



AGENDA

Monday August 12, 2009 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
- 3.1.2 Capital Plan Status - E
- 3.1.3 Monthly Report – E

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for July 2024
- 3.2.2 Financial Variance up to June 30, 2024

3.3 DEPARTMENT:

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager - E
- 3.3.3 Planning & Development Officer - E
- 3.3.4 Fire Chief - deferred
- 3.3.5 Peace Officer – deferred
- 3.3.6 Emergency Management - deferred

3.4 COUNCIL:

- 3.4.1 MAYOR JENNIFER HANDLEY
- 3.4.2 COUNCILLOR VICTOR CZOP
- 3.4.3 COUNCILLOR ROGER MILLER
- 3.4.4 COUNCILLOR DAVE MITCHELL
- 3.4.5 COUNCILLOR KEN SORENSON
- 3.4.6 COUNCILLOR KEVIN TODD
- 3.4.7 COUNCILLOR JOHN DOZEMAN

3.5 OTHERS:

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 July 15, 2024 Regular Council Meeting

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 Information Brief Mile 56 (Visitor Information Centre)
- 4.2.2 Bylaw 1390/24 Off-Site Levies
- 4.2.3 Bylaw 1395/24 Waste Disposal and Recycling
- 4.2.4 Information Brief – 29 Ave Repairs Reallocation of Funds

5. NEW & UNFINISHED BUSINESS:

- 5.1 Bylaw 1396 Land Use Bylaw Amendment
- 5.2 RFD – Library Repairs

6. CORRESPONDENCE:

6.1 FOR ACTION:

- 6.1.1 Nanton Memorial Community Centre (Green and Inclusive Community Buildings)

6.2 FOR INFORMATION:

- 6.2.1 Fire Fly Solar – letter from Town of Nanton regarding business license

7. CLOSED CONFIDENTIAL SESSION:

- 7.1 Section 24 (Advice from Officials) IT Security FOIP 24 Advice from Officials
- 7.2 Section 24 (Advice from Officials) RCMP future detachment discussions

8. ADJOURNMENT:





STATUS REPORT

Meeting: August 12, 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 CS = Corporate Services OP = Operations Manager
DO = Development Officer LS = Legislative Services OTHER = Staff/Contractor/etc.

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

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

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting July 15, 2024				
192-24/07/15	Boulevard Garden communication		C	LS
193-24/07/15	Waste & Disposal Bylaw communication		C	LS
195-24/07/15	29Ave Reallocation of funds to Aug 12 mtg		IP	CS
196-24/07/15	ATCO Franchise agreement		IP	CS

COUNCIL

Res #	Description	Notes	Status	FWD
Committee Recommendations				
23/10/16	Funding public skate – incorporation into policy, preferably the ice allocation policy	Reg 23/11/06	IP	LS/CS
9-24/01/08	Policy for Public Recognition	Revise current	IP	LS
36-24/02/05	RFD – Community Centre Utilities		IP	CS
68-24/03/04	RFD – Tribute Wall location		IP	CAO/CS
76-24/03/18	RFD for CGEDC requests		IP	CAO
77-24/03/18	RFD cost of Fire Services to cover AHS ambulance		IP	CS/CAO
94-24/03/15	ICF/MOU with FC/THR and possibly Okotoks re water		IP	CAO
148-24/05/06	Road and Storm water engineering – cost of construction		IP	CAO
149-24/05/06	RFP for housing developers	Mid September Deadline	C	CAO
3-24/05/27-CW	RFD on multi-unit residential construction incentives		IP	CAO
4-24/05/27-CW	RFD on small business property non-res sub classes		IP	CAO
182-24/06/17	Bring back off site levy bylaw Aug 12 meeting		IP	CAO/DO
184-24/06/17	Proceed with sale of bulk water facility		IP	CAO/CS

DEPARTMENTS

Res #	Description	Notes	ST	fw
148-23/05/15	Wastewater Plant upgrade – Town funding \$581,900 borrowing & \$581,900 reserves Additional funding recd 6.2.2 24/01/22 – Aeration project	Borrow bylaw req'd \$184,620	IP	CS
222 - 23/09/05	Purchase skid-mounted flusher in 2024 budget process	4-23/08/30	IP	CS/OPS
262 – 23/10/02	Additional Utility Operator consideration in 2024 budget	2024 budget, interviews July 9-12	IP	CS



ITEMS ON HOLD FOR FUTURE SCHEDULING/CONSIDERATION

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





CAPITAL PLAN STATUS

Meeting: August 12th 2024
 Agenda Item: 3.1.2

2024 Items Only

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

Notes:

- *The Silver Willow Lodge project is likely being deferred in favour of the resources required to deal with the 29th Avenue service line renewals over this year and next. A great deal of road surface will require replacement.*
- *Sidewalk rehab and replacements are nearing completion.*
- *The CAO and Public Works lead hand are actively looking at further signage and crosswalk enhancements for improved safety.*
- *Public works continuing to work with resurfacing treatments to extend road surface life.*

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

Notes:

- *MPE Engineering lead the de-watering work.*
- *Fournier dewatering technology (3 channel) ordered and down payment made – installation summer 2025.*
- *A deposit has been put down on the dehydration unit for the WWTP.*
- *Flusher will be ordered, but a suitable vehicle must also be sourced.*
- *Re-lining focused on 17th and 19th streets – some work by McGills completed.*
- *Hydrant and valve work can be deferred and budgeted money used for 29th avenue service line renewals.*

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

Notes: *Pricing being obtained for specific units – can be deferred if funds are needed elsewhere.*

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:

Pool RFP for 2025 relining to be issued in near future.

Federal funding declined on THRC proposals.

Warm Room Glass/ wall project is now complete.

Pool valves project is now complete – available dollars for other work as structural concrete work can wait.

Firehall – still awaiting further pricing.

Town shop – some work is underway.

Recycling centre/yard waste fencing – better than expected pricing received meaning more fencing can be done and this work will begin within the next month.

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

Notes:

- *Ice Resurfacer delivered – no sponsorship proposals for wrap received – discussing alternate with NFD*
- *Second hand Bylaw vehicle acquired from Fort Macleod (2017, low mileage). Equipment installation is booked*
- *Parks mower (zero-turn) purchased*
- *Fire – BA units purchased and received.*
- *PW pickup – still investigating different options.*

Land Development

Industrial roads proposal and order of magnitude estimate - CIMA engineering engaged.

Public Realm & Development

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

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

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



Other notes:

Streetlight at campground entrance – completed the week of July 1-5.





REPORT FROM ADMINISTRATION

Meeting: August 12th, 2024

Agenda Item: 3.1.3

Chief Administrative Officer

July 2024 PERIOD

Bid opportunities

Currently on the Town website:

[RFP- OPS-2024-07 Pre-Construction Project Management \(Regional Water Supply\)](#)

Closing date: September 13, 2024 - 2:00pm

[RFP 2024-60-Westview Westview Town Lands](#)

Closing date: September 13, 2024 - 2:00pm

Westview Lot Sales

At present only 2 Westview serviced lots remain unsold or without a pending sale. As Council knows from the past, this does fluctuate a little and does not mean that we're at 100% build-out of phase 3.

Public Notices/ Public Participation

<https://www.nanton.ca/government/public-notice>

Personnel and Professional Development

A new Utility Operator has been offered and accepted the new position. Daniel Doyon should be starting in the near future.

The following reports are enclosed:

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports previous month end

3.2.2 Financial Variance

3.3 DEPARTMENT:

3.3.1 Corporate Services Manager

3.3.2 Operations Manager

3.3.3 Planning & Development Officer

3.3.4 Fire Chief

3.3.5 Peace Officer

3.3.6 Emergency Management

Respectfully submitted,



Neil Smith, RPP
Chief Administrative Officer

Town of Nanton
Vendor Cheque Register Report
Range: July 1 - July 31, 2024
Sorted by: Cheque date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT000000005466	888351 Alberta Ltd o/a Wild Rose	7/10/2024	\$29,832.00	Sludge hauling and removal
EFT000000005467	Benchmark Assessment	7/10/2024	\$8,432.81	Assessment services
EFT000000005468	Canadian Linen & Uniform	7/10/2024	\$71.07	Office and library mat cleaning
EFT000000005469	Canoe Procurement Group of Canada	7/10/2024	\$714.68	Signs
EFT000000005470	CARO Analytical Services	7/10/2024	\$558.08	Water testing
EFT000000005471	Cattlemens Corner	7/10/2024	\$132.30	Miscellaneous supplies
EFT000000005472	Chinook Arch Reg Library	7/10/2024	\$8,617.48	Annual fee
EFT000000005474	Crossroad Energy Solutions Inc	7/10/2024	\$4,502.19	Service & maintenance at WWTP
EFT000000005475	Ecco Recycling and Energy Corp	7/10/2024	\$1,569.59	Recycling fees
EFT000000005476	Enfield, Tracy	7/10/2024	\$890.00	Office & council meeting room cleaning
EFT000000005477	Foothills Regional Services Comm.	7/10/2024	\$4,058.00	Landfill tippage fees
EFT000000005479	G & JD Construction	7/10/2024	\$236.25	Man lift rental
EFT000000005480	GM Mechanical Ltd	7/10/2024	\$8,925.00	New A/C unit at firehall
EFT000000005481	Gregg Distributors Company Ltd	7/10/2024	\$410.93	Miscellaneous supplies
EFT000000005482	Hicklin Motors	7/10/2024	\$1,072.09	Vehicle repairs
EFT000000005483	Hifab Holdings Ltd	7/10/2024	\$275.78	Courier fees
EFT000000005484	High River Health Foundation	7/10/2024	\$1,380.00	Support grant
EFT000000005485	Inspiris	7/10/2024	\$4,115.97	IT services & subscriptions
EFT000000005486	ISL Engineering & Land Service	7/10/2024	\$9,391.91	LUB consult/re-write (final)
EFT000000005487	Klearwater Equipment	7/10/2024	\$4,256.47	Water plant chemical
EFT000000005488	LAPP Corporation c/o Alberta Pension	7/10/2024	\$5,536.82	Employee pension plan
EFT000000005489	Linde Canada Inc.	7/10/2024	\$721.69	Water plant supplies
EFT000000005491	Nanton Home Hardware Building	7/10/2024	\$586.32	Miscellaneous supplies
EFT000000005492	F.C.S.S.	7/10/2024	\$19,170.85	Provincial grant
EFT000000005493	Nanton Thelma Fanning Library	7/10/2024	\$12,125.00	Annual grant

EFT000000005494	New-Alta Electric	7/10/2024	\$378.00	Firehall compressor upgrades
EFT000000005495	NextGen Automation	7/10/2024	\$155.57	Photocopier fees
EFT000000005496	NL Smith & Sons Const Ltd	7/10/2024	\$8,135.95	Supply/deliver of crushed gravel
EFT000000005497	Oldman River Regional Services	7/10/2024	\$7,644.25	Planning & GIS services
EFT000000005498	Orkin Canada Corporation	7/10/2024	\$238.02	Pest control
EFT000000005499	Pinnacle Aquatic Group	7/10/2024	\$98.28	Pool supplies
EFT000000005500	Integrated Sustainability Cons.	7/10/2024	\$157.50	Water plant software fees
EFT000000005501	Recreation Facility Personnel	7/10/2024	\$1,471.83	Recreation staff training
EFT000000005502	Reynolds, Mirth, Richards & Farmer	7/10/2024	\$985.95	Legal fees
EFT000000005503	RNR Systems Inc.	7/10/2024	\$581.70	New computer
EFT000000005505	Somerset Tree Service Ltd	7/10/2024	\$1,299.90	Tree maintenance
EFT000000005506	Super Save Disposal (AB) Ltd	7/10/2024	\$1,534.85	Waste management fees
EFT000000005507	T & T Disposal Services	7/10/2024	\$6,977.96	Waste management contract
EFT000000005508	TransAlta Energy Marketing	7/10/2024	\$49,286.69	Power and natural gas fees
EFT000000005509	UFA Co-operative Ltd	7/10/2024	\$10,544.18	Fuel
EFT000000005510	WR Meadows	7/10/2024	\$4,361.22	Traffic paint
20358	AJ's Trophies & Awards	7/25/2024	\$101.85	Park plates
20359	Alberta Association of Communities	7/25/2024	\$375.00	Annual fee
20360	Art Sign Works, Inc.	7/25/2024	\$922.50	Coat of Arms
20361	Cenera Inc.	7/25/2024	\$3,572.21	Employee training
20362	Chubb Life Insurance Company	7/25/2024	\$143.46	Employee benefits
20363	Claresholm Local Press	7/25/2024	\$52.50	Advertising
20364	DRV Transport & Rentals Inc.	7/25/2024	\$2,047.50	WWTP container rental
20365	Dump Gump	7/25/2024	\$2,625.00	Yard waste bin rental
20367	Feig, Kathy	7/25/2024	\$425.00	Calligraphy for heraldic symbol
20368	Fenco Contracting Ltd.	7/25/2024	\$14,372.23	Road paving
20369	Kowality Contracting	7/25/2024	\$131.25	Shop doors service call
20371	Pitney Bowes	7/25/2024	\$312.23	Postage meter
20372	PitneyWorks	7/25/2024	\$528.25	Postage meter
20373	Receiver General	7/25/2024	\$1,334.34	Statutory deductions
20374	Schlosser Martin Construction	7/25/2024	\$4,568.39	Water line repairs
20375	Tractorland (High River)	7/25/2024	\$4,018.39	Equipment service & maintenance
20376	Utility Safety Partners	7/25/2024	\$559.54	One call fees

EFT000000005511	911 Supply	7/25/2024	\$567.46	Fire department equipment
EFT000000005512	Canadian Linen & Uniform	7/25/2024	\$71.07	Office and library mat cleaning
EFT000000005513	Canoe Procurement Group of Canada	7/25/2024	\$1,471.71	Washroom supplies
EFT000000005514	CARO Analytical Services	7/25/2024	\$304.50	Water testing services
EFT000000005515	Contain-A-Way Services	7/25/2024	\$337.70	Waste management services
EFT000000005516	Coyote Courier Ltd	7/25/2024	\$583.89	Courier fees
EFT000000005517	CUPE	7/25/2024	\$1,653.13	Union dues
EFT000000005518	Czop, Victor	7/25/2024	\$240.54	Per diem and travel/training
EFT000000005519	Foothills Regional Services Comm.	7/25/2024	\$5,216.00	Landfill tippage fees
EFT000000005520	Fortis Alberta Inc.	7/25/2024	\$10,218.33	Street light install near campground
EFT000000005521	Gregg Distributors Company Ltd	7/25/2024	\$899.62	Miscellaneous supplies
EFT000000005522	Hifab Holdings Ltd	7/25/2024	\$438.21	Courier fees
EFT000000005523	Homewood Health Inc	7/25/2024	\$370.44	Employee benefits
EFT000000005524	iA Financial Group	7/25/2024	\$80.07	Employee benefits
EFT000000005525	Inspiris	7/25/2024	\$2,404.50	IT services & subscriptions
EFT000000005526	LAPP Corporation c/o Alberta Pension	7/25/2024	\$5,536.82	Employee pension plan
EFT000000005527	MD of Willow Creek	7/25/2024	\$1,367.62	Fire department equipment
EFT000000005528	MPE Engineering Ltd	7/25/2024	\$10,978.80	Reservoir aeration project engineering
EFT000000005529	Nanton Auto Parts Ltd.	7/25/2024	\$212.22	Miscellaneous supplies
EFT000000005530	Nanton Home Hardware Building	7/25/2024	\$53.71	Miscellaneous supplies
EFT000000005531	NextGen Automation	7/25/2024	\$171.16	Photocopier fees
EFT000000005533	Pinnacle Aquatic Group	7/25/2024	\$1,383.67	Pool supplies
EFT000000005535	Somerset Tree Service Ltd	7/25/2024	\$1,205.40	Tree maintenance
EFT000000005537	Superior Safety Codes	7/25/2024	\$183.75	Safety code fees

Total Cheques: 82

\$312,672.28



DEPARTMENT REPORT

Meeting: August 12, 2024
Agenda Item: 3.2.2

2nd Quarter Financial Variance – period ending June 30, 2024

Statement of Operations

In review of the overall financial picture, at the end of the first half revenues are in line with expectations and expenses are also in line with expectations. Revenues, as can be seen, are higher than 50% of budget as the tax deadline is the end of June and the great majority of taxes are now collected. Outside of that user fees are also higher due to lot sales and then investment income is well above budget thanks to continued high interest rates. Other categories are all as expected.

On the expense side a third of the categories are over the 50% mark but overall, the total expenses are just below the 50% mark so no major concerns. More detail will be provided in the department budget overviews. Turning to the capital side and items that don't fall under the revenue and expense category, we are seeing a typical picture for the halfway point. Journal entries are still required, reserve transfers are still needed, and spending is on the low end, but more detail will be provided later in the report.

The overall picture is good at this point and staff will endeavor to ensure that spending stays within budget for the year.

Departmental Budgets:

Legislative – As we normally see, the legislative budget is right on track or even slightly below budget which is a good sign. There has been a little bit of travel and training plus per diem expenses but nothing out of the ordinary and other expenses are right where we'd expect. We did end up a little over in miscellaneous goods and supplies category with the Coat of Arms work that's been done. Support grants are finished so moving forward we should be good.

Corporate Services – On the administrative side of this budget things look pretty good – revenues collected from tax certificates are a little lower than normal but on the expense side we are right on track. Professional services is one of the biggest cost centers for this budget and we are at or below where we were last year so no concerns.

The marketing side of this budget is also within tolerances – business license revenue came in as expected, the website project was on budget and based on the current spending we should finish slightly below budget. The FCSS and Library budget as per usual are showing no concerns either. Included within corporate services as well is investment income and franchise revenue – investment income continue to be strong and we are on pace to collect slightly higher revenue from franchise fees than anticipated.

The last of the corporate service budget is the bylaw department – things have been very busy and revenues collected are higher than we first anticipated. In terms of expenses, we are a little high on materials, good and supplies but overall we are where we'd expect and no concerns are noted moving forward.

Fire – The fire department is having a good year in terms of budget. Not much to report on as far as revenues go, but expenses are on track. Building maintenance has been minimal, while machinery and equipment along with vehicle equipment is right where we would expect. Travel and training is happening and on budget and materials and goods purchasing is a little under. If things continue as is we should expect a small surplus by year-end.

Public Works – Starting with common services, revenues are as expected. In terms of expenses, wages are lower than budget due to where the guys allocate their hours, contracted and general services are a little below budget but there are some machinery and equipment repairs coming that may put us over budget. Materials and goods purchasing is below budget and should remain that way – fuel though depending on this fall and winter could end higher than budget.

On the roads side, things look similar. Wages show a little higher but the overall public works wages are on track. In terms of contracted services, we are showing under budget, but this is because most of contracted road and sidewalk work hasn't yet been completed. Materials, goods and supplies purchasing is on budget and no concerns noted. Streetlight power is on track as we are slightly below the 50% mark. On the cemetery side of things revenues are at a little over 50% while expenses are under budget. There are some expenses that will be coming in the summer but at this point there is no cause for concern.

Environmental (Utilities) - starting with the storm water budget we are not seeing anything out of the ordinary. Revenues are just above 50% and expenses are well below budget. Not much for wages as staff wages have been allocated elsewhere so far. We do have a small storm water project to be done and so we should end the year as expected.

On the water services side of things, revenues are looking to be as expected with just shy of 50% of revenues being collected so far. For expenses, wages are a little below target which is expected as the additional operator will not be starting until mid-August. Contracted services are showing a little higher than budget as we've completed several repairs but also because we completed leak detection work ahead of schedule. All other categories within water are just under the 50% mark so things look positive right now.

Moving to the wastewater budget, for revenues we are looking good as we've collected a little over 50% of the budget outside of reserve transfers. In terms of expenses, wages and salaries are the same as the water budget. Contracted services are a little over budget, and we are expecting to end the year a little over budget as we've had issues with infiltration into the system which has caused some unexpected expenses and we've also had unexpected equipment issues. In terms of goods and supplies, things are trending in the right direction and utilities are as well with natural gas charges being a little higher than expected.

For waste management, revenues for both garbage and recycling are on track as expected. For expenses, there are no concerns. Tipping fees are where we expected and curbside pickup costs will be going up a little bit but shouldn't make a huge difference in the budget. The yard waste area is getting cleaned up slowly but surely and this may result in a budget overage when we get to year end.

Development – For the halfway point in the year things are looking really good for the development department. Lot sales have been strong, fairly normal development permit activity and on the expense side no real concerns. Contracted services are over budget but this is due to the completion of the LUB re-write which is covered by reserves. Outside of this spending is in line with expectations.

Parks & Recreation – starting with Parks revenue, we are seeing mostly what was expected – not a lot of baseball diamond rentals and we have yet to do the reserve transfer. In terms of expenses, wages are pretty close to half of budget which is where they should be, contracted services are also about 50% and then supplies are below 40%. There are quite a few purchases to be made and more contracted services to do and so the projected finish is very close to budget if not a little under.

On the recreation side (the arena) we are seeing a normal revenue picture for the halfway point. For expenses, wages are right on track while contracted services are showing a little below budget but there is spending to be done that will bring things in line. Supplies are also on the low end but planned spending for the fall and winter will bring this in line with budget as well. In terms of utilities we are showing a little under budget which is nice and we are expecting this to continue. For the pool, it is still early for this type of reporting, but it's been a good start. Revenues are on track and spending is also what we'd expect.

Overall Summary -

As noted at the beginning of the report, revenues and expenditures are in line with the budget and we are showing both at or just below the 50% target which is what we like to see. Revenues show more as we have issued the tax levy but this is normal. Some spending has been over as was noted in the departmental budgets but with halfway to go we are not seeing any major issues that will be of concern. We will monitor where things are and provide updates as necessary. A couple of other reports are included for a different view of thing as well.

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: July 30, 2024

Clayton Gillespie



Town Of Nanton
For the Six Months Ending Sunday, June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
REVENUE				
Net Municipal Taxes	\$3,112,047	\$3,609,758	\$497,711	115.99%
Sales & User Fees	1,584,666	1,206,727	(377,939)	76.15%
Licenses & Permits	60,350	40,123	(20,228)	66.48%
Fines	35,000	31,605	(3,395)	90.30%
Rentals	169,242	83,596	(85,646)	49.39%
Government transfers	206,346	164,373	(41,973)	79.66%
Investment income	95,000	101,115	6,115	106.44%
Penalties & cost	54,041	25,272	(28,769)	46.76%
Franchise & Concession	340,600	162,707	(177,893)	47.77%
Other revenues	9,000	5,701	(3,299)	63.34%
Total Revenue	5,666,292	5,430,976	(235,316)	95.85%
EXPENDITURES				
Legislative	136,375	72,816	(63,559)	53.39%
General Administrative	803,722	454,772	(348,951)	56.58%
Fire	219,273	83,161	(136,112)	37.93%
Municipal Enforcement and Disaster	123,809	71,870	(51,939)	58.05%
Common services	393,458	158,681	(234,778)	40.33%
Roads	465,544	216,656	(248,888)	46.54%
Water	673,568	350,483	(323,084)	52.03%
Waste Water	959,940	440,542	(519,398)	45.89%
Solid Waste	80,500	34,486	(46,014)	42.84%
Recycling	106,907	43,479	(63,428)	40.67%
Cemetery	28,197	3,973	(24,224)	14.09%
Land - Planning, Zoning and Subdivision	158,966	122,217	(36,748)	76.88%
Marketing and Communications	58,390	38,101	(20,289)	65.25%
Parks and Recreation	937,790	379,778	(558,013)	40.50%
Cultural, FCSS and Public Health	163,357	78,902	(84,455)	48.30%
Total Expenditures	5,309,796	2,549,916	(2,759,880)	48.02%
EXCESS (SHORTFALL) - BEFORE OTHER	356,496	2,881,060	2,524,564	808.16%
OTHER				
Government transfers for capital assets	3,287,200		(3,287,200)	0.00%
EXCESS (SHORTFALL) OF REV OVER EXP	3,643,696	2,881,060	(762,636)	79.07%
ADJUST CASH ITEMS THAT ARE NOT REV & EXP				
Capital expenditures	(4,083,100)	(1,129,739)	2,953,361	27.67%
Debt principal repayment	(32,496)	(16,122)	16,374	49.61%
Transfer from reserves	946,900		(946,900)	0.00%
Transfer to reserves	(475,000)		475,000	0.00%
Transfer from accumulated surplus	0	1,735,200	1,735,199	
Trial Balance	0	1,735,200	1,735,199	

Town of Nanton
Schedule II: CAPITAL ASSET ADDITIONS
For the Six Months Ending Sunday, June 30, 2024

	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
Funding Sources:				
5-23-00-840-00 FIR - Provincial Grants Conditional	(15,000.00)		15,000.00	0.00%
5-23-00-920-00 FIR - Tfr from Function Capital Reserve	(84,000.00)		84,000.00	0.00%
5-26-00-920-00 BYL Tfr from Function Capital Reserve	(50,000.00)		50,000.00	0.00%
5-31-00-840-01 COM - Provincial grant - backhoe	(127,300.00)		127,300.00	0.00%
5-31-00-920-00 COM - Tfr from Function Capital Reserve	(45,000.00)		45,000.00	0.00%
5-31-00-930-00 COM - Tfr from Operating	(35,000.00)		35,000.00	0.00%
5-32-00-840-00 ROA - Grants - Provincial Misc	(225,000.00)		225,000.00	0.00%
5-41-00-830-00 WTR - Grants - Federal - Misc.	(50,000.00)		50,000.00	0.00%
5-42-00-832-00 SWR-Grants Federal - Conditional	(75,000.00)		75,000.00	0.00%
5-42-00-840-00 SWR - Grants - Provincial	(200,000.00)		200,000.00	0.00%
5-42-00-840-05 SWR - Grants - Provincial - AMWWP	(1,862,200.00)		1,862,200.00	0.00%
5-42-00-940-00 SWR - Tfr from Other Capital Functions	(581,900.00)		581,900.00	0.00%
5-44-00-840-00 RCY - Grants - Provincial - Misc.	(35,000.00)		35,000.00	0.00%
5-72-09-840-00 PRK - Grants - Prov	(20,000.00)		20,000.00	0.00%
5-72-09-840-01 Parks - MSI provincial funding - tractor	(30,000.00)		30,000.00	0.00%
5-72-11-840-00 THRC - Grants - Provincial	(600,000.00)		600,000.00	0.00%
5-72-11-840-05 THRC - Grants - Provincial - MCCAC	(47,700.00)		47,700.00	0.00%
Total Funding Sources	(4,083,100.00)		4,083,100.00	0.00%

