



AGENDA

Monday, July 13, 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:

- 2.1 Rowan House Society

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for June 2026 - E
- 3.2.2 Financial Variance report period ending June 30, 2026 - E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 June 15, 2026, Regular Council Meeting Minutes – E
- 4.1.2 June 22, 2026, Committee of the Whole Meeting Minutes – E

4.2 BUSINESS ARISING FROM THE MINUTES:

5. NEW & UNFINISHED BUSINESS:

- 5.1 Information Brief Tax Penalty Request - E
- 5.2 Information Brief Natural Person Powers - E
- 5.3 Information Brief Flix Bus Route - E
- 5.4 Information Brief Asset Management – E
- 5.5 Information Brief Climate Resilience Cohort – E
- 5.6 Request for Decision Community Organization Liaison Changes – E
- 5.7 Request for Decision Privacy Management Bylaw and Policies – E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

- 6.2.1 Letter from Town of Nanton to Minister Wright regarding Nanton Community Health Centre – E
- 6.2.2 Government of Alberta 2026 Funding Allocations – E
- 6.2.3 Bill 28 Municipal Affairs and Housing Statutes Amendment Act – E
- 6.2.4 Municipal Accountability Program Complete – E
- 6.2.5 Alberta Electric System Operator (AESO) Transmission System Improvement – E

7. CLOSED CONFIDENTIAL SESSION:

8. ADJOURNMENT:

Town of Nanton – Council Delegation Request Form

(Submit to: communications@nanton.ca by 12:00 PM the Wednesday prior to the requested delegation date)

DELEGATION INFORMATION

Full Name of Presenter / Organization Name:

[Linette Soldan / Rowan House Societ](#)

Mailing Address:

[PO BOX 5121 HIGH RIVER, ALBERTA T1V1M](#)

Phone Number:

[403-336-5811](#)

Email Address:

matteyac@rowanhouse.ca

PRESENTATION DETAILS

Requested Date to Appear Before Council:

[July 13, 2026](#)

Subject / Title of Presentation:

[Rowan House Society Service](#)

Reason for Appearing Before Council:

(Please provide a brief summary of the purpose of your presentation)

[Rowan House Society would like to present to the council to provide an update on the servic
and impact that our organization has in the Nanton communit](#)

Specific Request of Council:

(Please indicate any actions you are requesting from Council)

[We ask that Council be advocates for Rowan House Society and breaking the cycle o
Domestic Violence and Abuse in the community](#)

Are You Making a Monetary Request?

☐ Yes ☒ No

If yes, please indicate the amount requested:

\$ _____

And describe how the funds would be used:

SUPPORTING MATERIALS

Will you be submitting any supporting documents, presentations, or other attachments?

☐ Yes ☒ No

All materials must be submitted to: communications@nanton.ca by 12:00 PM on the Wednesday prior to the requested delegation date.

Please list the type of attachments you will be submitting:

ADDITIONAL INFORMATION

Will there be more than one speaker?

☒ Yes ☐ No

If yes, how many total speakers: 2

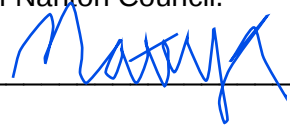
Have you presented to Council before on this topic?

☒ Yes ☐ No

If yes, when: A year ago

CONSENT AND SIGNATURE

By submitting this form, I acknowledge that all information provided is accurate and complete to the best of my knowledge, and that I understand the requirements and deadlines for presenting to the Town of Nanton Council.

Signature: 

Date: May 27, 2026



STATUS REPORT

Meeting: July 13, 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 June 15, 2026				
168-26/06/15	Historic Recourse Denoon Meat Market	60 day notice period	IP	DO
169-26/06/15	Fire Business Recruitment Plan	Options being investigated	IP	CAO/FIRE

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	Review completed at COW	IP DO/CAO
85-25/04/21	Tribute wall design up to \$5,000	Investigation ongoing	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.	Drafting work initiated	IP CAO/CS/OP/LS
158-25/08/11	Approved 60% of \$1,083,068 to start phase 1	Resolution 124-25/06/02; local improvement area work under way	IP CS
96-26/04/06	Reissue RFP for Gateway Signs	Invitational to be issued in the fall 26	UR CAO/CS
132-26/05/04	RFP Planning Safety Codes	Being drafted	IP CAO/DO
145-26/05/19	Historic Resource Keen Hospital	60 day notice period	IP DO
149-26/05/19	CAO to work with RCMP on locations	Discussions ongoing	IP CAO
157-26/06/01	Rural Renewal Immigration Stream to Sept COW	Gathering information	IP CAO

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 underway	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





CAPITAL PLAN STATUS

Meeting: June 15, 2026
Agenda Item: 3.1.2

*Deferred in green text
2026 Items Only*

Roadway Infrastructure			Lead: Public Works Supervisor
Roadway Rehab	Patching & repairs	IN PROGRESS	75,000
Sidewalk replacement program	Sidewalk repair & replacement	IN PROGRESS	50,000
Roadways	29 th Ave	COMPLETED	50,000
Notes: Roadway and sidewalk tender closed, proponents selected.			
Utility Infrastructure			Lead: Manager of Operations
20 th Street and 28 th Ave	Service Line Connection	COMPLETED	175,000
Wastewater mains	Re-lining	COMPLETED	100,000
Valve & hydrant replacement	Hydrant, valves	ONGOING	75,000
Equipment	Wastewater pump and mixer		100,000
Manholes	Campground manhole and metering	COMPLETED	50,000
Stormwater management	Westview storm pond dredging	COMPLETED Actual \$321,947.22	350,000
Regional Waterline	Construction/ Design	IN PROGRESS	500,000
Notes:			
Wastewater pump and mixers on order. Pump received, still awaiting mixers.			
Liner installation work completed May 19-20 and May 26-27.			
Meter vault (manhole) installed April 30.			
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.			
Parks & Trails			Lead: Recreation Manager
Deferred 2025 project	Pocket park/rain garden at Mile 56 Park		56,500
Notes:			
Funded under 2025 with federal grant and \$56,500 from Public Realm reserve. Construction has commenced.			
Buildings			Lead: Various



THRC - arena	Outdoor storage shed COMPLETED	50,000
Town Shop	PW Cold Storage- IN PROGRESS	125,000
Yard Waste Area	Fire Dept. fenced storage/ practice area COMPLETED	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. COMPLETED

PW Cold Shed – Obtained building permit – concrete and insulation quotes have been awarded and work has commenced.

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:

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).
Investigations on funding solutions ongoing.*

Public Realm & Development

Gateway signage - \$30,000 figure placed in the capital budget (deferred to 2027).

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



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



Cheque No.	Vednor	Cheque Date	Amount	Cheque Details
EFT0000000007101	911 Supply	6/10/2026	\$35.68	Fire dept. safety gear
EFT0000000007102	Aplin and Martin	6/10/2026	\$847.88	Regional waterline consulting
EFT0000000007103	Aquam Aquatic Specialist Inc.	6/10/2026	\$106.51	Pool supplies
EFT0000000007104	Big Hill Services	6/10/2026	\$761.25	Arena board cleaning services
EFT0000000007105	Canadian Linen & Uniform	6/10/2026	\$76.75	Office & library mat cleaning
EFT0000000007106	Canoe Procurement Group of Canada	6/10/2026	\$6,169.13	Stormwater & parks supplies
EFT0000000007107	Claresholm Local Press	6/10/2026	\$1,649.03	Grad banner
EFT0000000007108	ClearTech Industries Inc	6/10/2026	\$9,542.84	Water plant chemicals
EFT0000000007109	Dump Gump	6/10/2026	\$7,627.25	Spring cleanup & yard waste bin service
EFT0000000007110	Enfield, Tracy	6/10/2026	\$915.00	Office, library and meeting room cleaning
EFT0000000007112	Foothills Regional Emerg Services	6/10/2026	\$18,369.96	Foothills Regional 911 annual fees
EFT0000000007113	Foothills Regional Services Comm.	6/10/2026	\$1,616.00	Landfill tippage
			\$288.00	Yard waste tippage
			\$7,154.00	Wastewater sludge tippage
EFT0000000007114	Gregg Distributors Company Ltd	6/10/2026	\$211.37	Miscellaneous supplies
EFT0000000007115	Hifab Holdings Ltd	6/10/2026	\$702.35	Shipping & courier fees
EFT0000000007116	Saddle Mountain Tire	6/10/2026	\$94.50	Tire repairs
EFT0000000007117	Joe Johnson Equipment	6/10/2026	\$18,375.00	Street cleaner rental
EFT0000000007118	Klearwater Equipment	6/10/2026	\$14,860.44	Wastewater plant chemicals
EFT0000000007119	LAPP Corporation c/o Alberta Pension	6/10/2026	\$6,254.62	Employee pension
EFT0000000007121	Lynx Brand Fence Products Alta	6/10/2026	\$21,361.34	Yard waste area fencing (capital)
EFT0000000007122	McGills Industrial Services	6/10/2026	\$92,792.19	Sewer relining (capital)
EFT0000000007123	MD of Willow Creek	6/10/2026	\$21.00	Communication charges
EFT0000000007124	Mega-Tech	6/10/2026	\$305.92	Peace officer equipment
EFT0000000007125	Nanton Auto Parts Ltd.	6/10/2026	\$646.49	Miscellaneous supplies

EFT0000000007126	Nanton Home Hardware Building	6/10/2026	\$852.47	Miscellaneous supplies
EFT0000000007127	F.C.S.S.	6/10/2026	\$96.93	Emergency preparedness training
EFT0000000007128	NextGen Automation	6/10/2026	\$791.18	Photocopier fees
EFT0000000007129	Oldman River Regional Services	6/10/2026	\$21,000.00	NW Area structure plan pmt 2 of 3
EFT0000000007130	Orkin Canada Corporation	6/10/2026	\$257.07	Pest control services
EFT0000000007131	Pinnacle Aquatic Group	6/10/2026	\$2,802.02	Pool chemical
EFT0000000007132	Platinum Fire & Security Ltd.	6/10/2026	\$7,417.55	Annual fire inspections
EFT0000000007133	RecordXpress StorageVault Canada	6/10/2026	\$30.05	Office paper shredding
EFT0000000007134	RMA Insurance Ltd.	6/10/2026	\$318.27	Insurance
EFT0000000007135	Simpson Industrial Services	6/10/2026	\$189,757.83	De-watering project (capital)
EFT0000000007136	Somerset Tree Service Ltd	6/10/2026	\$1,562.40	Tree maintenance
EFT0000000007137	Super Save Disposal (AB) Ltd	6/10/2026	\$246.16	Waste management services
EFT0000000007138	Superior Safety Codes	6/10/2026	\$4,231.36	Safety code fees
EFT0000000007139	T & T Disposal Services	6/10/2026	\$10,412.33	Waste management services
EFT0000000007140	Tractorland (High River)	6/10/2026	\$3,370.95	Tractor maintenance
EFT0000000007141	Trinus Technologies Inc	6/10/2026	\$8,670.34	IT services & subscriptions
EFT0000000007142	UFA Co-operative Ltd	6/10/2026	\$8,902.82	Fuel
EFT0000000007143	Uline Canada Corporation	6/10/2026	\$18,571.19	Bleachers for ball diamond
020747	Convergint Technologies LTD	6/25/2026	\$982.17	Wastewater plant maintenance
020748	F&G Renovations Ltd	6/25/2026	\$1,500.00	Security deposit refunded
020749	JNAC Investments Inc.	6/25/2026	\$18.79	Breakroom supplies
020751	High Country Chevrolet Ltd	6/25/2026	\$1,223.76	Truck repair and maintenance
020752	Kel-Krete	6/25/2026	\$17,876.25	Sidewalk improvements (capital)
020753	Aaron Lemcke o/a AJM Construct	6/25/2026	\$2,500.00	Security deposit refunded
020754	Line West Ltd	6/25/2026	\$12,474.00	Bomber command crosswalk
020756	Peddie Roofing & Waterproofing	6/25/2026	\$7,068.60	Town office & library roof & wall repairs
020757	Ramtech Environmental Products	6/25/2026	\$6,868.86	WWTP filter mesh
020758	Shunda Consulting & Construction	6/25/2026	\$4,725.00	VIC raingarden project startup costs
020759	The Barrelman Inc.	6/25/2026	\$940.07	Rain barrel program
020760	Three City Holdings	6/25/2026	\$1,500.00	Security deposit refunded
020761	Transitional Solutions	6/25/2026	\$13,366.72	Strategic plan consulting services
020764	Work Boot Projects Inc.	6/25/2026	\$7,500.00	Security deposit refunded
EFT0000000007145	Canadian Linen & Uniform	6/25/2026	\$151.53	Office & library mat cleaning

EFT0000000007146	Canoe Procurement Group of Canada	6/25/2026	\$1,257.44	Miscellaneous supplies
EFT0000000007147	Chinook Arch Reg Library	6/25/2026	\$8,407.96	Regional library membership
EFT0000000007148	Chris Almond Plumbing	6/25/2026	\$519.75	Office plumbing repairs & maint.
EFT0000000007149	Coyote Courier Ltd	6/25/2026	\$1,902.81	Shipping & courier fees
EFT0000000007150	Crossroad Energy Solutions Inc	6/25/2026	\$214.20	Electrical services
EFT0000000007151	CUPE	6/25/2026	\$1,623.00	Union dues
EFT0000000007152	Elan Construction Limited	6/25/2026	\$3,403.89	THRC design consulting (final pmt)
EFT0000000007153	Hifab Holdings Ltd	6/25/2026	\$360.05	Shipping & courier fees
EFT0000000007154	iA Financial Group	6/25/2026	\$89.27	Employee benefits
EFT0000000007155	Inspiris	6/25/2026	\$67.20	IT subscription
EFT0000000007156	Klearwater Equipment	6/25/2026	\$4,355.82	Water plant chemicals
EFT0000000007157	LAPP Corporation c/o Alberta Pension	6/25/2026	\$6,199.19	Employee pension
EFT0000000007158	MD of Willow Creek	6/25/2026	\$1,139.25	Fire dept. equipment
EFT0000000007159	Nanton Auto Parts Ltd.	6/25/2026	\$41.83	Miscellaneous supplies
EFT0000000007160	Nanton Home Hardware Building	6/25/2026	\$31.91	Miscellaneous supplies
EFT0000000007161	F.C.S.S.	6/25/2026	\$500.00	Promo grant for Nanton Native Learning
EFT0000000007162	NL Smith & Sons Const Ltd	6/25/2026	\$3,801.00	Stormwater management
EFT0000000007163	Pinnacle Aquatic Group	6/25/2026	\$2,978.79	Pool chemical
EFT0000000007164	Simpson Industrial Services	6/25/2026	\$91,202.37	De-watering project (capital)
EFT0000000007165	TransAlta Energy Marketing	6/25/2026	\$43,718.20	Power and natural gas
EFT0000000007166	MTD Property Maintenance	6/29/2026	\$4,971.50	Tree planting

Total Cheques: 77

\$745,556.60



DEPARTMENT REPORT

Meeting: July 13, 2026

Agenda Item: 3.2.2

1st Half Financial Variance – period ending June 30, 2026

Statement of Operations

In review of the overall financial picture, at the end of the first half revenues are in line with expectations and expenses are also in line with expectations. Revenues, as can be seen, are higher than 50% of budget as the tax deadline is the end of June and the great majority of taxes are now collected. In terms of the other areas, we are very much where we would expect. The last line item in revenue is the sale of the backhoe which will go into reserves.

On the expense side there are some variances over where we'd like to be but overall, the total expenses are just slightly over the 50% mark so no major concerns. More detail is provided in the department budget overviews. Turning to the capital side and items that don't fall under the revenue and expense category, we are seeing a typical picture for the halfway point. Journal entries are still required, reserve transfers are still needed, and spending is on the low end, but more detail will be provided later in the report. Of the capital projects completed so far, they have all been under budget

The overall picture is good at this point and staff will endeavor to ensure that spending stays within budget for the year.

Departmental Budgets:

Legislative – The legislative budget shows a little different picture than usual as there has been a fair amount of travel, training and per diem expenses incurred so far. Other expenses are in line with budget and what we would expect to see. Support grants are finished and did finish over budget as was previously approved by council.

Corporate Services – On the administrative side of this budget the overall picture is in line with expectations. Revenues collected are a little higher than budget due to money collected from the rain barrel program so all is in line. On the expense side we are right on track. Professional services is one of the biggest cost centers for this budget and we are at or below where we were last year so no concerns.

The marketing side of this budget is also within tolerances – business license revenue came in as expected, and in other areas we still have remaining budget for expected expense that we have yet to incur. The FCSS and Library budget as per usual are showing no concerns. Included within corporate services as well is investment income and franchise revenue – investment income is a little lower than expected but we are projecting higher revenue in the second half of the year. Franchise revenues are very much in line with expectations, and we've allocated money to the public realm reserve based on this already.

The last of the corporate services budget is the bylaw department – things have been very busy and revenues collected are higher than we first anticipated. In terms of expenses, we are a little higher than where we'd like on contracted & general services, but this is okay and we will make the appropriate adjustments. The new body worn camera has come with a few unexpected purchases but overall is working out.

Fire – The fire department budget so far is on track. Revenue shown is the lease revenue for the first five months of the year and there is money from the sale of the department's compressor to another municipality. In terms of expenses, all is in line right now. Wages for the first half were just below budget and materials, goods, and supplies were lower than budget with the majority of expenses still to come. Building maintenance has been minimal, while machinery and equipment along with vehicle equipment is right where we would expect.

Public Works – Starting with common services, revenues are nil at this point with a small amount still expected. In terms of expenses, wages are on track while contracted services and utilities are little below budget. Materials, goods and supplies are right where we'd expect and as we move into the second half of the year purchasing will pick up a little.

On the roads side, things look similar. In terms of contracted services, we are showing under budget, but this is because most of the contracted road and sidewalk work hasn't yet been completed. The budget for materials, goods and supplies is also on the low side right now as a good portion of spending will be made in the summer months. Streetlight power is on track as we are slightly above the 50% mark. On the cemetery side of things revenues are a little lower than 50% while expenses are a little over budget at present.

Environmental (Utilities) - starting with the storm water budget we are not seeing anything out of the ordinary. Revenues are just below 50% and expenses are well below budget. Not much for wages as staff wages have been allocated elsewhere so far. We do have a small storm water project to be done and so the contracted and general services will go up accordingly.

On the water services side of things, revenues are very close to on track with 49% of revenues being collected so far. For expenses, wages are a little above target at this point, and we'll likely end that way for the year. With the loss of one of our operators we'll look to hire a new operator soon. Contracted services, along with materials goods and supplies, and utilities are all showing a little under budget right now. We have completed some waterline repairs, and more are likely, but spending has been where we like to see it.

Moving to the wastewater budget, for revenues we are looking good as we've collected a little over 50% of the budget. In terms of expenses, wages and salaries are the same as the water budget. Contracted services though are showing quite a bit over budget, but this is a bit misleading – the wastewater infiltration project is included in these numbers and the offset reserve transfer that was approved to cover this has not been factored in yet. Sludge costs are still high as was discussed with our operations manager last month – we are doing what we can to keep these costs down, but it does look like we'll end the year a bit over budget. In terms of other expenses, though we are on track and there are no flags being raised.

For waste management, revenues for both garbage and recycling are on track as expected and the circular materials program is still in place which provides additional revenue. For expenses, there are no major concerns. Landfill tipping fees along with curbside pickup costs which are the two biggest expenses are trending in the right direction.

Development – For the halfway point in the year things are looking quite normal for the development department. Fairly typical development permit activity and on the expense side no real concerns. Contracted services are over budget, but this is due to the NW area structure plan work and the heritage building inventory project. In both cases there is offsetting revenue that is yet to be factored in, so we are on track right now to finish very near budget.

Parks & Recreation – starting with Parks revenue, we are seeing mostly what was expected – a slightly better year in terms of baseball diamond rentals. In terms of expenses, wages are below budget and that is due to staff not spending as much time in the parks due to weather at this point. Contracted services are a little above 50% with a fair amount of tree planting and maintenance still to do and then supplies are below 30% but a lot of this will be spent in the next couple of months.

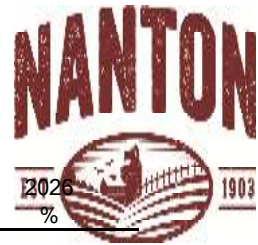
On the recreation side (the arena) we are seeing a normal revenue picture for the halfway point. For expenses, wages are a little high (due to parks being low) while contracted services are showing a little below budget but there is spending to be done that will bring things in line. Supply expenses are also on the low end but planned spending for the fall and winter will bring this in line with budget as well. In terms of utilities, we are showing a little under budget which is nice and we are expecting this to continue. For the pool, it is still early for this type of reporting, but it's been a good start. Revenues are on track and spending is also what we'd expect.

Overall Summary -

As noted at the beginning of the report, revenues and expenditures are in line with the budget and we are showing both at or just above the 50% target which is what we like to see. Revenues show more as we have issued the tax levy, but this is normal. Some spending has been over as was noted in the departmental budgets but with half the year to go we are not seeing any major issues that will be of concern. We will monitor where things are and provide updates as necessary. A couple of other reports are included for a different view of things as well.

