



AGENDA

Monday, October 5, 2026, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PUBLIC HEARING:

- 2.1 Bylaw 1431/26 to amend Land Use Bylaw 1389/24

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 September 21, 2026, Regular meeting Minutes – E
- 4.1.2 September 28, 2026, Committee of the Whole Meeting Minutes – E

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 Request for Decision Bylaw 1431/26 to amend Land Use Bylaw 1389/24 – E
- 4.2.2 Information Brief Municipal Historic Resource Designation Program Update – E

5. NEW & UNFINISHED BUSINESS:

- 5.1 Request for Decision Safety Codes Service Provider – E
- 5.2 Information Brief Kinetic GPO (Group Purchasing Organization) Procurement Services – E
- 5.3 Request for Decision Proclamation Policy – E
- 5.3 Information Brief Fees & Rates, Schedules A, B & C – E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

7. CLOSED CONFIDENTIAL SESSION:

8. ADJOURNMENT:

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

CAO = Chief Administrative Officer
DO = Development Officer

CS = Corporate Services
LS = Legislative Services

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

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

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

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting September 21, 2026				

COUNCIL

Description	Notes	Status	FWD
Council Recommendations			
12-25/01/20	THRC Conceptual Plan		HOLD CAO
16-25/01/20	ASP for Northwest Areas of Town – ORRSC	<i>Preparing for open house</i>	IP DO/CAO
85-25/04/21	Tribute wall design up to \$5,000	<i>Investigation ongoing for funding.</i>	IP LS
124-25/06/02	Bring forward draft bylaws and draft local improvement plans for the proposed Nanton industrial lands roads improvements to 18th Avenue and 19th Avenue.	<i>Grant applications prepared for project</i>	UR CAO/CS/OP/LS
158-25/08/11	Approved 60% of \$1,083,068 to start phase 1	<i>Grant applications prepared for project</i>	UR CS
96-26/04/06	Reissue RFP for Gateway Signs	<i>Invitational to be issued in the fall 26</i>	UR CAO/CS
132-26/05/04	RFP Planning Safety Codes	<i>Issued, closed September 22, 2026</i>	IP CAO/DO
169-26/06/15	Fire Business Recruitment Plan	<i>Policy adopted</i>	C CAO/FIRE

DEPARTMENTS

Res #	Description	Notes	ST	fw
187-25/10/05	Update and resubmit previous application to the Alberta Community Partnership program with the Municipal District of Willow Creek for the Spring Line raw water source, license and infrastructure.	Project underway	IP	CAO/OP
12 – 25/01/20	Proceed with the conceptual planning for the second phase of the Tom Hornecker Recreation Centre civic renovation, prioritizing the installation of an accessibility elevator.	Accessibility investigations ongoing.	HOLD	CAO/CS



86 – 26/03/16	Moved to proceed with the NRED project and remove the additional portion from the budget and remain with the approved project scope at 50% funded within the 2027 budget.	RFP has been issued. Project to commence January 2027.	IP	CAO/DO
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CAPITAL PLAN STATUS

Meeting: September 21, 2026
Agenda Item: 3.1.2

*Deferred in green text
2026 Items Only*

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

Utility Infrastructure Lead: Manager of Operations		
20 th Street and 28 th Ave	Service Line Connection COMPLETED	175,000
Wastewater mains	Re-lining COMPLETED	100,000
Valve & hydrant replacement	Hydrant, valves ONGOING	75,000
Equipment	Wastewater pump and mixer COMPLETED	100,000
Manholes	Campground manhole and metering COMPLETED	50,000
Stormwater management	Westview storm pond dredging COMPLETED Actual \$321,947.22	350,000
Regional Waterline	Construction/ Design IN PROGRESS	500,000

Notes:

Wastewater pump and mixers received July 13.

Liner installation work completed May 19-20 and May 26-27.

Meter vault (manhole) installed April 30.

While the WWTP dewatering project is not complete yet, it was a 2025 budgeted project and funded under that year, final borrowing excepted. Dewatering and dehydrating units installed and operational, Utilities staff working with contractor and MPE to optimize the system. Some work still needed to be finished before the project is complete.

Parks & Trails Lead: Recreation Manager		
Deferred 2025 project	Pocket park/rain garden at Mile 56 Park: Ongoing	56,500

Notes:

Funded under 2025 with federal grant and \$56,500 from Public Realm reserve. Construction has commenced. Deficiencies being addressed.

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

Notes:

2025 transfer switch awaiting final completion.

Major amendments are anticipated for Buildings capital over 2026.

Pricing received for yard waste area fencing – below budget. COMPLETED

PW Cold Shed – Electrical, insulation and concrete floor are complete. Plywood firewall will be completed in September.

Vehicles & Equipment

Lead: Various

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

Notes:

New skid steer purchased and received.

Chief Dozeman is working on information in regards to projects/equipment (replacement engine, etc.)

Land Development

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

Discussions about priorities for housing and development infrastructure will continue (part of capital budgeting). Investigations on funding solutions ongoing.

Public Realm & Development

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

Pedestrian Crosswalk (24th Street and HWY 2 North) - \$10,000 – Changed location to 28 Street (Flying J) Will be completed in September/October.





MINUTES

Monday, September 21, 2026 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

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

ABSENT: Councillor Erin Shields

OTHERS PRESENT:	Tara Vandervalk	Chief Administrative Officer
	Clayton Gillespie	Corporate Services Manager
	Sara-Lynn Lyons	Legislative Services & Communications
	Charlene Davidson	Community Foundation of Lethbridge and Southwestern Alberta
	Tara Gillanders	Community Foundation of Lethbridge and Southwestern Alberta
	David Gale	Nanton Hub Radio
	Amanda Bustard	Nanton Hub Radio

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 226 – 26/09/21 - McMasters

The Regular Council agenda for September 21, 2026, was accepted as presented. CARRIED

2. PRESENTATIONS:

2.1 Community Foundation of Lethbridge & Southwestern Alberta – E

Council thanked the Community Foundation of Lethbridge and Southwestern Alberta for the work they do in southern Alberta and Nanton.

Charlene Davidson and Tara Gillanders left the meeting at 7:13 p.m.

2.2 Nanton Hub Radio – E

RESOLUTION # 227 – 26/09/21 - Mitchell

Moved that Council approve \$ 600 in financial support to the Nanton Community Broadcasting Association – The HUB Nanton Radio to assist with the rental cost of the community hall for the Nanton Halloween Airband Battle fundraiser, with proceeds supporting the Nanton Children's Society and The HUB Nanton Radio. CARRIED

David Gale and Amanda Bustard left the meeting at 7:22 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

3.1.2 Capital Plan Status - E

3.1.3 Monthly Report – E

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports previous month August 2026

3.3 DEPARTMENT:

3.3.1 Corporate Services Manager - E

3.3.2 Operations Manager – E

3.3.3 Recreation Manager - E

3.3.4 Planning & Development Officer - E

3.3.5 Fire Chief - E

3.3.6 Peace Officer – E

3.3.7 Emergency Management – E

3.3.8 Legislative Services and Communications – E

3.4 COUNCIL:

3.4.1 MAYOR JENNIFER HANDLEY

3.4.2 COUNCILLOR VICTOR CZOP

3.4.3 COUNCILLOR JENNIE MCMASTERS

3.4.4 COUNCILLOR ROGER MILLER

3.4.5 COUNCILLOR DAVE MITCHELL

3.4.6 COUNCILLOR ERIN SHIELDS

3.4.7 COUNCILLOR SHAUNA STRONG

RESOLUTION # 228 – 26/09/21 - Czop

Moved that all written reports, as recorded on the agenda for September 21, 2026, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 September 8, 2026, Regular Council Meeting Minutes – E

RESOLUTION # 229 – 26/09/21 - Strong

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held September 8, 2026, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Information Brief Delegation Response Westview Storm Water Pond – E

Council referred the matter back to the delegate to further investigate the proposed use of the Westview Stormwater Pond and complete the necessary due diligence.

