



AGENDA

Monday October 21, 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:

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
- 3.1.4 Strategic Plan Quarterly Report for June - E

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for September 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 - E
- 3.3.5 Peace Officer – E
- 3.3.6 Emergency Management - E

3.4 COUNCIL:

- 3.4.1 MAYOR JENNIFER HANDLEY
- 3.4.2 COUNCILLOR VICTOR CZOP - E
- 3.4.3 COUNCILLOR ROGER MILLER - E
- 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 October 7, 2024 Regular Meeting Minutes - E

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision - Property Subclass Bylaw 1400/24 - E

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision – Bylaw 1401 Borrowing for the purpose of the De-watering Project - E

5.2 Request for Decision - Community Centre Utilities - E

5.3 Request for Decision – Gateway LED Sign Consideration - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

6.2.1 Oldman Watershed Council - E

6.2.2 Elected Officials Education Program - E

7. CLOSED CONFIDENTIAL SESSION:

7.1 Municipal Buildings – Advice from Officials FOIP Section 24 Advice from Officials

8. ADJOURNMENT:



STATUS REPORT

Meeting: October 21st, 2024
Agenda Item: 3.1.1

Completed = C Under Review = UR In Progress = IP No Further Action = NFA On Hold - HOLD

CAO = Chief Administrative Officer
DO = Development Officer

CS = Corporate Services
LS = Legislative Services

OP = Operations Manager
OTHER = Staff/Contractor/etc.

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

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

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting September 21, 2024				
244-24/10/07	Proclaim November Violence Prevention Month	Closer to Nov	IP	LS
245-24/10/07	Snow and Ice Policy website/communication		C	LS

COUNCIL

Res #	Description	Notes	Status	FWD
Committee Recommendations				
23/10/16	Funding public skate – incorporation into policy, preferably the ice allocation policy	Reg 23/11/06	IP	LS/CS
9-24/01/08	Policy for Public Recognition	Oct COW Meeting	IP	LS
36-24/02/05	RFD – Community Centre Utilities	Oct 21 Meeting	C	CS
68-24/03/04	RFD – Tribute Wall location		IP	CAO/CS
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	Part of project management work	IP	CAO
148-24/05/06	Road and Storm water engineering – cost of construction		IP	CAO
4-24/05/27-CW	RFD on small business property non-res sub classes	Oct 21 – 2nd&3rd	C	CAO
196-24/07/15	ATCO Franchise agreement		IP	CS
211-24/08/12	Community Center Green Initiative Grant		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 on order	C	CS/OPS
262 – 23/10/02	Additional Utility Operator consideration in 2024 budget	hired	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: October 21th, 2024
 Agenda Item: 3.1.2

*Deferred in green text
 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 - various locations COMPLETE		\$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.

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 COMPLETE		\$75,000	CCBF
WWTP Equipment (flusher) ORDERED 2025 DELIVERY		\$200,000	LGFF

Notes:

- 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

Notes: Work deferred to 2025

Buildings	Lead: Various	BUDGET	SOURCE
THRC – Arena Warm Room glass/ window wall COMPLETE		\$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 UNDER WAY		\$15,000	LGFF
Town Shop – LED lighting, ventilation and roof repairs UNDER WAY		\$45,000	Reserves
Recycling Centre/ Yard Waste – Fencing COMPLETE		\$35,000	LGFF





REPORT FROM ADMINISTRATION

Meeting: October 21st, 2024
Agenda Item: 3.1.3

Chief Administrative Officer

September 2024 PERIOD

Public Notices/ Public Participation

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

Personnel and Professional Development

The following reports are enclosed:

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports previous month end

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

Respectfully submitted,

CHIEF ADMINISTRATIVE OFFICER

Neil Smith, RPP

Chief Administrative Officer

Notes:

Federal funding declined on THRC proposals.
Pool valves project is now complete – structural concrete deferred

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

Notes:

- 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.

Only one potentially deferred item (pickup is from the current year operating budget). It it's not going to happen in 2024 these funds should be transferred to reserve.


NANTON
EST 1903
CHIEF ADMINISTRATIVE OFFICER





STRATEGIC PLAN

2024 REPORT

October 17th, 2024

3.1.4

QUARTERLY REPORTING

Background

Department heads and other applicable staff meet to assess progress on the current Strategic Plan ahead of the quarterly report. The strategic plan priorities, objectives and targets/strategies are subject to amendment by Council as any one of the following occurs:

- Objective completion;
- Change in priority;
- Availability of financial or other resources required;
- Operational or other impacts

The Strategic Plan should always be aligned with or address planning bylaws and adopted policies and strategies.

The 2022-25 plan, as adopted by Council, is the document that reports respond to.

Key recommendations/ issues:

- The regional water project (W4L funding) is moving forward to a design detail phase. This will involve a lot of staff time and effort over the next 2 years at least, perhaps longer.
- Operations will be extremely busy with the WWTP dewatering project over the next year.
- The RCMP are very interested in the leasing out the current Town Office Space to get themselves closer to the highway and into an improved building by agreement. Considerable negotiation, financial feasibility and other work will be required over the next several months or so if that goes forward. Again, this represents a substantial impact on staff time and resources that was not foreseen until recently.

It is recommended that Council review the current plan and recommend changes to the overall deliverables for 2024-25. This will likely occur on October 28th.

STRATEGIC PRIORITY: Governance and Corporate Services - To ensure proper governance and administration of the Town and to ensure optimal communications with residents and businesses within the community.

Actions	Status
To ensure effective Administration operations for the benefit of the Town and its residents	
Develop a staff development and succession plan for all appropriate positions.	Master Education Plan established. Ticket rates established in new CUPE agreement.
Replace outdated or superseded human resource polices with suitable new Administrative Policies, with a particular focus on data protection.	<p>New CAO Administrative Policies: <i>Employee Training (2022); Non-Union Employee Training (2023); Light Duty Work restrictions (2023); Staff Dress Code (2023) Staff cellular (2022). Operations On-Call (2024).</i></p> <p><i>An administrative policy that further protects municipal data remains in progress.</i></p> <p><i>The policy manual overall needs to be updated.</i></p>
Develop a staff engagement plan to maintain a pro-active positive culture and two-way communication.	Ongoing.
Annual, measurable progress in asset management baseline and long-range work.	Ongoing
An annual Information Brief to Council on I.T. security and network health with recommendations.	Annual Reporting - Administration and Corporate Services - is produced prior to or during the Fall.
Develop a three-year I.T. hardware and software needs assessment and plan with our Contracted Service Provider.	In progress
Improve our digital filing system in line with best practices, ensuring and safeguarding good institutional records that are easily searchable.	In progress with new Legislative & Communications Coordinator in 2024 onwards
Explore information and tools that Town Office staff can utilize to help interested residents/groups start youth/seniors/community programming.	2024-25 initiative, cross-departments The website has been replaced with an updated version. New content potential is currently being considered.
To enhance public engagement and participation in the Town	
Develop a schedule for coffee chats and town halls with residents.	Council to review/ reconsider over 2024-5 Summer: members of Council attend the Farmer's Market.
Continue Council liaison with Community and Service Groups.	Ongoing commitment, some relationships stronger than others
<i>Emergent Action</i>	New Post-Office electronic kiosk/ noticeboard installed in fall 2023. Different uses of electronic signage.

To ensure residents and business owners are adequately informed and ensure consistent messaging amongst Council and Administration and residents

Review and follow Communications Policy, particularly around residents and their concerns.	Review complete (2022)
Consolidate policies and SOPs for use of communication media (Social Media, LED Signs, Farmer’s Market, Post Office, Radio, etc.).	Social media part of Communications Policy (2022) LED Signs Policy (2023)
Develop policy and procedure for handling questions and queries from residents, including effective response to concerns of residents.	2024-25, involves review of complaint procedure and implementation of new website among other factors - requires an SOP.

To ensure advocacy at all levels of government in the best interests of the Town.

Embrace policy briefs prepared by the Chief Administrative Officer and lobby with appropriate levels of government and other bodies in the areas of:	Ongoing. Reviewed and enhanced annually for Alberta Municipalities and other meeting and lobbying needs.
<i>Waste Water Treatment</i>	
<i>Water Source: High River</i>	
<i>Medical Clinic</i>	
<i>JT Foster School replacement</i>	
<i>Emergency Medical Services</i>	
<i>Seniors’ Housing</i>	
<i>Town employee pension solutions - goal will be achieved 2024</i>	

STRATEGIC PRIORITY: Community and Economic Development - To ensure that the Town of Nanton develops the community and the economy, ensuring sustainability and appropriate growth.