Additions to Capital Assets

6-23-00-630-00 FIR - Machinery & Equipment	84,000.00	77,172.00	(6,828.00)	91.87%
6-26-00-650-00 BYL- Vehicles	50,000.00	18,965.99	(31,034.01)	37.93%
6-31-00-620-00 COM- Buildings	45,000.00	12,772.89	(32,227.11)	28.38%
6-41-00-610-18 WTP Equipment Upgrades		3,250.00	3,250.00	0.00%
6-41-00-610-19 WTR - Reservoir Aeration project		608,257.80	608,257.80	0.00%
6-42-00-610-10 SWR - 19th Street sewer re-lining	75,000.00	14,097.50	(60,902.50)	18.80%
6-42-00-611-04 SWR - WWTP upgrades - Dewatering project	2,444,100.00	105,956.40	(2,338,143.60)	4.34%
6-72-09-630-00 PKS - Machinery & Equipment	30,000.00	14,872.67	(15,127.33)	49.58%
6-72-11-620-20 Arena Warm room window upgrades		68,778.00	68,778.00	0.00%
6-72-11-620-21 Pool valve upgrades		11,381.80	11,381.80	0.00%
6-72-11-650-12 THRC - New Olympia		194,234.00	194,234.00	0.00%
6-23-00-620-00 FIR - Building	15,000.00		(15,000.00)	0.00%
6-31-00-650-12 COM - Truck Purchases	35,000.00		(35,000.00)	0.00%
6-32-00-610-00 ROA - Engineering Structure	150,000.00		(150,000.00)	0.00%
6-32-00-610-18 ROA - Sidewalk Upgrade Projects	75,000.00		(75,000.00)	0.00%
6-41-00-610-15 WTR- Hydrant/Valve Replacement	50,000.00		(50,000.00)	0.00%
6-42-00-630-00 SWR - Machinery & Equipment	200,000.00		(200,000.00)	0.00%
6-44-00-610-00 RCY - Engineering Structure	35,000.00		(35,000.00)	0.00%
6-72-09-610-00 PRK - Engineering Structure	20,000.00		(20,000.00)	0.00%
6-72-11-620-00 THRC - Building	600,000.00		(600,000.00)	0.00%
6-72-11-630-00 THRC - Machinery & Equipment	175,000.00		(175,000.00)	0.00%
	4,083,100.00	1,129,739.05	(2,953,360.95)	27.67%

Town of Nanton
SCHEDULE I: OPERATING EXPENDITURE BY OBJECT- 2024
 For the six (6) months ending June 30, 2024



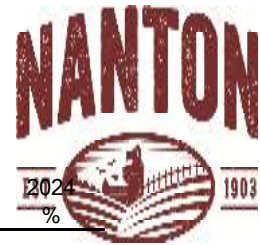
	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
Salaries, Wages & Benefits	\$2,210,303.51	\$1,031,767.52	(\$1,178,535.99)	46.68%
Contracted & General Services	1,882,418.00	938,280.91	(944,137.09)	49.84%
Materials, Goods, Supplies	433,279.00	188,679.62	(244,599.38)	43.55%
Utilities	587,000.00	272,238.34	(314,761.66)	46.38%
Tfrs to Boards & Agencies	125,183.00	63,091.70	(62,091.30)	50.40%
Grants to Individuals & Organizat	45,800.00	43,750.00	(2,050.00)	95.52%
Bank Charges	4,250.00	1,950.83	(2,299.17)	45.90%
Debenture Interest	20,062.00	10,156.78	(9,905.22)	50.63%
Other Expenditures	1,500.00		(1,500.00)	0.00%
TOTAL EXPENDITURES	5,309,795.51	2,549,915.70	(2,759,879.81)	48.02%

Town of Nanton
LEGISLATIVE BUDGET 2024
For the six (6) months ending June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	EST 2024 %
Revenue				
Other revenues:				
1-11-00-920-00 LEG - Transfer from Reserves	(20,000)		20,000	0.00%
Total Other revenues	(20,000)		20,000	0.00%
Total Revenue	(20,000)		20,000	0.00%
Expense				
Salaries, Wages & Benefits:				
2-11-00-132-00 COU - Statutory Deductions	2,800	1,415	(1,385)	50.55%
2-11-00-150-00 COU - Allowance	86,000	42,583	(43,417)	49.52%
2-11-00-150-10 COU - Per Diem - Czop	750	338	(413)	45.00%
2-11-00-150-12 COU - Per Diem - Miller	750	200	(550)	26.67%
2-11-00-150-14 COU - Per Diem - Todd	750	1,125	375	150.00%
2-11-00-150-03 COU - Per Diem - Mitchell	750		(750)	0.00%
2-11-00-150-04 COU - Per Diem - Handley	1,500		(1,500)	0.00%
2-11-00-150-09 COU - Per Diem - Dozeman	750		(750)	0.00%
2-11-00-150-13 COU - Per Diem - Sorenson	750		(750)	0.00%
Total Salaries, Wages & Benefits	94,800	45,661	(49,139)	48.17%
Contracted & General Services:				
2-11-00-211-04 COU - Trav, Subsis, Training - Handley	1,500	1,099	(401)	73.27%
2-11-00-211-10 COU - Trav, Subsis, Training - Czop	1,000	185	(815)	18.48%
2-11-00-211-12 COU - Trav, Subsis, Training - Miller	1,000	295	(705)	29.50%
2-11-00-211-14 COU - Trav, Subsis, Training - Todd	1,000	1,743	743	174.32%
2-11-00-274-00 COU- Insurance & Bonds	575	525	(50)	91.30%
2-11-00-211-00 COU - Travel, Subsis, Training	6,500		(6,500)	0.00%
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	15,575	3,847	(11,728)	24.70%
Materials, Goods, Supplies :				
2-11-00-514-00 COU - Consumable Foods	2,000	433	(1,567)	21.63%
2-11-00-519-00 COU- Misc Goods and supplies	2,000	2,375	375	118.76%
Total Materials, Goods, Supplies	4,000	2,808	(1,192)	70.19%
Tfrs & Grants to Other Organizations:				
2-11-00-770-00 COU - Grants to Individulas & Organizator	22,000	20,500	(1,500)	93.18%
Total Tfrs & Grants to Other Organizations	22,000	20,500	(1,500)	93.18%
Total Expense	136,375	72,816	(63,559)	53.39%
NET EXCESS (DEFICIT)	(156,375)	(72,816)	83,559	46.56%

Town of Nanton
CORPORATE SERVICES BUDGET 2024
For the six (6) months ending June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 % 1903
ADMINISTRATION				
Revenue				
Sales & User Fees	4,750	1,850	(2,900)	38.94%
Penalties, Permits, Fines	1,200	567	(633)	47.22%
Government transfers	5,000		(5,000)	0.00%
Other revenues	18,000	672	(17,328)	3.74%
Total Revenue	28,950	3,089	(25,861)	10.67%
Expense				
Salaries, Wages & Benefits	530,702	283,538	(247,164)	53.43%
Contracted & General Services	245,200	161,105	(84,095)	65.70%
Materials, Goods, Supplies	15,620	4,960	(10,660)	31.75%
Utilities	7,200	3,440	(3,760)	47.78%
Service Charges, Debentures	3,500	1,728	(1,772)	49.36%
Other Expenditures	1,500		(1,500)	0.00%
Total Expense	803,722	454,772	(348,951)	56.58%
NET EXCESS (DEFICIT)	(774,772)	(451,683)	323,089	58.30%
MARKETING & COMMUNICATIONS				
Revenue				
Business Licences	26,500	25,600	(900)	96.60%
Other revenues		79	79	0.00%
Total Revenue	26,500	25,679	(821)	96.90%
Expense				
Contracted & General Services	32,090	12,566	(19,524)	39.16%
Materials, Goods, Supplies	2,500	1,690	(810)	67.60%
Utilities	800	595	(205)	74.33%
Tfrs & Grants to Other Groups	23,000	23,250	250	101.09%
Total Expense	58,390	38,101	(20,289)	65.25%
NET EXCESS (DEFICIT)	(31,890)	(12,422)	19,468	38.95%
FCSS				
Revenue				
Government transfers	61,346	30,673	(30,673)	50.00%
Other revenues		125	125	0.00%
Total Revenue	61,346	30,798	(30,548)	50.20%
Expense				
Contracted & General Services	4,038	612	(3,426)	15.17%
Utilities	3,800	1,983	(1,817)	52.20%
Tfrs & Grants to Other Organizations	76,683	38,342	(38,341)	50.00%
Total Expense	84,521	40,938	(43,583)	48.43%
NET EXCESS (DEFICIT)	(23,175)	(10,139)	13,036	43.75%

Town of Nanton
CORPORATE SERVICES BUDGET 2024
For the six (6) months ending June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
LIBRARY				
Revenue				
Other revenues		500	500	0.00%
Total Revenue		500	500	0.00%
Expense				
Contracted & General Services	22,761	9,774	(12,987)	42.94%
Materials, Goods, Supplies	275		(275)	0.00%
Utilities	7,300	3,440	(3,860)	47.13%
Tfrs & Grants to Other Organizations	48,500	24,750	(23,750)	51.03%
Total Expense	78,836	37,965	(40,871)	48.16%
NET EXCESS (DEFICIT)	(78,836)	(37,465)	41,371	47.52%
 MUNICIPAL ENFORCEMENT				
Revenue				
Penalties, Permits, Fines	44,100	40,235	(3,865)	91.23%
Other revenues		650	650	0.00%
Total Revenue	44,100	40,885	(3,215)	92.71%
Expense				
Salaries, Wages & Benefits	105,859	57,201	(48,658)	54.04%
Contracted & General Services	6,200	2,936	(3,264)	47.36%
Materials, Goods, Supplies	11,750	11,732	(18)	99.85%
Total Expense	123,809	71,870	(51,939)	58.05%
NET EXCESS (DEFICIT)	(79,709)	(30,985)	48,723	38.87%

Town of Nanton
Fire Department BUDGET 2024
For the six (6) months ending June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
Revenue				
Sales & User Fees		\$300	\$300	0.00%
Rentals, Franchise, Contract	41,042	16,848	(24,194)	41.05%
Government transfers	9,000		(9,000)	0.00%
Other revenues	25,000	1,000	(24,000)	4.00%
Total Revenue	75,042	18,148	(56,894)	24.18%
Expense				
Salaries, Wages & Benefits	68,125	24,197	(43,928)	35.52%
Contracted & General Service	115,748	46,398	(69,350)	40.09%
Materials, Goods, Supplies	22,500	5,721	(16,779)	25.42%
Utilities	12,900	6,846	(6,054)	53.07%
Total Expense	219,273	83,161	(136,112)	37.93%
NET EXCESS (DEFICIT)	(144,231)	(65,013)	79,218	45.08%

Town of Nanton
PUBLIC WORKS BUDGET - 2024
For the six (6) months ending June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
COMMON SERVICES				
Revenue				
Other revenues	\$9,500		(\$9,500)	0.00%
Total Revenue	9,500		(9,500)	0.00%
Expense				
Salaries, Wages & Benefits	212,962	74,020	(138,943)	34.76%
Contracted & General Services	87,646	38,296	(49,350)	43.69%
Materials, Goods, Supplies	62,350	30,460	(31,890)	48.85%
Utilities	30,500	15,904	(14,596)	52.15%
Total Expense	393,458	158,681	(234,778)	40.33%
NET EXCESS (DEFICIT)	(383,958)	(158,681)	225,278	41.33%
ROADS				
Revenue				
Other revenues	7,500		(7,500)	0.00%
Total Revenue	7,500		(7,500)	0.00%
Expense				
Salaries, Wages & Benefits	154,005	91,981	(62,024)	59.73%
Contracted & General Services	133,039	41,806	(91,233)	31.42%
Materials, Goods, Supplies	33,500	16,662	(16,838)	49.74%
Utilities	145,000	66,208	(78,792)	45.66%
Total Expense	465,544	216,656	(248,888)	46.54%
NET EXCESS (DEFICIT)	(458,044)	(216,656)	241,388	47.30%
CEMETERY				
Revenue				
Sales & User Fees	11,650	6,759	(4,891)	58.02%
Government transfers	3,000	3,000		100.00%
Total Revenue	14,650	9,759	(4,891)	66.61%
Expense				
Salaries, Wages & Benefits	19,552	3,308	(16,244)	16.92%
Contracted & General Services	1,695	490	(1,205)	28.89%
Materials, Goods, Supplies	6,950	176	(6,774)	2.53%
Total Expense	28,197	3,973	(24,224)	14.09%
NET EXCESS (DEFICIT)	(13,547)	5,786	19,333	(42.71%)
NET PUBLIC WORKS	(855,549)	(369,551)	485,998	43.19%

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET - 2024
For the six (6) months ending June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
STORM WATER COLLECTION				
Revenue				
Sales & User Fees	\$28,000	\$14,118	(\$13,882)	50.42%
Total Revenue	28,000	14,118	(13,882)	50.42%
Expense				
Salaries, Wages & Benefits	4,443	268	(4,175)	6.04%
Contracted & General Services	9,000	756	(8,244)	8.40%
Total Expense	13,443	1,024	(12,419)	7.62%
NET EXCESS (DEFICIT)	14,557	13,093	(1,463)	89.95%
WATER SERVICES				
Revenue				
Sales & User Fees	645,100	318,495	(326,605)	49.37%
Penalties, Permits, Fines	5,000	2,380	(2,620)	47.59%
Government transfers	20,000		(20,000)	0.00%
Other revenues				
Total Revenue	670,100	320,874	(349,226)	47.88%
Expense				
Salaries, Wages & Benefits	222,950	99,190	(123,760)	44.49%
Contracted & General Services	230,850	148,331	(82,519)	64.25%
Materials, Goods, Supplies	123,750	57,472	(66,278)	46.44%
Utilities	78,500	36,650	(41,850)	46.69%
Service Charges, Debentures	17,518	8,840	(8,678)	50.46%
Total Expense	673,568	350,483	(323,084)	52.03%
NET EXCESS (DEFICIT)	(3,468)	(29,609)	(26,141)	853.87%
WASTE WATER SERVICES				
Revenue				
Taxes	6,666	6,567	(99)	98.52%
Sales & User Fees	685,000	354,494	(330,506)	51.75%
Penalties, Permits, Fines	2,341		(2,341)	0.00%
Government transfers	24,000		(24,000)	0.00%
Other revenues				
Total Revenue	718,007	361,061	(356,946)	50.29%
Expense				
Salaries, Wages & Benefits	222,950	89,012	(133,938)	39.92%
Contracted & General Services	479,953	248,983	(230,970)	51.88%
Materials, Goods, Supplies	57,050	14,869	(42,181)	26.06%
Utilities	184,000	85,337	(98,663)	46.38%
Service Charges, Debentures	2,544	1,317	(1,227)	51.75%
Total Expense	946,497	439,517	(506,979)	46.44%
NET EXCESS (DEFICIT)	(228,490)	(78,457)	150,033	34.34%

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET - 2024
 For the six (6) months ending June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
SOLID WASTE COLLECTION				
Revenue				
Sales & User Fees	98,500	49,286	(49,214)	50.04%
Total Revenue	98,500	49,286	(49,214)	50.04%
Expense				
Contracted & General Services	79,000	34,486	(44,514)	43.65%
Materials, Goods, Supplies	1,500		(1,500)	0.00%
Tfrs & Grants to Other Organizations	5,000		(5,000)	0.00%
Total Expense	85,500	34,486	(51,014)	40.33%
NET EXCESS (DEFICIT)	13,000	14,801	1,801	113.85%
Recycling & Yard Waste				
Revenue				
Sales & User Fees	73,500	37,140	(36,360)	50.53%
Other revenues				
Total Revenue	73,500	37,140	(36,360)	50.53%
Expense				
Salaries, Wages & Benefits	15,642	17,353	1,711	110.94%
Contracted & General Services	89,715	24,327	(65,388)	27.12%
Materials, Goods, Supplies	250	1,028	778	411.18%
Utilities	1,300	771	(529)	59.31%
Total Expense	106,907	43,479	(63,428)	40.67%
NET EXCESS (DEFICIT)	(33,407)	(6,339)	27,068	18.98%
ENVIRONMENTAL NET EXCESS (DEFICIT)	(237,807)	(86,510)	151,297	36.38%

Town of Nanton
LAND- PLANNING,ZONING,and SUBDIVISION - 2024
For the six (6) months ending June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
DEVELOPMENT & ZONING				
Revenue				
Sales & User Fees	\$1,500	\$935	(\$565)	62.33%
Penalties, Permits, Fines	24,750	5,893	(18,858)	23.81%
Other revenues	4,000	210	(3,790)	5.25%
Total Revenue	30,250	7,038	(23,213)	23.26%
Expense				
Salaries, Wages & Benefits	90,032	42,307	(47,725)	46.99%
Contracted & General Services	68,000	59,247	(8,753)	87.13%
Materials, Goods, Supplies	434		(434)	0.00%
Total Expense	158,466	101,554	(56,912)	64.09%
NET EXCESS (DEFICIT)	(128,216)	(94,516)	33,700	73.72%
SUBDIVISION LAND				
Revenue				
Sales & User Fees		408,395	408,395	0.00%
Other revenues	7,200	4,362	(2,838)	60.58%
Total Revenue	7,200	412,757	405,557	5732.73%
Expense				
Contracted & General Services	500	20,664	20,164	4132.78%
Total Expense	500	20,664	20,164	4132.78%
NET EXCESS (DEFICIT)	6,700	392,093	385,393	5852.13%
DEV. & PLAN. NET EXCESS (DEFICIT)	(121,516)	297,577	419,092	(244.89%)

Town of Nanton
PARKS AND RECREATION - 2024
 Actuals for the six (6) months ending June 30, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 % EST
PARKS				
Revenue				
Rentals, Franchise, Contracts	\$1,000	\$421	(\$579)	42.10%
Other revenues	10,000	350	(9,650)	3.50%
Total Revenue	11,000	771	(10,229)	7.01%
Expense				
Salaries, Wages & Benefits	129,390	53,688	(75,702)	41.49%
Contracted & General Services	77,798	32,706	(45,092)	42.04%
Materials, Goods, Supplies	42,500	16,404	(26,096)	38.60%
Utilities	3,200	1,317	(1,883)	41.16%
Total Expense	252,888	104,115	(148,773)	41.17%
NET EXCESS (DEFICIT)	(241,888)	(103,344)	138,544	42.72%
TOM HORNECKER RECREATION CENTRE				
Revenue				
Sales & User Fees	30,000	6,657	(23,343)	22.19%
Rentals, Franchise, Contracts	120,600	58,151	(62,449)	48.22%
Government transfers	83,000	129,700	46,700	156.27%
Other revenues	10,000	2,044	(7,956)	20.44%
Total Revenue	243,600	196,552	(47,048)	80.69%
Expense				
Salaries, Wages & Benefits	255,780	124,883	(130,897)	48.82%
Contracted & General Services	177,900	49,267	(128,633)	27.69%
Materials, Goods, Supplies	25,750	4,605	(21,145)	17.89%
Utilities	112,500	49,747	(62,753)	44.22%
Total Expense	571,930	228,503	(343,428)	39.95%
NET EXCESS (DEFICIT)	(328,330)	(31,950)	296,380	9.73%
POOL				
Revenue				
Government transfers	1,000	1,000		100.00%
Total Revenue	1,000	1,000		100.00%
Expense				
Salaries, Wages & Benefits	83,112	24,309	(58,803)	29.25%
Contracted & General Services	5,710	881	(4,829)	15.43%
Materials, Goods, Supplies	22,600	20,091	(2,509)	88.90%
Tfrs & Grants to Other Organizations	800		(800)	0.00%
Service Charges, Debentures	750	186	(564)	24.77%
Total Expense	112,972	45,467	(67,505)	40.25%
NET EXCESS (DEFICIT)	(111,972)	(44,467)	67,505	39.71%
NET EXCESS (DEFICIT)	(682,190)	(181,417)	500,773	26.59%



MONTHLY REPORT

Meeting: August 12, 2024

Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: July 12 to August 7, 2024

ACTIVITIES:

Assessment appeal deadline – no assessment appeals received for 2024 tax year.

Helped Operations manager with interviews for additional utility operator – interviews went well, and job offer was made. The successful candidate will be starting the week of August 19.

Green & Inclusive Community Building Grant program announced a third application intake – we are reviewing if there are any potential projects that would be worthwhile submitting an application for.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Circular Materials AB (curbside recycling) – the Town has opted into the program for now which means we have the ability to opt out later. Details are still being worked out and we'll get a financial compensation offer to consider in the coming months.

Bylaw vehicle – equipment is now on order and will be installed and vehicle should be functional by end of September.

RFP for project management of the regional waterline issued – responses to be received by end of August.

Parks & Recreation Report:

Pool stats –

Looking into the potential of keeping the pool open past the September long weekend – a number of staff have noted availability.

Regular mowing, tree care and other parks duties continue.

Planning for ice plant to be started August 19 for a September 9 start

Looking into a booking system for the arena as the new website doesn't have the same capabilities as old website in terms of booking.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: August 7, 2024





MONTHLY REPORT

Meeting: August 12th 2024
Agenda Item: 3.3.2

Operations Department

Report Period: (July 2024)

ACTIVITIES:

- WASTEWATER OPERATIONS

The Operations manager is currently on vacation – a full report will come in September.

- WATER OPERATIONS

The Operations manager is currently on vacation – a full report will come in September.
Reservoir levels are optimal at present.

- ROADS

- Check and clear storm drains from rain runoff.
- Fixing potholes
- Painting curbs and crosswalks and handicap spots.
- Graded alleys and added gravel where needed.
- Replace asphalt on areas with sidewalk replacement.

- SIDEWALKS/PATHWAYS

- Started repair and replacement of sidewalk projects with plans to complete in August.

- MISCELLANEOUS

- Installed and repaired signs around town
- Painting curbs along Northbound and Southbound Highway from 18 Street to 24 Street.
- Shop yard landscaping.
- Order culvert to build approach on property south of NAPS.
- Cleaned up alleys ends where gravel spilled onto the road.

- CEMETERY

- Plot for monument placement.

- YARD WASTE AREA

- Completed crushing asphalt and concrete piles.
- Continuing to load 1 bin of tree branches per week to remove pile.
- Build up area bordering South Alta Towing to prepare for new fence
- Received quotes for fencing will commence in late August.

PARKS AND RECREATION

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

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

Operating Project	Objective	Approach	Measure	Progress YTD
1. Pick-up Truck	Purchase – Used	Online search		Searching for trucks
2. Yard Waste Fence	Fence west/north/south area	Contacting fencing companies		Commencing in late August
3. Sander/Plow	Purchase - New	Purchased		Installed and received.
4. Pavement Patching	Request for Quote	Assemble list	RFQ	Completed first patches and will return in August.
5. Sidewalk	Request for Quote	RFQ sent out due March 15	RFQ	Began at the end of May
6. Potholes	Pothole Fixing	Quotes		Completed in June
7. Crushing – asphalt and concrete piles	Quote from Shawne			Completed in July
8. Dust Abatement	Apply dust abatement	Pricing from Read on Roads		Completed on June 24
9. Tree Pile	Removal	Haul west of town and landfill		Loading 1 bin per week to remove pile.





MONTHLY DEPARTMENT REPORT

Regular Meeting: August 12, 2024
 Agenda Item: 3.3.3

Georgina Sharpe, Planning and Development

Report Period: July 2024

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	July 2024	June 2024
Residential	\$25K	\$397K
Comm/Ind	\$0K	\$300K
Public	\$0K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Lots left = 5)	4 lots	0 lots
	YTD2024	YTD2023
TOTAL	\$1,628.5K	\$3,229.2K
	YTD2024	YE2023
Housing Starts	3	6

*by date of sale

- Municipal Planning Commission Meeting – none in July
- Vacation July 18-22

July Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D26-24	4-Jul-24	2015 31 Avenue	5	87	071 5728	R-GEN	Garage

PROGRESS ON PROJECTS & PROGRAMS:

- Off-site Levy Bylaw 1390/24
 - First Reading – June 17
 - Public Notice on www.nanton.ca

TRAINING/EDUCATIONAL SESSIONS ATTENDED: None

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Land and Property Right Tribunal (LPRT) Preliminary Hearing August 12, 2024 – Appeal of Decision on Subdivision 2021-0-056
- Municipal Planning Commission Meeting – September 9, 2024



Alberta SouthWest Regional Alliance

AGENDA Board of Directors Meeting

Wednesday July 31, 2024

REO Hall, 470-17 St., Fort Macleod

Supper 6:00pm; meeting to follow



6:30	1	Call to Order and Welcome and Introductions	
	2	Approval of Agenda	Decision
	3	Approval of Minutes May 8, 2024	Decision ⇒ Attachment #1
	4	Approval of Cheque Register	Decision Presented at meeting
6:45	5	Operations, Commitments, Transition	Information/Discussion ⇒ Attachment #2
7:00	6	REDA Advocacy	Decision ⇒ Attachment #3
7:15	7	RFP for contracted support from JET	Information/Discussion Sent as separate document ⇒ Attachment #4
7:25	8	Executive Director Report	Information/Discussion ⇒ Attachment #5
7:30	9	Round Table	Information/Discussion
8:25	10	Upcoming Board Meetings ➤ September 4, 2024 ➤ October 2, 2024 ➤ November 6, 2024	Information/Discussion
8:30	11	Adjourn	Decision

~~~~ATTACHMENT #1~~~~

**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**

Wednesday, May 8, 2024-Hill Spring Community Centre



**Board Representatives**

Brent Feyter, Fort Macleod  
Barbara Burnett, Cowley  
Cam Francis, Cardston County  
Brad Schlossberger, Claresholm  
Tim Court, Cardston  
Kevin Todd, Nanton  
Barbara Clay, Waterton

Rick Lemire, MD Pincher Creek  
Monte Christensen, Hill Spring  
John Van Driesten, MD Willow Creek

**Guests and Resource Staff**

Robert Strauss, MD Ranchland  
Marie Everts, JET  
Bev Thornton, AlbertaSW

UNAPPROVED

- 1 Call to Order/ Chair Brent Feyter called the meeting to order.
- 2 Approval of Agenda Moved by Cam Francis THAT the agenda be approved as presented.  
**Carried.** [2024-05-888]
- 3 Approval of Minutes Moved by Kevin Todd THAT the Minutes of March 6, 2024, be approved as presented.  
**Carried.** [2024-05-889]
- 4 Approval of Cheque Register Moved by Barbara Burnett THAT cheques #3354to #3378 be approved as presented.  
**Carried.** [2024-05-900]
- 5 2023-24 Year End Budget Review Moved by Tim Court THAT the draft year-end report be accepted as information.  
**Carried.** [2024-05-901]  
2024-25 Operations Plan Moved by Cam Francis THAT the draft operations plan be accepted as information.  
**Carried.** [2024-05-902]  
Executive Director contract Moved by Kevin Todd THAT Executive Director contract be renewed for June 1, 2024, to June 30, 2025, with same terms and conditions.  
**Carried.** [2024-05-903]
- 6 AlbertaSW Summary 2002-2024 AlbertaSW Project Summary outlines the projects, outcomes, and financial overview for the last 22 years. This 12-page document can be used as a reference for council discussions.
- 7 Proposed RFP for REDA support Jobs, Economy, and Trade (JET) is proposing to hire a contractor to assist each REDA to transition away from dependence on provincial investment in their operations. Chair and Executive Director met with JET to provide comment on the terms of the proposal.
- 8 AGM plan and ideas AGM will be held Wednesday June 5, 2024 at Head-Smashed-In Buffalo Jump World Heritage Site. Guest speaker is Terry Goertzen, the new Vice President of Economic Development with Travel Alberta.  
Invitations will be estimated on about 4 attendees from each community.

- 9 Connect4Commerce update  
 Bev and Bruce Tannas, Luna Media, are having meetings with each community to finalize installation of this tool.  
 The new regional site will have all the MLS listings in the region, and communities will be able to have just their own listings as a separate feature on their sites.  
 These tools will be promoted once up and running smoothly.  
 This is a joint project with AlbertaSW, Community Futures Southwest and Community Futures Crowsnest Pass.
- 10 600 Person Pilot Project  
 The Regional Innovation Network of Southern Alberta (RINSA) is supporting a new project proposal to train 600 investors, province-wide in Alberta.  
 This will be a new and unique web-based series of classes on the complexities and best practices of being an “angel investor”.
- 11 Executive Director Report  
 Moved by Kevin Todd THAT the report be accepted as information.  
**Carried.** [2024-05-904]
- 12 Round table  
 Accepted as information.
- 13 Upcoming Board Meetings  
 ➤ Wednesday, June 5, 2024 – AGM  
 ➤ Wednesday, July 3, 2024 – no meeting  
 ➤ Wednesday, August 7, 2024 – TBD
- 14 Adjourn  
 Moved by John Van Driesten THAT the meeting be adjourned.  
**Carried.** [2024-05-905]

