



AGENDA

Monday February 3, 2025, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

- 2.1 Oldman River Regional Services Commission - E
- 2.2 Nanton Agriculture Society
- 2.3 Kozy Korner

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

- 3.1.1 Status Report – E
- 3.1.2 Capital Plan Status – E
- 3.1.3 Strategic Plan 2024 - E

3.2 FINANCIAL:

- 3.2.1 2024 Year end variance report

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 January 20, 2025 Regular Council Meeting - E
- 4.1.2 January 27, 2025 Committee of the Whole Meeting - E

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 Request for Decision Ice Allocation Policy - E

5. NEW & UNFINISHED BUSINESS:

- 5.1 Request for Decision e-Send for Utility Billing - E
- 5.2 Request for Decision 2025 Support Grants - E
- 5.3 Information Brief Firefighter Recruitment - E
- 5.5 Request for Decision Nanton Municipal Library Board Appointment - E

5.6 Information Brief Willow Creek Firefighters Association Asset Donation - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

6.2.1 Community Futures Update - E

6.2.2 Canadian Union of Post Works – Canda Post and the Industrial Inquiry Commission - E

6.2.3 Ministry Response Request for Metallurgical Coal Mine at Grassy Mountain - E

7. CLOSED CONFIDENTIAL SESSION:

7.1 Audit Procedures FOIP Section 26 Testing Procedures, Tests and Audits - E

8. ADJOURNMENT:

December 10, 2024

File:30C-179
Sent Via Email

Chief Administrative Officers & Councils
All Member Municipalities of ORRSC

Dear Chief Administrative Officer and Council,

RE: 2025 Membership Fees

On behalf of the Board of Directors of the Oldman River Regional Services Commission, we wish to inform you that at the Annual Organizational Meeting held on Thursday, December 5, 2024 the Board of Directors approved the 2025 Operating and Capital Budget.

The approved 2025 Operating Budget includes an increase to the mill rate by 0.025, increasing the Floor to \$5,000 and increasing the Ceiling to \$104,206. We want to assure our Members that a substantial amount of time, discussion, and deliberations were undertaken by the Executive Committee and the Board of Directors regarding these increases. We understand that an increase in fees is challenging and that all industries, including municipal governments, are feeling the financial pressures of the current economic climate, but we believe that in order for the organization to remain financially viable an increase to our member fees was required.

Please see the included document which outlines your Municipality's 2025 Membership Fees.

We appreciate the loyalty and support that we have received since ORRSC's inception and want to ensure you know that ORRSC is dedicated to continuing to provide exceptional value to our Members. Along with this year's Annual Organization Meeting, a robust budget presentation was provided by members of the Executive Committee and Administration on the proposed Operating Budget and our financial plan moving forward. A copy of this presentation has been included with this correspondence.

We wish to extend the invitation to discuss the budget presentation, the membership fee increases, and any other concerns Administration or Council may have. If you would like to have us present to your Council or Administration, please contact Raeanne Keer, Executive Assistant, at 403-329-1344 or by email at admin@orrsc.com at your convenience who will work with you to coordinate a visit.



OLDMAN RIVER REGIONAL SERVICES COMMISSION

3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: admin@orrsc.com
Website: www.orrsc.com

Should you have any other questions please do not hesitate to reach out to our office at 403-329-1344 or by email at admin@orrsc.com.

Thank you,

A handwritten signature in blue ink, appearing to read 'Lenze Kuiper', written over a light blue horizontal line.

Lenze Kuiper
Chief Administrative Officer

LK/rk

Enclosed:

2025 Membership Fees
2025 Budget Presentation – Executive Committee



3105 - 16th Avenue North
Lethbridge, Alberta T1H 5E8

Phone: (403) 329-1344
Toll-Free: 1-844-279-8760
E-mail: admin@orrsc.com
Website: www.orrsc.com

2025 Summary of Fees – Town of Nanton

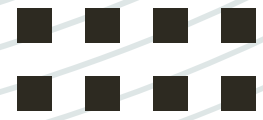
2025 Planning Membership Annual Fee	\$44,721.70
2025 GIS Membership Annual Fee	\$13,386.86
2025 Chinook Intermunicipal Subdivision and Development Appeal Board Annual Fee	\$500.00
2025 Regional Assessment Review Board Annual Fee	\$500.00



2025 Budget Presentation



2023/2024 Executive Committee

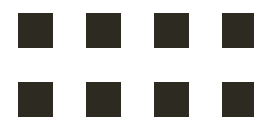


The Organization

Mission Statement

The Oldman River Regional Services Commission will provide professional municipal planning, geographical information system and regional assessment review board services and advice. These services will be provided to our municipal Members and their rate-payers in a professional manner befitting a non-profit entity.

What is ORRSC?



The Oldman River Regional Services Commission (ORRSC) is established under part 15.1 of the *Municipal Government Act* (MGA), and this service commission is a cooperative effort of its Member municipalities in southern Alberta who have created an organization to provide municipal planning advice to its Members.

ORRSC was recreated and renamed in 2003, from the previous Oldman River Intermunicipal Service Agency (ORISA) - which was established in 1995 as a successor to the Oldman River Regional Planning Commission.

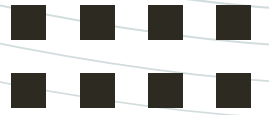
After the MGA was amended in 1994 to dissolve all regional planning commissions in Alberta, our organization was formed by the Member Municipalities of that day to carry on the same functions, ensuring consistency in terms of staff and planning advice to our Members.

In 2025 ORRSC will celebrate its 70th Year Anniversary, where our deep history in southern Alberta has evolved since the 1955 Lethbridge District Planning Commission

Why does ORRSC Exist?

The MGA requires municipalities to manage land use, subdivision, and development by preparing bylaws and statutory planning documents. ORRSC assists municipalities with creating these documents while providing day-to-day professional planning advice and assistance to our Members, continuing our historic ties to many of our Member Municipalities.

ORRSC's Organizational Structure



Board of Directors

The Board of Directors is comprised of 41 appointed elected officials from the Member Municipalities.

Executive Committee

The Executive Committee is elected by the Board of Directors and responsible for the day-to-day financial and administrative matters of the Board, such as budget preparation, policy review, and approval of financial accounts.

Chief Administrative Officer

The Chief Administrative Officer is the direct employee of the Board and Executive who is responsible for daily operations and ensuring that the organization operates in accordance with its objectives, polices, finances, etc.

Administration

Planning

GIS

Administration, GIS, and Planning are ORRSC's de facto departments who work together to provide the critical services our Members use on a day-to-day basis.

2024/2025 Board of Directors

Rural Members

Cardston, County - Roger Houghton
Forty Mile, County - Joan Hughson
Lethbridge County - Morris Zeinstra
Pincher Creek, M.D. - Jim Welsch
Ranchland, M.D. - Ron Davis
Taber, M.D. - John DeGroot
Vulcan County - Christopher Northcott
Warner, County - David Cody
Willow Creek, M.D. - Evan Berger

Urban Members

Arrowwood, Village - Colin Bexte
Barnwell, Village - Shayla Anderson
Barons, Village - Dan Doell
Bassano, Town - Mike Wetzstein
Brooks, City - Ray Juska
Cardston, Town - Allan Burton
Carmangay, Village - Sue Dahl
Champion, Village - James F. Smith
Claresholm, Town - Brad Schlossberger
Coalhurst, Town - Deborah Florence
Coutts, Village - Tanya Smith
Cowley, Village - Dave Slingerland
Crowsnest Pass, Muni. - Dean Ward
Crowsnest Pass, Muni. - Dave Filipuzzi
Duchess, Village - Stephen Dortch
Fort Macleod, Town - Gord Wolstenholme
Glenwood, Village - Mark Peterson

Hill Spring, Village - Suzanne French
Lomond, Village - Brad Koch
Magrath, Town - Gerry Baril
Milk River, Town - Peggy Losey
Milo, Village - Dean Melnyk
Nanton, Town - Victor Czop
Nobleford, Town - Marinus de Leeuw
Picture Butte, Town - Teresa Feist
Pincher Creek, Town - Don Anderberg
Raymond, Town - Neil Sieben
Stavely, Town - Don Norby
Stirling, Village - Matthew Foss
Vauxhall, Town - Russel Norris
Vulcan, Town - Richard DeBolt
Warner, Village - Marty Kirby



2023/2024 Executive Committee

Gord Wolstenholme, Chair

Town of Fort MacLeod

20 years on Board of Directors; 10 years as Chair

Scott Akkermans

Town of Coalhurst

1 year on Board of Directors; 1 year on Executive Committee

Christopher Northcott

Vulcan County

3 years on Board of Directors; 3 years on Executive Committee

Neil Sieben

Town of Raymond

3 years on Board of Directors; 3 years on Executive Committee

Don Anderberg, Vice Chair

Town of Pincher Creek

14 years on Board of Directors; 12 years on Executive Committee, 3 Years as Vice Chair

David Cody

County of Warner

10 years on Board of Directors; 2 years on Executive Committee

Brad Schlossberger

Town of Claresholm

3 years on Board of Directors; 3 years on Executive Committee



Board of Directors

Comprised of Elected Officials appointed by Member Municipalities
Decision-making and policy-making body of the Commission.
Unless delegated to the Executive, the Board has responsibility for all operations, policies, employees, budgeting and other functions of the Commission.
Responsible for approving proposed Annual Budget.

Executive Committee

Elected by the Board of Directors.
Responsible for financial and administrative matters, including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy.
With Administration, prepares and reviews the annual budget estimates and work program submitted by the CAO.
Recommends an Annual Budget to the Board for approval

Both the Board and the Executive operates and is governed by the following Bylaws

- 2021-01 - Board of Directors and Executive Committee Bylaw
- 2021-02 - Administrative Bylaw
- 2021-03 - Procedural Bylaw
- 2021-04 - Code of Conduct for Board of Directors Bylaw
- 2021-05 - Document Retention Bylaw

Fiduciary Duty

Members shall:

- Act in the best interest of the Commission
- Not favour the interests of their municipality should the Commission's interest differ from their municipality's

2024 Staff

Administration

Lenze Kuiper, Chief Administrative Officer (2005)
Raeanne Keer, Executive Assistant (2022)
Stephanie Sayer, Accounting Clerk (Apr 2024)

GIS

Jaime Thomas, GIS Analyst (2005)
Mladen Kristic, CAD/GIS Technologist (2006)
Jordan Thomas, GIS Analyst (2006)
Kaylee Sailer, CAD/GIS Technologist (2013)
Carlin Groves, GIS Technician (2019)

Planning - Subdivision

Jennifer Maxwell, Subdivision Technician (2015)

Planning

Mike Burla, Senior Planner (1978)*
Steve Harty, Senior Planner (1998)
Diane Horvath, Senior Planner (2000)
Bonnie Brunner, Senior Planner (2007)
Gavin Scott, Senior Planner (2007)
Ryan Dyck, Planner (2013)
Maxwell Kelly, Planner (2019)
Kattie Schlamp, Planner (2022)
Rachel Schortinghuis, Assistant Planner (Mar 2024)
Harsimran (Sim) Kaur, Assistant Planner (Aug 2024)*
Jiayi Wang, Assistant Planner (Aug 2024)*

Organizational Change

37 PLANNING MEMBERS
8 RURAL / 29 URBAN

25 GIS MEMBERS

2005

41 PLANNING MEMBERS
9 RURAL / 32 URBAN

41 GIS MEMBERS

2013

39 PLANNING MEMBERS
8 RURAL / 31 URBAN

44 GIS MEMBERS

2021

38 PLANNING MEMBERS
9 RURAL / 29 URBAN

32 GIS MEMBERS

2009

41 PLANNING MEMBERS
9 RURAL / 32 URBAN

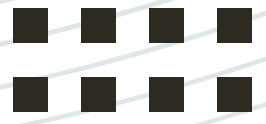
44 GIS MEMBERS

2017

40 PLANNING MEMBERS
9 RURAL / 31 URBAN

44 GIS MEMBERS

2024



2025 Draft Budget Process

2012 Finance Committee

“experiencing cyclical, unstable and volatile revenue streams (i.e. subdivision and fee-for-service) that jeopardize our ability to meet short-term and long-term fixed expenses. If we continue to ignore this problem and continue to operate under the present business model we may miss critical budget projections which may result in cash flow problems, limited service delivery and ultimately in damage to our quality reputation”

2012 ORRSC Financial Committee Report and Recommendations

Recommendation #1 - Increase GIS Fee +5%

Rationale - GIS fees are based on a cost recovery model built at inception in 2002.

Recommendation #2 - Increase Fee-For-Service Hourly Rate

Rationale - Standard fee rates for private firms is 2x or 3x the hourly wage to include overhead/profit margin. Historically offered low rates to Members as a valued benefit.

Recommendation #3 - Fee-For-Service Interim Billing

Rationale - Management of cash flow needed, introduction of 1/3 Billing System

Recommendation #4 - New and Improved Municipal Service Contracts

Rationale - To address changes over past 18-years and outline in greater detail the services offered in exchange for membership and fee-for-service

Recommendation #5 - Increase Subdivision Fees

Rationale - Increase fees to be in alignment in other parts of the province.

Recommendation #6 - Total Equalized Assessments with Split Mill Rate

Rationale - Use yearly TEA's to determine each years requisition with a split mill rate (urban/rural) for reliable income for expenses and less reliance on variable income from subdivision and fee-for-service.

2025 Budget Preparation Timeline

Discussed projected end of year financials and determined a robust financial plan is needed moving forward into 2025

August 2024

Budget Workshop #1
4 Hours



July 2024

Administration develops 10-year financial history and trends for the organization



September 2024

Regular Monthly Meeting focused on final budget deliberations and recommendation to Board

October 2024

Regular Monthly Meeting focused on budget deliberations and direction to Admin for preparation

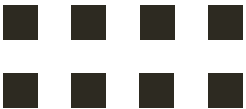


November 2024

Budget Workshop #2
4 Hours



October 2024



Budget Deliberations

Membership fees to cover fixed expenses

Develop a financial plan to have membership fees cover fixed expenses

Review Floor and Ceiling

Rebuild reserves

Develop proposed plan for Cost of Living increases and inflation implications to organization (wages, utilities, vehicles, etc.)

Develop better financial planning for variable income (fee-for-service, subdivision)

Succession Planning

**N
e
t
I
n
c
o
m
e**

YEAR	BUDGET	ACTUAL
2015	\$18,285	\$171,151
2016	\$6,198	72,826.08
2017	\$34,376	\$255,792
2018	\$36,430	\$210,882
2019	\$38,234	-\$42,315
2020	\$40,048	-\$82,944
2021	\$1,188	\$296,029
2022	\$5,399	-\$138,842
2023	\$7,233	-\$250,237
2024*	\$9,645	\$83,842

*As of November 28, 2024



Membership Fee Considerations

+0.057 Mill Rate / +55% Ceiling / \$5,000 Floor (1 Year)

Would ensure fixed expenses are fully covered by Membership Fees for 2025.
Executive Committee determined this was too drastic of an increase for our Members.

+0.03 Mill Rate / +10%, +20%, +30% Ceiling / \$5,000 Floor (+7 Years)

Smaller increases to the Mill Rate and Ceiling would take an estimated +7 years for the fixed expenses to be covered by the Membership Fees.
Executive Committee determined this was too long of a window as we had been in a deficit for too many years and have depleted the reserves.

+0.031 Mill Rate / +40% Ceiling / \$5,000 Floor (3 Years)

Would allow us to kickstart 3 Year Plan to have Membership Fees fully cover fixed expenses with smaller increases to the remaining 2-years.

2025 Fee Overview

Planning Membership

+0.025 Mill Rate Increase

Increase Ceiling to \$104,206

Increase Floor to \$5,000

GIS Membership

+8% Increase

Subdivision Fees

No Increase / No Changes

Regional Boards

(Chinook SDAB / Regional ARB)

No Increase / No Changes

Fee For Service Hourly

(Members)

No Increase / No Changes

Remains \$85/hour

Fee For Service Hourly

(Non-Members)

Increase from \$170/hr to \$200/hr

Floor & Ceiling

In 2012 the financial model for collecting membership fees was approved by the Board of Directors, and is as follows:

Yearly Provincial Total Equalized Assessment x Split Mill Rate (Urban & Rural) = Annual Member Contribution

In addition, following recommendations of the Finance Committee the “Floor” was set to \$2,000 for 2013.

The “Ceiling” was also capped to \$65,000 to retain municipalities who had high Total Equalized Assessment values.

Since 2013 the Floor and Ceiling have only increased with annual increases, they have not been adjusted in 10-years.

2013

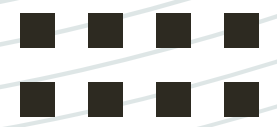
\$2,000 Floor

\$65,000 Ceiling

2024

\$2,370 Floor

\$77,190 Ceiling



Our Goals



Our Goals

Financial Stability

Ensure the organizations fixed expenses (payroll, benefits, utilities, software, etc.) are covered by annual membership fees

Revenue Growth for Reserves

Encourage revenue growth through fee-for-service and subdivision fees to rebuild reserves

Intensify Financial Planning

Provide a 3-year Ongoing Operating Plan early in the year so that our organization and membership has a strong financial plan moving forward



Our Goals - #1

Financial Stability

How Will We Reach Financial Stability?



Membership Fees to financially cover fixed operating expenses

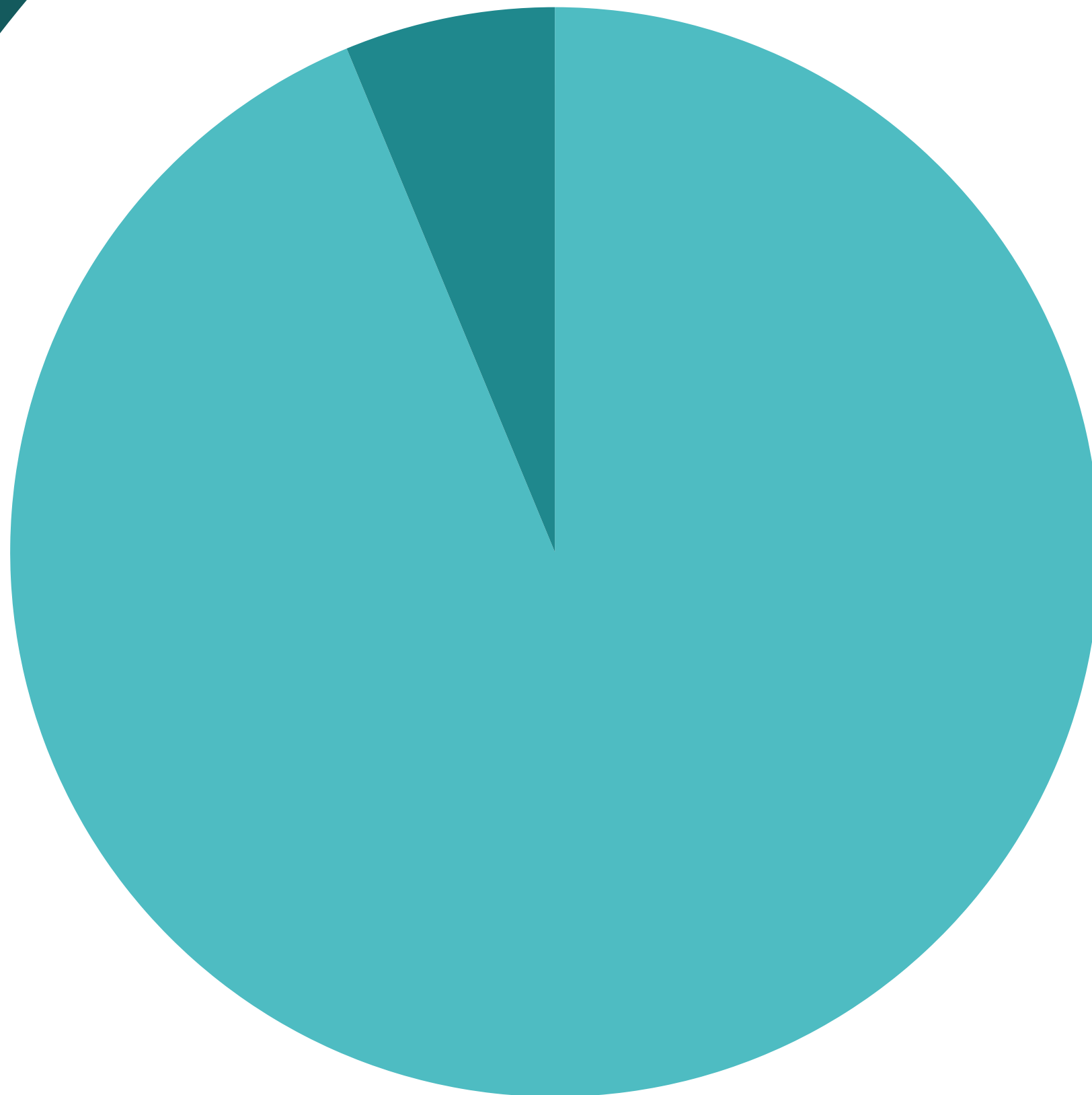
Use revenue from Fee-For-Service and Subdivision Fees to fund non-fixed operating expenses and rebuild reserves

Review “Floor” and “Ceiling” on annual basis

Continue to review operating costs for savings

Research and apply for grants for cost-savings for future capital projects and purchases

2025 Budget - Fixed vs Variable Expenses



Variable Expenses
6.2%

Fixed Expenses
93.8%

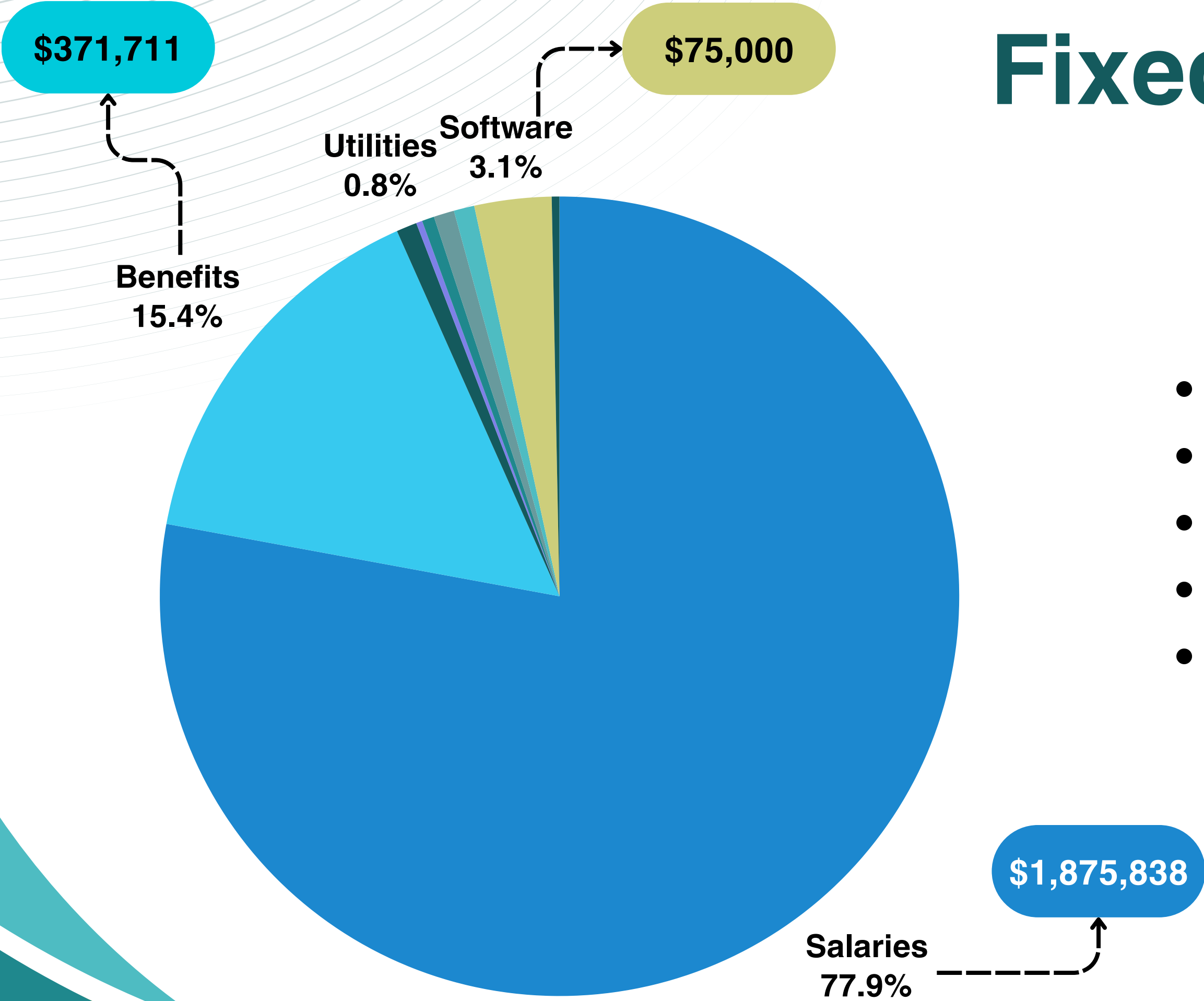
- Fixed Expenses
\$2,408,050
- Variable Expenses
\$160,302



Fixed Operating Expenses

- Salaries
- Benefits
- Utilities
- Telephone
- Accounting & Audit Fees
- Insurance
- Software
- Equipment Rental

Fixed Operating Expenses



- Janitorial - 0.2%
- Accounting/Audit - 0.5%
- Telephone - 0.8%
- Insurance - 0.8%
- Equipment Rental - 0.3%



