AGENDA

Monday, November 2, 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 Singers and Players – E

3. REPORTS:

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 October 19, 2026 Organizational Meeting Minutes – E

4.1.2 October 19, 2026 Regular Council Meeting Mintes – E

4.1.3 October 26, 2026 Committee of the Whole Meeting Minutes – E

4.2 BUSINESS ARISING FROM THE MINUTES:

5. NEW & UNFINISHED BUSINESS:

5.1 Information Brief Alberta Transportation Traffic Study – E

5.2 Information Brief Adaptation Implementation Cohort – E

5.3 Request for Decision Preventative Maintenance Policy and Asset Management – E

5..4 Information Brief Fees and Rates – E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.1.1 Proclamation Request Rowan House Society Violence Prevention Month – E

6.2 FOR INFORMATION (including signed by Mayor outgoing):

6.2.1 Municipal District of Willow Creek Public Notice Bylaw #2051 Municipal Development Plan – E

6.2.2 Advanced Life Support (ALS) Ambulance Resources within the Foothills Region – E

6.2.3 Livingstone Range School Division Naming of Nanton Schools Survey - E

6.2.4 J.T. Foster Knight News Academic and Perception Results – E

6.2.5 Federation of Canadian Municipalities Grant Approval – E

7. CLOSED CONFIDENTIAL SESSION:

7.1 Legislative Considerations ATIA Section 29 Advice from Officials

7.2 Canadian Union of Public Employees (CUPE) ATIA Section 30 Disclosure Harmful to Economic and other Interests of a Public Body

8. ADJOURNMENT:

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

Town of Nanton – Council Delegation Request Form

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

DELEGATION INFORMATION

Full Name of Presenter / Organization Name:

Shea Christie + Sue Moore - Chinook Singers + Players

Mailing Address:

Box 733 - Nanton, AB. T0L1R0

Phone Number:

403-305-5690 or 403-652-0023 (Sue Moore)

Email Address:

chinooksingersplayers@gmail.com

PRESENTATION DETAILS

Requested Date to Appear Before Council:

Nov 2, 2026-

Subject / Title of Presentation:

CSP Shed relocation - Alternative Sp locations for Availability

Reason for Appearing Before Council:
(Please provide a brief summary of the purpose of your presentation)

to further discussion alternate locations to relocate CSP shed from JT. Foster Grounds to location options as outlined in letter.

Specific Request of Council:
(Please indicate any actions you are requesting from Council)

Recommendations or options where CSP may be able to relocate Shed. And any information that may be available around restrictions regulations, or fees associated.

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

Are You Making a Monetary Request?
☐ Yes ☒ No

If yes, please indicate the amount requested:
$ _____
And describe how the funds would be used:

SUPPORTING MATERIALS

Will you be submitting any supporting documents, presentations, or other attachments?
☑ Yes ☐ No

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

Please list the type of attachments you will be submitting:

pictures, Diagram - Keller already rec'd outlining options.

ADDITIONAL INFORMATION

Will there be more than one speaker?
☑ Yes ☐ No
If yes, how many total speakers: 2 - Sue Mwore, Shea Christie

Have you presented to Council before on this topic?
☐ Yes ☒ No
If yes, when: _____

CONSENT AND SIGNATURE

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

Signature: Shea Christie **Date:** Oct 16, 2026.

24'
24'
10'
12'
Our Shed is 16' x 16'

MINUTES

Monday, October 19, 2026, at 6:30 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

ORGANIZATIONAL MEETING

COUNCIL PRESENT:	Mayor Jennifer Handley and Councillors, Victor Czop, Jennie McMasters, Roger Miller, Dave Mitchell and Erin Shields.	
ABSENT:	Councillor Shauna Strong	
OTHERS PRESENT:	Tara Vandervalk	Chief Administrative Officer
	Clayton Gillespie	Manager of Corporate Services
	Sara-Lynn Lyons	Legislative Services and Communications

1. Mayor Handley called the meeting to order at 6:30 p.m.

2. Adoption of Agenda:

RESOLUTION # 247 - 26/10/19 - Mitchell
Moved to accept the agenda for the Organizational Meeting of October 19, 2026, as presented.
CARRIED

3. Regular Council Meetings Procedural Bylaw #1427/26:

3.1 Dates set for Regular Council Meetings

RESOLUTION # 248 - 26/10/19 - McMasters
Moved to set the following dates for the Regular Meetings of Council, to be held at the Council Chambers in the Tom Hornecker Recreation Centre, 2122 – 18 Street, at 7:00 p.m., unless notification is provided in accordance with the current Town of Nanton Council and Committee Procedural Bylaw and the Municipal Government Act of Alberta;

November 2 and 16,2026	December 7, 2026
January 4 and 18, 2027	February 1, and 16 (Tuesday), 2027
March 1, 15, 2027	April 5 and 19, 2027
May 3 and 17, 2027	June 7 and 21, 2027
July 12, 2027	August 9, 2027
September 7 (Tuesday) and 20, 2027	October 4, 18, 2027

CARRIED

DRAFT

3.2 Schedule for Council Committee of the Whole Meetings

RESOLUTION # 249 - 26/10/19 - Shields
Moved to schedule Committee of the Whole of Council Meetings, to be held at the Council Chambers in the Tom Hornecker Recreation Centre, 2122 – 18 Street, at 7:00 p.m., unless notification is provided in accordance with the current Town of Nanton Council and Committee Procedural Bylaw and the Municipal Government Act of Alberta;

November 30, 2026	*December scheduled as required*
January 25, 2027	February 22, 2027
March 29, 2027	April 26, 2027
May 31, 2027	June 28, 2027
July and August scheduled as required	September 27, 2027
October 25, 2027	

CARRIED

4. Deputy-Mayor Appointments:

RESOLUTION # 250 - 26/10/19 - Miller
Move to confirm the schedule of Deputy-Mayor appointment terms as follows:

Name	Second Term
Councillor McMasters	Nov 1/26 – Feb 28/27
Councillor Shields	Mar 1/27 – Jun 30/27
Councillor Strong	Jul 1/27 – Oct 31/27

CARRIED

5. INTERMUNICIPAL APPOINTMENTS:

5.1 Intermunicipal Collaboration Framework (ICF) (Bylaw #1399/24)

RESOLUTION # 251 - 26/10/19 - McMasters
Appointed Mayor Handley and Councillor Strong as Council representatives to the Intermunicipal Collaboration Framework Committee with Councillor Czop as alternate. CARRIED

5.2 Nanton Health Centre Management Committee (Co-ownership agreement)

RESOLUTION # 252 - 26/10/19 - Czop
Appointed Councillor Miller as Council representative to the Nanton Health Centre Management Committee with Mayor Handley and Councillor Mitchell as alternates. CARRIED

6. STANDING COMMITTEES - BYLAW #1321/19:

RESOLUTION # 253 - 26/10/19 - Mitchell
Moved that Council appoint Councillor Roger Miller as Chair, Councillor Jennie McMasters as Alternate Chair, and Councillor Shauna Strong as a member of the Governance Committee for the upcoming organizational year. CARRIED

DRAFT

7. Information and Privacy Officer Appointments:

RESOLUTION # 254 - 26/10/19 - Shields
Appointed Chief Administrative Officer, Tara Vandervalk as Head of Information and Privacy and Sara-Lynn Lyons, Legislative Services and Communication Coordinator as the Information and Privacy Officer. CARRIED

8. Property Tax Assessor

RESOLUTION # 255 - 26/10/19 - Czop
Appointed Christopher Snelgrove, Benchmark Assessment Consultants, as Property Tax Assessor. CARRIED

9. Regional Assessment Review Board Bylaw #1419/26:

RESOLUTION # 256 - 26/10/19 - McMasters
Appointed Councillor Czop as Regional Assessment Review Board Member representative. CARRIED

10. Emergency Management Committee Bylaw #1332/19

RESOLUTION # 257 - 26/10/19 - Miller
As per Emergency Management Bylaw #1332/19, moved to appoint Councillor Czop as Chair to the Emergency Advisory Committee with Councillor Shields and Mayor Handley; and further moved to appoint Public Works Lead Hand, Shellah Petersen as Director of Emergency Management Agency, Chief Administrative Officer, Tara Vandervalk and Fire Chief John Dozeman as Deputy-Directors of the Emergency Management Agency. CARRIED

11. Foothills Regional Emergency Services Commission (FRESC):

RESOLUTION # 258 - 26/10/19 - Czop
Appointed Councillor Czop as representative to the Foothills Regional Emergency Services Commission. CARRIED

12. Nanton Quality of Life Foundation:

RESOLUTION # 259 - 26/10/19 - Mitchell
Appointed Councillor Shields as representative to the Nanton Quality of Life Foundation, with Councillor McMasters serving as Alternate. CARRIED

13. Mosquito Creek Foundation (Bylaw #635/75)

RESOLUTION # 260 - 26/10/19 - Shields
Appoint Mayor Handley as the Town representative to the Mosquito Creek Foundation, Councillor Shields as the alternate, and Leigh McNeill as the Town's Member-at-Large representative to the Mosquito Creek Foundation. CARRIED

DRAFT

14. Foothills Regional Services Commission (FRSC Bylaw #1111/01):

RESOLUTION # 261 - 26/10/19 - Miller
Appointed Councillor Mitchell as representative to the Foothills Regional Services Commission, with Councillor McMasters as the alternate. CARRIED

15. Alberta SouthWest Regional Alliance:

RESOLUTION # 262 - 26/10/19 - Mitchell
Appointed Councillor Strong as representative to the Alberta SouthWest Regional Alliance, and Councillor Czop as the alternate. CARRIED

16. Oldman River Regional Services Commission – Intermunicipal Service Agency:

RESOLUTION # 263 - 26/10/19 - Shields
Appointed Councillor Strong as representative to the Oldman River Regional Services Commission, and alternate Councillor Czop. CARRIED

17. Municipal Planning Commission:

RESOLUTION # 264 - 26/10/19 - Mitchell
Appointed the Members of the Town of Nanton Municipal Planning Commission as follows:
Three Council Members: Councillors Strong, McMasters and Shields;
Two Alternate Council Members: Councillors Czop and Miller
Two Members-at-large: Nicolle McKenna, Julia Anderson.
CARRIED

18. Chinook Intermunicipal Subdivision & Development (Bylaw #1323/19) Appeal Board

RESOLUTION # 265 - 26/10/19 - McMasters
Appointed Councillor Mitchell (non-member of Municipal Planning Commission) and Lynette Jessop as member at large as representatives to the Chinook Intermunicipal Subdivision and Development Appeal Board. CARRIED

19. Livingstone Range School Division – Nanton Joint Use Planning Agreement Governing Committee

RESOLUTION # 266 - 26/10/19 - Czop
Appointed Councillor Miller and Mayor Handley as Council representative to the Livingstone Range School Division – Nanton Joint Use Planning Agreement Governing Committee. CARRIED

20. Highwood Management Plan

RESOLUTION # 267 - 26/10/19 - Shields
Appointed Councillor Czop as representative to the Highwood Management Plan – Public Advisory Committee. **CARRIED**

21. Town of Nanton Library Board:

RESOLUTION # 268 - 26/10/19 - Miller
Appointed Councillor Mitchell as Council representative to the Town of Nanton Library Board for one year term with appointment expiring October 31, 2027. CARRIED

DRAFT

RESOLUTION # 269 - 26/10/19 – Mitchell
Moved that Council appoint Lynne Cox as a member of the Town of Nanton Library Board for a one-year term, in accordance with Bylaw 1382/24, the Nanton Library Board Bylaw. CARRIED

22. Chinook Arch Regional Library System Representatives:

RESOLUTION # 270 - 26/10/19 - Czop
Appointed Amanda Bustard, Chair of the Town of Nanton Library Board, as the representative to the Chinook Arch Regional Library System. CARRIED

23. Community Organizations

RESOLUTION # 271 - 26/10/19 - Shields
Appointed the Council Members as "Liaison" or "Point of Contact" to Town of Nanton Community Organizations as follows:

- Town and Country Kozy Korner Association Board – Councillor Czop
- Nanton & District Chamber of Commerce – Councillor Strong and Mayor Handley with Councillor Shields as alternate
- Nanton & District Community Memorial Centre Society – Councillor Shields
- Nanton Lancaster Society Board – Councillor Miller
- Canadian Grain Elevator Discover Centre of Canada – Councillor Shields
- Nanton Agricultural Society – Mayor Handley
- Nanton Golf Club – Councillor Mitchell
- Nanton Children's Society – Councillor McMasters and Mayor Handley
- Nanton Future Foundation – Councillor Strong
- Nanton Booster Club – Mayor Handley
- Nanton Promoters – Councillor Mitchell
- Nanton Recreation Teams (general) – Councillor McMasters
- Citizens on Patrol – Councillor Czop
- Nanton Lions / Leos Clubs – Councillor Czop
- Nanton Fire Department – Councillor Mitchell
- Nanton Animal Protection Society – Councillor Strong
- Nanton Native Learning Circle – Mayor Handley
- Opportunous Society – Councillor McMasters
- Spray Park Working Group – Mayor Handley
- Spring Line Users – Councillor Miller with Councillor Czop as alternate
- Nanton Broadcast Society – Mayor Handley
- Nanton Handi-Bus – Councillor Strong
- Nanton Hall of Fame – Councillor Mitchell
- Nanton Athletic Society – Mayor Handley

CARRIED

24. 2026 additions to the Community Member recognition Board:

There were no additions for 2026 to the Community Recognition Board.

DRAFT

25. Adjournment:

RESOLUTION # 272 - 26/10/19 - McMasters
Moved to adjourn the 2026 Organizational Meeting of the Council of the Town of Nanton at 6:40 p.m..

TOWN OF NANTON

CHIEF ELECTED OFFICIAL **CHIEF ADMINISTRATIVE OFFICER**

TV:sl

These minutes accepted and signed this 2nd day of November, 2026.

DRAFT

MINUTES

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

REGULAR COUNCIL MEETING

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

ABSENT: Councillor Shauna Strong

OTHERS PRESENT:

Tara Vandervalk	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning and Development Officer
Dothlyn McFarlane	Chinook Arch Regional Library System

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 273 – 26/10/19 - Czop
The Regular Council agenda for October 19, 2026, was accepted as presented.

2. PRESENTATIONS:

2.1 Chinook Arch Regional Library System – E

Councillor Roger Miller left the meeting at 7:22 p.m. and returned at 7:24 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:
3.1.1 Status Report – E
3.1.2 Capital Plan Status - E
3.1.3 Monthly Report – E
3.1.4 Strategic Plan Quarterly Report for 3rd Quarter 2026 - 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

DRAFT

3.4 COUNCIL:

3.4.1 MAYOR JENNIFER HANDLEY
3.4.2 COUNCILLOR VICTOR CZOP
3.4.3 COUNCILLOR JENNIE MCMASTERS
3.4.4 COUNCILLOR ROGER MILLER
3.4.5 COUNCILLOR DAVE MITCHELL
3.4.6 COUNCILLOR ERIN SHIELDS
3.4.7 COUNCILLOR SHAUNA STRONG

RESOLUTION # 274 – 26/10/19 -
Moved that all written reports, as recorded on the agenda for October 19, 2026, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 October 5, 2026 Regular Council Meeting Minutes – E

RESOLUTION # 275 – 26/10/19 - Miller
The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held October 5, 2026, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

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

RESOLUTION # 276 – 26/10/19 – Czop
Moved to read Town of Nanton Bylaw # 1433/26, a Bylaw to mitigate noise, nuisances and unsightly premises in The Town of Nanton for a second time. CARRIED

. CARRIED

RESOLUTION # 277 – 26/10/19 – Miller
Moved to read Town of Nanton Bylaw # for a third and final time. CARRIED

5. NEW & UNFINISHED BUSINESS:

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

Administration presented an information brief on the Parks, Recreation and Open Space Master Plan, outlining potential updates, future recreation priorities, and proposed public engagement opportunities.

