



AGENDA

Monday September 3, 2024, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

- 2.1 Public Hearing – Bylaw 1396/24 Amendment to Land Use Bylaw 1389/24 - E
- 2.2 RCMP Sgt. Dave Davis Quarterly Presentation to Council - E

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 August 12, 2024 Regular Meeting Minutes - E

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 Information Brief 29 Ave Waterline Project - verbal report
- 4.2.2 Request for Decision Bylaw 196/24 Second and Third Reading - E

5. NEW & UNFINISHED BUSINESS: None

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION (including signed by Mayor outgoing):

- 6.2.1 Intermunicipal Collaboration Framework Committee Agenda September 10, 2024 - E

7. CLOSED CONFIDENTIAL SESSION:

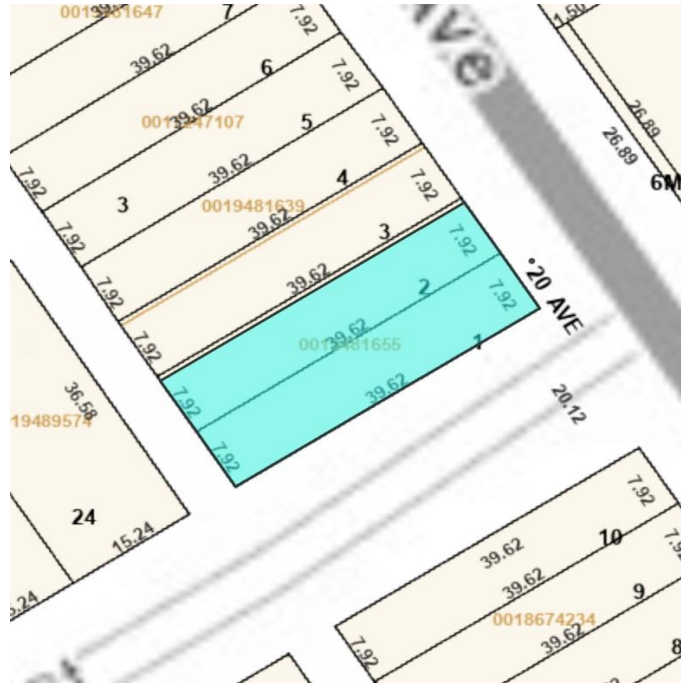
- 7.1 Nanton School Parking Lot FOIP Section 25 Economic Interests of the Municipality - E
- 7.2 Quarterly Loss Report FOIP Section FOIP Section 24 Advice from Officials - E
- 7.3 Land & Property Rights Tribunal Decision – D2S Farms Ltd. - E

8. ADJOURNMENT:

Transportation and Economic Corridors Notice of Referral Decision

Land Use Bylaw Amendment in Proximity of a Provincial Highway

Municipality File Number:	Bylaw 1396-24	Highway(s):	2X, 533
Legal Land Location:	QS-NW SEC-15 TWP-016 RGE-28 MER-4	Municipality:	Nanton
Decision By:	Leah Olsen	Issuing Office:	Southern Region / Lethbridge
Issued Date:	August 14, 2024	AT Reference #:	RPATH0045100
Description of Development:	Proposed Bylaw # 1396/24 is to redistrict Lots 1 and PTN Lot 2 Block 3 Plan 4362I 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 residential building at municipal address 2019 20 Avenue, Nanton, AB.		



This will acknowledge receipt of your circulation regarding the above noted proposal. Transportation and Economic Corridors primary concern is protecting the safe and effective operation of provincial highway infrastructure, and planning for the future needs of the highway network in proximity to the proposed land use amendment(s).

Transportation and Economic Corridors offers the following comments and observations with respect to the proposed land use amendment (s):

Given the information provided to date and as at this juncture this is merely a change in land use designation. Strictly from Transportation and Economic Corridors point of view, we do not anticipate that the redesignation as proposed would have any appreciable impact on the highway. Therefore, we do not have any objections to the proposed land use redesignation and/or favorable consideration by the Town of Nanton land use authority.

1. Pursuant to Section 618.3(1) of the Municipal Government Act (MGA), the department expects that the municipality will comply with any applicable items related to provincial highways in an ALSA plan if applicable
2. Pursuant to 618.4(1) of the Municipal Government Act, the department expects that the Municipality will mitigate the impacts of traffic generated by developments approved on the local road connections to the highway system, in accordance with Policy 7 of the Provincial Land Use Policies.

Please contact Transportation and Economic Corridors through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Leah Olsen, Development and Planning Tech**, on **August 14, 2024** on behalf of the Minister of Transportation and Economic Corridors pursuant to *Ministerial Order 52/20 – Department of Transportation and Economic Corridors Delegation of Authority*



NOTICE OF PUBLIC HEARING

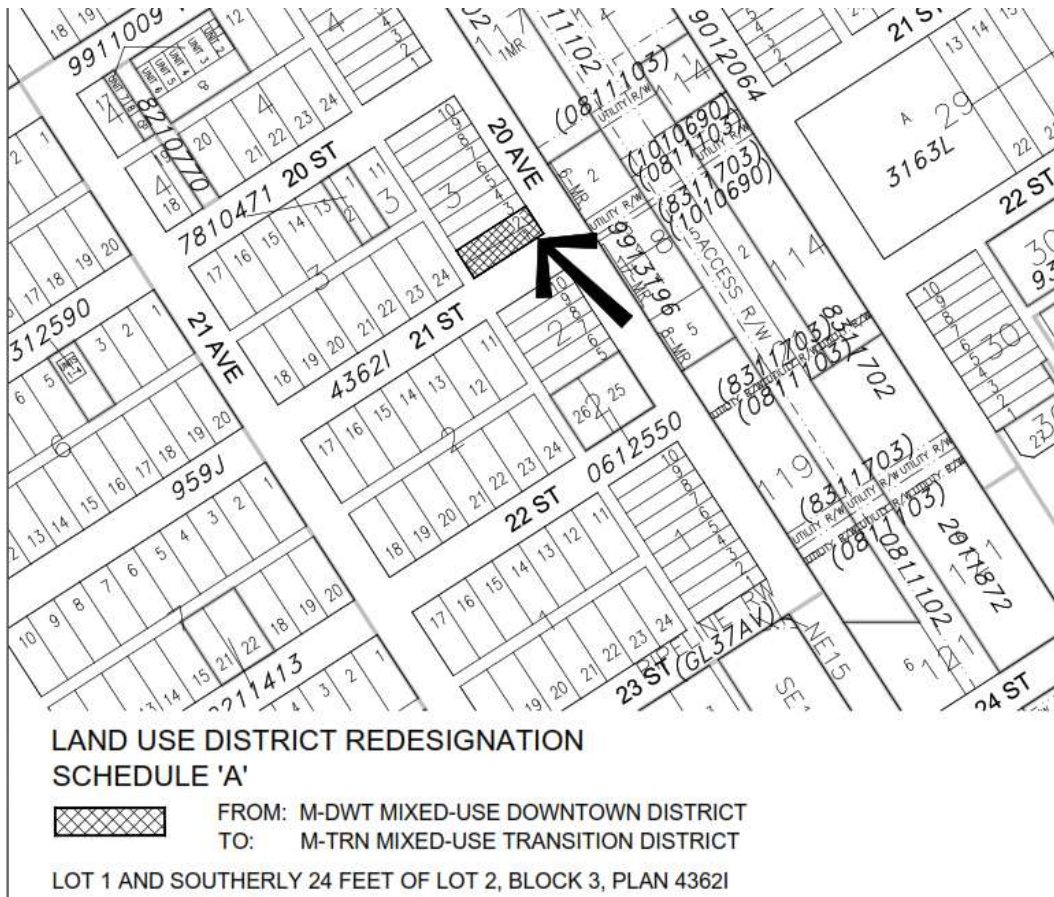
**Town of Nanton
IN THE PROVINCE OF ALBERTA**