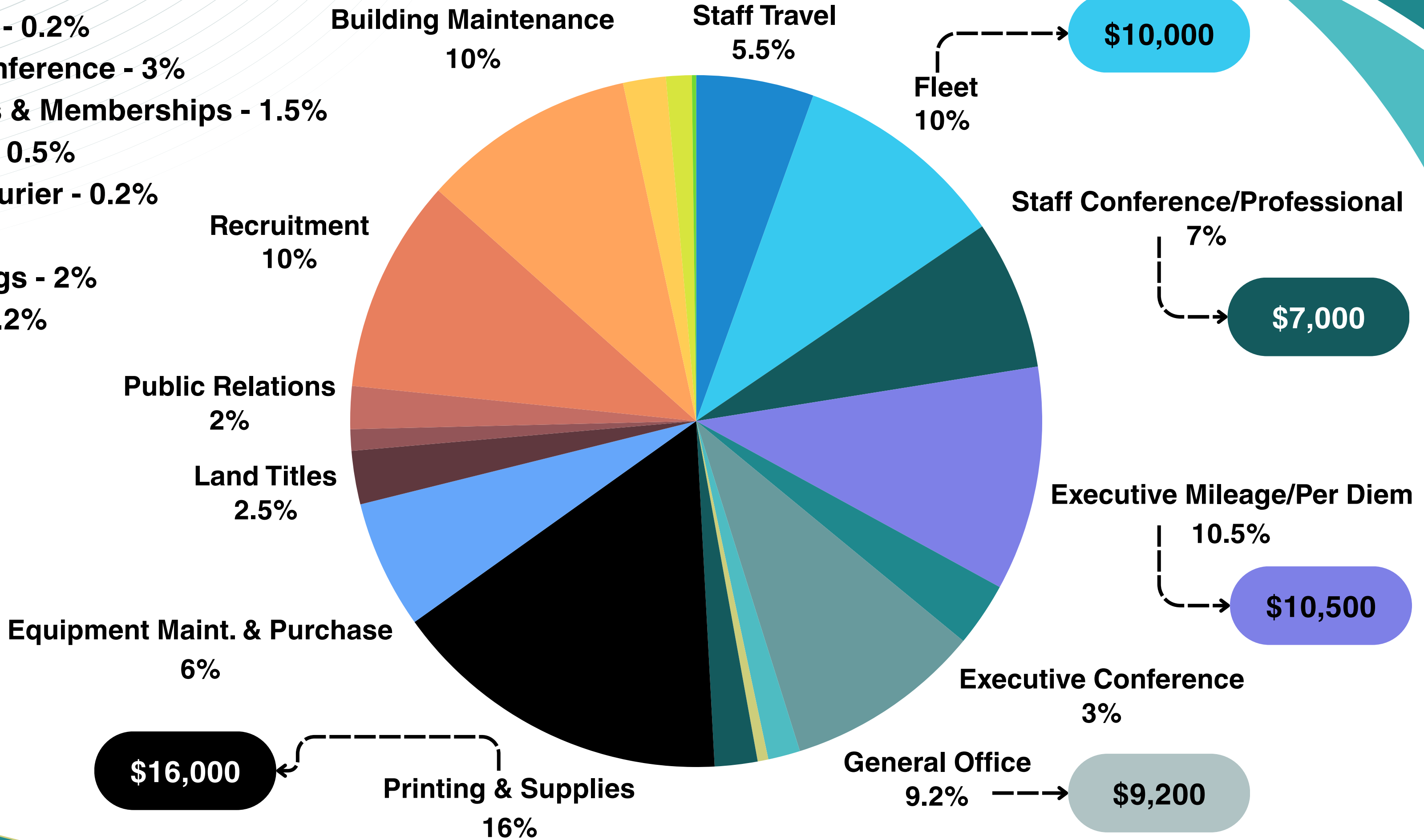
Variable Expenses

- Staff Mileage
- Fleet Fuel & Maintenance
- Staff Field Expense
- Staff Conference
- Staff Prof. Development & Memberships
- Executive Meeting Per Diem
- Executive Meeting Mileage
- Executive Conference
- General Office Services & Supplies
- Subscriptions & Memberships
- Books & Publications
- Postage & Courier
- Printing & Supplies
- Equipment & Furniture Rental
- Equipment Repairs & Maintenance
- Land Titles & Government Agencies
- Legal Fees
- Recruitment
- Building Maintenance
- Board Meetings
- Bank Fees & Service Charges

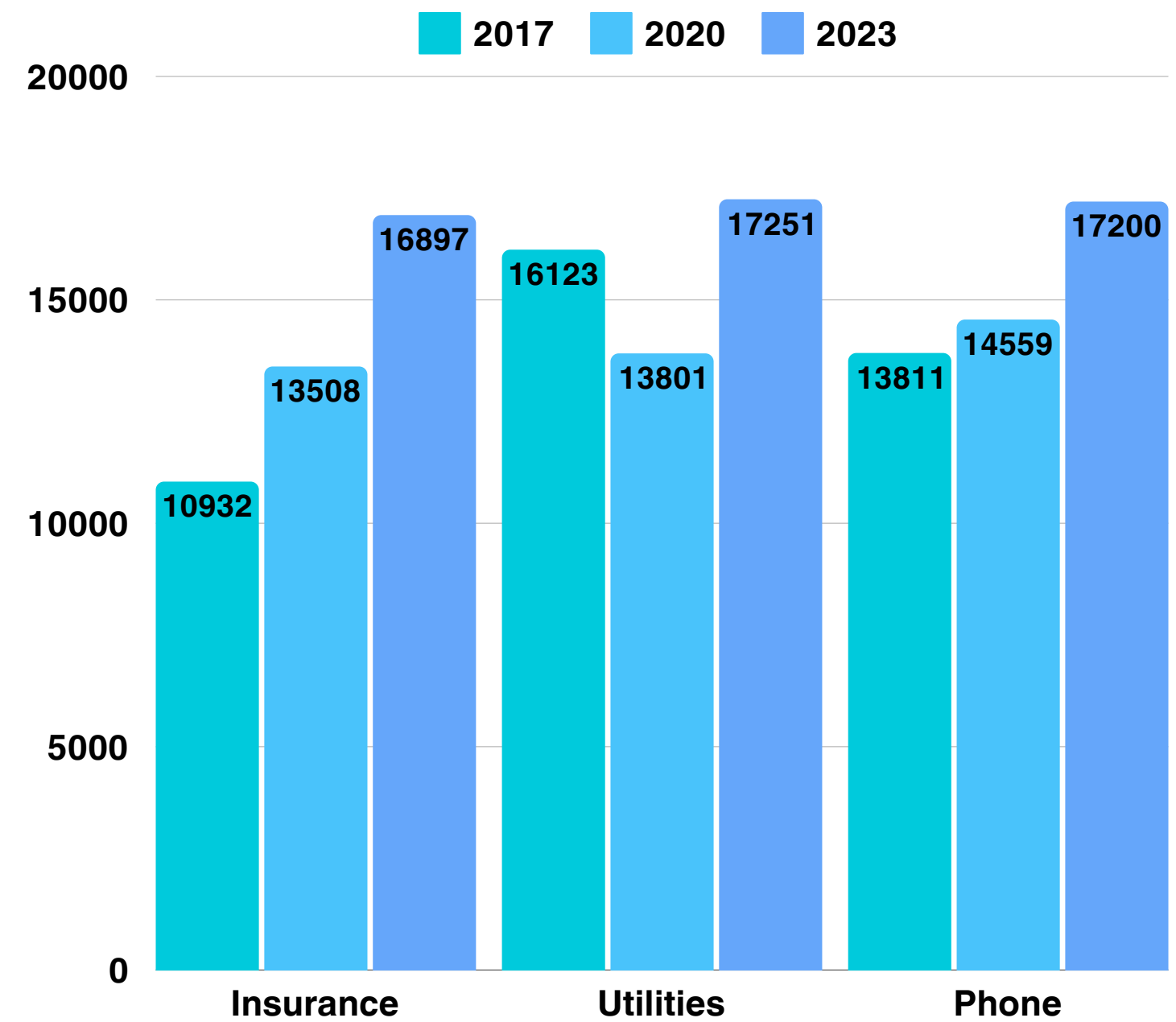
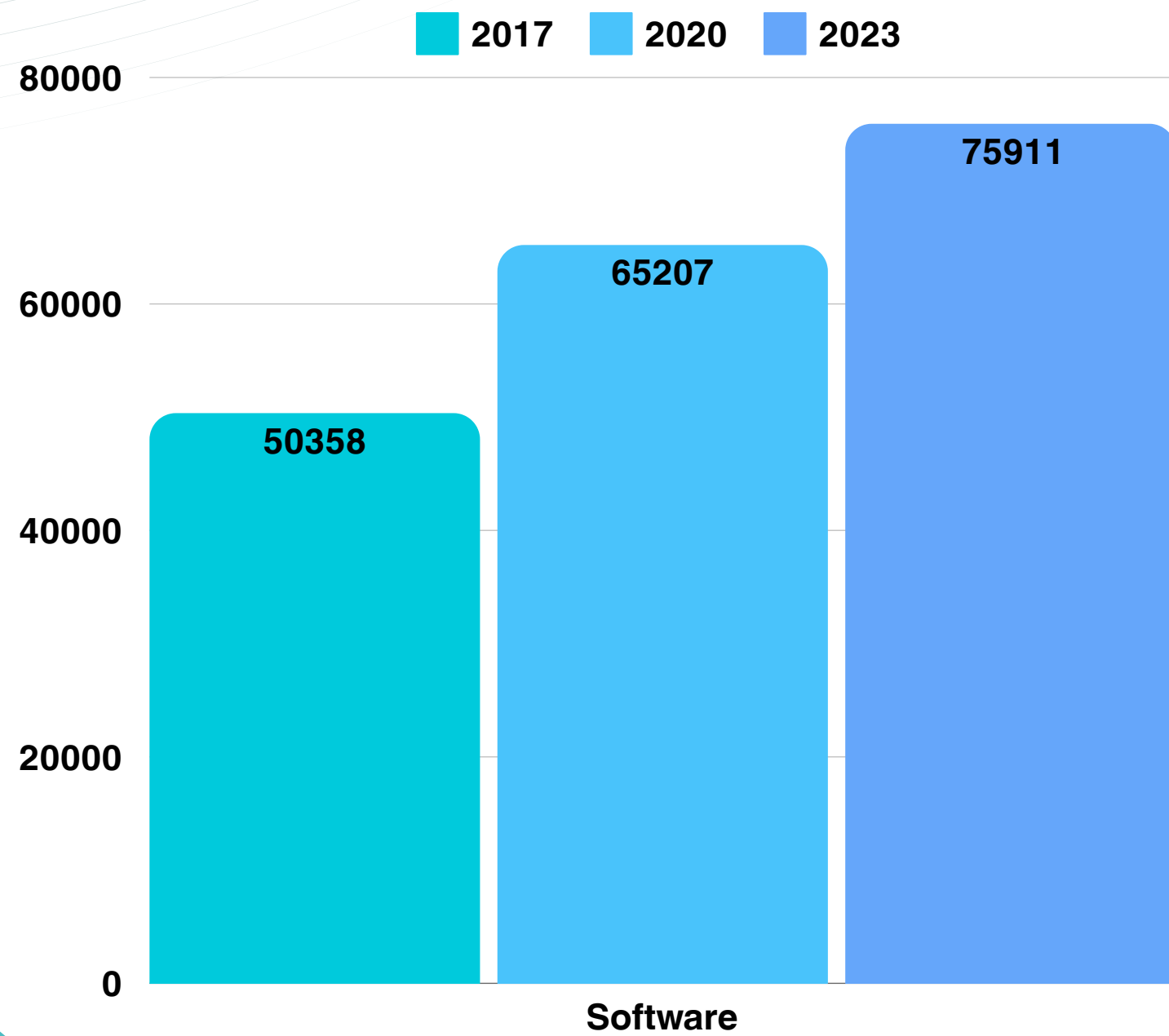


Variable Operating Expenses

- Aerial Photos - 0.2%
- Executive Conference - 3%
- Subscriptions & Memberships - 1.5%
- Publications - 0.5%
- Postage & Courier - 0.2%
- Legal - 1%
- Board Meetings - 2%
- Bank Fees - 1.2%



Operating Expense Increases



Fee-For-Service

ORRSC has experienced a decrease in Fee-For-Service projects by our Membership. This decrease has had a negative impact on the organizations budget.

Financial history has shown that Fee-For-Service is volatile and cannot be relied on for financial stability.

YEAR	BUDGET	ACTUAL
2015	\$300,000	\$383,240
2016	\$300,000	\$221,104
2017	\$400,000	\$476,574
2018	\$450,000	\$445,603
2019	\$425,000	\$329,623
2020	\$425,000	\$410,156
2021	\$400,000	\$729,264
2022	\$400,000	\$85,759
2023	\$400,000	\$127,557
2024*	\$200,000	\$121,939

*As of November 28, 2024

Subdivision Fees

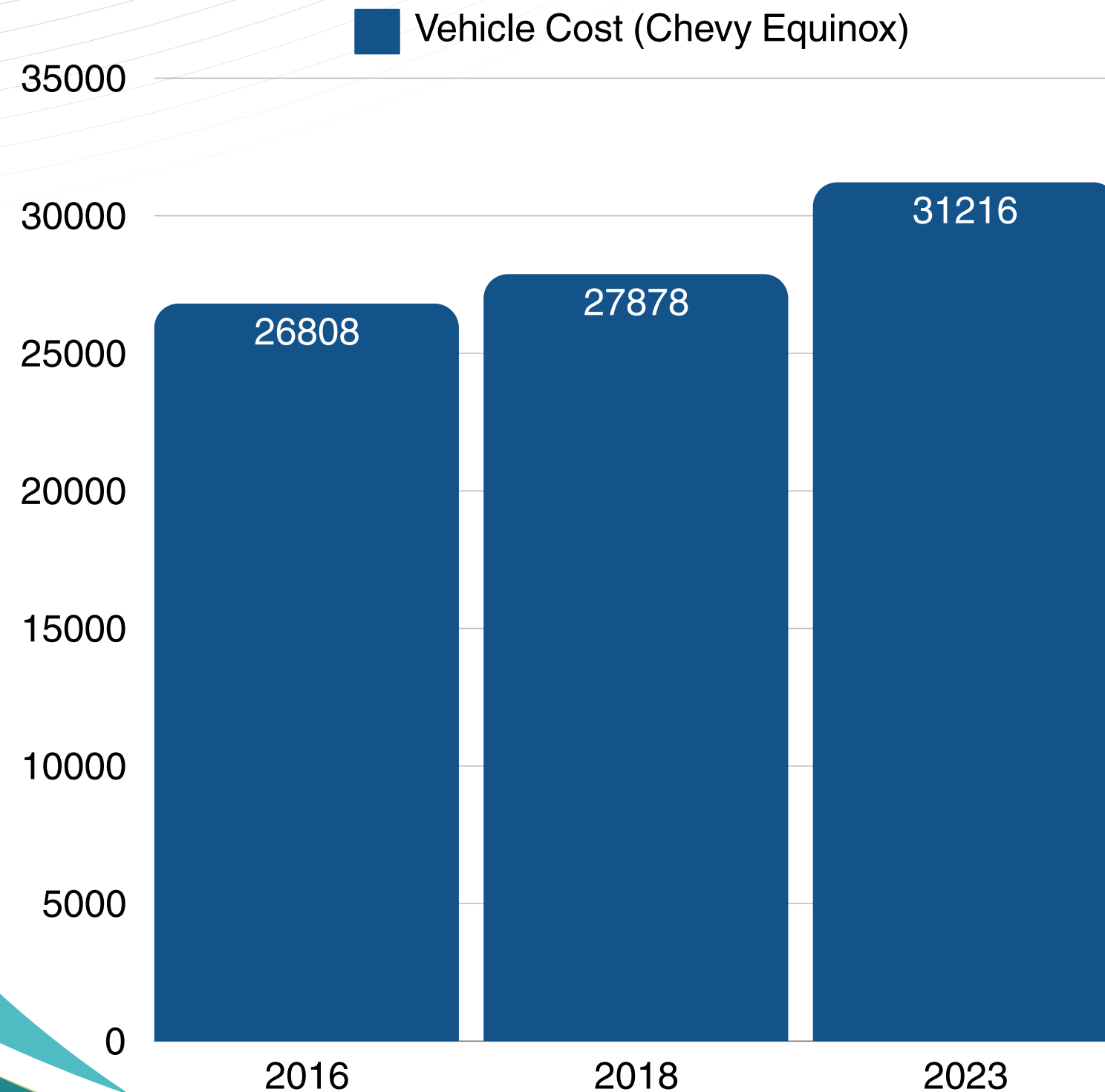
Subdivision fees are incredibly difficult to project as a stable revenue source as it is often impacted by the economy, developers in individual municipalities, municipal growth and projects.

The table includes all associated Subdivision Fees, including Application Fees, Finalization Fees, and Extension Fees.

YEAR	BUDGET	ACTUAL
2015	\$310,000	\$298,481
2016	\$305,000	\$310,730
2017	\$305,000	\$347,974
2018	\$315,000	\$352,687
2019	\$315,000	\$276,180
2020	\$300,000	\$239,277
2021	\$250,000	\$332,900
2022	\$300,000	\$320,169
2023	\$310,000	\$265,905
2024*	\$287,500	\$335,905

*As of November 28, 2024

ORRSC Vehicles Operating Costs and Savings



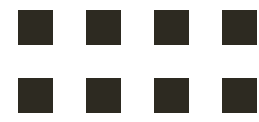
ORRSC provides a fleet of vehicles to staff to be able to attend meetings in municipalities across Southern Alberta.

In recent years we have purchased a number of Chevy Equinox's for our fleet as they provide the safety features, such as All-Wheel Drive, to our Planners who are on the road 5-days a week.

In 2020 due to COVID-19 we opted to operate with only 2 vehicles, and a 3rd was purchased in 2023 as meetings began to return in-person more regularly.

For the 2024 Operating Budget we kept our 2018 model over our recommended mileage to save money in the Capital Reserves.

The 2018 model has begun to have mechanical issues and will need to be replaced in 2025; this has been included in the 2025 Budget.

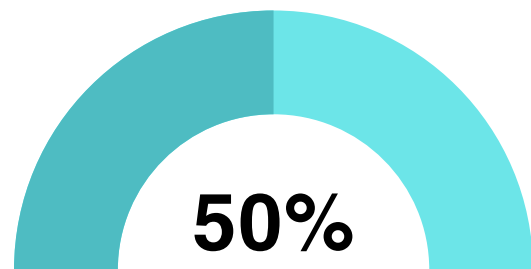


Cost Saving Efforts



LED Lighting Retrofit Project - November 2024

With support of the Town of Pincher Creek we were successful in receiving the Community Energy Conservation Program Grant from Alberta Municipalities



50%

Project - \$16,400

Grant - \$8,200

**Annual Energy
Cost Savings
\$2,779.78**



Subdivision Storage Expansion - September 2024

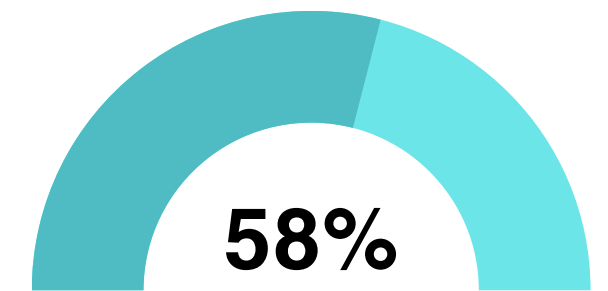
While investigating options to expand our Subdivision file storage with local providers, we were given the opportunity to purchase shelving from the MD of Taber who was undergoing renovations of their Administration office.

New From Supplier - \$40,000

Alternative Design - \$13,000

Purchased - \$5,434.83*

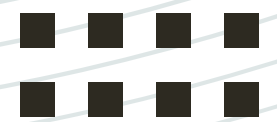
*with installation and delivery



58%

Savings**

**based on the Alternative Design



Our Goals - #2

Revenue Growth

How Will We Grow our Revenue?

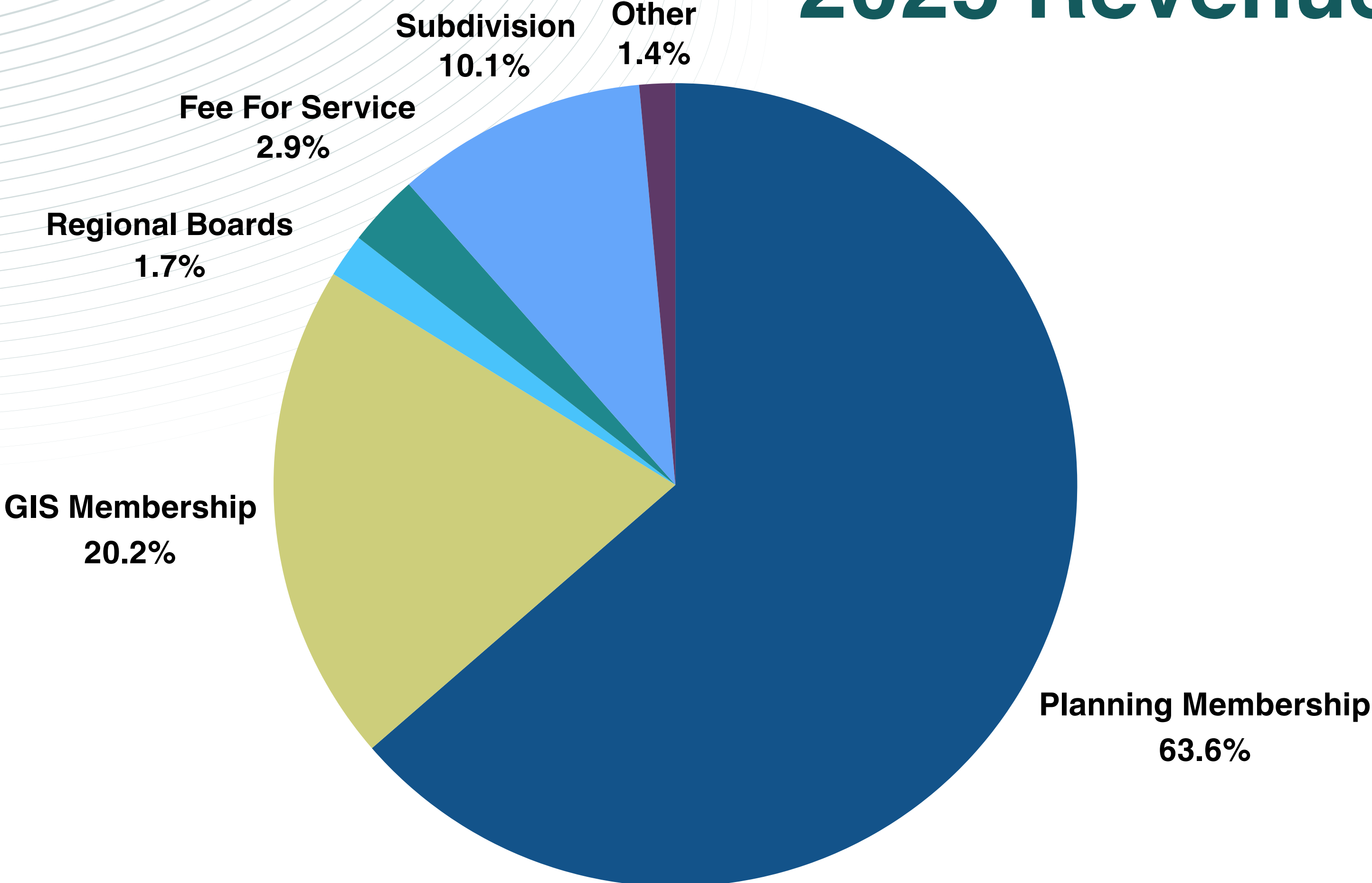


Work to develop a recruitment plan to hire and retain staff to return to and remain at peak operational function

Review existing statutory plans and determine what projects are due for renewal or require updates

Continue to research and review the needs of our Members and determine services that we may be able to offer within our scope of work

2025 Revenue





Recruitment & Retention

Retirement

ORRSC has a number of senior staff members who are or will be eligible for retirement.

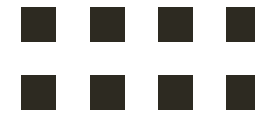
Recruitment

ORRSC has been operating with limited staff since 2022 and Administration is working to develop a recruitment strategy to attract new staff.

Retention

ORRSC will work to continue to be an employer of choice and develop retention strategies to retain current talent, maintain institutional knowledge, and organizational history.





Statutory Plan Review

Catalogue Statutory Plans



Staff is developing a tracking matrix of all ORRSC Statutory Plans.

Determine Review Window



Staff is reviewing all statutory plans to determine if they have a recommended review window.

Propose Review / New Plans



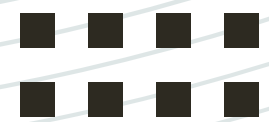
Administration will be able to use this tool to approach Members regarding plans that are overdue, requiring updating, etc. to encourage fee-for-service planning.

DO Processing and Support

- Requests for assistance for Development Officer duties and processing has greatly increased from our Members.
- Requests result from municipal vacancies, organizational capacity, and coverage needs.
- DO work has begun to overwhelm Planning staff and has had a negative impact on the ability to complete projects and provide our regular planning services to Members.
- Looking to improve our workflow while continuing to support our Members where they need us the most.
- Investigating what type of DO support could be offered to alleviate the workflow and allow Planning staff to return to their regular planning services and projects for our Members.

DO Processing and Support





Our Goals - #3

**Intensify Financial
Planning**

How Will We Intensify the Budgeting Process?

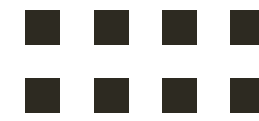


Start the process earlier in the year so that our Members can have an interim budget proposal for September annually

Develop a strong capital plan moving forward to ensure the capital assets of the organization are replaced/repairs/reviewed accordingly

Continue providing financial status updates to the Board on a regular basis

Expanding the Budget Process



Step 1

Financial Audit Complete
(May/June)



Administration will prepare the draft budget using the previous year's financial records and Financial Statements.

Step 2

Prepare Draft Budget
(Summer)



Between the June and September Board Meetings the Executive and Administration will prepare an draft budget.