4.2.2 Request for Decision Draft Community Bylaw # 1433/26 – E

RESOLUTION # 230 – 26/09/21 - Miller

Moved to read Town of Nanton Bylaw # 1433/26, a Bylaw to mitigate noise, nuisances and unsightly premises in The Town of Nanton for a first time. CARRIED



5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision Franchise Fees – E

RESOLUTION # 231 – 26/09/21 - Mitchell

Moved to maintain the ATCO and Fortis franchise fee rates at their current levels for the 2027 calendar year. CARRIED

Councillor Victor Czop left the meeting at 8:13 p.m. and returned at 8:15 p.m.

5.2 Request for Decision Business Incentive Fire Policy – E

RESOLUTION # 232 – 26/09/21 - Czop

Moved that Council approve the Daytime Fire Response Business Incentives Policy as presented. CARRIED

5.3 Information Brief Asset Management – E

Chief Administrative Officer Vandervalk presented an Information Brief on the Asset Management Strategy, including the proposed phased implementation of asset management programming beginning in mid-2027.

5.4 Request for Decision to Set Organizational Meeting for 2026 – E

RESOLUTION # 233 – 26/09/21 - McMasters

Moved that Council set the 2026 Organizational Meeting for Monday, October 19, 2026, at 6:30 p.m. in Council Chambers at the Tom Hornecker Recreation Centre. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.1.1 Municipal District of Willow Creek Legacy of the Land – E

6.2 FOR INFORMATION:

6.2.1 Mayors and Reeves – Revised update from MLA Hunter and Alberta Municipalities Report – E

6.2.2 Alberta SouthWest Minutes of the Board of Directors August 5, 2026 and September Bulletin – E

6.2.3 Rhythms for Rowan House – E

6.2.4 Family and Community Support Services Association of Alberta – E

6.2.5 Municipal District of Willow Creek Notice of Public Hearing – E

6.2.6 Oldman River Regional Services Commission June 4, 2026, Board of Directors Meeting Minutes – E

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 234 – 26/09/21 - Strong

IT WAS MOVED at 8:03 p.m. to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Access to Information Act (ATIA), as follows:

7.1 Information Brief Enterprise Resource Planning (ERP) System ATIA Section 19 Disclosure
Harmful to Business Interests of a Third Party
CARRIED

RESOLUTION # 235 – 26/09/21 - Mitchell

IT WAS MOVED to reconvene the Regular Meeting at 8:38 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 236 – 26/09/21 -

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:38 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

TV:sl

These minutes accepted and signed this 5th day of October, 2026.





MINUTES

Monday, September 28, 2026, 2026 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

COUNCIL COMMITTEE OF THE WHOLE MEETING

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

OTHERS PRESENT:	Tara Vandervalk	Chief Administrative Officer
	Clayton Gillespie	Corporate Services Manager
	Sara-Lynn Lyons	Legislative Services & Communications
	Jordan Glas	Manager Parks & Recreation

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Committee of the Whole Meeting was called to order by Mayor Handley at 6:18 p.m.

RESOLUTION # 1 – 26/09/28 – CW – Shields

The Committee of the Whole of Council agenda for September 28, 2026 was accepted as presented.
CARRIED

2. DELEGATIONS:

3. PRESENTATIONS BY DEPARTMENTS:

Closed Session - Recreation

RESOLUTION # 2– 26/09/28 – CW - McMasters

IT WAS MOVED at 6:19 p.m. to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Access to Information Act (ATIA), as follows:

3.1 Parks, Recreation & Open Space Master Plan ATIA Section 29 Advice
CARRIED

RESOLUTION # 3 – 26/09/28 – CW - Czop

IT WAS MOVED to reconvene the Regular Meeting at 8:20 p.m. CARRIED

4. MAYOR AND COUNCILLOR INQUIRIES:

5. NEXT COMMITTEE OF THE WHOLE MEETING:

5.1 October 26, 2026

6. ADJOURNMENT:

RESOLUTION # 4 – 26/09/28 – CW - Mitchell

IT WAS MOVED to adjourn the Committee of the Whole of Council Meeting at 8:20 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

TV:sl

These minutes were accepted and signed this 5th day of October 2026.





REQUEST FOR DECISION

Meeting: October 5, 2026
Agenda Item: 4.2.1

LAND USE BYLAW AMENDMENT #1431/26 – 2nd AND 3rd READING

BACKGROUND / IMPLICATIONS:

Bylaw #1431/26 was given first reading on September 8, 2026. The Public Hearing was held October 5, 2026.

A full background report was presented by administration at the council meeting September 8, 2026.

ADMINISTRATIVE RECOMMENDATION:

Council can, after considering any representations at the Public Hearing, give consideration to second and third reading of Bylaw #1431/26, an amendment to Land Use Bylaw 1389/24, to redistrict Lot 10 Block 6 Plan 959J from Mixed-use Downtown District (M-DWT) to Mixed-Use Transition District (M-TRN) to accommodate an application for development to convert the use from office space to a Dwelling (Single Detached).

Public Hearing Submissions (written):

No written submissions were received.

DECISION OPTIONS:

In accordance with the Municipal Government Act, Section 216.4(5):

(5) After considering the representations made to it about a proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may

- (a) pass the bylaw or resolution,
- (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- (c) defeat the bylaw or resolution.

(See also LUB #1389/24 S.1.26 - Decisions on Bylaw Amendments for reference)

☒ #1 – PROCEED TO SECOND and THIRD READING

SECOND READ

Moved to read the Town of Nanton Bylaw #1431/26, an amendment to Land Use Bylaw 1389/24, for the second time.

THIRD READ

Moved to read the Town of Nanton Bylaw #1431/26, an amendment to Land Use Bylaw 1389/24, for the third and final time.

☐ #2 – CONSIDER AN AMENDMENT prior to Second or Third Reading

☐ #3 - DEFEAT the Bylaw by voting *against* Second reading

Implication: This **defeats the bylaw** in its entirety and the bylaw adoption process would cease.

If the Bylaw is defeated, the use of the property would continue to be in the M-DWT district. Another similar amendment application regarding this site could not be submitted for at least 6 months.

Financial (GL# / Amount):

Communications/PR:

Applicable Legislation: MGA ss. 187, 191, 216.4, 606, 606.1, 692, Sections 1.22-1.27 of the Land Use Bylaw 1389/24

Attachments: Bylaw 1431/26 (First Reading), M-TRN excerpt from Bylaw 1389/24, GIS Map showing existing land use districts in the vicinity of the subject parcel

Prepared By: Georgina Sharpe, Planning and Development **Date:** September 28, 2026

CAO Comments:

APPROVED BY: Tara Vandervalk

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



Town of Nanton

BYLAW NUMBER: 1431/26

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 1389/24

1. PURPOSE:

1.1 *WHEREAS Pursuant to the provisions of the Municipal Government Act, Chapter M-26, Revised Statutes 2000, Council of the Town of Nanton in the Province of Alberta (hereinafter called the "Council") has adopted Land Use Bylaw 1389/24;*

1.2 *WHEREAS, Council deems it desirable to amend Land Use Bylaw 1389/24;*

1.3 *AND WHEREAS the purpose of the proposed amendment is to redistrict parcels of land,*

1.4 *NOW THEREFORE, the Council of the Municipality of the Town of Nanton in the Province of Alberta duly assembled enacts as follows:*

2. ENACTMENT

2.1 THAT the Lands, illustrated on Schedule "A", as attached to this bylaw, and legally described as:

Lot 10 Block 6 Plan 959J

be redesignated from "M-DWT Mixed-use Downtown District", to "M-TRN Mixed-Use Transition District"; and

2.2 THAT Schedule A to Land Use Bylaw 1389/24, being the Land Use Map, will be amended and the changes be consolidated to Land Use Bylaw 1389/24 to reflect these redesignations as per the attached Schedule 'A'.