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: July 7, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 %
REVENUE				
Net Municipal Taxes	\$3,246,674	\$4,316,634	\$1,069,960	132.96%
Sales & User Fees	1,666,091	867,156	(798,935)	52.05%
Licenses & Permits	53,750	44,257	(9,493)	82.34%
Fines	55,000	36,027	(18,973)	65.50%
Rentals	196,729	88,128	(108,601)	44.80%
Government transfers	272,705	242,474	(30,231)	88.91%
Investment income	80,000	24,571	(55,429)	30.71%
Penalties & cost	56,750	38,598	(18,152)	68.01%
Franchise & Concession	374,000	174,457	(199,543)	46.65%
Other revenues	5,500	9,328	3,828	424.15%
Unrealized Gain (Loss) on Capital Assets		38,065	38,065	0.00%
Total Revenue	6,007,199	5,879,695	(127,504)	97.87%
EXPENDITURES				
Legislative	167,414	103,024	(64,391)	61.54%
General Administrative	858,449	473,614	(384,835)	55.17%
Fire	184,135	78,146	(105,989)	42.44%
Municipal Enforcement and Disaster	150,334	78,224	(72,110)	52.03%
Common services	391,232	188,418	(202,813)	48.16%
Roads	512,460	214,719	(297,741)	41.90%
Water	722,383	334,458	(387,925)	46.30%
Waste Water	815,766	578,396	(237,371)	70.90%
Solid Waste	85,050	39,817	(45,233)	46.82%
Recycling	122,366	39,795	(82,571)	32.52%
Cemetery	21,746	13,965	(7,781)	64.22%
Land - Planning, Zoning and Subdivision	184,580	142,902	(41,678)	77.42%
Marketing and Communications	44,412	29,620	(14,792)	66.69%
Parks and Recreation	989,151	461,961	(527,190)	46.70%
Cultural, FCSS and Public Health	166,785	89,273	(77,512)	53.53%
Total Expenditures	5,416,264	2,866,332	(2,549,932)	52.92%
EXCESS (SHORTFALL) - BEFORE OTHER	590,935	3,027,364	2,436,429	512.30%
OTHER				
Government transfers for capital assets	1,080,000		(1,080,000)	0.00%
EXCESS (SHORTFALL) OF REV OVER EXP	1,670,935	3,027,364	1,356,429	181.18%
ADJUST CASH ITEMS THAT ARE NOT REV & EXP				
Capital expenditures	(1,954,000)	(990,122)	(662,924)	133.93%
Debt principal repayment	(67,135)	(17,153)	49,982	25.55%
Transfer from reserves	873,200		(873,200)	0.00%
Transfer to reserves	(553,000)	(33,565)	519,435	6.07%
Transfer from accumulated surplus	(30,000)	359,722	389,722	(1199.08%)
Trial Balance	0	363,524	363,523	
Variation	(30,000)	(3,802)	26,198	12.67%

Town Of Nanton
Schedule I: EXPENDITURE BY OBJECT
For the Six Months Ending Tuesday, June 30, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 %
Salaries, Wages & Benefits	\$2,413,022	\$1,197,084	(\$1,215,939)	49.61%
Contracted & General Services	1,714,865	1,029,924	(684,941)	60.06%
Materials, Goods, Supplies	465,075	235,237	(229,838)	50.58%
Utilities	589,850	277,803	(312,047)	47.10%
Tfrs to Boards & Agencies	130,758	65,117	(65,641)	49.80%
Grants to Individuals & Organizations	44,000	45,181	1,181	102.68%
Bank Charges	4,700	1,860	(2,840)	39.57%
Debenture Interest	53,494	949	(52,545)	1.77%
Other Expenditures	500		(500)	0.00%
TOTAL EXPENDITURES	5,416,264	2,853,154	(2,563,110)	52.68%

Town of Nanton
LEGISLATIVE BUDGET 2026
For the six (6) months ending June 30, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	EST 2026 %
Revenue				
Other revenues:				
1-11-00-920-00 LEG - Transfer from Reserves	(19,200)		19,200	0.00%
Total Other revenues	(19,200)		19,200	0.00%
Total Revenue	(19,200)		19,200	0.00%
Expense				
Salaries, Wages & Benefits:				
2-11-00-132-00 COU - Statutory Deductions	3,200	1,724	(1,476)	53.87%
2-11-00-135-00 COUNCIL - Health spending	6,650	2,257	(4,393)	33.94%
2-11-00-150-00 COU - Allowance	90,864	45,307	(45,557)	49.86%
2-11-00-150-03 COU - Per Diem - Mitchell	750	600	(150)	80.00%
2-11-00-150-04 COU - Per Diem - Handley	1,000	1,850	850	185.00%
2-11-00-150-10 COU - Per Diem - Czop	750	138	(613)	18.33%
2-11-00-150-12 COU - Per Diem - Miller	750	125	(625)	16.67%
2-11-00-150-14 COU - Per Diem - McMasters	750	1,213	463	161.67%
2-11-00-150-15 COU - Per Diem - Shields	750	500	(250)	66.67%
2-11-00-150-17 COU - Per diem - Strong	750	1,063	313	141.67%
Total Salaries, Wages & Benefits	106,214	54,776	(51,438)	51.57%
Contracted & General Services:				
2-11-00-211-00 COU - Travel, Subsis, Training	17,000	12,777	(4,223)	75.16%
2-11-00-211-03 COU - Trav, Subsis, Training - Mitchell	2,450	45	(2,405)	1.83%
2-11-00-211-04 COU - Trav, Subsis, Training - Handley	2,500	1,194	(1,306)	47.76%
2-11-00-211-10 COU - Trav, Subsis, Training - Czop	2,450	62	(2,388)	2.51%
2-11-00-211-15 Council training & travel - McMasters	2,450	1,738	(712)	70.95%
2-11-00-211-16 Council travel & training - Shields	2,450	1,979	(471)	80.79%
2-11-00-211-17 Council travel & training - Strong	2,450	2,454	4	100.16%
2-11-00-220-00 COU - Information Services	2,450	1,194	(1,256)	48.72%
2-11-00-274-00 COU- Insurance & Bonds	600	525	(75)	87.50%
2-11-00-211-12 COU - Trav, Subsis, Training - Miller	1,950		(1,950)	0.00%
Total Contracted & General Services	36,750	21,968	(14,783)	59.78%
Materials, Goods, Supplies :				
2-11-00-514-00 COU - Consumable Foods	1,750	1,452	(298)	82.95%
2-11-00-519-00 COU- Misc Goods and supplies	3,500	2,948	(552)	84.22%
Total Materials, Goods, Supplies	5,250	4,399	(851)	83.79%
Tfrs & Grants to Other Organizations:				
2-11-00-770-00 COU - Grants to Individulas & Organizator	19,200	21,881	2,681	113.96%
Total Tfrs & Grants to Other Organizations	19,200	21,881	2,681	113.96%
Total Expense	167,414	103,024	(64,391)	61.54%
NET EXCESS (DEFICIT)	(186,614)	(103,024)	83,591	55.21%

Town of Nanton
CORPORATE SERVICES BUDGET 2026
For the six (6) months ending June 30, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 %
ADMINISTRATION				
Revenue				
Sales & User Fees	4,275	2,143	(2,132)	50.13%
Penalties, Permits, Fines	1,400	2,525	1,125	180.36%
Government transfers	5,000		(5,000)	0.00%
Other revenues	3,000	6,209	3,209	206.96%
Total Revenue	13,675	10,877	(2,798)	79.54%
Expense				
Salaries, Wages & Benefits	560,760	292,428	(268,332)	52.15%
Contracted & General Services	261,700	166,646	(95,054)	63.68%
Materials, Goods, Supplies	14,900	9,838	(5,062)	66.03%
Utilities	6,200	3,199	(3,001)	51.59%
Service Charges, Debentures	28,101	1,504	(26,597)	5.35%
Other Expenditures	500		(500)	0.00%
Total Expense	872,161	473,614	(398,547)	54.30%
NET EXCESS (DEFICIT)	(858,486)	(462,737)	395,749	53.90%
MARKETING & COMMUNICATIONS				
Revenue				
Business Licences	22,000	21,800	(200)	99.09%
Total Revenue	22,000	21,800	(200)	99.09%
Expense				
Contracted & General Services	16,862	5,677	(11,185)	33.66%
Materials, Goods, Supplies	2,250		(2,250)	0.00%
Utilities	1,300	643	(657)	49.47%
Tfrs & Grants to Other Groups	24,000	23,300	(700)	97.08%
Total Expense	44,412	29,620	(14,792)	66.69%
NET EXCESS (DEFICIT)	(22,412)	(7,820)	14,592	34.89%
FCSS				
Revenue				
Government transfers	61,346	30,674	(30,672)	50.00%
Total Revenue	61,346	30,674	(30,672)	50.00%
Expense				
Contracted & General Services	3,380	1,983	(1,397)	58.68%
Utilities	3,450	1,643	(1,807)	47.64%
Tfrs & Grants to Other Organizations	76,683	38,342	(38,341)	50.00%
Total Expense	83,513	41,968	(41,545)	50.25%
NET EXCESS (DEFICIT)	(22,167)	(11,294)	10,873	50.95%
LIBRARY				
Revenue				

Town of Nanton
CORPORATE SERVICES BUDGET 2026
For the six (6) months ending June 30, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 %
Expense				
Contracted & General Services	22,647	17,331	(5,316)	76.53%
Materials, Goods, Supplies	250		(250)	0.00%
Utilities	6,300	3,199	(3,101)	50.78%
Tfrs & Grants to Other Organizations	54,075	26,775	(27,300)	49.51%
Total Expense	83,272	47,305	(35,967)	56.81%
NET EXCESS (DEFICIT)	(83,272)	(47,305)	35,967	56.81%

MUNICIPAL

Revenue				
Taxes	4,921,632	4,890,839	(30,793)	99.37%
Penalties, Permits, Fines	46,350	30,666	(15,684)	66.16%
Rentals, Franchise, Contracts	374,000	162,438	(211,562)	43.43%
Investment income	80,000	24,571	(55,429)	30.71%
Government transfers	(1,497,758)	(432,685)	1,065,073	28.89%
Other revenues		38,065	38,065	0.00%
Total Revenue	3,924,224	4,713,894	789,670	120.12%
Expense				
NET EXCESS (DEFICIT)	3,924,224	4,713,894	789,670	120.12%

MUNICIPAL ENFORCEMENT

Revenue				
Penalties, Permits, Fines	61,000	40,657	(20,343)	66.65%
Other revenues		1,000	1,000	0.00%
Total Revenue	61,000	41,657	(19,343)	68.29%
Expense				
Salaries, Wages & Benefits	128,914	64,694	(64,220)	50.18%
Contracted & General Services	8,170	7,928	(242)	97.04%
Materials, Goods, Supplies	13,250	5,602	(7,648)	42.28%
Total Expense	150,334	78,224	(72,110)	52.03%
NET EXCESS (DEFICIT)	(89,334)	(36,567)	52,767	40.93%

Town of Nanton
Fire Department BUDGET 2026
For the six (6) months ending June 30, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 %
Revenue				
Sales & User Fees		\$100	\$100	0.00%
Rentals, Franchise, Contracts	46,304	19,008	(27,296)	41.05%
Government transfers	15,000		(15,000)	0.00%
Other revenues	10,000	5,000	(5,000)	50.00%
Total Revenue	71,304	24,108	(47,196)	33.81%
Expense				
Salaries, Wages & Benefits	59,559	28,307	(31,252)	47.53%
Contracted & General Services	88,776	39,222	(49,554)	44.18%
Materials, Goods, Supplies	23,050	4,155	(18,895)	18.02%
Utilities	12,750	6,462	(6,288)	50.68%
Total Expense	184,135	78,146	(105,989)	42.44%
NET EXCESS (DEFICIT)	(112,831)	(54,038)	58,793	47.89%

Town of Nanton
PUBLIC WORKS BUDGET - 2026
For the six (6) months ending June 30, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 %
COMMON SERVICES				
Revenue				
Other revenues	\$2,000		(\$2,000)	0.00%
Total Revenue	2,000		(2,000)	0.00%
Expense				
Salaries, Wages & Benefits	195,911	102,163	(93,747)	52.15%
Contracted & General Services	88,421	37,209	(51,212)	42.08%
Materials, Goods, Supplies	65,900	32,789	(33,111)	49.76%
Utilities	41,000	16,257	(24,743)	39.65%
Total Expense	391,232	188,418	(202,813)	48.16%
NET EXCESS (DEFICIT)	(389,232)	(188,418)	200,813	48.41%
ROADS				
Revenue				
Expense				
Salaries, Wages & Benefits	178,496	90,517	(87,980)	50.71%
Contracted & General Services	131,964	32,922	(99,042)	24.95%
Materials, Goods, Supplies	42,000	6,735	(35,265)	16.04%
Utilities	160,000	84,545	(75,455)	52.84%
Total Expense	512,460	214,719	(297,741)	41.90%
NET EXCESS (DEFICIT)	(512,460)	(214,719)	297,741	41.90%
CEMETERY				
Revenue				
Sales & User Fees	12,350	5,653	(6,697)	45.77%
Government transfers	3,000	3,000		100.00%
Total Revenue	15,350	8,653	(6,697)	56.37%
Expense				
Salaries, Wages & Benefits	8,707	10,192	1,485	117.06%
Contracted & General Services	7,839	494	(7,345)	6.31%
Materials, Goods, Supplies	5,200	3,278	(1,922)	63.04%
Total Expense	21,746	13,965	(7,781)	64.22%
NET EXCESS (DEFICIT)	(6,396)	(5,312)	1,084	83.05%
NET PUBLIC WORKS	(908,088)	(408,449)	499,639	44.98%

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET - 2026
For the six (6) months ending June 30, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 %
STORM WATER COLLECTION				
Revenue				
Sales & User Fees	\$30,250	\$15,048	(\$15,202)	49.74%
Total Revenue	30,250	15,048	(15,202)	49.74%
Expense				
Salaries, Wages & Benefits	13,061	1,835	(11,225)	14.05%
Contracted & General Services	15,000	3,428	(11,572)	22.85%
Total Expense	28,061	5,263	(22,797)	18.76%
NET EXCESS (DEFICIT)	2,189	9,784	7,595	446.92%
WATER SERVICES				
Revenue				
Sales & User Fees	692,100	338,949	(353,151)	48.97%
Penalties, Permits, Fines	8,000	5,377	(2,623)	67.21%
Government transfers	20,000		(20,000)	0.00%
Other revenues				
Total Revenue	720,100	344,326	(375,774)	47.82%
Expense				
Salaries, Wages & Benefits	254,319	135,087	(119,232)	53.12%
Contracted & General Services	238,432	94,021	(144,410)	39.43%
Materials, Goods, Supplies	137,450	64,496	(72,954)	46.92%
Utilities	76,000	32,675	(43,325)	42.99%
Service Charges, Debentures	16,182	8,177	(8,005)	50.53%
Total Expense	722,383	334,458	(387,925)	46.30%
NET EXCESS (DEFICIT)	(2,283)	9,868	12,151	(432.24%)
WASTE WATER SERVICES				
Revenue				
Taxes	6,666	6,469	(197)	97.04%
Sales & User Fees	712,000	362,995	(349,005)	50.98%
Penalties, Permits, Fines	1,000		(1,000)	0.00%
Government transfers	20,000		(20,000)	0.00%
Other revenues				
Total Revenue	739,666	369,464	(370,202)	49.95%
Expense				
Salaries, Wages & Benefits	254,319	123,335	(130,984)	48.50%
Contracted & General Services	267,589	308,991	41,403	115.47%
Materials, Goods, Supplies	64,175	62,427	(1,748)	97.28%
Utilities	175,000	77,430	(97,570)	44.25%
Service Charges, Debentures	26,623	949	(25,674)	3.57%
Total Expense	787,706	573,132	(214,573)	72.76%
NET EXCESS (DEFICIT)	(48,040)	(203,668)	(155,629)	423.96%

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET - 2026
For the six (6) months ending June 30, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 %
SOLID WASTE COLLECTION				
Revenue				
Sales & User Fees	103,000	51,800	(51,200)	50.29%
Total Revenue	103,000	51,800	(51,200)	50.29%
Expense				
Contracted & General Services	81,900	36,667	(45,233)	44.77%
Materials, Goods, Supplies	3,150	3,150		100.00%
Total Expense	85,050	39,817	(45,233)	46.82%
NET EXCESS (DEFICIT)	17,950	11,983	(5,967)	66.76%
RECYCLING & YARD WASTE				
Revenue				
Sales & User Fees	78,500	39,391	(39,109)	50.18%
Government transfers	55,359	27,835	(27,524)	50.28%
Other revenues				
Total Revenue	133,859	67,226	(66,633)	50.22%
Expense				
Salaries, Wages & Benefits	39,182	10,684	(28,498)	27.27%
Contracted & General Services	80,784	28,377	(52,407)	35.13%
Materials, Goods, Supplies	750		(750)	0.00%
Utilities	1,650	734	(916)	44.51%
Tfrs & Grants to Other Organizations	24,000		(24,000)	0.00%
Total Expense	146,366	39,795	(106,571)	27.19%
NET EXCESS (DEFICIT)	(12,507)	27,430	39,937	(219.32%)
ENVIRONMENTAL NET EXCESS (DEFICIT)	(42,690)	(144,602)	(101,912)	338.72%



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 %
DEVELOPMENT & ZONING				
Revenue				
Sales & User Fees	\$1,600	\$660	(\$940)	41.25%
Penalties, Permits, Fines	25,750	17,772	(7,978)	69.02%
Government transfers		125,800	125,800	0.00%
Other revenues	500	965	465	193.00%
Total Revenue	27,850	145,197	117,347	521.35%
Expense				
Salaries, Wages & Benefits	94,019	47,776	(46,243)	50.82%
Contracted & General Services	89,661	94,607	4,946	105.52%
Materials, Goods, Supplies	400		(400)	0.00%
Total Expense	184,080	142,383	(41,697)	77.35%
NET EXCESS (DEFICIT)	(156,230)	2,813	159,044	(1.80%)

LAND

Revenue				
Sales & User Fees		41,000	41,000	0.00%
Other revenues	3,925	374	(3,551)	9.53%
Total Revenue	3,925	41,374	37,449	1054.11%
Expense				
Contracted & General Services	500	519	19	103.75%
Total Expense	500	519	19	103.75%
NET EXCESS (DEFICIT)	3,425	40,855	37,430	1192.85%

Town of Nanton
PARKS AND RECREATION - 2026
Actuals for the six (6) months ending June 30, 2026



	2026 Budget	2026 Actual YTD	2026 Variation YTD	2026 % EST
PARKS				
Revenue				
Rentals, Franchise, Contracts	\$1,500	\$1,695	\$195	113.01%
Total Revenue	1,500	1,695	195	113.01%
Expense				
Salaries, Wages & Benefits	170,116	54,414	(115,703)	31.99%
Contracted & General Services	82,614	45,562	(37,052)	55.15%
Materials, Goods, Supplies	34,700	8,525	(26,175)	24.57%
Utilities	4,200	1,306	(2,894)	31.09%
Total Expense	291,630	109,806	(181,824)	37.65%
NET EXCESS (DEFICIT)	(290,130)	(108,111)	182,019	37.26%
TOM HORNECKER RECREATION CENTRE				
Revenue				
Sales & User Fees	25,350	9,175	(16,175)	36.19%
Rentals, Franchise, Contracts	145,000	67,051	(77,949)	46.24%
Government transfers	92,000	82,000	(10,000)	89.13%
Other revenues		10,055	10,055	0.00%
Total Revenue	262,350	168,281	(94,069)	64.14%
Expense				
Salaries, Wages & Benefits	255,174	150,973	(104,202)	59.16%
Contracted & General Services	188,227	88,639	(99,588)	47.09%
Materials, Goods, Supplies	25,500	11,006	(14,494)	43.16%
Utilities	102,000	49,709	(52,291)	48.73%
Total Expense	570,901	300,326	(270,575)	52.61%
NET EXCESS (DEFICIT)	(308,551)	(132,046)	176,506	42.80%
RECREATION & POOL PROGRAMMING				
Revenue				
Government transfers	1,000	1,000		100.00%
Total Revenue	1,000	1,000		100.00%
Expense				
Salaries, Wages & Benefits	94,270	29,901	(64,368)	31.72%
Contracted & General Services	3,650	1,215	(2,435)	33.28%
Materials, Goods, Supplies	26,900	18,837	(8,063)	70.03%
Tfrs & Grants to Other Organizations	800		(800)	0.00%
Service Charges, Debentures	1,000	386	(614)	38.55%
Total Expense	126,620	50,339	(76,281)	39.76%
NET EXCESS (DEFICIT)	(125,620)	(49,339)	76,281	39.28%
NET EXCESS (DEFICIT)	(724,301)	(290,985)	433,316	40.17%



MINUTES

Monday June 15, 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, Jennie McMasters, Roger Miller, Dave Mitchell, Erin Shields and Shauna Strong

ABSENT:

OTHERS PRESENT:	Tara Vandervalk	Chief Administrative Officer
	Clayton Gillespie	Corporate Services Manager
	Sara-Lynn Lyons	Legislative Services & Communications
	Georgina Sharpe	Planning and Development Officer
	Bill Woytiuk	Manager of Operations
	John Dozeman	Fire Chief

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Regular Meeting was called to order by Mayor Handley at 7:01 p.m.

RESOLUTION # 163 – 26/06/15 - Mitchell

The Regular Council agenda for June 15, 2026, was accepted as presented. CARRIED

2. PRESENTATIONS: None

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 May 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

Bill Woytiuk left the meeting at 7:23 p.m.