Step 3

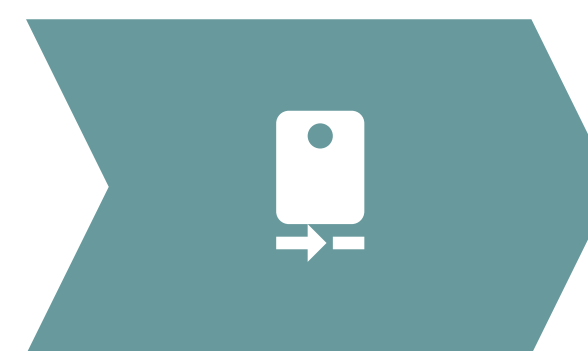
Draft Budget Presented to Board of Directors
(September)



Draft budget will be presented to the Board using the first 6-months finances and the previous years financial statements to best estimate the upcoming year.

Step 4

Prepare Final Budget
(Fall)



Executive and Administration will prepare a final budget with the new equalized assessments and financial information from the first 3 financial quarters.

Step 5

Final Budget Presented to Board of Directors
(December)



Final budget will be presented to the Board for the upcoming year.

3 Year Ongoing Operating Plan

Developing a 3 Year Ongoing Operating Plan, in alignment with municipal best practice, will allow us to monitor the organizations financial viability and provide our Member municipalities a better opportunity to be aware of future budget needs.

2024

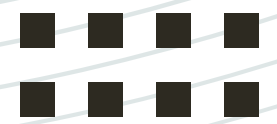
- 2025 Final Operating Budget
- 2026 Operating Plan
- 2027 Operating Plan

2025

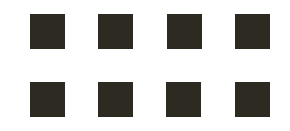
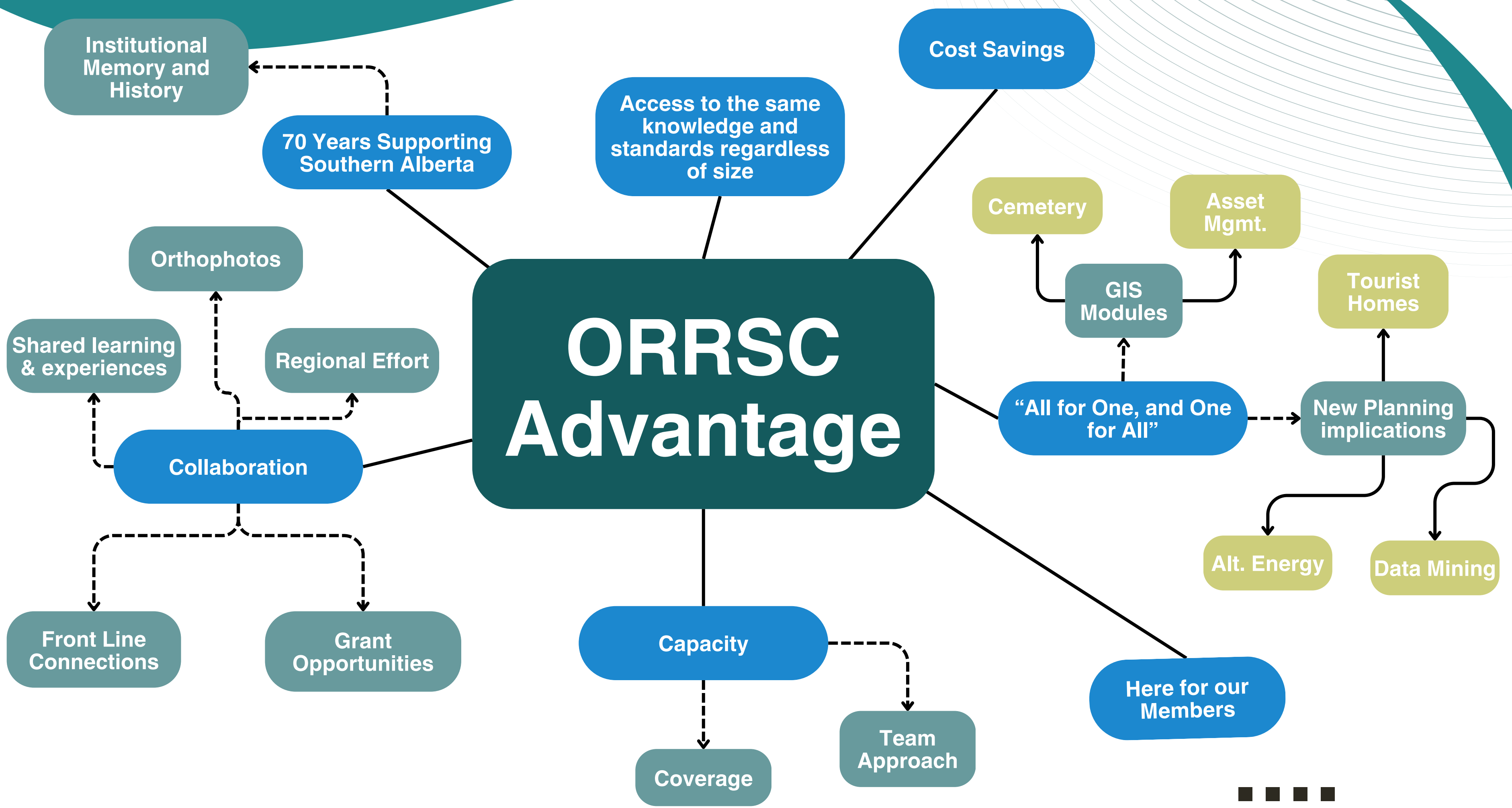
- 2026 Draft Operating in Sept 2025
- 2026 Final Operating in Dec 2025
- Updated 2027 Operating Plan
- 2028 Operating Plan

2026

- 2027 Interim Operating in Sept 2026
- 2027 Final Operating in Dec 2026
- Updated 2028 Operating Plan
- Interim 2029 Operating Plan



The ORRSC Advantage



Estimated Costs For a Planner

Based on the low range of current job postings in August 2024 from Municipalities in Alberta looking for a Planner with 5 years or more experience.

Average Annual Salary \$107,872.89

Average Annual Benefits \$24,263.56

\$132,136.45

Unbillable Work/Hours \$22,971.41

Vacation, Stat Holidays, Overtime, etc.

Annual Expenses \$103,920.00

Vehicle, phone, office, materials, etc.

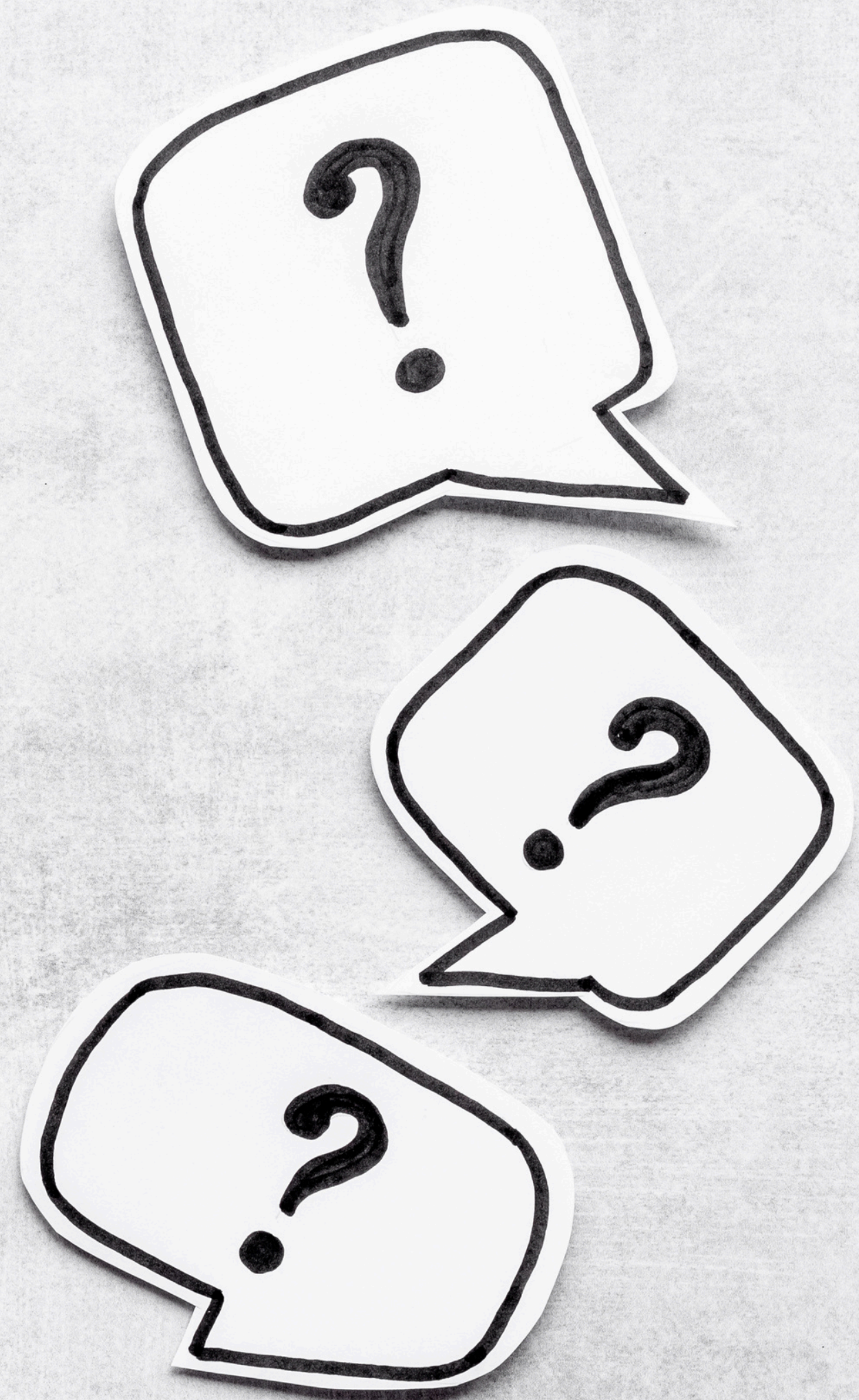
These costs do not include:

- An Assistant, Clerk, or other Administrative Support
- A Subdivision Technician
- Coverage during holidays, sick time, etc.

Estimated Total Cost to a Municipality

\$259,027.86

Questions?





STATUS REPORT

Meeting: February 3, 2025
 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 January 20, 2025				
11-25/01/20	Quality of Life Survey		IP	LS/CAO
12-25/01/20	THRC Conceptual Plan		IP	CAO
16-25/01/20	ASP for Northwest Areas of Town – ORRSC		IP	DO/CAO

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
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
211-24/08/12	Community Center Green Initiative Grant		HOLD	CS
275-24/10/21	Bylaw 1400/24 Property Sub Class forms/policy	Website info.	IP	LS
278-24/10/21	RFD Energy Audit		IP	CS
324-24/12/09	RFD Firefighter tax incentive		IP	CS
338-24/12/09	Canada Housing grant application up to \$15k		IP	CS/CAO

DEPARTMENTS

Res #	Description	Notes	ST	fw

ITEMS ON HOLD FOR FUTURE SCHEDULING/CONSIDERATION

Res #	Description	Notes
90 -23/03/20	Collaborate w/ Nanton Fire Chief to review number of firefighters for required level of service	Fire Chief/CAL
135-23/05/01	Application for a solar feasibility assessment for Town's facilities or unserved industrial lands	Future consideration contingent on Climate Action Centre funding – CS
CAO Comment: <i>These items should be individually discussed at a future Committee of the Whole.</i>		





CAPITAL PLAN STATUS

Meeting: February 3, 2025
 Agenda Item: 3.1.2

*Deferred in green text
 2025 Items Only*

Roadway Infrastructure Lead: Public Works Supervisor		
Roadway Rehab	Patching & repairs	125,000
Sidewalk replacement program	Sidewalk repair & replacement	50,000
Roadway assessment	Town roads assessment	50,000
Notes:		
Utility Infrastructure Lead: Manager of Operations		
Waste Water Treatment Plant	Membranes	362,840
Wastewater	De-watering	1,163,800
Valve & hydrant replacement	Hydrant, valves	75,000
29 th Avenue	Service line connections	225,000
Waste water mains	re-lining	100,000
Equipment	Wastewater line Flusher truck	75,000
	Wastewater	83,000
Stormwater management	Westview storm pond assessment	17,000
Notes:		
Parks & Trails Lead: Recreation Manager		
New capital	Pocket park/rain garden	56,500
Notes: <i>We've taken receipt of the wastewater flusher truck.</i>		
Buildings Lead: Various		
THRC - arena	Transfer switch for emergency power	35,000
THRC	Elevator/lift with building modifications	300,000
THRC - pool	Pool liner	200,000
Town Office / Library	Window/wall updates	20,000
Fire Hall	Curb & approach updates	25,000
Community Centre	Energy efficiency upgrades	100,000
Notes:		



Vehicles & Equipment		Lead: Various
Equipment replacement under \$75 K	Skid steer	75,000
Equipment replacement over \$75 K	Bucket truck	90,000
Vehicle Replacement	Parks utility vehicle	50,000
Fire Equipment	Reserve contribution for new engine	75,000
Equipment	Parks mower (zero-turn)	30,000
Notes: Zero turn mower ordered.		

Land Development

Public Realm & Development

There are no CONFIRMED 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 FOLLOWING GRANT-DEPENDENT PROJECT MAY STILL PROCEED IN 2025, SUBJECT TO A NUMBER OF VARIABLES, INCLUDING COUNCIL CONFIRMATION.

Library Raingarden (*grant dependent under Parks & Trails*) \$56,500

This year's capital budget, due to grant situations and other external factors, is more likely to be subject to change and amendment than in years prior.

2024 deferred project comments

- Silver Willow Lodge area curb/gutter/parking expansion project – removed from capital plan at present
- Playground updates – deferred to 2026
- Public Works pickup – still planned for 2025 (funded from reserves/ taxed in 2024)





FOR ADAPTATION IN THE TOWN OF NANTON ANNUAL REPORT

Recommendation(s):

1. Receipt of the Annual Strategic Plan report.

Background

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

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

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

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

Key recommendations/ issues:

- **The regional water project (W4L funding) is moving forward to a design detail phase. This will involve a lot of staff time and effort over the next 2 years at least, perhaps longer.**
- **Operations will be extremely busy with the WWTP dewatering project over 2025.**
- **The RCMP are very interested in the leasing out the current Town Office Space to get themselves closer to the highway and into an improved building by agreement. Considerable negotiation, financial feasibility and other work will be required over the next several months or so if that goes forward. Again, this represents a substantial impact on staff time and resources that was not foreseen until recently.**
- **A decision on the Medical Clinic renovation may occur in early 2025.**
- **Federal funds are under negotiation for a stormwater/park project.**

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

Actions	Status
To ensure effective Administration operations for the benefit of the Town and its residents	
Develop a staff development and succession plan for all appropriate positions.	Master Education Plan established. Ticket rates established in new CUPE agreement.
Replace outdated or superseded human resource polices with suitable new Administrative Policies, with a particular focus on data protection.	<p>New CAO Administrative Policies: <i>Employee Training (2022); Non-Union Employee Training (2023); Light Duty Work restrictions (2023); Staff Dress Code (2023) Staff cellular (2022). Operations On-Call (2024). Boulevards and ROWs (2024) Computer and Device Use (2024) Door-to-Door Business Licenses (2024)</i></p> <p><i>An administrative policy that further protects municipal data remains in progress.</i></p> <p><i>The policy manual overall needs to be updated.</i></p>
Develop a staff engagement plan to maintain a pro-active positive culture and two-way communication.	Staff currently evaluating a social committee's viability.
Annual, measurable progress in asset management baseline and long-range work.	Ongoing
An annual Information Brief to Council on I.T. security and network health with recommendations.	Annual Reporting - Administration and Corporate Services - is produced prior to or during the Fall.
Develop a three-year I.T. hardware and software needs assessment and plan with our Contracted Service Provider.	IT services going out to RFP in 2025.
Improve our digital filing system in line with best practices, ensuring and safeguarding good institutional records that are easily searchable.	In progress with new Legislative & Communications Coordinator in 2024 onwards
Explore information and tools that Town Office staff can utilize to help interested residents/groups start youth/seniors/community programming.	<p>2024-25 initiative, cross-departments</p> <p>The website has been replaced with an updated version. New content potential is currently being considered.</p> <p>Quality of Life survey planned for 2025.</p>
To enhance public engagement and participation in the Town	
Develop a schedule for coffee chats and town halls with residents.	<p>Council to review/ reconsider over 2024-5</p> <p>Summer: members of Council attend the Farmer's Market.</p>
Continue Council liaison with Community and Service Groups.	Ongoing commitment, some relationships stronger than others

<i>Emergent Action</i>	New Post-Office electronic kiosk/ noticeboard installed in fall 2023. Quality of Life survey planned for 2025. Different uses of electronic signage.
------------------------	--

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

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

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

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

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

Actions	Status
To support business attraction, retention and expansion.	
Work through the Economic Development Committee to encourage the Chamber of Commerce/Community Futures to educate businesses on succession planning.	<p><i>Committee suspended, Committee of the Whole for the time being.</i></p> <ul style="list-style-type: none"> Participating in ABSW Connect4Commerce Succession Opportunity site
Work through the Economic Development Committee to continue encouraging collaborative solutions with respect to vacant buildings.	<p><i>Committee suspended, Committee of the Whole for the time being</i></p> <ul style="list-style-type: none"> Reviewing the subclasses bylaw in 2024.
Raise awareness of the Nanton Advantage.	
<i>Develop a Nanton marketing video (completed 2023).</i>	<p>Video completed and posted to Youtube.</p> <ul style="list-style-type: none"> 12,000 views since Oct. 2023 Pilot promotion using YT paid promotions shows promise for target audiences/ locations/ audience generation. Looking for more target use locations.
Complete the work on the Visitor Information Centre site plan and execution with partners.	Awaiting further resources for the next phase.
To ensure sustainability of existing parks and recreation assets.	
Continue focus on the Tom Hornecker Recreation Centre cost/benefit balance.	Ongoing ethos
<i>Continue with a corporate sponsorship plan for programs and facility areas to offset costs.</i>	Ongoing awareness of opportunities. Ice resurfacers a sponsorship opportunity did not appear to be attractive for sponsorship despite wide promotion.
Work through the Parks and Recreation Committee and partners such as the Community Centre, schools, etc. to identify how programming for youth and seniors can be expanded.	<p><i>Committee currently not operating.</i></p> <p><i>Town commitment to bike rodeo continues.</i></p> <p><i>Community dialogue needed here.</i></p>
Continue to invest in parks and trails.	
<i>Continue the tree removal, replacement, and planting policy, especially to maintain tree lined streets.</i>	<p>Federal funds resulted in more planting in 2023 (\$16,000).</p> <p>Donations for trees (2020-22) \$7600; (2023) \$2200</p>
Continue to follow the Green Space Master Plan, maximizing park features.	
<i>Approve a shared use concept for available post-expansion greenspace with the Bomber Command Museum.</i>	Dialogue initiated in 2024. CAO: an information page on the Town website, indicating existing commitments might be a very good idea given how much time has passed since the ground lease.

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

Actions	Status
<i>To encourage the efficient planning of residential, commercial, industrial and institutional development that enhances the quality of life for Town residents.</i>	
Review the Land Use Bylaws, ensuring ease of understanding.	Completed.
Review land inventory and investigate servicing of industrial land (new cost estimates).	Industrial lands road project estimate: engineer engaged.
Investigate options for increasing the inventory of [serviced commercial and industrial] land.	Highway 2 Northbound areas have had their potential greatly enhanced since 2022. Council should meet to discuss further investigations.
Identify growth in the Town (residential, small business, industrial, etc.) with a view to setting appropriate growth targets in planning.	Clarification required in terms of what the definitions of growth are: business starts; assessment; employment increase, etc.
Work on an Intermunicipal Development Plan.	IMDP initiation deferred for this term.
Complete the Westview Area Structure Plan.	Completed in 2022.
New: Nanon Northwest Area Structure Plan	To be initiated in 2025.
Develop shovel ready projects [for land development] to leverage funding as it becomes available.	Consulting engineers working on industrial road plan and costs; phases of Westview and NW sewer collector.
<i>To maintain a balance of residential, commercial, industrial and institutional development to facilitate the fiscal sustainability of the Town of Nanton.</i>	
Develop a plan to attract appropriate type of developer, whose plans align with the area structure plan for the Westview Residential.	<ul style="list-style-type: none"> • RFP process unsuccessful • Next steps under consideration - focused at present on Canada Housing Infrastructure Fund.
Develop a plan to market the 20 serviced lots to new, reputable developers.	<ul style="list-style-type: none"> • Was not required due to high demand.
<i>To ensure diversity of housing choices in Town.</i>	
Review and revise as appropriate Land Use Bylaws to increase affordable housing options, including secondary housing options.	Completed (2024).

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

Actions	Status
To support the Town through the effective planning and implementation of Town infrastructure and assets, including waste water and roads for long-term sustainability.	
Follow Capital Projects Plan to ensure balance of financial resources and scheduled projects to meet residential needs.	Ongoing, LONG TERM work shared across departments and Council.
ALL PRIORITIES TABLES (HIGH, MEDIUM AND LOW)	<p>Water main looping project was on the MPE infrastructure priority list and was executed in 2022.</p> <p>Water leak detection has changed operational priorities somewhat. 29th Avenue is now a priority (and high cost centre) whether we like it or not.</p> <p>WTP aeration - complete 2024 WWTP dewatering - 2025 Regional water - application approved</p>
Expand water and sewer capability on highway commercial land using federal funds available.	2022 works complete
Update the Offsite Levy Bylaw (for infrastructure costs generated by growth).	Complete 2024.
Execute smaller capital projects where needed and affordable (e.g. Highway 2 and 26th Avenue Intersection Improvements if eligible for a STIP grant from the Province).	<p>Annually revised and adopted Capital Plan (Council, Operations and Administration).</p> <ul style="list-style-type: none"> • More work with consulting engineer required on a prospective STIP proposal of proportionate scale.
Continue paving repairs and road maintenance - report annually.	Annual reporting.
Continue Preventative Maintenance Planning - report annually.	PW hoping to have a consulting engineer recommend priorities for road resurfacing this year if there is sufficient budget.
Consideration of an air burner option for yard and branch disposal	Was declined by Council in 2023.
Make prioritized funding and borrowing decisions in the event of senior government funding not materializing.	Ongoing, LONG TERM work shared across departments and Council.
To works towards broader satisfaction concerning the Town's water quality.	
Coordinate a Town Hall about the quality of the Town's water, changing perceptions about the quality of the water and providing residents with solutions to improve satisfaction with the water. This includes utilizing our engineers and operators for key messaging; summary of solutions that have been as well as could not be utilized; and experience from staff.	<p>Information page established online.</p> <p>Some kind of open house will likely occur in 2025 on the pipeline project, but unwise to proceed without firm certainty around objectives and approach.</p>

Continue to improve operational and maintenance practices - report changes.	<i>Reporting requirement JHS Committee aspect as well as asset management.</i>
---	--

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

Overall conclusion

The Town has made good headway on strategic priorities this term. Implementation of larger capital projects always take longer than we would like, but we should have substantial confidence that we are getting there.

There is some risk of multiple projects testing town capacities in the next couple of years – this and the next Council should be aware of project load consequences if agreements are reached or grants secured.





DEPARTMENT REPORT

Meeting: February 3, 2025
Agenda Item: 3.2.1

Financial Variance – Period ending December 31, 2024

Background:

Attached and below is the 2024 year-end financial variance report for council's consideration along with recommendations. Administration and department heads always strive to complete all projects and spend as wisely as possible, but the unexpected does come up and sometimes things don't get done and so there are variances as the report will show. Having a surplus or deficit is quite normal and for the most part we will always recommend that any surplus be moved into reserves. There may be some slight differences in the numbers reflected in the report compared to the variance reports as timing of journal entries change numbers, the variance reports may not have been updated with all the GL accounts, and they are sometimes printed before or after.

DECISION OPTIONS:

- #1 – Approve the variance report and recommendations as presented.
- #2 – Approve the variance report as presented but amend the recommendations per council direction.
- #3 – Refer to the finance committee for further consideration/recommendations.

Statement of Operations

The statement of operations for the year ended provides a good overall summary for the year. As can be seen revenues were higher than expected for the most part while expenses for the most part were lower than expected for a variety of reasons. More detail will be provided in the departmental budgets and there are some expenses and revenues not showing due to timing. Government transfers, capital expenditures and reserve transactions do not show an accurate picture due to timing of journal entries, but further clarification will be provided later in the report.

Capital

2024 was a busy year (as usual) in terms of capital purchases and projects. There were a couple of projects deferred but the plan is to complete them in 2025. In terms of spending the majority of projects were completed on budget or under budget with only a few going over. The table below shows more detail. As noted in previous years, any MSI, or CCBF or reserve dollars not spent can be carried forward and used in future years.

	Budget	Actual
MSI Funded Projects		
Warm Room viewing wall	50,000.00	71,420.00
Pool Updates	50,000.00	11,382.00
Fire hall curb & approach	15,000.00	10,943.00
Yard waste area fencing	35,000.00	32,055.00
Ice resurfacers	175,000.00	194,234.00
Parks Mower	30,000.00	14,873.00
CCBF Funded Projects		
29th Avenue service line connections	200,000.00	207,867.00
Sidewalk rehab	75,000.00	77,200.00
Sewer re-lining	75,000.00	79,208.00
Reserve & Tax funded projects		
Bylaw enforcement vehicle	50,000.00	55,090.00
Fire equipment	84,000.00	77,172.00
AMWWP		
Reservoir aeration	1,554,620.00	1,533,180.00
De-watering	3,026,000.00	419,536.00
Total	5,419,620.00	2,784,160.00
Projects deferred		
Wastewater line flusher		
Playground equipment		
THRC Elevator		
PW pickup		

Legislative

The legislative budget finished in similar fashion to previous years. Council remuneration along with travel and subsistence came in under budget as has been the case in previous years. With the completion of the coat of arms project, goods and supplies ended a little over. The overall revenue and expense picture compared to budget is shown below.

	Budget	Actual	Difference
Revenue	20,000	20,000	0
Expense	136,375	128,052	
Excess (deficit)	(116,375)	(108,052)	8,323

The result is a surplus just over \$8,000 that can be utilized in 2025 or in future years.