3. INTERPRETATION

3.1 This Bylaw will be cited as Land Use Bylaw 1389/24 amending Bylaw 1431/26.

4. EFFECTIVE DATE AND READINGS

4.1 This bylaw comes into effect upon the date of final reading and signing thereof.

4.2 Read a **first** time this 8th day of September, 2026

TOWN OF NANTON


CHIEF ELECTED OFFICIAL


CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER





LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'

Bylaw #: 1431/26

Date: September 8, 2026



**FROM: M-DWT MIXED-USE DOWNTOWN DISTRICT
TO: M-TRN MIXED-USE TRANSITION DISTRICT**

**LOT 10, BLOCK 6, PLAN 959J
WITHIN NW 1/4 SEC 15, TWP 16, RGE 28, W 4 M
MUNICIPALITY: TOWN OF NANTON
DATE: AUGUST 24, 2026**

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



M-TRN Mixed-Use Transition District

PURPOSE: To accommodate a mix of residential and commercial uses which are compatible with each other and with adjoining uses in a neighbourhood setting.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Accessory Use
Care Facility (Child)	Boarding House
Care Facility (Clinic)	Care Facility (Large Group)
Care Facility (Medical)	Care Facility (Small Group)
Dwelling (Live-Work)	Home-Based Business Type Two (HBB2)
Dwelling (Multi-Unit)	Mixed-Use Development
Dwelling (Single Detached)	Religious Assembly
Establishment (Eating and Drinking)	Show Home
Financial Institution	
Office	
Parks and Playgrounds	
Retail (Small)	
School (Commercial)	
Solar Collector (Roof/Wall)	
Utilities	

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

MINIMUM PARCEL AREA: 0.5 ha

MAXIMUM BUILDING HEIGHT: 15 m (Dwelling); 5.5 m (Accessory Building)

MAXIMUM PARCEL COVERAGE: 50%

MAXIMUM DENSITY: 60 upha

MINIMUM SETBACKS:

Front Yard	Side Yard	Side Yard (Corner)	Rear Yard
3 m	1.5 m *	3 m	6 m

* No side yard is required where a party wall separates two (2) units.

* 3 m on one (1) side of the dwelling, where there is no provision for an attached garage on the front or side of the dwelling.

ADDITIONAL REQUIREMENTS:

- A Landscaping Plan, in alignment with Section 3.21, that will be required.
- The minimum landscaped area shall be 25% of the parcel area.
- The minimum Amenity Area (Private) for each Dwelling (Multi-Unit) is 5.0 m² in the form of a patio, balcony, or deck.

EXCEPTIONS:

- The Development Authority may approve development on an existing registered parcel if the dimensions are less than noted above.

Bylaw 1431/26 - M-DWT to M-TRN



Legend

- Civic Address
- Boundary
- Highway Symbols
 - Hwy 2 Symbol
 - Hwy 533 Symbol
- Hwy 2
- Hwy 533
- Road Labels
- Mosquito Creek
- Reservoir
- Landuse - Bylaw 1396/24
 - C-HWY COMMERCIAL, HIGHWAY
 - DC DIRECT CONTROL
 - I-LHT INDUSTRIAL, LIGHT DISTRICT
 - M-DWT MIXED-USE DOWNTOWN
 - M-TRN MIXED-USE TRANSITION
 - R-GEN RESIDENTIAL, GENERAL
 - R-NAR RESIDENTIAL, NARROW LOT
 - S-ASL AGRICULTURAL SOCIETY
 - S-COM COMMUNITY SERVICES DISTRICT
 - S-FUD FUTURE URBAN DEVELOPMENT
- Title Linework
- Multiple Landuse
 - I-LHT Industrial, Light District
 - R-GEN Residential, General District
 - S-COM Community Services District



0.1 0 0.07 0.1 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

2219 20 Street

MUNICIPAL HISTORIC RESOURCE DESIGNATION PROGRAM UPDATE

PURPOSE:

To provide council an update on some of the feedback so far received regarding the municipal heritage building designation process.

Historic resource designation has three main functions:

- ① **Legal Protection:** The Provincial and Municipal Historic Resource designation categories legally protect historic places by preventing inappropriate actions that would damage or destroy their heritage value.
- ② **Formal Recognition:** Designation officially acknowledges the significance of historic places in the context of local and/or provincial history. This significance is usually established through a formal evaluation process.
- ③ **Gateway to Funding:** Designation is an opportunity to link historic resource protection with financial and other incentives for heritage property owners. It recognizes that historic resource management is a collaborative undertaking. Property owners may voluntarily relinquish certain property rights in the public interest in return for eligibility for these incentives.

Source: [Managing Historic Places](https://open.alberta.ca/managing-historic-places) (open.alberta.ca)

BACKGROUND:

Nanton's Heritage Building Inventory Project and final report presented to Council evaluated and prepared statements of significance for a total of 13 distinct properties with potential for heritage designation. It further outlined recommendations for the municipality to build on the work completed to date. Council then passed the following:

RESOLUTION # 114 – 26/04/20 - Shields

Moved that Council adopt the "Heritage Conservation and Management" Policy as presented.

RESOLUTION # 115 – 26/04/20 - Strong

Moved that Council direct Administration to begin the municipal historic resource designation process with the identified properties, including circulation of the policy and application materials, and preparation of the required designation bylaws.

CARRIED

After the policy was adopted, Administration sent packages to each of the 13 priority heritage site owners regarding the steps required in the municipal designation process.

To date, two property owners have opted to submit an application for municipal heritage designation. Some of the reasons why others have decided not to pursue designation included:

- a) Financing: Lenders are less likely to mortgage a designated heritage home. This may affect owners of heritage homes when it is time to sell, as future buyers may encounter difficulties obtaining financing, which could reduce the pool of potential purchasers.
- b) Resale value and marketability: Heritage designation makes a property more of a niche product. I don't have data on whether heritage properties take longer to sell, but even the implication that this could occur is enough to dissuade sellers.
- c) Insurance: Two sources mentioned that their insurance company were also concerned whether the property was a designated heritage building. They also said that having an official designation could increase insurance premiums or be uninsurable, adding another long-term cost or deterrent for the property owner.
- d) Financial assistance: The lure of provincial grants or financial assistance available was not made clear to priority owners. Without knowing what support is realistically offered, it made it difficult to evaluate whether the benefits offset the additional responsibilities and perceived costs. For example, a grant covering only a small portion of restoration costs would likely not be enough to encourage participation.
- e) Inflexibility to renovate/change/update the property: Especially for those owners who are relying on leasing income and occupancy, any uncertainty regarding future building improvements being refused by the Town based on designation status or that they will have to meet strict and costly "historic" guidelines was considered too high a risk.

When researching these concerns, Administration found that when dealing with a designated property:

- Insurance – No one that I spoke to was aware that heritage designation in and of itself would render a property "uninsurable". In fact, the challenges of insuring the property would be typically related to the characteristics of the building. Many heritage buildings are older structures with construction methods, materials, electrical systems, plumbing, or building components that can be more difficult or expensive to repair or replace after a loss. Insurers may have concerns about reconstruction costs, availability of specialized materials and trades, or compliance with heritage restoration requirements. As a result, premiums may be higher, coverage options may be more limited, or underwriting scrutiny may be greater than for newer buildings. This is particularly true for commercial buildings over 100 years old.
- Financing - With respect to mortgages, lenders generally focus on the property's condition, value, marketability, and insurability. If insurance is difficult to obtain or replacement costs are unusually high, some lenders may be more cautious. However, heritage designation alone does not automatically make a property unfinanceable. Much depends on the individual building, its condition, and the lender's policies.
- Selling – There was some truth to this concern. Potential purchasers may have the same concerns as the ones above when choosing a property to buy for their business or residence. However, the market can be more nuanced. Some buyers may view heritage designation as a restriction because alterations or redevelopment options can be limited. Others see heritage properties as unique assets with historical character and community value. Research conducted on designated heritage properties in Canada has generally found little evidence that designation itself negatively impacts property values, and in many cases designated properties perform similarly to, or better than, comparable non-designated properties in the market. Heritage BC cites studies showing that approximately three-quarters of designated properties sold at average or above-average market performance, while also demonstrating resilience during market downturns.
- Improvements and Maintenance Costs – the wording in the designation bylaw reads as follows:

"No person shall make alterations, additions or repairs to the Municipal Historic Resource which have the effect of diminishing the Character Defining Elements without the written approval of Council or a person or persons appointed by Council as an Administrator."

Section 5 of the adopted policy provides more context as to conservation and alteration of a resource with emphasis on maintenance and preservation.

