



AGENDA

Monday, February 6, 2023 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

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

2. PRESENTATIONS:

- 2.1 Nanton RCMP Report – Cpl. Tom Nairn 7:05 – 7:15 p.m. - E

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

- 3.1.1 Status Report – E

3.2 FINANCIAL:

- 3.2.1 Financial Variance Report for 2022 - E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 Regular Meeting of Council January 16, 2023 Minutes – E
- 4.1.2 Committee of the Whole Meeting January 30, 2023 - E

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 Approval of ISL Engineering Community Engagement Plan for Land Use Bylaw update – E
- 4.2.2 Approval of amended Purchasing Policy #13 159 21/06/07 - E

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

- 5.1 Travel Reimbursement Policy 12 – 47 – 20/02/18 Amendment – E
- 5.2 Request from Councillor Kevin Todd for Leave of Absence extension
- Reassignment of Deputy-Mayor appointment
- 5.3 Municipal Government Act Changes – Appointments for Mayor - E
- 5.4 Municipal Planning Commission – Appointment changes - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

- 6.1.1 Oldman Watershed Council Request and Information Brief – E
- 6.1.2 Livingstone Range School Division proposed meeting with Nanton Council - E

6.2 FOR INFORMATION:

- 6.2.1 Citizens on Patrol thank you for donation - E

7. CLOSED CONFIDENTIAL SESSION:

- 7.1 Chief Administrative Officer Policy for Employee Training Incentives – FOIP Section 24(1) Advice from officials
- 7.2 Draft Alberta Health Services Emergency Medical Services position – FOIP Section 21 Harmful to intergovernmental relations
- 7.3 Legal Opinion – FOIP Section 27 Privileged Information

8. ADJOURNMENT:





2023/01/25

Corporal Thomas NAIRN
Detachment Commander
Nanton Detachment

Dear Mayor Jennifer HANDLEY,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Nanton Detachment spanning the October 1st to December 31st, 2022 reporting period. This report is a key tool to address any questions or concerns you may have, as part of our continued commitment to engage with your leadership team and the constituents you represent.

As we embark on 2023, the top priority for the Alberta RCMP remains the safety and security of all Albertans. Thus, this letter and attached appendixes will provide for you an update on our Next Generation 9-1-1 (NG911) upgrades in our Operational Communications Centers (OCC). The Alberta RCMP OCC Program provides response to police emergencies and routine calls for service to approximately 1.3 million citizens of Alberta, including 22 First Nations communities. The OCC provides police dispatch and call-taking services supporting 117 RCMP detachments and several contracted and/or integrated units. Our call-taking services also serve as a Secondary Public Safety Answering Point (PSAP) for Alberta's 9-1-1 system.

The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated the replacement of the current Enhanced 9-1-1 service in Canada with NG911. This change will enhance public safety communications in an increasingly wireless society and will fundamentally change 9-1-1 and emergency services operations as it exists today. The evolution of NG911 future improvements are anticipated to include:

- 9-1-1 Real-time Text (RTT) by Spring 2024.
- Further location improvements including the potential addition of azimuth to enhance coordinates, vehicle telematics, and building schematics.
- The potential to communicate with 911 operators via video call.

As early adopters of this transition to NG911, the Alberta RCMP's lead in modernizing public safety communications demonstrates our commitment to the safety and security of all Albertans.



As a further update, we are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, I will be working directly with you to craft the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

The attached reporting along with your valued feedback will help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

Corporal Thomas NAIRN
Detachment Commander
Nanton Detachment

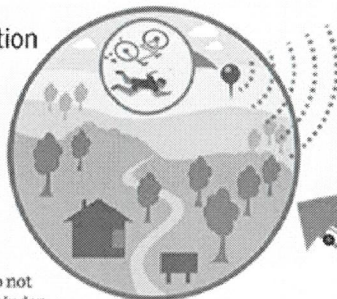
NG911 FOR EMS

How EMS Benefits from Next Generation 911

Next Generation 911-related technologies will provide new opportunities to keep EMS providers and communities safer. The following scenarios provide a non-technical depiction of how new technologies will provide information leaders need to ensure safe, efficient and effective responses to a variety of incidents.

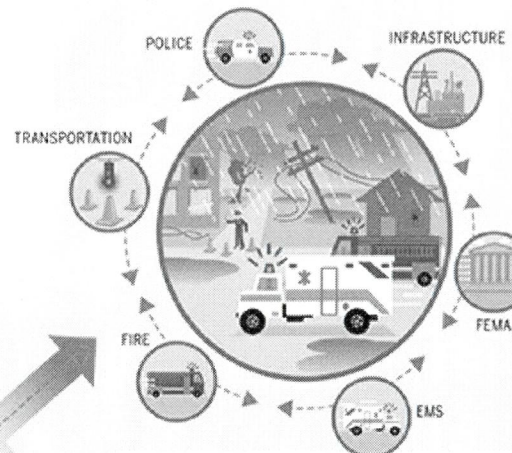
Improved Location Accuracy

With improved location accuracy, responders will reach victims sooner and triage the scene more efficiently. This is especially important in challenging environments like rural areas or parks, densely populated urban areas or on freeways. Mobile callers may also not be aware of their exact location, hindering first responders' ability to reach them quickly. Because minutes count with critical patients, faster treatment improves outcomes and survival rates.



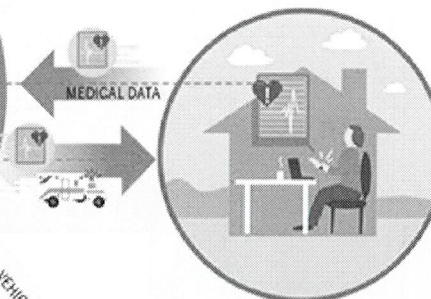
Multi-Agency Interoperability

During a natural disaster or other large-scale emergency, the NG911 system protects against call overload by re-routing calls, texts and data to alternative call centers. The system also allows for better communication with first responders, allowing for better coordination between other emergency services and agencies.



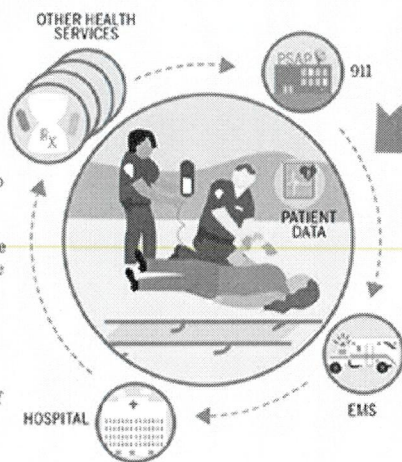
Accurate Pre-Arrival Data

Monitoring technology worn by patients may automatically alert 911 within seconds of a life-threatening medical event. Responders can access time-sensitive patient health data and incident information before they arrive at the scene, improving patient outcomes and survival rates.



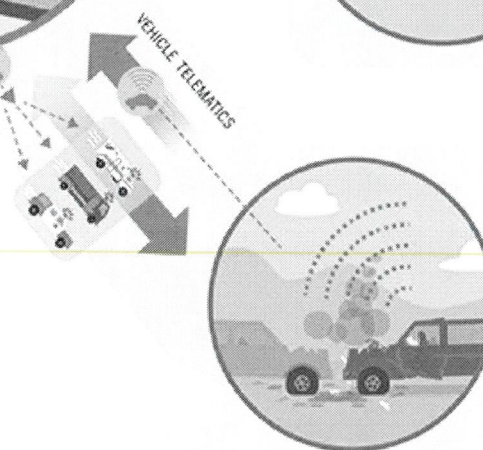
Continuity of Patient Data

In the NG911 environment, EMS would have access to more detailed medical history for a patient. In the future, the ability to merge medical data with 911 call data will give providers better on-scene information to improve patient care. Including outcome data within the patient record will provide a more complete picture to support performance improvement. Better data would translate to better overall patient care as well as the advancement of entire EMS systems.



Better Crash Data

Telematics, now integrated into many vehicles, notify 911 with precise location information, data on airbag deployment and more. This data, available at dispatch, helps EMS and fire services prepare appropriate equipment and provides medics with key information for faster transport to the appropriate hospital or trauma center.





A. Who we are....

The Alberta RCMP has two 9-1-1 call taking centres located in Edmonton and Red Deer. Each centre employs 75 highly trained 9-1-1 call taker / dispatchers, responding to police emergency and routine calls. Employees working in RCMP Emergency Communications has successfully completed a mandatory national certification program consisting of 320 hours of facilitator led classroom and another 700 hours of on-the-job training with a Field Coach.

B. What we do....

The RCMP Provincial Operational Communications Centres (OCC) are the secondary answering point for approximately 1.3 million Albertans, and dispatching 117 RCMP detachments/units.

In 2021, we received and processed 236,669 9-1-1 and 361,271 complaint (routine/non-emergency) calls, which equates to about 1,600 calls per day. Approximately 60% of these calls will result in the creation of a police file which will be dispatched to a front-line police officer.

Call takers are tasked with asking numerous questions to ensure an appropriate response. These questions will focus on your/the incident location (exact address expedites the process), what is occurring and who is involved. You can expect questions regarding weapons, alcohol and drugs, to ensure everyone's safety. And don't worry, often while we are continuing to ask questions, we have already dispatched a police officer who is enroute.

C. How it happens....

When you call 9-1-1, you can expect the first response to be "9-1-1 what is your emergency?", followed by "what is your exact location?". At this point dependant upon your response, you may be transferred to the correct emergency service provider (i.e. Police, Fire or Ambulance). You will then be asked a 2nd time for your exact location. The more specific you are, will expedite our ability to generate a file for dispatch.

The call taker is generating an electronic file

D. How you can help....

1. Know your location. A specific address is always best.
2. Be patient and respond to the questions asked. There is no delay in emergency service response but we must ensure the most appropriate personnel, equipment are enroute to you and make sure everyone is safe.



E. What's next....

The Canadian Radio-television and Telecommunication Commission (CRTC) is the Government of Canada body that regulates telephone and cellular service companies. These companies create networks that make it possible to connect 9-1-1 calls to call centres. These centres then dispatch emergency responders, such as police, firefighters and paramedics.

On March 7, 2019, the CRTC directed that all telecommunication service providers and incumbent local exchange carriers (phone, cable & wireless services) must evolve their current networks to provide Internet Protocol-based capabilities by 2025. The new and improved platform is known as Next Generation 9-1-1 or NG9-1-1.

NG9-1-1 networks and services will allow Canadians access to new, improved and innovative emergency services. The design and related interconnection arrangement of NG9-1-1 networks are secure, reliable, resilient and cost-effective for stakeholders.

F. How will NG9-1-1 changes impact me....

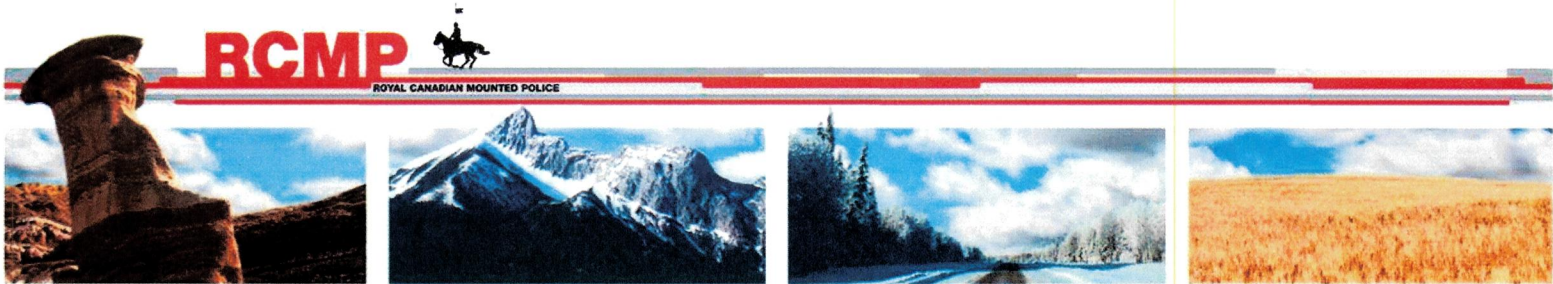
The Next Generation 9-1-1 network and related communications technology will provide emergency service providers with new opportunities to keep the public and field responders safer, while also giving 9-1-1 Emergency Dispatch Centres tools to make them more effective and efficient within their communities.

Some of the improvements that will assist in providing improved and safer service delivery will include, better location accuracy (three-dimensional mapping showing which floor of a high rise etc.); improved crash data (vehicle telematics etc.); real-time video and picture sharing; text with 9-1-1 for the deaf and hard of hearing community; new services such as language assistance/translation services; downlinks to smartphone applications (i.e. medical records etc.); and improved coordinated responses and information sharing amongst emergency service providers.

G. To find out more....

To find out more about Next Generation 9-1-1, you can visit the [CRTC website](#).

To find out more about RCMP 9-1-1 Call Taking/Dispatch jobs, please visit our [website](#).



January 25th, 2023

Corporal Thomas NAIRN
Detachment Commander
Nanton Detachment

Dear Council,

As we enter the 4th Quarter of our fiscal year, we are reaching out to all elected officials, partners, and community members to help us identify and set our Detachment Priorities for the next fiscal year, which starts April 1st, 2023. We will be soliciting input to set our priorities through different platforms including Council meetings, partnership meetings, a virtual Town Hall meeting, an online survey, and more. With that said, when I attend your next council meeting, I would like to solicit input and gain an understanding of what your council wants your local RCMP to be focused on and ultimately prioritize in the upcoming year.

As a reminder, our current priorities, which I believe have been very fitting, are:

- 1) Traffic Safety – Speeding and Impaired Driving violation enforcement.
- 2) Crime Reduction- Property Crime – Offender Checks, Educational Media Releases, Operation Street Sweep.
- 3) Police Community Relations– Foot patrols, Enhanced Visibility Shifts, Meetings and Presentations.
- 4) Reduce Substance Abuse- Drug enforcement, Drug enforcement training.

In preparation for our upcoming meeting and discussions, I request that council members review the current priorities, review the RCMP report and statistics, and review the needs of your community so we can discuss.

Other Priorities you may or may not wish to consider, in addition to the current, could be:

- 1) Drug Enforcement – Targeted drug enforcement and or education.
- 2) Traffic Safety – Impaired detection and enforcement, speeding, seatbelts, etc.
- 3) Fraud Prevention – Education, awareness and prevention initiatives.
- 4) Police presence in schools – Enforcement and or Education.

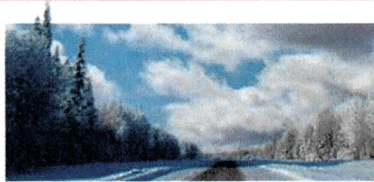


- 5) Interdepartmental Efforts – Increasing partnership relationships and involvement (agencies such as peace officers, bylaw officers, fire departments, Fish and Wildlife, etc).
- 6) Water Safety – Enforcement and Education on the waterways (boaters and users of the lakes and rivers).

After the consultation process, 3 priorities are typically selected. The detachment will set targets and initiatives to work towards the priority. Those initiatives and targets form part of the regular reporting to Mayors, Reeves, Councils, and the public and contribute to effective community based policing.

If at anytime you have questions, concerns, or comments, feel free to contact the undersigned.

Corporal Thomas NAIRN
Detachment Commander
Nanton Detachment
403-646-5722



RCMP Provincial Policing Report

Detachment	Nanton
Detachment Commander	Cpl. Tom NAIRN
Quarter	Q3
Date of Report	2023/01/25

Community Consultations

Date	2022-10-04
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting
Notes/Comments	Attended meeting with Nanton Bylaw and CAO to discuss bylaw issues and other issues within the community.

Date	2022-10-27
Meeting Type	Town Hall
Topics Discussed	Regular reporting
Notes/Comments	Hosted a town hall for Nanton.

Date	2022-10-27
Meeting Type	Community Connection
Topics Discussed	Education session
Notes/Comments	Attended the JT Foster High School for a career fair and participate in a recruitment drive.

**Date** 2022-10-27**Meeting Type** Meeting with Stakeholder(s)**Topics Discussed** Education session**Notes/Comments** Attended a VSU presentation to learn about VSU modernization project.**Date** 2022-11-03**Meeting Type** Meeting with Stakeholder(s)**Topics Discussed** Regular reporting**Notes/Comments** Meeting with the Nanton CAO and CPO to discuss traffic concerns and issues in the community.**Date** 2022-11-15**Meeting Type** Meeting with Stakeholder(s)**Topics Discussed** Regular reporting**Notes/Comments** Attended the MD of Ranchlands Council meeting and reported on Q2 results.**Date** 2022-11-20**Meeting Type** Meeting with Stakeholder(s)**Topics Discussed** Regular reporting**Notes/Comments** Attended meeting with the President of the Nanton Citizens on Patrol to discuss updates and share information.

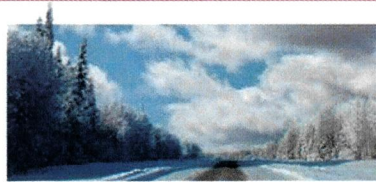


Date	2022-11-21
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Education session
Notes/Comments	Attended the MD of Ranchlands for an emergency preparedness presentation held by Pembina Oil and Gas regarding the pipeline system along Hwy 22 in the MD of Ranchlands.

Date	2022-11-22
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting
Notes/Comments	Attended a Nanton council meeting and presents the Q2 results for the fiscal year.

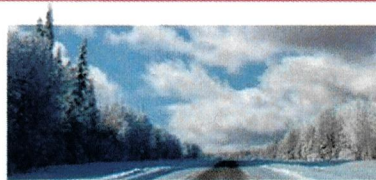
Date	2022-11-29
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting
Notes/Comments	Attended the monthly Victim Services meeting to discuss updates, topics and regular reporting.

Date	2022-12-29
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Persons Crimes
Notes/Comments	Attended meeting with Nanton CAO to update on the status of an investigation that was being concluded.



Community Priorities

<p>Priority 1</p>	<p>Enhanced Road Safety</p>
<p>Current Status & Results</p>	<p>Q3 Results Speeding- In Q3 Nanton detachment issued 61 speed enforcement tickets resulting in 199 tickets written this year out of the annual goal of 240.</p> <p>Q3 Results Impaired Driving- In Q3 a total of 6 impaired driving investigations were conducted resulting in 28 impaired drivers taken off of the road this year out the year end goal of 40.</p>
<p>Priority 2</p>	<p>Crime Reduction- Property Crime</p>
<p>Current Status & Results</p>	<p>Q3 Results Offender Checks- A total of 10 offender compliance checks were completed. The detachment is on par to reach the year end goal of 40 with 30 checks conducted currently.</p> <p>Q3 Educational Media releases- A total of 03 educational Media Releases were completed in Q3 with 16 being completed for the year so far out of the year end goal of 12.</p> <p>Q3 Operation Street sweep- A total of 1 operation "Street Sweep" was completed in Q3 resulting in multiple tickets being issued along with Members working with F&W doing hunter compliance checks and resulting in several wildlife act charges being laid against a group of hunters. A Criminal apprehension focused operation will be completed in Q4.</p>
<p>Priority 3</p>	<p>Police Community Relations</p>
<p>Current Status & Results</p>	<p>Q3 Results Foot Patrols- A total of 09 Foot patrols were completed Downtown, Local Campgrounds and events in the community. Currently exceeding year end goal of 40 with total of 47.</p> <p>Q3 Results Enhanced Visibility Shifts- A total of 2 enhanced shifts were completed in Q3 and these shifts supported the operation "Street Sweep".</p> <p>Q3 Results Meetings and Presentations- At total of 15 presentations and meetings occurred in Q3. 7 Presentations were completed with schools and the local community and 6 Meetings were completed with Community partners. 42 presentations have been completed this year out of the year end goal of 12.</p>



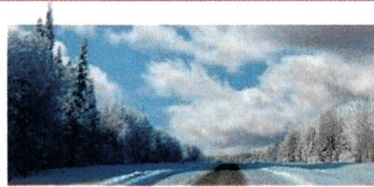
Priority 4

Reduce Substance Abuse

Current Status & Results

Q3 Results Drug Enforcement - 2 Drug investigations occurred resulting in charges in Q3. Drug Enforcement Actions are considered on target with 5 investigations completed this year out of the year end goal of 6.