**7:00 p.m. Tuesday, September 3, 2024
Council Chambers at the Tom Hornecker Recreation
Centre, 2122 – 18 Street**

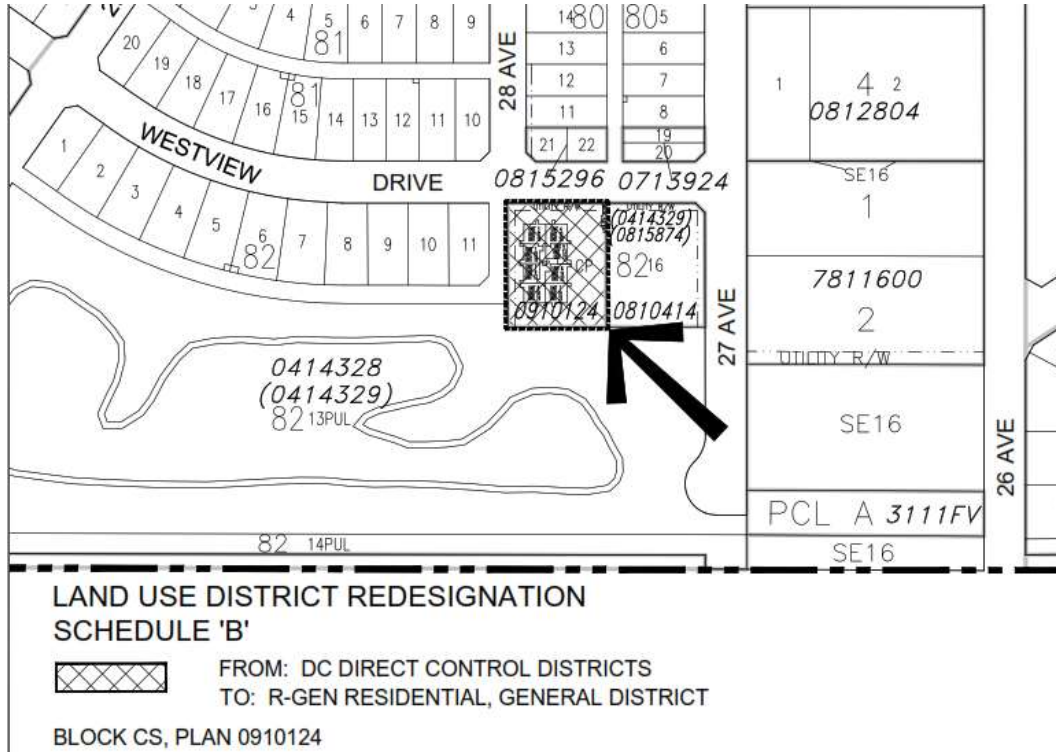
PROPOSED BYLAW # 1396/24 TO AMEND LAND USE BYLAW # 1389/24

PURSUANT to the Municipal Government Act, it is the intention of the Council of the Town of Nanton to consider proposed Bylaw # 1396/24, being a bylaw to amend the Land Use Bylaw for the municipality.

THE PURPOSE of the proposed Bylaw # 1396/24 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 residential building at municipal address 2019 20 Avenue, Nanton, AB as shown on the map below.



The proposed Bylaw will also redistrict Condominium Plan 0910124 from DC – Direct Control (DC-1) to R-GEN Residential, General District as the DC designation is no longer required for development at municipal address 99 Westview Drive as shown on the map below.



A copy of the proposed bylaw may be inspected at the Town of Nanton Office (1907 – 21 Avenue) during normal business hours or on the Town’s website at <https://www.nanton.ca/government/public-notices>.

PUBLIC SUBMISSIONS:

Deadline for written submissions, to be included in the Council Agenda Package, is 12:00 noon August 27, 2024. Please submit to the address at the bottom of the Notice or via email to develop@nanton.ca.

Written submissions must include the Bylaw #, the name of the person, representative or group making the submission, and position on the matter whether opposed or in favour. Any information provided will be available to the public and is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

Any person, groups or persons acting on behalf of another person who is affected by the Bylaw may make verbal presentations at the public hearing, which may include a written summary as a component of the presentation.

PRE-REGISTRATION: Persons interested in making a verbal presentation at the Public Hearing are asked to register prior to **12:00 noon on September 3, 2024 to the Planning and Development Officer at develop@nanton.ca or by contacting the Town Office at 403-646-2029.**

HEARING FORMAT: The Public Hearing will be held in person and electronically. To participate in the Public Hearing remotely by electronic means please contact the Planning and Development Officer by the pre-registration deadline to receive instructions.

ACCESSIBILITY: The location of the Public Hearing is on the second level of the Tom Hornecker Recreation Centre, accessible from a stairwell entrance located on the southwest end of the building. Meeting attendance, via electronic means, is available. Please contact the Planning and Development Officer with any questions regarding accessibility.

DATED at the Town of Nanton in the Province of Alberta this 13th day of August, 2024.

Neil Smith – Chief Administrative Officer

Box 609

1907 21 Avenue

Nanton, Alberta T0L 1R0

(403) 646-2029 cao@nanton.ca



Town of Nanton

BYLAW NUMBER: 1396/24

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

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

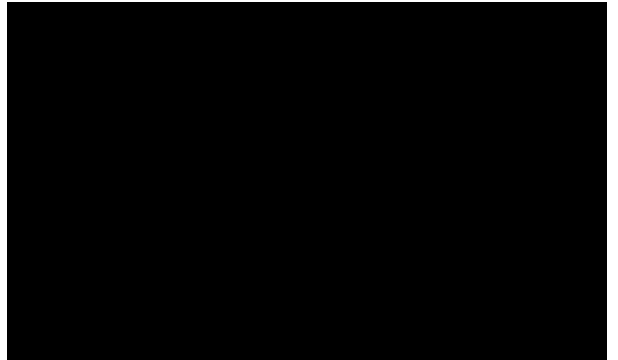
3.1 *This Bylaw will be cited as Land Use Bylaw 1389/24 amending Bylaw 1396/24.*