Actions	Status
To support business attraction, retention and expansion.	
Work through the Economic Development Committee to encourage the Chamber of Commerce/Community Futures to educate businesses on succession planning.	<p><i>Committee suspended, Committee of the Whole for the time being.</i></p> <ul style="list-style-type: none"> Participating in ABSW Connect4Commerce Succession Opportunity site
Work through the Economic Development Committee to continue encouraging collaborative solutions with respect to vacant buildings.	<p><i>Committee suspended, Committee of the Whole for the time being</i></p> <ul style="list-style-type: none"> Reviewing the subclasses bylaw in 2024.
Raise awareness of the Nanton Advantage.	
<i>Develop a Nanton marketing video (completed 2023).</i>	<p>Video completed and posted to Youtube.</p> <ul style="list-style-type: none"> Nearly 3,000 views since Oct. Pilot promotion using YT paid promotions shows promise for target audiences/ locations/ audience generation. Looking for more target use locations (e.g. cinemas)
Complete the work on the Visitor Information Centre site plan and execution with partners.	Awaiting further resources for the next phase.
To ensure sustainability of existing parks and recreation assets.	
Continue focus on the Tom Hornecker Recreation Centre cost/benefit balance.	Ongoing ethos
<i>Continue with a corporate sponsorship plan for programs and facility areas to offset costs.</i>	Ongoing awareness of opportunities. Ice resurfacers a sponsorship opportunity did not appear to be attractive for sponsorship despite wide promotion.
Work through the Parks and Recreation Committee and partners such as the Community Centre, schools, etc. to identify how programming for youth and seniors can be expanded.	<p><i>Committee currently not operating.</i></p> <p><i>Town commitment to bike rodeo continues.</i></p> <p><i>Community dialogue needed here.</i></p>
Continue to invest in parks and trails.	
<i>Continue the tree removal, replacement, and planting policy, especially to maintain tree lined streets.</i>	<p>Federal funds resulted in more planting in 2023 (\$16,000).</p> <p>Donations for trees (2020-22) \$7600; (2023) \$2200</p>
Continue to follow the Green Space Master Plan, maximizing park features.	
<i>Approve a shared use concept for available post-expansion greenspace with the Bomber Command Museum.</i>	Dialogue initiated in 2024. CAO: an information page on the Town website, indicating existing commitments might be a very good idea given how much time has passed since the ground lease.

STRATEGIC PRIORITY: Planning and Development - To ensure that the character of the Town of Nanton is preserved while facilitating appropriate growth resulting in the Town's sustainability.

Actions	Status
<i>To encourage the efficient planning of residential, commercial, industrial and institutional development that enhances the quality of life for Town residents.</i>	
Review the Land Use Bylaws, ensuring ease of understanding.	Completed.
Review land inventory and investigate servicing of industrial land (new cost estimates).	Industrial lands road project estimate: engineer engaged.
Investigate options for increasing the inventory of [serviced commercial and industrial] land.	Highway 2 Northbound areas have had their potential greatly enhanced since 2022. Council should meet to discuss further investigations.
Identify growth in the Town (residential, small business, industrial, etc.) with a view to setting appropriate growth targets in planning.	Clarification required in terms of what the definitions of growth are: business starts; assessment; employment increase, etc.
Work on an Intermunicipal Development Plan.	IMDP initiation deferred for this term.
Complete the Westview Area Structure Plan.	Completed in 2022.
Develop shovel ready projects [for land development] to leverage funding as it becomes available.	Consulting engineers working on industrial road plan and costs.
<i>To maintain a balance of residential, commercial, industrial and institutional development to facilitate the fiscal sustainability of the Town of Nanton.</i>	
Develop a plan to attract appropriate type of developer, whose plans align with the area structure plan for the Westview Residential.	<ul style="list-style-type: none"> • RFP process unsuccessful • Next steps under consideration
Develop a plan to market the 20 serviced lots to new, reputable developers.	<ul style="list-style-type: none"> • Has not been needed.
<i>To ensure diversity of housing choices in Town.</i>	
Review and revise as appropriate Land Use Bylaws to increase affordable housing options, including secondary housing options.	Completed.

STRATEGIC PRIORITY: Operations - To ensure the Town of Nanton has quality infrastructure to support and sustain its growth.

Actions	Status
To support the Town through the effective planning and implementation of Town infrastructure and assets, including waste water and roads for long-term sustainability.	
Follow Capital Projects Plan to ensure balance of financial resources and scheduled projects to meet residential needs.	Ongoing, LONG TERM work shared across departments and Council.
ALL PRIORITIES TABLES (HIGH, MEDIUM AND LOW)	<p>Water main looping project was on the MPE infrastructure priority list and was executed in 2022.</p> <p>Water leak detection has changed operational priorities somewhat. 29th Avenue is now a priority (and high cost centre) whether we like it or not.</p> <p>WTP aeration - almost complete. WWTP dewatering - 2024 Regional water - application approved</p>
Expand water and sewer capability on highway commercial land using federal funds available.	2022 works complete
Update the Offsite Levy Bylaw (for infrastructure costs generated by growth).	Has had first reading.
Execute smaller capital projects where needed and affordable (e.g. Highway 2 and 26th Avenue Intersection Improvements if eligible for a STIP grant from the Province).	<p>Annually revised and adopted Capital Plan (Council, Operations and Administration).</p> <ul style="list-style-type: none"> • More work with consulting engineer required on a prospective STIP proposal of proportionate scale.
Continue paving repairs and road maintenance - report annually.	Annual reporting.
Continue Preventative Maintenance Planning - report annually.	PW hoping to have a consulting engineer recommend priorities for road resurfacing this year if there is sufficient budget.
Consideration of an air burner option for yard and branch disposal	Was declined by Council in 2023.
Make prioritized funding and borrowing decisions in the event of senior government funding not materializing.	Ongoing, LONG TERM work shared across departments and Council.
To works towards broader satisfaction concerning the Town's water quality.	
Coordinate a Town Hall about the quality of the Town's water, changing perceptions about the quality of the water and providing residents with solutions to improve satisfaction with the water. This includes utilizing our engineers and operators for key messaging; summary of solutions that have been as well as could not be utilized; and experience from staff.	<p>2024/25: Would Council like to hold an event?</p> <p>This is now going to need something more given the W4L approval with a consultant's help as we move forward. Information page online established.</p>

Continue to improve operational and maintenance practices - report changes.	<i>Reporting requirement JHS Committee aspect as well as asset management.</i>
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STRATEGIC PRIORITY: Emergency Services - To ensure that an appropriate level of public emergency services and other services are provided to meet the needs of residents.	
Actions	Status
<i>To advocate for an appropriate level of public emergency services and other services are provided to meet the needs of residents.</i>	
Pursue urgent care attached to Medical Clinic through lobbying	Ongoing advocacy
Update the Emergency Management Plan for specific situations and needs (e.g. Emergency Social Services, drought preparedness).	Good progress being made by DEM.
Investigate whether safety and emergency management need to be staffed in the medium term.	Not at present (2024)
Establish an enhanced volunteer Fire Chief and Deputy Fire Chief approach to management of the Nanton Fire Department capacities and operations, while ensuring that leadership have budgeted independent annual access to professional advisory services where needed.	Revised action completed June 2024.



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



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT000000005538	888351 Alberta Ltd o/a Wild Rose	8/10/2024	\$33,561.00	Sludge hauling & removal
EFT000000005539	911 Supply	8/10/2024	\$136.48	Fire department clothing
EFT000000005540	Big Hill Services	8/10/2024	\$3,230.55	Arena/ice supplies
EFT000000005541	Calmont Equipment	8/10/2024	\$5,036.66	Equipment servicing & supplies
EFT000000005542	Canadian Linen & Uniform	8/10/2024	\$142.14	Office & library mat cleaning
EFT000000005543	CARO Analytical Services	8/10/2024	\$471.98	Water testing
EFT000000005544	ClearTech Industries Inc	8/10/2024	\$1,054.82	Water plant chemicals
EFT000000005545	Crossroad Energy Solutions Inc	8/10/2024	\$337.05	Electrican services - Water plant
EFT000000005546	CUPE	8/10/2024	\$1,735.49	Union fees
EFT000000005548	Ecco Recycling and Energy Corp	8/10/2024	\$999.77	Recycling fees
EFT000000005549	Enfield, Tracy	8/10/2024	\$890.00	Office & council room cleaning services
EFT000000005551	Gregg Distributors Company Ltd	8/10/2024	\$468.00	Miscellaneous supplies
EFT000000005552	Hifab Holdings Ltd	8/10/2024	\$488.17	Shipping charges
EFT000000005553	iA Financial Group	8/10/2024	\$80.07	Employee benefits
EFT000000005554	Inspiris	8/10/2024	\$7,653.42	IT services
EFT000000005556	Klearwater Equipment	8/10/2024	\$6,815.52	Water plant chemicals
EFT000000005557	LAPP Corporation c/o Alberta Pension	8/10/2024	\$11,073.64	Employee pension
EFT000000005559	Linde Canada Inc.	8/10/2024	\$721.69	Water plant chemicals
EFT000000005560	MD of Willow Creek	8/10/2024	\$800.00	Southern AB summer games contribution
EFT000000005561	Nanton Auto Parts Ltd.	8/10/2024	\$535.62	Miscellaneous supplies
EFT000000005562	Nanton Gas Plus	8/10/2024	\$87.05	Fuel
EFT000000005563	Nanton Home Hardware Building	8/10/2024	\$893.19	Miscellaneous supplies
EFT000000005564	Nanton Thelma Fanning Library	8/10/2024	\$1,000.00	Reimbursement of donation
EFT000000005565	NextGen Automation	8/10/2024	\$187.70	Photocopier fees
EFT000000005566	NL Smith & Sons Const Ltd	8/10/2024	\$441.40	Vehicle service
EFT000000005567	Orkin Canada Corporation	8/10/2024	\$238.02	Pest control

