



# AGENDA

Monday, October 16, 2023, at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2<sup>nd</sup> Floor, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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### **1. CALL TO ORDER & ADOPTION OF AGENDA:**

### **2. PRESENTATIONS:**

- 2.1 Nanton Quality of Life Foundation, Lynne Cox – Understanding and Responding to the Challenges Faced by FCSS Programs

### **3. REPORTS:**

#### **3.1 CHIEF ADMINISTRATIVE OFFICER:**

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

#### **3.2 FINANCIAL:**

- 3.2.1 Accounts Payable Reports September 2023 – E
- 3.2.2 3<sup>rd</sup> Quarter Financial Variance - E

#### **3.3 DEPARTMENT:**

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager - E
- 3.3.3 Planning & Development Officer - E
- 3.3.4 Fire Chief - *On table*
- 3.3.5 Peace Officer - E

#### **3.4 COUNCIL:**

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

### **4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:**

#### **4.1 ADOPTION:**

- 4.1.1 Regular Minutes of Council Meeting October 2, 2023 - E

#### **4.2 BUSINESS ARISING FROM THE MINUTES:**

**5. NEW & UNFINISHED BUSINESS (Requests for Decision):**

- 5.1 ATCO and Fortis Alberta Franchise Fees – E
- 5.2 Review of Gopher Control policy (Res#219-23/09/05) – E
- 5.3 Proposed Municipal Digital Signage Policy - E

**6. CORRESPONDENCE:**

- 6.1 **FOR ACTION:** None
- 6.2 **FOR INFORMATION:**
  - 6.2.1 High River and District Hospital Foundation thanks for 2023 Donation - E

**7. CLOSED CONFIDENTIAL SESSION:**

**8. ADJOURNMENT:**



NANTON QUALITY OF LIFE FOUNDATION

“Proactively Supporting Our Community”

# Program Update & FCSS Advocacy

Lynne Cox  
Executive Director  
Nanton Quality of Life Foundation



# Recent Programming

## TriShaw Bike (July-October 2023)



- Over 50 rides/100 passengers – Monday-Thursday at the Silver Willow Lodge
- We now have 7 volunteer pilots (drivers) for our TriShaw bike – **How Awesome for Year One!**

## Community Programs

- Volunteer Appreciation Week
- Seniors Digital Literacy - 4 Workshops designed; Fraud Awareness, Online Banking, CRA/Service Canada, Hands On with a Technology Expert
- Seniors Social/Seniors Week
- Childrens Festival – Kidz Zone
- Nanton Parade – TriShaw Bike
- Youth/Senior Mentoring Craft Events
- Backpack Program





# Rural Mental Health Fair



# Fall/Winter Programming



## Workshops

The Nanton Quality of Life Foundation Presents:  
**Connecting to Our World – Safely**  
Improve your digital knowledge and fraud awareness.



Tuesday September 26, 2023, 1-3 pm  
at the Nanton Quality of Life Foundation office

Join our Digital Literacy Workshop for Seniors

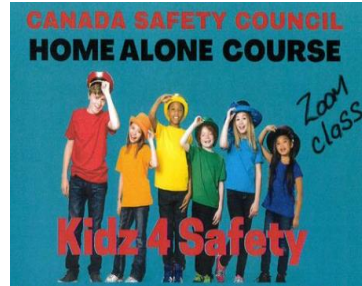
- Workshop topics:
1. Nanton RCMP presentation on fraud awareness
  2. Overview and best practices of:
    - Email
    - Social Media Platforms
    - Video calls
    - Online Entertainment

Please register by calling The Nanton Quilt  
There is a 20 person maximum. Devices &  
This is the first of 4 workshops in



## CULTURAL AWARENESS

## In Home Assistance



## Community Drum Circle



beat the winter blues



## Santa's Gone Loonie!



The Nanton Quality of Life Foundation Presents:  
Connecting to Our World – Safely  
Workshop #2:

Navigating your Smart Phone:  
Online Banking Basics



Thursday, October 26, 2023, 1-3 pm  
at the Nanton Quality of Life Foundation office

Join our Digital Literacy Workshop for Seniors

Workshop topics:

1. Overview of a Smart Phone
2. Safe Online Banking presented by: ConnectFirst Credit Union

Please register by calling The Nanton Quality of Life Foundation at 403-646-2435.

There is a 20 person maximum. Devices can be brought to this workshop.  
This is the second of 4 workshops for seniors on digital literacy.



# New Website is Coming! [www.nqlf.org](http://www.nqlf.org)

Our website will celebrate our community programming, our volunteers, FCSS partners and our volunteer Board of Directors

**Chair** – Sheena Taggart

**Vice-Chair** – Kristen Hall

## **Directors**

- Kathryn Enns
- Chelan Barnes
- Pam Woodall
- Joscelyn Stangowitz
- Julie Barker

## **Municipal Representatives**

- Evan Berger, MD of Willow Creek
- Cam Gardner, MD of Ranchland
- Kevin Todd, Town of Nanton



Elaine Mahan  
Rhonda Anderson  
Jean Thompson  
Gordon Orchard  
Dave Patterson  
Felicity Patterson  
Marylou Slumskie  
Karen Gould  
Jean Thompson,  
Doreen Hooker  
Chelan Barnes  
Susan Sommerville  
Evelina Steele  
Shauna Strong  
Wayne Bateman  
Dianne Put  
Lindsay Woolsey  
Toni McLeod  
Allison IsBell  
Nicole Hamel  
Tracey Woolsey  
Katherine Foerster  
John Blake  
Kelsey Fath  
Rick Everett  
Jodi Hodgson  
Louise Adie  
Randy Brown  
Helmut Gutsche  
Mike Kowalchuk  
Anthea Naylor  
Francie Hawthorne  
Betty Bridgette  
Tim Dwyer  
Ruthanne Ciz

# Advocacy



We appreciate your partnership and advocacy in support of our FCSS work

1. Board Representation
2. Annual contributions
3. Town of Nanton - In-Kind support – facility, utilities
4. Town of Nanton – 2023 Community Development Grant
5. Support for Program Promotion
6. Advocacy at the Alberta Municipalities Association annual conference
7. Resolutions in support of our advocacy for the policy recommendations of the Rural Municipalities of Alberta (RMA) Report on Understanding and Responding to the Challenges Faced by FCSS Programs in Rural Alberta



# RMA Report Recommendations for Rural FCSS organizations

- Increase core funding from the Province
- Increase the accessibility of Provincial social support services for rural Alberta
- Ensure that future public policy related to social service delivery in Alberta is approached with a rural lens
- Ensure that social service policy in Alberta is designed with meaningful contributions from rural FCSS programs

The Nanton Quality of Life Foundation supports these recommendations and has provided them as potential resolutions for Family and Community Support Services Association of Alberta (FCSSAA) advocacy and membership support at the AGM during the November FCSSAA conference in Edmonton

# What is next?

- Ongoing advocacy for our FCSS programs and services
- 2024 FCSS budget review for Town of Nanton council & the MDs of Willow Creek and Ranchland
- Ongoing community engagement and outreach
- A review of additional federal and provincial grants in support of NQLF programs and outreach
  - Digital Literacy and Economic Recovery grants in process
  - Technology workshops for seniors, website redesign, bylaw review, policy and procedure review, communication strategy review for community outreach
  - Educational outreach to meet community needs
- On-going creative and collaborative programming with other partner agencies



# STATUS REPORT

Meeting: October 16, 2023  
Agenda Item: 3.1.1

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

**CAO** = Chief Administrative Officer  
**DO** = Development Officer

**CS** = Corporate Services  
**LS** = Legislative Services

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

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

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

## COMMITTEE

Res #	Description	Notes	Status	FWD
<b>Regular Meeting October 2, 2023</b>				
255 – 23/10/02	Convene Public Hearing Bylaw #1377/23		C	
256 – 23/10/02	Adjourn Public Hearing Bylaw #1377/23		C	
257 – 23/10/02	Attach Bylaw #1377/23 submission as schedule		C	
262 – 23/10/02	Additional Utility Operator consideration in 2024 budget	2024 budget	IP	CS
263 – 23/10/02	Council consider 25% contribution to Kosy Korner lift	2024 budget	IP	CS
264 – 23/10/02	Correspondence to Minister Seniors, Community & Social Services re: AND Villages concept support	letter sent	C	CAO
265 – 23/10/02	Support Nanton Quality of Life advocacy as per RMA report	Res fwd to NQLF in letter	C	LS
266/267 23/10/02	Bylaw #1375/23 – second & third readings	Notify D2S	C	
268/269 23/10/02	Bylaw #1376/23 – second & final readings	Notify D2S	C	

## COUNCIL

Res #	Description	Notes	Status	FWD
<b>Committee Recommendations</b>				
3-23/09/21 – 13	CAO to explore contracted street sweeping/janitorial	2024 budget		

## DEPARTMENTS

Res #	Description	Notes	ST	fw
243-21/09/07	Heraldic emblem project updated – mailed w/final changes 23/10/04	Preview 23/09/05	IP	LS
149-22/05/02	RFD re: STARS \$2/capita request	Deferred for new reserve 2024	IP	CS
174-22/05/16 250-22/08/15	CAO to draft lease agreement for the Canadian Grain Elevator Discovery Center	Ready for finalization 06/05	IP	CAO
394 - 22/12/12	Defer off-site levy in lieu of legal advice		IP	CAO
67 - 23/03/06	CAO to review Bylaw 1160/04, (Development Levy Bylaw) for off-site levy and utility fee discussions.	May 15th	IP	CAO
76 - 23/03/06	CAO find options re: pension programs and planning.		IP	CAO
148-23/05/15	Wastewater Plant upgrade – Town funding \$581,900 borrowing & \$581,900 reserves	Borrow bylaw req'd	IP	CS
163-23/06/05	Discuss Visitor Information potential with Canadian Grain Elevators Discovery Centre	Discussions ongoing	IP	CAO
185-23/06/19	Off-site levy bylaw to be re-drafted eliminating Lancaster Landing future densities from calculation	Bylaw 1375 & 1376	IP	CAO/ CS
178 –23/06/19	Consideration for Bare lot utility fees for Fees/Rates (143-23/05/15 Item 5.1 Bare Lot & Servicing to June 5)	Fall 2023	IP	CAO/ CS