~~~~~ATTACHMENT #2~~~~~

Operations, Commitments, Transition

| CONTRACTS/COMMITMENTS | annual | |
|--|----------|--|
| C4C contract | \$16,000 | 1 more year of 3 year: Jan 2023- December 2025 |
| Localintel | \$1,200 | 2 more years of 3-year: July 2023-June 2026 |
| Office rent | \$3,900 | 90 days cancellation notice required |
| Storage unit | \$840 | |
| Webhosting-WIX/domain renewals/Norton | \$450 | |
| Microsoft Office/e-mail/Zoom/Dropbox/phone | \$600 | |
| RMA/insurance/membership | \$1,800 | |
| Accounting/year end/tax returns | \$4,500 | |
| Full time Management-TBD | \$75,000 | |
| | | |
| PARTNERSHIPS/MEMBERSHIPS | | |
| SAITI/ SAAEP | TBD | |
| P2P projects and promotion | | \$40,000-Ear-marked funds to 2029 |
| Crown | 0 | |
| Green Destinations | \$3,000 | 1 more year of 2 year: 2023-2025 |
| EDA/RMA/AB Munis | \$1,000 | this year only? |
| IEDC | \$600 | this year only? |
| | | |

ESTIMATED RESOURCES REVENUE 2024-2025 (Year 1)

| | | |
|---|------------------|-------------------|
| JET REDA Operation Funds \$55 x 2 | \$110,000 | GoA |
| Membership fees - \$1.00 per capita | \$36,000 | REDA member funds |
| Revenues - Regional Business License Fees | \$19,000 | REDA member funds |
| Community Futures partner funds (CFABSW) | \$6,000 | |
| NRED (carried forward) | \$15,000 | |
| GST (estimated) | \$6,000 | |
| Revenue 2024-2025 | \$192,000 | |
| Peaks to Prairies partner funds (carried forward) | \$15,000 | |

**** no restriction on % spent on Operational Expenses**

ESTIMATED RESOURCES/REVENUE 2025-2026 (Year 2)

| | | |
|--|------------------|-------------------|
| JET REDA Operation Funds \$55 x 1.5 | \$82,000 | GoA |
| Membership fees - \$1.00 per capita | \$36,000 | REDA member funds |
| Revenues - Regional Business License Fees | \$19,000 | REDA member funds |
| Community Futures partner funds (CFABSW/CFCNP) | | TBD |
| GST (estimated) | \$5,000 | |
| Revenue 2025-2026 | \$142,000 | |
| Peaks to Prairies (carried forward) | \$15,000 | |

**** up to 75% of \$82K = \$61,500 for Operational Expenses**

ESTIMATED RESOURCES/REVENUE 2026-2027 (Year 3)

| | | |
|--|------------------|----------------------|
| JET REDA Operation Funds \$55 x 1 | \$55,000 | GoA |
| Membership fees - \$1.00 per capita | \$36,000 | REDA member funds |
| Revenues - Regional Business License Fees | \$19,000 | REDA member funds |
| Partner funds (CFABSW/CFCNP/PrairiesCan, other?) | | TBD |
| GST (estimated) | \$4,000 | |
| Revenue 2026-2027 | \$115,000 | |
| Peaks to Prairies (carried forward) | \$15,000 | Committed to project |

**** up to 50% of \$55K = \$27,500 for Operational Expenses**

Current REDA agreement with JET ends March 31, 2027

ESTIMATED RESOURCES/REVENUES 2027-2028

| | | |
|--|-----------------|----------------------|
| JET REDA Operation Funds n/a | \$0 | JET |
| Membership fees - \$1.00 per capita | \$36,000 | REDA member funds |
| Revenues - Regional Business License Fees | \$19,000 | REDA member funds |
| GST (estimated) | \$2,000 | |
| Resources 2027-2028 | \$57,000 | Unrestricted |
| Peaks to Prairies (carried forward estimate) | \$15,000 | Committed to project |
| | | |

~~~~~ATTACHMENT #3~~~~~

## REDA Advocacy

- REDA Chairs and Managers meeting is tentatively scheduled for September 24, 2024, in Red Deer, prior to the Alberta Municipalities Convention, September 25-27, 2024.
- Given resolutions going forward to RMA and Alberta Municipalities, some REDAs have been advised that there may be value in addressing a letter to the Premier, cc-ing all MLAs to keep the issue of rural economic development front and centre.

Some possible key messages:

- The Regional Economic Development Alliances (REDAs) began as a Government of Alberta program, launched in the late 1990s and for over 20 years municipalities have made efficient use of taxpayer funds to advance regional economic development goals and create a return on that investment for Alberta.
- In 2023, Minister Nate Horner and Minister Brian Jean led a province-wide consultation and investigation into best practices which resulted in the **Economic Development in Rural Alberta Plan (EDRAP)**. This piece of policy was widely acclaimed by rural stakeholders and one of its 5 core pillars recommends continuing the REDA model: that the **Government of Alberta enhance and grow rural economic development capacity building, with specific emphasis on continuing collaboration with and investment in the Regional Economic Development Alliances**.
- The mandate letter to Minister Jones dated July 5, 2023, specifically mentions **working with the Regional Economic Development Alliances to enhance wayfinding services and other business-attraction initiatives for investments under approximately \$50 million**.
- In the past year the Ministry has increased the number of direct government employees i.e. Regional Economic Development Specialists (REDS). Roles and responsibilities of these positions are unclear.
- In January 2024 the Ministry of Jobs, Economy and Trade abruptly announced a 3-year withdrawal from the decade's long partnership with the REDAs. **This is a direct blow to the rural communities that need these services most.**
- Alberta Municipalities, and Rural Municipalities of Alberta, have expressed concern, and the response has been a false narrative that REDAs are being supported more fully than ever before.
- The recent annual report from Jobs, Economy and Trade does not reveal an understanding of the difference between **regional** economic development and **community** economic development, which are different in purpose, process, and capacity-building.
- The REDA program is a means by which the Government of Alberta can build capacity in rural Alberta, enabling rural municipalities to combine and leverage resources to implement projects of common interest, creating measurable impact and return on investment.
- REQUEST: a direct meeting with the Premier, REDAs and representatives from Rural Municipalities of Alberta and the Alberta Municipalities to discuss a collaborative way forward to continue building the regional ecosystem rather than destroy it.
- The REDAs, a forward-looking Alberta initiative, offer not only a **competitive advantage** but also a **collaborative advantage** that is unique in Canada.

~~~~ATTACHMENT #4~~~~

Proposal for province-wide approach REDA consultation

The 74-page Request for Proposal RFP document makes it clear that it will not be acceptable to recommend ongoing provincial investment into “operations”.

While REDAs effectively leverage resources, it requires attention to administration, planning, grant writing, reporting and facilitating the collaboration that makes a region successful.

A consultant will offer some solutions to our future.

It will be useful for us to think about priorities:

