



AGENDA

Monday November 4, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

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 October 21, 2024 Organizational Meeting Minutes - E
- 4.1.2 October 21, 2024 Regular Meeting Minutes - E
- 4.1.3 October 28, 2024 Special Meeting Minutes - E
- 4.1.4 October 28, 2024 Committee of the Whole Meeting Minutes - E

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 Request for Decision Council Benefit Package - E
- 4.2.2 Request for Decision Organizational Chart - E
- 4.2.3 Request for Decision Non-Union Personnel - E

5. NEW & UNFINISHED BUSINESS:

- 5.1 Information Brief Community Organization Property Tax Exemption Regulation (COPTER) - E
- 5.2 Request for Decision Bylaw 1402/24 Property Tax Exemption - E
- 5.3 Information Brief Recycling - E
- 5.4 Request for Decision Property Tax Variance Objectives Policy - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

7. CLOSED CONFIDENTIAL SESSION:

7.1 Livingstone Range School Division FOIP section 24 Advice from Officials

7.2 Nanton Waterline Project FOIP section 24 Advice from Officials

8. ADJOURNMENT:



STATUS REPORT

Meeting: November 4th, 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 November 21, 2024 & November 28, 2024 Special Meeting				
275-24/10/21	Bylaw 1400/24 Property Sub Class forms/policy		IP	CAO/LS
276-24/10/21	Bylaw 1401/24 Borrowing Dewatering notice		C	CS/LS
278-24/10/21	RFD Energy Audit		IP	CS
286-24/10/28	Letter of support of LGSG for 29 th Ave		IP	CS
286-21/10/28	RFD for org chart and non-union pay grid		C	CAO
286-21/10/28	RFD for Healthcare Spending Account for Council		C	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	Oct COW Meeting	IP	LS
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		C	CAO
196-24/07/15	ATCO Franchise agreement		IP	CS
211-24/08/12	Community Center Green Initiative Grant		HOLD	CS
244-24/10/07	Proclaim November Violence Prevention Month	Nov 1, 2024	IP	LS

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

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



Res #	Description	Notes
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: November 4th, 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 COMPLETE – further needed in 2025		\$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



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's not going to happen in 2024 these funds should be transferred to reserve.





MINUTES

Monday, October 21, 2024, at 6:30 p.m.
 Council Chambers at the Tom Hornecker
 Recreation Centre, 2122 – 18 Street

ORGANIZATIONAL MEETING

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

OTHERS PRESENT: Neil Smith Chief Administrative Officer
 Clayton Gillespie Manager of Corporate Services
 Sara-Lynn Lyons Legislative Services and Communications

1. Mayor Handley called the meeting to order at 6:30 p.m.
2. Adoption of Agenda:

RESOLUTION # 246 - 24/10/21 - Sorenson

Moved to accept the agenda for the Organizational Meeting of October 21, 2024, as presented.
 CARRIED

3. Confirmation of Code of Conduct Bylaw #1304/18 – acknowledgment by all Council Members present.

4. Regular Council Meetings BYLAW #1354/21:

- 4.1 Dates set for Regular Council Meetings
- 4.2 Appoint Council Chambers at the Tom Hornecker Recreation Centre 2122 – 18 ST

RESOLUTION # 247 - 24/10/21 - Mitchell

Moved to set the following dates for the Regular Meetings of Council, to be held at the Council Chambers in the Tom Hornecker Recreation Centre, 2122 – 18 Street, at 7:00 p.m., unless notification is provided in accordance with the current Town of Nanton Council and Committee Procedural Bylaw and the Municipal Government Act of Alberta;

November 4, 18, 2024	December 9, 2024
January 6 and 20, 2025	February 3 and 18 (Tuesday), 2025
March 3 and 17, 2025	April 7 and 21, 2025
May 5 and 20 (Tuesday), 2025	June 2 and 16, 2025
July 14, 2025	August 11, 2025
September 2 (Tuesday) and 15, 2025	October 6 and 20, 2025

CARRIED



4.3 Schedule for Council Committee of the Whole Meetings

RESOLUTION # 248 - 24/10/21 - Miller

Moved to schedule Committee of the Whole of Council Meetings, to be held at the Council Chambers in the Tom Hornecker Recreation Centre, 2122 – 18 Street, at 7:00 p.m., unless notification is provided in accordance with the current Town of Nanton Council and Committee Procedural Bylaw and the Municipal Government Act of Alberta;:

October 28, 2024	November 25, 2024
<i>December scheduled as required</i>	January 27, 2025
February 24, 2025	March 31, 2025
April 28, 2025	May 26, 2025
June 23, 2025	<i>July and August scheduled as required</i>
September 29, 2025	October 27, 2025

CARRIED

5. Deputy-Mayor Appointments:

RESOLUTION # 249 - 24/10/21 - Czop

Move to confirm the schedule of Deputy-Mayor appointments, previously set by Resolution #276 – 23/10/16 for the remainder of the 2024 to 2025 term as follows:

Name	Second Term
Councillor Miller	July 1/24 – Oct 31/24
Councillor Sorenson	Nov 1/24 – Feb 28/25
Councillor Dozeman	Mar 1/25 – Jun 30/25
Councillor Mitchell	Jul 1/25 – Oct 31/25

CARRIED

6. INTERMUNICIPAL APPOINTMENTS:

6.1 Intermunicipal Collaboration Framework (ICF) (Bylaw #1399/24)

RESOLUTION # 250 - 24/10/21 - Miller

Appointed Mayor Jennifer Handley and Councillor Victor Czop as Council representatives to the Intermunicipal Collaboration Framework Committee with Councillor Roger Miller as alternate. CARRIED

6.2 Nanton Health Centre Management Committee (Co-ownership agreement)

RESOLUTION # 251 - 24/10/21 - Sorenson

Appointed Councillor Roger Miller as Council representative to the Nanton Health Centre Management Committee with Mayor Jennifer Handley as alternate. CARRIED

7. STANDING COMMITTEES - BYLAW #1321/19:

RESOLUTION # 252 - 24/10/21 - Czop

Moved that all Standing Committee representatives for the upcoming organizational year be suspended and lieu will collaboratively address all items during Committee of the Whole meetings.

8. Freedom of Information & Protection of Privacy (FOIP) Appointments:

RESOLUTION # 253 - 24/10/21 - Miller

Appointed Chief Administrative Officer, Neil Smith, as Head of Freedom of Information and Protection of Privacy (FOIP), and Sara-Lynn Lyons, Legislative Services and Communications Coordinator as FOIP Coordinator. CARRIED

9. Property Tax Assessor

RESOLUTION # 254 - 24/10/21 - Miller

Appointed Lance Wehlage, Benchmark Assessment Consultants, as Property Tax Assessor. CARRIED

Councillor Dozeman entered the meeting at 6:34 p.m.