Corporate Services

For the administration side of the corporate services budget our total expenses ended up being over budget by about 6% - last year we were under. This is a bit misleading as vacation payouts for all staff is included here. Contracted and general services were also over budget and mostly due to the increasing IT costs and the changes we implemented to increase IT security. Materials goods and supplies ended under budget as money budgeted for a potential by-election was not needed and no new computers were purchased in 2024. Utilities ended though as expected.

The marketing and communications budget ended a little under budget this year as the operational project budget was not fully utilized as in years past.

Not a lot to report on regarding Family and Community Support Services (FCSS) and the Library as these budgets are fairly set. Repair and maintenance of the FCSS building was lower than expected while there were few extra repair and maintenance expenses at the library due to the leak on the north wall.

For the bylaw enforcement budget, we have already heard that revenue was well above expectations in 2024 and this has led to a surplus. On the expense side of things, we did end over budget as there was an error in the budgeted wage number leading to higher wages and a few items were needed that were not originally budgeted for. Fuel costs were also higher than anticipated.

Part of the corporate services budget is also the revenues generated from tax penalties, franchise fees, and investment income less the transfer to reserves. Revenues were quite a bit higher thanks to investment income as interest rates remained decent in 2024. Franchise fees were also higher than budget while revenue from tax penalties was a little lower than expected.

The overall budget compared to actuals for 2024 looks as follows:

Revenue		Budget	Actual	Difference
	Admin	28,950	29,217	267
	Marketing	26,500	27,684	1,184
	Library & FCSS	61,346	61,472	126
	Bylaw	44,100	67,455	23,355
	Other	480,500	513,907	33,407
		641,396	699,735	58,339
Expenses				
	Admin	803,722	857,990	54,268
	Marketing	58,390	50,771	(7,619)
	Library & FCSS	163,357	158,433	(4,924)
	Bylaw	123,809	139,475	15,666
	Other	435,000	435,000	0
		1,584,278	1,641,669	57,391
Net		(942,882)	(941,934)	948

The overall result is a small surplus that can be utilized to offset 2025 expenses or moved to reserves for future use.

Fire Department

The fire department budget for 2024 was mostly as expected. Wages for the second year were quite a bit lower than anticipated and training ended lower which was different than 2023. Vehicle repair and maintenance was lower than last year and building maintenance was also lower than budget leading to an overall surplus. The overall summary is noted below:

	Budget	Actual	Difference
Revenue	50,042	50,143	101
Expense	194,273	164,894	-29,424
Net (Deficit)	(144,231)	(114,751)	29,480

Administration would recommend the surplus be moved into reserves for future use or to offset 2025 expenses. Not shown here is the \$25,000 that was budgeted from reserves to be used for a consultant – this will remain in reserve for that use as we have an agreement in place with a consultant for any needed work.

Public Works

Starting with the common services side of this budget, salaries and wages were under budget as more staff time was allocated to either roads or dealing with the yard waste area. Contracted & general services was a little bit over while materials, goods and supplies was under and utilities were right on track. On the road side, it was a busy year with lots of maintenance work done and as can be seen this was over budget and materials required for this type of work was also over budget. The cemetery budget also falls under public works and as the numbers show, revenues were on track or a little above and expenses were a lot lower (mostly due to wages and time being allocated elsewhere. This may change a bit in 2025 as there is a bit of maintenance that has been put off the past couple of years. The overall picture is shown below:

	Budget	Actual	Difference
Revenue	31,650	38,973	7,323
Expense	922,199	900,299	21,900
Excess (Deficit)	(890,549)	(861,326)	29,223

The surplus shown can be used to offset expenses in 2025 or saved for future use. Typically, cemetery sales are to go into the municipal land development reserve and some can certainly go into this reserve but it is quite healthy and lot sales from 2024 will also go into this reserve already.

Environmental

Starting with storm water, we had one storm water project that was over budget but all other expenses were under and revenues were what we expected, so they more than covered our expenses.

For water, revenues ended the year higher than budgeted similar to what we see saw in 2023. We also utilized a higher amount of MSI operating dollars as there was carryover that needed to be used or it would be paid back to the province. On the expense side we ended the year under by about 1 % which is really great as we normally end up over budget. One of the big reasons was wages – we had anticipated hiring an additional operator earlier in the year than what actually transpired. Another reason was repairs and maintenance to the distribution system – although we spent a lot, we were under budget. Materials were slightly over budget while utilities were slightly under. In the end our revenues more than covered expenses leading to a small surplus.

Wastewater – revenues in 2024 were a little higher than anticipated and similarly to water we utilized a little more MSI operating than first budgeted. Overall, we ended about 3% higher than budget. On the expense side contracted services were higher by about 7% - caused by continued high repair and maintenance costs and of course the high cost of sludge hauling. We do think we've turned a corner though and 2025 will look different. The other areas – materials and supplies along with utilities came in under budget. As the numbers show though, revenues did not cover all of our expenses and finished with a deficit but a lower than budgeted deficit.

On the waste management side, revenues were on par with expectations. Expenses were also on par for solid waste but quite a bit over on the recycling side of things. Staff did a tremendous job getting the yard waste area cleaned up and this was the big reason we were over budget because we spent a lot on branch pile cleanup including staff time. We were able to allocate some money to reserves and so no major concerns with this budget.

When we look at the overall environmental (utility) picture the numbers are as follows:

Revenue		Budget	Actual	Difference
Stormwater		28,000	28,269	269
Water		680,100	696,133	16,033
Wastewater		764,007	790,379	26,372
Solid Waste		98,500	98,783	283
Recycling		73,500	74,431	931
		1,644,107	1,687,995	43,888
Expenses				
Stormwater		13,443	14,729	1,286
Water		697,603	690,348	(7,255)
Wastewater		954,957	938,979	(15,978)
Solid waste		85,500	82,846	(2,654)
Recycling		106,907	160,763	53,856
		1,858,410	1,887,665	29,255
Net		(214,303)	(199,670)	14,633

A decent surplus is being seen that can be put into reserves for future years or to offset 2025 expenses.

Development

On the development side of things, actuals for 2024 were pretty much as expected. Revenues were pretty much where we thought they would be with some revenue still to come in from safety code fees. Expenses show as being over budget this year and this is mostly due to the finalization of the Land use bylaw project that was started in 2023. This was funded by reserves and so there will be an addition of reserves to cover this meaning we weren't as over budget as is showing. We did have higher than expected legal and professional expenses in 2024 and so overall we finished about \$5000 over budget. The land side of this budget is related to lot sales and in 2024 all of the remaining lots were sold generating \$780,000 in revenue that will be moved to the municipal land development reserve. Overall numbers as noted.

	Budget	Actual	Difference
Revenue	37,450	36,301	(1,149)
Expenses	158,966	163,292	4,326
Excess (Deficit)	<u>(121,516)</u>	<u>(126,991)</u>	<u>(5,475)</u>

A small deficit is noted right now but this could change a bit with additional safety code revenues that are yet to be received.

Parks and Recreation

Starting with the Parks budget, 2024 revenues were low, but as we expected. In terms of expenses we finished the year quite a bit under budget and one reason for this was wages that we expected to be allocated to parks were not. The other reason was materials, goods and supplies purchasing – this was lower than expected and this has resulted in a surplus scenario.

For the arena, revenue actuals ended higher than budget and we had a little better than normal season – the pool had a busy season and rentals for the arena were higher than expected. For expenses, wages were higher as more staff time was spent at the arena than in parks. General services were a little under budget and this was mostly due to the annual plant maintenance not being completed until January 2025 – the budget in 2025 will be adjusted to reflect this. Materials, goods and supplies were a little under budget as there wasn't as much needed in certain cases and utilities were actually lower than budget.

On the pool side, expenses ended a little higher than anticipated mostly due to wages and not receiving a Canada summer jobs grant. Contracted services were under budget while materials, goods and supplies was a little over. When we look at the overall Parks and Recreation 2024 budget compared to actuals, we see a healthy surplus for the reasons noted that can be utilized in 2025 or future years.

		Budget	Actuals	Difference
Revenue				
	Parks	11,000	11,385	385
	Arena	206,600	233,699	27,099
	Pool	38,000	35,991	(2,009)
		255,600	281,075	25,475
Expenses				
	Parks	252,888	215,767	(37,121)
	Arena	571,930	551,625	(20,305)
	Pool	112,972	115,146	2,174
		937,790	882,538	(55,252)
Net		(682,190)	(601,463)	80,727

Overall

Overall, 2024 was a good year – expenses for the most part were under budget due to a variety of reasons. Revenue was also higher in a number of areas and so overall this has led to surplus situations in most departments.

In 2024, the Town budget in comparison to actuals looks as follows:

		<u>Budget</u>	<u>Actual</u>
Total Revenues	All Functions	2,705,245	2,814,222
Total Expenses	All Functions	5,817,291	5,768,409
Net (Total tax)		-3,112,047	-2,954,187

Actual revenues were about 4% higher than budget while actual expenses were lower by a little less than half a percent. The resulting difference (surplus) in 2024 is **\$157,860** (this number doesn't take into account lot sales).

Administration is recommending the following transfer of net surplus to reserves:

- \$7,000 from Legislative to contingency reserves.**
- \$27,000 from Fire to fire reserves.**
- \$25,000 from Public Works to contingency reserves.**
- \$13,000 from Utilities to contingency reserves.**
- \$75,000 from Parks & Rec to contingency reserves.**

\$744,506 net lot sales to municipal land development reserves.

We have not recommended moving the full difference into reserves as the numbers are subject to change once audit is completed and there could be the odd invoice to account for. As we move forward into the 2025 budget process, further recommendations may come to utilize these surplus dollars or move them into a different reserve, but the main thing now is to move them into reserves for future use.

Submitted by: Clayton Gillespie, Corporate Services Manager

Date: January 28, 2025

Town Of Nanton
Statement of Operations 2024
For the Twelve Months Ending Tuesday, December 31, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
REVENUE				
Net Municipal Taxes	\$3,112,047	\$3,115,076	\$3,029	100.10%
Sales & User Fees	1,584,666	2,406,020	821,354	151.83%
Licenses & Permits	60,350	65,585	5,235	108.67%
Fines	35,000	57,525	22,525	164.36%
Rentals	169,242	188,121	18,879	111.15%
Government transfers	206,346	267,332	60,986	129.56%
Investment income	95,000	380,269	285,269	400.28%
Penalties & cost	54,041	41,918	(12,123)	77.57%
Franchise & Concession	340,600	338,647	(1,953)	99.43%
Other revenues	9,000	15,918	6,918	176.87%
Total Revenue	5,666,292	6,876,410	1,210,118	121.36%
EXPENDITURES				
Legislative	136,375	128,052	(8,323)	93.90%
General Administrative	803,722	855,982	52,260	106.50%
Fire	219,273	164,849	(54,424)	75.18%
Municipal Enforcement and Disaster	123,809	139,247	15,438	112.47%
Common services	393,458	351,718	(41,741)	89.39%
Roads	465,544	499,289	33,745	107.25%
Water	673,568	653,547	(20,020)	97.03%
Waste Water	959,940	944,136	(15,804)	98.35%
Solid Waste	80,500	82,846	2,346	102.91%
Recycling	106,907	160,763	53,857	150.38%
Cemetery	28,197	7,579	(20,618)	26.88%
Land - Planning, Zoning and Subdivision	158,966	214,035	55,069	134.64%
Marketing and Communications	58,390	50,049	(8,341)	85.71%
Parks and Recreation	937,790	884,402	(53,388)	94.31%
Cultural, FCSS and Public Health	163,357	158,433	(4,924)	96.99%
Total Expenditures	5,309,796	5,294,928	(14,867)	99.72%
EXCESS (SHORTFALL) - BEFORE OTHER	356,496	1,581,482	1,224,985	443.62%
OTHER				
Government transfers for capital assets	3,287,200		(3,287,200)	0.00%
EXCESS (SHORTFALL) OF REV OVER EXP	3,643,696	1,581,482	(2,062,215)	43.40%
ADJUST CASH ITEMS THAT ARE NOT REV & EXP				
Capital expenditures	(4,083,100)	(2,081,837)	2,001,264	50.99%
Debt principal repayment	(32,496)	(32,495)	1	100.00%
Transfer from reserves	946,900	126,000	(820,900)	13.31%
Transfer to reserves	(475,000)	(435,000)	40,000	91.58%
Transfer from accumulated surplus	0	(841,850)	(841,850)	
Trial Balance	0	(841,850)	(841,850)	

Town of Nanton
SCHEDULE I: OPERATING EXPENDITURE BY OBJECT- 2024
For the twelve (12) months ending December 31, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
Salaries, Wages & Benefits	\$2,210,303.51	\$2,156,369.77	(\$53,933.74)	97.56%
Contracted & General Services	1,882,418.00	1,963,590.77	81,172.77	104.31%
Materials, Goods, Supplies	433,279.00	396,968.01	(36,310.99)	91.62%
Utilities	587,000.00	578,674.82	(8,325.18)	98.58%
Tfrs to Boards & Agencies	125,183.00	125,683.40	500.40	100.40%
Grants to Individuals & Organizat	45,800.00	46,430.00	630.00	101.38%
Bank Charges	4,250.00	7,280.59	3,030.59	171.31%
Debenture Interest	20,062.00	20,062.12	0.12	100.00%
Other Expenditures	1,500.00	(131.30)	(1,631.30)	(8.75%)
TOTAL EXPENDITURES	5,309,795.51	5,294,928.18	(14,867.33)	99.72%

Town of Nanton
LEGISLATIVE BUDGET 2024
For the twelve (12) months ending December 31, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
Revenue				
Other revenues:				
1-11-00-920-00 LEG - Transfer from Reserves	(20,000)	(20,000)		100.00%
Total Other revenues	(20,000)	(20,000)		100.00%
Total Revenue	(20,000)	(20,000)		100.00%
Expense				
Salaries, Wages & Benefits:				
2-11-00-132-00 COU - Statutory Deductions	2,800	2,694	(106)	96.23%
2-11-00-150-00 COU - Allowance	86,000	85,967	(33)	99.96%
2-11-00-150-04 COU - Per Diem - Handley	1,500	1,200	(300)	80.00%
2-11-00-150-10 COU - Per Diem - Czop	750	1,600	850	213.33%
2-11-00-150-12 COU - Per Diem - Miller	750	200	(550)	26.67%
2-11-00-150-14 COU - Per Diem - Todd	750	1,125	375	150.00%
2-11-00-150-03 COU - Per Diem - Mitchell	750		(750)	0.00%
2-11-00-150-09 COU - Per Diem - Dozeman	750		(750)	0.00%
2-11-00-150-13 COU - Per Diem - Sorenson	750		(750)	0.00%
Total Salaries, Wages & Benefits	94,800	92,787	(2,013)	97.88%
Contracted & General Services:				
2-11-00-211-00 COU - Travel, Subsis, Training	6,500	151	(6,349)	2.33%
2-11-00-211-04 COU - Trav, Subsis, Training - Handley	1,500	2,365	865	157.70%
2-11-00-211-10 COU - Trav, Subsis, Training - Czop	1,000	1,569	569	156.91%
2-11-00-211-12 COU - Trav, Subsis, Training - Miller	1,000	1,185	185	118.45%
2-11-00-211-13 COU - Trav, Subsis, Training - Sorensen	1,000	30	(970)	3.00%
2-11-00-211-14 COU - Trav, Subsis, Training - Todd	1,000	3,423	2,423	342.25%
2-11-00-274-00 COU- Insurance & Bonds	575	525	(50)	91.30%
2-11-00-211-03 COU - Trav, Subsis, Training - Mitchell	1,000		(1,000)	0.00%
2-11-00-211-09 COU - Trav, Subsis, Training - Dozema	1,000		(1,000)	0.00%
2-11-00-220-00 COU - Information Services	1,000		(1,000)	0.00%
Total Contracted & General Services	15,575	9,248	(6,327)	59.38%
Materials, Goods, Supplies :				
2-11-00-514-00 COU - Consumable Foods	2,000	1,145	(855)	57.23%
2-11-00-519-00 COU- Misc Goods and supplies	2,000	2,993	993	149.67%
Total Materials, Goods, Supplies	4,000	4,138	138	103.45%
Tfrs & Grants to Other Organizations:				
2-11-00-770-00 COU - Grants to Individulas & Organizat	22,000	21,880	(120)	99.45%
Total Tfrs & Grants to Other Organizations	22,000	21,880	(120)	99.45%
Total Expense	136,375	128,052	(8,323)	93.90%
NET EXCESS (DEFICIT)	(156,375)	(148,052)	8,323	94.68%



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
ADMINISTRATION				
Revenue				
Sales & User Fees	4,750	6,810	2,060	143.36%
Penalties, Permits, Fines	1,200	1,087	(113)	90.57%
Government transfers	5,000	5,113	113	102.26%
Other revenues	18,000	16,207	(1,793)	90.04%
Total Revenue	28,950	29,217	267	100.92%
Expense				
Salaries, Wages & Benefits	530,702	573,063	42,361	107.98%
Contracted & General Services	245,200	262,623	15,899	106.48%
Materials, Goods, Supplies	15,620	9,242	(6,862)	56.07%
Utilities	7,200	6,884	(316)	95.61%
Service Charges, Debentures	3,500	6,309	2,809	180.27%
Other Expenditures	1,500	(131)	(1,631)	(8.75%)
Total Expense	803,722	857,990	52,260	106.50%
NET EXCESS (DEFICIT)	(774,772)	(826,765)	(51,993)	106.71%
MARKETING & COMMUNICATIONS				
Revenue				
Business Licences	26,500	27,350	850	103.21%
Government transfers		5,000	5,000	0.00%
Other revenues		334	334	0.00%
Total Revenue	26,500	32,684	6,184	123.34%
Expense				
Contracted & General Services	32,090	23,366	(9,446)	70.56%
Materials, Goods, Supplies	2,500	2,312	(188)	92.50%
Utilities	800	1,343	543	167.84%
Tfrs & Grants to Other Groups	23,000	23,750	750	103.26%
Total Expense	58,390	50,771	(8,341)	85.71%
NET EXCESS (DEFICIT)	(31,890)	(17,365)	14,525	54.45%
FCSS				
Revenue				
Government transfers	61,346	61,347	1	100.00%
Other revenues		125	125	0.00%
Total Revenue	61,346	61,472	126	100.20%
Expense				
Contracted & General Services	4,038	1,155	(2,883)	28.60%
Utilities	3,800	3,806	6	100.16%
Tfrs & Grants to Other Organizations	76,683	76,683	0	100.00%
Total Expense	84,521	81,644	(2,877)	96.60%
NET EXCESS (DEFICIT)	(23,175)	(20,173)	3,002	87.04%
LIBRARY				
Revenue				
Other revenues		500	500	0.00%
Total Revenue		500	500	0.00%
Expense				
Contracted & General Services	22,761	20,905	(1,856)	91.85%
Materials, Goods, Supplies	275		(275)	0.00%
Utilities	7,300	6,884	(416)	94.30%
Tfrs & Grants to Other Organizations	48,500	49,000	500	101.03%
Total Expense	78,836	76,789	(2,047)	97.40%
NET EXCESS (DEFICIT)	(78,836)	(76,289)	2,547	96.77%
MUNICIPAL				
Revenue				
Taxes	4,167,154	4,295,229	128,075	103.07%
Penalties, Permits, Fines	45,500	35,908	(9,592)	78.92%
Rentals, Franchise, Contracts	340,000	338,647	(1,353)	99.60%

Town of Nanton
CORPORATE SERVICES BUDGET 2024
 For the twelve (12) months ending December 31, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
Investment income	95,000	380,269	285,269	400.28%
Government transfers	(918,614)	(1,045,966)	(127,352)	113.86%
Other revenues		25	25	0.00%
Total Revenue	3,729,040	4,004,112	275,072	107.38%
MUNICIPAL ENFORCEMENT				
Revenue				
Penalties, Permits, Fines	44,100	66,805	22,705	151.48%
Other revenues		650	650	0.00%
Total Revenue	44,100	67,455	23,355	152.96%
Expense				
Salaries, Wages & Benefits	105,859	115,367	9,509	108.98%
Contracted & General Services	6,200	7,879	1,679	127.09%
Materials, Goods, Supplies	11,750	16,229	4,250	136.17%
Total Expense	123,809	139,475	15,438	112.47%
NET EXCESS (DEFICIT)	(79,709)	(71,792)	7,917	90.07%

Town of Nanton
Fire Department BUDGET 2024
For the twelve (12) months ending December 31, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
Revenue				
Sales & User Fees		\$450	\$450	0.00%
Rentals, Franchise, Contract	41,042	41,143	101	100.25%
Government transfers	9,000		(9,000)	0.00%
Other revenues	25,000	1,000	(24,000)	4.00%
Total Revenue	75,042	42,593	(32,449)	56.76%
Expense				
Salaries, Wages & Benefits	68,125	53,486	(14,639)	78.51%
Contracted & General Service	115,748	77,773	(37,975)	67.19%
Materials, Goods, Supplies	22,500	21,233	(1,312)	94.17%
Utilities	12,900	12,402	(498)	96.14%
Total Expense	219,273	164,894	(54,424)	75.18%
NET EXCESS (DEFICIT)	(144,231)	(122,255)	21,976	84.76%

Town of Nanton
PUBLIC WORKS BUDGET - 2024
For the twelve (12) months ending December 31, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
COMMON SERVICES				
Revenue				
Other revenues	\$9,500	\$9,500		100.00%
Total Revenue	9,500	9,500		100.00%
Expense				
Salaries, Wages & Benefits	212,962	168,936	(44,026)	79.33%
Contracted & General Services	87,646	93,497	4,723	105.39%
Materials, Goods, Supplies	62,350	62,060	(2,482)	96.02%
Utilities	30,500	30,544	44	100.15%
Total Expense	393,458	355,037	(41,741)	89.39%
NET EXCESS (DEFICIT)	(383,958)	(342,218)	41,741	89.13%
ROADS				
Revenue				
Other revenues	7,500	7,500		100.00%
Total Revenue	7,500	7,500		100.00%
Expense				
Salaries, Wages & Benefits	154,005	155,128	1,123	100.73%
Contracted & General Services	133,039	147,280	14,241	110.70%
Materials, Goods, Supplies	33,500	38,391	4,891	114.60%
Utilities	145,000	158,490	13,490	109.30%
Total Expense	465,544	499,289	33,745	107.25%
NET EXCESS (DEFICIT)	(458,044)	(491,789)	(33,745)	107.37%
CEMETERY				
Revenue				
Sales & User Fees	11,650	18,973	7,323	162.86%
Government transfers	3,000	3,000		100.00%
Total Revenue	14,650	21,973	7,323	149.99%
Expense				
Salaries, Wages & Benefits	19,552	6,731	(12,821)	34.42%
Contracted & General Services	1,695	587	(1,108)	34.61%
Materials, Goods, Supplies	6,950	262	(6,688)	3.77%
Total Expense	28,197	7,579	(20,618)	26.88%
NET EXCESS (DEFICIT)	(13,547)	14,394	27,941	(106.25%)
NET PUBLIC WORKS	(855,549)	(819,613)	35,936	95.80%



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
STORM WATER COLLECTION				
Revenue				
Sales & User Fees	\$28,000	\$28,269	\$269	100.96%
Total Revenue	28,000	28,269	269	100.96%
Expense				
Salaries, Wages & Benefits	4,443	767	(3,676)	17.26%
Contracted & General Services	9,000	13,962	4,962	155.13%
Total Expense	13,443	14,729	1,285	109.56%
NET EXCESS (DEFICIT)	14,557	13,541	(1,016)	93.02%
WATER SERVICES				
Revenue				
Sales & User Fees	645,100	655,124	10,024	101.55%
Penalties, Permits, Fines	5,000	4,923	(77)	98.46%
Government transfers	20,000	26,086	6,086	130.43%
Other revenues				
Total Revenue	670,100	686,133	16,033	102.39%
Expense				
Salaries, Wages & Benefits	222,950	207,409	(15,541)	93.03%
Contracted & General Services	230,850	231,302	(10,977)	95.24%
Materials, Goods, Supplies	123,750	133,468	8,382	106.77%
Utilities	78,500	76,616	(1,884)	97.60%
Service Charges, Debentures	17,518	17,518	0	100.00%
Total Expense	673,568	666,313	(20,020)	97.03%
NET EXCESS (DEFICIT)	(3,468)	32,585	36,053	(939.71%)
WASTE WATER SERVICES				
Revenue				
Taxes	6,666	6,567	(99)	98.52%
Sales & User Fees	685,000	707,726	22,726	103.32%
Penalties, Permits, Fines	2,341		(2,341)	0.00%
Government transfers	24,000	30,086	6,086	125.36%
Other revenues				
Total Revenue	718,007	744,379	26,372	103.67%
Expense				
Salaries, Wages & Benefits	222,950	196,637	(26,312)	88.20%
Contracted & General Services	479,953	518,433	37,601	107.83%
Materials, Goods, Supplies	57,050	39,234	(18,048)	68.36%
Utilities	184,000	173,670	(10,330)	94.39%
Service Charges, Debentures	2,544	2,544	0	100.01%
Total Expense	946,497	930,518	(17,090)	98.19%
NET EXCESS (DEFICIT)	(228,490)	(185,028)	43,462	80.98%
SOLID WASTE COLLECTION				
Revenue				
Sales & User Fees	98,500	98,783	283	100.29%
Total Revenue	98,500	98,783	283	100.29%
Expense				
Contracted & General Services	79,000	82,036	3,036	103.84%
Materials, Goods, Supplies	1,500	810	(690)	53.97%
Tfrs & Grants to Other Organizatio	5,000		(5,000)	0.00%
Total Expense	85,500	82,846	(2,654)	96.90%
NET EXCESS (DEFICIT)	13,000	15,937	2,937	122.60%
RECYCLING & YARD WASTE				
Revenue				
Sales & User Fees	73,500	74,431	931	101.27%

