AGENDA

Monday February 5, 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

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:
3.1.1 Status Report – E

3.2 FINANCIAL:
3.2.1 2023 YE Financial Variance - E

3.3 DEPARTMENT:
3.3.2 Operations Manager – graphs from January 22, 2024 Meeting - E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 January 22, 2024 Regular Council Meeting - E

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Level 3 Critical Restrictions - E

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

5.1 2024 Support Grants - E

5.2 LAPP Pension Policy – E

5.3 Information Brief: Property Tax Incentives Review – E

5.4 Nanton Municipal Library Re-Appointments - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

6.2.1 Town of Okotoks – Support for Town of Nanton Regional Water Supply - E

6.2.2 Alberta's Local Government Fiscal Framework (LGFF) Capital Funding Program - E

7. CLOSED CONFIDENTIAL SESSION:

7.1 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 Town Office Consideration – FOIP Section 23(1) Local public body confidences

8. ADJOURNMENT:

STATUS REPORT

Meeting: February 5, 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 MEEETING

Res #	Description	Notes	Status	FWD
Regular Meeting January 22, 2024				
12/13-24/02/22	Public Hearing By #1380/23 MDP amendment – no presentations/submissions		C	
14-24/01/22	Pay $200 for Mayor and Reeves of Southwest AB	Cheque req?	IP	CS/LS
18-24/01/22	Provide $24,000 to CGEDC fence and get MOU signed		IP	CS/LS
19-24-24/01/22	Send signed library bylaw 1382/23 to library board and post to website		IP	LS
23-24-24/01/22	Post signed Bylaw 1380/23 MDP update to website		IP	LS
25-24/01/22	CAO to prepare RFP for contracted street sweeping	3-23/09/21	IP	CAO/CS
26-24/01/22	January 29 Committee of Whole cancelled		C	

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
348-23/12/11	First meeting Feb/24 Annual Community Support Grants		IP	CS
23/12/11	Request Chamber of Commerce to attend Council Meeting		IP	CAO
23/12/11	Yard-Waste options		IP	
9-24/01/08	Policy for Public Recognition		IP	LS

DEPARTMENTS

Res #	Description	Notes	ST	fw
149-22/05/02	RFD re: STARS $2/capita request	Deferred for new reserve 2024	IP	CS
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
185-23/06/19	Off-site levy bylaw to be re-drafted eliminating Lancaster Landing future densities from calculation	Bylaw 1375 &1376	C	CAO/ CS
178 –23/06/19	Consideration for Bare lot utility fees for Fees/Rates (143-23/05/15 Item 5.1 Bare Lot & Servicing to June 5)	Fall 2023	IP	CAO/ 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
223 - 23/09/05	Pool Assessment Report – further info req'd from Salas O'Brien, Stephenson Engineering	5-23/08/30	IP	CAO
262 – 23/10/02	Additional Utility Operator consideration in 2024 budget	2024 budget	IP	CS

263 – 23/10/02	Council consider 25% contribution to Kosy Korner lift	2024 budget	IP	CS
3-23/09/21 – 13	CAO to explore contracted street sweeping/janitorial	2024 budget	IP	CAO/CS
309-23/11/06	CAO to consult w/ MPE for STIP application – 26 AVE & Hwy 2 intersection	Deferred for another round	C	CAO / CS
327-23/11/20	CAO to review By#1339 Non-Res Subclass prior 09/24		IP	CS/CAO

ITEMS ON HOLD FOR FUTURE SCHEDULING

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
221 - 23/09/05	Closure of yard waste depot Oct 31/23 – contingent (68-23/03/06 Air option for Q4 2023 planning) (CAO temp reopened to end of Nov or 1st snowfall)	3-23/08/30 S

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

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 viny 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).

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 – costs to be finalised.

DEPARTMENT REPORT

Meeting: February 5, 2024
Agenda Item: 3.2.1

Financial Variance – Period ending December 31, 2023

Background:

Attached and below is the 2023 year-end financial variance report for council's consideration along with recommendations. Administration and department heads always strive to complete all projects and spend as wisely as possible, but the unexpected does come up and sometimes things don't get done and so there are variances as the report will show. Having a surplus or deficit is quite normal and for the most part we will always recommend that any surplus be moved into reserves. There may be some slight differences in the numbers reflected in the report compared to the variance reports as timing of journal entries change numbers and the variance reports may not have been updated with all the GL accounts.

DECISION OPTIONS:

☒ #1 – Approve the variance report and recommendations as presented.

☐ #2 – Approve the variance report as presented but amend the recommendations per council direction.

☐ #3 – Refer to the finance committee for further consideration/recommendations.

Statement of Operations

The statement of operations for the year ended provides a good overall summary for the year. As can be seen revenues were higher than expected for the most part while expenses for the most part were lower than expected for a variety of reasons. More detail will be provided in the departmental budgets and there are some expenses and revenues not showing due to timing. Government transfers, capital expenditures and reserve transactions do not show an accurate picture due to timing of journal entries, but further clarification will be provided later in the report.

Capital

2023 was a busy year in terms of capital purchases and projects. There were a couple of projects that did not get completed but the plan is to do so in 2024. In terms of spending the majority of projects were completed on budget or under budget with only a few going over. The table below shows more detail. As noted in previous years, any MSI, or CCBF or reserve dollars not spent can be carried forward and used in future years.

	Budget	Actual
MSI Funded Projects		
WWTP Fog digester	75,000.00	70,531.14
Pathway rehab	20,000.00	22,727.09
Playground updates	25,000.00	7,620.00
LED Signage board	25,000.00	20,639.00
Arena board replacement	75,000.00	84,949.00
Public works shop upgrades	75,000.00	70,149.78
Firehall heating updates	25,000.00	22,655.00
Backhoe replacement	202,000.00	197,725.00
Parks tractor replacement	40,000.00	38,994.99
CCBF Funded projects		
Speed signage	25,000.00	8,244.77
Water valve replacement	100,000.00	76,279.88
Sewer re-lining	100,000.00	111,954.50
Sidewalk rehab	75,000.00	74,296.40
Road rehab	150,000.00	72,284.26
Reserve and tax funded projects		
PW equipment	50,000.00	44,735.00
PW pickup trucks	75,000.00	68,324.20
Fire department turnout gear	25,000.00	11,421.00
AMWWP		
Reservoir aeration project (not complete yet, will be in 2024)	1,370,000.00	655,909.22
Total	**2,532,000.00**	**1,659,440.23**

Legislative

The legislative budget finished in similar fashion to previous years. Council remuneration was slightly under budget and travel, training and per diem expenses came in under budget as well. The operational project (microphones) came in a little under budget as well while grants end up being over budget. The overall revenue and expense picture compared to budget is shown below.

	Budget	Actual	Difference
Revenue	30,000	30,136	136
Expense	147,175	137,521	9,654
Excess (deficit)	(117,175)	(107,385)	**9,790**

The result is a surplus just shy of $10,000 that can be utilized in 2024 or in future years.

Corporate Services

For the administration side of the corporate services budget our total expenses ended up being under budget by about 3% - last year we were over by this amount. A change in office staffing earlier in the year was the main reason for this. General services were over budget while goods and supplies came in a little under budget. Utilities were very close to budget and revenue was where we expected so the result was a small surplus.

The marketing and communications budget ended a little over budget this year – website costs, the extra funding to the chamber and the operational projects (signage and promo video) contributed to this in 2023. A small deficit therefore resulted.

Not a lot to report on regarding Family and Community Support Services (FCSS) and the Library as these budgets are fairly set. Repair and maintenance of the FCSS building was lower than expected and a change in the FCSS funding agreement has led to a small surplus while there was little bit extra in repair and maintenance at the library in 2023.

Despite losing two peace officers in 2023 the bylaw budget ended on a really good note. Fine revenue came in well above expectations which helped to offset a lot of expenses. Wages were under due to having a few periods where a peace officer was not employed, general services were under budget and goods and supplies were pretty much as expected. The end result was a healthy surplus.

Part of the corporate services budget is also the revenues generated from tax penalties, franchise fees, and investment income less the transfer to reserves. Revenues were quite a bit higher thanks to investment income as interest rates were much better in 2023. Franchise fees were a little under budget and revenue from tax penalties was also a little lower than expected.

The overall budget compared to actuals for 2023 looks as follows:

		Budget	Actual	Difference
Revenue				
	Admin	33,525	32931	(594)
	Marketing	26,500	25,591	(909)
	FCSS & Library	58,705	60,686	1,981
	Bylaw	21,100	40,801	19,701
	Other	454,500	504,185	49,685
		594,330	664,194	69,864
Expenses				
	Admin	851,034	831,715	(19,319)
	Marketing	50,000	53,533	3,533
	FCSS & Library	160,392	157,445	(2,947)
	Bylaw	117,547	101,339	(16,208)
	Other	560,000	560,000	0
		1,738,973	1,704,032	(34,941)
Net		**(1,144,643)**	**(1,039,838)**	**104,805**

The overall result is a healthy surplus that can be utilized to offset 2024 expenses or moved to reserves for future use.

Fire Department

The fire department budget for 2023 was mostly as expected. Wages for the year were quite a bit lower than anticipated but training ended higher. There was some unanticipated vehicle repair and maintenance needed but building maintenance was lower than budget and goods and supplies overall was also lower than budget. The end result was a decent surplus. The overall summary is noted below:

	Budget	Actual	Difference
Revenue	73,115	75,244	2,129
Expense	211,450	181,768	-29,682
Net (Deficit)	(138,335)	(106,524)	**(31,811)**

As the numbers show a considerable surplus is available, $26,000 of that is a reserve transfer that wasn't actually needed so rather than include that as revenue administration would recommend leaving that and having $5000 available to go back into reserves and there would be a total of $31,000 that can be used in 2024 or for use in future years.

Public Works

Similar to 2022, there was quite a bit of machinery & equipment repairs and maintenance needed – some unexpected and so these areas do show being over budget. Repair & maintenance to buildings ended a little higher as well and utility costs were also over budget. Overall wage costs were a little bit under though and road and sidewalk repairs were a little under. Tax dollars that were needed for the capital budget under this department fortunately came in under budget as well. In the end, we are seeing a decent surplus. The overall picture is shown below:

	Budget	Actual	Difference
Revenue	32,550	31,317	(1,233)
Expense	851,136	821,093	(30.043)
Excess (Deficit)	(818,586)	(789,776)	**(28,810)**

The surplus shown can be used to offset expenses in 2024 or saved for future use. Typically, cemetery sales are to go into the municipal land development reserve and some can certainly go into this reserve but it is quite healthy and the lot sales from 2023 will also go into this reserve already.

Environmental

Starting with storm water, the revenues here were as expected and don't vary a lot as this is a flat fee. In terms of expenses, not a lot to report on – not a lot of wage time allocated here and nothing major in terms of contracted services so the revenue more than covered expenses.

For water, revenues ended the year higher than budgeted and mostly due to the higher water use in the summer months. On the expense side we ended the year approximately 7.5% higher than what we budgeted. There were a number of areas that were over budget including wages, distribution system maintenance and utilities – the good new though a lot was accomplished, and we continue to make strides in finding and repairing leaks along with getting to infrastructure maintenance that has been put off. In the end the revenues generated didn't cover all the expenses.

Wastewater – revenues were only slightly under what we budgeted in 2023, but unfortunately expenses were quite a bit over (approximately 9%). As council is aware sludge removal and hauling costs were high, continue to be high and will remain that way for a while. There was also unexpected machinery and equipment maintenance/replacement in 2023 as well that led to being over budget and utilities were also higher. These costs should be lower in 2024 but in the end, revenues were well shy of expenses.

On the waste management side, revenues were on par with expectations. Expenses were also on par for solid waste but slightly over on the recycling side of things. We were able to allocate some money to reserves and so no major concerns with this budget.

When we look at the overall environmental (utility) picture the numbers are as follows:

		Budget	Actual	Difference
Revenue				
	Storm Water	26,000	27,373	1,373
	Water	627,378	643,198	15,820
	Wastewater	709,444	697,565	(11,879)
	Solid Waste	97,000	97,236	236
	Recycling	72,000	72,141	141
		1,531,822	1,537,513	5,691
Expenses				
	Storm Water	22,539	5,169	(17,370)
	Water	631,646	677,786	46,140
	Wastewater	759,050	825,867	66,817
	Solid Waste	83,000	79,397	(3,603)
	Recycling	75,327	87,107	11,780
		1,571,562	1,675,326	103,764
Net		**(39,740)**	**(137,813)**	**(98,073)**

As can be seen, a much larger deficit than originally anticipated – the water and wastewater expenses being the main reason.

Development

On the development side of things, actuals for 2023 were pretty much as expected Revenues were pretty much where we thought they would be with some revenue still to come in from safety code fees and expenses ended a little lower but that number will come up a little once the land use bylaw update is completed. The land side of this budget is related to lot sales and in 2023 a total of 4 lots were sold generating $156,650 in revenue that will be transferred to the municipal land development reserve. Overall numbers as noted.

	Budget	Actual	Difference
Revenue	135,815	137,082	1,267
Expenses	256,614	248,443	(8,171)
Excess (Deficit)	(120,799)	(111,361)	**9,438**

As with the other department surpluses this can be utilized in 2024 or future years.

Parks and Recreation

Starting with the Parks budget, 2023 actuals compared to budget shows that revenues were quite a bit lower than budget and expenses were a little bit lower. Expenses were lower mostly due to the allocation of wages while contracted services were on budget and materials, goods and supplies were a little under budget.

For the arena, revenue actuals ended just a little higher than budget and we had a “normal” season. For expenses, wages were higher as more staff time was spent at the arena than in parks. General services were a little over budget and this was mostly due to some machinery and equipment maintenance that was unexpected. Materials, good and supplies though were under budget as there wasn’t as much needed in certain cases and utilities were actually lower than budget due to natural gas fees being quite a bit below budget.

On the pool side, revenues were very strong just as they were the past two years. In terms of expenses, we ended a little higher than anticipated mostly due to wages and not receiving a Canada summer jobs grant. Contracted services were under budget and materials, goods and supplies were also a little under. When we look at the overall Parks and Recreation 2023 budget compared to actuals, we are seeing a surplus for the reasons noted that can be utilized in 2024 or future years.

		Budget	Actual	Difference
Revenue				
	Parks	24000	20684	-3316
	Arena	210000	224687	14687
	Pool	34500	42021	7521
		268500	287392	18892
Expenses				
	Parks	242588	234225	-8363
	Arena	562551	556069	-6482
	Pool	96247	100867	4620
		901386	891161	-10225
Net		**-632886**	**-603769**	**29117**

Overall

Overall, 2023 was a good year – expenses for the most part were under budget for a variety of reasons. The water and wastewater budgets were the two areas where budget didn’t go as planned. Revenue though was higher in a number of areas and so overall this has led to surplus situations in most departments. Some of the overall surplus will have to be used to offset the water and wastewater deficits, but some can also be utilized in 2024 and or put into reserves for the future.

In 2023, the Town budget in comparison to actuals looks as follows:

		Budget	Actual
Total Revenues	All Functions	2,666,132	2,762,742
Total Expenses	All Functions	5,678,295	5,659,207
Net (Total tax))		-3,012,163	-2,896,465

Actual revenues were about 3.5% higher than budget while actual expenses were lower by less than half a percent. The resulting difference (surplus) in 2023 is $115,698 (this number doesn't take into account lot sales).

Total department surpluses =	$213,771
Total department deficits =	$98,073
Net =	$115,698

Administration is recommending the following transfer of net surplus to reserves:

$5,000 from Legislative to contingency reserves.
$61,000 from Corporate services to contingency reserves.
$4,000 from Fire to fire reserves.
$15,000 from Public Works to contingency reserves.
$5,000 from Development to contingency reserves.
$20,000 from Parks & Rec to contingency reserves.

$156,400 net lot sales to municipal land development reserves.

We have not recommended moving the full difference into reserves as the numbers are subject to change once audit is completed and there could be the odd invoice to account for. As we move forward into the 2024 budget process, further recommendations may come to utilize these surplus dollars or move them into a different reserve, but the main thing now is to move them into reserves for future use.

Submitted by: Clayton Gillespie, Corporate Services Manager Date: January 31, 2024

	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
REVENUE				
Net Municpal Taxes	$3,012,163	$3,270,166	$258,003	108.57%
Sales & User Fees	1,528,741	1,695,516	166,775	110.91%
Licenses & Permits	58,790	61,245	2,455	104.18%
Fines	12,000	31,591	19,591	263.26%
Rentals	163,540	167,005	3,465	102.12%
Government transfers	182,205	150,686	(31,519)	82.70%
Investment income	62,000	234,105	172,105	377.59%
Penalties & cost	56,356	45,633	(10,723)	80.97%
Franchise & Concession	343,500	304,778	(38,722)	88.73%
Other revenues	9,000	3,632	(5,368)	40.36%
Total Revenue	5,428,295	5,964,358	536,063	109.88%
EXPENDITURES				
Legislative	147,175	137,257	(9,918)	93.26%
General Administrative	851,034	832,759	(18,276)	97.85%
Fire	211,450	182,651	(28,799)	86.38%
Municipal Enforcement and Disaster	117,547	101,339	(16,207)	86.21%
Common services	359,276	341,989	(17,287)	95.19%
Roads	420,436	401,280	(19,157)	95.44%
Water	608,254	658,883	50,629	108.32%
Waste Water	773,476	815,042	41,565	105.37%
Solid Waste	78,000	74,397	(3,603)	95.38%
Recycling	75,327	86,634	11,306	115.01%
Cemetery	21,424	11,500	(9,925)	53.68%
Land - Planning, Zoning and Subdivision	256,614	218,652	(37,962)	85.21%
Marketing and Communications	50,000	53,533	3,533	107.07%
Parks and Recreation	901,385	900,254	(1,131)	99.87%
Cultural, FCSS and Public Health	160,392	157,895	(2,497)	98.44%
Total Expenditures	5,031,791	4,974,064	(57,727)	98.85%
EXCESS (SHORTFALL) - BEFORE OTHER	396,504	990,294	593,790	249.76%
OTHER				
Government transfers for capital assets	2,035,098		(2,035,098)	0.00%
EXCESS (SHORTFALL) OF REV OVER EXP	2,431,602	990,294	(1,441,308)	40.73%
ADJUST CASH ITEMS THAT ARE NOT REV & EXP				
Capital expenditures	(2,697,000)	(1,959,197)	737,803	72.64%
Debt principal repayment	(31,504)	(15,631)	15,873	49.62%
Transfer from reserves	911,902	20,776	(891,126)	2.28%
Transfer to reserves	(615,000)	(560,000)	55,000	91.06%
Transfer from accumulated surplus	0	(1,523,757)	(1,523,758)	
Trial Balance	0	(1,523,757)	(1,523,758)	

Town of Nanton
SCHEDULE I: OPERATING EXPENDITURE BY OBJECT- 2023
For the twelve (12) months ending December 31, 2023

	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
Salaries, Wages & Benefits	$2,101,891.57	$1,967,983.51	($133,908.06)	93.63%
Contracted & General Services	1,768,552.00	1,851,224.98	82,672.98	104.67%
Materials, Goods, Supplies	419,565.00	422,816.43	3,251.43	100.77%
Utilities	565,400.00	558,936.31	(6,463.69)	98.86%
Tfrs to Boards & Agencies	121,880.00	124,357.86	2,477.86	102.03%
Grants to Individuals & Organization:	27,700.00	31,428.57	3,728.57	113.46%
Bank Charges	4,750.00	4,649.47	(100.53)	97.88%
Debenture Interest	21,052.00	21,051.80	(0.20)	100.00%
Other Expenditures	1,000.00	4,349.26	3,349.26	434.93%
TOTAL EXPENDITURES	5,031,790.57	4,986,798.19	(44,992.38)	99.11%

