AGENDA

Monday, October 19, 2026, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

2.1 Chinook Arch Regional Library System – E

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:
3.1.1 Status Report – E
3.1.2 Capital Plan Status - E
3.1.3 Monthly Report – E
3.1.4 Strategic Plan Quarterly Report for June - E

3.2 FINANCIAL:
3.2.1 Accounts Payable Reports for September 2026 - E

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

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 October 5, 2026, Regular Council Meeting Minutes – E

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Draft Bylaw 1433/26 Community Bylaw – E

5. NEW & UNFINISHED BUSINESS:

5.1 Information Brief Parks, Recreation and Open Space Master Plan – E

5.2 Request for Decision Peace Officer Policies – E

5.3 Information Brief Yard Waste Area – E

5.4 Information Brief Fees and Rates – E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.1.1 Community Peace Officer Program Lethbridge Polytechnic – E

6.2 FOR INFORMATION:

6.2.1 Willow Creek Rural Crime Watch AGM – E

6.2.2 Oldman River Regional Services Commission 2026 – 2031 Strategic Plan – E

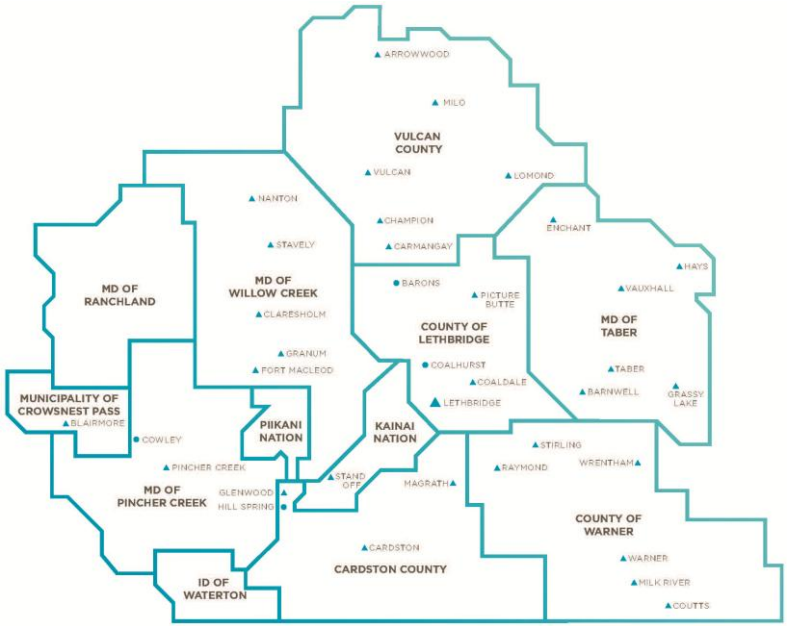
7. CLOSED CONFIDENTIAL SESSION:

7.1 Community Organization Property Tax Exemption (COPTER) Review ATIA Section 29 Advice from Officials

7.2 Regional Water Line Update ATIA Section 26 Disclosure harmful to Intergovernmental Relations and Section 29 Advice from Officials – E

8. ADJOURNMENT:

CHINOOK ARCH REGIONAL LIBRARY SYSTEM



Chinook Arch Regional Library System

Presentation to Municipal Members

2026

Robin Hepher, CEO

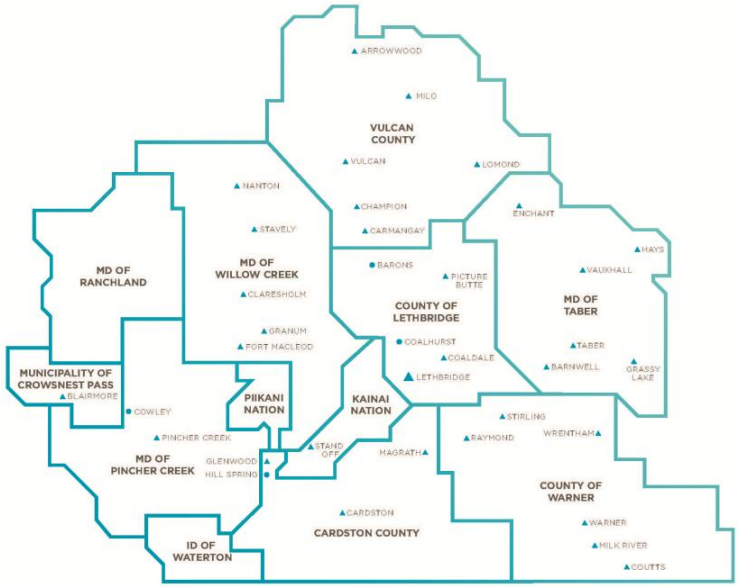
Your Public Library: A Vital Community Asset

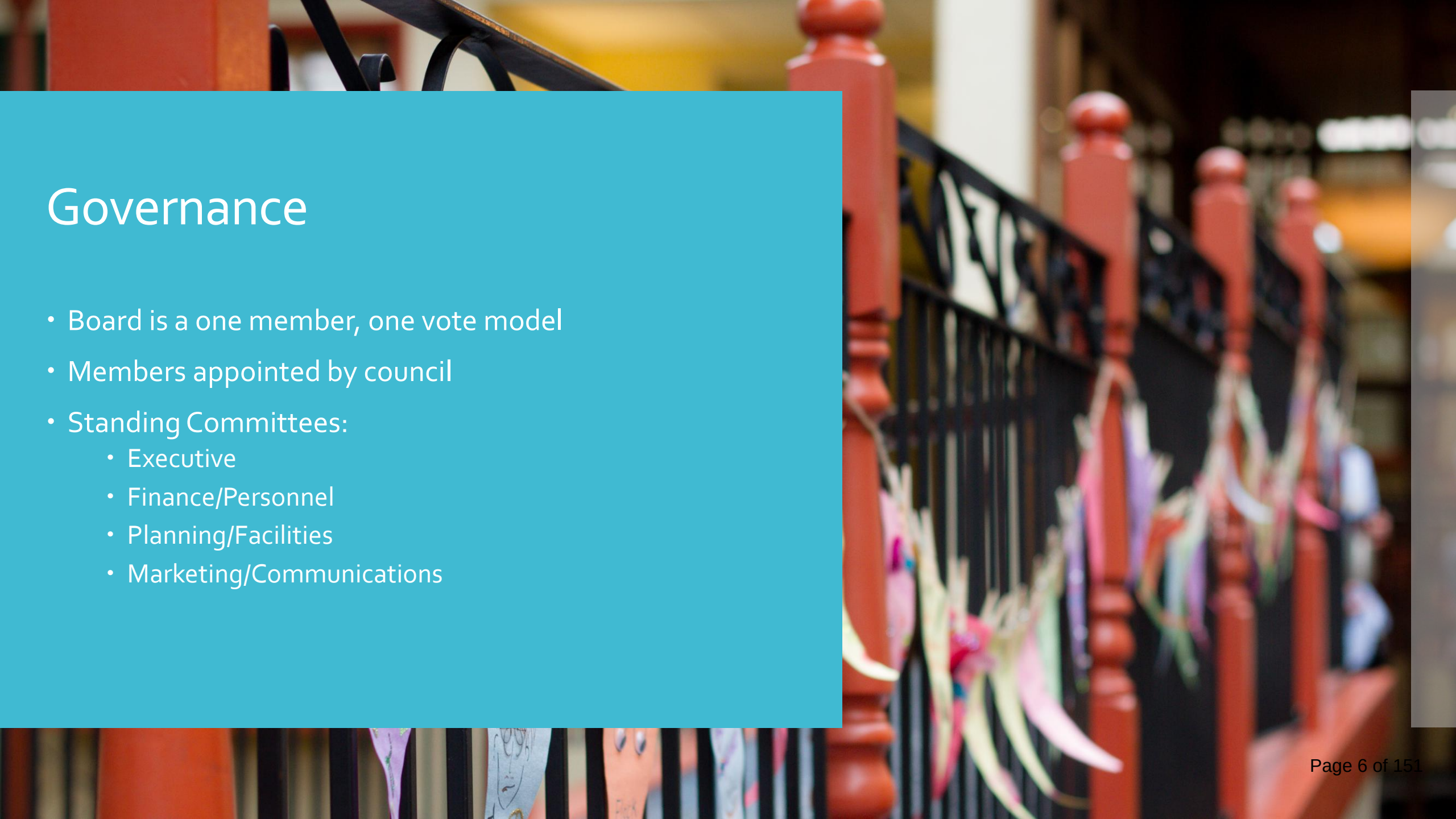


- A Community hub
- A trusted institution in the community
- A low-cost resource in tough times
- A welcoming space for all members of the community
- An economic driver
- Some of the best public dollars you can spend

What Is Chinook Arch Regional Library System?

- Framework for inter-municipal collaboration on library services
- Formed by an agreement between member municipalities
- Raises level of library services in all communities
- Responsive, adaptable, member-governed





Governance

- Board is a one member, one vote model
- Members appointed by council
- Standing Committees:
  - Executive
  - Finance/Personnel
  - Planning/Facilities
  - Marketing/Communications

System Agreement and Plan of Service

- The System Agreement lays out our roles
- Plan of Service guides how we will fill those roles
- The System Agreement was revised and updated in 2021
- Planning and budget cycles coincide with municipal election cycle
- Current Plan of Service is 2023-2026



Chinook Arch Services

- Bibliographic Services
  - Centralized ordering, cataloguing, and processing of materials
  - Book allotment
- Information Technology Services
  - Network management and help desk
  - Internet service



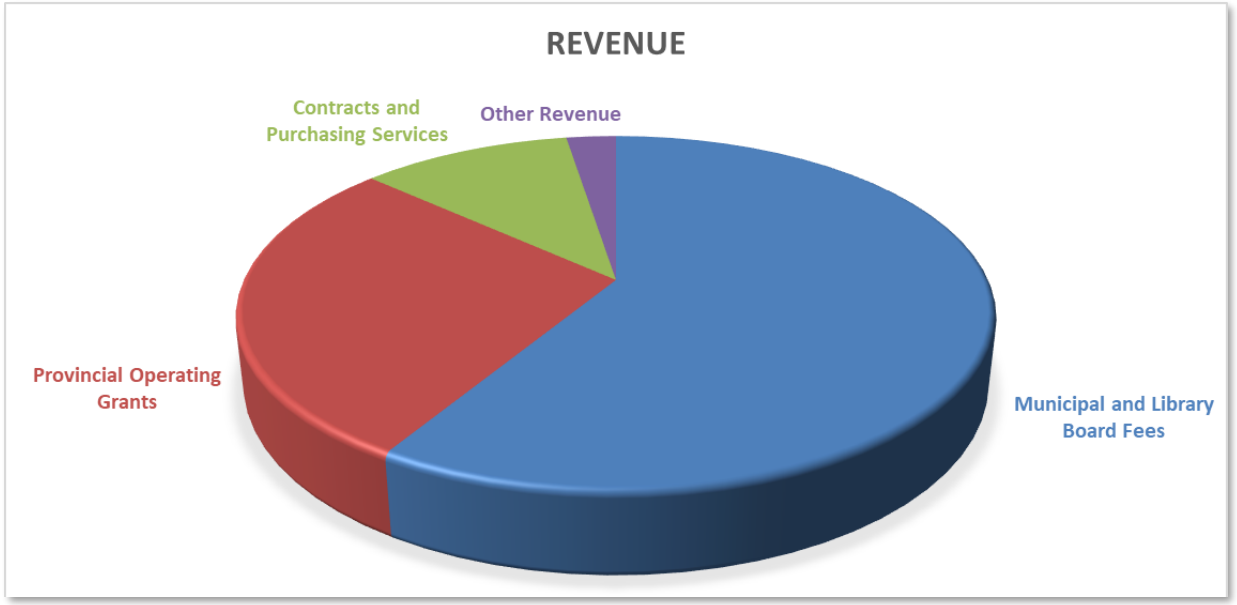
Chinook Arch Services

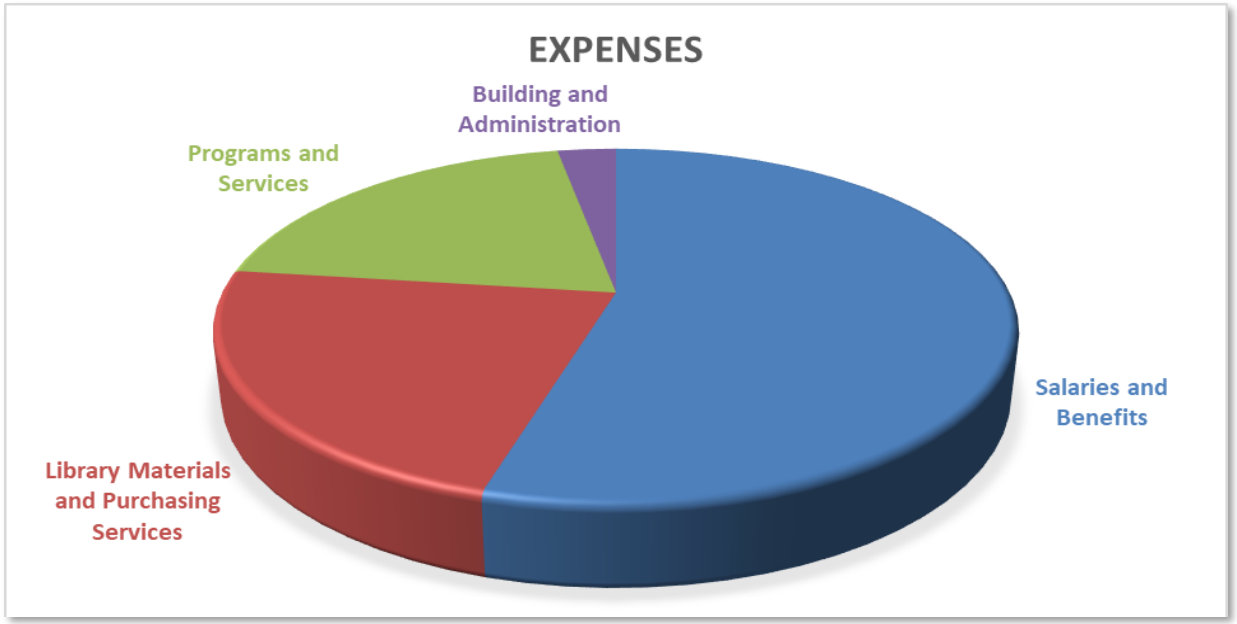
- Member Support
  - Library Operations Support
- Digital Services
  - Downloadable/streaming content
  - E-books and audiobooks
  - Online courses
- Delivery
- Programming



Funding and Budgets

- Four-year budget: 2023-2026
- Funding comes from members and the Government of Alberta
- Any increase in member levies must be approved by member councils
- In 2020, the Board reduced the member levy to 2018 levels ($7.76 per capita)
- 2027 Levy Request: $8.17 per capita







Highlights from 2025

- Regional programming collection was used 300 times
- Over 4,000 support sessions with libraries and patrons
- 591,000 items moved between libraries
- 40,000+ items added to the shared catalogue
- 15 % increase in Overdrive e-book and audiobook usage
- Region-wide Windows 11 upgrade

Looking Forward

- Current Plan of Service extended through 2027.
- One-year levy increase request for 2027
- New Plan of Service will be 2028-2031
- New 4-year budget 2028-2031



Questions/Comments

Robin Hepher, CEO

403-380-1505

rhepher@chinookarch.ca

Visit www.chinookarch.ca for:

- Board Polices
- Meeting Minutes
- Audited Financial Statements
- Library Services

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

2025 IMPACT REPORT

Look for quotes from Chinook Arch member libraries in this report.

Chinook Arch Snapshot

35 member library locations

40 municipalities served

37,456 library cardholders

29 staff members

Highlights from the Year

Library Collections

The Regional Programming Collection circulated

300 times to 25 libraries

"This brings fresh and exciting materials to our library, without the financial burden of having to purchase them for ourselves. It also gives good insight into what our patrons are looking for/responsive to."

Assisted 12 member libraries with collection development projects and plans.

Technology Services

Windows 11 upgrade of all computers in the region, ensuring stability and security on the network.

In-Library Programming

Over **320** people participated in a **region-wide book fair themed con that took place in October/November.**

A successful Summer Reading Program

Our coordinators:

Visited **24** libraries

Delivered **45** programs

Collected over **200** entries in the Summer Book BINGO Challenge

Intermunicipal Collaboration

greatly increases the quantity and quality of library materials and services for those who call our region home.

"We appreciate knowing that help is just a phone call or email away. It's nice to have all the collective experience at our fingertips."

Sharing Resources

591,000
items moved between libraries

That's



last year!

The system collectively provides access to over

1 Million items.

Compared to the median collection size of 17,703.

40,432
items added to shared library catalogue

"I can't say enough good things about the cataloging department."

Direct Library Support

support consultations (in-person and virtual)

315
direct patron interactions

"The Chinook Arch team is always quick to respond and find a solution when we are experiencing difficulties."

Connection and Learning Opportunities

17 training events held

211 attendees

150
people connected at the 16th Annual Southern Alberta Library Conference

Online Services Management

169,627
online catalogue visits

15%
increase of library material checkouts on OverDrive/Libby

58% increase in Kanopy views

Kanopy is a video-streaming platform with 30,000+ shows for all ages.

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

PLAN OF SERVICE

2023 - 2026

PLAN OF SERVICE THEMES

1. Getting Butts Back in the Library
2. Programming/Programming Support
3. Community Outreach
4. Technology Support
5. Language Learning/Serving Immigrant Communities

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

1 Getting Butts Back in the Library

Identified Need

In the wake of the COVID-19 pandemic, attendance at libraries is still recovering. Other challenges persist, including a lack of awareness about the services and programs available at the library.

Key Activities

- Explore the use of targeted marketing (email, social media) to encourage library use by members of the public
- Develop system-wide contests, games, etc. designed to draw people into the library
- Develop customized/curated information packets aimed at specific groups of users (eg. home schoolers) highlighting ways in which the library can make their lives easier
- Explore the creation of a "library of experts" that can deliver in-library programming
- Explore ways to centrally support in-library programming from a funding standpoint, eg. subsidizing mileage and fees of presenters
- Assist libraries with measuring library visits through the provision of the door counters

Output Measures

- Library use and attendance as measured by door counters
- Attendance at library programs and events
- Number of events held at libraries
- Turnover rates of specific genres in response to customized recommendations

Impact

- The library is a community hub that provides relevant, high-quality programs and services to visitors
- The library is able to offer consistently high quality programming that meets the needs of its community
- Identified target groups are more likely to access library resources
- Patron reporting that their engagement with library collections, services, and programs is positively impacted by targeted communication

2 Programming/ Programming Support

Identified Need

Libraries would like to offer more programming, but face many challenges, including: limited resources, marketing and promotion, and more.

Key Activities

- Develop a collection of programming kits that are unique, relevant, fun, and easy for library staff to use
- Explore communication strategies that highlight the library as a potential partner for other organizations that are delivering services in the area
- Develop strategies for sharing/replicating successful programs across the region
- Explore hiring staff to coordinate and/or deliver programming at member libraries

Output Measures

- Number of programming kits created and used by member libraries
- Number of partnerships developed for program delivery
- Number of programs shared across the region
- Number of person hours invested in programming and programming support

Impact

- Member libraries are a destination for engaging and educational programming for a wide range of demographics
- Libraries are seen as a preferred partner for other organizations in the community
- Attendance at library programs increases

3 Community Outreach

Identified Need

Many members of the community still aren't aware of all that the library has to offer, and some may never enter the library building. How can libraries get out into the community to meet people where they're at?

Key Activities

- Explore the development of "Pop-Up" library kits to allow libraries to offer services off-site
- Develop display units and outreach kits to assist libraries in promoting their services at fairs, markets, meetings, etc.
- Attend inter-agency meetings, etc. to gain awareness of what's happening in communities and to identify potential partners
- Explore directly supporting member libraries in offering community outreach

Output Measures

- Use of the "Pop-Up" library kits
- Number of books signed out/memberships created at Pop-Up library events
- Use of the tabletop displays
- Attendance at inter-agency meetings

Impact

- Community members are more aware of the library
- Library services are extended to people who otherwise might not have access

4 Technology Support

Identified Need

Keeping up with technological change is difficult when funds and resources are limited. Libraries face challenges in maintaining/replacing computers and other IT equipment, and in keeping up with trends in consumer electronics.

Key Activities

- Explore ways to assist libraries with technology replacement
- Explore system-wide implementation of a point of sale system
- Explore system-wide implementation of a "print from mobile device" system
- Explore print management software for in-library use
- Explore strategies for developing digital literacy for seniors and recent immigrants
- Expand Wi-Fi hot spot lending program

Output Measures

- Number of computers/devices updated annually
- Use of point of sale system
- Use of mobile printing system/print management software
- Number of digital literacy training sessions attended
- Number of Wi-Fi hot spots available/loaned

Impact

- The library offers reliable, fast access to printing and other technologies
- Library technology is current, sustainable, and secure
- Residents feel confident navigating their devices and software
- Residents enjoy more equitable access to the internet and enhanced participation in the digital economy

5 Language Learning/ Serving Immigrant Communities

Identified Need

Communities are seeing an increase in the number and variety of immigrant populations. Libraries have many services to offer members of immigrant groups, but face challenges in getting the word out and in providing services that are helpful and appropriate.

Key Activities

- Improve online access to resources for English language learners
- Explore the development of shared collections aimed developing literacy
- Explore the development of shared collections for language learning
- Develop lists of resources for recent immigrants
- Provide opportunities for professional development for library staff in the area of serving recent immigrants
- Develop partnerships with community organizations that are working with immigrant populations
- Identify funding sources from governmental and NGO agencies working in the immigrant settlement sector

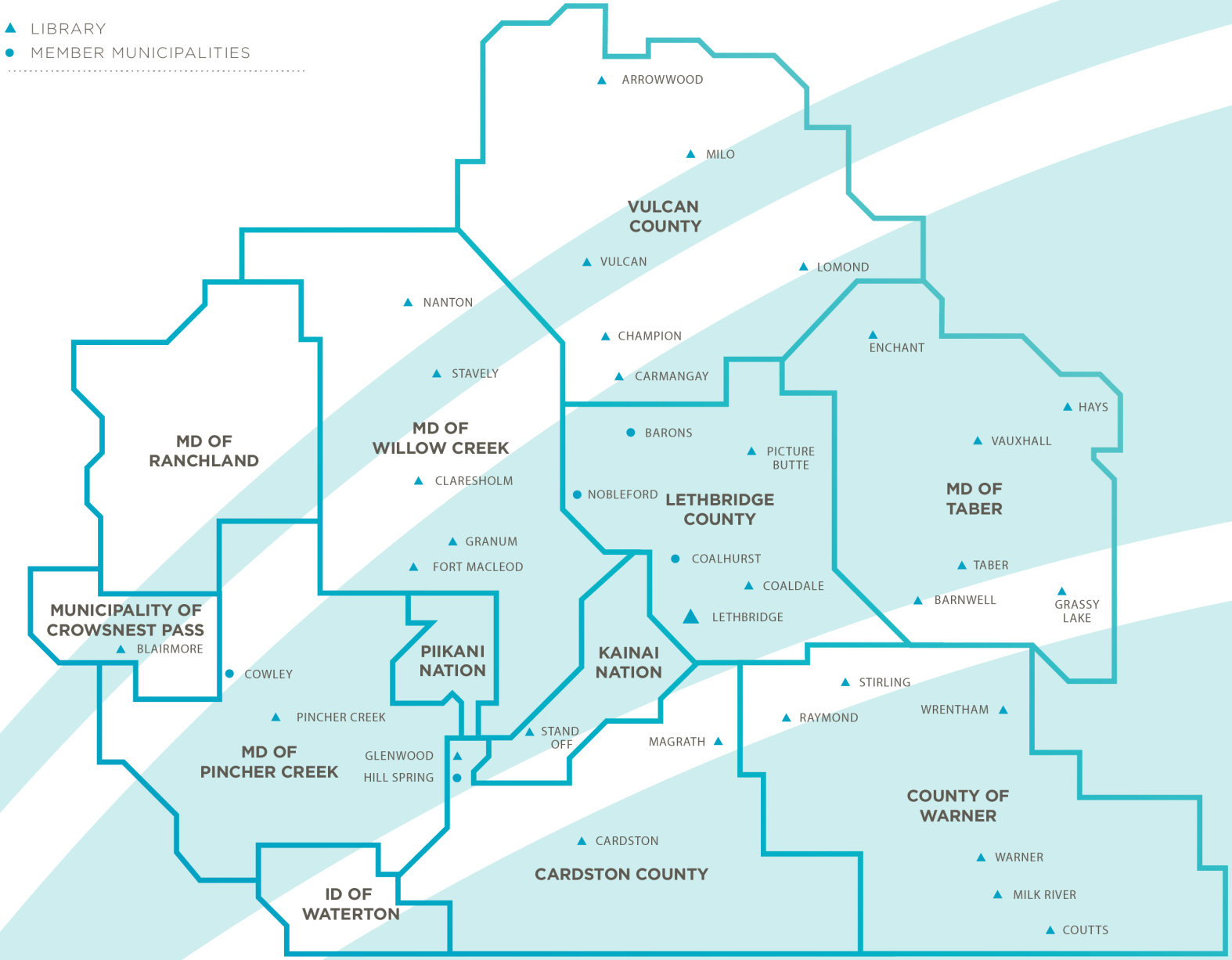
Output Measures

- Circulation of literacy and language learning collections
- Usage of online language learning resources
- Attendance at professional development sessions
- Partnerships developed

Impact

- The library is a partner with other community organizations supporting recent immigrants
- Recent immigrants use library resources to improve their lives
- Partner organizations and immigrants see the library as a key access point for resources and support

THRIVING LIBRARIES.
THRIVING COMMUNITIES.



Contact Us

2902 7 Avenue North
Lethbridge, AB T1H 5C6

403-380-1500
arch@chinookarch.ca

www.chinookarch.ca

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

STATUS REPORT

Meeting: October 19, 2026
Agenda Item: 3.1.1

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

CAO = Chief Administrative Officer **CS** = Corporate Services **OP** = Operations Manager
DO = Development Officer **LS** = Legislative Services **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 October 5, 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	*Open house scheduled for Oct 29th*	IP	DO/CAO
85-25/04/21	Tribute wall design up to $5,000	*Investigation ongoing for funding.*	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.	*Grant applications prepared for project*	UR	CAO/CS/OP/LS
158-25/08/11	Approved 60% of $1,083,068 to start phase 1	*Grant applications prepared for project*	UR	CS
96-26/04/06	Reissue RFP for Gateway Signs	*RFP issued*	IP	CAO/CS
132-26/05/04	RFP Planning Safety Codes	*Completed.*	C	CAO/DO

DEPARTMENTS

Res #	Description	Notes	ST	fw
187-25/10/05	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

CAPITAL PLAN STATUS

Meeting: October 19, 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	29th Ave COMPLETED	50,000
Notes: Roadway and sidewalk tender closed, proponents selected.		

Utility Infrastructure	**Lead: Manager of Operations**	
20th Street and 28th 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 DRAFT REPORT SCHEDULED FOR NOVEMBER REVIEW	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: Completed w/hold backs on plantings	56,500

Notes:

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

Buildings	Lead: Various	
THRC - arena	Outdoor storage shed COMPLETED	50,000
Town Shop	PW Cold Storage- IN PROGRESS	125,000
Yard Waste Area	Fire Dept. fenced storage/ practice area COMPLETED	30,000
Notes: *2025 transfer switch awaiting final completion.* *Major amendments are anticipated for Buildings capital over 2026.* Pricing received for yard waste area fencing – below budget. COMPLETED PW Cold Shed – Electrical, insulation and concrete floor are complete. Plywood firewall is 90% complete and new man door has been installed.		

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

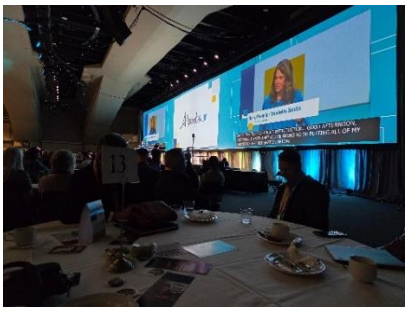
Gateway signage - $30,000 figure placed in the capital budget (deferred to 2027).

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

Chief Administrative Officer

Highlights

- Attended Alberta Municipalities convention in Edmonton with over 1300 municipal officials/staff – met with Provincial Grant staff, Deputy Ministers, and attended a seminar on social media.





Current projects / meetings

- Health & Safety Committee re-established, discussed contractor handbook, building maintenance, etc.
- NG911 webinar – Sept 29, 2026 – CIO imperative for Municipal Leadership ahead of 2027.
- Regional Directors of Emergency Management meeting in Nanton October 1, 2026.
- Privacy Management training completed.
- NRED Highway corridor re-development RFP issued.
- Issued Invitational Gateway signage RFP October 1, 2026, project scheduled for 2027.
- Reviewing the Parks & Open space recreation master plan.
- Working on the next grant submission for provincial resource road program for 18th and 19th St upgrades.

Information

Social Media for Elected Officials: Information presented at AB Municipal Convention.

Algorithms are designed to push content to grab more outrage, moral conflict, and negative emotion. They interfere with the information to engage. Silence is also important, are you advancing the municipal agenda or just wrestling with people who are less influential than you as elected officials.