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

RESOLUTION # 164 – 26/06/15 - McMasters

Moved that all written reports, as recorded on the agenda for June 15, 2026, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 Regular Council Meeting Minutes – E

RESOLUTION # 165 – 26/06/15 - Strong

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 June 1, 2026, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Town of Nanton Strategic Plan 2026 – 2029 - E

RESOLUTION # 166 – 26/06/15 - Miller

That Council approve the proposed 2026–2029 Strategic Plan, as prepared by Transitional Solutions Ltd., to provide strategic direction for the Town of Nanton over the 2026–2029 term. CARRIED

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision Notice of Intention to Designate Denoon Meat Market – E

RESOLUTION # 167 – 26/06/15 - Shields

That Council direct Administration, pursuant to section 26(1) of the Historical Resources Act, to notify the owner of Plan 4362I Block 4 Lot 22 also known as 2116 20th Street, Nanton, Alberta, of the Town's intention to designate the Denoon Meat Market as a Municipal Historic Resource. CARRIED

5.2 Information Brief Privacy Management Framework – E

5.3 Request for Decision Community Organization Property Tax Exemption (COPTER) Canadian Grain Elevator Discovery Centre (CGEDC) – E

RESOLUTION # 168 – 26/06/15 - Czop

That tax roll 088600 (Block A, Plan 7811106) is approved for the tax exemption under COPTER for the 2026 tax year. CARRIED



5.4 Request for Decision Business Recruitment Incentive - E

RESOLUTION # 169 – 26/06/15 - McMasters

That Council direct the Chief Administrative Officer to develop a draft incentive program/policy, in collaboration with the Fire Chief, to encourage local employers to support volunteer firefighters and improve daytime emergency response capacity within the community. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

6.2.1 Calgary Region Airshed Zone Society 2025 Financial Statements – E

6.2.2 Economic Developers Alberta Training for Elected Officials – E

6.2.3 Government of Alberta Investment Data Hub - E

Chief Dozeman left the meeting at 8:04 p.m.

C/Supt Thomas Walker, Supt Rick Jane', S/Sgt Ryan Singleton, S/Sgt Greg Wiebe and Cpt Colleen Lowing entering the meeting at 8:04 p.m.

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 170 – 26/06/15 - Mitchell

IT WAS MOVED at 8:04 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 RCMP Delegation ATIA Section 26 Disclosure Harmful to Intergovernmental Relations and Section 29 Advice from Officials

Clayton Gillespie, Georgine Sharpe, Sara-Lynn Lyons, C/Supt Thomas Walker, Supt Rick Jane', S/Sgt Ryan Singleton, S/Sgt Greg Wiebe and Cpt Colleen Lowing left the meeting at 9:45 p.m.

7.2 Chief Administrative Officer (CAO) Evaluation ATIA Section 22 Confidential Evaluations
CARRIED

RESOLUTION # 171 – 26/06/15 – Mitchell

IT WAS MOVED to reconvene the Regular Meeting at 10:30 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 172 – 26/06/15 – Strong

IT WAS MOVED to adjourn the Regular Meeting of Council at 10:31 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

TV:sl

These minutes accepted and signed this 13th day of July 2026.





MINUTES

Monday, June 26, 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, Roger Miller, Dave Mitchell, Erin Shields and Shauna Strong

OTHERS PRESENT:

Tara Vandervalk	Chief Administrative Officer
Georgina Sharpe	Planning & Development Officer
Kattie Schlamp	Oldman River Regional Services Commission
Sim Kaur	Oldman River Regional Services Commission

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 - 26/06/22 – CW - McMasters

The Committee of the Whole of Council agenda for June 22, 2026, was accepted as presented.
CARRIED

2. DELEGATIONS:

3. PRESENTATIONS BY DEPARTMENTS:

Planning and Development

RESOLUTION # 2 - 26/06/22 – CW - Shields

IT WAS MOVED at 7:00 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

- 3.1 Closed Session - Oldman River Regional Services Commission (ORRSC) Area Structure Plan (ASP) ATIA Section 28 Local Public Body Confidences and Section 29 Advice from Officials
CARRIED

RESOLUTION # 3 - 26/06/22 – CW - Strong

IT WAS MOVED to reconvene the Regular Meeting at 9:08 p.m. CARRIED

RESOLUTION # 4 - 26/06/22 – CW - Miller

That the Committee of the Whole recommends that Council authorize Administration to proceed with gathering feedback from D2S Farms Ltd. on the Northwest Nanton ASP draft dated June 2026.
CARRIED

4. MAYOR AND COUNCILLOR INQUIRIES:

5. NEXT COMMITTEE OF THE WHOLE MEETING:

5.1 September 28, 2026

6. ADJOURNMENT:

RESOLUTION # - 26/06/22 – CW - Mitchell

IT WAS MOVED to adjourn the Committee of the Whole of Council Meeting at 9:09 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

TV:sl

These minutes accepted and signed this 13th day of July, 2026.





INFORMATION BRIEF

Meeting: July 13, 2026
Agenda Item: 5.1

Tax penalty relief

Purpose:

For council to consider a request to forgive the July 1, 2026 tax penalty per the attached letter.

Background:

On July 2, 2026 a ratepayer came to the Town office to pay 2026 taxes – staff advised that as it was now past June 30 a 9% penalty would also apply. The resident disagreed noting she came to the Town office on June 30 shortly after 4 pm to pay but the door was locked. Staff advised this was correct as the Town office is always closed at 4 pm and noted the cheque could have been left in the drop box. The resident requested the penalty be waived to which staff advised they could not do this but noted one option for the resident would be an ask to council.

Under the MGA, section 347 (1) council does have the ability to cancel, reduce, refund or defer taxes if council considers it equitable to do so with or without conditions. While this case is unfortunate, the Town office close time is very well established (along with being closed on stat holidays) and the June 30 tax deadline is also very well established. Administration would not recommend providing penalty relief in this situation – tax notices were sent out on May 15, 2026 providing rate payers ample time to pay before the deadline.

Prepared By: Clayton Gillespie, Corporate Services Manager

July 7, 2026

CAO Comments:

Tara Vanderwall

July 9, 2026

Date Signed: _____

July 2/26

My name is Shirley Russell
I've lived in Winton for the past
27 yrs, my taxes then were \$1711⁰⁰

Have always paid on time,
they are due on June 30, The
town office closes at 4 o'clock,
I thought it was 5.
However I got there at 5 past 4
on June 30, it was locked, rattled
the door and banged on it, as the
lights were still on inside, but
nobody would come to the door,
There is a plastic bucket (drop)
but didn't feel comfortable
dropping a three thousand dollar
cheque in there.

It was a holiday on the July 1
so had to wait till the 2nd
of July, now they say I have
to pay a penalty as it's late,
because they wouldn't come to
the door on June 30

If you look through my
tax file, you'll find I'm
never late, always either
before or on time.

Why would I deliberately charge
myself another \$300.00 dollars
for a late fee.

Doesn't make sense!

Money is stretched as it is on
a fixed income

So why would I do that!

Is there no 1 time grace period

Thank You

Shirley Russell



INFORMATION BRIEF

Meeting: July 13, 2026
Agenda Item: 5.2

BILL 28 AMENDMENTS – Natural Person Powers, Police Tax

This information is provided to Council as part of the Bill 28 Amendments. (see information items for the provincial information sheets)

Policy Costs Tax Notice – Regulations:

Prior to Bill 28 the MGA did not provide a municipality with the option to list municipal policing as a separate rate or amount on municipal tax notices. Now urban municipalities under a population of 5000 can list on a tax notice as a separate line item. They cost are displayed for information only and are not under a separate tax rater or requisition, but Nanton does have an area where they can be listed as a separate line item. We will add this to the notices for next year if the provision under legislation still exists. It is not a requirement, but an option for municipalities. It will increase clarity on the municipal tax notice.

Natural Person Powers - Regulations:

Under section 6 of the Alberta Municipal Government Act (MGA), a municipality has the same legal capacity, rights, powers, and privileges as a natural person, unless those powers are limited by the MGA or another law. Natural person powers do not give a municipality unlimited authority. Municipal actions must still comply with the MGA and other provincial or federal legislation.

Prior to Bill 28 municipalities already had natural person powers (given to municipalities in 1995), meaning they could act much like a private person or corporation. Some examples are:

- Entering into contracts,
- Acquire or dispose of property,
- Hire or terminate employees,
- Commence legal proceedings or seeking legal advice, and
- Carry out operational activities without requiring a specific statutory authority for every action.

These powers provide flexibility and allow municipalities to operate efficiently. Bill 28 introduced a requirement that when a CAO exercises a municipality's natural person powers outside existing council-approved bylaws or resolutions (delegation of authority by way of bylaw), the CAO must report that action to council in writing within a prescribed timeframe (generally within 14 days or by the next council meeting). Certain exceptions apply such as routine operational matters or personnel matters.

The amendment was intended to strike a balance between operational efficiency (allowing CAOs to act when necessary), and council oversight and transparency (ensuring elected officials are informed of significant exercises of municipal authority).

Examples that may need to be reported to council when undertaken by the CAO using natural person powers outside existing council direction include (in practice this would rarely occur):

- Purchasing or selling a parcel of land not previously approved by council.
- Entering into a significant lease agreement for municipal facilities.
- Signing a major service contract that was not specifically contemplated in the budget or previous council resolution.
- Settling a contractual dispute involving a substantial payment.
- Entering into a partnership or memorandum of understanding with another organization that creates obligations for the municipality.
- Acquiring a business interest or participating in a new municipal corporation.
- Entering into a significant intermunicipal service arrangement not previously approved by council.

Some emergency actions may be exempt from reporting requirements, but where reporting is required, examples could include emergency procurement of equipment following a major infrastructure failure or emergency repairs requiring substantial unbudgeted expenditures.

Below are examples that are generally considered routine operational matters and do not require reporting:

- Hiring or terminating employees.
- Purchasing normal office supplies.
- Awarding contracts already approved through the budget and procurement policy.
- Day-to-day operational decisions.
- Matters subject to solicitor-client privilege.

CAO:

Tara Vandervalk

Date Signed: July 2, 2026

FLIX BUS ROUTE

PURPOSE: To provide Council with information in regards to an opportunity to provide bus route stops within the Town of Nanton with Flix. [FlixBus Bus Routes: Explore Our Canada Bus Network](#)

BACKGROUND / IMPLICATIONS: The Bomber Museum members have been in contact with Flix bussing in order to discuss the opportunity for the bus route to stop in the Town of Nanton. The bus passes through Town four times daily (2 times each direction). Administration has met with Flix bus and has been able to discuss the opportunity to provide a stop here in Nanton. Approval will be through policy (Temporary license on municipal land; the Town will enter into an agreement for the stop).

Administration has circulated Alberta Transportation and discussed the location options. Due to the events at the Bomber museum and the community centre that may make it difficult to pull off the highway the Bus company has chosen the Visitor Information Centre as the stop location at this time. The bus can pull off the highway, stop for a few minutes and continue. There are washrooms during the summer months, but those are not required. All they require is a spot to pull over and a small sign identifying the pick-up/drop-off location. A sign will be located at the bus stop with a QR code. Tickets can be purchased by the QR code on the sign or online. This stop would be an on demand stop, so only if a ticket is purchased within 2 hours of the bus passing through would they stop.



They are aware of the site's physical characteristics (gravel, grade, maintenance, etc.) and are accepting such (as-is). The driver's will be prepped on the conditions including snow clearing timelines. Operational staff are aware of the service and will monitor as operations begin. Communication as to the location of the bus stop will be sent out via social media, to the Chamber and other community organizations (FCSS), etc. It will be noted that there is no parking (long term or overnight), this is also printed on the bus tickets by Flix. They are hoping to begin service by the August long weekend if they have ticket sales (depending on rain garden construction timeline as well). Administration wishes to say a thank-you to the Bomber museum crew for bringing this initiative to the Town's attention and their work in setting up the conversation.

Applicable Legislation: Policy No. 12-101-21/04/19

Attachments: Public Participation Plan – notification

Prepared By: Tara Vandervalk, Chief Administrative Officer

NANTON STRATEGIC PLAN ALIGNMENT			
☐	RELIABLE INFRASTRUCTURE	☒	LIVABLE COMMUNITY
☐	FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT	☒	PARTNERSHIPS
☐	NOT APPLICABLE	☐	OTHER



Public Participation Plan – Flix Bus Stop

Project: Local Bus Stop in Nanton

Purpose: To inform residents and stakeholders of the new bus stop in Nanton.

Level of Participation: Inform / Consult for Feedback

Objectives:

1. Inform the public about the location and purpose of the new on-demand transit bus stop.
2. Explain how the proposed stop supports another means of transportation for the community and supports economic development for events within the community.
3. Provide a way for feedback from residents on the location, share comments and identify concerns, that can be reviewed along with the bus company.

Key Messages:

1. The bus stop is intended to allow for greater transportation methods for the community (provide website details, location, regulations – no parking).
2. Community feedback once the program is running will help inform if any implementation changes are required.
3. The Town is committed to providing safe, accessible, and efficient public transportation. This can support events and economic development while providing another means of transportation for appointments out of Town as well.
4. Factors such as pedestrian safety, accessibility, traffic operations, nearby land uses, were all considered. Flix is a private company and the Town does not have control over the schedule, etc.

Communication Methods:

1. Town website and social media announcements (electronic board by Post Office),
2. Newsletter information,
3. Shared to service groups, businesses and the Chamber of Commerce,
4. Council meeting information package/minutes.

Timeline:

1. Council notification,
2. Public communication,
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 review all feedback submissions, assess concerns related to safety, accessibility, neighbourhood impacts, and transit operations, consider whether modifications to the proposed location are appropriate, work with the bus company and prepare a summary of public input for Council, if required.



INFORMATION BRIEF

Meeting: July 13, 2026
Agenda Item: 5.4

ASSET MANAGEMENT STRATEGY

PURPOSE:

To update Council on Asset Management and where the Town of Nanton is within the process of implementation of an asset management program.

BACKGROUND:

The Town of Nanton Asset Management Policy was adopted in 2018, and subsequent Preventative Maintenance and Asset Management Policy in 2019 (these may be reviewed and recommended for consolidation into one policy upon the creation of an asset management strategy and road map for the Town). At the time of policy adoption, a benchmark assessment (called a readiness scale) as to where the Town was in the Asset Management journey was completed. Additionally, information has been gathered and some studies completed, but no formal process was adopted organization wide and much of the information remains in spreadsheets. As the Town looks at Council's strategic plan for asset management, a strategy for centralization of data collection, condition assessments, etc. will be added to the program.

The FCM readiness scale has been completed again (summary shown below) and shows some progress from 2018 to now. As well, this scale lays out where to go from here for asset management goals and strategies. Municipalities can use the readiness scale as a self-assessment tool to evaluate their current asset management practices and develop strategies for improvement.

INFORMATION:

Asset management is the process of planning, funding, maintaining, and renewing infrastructure to deliver services now and in the future. It helps ensure that assets such as roads, water, sanitary systems, building and parks continue to support the level of services residents rely on.

Why does an Asset Management program matter? Aging infrastructure and limited funding require proactive, evidence-based decision-making. Without asset management, decisions can be reactive and costly. Council's role: set direction, approve budgets, understand trade-offs, and communicate decisions clearly.

5 Key Questions:

1. Are services meeting expectations?
2. Asset condition and risks?
3. What are the costs to maintain these assets over their useful life?
4. Do we have a sustainable funding plan?
5. How will we inform and engage the community?

What a good asset management program provides: aligned priorities, understanding asset conditions, risk awareness, long-term planning, stable funding, and strong community communication. This can be assisted by having a centralized system with information that can be easily updated by municipal staff, and accessed by all staff. Integration between systems such as GIS, tax and financial systems, etc. will be important as well. As staff continue to demo products and create a stages approach to implementation we will continue to update Council on progress. This will be a phased approach with training and a system that meets the needs of Nanton while still providing for integration or additional features in the future. This may be one system or a few systems that make up the asset management program. Administration will have additional information during budget discussions.

READINESS SCALE SUMMARY: This scale is organized into five competency areas, each representing a critical aspect of effective asset management. Each area is assessed on a progressive scale 1-5, with specific outcomes that must be achieved at each level before moving to the next. This allows municipalities to set goals and track their advancement in asset management practices.

Policy and Governance – establishing governance structures, policies, plans for implementation.

Past Readiness Level	2018	1 (one)
Current Readiness Level	2026	2 (two)

Why we are at our current level: We are committed to asset management and recognize the benefits, we don't have a formalized strategy or roadmap, centralized data for reports, but a policy has been adopted by Council in 2018. This may require review for any potential updates.

People and Leadership – expanding on existing successes through cross-functional teamwork, shared accountability, and consistent leadership support.

Past Readiness Level	2018	1 (one)
Current Readiness Level	2026	1 (one)

Why we are at our current level: Council has supported this process, budget will be required to implement any strategy once it has been created. Staff understand AM concepts and benefits, more specific training on programs to implement and then utilization and data entry will be required. Utilization for data entry will be critical for AM strategy success.

Data and Information - utilizing asset & performance data to support decisions & planning.

Past Readiness Level	2018	2 (two)
Current Readiness Level	2026	2 (two)

Why we are at our current level: We have financial TCA information supporting minimum PS-3150 reporting requirements. We also have some more detailed information from the IMP and other road, etc. assessments completed, however no processes in place to keep this information current in one digital accessible location. Level of service statements, condition assessments and risk mapping will be important moving forward as well.

Planning and Decision-Making - standardizing how priorities are set and how investments are planned and executed.

Past Readiness Level	2018	1 (one)
Current Readiness Level	2026	2 (two)

Why we are at our current level: We prepare annual capital and operating budgets, as well as, 3-year operating and 5-year capital plans, but no AM plan to help direct these. We have begun to draft an AM plan and roadmap, but training and systems to input data are still required. Expand on and better refine the financial planning we do.

Contribution to Asset Management Practice - fostering training, knowledge sharing, and continuous improvement, assist with succession planning (knowledge transfer)

Past Readiness Level	2018	1 (one)
Current Readiness Level	2026	1 (one)

Why we are at our current level: Our current development approach is largely driven by the initiative of staff and strategic direction of Council. We are reactive to issues but do keep asset management in mind when we plan for future upgrades along with known problems. We are aware of the need to mitigate risks and to provide training/programs, this will be formalized during budget discussion and using a phased approach utilizing the AM strategy.



DEFINITIONS:

Asset management (AM): A formalized and integrated approach to planning and budgeting for municipal infrastructure needs, which considers a wide variety of data from across an organization with the long-term vision of the community in mind.

Asset inventory: A list of assets owned and the attributes of the assets. Basic inventory data includes attributes such as size, material, location and installation date. Expanded inventory data includes additional information such as location (coordinates), criticality, and supplementary information that is relevant for the asset class (such as type, make, model, and design capacity).

Asset management policy: Outlines a municipality's commitment and mandated requirements for asset management. A policy is linked to the municipality's strategic objectives and is shaped by its values and priorities.

Asset management program: The set of policies, people (AM Team), practices and processes that make up a municipality's formal approach to asset management.

Asset management roadmap: A step-by-step plan outlining the actions, responsibilities, resources and time scales needed to implement and deliver asset management objectives.

Asset management strategy: A document that lays out the direction, framework and approach for implementing the community's asset management policy.

Capital plan: A plan for facility and infrastructure investments, including cost and timing information on asset renewal, decommissioning, disposal and investments in new assets.

Critical assets: Assets that provide extremely important functions in service delivery, especially those for which there is no available redundancy or substitution. The consequences of failure of critical assets are serious.

Levels of service: The parameters, or combination of parameters, that reflect the social, political, environmental and economic outcomes that the Town delivers. The parameters can include safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, cost and availability.

Long-term financial plan: A plan that balances the required costs and funding sources to meet infrastructure and service needs, over a minimum of 10 years.

Risk: The product of the likelihood and consequence of an undesirable event or circumstance. Risk includes both asset risks (a pipe failing) and strategic risks (insufficient funds for renewal of critical assets).

Applicable Legislation: Policy No. 13-213-18/06/18 Asset Management & Policy No. 13-152-19/04-15 Preventative Maintenance & Asset Management

Prepared By: Tara Vandervalk, Chief Administrative Officer

NANTON STRATEGIC PLAN ALIGNMENT			
☒	RELIABLE INFRASTRUCTURE	☐	LIVABLE COMMUNITY
☐	FISCAL RESPONSIBILITY & ECONOMIC	☒	PARTNERSHIPS
☐	NOT APPLICABLE	☐	OTHER
PRIORITY OR ACTION: Pillar 1: Reliable Infrastructure, Goal 1.1 Asset management and infrastructure.			



CLIMATE RESILIENCE COHORT

Administration has been exploring participation in the Alberta Climate Resilience Cohort to support community infrastructure projects. The Town submitted an expression of interest focused on recreation projects that address extreme heat and drought mitigation. We have been notified that our proposed project ideas aligns with the program objectives and are invited to proceed with a full application. The cohort runs from September 2026 to January 2027.

Administration would like to investigate recreation infrastructure at Centennial Park in relation to extreme heat and drought mitigation (splash park, shade, tree canopy, shaded sport court). A public participation plan for the park as well as partnerships with community groups will be initiated for any proposed projects.

Participation is fully funded through the Climate Ready Infrastructure Service at no cost to the Town. If successful, the program will help position the Town with a shovel-ready project, supported by expert planning, technical advice, and potential funding strategies. Administration will submit the application as soon as possible. If accepted, Jordan Glas and I will participate in the cohort on behalf of the Town.

[Alberta Climate Resilience Cohort - Climate Ready Infrastructure Service](#)

Projects supported through the Alberta Climate Resilience Cohort must focus on one or more of the following priority climate risks:

- Wildfire or Wildfire Smoke
- Extreme Heat (Town project idea aligns)
- Drought (Town project idea aligns)

Deliverables: Up to 60 hours of expert support per community is available.

Expert support may include:

- Climate risk and vulnerability assessment for selected infrastructure
- Identification of adaptation options and resilience measures
- High-level feasibility considerations and implementation pathways

Technical Options Report - Receive a final project summary that could include:

- An asset-specific/corporate climate hazard assessment focused on the selected priority climate hazard(s)
- Identification of key vulnerabilities and impacts to the selected infrastructure asset(s)
- High-level adaptation options and next steps to inform decision-making

Example of Technical Options Reports may include:

- Heat Mitigation Options for Parks, Trails, and Public Spaces

Prepared By: Tara Vandervalk, Chief Administrative Officer

NANTON STRATEGIC PLAN ALIGNMENT			
☒	RELIABLE INFRASTRUCTURE	☒	LIVABLE COMMUNITY
☐	FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT	☒	PARTNERSHIPS
☐	NOT APPLICABLE	☐	OTHER
PRIORITY OR ACTION: Pillar 3 – Livable Communities, Enhance Recreation and Community Programming & Pillar 4 - Partnerships			



REQUEST FOR DECISION

Meeting: July 13, 2026

Agenda Item: 5.6

Council Appointments – Community Organizations

ADMINISTRATIVE RECOMMENDATION:

That Council approve amendments to the 2025–2029 Council Committee and Community Organization appointments as follows:

Councillor Jennie McMasters be appointed as Council representative to the Nanton Children's Society, replacing Councillor Erin Shields.