Town of Nanton
ENVIRONMENTAL SERVICES BUDGET - 2024
 For the twelve (12) months ending December 31, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
Other revenues				
Total Revenue	73,500	74,431	931	101.27%
Expense				
Salaries, Wages & Benefits	15,642	48,029	32,388	307.06%
Contracted & General Services	89,715	110,059	20,344	122.68%
Materials, Goods, Supplies	250	1,028	778	411.18%
Utilities	1,300	1,648	348	126.73%
Total Expense	106,907	160,763	53,857	150.38%
NET EXCESS (DEFICIT)	(33,407)	(86,332)	(52,926)	258.43%
ENVIRONMENTAL NET EXCESS	<u>(237,807)</u>	<u>(209,296)</u>	<u>28,511</u>	<u>88.01%</u>

Town of Nanton
LAND- PLANNING,ZONING,and SUBDIVISION - 2024
For the twelve (12) months ending December 31, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
DEVELOPMENT & ZONING				
Revenue				
Sales & User Fees	\$1,500	\$1,647	\$147	109.83%
Penalties, Permits, Fines	24,750	28,955	4,205	116.99%
Other revenues	4,000	650	(3,350)	16.25%
Total Revenue	30,250	31,253	1,003	103.31%
Expense				
Salaries, Wages & Benefits	90,032	80,672	(9,360)	89.60%
Contracted & General Services	68,000	79,419	40,989	160.28%
Materials, Goods, Supplies	434		(434)	0.00%
Total Expense	158,466	160,091	31,195	119.69%
NET EXCESS (DEFICIT)	(128,216)	(158,409)	(30,193)	123.55%
LAND				
Revenue				
Sales & User Fees		780,295	780,295	0.00%
Other revenues	7,200	5,048	(2,152)	70.11%
Total Revenue	7,200	785,343	778,143	10907.54%
Expense				
Contracted & General Services	500	24,374	23,874	4874.78%
Total Expense	500	24,374	23,874	4874.78%
NET EXCESS (DEFICIT)	6,700	760,969	754,269	11357.74%

Town of Nanton
PARKS AND RECREATION - 2024
Actuals for the twelve (12) months ending December 31, 2024



	2024 Budget	2024 Actual YTD	2024 Variation YTD	2024 %
PARKS				
Revenue				
Rentals, Franchise, Contracts	\$1,000	\$971	(\$29)	97.05%
Other revenues	10,000	10,414	414	104.14%
Total Revenue	11,000	11,385	385	103.50%
Expense				
Salaries, Wages & Benefits	129,390	107,324	(22,066)	82.95%
Contracted & General Services	77,798	77,536	(262)	99.66%
Materials, Goods, Supplies	42,500	26,726	(15,774)	62.88%
Utilities	3,200	4,182	982	130.68%
Total Expense	252,888	215,767	(37,121)	85.32%
NET EXCESS (DEFICIT)	(241,888)	(204,382)	37,506	84.49%
TOM HORNECKER RECREATION CENTRE				
Revenue				
Sales & User Fees	30,000	26,944	(3,056)	89.81%
Rentals, Franchise, Contracts	120,600	140,959	20,359	116.88%
Government transfers	83,000	135,700	52,700	163.49%
Other revenues	10,000	19,012	9,012	190.12%
Total Revenue	243,600	322,616	79,016	132.44%
Expense				
Salaries, Wages & Benefits	255,780	262,556	6,775	102.65%
Contracted & General Services	177,900	165,389	(12,907)	92.74%
Materials, Goods, Supplies	25,750	21,472	(4,512)	82.48%
Utilities	112,500	102,208	(10,293)	90.85%
Total Expense	571,930	551,625	(20,937)	96.34%
NET EXCESS (DEFICIT)	(328,330)	(228,378)	99,953	69.56%
POOL				
Revenue				
Government transfers	1,000	1,000		100.00%
Total Revenue	1,000	1,000		100.00%
Expense				
Salaries, Wages & Benefits	83,112	86,625	3,513	104.23%
Contracted & General Services	5,710	1,633	(4,077)	28.61%
Materials, Goods, Supplies	22,600	25,116	2,516	111.13%
Tfrs & Grants to Other Organizations	800	800		100.00%
Service Charges, Debentures	750	971	221	129.51%
Total Expense	112,972	115,146	2,174	101.92%
NET EXCESS (DEFICIT)	(111,972)	(114,146)	(2,174)	101.94%
NET EXCESS (DEFICIT)	(682,190)	(549,402)	132,788	80.54%



MINUTES

Monday January 20, 2025 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
Carlos Farias	Municipal Peace Officer
Becky Scott	Chamber of Commerce
Bill Woytiuk (electronic)	Operations Manager
Kattie Schlamp (electronic)	Oldman River Regional Services Commission

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 1 – Sorenson

The Regular Council agenda for January 20, 2025 was accepted as presented. CARRIED

2. PRESENTATIONS:

2.1.1 Public Hearing – Bylaw 1404/25 (Amendment to Land Use Bylaw 1389/24)

RESOLUTION # 2 – 25/01/20 - Dozeman

Moved to recess the Regular Meeting of Council at 7:02 p.m. in order to hold a Public Hearing in regard to Town of Nanton Bylaw # 1404/25. CARRIED

The advertisement for the Public Hearing in regard to Town of Nanton **Bylaw # 1404/25** was conducted in accordance with the Municipal Government Act, and will be conducted in accordance with the Council and Committee Procedural Bylaw #1354/21.

2.1.2 Presentation by Kattie Schlamp, Oldman River Regional Services Commission

The amendment to the land use bylaw map to aid in readability.

2.1.3 Chair Will Read Summary of Written Submissions Received To Date:

There were no submissions to date.

2.1.4 Call For Presentations:

2.4.1 Are there any Registered Presentations:

There were no registered presentations.

2.4.2 Are there any Non-Registered Presentations:

There were no non-registered presentations.

All information received and presented at this hearing will be considered by Council for Bylaw # 1404/25.

2.5 Close Public Hearing

RESOLUTION # 3 – 25/01/20 - Mitchell

Moved to **CLOSE** the Public Hearing in regard to Town of Nanton Bylaw # 1404/25 and reconvene the Regular Meeting of Council at 7:05 p.m. CARRIED

2.2 Nanton Chamber of Commerce – Becky Scott

Council thanked Beckey Scott for the presentation on the Chamber of Commerce 2024 review.

Becky Scott left the meeting at 7:25 p.m.

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 December 2024

3.3 DEPARTMENT:

3.3.1 Corporate Services Manager - E

3.3.2 Operations Manager – E

3.3.3 Parks and Recreation Manager - E

3.3.4 Planning & Development Officer - E

3.3.5 Fire Chief - E

3.3.6 Peace Officer – E

3.3.7 Emergency Management

Bill Woytiuk entered the meeting at 7:35 p.m. and provided information on his report and answered questions from Council. Council thanked Bill for his report.

Bill Woytiuk left the meeting at 7:39 p.m.

3.4 COUNCIL: (roundtable)

- 3.4.1 MAYOR JENNIFER HANDLEY
- 3.4.2 COUNCILLOR VICTOR CZOP - E
- 3.4.3 COUNCILLOR ROGER MILLER
- 3.4.4 COUNCILLOR DAVE MITCHELL
- 3.4.5 COUNCILLOR KEN SORENSON
- 3.4.6 COUNCILLOR JOHN DOZEMAN

RESOLUTION # 4 – 25/01/20 - Czop

Moved that all written reports, as recorded on the agenda for January 20, 2025 be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 Regular Council Meeting Minutes – E

RESOLUTION # 5 – 25/01/20 - 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 December 9, 2024 were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

5. NEW & UNFINISHED BUSINESS:

5.1 Information Brief Municipal Enforcement 2024 Report – E

Council thanked Carlos Farias for his report and for his exemplary service in 2024.

Carlos Farias left the meeting at 8:05 p.m.

5.2 Request for Decision Bylaw 1404/25 Land Use Amendment – E

RESOLUTION # 6 – 25/01/20 - Czop

Moved to read Town of Nanton Bylaw #1404/25, a Bylaw to amend Land Use Bylaw 1389/24 for a first time. CARRIED

RESOLUTION # 7 – 25/01/20 - Mitchell

Moved to read Town of Nanton Bylaw #1404/25 for a second time. CARRIED

RESOLUTION # 8 – 25/01/20 - Miller

Unanimous consent to read Town of Nanton Bylaw #1404/25 for a third time was granted by all Council present. CARRIED

RESOLUTION # 9 – 25/01/20 - Dozeman

Moved to read Town of Nanton Bylaw #1404/25 for a third and final time. CARRIED

Kattie Schlamp left the meeting at 8:17 p.m.

5.3 Request for Decision Thelma Fanning Public Library Bylaw – E

RESOLUTION # 10 – 25/01/20 – Mitchell

Moved to accept the Nanton Municipal Library bylaw as attached to these minutes as schedule 'A'.
CARRIED

5.4 Information Brief Quality of Life Survey – E

RESOLUTION # 11 – 25/01/20 - Sorenson

Moved that the Town of Nanton conduct an extended Quality of Life survey over 2025 to help inform the next Council term on resident perceptions and municipal priorities. CARRIED

5.5 Request for Decision Municipal Buildings – E

RESOLUTION # 12 – 25/01/20 - Dozeman

Move to direct the Chief Administrative Officer to proceed with the conceptual planning for the second phase of the Tom Hornecker Recreation Centre civic renovation, prioritizing the installation of an accessibility elevator in 2025, at an estimated cost of \$100,000 to \$175,000, with half to be sourced from arena reserve and half from the building and land improvement reserve. CARRIED

5.6 February 24, 2025 Committee of the Whole Meeting

RESOLUTION # 13 – 25/01/20 – Czop

Moved to cancel the February 24, 2025, Committee of the Whole Meeting. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

6.2.1 Letter to Premier Danielle Smith - Metallurgical Coal Mine and Grassy Mountain – E
Including letters received regarding requests for support

6.2.2 Letter to Municipal District of Willow Creek – Recreation Grants – E

6.2.3 Letter from Federal Minister of House, Infrastructure and Communities – E

6.2.4 Letter from Provincial Minister of Health – E

6.2.5 Letter from Municipal District of Willow Creek – E

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 14 – 25/01/20 - Mitchell

IT WAS MOVED at 8:36 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 Northwest Area Structure Plan FOIP Section 25 Economic Interests of the Municipality

7.2 Municipal Projects FOIP Section 24 Advice from Officials
CARRIED

RESOLUTION # 15 – 25/01/20 - Miller

IT WAS MOVED to reconvene the Regular Meeting at 9:56 p.m. CARRIED

RESOLUTION # 16 – 25/01/20 - Czop

Moved that the Oldman River Regional Services Commission be engaged to begin an Area Structure Plan process for the northwest areas of the Town, with particular focus on bare land and mixed uses in the vicinity, at a cost of \$63,000 to be sourced from the municipal land development reserve. CARRIED

8. ADJOURNMENT:

RESOLUTION # 17 – 25/01/20 – Dozeman

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 3rd day of February, 2025.

:attachments for filing Nanton Municipal Library Policy
Chamber of Commerce Presentation to Council



MINUTES

Monday January 27, 2025 at 7:00 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 and Dave Mitchell

ABSENT: Councillor Ken Sorenson

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer (electronic attendance)
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Mike Sears	Nanton Oldtimers Hockey
Levi Spence	Nanton Minor Hockey
Jared Duyns	Nanton Minor Hockey
Kat Rademacher	Nanton Minor Baseball
Allison IsBell	Nanton Curling Club

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Committee of the Whole Meeting was called to order by Mayor Handley at 7:00 p.m.

RESOLUTION # 1 – 25/01/27 – CW - Czop

The Committee of the Whole of Council agenda for January 27, 2025, was accepted with the following changes:

Addition item 2.5 Nanton Curing Club
Remove item 2.3 Nanton Marlins regrets

2. DELEGATIONS:

2.1 Nanton Oldtimers Hockey Association – Mike Sears

Mike Sears from the Nanton Oldtimers Hockey Club has shared some constructive feedback with the Tom Hornecker Rec Centre, aiming to enhance its operations and strengthen its connection with the community.

2.2 Nanton Minor Hockey Association – Levi Spence and Jared Duyns

Levi Spence and Jared Duyns from the Nanton Minor Hockey Association have provided positive feedback, suggesting the addition of a seating area for parents during intermissions to improve the overall experience.

2.3 Nanton Marlins – not present

2.4 Nanton Minor Baseball – not present

2.5 Nanton Curling Club – Allison IsBell

Allison IsBell from the Nanton Curling Club has kindly requested suggestions for potential uses of the curling lounge, ensuring they align with AGLC guidelines for their liquor license while enhancing the

space's utility.

Council thanked the delegates for their comments and concerns and items will be reviewed when looking at engineering work to utilize dead space in the Tom Hornecker Recreation Centre.

Mike Sears, Levi Spence, Jared Duyns and Allison IsBell left the meeting at 7:37 p.m.

3. PRESENTATIONS BY DEPARTMENTS:

3.1 Recreation - Information Brief Tree Report and 5 Year Plan

3.2 Recreation - Ice Allocation Policy

RECOMMENDATION # 1 - 25/01/27 – CW – Mitchell

Moved that the Ice Allocation Policy be brought back as a request for decision at the February 3, 2025, Regular Council meeting.

3.3 Administration – 2024 Audit Planning Letter

RESOLUTION # 2 – 25/01/27 – CW – Czop

Moved that all written reports, as recorded on the agenda for January 27, 2025 be received for information and filing. CARRIED

4. MAYOR AND COUNCILLOR INQUIRIES:

5. NEXT COMMITTEE OF THE WHOLE MEETING:

6. ADJOURNMENT:

RESOLUTION # 3 – 25/01/27 – CW - Dozeman

IT WAS MOVED to adjourn the Committee of the Whole of Council Meeting at 8:34 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes were accepted and signed this 3rd day of February, 2025.





REQUEST FOR DECISION

Meeting: February 3, 2025

Agenda Item: 4.2.1

Ice Allocation Policy

PURPOSE:

To propose changes to the Ice Allocation Policy for the Tom Hornecker Recreation Centre (THRC), including updates to the classification and associated fees for Carded/Home organizations, adjustments to the opening date of the ice arena, and the potential introduction of a holiday rate for rentals. These amendments aim to ensure the policy is more aligned with operational needs and provides clarity in the application of fees and rates.

BACKGROUND / IMPLICATIONS:

We are currently facing a situation where two local teams do not meet the eligibility criteria outlined in the original policy, specifically regarding the 80% residency requirement within the Town of Nanton or the Municipal District of Willow Creek. To address this, we propose introducing a new classification under the policy: Carded and Homed Organization.

This new classification would allow us to apply a separate rate to these teams, while still adhering to the overall framework of the policy. Under this classification, any group, team, or organization that is either officially registered (carded) through Nanton or based (housed) in Nanton, as identified by their governing association, would be eligible for special rates under the Fees and Rates Bylaw. This adjustment ensures fair treatment for teams that do not meet the **adjusted 70%** residency requirement but are still connected to Nanton through official registration or association.

Additionally, the opening of the ice arena will be changed from the Tuesday following the long weekend in September to the Monday of the third week of September. This change is necessary due to warmer seasonal weather, which can stress the plant and make it difficult to maintain ice quality. Also underutilized ice at the that time of year, the Recreation Manager does have the discretion to allow the ice to be put in earlier following the policy hours of agreement.

Lastly, Administration also recommends the inclusion of a "holiday rate" for rentals, which could also be incorporated into the Fees and Rates Bylaw.

ADMINISTRATIVE RECOMMENDATION:

That Council approve the proposed changes to the Ice Allocation Policy..

DECISION OPTIONS:

- #1 – Approve policy as presented.
- #2 – Approve policy as presented with the following changes:
- #3 – No changes to current policy.

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: Jordan Glas

Date: January 16, 2025

APPROVED BY: Neil Smith, Chief Administrative Officer:

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





POLICY

Policy No. 72 –XXX – XX/XX/XX
Department: Recreation

Ice Allocation Policy

1. PURPOSE:

The purpose of the Ice Allocation Policy for the Tom Hornecker Recreation Centre (THRC) is to establish an equitable method of assigning ice time to all user groups. This policy aims to provide clear guidelines for the administration to ensure the fair and efficient management of the ice arena. By outlining the principles and procedures for ice time allocation, the policy ensures transparency, fairness, and consistency in serving the needs of all users while optimizing the use of the facility.

2. DEFINITIONS:

2.1. Recognition of Major Personal Milestones

Adult Ice User means any group or organization where the majority of the participants are 18 years or older.

Local Sporting Organization means: any group/team/organization which can demonstrate to the Town that at least **70%** of the registered participants reside within the Town of Nanton or the M.D. of Willow Creek.

Carded or Homed Organization means: any group, team, or organization that is either officially registered (carded) through Nanton or based (housed) in Nanton as identified by their governing association. These organizations may be eligible for special rates under the Fees and Rates Bylaw.

Non-Local Sporting Organization means: any group, team, or organization that is not registered or based in Nanton and is subject to charges as a Non-Local Team under the Fees and Rates Bylaw.

Community/ Special Event means a commercial or non-commercial activity or event that attracts participants and/or spectators, and includes, but is not limited to: a festival, competition, race, tournament, show, private event, ceremony, guided use or training within a Town facility, public space, park or trail. In the context of the THRC, this means a public or private event *that is not directly associated with regular season schedules and bookings* (ie. Hockey tournaments, figure skating test days/carnivals/competitions, Family Day Skating Event).

Youth Ice User means any group or organization where the majority of the participants are under the age of 18.

3. TOM HORNECKER RECREATION CENTRE OPERATIONS

The Town of Nanton will manage its facility to ensure optimum usage and programming, to reflect the goals and objectives of the residents of the Town.

- 3.1 Ice bookings prior to the opening of the ice arena on the Monday of the third week of September, or after the closing of the ice arena in March, will be at the discretion of the Parks and Recreation Manager, designate and/or CAO will and determined on a case by case basis. Fees for early opening will be billed at the regular price plus twenty (20) percent for a minimum of five (5) hours per day for every day that the THRC ice arena is opened early or closed late. (ie. if the THRC ice arena is opened 7 days early, the booking group must pay for each day it is open early, even if they are not utilizing the ice).
- 3.2 The THRC will be closed on the following statutory holidays: Labour Day, Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Victoria Day, August Civic Holiday, and all holidays declared or proclaimed by the Town of Nanton. All bookings requested on these holidays will be at the discretion of the Parks and Recreation Manager, designate and/or CAO will and if approved, will be billed for at the holiday rate.
- 3.3 The THRC will be opened to the public one (1) hour prior to the first ice booking of the day, and will be closed to the public one (1) hour after the last booking of the day. The Town reserves the right to change and adjust these hours to meet the operational requirements of the facility.
- 3.4 All dressing rooms are to be vacated within 30 minutes of the end of the scheduled ice slots to provide enough time for staff to clean and prepare the room for the next booking.
- 3.5 All damages to the arena and dressing rooms will be charged back to the offending groups.
- 3.6 All correspondence, bookings, and invoicing will only be conducted between the Town and the designated contact person provided by the user group/organization. Decisions and actions of the contact person are considered the decision and action of the user group. The contact person is responsible for sharing information with their respective user group. On the Annual Ice Request form, it is the responsibility of the requesting organization to designate the contact person for the organization as a whole

4.1 ICE ALLOCATION

3.1 Priority for Ice Allocation

The Town of Nanton has the responsibility to manage the allocation of ice on a yearly basis based on the best needs of the community. Group/organizational and block booking of the ice arena will follow the following priority listing:

- 1st Priority – Public Skating & Town programs/special events
- 2nd Priority – Local Youth Organizations/Teams
- 3rd Priority – Local Senior “AA” Hockey Team
- 4th Priority – Local Adult Organizations/Teams
- 5th Priority – Non-Local Organizations/Teams
- 6th Priority – All other users/teams/schools

A minimum of seven (7) hours/week will be designated for public skating activities. Public skating will include all activities that are open to all members of the public (ie. Skating, shoot around, parent & tots, etc.). The Town of Nanton will ensure that public skating activities will be allocated during times where optimal usage will take place.

It will be left to the discretion of the Manager of Recreation or designate to determine if an application for a Community Event Permit, pursuant to the Community Events Policy, is required for a specific special event at the THRC. Specific considerations include, but are not limited to:

- Scale of potential Town liability/ risk;
- Scale of event in terms of participants/ audience;
- Organizational structure and responsibilities around the event.

4.2 Ice Allocation

- 4.2.1 The Town can provide an Ice Allocation Request form (attached as schedule 'A') to each user group that must be submitted to the Town no later than June 1st of each year requesting allocation for the following season. User groups who do not submit the Ice Allocation Request form to the Town, on or before the June 1st deadline, will forfeit their spot in the ice booking priority category and be moved to the bottom of the list for the following season's allocation.
- 4.2.2 Where there is a conflict of requested ice allocation between users in the same priority category, the Parks and Recreation Manager, designate and/or CAO will work with the conflicting user groups to achieve resolution between both parties. If resolution cannot be reached, the Parks and Recreation Manager, designate and CAO will make a final decision.
- 4.2.3 Once all ice allocations have been set, all other requests from all other user groups/individuals will be considered on a first come, first serve basis.
- 4.2.4 It is the responsibility of the ice user group/organization to provide to the Town a listing of which team is using each ice slot to ensure that we can properly allocate the dressing rooms.
- 4.2.5 The Town reserves the right to add, change or delete any or all allocations bookings.

5. ICE CANCELLATION, CHANGES AND NO SHOWS

The Town of Nanton strives to ensure that the THRC is being fully utilized at all times and operating to meet maximum efficiency.

- 5.1 The practice of transferring, trading or sub-leasing ice between different user groups/organizations is strictly prohibited. All ice slots that will not be used by a user group/organization must be turned back into the Town of Nanton as outlined in 5.3.
- 5.2 Changing the intended user of ice within a single user group/organization is acceptable (ie. Nanton U13 hockey uses the ice slot instead of Nanton U15 hockey). The Town requests advance notice of any changes be provided to ensure updated schedules are posted at the THRC.
- 5.3 All ice booking cancellations must be provided to the Town in written form (email or letter) and delivered to the Parks and Recreation Manager. 7 days notice must be give to not be charged your regular ice fee.
- 5.4 If the cancelled booking is rented out prior to the booking time, the original contracted ice user will not be charged.



5.5 The Parks and Recreation Manager will keep track of excessive no-shows (more than three (3) in a single season) from the same user group/organization will be charged the Non-Local Ice Rate for all subsequent rentals by the group/organization for the remainder of the season, as determined from year to year by Council in the Tom Hornecker Fees resolution.

5.6 Cancellations resulting from arena operations will not be charged to the user group.

7. PAYMENT

User groups who fail to pay rental fees as per the General Credit Policy may be denied bookings and or subject to pre-payment as per the General Credit Policy. A penalty will be added to an overdue account.

6. POLICY REVIEW AND AMENDMENT

6.1 This policy replaces Ice Allocation Policy 72-12-13/05/06.

6.2 To maintain its relevance, this policy will be reviewed by Council every three years or as needed. Any amendments will reflect feedback from the community and Council to enhance recognition practices.

AMENDMENTS / REVIEWS:

Date (yyyy/mm/dd)	Section # Amended	Comments

Next Review Date:	
-------------------	--

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date

Facility Rental Agreement

Facility Requested: _____

Type of Event: _____

Event Date(s): _____

Est. Attendance: _____

Average Age: _____

- Pool Start Time: _____ End Time: _____
- Lounge Start Time: _____ End Time: _____
- Arena Start Time: _____ End Time: _____
- Warm Room Start Time: _____ End Time: _____

Contact Information:

Name: _____ Email: _____

Organization: _____

Address: _____

Phone #: _____

OTHER ARRANGEMENTS:

RULES & REGULATIONS GOVERNING USE OF TOWN FACILITIES

1. All users agree to abide by the Town of Nanton Facilities Use Policy attached here.
2. Any activities or special arrangements not specifically authorized on this agreement are prohibited
3. No vending or sales of any kind are permitted without prior approval
4. The user shall leave the facility in a clean and orderly fashion.
5. No equipment shall be removed from the premises.
6. The user group shall agree to have at least one supervisor/ security for every 250 people in attendance.
7. The user shall accept full responsibility for the conduct of those in attendance at the facility.
8. No decorations shall be displayed or installed which shall damage or deface the building or grounds.
9. Destruction, damage, removal of any vegetation or defacement of public property is prohibited.
10. A copy of this agreement must be in possession of the applicant during facility use.
11. No artificially enhanced or amplified sound systems are permitted without prior approval.
12. The user is required to ensure that all municipal, provincial, and federal regulations are abided by and licensing is obtained; including but not limited to the use/sale of alcoholic beverages and or the use/sale of food.
13. Any camping or sleeping overnight in Town parks or facilities is prohibited.



REFERENCE NUMBER:
REPLACES POLICY DATED: 72-130506

14. All large items (bounce house, dunk tank, climbing wall etc.) are prohibited without authorization

CONDITIONS:

Initial:

- Name and date(s) of events being covered.
- All fees are due at time of booking, unless other arrangements are agreed upon
- GENERAL LIABILITY: Policy showing limits of \$2,000,000 comprehensive general liability insurance, and \$50,000 damage to property.
- GENERAL LIABILITY: Policy showing limits of \$500,000 comprehensive general liability insurance, and \$50,000 property damage coverage.
- PRODUCTS LIABILITY INSURANCE ENDORCEMENT: (Food or beverage sold or given away).

CANCELLATION POLICY:

1. A booking is considered tentative unless this agreement is completed in full with supporting documents, and payment is received. Tentative bookings will be held for fourteen (14) calendar days.
2. Cancellation must be provided in writing or by email or by letter seven (7) calendar days prior to the rental.
3. If cancellation is received with less than seven (7) calendar days there will be no refund or credit unless the facility can be rented to another user.

FEES:

		\$ _____
		\$ _____
SUB TOTAL		\$ _____
GST		\$ _____
TOTAL		\$ _____

IMPORTANT: READ BEFORE SIGNING

The applicant is an authorized agent of the group entering into this agreement. The applicant (and his/her organization) making this agreement understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the Town of Nanton. The applicant further agrees that in consideration of being permitted to use said facilities, **he/she and the group will defend, indemnify and hold the Town of Nanton, the Town of Nanton Recreation & Parks Department and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property** that in any way may be caused by the applicant's use or occupancy of the facilities.