210 – 23/08/14	Land Use Bylaw update process – include letter of opposition to secondary suites - J. Cooper & petitioners		IP	DO
207- 23/08/14	Council to adopt formal approach to pursue treated water supply via pipeline from High River next 4-8 yrs		IP	CAO
221 - 23/09/05	Closure of yard waste depot Oct 31/23 – contingent (68-23/03/06 Air option for Q4 2023 planning)	3-23/08/30 S	IP	PW/CAO
222 - 23/09/05	Purchase skid-mounted flusher in 2024 budget process	4-23/08/30	IP	CS/OPS
223 - 23/09/05	Pool Assessment Report – further info req'd from Salas O'Brien, Stephenson Engineering	5-23/08/30	IP	CAO
229 – 23/09/05	Policy #183 – 10/06/07 – Entrance Sign	REPEAL/ REPLACE	IP	LS
231 – 23/09/05	Public Hearing Bylaw #1377/23 Oct 2/23 Regular mtg. (First reading by #230-23/09/05)	Adjourned – waiting for AB TSP	C	DO/CAO
23/09/18 5.1	Gopher policy – research req'd for residents to participate (Res#219-23/09/05)		IP	CAO

### ITEMS ON HOLD FOR FUTURE SCHEDULING

Res #	Description	Notes
CW 1- 22/11/28	Pursue a Community Designation under the Alberta Advantage Immigration Program	Entrepreneur Stream secured - CAO
90 -23/03/20	Collaborate w/ Nanton Fire Chief to review number of firefighters for required level of service	Fire Chief/CAL
135-23/05/01	Application for a solar feasibility assessment for Town's facilities or unserviced industrial lands	For future consideration contingent on Climate Action Centre funding – CS
221 - 23/09/05	Closure of yard waste depot Oct 31/23 – contingent (68-23/03/06 Air option for Q4 2023 planning)	3-23/08/30 S



## CAPITAL PLAN STATUS

Roadway Infrastructure	Lead: Public Works	BUDGET	SOURCE
Road rehab & repairs - various locations	<b>COMPLETE</b>	\$150,000	Gas Tax
Sidewalk rehab & replacement - <i>various locations</i>	<b>COMPLETE</b>	\$75,000	Gas Tax
<i>Notes:</i>			
<ul style="list-style-type: none"> <li>• <i>Sidewalk: HWY 2 Circle 'K' Location is priority ahead of Tim Horton's area (defer latter to 2024);</i></li> <li>• <i>Curb replacement: SWL area of 20<sup>th</sup> conversion to angle parking will be a 2024 project – some underground services need to first be addressed.</i></li> </ul>			

Water, Wastewater & Stormwater Infrastructure	Lead: Manager of Operations	BUDGET	SOURCE
WWTP (FOG Digester)	<b>COMPLETE</b>	\$75,000	MSI/LGFF
Sewer collection re-lining (remainder of 19 <sup>th</sup> Street), <b>incorporating manhole chamber renewal(s)</b>	<b>COMPLETE</b>	\$150,000	Gas Tax
<i>Flusher (for sewer collection mains) Modifying the 2009 flusher is not an option, therefore a whole new unit is required as a 2024 project.</i>			
		\$20,000	MSI/LGFF
WWTP Equipment (chemical pump and metering)		\$25,000	MSI/LGFF
Water Valve Replacement (12 planned)	<b>PARTIAL COMPLETION – REMAINDER SCHEDULED FOR FIRST WEEK OF OCTOBER</b>	\$100,000	Gas Tax
Catch Basin/ swale (Ranchland Motel corner) project: <i>further discussion</i>		\$20,000	MSI/LGFF
Raw water reservoir aeration project		\$1,370,000	AWWMP
		38.46% Reserves; 61.54% Province	

*Notes:*

- **Water valve replacement will resume in the Fall (20<sup>th</sup> Street)**
- *A decision on the catch basin/ how to address stormwater needs to be made asap, project has additional complexities.*
- *Raw water reserve aeration project: PAC system awarded; aeration system awarded*
- *WTP has finally gotten its "last mile" fiber connection from Telus. This is good news for plant monitoring and operation.*

Parks & Trails	Lead: Rec Facility Supervisor	BUDGET	SOURCE
Picnic Shelter/ Gazebo modifications (Lions Grove Park)	<b>COMPLETE</b>	\$15,000	MSI/LGFF
Pathway Rehab (Ball Diamond area)	<b>COMPLETE</b>	\$20,000	MSI/LGFF
Playground updates (handicap accessible swings and groundwork): deferred – linked to Boards project delays at THRC		\$25,000	MSI/LGFF
VIC washroom completion	<b>COMPLETE</b>	\$10,000	Reserves

*Notes:*

- Shelter: water line condition (assess for leakage)
- playground groundwork may be 2024;

<b>Buildings</b>	<b>Lead: Various</b>	<b>BUDGET</b>	<b>SOURCE</b>
THRC - front curtainwall façade, roof & elevator (grant dependent) Grant application submitted – unlikely a 2024 project		\$300,000	program
Arena – partial board replacement/ updates <b>COMPLETE</b>		\$75,000	MSI/LGFF
Public Works Shop – Heating, A/C, ventilation, lighting and structural, electrical, fiber, sewer, water Most aspects complete – inside structural work still to be done.		\$75,000	MSI/LGFF
Firehall – Heating updates <b>COMPLETE</b>		\$50,000	MSI/LGFF
Fencing - recycling/branch pile yard In development		\$25,000	Taxation

Notes:

<b>Vehicles &amp; Equipment</b>	<b>Lead: Public Works/ Rec/Bylaw</b>	<b>BUDGET</b>	<b>SOURCE</b>
PW equipment - sander and plow <b>COMPLETE</b>		\$50,000	Taxation
Backhoe replacement <b>COMPLETE (ORDERED)</b>		\$202,000	MSI/LGFF
Vehicles (PW pickup trucks) <b>COMPLETE</b>		\$75,000	Reserves
Parks - tractor replacement <b>COMPLETE</b>		\$40,000	MSI/LGFF
Bylaw equipment - speed signage & upgraded crosswalk illumination <b>COMPLETE (not crosswalks)</b>		\$25,000	Gas Tax

Notes:

- Sander and Plow will be executed this summer.
- Backhoe ordered – receipt in 2024
- A fleet program for next year may is being examined. What best fits the budget?
- Electric traffic signs received. Model that will allow traffic count on HWY2.
- Pedestrian crossing upgrades could be deferred due to challenges around cost-effective upgrading. Inquiries continue..

Public Realm & Development	BUDGET	SOURCE
Library Raingarden ( <i>grant dependent</i> )	\$56,500	program
VIC Raingarden/secondary phase ( <i>grant dependent</i> )	\$567,500	program
Gateway Signage	\$25,000	MSI/LGFF

Notes:

- *Some capital renewal around technology undertaken for the LED gateway signs.*
- *Digital Kiosk project has been completed.*
- *Library or VIC project grant application success would mean considerable reserve decisions for match or partnering amounts.*

Other notes:

Fortis streetlight at HWY 533 campground is deferred due to estimate inflation. Will be discussed for 2024 budget.





# REPORT FROM ADMINISTRATION

Meeting: October 16<sup>th</sup> 2023  
Agenda Item: 3.1.2

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## Chief Administrative Officer

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### Succession Planning - Governance and Corporate Services Priority

A new Legislative Services and Communications Coordinator should start their position in early November.

### Enhance Public Participation - Governance and Corporate Services Priority

Our new electronic sign is now operating. An associated proposed policy is on this meeting's agenda.

### Marketing Video – Community and Economic Development Priority

This work is completed and posted. Various marketing options are being considered to yield the best impact over time. <https://youtu.be/-rEttOau6YA>

### Land Use Bylaw – Planning and Development Priority

A community open house is scheduled for the Kozy Korner later this month.

### Public Notices/ Public Participation

Public notices page: [Public Notices | Nanton, AB - Official Website](#)

Public Participation Page: [Public Participation | Nanton, AB - Official Website](#)

### Personnel and Professional Development

NEW BUSINESS LICENCES THIS MONTH
Tap Town Books
Approved new Business Licence information can be followed here: <a href="#">Planning &amp; Development   Nanton, AB - Official Website</a>

Administration will look at refreshing the online Google map ahead of the New Year.

**The following reports are enclosed:**

**3.2 FINANCIAL:**

3.2.1 Accounts Payable Reports previous month end

**3.3 DEPARTMENT:**

3.3.1 Corporate Services Manager

3.3.2 Operations Manager

3.3.3 Planning & Development Officer

3.3.4 Fire Chief

3.3.5 Peace Officer

Respectfully submitted,

The image shows a handwritten signature in black ink that reads "Neil Smith". Below the signature is the official logo for the town of Nanton. The logo features the word "NANTON" in a bold, sans-serif font. Underneath "NANTON" is a horizontal oval containing a stylized landscape with a sun or moon and a building. The words "EST" and "1903" are positioned on either side of the oval.

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Neil Smith, RPP  
Chief Administrative Officer

Town of Nanton

Vendor Cheque Register Report

Range: September 1 - September 30, 2023

Sorted by: Cheque date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT0000000004792	Canadian Linen & Uniform	9/10/2023	\$136.94	Office mat cleaning (2 months)
EFT0000000004793	Canoe Procurement Group of Canada	9/10/2023	\$95.96	Office breakroom supplies
EFT0000000004794	Cattlemens Corner	9/10/2023	\$68.75	Miscellaneous supplies
EFT0000000004795	Crossroad Energy Solutions Inc	9/10/2023	\$461.15	Rewiring of pump
EFT0000000004796	CUPE	9/10/2023	\$1,274.27	Union fees
EFT0000000004797	Ecco Recycling and Energy Corp	9/10/2023	\$945.78	Recycling fees
EFT0000000004798	Enfield, Tracy	9/10/2023	\$890.00	Office & meeting room cleaning fees
EFT0000000004799	GCS Automotive Repairs	9/10/2023	\$292.67	PW truck repairs
EFT0000000004800	G & JD Construction	9/10/2023	\$14,302.11	Town shop repairs
EFT0000000004801	Gregg Distributors Company Ltd	9/10/2023	\$282.56	Miscellaneous supplies
EFT0000000004802	iA Financial Group	9/10/2023	\$74.39	Employee benefits
EFT0000000004803	Inspiris	9/10/2023	\$3,868.20	IT services
EFT0000000004804	Saddle Mountain Tire	9/10/2023	\$582.65	Tire rebalancing & repairs
EFT0000000004805	Les Industries Fournier Inc.	9/10/2023	\$41,212.50	Sludge dewatering unit (capital)
EFT0000000004806	Matrix Video Communications Comm.	9/10/2023	\$6,397.12	LED digital sign (Capital - final)
EFT0000000004807	McGills Industrial Services	9/10/2023	\$42,761.25	Sewer re-lining (capital)
EFT0000000004808	Nanton Home Hardware Building	9/10/2023	\$227.93	Miscellaneous supplies
EFT0000000004809	New-Alta Electric	9/10/2023	\$891.45	Electrical repairs at the THRC
EFT0000000004810	Platinum Fire & Security Ltd.	9/10/2023	\$3,646.59	WTP fire inspection deficiencies
EFT0000000004811	Reynolds, Mirth, Richards & Farmer	9/10/2023	\$1,877.00	Legal
EFT0000000004812	RMA Insurance Ltd.	9/10/2023	\$1,000.00	Deductible
EFT0000000004813	Super Save Disposal (AB) Ltd	9/10/2023	\$1,534.85	Solid waste management fees
EFT0000000004814	Superior Safety Codes	9/10/2023	\$1,345.42	Safety code fees
EFT0000000004815	T & T Disposal Services	9/10/2023	\$6,049.54	Waste management contract fees
EFT0000000004816	Train's Lawn Care Services Ltd	9/10/2023	\$118.65	Weed control
EFT0000000004817	UFA Co-operative Ltd	9/10/2023	\$3,536.57	Fuel

