



# AGENDA

Monday, January 16, 2023 at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2<sup>nd</sup> Floor, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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### **1. CALL TO ORDER & ADOPTION OF AGENDA:**

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

### **2. PRESENTATIONS:** None scheduled

### **3. REPORTS:**

#### **3.1 CHIEF ADMINISTRATIVE OFFICER:**

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

#### **3.2 FINANCIAL:**

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

#### **3.3 DEPARTMENT:**

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

#### **3.4 COUNCIL:**

- 3.4.1 MAYOR JENNIFER HANDLEY – MLA Reid letter - E
- 3.4.2 COUNCILLOR VICTOR CZOP - E
- 3.4.7 COUNCILLOR JOHN DOZEMAN - E

### **4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:**

#### **4.1 ADOPTION:**

- 4.1.1 Regular Council Meeting January 3, 2023 - E

#### **4.2 BUSINESS ARISING FROM THE MINUTES:**

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

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

- 5.1 RFD: Economic Development Projects 2023 - E
- 5.2 Mosquito Creek Foundation request for Collaborative Needs Assessment – E
- 5.3 RFD: Dust Control Policy – E
- 5.4 Uncollectable accounts – E

**6. CORRESPONDENCE:**

**6.1 FOR ACTION:**

**6.2 FOR INFORMATION:**

- 6.2.1 Bow Island Letter to Province re: EMS Services – E
- 6.2.2 MD Willow Creek Cemetery Agreement Bylaw for Town's Cemetery within MD Jurisdiction - E

**7. CLOSED CONFIDENTIAL SESSION:**

- 7.1 Lot Sale consideration – FOIP Section 24(1) Advice from officials
- 7.2 Nanton Medical Clinic – FOIP Sections 21(1) Disclosure harmful to intergovernmental relations and 25(1) Disclosure harmful to economic and other interests of a public body.

**8. ADJOURNMENT:**





# STATUS REPORT

Meeting: Jan 16, 2023  
Agenda Item: 3.1.1

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

**CAO** = Chief Administrative Officer  
**DO** = Development Officer

**CS** = Corporate Services  
**LS** = Legislative Services

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

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

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

Res #	Description	Actions	Status	Notes
<b>Regular Meeting January 3 2023</b>				
5 – 23/01/03	Moved to read Cemetery bylaw for second and third time.		C	Posted to website
6 - 23/01/03	More information re test panel wrap for THRC	CAO		
7 - 23/01/03	Refer the potential of utility fees for bare lots to Services Committee	SERV		
8 – 23/01/03	CW moved to Jan 30 2023	Send calendar update	C	

## COUNCIL / COMMITTEE OF THE WHOLE

Res #	Description	Notes	Status	fw
112 – 22/03/09	further discussion for direction and control of the Director of Emergency Management position as per Bylaw #1332/19.			Emergency Advisory committee
CW 1- 22/11/28	Pursue a Community Designation under the Alberta Advantage Immigration Program		IP	
CW 2- 22/11/28	Determines an option for the refurbishment of the Town’s gateway signs in 2023 and the relocation of next generation LED community information signage			REG next year 2023
CW 3.1.4 22/11/28	that priority be the installation of an elevator and that 2023 Budget deliberations			Spring 2023
CW 3.1.6 22/11/28	Request from the Chamber for financial support of Economic Development Officer will be discussed within the 2023 Budget Process.			Spring 2023
CW 3.2.1 22/11/28	Offsite Levy Bylaw (proposed): bring the issue forward for consideration in spring of 2023			Spring 2023
CW 3-22/11/28	update map to include the 22 Avenue portion, for a baseline municipal Dust Suppression Policy	Item 5. R23/01/16	C	

## COMMITTEES

Res #	Description	Issue	ST	Notes	fw

## DEPARTMENTS

Res #	Description	Issue	ST	Notes	fw
52 – 21/03/01	CAO to apply for THRC elevator funding	Waiting suitable program opportunity and budget for specification development/estimate	IP	CAO	FIN

82 – 21/04/05	THRC new program & partnering w/FCSS investigation	See also Res#20-20/01/20	IP	OTHER Rec	REC
243-21/09/07	Heraldic emblem project updated – working on sketch description	Jan/23	IP	LS	
149-22/05/02	RFD re: STARS \$2/capita request	Review in Spring	IP	CS	
174-22/05/16 250-22/08/15	CAO to draft lease agreement for the Canadian Grain Elevator Discovery Center	Legal req'd for liability re: lease / CAO to include info	IP	Legal advice received	
251-22/08/15 252-22/08/15	CAO to consult with ORRSC for LUB amendment in relation to CGEDC lease and use & master plan inclusion	CAO	IP	LUB project in review	
237 -22/10/19	CAO RFP re: review of Fire Department needs and strategic 10-year plan	Pending budget approval	IP	CAO	
238-22/10/17	ISL Engineering Ltd contracted to renewing LUB 2023	Project in progress	C	CAO	
383 - 22/12/12	FIN committee to explore Operational Budget options in 2024		IP	FIN	
391- 22/12/12	Fwd support grant app for Fire Services training to ICF Emergency Services	CAO / Fire Chief	IP		
394 - 22/12/12	Defer off-site levy in lieu of legal advice	CAO	IP		

## CAPITAL BUDGET 2023 Progress

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

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

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

Notes:

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

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

Note: The Term "Public Realm and Development" has replaced "Downtown Revitalization" to better reflect the broader nature of Council's investments in the community's public realm and economic areas, including the commercial core or Downtown. When redefined in this way, Council, Administration and the public can more easily break out these kinds of investments or potential grant-leveraged commitments.



# REPORT FROM ADMINISTRATION

Meeting: January 16th 2023  
Agenda Item: 3.1.2

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## Chief Administrative Officer

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### Projects

**Land Use Bylaw Review and Replacement:** First online kick-off meeting will take place online on January 13<sup>th</sup> between staff and the consultant.

**Promotional Video RFP:** 13 submissions were received and a leading four identified for some evaluation. Once Council approve a budget number for this project, it can likely proceed quickly.

**Fire Department Review RFP:** the second phase of that process is under way. The Fire Chief will; assist Administration in evaluating proposals and bringing a recommendation forward.

**VIC area “Phoenix” project:** The Legislative Services Manager is almost completed her ordering of street furniture and more in order to make the federal March 31<sup>st</sup> deadline for expenditures.

### Emergent Recommendations

Administration will be bringing forward an RFD for the amendment of the Town purchasing policy in coming months to provide authorization for ‘vendor of record’ multi year agreements to purposefully reduce reliance on any one single vendor for specialized services in future while simultaneously strengthening the Town’s relationship with more than one specialized vendor over time in particular areas. In certain areas of our work, it has become apparent that something needs to change in terms of our relationship with certain types of vendor (e.g. engineers, architects, I.T. service providers).

Rather than dropping one and picking up another exclusively, opportunities to work with Nanton would be shared with or rotated around a small pool of vendors in a particular area for 3-5 years, for example. Administration thanks Councilor Miller for outlining this concept and practice as it has merit worthy of serious consideration.

### Personnel

No comments this month.

### Current Public Notices/ Public Participation

Nothing beyond statutory process related to land use planning at this time.

### Professional Development

A number of municipal staff will be taking Incident Command System 300 over January and February.

### Business Licence Activity Summary

No additional new licenses

Approved new Business Licence information can be followed here:

[Planning & Development | Nanton, AB - Official Website](#)

NEW BUSINESS LICENCES IN 2022	
Name	Description
Beijing Restaurant (new ownership)	Chinese and Western Food
XL Electrical Contracting	Home Occupation (electrical)
Nanton Liquor Store (new owner)	Beer, wine and spirits
Dusty Roads Denim	Home Occupation (Denim and Vintage clothing)
Gigi's Footcare	Home Occupation (In-home footcare)
Polski's Drywall Inc.	Home Occupation (Drywall)
Century 21 Foothills Real Estate	Real Estate Services
Southern Cuts	Hair Dresser/ Barber Shop
Rural Roots Bliss + Gifts	Bath products and homemade home decor
RUIBIN'S COLLECTIONS	Antique and Village Collectables
Reclaiming the Throne Studio and Gallery	Art Gallery and Furniture Up Cycling
Pitch It	Home Occupation (Bin Rentals)
T & P Framers	Home Occupation (Framing contractor)
<i>The list reflects NEW resident (in town) businesses that applied for and were approved for a business licence in 2022. It does not include NEW non-residential licences.</i>	

Respectfully submitted,

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Neil Smith, RPP  
Chief Administrative Officer

Town of Nanton

Vendor Cheque Register Report

Range: December 1 - December 31, 2022

Sorted by: Cheque date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT0000000004190	Advantage Vac & Septic	12/10/2022	\$1,184.75	Sludge removal costs
EFT0000000004191	Alberta SW Regional Alliance	12/10/2022	\$3,187.00	Annual membership fees
EFT0000000004192	BDO Canada LLP	12/10/2022	\$8,400.00	Interim audit fees
EFT0000000004193	Calmont Equipment	12/10/2022	\$155.06	Antifreeze for equipment
EFT0000000004194	Calgary Lock & Safe	12/10/2022	\$823.41	Arena door repairs
EFT0000000004195	Canadian Linen & Uniform	12/10/2022	\$58.79	Office mat cleaning
EFT0000000004196	Canoe Procurement Group of Canada	12/10/2022	\$357.81	Miscellaneous
EFT0000000004197	Cattlemens Corner	12/10/2022	\$16.75	Miscellaneous
EFT0000000004198	Central Sharpening Ltd	12/10/2022	\$173.25	Ice blade sharpening
EFT0000000004199	CLG Displays	12/10/2022	\$1,484.70	Christmas decorations
EFT0000000004200	Coyote Courier Ltd	12/10/2022	\$189.00	Courier fees
EFT0000000004202	Enfield, Tracy	12/10/2022	\$865.00	Office cleaning
EFT0000000004203	Foothills Regional Services Commission	12/10/2022	\$3,837.00	Landfill fees
EFT0000000004204	GM Mechanical Ltd	12/10/2022	\$1,182.34	Office HVAC repairs
EFT0000000004205	Gregg Distributors Company Ltd	12/10/2022	\$2,210.86	Equipment parts
EFT0000000004206	Hifab Holdings Ltd	12/10/2022	\$430.14	Courier fees
EFT0000000004207	Inspiris	12/10/2022	\$1,753.50	IT costs
EFT0000000004208	Joe Johnson Equipment	12/10/2022	\$624.69	Sweeper repairs and maintenance
EFT0000000004209	Klearwater Equipment	12/10/2022	\$3,873.58	WTP chemical
EFT0000000004210	Lethbridge Mobile Shredding	12/10/2022	\$27.05	Office paper shredding
EFT0000000004211	Linde Canada Inc.	12/10/2022	\$588.84	WTP chemical
EFT0000000004212	Matrix Video Communications Co.	12/10/2022	\$5,726.38	Council room A/V
EFT0000000004213	MD of Willow Creek	12/10/2022	\$2,676.50	Firefighter insurance
EFT0000000004214	Nanton Home Hardware Building	12/10/2022	\$629.86	Miscellaneous
EFT0000000004215	NextGen Automation	12/10/2022	\$146.24	Photocopier fees