10. Regional Assessment Review Board Bylaw #1357:

RESOLUTION # 255 - 24/10/21 - Dozeman

Appointed Councillor Roger Miller as Regional Assessment Review Board Member representative. CARRIED

11. Emergency Management Committee Bylaw #1332/19

RESOLUTION # 256 - 24/10/21 - Mitchell

As per Emergency Management Bylaw #1332/19, moved to appoint Councillor John Dozeman as Chair to the Emergency Advisory Committee with Councillor Victor Czop and Mayor Jennifer Handley; and further moved to appoint Public Works Lead Hand, Shellah Petersen as Director of Emergency Management Agency and Chief Administrative Officer, Neil Smith as Deputy-Director of the Emergency Management Agency. CARRIED

12. Foothills Regional Emergency Services Commission (FRESC):

RESOLUTION # 257 - 24/10/21 - Czop

Appointed Councillor John Dozeman as representative to the Foothills Regional Emergency Services Commission. CARRIED

13. Nanton Quality of Life Foundation:

RESOLUTION # 258 - 24/10/21 - Miller

Appointed Mayor Jennifer Handley as representative to the Nanton Quality of Life Foundation, with Councillor Ken Sorenson serving as Alternate. CARRIED

14. Mosquito Creek Foundation (Bylaw #635/75)

RESOLUTION # 259 - 24/10/21 - Dozeman

Appointed Mayor Jennifer Handley and Leigh McNeill as the two Town Members at Large representatives to the Mosquito Creek Foundation. CARRIED

15. Highwood Management Plan – Public Advisory Committee Representatives:



RESOLUTION # 260 - 24/10/21 - Mitchell

Appointed Councillor Ken Sorenson as representative to the Highwood Management Plan – Public Advisory Committee. CARRIED

16. Foothills Regional Services Commission (FRSC Bylaw #1111/01):

RESOLUTION # 261 - 24/10/21 - Miller

Appointed Councillor Dave Mitchell as representative to the Foothills Regional Services Commission, with Councillor Ken Sorenson as the alternate. CARRIED

17. Alberta SouthWest Regional Alliance:

RESOLUTION # 262 - 24/10/21 - Sorenson

Appointed Councillor Victor Czop as representative to the Alberta SouthWest Regional Alliance, and Mayor Jennifer Handley as the alternate. CARRIED

18. Oldman River Regional Services Commission – Intermunicipal Service Agency:

RESOLUTION # 263 - 24/10/21 - Dozeman

Appointed Councillor Victor Czop as representative to the Oldman River Regional Services Commission, and alternate Councillor Roger Miller. CARRIED

19. Municipal Planning Commission:

RESOLUTION # 264 - 24/10/21 - Mitchell

Appointed the Members of the Town of Nanton Municipal Planning Commission as follows:
Three Council Members: Councillor Victor Czop, Councillor Roger Miller, Councillor Ken Sorenson;
Two Alternate Council Members: Councillor John Dozeman, Mayor Jennifer Handley;
Two Members-at-large: Shauna Strong, Julia Anderson.
CARRIED

20. Chinook intermunicipal Subdivision & Development (Bylaw #1323) Appeal Board

RESOLUTION # 265 - 24/10/21 - Czop

Appointed Councillor Dave Mitchell (non-member of Municipal Planning Commission) as representative to the Chinook Intermunicipal Subdivision and Development Appeal Board. CARRIED

21. Livingstone Range School Division – Nanton Joint Use Planning Agreement Governing Committee

RESOLUTION # 266 - 24/10/21 - Sorenson

Appointed Councillor Roger Miller and Mayor Jennifer Handley as Council representative to the Livingstone Range School Division – Nanton Joint Use Planning Agreement Governing Committee.
CARRIED

22. Town of Nanton Library Board:

RESOLUTION # 267 - 24/10/21 - Miller

Appointed Councillor Dave Mitchell as Council representative to the Town of Nanton Library Board for one year term with appointment expiring October 31, 2025. CARRIED

23. Chinook Arch Regional Library System Representatives:

RESOLUTION # 268 - 24/10/21 - Mitchell

Appointed Amanda Bustard, Chair of the Town of Nanton Library Board, as the representative to the Chinook Arch Regional Library System. CARRIED

24. Community Organizations

RESOLUTION # 269 - 24/10/21 - Czop

Appointed the Council Members as “Liaison” or “Point of Contact” to Town of Nanton Community Organizations as follows:

- Town and Country Kozy Korner Association Board – Councillor Victor Czop
- Nanton & District Chamber of Commerce – Mayor Jenniffer Handley / Councillor Victor Czop
- Nanton & District Community Memorial Centre Society – Councillor Victor Czop
- Nanton Lancaster Society Board – Councillor Roger Miller
- Canadian Grain Elevator Discover Centre of Canada – Councillor Roger Miller
- Nanton Agricultural Society – Councillor Dave Mitchell
- Nanton Golf Club – Councillor Dave Mitchell
- Nanton Children’s Society – Councillor John Dozeman
- Nanton Future Foundation – Councillor Dave Mitchell
- Nanton Booster Club – Mayor Jennifer Handley
- Nanton Promoters – Mayor Jennifer Handley
- Nanton Recreation Teams (general) – Councillor Dave Mitchell
- Citizens on Patrol – Councillor Victor Czop
- Nanton Lions / Leos Clubs – Councillor John Dozeman
- Nanton Fire Department – Councillor John Dozeman
- Nanton Animal Protection Society – Councillor Dave Mitchell / Mayor Jennifer Handley

CARRIED

25. 2024 additions to the Community Member recognition Board:

No additions at this time

26. Adjournment:

RESOLUTION # 270 - 24/10/21 – Dozeman

Moved to adjourn the 2024 Organizational Meeting of the Council of the Town of Nanton at 6:41 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

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





MINUTES

Monday October 21, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

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

OTHERS PRESENT:

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

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 271 – 24/10/21 - Czop

The Regular Council agenda for Monday October 21, 2024 was accepted with the following changes:

Addition of item 5.4 October 28, 2024 Special Meeting
CARRIED

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

RESOLUTION # 272 – 24/10/21 - Czop

Moved that all written reports, as recorded on the agenda for Monday October 21, 2024, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 October 7, 2024 Regular Council Meeting Minutes – E

RESOLUTION # 273 – 24/10/21 - Sorenson

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 October 7, 2024, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

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

RESOLUTION # 274 – 24/10/21 - Dozeman

Moved to read Town of Nanton Bylaw #1400/24 for a second time. CARRIED

RESOLUTION # 275 – 24/10/21 - Mitchell

Moved to read Town of Nanton Bylaw #1400/24 for a third and final time. CARRIED

5. NEW & UNFINISHED BUSINESS:

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

RESOLUTION # 276 – 24/10/21 - Dozeman

Moved to read Town of Nanton Bylaw #1401/24, a Bylaw to authorize Council to incur indebtedness for the purpose of Wastewater Treatment plant sludge handling system upgrades for a first time. CARRIED

5.2 Request for Decision - Community Centre Utilities – E

RESOLUTION # 277 – 24/10/21 - Dozeman

Moved to direct administration to transfer the Community Centre utilities into the Town of Nanton's name, effective January 1, 2025, for the payment of utilities in lieu of an annual support grant subject to an amendment to the lease agreement. CARRIED

RESOLUTION # 278 – 24/10/21 - Mitchell

Moved to direct administration to prepare an RFD on conduction of energy audits on the Community Centre and possible other Town of Nanton facilities. CARRIED