EFT0000000004818	Uline Canada Corporation	9/10/2023	\$539.00	Miscellaneous supplies
20133	Absolute Surveys	9/25/2023	\$315.00	Road closure consulting
20134	ACS Services Ltd.	9/25/2023	\$3,612.00	Street sweeping services
20135	Alberta Marine	9/25/2023	\$765.16	Miscellaneous supplies
20136	Alberta Registries	9/25/2023	\$25.00	Insurance
20137	Chubb Life Insurance Company	9/25/2023	\$135.49	Employee benefits
20138	City of Calgary	9/25/2023	\$372.05	Peace officer supplies
20140	Farmboy Landscaping & Maintenance	9/25/2023	\$708.75	Screened loam
20141	Fenco Contracting Ltd.	9/25/2023	\$23,899.58	Paving (capital)
20142	Gregory, Ian	9/25/2023	\$5,000.00	Security deposit refunded
20143	High Country Chevrolet Ltd	9/25/2023	\$6,594.93	Command truck repairs
20144	Lively Realty Ltd.	9/25/2023	\$735.00	Posting of westview lots (commission)
20145	Macleod, Gordon & Grace	9/25/2023	\$5,000.00	Security deposit refunded
20146	Oldman River Regional Services	9/25/2023	\$6,802.75	4th quarter planning services
20148	Tractorland (High River)	9/25/2023	\$131.35	Parts for tractor
20149	Work Boot Projects Inc.	9/25/2023	\$1,500.00	Security deposit refunded
EFT0000000004819	888351 Alberta Ltd o/a Wild Rose	9/25/2023	\$34,804.00	Sludge hauling & disposal
EFT0000000004820	Behrends Bronze Inc	9/25/2023	\$664.27	Cemetery plaques
EFT0000000004821	Calgary Lock & Safe	9/25/2023	\$442.26	THRC door repair & maintenance
EFT0000000004822	Canadian Linen & Uniform	9/25/2023	\$68.47	Office mat cleaning
EFT0000000004823	CARO Analytical Services	9/25/2023	\$528.15	Water testing
EFT0000000004824	Contain-A-Way Services	9/25/2023	\$1,959.05	Solid waste management fees
EFT0000000004825	Coyote Courier Ltd	9/25/2023	\$1,054.14	Courier fees
EFT0000000004826	Crossroad Energy Solutions Inc	9/25/2023	\$5,591.03	WWTP service & maintenance
EFT0000000004827	Cummins Canada ULC	9/25/2023	\$5,812.35	WWTP repair & maintenance
EFT0000000004828	Foothills Regional Services Comm.	9/25/2023	\$9,784.00	Landfill tippage fees
EFT0000000004829	Fortis Alberta Inc.	9/25/2023	\$1,061.47	Line repairs
EFT0000000004830	Hifab Holdings Ltd	9/25/2023	\$542.11	Courier fees
EFT0000000004831	Inspiris	9/25/2023	\$614.25	IT services
EFT0000000004832	ISL Engineering & Land Service	9/25/2023	\$11,122.65	LUB consultant fees
EFT0000000004833	Klearwater Equipment	9/25/2023	\$7,863.41	WTP chemical
EFT0000000004834	Les Industries Fournier Inc.	9/25/2023	\$27,405.00	Sludge dewatering unit (capital)
EFT0000000004835	Linde Canada Inc.	9/25/2023	\$655.50	WTP chemical
EFT0000000004836	Motion Industries (Canada) Inc	9/25/2023	\$276.84	Parts (WWTP)

EFT0000000004837	MPE Engineering Ltd	9/25/2023	\$20,834.10	Reservoir aeration project (capital)
EFT0000000004838	Nanton Home Hardware Building	9/25/2023	\$413.45	Miscellaneous supplies
EFT0000000004839	Orkin Canada Corporation	9/25/2023	\$661.20	Pest control (Fire hall)
EFT0000000004840	Pond Pro Canada Ltd.	9/25/2023	\$73,490.29	Reservoir aeration project (capital)
EFT0000000004841	Purolator Inc.	9/25/2023	\$68.66	Courier fees
EFT0000000004842	Integrated Sustainability Const.	9/25/2023	\$157.50	WTP software
EFT0000000004844	T & T Disposal Services	9/25/2023	\$1,212.60	Waste management contract fees
EFT0000000004845	Uline Canada Corporation	9/25/2023	\$687.31	Miscellaneous supplies

**Total Cheques: 68**

**\$397,784.42**





## DEPARTMENT REPORT

Meeting: October 16, 2023

Agenda Item:3.2.2

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### 3<sup>rd</sup> Quarter Financial Variance – period ending September 30, 2023

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#### Statement of Operations

In review of the overall statement of operations, at the end of the third quarter revenues and expenses are very close to budget expectations. On the revenue side there are couple areas that are actually over – taxes are as we have yet to take out payments for school tax, fine revenue is over and investment income is also over. The other categories are all in line with expectations except for other revenue. Sales and user fees show a little high due to lot sales being included.

On the expense side, the overall percentage is below the 75% mark indicating we may be a little under budget but as is quite often the case a number of invoices have yet to be posted and or received. More details on variances will be given in the departmental budget reviews but we are not seeing anything out of the norm. As always we are striving to remain under budget where possible.

The bottom portion of the statement requires journal entries that will be done closer to year end, but nothing is out of the ordinary. The capital expenditures are shown in more detail later in the report and there is one further debt payment for the year to make that will bring those numbers in line with the budget. In terms of year end projections, things do look positive for a surplus again but certainly not guaranteed.

#### Departmental Budgets

**Legislative** – the Legislative budget looks to be quite normal for this point in the year. We have not transferred money from reserves at this point, but this will be done as budgeted. For expenses, the picture so far is quite normal. Per diem, travel and training is on the low side and will probably finish under budget. The microphone project finished a little under budget and materials, goods and supplies will probably also finish a little under. The one area over budget was the grants and this was extra funding for the High River district health care foundation banquet being held in Nanton.

**Corporate Services** – starting with the administration budget, revenues do show as being low but a reserve transfer and MSI dollars haven't been transferred over yet. The remainder of revenues are quite normal. On the expense side, contracted and general services are little high due to higher legal expenses this year than anticipated. We will continue to monitor the expenses with the goal of being under budget.

On the marketing and communications side, we are seeing expenses a little higher than we'd like but we don't have a lot left to do so we should finish in line with the budget. Website costs were unexpectedly increased and the request from the Chambers added strain this year. Business license revenue is just shy of budget.

The FCSS and Library budgets are on track and we should finish on budget in terms of expenses. There was a little more in building maintenance costs at the library this year due to some plumbing issues, but they've been fixed and we should be good going forward.

Lastly is the bylaw enforcement budget. Revenues are quite strong in comparison to budget and will finish above the budget number. For expenses, other goods and supplies are high but fuel costs and contracted services are low so we are projecting to finish a little under the budget for the year barring any surprises.

**Fire** – Overall, the fire budget is in pretty good shape. We have unfortunately had a couple of vehicle repairs that were not anticipated, and so contracted and general services may end the year over budget. A few of the other areas though look to finish under budget so all should balance out. The wages portion does show pretty low but we have yet to pay the 2<sup>nd</sup> half of the year.

**Public Works** – the theme of the year for public works seems to be increased vehicle maintenance. With the aging fleet we've had more repairs and maintenance this year than usual, but we are slowly phasing in newer equipment and vehicles that will ensure we don't see this every year. In common services we've done a little more in maintenance of buildings as well and we may finish a little over budget. On the roads side, we did do a considerable amount of road maintenance and repair along with sidewalk upgrades. A lot fell under the capital budget and so we will probably finish the year under budget in this area of public works. The cemetery budget is on track as we had anticipated with no major concerns and revenue continues to be strong.

**Environmental** – Starting with storm water, we are seeing no concerns. Revenue is on track if not a bit ahead of where we expected, and expenses have been on the low end. If this trend continues we should see a small budget surplus which can be carried forward into 2024.

On the water side of things, were looking pretty good right now. Revenue is where we'd expect, and we should finish a little ahead depending on usage in the last two billing cycles. For expenses, we've allocated a little bit more to wages than expected, but overall, in the entire environmental budget, wages should finished as expected. We are little low on contracted services while materials goods and supplies are a little high. Chemical & treatment costs are higher than anticipated and utilities are also a little high. Repair and maintenance of the distribution system is currently lower than anticipated which is good so overall we are projecting to be on budget or just under by year end.

For the wastewater budget, revenues are mostly as expected to this point, but we may finish just a little under budget – again depending on the last two billing cycles. For expenses we are mostly on track – wages are good, contracted services are little higher than we like, and materials are on track. In terms of utilities, we are a little higher than anticipated. Overall, we are projecting to be on budget to slightly over budget with about 30% of expenditures to go.

Solid waste management and recycling are looking good with revenues coming in as expected. No real surprises in terms of expenses, landfill fees are even a little below where we'd expect while contracted services are set so this doesn't fluctuate. Depending on the plans with the recycling yard there may be some expenses not currently budgeted for.

**Development** – Nothing out of the ordinary here to report on. Revenues are as expected with the exception of lot sales as we don't budget for these. Expenses are also in line with expectations with the one area being over budget, that being legal expenses related to land matters. The LUB project is on track as with other areas of the development budget. Projection wise we should finish on budget, perhaps just slightly over but of course subject to change.

**Parks & Recreation** – For the parks side of this budget we are under where we expected in terms of revenues. Ball diamond rentals were well below expectations but on the expense side we are on track with most areas under budget at this point and the majority of expense are accounted for with the move into winter now. Despite the lower revenue the year should finish okay.

For the arena, revenues have been steady as expected and with hockey season now in full swing we should finish the year a little ahead of budget. The MD of Willow Creek grant was larger than budgeted for which also helps – this number was not known until after budget was passed. For expenses, we've got a way to go for wages, contracted services are a little low but lots of work is left and materials are similar. Utilities at the arena are currently on track.

The pool had a good year in terms of revenue as was previously reported and expense wise we are looking under budget, even with wages being a little over. This will be reviewed going forward but overall, we finished where we expected.