Mayor Jennifer Handley be appointed as Council representative to the Citizens on Patrol Program, replacing Councillor Victor Czop.

DECISION OPTIONS:

☒ #1 – Approve the recommended appointments.

☒ #2 – Amend the proposed appointments and direct Administration accordingly.

PURPOSE:

To update Council's appointments to community organizations to better reflect current Council representation and operational needs.

BACKGROUND / IMPLICATIONS:

Council appoints members to various boards, committees, and community organizations at the beginning of each Council term. From time to time, appointments may be amended to accommodate changing Council priorities, workloads, or availability.

Administration has been requested to bring forward the following changes for Council's consideration:

- Appoint Councillor Jennie McMasters as the Council representative to the Nanton Children's Society, replacing Councillor Erin Shields.
- Appoint Mayor Jennifer Handley as the Council representative to the Citizens on Patrol Program, replacing Councillor Victor Czop.

These appointments will remain in effect until amended by Council or until the end of the current Council term.

Communications/PR: n/a

Applicable Legislation: Council Procedure Bylaw

Prepared By: Sara-Lynn Lyons

Date: July 6, 2026

APPROVED BY: Tara Vandervalk, Chief Administrative Officer



REQUEST FOR DECISION

Meeting: July 13, 2026
Agenda Item: 5.5

Privacy Management Program – Approval of Bylaw and Policies

ADMINISTRATIVE RECOMMENDATION:

That Council:

1. Give first, second and third readings to Bylaw No. 1428 – Records Retention & Secure Destruction, thereby repealing Bylaw No. 1080;
2. Approve the Access, Privacy & Routine Disclosure Policy, thereby repealing Policy No. 11-22-26/01/19;
3. Approve the Information Security & Acceptable Technology Use Policy, thereby repealing Policy No. 12-218 04/05/03; and
4. Approve the AI & Automated Systems Governance Policy.

DECISION OPTIONS:

- ☒ #1 – Approve Administration's recommendation.
- ☒ #2 – Amend Administration's recommendation.
- ☒ #3 – Refer the matter back to Administration for further review.

PURPOSE:

To seek Council approval of updated corporate governance documents that form part of the Town's Privacy Management Program and support compliance with Alberta's Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

BACKGROUND / IMPLICATIONS:

The Province of Alberta replaced the Freedom of Information and Protection of Privacy Act (FOIP) with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA), establishing new legislative requirements for how public bodies govern access to information, privacy protection, information security and records management.

As part of these legislative changes, public bodies are required to establish and maintain a comprehensive Privacy Management Program (PMP) that includes governance, policies, procedures, risk management and accountability measures for the collection, use, disclosure, retention and protection of personal information.

Over the past several months Administration has undertaken a comprehensive review of the Town's existing privacy and information governance framework. The documents presented for Council approval represent the governance components of the Privacy Management Program that require Council approval because they establish corporate direction and organizational expectations.

The following governance documents are being presented:

Bylaw No. 1428 – Records Retention & Secure Destruction

This bylaw establishes the Town's corporate framework for records management throughout the entire records lifecycle, including creation, maintenance, retention, archival preservation and secure destruction. The bylaw adopts updated retention schedules, establishes legislative authority for records disposition, supports compliance with provincial legislation and repeals the existing Records Retention Bylaw No. 1080.

Access, Privacy & Routine Disclosure Policy

This policy establishes the Town's operational framework for access to information, protection of privacy and routine disclosure of records. It outlines responsibilities for employees, identifies when information may be routinely released, establishes processes for formal access requests and supports consistent application of ATIA and POPIA across the organization. This policy replaces Policy No. 11-22-26/01/19.

Information Security & Acceptable Technology Use Policy

This policy establishes corporate requirements for safeguarding municipal information, technology resources and information systems. It defines security responsibilities, acceptable use expectations, access controls, incident reporting and cybersecurity practices necessary to protect municipal information assets and personal information. This policy replaces Policy No. 12-218 04/05/03.

AI & Automated Systems Governance Policy

The use of artificial intelligence and automated technologies continues to expand within municipal operations. This new policy establishes governance principles for the evaluation, implementation and use of artificial intelligence and automated decision-making technologies. It promotes transparency, accountability, privacy protection, human oversight and appropriate risk management before these technologies are implemented.

Administration has also developed several operational procedures as part of the Privacy Management Program, including:

- Third-Party Information Sharing, Privacy Breach & Incident Response Procedure
- Privacy Impact Assessment (PIA) & Risk Management Procedure

These documents are administrative procedures intended to guide day-to-day operations and internal processes. As operational procedures, they fall within the authority of the Chief Administrative Officer and do not require Council approval.

The Town's existing Bylaw No. 1423 – Access to Information and Privacy and the Surveillance Policy were previously updated and remain current. As no substantive amendments are proposed, they are not included within this approval package.

Collectively, these governance documents strengthen the Town's accountability framework, modernize corporate information, governance practices and demonstrate the Town's commitment to protecting personal information while supporting transparency and responsible information management.



ALTERNATIVES:

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

Financial (GL# / Amount) : n/a

Communications/PR: Update website

Applicable Legislation: Access to Information Act and Protection of Privacy Act

Attachments: Bylaw 1428 Records Retention and Secure Destruction

Policy - Access, Privacy & Routine Disclosure

Policy – Information Security & Acceptable Technology Use

Policy – AI & Automated Systems Governance Policy

Prepared By: Sara-Lynn Lyons

Date: June 30, 2026

APPROVED BY: Tara Vandervalk, Chief Administrative Officer: July 2, 2026

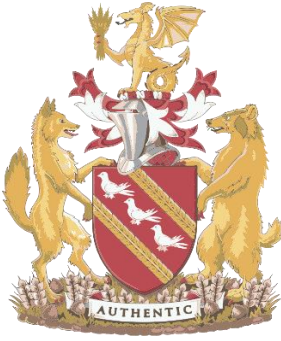
NANTON STRATEGIC PLAN ALIGNMENT			
☐	RELIABLE INFRASTRUCTURE	☐	LIVABLE COMMUNITY
☐	FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT	☐	PARTNERSHIPS
☒	NOT APPLICABLE	☐	OTHER



DRAFT BYLAW 1428

**RECORDS RETENTION & SECURE
DESTRUCTION**

REPLEALS BYLAW 1080



Town of Nanton

BYLAW NUMBER: XXXX/XX

**A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA
TO ESTABLISH A RECORD RETENTION AND DISPOSITION FRAMEWORK FOR MUNICIPAL
RECORDS.**

1. PURPOSE:

- 2.1 The purpose of this Bylaw is to establish a corporate framework governing the retention, preservation, disposition, and destruction of municipal records throughout their lifecycle.
- 2.2 This Bylaw supports accountable governance, legislative compliance, sound records management practices, the preservation of municipal history, and the responsible stewardship of information resources.
- 2.3 Schedule A and Schedule B attached to this Bylaw form part of this Bylaw and shall be interpreted as though fully set out herein.

2. ENACTMENT

WHEREAS pursuant to section 214 of the Municipal Government Act, RSA 2000, c. M-26, a council may authorize the destruction of the originals of bylaws, minutes of council meetings and other records and documents of the municipality;

AND WHEREAS the Town of Nanton recognizes that municipal records are corporate assets that support accountability, transparency, operational continuity, legal compliance, financial administration, historical preservation, and effective municipal governance;

AND WHEREAS the Town is committed to managing municipal records in a consistent, secure, lawful, and defensible manner throughout their lifecycle;

AND WHEREAS Council considers it desirable to adopt a Records Retention Schedule and establish standards for the secure disposition and destruction of municipal records;

NOW THEREFORE, the Council of the Town of Nanton, duly assembled, enacts as follows:

3. TITLE

- 3.1 This Bylaw may be cited as the Records Retention and Disposition Bylaw.

4. DEFINITIONS

Chief Administrative Officer means the Chief Administrative Officer appointed by Council pursuant to the *Municipal Government Act*, and is the Head of the Public Body for the purposes of the *Protection of Privacy Act*, or their authorized designate.

Disposition means the final action taken with respect to a municipal record, including its secure destruction, transfer to archival preservation, or other authorized method of disposal in accordance with this Bylaw.

Municipal Record means any information created, collected, received, maintained, stored, used, or controlled by the Town in the course of conducting municipal business, regardless of its physical form or characteristics.

Record means recorded information in any format, including paper records, electronic records, emails, databases, maps, plans, photographs, audio recordings, video recordings, text messages, metadata, cloud-based information, and any other information capable of being recorded or stored.

Records Retention Schedule means **Schedule A** attached to and forming part of this Bylaw, which establishes the minimum retention periods for municipal records and authorizes their disposition following the expiry of those retention periods.

Records Disposition and Secure Destruction Standards means **Schedule B** attached to and forming part of this Bylaw, which establishes the requirements and standards governing the lawful disposition, archival transfer, and secure destruction of municipal records.

Secure Destruction means the irreversible destruction of a record by a method appropriate to the sensitivity of the information that permanently prevents its reconstruction, retrieval, or unauthorized access.

Superseded or Obsolete (S/O) means that the applicable retention period commences once a record has been replaced, expired, or is no longer required for operational, legal, or administrative purposes.

Town means the Town of Nanton.

4. APPLICATION

- 4.1 This Bylaw applies to all municipal records under the custody or control of the Town.
- 4.2 This Bylaw applies to municipal records regardless of whether they are maintained in paper, electronic, digital, audio, video, photographic, cartographic, database, cloud-based, or any other recorded format.
- 4.3 This Bylaw applies to Council, Council Committees, employees, volunteers, contractors, consultants, service providers, and any other person creating or maintaining municipal records on behalf of the Town.

5. MUNICIPAL RECORDS

- 5.1 All municipal records created, received, or maintained in the conduct of municipal business are the property of the Town.



- 5.2 Municipal records shall be managed in a manner that preserves their authenticity, integrity, reliability, accessibility, and evidentiary value throughout their required retention period.
- 5.3 Records shall be retained only for as long as necessary to satisfy legislative, operational, fiscal, legal, administrative, historical, or archival requirements.
- 5.4 Records identified as having permanent value shall be preserved indefinitely.

6. RECORDS RETENTION SCHEDULE

- 6.1 The Records Retention Schedule attached as Schedule A is hereby adopted and forms part of this Bylaw.
- 6.2 Every municipal record shall be retained in accordance with Schedule A unless another enactment requires a longer retention period.
- 6.3 Where two or more retention periods apply to a record, the longest applicable retention period shall govern.
- 6.4 Council may amend Schedule A by resolution from time to time without requiring amendment of the body of this Bylaw.

7. SECURE DISPOSITION AND DESTRUCTION

- 7.1 Records that have satisfied the applicable retention period may be disposed of in accordance with Schedule B.
- 7.2 No municipal record shall be destroyed where it is subject to litigation, anticipated litigation, audit, investigation, access request, privacy matter, insurance claim, regulatory review, or any other legal proceeding until such matter has been fully resolved.
- 7.3 Permanent records shall not be destroyed.
- 7.4 The Town shall maintain documentation evidencing the lawful destruction or archival transfer of municipal records.

8. AUTHORITY

- 8.1 The Chief Administrative Officer is authorized to administer this Bylaw and establish administrative practices necessary for its implementation.
- 8.2 Administration may establish corporate records management standards, classification systems, and operational processes that are consistent with this Bylaw.



9. OFFENCE

- 9.1 No person shall knowingly destroy, alter, conceal, remove, or dispose of a municipal record except in accordance with this Bylaw or applicable legislation.
- 9.2 A contravention of this Bylaw may result in disciplinary action, contractual remedies, civil proceedings, or prosecution where authorized by law.

10. SEVERABILITY

- 10.1 If any provision of this Bylaw is declared invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

6. EFFECTIVE DATE AND READINGS

- 6.1 This bylaw repeals Bylaw # 1080 and any amendments thereto.

- 6.2 Read a **first** time this ____ day of _____, 2026

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

- 6.3 Read a **second** time this ____ day of _____, 2026

TOWN OF NANTON

CHIEF ELECTED OFFICIAL



BYLAW #

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



Schedule 'A'
Retention and Scheduling of Municipal Records

Definitions

s/o – means superseded or obsolete

P – Permanent

Subject	Description	Suggested Retention Period In Years
Accountants Working Papers		7
Accounts Paid	summary sheet	7
	Payable vouchers	7
	Receivable Duplicate Invoices	7
Administration Reports	not part of minutes	7
	As Per Legislation	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	12 S/O
	Development	12 S/O
	Major Legal	12 S/O
	Minor Legal	12 S/O
Annexations	Correspondence	7
	Final Order	P
Annual Reports		5-7
Annual Reports	Local Boards	5-7
Applications	Site Plan approval	2
	Subdivision (after final approval)	3



	Part-time Employees (after end of employment)	1
Appointments	Other Than Those in Minutes	3
Assessment Rolls		P
Assessment Review Board (ARB)	Minutes	P
	ARB Work File	5
	Appeals	12
	ARB Records	7
	Duplicate roll	7
	Review Court Records	7
Assessment Appeal Board File		5
Assets		20 S/O
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	5 S/O
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3



Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates Of Title		P
Census Reports		12
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	12 S/O
	Statements of	12 S/O
Committee Minutes		P
Compensation Records		10
Computer Cards		1
Contracts	Files (completion of)	12 S/O
	Forms	12
	Major Legal	12 S/O
	Minor Legal	12 S/O
Council Minutes		P
Court Cases		12 S/O
Destroyed Records Index		P
Documents Not Part of Bylaws		12 S/O
	Agreements Major Legal	12 S/O
	Agreements Minor Legal	12 S/O
	Contracts Legal	12 S/O
	Easements	12 S/O



	Leases (after expiration)	12 S/O
	Notices of Change of land Titles	12 S/O
Engineering Drawings		P
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	5
	W.C.B. Claims	4-5
Employees	Job applications (hired)	3
	Job Application (not hired)	1
	Job Descriptions	3 after position abolished
	Oaths of Office	1 after position vacated
	Personnel File	1 after cessation or 6 after dismissal
Financial Statements	Interim	10
	Working Papers	3
	Final	12
Franchises		P
Income Tax Deductions	TD1	1
	T4	5-7
	T4 Summaries	5-7
Inquiries From the Public		3
Insurance	Claims	12 after settled
	Records (after expiration)	12
Land Appraisals		1 after sold
Leases	After Expiration	7 S/O
Legal	Opinions	12 S/O
	Proceedings	12 S/O
Legislation	Acts (after superseded)	1



Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements Records		P
Maps	Base original	P
	Contour	P
Maintenance Reports		12
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3 after removed
	Individual Earning Records	6
	Journal	6
	Time Cards	4-6
	Time Sheets Daily	5
	Time Sheets Overtime	5
	Time Sheets Weekly	5
	Employment Insurance Records	5 after cessation
Permits	Development	12 S/O
Petitions		10
Plans	Official	P
	Amendments	P
	Subdivision	P



Policy	After Superseded	5
Progress Reports	Project	5-7
	Under Contract (Final payment)	7-10 S/O
Property Files		Until sold +10
Prosecution	All	12 S/O
Publications	Local Reports	3
Purchase	Land	Until Sold +12
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events	non-historic	3
Reports	Accident	12 S/O
	Accident Statistics	12 S/O
	Field	12 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	12
Street Sign Inventory	Register	P
Tax	Rolls	P
	Tax Recovery Records	P
	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7



	Sale Deeds	P
Termination	Employees	P
Tenders	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	10
Traffic	Streets	7
Training and Development Files		5
Trial Balances	Monthly	3
	Year End	7
Vendors	Acknowledgments To	2
	Contracts	12
	Suppliers Files	12
Vouchers	Duplicate	7
Writs		12
Weed Control Reports		1
Zoning	Bylaws	P
	Bylaw Enforcement	5



SCHEDULE B

RECORDS DISPOSITION AND SECURE DESTRUCTION STANDARDS

1. Purpose

- 1.1 The purpose of this Schedule is to establish the standards governing the disposition, archival preservation, and secure destruction of municipal records following the expiry of the applicable retention period established under Schedule A. This Schedule forms part of the Records Retention and Disposition Bylaw and shall be read in conjunction with the provisions of that Bylaw.

2. Authority to Dispose of Records

- 2.1 No municipal record shall be destroyed, transferred, or otherwise disposed of except in accordance with the Records Retention and Disposition Bylaw, Schedule A, and this Schedule.
- 2.2 The Chief Administrative Officer, as the Head of the Public Body pursuant to the Protection of Privacy Act, or their designate, is responsible for the administration of the Town's records disposition program and may authorize the destruction or archival transfer of records that have satisfied the applicable retention requirements.

3. Eligibility for Destruction

- 3.1 Prior to the destruction of any municipal record, the responsible department shall ensure that:
- i. the applicable retention period has expired;
 - ii. the record is not required for current operational purposes;
 - iii. the record is not designated as a permanent record;
 - iv. the record is not subject to a litigation hold, anticipated litigation, audit, investigation, access request, privacy complaint, insurance claim, regulatory review, law enforcement matter, or any other legal proceeding; and
 - v. no legislative or contractual obligation exists requiring the continued retention of the record.
- 3.2 Where uncertainty exists respecting the disposition of a record, the record shall be retained until the matter has been resolved.

4. Permanent Records

- 4.1 Records designated as permanent within Schedule A shall not be destroyed.
- 4.2 Permanent records shall be preserved in a manner that protects their authenticity, integrity, reliability, and accessibility and may be transferred to archival storage where appropriate.



5. Secure Destruction Standards

- 5.1 Municipal records approved for destruction shall be destroyed in a manner appropriate to the sensitivity of the information contained within the record and in a manner that permanently prevents reconstruction or retrieval.
- 5.2 Paper records containing confidential or personal information shall be destroyed through cross-cut shredding, pulping, incineration, or by a certified records destruction provider.
- 5.3 Electronic records shall be securely deleted using recognized industry practices or by the physical destruction of the storage media to ensure the information cannot be recovered.
- 5.4 The destruction of audio recordings, video recordings, removable media, backup media, and other electronic storage devices shall be carried out using methods appropriate to the technology and the sensitivity of the information.

6. Transitory and Duplicate Records

- 6.1 Duplicate copies, drafts, working papers, convenience copies, reference materials, and transitory records that do not constitute the official municipal record may be destroyed when they are no longer required for operational purposes, provided they are not subject to any legal or administrative hold.
- 6.2 The destruction of such records shall not require inclusion within the corporate destruction log unless otherwise directed by the Chief Administrative Officer or designate.

7. Third-Party Destruction Services

- 7.1 Where the Town utilizes an external records destruction provider, the provider shall maintain appropriate safeguards to protect confidential and personal information throughout collection, transportation, storage, and destruction.
- 7.2 The provider shall maintain an appropriate chain of custody and provide written certification confirming the secure destruction of the records.

8. Documentation of Destruction

- 8.1 The Town shall maintain a record of all authorized destruction activities.
- 8.2 The destruction log shall include, at a minimum, the record series or classification, applicable retention authority, inclusive dates of the records destroyed, date of destruction, method of destruction, approving authority, and, where applicable, the certificate of destruction issued by the service provider.
- 8.3 The destruction log shall itself constitute a permanent municipal record.



9. Electronic Records and System Migration

- 9.1 The migration, replacement, conversion, or upgrading of electronic systems shall not alter or reduce the retention requirements established under Schedule A.
- 9.2 Residual electronic copies, backup media, and duplicate system records shall be disposed of securely once no longer required for disaster recovery, business continuity, or operational purposes.

10. Discovery of Historical Records

- 10.1 Where a record scheduled for destruction is subsequently determined to possess historical, cultural, legal, or archival significance, the destruction process shall cease immediately.
- 10.2 The record shall be reviewed for designation as a permanent record and, where appropriate, transferred to archival preservation.

11. Confidentiality

- 11.1 Every person involved in the handling, transportation, storage, archival transfer, or destruction of municipal records shall take reasonable measures to protect the confidentiality, integrity, and security of the information and to prevent unauthorized access, use, disclosure, alteration, or loss.

12. Unauthorized Destruction

- 12.1 The unauthorized destruction, alteration, concealment, or removal of a municipal record is prohibited.
- 12.2 Any accidental or unauthorized destruction or loss of records shall be reported immediately to the Chief Administrative Officer or designate and managed in accordance with applicable legislation and the Town's Privacy Management Program.

13. Compliance

- 13.1 The destruction of municipal records in accordance with this Schedule constitutes lawful disposition under the Records Retention and Disposition Bylaw.
- 13.2 Failure to comply with this Schedule may result in disciplinary action, contractual remedies, civil proceedings, or prosecution where authorized by law.

14. Amendment

- 14.1 This Schedule may be amended by resolution of Council from time to time to reflect legislative amendments, operational requirements, or recognized records management practices.