- What is important to retain?
- What can be discontinued?
- What can be taken on by other agencies or partners

~~~~ATTACHMENT #5~~~~

**Executive Director Report May-June-July 2024**

**MEETINGS and PRESENTATIONS**

May2: Meeting with Fort Macleod Chamber, Zoom

May2: AlbertaSW Board Meeting, Hill Spring

May 3: AAPG Conference Dinner (Invited guest), Lethbridge

May 7: RINSA, Teconnect (regrets)

May 7: Tourism Lethbridge Advisory Committee (regrets)

May 8: Connect4Commerce, Nanton, Zoom

May 8: Connect4Commerce, Pincher Creek, Zoom

May 9: Connect4Commerce, MD Willow Creek, Zoom

May 9: Connect4Commerce, Claresholm, Zoom

May 9: Connect4Commerce, Crowsnest Pass, Zoom

May 13: Introductory meeting with Ag Investment, Teams

May 14: Makayla, Stephen, website, Zoom

May 15: EDL Board meeting, Teconnect

May 15: Connect4Commerce, Cardston, Zoom

May 21: Crown of the Continent Executive Meeting, Zoom

May 22: Meeting with Invest Alberta, Claresholm, MD Willow Creek, Zoom

May 23: IEDC Accreditation Committee Meeting, Zoom

May 27: Website rebuild team meeting, Zoom

May 28: Website rebuild team meeting2, Zoom

May 28: South Canadian Rockies AGM, Zoom

May 29: Guest speaker at Fort Macleod and District Chamber “lunch and learn”, Fort Macleod

May 29: Meeting with staff and sound technician to plan for AGM, HSIBJ

May 29: Interagency Consultation- "Doughnut Economy", Lethbridge (regrets)

June 3: Meeting with Charmed Playhouses manufacturer, Lethbridge County

June 4: RINSA planning meeting, Lethbridge College

June 4: Joint Chambers meeting, Fort Macleod [regrets]

June 5: AlbertaSW AGM, HSIBJ

June 6: Meeting with Massif Energy re: possibility of new plan for energy manager services, Zoom

June 11: Meeting with Energy Futures Lab re: proposed pilot project, Teams

June 11: REDA Managers Meeting, Zoom

June 13: Attended Award Presentation honouring Linda Erickson, PrairiesCan, Lethbridge

June 14: H3TDA Board Meeting, Zoom

June 17: IEDC AEDO Review Team re: SouthGrow Accreditation application, Lethbridge

Jun 19: EDL Board meeting [regrets]

June 20: Meeting with Parks Canada Visitor Experience Manager, Waterton Lakes Field Unit, [Zoom](#)

June 20: SouthGrow AGM [regrets]

June 26: REDA Manager phone call re: year-end reporting and department updates

June 27: IEDC Accreditation Committee Meeting, Zoom

July 2: Meeting with Stephen Braund re: website content updates, Zoom

July 3: Meeting with RINSA and Maturepreneur initiative, Teconnect

July 4: Attend Woods Homes naming ceremony, Blackfoot signage project, Lethbridge

July 11: IEDC Accreditation Committee meeting, Zoom

July 11: Regional Economic Development southwest/southcentral Round Table planning, Zoom

July 16: Meeting with InnoVisions re: MECAP and PrairiesCan funding, Zoom

July 17: Meeting with Trade Accelerator Program, Teconnect

July 17: Meeting with Rural Development Agriculture Research (RDAR), Teconnect

July 18: Meeting with south REDS, Lethbridge

July 22: Phone meeting with Green Destinations re: Gold Certification and next steps

July 23: EFL pilot project Convening Team planning meeting, Zoom

July 23: REDA Managers Meeting, Zoom

July 25: IEDC-AEDO Accreditation Committee Meeting, Zoom

July 31: Board Meeting- Fort Macleod

## PROJECT MANAGEMENT and REPORTING

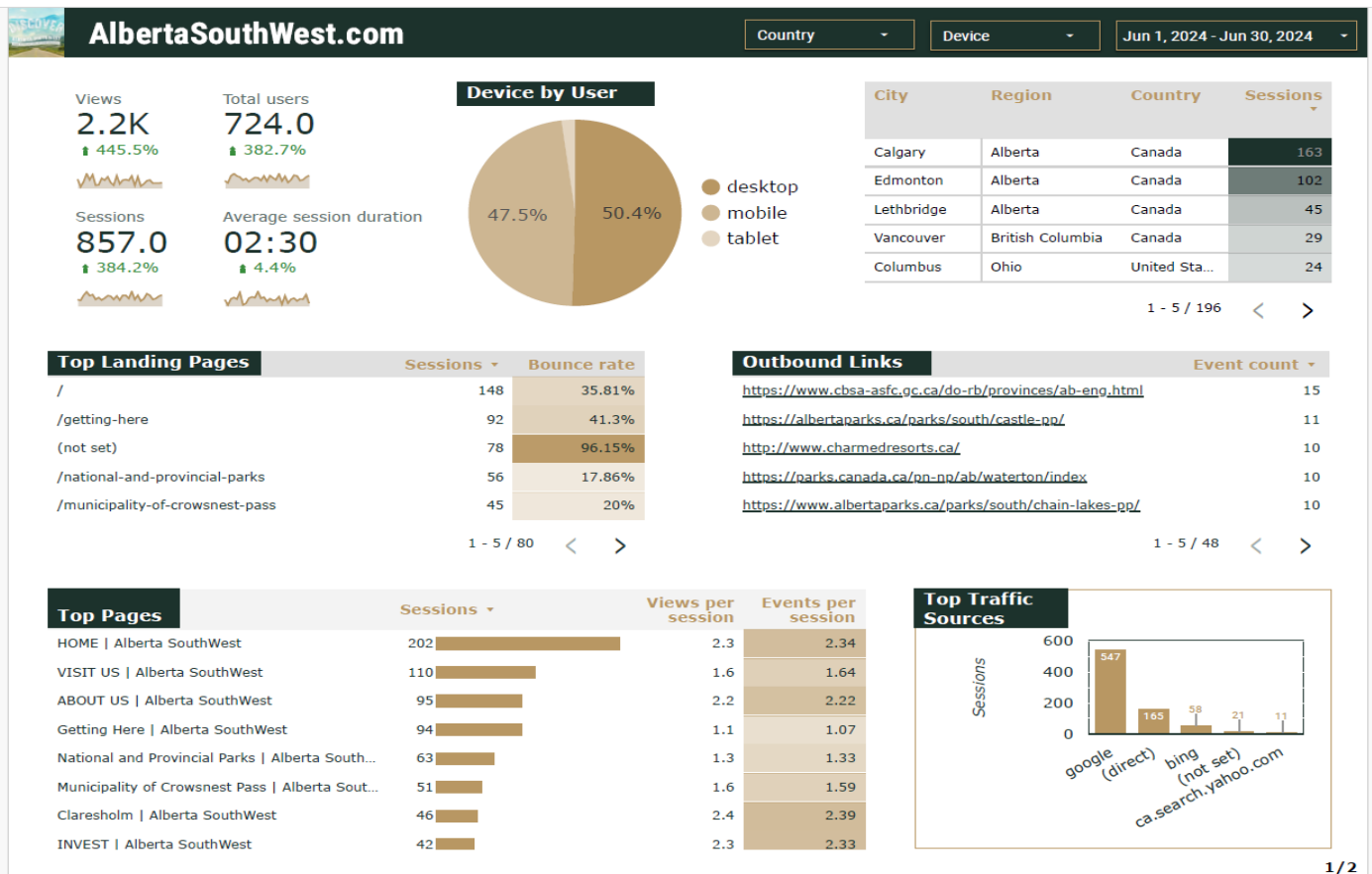
- Support Energy Futures Lab (EFL) pilot project development
- Submit year-end report 2023-2024 and accompanying documentation
- Confirm new arrangements with Avail CPA year-end review
- Renew Directors and Officers insurance
- RBL updates
- AGM event follow-up
- Final review of new website rebuild and launch plan
- Meetings with individual communities re: Connect4Commerce installation, Zoom
- Scenario planning for Crown of the Continent Geotourism Council
- Proposal to PrairiesCan for research project idea (no matching funds required)

## INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Continued collaboration regarding options for future REDA operations
- Consultation with Invest Alberta regarding specific site selection inquiries
- SAITI review of new video
- Display ad in Vacation Country Travel Guide (booked in 2023)
- Congratulations ad for Fort Macleod 150<sup>th</sup> Anniversary
- Movie Maps to Chamber offices
- Secure what may be final supply of National Geographic Crown of the Continent maps
- Collaboration with Parks Canada re: visitor management opportunities
- Information-sharing regarding sustainable destination scenic drives
- Alberta SouthWest Crown of the Continent-Gold Certification
- Invitation to partner with GFDA in first-ever IEDC Rural Summit in 2025



- Web analytics excerpt for month of June



- Peaks to Prairie excerpt April to June 2024

| Level 2                        |                    |                                |                        | Level 3                        |                    |                                |                        |
|--------------------------------|--------------------|--------------------------------|------------------------|--------------------------------|--------------------|--------------------------------|------------------------|
| Q2 2024                        | Number of Sessions | Total Energy Consumption (kWh) | Avg Energy Per Session | Q2 2024                        | Number of Sessions | Total Energy Consumption (kWh) | Avg Energy Per Session |
| P2P - Bearspaw (Stoney Nakoda) | 32                 | 131.38                         | 4                      | P2P - Bearspaw (Stoney Nakoda) | 143                | 1867.64                        | 13                     |
| P2P - Blairmore                | 37                 | 279.53                         | 8                      | P2P - Blairmore                | 254                | 5652.97                        | 22                     |
| P2P - Brooks                   | 29                 | 203.29                         | 7                      | P2P - Brooks                   | 190                | 4777.40                        | 25                     |
| P2P - Calgary Cross Iron Mills | 308                | 2527.10                        | 8                      | P2P - Calgary Cross Iron Mills | 362                | 11109.03                       | 31                     |
| P2P - Calgary DeerFoot Meadows | 67                 | 444.72                         | 7                      | P2P - Calgary DeerFoot Meadows | 316                | 7978.17                        | 25                     |
| P2P - Calgary NW Trinity Hills | 31                 | 152.43                         | 5                      | P2P - Calgary NW Trinity Hills | 191                | 5330.58                        | 28                     |
| P2P - Calgary SW West Hills    | 65                 | 406.01                         | 6                      | P2P - Calgary SW West Hills    | 274                | 8481.31                        | 31                     |
| P2P - Canmore                  | 162                | 1616.12                        | 10                     | P2P - Canmore                  | 309                | 8913.56                        | 29                     |
| P2P - Cardston                 | 8                  | 76.15                          | 10                     | P2P - Cardston                 | 61                 | 1456.72                        | 24                     |
| P2P - Claresholm               | 24                 | 133.15                         | 6                      | P2P - Claresholm               | 95                 | 2064.69                        | 22                     |
| P2P - Fort MacLeod             | 9                  | 61.63                          | 7                      | P2P - Fort MacLeod             | 57                 | 1121.86                        | 20                     |
| P2P - Lethbridge               | 76                 | 569.77                         | 7                      | P2P - Lethbridge               | 121                | 3120.84                        | 26                     |
| P2P - Longview                 | 24                 | 311.05                         | 13                     | P2P - Longview                 | 89                 | 1797.31                        | 20                     |
| P2P - Medicine Hat Mall        | 24                 | 181.92                         | 8                      | P2P - Medicine Hat Mall        | 87                 | 2915.29                        | 34                     |
| P2P - Milk River               | 0                  | 0.00                           | #DIV/0!                | P2P - Milk River               | 19                 | 696.46                         | 37                     |
| P2P - Nanton                   | 22                 | 169.89                         | 8                      | P2P - Nanton                   | 224                | 4960.85                        | 22                     |
| P2P - Pincher Creek            | 15                 | 224.16                         | 15                     | P2P - Pincher Creek            | 54                 | 1865.57                        | 35                     |
| P2P - Taber                    | 12                 | 74.30                          | 6                      | P2P - Taber                    | 29                 | 678.75                         | 23                     |
| P2P - Vulcan                   | 22                 | 188.06                         | 9                      | P2P - Vulcan                   | 55                 | 906.84                         | 16                     |
| P2P - Waterton                 | 44                 | 374.10                         | 9                      | P2P - Waterton                 | 62                 | 2049.44                        | 33                     |

## ACKNOWLEDGEMENT OF TERMS

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This Acknowledgement of Terms (the “AoT”) is effective from the signature date.

His Majesty in Right of Alberta as represented by the Minister of Jobs, Economy and Trade (the “**Province**”) is willing to support regional economic development alliance organizations, such as the ALBERTA SOUTHWEST REGIONAL ALLIANCE LTD. (**AB SOUTHWEST**). The Province is willing to solicit for the services of a consultant (the “**Consultant**”) who will assist AB SOUTHWEST to strengthen its operational capacity and AB SOUTHWEST is willing to accept the services.

In consideration of the Province engaging and paying for the Phase 1 Primary Services and the Phase 1 REDA Services (the “**Services**”) as described under the agreement between the Province and the Consultant (the “**RFP Contract**”), AB SOUTHWEST hereby makes the following promises and representations:

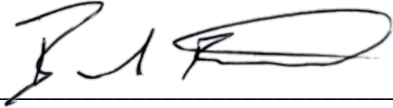
1. AB SOUTHWEST is aware and understands that the Services or the implementation by AB SOUTHWEST of the advice and recommendations of the Consultant involves risk. AB SOUTHWEST acknowledges that it voluntarily accepts the Services, freely accepts and fully assumes any and all of the risk involved in the implementation of the Consultant’s advice and recommendations including the possibility of loss, damages or liabilities, whether caused by the negligence of the Province, its employees and agents or otherwise.
2. AB SOUTHWEST hereby expressly waives and releases any and all claims which it has, or may in the future have, against the Province, its employees and agents on account of the Services, arising out of or attributable to AB SOUTHWEST’s acceptance of or reliance on the Services and implementation of the Consultant’s advice and recommendations, due to any cause whatsoever, including without limitation the breach of contract, negligence, other tortious act or wilful misconduct of the Province, or those for whom the Province is legally responsible.
3. AB SOUTHWEST covenants not to make or bring any claim referred to in clause 2 above against the Province, its employees and agents and forever releases and discharges the Province, its employees and agents from liability relating to such claims.
4. AB SOUTHWEST agrees to indemnify and hold harmless the Province, its employees and agents against and from any and all third party claims, demands, actions, or costs (including legal costs on a solicitor-client basis) to the extent arising from (i) AB

SOUTHWEST's acceptance of the Services and implementation of the Consultant's recommendations and advice, (ii) the breach of contract, negligence, other tortious act or wilful misconduct of the Province, or those for whom the Province is legally responsible, in relation to the performance of the Province's obligations under the RFP Contract, or (iii) the breach of contract, negligence, other tortious act or wilful misconduct of AB SOUTHWEST's , or those for whom AB SOUTHWEST is legally responsible.

5. AB SOUTHWEST acknowledges and agrees that:
  - (a) the Services are optional and that it may opt out of receiving the Services upon written notice to the Province,
  - (b) the Province may, at its sole discretion, terminate the provision of the Services to AB SOUTHWEST,
  - (c) the scope of the Services as outlined in the RFP Contract is not subject to any change, alteration or amendment except as determined by the Province,
  - (d) in making its decision to accept the Services, it has not relied on any representations, guarantees, warranties, covenants, or promises from the Province,
  - (e) the Province has made or provided no express or implied representations, covenants, promises, guarantees or warranties, either written or oral, to AB SOUTHWEST or any of its agents, representatives, officers, directors, or employees as to the effectiveness, accuracy or completeness of the Services,
  - (f) the Consultant is an independent entity and is not an employee, agent or partner of the Province, and
  - (g) the Province will rely on this AoT in deciding whether to require the Consultant to provide Services to AB SOUTHWEST under the RFP Contract.
6. AB SOUTHWEST acknowledges that it has been advised and afforded the opportunity to obtain independent legal advice in connection with the execution of this AoT and confirms that by executing this AoT it has either done so or waived the right to do so.
7. AB SOUTHWEST acknowledges that it has read and understood all of the terms of this AoT and that it is voluntarily waiving substantial legal rights (on its behalf and on behalf of its successor and assigns), including the right to sue the Province, its employees and agents.
8. If any term or provision of this AoT is held to be invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this AoT or invalidate or render unenforceable such term or provision in any other jurisdiction. This AoT is binding on AB SOUTHWEST and its successor and assigns. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta. Any claim or cause of action arising under this AoT may be brought only in the courts of the Province of Alberta, and AB SOUTHWEST hereby consent to the exclusive jurisdiction of such courts.

IN WITNESS WHEREOF, AB SOUTHWEST has signed this AoT, by its duly authorized representative, to be effective as of the signature date below:

**ALBERTA SOUTHWEST REGIONAL ALLIANCE LTD.**



\_\_\_\_\_  
Signature

Brent Feyter

\_\_\_\_\_  
Print Name

Chair, Alberta SouthWest Regional Alliance Ltd. (AlbertaSW)

\_\_\_\_\_  
Title

01 August 2024

\_\_\_\_\_  
Date

I have the authority to bind **ALBERTA SOUTHWEST REGIONAL ALLIANCE LTD.**

## **ATTACHMENT 1 – Description of Services (Appendix B from the RFP)**

During the term of the Master Agreement, the Province requires the Contractor to perform the following in accordance with the service requirements specified below, as supplemented or modified in the applicable SOW. The Contractor acknowledges and agrees that the Province may, at its sole discretion, issue SOWs covering only one, some or all of the deliverables set out below in respect of the Phase 1 Primary Services, the Phase 2 Primary Services, the Phase 1 REDA Services, and Phase 2 REDA Services. For clarity, the Contractor acknowledges and agrees that the Province is not under obligation to issue SOWs covering each deliverables set out in this Appendix B.

### **1. General Description of Services**

The Contractor will provide recommendations and identify and support courses of action that can help REDA organizations be sustainable without Government of Alberta operational funding.

The Contractor will work with each individual REDA organization to help them assess their current operational capacity, as well as plan and implement initiatives that will prepare the REDA organizations for a transition away from annual operational support from the Province. The Contractor will work to:

- Assess operational sustainability barriers and opportunities;
  - Develop sustainability recommendations and actions to undertake;
  - Help the organizations implement those actions;
  - Provide ongoing support and regular “check in’s” for the actions being undertaken; and,
  - Track the progress of actions and make any necessary adjustments to ensure success.
- (a) The Services will include, but is not limited to:
- Informing/developing strategies that can increase external revenues from non-Government of Alberta sources and reduce the reliance on operational funding provided by the Province, examples include:
    - Developing a fundraising plan;
    - Incorporating innovative fundraising techniques;
    - Identifying and developing new revenue streams;
    - Developing strategies to improve existing revenue streams; and/or,
    - Fostering relationships with investors.
  - Enhancing and growing a regional economic development “brand”, examples include:
    - Affirming the organizational mission including consulting members;
    - Identifying and addressing mission drift; and/or,
    - Developing a marketing/communications plan.
  - Improving organizational efficiency, examples include:
    - Assessing organizational efficiency and accountability; and/or,
    - Identifying and recommending opportunities to improve efficiency, and/or

improve capacity.

- Expanding external partnerships and meeting expectations, examples include:
  - Identifying and establishing high impact collaborations; and/or,
  - Using partnerships to build capacity to achieve financial sustainability.
- Demonstrating value and accountability to donors and funding partners, examples include:
  - Using program evaluation to demonstrate value, and/or,
  - Using annual reports to demonstrate accountability and communicate results.
- Undertaking community engagement and regional leadership, examples include:
  - Encouraging broad-based stakeholder involvement in planning and service delivery; and/or,
  - Establishing and maintaining a network of supportive partners.

(b) The REDA Services shall not include:

- Advocacy activities for the purpose of bringing about change in law or Government of Alberta policy. The Contractor will not, and will not encourage or advise REDA organizations to engage in:
  - Any direct or indirect advocacy, including speaking to, or contacting, legislators in an effort to influence their decisions;
  - Grassroots advocacy, including efforts to involve the public in communication that influences legislators and their decisions;
  - Developing proposals for changes to the Province's current and future economic development policy;
  - Rallying public support for individuals, organizations, associations or other groups in an effort to influence government policy; or
  - Activities that create renewed requests for government operational support, now or in the future.
- Providing legal advice.
- Attending promotional meetings or events with clients or stakeholders.
- Strategies or recommendations that require operational funding from the Province or assume continued operational funding from the Province.
- Day-to-day operations and/or operational decision-making such as:
  - Assuming the duties and responsibilities of the REDA organizations and its administration, rather than supporting their efforts to develop and implement sustainability initiatives.

## **2. Phase 1 Primary Services**

The Contractor will provide the following specific Phase 1 Primary Services:

(a) Kick off meeting with the Province

- The Province will provide additional context, expectations and clarify roles for the performance of the Services.

- (b) Submit a Project Plan
- The plan will outline how the Contractor proposes to undertake and complete the provision of the Services. It must contain information such as the Project's goals, objectives, scope of work, milestones, risks and resources. The plan will outline the steps needed to achieve all agreed upon deliverables.
- (c) Submit an Engagement Plan
- The engagement plan will map out the steps and processes the Contractor will take to engage with each REDA organization and acquire the information necessary for the provision of Services.
  - The Contractor must be available to meet in person with each of the REDA organizations at least once (meeting with a REDA organization may be held virtually, if desired or requested by a REDA organization).
- (d) Submit an Engagement Summary
- The Contractor will prepare a summary of its discussions with the REDA organizations, which should identify:
    - A synopsis of the engagements;
    - Identified sustainability themes and high-level approaches that could address them; and
    - A summary of potential resources and supports needed by the REDA organizations.
  - The Contractor should be prepared to provide individual summaries for each REDA organization upon request by the Province.
- (e) Submit a report that contains Advice on regional economic development programming
- The Contractor will provide the Province with advice on supporting collaborative economic development through competitive project-based funding approaches.
  - At a minimum, the report will summarize:
    - New and leading practices that support regional economic development; and
    - Advice to the Province on the types of project-based programs that can support regional economic development and/or collaboration (including any notes on current programming and opportunities for future programming).
  - **Note:** At the Province's sole discretion, the Advice on regional economic development programming deliverable may or may not be included in the SOWs issued by the Province.
- (f) Submit a Summary of Sustainability Recommendations
- The Contractor must provide the Province a summary report of the Sustainability Recommendations provided to the REDA organizations.

The Province requires the Contractor to perform the following specific Phase 1 Primary Services no later than the completion dates specified as follows:

| <b>Service/Deliverable</b>                          | <b>Recipient</b>        | <b>Completion Date</b>                   |
|-----------------------------------------------------|-------------------------|------------------------------------------|
| Kick Off Meeting                                    | Jobs, Economy and Trade | 1 week after Master Agreement is signed  |
| Project Plan                                        | Jobs, Economy and Trade | 1 month after Master Agreement is signed |
| Engagement Plan                                     | Jobs, Economy and Trade | As per Project Plan                      |
| Engagement Summary                                  | Jobs, Economy and Trade | As per Project Plan                      |
| Advice on regional economic development programming | Jobs Economy and Trade  | February 28, 2025                        |
| Summary of Sustainability Recommendations           | Jobs Economy and Trade  | As per Project Plan                      |

**3. Phase 2 Primary Services**

The Contractor will provide the following specific Phase 2 Primary Services:

- (a) Submit an Engagement and Support Plan
  - The engagement and support plan will outline how the Contractor will work with each REDA organization to support the implementation of the Sustainability Recommendations and Road Maps. This will include:
    - General actions to explore further;
    - The steps the Contractor will take to work with each REDA organization;
    - The estimated hours allocated to support each REDA organization; and
    - The timeline for completing Phase 2 REDA Services (and completing work for each group).
  - The actions set out in each Engagement and Support Plan may vary with each REDA organization as they will be aligned with the needs and opportunities of each REDA organization.
  - Some supports may be offered to multiple REDA organizations simultaneously where applicable in accordance with the relevant SOW.
  
- (b) Submit a Support Summary and Project Final Report
  - The support summary will analyze and measure the impact of the initiatives undertaken by the REDA organizations. This includes, at a minimum:
    - What actions were taken;
    - Results and lessons learned;
    - How the Contractor supported each REDA organization; and
    - Estimated hours allocated to support each REDA organization.
  
- (c) Submit the Updated Advice on regional economic development programming
  - The Contractor will provide the Province with final advice on supporting collaborative economic development through the use of competitive project-based funding models/programs.
  - This report should be an update to the “Advice on regional economic development programming”. This includes providing new and more informed

advice based on additional research and analysis, and reflections on any insights and experiences learned over the Project.

- (d) Present on Phase 2 REDA Services and the Support Summary and Project Final Report to the Province
- The Province may require the Contractor to present in-person in Edmonton.

The Province requires the Contractor to perform the following specific Phase 2 Primary Services no later than the completion dates specified as follows:

| <b>Service/Deliverable</b>                                                          | <b>Recipient</b>        | <b>Completion Date</b> |
|-------------------------------------------------------------------------------------|-------------------------|------------------------|
| Engagement and Support Plan                                                         | Jobs, Economy and Trade | April 30, 2025         |
| Support Summary and Project Final Report                                            | Jobs, Economy and Trade | January 31, 2026       |
| Updated Advice on regional economic development programming                         | Jobs, Economy and Trade | February 28, 2026      |
| Phase 2 REDA Services and the Support Summary and Project Final Report Presentation | Jobs, Economy and Trade | February 28, 2026      |

**4. Phase 1 REDA Services**

The Contractor will provide the following Phase 1 REDA Services:

- (a) Engage with each participating REDA organization
- The Contractor will:
    - Implement the Engagement Plan. These engagements will inform the supports provided as part of the Services;
    - Explain the Contractor’s approach to the Project and clarify roles and responsibilities;
    - Explore and assess the REDA organization’s current state and operating environment; and
    - Identify issues and opportunities as it relates to transitioning to sustainable operational funding models.
- (b) Submit Sustainability Recommendations and a Road Map for each participating REDA organization
- At the end of the provision of Phase 1 REDA Services, the Contractor must prepare and submit Sustainability Recommendations and a Road Map tailored to each participating REDA organization. This should clearly articulate recommendations for the REDA organization to achieve the outcomes of the RFP (outlined in Section 2(b) of the RFP). The Sustainability Recommendations and Road Map should clearly communicate detailed steps and actions each REDA organization can take to implement the recommendations and increase their sustainability.

- As REDA organizations have varying levels of capacity, the number and types of recommendations will vary. Some may need more guidance to implement the recommendations whereas others may need to be pointed in the right direction.
- The Sustainability Recommendations and Road Map must include:
  - Tailored recommendations that lead to the outcomes of the RFP (outlined in Section 2(b) of the RFP);
  - Detailed steps to implement the recommendations; and,
  - Suggested timelines to complete each recommendation.
- The implementation of the Sustainability Recommendations and Road Map by the REDA organizations must be feasible without the Contractor's support.
- The Contractor will:
  - Suggest alternative approaches and options with a rationale for the recommendations that are being made;
  - Define an overall change management approach required to implement any proposed recommendation;
  - Identify specific recommendations and sequence them in order of implementation priority;
  - Identify any risks associated with any recommendation;
  - Outline key responsibilities and commitments needed to implement each recommendation; and
  - Develop standard key performance indicators and a methodology for reporting these in a simple manner.
- Potential areas for actions/recommendations includes:
  - Board and operations support. This, may include recommendations on potential enhancements to:
    - Governance or organizational structure;
    - Operations and service delivery; and
    - Membership and developing new sources of income.
  - Project and service delivery support. This may include:
    - Developing strategies that increase membership, grow and develop partnerships; and improve access to new funding sources;
    - Identifying leading practices and initiatives that are impactful and offer good value for REDA organization members; and
    - Identifying initiatives that do not create a good return on investment.
  - Resources. This may include:
    - Developing a presentation for the board on improvements to performance measurement and communicating results;
    - Developing a recruitment strategy to attract new members, both traditional stakeholders and new partners (e.g., industry, post-secondary education); and,
    - Developing a checklist and best practices on improving grant applications, supported by a list of available funding and resources (e.g., grant writing seminars) from the Province and/or other organizations.

The Province requires the Contractor to perform the following specific Phase 1 REDA Services no later than the completion dates specified as follows:

| <b>Service/Deliverable</b>                    | <b>Recipient</b>                                                 | <b>Completion Date</b> |
|-----------------------------------------------|------------------------------------------------------------------|------------------------|
| Engage with REDA organizations                | Each participating REDA organization                             | As per Project Plan    |
| Sustainability Recommendations and a Road Map | Jobs, Economy and Trade and each corresponding REDA organization | February 28, 2025      |

## **5. Phase 2 REDA Services**

The Contractor will provide the following Phase 2 REDA Services:

### **(a) Support and Road Map Implementation**

- The Contractor will support the implementation of the Sustainability Recommendations and Road Map which will include, but is not limited to:
  - Providing ongoing support and regularly tracking progress on the activities being undertaken;
  - Assess the impact of activities and make any necessary adjustments to ensure success; and
  - Providing ongoing advice to the REDA organizations on project-based, collaborative activities that better align with competitive funding models available to economic development organizations.
- The Contractor is encouraged to develop unique types of support informed by their expertise. Possible examples of support include providing:
  - Advisory services;
  - Research and analysis;
  - Demonstrations/modelling;
  - Tools and templates;
  - Case studies and leading practices; and
  - Training and board development.
- Supports must be agreed upon by each participating REDA organization and the Province prior to their execution. Moreover, these activities must reflect:
  - The unique needs of each REDA organization and its members;
  - The capacity and resources of each REDA organization; and
  - The strengths, weaknesses, opportunities, and threats as it relates to each REDA organization’s mandate and membership.
- The support provided is not meant to replace general day-to-day operational activities.
- The implementation of the Sustainability Recommendations and Roadmap by each REDA organization must be feasible without the ongoing support of the Contractor.
- The Contractor’s role is to support the participating REDA organizations, not to lead or deliver initiatives. For example, the Contractor may help REDA organizations develop and provide resources to create a communication plan. The Contractor is not responsible for implementing the plan (e.g., make public

presentations); but rather, to support the development and implementation of it (e.g., provide outlines of impactful presentations or suggest creating an elevator pitch).

- The Contractor should check with the Province at any point if they are unsure whether the activities they are undertaking are within scope or out of scope of the Services. The Province will provide oversight for the Project. As a result, any questions, concerns and issues will be addressed by the Province.

(b) Submit Updated Sustainability Recommendations and a Road Map for each participating REDA organization

- At the end of the provision of Phase 2 REDA Services, the Contractor shall update the Sustainability Recommendations and Road Map for each participating organization. Updates will be based on the work completed in the course of providing Phase 2 REDA Services and the improved understanding of how each REDA organization can improve its sustainability moving forward with support of the Contractor.
- The implementation of the Updated Sustainability Recommendations and Road Map by the REDA organizations must be feasible without the Contractor's support.

The Province requires the Contractor to perform the following specific Phase 2 REDA Services no later than the completion dates specified as follows:

| <b>Service/Deliverable</b>                            | <b>Recipient</b>                                                 | <b>Completion Date</b>             |
|-------------------------------------------------------|------------------------------------------------------------------|------------------------------------|
