



AGENDA

May 6, 2024, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

- 1.1 Call to order
- 1.2 Adoption of Agenda

2. PRESENTATIONS:

- 2.1 Closed Session – Bomber Command Museum FOIP Section 16 Trade Secrets of a Third party
7:05 – 7:25 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1 April 15, 2024 Regular Meeting Minutes - E
- 4.2 April 16, 2024 Special Meeting Minutes - E
- 4.3 April 29, 2024 Special Meeting Minutes - E

4.2 BUSINESS ARISING FROM THE MINUTES:

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

- 5.1 Flag Policy Resolution - E
- 5.2 Request for Decision Bylaw No. 1377 Lane Closure - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION

- 6.2.1 High River District Health Care Foundation - 2024 Dinner & Auction - E
- 6.2.2 Alberta Environment and Protected Areas – Drought Conditions – E
- 6.2.3 United Irrigation District – Request for Letter of Support for the Belly River Reservoir Proposal – E
- 6.2.4 Transit Proposal – E
- 6.2.5 December 11, 2023 Fire Chiefs Committee Meeting

7. CLOSED CONFIDENTIAL SESSION:

- 7.1 Chief Administrative Officer Performance Evaluation – FOIP Section 19 (1) Confidential Evaluations
- 7.2 Mountain Top Foods FOIP Section 25 Economic Interests of the Municipality
- 7.3 Alberta Municipalities FOIP Section 21 Harmful to Intergovernmental Relations - E

8. ADJOURNMENT:





STATUS REPORT

Meeting: May 6, 2024
Agenda Item: 3.1.1

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

CAO = Chief Administrative Officer
DO = Development Officer

CS = Corporate Services
LS = Legislative Services

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

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

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

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting April 15, 2024				
	Communication re Gopher control		C	LS
117-24/04/15	Payment of \$2,500 re sewer line repair		C	CS
118-24/04/15	Review Bylaw 1349/21 in regards to sewer line repairs		IP	CAO

COUNCIL

Res #	Description	Notes	Status	FWD
Committee Recommendations				
23/10/16	Funding public skate – incorporation into policy, preferably the ice allocation policy	Reg 23/11/06	IP	LS/CS
9-24/01/08	Policy for Public Recognition	Revise current	IP	LS
36-24/02/05	RFD – Community Centre Utilities		IP	CS
68-24/03/04	RFD – Tribute Wall location		IP	CAO/CS
76-24/03/18	RFD for CGEDC requests	LS to meet w/ Leo	IP	
77-24/03/18	RFD cost of Fire Services to cover AHS ambulance		IP	CS/CAO
94-24/03/15	ICF/MOU with FC/THR and possibly Okotoks re water		IP	CAO
	Consultant re: Fire Department		IP	CAO
110-24/04/01	CAO negotiate development agreement fees	Meeting requested	IP	CAO
	Communication re sewer backup and locating leaks	Emailed Bill	IP	LS

DEPARTMENTS

Res #	Description	Notes	ST	fw
148-23/05/15	Wastewater Plant upgrade – Town funding \$581,900 borrowing & \$581,900 reserves Additional funding recd 6.2.2 24/01/22 – Aeration project	Borrow bylaw req'd \$184,620	IP	CS
210 – 23/08/14	Land Use Bylaw update process – include letter of opposition to secondary suites - J. Cooper & petitioners	Will be referenced in RFD April 15th	IP	DO
222 - 23/09/05	Purchase skid-mounted flusher in 2024 budget process	4-23/08/30	IP	CS/OPS
262 – 23/10/02	Additional Utility Operator consideration in 2024 budget	2024 budget	IP	CS

ITEMS ON HOLD FOR FUTURE SCHEDULING/CONSIDERATION



Res #	Description	Notes
CW 1-22/11/28	Pursue a Community Designation under the Alberta Advantage Immigration Program	Entrepreneur Stream secured - CAO
90 -23/03/20	Collaborate w/ Nanton Fire Chief to review number of firefighters for required level of service	Fire Chief/CAL
135-23/05/01	Application for a solar feasibility assessment for Town's facilities or unserved industrial lands	Future consideration contingent on Climate Action Centre funding – CS
CAO Comment: <i>These items should be individually discussed at a future Committee of the Whole.</i>		





CAPITAL PLAN STATUS

Meeting: May 6th 2024
 Agenda Item: 3.1.2

2024 Items Only

Roadway Infrastructure	Lead: Public Works	BUDGET	SOURCE
Patching & Silver Willow Lodge area curb/gutter/parking expansion project		\$150,000	CCBF
Sidewalk rehab & replacement - <i>various locations</i>		\$75,000	CCBF

Notes:

- *Larger road rehabilitation projects under discussion for prioritization with engineers before brought to Council for discussion over funding options. Much will depend on scale of work done on 29th Avenue service lines this spring.*

Utility Infrastructure	Lead: Manager of Operations	BUDGET	SOURCE
Wastewater Treatment Plant (Dewatering)		\$3,026,000	AMWWP/Reserves/ Borrowing
Hydrant & Valves		\$50,000	CCBF
Wastewater collection system relining		\$75,000	CCBF
WWTP Equipment (flusher)		\$200,000	LGFF

Notes:

- *MPE Engineering lead the de-watering work*
- *Fournier dewatering technology (3 channel) being ordered*
- *Some additional pump repair and maintenance work necessary in wastewater*

Parks & Trails	Lead: Rec Facility Supervisor	BUDGET	SOURCE
Playground updates		\$20,000	LGFF

Notes:

Buildings	Lead: Various	BUDGET	SOURCE
THRC – Arena Warm Room glass/ window wall		\$50,000	LGFF
THRC – Elevator/lift with building modifications		\$500,000	LGFF
Pool updates – valves and structural concrete		\$50,000	LGFF
Firehall – Curb & approach updates		\$15,000	LGFF
Town Shop – LED lighting, ventilation and roof repairs		\$45,000	Reserves
Recycling Centre/ Yard Waste - Fencing		\$35,000	LGFF

Notes:



Federal funding declined on THRC proposals.
 Warm Room Glass/ wall project nearing completion

Vehicles & Equipment	Lead: Public Works/ Rec/Bylaw	BUDGET	SOURCE
Recreation - Ice Re-surfacer		\$175,000	LGFF/MCAC
PW Pickup		\$35,000	Operating
Bylaw Enforcement - vehicle		\$50,000	Reserves
Fire – Breathing Apparatus units & dual band radios		\$84,000	Reserves
Parks Mower (Zero Turn)		\$30,000	LGFF

Notes:

- Ice Resurfacer delivered.
- Second hand Bylaw vehicle to be acquired from Fort Macleod. Will require transferrable equipment investments.
- Parks mower (zero-turn) purchased

Land Development

There are no capital land development items at this time - this would be changed through the inclusion of priorities in the municipal strategic plan (by resolution and the allocation of funds). It is possible that some land development projects may be discussed for the 2025 budget.