There is a common misconception that the municipality should fund or finance the preservation of designated properties. While that may be the case in some towns or cities,



it is not always financially possible in others. Grant support from provincial grants is one way that owners can benefit (i.e. as a “Gateway to Funding”). There is also the benefit that as a community succeeds in its municipal designation program that it will see an increase in tourism, rising assessment values, and renewed interest from the filming industry and others.

Other facts to consider:

- Historic resource designation is not imposed on a property owner
- Designation does not force an owner to restore a property
- Designation does not affect the use of the property or the ability to renovate and update the interior
- Designation does not impose legal restrictions on the sale of the property
- Property values are not likely to go down, particularly if the owner has taken extra measures to protect and preserve the character-defining elements

Summary: When working with heritage property owners, it is difficult to know how outside agencies will treat these properties once designated. It is unfortunate that there is perceived to be an added risk in designation that outweighs the benefits and rewards.

Heritage designation can create additional considerations for owners, insurers, lenders, and buyers, but the degree of impact varies significantly by property. The age, condition, construction type, maintenance history, and intended use of the building often have a greater influence on insurability, financing, and marketability than the designation itself.

More research and consultation with commercial property insurers, commercial lenders, mortgage brokers, and heritage property realtors could be conducted if council directs, as each group will have a different perspective on the practical impacts they see in the marketplace. However, as each property or building is uniquely different, it would be difficult to make broad assumptions.

Administration will continue to provide up to date information and resources on the program for interested owners. Time will tell whether more properties will change their stance on whether to designate.

Attachments:

Prepared By: Georgina Sharpe

Date: September 29, 2026

Approved By: Tara Vandervalk, Chief Administrative Officer





REQUEST FOR DECISION

Meeting: October 5, 2026

Agenda Item: 5.1

Safety Codes Services Agreement

This past May, council passed the following:

RESOLUTION # 132 – 26/05/04 - Miller

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

In response to the Request for Proposal, two submissions were received by the deadline, and the following criteria was used to score the proposals.

Evaluation Criteria	Weight
A. Organizational Profile	10.0%
B. Response to Requirements:	42.5%
i. Scope of Services	5.0%
ii. Performance	5.0%
iii. Personnel	10.0%
iv. Quality Management Plan Training	2.5%
v. Records	5.0%
vi. Order Procedures	2.5%
vii. Alternative Solutions / Variance	2.5%
viii. Compliance Monitoring	10.0%
C. Municipal Consultation	15.0%
D. Fee Schedule	15.0%
E. Insurance	2.5%
F. References	10.0%
G. Corporate Disclosure	2.5%
H. Transition Plan	2.5%
	100.0%

Based on the above criteria, Superior Safety Codes Inc. scored the highest, with a competitive fee schedule and continued commitment to providing safety codes services to our community since 2011.

ADMINISTRATIVE RECOMMENDATION:

That the Chief Administrative Officer negotiate a contract between the Town of Nanton and Superior Safety Codes Inc. prior to October 16, 2026 for the provision of services pursuant to the Safety Codes Act and the Quality Management Plan, for the disciplines of building, plumbing, gas, electrical and private sewerage to expire on October 16, 2031.

DECISION OPTIONS:

☒ #1 – Contract with the chosen proponent for a period not to exceed 5 years.

☐ #2 – Refer back to administration for additional information.

☐ #3 – Do not choose this proponent.

CAO Comments: There are benefits to issuing an RFP and reviewing competitive submissions. The RFP process provides an opportunity to assess the options in the market, establish clear expectations, and maintain accountability and transparency when evaluating service providers.

Through the RFP process, Superior also increased its proposed permit share, which will provide a modest increase in revenue to the Town. In addition to the financial benefit, the process has helped establish and strengthen working relationships with the company, while also providing a clear framework for expectations and service delivery moving forward.

Overall, the RFP process was a successful endeavour for Safety Codes Services. It allowed the Town to review the available options, evaluate proposals against established criteria, maintain accountability throughout the selection process, and ultimately will allow the Town to establish a service arrangement that provides value to residents and businesses.

Communications/PR: There will be no service delivery changes to residents.

Applicable Legislation: Safety Codes Act, Purchasing Policy 13 32 23-02-06

Attachments: N/A

Prepared By: Georgina Sharpe, P&D Officer

Date: September 28, 2026

Approved By: Tara Vandervalk, Chief Administrative Officer



Kinetic GPO – Procurement Services

Purpose:

To provide Council with information in regards to another procurement service program through Kinetic GPO. See the attached information sheet.

Background:

Administration has entered into a membership agreement with an additional procurement services program, similar to Canoe. These programs leverage the collective purchasing power of participating municipalities and other public sector organizations to obtain competitive pricing and negotiated terms for a range of goods and services.

The Municipality will maintain memberships with both procurement programs, providing Administration with access to a broader range of suppliers, contracts, and purchasing options. Where applicable, staff will compare available options between the programs to ensure purchasing decisions continue to be based on overall value, including price, quality, service, and contractual terms.

Participation in multiple procurement programs provides greater flexibility in purchasing and may support cost savings and administrative efficiencies by allowing the Municipality to access competitively negotiated agreements without undertaking a separate procurement process where an applicable agreement is available.

Financial (GL# / Amount) : There is no cost for participation in the program, or exclusivity within the agreement.

Attachment: Information Sheet

Prepared by: Tara Vandervalk, Chief Administrative Officer





The Cooperative Purchasing Solution for the Canadian Public Sector

Simplify. Comply. Save.

www.kineticgpo.ca

Who We Are

Kinetic GPO is a group purchasing organization established for broader public sector and MASH entities across Canada, with the specific purpose of reducing procurement costs by leveraging the purchasing power of group buying and saving our members time by simplifying steps to procure.

What We Do

Kinetic GPO offers members an extensive contract portfolio that includes competitively awarded contracts from industry-leading suppliers. Contracts are competitively solicited and awarded based on best value. We utilize the best practices and procedures to ensure competitive, easy-to-use contracts across a broad range of categories. Our contracts save public procurement officials time and money while providing maximum value.

Members benefit from savings, compliance and efficiency in the process while suppliers save time by responding to only one solicitation and focusing on providing the best products and service for their customers.

Our team actively manages contracts throughout their term. We monitor key performance indicators, as well as provide ongoing education for suppliers to ensure they are operating in compliance with the terms and conditions of the contract.

Kinetic GPO conducts procurement in a fair, open, and transparent manner compliant with the International and Regional Trade Agreements, including the Canadian Free Trade Agreement (CFTA), the Comprehensive Economic and Trade Agreement (CETA), the Atlantic Trade and Procurement Partnership (ATPP), the Ontario Broader Public Sector (BPS) Procurement Directive, the Ontario-Quebec Trade and Cooperation Agreement (OQTC), and the New West Partnership Agreement (NWPTA).

Who We Serve

- | | |
|------------------|-----------------------------|
| ✓ Municipalities | ✓ Police & Fire Dept. |
| ✓ Airports | ✓ Water Authorities |
| ✓ Non-for-Profit | ✓ Parks & Recreation |
| ✓ Healthcare | ✓ Colleges & Universities |
| ✓ Housing | ✓ School Districts & Boards |

Members across Canada - in every sector, province and territory



SCAN ME

GET IN TOUCH

240 Holiday Inn Drive Unit R
Cambridge, ON N3C 3X4
226-972-2787

Head Office

membership@kineticgpo.ca

Unit 305 - 4741 Parliament Avenue
Regina, SK S4W 0T9
306-525-3727

Western Office

Page 26 of 44



REQUEST FOR DECISION

Meeting: October 5, 2026

Agenda Item: 5.3

Proclamation Policy

BACKGROUND / IMPLICATIONS:

The Town's current Proclamation Policy was adopted in 2012 and has been reviewed as part of Administration's ongoing policy review process. The proposed policy largely maintains the intent, eligibility criteria and approval process of the existing policy while updating the document to the Town's current policy format and administrative practices.

Updates include refreshed wording, the addition of definitions and related documents, clarification of roles and responsibilities, and updates to reflect the Town's current communication practices. The associated Proclamation Request Form has also been updated to provide a consistent format for submitting requests and required information. No significant changes to the overall purpose or intent of the policy are proposed.