EFT0000000005569	Pinnacle Aquatic Group	8/10/2024	\$1,945.43	Chemical for swimming pool
EFT0000000005570	Platinum Fire & Security Ltd.	8/10/2024	\$1,356.80	Deficiency repairs
EFT0000000005571	RecordXpress StorageVault Canada	8/10/2024	\$28.40	Office paper shredding services
EFT0000000005572	Reynolds, Mirth, Richards & Farmer	8/10/2024	\$4,525.87	Legal fees
EFT0000000005574	Shawne Excavating	8/10/2024	\$38,498.78	Concrete crushing
EFT0000000005575	Simpson Industrial Services	8/10/2024	\$863.70	Additonal parts
EFT0000000005576	Somerset Tree Service Ltd	8/10/2024	\$9,934.89	Tree maintenance services
EFT0000000005577	Super Save Disposal (AB) Ltd	8/10/2024	\$1,599.88	Waste management fees
EFT0000000005578	Superior Safety Codes	8/10/2024	\$2,811.30	Safety code fees
EFT0000000005579	T & T Disposal Services	8/10/2024	\$8,515.14	Monthly bin pickup services
EFT0000000005580	Todd, Kevin	8/10/2024	\$164.10	Per diem and travel expenses
EFT0000000005582	TransAlta Energy Marketing	8/10/2024	\$35,928.35	Power and gas fees
EFT0000000005583	Triple Green Products	8/10/2024	\$136,271.84	De-hydrator down payment (Capital)
EFT0000000005584	Uline Canada Corporation	8/10/2024	\$448.87	Miscellaneous supplies
20378	Alberta Development Officers Assoc.	8/25/2024	\$265.00	Conference fees
20379	Ashbrook Plumbing & Heating	8/25/2024	\$2,603.16	Hot water tank repairs & maint. (WWTP)
20380	CIMA Canada Inc.	8/25/2024	\$2,436.80	Industrial road engineering
20381	Country Rose Homes	8/25/2024	\$2,500.00	Security deposit returned
20382	DRV Transport & Rentals Inc.	8/25/2024	\$5,355.00	WWTP bin rentals
20383	Dump Gump	8/25/2024	\$2,625.00	Tree pile bin services
20384	Farmboy Landscaping & Maintenance	8/25/2024	\$708.75	Screened loam
20385	Federal Express Canada	8/25/2024	\$198.46	Shipping charges
20386	Healthy Worker	8/25/2024	\$2,398.21	Hearing tests for staff
20387	Ingram Landscape Design	8/25/2024	\$3,000.93	Town office flower beds
20388	Kortech Calcium Services Ltd.	8/25/2024	\$16,199.82	Dust control services
20389	Nanton Boosters Club	8/25/2024	\$500.00	Promotional grant
20390	Read on Roads Incorporated	8/25/2024	\$2,199.75	Road maintenance
20391	Receiver General	8/25/2024	\$1,043.34	Statutory deductions
20392	Schlosser Martin Construction	8/25/2024	\$13,535.05	Waterline services & repairs
EFT0000000005585	Big Hill Services	8/25/2024	\$761.25	Arena/ice supplies
EFT0000000005586	Brandt Tractor Ltd.	8/25/2024	\$642.00	Equipment servicing
EFT0000000005587	Canadian Linen & Uniform	8/25/2024	\$71.07	Office & library mat cleaning
EFT0000000005588	Canoe Procurement Group of Canada	8/25/2024	\$494.13	Miscellaneous supplies
EFT0000000005589	CARO Analytical Services	8/25/2024	\$1,779.75	Water testing

EFT0000000005590	ClearTech Industries Inc	8/25/2024	\$6,978.33	Water plant & WWTP chemicals
EFT0000000005591	Contain-A-Way Services	8/25/2024	\$337.70	Waste management fees
EFT0000000005592	Coyote Courier Ltd	8/25/2024	\$624.96	Shipping charges
EFT0000000005593	Foothills Regional Services Comm.	8/25/2024	\$4,267.00	Landfill tippage fees
EFT0000000005594	G & JD Construction	8/25/2024	\$459.38	Equipment rental fees
EFT0000000005595	Gregg Distributors Company Ltd	8/25/2024	\$506.82	Miscellaneous supplies
EFT0000000005596	Hifab Holdings Ltd	8/25/2024	\$238.81	Shipping charges
EFT0000000005597	Inspiris	8/25/2024	\$5,112.92	IT services
EFT0000000005598	J & C Master Contracting Inc.	8/25/2024	\$8,024.10	Release of holdback
EFT0000000005599	Klearwater Equipment	8/25/2024	\$3,911.04	Water plant chemicals
EFT0000000005600	LAPP Corporation c/o Alberta Pension	8/25/2024	\$5,536.82	Employee pension
EFT0000000005601	Les Industries Fournier Inc.	8/25/2024	134,045.63	De-watering equipment - pmt # 2
EFT0000000005602	MPE Engineering Ltd	8/25/2024	\$23,266.43	De-watering project engineering
EFT0000000005603	Nanton Home Hardware Building	8/25/2024	\$507.99	Miscellaneous supplies
EFT0000000005605	Pinnacle Aquatic Group	8/25/2024	\$3,298.54	Chemical for swimming pool
EFT0000000005606	Platinum Fire & Security Ltd.	8/25/2024	\$698.57	Deficiency repairs
EFT0000000005607	Process Color Print Limited	8/25/2024	\$1,095.68	North end sign
EFT0000000005608	Integrated Sustainability Cons.	8/25/2024	\$157.50	Water plant software fees
EFT0000000005610	Shawne Excavating	8/25/2024	\$1,239.00	Hydro-vac services
EFT0000000005611	TransAlta Energy Marketing	8/25/2024	\$39,855.95	Power and gas fees
EFT0000000005612	UFA Co-operative Ltd	8/25/2024	\$6,067.10	Fuel

Total Cheques: 81

627,520.52



MONTHLY REPORT

Meeting: October 21, 2024
Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: September 16 to October 16, 2024

ACTIVITIES:

Online banking payments from TD – issues around receiving reports from TD for over a month now. We've reached out TD customers to advise of the issue and we are working to find a solution.

Health centre meetings in September and October – continued work to try and move the project forward.

Peace officer vehicle – the new peace office vehicle was taken to Calgary on October 11 and install of new equipment is set to be complete by the end of October. Plans right now are to keep the current vehicle operational as a backup but we'll come up with a plan in the new year.

Cyber security online training platform – a free program for RMA members was recently announced so we are working to implement this to help all staff be better equipped to deal with cyber security.

Library – no further rain has infiltrated the north library wall and we have had a contractor do some work around the windows to hopefully alleviate future issues. We will still obtain pricing and consult on other options outside of redoing the stucco.

Atco franchise agreement – documents have been sent back to Atco after advertising and Atco will now file with the AUC for approval. Upon AUC approval agreement will be sent for signature and second and third reading can be completed. Should be with the next 4-6 weeks.

Diamond (accounting software) notice of end of life – we received notice at the end of September that Central Square will be discontinuing updates and support of the current accounting software the Town uses. This won't happen until 2029 so we have some time to formulate a plan.

COPTER notices – all applications have been received and administration will bring an information brief forward to the next council meeting.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

GICB grant application community centre – we did receive a proposal (higher than expected) to move forward with a grant application to the Green and Inclusive Community Building program

but the proposal and answers to questions regarding the proposal were received later than expected. Due to the timing, it was suggested that we hold off and wait until further rounds are announced or a different program is available.

Audit services – as previously reported we put audit services out to tender at the end of August and we received 4 proposals. We have since chosen a new auditor for a three year term and the new auditor will be on site in early November to perform the 2024 interim audit with the main audit scheduled for the end of February, 2025. Pricing came in favorably compared to the previous audit fees.

Parks & Recreation Report:

Arena ice hockey season underway - 65.75 hrs of local ice sold during September.

Roof construction and prep over the lobby, concession and pool change rooms was completed by the 20th of September. This roof was at the end of it's useful life – operating budget expense.

Live Barn is up and running with a few bug fixes on their end.

We are looking into getting maximum use out of the solar panels on the curling rink roof. Through a little research of our own we were not finding the results we wanted and had a company come in to review. Turns out, they are operating at only 66% - now awaiting an estimate to have some updates completed.

Contractor has been busy with boulevard tree clean up which will bring up the street umbrella and cut out dead branches.

Winterization of the pool was completed.

Booking/calendar system – now active!

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: October 16, 2024





MONTHLY REPORT

Meeting: October 21, 2024
Agenda Item: 3.3.2

Operations Department

Report Period: (September 2024)

ACTIVITIES:

- WASTEWATER OPERATIONS
 - 32848 m³ of treated effluent was released to Mosquito Creek
 - Removed all four membrane cassettes from the WWTP and completed annual manual desludging operations.

- WATER OPERATIONS
 - 28527 m³ of treated potable water was sent to the Town's distribution system
 - Mosquito Creek diversion was closed for the season on September 30. The raw water reservoir is completely full.
 - Annual water distribution isolation valve operations still ongoing
 - Replaced all copper service lines between the water main and the curb stops for all residences in Westview on 29th Avenue north of 20th street. Although no major water leaks were identified, significant corrosion in the copper lines as well as the sleeves on the curb stop control box rods were observed.

- ROADS
 - Check and clear storm drain from rain runoff.
 - Replace asphalt on areas with sidewalk replacement.
 - Grading alleys
 - Cut out manhole on 21 Street to lower and added cold mixed around edges.

- SIDEWALKS/PATHWAYS
 - Completed the repair and replacement of sidewalks.