### **Overall Summary**

As previously noted, revenue for the most part is on track or a bit over where we expected and that is the way we should finish the year. If we look at the schedule of expenditures by object this gives us a good overall summary of the year to date. This shows we are a little below the 75% mark which is a good thing. A couple areas are over budget – grants to individuals and organizations which was the support grants we discussed earlier and “other”. This was a write off of unpaid utility accounts and was more than budgeted. The overall picture though is strong and there's nothing to suggest we shouldn't finish the year on budget or slightly below.

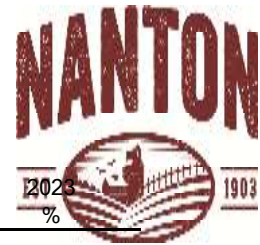
Capital was touched on and to further elaborate we've utilized about 50% of the budget. A large portion is the reservoir aeration project with only 20% of expenditures accounted for so far. If you exclude that we've spent just shy of \$900 hundred thousand dollars out of the \$1.327 million dollar budget. Some expenses are not accounted for yet and some have been posted to different accounts than was first intended. The good news is we are under budget and so there should be MSI dollars to carry forward to the new year.

Submitted by: Clayton Gillespie, Corporate Services Manager

Date: October 12, 2023



**Town Of Nanton**  
**Statement of Operations**  
**For the Nine Months Ending Saturday, September 30, 2023**



	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
<b>REVENUE</b>				
Net Municipal Taxes	\$3,012,163	\$3,480,317	\$468,154	115.54%
Sales & User Fees	1,528,741	1,202,575	(326,166)	78.66%
Licenses & Permits	58,790	49,944	(8,846)	84.95%
Fines	12,000	20,758	8,758	172.98%
Rentals	163,540	91,593	(71,947)	56.01%
Government transfers	182,205	126,019	(56,186)	69.16%
Investment income	62,000	176,103	114,103	284.04%
Penalties & cost	56,356	44,761	(11,595)	79.43%
Franchise & Concession	343,500	220,107	(123,393)	64.08%
Other revenues	9,000	726	(8,274)	8.06%
<b>Total Revenue</b>	<b>5,428,295</b>	<b>5,412,904</b>	<b>(15,391)</b>	<b>99.72%</b>
<b>EXPENDITURES</b>				
Legislative	147,175	103,299	(43,876)	70.19%
General Administrative	851,034	623,013	(228,021)	73.21%
Fire	211,450	133,503	(77,947)	63.14%
Municipal Enforcement and Disaster	117,547	73,741	(43,806)	62.73%
Common services	359,276	252,145	(107,130)	70.18%
Roads	420,436	281,841	(138,595)	67.04%
Water	608,254	426,163	(182,090)	70.06%
Waste Water	773,476	530,043	(243,433)	68.53%
Solid Waste	78,000	52,047	(25,953)	66.73%
Recycling	75,327	54,200	(21,128)	71.95%
Cemetery	21,424	8,822	(12,602)	41.18%
Land - Planning, Zoning and Subdivision	256,614	169,480	(87,134)	66.04%
Marketing and Communications	50,000	41,351	(8,649)	82.70%
Parks and Recreation	901,385	636,293	(265,092)	70.59%
Cultural, FCSS and Public Health	160,392	120,982	(39,410)	75.43%
<b>Total Expenditures</b>	<b>5,031,791</b>	<b>3,506,923</b>	<b>(1,524,867)</b>	<b>69.70%</b>
<b>EXCESS (SHORTFALL) - BEFORE OTHER</b>	<b>396,504</b>	<b>1,905,980</b>	<b>1,509,476</b>	<b>480.70%</b>
<b>OTHER</b>				
Government transfers for capital assets	2,035,098		(2,035,098)	0.00%
<b>EXCESS (SHORTFALL) OF REV OVER EXP</b>	<b>2,431,602</b>	<b>1,905,980</b>	<b>(525,622)</b>	<b>78.38%</b>
<b>ADJUST CASH ITEMS THAT ARE NOT REV &amp; EXP</b>				
Capital expenditures	(2,697,000)	(1,285,487)	1,411,513	47.66%
Debt principal repayment	(31,504)	(15,631)	15,873	49.62%
Transfer from reserves	911,902	20,776	(891,126)	2.28%
Transfer to reserves	(615,000)		615,000	0.00%
Transfer from accumulated surplus	0	625,638	625,638	
<b>Trial Balance</b>	<b>0</b>	<b>625,638</b>	<b>625,638</b>	

Town Of Nanton  
**Schedule II: CAPITAL ADDITIONS**  
**BUDGET 2023**



2023 Budget	2023 Actual YTD	2023 Variation YTD	EST 2023 % 1903
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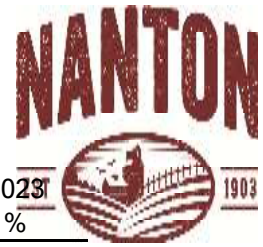
**Funding Sources:**

5-12-00-840-00 ADM - Grants - Provincial - Misc	(25,000.00)		25,000.00	0.00%
5-23-00-840-00 FIR - Provincial Grants Conditional	(50,000.00)		50,000.00	0.00%
5-26-00-840-00 BYL - Provincial Conditional Grants	(25,000.00)		25,000.00	0.00%
5-31-00-840-00 COM - Grants - Prov. - Misc.	(75,000.00)		75,000.00	0.00%
5-31-00-840-01 COM - Provincial grant - backhoe	(202,000.00)		202,000.00	0.00%
5-31-00-920-00 COM - Tfr from Function Capital Reserve	(75,000.00)		75,000.00	0.00%
5-31-00-930-00 COM - Tfr from Operating	(50,000.00)		50,000.00	0.00%
5-32-00-840-00 ROA - Grants - Provincial Misc	(225,000.00)		225,000.00	0.00%
5-37-00-840-00 DRN - Grant - Prov. Misc.	(20,000.00)		20,000.00	0.00%
5-41-00-830-00 WTR - Grants - Federal - Misc.	(100,000.00)		100,000.00	0.00%
5-41-00-844-13 WTR - Prov Grant - AMWWP - Aeration project	(843,098.00)		843,098.00	0.00%
5-41-00-940-00 WTR - Tfr from Other Capital Functions	(526,902.00)		526,902.00	0.00%
5-42-00-832-00 SWR-Grants Federal - Conditional	(150,000.00)		150,000.00	0.00%
5-42-00-840-00 SWR - Grants - Provincial	(120,000.00)		120,000.00	0.00%
5-44-00-840-00 RCY - Grants - Provincial - Misc.	(25,000.00)		25,000.00	0.00%
5-72-09-840-00 PRK - Grants - Prov	(60,000.00)		60,000.00	0.00%
5-72-09-840-01 Parks - MSI provincial funding - tractor	(40,000.00)		40,000.00	0.00%
5-72-09-940-00 Parks - Transfer from capital	(10,000.00)		10,000.00	0.00%
5-72-11-840-00 THRC - Grants - Provincial	(75,000.00)		75,000.00	0.00%
<b>Total Funding Sources</b>	<b>(2,697,000.00)</b>		<b>2,697,000.00</b>	<b>0.00%</b>

**Additions to Capital Assets**

6-12-00-630-01 ADM - Digital LED Notice board		18,544.00	18,544.00	0.00%
6-23-00-620-02 FIRE - BLDG - Heating upgrades		22,655.00	22,655.00	0.00%
6-23-00-630-00 FIR - Machinery & Equipment		11,421.00	11,421.00	0.00%
6-26-00-630-00 BYL - Machinery & Equipment	25,000.00	8,244.77	(16,755.23)	32.98%
6-31-00-620-00 COM- Buildings	75,000.00	36,590.84	(38,409.16)	48.79%
6-31-00-630-11 COM - Backhoe	202,000.00	197,725.00	(4,275.00)	97.88%
6-31-00-650-12 COM - Truck Purchases	75,000.00	68,410.30	(6,589.70)	91.21%
6-32-00-610-00 ROA - Engineering Structure	150,000.00	41,927.67	(108,072.33)	27.95%
6-32-00-610-18 ROA - Sidewalk Upgrade Projects	75,000.00	8,816.00	(66,184.00)	11.75%
6-32-00-610-21 RDS - 18th Street Sand sealant (upgrade)		29,500.00	29,500.00	0.00%
6-41-00-610-08 WTR - 20th Ave W/S install & looping		24,491.78	24,491.78	0.00%
6-41-00-610-15 WTR- HydrantValve Replacement	100,000.00	76,279.88	(23,720.12)	76.28%
6-41-00-610-19 WTR - Reservoir Aeration project	1,370,000.00	298,035.84	(1,071,964.16)	21.75%
6-42-00-610-10 SWR - 19th Street sewer re-lining	150,000.00	111,954.50	(38,045.50)	74.64%
6-42-00-611-04 SWR - WWTP upgrades - Dewatering project		95,524.99	95,524.99	0.00%
6-42-00-630-00 SWR - Machinery & Equipment	120,000.00	70,531.14	(49,468.86)	58.78%
6-56-00-610-00 CEM - Engineering Structure		13,639.62	13,639.62	0.00%
6-72-09-605-10 PKS - Land Improvement, Pathways		22,727.09	22,727.09	0.00%
6-72-09-620-01 PKS Bldg - VIC Washroom project	10,000.00	54,024.02	44,024.02	540.24%
6-72-09-630-00 PKS - Machinery & Equipment	40,000.00	38,994.99	(1,005.01)	97.49%
6-72-11-620-19 THRC - Arena board upgrades	75,000.00	35,449.00	(39,551.00)	47.27%
6-12-00-610-00 ADM - Engineering Structures	25,000.00		(25,000.00)	0.00%
6-23-00-620-00 FIR - Building	50,000.00		(50,000.00)	0.00%
6-31-00-630-00 COM- Machinery & Equipment	50,000.00		(50,000.00)	0.00%
6-37-00-610-00 DRN - Engineering Structures	20,000.00		(20,000.00)	0.00%
6-44-00-610-00 RCY - Engineering Structure	25,000.00		(25,000.00)	0.00%
6-72-09-610-00 PRK - Engineering Structure	60,000.00		(60,000.00)	0.00%
	<b>2,697,000.00</b>	<b>1,285,487.43</b>	<b>(1,411,512.57)</b>	<b>47.66%</b>

Town of Nanton  
**SCHEDULE I: OPERATING EXPENDITURE BY OBJECT- 2023**  
 For the nine (9) months ending September 30, 2023