ADMINISTRATIVE RECOMMENDATION:

Moved that Council approve the Proclamation Policy, as presented, and repeal and replace Proclamation Policy 11-292-12/11/05.

DECISION OPTIONS:

- ☒ #1 – Approve the Proclamation Policy, as presented.
- ☒ #2 – Approve the Proclamation Policy with amendments as directed by Council.
- ☒ #3 – Take no action and retain the existing Proclamation Policy 11-292-12/11/05.

Financial (GL# / Amount) : n/a

Communications/PR: Update website

Applicable Legislation: n/a

Attachments: Past Proclamation Policy and Draft Updated Proclamation Policy

Prepared By: Sara=Lynn Lyons

Date: September 29, 2026

APPROVED BY: Tara Vandervalk, Chief Administrative Officer: September 29, 2026

NANTON STRATEGIC PLAN ALIGNMENT			
☐	RELIABLE INFRASTRUCTURE	☒	LIVABLE COMMUNITY
☐	FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT	☐	PARTNERSHIPS
Strategic Plan Alignment: Livable Community – 3.3 Strengthen Communications and Engagement: Supports clear, consistent and transparent communication practices through an established process for recognizing community initiatives, organizations and events. Strat Plan Report for Council			

TOWN OF NANTON

RESOLUTION # 292 - 121105

POLICY MANUAL

SECTION: LEGISLATIVE



TITLE: PROCLAMATION POLICY
DATE: November 5, 2012
POLICY:
AUTHORITY: COUNCIL
REVISIONS:

1. PURPOSE:

- 1.1 The Town of Nanton wishes to provide a standard process for which proclamation requests received by the Town are processed and issued by the Town to recognize and commemorate the value and importance of an individual, event or organization of significance to the Town.

2. SCOPE:

- 2.1 This policy applies to all proclamation requests received by the Town of Nanton. The Proclamations are issued by Council to recognize public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of significance to the Town. A proclamation may recognize a particular day, week or month.

3. POLICY STATEMENT:

- 3.1 Proclamations that demonstrate an interest in, or relationship with, the Town and that demonstrate respect for the residents of the Town, including, but not limited to the following, may be issued:
- Civic promotions
 - Public awareness campaigns
 - Charitable fundraising campaigns
 - Arts and cultural celebrations
 - Special honours for individuals or organizations for special achievements
- 3.2 Proclamations will not be issued for:
- Matters of political controversy
 - Religious organizations or religious events or celebrations
 - Individual conviction
 - Organizations or events with no direct relationship to the Town of Nanton
 - Celebrations, campaigns or events contrary to Town Policies or Bylaws
 - Celebrations, campaigns or events intended for profit making purposes
 - Attempting to influence government policy
 - National, Independence or republic Days
- 3.3 Proclamations are issued at the discretion of the Town.
- 3.4 An organization does not have exclusive rights to the day, week or month of their proclamation.

- 3.5 When a proclamation request is received, it will first be reviewed by the Chief Administrative Officer (CAO) against the approved eligibility criteria and if eligible, the request will be presented to the Chief Elected Official (Mayor) for approval and signing. In the absence of the Mayor, the approval and signing will be delegated to the Deputy Mayor. If a proclamation request is denied by the CAO as part of the eligibility review, the CAO shall advise the Mayor.
- 3.6 All organizations and/or persons submitting a request for proclamation, shall complete and submit an application, as prepared by Town Administration for this specific purpose, or, in the case of an organization, a request submitted on official letterhead from the organization will be accepted in lieu of the application.
- 3.7 Once a proclamation has been approved, the following communication will be carried out:
- Documentation will be sent from the Mayor to the organization/and or persons whose proclamation request is approved.
 - Town Administration will arrange to include the proclamation on the Town's regular News Bulletin in the local newspaper.
 - Town Administration will arrange to include notice on the Town's website on the appropriate page with a link provided to the organization's website that is related to the proclamation, where provided.

4. ROLES AND RESPONSIBILITIES:

- 4.1 The Chief Administrative Officer will be responsible for the implementation and interpretation of this Policy. The CAO may designate this responsibility to the appropriate staff member for implementation.

ADDITIONAL REFERENCES: None.

CHIEF ELECTED OFFICIAL

Date

CHIEF ADMINISTRATIVE OFFICER

Date

Town of Nanton



Please complete and email
this form to:
clerk@nanton.ca, at least
three weeks in advance of
the occasion, or mail/drop off
at:

Town of Nanton
1907 – 21 Avenue
Box 609
Nanton, Alberta
T0L 1R0

Ph: (403) 646-2029
Fax: (403) 646-2653

The personal information is collected
under the authority of the Province of
Alberta Freedom of Information and
Protection of Privacy (FOIPP) Act.
The information is used for the
purpose of processing the application
for proclamation. Questions about
this collection of information may be
made to the FOIP Co-ordinator for
the Town of Nanton at
(403) 646-2029.

APPLICATION FOR PROCLAMATION

ORGANIZATION NAME: _____

CONTACT NAME: _____

ADDRESS: _____

TOWN/CITY: _____

PROVINCE: _____ POSTAL CODE: _____

HOME PHONE: _____ BUSINESS: _____

FAX: _____ EMAIL: _____

PROCLAMATION REQUESTED (Name or title of proclamation)

DATES OF PROCLAMATION (Please check box & insert date)

☐ Day(s) _____ ☐ Week _____

☐ Month _____

PURPOSE OF PROCLAMATION (Please check all that apply)

☐ Civic Promotions ☐ Public Awareness Campaign

☐ Charitable Fundraising Campaign ☐ Arts & Cultural Celebrations

☐ Special Honour for Individual or Organization

☐ Other (please explain) _____

DESCRIPTION OF YOUR ORGANIZATION (Please include a brief description and
any other relevant information related to your request. Additional information/documentation
may be attached to this application):

Has the same or a similar proclamation been requested of the Town of
Nanton Council in past years?

☐ Yes (insert date of previous request) _____

☐ No (new request)

**You must provide the draft wording for your proclamation in order to
receive an official signed proclamation from the Mayor.**

SIGNATURE: _____

DATE: _____



POLICY

Policy No.11 – XXX -XX/XX/XX
Department: Legislative

Proclamation Policy

SCOPE:

This policy applies to all proclamation requests received by the Town of Nanton. Proclamations are issued by Council to recognize public awareness campaigns, charitable fundraising campaigns, and arts and cultural celebrations of significance to the Town. A proclamation may recognize a particular day, week or month.

PURPOSE:

The purpose of this policy is to establish a consistent process for receiving, reviewing and issuing proclamation requests that recognize and commemorate individuals, events or organizations of significance to the Town of Nanton.

DEFINITIONS:

Proclamation means an official statement issued by the Town of Nanton to recognize a particular day, week, month, event, cause, individual or organization of significance to the community.

Proclamation Request means a request submitted to the Town asking Council to issue a proclamation.

Applicant means the individual, organization or group submitting a proclamation request.

Council means the municipal Council of the Town of Nanton.

Chief Administrative Officer (CAO) means the person appointed by Council as the Chief Administrative Officer, or their designate.

1. POLICY STATEMENT

1.1 Proclamations that demonstrate an interest in, or relationship with, the Town and that demonstrate respect for the residents of the Town, including, but not limited to the following, may be issued:

- i. Civic promotions;
- ii. Public awareness campaigns;
- iii. Charitable fundraising campaigns;
- iv. Arts and cultural celebrations; and
- v. Special honours for individuals or organizations for significant achievements.

REFERENCE:

REPLACES POLICY: 11-292-12/11/05

1.2 Proclamations will not be issued for:

- i. Matters of political controversy;
- ii. Religious organizations or religious events or celebrations;
- iii. Individual conviction;
- iv. Organizations or events with no direct relationship to the Town of Nanton;
- v. Celebrations, campaigns or events contrary to Town policies or bylaws;
- vi. Celebrations, campaigns or events intended for profit-making purposes;
- vii. Requests intended to influence government policy; or
- viii. National, Independence or Republic Days.

1.3 Proclamations are issued at the discretion of the Town.

1.4 An organization does not have exclusive rights to the day, week or month of its proclamation.

1.5 When a proclamation request is received, Administration shall review the request for completeness and consistency with this Policy before presenting it to Council for consideration.