EFT0000000004216	Pinnacle Aquatic Group	12/10/2022	\$2,720.95	Pump repairs
EFT0000000004217	Reynolds, Mirth, Richards & Farmer	12/10/2022	\$960.98	Legal fees
EFT0000000004219	Shawne Excavating	12/10/2022	\$24,445.35	Water repairs
EFT0000000004220	Superior Safety Codes	12/10/2022	\$143.33	Safety code fees
EFT0000000004221	T & T Disposal Services	12/10/2022	\$1,834.98	Waste management fees
1	AJ's Trophies & Awards	12/22/2022	\$192.68	Park/bench/desk plates
2	Alberta Registries	12/22/2022	\$95.10	Vehicle registry services
3	Chubb Life Insurance Company	12/22/2022	\$143.46	Employee benefits
4	Convergint Technologies LTD	12/22/2022	\$7,206.37	Alarm repair & combustion motor
5	Derek McNiece Promotions	12/22/2022	\$340.36	Fire dept clothing
6	Emco Corporation	12/22/2022	\$382.56	Water parts
7	Foothills Tourism Association	12/22/2022	\$2,500.00	Annual support
8	Georgie's Cafe	12/22/2022	\$1,323.00	Christmas party catering
9	High Country Chevrolet Ltd	12/22/2022	\$2,891.97	Vehicle repairs
10	Imperial Oil	12/22/2022	\$177.85	Fuel
11	Municipal Information Network	12/22/2022	\$315.00	Membership fees
12	Nanton Gas Plus	12/22/2022	\$1,128.36	Propane costs
14	Pacific Flow Control Ltd.	12/22/2022	\$617.23	Hydrant servicing
15	Repair Force Corp.	12/22/2022	\$670.45	Concession coffee maker repairs
16	Rural Municipalities of Alberta	12/22/2022	\$204.75	Membership fees
18	Signcraft	12/22/2022	\$525.00	Festive banner install
19	South Central Welding	12/22/2022	\$126.00	Skid steer broom repairs
20	Stuthornes	12/22/2022	\$40.00	Catering
21	Supreme Monitoring	12/22/2022	\$975.89	Office/library security monitoring
22	Techmation Electric & Controls	12/22/2022	\$1,466.55	Gas calibration at ice plant
24	United Parcel Service Canada	12/22/2022	\$35.90	Customs GST
26	Wells Fargo Equipment Financing	12/22/2022	\$1,751.27	Photocopier lease
EFT0000000004222	888351 Alberta Ltd o/a Wild Rose	12/23/2022	\$14,916.00	Sludge removal costs
EFT0000000004223	Calgary Lock & Safe	12/23/2022	\$367.45	Door servicing
EFT0000000004224	Campus Energy	12/23/2022	\$43,940.01	Power costs
EFT0000000004225	Canadian Linen & Uniform	12/23/2022	\$65.26	Office mat cleaning
EFT0000000004226	Canoe Procurement Group of Canada	12/23/2022	\$2,128.18	Washroom cleaning supplies
EFT0000000004227	Central Sharpening Ltd	12/23/2022	\$78.75	Ice blade sharpening
EFT0000000004228	ClearTech Industries Inc	12/23/2022	\$5,113.88	WTP chemical

EFT0000000004229	Contain-A-Way Services	12/23/2022	\$653.02	Waste management fees
EFT0000000004230	Coyote Courier Ltd	12/23/2022	\$1,998.32	Courier fees
EFT0000000004231	CUPE	12/23/2022	\$996.03	Union dues
EFT0000000004232	Ecco Recycling and Energy Corp	12/23/2022	\$731.05	Recycling fees
EFT0000000004233	Foothills Regional Services Commission	12/23/2022	\$3,035.00	Landfill fees
EFT0000000004234	GCS Automotive Repairs	12/23/2022	\$457.75	Vehicle repairs and servicing
EFT0000000004235	G & JD Construction	12/23/2022	\$1,470.00	Lift rental
EFT0000000004236	GM Mechanical Ltd	12/23/2022	\$1,662.34	HVAC maintenance
EFT0000000004237	Gregg Distributors Company Ltd	12/23/2022	\$1,548.52	Equipment parts
EFT0000000004238	Hicklin Motors	12/23/2022	\$330.58	Vehicle maintenance
EFT0000000004239	Hifab Holdings Ltd	12/23/2022	\$475.57	Courier fees
EFT0000000004240	iA Financial Group	12/23/2022	\$74.87	Employee benefits
EFT0000000004241	Saddle Mountain Tire	12/23/2022	\$89.25	Tire repairs
EFT0000000004242	Klearwater Equipment	12/23/2022	\$13,662.93	WTP chemical
EFT0000000004243	Linde Canada Inc.	12/23/2022	\$588.84	WTP chemical
EFT0000000004246	MD of Willow Creek	12/23/2022	\$2,440.00	Emergency mgmt exercise
EFT0000000004248	Nanton Auto Parts Ltd.	12/23/2022	\$414.35	Miscellaneous
EFT0000000004249	Nanton Home Hardware Building	12/23/2022	\$1,286.40	Miscellaneous
EFT0000000004250	NL Smith & Sons Const Ltd	12/23/2022	\$1,358.64	Gravel (3/4" crush)
EFT0000000004251	Orkin Canada Corporation	12/23/2022	\$204.07	Pest control
EFT0000000004252	Platinum Fire & Security Ltd.	12/23/2022	\$859.93	Deficiency repairs
EFT0000000004253	Integrated Sustainability Constructors	12/23/2022	\$157.50	WTP software
EFT0000000004255	Shawne Excavating	12/23/2022	\$39,693.83	Water repairs
EFT0000000004256	Super Save Disposal (AB) Ltd	12/23/2022	\$1,534.85	Waste management fees
EFT0000000004257	T & T Disposal Services	12/23/2022	\$6,049.54	Waste management fees
EFT0000000004258	UFA Co-operative Ltd	12/23/2022	\$6,642.06	Fuel
EFT0000000004259	Direct Energy Business C/O C15	12/23/2022	\$14,592.68	Natural gas fees
EFT0000000004260	MPE Engineering Ltd	12/23/2022	\$43,753.40	Regional water study fees

**Total Cheques: 87**

**\$307,188.69**



# MONTHLY REPORT

Meeting: January 16, 2023  
Agenda Item: 3.3.1

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## Clayton Gillespie, Corporate Services Manager

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Report Period: December 12, 2022 to January 12, 2023

### ACTIVITIES:

Final utility billing for 2022 completed – water revenues slightly higher than budget, wastewater slightly lower and storm, garbage and recycling right on target. New rates for 2023 advertised in newsletter and will be in effect for the January/February billing that will go out at the end of February.

New virtual desktop upgrade now completed.

Work on finalizing year end numbers for the 2022 variance report that will be brought to council at an upcoming meeting.

Canada Summer jobs grant application submitted for a potential grant to cover a portion of lifeguard wages.

Year-end accounting program/system update done the first week of January – caused some minor issues but all now resolved.

2022 year end work now underway – auditors will be onsite towards end of February/beginning of March.

### PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Meeting room audio upgrades – a pre-installation site visit completed on January 10. Equipment is on order and install looks to be completed near the end of February.

Columbarium update – the new columbarium finally went into production the first week of January and should be shipped out and installed towards the end of the month. Budget was \$30,000 and actual costs projected to be \$30,715.

### *Parks & Recreation Report –*

The latter half of December was a fairly quiet period with the Christmas break – minor hockey practices and games were few. Lots of shinny and public skate time though with a total of 210 skaters.

Staff was able to catch up on some maintenance projects and help with snow clearing.

Some preliminary investigative work for 2023 capital projects also completed.

**MARKETING AND COMMUNICATIONS:**

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: December 8, 2022



# MONTHLY REPORT

Meeting: January 16, 2023  
Agenda Item: 3.3.2

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## Operations Department

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Report Period: (November/December 2022)

### ACTIVITIES:

- WASTEWATER OPERATIONS
  - 67762 m<sup>3</sup> of treated effluent was released to Mosquito Creek (32306 m<sup>3</sup> in November, 35456 m<sup>3</sup> in December)
  - Obtained two separate quotes for sludge filter presses for dewatering wastewater sludge. Sent a sample of sludge for bench testing, results were very positive. Waiting on quote for running a full-scale pilot project this spring.
  - Discovered and repaired the problem that was causing the freezing up/faulting out of WWTP HVAC makeup air unit during very cold weather. Incorrect software programming was calling for a temperature reading from the wrong sensor, therefore was not allowing the glycol heating unit to open and thaw the line, which would cause freeze-up.
  -
  
- WATER OPERATIONS
  - 69338 m<sup>3</sup> of treated water was sent to the Town distribution system (35827 m<sup>3</sup> in November, 33511 m<sup>3</sup> in December)
  - Inspected the water/sewer tie-in rework at new VIC washrooms
  - Replaced two leaking isolation valves, and old leaking fire hydrant on 24 St.
  - Located the source of water infiltration into Co-operators building (a second service line to the lot was abandoned but not decommissioned). Crimped off the leaking end of the line, will have to go back in spring and fully decommission the water line at the water main.
  - Replaced leaking service line at 2005 26 Ave
  - Increased manganese testing on Town potable water due to discoloration in water from elevated manganese concentrations. All results were within regulatory guidelines. Currently maintaining conversation with AB Environment regarding permanent solutions to the seasonal manganese issue in the future
  - Purchased a backup chemical feed pump that could be deployed as a post-DAF chlorine injection system to help control manganese concentrations in emergency situations. Will be running tests in January to determine optimal dosage, if required.
  
- ROADS
  - Clearing snow and hauling snow piles to permanent snow storage pile.
  - Applying sand/salt to intersections and roads with built up ice.
  - Peeling intersections with backhoe when temperatures permitted.
  - Clearing community center parking lot
  - Painting – more paint has arrived, and public works crew will start working on intersections in the spring.
  
- SIDEWALKS/PATHWAYS
  - Clearing snow and laying ice melt on any icy sections.
  - Making note of sidewalks that have not been cleared and may cause possible harm will give addresses to Bylaw

- Received new combo wafer brushes for pathways
- MISCELLANEOUS
  - Installed Christmas lights at Westview and VIC trees, office and Christmas pole lights.
  - Hand new flagpole Christmas at VIC and candy canes at entrance signs.
  - Finished refurbishing Christmas pole lights.
- CEMETERY
  - 1 casket burial
  - 1 Columbarium
- RECYCLING
  - Mulch pile remains and will be offered but not advertised to town residents.
  - Pushed up tree branch piles to make more room.
  - Created a burn pit to the southeast of the yard waste area for burning tree branches through out the winter weather dependent.
  - Constantly turning compost pile.
  - Researching methods for removal of concrete and asphalt pile.

**RECREATION & PARKS** – See Corporate Services report

**EMERGENCY MANAGEMENT:**

- Working on Emergency plan and organizing ICS 300 course in Nanton for February.

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

- AEA Training

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

- ICS 300 – Jan 17-19 (High River) sending 3 admin staff
- ICS 300 – Feb 8-10 (Nanton)
- APWA Public Works Supervisors Level 2 Course Jan 17-20

**PROGRESS ON MAJOR PROJECTS & PROGRAMS:**

Strategic Priority	Objective	Approach	Measure	Progress YTD
1.				
2.				
3.				

Operating Project	Objective	Approach	Measure	Progress YTD
1.				
2.				
3.				