I certify that I have read and agree to abide by the rules and regulations which appear above.

Signature: _____ Date: _____

Approved By: _____ Date: _____

***** All reservations subject to approval by the Manager of Parks and Recreation (or authorized designate)**

Town of Nanton

Parks and Recreation Manager

403-336-3157

jjglas@nanton.ca

Company>70 Rec>THRC>Forms & Policies>Short Term Facility Rental



REFERENCE NUMBER:
REPLACES POLICY DATED: 72-130506



REQUEST FOR DECISION

Meeting: February 3, 2025

Agenda Item: 5.1

E-send for Utility billing

PURPOSE:

To inform council of e-send (sending utility bills by email) as an option and the details of the option and how this could work and be implemented in 2025.

BACKGROUND / IMPLICATIONS:

Late in 2024 Canada Post went on strike and administration began looking at options for getting utility bills out to residents as it seemed the postal strike may continue. In the end the postal strike was averted but administration still investigated one particular option that could be very helpful. That option being the ability to send utility bills by email.

At present the Town does utility billing on a bi-monthly basis and sends out approximately 1100 utility bills for each. Each of the 1100 bills are printed, stuffed into an envelope and then run through the postage meter and then taken to the post office for dissemination. Over the past 5 years we've seen postage costs (cost per stamp) increase from \$0.89 to \$1.23 – this is a 38% increase. On postage alone, in 2025 we are budgeting to spend a little over \$8,000. When you add in the cost of paper and envelopes, the yearly cost of sending utility bills by mail is close to pushing \$9,000. This does not include staff time and as you can imagine this is a pretty lengthy process from printing all of the bills to stuffing each into an envelope and there is also the wear and tear on the photocopier and the cost per copy.

This is maybe not the most cost effective option but it's really been the only one available and has been considered the cost of doing business. Administration back in 2019 did look into e-send capability but at the time the price quote was very high and it was considered cost prohibitive. Administration has again gotten a quote for e-send capability and would like council to consider it. This option gives staff the ability to email utility bills to residents who would like. As we know not every resident utilizes email and so this would be an option only. There is a certain percentage of rate payers that like to have a paper copy and so for the first year the uptake may be slow and we may only see 15-20% of ratepayers taking advantage. The e-send program and our system does however have the capability to add a surcharge for paper copies. So, if a resident still wanted to receive a paper copy, we could add a fee for this and by doing so we could re-coup those costs. This has been done by many companies and other municipalities are also starting to do this.

The cost –

The quote to add e-send to our accounting system for the first year is \$6,940.

\$2,940 one-time fee

\$4,000 annual fee

So, after the first year it would only be the \$4,000 annual fee which would likely increase slightly each year thereafter. This option gives us the ability to process up to 15,000 transactions (each utility bill would be a transaction), which is more than we need but we could also consider emailing out tax notices at some point in the future. In terms of a timeline, it would not take long to implement into our system and could be implemented in time for our first utility billing of the year. At worst, it would be placed by the second billing done at the end of April. The hardest part will be getting emails from those that want this option and communicating this to residents that it's now an option. If council is agreeable to adding this option the only other thing is a recommendation to also add a surcharge/extra fee for those that still want a paper copy. Administration would recommend \$1.50 per bill to cover the cost of postage, paper and envelope.

If council does not want to add a surcharge then this could end up being an expensive option to add for a small amount of the resident base and we wouldn't be saving any money.

The only wrinkle in all of this that we are trying to figure out is the bi-monthly newsletter. We send these out with utility bills but we don't know if we would have the ability to add the newsletter as an additional attachment. If we don't it could prove difficult to send them as a separate email and it wouldn't make sense to send them by mail if the utility bill is going by email. We are considering some different options on this front and we'll keep council informed. We do believe readership of the newsletter is declining and it's debatable whether or not a paper copy of the newsletter should be made available at all.

ADMINISTRATIVE RECOMMENDATION:

That administration proceed with adding e-send capabilities to the accounting system and that a \$1.50 bi-monthly surcharge be added to utility bills for those that do not sign up for e-send.

DECISION OPTIONS:

- #1 – Proceed with administration's recommendation
- #2 – Proceed with e-send but do not add a surcharge
- #3 – Do not proceed with e-send

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: January 28, 2025

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





REQUEST FOR DECISION

Meeting: February 3, 2025
Agenda Item: 5.2

Support Grants & Funding agreements 2025

Introduction:

As is normal practice, we placed an advertisement for support grant applications in the fall of 2024 with a deadline of December 20, 2024. Three applications were received before the deadline and a fourth was received last week. A summary of the requests are noted below and the application submission is attached for further review. In the fall we also received budgets from the Nanton Quality of Life Foundation along with the Nanton Thelma Fanning Library. These are also attached for council consideration.

ANNUAL SUPPORT GRANT APPLICATIONS – OVERVIEW FOR 2025 BUDGET

Nanton Animal protection society – NAPS is again seeking \$3,000 from the Town for the “Town of Nanton Cat Program 2025” – this is a continuation of the same program the Town sponsored last year which provides pet owners a reduced rate to spay and neuter feral cats with the hope of reducing stray cats. The Town provided a \$3,000 support grant in 2024 and a \$1,500 support grant in 2023.

Nanton Agricultural Society – The Ag Society is requesting \$10,000 for help with their professional rodeo that is set to take place in the summer of 2024. The application along with letter outlining the request is attached for further information. The Town has not provided the Ag Society with a support grant in the past, but did provide two promotional grants in 2024. One for \$250 to support the Nanton Nite rodeo series and one for \$500 to support their pro rodeo.

Nanton Citizens on Patrol is requesting a \$1,200 support grant for help with continued expenses and to help expand its membership. The attached letter outlines further details pertaining to the request. The Town provided a \$300 support grant in 2023 and a \$1,000 support grant again in 2024.

Town & Country Kosy Korner Association – The Kosy Korner is looking financial aid for help to install a lift that would enable those with mobility challenges to access the basement of the Kosy Korner. The Kosy Korner did request help with this in the fall of 2023 and council passed a resolution to consider a contribution in 2024, but no contribution was made as we were advised the initiative had fizzled. Further details are attached.

The total support grants approved over the past 5 years looks as follows:

2024 =	\$21,880
2023 =	\$28,329
2022 =	\$19,370
2021 =	\$9,558
2020 =	\$5,450

Council does now support the Handivan society annually with \$3,000 which will be in addition to any support grants approved and council normally also supports the High River Health Foundation with \$1,500. The community sustainability reserve currently has \$20,000 that can be used to help cover/offset these costs if council wishes to use.

If council wishes, we can invite the applicants to a meeting to speak further to their request or can have administration request more information as well.

Recommendation:

Administration presents the following grant requests for consideration in the 2025 operating budget.

	2024 Request
Citizens on Patrol	\$1,200
Nanton Ag Society	\$10,000
Nanton Animal Protection Society	\$3,000
Kosy Korner	Unknown
Total	\$14,200

With inclusion of the Handivan Society grant and the High River Health Foundation annual grant, the total support grant figure would be \$18,700 (not including an amount for the Kosy Korner)

FUNDING AGREEMENTS

The Nanton Quality of Life Foundation 2025 budget is attached and within the budget is the Town of Nanton’s contribution. This represents 25% of the grant amount from the province and is a requirement of the grant. This is standard each year and administration has no concerns. Within our own operating budget which will be discussed in coming weeks there are additional FCSS expenses we budget for but for this discussion its just approval of the operating grant we provide.

The Nanton Thelma Fanning Library 2025 budget is also attached for council’s consideration. The request from the library for 2025 is a \$7500 increase in operational funding. For the past four years the funding has been the same at \$45,000 annually. Also included in the library budget is a \$3500 expense for janitorial services which the Town has covered now since COVID. As with the FCSS budget there are other library expenses that will be discussed within the Town’s own operational budget.

DECISION OPTIONS:

ANNUAL COMMUNITY SUPPORT GRANT APPLICATIONS

#1 – Approve Annual Community Support Grant funding to the applicants outlined above in section 2. with the grant amounts as determined by Council

#2 – Defer decision to a later date or refer to the finance committee

ANNUAL FUNDING AGREEMENTS

#1 – Approve Annual funding agreement budget requests applicants outlined above.

#2 – Defer decision to a later date or refer to the finance committee

ALTERNATIVES:

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

Financial (GL# / Amount) : _____

Communications/PR:

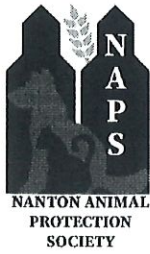
Applicable Legislation:

Attachments: Applications / Policy #12-486-18/12/03 Annual Grants Disbursement Criteria

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: January 29, 2025

APPROVED BY:



NANTON ANIMAL PROTECTION SOCIETY

2404 – 19 Avenue
PO Box 1377
Nanton, AB
T0L 1R0
403-336-8655

October 10, 2024

Town of Nanton

Attention: Clayton Gillespie

Please find enclosed our Support Grant Funding Request for our Town of Nanton Cat Program 2025.

This program has been highly effective in helping families in Nanton cover the costs of spaying and neutering their cats. As a result, it has significantly reduced the number of unwanted kittens and cats being abandoned at the NAPS shelter or elsewhere in the town.

To date, in this program, we have performed ten spays and sixteen neuters for a total of twenty-six cats that will not be reproducing.

This program has saved approximately 150 unwanted kittens*

We are requesting \$3000.00 to help keep this program going in the Town of Nanton.

Regards,

A handwritten signature in blue ink that reads 'Carie Stataient'.

The NAPS Team

*On average one female cat can have 15 kittens, 10 spays x 15 = 150 kittens this number does not factor in the kittens saved from the male cats being neutered.

NANTON

EST



1903

Town of Nanton Support Grant Funding Request Form

SUBMISSION DATE:

10 | 10 | 2025
MM | DD | YYYY

Thank you for considering the Town of Nanton as a partner for your project or event. In addition to your written request, the following information must be provided in order for the request to be considered.

Please allow sufficient time between the submission date and the project start date for your application to be reviewed.

1. PROJECT NAME: Town of Nanton Cat Program TCP

Contact Name: Carrie Cataiant
Organization: NAPS
Address: Box 1377
Town: Nanton AB
Postal Code: T0L 1R0
Phone #/Email: 403-336-8655 info@nantonanimalprotection.ca

2. PROJECT START DATE: Jan 1/25 PROJECT END DATE: May 31/25

3. DESCRIPTION:

a) DESCRIPTION OF PROJECT – PURPOSE, TOTAL COST, INTENDED AUDIENCE:

The program was set up to help citizens of Nanton receive a discount to spay/neuter their house cats. The program has been very successful, it helps reduce the number of unwanted litters.

Last year we did 6-Spay 11-Neuters.

Neuter Cost $110.05 \times 11 = 1210.55$ Spay cost $22782 \times 6 = 136692$.

b) OTHER PARTNERS – WHAT OTHER FUNDING CHANNELS ARE YOU PURSUING (IF NOT, WHY):

(Attach additional pages if required)

We are asking for \$3000.00 again this year to keep the program going.

c) BENEFIT OR IMPACT TO THE COMMUNITY:

To reduce the number of unwanted kittens and pregnant cats being dumped at the streets or other places in town

e) PROVIDE MOST CURRENT FINANCIAL STATEMENTS AND CURRENT YEAR'S BUDGET:

(Please attach documentation to this request)

f) PLEASE DESCRIBE HOW THIS GRANT WILL BE ACKNOWLEDGED IN THE COMMUNITY BY THE GROUP

The donation will be acknowledged through our social media - Facebook Instagram Webpage

4. OBJECTIVES & PERFORMANCE MEASURES (PROVIDE MINIMUM OF 3)

Goal	Objective / Target	Method to measure goals/objectives
Reduce unwanted kittens -		We track when they book the appt.
Reduce cats/kittens being dumped.		

By submitting this application to the Town of Nanton we the undersigned,

- a) Understand that the request may not be eligible for financial support from the Town of Nanton, based on Council's Strategic Goals.
- b) Acknowledge that the Town of Nanton reserves the right to amend or rescind its approved investment if the project is not completed, the evaluation report is not submitted or lacks sufficient detail or the program was materially different than represented in this application.
- c) Agree to notify the Town of Nanton in writing for further approval if there are changes to the application.

Project Manager: Carrie Gataiant Signature: Carrie Gataiant

Please send completed forms to finance@nanton.ca, mail or drop off at the Town Office Box 609, 1907 21 Avenue, Nanton T0L 1R0. Attention: Clayton Gillespie

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act, Section 33 (c), for the purpose the promotional funding project and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the FOIP Co-ordinator at the Town of Nanton Administrative Office, 1907 - 21 Avenue, Box 609, Nanton, Alberta, T0L 1R0 (403) 646-2029.

NAPS SHELTER REPORT

Reporting Period: August 1, 2023 to July 31, 2024

	c/f	IN	OUT	ON HAND
Cats - Shelter	25	141	139	27
- Pet Value	0	30	29	1
- Foster Care	0	0	0	0
Dogs - Shelter	0	0	0	0
TOTAL AVAILABLE FOR ADOPTION				27

	Spay	Neuter
FRBC	41	27
TNR - Town	6	11
TNR - Rural	10	4
Total Spay/Neuter	98	91

NOTES

Returned to Owner	7
Deceased and/or euthanized	39
Sent to another shelter	0
Adopted from Pet Value	16
Permanent Med Foster Care	0
Special Voucher	0
Financial Voucher	1
Total Cats Processed	301
Volunteer Hours	5600

11:34 AM

Nanton & District Animal Protection Society

Profit & Loss

10/10/24

August 2023 through July 2024

Accrual Basis

	Aug '23 - Jul 24
Ordinary Income/Expense	
Income	
41000 · CASINO FUNDS	
41005 · Spay/Neuter Assistance Program	125.00
Total 41000 · CASINO FUNDS	125.00
410099 · DONATION	
42001 · DONATION JARS	941.09
42002 · Donations (receipted)	46,285.88
42005 · Calgary Foundation	469.00
42006 · Donation (no tax receipt)	15,508.25
42008 · FRBC PROGRAM	7,250.00
42010 · TCP - Town Cat Program	4,175.00
42031 · Canada Helps	3,490.00
410099 · DONATION - Other	187.97
Total 410099 · DONATION	78,307.19
42050 · FUNDRAISING	
42052 · CUPCAKES FOR KITTIES	766.65
42050 · FUNDRAISING - Other	1,132.50
Total 42050 · FUNDRAISING	1,899.15
43000 · FEES	
43007 · Adoption Fees	11,460.00
Total 43000 · FEES	11,460.00
45000 · INTEREST	1,216.12
Total Income	93,007.46
Expense	
50000 · CASINO EXPENSE	
50001 · Vet Care	8,906.19
Total 50000 · CASINO EXPENSE	8,906.19
51000 · Operating Expenses	
51005 · ADVERTISING	296.31
51010 · BANK SERVICE CHARGES	89.44
51015 · AUTOMOBILE EXPENSE (mileage)	1,124.59
51017 · MARKETING	454.82
51020 · OFFICE SUPPLIES	1,539.23
51025 · POSTAGE	67.95
51000 · Operating Expenses - Other	100.00
Total 51000 · Operating Expenses	3,672.34
510049 · FUNDRAISING EXPENSES	
510052 · CANADAHELPS SERVICE CHARGES	137.37
510065 · SQUARE SERVICE CHARGES	2.04
510049 · FUNDRAISING EXPENSES - Other	0.35
Total 510049 · FUNDRAISING EXPENSES	139.76
510070 · PROGRAM EXPENSE	
510071 · Animal Supplies	6,113.93
510072 · FOOD	1,570.34
510073 · Vet Care programs	45,981.50
510074 · FRBC Program	10,893.26
510080 · TCP - Town Cat Program	2,467.37
51082 · TNR Expense	4,710.91
Total 510070 · PROGRAM EXPENSE	71,737.31

11:34 AM
10/10/24
Accrual Basis

Nanton & District Animal Protection Society
Profit & Loss
August 2023 through July 2024

	<u>Aug '23 - Jul 24</u>
52000 · UTILITIES	
52001 · ATCO ENERGY	
52003 · Electricity Charges	3,017.87
52004 · Natural Gas Charges	948.59
	<u>3,966.46</u>
Total 52001 · ATCO ENERGY	3,966.46
52005 · TOWN OF NANTON	936.23
	<u>4,902.69</u>
Total 52000 · UTILITIES	4,902.69
52050 · INSURANCE	
52055 · Directors	668.00
52056 · Liability Insurance	2,894.00
	<u>3,562.00</u>
Total 52050 · INSURANCE	3,562.00
53000 · REPAIRS AND MAINTENCE	
53001 · Repairs and Maint	666.88
53003 · Building Repairs	1,172.57
53000 · REPAIRS AND MAINTENCE - Other	163.94
	<u>2,003.39</u>
Total 53000 · REPAIRS AND MAINTENCE	2,003.39
Total Expense	<u>94,923.68</u>
Net Ordinary Income	-1,916.22
Other Income/Expense	
Other Income	
44052 · Sale/Loss of Asset	-560.71
	<u>-560.71</u>
Total Other Income	-560.71
Net Other Income	<u>-560.71</u>
Net Income	<u><u>-2,476.93</u></u>

Nanton & District Animal Protection Society
Balance Sheet
 As of July 31, 2024

	Jul 31, 24
ASSETS	
Current Assets	
Chequing/Savings	
10001 · Chequing-1224	55,124.90
10003 · Savings-3400	1,635.92
10045 · RAYMOND JAMES	45.17
10050 · GIC INVESTMENT - 47953197100	5,374.00
10052 · GIC INVESTMENT - 45527395100	5,256.35
10055 · GIC - RAYMOND JONES INNOVATION	8,201.25
10056 · GIC - RAYMOND JAMES FIRSTONT	10,207.02
10057 · GIC - RAYMOND JONES - HAVN00227	10,226.73
Total Chequing/Savings	96,071.34
Other Current Assets	
12004 · Prepaid Insurance	1,047.00
Total Other Current Assets	1,047.00
Total Current Assets	97,118.34
Fixed Assets	
13000 · Land Purchase	18,834.00
13001 · NAPS - New Shelter	221,783.30
13002 · Amortization Naps New Shelter	-37,531.29
13003 · WASHER & DRYER	1,926.97
13004 · Amortization Washer/Dryer	-1,216.61
13005 · KENNELS	6,299.22
13006 · Amortization Kennels	-6,299.22
13007 · SHED	2,399.99
13008 · Amortization Shed	-588.00
13009 · ELECTRONICS	1,789.62
Total Fixed Assets	207,397.98
TOTAL ASSETS	304,516.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-1,131.43
Total Accounts Payable	-1,131.43
Other Current Liabilities	
22000 · Deferred Revenue	60,501.89
22003 · DEFFERED CASINO	-1,491.41
22005 · TNR Program	-
Total 22000 · Deferred Revenue	59,010.48
25000 · GST/HST Payable	-2,236.18
Total Other Current Liabilities	56,774.30
Total Current Liabilities	55,642.87
Total Liabilities	55,642.87
Equity	
31000 · Equity - Restricted	60,501.89
310001 · Equity - Unrestricted	209,900.29
31003 · Retained Earnings	-19,051.80
Net Income	-2,476.93
Total Equity	248,873.45
TOTAL LIABILITIES & EQUITY	304,516.32

NANTON & DISTRICT ANIMAL PROTECTION SOCIETY
BUDGET - August 1, 2024 - July 31, 2025

INCOME	BUDGET
41000 · CASINO FUNDS	0.00
410099 · DONATION	55,000.00
42050 · FUNDRAISING	15,000.00
43000 · FEES ADOPTION FEES	14,000.00
45000 · INTEREST	300.00
TOTAL INCOME	<u>84,300.00</u>

EXPENSES	
50000 · CASINO EXPENSE	0.00
51000 · Operating Expenses	
51005 · ADVERTISING	1,000.00
51010 · BANK SERVICE CHARGES	100.00
51015 · AUTOMOBILE EXPENSE (mileage)	1,300.00
51017 · MARKETING	500.00
51020 · OFFICE SUPPLIES	750.00
51025 · POSTAGE	75.00
51035 · Accounting	900.00
51000 - OTHER	<u> </u>
Total 51000 · Operating Expenses	<u>4,625.00</u>
510049 · FUNDRAISING EXPENSES	
510050 · Fundraising Costs	1,000.00
Total 510049 · FUNDRAISING EXPENSES	<u>1,000.00</u>
510070 · PROGRAM EXPENSE	
510071 · Animal Supplies	2,500.00
510072 - Food	7,000.00
510073 · Vet Care programs	60,000.00
510074 · FRBC Program	10,000.00
510080 · TCP - Town Cat Program	2,500.00
51082 · TNR Expense	5,000.00
Total 510070 · PROGRAM EXPENSE	<u>87,000.00</u>

52000 · UTILITIES

52001 · ATCO ENERGY

52003 · Electricity Charges 3,000.00

52004 · Natural Gas Charges 1,200.00

Total 52001 · ATCO ENERGY 4,200.00

52005 · TOWN OF NANTON 1,000.00

Total 52000 · UTILITIES 5,200.00

52050 · INSURANCE

52056 · Liability Insurance 3,000.00

52050 · INSURANCE - Other 700.00

Total 52050 · INSURANCE 3,700.00

53000 · REPAIRS AND MAINTENCE

53001 · Repairs and Maint 500.00

Total 53000 · REPAIRS AND MAINTENCE 500.00

TOTAL EXPENSES 102,025.00

TOTAL INCOME 84,300.00

PROFIT -17,725.00

Updated: Oct 10 2024



Town of Nanton
Support Grant Funding Request Form

SUBMISSION DATE:

MM	DD	YYYY
----	----	------

Thank you for considering the Town of Nanton as a partner for your project or event. In addition to your written request, the following information must be provided in order for the request to be considered.

Please allow sufficient time between the submission date and the project start date for your application to be reviewed.

1. PROJECT NAME: Nanton Professional Rodeo

Contact Name: Shawna Bird
Organization: Nanton Agricultural society
Address: Box 151
Town: Nanton
Postal Code: T0L 1R0
Phone #/Email: nantonagsociety@gmail.com

2. PROJECT START DATE: July 4, 2025 PROJECT END DATE: July 5, 2025

3. DESCRIPTION: *Canadian Professional Rodeo Association Sanctioned Professional Rodeo*

a) DESCRIPTION OF PROJECT – PURPOSE, TOTAL COST, INTENDED AUDIENCE:

Nanton Pro Rodeo will attract over 100 contestants and their families to Nanton. It also gives an opportunity to showcase some of our over 20 local professional rodeo athletes. Nanton is well known for building Rodeo Athletes. We are the longest running local non pro Rodeo Series with our Nanton Nite Rodeos in North America. We have hosted some of the largest Jr Rodeos and High School Rodeos for over 15 years. Nanton is the home town to World Champion Lindsay Sears and Multiple Canadian and Calgary Stampede Champions. The Nanton Ag Society is proud to be able to host a Professional Rodeo to showcase some of our World Famous Rodeo Athletes from not just Nanton but North America. The intended audience is everyone! We hope to attract Nanton locals to cheer in their hometown athletes and engage our community. We also hope to attract rodeo fans and people curious about the western way of life to our community. This is an affordable fun family event. We have moved this event to the first weekend in July from our previous dates in late August. These dates coincide with the Calgary Stampede, we feel that this positions us to attract more tourism to our town and people from outside of our community. The hype around the Calgary Stampede brings many people to southern Alberta and we hope the draw of a small town authentic Alberta rodeo will bring these people to Nanton.

OTHER PARTNERS – WHAT OTHER FUNDING CHANNELS ARE YOU PURSUING (IF NOT, WHY):

(Attach additional pages if required) We are pursuing corporate sponsorship from our local area and the broad western industry. The Canadian professional Rodeo association will also support our event.

c) BENEFIT OR IMPACT TO THE COMMUNITY:

We estimate the economic impact to our community to be in the \$100,000's. 100's of people will be visiting our community to shop, dine, fuel their vehicles etc. We will be offering free Weekend Camping at the ground with a weekend Rodeo Pass to encourage them to stay in town. Last year we ran a successful after party which showcased local musical talent and all of our alcohol was purchased from local liquor stores. In addition to the after party this year we plan to further engage the community with town wide western events

e) PROVIDE MOST CURRENT FINANCIAL STATEMENTS AND CURRENT YEAR'S BUDGET:

(Please attach documentation to this request)

f) PLEASE DESCRIBE HOW THIS GRANT WILL BE ACKNOWLEDGED IN THE COMMUNITY BY THE GROUP

The Town of Nanton will be recognized as a partner to this event by hanging a Town of Nanton banner in the rodeo arena, flying a town of Nanton flag in the opening ceremonies, as well as announcer mentions during the event by the arena commentators. The Town of Nanton will also be recognised on our Social Media channels and in our rodeo program.

4. OBJECTIVES & PERFORMANCE MEASURES (PROVIDE MINIMUM OF 3)

Goal	Objective / Target	Method to measure goals/objectives
Attract visitors to Nanton	\$1000	Ticket Sales and entries
Raise Fund for NAGS	\$15 000	Financial Summary
Increase Nanton Business Revenue	\$100 000	Follow up business survey

By submitting this application to the Town of Nanton we the undersigned,

- Understand that the request may not be eligible for financial support from the Town of Nanton, based on Council's Strategic Goals.
- Acknowledge that the Town of Nanton reserves the right to amend or rescind its approved investment if the project is not completed, the evaluation report is not submitted or lacks sufficient detail or the program was materially different than represented in this application.
- Agree to notify the Town of Nanton in writing for further approval if there are changes to the application.

Project Manager: Shawna Bird

Signature: Shawna Bird

Please send completed forms to finance@nanton.ca, mail or drop off at the Town Office Box 609, 1907 21 Avenue, Nanton T0L 1R0. Attention: Clayton Gillespie

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act, Section 33 (c), for the purpose the promotional funding project and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the FOIP Co-ordinator at the Town of Nanton Administrative Office, 1907 - 21 Avenue, Box 609, Nanton, Alberta, T0L 1R0 (403) 646-2029.