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



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

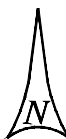
Bylaw #: _____

Date: _____



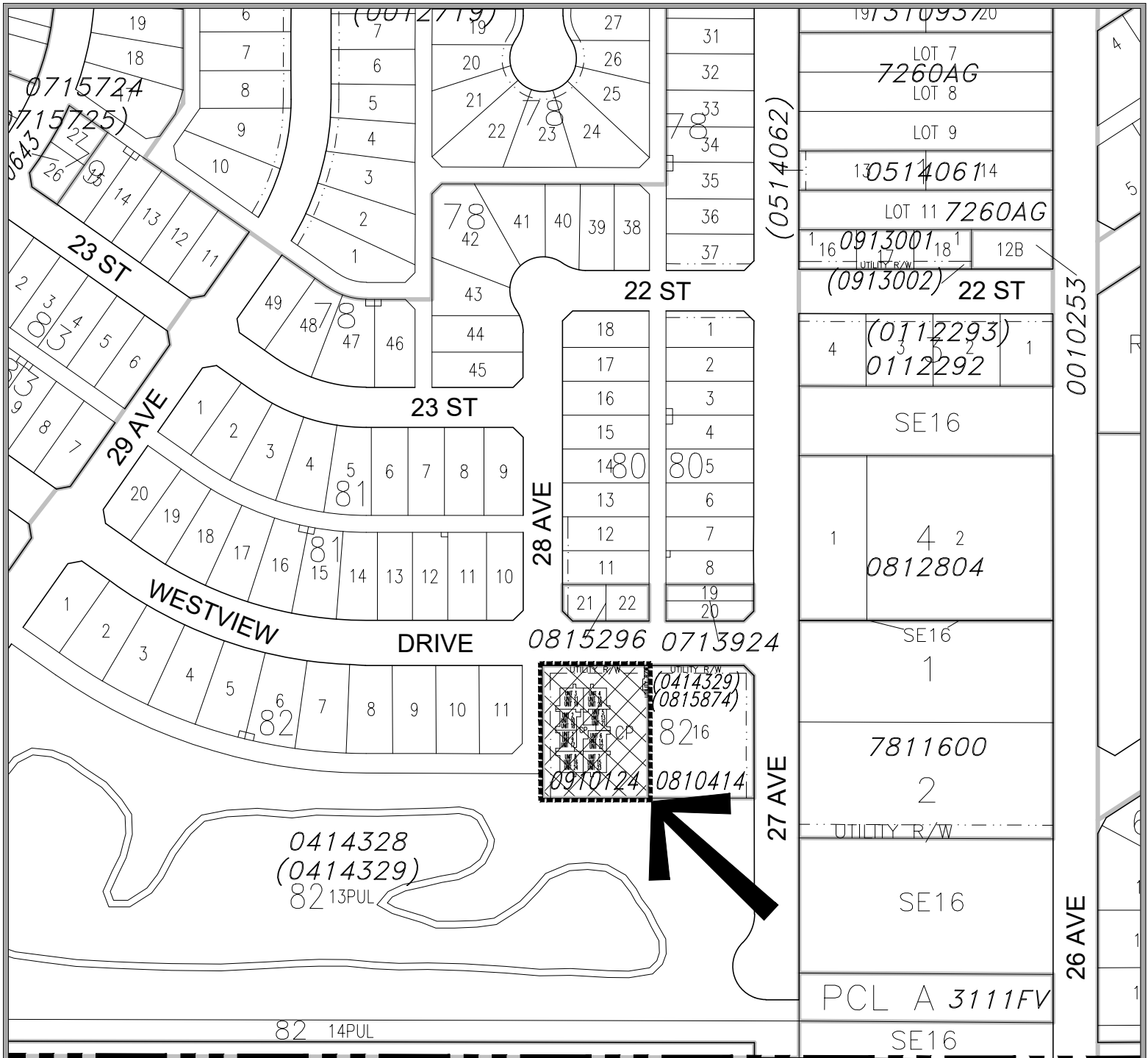
OLDMAN RIVER REGIONAL SERVICES COMMISSION

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"



August 13, 2024

Neil Smith
CAO
Nanton, AB

Dear Neil,

Please find attached the quarterly Community Policing Report for the period from April 1st to June 30th, 2024. This report provides a detailed overview of human resources, financial data, and crime statistics for the Nanton Detachment.

As we progress through summer, I would like to reflect on the 2023 wildfire season, which was one of the most devastating in Alberta's history. In preparation for the 2024 wildfire season, the Alberta RCMP has ensured that we are well-prepared to meet the needs of the communities we serve. This proactive approach involved early staffing of our Division Emergency Operations Center to facilitate the processing of information and the deployment of additional resources to communities under threat. Although the moderate weather in May and June resulted in fewer wildfires compared to 2023, we have observed an increase in wildfire activity towards the end of July. The Alberta RCMP remains vigilant and ready to respond as these wildfires continue to threaten our citizens and communities.

Additionally, the recently announced G7 meeting scheduled to take place in Kananaskis in 2025 will require significant coordination and effort. While the specific dates have yet to be released, planning is already underway. As more information becomes available regarding the event and the expectations for the Alberta RCMP, we will keep our communities informed.

Thank you for your ongoing support and engagement. I am always available to discuss your community-identified policing priorities and any ideas you may have to enhance our service delivery. As the Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sergeant David Davis
Chief of Police
Nanton Detachment





RCMP Provincial Policing Report

Detachment Information

Name of Detachment

Nanton

Name of Detachment Commander

Sgt. David DAVIS

Quarter

Q1

Date of Report (yyyy-mm-dd)

2024-08-13

FTE Utilization Plan

2024/25

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd)

2024-04-18

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed

Regular Reporting Information Sharing

Notes /Comments

Detachment Commander participated in town discussion on dealing with concerns related to the town's gopher population.

Consultation No. 2

Date (yyyy-mm-dd)

2024-05-08

Meeting Type

Meeting with Elected Officials

Topics Discussed

Regular Reporting Information Sharing

Notes /Comments

Detachment Commander presented the Nanton RCMP Q4 community policing report to the Municipal District of Willow Creek.

Consultation No. 3

Date (yyyy-mm-dd)

2024-05-22

Meeting Type

Meeting with Elected Officials

Topics Discussed

Regular Reporting Information Sharing

Notes /Comments

Detachment Commander presented the Nanton RCMP Q4 community policing report to the Nanton Council.



Community Priorities

Priority No. 1

Priority

Traffic - Safety (motor vehicles, roads)

Current Status and Results

A total of 3 Roadside suspensions were issued and 48 violation tickets related to speeding, intersections and other related driving violations.

Priority No. 2

Priority

Police / Community Relations - Police Visibility

Current Status and Results

Nanton members conducted 23 foot patrols and assisted with a town bike rodeo. Members also completed 4 presentations with community partners and 3 school presentations including a talk on bullying.

Priority No. 3

Priority

Crime Reduction- Property Crime and Drug Interventions

Current Status and Results

Two proactive enforcement activities resulted in two charges including possession of fentanyl.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	14	5	-64.29 %	67	50	-25 %
Property Crime	32	38	18.8 %	131	114	-13 %
Other Criminal Code	10	6	-40 %	31	36	16 %
Total Criminal Code	56	49	-12.5 %	229	200	-13 %
Drugs Offences	0	1	%	2	0	-100 %
Total Federal Acts	2	1	-50 %	4	6	50 %
Total Provincial Acts	23	25	8.7 %	120	93	-22 %
Municipal By-Laws	2	0	-100 %	8	11	38 %
Motor Vehicle Collisions	32	28	-12.5 %	153	183	20 %
Provincial Code Traffic	224	188	-16.1 %	932	795	-15 %
Other Traffic	2	0	-100 %	4	3	-25 %
Criminal Code Traffic	5	5	0 %	28	10	-64 %
Total Traffic Offences	231	193	-16.5 %	964	808	-16 %

1. Data extracted from a live database (PROS) and is subject to change over time.

Trend / Points of Interest



Provincial Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	5	1	0
Detachment Support	2	1	0	1

2. Data extracted on June 30, 2024 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the four established positions, five officers are currently working. There is one officer on special leave (Graduated Return to Work) and the position has been backfilled to ensure coverage. There is one officer that is Surplus to Establishment. There is no hard vacancy at this time.

Detachment Support: Of the two established positions, one resource is currently working with none on special leave. There is one hard vacancy at this time.



Nanton Provincial Detachment Crime Statistics (Actual) April - June: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		5	0	0	0	1	-80%	N/A	-0.8
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	0	0	0	1	-80%	N/A	-0.8
Cannabis Enforcement		0	0	0	1	0	N/A	-100%	0.1
Federal - General		1	0	1	1	0	-100%	-100%	-0.1
TOTAL FEDERAL		6	0	1	2	1	-83%	-50%	-0.8
Liquor Act		1	3	0	0	0	-100%	N/A	-0.5
Cannabis Act		0	1	0	1	1	N/A	0%	0.2
Mental Health Act		9	5	29	9	11	22%	22%	0.8
Other Provincial Stats		16	4	17	13	13	-19%	0%	0.3
Total Provincial Stats		26	13	46	23	25	-4%	9%	0.8
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		2	5	2	2	0	-100%	-100%	-0.7
Total Municipal		2	5	2	2	0	-100%	-100%	-0.7
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	0	5	4	2	0%	-50%	0.4
Property Damage MVC (Reportable)		21	12	21	27	20	-5%	-26%	1.3
Property Damage MVC (Non Reportable)		2	2	1	1	6	200%	500%	0.7
TOTAL MVC		25	14	27	32	28	12%	-13%	2.4
Roadside Suspension - Alcohol (Prov)		0	2	5	8	3	N/A	-63%	1.2
Roadside Suspension - Drugs (Prov)		0	0	2	0	0	N/A	N/A	0.0
Total Provincial Traffic		260	417	262	224	188	-28%	-16%	-33.7
Other Traffic		4	0	2	2	0	-100%	-100%	-0.6
Criminal Code Traffic		4	9	8	5	5	25%	0%	-0.2
Common Police Activities									
False Alarms		6	0	6	4	6	0%	50%	0.4
False/Abandoned 911 Call and 911 Act		1	2	3	3	2	100%	-33%	0.3
Suspicious Person/Vehicle/Property		18	8	17	7	16	-11%	129%	-0.5
Persons Reported Missing		1	0	0	2	5	400%	150%	1.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		2	3	6	6	6	200%	0%	1.1
Form 10 (MHA) (Reported)		1	0	6	0	0	-100%	N/A	-0.2



