



AGENDA

Monday November 18, 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

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for October 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

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 November 4, 2024 Regular Meeting Minutes – E

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Bylaw 1397/ 24 ATCO Franchise Agreement

4.2.2 RFD 2025 Capital Budget

5. NEW & UNFINISHED BUSINESS:

5.1 RFD - Community Centre Repairs

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

6.2.1 Correspondence regarding Natural Infrastructure Fund (NIF) - E

7. CLOSED CONFIDENTIAL SESSION:

7.1 D2S Farms Ltd. FOIP Section 24 Advice from Officials

7.2 Municipal Buildings FOIP Sectio 24 Advice from Officials

7.3 Nanton Waterline Project FOIP section 24 Advice from Officials

8. ADJOURNMENT:





STATUS REPORT

Meeting: November 18th, 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 November 4, 2024				
297-24/11/04	Non-Union Personnel Policy to be signed		IP	LS
303-24/11/04	Tax Variance Policy to be signed		IP	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	Nov 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
196-24/07/15	ATCO Franchise agreement		IP	CS
211-24/08/12	Community Center Green Initiative Grant		HOLD	CS
275-24/10/21	Bylaw 1400/24 Property Sub Class forms/policy		C	CAO/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

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
135-23/05/01	Application for a solar feasibility assessment for Town's facilities or unserviced industrial lands	Future consideration contingent on Climate Action Centre funding – CS

CAO Comment: *These items should be individually discussed at a future Committee of the Whole.*





CAPITAL PLAN STATUS

Meeting: November 18th, 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 it's not going to happen in 2024 these funds should be transferred to reserve.





REPORT FROM ADMINISTRATION

Meeting: November 13th, 2024

Agenda Item: 3.1.3

Chief Administrative Officer

October 2024 PERIOD

Public Notices/ Public Participation

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

Personnel and Professional Development

Community Peace Officer Farias recently completed the Child Passenger Safety Technician (CPST) training program, which will enable him to hold both checks of vehicles and clinics. He recently put those new skills to use at a Joint Field Operation (JFO) in Rocky Mountain House.

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

Town of Nanton

Vendor Cheque Register Report

Range: October 1 - October 31, 2024

Sorted by: Cheque date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT000000005672	888351 Alberta Ltd o/a Wild Rose	10/10/2024	\$28,589.00	Sludge hauling & removal
EFT000000005673	Benchmark Assessment	10/10/2024	\$8,432.81	Assessment services
EFT000000005674	Canadian Linen & Uniform	10/10/2024	\$71.07	Office & library mat cleaning
EFT000000005675	Canoe Procurement Group of Canada	10/10/2024	\$1,203.40	Miscellaneous supplies
EFT000000005676	CD PLumbing & Heating	10/10/2024	\$554.45	WWTP equipment repairs
EFT000000005677	Central Sharpening Ltd	10/10/2024	\$177.45	Ice blade sharpening
EFT000000005678	ClearTech Industries Inc	10/10/2024	\$1,613.36	Water plant chemical
EFT000000005679	Contain-A-Way Services	10/10/2024	\$675.40	Waste management services
EFT000000005680	CUPE	10/10/2024	\$1,620.05	Union dues
EFT000000005681	Czop, Victor	10/10/2024	\$892.32	Per diem and travel expenses
EFT000000005682	Dozeman, John	10/10/2024	\$602.00	Paramedic training/annual fee
EFT000000005684	Enfield, Tracy	10/10/2024	\$890.00	Office and meeting room cleaning
EFT000000005686	G & JD Construction	10/10/2024	\$1,023.75	North Library wall repairs
EFT000000005687	Gregg Distributors Company Ltd	10/10/2024	\$655.79	Ice melt and antifreeze
EFT000000005688	Hifab Holdings Ltd	10/10/2024	\$755.90	Shipping charges
EFT000000005689	Homewood Health Inc	10/10/2024	\$1,111.32	Employee family assistance program
EFT000000005690	iA Financial Group	10/10/2024	\$80.07	Employee benefits
EFT000000005691	Inspiris	10/10/2024	\$6,326.22	IT Services
EFT000000005692	J & C Master Contracting Inc.	10/10/2024	\$72,630.81	Roof replacement (Arena lobby)
EFT000000005693	Klearwater Equipment	10/10/2024	\$2,984.94	Water plant chemical
EFT000000005694	LAPP Corporation c/o Alberta Pension	10/10/2024	\$5,944.97	Employee pension
EFT000000005695	Linde Canada Inc.	10/10/2024	\$721.69	Water plant chemical
EFT000000005698	Matchett, Mike	10/10/2024	\$470.00	Paramedic training/annual fee
EFT000000005699	Miller, Roger	10/10/2024	\$555.36	Per diem and travel expenses
EFT000000005700	MPE Engineering Ltd	10/10/2024	\$7,632.49	De-watering project engineering
EFT000000005701	Nanton Home Hardware Building	10/10/2024	\$295.89	Miscellaneous supplies