| Support and Road Map Implementation                   | Each corresponding REDA organization                             | As per Engagement and Support Plan |
| Updated Sustainability Recommendations and a Road Map | Jobs, Economy and Trade and each corresponding REDA organization | February 28, 2026                  |

**6. Timing for Services**

Timelines include review periods for the Province to provide feedback on the deliverables (as applicable). Feedback will need to be incorporated before approval. Without prejudice to clause 11 of the Master Agreement, each deliverable will be deemed accepted upon written confirmation and/or approval by the Province.

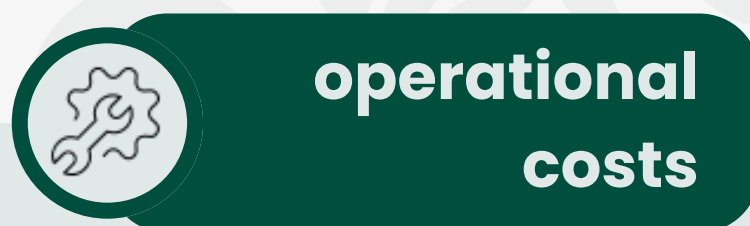
**7. Standards of Care**

The Contractor shall perform the Services with reasonable skill, care, and diligence and in accordance with any applicable industry standards of suppliers of services similar to, or the same as, the Services described in this RFP.

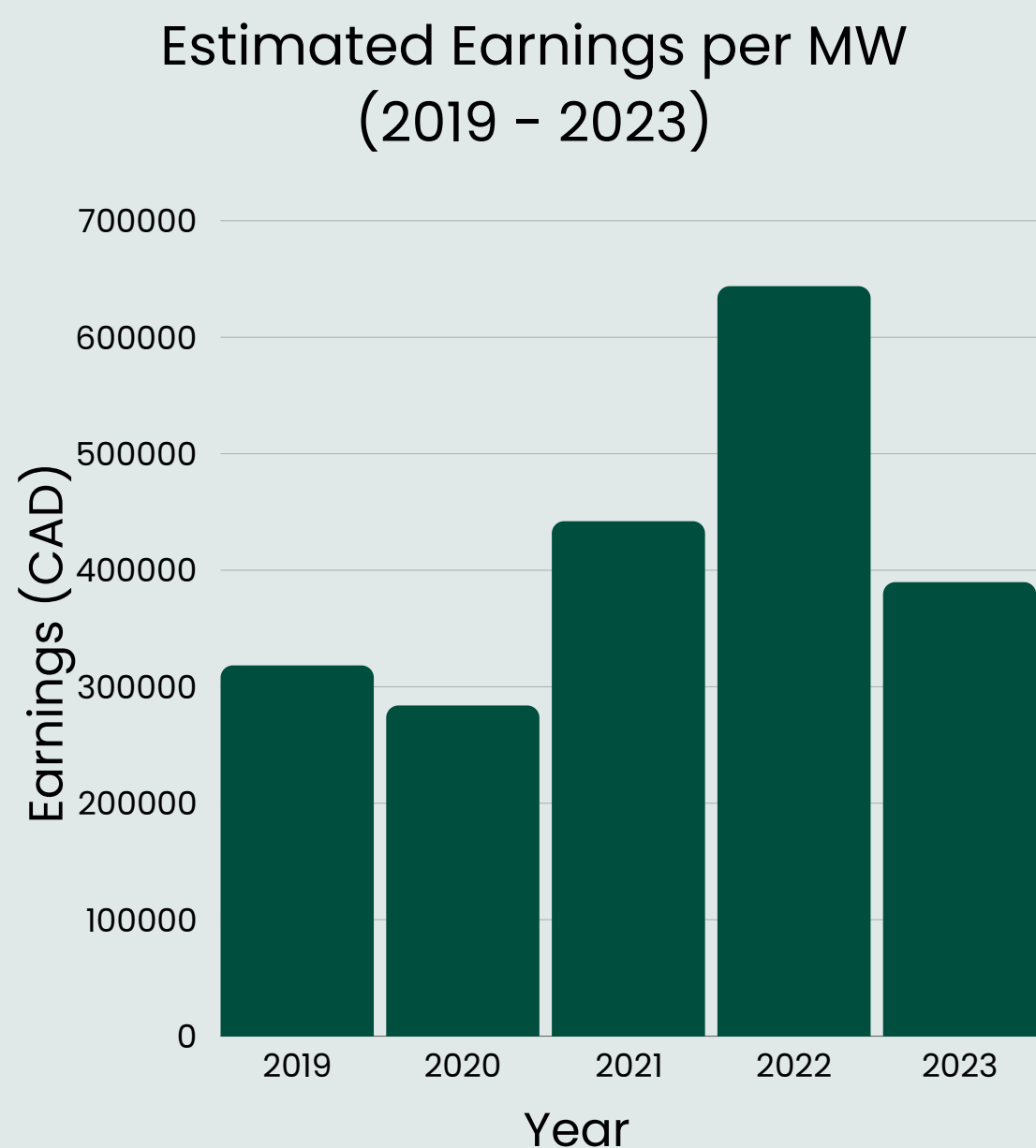
# Your current bill



As an electricity user in Alberta, you get charged transmission and distribution fees which pay for a variety of grid services.



## What is the reserve market?

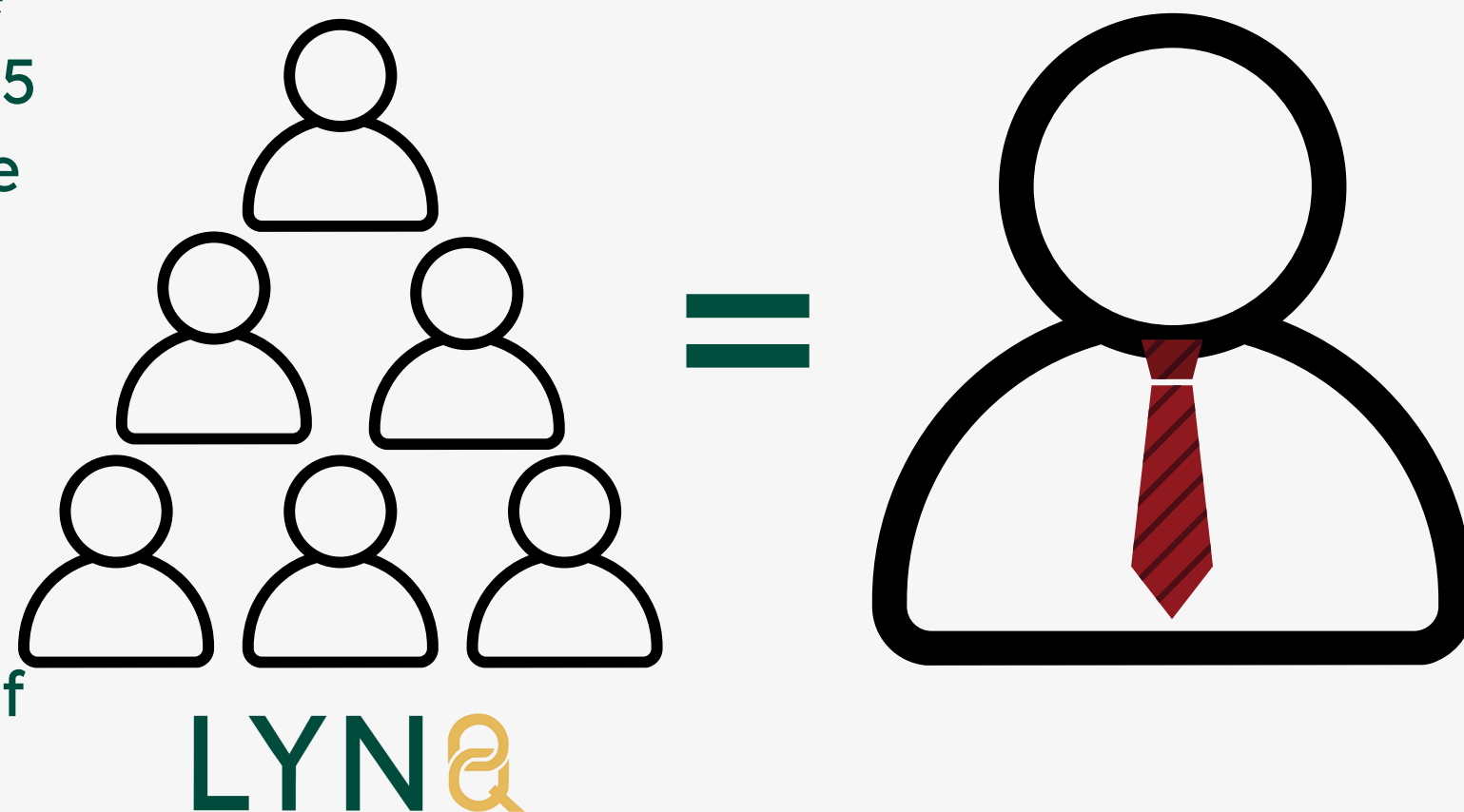


Values are provided as estimated based off market data provided by AESO

The Alberta Electric Systems Operator (AESO) is regulated to have energy capacity on standby to support the grid in the case of grid alerts, generator failures, or demand spikes. The AESO contracts this capacity through the Reserve Market where large industrial players are able to bid in and receive payment for being on standby should they be required. Payments are issued even if they are not called upon to provide the service and range from \$350k - \$650k per year for every megawatt bid into the market

## How does LYNQ work?

The Reserve Market is classically only available to large industrial players with capacity above 5 MW. Residential and commercial systems range from 10 kW to 100 kW and therefore can't access the market on their own. LYNQ aggregates together smaller users to a single point of control in our Virtual Power Plant to reach required capacity, bid into the market, and pay out each battery owner their portion of the income.



LYNQ takes a small percentage of the total earnings as a fee for service therefore tying your performance to our performance.

Contact us!

[www.lynq.energy](http://www.lynq.energy)

[connect.lynq@gmail.com](mailto:connect.lynq@gmail.com)

## AFFORDABLE

LYNQ helps you earn income and reduce your energy costs by helping you access Alberta Electricity Markets conventionally only available to large industrial users through our aggregated control system. We continuously monitor grid pricing and optimize your energy usage to ensure that you get the best payout possible.

## CLEAN

We invite you to join us in building a sustainable legacy, ensuring that future generations can experience the natural wonders of the world that we have been so fortunate to enjoy.

More flexible storage capacity enables further integration of clean renewable energy sources, such as wind and solar.

## RESILIENT

Adding a battery system to your household helps to develop your resiliency to outages, rolling black outs, grid alerts, and weather events.

Increase your independence from the grid! The battery supplies between 8-30 hours of back up electricity for whenever the next outage occurs.

**You may be eligible for the Clean technology investment tax credit under bill C-59**

## HOW IT WORKS



### INSTALLATION

Install the battery and optional solar system in your building, and sign up for our VPP. It can integrate with existing solar installations too! Ask us for recommended installers.



### INTEGRATION

Sign your system onto LYNQ's central control platform to become connected to our virtual power plant along with other buildings across Alberta.



### OPTIMIZATION

LYNQ monitors grid signals to optimize charging and discharging of your battery along with the other systems on our platform to earn you income, increase your savings, and reduce emissions.



### PAYMENT

AESO, Alberta's electricity operation, pays LYNQ for the services and energy provided. We pass along that revenue to all battery holders.

## SERVICES

|                        | Residential       | Commercial         | Industrial          |
|------------------------|-------------------|--------------------|---------------------|
| <b>System Size</b>     | 10 kW             | 30 kW              | 100 kW              |
| <b>Cost</b>            | \$19,500          | \$48,000           | \$160,000           |
| <b>Annual earnings</b> | \$2,500 - \$5,000 | \$7,500 - \$15,000 | \$25,000 - \$50,000 |
| <b>Payback Period</b>  | 3-7 Years         | 3-7 Years          | 3-7 Years           |

*Costs are estimated based on a conventional system. Contact us to confirm*

*Estimated income is based on the last 5 years of market data*

Sign up and reserve your spot by visiting [lynq.energy](http://lynq.energy)  
 Financing support is available



# MONTHLY COUNCIL REPORT

Meeting: [July , 2024]  
Agenda Item: 3.4.2

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## Councillor Victor Czop:

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Report Period: June 2024 \_\_\_\_\_ MPC Member: Yes (alternate)

### APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

#### Council Standing Committees:

Economic & Community Development No meetings

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

#### ADDITIONAL INFORMATION:

Attend Council meetings  
Attend Alberta South West meeting  
Attend MD Willow 70<sup>th</sup> Birthday Function at Stavely  
Attend Community Hall Society meeting  
Attend Committee of the Whole meeting  
Attend Citizens on Patrol meeting  
Attend ORRSC meeting virtual

*VR Czop*



3.4.7 COUNCILLOR JOHN DOZEMAN

**RESOLUTION #188 – 24/07/15 - Sorenson**

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

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

**4.1 ADOPTION:**

**4.1.1 June 17, 2024 Regular Council Meeting Minutes – E**

**RESOLUTION #189 – 24/07/15 - Miller**

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held June 17, 2024 were accepted as distributed. CARRIED

**4.1.2 June 24, 2024 Committee Meeting Minutes - E**

**RESOLUTION #190 – 24/07/15 - Czop**

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Committee of the Whole Meeting of the Town of Nanton held June 24, 2024 were accepted as distributed. CARRIED

**4.2 BUSINESS ARISING FROM THE MINUTES: None**

**5. NEW & UNFINISHED BUSINESS:**

**5.1 Request for Decision Policy Employee Recognition – E**

**RESOLUTION #191 – 24/07/15 - Dozeman**

Moved to approve the Employee Recognition Policy as presented and rescind awards and Recognition Policy 12-433-09/11/02 and Christmas Gift Policy 12-341-01/12/10.

**5.2 Request for Decision Policy Boulevard Gardens – E**

**RESOLUTION #192 – 24/07/15 - Miller**

Moved to approve the Boulevard Garden Policy with the following addition:  
Section 9 including but limited to cleaning up and managing seasonal elements such as rucks from sanding and other debris. CARRIED

**5.3 Request for Decision Waste Disposal and Recycling Bylaw 1395/XX – E**

**RESOLUTION #193 – 24/07/15 - Sorenson**

Moved to read Town of Nanton Bylaw #1395/24, a Bylaw to regulate and manage the storage, collection and disposal of solid waste and recyclables within the Town of Nanton for a first time. CARRIED

#### 5.4 Request for Decision 29 Ave Waterline Repair – E

##### **RESOLUTION #194 – 24/07/15 - Dozeman**

Moved to proceed with the service line replacements on 29<sup>th</sup> Avenue north and south side of 20<sup>th</sup> street in 2024 by re-allocating capital dollars and utilizing engineered infrastructure reserve dollars for the difference and budget for paving in 2025. CARRIED

##### **RESOLUTION # 195 – 24/07/15 - Miller**

Moved to bring back the exact re-allocation of capital dollars and engineered infrastructure reserves to the August 12, 2024 Regular Council Meeting for Council approval. CARRIED

Councillor Roger Miller left the meeting at 8:34 p.m.  
Councillor Roger Miller returned to the meeting at 8:37 p.m.

#### 5.5 Request for Decision ATCO Franchise agreement – E

##### **RESOLUTION #196 – 24/07/15 - Czop**

Moved to read Town of Nanton Bylaw #1397/24, a Bylaw to renew a franchise agreement with ATCO Gas and Pipeline Ltd. to deliver natural gas to customers within the Town of Nanton for a first time. CARRIED

#### **6. CORRESPONDENCE:**

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

6.2.1 Alberta Municipal Affairs – Canada Community Building Fund

#### **7. CLOSED CONFIDENTIAL SESSION:**

##### **RESOLUTION #197 – 24/07/15 - Sorenson**

IT WAS MOVED to recess the Regular Meeting at 8:52 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:

Councilor Dozeman recused himself from the discussion and left the meeting at 8:53 p.m.

7.1 Advise from Officials FOIP Section 24(1)  
CARRIED

##### **RESOLUTION #198 – 24/07/15 - Czop**

IT WAS MOVED to reconvene the Regular Meeting at 9:09 p.m. CARRIED

##### **RESOLUTION #199 – 24/07/15 - Miller**

Appointed Councillor Dave Mitchel as Nanton Animal Protection Society (NAPS) representative.  
CARRIED

**8. ADJOURNMENT:**

**RESOLUTION # 200 – 24/07/15 - Czap**

IT WAS MOVED to adjourn the Regular Meeting of Council 9:10 p.m.

**TOWN OF NANTON**

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

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

NS:sl

These minutes accepted and signed this 12th day of August, 2024.

DRAFT



# INFORMATION BRIEF

Meeting: August 12<sup>th</sup> 2024

Agenda Item:

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## SUBJECT: Mile 56 Park Plan (VIC AREA)

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### Purpose:

Administration has been asked to provide information on the access and signage plans for the Mile 56 area as it pertains to the grain elevators.

Even though Council requested a Request for Decision per:

#### **RESOLUTION # 76 – 24/03/18 - Dozeman**

Moved that the Chief Administrative Officer bring back a Request for Decision to Council to review the Canadian Grain Discovery Centre's requests to Council in regard to their 20 year Master Plan. CARRIED

it would be more appropriate to handle this matter through an information brief. This approach is justified because comprehensive plans have already been developed under Bylaw 164 for Public Parks, the Nanton Wayfinding Strategy, and the Nanton Visitor Information Centre (VIC) Area Concept Plan. These existing plans not only address pedestrian access and wayfinding signage but also provide a structured framework that aligns with the goals and requirements of the Grain Discovery Centre's initiatives. This ensures coherence and efficiency in decision-making and implementation processes moving forward, leveraging the groundwork laid out by these established strategies.

### Background:

#### Legislative:

*The Mile 56 Area was a designated a municipal park subject to the Parks regulation bylaw adopted in 2022, meaning that third parties should not consider the area and schoolhouse a blank canvas or carte blanche for change or alteration. [442 \(nanton.ca\)](https://www.nanton.ca) Signage requires permits. Firm decisions need to be made and executed as we improve the area.*

*The grain elevator area, including the new lease area, was made a Direct Control land use area with a full schedule of regulations in 2024, meaning that there are very clear land use regulations and freedoms for the property owner for the area within the fenced compound.*

*Highway signage for nonprofits is not the preserve of the Town, but Alberta Transportation (AT). Societies are free to pursue directional blue signage through that provincially regulated province. There is also an opportunity to have advertising placed on the blue gateway signage, with AT approval, just outside of Nanton (the same signs that display advertising for Tim Horton's, Dairy Queen and UFA).*

#### Policy:

*The wayfinding approach of the Town was approved in 2017 and implemented in 2020-21 as budget would allow. That does not prevent additional nodes under the municipal system, but the goal of the*

Council that approved this plan was to reduce sign clutter/litter, particularly in the highway corridors. [Nanton-WayfindingStrategy-170228.pdf](#)

The VIC/ Mile 56 concept plan was adopted and improved with substantial input from the society in 2022. The Town paid for this work. The main of intent of this work was that the Town and Society would have clarity with respect to what each was doing and working to common goals. [Nanton-VIC-Concept-Design-TM-Group-Report-FINAL-June-3-2022.pdf](#)

### **Capital:**

The Town has contributed \$20,000 to the grain elevators this year to assist with agreed goals and boundaries established since 2022.

The Town is also committed to completing the Mile 56 concept vision but is still awaiting word from the Federal government (two years later) of its application to the Natural Infrastructure Fund. Council may wish to move beyond waiting in the next couple of years so that momentum for Mile 56 is not lost, but this is not an inconsiderable cost as significant road building engineering, including stormwater management, is required given the gradients before asphalt can be considered. This is also why administration are leery of seeing its partners spend substantial sums of money on certain improvements that may ultimately need to be removed temporarily or permanently if the project is eventually capitalized. The frustration is, however, understandable.

### **Analysis:**

#### **SIGNAGE**



The Mile 56 Plan has already made allowance for signage by the society for its access. Based on the current approach to wayfinding signage, Town administration would likely recommend following an approach in line with the aesthetic already being implemented throughout Town, certainly within its park and the addition of the grain elevators to one or more of the existing signposts elsewhere. However, a landmark sign for the elevator leaves a great deal of discretionary latitude for the landmark sign. All that is required is a confirmed proof or spec and an agreed firm location in the general area and a permit will be issued. This has been the case since 2022.

The directional signage that is perhaps desired on the highway is a matter between the society and Alberta

Transportation for an acceptable approach that conforms to provincial regulations.

The highway visible landmark sign denotes place (Mile 56 and the grain elevators), but it is not a traffic sign. This should be sited so as not to trigger the need for an AT permit.

While placement is currently up to the society, a sign 100-200m before the turnoff would be the wisest consideration for effective traffic information/ guidance. That is not the primary role of a landmark sign. This was discussed during the conceptual plan work for Mile 56 in 2022.

#### **PEDESTRIAN ACCESS**



It is already established that pedestrian access will be from the southwest corner of the Mile 56 park area via a pathway/boardwalk/trail. A boardwalk approach in certain parts of this vicinity has long been recommended to the society as it enables the easy temporary removal the trail if and when stormwater/drainage work receives funding. A

temporary gravel path following the same approximate course would also be fine. There is no obstacle to this work proceeding as far as administration is aware. The Town is not party to access maintenance costs or obligations (for the society property) and major investments in the path and trail system should be resisted as much of Mile 56 is an important snow storage area in winter with unresolved stormwater management issues – too many accesses and excessive gentrification could cause snow management problems, not to mention vehicular trespass in the old CPR right of way that would require municipal enforcement attention and warning signage.

Prepared By:

**CAO Comments:**

It is important to keep in mind that the Mile 56 is a very similar approach (but more planned) to what has been done over the years at Bomber Command and Centennial Park. The society plans its own property and access while the Town plans the public car park area and facilitates reasonable pedestrian access. Administration's priority is the development and maintenance of its own park area. The rules put in place by the Direct Control Bylaw, Parks Bylaw and VIC concept policies provide assurances that the Town and society mutually know what one another is doing and are integrating appropriately on access and signage. It arguably would be better to see progress and investment on agreed areas than constantly reviewing a plan. Staff time for 'blue skying' is limited given the time and resources already dedicated over the past three years. The roadmap to success is already in place and awaiting execution.

Administration would like to suggest that Council consider a resolution directing it, in 2025, to budget and execute the following in 2035:

- Development of the locational landmark for Mile 56 and the grain elevators (approved art or logos).
- Permitting for a traffic sign (AT permitted) for Mile 56 and the grain elevators 100-200m ahead of the turnoff from HWY 2 N.
- Installation of security cameras at the McEwan schoolhouse.
- Installation of removeable bollards barring vehicular use of the trail system along the old CPR right-of way.



Date Signed: August 1st 2024



# REQUEST FOR DECISION

Regular Meeting: August 12, 2024  
Agenda Item: 4.2.2

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## SUBJECT: PROPOSED OFF-SITE LEVY BYLAW 1390/24

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### PURPOSE:

To consider second and third and final reading to an Off-Site Levy Bylaw that meets legislative requirements and also satisfies Council objectives for cost recovery for municipal infrastructure projects that enable population growth.

### BACKGROUND / IMPLICATIONS:

#### **RESOLUTION # 181 – 24/06/17 - Czop**

Moved to read Town of Nanton Bylaw #1390/24 a Bylaw an Off-site Levy Rate Bylaw to replace Bylaw 1223/10 for a first time. CARRIED

#### **RESOLUTION # 182 – 24/06/17 – Todd**

Moved to bring the Off-Site Levy Bylaw #1390/24 back to Council for 2<sup>nd</sup> and 3<sup>rd</sup> reading at the August 12, 2024 Regular Council Meeting.

The bylaw, after first reading, was posted to the Town of Nanton [Town Notices](#) page on its website and emailed to affected landowners. It was also referenced in the Request for Proposal – 2024-60-Westview Town Lands [bid opportunities page](#).

### KEY ELEMENTS:

- 1) Improved the ease of understanding and clarity around Off-Site Levies for all stakeholders
- 2) Allows some flexibility, but not uncertainty, around how levies are paid/collected/used etc.
- 3) Gives the municipality the ability to enforce the bylaw
- 4) Ensure the municipality is accountable and transparent regarding offsite levies and meets applicable provincial legislation and aligns with existing policies and procedures
- 5) Provides a timeline for periodic review of the bylaw, as well an inflationary increase of 3% per annum

### ADMINISTRATIVE RECOMMENDATION:

Option 1 below should be considered so that Administration can present the Bylaw, as amended, to the affected landowners for feedback before consideration of second reading. There is no statutory requirement for a public hearing, but it is required that adequate stakeholder consultation be undertaken on the methodology and calculation of the levy before the bylaw is passed.

### DECISION OPTIONS:

#1 – That the Off-site Levy Rate Bylaw 1390/24, to repeal and replace Bylaw 1223/10, be read for a second and third time.

#2 – That the following amendments to the Draft Off-Site Levy Bylaw 1390/24 be made for further consideration at the \_\_\_\_\_ Meeting: (LIST AMENDMENTS)

**ALTERNATIVES:**

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

**Financial:**

**Communications:**

**Applicable Legislation:** MGA ss. 648 - 649, Off-Site Levies Regulation AR 187/2017

**Attachments:**

1. Bylaw 1390/24 to adopt an Off-Site Levy Bylaw, first reading.

Prepared By: Georgina Sharpe, Planning and Development Officer

**CAO Comments:**



**APPROVED BY:**

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



# *Town of Nanton*

## **BYLAW NUMBER: 1390/24**

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### **A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING OFF-SITE LEVIES**

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#### **1. ENACTMENT:**

1.1 WHEREAS, the Municipal Government Act provides that a council of a municipality may by bylaw provide for the imposition and collection of an off-site levy in respect of land that is to be developed or subdivided and authorize an agreement to be entered into in respect of the payment of such levy; and

1.2 WHEREAS, Council deems it desirable to impose off-site levies for the purposes described in the Municipal Government Act; and

1.3 WHEREAS, Council deems it desirable to authorize agreements to be entered into in respect of the payment of off-site levies; and

1.4 WHEREAS, the Town of Nanton engaged the firm MPE a division of Englobe to prepare a report in respect of the fair and equitable calculation of off- site levies for the purposes described in the Municipal Government Act, which is attached as Schedule "B" to this Bylaw (the "MPE Report"); and

1.5 WHEREAS, Council has reviewed the MPE Report and deems it desirable to impose and collect off-site levies in accordance with such report.

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

#### **2. SHORT TITLE**

2.2 This Bylaw will be cited as the "Off-Site Levy Bylaw".

#### **3. INTERPRETATION**

3.1 DEFINITIONS:

"Act" means the Municipal Government Act, R.S.A. 2000 M-26, as amended;

"Bylaw" means the off-site levy bylaw established by the Municipality, and Schedules as attached;

"Chief Administrative Officer" means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on that Officer by Council from time to time;

"Council" means the Council for the Town of Nanton;

“Municipality” means the Town of Nanton.

“Off-Site Levy” means the off-site levy imposed pursuant to this Bylaw.

“Town” means the municipal corporation of Nanton or where the context requires, the area within the boundaries of the Town.

3.2 Any references in this Bylaw to any statutes are to those statutes as amended or replaced from time to time and any amendments thereto.

3.3 The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

#### **4. ADMINISTRATION AND ENFORCEMENT**

4.1 Council hereby delegates to the CAO the authority to enforce and administer this Bylaw.

#### **5. IMPOSITION OF OFF-SITE LEVIES**

5.1 Off-Site Levies are hereby imposed at the time of issuance of a development permit or subdivision approval in respect of all land that is to be developed or subdivided within the Off-Site Levy Area identified in the MPE Report attached as Schedule “B” to this Bylaw against which Off-Site Levies may be imposed in accordance with the Act.

5.2 Off-Site Levies are deemed imposed whether or not the imposition of Off-Site Levies is made a specific condition of subdivision approval or the development permit.

#### **6. AGREEMENTS**

6.1 The subdivision and development of land subject to Off-Site Levies under this Bylaw shall require as a condition of approval a requirement to enter into a development agreement with the Town pursuant to ss. 650 and 655 of the Act.

6.2 Where it is determined that a development agreement with the Town pursuant to ss. 650 and 655 of the Act is a necessary condition of approval, the applicant or owner shall enter into a development agreement with the Town.

6.3 Except as otherwise provided herein, each development agreement entered into by the Town pursuant to ss. 650 and 655 of the Act with respect to any development or subdivision application shall provide for payment of Off-Site Levies imposed by this Bylaw within the times specified by Town policy or guideline, as amended from time to time.

6.4 Where a development or subdivision results in a project in respect of which Off-Site Levies are collected under this Bylaw being constructed prior to the collection of sufficient Off-Site levies by the Town, the Town and the applicant or owner may enter into an agreement whereby the applicant or owner constructs all or part of the project at its sole cost and the Town agrees to pay the developer from the funds collected as Off-Site Levies or to grant a credit against future Off-Site Levies.

#### **7. PAYMENT OF OFF-SITE LEVIES**

7.1 Off-Site Levies in respect of land that is subject to subdivision must be paid prior to the endorsement of the plan of subdivision.



7.2 Off-Site Levies in respect of land that is subject to development shall be paid prior to the release of the development permit.

7.3 Notwithstanding sections 7.1 and 7.2, at the discretion of the CAO, the Town may enter into an agreement whereby payment of Off-Site Levies is deferred or Off-Site Levies are paid in stages, in which case the CAO may require that adequate security is provided to secure payment of the Off-Site Levies.

## **8. DEFAULT OF PAYMENT**

8.1 If a person fails, neglects or refused to pay an Off-Site Levy imposed under this Bylaw, the Town may, in accordance with the terms of any agreement entered into under section 6:

- a) commence proceedings in a court of competent jurisdiction for the payment of the Off-Site Levy;
- b) refuse to endorse a plan of subdivision or release of a development permit; and
- c) take any other steps available in law or equity for the failure, neglect or refusal to pay the Off-Site Levy.

## **9. OFF-SITE LEVY FUND**

9.1 All Off-Site Levies collected pursuant to this Bylaw shall be accounted for and expended in accordance with the applicable provisions of the Act.

## **10. DETERMINATION OF OFF-SITE LEVIES**

10.1 Off-Site Levies shall be as shown in Schedule "A".

## **11. DISCLOSURE AND ANNUAL REPORT**

11.1 No less than once in a calendar year, the CAO shall provide a report to Council, which report shall be publicly available, containing the information required in Section 648.4 (2) of the Act.

## **12. REVIEW**

12.1 The calculation of the Off-Site Levies shall be reviewed no less than once every four (4) calendar years.

## **13. GENERAL**

13.1 Nothing in this Bylaw precludes the Municipality from imposing such further or other charges, costs, fees or levies as may be lawfully authorized, including future Off-Site Levies where such levies have not been collected.

13.3 If any term, clause, or condition of this Bylaw or the application thereof is found to be invalid or unenforceable, the remainder of this Bylaw or the application of such term, clause, or condition shall not be affected and shall remain in force and effect.

## **14. EFFECTIVE DATE AND READINGS**


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




14.2 This bylaw repeals Bylaw #1223/10 and any amendments thereto.

14.3 Read a **first** time this 17 day of June, 2024

TOWN OF NANTON

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

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

14.4 Read a **second** time this \_\_\_\_ day of \_\_\_\_\_, 2024.

TOWN OF NANTON

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

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

14.5 Read a **third** time this \_\_\_\_ day of \_\_\_\_\_, 2024.

TOWN OF NANTON

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

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



SCHEDULE "A"

DEFINED OFF-SITE LEVY RATES\*

Effective until December 31, 2024

| Project                                                   | Estimated Capital Cost | Assumed Funding % | Estimated Capital Cost with Funding | % For OSL Area 1 | OSL Eligible Portion |                     | OSL Eligible Portion with Funding |
|-----------------------------------------------------------|------------------------|-------------------|-------------------------------------|------------------|----------------------|---------------------|-----------------------------------|
| <b>Potable Water</b>                                      |                        |                   |                                     |                  |                      |                     |                                   |
| Regional Water Project                                    | \$14,951,000           | 91%               | \$1,345,590                         | 21.0%            | \$3,139,710          | \$5,591,674         | \$282,574                         |
| Additional Pumping Capacity                               | \$200,978              | 61.5%             | \$77,457                            | 13.7%            | \$27,534             | \$75,166            | \$10,612                          |
| 26 Avenue - 16 Street to 22 Street                        | \$2,027,000            | 0%                | \$2,027,000                         | 13.7%            | \$277,699            | \$758,098           | \$277,699                         |
| Potable Water Storage Upgrades                            | \$2,856,261            | 61.5%             | \$1,115,061                         | 16.6%            | \$480,779            | \$2,415,482         | \$185,100                         |
| <b>Total Water System Costs</b>                           | <b>\$20,075,239</b>    |                   | <b>\$4,565,107</b>                  | --               | <b>\$3,925,722</b>   | <b>\$9,494,920</b>  | <b>\$755,985</b>                  |
| <b>Wastewater</b>                                         |                        |                   |                                     |                  |                      |                     |                                   |
| Completed WWTP Upgrades (2016)                            | \$1,427,530            | --                | \$1,427,530                         | 13.7%            | \$195,572            | \$533,856           | \$195,572                         |
| Proposed WWTP Upgrades                                    | \$5,668,000            | 61.5%             | \$2,182,180                         | 13.7%            | \$776,516            | \$2,119,832         | \$298,959                         |
| 28th Avenue - 20th Street to 21st Street WW Main Upsize   | \$477,000              | 0%                | \$477,000                           | 61.9%            | \$295,263            | \$0                 | \$295,263                         |
| 21st Street - 26th Avenue to 24 Avenue WW Main Upsize     | \$882,000              | 0%                | \$882,000                           | 61.9%            | \$545,958            | \$0                 | \$545,958                         |
| <b>Total Wastewater System Costs</b>                      | <b>\$8,454,530</b>     |                   | <b>\$4,968,710</b>                  | --               | <b>\$1,813,309</b>   | <b>\$4,603,728</b>  | <b>\$1,335,751</b>                |
| <b>Transportation</b>                                     |                        |                   |                                     |                  |                      |                     |                                   |
| Highway 2 and 26 Avenue Intersection Improvements         | \$515,000              | 50%               | \$257,500                           | 13.7%            | \$70,555             | \$192,610           | \$35,278                          |
| 26 Avenue and Township Road 163 Intersection Improvements | \$234,000              | 50%               | \$117,000                           | 13.7%            | \$32,058             | \$87,516            | \$16,029                          |
| <b>Total Transportation System Costs</b>                  | <b>\$749,000</b>       |                   | <b>\$374,500</b>                    | --               | <b>\$102,613</b>     | <b>\$280,126</b>    | <b>\$51,307</b>                   |
| <b>Total Infrastructure Cost</b>                          | <b>\$29,278,769</b>    |                   | <b>\$9,908,317</b>                  | --               | <b>\$5,841,644</b>   | <b>\$14,378,774</b> | <b>\$2,143,042</b>                |

| Component      | Estimated Cost     | Estimated Cost with Funding | Net Developable Area (ha) | Off-Site Levy Rate with Funding (\$/ha) | Area 1 OSL Rate |
|----------------|--------------------|-----------------------------|---------------------------|-----------------------------------------|-----------------|
| Potable Water  | \$3,925,722        | \$755,985                   | 22.6                      | \$33,450.64                             |                 |
| Wastewater     | \$1,813,309        | \$1,335,751                 |                           | \$59,104.04                             |                 |
| Transportation | \$102,613          | \$51,307                    |                           | \$2,270.20                              |                 |
| <b>Total</b>   | <b>\$5,841,644</b> | <b>\$2,143,042</b>          |                           | <b>\$94,824.88</b>                      |                 |

\*Rates will be increased 3.0% annually effective on January 1<sup>st</sup> of each calendar year.



*[Handwritten signature]*

SCHEDULE "B"  
OFF-SITE LEVIES INFRASTRUCTURE REVIEW  
TECHNICAL MEMORANDUM AND REPORT  
DATE: JUNE 10<sup>th</sup> , 2024





*'DRAFT' Technical Memorandum for:*

# **TOWN OF NANTON**

## **OFF-SITE LEVY INFRASTRUCTURE REVIEW**

---

Prepared By:

Gavin Nummi, P.Eng.  
Project Manager

MPE a division of Englobe  
Suite 300, 714 5th Ave. S  
Lethbridge, AB  
P: (403) 317-3658  
Email: gnummi@mpe.ca

Date: June 10, 2024

Project #: 2630-012-00

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[www.mpe.ca](http://www.mpe.ca)

## **CORPORATE AUTHORIZATION**

This document has been prepared by MPE a division of Englobe under authorization of the Town of Nanton. The material in this document represents the best judgment of MPE a division of Englobe given the available information.

Any use that a third party makes of this document, or reliance on or decisions made based upon it is the responsibility of the third party. MPE a division of Englobe accepts no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions taken based upon this document.

Should any questions arise regarding content of this document, please contact the undersigned.

**MPE a division of Englobe**

# 1 INTRODUCTION

## 1.1 BACKGROUND

The Town of Nanton (Town) has continued to experience growth over the past several years. As with other municipalities, the Town is required to expand and upgrade infrastructure to meet the demands of new development. Municipalities typically do not have the resources to fund all capital projects for new infrastructure and it would not be equitable for the existing community to bear the cost of servicing new development.