5.2 Request for Decision Peace Officer Policies – E

RESOLUTION # 278 – 26/10/19 - McMasters
Moved that Council approve the Municipal Enforcement Privacy Policy as presented. CARRIED

RESOLUTION # 279 – 26/10/19 - Shields
Moved that Council approve the Municipal Enforcement In-Car Audio/Visual Equipment and Body-Worn Camera Policy as presented. CARRIED

RESOLUTION # 280 – 26/10/19 - Czop
Moved that Council approve the Municipal Enforcement Public Complaints Enforcement Policy as presented, replacing Public Complaints Process Policy 26-108-22/03/21. CARRIED

5.3 Information Brief Yard Waste Area – E

Administration presented an information brief on yard waste operations, outlining proposed operational improvements and fee options for 2027 as part of the Fees and Rates Bylaw review.

5.4 Information Brief Fees and Rates – E

Administration presented an information brief on the review of Schedules D through J of the Fees and Rates Bylaw, outlining proposed fee adjustments and recommendations for consideration in the development of an updated bylaw for 2027.

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.1.1 Community Peace Office 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

Georgine Sharpe left the meeting at 8:42 p.m.

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 281 – 26/10/19 - Mitchell
IT WAS MOVED at 8:42 p.m. Act, RSA 2000, Chapter M-26 and the Access to Information Act (ATIA), as follows:

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

DRAFT

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

CARRIED

RESOLUTION # 282 – 26/10/19 - Shields

IT WAS MOVED to reconvene the Regular Meeting at 8:56 p.m. CARRIED

RESOLUTION # 282 – 26/10/19 – McMasters

Moved that Council direct the Chief Administrative Officer to review the Town's Community Organization Property Tax Exemption requirements and prepare recommendations for additional eligibility verification, financial disclosure and property-use criteria, including consideration of the Town's authority under Section 362(2) of the Municipal Government Act.

8. ADJOURNMENT:

RESOLUTION # 283 – 26/10/19 – Miller

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:58 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL **CHIEF ADMINISTRATIVE OFFICER**

TV:sl

These minutes accepted and signed this 2nd day of November 2026.

DRAFT

MINUTES

Monday, October 26, 2026 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

COUNCIL COMMITTEE OF THE WHOLE MEETING

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

ABSENT: Councillor Roger Miller

OTHERS PRESENT:

Tara Vandervalk	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
John Dozeman	Fire Chief

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 1 - 26/10/26 - Mitchell
The Committee of the Whole of Council agenda for October 26, 2026, was accepted as presented.
CARRIED

2. DELEGATIONS:

3. PRESENTATIONS BY DEPARTMENTS:

3.1 Fire Department – Information Brief Engine Replacement

Fire Chief Dozeman discussed the potential replacement of the Town's 2014 frontline fire engine, including estimated costs, delivery timelines, resale value, and the financial and operational considerations of replacing the engine now versus delaying replacement.

3.2 Finance – Information Brief 2027 Capital Budget

Corporate Services Manager Gillespie presented the first draft of the 2027 Capital Budget, outlining proposed capital expenditures and potential funding sources for Council's consideration and discussion.

DRAFT

4. MAYOR AND COUNCILLOR INQUIRIES:

5. NEXT COMMITTEE OF THE WHOLE MEETING:

5.1 November 30, 2026

6. ADJOURNMENT:

RESOLUTION # 2 – 26/10/28 – CW - Czop
IT WAS MOVED to adjourn the Committee of the Whole of Council Meeting at 9:20 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL **CHIEF ADMINISTRATIVE OFFICER**

TV:sl

These minutes accepted and signed this 2nd day of November, 2026.

DRAFT

INFORMATION BRIEF

Meeting: November 2, 2026
Agenda Item: 5.1

Alberta Transportation & Economic Corridors – Intersection study

Purpose:

To provide Council with an update from Alberta Transportation and Economic Corridors regarding the study to have been taken place this summer (see the email below). I have asked if we can anticipate formal communication and was advised this is all the information we will receive. Administration will require direction if any further action is desired at this time. Administration will continue to monitor programs, grant applications and opportunities for engagement with Alberta Transportation & Economic Corridors to discuss municipal concerns and priorities.

Background:

Hi Tara,

Please accept my apologies for the delayed response and update regarding the traffic signal review.

The Department has completed its review of the intersection. While updated intersection counts were not ultimately collected as originally anticipated, the review was completed using available traffic data. In addition, a sensitivity analysis was undertaken using conservative assumptions to account for potential traffic growth since the previous assessment. Based on that review, the traffic signal warrant criteria were not met. Both the base analysis and the sensitivity analysis indicated that traffic volumes at this location remain well below the levels typically associated with installation of traffic signals. As a result, Transportation and Economic Corridors is not currently planning to install traffic signals at the intersection.

Should you have any additional questions please do not hesitate to contact me.

Thank you for your patience.

Regards,

Kenneth Mulhall, P.Eng.
Operations Manager, Lethbridge District
Construction & Maintenance Division
Transportation and Economic Corridors

Financial (GL# / Amount) : N/A

Attachment: Correspondence dated September 23, 2025

Prepared by: Tara Vandervalk, Chief Administrative Officer

ALBERTA

TRANSPORTATION and ECONOMIC CORRIDORS

Office of the Minister
MLA, Innisfail-Sylvan Lake

AR 104405

September 23, 2025

Her Worship Jennifer Handley
Mayor
Town of Nanton
Box 609
Nanton, AB T0L 1R0
jhandley@nanton.ca

Dear Mayor Handley:

Thank you for your letter regarding traffic controls for Highway 2 through the Town of Nanton. As Minister of Transportation and Economic Corridors, I am able to provide the following information.

In response to your request, the department will commission a traffic signal study at this intersection and department staff will keep all parties informed of progress. Considering the Town's request to assess traffic counts during peak times, the study will take place in summer 2026. We expect to receive the results in fall 2026, and they will be shared with the Town of Nanton.

Should you have further questions, please contact Mr. Kenneth Mulhall, Operations Manager. Mr. Mulhall can be reached toll-free in Alberta by first dialing 310-0000, then 403-381-5517, or at kenneth.mulhall@gov.ab.ca.

Thank you for taking the time to write.

Sincerely,

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Chelsae Petrovic, MLA for Livingstone-Macleod
Kenneth Mulhall, Operations Manager, Transportation and Economic Corridors

INFORMATION BRIEF

Meeting: November 2, 2026
Agenda Item: 5.2

ADAPTATION IMPLEMENTATION COHORT

The Town's Recreation Manager and I have been participating in the Climate Resilience Cohort to develop a phased plan and technical feasibility report for heat resilience, drought tolerance, and pathway connectivity improvements at Centennial Park. Alberta Municipalities has introduced an implementation stream offering up to 90% funding (maximum $100,000) for eligible project costs, along with project management support from Associated Engineering. This builds on the initial cohort, which provides 60 hours of expert advice and training, including plan development at no cost. This is the next step in advancing the Centennial Park project. The plan is expected to be completed by mid-2027, with the implementation cohort commencing in June 2027 and project completion targeted for 2029.

Expression of interest: Adaptation Implementation cohort | Alberta Municipalities

Town of Nanton project description: The Town plans to transform a public recreation area by developing a climate-resilient community park adjacent to the current playground within Centennial Park. This project will transform the space into a more inclusive, accessible, and sustainable recreational destination by incorporating a splash park with water recycling technology, expanded tree canopy for natural shade, shade covered multi-sport court and drought-tolerant landscaping designed to reduce long-term water demand and improve environmental sustainability. The proposed splash park will provide a safe and engaging way for residents of all ages to cool down during extreme heat events, while integrated water recycling technology will significantly reduce potable water consumption and help maintain operations during periods of water conservation or municipal restrictions. The multi-sport courts with shade coverings will allow multiple groups to use the facility for a variety of sporting activities, with a longer season and hours of use with shade available.

The Town of Nanton is a small municipality with limited resources; however, the need for accessible recreational spaces within the community remains significant. Participation in the Cohort would provide the Town with the knowledge, expertise, and support necessary to advance the implementation of the projects identified through the climate resilience plan developed with the Cohort's assistance. This specialized guidance, project management capacity, will help turn community priorities into tangible outcomes.

Overall, this project will help advance equitable access to recreation, promote healthy and active living, and create opportunities for social connection across the community. By considering accessibility, affordability, inclusion, and climate resilience in the design and implementation of the park, the Town can better ensure that the benefits of this investment are shared by residents of all ages, abilities, and socioeconomic circumstances, while strengthening the community's capacity to adapt to future climate challenges.

The expression of interest deadline was October 30th, the Town submitted the EOI, and referred the 10% funding request of $10,000 to budget discussions. We will continue to update on progress and application acceptance.

Prepared By: Tara Vandervalk, Chief Administrative Officer

NANTON STRATEGIC PLAN ALIGNMENT			
☐	**RELIABLE INFRASTRUCTURE**	☒	**LIVABLE COMMUNITY**
☐	**FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT**	☐	**PARTNERSHIPS**
Strategic Alignment: Goal 3.1 Enhance Recreation & Community Programming.			

REQUEST FOR DECISION

Meeting: November 2, 2026
Agenda Item: 5.3

PREVENTATIVE MAINTENANCE POLICY & ASSET MANAGEMENT

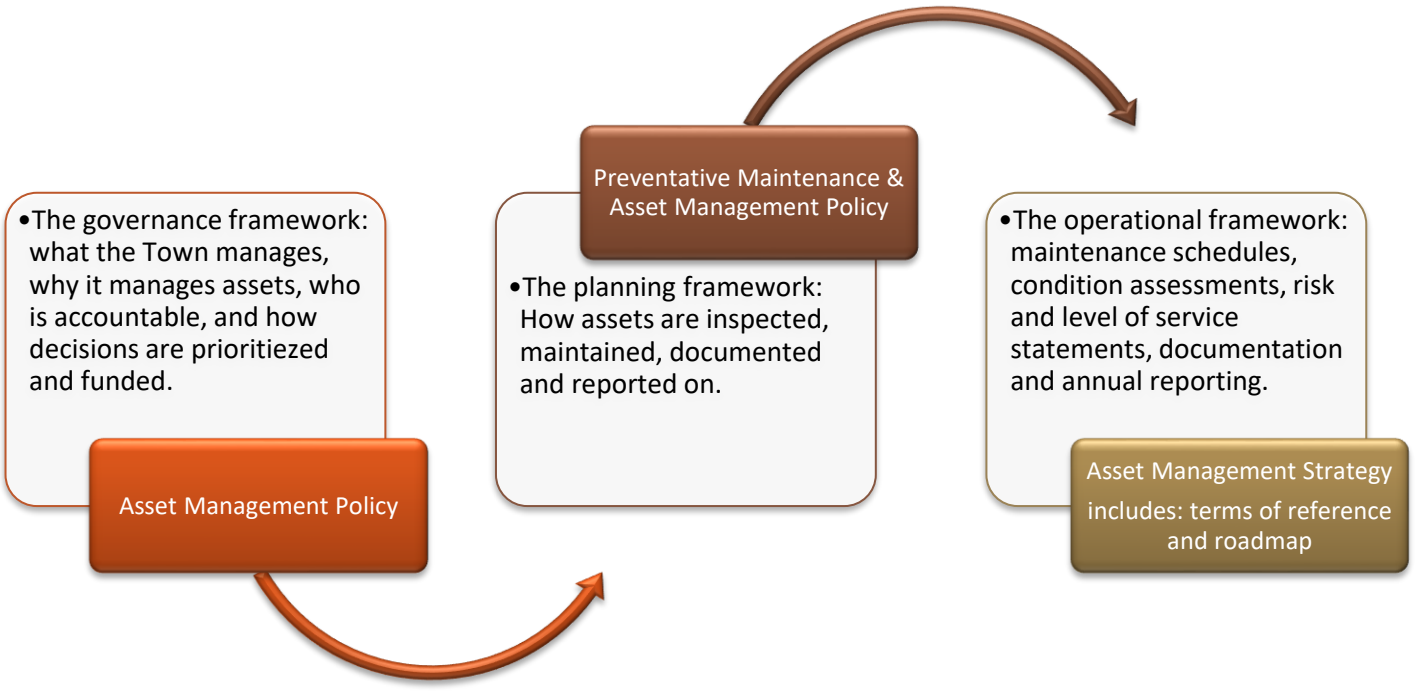
PURPOSE:

To provide Council with a revised Preventative Maintenance & Asset Management policy and provide an update with planning documents for the Town of Nanton Asset Management program/plan. Attached are the draft policy, terms of reference, and roadmap documents for Council's information. These documents guide staff and implementation planning.

INFORMATION:

While creating the Asset Management documents that will make up the Town's asset management plan, the Preventative Maintenance and Asset Management policy included some notable changes required. This policy was created in 2019 when the Town utilized Citywide for data collection and storage. Additionally, the policy noted operational considerations that form the procedural documents (example – condition assessment rating, etc.). These procedural items are noted within the Asset Management plan (strategy, etc.) and will be incorporated into the Town's software programs. By adopting the policy with a governance/planning structure that does not note any specific programs/procedures, the requirement for revision is minimized, but the structure remains the same.

Town's Asset Management Documents:



The Terms of Reference explains:

- Purpose: Why are we doing this?
- Roles and responsibilities: Who is responsible for what?
- Communication and structure: Who provides information and updates to who?
- Governance: Who makes decisions and approves things?

The roadmap takes the roles and responsibilities from the terms of reference and turns them into a sequence of actions over time. (see the attached roadmap – numbers are linked to the Town's asset management strategy). All of these documents create the Asset Management plan for the Town of Nanton. Upon implementation of our new GIS/asset management software, condition assessment templates, risk levels, and level of service statements will be added to the program.

ADMINISTRATIVE RECOMMENDATION:

That Council approve the attached Preventative Maintenance & Asset Management policy as presented.

DECISION OPTIONS:

☒ #1 – Approve the policy as presented.

☐ #2 – Approve the policy as amended.

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

Applicable Legislation: Policy No. 13-213-18/06/18 Asset Management & DRAFT Preventative Maintenance & Asset Management Policy

Attachments: DRAFT Policy, AM Strategy & Draft Town of Nanton Asset Management Terms of Reference & Road Map

Prepared By: Tara Vandervalk, Chief Administrative Officer

NANTON STRATEGIC PLAN ALIGNMENT			
☒	**RELIABLE INFRASTRUCTURE**	☐	**LIVABLE COMMUNITY**
☐	**FISCAL RESPONSIBILITY & ECONOMIC DEVELOPMENT**	☐	**PARTNERSHIPS**
Strategic Alignment: Reliable Infrastructure – 1.1 Asset Management & Infrastructure.			

POLICY

No. 13 – 152 - 19/04/15
Department: FINANCE

Preventative Maintenance and Asset Management

1.0 SCOPE:

Preventative Maintenance (PM) is a key component within an Asset Management strategy. The scope of this policy is to define clear expectations for the preventative maintenance of municipal assets in conjunction with the Town's Asset Management Policy, Standard Operating Procedures, lease agreements and budgetary processes where applicable.

