below:

1. Didsbury contracts the program to a consultant at the cost of \$10,000 per year (not accepting applications at this time). The contractor reviews, files, meets with applicants, corresponds, provides regular reports to update Council, and prepares the letters of endorsement. They feel this is working well. Their contractor also works with Two Hills and the County of Smoky Lake. [Town of Didsbury - Alberta Immigration Rural Renewal Stream](#)
2. Rocky Mountain House participates in the program with a dedicated staff member working approximately 17.5 hours per week to review applications, coordinate with employers and employees, and issue endorsement letters. The program accepts applications from all sectors, unlike some neighbouring communities that have paused participation or limited eligibility to specific industries such as manufacturing and trades. Recent provincial regulatory changes have improved program clarity and administration. Once an endorsement letter is issued, the employee is responsible for completing their immigration application. While the endorsement letter may increase immigration application points, it does not expedite PR processing times or reduce application requirements. Their staff also indicated a willingness to assist Nanton with program implementation should an application be pursued. [Town of Rocky Mountain House - Rural Renewal Stream: Frequently Asked Questions](#)
3. Claresholm is not a designated community as they have approval through another stream. When looking at this program originally, it was complicated with little provincial support. That appears to have been changed and items clarified. Items such as allocations instead of a huge backlog have relieved some concerns.
4. The Town of Hinton does not have a dedicated Economic Development Office and administers the immigration program through the FCSS department. Staff noted the program is administratively demanding, with significant time required to manage employer and employee expectations. The program has been successful; however, applicants must provide proof of housing in Hinton to receive an endorsement letter. The Town also limits each business to three employees under the program to reduce administrative burden and better manage the number of positions filled by foreign workers. [Rural Renewal Stream | Hinton, AB - Official Website](#)

ALTERNATIVES:

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

Acronyms:

IRCC - Immigration, Refugees, and Citizenship Canada
PR - Permanent Residency
WP - Work Permit
DSC - Dedicated Service Channel
NOC - National Occupation Classification
TEER - Training, Education, Experience, Responsibilities
TFW - Temporary Foreign Worker
LMIA - Labor Market Impact Assessment

Attachments: Fact sheet & fee schedule

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:			

Alberta Advantage Immigration Program

Rural Renewal Stream Fact Sheet

What is the Alberta Advantage Immigration Program?

The Alberta Advantage Immigration Program is an economic immigration program that nominates individuals for permanent residence in Alberta. The Alberta Advantage Immigration Program has different streams for both foreign nationals who are living and working in Alberta as well as entrepreneurs wanting to establish or purchase a business in Alberta. Alberta Advantage Immigration Program nominees must have the skills and abilities to fill labour shortages or contribute to the economy through the ownership and operation of an Alberta business.

Both the Government of Alberta and the federal government administer the program. If an individual is nominated through the Alberta Advantage Immigration Program, they may apply for permanent residence status together with their spouse or common-law partner and dependent children. Program nominees must also meet medical, criminal and security federal checks to be eligible for permanent residency.

Immigration, Refugees and Citizenship Canada (IRCC) makes the final decisions on all permanent residence applications.

What makes the Rural Renewal Stream unique is that it is “community driven”. To ensure success in your community, economic development groups, employers and community organizations will work together to achieve community designation to meet the labour force and economic needs of the community.

How the Rural Renewal Stream Works

Rural Alberta communities express interest in the Rural Renewal Stream (communities within an economic region can partner to apply).



Communities that meet the mandatory criteria submit their application for community designation.



The community partnership works to attract and recruit foreign nationals.



Employer provides a job offer to the successful foreign national and the community partnership ensures the candidate meets the streams criteria. An endorsement letter is provided to the foreign national.



Endorsed foreign national submits application to the Alberta Advantage Immigration Program.



The Alberta Advantage Immigration Program issues nomination for Permanent Residency



Foreign national applies to Immigration Refugees and Citizenship Canada for Permanent Residency.