**TOWN OF NANTON
BYLAW NO 1080/99**

**BEING A BYLAW OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA REGARDING THE
PROCEDURE FOR RECORDS RETENTION AND DISPOSITION.**

1. ENACTMENT:

- 1.1. WHEREAS the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, as amended from time to time, Section 214, provides for the passing of a bylaw to provide regulations and procedures for the retention and disposal of Municipal records and documents; and
- 1.2. WHEREAS it is the desire of the council of the Town Of Nanton to provide for regulations with respect to the retention and disposal of Municipal documents including correspondence, records, receipts, vouchers, instruments and other papers kept by the Town.
- 1.3. WHEREAS it is the desire of the Municipality to establish the necessary authority to release Municipal documents to the Alberta Archives on either a permanent loan or retention basis;
- 1.4. WHEREAS the authority for such regulations and authorities must be consistent with Federal or Provincial Statutes and regulations;
- 1.5. NOW THEREFORE the Council of the Town Of Nanton, in the Province of Alberta, duly assembled, enacts as follows:

2. INTERPRETATION:

- 2.1. This bylaw may be cited as the "Records Retention" bylaw of the Town of Nanton.
- 2.2. "Auditor" is the auditor of the town as appointed annually by resolution of Council
- 2.3. "Solicitor" is the solicitor of the town as appointed or engaged from time to time by Council;
- 2.4. "C A O" is the Chief Administrative Officer of the Town Of Nanton;
- 2.5. "Committee" is the Records Retention Committee which will be comprised of the Chief Elected Official, C.A.O., and Auditor;
- 2.6. "Council" is the Council of the Town of Nanton in the Province of Alberta;
- 2.7. "Record" is a record of information in any form held by the Town Of Nanton and includes books, documents, maps, letters, papers and any other information that is written, recorded, photographed, or stored in any manner including electronically. It does not include software or any mechanism that produces records.
- 2.8. "Town" is the municipality of the Town of Nanton in the Province of Alberta.

3. RECORDS DISPOSITION:

- 3.1. Records are to be destroyed in consultation with and upon approval in writing of the C.A.O.
- 3.2. Records are to be retained in accordance with Schedule "A", attached hereto, in the Records Storage Centre designated by the C.A.O.
- 3.3. Records are to be boxed in standard records storage boxes. They are to be inventoried and a copy of the inventory list to be retained by the C.A.O. Boxes should be marked with a general description of contents and year on the end of the box.
- 3.4. Records are to be reviewed seven years after creation to determine ultimate disposition.
- 3.5. Disposition can include continued retention in the storage centre, transfer to the Museum or destruction.

4. EFFECTIVE DATE:

- 4.1. This Bylaw shall come into force and effect on the final date of passing thereof.
- 4.2. READ a first time this 16th day of August, A.D., 1999.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

- 4.3. READ a second time this 27th day of September, A.D., 1999.
- 4.4. READ a third and final time this 27th day of September, A.D., 1999.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE “A”

Records will be retained in accordance with recommended guidelines from Alberta Municipal Affairs, Municipal Services Branch, Municipal Administrator’s Handbook, Section “R” – Records Retention Schedule, as amended from time to time.

The following records must be permanently retained by the Town after the initial seven year period. Other records not noted may be disposed of in accordance with this bylaw.

Agendas - which form part of the minutes
Annexations – Final Order
Architectural Drawings of existing buildings
Assessment Rolls
Assessment Review Board Minutes
Budgets – Final operating and capital (in minutes)
Bylaws (including zoning)
Cemetery Burial Permits
Cemetery Burial Records
Certificates of Title
Destroyed Records Index
Employee Oaths of Office
Employee Personnel Files
Engineering Drawings
Franchises
Local Improvement Records
Maps – Base (original)
Maps – Contour
Minutes – Council, Committee and Board
Payroll Individual Earning Records
Payroll Journal
Plans – Official, Amendments and Subdivision
Street Sign Inventory Register
Tax Roll
Tax Recovery Records
Tax Sale Deeds
Termination of Employee Records

DRAFT POLICY

ACCESS, PRIVACY & ROUTINE DISCLOSURE

REPLEALS POLICY 11-22-26/01/19



POLICY

Policy No. 11– 22 – 26/01/19
Department: Legislative

ACCESS, PRIVACY & ROUTINE DISCLOSURE

1. SCOPE:

This Policy applies to the collection, access, use, disclosure, correction, retention, safeguarding, and disposal of information and personal information in the custody or under the control of the Town of Nanton.

This Policy applies to Council, employees, contractors, consultants, volunteers, service providers, and any other person or organization acting on behalf of the Town.

This Policy applies to records in all formats, including written, electronic, digital, photographic, audio, video, email, database, cloud-based, and other recorded information maintained by or on behalf of the Town.

2. PURPOSE:

The purpose of this Policy is to support transparent, accountable, and lawful access to information while ensuring personal information is protected from unauthorized collection, access, use, disclosure, alteration, loss, or destruction.

This Policy establishes requirements for routine disclosure, access to information requests, requests for correction of personal information, privacy responsibilities, safeguarding of information, and the responsible handling of information in accordance with applicable federal and provincial legislation, regulations, and related Town policies.

3. DEFINITIONS:

Access to Information and Privacy Coordinator or 'Coordinator' means the Legislative Services employee of the Town of Nanton appointed by the Head to administer and coordinate the Town's obligations under the Access to Information Act and the Protection of Privacy Act, including the processing of access to information requests, the administration of privacy matters, and the exercise of any powers or duties delegated by the Head in accordance with applicable legislation and municipal bylaws.

Active Dissemination means routine disclosure of information by the municipality in bulk quantities. Records the municipality provides for the public on a regular basis.

Appeal means the process available to an Applicant when Request to Access Information is not provided, refused or rejected.

Applicant means a person who makes a request for access to a record under section 7(1) of the *Access to Information Act*.

Council means the Council of the Municipality of the Town of Nanton in the Province of Alberta.

Employee includes any person who is employed by the Town of Nanton, a volunteer or service provider thereof.

Error is mistaken or wrong information, or information not reflecting the truth.

Head means the Chief Administrative Officer of the Town of Nanton, being the person designated by Council as the chief officer charged with the administration and operation of the Town, and who acts as the head of the Town of Nanton as a local public body for the purposes of the Access to Information Act and the Protection of Privacy Act.

Omission means information in a record which is incomplete or missing or has been overlooked.

Personal Information means recorded information about an identifiable individual.

Privacy Breach means the unauthorized collection, access, use, disclosure, loss, alteration, destruction, or disposal of personal information.

Record means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record. See schedule 'A' for types of records that may be disclosed in keeping with this policy.

Routine Disclosure means the release of specific information on a regular basis, without the requirement of completion of a 'Request for Access to Information' form.

Service Provider means a contractor, consultant, vendor, agency, organization, or individual that collects, accesses, uses, stores, discloses, or manages information on behalf of the Town.

Security Classification means the category assigned to information based on its sensitivity, confidentiality, risk, and required safeguards.

Third Party Information Requests means a request relating to a person, group or persons, or an organization other than the applicant or the Town. This information may directly impact, involve, or belong to the originating party, and cannot be released without the originating party's permission.

4. ORGANIZATIONAL RESPONSIBILITIES

The Head of the public body is responsible for overall accountability and compliance with access to information and privacy legislation, including ensuring appropriate governance, oversight, resources, and operational supports are in place.

The Coordinator is responsible for administering formal access requests under the Access to Information Act, coordinating responses, processing applications, maintaining request records, calculating fees where applicable, and carrying out any duties delegated by the Head pursuant to the Town's Access to Information and Protection of Privacy Bylaw.

Managers and supervisors are responsible for supporting compliance with this Policy within their operational areas and ensuring employees understand applicable privacy obligations, procedures, and safeguards.



Employees are responsible for collecting, accessing, using, disclosing, retaining, safeguarding, and disposing of information only as authorized and necessary for the performance of their duties.

Council members are responsible for complying with statutory obligations respecting confidentiality, closed meeting information, and the appropriate handling of personal information obtained through their role as elected officials.

5. POLICY:

5.1. Right to Information and Correction

- 5.1.1 On request pursuant to “Requests” of this Policy, provided the Applicant pays the applicable fees as laid out in the ‘Fees and Rates Bylaw’. Each applicant has a right to:
- i. Access a Record that is in the custody or control of the Town
 - ii. View a Record in the custody or under the control of the Town
 - iii. Request copies of a Record that is in the custody or under the control of the Town;
 - iv. Request corrections to personal information maintained by the Town where the Applicant believes there is an error or omission in the information; and Receive a copy of a Record maintained by the Town in a format that is reasonably available, unless the record is exempt or restricted from disclosure pursuant to applicable legislation or this Policy;
- 5.1.2 Fees may be assessed for:
- i. Searching for, locating and retrieving records;
 - ii. Computer processing and programming;
 - iii. Producing a copy of a record;
 - iv. Preparing and handing a record for disclosure;
 - v. Shipping records to the applicant; and
 - vi. Supervising examination of records by an applicant.

5.2 Requests for Information

- 5.2.1 There are various types of requests regarding information and depending on the request; there are various forms that may be required.
- i. Where the requested information may be accessed through an informal request process any individual may request information by telephoning, writing or by visiting (in person), the office of the Town where the Record is kept, and sufficient detail must be provided in the description to identify the Record required.
 - ii. Where the requested information requires a formal access request under applicable legislation, or where the Town must determine whether the request should proceed as a formal request, including for the purpose of providing an estimate of applicable fees associated with locating, retrieving, preparing, or producing the requested Records, the Applicant may be required to complete a “Request to Access Information” form prescribed by the Town.
 - iii. Any applicant has the right to request information relating to a person, group organization other than the Applicant or the Town, by completing a “Request for Third Party Information” form.
 - iv. Any applicant who believes there is an error or omission in their own personal information held by the municipality may request a change to the personal information by completing a “Request for Correction of Personal Information” form as prescribed.



5.2.2 All formal requests for access to records held by the Town shall be identified, processed, and tracked by the Town's Coordinator.

5.2.3 Any questions or concerns regarding the release or access to information held by the Town, or an agent acting on behalf of the Town, or completion of a request form, may be directed to the Town of Nanton's Access to Information and Protection of Privacy Coordinator.

5.3 Response to Requests

5.3.1 Coordinator shall determine whether a request is informal or formal. Where a formal request is required, the applicant shall be required to complete the prescribed Request for Access to Information form.

5.3.2 Provided the requested Record is not exempt or restricted from disclosure pursuant to applicable legislation or this Policy, and subject to any applicable fees, the Applicant may within legislated timelines:

- i. Be provided with a written estimate of any fees that will be charged;
- ii. Be allowed to view the record; and
- iii. Where reasonably practicable, be provided with a copy of the requested Record in a format reasonably available to the Town, subject to payment of any applicable fees

5.3.3 Where the requested Record cannot reasonably be accessed or provided within the applicable legislated timelines, the Applicant shall be advised of the anticipated timeframe for response and, where appropriate, the manner in which access to the Record will be provided.

5.3.4 Pursuant to section 16 of the Access to Information Act, the head of a public body may extend the time for responding to a request up to 30 days, or with the Privacy Commissioner's permission for a longer period.

5.3.5 If the application is refused or rejected, the Town shall provide the Applicant with:

- i. Written notification as to the reasons for the refusal or rejection and the provision on which the refusal is based.
- ii. An explanation of the appeal process.
- iii. The name, title, business address and the business telephone number of an officer or employee of the Town who can answer any questions the applicant may have about the refusal.
- iv. The Coordinator may refuse to confirm the existence of a record that contains information described in the Access to Information Act, or a record containing personal information about a third party, where confirming the existence of the record would constitute an unreasonable invasion of the third party's personal privacy.

5.3.6 The Town must respond in writing within 30 days of receiving a "Request for Correction of Personal Information" form stating a correction has been made; or an annotation or statement of disagreement has been attached to the personal information where the requested correction was not made.

5.3.7 Applications may be refused or rejected on the basis that:

- i. The request does not meet the requirements established under applicable legislation or this Policy;
- ii. The request or prescribed form is incomplete, unclear, or illegible
- iii. The request is determined to be frivolous, vexatious, or made in bad faith; or



- iv. Access may otherwise be refused, restricted, or withheld pursuant to applicable legislation.

5.3.8 At any time, if information requested is scheduled for destruction, a copy of the written request, must be given to the Chief Administrative Officer, who on receipt of the written request must delay the destruction of that information until such time as:

- i. The request has been granted or otherwise resolved
- ii. The time for appeal under this policy expired; or
- iii. Any appeal or review permitted pursuant to this policy, the Access to Information Act or Protection of Privacy Act is refused or rejected.

5.4 Exempt Information

5.4.1 Exempt information is information which may:

- i. Be an unreasonable invasion of personal privacy;
- ii. Cause financial harm;
- iii. Threaten anyone else's safety of mental or physical health;
- iv. Interfere with public safety; or
- v. Harm law enforcement efforts.

5.4.2 Information which the Coordinator may refuse or be required to refuse to disclose pursuant to the provisions of the *Access to Information Act* sections 19 through 34 of the act.

5.4.3 Advice or information provided, deliberations or directions made in private meetings or Council meetings, or private meetings of Council Committees, as well as draft reports, draft resolutions, draft bylaws, or other legal instruments, are exempt from disclosure unless they have been considered in a Council or Committee meeting open to the public, or unless the record has been in existence for fifteen years or more.

5.4.4 Information about assessments and taxes is exempt information, unless disclosure of such information is required or permitted under the Access to Information Act, Municipal Government Act or any other statute.

5.5 Appeals and Reviews

5.5.1 if an Applicant is not satisfied with the response received from the Town's regarding compliance, or any part of a Request to Access Information, an appeal can be sent to the office of the Information and Privacy Commissioner of Alberta.

Office of the Information and Privacy Commissioner (Calgary)
2460-801 6 Avenue SW
Calgary AB T2P 3W2
Phone: 403 297 2728
Toll Free: 1 888 878 4044

5.5.2 A staff member of the Commissioner's office will arrange to mediate with the two parties to come to an agreement. If this process fails to satisfy the Applicant, then a formal inquiry will be held with the Commissioner.

5.5.3 The Commissioner's ruling is binding on both parties.



5.6 Fees

- 5.6.1 Where the applicant is required to pay a fee for services, the fee payable is in accordance with the *Access to Information Act* Statutes of Alberta, 2024 Chapter A-1.4, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province of Alberta.

RELATED DOCUMENTS:

Access to Information and Privacy Bylaw No. 1423/25
Records Retention and Disposition Bylaw No 1428/26
Access, Privacy and Routine Disclosure Policy
Surveillance Policy
AI and Automated Systems Governance Policy
Information Security and Acceptable Technology Use Policy
Privacy Impact Assessment (PIA) and Risk Management Procedure
Third-Party Management, Privacy Breach and Incident Response Procedure

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments
2026/07	Various	To bring compliance with Provincial legislation changes

Next Review Date:	
-------------------	--

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date



REFERENCE NUMBER:
REPLACES POLICY DATED: 11-22-26/01/19

SCHEDULE 'A'

Types of Records that may be disclosed in keeping with this policy:

<i>Council</i>	Agendas, Minutes, Bylaws, Policies, Budget and Financial Information
<i>Administrative</i>	General Community information, Cemetery information, Grant Programs Organizational charts with position titles
<i>Financial</i>	Information reported to Council
<i>Business Licenses</i>	Not including applications which may contain personal information
<i>Town Facilities</i>	General information regarding the facility
<i>Emergency Planning</i>	Municipal Emergency Plan overview, mutual aid partners
<i>Fire Department</i>	Membership (excluding personal information), prevention and public safety information
<i>Transportation</i>	Traffic assessments & studies
<i>Assessment Information</i>	Information pertaining to the property & improvements
<i>Water and Sewer</i>	Routine analysis and environmental infrastructure approvals
<i>Development</i>	Statistical reports, Permit application information (conditional exceptions may apply)
<i>Building</i>	Permits (conditional exceptions may apply)
<i>Property Information</i>	Lot grading plans, lot sizes, Environmental assessments on Town properties
<i>Agreements and Contracts</i>	Excluding information to which the disclosure could reasonably be expected to result in a third party's financial loss
<i>Parks and Recreation</i>	Programs, event schedules, fee schedules





POLICY

Policy No. 11- 22 – 26/01/19

Department: Legislative

ROUTINE RELEASE OF INFORMATION ACCESS, PRIVACY & ROUTINE DISCLOSURE

1. SCOPE:

This Policy applies to the collection, access, use, disclosure, correction, retention, safeguarding, and disposal of information and personal information in the custody or under the control of the Town of Nanton.

This Policy applies to Council, employees, contractors, consultants, volunteers, service providers, and any other person or organization acting on behalf of the Town.

This Policy applies to records in all formats, including written, electronic, digital, photographic, audio, video, email, database, cloud-based, and other recorded information maintained by or on behalf of the Town.

This policy provides guidelines to the Council and staff of the Town of Nanton for the routine disclosure of information, either to the public at large, or for individuals to whom it directly relates.

2. PURPOSE:

The purpose of this Policy is to support transparent, accountable, and lawful access to information while ensuring personal information is protected from unauthorized collection, access, use, disclosure, alteration, loss, or destruction.

This Policy establishes requirements for routine disclosure, access to information requests, requests for correction of personal information, privacy responsibilities, safeguarding of information, and the responsible handling of information in accordance with applicable federal and provincial legislation, regulations, and related Town policies.

The purpose of this policy is to facilitate access to information in the possession of the Town and to ensure that personal information is protected from unauthorized collection, use or disclosure.

The Town acknowledges that:

- a. Information has value and can also be a marketable asset managed by the Town;
- b. It is the responsibility of the Town, to consider provision of information routinely requested via Active Dissemination or Routine Disclosure; and
- c. It is the responsibilities of the Town, through its employees to, respond to persons requesting information as quickly and conveniently as possible, unless there are clear and reasonable grounds to withhold the information based on the record classification.

REFERENCE: 11-22-26/01/19
REPLACES POLICY: 11-21-14/01/20

1 of 9

3. DEFINITIONS:

Access to Information and Privacy Coordinator or 'Coordinator' means the Legislative Services employee of the Town of Nanton appointed by the Head to administer and coordinate the Town's obligations under the Access to Information Act and the Protection of Privacy Act, including the processing of access to information requests, the administration of privacy matters, and the exercise of any powers or duties delegated by the Head in accordance with applicable legislation and municipal bylaws.

Active Dissemination means routine disclosure of information by the municipality in bulk quantities. Records the municipality provides for the public on a regular basis.

Appeal means the process available to an Applicant when Request to Access Information is not provided, refused or rejected.

Applicant means a person who makes a request for access to a record under section 7(1) of the Access to Information Act.

~~"ATIA and POPIA" refers to the Access to Information Act Statutes of Alberta, 2024 Chapter A-1.4 and Protection of Privacy Act, Statutes of Alberta, 2024 Chapter P-28.5 as amended.~~

Council means the Council of the Municipality of the Town of Nanton in the Province of Alberta.

Employee includes any person who is employed by the Town of Nanton, a volunteer or service provider thereof.

Error is mistaken or wrong information, or information not reflecting the truth.

~~**Head means the Chief Administrative Officer of the Town of Nanton, being the person designated by Council as the chief officer charged with the administration and operation of the Town, and who acts as the head of the Town of Nanton as a local public body for the purposes of the Access to Information Act and the Protection of Privacy Act.** Head means the Chief Administrative Officer of the Town of Nanton, being the person designated by Council as the chief officer charged with the administration and operation of the Town, and who shall be accountable for the implementation, administration and compliance of this Policy.~~

Omission means information in a record which is incomplete or missing or has been overlooked.

~~**Personal Information means recorded information about an identifiable individual.**~~

Formatted: Font: Not Bold

~~**Privacy Breach means the unauthorized collection, access, use, disclosure, loss, alteration, destruction, or disposal of personal information.**~~

Formatted: Font: Bold

Record means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record. See schedule 'A' for types of records that may be disclosed in keeping with this policy.

Routine Disclosure means the release of specific information on a regular basis, without the requirement of completion of a 'Request for Access to Information' form.



REFERENCE NUMBER: 11-22-26/01/19
REPLACES POLICY DATED: 11-21-14/01/20

2 of 9

Service Provider means a contractor, consultant, vendor, agency, organization, or individual that collects, accesses, uses, stores, discloses, or manages information on behalf of the Town.

Formatted: Font: Bold

Security Classification means the category assigned to information based on its sensitivity, confidentiality, risk, and required safeguards.

Formatted: Font: Bold

Third Party Information Requests means a request relating to a person, group or persons, or an organization other than the applicant or the Town. This information may directly impact, involve, or belong to the originating party, and cannot be released without the originating party's permission.

4. ORGANIZATIONAL RESPONSIBILITIES

Formatted: Font: Bold

The Head of the public body is responsible for overall accountability and compliance with access to information and privacy legislation, including ensuring appropriate governance, oversight, resources, and operational supports are in place.

The Coordinator is responsible for administering formal access requests under the Access to Information Act, coordinating responses, processing applications, maintaining request records, calculating fees where applicable, and carrying out any duties delegated by the Head pursuant to the Town's Access to Information and Protection of Privacy Bylaw.

Managers and supervisors are responsible for supporting compliance with this Policy within their operational areas and ensuring employees understand applicable privacy obligations, procedures, and safeguards.

Employees are responsible for collecting, accessing, using, disclosing, retaining, safeguarding, and disposing of information only as authorized and necessary for the performance of their duties.

Council members are responsible for complying with statutory obligations respecting confidentiality, closed meeting information, and the appropriate handling of personal information obtained through their role as elected officials.

45. POLICY:

45.1. Right to Information and Correction

- 45.1.1** On request pursuant to "Requests" of this Policy, provided the Applicant pays the applicable fees as laid out in the 'Fees and Rates Bylaw'. Each applicant has a right to:
- Access a Record that is in the possession-custody or control of the Town'
 - View a Record in the possession-custody or under the control of the Town'
 - Request copies of a Record that is in the possession-custody or under the control of the Town;
 - Request corrections to personal information maintained by the Town where the Applicant believes there is an error or omission in the information; and
 - Receive a copy of a Record maintained by the Town in a format that is reasonably available, unless the Record is eExempt information pursuant to this policy or restricted from disclosure pursuant to applicable legislation or this Policy.

45.1.2 Fees may be assessed for:

- Searching for, locating and retrieving records;



REFERENCE NUMBER: 11-22-26/01/19
REPLACES POLICY DATED: 11-21-14/01/20

3 of 9

- ii. Computer processing and programming;
- iii. Producing a copy of a record;
- iv. Preparing and handing a record for disclosure;
- v. Shipping records to the applicant; and
- vi. Supervising examination of records by an applicant.