2.0 PURPOSE:

- Identify a framework for property and infrastructure maintenance inspections and the triggering of full condition assessments for specific assets or asset groups;
- Facilitate logical and evidence-based decision-making for annual and multi-year maintenance programming;
- Provide clear protocols for the long-term management and stewardship of all municipal infrastructure and building assets by Administration, Council and community partners.

This policy demonstrates the Town's commitment to mitigating poor asset condition ratings and reducing the scope for unexpected major repairs or asset replacements with limited opportunity for budgeting solutions.

2.1 RELATED POLICIES:

Multi Year Budget Policy
Tangible Capital Asset Policy
Asset Management Policy
Reserves Policy

3.0 DEFINITIONS:

Asset management (AM) – the coordinated activity of an organization (policies, practices, and procedures) to realize value from assets. It considers all asset types, and includes all activities involved in the asset's life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset (ISO 55000).

Asset management plan (AMP) – Documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives (ISO 55000).

Building Condition Assessment (BCA): A comprehensive or specific analysis of building condition and Safety Code compliance by a qualified professional engineering firm.

Building Inspection (BI): A regularly scheduled inspection of a building's general maintenance with a checklist by a member of staff.

Community Partners: Local associations or societies that lease municipally owned assets and have a long-term relationship with same in terms of occupation and use.

International Infrastructure Management Manual (IIMM): International Asset Management Standards.

Lifecycle activities – activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities.

Municipal infrastructure asset – an infrastructure asset, including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a municipality, but does not include an infrastructure asset that is managed by a joint municipal water board, and/or other joint municipal ventures where ownership is otherwise assigned.

Preventative Maintenance (PM) - maintenance that is regularly performed on a municipal asset to lessen the likelihood or delay a condition rank of 5. It is performed while the asset is still serviceable.

Standard Operating Procedures (SOPs): A written method of controlling a practice in accordance with predetermined specifications to obtain a desired outcome.

4.0 BACKGROUND

The lifecycle activities of all municipal infrastructure assets involve a committed level of PM to extend an asset's condition and useful life, reducing the year-on-year costs of depreciation and renewal, major pressures on the municipal tax base. This is part of the integrated asset management process.



Figure: The Asset Management Wheel (UBCM/ Asset Management BC)

The ability to maintain assets at optimal or serviceable levels requires careful orchestration between employees and systems. Complexities can be added when portions of the maintenance are dependent on external vendors or are subject to annual budgetary pressures.

PM strives for peak efficiency and minimizes deterioration of an asset. Recurring service tasks are generated, assigning the right technician with the right availability and skills set. Regardless if the work is completed by an in-house technician or through external vendors, the ability to regularly capture work details in the field and assess overall asset condition is critical.

Role	Responsibilities
Municipal Council	• Maintain adequate organizational capacity to support the core practices of the AM program, including preventative maintenance; • Prioritize effective stewardship of assets in adoption and ongoing review of policy and budgets; • Final decisions on major PM and renewal projects within the annual budget, including deferral.
Chief Administrative Officer (CAO)	• Corporate oversight for the AM Policy and budget process; • Provide Council with relevant asset Condition Grading information for budget or upon request; • Liaise with Community Partners that lease Municipal Assets.
Senior Management Team	• Building an overall Asset Management Plan (AMP) • Writing and implementation of SOPs for asset PM. • Determine annual recommendations for Infrastructure and Building Conditions Assessments and budget for engineer services.
Corporate Services Manager (Lead)	• Coordinate and track AM program implementation and progress; • Maintain and grow the Citywide Asset Management database; • Ensure that Infrastructure and Building Conditions Assessments are compatible for input into the Citywide Asset Management Database.
Departmental Staff	• Use Standard Operating Procedures and implement maintenance and renewal measures. • Annual Building Inspections program as time and duties permit. • Take advantage of third party opportunities to assess asset condition and improve PM practices.
Community Partners	• General maintenance of leased asset; • Communication concerning capital repair or renewal; • Lead fund raising efforts for asset repair and renewal with Town consent and support; • Understand the condition and lifecycle profile of the asset leased.

5.0 GUIDELINES FOR COUNCIL

Council prioritizes effective stewardship of assets and ongoing review of policy and budgets. It holds high expectations that it and successive Councils will give significant attention and priority to preventative maintenance projects where they are strongly recommended by the CAO/ Senior Management Team.

5.1 CONDITION ASSESSMENTS

Council may place a major focus on a specific asset group or ongoing PM practices by directing the CAO to budget for and initiate independent infrastructure or building condition assessments as it sees fit.

5.1.1 CONDITION GRADING AND COUNCIL ACTIONS

For budgetary or other matters brought to the Council table, assets will have a condition rating pursuant to the IIIM standards. Condition grading is based on the simple 5-level ranking system where 1 is 'Very Good' and 5 is 'Unserviceable'.

RANK	DESCRIPTION OF CONDITION	RECOMMENDED COUNCIL ACTION
1	**Very Good Condition** *Only normal maintenance required*	Monitor only
2	**Minor Defects Only** *Minor maintenance required (5-10%)*	Request information on defects if asset renewal or replacement would cost $1,000,000+
3	**Maintenance Required to Return to Accepted Level of Service** *Significant maintenance required (10-20%)*	Refer matter to Standing Committee for discussion and recommended actions
4	**Requires Renewal** *Significant renewal/upgrade required (20-50%)*	Priority discussion for budgetary action within 3-year capital planning timeframe
5	**Asset Unserviceable** *Over 50% of asset requires replacement*	Priority discussion for budgetary action in the next financial year (immediate tax or reserve implications)

5.2 COUNCIL'S DISCRETION

No bylaw or policy can fetter Council's ability or discretion to alter a budget or the organization in a manner that might defer or downscale preventative maintenance activities with respect to municipal infrastructure asset management in a given year.

5.3 RESERVE POLICY LINKAGE

GUIDANCE BY RESERVE TYPE	
Operational	Unspecified, unexpected PM requirements of an operational nature
Capital assets *	45% of annual contribution is for PM on assets with a condition rank 1-3 in the capital plan
	45% of annual contribution is for PM or renewal of assets with a condition rank 4-5 in the capital plan
Assigned Reserves	n/a

* 10% of capital reserve contribution is for the acquisition of new additional assets.

This reserve policy linkage is a guiding principle only, subject to section 5.2.

6.0 SENIOR MANAGEMENT TEAM AND THE CAO

Administration are responsible for further developing and maintaining an Asset Management Plan process that ensures that effective preventative maintenance is a centerpiece of the ethos across the entire organization. This will be achieved through:

- Standard Operating Procedures and staff training/implementation/ buy-in;
- Identifying and recommending 'bigger ticket' maintenance projects as they arise each budget cycle and providing them with a Condition Rating for Council and CAO priority awareness;
- Recommending and budgeting for a limited number of infrastructure and building condition assessments annually, progressively rotating through the asset groups or sub-groups;
- Updating and growing the Citywide Asset Management database to produce ever more accurate asset lifecycle profiles and projections;
- Insuring there is an appropriate in-house inspection program for each asset group;
- Communication with Community Partners.

6.1 CONDITION GRADING AND MANAGEMENT ACTIONS

Maintenance issues and asset condition must be assessed through the appropriate asset management methodology that allows seamless integration with the Citywide software system. Assets will have a condition rating pursuant to the IIIM standards. Condition grading is based on the simple 5-level ranking system where 1 is 'Very Good' and 5 is 'Unserviceable'.

RANK	DESCRIPTION OF CONDITION	RECOMMENDED MANAGEMENT ACTION
1	**Very Good Condition** *Only normal maintenance required*	Monitor only
2	**Minor Defects Only** *Minor maintenance required (5-10%)*	Ensure adequate inhouse maintenance is being undertaken and expended.
3	**Maintenance Required to Return to Accepted Level of Service** *Significant maintenance required (10-20%)*	Automatically analyze cost implications and when these expenses should be scheduled. Be 'report ready' for Council from Rank '3'.
4	**Requires Renewal** *Significant renewal/upgrade required (20-50%)*	Budgetary situation should be discussed with Council for planning and action.
5	**Asset Unserviceable** *Over 50% of asset requires replacement*	Council should be apprised of consequence of deferment – contingency or emergency plans formulated.

6.2 GENERAL REPORTING

The Senior Management Team will prepare no fewer than two (2) reports over the financial year, reporting on assets that currently hold a condition rank of '3' or greater or have exceeded their useful lives (if known). This report shall utilize:

- Current data from the Citywide (if available and complete);
- Staff and third part inspections/ condition assessments;
- Senior management estimates and analyses;
- Recommendations to Council pursuant to this policy.

6.2.1 LIMITATIONS TO COMPREHENSIVE REPORTING

It is anticipated that reporting will improve over time, but this policy recognizes that asset databases are currently incomplete and condition ranking for all known Tangible Capital Assets will be a process of continuous improvement and update.

7.0 GUIDELINES FOR ASSETS LEASED TO COMMUNITY PARTNERS

As property owner or landlord, the Town is not responsible for the general maintenance or operational health and safety conditions within built assets that are leased, but it does generally retain responsibility for capital repair and renewal. There are three key factors that drive this area of the policy:

- These assets are not typically relevant to the provision of core municipal services, making Council decisions around use of the annual operational or capital budgets much more challenging and potentially discretionary in these cases;
- Most community partners enjoy lease fees or rent levels that are well below market expectations, often supplemented by property tax exemptions. While of great advantage operationally to these partners, the consequences of these benefits are that the assets leased **generate little or no revenue for their own depreciation or renewal**;
- Community partners have often been leased these buildings for such long periods of time, with various unique contexts as to how the Town came to own the properties, that they consider themselves the *de facto* owner of the asset. Often, the asset was not constructed with municipal resources.

7.1 BUILDING INSPECTION

The Town will conduct at least one Building Inspection per annum to identify maintenance or repair issues that it could be responsible for. This will be shared with the relevant department head and the tenant for discussion.

7.2 BCA FOR LEASED PROPERTIES

An independent Building Condition Assessment will be operationally budgeted for and scheduled once every 5-7 years by the Town.

7.3 TENANT REQUESTS FOR REPAIRS AND RENEWAL

The Town will not automatically budget major capital repairs or renewals requested by a tenant from operational funds or reserves. It reserves the right to conduct its own inspection by staff or a contractor or initiate a full Building Condition Assessment (if there are significant questions of a structural nature that could impact building viability or public safety) before making a decision. If budgeted, the Town will tender the repair or renewal project in accordance with its own policies.

7.4 ASSISTANCE WITH FUND-RAISING

The tenant, if an organization capable of pursuing grant aid otherwise inaccessible to the Town, is expected to prioritize the development of professionally estimated proposals for capital repair and renewal **in partnership with the Town**. Its leadership and financial contribution to such efforts is expected in consideration to the local taxpayer, but the Town must be involved in the project's development from the start and provide consent by resolution.

7.5 ASSISTANCE WITH RESERVES

Tenants are encouraged to contribute to built asset renewal through fund-raising and donation to municipal reserves – the Town will consider creating an asset-specific renewal reserve for tax deductible donations or other third-party contributions if a case is made.

7.6 RESPONSIBILITIES

Both the Town and the tenants of municipally-owned assets must recognize that if the asset is legally owned and insured by the Town, the Town is ultimately responsible for that asset's structural condition, capital decision-making and viability as a continued lease.

7.7 COMMUNITY PARTNER LEASES AND ASSET PROFILES

Every new lease agreement with relevant Community Partners must include the current version of this policy attached as a schedule. When available, the Manager of Corporate Services will provide Community Partners with a copy of a leased built asset's Asset Management profile and associated plan.

8.0 JOINTLY OWNED ASSETS/ASSETS USED BY OTHER GOVERNMENTS

The Town anticipates and encourages joint owners of municipal equipment, assets and vehicles to participate, where fair and reasonable, in the joint funding of PM and other costs according to a mutually agreed arrangement or formula that is predictable for the budgetary process.

MAYOR Date: April 15, 2019

CHIEF ADMINISTRATIVE OFFICER Date: April 15, 2019

Preventative Maintenance and Asset Management

SCOPE:

This policy establishes the Town of Nanton's governing framework for the responsible management, maintenance, renewal and replacement of municipal assets throughout their lifecycle. It provides direction for consistent, risk-based and financially sustainable asset management practices that support the delivery of municipal services.

PURPOSE:

The purpose of this policy is to:

1. Establish consistent principles for the management and stewardship of municipal assets.
2. Promote preventative maintenance and lifecycle planning to support the long-term sustainability of municipal infrastructure.
3. Support informed decision-making through consideration of asset condition, risk, service levels and lifecycle costs.
4. Establish accountability for asset management across Council and Administration.
5. Integrate asset management considerations into municipal operational planning, capital planning and budget development.
6. Support continuous improvement in the Town's asset management practices.

DEFINITIONS:

Asset management (AM) – The coordinated management of municipal assets throughout their lifecycle to support service delivery, manage risks and achieve long-term financial sustainability.

Asset Management Strategy (AM Strategy): A documented framework that establishes the Town's asset management objectives, priorities and implementation activities to support informed decision-making, sustainable service delivery, effective lifecycle management and long-term financial planning.

Condition Assessment: An evaluation of the physical condition and performance of an asset to support maintenance, renewal and replacement decisions.

Lifecycle Management – The consideration of all stages of an asset's life, including planning, acquisition, operation, maintenance, rehabilitation, renewal, replacement and disposal.

Level of Service: The quality, reliability, availability and performance of municipal services provided through the use of municipal assets.

Municipal asset – Infrastructure, buildings, equipment, vehicles, land improvements and other physical assets owned or managed by the Town in support of municipal operations and services.

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Preventative Maintenance (PM) - Planned maintenance activities undertaken to reduce asset deterioration, minimize unexpected failures and extend the useful life of municipal assets.

1. ROLES AND RESPONSIBILITIES

Effective preventative maintenance requires a coordinated approach to ensure municipal assets are maintained in a responsible and sustainable manner. The following roles and responsibilities establish accountability for the implementation and administration of this Policy.

1.1 Municipal Council

i. Establish policy direction and provide strategic oversight for the preventative maintenance of municipal assets.

ii. Consider asset condition, risk, service levels and long-term financial sustainability when approving operational and capital budgets.

iii. Consider maintenance, rehabilitation and renewal recommendations presented by the Chief Administrative Officer when establishing municipal priorities.

1.2 Chief Administrative Officer (CAO)

i. Oversee the implementation and administration of this Policy in accordance with the Town's Asset Management Policy and Asset Management Strategy.

ii. Ensure preventative maintenance considerations are incorporated into municipal operations, planning and budget development.

iii. Provide Council with recommendations regarding significant maintenance requirements, asset risks and capital renewal priorities.

iv. Establish appropriate administrative procedures and assign responsibilities for the implementation of preventative maintenance practices.

1.3 Administration

i. Implement preventative maintenance practices within their respective areas of responsibility.

ii. Maintain accurate and current information regarding municipal asset condition, maintenance activities and identified deficiencies.

iii. Identify and assess maintenance, rehabilitation and renewal requirements.

iv. Conduct inspections and condition assessments in accordance with established administrative procedures.

v. Develop recommendations for operational and capital planning based on asset condition, risk, service requirements and available resources.

vi. Identify significant asset deficiencies or risks requiring further assessment or corrective action.

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1.4 Community Partners and Other Parties

i. Fulfill maintenance and asset management responsibilities in accordance with applicable leases, agreements and legislative requirements.

ii. Report identified asset deficiencies, safety concerns and repair requirements to the Town.

iii. Obtain Town authorization prior to undertaking alterations or capital improvements where required by applicable agreements.