To meet this challenge, the Municipal Government Act (MGA) offers cost recovery tools to municipalities in the form of off-site levies (OSL's) and development charges to offset the cost of providing new infrastructure and services. According to the MGA, off-site levies may only be used to pay for all or part of the capital cost of the following projects:

- New or expanded facilities for storage, transmission, treatment, or supply of water,
- New or expanded facilities for treatment, movement, or disposal of sanitary sewage,
- New or expanded storm sewer drainage facilities,
- New or expanded roads required for or impacted by a subdivision or development,
- Land required for or in connection with any facilities described in the off-site levy provisions of the MGA.

In addition to the capital cost of the above noted facilities, off-site levies may be used to pay for all or part of community recreation facilities, fire hall facilities, police station facilities, and libraries.

The intent of this memorandum is to complete a review of infrastructure requirements that are eligible for inclusion in the off-site levy rate calculations and determine the appropriate allocation of costs to developable areas.

## 1.2 SCOPE OF WORK

The scope of the off-site levy update includes the following:

- Review and identify potential areas of development and determine the net developable areas that will benefit from Town infrastructure,
- Review master plan and infrastructure documents to identify projects with new or expanded infrastructure to support growth and future development,
- Complete a high-level analysis of the water distribution, wastewater, and stormwater management systems,
- Identify recommended infrastructure upgrades and improvements for developable areas,
- Update capital cost estimates of proposed infrastructure upgrades/ improvements as required,
- Prepare a summary of all infrastructure costs related to new development,
- Develop and submit a report to the Town that includes the necessary infrastructure related components to be incorporated into the Bylaw as outlined in the Off-Site-Levies Regulation of the MGA.

## 2 OFF-SITE LEVY

The Town's current levy rates and development charges are based on a previous off-site levy calculation report prepared in 2012 and the levy rates were subsequently increased in 2015. The advantages of the utilized method are that it is straightforward, and it arrives at a single rate that is applied equally to all development. This report will follow a similar methodology for the two identified areas.

The off-site levy calculation is based on a tally of all infrastructure and facility costs to the Town that are attributable to growth and that cost is allocated to all developable land. The methodology is defined in the following steps:

- Define the developable area,
- Estimate the infrastructure and facility requirements for the developable area,
- Identify what portion of the infrastructure and facility costs are attributable to growth,
- Calculate a levy rate based on the total infrastructure cost and net developable area.

### 2.1 DEVELOPABLE AREA

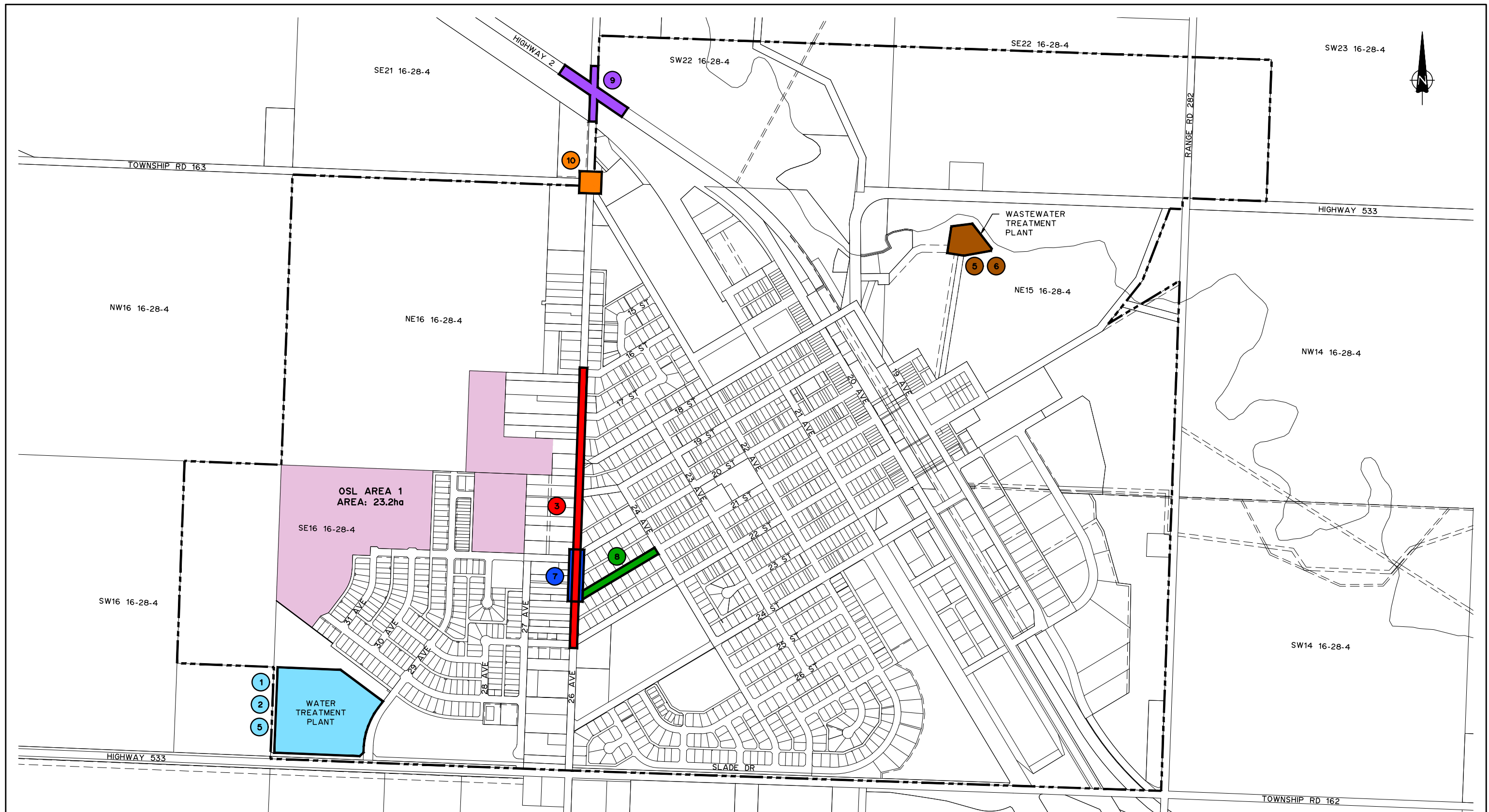
The developable area can include all land within the corporate boundary of the Town for which there does not exist a development agreement. Developable area can be the gross area, or it can be net of any allowance for Environmental Reserve, Municipal Reserve (MR), or major transportation corridors. The calculations remain the same and the total levy amount required remains the same, however the rate per unit area will vary depending on the use of gross area or net area in the calculations. The off-site levy calculations included in this report, utilize net developable area, and assume 10% of the total developable area will be utilized for MR and 5% is to be deducted for major transportation corridors.

Based on information from the Town, there is a total developable area of 75.5 ha available. However, based on direction from the Town, the off-site levy determination only includes the area identified as OSL Area 1 on Figure 1.

The adopted *Westview Area Structure Plan*, which is encompassed by OSL Area 1, has a projected population of 649 and a total developable area of 19.1 ha. OSL Area 1 also encompasses a 4.1 ha lot (1709 26 Avenue) which is assumed to have a developable area of 3.5 ha after an allowance of 15% is removed to allow for municipal reserves. The projected population for the 3.5 ha is 119 based on a density of 34 people/ha which matches the overall density of the *Westview Area Structure Plan*.

The Town's infrastructure systems were last fully assessed in 2008 as part of the *Infrastructure Master Plan Update (IMP)*. The IMP utilized an existing population of 2,216 for 2007 and a design population of 5,597. Since Statistics Canada reported a current population of 2,167 for the Town, the recommendations from the IMP are still considered relevant. The area identified as OSL Area 1 was included in the IMP as an area for potential future growth within the Town.

Based on the information above, the total projected population for OSL Area 1 is 768, and the developable area used for the OSL calculation will be 22.6 ha.



**WATER PROJECT LIST**

- 1 REGIONAL WATER PROJECT
- 2 ADDITIONAL PUMPING CAPACITY
- 3 26 AVENUE - 16 STREET TO 22 STREET
- 4 POTABLE WATER STORAGE UPGRADES

**WASTEWATER PROJECT LIST**

- 5 COMPLETED WWTP UPGRADES (2016)
- 6 PROPOSED WWTP UPGRADES
- 7 26 AVENUE - 20 STREET TO 21 STREET UPSIZE
- 8 21 STREET - 26 AVENUE TO 24 AVENUE UPSIZE

**TRANSPORTATION PROJECT LIST**

- 9 HIGHWAY 2 AND 26 AVENUE INTERSECTION IMPROVEMENTS
- 10 26 AVENUE AND TOWNSHIP ROAD 163 INTERSECTION IMPROVEMENTS



a division of Englobe

TOWN OF NANTON

OFF SITE LEVY INFRASTRUCTURE  
UPDATES

SCALE: 1:10 000

DATE: JUNE 2024

JOB: 2630-012-00

FIGURE: 1

## 2.2 INFRASTRUCTURE REQUIREMENTS

Off-site levy rates are based on the capital costs of infrastructure projects to service additional growth. Estimated costs for the required projects are divided by the net developable area to determine base rates for each of the potable water, wastewater, stormwater, and transportation systems.

Applicable infrastructure projects are considered as any that provide capacity for the purpose of servicing additional residential, commercial, or industrial lots. Repairs or upgrades to solve existing problems are not considered eligible for funding from the off-site levy account. Subdivisions of land or the creation of lots where off-site levies have already been paid is considered redevelopment and projects to serve these areas are also not eligible for off-site levy funding. The eligible portion of the capital costs associated with expansion or upsizing projects is equivalent to the increased growth-related capacity provided by the project.

Table 2.2 provides a summary of the identified OSL eligible projects. The identified infrastructure projects have been previously identified in studies and/or developed based on knowledge of the Town's existing systems and the requirements for servicing the developable area. These infrastructure projects are shown on Figure 1. It is expected that major infrastructure projects would be administered directly by the Town, and that these projects would be funded directly from the off-site levy account.

Costs associated with infrastructure projects that are required to service OSL Area 1 and do not benefit additional areas throughout Town are considered 100% eligible for the off-site levy calculation. The eligible percentage of costs for projects that are required to service OSL Area 1 but also benefit additional areas was determined using the potential population for OSL Area 1 (768) relative to the total population serviced, or benefitting, from each individual project.

Table 2.1 –Off-Site Levy Infrastructure Projects for the Town of Nanton

| Project                                                   | Description                                                                                                                                                                                                                                                                                                                                                   | Source Study | Benefitting Area       | Design Population | OSL Eligible % |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------|-------------------|----------------|
| <b>Potable Water</b>                                      |                                                                                                                                                                                                                                                                                                                                                               |              |                        |                   |                |
| Regional Water Project                                    | Improved water supply to the Town, including capacity for development. The project was identified as a need for the Town in the <i>Regional Water Supply Study – High River Water Supply</i> (RWSS), completed in 2023.                                                                                                                                       | RWSS         | All                    | 2,679             | 28.7           |
| Additional Pumping Capacity                               | Upgraded pump capacity for new development and improved fire protection. Increased pumping capacity was identified as a requirement for future growth and fire protection within the IMP.                                                                                                                                                                     | IMP          | All                    | 5,600             | 13.7           |
| 26 Avenue - 16 Street to 22 Street                        | Distribution system upgrade required to provide minimum level of service to developable areas including OSL Area 1. The project would also benefit existing developed areas throughout Town.                                                                                                                                                                  | IMP          | All                    | 5,600             | 13.7           |
| Potable Water Storage Upgrades                            | Additional potable water storage required due to new development and growth identified within the IMP.                                                                                                                                                                                                                                                        | IMP          | All Future Development | 3,384             | 22.7           |
| <b>Wastewater</b>                                         |                                                                                                                                                                                                                                                                                                                                                               |              |                        |                   |                |
| Completed WWTP Upgrades (2016)                            | Improved wastewater treatment processes including capacity for new development. It is assumed that the design population was in accordance with the projections identified within the IMP.                                                                                                                                                                    | N/A          | All                    | 5,600             | 13.7           |
| Proposed WWTP Upgrades                                    | Projects identified within the 2021 Wastewater Treatment Plant Assessment (WWTPA). Design to match capacity of existing WWTP and costs based on 2022 AMWWP funding application.                                                                                                                                                                               | WWTPA        | All                    | 5,600             | 13.7           |
| <b>Wastewater</b>                                         |                                                                                                                                                                                                                                                                                                                                                               |              |                        |                   |                |
| 26th Avenue WW Main Upsize                                | Upgrades to existing sanitary main to provide capacity for new development. Services existing developed areas and developable lands. Identified in the 2024 West Side Sanitary Servicing Assessment (WSSA).                                                                                                                                                   | WSSA         | Westview Area          | 1,240             | 61.9           |
| 21st Street WW Main Upsize                                |                                                                                                                                                                                                                                                                                                                                                               | WSSA         | Westview Area          | 1,240             | 61.9           |
| <b>Transportation</b>                                     |                                                                                                                                                                                                                                                                                                                                                               |              |                        |                   |                |
| Highway 2 and 26 Avenue Intersection Improvements         | Intersection upgrades identified within completed traffic impact assessments due to developable areas. Intersection upgrades will also benefit existing developed areas. Projects identified within the 2010 Traffic Impact Assessment Report (TIA). It is assumed projections included in the were based on the ultimate buildout identified within the IMP. | TIA          | All                    | 5,600             | 13.7           |
| 26 Avenue and Township Road 163 Intersection Improvements |                                                                                                                                                                                                                                                                                                                                                               | TIA          | All                    | 5,600             | 13.7           |

## 2.3 PUBLIC FACILITIES

In addition to infrastructure projects, the MGA allows for the following public facilities to be funded through off-site levies:

- New or expanded community recreation facilities,
- New or expanded fire hall facilities,
- New or expanded police station facilities,
- New or expanded libraries.

Off-site levy calculations often include a significant developable area, of which a majority is assumed to be residential developments. The increased residential development can lead to a subsequent increase in population and changes to the public services provided by the municipality. The inclusion of public facilities in the off-site levy calculation allows for the Town to plan and budget to provide the necessary public services for an increased population.

Like infrastructure projects, only the portion of public facilities required to service the additional population is eligible for funding through off-site levies.

For this update, the Town has opted not to consider costs associated with public facilities. Cost Estimates Order of magnitude cost estimates have been prepared and/or updated for the infrastructure projects noted in the previous figures. A summary of all project costs is provided in Table 2.2.

## 2.4 ESTIMATED COSTS FOR OSL ELIGIBLE PROJECTS

A summary of estimated costs for identified projects is provided in Table 3.1. Current estimated costs were determined by adding an average annual inflation of 3% to the project costs identified in the most recent applicable studies and/or reports.

Cost estimates for the following projects were completed as part of this assessment and are included in Appendix A:

- Potable Water:
  - 26 Avenue - 16 Street to 22 Street,
- Wastewater:
  - 26th Avenue - 20th Street to 21st Street WW Main Upsize,
  - 21st Street - 26th Avenue to 24 Avenue WW Main Upsize,
- Transportation:
  - Highway 2 and 26 Avenue Intersection Improvements,
  - 26 Avenue and Township Road 163 Intersection Improvements.

Table 2.2 – Estimated OSL Infrastructure Costs for the Town of Nanton

| Project                                                      | Estimated Capital Cost | Assumed Funding % | Estimated Capital Cost with Funding | OSL Eligible % | OSL Eligible Portion with Funding |
|--------------------------------------------------------------|------------------------|-------------------|-------------------------------------|----------------|-----------------------------------|
| <b>Potable Water</b>                                         |                        |                   |                                     |                |                                   |
| Regional Water Project                                       | \$14,951,000           | 91%               | \$1,345,590                         | 21.0%          | \$282,574                         |
| Additional Pumping Capacity                                  | \$200,978              | 61.5%             | \$77,457                            | 13.7%          | \$10,612                          |
| 26 Avenue - 16 Street to 22 Street                           | \$2,027,000            | 0%                | \$2,027,000                         | 13.7%          | \$277,699                         |
| Potable Water Storage Upgrades                               | \$2,896,261            | 61.5%             | \$1,115,061                         | 16.6%          | \$185,100                         |
| <b>Total Water System Costs</b>                              | <b>\$20,075,239</b>    |                   | <b>\$4,565,107</b>                  | --             | <b>\$755,985</b>                  |
| <b>Wastewater</b>                                            |                        |                   |                                     |                |                                   |
| Completed WWTP Upgrades (2016)                               | \$1,427,530            | --                | \$1,427,530                         | 13.7%          | \$195,572                         |
| Proposed WWTP Upgrades                                       | \$5,668,000            | 61.5%             | \$2,182,180                         | 13.7%          | \$298,959                         |
| 26th Avenue - 20th Street to 21st Street<br>WW Main Upsize   | \$477,000              | 0%                | \$477,000                           | 61.9%          | \$295,263                         |
| 21st Street - 26th Avenue to 24 Avenue<br>WW Main Upsize     | \$882,000              | 0%                | \$882,000                           | 61.9%          | \$545,958                         |
| <b>Total Wastewater System Costs</b>                         | <b>\$8,454,530</b>     |                   | <b>\$4,968,710</b>                  | --             | <b>\$1,335,751</b>                |
| <b>Transportation</b>                                        |                        |                   |                                     |                |                                   |
| Highway 2 and 26 Avenue Intersection<br>Improvements         | \$515,000              | 50%               | \$257,500                           | 13.7%          | \$35,278                          |
| 26 Avenue and Township Road 163<br>Intersection Improvements | \$234,000              | 50%               | \$117,000                           | 13.7%          | \$16,029                          |
| <b>Total Transportation System Costs</b>                     | <b>\$749,000</b>       |                   | <b>\$374,500</b>                    | --             | <b>\$51,307</b>                   |
| <b>Total Infrastructure Cost</b>                             | <b>\$29,278,769</b>    |                   | <b>\$9,908,317</b>                  | --             | <b>\$2,143,042</b>                |

### 3 OFF-SITE LEVY RATE DETERMINATION

The off-site levy rate, in dollars per hectare, is calculated by dividing the total estimated infrastructure cost by the developable area. The developable area included in this report is 19.1 ha and based on the *Westview Area Structure Plan*. Table 3.1, below, provides the current value per hectare recommended for the off-site levy rate.

**Table 3.1 – Off-Site Levy Rate Determination for OSL Area 1**

| Component      | Estimated OSL Eligible Cost with Funding | Net Developable Area (ha) | Off-Site Levy Rate with Funding (\$/ha) |
|----------------|------------------------------------------|---------------------------|-----------------------------------------|
| Potable Water  | \$755,985                                | 22.6                      | \$33,450.64                             |
| Wastewater     | \$1,335,751                              |                           | \$59,104.04                             |
| Transportation | \$51,307                                 |                           | \$2,270.20                              |
| <b>Total</b>   | <b>\$2,143,042</b>                       | <b>22.6</b>               | <b>\$94,824.88</b>                      |

Alternative methods for determining the off-site levy rate include a cash flow model complete with project scheduling. This method would take interest payments on debentures into consideration and results in an increase to the current rate. However, full cost recovery can be achieved by the Town utilizing the method presented above by regularly completing a review and update to the bylaw to account for completed projects, actual costs incurred, inflation, and changes in planning documents.

## 4 REFERENCES

Town of Nanton, “Off-Site Levy Bylaw No. 1223/10,” enacted August 9<sup>th</sup>, 2010.

Province of Alberta, “Municipal Government Act –RSA 2000, Chapter M-26,” enacted December 9, 2020.

Associated Engineering Alberta Ltd., “Infrastructure Master Plan,” Town of Nanton, Alberta, 2008.

MMM Group Ltd., “Traffic Impact Assessment Report”, D2S Farms Development, Alberta, 2010.

MPE a Division of Englobe, “West Side Sanitary Servicing Assessment”, Town of Nanton, Alberta, 2024.

MPE a Division of Englobe, “Capital Project Identification and Development”, Town of Nanton, Alberta, 2024.

MPE a Division of Englobe, “Regional Water Study – High River Water Supply”, Town of Nanton, Alberta, 2023.

MPE a Division of Englobe, “Wastewater Treatment Plant Assessment”, Town of Nanton, Alberta, 2021.

## **APPENDIX A**

### **ORDER OF MAGNITUDE COST ESTIMATES**



**Town of Nanton**  
**26 Avenue - 16 Street to 22 Street - Watermain Upgrade**

**ORDER OF MAGNITUDE COST ESTIMATE**

| Description of Work                     |                                                                             | Quantity | Unit           | Unit Price  | Cost                  |
|-----------------------------------------|-----------------------------------------------------------------------------|----------|----------------|-------------|-----------------------|
| <b>General Requirements</b>             |                                                                             |          |                |             |                       |
| 1                                       | Mobilization/Demobilization/Bonding & Insurance/Profit/Traffic Accomodation | 1        | LS             | \$95,000.00 | \$95,000.00           |
| 2                                       | Dewatering and Care of Water                                                | 1        | LS             | \$10,000.00 | \$10,000.00           |
| 3                                       | Hydro-Excavation                                                            | 20       | hours          | \$500.00    | \$10,000.00           |
| <b>SUBTOTAL</b>                         |                                                                             |          |                |             | <b>\$115,000.00</b>   |
| <b>Water Distribution System</b>        |                                                                             |          |                |             |                       |
| 1                                       | Temporary Water Supply                                                      | 1        | LS             | \$25,000.00 | \$25,000.00           |
| 2                                       | Connection to Existing System                                               | 11       | ea             | \$3,500.00  | \$38,500.00           |
| 3                                       | 300mm PVC Pipe                                                              | 870      | m              | \$400.00    | \$348,000.00          |
| 4                                       | 300mm Isolation Valve                                                       | 13       | ea             | \$5,000.00  | \$65,000.00           |
| 5                                       | Fire Hydrant                                                                | 5        | ea             | \$12,500.00 | \$62,500.00           |
| <b>SUBTOTAL</b>                         |                                                                             |          |                |             | <b>\$539,000.00</b>   |
| <b>Surface Restoration</b>              |                                                                             |          |                |             |                       |
| 1                                       | Asphalt Road Restoration - Local Road                                       | 7,000    | m <sup>2</sup> | \$100.00    | \$700,000.00          |
| <b>SUBTOTAL</b>                         |                                                                             |          |                |             | <b>\$700,000.00</b>   |
| <b>GRAND SUBTOTAL</b>                   |                                                                             |          |                |             | <b>\$1,354,000.00</b> |
| Contingency (30%)                       |                                                                             |          |                |             | \$407,000.00          |
| Engineering (10%)                       |                                                                             |          |                |             | \$177,000.00          |
| Geotechnical and Materials Testing (5%) |                                                                             |          |                |             | \$89,000.00           |
| <b>GRAND TOTAL</b>                      |                                                                             |          |                |             | <b>\$2,027,000.00</b> |



**Town of Nanton**  
**21 Street - 26 Ave to 24 Ave Wastewater Upgrade**

**ORDER OF MAGNITUDE COST ESTIMATE**

| Description of Work                                                           | Quantity | Unit           | Unit Price  | Cost                |
|-------------------------------------------------------------------------------|----------|----------------|-------------|---------------------|
| <b>General Requirements</b>                                                   |          |                |             |                     |
| 1 Mobilization/Demobilization/Bonding & Insurance/Profit/Traffic Accomodation | 1        | LS             | \$42,000.00 | \$42,000.00         |
| 2 Dewatering and Care of Water                                                | 1        | LS             | \$10,000.00 | \$10,000.00         |
| 3 Hydro-Excavation                                                            | 12       | hours          | \$500.00    | \$6,000.00          |
| <b>SUBTOTAL</b>                                                               |          |                |             | \$58,000.00         |
| <b>Wastewater Collection System</b>                                           |          |                |             |                     |
| 1 Sanitary Bypass Pumping                                                     | 1        | LS             | \$11,000.00 | \$11,000.00         |
| 2 Supply and Install 250 mm SDR35 PVC Sanitary Sewer Pipe, complete           | 280      | m              | \$400.00    | \$112,000.00        |
| 3 Supply and Install Type 1 Standard Precast Manhole, complete                | 10       | v.m.           | \$3,000.00  | \$30,000.00         |
| 4 Tie-in Existing Sanitary Service Lines                                      | 21       | ea             | \$3,000.00  | \$63,000.00         |
| 5 Connect to Existing Sanitary Collection System                              | 2        | ea             | \$7,500.00  | \$15,000.00         |
| <b>SUBTOTAL</b>                                                               |          |                |             | \$231,000.00        |
| <b>Surface Restoration</b>                                                    |          |                |             |                     |
| 1 Asphalt Road Restoration - Local Road                                       | 3,000    | m <sup>2</sup> | \$100.00    | \$300,000.00        |
| <b>SUBTOTAL</b>                                                               |          |                |             | \$300,000.00        |
| <b>GRAND SUBTOTAL</b>                                                         |          |                |             | <b>\$589,000.00</b> |
| Contingency (30%)                                                             |          |                |             | \$177,000.00        |
| Engineering (10%)                                                             |          |                |             | \$77,000.00         |
| Geotechnical and Materials Testing (5%)                                       |          |                |             | \$39,000.00         |
| <b>GRAND TOTAL</b>                                                            |          |                |             | <b>\$882,000.00</b> |



**Town of Nanton**  
**26 Avenue - 20 Street to 21 Street Wastewater Upgrade**

**ORDER OF MAGNITUDE COST ESTIMATE**

| Description of Work                     |                                                                             | Quantity | Unit           | Unit Price  | Cost                |
|-----------------------------------------|-----------------------------------------------------------------------------|----------|----------------|-------------|---------------------|
| <b>General Requirements</b>             |                                                                             |          |                |             |                     |
| 1                                       | Mobilization/Demobilization/Bonding & Insurance/Profit/Traffic Accomodation | 1        | LS             | \$23,000.00 | \$23,000.00         |
| 2                                       | Dewatering and Care of Water                                                | 1        | LS             | \$10,000.00 | \$10,000.00         |
| 3                                       | Hydro-Excavation                                                            | 10       | hours          | \$500.00    | \$5,000.00          |
| <b>SUBTOTAL</b>                         |                                                                             |          |                |             | <b>\$38,000.00</b>  |
| <b>Wastewater Collection System</b>     |                                                                             |          |                |             |                     |
| 1                                       | Sanitary Bypass Pumping                                                     | 1        | LS             | \$10,000.00 | \$10,000.00         |
| 2                                       | Supply and Install 250 mm SDR35 PVC Sanitary Sewer Pipe, complete           | 150      | m              | \$400.00    | \$60,000.00         |
| 3                                       | Supply and Install Type 1 Standard Precast Manhole, complete                | 10       | v.m.           | \$3,000.00  | \$30,000.00         |
| 4                                       | Tie-in Existing Sanitary Service Lines                                      | 5        | ea             | \$3,000.00  | \$15,000.00         |
| 5                                       | Connect to Existing Sanitary Collection System                              | 2        | ea             | \$7,500.00  | \$15,000.00         |
| <b>SUBTOTAL</b>                         |                                                                             |          |                |             | <b>\$130,000.00</b> |
| <b>Surface Restoration</b>              |                                                                             |          |                |             |                     |
| 1                                       | Asphalt Road Restoration - Local Road                                       | 1,500    | m <sup>2</sup> | \$100.00    | \$150,000.00        |
| <b>SUBTOTAL</b>                         |                                                                             |          |                |             | <b>\$150,000.00</b> |
| <b>GRAND SUBTOTAL</b>                   |                                                                             |          |                |             | <b>\$318,000.00</b> |