1.6 All organizations and/or persons submitting a proclamation request shall complete and submit the Proclamation Request Form prepared by Town Administration for this purpose.

1.7 Once a proclamation has been approved:

- i. Documentation will be provided to the organization and/or person whose proclamation request was approved;
- ii. Town Administration may arrange for the proclamation to be communicated through the Town's regular communication channels; and
- iii. Where appropriate, information related to the proclamation may be included on the Town's website or social media channels.

2. Roles and Responsibilities

2.1 The Chief Administrative Officer or designate will be responsible for the implementation and interpretation of this Policy and may designate responsibility for its administration to the appropriate staff member.

RELATED DOCUMENTS:

Proclamation Request Form
Council Procedural Bylaw
Communications, Correspondence and Social Media Policy



REFERENCE NUMBER:
REPLACES POLICY DATED: 11 – 292 -12/11/05

AMENDMENTS / REVIEWS:

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

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

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date

REVISION HISTORY

Policy

In Effective

Inactive



REFERENCE NUMBER:
REPLACES POLICY DATED: 11 – 292 -12/11/05

3 of 4

Town of Nanton



Please complete and email
this form to:
communications@nanton.ca,
at least three weeks in
advance of the occasion, or
mail/drop off at:

Town of Nanton
1907 – 21 Avenue
Box 609
Nanton, Alberta
T0L 1R0

Ph: (403) 646-2029
Fax: (403) 646-2653

The personal information requested
here is being collected under the
authority of Alberta's Protection of
Privacy Act, Section 4(c), which
states that information may be
collected if it relates directly to and is
necessary for an operating program
or activity of the public body,
including a common or integrated
program or service. This information
is protected under the Act.

If you have any questions about the
collection, use, or disclosure of the
personal information provided,
please contact the Town of Nanton
Administrative Office, 10979 – 21
Avenue, Box 609, Nanton, Alberta
T0L 1R0 403-646-2029.

APPLICATION FOR PROCLAMATION

ORGANIZATION NAME: _____

CONTACT NAME: _____

ADDRESS: _____

TOWN/CITY: _____

PROVINCE: _____ POSTAL CODE: _____

HOME PHONE: _____ BUSINESS: _____

FAX: _____ EMAIL: _____

PROCLAMATION REQUESTED (Name or title of proclamation)

DATES OF PROCLAMATION (Please check box & insert date)

☐ Day(s) _____ ☐ Week _____

☐ Month _____

PURPOSE OF PROCLAMATION (Please check all that apply)

☐ Civic Promotions ☐ Public Awareness Campaign

☐ Charitable Fundraising Campaign ☐ Arts & Cultural Celebrations

☐ Special Honour for Individual or Organization

☐ Other (please explain) _____

DESCRIPTION OF YOUR ORGANIZATION (Please include a brief description and
any other relevant information related to your request. Additional information/documentation
may be attached to this application):

Has the same or a similar proclamation been requested of the Town of
Nanton Council in past years?

☐ Yes (insert date of previous request) _____

☐ No (new request)

**You must provide the draft wording for your proclamation in order to
receive an official signed proclamation from the Mayor.**

SIGNATURE: _____

DATE: _____



INFORMATION BRIEF

Meeting: October 5, 2026

Agenda Item: 5.4

Fees & Rates Bylaw Review – Schedule A, B, & C

Purpose:

To provide council with information and options pertaining to the fees and rates within Schedules A, B, & C for the upcoming years as the fees and rates bylaw hasn't been updated since 2023. Administration will bring another information brief related to the other schedules to the 2nd meeting in October to break up this large topic.

Background:

Schedules A, B & C deal with utility rates and form the largest portion of the fees and rates bylaw. In 2019 a strategic priority for council was a utility rate review. After this was done, the fee structure for water and wastewater rates somewhat changed and we added rates for each year within a 5 year time frame to help with budgeting and avoid implementing large increases. The goal with utility rates is cost recovery, meaning the rates charged should cover all of the costs to operate the utility and eventually get to the point where the rates even cover future infrastructure needs. Over the past few years it has been difficult to achieve this as costs continue to rise and so general taxes have helped to subsidize some of the utility rates.

Water Rates

The current fee structure is as follows:

2026 - Residential	Commercial/Industrial
\$66 flat fee +	\$66 flat fee +
\$0 on 0 to 18 m ³ consumption	\$0 on 0 to 18m ³ consumption
\$2.30/m ³ on 19 to 36 m ³ consumption	\$2.30/m ³ on 19 to 36m ³ consumption
\$2.80/m ³ on 37 to 45 m ³ consumption	\$2.85/m ³ on 37 to 45 m ³ consumption
\$3.00/m ³ over and above 45 m ³	\$3.05/m ³ over and above 45 m ³

In 2027 the basic flat fee is set to increase by \$2 while the consumption fees are not set to change. In terms of the 2027 budget and expenses, right now we are projecting the total water expenses to come in at \$770,000 which is about 3% higher than 2026. If we leave the rates as noted the projected revenue in 2027 would be approximately \$715,000. In addition, we also normally use LGFF operating revenue (\$20,000) to supplement this and we typically collect about \$4,000 in utility penalty revenue so the total revenue to offset expenses would be \$739,368. This would leave a \$30,000 shortfall that general taxes would have to cover.

Options:

1. Keep the same fee structure but increase the flat fee and consumption fees to ensure the difference is covered.
2. Keep the same fee structure but add consumption fees on the first 18 cubic meters, or;
3. Keep the same fee structure but operate at a loss and make up the difference through general taxation.

For option 1, to make up the difference the fees would look as follows:

<u>Residential</u>	<u>Commercial/Industrial</u>
\$71 flat fee +	\$71 flat fee +
\$0 on 0 to 18 m ³ consumption	\$0 on 0 to 18m ³ consumption
\$2.46/m ³ on 19 to 36 m ³ consumption	\$2.46/m ³ on 19 to 36m ³ consumption
\$3.00/m ³ on 37 to 45 m ³ consumption	\$3.05/m ³ on 37 to 45 m ³ consumption
\$3.21/m ³ over and above 45 m ³	\$3.26/m ³ over and above 45 m ³

This rate structure would generate approximately \$750,000 in revenue and then if you add in the LGFF funding and penalty revenue you would be at the \$770,000 mark which covers expenses. This equates to a 7% increase in rates over what is currently being charged in 2026.

For option 2, to make up the difference the fees would look as follows:

<u>Residential</u>	<u>Commercial/Industrial</u>
\$53 flat fee +	\$53 flat fee +
\$1.50 on 0 to 18 m ³ consumption	\$1.50 on 0 to 18m ³ consumption
\$2.41/m ³ on 19 to 36 m ³ consumption	\$2.41/m ³ on 19 to 36m ³ consumption
\$2.94/m ³ on 37 to 45 m ³ consumption	\$3.00/m ³ on 37 to 45 m ³ consumption
\$3.15/m ³ over and above 45 m ³	\$3.20/m ³ over and above 45 m ³

This rate structure would generate the needed revenue after adding in the LGFF funding and penalty revenue as well. One can see the flat fee goes down quite a bit but adding in consumption fees for all water used means the more water used the more the overall bi-monthly fee goes up.

Potential fees based on options:

	<u>Existing</u>	<u>Option 1</u>	<u>Option 2</u>
5 cubic meter user	\$68	\$71	\$60.50
20 cubic meter user	\$72.60	\$75.92	\$84.82
40 cubic meter user	\$120.60	\$127.28	\$135.14
80 cubic meter user	\$239.60	\$254.63	\$260.09

As the chart above shows, option 2 would favor/encourage lower water use. It is difficult to say whether or not we would see a reduction in the water used or not but there is a possibility the consumption revenue would go down, and we may not generate the needed revenue. Option 1 is favored by administration as this provides the needed revenue and the flat fee generates the majority of the needed revenue. The existing rate structure will work but the revenue shortfall needs to be made up somehow and utilizing general taxation is not ideal.

In terms of years beyond 2027, an additional bump of 2 to 3 % each year would be recommended in order to keep pace with inflation. Should the regional waterline project proceed there will be bigger conversations on what that may look like and how that could affect rates, but we are not there yet.