2. PREVENTATIVE MAINTENANCE PRINCIPLES

The Town of Nanton recognizes the importance of preventative maintenance in protecting municipal assets and supporting the continued delivery of services. Maintenance activities shall be planned and prioritized with consideration for asset condition, operational needs, public safety and long-term financial sustainability.

2.1 Lifecycle Management

Preventative maintenance is an important component of lifecycle management and shall be considered throughout the useful life of municipal assets. Maintenance decisions shall take into account asset condition, expected service life, operational requirements and long-term costs, with the objective of extending asset life and reducing the need for premature replacement where practical and financially sustainable.

2.2 Risk-Based Maintenance

Preventative maintenance priorities shall be established with consideration for asset condition, criticality, public safety and the potential impacts of asset failure on municipal services. Assets presenting significant risks to public safety, essential services or infrastructure reliability shall be prioritized for assessment and appropriate corrective action. Administration shall evaluate identified maintenance requirements using available asset information and established procedures.

2.3 Planned Maintenance

The Town shall establish preventative maintenance practices appropriate to the type, condition and operational requirements of its municipal assets. Maintenance activities shall consider manufacturer recommendations, applicable standards, legislative requirements and available resources to support the continued safe and reliable operation of municipal infrastructure. Administration shall establish appropriate maintenance schedules, inspection methods and documentation requirements through administrative procedures.

2.4 Financial Sustainability

Preventative maintenance requirements shall be considered as part of the Town's annual operational and capital budget planning processes. Maintenance recommendations shall take into account lifecycle costs, available funding and the potential financial and operational consequences of deferring necessary work. Funding for preventative maintenance activities shall be managed in accordance with approved municipal budgets and applicable financial policies.

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3. ASSET INSPECTIONS AND CONDITION ASSESSMENTS

The Town shall undertake regular inspections and condition assessments of municipal assets to identify maintenance requirements, assess potential risks and support informed decisions regarding rehabilitation, renewal and replacement.

3.1 Inspection Requirements

Municipal assets shall be inspected at intervals appropriate to their type, condition, criticality and operational requirements, while ensuring compliance with applicable legislation. Inspections may be conducted by qualified Town personnel or external service providers, depending on the nature of the asset and the assessment required.

Deficiencies identified during inspections shall be documented and evaluated to determine the appropriate corrective action based on the nature and significance of the concern. Administration shall establish inspection schedules, methods, reporting requirements and follow-up processes through administrative procedures.

3.2 Condition Assessments

Condition assessments shall be undertaken as appropriate to evaluate the physical condition, performance and remaining useful life of municipal assets. The need for additional or independent assessments shall be determined based on asset condition, identified risks, service requirements and available information.

Assessment findings shall be used to identify maintenance needs and inform recommendations for rehabilitation, renewal or replacement. This information shall support preventative maintenance planning and the prioritization of future infrastructure investments.

4. CONDITION GRADING AND PRIORITIZATION

The Town shall use a consistent approach to evaluating the condition and performance of municipal assets to support maintenance planning and informed decision-making. Condition grading shall be undertaken using an established methodology appropriate to the asset type and shall assist in identifying maintenance, rehabilitation and renewal requirements.

Condition ratings shall be considered alongside asset criticality, identified risks, service requirements and lifecycle costs when determining maintenance priorities. Assets with significant deficiencies or elevated risks shall be assessed to determine the appropriate corrective action and whether further reporting or consideration is required.

Administration shall establish and maintain appropriate condition grading criteria, assessment methods and recommended actions through administrative procedures.

5. MAINTENANCE PLANNING AND REPORTING

Preventative maintenance requirements shall be incorporated into the Town's operational planning and budget development processes to support the effective management of municipal assets and their long-term sustainability.

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5.1 Maintenance Planning

Administration shall identify and prioritize preventative maintenance activities based on asset condition, identified risks, service requirements and available resources. Significant maintenance and rehabilitation requirements shall be considered during annual budget preparation and long-term capital planning, including the potential financial and operational consequences of deferring necessary work.

Maintenance planning shall be consistent with the objectives of the Town's Asset Management Strategy and coordinated with applicable operational plans to support the continued reliability and performance of municipal assets.

5.2 Maintenance Records

Administration shall maintain records of preventative maintenance activities, inspections, identified deficiencies and corrective actions undertaken on municipal assets. These records shall support the monitoring of asset condition, future maintenance planning and informed decisions regarding rehabilitation, renewal and replacement.

Maintenance records shall be maintained in accordance with established administrative procedures to ensure information remains accurate, accessible and available for ongoing asset management purposes.

5.3 Reporting

The Chief Administrative Officer shall ensure that significant maintenance requirements, asset deficiencies and associated risks are brought forward for Council's consideration when budget approval, changes to service levels or other Council direction is required. Preventative maintenance requirements shall also be reflected in applicable budget reports, capital planning recommendations and asset management reporting.

Reports and recommendations shall consider available asset condition information, identified risks, financial implications and potential impacts on municipal service delivery to support Council's decision-making.

6. MUNICIPAL ASSETS LEASED TO COMMUNITY PARTNERS

Municipal assets leased or made available to community organizations and other parties shall be maintained in accordance with applicable agreements, legislative requirements and the Town's asset management objectives. The Town shall retain appropriate oversight of municipally owned assets while recognizing the maintenance and operational responsibilities assigned to tenants through their respective agreements.

6.1 Maintenance Responsibilities

Lease and operating agreements shall clearly identify the responsibilities of the Town and tenants for general maintenance, inspections, repairs, capital improvements and renewal of municipal assets. Each party shall be responsible for fulfilling its obligations in accordance with the applicable agreement and legislative requirements.

Tenants shall report significant maintenance deficiencies, structural concerns or safety issues to the Town in a timely manner to allow for appropriate assessment and corrective action.

6.2 Building Inspections and Condition Assessments

The Town may undertake inspections of leased municipal buildings to identify maintenance deficiencies, structural concerns and potential capital repair requirements. The frequency and scope of inspections shall consider the age, condition, use and associated risks of the building, along with applicable agreements and legislative requirements.

Where inspections identify deficiencies requiring tenant action, the findings shall be communicated to the tenant in accordance with the applicable agreement. Independent building condition assessments may be undertaken where significant deficiencies, identified risks or long-term capital planning requirements warrant further evaluation.

6.3 Tenant Requests for Repairs and Renewal

Tenants requesting major repairs, rehabilitation or capital renewal of municipally owned assets shall submit their requests to the Town for consideration. Requests shall be evaluated based on the terms of the applicable agreement, asset condition, identified risks, service requirements, available funding and municipal priorities.

The Town may require additional inspections, condition assessments or supporting information before determining an appropriate course of action. Submission of a request does not guarantee municipal funding or approval of the proposed work. Any approved repairs or renewal projects shall be undertaken in accordance with applicable municipal financial, procurement and administrative requirements.

6.4 Assistance with Funding and Fundraising

The Town recognizes that community partners may pursue grants, donations, fundraising initiatives and other external funding opportunities to support the maintenance, rehabilitation or renewal of leased municipal assets. The Town may consider providing financial assistance, in-kind contributions or other support where projects align with municipal priorities and sufficient resources are available.

Where community partners propose improvements or renewal projects involving municipally owned assets, the following requirements shall apply:

i. Town authorization shall be obtained before any capital improvement or renewal project begins.

ii. The Town and community partner shall establish their respective responsibilities for project planning, funding, implementation and any ongoing operational or maintenance costs.

iii. Any municipal financial contribution or other assistance shall be subject to applicable policies, approved budgets and required approvals.

iv. Fundraising arrangements or external contributions shall not create an obligation for the Town to fund future repairs, improvements or replacement unless otherwise approved or established through an applicable agreement.

6.5 Capital Renewal and Long-Term Planning

Major capital renewal requirements for leased municipal assets shall be evaluated based on asset condition, identified risks, anticipated service life, financial implications and community benefit. Proposed projects shall be considered through the Town's established budget and capital planning processes alongside other municipal infrastructure priorities.

Where appropriate, the Town may work with community partners to identify funding opportunities and develop long-term renewal plans that support the continued use and sustainability of municipally owned assets.

6.6 Lease Agreements and Asset Information

New or renewed lease agreements shall clearly establish maintenance, inspection, reporting and capital improvement responsibilities to ensure that expectations are understood by all parties.

The Town may provide relevant asset condition information to tenants where appropriate to support maintenance planning and the fulfilment of lease obligations. Administration shall ensure that maintenance arrangements for leased municipal assets remain consistent with applicable agreements and this Policy.

7. JOINTLY OWNED OR MANAGED ASSETS

The Town recognizes that certain municipal assets may be jointly owned, operated or managed with other municipalities, public bodies or organizations. Responsibilities for preventative maintenance, inspections, repairs, capital renewal and replacement shall be clearly established through applicable agreements to ensure the continued operation and maintenance of these assets.

The Town shall seek equitable and financially sustainable arrangements for sharing maintenance and capital costs, taking into consideration asset condition, identified risks, service requirements, lifecycle costs and the long-term interests of the Town.

Where appropriate, the Town shall work collaboratively with joint owners or operating partners to coordinate maintenance activities, condition assessments and future capital requirements. All financial contributions and maintenance commitments shall be subject to applicable agreements, approved budgets and required municipal approvals.

8. REPEAL OF PREVIOUS POLICY

This Policy repeals and replaces the Town of Nanton's Preventative Maintenance and Asset Management Policy No. 13-152-19/04/15, and all previous amendments thereto, effective upon adoption by Council.

RELATED POLICIES AND DOCUMENTS

Asset Management Policy
Asset Management Strategy
Multi-Year Budget Policy
Tangible Capital Asset Policy
Reserves Policy

AMENDMENTS / REVIEWS:

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

Next Review Date:	

DRAFT

MAYOR _____ Date _____

CHIEF ADMINISTRATIVE OFFICER _____ Date _____

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Asset Management Strategy Purpose and Scope

Town of Nanton Vision

"Nanton is a self-determined small town where neighbors know neighbors, we are intentional in our growth, and we view the community as the foundation of our longevity"

The asset management plan will allow the Town to: Be able to provide all relevant information required to make informed decisions regarding the Town's infrastructure (both operational and for capital planning).

Asset Lifecycle Management Plan

1. Maximize Asset Lifecycle
    - Identify opportunities to extend the useful life of assets through proactive maintenance, rehabilitation, refurbishment, and timely renewal strategies.
    - Apply lifecycle management principles to optimize asset performance and reliability.
2. Review Service Standards and Delivery Models
    - Assess current community service levels to ensure they align with community needs, regulatory requirements, and organizational objectives.
    - Evaluate and recommend appropriate service delivery models that improve efficiency, effectiveness, and value for money.
3. Reduce Whole-of-Life Costs
    - Optimize lifecycle costs by considering total cost of ownership in planning, design, procurement, operation, maintenance, renewal, and disposal.
    - Prioritize investment decisions that deliver the greatest long-term value and risk reduction.
4. Optimize Maintenance Programs
    - Review existing maintenance strategies, schedules, and expenditure to identify opportunities for improved efficiency and effectiveness.
    - Implement risk-based and condition-based maintenance practices to reduce unplanned failures and maximize asset performance.
5. Maintain Accurate Asset Information
    - Ensure asset data, mapping, condition assessments, and maintenance records are accurate, complete, and regularly updated.
    - Maintain reliable asset information systems to support planning, budgeting, reporting, regulatory compliance, and informed decision-making.

Baseline Assessment

Our baseline assessment of asset management practices was completed using the Federation of Canadian Municipalities' Asset Management Readiness Scale. The assessment was completed in 2018 and again on June 11, 2026.

Policy and Governance- establishiong governance structures, policies & plans for implementation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Asset Management Connections

This plan considers:

Strategic Plan (2026)

The Town of Nanton's guiding principles: Fiscal discipline, reliability, organic growth, partnerships, and communication. Goals include:

- Policy & planning for responsible & sustainable growth
- Economic & community development to revitalize Nanton and manage our growth
- Sound, responsible governance & internal operations
- Improve and expand partnerships, collaborations, relationships
- Livable community for a vibrant, healthy quality of life

In developing these goals, Council will facilitate and provide leadership for change to achieve the vision for the Town of Nanton, in relation to desired service levels, infrastructure maintenance and upgrades in consideration of the asset management policy.

Intermunicipal Collaboration Framework (ICF)

The purpose of the Regional ICF is to support, promote, and foster collaborative opportunities and initiatives among the Municipalities for their mutual benefit and for the overall benefit of residents. Wherever feasible, the Municipalities aim to facilitate integrated and strategic planning, delivery, and funding of intermunicipal services while ensuring the efficient stewardship of resources.

Intermunicipal Development Plan (IDP) September 2010

The purpose of this Intermunicipal Development Plan, in accordance with the MGA, is to establish policies guiding future land use and development, along with any other matters related to the physical, social, or economic development of the area that the Councils of the Town and Municipal District deem necessary. The Plan also supports orderly and well-managed development surrounding the urban area, enabling timely expansion while minimizing land use conflicts. In addition, it outlines the Town's anticipated growth directions and expansion plans, taking into consideration transportation networks, infrastructure improvements, and broader asset management needs.

Municipal Development Plan (MDP) September 2018 consolidated to 2024

The purpose of the MDP is to provide a planning framework for the future sustainable growth and development of the Municipality that will assist in realizing the physical, social and economic opportunities in Nanton. The MDP includes policy directions that will outline internal land use patterns for the Town and its growth areas. The asset management policy and strategy documents, and implementation of projects will take into consideration future growth needs when planning for capital projects to ensure alignment with the MDP.

Infrastructure Master Plan (2012) & Subdivision Design Guidelines (2006-2008) & Road Report (Condition Assessment 2025)

The Infrastructure Master Plan provides a general framework for the Town of Nanton in regards to infrastructure upgrades, maintenance and improvements required for growth. The IMP provides the Town with a roadmap for infrastructure needs in the Town. The IMP identifies existing system improvement requirements, rehabilitation and servicing recommendations for the infrastructure

systems owned and operated by the Town. The existing system improvements and future growth area servicing requirements were established based on analysis of the condition and risk of transportation, water distribution, wastewater collection, and stormwater management systems and assets. The IMP will be incorporated into the Town's long-term development planning and capital planning to determine the improvement areas and future developments. The additional information contained within the Subdivision guidelines and road assessment report will assist with capital budgeting.

Parks, Recreation & Open Space Master Plan (2019)

The Town of Nanton Parks, Recreation & Open Space Master plan (with the MDP) promotes a balanced and livable community through the enhancement of parks, recreation, and open space amenities that support both active and passive recreational opportunities. The plan emphasizes the importance of accessible green spaces, trail connections, community parks, and recreational facilities in supporting community well-being and future growth. Recreation planning is intended to align with long-term development goals, public needs, and sustainable infrastructure planning while ensuring that recreational services and open spaces continue to meet the needs of residents as the community evolves.

Stormwater Studies (various – Industrial, Westview, etc.)

The information compiled by the Town through various stormwater studies has been developed to assess the capacity and performance of the Town's stormwater system, identify future stormwater infrastructure required to support ongoing development, review the Town's stormwater impacts on drainage, and inform improvement programs considering future capacity requirements, development pressures, and regulatory requirements.

Recommendations arising from these studies, including rehabilitation and upgrade options for the stormwater system, can be incorporated into the Town's asset management program to support strategic infrastructure planning that considers both existing system capacity and future needs associated with growth and redevelopment. A full Stormwater Management Plan should be considered in the future or incorporated into an update Infrastructure Master Plan.