EFT000000005702	F.C.S.S.	10/10/2024	\$19,170.85	Quarterly provincial grant
EFT000000005703	Nanton T Fanning Library	10/10/2024	\$12,125.00	Quarterly grant
EFT000000005704	NextGen Automation	10/10/2024	\$115.78	Photocopier fees
EFT000000005705	Oldman River Regional Services	10/10/2024	\$7,643.83	Planning services
EFT000000005706	Orkin Canada Corporation	10/10/2024	\$238.02	Pest control
EFT000000005707	Purolator Inc.	10/10/2024	\$78.41	Courier fees
EFT000000005708	Integrated Sustainability Cons.	10/10/2024	\$157.50	Water plant software
EFT000000005709	RecordXpress StorageVault Canada	10/10/2024	\$28.40	Office paper shredding
EFT000000005710	Reynolds, Mirth, Richards & Farmer	10/10/2024	\$2,857.60	Legal services
EFT000000005713	Super Save Disposal (AB) Ltd	10/10/2024	\$1,534.85	Waste management services
EFT000000005714	Superior Safety Codes	10/10/2024	\$4,590.71	Safety code fees
EFT000000005715	TransAlta Energy Marketing	10/10/2024	\$42,943.79	Power and gas fees
020412	Canada Revenue Agency	10/25/2024	\$900.98	Statutory deductions
020413	Chinook Country Industrial Ltd	10/25/2024	\$2,178.75	Office sewer line repairs
020414	Chubb Life Insurance Company	10/25/2024	\$143.46	Employee benefits
020415	Dump Gump	10/25/2024	\$2,283.75	Tree pile bin services
020416	Element Materials Technology	10/25/2024	\$1,163.97	Water testing
020417	Kel-Krete	10/25/2024	\$131,880.00	Sidewalk improvements (capital)
020419	Room to Run Boarding Kennels	10/25/2024	\$4,200.00	Boarding of stray dogs
020420	Techmation Electric & Controls	10/25/2024	\$239.40	Ammonia detection system maint.
EFT000000005716	Big Hill Services	10/25/2024	\$199.97	Arena equipment
EFT000000005717	Blackie Site Works Ltd.	10/25/2024	\$197,371.76	29th Ave. service line repairs
EFT000000005718	Brandt Tractor Ltd.	10/25/2024	\$15,904.40	Equipment repairs/maint.
EFT000000005719	Canadian Linen & Uniform	10/25/2024	\$71.07	Office & library mat cleaning
EFT000000005720	Canoe Procurement Group of Canada	10/25/2024	\$254.89	Miscellaneous supplies
EFT000000005721	CARO Analytical Services	10/25/2024	\$25.79	Water testing
EFT000000005722	Cattlemens Corner	10/25/2024	\$28.29	Miscellaneous supplies
EFT000000005723	Coyote Courier Ltd	10/25/2024	\$477.42	Courier fees
EFT000000005724	Ecco Recycling and Energy Corp	10/25/2024	\$1,425.05	Recycling fees
EFT000000005725	Foothills Regional Services Comm.	10/25/2024	\$6,811.00	Landfill tippage fees
EFT000000005726	JNAC Investments Inc.	10/25/2024	\$55.83	Breakroom supplies
EFT000000005727	GFL Environmental Inc.	10/25/2024	\$1,422.68	Sludge hauling & removal
EFT000000005728	G & JD Construction	10/25/2024	\$11,726.40	PW Shop ventilation upgrades
EFT000000005729	GM Mechanical Ltd	10/25/2024	\$461.87	Quarterly HVAC maintenance

EFT0000000005730	Gregg Distributors Company Ltd	10/25/2024	\$1,379.78	Miscellaneous supplies
EFT0000000005731	LAPP Corporation c/o Alberta Pension	10/25/2024	\$5,944.97	Employee pension
EFT0000000005732	MD of Willow Creek	10/25/2024	\$5,028.53	Fire department equipment
EFT0000000005733	Nanton Auto Parts Ltd.	10/25/2024	\$247.45	Miscellaneous supplies
EFT0000000005734	Nanton Home Hardware Building	10/25/2024	\$342.28	Miscellaneous supplies
EFT0000000005735	New-Alta Electric	10/25/2024	\$1,199.42	Electrical repairs at THRC
EFT0000000005736	NextGen Automation	10/25/2024	\$102.75	Photocopier fees
EFT0000000005737	Simpson Industrial Services	10/25/2024	\$162,597.57	Final payment for reservoir aeration
EFT0000000005738	Somerset Tree Service Ltd	10/25/2024	\$16,800.00	Tree maintenance
EFT0000000005739	T & T Disposal Services	10/25/2024	\$7,667.82	Waste management services
EFT0000000005740	UFA Co-operative Ltd	10/25/2024	\$4,566.41	Fuel

Total Cheques: 71

\$823,098.96



MONTHLY REPORT

Meeting: November 18, 2024
Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: October 18 to November 15, 2024

ACTIVITIES:

Online banking payments from TD – issue has been resolved.

Support grant advertising has been posted – applications will be accepted until December 20 and then administration will bring forth an information brief for council in January for 2025 budget consideration.

2025 Insurance renewals received – pricing is very similar to 2024, only a small 1% overall increase.

September/October utility billing completed – one utility billing left in 2024. Billing completed is on track with budget numbers.

Small business and vacant non-residential sub class letters sent out – recipients have until January 31, 2025 to complete and submit the statutory declaration forms.

Interim audit with new auditor completed November 8, 2024 – no issues or concerns were noted. Auditor will be back in late February/early March for the full audit.

Official 2025 Equalized assessment received.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Advertising of borrowing bylaw (for de-watering project) complete with no feedback received – will bring back for 2nd and 3rd reading at December meeting.

Parks & Recreation Report:

Wet pond fountains were taken out on Oct 7th

VIC washrooms were winterized and closed on Oct 15th

Arena- 152.25 hrs were sold in October

221 patrons for public skate and shoot around

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

Effective writing workshop

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: November 14, 2024





MONTHLY REPORT

Meeting: ()
Agenda Item: 3.3.2

Operations Department

Report Period: (October 2024)

ACTIVITIES:

- WASTEWATER OPERATIONS
 - 32583 m³ of treated effluent was released to Mosquito Creek
 - Exploring alternatives to hauling waste sludge to the City of Calgary for disposal. The Town's waste sludge contains aluminum concentrations that exceed the City's guidelines for allowable constituents within waste sludge. This is due to the usage of aluminum-based coagulants for potable water treatment. Operations are currently exploring the rental of a centrifuge unit until the permanent dewatering system is installed and commissioned. The costs associated with the centrifuge rental and dewatered sludge disposal should be below our current expenditure for waste sludge hauling to the City.

- WATER OPERATIONS
 - 29555 m³ of treated potable water was sent to the Town's distribution system.

- ROADS
 - Grading alleys, 19 Ave and yard waste area.
 - Cut out manhole on 21 Street by Yard waste gate and raise to ground level.
 - Filling potholes through out town.