10 Tips:

1. You are not posting, you are publishing, think about who you are trying to reach.
2. Be human but not informal, Warm, plain language builds trust, not sloppiness.
3. Use humor sparingly like hot sauce, no one can tell you are trying to be funny.
4. Never confuse speed with leadership. You don't need to be first, you need to be right. Municipalities do no enjoy a viral mistake.
5. Don't livestream your sausage making. Governance works best in Chambers; those debates happen where all of Council is. People can come to you, that is the best process.
6. Engage with citizens but do not spar with them. All you are doing is giving them a platform. Answer real questions, you do not have to respond to trolls, that teaches them to engage more, ask yourself if they are engaging in good faith.
7. Keep the tone steady even when the temperature rises.
8. Treat personal accounts a legal fiction, everything you post is public, nothing is personal.
9. Be interesting not omnipresent. Three thoughtful posts a week are better than 30 reactive ones. Not everyone has to have full access to you 24/7.
10. Post in a way your future self with thank you for.

The following reports are enclosed:

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports previous month end

3.3 DEPARTMENT:

3.3.1 Corporate Services Manager
3.3.2 Operations Manager
3.2.3 Recreation Manager
3.3.4 Planning & Development Officer
3.3.5 Fire Chief
3.3.6 Peace Officer
3.3.7 Emergency Management
3.3.8 Legislative Services & Communications

Respectfully submitted,
Tara Vandervalk, Chief Administrative Officer

QUARTERLY REPORT FOR COUNCIL

Recommendation(s):

No resolutions are required at this time.

"Top 4" Priority Activity Areas*	
Reliable Infrastructure	Regional Water System planning and decision-making, including completion of ongoing water studies, long-term water supply planning, and funding opportunities.
Reliable Infrastructure	Asset Management Program implementation, including infrastructure condition assessments, capital planning, and integration of asset data into municipal systems.
Fiscal Responsibility & Economic Development	East Industrial Area servicing, investment readiness, and marketing initiatives to support tax base diversification and organic economic growth.
Livable Community	Evaluation of Tom Hornecker Recreation Centre facility needs and advancement of recreation and community programming priorities.

Background

Department heads and other applicable staff meet to assess progress on the 2026-2029 Strategic Plan in advance of quarterly reporting to Council. The Strategic Plan is intended to be a living document and may be amended by Council as priorities evolve, projects are completed, or changing circumstances require adjustments.

Strategic priorities, objectives, and progress measures may be amended by Council as a result of:

- Completion of objectives or initiatives;
- Changes in Council priorities;
- Availability of funding, grants, or other resources;
- Legislative or regulatory changes;
- Operational considerations or emerging community needs.

The Strategic Plan should remain aligned with the Town's bylaws, policies, master plans, and other approved strategic documents.

1. STRATEGIC PRIORITY: RELIABLE INFRASTRUCTURE **Build and maintain the essential systems we all depend on, including roads, and water and wastewater, today and for generations to come.**	
Actions	**Status**
1.1 ASSET MANAGEMENT & INFRASTRUCTURE ***Implement and maintain a current, data-driven program covering roads, water and wastewater, all Town infrastructure assets.***	
Establish a current Asset Management Plan covering all Town infrastructure.	*Asset Management Strategy developed, working on team, terms of reference and roadmap..*
Develop a multi-year capital program, prioritized based on condition data.	
Integrate asset condition data into Town GIS and records management systems.	*Programs/systems being investigated for budget discussions. GIS/asset management system implementation scheduled for fall 2027.*
Publicly report infrastructure condition and spending on an annual basis.	
1.2 WATER SECURITY ***Leverage ongoing studies as baseline in establishing long-term, predictable, and reliable water services.***	
Complete and bring forward to Council the two water studies currently underway, with clear data-driven recommendations.	*Two water studies underway.*
Determine and publicly communicate next steps for the Regional Water System, connecting Nanton to the Town of High River's treated water supply.	*Waiting for study to determine viability of the project. Draft report scheduled for November review.*
Identify lifespan needs associated with the existing water treatment plant's capacity, condition, and infrastructure needs.	
Pursue additional funding to offset capital costs associated with the Town's long-term water supply.	
Develop standards for water supply servicing associated with any new development, associated with the direction taken in water supply planning.	
1.3 LAND SERVICING FOR ORGANIC GROWTH OPPORTUNITIES ***Position Nanton to be ready for organic, community-aligned investment opportunities when they arise.***	
Prioritize improvements in the East Industrial Area and other industrial-zoned land.	*Grant applications drafted for roadway improvements.*

Engage proactively with Highway 2 corridor opportunities, including the NRED Corridor Redevelopment Plan.	*RFP issued, project to commence early in 2027.*
Establish a land servicing reserve to increase sustainability.	
Confirm infrastructure capacity before any major development approval.	
Maintain welcoming environment for independent builders pursuing organic growth aligned with local needs	
1.4 BUILDING COMMUNITY ***Establish and enforce clear property standards across Nanton, contributing to community pride***	
Review and strengthen the Town's Community Bylaw, establishing a mechanism for the Town to recovery cleanup costs from non-compliant properties.	*Bylaw creation complete.*
Communicate enforcement activity to residents on an ongoing basis.	*Included in communication Plan and Launched the monthly Peace Officer Moment public education series in September to share information about traffic safety, municipal bylaws and community responsibilities.*

2. STRATEGIC PRIORITY: FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT **Council is committed to continuing with a culture of responsible fiscal management and strategic investment that strengthens Nanton's economy and creates local opportunities. We will manage resources wisely, diversify our tax base strategically, and support initiatives that better our community.**	
Actions	**Status**
2.1 CULTURE OF FISCAL DISCIPLINE ***Disciplined financial decision-making acts as the foundation of every other goal in this plan, maintaining and building on the existing culture of fiscal responsibility.***	
Review the financial sustainability policy, including multi year impact assessments requirements for major projects	
Publish an annual plain-language budget report linking spending to strategic pillars, and community impact.	
Establish reserve fund targets for capital replacement and emergency response requirements.	
Launch communication program aimed at increasing understanding of local government projects and spending.	*Included in communication plan.*
Review non-essential expenditures and alternative service delivery models where appropriate for efficiency.	
2.2 TAX BASE DIVERSIFICATION ***Identify organic growth opportunities that broaden the local tax base to reduce residential ratepayer burden.***	
Market and identify opportunities for industrial, commercial, and residential priority economic zones.	
Review licensing and permitting processes for streamlining opportunities for new investment.	
Collaborate with developers and investors to ensure appropriate land supply in Nanton.	*Open house for Northwest ASP October 29th, 2026.*

3. STRATEGIC PRIORITY: LIVABLE COMMUNITY **A strong community is built on quality of life, opportunities to connect, and creating a safe and welcoming space. Council is committed to priorities that build community through partnership, planning, and resident initiative.**	
Actions	**Status**
3.1 ENHANCE RECREATION &COMMUNITY PROGRAMMING ***Ensure that Nanton's recreation assets and programs reflect current community needs, and that they are delivered sustainably.***	
Complete a review and update of the Recreation Master Plan or needs assessment to guide investment in recreation facilities and programs.	Initial conversations begun, open house scheduled for October 29th.
Explore community-led programming models that reduce dependence on the Town, while expanding offerings, and supporting multi-user outdoor spaces and family-friendly amenities.	*Climate Resilience Cohort accepted and initial kick off meeting complete, initial conversations with local community partners on needs and potential projects commenced. Recreation Master plan update and public engagement process initiated.*
Evaluate Tom Hornecker Recreation Centre facility needs with a clear cost-benefit framework.	
3.2 PROACTIVE & SUSTAINABLE COMMUNITY PLANNING ***Identify opportunities to improve community connectedness and safety through design.***	
Review land use and zoning policies and plans to ensure a variety of development types are permitted, to meet the needs of various demographics.	
Facilitate responsive projects by ensuring lots are appropriately serviced to ensure a high level of adaptability when opportunities arise.	
Engage with developers, non-profit groups, and provincial partners to identify community needs related to housing, amenities, and employment opportunities.	
3.3 STRENGTHEN COMMUNICATIONS AND ENGAGEMENT LIVABLE COMMUNITY	
Undergo Communications Audit for objective review and analysis of Town communications outputs and future needs.	*Communications audit initiated. A comprehensive review of existing communications, performance measures, and baseline records has commenced and will be evaluated through the development and implementation of the Communications Plan.*
Develop and implement a formal Communications Plan for continued strategic communications and engagement.	*An introductory Communications Plan has been developed and will serve as a living document, subject to ongoing review and refinement to support effective, strategic communications and public engagement.*
Review Public Participation Policy to incorporate best practice and modern engagement expectations.	

4. PARTNERSHIPS **By working with neighbouring municipalities, regional partners, local community groups and organizations, other orders of government, and our residents, we can leverage resources and expertise to create lasting benefits for our community.**	
Actions	**Status**
4.1 STRENGTHEN MEDICAL CLINIC PARTNERSHIP ***Continue and prioritize work underway to ensure Nanton residents have sustainable and reliable access to physicians and primary care***	
Continue clinic renovation and maintenance work as a priority capital partnership.	
Maintain active engagement and advocacy efforts with Acute Care Alberta (ACA) to secure provincial authorizations and funding commitments.	*Clinic meetings and meeting with Minister Wright, advocacy continues.*
Support physician recruitment and retention, within municipal jurisdiction.	
Communicate progress on clinic efforts to residents regularly.	*Social media postings*
4.2 LEVERAGE COMMUNITY AND SECTOR PARTNERSHIPS ***Continue to build upon and strengthen volunteer, service, and sector relationships that drive innovation beyond local government capacity***	
Coordinate with school divisions and community organizations on opportunities for shared programming, facility use, and events.	*Open house scheduled for October 29th recreation and ASP focus.*
Support local community groups as essential partners in building community, and in providing a high quality of life in Nanton.	*Conversations ongoing with community groups.*
Build upon existing relationships with local business leaders, including with the Nanton Chamber of Commerce, as economic development and growth partners.	*Change to signage policy to allow for more opportunity to aid Chamber in communications.*

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

Cheque No.	Vendor	Cheque Date	Amount	Cheque Details
EFT0000000007287	Aplin and Martin	9/10/2026	$27,246.43	Regional Waterline consulting
EFT0000000007288	Associated Engineering AB Ltd.	9/10/2026	$8,634.65	VIC Raingarden engineering
EFT0000000007289	Big Hill Services	9/10/2026	$329.83	Arena ice supplies
EFT0000000007290	Canadian Linen & Uniform	9/10/2026	$224.34	Office & Library mat cleaning services
EFT0000000007291	Canoe Procurement Group of Canada	9/10/2026	$396.30	Miscellaneous supplies
EFT0000000007292	CARO Analytical Services	9/10/2026	$2,073.10	Water testing
EFT0000000007294	CUPE	9/10/2026	$2,911.96	Employee Union dues
EFT0000000007295	Enfield, Tracy	9/10/2026	$915.00	Office & Council meeting room cleaning
EFT0000000007296	GCS Automotive Repairs	9/10/2026	$156.20	Oil change (Peace officer vehicle)
EFT0000000007298	Hifab Holdings Ltd	9/10/2026	$388.40	Courier & shipping fees
EFT0000000007299	Inspiris	9/10/2026	$67.20	IT subscription
EFT0000000007300	Kel-Krete	9/10/2026	$91,822.50	Sidewalk upgrades (capital)
EFT0000000007301	LAPP Corporation c/o Alberta Pension	9/10/2026	$6,552.54	Employee pension plan
EFT0000000007302	MPE Engineering Ltd	9/10/2026	$10,234.18	Regional water strategy project
EFT0000000007303	Nanton Auto Parts Ltd.	9/10/2026	$158.81	Miscellaneous supplies
EFT0000000007304	Nanton Gas Plus	9/10/2026	$602.64	Fuel
EFT0000000007305	Nanton Home Hardware Building	9/10/2026	$1,343.03	Miscellaneous supplies
EFT0000000007307	Purolator Inc.	9/10/2026	$143.55	Courier & shipping fees
EFT0000000007308	RecordXpress StorageVault Canada	9/10/2026	$30.05	Office paper shredding services
EFT0000000007309	Simpson Industrial Services	9/10/2026	$52,331.31	De-watering project
EFT0000000007310	Super Save Disposal (AB) Ltd	9/10/2026	$280.29	Waste management services
EFT0000000007311	Superior Safety Codes	9/10/2026	$1,560.89	Safety code services
EFT0000000007312	T & T Disposal Services	9/10/2026	$11,272.31	Waste management services
EFT0000000007313	TransAlta Energy Marketing	9/10/2026	$40,032.45	Power and natural gas

EFT0000000007314	Trinus Technologies Inc	9/10/2026	$16,328.58	IT services, computer and switch
EFT0000000007315	UFA Co-operative Ltd	9/10/2026	$4,435.22	Fuel
EFT0000000007316	V Raffin Transit Mix Ltd	9/10/2026	$762.39	Concrete
020802	Convergint Technologies LTD	9/25/2026	$21,748.61	WWTP equipment repair & maintenance
020804	Pitney Bowes	9/25/2026	$23.24	Postage meter supplies
020806	South Central Welding	9/25/2026	$2,955.17	Welding services
EFT0000000007317	911 Supply	9/25/2026	$455.66	Fire department clothing
EFT0000000007318	Aplin and Martin	9/25/2026	$2,063.25	Regional Waterline consulting
EFT0000000007319	B & B Energy Services Ltd.	9/25/2026	$5,654.25	Arena metal garage door install
EFT0000000007320	Bobcat of Calgary	9/25/2026	$1,038.83	Equipment maintenance
EFT0000000007321	Canadian Linen & Uniform	9/25/2026	$74.78	Office & Library mat cleaning services
EFT0000000007322	Canoe Procurement Group of Canada	9/25/2026	$3,148.00	Miscellaneous supplies
EFT0000000007323	CARO Analytical Services	9/25/2026	$7.35	Water testing
EFT0000000007324	Commercial Truck Equipment	9/25/2026	$892.71	Fire department vehicle maintenance
EFT0000000007325	Coyote Courier Ltd	9/25/2026	$1,075.62	Courier & shipping fees
EFT0000000007326	Crossroad Energy Solutions Inc	9/25/2026	$7,755.88	WWTP equipment repair & maintenance
EFT0000000007327	Czop, Victor	9/25/2026	$525.00	Travel & per diem expenses
EFT0000000007328	Dump Gump	9/25/2026	$1,831.45	Yard waste bin services
EFT0000000007329	Foothills Regional Services Comm.	9/25/2026	$2,799.00	Solid waste tippage
			$7,880.00	Sludge tippage
EFT0000000007330	Gregg Distributors Company Ltd	9/25/2026	$1,805.96	Miscellaneous supplies
EFT0000000007331	Hifab Holdings Ltd	9/25/2026	$1,395.02	Courier & shipping fees
EFT0000000007332	iA Financial Group	9/25/2026	$91.41	Employee benefits
EFT0000000007333	Inspiris	9/25/2026	$67.20	IT subscription
EFT0000000007334	Klearwater Equipment	9/25/2026	$7,630.56	Wastewater plant chemicals
EFT0000000007335	LAPP Corporation c/o Alberta Pension	9/25/2026	$6,593.26	Employee pension plan
EFT0000000007336	MD of Willow Creek	9/25/2026	$21.00	Fire department phone charges
EFT0000000007337	Nanton Auto Parts Ltd.	9/25/2026	$212.64	Miscellaneous supplies
EFT0000000007338	Nanton Home Hardware Building	9/25/2026	$612.76	Miscellaneous supplies
EFT0000000007339	NextGen Automation	9/25/2026	$605.85	Photocopier fees
EFT0000000007340	Orkin Canada Corporation	9/25/2026	$257.07	Pest control services
EFT0000000007341	Platinum Fire & Security Ltd.	9/25/2026	$1,148.10	Fire safety deficiency updates
EFT0000000007342	Purolator Inc.	9/25/2026	$64.32	Courier & shipping fees

EFT0000000007343	Reynolds, Mirth, Richards & Farmer	9/25/2026	$2,021.50	Legal services
EFT0000000007344	Shawne Excavating	9/25/2026	$55,898.62	Waterline repairs & valve replacement
EFT0000000007345	Tractorland (High River)	9/25/2026	$1,815.29	Equipment maintenance
EFT0000000007346	TransAlta Energy Marketing	9/25/2026	$44,844.10	Power and natural gas
Total cheques: 60			**$466,247.61**	

MONTHLY REPORT

Meeting: October 19, 2026
Agenda Item: 3.3.1

Corporate Services Manager

Report Period: September 17 to October 14, 2026

ACTIVITIES:

Confirmed that garbage and recycling bin pickup day will move to Wednesday's effective the first week of November. This is due to operational changes at T&T.

Application deadline for the Assistant Utility operator closed September 18 – lots of good candidates and interviews held October 14 & 15. Job offer will be forthcoming with new candidate expected to start sometime in November.

Continued work on review of utility rates along with other fee schedules contained within the fees and rates bylaw.

Preliminary 2027 capital budget work – review of 5 year plan and meeting with department heads to review upcoming year needs and wants.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

Attended the Western Cities HR Conference from October 6-8 in Edmonton. Good sessions on ERP transition, union negotiations and conflict management along with good networking

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Interim audit will begin in mid-November (done remotely).

Prepared by: Clayton Gillespie, Corporate Services Manager Date: October 14, 2026

MONTHLY REPORT

Meeting: October 19, 2026
Agenda Item: 3.3.2

Operations Department

Report Period: September 2026

ACTIVITIES:

- **WASTEWATER OPERATONS**
    - 32346 m^3 of treated effluent was released to Mosquito Creek.
    - Ongoing troubleshooting with the wastewater sludge dehydrator unit, currently an issue with gas supply to the unit. The dehydrator manufacturer has reached out to the gas burner supplier to rectify the issues.

- **WATER OPERATIONS**
    - 25107 m^3 of treated water was sent to the Town's distribution system.
    - Mosquito Creek diversion closed September 30. Utilities staff continued pumping from the creek until October 5. Remainder of algaecide was injected into the raw water stream, geosmin and MIB concentrations have remained below detectable limits for all collected samples throughout the entire summer.

- **ROADS**
    - Lower manholes on 19 street / NB Hwy and 21 street / SB Hwy.
    - Fill potholes in various locations in town
    - Grading roads
    - Grading alleys in various parts of town

- **SIDEWALKS/PATHWAYS**
    - Completed landscaping on 19 street sidewalk project.
    - Painted curb and parking spots on 19 street.

- **MISCELLANEOUS**
    - VIC Area: install new concrete curb
    - Repair signs in various locations
    - COLD SHED: install plywood firewall, new man door installed in NW corner and load contents back into shed.
    - Clean up yard, haul scrap wood and metal piles out of yard.
    - Equipment and truck maintenance
    - Add millings to north and south side of swale and Lions Grove parking lot.

- **CEMETERY**
    - 1 columbarium
    - 1 urn burial

- **YARD WASTE AREA**
  - Clean up and sort soil piles
  - Load tree branch bin
  - Landscaping areas to fill in low spots.
  - Roll compost pile.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Operating/Capital Project	Objective	Approach	Measure	Progress YTD
4. Pavement Patching	Request for Quote	Quotes	RFQ	Completed July 2026
5. Sidewalk	Request for Quote	Quotes	RFQ	Completed driveway repairs on 29 Ave
6. Sweeping	Clean streets	Quotes	RFQ	Completed June 026
7. Dust Abatement	Apply dust abatement	Quotes	RFQ	Applied in June and a second application on 19 Ave in July
8. Skid steer	Purchase – New	Quotes	RFQ	Purchased and Received
9. Cold Shed Renovation	Request for Quote	Quotes	RFQ	Installed plywood walls and man door in NW corner.

Prepared by: Bill Woytiuk and Shellah Petersen **Date:** October 14, 2026

MONTHLY REPORT

Meeting: October 19, 2026
Agenda Item: 3.3.3

Manager of Parks and Recreation

Report Period: September 1- 30, 2026

THRC: After 100 layers of ice and 2.5 weeks later the ice was complete. The Arena opened on September 14th for the public and user groups.

Public Skate/Shoot Around count	194
Local hrs	35.6hrs
Non Local hrs	4hrs
A.B Daley J.T Foster	14hrs 6.25hrs
Tournament	0
Private Rentals	3hrs

AB Daley and J.T Foster are still utilizing the THRC for Active living, PE and Skating.

Pool Operations

- Pool winterizing: The liner, line and covers were all inspected to make sure everything is holding up with the new liner.
- We had the Pool liner company come back and install PVC covers over the stainless steal covers as we had to many sharp points with just the stainless steal.
- All lines were blown out, vacuumed out and antifreeze was added. Heat tape plugged in.

Parks

Mile 56 Rain Garden is almost complete and will be completed by October 9th. The Town has added curbing, fencing and road gravel. There will still be a holdback on plantings until the spring and replacement plants will be added to the garden. The Last mow of the season was completed.

Training: Arena Maintenance Level 1, Pool level 1, Pool level 2 were taken by some staff and completed.

Prepared by: Jordan Glas, Parks and Recreation Manager Date: October 13th, 2026

MONTHLY DEPARTMENT REPORT

Regular Meeting: October 19, 2026
Agenda Item: 3.3.4

Planning and Development

Report Period: September 2026

Development Permit Approvals		
	September 2026	August 2026
Residential	$300K	$110K
Comm/Ind	$0K	$50K
Public/Special	$0K	$0K
Other	Signs = 0	Signs = 1
	YTD2026	YTD2025
	$2,908.5K	$1,955K
Housing Starts	YTD2026	YE2025
(#of units)	8	6

Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D28-26	15-Sep-26	2513 26 Street	3	62	791 1150	R-GEN	Accessory building setback
D30-26	28-Sep-26	149 Westview Drive	3	86	071 5724	R-GEN	Single Detached Dwelling

- **ACTIVITES**
  - Public Hearing, adoption of Land Use Bylaw Amendment 1431/26 – October 5
  - Review of the Requests for Proposals on safety codes services providers.

- **PROJECTS**
  - **Northwest Area Structure Plan –** Oldman River Regional Services Commission
    - Draft Plan made available online (mid-October)
    - Open House – October 29 (Curling Club Lounge)
    - Gather public feedback/comments
    - Prepare for First Reading of bylaw to adopt (TBD)

- **EDUCATION:** N/A

- **UPCOMING EVENTS / ADDITIONAL INFORMATION:**
  - Municipal Planning Commission Meeting October 13
  - Request for Proposals on Highway Corridor Area Redevelopment Plan - deadline October 27

MONTHLY DEPARTMENT REPORT

Meeting: October 19,2026
Agenda Item: 3.3.5

Nanton Fire Department

Report Period: September 1-30, 2026

ACTIVITIES:

Regular training nights are on Thursday's starting at 19:00 hours.

- Councilors are welcome to attend training nights.
- We have been focusing on:
    - Vehicle Extrication
        - Entrapment
        - Impalement
    - Hydrant Operations
        - Connections
        - Forward/ Reverse Lays

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Budget season:

- Engine 11-1 replacement
    - Quotes are being collected from the top vendors
        - Initial costs from 2 manufacturers are approximately $1.2-1.5 M
        - Designs have been gathered and the committee continues to work on the project
        - Discussion on Request for Proposal

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

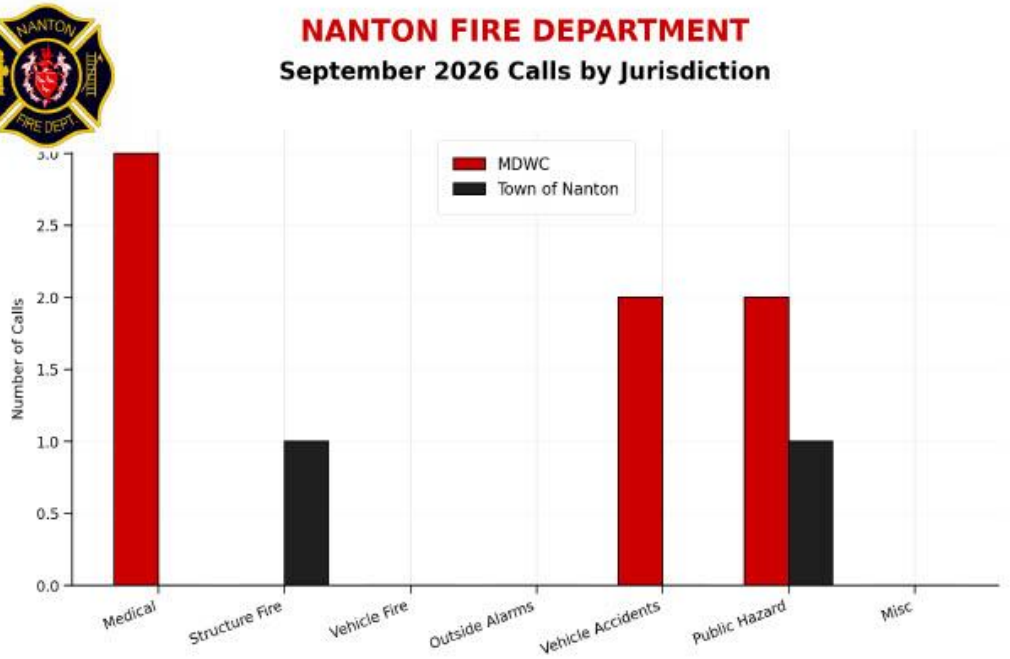
- The Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Fire Prevention Week
    - Preparations for Fire Prevention Week are under way.
- Met with the MD of Willow Creek Officers to continue education on the new reporting software we are using to track calls, training and Public Events
    - Work continues with the program
        - Inspection Forms for Nanton have been completed
        - Call Report Forms on going
            - Included in this month's report.
            - Minor changes will occur while the report is detailed

Respectfully submitted,
John G. Dozeman
Fire Chief

NANTON FIRE DEPARTMENT - September 2026
Calls by Jurisdiction



During September 2026, the department responded to 9 incidents. Seven calls occurred within the MD of Willow Creek (78%) and two calls occurred within the Town of Nanton (22%).

Jurisdiction	Calls	Percentage
MD of Willow Creek	7	78%
Town of Nanton	2	22%
Total	9	100%

MONTHLY DEPARTMENT REPORT

Meeting: October 19, 2026
Agenda Item 3.3.6

Municipal Enforcement

Monthly Report - September - 2026

Community Engagement & Regional Initiatives

Community Events and Operational Assistance

Halifax Day – Bomber Command Museum of Canada September 12, 2026, | 10:00 a.m. – 4:00 p.m.

Enforcement Services provided traffic control assistance during Halifax Day at the Bomber Command Museum of Canada in Nanton. Officer assisted with pedestrian traffic control along 21 Avenue as the Lancaster bomber engines were started. This support helped maintain public safety, manage pedestrian movement, and ensure the event proceeded safely for attendees and participants.

Community Engagement

Nanton Citizens on Patrol Meeting September 2026

Enforcement Services attended the Nanton Citizens on Patrol meeting at the Mason Building in Nanton. The meeting provided an opportunity to connect with community volunteers, discuss local safety concerns, exchange crime prevention information, and strengthen partnerships that support community safety and public engagement.

1. **Enforcement Services – Traffic Enforcement Report**

September 2026

During September 2026, Enforcement Services issued a total of **85 violation tickets** for various offences under applicable traffic safety legislation and Town bylaws.

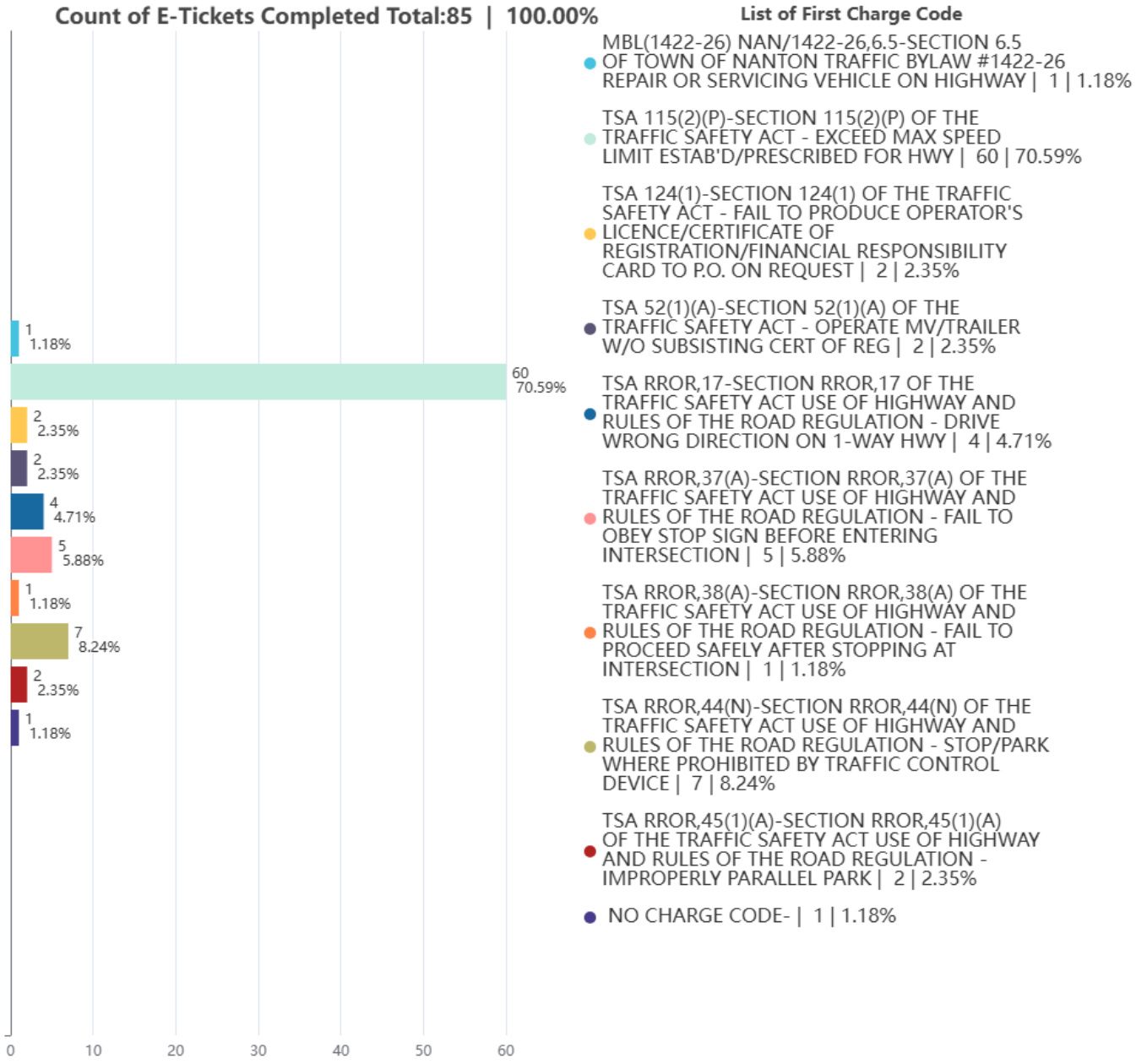
Speeding violations accounted for the majority of tickets issued, with **60 tickets (70.59%)** issued for exceeding the established or prescribed speed limits. The remaining 25 tickets (29.41%) were issued for other traffic-related offences, including failure to obey stop signs, improper parking, stopping or parking where prohibited by traffic control devices, driving in the wrong direction on a one-way highway, and other violations.