Q3 Results Drug Enforcement Training- In Q3 no drug training was conducted. Member was to go on SFST but did not work out because of staffing issues. Detachment is already over the year end goal but will continue to pursue further training for Members. Currently at 11 training initiatives completed out of 10 as the year end goal.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2021	2022	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	30	47	57%	168	220	31%
<i>Persons Crime</i>	3	18	500%	25	59	136%
<i>Property Crime</i>	20	25	25%	112	132	18%
<i>Other Criminal Code</i>	7	4	-43%	31	29	-6%
Traffic Offences						
<i>Criminal Code Traffic</i>	9	1	-89%	33	28	-15%
<i>Provincial Code Traffic</i>	227	135	-41%	1,318	902	-32%
<i>Other Traffic</i>	0	0	N/A	0	4	N/A
CDSA Offences	6	0	-100%	10	2	-80%
Other Federal Acts	7	0	-100%	11	4	-64%
Other Provincial Acts	14	18	29%	61	118	93%
Municipal By-Laws	2	2	0%	13	8	-38%
Motor Vehicle Collisions	45	54	20%	136	152	12%

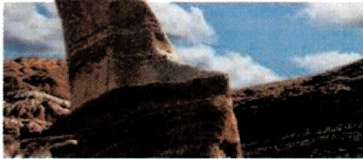
¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Q3 closed off with mixed results:

"Persons Crime" shows a 500% increase when comparing this quarter to the same quarter last year. This category includes Uttering Threats, Assaults and homicide. We have had a recent uptik in Uttering threats files that mostly are not criminal in nature but still populate into the uttering threats category along with our homicide in December that involved several people being injured and one person being killed.

"Nanton Provincial Detachment Crime Statistics"



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	4	0	0
Detachment Support	1	1	0	0

²Data extracted on December 31, 2022 and is subject to change over time.

³Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officer: Of the four established positions, four officers are working. A fifth officer is back from sick leave working admin duties currently.

Detachment Support: Of the one established position, one resource is working. There are no one hard vacancies.

Nanton Detachment is still hubbed with Claresholm Detachment were the two Detachments share man power resources.

Quarterly Financial Drivers



Nanton Provincial Detachment Crime Statistics (Actual) Q3 (Oct - Dec): 2018 - 2022

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

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	1	0	0	N/A	N/A	-0.1
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		11	1	2	1	10	-9%	900%	-0.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	1	6	1	3	N/A	200%	0.6
Uttering Threats		1	5	2	1	4	300%	300%	0.2
TOTAL PERSONS		12	8	11	3	18	50%	500%	0.7
Break & Enter		7	4	2	1	3	-57%	200%	-1.1
Theft of Motor Vehicle		3	2	2	0	3	0%	N/A	-0.2
Theft Over \$5,000		0	0	2	0	0	N/A	N/A	0.0
Theft Under \$5,000		14	12	10	8	8	-43%	0%	-1.6
Possn Stn Goods		19	1	2	1	2	-89%	100%	-3.4
Fraud		2	4	3	5	2	0%	-60%	0.1
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	6	2	3	5	N/A	67%	0.7
Mischief - Other		8	8	3	2	2	-75%	0%	-1.8
TOTAL PROPERTY		53	37	26	20	25	-53%	25%	-7.3
Offensive Weapons		0	2	2	1	0	N/A	-100%	-0.1
Disturbing the peace		1	1	0	2	2	100%	0%	0.3
Fail to Comply & Breaches		8	7	3	2	1	-88%	-50%	-1.9
OTHER CRIMINAL CODE		3	1	2	2	1	-67%	-50%	-0.3
TOTAL OTHER CRIMINAL CODE		12	11	7	7	4	-67%	-43%	-2.0
TOTAL CRIMINAL CODE		77	56	44	30	47	-39%	57%	-8.6



Crime Statistics (Actual) Q3 (Oct - Dec): 2018 - 2022

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

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		6	0	5	4	0	-100%	-100%	-0.8
Drug Enforcement - Trafficking		0	0	1	2	0	N/A	-100%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		6	0	6	6	0	-100%	-100%	-0.6
Cannabis Enforcement		0	3	0	0	0	N/A	N/A	-0.3
Federal - General		1	2	1	1	0	-100%	-100%	-0.3
TOTAL FEDERAL		7	5	7	7	0	-100%	-100%	-1.2
Liquor Act		1	1	0	1	0	-100%	-100%	-0.2
Cannabis Act		1	1	0	0	0	-100%	N/A	-0.3
Mental Health Act		9	4	8	6	13	44%	117%	1.0
Other Provincial Stats		13	10	13	7	5	-62%	-29%	-1.9
Total Provincial Stats		24	16	21	14	18	-25%	29%	-1.4
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		1	0	4	2	2	100%	0%	0.4
Total Municipal		1	0	4	2	2	100%	0%	0.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		6	2	2	6	10	67%	67%	1.2
Property Damage MVC (Reportable)		37	44	27	34	35	-5%	3%	-1.4
Property Damage MVC (Non Reportable)		5	7	6	5	9	80%	80%	0.6
TOTAL MVC		48	53	35	45	54	13%	20%	0.4
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		425	346	173	227	135	-68%	-41%	-69.9
Other Traffic		3	3	2	0	0	-100%	N/A	-0.9
Criminal Code Traffic		9	10	4	9	1	-89%	-89%	-1.7
Common Police Activities									
False Alarms		12	5	4	5	6	-50%	20%	-1.2
False/Abandoned 911 Call and 911 Act		8	1	5	1	8	0%	700%	0.0
Suspicious Person/Vehicle/Property		16	11	9	14	16	0%	14%	0.3
Persons Reported Missing		0	2	1	1	0	N/A	-100%	-0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		5	2	2	2	6	20%	200%	0.2
Form 10 (MHA) (Reported)		0	0	0	1	0	N/A	-100%	0.1



STATUS REPORT

Meeting: Feb 06, 2023
 Agenda Item: 3.1.1

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

CAO = Chief Administrative Officer
DO = Development Officer

CS = Corporate Services
LS = Legislative Services

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

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

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

Res #	Description	Actions	Status	Notes
Committee of the Whole January 30 2023				
CW 1- 23/01/30	Accept LUB community engagement Implementation Plan presented by ISL		C	
CW 2- 23/01/30	Approve amended purchasing policy #13-159-21/06/07 to include multi-year vendors or record		C	
CW 3- 23/01/30	Include provisions for updated Fire Services Bylaw regarding fireworks	LS developing	IP	
CW 4- 23/01/30	Request presentation from Foothills Tourism Association prior to further funding agreements		P	CAO will contact

Regular Meeting January 16 2023				
14-23/01/16	budget \$5,000 of economic development funds to test a vinyl wrap on a 3 m by 6 m on THRC	CAO to research	IP	Image selection
17-23/01/16	the Town's Economic Development projects for 2023 include: Increasing the annual financial support to Chamber to \$4,000 in '23 and \$5,000 in '24. Approve promo video budget of \$16,000 Apply for Community Designation under the AB Advantage Immigration Program – Entrepreneur Stream.	CAO to lead	IP	
18-23/01/16	CAO to collab with Chamber of Commerce RFD for Marketing		IP	
19-23/01/16	Needs Assessment for Silver Willow lodge rebuilding	CAO to find firm to complete		
20-23/01/16	Dust suppression policy adoption		C	
21-23/01/16	Cancel uncollectible accounts for tax and utilities		C	
24-23/01/16	CAO to contact AB Minister Env and Minister of Transportation re: wastewater and sludge		IP	

COUNCIL / COMMITTEE OF THE WHOLE

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

COMMITTEES

Res #	Description	Issue	ST	Notes	fw
7 - 23/01/03	Refer the potential of utility fees for bare lots to Services Committee	SERV			

DEPARTMENTS

Res #	Description	Issue	ST	Notes	fw
52 – 21/03/01	CAO to apply for THRC elevator funding	Waiting suitable program opportunity and budget for specification development/estimate	IP	CAO	FIN
82 – 21/04/05	THRC new program & partnering w/FCSS investigation	See also Res#20-20/01/20	IP	OTHER Rec	REC
243-21/09/07	Heraldic emblem project updated – working on draft sketch	Sketch draft in progress	IP	LS	
149-22/05/02	RFD re: STARS \$2/capita request	Review in Spring	IP	CS	
174-22/05/16 250-22/08/15	CAO to draft lease agreement for the Canadian Grain Elevator Discovery Center	Legal req'd for liability re: lease / CAO to include info	IP	Legal advice received	
251-22/08/15 252-22/08/15	CAO to consult with ORRSC for LUB amendment in relation to CGEDC lease and use & master plan inclusion	CAO	IP	LUB project in review	
237 -22/10/19	CAO RFP re: review of Fire Department needs and strategic 10-year plan	Pending budget approval	IP	CAO	
383 - 22/12/12	FIN committee to explore Operational Budget options in 2024		IP	FIN	
391- 22/12/12	Fwd support grant app for Fire Services training to ICF Emergency Services	CAO / Fire Chief	IP		
394 - 22/12/12	Defer off-site levy in lieu of legal advice	CAO	IP		

CAPITAL BUDGET 2023 Progress

Roadway Infrastructure	BUDGET	SOURCE
Road rehab & repairs - various locations	\$150,000	Gas Tax
Sidewalk rehab & replacement - <i>various locations</i>	\$75,000	Gas Tax
<i>Notes:</i>		
Water, Wastewater & Stormwater Infrastructure	BUDGET	SOURCE
WWTP (FOG Digester)	\$75,000	MSI/LGFF
Sewer collection re-lining (remainder of 19 th Street)	\$100,000	Gas Tax
Flusher (for sewer collection mains)	\$20,000	MSI/LGFF
WWTP Equipment (chemical pump and metering)	\$25,000	MSI/LGFF
Water Valve Replacement	\$100,000	Gas Tax
Catch Basin/ swale (Ranchland Motel corner) project	\$20,000	MSI/LGFF
Raw water reservoir aeration project	\$1,370,000	AWWMP
	38.46% Reserves; 61.54% Province	
Manhole chamber renewal	\$50,000	Gas Tax
<i>Notes:</i>		
Parks & Trails	BUDGET	SOURCE
Picnic Shelter/ Gazebo modifications (Lions Grove Park)	\$15,000	MSI/LGFF
Pathway Rehab (Ball Diamond area)	\$20,000	MSI/LGFF
Playground updates (handicap accessible swings and groundwork)	\$25,000	MSI/LGFF
VIC washroom updates	\$10,000	Reserves
<i>Notes:</i>		
Buildings	BUDGET	SOURCE
THRC - front curtainwall façade, roof & elevator (grant dependent)	\$300,000	program
Arena – partial board replacement/ updates	\$75,000	MSI/LGFF
Public Works Shop – Heating, A/C, ventilation, lighting and structural	\$75,000	MSI/LGFF
Firehall – Heating updates	\$20,000	MSI/LGFF

Fencing - recycling/branch pile yard	\$25,000	Taxation
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Notes: An elevator proposal, when submitted, may not be funded in 2023, but the possibility is there. Some reserve contribution would likely be required.

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

Notes:

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

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

Note:



DEPARTMENT REPORT

Meeting: February 6, 2023
Agenda Item: 3.2.1

Financial Variance – Period ending December 31, 2022

Background:

Attached and below is the 2022 year-end financial variance report for council's consideration along with recommendations. Administration and department heads always strive to complete all projects and spend as wisely as can but the unexpected does come up and sometimes things don't get done and so there are variances as the report will show. Having a surplus or deficit is quite normal and for the most part we will always recommend that any surplus be moved into reserves. There may be some slight differences in the numbers reflected in the report compared to the variance reports as they do not always exactly match up with the accounting software 100%.

DECISION OPTIONS:

- #1 – Approve the variance report and recommendations as presented.
- #2 – Approve the variance report as presented but amend the recommendations per council direction.
- #3 – Refer to the finance committee for further consideration/recommendations.

Statement of Operations

The statement of operations for the year ended provides a good overall summary for the year. As can be seen revenues were higher than expected for the most part while expenses for the most part were lower than expected for a variety of reasons. More detail will be provided in the departmental budgets and there are some expenses and revenues not showing due to timing. Government transfers, capital expenditures and reserve transactions do not show an accurate picture due to timing of journal entries, but further clarification will be provided later in the report.

Capital

2022 wasn't as busy as 2021 in terms of projects but with the large water and sewer install there was a lot completed. As the table shows we were under budget on a lot of projects, and this was either due to some of the work not being completed or pricing coming in under what we expected. The good thing is the money not used (grants) can be carried forward. Reserve money not used can also be utilized in the future and the tax dollars not used will go into reserves. The washroom and water looping project did come in over budget and so a little bit extra from reserves was required but overall, a good year with funds to be carried forward.

	Budget	Actual
MSI Funded projects		
Water Treatment plant equipment	70,000	21,984
WWTP equipment	45,000	21,018
THRC meeting room entrance updates	20,000	14,260
Parks Equipment	25,000	23,649
Bylaw enforcement vehicle	20,000	15,000
Cemetery Columbarium	30,000	30,715
Gas tax funded projects		
Road rehab	75,000	-
Sidewalk rehab	50,000	50,000
Valve & hydrant replacement	50,000	49,637
Reserve & tax funded projects		
18th Street Hydrant	50,000	30,966
VIC washroom and water looping	515,300	554,020
Public works vehicle	50,000	59,899
Fire equipment	11,000	10,291
<i>Total =</i>	<u>1,011,300</u>	<u>881,439</u>

Legislative

The legislative budget finished in similar fashion to previous years. Council remuneration was as expected and travel, training and per diem came in under budget. Streaming services ended up not being needed and council approved using unused dollars for A/V upgrades that will be done in 2023. The overall revenue and expense picture compared to budget shows as a surplus.

	Budget	Actual	Difference
Revenue	(10,000)	(10,000)	0
Expense	149,162	135,470	13,692
Excess (deficit)	<u>(139,162)</u>	<u>(125,470)</u>	<u>13,692</u>

Administration would recommend \$12,000 of these surplus dollars be moved into reserves for use in 2023 to offset the A/V upgrade (microphones) expenses.

Corporate Services

For the administration side of the corporate services budget, we did end up over budget by about 3%. This was mostly due to professional services and wages/benefits. An unexpected IT project added to the budget, we added more legislative staff time and a furnace repair all contributed. The revenue that offsets these expenses did come in slightly higher though.

The marketing and communications budget ended pretty much as expected. A small surplus is being seen due to a few factors – operational projects were done under what we budgeted and business license revenue was a little higher than expected.

Not a lot to report on regarding FCSS and the Library as these budgets are fairly set. Repair and maintenance of the FCSS building was lower than expected which has led to a small surplus.

The story in municipal enforcement shows mostly as expected for expenses aside from an expensive mechanical repair but as we didn't really know what to expect for revenue at the start of the year we were pleasantly surprised by the revenue and so with it, we ended with a surplus.

Part of the corporate services budget is also the revenues generated from tax penalties, franchise fees, and investment income less the transfer to reserves. Revenues were quite a bit higher thanks to franchise fees and the interest rates going up which resulted in higher investment income. A good portion of the investment income is attributable to reserves, but we still ended with a large surplus.

The overall budget compared to actuals for 2022 looks as follows:

		Budget	Actual	Difference
Revenue				
	Admin	13,650	14,535	885
	Marketing	25,000	26,358	1,358
	FCSS & Library	60,896	58,705	(2,191)
	Mun. Enforc.	8,750	20,637	11,887
	Other	386,800	430,454	43,654
		495,096	550,689	55,593
Expenses				
	Admin	803,812	827,964	24,152
	Marketing	49,000	47,988	(1,012)
	FCSS & Library	161,500	155,396	(6,104)
	Mun. Enforc.	109,843	110,462	619
	Other	540,000	540,000	0
		1,664,155	1,681,810	17,655
Net		(1,169,059)	(1,131,121)	37,938

Administration would recommend that \$35,000 be moved into reserves for use in 2023.

Fire Department

The fire department budget for 2022 was a little bit unexpected mostly due to staffing changes. Wages for the year were lower than anticipated. As with previous years training was completed but it was still short of budget, and this held true for the majority of the remaining budget. With the changeover in staff happening when it did some purchasing and maintenance was missed and or not completed. As we move into 2023 though this shouldn't happen though. The overall summary is noted below:

	Budget	Actual	Difference
Revenue	50,115	51,121	1,006
Expense	193,472	165,035	-28,437
Net (Deficit)	(143,357)	(113,914)	29,443

As the numbers show a considerable surplus is available, administration would recommend that \$26,000 be moved into reserves for use in 2023 or for future use. As council is aware, with the change in staffing, we had to make some changes to compensation and there is also a potential fire department review (consultant) which will increase the budget in 2023. This surplus can be put to good use and help to offset these expenses.

Public Works

Common services were over budget while roads and cemetery were under budget. The numbers do show wages in common services finished higher than expected but wages in roads was lower and this is common depending on where the guys allocate their hours. Actual compared to budget for overall PW wages was actually under by 3%. Fuel and utilities were the other factors that contributed to the overage in the common service budget. For the roads budget, utilities and fuel were also higher than expected while general services was a little under. The cemetery was busy again in 2022 leading to higher revenues and expenses finished as forecast so a surplus is also seen. The overall picture when the three budgets are combined look as follows:

	Budget	Actual	Difference
Revenue	66,417	75,836	9,419
Expense	838,735	829,946	(8,789)
Excess (Deficit)	(772,318)	(754,110)	18,208

Administration would recommend that \$16,000 be moved into reserves for use in 2023 or for future use. Typically, cemetery sales are to go into the municipal land development reserve and the \$16,000 can certainly go into this reserve but it is quite healthy and the lot sales from 2022 will also go into this reserve. With inflation and the need for continued road maintenance the \$16K could greatly help to offset expenses in 2023.

Environmental

Starting with storm water, the revenues here were as expected and don't vary a lot as this is a flat fee. In terms of expenses, we ended the year pretty much right on budget – we swapped where some of the money was spent but otherwise things were as expected.