Public Realm & Development

There are no Public Realm & Development items at this time - this would be changed through the inclusion of priorities in the municipal strategic plan (by resolution and the allocation of funds). The two following grant-dependent projects remain in limbo until we hear from the federal granting department:

Library Raingarden (grant dependent)	\$56,500
VIC Raingarden/secondary phase (grant dependent)	\$567,500

This unfortunate wait also means that it is extremely difficult to forecast Public Realm reserve use or pressures.

Other notes:

Streetlight at campground entrance – will proceed this year.





MINUTES

Monday April 15, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

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

ABSENT: Councillor John Dozeman

OTHERS PRESENT: Neil Smith Chief Administrative Officer
Sara-Lynn Lyons Legislative Services & Communications
Georgina Sharpe Planning & Development Officer

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 112 - 24/04/15 - Czop

The Regular Council agenda for April 15, 2024 was accepted with the following changes:

7.6 Silver Willow Lodge FOIP Section 16 – Disclosure Harmful to Intergovernmental Relations & negotiations.

CARRIED

2. PRESENTATIONS: None Scheduled

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

- 3.1.1 Status Report – E
- 3.1.2 Capital Plan Status - E
- 3.1.3 Monthly Report – E
- 3.1.4 Strategic Plan Quarterly Report for March 2024 - E

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports March 2024 - 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

3.4 COUNCIL REPORTS (ROUNDTABLE):

- 3.4.1 MAYOR JENNIFER HANDLEY
- 3.4.2 COUNCILLOR VICTOR CZOP - E

- 3.4.3 COUNCILLOR ROGER MILLER
- 3.4.4 COUNCILLOR DAVE MITCHELL
- 3.4.5 COUNCILLOR KEN SORENSON
- 3.4.6 COUNCILLOR KEVIN TODD
- 3.4.7 COUNCILLOR JOHN DOZEMAN

RESOLUTION # 113 - 24/04/15 - Mitchell

Moved that all written reports, as recorded on the agenda for April 15, 2024 be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 April 1 2024 Regular Council Meeting Minutes – E

RESOLUTION # 114 - 24/04/15 - Sorenson

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 April 1, 2024 were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 Request for Decision – Fire Department Policy Amendment - E

5. NEW & UNFINISHED BUSINESS:

- 5.1 Information Brief – Rain Barrel Program - E

6. CORRESPONDENCE:

- 6.1 **FOR ACTION:** None

6.2 FOR INFORMATION:

- 6.2.1 Presentation by Alberta Health Services made to Council May 25, 2024 - E
- 6.2.2 Community Futures Update for April 2024 – E
- 6.2.3 Town of High River – Little Britches Parade Invitation – E
- 6.2.4 Letter of Support from Foothills County for Regional Water Supply Proposal – E
- 6.2.5 Granum & District Canada Day Society Invitation – E

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 115 - 24/04/15 - Todd

IT WAS MOVED to recess the Regular Meeting at 8:04 p.m. in order to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

- 7.1 Special Meeting April 16, 2024 – FOIP Section 24 (1) Advice from Officials - E
 - 7.2 Medical Clinic Update – FOIP Section 24 (1) Advice from Officials
 - 7.3 Fire Department Update – FOIP Section 24 (1) Advice from Officials
 - 7.4 Sewer Line Repairs – FOIP Section 24 (1) Advice from Officials - E
 - 7.5 Town Office – FOIP Section 24 (1) Advice from Officials
 - 7.6 Silver Willow Lodge – FOIP Section 16 Disclosure Harmful to Intergovernmental Relations or Negotiations.
- CARRIED

RESOLUTION # 116 - 24/04/15 - Miller

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

RESOLUTION # 117 - 24/04/15 - Mitchell

Moved to authorize a one-time payment of \$2,500 in regard to the sewer line repairs – FOIP Section 24 (1) Advice from Officials. CARRIED

RESOLUTION # 118 - 24/04/15 - Czop

Moved to have the Chief Administrative Officer review Bylaw 1349/21, also referred to as the Town of Nanton Tree Management Bylaw in the context of sewer line repairs and discuss in a future Committee of the Whole Meeting. CARRIED

8. ADJOURNMENT:

RESOLUTION # 119 - 24/04/15 - Todd

IT WAS MOVED to adjourn the Regular Meeting of Council at 10:15 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 6th day of May, 2024.





MINUTES

Tuesday April 16, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

SPECIAL MEETING

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

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager (electronic attendance)
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning & Development Officer
Brian Conger	ISL Engineering

GALLERY: 4 people present

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 120 – 24/04/16 – SM - Czop

The Special Meeting of Council agenda for April 16, 2024 was accepted as presented. CARRIED

2. PUBLIC HEARING:

2.1 Public Hearing re: Bylaw # 1389/24

RESOLUTION # 121 – 24/04/16 – SM - Dozeman

Moved to recess the Special Meeting of Council at 7:00 p.m. in order to hold a Public Hearing in regards to Town of Nanton Bylaw # 1389/2. CARRIED

The advertisement for the Public Hearing in regards to Town of Nanton **Bylaw # 1389/24** was conducted in accordance with the Municipal Government Act, and will be conducted in accordance with the Council and Committee Procedural Bylaw #1354/21.

2.2 Presentation by Brian Conger, ISL Engineering and Land Services 7:05-7:20 - E

Brain Conger presented the background on the Land Use Bylaw, the process and changes that were made and the timeline of the project. The last update of the Land Use Bylaw was 2013.

2.3 CHAIR WILL READ SUMMARY OF WRITTEN SUBMISSIONS RECEIVED TO DATE:

There were no written submissions by the April 8,2024 12:00 p.m. deadline.

2.4 CALL FOR PRESENTATIONS:

2.4.1 Are there any Registered Presentations:

There were no presentations received by the April 16, 2024 12:00 p.m. deadline.

2.4.2 Are there any Non-Registered Presentations and Present in person:

No one present in the gallery made a presentation.

2.4.3 Are there any Non-Registered Presentations and Present by electronic means:

There was no one present by electronic means or in the accessible area available in the Curling Lounge.

There was no other person(s), group(s) or authorized representative(s) who wished to be heard by Council.

