



# AGENDA

Monday May 27, 2024, 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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## COMMITTEE OF THE WHOLE OF COUNCIL MEETING

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

- 1.1 Call to order
- 1.2 Adoption of Agenda

### 2. DELEGATIONS: None

### 3. PRESENTATIONS BY DEPARTMENTS:

- 3.1 Utilities Bylaw Amendment - Sewer Line Repairs - E
- 3.2 Emergency Management Update -- E

#### **Closed items:**

- 3.3 Land Use Development FOIP Section 24 Advice from Officials - E
- 3.4 Fire Department FOIP Section 24 Advice from Officials

### 4. MAYOR AND COUNCILLOR INQUIRIES: None

### 5. NEXT COMMITTEE OF THE WHOLE MEETING:

- 5.1 Next Meeting June 24, 2024

### 6. ADJOURNMENT:



# REQUEST FOR DECISION

Meeting: May 21<sup>st</sup> 2024

Agenda Item: 3.1

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## Utilities Bylaw Amendment (Sewer)

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### PURPOSE:

#### **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**

### BACKGROUND / IMPLICATIONS:

While Council's recommendation concerns the Public Tree Bylaw, it is in fact the Utilities Bylaw which should be focus of prospective amendment:

Existing (in yellow highlight) and proposed replacement language (Bylaw 1283):

9.1 The property owner is responsible for the wastewater services line from the premises to the wastewater service connection at the collection main.

The property owner is responsible for maintaining a clear sewer connection from the property line to the town's sewer main.

9.2 It is the property owner's responsibility to contact a licensed plumber should any plumbing services be required. The property owner shall notify the Town of any issues so that the Department can check its portion of the main for flows.

Should the property owner require a service repair to clear the service line to the main to ensure adequate flow, the owner is responsible to pay for all licensed plumber costs to ensure adequate flows are maintained between the owner's property and the main, unless any blockage or obstruction is caused by or results from corrosion, deterioration, or frost damage to the service line between the property line and the Town's sewer main.

9.3 Should any owner claim that any wastewater service line between the wastewater main and the property line is plugged because it is not installed according to good practice - proof (physical or video evidence) must come from the property owner, at the property owner's expense, before consideration by the Town.

In the event that evidence satisfactory to the Chief Administrative Officer or designate is provided of a wastewater service line becoming plugged through poor installation or deterioration issues between the property line and the main, the Town will determine a discretionary portion of costs to repair the service line from the property line to the Town's sewer main.

9.3.1 The Director of Operations is authorized to open the wastewater service line by any method he considers necessary. Should the wastewater service line between the wastewater main and the property line be found properly laid according to good work practices, all costs are to be the responsibility of the property owner.

The Town or its approved agents are authorized to open a wastewater service line by any method considered necessary for inspection and repair. If there is no satisfactory evidence of the wastewater line between the wastewater main and the property line being corroded, deteriorated, damaged or improperly installed, all associated costs are the responsibility of the property owner.

9.3.2 Should the wastewater service line between the wastewater main and the property line be found not properly laid according to good work practices, the Town will then repair the wastewater service line at no cost to the owner.

The Town or its approved agents shall remove any public tree and associated root systems that are found, upon inspection, to be responsible for the deterioration of a wastewater service line between the wastewater main and the property line. Property owners may apply to the Chief Administrative Officer or designate for the pro-active removal of a public tree in the context of inadequate wastewater flow, pursuant to the provisions of the *Public Tree Bylaw*, as amended.

While these proposed changes will likely increase the municipality's costs in the area of sewer line maintenance incrementally, the resolution of some long-standing sewer back-up problems is arguably good for the utility overall, particularly in older areas of Town where 'daylighting' problem locations near the main can be beneficial. Infiltration into a service line will result in more water into the main, for example, uncovering groundwater issues or illegal stormwater tie-ins. There must be, however, clear evidence and satisfactory estimates of where and how the sections of wastewater service line are failing and causing problems before the Town steps in with commitments of financial or other assistance. The municipality should never be held on the hook for inadequate wastewater service line monitoring and maintenance by property owners and the evidence bar for removing public trees should be quite high before any action is taken by the Operations Department or contractors.