- MISCELLANEOUS
 - Cleaned up alleys ends where gravel spilled onto the road.
 - Empty contents of bulk water station to prepare for turn over to new owners.
 - Sold International 3 ton on September 28 with Teams Auctions
 - Cut north gateway sign to fit and installed solar and string lights.
 - Brought in all porta potties for winter.
 - Added gravel to medical center parking lot on east side. Sloped from back door to alley for better drainage and added swale from downspouts to alley.

- CEMETERY
 - 1 inurnment
 - 1 Columbarium
 - Mark area for new headstone installation

- **YARD WASTE AREA**

- Continuing to load 1 bin of tree branches per week to remove pile.
- Fence was installed and Lynx fence will be back to install slats along 19 Ave.
- Continued clean up of soil piles, landscaping north side and installing berm along north fence.
- Installed 2 new trail cams to area for better coverage.
- Moving aggregate piles to east side of yard.
- Turning compost pile.

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		Fence completed. Slats to be installed in Oct.
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 September.
5. Sidewalk	Request for Quote	RFQ sent out due March 15	RFQ	Completed in September
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 until end of October





MONTHLY DEPARTMENT REPORT

Regular Meeting: October 21, 2024
 Agenda Item: 3.3.3

Georgina Sharpe, Planning and Development

Report Period: September 2024

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	September 2024	August 2024
Residential	\$768.5K	\$390K
Comm/Ind	\$130K	\$0K
Public	\$220K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Lots left = 3)	2 lots	0 lots
	YTD2024	YTD2023
TOTAL	\$3,079K	\$3,787.6K
	YTD2024	YE2023
Housing Starts	6	6

*by date of sale

- Public Hearing for Land Use Bylaw Amendment #1396/24 – September 3
- Municipal Planning Commission Meeting – September 9
- Vacation - September 23 – 25 & 27

September Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D18-24	13-Sep-24	2501 22 Street		A	483JK	S-COM	New Elementary School*
D19-24	13-Sep-24	2409 24 Avenue	15	61	791 1150	S-COM	Modernized High School*
D29-24	5-Sep-24	2602 19 Avenue	9	101	811 1895	I-LHT	Light Industry - Contractor
D33-24	9-Sep-24	2015 30 Avenue	42	84	171 1785	R-GEN	Single Detached Dwelling Secondary Suite
D34-24	10-Sep-24	Highway 533	SE1/4	22-16	28-W4	S-COM	Replacement of Tent with Pole Structure
D35-24	10-Sep-24	2019 20 Avenue	1,2	3	4362I	M-TRN	Multi-unit Residential, 8 units
D36-24	3-Sep-24	2306 16 Street	4	44	751 0336	R-GEN	Deck cover addition
D37-24	9-Sep-24	2004 30 Avenue	24	79	071 5724	R-GEN	Single detached dwelling
D38-24	18-Sep-24	1918 22 Street	24	29	PENDING	I-LHT	Light Industrial Building

*cost of construction is not included in the YTD 2024 totals as these are government projects

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- ADOA Conference (Calgary) – September 26

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – October 15 meeting not required





MONTHLY DEPARTMENT REPORT

Meeting: October 21, 2024
Agenda Item: 3.3.4

Nanton Fire Department

Report Period: September 1- September 30, 2024

ACTIVITIES:

- Regular training nights are on Thursday's starting at 19:00 hours.
 - Councilors are welcome to attend training nights.
 - We have been focusing on:
 - Vehicle Extrication
 - Working with response partners to set up training scenarios for vehicle extrication.
 - Monthly Truck checks and station cleaning
- Day-to-day operations continue as we prepare for structure fire/ wildland fire fighting and vehicle extrication scenarios.
- Recruitment is still a focus as we have had a few members move on to new careers.
 - New hiring practices have been implemented.
 - The current staffing numbers remain unchanged.
- Standard Operating Guidelines are being reviewed and revised.
 - Met with CAO Smith to discuss MSA with Transitional Solutions Inc.
 - Determined that focus should continue gap analysis completed in May and ensuring Level of Service is aligned with Bylaws and SOG's
 - Met with TSI virtually to discuss areas of interest that we are looking for assistance on. A summary report will be provided in the next few weeks.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- Capital and Operational budget is under way.
 - Quotes have been requested for concrete work at the hall.
 - The apron and a portion of curb have been completed and are now in use.
 - Breathing Apparatus commissioning continues as we wait for the installation of the new compressor and fill station.
 - Completed and working well. The Station air compressor needs to be moved to new location.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- Deputy Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- Firefighter continues to work towards his Fire Safety Codes Officer Group C with Safety Codes Council.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Fire Prevention Week is the first week in October.
 - Thank you to Sara-Lynn for taking care of the social media posts for the week.
- Halloween preparations have started.
 - FCSS will be providing treat bags for the kids

Respectfully submitted,
John G. Dozeman
Fire Chief





Nanton Fire Department Monthly Call Statistics

- 2- MVC
- 8- Service Calls
- 1- Alarm Bells
- 1- Mutual Aid
- 1-Outside Fire
- 5-Medical First Response

Call Reports are continuing to be entered and graphs and charts will return when all information is caught up in the reporting program.



MONTHLY DEPARTMENT REPORT

Meeting:
Agenda Item: 3.3.5

Peace Officer Carlos Farias #19546

Report Period: September 2024

ACTIVITIES:

- September 28th High River Car Show JF Operation

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

How did the month go?

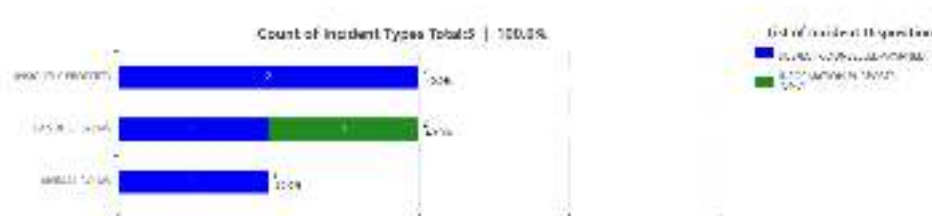
In September was an interesting month, we had an incident involving the detention of an individual for suspicious of public intoxication, who was subsequently identified as having an outstanding warrant and potential connections to local criminal activities.

Further investigation has revealed that this individual may be linked to several break-ins and thefts, specifically regarding stolen bicycles and other property crimes in our community.

We've observed a notable reduction in petty crimes in our community after the recent arrest. While we recognize the growing number of unhoused individuals in Nanton, that unfortunately somehow is contributing for the crime activities around here in Nanton.

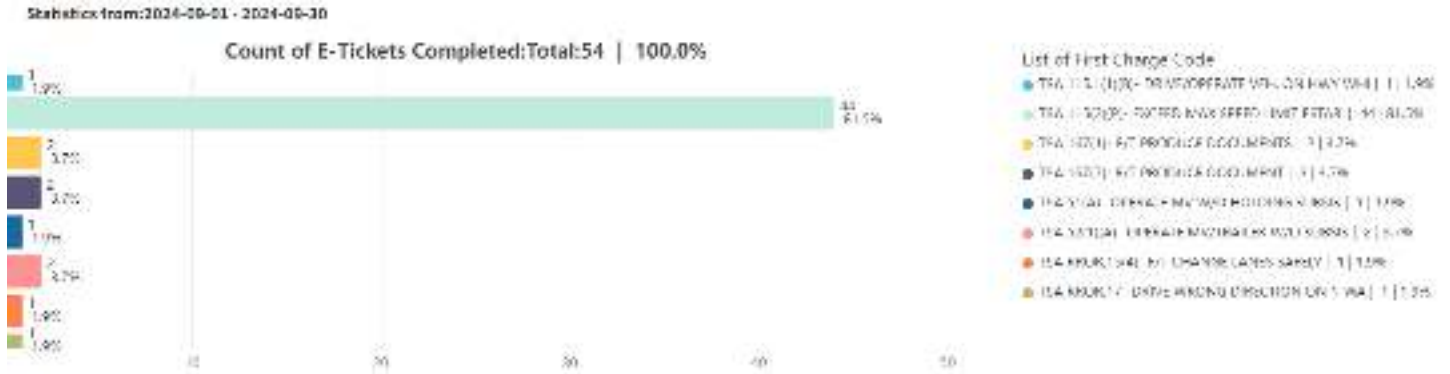
Conclusion: The recent detention serves as a reminder of the ongoing challenges we face regarding public safety and criminal activity in our community. By taking proactive measures and fostering collaboration among community members, law enforcement, and social services, we can work towards a safer environment for all.

Occurrences snapshot: September 2024, five reports were opened in response to received complaints or officer-observed investigations. The complaints from residents included one related to the Animal Bylaw, two regarding the Land Use Bylaw, two for Unsightly Property, and one concerning Provincial Public Intoxication.



Monthly ticket stats:

In September 2024, we issued a total of 17 warnings and 54 violation tickets, with 44 of those tickets for speeding. Despite the high volume of traffic, most drivers are behaving very well overall.





MONTHLY REPORT

Meeting: Monday October 21, 2024
Agenda Item: 3.3.2

EMERGENCY MANAGEMENT Department

Report Period: (September 2024)

EMERGENCY MANAGEMENT:

ACTIVITIES:

TRAINING

Basic Emergency Management and ICS 100, to be completed online for a few staff members.

Will be attending Block 1 training hosted by Town of High River and Foothills County Nov 2024.

Will be booking a Planning P workshop for this fall with AEMA.

Emergency social services online training in the fall.