For water, revenues ended the year higher than budgeted and this was mostly due to the hot, dry summer – this was an added \$20,768 in revenue. On the expense side we ended the year slightly higher than what we budgeted by about 2.4%. Wages were higher and this was due to allotting the new operations managers wages to water and wastewater as this was where his time was spent. Repairs and maintenance of the distribution system was also higher as council knows that we encountered a lot of issues this past year. Another big variation was power and gas usage which ended the year above budget. Overall though the added revenue made a small surplus available.

Wastewater – despite the current challenges in wastewater, the 2022 numbers were not too far off expectations. Revenue was a little below budget and expenses were also slightly below budget. Sludge removal costs, although high were on budget and solid waste disposal costs were actually lower than budget. Wages were similar to water due to the allotment of wages and some material and goods expenses ended over budget along with utilities. Overall, we only ended up with a small deficit.

On the waste management side, we did end the year with a surplus and this was largely due to the landfill tippage fees along with the collection charges on the waste management side. On the recycling side the branch pile project and collection fees were higher. Revenue in both areas was what we expected as these are flat fees and don't vary much. We were able to allocate money to reserves and so no concerns with this budget.

When we look at the overall environmental (utility) picture the numbers are as follows:

		Budget	Actual	Difference
Revenue				
	Stom water	25,000	25,640	640
	Water	629,317	653,098	23,781
	Wastewater	765,938	728,968	(36,970)
	Solid Waste	96,500	96734	234
	Recycling	71,500	71,775	275
		1,588,255	1,576,215	(12,040)
Expenses				
	Stom water	22,820	22,504	(316)
	Water	625,990	641,240	15,250
	Wastewater	764,972	737,624	(27,348)
	Solid Waste	91,000	79,630	(11,370)
	Recycling	75,200	79,769	4,569
		1,579,982	1,560,767	(19,215)
Net		8,273	15,448	7,175

As can be seen, a small surplus overall – administration would recommend that \$5000 be moved into water and wastewater reserves for future use – either in 2023 or beyond.

Development

On the development side of things, actuals for 2022 were pretty much as expected. Revenues were a little stronger than expected as development was busier than 2021. On the expense side, most everything was under budget with contracted and general services coming in 6% under budget and the ASP project and offsite levy work being completed as planned. Overall, a small surplus is being seen. The other half of this budget is land, and as can be seen, lot sales were strong again in 2022 – this revenue will go into reserves as per policy and the legal expenses associated with the lot sales will be offset by the sales. The overall numbers (not including land sales) are below:

	Budget	Actual	Difference
Revenue	42,975	48,333	5,358
Expenses	160,889	150,443	(10,446)
Excess (Deficit)	(117,914)	(102,110)	15,804

Administration would again recommend moving surplus dollars into reserves for future use – in this case \$13,000. In 2023 council will be undertaking a full scale LUB review and this comes at a large expense so these surplus dollars can help to offset that.

Parks and Recreation

Starting with the Parks budget, 2022 actuals compared to budget shows that revenues were a little higher than budget and expenses were quite a bit lower. Expenses show lower due to more wages being coded to the arena and also due to difficulty in hiring seasonal staff. The tree maintenance budget – a good deal of work was done but it was below budget and not as much was spent on new trees as expected.

For the arena, revenue actuals ended just a little lower than budget and we had a mostly “normal” season. For expenses, wages were higher as more staff time was spent at the arena than in parks. General services were a little over budget and this was mostly due to some machinery and equipment maintenance that was unexpected. Materials, good and supplies though were under budget as there wasn’t as much needed in certain cases. Unfortunately, utilities were quite a bit higher than budget and so for the arena we ended the year in a bigger deficit than planned.

On the pool side, revenues were very strong just as they were in 2021. In terms of expenses, we ended a little higher than anticipated mostly due to wages and not receiving a Canada summer jobs grant. Contracted services were under budget and materials, goods and supplies were also a little under. When we look at the overall Parks and Recreation 2022 budget compared to actuals, we are seeing a healthy surplus for the reasons noted:

		Budget	Actual	Difference
Revenue				
	Parks	28,000	34,558	6,558
	Arena	219,240	216,402	(2,838)
	Pool	30,500	43,331	12,831
		<u>277,740</u>	<u>294,291</u>	<u>16,551</u>
Expenses				
	Parks	253,864	182,999	(70,865)
	Arena	555,675	580,392	24,717
	Pool	95,500	99,230	3,730
		<u>905,039</u>	<u>862,621</u>	<u>(42,418)</u>
Net		<u>(627,299)</u>	<u>(568,330)</u>	<u>58,969</u>

Based on this, administration would recommend \$55,000 be moved into reserves for use in 2023 or beyond.

Overall

Overall, 2022 was a good year – expenses for the most part were under budget thanks in part to good purchasing, some unexpected lower costs, but also due to certain purchasing/projects not being completed for one reason or another. Although some areas were over budget, there was nothing that would cause alarm. Revenue was higher in a number of areas and so overall this has led to surplus situations in departments that can be utilized in 2023 and or put into reserves for the future.

In 2022, the Town budget in comparison to actuals looks as follows:

		<u>Budget</u>	<u>Actual</u>
Total Revenues	All Functions	2,530,598	2,606,128
Total Expenses	All Functions	5,491,433	5,385,110
Net (Total tax)		-2,960,836	-2,778,982

Actual revenues were about 3% higher than budget while actual expenses were about 2% lower. The resulting difference in 2022 is \$181,854 (this number doesn't take into account lot sales). As noted previously in the report administration would recommend the majority of this be utilized by moving the following amounts into reserves for use in 2023 or later:

\$12,000 from Legislative to contingency reserves.

\$35,000 from Corporate services to contingency reserves.

\$26,000 from Fire to fire reserves.

\$16,000 from Public Works to contingency reserves.

\$5,000 from Utilities to Water and Wastewater reserves.

\$13,000 from Development to contingency reserves.

\$55,000 from Parks & Rec to contingency reserves.

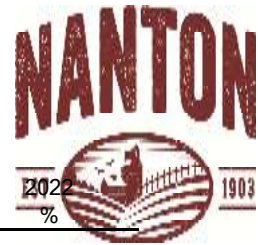
\$332,686 net lot sales to municipal land development reserves.

We have not recommended moving the full difference into reserves as the numbers are subject to change once audit is completed and there could be the odd invoice to account for. As we move forward into the 2023 budget process, further recommendations may come to utilize these surplus dollars or move them into a different reserve, but the main thing now is to move them into reserves for future use.

Submitted by: Clayton Gillespie, Corporate Services Manager

Date: February 1, 2023

Town Of Nanton
2022 Operating Capital Budget
For the Twelve Months Ending Saturday, December 31, 2022



	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 %
REVENUE				
Net Municipal Taxes	\$2,967,502.00	\$2,989,219.64	\$21,717.64	100.73%
Sales & User Fees	1,501,767.00	1,859,441.00	357,674.00	123.82%
Licenses & Permits	55,500.00	63,727.15	8,227.15	114.82%
Fines		11,576.56	11,576.56	0.00%
Rentals	162,040.00	161,991.75	(48.25)	99.97%
Government transfers	163,451.00	272,444.00	108,993.00	166.68%
Investment income	46,500.00	146,775.51	100,275.51	315.65%
Penalties & cost	60,934.00	48,327.13	(12,606.87)	79.31%
Franchise & Concession	288,000.00	324,352.64	36,352.64	112.62%
Other revenues	8,500.00	17,015.66	8,515.66	200.18%
Total Revenue	5,254,194.00	5,894,871.04	640,677.04	112.19%
EXPENDITURES				
Legislative	149,162.00	135,483.89	(13,678.11)	90.83%
General Administrative	803,811.66	836,992.00	33,180.34	104.13%
Fire	193,472.00	165,036.55	(28,435.45)	85.30%
Municipal Enforcement and Disaster	109,842.85	113,573.46	3,730.61	103.40%
Common services	342,733.87	386,055.11	43,321.24	112.64%
Roads	426,768.71	380,334.65	(46,434.06)	89.12%
Water	603,221.00	748,313.31	145,092.31	124.05%
Waste Water	765,014.00	748,346.71	(16,667.29)	97.82%
Solid Waste	81,000.00	69,629.49	(11,370.51)	85.96%
Recycling	75,200.00	80,034.65	4,834.65	106.43%
Cemetery	19,232.16	16,877.59	(2,354.57)	87.76%
Land - Planning, Zoning and Subdivision	160,888.79	160,595.30	(293.49)	99.82%
Marketing and Communications	49,000.00	47,988.39	(1,011.61)	97.94%
Parks and Recreation	905,039.72	884,888.51	(20,151.21)	97.77%
Cultural, FCSS and Public Health	161,500.08	155,397.65	(6,102.43)	96.22%
Total Expenditures	4,845,886.85	4,929,547.26	83,660.41	101.73%
EXCESS (SHORTFALL) - BEFORE OTHER	408,307.15	965,323.78	557,016.63	236.42%
OTHER				
Government transfers for capital assets	365,000.00		(365,000.00)	0.00%
EXCESS (SHORTFALL) OF REV OVER EXP	773,307.15	1,099,363.30	326,056.15	142.16%
ADJUST CASH ITEMS THAT ARE NOT REV & EXP				
Capital expenditures	(576,000.00)	(876,144.58)	(300,144.58)	152.11%
Debt principal repayment	(30,547.00)	(30,703.22)	(156.22)	100.51%
Transfer from reserves	448,240.00	359,905.93	(88,334.07)	80.29%
Transfer to reserves	(615,000.00)	(590,865.85)	24,134.15	96.08%
Transfer from accumulated surplus	0.15	(38,444.42)	(38,444.57)	
Trial Balance	0.15	(24,123.42)	(24,123.57)	
Variation		(14,321.00)	(14,321.00)	0.00%

Town Of Nanton
Schedule I: EXPENDITURE BY OBJECT
For the Twelve Months Ending Saturday, December 31, 2022



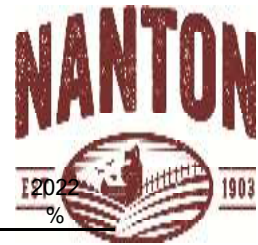
	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 %
Salaries, Wages & Benefits	\$2,037,193	\$2,015,190	(\$22,003)	98.92%
Contracted & General Services	1,674,164	1,768,724	94,560	105.65%
Materials, Goods, Supplies	452,651	407,012	(45,639)	89.92%
Utilities	509,590	565,112	55,522	110.90%
Purchases from Other Govts		307	307	0.00%
Tfrs to Boards & Agencies	124,644	121,900	(2,744)	97.80%
Grants to Individuals & Organizat	23,170	23,780	610	102.63%
Bank Charges	1,665	4,998	3,333	300.19%
Debenture Interest	22,010	21,854	(156)	99.29%
Other Expenditures	800		(800)	0.00%
TOTAL EXPENDITURES	4,845,887	4,928,877	82,990	101.71%

Town of Nanton
LEGISLATIVE BUDGET 2022
For the twelve (12) months ending December 31, 2022



	2022 Budget	2022 Actual YTD	2022 Variation YTD	EST 2022 %
Revenue				
Other revenues:				
1-11-00-920-00 LEG - Transfer from Reserves	(10,000)	(10,000)		100.00%
Total Other revenues	(10,000)	(10,000)		100.00%
Total Revenue	(10,000)	(10,000)		100.00%
Expense				
Salaries, Wages & Benefits:				
2-11-00-132-00 COU - Statutory Deductions	3,200	2,624	(576)	81.99%
2-11-00-150-00 COU - Allowance	89,082	87,216	(1,866)	97.91%
2-11-00-150-04 COU - Per Diem - Handley	2,250	1,000	(1,250)	44.44%
2-11-00-150-09 COU - Per Diem - Dozeman	1,200	480	(720)	40.00%
2-11-00-150-10 COU - Per Diem - Czop	1,200	320	(880)	26.67%
2-11-00-150-12 COU - Per Diem - Miller	1,200	475	(725)	39.58%
2-11-00-150-13 COU - Per Diem - Sorenson	1,200	480	(720)	40.00%
2-11-00-150-03 COU - Per Diem - Mitchell	1,200		(1,200)	0.00%
2-11-00-150-14 COU - Per Diem - Todd	1,200		(1,200)	0.00%
Total Salaries, Wages & Benefits	101,732	92,594	(9,138)	91.02%
Contracted & General Services:				
2-11-00-211-00 COU - Travel, Subsis, Training	7,000	7,880	880	112.58%
2-11-00-211-04 COU - Trav, Subsis, Training - Handley	1,500	860	(640)	57.32%
2-11-00-211-09 COU - Trav, Subsis, Training - Dozeman	750	809	59	107.81%
2-11-00-211-10 COU - Trav, Subsis, Training - Czop	750	1,095	345	146.02%
2-11-00-211-12 COU - Trav, Subsis, Training - Miller	750	993	243	132.37%
2-11-00-211-13 COU - Trav, Subsis, Training - Sorenson	750	705	(45)	93.98%
2-11-00-211-14 COU - Trav, Subsis, Training - Todd	750	980	230	130.70%
2-11-00-220-00 COU - Information Services	5,000	1,209	(3,791)	24.18%
2-11-00-239-00 COU - Operational Projects		5,454	5,454	0.00%
2-11-00-274-00 COU- Insurance & Bonds	560	525	(35)	93.75%
2-11-00-211-03 COU - Trav, Subsis, Training - Mitchell	750		(750)	0.00%
Total Contracted & General Services	18,560	20,509	1,949	110.50%
Materials, Goods, Supplies :				
2-11-00-514-00 COU - Consumable Foods	2,000	1,009	(991)	50.43%
2-11-00-519-00 COU- Misc Goods and supplies	7,500	1,671	(5,829)	22.29%
Total Materials, Goods, Supplies	9,500	2,680	(6,820)	28.21%
Tfrs & Grants to Other Organizations:				
2-11-00-770-00 COU - Grants to Individulas & Organizator	19,370	19,700	330	101.70%
Total Tfrs & Grants to Other Organizations	19,370	19,700	330	101.70%
Total Expense	149,162	135,484	(13,678)	90.83%
NET EXCESS (DEFICIT)	(159,162)	(145,484)	13,678	91.41%

Town of Nanton
CORPORATE SERVICES BUDGET 2022
For the twelve (12) months ending December 31, 2022



	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 %
ADMINISTRATION				
Revenue				
Sales & User Fees	3,950	6,730	2,780	170.38%
Penalties, Permits, Fines	1,200	857	(343)	71.40%
Government transfers	5,500	5,240	(260)	95.27%
Other revenues	3,000	11,208	8,208	373.60%
Total Revenue	13,650	24,035	10,385	176.08%
Expense				
Salaries, Wages & Benefits	548,241	575,201	26,960	104.92%
Contracted & General Services	231,571	238,605	7,034	103.04%
Materials, Goods, Supplies	15,000	13,217	(1,783)	88.11%
Utilities	6,800	5,953	(847)	87.55%
Service Charges, Debentures	1,400	4,016	2,616	286.85%
Other Expenditures	800		(800)	0.00%
Total Expense	803,812	836,992	33,180	104.13%
NET EXCESS (DEFICIT)	(790,162)	(812,957)	(22,796)	102.88%
MARKETING & COMMUNICATIONS				
Revenue				
Sales & User Fees		56	56	0.00%
Business Licences	25,000	26,000	1,000	104.00%
Other revenues		302	302	0.00%
Total Revenue	25,000	26,358	1,358	105.43%
Expense				
Salaries, Wages & Benefits		369	369	0.00%
Contracted & General Services	42,300	38,910	(3,390)	91.99%
Materials, Goods, Supplies	2,500	4,621	2,121	184.86%
Utilities	1,200	809	(391)	67.38%
Tfrs & Grants to Other Groups	3,000	3,280	280	109.33%
Total Expense	49,000	47,988	(1,012)	97.94%
NET EXCESS (DEFICIT)	(24,000)	(21,630)	2,370	90.13%
FCSS				
Revenue				
Government transfers	60,896	58,705	(2,191)	96.40%
Total Revenue	60,896	58,705	(2,191)	96.40%
Expense				
Contracted & General Services	4,481	2,029	(2,452)	45.27%
Utilities	3,700	3,342	(358)	90.33%
Tfrs & Grants to Other Organizations	76,144	73,400	(2,744)	96.40%
Total Expense	84,325	78,771	(5,554)	93.41%
NET EXCESS (DEFICIT)	(23,429)	(20,066)	3,363	85.65%

Town of Nanton
CORPORATE SERVICES BUDGET 2022
For the twelve (12) months ending December 31, 2022



	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 %
LIBRARY				
Revenue				
Other revenues		250	250	0.00%
Total Revenue		250	250	0.00%
Expense				
Contracted & General Services	21,625	22,173	548	102.53%
Materials, Goods, Supplies	250		(250)	0.00%
Utilities	6,800	5,954	(846)	87.56%
Tfrs & Grants to Other Organizations	48,500	48,500		100.00%
Total Expense	77,175	76,627	(548)	99.29%
NET EXCESS (DEFICIT)	(77,175)	(76,377)	798	98.97%

MUNICIPAL

Revenue				
Taxes	3,051,766	4,017,944	966,178	131.66%
Penalties, Permits, Fines	55,300	42,241	(13,059)	76.38%
Rentals, Franchise, Contracts	285,000	324,213	39,213	113.76%
Investment income	46,500	146,776	100,276	315.65%
Government transfers		(967,654)	(967,654)	0.00%
Total Revenue	3,438,566	3,563,518	124,952	103.63%
Expense				
NET EXCESS (DEFICIT)	3,438,566	3,563,518	124,952	103.63%

MUNICIPAL ENFORCEMENT

Revenue				
Penalties, Permits, Fines	8,750	20,637	11,887	235.85%
Other revenues		500	500	0.00%
Total Revenue	8,750	21,137	12,387	241.56%
Expense				
Salaries, Wages & Benefits	84,343	81,493	(2,850)	96.62%
Contracted & General Services	500	8,050	7,550	1610.05%
Purchases from Other Govts		307	307	0.00%
Materials, Goods, Supplies	25,000	23,724	(1,276)	94.90%
Total Expense	109,843	113,573	3,731	103.40%
NET EXCESS (DEFICIT)	(101,093)	(92,437)	8,656	91.44%

Town of Nanton
Fire Department BUDGET 2022
For the twelve (12) months ending December 31, 2022



	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 %
Revenue				
Sales & User Fees		\$300	\$300	0.00%
Rentals, Franchise, Contracts	38,115	38,781	666	101.75%
Government transfers	9,000	9,000		100.00%
Other revenues	3,000	3,040	40	101.33%
Total Revenue	50,115	51,121	1,006	102.01%
Expense				
Salaries, Wages & Benefits	70,948	63,482	(7,466)	89.48%
Contracted & General Services	91,174	73,624	(17,550)	80.75%
Materials, Goods, Supplies	19,350	15,398	(3,952)	79.58%
Utilities	12,000	12,533	533	104.44%
Total Expense	193,472	165,037	(28,435)	85.30%
NET EXCESS (DEFICIT)	(143,357)	(113,915)	29,442	79.46%