| Contingency (30%)                       |                                                                             |          |                |             | \$96,000.00         |
| Engineering (10%)                       |                                                                             |          |                |             | \$42,000.00         |
| Geotechnical and Materials Testing (5%) |                                                                             |          |                |             | \$21,000.00         |
| <b>GRAND TOTAL</b>                      |                                                                             |          |                |             | <b>\$477,000.00</b> |



## Town of Nanton

### Highway 2 and 26th Avenue Intersection Upgrades

#### ORDER OF MAGNITUDE COST ESTIMATE

| Description of Work                                      | Quantity | Unit           | Unit Price   | Cost                       |
|----------------------------------------------------------|----------|----------------|--------------|----------------------------|
| <b>General Requirements</b>                              |          |                |              |                            |
| 1 Mobilization/Demobilization/Bonding & Insurance/Profit | 1        | LS             | \$22,000.00  | \$22,000.00                |
| 2 Traffic Accommodations                                 | 1        | LS             | \$50,000.00  | \$50,000.00                |
| 3 Hydro-Excavation                                       | 30       | hours          | \$500.00     | \$15,000.00                |
| <b><i>SUBTOTAL</i></b>                                   |          |                |              | <b>\$87,000.00</b>         |
| <b>Road Works</b>                                        |          |                |              |                            |
| 1 300 mm Subgrade                                        | 150      | m <sup>2</sup> | \$20.00      | \$3,000.00                 |
| 2 200mm Base Granular                                    | 150      | m <sup>2</sup> | \$15.00      | \$2,250.00                 |
| 3 120mm Asphalt                                          | 150      | m <sup>2</sup> | \$60.00      | \$450.00                   |
| 4 Prime Coat                                             | 150      | m <sup>2</sup> | \$3.00       | \$9,000.00                 |
| 5 60mm Asphalt Overlay                                   | 1,200    | m <sup>2</sup> | \$20.00      | \$3,600.00                 |
| <b><i>SUBTOTAL</i></b>                                   |          |                |              | <b>\$19,000.00</b>         |
| <b>Traffic Control</b>                                   |          |                |              |                            |
| 1 Traffic Signals                                        | 1        | LS             | \$200,000.00 | \$200,000.00               |
| 2 Durable Thermoplastic Pavement Markings                |          |                |              |                            |
| a) Single Solid White Line                               | 60       | m              | \$20.00      | \$1,200.00                 |
| b) Dotted White Line                                     | 30       | m              | \$20.00      | \$600.00                   |
| c) Solid Yellow Line                                     | 30       | m              | \$20.00      | \$600.00                   |
| d) Right Turn Arrow                                      | 2        | ea             | \$600.00     | \$1,200.00                 |
| e) Stop Bar                                              | 5        | ea             | \$1,200.00   | \$6,000.00                 |
| <b><i>SUBTOTAL</i></b>                                   |          |                |              | <b>\$210,000.00</b>        |
| <b><i>GRAND SUBTOTAL</i></b>                             |          |                |              | <b><i>\$316,000.00</i></b> |
| Contingency (30%)                                        |          |                |              | \$95,000.00                |
| Engineering (20%)                                        |          |                |              | \$83,000.00                |
| Geotechnical and Materials Testing (5%)                  |          |                |              | \$21,000.00                |
| <b><i>GRAND TOTAL</i></b>                                |          |                |              | <b><i>\$515,000.00</i></b> |



a division of Englobe

# Town of Nanton

26th Avenue and Township Road 163 Intersection Upgrades

## ORDER OF MAGNITUDE COST ESTIMATE

| Description of Work                     |                                                        | Quantity | Unit           | Unit Price  | Cost                |
|-----------------------------------------|--------------------------------------------------------|----------|----------------|-------------|---------------------|
| <b>General Requirements</b>             |                                                        |          |                |             |                     |
| 1                                       | Mobilization/Demobilization/Bonding & Insurance/Profit | 1        | LS             | \$11,000.00 | \$11,000.00         |
| 2                                       | Traffic Accommodations                                 | 1        | LS             | \$50,000.00 | \$50,000.00         |
| 3                                       | Hydro-Excavation                                       | 30       | hours          | \$500.00    | \$15,000.00         |
| <b>SUBTOTAL</b>                         |                                                        |          |                |             | <b>\$76,000.00</b>  |
| <b>Road Works</b>                       |                                                        |          |                |             |                     |
| 1                                       | 300 mm Subgrade                                        | 450      | m <sup>2</sup> | \$20.00     | \$9,000.00          |
| 2                                       | 200mm Base Granular                                    | 450      | m <sup>2</sup> | \$15.00     | \$6,750.00          |
| 3                                       | Prime Coat                                             | 450      | m <sup>2</sup> | \$3.00      | \$1,350.00          |
| 4                                       | 120mm Asphalt                                          | 450      | m <sup>2</sup> | \$60.00     | \$27,000.00         |
| 5                                       | 60mm Asphalt Overlay                                   | 1,200    | m <sup>2</sup> | \$20.00     | \$24,000.00         |
| <b>SUBTOTAL</b>                         |                                                        |          |                |             | <b>\$69,000.00</b>  |
| <b>Traffic Control</b>                  |                                                        |          |                |             |                     |
| 1                                       | Traffic Signs                                          | 4        | ea             | \$1,000.00  | \$4,000.00          |
| <b>SUBTOTAL</b>                         |                                                        |          |                |             | <b>\$4,000.00</b>   |
| <b>GRAND SUBTOTAL</b>                   |                                                        |          |                |             | <b>\$149,000.00</b> |
| Contingency (30%)                       |                                                        |          |                |             | \$45,000.00         |
| Engineering (15%)                       |                                                        |          |                |             | \$30,000.00         |
| Geotechnical and Materials Testing (5%) |                                                        |          |                |             | \$10,000.00         |
| <b>GRAND TOTAL</b>                      |                                                        |          |                |             | <b>\$234,000.00</b> |



# *Town of Nanton*

## **BYLAW NUMBER: 1395/24**

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### **A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA RESPECTING WASTE DISPOSAL AND RECYCLING**

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#### **1. AUTHORITY & ENACTMENT:**

**WHEREAS** the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 (the **Act**) provides that Council may pass bylaws for the municipal purposes respecting the services provided by or on behalf of the municipality, and the enforcement of bylaws; and

**WHEREAS** it is desirable to regulate and manage the storage, collection and disposal of solid waste and recyclables within the Town of Nanton;

**NOW THEREFORE**, under the authority and subject to the provisions of the Act, as amended, the Council of the Town of Nanton, duly assembled, does hereby enact the following:

#### **2. INTERPRETATION:**

2.1 This Bylaw may be referred to as the "Solid Waste Bylaw".

#### **3. DEFINITIONS:**

3.1 In this Bylaw:

**alley** a lane primarily intended for access to the rear yard of adjacent properties;

**animal waste** all forms of waste from animals or the treatment of animals, excluding animal carcasses or parts;

**automated collection** the collection of waste or recyclable materials using mechanical systems into specially designed vehicles;

**automated collection containers** means containers approved and provided by the Town for automated collection of waste and recyclable material; may also be referred to as "carts";

**biomedical waste** means medical waste that requires proper handling and disposal due to environmental, aesthetic, and health and safety concerns. It includes:

- (i) human anatomical waste;
- (ii) infectious human waste;
- (iii) infectious animal waste;
  
- (iv) microbiological waste;
- (v) blood and body fluid waste; and

(vi) medical sharps;

**black cart** a black automated collection container provided for the collection of solid waste;

**blue cart** a blue automated collection container provided for the collection of residential recyclable material;

**Bylaw** this Bylaw, including all Schedules attached to it, as it may be amended from time to time;

**Chief Administrative Officer**, or CAO, means the person appointed by the Council of the Town as its Chief Administrative Officer, or that person's designate;

**Collection** the act of picking up and gathering waste or recyclable material, including transport of the waste or recyclable material to a disposal site or material recovery facility, as applicable;

**collector** a person employed or contracted to collect waste or recyclable materials;

**commercial bin** a container provided for the storage of waste with a capacity of more than three-hundred-sixty-five (365) litres and constructed to be emptied mechanically into a collection vehicle;

**commercial hauler** a person engaged in the business of collecting waste and recyclable materials from property for transport to a disposal site or material recovery facility.

**community recycling depot** an area maintained by the Town and accessible to the public that contains bins and containment areas designated for the collection of recyclable material by the Town;

**condominium** a building or structure where there exists a type of ownership of individual units, generally in a multi-unit development or project where the owner possesses an interest as a tenant in common with other owners in accordance with the provisioning of the Condominium Property Act;

**construction and demolition waste** materials generated in the course of construction, demolition or renovation on a parcel;

**disposal site** any location designated by the CAO for the disposal of waste or any other facility which is approved by Alberta Environment for the disposal of waste;

**dwelling unit** a building designed for human habitation and which is intended to be used as a residence for one or more persons but does not include travel trailers, motor homes, recreational vehicles, or other mobile living units, hotel, motel, dormitory, boarding house or other similar accommodation;

**general medical waste** Non-hazardous medical waste, including various disposable items used in medical settings, but excluding biomedical waste;

**hazardous waste** means waste that is generated from any property and has one or more hazardous properties as described in the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c. E-12, as amended and *Waste Control Regulation* (Alta. Reg. 172/1776), Schedule 1, as amended;

**industrial waste** means waste generated by commercial or industrial activities that presents health, safety or environmental concerns, and includes, but is not limited to, lime, sulfur, asbestos, contaminated soils, empty chemical containers and drums, carbon, acids, caustics, sludge, and industrial sump water, but excludes hazardous waste and biomedical waste;



**material recovery facility** a facility that receives and prepares recyclable material for marketing;

**medical sharp** Any device used for medical procedures that can reasonably penetrate the skin or body

**Municipal waste and recycling services** management of collection and disposal services provided by the Town, ensuring compliance with environmental, regulatory, and health guidelines;

**non-residential property** any property that are not a residential dwelling and includes an apartment building, any residential property containing more than three (3) dwelling units, commercial or industrial properties, a parcel of land which does not contain a dwelling unit, and any property that is exempt from municipal assessment or taxation;

**non-residential recyclable materials** means materials designated in Schedule B, excluding construction and demolition waste;

**owner** Includes the person listed on the land title, occupant, lessee, tenant, condominium board, or property management company responsible for property maintenance, as applicable;

**person** means an individual, firm, corporation, entity, owner, occupier, lessee or tenant;

**plastic garbage bag** a plastic bag intended for waste collection, excluding those for other purposes;

**residential property** means any building intended for residential use, including a single detached dwelling, duplex, triplex, multiplex, rowhouse and townhouse, but excludes an apartment building or any other building comprising of more than three (3) residential units;

**residential recyclable material** materials collected from residential properties as listed in Schedule A;

**Solid Waste services** management of collection and disposal services provided by the Town, ensuring compliance with environmental, regulatory, and health guidelines;

**tag** or **additional waste tag** a self-adhesive sticker issued by the Town for identifying refuse exceeding the base rate limit within automated collection containers;

**Town** the municipal corporation of the Town of Nanton or its defined area;

**waste** means anything that is set out for collection and includes animal waste, industrial waste, general medical waste, or yard waste, but excludes hazardous waste and biomedical waste;

**waste container** a container approved for solid waste collection, including automated collection containers, commercial bins, and public litter receptacle;

**yard waste** means waste from gardening or horticultural activities and includes grass, leaves, plants, tree and hedge clippings, and sod.

#### **4. GENERAL PROVISIONS:**

4.1 The CAO, or their designate, is authorized to:

(a) approve or set specifications for commercial bins, waste containers, automated collection containers and plastic garbage bags;

(b) specify the types of waste or recyclable material accepted at a Town disposal



- site, Town material recovery facility or community recycling depot;
- (c) specify the quantities and types of waste or recyclable material eligible for collection;
  - (d) determine the time and frequency of the collection of waste or recyclable material;
  - (e) make and execute agreements on behalf of the Town for the collection of waste or recyclable material and disposal services;
  - (f) grant approvals and permissions as set out in this Bylaw;
  - (g) designate properties as “non-residential” or “residential” for the purposes of this Bylaw;
  - (h) establish systems for billing and collecting rates, fees and charges; and
  - (i) any other matter as relating to the operation of the collection of solid waste and recycling.
- 4.2 No person shall scavenge waste or recyclable material from a commercial bin, waste container, automated collection container, litter receptacle, plastic garbage bag or community recycling depot.
- 4.3 The owner of any property shall store waste or recyclable material on the property from which it is generated, unless it is stored on other property with the consent of the owner and occupant of those other property.
- 4.4 No person shall deposit waste or recyclable material in a waste or recycling container or commercial bin without the consent of:
- (a) the owner of the container or bin;
  - (b) the owner of the property where the container or bin is located; and
  - (c) the occupant of the property where the container or bin is located.
- 4.5 No owner of a residential dwelling shall set out for collection any waste that is not generated from their residential dwelling.
- 4.6 An owner shall ensure that waste or recyclable material stored or set out for collection on or adjacent to that owner’s property does not:
- (a) create offensive odours; or
  - (b) become untidy.



## **5. AUTOMATED COLLECTION CONTAINERS:**

- 5.1 All residential dwellings shall have automated collection of residential waste (in black cart) and recyclable material (in blue cart), which will be delivered and assigned an automated collection container
- 5.2 The number of automated collection containers required, and the size of the automated collection containers required will be determined by the CAO in conjunction with contracted service providers.
- 5.3 Automated collection containers shall remain the property of the Town or its Contractor and may be removed by the Town, its contractors or agents at the direction of the CAO.
- 5.4 Automated collection containers assigned to a residential dwelling shall remain with that residential dwelling.
- 5.5 Owners of residential dwellings are responsible for all automated collection containers assigned to the residential dwelling and shall ensure that the containers are:
- (a) kept clean;
  - (b) secured against theft or loss;
  - (c) maintained in good condition;
  - (d) not altered in any way, including any alteration of the exterior, except to mark the civic address of the property on the cart;
  - (e) used only for residential recyclable material if the container is an automated collection container for residential recyclable material; and
  - (f) available to the Town, its contractors, or agents within a reasonable time frame for the purposes of inspection, maintenance or repair
- 5.6 An owner of a residential dwelling shall be responsible for all fees related to automated collection containers issued for the owner's property including fees for the maintenance, repair, or replacement of the automated collection container. No fees shall be charged by the Town for repair or replacement of an automated cart due to a defect in materials or workmanship of the cart.
- 5.7 An owner shall ensure that automated collection containers for waste and recycling used at a residential owner's property are filled so that:
- (a) the total weight of the container and its contents does not exceed sixty (60) kilograms; and
  - (b) the containers contain only residential waste or recyclable material.
- 5.8 An owner or resident shall:
- (a) set out automated collection containers and any additional waste out for collection no later than 7:00 a.m. on the day of collection; and
  - (b) set automated collection containers and any additional waste out for collection no earlier than 12 hours prior to 7:00 a.m. for collection the next day;



- (c) remove automated collection containers from the collection location within 12 hours of the collection time.

5.7 Unless an owner has written approval from the CAO to set an automated collection container for waste or recycling out for collection at a specific location, the owner shall ensure that an automated collection container filled with waste or recycling:

- (a) is located at least one (1) metre from any object on any side of the container;
- (b) has an overhead clearance above the top of the automated collection container of three (3) metres;
- (c) if intended for front street collection, is:
  - (i) located in front of the residential dwelling that generated the waste materials;
  - (ii) located on the street at the curb with the wheels of the cart against the curb; and
  - (iii) placed in an upright position with the lid closed and the front of the cart facing the street.
- (d) if intended for alley collection, is:
  - (i) located behind the building that generated the waste materials;
  - (ii) located adjacent to the alley on level ground and not on a step or raised platform of any kind; and
  - (iii) placed in an upright position with the lid closed and the front of the container facing the alley;
- (e) is not obstructing traffic in the street or alley.

## **6 RESIDENTIAL WASTE AND RECYCLING**

- 6.1 Residential waste and recycling collection services are provided to all residential property dwelling units and condominiums unless the condominium contains more than two dwelling units.
- 6.2 Owners of residential property dwelling units with more than one self-contained suite must ensure there is a single waste storage location for the residential dwelling which is directly accessible from a street or alley.
- 6.3 An owner of a residential dwelling shall ensure that only automated collection containers provided by the Town of Nanton are used at their residential dwelling.
- 6.4 An owner must ensure that residential waste and recycling containers used at their property are filled so that:
  - (a) the cover of the container fits properly; and
  - (b) contents of the container can be easily removed from the container.
- 6.5 Excess additional waste or recycling that does not fit in a container, bagged, or unbagged, shall not be put out for collection.



- 6.6 No person shall:
- (a) tamper or interfere with any waste or recycling material set out for collection by the Town from a premises or any container or bin; and
  - (b) hinder or interfere with the Town, its employees, or agents in the exercise of powers and duties under this bylaw.
- 6.7 Waste shall be:
- (a) placed in an automated collection container (black cart) for waste;
  - (b) Where residential waste material is placed in a receptacle other than the designated automated collection container, neither the receptacle nor its contents will be collected; and
  - (c) Waste shall be bagged prior to depositing in an automated collection container. No loose waste is to be placed in waste collection carts.
- 6.8 Recyclable material shall be:
- (a) placed in an automated collection container (blue cart) for recycling. Where residential recyclable material is placed in a receptacle other than the designated automated collection container, neither the receptacle nor its contents will be collected;
  - (b) Recyclable material accepted in an automated recycling container shall be deposited in the automated container **without** any sorting or bagging of materials, unless otherwise provided in this bylaw (i.e. plastic bags bagged within a bag);
  - (c) Recyclable materials placed in a blue container shall conform to the material guidelines set out in Schedule "B" attached to this bylaw.
  - (d) Residential recycling collection may be provided by an Extended Producer Responsibility (EPR) program, should such a program become available to the municipality; and

## **7. NON-RESIDENTIAL WASTE AND RECYCLING:**

- 7.1 An apartment building, whether or not it is also a condominium, is considered commercial property for the purposes of this Bylaw.
- 7.2 The owner of commercial property must ensure waste generated at the property is set out in a commercial bin for collection from a reputable commercial waste handling provider.
- 7.3 The owner, operator or residents of non-residential property must ensure that non-residential recyclable material generated on a property is:
- (a) collected and stored separate from other waste; and
  - (b) taken to and deposited at a materials recovery facility or community recycling depot.
- 7.4 The owner of commercial property must ensure sufficient commercial bins or waste containers are available to hold and retain all waste from the property.



- 7.5 The owner of any non-residential property must ensure that:
- (a) the waste containers are located in a central place that allows direct vehicular access to the bins; and
  - (b) snow and ice does not accumulate near the waste containers such that vehicle access is impeded.
- 7.6 The owner, operator or residents of non-residential property shall ensure that all litter receptacles on the property are:
- (a) maintained in good condition;
  - (b) weighted or anchored so they cannot be inadvertently overturned;
  - (c) of suitable size and at sufficient locations to discourage litter; and
  - (d) emptied into a commercial bin, waste container, or plastic garbage bag when full.

## **8. COMMUNITY YARD WASTE AREA:**

- 8.1 No person shall deposit or dispose of materials at a community yard waste area other than those materials described as permitted materials by signage located at the depot.
- 8.2 No person shall deposit materials of any kind at community yard waste area except in the locations, receptacles or bins provided.
- 8.3 No person shall tamper with, interfere with or damage a sign, receptacle or bin at a community yard waste area.
- 8.4 No person or commercial hauler who resides or is based beyond the municipal boundaries of the Town shall deposit or dispose of materials at a community yard waste area without written permission from the CAO or designate.
- 8.5 No person or commercial hauler shall deposit or dispose of materials that were collected outside of the municipal boundaries of the Town at a community yard waste area under any circumstances.
- 8.6 The CAO or designate has authority to reduce or amend the operating hours of a community yard waste area, including temporary closure, in response to:
- (a) non-compliant or illegal user activities;
  - (b) variations in seasonal weather that may extend or shorten the operating year; and
  - (c) operational requests from staff.

## **9. RESTRICTIONS ON WASTE:**

- 9.1 The Town or its agents shall not remove the following from a property during collection:
- (a) Highly combustible or explosive materials including but not limited to liquid or solid fuels, gunpowder, ammunition, or explosives;



- (b) Hot Ashes which are not properly quenched and appear to be hot or likely to cause a fire;
- (c) Compressed propane or butane cylinders;
- (d) Toxic or household Hazardous Waste including solvents, oven cleaners, paints, automotive fluids, wet cell batteries, pesticides, herbicides, or any material commonly referred to as household, commercial, or industrial Hazardous Waste;
- (e) Biomedical Waste including hypodermic needles or syringes, lancets or any sharp item used in home medical care;
- (f) Large bulky items such as mattresses, box springs, dressers, tables, chairs, major appliances, auto and truck parts, tires, tree limbs, whole shrubs, or discarded heavy machinery;
- (g) Sheet iron, large pieces of scrap metal or machine parts;
- (h) Electronic equipment including televisions, computers, computer monitors, keyboards, and associated cables;
- (i) Renovation, construction, or demolition material;
- (j) Stumps, concrete blocks or slabs, soil, rocks, or aggregate;
- (k) Dead animals and animal parts from hunting or trapping;
- (l) Transient Waste;
- (m) Septic tank pumping, raw sewage, or industrial sludge;
- (n) Radioactive Waste;
- (o) Waste material which has not been placed for collection in accordance with the provision of this Bylaw; and
- (p) Liquid Waste or material that has attained a fluid consistency and has not been drained.

9.2 The following information sources shall be used with respect to rules regarding the proper disposal of certain waste:

- (a) Foothills Land Recovery and Resource Recovery Centre ([foothillslrrc.com](http://foothillslrrc.com));
- (b) Safe disposal of prescription drugs ([Canada.ca](http://Canada.ca));
- (c) Canadian Centre for Occupational Health and Safety – Needlesticks and Sharps Injuries ([ccohs.ca](http://ccohs.ca))

9.3 Yard waste, with the exception of bagged noxious weeds, is not to be placed in an automated collection container.



## **10. RATES AND FEES:**

- 10.1 Council shall set rates for the following:
- (a) the waste management rate; and
  - (b) the recycling management program rate if applicable.
- 10.2 Where waste management services and recycling management program services are supplied by the Town, the owner of a residential dwelling shall pay to the Town a monthly charge as set out in the Town of Nanton Rates and Fees Bylaw.
- 10.3 In the event that Council determines that a cost recovery program is required for a community yard waste collection area, a user fee schedule shall be set out in the Town of Nanton Rates and Fees Bylaw.
- 10.4 Residents are permitted, upon request, to acquire one additional blue or black container at cost from the Town, rendering an additional monthly fee for collection.
- 10.5 Rates for waste management and the residential recycling management program will apply even where no material is set out for collection.
- 10.6 The CAO may establish fees for products and services provided with respect to the collection and disposal of waste including the maintenance, repair and replacement of Town-owned automated collection containers.

## **12. ENFORCEMENT AND PENALTIES:**

- 12.1 Notwithstanding the provisions of this Bylaw, the CAO may suspend or discontinue the collection of waste or recyclable material if the owner of a residential dwelling or commercial property contravenes a provision of this Bylaw.
- 12.2 A person who fails to comply with or breaches any provision of this Bylaw is guilty of an offence.
- 12.3 If a Municipal Ticket is issued in respect of an offence, the Municipal Ticket will specify the fine amount listed in Schedule "A".
- 12.4 A person who is issued a Municipal Ticket in respect of an offence may pay the fine amount established by this Bylaw for the offence at the Town of Nanton Office and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.
- 12.5 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- a. specify the fine amount established by this Bylaw for the offence; or
  - b. require a person to appear in court without the alternative of making a voluntary payment; and a person who enters a guilty plea or is found guilty of an offence is liable to a fine in an amount not less than that specified in this Bylaw and not exceeding \$8,000.00 and liable to imprisonment for not more than 6 months for non-payment of the fine.



12.6 Nothing in this Bylaw shall prevent an Enforcement Officer from immediately issuing a Violation Ticket for the mandatory Court appearance of any person who contravenes any provision of this Bylaw.

**13. EFFECTIVE DATE AND READINGS**

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

13.2 This bylaw repeals Bylaw #1293/17 and any amendments thereto.

13.3 Read a **first** time this \_\_\_\_ day of \_\_\_\_\_, 2024

**TOWN OF NANTON**

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

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

4.3 Read a **second** time this \_\_\_\_ day of \_\_\_\_\_, 2024.

**TOWN OF NANTON**

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

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

4.4 Read a **third** time this \_\_\_\_ day of \_\_\_\_\_, 2024.

**TOWN OF NANTON**



**CHIEF ELECTED OFFICIAL**

**CHIEF ADMINISTRATIVE OFFICER**



**Schedule "A"**  
**Specified Penalties**

| <b>Section</b>          | <b>Violation</b>                                                                      | <b>First Violation</b> | <b>Second Violation</b> | <b>Third Violation</b> |
|-------------------------|---------------------------------------------------------------------------------------|------------------------|-------------------------|------------------------|
|                         |                                                                                       |                        |                         |                        |
| General Penalty         | All Bylaw sections not specified in this schedule                                     | \$50.00                | \$100.00                | \$200.00               |
| 5.7, 6.7                | Improper use of collection container                                                  | \$100.00               | \$150.00                | \$200.00               |
| 9.1, 9.3                | Setting out improper materials for waste collection                                   | \$100.00               | \$150.00                | \$200.00               |
| 6.8                     | Setting out improper materials for recycling collection                               | \$100.00               | \$150.00                | \$200.00               |
| 6.1, 6.2, 6.3, 6.4, 6.5 | Improperly located containers/ waste                                                  | \$100.00               | \$150.00                | \$200.00               |
| 6.6                     | Collection interference                                                               | \$100.00               | \$150.00                | \$200.00               |
| 8.1, 8.2                | Non-compliant disposal at community yard waste collection area                        | \$100.00               | \$200.00                | \$300.00               |
| 8.4                     | Non-resident disposal at community yard waste collection area                         | \$250.00               | \$500.00                | \$1000.00              |
| 8.5                     | Yard waste from outside municipality disposed at community yard waste collection area | \$500.00               | \$1000.00               | \$1500.00              |