TABLETOP EXERCISE:

Tabletop/Functional Exercise booked for October 25

ADVISORY COMMITTEE MEETING:

Will schedule a meeting for November following the Exercise Oct 25.

VERBAL UPDATE:

Continue to create the Emergency social services plan with help from FCSS and concentrating on updating the outdated ERP.

Attended a meeting with DEM'S and DDEM'S from the MD of Foothills, Town of High River, Longview, Okotoks, Diamond Valley, Vulcan County and MD of Willow Creek on Sept 11 and Oct 9. Discussed upcoming training, seasonal hazards, new legislation, regional team, any recent incidents or ICP activations and the regional exercise the Foothills County and Town of Okotoks will be holding in 2025. The next meeting will be held November 13 in Nanton.

Section Chief and Officer binders have been completed which include all ICS forms color coded to each position, meeting information, ICP/ECC layout and a breakdown of the planning P.

Section Chief and Officer bins have been reorganized. All stationary is now located in the large black bin and each individual bin has the vest, binders and a USB with the emergency plan.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Foothills regional DEM meeting – September 11 and Oct 9

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Disaster Forum – Nov 4-6, 2024
- Block 1 Training – Nov 26-27, 2024
- Tabletop/Functional Exercise – Oct 25, 2024
- DEM meeting – Nov 13, 2024





MONTHLY COUNCIL REPORT

Meeting: [October 21, 2024]
Agenda Item: 3.4.2

Councillor Victor Czop:

Report Period: September 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 ORRS meeting virtual
Attend Community Hall Society meeting
Attend Citizens on Patrol meetings
Attend 3 days of ABmunis convention and trade show
Attend Committee of the Whole meeting

VR Czop



MONTHLY COUNCIL REPORT

Meeting: Monday October 21, 2024
Agenda Item: 3.4.3

Councillor Roger Miller:

Deputy Mayor July 1 2024 to October 31, 2024

Report Period: September 2024

MPC Member: Yes

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

1. Nanton Health Centre Management Committee

Dates:

Key Items:

2. Combined Assessment Review Board – N/A

3. Other Events (including Alternate Representative Oldman River Regional Services Commission)

Date: August 5 – Attend ribbon cutting ceremony at CGEDC
August 5 – Participate in Nanton Days Parade
August 12 - Attend regular meeting of Council
September 9 – Attend MPC Meeting
September 19 – Attend 29 Avenue water main repair with Bill W
September 3,16– Attend regular meetings of Council
September 25- Attend meeting with MPE Engineering in Red Deer
September 26 – Attend AB Munis Convention in Red Deer
September 26 – Attend meeting in Red Deer with Health Minister LaGrange
September 30 – Attend COW Meeting

Key Items: (as above)

Council Standing Committees: Services
(Key items detailed in minutes) Recreation and Culture

Liaison / Point of Contact: Nanton Grain Elevator Discovery Centre / Nanton Lions / Leos Club

UPCOMING EVENTS / ADDITIONAL INFORMATION:



MINUTES

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

REGULAR COUNCIL MEETING

COUNCIL PRESENT: Mayor Jennifer Handley and Councillors Victor Czop, Roger Miller, Dave Mitchell, and Ken Sorenson.

ABSENT: Councillors Roger Miller and John Dozeman

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Linette Soldan	Rowan House Executive Director
Carlee Marchbank	Rowan House Program Lead
Lynne Cox	Nanton Quality of Life Foundation

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 233 - 24/10/07 - Sorenson

The Regular Council agenda for October 7, 2024 was accepted as with the following changes:

Item 2.1 Presentation by Rowan House – Executive Director Linette Soldan
CARRIED

2. PRESENTATIONS:

2.1 Presentation by Rowan House – Executive Director Linette Soldan

Linette Soldan and Carlee Marchbank presented to Council regarding Rowan House and the services provided to Nanton residents. Council Ms. Soldan and Ms. Marchbank for their presentation and the vital work that they provide.

Linette Soldan, Carlee Marchbank and Lynne Cox left the meeting at 7:17 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

- 3.1.1 Status Report – E
- 3.1.2 Monthly Report

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 Regular Council Meeting Minutes – E

RESOLUTION # 234 - 24/10/07 - Czop

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 September 16, 2024 were accepted as distributed. CARRIED

4.1.2 Committee Meeting Minutes - E

RESOLUTION # 235 - 24/10/07 - Mitchell

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 September 30, 2024 were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision – ATCO & Fortis Franchise fees – E

RESOLUTION # 236 - 24/10/07 - Mitchell

Moved to direct administration to hold the Atco and Fortis franchise fees at the current rates for the 2025 calendar year. CARRIED

5.2 Information Brief – Dog Shelter Agreement – E

Accepted as presented.

5.3 Request for Decision - Willow Creek Regional Intermunicipal Collaborative Framework Bylaw 1399/24 – E

RESOLUTION # 237 - 24/10/07 - Czop

Moved to read Town of Nanton Bylaw #1399/24, a Bylaw to adopt the Willow Creek Regional Intermunicipal Collaboration Framework for a first time. CARRIED

RESOLUTION # 238 - 24/10/07 - Mitchell

Moved to read Town of Nanton Bylaw #1399/24 for a second time. CARRIED

RESOLUTION # 239 - 24/10/07 - Sorenson

Unanimous consent to read Town of Nanton Bylaw #1399/24 for a third time was granted by all Council present. CARRIED

RESOLUTION # 240 - 24/10/07 - Czop

Moved to read Town of Nanton Bylaw #1399/24 for a third and final time. CARRIED

5.4 Information Brief – Council Vacancy – E

RESOLUTION # 241 - 24/10/07 - Mitchell

Moved to proceed with six councillors and not hold a by election in accordance with the Municipal Government Act section 162 (b) (i). CARRIED

5.5 Request for Decision – Property Subclass Bylaw – E

RESOLUTION # 242 - 24/10/07 - Czop

Moved to read Town of Nanton Bylaw #1400/24, a Bylaw to authorize assessment sub classes for a first time. CARRIED

5.6 Request for Decision – Snow and Ice Control Policy Update – E

RESOLUTION # 243 - 24/10/07 -

Moved to approve the Snow and Ice Control Policy update as presented. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.1.1 Rowan House Society – Proclamation of Family Violence Month - E

RESOLUTION # 244 - 24/10/07 - Czop

Moved to proclaim November 2024 to be Family Violence Prevention Month. CARRIED

6.2 FOR INFORMATION:

6.2.1 Nanton School Enhancement Committee Update - E

7. CLOSED CONFIDENTIAL SESSION:

8. ADJOURNMENT:

RESOLUTION # 245 - 24/10/07 - Mitchell

IT WAS MOVED to adjourn the Regular Meeting of Council at 7:55 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 21st day of October, 2024.



REQUEST FOR DECISION

Meeting: October 21st 2024
Agenda Item: 4.2.1

Proposed Property Assessment Subclass Bylaw

Recommendation(s):

- That proposed Bylaw 1400/24 'Property Assessment Subclass Bylaw' is given second and third (adoption) readings.

Purpose: To update and replace the existing bylaw ahead of the new year.

Background:

In 2020 council passed bylaw No. 1339/20 which was new bylaw intended to incentivize small businesses while also encouraging development of non-residential property that has been vacant for several years. In the three years it has been in place there has been varying degrees of success. A good number of small businesses have qualified for a decent discount while there has only been a small amount of movement on development of vacant non-residential properties.

In terms of numbers, the small business incentive looks as follows:

2021 – 52 properties filed the appropriate paperwork and received a 10% discount
2022 – 37 properties filed the appropriate paperwork and received a 10% discount
2023 – 50 properties filed the appropriate paperwork and received a 10% discount
(These numbers equate to approximately 53% of properties that are eligible, and the discount has equated to on average about \$11,500 that ends up being covered/spread among the residential tax base)

Under the bylaw, a small business property is defined as –

A property that is owned or leased by a business that:

- Held a valid Town of Nanton business license attached to the property on December 31 of the preceding tax year; and
- Had no more than ten (10) full-time employees across Canada on December 31 of the preceding tax year.

The criteria were set and designed to identify and reward active small businesses on non-residential properties. In review of the non-residential properties there is about 15 to 20% that don't qualify due to having more than 10 full time employees. There has been some argument that the discount offered is somewhat unfair, but this is what is currently in place.

In terms of the vacant non-residential sub-class, the numbers look as follows:

2021 – 0 properties (Two properties were issued letters, but took steps to avoid the sub-class)
2022 – 1 property
2023 – 1 property
(The two properties noted were taxed at twice the non-residential rate)

Of these properties, some small steps have been taken to become non-vacant, so there have potentially been some marginal successes.

A new prospective bylaw

Due to the new Land Use Bylaw, a renewed bylaw was essential for 2025. Based on Council feedback since 2023, staff has developed a draft that would, subject to some final legal review, provide the following tax-varying powers:

- A continued ability to at least double taxes on a NR Vacant property as defined by the bylaw (areas districted M-DWT). EXISTING, BUT MODIFIED
- A continued ability to cut the tax rate for Small Business Property by up to 25%. EXISTING, BUT UPDATED
- An ability to cut the residential tax rate on the Multi-Unit Dwelling Property Subclass by up to 50% in R-GEN districted areas. PROPOSED NEW

The continued attraction for Council in the creation of these powers is that properties in any of these subclasses can be taxed at the regular rate if Council chooses not to vary the subclass rate. For example, if the time is not right to have a tax incentive for multi-unit dwellings, a rate different from the regular residential rate need not be created.