Town of Nanton
PUBLIC WORKS BUDGET - 2022
For the twelve (12) months ending December 31, 2022



	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 %
COMMON SERVICES				
Revenue				
Sales & User Fees		\$745	\$745	0.00%
Other revenues	27,000	27,000		100.00%
Total Revenue	27,000	27,745	745	102.76%
Expense				
Salaries, Wages & Benefits	175,988	212,164	36,176	120.56%
Contracted & General Services	85,046	83,162	(1,884)	97.78%
Materials, Goods, Supplies	55,700	61,766	6,066	110.89%
Utilities	26,000	28,964	2,964	111.40%
Total Expense	342,734	386,055	43,321	112.64%
NET EXCESS (DEFICIT)	(315,734)	(358,310)	(42,576)	113.48%
ROADS				
Revenue				
Other revenues	25,000	25,000		100.00%
Total Revenue	25,000	25,000		100.00%
Expense				
Salaries, Wages & Benefits	149,862	109,540	(40,322)	73.09%
Contracted & General Services	109,407	100,096	(9,311)	91.49%
Materials, Goods, Supplies	31,500	33,834	2,334	107.41%
Utilities	136,000	136,866	866	100.64%
Total Expense	426,769	380,335	(46,434)	89.12%
NET EXCESS (DEFICIT)	(401,769)	(355,335)	46,434	88.44%
CEMETERY				
Revenue				
Sales & User Fees	11,417	23,836	12,419	208.78%
Government transfers	3,000	3,000		100.00%
Total Revenue	14,417	26,836	12,419	186.14%
Expense				
Salaries, Wages & Benefits	16,126	13,498	(2,628)	83.70%
Contracted & General Services	1,606	3,088	1,482	192.30%
Materials, Goods, Supplies	1,500	291	(1,209)	19.42%
Total Expense	19,232	16,878	(2,355)	87.76%
NET EXCESS (DEFICIT)	(4,815)	9,958	14,774	(206.81%)

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET - 2022
 For the twelve (12) months ending December 31, 2022



	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 % EST 1903
STORM WATER COLLECTION				
Revenue				
Sales & User Fees	\$25,000	\$25,641	\$641	102.56%
Total Revenue	25,000	25,641	641	102.56%
Expense				
Salaries, Wages & Benefits	2,820	2,430	(390)	86.18%
Contracted & General Services	5,000	4	(4,996)	0.07%
Materials, Goods, Supplies		16,065	16,065	0.00%
Tfrs & Grants to Other Organizations	15,000	4,000	(11,000)	26.67%
Total Expense	22,820	22,499	(321)	98.59%
NET EXCESS (DEFICIT)	2,180	3,142	962	144.11%
WATER SERVICES				
Revenue				
Sales & User Fees	592,100	612,868	20,768	103.51%
Penalties, Permits, Fines	2,217	5,230	3,013	235.89%
Government transfers	10,000	68,744	58,744	687.44%
Other revenues				
Total Revenue	604,317	686,841	82,524	113.66%
Expense				
Salaries, Wages & Benefits	167,842	182,350	14,508	108.64%
Contracted & General Services	257,796	372,630	114,834	144.54%
Materials, Goods, Supplies	95,300	99,775	4,475	104.70%
Utilities	63,500	74,931	11,431	118.00%
Service Charges, Debentures	18,783	18,627	(156)	99.17%
Total Expense	603,221	748,313	145,092	124.05%
NET EXCESS (DEFICIT)	1,096	(61,472)	(62,568)	(5608.75%)
WASTE WATER SERVICES				
Revenue				
Taxes	6,666	6,392	(274)	95.89%
Sales & User Fees	675,000	775,836	100,836	114.94%
Penalties, Permits, Fines	2,217		(2,217)	0.00%
Government transfers	12,055	12,055		100.00%
Other revenues				
Total Revenue	695,938	794,283	98,345	114.13%
Expense				
Salaries, Wages & Benefits	167,842	156,733	(11,109)	93.38%
Contracted & General Services	368,352	333,705	(34,647)	90.59%
Materials, Goods, Supplies	63,773	63,671	(102)	99.84%
Utilities	154,000	172,512	18,512	112.02%
Service Charges, Debentures	3,227	3,227	0	100.00%
Total Expense	757,194	729,848	(27,346)	96.39%
NET EXCESS (DEFICIT)	(61,256)	64,435	125,691	(105.19%)

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET - 2022
 For the twelve (12) months ending December 31, 2022



	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 % EST 1903
SOLID WASTE COLLECTION				
Revenue				
Sales & User Fees	96,500	96,734	234	100.24%
Total Revenue	96,500	96,734	234	100.24%
Expense				
Contracted & General Services	46,000	67,486	21,486	146.71%
Materials, Goods, Supplies	35,000	2,143	(32,857)	6.12%
Tfrs & Grants to Other Organizations	10,000	10,000		100.00%
Total Expense	91,000	79,629	(11,371)	87.50%
NET EXCESS (DEFICIT)	5,500	17,105	11,605	311.00%
RECYCLING				
Revenue				
Sales & User Fees	71,500	71,775	275	100.38%
Other revenues				
Total Revenue	71,500	71,775	275	100.38%
Expense				
Salaries, Wages & Benefits	16,138	13,305	(2,833)	82.45%
Contracted & General Services	57,298	65,277	7,979	113.93%
Materials, Goods, Supplies	764	266	(498)	34.76%
Utilities	1,000	1,187	187	118.69%
Total Expense	75,200	80,035	4,835	106.43%
NET EXCESS (DEFICIT)	(3,700)	(8,260)	(4,560)	223.23%
ENVIRONMENTAL NET EXCESS (DEFICIT)	(56,180)	14,950	71,130	(26.61%)



	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 %
DEVELOPMENT & ZONING				
Revenue				
Sales & User Fees	\$1,800	\$1,543	(\$257)	85.72%
Penalties, Permits, Fines	21,750	28,667	6,917	131.80%
Other revenues	3,500	8,127	4,627	232.19%
Total Revenue	27,050	38,337	11,287	141.73%
Expense				
Salaries, Wages & Benefits	83,720	83,781	61	100.07%
Contracted & General Services	76,269	66,462	(9,807)	87.14%
Materials, Goods, Supplies	400		(400)	0.00%
Total Expense	160,389	150,242	(10,146)	93.67%
NET EXCESS (DEFICIT)	(133,339)	(111,906)	21,433	83.93%

SUBDIVISION LAND

Revenue				
Sales & User Fees		343,039	343,039	0.00%
Other revenues	3,925	4,568	643	116.38%
Total Revenue	3,925	347,607	343,682	8856.24%
Expense				
Contracted & General Services	500	10,353	9,853	2070.59%
Total Expense	500	10,353	9,853	2070.59%
NET EXCESS (DEFICIT)	3,425	337,254	333,829	9846.84%

Town of Nanton
PARKS AND RECREATION - 2022
For the twelve (12) months ending December 31, 2022



	2022 Budget	2022 Actual YTD	2022 Variation YTD	2022 EST %
PARKS				
Revenue				
Rentals, Franchise, Contracts	\$3,000	\$3,908	\$908	130.28%
Other revenues	25,000	30,650	5,650	122.60%
Total Revenue	28,000	34,558	6,558	123.42%
Expense				
Salaries, Wages & Benefits	137,878	97,697	(40,181)	70.86%
Contracted & General Services	62,182	72,752	10,570	117.00%
Materials, Goods, Supplies	50,214	30,864	(19,350)	61.47%
Utilities	3,590	3,276	(314)	91.24%
Total Expense	253,864	204,589	(49,275)	80.59%
NET EXCESS (DEFICIT)	(225,864)	(170,031)	55,833	75.28%
TOM HORNECKER RECREATION CENTRE				
Revenue				
Sales & User Fees	24,500	34,377	9,877	140.32%
Rentals, Franchise, Contracts	120,000	114,874	(5,126)	95.73%
Government transfers	62,000	74,300	12,300	119.84%
Other revenues	42,240	43,481	1,241	102.94%
Total Revenue	248,740	267,032	18,292	107.35%
Expense				
Salaries, Wages & Benefits	239,228	244,474	5,245	102.19%
Contracted & General Services	184,297	186,340	2,043	101.11%
Materials, Goods, Supplies	37,150	30,120	(7,030)	81.08%
Utilities	95,000	118,786	23,786	125.04%
Total Expense	555,675	579,719	24,044	104.33%
NET EXCESS (DEFICIT)	(306,935)	(312,687)	(5,751)	101.87%
RECREATION & POOL				
Revenue				
Government transfers	1,000	1,000		100.00%
Total Revenue	1,000	1,000		100.00%
Expense				
Salaries, Wages & Benefits	74,485	86,081	11,595	115.57%
Contracted & General Services	10,200	2,791	(7,409)	27.36%
Materials, Goods, Supplies	9,750	8,577	(1,173)	87.97%
Tfrs & Grants to Other Organizations	800	800		100.00%
Service Charges, Debentures	265	982	717	370.69%
Total Expense	95,500	99,231	3,730	103.91%
NET EXCESS (DEFICIT)	(94,500)	(98,231)	(3,730)	103.95%
NET EXCESS (DEFICIT)	(627,300)	(581,627)	45,672	92.72%



MINUTES

Monday, January 16, 2023 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

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

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer
Lisa Lockton	Legislative Services Manager
Nicole Roy	Legislative Services Clerk
Clayton Gillespie	Corporate Services Manager
Georgina Sharpe	Planning & Development Officer
Lorraine Hjalte & Pam Woodall	Nanton & District Chamber of Commerce

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 11 – 23/01/16 - Czop

The Regular Council agenda for January 16, 2023, was accepted with the following addition:

7.3 Wastewater Treatment Plant and Valleyfield - FOIP Section25(1) Disclosure harmful to economic and other interests of a public body

CARRIED

2. PRESENTATIONS: None scheduled

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports - December 2022 month end - E

3.3 DEPARTMENT:

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager - E
- 3.3.3 Planning & Development Officer - E
- 3.3.4 Fire Chief - E
- 3.3.5 Peace Officer - E
- 3.3.6 Strategic Plan Quarterly Report ending December 2022 - E

3.4 COUNCIL:

- 3.4.1 MAYOR JENNIFER HANDLEY – MLA Reid Letter - E

- 3.4.2 COUNCILLOR VICTOR CZOP - E
3.4.7 COUNCILLOR JOHN DOZEMAN - E

RESOLUTION # 12 - 23/01/16 - Dozeman

Moved that all written reports, as recorded on the agenda for January 16, 2023, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 Regular Council Meeting January 3, 2023 Minutes – E

RESOLUTION # 13 - 23/01/16 - Miller

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 January 3, 2023, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Resolution #6 – 23/01/03: Building wrap at Tom Hornecker Recreation Centre – E

RESOLUTION # 14 - 23/01/16 - Mitchell

Moved that Council budget \$5,000 of economic development funds for 2023 to test a vinyl wrap on a 3 m by 6 m section of the south wall of the Tom Hornecker Recreation Centre. CARRIED

5. NEW & UNFINISHED BUSINESS:

5.1 RFD: Economic Development Projects 2023 - E

RESOLUTION # 15 - 23/01/16 - Dozeman

Moved to recess the Regular Meeting of Council to hold a Committee of the Whole meeting at 7:39 p.m. in regards to Agenda Item 5.1 Economic Development Projects 2023, in order for Nanton & District Chamber of Commerce Members, Lorraine Hjalte and Pam Woodall, to join the discussion. CARRIED

Lorraine Hjalte and Pam Woodall left the meeting at 7:39 p.m.

RESOLUTION # 16 - 23/01/16 - Dozeman

Moved to reconvene the Regular Meeting of Council at 8:46 p.m. CARRIED

RESOLUTION # 17 - 23/01/16 - Miller

Moved that the Town's Economic Development projects for 2023 include:

- Increasing the annual financial support to Nanton and District Chamber of Commerce to \$4,000 in 2023 and \$5,000 in 2024.
- Approving a promotional video budget of \$16,000 for 2023.
- Apply for Community Designation under the Alberta Advantage Immigration Program – **Entrepreneur Stream.**

CARRIED



RESOLUTION # 18 - 23/01/16 - Dozeman

Moved to request further information from the Chief Administrative Officer in collaboration with the Nanton & District Chamber of Commerce to bring back a Request for Decision regarding Marketing. CARRIED

5.2 Mosquito Creek Foundation request for Collaborative Needs Assessment – E

RESOLUTION # 19 - 23/01/16 - Czop

Moved to support the development of a Needs Assessment for the Mosquito Creek Foundation in regards to the potential for upgrading or rebuilding of the Silver Willow Lodge, in collaboration with the Municipal Districts of Willow Creek and Ranchland, for an application for the Provincial program, “Stronger Foundations Affordable Housing Partnership”.
CARRIED

5.3 RFD: Dust Control Policy – E

RESOLUTION # 20 - 23/01/16 – Miller

Moved to adopt a baseline municipal dust suppression policy, as attached to these minutes as Schedule “A”. CARRIED

5.4 Uncollectable accounts – E

RESOLUTION # 21 - 23/01/16 – Mitchell

Moved to cancel the below listed accounts as being deemed uncollectible:

Customer/Acct #	Total outstanding	Year
002883	\$60.00	2021
003844	\$2,769.19	2020
006000.01	\$194.29	2020
010800.03	\$130.52	2020
016900.03	\$1.65	2021
020900.01	(\$4.30)	2021
025300.03	(\$0.90)	2021
027800.02	(\$1.75)	2021
033000.01	(\$1.99)	2021
036400.07	(\$15.58)	2022
041000.02	(\$3.36)	2021
036400.08	(\$25.17)	2021
042100.03	\$0.91	2022
044700.05	(\$57.05)	2020
053200.04	\$345.85	2021
060100.03	\$0.07	2022
064700.02	\$188.55	2021
068800.00	(\$5.68)	2022
073400.04	(\$0.80)	2022
086500.01	(\$3.60)	2022
128700.00	\$2.69	2022
162000.00	(\$47.52)	2020
162800.00	(\$0.42)	2021
Total outstanding:	\$3,525.60	



CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

6.2.1 Bow Island Letter to Province re: EMS Services – E

6.2.2 MD Willow Creek Cemetery Agreement Bylaw for Town's Cemetery within MD Jurisdiction - E

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 22 - 23/01/16 - Sorenson

IT WAS MOVED to recess the Regular Meeting at 9:00 p.m. in order to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

7.1 Lot Sale consideration – FOIP Section 24(1) Advice from officials

7.2 Nanton Medical Clinic – FOIP Sections 21(1) Disclosure harmful to intergovernmental relations and 25(1) Disclosure harmful to economic and other interests of a public body.

7.3 ADDITION: Wastewater Treatment Plant and Valleyfield Information – FOIP Section 25(1) Disclosure harmful to economic and other interests of a public body

CARRIED

RESOLUTION # 23 - 23/01/16 - Miller

IT WAS MOVED to reconvene the Regular Meeting at 10:13 p.m. CARRIED

RESOLUTION # 24 - 23/01/16 – Czop

Moved to direct the Chief Administrative Officer to contact both the Alberta Minister of Environment and Protected Areas and Minister of Transportation and Economic Corridors in regards to the Alberta Municipal Water/Wastewater Partnership application and potential solutions regarding sludge disposal at the City of Calgary's Valleyfield wastewater plant. CARRIED

8. ADJOURNMENT:

RESOLUTION # 25 - 23/01/16 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 10:14 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:ll

These minutes accepted and signed this 6th day of February, 2023.





DUST SUPPRESSION

PURPOSE:

To formalize the Town's approach to annual dust suppression provided to select unpaved road surfaces within town limits.

POLICY:

1. Unabated dust from gravel roads may pose safety and nuisance concerns, with the Town identifying critical areas for annual treatment from the Operations budget.
2. The Town cannot accommodate requests for additional areas or treatments of dust suppression (at cost as a sale of service) at this time.
3. While nuisance concerns are empathized with, the Town has a limited annual budget available for dust suppression and prioritizes this work accordingly in line with this policy.
4. This policy represents a formalised 'baseline' to enable better understanding by the public and an easier, more transparent, starting place for discussing levels of service and value for money in future.

PROCEDURE:

1. The Town will implement the use of products that meet environmental standards and its discretionary needs, while always reviewing and exploring different options.
2. The Town will apply dust suppression annually in front of the properties and lands identified in Schedule 'A'.
3. Property owners or residents who wish to pay for additional or repeat applications of dust suppression on any unpaved municipal streets, avenues or alleys privately from contracted service providers may do so as long as the Operations Department have an opportunity to first review and approve the proposed location(s), product and application methodology.

MAYOR

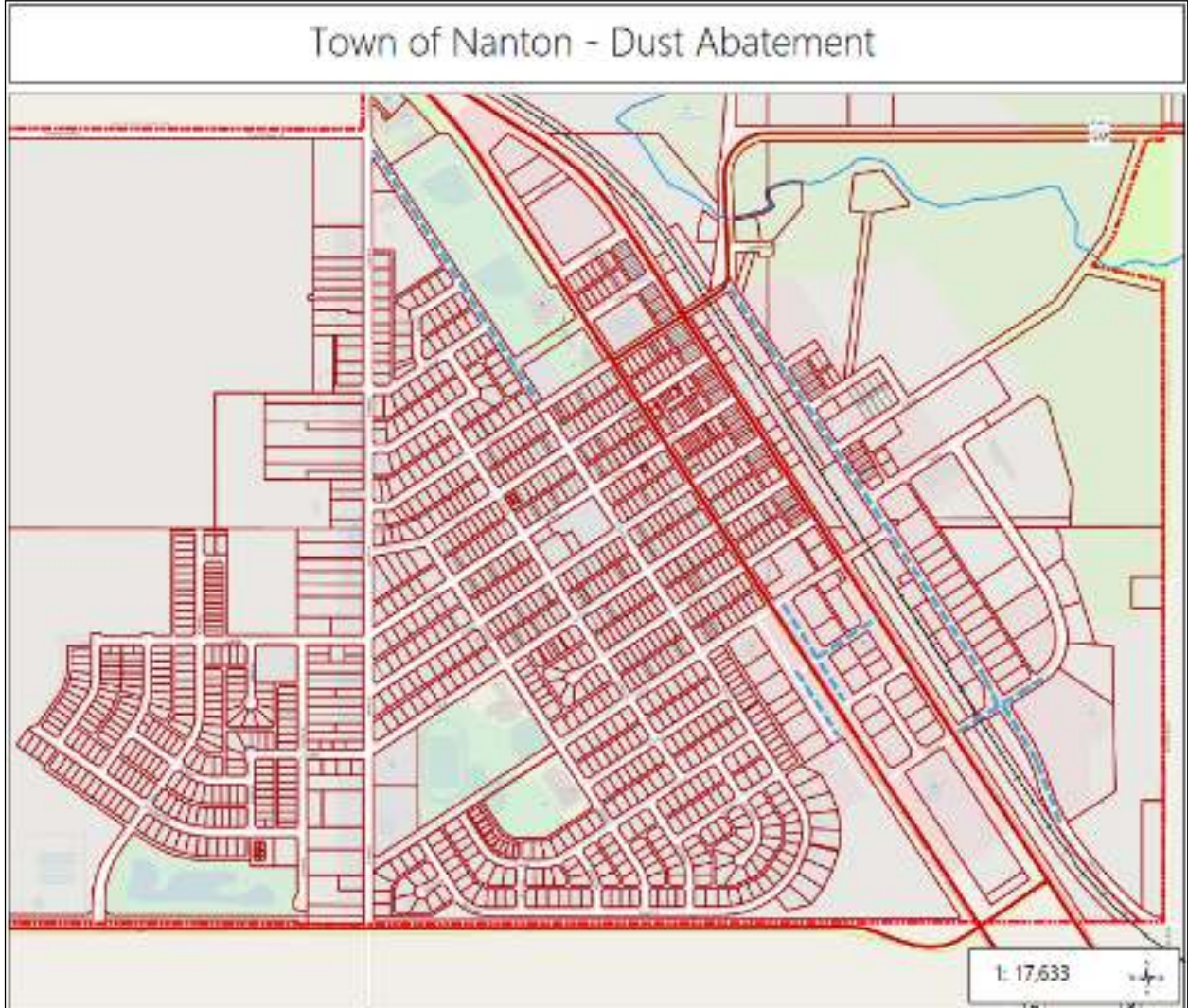
Date

CHIEF ADMINISTRATIVE OFFICER

Date

Policy #32 – 20 – 23/01/16 Schedule 'A'

Dust Suppression Areas



REFERENCE NUMBER: Res # 20 - 23/01/16
REPLACES POLICY DATED: N/A



MINUTES

Monday January 30, 2023 at 7:00 p.m..
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18th Street

COMMITTEE OF THE WHOLE

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

OTHERS:

Neil Smith	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Lisa Lockton	Legislative Services Manager
Nicole Roy	Legislative Services Clerk
Georgina Sharpe	Planning & Development Officer
Carolyn Maki	Crime Prevention Liaison, RCMP (remote attendance)

1. CALL TO ORDER & ADOPTION OF AGENDA:

The meeting was called to order by Mayor Handley at 7:05 pm.

