



AGENDA

Monday March 4, 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:

2. PRESENTATIONS: None Scheduled

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 Regular Council Meeting Minutes February 20, 2024 – E

4.1.2 Committee of the Whole Meeting Minutes February 26, 2024 - E

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Interest Charges Bylaw 1384/24 - E

5. NEW & UNFINISHED BUSINESS:

5.1 Tribute Wall Policy - E

5.2 Freedom of Information and Protection of Privacy – Appointment of Coordinator – E

5.3 Request for Decision: Non-Residential Tax Incentive Bylaw – E

5.4 Information Brief: Revised Proposed Operational Budget – E

5.5 Land Use Bylaw Check-In - discussion

6. CORRESPONDENCE: None

7. CLOSED CONFIDENTIAL SESSION:

7.1 Advice from Officials – Offer to purchase land– FOIP Section 23(1) Local public body confidences

8. ADJOURNMENT:



STATUS REPORT

Meeting: March 4, 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 February 20, 2024				
	Reference Letter for T.Nairn re S/Sgt. position		IP	LS
45-24/02/20	Letter for AB Ministries re frustration with grant application timelines		IP	CAO
51-24/02/20	Bylaw 1385/24 Posted to wesbsite		IP	LS
52-24/02/20	LUB M-Tran districting for 1613-26 Ave		IP	DO/CAO
53-24/02/20	LUB Duplex/Semi from permitted in R-Gen to Discretionary		IP	DO/CAO
54-24/02/20	Update Bylaw 1263/15 Interest Charges		IP	LS

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	CAO/CS
338-23/12/11	Draft off-site bylaw for legal review and recommence stakeholder consultations.		IP	CAO/DO
23/12/11	Yard-Waste options	Into Brief 24/02/20	C	
9-24/01/08	Policy for Public Recognition		IP	LS
18-24/01/22	Provide \$24,000 to CGEDC fence and get MOU signed		C	CS/LS
19-24-24/01/22	Send signed library bylaw 1382/23 to library board and post to website		C	LS
25-24/01/22	CAO to prepare RFP for contracted street sweeping	3-23/09/21	IP	CAO/CS
34-24/02/05	Bylaw to amend Utilities bylaw 1367/22 Level 3 restrictions		C	LS
36-24/02/05	RFD – Community Centre Utilities		IP	CS
35-28-24/02/05	Payment of 2024 Community Support Grants		IP	CS

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		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
327-23/11/20	CAO to review By#1339 Non-Res Subclass prior 09/24	<i>Replacement bylaw required</i>	C	CS/CAO

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 unserviced 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>		



CHIEF ADMINISTRATIVE OFFICER



CAPITAL PLAN STATUS
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.*

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*

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.



Vehicles & Equipment	Lead: Public Works/ Rec/Bylaw	BUDGET	SOURCE
PW Box Sander & Backhoe attachment		\$30,000	Operating
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:

- MCAC Grant on Ice re-surfacer: \$47, 700 further savings from sale of existing equipment and potential sponsored vinyl wrap.

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 (<i>grant dependent</i>)	\$56,500
VIC Raingarden/secondary phase (<i>grant dependent</i>)	\$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 – costs to be finalised.





MINUTES

Tuesday February 20, 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
Lisa Lockton	Legislative Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Operations Manager
Cpl. Tom Nairn	Nanton RCMP
Amanda Bustard	Nanton Community Broadcasting Association
David Gale	Nanton Community Broadcasting Association
Christin Slevin	Nanton Community Broadcasting Association

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

Mayor Handley and Council congratulated Lisa Lockton on her retirement on March 1, 2024.

RESOLUTION # 44 – 24/02/20 - Todd

The Regular Council agenda for February 20, 2024, was accepted with the following changes:

- 7.3 Compliance Inspection of the Nanton Wastewater System FOIP Section 24(1) Advice from Officials.

CARRIED

2. PRESENTATIONS:

2.1 RCMP Presentation – Cpl. Tom Nairn, Detachment Commander 3th Quarter 2023 Report 7:09 – 7:22 p.m. – E

Documents presented by Cpl. Nairn will be filed for information. Cpl. Nairn will be provided with a letter of reference for the sergeant's position at the Nanton RCMP detachment. Cpl. Nairn left the meeting after his presentation.

2.2 EuroRadio Presentation – David Gale, Amanda Bustard and Christin Slevins 7:23 – 7:37 p.m.

Council thanked the Nanton Broadcasting Association for their presentation and congratulated them on their name change to now be known as the 'The Hub'. David Gale, Amanda Bustard and Christin Slevins left the meeting after their presentation.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

RESOLUTION # 45 – 24/02/20 - Miller

Moved to direct the Chief Administrative Officer to prepare correspondence for signature by the Mayor, for appropriate Alberta Government ministries, Livingstone-Macleod MLA Chelsae Petrovic and Foothills MP John Barlow regarding this Council's frustrations with the extended timelines between grant applications and award dates which often financially stall Nanton projects. CARRIED

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for January 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 – no report
- 3.3.5 Peace Officer - E

3.4 COUNCIL:

- 3.4.2 COUNCILLOR VICTOR CZOP
- 3.4.3 COUNCILLOR ROGER MILLER

RESOLUTION # 46 – 24/02/20 - Czop

Moved that all written reports, as recorded on the agenda for February 20, 2024, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 Regular Council Meeting Minutes – E

RESOLUTION # 47 – 24/02/20 - 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 February 5, 2024 were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 Water Fee increase for Level 3 – Critical Restrictions for water conservation - E

RESOLUTION # 48 – 24/02/20 - Mitchell

Moved to read Town of Nanton Bylaw #1385/24, a Bylaw to amend Fees and Rates Bylaw #1381/23 for Level 3 Water Restrictions water fees, for a first time. CARRIED

RESOLUTION # 49 – 24/02/20 - Sorenson

Moved to read Town of Nanton Bylaw #1385/24 for a second time. CARRIED

RESOLUTION # 50 – 24/02/20 - Miller

Unanimous consent to read Town of Nanton Bylaw #1385/24 for a third time was granted by Council present. CARRIED