If Council chooses to proceed with this revised bylaw, Administration will also draft a 'sister' policy for this bylaw that is revised annually at budget, transparently setting out Council's position and case for subclass variation. It will be easier to revisit regularly than the bylaw itself.

The scope for modifications to the **Small Business Property Class** is limited due to the regulation around it. For example, Home Occupations are not eligible as the properties themselves are residential. At present, it can apply to eligible NR properties that had no more than ten (10) full-time employees across Canada at December 31 of the preceding tax year. Council could choose to expand this to up to fifty (50) employees (the provincial limiting definition) if it wishes.

In summary the purpose of the proposed subclasses are as follows:

- **Vacant Non-Residential:** stimulus for building owners to use their downtown commercial buildings for the benefit of the local economy (not leave them long term vacant)
- **Small Business Property:** Tax break to encourage/reward small business in non-residential properties.
- **Multi-Unit Dwelling:** Tax break to incentivize an element of rental housing in new multi-unit dwelling construction that helps facilitate local economic needs (principally labour market challenges for employers).

These measures are on top of the non-residential tax development incentives passed earlier in the year. Together, these powers give this and future Councils significant ability to stimulate or incentivize particular types of development and use.

Enforceability remains a question that comes up a little around certain eligibility criteria in these classes (as some owners do pursue the 'workaround'). The major change there is that a Peace Officer will be authorized to enter a property to ascertain if a property, the owner having completed a statutory declaration, is genuinely home to an operating business or two or more residential rental tenures are in effect.

It is important to underline that this bylaw provides a property tax varying power for Council but does not commit Council to a specific fiscal course of action. These powers can, if desired, remain dormant until it is felt necessary to implement the capability of varying subclasses.

ADMINISTRATIVE RECOMMENDATION:

To adopt the bylaw.

DECISION OPTIONS:

- #1 – To give Bylaw 1400/24 second and third reading.
- #2 – To give Bylaw 1400/24 second reading as amended, followed by third reading.
- #3 – To not proceed.

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation: Municipal Government Act

Attachments: Draft Bylaw

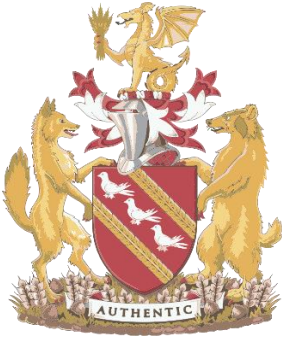
Prepared By: Neil Smith

Date: October 17th 2024



APPROVED BY: Neil Smith, Chief Administrative Officer:

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



Town of Nanton

BYLAW NUMBER: 1400/24

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AUTHORIZE ASSESSMENT SUB CLASSES

WHEREAS Section 297 of the Municipal Government Act, RSA 2000, Chapter M-26 (the Act) allows for the non-residential assessment class to be divided into Class 1 (residential) and Class 2 (non-residential) sub-classes;

WHEREAS Council deems it necessary to identify properties within the M-DWT (Mixed Use Downtown) Land Use District (Bylaw 1389/24 as amended) that meet the criteria as outlined within this Bylaw for the designation of these Class 2 (non-residential) assessment sub-classes;

WHEREAS Council deems it necessary to identify properties within the R-GEN (General Residential) Land Use District (Bylaw 1389/24 as amended) that meet the criteria as outlined within this Bylaw for the designation of these Class 1 (residential) assessment sub-classes;

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

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

PART I – PURPOSE AND INTERPRETATION

1. Purpose:

The purpose of this Bylaw is to set the criteria for property to be taxed as Class 1 or Class 2 sub-classes under the R-GEN or M-DWT Land Use District within the Town of Nanton:

- (i) Vacant Non-Residential Property Sub-Class
- (ii) Other non-residential property.
- (iii) Small Business Property Sub Class
- (iv) Multi-Unit Dwelling Property Sub Class

2. Citation:

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

3. Definitions:

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

- (a) "M-DWT" means the Mixed-Use Downtown Land Use District designation in Town of Nanton Bylaw No.1389/24, as amended.

- (b) “Current taxation year” means the year in which the current annual taxes are levied against assessed real property;
- (c) “Non-Residential Property” has the same meaning as in Section 297(4)(b) of the Municipal Government Act;
- (d) “Multi-Unit Dwelling” – means a property with three (3) or more dwelling units that:
 - i. meet the definition of dwelling (multi-use) in the Town of Nanton Land Use Bylaw 1389/24, as amended; and
 - ii. is located within the R-GEN Land Use District as defined by Town of Nanton Land Use Bylaw 1389/24, as amended; and
 - iii. is located within the boundaries of the Westview Area Structure Plan area as defined by Town of Nanton Westview Area Structure Plan 1362/22, as amended; and
 - iv. is comprised of two or more residential rental tenures.
- (e) “Municipal Government Act” means the Municipal Government Act, RSA 2000, c M26, as amended from time to time;
- (f) “Parcel of Land” has the same meaning as in Section 1(1)(v) of the Municipal Government Act;
- (g) “Property” has the same meaning as in Section 284(1)(r) of the Municipal Government Act;
- (h) “Residential rental tenure” means occupancy of a dwelling unit under a rental agreement that is subject to the Residential Tenancies Act.
- (i) “Small Business Property Sub Class” means property in the municipality, within the M-DWT Land Use District, that is owned or leased by an operating business that:
 - i. held a valid Town of Nanton business licence attached to the property at December 31 of the preceding tax year; and
 - ii. had no more than ten (10) full-time employees across Canada at December 31 of the preceding tax year.
- (j) “Vacant Non-Residential Property Sub Class” means property in the municipality that is owned or leased by a business or person that:
 - (i) is located within the M-DWT Land Use District as defined by Town of Nanton Land Use Bylaw 1389/24, as amended; and
 - (ii) has improvements assessed at or above \$200,000 in value within the Town of Nanton assessment roll in the preceding tax year; and
 - (iii) was subject to non-residential taxation in the two preceding tax years; and
 - (v) had no valid municipal or regional business licence attached to the property in the two preceding tax years; and
 - (v) had not been connected to the water or sewer utilities or had used under 10m³ metred water and sewer annually in the two preceding tax years; and
 - (vi) is not currently assessed as an approved residential or other permitted use that does not require a business licence; and
 - (vii) has no attached development permit in good standing approved and issued by the municipal subdivision and development authority.



4. Interpretation:

- 4.1 Headings, titles and preambles in this Bylaw are for ease of reference only.
- 4.2 References to one gender includes the other and the singular includes the plural as the context requires.
- 4.3 Every provision of this bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid by a Court, all other provisions of this Bylaw remain valid and enforceable.
- 4.4 References to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.
- 4.5 Offences under this Bylaw are strict liability offences.

5. Application

- 5.1 Nothing in this Bylaw relieves a person from the obligation to comply with a provision of any other bylaw or enactment, or the requirements of a permit, order or license issued under another bylaw or enactment.
- 5.2 Nothing in this Bylaw prohibits a person from engaging in any activity that is lawfully permitted by another bylaw or enactment, or pursuant to a permit, order or license granted under the authority of another bylaw or enactment and reasonably contemplated within the scope of a permit, order or license.

6.0 Vacant Non-Residential Property Sub-Class

- 6.1 Any property within the Town of Nanton meeting the criteria for the Vacant Non-Residential Property, as per the provisions of the Bylaw, is subject to a municipal tax rate set that:
 - (i) must not be less than the non-residential tax rate for Other Non-Residential property;
 - (ii) must not be greater than 200 per cent of the non-residential tax rate for Other non-residential property.
- 6.2 The amount of revenue raised over and above the Other Non-Residential municipal tax rate from those properties meeting the criteria for the Vacant Non-Residential Property sub-class assessment, shall be:
 - (i) separately accounted for and transferred to the Town of Nanton "Public Realm Improvement Reserve Fund" for the purpose of funding amenities, infrastructure and other improvements that tangibly and visibly improve the physical condition, appearance and function of the public realm and provide a public benefit to the community overall.
- 6.3 A property in the Vacant Non-Residential Property sub-class shall be placed in the Other Non-Residential class if all owners registered on title sign a statutory declaration, in a form approved by the Chief Administrative Officer, declaring that the property no longer meets the definition of a Vacant Non-Residential Property in the current taxation year in accordance with the following deadlines:
 - (i) On or before January 31.