# Schedule "B"

## Recyclables



### Yes. Put these recyclables loose into your blue cart.

See the list below for items that are accepted in your blue cart. Do not put bundled plastic bags.



Paper and cardboard

Containers such as, e.g., bottles, cans, cartons and rigid containers.



Containers made of glass - Food and beverage

Containers made of plastic - Food and beverage

Containers made of metal - Food and beverage



Household waste bags and things like: food, clothing, toys, furniture, electronics, etc. Do not put in: hazardous waste, tires, paint, oil, etc.

Household paper: newspapers, magazines, books, etc. Do not put in: cardboard boxes, etc.



Your guide to recycling - Cover | Flip | Sort



### No. Keep these items OUT of your blue cart.

Even our workers and operators will be leaving these items out of your recycling. It may result in a weather-damaged container, contamination, or a reduced recycling rate and the quality of your recyclables.



Aerosols and paint cans - Do not put in: aerosols, paint cans, etc.

Do not put in: lawnmowers, etc.



Do not put in: tires, stoves, etc.

Do not put in: stoves, etc.



Do not put in: bags of household waste, etc.

Do not put in: large appliances, etc.



Do not put in: electronics, etc.

Do not put in: toys, etc.



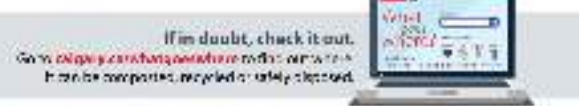
Do not put in: tools, etc.

Do not put in: hardware, etc.



Do not put in: tires, etc.

Do not put in: other large items, etc.



If in doubt, check it out. Go to [nj.gov/education/energyandenvironment/recycling](http://nj.gov/education/energyandenvironment/recycling) for more information on what can be recycled or safely disposed.

Your guide to recycling - Cover | Flip | Sort





## INFORMATION BRIEF

Meeting: August 12, 2024  
Agenda Item: 4.2.4

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### 29 Ave Repairs Reallocation of Funds

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#### **Introduction/Background:**

Further to the July 15 council meeting and council's resolution to proceed with the 29<sup>th</sup> avenue water line repairs, administration is now presenting the detailed re-allocation of capital dollars and reserve dollars needed.

A second estimate was obtained for the section north of 20<sup>th</sup> street and it came in just below \$200,000. This means that the re-allocation of the 2024 capital dollars from the Silver Willow lodge curb project (\$150K) and valve replacements (\$50K) will be enough to cover the work. The question now becomes where the funding will come from to do the section south of 20<sup>th</sup> street along with the re-paving once the work is complete. In the previous report we noted that the engineered infrastructure reserve could likely be used – if we assume though similar pricing for the south section water line replacements and the paving price doesn't vary much from the original estimate of \$300K the total that would be needed could be as high as \$800,000.

The engineered infrastructure reserve is projected to be \$966,897 at the end of the year as resolutions have already passed to use this reserve for the reservoir aeration project and the WWTP de-watering project. (Attached are the overall reserves showing contributions and uses in 2024 – end of year numbers may vary a bit from this.) Administration therefore would not recommend utilizing the engineered infrastructure reserve for the entire amount. The Municipal Land Development reserve is the only other reserve that has the amount needed but this reserve wouldn't normally be utilized for this type of work. Council of course can vary from the reserve policy though.

Considering the timing of the project, administration would recommend that only the north section be completed this fall – we have the money (without pulling from reserves) and once the work is done, we can re-assess where things are at. It's possible that flow into the manhole will decrease and water plant production could also decrease. If that's not the case, we can then plan for work in 2025 and discuss where the money will come from. Doing the south section right away wouldn't necessarily be a bad thing but we believe it is better to wait and see if we need to do it. Spending money that may not even need to be spent isn't ideal and reserve dollars are limited. Money for re-paving the north section will still be needed in 2025 and the engineered infrastructure reserve or reserve plus LGFF funding can be utilized. It's important we don't deplete this reserve too much though as there are other competing priorities (19<sup>th</sup> Street Industrial Road evaluation/design).

**ALTERNATIVES:**

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

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

**Communications/PR:**

**Applicable Legislation:**

**Attachments:** 2024 Reserve balances

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

**Date:** July 31, 2024

**APPROVED BY:**



| Reserves       |                                             | 2023 Year end balance | 2024 activity                                                                                                                 | 2024 Ending balance |
|----------------|---------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 4-97-00-710-00 | CON- General Operating Reserve              | \$ 775,447.00         | \$ (106,000.00) 2023 surplus to offset expenses in 2024<br>\$ (173,064.00) For reservoir aeration project                     | \$ 496,383.00       |
| 4-97-00-761-04 | W UTILITY INFRASTRUCTURE - Capital Reserve  | \$ 260,595.00         | \$ 56,250.00 Addition per budget<br>\$ -                                                                                      | \$ 316,845.00       |
| 4-97-00-761-05 | WW UTILITY INFRASTRUCTURE - Capital Reserve | \$ 532,748.00         | \$ 56,250.00 Addition per budget<br>\$ (350,000.00) Dewatering project                                                        | \$ 238,998.00       |
| 4-97-00-761-03 | ROAD INFRASTRUCTURE - Capital Reserve       | \$ 1,259,361.00       | \$ 112,500.00 Addition per budget<br>\$ (173,064.00) For reservoir aeration project<br>\$ (231,900.00) For dewatering project | \$ 966,897.00       |
| 4-97-00-764-00 | Municipal Land Development                  | \$ 1,238,789.00       | \$ 18,750.00 Addition per budget<br>\$ (24,000.00) Grain elevator fence project                                               | \$ 1,233,539.00     |
| 4-97-00-762-00 | BUILDINGS & LAND IMPROV. - Capital Reserve  | \$ 584,209.00         | \$ 37,500.00 Addition per budget<br>\$ (45,000.00) For PW Building upgrades                                                   | \$ 576,709.00       |
| 4-97-00-762-01 | Arena / Multiplex - Capital Reserve         | \$ 386,397.00         | \$ 18,750.00 Addition per budget<br>\$ 12,300.00 MD of Willow Creek contribution                                              | \$ 417,447.00       |
| 4-97-00-763-00 | M & E GENERAL - Capital Reserve             | \$ 315,375.00         | \$ 37,500.00 Addition per budget<br>\$ (50,000.00) For Bylaw enforcement vehicle                                              | \$ 302,875.00       |
| 4-97-00-763-01 | Fire Equipment, Veh - Capital Reserve       | \$ 382,079.00         | \$ 37,500.00 Addition per budget<br>\$ (84,000.00) For Fire equipment<br>\$ (25,000.00) For fire review (consultant)          | \$ 335,579.00       |
| 4-97-00-764-02 | Developer Contribution Reserves             | \$ 1,673.57           |                                                                                                                               | \$ 1,673.57         |
| 4-97-00-764-01 | Public Realm - Reserve                      | \$ 131,193.09         | \$ 40,000.00 Additon as per reserve policy                                                                                    | \$ 171,193.09       |
| 4-97-00-764-03 | Community Sustainability reserve            | \$ 20,000.00          | \$ 20,000.00 Contribution from franchise fee increase<br>\$ (20,000.00) For community support grants                          | \$ 20,000.00        |
| <b>Total</b>   |                                             | \$ 5,887,866.66       | \$ (834,728.00) Net change                                                                                                    | \$ 5,078,138.66     |

4-97-00-780-00 NHCMC - Reserve \$ 136,244.00

|                     |                   |                                                                                                                 |
|---------------------|-------------------|-----------------------------------------------------------------------------------------------------------------|
| Total Contributions | \$ 447,300.00     | } 375,000.00 Towards capital<br>60,000.00 Public Realm & Community<br>12,300.00 MD of Willow Creek contribution |
| Uses                | \$ (1,282,028.00) |                                                                                                                 |



# REQUEST FOR DECISION

Meeting: August 12, 2024  
Agenda Item: 5.1

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## Bylaw 1396/24 to amend Land Use Bylaw 1389/24

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### PURPOSE:

The main purpose of the proposed amendment is to redistrict Lots 1 and PTN Lot 2 Block 3 Plan 43621 from from Mixed-Use Downtown District M-DWT to Mixed-Use Transition District M-TRN to accommodate an application for development. The development proposal is to convert an existing office building to an 8 unit multi-unit residential building. Two other amendments are proposed under the same bylaw.

### BACKGROUND / IMPLICATIONS:

#### Application Review from M-DWT to M-TRN at 2019 20 Avenue

In accordance with Section 1.24 of Bylaw 1389/24, when reviewing applications to amend the Land Use Bylaw (LUB) the Development Officer must take into consideration these items.

1. Compliance with applicable standards and provisions of the Town of Nanton Land Use Bylaw - many of which are noted below.
  - Size of parcel is 6,500ft<sup>2</sup>, or 0.06ha (note CAO comment attached below and related proposed text amendments to Section 2.4 regarding district specific minimum and maximum parcel sizes)
  - The proposed density will be double the max standard of 60 upha. The applicant is proposing 8 – 1 bedroom units, 4 per level.
  - The setbacks of the existing building are non-conforming to both the M-DWT and the M-TRN minimums (site plan Figure 1) and lot coverage is 44%, within the maximum parcel coverage of 50%. No additions to the building are being proposed.
  - Parking requirement is 12 spaces (1.5 x 8 unit) – up to 8 can be provided (Figure 1)
  - Private Amenity space of 5.0m<sup>2</sup> per unit is required – waiver will be required. It is noted that the development is in close proximity to a 0.4ha S-COM (Community Services District) area also known as Mile 56 currently used for Recreation (Culture & Tourism).
  - As well, multi-unit developments are required to provide Common Amenity area of 30.0m<sup>2</sup>. An approximate 19m<sup>2</sup> area is shown on the site plan as outdoor patio space.
  - Bike rack is required – will provide.
  - Municipal Services not expected to require upgrading, in terms of fire hydrant, water and sewer. Garbage enclosures on property provided for private disposal.
  - Landscaping requirements of 25% of lot coverage is not met due to lot size, however there are two existing planters and perhaps opportunity for additional use of 21 Street boulevard as allowed under town policy.
  - All fire and safety code requirements must be met prior to occupancy
2. Consistency with the Municipal Development Plan and any other adopted statutory plans,
  - Diversity in housing is a residential policy
  - Mixed use development is slightly different – there is no commercial use in this proposed development, just residential dwelling units
  - The use of an underutilized or vacant commercial building(s) and spaces in is in keeping with council strategic priorities.
3. Development potential/suitability of the site,

- The site is a corner lot with Highway 2 north access close in proximity to the Nanton Seed Ltd.(Owner) business location on 2211 19 Avenue
- Section 2.7 Suitability of Sites, gives a list of what makes a parcel suitable, which includes, in part:
  - Safe and legal physical access
  - Adequate water and sewer provisions
  - Meets the parcel size or setback requirements or other applicable standards or requirements of the LUB.
- 4. The proposal is located in an appropriate area of the community and is compatible with adjacent land uses,
  - There is low density residential development directly to the west of the parcel in the M-TRN district (Figure 2)
  - The business to the North is office/general contractor
  - The business to the south is retail/grocery
- 5. The proposal does not compromise the road capacity of the area and is suitably and efficiently serviced by an off-site road network,
  - 21 Street access – rear lane vehicle access to parking lot.
  - Alberta Transportation will have opportunity to comment prior to Public Hearing.
- 6. Availability of facilities and services (sewage disposal, domestic water, gas, electricity, police and fire protection, schools, etc.) to serve the subject property and any potential impacts to levels of service to existing and future developments,
  - The property is currently serviced to 20th Avenue. If it is found that the services are inadequate, the option will be to tie-in to 21<sup>st</sup> Street, more recently upgraded mains.
- 7. Setback distances contained in the Subdivision and Development Regulation,
  - N/A
- 8. Supply of suitably designated land,
  - In general, there is a short supply of parcels within the appropriate residential or transition districts that are suitable for multi-unit dwellings in terms of their size, location and service availability.
- 9. Circulation in alignment with the Intermunicipal Development Plan, if necessary,
  - N/A
- 10. Public comment and any applicable review agency comments, and
  - The public hearing will be held after first reading and notice of same
- 11. Any other matter as deemed necessary taking into consideration the nature of the application as well as any statutory plan or approved policy affecting the site.

**Direct Control DC-1 to R-GEN for 99 Westview Drive**

The reason for this amendment coming forward is for consistency of districting for developed residential parcels, including multi-unit. The Direct Control – DC district designation was adopted in 2007 to accommodate a site-specific proposal in Phase II of the Westview subdivision. With Land Use Bylaw 1389/24 coming into force, it has been identified that the property fits well within the Residential, General – R-GEN district and the DC designation is no longer required.

**Text Amendment – Section 2.4**

The changes are to clarify and underscore that minimum and maximum parcel size requirements are not to affect the redesignation of parcels through the Land Use Bylaw amendment process.

**DECISION OPTIONS:**

#1 – FIRST READING

Part 1. Move First Reading.

Part 2. Schedule a Public Hearing in conjunction with a Regular or Special Meeting of Council for a specific future meeting date that meets the public notification requirements of the MGA. The next scheduled meeting is **Tuesday September 3<sup>rd</sup>** or a Special Meeting date of Council's choosing.

#2 – DELAY First Reading to allow further changes to be made to the bylaw for further consideration at a later date. Please specify what changes or additional information are being requested.

#3 - DEFEAT the motion by voting *against* OPTION 1's resolution for first reading (not recommended).

OPT 3 Implication: This decision defeats the bylaw and the bylaw amendment process would cease.

**ADMINISTRATIVE RECOMMENDATION:**

Part 1

That Council reads Town of Nanton Bylaw #1396/24 a bylaw to amend Land Use Bylaw 1389/24, to redistrict Lot 1 and PTN Lot 2 Block 3 Plan 43621 from M-DWT Mixed-Use Downtown District to M-TRN Mixed-Use Transition District, and to redistrict Condominium Plan 0910124 from DC – Direct Control (DC-1)" to R-GEN Residential, General District"; for the first time.

Part 2

That Council moves to hold a Public Hearing during a \_\_\_\_\_ (Regular/Special) Meeting of Council in regards to Town of Nanton Land Use Bylaw Amending Bylaw #1396/24, on \_\_\_\_\_, 2024 @ 7 pm at Council Chambers in the Tom Hornecker Recreation Centre.

**ALTERNATIVES:**

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

**Financial:** Advertising costs are covered by permit fees.

**Communications/PR:** MGA s. 692 requires there be a Public Hearing prior to second reading. Section 606 requires advertising of the Public Hearing for two consecutive weeks prior to the hearing. These measures allow the public to be able to view the proposed bylaw and provide opportunity to be engaged.

**Applicable legislation:** MGA ss. 187, 191, 606, 606.1, 692, Section 1.22-1.27 of the Land Use Bylaw1389/24

**Attachments:** Proposed Bylaw 1396/24 with Schedules A & B, Land Use Bylaw Excerpt (M-DWT, M-TRN)

**Prepared By:** Georgina Sharpe, Planning and Development Officer July 29, 2024

**CAO Comments:**

It is a questionable planning practice to potentially 'punish' owners of existing lots for their properties not meeting a minimum lot size for subdivision (when they are not subdividing). Such approaches can also unintentionally cause older areas of a community to unnecessarily stagnate/ remain undevelopable under perceptually false pretenses. Other land use regulations and the building code are there to ensure that a lot or parcel that is "undersize" is developed appropriately, whatever its Land Use District. In relation to this, no Council should feel compelled to reduce the minimum lot size for subdivision in a Land Use District for a single non-conforming parcel – it is arguably irrelevant to the application and potentially undermines sensible regulations around future new subdivision. If Council feels that a property is too small for its proposed new Land Use District on reasonable planning grounds, it can refuse the re-districting. For this reason, I strongly recommend the addition of language in the general regulations to ensure that everyone involved in a development application understands planning orthodoxy in this this area of regulation.

**APPROVED BY:**

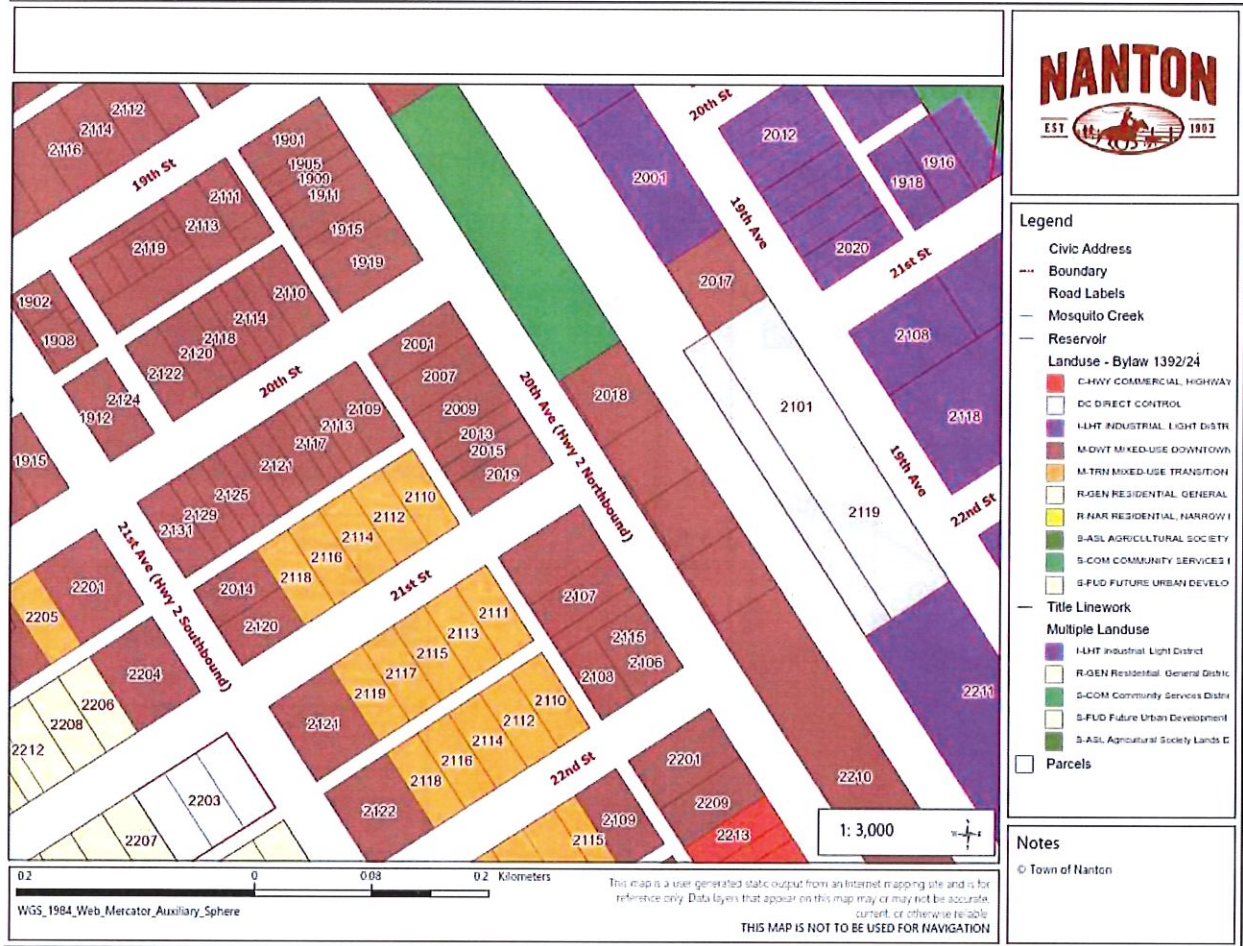


| NANTON STRATEGIC PLAN ALIGNMENT     |                                 |                          |                                  |
|-------------------------------------|---------------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/>  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





Figure 2



# M-DWT Mixed-Use Downtown District

**PURPOSE:** To accommodate a wide range of local and regional commercial uses within the downtown central business area which will be an attractive environment for pedestrians, while providing access for motor vehicles.

| PERMITTED USES:                     | DISCRETIONARY USES:            |
|-------------------------------------|--------------------------------|
| Accessory Building/Structure        | Accessory Use                  |
| Animal Services (Minor)             | Alcohol Production             |
| Arts and Crafts Studio              | Automotive (Sales and Service) |
| Care Facility (Child)               | Dwelling (Live-Work)           |
| Care Facility (Clinic)              | Establishment (Adult)          |
| Care Facility (Medical)             | Establishment (Entertainment)  |
| Establishment (Eating and Drinking) | Funeral Home                   |
| Financial Institution               | Gas Station                    |
| Government Services                 | Hotel/Motel                    |
| Market                              | Mixed-Use Development          |
| Office                              | Motion Picture Studio          |
| Recreation (Culture and Tourism)    | Moved-in Building              |
| Retail (Small)                      | Parking Facility               |
| Retail (General)                    | Parks and Playgrounds          |
| Solar Collector (Roof/Wall)         | Recreation (Indoor)            |
| Utilities                           | Retail (Cannabis)              |
|                                     | Retail (Large)                 |
|                                     | Shipping Container             |
|                                     | Solar Collector (Freestanding) |

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MINIMUM PARCEL WIDTH:** 20 m

**MINIMUM PARCEL DEPTH:** 30 m

**MAXIMUM BUILDING HEIGHT:** 25 m (Principal Building), 5.5 m (Accessory Building)

**MAXIMUM PARCEL COVERAGE:** 70%

**MINIMUM SETBACKS:**

| Front Yard | Side Yard | Side Yard (Corner) | Rear Yard |
|------------|-----------|--------------------|-----------|
| 3 m        | 0 m       | 3 m                | 6 m       |

**ADDITIONAL REQUIREMENTS:**

- a) The Development Authority may impose conditions related to screening, buffering, or landscaping of any outdoor display or sales areas.
- b) In addition to the requirements listed above, development shall comply with the following regulations:
  - i. New development shall be compatible with the aesthetics of the downtown area, in alignment with 'Infill Development' (s.3.25).
  - ii. Seasonal activities such as patios and sales events may be allowed to encroach on public lands within the downtown area at the discretion of the Development Authority subsequent to the provision of a licence of occupation.

**EXCEPTIONS:**

- c) The Development Authority may approve development on an existing registered parcel if the dimensions are less than noted above.
- d) Changes of use will not require a variance for insufficient parking.

# M-TRN Mixed-Use Transition District

**PURPOSE:** To accommodate a mix of residential and commercial uses which are compatible with each other and with adjoining uses in a neighbourhood setting.

| PERMITTED USES:                     | DISCRETIONARY USES:                 |
|-------------------------------------|-------------------------------------|
| Accessory Building/Structure        | Accessory Use                       |
| Care Facility (Child)               | Boarding House                      |
| Care Facility (Clinic)              | Care Facility (Large Group)         |
| Care Facility (Medical)             | Care Facility (Small Group)         |
| Dwelling (Live-Work)                | Home-Based Business Type Two (HBB2) |
| Dwelling (Multi-Unit)               | Mixed-Use Development               |
| Dwelling (Single Detached)          | Religious Assembly                  |
| Establishment (Eating and Drinking) | Show Home                           |
| Financial Institution               |                                     |
| Office                              |                                     |
| Parks and Playgrounds               |                                     |
| Retail (Small)                      |                                     |
| School (Commercial)                 |                                     |
| Solar Collector (Roof/Wall)         |                                     |
| Utilities                           |                                     |

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MINIMUM PARCEL AREA:** 0.5 ha

**MAXIMUM BUILDING HEIGHT:** 15 m (Dwelling); 5.5 m (Accessory Building)

**MAXIMUM PARCEL COVERAGE:** 50%

**MAXIMUM DENSITY:** 60 upha

**MINIMUM SETBACKS:**

| Front Yard | Side Yard | Side Yard (Corner) | Rear Yard |
|------------|-----------|--------------------|-----------|
| 3 m        | 1.5 m *   | 3 m                | 6 m       |

\* No side yard is required where a party wall separates two (2) units.

\* 3 m on one (1) side of the dwelling, where there is no provision for an attached garage on the front or side of the dwelling.

**ADDITIONAL REQUIREMENTS:**

- a) A Landscaping Plan, in alignment with Section 3.21, that will be required.
- b) The minimum landscaped area shall be 25% of the parcel area.
- c) The minimum Amenity Area (Private) for each Dwelling (Multi-Unit) is 5.0 m<sup>2</sup> in the form of a patio, balcony, or deck.

**EXCEPTIONS:**

- d) The Development Authority may approve development on an existing registered parcel if the dimensions are less than noted above.



# *Town of Nanton*

## **BYLAW NUMBER: 1396/24**

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### **A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 1389/24**

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#### **1. PURPOSE:**

1.1 *WHEREAS Pursuant to the provisions of the Municipal Government Act, Chapter M-26, Revised Statutes 2000, Council of the Town of Nanton in the Province of Alberta (hereinafter called the "Council") has adopted Land Use Bylaw 1389/24;*

1.2 *WHEREAS, Council deems it desirable to amend Land Use Bylaw 1389/24;*

1.3 *AND WHEREAS the purpose of the proposed amendment is to redistrict parcels of land,*

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

#### **2. ENACTMENT**

2.1 THAT the Lands, illustrated on Schedule "A", as attached to this bylaw, and legally described as:

Lot 1 and the Southerly 24 feet of Lot 2 Block 3 Plan 43621

be redesignated from "M-DWT Mixed-Use Downtown District" to "M-TRN Mixed-Use Transition District"; and

2.2 THAT the Lands, illustrated on Schedule "B", as attached to this bylaw, and legally described as:

Condominium Plan 0910124

be redesignated from "DC – Direct Control (DC-1)" to "R-GEN Residential, General District"; and

2.3 THAT Schedule A to Land Use Bylaw 1389/24, being the Land Use Map, will be amended and the changes be consolidated to Land Use Bylaw 1389/24 to reflect these redesignations as per the attached Schedules 'A' and 'B'; and

2.4 THAT Section 2 Development Process, Part 2.4 Development on Non-Conforming Sized Parcels be amended by adding subsection c as follows:

"c) As a result of a Land Use Bylaw Amendment by Council to redesignate lands in accordance with Section 1.22, where a non-conforming sized parcel that does not meet the minimum requirements for parcel length, width or area specified in the applicable District, development shall proceed in accordance with subsections a) & b), subject to all other applicable regulations of the Land Use Bylaw."

2.5 Direct Control 1 – DC-1 Bylaw No. 1188/07 is hereby repealed.

**3. INTERPRETATION**

3.1 *This Bylaw will be cited as Land Use Bylaw 1389/24 amending Bylaw 1396/24.*

**4. EFFECTIVE DATE AND READINGS**

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

4.2 Read a **first** time this \_\_\_\_ day of \_\_\_\_\_, 2024

**TOWN OF NANTON**

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

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

5.3 Read a **second** time this \_\_\_\_ day of \_\_\_\_\_, 2024.

**TOWN OF NANTON**

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

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

5.4 Read a **third** time this \_\_\_\_ day of \_\_\_\_\_, 2024.

**TOWN OF NANTON**

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

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





## LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: M-DWT MIXED-USE DOWNTOWN DISTRICT  
TO: M-TRN MIXED-USE TRANSITION DISTRICT

LOT 1 AND SOUTHERLY 24 FEET OF LOT 2, BLOCK 3, PLAN 43621  
WITHIN NW 1/4 SEC 15, TWP 16, RGE 28, W 4 M  
MUNICIPALITY: TOWN OF NANTON  
DATE: JULY 10, 2024

Bylaw #: \_\_\_\_\_

Date: \_\_\_\_\_



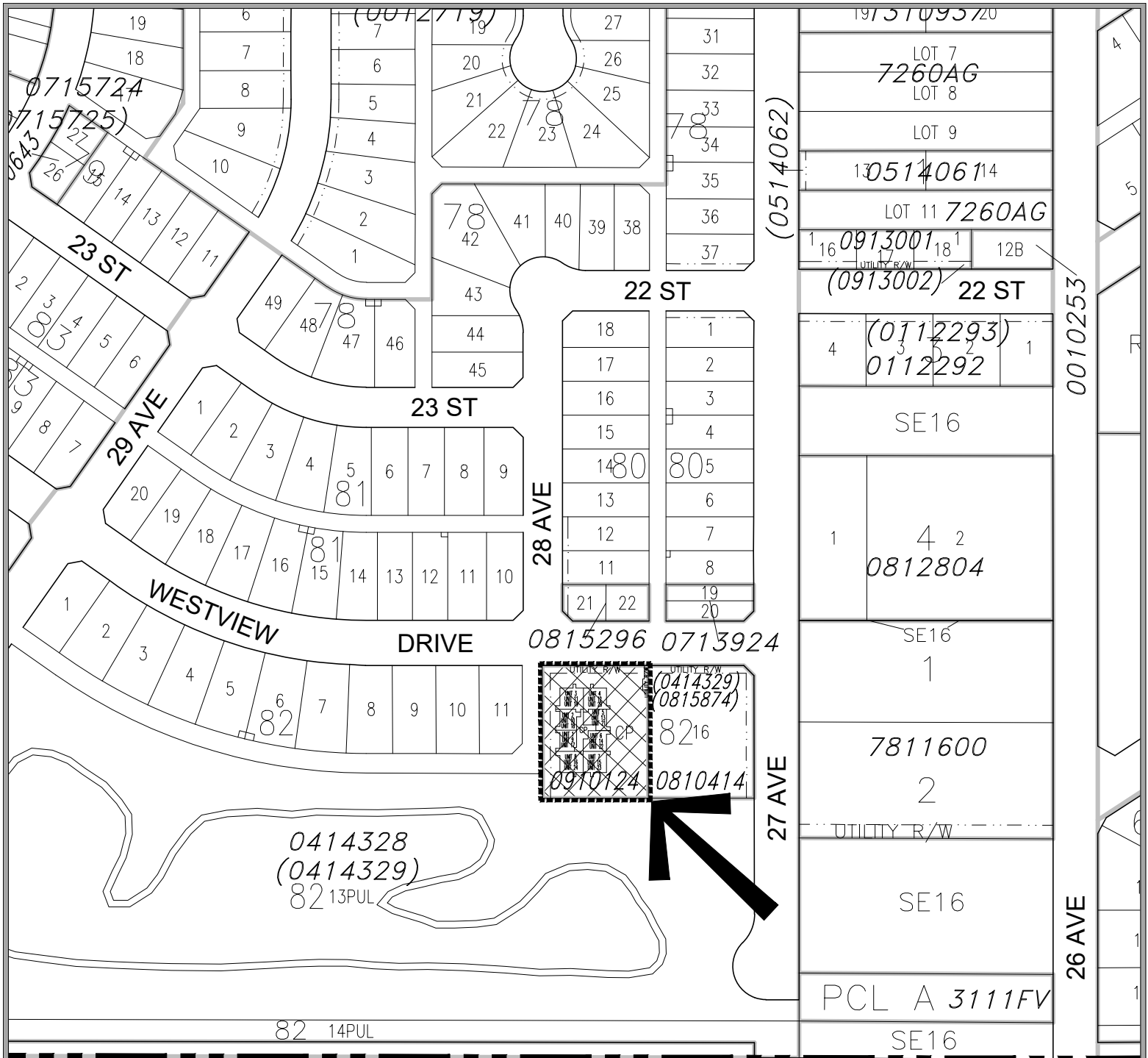
OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344

"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



## LAND USE DISTRICT REDESIGNATION SCHEDULE 'B'



FROM: DC DIRECT CONTROL DISTRICTS  
TO: R-GEN RESIDENTIAL, GENERAL DISTRICT

BLOCK CS, PLAN 0910124  
WITHIN SE 1/4 SEC 16, TWP 16, RGE 28, W 4 M  
MUNICIPALITY: TOWN OF NANTON  
DATE: JULY 8, 2024

Bylaw #: \_\_\_\_\_

Date: \_\_\_\_\_



MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



## REQUEST FOR DECISION

Meeting: August 12, 2024  
Agenda Item: 5.2

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### Library Repairs

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#### Introduction/Background:

In June this year we experienced heavier rain than usual and on June 28<sup>th</sup> the Library made us aware of a leak on the north wall of the library. A section of carpet along the north wall was found to be very damp but fortunately no books were damaged. The drywall itself was not wet, but some bucking/lifting of the paint below one of the windows was noticeable and a couple of the windows were fogged up. The staff in the library got a fan and humidifier going and dried things out only for this issue to happen again on June 30.

We contacted a contractor to come and look at the situation shortly thereafter and upon a close inspection it appears there are some cracks and/or pin holes in the stucco and near the window where it is likely water got in and penetrated. A further review of the wall indicates several spots that are similar and could be prone to further leaks if heavy rains were to hit the north wall again.

In 2022 the Town did have a commercial building inspection completed and the stucco was found to be in an acceptable condition meaning it was found to be functional with no obvious signs of defect. A note was made that these types of finishes can be prone to water infiltration and that if visible evidence of damage was found that it be repaired as soon as possible. The stucco on the library is original and was done around 1990 meaning it is nearly 34 years old and to our knowledge no regular maintenance (paint or sealing) has been done. According to one source, stucco can last for up to 60 years meaning there should be lots of useful life left but there are many variables that can affect this – type of stucco, installation method, exposure to elements, etc.

The contractor has recommended that the entire north wall be re-done as opposed to trying to just fix the area that leaked. The initial estimate to have the stucco replaced came in at \$17,958. An alternative that we asked for was to re-do the wall in metal cladding which came in slightly less at \$15,734. Obviously, this is a large unbudgeted expense and hence why administration is coming to council with a request for decision.

If we were to move forward with this, it would be recommended that the repairs be covered by the building and land improvement reserve. The current value of this reserve sits at \$576,709 after the 2024 addition and use. Administration does not have a preference or recommendation regarding stucco or metal, but this work should be done this year or early next year. Rain in August and September is not usual and so the project could be delayed until 2025 without too much risk, but there is always a chance that further leaks could occur and so doing the work now with reserves is recommended. There should also be consideration given to re-do the entire library as well but at a minimum the north wall is the priority.

**DECISION OPTIONS:**

#1 – Approve administration’s recommendations.

#2 – Approve with amendments

**ALTERNATIVES:**

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

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

**Communications/PR:**

**Applicable Legislation:**

**Attachments:**

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

**Date: July 30, 2024**

**APPROVED BY:**





Town of Nanton  
PO BOX 609  
Nanton, Alberta  
T0L 1R0  
Attn: Town Council

August 7, 2024

RE: Green and Inclusive Community Buildings Program

The Department of Housing, Infrastructure and Communities Canada, formerly Infrastructure Canada, has announced the relaunch of Green and Inclusive Community Buildings (GICB) program.

The GICB Program supports retrofits, repairs, or upgrades of existing publicly accessible community buildings. Community buildings are non-commercial community-oriented structures and spaces that provide open, available, and accessible community services to the public. With this Program, the Government of Canada is making investments to improve the availability and condition of community buildings – in areas with populations experiencing higher needs – while also making the buildings more energy efficient, lower carbon, resilient, and high performing.

The Program focuses on publicly accessible community buildings with a recognition that these structures and spaces are at the heart of community vitality: they are the places where Canadians gather, access essential services, and learn and play. The quality, availability, and location of these spaces – along with the services that they sustain – plays a meaningful role in fostering inclusion in society and combating systemic inequities.

As of August 1, 2024, GICB has begun accepting applications for small and medium retrofit projects, with total eligible costs ranging from \$100,000 to \$2,999,999. The deadline to apply is October 16, 2024, at 15:00 EST.

It is our request the Town of Nanton consider applying to the GICB Program on behalf of the Nanton Community Centre. Our focus is to reinsulate and reclad the entire Community Centre.

If you require any additional information or need to discuss this in more detail, please contact us via Telephone at (587) 582-7557.

Sincerely,

Mike Cooper  
President  
NCMSC

July 25<sup>th</sup> 2024

**Nanton Municipal Enforcement**  
**Box 609, 1907 21 St Avenue**  
**Nanton, Alberta T0L 1R0**  
**403-601-3639**



By E-mail: [REDACTED]

**NOTICE: Suspension of Business License: Firefly Solar Inc.**

Dear Ms. Robinson,

Pursuant to Section 5.2 of the Town of Nanton Business License Bylaw, I am suspending the license of Firefly Solar Inc. for the remainder of the unexpired term. The Town has reason to be concerned that your door-to-door sales operation may be impacting the welfare of the public.

- Upon receipt of this notice, you are ordered to cease all business activity within the Town of Nanton.
- You have forty-five (45) days from the date of this notice to appeal this decision in writing.
- At any appeal hearing, impacted third parties have the right to make representations as to how their interests are affected, positively or negatively, be the Appeal Board's decision.
- The fine for carrying on a business without a license ranges from \$250-\$1000 per violation.

The Town will be informing Fortis Alberta, the RCMP and the general public that your business license has been suspended.

Should you have any questions please contact our municipal enforcement officer at 403-601-3639 or at [bylaw@nanton.ca](mailto:bylaw@nanton.ca).

Yours sincerely,

Neil Smith

Chief Administrative Officer