2.5 Close Public Hearing

RESOLUTION # 122 – 24/04/16 – SM - Miller

Moved to **CLOSE** the Public Hearing in regard to Town of Nanton Bylaw # 1389/24 and reconvene the Regular Meeting of Council at 7:15 p.m. CARRIED

3. PRESENTATIONS BY DEPARTMENTS:

3.1 Request for Decision Land Use Bylaw No. 1389/24 - 2nd and 3rd reading consideration – E

RESOLUTION # 123 – 24/04/16 – SM - Dozeman

Moved to read Town of Nanton Bylaw #1389/24 for a second time. CARRIED

RESOLUTION # 124 – 24/04/16 – SM - Mitchell

Moved to read Town of Nanton Bylaw # 1389/24 for a third and final time. CARRIED

3.2 Request for Decision Fees and Rate Bylaw Amendment No. 1393/24 – E

RESOLUTION # 125 – 24/04/16 – SM - Todd

Moved to read Town of Nanton Bylaw # 1393/24, a Bylaw to amend the Fees and Rates Bylaw 1381/23 for a first time. CARRIED

RESOLUTION # 126 – 24/04/16 – SM - Czop

Moved to read Town of Nanton Bylaw # 1393/24 for a second time. CARRIED

RESOLUTION # 127 – 24/04/16 – SM - Sorenson

Unanimous consent to read Town of Nanton Bylaw # 1393/24 for a third time was granted by all Council present. CARRIED

RESOLUTION # 128 – 24/04/16 – SM - Mitchell

Moved to read Town of Nanton Bylaw # 1393/24 for a third and final time. CARRIED



3.3 Request for Decision Direct Control Bylaw #1392/24 – 1st Reading – E

RESOLUTION # 129 – 24/04/16 – SM - Miller

Moved to read Town of Nanton Bylaw # 1392/24, a Bylaw to amend the Land Use Bylaw 1389/24 to introduce a direct control land use district and regulations for the area used by the Canadian Grain Elevator Discovery Center for a first time. CARRIED

4. MAYOR AND COUNCILLOR INQUIRIES: None

5. NEXT SPECIAL MEETING:

Special Meeting Monday April 29, 2024

6. ADJOURNMENT:

RESOLUTION # 130 – 24/04/16 – CW - Dozeman

IT WAS MOVED to adjourn the Special Meeting at 7:20 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 6th day of May, 2024.





MINUTES

Monday, April 29, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

COUNCIL SPECIAL MEETING

COUNCIL PRESENT: Deputy Mayor Dave Mitchell and Councillors Victor Czop, John Dozeman, Roger Miller, Ken Sorenson and Kevin Todd

ABSENT: Mayor Jennifer Handley

OTHERS PRESENT:

Clayton Gillespie	Corporate Services Manager
Neil Smith	Chief Administrative Officer (electronic attendance)
Sara-Lynn Lyons	Legislative Services & Communications
Mina Church	BDO Canada LLP
Dagan Ngo	BDP Canada LLP

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 131 – 24/0/29 – SM - Dozeman

The Special Meeting of Council agenda for April 29, 2024 was accepted as presented. CARRIED

2. DELEGATIONS:

2.1 BDO Canada LLP presentation to Council of the 2023 Financial Statements

Mina Church and Dagan Ngo presented the 2023 financials statements to Council. Council thanked BDP Canada LLP for their presentation.

3. CLOSED SESSION - PRESENTATIONS BY DEPARTMENTS:

RESOLUTION # 132 – 24/0/29 – SM - Czop

IT WAS MOVED to recess the Special Meeting of Council Meeting at 7:23 p.m. in order to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

3.1 Corporate Services, Clayton Gillespie – BDO Canada LLP Management Letter FOIP Section 23
Local public body confidences

CARRIED

RESOLUTION # 133 – 24/0/29 – SM - Dozeman

IT WAS MOVED to reconvene the Special Meeting of Council Meeting at 7:39 p.m. CARRIED

RESOLUTION # 134 – 24/0/29 – SM - Todd

Moved that all written reports, as recorded on the agenda for April 29, 2024 be received for information and filing. CARRIED

4. PRESENTATION BY DEPARTMENT

4.1 Planning and Development, Georgina Sharpe – Request for Decision Bylaw No. 1392/27

RESOLUTION # 135 – 24/0/29 – SM - Miller

Moved to hold a Public Hearing in regards to Town of Nanton Land Use Bylaw #1389/24 at the Regular Council Meeting, on Tuesday May 21, 2024 at 7:00 pm at the following location: Council Chambers. CARRIED

5. MAYOR AND COUNCILLOR INQUIRIES:

6. ADJOURNMENT:

RESOLUTION # 136 – 24/0/29 – SM - Dozeman

IT WAS MOVED to adjourn the Special Meeting of Council Meeting at 7:43 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 6th day of May, 2024.





POLICY

Policy No. 12 – 130 – 19/04/01
Department: Administration

MUNICIPAL FLAG PROTOCOLS

POLICY STATEMENT:

The National Flag of Canada, the flag of the Province of Alberta and the Town of Nanton municipal flag are symbols of honour and pride for all Canadians and should be treated with respect and dignity. This policy sets the standards for the Town of Nanton (the Town) to ensure that flags are displayed with respect and follow customs and etiquette as recommended by the federal government.

The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens, and so must be implemented only in circumstances that have exceptional importance to the country and this community.

The Town of Nanton will lower flags to half-mast to commemorate solemn occasions. The lowering of flags to half-mast will be at the direction of the Chief Administrative Officer, or when directed, by resolution of the Council of the Town of Nanton

PURPOSE:

This policy is to establish when flags at Town of Nanton municipally owned and operated properties and facilities are to be flown at half-mast, and to ensure the use of Nanton's flag poles is exercised in a consistent and appropriate manner.

POLICY:

1. Protocol Precedence

Flags will be raised, lowered, flown, maintained and disposed of by the Town of Nanton in accordance with the Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for Flying the Flag. These Guidelines will take precedence over the provisions of this policy.

2. Displaying Flags

- 2.1 If multiple flags are flown together in a set, all the flags must be flown at the same height (i.e. full-mast or half-mast).
- 2.2 Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset, daily).