	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
Revenue				
Other revenues:				
1-11-00-590-00 LEG- Council - Other Revenue		(137)	(137)	0.00%
1-11-00-920-00 LEG - Transfer from Reserves	(30,000)		30,000	0.00%
Total Other revenues	(30,000)	(137)	29,863	0.46%
Total Revenue	(30,000)	(137)	29,863	0.46%
Expense				
Salaries, Wages & Benefits:				
2-11-00-132-00 COU - Statutory Deductions	2,700	2,617	(83)	96.91%
2-11-00-150-00 COU - Allowance	85,000	82,521	(2,479)	97.08%
2-11-00-150-04 COU - Per Diem - Handley	1,000	1,600	600	160.00%
2-11-00-150-10 COU - Per Diem - Czop	500	1,473	973	294.50%
2-11-00-150-12 COU - Per Diem - Miller	500	75	(425)	15.00%
2-11-00-150-14 COU - Per Diem - Todd	500	800	300	160.00%
2-11-00-150-03 COU - Per Diem - Mitchell	500		(500)	0.00%
2-11-00-150-09 COU - Per Diem - Dozeman	500		(500)	0.00%
2-11-00-150-13 COU - Per Diem - Sorenson	500		(500)	0.00%
Total Salaries, Wages & Benefits	91,700	89,085	(2,615)	97.15%
Contracted & General Services:				
2-11-00-211-00 COU - Travel, Subsis, Training	6,000	5,487	(513)	91.45%
2-11-00-211-04 COU - Trav, Subsis, Training - Handley	1,000	468	(532)	46.81%
2-11-00-211-10 COU - Trav, Subsis, Training - Czop	1,000	1,280	280	128.01%
2-11-00-211-12 COU - Trav, Subsis, Training - Miller	1,000	45	(955)	4.55%
2-11-00-211-14 COU - Trav, Subsis, Training - Todd	1,000	736	(264)	73.58%
2-11-00-239-00 COU - Operational Projects	10,000	8,358	(1,642)	83.58%
2-11-00-274-00 COU- Insurance & Bonds	575	525	(50)	91.30%
2-11-00-211-03 COU - Trav, Subsis, Training - Mitchell	1,000		(1,000)	0.00%
2-11-00-211-09 COU - Trav, Subsis, Training - Dozeman	1,000		(1,000)	0.00%
2-11-00-211-13 COU - Trav, Subsis, Training - Sorenson	1,000		(1,000)	0.00%
2-11-00-220-00 COU - Information Services	1,000		(1,000)	0.00%
Total Contracted & General Services	24,575	16,900	(7,675)	68.77%
Materials, Goods, Supplies :				
2-11-00-514-00 COU - Consumable Foods	2,500	1,505	(995)	60.18%
2-11-00-519-00 COU- Misc Goods and supplies	5,000	1,439	(3,561)	28.79%
Total Materials, Goods, Supplies	7,500	2,944	(4,556)	39.25%
Tfrs & Grants to Other Organizations:				
2-11-00-770-00 COU - Grants to Individulas & Organizatior	23,400	28,329	4,929	121.06%
Total Tfrs & Grants to Other Organizations	23,400	28,329	4,929	121.06%
Total Expense	147,175	137,257	(9,918)	93.26%
NET EXCESS (DEFICIT)	(177,175)	(137,394)	39,781	77.55%

Town of Nanton
CORPORATE SERVICES BUDGET 2023
For the twelve (12) months ending December 31, 2023

	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
ADMINISTRATION				
Revenue				
Sales & User Fees	4,225	6,750	2,525	159.76%
Penalties, Permits, Fines	1,300	916	(384)	70.50%
Government transfers	10,000		(10,000)	0.00%
Other revenues	18,000	265	(17,735)	1.47%
Total Revenue	33,525	7,931	(25,594)	23.66%
Expense				
Salaries, Wages & Benefits	580,044	553,247	(26,797)	95.38%
Contracted & General Services	244,100	255,302	11,202	104.59%
Materials, Goods, Supplies	14,840	9,165	(5,675)	61.76%
Utilities	7,300	7,075	(225)	96.92%
Service Charges, Debentures	3,750	3,459	(291)	92.24%
Other Expenditures	1,000	3,466	2,466	346.56%
Total Expense	851,034	831,715	(19,320)	97.73%
NET EXCESS (DEFICIT)	(817,509)	(823,783)	(6,274)	100.77%
MARKETING & COMMUNICATIONS				
Revenue				
Business Licences	26,500	25,330	(1,170)	95.58%
Other revenues		261	261	0.00%
Total Revenue	26,500	25,591	(909)	96.57%
Expense				
Contracted & General Services	42,700	45,689	2,989	107.00%
Materials, Goods, Supplies	2,500	4,084	1,584	163.38%
Utilities	1,300	660	(640)	50.74%
Tfrs & Grants to Other Groups	3,500	3,100	(400)	88.57%
Total Expense	50,000	53,533	3,533	107.07%
NET EXCESS (DEFICIT)	(23,500)	(27,941)	(4,441)	118.90%
FCSS				
Revenue				
Government transfers	58,705	60,686	1,981	103.37%
Total Revenue	58,705	60,686	1,981	103.37%
Expense				
Contracted & General Services	4,600	2,545	(2,055)	55.32%
Utilities	4,200	699	(3,501)	16.63%
Tfrs & Grants to Other Organizations	73,380	75,858	2,478	103.38%
Total Expense	82,180	79,101	(3,079)	96.25%
NET EXCESS (DEFICIT)	(23,475)	(18,415)	5,060	78.44%
LIBRARY				
Revenue				

	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
Expense				
Contracted & General Services	22,137	23,642	1,505	106.80%
Materials, Goods, Supplies	275	75	(200)	27.39%
Utilities	7,300	6,126	(1,174)	83.92%
Tfrs & Grants to Other Organizations	48,500	48,500		100.00%
Total Expense	78,212	78,344	132	100.17%
NET EXCESS (DEFICIT)	(78,212)	(78,344)	(132)	100.17%
MUNICIPAL				
Revenue				
Taxes	3,993,207	4,120,639	127,432	103.19%
Penalties, Permits, Fines	50,500	39,675	(10,825)	78.56%
Rentals, Franchise, Contracts	342,000	304,335	(37,665)	88.99%
Investment income	62,000	226,413	164,413	365.18%
Government transfers	(844,551)	(760,061)	84,490	90.00%
Total Revenue	3,603,156	3,931,001	327,845	109.10%
Expense				
NET EXCESS (DEFICIT)	3,603,156	3,931,001	327,845	109.10%
MUNICIPAL ENFORCEMENT				
Revenue				
Penalties, Permits, Fines	21,100	40,801	19,701	193.37%
Other revenues		14	14	0.00%
Total Revenue	21,100	40,815	19,715	193.43%
Expense				
Salaries, Wages & Benefits	101,797	89,131	(12,666)	87.56%
Contracted & General Services	6,100	3,530	(2,570)	57.87%
Materials, Goods, Supplies	9,650	8,679	(971)	89.93%
Total Expense	117,547	101,339	(16,207)	86.21%
NET EXCESS (DEFICIT)	(96,447)	(60,524)	35,922	62.75%

Town of Nanton
Fire Department BUDGET 2023
For the twelve (12) months ending December 31, 2023

	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
Revenue				
Sales & User Fees		$300	$300	0.00%
Rentals, Franchise, Contracts	38,115	36,575	(1,540)	95.96%
Government transfers	9,000		(9,000)	0.00%
Other revenues	26,000		(26,000)	0.00%
Total Revenue	73,115	36,875	(36,240)	50.43%
Expense				
Salaries, Wages & Benefits	78,800	54,808	(23,992)	69.55%
Contracted & General Services	89,300	95,898	6,598	107.39%
Materials, Goods, Supplies	30,750	18,993	(11,757)	61.77%
Utilities	12,600	12,068	(532)	95.78%
Total Expense	211,450	181,768	(29,682)	85.96%
NET EXCESS (DEFICIT)	(138,335)	(144,893)	(6,558)	104.74%

Town of Nanton
PUBLIC WORKS BUDGET - 2023
For the twelve (12) months ending December 31, 2023

	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
COMMON SERVICES				
Revenue				
Other revenues	$10,000	$2,000	($8,000)	20.00%
Total Revenue	10,000	2,000	(8,000)	20.00%
Expense				
Salaries, Wages & Benefits	193,906	164,044	(29,861)	84.60%
Contracted & General Services	78,320	89,278	10,958	113.99%
Materials, Goods, Supplies	58,050	59,910	1,860	103.20%
Utilities	29,000	28,798	(202)	99.30%
Total Expense	359,276	342,031	(17,245)	95.20%
NET EXCESS (DEFICIT)	(349,276)	(340,031)	9,245	97.35%
ROADS				
Revenue				
Rentals, Franchise, Contracts		254	254	0.00%
Other revenues	8,000		(8,000)	0.00%
Total Revenue	8,000	254	(7,746)	3.18%
Expense				
Salaries, Wages & Benefits	132,861	129,089	(3,773)	97.16%
Contracted & General Services	111,175	87,638	(23,537)	78.83%
Materials, Goods, Supplies	38,400	40,300	1,900	104.95%
Utilities	138,000	144,205	6,205	104.50%
Total Expense	420,436	401,231	(19,205)	95.43%
NET EXCESS (DEFICIT)	(412,436)	(400,977)	11,459	97.22%
CEMETERY				
Revenue				
Sales & User Fees	11,550	9,946	(1,604)	86.11%
Government transfers	3,000	3,000		100.00%
Other revenues		117	117	0.00%
Total Revenue	14,550	13,063	(1,487)	89.78%
Expense				
Salaries, Wages & Benefits	17,954	7,436	(10,519)	41.41%
Contracted & General Services	1,620	2,369	749	146.24%
Materials, Goods, Supplies	1,850	1,695	(155)	91.61%
Total Expense	21,424	11,500	(9,925)	53.68%
NET EXCESS (DEFICIT)	(6,874)	1,563	8,437	(22.74%)
NET PUBLIC WORKS	(768,586)	(739,445)	29,141	96.21%

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET - 2023
For the twelve (12) months ending December 31, 2023

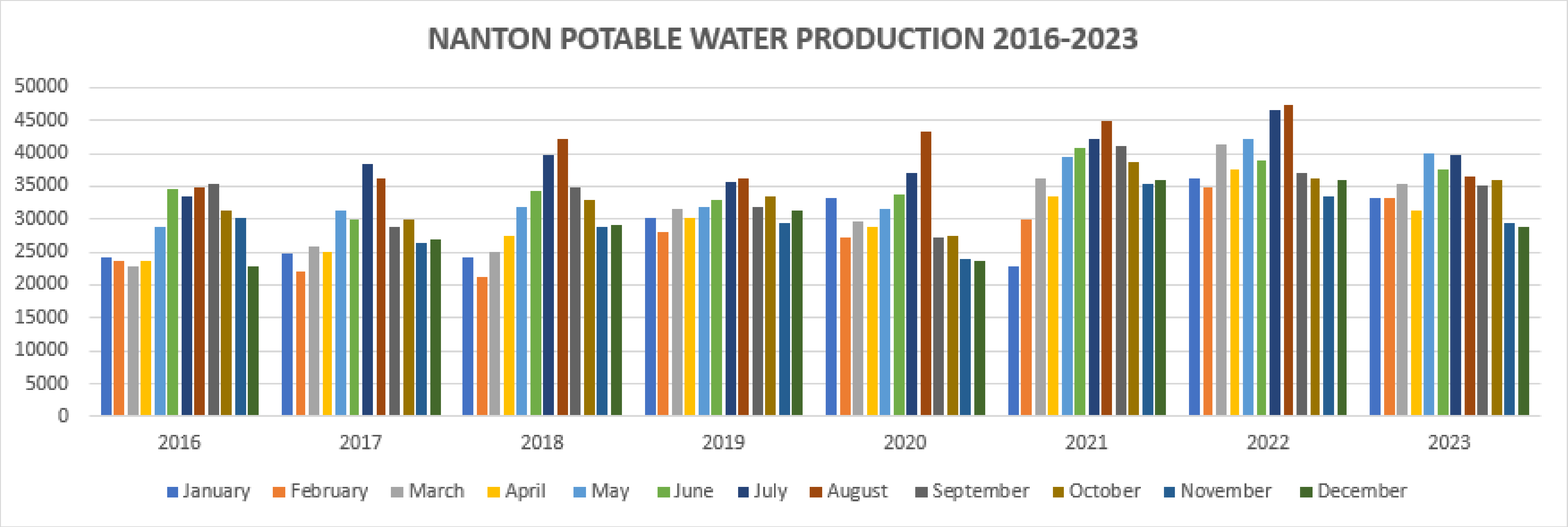
	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
STORM WATER COLLECTION				
Revenue				
Sales & User Fees	$26,000	$27,373	$1,373	105.28%
Total Revenue	26,000	27,373	1,373	105.28%
Expense				
Salaries, Wages & Benefits	7,539	2,751	(4,787)	36.50%
Contracted & General Services	15,000	2,418	(12,582)	16.12%
Total Expense	22,539	5,169	(17,369)	22.94%
NET EXCESS (DEFICIT)	3,461	22,204	18,743	641.47%
WATER SERVICES				
Revenue				
Sales & User Fees	615,100	628,159	13,059	102.12%
Penalties, Permits, Fines	2,278	5,039	2,761	221.22%
Government transfers	10,000		(10,000)	0.00%
Other revenues				
Total Revenue	627,378	633,198	5,820	100.93%
Expense				
Salaries, Wages & Benefits	184,695	189,564	4,869	102.64%
Contracted & General Services	235,300	253,886	18,586	107.90%
Materials, Goods, Supplies	96,100	129,339	33,239	134.59%
Utilities	74,000	76,532	2,532	103.42%
Service Charges, Debentures	18,159	9,159	(9,000)	50.44%
Total Expense	608,254	658,480	50,226	108.26%
NET EXCESS (DEFICIT)	19,124	(25,282)	(44,406)	(132.20%)
WASTE WATER SERVICES				
Revenue				
Taxes	6,666	6,666	0	100.00%
Sales & User Fees	667,000	657,399	(9,601)	98.56%
Penalties, Permits, Fines	2,278		(2,278)	0.00%
Government transfers	28,500		(28,500)	0.00%
Other revenues				
Total Revenue	704,444	664,065	(40,379)	94.27%
Expense				
Salaries, Wages & Benefits	184,695	163,483	(21,212)	88.52%
Contracted & General Services	327,250	394,999	67,749	120.70%
Materials, Goods, Supplies	64,100	67,389	3,289	105.13%
Utilities	172,000	179,758	7,758	104.51%
Service Charges, Debentures	2,893	1,489	(1,404)	51.47%
Total Expense	750,938	807,118	56,180	107.48%
NET EXCESS (DEFICIT)	(46,494)	(143,053)	(96,560)	307.68%

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET - 2023
For the twelve (12) months ending December 31, 2023

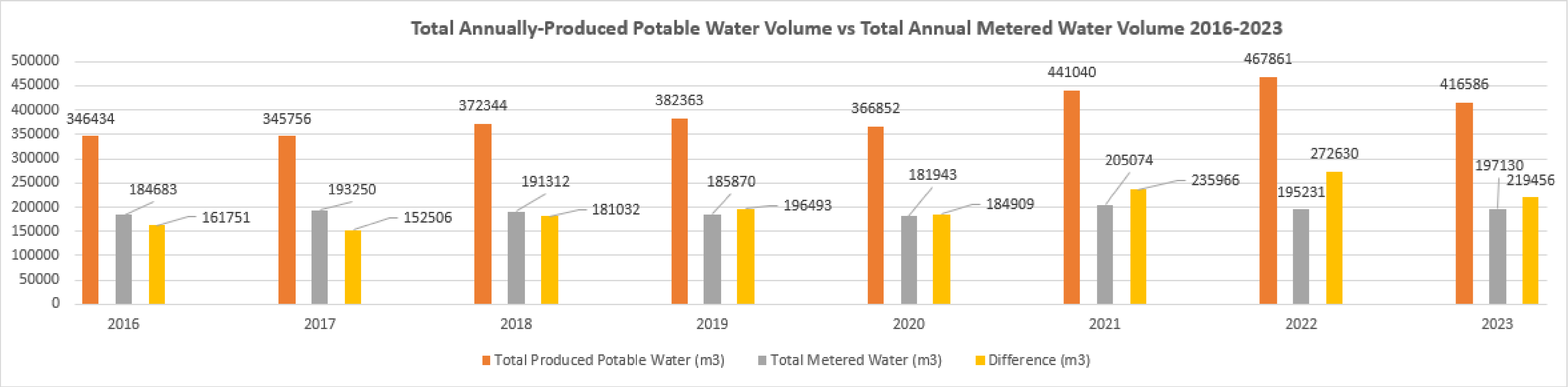
SOLID WASTE COLLECTION	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
Revenue				
Sales & User Fees	97,000	97,236	236	100.24%
Total Revenue	97,000	97,236	236	100.24%
Expense				
Contracted & General Services	76,000	74,181	(1,819)	97.61%
Materials, Goods, Supplies	2,000	216	(1,784)	10.80%
Tfrs & Grants to Other Organizations	5,000		(5,000)	0.00%
Total Expense	83,000	74,397	(8,603)	89.64%
NET EXCESS (DEFICIT)	14,000	22,839	8,839	163.13%
RECYCLING DEPOT				
Revenue				
Sales & User Fees	72,000	72,141	141	100.20%
Other revenues				
Total Revenue	72,000	72,141	141	100.20%
Expense				
Salaries, Wages & Benefits	14,363	23,140	8,777	161.11%
Contracted & General Services	59,014	62,192	3,178	105.39%
Materials, Goods, Supplies	750	84	(666)	11.20%
Utilities	1,200	1,217	17	101.43%
Total Expense	75,327	86,634	11,306	115.01%
NET EXCESS (DEFICIT)	(3,327)	(14,492)	(11,165)	435.55%
ENVIRONMENTAL NET EXCESS (DEFICIT)	(13,236)	(137,785)	(124,549)	1041.02%

	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
DEVELOPMENT & ZONING				
Revenue				
Sales & User Fees	$1,700	$1,100	($600)	64.71%
Penalties, Permits, Fines	23,190	26,540	3,350	114.45%
Other revenues	4,000	425	(3,575)	10.63%
Total Revenue	28,890	28,065	(825)	97.15%
Expense				
Salaries, Wages & Benefits	85,259	76,405	(8,854)	89.62%
Contracted & General Services	170,455	138,916	(31,539)	81.50%
Materials, Goods, Supplies	400		(400)	0.00%
Total Expense	256,114	215,320	(40,793)	84.07%
NET EXCESS (DEFICIT)	(227,224)	(187,255)	39,968	82.41%
SUBDIVISION LAND				
Revenue				
Sales & User Fees		156,650	156,650	0.00%
Other revenues	3,925	4,797	872	122.21%
Total Revenue	3,925	161,447	157,522	4113.30%
Expense				
Contracted & General Services	500	3,331	2,831	666.23%
Total Expense	500	3,331	2,831	666.23%
NET EXCESS (DEFICIT)	3,425	158,116	154,691	4616.52%
LAND				
Revenue				
DEV. & PLAN. NET EXCESS (DEFICIT	(223,799)	(29,139)	194,659	13.02%

	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
PARKS				
Revenue				
Rentals, Franchise, Contracts	$4,000	$684	($3,316)	17.10%
Other revenues	20,000	(835)	(20,835)	(4.18%)
Total Revenue	24,000	(151)	(24,151)	(0.63%)
Expense				
Salaries, Wages & Benefits	127,138	119,499	(7,638)	93.99%
Contracted & General Services	67,850	93,277	25,427	137.47%
Materials, Goods, Supplies	44,100	38,840	(5,260)	88.07%
Utilities	3,500	2,706	(794)	77.31%
Total Expense	242,588	254,322	11,735	104.84%
NET EXCESS (DEFICIT)	(218,588)	(254,473)	(35,885)	116.42%
TOM HORNECKER RECREATION CENTRE				
Revenue				
Sales & User Fees	27,500	31,692	4,192	115.24%
Rentals, Franchise, Contracts	119,000	104,691	(14,309)	87.98%
Government transfers	62,000	77,000	15,000	124.19%
Other revenues	35,000	1,248	(33,752)	3.57%
Total Revenue	243,500	214,631	(28,869)	88.14%
Expense				
Salaries, Wages & Benefits	223,395	215,857	(7,538)	96.63%
Contracted & General Services	186,356	194,607	8,251	104.43%
Materials, Goods, Supplies	37,800	33,985	(3,815)	89.91%
Utilities	115,000	99,092	(15,908)	86.17%
Total Expense	562,551	543,540	(19,011)	96.62%
NET EXCESS (DEFICIT)	(319,051)	(328,909)	(9,858)	103.09%
RECREATION & EVENT PROGRAMMING				
Revenue				
Government transfers	1,000	1,000		100.00%
Total Revenue	1,000	1,000		100.00%
Expense				
Salaries, Wages & Benefits	77,747	88,382	10,636	113.68%
Contracted & General Services	6,200	4,701	(1,499)	75.82%
Materials, Goods, Supplies	10,500	7,111	(3,389)	67.73%
Tfrs & Grants to Other Organizations	800		(800)	0.00%
Service Charges, Debentures	1,000	584	(416)	58.36%
Total Expense	96,247	100,778	4,531	104.71%
NET EXCESS (DEFICIT)	(95,247)	(99,778)	(4,531)	104.76%
NET EXCESS (DEFICIT)	(632,885)	(684,774)	(51,889)	108.20%


NANTON POTABLE WATER PRODUCTION 2016-2023
50000
45000
40000
35000
30000
25000
20000
15000
10000
5000
0
2016
2017
2018
2019
2020
2021
2022
2023
January
February
March
April
May
June
July
August
September
October
November
December

“In 2023 the Town billed for ~48% of our total potable water production. While not great, this is an improvement over 2022 where we only billed for ~42%. This number will also improve in 2024 since the water main repair was done in October of 2023 so there were only 2 months of water production vs metering to reflect that, and we are starting 2024 without that water loss. We have also improved our metered water numbers while also decreasing our potable water production, which is also positive.”