45.2 Requests for Information

45.2.1 There are various types of requests regarding information and depending on the request, there are various forms that may be required.

- i. ~~Where~~ If the requested information may be ~~obtained-accessed through an informal request process~~by Request to Access Information, any individual may request information by telephoning, writing or by visiting (in person), the office of the Town where the Record is kept, and sufficient detail must be provided in the description to identify the Record required.
- ii. ~~Where the requested information requires a formal access request under applicable legislation, or where the Town must determine whether the request should proceed as a formal request, including for the purpose of providing an estimate of applicable fees associated with locating, retrieving, preparing, or producing the requested Records, the Applicant may be required to complete a "Request to Access Information" form prescribed by the Town.~~
- ii. ~~If the requested information must be obtained by Formal Request, or if the Town must determine if the requested information may be obtained by Formal Request or Information Request or to enable to Town to provide an estimate of the fees which will be required to obtain the Records, an Applicant will be required to complete a "Request to Access Information" form.~~
- iii. Any applicant has the right to request information relating to a person, group organization other than the Applicant or the Town, by completing a "Request for Third Party Information" form.
- iv. Any applicant who believes there is an error or omission in their own personal information held by the municipality may request a change to the personal information by completing a "Request for Correction of Personal Information" form as prescribed.

45.2.2 ~~All formal requests for access to records held by the Town shall be identified, processed, and tracked by the Town's Access to Information and Privacy Coordinator. All formal request to access Records held by the municipality, will be identified and tracked by the Town's Coordinator.~~

45.2.3 Any questions or concerns regarding the release or access to information held by the Town, or an agent acting on behalf of the Town, or completion of a request form, may be directed to the Town of Nanton's Access to Information and ~~P~~rotection of Privacy Coordinator.

45.3 Response to Requests

45.3.1 ~~The Access to Information and Privacy Coordinator shall determine whether a request is informal or formal. Where a formal request is required, the applicant shall be required to complete the prescribed Request for Access to Information form. The Coordinator shall determine if a request is informal or formal defined in the terms of this policy. If the Coordinator determines that the request for information is a formal request, the applicant~~



REFERENCE NUMBER: 11-22-26/01/19
REPLACES POLICY DATED: 11-21-14/01/20

4 of 9

~~will be required to complete a Request for Information from as prescribed.~~

~~45.3.2 Provided the requested Record is not exempt or restricted from disclosure pursuant to applicable legislation or this Policy, and subject to any applicable fees, the Applicant may within legislated timelines: Provided the record requested is not for exempt information, if an employee is able to access the Record, within 30 days the applicant will be:~~

- ~~i. Be provided with a written estimate of any fees that will be charged;~~
- ~~ii. Be allowed to view the record; and~~
- ~~iii. Where reasonably practicable, be provided with a copy of the requested Record in a format reasonably available to the Town, subject to payment of any applicable fees. If the record is reasonably capable of being copied, provided with a copy of the record requested, subject to payment of the applicable fees.~~

~~45.3.3 Where the requested Record cannot reasonably be accessed or provided within the applicable legislated timelines, the Applicant shall be advised of the anticipated timeframe for response and, where appropriate, the manner in which access to the Record will be provided. If the requested record cannot be reasonably be accessed within 30 days of the date of receipt of the request, the applicant must be told where, when and how a copy of the record will be provided.~~

~~54.3.4 Pursuant to section 16 of the Access to Information Act, the head of a public body may extend the time for responding to a request up to 30 days, or with the Privacy Commissioner's permission for a longer period.~~

~~54.3.5 If the application is refused or rejected, the Town shall provide the Applicant with:~~

- ~~i. Written notification as to the reasons for the refusal or rejection and the provision on which the refusal is based.~~
- ~~ii. An explanation of the appeal process.~~
- ~~iii. The name, title, business address and the business telephone number of an officer or employee of the Town who can answer any questions the applicant may have about the refusal.~~
- ~~iv. The ~~Access to Information and Privacy Coordinator~~ may refuse to confirm the existence of a record that contains information described in the Access to Information Act, or a record containing personal information about a third party, where confirming the existence of the record would constitute an unreasonable invasion of the third party's personal privacy.~~

~~45.3.6 The Town must respond in writing within 30 days of receiving a "Request for Correction of Personal Information" form stating:~~

- ~~i. A correction has been made; or~~
- ~~ii. An annotation or statement of disagreement has been attached to the personal information where the requested correction was not made. An annotation of lineage has been attached to the information linking the information with the correction that was requested and not made.~~

~~45.3.7 Applications may be refused or rejected on the basis that:~~

- ~~i. The request did not meet the technical requirement set out in this policy;~~
- ~~i. The request does not meet the requirements established under applicable legislation or this Policy;~~
- ~~ii. The request or prescribed form is incomplete, unclear, or illegible. The completed form or request was illegible;~~
- ~~iii. The request is determined to be frivolous, vexatious, or made in bad faith; or The request was considered vexatious or frivolous; or~~



REFERENCE NUMBER: 11-22-26/01/19
REPLACES POLICY DATED: 11-21-14/01/20

5 of 9

iv. ~~Access may otherwise be refused, restricted, or withheld pursuant to applicable legislation. For any other reason provided for in the Access to Information Act.~~

45.3.8 At any time, if information requested is scheduled for destruction, a copy of the written request, must be given to the Chief Administrative Officer, who on receipt of the written request must delay the destruction of that information until such time as:

- i. The request has been granted ~~or otherwise resolved~~;
- ii. The ~~t~~Time for appeal under this policy expired; or
- iii. Any appeal or review permitted pursuant to this policy, the Access to Information Act or Protection of Privacy Act is refused or rejected.

54.4 Exempt Information

54.4.1 Exempt information is information which may:

- i. Be an unreasonable invasion of personal privacy;
- ii. Cause financial harm;
- iii. Threaten anyone else's safety of mental or physical health;
- iv. Interfere with public safety; or
- v. Harm law enforcement efforts.

54.4.2 Information which the ~~Access to Information and Privacy Coordinator~~ ~~coordinator~~ may refuse or be required to refuse to disclose pursuant to the provisions of the *Access to Information Act* sections 19 through 34 of the act.

54.4.3 Advice or information provided, deliberations or directions made in private meetings or Council meetings, or private meetings of Council Committees, as well as draft reports, draft resolutions, draft bylaws, or other legal instruments, are exempt from disclosure unless they have been considered in a Council or Committee meeting open to the public, or unless the record has been in existence for fifteen years or more.

54.4.4 Information about assessments and taxes is exempt information, unless disclosure of such information is required or permitted under the Access to Information Act, Municipal Government Act or any other statute.

54.5 Appeals and Reviews

54.5.1 if an Applicant is not satisfied with the response received from the Town's ~~Access to Information and Privacy Coordinator~~ ~~Coordinator~~ regarding compliance, or any part of a Request to Access Information, an appeal can be sent to the office of the Information and Privacy Commissioner of Alberta.

Office of the Information and Privacy Commissioner (Calgary)
2460-801 6 Avenue SW
Calgary AB T2P 3W2
Phone: 403 297 2728
Toll Free: 1 888 878 4044

54.5.2 A staff member of the Commissioner's office will arrange to mediate with the two parties to come to an agreement. If this process fails to satisfy the Applicant, then a formal inquiry will be held with the Commissioner.

54.5.3 The Commissioner's ruling is binding on both parties.



REFERENCE NUMBER: 11-22-26/01/19
REPLACES POLICY DATED: 11-21-14/01/20

6 of 9

Formatted: Indent: Left: 0", First line: 0"

54.6 Fees

54.6.1 Where the applicant is required to pay a fee for services, the fee payable is in accordance with the *Access to Information Act* Statutes of Alberta, 2024 Chapter A-1.4, as amended from time to time or any successor Regulation that sets fees for requests for information from the Province of Alberta.

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments
2026/07	Various	To bring compliance with Provincial legislation changes

Next Review Date:

RELATED DOCUMENTS: Bylaw 1401/26

[Access to Information and Privacy Bylaw No. 1423/25](#)

[Records Retention and Disposition Bylaw No 1428/26](#)

[Access, Privacy and Routine Disclosure Policy](#)

[Surveillance Policy](#)

[AI and Automated Systems Governance Policy](#)

[Information Security and Acceptable Technology Use Policy](#)

[Privacy Impact Assessment \(PIA\) and Risk Management Procedure](#)

[Third-Party Management, Privacy Breach and Incident Response Procedure](#)

Formatted: Highlight

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments

Next Review Date:

MAYOR

Date



REFERENCE NUMBER: 11-22-26/01/19
REPLACES POLICY DATED: 11-21-14/01/20

7 of 9

CHIEF ADMINISTRATIVE OFFICER

Date

REVISION HISTORY

Policy Inactive

11-21-14/01/20 Routine Release of Information



REFERENCE NUMBER: 11-22-26/01/19
REPLACES POLICY DATED: 11-21-14/01/20

8 of 9

SCHEDULE 'A'

Types of Records that may be disclosed in keeping with this policy:

<i>Council</i>	Agendas, Minutes, Bylaws, Policies, Budget and Financial Information
<i>Administrative</i>	General Community information, Cemetery information, Grant Programs Organizational charts with position titles
<i>Financial</i>	Information reported to Council
<i>Business Licenses</i>	Not including applications which may contain personal information
<i>Town Facilities</i>	General information regarding the facility
<i>Emergency Planning</i>	Municipal Emergency Plan overview, mutual aid partners
<i>Fire Department</i>	Membership (excluding personal information), prevention and public safety information
<i>Transportation</i>	Traffic assessments & studies
<i>Assessment Information</i>	Information pertaining to the property & improvements
<i>Water and Sewer</i>	Routine analysis and environmental infrastructure approvals
<i>Development</i>	Statistical reports, Permit application information (conditional exceptions may apply)
<i>Building</i>	Permits (conditional exceptions may apply)
<i>Property Information</i>	Lot grading plans, lot sizes, Environmental assessments on Town properties
<i>Agreements and Contracts</i>	Excluding information to which the disclosure could reasonably be expected to result in a third party's financial loss
<i>Parks and Recreation</i>	Programs, event schedules, fee schedules



REFERENCE NUMBER: 11-22-26/01/19
REPLACES POLICY DATED: 11-21-14/01/20

9 of 9

DRAFT POLICY

INFORMATION SECURITY & ACCEPTABLE TECHNOLOGY USE

REPLEALS POLICY 12-218-04/05/03



POLICY

Policy No. 11-XX-XX/XX/XX

Department: Personnel

INFORMATION SECURITY & ACCEPTABLE TECHNOLOGY USE

PURPOSE:

The Town of Nanton recognizes that information, information systems, technology resources, and electronic communications are critical municipal assets that support governance, service delivery, operational efficiency, public trust, and legislative compliance.

The purpose of this Policy is to establish requirements for the secure management and appropriate use of Town information systems, technology resources, networks, software, devices, electronic communications, and information assets. This Policy is intended to protect the confidentiality, integrity, availability, and security of municipal information and technology resources while supporting the effective delivery of municipal services.

SCOPE:

This Policy forms part of the Town of Nanton's Privacy Management Program and supports the Town's obligations under applicable legislation as amended from time to time. The requirements established within this Policy are intended to support the secure, responsible, and appropriate use of Town information assets and technology resources while protecting the confidentiality, integrity, availability, and security of municipal information.

This Policy applies to all individuals who access, use, manage, administer, maintain, or otherwise interact with Town information assets, information systems, or technology resources, including:

- i. Members of Council;
- ii. Employees;
- iii. Contractors;
- iv. Consultants;
- v. Volunteers;
- vi. Temporary and casual workers;
- vii. Service providers, vendors, and third parties granted access to Town information or technology resources; and
- viii. Any other individual authorized to access Town information systems, networks, records, or technology resources.

This Policy applies to all information assets and technology resources owned, leased, licensed, managed, maintained, or operated by or on behalf of the Town, regardless of format or location. This includes, but is not limited to, computers, laptops, tablets, mobile devices, telephones, servers, networks, software, applications, databases, cloud services, email systems, communication platforms, internet services, storage systems, electronic records, removable media, and any other technology used to create, access, process, transmit, store, monitor, protect, or manage municipal information.

REFERENCE:

REPLACES POLICY: 12-218-04/05/03

DEFINITIONS:

Access Control means the administrative, physical, or technical measures used to authorize, restrict, monitor, or manage access to information assets, systems, records, applications, networks, or technology resources.

Authentication means a process used to verify the identity of a User before access to information assets or technology resources is granted.

Information Asset means any information, record, data, system, application, database, network, device, or technology resource owned, managed, maintained, or utilized by the Town.

Security Incident means any event that compromises or may reasonably compromise the confidentiality, integrity, availability, or security of Town information assets, systems, networks, records, or technology resources.

Technology Resource means any hardware, software, application, cloud service, communication system, network, database, electronic system, or device owned, leased, licensed, managed, or utilized by the Town.

Unauthorized Access means access to information assets, systems, records, networks, applications, or technology resources without approval, authorization, or a legitimate business purpose.

User means any individual authorized to access, use, manage, administer, maintain, or otherwise interact with Town information assets or technology resources.

POLICY:

1. Access to Information Assets and Technology Resources

- 1.1 Access to Town information assets and technology resources shall be granted only where necessary to support authorized municipal business and shall be limited to the access reasonably required to perform assigned duties or contractual obligations. Access shall be authorized through established administrative processes and shall be reviewed periodically to ensure it remains appropriate.
- 2.2 The Town shall maintain reasonable measures to verify the identity of Users before granting access to information assets or technology resources. Authentication credentials, passwords, security tokens, and other access mechanisms are intended solely for the authorized User and shall be protected against unauthorized disclosure or misuse.
- 2.3 Access privileges shall be modified or removed when operational responsibilities change, employment or contractual relationships end, or continued access is no longer required for legitimate municipal purposes.

2. Acceptable Technology Use

- 2.1 Town technology resources are provided to support municipal operations, public service delivery, communication, collaboration, and the efficient administration of municipal business. Users are expected to use these resources responsibly, professionally, ethically, and in a manner that protects the security and integrity of Town information assets.



REFERENCE NUMBER:
REPLACES POLICY DATED: 12-218-04/05/03

2 of 6

- 2.2 Town technology resources are intended for municipal business, and any incidental personal use is expected to be reasonable, limited, and not interfere with work or municipal operations; use that is inconsistent with this Policy may be addressed through the Town's applicable policies and procedures.
- 2.3 Users shall not intentionally use Town technology resources in a manner that may reasonably compromise the security, reliability, availability, or integrity of municipal systems. Without limiting the generality of this requirement, Users shall not:
- i. attempt to bypass or disable established security controls;
 - ii. install or use unauthorized hardware, software, applications, or technology services;
 - iii. knowingly introduce malicious software, malicious code, or other harmful technologies into municipal systems;
 - iv. use Town technology resources for unlawful, fraudulent, or unauthorized purposes; or
 - v. engage in activities that could reasonably expose the Town to unnecessary operational, legal, financial, or reputational risk.

3. Protection of Information Assets

- 3.1 Town information assets shall be protected throughout their lifecycle using safeguards appropriate to their sensitivity, operational importance, and associated risks. Users shall take reasonable precautions to prevent unauthorized access to municipal information and shall ensure that information is handled in a manner that maintains its confidentiality, integrity, and availability.
- 3.2 Information assets shall be stored, transmitted, accessed, and maintained using approved Town technology resources and security controls. Where municipal information is accessed outside Town facilities or through remote technologies, reasonable safeguards shall be implemented to reduce the risk of unauthorized access, loss, or disclosure.

4. Technology Resources

- 4.1 Technology resources acquired, implemented, maintained, or used by the Town shall support the secure delivery of municipal services and the protection of Town information assets. Software, hardware, applications, cloud services, communication systems, and other technology resources shall be authorized by the Town prior to implementation or use for municipal business.
- 4.2 Users shall not modify, disable, or interfere with security settings, system configurations, monitoring capabilities, or protective technologies that have been implemented to safeguard Town information assets unless expressly authorized to do so.
- 4.3 Town-issued equipment shall be used with reasonable care and protected against theft, damage, loss, or unauthorized access. Any loss, theft, or suspected compromise of Town technology resources shall be reported as soon as reasonably practicable to permit appropriate corrective action.

5. Electronic Communications and Internet Use

- 5.1 Electronic communications and internet services provided by the Town are intended to support municipal operations and shall be used in a professional manner consistent with the responsibilities of municipal representatives. Users are expected to exercise sound judgment when using electronic communications and shall take reasonable precautions when



REFERENCE NUMBER:
REPLACES POLICY DATED: 12-218-04/05/03

3 of 6

accessing websites, opening attachments, responding to electronic communications, or selecting internet links that may present a security risk.

- 5.2 Electronic communications created, received, or maintained in the course of municipal business may constitute official municipal records and shall be managed in accordance with applicable legislation and the Town's records management requirements.

6. Monitoring and Compliance

- 6.1 To protect municipal information assets, maintain the security and reliability of technology resources, investigate suspected misuse, respond to security incidents, and ensure compliance with legislation and municipal policies, the Town reserves the right to monitor, review, audit, and maintain records relating to the use of Town technology resources in accordance with applicable legislation.
- 6.2 Users should not expect personal privacy when using Town technology resources or municipal information systems. Any monitoring conducted by the Town shall be limited to legitimate operational, security, legal, or administrative purposes and shall be carried out in a reasonable and proportionate manner.

7. Policy Compliance

- 7.1 Compliance with this Policy is a condition of being granted access to Town information assets and technology resources. Failure to comply with this Policy may result in the restriction or removal of access privileges, administrative or disciplinary action, termination of contractual access, or any other action considered appropriate by the Town having regard to the nature and severity of the non-compliance.

8. Policy Review

- 8.1 This Policy shall be reviewed periodically to ensure it continues to support legislative requirements, municipal operations, technological developments, evolving security risks, and recognized information security practices. Amendments may be approved where necessary to maintain the effectiveness of the Town's information security governance framework.

RELATED DOCUMENTS:

Access to Information and Privacy Bylaw No. 1123/25
Records Retention and Disposition Bylaw 1428/26
Access, Privacy and Routine Disclosure Policy
Surveillance Policy
AI and Automated Systems Governance Policy
Privacy Impact Assessment (PIA) and Risk Management Procedure
Third-Party Management, Privacy Breach and Incident Response Procedure



REFERENCE NUMBER:
REPLACES POLICY DATED: 12-218-04/05/03

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments
2026/07	Entirety	To bring compliance with Provincial legislation changes

Next Review Date:	
-------------------	--

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date



REFERENCE NUMBER:
REPLACES POLICY DATED: 12-218-04/05/03

5 of 6

Purpose:

The purpose of this policy is to provide guidelines for all staff that have access to the internet service provided by the Town of Nanton and to make those persons responsible for the security and integrity of the corporate data and systems.

Definitions:

Appropriate use – responsible, cooperative, community-minded behavior/use that protects the common good and promotes the legitimate interests of the Town.

Inappropriate Use – content which could be considered offensive to others. For example pornographic material (pictures, stories, etc.), hate literature, propaganda.

Personal/Recreational Use – access to content for personal/recreational use. For example sports, banking, employment.

Guidelines:

- 1 *Employees must sign a User Agreement** indicating agreement to abide by the Town's regulations regarding its Internet use prior to the employee being granted access.*
- 2 *Employees are allowed Internet access through the Town for the purpose of Town of Nanton business during work hours.*
- 3 *Employees are allowed Internet access through the Town for personal/recreational use, except during work hours.*
- 4 *Employees are not allowed Internet access through the Town for inappropriate use at any time*
- 5 *Security of corporate data and resources is EVERYONE's responsibility – lock up, log out!*
- 6 *Employees understand that information security and protection against viruses is crucial to the integrity of corporate data.*
- 7 *Employees are not allowed to download software except under the authorization of their direct supervisor.*
- 8 *Email must not contain password or security information.*
- 9 *Email content should reflect appropriate business wording.*
- 10 *Employees understand that email can contain viruses, email is not secure, and forwarded email can be altered.*
- 11 *The Town of Nanton has the right to audit all Internet access.*
- 12 *The Town of Nanton has the right to restrict Internet access to sites and other resources that contain material which is inappropriate for employee use.*
- 13 *Employees who breach the provisions of this policy in any manner will result in the following consequence:*
 - a) *Supervisor will be notified of the offense to address the issue.*
 - b) *Unresolved or continuous breach of this policy will result in the individual being denied the privilege of accessing the Internet.*

Employees who breach the provisions of this policy in any manner may be disciplined.

**** User Agreement**

Each employee agrees to follow the Guidelines and Procedures outlined for internet access, and acknowledges their responsibility by:

- 1 *Employees agree **not to** download software from the Internet unless authorization has been received by their supervisor.*
- 2 *Employees agree to use secure passwords – which are not easily guessable and will keep their passwords confidential.*
- 3 *Employees agree **not to** leave a workstation unattended or unprotected while connected to the internet. It is suggested to lock up using CTL-ALT-DELETE.*
- 4 *Employees agree to perform only appropriate activities on the system.*
- 5 *Employees agree that electronic mail messages will not contain security related information and will be worded in a business-like manner.*

I, _____ understand and agree to abide by the terms and conditions of the Internet Access Policy. I also understand the consequences for breaching the terms of this Agreement.

Employee Signature

Date

DRAFT POLICY

**ARTIFICIAL INTELLIGENCE (AI) &
AUTOMATED SYSTEMS GOVERNANCE
POLICY**

NEW POLICY



POLICY

Policy No XX-XX-XX/XX/XX

Department:

Artificial Intelligence (AI) & Automated Systems Governance

SCOPE:

This Policy applies to all departments, Council members, employees, contractors, consultants, volunteers, service providers, and any other individual or organization acting on behalf of the Town who utilize artificial intelligence or automated systems in the course of municipal operations.