**ADMINISTRATIVE RECOMMENDATION:**

That a bylaw amending section 9 of the Utilities Bylaw be brought forward along the lines proposed by Administration.

**DECISION OPTIONS:**

- #1 – Proceed
- #2 – Proceed with some changes
- #3 – Do not proceed

**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: Neil Smith**

**Date: May 16, 2024**

**APPROVED BY: Neil Smith, Chief Administrative Officer: n/a**



NANTON STRATEGIC PLAN ALIGNMENT			
<input checked="" 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 type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			





# MONTHLY REPORT

Meeting: May 21st and 27th 2024  
Agenda Item: 3.2

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## EMERGENCY MANGEMENT Department

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Report Period: (April 2024)

### EMERGENCY MANAGEMENT:

#### ACTIVITIES:

##### TRAINING

Individual section chief courses as well as an information officer course were offered by AEMA in Claresholm in April. Majority of the section chiefs were able to attend each course as well as myself to each. There are still a few staff left to take Basic Emergency Management and ICS 100, but these courses can be completed online. I attended an agency meeting at the MD of Willow Creek on April 30 and was able to observe and participate in a tabletop exercise with their staff and outside agencies. I attended a DEM workshop in Coaldale which had guest speakers from Disaster recovery, emergency preparedness and alberta wildfire.

I am looking to attend with Lori and Lynne from FCSS Emergency social services online training.

##### TABLETOP EXERCISE:

Will holding another tabletop in September or October.

##### AGENCY MEETING:

Held an agency on March 17 which included FCSS, chamber of commerce, RCMP, Silver Willow lodge, senior management, Mayor Jennifer Handley and AEMA field officers. The agency meeting covered updates to the emergency management plan and programs, training and what is required of the agency. I will be holding another agency meeting in the fall to review the plan. Each agency partner was given a portion of the plan to review.

##### VERBAL UPDATE:

The Emergency management plan is complete. I am working on the Emergency social services plan next with help from FCSS and concentrating on updating the outdated ERP. I am still in need of the emergency plans for the schools, silver willow lodge and boys and girls clubs.

I have attended 2 monthly regional meeting with the DEM's and DDEM's from the MD of Foothills, Town of High River, Diamond Valley and Kelly from the MD of Willow Creek. A regional incident management team has been discussed and block training has been offered. The purpose of the regional team is helping the areas within the vicinity in their and our ICP if an emergency or disaster were to occur. This team has also received a grant to hold a regional exercise and they would like for the Town to participate. The Town will be hosting the next meeting on May 29.

## **EMERGENCY PREPAREDNESS WEEK: May 5-11, 2024**

Sara-Lynn will be posting on social media daily.

Emergency preparedness information session will be held at FCSS on May 9 @ 11am-3pm

I have created a 72-hour kit which will be on display at the information session

A package for residents to take home outlining how to create an emergency plan, home inventory list and door stickers in the event of an emergency.

### **TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

- **Operations Section Chief Workshop – March 27**
- **DEM Workshop – April 11**
- **Planning Section Chief Workshop – April 17**
- **Logistics Section Chief Workshop – April 23**
- **Finance Section Chief Workshop – April 23**
- **Information Officer Workshop – April 25**
- **MD of Willow Creek Agency Meeting – April 30**

### **UPCOMING EVENTS / ADDITIONAL INFORMATION:**

- **Foothills regional DEM meeting – May 29**
- **Emergency Advisory Committee Meeting – May 6**





## Minutes

Town of Nanton

May 6, 2024 at 2:00 p.m.