3. Hierarchy of Flags

- 3.1 Should a Town owned and operated facility only have provisions to display a single flag, it may be the municipally approved flag, notwithstanding the following provisions of the Guideline which officially provide that:
- (a) Where one flag is flown, the National Flag of Canada will be flown.
 - (b) Where two flags are flown, the National Flag of Canada and the Provincial Flag of Alberta will be flown.
 - (c) Where three flags are flown, the National Flag of Canada, the Provincial Flag of Alberta and the Flag of the Town of Nanton will be flown.
- 3.4 Notwithstanding the previous provisions, the Guidelines and/or a resolution of the Council of the Town of Nanton may direct that another flag takes precedence (for example, the flag of the Sovereign).
- 3.5 Flags will only be flown at facilities where provisions have been made to do so.
- 3.6 Only one flag may be flown on each flag pole. Two or more flags may not be flown in a stacked position (one on top of the other).

4. Courtesy Flags

Courtesy Flags, which represent any other organizations (other than the National, Provincial, Municipal or affiliated flag, i.e. Fire Dept.) will not be accommodated for display at Town-owned and operated facility flag poles. Town-owned properties which are leased to organizations may install and display courtesy flags which have a direct relationship or benefit to the Town.

5. Half-Masting

- 5.1 **Half-Mast (also half-staff)** means to the position of a flag on its pole, generally half way down from the top of the pole, and, in the case where flags are flown in a set, all at the same half-mast height.
- 5.2 The Town of Nanton will lower flags as directed by the Prime Minister's Office and Canada Heritage (in relation to the Canadian Flag) and the Alberta Premier's Office and Alberta Protocol (in relation to the Canadian Flag and the Alberta Provincial Flag). Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates.
- 5.3 All flags will be flown at half-mast at the Town's municipal properties for the following specific occasions;
- from the time of notification of death until at least sunset of the day of the funeral or memorial service for:
- The Sovereign;
 - A member of the immediate Royal Family;
 - A current or former Governor General of Canada;
 - A current or former Prime Minister of Canada;
 - A current or former Lieutenant Governor of Alberta;
 - A current or former Premier of Alberta;
 - The current or former Mayor of the Town of Nanton;



at the minimum, from sunrise to sunset on:

- November 11, Remembrance Day (the National flag is to be flown at half-mast from 11:00 a.m. to coincide with the start of the ceremony at the National War Memorial, until the end of the work day);
- April 28, Workers' Mourning Day, the Day of Mourning for Persons Killed or Injured in the Workplace;
- June 23, National Day of Remembrance for Victims of Terrorism;
- December 6, the National Day of Remembrance and Action on Violence against Women.
- Whenever the Prime Minister's Office or Canada Heritage have lowered the flags at all Federal properties and buildings, and direction has been forwarded to the Town;
- Whenever the Alberta Premier's Office or Alberta Protocol have lowered the flags at all Provincial properties and buildings, and direction has been forwarded to the Town.

5.4 The Town flags at the Nanton Fire Hall may also be flown at half-mast in recognition of the death of active or retired town fire fighters; in recognition of line-of-duty deaths of fire fighters in other municipalities; and in special circumstances outside of Alberta at the discretion of the Fire Chief. The half-masting of such flags shall be performed by the fire hall volunteers.

5.5 Council may, at its discretion, pass a resolution directing that the Town of Nanton lower the municipal flag to half-mast at any or all Town properties and facilities, for such time and under such circumstances as Council so directs.

5.6 Flags may be flown at half-mast in respect of an individual not specifically identified in this section, at the discretion of the Mayor, in consultation with the CAO.

6. Lowering Flags at Approved Memorial Locations

6.1 Despite being part of a set of flags, a memorial flag flown at approved memorial locations on Town properties may be lowered on its own in accordance with the customs of the group or person the memorial is erected to honour.

6.2 Approval for any memorial location on Town properties, other than the current Cenotaph in Centennial Park or the Nanton Cemetery is to be designated by resolution of Council.

7. Process for Half-Masting

7.1 The CAO will be responsible for notifying the Operations Manager for the half-masting of flags, with respect to the location, the reason, and the duration that the flag will be flown at half-mast.

7.2 When a flag is flown at half-mast, all other flags in the flag set must also be flown at half-mast and at no time should the Canadian flag be flown lower than any other flag.

7.3 The length of time that a flag will be flown at half-mast will be from the date of the death, or day of notification of death, and up to and including the day of the memorial service, unless otherwise outlined in this procedure. In the event that the purpose of discretionary half-masting is conducted for a number of people, the flag will be lowered at least one day per person to memorialize the losses.



7.6 Public notice of the reason for the half-masting will be posted on the Town's website and social media.

8. Responsibilities

8.1 The Chief Administrative Officer shall be responsible for the authorization and coordination of the display of flags at the Town's municipal properties and facilities in accordance with the appropriate policy, procedure and Council direction.

8.2 The Operations Manager will maintain an inventory of all flags flown at Town municipal properties.

8.3 The Operations Manager will conduct an inspection of the Town of Nanton municipally owned and operated facilities to ensure all flags are in suitable condition for use. Flags in unsuitable condition will be replaced and disposed of in accordance with the Rules for the National Flag of Canada.

8.4 The Operations Manager may delegate the lowering and raising of the flags at Town facilities, in accordance with the CAO's notification.

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date





REQUEST FOR DECISION

Meeting: **May 6, 2024**

Agenda Item: 5.2

Bylaw 1377-23 to close a portion of Lane in Block 28 Plan 3163L

ADMINISTRATIVE RECOMMENDATIONS:

- 1) THAT Council read the Town of Nanton Bylaw #1377-23, a bylaw to close to public travel for the purpose of disposing of the following described roadway, subject to rights of access granted by other legislation;

PLAN 1363L

BLOCK 28

ALL THAT PORTION OF THE LANE WHICH LIES BETWEEN THE SOUTHERLY LIMIT OF LOTS 11 AND 12, AND THE NORTHERLY LIMIT OF LOTS 23 AND 24

, for the second time.

- 2) THAT Council read the Town of Nanton Bylaw #1377-23, for the third time.

PURPOSE:

For Council to proceed with the closure of a portion of lane between Lots 11, 12 and Lots 23, 24 Block 38 Plan 3163L as a part of the overall development proposal request from the property owner for a towing business on Lots 11, 12 and Lots 23, 24 Block 38 Plan 3163L (1916 and 1918 21 Street).

BACKGROUND/IMPLICATIONS:

RESOLUTION # 230 - 23/09/05 - Mitchell

Moved to read Town of Nanton Bylaw #1377/23, a bylaw to close to public travel for the purpose of disposing of the following described roadway, subject to rights of access granted by other legislation;
PLAN 3163L

BLOCK 28

ALL THAT PORTION OF THE LANE WHICH LIES BETWEEN THE SOUTHERLY LIMIT OF LOTS 11 AND 12, AND THE NORTHERLY LIMIT OF LOTS 23 AND 24, for the first time.