RESOLUTION # 51 – 24/02/20 - Czop

Moved to read Town of Nanton Bylaw #1385/24 for a third and final time. CARRIED

5. NEW & UNFINISHED BUSINESS:

5.1 Draft Land Use Bylaw for information – E

RESOLUTION # 52 – 24/02/20 – Mitchell

Moved that Multi-Use Transitional (M-TRAN) districting for 1613 - 26th Avenue have a specific schedule within the proposed Land Use bylaw update, reflecting a narrower scope for permitted and discretionary uses closer to section 2.5.1 of the existing bylaw, aligning for new use terms and their definitions. CARRIED

RESOLUTION # 53 – 24/02/20 – Miller

Moved that the Residential General (R-Gen) land use district be adjusted by moving Dwelling (Duplex/Semi) to Discretionary Uses from Permitted within the draft Land Use Bylaw presented to Council for information at this meeting. CARRIED

5.2 Information Brief - Yard Waste– E

General consensus of Council from the discussion was to remain with the status quo for waste area to be open as scheduled by Public Works.

5.3 Information Brief - Interest Charges on General Accounts Payable to the Municipality – E

RESOLUTION # 54 – 24/02/20 - Todd

Moved to direct the Chief Administrative Officer to bring forward a Request for Decision at the March 4, 2024 Regular Meeting to update Bylaw #1263/15, Interest Charges on General Accounts Payable, to include authorization for the Chief Administrative Officer to approve leniency on interest amounts owed by local groups, as discussed within the Information Brief presented at this meeting. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

6.2.1 Municipal District of Willow Creek Support for Town of Nanton Regional Water Project - E

6.2.2 Alberta Transportation – Okotoks's Support for Regional Water Project - E

6.2.3 Wildfire Smoke and Your Health Workshop March 11, 2024 - E

6.2.4 Nanton Skating Club - E

6.2.5 Livingstone Range School Division – Nanton Engagement Session - E

6.2.6 Town of Nanton Letter to Minor Soccer - E

Georgina Sharpe left the meeting at 8:51 p.m.

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 55 – 24/02/20 - Mitchell

IT WAS MOVED to recess the Regular Meeting at 8:51 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 Canadian Union of Public Employees Local 37 Collective Agreement – FOIP Section 24(1) Advice from officials, Section 25(1) Disclosure harmful to economic and other interests of a public body
- 7.2 Insurance Statement of Claim – FOIP Section 27(1) Privileged information
- 7.3 Compliance Inspection of the Nanton Wastewater System FOIP Section 24(1) Advice from Officials. CARRIED

RESOLUTION # 56 – 24/02/20 - Todd

IT WAS MOVED to reconvene the Regular Meeting at 9:11 p.m. CARRIED

RESOLUTION # 57 – 24/02/20 - Mitchell

Approved ratification and signing of the Agreement between the Town of Nanton and the Canadian Union of Public Employees Local 37, effective January 1, 2024 to December 31, 2026, as filed. CARRIED

8. ADJOURNMENT:

RESOLUTION # 58 – 24/02/20 - Sorenson

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:12 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:ll:sl

These minutes accepted and signed this 4th day of March, 2024.





MINUTES

Monday, February 26, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

COUNCIL COMMITTEE OF THE WHOLE MEETING

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

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning & Development Officer

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 1 – CW – 24/02/26 - Todd

The Committee of the Whole of Council agenda for February 26, 2024 was accepted the following:

- Addition - 3.1 Committee of the Whole Discussion
- Renumbering - 3.2 Corporate Services Operating Budget, 3.3 Administration Property Tax Review, 3.4 Protective Services Photoradar and Closed 3.5 Town Office Consideration; and
- Agenda Order change - 4.1 before Closed Session

CARRIED

2. DELEGATIONS: None Scheduled

3. PRESENTATIONS BY DEPARTMENTS:

3.1 Addition: Committee of the Whole Discussion

Administration will trial providing more direction on Committee of the Whole Discussions that are information briefs to aid Council on possible future steps forward.

3.2 Renumbered: Corporate Services - 2024 Operational Budget

Administration will reduce the proposed increase by removing the additional hiring of a utility operator until such time as the dewatering project reduces sludge hauling costs in addition to reducing the amount put into reserves to come to an approximate 3-4% increase in the 2024 operating budget.

3.3 Renumbered: Administration - Property Tax Incentives Review

RECOMMENDATION # 1 - CW – 24/02/26 - Miller

That the Chief Administrative Officer proceed with drafting the following bylaws for Council's consideration:

- A new bylaw for Non-Residential property tax incentives for new industrial and commercial development and expansion.

- A Revised non-residential subclasses bylaw based on committee feedback. CARRIED
- 3.4 Renumbered: Protective Services - Speed Photoradar**

RECOMMENDATION # 2 - CW – 24/02/26 - Mitchell

That the Chief Administrative Officer contact Intermunicipal Collaboration Framework Committee partners to assess if there is interest in collectively lobbying for photoradar municipal speed enforcement in local Towns in our region that have Highway 2 running through their urban centers. CARRIED

4. MAYOR AND COUNCILLOR INQUIRIES:

4.1 Changed Order before added 3.5 - Land Use Bylaw – discussion

RESOLUTION # 2 – CW – 24/02/26 - Czop

Moved that all written reports, as recorded on the agenda for February 26, 2024, be received for information and filing. CARRIED

CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 3 – CW – 24/02/26 - Sorenson

IT WAS MOVED to recess the Committee of the Whole of Council Meeting at 9:11 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:

3.5 Addition: Town Office Consideration – FOIP Section 23(1) Local Public Body Confidences
CARRIED

RESOLUTION # 4 – CW – 24/02/26 – Miller

IT WAS MOVED to reconvene the Committee of the Whole of Council Meeting at 9: 45 p.m. CARRIED

5. NEXT COMMITTEE OF THE WHOLE MEETING:

5.1 Next Committee of the Whole Meeting is March 25, 2024

6. ADJOURNMENT:

RESOLUTION # 5 – CW – 24/02/26 - Dozeman

IT WAS MOVED to adjourn the Committee of the Whole of Council Meeting at 9:45 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 4th day of March, 2024.