# MONTHLY DEPARTMENT REPORT

Regular Meeting: January 16, 2023  
Agenda Item: 3.3.3

## Georgina Sharpe, Planning and Development

Report Period: December 2022

### ACTIVITIES:

Development Permit Approvals & Lot Sales		
	December 2022	November 2022
Residential	\$0K	\$47K
Comm/Ind	\$46K	\$0K
Public	\$0K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Total = 66/85)	0 lot	0 lot
	YTD2022	YTD2021
TOTAL	\$2,962.3K	\$2,495.1K
		YE2021
Housing Starts	7	5

\*by date of sale

- Municipal Planning Commission Meeting – Dec 19
- Met with Livingstone Range School Division re: Joint Use Planning Agreement - Dec 14
- Vacation Dec 28-30

### December Permits Issued:

DP #	Last Name	Civic Address of Development	Lot	Blk	Plan	Zone	Description
D44-22	CIR Realty	2320 15 Street	17	43	0810600	R2	Pre-existing shed and fence variances
D46-22	Wilson	2127 19 Street	Units 7,8		9911009	C1	Alteration to roof structure

### PROGRESS ON PROJECTS & PROGRAMS:

- Land Use Bylaw Project – kick off meeting in January 2023

### TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Municipal Information Session: Affordable Housing Needs Assessment - December 9, 2022

### UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – Monday January 9 @ 7 pm



# MONTHLY DEPARTMENT REPORT

Meeting: January 16, 2023

Agenda Item: 3.3.4

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## Nanton Fire Department

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Report Period: December 1 to December 31, 2022

### ACTIVITIES:

- Regular training nights are on Thursday's starting at 19:00 hours.
  - We will be focusing on winter season response.
    - Carbon Monoxide Emergencies
    - Patient Care and Packaging
- Recruitment and Retention will be a primary focus over the next few months to assist with availability of daytime responders. A request for decision will be coming forward looking for support of a business initiative to help increase our numbers through the business community.
  - An RFD will be prepared in the New Year.
- December has been busy with Community Support projects.
  - Annual Christmas Festival held December 3<sup>rd</sup> was well attended
  - Annual Toy Drive was a huge success with a major contribution from Trains Lawn Care. Approximately \$2500 worth of toys was donated by the local business. A huge thank you to all that made the Toy Drive a great success again this year.
  - Food for the Holidays helped support 13 local families this year
  - Candy Cane Check Stop was completed on December 24<sup>th</sup> with the approval of the RCMP. Unfortunately they were busy that day and couldn't make it.
- We will be working with our neighbours to promote a fire training academy that could be hosted through the school division. In collaboration with JT Foster we are hoping to attract Senior High students to a training program that would have them complete their NFPA 10-01 Level 1, First aid and Medical First Responder training. More information and a potential RFD will be coming as soon as details are available.
- Day to day operations continue as we prepare for the winter season.
  - Appropriate changes to apparatus have been completed
- Discussions with responding partners regarding the state of AHS Ground Ambulance and the steps required to ensure citizens are receiving the best level of service for medical first response.
  - Including discussions of potential transportation of critical patients to the nearest hospital
    - RFD was presented and approved
- Fire Chiefs meeting will be held in January
- As Council and most of the community is aware the Fire Department and other First Response agencies responded to a tragic event on December 27<sup>th</sup>. At the time of this report we have been working closely with our partners to ensure no lasting effect is felt by our firefighters. We are glad to inform council that so far there have been no negative impacts on the 4 members and we will continue to ensure that they and the people that have been affected will get the help should they need it.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• December Town Call Totals: <ul style="list-style-type: none"> <li>○ Alarm Bells- 1</li> <li>○ Hazmat- 0</li> <li>○ Medical- 12</li> <li>○ Structure Fire- 0</li> <li>○ Motor Vehicle- 0</li> <li>○ Outside Fire- 0</li> <li>○ Electrical- 0</li> <li>○ Investigation- 0</li> <li>○ Citizen Assist- 1</li> <li>○ Mutual Aid- 0</li> <li>○ Suspicious Pkg.- 0</li> <li>○ Gas Leak 0</li> <li style="padding-left: 20px;">Total 13</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• December MD Call Totals: <ul style="list-style-type: none"> <li>○ Alarm Bells- 0</li> <li>○ Hazmat- 0</li> <li>○ Medical- 1</li> <li>○ Structure Fire- 0</li> <li>○ Motor Vehicle- 2</li> <li>○ Outside Fire- 0</li> <li>○ Electrical- 0</li> <li>○ Investigation- 0</li> <li>○ Citizen Assist- 0</li> <li>○ Mutual Aid- 0</li> <li>○ Suspicious Pkg.- 0</li> <li>○ Gas Leak 0</li> <li style="padding-left: 20px;">Total 3</li> </ul> </li> </ul> |
|---|---|

**PROGRESS ON MAJOR PROJECTS & PROGRAMS:**

- As I continue to re-familiarize myself with the operations of the department there are a few odds and ends we will be finalizing in the next couple months.
  - The heating system in the apparatus bay is in need of repair. Quotes are being gathered and should fall within operations budgeting for facility.
    - Still gathering quotes for this project
  - Exterior lighting will be upgraded to more efficient LED lighting.
    - Temperatures have pushed this upgrade to the New Year
- In contact with Public Works to offer assistance with Hydrant service and flushing program. More details will be available in the spring.

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

- Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- Deputy Fire Chief continues to work towards his Fire Safety Codes Officer Group C with Safety Codes Council.
- One Captain continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- A new round of NFPA 10-01 Level 1 training has started with 3 recruit members attending.
- Discussions with DEM regarding ICS training for Fire Department members
  - Working with response partners to host this training.
- Discussions with training providers for
  - Pediatric Emergency Training
  - Stop the Bleed Hemorrhage Control Training (Booked April 1 2023)
  - Hands on Training days for Heavy Rescue (Spring 2023)

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

- We have started planning for the return of the Fireman’s Ball on March 25, 2023. More details to come.

Respectfully submitted,  
Fire Chief John G. Dozeman



# MONTHLY DEPARTMENT REPORT

Meeting: January 16, 2023  
Agenda Item: 3.3.5

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Peace Officer Adam Reiter #18591

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Report Period: December 2022

## ACTIVITIES:

- December 1 – AB Daley Child ID Clinic with NQLF
- December 7 – 10 – Officer Safety / Control Tactics course. Training provided by High River Protective Services

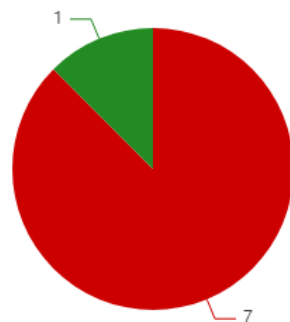
## TRAINING/EDUCATIONAL SESSIONS ATTENDED:

## UPCOMING EVENTS / ADDITIONAL INFORMATION:

## Monthly Occurrences snapshot:

Statistics from:2022-12-01 to 2023-01-31

Count of Reports Completed Total:8 | 100.0%



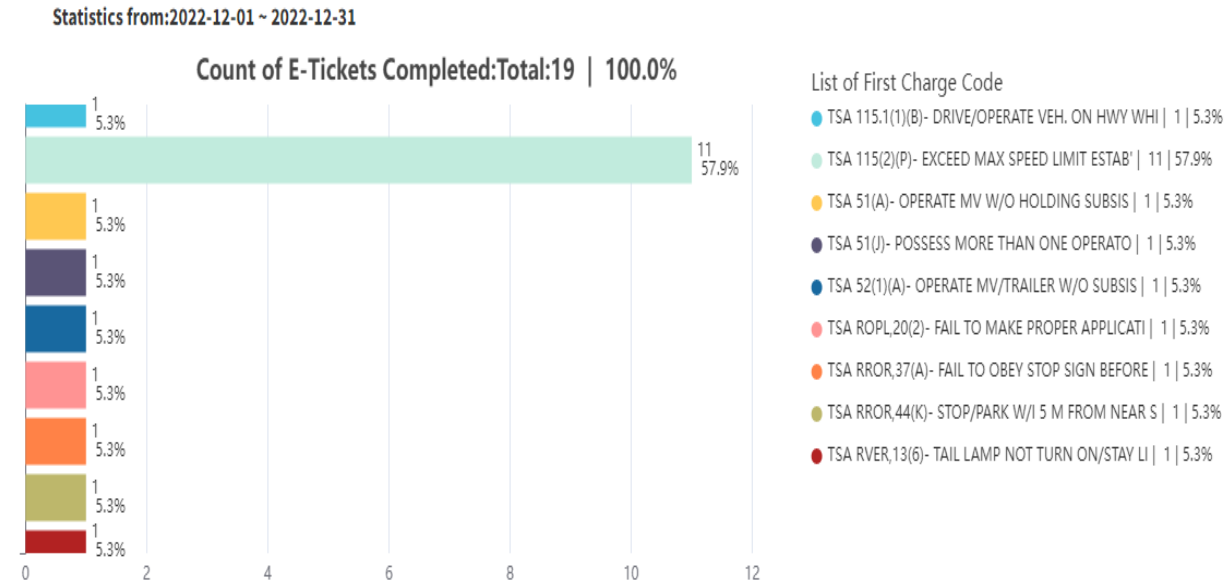
### List of Categories

<span style="color: red;">■</span> MUNICIPAL	7   87.5%
<span style="color: green;">■</span> PROVINCIAL	1   12.5%

The 8 files shown above break down into 3 Animal Control files, and 4 Traffic Bylaw files, with the traffic files being snow removal issues. The 1 Provincial occurrence was for two warrants for arrest for a driver that was stopped for failing to stop at a stop sign. The driver was released roadside with documentation compelling them to court at a later date, and a ticket was issued for failing to stop.

## Monthly ticket stats:

Due to being away for mandatory training and inclement weather conditions traffic violations saw a reduction in December. Thankfully, there were no “excessive speeding” offences found in December, meaning no vehicles were found travelling more than 51km/h over the speed limit. Below is a combination of warnings and violation tickets that were issued. Total fine revenue for December is approximately \$1624.





# STRATEGIC PLAN

## QUARTERLY REPORT

January 16<sup>th</sup> 2023  
3.3.6

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### CHIEF ADMINISTRATIVE OFFICER

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#### Background

Department heads and other applicable staff meet to assess progress on the current Strategic Plan ahead of the quarterly report. The strategic plan priorities, objectives and targets/strategies are subject to amendment by Council as any one of the following occurs:

- Objective completion;
- Change in priority;
- Availability of financial or other resources required;
- Operational or other impacts

The Strategic Plan should always be aligned with or address planning bylaws and adopted policies and strategies.

Comments:

***To ensure effective Administration operations for the benefit of the Town and its residents.***

Some positive movement has recently occurred with respect to CUPE and the training 'Master List', but it has been slower than expected or desired to build staff capacity. This work was supposed to be the cornerstone of staff training policies and engagement in the strategic plan.

***To enhance public engagement and participation in the Town:*** the online 'public time' approach has not been particularly engaging for Council or the public, despite significant availability. Council should discuss what it wants to do and provide direction to Administration. With the Land Use Bylaw project kicking off soon, public engagement will not likely be a 'light touch' in 2023.

***Complete the work on the Visitor Information Centre site plan and execution with partners:*** financial approach discussions are required to prepare for the potential of the National Infrastructure Fund proposal being accepted by the federal government. An approximate \$400,000 would need to be sourced to leverage the grant (a similar amount) in that situation.

***Update the Offsite Levy Bylaw (for infrastructure costs generated by growth):*** Council have not been certain with respect to proceeding with a new bylaw despite the initiative being on the books for some time. Administration would recommend that the update proceed with the incurring of further consulting costs - or that the project be firmly deferred and potentially removed from the strategic plan.

***Community & Economic Development:*** if current priorities require review, this part of the strategic plan should be referred to Committee of the Whole, with discussion of what priorities should be substituted and amended. If an aspiration involves hard substantive costs within 1-3 years (e.g. servicing industrial lands or soft initiative funding), careful consideration must be given to operational, capital and tax budget consequences. Priorities should be feasible.