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

- MISCELLANEOUS
 - Cleaned up alleys ends where gravel spilled onto the road.
 - Sold International 3 ton on September 28 with Teams Auctions
 - Cut north gateway sign to fit and installed solar and string lights.
 - Quote for new ventilation installation in shop.
 - Yard work – create area for scrap metal and wood.
 - Clean up yard by gate and move garbage bins. Slope area for better drainage.

- CEMETERY
 - 3 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.
 - Slats in new fence have been partially installed and rest will be completed in November.
 - Continued cleanup of soil piles, landscaping north side for better drainage and installing berm along north fence.
 - Moving millings aggregate piles to east side of yard.
 - Turning compost pile.

PARKS AND RECREATION

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Attended a Leadership Workshop – Oct 3 & 4

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Elections webinar – November 8

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 partially
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
10. Shop Ventilation	Install new fan ventilation and loves	Quotes		Booked G & JD Const. to complete work in 2024





MONTHLY DEPARTMENT REPORT

Regular Meeting: November 18, 2024
 Agenda Item: 3.3.3

Georgina Sharpe, Planning and Development

Report Period: October 2024

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	October 2024	September 2024
Residential	\$250K	\$768.5K
Comm/Ind	\$0K	\$130K
Public	\$0K	\$220K
Other	Signs = 0	Signs = 0
WV III Sales* (Lots left = 3)	0 lots	2 lots
	YTD2024	YTD2023
TOTAL	\$3,389K	\$3,975K
	YTD2024	YE2023
Housing Starts	7	6

*by date of sale

- Vacation – October 15-18
- Safety Codes Council Fire Discipline Audit – October 22

October Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D39-24	4-Oct-24	130 Westview Dr.	10	83	071 5724	R-GEN	Single Detached Dwelling
D40-24	4-Oct-24	130 Westview Dr.	10	83	071 5724	R-GEN	Garage
D41-24	29-Oct-24	2017 30 Avenue	11	84	0715724	R-GEN	Completion of Dwelling, see D28-22

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Northern and Regional Economic Development - grant information session October 2
- Incident Command System - Table Top Exercise – October 25

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – November 12 (as required)
- Vacation – November 12-15



MONTHLY DEPARTMENT REPORT

Meeting: November 18, 2024
Agenda Item: 3.3.4

Nanton Fire Department

Report Period: October 1- October 31, 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 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.
 - Completed and working well. The Station air compressor needs to be moved to a new location.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- The Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- The 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.
 - We had Fire Hall tours for the Scouts and AB Dayley classes. The Boys and Girls Club also had a visit from the Fire Department.
- Halloween preparations have started.
 - FCSS will be providing treat bags for the kids
 - The Haunted Fire Hall was a success with approximately 200 kids visiting the Fire Hall for tricks and treats.

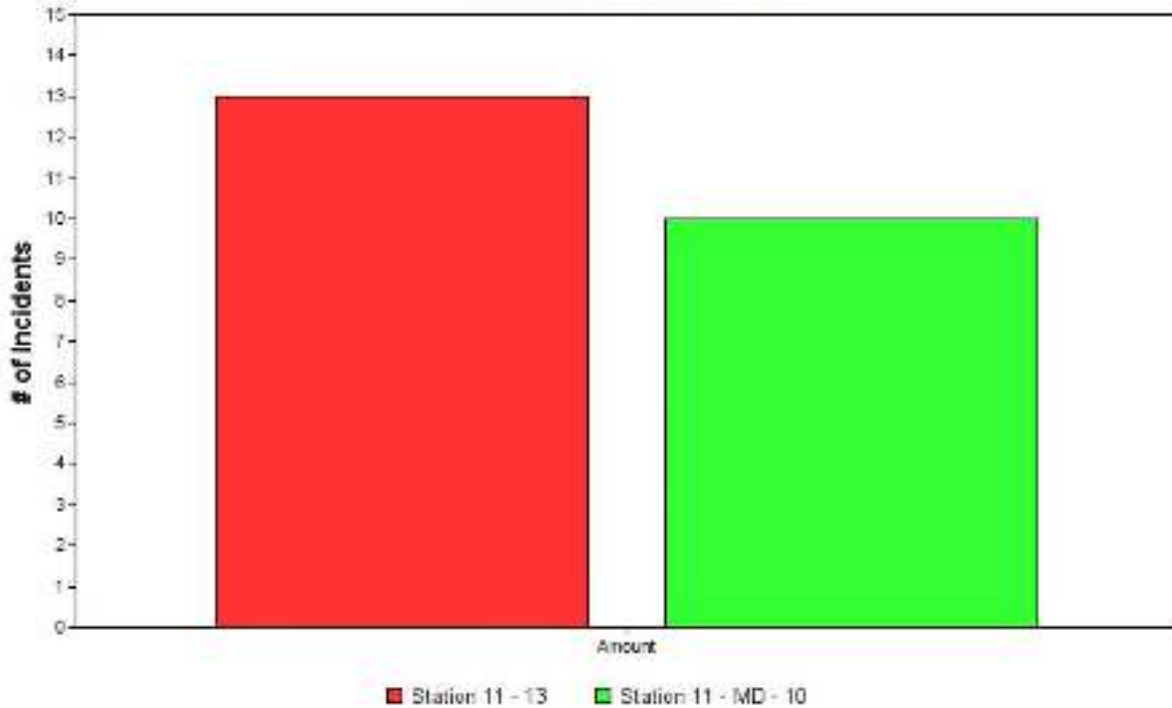
Respectfully submitted,
John G. Dozeman
Fire Chief