This Policy applies to all artificial intelligence and automated systems used by or on behalf of the Town, including systems that generate content, support decision-making, analyze information, automate processes, conduct data matching, create derived data, or otherwise utilize automated processing.

PURPOSE:

Establish governance requirements for the acquisition, development, implementation, and use of artificial intelligence, automated systems, data matching activities, and data derived from personal information.

DEFINITIONS:

Access to Information and Privacy Coordinator means the Legislative Services employee of the Town of Nanton appointed by the Head to administer and coordinate the Town's obligations under the Access to Information Act and the Protection of Privacy Act, including the processing of access to information requests, the administration of privacy matters, and the exercise of any powers or duties delegated by the Head in accordance with applicable legislation and municipal bylaws.

Artificial Intelligence (AI) means a technology or system capable of performing tasks that typically require human intelligence, including generating content, making predictions, identifying patterns, classifying information, or supporting decision-making.

Approved Artificial Intelligence System means an artificial intelligence or automated system that has been reviewed and authorized by the Chief Administrative Officer for municipal use in accordance with this Policy and any applicable governance, privacy, security, and procurement requirements.

Automated Decision-Making System means a system that makes, recommends, assists with, or substantially influences decisions using automated processing.

Data Matching is the comparison, combination, or linking of information from multiple sources for the purpose of identifying individuals, verifying information, detecting patterns, assessing eligibility, conducting investigations, or supporting operational decisions.

Derived Data is the Information created, inferred, predicted, generated, scored, classified, or otherwise produced from personal information through analysis, profiling, modelling, aggregation, or automated processing.

Human Review means an assessment by an authorized employee before action is taken based on an automated output, recommendation, score, classification, or prediction

REFERENCE:

REPLACES POLICY: n/a

POLICY:

1. Guiding Principles

- 1.1 The Town recognizes that artificial intelligence and automated systems can provide operational benefits while also creating privacy, legal, operational, and reputational risks. The following principles shall guide the acquisition, implementation, use, and oversight of artificial intelligence and automated systems throughout the organization.
- 1.2 The Town shall govern artificial intelligence and automated systems in accordance with the following principles:
- i. accountability;
 - ii. transparency;
 - iii. fairness;
 - iv. accuracy;
 - v. human oversight;
 - vi. proportionality;
 - vii. privacy protection;
 - viii. responsible innovation; and
 - ix. public trust.

2. Roles and Responsibilities

- 2.1 The effective governance of artificial intelligence and automated systems requires clearly defined roles and responsibilities. All individuals involved in the acquisition, implementation, use, management, or oversight of artificial intelligence systems shall understand and fulfill their responsibilities under this Policy.
- 2.2 The Chief Administrative Officer is responsible for the overall governance, implementation, and accountability of artificial intelligence and automated systems utilized by the Town. This includes establishing appropriate governance and oversight measures and assigning responsibility for monitoring compliance with this Policy.
- 2.3 The Access to Information and Privacy Coordinator is responsible for supporting compliance with privacy legislation and providing guidance on the use of artificial intelligence and automated systems. This includes advising on privacy implications, monitoring legislative requirements, and coordinating reviews where necessary.
- 2.4 Managers and Supervisors are responsible for ensuring that artificial intelligence and automated systems are used appropriately within their operational areas. They shall promote compliance with this Policy, ensure employees receive appropriate training, monitor approved uses of artificial intelligence systems, and escalate identified risks or concerns.
- 2.5 Employees remain accountable for the work they perform and the decisions they make, regardless of whether artificial intelligence or automated systems are used. Employees shall comply with this Policy, exercise professional judgment when using artificial intelligence systems, verify information before relying on automated outputs, and ensure they remain responsible for all decisions and work products.



REFERENCE NUMBER:
REPLACES POLICY DATED: n/a

2 of 6

3. Acceptable Use of Artificial Intelligence and Automated Systems

- 3.1 Artificial intelligence and automated systems may be utilized to support municipal operations, improve efficiency, enhance service delivery, and assist employees in performing their duties. Employees and authorized users shall exercise appropriate care when using artificial intelligence and automated systems to ensure the confidentiality, integrity, and security of Town information. Personal information, confidential information, or information subject to legislative, contractual, or legal restrictions shall not be entered into publicly available artificial intelligence systems unless the system has been approved by the Town and appropriate privacy, security, and governance measures are in place.
- 3.2. Where artificial intelligence systems are approved to process Town information, users shall ensure that only the minimum amount of information necessary is disclosed, that the use complies with applicable legislation and Town policies, and that appropriate safeguards have been implemented to protect the information from unauthorized access, use, or disclosure.
- 3.3 Acceptable Uses - All uses shall support a legitimate municipal purpose and comply with applicable legislation and municipal policies. Artificial intelligence and automated systems may be utilized for:
- i. research and information gathering;
 - ii. drafting, summarization, and document preparation;
 - iii. data analysis and reporting;
 - iv. operational planning;
 - v. trend identification;
 - vi. service delivery improvements;
 - vii. administrative support activities;
 - viii. risk identification;
 - ix. workflow automation; and
 - x. other purposes approved by the Town.
- 3.2 Prohibited Uses - Certain uses of artificial intelligence and automated systems may create unacceptable legal, privacy, ethical, operational, or reputational risks. Such uses are prohibited regardless of potential operational benefits. The Town shall not:
- i. delegate final accountability for decisions to an artificial intelligence system;
 - ii. make significant decisions solely through automated processing without human review;
 - iii. utilize artificial intelligence in a manner contrary to legislation;
 - iv. utilize artificial intelligence in a discriminatory or unfair manner;
 - v. present artificial intelligence generated information as verified fact without appropriate review;
 - vi. utilize artificial intelligence systems where risks cannot be reasonably managed; and
 - vii. utilize automated systems for purposes inconsistent with approved municipal functions.
- 3.3 Human Oversight - Artificial intelligence and automated systems are intended to support human decision-making and not replace it. Employees shall remain responsible for all decisions, recommendations, actions, and work products created with the assistance of artificial intelligence or automated systems. Where artificial intelligence systems generate recommendations, classifications, predictions, scores, summaries, or other outputs:
- i. outputs shall be reviewed before being relied upon;
 - ii. professional judgment shall be exercised;
 - iii. information shall be verified where appropriate; and
 - iv. employees shall not rely solely on automated outputs when making significant decisions.



REFERENCE NUMBER:
REPLACES POLICY DATED: n/a

3 of 6

4. Automated Decision-Making

- 4.1 The Town is committed to ensuring that significant decisions affecting individuals remain subject to meaningful human involvement and accountability. Automated systems may support decision-making but shall not replace human judgment.
- 4.2 Where automated systems are utilized to support decision-making, significant decisions shall be reviewed by authorized Town personnel prior to implementation. Decision-makers shall consider all relevant information, remain accountable for the decision-making process, and ensure that automated recommendations are treated as advisory rather than conclusive.

5. Data Matching

- 5.1 Data matching activities may provide valuable information to support municipal operations, compliance activities, investigations, planning, and service delivery. Such activities shall be conducted responsibly and only where reasonably necessary to support a lawful municipal purpose. Data matching results shall not be considered conclusive and may be subject to additional verification.
- 5.2 Prior to undertaking data matching activities, the Town shall consider the purpose and necessity of the activity, the reliability of the source information, the potential impacts on affected individuals, and the need for appropriate documentation and oversight to ensure the activity is conducted in a fair, transparent, and accountable manner. Where data matching activities involve the creation of a new program, a significant change to an existing program, or present elevated privacy risks, a Privacy Impact Assessment or other privacy review shall be completed in accordance with the Town's Privacy Impact Assessment and Risk Management Procedure and applicable legislation.

6. Derived Data

- 6.1 Artificial intelligence and automated systems may generate information through analysis, prediction, classification, profiling, scoring, or other forms of automated processing. The Town recognizes that derived data may contain inaccuracies or limitations and requires appropriate oversight before such information is relied upon.
- 6.2 Where derived data is utilized, the Town shall take reasonable steps to assess its relevance and reliability and shall not presume it to be accurate solely because it was generated through automated processing. Significant decisions shall not be based solely on derived data, and appropriate human review shall occur before any action is taken to ensure decisions remain fair, accountable, and informed by professional judgment.

7. Profiling, Classification, and Risk Scoring

- 7.1 Some artificial intelligence and automated systems may generate classifications, profiles, rankings, recommendations, risk scores, or predictions. The Town recognizes that these outputs are intended to support, rather than replace, human judgment and that they may be subject to inaccuracies or bias. Appropriate oversight shall be maintained to ensure such outputs are reasonable, reliable, and used in a fair and proportionate manner.



REFERENCE NUMBER:
REPLACES POLICY DATED: n/a

- 7.2 Where automated systems generate classifications, profiles, rankings, recommendations, risk scores, or predictions, the outputs shall be reviewed by authorized personnel and periodically assessed for effectiveness and reliability. Significant actions shall not be taken solely on the basis of automated outputs, and appropriate human oversight shall be maintained to ensure decisions remain accountable, transparent, and consistent with applicable legislation and municipal objectives.

8. Transparency

- 8.1 The Town is committed to maintaining transparency regarding the use of artificial intelligence and automated systems where appropriate and practical. Transparency supports accountability and helps maintain public confidence in municipal operations.
- 8.2 Where appropriate, transparency measures may include providing publicly available information regarding significant artificial intelligence and automated systems, program descriptions, privacy notices, and public reporting. The extent of such measures shall be proportionate to the nature of the system, the sensitivity of the information involved, and any applicable legislative or operational requirements.

9. Procurement and Acquisition

- 9.1 The acquisition or implementation of artificial intelligence and automated systems shall be undertaken in a manner that considers operational requirements, potential benefits, associated risks, and long-term governance obligations. Prior to acquiring or implementing an artificial intelligence or automated system, the Town shall evaluate its operational requirements, anticipated benefits, potential risks, human oversight requirements, transparency capabilities, vendor accountability, legislative obligations, and resource requirements to ensure the system supports lawful, responsible, and effective municipal operations.

10. Monitoring and Review

- 10.1 Artificial intelligence technologies continue to evolve and will require ongoing oversight. The Town shall periodically evaluate artificial intelligence and automated systems to ensure they remain effective, appropriate, and aligned with municipal objectives.
- 10.2 Periodic reviews shall assess the effectiveness, accuracy, and reliability of artificial intelligence and automated systems, their continued operational need, compliance with applicable legislation and municipal policies, and their ongoing alignment with the Town's objectives. Where appropriate, the Town shall take reasonable steps to address identified risks, deficiencies, or opportunities for improvement.
- 10.3 Any new artificial intelligence or automated system, or any significant modification to an existing system, shall be reviewed prior to implementation to ensure it complies with the requirements of this Policy and any applicable privacy, security, governance, or legislative obligations. Where required, a Privacy Impact Assessment or other appropriate risk assessment shall be completed in accordance with the Town's applicable policies and procedures.



REFERENCE NUMBER:
REPLACES POLICY DATED: n/a

11. Non-Compliance

- 11.1 Compliance with this Policy is mandatory. Failure to comply may expose the Town to operational, legal, privacy, financial, or reputational risks and may result in corrective action. Failure to comply with this Policy may result in:
- corrective action;
 - restriction of system access;
 - disciplinary action;
 - termination of contractual arrangements; or
 - other measures deemed appropriate by the Town.

12. Review

- 12.1 Artificial intelligence technologies and regulatory expectations continue to evolve. This Policy shall be reviewed regularly to ensure it remains current, effective, and aligned with legislative, operational, technological, and organizational requirements.
- 12.2 This Policy shall be reviewed at least every four years or sooner where required by legislative, operational, technological, or organizational changes.

RELATED DOCUMENTS:

Access to Information and Privacy Bylaw No. 1423/25
Records Retention and Disposition Bylaw No. 1428/26
Access, Privacy and Routine Disclosure Policy
Surveillance Policy

Information Security and Acceptable Technology Use Policy
Privacy Impact Assessment (PIA) and Risk Management Procedure
Third-Party Management, Privacy Breach and Incident Response Procedure

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments

Next Review Date:	
-------------------	--

MAYOR

Date

CHIEF ADMINISTRATIVE

Date



REFERENCE NUMBER:
REPLACES POLICY DATED: n/a



Town of Nanton
1907 21 Avenue, P.O. Box 609,
Nanton, Alberta T0L 1R0
Phone 403.646.2029 Fax
403.646.2653
www.nanton.ca

The Honourable Justin Wright, ECA, MLA
Minister of Primary and Preventative Health Services
Government of Alberta
10800 – 97 Avenue NW
Edmonton, AB T5K 2B6

June 12, 2026

Dear Minister Wright,

Congratulations on your recent appointment as Minister of Primary and Preventative Health Services.

I am writing on behalf of the Town of Nanton, the MD of Willow Creek, and the MD of Ranchland regarding the proposed Nanton Community Health Centre project, following recent discussions with our MLA, Chelsae Petrovic.

This project has been under active development for many years (see attached project timeline) and has consistently been recognized as a critical healthcare priority by healthcare providers, Alberta Health Services, provincial officials, municipal partners, and the broader community. Across multiple governments and healthcare system restructurings, there has been broad agreement regarding both the need for the project and the limitations of the existing facility.

This is not a discretionary project or a municipal "wish list" item. It is a necessary healthcare infrastructure project intended to address longstanding deficiencies in the current clinic and ensure the continued delivery of safe, effective, and sustainable healthcare services within our region.

Architectural and engineering work has been completed through a collaborative process involving Alberta Health Services and the municipal partners to ensure the proposed facility meets the operational requirements identified by healthcare professionals. Importantly, the municipalities funded the design and engineering work at their own expense based on needs, specifications, and service requirements established with Alberta Health Services and local healthcare providers.

Equally important, this is not an extravagant project. The proposed facility has been deliberately designed as a practical, modest, and cost-effective solution. There are no unnecessary features or amenities. The objective is simply to replace an aging facility with one that meets modern standards for patient care, accessibility, staff safety, privacy, and operational efficiency. The project before you is not a conceptual proposal but a fully developed solution created to address a clearly identified need.

Despite the project's readiness since August 2023, and despite multiple meetings with ministers, parliamentary secretaries, Alberta Health officials, and healthcare stakeholders who have consistently recognized its importance and urgency, a clear path forward has yet to be established. Since that time, the three municipal partners have continued to seek clarification regarding the authority responsible for advancing the project and the mechanism required to move it forward. During this period, estimated project costs have increased from approximately \$6.3 million to more than \$8 million, with further delays likely to result in additional escalation.

More concerning than the financial impact is the growing risk to healthcare stability in our region. The existing facility, constructed in 1970, no longer adequately meets modern healthcare requirements. Limitations related to accessibility, patient flow, provider workspace, privacy, and overall functionality are placing increasing pressure on healthcare delivery. Local healthcare providers have repeatedly raised concerns regarding the challenges of operating within the current facility, and the ongoing uncertainty surrounding the replacement project is affecting recruitment and retention efforts. At a time when rural communities across Alberta are competing to attract and retain healthcare professionals, the inability to provide certainty regarding this project presents a real risk to the long-term sustainability of local healthcare services.

On March 31, 2026, correspondence was sent to your predecessor seeking clarification and a meeting regarding the path forward and the authority responsible for advancing the project. To date, no response has been received.

We appreciate that recent changes in government portfolios and healthcare structures may require a review of the history of this file. At the same time, we hope you can appreciate the frustration experienced by the municipal partners and local healthcare providers who have worked diligently to advance this project for many years.

Since the project was ready to proceed in August 2023, responsibilities have shifted between ministries, departments, and healthcare organizations, requiring municipalities to repeatedly revisit discussions, re-establish relationships, and re-explain a project that has already been thoroughly studied, designed, and supported. While we understand that organizational transitions are sometimes unavoidable, the cumulative effect has been increased costs, prolonged uncertainty, and growing concerns regarding healthcare delivery and provider retention.

The three municipal partners remain committed to working collaboratively with the Province and Primary Care and recognize there may be questions regarding the most appropriate path forward. We would welcome the opportunity to meet with you and your team at your earliest convenience to review the project, answer any questions, and discuss the available options.

Our objective is not to advocate for a particular funding model, but rather to obtain clarity, direction, and a decision regarding the most appropriate path forward. Should the Province



Town of Nanton
1907 21 Avenue, P.O. Box 609,
Nanton, Alberta T0L 1R0
Phone 403.646.2029 Fax
403.646.2653
www.nanton.ca

determine that the previously developed municipal partnership model remains the preferred option, supported through a long-term lease commitment from Primary Care Alberta, the municipalities remain prepared to proceed and fund construction. Alternatively, if the Province wishes to pursue a direct capital funding approach, we would welcome discussion regarding that pathway and the steps required to advance it.

Ultimately, the municipalities are not seeking another study, review. We are seeking clarity regarding who is responsible for the decision, what decision remains to be made, and how we can collectively move a fully developed, urgently needed rural healthcare project into construction.

We believe this project represents an opportunity to deliver an important rural healthcare facility through a partnership that has already completed the planning, design, and preparatory work. The municipal partners have demonstrated their commitment through years of collaboration and investment, and we believe there is an opportunity to achieve a positive outcome for both the Province and the residents of southern Alberta.

We respectfully request the opportunity to discuss:

- The current status of the project;
- The ministry, branch, and decision-maker responsible for advancing the file;
- The preferred approval and funding pathway;
- Any remaining requirements needed from the municipal partners
- A realistic timeline for moving the project forward.

The municipalities remain ready to proceed. We would welcome the opportunity to meet with you and your officials at your earliest convenience and work together toward a practical and timely resolution.

Sincerely,

Jennifer Handley
Mayor, Town of Nanton

Cc: Ms. Chelsae Petrovic, Parliamentary Secretary for Health Workforce Engagement
Mr. Calvin Maxfield, Director – Capital Planning, Alberta Health
Ms. Shelley Van Tamelen, Planner, Corporate & Capital Planning Branch, Alberta Health
Nanton Health Centre Management Committee Members



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**MLA, Peace River*

AR122590

June 17, 2026

Her Worship Jennifer Ann Handley
 Mayor
 Town of Nanton
 PO Box 609
 Nanton AB T0L 1R0

Dear Mayor Handley:

I am pleased to confirm the 2026 funding allocations for your community.

For the Town of Nanton:

- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is \$459,917.
- The 2026 LGFF Operating allocation is \$55,110.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is \$180,374.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for \$501,991. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at www.alberta.ca/municipal-affairs-funding-programs.

.../2

- 2 -

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams', with a stylized, sweeping flourish extending to the right.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Tara Vandervalk, Chief Administrative Officer, Town of Nanton

Municipal Government Act Change Summary

Bill 28, *Municipal Affairs and Housing Statutes Amendment Act, 2026*

Governance and Accountability

This fact sheet has been developed as an information resource. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant *Municipal Government Act* sections

- Section 130.1
- Section 146.011(1)
- Section 146.02(1)
- Section 146.021(1)
- Section 146.03(1)
- Section 146.04
- Section 146.05(1)
- Section 146.06(1)
- Section 146.07(1)
- Section 146.08(1)
- Section 146.09(1)
- Section 153
- Section 201.1(1)(b)

Councillor Accountability Framework

Previous *Municipal Government Act* requirements

Since the repeal of councillor codes of conduct in 2025, municipalities cannot pass or continue to implement or enforce bylaws or resolutions related to councillor behavior.

What has changed

A new councillor accountability framework will address unacceptable councillor behaviour including misuse of municipal assets and services, confidentiality of information, and rules regarding egregious or threatening behaviour and improper use of influence.

New provisions in the Act establish rules, processes, and procedures for submitting a complaint, conducting preliminary reviews, investigations, and appeals.

Only councillors are eligible to file a complaint, and a complaint can only be made against a councillor on the same council. The Minister can also initiate an investigation at the local level.

Preliminary reviews and investigations will be conducted by an investigator chosen by council from a roster designated by the Minister. For any complaint filed by a councillor, a preliminary review must occur to determine if the complaint, in whole or in part, is frivolous, vexatious, or out of scope. If the investigator determines that any part of the complaint is frivolous, vexatious, or out of scope, the investigator must end that part of the investigation.

After conducting the preliminary review, the investigator must report the results to the Minister and council and advise if all or a part of the investigation has ended.

If the complaint is potentially valid following the preliminary review, it must proceed to an investigation. Once the investigation is complete, a report is prepared that contains a summary of the investigation, as well as a recommendation as to whether a contravention has occurred and what sanctions, if any, should be applied. It is the council's decision, by resolution, to determine if the framework was contravened and whether to apply sanctions.

The framework establishes an appeal mechanism for council's decisions as to whether there was a contravention and imposition of any sanctions. An appeal commissioner appointed by the Minister hears the appeal and provides recommendations to the Minister on whether to accept, reject, or vary the council's resolution. If the appeal commissioner's recommendations are different from council's decisions, the appeals commissioner must provide reasons.

To conclude the appeal, the Minister, by order, determines if there was a contravention and may apply sanctions. When issuing an order, the Minister must publish the appeal commissioner's recommendations and, if applicable, reasons for the recommendation as well as the Minister's decision. If the Minister's decision varies from the appeals commissioner's, the Minister must include reasons in writing.

If at any point during the preliminary review or investigation, the investigator finds that a complaint, or part of a complaint, pertains to pecuniary interest, the framework establishes a process for mandatory referral to the Court of King's Bench.

What it means

Municipal Affairs will establish, by regulation, further details to implement the councillor accountability framework. The regulation is expected to include types of contraventions, sanctions, fees, timelines for each step, and further guidance on investigator and appeal commissioner rosters.

While the framework includes a process for complaints related to pecuniary interest matters, existing disclosure and disqualification requirements continue to apply. These rules have not changed.

What do municipalities have to do?

It is recommended that municipalities and their councillors review the rules, processes, and procedures regarding the accountability framework established in the *Municipal Government Act (MGA)*. Further information and requirements to support implementation will be in a forthcoming regulation.