CAO: Additional leak detection contractor work is planned for this year.

MINUTES

Monday January 22, 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, John Dozeman, Roger Miller, Dave Mitchell* and Kevin Todd*. (* indicates electronic attendance)
ABSENT:	Councillor Ken Sorenson

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer
Lisa Lockton	Legislative Services Manager
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning & Development Officer
Bill Woytiuk	Operations Manager
Carlos Farias	Community Peace Officer
Evan Jersch	Deputy Fire Chief

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 11 – 24/01/22 - Dozeman
The Regular Council agenda for January 22, 2024 was accepted as presented. CARRIED

Councillor Mitchell entered the meeting at 7:03 p.m.

2. PUBLIC HEARING:

2.1 PUBLIC HEARING – MUNICIPAL DEVELOPMENT PLAN BYLAW # 1380/23

RESOLUTION # 12 – 24/01/22 - Czop
Moved to recess the Regular Meeting of Council at 7:03 p.m. in order to hold a Public Hearing in regards to:

- Bylaw #1380/23 a bylaw to amend the Municipal Development Plan Bylaw #1306/18.

CARRIED

2.2 DEVELOPMENT PROPONENT / AUTHORIZED REPRESENTATIVE / APPICANT: None present.

2.3 WRITTEN SUBMISSIONS RECEIVED TO DATE: No submissions received.

2.4 CALL FOR PRESENTATIONS BY THE CHAIR: None present.

2.5 RESOLUTION # 13 – 24/01/22 - Dozeman
Moved to close the Public Hearing in regard to Town of Nanton Bylaw # 1380/23 and reconvene the Regular Meeting of Council at 7:05 p.m. CARRIED

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:
3.1.1 Status Report – E
3.1.2 Monthly Report - E

3.2 FINANCIAL:
3.2.1 Accounts Payable Reports – December 2023

3.3 DEPARTMENT:
3.3.1 Corporate Services Manager – N/A
3.3.2 Operations Manager - E
3.3.3 Planning & Development Officer – N/A
3.3.4 Fire Chief – N/A
3.3.5 Peace Officer – E
3.3.6 Strategic Plan Quarterly Report ending December 31, 2023 – E

3.4 COUNCIL:

3.4.1 MAYOR JENNIFER HANDLEY - E

3.4.1.1 Request for Mayors and Reeves of Southwest Alberta Membership Fee – E

RESOLUTION # 14 – 24/01/22 - Miller
Moved to approve the newly established 2024 membership fee of $200.00 for the Mayors and Reeves of Southwest Alberta Association. CARRIED

3.4.2 COUNCILLOR VICTOR CZOP - E
3.4.3 COUNCILLOR ROGER MILLER – N/A
3.4.4 COUNCILLOR DAVE MITCHELL– N/A
3.4.5 COUNCILLOR KEN SORENSON – N/A
3.4.6 COUNCILLOR KEVIN TODD – N/A
3.4.7 COUNCILLOR JOHN DOZEMAN – N/A

RESOLUTION # 15 – 24/01/22 - Czop
Moved that all written reports, as recorded on the agenda for January 22, 2024 be received for information and filing. CARRIED

Evan Jersch, Calos Farias and Bill Woytiuk left the meeting at 7:41 p.m.

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 Regular Council Meeting Minutes January 8, 2024 – E

RESOLUTION # 16 – 24/01/22 - Mitchell
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 January 8, 2024 were accepted as distributed. CARRIED

4.1.2 Committee of the Whole Meeting Minutes January 11, 2024 - E

RESOLUTION # 17 – 24/01/22 - Miller
The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the January 11, 2024 Committee of the Whole Meeting of the Town of Nanton were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Canadian Grain Elevator Discovery Centre – Fencing – E

RESOLUTION # 18 – 24/01/22 - Dozeman
Moved to provide up to $24,000 from the Municipal Land Development Reserve for the Canadian Grain Elevator Discovery Centre project to install a security fence around the perimeter of the grain elevators contingent upon finalization of the signed memorandum of understanding. CARRIED

5. NEW & UNFINISHED BUSINESS:

5.1 LIBRARY BOARD BYLAW REVISION – E

RESOLUTION # 19 – 24/01/22 – Czop
Moved to read Town of Nanton Bylaw #1382/24, a bylaw to confirm the establishment of the Nanton Library Board, for a first time. CARRIED

RESOLUTION # 20 – 24/01/22 - Dozeman
Moved to read Town of Nanton Bylaw #1382/24 for a second time. CARRIED

RESOLUTION # 21 – 24/01/22 - Mitchell
Unanimous consent to read Town of Nanton Bylaw #1382/24 for a third time was granted by Council present. CARRIED

RESOLUTION # 22 – 24/01/22 - Todd
Moved to read Town of Nanton Bylaw #1382/24 for a third and final time. CARRIED

5.2 FURTHER CONSIDERATION OF BYLAW 1380/23 – MUNICIPAL DEVELOPMENT PLAN UPDATE - E

RESOLUTION # 23 – 24/01/22 - Miller
Moved to read Town of Nanton Bylaw #1380/23, a bylaw to amend the Municipal Development Plan Bylaw #1306/18, to reference the Westview Area Structure Plan, as adopted by Bylaw #1362/22, and to remove reference to the Lancaster Landing Area Structure Plan, as repealed by Bylaw #1376/23, for the second time. CARRIED

RESOLUTION # 24 – 24/01/22 - Czop
Moved to read Town of Nanton Bylaw #1380/23 for the 3rd time. CARRIED

5.3 STREET SWEEPING – E

RESOLUTION # 25 – 24/01/22 - Czop
Moved to direct the Chief Administrative Officer to prepare a Request for Proposal (RFP) with the intent to contract out the street sweeping services for the 2024 year. CARRIED

4.2.2 Cancellation of January 29, 2024, Committee of the Whole Meeting

RESOLUTION # 26 – 24/01/22 - Miller
Moved to cancel the January 29, 2024 Committee of the Whole Meeting. CARRIED

5.4 LEVEL 3 (CRITICAL RESTRICTIONS) WATER CONSUMPTION RATE – E

Tabled to the February 5, 2024, Regular Council Meeting.

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

6.2.1 Fortis – Town of Nanton 2022 Franchise Presentation

6.2.2 Alberta Government – Approval of increased funding for Water Treatment Aeration Project - E

6.2.3 Livingstone Range School Division – Nanton School Update - E

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 27 – 24/01/22 - Czop
It was Moved to recess the Regular Meeting at 8:43 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 Nanton Medical Clinic -FOIP 21(1) Disclosure harmful to intergovernmental relations

7.2 Local Authorities Pension Plan Agreement with the Town of Nanton – FOIP SECTION 24(1) – Advice from officials.

CARRIED

RESOLUTION # 28 – 24/01/22 - Todd
It was moved to reconvene the Regular Meeting at 9:12 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 29 – 24/01/22 - Dozeman
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:sl

These minutes accepted and signed this 5th day of February, 2024.

REQUEST FOR DECISION

Meeting: February 5th 2024
4.2.1 Business Arising

Level 3 (Critical Restrictions) Water Consumption Rate - REVISED

PURPOSE:

Given the likelihood of serious drought during 2024, Administration is recommending that Council set a deterrent Level 3 (Critical) water consumption rate pursuant to the Utilities Bylaw.

BACKGROUND / IMPLICATIONS:

From the Bylaw (1283 consolidated):

8.3 When the Chief Administrative Officer or designate has imposed Level 3 Critical Restrictions, as set out in Schedule 'B', no person shall use Town-supplied water to the contrary.

LEVEL 3 – CRITICAL RESTRICTIONS
All outdoor water use is strictly prohibited. Household and non-residential use may be controlled through district flow restrictions. The Chief Administrative Officer or designate may require reduction of water consumption by major non-residential water consumers. Bulk water sales, if operating, are suspended. A special metered rate to discourage wasteful water consumption by residential and non-residential consumers, **as set by Council in the Town of Nanton Fees and Rates bylaw**, may come into effect after two weeks (fourteen days) following the commencement of Level 3 Critical Restrictions*.

**If such a rate is specified in the current Town of Nanton Fees and Rates Bylaw, as amended.*

This rate should be as fair as possible. Its principal value is as a deterrent that is easily communicated to the community at large **without a great deal of complexity or nuance.**

The action that is suggested, <u>should Council wish to proceed,</u> is therefore as follows:

- Residential: The over above 45m3 water consumption rate is increased to \$3.95/m3 (\$1.00 increase) for any billing period where Level 3 restrictions are in place for more than 14 days.
- Commercial/Industrial: The over and above 45m3 water consumption rate is increased to \$3.50/m3 (\$0.50 increase) for any billing period where Level 3 restrictions are in place for more than 14 days.

Applying rate increases to all four consumption levels would be administratively challenging and difficult to effectively communicate, as would having to create a unique metered billing period that would require properties to be checked at the beginning an end of a Level 3 event. This alternate measure targets only the highest levels of water consumption in the community to discourage large scale waste/ use in a critical period.

The proposed measure would be in addition to the following activities if Level 3 were declared:

- District flow restrictions
- Ordered consumption reduction by non-residential users
- Bylaw violations (outdoor water use) of $250-$1,000

It is important to emphasize that Council need not implement a punitive deterrent rate this year – the power is only available to it under the bylaw and Administration is encouraging early consideration (given the gravity of messaging from the province). The other measures, as described above, could be sufficient alone during a critical event.

If the Town has to declare Level 3 Restrictions, municipal compliance and enforcement will be required around outdoor water use, which largely targets residential users. This would be the first known time that such enforcement will occur in Nanton and the additional deterrent would be a good way of getting the message out to high consumption users without making an example of users through enforcement actions.

To emphasize, a deterrent rate or charge will only be successful **if it is widely promoted ahead** of a Level 3 declaration and the first couple of weeks of such a situation. It should not be something put in place only when Level 3 is upon the community.

ADMINISTRATIVE RECOMMENDATION:

That a Level 3 (Critical) consumption rate be introduced for users who consume more than 45m3 in an impacted billing period.

DECISION OPTIONS:

☐ #1 – That a different approach be developed

☒ #2 – That the recommendation be adopted as presented and a bylaw schedule developed.

☐ #3 – No action to be taken at this time.

ALTERNATIVES:

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

Financial (GL# / Amount) : n/a

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

Applicable Legislation: Utilities Bylaw

Attachments:

Prepared By: Neil Smith **Date: February 2nd 2024.**

APPROVED BY: Neil Smith, Chief Administrative Officer:

NANTON STRATEGIC PLAN ALIGNMENT			
☐	OPERATIONS	☐	EMERGENCY SERVICES
☐	PLANNING & DEVELOPMENT	☐	COMMUNITY & ECONOMIC
☐	GOVERNANCE & CORPORATE SERVICES	☒	NOT APPLICABLE

REQUEST FOR DECISION

Meeting: February 5, 2024
Agenda Item: 5.1

Support Grants 2024

Introduction:
As we do every year, an advertisement for support grant applications was put out in October 2023 with a deadline of November 30, 2023. In December, administration presented three support grant requests and a resolution was passed to hold off on a decision until the new year. Administration was also directed to advertise the support grant availability further as the number of applications received was lower than normal.

As of January 26 (application deadline), one further application was received and so that along with the original applications received are now presented for consideration.

1. ANNUAL SUPPORT GRANT APPLICATIONS – OVERVIEW FOR 2024 BUDGET

The Town received three (3) grant applications for 2024 that meet the criteria as per the Grants Disbursement Policy 12 - 486 – 18/12/03.

Nanton Citizens on Patrol is requesting a $1,000 support grant for a project entitled “Light up Nanton’s Alley’s”. The attached letter outlines further details pertaining to the request. The Town provided a $250 support grant in 2022 and a $300 support grant again in 2023.

Nanton Community Memorial Centre is seeking funding to help offset the centre’s utility costs (power, gas, water & sewer) for 2024. As noted in the attached, the costs are approximately $13,500 which is similar to the previous year. The Town did provide a support grant in each of the last two year’s to help cover utility costs in the amount of $12,000 and $14,000 respectively. Further detail is provided in the attached request.

Nanton Animal protection society – NAPS is seeking $3,000 from the Town for the “Town of Nanton Cat Program 2024” – this is a continuation of the same program the Town sponsored last year which provides pet owners a reduced rate to spay and neuter feral cats with the hope of reducing stray cats. The Town provided a $1,500 support grant in 2023.

Town & Country Kosy Korner Association – The Kosy Korner is looking for approximately $3,000 to help with updating their recreation equipment. The Town has not provided a support grant to the Kosy Korner in the past. Council did receive a request last fall from the Kosy Korner for help with funding a elevator/stair lift and a resolution was passed to consider a contribution in 2024. Further details are attached.

The total support grants approved over the past 5 years looks as follows:

2023 = $28,329
2022 = $19,370
2021 = $9,558
2020 = $5,450
2019 = $17,300

One other request should also be considered – In the fall of 2022 a request from STARS was considered and council deferred a decision on that. The request was for $2 per capita for three years which equates to $4,362 annually based on the current population of 2181.

Council does now support the Handivan society annually with $3,000 which will be in addition to any support grants approved and council normally also supports the High River Health Foundation with $1,500 (more in 2023 was approved). The establishment of a community sustainability reserve has generated $20,000 that can be used to help cover/offset these costs.

Recommendation:
Administration presents the following grant requests for consideration in the 2024 operating budget.

	2024 Request
Citizens on Patrol	$1,000
Community Centre Society	$13,500
Nanton Animal Protection Society	$3,000
Kosy Korner	$3,000
STARS Air Ambulance	$4,362
Total	$24,862

With inclusion of the Handivan Society grant and the High River Health Foundation annual grant, the total support grant figure = $29,362

DECISION OPTIONS:

ANNUAL COMMUNITY SUPPORT GRANT APPLICATIONS

☒ #1 – Approve Annual Community Support Grant funding to the applicants outlined above in section 2. with the grant amounts as determined by Council

☐ #2 – Defer decision to a later date or refer to the finance committee

ALTERNATIVES:

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

Financial (GL# / Amount) : ______________________

Communications/PR:

Applicable Legislation:

Attachments: Applications / Policy #12-486-18/12/03 Annual Grants Disbursement Criteria

Prepared By: Clayton Gillespie, Corporate Services Manager **Date:** January 29, 2024

APPROVED BY:

NANTON EST 1903

Town of Nanton
Support Grant Funding Request Form

SUBMISSION DATE: | | | |
|---|---|---|
| MM | DD | YYYY |

Thank you for considering the Town of Nanton as a partner for your project or event. In addition to your written request, the following information must be provided in order for the request to be considered.

Please allow sufficient time between the submission date and the project start date for your application to be reviewed.

1. PROJECT NAME: Light up Nanton's alleys

Contact Name: Kirk Jensen
Organization: Nanton Citizens on Patrol
Address: Box 43
Town: Nanton
Postal Code: TOL 1RO
Phone #/Email.: 780-404-6788 nantoncitizensonpatrol@gmail.com

2. PROJECT START DATE: Jan. 2024 **PROJECT END DATE:** Dec. 2024

3. DESCRIPTION:

a) DESCRIPTION OF PROJECT – PURPOSE, TOTAL COST, INTENDED AUDIENCE:

A draw for every month (done at our meetings every other month). The draw will be for Nanton residents to win a motion sensor solar light.

Total cost: $1000.00

b) OTHER PARTNERS – WHAT OTHER FUNDING CHANNELS ARE YOU PURSUING (IF NOT, WHY):
(Attach additional pages if required)

Local businesses will be approached to host a free draw box & Literature.

1 of 2

c) **BENEFIT OR IMPACT TO THE COMMUNITY:**

Enhanced lighting of backyards and alleys. Awareness of need for improved lighting.

e) **PROVIDE MOST CURRENT FINANCIAL STATEMENTS AND CURRENT YEAR'S BUDGET:**

(Please attach documentation to this request)

f) **PLEASE DESCRIBE HOW THIS GRANT WILL BE ACKNOWLEDGED IN THE COMMUNITY BY THE GROUP**

Town will be acknowleded on distributed literature and draw boxes. as well as on social media.

4. OBJECTIVES & PERFORMANCE MEASURES (PROVIDE MINIMUM OF 3)

Goal	Objective / Target	Method to measure goals/objectives
Increase profile of C.o.P.	Increase members	% increase in membership
Improved lighting in town		observation
Increase awareness		

By submitting this application to the Town of Nanton we the undersigned,

a) Understand that the request may not be eligible for financial support from the Town of Nanton, based on Council's Strategic Goals.

b) Acknowledge that the Town of Nanton reserves the right to amend or rescind its approved investment if the project is not completed, the evaluation report is not submitted or lacks sufficient detail or the program was materially different than represented in this application.

c) Agree to notify the Town of Nanton in writing for further approval if there are changes to the application.

Project Manager: Kirk Jensen Signature:

Please send completed forms to finance@nanton.ca, mail or drop off at the Town Office Box 609, 1907 21 Avenue, Nanton T0L 1R0. Attention: Clayton Gillespie

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act, Section 33 (c), for the purpose the promotional funding project and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the FOIP Co-ordinator at the Town of Nanton Administrative Office, 1907 – 21 Avenue, Box 609, Nanton, Alberta, T0L 1R0 (403) 646-2029

Nanton Citizen's on Patrol
Financial statement
Ending date December 31, 2022

Opening Balance: $2237.19

Net Assets: (same as opening balance) $2237.19

Revenue:
Total #1: $ 1850.00

Expenses:
office = $658.61

Total #2: $ 658.61

Total #1: $ 1850.00
Total #2: $ 658.61
Total: $1191.39 **Closing Balance:** $3428.58

Over/Short: —
Revenue: $1850.00
Expenses: $ 658.61

Treasurer's Name: Dana Glas **Signature:** Dana Glas

Audited by Members:

Name: Ashley Ufland — Date: Jan. 31, 2023; Signature: A Ufland; Position: Director

Name: Erin Shields — Date: March 16, 2023; Signature: Erin Shields; Position: Director

Name: Brian Taylor — Date: Mar. 16, 2023; Signature: B T; Position: Director

President: Name: Kirk Jensen
Signature:
Date: March 16, 2023

Town of Nanton
Support Grant Funding Request Form

SUBMISSION DATE: | 10 | 16 | 2023 |
MM DD YYYY

Thank you for considering the Town of Nanton as a partner for your project or event. In addition to your written request, the following information must be provided in order for the request to be considered.

Please allow sufficient time between the submission date and the project start date for your application to be reviewed.

1. PROJECT NAME: 2024 - Utility Management Cost

Contact Name: Mike Cooper
Organization: Nanton Community Memorial Centre Society
Address: PO BOX 1248
Town: Nanton
Postal Code: T0L 1R0
Phone #/Email.: 587-582-7557 or mikecoop104@icould.com

2. PROJECT START DATE: Jan/01/2024 **PROJECT END DATE:** Dec/31/2024

3. DESCRIPTION:

a) DESCRIPTION OF PROJECT – PURPOSE, TOTAL COST, INTENDED AUDIENCE:

Our Society aims to provide a centre and suitable meeting place for various activites of the Community. This includes but is not limited to delivery of musical/dramatic entertainment, plus lectures on social, educational, political economics and other subjects.

We are requesting the Town of Nanton help offset the Utility costs for the Centre in 2024. As per our 2023 Financial Report this was $13,528.87 between Electricity, Gas, Sewer and Water.