- 6.4 On or before September 30th , the Town of Nanton shall send an advisory notice to the owner registered on title of any property that may be subject to the Vacant Non-Residential Property sub-class in the next tax year, advising them of:
- (i) the criteria for being placed in the Vacant Non-Residential sub-class;
 - (ii) the impact on municipal property taxes of being placed within said sub-class in the next tax year;
 - (iii) the statutory declaration regulations and deadline.
- 6.5 The properties that comprise the Vacant Non-Residential Property Sub-Class will be identified within the Assessment Roll that is made public annually as per the provisions of the MGA, Part 9, Division 2.
- 7.0 Small Business Property Sub-Class**
- 7.1 Any property within the Town of Nanton meeting the criteria for the Small Business Property, as per the provisions of the Bylaw, will have a tax rate set that:
- (i) must not be less than 75 per cent of the non-residential tax rate for other non-residential property.
 - (ii) must not be greater than the non-residential tax rate for other non-residential property.
- 7.2 A property in the Small Business sub-class shall be placed or remain in the sub-class if all owners registered on title sign a statutory declaration, in a form approved by the Chief Administrative Officer, declaring that their property meets the definition of a Small Business Property in the current taxation year in accordance with the following deadlines:
- (ii) On or before January 31.
- 7.3 The properties that meet the definition of a Small Business Property will be identified within the Assessment Roll that is made public annually as per the provisions of the MGA, Part 9, Division 2.
- 8.0 Multi-Unit Dwelling Property Sub-Class**
- 8.1 Any property within the Town of Nanton meeting the criteria for a Multi-Unit Dwelling Property, as per the provisions of the Bylaw, is subject to a municipal tax rate set that:
- (i) must not be less than 50 per cent of the residential tax rate for other residential property.
 - (ii) must not be greater than the residential tax rate for other residential property.
- 8.2 A property in the Multi Unit Dwelling sub-class shall be placed or remain in the sub-class if all owners registered on title sign a statutory declaration, in a form approved by the Chief Administrative Officer, declaring that their property meets the definition of a Multi-Unit Dwelling in the current taxation year in accordance with the following deadlines:
- (ii) On or before January 31.
- 9.0 Statutory Declarations**
- 9.1 A person shall not make a false or misleading statement or provide any false or misleading information on a statutory declaration signed in accordance with this Bylaw.



- 9.2 A mandatory condition of statutory declarations shall include permission for onsite inspections of properties to satisfy a Peace Officer or Bylaw Enforcement Officer that:
- (i) a licensed business is or is not in operation pursuant to subclass definitions (Vacant Non Residential Property Subclass; Small Business Property Subclass);
 - (ii) two or more residential rental tenures are in effect pursuant to subclass definition (Multi-Dwelling Property Subclass).
- 9.3 If any condition of the statutory declaration signed in accordance with this Bylaw is contravened, or if a false or misleading statement or false or misleading information was provided on the statutory declaration by the persons registered on titles, the said persons:
- (i) Will be liable to pay the tax rate approved for their property's appropriate sub-class for the current taxation year;
 - (ii) Will be guilty of an offence and shall be liable for a minimum specified penalty of \$5,000.

10.0 ENACTMENT/ TRANSITION

- 10.1 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 10.2 The Assessment Sub-Classes will become effective upon final passing of this bylaw and will be applied to those properties meeting the provisions of this Bylaw as of January 2, 2025.

11. EFFECTIVE DATE AND READINGS

- 11.1 This bylaw repeals Bylaw #1339/20 and any amendments thereto.
- 11.2 Read a **first** time this ____ day of _____, 2024

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

DRAFT





REQUEST FOR DECISION

Meeting: October 21, 2024
Agenda Item: 5.1

De-watering project Borrowing bylaw

ADMINISTRATIVE RECOMMENDATION:

To pass first reading of borrowing bylaw No. 1401/24 for the dewatering project and then follow advertising requirements before second and third reading.

BACKGROUND / IMPLICATIONS:

In the spring of 2023, the Town received notice that its application to the Alberta Municipal Water and Wastewater program for sludge handling upgrades at the wastewater treatment was successful. With that notice it was also communicated that the Town would be responsible to cover \$1,163,800 of the total project costs. Administration prepared a brief outlining council's options for covering this and the following resolution was passed –

RESOLUTION # 148 - 23/05/15 - Mitchell

That the Town fund its portion of the Wastewater Treatment Plant sludge handling upgrades by borrowing \$581,900 and utilizing \$581,900 from reserves. CARRIED

As of today's date, the major dewatering equipment has been ordered but is not expected to arrive and be working until next summer. Some engineering work has been done but the majority of work is still to come. As per the MGA, the borrowing bylaw needs to be in place prior to construction and so administration is bringing the bylaw to council for first reading. In terms of the actual borrowing, there is no requirement at this time nor is there a specific timeline. As interest rates are still somewhat high, we would recommend that this wait until the new year. The province recently announced that municipalities will have the ability to borrow at the same rate as the province does, but this won't take effect until the new year either.

The borrowing bylaw is the first step in the process to borrow – once this is in place we can wait for the appropriate time and then file our application with the Alberta Capital Finance authority (ACFA). Effective January 1, 2025 ACFA will have the ability to issue loans twelve times per year with application deadlines being on the 15th of each month for borrowing on the last business day of the following month. As we've discussed previously this borrowing is well within the Town's borrowing limits.

After first reading administration will prepare the appropriate notice which will then be advertised for two consecutive weeks. After that, should no concerns be brought forward from the public the bylaw can receive second and third reading. The proposed borrowing bylaw (1401/24) is attached for reference and is quite straightforward – we are suggesting a twenty-year term to keep the annual debenture costs down. This can be amended if council wishes. Based on current interest rates, the annual debenture cost for a twenty year loan would be \$45,545.34. In comparison a 15 year loan would be \$54,058.44 and a 10 year loan would be \$72,0001.06.

ALTERNATIVES:

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

Financial (GL# / Amount): _____

Communications/PR:

Applicable Legislation:

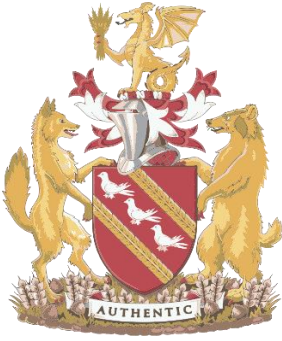
Attachments: Bylaw No. 1401/24

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: October 15, 2024

APPROVED BY: Neil Smith, Chief Administrative Officer:

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



Town of Nanton

BYLAW NUMBER: 1401/XX

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AUTHORIZE COUNCIL TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$581,900 FOR THE PURPOSE OF WASTEWATER TREATMENT PLANT SLUDGE HANDLING SYSTEM UPGRADES.

1. AUTHORITY:

WHEREAS, The Council of the Municipality of the Town of Nanton has decided to issue a bylaw pursuant to Section 258 of the Municipal Government Act to authorize the financing, undertaking and upgrading of the sludge handling system within the wastewater treatment plant.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3,026,000 and the Municipality estimates the following grants and contributions will be applied to the project:

Grants (AWMMP)	\$1,862,200
Debenture(s)	\$581,900
Reserves	<u>\$581,900</u>
Total Cost	\$3,026,000

In order to complete the project, it will be necessary for the Municipality to borrow a maximum sum of \$581,900 for a period not to exceed 20 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this Bylaw.

The estimated lifetime of the project financed under this Bylaw is equal to, or in excess of 20 years.

The principal amount of outstanding debt of the Municipality at December 31, 2023 is \$711,464 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and regulations of the Province of Alberta.

2. ENACTMENT:

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

- 2.1 That for the purpose of upgrading the sludge handling system within the wastewater treatment plant a maximum sum of **FIVE HUNDRED AND EIGHTY ONE THOUSAND, NINE HUNDRED DOLLARS (\$581,900)** be borrowed from the Alberta Capital Finance Authority or another

authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of \$581,900 is to be paid by the Municipality at large.

- 2.2 The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the upgrade of the sludge handling system within the wastewater treatment plant.
- 2.3 The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed TWENTY (20) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed SIX (6) percent.
- 2.4 The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
- 2.5 The indebtedness shall be contracted on the credit and security of the Municipality.
- 2.6 The net amount borrowed under this bylaw shall be applied only to the project specified by the Bylaw.

3. INTERPRETATION

- 3.1 This Bylaw will be cited as the Raw Water reservoir renewal project Borrowing Bylaw No. 1401/24.

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 21st day of October, 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

DRAFT





INFORMATION BRIEF

Meeting: October 21, 2024
Agenda Item: 5.2

Nanton Community Centre Utilities

Purpose: To inform Council of options concerning the power and natural gas utilities at the Nanton Community Centre.

Background:

Early in 2024, council passed the following two resolutions pertaining to the utilities at the community centre.

RESOLUTION # 36 – 24/02/05 - Mitchell

Moved to direct the Chief Administrative Officer to bring back the addition of the Community Centre's utilities to the Town of Nanton operating budget as a request for decision to be brought back to Council in the Fall of 2024 CARRIED

RESOLUTION # 37– 24/02/05 - Dozeman

Moved to approve the Community Centre Society 2024 Annual Community Support Grant in the amount of \$13,500 to assist with the utility costs for the facility. CARRIED

The first resolution, the support grant was the fourth such grant approved in the past five years. In 2020, due to COVID, bookings at the community centre suffered and as such the community centre struggled financially to make ends meet. The Town received a municipal operating support grant from the province and part of it went to the community centre upon their request.

In 2021, things improved, and the Town received no request for support. For the past three years now though the Community Centre has applied for a support grant to cover utilities which council has approved (\$12,000 to \$14,000 each year). Earlier this year when council approved the support grant request it was noted that perhaps the Town should just consider adding the community centre utilities to its operating budget instead of approving a support grant as it continues to look like this would be an annual request.

Administration has since done some investigating to see what this would look like and has prepared this brief. Admin reached out to the community centre and requested a copy of the past years utility bills - this was helpful as we were able to determine that the community centre has been on a regulated rate plan meaning they've been paying a pretty high rate at certain times of the year. For the period of June 2023 to May 2024 the community centre paid \$4,270 for electricity – under a fixed rate plan of nine cents per kWh the price would have been \$1919. Distribution and transmission costs are additional, but these do not change based on the type of plan.