The breakdown of tickets issued during September is as follows:

Violation type	**Tickets issued**	**Percentage**
Speeding	60	70.59%
Stop sign violations	5	5.88%
Driving in the wrong direction on a one-way highway	4	4.71%
Failure to produce required documents	2	2.35%
Operating a motor vehicle or trailer without a subsisting certificate of registration	2	2.35%
Improper parallel parking	2	2.35%
Stopping or parking where prohibited by a traffic control device	7	8.24%
Failing to proceed safely after stopping at an intersection	1	1.18%
Repairing or servicing a vehicle on a highway contrary to Town bylaw	1	1.18%
No charge code	1	1.18%
Total	85	100.00%

Enforcement Services will continue to focus on traffic safety and compliance through enforcement activities aimed at reducing speeding, promoting responsible driving

Statistics from:2026-09-01 - 2026-09-30



Enforcement Services – Traffic Warnings Report

September 2026
During September 2026, Enforcement Services issued a total of **25 traffic warnings** for various offences under applicable traffic safety legislation and Town of Nanton bylaws.
Speeding was the most common violation, accounting for **14 warnings (56.00%)**. The remaining warnings were issued for other traffic-related offences, including failure to obey stop signs, parking violations, failure to produce required documentation, and other infractions.

Breakdown of Warnings Issued

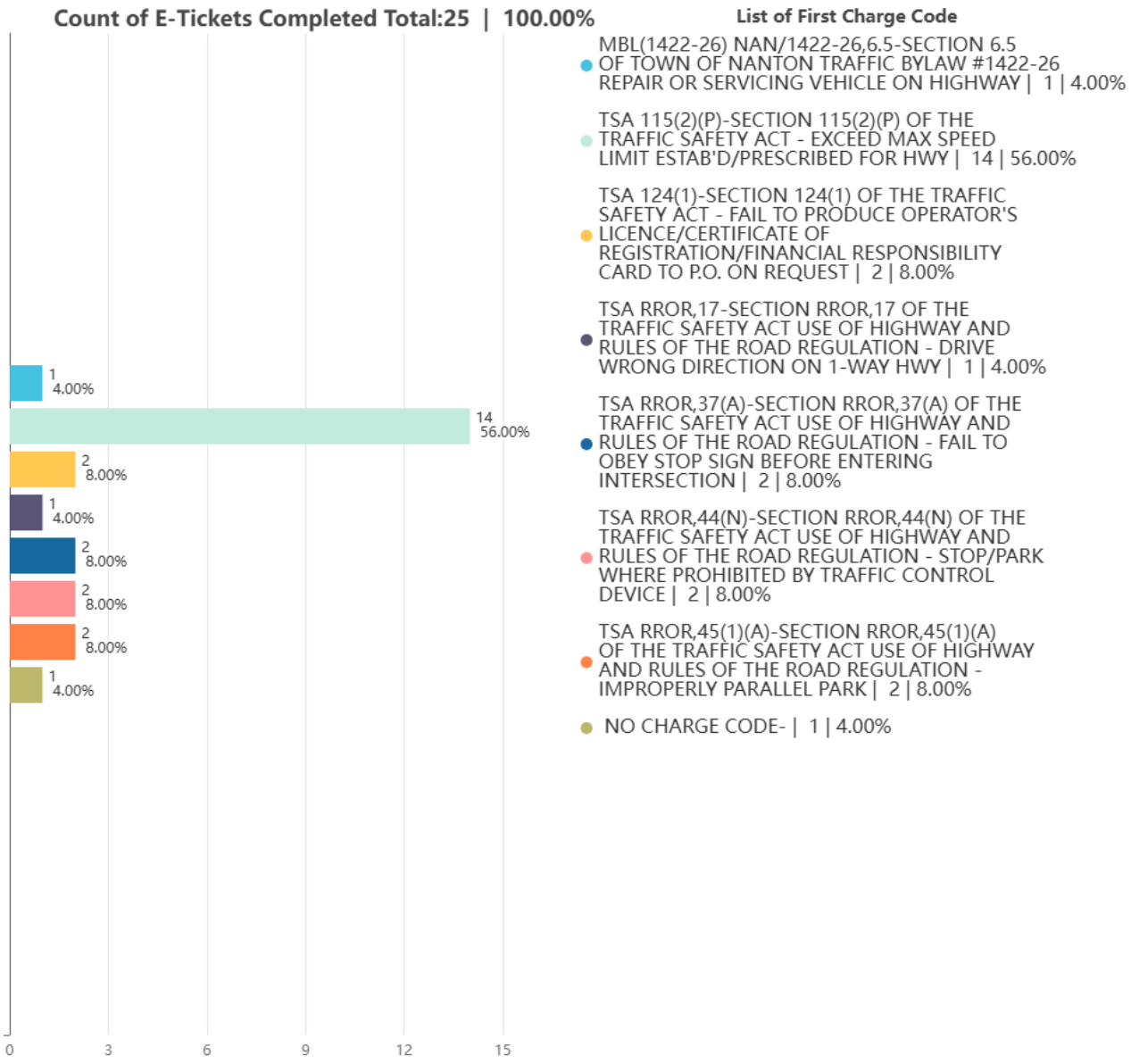
Violation type	Warnings issued	Percentage
Speeding	14	56.00%
Failure to produce operator's license, registration, or financial responsibility card upon request	2	8.00%
Failure to obey stop sign	2	8.00%
Stopping or parking where prohibited by a traffic control device	2	8.00%
Improper parallel parking	2	8.00%
Repairing or servicing a vehicle on a highway contrary to Town bylaw	1	4.00%
Driving in the wrong direction on a one-way highway	1	4.00%
No charge code recorded	1	4.00%
Total	25	100.00%

Summary

Speeding-related warnings represented more than half of all warnings issued during September, highlighting the continued importance of speed enforcement in promoting road safety within the Town of Nanton.

Enforcement Services will continue to focus on traffic safety, public education, and compliance with provincial legislation and municipal bylaws. These efforts support safer roadways and encourage responsible driving behaviour throughout the community.

Statistics from:2026-09-01 - 2026-09-30



Bylaw and Community Standards Report – September 2026

Overview
During September 2026, Enforcement Services investigated a total of **5 municipal incidents** involving bylaw and community standards concerns.

Incident Breakdown

Incident Type	Number of Reports	Percentage
Unsightly Property	3	60%
Traffic Bylaw	1	20%
Animal Bylaw	1	20%
Total	5	100%

Analysis

- **Unsightly Property** complaints represented the largest category of municipal enforcement activity during September, accounting for 3 of the 5 reported incidents (60%). These matters highlight the continued importance of property maintenance and compliance with municipal community standards.
- **Traffic Bylaw** matters accounted for 1 incident (20%), reflecting the department's ongoing role in addressing municipal traffic-related concerns.
- **Animal Bylaw** matters accounted for 1 incident (20%), requiring attention to applicable municipal regulations and responsible animal ownership.
- Enforcement efforts continued to focus on responding to community concerns, encouraging voluntary compliance, and addressing issues that may affect neighbourhood appearance, public safety, and quality of life.
- Ongoing monitoring, public education, and appropriate follow-up remain important tools in supporting compliance with municipal bylaws and maintaining a safe, clean, and orderly community.

Ongoing Focus Areas

Traffic Safety

Continue targeted and high-visibility patrols to promote compliance with provincial traffic legislation and municipal traffic bylaws. Enforcement efforts will focus on identifying traffic concerns, encouraging responsible driving behaviour, and improving safety for motorists and pedestrians throughout the Town of Nanton.

Motorists are encouraged to remain attentive and operate their vehicles according to posted speed limits, road conditions, and weather conditions.

Community Engagement

Maintain a visible and positive presence within the community while participating in public safety initiatives, training opportunities, and community meetings. Continued collaboration with residents, volunteers, and community organizations supports public awareness, effective communication, and stronger community partnerships.

Bylaw Enforcement

Continue monitoring seasonal and emerging bylaw concerns while promoting consistent enforcement and voluntary compliance where appropriate. Particular attention will be given to unsightly property complaints, animal bylaw matters, traffic bylaw concerns, and other issues affecting community standards.

Unsightly property complaints remained the leading category of municipal enforcement activity during September, accounting for 3 of the 5 reported incidents. Continued follow-up and appropriate enforcement will support property maintenance, neighbourhood appearance, and compliance with municipal regulations.

MONTHLY REPORT

Meeting: October 19, 2026
Agenda Item: 3.3.7

Emergency Management Department

Report Period:

ACTIVITIES:

Carlos Farias still required to take ICS300, I will book course when one is available.

VERBAL UPDATE:

Developing

- Preparing for the **Full Functional Exercise scheduled for October 23, 2026**. I am currently developing an emergency scenario based on one of the Town's top 10 identified risks. Met with Charity Jones, our South Zone representative, on September 18, 2026, we discussed and developed the scenario and exercise objectives.

EMERGENCY SOCIAL SERVICES (ESS)

Working On

- Developed a reunification plan to help prepare the Town for situations where a reception center is opened and families or friends become separated during an emergency.
- Still in the process of developing an ESS appendix that will include forms, training plans, agreements, supply-kit information, and other resources required to support ESS operations.
- Continuing to work with on the new HIRA program throughout this year to support the Town's emergency management planning and preparedness.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- **SCEMA Meeting – September 14, 2026**
- **Foothills DEM Meeting – October 1, 2026**

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- **(Tornado) HIRA Session – Nov 17 & 18, 2026 (Medicine Hat)**
- **Observing Foothills County Full Functional Exercise – Oct 21, 2026**
- **Town of Nanton – Full Functional Exercise – October 23, 2026**
- **Block 1 Training – Nov 16 & 17, 2026 (hosted in Nanton)**

Prepared by: Shellah Petersen

MONTHLY DEPARTMENT REPORT

Meeting: September 21, 2026
Agenda Item: 3.3.8

Legislative Services and Communications Coordinator

Report Period: September 2026

ACTIVITIES:

- Worked on changes to the Community Bylaw, including a revised draft for Council. Bylaw 1433/26 received first reading on September 21, 2026.
- Worked on Municipal Enforcement policies and procedures to address recommendations from the May 2026 Peace Officer Services review.
- Held Privacy Management Program training with supervisors and managers and worked on a PowerPoint presentation for staff training.
- Launched Community Connection Wednesday and Peace Officer Moment to share regular Town updates and public education information.
- Prepared information for residents about Alberta's Extended Producer Responsibility program and the recycling changes coming October 1, 2026.
- Worked on the Town of Nanton Community Guide with the Nanton Chamber of Commerce, including tourism content and layout.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- Community Bylaw: Council gave first reading to Bylaw 1433/26 on September 21. Work continued on the draft and public feedback.
- Privacy Management Program: Provided training for supervisors and managers and prepared staff training slides and materials.
- Municipal Enforcement: Updated policies and procedures following the Peace Officer Services review.
- Communications Plan: Started the Community Connection Wednesday and Peace Officer Moment features.
- Community Guide: Worked on content and planning with the Nanton Chamber of Commerce.
- Recreation Master Plan: Prepared public participation information for the September 28 Committee of the Whole meeting.
- Records Management and Technology: Worked on plans for SharePoint and better electronic records management.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- EXLGP 8209 – Citizen Engagement and Consultation, University of Alberta. Final course in the National Advanced Certificate in Local Authority Administration (NACLAA II) program.
- PHIL 337 – Business Ethics, Athabasca University. Continued university coursework toward Management degree.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- October 13th and and 21st Privacy Management Training for staff
- October 19, 2026: Council Organizational Meeting.
- October 29, 2026: Northwest Area Structure Plan Open House and a separate recreation discussion booth.
- Privacy Management Program training for Council

Prepared by: Sara-Lynn Lyons Date: October 14, 2026

MINUTES

October 6, 2026, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

PUBLIC HEARING AND REGULAR COUNCIL MEETING

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

ABSENT: Councillor Dave Mitchell

OTHERS PRESENT:

Tara Vandervalk	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning and Development Officer

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 237 – 26/10/05 - McMasters
The Regular Council and Public Hearing agenda for October 5, 2026, was accepted. CARRIED

2. PRESENTATIONS:

2.1 Public Hearing Bylaw # 1431/26 a Bylaw to Amend Land Use Bylaw 1389/24

RESOLUTION # 238 – 26/10/05 – Miller
It was moved at 7:01 p.m. to hold a Public Hearing pursuant to section 216.4 of the Municipal Government Act, RSA 2000, Chapter M-26 in regards to Town of Nanton Bylaw # 1431/26. CARRIED

2.1.1 Notice of Public Hearing:

Notice of this Public Hearing regarding Town of Nanton Bylaw # 1431/26 was provided in accordance with the Municipal Government Act. We will conduct the hearing in accordance with the Town's Council and Committee Procedure Bylaw.

2.1.2 Applicant or Authorized Representative:

The applicant submitted the required information in support of the proposed bylaw and was not present to speak on the public hearing.

2.1.3 Written Submissions:

There were no written submissions were received regarding Bylaw # 1431/26.

DRAFT

2.1.4 Public Presentations:

There was no one present to speak on the public hearing.

2.1.5 Close of Public Hearing:

RESOLUTION # 239 – 26/10/05 - Shields
It was moved to close the Public Hearing regarding Town of Nanton Bylaw # 1431/26 7:02 p.m. and reconvene the Regular Meeting of Council. CARRIED

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 Council Meeting Minutes – E

RESOLUTION # 240 – 26/10/05 - Czop
The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held September 21, 2026, were accepted as distributed. CARRIED

4.1.2 September 28, 2026 Committee Meeting Minutes - E

RESOLUTION # 241 – 26/10/05 - Strong
The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Committee of the Whole Meeting of the Town of Nanton held September 28, 2026, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Bylaw 1431/26 to amend Land Use Bylaw 1389/24 – E

RESOLUTION # 242 – 26/10/05 - McMasters
Moved to read the Town of Nanton Bylaw #1431/26, an amendment to Land Use Bylaw 1389/24, for the second time. CARRIED

RESOLUTION # 243 – 26/10/05 - Miller
Moved to read Town of Nanton Bylaw # 1431/26 for a third time. CARRIED

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

RESOLUTION # 244 – 26/10/05 - Shields
Moved 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. CARRIED

5.2 Information Brief Kinetic GPO (Group Purchasing Organization) Procurement Services – E

Council received information regarding the Town's membership with Kinetic GPO for additional procurement options.

5.3 Request for Decision Proclamation Policy – E

RESOLUTION # 245 – 26/10/05 - Miller
Moved that Council approve the Proclamation Policy, as presented, and repeal and replace Proclamation Policy 11-292-12/11/05. CARRIED

5.3 Information Brief Fees & Rates, Schedules A, B & C – E

Manager of Corporate Services gave an overview of proposed future fees and rates schedules for Council's consideration.

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

7. CLOSED CONFIDENTIAL SESSION:

8. ADJOURNMENT:

RESOLUTION # 246 – 26/10/05 - Czop
IT WAS MOVED to adjourn the Regular Meeting of Council at 8:00 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL **CHIEF ADMINISTRATIVE OFFICER**

TV:sl

These minutes accepted and signed this 19th day of October 2026.

REQUEST FOR DECISION

Meeting: October 19, 2026
Agenda Item: 4.2.2

COMMUNITY BYLAW REVIEW- 2nd & 3rd Readings

BACKGROUND / IMPLICATIONS:

Council gave first reading to proposed Community Bylaw 1433/26 at its September 21, 2026 Regular Meeting. The bylaw is now presented for consideration of second and third readings. Administration completed a comprehensive review of Community Bylaw 1299/18, which has been amended over time, including provisions for Excessive Protective Elements and Camping, Panhandling and Loitering. The proposed bylaw retains the overall purpose of regulating noise, nuisances and unsightly premises while modernizing definitions, clarifying property maintenance standards and strengthening enforcement provisions. The bylaw was posted for public review; no comments or questions were received.

The review was intended to make the bylaw clearer for residents, businesses and enforcement staff, address recurring enforcement issues, better distinguish residential and non-residential property standards, and provide a more structured compliance and remediation process. The draft also consolidates exemption authority under the CAO or designate where an exemption is expressly permitted by the bylaw.

The principal changes from Community Bylaw 1299/18 are summarized below:

Area	Summary of Change
Definitions and interpretation	Updates and expands definitions to provide clearer enforcement standards. New or substantially revised definitions include Attractant, Exterior Surface, Good Repair, Inoperative Motor Vehicle, Naturalized Landscaping, Nuisance, Pest, Public View, Reasonable, Screening, Trailer, Unsightly Condition and Untidy.
Noise and exemptions	Retains the existing noise framework and hours while replacing adhoc permission language with written exemptions granted by the CAO or designate in accordance with the new general exemption process in Section 13.
Unsightly, untidy and nuisance conditions	Rewrites Section 4.1 to use clearer, objective property-maintenance standards. Vegetation provisions address substantial overgrowth, seed dispersal, encroachment, visibility, pedestrian or vehicle movement and pest shelter. Weed-control obligations continue to include adjoining boulevards and lanes.
Exterior building maintenance	Adds detailed standards requiring Buildings and Structures to be kept in Good Repair, including walls, foundations, roofs, siding, windows, doors, stairs, railings, drainage components, fences and retaining walls.
Residential, commercial and industrial property	Adds clearer outdoor-storage and nuisance standards for residential, commercial and industrial Property. Lawful business materials are not treated as Refuse solely because they are used, salvaged or awaiting reuse, provided they are orderly, within a designated storage area and Screened where required.
Inoperative motor vehicles	Clarifies the definition and residential storage requirements for Inoperative Motor Vehicles, including rear-yard location, Screening and other conditions. Commercial and industrial storage is permitted where it forms part of a licensed or approved automotive repair, vehicle sales, towing, salvage, recycling or similar use and complies with the Land Use Bylaw and applicable Development Permit.
Unattached trailers	Adds new rules for unattached Trailers on a Highway, including a 12-hour limit following unexpected mechanical failure and authority

	to address Trailers that obstruct traffic, interfere with visibility, lack adequate warning devices or create a safety hazard.
Construction sites	Retains requirements to contain and remove construction materials and waste and adds a specific obligation to keep construction sites safe and secure, including hazards associated with excavations and site access.
Town Property	Broadens the nuisance provision on Town Property to include unsafe conditions, Unsightly Conditions and unreasonable interference with the public's use and enjoyment of Town Property.
Enforcement and voluntary compliance	Reorganizes Section 9 into a clearer enforcement process. It provides for voluntary compliance before formal enforcement where appropriate, followed by remedial orders, review/appeal rights, Town remediation and recovery of costs.
Town remediation and cost recovery	Clarifies contractor attendance, lawful entry to undertake or supervise remedial work, obstruction offences, recovery of contractor/labour/equipment/disposal costs, administrative remediation fees, tax-roll recovery where authorized and caveat provisions.
CAO or designate exemptions	Creates one general written exemption process in Section 13. Requests may be approved, approved with conditions or refused by the CAO or designate, and exemptions may be amended or revoked. An exemption is available only where another provision of the bylaw expressly authorizes it.
Schedule A penalties	Reformats Schedule A into first, second, and third/subsequent offence columns and applies the repeat-offence period over 24 months. Adds penalties for new provisions, including exterior maintenance, outdoor storage, inoperative vehicles, unattached Trailers, construction-site safety and obstruction of remedial work.
Administrative remediation fees	Adds escalating administrative remediation fees for repeated remedial action on the same Property within 24 months: $50 for the first remedial action, $75 for the second and $100 for the third and each subsequent action, in addition to the Town's actual remediation costs.

ADMINISTRATIVE RECOMMENDATION:

Moved that Council give second reading to Community Bylaw 1433/26, being a bylaw to regulate noise, nuisances, unsightly and untidy property, property maintenance and related community standards within the Town of Nanton.

Moved that Council give third and final reading to Community Bylaw 1433/26.

DECISION OPTIONS:

☒ #1 – Moved that Council give 2nd & 3rd reading as presented

☐ #2 – Moved that Council give 2nd & 3rd reading as amended

☐ #3 – Refer back to administration for further review and amendement.

Financial (GL# / Amount) : No direct financial impact anticipated. Enforcement and remediation costs may be recovered where authorized by the Bylaw and Municipal Government Act.

Communications/PR: Following adoption, the updated Community Bylaw will be posted on the Town website and key changes may be communicated through Town communication channels.

Applicable Legislation: Municipal Government Act, RSA 2000, c. M-26; Provincial Offences Procedure Act; Weed Control Act; Traffic Safety Act; Land Titles Act; Town of Nanton Land Use Bylaw.

Attachments: Draft Community Bylaw 1433/26; Community Bylaw 1299/18 (consolidated) red copy and accepted changes

Prepared By: Sara-Lynn Lyons **Date: October 8, 2026**

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

NANTON STRATEGIC PLAN ALIGNMENT			
☒	**RELIABLE INFRASTRUCTURE**	☐	**LIVABLE COMMUNITY**
☐	**FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT**	☐	**PARTNERSHIPS**
Strategic Plan Alignment: Reliable Infrastructure – 1.4 Building Community: Review and strengthen the Town's Community Bylaw, including clear property standards and mechanisms to recover cleanup costs from non-compliant properties.			

COMMUNITY BYLAW 1433/26

BYLAW

Bylaw Number: 1433/26

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO MITIGATE NOISE, NUISANCES AND UNSIGHTLY PREMISES.

WHEREAS, Section 7(a) of the Municipal Government Act of the Province of Alberta provides that a Council may pass bylaws for the safety, health and welfare of people and the protection of people and property, and

WHEREAS, Section 7(b) of the Municipal Government Act of the Province of Alberta provides that a Council may pass bylaws respecting people, activities and things in, on or near a Public Place or a place open to the public, and

WHEREAS, Section 7(c) of the Municipal Government Act of the Province of Alberta provides that a Council may pass bylaws respecting nuisances, including unsightly property, and

WHEREAS, Council deems it proper and expedient to enact a bylaw respecting the mitigation of noise, nuisances and unsightly premises to encourage a sense of community respect and ensure quiet enjoyment of property for the residents of Nanton;

NOW THEREFORE, the Council of the Municipality of the Town of Nanton in the Province of Alberta duly assembled enacts the following Bylaw, to be cited as the "**Community Bylaw**":

1. POWERS AND INTERPRETATION:

1.1 This Bylaw shall be administered and enforced by a Peace Officer, Bylaw Enforcement Officer, the CAO, or any designated officer or employee of the Town of Nanton otherwise delegated the authority of administration and enforcement of this Bylaw.

1.2 In this Bylaw, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time, and referred to throughout this Bylaw as the Act, shall have precedence of hierarchy in the matters of this Bylaw. For matters concerning the enforcement of this Bylaw, the provisions of Division 4, Enforcement of Municipal Law of the Act shall be the primary authority.

2. DEFINITIONS:

Act means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and any subsequent amendments to the Act.

Attractant means any food, food waste, compost, garbage, animal feed, fallen fruit or other substance that could reasonably attract wildlife, rodents or other Pests.

Building has the meaning defined in the Act and includes anything constructed or placed on, in over or under Land, but does not include a Highway or road or a bridge that forms part of a Highway or road.

Camping means to stay between the hours of 10:00 p.m. and 08:00 a.m. in a tent, Vehicle or other form of shelter, or under the open sky, whether or not on a temporary basis, on any Town Land unless prior approval has been granted.

CAO is the Chief Administrative Officer which is the Person appointed to this position by the Council of the Town of Nanton or a Person designated to act on the CAO's behalf.

Construction means the temporary process of demolishing or Building any Structure, or repairing or improving a Building or Premises that already exists, including landscaping, home repair, Property improvement and any work in connection with that process.

Council means the Municipal Council of the Town of Nanton.

Dangerous Condition means the condition of any Property, Premises, Structure or improvement or any part thereof, which is likely or probably hazardous or dangerous to public health and safety and shall include without limiting the generality of the foregoing:

a) A refrigerator, ice box or freezer, which is not being used for the storage of perishable goods and is equipped or fitted with a door that cannot be opened from the inside;

b) An excavation or hole that is not safeguarded to prevent Persons from falling into such excavation or hole.

Development Permit means a document issued by the Town, authorizing a development pursuant to the Town of Nanton Land Use Bylaw, and includes plans and conditions of approval.

Dwelling Unit means a Building or portion thereof consisting of one or more rooms which is intended to be used as a permanent residence for one or more individuals, containing cooking, sleeping and sanitary facilities only for that unit.

Exterior Surface means the exterior portion of a Building or Structure, including exterior walls, foundations, roofs, doors, windows, stairs, porches, balconies, canopies, Fences and attached fixtures.
Excessive Protective Elements means protective elements that are excessive and includes but is not limited to:

a) Visual surveillance equipment, including video cameras, 'night vision' systems, surveillance drone equipment or electronic listening devices, installed on Land or Premises capable of permitting either stationary or scanned viewing or listening, by an operator or viewer or listener of that equipment, beyond the perimeter of Land owned, leased or occupied by the Owner or Occupant.

b) Floodlighting and/or alarm equipment, including motion sensor-based technology, installed on Land or Premises, which unreasonably generates light or sound beyond the perimeter of Land owned, leased or occupied by the Owner or Occupant.

Fence means a vertical barrier which is used to prevent or restrict passage, to provide visual Screening, sound attenuation, protection from dust or other elements, or to mark a boundary.

Good Repair means a condition in which a Building, Structure or other improvement is structurally sound, weather-resistant, safe, capable of being used for its intended purpose and maintained in accordance with the exterior maintenance Standards established by this Bylaw.

Graffiti means the illicit placement of one or more letters, symbols, figures, etchings, scratches, drawings, inscriptions, stickers, stains, or other markings or things however affixed on the surface of any Premises, Structure or other Property.

Highway means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of Vehicles, and includes;

a) a Sidewalk, including the boulevard portion of the Sidewalk,
b) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
c) if a Highway right of way is contained between Fences or between a Fence and one side of the Highway, all the Land between the Fence and the edge of the Highway, as the case may be; but does not include a place declared by regulation not to be a Highway.

Inoperative Motor Vehicle means a Motor Vehicle that:

a) cannot be moved under its own power;
b) is partially dismantled, wrecked, substantially damaged or undergoing repair that prevents its lawful operation;
c) is missing a major component required for its operation; or
d) is otherwise incapable of being legally and safely operated on a Highway.

Land means the Land around and appurtenant (secondary or attached) to the whole or any part of the Premises and used or intended to be used, or capable of being used in connection with the Dwelling Unit or Building and includes those portions of public lanes or streets normally Maintained by Owners or Occupants of the adjacent Premises.

Land Use Bylaw means the Land Use Bylaw of the Town of Nanton, as amended from time to time.

Loitering means to linger, hang about, travel indolently, and includes to rest and to stand, sit or recline without a purpose relating to the Property, and shall include obstructing any Person while Loitering.

Maintain means the work of keeping something in proper working order so that it performs its intended function or keeping something in Good Repair or Reasonable condition.

Motorized Garden Tool means any tool used for horticulture or lawn maintenance that is powered by an electric or internal combustion engine of any kind.

Municipal Tag means a form of notice alleging an offence issued pursuant to the authority of this Bylaw, which may or may not state a fine, as per the provisions of this Bylaw.

Naturalized Landscaping means a deliberately planted and Maintained area containing native plants, ornamental grasses, flowering plants or other vegetation that is managed to prevent the growth or spread of Weeds and does not create a safety hazard, obstruct visibility or encroach onto neighbouring Property or a Highway.

Noise means any sound that is reasonably likely to disturb the peace of others.

Non-Residential means the use or occupancy of a Building or Land or part thereof for any purpose other than Residential.

Nuisance means a condition, activity or use of Property that unreasonably interferes with the use, enjoyment, safety or comfort of another Property or of a Public Place, having regard to the nature, duration, frequency, intensity and surrounding circumstances of the condition or activity.

Occupant means any Person who resides, leases or carries on any kind of business in a Residential or Non-Residential Premises with or without a License of Occupation granted by the Owner of said Premises.

Owner means:

a) a Person who is registered under the *Land Titles Act* as the Owner of a parcel of Land; or
b) a Person who is recorded as the Owner of a Property on the tax assessment roll of the Town of Nanton; or
c) a Person who has purchased or otherwise acquired a parcel of Land, whether that Person has purchased or otherwise acquired the Land directly from the Owner or from another purchaser, and has not yet become the registered Owner thereof; or
d) a Person holding himself out as the Person having the powers and authority of ownership of a Property or Premises or who for the time being exercises the powers and authority of Ownership; or
e) a Person in possession or control of a Property or Premises under Construction; or
f) a Person who is the Occupant of a Property or Premises pursuant to a written or verbal rental or lease agreement, license or permit.