Nanton Provincial Detachment Crime Statistics (Actual) April - June: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		0	0	0	2	1	N/A	-50%	0.4
Other Sexual Offences		0	0	0	1	0	N/A	-100%	0.1
Assault		6	1	3	5	3	-50%	-40%	-0.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		2	3	5	3	1	-50%	-67%	-0.2
Uttering Threats		4	3	9	3	0	-100%	-100%	-0.8
TOTAL PERSONS		14	7	17	14	5	-64%	-64%	-1.1
Break & Enter		7	5	2	5	8	14%	60%	0.2
Theft of Motor Vehicle		2	5	10	1	0	-100%	-100%	-0.8
Theft Over \$5,000		0	1	2	1	0	N/A	-100%	0.0
Theft Under \$5,000		9	12	15	4	9	0%	125%	-0.8
Possn Stn Goods		5	2	3	2	2	-60%	0%	-0.6
Fraud		6	7	2	7	7	17%	0%	0.2
Arson		0	0	2	0	0	N/A	N/A	0.0
Mischief - Damage To Property		9	6	7	7	6	-33%	-14%	-0.5
Mischief - Other		3	5	8	5	6	100%	20%	0.6
TOTAL PROPERTY		41	43	51	32	38	-7%	19%	-1.7
Offensive Weapons		3	0	0	2	0	-100%	-100%	-0.4
Disturbing the peace		0	1	2	2	2	N/A	0%	0.5
Fail to Comply & Breaches		4	4	5	3	2	-50%	-33%	-0.5
OTHER CRIMINAL CODE		2	4	3	3	2	0%	-33%	-0.1
TOTAL OTHER CRIMINAL CODE		9	9	10	10	6	-33%	-40%	-0.5
TOTAL CRIMINAL CODE		64	59	78	56	49	-23%	-13%	-3.3



STATUS REPORT

Meeting: September 3, 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 August 12, 2024				
210-24/08/12	Sep 3Public Hearing LUB Amendment Bylaw 1396		IP	DO
211-24/08/12	Community Center Green Initiative Grant		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	Sept COW Meeting	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	Information Brief	C	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
3-24/05/27-CW	RFD on multi-unit residential construction incentives		C	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		C	CAO/DO
184-24/06/17	Proceed with sale of bulk water facility		C	CAO/CS
195-24/07/15	29Ave Reallocation of funds to Aug 12 mtg		C	CS
196-24/07/15	ATCO Franchise agreement		IP	CS

DEPARTMENTS

Res #	Description	Notes	ST	fw
148-23/05/15	Wastewater Plant upgrade – Town funding \$581,900 borrowing & \$581,900 reserves Additional funding recd 6.2.2 24/01/22 – Aeration project	Borrow bylaw req'd \$184,620	IP	CS
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	C	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: September 3rd, 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
<i>Notes:</i>			
<ul style="list-style-type: none"> 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 currently underway. 			

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
<i>Notes:</i>			
<ul style="list-style-type: none"> MPE Engineering lead the de-watering work. Fournier dewatering technology (3 channel) ordered and down payment made – installation summer 2025. 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
<i>Notes: Pricing being obtained for specific units – can be deferred if funds are needed elsewhere.</i>			

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



Notes:

Federal funding declined on THRC proposals.

Warm Room Glass/ wall project 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
- Second hand Bylaw vehicle acquired from Fort Macleod (2017, low mileage). Will require transferrable equipment investments – working on getting pricing.
- 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 (grant dependent)	\$56,500
VIC Raingarden/secondary phase (grant dependent)	\$567,500

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





MINUTES

Monday August 12, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

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

LATE: Councillor Dave Mitchell

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

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 201 – 24/08/12 - Dozeman

The Regular Council agenda for August 12, 2024 was accepted with the following addition:

7.3 Land and Property Rights Tribunal Update FOIP Section 24 Advice from Officials
CARRIED

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
- 3.3.5 Peace Officer
- 3.3.6 Emergency Management

3.4 COUNCIL:

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

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

RESOLUTION # 202 – 24/08/12 - Sorenson

Moved that all written reports, as recorded on the agenda for August 12, 2024 be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 July 15, 2024 Regular Council Meeting Minutes – E

RESOLUTION # 203 – 24/08/12 - 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 July 15, 2024 were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Information Brief Mile 56 (Visitor Information Centre)

RESOLUTION # 204 – 24/08/12 - Miller

Moved to direct administration to add the following items in the 2025 budget considerations:

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

CARRIED

4.2.2 Bylaw 1390/24 Off-Site Levies

RESOLUTION # 205 – 24/08/12 - Miller

Moved to read Town of Nanton Bylaw #1390/24 for a second time. CARRIED

RESOLUTION # 206 – 24/08/12 - Dozeman

Moved to read Town of Nanton Bylaw #1390/24 for a third and final time. CARRIED

4.2.3 Bylaw 1395/24 Waste Disposal and Recycling

RESOLUTION # 207 – 24/08/12 - Todd

Moved to read Town of Nanton Bylaw #1395/24 as amended for a second time. CARRIED

RESOLUTION # 208 – 24/08/12 - Miller

Moved to read Town of Nanton Bylaw #1395/24 for a third and final time. CARRIED

4.2.4 Information Brief – 29 Ave Repairs Reallocation of Funds

5. NEW & UNFINISHED BUSINESS:

5.1 Bylaw 1396 Land Use Bylaw Amendment

RESOLUTION # 209 – 24/08/12 - Sorenson

Moved to read Town of Nanton Bylaw #1396/24, a Bylaw to amend Land Use Bylaw 1389/24, for a first time. CARRIED

RESOLUTION # 210 – 24/08/12 - Czop

Moved to hold a Public Hearing in regards to Town of Nanton Land Use Bylaw Amending Bylaw #1396/24, on September 3, 2024 at 7:00 pm at Council Chambers in the Tom Hornecker Recreation Centre. CARRIED

Councillor Dozeman recused himself from item 5.2 and left the meeting at 8:21 p.m.

5.2 RFD – Library Repairs

Councillor Dozeman returned to the meeting at 8:28 p.m.

Councillor Mitchell entered the meeting at 8:30 p.m.

6. CORRESPONDENCE:

6.1 FOR ACTION:

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

RESOLUTION # 211 – 24/08/12 - Miller

Moved to direct the Chief Administrative Officer to have administration work in conjunction with the Nanton Community Center to apply for the Green and Inclusive Community Buildings Program Grant. CARRIED

6.2 FOR INFORMATION:

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

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 212 – 24/08/12 - Dozeman

IT WAS MOVED to recess the Regular Meeting at 8:33 p.m. in order to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

7.1 IT Security FOIP 24 Advice from Officials

7.2 RCMP future detachment discussions FOIP Section 24 Advice from Officials

Councillor Czop left the meeting at 9:18 p.m.

Councillor Czop returned to the meeting at 9:20 p.m.

Councillor Czop left the meeting at 9:45 p.m.

7.3 Land and Property Rights Tribunal Update FOIP Section 24 Advice from Officials

RESOLUTION # 213 – 24/08/12 - Todd

IT WAS MOVED to reconvene the Regular Meeting at 9:57 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 214 – 24/08/12 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council 9:57 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 3rd day of September, 2024.



Request for Decision

September 3, 2024
Agenda Item: 4.2.2

LAND USE BYLAW AMENDMENT #1396/24 – SECOND AND THIRD READING (OPTIONAL)

Purpose:

For council to give consideration to optional second and third reading of Bylaw #1396/24, an amendment to Land Use Bylaw 1389/24, comprised of three parts.

- 1) To redistrict Lots 1 and PTN Lot 2 Block 3 Plan 4362I from Mixed-Use Downtown District M-DWT to Mixed-Use Transition District M-TRN to accommodate an application for development.
- 2) To redistrict Condominium Plan 0910124 from DC – Direct Control (DC-1) to R-GEN Residential, General District; and
- 3) To amend Section 2.4 (Development on Non-Conforming Sized Parcels) to clarify and underscore that minimum and maximum parcel size requirements in each district are not to affect the redesignation of parcels through the Land Use Bylaw amendment process.

Background:

See also the RFD as presented to council August 12, 2024.