THRC Council Chambers

1907-21 Avenue

## Emergency Management Committee

MEMBERS PRESENT: CAO – Neil Smith, Councillor John Dozeman, Councillor Victor Czap and Mayor Jennifer Handley

OTHERS PRESENT: Shellah Petersen - Director of Emergency Management

NOT AVAILABLE:

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

1.1 The meeting was called to order by Councilor Dozeman at 14:06 p.m.

1.2 Adoption of agenda moved as accepted by Mayor Jennifer Handley.

### **2. PRESENTATIONS:**

None

### **3. REPORTS:**

#### **3.1 Verbal by Director of Emergency Management**

The Emergency management plan is complete. The next step will be to review the plan today. I am working on the Emergency social services plan next with help from FCSS and concentrating on updating the outdated ERP. I am still in need of the emergency plans for the schools, silver willow lodge and boys and girls clubs.

I have attended 2 monthly regional meeting with the DEM's and DDEM's from the MD of Foothills, Town of High River, Diamond Valley and Kelly from the MD of Willow Creek. A regional incident management team has been discussed and block training has been offered. The purpose of the regional team is to help the areas within the vicinity in their ICP if an emergency or disaster were to occur. This group has also received a grant to hold an exercise like ours in 2022 and they would like for the Town to participate in a regional exercise. The Town will be hosting the next meeting on May 29.

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

Previous Meeting November 23, 2023. Moved by Councillor Czap moved to adopt the minutes as read.

An emergency management update recommended to be added to the council agenda for information.

4.1 No business arising from previous minutes.

## **5. NEW AND UNFINISHED BUSINESS:**

### **5.1 Training**

Individual section chief courses as well as an information officer were offered by AEMA in Claresholm in May. Majority of the section chiefs were able to attend each course as well as myself to each. There are still a few staff left to take Basic Emergency Management and ICS 100, but these courses can be completed online. I attended an agency meeting at the MD of Willow Creek on April 30 and was able to observe and participate in a tabletop exercise with their staff and outside agencies.

I attended a DEM workshop in Coaldale which had guest speakers from Disaster recovery, emergency preparedness and Alberta wildfire.

### **5.2 Emergency Preparedness Week (May 5-11, 2024)**

Sara-Lynn will be posting on social media daily throughout the week. Hosting an emergency preparedness drop-in information session May 9 @ 11-3 with FCSS. I have created a 72-hour kit which will be on display at the information session and a package for residents to take home outlining how to create an emergency plan, home inventory list and door stickers in the event of an emergency.

Suggested by Mayor Handley that I contact David Gale or Amanda Bustard as they have a welcome package for new residents, and this could be added to it.

### **5.3 Emergency Management Plan Review**

It was discussed that as per the bylaw council will need to approve the emergency management plan. An overview will be created of the plan with highlighted areas for council and presented at the committee of the whole meeting in June.

### **5.4 Voyent Alert**

Discussed the purpose of Voyent alert in relation to emergency management, utilities and public works and need to purchase this product as a posed to the civic web that has been used in the past. At present we are using civic web as an alerting system to residents. The current website will be phased out soon and sequentially the alerting system as well. Unfortunately, we have not had success in residents signing up for the old system but could try different tactics with the new system.

Recommended to make an RFD for council including latest quote from Voyent alert. DEM will also research what types of alerting systems other towns and counties are utilizing.

### **5.5 Emergency Backup Generator**

Discussed the need for a backup generator at the THRC and Community center in the case of an emergency or disaster. The council chambers/warm room will be used as the ICP and the arena as a reception center depending on the time of year and the community center will be used for a reception center.

Recommended to make a RFD for council with a quote to retrofit the THRC for back up power and possibly the community center in the future.

## **6. CORRESPONDANCE:**

### **Reviewed AEMA 2024 Audit**



**7. ATTACHMENTS:**

Voyent Alert

AEMA Review

**9. AJOURNMENT:**

Councillor Dozeman at 15:17 pm