RESOLUTION # 231 - 23/09/05 – Dozeman

Moved that a Public Hearing regarding Town of Nanton Road Closure Bylaw #1377/23, be held on Monday, October 2, 2023 at 7:00 p.m. within the Regular Meeting of Council. CARRIED

The Public Hearing was held on the date above with no parties opposed.

Note that Councillor Czop excused himself from the meeting, vote and hearing on the above items.

Road Closure Bylaw Procedures

1. The municipality will need to prepare a road closure bylaw with a correct and acceptable legal description of the area of roadway or lane to be closed attached as Schedule A. – *completed for September 5 Council Meeting*
2. The bylaw receives first reading and a date for a public hearing is determined and is advertised in accordance with the MGA and the Town of Nanton Advertising Bylaw. The bylaw and advertising must state the ultimate purpose of the closure (i.e. to public travel only, for lease or consolidation with an adjacent title, etc.). The public should be made aware of the nature of the closure and its long-term consequences. The advertising should state the time and place of the public hearing. *(In addition to the advertisement, adjacent land owners may be mailed a direct notice if a closure is deemed to have significant impact on them, however this is more of a courtesy and is not a requirement if the closure is advertised.)*
3. The municipality must also send letters to the required utility companies to inform them of the proposed closure and ascertain if they have any concerns.
4. If objections are raised at the public hearing, Council should determine if the objections raised are valid and whether they wish to continue in spite of the objections. The objections must be noted when the bylaw is sent to the Alberta Transportation.
5. Following the public hearing, the municipality sends the bylaw and any comments received from landowners or utility companies to Alberta Transportation for the Minister's signature.

We are here>>

6. Following receipt of the signed bylaw from Alberta Transportation, the Council can proceed with second and third reading.
7. After third reading, the bylaw can be forwarded to Land Titles Office in Calgary along with any easement requirements from the utility companies where a title in the name of the municipality will be issued for the closed portion of the roadway.
8. This title can then be disposed of or sold by the municipality. The lands will be consolidated with the surrounding parcels to create one large (26,000 ft²) industrial lot.

DECISION OPTIONS:

- #1 – Proceed with second and third and final reading.
- #2 – Do not proceed with Bylaw.

ALTERNATIVES:

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

Financial:

Attachments: Bylaw 1377-23

Applicable legislation: MGA ss. 22, 187, 216.4, 606

Prepared By: Georgina Sharpe, Planning and Development Officer

APPROVED BY:


NANTON
 EST 1903

DATE:



CHIEF ADMINISTRATIVE OFFICER

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



TRANSPORTATION AND ECONOMIC CORRIDORS
TECHNICAL STANDARDS BRANCH
2ND FLOOR, TWIN ATRIA BUILDING
4999-98 AVENUE
EDMONTON, ALBERTA, CANADA
T6B 2X3

TELEPHONE NO: 780-638-3505
Toll Free Connection Dial 310-0000

April 8, 2024

Town of Nanton
PO Box 609
Nanton, AB T0L 1R0

RECEIVED
APR 11 2024
TOWN OF NANTON

Attention: Georgina Sharpe

RE: ROAD CLOSURE – BYLAW 1377/23 (RPATH0038789)

Enclosed is the above noted bylaw which was approved by Alberta Transportation and Economic Corridors for closure and disposal on April 8, 2024.

Following the second and third readings by Council, the bylaw may be registered at Land Titles.

Please notify me when registration is complete.

Yours truly,

Grace.Saina

Digitally signed by Grace.Saina
Date: 2024.04.08 08:12:54 -06'00'

Road Closure Lead

cc: Leah Olsen
Development and Planning Technologist
Lethbridge, Alberta

Enclosures



BYLAW

Bylaw Number: 1377/23

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING A PORTION OF A PUBLIC ROADWAY

1. PURPOSE:

- 1.1. WHEREAS Section 22 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, provides that no road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw, and
- 1.2. WHEREAS application has been made to Council to have a portion of the laneway closed, and
- 1.3. WHEREAS Council deems it proper and expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof situated in the said municipality, and therefore disposing of the same; and
- 1.4. WHEREAS notice of intention of Council to pass a Bylaw has been given in accordance with Section 606 of the Municipal Government Act; and
- 1.5. NOW THEREFORE, the Council of the Municipality of the Town of Nanton in the Province of Alberta duly assembled enacts as follows:

2. ENACTMENT

- 2.1 Council does hereby close to public travel for the purpose of disposing of the following described roadway, subject to rights of access granted by other legislation;

PLAN 3163L

BLOCK 28

ALL THAT PORTION OF THE LANE WHICH LIES BETWEEN THE SOUTHERLY LIMIT OF LOTS 11
AND 12, AND THE NORTHERLY LIMIT OF LOTS 23 AND 24
EXCEPTING THEREOUT ALL MINES AND MINERALS

and as further outlined in Schedule 'A', which forms part of this bylaw.