REQUEST FOR DECISION

Meeting: March 4, 2024
Agenda Item: 4.2.1

Interest Charges on Accounts Payable

PURPOSE:

To bring forward a draft bylaw for Council's consideration per resolution 54-24/02/2 from the February 20, 2024. This being a bylaw to update bylaw #1263/15, Interest Charges on General Accounts Payable, to include authorization for the Chief Administrative Officer to approve leniency on interest amounts owed by local groups.

BACKGROUND / IMPLICATIONS:

In review of Bylaw No 1263/15 Interest Charges on General Accounts Payable to the Municipality inconsistency with the Policy 13-403-15/12/21 was noted for section 6.4: 'The CAO (or designate) may write off or reduce Finance charge up to \$ 500.00 per account.'

It is recommended that the following section be added to an update of the bylaw:

- 2.4 The Chief Administrative Officer of the Town of Nanton is hereby authorized by Council by this Bylaw to reduce or grant lenience for an interest amount owed on unpaid receivables accounts in the following circumstances:
 - 2.4.1 A local based non-profit group or organization may receive consideration upon request for reduction or lenience of the interest amount on a principle amount charged to the group or society in accordance with the current Town of Nanton Fees and Rates bylaw.
 - 2.4.2 The local non-profit group or organization requesting such reduction or lenience must make written application to the Chief Administrative Officer, detailing financial evidence to substantiate such need.

ADMINISTRATIVE RECOMMENDATION:

The action recommended by Administration at the February 20th Regular Meeting was approved by Resolution #54 – 24/02/05.

DECISION OPTIONS:

#1 – Proceed with first reading of the bylaw and advertise on the website for the public's information prior to further consideration of the bylaw.

PROPOSED RESOLUTION #

Moved to read Town of Nanton Bylaw #1384/24, a Bylaw to update Interest Charges on General for a first time.

#2 – Proceed with remaining readings of the bylaw at this meeting.

PROPOSED RESOLUTION #

Moved to read Town of Nanton Bylaw #1384/24 for a second time.

PROPOSED RESOLUTION #

Unanimous consent to read Town of Nanton Bylaw #1384/24 for a third time was granted by Council present.

PROPOSED RESOLUTION #

Moved to read Town of Nanton Bylaw #1384/24 for a third and final time.

ALTERNATIVES:

- REFER to (Administration or Committee) _____
- DEFER the matter to the Council meeting of (date) _____
- AMEND proposed rates
(not recommended as these rates were pre-approved by Resolution #54– 24/02/05)

Financial (GL# / Amount) : n/a

Communications/PR: Website, alerts, newsletter, other media

Applicable Legislation: rescind bylaw 1263/15

Attachments: draft bylaw 1384/24

Prepared By: Sara-Lynn Lyons

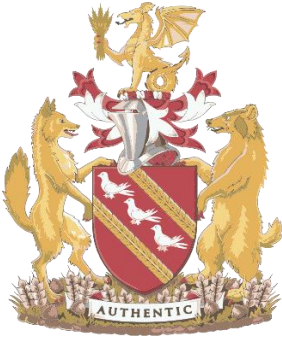

 Date Approved: February 24, 2024

CHIEF ADMINISTRATIVE OFFICER

APPROVED BY: Neil Smith, Chief Administrative Officer:

NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input checked="" 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:			





Town of Nanton

BYLAW NUMBER:1384/24

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA AUTHORIZING THE IMPOSITION OF INTEREST CHARGES ON GENERAL ACCOUNTS PAYABLE TO THE MUNICIPALITY.

1. PURPOSE:

- 1.1. WHEREAS, Section 7(f) of the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto provides that "A council may pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality, and
- 1.2. WHEREAS, Council deems it proper and expedient to set an interest charge on unpaid general receivable accounts,
- 1.3. 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. This Bylaw will be cited as the "Interest Rate Bylaw"
- 2.2. The interest rate on general receivable accounts, unpaid after thirty (30) days from the date of billing, will be two percent (2%) per month on the unpaid principle amount.
- 2.3. The interest rate will be applicable to all rates, fees and charges due as monies to the Town of Nanton for goods or services provided by or on behalf of the Town.
- 2.4. The Chief Administrative Officer of the Town of Nanton is hereby authorized by Council by this Bylaw to reduce or grant lenience for an interest amount owed on unpaid receivables accounts in the following circumstances:
 - 2.4.1 A local based non-profit groups or organization may receive consideration upon request for reduction or lenience of the interest amount on a principle amount charged to the group or society in accordance with the current Town of Nanton Fees and Rates bylaw.
 - 2.4.2 The local non-profit group or organization requesting such reduction or lenience must make written application to the Chief Administrative Officer, detailing financial evidence to substantiate such need.

5. EFFECTIVE DATE AND READINGS

- 5.1 Bylaw #1263/15 is hereby repealed.
- 5.2 This bylaw comes into effect upon the date of final reading and signing thereof.

5. EFFECTIVE DATE AND READINGS

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

5.2 Read a **first** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

5.3 Read a **second** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

5.4 Read a **third** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER





REQUEST FOR DECISION

Meeting: March 4, 2024

Agenda Item: 5.1

Tribute Wall Recognition Policy

PURPOSE:

To provide guidance for Council in the tangible recognition of individuals who have contributed to our community.

BACKGROUND / IMPLICATIONS:

At the September 5, 2023, Regular Meeting of Council, an Information Update was presented to Council in regards to the installation of Council's tribute (legacy) wall. A formal policy to outline a process for recognition was requested after Council subsequently announced its first inductees as follows:

RESOLUTION # 299 - 23/10/16 - Czop

The following community members shall be recognized as the 2024 inaugural additions to the Council Chambers recognition board of excellence in service to the community:

- Terry Wickett
- John Tenove
- Lisa Lockton

CARRIED

The policy draft presented is to be documentation to assist Council in its future considerations for inductees.