We continue to have general manteniance and cleaning labour completed by volunteers, a record of hours is available upon request.

b) OTHER PARTNERS – WHAT OTHER FUNDING CHANNELS ARE YOU PURSUING (IF NOT, WHY):

(Attach additional pages if required)

Mosquito Creek Music. The centre hosts a musical show every 1-2 months, to promote local talent and in turn generate income for the Society. Completed through ticket sales, 50/50 Raffle and sale of food/drink.
Our AGLC casino fundrasier was completed this past year and allowed us to receive funds this past quarter.

c) BENEFIT OR IMPACT TO THE COMMUNITY:

Our centre encourages unity and collaboration between individuals, families, artists, entrepeneurs, local businesses and societies. This ultimately helps drive activity and economy in the community.

e) PROVIDE MOST CURRENT FINANCIAL STATEMENTS AND CURRENT YEAR'S BUDGET:

(Please attach documentation to this request) Balance Sheet and Financial Report attached to Email.

f) PLEASE DESCRIBE HOW THIS GRANT WILL BE ACKNOWLEDGED IN THE COMMUNITY BY THE GROUP

Special mentions at events hosted by the board or Mosquito Creek Music in the Community Centre.

4. OBJECTIVES & PERFORMANCE MEASURES (PROVIDE MINIMUM OF 3)

Goal	Objective / Target	Method to measure goals/objectives
Help increase local economy.	Host various expos and shows.	Improvements on centre contents or leasable space, maintain volunteer only activity to reduce overhead. Plus continue to be tight with spending and regulary review financials monthtly.
Promote local artists/musicians.	Host various concerts.	
Keep centre active + good condition.	Return profits into the Centre	

By submitting this application to the Town of Nanton we the undersigned,

a) Understand that the request may not be eligible for financial support from the Town of Nanton, based on Council's Strategic Goals.

b) Acknowledge that the Town of Nanton reserves the right to amend or rescind its approved investment if the project is not completed, the evaluation report is not submitted or lacks sufficient detail or the program was materially different than represented in this application.

c) Agree to notify the Town of Nanton in writing for further approval if there are changes to the application.

Project Manager: Tanisha Proulx

Signature:

Please send completed forms to finance@nanton.ca, mail or drop off at the Town Office Box 609, 1907 21 Avenue, Nanton T0L 1R0. Attention: Clayton Gillespie

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act, Section 33 (c), for the purpose the promotional funding project and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the FOIP Co-ordinator at the Town of Nanton Administrative Office, 1907 – 21 Avenue, Box 609, Nanton, Alberta, T0L 1R0 (403) 646-2029.

DECEMBER 6, 2023

NANTON MEMORIAL COMMUNITY CENTRE

IMPROVEMENTS

• Purchase of 250 new chairs for basement	$ 22, 304
• 400 new cutlery sets	
• Paint upstairs, Hall, Entry Way and 5 bathrooms	$ 9607.00
• Mirrors, back splash, and floor in upstairs bathrooms	$ 2200.00

PROJECTED IMPROVEMENTS

• Painting basement and meeting room	10,000.00
• Replace dinnerware and glasses	15000.00
• Refinish main floor hall	10000.00

NOTE:
Planned improvements are dependent on:

- Administration, Janitorial, and general maintenance being done by Volunteers.
- Mosquito Creek Music continues to contribute to income.

06-Dec-23

NANTON MEMORIAL COMMUNTIY CENTRE 5 YEAR PROJECTION

		Projected	Projected	Projected
ITEM	2023	2024	2025	2026
INCOME				
Rentals	21,000.00	21,000.00	21,000.00	21,000.00
MCM	10,000.00	10,000.00	10,000.00	10,000.00
Casino	64,000.00			
Grant	14,000.00	14,000.00	14,000.00	14,000.00
TOTAL INCOME	**109,000.00**	**45,000.00**	**45,000.00**	**45,000.00**
EXPENSE				
expenses	32,000.00	33,600.00	35,280.00	37,044.00
improvements	33,000.00	15,000.00	15,000.00	15,000.00
TOTAL EXPENSE	**65,000.00**	**48,600.00**	**50,280.00**	**52,044.00**
income - Exp	44,000.00	-3,600.00	-5,280.00	-7,044.00
BANK				
GRANT INCLUDED	44,000.00	38,800.00	30,080.00	14,484.00
NO GRANT		24,800.00	10,800.00	-3,684.00

NOTES **Janitorial, Co-ordinator and General maintenance is done by Volunteers**
Mosquito Creek Music income is generated by Volunteers and not guarenteed

NANTON MEMORIAL COMMUNTITY HALL USAGE 2023

EVENT	TYPE	AMOUNT
EXERCISE CLASSES		64
LIONS	Meeting	24
Boosters	Meeting	12
Promoters	Meeting	12
Mosquito Creek Music	open mic	32
Mosquito Creek Music	concerts	5
Nanton Elevator	concerts	1
Leo's	Food & Flick	1
Boosters	Fun in Sun	1
Promoters	Seafood dinner	1
Christmas market	retail	2
Other markets	retail	2
Funerals		5
Weddings		4
misc events		8
Birthdays		5
Euro radio	dances	3
Firemens Ball		1
Chinook Players 2 FULL WEEKS	plays	2
Minor Hockey	year end	1
Lions	pancake breakfast	1
Ag society	new years	1
Hall board meetings		12
		200

Balance Sheet

Nanton Community Memorial Centre

As of Oct 31, 2023

ACCOUNTS	Oct 31, 2023
Assets	
Cash and Bank	
Cash on Hand	$300.00
Casino	$33,514.00
General Account	$11,367.40
Mosquito creek music	$9,416.14
Utilities	$8,002.99
Total Cash and Bank	**$62,600.53**
Other Current Assets	
Total Other Current Assets	**$0.00**
Long-term Assets	
Total Long-term Assets	**$0.00**
Total Assets	**$62,600.53**

Liabilities	
Current Liabilities	
Total Current Liabilities	**$0.00**
Long-term Liabilities	
Total Long-term Liabilities	**$0.00**
Total Liabilities	**$0.00**

Equity	
Retained Earnings	
Profit for all prior years	-$5,371.54
Profit between Nov 1, 2022 and Oct 31, 2023	$45,486.60
Retained Earnings/Deficit	$22,485.47
Total Retained Earnings	**$62,600.53**
Total Equity	**$62,600.53**

Profit and Loss

Nanton Community Memorial Centre

Date Range: Nov 01, 2022 to Oct 31, 2023

ACCOUNTS	Nov 01, 2022 to Oct 31, 2023
Income	
Casino Income	$64,609.60
Donation Income	$14,000.00
Downstairs Hall Rental	$450.00
Interest Earned	$92.67
Kitchen Only Rental	$1,050.00
Meeting Room and Kitchen Rental	$3,650.00
Mosquito Creek Music	$9,379.19
Raffle Income	$1,045.00
Upstairs Hall Rental	$7,150.00
Whole Hall Rental	$8,550.00
Total Income	**$109,976.46**
Cost of Goods Sold	
Credit card fees	$17.80
Total Cost of Goods Sold	**$17.80**

Gross Profit	**$109,958.66**
As a percentage of Total Income	**99.98%**

Operating Expenses	
Accounting Fees	$781.00
Advertising Expense	$295.00
Bank Fees	$75.00
Casino Expense	$2,350.95
Disposal Fees	$1,212.75
Facility Equipment	$22,304.63
Facility Supplies	$5,780.07
Insurance – Property	$2,079.00
Mosquito Creek Music - Expense	$1,390.31
Office Supplies	$726.87
Repairs & Maintenance - Building	$9,607.60
Repairs and Maintenance - Elevator	$1,469.90
Telephone	$504.00
Utilities - Electricity	$8,343.85
Utilities - Gas	$6,392.71
Utilities - Water and Sewer	$1,158.42
Total Operating Expenses	**$64,472.06**

Net Profit	**$45,486.60**
As a percentage of Total Income	**41.36%**

NANTON ANIMAL PROTECTION SOCIETY

2404 – 19 Avenue
PO Box 1377
Nanton, AB
T0L 1R0
403-336-8655

September 27, 2023

Town of Nanton

Attention: Clayton Gilespie

Please find enclosed our Support Grant Funding Request for our Town of Nanton Cat Program 2024

This program was started last year, through a support Grant from the town of Nanton. It was very well received in the community. Last year we were able to do 5 neuters and 4 spays. This year we hope to double that.

This program has helped to reduce the unwanted litters of felines with the town.

We hope that the town will consider funding this program again with year.

Regards,

Carrie Gataiant

Carrie Gataiant
Treasurer / Director

WE COULDN'T DO WHAT WE DO WITHOUT PEOPLE LIKE YOU!

Town of Nanton
Support Grant Funding Request Form

SUBMISSION DATE: 09 27 2023
MM DD YYYY

Thank you for considering the Town of Nanton as a partner for your project or event. In addition to your written request, the following information must be provided in order for the request to be considered.

Please allow sufficient time between the submission date and the project start date for your application to be reviewed.

1. PROJECT NAME: Town of Nanton Cat Program

Contact Name: Carrie Gataiant
Organization: Nanton Animal Protection Society
Address: P.O Box 1377
Town: Nanton AB
Postal Code: T0L1R0
Phone #/Email.: 403-336-8655 info@nantonanimalprotection.ca

2. PROJECT START DATE: Jan 1/24 **PROJECT END DATE:** May31/24

3. DESCRIPTION:

a) DESCRIPTION OF PROJECT – PURPOSE, TOTAL COST, INTENDED AUDIENCE:

The program is to help the citizens of Nanton receive a discount to spay/neuter their cat. We have a similar program in place for farmers & Ranchers which has been a hugh success. Total Cost $3000.00 to spay/neuter 18 town cats
The program helps to reduce unwanted kittens and cats being dumped due to being pregnant.

b) OTHER PARTNERS – WHAT OTHER FUNDING CHANNELS ARE YOU PURSUING (IF NOT, WHY):
(Attach additional pages if required)

It was very success last year 5 neuters 4 spays.

1 of 2

c) BENEFIT OR IMPACT TO THE COMMUNITY:

To help reduce unwanted kittens and pregnant cats being dumped at the shelter or somewhere in the town

e) PROVIDE MOST CURRENT FINANCIAL STATEMENTS AND CURRENT YEAR'S BUDGET:

(Please attach documentation to this request)

f) PLEASE DESCRIBE HOW THIS GRANT WILL BE ACKNOWLEDGED IN THE COMMUNITY BY THE GROUP

We will acknowledge it through our Social Media Facebook, Instagram + Web site.

4. OBJECTIVES & PERFORMANCE MEASURES (PROVIDE MINIMUM OF 3)

Goal	Objective / Target	Method to measure goals/objectives
Reduce unwanted kittens	- Town	They call to book an appt
Reduce pregnant cats	being	
dumped in town	or at the shelter	

By submitting this application to the Town of Nanton we the undersigned,

a) Understand that the request may not be eligible for financial support from the Town of Nanton, based on Council's Strategic Goals.

b) Acknowledge that the Town of Nanton reserves the right to amend or rescind its approved investment if the project is not completed, the evaluation report is not submitted or lacks sufficient detail or the program was materially different than represented in this application.

c) Agree to notify the Town of Nanton in writing for further approval if there are changes to the application.

Project Manager: Carrie GatGiant Signature: Carrie Gataint

Please send completed forms to finance@nanton.ca, mail or drop off at the Town Office Box 609, 1907 21 Avenue, Nanton T0L 1R0. Attention: Clayton Gillespie

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act, Section 33 (c), for the purpose the promotional funding project and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the FOIP Co-ordinator at the Town of Nanton Administrative Office, 1907 – 21 Avenue, Box 609, Nanton, Alberta, T0L 1R0 (403) 646-2029.

Town of Nanton

ferals

Date	Amount	Balance	Notes
		$ 1,500.00	
Feb 9/23	$ 105.00	$ 1,395.00	neuter
Mar 21/23	$ 429.42	$ 965.58	2N 1S
Mar 23/23	$ 308.18	$ 657.40	1S Complicated
	$ 211.85	$ 445.55	1S
Apr 26/23	$ 112.58	$ 332.97	1N
Apr 26/23	$ 218.46	$ 114.51	1S
Apr 26/23	$ 144.76	-$ 30.25	1N
5 neuters and 4 spays			
May 23/23	$ 120.75	-$ 151.00	1N
May 25/23	$ 217.46	-$ 368.46	1S
May 25/23	$ 32.25	-$ 400.71	Euthanize feral
May 29/23	$ 31.44	-$ 432.15	Feral antibiotics
May 30/23	$ 307.17	-$ 739.32	N/dental feral
June 13/23	$ 146.15	-$ 885.47	Feral neuter
Aug 24/23	$ 847.71	-$ 1,733.18	1N/3S
Aug 28/23	$ 316.64	-$ 2,049.82	1S
Aug 30/23	$ 400.24	-$ 2,450.06	1N/1S
Sept 1/23	$ 404.54	-$ 2,854.60	3N

last years
$1,500.00

What we have done
beyond the Grant

2023 strays taken into shelter from around town			vaccines and s/n	Total	
for vaccines, surgery, etc, then adoption					
Abigail	Near firehall		$ 375	$ 375	
Bonnie	29th ave	**mom and two kittens**	$ 375	$ 750	
Buttons	29th ave		$ 450	$ 1,200	
Boo	29th ave		$ 355	$ 1,555	
Cindy-Lou	Home Hardware		$ 375	$ 1,930	
Beau	19th ave		$ 280	$ 2,210	
Ernie	26th ave		$ 280	$ 2,490	
Frodo	Slade Drive		$ 280	$ 2,770	
Henrietta	across from fire hall		$ 375	$ 3,145	
Harold	Alley between 22nd and 23rd streets (siblings)		$ 355	$ 3,500	
Harvey			$ 355	$ 3,855	
Jaxon	26th ave		$ 355	$ 4,210	
Monica	19th St	**mom and three kittens**	$ 375	$ 4,585	
Muffy	19th St		$ 355	$ 4,940	
Mocha	19th St		$ 355	$ 5,295	
Mookie	19th St		$ 355	$ 5,650	
Oscar	21st st	**very sick on intake**	$ 375	$ 6,025	cryptorchid - neuter requiring exploratory surgery, three puncture wounds resulting in huge abscess (8 stitches to close). Additional vet bill for abscess was $636 (not included in total)
Scotty	21st st	**4 kittens**	$ 355	$ 6,380	
Sari			$ 450	$ 6,830	
Siren			$ 450	$ 7,280	
Salem			$ 355	$ 7,635	
Tigger	2W	three 1-day old kittens - two died	$ 355	$ 7,990	
~~Trouble~~				$ 7,990	
~~Trixie~~				$ 7,990	
Uzuri	26th Ave		$ 375	$ 8,365	

Nanton & District Animal Protection Society
Balance Sheet
As of July 31, 2023

		Jul 31, 23
ASSETS		
Current Assets		
Chequing/Savings		
10001 · Chequing-1224		32,825.03
10002 · CASINO ACCOUNT-5724 / 50178		60,501.89
10003 · Savings-3400		1,040.48
10050 · GIC INVESTMENT - 41016419400		5,167.31
10052 · GIC INVESTMENT - 41157721200		5,030.00
Total Chequing/Savings		104,564.71
Other Current Assets		
12008 · Prepaid Expenses		3,778.08
Total Other Current Assets		3,778.08
Total Current Assets		108,342.79
Fixed Assets		
13000 · Land Purchase		18,834.00
13001 · NAPS - New Shelter		221,783.30
13002 · Amortization Naps New Shelter		-29,854.12
13003 · WASHER & DRYER		1,926.97
13004 · Amortization Washer/Dryer		-1,039.02
13005 · KENNELS		6,299.22
13006 · Amortization Kennels		-2,670.87
13007 · SHED		2,099.99
13008 · Amortization Shed		-210.00
Total Fixed Assets		217,169.47
TOTAL ASSETS		**325,512.26**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
22000 · Deferred Revenue		
22003 · DEFFERRED CASINO	34.92	
22004 · FRBC Program	250.00	
22007 · Deferred Revenue	6,870.00	
Total 22000 · Deferred Revenue		7,154.92
23000 · Accured Liabilities		787.50
25000 · GST/HST Payable		-1,803.45
Total Other Current Liabilities		6,138.97
Total Current Liabilities		6,138.97
Total Liabilities		6,138.97
Equity		
31000 · Equity - Restricted		34.92
310001 · Equity - Unrestricted		270,689.84
31003 · Retained Earnings		-317.47
Net Income		48,966.00
Total Equity		319,373.29
TOTAL LIABILITIES & EQUITY		**325,512.26**

Nanton & District Animal Protection Society
Profit & Loss
August 2022 through July 2023

		Aug '22 - Jul 23
Ordinary Income/Expense		
Income		
41000 · CASINO FUNDS		
41001 · Casino Income	61,347.10	
Total 41000 · CASINO FUNDS		61,347.10
410099 · DONATION		
42000 · DONATIONS	120.00	
42001 · DONATION JARS	942.84	
42002 · Donations (receipted)	5,133.05	
42003 · In Memory of	50.00	
42005 · Calgary Foundation	8,543.00	
42006 · Donation (no tax receipt)	24,820.24	
42007 · TNR Program	125.00	
42008 · FRBC PROGRAM	6,646.00	
42010 · TCP - Town Cat Program	2,045.00	
42030 · Benevity Fund	2,795.00	
42031 · Canada Helps	1,140.00	
Total 410099 · DONATION		52,360.13
42050 · FUNDRAISING		
42052 · CUPCAKES FOR KITTIES	903.00	
42054 · KASH FOR KRITTERS	7,594.31	
42061 · BETTY WHITE CHALLENGE	180.00	
42050 · FUNDRAISING - Other	878.00	
Total 42050 · FUNDRAISING		9,555.31
43000 · FEES		
43007 · Adoption Fees	10,980.00	
Total 43000 · FEES		10,980.00
44050 · MISCELLANEOUS INCOME		1,250.00
45000 · INTEREST		87.88
Total Income		135,580.42
Expense		
50000 · CASINO EXPENSE		
50001 · Vet Care	5,554.21	
50000 · CASINO EXPENSE - Other	0.00	
Total 50000 · CASINO EXPENSE		5,554.21
51000 · Operating Expenses		
51005 · ADVERTISING	1,099.36	
51010 · BANK SERVICE CHARGES	38.93	
51015 · AUTOMOBILE EXPENSE (mileage)	67.94	
51017 · MARKETING	325.00	
51020 · OFFICE SUPPLIES	1,339.74	
51025 · POSTAGE	35.97	
51035 · Accounting	787.50	
Total 51000 · Operating Expenses		3,694.44
510049 · FUNDRAISING EXPENSES		
510050 · Fundraising Costs	50.00	
510052 · CANADAHELPS SERVICE CHARGES	51.57	
510060 · BENEVITY SERVICE CHARGES	38.01	
515003 · KASH FOR KRITTERS RAFFLE	2,775.00	
510049 · FUNDRAISING EXPENSES - Other	2,252.92	
Total 510049 · FUNDRAISING EXPENSES		5,167.50

Nanton & District Animal Protection Society
Profit & Loss
August 2022 through July 2023

		Aug '22 - Jul 23
510070 · PROGRAM EXPENSE		
510071 · Animal Supplies		4,826.40
510073 · Vet Care programs		39,730.68
510074 · FRBC Program		14,514.31
510080 · TCP - Town Cat Program		1,549.26
51082 · TNR Expense		2,544.77
Total 510070 · PROGRAM EXPENSE		63,165.42
51809 · DONOR WALL		390.89
52000 · UTILITIES		
52001 · ATCO ENERGY		
52003 · Electricity Charges	1,908.09	
52004 · Natural Gas Charges	933.88	
Total 52001 · ATCO ENERGY	2,841.97	
52005 · TOWN OF NANTON	1,041.55	
Total 52000 · UTILITIES		3,883.52
52050 · INSURANCE		
52056 · Liability Insurance	2,814.00	
52050 · INSURANCE - Other	654.00	
Total 52050 · INSURANCE		3,468.00
53000 · REPAIRS AND MAINTENCE		
53001 · Repairs and Maint	1,290.44	
Total 53000 · REPAIRS AND MAINTENCE		1,290.44
Total Expense		86,614.42
Net Ordinary Income		48,966.00
Net Income		**48,966.00**

NANTON & DISTRICT ANIMAL PROTECTION SOCEITY
BUDGET - August 1, 2023 - July 31, 2024

INCOME			
	41000 · CASINO FUNDS		0.00
	410099 · DONATION		58,000.00
	42050 · FUNDRAISING		15,000.00
	43000 · FEES	ADOPTION FEES	15,000.00
	45000 · INTEREST		100.00
TOTAL INCOME			88,100.00
EXPENSES			
	50000 · CASINO EXPENSE		0.00
	51000 · Operating Expenses		
		51005 · ADVERTISING	1,200.00
		51010 · BANK SERVICE CHARGES	40.00
		51015 · AUTOMOBILE EXPENSE (mileage)	100.00
		51017 · MARKETING	500.00
		51020 · OFFICE SUPPLIES	1,000.00
		51025 · POSTAGE	50.00
		51035 · Accounting	800.00
	Total 51000 · Operating Expenses		3,690.00
	510049 · FUNDRAISING EXPENSES		
		510050 · Fundraising Costs	1,000.00
	Total 510049 · FUNDRAISING EXPENSES		1,000.00
	510070 · PROGRAM EXPENSE		
		510071 · Animal Supplies	5,000.00
		510073 · Vet Care programs	45,000.00
		510074 · FRBC Program	15,000.00
		510080 · TCP - Town Cat Program	3,000.00
		51082 · TNR Expense	3,000.00
	Total 510070 · PROGRAM EXPENSE		71,000.00

52000 · UTILITIES	
52001 · ATCO ENERGY	
52003 · Electricity Charges	2,000.00
52004 · Natural Gas Charges	1,000.00
Total 52001 · ATCO ENERGY	3,000.00
52005 · TOWN OF NANTON	1,100.00
Total 52000 · UTILITIES	7,100.00
52050 · INSURANCE	
52056 · Liability Insurance	3,000.00
52050 · INSURANCE - Other	700.00
Total 52050 · INSURANCE	3,700.00
53000 · REPAIRS AND MAINTENCE	
53001 · Repairs and Maint	1,000.00
Total 53000 · REPAIRS AND MAINTENCE	1,000.00
TOTAL EXPENSES	87,490.00
TOTAL INCOME	88,100.00
PROFIT	**610.00**

RECEIVED

JAN 26 2024

TOWN OF NANTON

NANTON EST 1903

Town of Nanton
Support Grant Funding Request Form

SUBMISSION DATE: 01 | 26 | 2024
MM DD YYYY

Thank you for considering the Town of Nanton as a partner for your project or event. In addition to your written request, the following information must be provided in order for the request to be considered.