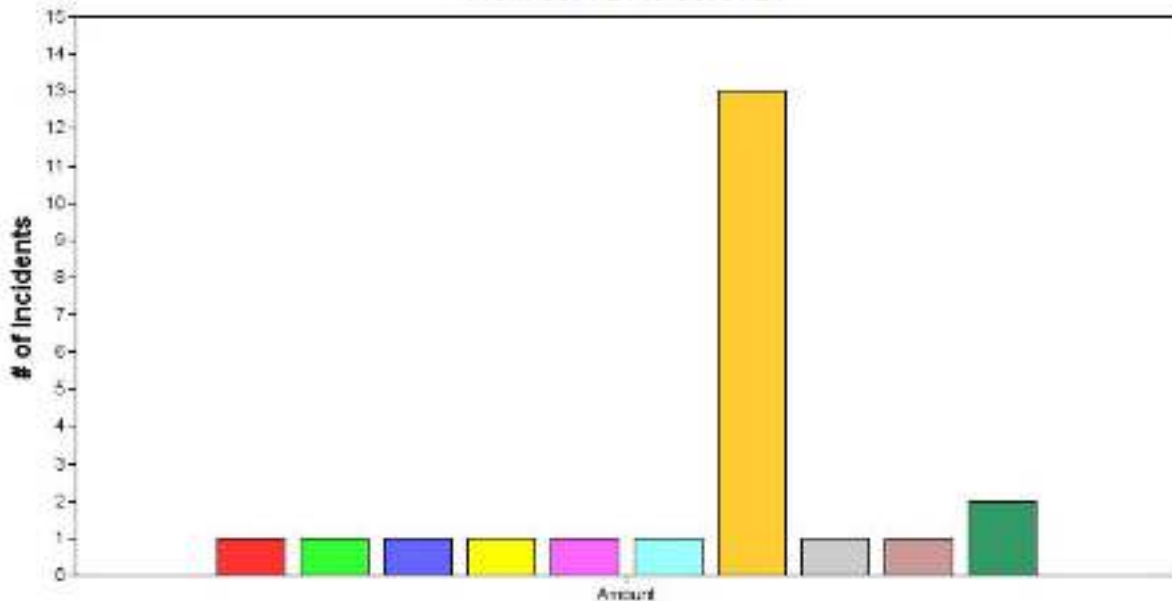


Nanton Fire Department Monthly Call Statistics

Totals by Station
From Oct 1 24 to Oct 31 24



Totals by Type
From Oct 1 24 to Oct 31 24



- Alarm No Fire - accidental miscellaneous - 1
- Alarm No Fire - detector activated - 1
- Fire Outside - 1
- Fire Structure - 1
- Gas Leak - miscellaneous - 1
- Gas leak - response to carbon monoxide detector alarm - 1
- Medical - EMS - 13
- Public Service - miscellaneous - 1
- Safety Codes Investigation - 1
- Vehicle Accident - 2



MONTHLY DEPARTMENT REPORT

Meeting: November 18th 2024

Agenda Item: 3.3.5

Peace Officer Carlos Farias

Report Period: October 2024

ACTIVITIES:

- October 24th CPST Clinic at High River Fire Hall.
- October 31st Halloween Patrol 2024 at JB Daley.

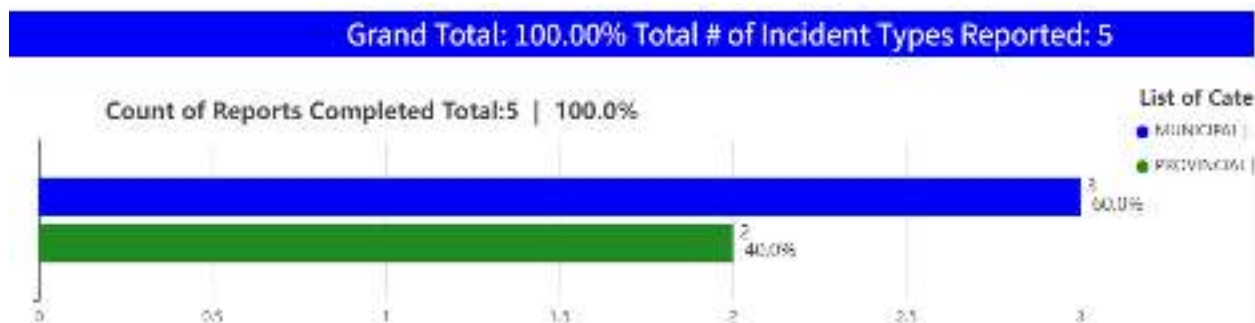
TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- October 22,23,24 Child Passenger Safety Technician Course at High River Protective Services Building.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- September 8th, 2024, JO at Rocky Mountain House with Alberta Sheriffs, Fish and wild life Officers, Peace Officers and RCMP.

Monthly Occurrences snapshot:





MONTHLY REPORT

Meeting: ()
Agenda Item: 3.3.2

EMERGENCY MANAGEMENT Department

Report Period: (October 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 26 & 27 2024.

Will be booking a Planning P workshop with AEMA.

Emergency social services online training booked for December 4, 2024.

TABLETOP EXERCISE:

Tabletop/Functional Exercise - October 25

Exercise ran very successfully, staff are becoming more efficient in their positions. The new binders were very helpful to the section chiefs and officers. We were able to create a partial incident action plan in 2 hours. Charity Schweitzer with AEMA was in attendance and helped to guide us through the planning P process and meetings. Bradley Hove from AEMA was also in attendance and lent his knowledge for ESS planning and the reception center. Constable Olson RCMP attended and brought his expertise on how the RCMP would present their capabilities with the presented scenario. Lynne Cox with FCSS was able to come and observe what part ESS/Reception Center plays in this exercise.

Successes

- New binders were very helpful for each officer and section chief
- Created partial IAP in 2 hours
- Everyone worked great as a team.
- Followed the planning P process and meeting schedule.
- Ran Call and Setup Drills.

Needed

- More planning P training
- Form examples for binders.
- Form training needed for each staff member.
- Section chiefs have requested to personalize binders. Will sit down with each section chief and officer to discuss what can be added to their binder.
- Better Resource tracking system for Resource UL.

ADVISORY COMMITTEE MEETING:

Will schedule a meeting for November or December.

VERBAL UPDATE:

Creating the Emergency social services plan and concentrating on updating the outdated ERP's.

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 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.