Wastewater Rates

The Town's wastewater rates are higher on average in comparison to a lot of communities and that has mostly been due to the high costs of operating the wastewater plant/dealing with sludge. The dewatering project is now nearing complete with some details still to be ironed out but our sludge costs remain, although lower than in previous years. Our operations manager is confident that in time these costs will come down further. The current rate structure for wastewater rate is as follows:

2026:	<u>Residential</u>	<u>Commercial/Industrial</u>
	\$81 flat fee +	\$81 flat fee +
	\$0 on 0 to 18 m ³ consumption	\$0 on 0 to 18m ³ consumption
	\$2.30/m ³ on 19 to 36 m ³ consumption	\$2.30/m ³ on 19 to 36m ³ consumption
	\$2.80/m ³ on 37 to 45 m ³ consumption	\$2.85/m ³ on 37 to 45 m ³ consumption
	\$3.00/m ³ over and above 45 m ³	\$3.05/m ³ over and above 45 m ³

The structure is the same as the water rates since the majority of water used ends up going into the wastewater system. There is a provision for the summer months that consumption is based off the average water consumption from the past winter since additional water consumption during the summer months does not generally enter the sewer collection system.

In terms of the 2027 budget expenses for the wastewater utility, we are currently projecting \$826,000 which is up from 2026 by about 2%. This may change in the coming months, but this is our conservative estimate right now. Based on the existing bylaw, the rates in place for 2027 should generate approximately \$742,000. Similar to water, we do utilize \$20,000 of LGFF operating income and we also see about \$4,000 in penalty revenue. In total, for 2027 we would be at about \$766,000 – a shortfall of approximately \$60,000. This is mostly because the rates that were previously set were based on the knowledge the dewatering project would be in place and fully working but this hasn't happened and so for the past couple of years we've had to supplement the wastewater budget with general tax revenue.

Options:

1. Keep the same fee structure but increase the flat fee and consumption fees to ensure the difference is covered.
2. Keep the same fee structure but add consumption fees on the first 18 cubic meters, or;
3. Keep the same fee structure but operate at a loss and make up the difference through general taxation.

For option 1, to make up the difference the rates would look as follows:

2027: Residential	Commercial/Industrial
\$90 flat fee +	\$90 flat fee +
\$0 on 0 to 18 m ³ consumption	\$0 on 0 to 18m ³ consumption
\$2.47/m ³ on 19 to 36 m ³ consumption	\$2.47/m ³ on 19 to 36m ³ consumption
\$3.01/m ³ on 37 to 45 m ³ consumption	\$3.06/m ³ on 37 to 45 m ³ consumption
\$3.22/m ³ over and above 45 m ³	\$3.28/m ³ over and above 45 m

This equates to a 10% increase over what is currently being charged in 2026.

For option 2, to make up the difference the rates would look as follows:

2027: Residential	Commercial/Industrial
\$78 flat fee +	\$78 flat fee +
\$1.50 on 0 to 18 m ³ consumption	\$1.50 on 0 to 18m ³ consumption
\$2.41/m ³ on 19 to 36 m ³ consumption	\$2.41/m ³ on 19 to 36m ³ consumption
\$2.94/m ³ on 37 to 45 m ³ consumption	\$3.00/m ³ on 37 to 45 m ³ consumption
\$3.15/m ³ over and above 45 m ³	\$3.20/m ³ over and above 45 m ³

A similar percentage increase but similar to water rates, this option favors/encourages lower water use which in turn should result in lower amounts of wastewater.

We are hopeful that within the next two to three months we should have a better handle on sludge costs and how they will look in 2027 so there is a potential that a large increase isn't needed but we are not certain at this point and so an increase is needed. If we were to keep with the existing rates we'd likely see a shortfall in 2027 that would have to be made up by general taxation. If increased rates were implemented and sludge costs went down further than first thought, the additional revenue could go in to reserves for future infrastructure needs.

For the years beyond 2027, at this point we would suggest keeping some small increases in order to keep pace with inflation.

Stormwater Rates

In review of stormwater rates we are currently on track and no changes are needed. For 2027 the current bylaw has the bi-monthly rate set at \$4.70 per property and this will generate approximately \$31,000 in revenue. For 2027, we are currently projecting \$30,000 in expenses – this covers some staff time to do stormwater maintenance, and it also covers the cost of some stormwater infrastructure updates that are needed annually. As with the other rates, for years beyond 2027 small increases should be kept in place to account for inflation.

Waste Management Fee

For 2027, the current bylaw has a bi-monthly waste management fee of \$18.85 per household – this will work out to \$113.10 annually which covers the cost of a weekly bin pickup, landfill tippage fees, and the annual spring cleanup fees. In terms of expenses in 2027, we are projecting the noted costs will add up to approximately \$86,000. The fee noted will generate approximately \$90,000 so we are covering our costs and no changes are needed.

The noted waste management fee is for residential customers only. Non-residential customers are not included as their needs can vary quite a bit and this is something the Town has never offered.

Recycling & Yard Waste fee

Under the current bylaw, the 2027 fee for residential recycling (non-residential customers not included) and yard waste is set to increase from \$14 bi-monthly up to \$14.35. Based on the number of residential users this fee will generate approximately \$81,000 in revenue. In addition to this user fee the Town is also now part of the Circulars Material program which was put in place by the province to deal with recyclables. This program provides the Town with an additional \$4700 every month and this is meant to cover the cost of the resident recyclable's pickup and disposal. So, in total, in 2027 the Town could collect \$137,400 to cover expenses.

Expenses in 2027 will include staff wages for time spent maintaining the yard waste area, the monthly fees paid to our collection contractor, maintenance fees to upkeep the yard waste area and some supplies and materials. These are all projected to come in at approximately \$118,000 for 2027.

With this in mind, we would see a surplus, and this is due to the new circular materials program. Based on this, we do have the ability to reduce the bi-monthly fee. The circular materials revenue will more than cover the collection contractor fees leaving only the yard waste expenses to cover. For 2027 these should come in at approximately \$72,000 which means the bi-monthly fee could go down to \$11.

This then leads to the question of whether or not this fee which is really only meant to cover the yard waste area expenses, should be added to non-residential customers. The existing fee started as residential only as the Town did not and does not offer recycling pickup to non-residential customers, and so residential customers have been covering the cost of the yard waste area. Now, we do not track whether a user is residential or non-residential, but it is likely that non-residential customers do use the yard waste area and so it could be argued that they should also be paying a bi-monthly fee. If we were to add a fee to the approximate 160 non-residential customers, we could further reduce the fee and charge \$9.65 bi-monthly to both residential and non-residential users.

Similar to the other rates, we would suggest keeping a small increase for each additional year to keep pace with inflation. Should the circular materials program fail, we may need to increase rates, but it looks as though the province is committed to keeping this program going.

Next steps

Based on council feedback administration will go back and prepare an updated fees and rates bylaw for council consideration. As mentioned at the start we will bring back the other half of the fees and rates bylaw for council review at the second meeting in October and then after that, a proposed updated fees and rate bylaw will be presented in November with the goal to have it passed before year end so new rates would be in effect for January 1, 2027.

CAO Comments: To support the long-term financial sustainability of the Town's water and wastewater systems, the Town should be at a rate structure that more fully recovers the costs associated with providing these essential services. Where practical, all consumption should be charged based on the amount of water used, creating a more equitable relationship between usage and the fees paid by customers. Rates should be established to reflect not only the immediate operating costs of the systems, but also the full lifecycle costs of maintaining, renewing, upgrading, and ultimately replacing the infrastructure required to deliver these services.

A financially sustainable utility should not rely on general tax revenues or grants to subsidize its ongoing operating requirements, as doing so can defer the true cost of service to future taxpayers and create uncertainty in long-term financial planning. Instead, user rates should generate sufficient revenue to fund operations and contribute appropriately to reserves for future capital needs. Implementing a meaningful rate increase now, followed by planned annual inflationary adjustments and periodic reviews of the cost of service, would allow the Town to move toward full cost recovery while providing greater predictability for both the Town and its customers.