Please allow sufficient time between the submission date and the project start date for your application to be reviewed.

1. PROJECT NAME: Game Equipment

Contact Name: Dorothy Kent
Organization: Town & Country Kosy Korner Senior Center
Address: 2211 - 21st
Town: NANTON
Postal Code: T0L 1R0
Phone #/Email.: kozykorner2211@gmail.com

2. PROJECT START DATE: Spring 2024 PROJECT END DATE: Dec. 31, 2024

3. DESCRIPTION:

a) DESCRIPTION OF PROJECT – PURPOSE, TOTAL COST, INTENDED AUDIENCE:

resurface 6×12 large pool table $1850 SENIORS

resurface shuffleboard OR replace shuffleboard No cost right now is available

$ unknown although to resurface we would need to unassemble - ship to a company - reassemble - refinish return after 1 mo of curing reassemble - level - guessing over $1000 -

b) OTHER PARTNERS – WHAT OTHER FUNDING CHANNELS ARE YOU PURSUING (IF NOT, WHY):
(Attach additional pages if required)

See separate pg.

c) **BENEFIT OR IMPACT TO THE COMMUNITY:** Our large pool table and our shuffle boards as well utilized by our members and would greatly impact the games if we didn't have them

e) **PROVIDE MOST CURRENT FINANCIAL STATEMENTS AND CURRENT YEAR'S BUDGET:**

(Please attach documentation to this request)

f) **PLEASE DESCRIBE HOW THIS GRANT WILL BE ACKNOWLEDGED IN THE COMMUNITY BY THE GROUP.**
in our general meeting we would acknowledge where the grant came from - Posters would be in place to acknowledge also We send out a quarterly newsletter which would acknowledge this grant to ALL our members

4. OBJECTIVES & PERFORMANCE MEASURES (PROVIDE MINIMUM OF 3)

Goal	Objective / Target	Method to measure goals/objectives
replace felt	to improve play	to upkeep equipment
repair board	to improve play	to satisfy
replace board	make available for players	members play

By submitting this application to the Town of Nanton we the undersigned,

a) Understand that the request may not be eligible for financial support from the Town of Nanton, based on Council's Strategic Goals.

b) Acknowledge that the Town of Nanton reserves the right to amend or rescind its approved investment if the project is not completed, the evaluation report is not submitted or lacks sufficient detail or the program was materially different than represented in this application.

c) Agree to notify the Town of Nanton in writing for further approval if there are changes to the application.

Project Manager: Dorothy Kent   Signature: Dorothy Kent

Please send completed forms to finance@nanton.ca, mail or drop off at the Town Office Box 609, 1907 21 Avenue, Nanton T0L 1R0. Attention: Clayton Gillespie

Town & Country Kosy Korner Senior Centre
2211 21st Nanton Ab

To: Town of Nanton
Support Grant Funding Request

The Board at the Kosy Korner has been made aware that of our gaming equipment is showing wear and needs replacing for the game to perform correctly by our members.
We have been in touch with several gaming places to try to get a specific price on the cost of fixing our only large (6x12) pool table felt that is showing quite a bit of wear not only on the floor of the table but the bumpers of it as well. We have a set cost for the felt which includes installation and tax of $1850.00
We are in pursuit of a company that will or can professionally repair our shuffleboard that has large cracks running down the insides of the boards as well as the ends. To repair the cracks, it would have to be dismantled...shipped to the company, resurfaced and let it sit for a minimum of a month, then brought back, put together and levelled for play. We don't have a cost as of yet but are assuming it would be in excess of $1000.00 minimum. At this time we still can not find any company that does repairs on shuffleboards and therefore, we may have to purchase a new one.
Our only large source of funding to operate the Kosy Korner is relying on our members to volunteer once every three years at a Casino. We use this money to pay expenses the building needs to operate on such as utilities and paying for cleaning the building etc.
We did have monthly lunches to raise money for the membership but we are an aging group and it became too much for the folks to continue to fund raise. We have weekly coffee hours that are open to the public which we take turns volunteering to host and that brings in some funds.
We have instigated a "user fee" for the membership to help out with the funding of the building and that is helping quite a bit in a small way.
The Board would appreciate any help financially with any of the cost toward our aging equipment.
Thank you for your kind consideration in this request. We look forward to hearing form you in the near future.

Dorothy Kent
Kosy Korner Board Secretary

Other Sources of Funding:

We volunteer at a Casino every 3 years with the next one sometime in the summer of 2026

We had supplied luncheons to the community once a month to fund raise but due tour volunteers aging it became too challenging

We have implemented a "user fee" for our members to play all the games here to helpout with the cost of maintaining the building.

We open the doors to the public to come in every Friday morning and have a coffee for whatever donation they can give. This also helps with our accounts as well of course as our yearly membership fees.

Town and Country Kosy Korner
Balance Sheet As at 2023-10-31

ASSET

Current Assets

cash on Hand	200.00	
ATB Savings Bank Account	20,318.62	
A T B Financial	8,652.35	
Credit Union casino acct	19,488.35	
Credit Union Savings Account	40,175.31	
Total Cash		88,834.63
Investments - C.U. GIC	8,501.01	
Investments - C.U. GIC	7,507.47	
Investment - ATB GIC	20,000.00	
Investment - A.T.B. GIC	5,000.00	
Investments - Total		41,008.48
Total Current Assets		129,843.11
TOTAL ASSET		129,843.11

LIABILITY

Current Liabilities

prepaid Membership fee	1,680.00
Total Current Liabilities	1,680.00
TOTAL LIABILITY	1,680.00

EQUITY

Owners Equity

Retained Earnings - Previous Year	76,443.89
Current Earnings	51,719.22
Total Owners Equity	128,163.11
TOTAL EQUITY	128,163.11
LIABILITIES AND EQUITY	129,843.11

Generated On: 2023-11-04

Town and Country Kosy Korner
Income Statement 2022-11-01 to 2023-10-31

REVENUE

Sales Revenue		
Membership		3,365.00
Key deposit		120.00
Rental		4,975.00
Damage Deposit		150.00
Games - Pool	255.70	
Exercise Coffee	125.00	
Games - Bingo	111.25	
Cookies & Coffee	842.05	
Games - Canasta	263.00	
Weekly Coffee	948.12	
Games - Crib	124.55	
Senior's Exercise	607.00	
Games - Shuffleboard	359.50	
Games - Spades	356.20	
Games - Bridge	85.75	
Total Games		4,078.12
Casino Revenue		62,335.93
Net Sales		75,024.05
Other Revenue		
Donations		92.30
Ticket Sales - Dinners		5,064.95
Luncheon Revenue		1,973.35
Interest Revenue		2,284.62
Total Other Revenue		9,415.22
TOTAL REVENUE		84,439.27

EXPENSE

Cost of Goods Sold		
Purchases - Cookies	294.54	
Purchases - Coffee	308.79	
Purchases - Water	109.65	
Purchases - Condiments	131.02	

Purchases - Cleaning Supplies	109.20	
Purchases - Kitchen/Bath Supplies	815.85	
Purchases - Donations	500.00	
Purchases - Dinner Supplies	2,352.76	
Purchases - Equipment	1,404.35	
Purchases - Decor	289.56	
Total Purchases		6,315.72
Purchase Returns	20.00	
Net Purchases		20.00
Total Cost of Goods Sold		6,335.72
General & Administrative Expenses		
Accounting & Legal & Audit		200.00
Board Expenses		685.14
Entertainment-Caterers	2,059.76	
Total Entertainment		2,059.76
Licences		10.00
Damage deposit return		900.00
Insurance		1,656.00
Interest & Bank Charges		4.71
Office Supplies		1,217.57
Repair & Maintenance- Janitor	7,434.00	
R & M - Snow Removal	910.56	
R. & M. - Supplies	704.15	
R & M - Building	2,430.40	
Total R & M		11,479.11
Telephone	165.17	
Amazon Music	29.37	
Internet	536.76	
Amazon Prime	132.17	
T.V.	18.88	
Total Internet etc.		882.35
Utilities - Power/Heat	7,291.90	
Total Utilities		7,291.90
Miscellaneous		(2.21)
Total General & Admin. Expenses		26,384.33
TOTAL EXPENSE		32,720.05
NET INCOME		51,719.22

REQUEST FOR DECISION

Meeting: February 5, 2024
Agenda Item: 5.2

LAPP Pension Policy

PURPOSE:

For council to consider approval of a Pension policy.

BACKGROUND / IMPLICATIONS:

With the recent move to signing on with the Local Authorities Pension Plan, the Town is required to create a pension policy to ensure compliance with the Plan. A collective agreement, such as the one the Town has in place with CUPE Local 37 cannot stand as the pension policy, a separate written policy is required.

The employer pension policy formally documents the pension policies the employer will implement. The policy must be available to staff and cannot contravene any of the requirements set out by the LAPP Plan text or applicable legislation. The following is a summary of what is included within the policy:

- Eligibility requirements
- Probationary service
- Definition of full-time basis
- Definition of pensionable salary

The attached policy includes all these items and also defines leave without salary along with contributions. As previously mentioned, the policy will apply to all current employees that choose to join LAPP as current employees do have the ability to opt-out, and all new employees that are hired on going forward.

ADMINISTRATIVE RECOMMENDATION:

Proceed with proposed policy as presented.

DECISION OPTIONS:

☒ #1 – Approve the policy as presented.

☐ #2 – Approve the policy as amended per council direction.

☐ #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:

Applicable Legislation:

Attachments: Proposed Policy

Prepared By: Clayton Gillespie, Corporate Services Manager **Date: January 30, 2024**

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

NANTON STRATEGIC PLAN ALIGNMENT			
☐	OPERATIONS	☐	EMERGENCY SERVICES
☐	PLANNING & DEVELOPMENT	☐	COMMUNITY & ECONOMIC
☒	GOVERNANCE & CORPORATE SERVICES	☐	NOT APPLICABLE
	PRIORITY OR ACTION: Employee Pensions		

POLICY

Policy No. [FUNCTION –RESOLUTION # - DATE]
Department: Administration

Local Authorities Pension Plan (LAPP)

SCOPE: Town of Nanton Employees

PURPOSE:
To establish a policy for Local Authorities Pension Plan participation and to detail eligibility of employees and eligible earnings.

DEFINITIONS:

Continuous full-time: An employee who works a minimum of thirty (30) hours per week and a minimum of 1560 hours in one calendar year.

Normal working year or pensionable service:
- 1950 hours in one (1) calendar year for management or inside union employees
- 2080 hours in one (1) calendar year for outside union employees

POLICY:

Eligibility:

Included (Automatically)
- All full-time continuous employees are required to participate in the Local Authorities Pension Plan after a three (3) month probationary period.
- Part-time employees where weekly scheduled hours combined average thirty (30) hour per week or greater on a continuous basis, are also considered, by legislation, to be mandatory contributors to the Local Authorities Pension Plan.

Optional
- Existing Town of Nanton employees who were employed by the Town of Nanton before February 1, 2024.
- Employees who work on a part-time basis (14 to 29 hours per week or 728 to under 1560 hours per year) or who work full time hours but are employed on a non-continuous basis.

Ineligible
- Part-time employees working less than 14 hours per week (less than 728 hours per year)
- Seasonal or casual employees as defined with the Town of Nanton Collective Agreement with CUPE Local 37.
- Employees who are currently receiving a monthly pension from the Local Authorities Pension Plan.

Probationary Period
The Town of Nanton requires that all employees that are employed in a full-time continuous position be held out of the pension plan for a three (3) month probationary period.

REFERENCE:
REPLACES POLICY:

Reference is code number (12, 61 etc. and then resolution number

The exceptions to the three (3) month probationary period are:

- Existing Town of Nanton employees who were employed by the Town of Nanton before February 1, 2024.
- If the employee has employment with a previous Local Authorities Pension Plan employer with no break in service and partipated with that employer.
- If the employee applies to transfer service into the Local Authorities Pension Plan under a reciprocal transfer agreement.

Pensionable service
One (1) normal working year is equal to one (1) year of service for pension purposes.

Leave without salary
Employees requesting an unpaid leave of absence will not participate in LAPP during the entire length of the leave. Upon return to employment, the employee may wish to buy back the time of the leave, subject to LAPP guidelines. In such an event, the employer will pay the employers share of the leave up to one year of service (life allotment with the employer), or as per LAPP guidelines if shorter.

Pensionable Salary
In addition to regular pay that is automatically included as per LAPP the following is pensionable:

- Shift premiums (on-call)

The following is ineligible as per LAPP

- Vacation pay that is paid as a lump sum in lieu of time off or lump sum paid as a percentage of earnings
- Expense allowance
- Overtime payments
- Severance payment
- Other special remuneration

Contributions
All employee contribution rates are determined by the LAPP Sponsor Board and are deducted each pay period and remitted, along with the employer portion, to the Alberta Pensions Services Corporation.

Important note:
Employer pension policies must comply with pension legislation. In the event that an employer policy or collective agreement conflicts with current legislation, the legislation will prevail.

RELATED DOCUMENTS:

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	**Section # Amended**	**Comments**
2024/01/23		

Next Review Date:	

MAYOR Date

CHIEF ADMINISTRATIVE OFFICER Date

REVISION HISTORY

Policy	In Effective	Inactive

INFORMATION BRIEF

Meeting: January 22, 2024
Agenda Item: 5.3

Property Tax Incentives Review

PURPOSE:
This report and its attachments are a prelude to a deeper discussion at Committee of the Whole.

BACKGROUND / IMPLICATIONS:

A. INTRODUCING A NON-RESIDENTIAL INCENTIVE OF SCALE

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 merits of the development. This includes considerations such as number of employees and/or anticipated number of net new positions added over the incentive period.

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 a significant period of time (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 deferral 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..*

B. VACANT NON-RESIDENTIAL SUB CLASS

The Town's punitive measure in this regard has been in place since 2021 following its recommendation in the 2019 Business Retention and Expansion report. Due to Nanton's size

creating a very small sub-class impacted by the mechanism (1-2 properties annually), its long term efficacy is hard to evaluate even 3 years later.
What is undeniable its that it has resulted in action and discussion by some impacted property owners. A potential change (attached) could further refine the mechanism, while updating it for the new proposed land use district information coming in the replacement Land Use Bylaw. Key changes would include:

- Exclusive focus on the Mixed Use Downtown Land Use District (no longer extending to highway/ industrially districted areas).
- Introduction of a hard property assessment criterion with respect to improvements rather than a floating average
- Clearer language around development permit status

A potential additional incentive:

Council could also consider adding to this bylaw by creating a counterbalance "Vacant Building Incentive Program" similar to one that is in place in the Town of Drumheller:

- Eligibility: New business that has never before held a business licence in the Town using a vacant space that has been in the Vacant non-residential sub class for the previous two tax years.
- Incentive: First year – 50% tax credit on municipal taxes to a maximum of $2,000; Second year – 25% tax credit.

Administration's view: The vacant subclass does have its potential uses as a motivator for some property owners and businesses. Refining it and setting it up a balancing reward is the arguable way forward (subject to some legal review and bylaw development). These changes could make it an effective and long term downtown revitalization tool, even if it impacts only a few properties annually.

C. SMALL BUSINESS PROPERTY NON RESIDENTIAL SUB CLASS

Uptake on this incentive has been low, although about one half of potentially eligible properties businesses take advantage of it (44 have completed their declaration for the 2024 tax year). While the incentive acts as a bit of a reward to local businesses, its impact in terms of encouraging more business or development is questionable.

Administration's view: repealing this sub class would have little impact on economic development one way or the other. If Council would like to repeal it, doing it sooner rather than later would be advised so that it doesn't become an expected fixture of the property tax landscape in Nanton.

NEXT STEPS:

Following any discussion and feedback, Council will discuss firm changes further at Committee of the Whole.

Prepared By: Neil Smith, Chief Administrative Officer **Date: February 1st 2024**

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

NANTON EST 1903
CHIEF ADMINISTRATIVE OFFICER

NANTON STRATEGIC PLAN ALIGNMENT			
☐	**OPERATIONS**	☐	**EMERGENCY SERVICES**
☐	**PLANNING AND DEVELOPMENT**	☒	**COMMUNITY AND ECONOMIC DEVELOPMENT**
☒	**GOVERNANCE AND CORPORATE SERVICES**	☐	***NOT APPLICABLE***
PRIORITY OR ACTION: ***ECONOMIC DEVELOPMENT***			

BYLAW

Bylaw Number:

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

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.

AND WHEREAS the Town of Nanton wishes to provide property tax incentives to encourage assessment growth and promote non-residential expansion.

AND WHEREAS Council considers it desirable to encourage the development or revitalization of non-residential properties for the general benefit of the municipality.

NOW THEREFORE the Council of the Town of Nanton in the Province of Alberta, duly assembled, enacts as follows:

PART I – General Rules and Special Provisions

1. Criteria for Tax Exemption:

To be eligible for tax exemption, the following criteria must be met and maintained over the course of the exemption period:

a) Construction of a new non-residential development with an assessed value at or above $100,000; OR a refurbishment of an existing non-residential development that increases the assessed value by at least $100,000;
b) Construction or refurbishment of a non-residential development must be commenced subsequent to the passing of this Bylaw;
c) Non-residential developments are defined as per the applicable zoning, pursuant to the Town's Land Use Bylaw, as amended;
d) Applicants must commit to employing, on an annual basis, at least 2 full-time personnel at the location of the non-residential development within the Town of Nanton;
e) All necessary development approvals must be obtained from the Town;
f) An applicant must not be in the process of foreclosure, bankruptcy, or receivership;
g) An applicant must not have compliance issues, be in violation of a development permit and/or agreement, or be in violation of the *Safety Codes Act, as amended,* at any time from application to the end of the exemption period;
h) An applicant must not be in arrears or have amounts owing with regards to property tax, utilities, or other fees owed to the Town.

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.

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. **$100,000 - $250,000** = 1 year of exemption on the new development
   - 100% exemption in year 1

ii. **$250,001 - $1,000,000** = 2 years of exemption on the new development
   - 100% exemption in year 1
   - 50% exemption in year 2

iii. **$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

iv. **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.

READINGS:

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

Read a **first** time this ____ day of ___________________, 202

TOWN OF NANTON

____
CHIEF ELECTED OFFICIAL

____
CHIEF ADMINISTRATIVE OFFICER

Read a **second** time this ____ day of ___________________, 202.

TOWN OF NANTON

____
CHIEF ELECTED OFFICIAL

____
CHIEF ADMINISTRATIVE OFFICER

Read a **third** time this ____ day of _____________________, 202.

TOWN OF NANTON

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CHIEF ELECTED OFFICIAL

____
CHIEF ADMINISTRATIVE OFFICER

BYLAW

Bylaw Number:

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AUTHORIZE ASSESSMENT SUB CLASS FOR VACANT NON-RESIDENTIAL PROPERTY

WHEREAS Section 297 of the Municipal Government Act, RSA 2000, Chapter M-26 (the Act) allows for the non-residential assessment class to be divided into sub-classes which includes 'vacant non-residential property'.