<b>STRATEGIC PRIORITY: Governance and Corporate Services - To ensure proper governance and administration of the Town and to ensure optimal communications with residents and businesses within the community.</b>				
<b>Priorities and Actions</b>	<b>2022 2023</b>	<b>2023 2024</b>	<b>2024 2025</b>	<b>Notes</b>
<b><i>To ensure effective Administration operations for the benefit of the Town and its residents</i></b>				
Develop a staff development and succession plan for all appropriate positions.	<b>X</b>			In Process - working with CUPE
Replace outdated or superseded human resource policies with suitable new Administrative Policies, with a particular focus on data protection.	<b>X</b>			In Process
Develop a staff engagement plan to maintain a proactive positive culture and two-way communication.	<b>X</b>			In Process
Annual, measurable progress in asset management baseline and long-range work.		<b>X</b>		Water and sewer work
Continue to improve asset management baseline and long-range work.		<b>X</b>		Water and sewer work
An annual Information Brief to Council on I.T. security and network health with recommendations.	Annual Reporting - Administration and Corporate Services - to be produced prior to or during the Fall.			
Develop a three-year I.T. hardware and software needs assessment and plan with our Contracted Service Provider.		<b>X</b>		In Process
Improve our digital filing system in line with best practices, ensuring and safeguarding good institutional records that are easily searchable.			<b>X</b>	2024
Explore information and tools that Town Office staff can utilize to help interested residents/groups start youth/seniors/community programming.			<b>X</b>	2024
<b><i>To enhance public engagement and participation in the Town</i></b>				
Develop a schedule for coffee chats and town halls with residents.	<b>X</b>			Council should discuss
Continue Council liaison with Community and Service Groups.	Ongoing commitment, some relationships stronger than others			
<b><i>To ensure residents and business owners are adequately informed and ensure consistent messaging amongst Council and Administration and residents</i></b>				
Review and follow Communications Policy, particularly around residents and their concerns.	<b>X</b>			Review complete.
Consolidate policies and SOPs for use of communication media (Social Media, LED Signs, Farmer's Market, Post Office, Radio, etc.).		<b>X</b>		In process



Develop policy and procedure for handling questions and queries from residents, including effective response to concerns of residents.			<b>X</b>	2024
<b>To ensure advocacy at all levels of government in the best interests of the Town.</b>				
Embrace policy briefs prepared by the Chief Administrative Officer and lobby with appropriate levels of government and other bodies in the areas of:				
<i>Waste Water Treatment</i>	<b>X</b>			Emergency Medical Services: remains a very fluid, evolving situation.
<i>Water Source: High River</i>	<b>X</b>			
<i>Medical Clinic</i>	<b>X</b>			
<i>JT Foster School modernization</i>	<b>X</b>			Seniors Housing: Needs Assessment in 2023.
<i>Emergency Medical Services</i>	<b>X</b>			
<i>Seniors' Housing</i>	<b>X</b>			
<i>Town employee pension solutions</i>	<b>X</b>			



**STRATEGIC PRIORITY: Community and Economic Development - To ensure that the Town of Nanton develops the community and the economy, ensuring sustainability and appropriate growth.**

Priorities and Actions	2022 2023	2023 2024	2024 2025	Notes
<b><i>To support business attraction, retention and expansion.</i></b>				
Work through the Economic Development Committee to encourage the Chamber of Commerce/Community Futures to educate businesses on succession planning.	<i>Committee suspended, Committee of the Whole for the time being</i>			
Work through the Economic Development Committee to continue encouraging collaborative solutions with respect to vacant buildings.	<i>Committee suspended, Committee of the Whole for the time being</i>			
Raise awareness of the Nanton Advantage.				
<i>Develop a Nanton marketing video in partnership with ORSCC, Alberta SW, Keep Alberta Rolling, etc.</i>		<b>X</b>		In process (RFP)
Complete the work on the Visitor Information Centre site plan and execution with partners.	<b>X</b>			Concept plan complete, grant application submitted
<b><i>To ensure sustainability of existing parks and recreation assets.</i></b>				
Continue focus on the Tom Hornecker Recreation Centre cost/benefit balance.	Ongoing ethos			
<i>Continue with a corporate sponsorship plan for programs and facility areas to offset costs.</i>	Ongoing awareness of opportunities			
Work through the Parks and Recreation Committee and partners such as the Community Centre, schools, etc. to identify how programming for youth and seniors can be expanded.	<i>Meetings to be scheduled, at large members to be confirmed</i>			
Continue to invest in parks and trails.				
<i>Continue the tree removal, replacement, and planting policy, especially to maintain tree lined streets.</i>	Federal funds will result in more planting in 2023.			
Continue to follow the Green Space Master Plan, maximizing park features.				
<i>Approve a shared use concept for available post-expansion greenspace with the Bomber Command Museum.</i>		<b>X</b>		Dialogue to be initiated.



**STRATEGIC PRIORITY: Planning and Development - To ensure that the character of the Town of Nanton is preserved while facilitating appropriate growth resulting in the Town's sustainability.**

Priorities and Actions	2022	2023	2024	Responsibility
	2023	2024	2025	

***To encourage the efficient planning of residential, commercial, industrial and institutional development that enhances the quality of life for Town residents.***

Review the Land Use Bylaws, ensuring ease of understanding.		X		2023
Review land inventory and investigate servicing of industrial land (new cost estimates).		X		2023
Investigate options for increasing the inventory of [serviced commercial and industrial] land.			X	2024 - Highway 2 Northbound areas currently under exploration
Identify growth in the Town (residential, small business, industrial, etc.) with a view to setting appropriate growth targets in planning.			X	2024
Work on an Intermunicipal Development Plan.			X	2024
Complete the Westview Area Structure Plan.	X			Bylaw stage
Develop shovel ready projects [for land development] to leverage funding as it becomes available.		X		2023

***To maintain a balance of residential, commercial, industrial and institutional development to facilitate the fiscal sustainability of the Town of Nanton.***

Develop a plan to attract appropriate type of developer, whose plans align with the area structure plan for the Westview Residential.		X		2023
Develop a plan to market the 20 serviced lots to new, reputable developers.	X			Under review given volume of current interest - lot sales remain brisk

***To ensure diversity of housing choices in Town.***

Review and revise as appropriate Land Use Bylaws to increase affordable housing options, including secondary housing options.		X		2023
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<b>STRATEGIC PRIORITY: Operations - To ensure the Town of Nanton has quality infrastructure to support and sustain its growth.</b>				
<b>Priorities and Actions</b>	<b>2022 2023</b>	<b>2023 2024</b>	<b>2024 2025</b>	<b>Responsibility</b>
<b>To support the Town through the effective planning and implementation of Town infrastructure and assets, including waste water and roads for long-term sustainability.</b>				
Follow Capital Projects Plan to ensure balance of financial resources and scheduled projects to meet residential needs.	Ongoing, LONG TERM work shared across departments and Council.			
ALL PRIORITIES TABLES (HIGH, MEDIUM AND LOW)	Water main looping project was on the MPE infrastructure priority list and has been executed this year. Current water issues may result in changes to priorities.			
Expand water and sewer capability on highway commercial land using federal funds available.	<b>X</b>			COMPLETE
Update the Offsite Levy Bylaw (for infrastructure costs generated by growth).	<b>X</b>			Uncertain - Council dependent
Execute smaller capital projects where needed and affordable (e.g. Highway 2 and 26th Avenue Intersection Improvements if eligible for a STIP grant from the Province).	Annually revised and adopted Capital Plan (Council, Operations and Administration)			
Continue paving repairs and road maintenance - report annually.	Annual reporting			
Continue Preventative Maintenance Planning - report annually.				
Make prioritized funding and borrowing decisions in the event of senior government funding not materializing.	Ongoing, LONG TERM work shared across departments and Council. There are few programs for renewal of water distribution and sewer collection. Rolling programs must be ramped up.			
<b>To works towards broader satisfaction concerning the Town's water quality.</b>				
Coordinate a Town Hall about the quality of the Town's water, changing perceptions about the quality of the water and providing residents with solutions to improve satisfaction with the water. This includes utilizing our engineers and operators for key messaging; summary of solutions that have been as well as could not be utilized; and experience from staff.		<b>X</b>		2023
Continue to improve operational and maintenance practices - report changes.	Reporting requirement			



<b>STRATEGIC PRIORITY: Emergency Services - To ensure that an appropriate level of public emergency services and other services are provided to meet the needs of residents.</b>				
<b>Priorities and Actions</b>	<b>2022 2023</b>	<b>2023 2024</b>	<b>2024 2025</b>	<b>Responsibility</b>
<b><i>To advocate for an appropriate level of public emergency services and other services are provided to meet the needs of residents.</i></b>				
Pursue urgent care attached to Medical Clinic through lobbying	Ongoing advocacy			
Update the Emergency Management Plan for specific situations and needs (e.g. Emergency Social Services, drought preparedness).	<b>X</b>			Good progress being made, particularly on water ERP scenarios.
Investigate whether safety and emergency management need to be staffed in the medium term.		<b>X</b>		2023 - current personnel changes may alter the variables involved
Prepare for discussion around capacities and future compensation of the Nanton Volunteer Fire Department.		<b>X</b>		2023





# STRATEGIC PLAN QUARTERLY REPORT

January 16<sup>th</sup> 2023  
3.3.6

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## CHIEF ADMINISTRATIVE OFFICER

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### Background

Department heads and other applicable staff meet to assess progress on the current Strategic Plan ahead of the quarterly report. The strategic plan priorities, objectives and targets/strategies are subject to amendment by Council as any one of the following occurs:

- Objective completion;
- Change in priority;
- Availability of financial or other resources required;
- Operational or other impacts

The Strategic Plan should always be aligned with or address planning bylaws and adopted policies and strategies.

Comments:

***To ensure effective Administration operations for the benefit of the Town and its residents.***

Some positive movement has recently occurred with respect to CUPE and the training 'Master List', but it has been slower than expected or desired to build staff capacity. This work was supposed to be the cornerstone of staff training policies and engagement in the strategic plan.

***To enhance public engagement and participation in the Town:*** *the online 'public time' approach has not been particularly engaging for Council or the public, despite significant availability. Council should discuss what it wants to do and provide direction to Administration. With the Land Use Bylaw project kicking off soon, public engagement will not likely be a 'light touch' in 2023.*

***A review of the strategic plan at the Committee of the Whole should be scheduled for the one year mark in March. Certain priorities and plans are already shifting due to new circumstances.***

**NANTON**  
EST 1903  
CHIEF ADMINISTRATIVE OFFICER

<b>STRATEGIC PRIORITY: Governance and Corporate Services - To ensure proper governance and administration of the Town and to ensure optimal communications with residents and businesses within the community.</b>				
<b>Priorities and Actions</b>	<b>2022 2023</b>	<b>2023 2024</b>	<b>2024 2025</b>	<b>Notes</b>
<b><i>To ensure effective Administration operations for the benefit of the Town and its residents</i></b>				
Develop a staff development and succession plan for all appropriate positions.	<b>X</b>			In Process - working with CUPE
Replace outdated or superseded human resource policies with suitable new Administrative Policies, with a particular focus on data protection.	<b>X</b>			In Process
Develop a staff engagement plan to maintain a proactive positive culture and two-way communication.	<b>X</b>			In Process
Annual, measurable progress in asset management baseline and long-range work.		<b>X</b>		Water and sewer work
Continue to improve asset management baseline and long-range work.		<b>X</b>		Water and sewer work
An annual Information Brief to Council on I.T. security and network health with recommendations.	Annual Reporting - Administration and Corporate Services - to be produced prior to or during the Fall.			
Develop a three-year I.T. hardware and software needs assessment and plan with our Contracted Service Provider.		<b>X</b>		In Process
Improve our digital filing system in line with best practices, ensuring and safeguarding good institutional records that are easily searchable.			<b>X</b>	2024
Explore information and tools that Town Office staff can utilize to help interested residents/groups start youth/seniors/community programming.			<b>X</b>	2024
<b><i>To enhance public engagement and participation in the Town</i></b>				
Develop a schedule for coffee chats and town halls with residents.	<b>X</b>			Council should discuss
Continue Council liaison with Community and Service Groups.	Ongoing commitment, some relationships stronger than others			
<b><i>To ensure residents and business owners are adequately informed and ensure consistent messaging amongst Council and Administration and residents</i></b>				
Review and follow Communications Policy, particularly around residents and their concerns.	<b>X</b>			Review complete.
Consolidate policies and SOPs for use of communication media (Social Media, LED Signs, Farmer's Market, Post Office, Radio, etc.).		<b>X</b>		In process