Public Hearing:

September 3, 2024

Written Submissions received:

- Alberta Transportation and Economic Corridors – no objection
- Oldman River Regional Services Commission - below

ORRSC Planner Comments

- The redistricting of Lot 1, and the Southerly 24 feet of Lot 2, Block 3, Plan 4362I from Mixed-Use Downtown District (M-DWT) to Mixed-Use Transition District (M-TRN) is supported through Policies Lu12, Lu22, Lu28, and Lu30 within Municipal Development Plan Bylaw 1306/18. These policies focus on diversifying housing types, increasing density, and intensifying and mixing uses within the downtown area. If the redesignation is passed, this amendment will allow the owner of the lands to proceed with a development permit application for a Multi-unit Dwelling within an existing building. However, if Bylaw 1396/24 receives all three readings, an application for any use listed within the M-TRN district can be considered by the Development Authority on the site.
- Although it is the role of the Development Authority to decide upon the development permit application, it is up to Council to determine if the site is suitable for the land use district proposed through the considerations provided by the Development Officer as provided on the August 12 RFD referenced above. As presented, multiple waivers will be required at the development permit stage for consideration by the Development Authority. The parcel does

not meet the minimum parcel requirements of 0.5 ha as it is 0.06 ha however Council may redesignate the lands if the site is found to be suitable for the proposed use.

- The proposed amendment to Section 2 Development Processes, Part 2.4 Development on Non-Conforming Sized Parcels provides clarity that the Development Authority may make decisions for development on lands which do not conform to the parcel length, width, or area where Council has created the non-conforming lot through a land use redesignation. This has been done to provide clarity that the creation of a non-conforming lot does not preclude development from occurring.
- The purpose of the M-TRN district is to accommodate a mix of residential and commercial uses which are compatible with each other and adjoining uses in neighbourhood settings. The site is adjacent to lands designated M-DWT and M-TRN and are in close proximity to existing residential. The redesignation will increase the area of the existing M-TRN district on the east side and provide an opportunity for residential development within the downtown area.
- The redistricting of Condominium Plan 0910124 from Direct Control (DC-1) to Residential General (R-GEN) will provide consistency with Land Use Bylaw 1389/24. As the development is consistent with the requirements of the R-GEN district, the Direct Control designation is no longer required to regulate development on the site. If three readings are given to Bylaw 1396/24, Direct Control Bylaw 1188/07 will be repealed to coincide with the redistricting.

DECISION OPTIONS:

#1 – SECOND and THIRD READING (optional)

SECOND READ

Moved to read the Town of Nanton Bylaw #1396/24, an amendment to Land Use Bylaw 1389/24, for the second time.

Optional – Council could stop at this point for consideration of edits to the Bylaw as presented to it for third reading.

THIRD READ

Moved to read the Town of Nanton Bylaw #1396/24, an amendment to Land Use Bylaw 1389/24, for the third and final time.

#2 – RESCHEDULE Second or Third Reading to allow further changes to be made to the bylaw for further consideration at a later date. Specify by resolution what changes or review are required prior to Second or Third Reading.

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

Implication: This defeats the bylaw in its entirety and the bylaw adoption process would cease.

Financial (GL# / Amount):

Communications/PR:

Applicable Legislation: MGA ss. 187, 191, 216.4, 606, 606.1, 692

Attachments: Bylaw 1396/24 (First Reading)

Prepared By: Georgina Sharpe, Planning and Development Date: August 26, 2024

CAO Comments:

APPROVED BY: Neil Smith, Chief Administrative Officer:



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:			

**Willow Creek Regional
Intermunicipal Collaboration Framework Committee
Meeting Agenda**

Tuesday, September 10, 2024

6:00 pm

Conference Room

G.R. Davis Administration Building

410 20th Street

Fort Macleod, AB T0L 0Z0

	Pages
A. CALL TO ORDER	
B. ATTENDANCE	
C. ACCEPTANCE OF AGENDA	
D. ADOPTION OF MINUTES	
D.1 February 13, 2024 ICF Committee Meeting Minutes	2
E. DELEGATIONS	
F. BUSINESS ARISING FROM THE MINUTES	
F.1 REVIEW OF TERMS & CONDITIONS	5
G. NEW BUSINESS	
H. SUBCOMMITTEE REPORTS	
H.1 June 13, 2024 CAO Sub Committee Meeting	20
I. ECONOMIC DEVELOPMENT ROUNDTABLE	
J. NEXT MEETING	
K. ADJOURNMENT	



**WILLOW CREEK REGIONAL
INTERMUNICIPAL COLLABORATION FRAMEWORK COMMITTEE
Meeting Minutes**

**Tuesday, February 13, 2024, 6:00 pm
Conference Room
G.R. Davis Administration Building
410 20th Street
Fort Macleod, AB T0L 0Z0**

Committee Members Present: Mayor Brent Feyter, Town of Fort Macleod
Councillor Aaron Poytress, Town of Fort Macleod
Reeve Maryanne Sandberg, MD of Willow Creek
Councillor Mike Cutler, Town of Claresholm
Mayor Gentry Hall, Town of Stavely
Mayor Jennifer Handley, Town of Nanton

Regrets: Deputy Reeve Glen Alm, MD of Willow Creek
Councillor Mike Varey, Town of Stavely
Councillor Kevin Todd, Town of Nanton
Councillor Kieth Carlson, Town of Claresholm

Administration Present: CAO Anthony Burdett, Town of Fort Macleod
CAO Derrick Krizsan, MD of Willow Creek
CAO Abe Tinney, Town of Claresholm
CAO Dacia Sundquist, Town of Stavely
CAO Neil Smith, Town of Nanton
Legislative & Communications Coordinator Sara-Lynn Lyons,
Town of Nanton

A. CALL TO ORDER

Mayor Feyter called the meeting to order at 6:03 pm.

B. ATTENDANCE

C. ACCEPTANCE OF AGENDA

ICF.2024.001

Moved by: Reeve Maryanne Sandberg, MD of Willow Creek

That the Intermunicipal Collaboration Framework Committee accepts the agenda as presented.

CARRIED

D. ADOPTION OF MINUTES

D.1 January 18, 2023: ICF Committee Meeting Minutes

ICF.2024.002

Moved by: Mayor Gentry Hall, Town of Stavely

That the Intermunicipal Collaboration Framework Committee adopts the January 18, 2023 meeting minutes as presented.

CARRIED

E. DELEGATIONS

F. BUSINESS ARISING FROM THE MINUTES

G. NEW BUSINESS

G.1 REVIEW OF TERMS & CONDITIONS

Following the review, the committee wants to keep current schedules C, D, & E. CAO's to look into adjusting the schedules and the requirement of a Bylaw amendment.

ICF.2024.003

Moved by: Reeve Maryanne Sandberg, MD of Willow Creek

That the Intermunicipal Collaboration Frameworks Committee directs the Chief Administrative Officers (CAOs) to collaborate on updating the terms and conditions outlined in schedules C, D, & E within the Intermunicipal Collaboration Frameworks Bylaw, the revised terms and conditions shall be presented to the group for approval.

CARRIED

G.1.a RECREATION FORMULA REVIEW

Last year, all communities received a recreational increase. A letter regarding recreational funding agreements has been dispatched to all communities.

H. SUBCOMMITTEE REPORTS

I. ECONOMIC DEVELOPMENT ROUNDTABLE

Nanton: Currently, there is no Economic Development Officer (EDO); reliance on the Director of Operations (DO) and Chamber. A \$20,000.00 grant was allocated to Chamber by Town. REDA news is disappointing. Land Use Bylaw (LUB) was updated in March, condensing 300 pages to 80- secondary housing without rezoning. Collaboration with Travel Alberta and pursuit of regional water from High River ongoing. Progress on medical health clinic and school updates is underway. A new website has been launched. A discussion on drought messaging and community challenges.

MD: Website undergoing updates. A stormwater study was initiated in Granum. Residential and commercial lots are available in Granum. Developments at Claresholm airport, including a flight school and five renewable projects. Land Use Bylaw (LUB) under review. Economic Development videos in progress. Collaboration with REDA (SouthGrow, Alberta Southwest) and reduction of franchise fees aimed at enhancing economic development efforts.

Claresholm: The Economic Development Officer position remains vacant; staff are temporarily filling in. Rural immigration initiatives to continue. The upcoming arrival of McDonald's. Housing starts reported. Area Structure Plan (ASP) Open House held. Received Federal ASP grant. Exploring Provincial Enterprise Representative stream. Consistency in messaging language across communities is desired.