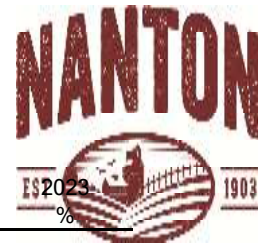
	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
Salaries, Wages & Benefits	\$2,101,891.57	\$1,483,432.91	#####	70.58%
Contracted & General Services	1,768,552.00	1,196,598.60	(571,953.40)	67.66%
Materials, Goods, Supplies	419,565.00	304,183.60	(115,381.40)	72.50%
Utilities	565,400.00	382,896.44	(182,503.56)	67.72%
Tfrs to Boards & Agencies	121,880.00	91,425.00	(30,455.00)	75.01%
Grants to Individuals & Organizations	27,700.00	30,928.57	3,228.57	111.66%
Bank Charges	4,750.00	3,345.00	(1,405.00)	70.42%
Debenture Interest	21,052.00	10,647.62	(10,404.38)	50.58%
Other Expenditures	1,000.00	3,465.60	2,465.60	346.56%
<b>TOTAL EXPENDITURES</b>	<b>5,031,790.57</b>	<b>3,506,923.34</b>	<b>#####</b>	<b>69.70%</b>

**Town of Nanton**  
**LEGISLATIVE BUDGET 2023**  
For the nine (9) months ending September 30, 2023



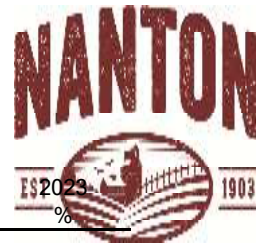
	2023 Budget	2023 Actual YTD	2023 Variation YTD	EST 2023 %
<b>Revenue</b>				
Other revenues:				
1-11-00-590-00 LEG- Council - Other Revenue		(137)	(137)	0.00%
1-11-00-920-00 LEG - Transfer from Reserves	(30,000)		30,000	0.00%
<b>Total Other revenues</b>	<b>(30,000)</b>	<b>(137)</b>	<b>29,863</b>	<b>0.46%</b>
<b>Total Revenue</b>	<b>(30,000)</b>	<b>(137)</b>	<b>29,863</b>	<b>0.46%</b>
<b>Expense</b>				
Salaries, Wages & Benefits:				
2-11-00-132-00 COU - Statutory Deductions	2,700	1,854	(846)	68.68%
2-11-00-150-00 COU - Allowance	85,000	58,537	(26,463)	68.87%
2-11-00-150-10 COU - Per Diem - Czop	500	960	460	192.00%
2-11-00-150-03 COU - Per Diem - Mitchell	500		(500)	0.00%
2-11-00-150-04 COU - Per Diem - Handley	1,000		(1,000)	0.00%
2-11-00-150-09 COU - Per Diem - Dozeman	500		(500)	0.00%
2-11-00-150-12 COU - Per Diem - Miller	500		(500)	0.00%
2-11-00-150-13 COU - Per Diem - Sorenson	500		(500)	0.00%
2-11-00-150-14 COU - Per Diem - Todd	500		(500)	0.00%
<b>Total Salaries, Wages &amp; Benefits</b>	<b>91,700</b>	<b>61,352</b>	<b>(30,348)</b>	<b>66.90%</b>
Contracted & General Services:				
2-11-00-211-00 COU - Travel, Subsis, Training	6,000	2,555	(3,445)	42.58%
2-11-00-211-10 COU - Trav, Subsis, Training - Czop	1,000	844	(156)	84.39%
2-11-00-239-00 COU - Operational Projects	10,000	8,358	(1,642)	83.58%
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%
2-11-00-211-04 COU - Trav, Subsis, Training - Handley	1,000		(1,000)	0.00%
2-11-00-211-09 COU - Trav, Subsis, Training - Dozeman	1,000		(1,000)	0.00%
2-11-00-211-12 COU - Trav, Subsis, Training - Miller	1,000		(1,000)	0.00%
2-11-00-211-13 COU - Trav, Subsis, Training - Sorenson	1,000		(1,000)	0.00%
2-11-00-211-14 COU - Trav, Subsis, Training - Todd	1,000		(1,000)	0.00%
2-11-00-220-00 COU - Information Services	1,000		(1,000)	0.00%
<b>Total Contracted &amp; General Services</b>	<b>24,575</b>	<b>12,282</b>	<b>(12,293)</b>	<b>49.98%</b>
Materials, Goods, Supplies :				
2-11-00-514-00 COU - Consumable Foods	2,500	471	(2,029)	18.86%
2-11-00-519-00 COU- Misc Goods and supplies	5,000	865	(4,135)	17.30%
<b>Total Materials, Goods, Supplies</b>	<b>7,500</b>	<b>1,336</b>	<b>(6,164)</b>	<b>17.82%</b>
Tfrs & Grants to Other Organizations:				
2-11-00-770-00 COU - Grants to Individulas & Organizator	23,400	28,329	4,929	121.06%
<b>Total Tfrs &amp; Grants to Other Organizations</b>	<b>23,400</b>	<b>28,329</b>	<b>4,929</b>	<b>121.06%</b>
<b>Total Expense</b>	<b>147,175</b>	<b>103,299</b>	<b>(43,876)</b>	<b>70.19%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(177,175)</b>	<b>(103,436)</b>	<b>73,739</b>	<b>58.38%</b>

**Town of Nanton**  
**CORPORATE SERVICES BUDGET 2023**  
For the nine (9) months ending September 30, 2023



	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
<b>ADMINISTRATION</b>				
Revenue				
Sales & User Fees	4,225	2,575	(1,650)	60.95%
Penalties, Permits, Fines	1,300	778	(522)	59.85%
Government transfers	10,000		(10,000)	0.00%
Other revenues	18,000	265	(17,735)	1.47%
<b>Total Revenue</b>	<b>33,525</b>	<b>3,618</b>	<b>(29,907)</b>	<b>10.79%</b>
Expense				
Salaries, Wages & Benefits	580,044	416,807	(163,237)	71.86%
Contracted & General Services	244,100	189,094	(55,006)	77.47%
Materials, Goods, Supplies	14,840	5,505	(9,335)	37.10%
Utilities	7,300	5,380	(1,920)	73.70%
Service Charges, Debentures	3,750	2,761	(989)	73.64%
Other Expenditures	1,000	3,466	2,466	346.56%
<b>Total Expense</b>	<b>851,034</b>	<b>623,013</b>	<b>(228,021)</b>	<b>73.21%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(817,509)</b>	<b>(619,395)</b>	<b>198,114</b>	<b>75.77%</b>
<b>MARKETING &amp; COMMUNICATIONS</b>				
Revenue				
Business Licences	26,500	24,430	(2,070)	92.19%
Other revenues		247	247	0.00%
<b>Total Revenue</b>	<b>26,500</b>	<b>24,677</b>	<b>(1,823)</b>	<b>93.12%</b>
Expense				
Contracted & General Services	42,700	35,220	(7,480)	82.48%
Materials, Goods, Supplies	2,500	3,221	721	128.84%
Utilities	1,300	309	(991)	23.81%
Tfrs & Grants to Other Groups	3,500	2,600	(900)	74.29%
<b>Total Expense</b>	<b>50,000</b>	<b>41,351</b>	<b>(8,649)</b>	<b>82.70%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(23,500)</b>	<b>(16,674)</b>	<b>6,826</b>	<b>70.95%</b>
<b>FCSS</b>				
Revenue				
Government transfers	58,705	45,019	(13,686)	76.69%
<b>Total Revenue</b>	<b>58,705</b>	<b>45,019</b>	<b>(13,686)</b>	<b>76.69%</b>
Expense				
Contracted & General Services	4,600	2,291	(2,309)	49.80%
Utilities	4,200	(218)	(4,418)	(5.19%)
Tfrs & Grants to Other Organizations	73,380	55,050	(18,330)	75.02%
<b>Total Expense</b>	<b>82,180</b>	<b>57,123</b>	<b>(25,057)</b>	<b>69.51%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(23,475)</b>	<b>(12,103)</b>	<b>11,372</b>	<b>51.56%</b>
<b>LIBRARY</b>				
Revenue				

Town of Nanton  
**CORPORATE SERVICES BUDGET 2023**  
 For the nine (9) months ending September 30, 2023

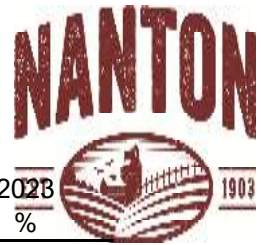


	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
Expense				
Contracted & General Services	22,137	22,977	840	103.79%
Materials, Goods, Supplies	275	75	(200)	27.39%
Utilities	7,300	4,432	(2,868)	60.71%
Tfrs & Grants to Other Organizations	48,500	36,375	(12,125)	75.00%
<b>Total Expense</b>	<b>78,212</b>	<b>63,859</b>	<b>(14,353)</b>	<b>81.65%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(78,212)</b>	<b>(63,859)</b>	<b>14,353</b>	<b>81.65%</b>

**MUNICIPAL ENFORCEMENT**

Revenue				
Penalties, Permits, Fines	21,100	29,793	8,693	141.20%
Other revenues		14	14	0.00%
<b>Total Revenue</b>	<b>21,100</b>	<b>29,807</b>	<b>8,707</b>	<b>141.26%</b>
Expense				
Salaries, Wages & Benefits	101,797	64,923	(36,874)	63.78%
Contracted & General Services	6,100	1,255	(4,845)	20.57%
Materials, Goods, Supplies	9,650	7,563	(2,087)	78.38%
<b>Total Expense</b>	<b>117,547</b>	<b>73,741</b>	<b>(43,806)</b>	<b>62.73%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(96,447)</b>	<b>(43,934)</b>	<b>52,512</b>	<b>45.55%</b>

Town of Nanton  
**Fire Department BUDGET 2023**  
For the nine (9) months ending September 30, 2023



	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
<b>Revenue</b>				
Sales & User Fees		\$300	\$300	0.00%
Rentals, Franchise, Contracts	38,115	26,466	(11,649)	69.44%
Government transfers	9,000		(9,000)	0.00%
Other revenues	26,000		(26,000)	0.00%
<b>Total Revenue</b>	<b>73,115</b>	<b>26,766</b>	<b>(46,349)</b>	<b>36.61%</b>
<b>Expense</b>				
Salaries, Wages & Benefits	78,800	29,025	(49,775)	36.83%
Contracted & General Services	89,300	80,053	(9,247)	89.64%
Materials, Goods, Supplies	30,750	14,998	(15,752)	48.77%
Utilities	12,600	9,428	(3,172)	74.82%
<b>Total Expense</b>	<b>211,450</b>	<b>133,503</b>	<b>(77,947)</b>	<b>63.14%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(138,335)</b>	<b>(106,737)</b>	<b>31,598</b>	<b>77.16%</b>