5.3 Request for Decision – Gateway LED Sign Consideration – E

5.4 October 28, 2024 Special Meeting

RESOLUTION # 279 – 24/10/21 - Mitchell

Moved to schedule a Special Meeting on October 28, 2024 at 3:00 pm. In Council Chambers to discuss 2025 Strategic Priorities in closed session. CARRIED

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:

RESOLUTION # 280 – 24/10/21 - Czop

IT WAS MOVED at 8:25 p.m. 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 Municipal Buildings – Advice from Officials FOIP Section 24 Advice from Officials
CARRIED**

RESOLUTION # 281 – 24/10/21 - Miller

IT WAS MOVED to reconvene the Regular Meeting at 9:08 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 282 – 24/10/21 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:09 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

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





MINUTES

Monday October 28, 2024 at 3:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

COUNCIL SPECIAL MEETING

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

OTHERS PRESENT: Clayton Gillespie Corporate Services Manager
Neil Smith Chief Administrative Officer (electronic attendance)
Sara-Lynn Lyons Legislative Services & Communications

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Special Meeting was called to order by Mayor Handley at 3:00 p.m.

RESOLUTION # 283 – 24/10/28 – Mitchell

The Special Meeting of Council agenda for October 28, 2024 was accepted with the following addition:

Item 2.6 Local Growth and Sustainability Grant letter to Minister of Municipal Affairs
CARRIED

2. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 284 – 24/10/28 – Czop

IT WAS MOVED at 3:02 p.m. 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:

- 2.1 2025 Priority Roundtable
- 2.2 Capacity Limitations on Priorities
- 2.3 Organizational Chart
- 2.4 Non-Union Pay Grid Update
- 2.5 Council benefit packages

Under FOIP Sections 16 Trade Secrets of a Third Party, Section 24 Advice from Officials and Section 25 Economic Interests of the Municipality
CARRIED

Neil Smith left the meeting at 4:14 p.m. and returned at 4:16 p.m.
Roger Miller left the meeting at 4:35 p.m. and returned at 4:37 p.m.
Sara-Lynn Lyons left the meeting at 5:07 p.m. and returned at 5:09 p.m.

RESOLUTION # 285 – 24/10/28 – Mitchell

IT WAS MOVED to reconvene the Special Meeting of Council at 5:22 p.m. CARRIED

2.6 Local Growth and Sustainability Grant letter to Minister of Municipal Affairs

RESOLUTION # 286 – 24/10/28 – Dozeman

Moved to direct the Chief Administrative Officer to draft a letter in support of applying for the Local Growth and Sustainability Grant for the 29 Avenue waterline repairs. CARRIED

RESOLUTION # 287 – 24/10/28 – Mitchell

Moved to direct the Chief Administrative Officer to prepare a request for decision regarding the Organizational Chart and Non-Union Pay Grid. CARRIED

RESOLUTION # 288 – 24/10/28 – Czop

Moved to direct the Chief Administrative Officer prepare a request for decision regarding a Healthcare Spending Account for Council. CARRIED

3. ADJOURNMENT:

RESOLUTION # 289 – 24/10/28 – Dozeman

IT WAS MOVED to adjourn the Special Meeting of Council Meeting at 5:34 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

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





MINUTES

Monday October 28, 2024 at 6:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

COUNCIL COMMITTEE OF THE WHOLE MEETING

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

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer (electronic attendance)
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning and Development Officer
Allison IsBell	Lively Realty
Barry Harvey	Royal LePage Solutions
David Thompson	D2S Farms Ltd.
David Udy	D2S Farms Ltd.

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Committee of the Whole Meeting was called to order by Mayor Handley at 6:01 p.m.

RESOLUTION # 1 – 24/10/28 – CW - Miller

The Committee of the Whole of Council agenda for October 28, 2024 was accepted as presented
CARRIED

RESOLUTION # 2 – 24/10/28 – CW - Czop

IT WAS MOVED at 6:01 p.m. 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:

- 2.1 D2S Farms Ltd. FOIP Section 16 Trade Secrets of a Third Party
- 3.1 Administration/ Development Services FOIP Section 16 Trade Secrets of a Third Party and Section 24 Advice from Officials

CARRIED

2. CLOSED SESSION:

- 3.1 Administration/ Development Services FOIP Section 16 Trade Secrets of a Third Party and Section 24 Advice from Officials

Jennifer Handley left the meeting at 6:39 p.m. and returned at 6:41 p.m.

Allison IsBell, Barry Harvey, David Thompson and David Udy arrived at the meeting at 6:43 p.m.

3. CLOSED SESSION DELEGATIONS:

- 2.1 D2S Farms Ltd. FOIP Section 16 Trade Secrets of a Third Party

Allison IsBell, Barry Harvey, David Thompson and David Udy arrived at the meeting at 6:55 p.m.

RESOLUTION # 3 – 24/10/28 – CW - Miller

IT WAS MOVED to reconvene the Committee of the Whole Meeting at 8:12 p.m. CARRIED

4. MAYOR AND COUNCILLOR INQUIRIES:

5. NEXT COMMITTEE OF THE WHOLE MEETING:

5.1 November 25, 2024

6. ADJOURNMENT:

RESOLUTION # 4 – 24/10/28 – CW - Dozeman

IT WAS MOVED to adjourn the Committee of the Whole of Council Meeting at 8:12 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

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



REQUEST FOR DECISION

Meeting: November 4, 2024
Agenda Item: 4.2.1

Council Benefit Package

Recommendation(s):

- That council approve inclusion of a \$950 annual health spending account for each council member starting in the 2025 budget year.

Purpose:

Council members have a very important job in the community and to do their job effectively it is ever more important to stay both physical and mentally healthy. As such, administration has investigated some options for council to consider that would add to their current health benefit package.

Background:

In many municipalities, council members receive health benefits similar to what employees receive. In Nanton, council members currently only receive group accident coverage along with EFAP (Employee, Family Assistance Program) benefits. This dates back for as long as administration can remember and has never really been questioned.

Providing the same health benefits as employees to council members is always an option and would not only help to compensate council members for their contribution to the community but may also help in attracting new members of the public to run for council in future years.

To add life insurance, dependent insurance, extended health care, and dental benefits to the existing council package would be approximately \$2900 per month (for all councillors) – this would be if the municipality covered the full cost. It would be possible to have council members cover a percentage of the premium.