Designated Community supports newcomers to settle permanently and be successful in the community

Mandatory Requirements for Community Designation

- Rural communities with a population less than 100,000.
 - Rural communities in the same economic region may form a partnership to submit an application.
 - Census 2016 figure will be the reference year for the population count.
 - Communities must fall outside of the Calgary and Edmonton Census Metropolitan Area.
- Community has an organization/entity whose primary function is economic development for the community that will serve as the community designation lead and coordinator for the Rural Renewal Stream.
- Community has an Economic Development Plan.
- Community has support letters from town/municipality council(s).
- Community has support letter from a settlement providing organization (does not need to be local) that will be collaborating with the community to identify and plan for settlement needs for successful integration into the community.

Next Steps

For more information on the Rural Renewal Stream and Community Designation, please visit [Opportunity Alberta, Rural Renewal Stream – Community designation | Alberta.ca](#) or email AAIPoffice@gov.ab.ca

Alberta Advantage Immigration Program

Fee Schedule

Program fees as of April 7, 2026

Effective April 7, 2026, this Fee Schedule replaces all other Fee Schedules in respect of the Alberta Advantage Immigration Program.

Service	Fee
Submission of: - Worker Expression of Interest	\$135
Applications for: - Alberta Opportunity Stream - Alberta Express Entry Stream - Rural Renewal Stream, or - Tourism and Hospitality Stream	\$1,500
Applications for: - Graduate Entrepreneur Stream - Foreign Graduate Entrepreneur Stream - Rural Entrepreneur Stream, or - Farm Stream	\$3,500
Entrepreneur Expression of Interest for: - Graduate Entrepreneur Stream - Foreign Graduate Entrepreneur Stream, or - Rural Entrepreneur Stream	\$200
Request for Nomination Extension (reissue of an expired nomination certificate after 6 months)	\$150
Request for a 204(c) Letter of Support from the AAIP to apply for work permit	\$150
Request for a 205(a) Letter of Support from the AAIP to apply for work permit	\$150
Request for Reconsideration	\$250
Request for Business Performance Agreement changes	\$150



REQUEST FOR DECISION

Meeting: June 1, 2026
Agenda Item: 5.6

FIRE SERVICES AGREEMENT – SAFETY CODES OFFICER

PURPOSE:

Administration is requesting Council carry a motion to enter into an agreement with the MD of Willow Creek for the provision of Fire Safety Codes Officers for Fire Inspection services under the Town of Nanton’s QMP (quality management plan).

DECISION OPTIONS:

- #1 – Continue with current level of service and agreement with the Town of High River.
- #2 – Direct the CAO to enter into the agreement with the MD of Willow Creek for Fire Inspection Services.

BACKGROUND / IMPLICATIONS:

The Town currently has an ongoing agreement with the Town of High River for Fire Inspection services (\$75/hr.). Often when the timing of an inspection is requested or required it can be difficult to schedule (due to the business of the High River department). This additional agreement will provide operations with greater capacity to provide inspection services for the municipality.

Currently the Fire Chief is obtaining designation for inspections, but it can take some time to complete all the modules required. The MD of Willow Creek reviewed the request to provide these services for the Town of Nanton and approved the request at their meeting held May 27, 2026. Currently within the Town of Nanton’s QMP, inspections are on a request/complaint basis with approx. 3-5 per year (more when new businesses come to Town) being completed. Fees for services are within the Fire Bylaw at a cost of \$100.00, the bylaw will require minor amending to adjust for the cost (\$110/hr.). We will keep the agreement ongoing with the Town of High River as well.

ALTERNATIVES:

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

Attachments: N/A

APPROVED BY: Tara Vandervalk, Chief Administrative Officer

NANTON STRATEGIC PLAN ALIGNMENT			
<input checked="" 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:			



REQUEST FOR DECISION

Meeting: June 1, 2026
Agenda Item: 5.7

Municipal Planning Commission Member At Large Appointment

ADMINISTRATIVE RECOMMENDATION:

To appoint **Nicolle McKenna** as a public Member-at-large to the Municipal Planning Commission as per Section 3.1.3 of Bylaw 1353/21, being the Municipal Planning Commission Bylaw.