**Town of Nanton**  
**PUBLIC WORKS BUDGET - 2023**  
For the nine (9) months ending September 30, 2023



	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 EST %
<b>COMMON SERVICES</b>				
Revenue				
Other revenues	\$10,000		(\$10,000)	0.00%
Total Revenue	10,000		(10,000)	0.00%
Expense				
Salaries, Wages & Benefits	193,906	122,864	(71,042)	63.36%
Contracted & General Services	78,320	66,859	(11,461)	85.37%
Materials, Goods, Supplies	58,050	41,087	(16,963)	70.78%
Utilities	29,000	21,335	(7,665)	73.57%
Total Expense	359,276	252,145	(107,130)	70.18%
NET EXCESS (DEFICIT)	<u>(349,276)</u>	<u>(252,145)</u>	<u>97,130</u>	<u>72.19%</u>
<b>ROADS</b>				
Revenue				
Rentals, Franchise, Contracts		254	254	0.00%
Other revenues	8,000		(8,000)	0.00%
Total Revenue	8,000	254	(7,746)	3.18%
Expense				
Salaries, Wages & Benefits	132,861	101,644	(31,218)	76.50%
Contracted & General Services	111,175	54,074	(57,102)	48.64%
Materials, Goods, Supplies	38,400	30,498	(7,902)	79.42%
Utilities	138,000	95,626	(42,374)	69.29%
Total Expense	420,436	281,841	(138,595)	67.04%
NET EXCESS (DEFICIT)	<u>(412,436)</u>	<u>(281,587)</u>	<u>130,850</u>	<u>68.27%</u>
<b>CEMETERY</b>				
Revenue				
Sales & User Fees	11,550	13,518	1,968	117.04%
Government transfers	3,000	3,000		100.00%
Total Revenue	14,550	16,518	1,968	113.53%
Expense				
Salaries, Wages & Benefits	17,954	6,396	(11,558)	35.62%
Contracted & General Services	1,620	1,045	(575)	64.50%
Materials, Goods, Supplies	1,850	1,381	(469)	74.65%
Total Expense	21,424	8,822	(12,602)	41.18%
NET EXCESS (DEFICIT)	<u>(6,874)</u>	<u>7,696</u>	<u>14,570</u>	<u>(111.96%)</u>

**Town of Nanton**  
**ENVIRONMENTAL SERVICES BUDGET - 2023**  
For the nine (9) months ending September 30, 2023



	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
<b>STORM WATER COLLECTION</b>				
Revenue				
Sales & User Fees	\$26,000	\$18,219	(\$7,781)	70.07%
<b>Total Revenue</b>	<b>26,000</b>	<b>18,219</b>	<b>(7,781)</b>	<b>70.07%</b>
Expense				
Salaries, Wages & Benefits	7,539	2,059	(5,479)	27.31%
Contracted & General Services	15,000	2,418	(12,582)	16.12%
<b>Total Expense</b>	<b>22,539</b>	<b>4,477</b>	<b>(18,062)</b>	<b>19.86%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>3,461</b>	<b>13,742</b>	<b>10,280</b>	<b>397.00%</b>

**WATER SERVICES**

Revenue				
Sales & User Fees	615,100	432,406	(182,694)	70.30%
Penalties, Permits, Fines	2,278	4,308	2,030	189.11%
Government transfers	10,000		(10,000)	0.00%
Other revenues				
<b>Total Revenue</b>	<b>627,378</b>	<b>436,714</b>	<b>(190,664)</b>	<b>69.61%</b>
Expense				
Salaries, Wages & Benefits	184,695	143,157	(41,537)	77.51%
Contracted & General Services	235,300	122,283	(113,017)	51.97%
Materials, Goods, Supplies	96,100	98,195	2,095	102.18%
Utilities	74,000	53,370	(20,630)	72.12%
Service Charges, Debentures	18,159	9,159	(9,000)	50.44%
<b>Total Expense</b>	<b>608,254</b>	<b>426,163</b>	<b>(182,090)</b>	<b>70.06%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>19,124</b>	<b>10,550</b>	<b>(8,574)</b>	<b>55.17%</b>

**WASTE WATER SERVICES**

Revenue				
Taxes	6,666	6,666	0	100.00%
Sales & User Fees	667,000	439,045	(227,955)	65.82%
Penalties, Permits, Fines	2,278		(2,278)	0.00%
Government transfers	28,500		(28,500)	0.00%
Other revenues				
<b>Total Revenue</b>	<b>704,444</b>	<b>445,711</b>	<b>(258,733)</b>	<b>63.27%</b>
Expense				
Salaries, Wages & Benefits	184,695	124,842	(59,853)	67.59%
Contracted & General Services	327,250	232,357	(94,893)	71.00%
Materials, Goods, Supplies	64,100	39,226	(24,874)	61.20%
Utilities	172,000	127,653	(44,347)	74.22%
Service Charges, Debentures	2,893	1,489	(1,404)	51.47%
<b>Total Expense</b>	<b>750,938</b>	<b>525,567</b>	<b>(225,371)</b>	<b>69.99%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(46,494)</b>	<b>(79,855)</b>	<b>(33,361)</b>	<b>171.75%</b>

**SOLID WASTE COLLECTION**

**Town of Nanton**  
**ENVIRONMENTAL SERVICES BUDGET - 2023**  
**For the nine (9) months ending September 30, 2023**



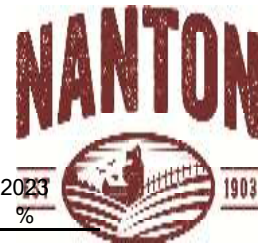
	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
Revenue				
Sales & User Fees	97,000	64,722	(32,279)	66.72%
<b>Total Revenue</b>	<b>97,000</b>	<b>64,722</b>	<b>(32,279)</b>	<b>66.72%</b>
Expense				
Contracted & General Services	76,000	51,831	(24,169)	68.20%
Materials, Goods, Supplies	2,000	216	(1,784)	10.80%
Tfrs & Grants to Other Organizations	5,000		(5,000)	0.00%
<b>Total Expense</b>	<b>83,000</b>	<b>52,047</b>	<b>(30,953)</b>	<b>62.71%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>14,000</b>	<b>12,674</b>	<b>(1,326)</b>	<b>90.53%</b>
<b>RECYCLING</b>				
Revenue				
Sales & User Fees	72,000	48,014	(23,987)	66.69%
Other revenues				
<b>Total Revenue</b>	<b>72,000</b>	<b>48,014</b>	<b>(23,987)</b>	<b>66.69%</b>
Expense				
Salaries, Wages & Benefits	14,363	8,972	(5,392)	62.46%
Contracted & General Services	59,014	44,344	(14,670)	75.14%
Materials, Goods, Supplies	750	84	(666)	11.20%
Utilities	1,200	800	(400)	66.70%
<b>Total Expense</b>	<b>75,327</b>	<b>54,200</b>	<b>(21,128)</b>	<b>71.95%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(3,327)</b>	<b>(6,186)</b>	<b>(2,859)</b>	<b>185.91%</b>
<b>ENVIRONMENTAL NET EXCESS (DEFICIT)</b>	<b>(13,236)</b>	<b>(49,075)</b>	<b>(35,840)</b>	<b>370.78%</b>

Town of Nanton  
**LAND- PLANNING,ZONING,and SUBDIVISION - 2023**  
 For the nine (9) months ending September 30, 2023



	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
<b>DEVELOPMENT &amp; ZONING</b>				
Revenue				
Sales & User Fees	\$1,700	\$770	(\$930)	45.29%
Penalties, Permits, Fines	23,190	16,479	(6,711)	71.06%
Other revenues	4,000	150	(3,850)	3.75%
<b>Total Revenue</b>	<b>28,890</b>	<b>17,399</b>	<b>(11,491)</b>	<b>60.22%</b>
Expense				
Salaries, Wages & Benefits	85,259	61,270	(23,989)	71.86%
Contracted & General Services	170,455	105,431	(65,024)	61.85%
Materials, Goods, Supplies	400		(400)	0.00%
<b>Total Expense</b>	<b>256,114</b>	<b>166,700</b>	<b>(89,413)</b>	<b>65.09%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(227,224)</b>	<b>(149,301)</b>	<b>77,922</b>	<b>65.71%</b>
<b>SUBDIVISION LAND</b>				
Revenue				
Sales & User Fees		144,650	144,650	0.00%
Other revenues	3,925	4,497	572	114.57%
<b>Total Revenue</b>	<b>3,925</b>	<b>149,147</b>	<b>145,222</b>	<b>3799.92%</b>
Expense				
Contracted & General Services	500	2,779	2,279	555.87%
<b>Total Expense</b>	<b>500</b>	<b>2,779</b>	<b>2,279</b>	<b>555.87%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>3,425</b>	<b>146,368</b>	<b>142,943</b>	<b>4273.51%</b>
<b>DEV. &amp; PLAN. NET EXCESS (DEFICIT)</b>	<b>(223,799)</b>	<b>(2,934)</b>	<b>220,865</b>	<b>1.31%</b>

**Town of Nanton**  
**PARKS AND RECREATION - 2023**  
**Actuals for the nine (9) months ending September 30, 2023**



	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
<b>PARKS</b>				
Revenue				
Rentals, Franchise, Contracts	\$4,000	\$684	(\$3,316)	17.10%
Other revenues	20,000	(1,335)	(21,335)	(6.68%)
<b>Total Revenue</b>	<b>24,000</b>	<b>(651)</b>	<b>(24,651)</b>	<b>(2.71%)</b>
Expense				
Salaries, Wages & Benefits	127,138	118,579	(8,558)	93.27%
Contracted & General Services	67,850	52,843	(15,007)	77.88%
Materials, Goods, Supplies	44,100	33,539	(10,561)	76.05%
Utilities	3,500	1,476	(2,024)	42.17%
<b>Total Expense</b>	<b>242,588</b>	<b>206,437</b>	<b>(36,150)</b>	<b>85.10%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(218,588)</b>	<b>(207,088)</b>	<b>11,499</b>	<b>94.74%</b>
<b>TOM HORNECKER RECREATION CENTRE</b>				
Revenue				
Sales & User Fees	27,500	31,692	4,192	115.24%
Rentals, Franchise, Contracts	119,000	59,835	(59,165)	50.28%
Government transfers	62,000	77,000	15,000	124.19%
Other revenues	35,000	1,248	(33,752)	3.57%
<b>Total Revenue</b>	<b>243,500</b>	<b>169,774</b>	<b>(73,726)</b>	<b>69.72%</b>
Expense				
Salaries, Wages & Benefits	223,395	133,853	(89,542)	59.92%
Contracted & General Services	186,356	111,922	(74,434)	60.06%
Materials, Goods, Supplies	37,800	20,308	(17,492)	53.73%
Utilities	115,000	63,306	(51,694)	55.05%
<b>Total Expense</b>	<b>562,551</b>	<b>329,389</b>	<b>(233,162)</b>	<b>58.55%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(319,051)</b>	<b>(159,615)</b>	<b>159,436</b>	<b>50.03%</b>
<b>OTHER RECREATION (Pool)</b>				
Revenue				
Government transfers	1,000	1,000		100.00%
<b>Total Revenue</b>	<b>1,000</b>	<b>1,000</b>		<b>100.00%</b>
Expense				
Salaries, Wages & Benefits	77,747	87,691	9,944	112.79%
Contracted & General Services	6,200	4,030	(2,170)	65.00%
Materials, Goods, Supplies	10,500	6,951	(3,549)	66.20%
Tfrs & Grants to Other Organizations	800		(800)	0.00%
Service Charges, Debentures	1,000	584	(416)	58.36%
<b>Total Expense</b>	<b>96,247</b>	<b>99,255</b>	<b>3,009</b>	<b>103.13%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(95,247)</b>	<b>(98,255)</b>	<b>(3,009)</b>	<b>103.16%</b>
<b>NET EXCESS (DEFICIT)</b>	<b>(632,885)</b>	<b>(466,170)</b>	<b>166,716</b>	<b>73.66%</b>





# MONTHLY REPORT

Meeting: October 16, 2023

Agenda Item: 3.3.1

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## Clayton Gillespie, Corporate Services Manager

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Report Period: September 15 to October 12, 2023

### **ACTIVITIES:**

The new LED notice board is now fully operational – staff are slowly learning the new system and we've seen a good response with quite a few requests for posting.