There are options for the plaques to honour the recipients which would be placed by this artwork – see the following suggestions:



Legislative Services has consulted with Mayor Handley to create appropriate messaging to the public for the Tribute Wall inductees. There are certainly many styles of awards that may be considered; however, it is recommended that a consistent format for the plaques be maintained. The statement itself outlining the reason for Council’s induction must be customized to suit the individual.

ADMINISTRATIVE RECOMMENDATION:

Recommend that the draft policy be adopted (possibly with amendments as required) to initialize the engravings for recognition as chosen by Council.

DECISION OPTIONS:

#1 – Approve the draft document as Council’s Tribute Wall Recognition Policy

#2 – Approve the draft document as Council’s Tribute Wall Recognition Policy, as amended with the following information: (list if any)

ALTERNATIVES:

- REFER to Committee of the Whole for further discussion

Financial (GL# / Amount) : cost of plaques (1st picture option) estimated by AJ Trophies @ \$100/each

Communications/PR: website publication of recipients with further details for the individuals

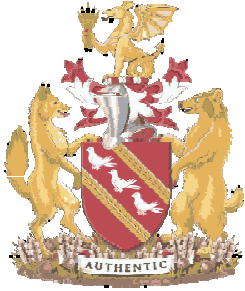
Attachments: Draft Tribute Wall Recognition Policy

Prepared By: Lisa Lockton, former Legislative Services Manager **Date:** February 29, 2024.

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 type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input checked="" type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION: none			





Town of Nanton

POLICY NO.
11 – XXX – 24/03/04

TRIBUTE WALL RECOGNITION POLICY

1. SCOPE:

This policy shall apply to the current elected Members of Council.

2. PURPOSE:

The Tribute Wall is a place for the elected Council of the Town of Nanton to recognize those who have made significant contributions to the authenticity, strength, and quality of this community. Individuals who have exercised extraordinary commitment to the community through volunteering, sport, philanthropy, business, arts and culture, leadership or advocacy make a positive impact on our community and deserve recognition.

3. POLICY:

This Policy establishes procedures and criteria for the recommendation and selection of individuals that have contributed to the Town of Nanton by enhancing the community spirit, enriching the lives of our residents or otherwise have made a positive impression, thereby deserving recognition.

4. SELECTION CRITERIA:

- 4.1 An individual contemplated for selection is not required to be a resident of Nanton.
- 4.2 Nominations are for individuals only – organizations or groups are not included in this Tribute Wall Recognition Policy.
- 4.3 Nominations are generally for those individuals who Council recognizes for:
 - Their significant contribution to our community;
 - The awareness and pride demonstrated for this community as a dedicated contributor;
 - Their inspiration and encouragement to others that have made, or will make, a difference in betterment of Nanton, either now or in the future.
- 4.4 The individual has made a clear and demonstrated, positive impact on the lives of Nanton residents.
- 4.5 The quality and length of community service by the individual should be considered.

REFERENCE:

REPLACES POLICY:

4.6 Candidates may be living or deceased. Candidates may include past employees of the Town, past elected officials and/or past members of Committees.

5. PROCESS:

- 5.1 Each Council member may bring forward the name of an individual for consideration – a unanimous decision of Council will confirm the recognition.
- 5.2 Nominations shall be made in writing on an approved nomination form which shall be submitted to the Chief Administrative Officer (CAO). The Chief Administrative Officer is responsible for conveying the nominations to Council, for consideration as a closed confidential session agenda item; however, final approval shall be taken by Council Resolution.
- 5.3 In some instances, it may be appropriate to actively solicit suggestions and, in those cases, a time frame for submissions will be established.
- 5.4 Up to three (3) individuals may be inducted into the Tribute Wall in any one year, in accordance with that years' budget allocation for this Policy. However, the Council Members may deem it not appropriate to make a recommendation to Council in any given year.
- 5.5 Council will consider the criteria outlined above in section 4, to vote on the recommendation, citing the notable achievements and contributions of the individual.
- 5.6 In order to maintain confidentiality, only the names of those selected will be released. Should a nominee under consideration chose not to be publicly recognized on the Tribute Wall, Council will only issue formal correspondence to that individual in recognition of their contributions to the community.
- 5.7 Nominees who are eligible for selection but were not selected may be kept on file for future consideration for a period of three (3) years.

6. RECOGNITION:

- 6.1 The selected individuals will be publicly recognized in the following ways:
- (a) Recognition on the Tribute Wall consisting of a personalized plaque for the individual alongside a concise description of their contributions. The plaque will remain the property of the Town of Nanton for public display.
 - (b) The individual will receive a framed photograph of the induction as a gift.
 - (c) Honorees and one guest and/or two family members of the honoree, if deceased, will be invited to the Municipal Volunteer Recognition Dinner held in May or if attendance is not possible, recognition will be done at some other appropriate time, as set by Council.
- 6.2 Honorees will also be recognized via the Town of Nanton website and/or via a news release through other news sources in the community.



REFERENCE NUMBER:
REPLACES POLICY DATED:

7. MISCELLANEOUS:

- 7.1 Current Members of elected Council or Council appointed board or committee Members are not eligible for nomination. Current employees of the Town of Nanton are also not eligible.
- 7.2 Council may remove an inductee from the Tribute Wall if, in the opinion of Council, the conduct of the person constitutes a significant departure from generally recognized standards of public behaviour which may be seen to undermine the credibility, integrity or relevance of the Tribute Wall, or detracts from the original grounds upon which the induction was based.
- 7.3 Engraved Tribute Wall plaques will be budgeted annually as an expense of Council Information Services General Leger account.
- 7.4 This Policy shall be reviewed at least once within each term of the Council elected through a General Municipal Election.