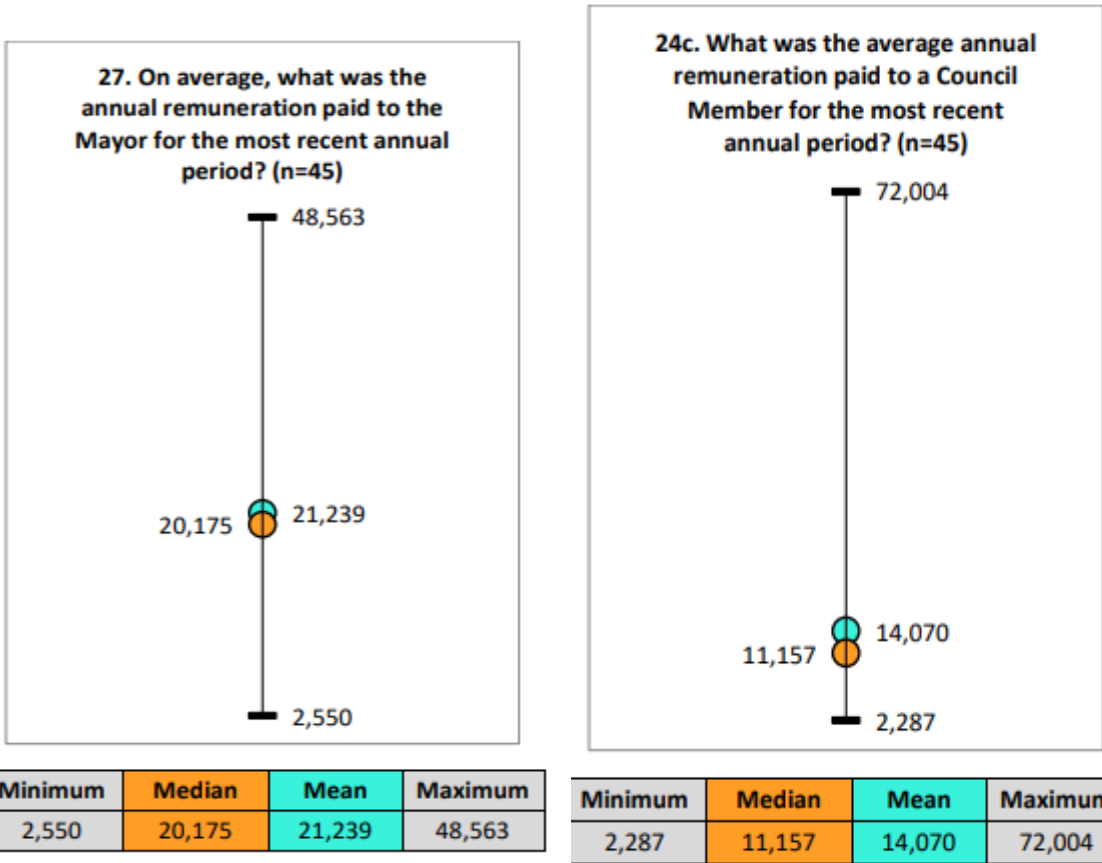
The only difference council members would see is that life insurance would be limited to a flat amount of \$25,000 and long-term disability would not be available. The numbers quoted are from early 2024, but they do give council a good idea – this would equate to \$35,000 annually in comparison to the \$1000 that the municipality currently pays. In the most recent Alberta Municipalities Wage and Salary survey (for populations under 5000) out of 46 municipalities, only 9 responded as having provided these types of benefits and in all cases the municipality covered 80% of the premiums.

A second option would be to provide a health care spending account – this could be used for anything health or dental related and could be any annual amount. Town of Nanton employees currently receive a \$950 annual health care spending account. If the same amount was offered to council members, this would be a \$6,650 annual expense.

A third option to consider outside of adding additional benefits for council members would be to increase the monthly honorarium – the additional honorarium could then be used to offset health and dental. The current honorariums were updated in 2021 and were increased by 4% over the previously approved rates from 2017.

	Current	Previous (2017)	Previous (2014)
Current honorariums:			
	Mayor = \$1421.51/month (annual = \$17,058)	\$1368.90	\$1350
	Councillor = \$1000.33 (annual = \$12,003)	\$963.30	\$950

In the most recent Alberta Municipalities Wage and Salary survey for Towns under 5000, the average council and mayor honorarium was listed as follows:



As one can see, the Town of Nanton is not that far off in comparison.

In conclusion, there are many municipalities that offer additional health benefits to their council members. There are some advantages to doing this, but it depends on the goal, and it comes at an additional cost.

ADMINISTRATIVE RECOMMENDATION:

That council approve inclusion of a \$950 annual health spending account for each council member starting in the 2025 budget year.

This is the most cost-effective solution while still providing an additional benefit that all council members can utilize on a yearly basis.

DECISION OPTIONS:

- #1 – To approve administration’s recommendation.
- #2 – To amend administration’s recommendation.
- #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:

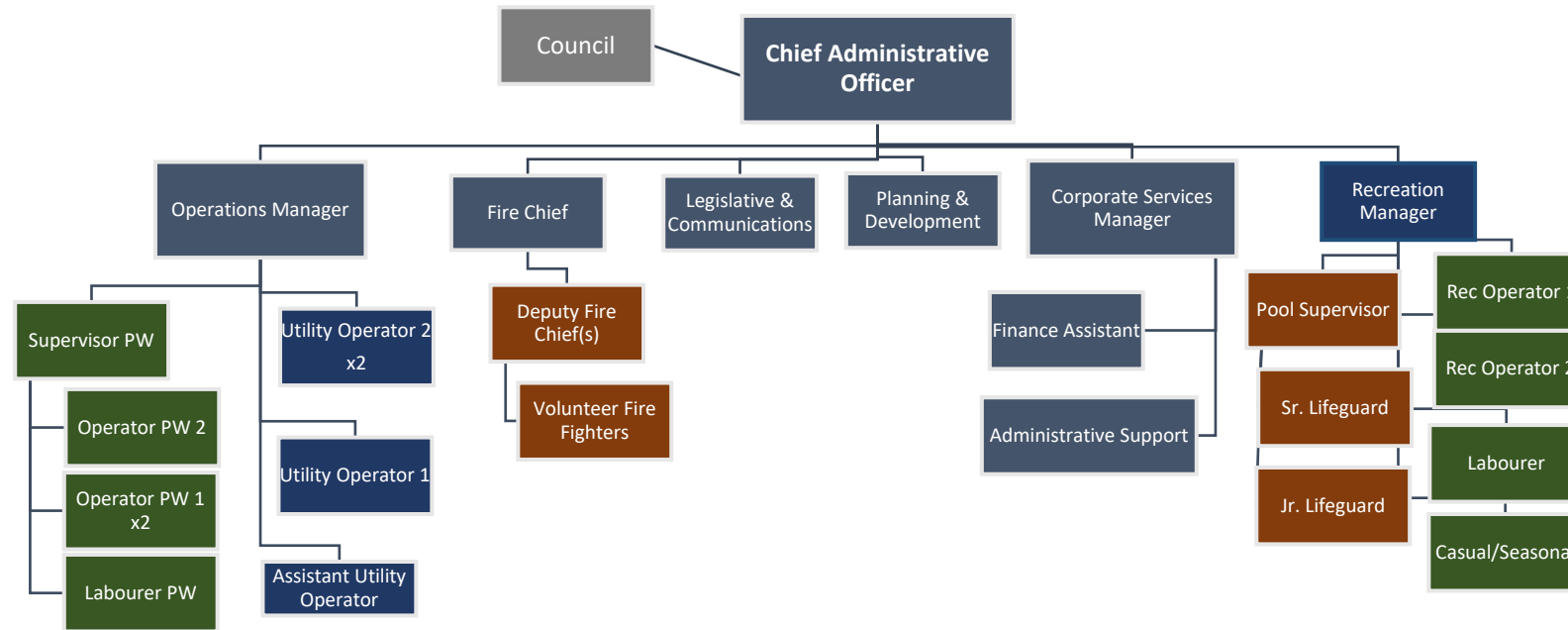
Prepared By: Clayton Gillespie, Corporate Services Manager Date: October 30th 2024

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 checked="" type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			

Town of Nanton Organization Chart (Personnel)

Meeting: November 4, 2024
Item: 4.2.2





REQUEST FOR DECISION

Meeting: November 4th 2024

Agenda Item: 4.2.3

Non-Union Personnel Policy and Organization Chart

Recommendation(s):

- That the updated Non-Union Personnel Policy is brought forward for consideration at the November 4th 2024 meeting of Council.
- That the revised organization chart for personnel is approved.