Notices for the small business sub-class and vacant non-residential sub-class prepared and mailed out.

COPTER applications received – review is in progress and the annual RFD will be coming to council in November.

Information Systems audit – the Town's auditor has now also requested information related to our information systems (mostly IT related to Diamond) so we've been working to provide this. As we are a small organization, it is not overly burdensome.

RFP for website now posted – closes at the end of November.

Meeting with new CUPE representative – the CAO and myself met with the new CUPE rep for a quick meeting to discuss a few items and will meet in person before union negotiations begin.

### **PROGRESS ON MAJOR PROJECTS & PROGRAMS:**

Overall capital budget progress – of the 19 approved projects/purchases, 15 (78%) are either fully completed or nearing completion. The remaining 4 projects have either been delayed, postponed or put on hold until 2024. In terms of spending, we are at 75% of the budget for the completed or nearing complete projects and as we look to year end, we expect to finish at 85% which should leave approximately \$200,000 that will be available for 2024 capital projects.

### ***Parks & Recreation Report:***

Hockey and skating season underway with ice in and ready to go on September 18, 2023.

A good start to the year with 168 public skaters and 33.75 hours rented out.

Winterization of the pool and seasonal washrooms now complete.

New network switch and wireless access points installed at the arena – the current hardware had begun to fail causing issues so we've now upgraded so no issues will persist.

**MARKETING AND COMMUNICATIONS:**

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

PS 3280 ARO training – this is a new requirement starting in 2023 on asset retirement obligations. We've enrolled in a group workshop program for the next 8 eight weeks to ensure we meet this new requirement, and the necessary documentation is in place for auditing purposes.

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: October 12, 2023





# MONTHLY REPORT

Meeting: ()  
Agenda Item: 3.3.2

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## Operations Department

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Report Period: (September 2023)

### ACTIVITIES:

- WASTEWATER OPERATIONS
  - 30803 m3 of treated wastewater effluent was released to Mosquito Creek.
  - Sludge dewatering rental unit was decommissioned on September 29. Wastewater treatment plant performance has significantly improved with the decreased sludge concentration within the plant.
  - Performed a chemical clean of the WWTP membranes. Visual inspection of the membranes revealed that membrane cassette removal and manual cleaning is necessary. This will be performed in October when all staff are on-shift.
  - WWTP genset was serviced, as it was not starting when backup power was required.
  
- WATER OPERATIONS
  - 35147 m3 of treated water was sent to the Town's distribution system
  - Ongoing construction of the raw water aeration system. Aeration building construction is nearly complete.
  - Conference call with AB Environment, they confirmed that the Women's Coulee dam diversion to Mosquito Creek will be closed on September 30 for the season.
  
- ROADS
  - Fenco contracting finished all pavement patches and pathway on 22 Ave
  - Repaired potholes
  - Sonic patching completed road patching.
  
- SIDEWALKS/PATHWAYS
  - Completed all sidewalk projects including THRC.
  - Completed landscaping around new sidewalks.
  
- MISCELLANEOUS
  - Completed Line painting with water based paint which did not to last. Researching solvent based paint and will continue crosswalks in the spring.
  - Continued painting yellow curbs.
  - Delivered 1 ton truck to Calgary for new plow installment. New sander will arrive late November to early December.
  - Installed new information Kiosk at post office and landscaping around area.
  
- CEMETERY
  - 2 urn burials
  - Marked plots for monument placement

- 2 columbarium and install wall plaques.
- **RECYCLING**
  - Mulch pile remains and will be offered but not advertised to town residents.
  - Waiting for price from Shawne for removal of concrete and asphalt pile.
  - Hauling mulch and old compost to ditch east of Vet clinic
  - Moving mulch pile to the back of the yard to open up the area.
  - Received quote for fencing – will source for one more quote for comparison.

**EMERGENCY MANAGEMENT:**

- Attended at site tour of AEMA emergency stockpile in Aldersyde.
- Working on Emergency management plan
- Table Top Exercise – scheduling for December 1, 2023

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

- AWWOA water level 1 Prep course – Steve and Shellah

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

**PROGRESS ON MAJOR PROJECTS & PROGRAMS:**

Strategic Priority	Objective	Approach	Measure	Progress YTD
1.				
2.				
3.				

Operating Project	Objective	Approach	Measure	Progress YTD
1. Backhoe	Purchase – New	Ordered		Received
2. Yard Waste Fence	Fence west/north/south area	Contacted fencing companies		Received 1 quote will source for second quote.
3. Pick-up Truck	Purchase - Used	Searching dealerships		Purchased and Received
4. Sander/Plow	Purchase - New	Alberta Purchasing Connection	Request for Quotes	Purchased from Industrial Machine. Plow install will be in Sept.
5. Pavement Patching	Request for Quote	Measure and mark		Complete
6. Sidewalk	Repair and Replace	Inspect sidewalks /Measure and mark		Completed
7. Utility Patches	Patching	Use cold mix to cover patch		Completed
8. Potholes	Pothole Fixing	Sonic Patching	Quotes	Completed

9. Dust Abatement	Apply dust abatement	Read on Roads		Completed in June
10. Tree Pile	Removal	Grind/Mulch		Completed June 13
11. 18 Street	CRF Sealant	Apply sand sealant to road		Completed July 19-20





# MONTHLY DEPARTMENT REPORT

Regular Meeting: October 16, 2023

Agenda Item: 3.3.3

## Georgina Sharpe, Planning and Development

Report Period: September 2023

### ACTIVITIES:

Development Permit Approvals & Lot Sales		
	September 2023	August 2023
Residential	\$6K	\$30K
Comm/Ind	\$800K	\$300K
Public	\$0K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Total = 68/85)	0 lot	0 lot
	YTD2023	YTD2022
TOTAL	\$4,980K	\$2,865K
		YE2022
Housing Starts	6	7

\*by date of sale

- Municipal Planning Commission Meeting – September 11
- Public Hearing – for Bylaw #1375-23 and #1376-23 regarding the repeal of Lancaster Landing Area Structure Plan September 18, 2023

### September Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D34-23	12-Sep-23	2007 30 Avenue	46	84	1711785	R2	Shed variance for side yard
D35-23	12-Sep-23	2307 19 Street	3 & 4	12	3163L	R1	Roof mount solar
D37-23	26-Sep-23	2616 22 Avenue	16	51	7611033	R4	Covered Deck
D38-23	28-Sep-23	2721 18 Avenue	16, 17	101	8211505	IN	Truck storage with Wash Bay and office for Contractor, General

### PROGRESS ON PROJECTS & PROGRAMS:

- Land Use Bylaw Update Project –
  - Phase III - Public Engagement initiated.
    - Council COW Presentation on LUB Draft content September 25
    - OPEN HOUSE – Kozy Korner October 24 from 5-8 pm
    - Virtual Open House and Survey online starting in October

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

- ADOA (Alberta Development Officers Association) conference September 19-22 (Leduc, AB)
  - The main reason for attending is to network and learn from other municipalities what planning and development tools have worked for certain issues
  - Homelessness, housing affordability and trying to avoid and better manage legal issues on planning matters were key topics
  - As municipalities become more involved in facilitating solutions for changing community needs, the methodology has shifted from land-based control mechanisms to strategic collaboration to accomplish common goals
  - The host city has had great success with this approach when it comes to working with the county, Airport City development, Alberta Transportation on highway interchange upgrades and the Edmonton Metropolitan Region
- Introduction to the community sign board functions (with other staff)

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

- Industrial Lane closure Bylaw #1377 Public Hearing October 2
- Municipal Planning Commission Meeting – October Meeting TBD





# MONTHLY DEPARTMENT REPORT

Meeting: October 16, 2023  
Agenda Item: 3.3.5

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Peace Officer Jesse Steele #19091

---

Report Period: September 2023

## ACTIVITIES:

- September 22<sup>nd</sup>: Community BBQ/Terry Fox Run A.B. Daley.
- September 30<sup>th</sup>, NAPS Open House.

## TRAINING/EDUCATIONAL SESSIONS ATTENDED:

## UPCOMING EVENTS / ADDITIONAL INFORMATION:

### How did the month go?

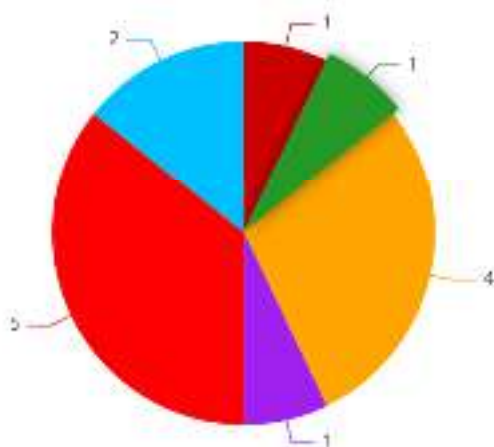
September presented a sharp decrease in traffic violations identified as traffic flow was found to have decreased coming out of the summer season.

### Monthly Occurrences snapshot:

In September 2023, 16 reports were opened for received complaints for services or officer observed investigations. Therein the complaints from residents consisted of 1 Animal bylaw, 1 Community bylaw, 4 School zone event/patrols, 2 Traffic bylaw, 2 Vehicle seizure, and 6 Unsightly Properties.