CHIEF ELECTED OFFICIAL

Date

CHIEF ADMINISTRATIVE OFFICER

Date

\\Fs01\public\Company\11 Legislative\4 POLICY\Drafts\11 Drafts\Tribute Wall.doc



REFERENCE NUMBER:
REPLACES POLICY DATED:



REQUEST FOR DECISION

Meeting: March 4, 2024
Agenda Item: 5.2

FOIP Coordinator

PURPOSE:

Due to Lisa Lockton's retirement Council must appoint another FOIP Coordinator in accordance with the Freedom of Information and Protection of Privacy Act revised statutes of Alberta 2000 Chapter F-25 section 85(1):

The head of a public body may delegate to any person any duty, power of function of the head under this Act, except the power to delegate under this section.

BACKGROUND / IMPLICATIONS:

Sara-Lynn Lyons took her FOIP training on February 29, 2024 and is trained to replace Lisa as the FOIP Coordinator for the Town of Nanton.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council appoint Sara-Lynn Lyons as the Town of Nanton's FOIP Coordinator.

DECISION OPTIONS:

#1 – Moved to appoint Sara- Lynn Lyons as the FOIP Coordinator effective immediately.

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: Sara-Lynn Lyons

Date: February 22, 2024

APPROVED BY: Neil Smith, Chief Administrative Officer:


NANTON
 EST 1903
 CHIEF ADMINISTRATIVE OFFICER

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:			





REQUEST FOR DECISION

Meeting: March 4th 2024

Agenda Item: 5.3

Non-Residential Property Tax Incentives Bylaw

PURPOSE:

To initiate bylaw process for a new Non-Residential Property Tax Incentives Bylaw

BACKGROUND / IMPLICATIONS:

INTRODUCING A NON-RESIDENTIAL INCENTIVE OF ALL SCALES

The attached draft bylaw reflects the standard approach adopted by a number of Alberta jurisdictions in this area including Fort MacLeod, Old and Drumheller to name a few.

New business developments and/or business expansions would potentially be eligible for property tax exemptions.

The level of incentive applied to new construction or renovations (**not** existing assessment) would be based on the eligibility criteria.

The Town reserves the right to accept or refuse any incentive application and to provide a full or partial tax exemption based on progress.

If an application is approved, the tax incentive will appear as a credit on the property's tax notice for the following year and each subsequent year, as outlined above.

In accordance with such a bylaw, the tax relief will only be applied to municipal portion of a tax notice. It does not apply to the public school portion or the senior's foundation portion of a tax notice.

If the development is sold within the tax incentive period the incentive will be transferred to the new owner.

PROS: new tax revenue from new development is essentially deferred, lessening the impact of the incentive to municipal financial stability.

CONS: substantial new tax revenue is not available to the Town for up to five years in some scenarios (i.e. the multipliers from new development are prioritized ahead of the revenue benefit to the municipality).

Administration's view: *as long as there is a firm time limit on the postponement of new revenue from new construction, this incentive is measured and reasonable. It may also be essential for the Town to remain competitive in the 'new development' stakes from external sources. It must feature prominently on the website and in other materials. A sample handout is attached.*



ADMINISTRATIVE RECOMMENDATION:

Proceed with first reading only and public posting for public participation/feedback.

DECISION OPTIONS:

- #1 – Give the proposed bylaw first reading.
- #2 – Do not proceed at this time
- #3 – Refer back to administration or committee.

ALTERNATIVES:

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

Financial (GL# / Amount) : N/A

Communications/PR: Public Participation posting

Applicable Legislation: MGA

Attachments: Proposed bylaw and handout

Prepared By: Neil Smith, Chief Administrative Officer **Date:** February 27th, 2024

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 type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION: Economic Development			

Prepared By: Neil Smith, Chief Administrative Officer

Date: February 27th 2024

APPROVED BY: Neil Smith, Chief Administrative Officer:



NANTON
EST 1903
CHIEF ADMINISTRATIVE OFFICER





Town of Nanton

BYLAW NUMBER: 1386/24

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO PROVIDE NON-RESIDENTIAL PROPERTY TAX INCENTIVES FOR NEW INDUSTRIAL AND COMMERCIAL DEVELOPMENT AND EXPANSION

1. PURPOSE:

- 1.1 *WHEREAS the Municipal Government Act, RSA 2000, c. M-26, and amendments thereto, permits municipalities to offer multi-year tax exemptions, reductions, or deferrals for non-residential properties to encourage economic growth.*
- 1.2 *AND WHEREAS the Town of Nanton wishes to provide property tax incentives to encourage assessment growth and promote non-residential expansion for all sizes of non-residential development.*
- 1.3 *AND WHEREAS Council considers it desirable to encourage the development or revitalization of non-residential properties for the general benefit of the municipality.*
- 1.4 *NOW THEREFORE the Council of the Town of Nanton in the Province of Alberta, duly assembled, enacts as follows:*

2. CITATION:

This Bylaw may be cited as the “Non-Residential Tax Incentive Bylaw”.

3. INELIGIBLE NON-RESIDENTIAL PROJECTS

Any projects or properties that are assessed as Linear Property are ineligible for the tax exemption program.

4. DETAILS OF EXEMPTION:

- a) The exemption only applies to municipal taxes. Provincial School Requisitions and Seniors Housing Requisitions are excluded from this program.
- b) The exemption program shall be considered open from February 1, 2025, until December 31, 2035.
- c) Any eligible property shall receive an exemption outlined in Section 6 of this Bylaw at any time within the exemption period. By way of example, if a property becomes eligible by December 31, 2035, this property will receive the full 3 years of exemption; whereas properties becoming eligible after December 31, 2035, shall not enter the exemption program unless it is extended by Council.
- d) Eligible properties shall receive the first year's exemption with property taxes being prorated to the date of eligibility.

- e) Notwithstanding Section 3c, complete applications may be considered and approved in accordance with this Bylaw before construction on the qualifying property is complete; however, the calculation of exemption and exemption period will not be confirmed until all construction on the qualifying property is complete, the development is inspected and approved, and the property is assessed for taxation.
- f) A property is only eligible for one tax incentive exemption during the exemption period, beginning January 1, 2025, and ending December 31, 2035, unless additional assessment growth occurs due to a separate property improvement or expansion project that meets the criteria of this policy.