3. EFFECTIVE DATE AND READINGS

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

3.2 Read a **first** time this 5th day of September 2023.

TOWN OF NANTON




CHIEF ELECTED OFFICIAL



CHIEF ADMINISTRATIVE OFFICER

APPROVED this 8 day of April, A.D. 202~~3~~⁴ *LM*



MINISTER OF TRANSPORTATION
and Economic Corridors ✓

3.3 Read a **second** time this ____ day of _____, 2023.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

3.4 Read a **third** time this ____ day of _____, 2023.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

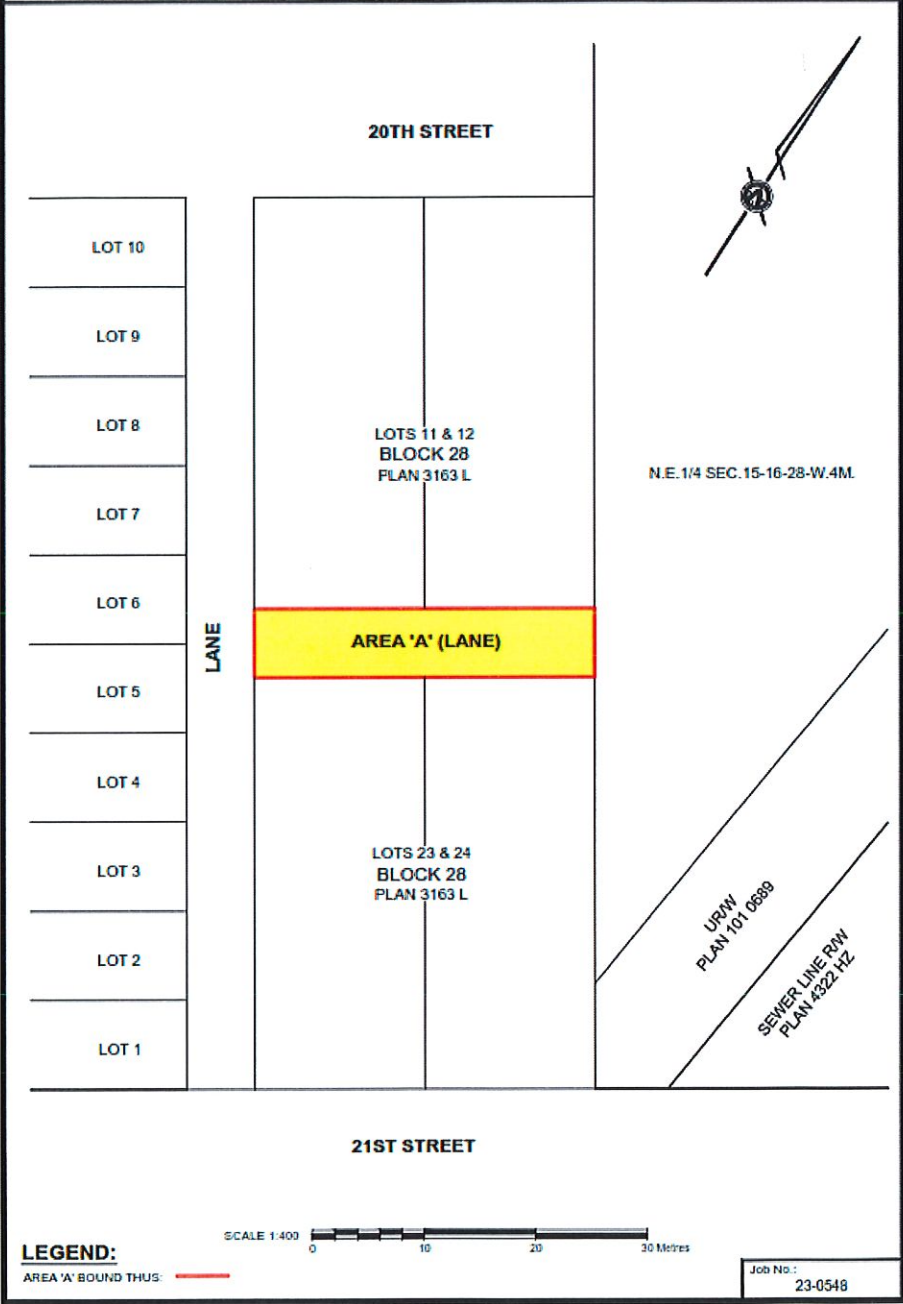
CHIEF ADMINISTRATIVE OFFICER



SCHEDULE A SKETCH PLAN

SHOWING AREA 'A'

ROAD CLOSURE BYLAW # 1377-23
ALL THAT PORTION OF THE LANE WHICH LIES BETWEEN THE
SOUTHERLY LIMIT OF LOTS 11 AND 12, AND THE NORTHERLY
LIMIT OF LOTS 23 AND 24, BLOCK 28, PLAN 3163L





RECEIVED
APR 21 2024
TOWN OF HIGH RIVER

April 17, 2024

Dear Mayor Handley & Council,

What a night we celebrated at the 35th Annual High River District Health Care Foundation Dinner & Auction MASH Bash 2.0 last October. It was a night of firsts and record-breaking goals. For the first time we raised over \$200,000 in one night, the live auction almost doubled the highest value it had previously reached and the raffles sales were through the roof! That is thanks to our incredible sponsors, donors and all those who enjoyed the evening.

I am inviting you to partner with us again and be a part of this long-standing tradition by renewing your sponsorship. Your participation in 2023 as a sponsor is greatly appreciated, I've attached an outline of the sponsorship benefits. Your commitment enables us to put patient's first by enhancing services and equipment to better care for our community. If you have any questions or to confirm your participation, please contact me directly at 403-652-0129, or email cathy.couey@ahs.ca prior to June 28.

As we begin planning for this upcoming event the bar has been set high due to the incredible success of the MASH Bash 2.0. As we move forward in planning the 36th annual Dinner & Auction we guarantee there will once again be amazing raffle and auction items, dancing, connecting with neighbors and friends, all in the spirit of supporting our local healthcare in High River and Nanton, we hope that you will be a part it.

Yours truly,

A handwritten signature in black ink that reads 'Cathy Couey'.

Cathy Couey
Fund Development and Communications Office

For your convenience your sponsorship can now be paid by EFT to rhonda.bew@ahs.ca



High River District Health Care Foundation

2024 Dinner & Auction Sponsorship Opportunities

In 2023 you partnered to be a Premier Sponsor and in 2022 a Champion, below outlines the benefits that are offered with those sponsorships. If you would like information on other levels of sponsorship, please contact me at cathy.couey@ahs.ca and I will be happy to forward them to you. To ensure that you receive full sponsorship benefits, please confirm your participation by June 28, 2024. For your convenience your sponsorship can now be paid by EFT to rhonda.bews@ahs.ca, when doing so please note what the transfer is for.

PREMIER SPONSOR \$5000 (4 sponsorships available)

8 Tickets (value \$760)

Prominent logo recognition on all pre and post event promotional materials Dinner and at the event

Sponsorship recognition in radio advertisement

Recognition on Facebook, Instagram & LinkedIn (3 exclusive posts per week)

Recognition on the online auction website

Logo recognition on signage at the High River Hospital for the year following the event

Access to our Social Media Partner Tool Kit

CHAMPION SPONSOR \$1000 (25 sponsorships available)

2 Tickets (value \$190)

Recognition on invitation, auction catalogue

Recognition on Facebook, Instagram & LinkedIn (1 per week leading up to event)

Name recognition at the event (signage, auction catalogue & power point)

Recognition post event in the newspaper & social media thank you

Name recognition on signage at the Hospital for one year following the event

ENTERTAINMENT SPONSOR \$3500 (1 sponsorship available)

LEAD SPONSOR \$2500 (12 sponsorships available)

BAR SERVICE SPONSOR \$1500 (1 sponsorship available)

CENTRE PIECE SPONSOR \$1500 (1 sponsorship available)

SIGNATURE TABLE SPONSOR \$1000 (25 sponsorships available)



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Water Licence Holder,

Alberta is currently experiencing drought conditions. This is especially true in the South Saskatchewan River Basin (SSRB) and, based on current forecasts, it is expected to continue throughout this year. These conditions mean there is potential for the drought to worsen, and we must be prepared.