Panhandling means: to ask for a gratuitous donation of money, food, or goods of any kind, whether by spoken or printed word, or bodily gesture, but does not include the solicitation of charitable donations allowed or authorized pursuant to the Charitable Fundraising Act, or any other legislation permitting the solicitation of charitable donations.

Pathway means any multiple-use path whether of asphalt, concrete, shale or gravel surface, which is not a Highway.

Peace Officer means a member of the Royal Canadian Mounted Police, a Peace Officer, a Community Peace Officer or a Bylaw Enforcement Officer for the Town.

Pest means any animal, insect or other organism, including rodents, that may cause damage to Property, create an unsafe or unsanitary condition, or negatively affect the use or enjoyment of neighbouring Property, but does not include a domestic animal.

Person means an individual or any business entity including a firm, partnership, association, corporation, company or society.

Premises includes the external surface of all Buildings and the whole or part of any parcel of real Property, including the Lands immediately adjacent to any Building or Buildings.

Property means the parcel of Land and improvement, or a parcel of Land and the improvements to it. Property, in respect to this Bylaw, shall also include the adjacent boulevard, and the Land directly behind the rear of the Property from Property line to the mid-point of the laneway or one (1) meter beyond rear Property line if abutting a Municipal or Public Reserve area.

Provincial Offences Procedure Act means the Provincial Offences Procedure Act, RSA 2000, c.P-34, and the regulations thereof, as amended or replaced from time to time.

Public Place means any place, including privately owned or leased Property, to which the public reasonably has or is permitted to have access.

Public View means visible from a Highway, Sidewalk, Pathway, park, other Public Place or an adjoining Property at ground level.

Reasonable means an objective standard determined by considering the nature, severity, duration, frequency and location of the condition or activity, its effect on neighbouring Properties or the public, and the ordinary standard of maintenance expected for comparable Properties.

Recreational Vehicle means a Vehicle or Trailer that is designed, constructed and equipped, either temporarily or permanently, as an accommodation for travel, vacation, or recreational use and includes a travel Trailer, motorized homes, slide-in campers, chassis-mounted campers, boats, all-terrain vehicles, snowmobiles and tent Trailers, whether licensed or unlicensed.

Refuse means any discarded or abandoned organic or inorganic material and without restricting the generality of the foregoing, includes rubbish or garbage, ashes and all forms of grass, tree and hedge cuttings and clippings, broken household dishes and utensils, empty or partly empty tins, boxes, cartons, bottles and containers, discarded paper and fabric and other materials, all trees, shrubs, stumps, scrap lumber, scrap metal, large boxes and crates, oil drums, and similar unwieldy materials, discarded furniture and fixtures, including but not limited to tables, mattresses, water heating tanks, stoves, furnaces, Fences, gates and other discarded fixtures.

Residential or Residence means a room or a suite of rooms which form a Dwelling Unit that is exclusively used for human habitation purposes and includes houses, duplexes, Townhouses, condominiums, and apartments, and means a vacant lot that is contained within a Residential Development.

Screening means a solid Fence, wall, Building, hedge or combination thereof that substantially blocks stored materials, equipment, Vehicles or activities from Public View and is Maintained in Good Repair.

Sidewalk means:

a) that part of a Highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a Highway between the curb line thereof (or the edge of the roadway where there is no curb line) and the adjacent Property line, whether or not paved or improved; and
b) a Pathway that is adjacent to a Highway that fronts and/or flanks a Premises.

Standards means the Standards set out in this Bylaw.

Structure means anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground, which, among other things, includes Buildings, walls, Fences, billboards and poster panels, (and includes any Building, utility box, retaining wall, scaffolding, receptacle, mobile home, shed or portable shack).

Town is the corporation of the municipality of the Town of Nanton.

Trailer means a Vehicle or other wheeled conveyance designed to be pulled or towed by another Vehicle rather than powered by its own engine.

Unsightly Condition means a condition of Property that is Visible to the Public, shows a substantial or ongoing lack of maintenance, repair, organization or upkeep, and may be detrimental to the surrounding area. Indicators include the accumulation, storage, placement, condition or appearance of waste, debris, Refuse, discarded materials, appliances, furniture, machinery, Vehicles, construction materials, uncontrolled vegetation or other objects or materials that are visibly Untidy, neglected or inconsistent with the Reasonable maintenance of the Property, having regard to the surrounding neighbourhood and applicable municipal Standards.

Untidy means a condition in which materials, equipment, possessions, Refuse or other items are visible to the public and are accumulated, scattered, disorganized or stored outside a Building without orderly arrangement or adequate Screening.

Vehicle means a device in, on or by which a Person or thing may be transported or drawn on a Highway and includes a combination of Vehicles but does not include a mobility aid (as defined by the Alberta Traffic Safety Act).

Violation Ticket means a ticket issued pursuant to the Provincial Offences Procedure Act, RSA 2000, c P-34, as amended or replaced from time to time, alleging that a Person has committed an offence under this Bylaw.

Weeds means Weeds as defined in the Alberta Weed Control Act and Regulation, including prohibited noxious Weeds and noxious Weeds.

3. NOISE:

3.1 No Person shall cause or permit any Noise that annoys or disturbs the peace of any other Person.

3.2 In determining what constitutes Noise likely to annoy or disturb the peace of other Persons, consideration may be given, but is not limited to:

(a) type, volume and duration of the sound;

(b) time of day and day of the week;

(c) nature and use of the surrounding area;

(d) if the Noise is excessive, unnecessary, or unusual;

(e) any other relevant factor.

3.3 No Person shall permit Property that they own or control to be used so that Noise from the Property annoys or disturbs the peace of any other Person between the hours of 11:00 p.m. any day of the week and 6:00 a.m. the next day, excepting Sundays, which shall be to 9:00 a.m. unless a written exemption has been granted by the CAO or designate in accordance with Section 13.

3.4 No Owner or manager or other Person in charge of Premises where liquor is served to the public shall permit any Noise to emanate from such Premises such that it annoys or disturbs any Person outside the boundary of the Premises. Section 3.2 of this Bylaw applies to this provision.

3.5 Nothing in this Bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:

(a) is a permitted use; or

(b) is an approved discretionary use.

3.6 In the operation or carrying on of an industrial activity, the Person operating or carrying on that activity shall make no more Noise than is necessary in the normal method of performing or carrying on that activity.

3.7 No Person shall cause or permit any Construction Noise on Property that they own or control so that the Noise from the Property annoys or disturbs the peace of any other Person between the

hours of 9:00 p.m. any day of the week and 7:00 a.m. the next day, excepting Sundays, which shall be to 9:00 a.m.

3.8 Unless a written exemption has been granted by the CAO or designate in accordance with Section 13, no Person shall use, operate or allow to be used or operated any machinery or equipment so as to create Noise or a disturbance which may be heard in a Residential Building between the hours of 9:00 p.m. and 7:00 a.m. the next day, except Sundays which shall be to 9:00 a.m.

3.9 The provisions in Section 3.7 and 3.8 do not apply to work carried out by the Town, or by a contractor carrying out the instructions of the Town.

3.10 Nothing in this Section prohibits the use of Motorized Garden Tools or grass cutting devices on a golf course between the hours of 6:00 a.m. to 9:00 a.m. any day of the week.

4. UNSIGHTLY / UNTIDY PROPERTY AND NUISANCE:

4.1 No Owner or Occupant shall cause or permit a Property to remain in an Unsightly, Untidy, Nuisance or condition that presents a risk to health or safety, including by:

a) failing to cut, mow or otherwise Maintain grass, Weeds or other vegetation on the Property where the vegetation has become substantially overgrown, produces or disperses seed, encroaches onto adjoining Property or public Land, obstructs visibility, interferes with pedestrian or Vehicle movement, or provides shelter for Pests;

b) failing to cut, mow and Maintain the grass on any boulevard, and to prevent such grass from growing to such a height as to be unsightly, having regard to the height of the grass on adjacent or surrounding Premises;

c) failing to provide suitable ground cover or take other measures necessary to prevent soil erosion or the migration of soil, gravel or other material from the Property;

d) failing to control a noxious weed or destroy a prohibited noxious weed as required by the Weed Control Act, including on an adjoining boulevard and to the center of an adjoining lane or alley;

e) failing to manage the growth of trees or shrubs or other vegetation upon such Property or Premises to ensure that the growth does not cause any obstruction, interfere with or endanger any visibility of streets or Sidewalks, including signage for same, lines, poles, conduits, pipes, sewers or other works of the Town, or otherwise present a safety hazard for pedestrians or traffic;

f) allowing any infectious blight or disease of trees or other vegetation located on the Property to go uncontrolled or unchecked, including insect Pests;

g) allowing stagnant water to accumulate or remain on the Premises so as to create a potential breeding place for mosquitoes or other Pests;

h) causing or permitting smoke, dust, odour, fumes or other airborne matter to escape from the Property in a concentration or for a duration that unreasonably interferes with another Person's use or enjoyment of Property;

i) using any chemical, compound, product or substance for any purpose whatsoever without regard to the manufacturer's recommendations for use and safety precautions, or Provincial Regulations, that result in adverse effects to the environment or another Person;

j) allowing excessive storage or accumulation or the failure to dispose of all forms of garbage, including but not limited to animal material, Building material, papers, packages, containers, bottles, cans, sewage, yard material, dirt, soil, gravel, rocks, sod, petroleum products, hazardous recyclables, substances and wastes as defined in the *Environmental Protection and Enhancement* Act (Alberta), tires, boxes, scrap materials including metals and lumber, dilapidated furniture, appliances, machinery, machinery parts, or other similar materials or items;

k) allowing or permitting significant deterioration of improvements or portions of improvements, or the failure to Maintain any Structure in Good Repair, including accessory Buildings, Structures or Fences such that the Structure deteriorates, becomes unsightly or becomes a health or safety hazard;

l) failing to Fence or secure an excavation, culvert, ditch or other depression so that it does not become a danger to public safety;

m) allowing the storage or accumulation of Construction waste, other than waste placed in an appropriate waste container and covered as to prevent the material from being blown off the Property;

n) allowing the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any Fence or wall on any Property, where the same are accumulated and become in a dilapidated and Unsightly Condition;

o) drawing, painting or writing of any signs or messages upon public or private Property, except with the prior permission of the Owner of the Property;

4.2 No Person shall cause, permit or undertake an activity on Town Property that creates a Nuisance, unsafe condition, Unsightly Condition or unreasonable interference with the public's use and enjoyment of that Property.

4.3 No Person shall cause, permit or undertake any Loitering, Panhandling, or Camping upon any Town Property.

4.4 Every Owner or Occupant shall Maintain the exterior of each Building and Structure on the Property in Good Repair, including by:

a) keeping exterior walls, foundations and roofs structurally sound and weather-resistant;

b) repairing or replacing broken, missing, loose, rotted or substantially deteriorated siding, roofing, trim, stairs, railings, porches, balconies and other exterior components;

c) maintaining painted or otherwise finished surfaces so that peeling, flaking or substantially deteriorated finishes do not expose the underlying material to continued deterioration;

d) keeping windows, doors and other openings intact, properly fitted and capable of being securely closed;

e) replacing or securing broken windows and removing loose or broken glass;

f) maintaining eavestroughs, downspouts and drainage components so that water is not directed onto adjoining Property, a Sidewalk or other public area; and

g) keeping Fences, retaining walls and accessory Structures upright, stable and free of missing, broken or hazardous components.

4.5 No Owner or Occupant shall cause or permit any Residential, commercial or industrial Property to become or remain unsightly, Untidy, unsafe or in a condition that creates a Nuisance, or to be used for outdoor storage that is inconsistent with the approved use of the Property, the Land Use Bylaw or an applicable Development Permit, including, without limiting the generality of the foregoing:

a) store materials, supplies, inventory, equipment, machinery or parts outdoors except where such storage is incidental to or forms part of the approved use of the Property, and where permitted, ensure such items are stored within a designated area in an orderly and stable manner;

b) use suitable racks, bins, containers or other storage systems where necessary to prevent materials from being scattered or accumulated across the Property;

c) provide and Maintain Screening where outdoor storage is visible from a Highway, Public Place or adjoining Residential Property;

d) keep required yards, access routes, emergency access areas, parking areas and landscaped areas free from outdoor storage;

e) prevent Noise, vibration, light, glare, smoke, dust, fumes and odour generated by the business from unreasonably interfering with the use or enjoyment of adjoining Property; and

f) materials or equipment used in the lawful operation of a business are not Refuse solely because they are used, salvaged or awaiting reuse. However, they must be stored in an orderly manner, within a designated storage area, and Screened as required by this Bylaw.

5. MOTOR VEHICLE REPAIR AND UNATTACHED TRAILERS

5.1 No Person may conduct any repair work on motor Vehicles, including mechanical repairs, auto body work, frame repair, collision repair, auto painting or modifications to the body or rebuilding of a motor Vehicle, on any site in a Residential district.

5.2 This provision shall not apply to routine maintenance or work done on any Vehicles owned, operated and registered in the name of the Owner or Occupant of Premises, provided that:

a) The work is done in an area which is suitably screened;

b) The activity does not create a Nuisance or Noise complaints from the neighbourhood;

c) There is no escape of offensive, annoying or noxious odours, fumes or smoke from the site;

d) Vehicle fluids, oil, gasoline products or other hazardous materials are properly stored and disposed of and not swept or washed into lanes, streets, or down storm sewers;

e) All discarded Vehicle parts and materials are properly stored in a defined and enclosed area which is visually screened and/or are disposed of from the site in a timely manner, to the satisfaction of the CAO or designate;

f) No power washing of motor or power train is performed on the site; and

g) All Building and fire code regulations are met.

5.3 No Person shall permit more than one Inoperative Motor Vehicle on a Residential Property unless a written exemption has been granted by the CAO or designate in accordance with Section 13. Such Vehicle must be maintained or repaired.

a) An Inoperative Motor Vehicle permitted under section 5.3 shall:
   i. be owned by the Owner or Occupant of the Property;
   ii. be located within a rear yard;
   iii. be fully Screened from Public View;
   iv. be stored on a stable surface;
   v. not leak fuel, oil, coolant or another fluid;
   vi. not create a safety hazard, fire hazard or Pest harbourage; and
   vii. not be used to store Refuse or materials unrelated to the repair of that Vehicle.

b) An Inoperative Motor Vehicle shall not be stored on a front yard, boulevard, Highway, Sidewalk or public Property.

c) A fitted Vehicle cover does not, by itself, constitute Screening.

d) Nothing in this section permits Vehicle repair, storage or salvage as a home-based business unless authorized under the Land Use Bylaw.

e) This section does not apply to a Vehicle stored entirely within a fully enclosed Building.

5.4 On a commercial or industrial Property, no more than two inoperable motor Vehicles may be stored outdoors unless the storage of inoperable Vehicles is directly associated with a lawful business operating on the Property. Any inoperable motor Vehicle stored outdoors shall be located in a rear or interior side yard and screened from view from a Highway, Public Place, and adjoining Residential Property. This limitation does not apply to approved automotive repair, Vehicle sales, towing, salvage, recycling, or similar businesses where inoperable Vehicle storage is part of the approved use and complies with the Land Use Bylaw and applicable development permits.

5.5 No Person shall park or leave a Trailer on a Highway unless the Trailer is securely attached to a motor Vehicle capable of safely drawing it.

5.6 Section 5.5 does not apply where a Trailer has been temporarily detached because of an unexpected mechanical failure and cannot reasonably be removed immediately, provided that the Trailer is repaired or removed as soon as reasonably possible and no later than twelve (12) hours after being detached.

5.7 Notwithstanding section 5.6, a Peace Officer may, in accordance with section 77 of the Traffic Safety Act, cause a Trailer to be immediately removed and stored at a suitable location where it is parked or left in contravention of this Bylaw, obstructs or may obstruct traffic, interferes with visibility, lacks adequate reflective or warning devices, or otherwise creates a safety hazard.

5.8 All towing, removal and storage costs associated with a Trailer removed under section 5.7 are the responsibility of the Owner or Person responsible for the Trailer.

6. CONSTRUCTION SITES:

6.1 An Owner of a Property or Premises under Construction shall ensure that Building materials and waste materials on the Premises are removed or contained and secured in such a manner that prevents such material from being blown off or scattered from the Property.

6.2 An Owner of a Property or Premises under Construction shall ensure that waste Building material on the Premises is removed within a Reasonable time by means of appropriate containers.

6.3 An Owner of a Property or Premises under Construction shall ensure that the Construction site is maintained in a safe and secure condition, including that:

a) open excavations, trenches, holes and other hazardous areas are adequately Fenced, barricaded, covered or otherwise secured to prevent unauthorized access;

b) appropriate warning signs are posted and maintained where a hazard may not be readily apparent;

c) fencing, barricades, signs and other safety measures remain secure and visible for the duration of the hazard;

d) Construction materials, equipment and debris are stored in a stable manner that does not create a danger to neighbouring Properties or the public; and

e) public Sidewalks, streets, lanes and other access routes adjoining the Property are kept free from Construction materials, debris and hazards.

7. GRAFFITI:

7.1 Every Property Owner shall ensure that Graffiti placed on their Premises is removed, painted over, or otherwise permanently blocked from Public View, within 30 days of the placement of the Graffiti.

7.2 In prosecuting an offence under 7.1, the consent of the Property Owner of any Premises to place Graffiti thereon shall not be a defence under this Bylaw.

8. ADDRESSING:

8.1 The Owner or Occupant of any Premises shall display the civic address number assigned to the Property, pursuant to the current Town of Nanton Street Numbering Bylaw, at a location plainly visible from the street in front of the Premises to which the Property is addressed.

8.2 The Owner or Occupant of a Premises that has access to a laneway, shall display the number assigned to the Property, pursuant to the current Town of Nanton Street Numbering Bylaw, at a location plainly visible from the laneway.

9. ENFORCEMENT:

9.1 A Peace Officer may enter onto or upon any Property to inspect for compliance with this Bylaw in accordance with section 542 of the Municipal Government Act.

a) The Peace Officer shall provide the Owner or Occupant with Reasonable notice before entering the Property, except where otherwise authorized by law.

b) The Peace Officer may document the condition of the Property and any apparent contravention.

9.2 Except where immediate enforcement is warranted, a Peace Officer may use the following voluntary compliance process before issuing a remedial Order:

a) provide the Owner or Occupant with written notice describing the apparent contravention and the action required to correct it;

b) allow seven (7) days from the date of the notice to correct the contravention;

c) reinspect the Property after the seven-day period; and

d) proceed with a remedial Order under section 9.5 if the contravention has not been corrected.

9.3 A Peace Officer may extend the voluntary compliance period where the nature of the work, weather, contractor availability or another relevant circumstance prevents compliance within seven (7) days.

a) The extension must be granted in writing.

b) The extension must specify the new compliance date.

c) An extension shall not be granted where the condition creates an immediate risk to health, safety, Property or the environment.

9.4 A Peace Officer may proceed directly to a remedial Order without using the voluntary compliance process where:

a) the contravention creates an immediate risk to health, safety, Property or the environment;

b) the Owner or Occupant has previously failed to correct the same or a similar contravention;

c) the Owner or Occupant refuses to cooperate.

9.5 A Peace Officer may issue a written Order under section 545 or 546 of the Municipal Government Act requiring a Person responsible for a contravention to remedy it.

a) The Order shall identify the Property and the Person responsible for the contravention.

b) The Order shall describe the contravention and specify the action or measures required to correct it.

c) The Order shall require compliance within fourteen (14) days after it is received, unless a different period is warranted by the nature or severity of the contravention.

d) The Order shall state that the Town may undertake the required work at the expense of the Person if the Order is not complied with.

e) The Order shall explain the right to request Council's review of the Order.

f) The Order shall include any other information required by the Municipal Government Act.

9.6 A Peace Officer may extend the compliance deadline specified in an Order where the Person has demonstrated Reasonable efforts toward compliance and no immediate risk exists.

a) The extension must be granted in writing before the existing compliance deadline expires.

b) The extension must specify the new compliance date.

c) The extension must not be contrary to the Municipal Government Act.

9.7 A Person who receives an Order under section 545 or 546 of the Municipal Government Act may request that Council review the Order by delivering written notice to the Town within fourteen (14) days after receiving the Order.

a) Council may confirm, vary, substitute or cancel the Order in accordance with section 547 of the Municipal Government Act.

b) A Person affected by Council's decision may appeal the decision to the Court of King's Bench within the time and on the grounds permitted by section 548 of the Municipal Government Act.

9.8 After the compliance deadline has passed, a Peace Officer may conduct a final inspection to determine whether the Order has been complied with.

9.9 If an Order has not been complied with, the Town may take the actions or measures necessary to remedy the contravention where:

a) the Order stated that the Town could undertake the required work at the expense of the Person;

b) the compliance deadline has expired;

c) the period for requesting Council's review has expired; and

d) any review or appeal has been finally determined in a manner that permits the Town to proceed.

9.10 The Town may arrange for a contractor or other qualified Person to complete the actions or measures required to remedy the contravention.

a) A Peace Officer or other Person authorized by the Town may enter the Property to undertake or supervise the remedial work where permitted by law.

b) No Person shall obstruct or interfere with anyone lawfully undertaking or supervising the remedial work.

9.11 All contractor charges, labour costs, equipment costs, disposal costs, administrative remediation fees and other expenses incurred by the Town are amounts owing to the Town by the Person responsible for the contravention.

a) The administrative remediation fees established in Schedule "A" are payable in addition to the Town's actual remediation costs.

b) Unpaid amounts may be recovered as a civil debt or added to the tax roll of the Property where authorized by the Municipal Government Act.

9.12 If the Town sells all or part of a Building, Structure or improvement removed under this Bylaw, the proceeds shall be applied to the expenses and costs of removal, and any remaining proceeds shall be paid to the Person legally entitled to receive them.

9.13 The Town may register a caveat under the Land Titles Act against the Certificate of Title for a Property that is the subject of an Order where authorized by the Municipal Government Act.

a) The Town shall discharge the caveat when the Order has been complied with or the Town has completed the actions or measures required by the Order.

9.14 An Order or other enforcement document may be served on an Owner, Occupant or other Person by:

a) personally delivering it to the Person;

b) leaving it at the Person's residence with an individual who appears to be at least eighteen (18) years of age;

c) sending it by registered mail to the Person's last known address; or

d) posting it in a conspicuous place on the Property where the Person appears to be evading service or no other method of service is reasonably available.

9.15 An Order sent by registered mail is deemed to have been received five (5) days after it was mailed.

10. PENALTIES:

10.1 Notwithstanding whether an Order has been issued as per this Bylaw, any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable to penalty as set out in Schedule "A", herein.

10.2 Under no circumstances shall any Person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

11. MUNICIPAL TAGS:

11.1 A Peace Officer or CAO is hereby authorized and empowered to issue a Municipal Tag to any Person whom they have reasonable and probable grounds to believe has contravened any provision of this Bylaw.

11.2 A Municipal Tag shall be served upon such a Person in the same manner as outlined in Section 9 of this Bylaw.

11.3 The Municipal Tag shall be in a form approved by the CAO and shall state:

- the name of the Owner and/or Occupant of the Property;
- a description of the Property;
- the offence;
- the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
- that the penalty shall be paid within thirty (30) days of the issuance of the Municipal Tag; and
- any other information as may be required by the CAO.

11.4 Where a contravention of this Bylaw is of a continuing nature, further Municipal Tags may be issued by the Peace Officer, provided that no more than one Municipal Tag shall be issued for each day that the contravention continues.

11.5 Where a Municipal Tag is issued pursuant to this Bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Nanton the penalty specified on the Municipal Tag.

11.6 Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket for the mandatory Court appearance of any Person who contravenes any provision of this Bylaw.

12. VIOLATION TICKET:

12.1 If the penalty specified on a Municipal Tag is not paid within the prescribed time period, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the Provincial Offences Procedure Act, RSA 2000, c. P-34, as amended or repealed and replaced from time to time.

12.2 Notwithstanding Section 11.1 of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any Person whom the Peace Officer has Reasonable and probable grounds to believe has contravened any provision of this Bylaw.

12.3 Where there is a specified penalty listed for an offence in Schedule "A" of this Bylaw, the amount is the specified penalty for the offence.

12.4 Notwithstanding the specified or minimum penalties set out in Schedule "A" of this Bylaw:

(a) if a Person is convicted twice of the same provision of this Bylaw within a twenty-four-month period, the minimum penalty for the second conviction shall be the amount of the specified penalty for a first offence; and

(b) if a Person is convicted three or more times of the same provision of this Bylaw within a twenty-four-month period, the minimum penalty for the third and subsequent convictions shall be double the amount of the specified penalty for such first offence.

13. EXEMPTIONS & EXCEPTIONS:

13.1 The provisions of this Bylaw shall not be interpreted to prevent bona fide and permitted commercial, industrial, agricultural, Construction, demolition, renovation, landscaping, clean-up, storage or other related activities from being carried out on, or in relation to, a Premises, provided that all Reasonable steps are taken to minimize the duration of any Noise that may annoy or disturb Persons that may be affected by such Noise.

13.2 Where a provision of this Bylaw expressly permits an exemption to be granted by the CAO or designate, a Person may submit a written request to the CAO or designate identifying the provision from which the exemption is requested, the reason for the request, the duration of the requested exemption and any other information required by the CAO or designate.

13.3 In considering a request for an exemption, the CAO or designate may consider public safety, potential impacts on neighbouring Properties or the public, the nature and duration of the activity, Reasonable alternatives, proposed mitigation measures and any other relevant circumstances.

13.4 The CAO or designate may approve, approve with conditions or refuse an exemption request and may establish the period during which an approved exemption remains in effect.

13.5 An exemption may only be granted where a provision of this Bylaw expressly authorizes the CAO or designate to grant an exemption.

13.6 The CAO or designate may revoke or amend an exemption where the conditions of the exemption are not being complied with, circumstances have changed, or the activity creates an unreasonable Nuisance or risk to health, safety, Property or the environment.

14. MISCELLANEOUS:

14.1 Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, or other Bylaw, or any requirements of any lawful permit, order or license.

14.2 The levying and payment of any penalty or fine for any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges or costs from which that Person is liable under the provisions of this Bylaw.

14.3 Every provision of this Bylaw is independent of all other provisions and, if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

14.4 The Town is not required to enforce every breach or contravention of this Bylaw. In deciding whether or not to enforce the Bylaw, the Town may take into account any practical concerns or considerations, including but not limited to the nature and extent of the breach or contravention, any financial or budgetary considerations and the availability of Personnel or human resources.

14.5 All Schedules attached to this Bylaw shall form part of this Bylaw.

14.6 The use of nouns and pronouns within this Bylaw are neutral and, accordingly, any reference to one gender includes the other. Also, words in the singular include the plural and conversely, words in the plural include the singular.

15. EXCESSIVE PROTECTIVE ELEMENTS:

15.1 General Prohibition:

No Person shall construct, affix or place or permit the Construction, affixing or placement of Excessive Protective Elements on Land or Premises.

15.2 Exemptions:

a) The following are exempt from Section 15.1:
   i. Financial institutions in commercially districted areas;
   ii. Lands owned or occupied by the Federal or Provincial Government;
   iii. Lands owned or occupied by the Town of Nanton or other municipal entities; and
   iv. Land specifically exempted by the CAO or designate in accordance with this Section and Section 13.

b) A Person requesting an exemption from Section 15.1 of this Bylaw shall provide the CAO or designate with the following:

i. Proof of ownership of the Land and where the Person requesting the exemption is not the Owner, authorization from the Owner to request the exemption;

ii. Complete details of the location of the Land, including municipal address, legal description, the existing use and nature of the use (Residential, commercial, industrial or farm), and a scaled drawing showing the Land and all Structures on the Property;

iii. A detailed explanation shall be included of the exemption(s) requested and the rationale for requesting such an exemption(s). This should include details of the proposed application of Excessive Protective Elements along with an explanation of how that application of the Excessive Protective Elements is rationally connected to the purpose for which the exemption is being sought and the impact on the use and enjoyment of neighbouring Property; and

iv. Any other information or documents as may be required by the CAO or designate.

c) In determining whether to exempt any Land from Section 15.1 of this Bylaw, the CAO or designate may consider:

i. the reason, necessity and rationale for the exemption(s) requested;

ii. the nature and extent of the specific exemption(s) requested;

iii. whether adjacent Land Owners or Occupants have consented to the exemption or any conditions that may be attached; and

iv. the views of local law enforcement.

d) The CAO or designate may revoke an exemption under this section at any time, for any reason.

e) An exemption granted under this Bylaw is Personal, not assignable, does not run with the Land, and immediately expires upon the sale of the Land or any change in occupancy or corporate control of the tenancy or Ownership of the Land.

f) The CAO or designate's decision pursuant to Section 15 of this Bylaw shall be considered final.