WHEREAS Council deems it necessary to identify properties within the M-DWT (Mixed Use Downtown) Land Use District (Bylaw xxxx/24 as amended) that meet the criteria as outlined within this Bylaw for the designation of these assessment sub-classes;

WHEREAS Council also deem it necessary to develop certain definitions and criteria to determine a property's inclusion in the assessment sub-class;

NOW THEREFORE the Council of the Town of Nanton, in the Province of Alberta, in open meeting assembled hereby enacts as follows:

PART I – PURPOSE AND INTERPRETATION

1. Purpose:

The purpose of this Bylaw is to set the criteria for property to taxed as Class 2 sub-classes under the M-DWT Land Use District within the Town of Nanton:

(i) Vacant Non-Residential Property Sub-Class
(ii) Other non-residential property.

2. Citation:

This Bylaw is cited as the Non-Residential Property Assessment Sub-Classes Bylaw.

3. Definitions:

Words in this Bylaw have the same meaning as in the Municipal Government Act, except as follows:

(a) "M-DWT" means the Mixed Use Downtown Land Use District designation in Town of Nanton Bylaw No.xxxx/24, as amended.

(b) "Current taxation year" means the year in which the current annual taxes are levied against assessed real property;

(c) "Farm Land" means land used for farming operations as defined in the regulations passed under the Municipal Government Act;

(d) “Machinery and Equipment” has the same meaning as in Section 284(1)(l) and 297(4)(a.1) of the Municipal Government Act;

(e) “Non-Residential Property” has the same meaning as in Section 297(4)(b) of the Municipal Government Act;

(f) “Municipal Government Act” means the Municipal Government Act, RSA 2000, c M26, as amended from time to time;

(g) “Parcel of Land” has the same meaning as in Section 1(1)(v) of the Municipal Government Act;

(h) “Property” has the same meaning as in Section 284(1)(r) of the Municipal Government Act;

(i) “Vacant Non-Residential Property Sub Class” means property in the municipality that is owned or leased by a business or person that:

- (i) is located within the M-DWT Land Use District as defined by Town of Nanton Land Use Bylaw xxxx/24, as amended; and
- (ii) was assessed with improvements at or above $200,000 in value within the Town of Nanton assessment roll in the preceding tax year; and
- (iii) was subject to general non-residential taxation in the two preceding tax years; and
- (iii) had no valid municipal or regional business licence attached to the property in the two preceding tax years; and
- (v) had not been connected to the water or sewer utilities or had used under $10m^3$ metred water and sewer annually in the two preceding tax years; and
- (vi) is not currently assessed as an approved residential or other permitted use that does not require a business licence; and
- (vii) has no attached development permit in good standing approved and issued by the municipal subdivision and development authority.

4. Interpretation:

4.1 Headings, titles and preambles in this Bylaw are for ease of reference only.

4.2 References to one gender includes the other and the singular includes the plural as the context requires.

4.3 Every provision of this bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid by a Court, all other provisions of this Bylaw remain valid and enforceable.

4.4 References to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

4.5 Offences under this Bylaw are strict liability offences.

5. Application

5.1 Nothing in this Bylaw relieves a person from the obligation to comply with a provision of any other bylaw or enactment, or the requirements of a permit, order or license issued under another bylaw or enactment.

5.2 Nothing in this Bylaw prohibits a person from engaging in any activity that is lawfully permitted by another bylaw or enactment, or pursuant to a permit, order or license granted under the authority of another bylaw or enactment and reasonably contemplated within the scope of a permit, order or license.

6.0 Vacant Non-Residential Property Sub-Class

6.1 Any property within the Town of Nanton meeting the criteria for the Vacant Non-Residential Property, as per the provisions of the Bylaw, is subject to a municipal tax rate set that:

(i) must not be less than the non-residential tax rate for Other Non-Residential property;
(ii) must not be greater than 200 per cent of the non-residential tax rate for Other non-residential property.

6.2 The amount of revenue raised over and above the Other Non-Residential municipal tax rate from those properties meeting the criteria for the Vacant Non-Residential Property sub-class assessment, shall, at the discretion of Council, be:

(i) separately accounted for and transferred to the Town of Nanton “Public Realm Improvement Reserve Fund” for the purpose of funding amenities, infrastructure and other improvements that tangibly and visibly improve the physical condition, appearance and function of the public realm and provide a public benefit to the community overall; or
(ii) separately accounted for and transferred to the Town of Nanton “Nanton Arena Multiplex Renewal Reserve” for the purpose of the renovation or renewal of the municipal ice arena, swimming pool, curling rink and associated spaces and land; or
(iii) used to fund an annual discretionary ‘Nanton commercial façade improvement grant’ program to provide up to 50 per cent of the costs of a commercial property renewing or upgrading the aesthetic appearance of its façade; or
(iv) used to help fund current year Town projects that improve the availability of serviced industrial land in Nanton.

6.3 A property in the Vacant Non-Residential Property sub-class shall be placed in the Other Non-Residential class if all owners registered on title sign a statutory declaration, in a form approved by the Chief Administrative Officer, declaring that the property no longer meets the definition of a Vacant Non-Residential Property in the current taxation year in accordance with the following deadlines:

(i) On or before January 31.

6.4 On or before September 30th , the Town of Nanton shall send an advisory notice to the owner registered on title of any property that may be subject to the Vacant Non-Residential Property sub-class in the next tax year, advising them of:

(i) the criteria for being placed in the Vacant Non-Residential sub-class;
(ii) the impact on municipal property taxes of being placed within said sub-class in the next tax year;
(iii) the statutory declaration regulations and deadline.

6.5 The properties that comprise the Vacant Non-Residential Property Sub-Class will be identified within the Assessment Roll that is made public annually as per the provisions of the MGA, Part 9, Division 2.

7.0 Statutory Declarations

7.1 A person shall not make a false or misleading statement or provide any false or misleading information on a statutory declaration signed in accordance with this Bylaw.

7.2 If any condition of the statutory declaration signed in accordance with this Bylaw is contravened, or if a false or misleading statement or false or misleading information was provided on the statutory declaration by the persons registered on titles, the said persons:

(i) Will be liable to pay the tax rate approved for their property's appropriate sub-class for the current taxation year;
(ii) Will be guilty of an offence and shall be liable for a minimum specified penalty of $5,000.

8.0 ENACTMENT/ TRANSITION

8.1 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

8.2 The Assessment Sub-Classes will become effective upon final passing of this bylaw and will be applied to those properties meeting the provisions of this Bylaw as of January 2, 2025.

REPEAL AND REPLACE PROVISION HERE

READINGS:

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

Read a **first** time this ____ day of ___________________, 2024

TOWN OF NANTON

____
CHIEF ELECTED OFFICIAL

____
CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

____
CHIEF ELECTED OFFICIAL

____
CHIEF ADMINISTRATIVE OFFICER

Read a **third** time this _____ day of ______________________, 2024.

TOWN OF NANTON

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CHIEF ELECTED OFFICIAL

____
CHIEF ADMINISTRATIVE OFFICER

Nanton Library Board Appointment

PURPOSE:

To re-appoint members to the Town of Nanton Municipal Library Board.

BACKGROUND / IMPLICATIONS:

Correspondence was received from Library Manager, Gloria McGowan, on February 1, 2024, requesting that Amanda Bustard and Oscar Anderson be appointed to the Town of Nanton Library Board for second term in accordance with the Libraries Act, Part 1;

"A municipal board shall consist of not fewer than 5 and not more than 10 members **appointed by Council**."

ADMINISTRATIVE RECOMMENDATION:

Although the Libraries Act states that "The appointments of the members of the municipal board shall be made on the date fixed by council", usually at the Annual Organizational Meeting of Council, it has taken sometime to get the Library Board onto a fixed schedule. Going forward in 2024 the Nanton Library Board will provide more notice on the requirement of their appointments/reappointments.

DECISION OPTIONS:

☒ #1 – Moved to appoint Amanda Bustard and Oscar Anderson to the Town of Nanton Library Board, effective immediately, with the term expiry date of October 31, 2026

☐ #2 – No alternate recommendation

Financial (GL# / Amount) : **N/A** **Attachments:** Correspondence as noted.

Communications/PR: Forward appointment correspondence to Nanton Municipal Library Board

Applicable Legislation: Alberta Libraries Act, RSA 2000, Chapter L-11

Prepared By: **Sara-Lynn Lyons Legislative Services** **Date: February 2, 2024**

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

NANTON STRATEGIC PLAN ALIGNMENT			
☐	OPERATIONS	☐	EMERGENCY SERVICES
☐	PLANNING & DEVELOPMENT	☐	COMMUNITY & ECONOMIC
☒	GOVERNANCE & CORPORATE SERVICES	☒	NOT APPLICABLE
Bylaw updates in collaboration with the Library Board will streamline appointment processes and provide the board with a process to establish clear and effective policies for the management of the ...			

Sara-Lynn Lyons

From: Gloria McGowan <gmcgowan@nantonlibrary.ca>
Sent: Thursday, February 1, 2024 3:39 PM
To: Sara-Lynn Lyons
Subject: RE: Representative to the Chinook Arch Library Board

You don't often get email from gmcgowan@nantonlibrary.ca. Learn why this is important

Sara-Lynn – Amanda and Oscar's terms both need to be approved by Council. I have a letter ready and will send it to you as soon as it is approved by Amanda.

In regard to the Summary of Library Appointments:

- Marie Schooten completed her third and last term at the end of Oct.
- Helga Lempriere resigned end of Oct.
- Dave needs to be appointed again.

I will get the letter to you once I hear from Amanda.

Gloria McGowan
Library Manager
Nanton Thelma Fanning Library
gmcgowan@nantonlibrary.ca

From: Sara-Lynn Lyons <communications@nanton.ca>
Sent: February 1, 2024 1:39 PM
To: Gloria McGowan <gmcgowan@nantonlibrary.ca>
Cc: Lisa Lockton <clerk@nanton.ca>
Subject: FW: Representative to the Chinook Arch Library Board

You don't often get email from communications@nanton.ca. Learn why this is important

We got a request below from the Chinook Library board to confirm that Amanada Bustard is on the Nanton Library Board.

Per my attached records the Town of Nanton needs to do a resolution to extend her appointment.

I also see that there are other members who need to be reappointed or removed from the list.

If you can let me know right away who needs reappointment, I can add this to the Council meeting on Monday February 5th so we can respond to the Chinook Library Board regarding Ms. Bustard.

Thanks,

Sara-Lynn Lyons
Legislative Services and Communications
Town of Nanton - nanton.ca
1.403.646.2029 ext. 105
communications@nanton.ca

CONFIDENTIALITY WARNING

From: Neil Smith <cao@nanton.ca>
Sent: Wednesday, January 31, 2024 4:24 PM
To: Lisa Lockton <clerk@nanton.ca>; Sara-Lynn Lyons <communications@nanton.ca>
Subject: FW: Representative to the Chinook Arch Library Board

Neil Smith MCIP, RPP
Chief Administrative Officer

Town of Nanton, Box 609, 1907 – 21 Avenue, Nanton, AB T0L 1R0
P: (403) 336-6548 **nanton.ca**

From: Carolyn Schinkel <cschinkel@chinookarch.ca>
Sent: Wednesday, January 31, 2024 4:23 PM
To: Neil Smith <cao@nanton.ca>
Subject: Representative to the Chinook Arch Library Board

> You don't often get email from cschinkel@chinookarch.ca. Learn why this is important

We recently noticed that the appointed representative to the Chinook Arch Library Board, from the Town of Nanton Council expired October 17, 2023. Could you please confirm if Amanda Bustard was re-appointed for another term.

Kind regards,

Carolyn Schinkel
Office Administrator
Office: 403-380-1520 | Fax: 403-380-3550

CHINOOK ARCH REGIONAL LIBRARY SYSTEM

www.chinookarch.ca

January 22, 2024

Honourable Devin Dreeshen
Minister of Transportation and Economic Corridors
127 Legislature Building
1800 – 97 Avenue
Edmonton, AB T5K 2B6
Sent via email: transportation.minister@gov.ab.ca

Dear Minister Dreeshen:

Re: Letter of Support – Town of Nanton Regional Water Supply Funding Request

Following the January 8, 2024 Regular Council meeting, please accept this letter as confirmation of support of the Town of Nanton's application for funding of a potable water pipeline from High River to Nanton through the Water for Life Program.

Understanding the current water challenges faced by the Town of Nanton, particularly with regards to the source water supply, quality, reliability and infrastructure challenges underscores the importance of finding sustainable solutions. It is evident that the proposed potable water pipeline from High River to Nanton addresses these challenges.

The Town of Okotoks values regional collaboration and appreciates the commitment shown by the province in supporting the Foothills-Okotoks Regional Water Project (FORWP). We recognize the significance of FORWP in bringing water into the region to support ongoing growth. In this context, we are pleased to learn about the potential municipal partnership between Nanton and High River. This collaborative effort to supply treated water not only addresses the immediate concerns of Nanton but also contributes to Nanton's long-term growth, economic prosperity, and environmental sustainability.

By supporting the Town of Nanton's initiative, we believe in fostering regional collaboration and creating a positive impact on the economic and environmental aspects of our communities. The potable water pipeline project aligns with our shared commitment to creating safe, sustainable water solutions for our respective communities.

Office of the Mayor
P.O. Box 20, Station Main
5 Elizabeth St. Okotoks, AB, T1S 1K1
403-938-8904
tthorn@okotoks.ca

Please consider this letter as an expression of our support for regional collaboration and the Town of Nanton's endeavors to secure a reliable water supply. We look forward to witnessing the positive outcomes that this project will undoubtedly bring to the Town of Nanton.

Sincerely,

Tanya Thorn, BA, ICD.D (she/her)
Blackfoot Name: Óóhkotok Aakíí
Mayor

c: Chelsae Petrovic, MLA for Livingstone-Macleod, Livingstone.Macleod@assembly.ab.ca
Jennifer Handley, Town of Nanton Mayor, jhandley@nanton.ca
Craig Snodgrass, Town of High River, csnodgrass@highriver.ca

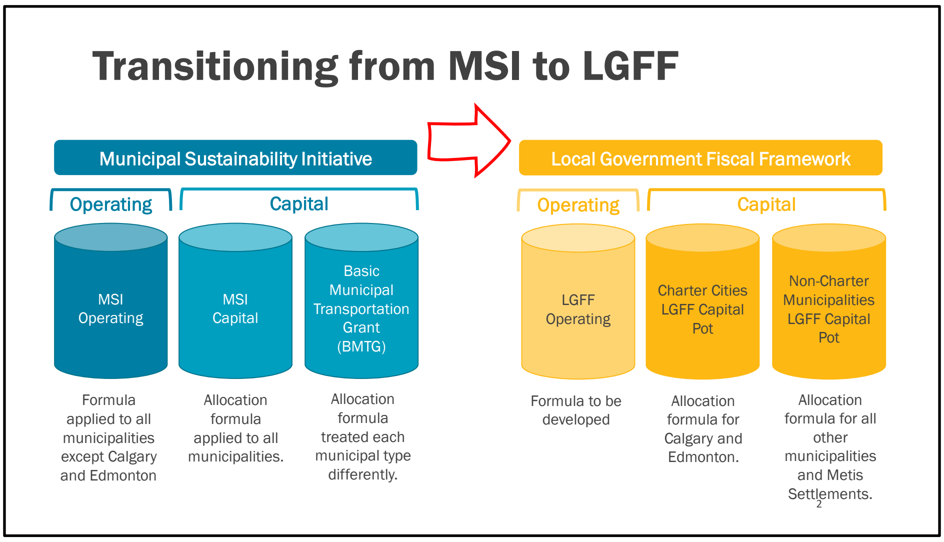
Office of the Mayor
P.O. Box 20, Station Main
5 Elizabeth St. Okotoks, AB, T1S 1K1
403-938-8904
tthorn@okotoks.ca

Alberta's Local Government Fiscal Framework (LGFF) Capital Funding Program:

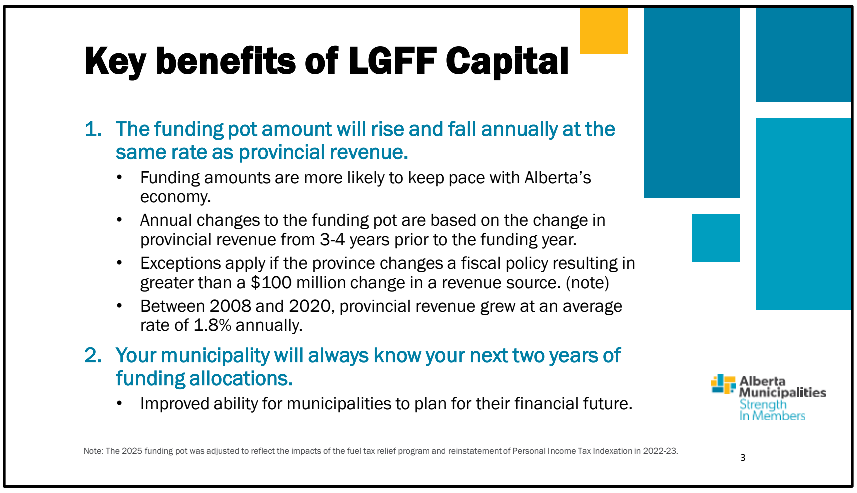
An Overview and the Need for Increased Funding for Community Infrastructure

January 10, 2024

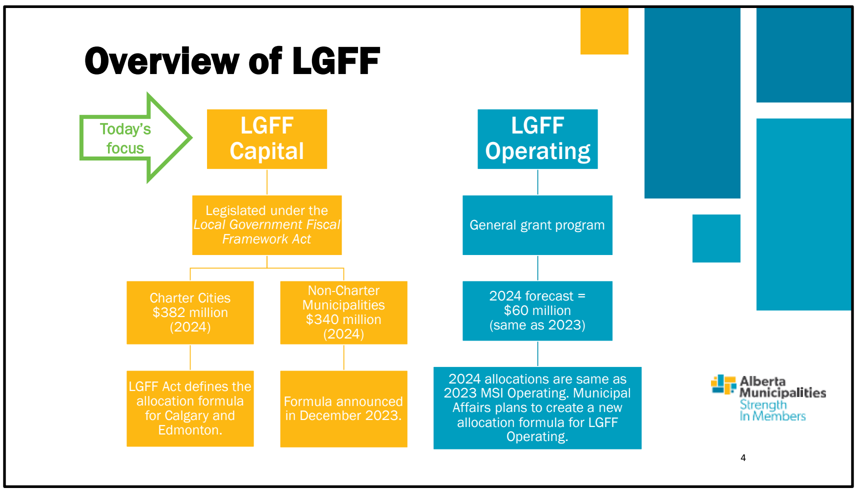
Alberta Municipalities
Strength In Members



- The Municipal Sustainability Initiative (MSI) ended in 2023 and is now replaced by the Local Government Fiscal Framework (LGFF).
- MSI was made up of three funding programs:
  - MSI Operating funding allocation,
  - MSI Capital funding allocation, and
  - The Basic Municipal Transportation Grant (BMTG) funding program was merged under MSI Capital in 2014 but it maintained a separate allocation formula under MSI.
- The MSI Capital and BMTG program is now replaced by LGFF Capital and MSI Operating has been replaced by LGFF Operating.



- Municipalities' biggest concern with the MSI program was funding amounts never kept pace with the growth of Alberta's population and the cost to construct infrastructure.
- ABmunis appreciates that the Government of Alberta has committed to link future growth of the LGFF Capital funding to changes in the Government of Alberta's revenues.
- This ensures the funding pot will grow with Alberta's economy instead of being dependent on political priorities of the day.
- Municipalities also asked for greater predictability of future funding amounts and the province has delivered whereby municipalities will always know their next two years of LGFF Capital allocations.
- This will help municipal leaders to better plan for their community's future.



TYLER

- LGFF Capital and LGFF Operating are separate programs with different goals and allocation formulas.
- LGFF Capital is legislated through the Local Government Fiscal Framework Act, which was requested by ABmunis to improve stability of the program.
- The Act sets out one pot of funding for Calgary and Edmonton and a separate pot for all other municipalities and Metis Settlements.
- The LGFF Act defines the allocation formula for Calgary and Edmonton.
- The LGFF Capital allocation formula for all other municipalities was announced by the Government of Alberta on December 15, 2023.