Over the past two months, the largest water licence holders in the SSRB have worked to develop water sharing agreements to mitigate the risks posed by drought.

These discussions have been the largest and most comprehensive in Alberta’s history. Four memorandums of understanding (MOUs) have been drafted covering the: Bow River Basin, Red Deer River Basin, Oldman River Basin, and the Upper Tributaries of the Oldman River Basin.

The MOUs require all major water licence holders to reduce their water use. It is expected the MOUs will be completed by April 18, 2024. These MOUs will be released publicly shortly thereafter.

I am writing to ask that all remaining two thousand plus small licence holders implement the same water conservation measure as outlined in the MOUs.

You have been identified as a small licence holder falling into the following categories, with the following commitment expectations:

Sector	Expectation
All municipalities in the SSRB	Implement a 5-10% reduction in water use.
Private Irrigation (including those with irrigation type activities, like golf courses).	Implement the same restriction of water use as the current on-farm water limit set by your closest irrigation district.
Industrial and Commercial	Withdrawal of the minimum volume of water needed to maintain operations.
Feedlots and Stock	
Growers	
Oil and Gas	
All others	

The Drought Command Team will continue to provide regular updates on the drought conditions, including actions related to water reduction and conservation measures that may be required.

Please assist the Drought Command Team by updating your contact information by visiting: https://your.alberta.ca/drought/survey_tools/licence-holder-contact-information. You can also email: epa.drought-response@gov.ab.ca or call 403-381-5546.

For general enquiries, email epa.drought@gov.ab.ca or call EPA Outreach Services at 310-3773.

For the latest updates on drought in Alberta, please visit alberta.ca/drought.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is written in a cursive style with a large, looping initial "R".

Rebecca Schulz
Minister of Environment and Protected Areas

UNITED IRRIGATION DISTRICT

Box 1006
Glenwood, Alberta
T0K 2R0

Phone: (403) 626-3255
Fax: (403) 626-3967
E-mail: uid@xplornet.com

April 8, 2024

To Whom It May Concern,

RE: Request for the Letter of Support for the Belly River Reservoir Proposal

The United Irrigation District is proposing a Belly River Reservoir Project.

With global warming approaching, all of us need more and more water storage. We need to invest in these projects to meet the water supply challenges of today and the future, especially during drought like this year. Your municipalities and towns can benefit from the proposed water storage while also creating environmental benefits.

This proposed flood mitigation and storage reservoir will help with flood mitigation as well as with water storage, which can be used for irrigation and municipal projects. It would greatly reduce the chance of flooding in all areas along the Belly River.

The size of the proposed project will be around 55,000 acre-feet. The location we are considering is west of Hwy 800 and north of Hwy 5 close to the Mountain View area. We have done only a preliminary study of this area. I presented this proposal at the Reeves and Mayors meeting on April 5th, 2024 in Lethbridge.

I am writing you today to respectfully request a letter of support. If you can mention in the letter the necessity of water storage with climate change, benefits for other districts, etc. it would be great.

Should you have any questions or need more information do not hesitate to contact me at 403-626-3255 or via email.

Yours truly,
UNITED IRRIGATION DISTRICT



Fred W. Rice
District Manager

11 April 2024

Proposal for a New Municipal Transit Program

This proposal introduces the development and implementation of a new transit program for the Town of Nanton. The program aims to improve accessibility, affordability, and efficiency of public transportation for residents within Nanton and the surrounding area.

The implementation of a transit system would provide seniors, single vehicle families, and young adults seeking work with the ability to travel to neighbouring communities. Lower income and single vehicle families will be able to take advantage of programs and services that are not available in Nanton. With the rising cost of fuel and vehicle maintenance, a transit service will give residents more options for transportation between Nanton, High River and Okotoks. Nanton does have the Handy Bus, which is available to seniors and residents, but a transit system would have availability to a greater demographic as well as more affordable. The Handy Bus could still be available for residents if the bus could not meet scheduling.

There are federal grants available for funding through the Rural Transit Solutions (RTS) program. Rural Transit Solutions Program provides municipalities funding through the Planning and Development stream or the Capital Projects Stream. RTS seeks to help Canadians living in rural and remote areas get around their communities more easily for their day-to-day activities and connect with other communities nearby.

Planning and Development stream: *Eligible applicants can seek grants of up to **\$50,000** in support of communities' projects to plan and design new or expanded transit solutions for their communities.*

Capital Project Stream: *Eligible applicants can seek contributions of up to **\$3 million** to help cover the capital costs of a new or expanded transit solution (e.g., purchase of vehicles or digital platforms), and up to **\$5 million** to support zero-emission transit solutions (e.g., for the purchase of a zero-emission vehicles). (Rural Transit Solutions Website)*

As an example, Okotoks implemented a transit program in 2019. The program was funded by the Provincial Green TRIP program which covered 67% of the capital expenditures. In the first year Okotoks forecasted 18,000 passengers and by the end of the first year had 27,402 passengers (*David Gardner Town of Okotoks, RideCo.com*) Since its inception, the Okotoks Transit has exploded and now has 3x more demand than anticipated. They are unable to meet the current demand and will be purchasing 2 more buses. The system was designed for 24,000 trips and is now providing 80,000 trips. Okotoks was able to access \$400,000 for new buses through available grants. (*Western Wheel Feb 26, 2024*)

It is understandable that the population of Okotoks is considerably more than the Town of Nanton but this could be Nanton's opportunity to be the leader in establishing a rural transit system. The system could include surrounding towns such Caley and High River in order to beef up ridership. Perhaps even a partnership with the MD of Willowcreek.

A feasibility study could be funded through the Planning and Development Stream through the Rural Transit Solutions Program. Nanton could hold community engagement sessions through public in person meetings and online surveys to gauge ridership interest of the residents and even possibly include Caley, High River and the MD of Willowcreek.

In conclusion, the implementation of a rural transit system for Nanton could improve not only transportation accessibility but also accessibility to resources and employment options not currently available within the town. Perhaps a rural transit would be attractive to new residents interested in moving to town. People who will want to buy new houses in a new Westview development. Maybe some of those new residents will start new businesses in our great little town. More residents and/or businesses equates to more town revenue. Perhaps, one day Nanton will overtake High River in the list of Top Ten places to live in Canada.

Thank you for your time and consideration.