Capital Planning Process

The capital planning process is currently not well defined with any sort of documented process. The Town does have a number of different studies and plans that provide recommendations on different capital upgrades. These plans in general are more aggressive than the Town can afford in terms of funding these projects on the timelines suggested and does not include many of the other capital projects required, such as equipment purchases or most building projects.

In addition to the plans noted, capital requests are received by the Director of Corporate Services from the various department heads. These requests do not have any set criteria to assess their legitimacy or urgency, other than through commentary or urgency communicated by the department heads, nor are they ranked against those recommended in the plans by any set criteria.

All of these capital projects recommended by the plans or requests from the department heads are then taken to the Committee of the Whole to discuss and review the projects, hear reasoning as to their need or benefit, review funding availability, and with the assistance of the Director of Corporate Services and the CAO, develop a capital plan that can be fully funded and recommend the plan to Council for approval.

This process has worked, however provides little quantitative or qualitative data to support which projects are selected and which ones are postponed or declined. Therefore, instituting a more data driven asset management process, assessing condition and risk of all assets in the Town and service levels, these assets would provide greater reasoning and explanation to the residents as to the expenditures and priorities of Council in their capital project selection.

Tangible Capital Assets Accounting Process.

As per the Town's Tangible Capital Assets Policy (No. 204-08/08/05), PSAB 3150 establishes the standards on how to account for and report tangible capital assets in government financial statements. The reporting system will reflect the amortization of these assets which will demonstrate the stewardship and the cost of using these assets to deliver programs and services.

The Town has determined that the best method of amortization is the Straight-line Method. The Straight-line method assumes that the asset's economic usefulness is the same each year and the repair and maintenance expense is essentially the same each period. The amortization amount is determined by dividing the asset's original cost by its estimated life in years.

Asset Inventory/Database.

In connection with the Policies (list them) all assets of the Town are recorded and tracked in asset inventory spreadsheets. This data will be an important piece of information when compiling the assets of the Town and documenting the original value and amortized value of these assets and the overall position the Town is in with its Tangible Capital Assets, and the Town's current infrastructure deficit.

Due to inflation and changes in standards and technology, original cost is also not a good predictor of replacement cost, so where practical to do so (engineering structures – roads, underground infrastructure, etc.) replacement costs will be estimated to provide more accurate current infrastructure deficits and financial requirements.

Going forward the asset inventory will be stored and managed through GIS-centric Asset Management Software in order to allow for simpler data collection and management. A centralized asset database allows for quick review and update of data from the field. Once centralized this information can be reviewed, updated, and summarized more easily to support informed asset management decisions.

Objectives and Goals

Objective 1: Demonstrate organizational alignment and commitment to asset management across Council and administration.

Purpose: Establish asset management as a core business practice that supports long-term financial sustainability, informed decision-making, and the delivery of reliable municipal services. This objective focuses on ensuring Council, senior management, and staff share responsibility for integrating asset management principles into everyday operations and strategic planning.

Goals:

a. Complete the organization of the Asset Management Team: Establish a formal cross-departmental Asset Management Team with clearly defined roles, responsibilities, and decision-making authority. Representation should include Finance, Public Works, Engineering, Planning & Development, Parks & Recreation, Water/Wastewater (where applicable), GIS, and Administration.

Key Actions:

- Implement Terms of Reference document.
- Establish reporting relationships between staff and Council.
- Define annual work plans and priorities.

Milestones:

- Team established and meeting regularly.
- Roles and responsibilities documented.

b. Create an Asset Management Strategy/Road Map: Develop a multi-year implementation strategy that outlines the municipality's asset management priorities, timelines, responsibilities, resource requirements, and performance measures.

The roadmap should identify:

- Legislative compliance requirements.
- Data improvement priorities.
- Policy updates (if required).
- Asset inventory improvements.
- Condition assessment schedules.
- Software implementation.
- Long-term financial planning milestones.

Milestones:

- Strategy approved by Council.
- Annual progress reporting.
- Roadmap reviewed annually for any potential updates.

c. Hold Asset Management Meetings: Conduct regular meetings to coordinate asset management initiatives, review progress, discuss capital priorities, identify risks, and improve communication between departments.

Meetings should include:

- Progress on AM action items.
- Data quality improvements.
- Upcoming capital projects.
- Risk discussions.
- Funding opportunities.
- Regulatory updates.

Milestones:

- Quarterly meetings held.
- Meeting minutes recorded.
- Action items tracked and completed.

Objective 2: Allocate limited resources using life-cycle planning, risk management, sustainable service levels, and evidence-based decision making.

Purpose: Ensure municipal investments maximize value by balancing costs, risks, service delivery expectations, and long-term financial sustainability.

Goals:

a. Include operational impacts, life-cycle costs, and risks in Council reports and budget discussions: Ensure every significant capital project, asset replacement, or infrastructure investment presented to Council includes an evaluation of (if applicable and available):

- Initial capital costs.
- Long-term operating costs.
- Maintenance requirements.
- Renewal costs.
- Service impacts.
- Risks of deferring work.
- Financial impacts on taxation and user fees.

This promotes transparent decision-making and helps Council understand the full cost of ownership.

Milestones:

- Asset management section included in relevant RFDs.
- Life-cycle costing used for major projects.
- Risk assessments documented.

b. Review municipal services and staffing levels relative to asset management risks and service levels: Evaluate whether current staffing, operational practices, and available resources adequately support the municipality's desired levels of service and asset management objectives.

Consider:

- Preventative maintenance capacity.
- Inspection frequencies.
- Staff workloads.
- Training requirements.
- Contracted services.
- Succession planning.

Milestones:

- Service delivery review completed.

- Staffing gaps identified.
- Recommendations incorporated into budget planning.

c. Create and maintain an Asset Replacement Forecast: Develop a long-term replacement schedule that forecasts infrastructure renewal needs based on asset age, condition, useful life, risk, and service requirements.

Forecasts should:

- Extend potentially 10–20 years.
- Be updated annually.
- Inform capital planning.
- Identify funding gaps.
- Support reserve planning.

Milestones:

- Replacement forecast completed.
- Annual updates performed.
- Forecast integrated into Long-Term Financial Plan.

Objective 3: Improve the quality, consistency, and accessibility of asset information to support informed decision making.

Purpose: Reliable data is fundamental to effective asset management. This objective focuses on improving asset inventories, condition information, GIS data, and service level documentation.

Goals:

a. Document current levels of service provided in all departments: Define and document the services provided by each department, including:

- Customer levels of service.
- Technical levels of service.
- Performance measures.
- Regulatory requirements.
- Community expectations.

Examples include:

- Road maintenance response times.
- Water service reliability.
- Park maintenance frequencies.
- Facility availability.

Milestones:

- Service levels documented.
- Performance measures established.
- Annual review completed.

b. Update GIS mapping annually using as-built information: Ensure GIS and asset inventories accurately reflect infrastructure additions, replacements, and modifications completed each year.

This includes:

- Roads.
- Watermains.
- Sanitary sewers.
- Storm systems.
- Buildings.
- Parks.
- Fleet.

Updates should occur after construction completion using verified as-built drawings.

Milestones:

- Annual GIS updates completed.
- Asset inventory maintained.
- New assets entered within established timelines.

c. Develop a process for regular condition and risk assessments: Implement standardized procedures for assessing the condition and risk of municipal assets using consistent methodologies.

The process should identify:

- Inspection frequency.
- Condition rating scales.
- Risk scoring.
- Data collection standards.
- Responsibility for updates.
- Software requirements.

Results should directly inform capital planning and maintenance programs.

Milestones:

- Inspection schedules established.
- Condition ratings regularly updated.
- Risk assessments incorporated into capital planning.

Objective 4: Provide training, support, and resources to Council and staff to strengthen asset management knowledge and practices.

Purpose: Build organizational capacity by ensuring employees and elected officials understand asset management principles and their role in supporting informed decision-making.

Goals:

a. Provide asset management training appropriate to each role: Develop a training program tailored to different staff groups and Council members.

Topics may include:

- Asset management fundamentals.
- Legislative requirements.
- Risk management.
- Levels of service.
- Life-cycle costing.
- Asset management software.
- GIS.
- Financial planning.

Training should be incorporated into onboarding and ongoing professional development.

Milestones:

- Annual training completed.
- New staff orientation includes AM.
- Training records maintained.

b. Ensure staff know where to access asset management support: Develop clear guidance regarding available asset management resources, including:

- Policies.
- Procedures.
- Templates.
- Software documentation.
- Training materials.
- Internal subject matter experts.

This information should be accessible through a centralized document management system.

Milestones:

- Centralized resource library created.
- Staff awareness confirmed.
- Documentation maintained.

Objective 5: Ensure asset management practices remain consistent, resilient, and sustainable despite changes in staffing or Council.

Purpose: Institutionalize asset management so that organizational knowledge, processes, and long-term planning continue regardless of personnel changes.

Goals:

a. Maintain an up-to-date Asset Management Policy: Council should formally update as required the Asset Management Policy that clearly establishes governance, responsibilities, guiding principles, and organizational commitment.

The policy should be reviewed periodically to reflect:

- Legislative changes.
- Organizational priorities.
- Best practices.
- Continuous improvement.

Milestones:

- Policy review completed every 3–5 years (or as required).
- Council reaffirmation documented.

b. Develop standardized documentation for key asset management processes: Create standardized procedures and templates for recurring asset management activities, such as:

- Condition assessments.
- Risk evaluations.
- Capital prioritization.
- Asset inventory updates.
- Lifecycle costing.
- GIS updates.
- Annual reporting.

Standardization improves consistency, efficiency, and knowledge transfer.

Milestones:

- Standard operating procedures documented.
- Templates consistently used.
- Documentation reviewed regularly.

c. Capture institutional knowledge within municipal systems: Ensure critical knowledge held by experienced staff is documented and stored in centralized systems rather than relying on individual experience.

This includes:

- Historical asset information.
- Maintenance records.
- Inspection findings.
- Design standards.
- Operational procedures.
- GIS data.
- Lessons learned from completed projects.

Knowledge should be stored in the municipality's document management system, GIS, and asset management software with appropriate version control and staff access.

Milestones:

- Key procedures documented.
- Asset records complete and accessible.
- Knowledge transfer completed during staff transitions.

Communications and Continuous Improvement

Stakeholder Group	Connection to Asset Management Strategy	Communications Approach
Asset Management Team	Data input, project coordination & recommendations	Meetings
Committee of the Whole	Review projects Recommendations made to Council	Committee meetings
Council	Makes Decisions, reviews policy	Council RFD's & Info Briefs

We will assess our asset management practices annually and will compare our progress to the baseline. We will update our strategy as needed to reflect our progress and learning.

Town of Nanton Mission

"Council & Administration steward Nanton's future through reliable infrastructure and service delivery, ensuring the Town's economic well-being, practicing the wise use of land and waterways, and collaborating with partners and community to punch above our weight."

Town of Nanton Asset Management (AM) Team

Terms of Reference

Purpose of our AM Team

To gather and make available all relevant information required to make informed decisions regarding the Town's infrastructure (both operational and for capital planning).

To plan for the entire lifecycle of assets:

where possible to extend the lifecycle of assets
make recommendations on service delivery/standards
reduce lifecycle costs
review maintenance costs / programs

To keep all data and information current (for mapping, planning and maintenance purposes).

Review community service standards and applicable service delivery models and implement the asset management policy and strategy.

Membership and Structure

The **perspectives** required on our Asset Management Team to achieve our purpose and **associated job title** within the municipality is as follows:

Types of Perspectives	Associated Job Title
Finance	Corporate Services Manager
Planning	Planning & Development Officer
Operations	Operations Manager
Operations	Recreation Manager
Engineering	Contract Engineers
Regional Planning	ORRSC
Corporate Governance	CAO

Our Asset Management Lead is Corporate Services Manager

Council plays a role in communicating/discussing service levels, community needs/wants (strategic plan, communicate asset management objectives between Council & administration).

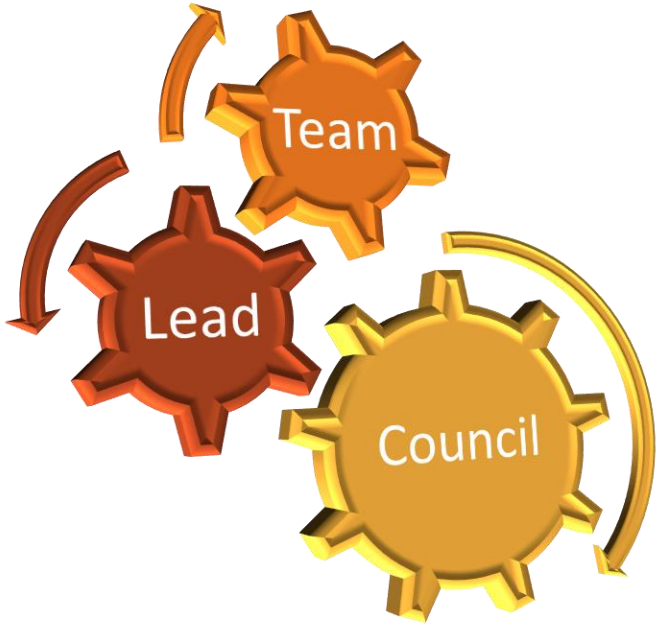
The following gaps within our Asset Management Team that need to be considered moving forward are as follows:

Engineering – no engineer on staff.
Review of Infrastructure Master Plan (along with other planning documents) and Capital budgets to ensure consistency and achievability.

Roles and Responsibilities

Role	Responsibilities	Name of Team Member Responsible
Lead	Chair meetings, ensure progress, follow up on objectives.	Corporate Services Manager
Finance	Develop long-term financial plans for asset renewal and replacement, prepare capital and operating budgets, perform lifecycle costing and financial analysis, monitor asset-related expenditures, support asset valuation and depreciation.	Corporate Services Manager
Planning	Updating GIS, ensuring compliance with strategic plans, input into capital planning, planning for growth.	Planning & Development Officer Operations Manager
Operations	Gathering data, training staff (reports/data gathering), risk and condition assessments, updating GIS.	Operations Manager, Recreation Manager & other applicable staff
Mapping	Updating infrastructure, templates and processes for gathering reports, building and gathering data.	Contractor / Operations staff

Communication and Meetings



Asset Management Team Meetings - 4 annual meeting
(more scheduled if required)



Planning meeting to review yearly projects



Meeting to review project progression and update GIS/ reporting



Review projects, make recommendations to adjust capital planning, etc.



Annual review of policy, strategy and terms of reference (review status on goals & objectives outlined).

Communications with the Rest of the Organization

Reporting to staff – operations and planning will require meetings for training and data collection. Other staff will be updated through Council meeting review updates. Any further pertinent staff that require information will be updated on an as needed basis – such as data collection operators (operations staff or utilities, etc.)

Communications to Council

Levels of service and/or planning priorities presented to Council for review to ensure alignment with the asset management strategy and Council's strategic plans. Reporting to Council through Information Briefs and Requests for Decisions from the team will occur as required (primarily during budget discussions). Any additional open houses or delegations, briefs can be arranged as required for training and information purposes. Council will play a role in reviewing projects and priorities in order to make recommendations/approvals on capital planning, primarily during budget discussions.

Constraints

The AM program should clearly identify key constraints, limitations, assumptions, and risks at the outset, including limitations related to the availability, accuracy, and consistency of existing asset data; resource, staffing, budget, and organizational capacity; and reliance on information provided by internal departments, external consultants, and other stakeholders.