Viability Reviews – Vote of Electors

Previous *Municipal Government Act* requirements

The *MGA* establishes a municipal viability review process administered by Municipal Affairs. Following a review, electors vote on whether the municipality should dissolve. The Minister could only recommend dissolution of the municipality to Cabinet if electors voted in favour of it.

What has changed

Changes to the *MGA* retain the step for electors to vote on a question of dissolution after a viability review has been completed and before dissolution can occur. However, the results of this vote are no longer binding, though they remain an important consideration in the Minister's decision. This change is in effect immediately.

What it means

This change enables the Minister and Cabinet to consider the results of the vote alongside other considerations when making recommendations and decisions on the dissolution of a municipality.

What do municipalities have to do?

No action is required from municipalities.

Effective Date

The amendments to the *MGA* took effect upon Bill 28's Royal Assent on May 14, 2026.

While provisions in the Act related to the accountability framework are in force, implementation requires the creation of a forthcoming regulation.

Resources

To learn more, please refer to:

- Amendment summary for Bill 28: <https://www.alberta.ca/system/files/ma-bill-28-legislation-information-guide.pdf>
- [Municipal Government Act](#)

Contact us

Phone:	780-427-2225
Toll-free in Alberta:	310-0000
Email:	ma.advisory@gov.ab.ca

Municipal Government Act Change Summary

Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act, 2026*

Enabling Growth and Affordable Housing

This fact sheet is for information only. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant *Municipal Government Act* sections

- Section 297 (2.01) and (2.02)
- Section 297.1
- Section 640 and Section 642
- Section 640.3
- Section 648(1.2) and (2.11)
- Section 671
- Section 683.1 and Section 683.2
- Section 694

Related forthcoming amendments to:

- *City of Calgary Charter, 2018 Regulation, and City of Edmonton Charter, 2018 Regulation*

Automated Permitting Processes and Timeline Reporting

Previous *Municipal Government Act* requirements

The *Municipal Government Act* (MGA) did not contemplate an “automatic yes” framework for approvals, nor did it directly address the use of automated or digital permitting tools.

There were no requirements for municipalities to publish development statistics on their websites.

What has changed

The MGA now allows municipalities to use automated systems to manage applications for development permits and issue development permits.

The Minister may also, by regulation, require municipalities to set processes, timelines, or other requirements to make decisions on applications for development permits and issue development permits. This is known as ‘automatic yes’.

Starting in 2027, municipalities with populations over 15,000 will be required to publish the following development statistics on their website by March 31 each year:

- total number of development permit applications received;
- total number of development permits issued;
- average and median number of days from application receipt to when the application was determined, deemed, or acknowledged to be complete under Section 683.1(1), (4), or (7), or deemed to be refused under section 683.1(8);
- the average and median number of days from when an application was determined, deemed, or acknowledged to be completed under Section 683.1(1), (4), or (7) to when a development permit was issued under Section 642(1) or (2), or refused under Section 642(2) or 684(3), as the case may be; and
- a comparison of timelines against requirements in Sections 683.1(1) and 684(1).

What it means for municipalities

Municipalities have clear authority to use automated and digital tools to review and process development applications and permits. Municipalities can now fast-track simple, low-risk projects and use modern systems to streamline permitting processes.

Municipalities are encouraged to explore “automatic yes” approaches and opportunities for low-risk developments in their community. In the future, the Minister may establish rules and requirements in an “automatic yes” regulation.

Public reporting of timelines increases transparency and supports accountability to residents and developers.

What do municipalities have to do?

Starting in 2027, municipalities with populations over 15,000 must publish the required development statistics for the previous calendar year on the municipality’s website by March 31 each year.

Community Design Codes

Previous *Municipal Government Act* requirements

The *MGA* did not address community design codes or authorize the Minister of Municipal Affairs to establish them.

What has changed

The Minister may establish community design codes by regulation. The Minister may also require a municipality to pass a bylaw adopting a community design code in all or part of the municipality.

What it means for municipalities

Community design codes will provide an option for municipalities and developers to beautify communities and expedite approvals for developments that meet the pre-established land-use and design standards.

What do municipalities have to do?

Details on the processes, rules, requirements, and implementation of community design codes will be included in a forthcoming regulation.

Off-site Levies

Previous *Municipal Government Act* requirements

Municipalities could impose off-site levies to recover eligible capital costs for infrastructure such as water, wastewater, roads, and certain public facilities.

Only school boards were exempt from off-site levies on land developed for school buildings.

What has changed

Off-site levies cannot include:

- operational costs;
- retail or commercial facilities not required to deliver the facility's core services;
- items not permanently affixed to a facility (for example: firetrucks, furniture, equipment); or
- capital costs incurred to build to a standard higher than required under applicable provincial building codes.

These amendments will also apply to Edmonton and Calgary through forthcoming amendments to the City Charters.

Exemptions from off-site levies have been expanded to include land developed for a school building that is

owned or leased by charter or accredited independent schools. This exemption is not retroactive.

What it means

The changes clarify what capital costs can and cannot be included in off-site levies.

Costs such as transit buses and enhanced architectural design and building amenities cannot be included in an off-site levy bylaw.

What do municipalities have to do?

Municipalities should ensure that off-site levy bylaws align with the new off-site levy provisions. In turn, any new off-site levy agreements must comply with these amendments.

Use of Reserve Land

Previous *Municipal Government Act* requirements

The *MGA* did not permit charter schools to use school reserve or municipal and school reserve land.

What has changed

The *MGA* explicitly permits charter schools accredited by Alberta Education and Childcare to use school reserve or municipal and school reserve land for the operation of a charter school.

What it means

Charter schools are now treated more consistently with other publicly funded schools in eligibility to access reserve lands.

Allocation of reserve land and Joint Use Planning Agreement processes, procedures, and requirements have not changed.

Residential Sub-classing

Previous *Municipal Government Act* requirements

Municipalities could establish residential assessment sub-classes based on council criteria.

What has changed

If a council establishes a class 1 residential sub-class that applies to residential property that is not a primary residence and does not meet the requirements of any other class 1 sub-class, that sub-class cannot be applied to residential property wholly or partially owned by one or more persons that reside in Alberta. Property tax sub-classes for other types of vacant or

non-primary residence properties, such as derelict property, are not affected by this change.

An individual resides in Alberta if the person that has lived in Alberta for at least 183 days in the current or previous calendar year and does not have an intention of taking up residence outside Alberta.

What it means

Municipalities cannot apply different sub-classes, and by extension tax rates, to residential properties owned by Alberta residents based on whether the property is or is not a primary residence.

Other class 1 residential sub-classes, such as derelict, undeveloped, or tourist homes are not impacted by this change.

The restriction applies only to residential property owned by individual Albertans and not residential property owned by an Albertan corporation. In the case where a property is jointly owned by an Albertan and a non-Albertan, it shall be treated the same as if the property was solely owned by an Albertan.

What do municipalities have to do?

Municipalities should ensure that their residential sub-classing bylaws comply with the new provision in Section 297(2.01).

If not currently in compliance, municipalities must follow the transitional provisions in Section 297.1.

Bylaws amended in accordance with the transitional provisions apply retroactively and are deemed to have come into force on January 1, 2026.

Effective Date

The amendments to the *MGA* came into force on May 14, 2026, when Bill 28 received Royal Assent.

Resources

To learn more, please refer to:

- Amendment summary for Bill 28:
<https://www.alberta.ca/system/files/ma-bill-28-legislation-information-guide.pdf>
- [Municipal Government Act](#)

Contact us

Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Email: ma.advisory@gov.ab.ca

Municipal Government Act Change Summary

Bill 28, Municipal Affairs and Housing Statutes Amendment Act, 2026

Municipal Transparency

This fact sheet is for information only. It is not legal advice and cannot be used in place of consulting with a lawyer. In the event of a conflict between the legislation and this fact sheet, the legislation prevails.

Relevant *Municipal Government Act* sections

- Section 208
- Section 208.1
- Section 215.1
- Section 215.2
- Section 215.3
- Section 215.4
- Section 215.5
- Section 215.6
- Section 215.7
- Section 334(4)

- employee name;
- position, appointment or classification;
- amount of compensation;
- total value of non-monetary benefits; and
- severance (if applicable).

Municipalities may apply to the Deputy Minister, in writing, to exempt an employee or class of employees from having their information published if it could unduly threaten the safety of the employee or class of employees.

The Minister of Municipal Affairs may aggregate or publish part or all the information received on the Municipal Affairs website.

The Minister may also direct an audit of a municipality to determine compliance. The municipality would be responsible for the cost of the audit.

Municipal Salary Disclosure

Previous *Municipal Government Act* requirements

Salary disclosure for municipal employees was limited to the chief administrative officer (CAO) and an aggregate amount for designated officers, reported through each municipality's Financial Information Return. Disclosure was total compensation and benefits with no threshold amount.

What has changed

Municipalities must now publish employee compensation annually on the municipality's website if the employee's compensation, benefits and severance from the previous year is greater than the threshold established in Section 1(o)(ii) of the *Public Sector Compensation Transparency Act*.

Municipalities must continue to disclose annual compensation for the CAO and designated officers in Financial Information Returns.

What it means

This change aligns municipalities with provincial public sector disclosure and strengthens transparency around how public dollars are used.

Municipalities must publish a list of employees whose compensation is above the threshold, including:

What do municipalities need to do?

Starting in 2027, on or before June 30 of each year, municipalities must publish on their website a list of employees whose total compensation, benefits, and severance received from the municipality during the previous calendar year is greater than the threshold established under Section 1(o)(ii) of the *Public Sector Compensation Transparency Act*.

Municipalities are required to provide the list of compensation information to the Minister prior to publishing it on their website.

If no employees meet the threshold, the municipality shall inform the Minister and publish a notice to that effect on the municipality's website.

The *Justice Statutes Amendment Act, 2026* set the salary threshold at \$130,000 for 2026. Future increases will reflect provincial wage settlements published by the Government of Alberta.

Tax Notices – Police Costs

Previous *Municipal Government Act* requirements

The *Municipal Government Act* (MGA) did not enable municipalities to list municipal policing costs as a separate rate or amount on tax notices.

What has changed

Municipalities may now show the portion of the tax rate and/or the amount of tax imposed to pay for RCMP police services on property tax notices. This is under Section 4(1) of the *Police Act* or under an agreement referred to in Section 22(1) of the *Police Act*.

Upcoming changes to the Matters Related to Assessment and Taxation Regulation will establish required wording for displaying policing costs on property tax notices. Municipalities who choose to display policing costs on property tax notices must do so in accordance with the regulation once it is in force.

What it means

Urban municipalities (5,000 or under), rural municipalities, and specialized municipalities with RCMP services under the Provincial Police Service Agreement may display policing costs on property tax notices as a separate line item.

What do municipalities need to do?

Relevant municipalities may choose to list RCMP police service costs on property tax notices as a rate or an amount. This is at the discretion of the municipality and is not a requirement. The policing costs displayed are for information only and do not constitute a separate tax rate established under the municipal tax rate bylaw.

Administrative Accountability

Previous *Municipal Government Act* requirements

The MGA provides municipalities with natural person powers but did not set out rules regarding reporting the use of these powers.

Amendments in 2025 made it a requirement for information requested by a councillor to be provided as soon as practical, and once the information was provided to one councillor it must be shared with all other councillors within 72 hours. If the requested information is personal or confidential, the CAO may

refuse to provide the information considering factors in Section 208.1(2).

What has changed

The Act now requires the CAO to notify council in writing each time natural person powers are used. Notice must be provided at the first council meeting following the use of the natural person power or 14 days after the use of the natural person power, whichever occurs earliest. Notice is not required when the natural person power is used for a matter already approved by bylaw or resolution of council, a personnel matter, a routine operational matter, an emergency response, or when seeking a legal opinion on behalf of the municipality.

Additional amendments provide greater clarification regarding how the CAO responds to councillor requests for information, as well as when and how that information is to be shared with the rest of council.

If the information requested is publicly available, the CAO may, but is not required to, provide it to all other councillors.

A council may establish a bylaw to manage substantial information requests. The bylaw must define a 'substantial information request' and may specify whether a resolution of council is needed before the CAO must provide the information, specific reporting requirements, and any other provisions necessary to carry out the purposes of the bylaw.

If a council does not pass a substantial information request bylaw, Section 208.1 applies. The information request must be responded to as soon as practicable. Once information is shared with one councillor, it must be shared with all other councillors within 72 hours.

What it means

CAOs must be aware of natural person powers reporting exemptions. If the use does not fall under an exemption, the CAO must notify council at the first council meeting following the use of the natural person power or after 14 days, whichever occurs the earliest.

Councillors and CAOs must be aware of amendments related to information sharing including the circumstances and timelines to share information with all councillors.

Municipalities may establish a substantial information request bylaw to manage requests that may take significant administrative time and resources. This is at

the discretion of the municipality and is not a requirement.

What do municipalities need to do?

Municipalities may wish to review their CAO bylaw to ensure alignment with amendments to natural person powers and information requests.

Updates to Privacy Legislation

Previous *Municipal Government Act* requirements

The *MGA* referenced the *Freedom of Information and Protection of Privacy Act (FOIP)*.

What has changed

Outdated references to *FOIP* in the *MGA* have been replaced with references to the *Access to Information Act* and the *Protection of Privacy Act*, as appropriate in each provision.

What it means

The amendments ensure that the *MGA* correctly references current privacy and access to information legislation.

What do municipalities have to do?

Municipalities must abide by the *Access to Information Act* and the *Protection of Privacy Act* and ensure their bylaws align with provincial legislation.

Effective Date

Amendments in the *MGA* related to municipal transparency to took effect upon Bill 28's Royal Assent on May 14, 2026.

Resources

To learn more, please refer to:

- Amendment summary for Bill 28:
<https://www.alberta.ca/system/files/ma-bill-28-legislation-information-guide.pdf>
- [Municipal Government Act](#)

Contact us

Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Email: ma.advisory@gov.ab.ca

AR117465

June 16, 2026

Ms. Tara Vandervalk
Chief Administrative Officer
Town of Nanton
PO Box 609, 1907 21 Avenue,
Nanton, AB T0L 1R0

Dear Ms. Vandervalk:

Thank you for your email of June 3, 2026, regarding the completion of all items identified in the 2024-2025 Municipal Accountability Program (MAP) report for the Town of Nanton.

I commend the town for moving forward and addressing these items, and I am pleased to advise that the Town of Nanton's 2024-2025 MAP review has been completed to the satisfaction of the ministry.

On behalf of Municipal Affairs, I wish the town all the best for the future.

Yours truly,



Sarah Ranson
Director
Municipal Sustainability and Accountability

cc: Ruth McCuaig, Municipal Accountability Advisor, Municipal Affairs
Clint Neufeld, Manager, Municipal Accountability, Municipal Affairs



The transmission system in your area needs improvement



THE ALBERTA-BRITISH COLUMBIA (AB-BC) INTERTIE RESTORATION (AIR) PROJECT IS NEEDED TO INCREASE THE AMOUNT OF ELECTRICITY THAT CAN BE IMPORTED INTO ALBERTA FROM BRITISH COLUMBIA.

WHAT IS BEING PROPOSED?

The AB-BC intertie is a critical piece of electricity infrastructure that enables the transfer of electricity between Alberta and British Columbia. The intertie is comprised of the existing 500 kV transmission line and can currently import up to 800 megawatts (MW) from British Columbia.

The AIR Project aims to increase the intertie's import transfer capability from 800 MW to approximately 950 MW, consistent with provincial policy direction and legislative requirements. In particular, the Government of Alberta has directed the AESO to advance this project, and Alberta's *Transmission Regulation* requires the restoration of interties to, or near, their original path ratings where feasible.

IMPROVING CAPACITY

To achieve an increase in the usable import capacity, the AIR Project will include targeted upgrades to existing electricity infrastructure. The AESO's preferred technical solution includes:

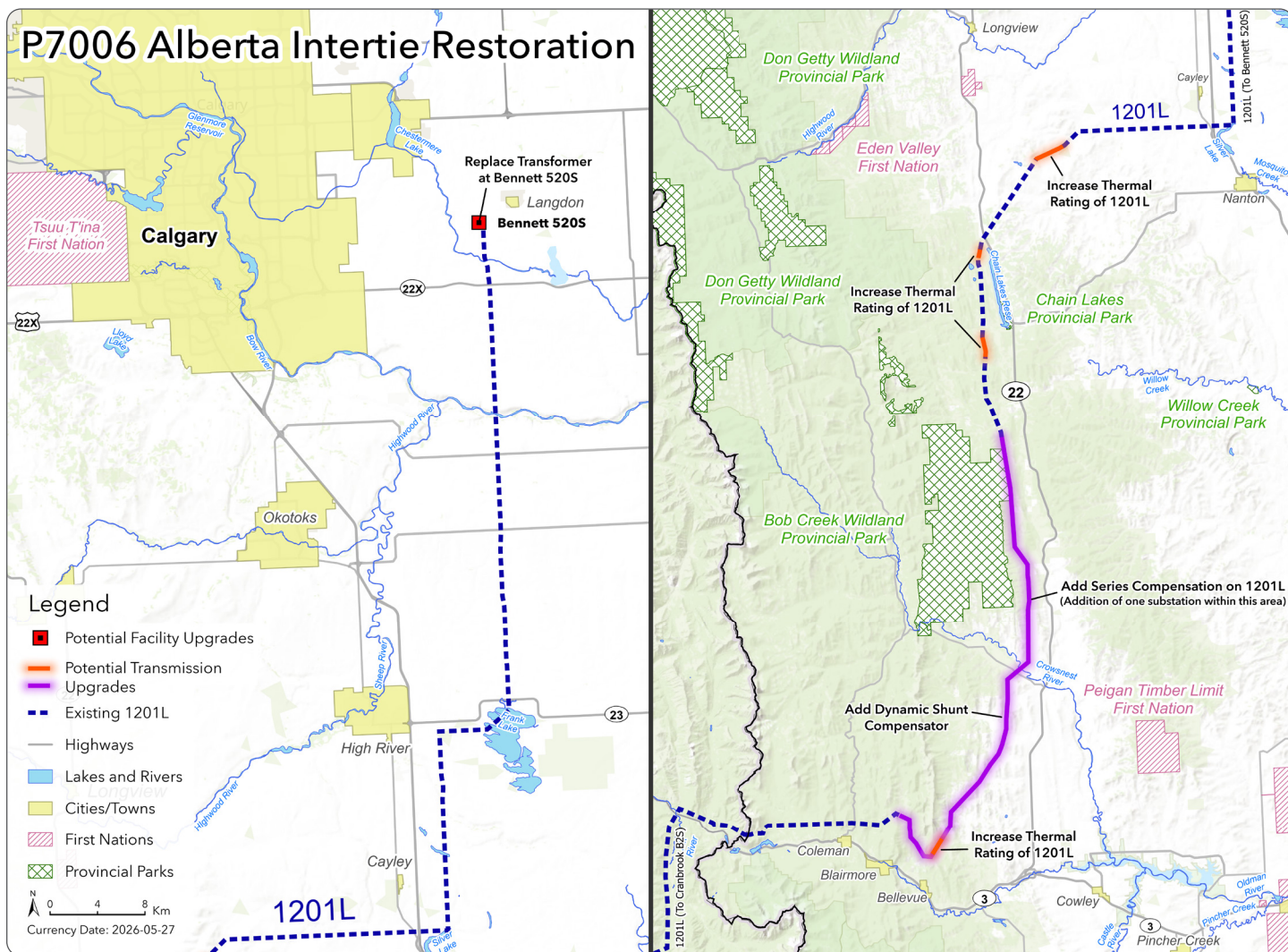
- Adding series compensation on 1201L
 - Adding a substation with a series capacitor, located approximately halfway between the Bennett 520S and Cranbrook substations and near the existing 1201L
 - Connecting the new substation to the existing 500 kV transmission line 1201L
- Increasing the thermal rating of 1201L
- Replacing the 500/240 kV transformer at the Bennett 520S substation with a higher capacity transformer

Together, these upgrades would increase the intertie's import capability from about 800 MW to approximately 950 MW.

Who is the AESO?

The Alberta Electric System Operator (AESO) plans and operates Alberta's electric transmission system. We study the transmission system to determine what future upgrades and expansions will be needed to continue to serve the province's growing power demands, and enable access to generators and other qualified customers.

The AESO is regulated by, and must apply to, the Alberta Utilities Commission (AUC) for approval of our Needs Identification Document (NID) Applications, in which we must demonstrate the need for expansion or enhancement of the transmission system, and propose a transmission solution to meet that need.



AESO AND TFO ROLES

The AESO plans and operates the provincial transmission system so that all Albertans can count on safe and reliable electricity to power our homes and businesses each and every day. We carefully plan transmission upgrades and expansions to keep up with Alberta's growing demand for power.

Transmission facility owners (TFOs) are companies that build, operate and maintain the transmission system in our province. While the AESO is responsible for identifying the need for transmission development and proposed transmission development to meet that need, TFOs are responsible for detailed siting and routing, constructing, operating and maintaining the associated transmission facilities within their service territories.

For this area, AltaLink is the TFO that owns and operates the transmission infrastructure and will be responsible for applying to the AUC for approval of the transmission line upgrades and substations.

NEXT STEPS

- The AESO will engage with potentially affected stakeholders, Indigenous communities, municipalities, and other interested parties throughout June and July 2026 about the need for the project.
- The AESO plans to submit a NID for this project to the AUC by December 2026, as directed by the Government of Alberta.
- Once applications are filed, additional opportunities for public participation will be provided through the AUC review process.

Detailed and up to date project information will be shared on the AESO website as it becomes available www.aeso.ca/AIR

Will you be affected?

If you are receiving this information, you live, own land or operate your business in an area where existing transmission facilities may be modified, or new transmission facilities may be located.



HAVE QUESTIONS OR WANT TO PROVIDE INPUT?

If you have any questions or comments, please contact
stakeholder.relations@aeso.ca or
 1-888-866-2959