1.1 Adoption of Agenda (Res)

RESOLUTION # 1 - 23/01/30 – CW - Mitchell

IT WAS MOVED to accept the agenda for the January 30, 2023, Committee of the Whole meeting as distributed. CARRIED

2. DELEGATIONS:

2.1 **RCMP Project Lock Up** Presentation by Crime Prevention Liaison, Carolyn Maki
7:06 to 7:35 p.m.

3. PRESENTATIONS BY DEPARTMENTS:

Planning

- 3.1 **ISL Land Development – Community Engagement Plan for the Land Use Bylaw Review/Update, and,**
- 3.2 **Information Brief regarding the Community Engagement Plan – E**

RECOMMENDATION # 1 – 23/01/30 – CW – Czop

That Council adopt the proposed Nanton Land Use Bylaw Community Engagement Implementation Plan as presented by ISL Engineering and Land Services. CARRIED

Georgina Sharpe left the meeting at 7:53 p.m.

Administration & Finance

3.3 **Information Brief: Proposed amendment to Purchasing Policy 13 – 159 21/06/07 – E**

RECOMMENDATION # 2 – 23/01/30 – CW – Miller

That Council approve the amendment to Purchasing Policy # 13 – 159 – 21/06/07, under Multi-Year Contracts to include the authority to maintain a Master Services Agreement with multiple vendors of record to permit flexibility in procurement contracting for the best value for Nanton. CARRIED

3.4 ICF Update: MD of Willow Creek memo on recreation fixed costs – E

Reviewed the Municipal District of Willow Creek’s proposal for amendments to the Willow Creek Regional Intermunicipal Collaboration Framework Agreement - Intermunicipal Recreation Agreement, as follows:

Article 5.2 – waive provision for adjustments that will occur in year 4 and 5 of the agreement and consider the adjustments to occur them beginning in 2023;

Article 5.3(d) – consider waiving the 1.58% inflationary cap as outlined in the agreement;

with the Town to provide 2022 fixed costs for the Tom Hornecker Recreation Centre in order for the MD Willow Creeks grants to be re-formulated.

3.5 Information Brief: discussion of regulations around fireworks – E

RECOMMENDATION # 3 – 23/01/30 – CW – Dozeman

That Council include provisions within the updated Fire Services Bylaw, currently under review, for:

- the prohibition of consumer fireworks discharge within the Town of Nanton, and
- clarification on processes for permitting Display fireworks and pyrotechnical displays within Nanton

CARRIED

3.6 Information Brief: Town position and advocacy on prolonged response times – E

RECOMMENDATION # 4 – 23/01/30 – CW – Dozeman

That Council approve the continued advocacy for improved ambulance services and patient response times provided by Alberta Health Services and ensure that attention be drawn to the Nanton Fire Services provision of critical patient transport and its successful model. CARRIED

3.7 Information Brief: Foothills Tourism Association Funding - E

RECOMMENDATION # 5 – 23/01/30 – CW – Miller

That Council requests a presentation from the Foothills Tourism Association before consideration of a Memorandum of Agreement and funding for 2023. CARRIED

4. MAYOR AND COUNCIL INQUIRIES: None

5. NEXT COMMITTEE OF THE WHOLE MEETING(S):

The next Committee of the Whole is tentatively scheduled for February 27, 2023 if required.



6. ADJOURNMENT:

RESOLUTION # 2 – 23/01/30 – CW - Dozeman

IT WAS MOVED to adjourn the Committee of the Whole at 9:00 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:ll

These minutes accepted and signed this 6th day of February, 2023.





Request for Decision

February 6, 2023
Agenda Item: 4.2.1

LAND USE BYLAW RE-WRITE PROJECT – ENGAGEMENT PLAN

Purpose:

Council provided feedback at the Committee of the Whole meeting January 30, 2023, to Administration for the public engagement process proposed by ISL Engineering, in alignment with the Town of Nanton Public Participation Plan Policy No. 12 –212 - 18/06/18.

Background:

As one of its strategic priorities, Council has given direction to Administration to undertake a comprehensive review and re-write of the Town of Nanton Land Use Bylaw. Administration is working with ISL Engineering and Land Services Ltd. as the project consultant.

At the first project meeting with Administration, the ISL team presented its draft engagement plan for approval.

DECISION OPTION:

RECOMMENDATION # 1 – 23/01/30 – CW – Czop

That Council adopt the proposed Nanton Land Use Bylaw Community Engagement Implementation Plan as presented by ISL Engineering and Land Services. CARRIED

CAO Comments:

There are three significant standalone meetings with Council over the process. The advisory group or committee of stakeholders are recommended to remain a group that does not contain members of Council. Joining our two MPC at-large representatives (Shauna Strong and Julia Anderson) who have consented to be part of the group, we also have the following volunteers:

Peter Anderson; Lorraine Hjalte; Sherri Barratt; Jason Calvert; Stephen Butt. (Nicole Roy will be staff liaison for department heads)

Further individuals may yet be added, but this group represents a decent cross section of residents, business owners, regional knowledge and other land interests who have experience around land use matters (and process) in Nanton or elsewhere. Discussion should be thought provoking.

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation:

Attachments: Public Participation Plan Components: Report, attached

Prepared By: Legislative Services

Date: February 1, 2023

APPROVED BY: Neil Smith, Chief Administrative Officer:

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



Town of Nanton Land Use Bylaw Community Engagement Plan

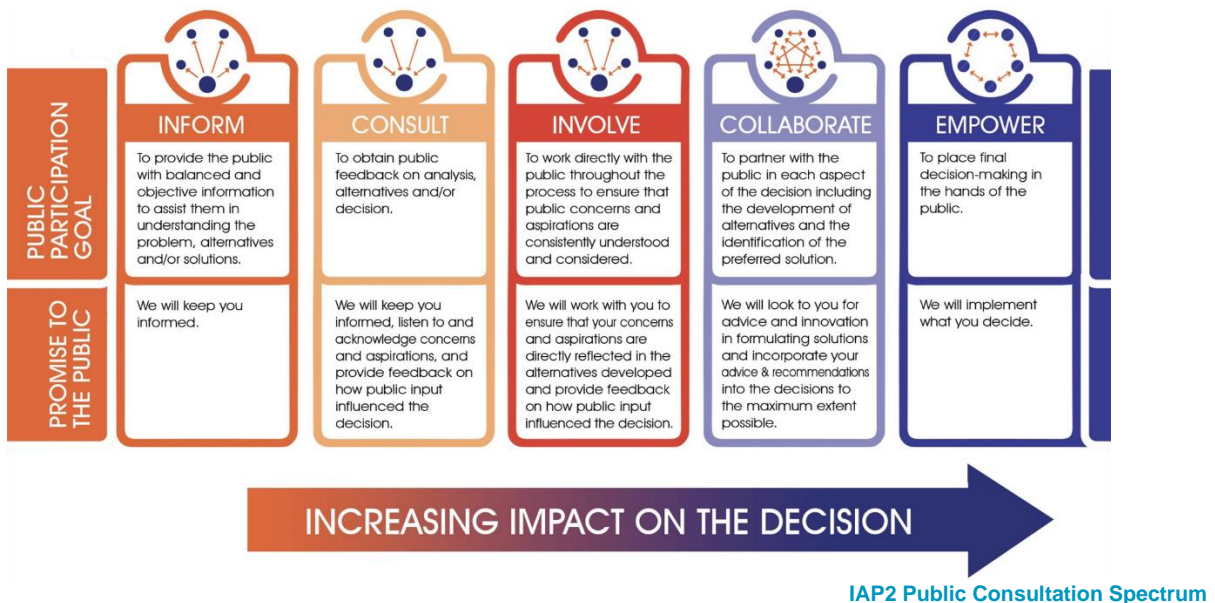
Current as of January 13, 2023

Introduction

The Town of Nanton is working with ISL Engineering and Land Services (ISL) to undertake a comprehensive review and update of the Town’s Land Use Bylaw (LUB). The LUB regulates land use and development – organizing a municipality into Land Use Districts and outlining the permitted and discretionary uses within each District.

The Community Engagement Plan for the project is based on the core values of the International Association for Public Participation (IAP2) and the Town’s Public Participation Policy. This project will be conducted at the ‘Consult’ level of engagement as per the IAP2 Engagement Spectrum.

At the ‘Consult’ level of consultation, members of the public and stakeholders will be asked to provide feedback at key milestones throughout the development of the new Land Use Bylaw. In addition, the Town commits to listening to and acknowledging public and stakeholder questions, concerns, and ideas regarding the project, as well as informing them of how their input will be used to influence the final updated bylaw.



The following sections of the Plan describe engagement and communication objectives, key stakeholder groups, the types and timing of engagement events, and supporting communication activities and materials. This plan is intended to be a living document updated throughout the project, as needed, to address any emerging items as the project unfolds.

Community Engagement and Communications Objectives

The following objectives will guide the community engagement and communications process:

- Develop a robust process that informs and engages all participants (Council, Administration, landowners, stakeholders, and the public) about the project and gathers feedback to help inform the updates to the LUB.
- Facilitate meaningful engagement with targeted engagement methods and communication materials.
- Provide multiple engagement activities and opportunities for input at strategic milestones during the project.
- Strive for broad stakeholder and community understanding and support of the final LUB.

Key Stakeholders

The following is a list of stakeholder groups that have been identified as playing key roles in the project. The list will continue to evolve and be updated as new stakeholders are identified.

Internal

- Town of Nanton Council
- Town of Nanton Administration
- MPC
- ORRSC

External

- LUB Advisory Committee
- Town residents
- Town businesses and community organizations

Project Risks and Mitigation Strategies

Project Risk	Mitigation Strategy
<p>Low Participation Low levels of stakeholder and resident involvement.</p>	<ul style="list-style-type: none"> • Develop a comprehensive stakeholder contact list and identify communications tools that will effectively reach key stakeholders to inform them about the project and engagement opportunities. • Provide a variety of engagement opportunities (online and in-person) to enable stakeholders to participate based on their desired level of involvement.
<p>Public Participation Process that is not Inclusive A public participation process that does not encourage broad and inclusive participation results in input that does not accurately reflect the diversity of interests and needs of those impacted by and interested in the project.</p>	<ul style="list-style-type: none"> • We will support the Town in maintaining a stakeholder list. Additional stakeholders such as key community leaders identified through the process will be added to the list to share information about upcoming public participation opportunities and encourage distribution to their networks. • Communication tactics such as advertisements, direct email invitations, and the Town’s website and social media will be used to promote engagement opportunities. • We will offer multiple means to participate during each round of engagement to support participation from a broad range of residents and stakeholders. • We will encourage and allow for follow-up feedback from stakeholders not originally included but that arise from the initial engagement opportunities.
<p>Competing Stakeholder Interests Balancing a wide variety of values and interests from Town residents, business owners, and stakeholders.</p>	<ul style="list-style-type: none"> • Ensure all stakeholder groups can access the same information and have equal opportunities to provide input. We will make available all feedback shared (in aggregate form) from both in-person and online input to create transparency about what was heard.
<p>Inconsistent Messaging Municipal projects often involve different business units and disciplines. This diversity of tasks and perspectives can risk rapidly “stacking” miscommunication, resulting in errors.</p>	<ul style="list-style-type: none"> • Articulate and distribute a clear project team structure communications, distribution, and approval protocols and, key contacts and their respective roles and responsibilities.

Community Engagement Approach

Phase 1 – Understanding Your Needs

Purpose: to familiarize the project team with local needs, background information and priorities.

- **Project Start-up Meeting** – We will meet virtually with Town Administration to confirm lines of communication, refine the methodology, identify Advisory Committee membership, and confirm the project schedule and proposed dates within the Community Engagement Strategy.
- **Stakeholder Workshop** – We will conduct an in-person stakeholder workshop to discuss the Best Practices Research (BPR) findings and critical themes with stakeholders, gathering their feedback on potential amendments to the LUB.
- **Council Meeting # 1** – We will meet with Council to introduce them to the project and share our findings to date, as well as outline the tasks ahead and gather any feedback that they may have on the preparation of the LUB. This meeting will be timed to coincide with the Advisory Committee Orientation Meeting.
- **Advisory Committee Orientation + Triple bottom line (social, economic, environmental) SWOT Analysis** – We will meet with the project Advisory Committee the same day as Council to review the draft recommendations and survey feedback and have a frank and open discussion on the current and anticipated strengths, weaknesses, opportunities, and threats (SWOT) in Nanton along social, economic and environmental lines.
- **Online Survey # 1** – We will prepare a public online survey using content from the BPR findings and critical themes that will allow us to cast a wider net for feedback prior to preparing recommendations. If needed, hard copies of the survey can be provided to the Town to share with residents.

Phase 2 – Section-By-Section Preparation

Purpose: to review the consolidated draft LUB and gather feedback on potential modifications.

- **Advisory Committee Meetings # 2 & # 3** – We will review the work conducted on the draft Sections 1, 2 & 6 of the (meeting # 2) and Sections 3, 4 & 5 (meeting # 3) with the Advisory Committee and incorporate any feedback into the draft content.

Phase 3 – Community Engagement

Purpose: to present the updated consolidated draft LUB to stakeholders and the community, share the key changes that have been made and collect input on potential gaps to be addressed.

- **Council Meeting # 2** – We will meet with Council to present the Consolidated Draft prior to the in-person open house to prepare them for any questions that may arise from the public and gather their feedback on the Draft LUB.
- **In-person Open House** – The Consolidated Draft LUB will be presented to the public for review and feedback in a traditional open house format at a location determined by Town Administration on the same day as the team meets with Council.
- **Virtual Open House** – We will develop the Virtual Open House (VOH) tool that will include the same information boards, maps and other documents utilized for the in-person open house. The VOH will be live online for two weeks, providing a longer window of time for resident feedback.



- **Online Survey # 2** – We will develop an online survey that will be integrated into the VOH tool to gather feedback from residents and stakeholders who attend the virtual open house. If needed, hard copies of the survey will be provided to the Town to share with residents.
- **What We Heard Report** – We will prepare a summary of feedback that includes key themes that emerged based on the engagement opportunities.

Phase 4 – Refine, Circulate and Adopt

Purpose: to finalize the LUB and prepare for Adoption by Council. A Public Hearing will be held in this Phase as part of the Bylaw Adoption process.

- **Council Meeting # 3** – We will meet with Council to update them on public feedback captured in the What We Heard Report and outline the final tasks involved prior to bringing the LUB forward to them for adoption.
- **Advisory Committee Meeting # 4** – We will meet with the Advisory Committee to update them on public feedback captured in the What We Heard Report and review and confirm proposed edits to the LUB.
- **Adoption Support + Public Hearing** – We will attend the First Reading of the LUB virtually and we will attend the Public Hearing in-person and present the Final Draft LUB at Council.

Engagement and Communications Protocol

The consulting team will lead the planning and implementation of the engagement program. The Town will review and advise on content development and coordinate the distribution of communications and advertising.

ISL	Town of Nanton
<ul style="list-style-type: none"> • Prepare engagement materials including agendas, discussion questions, comment forms, handouts, presentations, online survey content, and display board content. • Draft communications content including website updates, social media posts, advertising, and stakeholder invites. • Plan, implement, and facilitate Council, stakeholder, and community engagement opportunities. • Capture comments and feedback shared through engagement opportunities. 	<ul style="list-style-type: none"> • Provide stakeholder contact information, where available. • Coordinate advertising and notification for engagement opportunities and publish social media posts and website updates. • Book venues and arrange catering for in-person events, if required. • Send invites and updates to stakeholders for stakeholder participation. • Review and sign off on all materials and communications content.

ISL will provide draft engagement materials and communications content to the Town for review prior to the scheduled engagement event dates. Following receipt of edits/comments, ISL will make the necessary changes to finalize the materials and provide them to the Town for final approval for public release/distribution to stakeholders and the public.

Communications Approach

Each round of engagement will include key project information to ensure that participants understand the terms being used and are aware of the key issues, objectives, and drivers updating the Town’s LUB. Key messages and specific questions to gather input at each phase of engagement will be developed separately from this document, prior to each phase of community and stakeholder engagement, and in collaboration with Town staff.

The Community Engagement Strategy will be refined and finalized following a joint review with Town Administration at the Start-Up Meeting to ensure the tools and tactics identified are best suited to have the most comprehensive local outreach.

Suggested Tactics

- Project webpage (including FAQs)
- Social media content
- News releases
- Newspaper advertisements
- Postcards and posters

Evaluation

Throughout the project, participants will be asked to provide their feedback on the engagement process to help the project team identify what is working and/or what needs to be improved. Session evaluation questions will be added to feedback questionnaires used at the in-person engagement events. Evaluation questions will also be added to the online surveys for participants who provide their feedback online. This information will help the project team identify if any modifications need to be made to the engagement process during the project, as well as inform the design and implementation of future engagement sessions. Below is a preliminary list of items that will be monitored throughout the project to better understand support for the project process and outcomes.