16. EFFECTIVE DATE AND READINGS

16.1 This Bylaw repeals Bylaw No. 1299/18, Bylaw No. 1373/23, Bylaw No. 1405/25 and any amendments thereto.

16.2 Read a **first** time this 21 day of September, 2026.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

_____
CHIEF ELECTED OFFICIAL

_____
CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

_____
CHIEF ELECTED OFFICIAL

_____
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A

Community Bylaw No. 1433/26 Specified Penalties – Municipal Tag

Offence	Section	First offence	Second offence within 24 months	Third and subsequent offences within 24 months
Cause or permit noise that annoys or disturbs another Person	3.1 and 3.3	$250.00	$500.00	$1,000.00
Permit noise from premises where liquor is served	3.4	$1,000.00	$2,500.00	$5,000.00
Cause or permit excessive industrial or construction noise	3.6 and 3.7	$250.00	$500.00	$1,000.00
Operate or permit noise from machinery or equipment during prohibited hours	3.8	$250.00	$500.00	$1,000.00
Cause or permit an Unsightly Condition, Untidy condition, nuisance or unsafe condition on Property	4.1	$500.00	$1,500.00	$5,000.00
Cause or permit a nuisance, unsafe condition or Unsightly Condition on Town Property	4.2	$500.00	$1,500.00	$5,000.00
Loiter, Panhandle or Camp on Town Property	4.3	$250.00	$500.00	$1,000.00
Fail to maintain the exterior of a Building or Structure in Good Repair	4.4	$500.00	$1,500.00	$5,000.00
Cause or permit improper outdoor storage or a nuisance on residential, commercial or industrial Property	4.5	$500.00	$1,500.00	$5,000.00
Conduct motor vehicle repair in contravention of this Bylaw	5.1 and 5.2	$250.00	$500.00	$1,000.00
Store an Inoperative Motor Vehicle on residential Property in contravention of this Bylaw	5.3	$250.00	$500.00	$1,000.00
Store an Inoperative Motor Vehicle on commercial or industrial Property in contravention of this Bylaw	5.4	$500.00	$1,000.00	$2,000.00
Park or leave an unattached Trailer on a Highway	5.5	$150.00	$300.00	$600.00
Fail to repair or remove a Trailer within twelve hours following an unexpected mechanical failure	5.6	$150.00	$300.00	$600.00
Leave a Trailer that obstructs traffic, interferes with visibility, lacks adequate warning devices or creates a safety hazard	5.7	$250.00	$500.00	$1,000.00
Fail to contain, secure or remove construction materials or waste	6.1 and 6.2	$250.00	$500.00	$1,000.00
Fail to maintain a construction site in a safe and secure condition	6.3	$500.00	$1,000.00	$2,000.00
Fail to remove, cover or otherwise block graffiti from public view	7.1	$250.00	$500.00	$1,000.00
Fail to display a civic address number	8.1 and 8.2	$250.00	$500.00	$1,000.00

Obstruct or interfere with a Person lawfully undertaking or supervising remedial work	9.10(b)	$500.00	$1,000.00	$2,000.00
Construct, affix, place or permit Excessive Protective Elements	15.1	$250.00	$500.00	$1,000.00

Administrative Remediation Fees

Remedial action for the same Property within 24 months	Fee
First remedial action	$50.00
Second remedial action	$75.00
Third and each subsequent remedial action	$100.00

NOTE: For the purposes of determining whether an offence is a second, third or subsequent offence, the applicable period is twenty-four (24) months.

Administrative remediation fees are payable in addition to all contractor charges, labour, equipment, disposal and other costs incurred by the Town.

The payment of a specified penalty or administrative remediation fee does not limit the Town from recovering its costs or taking any other enforcement action authorized by this Bylaw or an enactment.

INFORMATION BRIEF

Meeting: October 19, 2026
Agenda Item: 5.1

Parks, Recreation and Open Space Master Plan

Purpose:

- To complete an initial review of the Parks, Recreation and Open Space master plan for any updates, changes, priorities, etc.
- To discuss a plan for public engagement on recreational facilities, upgrades and proposed plan changes/updates (discuss regional circulation in discussion).

Background:

Every park/recreational space/facility has two price tags.

#1 = What does it cost to build? (How can we partner with users and community groups)

#2 = What does it cost to own? Consider: mowing, water, vegetation, lighting, surfacing, washrooms, garbage, snow removal, repairs, accessibility, lifecycle replacement.

The Town of Nanton's Parks, Recreation and Open Space Master Plan is intended to support and provide greater detail to the Municipal Development Plan (MDP). The MDP establishes the broader direction for land use, community development, parks and open space, while the Parks Master Plan focuses more specifically on parks, trails, natural areas and outdoor recreation. If the Plan is amended it will require amending the MDP. (potentially in the future the document should be a standalone document).

The Parks Master Plan provides a good foundation for managing Nanton's park and open-space system and is incorporated into the MDP as an appendix. It is intended to support the MDP's objectives related to community well-being, active living, environmental stewardship and quality of life. Generally plans such as these are not adopted as part of a statutory plan and can be a separate stand alone document, much like servicing standards or an infrastructure master plan. Further discussion as to if this requires an amendment, or still inclusion within the MDP.

The plan:

- Provides a long-term framework for parks and open space.
- Recognizes the importance of trails, natural areas and connections between green spaces.
- Supports active living and recreation for all ages.
- Identifies opportunities for partnerships with schools, community groups and other organizations.
- Provides guidance for incorporating parks and open space into new development.

The main gap is that the Parks Master Plan is now several years old and focuses more heavily on parks and physical spaces than on the broader recreation system. The Parks Master Plan provides direction, but implementation needs to connect more explicitly to:

- Capital plans & budgets
- Asset management
- Development contributions (generally ASP guided)
- Grants
- Volunteer organizations
- Regional partnerships
- Private-sector partnerships

This is particularly important because the Town's current strategic plan emphasizes fiscal responsibility and reliable infrastructure while also identifying a livable community as a strategic priority. Community engagement (survey results) also identified a strong desire for more and better-connected parks and green spaces. Westview and trail connectivity were recurring areas for consideration.

Four Tests:

Every proposed investment should consider four tests:

1. LIVABILITY: Does it make everyday life better for residents?

2. CONNECTION: Does it connect people, neighbourhoods, parks and destinations?

3. AFFORDABILITY: Can we afford to build it, maintain it, and save for replacement?

4. RESILIENCE: Does it help Nanton respond to community needs and respond to heat, drought, stormwater, trees, and biodiversity?

The test: A great idea that fails two or more of these four tests isn't necessarily a great municipal investment without a change in strategy or planning.

Any future parks plan update should consider:

1. Current recreation needs — Update community input to determine what residents need today and in the next 10-15 years, including children, youth, families, adults and seniors.
2. Youth and teen recreation — Consider informal recreation such as basketball, gathering spaces and other activities beyond organized sports.
3. Seniors and aging in place — Improve walking routes, benches, accessible pathways, shade, low-impact recreation and connections to community facilities.
4. Accessibility — Apply an all-ages/all-abilities approach to parks, trails, playgrounds and recreation facilities.
5. Trail connectivity — Focus on completing connections between residential areas, schools, parks, downtown and recreation facilities rather than simply adding more individual trails.
6. Programming — Expand and publicize the facilities, noting recreation programs, drop-in activities and community events, potentially through partnerships (organization profiles).
7. Maintenance and lifecycle costs — Ensure new parks and facilities are affordable to maintain and replace over their lifespan.
8. Future development — Protect parkland and, importantly, continuous trail and pedestrian connections as new areas are developed, and plan for replacement of recreation that may be slated for re-development.

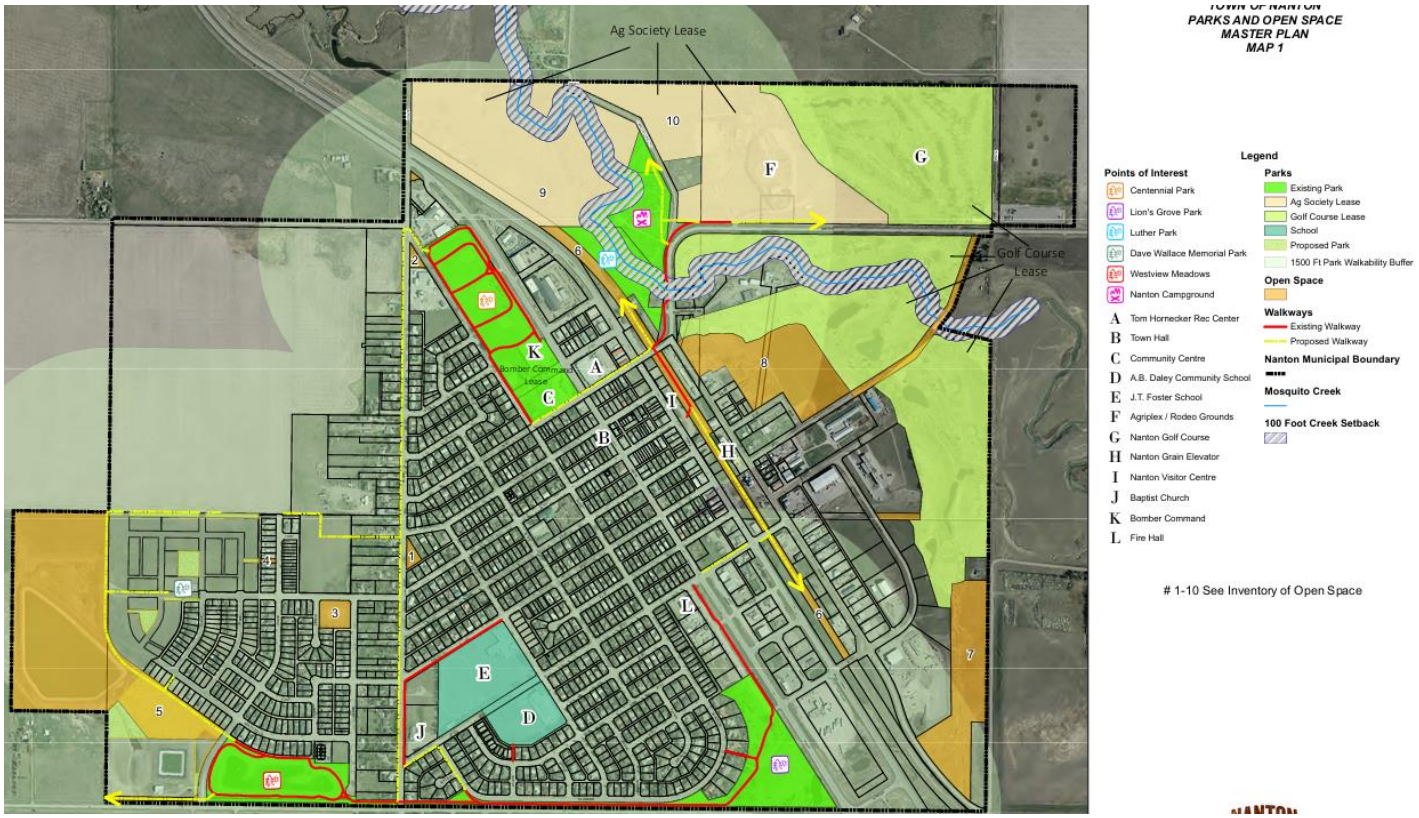
A future update could broaden the Parks Master Plan into an integrated Parks, Recreation, Trails and Open Space Strategy that does not necessarily need to link directly to the MDP, but should link to capital planning and future Area Structure Plans (ASP's). An open house is scheduled for Thursday October 29th, 2026 at 6:30pm in the curling lounge for public, user groups and any one to come and discuss the recreation master plan and facilities within Nanton. An invitation can also be sent to regional and community partners, groups/organizations, Livingstone Range School Division, and MD of Willow Creek for their input as well.

Key source documents:

Town of Nanton — Municipal Development Plan

Town of Nanton — Parks Master Plan / Parks, Recreation and Open Space Master Plan

Town of Nanton — 2025 Quality of Life Survey



Financial (GL# / Amount) : Projects phased and referred to budget discussions for grant submission review and alignment as well as community group participation.

Communications/PR: Attached Public participation plan.

Approved by: Tara Vandervalk, Chief Administrative Officer

NANTON STRATEGIC PLAN ALIGNMENT			
☐	**RELIABLE INFRASTRUCTURE**	☒	**LIVABLE COMMUNITY**
☐	**FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT**	☒	**PARTNERSHIPS**
Strategic Plan Alignment: Livable community – 3.1 Enhance recreation & community programming. Partnerships – 4.2 Support local community groups as essential partners in building community, and in providing a high quality of life in Nanton.			

PUBLIC PARTICIPATION PLAN

Parks, Recreation and Open Space Master Plan Review

1. Purpose

The Town of Nanton is reviewing its Parks, Recreation and Open Space Master Plan to ensure that recreation facilities, parks, programs and open spaces continue to meet the needs of the community. Public participation will provide residents, recreation user groups and community organizations with opportunities to share their experiences, identify gaps and suggest improvements and future priorities. The feedback will help Council make informed decisions that balance community needs, affordability and long-term sustainability.

2. Level of Participation

Involve – The Town will work directly with residents, user groups and community organizations to understand their needs, gather ideas and identify priorities. Community feedback will be considered throughout the review process, with Council retaining responsibility for final decisions.

3. Engagement Question

Imagine the future of recreation in Nanton. What opportunities would you like to see for people of all ages and abilities, and what should our community prioritize to make that vision a reality?

This open-ended question will be used consistently across engagement activities to encourage residents to share their own ideas without limiting responses to predetermined options.

4. Decision to Be Informed

Public participation will inform Council's review and update of the Parks, Recreation and Open Space Master Plan, including decisions regarding existing facilities and services, potential improvements, future recreation opportunities and priorities for municipal investment.

5. Objectives

- Understand how residents currently use Nanton's parks, recreation facilities and open spaces.
- Identify community needs, opportunities, challenges and gaps in recreation services.
- Gather ideas for improving existing amenities and developing future recreation opportunities.
- Encourage participation from residents of different ages, abilities and interests.
- Help Council establish priorities that reflect community interests, financial considerations and long-term maintenance requirements.

6. Key Messages

- The Town is reviewing its Parks, Recreation and Open Space Master Plan and wants to hear from the community.
- Recreation includes more than organized sports. Parks, pathways, playgrounds, outdoor spaces, facilities and community activities all contribute to recreation in Nanton.
- Residents are encouraged to share what is working, what could be improved and what they would like to see in the future.

- There are several ways to participate, including in-person conversations, community events and an online response form.
- Community feedback will help inform Council's decisions, recognizing that future improvements must be balanced with available resources and ongoing operating and maintenance costs.

7. Who We Need to Hear From

- Children, youth, families, adults and seniors.
- Individuals of varying abilities and recreation interests.
- Organized sports, recreation and community user groups.
- Residents who use parks, pathways and recreation spaces for informal activities.
- Residents who do not regularly participate in recreation programs or use Town facilities.
- Community organizations and local businesses with an interest in recreation.

8. Participation Methods

Northwest Area Structure Plan Open House – October 29, 2026

A separate recreation engagement booth will be available at the Area Structure Plan Open House in the Tom Hornecker Recreation Centre Curling Lounge. Council and Administration will be available to answer questions, discuss the Master Plan review and encourage residents to share their ideas. The booth will include maps where participants can place sticky notes identifying locations for potential improvements, areas of concern or new opportunities. Blank comment cards and a collection box will also be available, allowing residents to provide their own ideas without being limited to specific questions or suggested projects.

Online Response Form

A simple online response form will be available through the Town's website using the main engagement question. The form will provide an opportunity for residents who cannot attend in-person activities to contribute their thoughts and suggestions without completing a formal survey.

Coffee with Council

A Coffee with Council session will provide an informal setting for residents to speak directly with Council about recreation opportunities, existing amenities and future priorities. The format will encourage open conversations and the sharing of ideas.

Recreation User Groups and Community Organizations

Council members will coordinate with recreation user groups and community organizations to have recreation discussions included on the agendas of regularly scheduled board or membership meetings. This will allow Council to hear directly from organizations about their experiences, facility needs, operational challenges and ideas for future improvements without requiring separate formal engagement sessions.

Community Pop-Ups

Council and Administration will attend existing community activities and events to connect with residents where they already gather. Opportunities may include hockey games and other activities at the Tom Hornecker Recreation Centre, programs at community facilities and events taking place throughout Town. These informal conversations will help reach residents who may not otherwise attend a public engagement event.

9. Communication Methods

The Town will promote participation opportunities through its website, Facebook, Instagram, Community Connection Wednesday posts, community notices and local radio. Recreation user groups and community organizations will also be encouraged to share engagement opportunities with their members. Communications will focus on the importance of community input, the different ways to participate and how feedback will contribute to the Master Plan review.

10. Proposed Timeline

Timeline	Activity
October 2026	Launch public engagement communications and online response form
October 29, 2026	Recreation engagement booth at the Northwest Area Structure Plan Open House
November–December 2026	Coffee with Council, recreation user group discussions and community pop-ups
January 2027	Compile and evaluate feedback, identify common themes and priorities
Early 2027	Present engagement findings to Council for consideration during the Master Plan review

Dates beyond the October 29 Open House are proposed and may be adjusted based on participation opportunities and Council's review schedule.

11. Information Collection and Evaluation

Feedback will be collected through online responses, written comment cards, map annotations and notes from in-person discussions. Following each engagement activity, participating Council members and Administration will document the comments, concerns, ideas and priorities they heard to ensure information is captured while discussions are still fresh.

Administration will compile the information, identify recurring themes and organize feedback into categories such as existing facilities, parks and open spaces, accessibility, programming, potential improvements and future opportunities. Feedback will also be reviewed for considerations related to cost, feasibility and long-term maintenance.

Participation will be evaluated based on the range of residents and organizations reached, the number and variety of opportunities provided and the usefulness of the information gathered. The objective is to obtain meaningful input from different segments of the community rather than relying solely on the number of responses received.

12. Reporting Back

Administration will prepare a summary of the public participation findings for Council, identifying common themes, community priorities, suggested improvements and any significant concerns raised. The summary will distinguish between individual suggestions and recurring priorities and will support Council's consideration of potential updates to the Master Plan.

A summary of the engagement results will also be shared with the community through the Town's website and communication channels, including how public feedback was considered in developing the updated plan.

REQUEST FOR DECISION

Meeting: October 19, 2026
Agenda Item: 5.2

Peace Officer Policies

BACKGROUND / IMPLICATIONS:

The Alberta Peace Officer Program reviewed the Town of Nanton's Peace Officer Services on May 12, 2026 and identified twelve recommendations or required policy modifications. The Town completed the required work. In its October 5, 2026 letter, the Peace Officer Program confirmed that all recommendations had been addressed and that the Town was in full compliance with the Peace Officer Act, regulations and Peace Officer Program Policy and Procedures Manual.

Three Municipal Enforcement policies are presented for Council's consideration. Two are new policies and one replaces an existing policy. These policies support the Town's ongoing oversight of Municipal Enforcement services and are not outstanding audit items.

1. In Car Audio and Body Worn Camera Policy — New policy

Establishes requirements for the use and activation of in-car audio/visual systems and body-worn cameras, along with the secure storage, access, retention, disclosure and disposal of recordings. It supports evidence collection, officer and public safety, and the review of complaints. The policy applies to Municipal Enforcement recordings and is separate from the Town's general Video Surveillance Policy.

2. Privacy Policy — New policy

Establishes department-specific requirements for protecting personal information and enforcement records, including authorized access to law enforcement databases. It addresses collection, use, disclosure, information security, retention and privacy breach reporting, and aligns Municipal Enforcement practices with the Town's Privacy Management Program and related policies and procedures.

3. Public Complaints Enforcement Policy — Replacement policy

Replaces Public Complaints Process Policy 26-108-22/03/21, adopted March 21, 2022 and attached for reference. The proposed policy sets out responsibilities and procedures for receiving, investigating and resolving complaints against Peace Officers, including informal resolution, written communications, 45-day investigation updates, complaint outcomes, appeal rights and employer reporting. This is the only policy in this report that replaces an existing policy.

ADMINISTRATIVE RECOMMENDATION:

That Council approve the following Municipal Enforcement policies:

1. Privacy Policy;
2. In-Car Audio/Visual Equipment and Body-Worn Camera Policy; and
3. Public Complaints Enforcement Policy, replacing Policy 26-108-22/03/21.

DECISION OPTIONS:

☒ #1 – Approve the policies as presented.

☐ #2 – Approve the policies as amended.

☐ #3 – Refer the policies back to Administration for further review.

Financial (GL# / Amount) : n/a

Communications/PR: n/a

Applicable Legislation:

Peace Officer Act
Peace Officer Regulation
Access to Information Act
Protection of Privacy Act
Peace Officer Program Policy and Procedures Manual

Attachments:

October 5, 2026 Peace Officer Program Compliance Letter
Draft Privacy Policy
Draft In-Car Audio/Visual Equipment and Body-Worn Camera Policy
Draft Public Complaints Enforcement Policy
Existing Policy 26-108-22/03/21 Public Complaints Process

Prepared By: Sara-Lynn Lyons, Legislative Services & Communications **Date: October 6, 2026**

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

Alberta Public Safety and Emergency Services

Public Security Division
Peace Officer Program
9th Floor, John E. Brownlee Bldg.
10365-97 Street
Edmonton, Alberta T5J 3W7
Email: peaceofficerinfo@gov.ab.ca

File: A2026-001

October 5, 2026

Tara Vandervalk
Chief Administrative Officer
1907 21 Ave
Nanton, AB T0L1R0
Email: coa@nanton.ca

Dear Ms. Vandervalk:

Subject: Review of Peace Officer Services

Thank you for facilitating the review of peace officer services for the Town of Nanton on May 12, 2026. Peace Officer Program auditor Stewart Bain and Jason Vanderwal conducted the review in order to determine compliance by the authorized employer and its peace officers with the *Peace Officer Act,* regulation and policy.

Twelve recommendations or modifications of the Town of Nanton's peace officer policy were required as a result of this audit. All issues have been remedied.

The Town of Nanton is in full compliance with the *Peace Officer Act, Peace Officer (Ministerial) Regulations, Peace Officer Regulations* and Peace Officer Program Policy and Procedures Manual.

Sincerely,

K Berge

Kevin Berge
Director
Law Enforcement Standards and Audits

Classification: Protected A

PRIVACY

SCOPE

This policy applies to all personal information and records collected, created, accessed, used, disclosed, stored, retained, or disposed of by the Town of Nanton Municipal Enforcement Department in the performance of its duties.

This policy applies to all Municipal Enforcement Officers and includes information contained in enforcement files, notebooks, photographs, audio and video recordings, electronic records, correspondence, databases, and any other records created or accessed for municipal enforcement purposes.

Municipal Enforcement Officers shall comply with applicable federal and provincial privacy and access to information legislation, as amended from time to time, the requirements of the Peace Officer Program, and the Town of Nanton's Privacy Management Program and related policies and procedures.

OBJECTIVES

The purpose of this policy is to establish requirements for the protection of personal information collected, used, accessed, disclosed, stored, or otherwise managed by Municipal Enforcement and to ensure that personal information is handled only for authorized and lawful purposes.

This policy is intended to ensure Municipal Enforcement practices are consistent with the Town of Nanton's broader privacy, access to information, records management, information security, and privacy breach management requirements.

AUTHORITY

- Peace Officer Act
- Peace Officer Regulation
- Peace Officer (Ministerial) Regulation
- Access to Information Act
- Protection of Privacy Act
- Applicable federal and provincial privacy legislation, as amended from time to time
- Town of Nanton Privacy Management Program and related policies, procedures, standards, and bylaws

POLICY

1. Protection of Personal Information

1.1 Municipal Enforcement Officers shall protect personal information collected, created, accessed, used, disclosed, stored, or retained in the course of their duties from unauthorized access, use, disclosure, alteration, loss, or destruction.

1.2 Personal information shall only be collected where authorized by law and where reasonably necessary for a legitimate municipal enforcement purpose.

1.3 Municipal Enforcement Officers shall only access, use, or disclose personal information where required for the performance of their official duties and where authorized by applicable legislation or Town policy.

1.4 Municipal Enforcement Officers shall take reasonable steps to ensure personal information under their control is accurate, complete, secure, and protected against unauthorized access.

1.5 Personal information shall not be accessed, searched, used, copied, disclosed, or distributed for personal purposes or for any purpose unrelated to the Municipal Enforcement Officer's official duties.

2. Access to Information

2.1 Records created or maintained by Municipal Enforcement are subject to applicable access to information and privacy legislation.

2.2 Requests from members of the public for access to Municipal Enforcement records shall be referred to the Town employee responsible for administering access to information requests and shall be processed in accordance with the Town's established procedures.

2.3 A Municipal Enforcement Officer shall not independently release records in response to a formal access to information request unless authorized to do so.

2.4 Municipal Enforcement Officers shall cooperate with the Town in locating, retrieving, preserving, and reviewing records responsive to an access to information request.

2.5 Records subject to an access request, legal hold, investigation, complaint, or proceeding shall not be altered, deleted, or destroyed.

3. Use of Law Enforcement Databases

3.1 Municipal Enforcement Officers shall only access law enforcement or government databases for which they have been specifically authorized and trained.

3.2 This includes, where applicable, JOIN, ROADS, CPIC, motor vehicle databases, or any other law enforcement or government information system authorized for use by the Town of Nanton Municipal Enforcement Department.

3.3 Database access shall only be used for a legitimate and authorized law enforcement or municipal enforcement purpose directly related to the Municipal Enforcement Officer's official duties.

3.4 Municipal Enforcement Officers shall not access databases to obtain information about themselves, family members, friends, coworkers, acquaintances, public officials, or any other person unless the access is required for a legitimate and authorized enforcement purpose.

3.5 Usernames, passwords, access credentials, and other authentication information shall not be shared with another person.

3.6 Information obtained from an authorized database shall not be copied, retained, disclosed, or used except where necessary for the authorized purpose for which it was accessed and in accordance with applicable legislation and Town policy.

3.7 Municipal Enforcement Officers shall comply with all conditions, restrictions, security requirements, and user agreements established by the organization responsible for the applicable database.

3..8 Database access may be audited or reviewed to ensure compliance with applicable legislation, agreements, and Town policies.

4. Records and Information Security

4.1 Municipal Enforcement records containing personal information shall be stored only within Town-approved physical or electronic records systems.

4.2 Municipal Enforcement Officers shall take reasonable precautions to prevent unauthorized persons from viewing or accessing personal information, including information displayed on computer screens, mobile devices, notebooks, enforcement files, and other records.

4.3 Personal information shall not be stored on personal devices, personal email accounts, unauthorized cloud services, removable storage devices, or other systems not approved by the Town.

4.4 Physical records containing personal information shall be secured when not in use and shall not be left unattended in a location accessible to unauthorized persons.

4.5 Municipal Enforcement records shall be retained and securely disposed of in accordance with the Town of Nanton's Records Retention Bylaw and approved records management procedures.

5. Disclosure of Information

5.1. Personal information and Municipal Enforcement records shall only be disclosed where the disclosure is authorized or required by applicable legislation.

5.2. Except where disclosure is expressly authorized as part of the Municipal Enforcement Officer's regular enforcement duties or is required by law, the Municipal Enforcement Officer shall consult with the Town's designated Privacy Officer and/or Head before disclosing personal information or Municipal Enforcement records to another person, organization, or agency.

5.3. Information may be disclosed to the RCMP, Crown Prosecutors, other law enforcement agencies, government bodies, or other authorized persons where there is lawful authority for the disclosure and the disclosure is necessary for an authorized purpose.

5.4. Prior to disclosing personal information, the Municipal Enforcement Officer shall take reasonable steps to verify the identity and authority of the person requesting the information.

5.5. Disclosures of personal information shall be documented in accordance with the Town's Privacy Management Program and applicable procedures, including, where required, the information disclosed, recipient, date, purpose, and authority for the disclosure.

Privacy and Security Breaches

6.1 A Municipal Enforcement Officer who becomes aware of an actual or suspected loss, unauthorized access, collection, use, disclosure, alteration, or destruction of personal information shall immediately report the incident to the Town's Privacy Officer or Chief Administrative Officer (CAO).

6.2 The Municipal Enforcement Officer shall take reasonable and immediate steps, where safe and practicable, to contain the incident, preserve relevant records and evidence, and prevent any further unauthorized access, use, disclosure, loss, alteration, or destruction of information.

6.3 Privacy and security incidents shall be assessed and managed in consultation with the Privacy Officer or CAO and in accordance with the Town of Nanton's Privacy Breach Procedure, Incident Response and Third-Party Management Procedure, Privacy Management Program, and applicable legislation.

6.4 The Privacy Officer or CAO shall determine whether notification or reporting is required and ensure that any required notification is made to the appropriate authority, affected individual, law enforcement agency, database administrator, Peace Officer Program, or other organization in accordance with applicable legislation, agreements, policies, and procedures.

6.5 Where a privacy or security breach involves information obtained through JOIN, ROADS, CPIC, or another external database or information system, the incident shall also be reported through the applicable breach or incident reporting process required by the organization responsible for that system.

6.6 Municipal Enforcement Officers shall not independently notify affected individuals or external organizations of a privacy or security breach unless directed by the Privacy Officer or CAO, or where otherwise required by law.

6.7 Municipal Enforcement Officers shall cooperate fully with any investigation, assessment, containment, notification, remediation, or review arising from an actual or suspected privacy or security incident.

7. Confidentiality

7.1 Information obtained by a Municipal Enforcement Officer in the course of their duties shall be treated as confidential and shall only be discussed or shared where required for an authorized purpose.

7.2 Municipal Enforcement Officers shall not discuss confidential enforcement information in public areas or with persons who do not have an authorized need to know.

7.3 The duty to protect confidential and personal information continues after an Officer’s employment or appointment with the Town of Nanton ends.

8. Compliance with Town Privacy Requirements

8.1 This policy shall be read in conjunction with the Town of Nanton’s Privacy Management Program and all applicable privacy, access to information, records management, information security, and acceptable technology use policies and procedures.

8.2 Where the Town’s corporate privacy or information security requirements establish a higher standard of protection than this policy, the higher standard shall apply unless otherwise prohibited by law or incompatible with a specific Peace Officer Program requirement.

8.3 Municipal Enforcement Officers shall complete any privacy, information security, records management, or database training required by the Town or the applicable system administrator.

9. Review and Audit

9.1 The Chief Administrative Officer may review Municipal Enforcement records, database access, information handling practices, and related documentation to verify compliance with this policy.

9.2 Any suspected inappropriate access, use, disclosure, or handling of personal information shall be reviewed and, where appropriate, investigated.