Planning another exercise for spring but run more as a tabletop to be able to discuss each positions roles and responsibilities.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Foothills regional DEM meeting – Oct 9, 2024
- Tabletop/Functional Exercise – Oct 25, 2024

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Disaster Forum – Nov 4-6, 2024
- Block 1 Training – Nov 26-27, 2024
- DEM meeting – Nov 13, 2024





MONTHLY COUNCIL REPORT

Meeting: [November 18, 2024]
Agenda Item: 3.4.2

Councillor Victor Czop:

Report Period: October 2024 _____ MPC Member: Yes (alternate)

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

Liaison / Point of Contact: Nanton Community Centre and Citizens on patrol, Kozy Corner

ADDITIONAL INFORMATION:

Attend Council meetings
Attend Community Hall Society meeting
Attend Community Hall meeting with Mike Cooper and Town Administration
Attend Chamber of Commerce Meet Greet function
Attend High River Hospital function
Attend Citizens on Patrol meetings
Attend AB Southwest meeting at Pincher Creek
Attend Nanton Curling Club AGM
Attend AB Southwest MECAP meeting at Claresholm
Attend AB Southwest meeting at Fort MacLeod
Attend Special Council meeting
Attend Council Organization meeting
Attend Committee of the Whole meeting
Attend AB Southwest SEMI seminar on Zoom

VR Czop



MONTHLY COUNCIL REPORT

Meeting: [Date]
Agenda Item: 3.4.3

Councillor Roger Miller:

Deputy Mayor July 1 2024 to October 31, 2024

Report Period: October 2024 _____

MPC Member: Yes

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

1. Nanton Health Centre Management Committee

Dates: No Meeting

Key Items:

2. Combined Assessment Review Board – N/A

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

Date: October 9 – Attend meeting with Mayor re Organizational Planning
October 21 - Attend regular Meeting of Council
October 21 – Attend Council Organizational Meeting
October 28 – Attend Special Meeting of Council
October 28 – 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 November 4, 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 # 290 – 24/11/04 - Czop

The Regular Council agenda for November 4, 2024 was accepted with the following changes:
Item 7.3 Lands Discussion FOIP Section 16 Trade Secrets of a Third Party and Section 24 Advice from Officials
CARRIED

2. PRESENTATIONS:

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

- 3.1.1 Status Report – E
- 3.1.2 Monthly Report - E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 October 21, 2024 Organizational Meeting Minutes - E

RESOLUTION # 291 – 24/11/04 - Sorenson

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Organizational Meeting of the Town of Nanton held October 21, 2024, were accepted as distributed. CARRIED

4.1.2 October 21, 2024 Regular Meeting Minutes - E

RESOLUTION # 292 – 24/11/04 - Miller

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held October 21, 2024, were accepted as distributed. CARRIED

4.1.3 October 28, 2024 Special Meeting Minutes - E

RESOLUTION # 293 – 24/11/04 - Dozeman

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Special Meeting of the Town of Nanton held October 28, 2024, were accepted as distributed. CARRIED

4.1.4 October 28, 2024 Committee of the Whole Meeting Minutes - E

RESOLUTION # 294 – 24/11/04 – 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 October 28, 2024, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Council Benefit Package – E

RESOLUTION # 295 – 24/11/04 – Miller

Moved that the inclusion of a \$950 annual health spending account for each council member be approved, effective in the 2025 budget year. CARRIED

4.2.2 Request for Decision Organizational Chart – E

RESOLUTION # 296 – 24/11/04 – Dozeman

Moved that the organizational chart be amended to create the non-union position of Manager of Recreation and the amend the title of Lead Hand of Public Works to Supervisor of Public Works. CARRIED

4.2.3 Request for Decision Non-Union Personnel – E

RESOLUTION # 297 – 24/11/04 – Mitchell

Moved that the Non-Union Personnel Policy be adopted as presented and attached to these minutes as Schedule 'A'. CARRIED

5. NEW & UNFINISHED BUSINESS:

5.1 Information Brief Community Organization Property Tax Exemption Regulation (COPTER) - E

RESOLUTION # 298 – 24/11/04 - Miller

Moved to accept 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 2025 tax 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)

CARRIED

5.2 Request for Decision Bylaw 1402/24 Property Tax Exemption – E

RESOLUTION # 299 – 24/11/04 - Dozeman

Moved to read Town of Nanton Bylaw #1402/24, a Bylaw to exempt certain properties, being Nanton Community Memorial Centre Society and Town and Country Kosy Korner Association, held as Non-Profit Societies from taxation, for a first time. CARRIED

RESOLUTION # 300 – 24/11/04 - Czop

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

RESOLUTION # 301 – 24/11/04 - Sorenson

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

RESOLUTION # 302 – 24/11/04 – Mitchell

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

5.3 Information Brief Recycling – E

5.4 Request for Decision Property Tax Variance Objectives Policy – E

RESOLUTION # 303 – 24/11/04 - Dozeman

Moved that the property tax variance objectives policy be accepted as presented and attached to these minutes as Schedule 'B'.

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 304 – 24/11/04 - Mitchell

IT WAS MOVED at 7:28 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 Livingstone Range School Division FOIP section 24 Advice from Officials

7.2 Nanton Waterline Project FOIP section 24 Advice from Officials

7.3 Lands Discussion FOIP Section 16 Trade Secrets of a Thid Party and Section 24 Advice from Officials

CARRIED

Roger Miller left the meeting at 8:36 p.m. and returned at 8:38 p.m.

RESOLUTION # 305 – 24/11/04 - Miller

IT WAS MOVED to reconvene the Regular Meeting at 8:47 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 306 – 24/11/04 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:48 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 18th day of November, 2024.



SCHEDULE 'A'

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 measurable 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.
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

**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.



POLICY

Policy No.XX-XX-XX/XX/XX
Department: Finance

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:

- \$25,000 - \$75,000** = 1 year of exemption on the new development
- 75% exemption in year 1
- \$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: (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.	0 per cent (no discount at present)

- 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







REQUEST FOR DECISION

Meeting: November 18, 2024
Agenda Item: 4.2.1

Atco Franchise Agreement – Bylaw No. 1397/24

Recommendation/Purpose:

That council pass 2nd and 3rd reading of Bylaw No. 1397/24.