Develop policy and procedure for handling questions and queries from residents, including effective response to concerns of residents.			<b>X</b>	2024
<b>To ensure advocacy at all levels of government in the best interests of the Town.</b>				
Embrace policy briefs prepared by the Chief Administrative Officer and lobby with appropriate levels of government and other bodies in the areas of:				
<i>Waste Water Treatment</i>	<b>X</b>			Emergency Medical Services: remains a very fluid, evolving situation.
<i>Water Source: High River</i>	<b>X</b>			
<i>Medical Clinic</i>	<b>X</b>			
<i>JT Foster School modernization</i>	<b>X</b>			Seniors Housing: Needs Assessment in 2023.
<i>Emergency Medical Services</i>	<b>X</b>			
<i>Seniors' Housing</i>	<b>X</b>			
<i>Town employee pension solutions</i>	<b>X</b>			

**STRATEGIC PRIORITY: Community and Economic Development - To ensure that the Town of Nanton develops the community and the economy, ensuring sustainability and appropriate growth.**

Priorities and Actions	2022 2023	2023 2024	2024 2025	Notes
<b><i>To support business attraction, retention and expansion.</i></b>				
Work through the Economic Development Committee to encourage the Chamber of Commerce/Community Futures to educate businesses on succession planning.	<i>Committee suspended, Committee of the Whole for the time being</i>			
Work through the Economic Development Committee to continue encouraging collaborative solutions with respect to vacant buildings.	<i>Committee suspended, Committee of the Whole for the time being</i>			
Raise awareness of the Nanton Advantage.				
<i>Develop a Nanton marketing video in partnership with ORSCC, Alberta SW, Keep Alberta Rolling, etc.</i>		<b>X</b>		In process (RFP)
Complete the work on the Visitor Information Centre site plan and execution with partners.	<b>X</b>			Concept plan complete, grant application submitted
<b><i>To ensure sustainability of existing parks and recreation assets.</i></b>				
Continue focus on the Tom Hornecker Recreation Centre cost/benefit balance.	Ongoing ethos			
<i>Continue with a corporate sponsorship plan for programs and facility areas to offset costs.</i>	Ongoing awareness of opportunities			
Work through the Parks and Recreation Committee and partners such as the Community Centre, schools, etc. to identify how programming for youth and seniors can be expanded.	<i>Meetings to be scheduled, at large members to be confirmed</i>			
Continue to invest in parks and trails.				
<i>Continue the tree removal, replacement, and planting policy, especially to maintain tree lined streets.</i>	Federal funds will result in more planting in 2023.			
Continue to follow the Green Space Master Plan, maximizing park features.				
<i>Approve a shared use concept for available post-expansion greenspace with the Bomber Command Museum.</i>		<b>X</b>		Dialogue to be initiated.

**STRATEGIC PRIORITY: Planning and Development - To ensure that the character of the Town of Nanton is preserved while facilitating appropriate growth resulting in the Town's sustainability.**

<b>Priorities and Actions</b>	<b>2022 2023</b>	<b>2023 2024</b>	<b>2024 2025</b>	<b>Responsibility</b>
<b><i>To encourage the efficient planning of residential, commercial, industrial and institutional development that enhances the quality of life for Town residents.</i></b>				
Review the Land Use Bylaws, ensuring ease of understanding.		<b>X</b>		In Process
Review land inventory and investigate servicing of industrial land (new cost estimates).		<b>X</b>		Solutions may lie in currently private land.
Investigate options for increasing the inventory of [serviced commercial and industrial] land.			<b>X</b>	4 more private commercial lots serviceable in 2022.
Identify growth in the Town (residential, small business, industrial, etc.) with a view to setting appropriate growth targets in planning.			<b>X</b>	2024
Work on an Intermunicipal Development Plan.			<b>X</b>	2024
Complete the Westview Area Structure Plan.	<b>X</b>			Complete
Develop shovel ready projects [for land development] to leverage funding as it becomes available.		<b>X</b>		Ongoing
<b><i>To maintain a balance of residential, commercial, industrial and institutional development to facilitate the fiscal sustainability of the Town of Nanton.</i></b>				
Develop a plan to attract appropriate type of developer, whose plans align with the area structure plan for the Westview Residential.		<b>X</b>		Awaits resolution to Off-site servicing bylaw
Develop a plan to market the 20 serviced lots to new, reputable developers.	<b>X</b>			Under review given volume of current interest - lot sales remain brisk
<b><i>To ensure diversity of housing choices in Town.</i></b>				
Review and revise as appropriate Land Use Bylaws to increase affordable housing options, including secondary housing options.		<b>X</b>		In process

<b>STRATEGIC PRIORITY: Operations - To ensure the Town of Nanton has quality infrastructure to support and sustain its growth.</b>				
<b>Priorities and Actions</b>	<b>2022 2023</b>	<b>2023 2024</b>	<b>2024 2025</b>	<b>Responsibility</b>
<b>To support the Town through the effective planning and implementation of Town infrastructure and assets, including waste water and roads for long-term sustainability.</b>				
Follow Capital Projects Plan to ensure balance of financial resources and scheduled projects to meet residential needs.	Ongoing, LONG TERM work shared across departments and Council. <i>Water main looping project was on the MPE infrastructure priority list and was completed.</i>			
ALL PRIORITIES TABLES (HIGH, MEDIUM AND LOW)				
Expand water and sewer capability on highway commercial land using federal funds available.	<b>X</b>			COMPLETE
Update the Offsite Levy Bylaw (for infrastructure costs generated by growth).	<b>X</b>			Uncertain - Council dependent
Execute smaller capital projects where needed and affordable (e.g. Highway 2 and 26th Avenue Intersection Improvements if eligible for a STIP grant from the Province).	Annually revised and adopted Capital Plan (Council, Operations and Administration) Significant capital works grant proposals (stormwater) submitted in 2022.			
Continue paving repairs and road maintenance - report annually.	Annual report being prepared			
Continue Preventative Maintenance Planning - report annually.				
Make prioritized funding and borrowing decisions in the event of senior government funding not materializing.	Ongoing, LONG TERM work shared across departments and Council. <i>There are few programs for renewal of water distribution and sewer collection. Rolling programs must be ramped up.</i>			
<b>To works towards broader satisfaction concerning the Town's water quality.</b>				
Coordinate a Town Hall about the quality of the Town's water, changing perceptions about the quality of the water and providing residents with solutions to improve satisfaction with the water. This includes utilizing our engineers and operators for key messaging; summary of solutions that have been as well as could not be utilized; and experience from staff.		<b>X</b>		This will be scheduled once the regional water report is complete and the aeration project is under way. There is much to discuss with the public and the picture is complex.
Continue to improve operational and maintenance practices - report changes.	Reporting requirement			

<b>STRATEGIC PRIORITY: Emergency Services - To ensure that an appropriate level of public emergency services and other services are provided to meet the needs of residents.</b>				
<b>Priorities and Actions</b>	<b>2022 2023</b>	<b>2023 2024</b>	<b>2024 2025</b>	<b>Responsibility</b>
<b><i>To advocate for an appropriate level of public emergency services and other services are provided to meet the needs of residents.</i></b>				
Pursue urgent care attached to Medical Clinic through lobbying	Ongoing advocacy			
Update the Emergency Management Plan for specific situations and needs (e.g. Emergency Social Services, drought preparedness).	<b>X</b>			Good progress being made, particularly on water ERP scenarios.
Investigate whether safety and emergency management need to be staffed in the medium term.		<b>X</b>		Stable situation at present
Prepare for discussion around capacities and future compensation of the Nanton Volunteer Fire Department.		<b>X</b>		Dependent on whether independent review proceeds or not



LEGISLATIVE ASSEMBLY  
ALBERTA

November 23, 2022

Mayor Jennifer Handley  
Town of Nanton  
Box 690  
1907-21 Ave  
Nanton AB T0L 1R0

Dear Ms. Handley, *JEN*

I am writing to thank you for attending and taking part in the Roundtable with Hon. Jeremy Nixon, Minister of Seniors, Community and Social Services, held November 21, 2022, in the Town of Claresholm. The feedback we received from everyone who attended was positive and very productive with good information and round table discussions.

As stated in Minister Nixon's opening remarks, I too believe we have a lot to celebrate in the successes we've had in our communities, but I also agree, there are several areas that we need to continue to work towards and improving. One consistent thing we've been hearing, is we need to do a better job at addressing the many levels of community housing and what this means in each individual community. Rural Alberta has unique needs that require solutions that are developed and implemented differently than our urban neighbors. The Minister's Provincial Housing Tour is a positive step towards this, and your input is part of that important work.

Our communities and our province are fortunate to have high quality engaged individuals and stakeholders such as yourself who have a vested interest in providing a place to call home to our friends, families and neighbors and are committed to help make meaningful changes to build a stronger system.

As MLA for Livingstone-Macleod and an engaged partner, I will continue to work with you and encourage to have on-going and open conversations about the concerns and solutions on how



LEGISLATIVE ASSEMBLY  
ALBERTA

to improve the delivery of homes to every Albertans. I will also continue to advocate on behalf of my constituents and have these important conversations with the Minister and staff.

Thank you again for taking the time out of your busy schedule to meet and discuss the current and future state of our communities housing needs. As our communities and families grow, it's important we continue working together to ensure the availability and delivery of healthy, safe and sustainable homes to Albertans.

Kind Regards,

A handwritten signature in black ink, appearing to be 'R Reid', written over the printed name.

Roger Reid, MLA  
Livingstone-Macleod



# MONTHLY COUNCIL REPORT

Meeting: [January 16,, 2023]  
Agenda Item: 3.4.2

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## Councillor Victor Czop:

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Report Period: December 2022\_\_\_\_\_

MPC Member: Yes (alternate)

### **APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:**

#### **Council Standing Committees:**

Economic & Community Development No meetings

**Liaison / Point of Contact:** Nanton Community Centre and Citizens on patrol

#### **ADDITIONAL INFORMATION:**

Attend Alberta Southwest meeting  
Attend ORRSC meeting  
Attend Council meetings  
Attend Community Hall meeting

*VR Czop*



# MONTHLY COUNCIL REPORT

Meeting: January 16, 2023

Agenda Item: 3.4.7

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## Councillor John Dozeman:

---

Deputy Mayor July 1, 2023 to October 31, 2023 and July 1, 2025 to October 31, 2025

Report Period: December

MPC Member: Yes

### APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

#### 1. Emergency Management Committee Chair

Date:

Key Items: Nothing scheduled for December

#### 2. Foothills Regional Emergency Services Commission

Date:

Key Items: Nothing scheduled in December

#### 3. Other Events

Date:

Key Items: No other events other than getting ready for Christmas and a new year.

**Council Standing Committees:**  
(Key items detailed in minutes)

Services: Nothing scheduled in December  
Finance: Dec 7, 2022

**Liaison / Point of Contact:** Nanton Lancaster Society  
Nanton Children's Society  
Nanton Fire Department

### UPCOMING EVENTS / ADDITIONAL INFORMATION:



# MINUTES

Monday, January 3, 2023 at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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**COUNCIL PRESENT:** Deputy Mayor Ken Sorenson (Chair), Victor Czop, John Dozeman, Roger Miller, and Dave Mitchell.  
Absent: Mayor Jennifer Handley and Councillor Kevin Todd.