5. CHANGE OF OWNERSHIP

- a) Any change in ownership of the property will not affect the exemption unless the new owner(s) falls within one or more of the terms of disqualification.
- b) To maintain eligibility for the exemption, the new owner(s) must assume the obligations that arise under the written decision in accordance with Section 8 of this bylaw.

6. APPLICATION FOR TAX EXEMPTION PROGRAM

- a) The CAO, or delegate has the authority to determine whether an exemption will be granted in accordance with the terms and conditions of this bylaw.
- b) The application process of an exemption is as follows:
- c) Applicants must submit a complete application for the Tax Exemption Program to the Town.
- d) A complete application must be received before construction of a new project or expansion project has commenced.
- e) Applicants whose applications are returned as incomplete, or ineligible may resubmit one additional time.
- f) Notwithstanding the complete application requirements, the Town may require additional information that, in the discretion of the Town, is necessary to complete the application or determine program eligibility and may require the applicant's consent to be given for the Town to obtain such additional information.
- g) The Town will advise applicants in writing of their application's success. Applications accepted for consideration will become the property of the Town and may not be returned.
- h) Year 1 of the exemption program shall begin once the development permit or development agreement is approved. The CAO shall have discretion to vary the start date of the exemption program as necessary.
- i) The application fee is \$50.00

7. CALCULATION OF EXEMPTION:

- a) An approved exemption will be applied to the municipal portion of property taxes based on the value of new assessment growth as determined by the Town in accordance with the following schedule:
 - i. **\$25,000 - \$75,000** = 1 year of exemption on the new development
 - 75% exemption in year 1
 - ii. **\$75,001 - \$250,000** = 1 year of exemption on the new development
 - 100% exemption in year 1
 - iii. **\$250,001 - \$1,000,000** = 2 years of exemption on the new development
 - 100% exemption in year 1
 - 50% exemption in year 2
 - iv. **\$1,000,001 - \$10,000,000** = 3 years of exemption on the new development
 - 100% exemption in year 1



- 75% exemption in year 2
- 50% exemption in year 3
- v. **Greater than \$10,000,000** = 4 years of exemption on the new development
 - 100% exemption in year 1
 - 75% exemption in year 2
 - 50% exemption in year 3
 - 25% exemption in year 4

8. DECISION ON EXEMPTION:

- a) If the CAO grants an exemption, a written decision will be issued to the applicant outlining the following information:
 - i. The taxation years to which the exemption applies, which must not include any retroactive exemption for years prior.
 - ii. Conditions of the exemption, the breach of which will result in cancellation of the exemption.
 - iii. The date on which the exemption shall begin.
 - iv. The amount of exemption, to be calculated and applied in accordance with Section 7.
 - v. Any other information or conditions provided by the Town.
- b) If the CAO denies an exemption application, the CAO will issue a written decision to the Applicant outlining the following information:
 - i. The reason(s) the application was denied.
 - ii. The date by which an application for an appeal to Council must be submitted.
- c) A request for an appeal must be in writing and be received by the Town no later than the time and date specified in the decision in which the exemption was denied or cancelled.
- d) Council, after considering the appeal, may:
 - i. Uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption; or
 - ii. Direct the CAO to revise or amend the decision with respect to the matter.
- e) The decision of Council on appeal shall be final.

9. SEVERABILITY

If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Sections or parts shall be deemed to be severable and all other Sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

10. EFFECTIVE DATE:

A bylaw comes into force at the beginning of the day that it is passed unless otherwise provided for in an enactment or in the bylaw. No bylaw may come into force on the day before it is passed unless the enactment authorizing its passage specifically allows it to come into force that day.

11. EFFECTIVE DATE AND READINGS



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

11.2 Read a **first** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

11.3 Read a **second** time this ____ day of _____, 2024.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

11.4 Read a **third** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



TOWN OF NANTON

NON-RESIDENTIAL TAX INCENTIVES



The Town has put in place a 10 year bylaw offering a variety of different municipal property tax incentives geared toward small, medium and large-scale new development.

OVERVIEW



From 2025-2035 tax years, these incentives are available to eligible new non-residential improvement assessment.

DRAFT

By cao at 2:27:28 PM, 2/29/2024

\$25,000 - \$75,000 = 1 year of exemption on the new development

- 75% exemption in year 1

\$75,001 - \$250,000 = 1 year of exemption on the new development

- 100% exemption in year 1

\$250,001 - \$1,000,000 = 2 years of exemption on the new development

- 100% exemption in year 1

- 50% exemption in year 2

\$1,000,001 - \$10,000,000 = 3 years of exemption on the new development

- 100% exemption in year 1

- 75% exemption in year 2

- 50% exemption in year 3

Greater than \$10,000,000 = 4 years of exemption on the new development

- 100% exemption in year 1

- 75% exemption in year 2

- 50% exemption in year 3

- 25% exemption in year 4

Qualifications

- **\$25,000 increase in the assessed value of a non-residential property as a result of new construction or expansion.**
- **The property is within the Town of Nanton.**
- **There are no outstanding bills or taxes owed to the Town.**
- **There are development or land use compliance issues.**

Contact the Town Office for more details or visit www.nanton.ca

Municipal tax incentives

The *Municipal Government (Property Tax Incentives) Amendment Act* was introduced on June 4, 2019. The legislation amends the *Municipal Government Act*, allowing municipalities to offer tax incentives for non-residential properties to help attract investments and provide longer-term certainty for businesses.

Municipalities have an important role to play in contributing to the economic success of the province and their communities. These changes give municipalities the ability to be creative when attracting new investments and empower them to make decisions on how they apply property tax incentives.

The incentives are another tool municipalities could use to help foster the conditions that enable businesses to compete for global investment and contribute to the growth of jobs and prosperity.

What does this legislation enable municipalities to do?

The amendments enable municipalities to offer multi-year tax exemptions, reductions or deferrals for non-residential properties in order to attract investment, development and revitalization. Municipal councils are able to pass bylaws establishing tax incentive programs. Property owners, or prospective property owners, will apply to the municipality.

How is this different from what municipalities could do before?