Nanton Agricultural Society

Box 151

Nanton, AB T0L 1R0

nantonagsociety@gmail.com

Nantonagsociety.com

Nov 1, 2024

Town of Nanton

Box 609

Nanton, AB T0L 1R0

Dear Town of Nanton :

The Nanton Agricultural Society (NAGS) is requesting the Town of Nanton's Support to host our 2nd Annual Professional Rodeo.

NAGS hosted our first Professional Rodeo August of 2024. We considered this event to be a great success, and it was very well received. We were even awarded "Small Rodeo Committee of the Year" by the Candain Professional Rodeo Association. Our event was well attended, and we were met with great reviews following the event. We feel there is tremendous room for growth moving forward.

Although our event was both successful and profitable we did not see the profit that we had hoped to. Operating and maintaining the Ag grounds comes with great expense. Utilities, yard maintenance, and general repairs and maintenance alone cost NAGS around \$50,000 per year. Thus, to maintain the facility for community enjoyment and be able to continue hosting events each event must bring a profit.

We plan to move our Pro Rodeo from August to July 4th and 5th. We believe these dates will bring more spectators to our town and better engage our community than our original dates. We also plan to increase our purse this year to attract more competitors.

NAGS is formally requesting \$10,000 for the support of this event. We hope that the Town of Nanton will partner with us for this event and help us to raise the \$80,000 + that it will take the host this event.

Sincerely,

Nanton Agricultural Society

Enclosure

2024 Nanton Pro Rodeo Income Statement		2025 Nanton Pro Rodeo Budget	
Sponsorship	\$49,846.00	Sponsorship	\$55,000.00
cpra heart of rodeo	\$2,700.00	cpra heart of rodeo	\$2,700.00
Silent Auction	\$2,600.00	Silent Auction	\$2,600.00
Raffle Ticket Sales	\$9,380.00	Raffle Ticket Sales	\$10,000.00
Bar	\$14,425.00	Bar	\$20,000.00
Tickets	\$7,164.00	Tickets	\$15,000.00
Beef on a bun	\$1,641.65	Beef on a bun	\$1,800.00
50/50	\$990.00	50/50	\$1,000.00
Total	\$88,746.65	Total	\$108,100.00
Expenses:		Expenses:	
Sanction Fee	\$4,034.20	Sanction Fee	\$4,950.00
purse	\$18,009.00	purse	\$22,500.00
Security	\$1,000.00	Security	\$1,000.00
Entertainment	\$1,630.00	Entertainment	\$1,630.00
Meat	\$1,169.36	Meat	\$1,500.00
Roughstock	\$24,150.00	Roughstock	\$26,000.00
Timed event stock	\$7,350.00	Timed event stock	\$8,500.00
Liquor	\$7,861.09	Liquor	\$10,000.00
Announcer	\$3,150.00	Announcer	\$3,150.00
Ambulance	\$2,055.38	Ambulance	\$2,055.38
sound	\$3,570.00	sound	\$3,570.00
radio advertising	\$1,050.00	radio advertising	\$1,050.00
Tickets, signs, flags etc	\$2,395.95	Tickets, signs, flags etc	\$2,500.00
Arena Prepartion	\$3,000.00	Arena Preparation	\$3,000.00
Tomac Toilets	\$1,250.00	Tomac Toilets	\$1,250.00
	\$81,674.98		\$92,655.38
Income	\$7,071.67	Income	\$15,444.62



**Town of Nanton
Support Grant Funding Request Form**

SUBMISSION DATE:

MM	DD	YYYY

Thank you for considering the Town of Nanton as a partner for your project or event. In addition to your written request, the following information must be provided in order for the request to be considered.

Please allow sufficient time between the submission date and the project start date for your application to be reviewed.

1. PROJECT NAME: _____

Contact Name: Victor Czop
Organization: Nanton Citizens on Patrol
Address: Box 43
Town: Nanton
Postal Code: T0L 1R0
Phone #/Email.: nantoncitizensonpatrol@gmail.com

2. PROJECT START DATE: January 1, 2025 **PROJECT END DATE:** December 31, 2025

3. DESCRIPTION:

a) DESCRIPTION OF PROJECT – PURPOSE, TOTAL COST, INTENDED AUDIENCE:

We are a non profit volunteer group of residents with a sole purpose of crime prevention and awareness. Our 2025 "Project" main goal is to expand the membership to achieve 62 members by year 2027, the 30th year anniversary of this group dedicated to Crime Prevention with the RCMP. Operational costs have increased as the group grows a new meeting location and general expense has increased. As of January 2025 and volunteered membership has grown to over 30 residents, we have come to agreement Kozy Korner for our new meetings location. This provides us with enough capacity to expand and also supports Kozy Korner in utilizing a great building. Besides these costs, we have annual costs of insurance, safety materials for members doing various help duties in town. We also have initiatives to bring awareness to the community such as providing motion lighting for back yards for the last 3 years and also a initiative for providing signs for back alleys and business areas, such as the Nanton Grain Elevators. We please ask the Town of Nanton for a \$1200.00 grant to further these goals for all our community residents and busin

b) OTHER PARTNERS – WHAT OTHER FUNDING CHANNELS ARE YOU PURSUING (IF NOT, WHY):

(Attach additional pages if required)

In 2024, we approached over 75 of our local business seeking support what we do and received very favorable responses and raised nearly \$3800. for our initiatives that are ongoing. N.C.O.P also guards the Bomber at the museum over night for a donation each year.

c) BENEFIT OR IMPACT TO THE COMMUNITY:

Provide in various areas a level of safety reporting for residents to the RCMP
Working with the RCMP in providing observations of property security
Reporting of suspicious incidents to Nanton ByLaw and RCMP officers

e) PROVIDE MOST CURRENT FINANCIAL STATEMENTS AND CURRENT YEAR'S BUDGET:

(Please attach documentation to this request)

f) PLEASE DESCRIBE HOW THIS GRANT WILL BE ACKNOWLEDGED IN THE COMMUNITY BY THE GROUP

Social media presence by this group brings attention to the residents on issues occurring in Town and area, as well doing constant reminders on education of safety concerning property care for prevention of mischief or criminal acts. Face to face conversations between members and residents. Members in high visibility areas , such as Farmer's Market bring even more attention to Crime Prevention in our community

4. OBJECTIVES & PERFORMANCE MEASURES (PROVIDE MINIMUM OF 3)

Goal	Objective / Target	Method to measure goals/objectives
Expand membership	62 members by 2027	Membership list
More night patrols	A patrol every night of the month	Monthly Schedules
Provide more awareness to residents, provide safety services where requested, collaborate more with local RCMP		

By submitting this application to the Town of Nanton we the undersigned,

- a) Understand that the request may not be eligible for financial support from the Town of Nanton, based on Council's Strategic Goals.
- b) Acknowledge that the Town of Nanton reserves the right to amend or rescind its approved investment if the project is not completed, the evaluation report is not submitted or lacks sufficient detail or the program was materially different than represented in this application.
- c) Agree to notify the Town of Nanton in writing for further approval if there are changes to the application.

Project Manager: Victor Czop

Signature: 

Please send completed forms to finance@nanton.ca, mail or drop off at the Town Office Box 609, 1907 21 Avenue, Nanton T0L 1R0. Attention: Clayton Gillespie

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act, Section 33 (c), for the purpose the promotional funding project and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the FOIP Co-ordinator at the Town of Nanton Administrative Office, 1907 – 21 Avenue, Box 609, Nanton, Alberta, T0L 1R0 (403) 646-2029.



Nanton Citizens on Patrol

PO Box 43

Nanton, Alberta T0L 1R0

Email: nantoncitizensonpatrol@gmail.com

December 1, 2024

To Our Supporters

2025 Business Support Initiative

As we go forward with discussions with Nanton business owners on supporting the continuous operation of Nanton Citizens on Patrol, we firmly believe you have the right to know, "Where are the funds going"

As a member for over 8 years, the income levels have changed very little on a per year basis. Our only source of income comes from providing security at the Bomber Museum overnight when they have an event on or if the Grads have their event there. We have in the last 2 years as well and again this fall, a "Pick Up of Branches for a Donation" event. A member will provide 2 trucks and trailers and will tour every back alley and pick up dead branches, in exchange for any level of donation from the resident. This provides an extra 600-700.00 dollars a year for our group. Income in each of the last 2 years has been approx 1800-2000.00 dollars

Going forward in 2025, as we expand our role, back to the Patrols of "Nanton and Area" as that was what the original mandate calls for. Basically, the more Funds we can obtain, the more we can do. Here is a projected plan we have in 2024 and costs:

Annual Costs Per Year

Cash on Hand as of December 1, 2024 of \$3377.00

Projected 2025 Budget

- Insurance: 200.00
- Alberta Citizens on Patrol membership: 50.00
- Office Supplies: 150.00
- Safety Jackets for Farmer's Market Crossing 800.00
- Marketing, Membership drive and Advertising: 400.00
- 2 N.C.O.P Sandwich Board signs: 400.00
- Events: RCMP Open Houses etc 300.00
- Attendance at C.O.P Workshop-Convention 400.00.
- Kozy Korner rental and meeting costs of 6 times a year: 960.00
- Balance of N.C.O.P Sign initiative: 41 more signs: 1558.00

Projected Budget to meet these goals in 2025: \$4668.00

Budget shortfall to meet goals: \$ 1291.00

On these yearly costs, it is all a budget driven process and lack of funds dictates where priority spending is.

2024

What we did in year 2024

- Cost of Identifying Magnetic door signs 20@22.00 440.00
- Laminated Membership Join to Volunteer signs. 120.00

- *Third year of donating Solar Motion Lights for Back yards. We are working with the Realtors in Nanton on giving us the names each month of who they have sold a home to, we meet the new residents, present them with one of these light units and at that time, it gives us the opportunity to tell them about us, what we do and possibly have them join the rest of the volunteers.*

We were successful with a grant application with the Town of Nanton for 1,000.00 to help fund this

- *Wall -Fence Sign initiative: We will be providing a 11"x14" signs*
- *Some may request 2 of them, to be installed on the fence or building.*
- *As well ones will be added to residential fences where homeowner agrees in back allies. If we prevent anything happening, in a neighbourhood, it will be worthwhile.*
- *As we go forward with this program on the rural part, where requested, signs for the acreage, farm or ranch driveway.*
- *Our initial idea is that 100 of these sign to be made and dispersed. Costs of 38.00.00 each, makes this a worthwhile program for 3800.00.*
- *The regular patrols members have been doing within Town limits; of course have fuel costs, members have never received and funds for that expense. As we move the patrols doing more rural (3 to 4 mile radius of Nanton) member expense becomes a factor. On a budget, we anticipate a cost of fuel to do there in the range of 800.00 to 1,100.00 per year. After a full year of consistent stats, we will know clearer costs.*
- *We collect all the information on kms travelled and hours reported for our records and are submitted to the Provincial Association*
- *In 2024:*
 - *6313 Kms on patrols*
 - *283 hours on patrols*
 - *169 Hours volunteered for Farmer's Market crossing*
 - *5601 + were helped to cross the Highway 2 locations*
 - *82 volunteer hours to keep Nanton Museum Bomber monitored over night*
 - *248 Administration and meeting hours*
- *We of course have small financial hurdles to overcome but are of minor nature.*

We thank all of you considering what this group does for Nanton and area

VR Czop

*Representing Nanton Citizens on Patrol,
President, Victor Czop
Direct Phone contact: 403-603-8907*



Town of Nanton
Support Grant Funding Request Form

SUBMISSION DATE:

01 21 2025
MM DD YYYY

Thank you for considering the Town of Nanton as a partner for your project or event. In addition to your written request, the following information must be provided in order for the request to be considered.

Please allow sufficient time between the submission date and the project start date for your application to be reviewed.

1. PROJECT NAME: lift access to Basement

Contact Name: ALDO RAFFIN - Dorothy Kent

Organization: Kozy Korner Senior Center

Address: 2211 - 205E

Town: NANTON AB

Postal Code: T0K 1R0

Phone #/Email.: ALDO - 652-6290 Dorothy - 601-6731
Kozy Korner 2211@gmail.com

2. PROJECT START DATE: _____ PROJECT END DATE: _____

3. DESCRIPTION:

a) DESCRIPTION OF PROJECT – PURPOSE, TOTAL COST, INTENDED AUDIENCE:

to provide risk safety access to our basement which all levels of members mobility can use to enjoy a game of pool or access our exercise equipment or board meetings

b) OTHER PARTNERS – WHAT OTHER FUNDING CHANNELS ARE YOU PURSUING (IF NOT, WHY):

(Attach additional pages if required)

We are also applying for a Community Foundation Priority Grant.

c) **BENEFIT OR IMPACT TO THE COMMUNITY:** Some people have limited mobility skills to access the lower level and have not become members partially due to this. Our membership is aging which makes it difficult to use the stairs safely. Recently we've had a member fall partway down stairs!

e) **PROVIDE MOST CURRENT FINANCIAL STATEMENTS AND CURRENT YEAR'S BUDGET:**

(Please attach documentation to this request)

f) **PLEASE DESCRIBE HOW THIS GRANT WILL BE ACKNOWLEDGED IN THE COMMUNITY BY THE GROUP.** We would love to announce to all our members and the community at large through media and our newsletters that we now have a risk safety access to all areas of our center. We would have a plaque made listing all partners this project was made possible by.

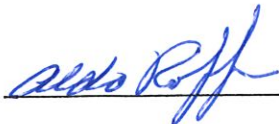
4. OBJECTIVES & PERFORMANCE MEASURES (PROVIDE MINIMUM OF 3)

Goal	Objective / Target	Method to measure goals/objectives
to gain access by ALL members to our lower level.	① to provide safe access to all levels of mobility	hope to begin construction ASAP grant money hopefully fundraising
	② increase membership	
	③ bring building into compliance standards	

By submitting this application to the Town of Nanton we the undersigned,

- a) Understand that the request may not be eligible for financial support from the Town of Nanton, based on Council's Strategic Goals.
- b) Acknowledge that the Town of Nanton reserves the right to amend or rescind its approved investment if the project is not completed, the evaluation report is not submitted or lacks sufficient detail or the program was materially different than represented in this application.
- c) Agree to notify the Town of Nanton in writing for further approval if there are changes to the application.

Project Manager: ALDO RAFFIN

Signature: 

Please send completed forms to finance@nanton.ca, mail or drop off at the Town Office Box 609, 1907 21 Avenue, Nanton T0L 1R0. Attention: Clayton Gillespie

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act, Section 33 (c), for the purpose the promotional funding project and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the FOIP Co-ordinator at the Town of Nanton Administrative Office, 1907 - 21 Avenue, Box 609, Nanton, Alberta, T0L 1R0 (403) 646-2029.

TOWN and COUNTRY KOSY KORNER - BUDGET - Nov 1/24 to Oct 31/25

REVENUE

Membership	\$4,200.00
Key Deposit fee	\$200.00
Interest Revenue	\$4,250.00
Ticket Sales (Dinners)	\$3,500.00
Rental fee	\$4,000.00
Rental - Damage Deposit	\$750.00
Coffee Donations	\$3,500.00
Games	\$1,200.00
Weekly Coffee Invitational	\$1,250.00
Senior's Exercise	\$2,800.00
Pop Machine	\$100.00
Donations	\$300.00
Miscellaneous Sales	<u>\$300.00</u>
TOTAL REVENUE	\$26,350.00

EXPENSES

Purchases: Coffee, Water	\$750.00
Condiments	\$160.00
Cleaning Supplies	\$50.00
Kitchen/Bath Supplies	\$500.00
Dinner	\$600.00
Décor	\$150.00
Equipment	\$350.00
Pop Machine	\$200.00
Bookkeeping Audit	\$200.00
Insurance (Liab & Contents)	\$1,800.00
Board Expenses	\$600.00
Licences	\$50.00
Office Supplies	\$500.00
Entertainment - Caterers	\$3,500.00
Entertainment - Music	\$600.00
Damage Deposit Return	\$750.00
Repair/Maitenance: Janitor	\$7,450.00
Supplies	\$200.00
Building	\$10,000.00
Telephone	\$200.00
Internet	\$600.00
Utilities - Power/Heat	\$6,800.00
Bank charges	<u>\$10.00</u>
TOTAL EXPENSES	\$36,020.00
PROFIT/Loss	-\$9,670.00

**Town and Country Kosy Korner
Income Statement 2023-11-01 to 2024-10-31**

REVENUE

Sales Revenue

Membership		4,650.00
Key deposit		220.00
Rental		4,400.00
Damage Deposit		675.00
Games - Pool	691.00	
Exercise Coffee	135.00	
Games - Bingo	238.00	
Coffee	3,178.15	
Weekly Coffee	1,121.22	
Senior's Exercise	2,738.55	
Games - Shuffleboard	308.00	
Total Games		8,409.92
Pop Machine (Revenue)		26.90
Sales		373.00
Net Sales		<u>18,754.82</u>

Other Revenue

Donations		13,385.45
Ticket Sales - Dinners		2,715.00
Ticket Sales - AGM luncheon		205.00
Interest Revenue		4,235.76
Miscellaneous Revenue		5.00
Total Other Revenue		<u>20,546.21</u>

TOTAL REVENUE 39,301.03

EXPENSE

Cost of Goods Sold

Pop Machine expenses		153.61
Purchases - Coffee	286.65	
Purchases - Water	313.97	
Purchases - Condiments	151.82	
Purchases - Cleaning Supplies	43.15	
Purchases - Kitchen/Bath Supplies	404.00	
Purchases - Dinner Supplies	655.96	
Purchases - Equipment	50.40	
Purchases - Decor	<u>527.74</u>	
Total Purchases		<u>2,433.69</u>
Total Cost of Goods Sold		<u>2,587.30</u>

General & Administrative Expenses

Accounting & Legal & Audit		200.00
Board Expenses		521.49
Entertainment-Caterers	2,892.50	
Entertainment - Music	<u>1,004.25</u>	
Total Entertainment		3,896.75
Licences		25.00
Damage deposit RETURN		675.00
Insurance		1,781.00
Bank Charges		6.50
Office Supplies		1,614.23
Repair & Maintenance- Janitor	7,434.00	
R. & M. - Supplies	152.50	
R & M - Building	<u>10,974.81</u>	
Total R & M		18,561.31
Telephone	195.62	
Internet	577.50	
Amazon Prime	<u>10.49</u>	
Total Internet etc.		783.61
Utilities - Power/Heat	<u>6,761.48</u>	
Total Utilities		<u>6,761.48</u>
Total General & Admin. Expenses		<u>34,826.37</u>
TOTAL EXPENSE		<u>37,413.67</u>
NET INCOME		<u><u>1,887.36</u></u>

**Town and Country Kosy Korner
Balance Sheet As at 2024-10-31**

ASSET

Current Assets

cash on Hand	200.00	
ATB Savings Bank Account	21,140.14	
A T B Financial	25,124.58	
Credit Union Bingo	35.00	
Credit Union casino acct	3,330.09	
Credit Union Savings Account	30,925.54	
Connect First - Common Shares	13,393.49	
Servus Credit Union -Common Shares	5.00	
Total Cash		<u>94,153.84</u>
Investments - C.U. GIC	10,132.60	
Investments - C.U. GIC	7,559.88	
Investment - ATB GIC	21,082.96	
Investments - Total		<u>38,775.44</u>
Total Current Assets		<u>132,929.28</u>

TOTAL ASSET 132,929.28

LIABILITY

Current Liabilities

prepaid Membership fee	2,760.00
Total Current Liabilities	<u>2,760.00</u>

TOTAL LIABILITY 2,760.00

EQUITY

Owners Equity

Retained Earnings - Previous Year	128,281.92
Current Earnings	1,887.36
Total Owners Equity	<u>130,169.28</u>

TOTAL EQUITY 130,169.28

LIABILITIES AND EQUITY 132,929.28

January 14, 2025
Kozy Korner
2211 20th Street
Nanton AB
Kozykorner2211@gmail.com

REVISION



Attention Lisa 403.805.0240

We are pleased to present the following code compliant accessibility lift options:

Garaventa Xpress II inclined platform lift – B355 code Compliant

Features include:

- Lift capable of transporting an individual or an individual and their wheelchair
- 800mm x 1050mm or 1250mm platform
- 550lb capacity
- Direct mount application with supports by others
- Power folding platform and safety arms -constant pressure
- Large illuminate platform buttons using constant pressure controls
- Rack and Pinion drive utilizing a 0.75 HP motor
- Silver moon aluminum rail system
- Overspeed sensor and lock
- In hanger alarm
- 2 keyed **wireless call** stations
- Emergency manual lowering
- **Bi-directional pressure sensitive ramps** with under platform sensor
- AEDARSA registration, and initial inspection
- 2 year parts and 90 days labour warranty

The following options are included:

- ✓ **Handrail incorporated into rail system (code)**
- ✓ **Auto-fold with buzzer (potential fire marshal requirement)**
- ✓ **Vandal resistant solenoid lock (recommended)**
- ✓ **Code required lockable fused disconnect (code)**



UpperCut Elevators and Lifts will provide and install this lift for **\$31,630.00.**

Additional Options

- Tower mount application

\$,1245.00

G. & J.D. CONSTRUCTION LTD.
 GENERAL CONTRACTING - CRIBBING & FRAMING
 COMPLETE CONCRETE SERVICE - ALL TYPES OF BOBCAT SERVICE

BOX 730 - NANTON, ALBERTA -T0L 1R0

PHONE 646-2238

Cell 403 652-0695

ESTIMATE

RE:

TO:

Town of Nanton

Kozy Korner

Lower level Renovation

NO

2025-01-20

DATE

January 20, 2025

ITEM	DESCRIPTION	PRICE
	ESTIMATE INCLUDES	
	GENERAL CONTRACTOR OR RESPONSIBLE AND COMPETENT SUB TRADE ENGAGED BY CONTRACTOR SHALL SUPPLY ALL NECESSARY LABOUR AND MATERIALS AS NOTED	
New Lower Level Stair Foyer West Stair Location	Selective demolition of Lower stair Door Frame New Foyer as required Re use existing Door Repairs to affected Ceiling Drywall to new walls and repairs to selective demolition Site cleanup and Garbage Removal Labour And Materials for Above listed items	\$5,250.00
Note:	Electrical and Painting By others as per discussion	
	Labor and Materials as per scope of work	
Note :	If existing door is not 3' it will not meet code requirements	
	SUB TOTAL	\$ 5,250.00
	G.S.T.	\$ 262.50
	TOTAL	\$ 5,512.50



2025 - FCSS Budget for the Nanton Quality of Life Foundation

FCSS Income

Town of Nanton	\$15,336.68	
Province of Alberta (FCSS)	\$61,346.73	
MD of Ranchland No. 66	\$3,712.00	
<u>MD of Willow Creek No. 26</u>	<u>\$49,139.11</u>	
Total Income:		<u>129,534.00</u>

Other Income

In-Home Assistance/User Fees	\$4,000	
Total Other:		<u>\$4,000</u>

Total FCSS Income **\$133,534.00**

Expenses

Administration (10% of Income)

Board Expenses	\$600.00
Copier Lease	\$1,360.00
Facility Supplies	\$1,500.00
Insurance	\$3,700.00
Membership Fees	\$600.00
Office Supplies	\$1,500.00
Repairs/Mtc	\$100.00
Security System	\$374.00
Telephone/Internet	\$2,820.00
Quickbooks	\$800.00
	<u>\$13,354.00</u>

Program Expenses

Salaries/Payroll Expenses (1 Full/3 Part/1 Casual)	\$108,000.00
Printing	\$1,500.00
Advertising	\$600.00
Conferences/Courses	\$1,000.00
Fuel/Mileage	\$1,500.00
Facilitators	\$1,500.00
Program Supplies	\$2,000.00
WCB (Volunteers, Staff)	\$1,800.00
Accounting/Professional Services	\$2,500.00
Digital Technology	\$1,000.00
Total	<u>\$121,400.00</u>

2024 (Program Expense Distribution

In Home Assistance	\$5,500.00
Collaborative Learning/Workshops	\$12,000.00
Child/Youth/Family Programs	\$10,000.00
Senior Programming	\$15,000.00
Newsletter/Website/Outreach	\$4,400.00
Community Celebrations	\$10,000.00
Community Development	\$9,000.00
Information/Referral Services	\$35,000.00
Volunteer Coordination	\$11,000.00
Professional Development	\$2,000.00
Income Tax Program	\$5,500.00
Volunteer Appreciation	\$2,000.00

\$121,400.00

Total FCSS Expenses **\$133,534.00**



NANTON THELMA FANNING LIBRARY

1907 21 AVE - P.O. BOX 310

NANTON AB T0L 1R0

Clayton Gillespie - Director of Corporate Services

Town of Nanton

1907 - 21 Ave P.O. Box 609

Nanton AB T0L 1R0

October 10, 2024

The 2025 Budget request for Nanton Thelma Fanning Library is attached with this letter. We are requesting a slight increase in the grant from the Town, to offset the increase in cost of living, the Library's grant has remained static since 2020.

Please present this budget and letter to Town Council for their analysis and approval.

Thank you.