Targeted Outcomes for LGFF Capital

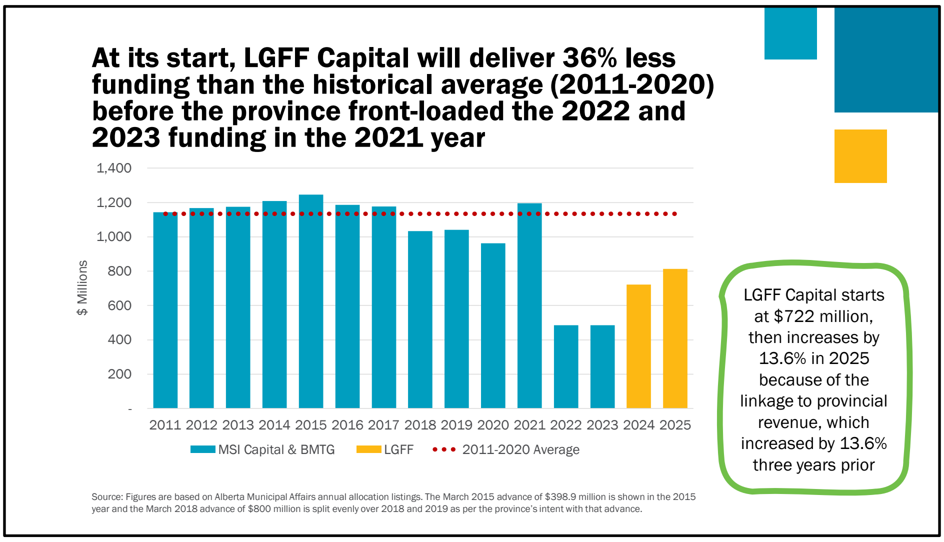
The stated program outcomes for LGFF Capital are:

- Increased economic activity
- Increased livability
- Increased resilience of municipalities and Metis Settlements in response and adaptation to the effects of disasters, extreme weather events, and changing local conditions.

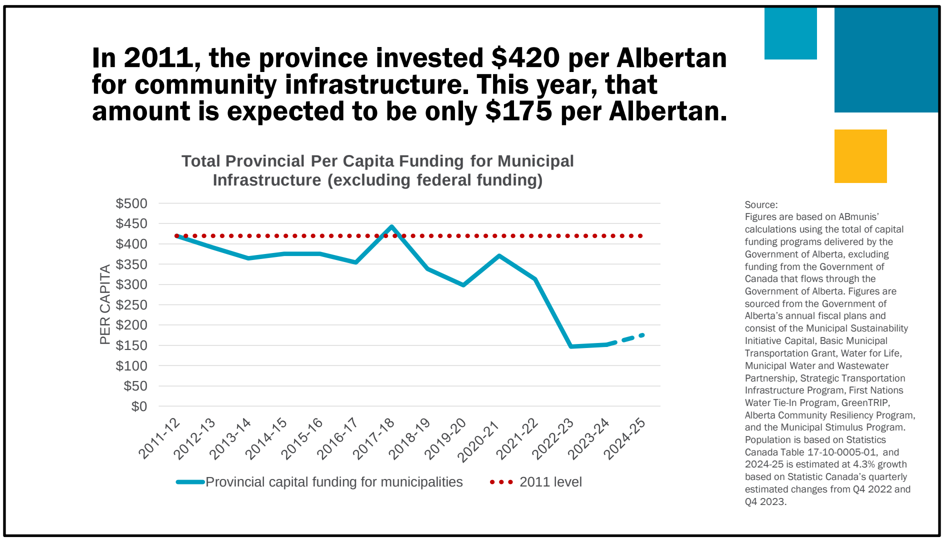
Alberta Municipalities
Strength In Members

5

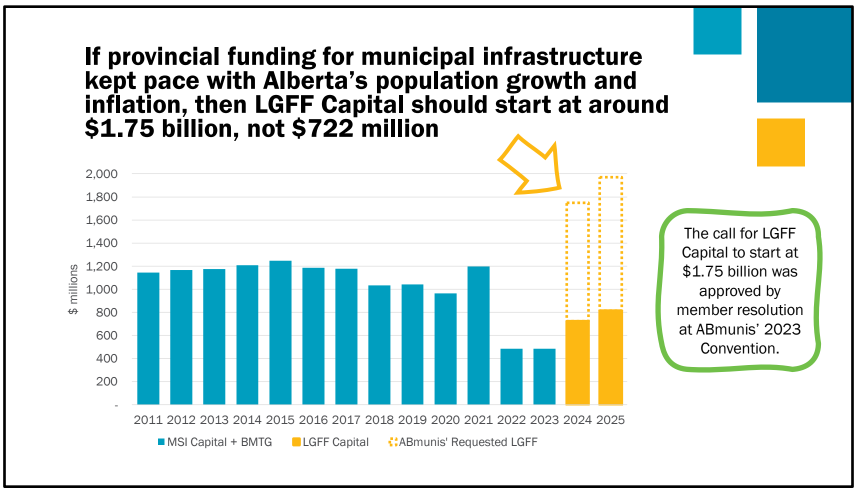
- ABmunis is concerned that the Government of Alberta’s targeted outcomes for LGFF Capital are not possible considering the extent to which provincial funding for municipalities has been cut over recent years.
- The starting amount of LGFF Capital is $722 million whereas the predecessor MSI program delivered an average of almost $1.2 billion annually from 2011 to 2019.
- Even with the new linkage to the growth in provincial revenue, it could take 20 years for the LGFF Capital funding pot to return to funding levels seen between 2011 to 2019.
- This assumes that the Government of Alberta’s revenue grows at the same rate seen between 2008 to 2020, which averaged 1.8% annually.
- To make matters worse, waiting 20 years for funding to return to historical levels ignores what additional funding is needed to account for Alberta’s growth in population and inflation over the next 20 years.



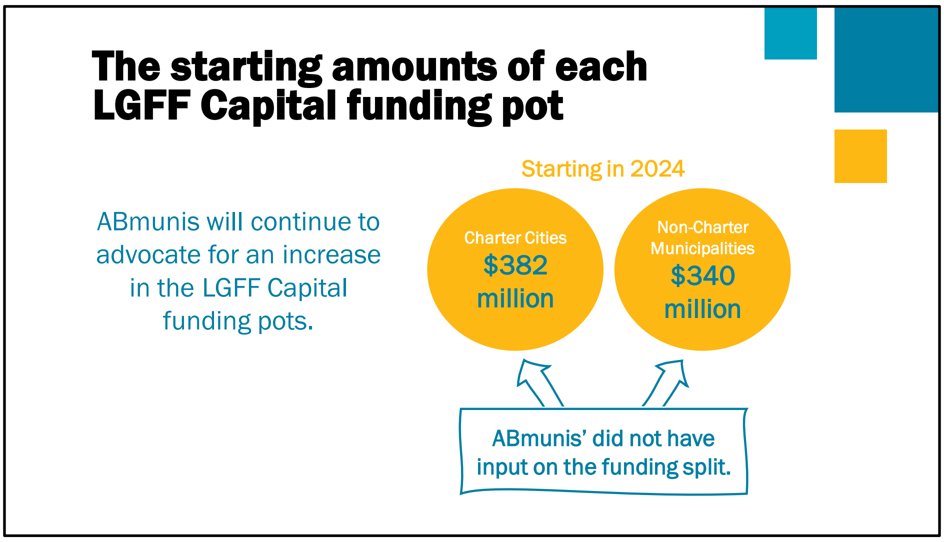
- This graph shows the historical MSI Capital funding in comparison to the planned LGFF Capital program.
- LGFF Capital will increase by 13.6% in 2025, because the Government of Alberta's revenue increased by that amount three years prior.
- Municipalities appreciate this increase but are also realistic that provincial revenue is likely to decline in future years and so will their funding under LGFF Capital.
- Even with the increase in 2025, the total funding pot is well below historical funding levels without even considering the growth in Alberta's population and inflationary impacts on the cost of infrastructure.



- This graph shows the total of all provincial infrastructure funding programs on a per capita basis. This excludes infrastructure funding from the Government of Canada that flows through the Government of Alberta.
- On a per capita basis, the Government of Alberta is contributing far less per Albertan, and this is why ABmunis' members overwhelmingly approved a resolution at ABmunis' 2023 Convention, which calls for the province to adequately restore infrastructure funding for communities.
- The resolution can be viewed at https://www.abmunis.ca/advocacy-resources/resolutions-library/adequate-level-provincial-funding-community-infrastructure.
- In 2011, the Government of Alberta was funding municipal infrastructure at a rate of $420 per Albertan.
- With declining levels of funding and a growing population, the amount has dropped to what is expected to be only $175 per Albertan in 2024 (based on funding forecasts in Alberta's 2023 Fiscal Plan).



- The yellow dotted bars demonstrate ABmunis ask for LGFF Capital to start at $1.75 billion.
- This amount was determined based on a combination of factors including the growth in Alberta's population and the total cost of depreciation of Alberta's existing local infrastructure with adjustments for inflation and population growth.
- Details on how this amount was determined is available at https://www.abmunis.ca/advocacy-resources/resolutions-library/adequate-level-provincial-funding-community-infrastructure
- Attracting people to Alberta is priority for the Government of Alberta and Alberta's municipalities.
- Quality local infrastructure is essential to meeting that goal.
- Putting the bulk of local infrastructure costs on property taxpayers is not a recipe for success, particularly when the province is already collecting $2.5 billion in provincial education property taxes from municipalities.
- The Government of Alberta has far more fiscal capacity than municipal governments to manage Alberta's long-term infrastructure costs and the partnership between the province and Alberta's municipal governments needs to be strengthened through more adequate levels of infrastructure funding.

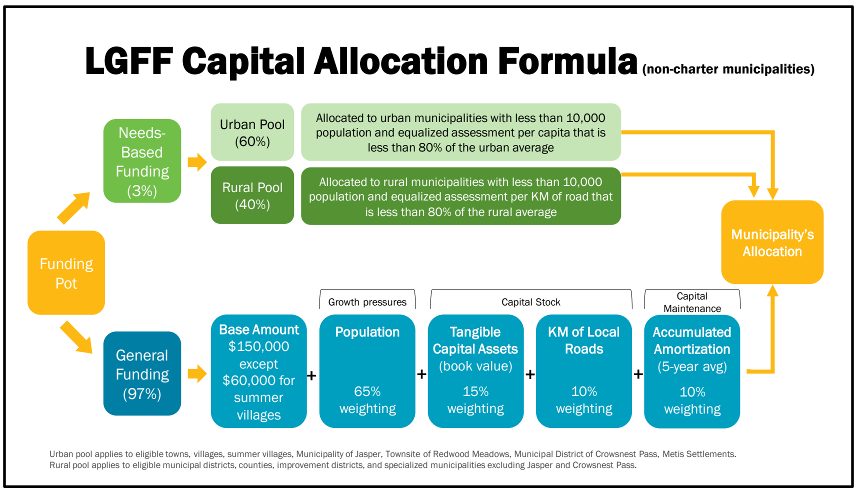


- For now, the reality is that the starting amount of LGFF Capital is currently set to be $722 million.
- This amount is divided into two funding pots:
  - One pot of $382 million for the charter cities of Calgary and Edmonton, and
  - A separate pot of $340 million for the non-charter municipalities and Metis settlements.
- The funding split between the pots was set by the province without ABmunis' input, but it is similar to what was in place prior to 2018 when the province began cutting $152 million annually from Calgary and Edmonton's MSI Capital funding.

- The following information applies to all municipalities in Alberta (and Metis Settlements), except the City of Calgary and City of Edmonton.

Municipal Affairs’ goals for the LGFF Capital allocation formula and program rules

1. Maximize transparency, comprehensibility, predictability, and equity.
2. Prioritize municipal asset management and resiliency of community infrastructure.
3. Consider municipalities with the greatest needs.



- This graphic outlines how the LGFF Capital funding pot is allocated to all non-charter municipalities and Metis Settlements.
- Three per cent of the funding pot is designated as a Needs-Based Funding formula component that supports municipalities under 10,000 population that have lower fiscal capacity.
- The Needs-Based Funding is split it into two pools:
    - 60% is allocated to an urban pool of eligible towns, villages, summer villages, a few specialized municipalities, and Metis Settlements.
    - 40% is allocated to a rural pool of eligible municipal districts, counties, and improvement districts.
- Municipalities must meet two criteria to be eligible for the Needs-Based Funding.
    - A municipality must have a population under 10,000.
    - If the municipality is under the urban pool, then their equalized assessment per capita must be less than 80 per cent of the average of all urban municipalities.
    - If the municipality is under the rural pool, then their equalized assessment per KM of local road must be less than 80 per cent of the average of all rural municipalities.
- The use of equalized assessment per capita and equalized assessment per KM of road is a proxy to measure a municipality's fiscal capacity and those that have lower fiscal

capacity receive extra funding.

- The amount of Needs-Based Funding allocated to an urban municipality is based on the degree to which their equalized assessment per capita is below the group average as well as the share of its weighted population relative to the total weighted population of urban municipalities that are eligible for Needs-Based Funding.
- For rural municipalities, the calculation is based on the degree to which their equalized assessment per KM of local road is below the group average as well as the share of its weighted KM of road relative to the total weighted KM of road of rural municipalities that are eligible for Needs-Based Funding.
- After the Needs-Based Funding is allocated, the bulk of LGFF Capital (97%) is allocated through a separate formula, which starts with providing each municipality a base amount of $150,000, except for summer villages who receive $60,000.
- After the base amounts are allocated, 65 per cent of the remaining funding is allocated based on each municipality's population.
- 15 per cent is allocated based on each municipality's book value of tangible capital assets, excluding values for electricity systems, gas distribution systems, machinery and equipment, and land.
- 10 per cent is allocated based on each municipality's KM of local roads.
- This is based on the linear length of a road under a municipality's responsibility and does not take into account the width of the road, number of lanes, or other cost factors such as whether the road is paved or gravel.
- The last formula factor involves allocating 10 per cent of the remaining funding based on each municipality's five-year average of accumulated amortization.
- The intention of this formula factor is based on if a municipality has older infrastructure, the municipality will have higher accumulated amortization and therefore, needs more funding.
- When the formula is put together, each municipality receives a base amount plus a proportionate allocation based on their local population, plus the book value of their tangible capital assets, plus KM of local roads, plus the 5-year average of the municipality's accumulated

amortization and then those amounts are added to their Needs-Based Funding allocation (if they qualify) to determine their total LGFF Capital allocation for the year.

ABmunis' is seeking several improvements to LGFF Capital

1. ABmunis and member municipalities are advocating for the starting amount of the LGFF Capital pot to be increased to $1.75 billion.
2. Request that the province to collect more comprehensive data on KM of local roads including KM of road lanes and the type of surface material to create more equitable funding outcomes between municipalities.
3. Request that LGFF Capital allocation formula integrate tangible capital asset data that is currently not reported by municipalities because the local infrastructure is managed by a municipality-controlled corporation.
4. Request that the allocation formula base amount be increased every 3-5 years based on inflation to support smaller municipalities that are more reliant on the base amount.

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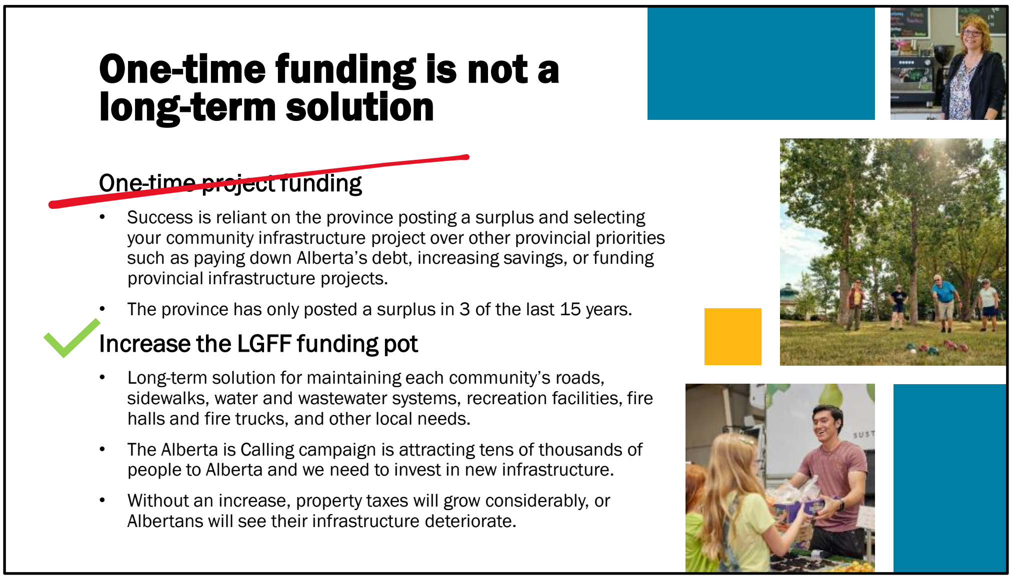


- Alberta's provincial leaders are promoting that municipalities will be able to access one-time funding in years where the province posts a surplus at year end.
- This promise relates to Alberta's new Fiscal Planning and Transparency Act that was passed in spring 2023.
- The Act states that in years where the province has a surplus, 50 per cent of that surplus will be paid towards Alberta's debt.
- The other 50 per cent will be used for contributions to Alberta's Heritage Savings Trust Fund, or extra payments on Alberta's debt, or paying for one-time spending initiatives that don't carry an ongoing cost.
- The promise by provincial leaders does not enable municipalities to properly plan for their financial future because it relies on the province to:
  - Post a surplus at year end, and
  - Provincial leaders must deem that a community's project takes priority over other provincial goals such as adding to Alberta's Heritage Savings Trust Fund or funding the province's own infrastructure needs.
- Increasing the starting amount of LGFF Capital to $1.75 billion is the most practical approach to reduce red tape and ensure that every Alberta community has an adequate level of infrastructure funding to maintain and build community infrastructure for Albertans today and into the future.

Questions

Email questions to advocacy@abmunis.ca

300, 8616 51 Avenue NW
Edmonton, AB T6E 6E6
abmunis.ca
hello@abmunis.ca
310-MUNI

Alberta Municipalities
Strength In Members

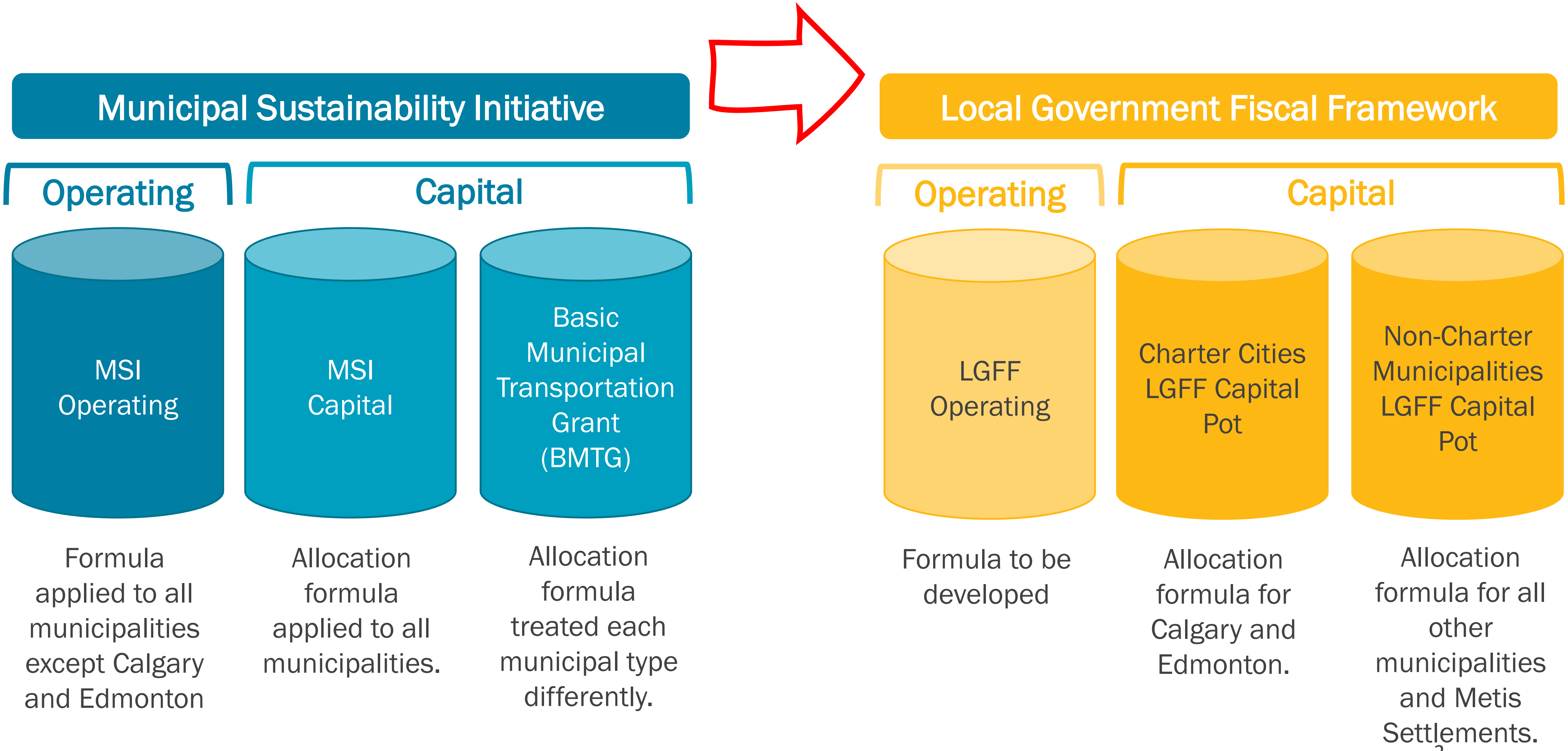
Alberta's Local Government Fiscal Framework (LGFF) Capital Funding Program:

An Overview and the Need for Increased Funding for Community Infrastructure

January 10, 2024

Alberta Municipalities
Strength In Members

Transitioning from MSI to LGFF



Key benefits of LGFF Capital

1. **The funding pot amount will rise and fall annually at the same rate as provincial revenue.**
   - Funding amounts are more likely to keep pace with Alberta's economy.
   - Annual changes to the funding pot are based on the change in provincial revenue from 3-4 years prior to the funding year.
   - Exceptions apply if the province changes a fiscal policy resulting in greater than a $100 million change in a revenue source. (note)
   - Between 2008 and 2020, provincial revenue grew at an average rate of 1.8% annually.
2. **Your municipality will always know your next two years of funding allocations.**
   - Improved ability for municipalities to plan for their financial future.