**OTHERS PRESENT:** Neil Smith                      Chief Administrative Officer  
Lisa Lockton                      Legislative Services Manager  
Nicole Roy                      Legislative Services Clerk

### 1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Regular Meeting was called to order by Councillor Ken Sorenson at 7:00 p.m.

#### RESOLUTION # 1- 23/01/03 - Mitchell

The Regular Council agenda for January 3, 2023, was accepted as presented.  
CARRIED

### 2. PRESENTATIONS: None scheduled.

### 3. REPORTS:

#### **3.1 CHIEF ADMINISTRATIVE OFFICER:**

3.1.1 Status Report – E

#### RESOLUTION # 2 - 23/01/03 - Dozeman

Moved that the written report, as recorded on the agenda for January 3, 2023, be received for information and filing. CARRIED

### 4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

#### **4.1 ADOPTION:**

4.1.1 Regular Council Meeting December 12, 2022 – E

#### RESOLUTION # 3 - 23/01/03 - 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 December 12, 2022, were accepted as distributed.  
CARRIED

#### **4.2 BUSINESS ARISING FROM THE MINUTES:**

4.2.1 Cemetery Bylaw #1368/22 – Further Consideration

**RESOLUTION # 4 – 23/01/03 - Czop**

Moved to read Town of Nanton Bylaw #1368/22, a bylaw to regulate and control the operation, care, use and maintenance of the Town of Nanton Cemetery, in agreement with the Municipal District of Willow Creek, for a second time. CARRIED

**RESOLUTION # 5 – 23/01/03 - Dozeman**

Moved to read Town of Nanton Bylaw #1368/22 for a third and final time. CARRIED

**5. NEW & UNFINISHED BUSINESS:**

**5.1 Information Brief – Building Wraps**

**RESOLUTION # 6 - 23/01/03 – Dozeman**

Moved to direct the Chief Administrative Officer to bring back further information for the cost of a test panel wrap, appropriately sized for the southwest end of the front of the Tom Hornecker Recreation Centre, as a Request for Information to the next regular Council meeting on January 16, 2023. CARRIED

**5.2 Information Brief – Utility Fees for Bare Lots**

**RESOLUTION # 7 - 23/01/03 - Dozeman**

Moved to refer the potential of utility fees for bare lots in accordance with the information presented at this meeting, to a Services Committee meeting for further discussion. CARRIED

**5.3 Scheduling Committee of the Whole for January 30 2023**

**RESOLUTION # 8 – 23/01/03 - Dozeman**

Moved to re-schedule the Committee of the Whole to January 30, 2023 at 7:00 pm at the Council Chambers, rather than the proposed January 23, 2023 date. CARRIED

**5.4 Intermunicipal Collaboration Framework meeting (January 18th at 6pm): item referrals**

In addition to: Resolution #380- 22/12/12: Moved that Council endorses the proposed creation of a new SOP for Fire department / increased medical response.

Councillor Dozeman requested that Nanton be included as a location for the MD Willow Creek, “Coffee with Council” schedule for 2023, as noted in the MD Willow Creek winter newsletter.

**5.5 Information Brief – Leaks and Manganese Updates**

**RESOLUTION # 9 – 23/01/03 - Mitchell**

Moved to accept the Information Brief from the Chief Administrative Officer updating the water leaks and manganese levels in Nanton, for information and filing. CARRIED

**6. CORRESPONDENCE:**

**6.1 FOR ACTION: None**

**6.2 FOR INFORMATION:**

6.2.1 Brought forward from December 12, 2022, Council Meeting and received by Resolution #375-22/12/12.

- Peace Officer November 2022 Report - E
- Councillor Roger Miller November 2022 Report – E

6.2.2 Chinook Arch Library Board December Report - E

**7. CLOSED CONFIDENTIAL SESSION:** None

**8. ADJOURNMENT:**

**RESOLUTION # 10 - 23/01/03 - Dozeman**

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:00 p.m.

**TOWN OF NANTON**

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

NS:ll

These minutes accepted and signed this 16th day of January, 2023.





## REQUEST FOR DECISION

Meeting: January 16, 2023  
Agenda Item: 4.2.1

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### Vinyl Wrap or Mural (THRC)

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#### **ADMINISTRATIVE RECOMMENDATION:**

That Council budget \$6,000 to test a vinyl wrap on a section of the west wall of the Tom Hornecker Recreation Centre, image selection to be determined by....

#### **PURPOSE:**

#### **RESOLUTION # 6 - 23/01/03 – Dozeman**

Moved to direct the Chief Administrative Officer to bring back further information for the cost of a test panel wrap, appropriately sized for the southwest end of the front of the Tom Hornecker Recreation Centre, as a Request for Information to the next regular Council meeting on January 16, 2023.  
CARRIED

#### **BACKGROUND:**

A test panel wrap or installed billboard measuring approximately 10m x 3m would cost between \$5-6,000 to source and install.



Signage professionals who do this work recommended, if a letterbox shape like this is pursued, that the image be instead printed onto 3mm dibond with laminate attached to the building façade – it would look like a bill board.

Administration cautions that the area of the building discussed on January 3<sup>rd</sup> will not be seen by southbound traffic, which could arguably be a lost opportunity in terms of visibility. It would primarily be something appreciated by THRC users, pedestrians in the vicinity and Highway 533 traffic crossing to different HWY 2 lanes. The recommendation reflects the view that a portion of the building’s western façade should be used for greater visibility.

Image selection is also a challenge. Administration can search inventory or discuss access to images with stakeholders, but firm guidance from Council in terms of the type of image(s) sought for the test area need to be clarified. A local service group may be able to provide a suitable image with appropriate permissions much faster than staff could obtain same.

**Conclusion**

This project can be executed expeditiously if budgeted appropriately and does not get bogged down in aesthetic/ image decision-making.

**DECISION OPTIONS:**

- #1 Proceed (assuming Council desire to continue)
- #2 – Send to Committee of the Whole
- #3 – Do not proceed

**ADMINISTRATIVE RECOMMENDATION:**

That Council budget \$6,000 to test a viny wrap on a section of the west wall of the Tom Hornecker Recreation Centre, image selection to be determined by....

**Financial (GL# / Amount):**     \$6,000    

**Communications/PR:**

**Applicable Legislation:**

**Attachments:**

**Prepared By:** Clayton Gillespie, Corporate Services Manager



**Date:** January 11, 2023

**APPROVED BY:** Neil Smith, Chief Administrative Officer:

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



# REQUEST FOR DECISION

Meeting: January 16<sup>th</sup> 2023

Agenda Item: 5.1

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## Economic Development Projects

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### RECOMMENDATION(S):

That the Town's Economic Development projects for 2023 include:

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

### PURPOSE:

The Government of Alberta added “to foster the economic development of the municipality” to the list of municipal purposes in the *Municipal Government Act* via the *Red Tape Reduction Statutes Amendment Act, 2022* (full fact sheet attached). Going forward, it is likely useful for administration to collate and Council approve certain projects and operations under “economic development” annually.

### BACKGROUND / IMPLICATIONS:

While various definitions of “economic development” fly around and some gain more traction and official use than others, the use of the word “fostering” by the province is clear that the intent is with respect to a municipality encouraging, promoting and assisting the efforts of new or existing businesses. Climate and conditions for economic and business development are therefore front of mind.

### Current strategic plan

STRATEGIC PRIORITIES:      Community and Economic Development  
   Planning and Land Development

2023 ‘economic development’ projects are:

- Develop a Nanton marketing video;
- Land Use Bylaw review
- Shovel ready land development projects
- Marketing for Westview’s remaining serviced infill lots (if needed)

### Existing Commitments

1. **Land Use Bylaw Review and Replacement:** other than fiscal arrangements this initiative is the cornerstone of fostering economic development in commercial, industrial and residential zones throughout Town. It is a considerable commitment of the term already made by Council and happening this year. Staff time commitment will also be considerable and it represents an opportunity for the business community to advocate for their own general land use priorities.
2. **Non-residential small business property subclass:** since 2021, eligible small businesses have been able to receive a 10% property tax reduction. Council has the power to vary the discount from 0-25%.
3. **Non-residential vacant property sub class:** since 2021, vacant non-residential properties with improvements that have lain unoccupied for a specified extended period have been liable to risk a

200% increase to their property taxes. The goal is to discourage viable commercial properties sitting empty.

4. **Promotional video:** A community promotional video (strategic plan) has been committed to since early 2022. RFP closed in December. The budget for the project should not be less than \$16,000.
5. **Chamber of Commerce support:** \$3,000 base grant annually. Has not been adjusted for many years and shortfalls are being encountered with respect to the Canada Summer Student program.
6. **Seasonal lights and banners:** ongoing renewal and improvement, focused on the commercial core.
7. **Community gateway signage and LED panels:** Depending on our ability to get the LED panels functioning again, a variety of options are being considered. Council has approved funds in the capital plan.
8. **Utilizing reserves and grant aid, when appropriate, to improve infrastructure for development:** Council's decision to expand the VIC area water and sewer project in 2022 resulted in four private commercial lots now being viable for water and sewer connection. This is a powerful tool on a case-by-case basis.

#### Under consideration

1. **Community Designation: Alberta Advantage Immigration Program – Rural Renewal Stream:** has been requested by several businesses in 2022. Administration currently working on how best to implement both an application and a functional program within the Town's limited capacities. It appears very unlikely that we can do that by the Feb 16<sup>th</sup> pilot program deadline, but a submission to the Entrepreneur Stream could be viable.
2. **Community Marketing:** THRC exterior vinyl signage: \$6-26,000. Administration feels that, whatever the image, that a \$6,000 "pilot" is best attached to the west wall of the building (as opposed to the southwest) where it will be better viewed by the driving public. \$6,000 would cover a 33' x 10' supply and install.
3. **Housing needs study:** This is being discussed under another RFD. It is strongly encouraged that a more detailed needs assessment be completed with the RDN for a multitude of reasons, including the Town being able to pursue Rural Renewal Stream community designation in the future. This is important for local employers.
4. **Offsite levy question:** Administration are reluctant to pursue significant Westview ASP promotion without firm resolution or RFPs without proper resolution of the off site levy question. Prospective developers require clear, definitive information. This could be moved upon if resolved with substantial expense.

#### Partnerships

**Alberta Southwest – annual membership cost**  
**Foothills Tourism – annual membership cost**

There has been discussion around 'sharing' an economic development officer with other communities in the past, but nothing fruitful. Funding an economic development officer position exclusively, part or full time, requires a significant investment of taxation dollars. Without a reasonable operational budget to go with the position, it would be extremely difficult to justify the move's effectiveness or rationale.

If partners require the Town to apply for specific grants for eligibility reasons on their behalf, administration are always available for at least some feasibility discussion.

#### 120<sup>th</sup> Anniversary event?

The August long weekend would be an opportunity to mark Nanton's 120<sup>th</sup> anniversary of incorporation if desired. Administration remain hopeful that the new "official" coat of arms from the Canadian Heraldic Authority, based on that of the Nanton family, might be ready for such an occasion. **Input from Council on this question would be appreciated.**



### Budgetary caution

Two significant capital proposals were submitted last year to the federal government for the rain garden parks located behind the library and within the VIC area. If one or both are funded, significant budgetary decisions with respect to reserve application for cost share will be required. Reserve use or project timing should, therefore, proceed with a degree of caution until outcomes for 2023 are known. This could also apply to the proposed Medical Clinic project, which arguably represents a cornerstone of resident and developer confidence for this community – renewal or replacement of the facility can easily be seen to be fostering economic development in Nanton.

### CONCLUSION

Economic Development remains a highly subjective and emotive concept no matter what Council opts to undertake or invest in. While smaller communities may lack explicit economic development programs and projects, much of what they do directly impacts the economic development picture in the community across any number of services and capital projects. There is no single 'correct approach'. Administration does not believe the Town to be in any way inactive of the economic development file, but there are limits to organizational and budgetary capacity.