- Website traffic
- Comments on social media
- Media scans – positive, negative, or neutral stories in local papers
- Attendance and participation at public engagement events
- Comments from events/online, including the tone, such as favourable, unfavourable, or neutral
- Specific questions or concerns related to engagement and communications approaches
- Demographic questions on surveys and comment forms to understand project reach to various stakeholder groups

Engagement Implementation Plan

Phase 1 – Understanding Your Needs			
Deliverable	Description	Responsibility	Schedule
Community Engagement and Communications Plan	<ul style="list-style-type: none"> • Develop a Community Engagement and Communications Plan 	<ul style="list-style-type: none"> • ISL to develop and discuss at Start-Up • Town to review and approve 	January 12

Phase 1 – Understanding Your Needs			
Engagement Materials	<ul style="list-style-type: none"> Develop engagement materials including, information boards, online survey advertisements and promotional content for online survey 	<ul style="list-style-type: none"> ISL to prepare materials Town to review, approve and post materials online 	Late January/ Early February
Engagement Opportunities	<ul style="list-style-type: none"> Stakeholder Workshop 	<ul style="list-style-type: none"> ISL to facilitate and implement engagement opportunities 	February
	<ul style="list-style-type: none"> Advisory Committee Orientation + 3BL SWOT Analysis 		
	<ul style="list-style-type: none"> Online Survey 		
Council Meeting	<ul style="list-style-type: none"> Prepare Council presentation 	<ul style="list-style-type: none"> ISL to develop materials and present them to Council Town to coordinate Council meeting 	March
What We Heard Report	<ul style="list-style-type: none"> Produce engagement summary 2 weeks following the close of the online survey Engagement Summary posted online 	<ul style="list-style-type: none"> ISL to analyze feedback and prepare the report Participating Town to review, approve and post on the website 	March

Phase 2 – Section-By-Section Preparation			
Deliverable	Description	Responsibility	Schedule
Advisory Committee Meeting x 2	<ul style="list-style-type: none"> Prepare meeting materials, facilitate meetings, take minutes 	<ul style="list-style-type: none"> ISL to present Draft Sections Town to coordinate meetings 	May & July

Phase 3 – Community Consultation			
Deliverable	Description	Responsibility	Schedule
Advertisements and Promotion	<ul style="list-style-type: none"> Prepare advertising content for upcoming engagements including media releases, web content, social media, newsletter, and newspaper ads 	<ul style="list-style-type: none"> ISL to prepare content Town to review and approve, and coordinate distribution of advertising/ promotion 	Late August
	<ul style="list-style-type: none"> Distribute promotional materials 		
Materials	<ul style="list-style-type: none"> Develop engagement materials including, 	<ul style="list-style-type: none"> ISL to prepare materials 	Late August

Phase 3 – Community Consultation			
	information boards and survey	<ul style="list-style-type: none"> Town to review, approve and post materials online 	
Engagement Opportunities	<ul style="list-style-type: none"> In-Person Open House 	<ul style="list-style-type: none"> ISL to facilitate and implement engagement opportunities 	September
	<ul style="list-style-type: none"> Virtual Open House 		
	<ul style="list-style-type: none"> Online Survey 		
Council Meeting	<ul style="list-style-type: none"> Prepare Council presentation 	<ul style="list-style-type: none"> ISL to develop materials and present them to Council Town to coordinate Council meeting 	September
What We Heard Report + Council Session	<ul style="list-style-type: none"> Produce engagement summary 2 weeks following the close of the online survey Engagement Summary posted online 	<ul style="list-style-type: none"> ISL to analyze feedback and prepare the report Town to review, approve and post on the website 	October

Phase 4 – Section-By-Section Preparation			
Deliverable	Description	Responsibility	Schedule
Council Meeting	<ul style="list-style-type: none"> Prepare Council presentation 	<ul style="list-style-type: none"> ISL to develop materials and present them to Council Town to coordinate Council meeting 	October
Advisory Committee Meeting	<ul style="list-style-type: none"> Prepare meeting materials 	<ul style="list-style-type: none"> ISL to present Draft Sections Town to coordinate meeting 	October
Adoption Support + Public Hearing	<ul style="list-style-type: none"> Prepare Council presentation 	<ul style="list-style-type: none"> ISL to attend the First Reading of the LUB (virtually) ISL to present the Final Draft LUB to Council (in-person) Town to coordinate Council meeting 	October



Request for Decision

February 6th 2023
Agenda Item: 4.2.2

INCLUDING 'VENDORS OF RECORD' IN MULTI-YEAR CONTRACTS

Recommendation:

That the Town amend the purchasing policy as presented to include authorization for the contracting of 'Vendors of Record' under Master Services Agreement(s).

Purpose:

Administration is encouraging inclusion of a new authority in the purchasing policy under multi-year agreements:

The Chief Administrative Officer is authorized to contract 'Vendors of Record' under a Master Services Agreement (MSA) for three to five years provided that an appropriate public procurement process (Request for Proposals; Request for Expressions of Interest; Request for Qualifications) has first taken place. This allows a small plurality of pre-qualified vendors (for example, engineers) to be available to provide services on an as-needed basis in required consulting or other disciplines under predictable terms. It does not bar the Town from procuring outside of a MSA should it need to.

This was passed as Recommendation to Council at the January 30th 2023 Committee of the Whole.

Background:

An arguable challenge for the Town is that it often gets locked in, either by contract or specialist dependency, on one business relationship at a time (e.g. engineering, Information Technology services, architects and so on).

When the primary or usual service provider (whether this is a multi-year contract or not) is perhaps not well resourced, present or specialized for any number of reasons, the Town faces either waiting, accepting less than optimal performance or contracting out to new untested parties who are unfamiliar with the municipal context of Nanton or its infrastructure/ equipment/ services.

A suggested alternative to this cyclical problem is strategic use of a Master Services Agreement for multiple 'vendors of record' at agreed rates for a period of time. This would mean having multiple service providers available to the Town who are all engaged to the Town for projects or services depending on their specialty, availability and current performance with agreed rates. It also makes dropping one party that is performing poorly much less painful as there are other vendors who know the Town, are comparatively dependable and can pick up any slack quickly. Given that Nanton is small, two or three vendors of record would likely be as far as we would go (in any one specialized area) to make the opportunity attractive.

There could be costs to developing a Master Services Agreement template initially in a specific or general area, but it would likely yield good value over time.

Recommendation:

That the Town amend the purchasing policy as presented to include authorization for the contracting of 'Vendors or Record' under Master Services Agreement(s).

Prepared By: Neil Smith, Chief Administrative Officer

Date: February 1st 2023





POLICY

No. 13 159 21/06/07
Department: Administration

PURCHASING POLICY & SURPLUS EQUIPMENT DISPOSAL POLICY

SCOPE:

The Town of Nanton will procure all goods, services and construction of assets in accordance with this policy.

PURPOSE:

The purpose of this policy is to establish procedures and provide direction to Town staff as they engage in purchasing and asset disposal activities. The policy seeks to balance employee empowerment with appropriate internal controls and ensure that the municipality receives the best value for taxpayer dollars, while involving and informing Council with respect to significant or sensitive purchasing decisions.

The Town will seek to obtain goods and services of required quantity and quality from reliable suppliers at the proper time and place consistent with the needs of the municipality.

RELATED POLICIES:

Budgeting Policy

DEFINITIONS:

Best value: refers to the lowest cost with consideration provided for factors such as: cost of acquisition, quality, availability and delivery timelines, maintenance costs, performance, cost of training, warranty and impact on environment.

Department heads: refers to the Chief Administrative Officer, Manager of Corporate Services, Operations Manager, Legislative Coordinator, Planning and Development Officer, Fire Chief

Local Supplier: Vendor or service provider based within the Town of Nanton.

Public Procurement Process: refers to Tenders, Calls for Proposals or similar processes whereby the public is given notice and opportunity to respond without obstacles, impediments or geographic discrimination.

POLICY OBJECTIVES:

1. Establish purchasing authority levels
2. Identify thresholds for the different purchasing processes
3. Provide guidance to staff for all situations that require the procurement of goods or services

GENERAL

1. Council may waive, though resolution, any or all of the processes and restrictions of this policy, unless such an action would contravene any applicable legislation or trade agreement such as the New West Partnership Trade Agreement (NWTPA).
2. Department heads are to ensure sufficient funds are available as per the current Council adopted operational and capital budget prior to the acquisition of any goods and/or services.
3. Employees having any personal interest that may encroach or may be reasonably deemed by others to encroach or affect the impartiality of a purchasing decision, shall declare any such interests to a department head.
4. Any employee who willfully acquires goods or services in contravention of this policy may be subject to disciplinary action.
5. It is prohibited to divide or separate purchases or contracts in order to avoid or circumvent the procedures outlined in this policy.
6. The Manager of Corporate Services is responsible for the oversight of the purchasing function.

APPROVAL AUTHORIZATION

Staff	Purchasing Authority*
All Other Staff	\$300
Public Works Staff	\$500
Department Heads	\$25,000
Chief Administrative Officer**	\$150,000
Council	Budgeted purchases in excess of \$150,000 Unbudgeted purchases of \$50,000 or greater

*Purchasing authority requires that purchases are included in the Council-adopted operational and capital budget, excluding land purchases, which must be authorized by Council in each and every instance.

** Council can choose to delegate purchasing authority to the Chief Administrative Officer for specific purchases in excess of \$150,000 by resolution, requesting a purchase briefing report at the conclusion of the procurement process. The Chief Administrative Officer can choose to bring a Request for Decision (RFD) to Council for any purchase within staff purchasing authority deemed to be politically significant or sensitive at any time.

PURCHASING PROCESS

\$ -	\$2,499	No quotes, but 'Shopping Around' encouraged
\$ 2,500	\$10,000	Multiple verbal quotes; three (3) preferred
\$10,001	\$75,000	Multiple written quotes; three (3) preferred*
\$75,000 or greater		Public procurement process
CAO and Signing Officer joint approval:		For purchases of \$25,000 or greater
NWPTA Thresholds for placement on Alberta Purchasing Connection		
Goods	Services	Construction
\$75,000 or greater	\$75,000 or greater	\$200,000 or greater

*CAO or Department Heads may require that a public procurement process is run for purchasing in this range if deemed appropriate for NWPTA, niche vendor selection or public transparency.



Verbal Quotes

No documentation or record will be maintained. The employee, acting within their authority as specified in this policy, will make all reasonable efforts to obtain the quotes and other applicable information to determine best value for the municipality.

Written Quotes

The employee will obtain quotes and retain the records for the Manager of Corporate Services. A written quote may be in paper format (typed/printed letter, fax, etc.) or an electronic record (email) from the potential vendor.

Public Procurement Process

Common and/or best practices should be followed when a purchase is to proceed through a public procurement process. The common and/or best practice refers to:

- (1) the planning and design of the procurement document;
- (2) advertisement and notice of the planned purchase;
- (3) the receipt of responses;
- (4) the opening of responses; and
- (5) the assessment and award of the goods or services
- (6) inclusion of a discretionary clause such as "lowest or any bid not necessarily accepted".

Discretionary Clauses

Depending on the type of procurement process used, a discretionary clause does not give the Town an automatic right to do as it pleases, treat suppliers unfairly, have hidden preferences, nor does it necessarily give it the right to award to a bidder other than the low bidder if the low bidder is fully qualified and meets all specifications or criteria. Great care must be applied in its use and interpretation.

Public-Private Partnership Procurement Processes

The process for "3Ps" is the same as for all other procurements and the NWTPA still applies. Unsolicited proposals that exceed NWTPA thresholds on municipal procurement must result in a competitive and fair public procurement process even if they are well received.

Other Municipalities as Contractor/ Service Provider

Caution and due diligence should be exercised before any 'direct award' process is considered for contracting another local government to provide services. Depending on the context and circumstances, particularly if another municipality is offering a service readily provided by the private sector, NWTPA exceptions for purchasing between public sector entities may not apply.

MULTI-YEAR CONTRACTS

1. Multi-year contracts should be treated in accordance with this policy as if all payments over the duration of the contract were made at one time. For example, a 36-month contract for services that has a monthly cost of \$100.00 (including taxes not recovered by the municipality) should be treated the same as a one-time purchase of \$3,600.00.
2. The Chief Administrative Officer is authorized to contract 'Vendors of Record' under a Master Services Agreement (MSA) for three to five years provided that an appropriate public procurement process (Request for Proposals; Request for Expressions of Interest; Request for Qualifications) has first taken place. This allows a small plurality of pre-qualified vendors (for



example, engineers) to be available to provide services on an as-needed basis in required consulting or other disciplines under predictable terms. It does not bar the Town from procuring outside of a MSA should it need to.

EXCEPTIONS

1. For certain types of purchases, due to their nature or those that regularly reoccur that when considered in total for a given year would normally require the approval procedures described in this policy, it would be impractical to follow the default procedures and so the following will only require the approval of the Manager of Corporate Services or Chief Administrative Officer:
 - Bank fees;
 - Communications, such as telephone, internet and cell phones
 - Cooperative purchasing done in conjunction with other governments;
 - Debt services payments;
 - Grants and donations;
 - Legal fees;
 - Payroll, related remittances and payments related to employee benefits;
 - Payment of taxes collected on behalf of other governments and agencies;
 - Postage charges;
 - Utility charges.
2. Applicable public procurement processes may be waived in the following situations with a detailed staff report:
 - in an emergency or time sensitive situation related to a grant aid expenditure deadline;
 - in the case of specialized items or services where a limited number of suppliers is known (defensible sole supplier procurement);
 - where Council, by special resolution, makes a direct award that is below NWPTA public procurement process thresholds.
3. Priority consideration will be given to quotes from local suppliers (with a Town of Nanton business license in good standing) for purchases up to a threshold of \$5,000 if their quotes or bids are within 10 per cent of the lowest price, bid or proposal.

NANTON FIRE DEPARTMENT PURCHASING

To better manage the purchasing relationship between the Town and the M.D. of Willow Creek, a mandatory Purchase Order system (Schedule 'A'), if deemed necessary by the Chief Administrative Officer, may be imposed for any purchasing shared under the *Willow Creek Emergency Services Agreement*. This imposition may be lifted if the Chief Administrative Officer no longer assesses the situation to require a more formal authorization process.

NANTON MEDICAL CLINIC BUILDING – MANAGING PARTNER AUTHORITY

The Town has certain delegated authorities with respect to purchasing for the building under the tripartite agreement with the M.D.s of Willow Creek and Ranchland. It does not exclusively own or operate the facility – it is the managing partner. This policy shall be generally used to guide the approach to purchasing within the thresholds and delegated authorities provided under that agreement. Staff should review authorities and process under the agreement before engaging in purchasing or procurement with respect to the property, building or its maintenance.

PETTY CASH



Purchases of up to \$100.00 may be purchased through the use of petty cash.

Reference Number # 13 159 21/06/07
Replaces Policy # 13 216 19/06/03

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Each department may maintain a Petty Cash amount not exceeding \$400.00, upon approval of the CAO. The Corporate Services Manager, or appropriate department head will be responsible for the administration of each department's petty cash, under the provisions of the petty cash procedures.

A signed record (such as a signed receipt) must accompany the petty cash withdrawal. A brief description of the expense should be included with the record where practical.

EMERGENCY PURCHASES

Situations may arise where delays in purchasing actions result in imminent danger to persons or property. In these situations, employees should attempt to contact their department head for verbal authorization, however in instances where a department head cannot be contacted or the situation necessitates immediate response then the employee is permitted to deviate from the procedures outlined in this policy.

In such instances, employees are required to follow up with a report to their direct supervisor and attempt to obtain the purchasing documentation in a reasonable timeframe following the conclusion of the emergency.

ENVIRONMENTAL CONSIDERATIONS

In an effort to reduce Greenhouse Gas (GHG) emissions priority consideration will be provided to products and services that have recognized energy efficiency certifications, are made from recycled materials, minimize the use of energy and/or material in the manufacturing process, or in the case of vehicles and equipment have better fuel efficiency.

SURPLUS EQUIPMENT DISPOSAL

1. Each year, each department head will forward to the Manager of Corporate Services a list of surplus equipment, complete with a description of each item and a minimum bid if applicable;
2. In the case of vehicles and equipment, Operations staff must remove all corporate logos and decals. Keys and registration must be provided to the Manager of Corporate Services prior to Disposal;
3. For IT equipment and telecommunications:
 - All IT equipment must be sent to the IT contractor prior to disposal.
 - All telecommunications equipment (i.e. cell phones, personal data devices) must be void of confidential and personal information prior to disposal. It is the employee's responsibility to erase such information.
4. Surplus vehicles, equipment, and furniture may be advertised online and/or local papers for sale on an "as is where is" basis without warranty.
5. Public sale process, if selected, is by sealed bid or auction process as deemed appropriate by the Manager of Corporate Services.
6. Payment must be rendered prior to the purchaser taking possession. Failure to render payment within 10 business days will result in sale termination and other bidders being contacted/ the asset being re-advertised or withdrawn from sale.
7. Surplus vehicles or equipment may be used for trade-in value with respect to the purchase of new vehicles and equipment.



8. Items considered to be potential 'heritage' or antique assets must first be referred to Council for direction on both appraisal and retention.
9. Private approaches to purchase surplus vehicles or equipment can be approved by either the Manager of Corporate Services or CAO if the agreed value and sale price is \$25,000 or less. Proposals of a greater value must be considered and approved by Council.
10. Sale proceeds revenue is automatically transferred to an applicable reserve as identified by the Chief Administrative Officer unless the revenue will be applied to a replacement purchase in the same financial year.

CHIEF ELECTED OFFICIAL

Date

CHIEF ADMINISTRATIVE OFFICER

Date



Schedule 'A'

**Purchase Order form for purchasing under the Willow Creek Emergency Service Agreement
(can be provided in fillable excel format and modified with management concurrence)**



Reference Number # 13 159 21/06/07
Replaces Policy # 13 216 19/06/03



REQUEST FOR DECISION

Meeting: February 6, 2023
Agenda Item: 5.1

Travel Policy amendment (mileage)

PURPOSE:

For council to review and approve an amendment to the Travel policy that will update the mileage rate as per the Finance committee’s recommendation.

BACKGROUND / IMPLICATIONS:

At the December 7, 2022 Finance committee meeting, administration presented a brief on the mileage rate paid to staff and council when travel is required for Town business. The authority for travel and the ability to claim for mileage is covered under policy no. 12 47 20/02/18. The brief outlined the current rate paid, the average rate for municipalities across Alberta and rates from across the country according to the National Joint Council Travel Directive along with reasoning for a change.

At the end of the discussion a recommendation was made that council consider revising the mileage rate to be in line with the current 2022 provincial average that is calculated from the Alberta Urban Municipalities Association compensation survey of municipalities across the province - that rate being \$0.56/km. On December 12, 2022 council approved the minutes of the finance committee meeting.

Administration has now brought forward the attached amendment to the travel policy for council consideration.

ADMINISTRATIVE RECOMMENDATION:

Administration would recommend passing the amendment. Due to inflation, the cost to travel (fuel and wear and tear) has increased greatly in the past number of years and increasing the mileage rate paid to staff and council members is reasonable. The overall impact of the change will be minimal as the Town does not pay out a large amount in mileage annually.

DECISION OPTIONS:

- #1 – Approve the amendment to Travel policy No. 12 47 20/02/18 as presented.
- #2 – Approve the amendment to Travel policy No. 12 47 20/02/18 as amended.
- #3 – Deny the amendment to Travel Policy No. 12 47 20/02/18.