Stavelly: A new website and Facebook page were developed by a practicum student. Quotes obtained for Industrial versus Residential growth. CAO/EDO is assisting in grant writing. Historic walk mapped out.

Fort Macleod: Growth evident, with an influx of new residents. Macleod Landing subdivision presale is set to commence in spring. Exploring involvement with REDA initiatives.

J. NEXT MEETING

It is scheduled for September 10, 2024, at 6:00 pm, hosted by Fort Macleod at the GR Davis Administration Building.

K. ADJOURNMENT

Mayor Feyter adjourned the meeting at 7:40 pm.

**MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26
IN THE PROVINCE OF ALBERTA
BY-LAW NO. 1996**

WHEREAS Section 708.28(1) of the *Municipal Government Act*, being Chapter M-26 of the Statutes of Alberta, as amended, mandates that municipalities that have common boundaries must create an Intermunicipal Collaboration Framework;

AND WHEREAS the Municipal District of Willow Creek No. 26, Town of Claresholm, Town of Fort Macleod, Town of Nanton, and Town of Stavely (the "Municipalities") jointly adopted an Intermunicipal Collaboration Framework (the "Framework");

AND WHEREAS the Municipalities mutually developed the Framework and passed Bylaws to adopt it which included schedules that form a part thereof;

AND WHEREAS the Municipal District of Willow Creek passed Bylaw No. 1862 being the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw in March 2020;

AND WHEREAS Section 2.4 of the Framework states that it must be reviewed once every five (5) years;

AND WHEREAS Section 2.2 of the Framework states that it may be amended by mutual consent of all of the Municipalities;

AND WHEREAS the Municipalities have mutually agreed to amend the Framework and will through Bylaw replace Schedule "C", Schedule "D" and Schedule "E" with new Schedules which will be part of and form part of the Framework;

AND WHEREAS pursuant to Section 63 of the Municipal Government Act, being Chapter M-26 as amended provides for the revision of bylaws;

AND WHEREAS pursuant to Section 191 of the Municipal Government Act, being Chapter M-26 as amended requires that the amendment or revision of a bylaw must be made in the same way as the original bylaw and is subject to the same consents, conditions, or advertising requirements as the passing of the original bylaw;

NOW THEREFORE pursuant to the authority conferred upon it by the laws of the Province of Alberta, the Council of the Municipal District of Willow Creek No. 26 duly assembled enacts as follows:

Title

1. This Bylaw shall be known as the "Willow Creek Regional Intermunicipal Collaboration Framework Revision Bylaw".

Purpose

2. This Bylaw amends Bylaw No. 1862, being the Willow Creek Regional Intermunicipal Collaboration Framework Bylaw, by replacing Schedule "C", Schedule "D" and Schedule "E" with new Schedules which shall be in full force and effect upon adoption and which are attached to and form part of this bylaw.

Definitions

3. Unless specifically defined within this Bylaw, or unless the context otherwise requires, all capitalized terms used within this Bylaw shall have the same meaning provided for within the Willow Creek Regional Intermunicipal Collaboration Framework and Bylaw 1862, including any or all schedules forming a part thereof as replaced from time to time.

Adoption

4. The Council of the Municipal District of Willow Creek No. 26, in the Province of Alberta, hereby adopts the Willow Creek Regional Intermunicipal Collaboration Framework Revision Bylaw including Schedule "C", Schedule "D" and Schedule "E".

Administering the Bylaw

5. The Chief Administrative Officer is authorized to administer this Bylaw, as well as supervise, control and direct the participation of the Municipal District of Willow Creek No. 26 within the Intermunicipal Collaboration Framework, subject always to reporting to and receiving instructions from the Council of the Municipal District of Willow Creek No. 26.

Severability

6. Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

Coming into Force

7. This Bylaw shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and is signed in accordance with the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this ____ day of _____, 2024.

READ A SECOND TIME IN COUNCIL this ____ day of _____,2024.

READ A THIRD TIME IN COUNCIL AND PASSED this ____ day of _____, 2024.

Reeve – Maryanne Sandberg

Chief Administrative Officer – Derrick Krizsan

Date Bylaw Signed

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Medical Clinic	Claresholm Medical Clinic	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Roads	Maintaining Roads, 2,200 kms with various surfaces (Pavement, Oil, Gravel)	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Bridges	Inspections & Bridge Rehab & Replacement	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Recycling Collection	Recycle Trailer	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Tower & Maintenance Support	To maintain MD Communications & facilitate internet service	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Disaster Management	Emergency Response	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Rental Equipment	Agricultural Equipment Rentals	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Business Licenses, Development Permits, planning services	Provide services to ratepayer	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Bulk Water Fill Stations	Whipple Well, Husted Well, Leeman Well	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Airport	Operation and maintenance of Claresholm Airport	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Community Peace Officers	Enforcement pursuant to authorities granted by solicitor general	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Hamlet of Granum services	transportation, water, sewer, garbage, recycling, bylaw enforcement, Fire, vegetation management, Cemetery	Municipal District of Willow Creek #26	MD Staff	MD Revenues
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties. This service is provided to the Residents of Claresholm as well as some MD residents (i.e. At Claresholm Airport)	Town of Claresholm	Town Staff	Town Revenues
CAReS	Animal Shelter	Town of Claresholm	Town Staff	Town Revenues

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Street Maintenance	Town of Claresholm maintains all the streets within the Town of Claresholm. This includes snow clearing, street sweeping, and generally minor road repair.	Town of Claresholm	Town Staff	Town Revenues
Business Licenses, Development Permits	Provide services to ratepayer	Town of Claresholm	Town Staff	Town Revenues
Compost	Town of Claresholm maintains a compost area where residents can dump/dispose of yard waste such as grass clippings, small trees/branches (i.e. Christmas trees), etc. Residents can then also take compost to fertilize their yard/gardens.	Town of Claresholm	Town Staff	Town Revenues
Bylaw Enforcement	Town of Claresholm employees their own Peace Officer primarily to enforce and educate on Bylaws and public Safety.	Town of Claresholm	Town Staff	Town Revenues
Claresholm & District Museum	Claresholm operates a Museum and Visitor Information Centre.	Town of Claresholm	Town Staff	Town Revenues
Aquatic Centre	Provide an indoor pool for residents in the community and surrounding area in partnership with AHS.	Town of Claresholm	Town Staff	Town Revenues
Ice Arena	Provide an ice arena for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues
Other Parks	Provide parks and playgrounds including spray park and skate park for residents in the community and surrounding area.	Town of Claresholm	Town Staff	Town Revenues

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Roads & Sidewalk Maintenance	Town of Fort Macleod maintains all the streets and sidewalks within the municipal boundaries. This includes snow clearing, street sweeping, and general minor road repair. Any other work is contracted out.	Town of Fort Macleod	Town Staff	Town Revenues
Business Licenses, Development Permits	Provide services to ratepayer	Town of Fort Macleod	Town Staff	Town Revenues
Compost	Town of Fort Macleod maintains a compost area where residents can dump/dispose of yard waste such as grass clippings, small trees/branches (i.e. Christmas trees), etc. Residents can then also take compost to fertilize their yard/gardens. In the spring & fall we have an alley pickup.	Town of Fort Macleod	Town Staff	Town Revenues
Bylaw Enforcement	Town of Fort Macleod employs their own Bylaw Enforcement Officer primarily to enforce and educate on Bylaws and public Safety and social issues in the community.	Town of Fort Macleod	Town Staff	Town Revenues
RV Sani Dump Station	RV Sani Dump Station is open seasonally and located at 215 Mills Street.	Town of Fort Macleod	Town Staff	Town Revenues
Weed Control	Town of Fort Macleod employees are trained to provide weed control for the community.	Town of Fort Macleod	Town Staff	Town Revenues
Emergency Mgmt.	The Town can if necessary provide emergency management services such as an EOC and reception center.	Town of Fort Macleod	Town Staff	Town Revenues
Pool	Provide an outdoor pool and water slide for residents in the community and surrounding area in partnership.	Town of Fort Macleod	Town Staff	Town Revenues
Ice Arena	Provide an ice arena for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Ball Diamonds	Provide ball diamonds for residents in the community and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Other Parks	Provide parks and playgrounds for residents in the community and surrounding area. Including the Puppy Love Dog Park, Centennial Park (Spray & Skate Park), Lioness Park, as well as a number of green spaces.	Town of Fort Macleod	Town Staff	Town Revenues
Water Treatment & Distribution	Provide safe, secure potable water to the residents of the municipality.	Town of Fort Macleod	Town Staff	Town Revenues
Sewer Collection & Treatment	Provide sewer collection and treatment to the residents of the municipality.	Town of Fort Macleod	Town Staff	Town Revenues
Community Halls	Provide community halls (Fort Macleod & District Community hall and Scouts Hall) to the residents of the municipality and surrounding area.	Town of Fort Macleod	Town Staff	Town Revenues
Cemetery	Provide cemetery plots to interested customers.	Town of Fort Macleod	Town Staff	Town Revenues
Airport	Provide airport to interested customers.	Town of Fort Macleod	Town Staff	Town Revenues
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties	Town of Stavelly	Town Staff	Town Revenues
Water supply	The Town operates a water plant constructed in 2004 that supplies treated water to all the residents and businesses in the Town.	Town of Stavelly	Town Staff	Town Revenues
Sewer	The Town operates a lagoon system which provides sewer services for all residents and businesses within the Town.	Town of Stavelly	Town Staff	Town Revenues