### ADMINISTRATIVE RECOMMENDATION:

That the Town's Economic Development projects for 2023 include:

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

### DECISION OPTIONS:

- #1 – Move the recommendations as presented.
- #2 – Move the recommendations as amended.
- #3 – Refer to Committee of the Whole.

**Attachments: Financial (GL# / Amount):** In recommendations.

**Communications/PR:**

**Applicable Legislation:**

**Prepared By:** Neil Smith

**Date:** January 10<sup>th</sup> 2023

**APPROVED BY:** Neil Smith, Chief Administrative Officer:



NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input type="checkbox"/>	EMERGENCY SERVICES
<input checked="" type="checkbox"/>	PLANNING & DEVELOPMENT	<input checked="" type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
<p><b>PRIORITY OR ACTION:</b></p> <ul style="list-style-type: none"> <li>•To support business attraction, retention and expansion.</li> <li>•To ensure sustainability of existing parks and recreation assets.</li> </ul> <p>To encourage the efficient planning of residential, commercial, industrial and institutional development that enhances the quality of life for Town residents.</p> <ul style="list-style-type: none"> <li>•To maintain a balance of residential, commercial, industrial and institutional development to facilitate the fiscal sustainability of the Town of Nanton.</li> <li>•To ensure diversity of housing choices in Town.</li> </ul>			





# Implementation Fact Sheet

## Red Tape Reduction Statutes Amendment Act, 2022

### Legislation

- [Municipal Government Act](#)
- [Local Authorities Election Act](#)

### Regulation

- Subdivision and Development Regulation
- Subdivision and Development Appeal Board Regulation
- Subdivision and Development Appeal Regulation
- [Matters Related to Subdivision and Development Regulation](#)

## Overview

Both the *Municipal Government Act* (MGA) and the *Local Authorities Election Act* (LAEA) were amended through Bill 21, *Red Tape Reduction Statutes Amendment Act, 2022*. Bill 21 received royal assent on May 31, 2022, and will come into force on various dates.

The Subdivision and Development Regulation, the Subdivision and Development Appeal Board Regulation, and the Subdivision and Development Appeal Regulation were combined into a single regulation. Matters Related to Subdivision and Development Regulation

## Clarifying Amendments in the MGA

### Intermunicipal Business Licences

Previously, the MGA was silent on the development of intermunicipal business licensing programs. While a small number of municipalities in Alberta already do this, by making the MGA an explicit authority, the Alberta government hopes to encourage more uptake to reduce costs and administrative burden on businesses.

#### What's changed?

Explicitly enabling two or more municipalities to enter into an intermunicipal business licence agreement. This amendment supports economic development by making it easier for mobile businesses to operate across the province and reduces the costs and administration involved in applying for licences in each municipality (MGA s.8(2), (3)).

### Compliance Tools after Viability Reviews

Expanding ministerial authorities to provide greater flexibility and tools to enforce municipal compliance (inspections, inquiries, and audits) resulting from a viability review (MGA s.130.3).

#### What's changed?

Previously, the only action available to the Minister, in cases where a municipality failed to comply with the Minister's viability directives, was to dismiss members of council or the Chief Administrative Officer. Bill 21 amends the MGA to include more nuanced actions that will provide motivation to comply with directives, such as withholding provincial grants, repealing policies or procedures, or suspending bylaw-making authority.

### Community Revitalization Bylaws and Amendments

The Minister is authorized to approve Community Revitalization bylaws and amendments to expedite the approval time and ensure that economic development in revitalization areas can begin sooner (MGA s.381.2).

#### What's changed?

Previously, Community Revitalization bylaws and amendments had to be approved by Cabinet. This change will improve procedural efficiency and reduce timelines.

## General Streamlining Amendments (For Information Only)

A variety of general streamlining amendments were made to improve readability, reduce duplication and better align with other legislation and requirements. These changes will generally not require additional action by Alberta municipalities. These changes include:

S.1(1)(x)).	Clarifying that population for the purposes of the MGA will be determined by ministerial order rather than by regulation.
S.3	Adding “to foster the economic development of the municipality” to the list of municipal purposes.
S.22	Clarifying the process regarding road closure bylaws and approval from Alberta Transportation; in particular, clarifying the requirements for public notice and a public hearing prior to second reading of the bylaw.
S.76, 85, 87, 94, 99.1, 108, 120, 120.1, 121, 125	Streamlining and providing additional clarity regarding the procedures for the formation, change of status or dissolution of a municipality, amalgamation of municipal authorities, or annexation of land.
S.143	Streamlining provisions setting out the number of councillors for types of municipalities.
S.145	Providing clarity that if a council chooses to establish a council committee or other body, the establishment and functions of the committee/body must be set out in bylaw.
S.196	Allowing council to approve the method(s) to provide notice for a council or council committee meeting.
S.199	Creating greater flexibility for meetings to be held by electronic means
S.251(2)(b)).	Providing clarity that the rate of interest charged on borrowing must be stated as a percentage within the borrowing bylaw.
S.284, 292).	Updating obsolete references (such as replacing National Energy Board with Canada Energy Regulator).
S.297, 298).	Moving specific rules relating to the assessment and taxation of non-residential property from the Matters Relating to Assessment Sub-Classes Regulation into the MGA.

## LAEA Amendment

### Redaction of Personal Information

The LAEA was amended to require municipalities and school boards to redact personal information (such as addresses and contact information) of candidates and donors from candidate disclosure statements before they are made public (MGA s.147.4). This will apply to forms that are already public from the recent election – municipalities will need to redact those forms before making them publicly accessible again.

#### What’s changed?

Previously, the authority to redact this type of personal information was unclear and interpreted differently by each municipality.

## Matters Related to Subdivision and Development Regulation (Subdivision Development Regulation Consolidation)

While there were no substantive changes to the content of these regulations, the following updates were made to improve clarity and accessibility:

- The Subdivision and Development Regulation, the Subdivision and Development Appeal Board Regulation, and the Subdivision and Development Appeal Regulation were combined into a single regulation. (Matters Related to Subdivision and Development Regulation)
  - Combining them into one regulation will make it easier for industry stakeholders, municipalities, and Albertans to find the information they need.
  - The Subdivision and Development Regulation established municipal responsibilities for receiving and deciding on subdivision applications, including the administration of subdivisions, subdivision and development conditions, registration and endorsement, development setbacks for waste and wastewater sites and setbacks for provincial appeals to the Land and Property Rights Tribunal.

The use of this document is for advisory and reference purposes and does not constitute legal advice

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- The Subdivision and Development Appeal Board Regulation established training requirements for Subdivision and Development Appeal Board members and clerks as well as municipal reporting requirements.
  - The Subdivision and Development Appeal Regulation clarified processes and ensured subdivision and development permit appeals with limited provincial interest remain with local subdivision and development appeal boards rather than the provincial Land and Property Rights Tribunal.
- 
- Definitions have been updated and added, including the definition of sour gas, food establishments, and roads.
    - For example, the definition of food establishments is removed, as the requirements under the Food Regulation and the Food Retail and Food Services Code already sufficiently address this issue.
  - The new regulation does not include redundant provisions that are already addressed within the MGA or other legislation:
    - The requirement to designate different types of land with specific suffixes is already within the MGA.
    - The requirements for certain forms, such as the deferred reserve form, already exist in other legislation or regulations.
    - Section 577 of the MGA already provides the Minister with the authority to request information from municipalities, and does not need to be replicated for subdivision and appeal board training information requirements.

## For more information

Phone: 780-427-2225  
Toll-free in Alberta: 310-0000  
Fax: 780-420-1016  
Email: [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca)

## Document information

Title: Implementation Fact Sheet: Red Tape Reduction Statutes Amendment Act, 2022  
Date of publication: June 2022  
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Availability: This document will be available online at [www.open.alberta.ca](http://www.open.alberta.ca)

# Mosquito Creek Foundation

NANTON



December 23, 2022

Municipal District of Ranchland No. 66  
P.O. Box 1060  
Nanton, AB  
T0L 1R0

**Attention:** Robert Strauss, CAO

Dear Neil,

Over the past number of years Mosquito Creek Foundation has been working towards upgrading or rebuilding Silver Willow Lodge in Nanton. The Government of Alberta recently announced the Affordable Housing Partnership Program. If successful Mosquito Creek Foundation could be approved for provincial grant funds for 1/3<sup>rd</sup> of the total project cost.

Through the *Stronger Foundations Affordable Housing Strategy*, the province required that an organization such as Mosquito Creek Foundation applying for provincial grant funding must include a Needs Assessment for the area they serve. In recent discussions with David Williams, ADM for Alberta Seniors, Community and Social Services a local Needs Assessment is a key piece of the process.

At the December 16, 2022 meeting the Board of Directors passed a motion formally requesting the Town of Nanton, Municipal District of Willow Creek No.26, and the Municipal District of Ranchland No.66 collaborate on a Needs Assessment for the area we serve that would enable Mosquito Creek Foundation to move forward with an Affordable Housing Partnership Program application.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Handley". The signature is written in a cursive style.

Jennifer Handley  
Board Chair  
Mosquito Creek Foundation

cc: MD of Willow Creek  
Town of Nanton  
MCF Board of Directors

# Mosquito Creek Foundation

NANTON



December 23, 2022

Town of Nanton  
P.O. Box 609  
Nanton, AB  
T0L 1R0

**Attention:** Neil Smith, CAO

Dear Neil,

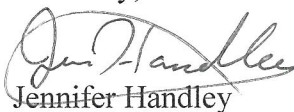
Over the past number of years Mosquito Creek Foundation has been working towards upgrading or rebuilding Silver Willow Lodge in Nanton. The Government of Alberta recently announced the Affordable Housing Partnership Program. If successful Mosquito Creek Foundation could be approved for provincial grant funds for 1/3<sup>rd</sup> of the total project cost.

Through the *Stronger Foundations Affordable Housing Strategy*, the province required that an organization such as Mosquito Creek Foundation applying for provincial grant funding must include a Needs Assessment for the area they serve. In recent discussions with David Williams, ADM for Alberta Seniors, Community and Social Services a local Needs Assessment is a key piece of the process.

At the December 16, 2022 meeting the Board of Directors passed a motion formally requesting the Town of Nanton, Municipal District of Willow Creek No. 26, and the Municipal District of Ranchland No. 66 collaborate on a Needs Assessment for the area we serve that would enable Mosquito Creek Foundation to move forward with an Affordable Housing Partnership Program application.

Thank you for your consideration in this matter.

Sincerely,



Jennifer Handley  
Board Chair  
Mosquito Creek Foundation

cc: MD of Willow Creek  
MD of Ranchland  
MCF Board of Directors

Phone: (403) 646-2660  
Fax: (403) 646-2666

Box 40 Nanton, AB T0L 1R0  
2007 22 Avenue, Nanton, AB



# REQUEST FOR DECISION

Meeting: January 16<sup>th</sup> 2023  
Agenda Item: 5.3

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## Dust Suppression Policy

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### **Recommendation:**

That Council adopt a baseline municipal dust suppression policy.

**Purpose:** In the last two summers, there has been an uptick in demand for dust suppression services beyond what the Town has historically provided or budgeted for. Costs for the products used are also going up. Without a policy on the topic, administration and other staff struggle to adequately address related requests, complaints and inquiries.

### **Background:**

Dust suppression is typically an expensive service that yields only a short-term benefit to particular locations. Approximately \$10,000 per annum is expended on the historical areas of priority identified on the map attached to this report.

Administration wishes to give clarity to property owners and residents who contact the town requesting or demanding dust suppression from June through to September (beyond what the Town provides). At present, the Town cannot offer 'sale of service' dust suppression – a significant organized and time-sensitive program would be required to do this with annual questions over unit rate costs.