ALTERNATIVES:

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

Financial (GL# / Amount):

Communications/PR:

Applicable Legislation:

Attachments: Travel policy No. 12 47 20/02/18 amended

Prepared By: Clayton Gillespie, Corporate Services Manager



Date: February 2, 2023

APPROVED BY: Neil Smith, Chief Administrative Officer:

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





POLICY

Policy No.12 47 20/02/18
Department: Corporate Services

TRAVEL EXPENSE REIMBURSEMENT

PURPOSE:

The purpose of this policy is to provide the Employees, Council and Committee Members of the Town of Nanton with specific guidelines covering travel for Municipal Business including performing job duties, attending conferences, conventions, training, workshops, and meetings either within the Town boundaries or beyond. The Town of Nanton will reimburse travel expenses that are legitimate, reasonable and appropriate for these events

This policy will further define and provide parameters for travel related expenses including Mileage, Accommodations and Meals, and will outline the procedure for submitting reimbursements, the requirements of the expense report, and applicable limits on reimbursement. The Municipality is committed to using its resources with efficiency and economy while ensuring accountability to the public.

SCOPE:

The policy applies to all Town of Nanton Employees, Council Members and Committee Members.

Exclusions to the policy include any Employees of the Town who have specific alternative regulations arising from a negotiate collective agreement or other authorized contractual obligation.

Travel expenses which are provided under agreement by an agency, board, commission or committee connected to the Town of Nanton will not be authorized unless the expense is reimbursed to the Town by the agency, board, commission or committee.

DEFINITIONS:

Accommodations means lodging or rooms in which an Employee would stay and includes hotels, motels, and bed and breakfasts.

Approved Drivers means those Employees or Members that are approved by the Municipality to take Municipal Vehicles, submit for mileage and take rental vehicles.

Council means the duly elected officers of the Municipality of the Town of Nanton and the Chief Elected Officer or Mayor.

CAO means the Chief Administrative Officer for the Municipality of the Town of Nanton and his/her duly authorized designee(s).

Employee means any person employed with the Town.

Expense Claim means the written Expense Claim form that is approved by the Chief Administrative Officer in accordance with this policy which is utilized for submitting costs incurred by Employees and Council or Committee Members while travelling.

Fleet Manager means the Employee designated by the Chief Administrative Officer to manage the fleet of the Municipality.

Fuel Card or Fleet Card refers to a payment card that has been issued to the Municipality for the purpose of paying for fuel for Municipal Vehicles.

Management refers to a group of positions that are managerial in nature and are out of scope and includes the Chief Administrative Officer, Managers and designee(s).

Meals consists of breakfast, lunch and dinner and excludes snacks.

Member means a duly elected Member of the Town of Nanton Council or a Council Committee Member authorized by resolution of Council.

Mileage or Kilometric Rate means the distance travelled for Municipal Business in kilometers for which a rate is paid to compensate for fuel, wear and tear and insurance.

Municipality or Municipal means the corporation of the Municipality of the Town of Nanton located in the Province of Alberta, also referred to as the Town.

Municipal Business means the official duties of Employees as described in the job description or other approved and directed duties as assigned by Management and may include attending approved training, conferences, meetings or workshops.

Municipal Vehicle pertains to a vehicle in the Municipal fleet that is owned or leased by the Municipality.

Per-Diem means an allowance or payment for expenses, in the context of this policy it pertains to the meal allowance rate that the Municipality pays for Meals while Employees are travelling for the Municipality.

Personal Vehicle pertains to a vehicle that is owned or in the legal custody of a Municipal Employee, Council or Committee Member.

Rental Vehicle means a vehicle that is rented from an agency or dealership for the purpose of providing a temporary vehicle to a customer.

Travel is defined as going beyond the boundaries of the Municipality of the Town of Nanton. Local mileage within Town is not considered for travel expenses.

POLICY:

1. General

1.1 Authority To Travel

- (a) Travel is authorized for Members or Employees for a meeting or official function related to the appointment of that member of Council to a committee or regional body.
- (b) Travel is authorized for Members or Employees as approved by policy or by resolution to attend a course, conference or seminar on behalf of the Town of Nanton.
- (c) Other travel for Members or Employees shall be approved by resolution of Council.



REFERENCE NUMBER: 12 47 20/02/18
REPLACES Policy – 12 200 19/05/21

- (d) If more than one Member or Employee is attending the same event or function, it is expected, when practical, that the Members or Employees will commute together.

When more than one Member or Employee is attending the same event, all attendees must:

- Coordinate travel arrangements
 - Take advantage of group rates
 - Individually submit a separate travel reimbursement form where reimbursement is required.
- (e) When travel is authorized, the most direct, economical and logical mode of travel shall be used. Where transportation is provided (for example as part of convention registration), it is expected that Members or Employees will make use of the complimentary transportation services.
- (f) Where personal and business travel is combined, only document expenses directly related to the Municipal Business portion are reimbursable. Extended travel time and related expenses are at the Member's or Employee's own expense. Extended travel days require approval and must not result in additional cost to the Town. Vacation, unpaid leave, or compensatory time, as applicable, must be used for the extended period.
- (g) Summary notes must be provided within 30 days of Travel to the approving authority for any course, conference, or seminar attended. The summary should include, but is not limited to:
- Name and dates of the event,
 - Benefit to the Town as a result of attendance,
 - An overall review of the event, and
 - A general recommendation for other Town Employees or Members.

1.2 Responsibility regarding Policy

- (a) Council is responsible to:
- Approve travel, business and mileage reimbursement requests of the Mayor, Deputy-Mayor and Committee Members.
- (b) The Mayor or Deputy-Mayor is responsible to:
- Approve travel, business and mileage reimbursement requests of the CAO.
 - Promote the consistent application of this policy by all Council and Committee Members.

Where disputes arise over the payment of Council or Committee Member expense items, or, if a Council or Committee Member wishes to have future consideration of a specific potential expense, outside of the budget, the matter will be brought forward to a meeting of Council for final decision-making regarding the payment or reimbursement of expenses.

- (c) The CAO or designate is responsible to:
- Approve travel, business and mileage reimbursement of Employees,
 - Review and approve advance and reimbursements in accordance with this policy and any related procedures.
 - Approve business related meal expenses, where Town Employees are present,
 - Direct the review of this policy at a minimum of every four years, or as often as necessary.
 - In no circumstances may the CAO approve his/her own advance or expense reimbursement.



REFERENCE NUMBER: 12 47 20/02/18
REPLACES Policy – 12 200 19/05/21

- (d) The Corporate Services Manager is responsible to:
- Ensure departmental guidelines are established to facilitate compliance with this policy and related procedure,
 - Ensure funds are available with the approved budget,
 - Review travel advances, reimbursements and business travel expenses as appropriate to facilitate compliance with this policy and any associated procedures,
 - Ensure that all Employees and new hires are provided with this policy and are aware of the guidelines provided within the policy,
 - Collect feedback on the policy from all users and propose revisions to the CAO.
- (e) Managers and Heads of Department are responsible to:
- Promote the consistent application of this policy in all departments,
 - Sign, if appropriate, Employee expense claims for submission to the Corporate Services Manager.
- (f) All Employees, Council and Committee Members are responsible to:
- Become familiar with, and develop an understanding of, this policy and any related procedure in order to facilitate compliance,
 - Adhere to the Town of Nanton policies and bylaws relating to Code of Conduct when conducting Municipal Business or business related Travel on behalf of the Town,
 - Comply with policies and procedures surrounding the use of municipal credit cards and provision of the Town of Nanton purchasing policy and/or bylaw,
 - Complete and sign all required documents pertaining to travel and mileage expenses, and attach all supporting invoices/receipts and forms,
 - In the event of cancellation of intended travel, notify the Manager, Department Head, Corporate Services Manager or CAO to promptly obtain all possible refunds for expenses incurred to date.

2. Travel Expenses

2.1 Vehicles and Mileage

- (a) Mileage at the applicable rate that is calculated as the average (attached as Schedule 'A') from responses received in the most recent Alberta Municipalities Compensation survey and as may be amended from time to time will be paid to Council, Committee Members and Employees that use their personal vehicle for Municipal Business. The payment of Mileage by the Municipality is provided to offset the cost of gas, wear and tear on the vehicle, and additional insurance that may be required.
- (b) Any person using their own personal vehicle for Municipal Business must ensure that the vehicle has adequate insurance coverage for this purpose. Should a Member or Employee be involved in an accident while on Municipal Business, the Member's or Employee's own insurance shall be considered primary in all instances. In addition, any deductibles payable under such insurance shall be the sole responsibility of the Member or Employee.
- (c) Any person using their own personal vehicle for Municipal Business must ensure that the vehicle is in safe, operable condition to do so, as per the Town of Nanton's Safety Program. An inspection form may be required to be submitted attesting to the condition of the vehicle, prior to travel, for reimbursement requests.
- (d) The Town of Nanton will not be responsible for fuel, maintenance costs, traffic or parking violations.



- (e) Members and Employees who use their personal vehicle for personal purposes after hours while attending conferences, training or other out-of- town Municipal Business must exclude this Mileage from their calculations.
- (f) Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service (such as Google Maps or Mapquest).
- (g) If more than one Member or Employee is attending training, conferences, meetings or workshops, every attempt will be made to carpool and avoid incurring additional Mileage charges. In most instances, Management will only approve one Mileage claim unless there are extenuating circumstances.
- (h) Members and Employees are responsible for ensuring adequate insurance coverage on their policy to compensate for work purposes. It is the responsibility of the Member or Employee to advise their insurance companies if they are using their personal vehicle for company business; the insurance company will then rate the vehicle for business use. Members and Employees accepting Mileage are required to initial the Expense Claim Form indicating that they have contacted their automobile insurance and notified them before any payment for mileage is made. The Municipality assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate. The Municipality is not responsible for reimbursing deductible amounts related to insurance coverage.

2.2 Municipal Vehicles

- (a) Non-employees are not permitted to drive Municipal Vehicles but Municipal Employees may be permitted to bring a non-employee on their travel plans with the approval of a Management Supervisor.
- (b) A Municipal Vehicle may be assigned to an Employee that requires regular travel as part of their job duties on either a permanent or occasional basis.
- (c) Other units may be made available on a first come, first serve basis for Employees that are not assigned a vehicle, to share {such as an office vehicle). Occasionally, other units may be available based on factors such as Employee absences or position vacancies.
- (d) Employees are responsible for sourcing a Municipal Vehicle for their use by either signing out a shared vehicle, or inquiring about vehicle availability with the Fleet Manager, Management Supervisor or Lead Hand.
- (e) A Fuel Card may be provided to Employees that take a Municipal Vehicle outside of the Municipality for Municipal Business. Employees may request the fuel card prior to departure from the Fleet Manager. Should a Fuel Card not be available, fuel for the Municipal Vehicle will be reimbursed with supporting receipts.
- (f) Should an Employee refuse to utilize a suitable Municipal Vehicle, mileage or transportation costs will be forfeited.

2.3 Rental Vehicles and Taxis

- (a) When a Municipal Vehicle is not available, it may be more cost effective or preferential for the Employee to rent a vehicle in lieu of using their personal vehicle. This option is available to



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Employees with Management approval.

- (b) The cost of the Rental Vehicle and insurance will be reimbursed at actual cost. Vehicle size should be the most economical considering the distance, weather and number of passengers.
- (c) Taxi fare reimbursement may be provided where Members or Employees need to attend Town business (where use of a personal or Municipal vehicle may not be conducive to travel in the area of the event attended).

3. Accommodations

- (a) Every attempt should be made to book Accommodations that are cost effective while still providing safe, clean Accommodations that are reasonably close in proximity to the event. Employees are responsible to ensure their own bookings for Accommodations meet Management approval after considering the following factors:
 - Cost
 - Proximity to event
 - Cost of parking
 - Inclusion of breakfast
 - Other fees - booking charges, resort fees, taxes etc.
- (b) No specific cost limits are imposed on Accommodations, as costs vary considerably depending on location and time of year. Approval is up to Management's discretion who will likely view comparable area rates for the dates of the event to determine the appropriate range.
- (c) Accommodations with relatives or friends will not be reimbursed nor will the Member or Employee be provided with payment in lieu of accommodations.
- (d) In the event of a travel cancellation, Members and Employees must ensure that accommodations are cancelled as soon as possible to avoid incurring costs. Members and Employees will be held responsible, and not be reimbursed for 'no show' costs that were charged to the Municipality resulting from failure to cancel a hotel reservation.
- (e) Members and Employees will not be required to share accommodations with other Members and/or Employees while traveling for Municipal Business.
- (f) Personal expenses incurred at the hotel such as movie rentals and personal phone calls will not be reimbursed. Business costs such as internet, parking and calls may be submitted for Council or Management approval.

4. Meal Expenses

- (a) Where a meal is not included with the Town business event a Member or Employee is attending, an unreceipted meal expense may be claimed, as per the following guidelines:

Breakfast	Lunch	Supper
\$15.00	\$15.00	\$30.00

The CAO may refuse to reimburse receipted meals claimed beyond the amounts stated within these guidelines. Meal reimbursements are for Town of Nanton Employees or Members only.



- (b) Meals that are previously paid for by the Town in the registration fees for meetings and conferences or included as part of the venue, are not an allowable expense that can be claimed except in special circumstances such as the meal time conflicting with travel schedules or the attendee has another meeting at the same time as the conference meal.
- (c) Gratuities on meals may be claimed to a maximum of 15 percent of the bill.

5. Incidentals

- (a) The Town will reimburse registration fees for approved courses, seminars and conferences that are within the approved budget.

Costs for other activities such as tours, social or sporting activities that are associated with the event, but not part of the registration fees, will not be reimbursed.

- (b) The Town of Nanton provides travel insurance under its benefits coverage, therefore additional insurance coverage for Employees or Council Members will not be reimbursed. Should an approved Committee Member require additional insurance coverage for travel insurance, the CAO will discuss arrangements for reimbursement with the Committee Member.
- (c) Travel and related expenses will not be reimbursed for spouses, partners and/or other guests.
- (d) Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the approving authority immediately. The Member or Employee must take steps to secure complimentary lodging and/or meals, where applicable. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.

In the event of travel cancellation, the person may be held responsible and not be reimbursed for “no show” charges resulting from failure to cancel a hotel reservation.

- (e) On request of an Employee, the Town may advance monies (travel allowance) to an Employee prior to attending an overnight Municipal Business event to assist with the cost of incidentals. Should the CAO approve such advance, the monies will be released to the Employee with the two-week period prior to the Business event. The maximum allowable limit will be \$200; however smaller amounts will be advanced.

Travel advances must be reconciled. For amounts owed back to the Town, payment (reimbursement) **must** be made within 30 days of the business event’s final day.

6. Submitting For Reimbursement

- (a) Members and Employees must secure appropriate pre-travel approvals from Council or their Management Supervisor and follow all required processes with regard to purchasing including securing a purchase order if required.
- (b) Following the approved travel, a Member or Employee shall submit an Expense Claim containing the Mileage and Meal allowance Per Diem amounts, as well as any out of pocket Accommodation costs that may have been incurred. Expense Claim must be signed by the Mayor or Management Supervisor and will be submitted to the Accounts Payable Department for payment within 30 days of the date of travel.



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- (c) Receipts and/or bills, folios are required for Accommodations, tuition, course fees, conference fees, fuel purchased without a Fuel Card and all other costs associated with attending the event with the exception of Meals and Mileage (which are a Per Diem and Mileage allowance.) These receipts must be first submitted to the Management Supervisor for approval and coding, following which, the Manager will provide to Accounts Payable for reimbursement.
- (d) All claims shall be audited for compliance with this policy by the Corporate Services Manager prior to payment.
- (e) All claims shall be submitted within the month for which the claim was incurred. Claims submitted in the last week of the month for which they were incurred may be paid at the beginning of the following month, upon discretion of the Corporate Services Manager.

7. Restrictions

- (a) The intent of this policy is to compensate Members and Employees for expenses that were actually incurred. Employees that submit for compensation that was not incurred may be subject to income taxation and potentially, discipline.
- (b) When personal and business travel are combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses for a spouse, partner or other guests will not be reimbursed.
- (c) The Municipality will not reimburse Members or Employees for personal items lost while travelling on Municipal Business.
- (d) Employees or Members that are provided a vehicle allowance are not entitled to mileage reimbursement.
- (e) Liquor is not an allowable expense that can be claimed.
- (f) Municipal credit cards will not be utilized for purchase of gift cards, unless previously approved, in writing, by the CAO. This written approval will be attached to the credit card reconciliation form.

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date



REFERENCE NUMBER: 12 47 20/02/18
REPLACES Policy – 12 200 19/05/21



2022 WAGE & COMPENSATION SURVEY

Prepared by:


**Alberta
Municipalities**
 Strength
 In Members


Clystation

Introduction

The Alberta Municipal Services Corporation (AMSC) is committed to providing comprehensive Human Resources support and services for its municipal members.

The 2022 AMSC Wage & Compensation Survey was created in order to:

- Evaluate and compare current compensation rates for key positions
- Better understand the labour market specific to municipalities
- Assess each municipality's current standing and future direction

The 2022 Wage & Compensation Survey was conducted by Y Station from July 7 to August 19, 2022. A total of 138 municipalities in Alberta participated in the survey.

If you have any comments, questions, concerns, etc., please contact Dayna Tumbach, Associate with Y Station at dayna.tumbach@ystation.ca.

Survey Overview

The 2022 Wage & Compensation Survey consisted of 61 questions in 7 key topic areas:

Part 1 includes the following topics:

- Municipal Profile
- Union Membership
- Change in Salary
- Council Remuneration
- Council Benefits
- Staff Hours & Benefits

Part 2 includes:

- Staff Salaries & Wages

For comparability, all annual salaries have been calculated using the reported hourly wage, assuming 52 weeks per year, 37.5 hours per week. To calculate the hourly rate, divide the salary by 52 weeks, then again by 37.5.

Due to the sensitive nature of the questions in this report, all information provided will continue to be held in the strictest confidence, and will only be reported in aggregate form such that responses cannot be traced back to any one particular municipality or individual. To maintain the confidentiality of participating municipalities, data for any question with a response rate of less than 5 municipalities (i.e., $n < 5$) has been suppressed and is not included in the reports.