As a municipality we are able to take advantage of group buying power and under our current contract we pay just under six cents per kWh. Unfortunately, a new site cannot be added in the middle of an agreement (starting in 2026 though we could add a new site). If the Town were to take over the utilities we could sign up under a fixed rate plan that is much more competitive than the regulated rate the community centre is on now. The other advantage would be that as a municipality we are able to claim

GST costs so this would also be a savings. In terms of natural gas, it's a similar story – we wouldn't be able to add the community centre site, but we could get on a plan that is a bit better than the current one the community centre has.

So, in comparison to providing a support grant for \$13,500 the potential costs of taking over the community centre electricity and natural gas costs could be approximately \$10,500 – savings do look possible but are not guaranteed. The community centre did provide a financial projection for the next three years and without the Town covering utilities it shows they will be in deficit by the end of the three years. Although it is a projection only, we know that utilities are one of their biggest expenses and without a fairly large increase in revenue they will continue to just get by. The new board has done a really good job at reducing expense as there is approximately 1200 volunteer hours put in annually and they have continued to make improvements with the funds that they do have.

As council is well aware the community centre is a Town asset, and we do fund capital improvements – we don't have a policy though when it comes to responsibility for utilities in lease agreement arrangements (typically it's the leasee). There are other facilities the Town owns that are leased out that the Town doesn't cover utilities and or we haven't received support grant requests from before. Administration therefore does not have a recommendation, but if council is in agreement to cover the utilities it makes more sense to put them in the Town's name than to provide an annual support grant.

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: October 16, 2024

CAO Comments: It would be reasonable, in the interests of optimizing the society's operation of the facility for successful events, activities and local groups, that the Town assume responsibility for utility costs for the long term.



NANTON
EST. 1903
CHIEF ADMINISTRATIVE OFFICER

Date Signed: October 17, 2024



REQUEST FOR DECISION

Meeting: Monday October 21, 2024

Agenda Item: 5.3

Consideration for LED Highway Sign Replacement

PURPOSE:

The Town of Nanton Council needs to consider whether to continue investing in the replacement of LED highway signs. This document outlines the history, current situation, pros and cons of maintaining these signs, and the need for ongoing budget considerations for future repairs and updates.

BACKGROUND / IMPLICATIONS:

The existing LED highway signs were installed in 2016 at a cost of \$60,993.97 and are now in need of electronics replacement. As technology advances, these signs will require regular updates and maintenance to remain functional. Council must decide if they want to allocate funds for the ongoing repair and replacement of these signs. To do this will cost an estimated \$5,000 in 2025, followed by other likely repairs to the screens and casing of \$10,000 or more in subsequent years to extract optimal value from the original 2016 investment.

Pros of Having LED Highway Signs

1. Real-Time Information: These signs provide timely updates about traffic conditions, road closures, and community events.
2. Community Engagement: They can effectively promote local initiatives and activities, helping to foster community spirit.
3. Energy Efficiency: Modern LED signs consume less energy compared to traditional signage.

Cons of Having LED Highway Signs

1. Ongoing Costs: The ongoing costs for maintenance and updates as technology evolves. *Current maintenance costs are estimated to be \$4-5,000 for the status quo in 2025.*
2. Technological Obsolescence: The rapid pace of technological advancement means that signs may require frequent updates, leading to additional expenses. *There is no Windows support for the current 2016 mini PCs in the highway units, for example.*
3. Driver Distraction: Electronic signs, if not carefully managed, can distract drivers and contribute to safety concerns.

The much larger/ wider LED signs in Claresholm cost approximately \$52,180 plus GST in 2019 to install – a separate cost from the hard community gateway signage above them. The two gateway units in Nanton, excluding electrical site installation costs, cost \$43,547.40 in 2016. A complete 'refresh', replacing like with like (with a different look) would probably be in the \$50-60,000 territory today. However, a static community gateway signage project, with floodlighting, would probably still come in under \$10,000 or perhaps a bit more if 'premium' gateway signs were pursued.

The Town of Nanton Council must evaluate the benefits and drawbacks of continuing to invest in LED highway signs. If the decision is made to proceed, it will be essential to budget for ongoing repairs and potential replacements in future fiscal plans.

CAO Comment: As with office technology, these units (including the new one by the Post Office), while attractive, have a lot of built-in obsolescence without regular investments in hardware, software and maintenance. There also needs to be a clear communications plan for the specific purpose of such signs on the highway corridor. While these are expensive LED signs and would cost a lot to replace or upgrade today (and would function well enough for basic private sector advertising) they are arguably not large

enough (nor positioned well enough) to carry detailed community information quickly in the few seconds that a driver can see them. From administration’s standpoint, we’d likely rather have the resources to expand traffic safety LED signage along the north and south corridors and maintain the pedestrian information kiosk asset beside the Post Office. The power at both sites can be used for floodlights and seasonal light displays.

ADMINISTRATIVE RECOMMENDATION:

Administration has provided options as any one recommendation would be subjective based on aesthetic and budgetary considerations.

DECISION OPTIONS:

- #1 – To budget for \$_____ in 2025 to fix the signs and budget for future upgrades when required.
- #2 – To budget for \$_____ in 2025 to fully redesign the signs and bring this discussion back to Council in the 2026 budget talks.
- #3 – To replace the LED signs with static Town of Nanton signs.

ALTERNATIVES:

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

Financial (GL# / Amount) : \$5-50,000, possibly sourced from the Public Realm reserve.

Communications/PR:

Applicable Legislation:

Attachments:

Prepared By: SL & NS

Date: October 17th 2024



APPROVED BY: Neil Smith, Chief Administrative Officer:

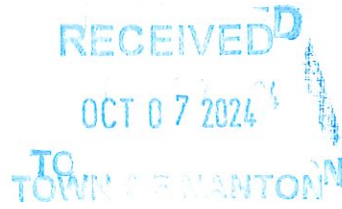
NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input type="checkbox"/>	EMERGENCY SERVICES
<input type="checkbox"/>	PLANNING & DEVELOPMENT	<input type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input checked="" type="checkbox"/>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





Oldman Watershed Council
PO Box 1892
Lethbridge, Alberta T1J 4K5
info@oldmanwatershed.ca
(403) 330-1346

Her Worship Jennifer Handley
Town of Nanton
PO Box 609
Nanton AB T0L1R0



October 2, 2024

Dear Mayor Handley and Council,

Thank you for your on-going support of the Oldman Watershed Council (OWC). Your contributions are essential to our mission of safeguarding the health and sustainability of our watershed—a mission that directly influences the economic prosperity, environmental resilience, and quality of life in our region. As we look ahead, we're asking for your continued partnership to help us tackle the challenges and seize the opportunities before us.

Your municipality plays a critical role in our efforts. With 3 dedicated municipal seats on our 19-member Board, including 1 for Towns and Villages, 1 for Municipal Districts and Counties, and 1 for the City of Lethbridge, your voice is integral to the work we do. Together, we ensure that all perspectives within the watershed are considered, fostering a collaborative approach to watershed management.

Over the past year, despite the ongoing challenges of drought, we've achieved significant milestones with your support:

- **Drought Response:** We launched ABWater.ca and hosted a drought resilience workshop, enhancing drought management knowledge by 90% among 110 participants from 36 municipalities and one First Nation.
- **Restoration:** Nearly 5,000 willows were planted across 20 sites, improving water storage and quality. We worked closely with 16 landholders, including five new collaborators.
- **Economic Impact:** Our efforts from 2009 to 2022 contributed \$8.3 million to the region's GDP and created 167 job years, highlighting the economic benefits of our environmental work.
- **Community Engagement:** We engaged 3,656 residents, including 1,566 youth, through innovative programs such as virtual reality experiences. Ninety-three percent of participants left feeling more hopeful about the environment and their role in its protection.
- **Partnerships:** Our network grew to 122 partners across Southern Alberta, significantly amplifying our collective impact.

As we move forward, we are requesting your municipality's continued support for the fiscal year of April 2024 to March 2025. A contribution of 49¢ per resident—totaling \$1,062 for 2167 residents—will directly support our ongoing efforts to educate the public, restore vital habitats, and uphold our role as an impartial and trusted voice in watershed management.

We encourage you to review our 2023-24 annual report, which showcases the impact of your contributions through compelling stories, images, and project highlights. If you would like to arrange a presentation or discuss further collaboration opportunities, please reach out to our Executive Director, Shannon Frank, at shannon@oldmanwatershed.ca or 403-317-1328.

Your support truly makes a difference. Together, we can continue to protect and enhance the Oldman Watershed, ensuring a vibrant and sustainable future for all.

Warm regards,

Doug Kaupp, OWC Chair and Water and Wastewater Special Project Manager, City of Lethbridge

From [REDACTED]
Sent: October 15, 2024 10:16 AM
To: [REDACTED] Neil Smith [REDACTED]
Subject: Congratulations Councillor Czop

You don't often get email from jenn@eoep.ca. [Learn why this is important](#)

Good Morning,

This year 26 AB Munis graduates were presented with the MELC through University of Alberta's Augustana Extended Education. One of your fellow Council Members has received recognition for successfully completing all 7-core course through EOEP.

Please join me in congratulating Councillor Czop on their accomplishment and dedication to professional development in the pursuit of service to their community. It is the commitment to ongoing learning that leads to impactful municipal leadership.

Thank you for your service to your community!



Jenn Anheliger
Registrar

P: 780-989-7431
E: registrar@eoep.ca
www.eoep.ca