Assumptions regarding future service levels, growth, funding, regulatory requirements, and asset condition, while recognizing risks associated with changing priorities, incomplete asset inventories, inconsistent data management practices, unforeseen asset failures, inflation, and evolving legislation or standards should be documented and inform decision making.

Asset management decisions will necessarily be informed by the information and funding available at the time, and recommendations should therefore be reviewed and updated periodically as asset data, conditions, priorities, funding, and organizational capacity evolve.

Succession Planning Approach

The Asset Management Terms of Reference shall be reviewed any time there is a change operationally, change in position, retirement, or change in roles/duties/responsibilities. The terms of reference shall be reviewed annually for any recommended changes, but a thorough review completed every four years and/or with any major strategic planning or growth-related changes within the Town of Nanton.

Gaps that have been identified in the current membership and associated risks of not having that perspective present are as follows:

Engineering – gap in information. Communication with contractors' engineers and final plans for updating our mapping system will be essential.

Implementation Roadmap (linked to each applicable goal in the AM strategy)

To achieve Council's vision of fiscal responsibility, economic development and reliable infrastructure, we need to adopt an asset management strategy/program to integrate a lifecycle approach to ensure effective stewardship of infrastructure assets to maximize benefits, manage risk, and provide satisfactory levels of service to the public in a sustainable manner.

Goal	Activity	Responsibility	How will we know if we're successful?	Year
1 a.	Set up AM team	CAO	Creation of team	2026
1 b.	Create AM documents	AM team	Documents adopted and utilized	2026
1 c.	Hold annual meetings	AM team	Meetings scheduled & taken place	1-2 x annually
2 a.	Info. for Council	AM Team	Up-to-date and complete information provided to Council	annually
2 b.	Review service & staffing levels	AM Team Council	Info. recorded & reviewed	annually
2 c.	Asset replacement forecast	AM Team	Relevant information provided & recorded	ongoing
3 a.	Document levels & costs	Staff	Information is accurate & up-to-date	ongoing
3 b.	Update GIS	Staff	Most up-to-date GIS info as possible	ongoing
3 c.	Condition & risk assessments	Staff	Assessments created and utilized	ongoing
4 a.	Training	AM Team	All staff understand roles, responsibilities & program	As required
4 b.	Support	AM Team	Staff knows who to go to for support	ongoing
5 a.	Maintain AM Policy	Council	Annual review completed	annually
5 b.	Document key AM processes	Staff	Reports can be created and utilized for budget decision making	ongoing
5 c.	Knowledge captured	Staff	Flow of information withstands turnover of staff	ongoing

INFORMATION BRIEF

Meeting: November 2, 2026
Agenda Item: 5.4

Fees & Rates Bylaw Review – Schedule A & B

Purpose:

To further review schedule A and B of the fees and rates bylaw and to provide rate options for consideration. Feedback provided will then be organized and brought forward in an updated fees and rates bylaw for council consideration.

Background:

At the October 5, 2026 council meeting administration brought forward information relating to utility rates within schedule A and B of the existing fees and rates bylaw along with options for consideration. Administration made note that the current rates outlined in the fees and rates bylaw would not fully cover the projected 2027 expenses and a larger increase would be needed or municipal taxes would have to make up the difference. A few different options were outlined and council provided comments and feedback.

Based on the feedback provided administration has gone back over the fees and has prepared further information and options for council consideration. Starting with water rates, for 2027 we are currently estimating that total costs to operate the utility service will be $770,000. Based on a cost recovery model the fees that we charge should therefore cover all costs. In previous years we have utilized a portion of the Local Government Fiscal Framework operating funding, but we would like to move away from this which would make that funding available in other areas of the budget.

In terms of water use (wastewater is similar), the numbers are broken down as follows:

There are a total of 1105 (can vary a bit) users - 84% residential and 16% non-residential/commercial

Water use	# of users	Total water used
0-18 m3	49%	16%
19-36 m3	35%	30%
37-45 m3	6%	9%
46 m3 & over	10%	45%

The 0-18 m^3 residential consumers can be further broken down as follows (approximately 420 users)	
0-5	88
6-11	136
12-18	192

When one looks at the total water used/billed, the non-residential base accounts for 37% and when we further broke this down approximately 36% of those commercial users account for almost 34% of all water billed. So, while the great majority of users are residential there is a small percentage of commercial users that use a large quantity of water.

For all users, the average bi-monthly use is 30 cubic meters, but this is slightly skewed due to the few users that use a lot. If those are taken out, the average is closer to 21 cubic meters.

Looking at the annual total volume of water billed for over the past 10 years, the numbers haven't changed a lot – summer months are of course higher but in 2016 we billed for 184,683 cubic meters and last year we billed for 194,527 (an approximate 5% increase). This tells us water consumption habits haven't really changed much. The increase is mostly due to an increase in the overall number of users.

Option 1 – keep with the existing rate structure

The existing rate structure (noted in red) in place has a flat fee which includes the first 18 cubic meters of water used. Water usage beyond that incurs a per cubic meter charge and is split into tiers so that the highest water users pay more, and this is meant to encourage lower water use.

If we keep to this structure, the rates that would be needed to cover all expenses would look as follows:

Residential	Commercial/Industrial
$73 flat fee +	$73 flat fee +
$0 on 0 to 18 m^3 consumption	$0 on 0 to 18$m^3$ consumption
$2.45/$m^3$ on 19 to 36 m^3 consumption	$2.45/$m^3$ on 19 to 36m^3 consumption
$3.00/$m^3$ on 37 to 45 m^3 consumption	$3.10/$m^3$ on 37 to 45 m^3 consumption
$3.20/$m^3$ over and above 45 m^3	$3.30/$m^3$ over and above 45 m^3

Existing	
$66 flat fee +	$66 flat fee +
$0 on 0 to 18 m^3 consumption	$0 on 0 to 18$m^3$ consumption
$2.30/$m^3$ on 19 to 36 m^3 consumption	$2.30/$m^3$ on 19 to 36m^3 consumption
$2.80/$m^3$ on 37 to 45 m^3 consumption	$2.85/$m^3$ on 37 to 45 m^3 consumption
$3.00/$m^3$ over and above 45 m^3	$3.05/$m^3$ over and above 45 m^3

For users, the table below outlines how the increase would affect different levels of use for one billing period –

Usage	New	Existing	% change	$ change	Annual
5	73.00	66.00	10.61%	7.00	42.00
10	73.00	66.00	10.61%	7.00	42.00
15	73.00	66.00	10.61%	7.00	42.00
20	77.90	70.60	10.34%	7.30	43.80
25	90.15	82.10	9.81%	8.05	48.30
30	102.40	93.60	9.40%	8.80	52.80
35	114.65	105.10	9.09%	9.55	57.30
40	129.10	118.60	8.85%	10.50	63.00
45	144.10	132.60	8.67%	11.50	69.00
50	160.10	147.60	8.47%	12.50	75.00
55	176.10	162.60	8.30%	13.50	81.00
60	192.10	177.60	8.16%	14.50	87.00
**100	326.50	300.8	8.54%	25.7	154.20

A 2nd Option – Similar tiered structure but add a consumption charge on all water used while slightly reducing the flat fee. In review of southern Alberta communities this is quite common and creates a more equitable relationship between usage and the fees paid by customers. This could potentially reduce the amount of water being consumed but that's difficult to know with any certainty at this point. This could look as follows:

Residential	Commercial/Industrial
$64 flat fee +	$64 flat fee +
$1 on 0 to 18 m^3 consumption	$1 on 0 to 18$m^3$ consumption
$2.30/$m^3$ on 19 to 36 m^3 consumption	$2.30/$m^3$ on 19 to 36m^3 consumption
$2.80/$m^3$ on 37 to 45 m^3 consumption	$2.85/$m^3$ on 37 to 45 m^3 consumption
$3.00/$m^3$ over and above 45 m^3	$3.05/$m^3$ over and above 45 m^3

For users, the table below outlines how the increase would affect their bi-monthly usage –

Usage	New	Existing	% change	$ change	Annual
5	69.00	66.00	4.55%	3.00	18.00
10	74.00	66.00	12.12%	8.00	48.00
15	79.00	66.00	19.70%	13.00	78.00
20	86.60	70.60	22.66%	16.00	96.00
25	98.10	82.10	19.49%	16.00	96.00
30	109.60	93.60	17.09%	16.00	96.00
35	121.10	105.10	15.22%	16.00	96.00
40	134.60	118.60	13.49%	16.00	96.00
45	148.60	132.60	12.07%	16.00	96.00
50	163.60	147.60	10.84%	16.00	96.00
55	178.60	162.60	9.84%	16.00	96.00
60	193.60	177.60	9.01%	16.00	96.00
**100	316.80	300.80	5.32%	16.00	96.00

This structure and rates would also generate the revenue needed to cover all expenses. As one can see, switching to a rate structure like this though affects the 15-30 cubic meter use the most during the first year while not affecting higher usage users as much.

3rd Option – Similar to the second option noted above but a larger increase for the high commercial users (based on feedback from council). This could look as follows:

Residential

$61 flat fee +
$1 on 0 to 18 m^3consumption
$2.30/$m^3$ on 19 to 36 m^3 consumption
$2.80/$m^3$ on 37 to 45 m^3 consumption
$3.00/$m^3$ over and above 45 m^3

Commercial/Industrial

$61 flat fee +
$1 on 0 to 18$m^3$ consumption
$2.30/$m^3$ on 19 to 36m^3 consumption
$3.25/$m^3$ on 37 to 45 m^3 consumption
$3.50/$m^3$ over and above 45 m^3

The table below outlines how the increase would affect users based on bi-monthly usage –

Usage	New	Current	% change	$ change	Annual
5	66.00	66.00	0.00%	-	-
10	71.00	66.00	7.58%	5.00	30.00
15	76.00	66.00	15.15%	10.00	60.00
20	83.60	70.60	18.41%	13.00	78.00
25	95.10	82.10	15.83%	13.00	78.00
30	106.60	93.60	13.89%	13.00	78.00
35	118.10	105.10	12.37%	13.00	78.00
40	131.60	118.60	10.96%	13.00	78.00
45	145.60	132.60	9.80%	13.00	78.00
50	160.60	147.60	8.81%	13.00	78.00
55	175.60	162.60	8.00%	13.00	78.00
60	190.60	177.60	7.32%	13.00	78.00
100	342.15	300.80	13.75%	41.35	248.10

The revenue needed would be generated, the really low users would see no change while the 15-25 cubic meter user would see a higher increase in the first year compared to the 30-60 cubic meter use and the high commercial user would see the highest increase which is meant to put less strain on the low residential users.

Summary
Each option has its own pros and cons, and each option can be modified one way or another to achieve the same result as council sees fit. The noted increases are larger than were first planned when we passed the current fees and rates bylaw but will generate revenue needed to cover all expenses without relying on LGFF operational funding. That funding, if council were agreeable, could be utilized elsewhere in the budget and could help to reduce taxes. The rates outlined (at least for the first year) would not cover the annual reserve contribution needed but we could slowly get there in future years and eventually that reserve contribution would not have to come from taxes. This approach would improve the Town's ability to respond to aging infrastructure and unexpected capital requirements and reduce reliance on external funding. In this way, the Town can establish a sustainable, transparent, and predictable model in which current users contribute appropriately to the costs of the services they receive while maintaining the infrastructure needed to serve the community over the long term.

Wastewater Rates

As we outlined at the October 5, 2026 council meeting, the projected wastewater expenses for 2027 are $826,000 which is approximately 2% higher than 2026. The current wastewater rates planned for 2027 will not generate the revenue needed to cover all expenses, so a larger increase is needed if council does not want to subsidize the utility and wants to move to full cost recovery.

Similar to water, there are different ways to meet our revenue target and like water we have utilized LGFF funding in the past to offset expenses, but we would like to move away from this practice. When we looked closer at this, we noted that consumption charges were the same as water but as we know, the wastewater expenses are higher so at present the flat fee and consumption fee do not match what we do in water. By this we are referring to the fact that in the water utility, the flat fee covers 62% of costs and the consumption fees cover the remaining 38%. Currently, with wastewater, the flat fee covers 73% and the remaining 27% is covered by consumption. We would like to make wastewater fees similar to water which will bring the flat fee down but increase the consumption.

Option 1 – keep the existing rate structure

The first 18 cubic meters of wastewater is included in the flat fee and then based on a tiered structure, there is an increasing per cubic meter consumption charge. To generate the revenue needed to cover our expenses in 2027 the rates would look as follows:

Residential	Commercial/Industrial
$78 flat fee +	$78 flat fee +
$0 on 0 to 18 m^3 consumption	$0 on 0 to 18$m^3$ consumption
$3.72/$m^3$ on 19 to 36 m^3 consumption	$3.72/$m^3$ on 19 to 36m^3 consumption
$4.53/$m^3$ on 37 to 45 m^3 consumption	$4.62/$m^3$ on 37 to 45 m^3 consumption
$4.86/$m^3$ over and above 45 m^3	$4.94/$m^3$ over and above 45 m^3

Existing	
$81 flat fee +	$81 flat fee +
$0 on 0 to 18 m^3 consumption	$0 on 0 to 18$m^3$ consumption
$2.30/$m^3$ on 19 to 36 m^3 consumption	$2.30/$m^3$ on 19 to 36m^3 consumption
$2.80/$m^3$ on 37 to 45 m^3 consumption	$2.85/$m^3$ on 37 to 45 m^3 consumption
$3.00/$m^3$ over and above 45 m^3	$3.05/$m^3$ over and above 45 m^3

At first glance, the increases to the wastewater consumption fees do appear to be quite high, but due to the summer caveat this does average out over the course of a year and with the reduction in the flat fee the increase isn't really high.

The table below outlines how the increase would affect users based on bi-monthly usage –

Usage	New	Existing	% change	$ change	Annual
5	78.00	81.00	-3.70%	(3.00)	(18.00)
10	78.00	81.00	-3.70%	(3.00)	(18.00)
15	78.00	81.00	-3.70%	(3.00)	(18.00)
20	85.44	85.60	-0.19%	(0.16)	(0.96)
25	104.04	97.10	7.15%	6.94	41.64
30	122.64	108.60	12.93%	14.04	84.24
35	141.24	120.10	17.60%	21.14	126.84
40	163.08	133.60	22.07%	29.48	176.88
45	185.73	147.60	25.83%	38.13	228.78
50	210.03	162.60	29.17%	47.43	284.58
55	234.33	177.60	31.94%	56.73	340.38
60	258.63	192.60	34.28%	66.03	396.18
**100	458.24	315.8	45.10%	142.44	854.64

As this table shows, the 20 cubic meter users and lower would actually see a slight reduction while the high users would be hit with quite a large increase. These numbers are based on winter months so if someone used a lot of water in the summer their wastewater consumption would be based on the average from the winter months. This would mostly affect the high commercial users that have similar usage all year long.

Option 2 –

Keep the tiered structure but instead of including the first 18 cubic meters, add a per meter consumption charge on all wastewater. This is quite common in many of the southern Alberta communities we researched and as with water this creates a more equitable relationship between usage and what users pay. In this scenario, the fees would look as follows:

Residential

$76 flat fee +
$1.35 on 0 to 18 m^3consumption
$2.80/$m^3$ on 19 to 36 m^3 consumption
$3.60/$m^3$ on 37 to 45 m^3 consumption
$3.90/$m^3$ over and above 45 m^3

Commercial/Industrial

$76 flat fee +
$1.35 on 0 to 18$m^3$ consumption
$2.80/$m^3$ on 19 to 36m^3 consumption
$3.70/$m^3$ on 37 to 45 m^3 consumption
$4.00/$m^3$ over and above 45 m^3

In this case the flat fee is again lower than at present. Outside of the low usage customers, this is a fairly large increase in year one to generate the revenue needed. As with the first option, although the increase is large, a typical/average user of 21 cubic meters in the winter will see a similar rate in the summer even if they increase water usage to say 35 cubic meters due to the outside watering. The consistent high users will feel the effect more.