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Roads / Sidewalks	The Town maintains all of the roads and sidewalks within the Town. This includes plowing and clearing snow in the winter on the roads and small patching to the roads in the summer. Any other works is contracted out.	Town of Stavely	Town Staff	Town Revenues
Parks	The Town maintains a small fully serviced campground along with a park and a number of small green spaces.	Town of Stavely	Town Staff	Town Revenues
Emergency Mgmt.	The Town can if necessary provide emergency management services such as an EOC and reception center.	Town of Stavely	Town Staff	Town Revenues
Water	The Town operates a water plant providing treated water to all residents	Town of Nanton	Town Staff	Town Revenues
Wastewater	The Town operates a WWTP facility for all its residents	Town of Nanton	Town Staff	Town Revenues
Roads/Sidewalks	Maintains roads and sidewalks, contracting out as needed	Town of Nanton	Town Staff	Town Revenues
Business Licenses/ Development Permits	Service provided to the community	Town of Nanton	Town Staff	Town Revenues
Emergency Management	The Town can provide emergency management services to the community if required	Town of Nanton	Town Staff	Town Revenues
Outdoor Swimming Pool	The Town provides an outdoor seasonal pool for its residents and user groups	Town of Nanton	Town Staff	Town Revenues, MD contribution
Ice Arena	The Town operates an ice arena for its residents and user groups	Town of Nanton	Town Staff	Town revenues, MD contribution
Ball Diamonds	The Town operates 4 baseball diamonds for its residents and user groups	Town of Nanton	Town Staff	Town Revenues
Other Parks	The Town operates a number of parks and trails for the community	Town of Nanton	Town Staff	Town Revenues
Municipal Enforcement	Community Peace Officer	Town of Nanton	Town Staff	Town Revenues

Combined Services List

Services Provided by the Municipality Directly

Service	Description	Lead Municipality	How The Service Will Be Provided	How The Service Will Be Funded
QMP	Level of Fire Service , Safety Codes and Fire Inspections	Town of Nanton	Town Staff	Town Revenues
Cemetery	Provision of plots and columbarium	Town of Nanton	Town staff	Town revenues, MD contribution
Compost		Town of Nanton	Town staff	Town revenues, MD contribution

Combined Services List

Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Stavelly Municipal Complex	The MD owns 2/3 of the facility (1/3 is Fire Hall) and the Town of Stavelly owns 1/3	Town of Stavelly	per service agreement	per service agreement
Volunteer Fire Service	Nanton, Claresholm, Stavelly, Fort Macleod, Hamlet of Granum.	All Towns	per service agreement	per service agreement
Fire Training	Train the Trainer, First Aid, All Training Courses	MD	per service agreement	per service agreement
Firehall	The Town owns the Firehall	All Towns	per service agreement	per service agreement
QMP	Level of Fire Service & Safety Codes inspections & Fire Investigations to Stavelly, Claresholm, Fort Macleod	MD	per service agreement	per service agreement
External Mutual Aid	Director of Emergency Management Services	MD	per service agreement	per service agreement
CPO	Bylaw & Traffic Enforcement for the Town of Stavelly	MD	per service agreement	per service agreement
Weed Control	Weed contract with the Town of Claresholm Lagoons	MD	per service agreement	per service agreement
IT Services	IT Support for Town of Stavelly/ Town of Claresholm	MD	per service agreement	per service agreement
Waste Collection	MD ratepayers are able to drop off garbage & Recycling weekly at designated site	Towns of Nanton, Claresholm, & Stavelly	per service agreement	per service agreement
Toxic E-waste Roundup	Town of Claresholm/ Town of Fort Macleod Toxic E Waste Roundup on a 50/50 basis	MD	per service agreement	per service agreement

Combined Services List

Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Ground Water Testing	Groundwater monitoring at the old landfill for 25 years. Cost shared 50/50 with Claresholm	MD	per service agreement	per service agreement
Bulk Water Fill Stations	MD rate payers can access the Bulk Water Fill Stations.	Claresholm, Stavely, Fort Macleod	per service agreement	per service agreement
Cemetery	Provide annual grants to help with maintenance cost. Annual \$3000.00 grant provided.	MD	per service agreement	per service agreement
Libraries	Grant funding for Towns through MD of Willow Creek Library Board, which MD Ratepayers use	MD	per service agreement	per service agreement
Recreation	Grant funding via Recreation agreement for Town's which MD Ratepayers use facilities	MD	per service agreement	per service agreement
Community Celebration	Grant funding via Recreation agreement to support Community celebrations in each town	MD	per service agreement	per service agreement
FCSS	Family and Community Support Services - Province/80% MD/20%	MD	per service agreement	per service agreement
Water/Sewer Services	Town of Claresholm owns and operates both a water treatment plant and a sewage lagoon. We have our own trained and certified operators as well as service and maintain all our T&D assets. Claresholm then provides treated water to Portions of the MD, including relief for the Hamlet of Granum, as well as sewage treatment for portions of the MD	Claresholm	per service agreement	per service agreement
Sewer flushing	Maintenance of sewer system in MD's Airport industrial area	Claresholm	per service agreement	per service agreement
Storm water ditch maintenance	The Town maintains the drainage ditch through the MD to the creek 7Km south of town	Claresholm	per service agreement	per service agreement

Combined Services List

Services Provided Intermunicipally

Service	Description	Lead/Provider	How The Service Will Be Provided	How The Service Will Be Funded
Physician Retention & Recruitment Program	Attract Doctors into Town often through monetary subsidies	MD / Claresholm	per service agreement	per service agreement
Dust Control	Provide dust control as needed.	MD	per service agreement	per service agreement
Clinic	Nanton Medical Clinic	MD / Nanton	per service agreement	per service agreement
Handi Bus Transportation	Grant funding to support Handi Bus Service in each town	All Towns	per service agreement	per service agreement

