



MINUTES

Monday November 4, 2024 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 Third 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.



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.

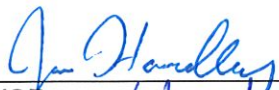
Non-union Employee – A non-union or 'exempt' employee is a staff member who has by virtue of their role been exempted from union membership due to access to confidential information that may place them in a conflict of interest with union membership. These employees are paid hourly and follow the non-union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

COPY

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:

- 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