PURPOSE:

The previous version of this NUP policy is slightly overdue for review as the process was deferred in 2023. Administration recommends that it should be updated going into 2025.

Administration is seeking a revision to the organization chart.

BACKGROUND / IMPLICATIONS:

As mentioned in the 2020 RFD on this topic, there is rarely a good time to bring forward this kind of policy as it can, by its very nature, generate discord. All that administration can offer on this known sensitivity is that its adoption as presented would not trigger any significant or unbudgeted changes to non-union employee compensation as it currently stands under contract in 2024. **It instead sets parameters for the future with a proposed 6.5 per cent increase for all compensation steps.**

A policy like the attached is designed to make non-union compensation both fair for employees and predictable for the municipal budget.

- It incentivizes predictable and limited 'steps' over 3 year cycles, subject to annual review that cannot be exceeded without Council approval;
- By the same token, it encourages current and well-maintained multi-year contracts for non-union staff rather than poorly maintained agreements which result in subjective and discretionary salary decisions by the CAO or designate;
- It does not align with collective agreement percentages, ensuring that management are never bargaining for their own increases;
- CAO compensation's upper limit (Step 6) will see a proposed adjustment for the first time since 2017, not because the current incumbent has reached anything close to the existing ceiling, but because more and more observed upper salary limits for similar positions in similar sized municipalities are now regularly observed to be in the mid \$150-\$155k area – sometimes even more.

The salary ranges are based on comparative research around a number of other similar municipalities – **these ranges are neither the highest nor the lowest.** Salary flexibility during hiring could therefore be desirable and this policy transparently communicates what might be negotiable to potential applicants before they apply.

The additional 'Other Department Head' and 'Other Non-Union' designations are provided to enable a quick and predictable path to budgeting for and recruiting new exempt positions if they are ever deemed necessary. This way, the policy does not need to be re-opened between reviews (amid staffing and organizational changes).

Current (2020 grid)								Proposed (from January 2025)							
CAO	1	\$115,000	\$122,100	\$128,000	\$136,000	\$140,000	\$145,000	CAO	1	\$122,475	\$130,037	\$136,320	\$144,840	\$149,100	\$154,425
Manager of Corporate Services	2	\$86,600	\$92,600	\$101,600	\$106,600	\$112,600	\$118,600	Manager of Corporate Services	2	\$92,229	\$98,619	\$108,204	\$113,529	\$119,919	\$126,309
Manager of Operations	3	\$75,000	\$85,000	\$94,500	\$100,500	\$105,500	\$110,500	Manager of Operations	3	\$79,875	\$90,525	\$100,643	\$107,033	\$112,358	\$117,683
Manager of Legislative Services	4	\$60,000	\$70,000	\$76,100	\$82,000	\$88,000	\$94,500	Manager of Legislative Services	4	\$63,900	\$74,550	\$81,047	\$87,330	\$93,720	\$100,643
Other Department Head	5	\$60,000	\$70,000	\$76,100	\$82,000	\$88,000	\$94,500	Other Department Head	5	\$63,900	\$74,550	\$81,047	\$87,330	\$93,720	\$100,643
Other Non-Union	6	\$35,000	\$42,000	\$49,000	\$56,000	\$63,000	\$70,000	Other Non-Union	6	\$37,275	\$44,730	\$52,185	\$59,640	\$67,095	\$74,550

If Council adopt a new grid, it will next be scheduled for a review in late 2027.

With respect to the Organization Chart, administration feels that personnel succession has reached a point that the non-union position of Recreation Manager should be re-introduced.

RESOLUTIONS REQUIRED FOR NEXT STEPS:

- #1 – That the policy and organization chart are adopted as presented; OR Separate resolutions
- #2 – That the policy and organization chart are adopted with amendment(s). Separate resolutions
- #3 – Proceed no further with this initiative at this time.

ALTERNATIVES:

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

Financial (GL# / Amount): N/A at this time

Communications/PR: N/A

Applicable Legislation: Collective Agreement, CAO Evaluation Policy

Attachments: policy

Prepared By: Neil Smith, CAO

Date: November 4th 2024





POLICY

Policy No. 14 – XXX -XX/XX/XX
Department: Administration - Human Resources

NON-UNION PERSONNEL COMPENSATION

SCOPE: Non-Union or Exempt Personnel

PURPOSE: The policy provides for a consistent and measureable process to place non-union personnel into salary ranges at time of hire and provide guidelines for annual compensation reviews. The salary grid is to provide greater contractual predictability and transparency for new and existing exempt staff and incentivise affordable long-term retention. While it is impossible to completely depoliticize this area of policy, a secondary goal is to minimize unhelpful discourse around the topic.

DEFINITIONS:

Chief Administrative Officer (CAO) – Sections 207 and 208 of the *MGA* detail the responsibilities and duties of a CAO. The principal function of a CAO is to act as the administrative lead of the municipality. The CAO serves as the link between council, which sets policy, and administration, which implements policy. The CAO oversees all activities of the municipality, and is responsible to Council for its efficient and effective operation. They manage and provide leadership to directors, managers, and staff.

The CAO employee agreement and compensation review are the responsibility of Council. As such Council is not bound by this policy but may use it for reference.

Director – at this time, the Town does not hire Director positions.

Manager – A manager is a member of the management team who is responsible for 1 or more departments and their function. Their duties are outlined in their respective job descriptions. Managers may be appointed to Acting CAO by either the CAO or Council depending on circumstance.

Department Head – A department head can be a union or non-union employee who is in a position in which he/she is responsible for a single department or function of the municipality, working under the direction of a Manager or the CAO. Compensation will be based upon this policy only when the position is not subject to union membership.

Non-union Employee – A non-union or 'exempt' employee is a staff member who has by virtue of their role been exempted from union membership due to access to confidential information that may place them in a conflict of interest with union membership. These employees are paid hourly and follow the non-union personnel policy.

POLICY:

1. Personnel are entitled to be compensated in a fair and appropriate manner. A standard measurement of the employee's prior responsibilities, knowledge, and expertise should guide on which initial salary grid step they are placed.
2. Management personnel are entitled to a transparent employment contract based on the increments and incentives of the salary grid related to both annual evaluation and time served with the Town.