BACKGROUND / IMPLICATIONS:

In July, administration brought forth an RFD concerning renewal of the existing Atco Franchise Agreement. A resolution was passed to proceed per the directions of administration including first reading of the required bylaw. Further steps were then followed including:

- Advertising - a notice of the application to renew was advertised in the Town newsletter to which no feedback was received.
- Filing of application, Atco then filed the application to renew with the Alberta Utilities Commission (AUC).
- AUC approval - the AUC provided its approval to Atco gas to renew the franchise agreement.
- Atco has now prepped the corresponding agreement for signatures.
- The final step is to pass 2nd and 3rd reading of the bylaw.

To re-cap, the new agreement is for a 20-year term (same as the previous one) – no changes have been made in terms of the franchise fee (there is still the ability to change it annually), and no changes to property taxes that are applicable. As noted previously, the intent of the agreement remains the same.

ADMINISTRATION RECOMMENDATION:

Administration recommends that Council pass Bylaw 1397/24.

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 # 1397/24 for a second time.

RESOLUTION #

Moved to read Town of Nanton Bylaw #1397/24 for a third and final time.

ALTERNATIVES:

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

Communications / PR:

Financial:

Attachments: Proposed Bylaw #1397/24 and proposed Franchise Agreement

Applicable Legislation:

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: November 6, 2024

APPROVED BY:


NANTON
EST. 1903
CHIEF ADMINISTRATIVE OFFICER

October 24, 2024

Michelle Marti
ATCO Gas South
10035 - 105 Street
Edmonton, Alberta, T5J 2V6

**ATCO Gas South and the Town of Nanton
Franchise Agreement and Rate Rider
Proceeding 29560**

1. On October 23, 2024, ATCO Gas South applied to the Alberta Utilities Commission for approval of a natural gas franchise agreement with the Town of Nanton. The application was filed in accordance with Rule 029: *Applications for Municipal Franchise Agreements and Associated Franchise Fee Rate Riders*. The application included a copy of the proposed franchise agreement and franchise fee rider schedule.

2. Notice of the proposed franchise agreement was advertised as follows:

Advertising method	Media name/description	Advertising date
Direct mail	Notice put in monthly newsletter mailed to all utility customers in the Town of Nanton	September 1, 2024

3. No objections or concerns related to the proposed franchise agreement were received by the municipality or the utility.

4. The proposed franchise agreement is based on the approved natural gas franchise agreement template referred to in Rule 029. The agreement will be in effect on the later of December 1, 2024, or the first day after it has received both AUC approval and the Town of Nanton has passed third reading of Bylaw No. 1156-04 approving the franchise agreement.

5. The proposed franchise agreement includes that ATCO Gas South agrees to pay the Town of Nanton a franchise fee. The proposed franchise fee will be calculated as 19.00 per cent of ATCO Gas South's revenue from its distribution tariff excluding any amounts collected or refunded through other rate riders, as shown on the franchise fee rider schedule. The proposed franchise fee is a continuation of the current franchise fee and will continue as an estimated \$10.26 monthly charge for an average residential customer.

6. The AUC accepts that the right granted to ATCO Gas South by the Town of Nanton to provide distribution service, to construct, operate and maintain the gas distribution system, and to use lands owned, controlled or managed by the municipality to provide this service, is necessary and proper for the public convenience and properly serves the public interest based on the following:

- The municipality's council has determined to grant the utility the right to provide utility service in the municipality.
- The municipality and the utility consent to the franchise agreement.
- No person has objected to the franchise agreement.
- The franchise agreement complies with the requirements set out in the applicable legislation, including that the term does not exceed 20 years and the agreement was advertised.

7. Accordingly, pursuant to Section 45 of the *Municipal Government Act*, and Section 106 of the *Public Utilities Act*, the AUC approves the franchise agreement as filed.

8. Given the approval of the franchise agreement, and in accordance with Section 49 of the *Gas Utilities Act*, the AUC approves ATCO Gas South's rate rider of 19.00 per cent effective on the later of December 1, 2024, or the first day after it has both received AUC approval and the Town of Nanton has passed third reading of Bylaw No. 1156-04 approving the franchise agreement.

9. Prior to any change in the level of the franchise fee pursuant to the franchise agreement, customers shall be notified as outlined in Section 6 of Rule 029.

10. The Commission may, within 60 days of the date of this disposition and without notice, correct typographical, spelling and calculation errors and other similar types of errors and post the corrected disposition on its website.

Alberta Utilities Commission



Town of Nanton

BYLAW NUMBER: 1397/24

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO EXECUTE AN AGREEMENT WITH ATCO GAS AND PIPELINES LTD., TO RENEW AN AGREEMENT WITH, AND TO CONFER A FRANCHISE ON THE COMPANY TO DELIVER NATURAL GAS TO CUSTOMERS WITHIN THE MUNICIPALITY

1. PURPOSE:

This bylaw authorizes the Chief Elected Official and Chief Administrative Officer of the Town of Nanton, Alberta, under the Municipal Government Act, to execute an agreement with ATCO Gas and Pipelines Ltd., renewing an existing arrangement and granting a franchise for the delivery of natural gas services within the municipality.

2. ENACTMENT

- 2.1 **WHEREAS** the ATCO Gas and Pipelines Ltd. (the "Company"), has requested a franchise be granted to provide natural gas services to customers within the Municipality;
- 2.2 **AND WHEREAS** it is deemed that such an agreement would be of benefit to customers within the Municipality;
- 2.3 **NOW THEREFORE** under the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, Part 3, Division 3, Section 45 – 47, be it enacted that the Chief Elected Official and the Chief Administrative Officer be authorized to sign the agreement which is attached to and forming part of this Bylaw, as Schedule "A", between the Municipality and the Company to renew a agreement with and to confer a franchise on the Company to deliver natural gas services within the Municipality;

3. INTERPRETATION

- 3.1 That this Bylaw shall come into force upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta, and upon being given third and final reading.

4. EFFECTIVE DATE AND READINGS

- 4.1 This bylaw repeals Bylaw #1156/04 and any amendments thereto.