Usage	New	Current	% change	$ change	Annual
5	82.75	81.00	2.16%	1.75	10.50
10	89.50	81.00	10.49%	8.50	51.00
15	96.25	81.00	18.83%	15.25	91.50
20	105.90	85.60	23.71%	20.30	121.80
25	119.90	97.10	23.48%	22.80	136.80
30	133.90	108.60	23.30%	25.30	151.80
35	147.90	120.10	23.15%	27.80	166.80
40	165.10	133.60	23.58%	31.50	189.00
45	183.10	147.60	24.05%	35.50	213.00
50	202.60	162.60	24.60%	40.00	240.00
55	222.10	177.60	25.06%	44.50	267.00
60	241.60	192.60	25.44%	49.00	294.00
**100	404.00	315.80	27.93%	88.20	529.20

Option 3 – use the same structure as option 2 but increase the commercial rate for the high volume users to somewhat offset the increase to residential customers. This could look as follows:

Residential

$75 flat fee +
$1.35 on 0 to 18 m^3consumption
$2.80/$m^3$ on 19 to 36 m^3 consumption
$3.60/$m^3$ on 37 to 45 m^3 consumption
$3.90/$m^3$ over and above 45 m^3

Commercial/Industrial

$75 flat fee +
$1.35 on 0 to 18$m^3$ consumption
$2.80/$m^3$ on 19 to 36m^3 consumption
$4.00/$m^3$ on 37 to 45 m^3 consumption
$4.50/$m^3$ over and above 45 m^3

In this case, the flat fee could be further reduced and the low volume residential customers wouldn't see as high of an increase as the high volume commercial customers. The rate structure for various users is noted below:

Usage	New	Current	% change	$ change	Annual
5	81.75	81.00	0.93%	0.75	4.50
10	88.50	81.00	9.26%	7.50	45.00
15	95.25	81.00	17.59%	14.25	85.50
20	104.90	85.60	22.55%	19.30	115.80
25	118.90	97.10	22.45%	21.80	130.80
30	132.90	108.60	22.38%	24.30	145.80
35	146.90	120.10	22.31%	26.80	160.80
40	164.10	133.60	22.83%	30.50	183.00
45	182.10	147.60	23.37%	34.50	207.00
50	201.60	162.60	23.99%	39.00	234.00
55	221.10	177.60	24.49%	43.50	261.00
60	240.60	192.60	24.92%	48.00	288.00
**100	433.20	315.8	37.18%	117.40	704.40

Summary

Similar to the water rates, each option has advantages and disadvantages, and the numbers can be massaged one or the other depending on council preference. We have suggested in all cases that the revenue generated by the flat fee should be more in line with what we have been doing with water and that is for it to generate roughly 60% of the needed revenue. This helps to reward the low volume customers and to encourage people to think more about their consumption.

Overall, there is no right or wrong way to charge for water and wastewater. The current rate structure does work but implementing a consumption fee on all water and wastewater is a practice seen in the majority of other municipalities as costs are shared more appropriately with the users who benefit from the utility. If council was in favor of still including some consumption in the flat fee our recommendation would be to slowly phase that out. For example, in 2027 you could include the first 15 cubic meters, in 2028 that would go down to 10 cubic meters, in 2029 that would go down further to 5 cubic meters and then in 2030 there would be no cubic meters included and it would be strictly consumption based.

2028-2031

For years beyond 2027, we've noted that in order to move to a full cost recovery model we would like to ensure the rates are also covering the much needed reserve contributions. With the exception of 2025 and 2026 we've been putting $75,000 into each of the water and wastewater reserves. Our recommendation would be that starting in 2028 a portion of these contributions be funded through the water and wastewater rates and each year thereafter the contribution be increased so that by the end of the 5 years the full $75,000 is coming from fees and rates and not coming from taxes.

So for water, in 2028 for example, if a $25,000 contribution to reserves was added to the water budget the fees would have to be increased by $3.77 every two months.

In 2029, if we add $35,000 to reserves this would add an additional $5.26 every two months

2030 – add $50,000 to reserves, this would add an additional $7.52 every two months

2031 – add $75,000 to reserves, this would add and additional $11.26 every two months

If we budget for 2% inflation (which could be covered by an annual 2% increase in consumption charges) the rates for an average 21 cubic meter customer would look as follows over the next five years:

Current	2027	2028	2029	2030	2031	
$72.90	$81.35	$85.27	$87	$89.32	$93.21	
	11.5%	4.8%	2.1%	2.6%	4.3%	**increase**

For a high volume commercial users the rates over the next five years would look as follows:

Current	2027	2028	2029	2030	2031	
$300.80	$342.15	$351.54	$358.76	$366.87	$377.08	
	13.7%	2.7%	2.1%	2.2%	2.8%	**increase**

For wastewater, if we stay with the same line of thinking, the rates for the next five years could look as follows:

Current	2027	2028	2029	2030	2031	
$85.60	$107.70	$112.12	$114.28	$117.22	121.66	
	25.8%	4.1%	1.9%	2.5%	3.7%	**increase**

For a high volume wastewater consumer (100 m^3) the rates over the next five years would look as follows:

Current	2027	2028	2029	2030	2031	
$315.80	$433.20	$444.13	$452.93	$462.64	$473.92	
	37.1%	2.5%	2%	2.1%	2.4%	**increase**

A rate comparison is attached as it is common to compare rates with other municipalities but there are many variables that affect the rates and so it is not always an apples to apples comparison – there are going to be rates that are higher and also lower than Nanton.

From here administration will take council feedback and incorporate that into an updated fees and rates bylaw with all schedules with the goal of having this in place for January 1, 2027.

Prepared By: Clayton Gillespie, Corporate Services Manager Date: October 29, 2026

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

Water and Wastewater Rates Comparison

	Water Flat fee	*Water Usage*	*Wastewater Flat fee*	*Wastewater Usage*
Claresholm - Residential	78.02	1.84/m3	36.78	1.0005/m3 (based on 50% of water usage)
Commercial	100.06	1.84/m3	40.36	
Fort Macleod - Residential	81.74	1.03/m3	102.74	-
Commercial	90.92	1.06/m3	102.74 *Rate goes up based on property use*	-
Vulcan - Residential	33.00	2.92/m3	27.00	-
Commercial	38.50	2.92/m3	Rate varies depending on use of property	
High River - Residential	20.86	1.08 on 0-27m3 1.36 on 27 to 54 2.04 on 54-108 2.74 - over 108	18.94	2.06/m3 based on water consumption
Commercial	24.95	1.08 on 0-16m3 1.50 on 16 to 180 1.91 - over 180	20.3 *higher fees apply to larger meter sizes*	2.20/m3
Okotoks - Residential	25.25	1.75 on 0-23 2.20 on 24-46 5.25 - over 46	25.25	2.40/m3 based on 90% of water consumption
Commercial	Based on meter size	1.75 on 0-23 2.20 on 24-46 5.25 - over 46	Based on meter size	2.40/m3
Picture Butte - Res.	110.00	0-20 = no charge 2.15/m3 over 20	77.50	-
Commercial	110.00	0-20 = no charge 2.15/m3 over 20	77.5 Institutional = $255	-

Water and Wastewater Rates Comparison

	Water Flat fee	*Water Usage*	*Wastewater Flat fee*	*Wastewater Usage*
Foothills County - Res.	106.08	1.59 on 0-25 3.08 on 26-50 6.75 - over 51		1.09 on 0-25 1.98 on 26-50 3.12 - over 51
Commercial	106.08 - 3/4" meter goes up from here based on meter size		Depends on lagoon system or Mechanical system along with meter size	
Cayley	129.28	1.08 on 0-16m3 1.50 on 16-180 1.91 - over 180		1.09 on 0-25 1.98 on 26-50 3.12 - over 51
Diamond Valley - Res.	44.94	3.28/m3	44.94	3.58/m3 based on water consumption
Commercial	224.68 Based on a 2" meter	3.28/m3	224.68 Based on a a 2" meter	3.58/m3
Stavely - Residential	68.00	0-20 = no charge 1.50/m3 - over 21	26.00	-
Commercial	90.00	0-80 = no charge 0.60/m3 - over 80	36	
Nanton - Residential	66.00	0-18 = no charge 2.30 on 19-36 2.80 on 37-45 3.00 - over 45	81.00	0-18 = no charge 2.30 on 19-36 2.80 on 37-45 3.00 - over 45
Commercial	66.00	0-18 = no charge 2.30 on 19-36 2.85 on 37-45 3.05 - over 45	81.00	0-18 = no charge 2.30 on 19-36 2.85 on 37-45 3.05 - over 45

ROWAN HOUSE SOCIETY
24-Hour Support Line: 403.652.3311 | Administration: 403.652.3316
www.rowanhouse.ca Box 5121 | High River, Alberta | T1V 1M3
Charitable Registration #899496707RR0001

October 19, 2026

Dear Mayor Handley and Members of Council,

Re: Proclamation of November as Family Violence Prevention Month

November is Family Violence Prevention Month, a time to raise awareness, encourage meaningful conversations, and reaffirm our collective commitment to preventing family violence and supporting those impacted by domestic violence and abuse.

Domestic violence and abuse affect individuals and families from all walks of life. While every community is impacted, rural communities such as Foothills County, Vulcan County, and the Municipal District of Willow Creek face unique challenges in accessing support services due to geographic barriers, isolation, and limited resources. Raising awareness and ensuring individuals know where to turn for help are essential steps toward building safer, more supportive communities.

For 26 years, Rowan House Society has been dedicated to supporting individuals and families affected by domestic violence and abuse throughout Southern Alberta. Through compassionate care, crisis intervention, ongoing support, and preventative education, we work to help individuals find safety, healing, and hope for the future. We believe that prevention begins with education, open and honest conversations, and communities where everyone feels safe reaching out for help.

Rowan House Society provides support through our seven core programs:

1. 24-Hour Support Line
2. Emergency Shelter
3. Children's Program
4. Outreach Program
5. Preventative Education Program
6. Legal Resource Navigator Program
7. Pathways to Change

As community leaders, your support plays an important role in helping bring awareness to this issue and reminding individuals that no one should have to face domestic violence and abuse alone. We warmly invite you to proclaim November as Family Violence Prevention Month in your community. A formal proclamation is attached for your consideration, and we would be grateful for your support in signing it, sharing it with your community, and returning a signed copy to Rowan House Society.

There are also meaningful ways to show your support throughout the month. We encourage you to illuminate your Municipal Centre with purple lighting, display a purple heart in a window, or participate in local family violence prevention events. These simple but powerful gestures help spark conversations, demonstrate solidarity, and remind those affected by violence that support is available and their community cares.

Together, we can help break the cycle of abuse, strengthen our communities, and create a future where every individual and family can live with safety, dignity, and respect.

Thank you for your continued support and for joining Rowan House Society in raising awareness of domestic violence and abuse. We sincerely appreciate your leadership and your commitment to building safer, healthier communities for everyone.

With appreciation,



Linette Soldan
Executive Director
Rowan House Society
linettes@rowanhouse.ca

ROWAN HOUSE SOCIETY
24-Hour Support Line: 403.652.3311 | Administration: 403.652.3316
www.rowanhouse.ca Box 5121 | High River, Alberta | T1V 1M3
Charitable Registration #899496707RR0001

November is Family Violence Prevention Month

Whereas there are many people in Alberta who experience the impact of family violence and abuse;

and

Whereas the impact may be carried on from generation to generation and

Whereas all Albertan's have a role to play in preventing family violence and abuse.

Therefore, I _____do herby proclaim the

Month of November 2026 to be

Family Violence Prevention Month

*In*_____

(municipality)

I call upon citizens to speak out against family violence and abuse. I call upon you to make a difference by creating a culture of support for those impacted by family violence and abuse. And I call upon you to encourage all Albertans to help make our province violence and abuse free in 2026 and beyond.

In witness whereof,

I have here unto set my hand this

_____*Day of* _____, *2026.*

_____

(Signature)

NOTICE OF PUBLIC HEARING

MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
IN THE PROVINCE OF ALBERTA

PROPOSED BYLAW NO. 2051

1:30 p.m., December 9, 2026
Municipal District of Willow Creek No. 26
Council Chambers

PURSUANT to sections 216.4, 606, 606.1 and 692 of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000, as amended, the Council of the Municipal District of Willow Creek No. 26 in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 2051 being a new Municipal Development Plan.

THE PURPOSE of the Proposed Bylaw No. 2051 is to replace the municipality's existing Municipal Development Plan Bylaw No. 1765 with an updated plan that will be used to guide municipal decision-making related to land use and development. The new Municipal Development Plan provides an enhanced and expanded policy framework to direct future growth and development throughout the municipality.

THEREFORE, TAKE NOTICE THAT a public hearing to contemplate the proposed Bylaw No. 2051 will be held in the Municipal District of Willow Creek No. 26 Council Chambers at 1:30 p.m. on the 9th day of December 2026. A copy of the proposed bylaw may be inspected at the Municipal District of Willow Creek No. 26 office during normal business hours or on the municipal website (www.mdwillowcreek.com).

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed Bylaw should provide written comments to the Chief Administrative Officer no later than 4:00 p.m. on December 3rd, 2026. Those that wish to participate in the hearing virtually shall contact the Chief Administrative Officer no later than 4:00 p.m. on December 3rd, 2026, to obtain a link to the hearing. The council may hear from persons who did not indicate in writing to the Municipal Administrator their intention to make a submission.

DATED at the Municipal District of Willow Creek No. 26 in the Province of Alberta this 14th day of October 2026.

Derrick Krizsan
Municipal District of Willow Creek No. 26
Box 550
273129 Secondary Highway 529 West
Claresholm, Alberta
T0L 0T0

Sara-Lynn Lyons

Subject: FW: Advanced Life Support (ALS) Ambulance Resources within the Foothills region
Attachments: Municipal Neighbours Letter.pdf

Some people who received this message don't often get email from legislative.services@foothillscountyab.ca. Learn why this is important

Good afternoon, Municipal Neighbours,

Please see the attached letter with corrected contact information for Honourable Adriana LaGrange.

Letter Initiative: You are invited to participate in a Letter Initiative, coordinated by Foothills County.

Ambulance Service Concerns: Foothills County invited Emergency Health Services (EHS) to meet with Council and Admin on October 7, 2026, to look for solutions to address ongoing concerns, recent fatality incidents, misuse of Advanced Life Support (ALS) ambulances in low acuity inter-facility transfers, and flexing ambulances away from our communities which causes delayed responses to our medical emergencies from distant ambulances.

Background: Foothills believes that our request to keep the Priddis ALS ambulance at its home station will have a spinoff of overall improved service to the entire region, due to one of the proposed solutions of adding additional ALS ambulance resources to serve the central core area of Foothills/Okotoks/High River, resulting in the Diamond Valley ambulance staying in Diamond Valley and the Priddis ambulance staying in the Foothills NW area more often.

Next Steps: As a follow-up to the October 7 meeting and EHS report on enhancing service to the Foothills Region, Foothills County is inviting you, our neighbouring Councils, to participate in a Letter Initiative to support the request for additional ALS ambulance resources to serve the central core area of Foothills/Okotoks/High River resulting in overall improved service for our communities. Letters from Foothills County and from neighbouring municipalities would be sent by email to the Minister of Health, with copies to local MLAs and others suggested.