REFERENCE:

REPLACES POLICY: No. 14 –

3. Schedule "A" provides for an exempt employee salary grid and guidelines under which must form the basis of any negotiated contract of employment for a term of up to four (4) years.
4. In order to ensure that Administration and the employees remain focussed on maintaining equitable, fair and current contracts of employment, bonuses or other salary/ wage increases outside of this policy and the guidelines in Schedule 'A' are strictly prohibited.
5. The CAO will, every three years, conduct a review of similar sized municipalities to ensure the monetary parameters of the policy are comparable to compensation offered elsewhere.
6. An employee's compensation will be reviewed during their annual personnel evaluation/review.
7. The CAO's own step increase authorizations, as identified in Schedule 'A', are addressed separately through the *Chief Administrative Officer Performance Review Policy*.
8. Existing employees whose compensation level falls above this policy shall be grandfathered until such time as their level changes.
9. All non-union employees, as their contracts of employment are initiated or renewed, receive from and contribute to core group benefit plans to at least the same levels as their non-exempt colleagues under the present Collective Agreement. Variation from these arrangements, as a recruitment bargaining tool, is to be discouraged.
10. All new non-union personnel must become members of the Local Authority Pension Plan (LAPP).

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date



REFERENCE NUMBER 14-
REPLACES POLICY 14-249-20/10/05

Schedule "A"

Non-Union Personnel Grid

Position Title	Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6*
CAO	1	\$122,475	\$130,037	\$136,320	\$144,840	\$149,100	\$154,425
Manager of Corporate Services	2	\$92,229	\$98,619	\$108,204	\$113,529	\$119,919	\$126,309
Manager of Operations	3	\$79,875	\$90,525	\$100,643	\$107,033	\$112,358	\$117,683
Manager of Legislative Services	4	\$63,900	\$74,550	\$81,047	\$87,330	\$93,720	\$100,643
Other Department Head	5	\$63,900	\$74,550	\$81,047	\$87,330	\$93,720	\$100,643
Other Non-Union	6	\$37,275	\$44,730	\$52,185	\$59,640	\$67,095	\$74,550
*No further incremental steps beyond annual inflationary adjustments are considered by the CAO or Council until this policy is further reviewed and amended/replaced.							

Guidelines

1. Step increases are not to be awarded automatically/ annually (after a successful evaluation process) unless already stipulated in the employee's current employment contract at the time of hire or renewal.
2. Generally, a full step increase should be considered only every 3 years or in recognition of exceptional achievement within a shorter timeframe.
3. If the employee's employment contract is sufficiently flexible or lacks clarity, the CAO has discretion, upon completion of annual evaluation with the employee, to do one of the following if budget permits and the grid ceiling has not been reached:
 - Increase salary/wages by the same percentage increase contained in the current collective agreement for non-exempt personnel;



- Increase salary/wages by the percentage annual change in the Alberta Consumer Price Index (CPI);
 - Increase salary/wages in line with an updated Non-Union Personnel Grid approved by Council (above contractual steps created under the former grid);
 - Increase salary/wages up to 50% of the next step increase.
4. Upon reaching the ceiling in this schedule (Step 6), the employee's future increases, if approved by the CAO, are limited to either:
- the same annual percentage increase contained in the current collective agreement for non-exempt personnel OR the percentage annual change in the Alberta Consumer Price Index (CPI), whichever is less.
5. The non-union personnel grid is generally based on salary/wages for a Full Time Employee (FTE) working a 40-hour week.



REFERENCE NUMBER 14-
REPLACES POLICY 14-249-20/10/05



INFORMATION BRIEF

Meeting: November 4, 2024
Agenda Item: 5.1

Community Organization Property Tax Exemption Regulation (COPTER)

PURPOSE:

The Municipal Government Act provides for Community Organization Property Tax Exemption (COPTER) under Section 362 1 (n) (i) to (v) of the MGA. The following organizations qualify for exemption from property tax under COPTER for the upcoming 2025 taxation year.

- Roll # 089300 & 089100 = Nanton Ag Society
- Roll # 089500, 093300 & 093400 = Nanton Golf Club
- Roll # 098250 & 098300 = Canadian Grain Elevator Society
- Roll # 007100, 007200 & 008000 = Opportunus Society
- Roll # 050300 = Nanton Lancaster Society
- Roll # 047500 = Nanton Curling Club
- Roll # 097655 = Nanton Animal Protection Society
- Roll # 048500 = Nanton Community Bus Society
- Roll # 050500 = Nanton Lions (Scout Hall)

BACKGROUND / IMPLICATIONS:

The applications can be approved on a two-year rotation in accordance with COPTER regulation 17(1) but it is the Town's practice to solicit applications on an annual basis.

In August, the Town advertised, and sent out reminder letters to past recipients, for organizations to submit an annual application by September 30, 2024. By receiving annual applications, it prevents an organization from missing an opportunity to apply for exemption due to situations such as executive changes and ensures that there have been no changes to the organization that would make them ineligible.

In addition to Administration reviewing the applications, Administration asked the Town's Assessor to review the applications for eligibility and found the noted properties above to be compliant with the regulations. **The Town must grant tax exemption to applicants who meet the COPTER requirements.**

All societies are currently active (in good standing) on the current provincial non-profit listing:

Legal Entity Type Description	Legal Entity Name	Status	Registration Date	City	Postal Code
Alberta Society	NANTON & DISTRICT ANIMAL PROTECTION SOCIETY	Active	2003/07/28	NANTON	T0L1R0
Alberta Society	NANTON & DISTRICT LIONS CLUB	Active	1976/07/26	NANTON	T0L1R0
Alberta Society	NANTON COMMUNITY BUS SOCIETY	Active	1984/05/08	NANTON	T0L1R0
Alberta Society	NANTON CURLING CLUB	Active	1983/12/21	NANTON	T0L1R0
Alberta Society	NANTON GOLF CLUB	Active	1965/06/18	NANTON	T0L1R0
Alberta Society	NANTON LANCASTER SOCIETY	Active	1986/01/03	NANTON	T0L1R0
Alberta Society	NANTON OPPORTUNUS SOCIETY	Active	1999/06/28	NANTON	T0L1R0
Agricultural Society	NANTON AGRICULTURAL SOCIETY	Active	2006/07/07	NANTON	T0L1R0
Alberta Society	CANADIAN GRAIN ELEVATOR DISCOVERY CENTRE	Active	2002/04/02	NANTON	T0L1R0

The current assessment of the properties noted is equal to \$6,255,000.

ADMINISTRATION RECOMMENDATION:

Administration recommends that Council move the acceptance of this report.

DECISION OPTIONS:

#1 Move the acceptance of the report.

PROPOSED RESOLUTION / RECOMMENDATION:

MOVED the acceptance of the Information Brief provided by Administration indicating the noted properties that qualify for property tax exemption under the Community Organization Property Tax Exemption Regulations (COPTER), as per Section 362 1 (n) (i) to (v) of the Municipal Government Act, for the 2024 tax year.

Communications / PR:

Notification will be provided to all applicants of the status of their applications. Included in the letter will be an expression of appreciation from the Town for the dedication and hard work of these groups in supporting community and economic development in Nanton.

Financial: The exemption of these properties will result in the total taxable property assessment being reduced; the funds required from taxation in 2025 will be distributed among the remaining taxable properties.