4.2 Read a **first** time this 15 day of July, 2024

TOWN OF NANTON

Jim Handley
CHIEF ELECTED OFFICIAL

[Signature]
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





REQUEST FOR DECISION

Meeting: November 18, 2024

Agenda Item: 4.2.2

SUBJECT: 2025 Capital Budget

Purpose:

To provide council with an updated 2025 capital plan for consideration.

Background:

Further to the brief's provided to council at the September and October committee of the whole meetings, administration has since refined and modified the list of 2025 capital projects and purchases for further council consideration. Keeping in mind that resources are limited, the list proposed is scaled back from the first proposal but still ensures that important infrastructure is kept up to date, new equipment is put in place to help staff provide services more efficiently, and pro-active work is done to identify future needs.

Roadway Infrastructure:

	<u>Estimate</u>	<u>Funding Source</u>
Sidewalks -	\$50,000	Canada Community Building Fund
Road rehab –	\$50,000	Canada Community Building Fund
29 th Avenue –	\$75,000	Canada Community Building Fund
Road assessment -	<u>\$50,000</u>	Local Government Fiscal Framework
Total =	\$225,000	

Utility Infrastructure:

Water main valves -	\$75,000	Canada Community Building Fund
29 th Avenue (south of 20 th street) –	\$225,000	Local Government Fiscal Framework
Sewer re-lining -	\$100,000	Canada Community Building Fund
WWTP Membranes -	\$362,840	Local Government Fiscal Framework
Wastewater line flusher w/truck –	\$75,000	Local Government Fiscal Framework
Westview pond analysis -	<u>\$17,000</u>	Reserves
Total =	\$854,840	

Parks

VIC Rest area upgrades –	\$103,000	Reserves
Library pocket park -	\$56,500	Reserves
Total =	\$159,500	

Buildings

Pool liner –	\$200,000	Reserves
Arena 2 nd Floor access – (Elevator & associated renos)	\$300,000	Local Government Fiscal Framework
Emergency Management - (transfer switch)	\$35,000	Operating tax revenue
Community Centre – (Energy efficiency updates - pending energy audit)	\$100,000	Local Government Fiscal Framework
Firehall – (Parking lot improvements)	\$25,000	Local Government Fiscal Framework
Library – (potential wall or window upgrades)	<u>\$20,000</u>	Reserves
Total =	\$680,000	

Equipment

Public works – (Skid Steer & Bucket truck)	\$165,000	Reserves & LGFF
Parks & Recreation – (Mower & Tool cat)	\$80,000	Reserves
Wastewater equipment –	\$83,000	Local Government Fiscal Framework
Fire department – (To fund future Engine replacement)	<u>\$75,000</u>	Operating tax dollars
Total =	\$403,000	

Grand total =	\$2,322,340
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The total from each funding source would look as follows:

Local Government Fiscal Framework =	\$1,310,840
Canada Community Building Fund =	\$350,000
Reserves =	\$551,500
Operating tax dollars =	<u>\$110,000</u>
Total =	\$2,322,340

Impact -

Local Government Fiscal Framework – if council were to approve this proposal, all of the existing MSI funding from previous years plus a portion of the 2025 LGFF would be used and would leave approximately \$330,000 to carry forward to future years.

Canada Community Building fund – if the proposal outlined was approved, all current funding and a portion of 2025 funding would be used leaving approximately \$140,000 to carry over to future years.

Reserves – the amount outlined is less than was used in 2024. Depending on other needs that may or may not be approved and the amount put back into reserves in 2025 the overall reserve balance would be relatively unchanged from its current state.

Operating tax revenue – the amount outlined is more than quite a bit higher than 2024 – only \$65,000 was used in 2024 but in other years council has utilized a similar amount. This is one suggestion only.

The funding sources can of course be modified when the operating budget is deliberated upon. In this scenario, the \$45,000 increase in operating tax dollars would add about 1.4% to the overall budget before any other changes are made.

Other Considerations

At the October 28, Committee of the Whole meeting administration briefed council on the land development question and on other potential major capital projects. As outlined in this proposed capital plan there are no major capital projects included. In 2025 if one of those projects (sewer collector, residential subdivision, or industrial land development) was included, a borrowing of approximately 1.25 million and draw from reserves of the same amount would likely be required. This would mean scaling back what has been proposed or adding an approximate \$60,000 debenture payment to the operating budget.

To help illustrate this better, below is one scenario of what this could potentially look like and how it would affect the Town’s borrowing limit and reserves.

Borrowing Cap = 8,500,000.00

Reserves = 5,000,000.00

2025	Sewer collector	(1,250,000.00)	} Annual Debt repayment \$131,512 (25 yrs) (would be a 4.2% add to op budget)
	School	(690,000.00)	
	Med. Clinic	(2,000,000.00)	
	De-watering	<u>(581,900.00)</u>	

2025	Sewer collector	(1,250,000.00)
	Other capital (per budget)	(551,500.00)
	Plus annual contribution	<u>500,000.00</u>

This would be in addition to other possible increases so overall the budget could be increased 5-6%

Available (start of 2026) 3,978,100.00

Available (start of 2026) 3,698,500.00

2026	Industrial road or Residential subdivision	(1,500,000.00)	Annual debt repayment \$107,685 - 25 yrs
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2026	Industrial road or Residential subdivision	(1,500,000.00)
	Other uses	(250,000.00)
	Plus annual contribution	<u>500,000.00</u>

Potential 3.5% increase to operating budget before any other increases

Available (start of 2027) 2,478,100.00

Available (start of 2027) 2,448,500.00

2027	Regional waterline	<u>(1,455,000.00)</u>	Annual debt repayment = \$104,454 (30 years)
		<u>1,023,100.00</u>	

2027	Capital needs	(500,000.00)
	Plus annual contribution	<u>500,000.00</u>
		<u>2,448,500.00</u>

Potential 3.4% increase to operating budget before any other increases

Total annual debt repayment if all projects were done would be \$343,651 starting in 2027 (this would be included in operational budget)

Reserves would be cut in half from where they currently sit

**The total tax to be collected could potentially grow from \$3,112,047 (2024 amount) to over \$3.5 million in 2027 (an overall 12.5% increase)
This would bring the average single family dwelling municipal levy from \$2273 up to \$2,557 (approximately, assuming no other increases)**

As the table illustrates, it would not be easy to implement more than one major project into the mix over the next 3 to 5 years. There are of course many potential benefits to the sewer collector project, the industrial road development, and a residential subdivision but they all come with a high cost and the payback probably won't be seen for many years so there is a big burden on the taxpayer initially.