Amanda Bustard – Chairman

Nanton Thelma Fanning Library

Gloria McGowan – Library Manager

Nanton Thelma Fanning Library

**TOWN OF NANTON LIBRARY BOARD
2025 BUDGET REQUEST**

2025		2024 BUDGET		2023 ACTUALS	
REVENUE		REVENUE		REVENUE	
Grants		Grants		Grants	
Town of Nanton	\$52,500.00	Town of Nanton	\$45,000.00	Town of Nanton	\$45,000.00
Province of Alberta	\$21,214.00	Province of Alberta	\$16,750.00	Province of Alberta	\$21,214.00
MD of Willow Creek	\$10,732.00	MD of Willow Creek	\$10,732.00	MD of Willow Creek	\$10,732.00
MD of WC Library Brd	\$5,000.00	MD of WC Library Board	\$5,000.00	MD of WC Library Brd	\$6,255.00
MD of Ranchlands	\$190.00	MD of Ranchlands	\$212.05	MD of Ranchland	\$188.89
Donations	\$3,500.00	Donations	\$5,000.00	Donations	\$6,898.15
Membership Fees	\$4,000.00	Membership Fees	\$4,000.00	Membership Fees	\$4,800.10
Membership Fines	\$300.00	Membership Fines	\$200.00	Membership Fines	\$462.05
Service Revenue	\$1,500.00	Service Revenue	\$1,500.00	Service Revenue	\$1,303.66
Book Sales / Fundraising	\$300.00	Book Sales / Fundraising	\$300.00	Book Sales / Fundraising	\$527.10
Interest Earned	\$700.00	Interest Earned	\$750.00	Interest Earned	\$16.69
Reimbursements - Town of Nanton	\$3,500.00	Reimbursements - Town of Nanton	\$3,500.00	Reimbursements - Town of Nanton	\$3,500.00
Recovered Expense (GST)	\$0.00	Recovered Expense (GST)	\$200.00	Recovered Expense	\$142.80
Program Grant	\$0.00	Technology Reserve	\$5,000.00	Program Grant	\$0.00
TOTAL OPERATING REVENUE	\$103,436.00	TOTAL OPERATING REVENUE	\$98,144.05	TOTAL OPERATING REVENUE	\$101,040.44
EXPENSES		EXPENSES		EXPENSES	
Staff		Staff		Staff	
Salaries and Wages	\$72,000.00	Salaries and Wages	\$68,000.00	Salaries and Wages	\$64,891.19
CPP and EI Expense	\$3,000.00	CPP and EI Expense	\$2,500.00	CPP and EI Expense	\$1,837.27
Course or Conference Fees	\$250.00	Course or Conference Fees	\$500.00	Course or Conference Fees	\$99.75
Travel and Hospitality	\$1,500.00	Travel and Hospitality	\$1,500.00	Travel and Hospitality	\$424.90
W.C.B. - Alberta	\$250.00	W.C.B. - Alberta	\$250.00	W.C.B. - Alberta	\$229.23
Total Staff Expense	\$77,000.00	Total Staff Expense	\$72,750.00	Total Staff Expense	\$67,482.34
Library Resources		Library Resources		Library Resources	
Books	\$1,500.00	Books	\$1,500.00	Books	\$502.62
Periodicals and Newspapers	\$100.00	Periodicals and Newspapers	\$200.00	Periodicals and Newspapers	\$60.00
Total Library Resources	\$1,600.00	Total Library Resources	\$1,700.00	Total Library Resources	\$562.62
Administration		Administration		Administration	
Year-End Accounting Fee	\$1,100.00	Year-End Accounting Fee	\$1,100.00	Year-End Accounting Fee	\$992.25
Board Expenses	\$500.00	Board Expenses	\$1,000.00	Board Expenses	\$1,895.47
Equipment Rental & Mtce.	\$2,000.00	Equipment Rental & Mtce.	\$2,000.00	Equipment Rental & Mtce.	\$1,658.00
Bank Charges	\$75.00	Bank Charges	\$75.00	Bank Charges	\$26.67
Library Supplies	\$1,000.00	Library Supplies	\$1,000.00	Library Supplies	\$877.34
Advertising	\$50.00	Advertising	\$50.00	Advertising	\$0.00
Program Expense	\$1,000.00	Program Expense	\$500.00	Program Expense	\$257.07
Stationery & Copier Supplies	\$1,300.00	Stationery & Copier Supplies	\$1,200.00	Stationery & Copier Supplies	\$726.91
Telephone	\$250.00	Telephone	\$200.00	Telephone	\$220.50
Postage and Delivery	\$100.00	Postage and Delivery	\$100.00	Postage and Delivery	\$48.30
Donation	\$50.00	donation	\$50.00	Donation	\$50.00
Technology - Sofare/Licences	\$800.00				
Total Administration Expense	\$8,225.00	Total Administration Expense	\$7,275.00	Total Administration Expense	\$6,752.51
Building Costs		Building Costs		Building Costs	
Janitorial Service	\$3,500.00	Janitorial Service	\$3,500.00	Janitorial Service	\$3,500.04
Cleaning Supplies	\$500.00	Cleaning Supplies	\$500.00	Cleaning Supplies	\$118.60
Repairs/Maintenance/Labour	\$400.00	Repairs/Maintenance/Labour	\$400.00	Repairs/Maintenance/Labour	\$40.00
COVID Materials/Supplies	\$0.00	COVID Materials/Supplies	\$0.00	COVID Materials/Supplies	\$0.00
Total Building Expense	\$4,400.00	Total Building Expense	\$4,400.00	Total Building Expense	\$3,658.64
Transfer Payments		Transfer Payments		Transfer Payments	
C.A.R.L.S. Membership Fee	\$8,100.00	C.A.R.L.S. Membership Fee	\$8,100.00	C.A.R.L.S. Membership Fee	\$7,814.74
Total Transfer Payments	\$8,100.00	Total Transfer Payments	\$8,100.00	Total Transfer Payments	\$7,814.74
TOTAL OPERATING EXPENDITURE	\$99,325.00	TOTAL OPERATING EXPENDITURE	\$94,225.00	TOTAL OPERATING EXPENDITURE	\$86,270.85
Capital Expenditures		Capital Expenditures		Capital Expenditures	
Furniture and Equipment	\$800.00	Capital Furniture	\$800.00	Furniture and Equipment	\$201.11
		Capital Technology	\$800.00	Technology	\$432.72
		Technology Upgrade Reserve	\$5,000.00	Technolgy Upgrade	\$314.96
TOTAL CAPITAL EXPENDITURE	\$800.00	TOTAL CAPITAL EXPENDITURE	\$6,600.00	TOTAL CAPITAL EXPENDITURE	\$948.79
TOTAL CASH DISBURSEMENTS	\$100,125.00	TOTAL CASH DISBURSEMENTS	\$100,825.00	TOTAL CASH DISBURSEMENTS	\$87,219.64
NET INCOME	\$3,311.00	NET INCOME	-\$2,680.95	NET INCOME	\$13,820.80



INFORMATION BRIEF

Meeting: February 3, 2025
 Agenda Item: 5.3

Firefighter recruitment and retention

BACKGROUND / IMPLICATIONS:

Recruitment and retention of volunteer firefighters has become increasingly difficult over the past number of years and late last year a resolution was passed by council to bring forward information on a tax incentive bylaw for firefighters. Traditionally, recruitment has been by word-of-mouth, open houses, and more recently social media / traditional media. The Town of Claresholm has recently passed a tax credit policy (copy attached) and details of the program are below. This is an option for Nanton.

Claresholm’s program offers up to a \$1000 tax rebate (municipal taxes only) to their volunteer firefighters who own & occupy a home in the Town. In addition, they offer up to a \$2000 tax rebate to businesses who employ a volunteer firefighter and allow them to respond to calls during working hours without loss of hourly pay. This would be a taxable benefit to the members, and there is no option to make it otherwise. The rebates are provided on a sliding scale as follows and with conditions as noted:

- Rebate **NOT** to be in excess of 75% of assessed municipal taxes
- Eligible **after** one (1) full year of service to the department
- Log **129** or more hours of service per year. Hours recognized for this incentive would be:
 - Responding to calls / events – 1 hour per hour attended
 - Training events and monthly apparatus checks – 0.5 hours per hour attended

Personal Tax Rebate

Hours of Service	Tax Rebate
129+	\$1000
100 – 128.99	\$750
75.0 – 99.99	\$500
50.0 – 74.99	\$250
< 50.0	\$0

Business Tax Rebate

Hours of Service	Tax Rebate
129+	\$2000
100 – 128.99	\$1750
75.0 – 99.99	\$1500
50.0 – 74.99	\$1250
<50.0	\$0

- Members enrolled in the 1001 professional firefighting training program would not have those training hours applied to their yearly service hours, as it currently has its own incentive program.
- The Property Tax Rebate is also be made available to businesses who own a building located within the corporate limits of the Town of Claresholm, and who employ a volunteer firefighter and allow them to respond to calls during business hours. The rebate program is also extend to volunteer firefighters who are self-employed business owners in the Town of Claresholm, provided they meet the above requirements.

So, as mentioned the Town of Nanton could also implement a program similar to this (we could modify it to suit our needs). It should be noted, the program is only available to members that live in the community so if there is a member who lives outside of the corporate limits, they would be ineligible. It is difficult to say if implementing something like this would make a big difference. As it is so new in Claresholm they don't have data on the interest it's generated. They noted that Coaldale and Picture Butte have done something similar and there's been a lot of interest in those two communities.

Obviously there is a cost to a program like this though and we would need to determine how to fund it. The Town of Claresholm's solution is to reduce the transfer to its fire reserves up to a maximum amount. The other option would be that the dollars required would be absorbed by the rest of the tax base. In terms of the cost, that is very much an unknown – our best guess would be \$7500-10,000 annually but it's certainly possible the cost could be more or less. Looking back at 2024, only about half of the volunteers had more than 129 hours.

A second option and more straightforward one is to simply increase the hourly rate paid to firefighters. We've recently learned that there will likely be a push to increase the rates across all the communities in the MD of Willow Creek to ensure they are all the same. It's been a while since rates were increased and so this would probably be a good thing. Volunteer firefighters do already receive a \$1000 federal tax exemption.

Maintaining the status quo is also always an option – more volunteers are always welcome and we'll continue to try and recruit but the fire department has done a really good job with the members they have. As we've shown there is an option available that may work, but for now we're seeking feedback from council on the idea and if it's worth having administration go back and draft an actual policy for further council consideration.


Fire Chief comments: Giving tax breaks is not a good way to entice people to join. In the end it costs the residents as that money needs to come from somewhere. I would prefer talking to the business community and incentivizing them to allow their employees to respond to daytime calls. That's where the shortage is. There are ways to promote businesses that don't cost the town tax revenue. Things like business spotlights or advertising in the arena to name a couple.

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: January 29, 2025

APPROVED BY: Neil Smith, Chief Administrative Officer:



		Volunteer Firefighter Tax Credit		Policy #5.X.X.XX	
Department Owner:		Finance; Taxation			
Policy Applies To:		Eligible Firefighter Property Taxpayers			
Date Created:		Oct 7, 2024	Date Approved By Council:		
Version #:		1.0	Resolution #:		
Last Review Date:			Policy(ies) Replaced/Rescinded:		N/A

Intent:

- 1.1** To acknowledge the benefit of maintaining a volunteer fire department in the community which provides significant tax-savings to the ratepayers in the Town of Claresholm.
- 1.2** To recognize the time commitment required of volunteer firefighters to respond to and prepare for emergencies.
- 1.3** To recognize the contribution of local businesses that employ volunteer firefighters and allow them to respond to emergencies during their business hours.
- 1.4** To aid in the recruitment and retention of volunteer firefighters to ensure a sustainable volunteer model for Town of Claresholm Fire Department.

Policy:

- 2.1.** In accordance with section 347(1) Cancellation, reduction, refund or deferral of taxes, of the Municipal Government Act;
 “If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions: (a) cancel or reduce tax arrears; (b) cancel or refund all or part of a tax; (c) defer the collection of a tax.”
- 2.2.** Therefore, Claresholm Town Council shall implement a reduction in the **municipal** property taxes for volunteer firefighters and local businesses that employ volunteer firefighters subject to the conditions of this policy.
- 2.3.** A Residential Tax Credit of up to \$1000.00 will be available to volunteer firefighters who are active and in good standing with Town of Claresholm Fire Department. To be eligible for the residential tax credit, firefighters must own their home in the Town of Claresholm and meet the requirements as outlined below.
- 2.4.** The Residential Tax Credit can only be applied to the primary place of residence and cannot be split or transferred and cannot exceed 75% of the assessed municipal portion of taxes.
- 2.5.** A Business Tax Credit option of up to \$2000.00 will be available to business owners that employ volunteer firefighters and allow the firefighters to respond to emergencies during their

business hours. To be eligible for the business tax credit, a business must have a physical asset (building or land) within the Town of Claresholm *and* employ volunteer firefighters that are allowed to respond to emergencies during business hours as per the requirements below. Those respective firefighters are required to maintain current employer information to allow for administration to properly assess the Business Tax Credit option.

2.6 The Residential Tax Credit and Business Tax Credit will **not** be applied to a tax roll that has outstanding (arrears) taxes

2.7 Each year the Fire Chief shall make available to council for approval, a list of eligible tax-roll numbers for tax refund based upon this policy.

DRAFT

Guidelines:

Any request for cancellation or refund of taxes are to be made as a formal request, in writing, to Council.

Upon determination by Council that a cancellation or refund of taxes is in order, the amount of the cancellation or refund shall be recorded by motion of Council.

Only the general **Municipal** portion of the taxes shall be cancelled or refunded and not taxes charged for requisitions to other bodies nor local improvement taxes that are levied by separate bylaw.

- Eligible **after** one (1) full year of service to the department
- Program to start January 1, 2025, to eligible members who completed service in 2024
- Log **129** or more hours of service per year. Hours recognized for this incentive would include:
 - Responding to emergency calls / events – 1 hour per hour attended
 - Scheduled bi-weekly training events and monthly apparatus checks – 0.5 hours per hour attended

Personal Tax Rebate

Hours of Service	Tax Rebate
129+	\$1000
100 – 128.99	\$750
75.0 – 99.99	\$500
50.0 – 74.99	\$250
< 50.0	\$0

Business Tax Rebate

Hours of Service	Tax Rebate
129+	\$2000
100 – 128.99	\$1750
75.0 – 99.99	\$1500
50.0 – 74.99	\$1250
<50.0	\$0

- Members enrolled in the 1001 professional firefighting training program would **not** have those training hours applied to their yearly service hours, as it currently has its own incentive program.



REQUEST FOR DECISION

Meeting: February 3, 2025
Agenda Item: 5.4

Nanton Municipal Library Board Appointment

PURPOSE:

To appoint a new Member to the Town of Nanton Municipal Library Board.

BACKGROUND / IMPLICATIONS:

On January 28, 2025, the Town of Nanton received correspondence from the Manager of the Library, Gloria McGowan, informing the town that at the Library Board meeting held on January 8, 2025, Dorothy Kent was selected as a new board member.

As per the Libraries Act, Part 1, municipal library boards are required to consist of a minimum of 5 and a maximum of 10 members, all of whom must be appointed by the Council.

The recommended expiry date for Dorothy Kent's appointment is January 2027; however, in order to align her appointment expiry with the other members of the Nanton Municipal Library Board, it is requested that her term expiry be set for October 31, 2027. This is also consistent with the organizational meetings of the Town of Nanton ensuring consistency and ease of management for the Library Board and the Town of Nanton.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that Council appoint Dorothy Kent to the Nanton Municipal Library Board, effective immediately, with a term expiry date of October 31, 2027.

DECISION OPTIONS:

- #1 – Move to appoint Dorothy Kent to the Town of Nanton Library Board, effective immediately, with a term expiry date of October 31, 2027.
- #2 – No alternate recommendation

Financial (GL# / Amount) : N/A

Communications/PR: Forward appointment correspondence to Nanton Municipal Library Board

Applicable Legislation: Alberta Libraries Act, RSA 2000, Chapter L-11

Attachments: Correspondence of Request and summary of appointments

Prepared By: Sara-Lynn Lyons

Date: January 29, 2025

APPROVED BY: Neil Smith, Chief Administrative Officer

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





NANTON THELMA FANNING LIBRARY

1907 21 AVE - P.O. BOX 310

NANTON AB – T0L 1R0

January 28, 2025

This is to inform that Dorothy Kent has applied to join the Nanton Thelma Fanning Library Board. Dorothy will take on a two-year term, commencing January 2025.

She was accepted unanimously by the Board at the Library Board meeting, January 8 2025.

Your truly,

Amanda Bustard, Board Chair

Gloria McGowan, Library Manager

Town of Nanton Library Board –

Summary of Council Appointments

Board Member	Library Expiry	Current Term ends	# Terms Served	Res#
Oscar Anderson	Jan 31/26	Oct 31/26	2 nd	249 – 22/08/15
Amanda Bustard	Nov 30/27	Oct 31/26	2 nd	249 – 22/08/15
Ellen Vandeven	Nov 30/25	Oct 31/25	1 st	4 – 24/01/08
Dave Mitchell – Councillor		Oct 31/25	n/a	267– 24/10/21

RESOLUTION # 249 - 22/08/15 - Mitchell

Moved to appoint the following Members to the Town of Nanton Library Board for the specified terms:

Adrienne Parsons	Term expiry date: October 31, 2022
Faye Knudson	Term expiry date: October 31, 2023
Oscar Anderson	Term expiry date: October 31, 2023
Allison North	Term expiry date: October 31, 2022
Marie Schooten	Term expiry date: October 31, 2023
Amanda Bustard	Term expiry date: October 31, 2023
Dave Mitchell	Term expiry date: October 31, 2022 (Council representative)

CARRIED

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

RESOLUTION # 4 – 24/01/08 - Czop

Moved to appoint Ellen Vandeven to the Town of Nanton Library Board, effective immediately, with the term expiry date of October 31, 2025. CARRIED

RESOLUTION # 40 – 24/02/05 - Mitchell

Moved to re-appoint Amanda Bustard and Oscar Anderson to the Town of Nanton Library Board, effective immediately, with the term expiry date of October 31, 2026. CARRIED



INFORMATION BRIEF

Meeting: February 3, 2025
Agenda Item: 5.6

Willow Creek Firefighter Foundation Equipment Purchase

Purpose:

To inform the Council that the Willow Creek Firefighters Association has purchased life-saving equipment and is donating it to the Town of Nanton.

Background:

The Willow Creek Firefighters Foundation (WCFFF) is the charitable non-profit organization that was formed to raise funds for the Nanton Fire Department. This group is formed by members of the fire department and is open to the public and has been raising funds for over 50 years. Starting out as the Mosquito Creek Firefighters Society, the Foundation was associated to allow the group to issue tax receipts, hold raffles and apply for casinos. These fund-raising efforts were started when one of our own was involved in a serious motor vehicle collision. The only Fire Department in the area that had the equipment to rescue the trapped individual was Calgary and since then there has been an incredible amount of money raised to serve the people from Nanton and surrounding area and those passing through. The Nanton Fire Departments first rescue van and the equipment needed was purchased through the tireless efforts of volunteers and that tradition continues today. In fact, the Willow Creek Firefighters Foundation just finished another volunteer assignment at Ace Casino and those funds will help to purchase more equipment to donate to the Town of Nanton. This helps offset the tax burden on the citizens of Nanton.

At a recent WCFFF meeting it was decided by the membership to purchase and donate a MSA Rapid Intervention Supplemental Air Supply Pack (RIT/SAS Pack). This vital piece of equipment is used to provide air to downed firefighters or provide a mask and air to a patient that is found while fighting structure fires. With the recent upgrade to our breathing apparatus, it was further determined that we needed to upgrade our RIT pack as well. The system comes complete with a new mask, 60-minute air tank, regulators and hoses and a carrying case designed to withstand the stress of firefighting. The total donation amount is \$8878.80, and we will continue our work to provide more tools and equipment as needs are identified.

Prepared By: John Dozeman, Fire Chief

CAO Comments:

Date Signed: _____

Update Happy New Year!

JANUARY 2025



HIGHWOOD HUSTLE & HEART

On October 3, 2024, we hosted our bi-annual Highwood Hustle & Heart event at the stunning Eau Claire Distillery. It was a wonderful evening dedicated to celebrating our amazing clients and looking back on a fantastic year at Community Futures Highwood. The night featured great company, a delicious charcuterie spread, and the perfect opportunity to connect with our vibrant business community.

You can read more about the [2024 Highwood Hustle & Heart here.](#)



WELCOME ARDIS!

We are thrilled to welcome Ardis Agustsdottir to the Community Futures Highwood team! Ardis joined us in August 2024 as our Community Economic Development Coordinator and is an incredible addition to our office.

She draws on a rich background in administrative support, project management, and customer service to drive impactful initiatives that support local economic growth.



COLLABORATIONS

SMALL BUSINESS WEEK



We partnered with the Okotoks Chamber on the Small Business Week Conference. Our team hosted 'Working ON vs In Your Business', a collaborative workshop that encouraged communication and problem solving between entrepreneurs.



STARTING A BUSINESS IN DIAMOND VALLEY

On National Entrepreneurs Day, we hosted "Starting a Business in Diamond Valley" in partnership with the Sheep River Library and the Diamond Valley Chamber of Commerce. This event featured a panel of seasoned entrepreneurs from the Diamond Valley area and was specifically tailored for new businesses and start-ups. Attendees had a unique opportunity to gain valuable insights and guidance from successful business owners who have firsthand experience with starting a business.

PROJECTS

DIGITAL SERVICE SQUAD PROGRAM

In September 2024, we wrapped up our Digital Service Squad (DSS) program, a dedicated initiative aimed at empowering local entrepreneurs with the digital tools and skills needed to thrive in today's market. Through this program, entrepreneurs received free access to personalized digital support, hands-on marketing training, and more.

The Digital Service Squad reached a remarkable milestone by serving a total of 178 individual businesses, offering each one valuable tools and knowledge to thrive in an increasingly digital marketplace. While the program has come to an end, its lasting impact on the local business ecosystem will continue to be felt for years to come.

Community Futures Highwood continues to offer ongoing digital marketing workshops as well as marketing plan support.

EXITNAVIGATOR

We're thrilled to announce that our grant application, in partnership with CF Lethbridge and CF Centre West, for the ExitNavigator project has been approved. The program will be launched on February 1st and rural entrepreneurs will have access to a professional business exit coach who will provide confidential, personalized one-on-one assistance, guiding them through each step of the exit planning and sales process. In addition workshops and planning books will be offered.

Given the high number of entrepreneurs wanting to retire, the resources this project provides will be an essential tool for those looking to exit smoothly and strategically.

COMMUNITY FUTURES LAUNCHPAD

A collaboration of 18 CF offices in Alberta, that is working on an online training platform specifically for CF clients. These courses will be available free of charge until March 31, 2026.

"Your Business - Your Plan" is now live, and 2 more courses are in active development: "Ignite Your Business" and "Talent & Teams".

UPCOMING EVENTS

BUILDING YOUR BRAND

We are excited to announce the launch of in-person workshops at the Community Futures office. Our upcoming January workshop, "Building Your Brand: Creating a Solid Strategy," will provide business owners with essential insights into developing cohesive and impactful brand identities, supported by strategic research and real-world examples from leading companies.

For registration information [you can visit our Eventbrite page here.](#)

Thank you for your ongoing support of our organization. If you have any questions please feel free to reach out to our [Executive Director.](#)





Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

Sara-Lynn Lyons

From: Minister of Energy and Minerals <Minister.Energy@gov.ab.ca>
Sent: Tuesday, January 28, 2025 1:58 PM
To: Sara-Lynn Lyons
Cc: Office of the Premier
Subject: RE: Ministry Response Request for Metallurgical Coal Mine at Grassy Mountain
ACCTS:00710031483

You don't often get email from minister.energy@gov.ab.ca. [Learn why this is important](#)

Thank you for your email regarding Northback Holdings Corporation's (Northback) applications to conduct test drilling on Grassy Mountain. As Minister of Energy and Minerals, I am pleased to respond on behalf of the Government of Alberta.

Government is tasked with overseeing responsible resource development for the benefit of all Albertans. We cannot comment on this matter, or any other matter, that is before the courts or other decision-making processes.

There are currently a small number of limited exploratory applications from Northback to conduct test drilling on Grassy Mountain. These applications are being reviewed by the independent quasi-judicial Alberta Energy Regulator Hearing Commission.

The test drilling is intended to provide information about the nature and type of coal on the mountain and it may support a future mining application, should Northback choose to submit such an application. The current test drilling application proposes to use water from the end pit lake from the un-reclaimed legacy coal mine on Grassy Mountain, and no application has been made to take water from any stream, creek, or river in the area. Should Northback choose to make a future application for a mine development, that decision will be made by Alberta Energy Regulator using established processes.

Alberta's government protects what is important to Albertans and they have let us know that we should protect our foothills and the rivers and streams that originate there —that is exactly what we are doing. We are protecting the Eastern Slopes and will continue to do so. Coal development activities in the area are limited on Category 2, 3 and 4 lands. Activities have never been allowed within Category 1.

Alberta's rigorous regulatory system set out in the 1976 Coal Development Policy remains in place. We have further introduced a rigorous Coal Industry Modernization Initiative (CIMI) which will prevent new open pit coal mines and mountain top removal mining in all the foothills. The CIMI will set new standards for what types of coal mines will be allowed and new tougher requirements of the mining techniques to be used to protect our waterways from selenium.

The Government of Alberta will not interfere with operating mines that are safely underway or put the hardworking Albertans who operate those sites out of work. Activities in active mines and applications related to advanced coal projects can continue, under the supervision and scrutiny of the Alberta Energy Regulator.

Modernizing Alberta's management of coal resources is a complex undertaking, and we recognize the strong interest from communities. We are committed to protecting our waters, protecting the foothills, and protecting taxpayers.

Thank you again for sharing your views on this important issue.

Sincerely,

Brian Jean, K.C., ECA

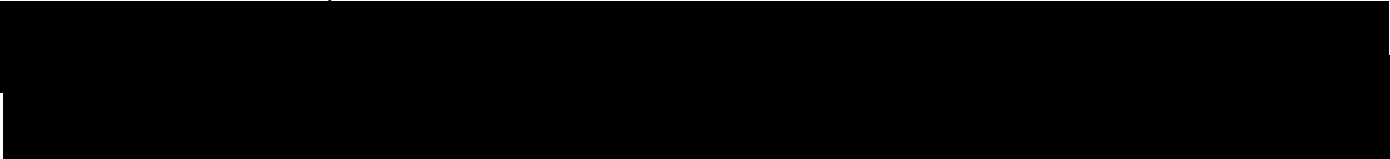
Minister

----- Original Message -----

From: Sara-Lynn Lyons ;

Received: Fri Dec 13 2024 11:16:02 GMT-0700 (Mountain Standard Time)

To: PREM.Premier M ;



CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good Morning,
Please see attached.
Kind Regards



Sara-Lynn Lyons
Legislative Services and Communications
Town of Nanton - nanton.ca
1.403.646.2029 ext. 105
communications@nanton.ca

CONFIDENTIALITY WARNING

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Please notify the sender immediately if you have received this e-mail in error. Any review or use of any kind other than by the intended recipient is strictly prohibited.