Attachments: none



Applicable Legislation: MGA Section 362 1(n)(i) to (v) and Community Organization Property
Tax Exemption, Alberta Regulations 281/1998

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: October 29, 2024

APPROVED BY:





REQUEST FOR DECISION

Meeting: November 4, 2024
Agenda Item: 5.2

BYLAW FOR PROPERTY TAX EXEMPTION

PURPOSE:

Administration is bringing forward a request to Council for tax exemption on properties held by non-profit societies, not administered through the COPTER program for the 2025 taxation year.

BACKGROUND / IMPLICATIONS:

While exemption from property tax is mandatory for applicants who qualify under COPTER (Section 362 1 (n) (i) to (v) of MGA), the MGA also allows under Section 364 the ability for Council to exempt non-profit organizations by bylaw from property taxation. In most cases this is considered when the organization does not qualify for COPTER and or other special circumstances.

Exemptions granted by bylaw

364(1) A council may by bylaw exempt from taxation under this Division property held by a non-profit organization.

(1.1) A council may by bylaw exempt from taxation under this Division machinery and equipment used for manufacturing or processing.

(2) Property is exempt under this section to any extent the council considers appropriate.

The noted properties have been exempted from property tax for many years. Administration is presenting the potential exemptions within a bylaw, as the requests from the societies are not eligible for COPTER exemption in 2025.

Investigation by Administration and the Town's assessor are summarized below.

The property associated with roll # 013500, is leased (new lease signed in 2023) from the Town by the local non-profit Kosy Korner Association. The organization provides a service open to all residents and supports community and economic development. This property does not qualify for COPTER as it is not used by youth for 60% of the time. Current assessed value of this property is \$636,000.

The property associated with roll # 050400, is leased from the Town by the Community Centre local non-profit organization. The organization provides a service enjoyed by a large contingency of local residents and helps to support community and economic development. This property does not qualify for COPTER as the service is not used by youth 60% of the time and it does not qualify as charitable and benevolent. The current assessed value of this property is \$631,000.

ADMINISTRATION RECOMMENDATION:

Administration recommends that Council pass Bylaw 1402/24 in order that the above organizations can continue to receive the benefits of being property tax exempt for the 2025 tax year. To remove exemption

from these groups without proper discussion and time would place a financial hardship on the groups and affect service levels.

DECISION OPTIONS:

- #1 Pass the bylaw as presented
- #2 Do not pass the bylaw
- #3 Pass the bylaw with amendment

PROPOSED RESOLUTION / RECOMMENDATION:

RESOLUTION #

Moved to read Town of Nanton Bylaw #1402/24, a Bylaw to exempt certain properties held by Non-Profit Societies from taxation, for a first time.

RESOLUTION #

Moved to read Town of Nanton Bylaw # 1402/24 for a second time.

RESOLUTION #

Unanimous consent to read Town of Nanton Bylaw #1402/24 for a third time was granted by Council present.

RESOLUTION #

Moved to read Town of Nanton Bylaw #1402/24 for a third and final time.

ALTERNATIVES:

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

Communications / PR: Notification will be provided to the organizations regarding Council's decision. Included in the letter will be an expression of appreciation from the Town for the dedication and hard work of these groups in supporting community and economic development in Nanton.

Financial:

The exemption of these properties will result in the total taxable property assessment being reduced for the Town of Nanton; the funds required from taxation in 2025 will therefore be distributed among the remaining taxable properties.

Attachments: Proposed Bylaw #1402/24

Applicable Legislation: MGA Section 364 (1) and (2)

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: October 29, 2024

APPROVED BY:



Town of Nanton

BYLAW NUMBER: 1402/24

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO EXEMPT PROPERTIES HELD BY NON-PROFIT ORGANIZATIONS FROM TAXATION

WHEREAS Sections 364 of the Municipal Government Act, RSA 2000, Chapter M-26 (the Act) provides that the Council of a Municipality may by bylaw exempt from taxation under Division 2 of the Act, property held by a non-profit organization; and

WHEREAS the Town of Nanton desires to recognize certain non-profit organizations within the community which do not meet the criteria of Section 362(1)(n) of Municipal Government Act, RSA 200, Chapter M-26 (the Act) and the Community Organization Property Tax Exemption Regulation (COPTER) AR 281/98 but do provide public benefit by taxation exemption.

NOW THEREFORE the Town of Nanton in the Province of Alberta hereby enacts the following Bylaw #1402/24 to be known as the **Property Tax Exemption Bylaw**.

1. DEFINITIONS:

Chief Administrative Officer or **CAO** is the person appointed to the position by the Council of the Town of Nanton.

Council means the Council of the Town of Nanton.

Municipality means the Town of Nanton in the Province of Alberta.

Taxation means taxes as per Division 2 of Part 10 of the Municipal Government Act of Alberta RSA 2000, Chapter M-26, and includes municipal taxes and requisitions levied against the Municipality.

2. APPLICATION:

2.1 The properties or portions of property occupied by the non-profit community organizations, as listed in Section 2.2 are hereby exempted from municipal taxes for the 2025 calendar year, with the following conditions:

2.1.1 A written application (as prescribed by the Chief Administrative Officer) is submitted to the CAO prior to December 31, 2024.

2.1.2 The non-profit community organization continues to meet the required criteria for this status within the 2024 calendar year.

- 2.1.3 The property tax exemption will apply for the 2025 taxation year only.
- 2.1.4 No other amounts added to the non-profit community organization's occupied property, outside of municipal taxation as per Division 2 of the MGA shall be exempted under the provisions of this Bylaw.

2.2 The Non-profit Community Organizations and property occupied, used, or held, by the organizations to which this Bylaw applies are:

- 2.2.1 Nanton Community Memorial Centre Society; Approximate southerly 35 metres of the easterly 60 metres of Block 38 on Plan 6864FU, as per the current Lease Agreement with the Town of Nanton.
- 2.2.2 Town and Country Kosy Korner Association; Lot 6, Block 6, Plan 959J, as per the current Lease Agreement with the Town of Nanton.

3. EFFECTIVE DATE AND READINGS

3.1 This bylaw repeals Bylaw #1379/23 and any amendments thereto.

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON



CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

DRAFT





INFORMATION BRIEF

Meeting: November 4, 2024
Agenda Item: 5.3

SUBJECT: Recycling

Purpose:

To provide council with an update on the new Alberta Recycling (Extended Producer Responsibility) Program and the impact of opting into the new program.

Background:

In November 2022 the province introduced the new ERP regulation with the intent being to shift the physical and financial burden of collecting, sorting, processing, and recycling waste to the producer and away from local governments and taxpayers. EPR means producers take responsibility at end-of-life for the products and packaging they put on the market (producers will now pay money to the province). EPR programs are meant to incent producers to design products that are more durable and recyclable so materials and components can remain in the economy for as long as possible.

In the fall of 2023, municipalities were given the ability to pre-register for the new program. Administration having some previous experience with this type of program from another province made the move to pre-register. Over the course of the past year, we've worked to complete questionnaires and data requests which have provided the province the necessary information to formulate a compensation offer. The compensation offer is now in place, and we are now awaiting a formal agreement.