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Note: The 2025 funding pot was adjusted to reflect the impacts of the fuel tax relief program and reinstatement of Personal Income Tax Indexation in 2022-23.

Overview of LGFF

Today's focus

LGFF Capital

Legislated under the *Local Government Fiscal Framework Act*

Charter Cities
$382 million
(2024)

LGFF Act defines the allocation formula for Calgary and Edmonton.

Non-Charter Municipalities
$340 million
(2024)

Formula announced in December 2023.

LGFF Operating

General grant program

2024 forecast =
$60 million
(same as 2023)

2024 allocations are same as 2023 MSI Operating. Municipal Affairs plans to create a new allocation formula for LGFF Operating.

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Targeted Outcomes for LGFF Capital

The stated program outcomes for LGFF Capital are:

- Increased economic activity
- Increased livability
- Increased resilience of municipalities and Metis Settlements in response and adaptation to the effects of disasters, extreme weather events, and changing local conditions.

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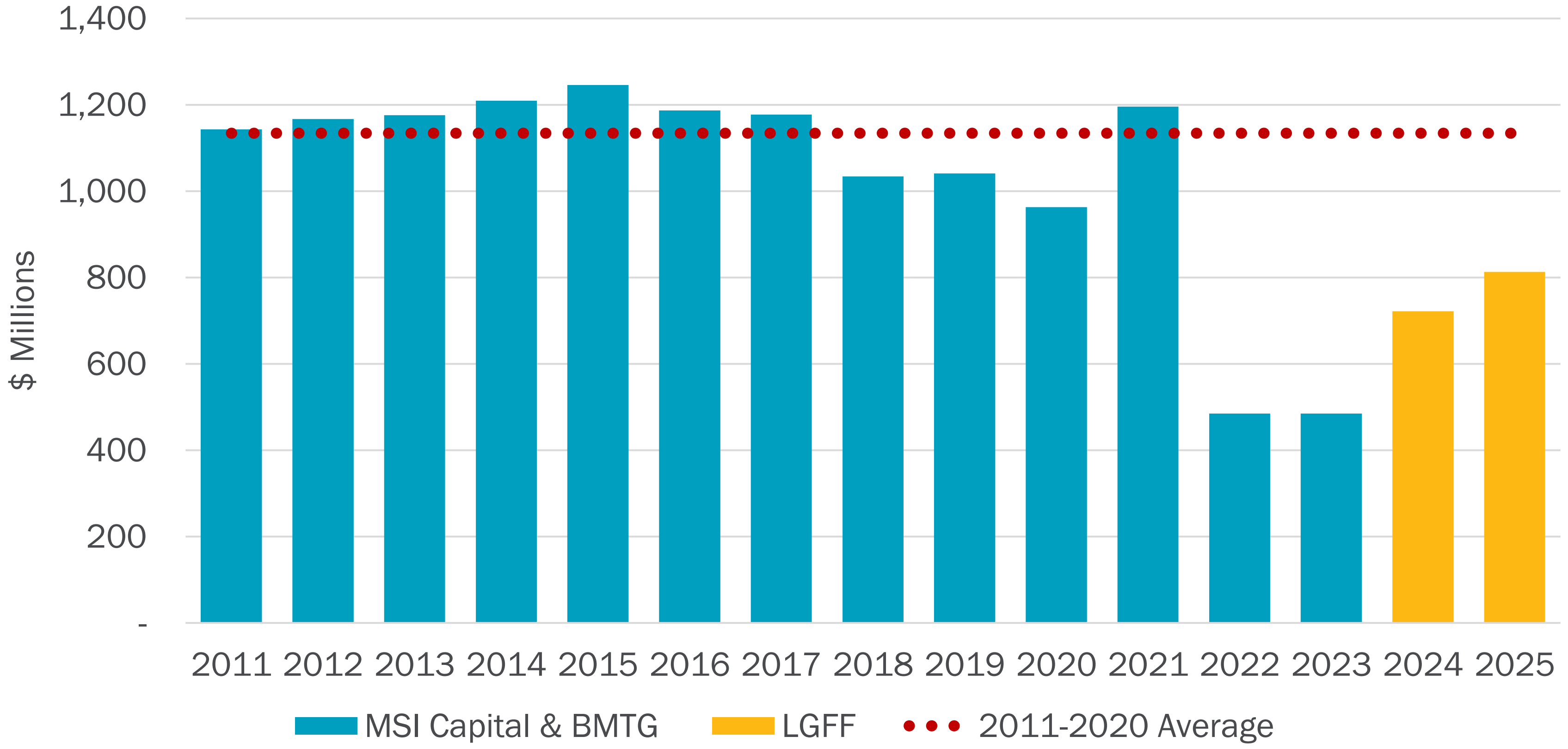
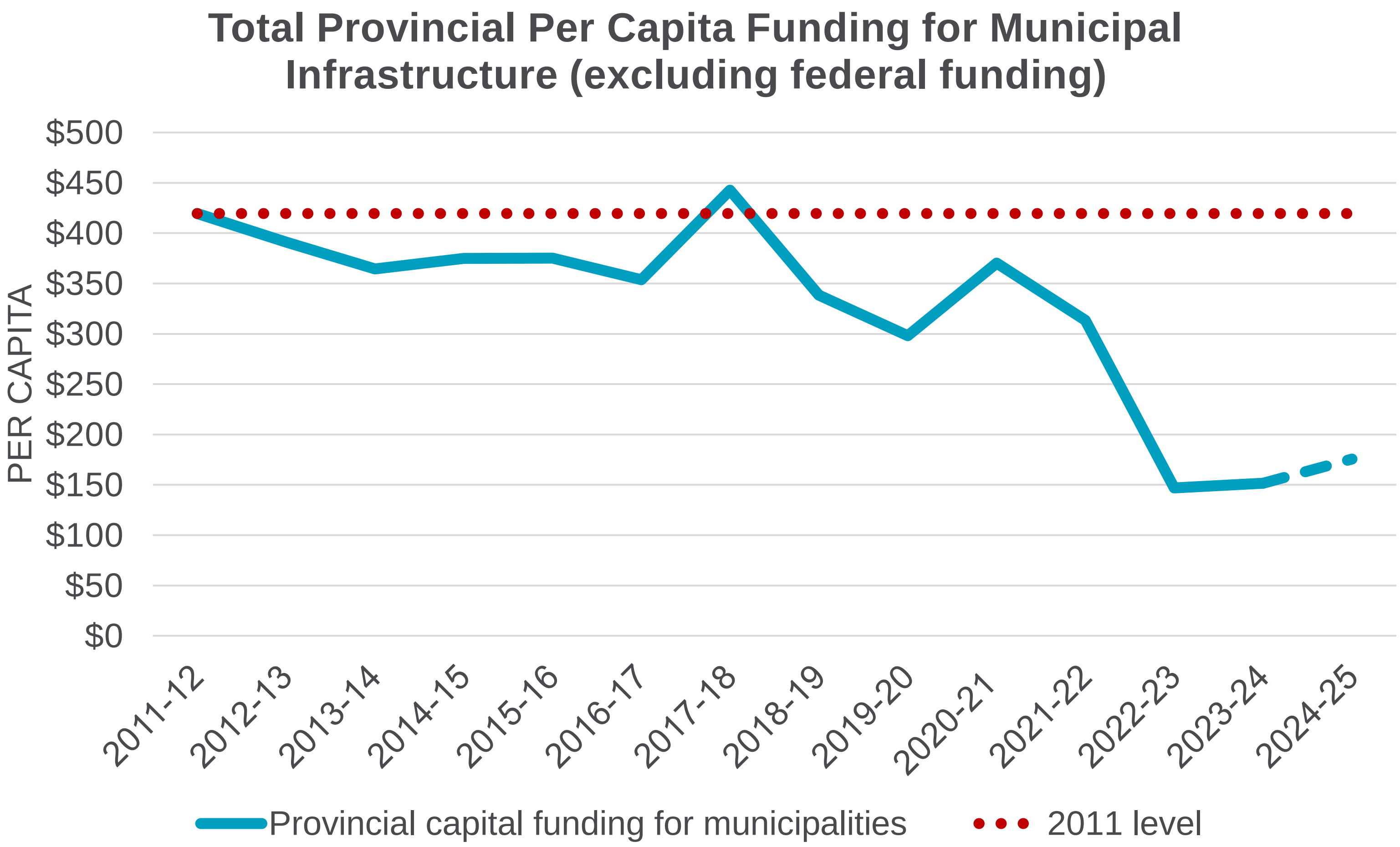
At its start, LGFF Capital will deliver 36% less funding than the historical average (2011-2020) before the province front-loaded the 2022 and 2023 funding in the 2021 year



LGFF Capital starts at $722 million, then increases by 13.6% in 2025 because of the linkage to provincial revenue, which increased by 13.6% three years prior

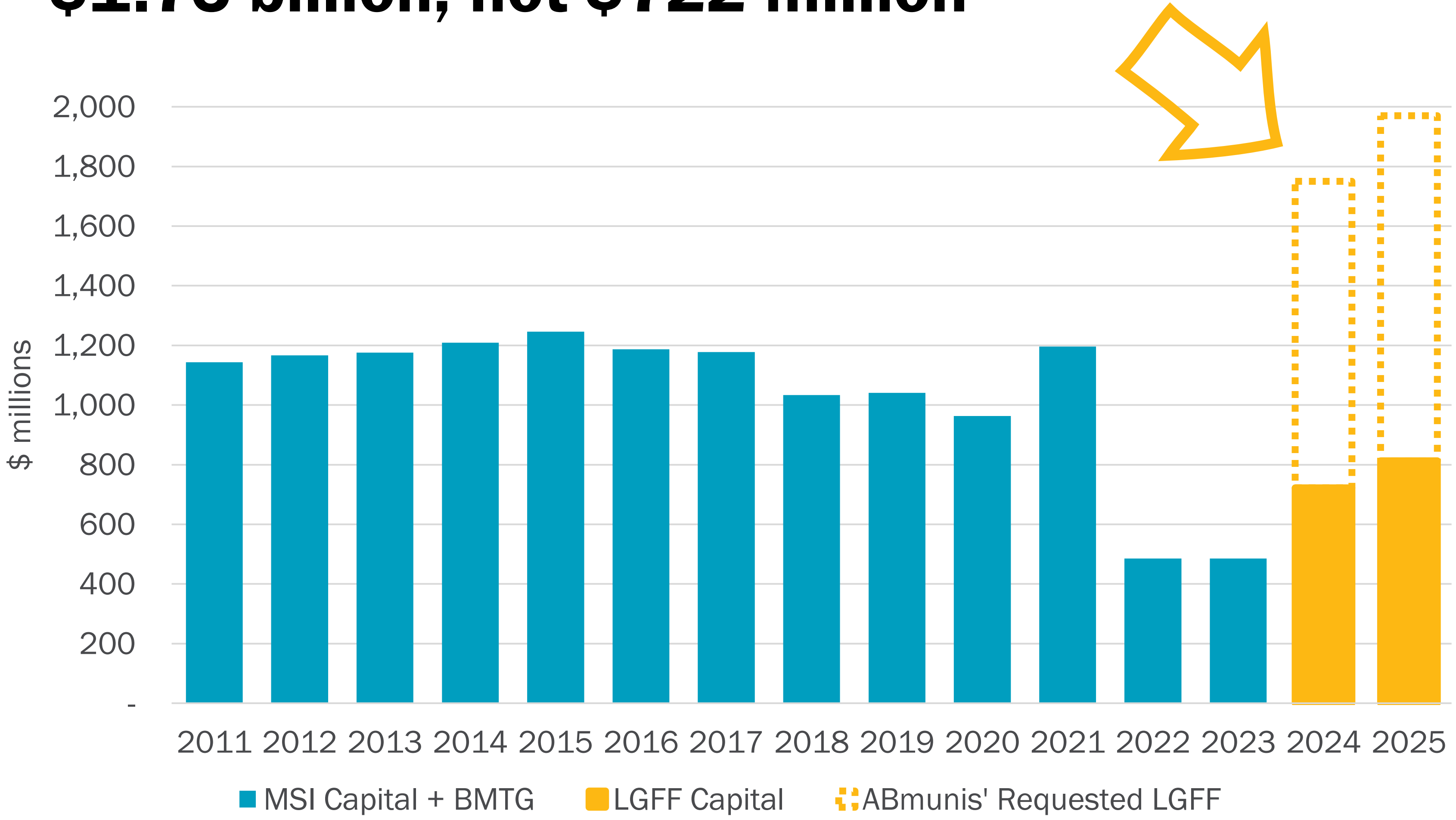
Source: Figures are based on Alberta Municipal Affairs annual allocation listings. The March 2015 advance of $398.9 million is shown in the 2015 year and the March 2018 advance of $800 million is split evenly over 2018 and 2019 as per the province's intent with that advance.

In 2011, the province invested $420 per Albertan for community infrastructure. This year, that amount is expected to be only $175 per Albertan.



Source:
Figures are based on ABmunis' calculations using the total of capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population is based on Statistics Canada Table 17-10-0005-01, and 2024-25 is estimated at 4.3% growth based on Statistic Canada's quarterly estimated changes from Q4 2022 and Q4 2023.

If provincial funding for municipal infrastructure kept pace with Alberta's population growth and inflation, then LGFF Capital should start at around $1.75 billion, not $722 million



The call for LGFF Capital to start at $1.75 billion was approved by member resolution at ABmunis' 2023 Convention.

The starting amounts of each LGFF Capital funding pot

ABmunis will continue to advocate for an increase in the LGFF Capital funding pots.

Starting in 2024

Charter Cities
$382 million

Non-Charter Municipalities
$340 million

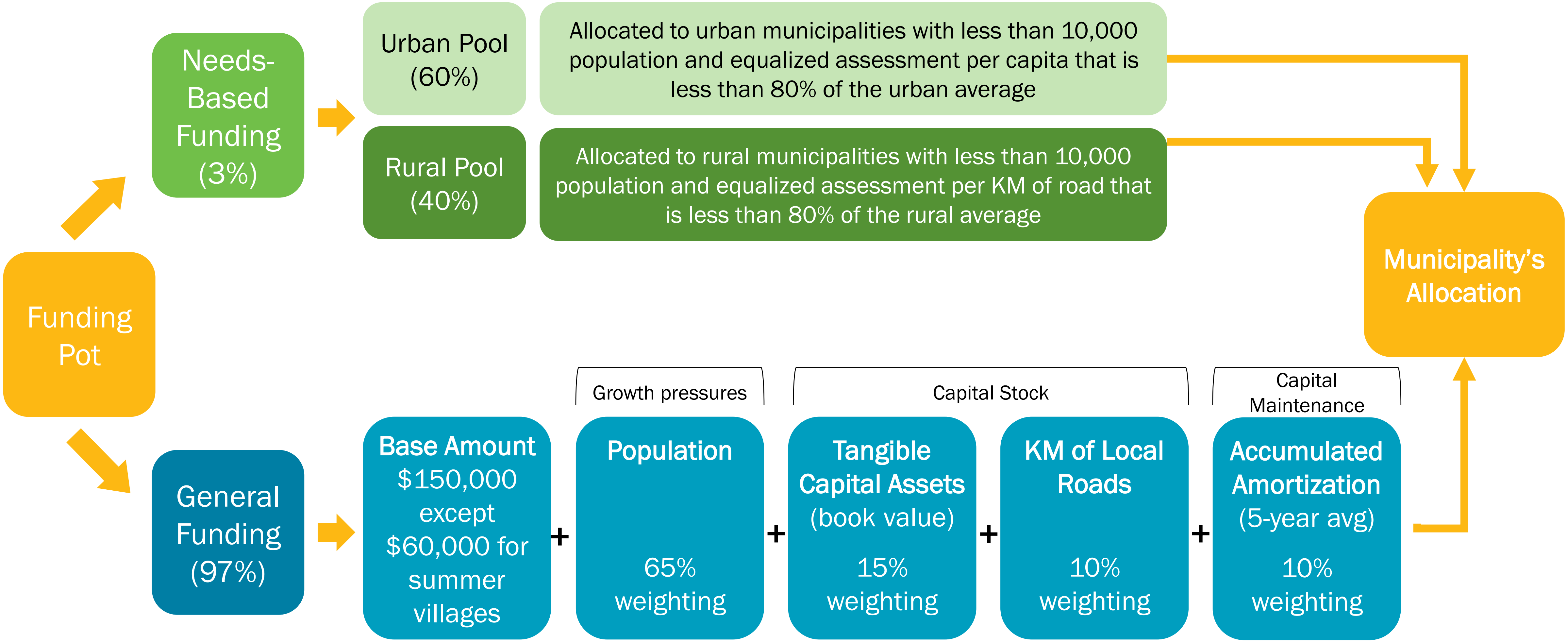
ABmunis' did not have input on the funding split.

Allocation Formula for the Non-Charter Municipalities

Municipal Affairs’ goals for the LGFF Capital allocation formula and program rules

1. Maximize transparency, comprehensibility, predictability, and equity.
2. Prioritize municipal asset management and resiliency of community infrastructure.
3. Consider municipalities with the greatest needs.

LGFF Capital Allocation Formula (non-charter municipalities)



Urban pool applies to eligible towns, villages, summer villages, Municipality of Jasper, Townsite of Redwood Meadows, Municipal District of Crowsnest Pass, Metis Settlements.
Rural pool applies to eligible municipal districts, counties, improvement districts, and specialized municipalities excluding Jasper and Crowsnest Pass.

ABmunis' is seeking several improvements to LGFF Capital

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2. Request that the province to collect more comprehensive data on KM of local roads including KM of road lanes and the type of surface material to create more equitable funding outcomes between municipalities.
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4. Request that the allocation formula base amount be increased every 3-5 years based on inflation to support smaller municipalities that are more reliant on the base amount.

Alberta Municipalities
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One-time funding is not a long-term solution

~~One-time project funding~~

- Success is reliant on the province posting a surplus and selecting your community infrastructure project over other provincial priorities such as paying down Alberta's debt, increasing savings, or funding provincial infrastructure projects.
- The province has only posted a surplus in 3 of the last 15 years.

Increase the LGFF funding pot

- Long-term solution for maintaining each community's roads, sidewalks, water and wastewater systems, recreation facilities, fire halls and fire trucks, and other local needs.
- The Alberta is Calling campaign is attracting tens of thousands of people to Alberta and we need to invest in new infrastructure.
- Without an increase, property taxes will grow considerably, or Albertans will see their infrastructure deteriorate.

Questions

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300, 8616 51 Avenue NW
Edmonton, AB T6E 6E6

abmunis.ca

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310-MUNI

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