Conclusion/Recommendation

The proposed 2025 capital plan does check a lot of boxes - some projects noted though may not proceed based on receiving further information and there is potential for other grants to offset costs. Reserves are being heavily used again and operating tax dollars are being increased over 2024 but this allows for some carryover of the LFGG and CCBF funding.

There are no land development projects included in the 2025 plan but as outlined, can be added. The proposed plan is meant to help maintain the infrastructure in place while ensuring new equipment is added to provide services more efficiently, and plans are made to deal with future issues. Administration would recommend the plan is approved as presented.

Prepared By: Clayton Gillespie, Corporate Services Manager

Dated: November 14, 2024

CAO Comments:


NANTON

CHIEF ADMINISTRATIVE OFFICER

Date Signed: November 13th 2024



REQUEST FOR DECISION

Meeting: November 18, 2024
Agenda Item: 5.2

Community Centre Repairs

ADMINISTRATIVE RECOMMENDATION:

To utilize reserves to cover unexpected major equipment replacement and repairs at the Community Centre.

PURPOSE:

For council to consider options for funding the replacement of major equipment at the community centre along with updates to the emergency lighting system.

BACKGROUND / IMPLICATIONS:

In early October administration was alerted to a control board issue related to one of the furnaces at the community center. Admin provided approval for the repair, and it was completed – shortly after completing the repair, the repair tech found that the main fuel valve had also become defective. Administration asked for a quote to have this repaired and asked for a quote for replacement of the furnace.

The furnace in question was the oldest of the furnaces at 25 years old and it had been on our list for replacement in the next year or two. The quote to do the repair was less than a new furnace but administration felt it was better to proceed with replacement than to try and limp the furnace along and so provided approval for replacement. This would also aid in making the building more energy efficient.

Shortly after this, a further issue related to emergency lighting was discovered during the power outage on October 23. Administration again provided approval to rectify this issue so that this would not be an issue in future power outages should they occur.

Due to having spent our budgeted dollars on the replacement of the commercial hot water tank at the community center earlier in the year administration would like to request a resolution to utilize building reserve dollars to cover these expenses and not cut into the operational budget. The only other use of the building reserve fund in 2024 is for the public works building upgrades (capital budget) and those look to come in under budget. Budget was \$45,000 and spending will be approximately \$35,000. The cost of the new furnace and the emergency lighting updates total \$10,090.

Should council not approve of this, the building maintenance budget will end up over budget in 2024 and could lead to a small deficit. In 2025 we are currently planning to replace another of the aging furnaces at the community center and this will aid in the building's energy efficiency and hopefully avoid this type of unexpected repair/replacement.

ALTERNATIVES:

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

Financial (GL# / Amount): _____

Communications/PR:

Applicable Legislation:

Attachments:

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: November 12, 2024



APPROVED BY: Neil Smith, Chief Administrative Officer:

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



John Barlow

Member of Parliament
Foothills

The Honourable Sean Fraser,
Minister of Housing, Infrastructure and Communities

Dear Minister Fraser:

The Town of Nanton applied to the Natural Infrastructure Fund in the summer of 2022 with two submissions. To date, they have not received a response from the Program for either of their submissions and enquiries by my office to the Natural Infrastructure Fund indicate there is "no specific date or timeline to give at the moment" about when a response to applications may be forthcoming.

The lack of decision, or timeline on a decision, is causing issues for the community as it is creating a paralysis in budgetary planning on this important priority area within the Town of Nanton. On proposal 777 specifically, they have two non-profit community partners who also have funds allocated to this project that cannot be deployed on this project or elsewhere until they receive a decision. When they applied before the deadline in 2022, they were hoping for a decision in time to allow for a completion date for the projects in 2023 based on their experience with other federal grants. We are now well beyond those timelines.

When do you anticipate decisions to be made and applicants notified regarding their applications for the Natural Infrastructure Fund? Any information you can provide will assist the Town of Nanton in their budgetary planning efforts.

Thank you for any assistance you can provide.

Sincerely,

Original Signed

John Barlow
Member of Parliament for Foothills

<i>Ottawa</i>	<i>Constituency Office</i>
Room 310, Justice Building Ottawa, Ontario. K1A 0A6 Tel.: 613-995-8471	PO Box 5448 High River, Alberta. T1V 1M5 Tel.: 403-603-3665
John.Barlow@parl.gc.ca JohnBarlowMP.ca	



November 5, 2024

John Barlow, M.P.
Foothills
House of Commons
John.Barlow@parl.gc.ca

Dear John Barlow:

Thank you for your letter regarding the status of the Town of Nanton's applications to the Natural Infrastructure Fund (NIF).

As you know, the Government of Canada is committed to making our communities more livable – green places that are beautiful, healthier, more sustainable and more resilient. The NIF is a \$200-million direct-delivery, competitive program aimed at supporting projects that use natural or hybrid approaches to protect the natural environment, support healthy and resilient communities, and contribute to economic growth and jobs.

With respect to the Town of Nanton's applications, I can confirm that the NIF program has received these funding applications for the proposed projects and that your letter will supplement the application information currently on file. Communications regarding the results of the assessment will be sent in writing, directly to the applicants, as soon as funding decisions have been finalized. The Department has received many well-prepared applications for important projects to improve the resilience of communities, using natural infrastructure, from coast to coast to coast.

Together, we will work to ensure that infrastructure plays a vital role in promoting economic growth, job creation and improving our quality of life in the coming months and years.

Please accept my best regards.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Fraser'.

The Honourable Sean Fraser, P.C., M.P.
Minister of Housing, Infrastructure and Communities