Template Letter: Please see the attached Template Letter and Email Template content which could be adapted to add your perspective and support towards placing additional ALS Ambulance Resources within the Foothills region. Should you wish to add your voice to this request, please write, sign and e-send your letter to confirm support for this request for additional ALS ambulance resources to serve the Foothills region.

We appreciate your time and consideration to participate in this Letter Initiative!

Sincerely,
Foothills County Council

Attached Files + FYI:

- Template Letter + Template Email: suggested that this be confidentially shared with Council members along with your open session agenda item.
- Slides PDF: “Enhancing EHS Access to Foothills County”, excerpted from the October 7, 2026, EHS presentation to Foothills County.
- FYI:
  - 2026.10.07 EHS meeting with Foothills County - LINK: https://www.foothillscountyab.ca/government/council-committees/meetings-hearings/council-meeting-07-oct-2026.

The meeting recording starts at 2:05:43 on the video.

- Okotoks Online News: https://okotoksonline.com/articles/foothills-county-asks-ehs-to-keep-priddis-ambulance-in-priddis
- Global News: Story covered by Global News Calgary on October 7, 2026. Check online, find October 7.

Sherri Barrett
Manager of Legislative Services
309 Macleod Trail, Box 5605, High River, AB, T1V 1M7
P. (403) 603-6227 **F.** (403) 652-7880
www.FoothillsCountyAB.ca
Please note that my hours of work are 6:30 – 4:30, Monday-Thursday

Neighbouring municipalities, below is a suggested draft letter to be placed on your letterhead. Please edit as you see fit.

October __, 2026

Via Email: HSHS.Minister@gov.ab.ca

Honourable Adriana LaGrange
Minister of Hospital and Surgical Health Services
Member of Executive Council
Executive Branch
227 Legislature Building
10800 - 97 Avenue
Edmonton, AB, T5K 2B6

Dear Minister LaGrange:

Request: _____ (your municipality) respectfully requests that immediate action be taken to place additional Advanced Life Support (ALS) Ambulance Resources within the Foothills region.

Ambulance Service Concerns: Our neighbour, Foothills County, invited Emergency Health Services (EHS) to meet with Council and Admin on October 7, 2026, to look for solutions to address ongoing concerns, recent fatality incidents, misuse of ALS ambulances in low acuity inter-facility transfers (IFTs), and flexing ambulances away from our communities which causes delayed responses to our medical emergencies from distant ambulances.

Background: _____ (your municipality) supports that Foothills County is urging Emergency Health Services (EHS) and the Provincial Government to keep the Priddis ALS ambulance at its home station of the Priddis Emergency Services building location to serve NW Foothills residents (over 6,000 people), a high surge of recreation visitors, adjoining Kananaskis, Bragg Creek, and Tsuut'ina Nation populations. Foothills believes this request will have a spinoff of overall improved service to the entire region, due to one of the proposed solutions of adding additional ALS ambulance resources to serve the central core area of Foothills/Okotoks/High River, resulting in the Diamond Valley ambulance staying in Diamond Valley and the Priddis ambulance staying in the Foothills NW area more often.

EHS Changes Promised: EHS stated at the October 7 meeting that the biggest factor impacting response times is unit availability. They propose "clinical model changes" impacting metro coverage and "adding resources" to meet the service demand. Beginning in November, the "clinical model" will be changed so the suburban and rural ambulances brought into the cities to provide coverage will be prioritized for life-threatening calls, rather than responding to calls at all levels of patient acuity. EHS says these changes will help keep more ambulances available and will allow suburban and rural ambulances to return to their home communities sooner. To meet the growing demand, EHS acknowledges "additional EMS resources" are needed for nearby communities and may be stationed in the Foothills region, which would aid with keeping Priddis at its home station more often.

EHS Presentation: EHS noted in their presentation to Foothills County, that an additional 24/7 ALS ambulance and 12-hr daily peak time ALS ambulance combined with other improvements, such as the System Status Management Plan update, and enabling non-ambulance IFTs, could significantly improve

services to Foothills County and the region. Please see the slides, "*Enhancing EHS Access to Foothills County*", excerpted from the October 7, 2026, EHS presentation to Foothills County (below).

Request Restated: _____ (municipality) respectfully requests that immediate action be taken to place additional ALS Ambulance Resources within the Foothills region.

We look forward to your consideration and immediate response to this important, life-saving request.

We would be pleased to discuss this with you and meet with you.

Sincerely,

_____
Reeve/Mayor

_____
Municipality

Cc:
Highwood MLA and Minister Sigurdson
Livingstone Macleod MLA Petrovic
Banff-Kananaskis MLA Elmeligi
EHS Chief Provincial Operations Anne MacDonald
EHS Division Chief, Calgary, Tyler Farkas
EHS Operations Manager, Suburban Rural Calgary, Chris Kalyn
Foothills County

Attached Slides: "*Enhancing EHS Access to Foothills County*", excerpted from the October 7, 2026, EHS presentation to Foothills County.

Neighbouring municipalities, below is a suggested draft email to accompany the above letter. Please edit as you see fit.

To: HSHS.Minister@gov.ab.ca

Cc: highwood@assembly.ab.ca; livingstone.macleod@assembly.ab.ca; banff.kananaskis@assembly.ab.ca; anne.macdonald@emergencyhealthservices.ca; tyler.farkas@emergencyhealthservices.ca; chris.kalyn@emergencyhealthservices.ca; Sherri.Barrett@FoothillsCountyAB.ca;

Good day, Minister LaGrange,

Please see the attached letter from _____ (municipality) with our request to place additional Advanced Life Support (ALS) Ambulance Resources within the Foothills region.

We agree with Foothills County that additional resources could significantly improve services to the region.

We look forward to your consideration and immediate response to this important, life-saving request.

Sincerely,
Xxxxxxxxxxx

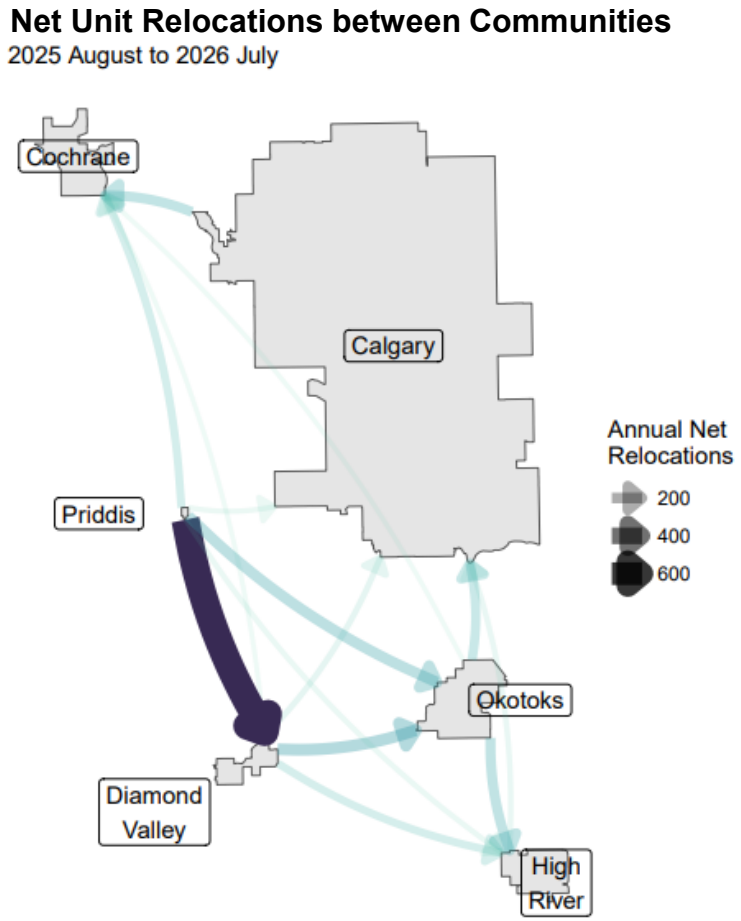
1 attached PDF file

Cc
Highwood MLA and Minister Sigurdson
Livingstone Macleod MLA Petrovic
Banff-Kananaskis MLA Elmeligi
EHS Chief Provincial Operations Anne MacDonald
EHS Division Chief, Calgary, Tyler Farkas
EHS Operations Manager, Suburban Rural Calgary, Chris Kalyn

How can we improve our performance?

ENHANCING EHS ACCESS TO FOOTHILLS COUNTY

Resource movement signals need occurring in surrounding communities



- Oversized unit coverage between communities highlight where resource imbalances and pressures might exist
- E.g. Priddis relocating to Diamond Valley signals EMS resourcing pressures in High River and Okotoks

The biggest factor impacting response times is unit availability

- **To improve response times, ensuring a nearby resource is available is our goal.**
- Two approaches we can use to impact this:
  - **Clinical model changes impacting metro coverage for non-purple/red**
  - **Resource investment planning to meet growing demand**

Clinical model changes

What is the change?	• Updates to the System Status Management (SSM) Suburban Rural South Plan
What will be the impact?	• An ambulance will be available at the Priddis Station more often
When will this come into effect?	• SSM Update - November 2026

Resource Investment

- By adding additional EMS resources in the Foothills region[1]:
  - response intervals are estimated to improve by 3 to 5 minutes for the station areas supplying the most coverage
  - fewer instances where the last unit from a community is used to provide coverage
- For example, in 2023, resources were invested in Red Deer, leading to a
  - 27% increase in resource availability in Eckville
  - 21% increase in resource availability in Rimbey

[1] estimates adding one 24/7 ambulance and one 12-hr daily daytime peak

What questions do you have for us?

Livingstone Range
SCHOOL DIVISION

October 21, 2026

To: Nanton Schools Advisory Committee Members
Re: Naming of Nanton Schools Survey

Livingstone Range School Division (LRSD) is happy to open a new elementary school and a modernized junior/senior high school in Nanton. As we prepare for this milestone, the Board of Trustees is seeking Nanton parent, staff, and community input on the naming of these facilities. **We want to know: should we keep the current school names (A.B. Daley Community School and J.T. Foster High School), or should we change one or both school names?**

In our Division, naming a new or modernized school is guided by Administrative Procedure 541, where community input helps the Board of Trustees in their decision-making. Additional community feedback opportunities may follow, depending on the results of this survey.

This survey is intended for those with a close relationship to the Nanton Schools, such as parents/guardians, staff, and current residents of the Town of Nanton, M.D. of Willow Creek, and M.D. of Ranchland in the J.T. Foster/A.B. Daley catchment areas. Those who are not currently in one of these groups may email feedback to engage@lrsd.ab.ca.

This survey is open until November 18, 2026.

As Nanton Schools Advisory Committee members, we invite you to share the survey information and link with your stakeholders as you see fit by directing them to www.lrsd.ca/nantonschools.

Thank you for taking the time to provide feedback. We will report back to our community in December.

Sincerely,

Sean Beaton
Superintendent

START SURVEY

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

Knights News
JT Foster School

s-jtfoster@lrsd.ab.ca
(403) 646-2264
jtfosterhighschool.ca
2501 22 St. Nanton

October 2, 2026

Principal's Message - Mr. MacDonald

J.T. Foster School Academic and Perception Results

Dear J.T. Foster Families,

At J.T. Foster, we want every student to feel welcome, supported, and challenged to reach their potential. Our 2026–2027 Education Plan allows us to reflect on how we are doing, celebrate progress, and identify where we need to improve. Drawing on provincial assessments, school surveys, and parent feedback, the plan helps us turn what we have learned into meaningful action for our students.

There is much to celebrate. Positive responses about our welcoming, caring, respectful, and safe learning environment increased from **83.4% to 94.3%**, exceeding the provincial result of **85.8%**. Student learning engagement increased to **87.6%**, and citizenship rose to **90.8%**. These results are encouraging signs that our work to build relationships, strengthen belonging, and establish clear expectations is making a difference. Parents also highlighted caring staff and opportunities for students to participate in activities, clubs, athletics, and school events. These experiences help make J.T. Foster a community where students can find their place.

Our academic results also highlight important strengths. In Grade 9 mathematics, **87.0% of students who wrote both parts of the Provincial Achievement Test met the acceptable standard**, compared with **59.8%** provincially. At the senior high level, all students included in the June 2026 reports for English Language Arts 30-2 and Social Studies 30-1 met the acceptable standard on their final marks, which combine classroom and diploma examination results. Social Studies 30-1 and 30-2 students also exceeded provincial results in the percentage earning at least 50% on their diploma examinations.

Alongside these successes, the data show where we need to focus our efforts. Grade 9 Social Studies results improved from 51.7% meeting the acceptable standard in 2025 to 62.1% in 2026, but remain below the provincial result of 69.9%. We will strengthen students' ability to understand key concepts, interpret sources, evaluate information, and support their ideas with evidence. We also want more students to reach higher levels of achievement in English Language Arts and Science.

For families, this means a continued focus on clear learning goals, useful feedback, regular practice, and timely support when students encounter difficulties. J.T. Foster staff will work together to review student learning, identify needs, and adjust instruction. We will also provide appropriate challenges for students who are ready to extend their learning.

Parent feedback reminded us that communication and learning support are not yet consistent for every family. Although the survey involved a small number of respondents, the experiences shared deserve our attention. We will work toward more consistent communication about progress and involve families earlier when concerns arise. We will also continue seeking student feedback and strengthening connections with trusted adults at school.

Our 2026–2027 Education Plan will be posted on the J.T. Foster School website, and I encourage families to read it. Aligned with Livingstone Range School Division's priorities of Academic Excellence, Sense of Belonging, and Culture of Innovation, it outlines how we will build on our strengths and respond to areas needing improvement.

Thank you for your feedback, your involvement, and the trust you place in our staff. Behind every result is a student with individual strengths, needs, and aspirations. By working together, we can help each student grow with purpose, lead with integrity, and thrive in our community.

Jason MacDonald
Principal

FEDERATION OF CANADIAN MUNICIPALITIES | FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

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Ville de Vancouver (C.-B.)

Chief Executive Officer
Cheffe de la direction
Carole Saab
Ottawa, ON

October 23, 2026

Her Worship Mayor Jennifer Handley and Members of Council
Town of Nanton
PO Box 609
Nanton (Alberta)
T0L 1R0

Project Title: Studying GHG Reduction Pathways at two Municipally Owned buildings in the Town of Nanton, AB
Application Number: CBR-24-0436

Dear Mayor Jennifer Handley and Members of Council:

On behalf of the Green Municipal Fund (GMF) Council and FCM's Executive Committee, I would like to congratulate Town of Nanton on its successful funding application for the above-noted initiative.

It is my pleasure to confirm that Town of Nanton has been approved for a grant in the amount of up to $74,800.

In the near future, Jessica Hughes will contact Town of Nanton to finalize the agreement for this funding. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is signed.

FCM, in partnership with the Government of Canada, oversees public announcements regarding GMF-supported initiatives. Until our media relations team (media@fcm.ca) contacts the lead applicant or municipality to facilitate a media announcement, discussion of the application or the funding must remain private, except if reporting to municipal council. We kindly ask you to refrain from statements or any public form of communication related to the status of the application or funding until a media announcement led by FCM and the Government of Canada is complete.

…/2

24 rue Clarence Street
Ottawa, Ontario, K1N 5P3

T. 613-241-5221

fcm.ca

Thank you for your interest in GMF. We look forward to working with you to improve the quality of life in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,



Berry Vrbanovic
Chair, Green Municipal Fund Council

BV/JH:mjf

cc: Clayton Gillespie
finance@nanton.ca