9.3 Municipal Enforcement Officers shall cooperate with any privacy audit, investigation, access review, or compliance review conducted or authorized by the Town.

10. Non-Compliance

10.1 Municipal Enforcement Officers are required to comply with this policy, applicable legislation, database access requirements, and the Town's Privacy Management Program and related policies and procedures.

10.2 Failure to comply with these requirements may result in review by the Chief Administrative Officer. Depending on the nature and severity of the non-compliance, corrective action may include:

a. coaching or verbal direction;
b. additional privacy, security, or database training;
c. restriction or suspension of access to Town or law enforcement information systems;
d. documented performance management;
e. disciplinary action in accordance with the Town of Nanton's Progressive Discipline Policy; and/or
f. any reporting or other action required by applicable legislation, the Peace Officer Program, or the organization responsible for an affected database.

10.3 Intentional or unauthorized access, use, disclosure, alteration, destruction, or misuse of personal information or law enforcement databases may constitute serious misconduct and may result in disciplinary action and any other action required or authorized by law.

AMENDMENTS / REVIEWS:

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

Next Review Date:	

MAYOR _____ Date _____

CHIEF ADMINISTRATIVE OFFICER _____ Date _____

IN CAR AUDIO AND BODY WORN CAMERA

DRAFT

SCOPE

This policy applies to the use, management, storage, access, retention, disclosure, and disposal of recordings captured through In-Car Audio/Visual Systems (ICVS) and Body-Worn Cameras (BWC) used by the Town of Nanton Municipal Enforcement Department.

This policy applies to all Municipal Enforcement Officers authorized to operate ICVS and BWC equipment while carrying out their official duties. It establishes the requirements for the collection, use, protection, retention, disclosure, and disposal of recorded information in accordance with the Peace Officer Act, the Peace Officer (Ministerial) Regulation, all applicable federal and provincial privacy legislation, as amended from time to time, and the Town of Nanton's Records Retention Bylaw and related policies.

This policy applies only to recordings created for municipal enforcement and public safety purposes and does not apply to the Town of Nanton's general video surveillance systems, which are governed by the Town's Video Surveillance Policy.

PURPOSE

The purpose of this policy is to establish standards governing the use, management, storage, access, retention, disclosure, and disposal of recordings captured through In-Car Audio/Visual Systems (ICVS) and Body-Worn Cameras (BWC) used by the Town of Nanton Municipal Enforcement Department.

The use of ICVS and BWC equipment is intended to:

a. enhance the safety and security of Municipal Enforcement Officers and the public;

b. document enforcement interactions and investigative activities;

c. collect and preserve evidence for enforcement, prosecution, and administrative proceedings;

d. promote transparency, accountability, and public confidence in Municipal Enforcement operations;

e. assist in the investigation and resolution of public complaints involving Municipal Enforcement Officers;

f. support officer training and operational reviews where authorized; and

g. ensure the collection, use, storage, retention, disclosure, and disposal of recorded information is conducted in accordance with applicable legislation and Town of Nanton policies.

DEFINITIONS

Body-Worn Camera (BWC) means a recording device worn by a Municipal Enforcement Officer that is capable of capturing audio and video recordings during the performance of official duties.

Chief Administrative Officer (CAO) means the person appointed by Council pursuant to the Municipal Government Act and designated as the authorized employer representative responsible for the administration and oversight of the Municipal Enforcement Program.

In-Car Audio/Visual System (ICVS) means an audio and video recording system installed in a Municipal Enforcement vehicle that records enforcement activities and interactions.

Municipal Enforcement Officer means a Community Peace Officer or Bylaw Enforcement Officer employed or authorized by the Town of Nanton.

Personal Information means recorded information about an identifiable individual as defined by applicable privacy legislation.

Record means recorded information in any form, including written, photographic, audio, video, electronic, or digital information.

Recording means any audio recording, video recording, photograph, or combination thereof captured by an In-Car Audio/Visual System or Body-Worn Camera.

Secure Storage System means the Town-approved electronic storage system used to securely upload, store, manage, retain, and retrieve recordings captured through an In-Car Audio/Visual System or Body-Worn Camera.

1. POLICY

1.1 Authorized Users

1.1.1 Only Municipal Enforcement Officers authorized by the Town of Nanton to perform enforcement duties may operate In-Car Audio/Visual Systems (ICVS) and Body-Worn Cameras (BWC).

1.2.1 ICVS and BWC equipment shall be used only in the lawful execution of a Municipal Enforcement Officer's official duties and only for the purposes identified in this policy.

1.1.3 The Chief Administrative Officer may authorize access to recordings for administrative, investigative, disclosure, maintenance, or legal purposes where such access is necessary and authorized by applicable legislation or Town policy.

1.1.4 Municipal Enforcement Officers shall not permit unauthorized persons to operate, access, alter, copy, disclose, or delete recordings or equipment associated with an ICVS or BWC.

1.1.5 The use of privately owned recording devices in place of Town-issued ICVS or BWC equipment for official enforcement duties is prohibited unless specifically authorized by the Chief Administrative Officer.

2. Operational Use

2.1 Purpose and Use

2.1.1 In-Car Audio/Visual Systems (ICVS) and Body-Worn Cameras (BWC) shall be used only for lawful municipal enforcement purposes in the performance of a Municipal Enforcement Officer's official duties.

2.1.2 ICVS and BWC equipment shall be used to enhance the safety and security of Municipal Enforcement Officers and the public.

2.1.3 Recordings may be used to document enforcement activities, investigations, interactions with the public, and other official duties performed by a Municipal Enforcement Officer.

2.1.4 Recordings may be used to collect, preserve, and present evidence for enforcement, prosecution, administrative, or judicial proceedings.

2.1.5 Recordings may be used to support the investigation and resolution of public complaints, allegations of misconduct, or incidents involving Municipal Enforcement Officers.

2.1.6 Recordings may be used to assist with authorized operational reviews, training, or quality assurance activities, provided such use complies with applicable legislation and Town policy.

2.1.7 ICVS and BWC equipment shall not be used for personal purposes, continuous employee surveillance, or any purpose unrelated to the lawful execution of Municipal Enforcement duties.

2.1.8 Recordings shall not be accessed, copied, disclosed, altered, or used except as authorized by this policy, applicable legislation, or Town policy.

2.2 Operational Procedures

2.2.1 Municipal Enforcement Officers shall operate In-Car Audio/Visual Systems (ICVS) and Body-Worn Cameras (BWC) in accordance with this policy, applicable legislation, and the manufacturer's operating instructions.

2.2.2 Municipal Enforcement Officers shall ensure ICVS and BWC equipment is inspected prior to the commencement of each shift to confirm it is operational and free from any apparent defects.

2.2.3 Any malfunction, damage, loss, or unauthorized access involving ICVS or BWC equipment shall be reported to the Chief Administrative Officer as soon as practicable and documented in accordance with Town procedures.

2.2.4 Municipal Enforcement Officers shall take reasonable steps to ensure recordings are captured, uploaded, stored, and managed using the Town's approved secure storage system.

DRAFT

2.2.5 Municipal Enforcement Officers shall not intentionally interfere with, disable, obstruct, alter, or misuse ICVS or BWC equipment except where necessary for authorized maintenance, testing, or replacement.

2.2.6 Municipal Enforcement Officers shall ensure all recordings are handled in a manner that maintains their integrity and evidentiary value and protects personal information in accordance with applicable legislation and Town policy.

2.4 Activation of Recording Equipment

2.4.1 Municipal Enforcement Officers shall activate the In-Car Audio/Visual System (ICVS) and Body-Worn Camera (BWC) as soon as practicable when engaged in an enforcement activity where it is safe and operationally feasible to do so.

2.4.2 Subject to section 2.4.1, the ICVS and BWC should be activated when a Municipal Enforcement Officer is:

a) responding to a complaint or call for service;
b) conducting enforcement or investigative activities;
c) initiating a traffic stop or vehicle investigation;
d) interacting with a member of the public where enforcement action is anticipated;
e) collecting or preserving evidence;
f) involved in a confrontation, conflict, or any situation that may reasonably result in a public complaint;
g) executing a warrant or other lawful authority; or
h) attending any incident where the Municipal Enforcement Officer believes recording is necessary to document the interaction or protect the interests of the Town, the Officer, or the public.

2.4.3 Where equipped, the ICVS may activate automatically based on the manufacturer's programmed functions. Automatic activation does not relieve the Municipal Enforcement Officer of the responsibility to ensure recording equipment is operating when required.

2.4.4 Where it is not practicable or safe to activate the recording equipment at the commencement of an incident, the Municipal Enforcement Officer shall activate the equipment as soon as circumstances permit.

2.4.5 A Municipal Enforcement Officer shall not intentionally fail to activate the ICVS or BWC where recording is required by this policy unless operational circumstances, officer safety, equipment malfunction, or other reasonable grounds prevent activation.

2.4.6 Where recording equipment is not activated when required, the Municipal Enforcement Officer shall document the reason in the applicable Municipal File Report (MFR) or other approved Town record.

2.5 Deactivation of Recording Equipment

2.5.1 Once activated, the In-Car Audio/Visual System (ICVS) and Body-Worn Camera (BWC) should remain activated until the enforcement activity or interaction has concluded, unless otherwise permitted by this policy.

2.5.2 Municipal Enforcement Officers may deactivate the ICVS or BWC when:

a. the enforcement activity or interaction has concluded;
b. continued recording is no longer necessary to achieve the purpose of the recording;

DRAFT

c. recording is prohibited or restricted by law;
d. officer safety, operational requirements, or technical limitations necessitate deactivation; or

e. directed by a court or other lawful authority.

2.5.3 Where a Municipal Enforcement Officer deactivates the ICVS or BWC prior to the conclusion of an enforcement activity or interaction, the reason for the deactivation shall be documented in the applicable Municipal File Report (MFR) or other approved Town record.

2.5.4 Municipal Enforcement Officers shall not intentionally deactivate the ICVS or BWC to avoid recording an enforcement activity, investigation, interaction with the public, or any other event that should reasonably be recorded in accordance with this policy.

2.5.5 Where practical and safe to do so, the Municipal Enforcement Officer should verbally state the reason for deactivating the recording prior to ending the recording.

2.6 Exceptions to Recording

2.6.1 While recordings should generally continue until the enforcement activity or interaction has concluded, a Municipal Enforcement Officer may suspend or cease recording where doing so is authorized by law or where continued recording is not appropriate, reasonable, or practicable.

2.6.2 A Municipal Enforcement Officer may consider suspending or ceasing a recording in the following circumstances:

a. where an individual requests that recording cease and the Municipal Enforcement Officer determines that discontinuing the recording will not compromise officer safety, public safety, the integrity of an investigation, or the collection of evidence;

b. when entering a private residence or other location where there is a heightened expectation of privacy, unless recording is authorized by law or necessary to document an enforcement activity or ensure officer or public safety;

c. when interacting with a vulnerable person, victim, witness, or confidential informant where continued recording may cause unnecessary distress or compromise the interaction, unless recording is necessary for evidentiary or public safety purposes;

d. during conversations containing privileged, confidential, or personal information where recording is not required for an enforcement purpose;

e. where equipment malfunction, technical failure, or other operational circumstances prevent recording; or

f. in any other circumstance where the Municipal Enforcement Officer can clearly articulate that suspending or ceasing the recording was reasonable, necessary, and consistent with this policy.

DRAFT

2.6.3 Where a recording is suspended, ceased, or not initiated under this section, the Municipal Enforcement Officer shall document the reason in the applicable Municipal File Report (MFR) or other approved Town record.

3. Information Management

3.1 Privacy

3.1.1 Municipal Enforcement Officers shall collect, use, access, disclose, retain, and dispose of recordings only for lawful municipal enforcement purposes and in accordance with applicable legislation and Town policy.

3.1.2 Recordings shall be limited to information reasonably necessary to support a lawful enforcement activity, investigation, or public safety purpose.

3.1.3 Municipal Enforcement Officers shall take reasonable steps to minimize the recording of individuals who are not directly involved in an enforcement activity where it is safe and practicable to do so.

3.1.4 Personal information obtained through ICVS and BWC recordings shall be protected against unauthorized access, use, disclosure, alteration, loss, or destruction.

3.1.5 Recordings shall not be copied, distributed, viewed, or disclosed except as authorized by applicable legislation, this policy, or another Town policy.

3.1.6 Recordings shall not be used for personal purposes or for monitoring employee performance except where they are relevant to a public complaint, an administrative investigation, legal proceeding, or other authorized purpose.

3.1.7 Any actual or suspected privacy breach involving an ICVS or BWC recording shall be reported to the Chief Administrative Officer immediately and managed in accordance with the Town's Privacy Management Program and applicable legislation.

3.2 Access and Disclosure of Recordings

3.2.1 Access to ICVS and BWC recordings shall be restricted to persons authorized to access the recordings in accordance with applicable legislation and Town policy.

3.2.2 The Municipal Enforcement Officer may access recordings for legitimate operational purposes, including reviewing evidence, completing reports, preparing for court proceedings, or conducting authorized investigations.

3.2.3 The Chief Administrative Officer may access recordings for administrative purposes, including responding to complaints, investigating alleged misconduct, managing legal matters, responding to access requests, or ensuring compliance with this policy.

3.2.4 A member of the public requesting access to a recording shall do so in accordance with applicable legislation and the Town's established access to information procedures.

3.2.5 Recordings may be disclosed to the Royal Canadian Mounted Police (RCMP), Crown Prosecutors, other law enforcement agencies, or regulatory authorities where authorized or required by law, or where necessary for the administration or enforcement of an enactment.

3.2.6 Recordings may be disclosed for the purpose of judicial or administrative proceedings where authorized or required by law.

3.2.7 Every access to, or disclosure of, a recording shall be documented in accordance with Town procedures, including the date, the individual accessing or receiving the recording, the purpose of the access or disclosure, and the authority under which the access or disclosure occurred.

3.3 Retention of Recordings

3.3.1 All recordings captured by an In-Car Audio/Visual System (ICVS) or Body-Worn Camera (BWC) shall be uploaded to the Town's approved secure storage system as soon as practicable following the completion of an enforcement activity or at the end of the Municipal Enforcement Officer's shift.

3.3.2 All recordings shall be stored in a secure manner that protects the integrity, authenticity, and confidentiality of the recorded information.

3.3.3 Recordings shall not be altered, edited, erased, or otherwise modified. Original recordings shall be maintained in their original format except where authorized by law or required for approved system administration.

3.3.4 Recordings shall be classified and retained in accordance with the Town of Nanton's Records Retention Bylaw, applicable legislation, and any legal hold or evidentiary requirements.

3.3.5 Where a recording is required as evidence in an investigation, prosecution, public complaint, or legal proceeding, it shall be retained until the matter has been concluded and all applicable retention requirements have been satisfied.

3.3.6 Recordings that are no longer required to be retained shall be securely destroyed in accordance with the Town of Nanton's Records Retention Bylaw and approved records destruction procedures.

3.3.7 The Municipal Enforcement Officer shall ensure recordings are appropriately categorized and documented within the approved storage system to support retrieval, disclosure, and records management requirements.

4. Equipment Management

4.1 Equipment Storage and Maintenance

4.1.1 The Town of Nanton shall provide and maintain In-Car Audio/Visual Systems (ICVS) and Body-Worn Cameras (BWC) approved for use by the Municipal Enforcement Department.

4.1.2 The Municipal Enforcement Officer is responsible for the care, security, and proper operation of all assigned ICVS and BWC equipment.

4.1.3 Prior to the commencement of each shift, the Municipal Enforcement Officer shall inspect assigned equipment to ensure it is operational and free from any apparent defects.

DRAFT

4.1.4 The Municipal Enforcement Officer shall ensure all equipment is charged, properly secured, and maintained in accordance with the manufacturer's specifications and Town procedures.

4.1.5 Any malfunction, damage, loss, theft, or suspected tampering of ICVS or BWC equipment shall be reported to the Chief Administrative Officer as soon as practicable and documented in the applicable Municipal File Report (MFR) or other approved Town record.

4.1.6 The Municipal Enforcement Officer shall not attempt to repair, modify, or alter ICVS or BWC equipment unless authorized by the Chief Administrative Officer or the equipment manufacturer.

4.1.7 ICVS and BWC equipment shall be stored in a secure location when not in use to prevent unauthorized access, damage, theft, or loss.

4.1.8 The Chief Administrative Officer shall ensure equipment is serviced, repaired, replaced, or updated as necessary to maintain operational readiness.

5. Administration

5.1 Review of Recordings

5.1.1 The Chief Administrative Officer may review ICVS and BWC recordings to ensure compliance with this policy, applicable legislation, and Town policies.

1.12.1 Recordings may be reviewed for the purpose of:

a. investigating a public complaint;
b. investigating an allegation of employee misconduct;
c. supporting a legal proceeding or prosecution;
d. responding to an access to information request or other lawful disclosure request;
e. conducting an administrative review of a significant incident; or
f. verifying compliance with this policy.

5.1.3 The Chief Administrative Officer may conduct periodic reviews of recordings to verify that recording equipment is being used appropriately and in accordance with this policy.

5.1.4 Reviews conducted under this policy shall be limited to the information reasonably necessary to achieve the intended purpose and shall be conducted in accordance with applicable legislation and Town policy.

5.1.5 Recordings shall not be routinely reviewed for the purpose of evaluating employee performance unless they are directly related to a public complaint, administrative investigation, legal proceeding, or another authorized purpose.

5.1.6 Where a review identifies a potential breach of this policy, applicable legislation, or Town policy, the Chief Administrative Officer shall take appropriate corrective action, which may include additional training, administrative action, or disciplinary action in accordance with Town policies.

5.2 Non-Compliance

DRAFT

5.2.1 Municipal Enforcement Officers shall comply with this policy at all times unless circumstances beyond their control prevent compliance or an immediate threat to officer or public safety requires an alternative course of action.

5.2.2 Failure to comply with this policy may result in a review by the Chief Administrative Officer and appropriate corrective action.

5.2.3 Depending on the nature and severity of the non-compliance, corrective action may include:

a. coaching or verbal direction;
b. additional training or counselling;
c. documented performance management;
d. disciplinary action in accordance with the Town of Nanton's Progressive Discipline Policy; and/or
e. any other action authorized by applicable legislation or Town policy.

5.2.4 Nothing in this policy limits the Town's authority to investigate suspected misconduct, breaches of legislation, or violations of Town policies.

5.2.5 Any intentional misuse of In-Car Audio/Visual Systems (ICVS), Body-Worn Cameras (BWC), or recorded information, including unauthorized access, copying, disclosure, alteration, deletion, or use of recordings, may result in disciplinary action and, where applicable, legal action.

AMENDMENTS / REVIEWS:

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

Next Review Date:	

MAYOR _____ Date _____

CHIEF ADMINISTRATIVE OFFICER _____ Date _____

DRAFT

POLICY

26 – XX – XX/XX/XX
Department: Municipal Enforcement

PUBLIC COMPLAINTS ENFORCEMENT

DRAFT

PURPOSE:

The purpose of this SOP is to establish a clear, fair, and transparent process for receiving, investigating, and resolving public complaints against Peace Officers within the Town of Nanton. This procedure ensures accountability, maintains public confidence in municipal enforcement services, and complies with the Peace Officer Act, the Peace Officer (Ministerial) Regulation, and the Alberta Justice and Solicitor General's Peace Officer Program Policy.

OBJECTIVES:

- To protect the rights of complainants, Peace Officers, and all other parties involved in a complaint.
- To ensure that all complaints are addressed in a timely, impartial, and consistent manner.
- To provide regular communication to complainants and officers throughout the investigation.
- To ensure proper documentation, reporting, and submission requirements are fulfilled to meet provincial program standards.

SCOPE

Peace Officer Act
Peace Officer (Ministerial) Regulation
Peace Officer Program Policy and Procedure Manual
Town of Nanton Employment and Discipline Policies

ROLES AND RESPONSIBILITIES

Chief Administrative Officer (CAO) or Designate: Oversees the complaint process, ensures compliance with legislative and policy requirements, and designates investigators.

Investigating Officer/Authority: Conducts a thorough and impartial investigation, prepares findings, and recommends disposition.

Complainant and Peace Officer Involved: Participate as required in the process, providing information, evidence, or clarification.

COMPLAINT SUBMISSION

All complaints must be in **written form** and addressed to the CAO. Complaints may be submitted by letter, email, or the Town's official complaint form.

Anonymous complaints will be considered but may be limited in the ability to investigate.

Complaints must include sufficient details such as date, time, location, and description of the incident.

ACKNOWLEDGEMENT AND INITIAL REVIEW

The Town of Nanton will acknowledge receipt of the complaint to the complainant in writing within 30 days of the receipt of the complaint.

If appropriate, the Peace Officer subject to the complaint will be notified, unless doing so would compromise the investigation, endanger the complainant, or otherwise negatively impact the process.

The CAO or Designate will review the complaint to determine whether:

- The matter falls under municipal jurisdiction.
- It raises potential breaches of law (in which case the RCMP will be notified immediately and the Town's investigation paused).
- The complaint is frivolous, vexatious, or made in bad faith, in which case it may be declined with written explanation and information on appeal rights.
- The complaint may be appropriate for informal resolution or alternative dispute resolution in accordance with section 15(2)(b) of the Peace Officer Act.

INFORMAL RESOLUTION / ALTERNATIVE DISPUTE RESOLUTION

1. Where appropriate, the CAO or Designate may attempt to resolve a public complaint informally in accordance with section 15(2)(b) of the Peace Officer Act before proceeding with a formal investigation.
2. Informal resolution may be considered where the nature and circumstances of the complaint are suitable for resolution through communication, clarification, explanation, mediation, or another mutually acceptable resolution process.
3. Participation in an informal resolution process shall be voluntary. The complainant and the Peace Officer who is the subject of the complaint must agree to participate in the process.
4. The CAO or Designate shall determine whether a complaint is appropriate for informal resolution, having regard to the nature and seriousness of the allegations, public interest, officer and public safety, and any applicable legislative or Peace Officer Program requirements.
5. Informal resolution shall not be used where the allegations involve conduct that may constitute a criminal offence, serious misconduct, a significant public or officer safety concern, or another matter requiring formal investigation or mandatory reporting.
6. Informal resolution may include clarification of circumstances, an explanation of applicable legislation, policy or procedure, facilitated discussion, mediation, acknowledgement of concerns, an apology where appropriate and voluntarily offered, or other reasonable measures agreed upon by the parties.
7. The CAO or Designate shall document the informal resolution process, including the nature of the complaint, the parties involved, the steps taken to resolve the matter, and the outcome.
8. Where an informal resolution is reached, the complainant and the Peace Officer shall be advised in writing of the resolution and the complaint file shall document that the matter was resolved informally.
9. Where an informal resolution cannot be reached, either party withdraws from the process, or the CAO or Designate determines that informal resolution is no longer appropriate, the complaint shall proceed through the formal investigation process established by this Standard Operating Procedure.
10. Information obtained during an informal resolution process shall be handled in accordance with applicable privacy legislation and Town policies governing access to information, privacy, confidentiality, and records management.

INVESTIGATION PROCESS

Where a complaint is not appropriate for informal resolution, informal resolution is declined, or an informal resolution is unsuccessful, the complaint shall proceed to formal investigation in accordance with this section:

- Interviews with the complainant, the Peace Officer(s) involved (with their consent), witnesses, or any relevant individuals.
- Review of relevant documentation such as occurrence reports, dispatch logs, notebooks, court records, legal documents, and correspondence.
- Examination of evidence, including audio, video, photographs, GPS or in-car/body-worn camera recordings.

The investigation must be impartial, thorough, and documented in detail.

COMMUNICATION DURING INVESTIGATION

The complainant, the Peace Officer, and the Director of Law Enforcement will receive an update every 45 days on the progress of the investigation.

Updates must be provided in writing and reflect the status of the investigation without compromising confidentiality or integrity.

DISPOSITION OF COMPLAINTS

Upon completion of the investigation, the complaint will be classified as:

- Unfounded – no reasonable belief the complaint has merit.
- Unsubstantiated – insufficient evidence to determine facts.
- Merit (in whole or in part) – reasonable belief that misconduct occurred either in full or in part.
- Frivolous, Vexatious, or Bad Faith – complaint dismissed without investigation, in accordance with the Act.
- Informally Resolved – the complaint was resolved to the satisfaction of the parties through the informal resolution or alternative dispute resolution process.

The complainant and the Peace Officer involved will receive written notification of the outcome. If misconduct is substantiated, disciplinary measures will be taken consistent with Town of Nanton policies and the Peace Officer Program requirements.

APPEAL RIGHTS

The conclusion letter to the complainant must include the following statement:

"Please be advised you have the right to request a review of these findings by the director of law enforcement for the province of Alberta pursuant to section 15(4) of the peace officer act. A request for review must be in writing and initiated within 30 days of receipt of this decision. Any decision reached by the director of law enforcement on review is final."

Correspondence to the Director may be submitted by:

Email: poprogram@gov.ab.ca

Mail: Director of Law Enforcement
c/o Peace Officer Program Public Safety and Emergency Services
9th Floor, 10365 - 97 Street NW
Edmonton AB T5J 3W7

EMPLOYER REPORING OBLIGATIONS

In addition to the above, the Town of Nanton is required under *Section 20.8 of the Peace Officer Program Policy* to submit documentation to the Peace Officer Program for review. All reporting related to public complaints and employer-initiated investigations must be sent to the Complaints Coordinator at poprogram@gov.ab.ca using the Incident Report Form (PS3535) [https://cfr.forms.gov.ab.ca/Form/PS3535].

The reporting package must include, without modification or redaction:

- Original public complaint and any attachments (photos, videos, etc.)
- Acknowledgement letter to the complainant
- Notification to the Peace Officer
- 45-day updates to both the complainant and the Peace Officer
- Completed Investigation Report
- Disposition letters to both parties
- Peace Officer Occurrence Report(s)
- Any other supporting documentation required by policy

Complaints addressed through informal resolution shall be documented and reported to the Peace Officer Program where required by the Peace Officer Act, regulations, or Peace Officer Program Policy and Procedures Manual.

All documents must be submitted in their original form to allow effective review. The Peace Officer Program will assess compliance with the Act, Regulations, and policy. If deficiencies are identified, the Town will be notified, and corrective measures will be required.

RECORDS AND CONFIDENTIALITY

All complaint records, investigation files, and correspondence shall be maintained securely by the Town of Nanton in accordance with provincial legislation and municipal records management policies. Confidentiality will be respected at all stages, with disclosure limited to those with a legitimate need to know.

DRAFT

AMENDMENTS / REVIEWS:

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

Next Review Date:	

MAYOR Date

CHIEF ADMINISTRATIVE OFFICER Date

DRAFT

POLICY

Policy No. 26 – 108 – 22/03/21
Department: Council

PUBLIC COMPLAINTS PROCESS

OBJECTIVES

To establish process for how to deal with complaints against Peace Officers.

The competence of Nanton Municipal Enforcement Officers is established through accurate training, proper leadership, appropriate supervision, and prompt and applicable discipline. Public opinion and confidence in Nanton Municipal Enforcement is greatly influenced by the extent to which issues with officer conduct are managed and how corrective action is implemented.

Nanton Municipal Enforcement Officers are subject to authorities contained in the Peace Officer Act and Peace Officer (Ministerial) Regulation and officers should be familiar with these authorities.

The intent of this Standard Operating Procedure is to outline the review of complaints for Municipal Enforcement Officers in accordance with Part 2 of the Act, Section 16 and or 19 of the Act and Part 5 of the Peace Officer Ministerial Regulation.

AUTHORITY

Peace Officer Act and Peace Officer Ministerial Regulation

PROCEDURE

This procedure shall be followed by Community Peace Officers, Bylaw Enforcement Officers, and the CAO.

All complaints must be in written form. All complaints must be sealed and forwarded directly to the CAO.

The CAO may designate who will conduct an investigation.

The authorized employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.

The employer shall notify the Peace Officer involved of the complaint if appropriate. In circumstances where such notification may unduly have a negative impact on an internal investigation or place the complainant in an unfavourable position, the notification to the Peace Officer may be delayed for a period of time.

In the following general circumstances consideration must be given to delay informing the Peace Officer about a complaint when it may reasonably be suspected that:

The complainant may be placed in danger,

The complainant may face other inappropriate action by the Peace Officer should the Peace Officer be informed,

The notification may impede the gathering of evidence during an internal investigation conducted.

A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the Peace Officer could impede any resulting police or other investigative agency investigation, or

Any other situation identified by the authorized employer or Director in which it may be appropriate to delay informing the Peace Officer about the complaint.

In any case where the authorized employer is uncertain as to the appropriateness of informing a Peace Officer about a complaint the Public Security Division should be contacted.

The CAO or Designate shall follow this form https://www.alberta.ca/assets/documents/jsg-resolving-complaint-against-peace-officer.pdf . (Copy of link in Appendix A)

The CAO or Designate shall determine if there is any possibility of a breach of law by the Peace Officer. They may consult with the RCMP to determine if those actions constitute a criminal action. Should it be determined that there is criminal activity the CAO or Designate shall stop their investigation immediately and request in writing that the RCMP conduct an investigation and advise the Employer of the outcome.

Should the findings by the RCMP indicate criminal activity they should follow due process. The CAO or Designate may at any time immediately suspend the Peace Officer with pay while the investigation is being carried out. The Employer shall not do any activity that may interfere with the criminal investigation and wait for the results of the investigation. With the finding of criminal activity, the Employer can continue with disciplinary process.

The employer must provide a report to the Director, as soon as the authorized employer becomes aware of it, about every incident, in which a Peace Officer, while carrying out the Peace Officer's duties may have:

- Used excessive force,
- Used a weapon or equipment prescribed by the regulations in circumstances referred to in the regulations,
- Been involved in an incident involving a weapon used by another person,
- Been involved in an incident involving serious injury to or the death of any person, or
- Been involved in any other circumstances referred to in the regulations,
- Any matter of a serious or sensitive nature related to the actions of a Peace Officer.