In the past, municipalities could cancel or refund all or a portion of a property tax, or defer the collection of a tax in a specific year for the purposes of providing relief in instances of hardship. Municipalities could also provide multi-year tax incentives to encourage redevelopment of brownfield properties. This legislation expands the existing authority to include broader economic development purposes.

What are the potential benefits to municipalities?

Many municipalities are struggling to attract business and boost economic development and revitalization. Tax incentives lower the financial burden on businesses and help municipalities attract investment. It also helps municipalities create incentives for businesses, and compete with other communities across Canada and the United States, where similar incentives are already available.

Are there potential regional benefits?

This additional flexibility has the potential to encourage regional economic development. Municipalities should discuss with neighbours how best to use this new authority to create benefits for the region. Alberta Economic Development, Trade and Tourism provides [regional economic development support and resources](#) and encourages collaborative approaches with interested municipalities.

What about municipalities that already offer these types of incentives?

In rare circumstances, some Alberta municipalities may have used tax cancellation, reduction, and deferral authorities to offer incentive programs. These municipalities would need to pass new bylaws under the new legislation to ensure their programs are in alignment.

How would these programs work with existing trade agreements?

Any non-residential property that meets the criteria and conditions outlined in the bylaw will be eligible to apply for a tax incentive – this gives all property owners equal opportunity to receive a tax incentive, and prevents discrimination against businesses from other provinces. British Columbia and Saskatchewan both provide similar tax incentive programs.

Does the legislation apply to all assessment classes?

No. Residential, farm land and machinery and equipment classes are not eligible under the legislation. Other mechanisms are in place to incent residential development, and farm land assessment is set significantly lower than all other assessment classes. In addition, the machinery and equipment assessment class already receives a 23 per cent incentive through reductions in assessed value and is exempted from education property tax.

Would these incentives be used for existing businesses?

The legislation allows that decision to be made by local councils. Councils would also have the flexibility to determine the types of development or industries that are eligible for incentives.

Can incentives be renewed after they have expired?

It would be up to council to determine how long a tax incentive will apply to a particular property. Tax incentives can be for no more than 15 years; however, council has the authority to determine how and when incentives can be renewed.

What if the land subject to a tax exemption/deferral is annexed?

If land that is subject to a tax exemption or deferral in one jurisdiction is annexed by another municipality, the annexation order must require the receiving municipality to continue the exemption/deferral.

Can municipal tax incentives be appealed?

Municipalities are able to designate decisions on applications to municipal staff. These decisions could be appealed to council. Decisions could also be judicially reviewed, with a shortened timeline of 60 days to provide property owners and municipalities with quick resolution of any disputes. Assessment review boards have no jurisdiction to deal with a complaint regarding a tax incentive.

What if the non-residential tax incentive bylaw is amended/repealed?

The incentive would remain valid even if the bylaw under which it was granted is subsequently amended, repealed, or otherwise ceases to have effect.

Implementation:

1. Create a non-residential tax incentive bylaw and application process

The bylaw must:

- Set eligibility criteria.
- Establish an application process.
- Set a maximum number of years for which incentives can apply (no more than 15 consecutive years, barring renewal).
- Establish a process and timelines for council review of decisions regarding the granting, cancellation, or refusal of tax incentives if the bylaw provides for a person other than council to make those decisions.

2. Grant incentives

The incentive must be granted in written form that specifies:

- The taxation years the incentive applies, which would not include any year prior to the year the incentive is granted.
- The extent of the incentive: deferral, exemption, partial exemption, etc.
- Any conditions that if breached would result in the cancellation of the incentive, and the years the conditions apply.

An exemption/deferral must be noted on the assessment roll prepared by the municipality. The notation must include the amount deferred and the taxation year(s) to which the amount relates.

3. Refusals/cancellations of the incentive

- If it is determined the property did not meet or ceases to meet a criteria of the bylaw or a condition has been breached, the municipality may cancel the incentive for the year(s) the criteria was not met or the condition breached.
- Refusals or cancellations of the incentive must be sent in a written notice to the applicant.
- The written notice must state the reason(s) for refusal/cancellation, the process for review by council (if the decision is made by any person other than council), and the date an application for review must be made by.

4. Notifying the provincial assessor

- If an incentive is provided or cancelled by the municipality in respect of a designated industrial property, the municipality must notify the provincial assessor and provide any other information requested by the provincial assessor regarding the incentive or cancellation of the incentive.



INFORMATION BRIEF

Meeting: March 4, 2024
Agenda Item: 5.4

2024 Operating Budget – Revised

Background:

Further to the committee of the whole meeting on February 26 and direction from council, administration has gone back over the budget, made changes and are now providing another scenario. The biggest change that was reviewed was the annual contribution to reserves. As discussed, council has been very prudent at contributing to reserves for the past number of years and this has greatly benefited the community.

Under the Reserves policy, annually, a minimum of 10% of tax revenue (\$250,000) will be allocated to capital reserves. From 2018 to 2023, council has contributed 20% (\$500,000) annually to reserves and at this time the total reserve balance sits at **\$5.8 million dollars**. This is spread among 12 different reserve accounts and while we are not at our targets, this has and will continue to be of great benefit.

For 2024, council has already committed to utilizing a fair chunk of these reserves. A total of \$1.28 million has been committed (mostly to capital needs) but it is yet to be seen if this full amount will be needed as some capital projects may come in under budget and some may or may not be fully completed in 2024. The 2024 reserve needs are as follows:

Reservoir aeration project	= \$346,128
De-watering project	= \$581,900
2024 Capital projects	= \$179,000
2024 Operating budget (Fire dept.)	= \$25,000
One-off contribution to Grain Elevator	= \$24,000
2023 Surplus to offset 2024 expenses	= \$106,000
2024 Community Support grants	= \$20,000

Should these full amounts be utilized in 2024 the balance at the end of 2024 will go down to \$4.7 million before any interest is earned. So, contribution options for council are anything from 10% and up. Examples are as follows:

10% =	\$250,000 (The minimum)
12.5% =	\$312,500
15 % =	\$375,000
17.5% =	\$437,500

In each scenario, the resulting savings can be applied to the budget – anywhere from \$250,000 down to \$62,500. Depending on what council decides the 2024 reserve balance will grow correspondingly. If we look down the road at the Town's 5 year capital plan, at this point we are budgeting to use close to an average of \$475,000 of reserves annually to cover capital expenses so if council were to reduce the amount this year and then go back to the 20% contribution annually the balance in 5 years would remain at approximately \$5 million as the amount going out would be offset by what is going in.