Tammy Demers



**INTERMUNICIPAL EMERGENCY SERVICES
FIRE CHIEFS COMMITTEE MEETING
MINUTES**

REGULAR MEETING

Monday, December 11, 2023

The regular meeting of the Fire Chiefs Committee was held at the Municipal District of Willow Creek Administration Building on Monday, December 11, 2023, commencing at 10:05 hrs.

IN ATTENDANCE

Kelly Starling, Emergency Services Coordinator, M.D. of Willow Creek
Evan Jersch, Deputy Fire Chief, Town of Nanton
Craig White, Fire Chief, Town of Claresholm
Dallas Woodman, Deputy Fire Chief, Town of Claresholm
Tim Martin, Fire Chief, Town of Stavely
Allen Zoeteman, Fire Chief, Town of Fort Macleod
Sean Kelly, Deputy Fire Chief, M.D. of Willow Creek
Duncan McLean, Deputy Fire Chief, M.D. of Willow Creek
Kathy Wiebe, Recording Secretary

REGRETS

John Dozeman, Fire Chief, Town of Nanton

CALL TO ORDER

The meeting was called to order at 10:05 hrs.

**ACCEPTANCE OF
AGENDA**

FCC-23/12

MOVED by Fire Chief Tim Martin that the agenda be adopted as presented.

CARRIED

**ADOPTION OF
MINUTES**

FCC-23/13

MOVED by Deputy Fire Chief Sean Kelly that the Minutes of the Regular Meeting of the Fire Chiefs Committee held on August 9, 2023, be adopted as presented.

CARRIED

OLD BUSINESS

Review of Action List

A review of the items noted on the Action List took place.

FCC-23/14

MOVED by Fire Chief Craig White that the review of the Action List be accepted as information.

CARRIED

WCES Rope Rescue Team Lead

Fire Chief Starling advised that Scott Isbister has been selected for the WCES Rope Rescue Team Lead position, and will be presented with his offer letter shortly.

NEW BUSINESS

Updated Information for Fire Driver for AHS Ambulance

Chief White advised that AHS will not guarantee that a firefighter will get back to station right away if they go with them as a fire driver or as a third in the back. The Chiefs noted there would be both FOIP and liability concerns for a member if they get stuck with a truck and have to go on other calls. The interim plan is to send a command truck to the hospital to pick up the firefighter. Chief Starling will contact John Hein for a further discussion on the matter and on how it can be prevented. The Chiefs will continue to monitor the situation with their members.

Transfer of Patients by Fire Departments

Discussion took place regarding the need to utilize Operating Guideline No. D.26.00 Transfer of Patients by Fire Departments:

- Fort Macleod Fire Department has not had to utilize the OG yet, and has not been experiencing issues with wait times.
- Nanton Fire Department has not had to utilize the OG yet, and has not had any problems with wait times.
- Claresholm Fire Department advised that wait times for the most part haven't been too bad, but there have been a few delays. They routinely have about a 20-minute wait time. Contact delays between the two dispatches have been noted. Chief Starling and Chief White will get a sampling of these delays and then contact both dispatches for a further discussion.
- Stavelly Fire Department has not had to utilize the OG, and wait times have been minimal for them.

- Granum Fire Department has not had to utilize the OG, and have had no issues with wait times.

Mutual Aid Response Roles

The current policy for mutual aid calls within the MD of Willow Creek is to use Willow Creek apparatus, with the associated expenses being covered by the MD. The Chiefs wish to continue with this policy.

INFORMATION

2023 Invoicing Due Mid January

2023 invoicing for the MD must be completed by mid January, which means information for calls must be entered within the first 7 – 10 days of the new year.

Reminder to continue obtaining as much information as you can on scene so reports can be completed on time. For MVCs please get driver's license information, insurance, registration and at least one picture of the entire scene. Try to have information entered for each call within two weeks from the date of the incident.

Year-to-Date Stats

The November 1, 2022 to October 31, 2023 stats for each firehall were provided for information. Copies will also be forwarded to the CAOs.

ROUNDTABLE DISCUSSION

Updates from each Fire Department were provided, and discussion took place. Items to note are:

- **Fort Macleod Fire Department** inquired about the status of grain rescue equipment. It was noted that the grant funding by the company was pulled. Deputy Chief Kelly will obtain some rough numbers for the Capital Budget.
- **Pagers – extras and status of repairs.** Chief Starling advised that the purchase of two new radios and two new pagers has been added to the Capital Budget for each year going forward. It is taking up to six months for the repairs to be completed on pagers. Deputy Chief Kelly advised that Willie Williams will be coming to do some reprogramming of the pagers and to add two

new channels into the radios. The MD does have some extra pagers on hand.

- **Nanton Fire Department** inquired about spare batteries for pagers, and Deputy Chief Kelly advised that he does have some. Batteries will also be added as an item in the budget for each year.
- **Claresholm Fire Department** inquired about maintenance inspections for the Lifepaks. Deputy Chief Kelly is trying to find a company that can provide that service.
- Training schedule? Deputy Chief Kelly confirmed that it should be out by end of the month.
- PPE and gear ordering. Discussion took place regarding the spec for bunker gear and the rising costs of same over the last few years. Chief Starling advised that a committee can be formed to review the spec and obtain quotes from various manufacturers. This will show due diligence and provide us with comparables.
- Recruitment ideas? The time commitment for training may be a concern for potentially interested members of the public. Discussion took place. Add recruitment concerns to the Action List as an item for discussion at an Emergency Services Committee meeting.
- Claresholm Fire Department is emphasizing deconning and bagging due to a recent sickness within their hall. Chief White will share his SOG with the other departments for consideration. Chief Starling advised that it can be added in to the Willow Creek OGs as well.
- **Stavely Fire Department** has no additional items to bring forward.
- **Granum Fire Department** has no additional items to bring forward.
- Deputy Chief Kelly advised that all of the end of year orders have been placed, and he is hoping that the items show up within the next two weeks.

- An EV course instructed by Kevin Patterson has been scheduled for February 17, 2024, and there are 25 spots available. It is a familiarization course with some suppression techniques.
- The last of the wildland gear is now filtering in. The Chiefs are to let Deputy Chief Kelly know who is still needing gear.
- Fire Chief Starling inquired how the Chiefs are liking the access to budgets on FirePro. It working well for the Chiefs, and they also liking the monthly updates on the 1001 Level 2 training.

ADJOURNMENT

The meeting was adjourned at 11:53 hrs.

These Minutes approved this 18th day of April, 2024.



Kelly Starling, Emergency Services Coordinator



Kathy Wiebe, Recording Clerk