Should the findings by the RCMP indicate no criminal activity the Employer should start further investigation into the complaint.

The CAO or Designate shall investigate the allegations of the complaint by interviewing the complainant, any witnesses, the Peace Officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence and take statements.

Review any relevant documents in existence pertaining to the occurrence including, but not limited to:

- Occurrence reports
- Dispatch logs
- Peace officer notebook(s)
- Court reports
- Legal documents
- If applicable, in car video recordings

An employer may choose not to investigate a complaint if the authorized employer is of the opinion that the complaint falls into one of noted categories:

Frivolous: a complaint intended merely to harass or embarrass.

Vexatious: complaint that has no basis in fact or reason, with its purpose to bother, annoy, and embarrass the Peace Officer or authorized employer.

Bad Faith: filing the complaint with intentional dishonesty or with intent to mislead.

Reasons for not investigating complaints must be explained in written format to the complainant and advising them of the ability to appeal to the Director.

All complaints disposed through this section still must be reported to the Director on a monthly basis.

The Employer may do an Informal Resolution of Complaints. Authorized employers who choose to make use of the section must have an informal resolution process filed with the Director.

This section may also be used in those unforeseen circumstances where an investigation is not required based on an evaluation of the circumstances. This section does not alleviate the need for authorized employers to exercise effective management and due diligence in dismissing the complaint.

The CAO or Designate may meet with the Complainant and discuss the merits of the complaint.

The CAO or Designate shall at a minimum maintain written notes of the meeting.

If the complainant is satisfied in the meeting the CAO or Designate shall provide a written notice that the complaint has been resolved to the complainant within 5 days.

If the Complainant is not satisfied the CAO or Designate shall continue with the formal complaint procedure.

All complaints resolved in the manner, pursuant to the act, must be reported to the Director on a monthly basis.

The Employer shall notify the complainant, the Peace Officer involved if appropriate, and Director as to the status of the investigation at least once every 45 days

Upon conclusion of the investigation the authorized employer must notify the complainant, the Peace Officer involved, and the Director of the disposition of the complaint.

The wording on the notification letter **MUST** include the following wordings as follows:

> '**the complaint is unfounded**'. This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis
>
> '**the complaint is unsubstantiated**'. This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
>
> '**the complaint is found to have merit in whole or in part**'. This means that on the basis of a thorough investigation that:
>
> '**in whole**' a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to the entirety of the complaint or;
>
> '**in part**' a reasonable belief that the Peace Officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.

In the event a complaint is found to have merit in whole or in part the authorized employer must state that disciplinary action has been taken and it must be in accordance with the agency's disciplinary policy that has been filed with the Director.

The conclusion letter issued to the complaint **MUST** contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director.

PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF MUNICIPAL BYLAW· ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.

Correspondence to the Director must be sent to: Director of Law Enforcement

10TH Floor, 10365 - 97 Street EDMONTON, Alberta T5J 3W7

A complainant may appeal a decision of an authorized employer within 30 days, in writing, to the Director. The Director is then required by the act to conduct a review of the circumstances and after consideration may:

- direct the authorized employer to take any action the Director considers appropriate.
- confirm, reverse or vary the authorized employer's disposition.

The decision of the Director under this review process is final and there are no avenues for appeal.

On a monthly basis the authorized employer must submit details of complaints made to the Public Security Division.

Approval

Mayor

Chief Administrative Officer (CAO)

Date

Date

INFORMATION BRIEF

Meeting: October 19, 2026
Agenda Item: 5.3

Yard Waste – Fees & Rates Bylaw discussion

Purpose:

To provide Council with a previously reviewed information and updated information into the yard waste operations and options moving forward. (This is part of the larger rates and fees bylaw discussion)

Background:

Please see the attached 2023 information brief regarding the previous discussions on yard waste operations. Based on a review of the previous information and discussions with Public Works and Administration, it appears that establishing a full cost-recovery model through user fees may not be practical in this case. If the Town of Nanton wishes to continue providing yard waste services to residents/businesses as a valued community and quality-of-life service, there may be some operational inefficiencies that will need to be accepted, including occasional unauthorized dumping. (Though education, cameras, people holding other accountable, etc. can assist with this)

The cost of staffing the site and/or implementing a fully user-pay model could be challenging to administer and may ultimately result in higher costs to the municipality than the service currently incurs. In addition, the costs associated with the expanded recycling services are now being covered through Circular Materials, which helps offset some of the municipality's overall waste management expenses.

Public Works have also noted that, following improvements to the yard waste area, instances of unauthorized dumping have decreased. As a further operational improvement, staff have proposed fencing the soil pile and allowing access upon request. This approach would provide greater control over the material being deposited while addressing some of the ongoing concerns related to dumping. Public Works have confirmed that staff have the capacity to incorporate this process into their existing duties.

Overall, continuing the yard waste service as a community amenity, while making targeted operational improvements, may provide the most practical and cost-effective approach for the Town. Council can decide on the rate for the yard waste to cover operations and improvements and also has the option to include a portion of that fee for commercial businesses as well if desired. Staff do see some commercial users, and potentially users from the MD's, however that would be difficult to monitor/enforce.

Fee options:

Current Recycling & Yard Waste:	Yard Waste only (residential):	Yard waste only: (res. & com.)
2026 : $14 bi-monthly	2027: $11 bi-monthly	2027: $9.65 bi-monthly
2027: $14.35		

Expenses in 2027 for yard waste only will include staff wages for time spent maintaining the yard waste area, and some supplies and materials. These are all projected to come in at approximately $72,000 for 2027. This could allow for a reduction in fees (shown above). Administration would suggest keeping a small increase for each additional year to keep pace with inflation.

Prepared by: Tara Vandervalk, Chief Administrative Officer

Information Brief

Meeting: October 23rd 2023
Agenda Item: 3.2

YARD WASTE PROGRAM: Finding a way forward

PURPOSE:

Council have essentially suspended the status quo of the Yard Waste Operation from October 31st, not ruling out permanent closure. Administration does not believe that permanent closure or loss of the facility is necessary, but Council does need to make decisions around levels of service to the community and what is a reasonable cost for same.

BACKGROUND / IMPLICATIONS:

For the Operations Department, there needs to be a long term decision and commitment to both the operation and financing of how the service is provided.

This has meant resolving questions around:

- Collection of the materials;
- Processing or disposal of the materials pursuant to any regulatory requirements if applicable;
- The operator;
- User Pay principle

Collection of materials & users

At present, the Town accepts the unsupervised drop-off of:

- Grass clippings
- Branches up to a 5cm diameter (no wider than a pop can)
- Leaves and other natural debris (no kitchen or construction waste)

Recycling user fee (residential only)	$13 bi monthly ($78 per annum)
Revenue generated	$72,000 per annum
Recycling pick-up and disposal costs	$46,000 per annum
Remaining funds for wages, disposal and mulching of existing pile, insurance and other.	$26,000 per annum
Implications: residential customers contribute approximately $4.75 bi-monthly for the yard waste service, while non-residential customers are not paying any fees at all; residential customers who do not use the service still pay.	

On grounds of cost and capacity, a curbside collection program for any aspect has been ruled out for the time being. Were such a program to be introduced, it would inevitably involve an additional user fee for all participating residents and businesses, which is typically a hard sell in the community. A curbside collection program would additionally be unable to deal with trees/ branches, meaning that an additional program **would still be required if trees and branches were still part of the accepted 'level of service'**. Administration urges Council to hold off on consideration of a green bin program until more is known about the Recycle Alberta/ provincial Extended Producer Responsibility (ERP) program. While unlikely, we cannot exclude the possibility that Nanton may end up completely out of the recycling collection business, meaning that there could be greater budgetary capacity for a green bin program in future.

> **Possible RECOMMENDATION:** *that the provision of a costed green bin plan is requested during the garbage and recycling services tender this coming spring for Council to review for information on costs and the likely revenue requirements.*

The status quo of a drop-off is somewhat economic if it **does not** need to be perpetually manned and user fees charged. The introduction of drop-off location user fees to offset costs would create additional overhead for the management of that site and system. The introduction of a manned yard waste area with user fees would be the only viable approach to reducing drop-off by non-residents of Nanton and the dumping of other waste.

> **Possible RECOMMENDATION:** *that the Town move away from the Yard Waste area being open 'all season' from April to October and instead offer two (2) seasonal openings and collections (spring and fall):*
>
> - Spring collection: yard waste area open for one 3-5 days and Public Works undertake a curbside/ laneway collection with parameters.
> - Fall Collection: yard waste area open for one 3-5 days and Public Works undertake a curbside/ laneway collection with parameters.
> - Two concentrated processing and disposal windows a year.

This would take Public Works or Parks and Recreation away from other duties for several days at a time and public messaging would need to be very strict. CPO enforcement would likely need to be applied to people trying to have garbage collected during this work until community familiarity grows.

Processing and Disposal

Administration remains confident that a reasonable annual disposal cost of $20-30,000 is viable if the backlog of branches and debris can be dealt with. Great progress was made in 2021, but contractors did not fully complete the work as they had underestimated the work involved. A compost program is not viable and it is unwise to use chips derived from diseased trees and shrubs. Additionally, there are questions over how long diseased trees and shrubs should be allowed to remain in the open at the Yard Waste area as the wind does carry bacterial spores, for example. Then there's the potential fire hazard brought by excessive accumulation.

> **Possible RECOMMENDATION(S):**
>
> - *Budget a larger sum for backlog and current year disposal in 2024*

Operator

This program can only continue by the Town paying for either significant in-house staffing and equipment costs or adequate contractor costs (or combinations of both). Positions or duties related to this would be seasonal in nature. The Town has no firm standing arrangements for the staffing required long term or the contractor support for this activity.

As local and external landscaping firms (who pay no fees) potentially have the most economically at stake with this facility, the yard waste area could be leased or licensed out to a private company to operate it as part of their business. Unlike the Town, they would have more freedom to choose how such a facility could viably operate. If there is no profitable angle, there could be a way that the Town could subsidize an operation to ensure some public access to the facility. However, any private actor faces largely the same challenges as the Town in making the operation affordable/ viable.

Possible RECOMMENDATION(S):

- *Put the Yard Waste facility out to RFP for public-private partnership use*

User Pay Principle

It is fairly clear that there would not be much appetite for a new user revenue stream when the Town is approaching a renewal year for solid waste collection services (an increase for garbage and recycling user fees should be anticipated). If Council chose to fund enhanced levels of service from user fees rather than taxation, the options would likely be:

- Point of disposal fee based on a cubic metre charge: only true users of the facility billed, out of area users excluded. Implications: low chance of cost recovery as facility must be staffed or somehow securely automated in this situation (much higher level of service).
- Yard waste disposal user fees, based on actual costs, to all residential households and businesses, irrespective of service use. Implications: will be considered unfair by those not utilizing the service (although this is perceptually little different from it being funded by taxation – it's just more front and centre).

Unfortunately, the fairest option (point of disposal fees) also results in the greatest operating costs. If user fees were based on actual costs but set too high for the user, financial viability problems would occur almost immediately.

ADMINISTRATION ADVICE:

Administration would be keen to continue with the status quo with enough funding to process and dispose of the debris backlog. Alternatively, reducing the level of service to spring and fall collection windows also seems a reasonable way to de-escalate costs without abandoning residential users. Separate transactional agreements (fee based) granting season long access could be developed with commercial actors seeking broader access. The biggest challenge for a small crew is in house processing and disposal – they either need the equipment to do it expeditiously or disposal needs to be outsourced at cost.

Prepared By: Neil Smith **Date:** 2023-10-18

INFORMATION BRIEF

Meeting: October 19, 2026
Agenda Item: 5.4

Fees and Rates review – Schedules D - J

Purpose:

To provide council with information, options and recommendations pertaining to the fees and rates within Schedules D, E, F, G, H, I & J for the upcoming years as the fees and rates bylaw hasn't been updated since 2023.

Background:

Schedule D – Business License Rates and Fees – A pretty straight forward and short schedule this covers business license rates and there have been no changes made for quite some time. A quick review of neighboring municipalities shows that our rates are similar with some small variances. Business license revenue generates approximately $21,000 annually on average. The only feedback we've received is in relation to the resident fee discount if renewal is done by January 31 – business license invoices are sent out at the beginning of January and if the invoice is not paid a $50 fee is added on which can be argued is a little steep. Current schedule noted below:

Description	Rate (GST Exempt)
Resident - Full Calendar Year	$150.00
Resident - Six Months or Less Within a Calendar Year	$50.00
Non-Resident - Full Calendar Year	$200.00
Non-Resident - Six Months or Less within a Calendar Year	$100.00
Temporary - Day	$20.00
Temporary - Week	$40.00
Temporary - Month	$80.00
Market Site – Full Calendar Year	$200.00
Market Site - Six Months or Less Within a Calendar Year	$100.00
Alberta Southwest Regional – Full Calendar Year	Set by ABSW
Resident Fee Discount if renewal rendered by 31st day of January	$50.00*

* Applies only to Resident Full Calendar Year renewals.

Schedule E – Recreation – The recreation schedule covers a lot - ball diamond fees, community event fees, arena fees, and pool fees. Providing recreation is a choice and we know fees will not fully cover all expenses associated with recreation, but the goal is to keep fees reasonable while at the same time being comparable to neighboring municipalities.

Starting with the pool, the majority of the fees outlined are currently adequate when we compare them to other municipalities. The season pass prices, hourly pool rental rates and some of the swim lesson rates though are currently low and where we'd suggest some increases. When we did our comparison, we found these noted rates were approximately 20% below where our neighbors are and so we would suggest an approximate 15% increase. This would look as follows:

POOL

	2026	Proposed
Family pass	$188	$ 215
6 to 12 years	$66	$ 80
13 years and over	$72	$ 90
Hourly rent	$88	$ 135
Hourly rent/Lounge	$106	$ 160
Local Swim club/hr	$67	$ 80
Local Swim Club/lane	$16	$ 20
Non-local Swim club/hr	$110	$ 140
Non-local Swim club/lane	$19	$ 25
Pool Wibit Set up	$55	$ 70
Swim Lessons		
Parent Tot/Swimmer 1/2 5 classes	$42	$ 50
8 classes	$66	$ 75
Swimmer 3-6 5 classes	$48	$ 53
8 classes	$75	$ 80
Rookie Ranger star 5 classes	$71	$ 80
8 Classes	$113	$ 120
Bronze Star	$118	$ 130
Bronze Medallion	$158	$ 165
Bronze Cross	$158	$ 165
Bronze med/cross	$281	$ 320
Private lesson 1/2 hr	$43	$ 60

In terms of revenue that is currently generated, in 2026 the pool collected the following –

General admin =	$8,296
Season passes =	$10,070
Lessons =	$13,362
Pool rentals =	$8,740

If the proposed rates were implemented and the 2027 season saw similar numbers, the Town would see approximately $4,750 more in revenue. This is not a lot, but it would help to offset the increasing costs.

Moving on to ball diamond rates, these rates are quite low but this isn't unusual when we look at what other communities are doing. Right now, there is an hourly rate or a day rate for use of the ball diamonds and then this is further broken down into local, non-local and further into adult and youth. For 2026 revenue generated from use of the ball diamonds amounted to $2,670 which is up from the previous year. Our manager of Parks and Recreation is suggesting a 50% increase in rates which would look as follows:

	Current	Proposed
Non-local adult daily/hourly	$85.15/10.65/hr	$127.72/16.00
Local adult	$70/8.75/hr	$105/13.12
Local Youth	$43/5.38/hr	$64.50/8.07
Non-local youth	$70/8.75/hr	$105/13.12
Adult tournament rate (up to 3 days)	$318	$477
Youth tournament (up to 3 days)	$212	$318

Although this may seem like a lot a large increase it is not a lot and if we saw similar usage in 2027 this would only generate approximately $2500 more in revenue. The cost to maintain the diamonds throughout the summer and to add improvements is much higher than this, so every little bit helps.

In terms of advertising rates at the arena, we do currently offer a lot of options. What we've found though is the only options that are chosen are the 4 x 8 wall sign or the 3 x 6 rink board sign. In review of other communities, it is a bit mixed. We could simplify and just offer one rate for the two noted options, or we could keep the options we have – either case works. There are probably other ideas for advertising out there as well and we are open to new ideas if council has anything they'd like to see. Advertising revenue is typically in the range of $6500 annually.

Next up are the community events policy rates (also used for filming). We don't have a lot of call for these but from time to time there are events that these rates are needed for. In review of the rates, we found the porta potty rental rates are quite low and the THRC car park rate is low. Based on similar rates from other communities we would suggest an increase as follows:

	Existing	Proposed
Porta potty rental (per day)	$31.84	$75
Car park rental (per day) THRC or 19th street	$43.30	$150

We would also suggest adding a fee for the rental of the disc golf park as we don't have this and we had a request for this earlier this summer. Suggested rate would be - $150 for the day.

Arena rates – a review of the arena rates does show we are competitive and so we are not suggesting any changes. The main focus of course is the arena ice rental rates and although we are low compared to some, we are not the lowest (we seem to be in the middle) and so the small incremental rate increases we have planned are adequate. In terms of revenue, in 2025 we generated a little shy of $130,000. For 2026 we are on track for similar numbers again and so if we keep the rates as currently shown in the bylaw for 2027, we should see a small increase and end up around $133,000.

Schedule F- Miscellaneous Fees and rates – a straightforward and short schedule, these fees cover part of the work that is done is the office. The main fee that we see the most need for is the tax certificate. The girls in the office process approximately 175 of these annually (which can vary) and generate about $4300 to help offset costs. In review of other communities, we are little on the low side and the recommended change would be to go from $25 up to $30. The other rates are noted below do not require any changes at this time.

Administration	Assessment Review Request	$60.00 per residential tax roll $140.00 per commercial tax roll
Administration	Document Reprints	$5.00 per document (30 pages or more)
Administration	Tax Certificate	$25.00 per property
Administration	Tax Information Sheet	$25.00 per property
Administration	Non-sufficient funds	$15.00 per item
Administration	Municipal District Maps	at Cost (*)
Administration	Nanton Branded Merchandise	(*)

Wholesale to local retailers -- cost plus amount not to exceed 25% of value

Retail from Town facilities – cost plus amount set by CAO to ensure fair market value

(Note: Council requests for branded merchandise for events and VIPs -- wholesale value of the items deducted from individual Councillor expense budget.)

Schedule G – Third Party Uses of Municipal Land & Improvements – In review of this schedule with the development officer it was found there are some changes that we'd recommended. Below are the current fees:

DESCRIPTION	FEE	Explanatory information
Minimum starting lease term fee	$50.00, per year	Cannot be negotiated for a lower figure.
Minimum annual lease fee or increase	2 %, per year	Cannot be negotiated for a lower figure.
Minimum bare land license of occupation (non-exclusive temporary use)	$10 per day or part thereof $15 per month $150 per year	LOC lasting up to 30 days LOC lasting up to 11 months LOC lasting 1 or more years
Minimum license of occupation for all or portion of a municipal building or structure (non-exclusive temporary use)	$15 per day or thereof $20 per month $200 per year	LOC lasting up to 30 days LOC lasting up to 11 months LOC lasting 1 or more years
Minimum rate for a downtown license of occupation utilizing parking stalls, public parking space	$750 per parking stall or 20 feet of unmarked public parking frontage rendered unusable, per year	For seasonal temporary LOCs that facilitate additional business activities such as sidewalk patios/ cafes and extended displays
Encroachment agreement minimum fee	$165	Preparation of an encroachment agreement, cannot be negotiated for lower figure
Application Fee	$55	Under the Third Party Uses of Municipal Land and Improvements Policy

The lease and LOC rates are quite low and do not reflect assessment or market rates. It is therefore suggested the minimum annual lease be increased to $300. The license of occupation rates should also be increased but only slightly. The encroachment fee is also included in the Land Use Bylaw schedule, and it is recommended to be increased as well. Damage/security deposits are essential and are currently missing so we'd recommend this be added in and lastly, the application fee should be increased from $55 up to $60 (this is similar to a compliance certificate which holds the same fee).

Schedule H – Cemetery Fees

Cemetery fees are similar to utility fees and are set based on cost recovery. When we did the last fees and rates update, we added this schedule along with fees for 5 years. In review of these rates, the burial fees along with the open and closing fees are adequate and cover our costs. The memorial wall fees though should be updated to reflect the increased costs of providing these.

	2024	2025	2026	2027	2028
Memorial Wall:					
Plaque & installation	300.00	306.00	313.00	316.00	319.00

Current memorial wall plaque and installation fees for 2026 are $313 but our costs have increased to over $370. We'd suggest this fee be increased to $400 for 2027 to cover the increased costs. Cemetery fee revenue can of course vary from year to year but on average we see $15,000 annually from providing these services which cover our base costs and then anything above that, the extra revenue can go into reserves for future needs.

Schedule I – Summer Facility Fees

These event rates are in effect annually from April 1 to September 1 and are intended for Town owned building-wide event or tournament rental (pool, dry arena & curling lounge, or two of the three facilities for 8 or more hours per day).

	2024	2025	2026	2027	2028
1 Day event Non-Local rental	$1030.00	$1060.90	$1092.73	$1125.51	$1159.28
1 Day event, Local rental	$772.50	$795.68	$819.55	$844.13	$869.45
2 Day event Non-Local rental	$1802.50	$1856.58	$1912.27	$1969.64	$2028.73
2 Day event, Local rental	$1339.00	$1379.17	$1420.55	$1463.16	$1507.05
Add Warm Room to rental	$154.50	$159.14	$163.91	$168.83	$173.89
3 or more days	By Written Agreement with the Chief Administrative Officer				
Private Events (e.g. weddings, Celebrations of life, dinners)	As per Dry Ice Arena hourly or day rate in Schedule "E" of Bylaw #1381/23				
Add Warm Room/Curling Lounge/Concession to rental	$154.50	$159.14	$163.91	$168.83	$173.89
Damage / Cleaning Deposits	As per Schedule "E" of Bylaw #1381/23				

This schedule was added back in 2022 based on needs of the community – we don't see a lot of these types of events but it's nice to have within the fees and rates bylaw. The existing rates are adequate and no changes are recommended.

Schedule J – Planning & Development

In 2024 when the Land Use Bylaw was re-vamped we added this fee schedule to the fees and rates bylaw but because the Land Use Bylaw update was such a large change we didn't look too closely at the planning and development fees. These were last reviewed and updated in 2019. Our development officer has reviewed the rates in detail and looked at rates from neighboring communities to see how we compare. The table attached shows proposed changes (highlighted) along with comparables from other communities.

In terms of planning fee revenue, it does also vary from year to year but the average over the last five years has been approximately $5000 which helps to offset expenses within the planning and development budget.

Summary & Next steps

As stated previously when we discussed the first three schedules, based on council feedback administration will go back and draft the updated fees and rates bylaw for further council consideration. The goal is to have a new fees and rates bylaw in place by January 1, 2027.

Prepared By: Clayton Gillespie, Corporate Services Manager Date: October 14, 2026

BYLAW # 1381/23 – SCHEDULE "D"

BUSINESS LICENSE RATES AND FEES

Description	Rate (GST Exempt)
Resident - Full Calendar Year	$150.00
Resident - Six Months or Less Within a Calendar Year	$50.00
Non-Resident - Full Calendar Year	$200.00
Non-Resident - Six Months or Less within a Calendar Year	$100.00
Temporary - Day	$20.00
Temporary - Week	$40.00
Temporary - Month	$80.00
Market Site – Full Calendar Year	$200.00
Market Site - Six Months or Less Within a Calendar Year	$100.00
Alberta Southwest Regional – Full Calendar Year	Set by ABSW
Resident Fee Discount if renewal rendered by 31st day of January	$50.00*

* Applies only to Resident Full Calendar Year renewals.

Schedule "E" PARKS AND COMMUNITY EVENTS (All rates include GST unless otherwise stated)

	2024	2025	2026	2027	2028
Baseball Diamond Per Day					
Baseball Diamond Rental, Non-Local Based Group (adult) Daily/Hourly	$82/$10.25	$83.50/10.44	$85.15/10.65	$86.85/$10.85	$88.60/$11.07
Baseball Diamond Rental, Local Based Group (adult) Daily/Hourly	$67.30/$8.40	$68.65/$8.58	$70/$8.75	$71.40/$8.93	$72.83/$9.11
Baseball Diamond Rental - Local School/Child/Youth (under 18 years of age) Daily/Hourly	$41/$5.13	$42/5.25	$43/$5.38	$44/$5.50	$44.88/$5.61
Baseball Diamond Rental - Non-local youth Daily/Hourly	$67.30/$8.40	$68.65/$8.58	$70/$8.75	$71.40/$8.93	$72.83/$9.11
Adult tournament event rate (1-3 days)	$306	$312	$318	$325	$332
Minor tournament event rate (1-3 days) - under 18 years of age	$204	$208	$212	$216	$220

Community Events Policy Rates

Damage/Cleaning Deposits	$150-$500 dependent on risk factors (see policy).				
Street/Road closure permits	$50				
Community Bylaw Noise Exception	$20				
Private rentals or functions in parks (if not listed elsewhere) *Local Non-Profits, Clubs and Associations Exempt*	$10.00 per day or part thereof				
Public event or function in parks (if not listed elsewhere) *Local Non-Profits, Clubs and Associations Exempt*	$25.00 per day or part thereof				
Town staff/ crew support or assistance for a third party rental or event outside of the THRC facility *Exemptions where Town covers costs listed in the policy.*	$70 per hour ($40 per hour without a vehicle), plus a holiday fee of an additional 50% for weekend or outside working hours service and an additional 100% for holiday service				
CPO/Bylaw Member and vehicle for film production or third party event	$125 per hour				
Porta Pottie rental (per day)	$31	$31.21	$31.84	$32.47	$33.12
THRC Car Park private rental or public event (per day)	$41	$41.62	$42.45	$43.30	$44.16

Schedule "E" PARKS AND COMMUNITY EVENTS (All rates include GST unless otherwise stated)

	2024	2025	2026	2027	2028
THRC ADVERTISING & SPONSORSHIP ANNUAL RATES (PER YEAR)					
THRC Wall Sign – up to 2' X 4'	$81	$83	$84	$86	$88
THRC Wall Sign – up to 2' X 8'	$163	$166	$170	$173	$176
THRC Wall Sign – up to 4' X 8'	$272	$278	$283	$289	$295
THRC Wall Sign up to 6'x12'	$424	$433	$441	$450	$459
THRC Rink Board Sign - 3' x 8'	$265	$271	$276	$281	$287
THRC Ice Signage – as per agreement (3'x6' site)	$167	$171	$174	$177	$181
LED monitor rolling advertising (if available /per season)	$83	$85	$86	$88	$90
Other custom signage or sponsorship requests	*By sponsorship policy agreement*				
FACILITY RATES (Lease/ LOC agreements may apply)					
Warm Room rental per hr	$38	$39	$40	$40	$41
LCD projector & screen (use within THRC only) /per setup	$32	$33	$33	$34	$35
Curling Lounge for meetings/per hour *(only available from Apr 1 – Sept 30 each yr)*	$37	$38	$38	$39	$40
Curling Lounge for meetings/per day *(only available from Apr 1 – Sept 30 each yr)*	$265	$270	$276	$281	$287
Additional THRC staffing required and or general holidays/ per hr	$80	$82	$83	$85	$87
Extraordinary cleaning/ per hr (to be charged in ½ hr increments)	$37	$38	$38	$39	$40
Town Initiated Programing 1 – per class, per person (plus cost of external trainer /coach, if required)	$53	$54	$55	$56	$57
DAMAGE/CLEANING DEPOSITS	$150 $500 if deposit lost in previous 2 calendar years				

Schedule "E" PARKS AND COMMUNITY EVENTS (All rates include GST unless otherwise stated)

	2024	2025	2026	2027	2028
DRY ICE ARENA RENT					
Public Use - No food or drink / hr	$75	$77	$78	$80	$81
Local Minor Sports / hr	$64	$65	$67	$68	$69
Non-local Sports Groups / hr	$70	$71	$73	$74	$76
Public Use – No food or drink / day	$630	$643	$655	$669	$682
Public Use – drink & food permitted /day	$742	$757	$772	$787	$803
Pickle Ball – Drop in individual	$6	$6	$6	$6	$6
Pickle Ball – Drop in Ten Pass	$55	$56	$57	$58	$60
Pickle Ball – Individual Season Pass	$116	$118	$121	$123	$126
ICE SURFACE					
Public Skate Admission (applicable only to <u>unsponsored</u> public skate)					
Under 6 years (with 16 years or over)	$0	$0	$0	$0	$0
Public Skate - 6 to 12 years	$4	$4	$4	$4	$4
Public Skate - 13 years and over	$5	$5	$5	$5	$5
Public Skate - Family (must include one parent/guardian)	$12	$12	$12	$13	$13

Schedule "E" PARKS AND COMMUNITY EVENTS (All rates include GST unless otherwise stated)