The Public realm and Community Sustainability reserves are little bit different and the amounts going to them is based on franchise fees. We have chosen not to make any changes to these and are proposing that the same amounts as 2023 go into them - \$40,000 to Public Realm and \$20,000 to the Community Sustainability reserve.

Other changes:

Council had also directed that administration review department budgets for purchasing that may be “nice to have” versus “need to have” – after this review additional savings have been found. Within the public works budget, it was determined that the backhoe attachment and the box sander are not critical in 2024 and these could be delayed until 2025. These savings though were recommended to be put towards the recycling area – for several years now asphalt and concrete piles have been accumulating and we’ve recently received a quote for getting these crushed, thus helping to clean this area up. As well, these millings will be useful for patch work that in the past we’ve had to pay for.

Other savings were found in the parks and recreation department – tree maintenance has been slightly scaled back and building maintenance has also been slightly scaled back. While these are important the changes are very modest and still allow staff and contractors to do important maintenance work. No changes were made within the water and wastewater budgets and the additional utility operator has been retained. These costs will increase in 2025 and beyond as we are budgeting for this position to start in April so it’s not a full year of costs. The other change we incorporated was around staff costs and the potential liability for vacation payouts. No other changes were made to the legislative, administration, fire, or development budgets.

So, with these changes, and based on the information we know around reserves, administration is proposing the contribution to reserves be set at 15% (\$375,000) of tax revenue. This results in \$125,000 of savings. When this is factored in and the other changes are made, the total tax to collect comes in at \$3,112,047 which is \$99,884 more than we collected in 2023 – **a 3.32% increase**. To be clear this is a 3.32% increase in the cost to operate the municipality over what it cost in 2023.

The effect on rate payers is dependent on their individual assessment, but based on what we know around assessments the **average** single-family dwelling would see a 2.5% increase or \$59 more than what they paid in 2023 and this is the municipal portion (including FCSS and the Library) – other requisitions (School, Seniors and Police) are not known but as we’ve seen in the past they will likely increase.

Conclusion & Next Steps:

Administration believes these changes and the increase is reasonable – a decent contribution is still being made to reserves and the spending required to operate the municipality is fair based on inflation and the continued need to ensure infrastructure is maintained. More going to reserves is always welcome but based on the extraordinary circumstances this year around sludge hauling the reduction is not unreasonable.

The main focus right now is 2024 but contained within the 3 year budget is 2025 and 2026 as well – the proposed budget’s for 2025 and 2026 right now are slated to come with 6% and 4% increases respectively.

For 2024, we can of course make further change based on council direction. If council is happy with the proposal, administration will go back and formalize this information for presentation and final approval of the 3-year operating budget. Assessment information will also be forthcoming. A summarized version of the budget is below.

OPERATIONS BUDGET 2024-2026 - Draft					
		2023	2024	2025	2026
		Budget	Budget	Budget	Budget
Other Revenue	Municipal	454,500	480,500	495,850	490,850
Total Expenses	Municipal	560,000	435,000	560,000	610,000
Net	Municipal	-105,500	45,500	-64,150	-119,150
			-143.13%	-240.99%	85.74%
Total Revenues	Legislative	30,000	20,000	20,000	0
Total Expenses	Legislative	147,175	136,375	136,800	142,581
Net	Legislative	-117,175	-116,375	-116,800	-142,581
			-0.68%	0.37%	22.07%
Total Revenues	Administration	139,830	160,896	141,121	141,121
Total Expenses	Administration	1,178,973	1,149,278	1,191,136	1,267,055
Net	Administration	-1,039,143	-988,382	-1,050,015	-1,125,934
			-4.88%	6.24%	7.23%
Total Revenues	Fire Services	73,115	75,042	51,273	51,273
Total Expenses	Fire Services	211,450	219,273	203,595	208,595
Net	Fire Services	-138,335	-144,231	-152,322	-157,322
			4.26%	5.61%	3.28%
Total Revenues	Public Works	32,550	31,650	16,894	17,044
Total Expenses	Public Works	851,136	922,199	901,928	913,900
Net	Public Works	-818,586	-890,549	-885,034	-896,856
			8.79%	-0.62%	1.34%
Total Revenues	Enviro	1,531,822	1,644,107	1,569,576	1,569,576
Total Expenses	Enviro	1,571,561	1,858,409	1,775,759	1,727,685
Net	Enviro	-39,739	-214,303	-206,183	-158,109
			439.28%		
Total Revenues	Planning and Land	135,815	37,450	42,571	42,571
Total Expenses	Planning and Land	256,614	158,966	172,521	174,701
Net	Planning and Land	-120,799	-121,516	-129,950	-132,130
			0.59%	6.94%	1.68%
Total Revenues	Parks and Recreation	268,500	255,600	235,583	235,583
Total Expenses	Parks and Recreation	901,386	937,790	960,120	976,839
Net	Parks and Recreation	-632,886	-682,190	-724,537	-741,256
			7.79%	6.21%	2.31%
Total Revenues		0	0	0	0
Total Expenses		0	0	0	0
Net		0	0	0	0
Total Revenues	All Functions	2,666,132	2,705,245	2,572,868	2,548,018
Total Expenses	All Functions	5,678,295	5,817,291	5,901,858	6,021,355
Net	All Functions	-3,012,163	-3,112,047	-3,328,990	-3,473,337
			3.32%	6.97%	4.34%

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: February 29, 2024

CAO Comments: This revision dust its best to balance fiscal restraint with the rising costs of doing business. Reductions to reserve contributions should not be a sustained measure year-on-year.




CHIEF ADMINISTRATIVE OFFICER

Date Signed: February 29th 2024