Combined Services List

Services Provided by a 3rd Party

Service	Description	Agency	Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Assessment Services	Assessment services contract includes representing the MD at assessment appeals	Benchmark Assessors	Municipal District of Willow Creek #26	per service agreement	Municipal Revenues
Assessment Appeal Board	Chinook Regional Assessment Appeal Board	ORRSC	Municipal District of Willow Creek #26	per service agreement	per service agreement
Regional Subdivision Appeal Board	Regional Subdivision Appeal Board	ORRSC	Municipal District of Willow Creek #26	per service agreement	per service agreement
Safety Codes Services	All Safety Code Discipline	Park Enterprises / Superior / Inspections Group	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Municipal Planning	Municipal Planning	ORRSC	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Engineering	Engineering Services as needed	Various	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Contractors for rehab & rebuild	Contractors Tendered as needed	Various	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Moon River Estates	Treated water system for hamlet residents	County of Lethbridge	Municipal District of Willow Creek #26	per service agreement	MD Revenues
Granum Recreation	Park, Campground, Museum, Golf Course, Recreation Centre operated by volunteer organizations	Community Volunteer Societies	Municipal District of Willow Creek #26	lease agreement to Granum G&CC society	Lessor funded
Municipal Parks	Pine Coulee, Willow Creek and Clear Lake Parks under lease to Stavely Elks.	Stavely Elks Parks	Municipal District of Willow Creek #26	lease agreement to Stavely Elks	Funded by lessor
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Benchmark Consultants	Town of Claresholm	per service agreement	Town Revenues
Campground Attendant	Contract an individual or couple during May to October to manage the campground, taking reservations, check-in/check-out, cleaning facilities, etc.	Individual Contractor	Town of Claresholm	per service agreement	Town Revenues
General Contractor	Lawn/Weed maintenance, clearing of sidewalks, etc.	General Contractor	Town of Claresholm	per service agreement	Town Revenues
Municipal Planning	Municipal planning services for land development	ORRSC	Town of Claresholm	per service agreement	Town Revenues
GIS	GIS Mapping and support	Catalis	Town of Claresholm	per service agreement	Town Revenues
Building Permits and Inspections		Superior	Town of Claresholm	per service agreement	Town Revenues

Combined Services List

Services Provided by a 3rd Party

Service	Description	Agency	Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Community Centre	Gun Range and 2 halls (small and large) with stage and kitchen for rental for events etc.	Claresholm Community Center Association	Town of Claresholm	per service agreement	Town Revenues
Social Drop-in Centre	Facility to house seniors group events and gatherings.	Social Drop In Society	Town of Claresholm	per service agreement	Town Revenues
Agriplex	Grounds and horse arenas for indoor rodeos and events.	Claresholm & District Agriculture Society	Town of Claresholm	per service agreement	Town Revenues
Curling Rink	Provide a curling rink for residents in the community and surrounding area.	Curling Association	Town of Claresholm	per service agreement	Town Revenues
Golf Course	Provide golf course for residents in the community and surrounding area.	Bridges At Claresholm Golf Club	Town of Claresholm	per service agreement	Town Revenues
Day Care	Claresholm Child Care Society operates a year round day care operation, municipally subsidized.	Claresholm Day Care Society	Town of Claresholm	per service agreement	Town Revenues
Playschool	Two year playschool	Claresholm Day Care Society	Town of Claresholm	per service agreement	Town Revenues
Recycling Collection	Curbside recycling collection for residential properties and sorting facility for drop off for commercial/residential properties.	e360	Town of Claresholm	per service agreement	Town Revenues
Garbage Collection	Curbside garbage collection to residential and commercial/industrial properties. This service is provided to the residents of Fort Macleod.	e360 2025	Town of Fort Macleod	per service agreement	Town Revenues
Recycling Collection	The Town has a trailer and bins for cardboard at the arena parking lot for residents to drop off their recycling.	e360 2025	Town of Fort Macleod	per service agreement	Town Revenues
Museum	Fort Macleod Historical Association operates the museum on behalf of the Town.	Fort Macleod Historical Association	Town of Fort Macleod	per service agreement	Town Revenues
Curling Rink	Fort Macleod Curling Club provides a curling rink for residents in the community and surrounding area.		Town of Fort Macleod	per service agreement	Town Revenues
Library	Fort Macleod Library Board operates the library on behalf of the Town.		Town of Fort Macleod	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Benchmark Consultants	Town of Fort Macleod	per service agreement	Town Revenues
Development	Municipal planning services for land development	ORRSC	Town of Fort Macleod	per service agreement	Town Revenues
Development	GIS Mapping and support	Catalis / ORRSC	Town of Fort Macleod	per service agreement	Town Revenues

Combined Services List

Services Provided by a 3rd Party

Service	Description	Agency	Municipality	How The Service Will Be Provided	How The Service Will Be Funded
Development	Building Permits and Inspections	Park Enterprises	Town of Fort Macleod	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Benchmark	Town of Stavelly	per service agreement	Town Revenues
Safety Code Services	Compliance monitoring in the areas of building, electrical, plumbing & gas.	Park Enterprises	Town of Stavelly	per service agreement	Town Revenues
Planning & GIS Services	Planning, GIS mapping and assessment review services as needed.	ORRSC	Town of Stavelly	per service agreement	Town Revenues
Recreation	The arena, golf course, archery lanes and Golden Age Center are situated on Town owned property. The Town has lease agreements in place with each of the groups that they operate the facilities for the benefit of the community and surrounding area.	Volunteer Organizations	Town of Stavelly	per service agreement	Town Revenues
Engineering	Engineering services as needed	ISL & MPE	Town of Stavelly	per service agreement	Town Revenues
Recycling Collection	Curbside recycling collection for residential properties.	Dump Gump	Town of Stavelly	per service agreement	Town Revenues
Safety Code Services	Safety code services for building, electrical, plumbing and gas.	Superior Safety Codes	Town of Nanton	per service agreement	Town Revenues
Assessment Services	Assessment services for purposes of property taxes. Contract also includes representing the Town in assessment appeals	Benchmark Consultants	Town of Nanton	per service agreement	Town Revenues
Solid Waste & Recycling Collection	Curbside garbage and recycling pickup	TNT Disposals	Town of Nanton	per service agreement	Town Revenues
Planning Services	Planning, GIS mapping and assessment review services as needed.	ORRSC & ISL	Town of Nanton	per service agreement	Town Revenues
Recreation	Campground, Golf Course & Ag grounds	Nanton Lions Clubs / Golf Club / Nanton & District Agriculture Society	Town of Nanton	per service agreement	Town Revenues
Senior's Drop-in Centre	Facility to house seniors group events and gatherings.	Kozy Korner	Town of Nanton	per service agreement	Town Revenues
Engineering	Engineering Services as needed	MPE / CIMA / AE	Town of Nanton	per service agreement	Town Revenues
Community Centre	2 halls (upstairs and downstairs) with stage and kitchen for rental for events etc.	Memorial Community Center Society	Town of Nanton	per service agreement	Town Revenues
FCSS	Family & Community Support Services	Nanton Quality of Life	Town of Nanton	per service agreement	Town Revenues
Curling Rink	Provide a curling rink for residents in the community and surrounding area.	Nanton Curling Club	Town of Nanton	per service agreement	Town Revenues

Combined Services List

Services Provided by a 3rd Party

Service	Description	Agency	Municipality	How The Service Will Be Provided	How The Service Will Be Funded
911	emergency dispatch system	Foothills Regional Emergency Services Commission	Regional Board	As per Service Agreement	As per Service Agreement
Dust Control & Street Sweeping		Private Contractors	Town of Nanton	As per Service Agreement	As per Service Agreement
Joint Use Planning Agreements	Livingstone Range School Division	LRSD	All Towns	As per Service Agreement	As per Service Agreement



**WILLOW CREEK REGIONAL
INTERMUNICIPAL COLLABORATION FRAMEWORK
CAO SUB-COMMITTEE**

Meeting Minutes

**Thursday, June 13, 2024, 1:00 pm
Conference Room
G.R. Davis Administration Building
410 20th Street
Fort Macleod, AB T0L 0Z0**

Administration Present: CAO Anthony Burdett, Town of Fort Macleod
Derrick Krizsan, MD of Willow Creek
CAO Abe Tinney, Town of Claresholm
CAO Dacia Sundquist, Town of Stavley
CAO Neil Smith, Town of Nanton
Executive Assistant Meranda Day Chief, Town of Fort Macleod
(Recording Secretary)

A. CALL TO ORDER

CAO Anthony Burdett called the meeting to order at 1:00 pm.

B. ROUND TABLE

C. REVIEW OF TERMS & CONDITIONS

- C.1 Schedule C: Services Provided By The Municipality Directly**
- C.2 Schedule D: Services Provided Intermunicipally**
- C.3 Schedule E: Services Provided By A 3rd Party**
- C.4 Bylaw Amendment Requirements**

D. NEXT MEETING

Tuesday, September 10, 2024
6:00 pm
GR Davis Administration Building (410 20th Street, Fort Macleod, AB)

E. ADJOURNMENT

CAO Anthony Burdett adjourned the meeting at 3:06 pm.