	2024	2025	2026	2027	2028
Public Skate Season Passes (applicable only to unsponsored public skate)					
Family Season Skating Pass	$316	$322	$329	$335	$342
6 to 12 years	$163	$166	$170	$173	$176
13 years and over	$194	$198	$202	$206	$210
Ten Pass	$38	$39	$40	$40	$41
ARENA RENT – PRIME TIME = all other hours than Non-Prime					
Local Adult Group per hour	$147	$158	$161	$164	$168
Local Youth Group per hour	$98	$105	$107	$110	$112
Local Youth Group w/Warm Room per hour	$119	$128	$130	$133	$136
Non-Local Adult Group per hour	$279	$300	$306	$312	$318
Non-Local Youth Group per hour	$156	$168	$171	$174	$178
ARENA RENT – Non Prime Hours = 6:00 a.m. to 4:00 p.m. (Monday - Friday)					
Non Prime Local Youth Group per hour	$72	$77	$79	$81	$82
Non Prime Local Adult Group per hour	$111	$119	$122	$124	$127
Non Prime Non-Local Youth Group per hour	$117	$126	$128	$131	$133
Non Prime Non-Local Adult Group per hour	$201	$216	$220	$225	$229
ADULT TOURNAMENT RATE (LOCAL) per day	$1,381	$1,485	$1,514	$1,545	$1,575
ADULT TOURNAMENT RATE (NON-LOCAL) per day	$2,668	$2,868	$2,983	$3,102	$3,164
YOUTH TOURNAMENT RATE (LOCAL) per day	$935	$1,005	$1,045	$1,087	$1,109
YOUTH TOURNAMENT RATE (NON-LOCAL) per day	$1,492	$1,604	$1,668	$1,735	$1,769

Schedule "E" PARKS AND COMMUNITY EVENTS (All rates include GST unless otherwise stated)

	2024	2025	2026	2027	2028
AQUATICS FEES					
POOL GENERAL ADMISSION					
Under 6 years of age (must be accompanied by person 16+) - per session	$0	$0	$0 $0 $0	$0 $0 $0	$0 $0 $0
6 to 12 years of age – per session	$5	$5	$5 $0	$5 $0	$6 $0
13 years and over – per session	$6	$6	$6 $0	$6 $0	$6 $0
Family (must include one parent/guardian) – per session	$17	$18	$18	$18	$19
POOL SEASON PASS					
Family	$181	$185	**$188**	$192	$196
6 to 12 years	$63	$64	$66	$67	$68
13 years and over	$69	$70	$72	$73	$75
Ten Pass Punch Card 6 to 12 years	$38	$39	$40	$40	$41
Ten Pass Punch Card 13 + years	$48	$49	$50	$51	$52

Schedule "E" PARKS AND COMMUNITY EVENTS (All rates include GST unless otherwise stated)

		2024	2025	2026	2027	2028
POOL USE						
Hourly Pool Rent		$85	$87	$88	$90	$92
Hourly Pool Rent with Lounge		$102	$104	$106	$108	$110
Local Swim Club Pool Rent / hr		$60	$65	$67	$68	$69
Local Swim Club Lane Rent / lane/ hr		$15	$15	$16	$16	$16
Non-Local Swim Club Pool Rent / hr		$106	$108	$110	$112	$115
Non-Local Swim Club Lane Rent / lane/ hr		$18	$18	$19	$19	$19
Pool Wibit/ per setup		$53	$54	$55	$56	$57
SWIM LESSONS						
Parent-Tot / Swimmer 1 / Swimmer 2						
25% lesson fee discount when bundled with season pass	5 Class Set	$40	$41	$42	$42	$43
25% lesson fee discount when bundled with season pass	8 Class Set	$63	$64	$66	$67	$68
Swimmer 3-Swimmer 6 (1 hr classes)						
25% lesson fee discount when bundles with season pass	5 class set	$46	$47	$48	$49	$50
25% lesson fee discount when bundles with season pass	8 class set	$72	$73	$75	$76	$78
Rookie/Ranger/Star						
25% lesson fee discount when bundles with season pass	5 class set	$68	$69	$71	$72	$74
25% lesson fee discount when bundles with season pass	8 class set	$109	$111	$113	$116	$118

Schedule "E" PARKS AND COMMUNITY EVENTS (All rates include GST unless otherwise stated)

		2024	2025	2026	2027	2028
SWIM LESSONS continued						
Bronze Star – 16 hr session		$113	$115	$118	$120	$122
Bronze Medallion – 18-20 hr session		$152	$155	$158	$161	$165
Bronze Cross – 18-20 hr session		$152	$155	$158	$161	$165
Bronze Medallion + Bronze Cross		$270	$275	$281	$287	$292
Private Lesson - Per ½ hr session		$41	$42	$43	$44	$44
Group Lessons (Non Specific)						
+13/Adult ages	5 class set	$52	$53	$54	$55	$56
	8 class set	$82	$84	$85	$87	$89
AquaFit – 1 Per class		$7	$7	$7	$7	$8
	10 Punch Pa	$63	$64	$66	$67	$68
Standard First Aid* – 16 hrs		$168	$171	$175	$178	$182
National Lifeguard* – 40 hrs		$348	$355	$362	$369	$377
Lifesaving Society Swim & Lifesaving Instructor* – 40 hrs		$348	$355	$362	$369	$377
Recertification (all advanced courses*)		$91	$93	$95	$97	$99

BYLAW # 1381/23 – SCHEDULE "F" MISCELLANEOUS FEES AND RATES

Where GST is applicable, noted by asterisks (*)

Administration	Assessment Review Request	$60.00 per residential tax roll $140.00 per commercial tax roll
Administration	Document Reprints	$5.00 per document (30 pages or more)
Administration	Tax Certificate	$25.00 per property
Administration	Tax Information Sheet	$25.00 per property
Administration	Non-sufficient funds	$15.00 per item
Administration	Municipal District Maps	at Cost (*)
Administration	Nanton Branded Merchandise	(*)

Wholesale to local retailers – cost plus amount not to exceed 25% of value

Retail from Town facilities – cost plus amount set by CAO to ensure fair market value

(Note: Council requests for branded merchandise for events and VIPs – wholesale value of the items deducted from individual Councillor expense budget.)

BYLAW # 1381/23 – SCHEDULE "G" FEES AND RATES FOR THIRD PARTY USES OF MUNICIPAL LAND AND IMPROVEMENTS

(GST not applicable)

DESCRIPTION	FEE	Explanatory information
Minimum starting lease term fee	$50.00, per year	Cannot be negotiated for a lower figure.
Minimum annual lease fee or increase	2 %, per year	Cannot be negotiated for a lower figure.
Minimum bare land license of occupation (non-exclusive temporary use)	$10 per day or part thereof $15 per month $150 per year	LOC lasting up to 30 days LOC lasting up to 11 months LOC lasting 1 or more years
Minimum license of occupation for all or portion of a municipal building or structure (non-exclusive temporary use)	$15 per day or thereof $20 per month $200 per year	LOC lasting up to 30 days LOC lasting up to 11 months LOC lasting 1 or more years
Minimum rate for a downtown license of occupation utilizing parking stalls, public parking space	$750 per parking stall or 20 feet of unmarked public parking frontage rendered unusable, per year	For seasonal temporary LOCs that facilitate additional business activities such as sidewalk patios/ cafes and extended displays
Encroachment agreement minimum fee	$165	Preparation of an encroachment agreement, cannot be negotiated for lower figure
Application Fee	$55	Under the Third Party Uses of Municipal Land and Improvements Policy

BYLAW # 1381/23 - Schedule 'H' – Cemetery Fees

Section:	Burial Rights:	Fees ($):				
		2024	2025	2026	2027	2028*
2.7	Casket Lot fee	1428.00	1442.00	1456.00	1471.00	1485.00
2.7	Urn lot fee	361.00	364.00	367.00	371.00	375.00
	Columbarium: (open and close included- weekend/holiday surcharge is applicable)					
9.11	Niche with single engraving	1250.00	1263.00	1275.00	1288.00	1300.00
9.11	Niche with double engraving	1400.00	1415.00	1430.00	1445.00	1460.00
	Memorial Wall:					
9.9	Plaque & installation	300.00	306.00	313.00	316.00	319.00
	Services:					
7.7	Open & close for interment May 1 to November 30 – 6 foot depth (single depth)	515.00	520.00	525.00	530.00	535.00
7.7	Open & close for interment May 1 to November 30 – 9 foot depth (double depth)	721.00	728.00	735.00	741.00	748.00
7.7	Open & close for interment Dec. 1 to April 30 - Single depth	618.00	624.00	630.00	636.00	642.00
7.7	Open & close for interment Dec. 1 to April 30 - Double Depth	824.00	832.00	840.00	848.00	856.00
7.7	Open & close for inurnment Dec 1 to April 30 - ashes	206.00	208.00	210.00	212.00	214.00
7.7	Open & close for inurnment May 1 to Nov. 30 - ashes	180.00	182.00	184.00	186.00	188.00
7.10	Late funeral surcharge (after 4:00 p.m. arrival)	103.00	104.00	105.00	106.00	107.00
7.14	Weekend/Holiday surcharge: *Interment/ Inurnment*	438.00	442.00	446.00	450.00	454.00
7.14	Weekend /Holiday surcharge: *Columbarium*	139.00	141.00	143.00	145.00	147.00
7.21	Disinterment with permanent outer box**	670.00	676.00	682.00	688.00	695.00
7.23	Disinterment without permanent outer box surcharge**	1339.00	1353.00	1366.00	1374.00	1380.00
6.4; 6.6	Change of burial rights	63.00	64.00	65.00	66.00	67.00

* Fees limit until such time as the bylaw is amended or replaced.

** Fee could be at the market cost of an approved contractor if the Town cannot internally provide this service for any reason.

BYLAW # 1381/23 - Schedule 'I' – Summer Facility Fees

These event rates are in effect annually from April 1 to September 1 and are intended for Town owned building-wide event or tournament rental (pool, dry arena & curling lounge, or two of the three facilities for 8 or more hours per day).

	2024	2025	2026	2027	2028
1 Day event Non-Local rental	$1030.00	$1060.90	$1092.73	$1125.51	$1159.28
1 Day event, Local rental	$772.50	$795.68	$819.55	$844.13	$869.45
2 Day event Non-Local rental	$1802.50	$1856.58	$1912.27	$1969.64	$2028.73
2 Day event, Local rental	$1339.00	$1379.17	$1420.55	$1463.16	$1507.05
Add Warm Room to rental	$154.50	$159.14	$163.91	$168.83	$173.89
3 or more days	By Written Agreement with the Chief Administrative Officer				
Private Events (e.g. weddings,					
Celebrations of life, dinners)	As per Dry Ice Arena hourly or day rate in Schedule "E" of Bylaw #1381/23				
Add Warm Room/Curling Lounge/Concession to rental	$154.50	$159.14	$163.91	$168.83	$173.89
Damage / Cleaning Deposits	As per Schedule "E" of Bylaw #1381/23				

BYLAW # 1381/23									DO NOT PUBLISH	Change
		2027 (Bylaw 1389/24)	2024 (Bylaw 1389/24)	2019 (Bylaw 1246/13)	High River	Claresholm (2018)	Fort Macleod	Okotoks	Reciept Code	
	Development Permits:									
	Residential Development Permits									
(a)	Accessory Buildings/Structures	$ 125.00	$ 100.00	$ 100.00			$75-$300		DEV1	25%
(b)	Dwellings (Single or Duplex/Semi)	$ 175.00	$ 165.00	$ 165.00	$ 500.00	$50+ $1/1000 value	$100-$200	$ 300.00	DEV1	6%
(c)	Dwellings (Multi-Unit)	$ 350.00	$ 330.00	$ 330.00	$500+$75/unit		$300-$700		DEV1	6%
(d)	Additions/Renovations/Secondary Suites	$ 165.00	$ 165.00	$ 165.00	$ 200.00		$ 300.00	$150.00+.25m2	DEV1	0%
(e)	Home-Based Business (Type Two)	$ 125.00	$ 110.00	$ 110.00	$ 150.00	$ 125.00	$75-$250	$ 200.00	DEV1	14%
	Non-Residential Development Permits									
(a)	New Construction	$ 300.00	$ 220.00	$ 220.00	$ 1,000.00	$2/$1,000 value	$150-750	$600.00+.70m2	DEV2	36%
(b)	Additions/Renovations/Change of Use	$ 200.00	$ 165.00	$ 165.00	$300-$600		$75-$300	$300.00+.35/m2	DEV2	21%
(c)	Accessory Buildings or Structures	$ 125.00	$ 110.00	$ 110.00	$ 250.00		$100-250	$ 250.00	DEV2	14%
	Other Permits									
	Signage	$25.00 per sign	$25.00 per sign	$25.00 per sign	$130 + $55.00 per	$50+$2/1000 value	$25-$250	$150-$300	SGN1	
	Demolition/Removal of buildings	$ 125.00	$ 110.00	$ 110.00		$ 50.00	??		DEV3	14%
	Variance Request (additional fee)	$ 50.00	$ 50.00	$ 50.00	$ 500.00		built into above		DEV3	0%
	Miscellaneous Fees									
	Additional charge if public re-notification is required due to changes to the application	$ 125.00	$ 110.00	$ 110.00	15% of fee				DEV3	14%
	Appeal to Subdivision and Development Appeal Board	$ 225.00	$ 220.00	$ 220.00		$ 300.00		$ 150.00	DEV3	2%
	Condominium Conversions	$40.00 per unit	$40.00 per unit	$40.00 per unit		$40/unit		$40/unit	DEV3	
	Record Search or Environmental Search Requests (min. $55.00)	$55.00 per hour	$55.00 per hour	$55.00 per hour	$80/hr			$ 280.00	DEV3	
	Request for time extension (up to 12 months maximum)	$ 50.00	$ 110.00	$ 110.00	$ 500.00			$ 200.00	DEV3	-55%
	Request to convene a Special Meeting of the Municipal Planning Commission	$ 440.00	$ 440.00	$ 440.00				$ 350.00	DEV3	0%
	Request for a Certificate of Compliance	$ 60.00	$ 55.00	$ 55.00	$150-250	$ 50.00		$75.00-$200.00	DEV5	9%
	Agreements									
	Preparation of an Encroachment or Amending Utility Easement Agreement – per agreement	$ 175.00	$ 165.00	$ 165.00	$ 300.00	$ 125.00		$ 300.00	DEV4	6%
	Preparation of a Development Agreement or Deferred Servicing Agreement	$ 330.00	$ 330.00	$ 330.00	$ 500.00	$500+legal			DEV4	0%
	Note: Development Agreement legal & engineering review, and inspection fees incurred by the Town shall be invoiced to the Developer as an additional fee in accordance with the terms of the Agreement								DEV6	
	Amendments									
	Land Use Bylaw & Statutory Plan Amendments	$ 440.00	$ 440.00	$ 440.00	$2,000-$3,000	$ 400.00	$ 500.00	$1,200-$2,100	DEV8	0%
	Area Structure Plan Application	$ 5,500.00	$ 5,500.00	$ 5,500.00	$3,500-$6,000 + Costs	$ 1,000.00		$ 3,000.00	DEV8	0%
	Securities Section 2.25		Minimum	Minimum						
(a)	Single Detached Residential	$ 1,500.00	$ 1,500.00	$ 1,500.00		$ 2,000.00			LOT5	0%
(b)	Residential renovations and additions (when structural alterations are proposed) and accessory buildings over 250 sq.ft.	$ 500.00	$ 500.00	$ 500.00		$ 500.00			LOT5	0%
(c)	Industrial and Commercial renovations and additions	$ 1,500.00	$ 1,500.00	$ 1,500.00		$ 1,500.00			LOT5	0%
(d)	Multiple Residential, Industrial and Commercial (new construction)	$ 2,500.00	$ 2,500.00	$ 2,500.00		$ 3,500.00			LOT5	0%
(e)	Manufactured, Moved-in Buildings/Dwellings	$ 5,000.00	$ 5,000.00	$2000 to $5000		$ 5,000.00			LOT5	0%

BYLAW # 1381/23 - Schedule 'J' – Land Use Bylaw #1389/24 Section 1.6									DO NOT PUBLISH	Change
		2027 (Bylaw 1389/24)	2024 (Bylaw 1389/24)	2019 (Bylaw 1246/13)	High River	Claresholm (2018)	Fort Macleod	Okotoks	Reciept Code	
(f)	Building demolition or removal (including damage to streets, sidewalks, curbs)	as determined by the Development Authority	as determined by the Development Authority	as determined by the Development Authority					LOT5	
(g)	Cessation or removal of Temporary structure or sign	as determined by the Development Authority	as determined by the Development Authority	as determined by the Development Authority					LOT5	
	Note: Security shall be in an approved form, letter of credit or cash									
	Penalties Section 1.18 unless otherwise noted									
(a)	Failure to obtain a Development Permit	$ 100.00	$ 100.00	$ 500.00	$250-$1000	double fee			DEV7	0%
(b)	Failure to comply with Development Permit Conditions	$ 1,000.00	$ 1,000.00	$ 500.00					DEV7	0%
(c)	Failure to comply with District Regulations	$ 500.00	$ 500.00	$ 500.00					DEV7	0%
(d)	Failure to comply with any other condtion of the Bylaw	$ 500.00	$ 500.00							0%
(e)	Sign impoundment fee Section 3.47 (e)	$ 500.00	$ 500.00	$ 500.00		$ 250.00			DEV7	0%
(f)	Subsequent contraventions: persons contravening this Bylaw shall be liable for a penalty in accordance with (a) to (d) above and this amount for a second or subsequent contraventions.	$ 1,000.00	$ 1,000.00							0%

Last Updated: April 16, 2024

4%

Sara-Lynn Lyons

From: Law Enforcement <enforcement@newellmail.ca>
Sent: Thursday, October 15, 2026 9:25 AM
To: [redacted]
Subject: RE: EXTERNAL - SAMEP Draft Meeting Minutes - Sept 28, 2026
Attachments: Letter of support_LPS_CPO.docx

Some people who received this message don't often get email from enforcement@newellmail.ca. Learn why this is important

Good morning, everyone,

I am reaching out to share a request from Lethbridge Polytechnic, which is considering developing a Community Peace Officer Induction Program (CPOIP) for the Southern Alberta region.

Lethbridge Polytechnic has identified a gap in training accessibility for agencies in Southern Alberta, where new recruits are currently required to travel to Lac La Biche to complete their CPOIP training. Establishing a program in Southern Alberta would provide a more accessible option for agencies and their recruits.

As part of their consideration, Lethbridge Polytechnic is looking to determine the level of need for this type of program in Southern Alberta and whether there would be sufficient support from regional agencies to incorporate it into their future recruitment and training processes.

I have attached a form letter of support for your agency to review and consider. If your agency supports the development of a Southern Alberta CPOIP, completed letters of support can be sent to the Dean of Lethbridge Polytechnic at trudi.mason@lethpolytech.ca

Thank you for considering this request. Support from agencies across Southern Alberta will help demonstrate the need for a more accessible training option for our region.

Randy

CPO Randy Burgess
Senior Community Peace Officer
County of Newell
Municipal Enforcement Services
Email: burgessr@newellmail.ca
General Department Email: enforcement@newellmail.ca
Phone: (403) 794-2311

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

Lethbridge Polytechnic
c/o Dean Trudi Mason
Centre for Justice and Human Services
3000 Polytechnic Drive South
Lethbridge, AB T1K 1L6

October 19, 2026

Re: Support for the Development of Community Peace Officer Training in Southern Alberta

Dear Dean Mason,

On behalf of the Town of Nanton, I am pleased to provide this letter of support for Lethbridge Polytechnic's exploration and development of Community Peace Officer (CPO) training in Southern Alberta.

There is a clear need for accessible Community Peace Officer training opportunities in this region. Municipalities and enforcement agencies across Southern Alberta continue to face recruitment and workforce development challenges, and access to local training would help strengthen the pipeline of qualified professionals entering the field.

The development of a CPO training program at Lethbridge Polytechnic would address a significant gap in Southern Alberta. Providing training closer to where prospective students live and where employers operate would increase accessibility, reduce barriers to participation, and support the ongoing staffing needs of agencies throughout the region.

We believe there is strong employer interest in this type of training. Local and regional agencies have expressed a need for training opportunities in Southern Alberta, and we anticipate that employer demand and support would contribute to both the successful launch and long-term sustainability of a program.

Lethbridge Polytechnic has demonstrated the capacity, expertise, and industry partnerships necessary to develop and deliver high-quality public safety education. Through its established academic programs and award-winning Police Cadet Training Program, the Polytechnic has a proven track record of preparing graduates for careers in law enforcement and related sectors. This experience provides a strong foundation for the development of either a non-credit Community Peace Officer training program or a post-secondary credential aligned with provincial requirements and employer needs.

As Lethbridge Polytechnic advances its proposal, the Town of Nanton is pleased to support further exploration of this initiative. We believe a locally delivered Community Peace Officer training program would provide significant benefits to students, employers, and communities across Southern Alberta while strengthening the public safety workforce in our region.

We look forward to continued collaboration as this initiative develops.

Sincerely,

Jennifer Handley
Mayor

cc: Senior Community Peace Officer Randy Burgess, County of Newell

DRAFT

WILLOW CREEK
RURAL CRIME WATCH

You're Invited!

ANNUAL GENERAL MEETING

All residents are welcome!



Stronger Communities Start with Informed & Connected Neighbours

- EDUCATION
- KNOWLEDGE
- SUPPORT

Working together for a safer rural community.

DECEMBER 1, 2026
6:30 – 8:30 PM

MD of Willow Creek Administration Building
273129 Sec Hwy 520
Claresholm, AB

SPECIAL PRESENTATION:

Signs that your property is targeted.

Learn what to look for and how to protect what matters most.

Website: www.wcrcwa.ca

Email: willowcreek@ruralcrimewatch.ab.ca

GET INVOLVED. MAKE A DIFFERENCE.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

STRATEGIC PLAN 2026-2031

VISION

To lead as a trusted regional service, continuing to advance comprehensive land use planning and GIS services that municipalities rely on to build strong communities.

MISSION

We are a trusted member-owned organization delivering a full range of professional planning and GIS services. Through collaboration, integrity, and quality, we provide expertise and support to our member municipalities.

VALUES

Collaboration
Integrity
Member Focused
Quality
Responsibility

Over the next five years, ORRSC will focus on strengthening and modernizing the organization to ensure long-term sustainability, continued member value, and readiness for future opportunities.

STRATEGIC PRIORITIES

- **Sustain and Strengthen the ORRSC Model**
- **Ensure Financial Stability and Fairness**
- **Build Capacity and Organizational Continuity**
- **Strengthen Relationships and Visibility**
- **Modernize Systems and Infrastructure**
- **Take a Disciplined Approach to Growth**

OUR COMMITMENT

Over the next five years, ORRSC will focus on strengthening and modernizing the organization to ensure long-term sustainability, continued member value, and readiness for future opportunities.

OLDMAN RIVER
REGIONAL SERVICES COMMISSION

BOARD STRATEGIC PLAN

2026-2031

APPROVED SEPTEMBER 3, 2026



PLANNING & GIS FOR STRONG COMMUNITIES

INTRODUCTION

For more than 70 years, the Oldman River Regional Services Commission (ORRSC) has provided professional planning, GIS, mapping, and municipal support services to member municipalities across Southern Alberta. Through a collaborative regional service model, ORRSC has helped municipalities make informed decisions, address complex challenges, and build stronger communities.

As municipalities continue to face increasing demands, evolving legislation, technological change, and growing expectations, ORRSC must ensure that it remains sustainable, relevant, and responsive to member needs. This Strategic Plan establishes the Board's long-term direction and priorities for the organization over the next five years.

The plan is grounded in extensive staff engagement, organizational assessment, and a clear understanding of both the strengths and challenges facing ORRSC. Its purpose is to guide decision-making, resource allocation, and organizational priorities while ensuring continued value for member municipalities.

AT A GLANCE

- More than 70 years of service
- Planning, GIS, mapping and municipal support
- Collaborative Member-owned regional organization
- Serving municipalities across Southern Alberta

This plan establishes the Board's long-term direction and priorities for ORRSC over the next five years.

VISION, MISSION & VALUES

Vision

To lead as a trusted regional service, continuing to advance comprehensive land use planning and GIS services that municipalities rely on to build strong communities.

Mission

We are a trusted member-owned organization delivering a full range of professional planning and GIS services. Through collaboration, integrity, and quality, we provide expertise and support to our member municipalities.

Values



Collaboration
We are a hub of shared knowledge, bringing together internal expertise and regional insight to support informed decisions and better outcomes.



Integrity
We act with honesty, transparency, and professionalism in everything we do.



Member Focused
As a member-owned shared service, we are responsive, accessible, and committed to delivering value.



Quality
We deliver accurate, reliable, and high-quality work, continuously advancing our tools, technology, and approach to better serve our members.



Responsibility
We are accountable stewards of our role, our resources, and our impact on the region.

STRATEGIC DIRECTION

Strengthening the Foundation

The Board's strategic direction for 2026-2031 is to strengthen and modernize the organization to ensure long-term sustainability and continued value for member municipalities.

ORRSC will focus on maintaining the strengths that have made the organization successful while addressing capacity, sustainability, visibility, and modernization needs. Growth opportunities will be pursued strategically and only where they align with organizational capacity, member needs, and long-term objectives.

Strong Foundation
Maintain our strengths and build organizational capacity.

Sustainable organization
Ensure financial stability, strong systems, and effective operations.

Continued member value
Deliver responsive services and strengthen relationships.

Readiness for the future
Modernize, adapt, and grow with purpose.

STRATEGIC PRIORITIES

- Sustain and Strengthen the ORRSC Model
- Ensure Financial Stability and Fairness
- Build Capacity and Organizational Continuity
- Strengthen Relationships and Visibility
- Modernize Systems and Infrastructure
- Take a Disciplined Approach to Growth

Strategic Priority
01

SUSTAIN AND STRENGTHEN THE ORRSC MODEL

Desired Outcome

ORRSC remains a strong, relevant, and trusted regional service model that continues to meet the evolving needs of member municipalities.

Strategic Objectives

- Maintain and reinforce the strengths of the regional service model.
- Ensure services remain responsive to member needs.
- Demonstrate ongoing value to member municipalities.
- Support long-term organizational sustainability and relevance.

Success Indicators

- Strong member satisfaction and engagement.
- Continued municipal participation and support.
- Positive perception of ORRSC's value and role
- Sustained demand for ORRSC services.

Strategic Priority
02

ENSURE FINANCIAL STABILITY AND FAIRNESS

Desired Outcome

ORRSC is financially sustainable, with services, funding, and resources aligned to support long-term success.

Strategic Objectives

- Align services with funding and resource requirements.
- Improve transparency around pricing and cost recovery.
- Strengthen long-term financial planning.
- Ensure equitable and sustainable funding practices.

Success Indicators

- Long-term financial stability.
- Improved cost recovery where appropriate.
- Sustainable reserve and financial management practices.
- Resources aligned with organizational priorities.

Strategic Priority

03

BUILD CAPACITY AND ORGANIZATIONAL CONTINUITY

Desired Outcome

ORRSC has the people, structure, and organizational capacity required to deliver high-quality services now and into the future.

Strategic Objectives

- Address workload and staffing pressures.
- Strengthen succession planning and knowledge transfer.
- Improve organizational structure and role clarity.
- Support staff development, retention, and recruitment.

Success Indicators

- Improved organizational resilience.
- Reduced succession and knowledge-transfer risks.
- Increased staff capacity and effectiveness.
- Enhanced organizational continuity.

Strategic Priority

04

STRENGTHEN RELATIONSHIPS AND VISIBILITY

Desired Outcome

Member municipalities clearly understand ORRSC's value, services, and role as a trusted regional partner.

Strategic Objectives

- Strengthen relationships with councils, CAOs, and municipal staff.
- Increase awareness of ORRSC's services and impact.
- Improve communication and engagement with members.
- Promote the value of the regional service model.

Success Indicators

- Increased awareness of ORRSC services and benefits.
- Strong member relationships and engagement.
- Positive feedback from member municipalities.
- Increased visibility throughout the region.

Strategic Priority
05

MODERNIZE SYSTEMS AND INFRASTRUCTURE

Desired Outcome

Modern systems, technology, facilities, and tools support efficient, effective, and high-quality service delivery.

Strategic Objectives

- Invest in technology, GIS, and data management systems.
- Improve operational processes and efficiency.
- Address facility and infrastructure requirements.
- Support innovation in service delivery.

Success Indicators

- Improved operational efficiency.
- Enhanced technology and data capabilities.
- Modernized facilities and infrastructure.
- Increased effectiveness of service delivery.

Strategic Priority
06

TAKE A DISCIPLINED APPROACH TO GROWTH

Desired Outcome

Growth opportunities are pursued strategically and only where they align with organizational capacity, member needs, and long-term priorities.

Strategic Objectives

- Evaluate opportunities through a strategic lens.
- Align growth initiatives with available capacity and resources.
- Pursue opportunities that provide measurable member value.
- Support innovation while maintaining organizational sustainability.

Success Indicators

- Strategic initiatives aligned with Board priorities.
- Growth supported by available organizational capacity.
- Successful implementation of approved opportunities.
- Continued focus on core services and member value.

STRATEGIC OPPORTUNITY AREAS

While the focus of this Strategic Plan is strengthening the foundation of the organization, ORRSC will continue to evaluate opportunities that align with member needs and organizational capacity.

Areas of opportunity may include:

- Asset management services and support.
- Expanded GIS and data services.
- Municipal training and knowledge sharing.
- Strategic partnerships and collaboration opportunities.
- External funding and grant opportunities.
- New technologies that enhance service delivery.

Any future growth initiatives will be evaluated against organizational capacity, financial sustainability, and member benefit.

MEASURING SUCCESS

The Board will monitor progress through annual reporting aligned with the Strategic Priorities identified in this plan.

Administration will develop and maintain an internal Operational Plan that identifies specific initiatives, timelines, performance measures, and resource requirements necessary to achieve the Board's strategic direction.

This approach ensures a clear distinction between governance and administration while maintaining accountability for results.

CONCLUSION

ORRSC is a strong and respected organization built on decades of expertise, collaboration, and service to member municipalities. The challenges facing municipalities continue to evolve, but so do the opportunities.

This Strategic Plan provides a clear path forward by focusing on what matters most: sustaining member value, ensuring organizational sustainability, strengthening capacity, and embracing innovation.

By strengthening the foundation today, ORRSC will remain a trusted and valued regional partner for generations to come.