Another approach of keeping the flat rate at its current level (or increased slightly) and adding a small consumption fee for any usage would ensure costs are shared more appropriately with the users who benefit from the utility. This approach would strengthen reserve levels, improve the Town's ability to respond to aging infrastructure and unexpected capital requirements, and reduce reliance on external funding. In this way, the Town can establish a sustainable, transparent, and predictable model in which current users contribute appropriately to the costs of the services they receive while maintaining the infrastructure needed to serve the community over the long term.

NANTON STRATEGIC PLAN ALIGNMENT			
☒	RELIABLE INFRASTRUCTURE	☐	LIVABLE COMMUNITY
☒	FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT	☐	PARTNERSHIPS
Strategic Alignment: Reliable Infrastructure – 1.1 Asset Management & Infrastructure, and Fiscal Responsibility & Economic Development – 2.1 Culture of Fiscal Discipline, supporting data-driven infrastructure investment, long-term capital planning and responsible financial decision-making.			

BYLAW # 1381/23 – SCHEDULE “A”**WATER RATES & CHARGES***

Minimum repair charges for a damaged meter	\$55.00
Deposit for meters requested to be removed and calibrated	\$100.00
Charge for provision and installation of remote reading device	\$55.00
Water services disconnected during regular working hours	\$55.00
Water services reconnected during regular working hours	\$55.00
Water services disconnected after regular working hours	\$110.00
Water services reconnected after regular working hours	\$110.00
Bimonthly charge for unmetered water services in addition to basic rate	\$55.00
Request each on-site meter reading where radio reading service is available	\$55.00
New Lawn or newly seeded lawn (additional watering schedule) Permit	\$10.00
Bi-monthly infrastructure renewal fee for an unconnected vacant lot	\$50

(*GST may be applicable to charges noted above)

Water Rates 2024 – 20282024 - Residential

\$62 flat fee +
 \$0 on 0 to 18 m³ consumption
 \$2.25/m³ on 19 to 36 m³ consumption
 \$2.75/m³ on 37 to 45 m³ consumption
 \$2.95/m³ over and above 45 m³

Commercial/Industrial

\$62 flat fee +
 \$0 on 0 to 18m³ consumption
 \$2.25/m³ on 19 to 36m³ consumption
 \$2.80/m³ on 37 to 45 m³ consumption
 \$3.00/m³ over and above 45 m³

2025 - Residential

\$64 flat fee +
 \$0 on 0 to 18 m³ consumption
 \$2.25/m³ on 19 to 36 m³ consumption
 \$2.75/m³ on 37 to 45 m³ consumption
 \$2.95/m³ over and above 45 m³

Commercial/Industrial

\$64 flat fee +
 \$0 on 0 to 18m³ consumption
 \$2.25/m³ on 19 to 36m³ consumption
 \$2.80/m³ on 37 to 45 m³ consumption
 \$3.00/m³ over and above 45 m³

2026 - Residential

\$66 flat fee +
\$0 on 0 to 18 m³consumption
\$2.30/m³ on 19 to 36 m³ consumption
\$2.80/m³ on 37 to 45 m³ consumption
\$3.00/m³ over and above 45 m³

2027 - Residential

\$68 flat fee +
\$0 on 0 to 18 m³consumption
\$2.30/m³ on 19 to 36 m³ consumption
\$2.80/m³ on 37 to 45 m³ consumption
\$3.00/m³ over and above 45 m³

2028 - Residential

\$70 flat fee +
\$0 on 0 to 18 m³consumption
\$2.35/m³ on 19 to 36 m³ consumption
\$2.85/m³ on 37 to 45 m³ consumption
\$3.10/m³ over and above 45 m³

Commercial/Industrial

\$66 flat fee +
\$0 on 0 to 18m³ consumption
\$2.30/m³ on 19 to 36m³ consumption
\$2.85/m³ on 37 to 45 m³ consumption
\$3.05/m³ over and above 45 m³

Commercial/Industrial

\$68 flat fee +
\$0 on 0 to 18m³ consumption
\$2.30/m³ on 19 to 36m³ consumption
\$2.85/m³ on 37 to 45 m³ consumption
\$3.05/m³ over and above 45 m³

Commercial/Industrial

\$70 flat fee +
\$0 on 0 to 18m³ consumption
\$2.35/m³ on 19 to 36m³ consumption
\$2.90/m³ on 37 to 45 m³ consumption
\$3.15/m³ over and above 45 m³

BYLAW # 1381/23 – SCHEDULE “B”

STORM WATER AND WASTEWATER RATES & CHARGES

Stormwater rates 2024 – 2028

2024	\$4.36
2025	\$4.47
2026	\$4.58
2027	\$4.70
2028	\$4.82

Deposit for wastewater service lines requested to be inspected	\$300.00
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Bimonthly rates for wastewater service and discharge rates based on metered water consumption values

Wastewater Rates 2024 - 2028

2024: Residential

\$78 flat fee +
\$0 on 0 to 18 m³ consumption
\$2.25/m³ on 19 to 36 m³ consumption
\$2.75/m³ on 37 to 45 m³ consumption
\$2.95/m³ over and above 45 m³

Commercial/Industrial

\$78 flat fee +
\$0 on 0 to 18m³ consumption
\$2.25/m³ on 19 to 36m³ consumption
\$2.75/m³ on 37 to 45 m³ consumption
\$3.00/m³ over and above 45 m³

2025: Residential

\$79 flat fee +
\$0 on 0 to 18 m³ consumption
\$2.25/m³ on 19 to 36 m³ consumption
\$2.75/m³ on 37 to 45 m³ consumption
\$2.95/m³ over and above 45 m³

Commercial/Industrial

\$79 flat fee +
\$0 on 0 to 18m³ consumption
\$2.25/m³ on 19 to 36m³ consumption
\$2.75/m³ on 37 to 45 m³ consumption
\$3.00/m³ over and above 45 m³

2026: Residential

\$81 flat fee +
\$0 on 0 to 18 m³ consumption
\$2.30/m³ on 19 to 36 m³ consumption
\$2.80/m³ on 37 to 45 m³ consumption
\$3.00/m³ over and above 45 m³

Commercial/Industrial

\$81 flat fee +
\$0 on 0 to 18m³ consumption
\$2.30/m³ on 19 to 36m³ consumption
\$2.85/m³ on 37 to 45 m³ consumption
\$3.05/m³ over and above 45 m³

2027: Residential

\$83 flat fee +
\$0 on 0 to 18 m³ consumption
\$2.30/m³ on 19 to 36 m³ consumption
\$2.80/m³ on 37 to 45 m³ consumption
\$3.00/m³ over and above 45 m³

Commercial/Industrial

\$83 flat fee +
\$0 on 0 to 18m³ consumption
\$2.30/m³ on 19 to 36m³ consumption
\$2.85/m³ on 37 to 45 m³ consumption
\$3.05/m³ over and above 45 m³

2028: Residential

\$85 flat fee +
\$0 on 0 to 18 m³ consumption
\$2.35/m³ on 19 to 36 m³ consumption
\$2.85/m³ on 37 to 45 m³ consumption
\$3.05/m³ over and above 45 m³

Commercial/Industrial

\$85 flat fee +
\$0 on 0 to 18m³ consumption
\$2.35/m³ on 19 to 36m³ consumption
\$2.90/m³ on 37 to 45 m³ consumption
\$3.10/m³ over and above 45 m³

As per Resolution #313-20/11/02:

Residential Wastewater consumption charges, for billing purposes, from May 1st to October 31st annually, is calculated based on an average of water consumption in the prior months of November 1st to April 30th.

This is to acknowledge that additional water consumption during the summer months does not generally enter the sewer collection system.

BYLAW # 1381/23 – SCHEDULE “C”**SOLID WASTE CHARGES & FEES 2024 - 2028**

2024 -	\$17.67
2025 -	\$17.94
2026 -	\$18.39
2027 -	\$18.85
2028 -	\$19.32
Additional garbage tags	\$3.00

RECYCLING FEES 2024 – 2028

2024 -	\$13.33
2025 -	\$13.66
2026 -	\$14.00
2027 -	\$14.35
2028 -	\$14.71

Non-residential Recycling bi-monthly charge *	\$15.00
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(*Fee only applicable when service is provided)