Comparator Municipalities

This customized report for the 2022 AMSC Wage & Compensation includes aggregated data from the following municipalities (n=138):

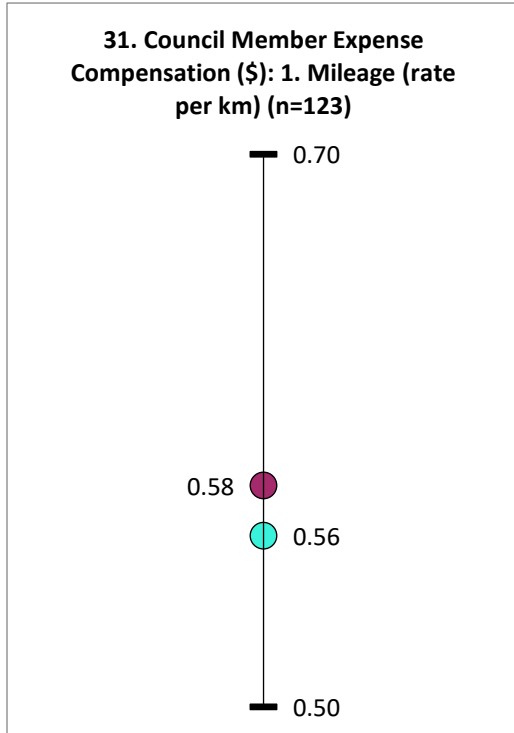
<i>Birch Hills County</i>	<i>Summer Village of Ross Haven</i>
<i>Camrose County</i>	<i>Summer Village of Sunbreaker Cove</i>
<i>Cardston County</i>	<i>Thorhild County</i>
<i>City of Beaumont</i>	<i>Town of Banff</i>
<i>City of Brooks</i>	<i>Town of Barrhead</i>
<i>City of Cold Lake</i>	<i>Town of Bashaw</i>
<i>City of Lloydminster</i>	<i>Town of Bassano</i>
<i>City of Spruce Grove</i>	<i>Town of Black Diamond</i>
<i>County of Barrhead</i>	<i>Town of Bow Island</i>
<i>County of Forty Mile</i>	<i>Town of Bruderheim</i>
<i>County of Minburn</i>	<i>Town of Calmar</i>
<i>County of Paintearth</i>	<i>Town of Claresholm</i>
<i>County of St. Paul</i>	<i>Town of Coalhurst</i>
<i>County Of Stettler</i>	<i>Town of Didsbury</i>
<i>County of Vermilion River</i>	<i>Town of Drumheller</i>
<i>County of Wetaskiwin</i>	<i>Town of Edson</i>
<i>Flagstaff County</i>	<i>Town of Fairview</i>
<i>Foothills County</i>	<i>Town of Falher</i>
<i>Lac La Biche County</i>	<i>Town of Grimshaw</i>
<i>Lamont County</i>	<i>Town of Hanna</i>
<i>Municipal District of Bonnyville</i>	<i>Town of High Level</i>
<i>Municipal District of Lesser Slave River</i>	<i>Town of High Prairie</i>
<i>Municipal District of Peace</i>	<i>Town of Hinton</i>
<i>Municipal District of Pincher Creek</i>	<i>Town of Innisfail</i>
<i>Municipal District of Spirit River</i>	<i>Town of Irricana</i>
<i>Municipal District of Taber</i>	<i>Town of Lamont</i>
<i>Municipal District of Wainwright</i>	<i>Town of Legal</i>
<i>Northern Sunrise County</i>	<i>Town of Manning</i>
<i>Red Deer County</i>	<i>Town of Mayerthorpe</i>
<i>Regional Municipality of Wood Buffalo</i>	<i>Town of McLennan</i>
<i>Special Areas Board</i>	<i>Town of Milk River</i>
<i>Specialized Municipality of Crowsnest Pass</i>	<i>Town of Millet</i>
<i>Specialized Municipality of Strathcona County</i>	<i>Town of Morinville</i>
<i>Summer Village of Birchcliff</i>	<i>Town of Nanton</i>
<i>Summer Village of Bonnyville Beach</i>	<i>Town of Nobleford</i>
<i>Summer Village of Half Moon Bay</i>	<i>Town of Okotoks</i>
<i>Summer Village of Itaska Beach</i>	<i>Town of Olds</i>
<i>Summer Village of Jarvis Bay</i>	<i>Town of Picture Butte</i>
<i>Summer Village of Norglenwold</i>	<i>Town of Pincher Creek</i>

Town of Ponoka
Town of Rainbow Lake
Town of Raymond
Town of Redcliff
Town of Redwater
Town of Sedgewick
Town of Sexsmith
Town of Spirit River
Town of Stavelly
Town of Stettler
Town of Strathmore
Town of Sundre
Town of Three Hills
Town of Turner Valley
Town of Two Hills
Town of Vauxhall
Town of Vegreville
Town of Vermilion
Town of Viking
Town of Vulcan
Town of Wainwright
Town of Wembley
Town of Westlock
Town of Whitecourt
Village of Acme
Village of Alliance
Village of Andrew
Village of Barnwell
Village of Barons
Village of Berwyn
Village of Big Valley
Village of Boyle
Village of Champion
Village of Chauvin
Village of Consort
Village of Czar
Village of Delburne
Village of Donnelly
Village of Edberg
Village of Edgerton
Village of Glendon
Village of Hay Lakes
Village of Hill Spring
Village of Hines Creek

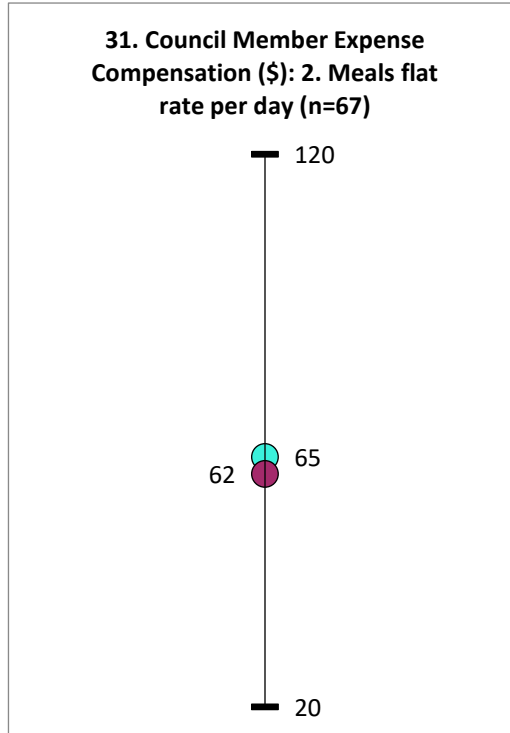
Village of Holden
Village of Irma
Village of Kitscoty
Village of Linden
Village of Lougheed
Village of Nampa
Village of Paradise Valley
Village of Rockyford
Village of Rycroft
Village of Warburg
Village of Warner
Vulcan County
Westlock County
Wheatland County
Woodlands County
Yellowhead County

Municipalities - All

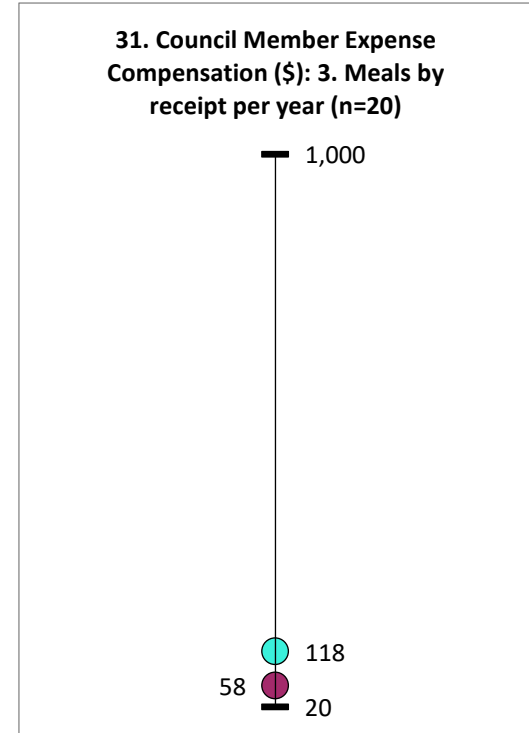
Part 1



Minimum	Median	Mean	Maximum
0.50	0.58	0.56	0.70



Minimum	Median	Mean	Maximum
20	62	65	120



Minimum	Median	Mean	Maximum
20	58	118	1,000



REQUEST FOR DECISION

Meeting: February 6, 2023
Agenda Item: 5.3

Standing Committee Appointments and MGA updates

PURPOSE:

To repeal resolutions in conflict with recent changes to the Municipal Government Act, specifically; general duties of the chief elected official as they relate to committee appointments.

BACKGROUND / IMPLICATIONS:

In December 2020, the Government of Alberta made changes to the *Municipal Government Act (MGA)* through *Bill 48, the Red Tape Reduction Implementation Act, 2020*. Another of these changes repealed s. 154(2) "The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise".

The following resolutions were made at the organizational meeting October 17th, 2022:

Resolution 298-22/10/17 "Appointed Chair Victor Czop as Chair and two Council Members, Councillors Ken Sorenson and Kevin Todd to the Governance Standing Committee."

Resolution 299-22-10-17 "Appointed Chair Kevin Todd as Chair and two Council Members, John Dozeman and Dave Mitchell to the Finance Standing Committee."

Resolution 300-22/10/17 "Appointed Councillor Ken Sorenson as Chair and two Council Members, John Dozeman and Roger Miller to the Services Standing Committee."

ADMINISTRATIVE RECOMMENDATION:

Resolutions made at the organizational meeting need to be repealed and replaced to include the appointment of Mayor Jennifer Handley on those committees as the chief elected official is no longer automatically a member of all council committees and all bodies to which a council has a right to appoint.

DECISION OPTIONS:

#1 – Resolution 1:
Moved to rescind Resolution 298-22/10/17 and appoint Councillor Victor Czop as Chair and two Council Members, Councillors Ken Sorenson and Kevin Todd as well as Mayor Jennifer Handley to the Governance Standing Committee

#2 – Resolution 2:
Moved to rescind Resolution 299-22-10-17 and appoint Councillor Kevin Todd as Chair and two Council Members, John Dozeman and Dave Mitchell as well as Mayor Jennifer Handley to the Finance Standing Committee.

#3 – Resolution 3:
Moved to rescind Resolution 300-22/10/17 and appoint Councillor Ken Sorenson as Chair and two Council Members, John Dozeman, Roger Miller as well as Mayor Jennifer Handley to the Services Standing Committee.

ALTERNATIVES:

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

Financial (GL# / Amount) : N/A

Applicable Legislation: Standing Committee updates

Prepared By: Nicole Roy, Legislative Services Clerk

Date: January 11th, 2023

APPROVED BY: Lisa Lockton, Legislative Services Manager

Neil Smith, Chief Administrative Officer:



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





REQUEST FOR DECISION

Meeting: February 6, 2023
Agenda Item: 5.4

Municipal Planning Commission Appointments

PURPOSE:

To repeal resolution made at the Organizational Meeting relating to committee appointments of the Municipal Planning Commission (MPC) and to pass resolution to alter the membership appointments accordingly.

BACKGROUND / IMPLICATIONS:

The following resolution was made at the organizational meeting October 17th, 2022:

RESOLUTION # 314 - 22/10/17

Appointed the Members of the Town of Nanton Municipal Planning Commission as follows:
Three Council Members: John Dozeman, Roger Miller, Ken Sorenson;
Two Alternate Council Members: Victor Czop, Kevin Todd;
Two Members-at-large: Shauna Strong, Julia Anderson.

ADMINISTRATIVE RECOMMENDATION:

Resolutions made at the organizational meeting need to be repealed and replaced to switch the appointment of Councillors Czop and Dozeman at their request.

DECISION OPTIONS:

#1 – Resolution:

Moved to rescind Resolution 314-22/10/17 and appoint the Members of the Town of Nanton Municipal Planning Commission as follows:

Three Council Members: Victor Czop, Roger Miller, Ken Sorenson;
Two Alternate Council Members: John Dozeman, Kevin Todd;
Two Members-at-large: Shauna Strong, Julia Anderson.

ALTERNATIVES:

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

Financial (GL# / Amount) : N/A

Applicable Legislation: Standing Committee updates

Prepared By: Georgina Sharpe, Planning and Development Officer Date: January 23rd 2023

APPROVED BY: Neil Smith, Chief Administrative Officer:



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





REQUEST FOR DECISION

Meeting: February 6, 2023
Agenda Item: 6.1.1

OLDMAN WATERSHED COUNCIL DONATION REQUEST

PURPOSE:

To respond to request from the Oldman Watershed Council's request for a \$0.48 per capita donation (population of 2181 = \$1046.88), towards its April 2022 to March 2023 fiscal year for its program initiatives.

BACKGROUND / IMPLICATIONS:

In the past, Councils have given financial support to the Oldman Watershed Council (OWC) upon request. Although this support was for the partnership with the OWC, as evidenced within the OWC's newsletter, the initiatives primarily benefit rural partners in the preservation of natural water source quality and riparian habitats. These partners are outlined within the OWC's 2021 – 2022 Annual Report, available on the oldmanwatershed.ca website. Although general landscaping designs and stormwater monitoring is beneficial to municipalities, this is not a service to which Nanton has utilized in the past.

The following contributions made by the Town of Nanton are noted as follows:

2006	\$552.30	2010	\$637.20	2021	\$637.20
2014	\$640.00	2015	\$743.00	2016	\$743.00
2018	\$852.00	2019	\$814.50	2020	\$1,025.07

A recent decision from the Municipal District of Willow Creek was not in favour of a contribution, even though many of the OWC's partners have land within those boundaries.

CAO Comment: A non-profit partner that could procure funds and help the Town undertake a proper assessment of the future of Mosquito Creek and the Spring Line's capacities to support Nanton in the context of climate change over time would likely be of assistance, but it is not apparent that this partner would be the entity to do that.

ADMINISTRATIVE RECOMMENDATION:

- #1 – Decline the request from the Oldman Watershed Council for a \$0.48 per capital donation as per the request.
- #2 – Donate a different amount (determined as \$ _____)
- #3 – Request a presentation from the Oldman Watershed Council to outline the potential benefits to the Town of Nanton, prior to further consideration of financial support.

ALTERNATIVES:

- REFER to Committee of the Whole (date) _____

Financial (GL# / Amount) : as determined by Council

Communications/PR: Whether financial support is approved or not, post information on Town's website under "Environmental Health" to support the Oldman Watershed's Program offerings.

Applicable Legislation: n/a Attachments: Letter from OWC dated

Prepared By: Lisa Lockton, Legislative Services Manager

Date: February 1, 2023.

APPROVED BY: Neil Smith, Chief Administrative Officer:

NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input type="checkbox"/>	EMERGENCY SERVICES
<input type="checkbox"/>	PLANNING & DEVELOPMENT	<input checked="" type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION: Although not a Strategic Priority or , a partnership with the Oldman Watershed Council may be useful for the 2024/2025 future action under Governance to "Explore information and tools that Town Office Staff can utilize to help interested residents/groups start youth/seniors/ community programming" for the environmental education and assistance offered by the OWC.			

RECEIVED
JAN 9 2023
TOWN OF NANTON



Oldman Watershed Council
Unit 276, 104 13 St N
Lethbridge, Alberta T1H 2R4
info@oldmanwatershed.ca
(403) 330-1346

Mayor Jennifer Handley
Town of Nanton
PO Box 609
Nanton Alberta T0L 1R0

Dear Mayor Jennifer Handley and Council,

January 4, 2023

Thank you for your on-going support of the Oldman Watershed Council and our mission to keep our water and land—the *foundation of our economy and society*—healthy and safe. You are an essential part of the fabric of our organization and we offer our sincerest thanks for your support as a donor.

The Oldman Watershed Council is your partner and a collaborative forum for all voices. Our Board of Directors is made up of 19 seats from all sectors, where each voice is at the table and has an equal vote. Municipalities have the most seats, with 3; 1 for towns and villages, 1 for rural municipalities, and 1 for the City of Lethbridge. OWC provides updates to municipalities at the monthly Mayors and Reeves of Southwest Alberta meetings.

When contentious issues are being debated, OWC provides reliable, trustworthy information so that you can make your own informed decisions—it is vital to have an unbiased, factual, science-based voice informing the conversation. Our unique role helps depolarize debates and assist decision-makers in making efficient and effective choices. We often receive accolades from stakeholders and government officials that our non-judgmental approach and information sharing is valuable and appreciated. We are uniquely positioned to help you make the best decisions for your community by providing neutral, apolitical information.

We work alongside all levels of government, stakeholders, and First Nations partners to improve the health of the watershed. We provide information about key watershed issues and work on the ground to restore ecosystems in Southern Alberta. For example, in 2021-22, we rehabilitated 11 streambanks by staking over 2500 willows. This reinforced eroding banks, improved water quality, and now provides critical habitat for fish and wildlife. In our community, we directly engaged with 3500+ people in-person and many more through our 11,000+ social audience who engage with our blogs, videos, and other content.

Our flagship project focuses on directly supporting watershed stewardship with funding, training, and technical expertise. Whether it is First Nations land managers, agricultural producers, backcountry recreationists, or an urban homeowner, we assist everyone in their journey to adopt watershed-friendly practices and minimize their environmental impacts. We invest in grassroots restoration projects and showcase these beneficial practices to the broader community. Additionally, we ensure that the needed educational opportunities, appropriate infrastructure, and practical guidelines exist to support steward initiatives. OWC focuses on *real solutions*. I hope you will take a moment to look through our [annual report](#), which highlights some of our amazing work through photos and brief project summaries.

Your municipality is asked to help ensure this critical work continues with a **standardized rate of 48¢ per resident for the April 2022 to March 2023 fiscal year. For 2,181 residents, based on the 2019 Municipal Affairs Population List, that is a donation of \$1,025.** Thank you for your support over the years, it is making a difference. Your contribution provides critical funding which allows us to provide citizen education, habitat restoration, and be an unbiased forum for all voices in the watershed.

Sincerely,

Doug Kaupp, OWC Chair and General Manager of Water and Wastewater, City of Lethbridge



January 26, 2023

Nanton Town Council
1907 21 Street, PO Box 609
Nanton AB T0L 1R0
Via email: jhandley@nanton.ca

Dear Mayor Jennifer Handley:

The Livingstone Range School Division Board of Trustees seeks to work with the Nanton Town Council to increase understanding about the "Nanton Solution" proposal for A.B. Daley Community School and J.T. Foster High School and its benefit to the community.

In response to your letter of November 22, 2022, we invite you, the Council, and Town CAO to meet with members of our Board of Trustees and Senior Administration. We believe that an open dialogue between our organizations will help focus on the benefits and most desirable outcomes for students, families, and the community at large.

We propose meeting on *{Tuesday, March 7, 2023 at 10:00am}* and would be happy to do so in Nanton for your convenience. If there is a different day or time that would be better for you, please suggest such. Arrangements can be made through Nikki Lytwyn, Executive Assistant to the Superintendent at lytwynn@lrsd.ab.ca or 403-625-3356.

Sincerely,

Lacey Poytress
Chair, Board of Trustees

Every student, every day.

W: www.lrsd.ca P: 403-625-3356 F: 403-553-0370 T: 800-310-6579
PO Box 1810, 410 20 Street, Fort Macleod, AB T0L 0Z0



Nanton Citizens on Patrol
Po Box 43
Nanton, AB T0L 1R0
Email:nantoncitizensonpatrol@gmail.com

RECEIVED

JAN 20 2023

TOWN OF NANTON

January 20, 2022

Nanton Town Office
Box 609
Nanton, AB T0L 1R0

Dear Town of Nanton,

Thank you for your approval of our support grant request. With this funding we hope to gain some more members though our security light incentive.

Thank you again for your support!

With Kind Regards,

Kirk Jensen, President

Nanton Citizens on Patrol