DECISION OPTIONS:

- #1 – Affirm appointment
- #2 – Postpone decision to allow more time to receive applications.

PURPOSE:

To ensure that the Municipal Planning Commission (MPC) has a sufficient number of members in accordance with the Bylaw 1353/21.

BACKGROUND / IMPLICATIONS:

After the resignation of a member in April, the town put out a public notification for interest and received one application.

This applicant has relevant employment experience as well as a keen interest in municipal government.

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation: Bylaw 1353/21

Attachments: N/A

Prepared By: Georgina Sharpe, Planning and Development Officer **Date:** May 27, 2026

APPROVED BY: Tara Vandervalk, Chief Administrative Officer:

NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input type="checkbox"/>	EMERGENCY SERVICES
<input checked="" 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:			



PLEASE JOIN US IN CLARESHOLM FOR OUR

CANDY PARADE!

AUGUST | CENTENNIAL PARK | 366 46 AVE W

STAGING & JUDGING AT 9AM

PARADE STARTS AT 11AM

SAT. 8TH

Award Categories

- COMMERCIAL / SMALL BUSINESS
- ANTIQUE VEHICLES
- DECORATED HORSE
- BEST OVERALL
- CHILD / YOUTH
- ORGANIZATION / SERVICE CLUB / MUNICIPALITY

Southern Alberta Medical Program



This summer, the first class of the Southern Alberta Medical Program (SAMP), will begin training in southern Alberta, marking an important step in strengthening local healthcare and developing physicians rooted in our communities. The Universities of Lethbridge and Calgary, and SAMP, are working to warmly welcome these students. We invite municipalities, community partners and local businesses to join us in supporting them as they begin their medical education journey.

To express interest or discuss how you can get involved, please contact: Janessa Brown at janessa.brown@uleth.ca before June 15, 2026.

1. Welcome Package Contributions

Help us create a warm and memorable first impression by contributing locally sourced items (e.g., honey, jerky, artisan goods, promotional items) that reflect the character and hospitality of your community.

2. Student Welcome Lunch – July 6 (University of Lethbridge)

Support or sponsor a lunch to formally welcome students to the program. This is an opportunity to connect directly with learners and showcase your organization's commitment to community health and education.

3. Intro to Professionalism Ceremony – August 17

Provide food, refreshments, or in-kind support for this important milestone event as students formally enter the medical profession.

4. Ongoing Student Support

We welcome creative ideas on how your organization can support students throughout the year. This could include mentorship, community engagement opportunities, discounts, housing support, or wellness initiatives.

We believe the collective effort of the universities, SAMP and community partners to welcome these students will be critical in ensuring a high retention rate of practicing graduates in southern Alberta. In addition to the direct relationship our communities will build with these students through the above and other engagement opportunities, we will highlight the support of partners in additional ways including:

- Recognition in event programs and materials
- On-site visibility (e.g., signage, banners, or display tables where appropriate)
- Opportunities to showcase your organization and connect with students
- Inclusion in communications highlighting community partners

We are happy to work with you to tailor your involvement in a way that aligns with your organization's goals.

This is an important opportunity for our community to come together, to support the next generation of physicians while strengthening ties between healthcare education and our communities. Your involvement will help create a welcoming, supportive environment for students and ultimately contribute to better health outcomes across southern Alberta.

Southern Alberta **Medical Program**



To express interest or discuss how you can get involved, please contact:
Janessa Brown at janessa.brown@uleth.ca

We look forward to partnering with you to make this inaugural year a success.

JOIN OKOTECH ON JUNE 3RD AT THE OFFICIAL

LAUNCH PARTY

CELEBRATE THE OPENING OF OKOTOKS' TECH INCUBATOR

WEDNESDAY JUNE 3 5-7PM

NETWORKING | REFRESHMENTS | COMMUNITY BUILDING

okotech

2ND FLOOR 23 RIVERSIDE DRIVE

RSVP ON
EVENTBRITE