What does this mean for Nanton –

- Based on the province's compensation methodology the province will provide to the Town, \$4.41 per household per month.
- T & T Disposal Services (The Town's curbside recycling contractor) will continue to provide weekly pickups.

(So basically, nothing changes in terms of the service and the Town will be paid a monthly fee)

The question that now comes up – will the bi-monthly recycling charge still apply?

Because the program is so new, administration would recommend that the bi-monthly recycling fee remain in place (at least for the first year). Although this will mean that there will be more revenue than expenses for recycling, the extra revenue can either go into a reserve or help to offset costs at the yard waste area. Once we've had a year to review, we can then consider lowering the bi-monthly fee or potentially eliminating it.

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: October 29, 2024

CAO Comments:

If all goes well, the next Council will have an opportunity to determine whether current user fee levels are necessary or whether a reduction or service level change in other areas (e.g. yard waste or composting) is desirable. The move to EPR has not always been smooth in other provinces so we will have to monitor progress and incoming revenue under this agreement for the first year. It is a generally positive step for Alberta to be headed as responsibility for much recycling moves from the municipal base to the producer.

Date Signed: _____



REQUEST FOR DECISION

Meeting: November 4, 2024
Agenda Item: 5.4

Property Tax Variance Objectives Policy

PURPOSE: To establish a policy that outlines Council’s objectives and direction with respect to the specific property tax varying mechanisms contained in the Non-Residential Tax Incentive Bylaw (1386/24) and the Property Assessment Subclass Bylaw (1400/24), for ease of annual review and public transparency.

BACKGROUND / IMPLICATIONS:

Every year, particularly with respect to Bylaw 1400/24, Council needs to reset or reaffirm certain tax rate adjustments that reflect municipal objectives. Future Councils and the public will benefit from a document that spells out the objectives, rationales and adjustments involved without having to delve into the more detailed minutiae of the bylaws themselves.

This process is becoming increasingly important as more municipalities adopt comparatively different non-residential and residential tax varying mechanisms.

Due to Council’s decision to leave both the NR Vacant and Small Business Property subclasses at zero in 2024 (in anticipation of a revised bylaw), the current subclass mechanisms have no impact.

Administration would be keen to see the NR Vacant Subclass set to at least 125% and that Council consider carefully what it does with the Small Business Property subclass as property owners who complete the statutory declaration have some expectation of a benefit (in the latter case). **At this time of year in particular, deferring adoption of beneficial subclass rates until February/ March will likely impact how many small business property owners complete the 2025 statutory declarations, which must be in our hands by January 31st.**

ADMINISTRATIVE RECOMMENDATION:

That the Property Tax Variance Objectives Policy is adopted as presented/ amended.

DECISION OPTIONS:

- #1 – Approve as presented
- #2 – Approve with amendments
- #3 – Do not proceed

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation:

Attachments:

Prepared By:

Date:

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:			





PROPERTY TAX VARIANCE OBJECTIVES

1. PURPOSE:

The intent of this policy is to outline Council's objectives and direction with respect to the specific property tax varying mechanisms contained in the *Non-Residential Tax Incentive Bylaw* (1386/24) and the *Property Assessment Subclass Bylaw* (1400/24), for ease of annual review and public transparency.

2. Non-Residential Tax Incentive Bylaw summary:

2.1 The Municipal Government Act permits municipalities to offer multi-year tax exemptions, reductions, or deferrals for non-residential properties to encourage economic growth.

2.2 The objectives of this bylaw are to:

- provide property tax incentives to encourage assessment growth and promote non-residential expansion for all sizes of non-residential development.
- encourage the development or revitalization of non-residential properties for the general benefit of the municipality.

2.3 Calculation of the Exemption

An approved tax exemption under the bylaw is applied to the municipal portion of property taxes based on the increase in assessment attributable to the new non-residential development or renovation of or addition to an existing non-residential development as determined by the Town in accordance with the following schedule:

- i. **\$25,000 - \$75,000** = 1 year of exemption on the new development
 - 75% exemption in year 1
- ii. **\$75,001 - \$250,000** = 1 year of exemption on the new development
 - 100% exemption in year 1
- iii. **\$250,001 - \$1,000,000** = 2 years of exemption on the new development
 - 100% exemption in year 1
 - 50% exemption in year 2
- iv. **\$1,000,001 - \$10,000,000** = 3 years of exemption on the new development
 - 100% exemption in year 1
 - 75% exemption in year 2
 - 50% exemption in year 3
- v. **Greater than \$10,000,000** = 4 years of exemption on the new development
 - 100% exemption in year 1
 - 75% exemption in year 2
 - 50% exemption in year 3
 - 25% exemption in year 4

- 2.4 The Chief Administrative Officer or designate receives and makes decisions on application eligibility in line with strict bylaw criteria tied closely to the development permit process. Appeals may come to Council.
- 2.5 Town Administration and the property owner will not know the full value of an exemption until a project or improvement is completed and has an assessed value.
- 2.6 Town Administration will advise Council annually of the fiscal impacts of the exemptions when they are in effect on eligible properties.
- 2.7 Council does not need to take any annual action with respect to this varying power unless it wishes to amend or repeal the bylaw itself.
- 2.8 If not amended or repealed, the bylaw will expire on December 31st 2035.
- 2.9 It is recognised that these incentives are only an incremental incentive to non-residential property assessment growth and that entrepreneurs must consider many factors outside of the control of the Town of Nanton before making firm investment decisions.

3. Property Assessment Bylaw summary:

- 3.1 The *Municipal Government Act* allows for the non-residential and residential assessment classes to be divided into subclasses for the purpose of varying the tax levy for different objectives to the general benefit of the municipality.
- 3.2.1 The current objectives of the bylaw are to:
 - Reward and encourage small business in Non-Residential properties
 - strongly discourage the ongoing challenges to our local business climate caused by Vacant Non-Residential built properties in the commercial core/ downtown area;
 - incentivize **new** multi-unit dwelling opportunities in the R-GEN Land Use District when appropriate.
- 3.3 At present, there are no subclasses that specifically target bare (undeveloped) residential or non-residential property.
- 3.4 Range and current application of Council discretion authorized by the bylaw:

Council authority	Current application:
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.	125 per cent (increase)
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.	100 per cent (no discount at present)
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:	0 per cent (no discount at present)



(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.	
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- 3.5 Council must authorize, by resolution, to amend or freeze the authorized rates for the subclasses prior to setting the general tax rates for the next tax year.
- 3.6 Council may choose not to vary one or all of the subclass rates from general class rates.
- 3.7 To amend any subclass criterion or definition requires a full bylaw amendment or replacement.
- 3.8 Town Administration will advise Council annually of the general fiscal impacts of the subclasses when they are in effect on eligible properties.
- 3.9 Subclasses and their criteria must be universally and fairly applied to the property assessment base. Exceptions and changes cannot be made for particular circumstances, owners, special interests or locations. It is also the responsibility of property owners to accurately and fully submit statutory declarations within the timelines specified in the bylaw.
- 3.10 It is recognized that these subclass varying powers may not deliver the desired objectives alone, but are established to increase the probability of desired outcomes.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