As long as the Operations Department approve the product and proposed application method, private arrangements for additional roads or repeat applications by property owners or residents are perfectly acceptable.

This has been brought to Council now to urge the formal setting of a 'starting point/status quo' in these discussions, so that transparency with respect to what the Town currently does is on record for review. It seems likely that requests for level of service increases will come in the years ahead and this will help frame that debate.

### **PROPOSED RECOMMENDATION TO COUNCIL:**

That Council adopt a baseline municipal dust suppression policy.

ALTERNATIVE: Refer to the Services or Finance Committee (depending on the focus of Council feedback).

**Prepared By:** Neil Smith, Chief Administrative Officer:      **Date:** January 10<sup>th</sup> 2023

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



# POLICY

Department: Roads  
32 - ## - 23/01/16

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## DUST SUPPRESSION

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### PURPOSE:

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

### POLICY:

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

### PROCEDURE:

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

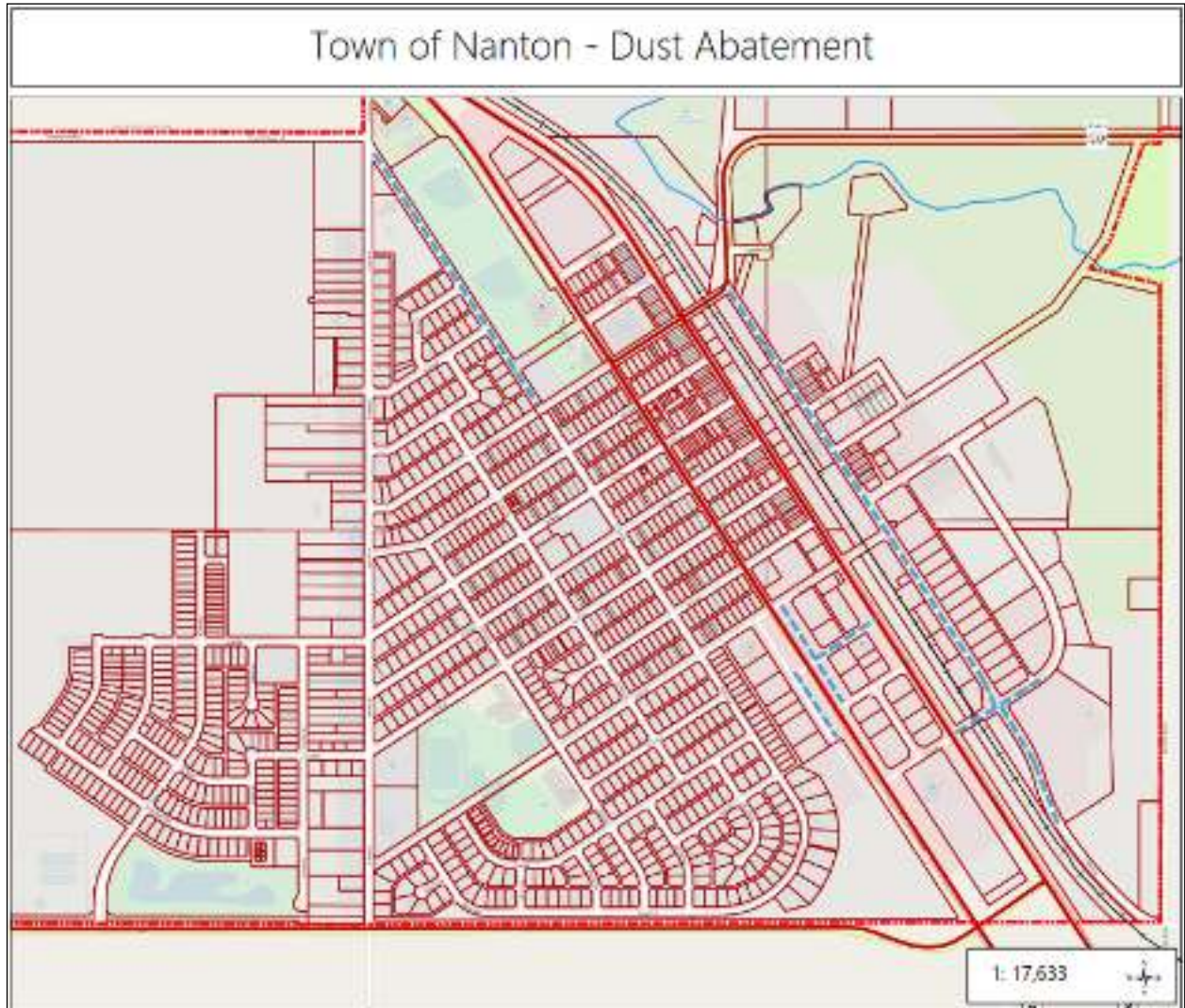
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
Date

**Schedule 'A'**  
**Dust Suppression Areas**



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



# REQUEST FOR DECISION

Meeting: January 16, 2023  
Agenda Item: 5.4

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## Uncollectable accounts

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**ADMINISTRATIVE RECOMMENDATION:** Administration is recommending that several overdue accounts be written off in order to clean up accounting records as we enter a new fiscal year.

**DECISION OPTIONS:**

#1 Move that the listed accounts be cancelled as they have been deemed uncollectable –

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

Inactive utility accounts that collection has been tried for at least a year or the amount owing/credit is very little and account holder cannot be contacted.

**Total outstanding:                    \$3,525.60**

#2 – Seek other ways to try and recover the outstanding amounts.

#3 –

**PURPOSE:** For council to be made aware of overdue accounts from the past three years and to request that a resolution be passed to write off the uncollectable debt.

**BACKGROUND / IMPLICATIONS:**

From time to time, we have accounts that become uncollectable for any number of reasons. We do follow somewhat of a process in that the account holder is sent several notices outlining the outstanding debt and then we do eventually send the account to a collection agency. Sometimes/lately we have had success in collecting the debt and sometimes we do not as the person cannot be tracked down, the amount owing is very small, and/or it is not worth spending further money to collect. If we can add a debt to taxes, we certainly do so but in these cases we cannot.

The current collection agency we work with only charges a fee upon collecting from the debt holder but in this case the outstanding debt has gone on for a long time and it would be better to clear the debt off the books before starting the new year than keep it and continue to spend time and money trying to collect.

We have improved our processes for collecting unpaid utility accounts but there are a few that slipped through – there is \$1,001.79 not shown that we will be sending to collections to try and recover. The other noted unpaid accounts are a dog licenses and one from a lease the Town had in place which is quite old, and the collection agency has had no success after many attempts.

**ALTERNATIVES:**

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

**Financial (GL# / Amount):** \_\_\_\_\_

**Communications/PR:**

**Applicable Legislation:**

**Attachments:**

**Prepared By: Clayton Gillespie, Corporate Services Manager**

**Date: January 11, 2023**

**APPROVED BY: Neil Smith, Chief Administrative Officer:**

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



502 Centre Street | PO Box 100 | Bow Island, Alberta, Canada T0K 0G0 | 403-545-2522 | [www.bowisland.com](http://www.bowisland.com)

December 31, 2022

The Honourable Jason Copping  
Minister of Health  
423 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6  
[Health.minister@gov.ab.ca](mailto:Health.minister@gov.ab.ca)

**RE: EMS Service in Bow Island and area.**

Dear sir,

I write to you today with deep concern about Emergency Medical Services in our community. I am well aware of the stresses the overall system has been under since the onset of the pandemic. The increased call volumes, especially in the cities, the shortage of staff, and bottlenecks in the major and regional hospitals are all well known. I am also aware that these issues will take time to fix and that you have plans under way. While our municipality no longer plays a direct role in EMS locally, it is a small community, and we see what is going on.

I am grateful that EMS from Medicine Hat, Taber and Lethbridge are there to back up our service and I know that at times we must reciprocate. Unfortunately, there seems to be a growing number of incidents where Bow Island and the surrounding area is left without EMS while covering calls in one of the cities or even farther afield. Too often, transfers from our hospital to one of the regional hospitals results in the local crew being used for calls elsewhere, sometimes non-critical calls. Thankfully we have a well-trained fire department that is able to provide MFR assistance to patients that are forced to wait long periods for an ambulance, but that is a costly, imperfect solution.

AHS determined a number of years ago that EMS volunteers in rural areas needed to have an onerous amount of continuing training and those volunteers were expected to fit the same mold as the professionals. This sidelined many well qualified and dedicated people who were playing a huge role in the overall EMS system, and now the system is short of people.

There is no quick fix to all these challenges, and I appreciate your efforts to identify and clear the major bottlenecks, but please be aware that we are getting quite distressed out here in the rural areas too. Small, rural communities are vital to our province and deserve the same care and attention as the larger ones.

Sincerely,

Mayor Gordon Reynolds  
Town of Bow Island  
[mayor@bowisland.com](mailto:mayor@bowisland.com)  
403-548-0880

Cc: MLA Grant Hunter  
Reeve Craig Widmer, County of Forty Mile  
Alberta Municipalities

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1939**

BEING A Bylaw of the Municipal District of Willow Creek No. 26 in the Province of Alberta, to provide for certain bylaws of the Town of Nanton to apply within the Municipal District of Willow Creek No. 26.

WHEREAS the *Municipal Government Act*, R.S.A. 2000 c. M-26.1, as amended, provides that Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property and;

AND WHEREAS Section 12 of the *Municipal Government Act*, R.S.A. 2000 c. M-26.1, as amended, permits two municipalities to agree that a bylaw passed by one municipality has effect inside the boundaries of the other municipality where the Council of each municipality passes a bylaw approving the agreement;

AND WHEREAS the Town of Nanton owns the Nanton Cemetery located within the boundaries of the Municipal District of Willow Creek and desires to have the Nanton Cemetery Bylaw in effect within the parcel of land on which is located the Nanton Cemetery;

NOW THEREFORE, the Council for the Municipal District of Willow Creek, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. This Bylaw may be cited as the Municipal District of Willow Creek "Nanton Cemetery Bylaw".
2. The Municipal District of Willow Creek and the Town of Nanton agree that the following bylaws passed by the Town of Nanton:
  - a. Town of Nanton Cemetery Bylaw No. 1368/22, as amended or replaced from time to time.

shall have effect within the boundaries of the Municipal District of Willow Creek only on that parcel of land on which is located the Nanton Cemetery, legally described as follows:

MERIDIAN 4 RANGE 28 TOWNSHIP 16  
SECTION 11  
THE SOUTH WEST QUARTER OF LEGAL SUBDIVISION 12  
IN THE NORTH WEST QUARTER  
CONTAINING 4.047 HECTARES (10 ACRES) MORE OR LESS  
EXCEPTING THEREOUT:  
PLAN            NUMBER            HECTARES            ACRES  
ROAD 9210063            0.065            0.16  
EXCEPTING THEREOUT ALL MINES AND MINERALS

3. Should any section of this Bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as severable from the rest of this Bylaw and this Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.
4. That this bylaw shall take effect on the date of third and final reading.

READ a first time this 11th day of January, 2023

  
\_\_\_\_\_  
Acting Reeve – Evan Berger


  
\_\_\_\_\_  
Chief Administrative Officer – Derrick Krizsan

READ a second time this 11<sup>th</sup> day of January, 2023.

  
\_\_\_\_\_  
Acting Reeve – Evan Berger

  
\_\_\_\_\_  
Chief Administrative Officer – Derrick Krizsan

READ a third time and finally PASSED on this 11<sup>th</sup> day of January, 2023.

  
\_\_\_\_\_  
Acting Reeve – Evan Berger

  
\_\_\_\_\_  
Chief Administrative Officer – Derrick Krizsan