*\* Pie chart does not show 2 reports for an Unsightly Premises, and Traffic bylaw matter which are pending conclusion\**

Count of Incident Types Total:14 | 100.0%



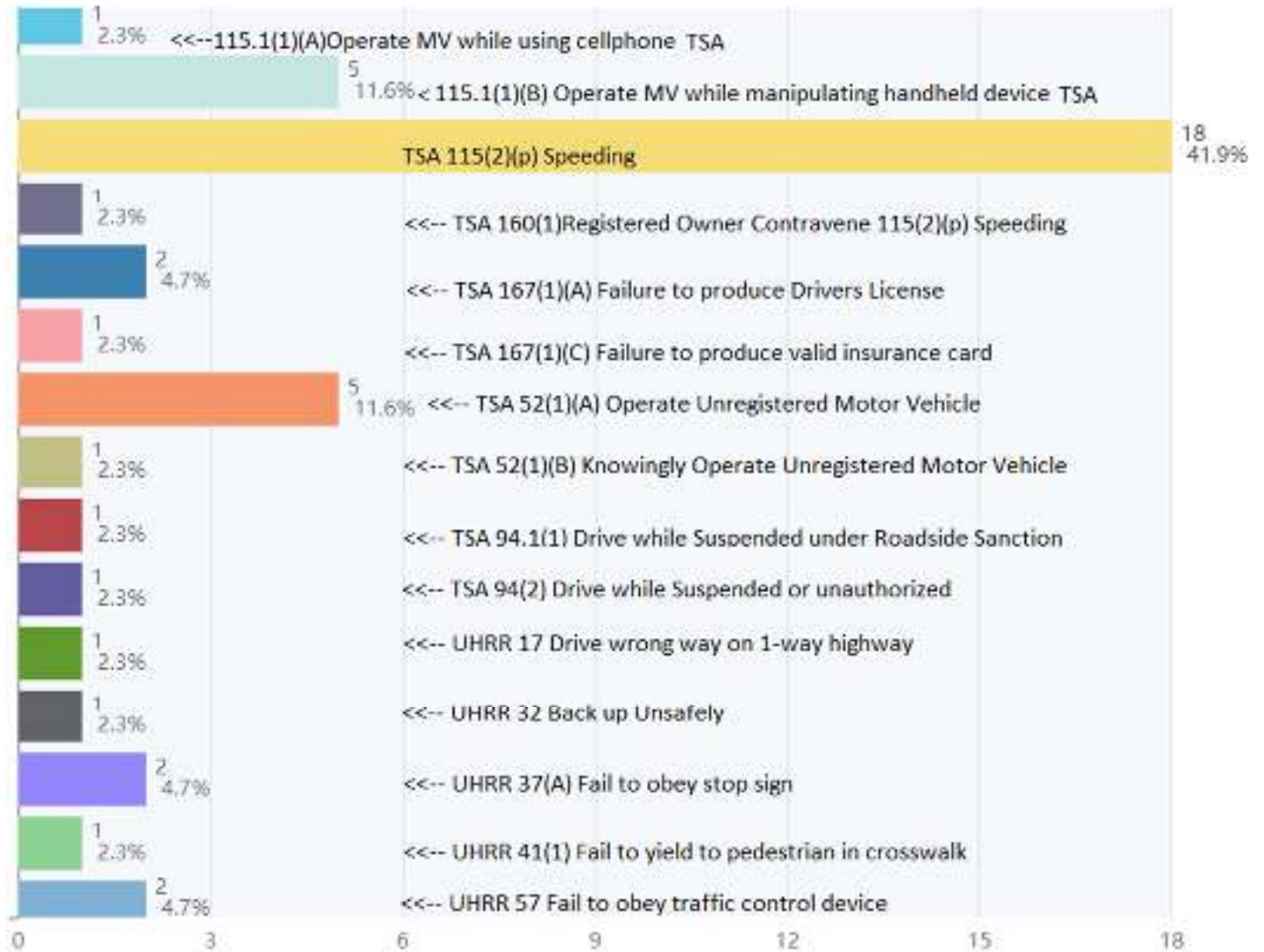
#### List of incident type

ANIMAL BYLAW	1	7.1%
COMMUNITY BYLAW	1	7.1%
SCHOOL EVENT/PATROL	4	28.6%
TRAFFIC BY-LAW	1	7.1%
UNSATISFACTORY PROPERTY	5	35.7%
VEHICLE SEIZURE / TOWED	2	14.3%

**Monthly ticket stats:**

For September 2023 a total of warnings and tickets added up to 43 violations identified totaling an approximate amount of \$9420 from violation tickets. Of the violations identified, 2 of which resulted in mandatory court summons issued for driving while suspended.

**Count of E-Tickets Completed: Total: 43 | 100.0%**





# MONTHLY COUNCIL REPORT

Meeting: [October 16, 2023]  
Agenda Item: 3.4.2

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## Councillor Victor Czop:

---

Report Period: October 2023\_\_\_\_\_

MPC Member: Yes (alternate)

### **APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:**

#### **Council Standing Committees:**

Economic & Community Development No meetings

**Liaison / Point of Contact:** Nanton Community Centre and Citizens on patrol

#### **ADDITIONAL INFORMATION:**

Attend Alberta Southwest meeting in Nanton  
Attend ORRSC meeting zoom  
Attend Special Council meeting  
Attend Chamber Commerce function  
Attend Council meetings  
Attend Nanton C.O.P meeting  
Attend MD Willow Election Boundary open house in Nanton  
Attend Committee of the Whole meeting  
Attend Community Hall Society meeting  
Attend C.O.W meeting  
Attend Naps 5 year Dedication function

*VR Czop*



# MONTHLY COUNCIL REPORT

Meeting: October 16, 2023

Agenda Item: 3.4.3

---

## Councillor Roger Miller:

---

Deputy Mayor November 1, 2022 to February 28, 2023 and November 1, 2024 to February 28, 2025

Report Period: September 2023

MPC Member: Yes

### APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

**1. Nanton Health Centre Management Committee**

Date: N/A

Key Items:

**2. Combined Assessment Review Board – N/A**

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

Date: September 5, 18 – attend regular Council meetings in Chambers  
September 11 – attend Monthly MPC Committee meeting  
September 11 – Attend Special meeting of Council  
September 18 – Attend meeting at Town offices re Bylaw review  
September 25 – Attend COW meeting  
September 26-29 – Attend ABmunis conference in Edmonton

Key Items: ABmunis – Attend meetings with Ministry of Education, Rural Health

**Council Standing Committees:**  
(Key items detailed in minutes)

Services  
Recreation and Culture

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

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**



# MINUTES

Monday, October 2, 2023, at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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

**OTHERS PRESENT:** Neil Smith Chief Administrative Officer  
Lisa Lockton Legislative Services Manager  
Clayton Gillespie Corporate Services Manager  
Georgina Sharpe Planning & Development Officer

### 1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

#### RESOLUTION # 254 – 23/10/02 - Dozeman

The Regular Council agenda for October 2, 2023 was accepted with the following addition:

7.3 Closed Meeting Item - Minister Meetings at ABMunis Convention – FOIP Section 21(1)

Disclosure harmful to intergovernmental relations.

CARRIED

### 2. PUBLIC HEARING:

2.1 **The Chair stated that this Public Hearing is held in regard to Bylaw # 1377/23 (Lane Closure).**

#### RESOLUTION # 255 – 23/10/02 - Miller

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 #1377/23, a bylaw for the purpose of closing a portion of a public roadway

CARRIED

Councillor Czop declared a possible conflict with pecuniary interest due to family interests in the property and left Chambers at 7:02 p.m.

The Chair read:

“The advertisement for the Public Hearing in regard to Town of Nanton **Bylaw #1377/23** was conducted in accordance with the Municipal Government Act and will be conducted in accordance with the Council and Committee Procedural Bylaw #1354/21.

### 2.2 DEVELOPMENT PROPONENT / AUTHORIZED REPRESENTATIVE / APPLICANT:

The Chair asked if any of the above are present and wish to be heard by Council. None present.

### **2.3 CHAIR READ SUMMARY OF WRITTEN SUBMISSIONS RECEIVED TO DATE:**

<b>NAME</b>	<b>BYLAW #</b>	<b>POSITION</b>
Southern Alberta Towing Corp.	1377/23	In Favour
Municipal District of Willow Creek	1377/23	In Favour

### **2.4 CALL FOR PRESENTATIONS BY THE CHAIR:**

The Chair commented that no person was present or registered who wish to speak to Council; therefore, the rules for presentations were not read.

The Chairs asked again if any other person(s), group(s) or authorized representative(s) other than those above who wish to be heard by Council. None.

The Chair stated. "All information received and presented at this hearing will be considered by Council for Bylaw # 1377/23".

### **2.5 RESOLUTION # 256 - 23/10/02 - Todd**

Moved to **CLOSE** the Public Hearing in regard to Town of Nanton Bylaw # 1377/23 and reconvene the Regular Meeting of Council at 7:04 p.m. CARRIED

**Councillor Czop returned to Chambers at 7:04 p.m.**

### **RESOLUTION # 257 - 23/10/02 - Mitchell**

Move that all written submissions received for the Public Hearing for Town of Nanton Bylaw # 1377/23, from: Southern Alberta Towing Corp., and Municipal District of Willow Creek; will be attached to these minutes collectively as Schedule "A". CARRIED

## **3. REPORTS:**

### **3.1 CHIEF ADMINISTRATIVE OFFICER:**

3.1.1 Status Report – E

### **RESOLUTION # 258 - 23/10/02 - Miller**

Moved that all written reports, as recorded on the agenda for October 2, 2023, be received for information and filing. CARRIED

## **4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:**

### **4.1 ADOPTION:**

4.1.1 **Regular Council Meeting Minutes September 18, 2023 – E**

### **RESOLUTION # 259 - 23/10/02 - Sorenson**

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held September 18, 2023 were accepted as distributed. CARRIED

4.1.2 **Finance Committee Meeting Minutes September 21, 2023 - E**



**RESOLUTION # 260 - 23/10/02 - Mitchell**

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Finance Committee Meeting of the Town of Nanton held September 21, 2023, were accepted as distributed. CARRIED

**4.1.3 Committee of the Whole of Council Meeting Minutes September 25, 2023 - E**

**RESOLUTION # 261 - 23/10/02 - Dozeman**

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Committee of the Whole of Council Meeting of the Town of Nanton held September 25, 2023, were accepted as distributed. CARRIED

**4.2 BUSINESS ARISING FROM THE MINUTES:**

**4.2.1 RECOMMENDATION # 1 – 23/09/21 – Finance Committee -** Consideration for additional Utility Operator - E

**RESOLUTION # 262 - 23/10/02 - Dozeman**

Moved that an additional utility operator be considered within the 2024 budget process. CARRIED

**4.2.2 RECOMMENDATION # 2 – 23/09/21 – Finance Committee -** Kosy Korner stair lift – E

Councillor Dozeman declared a possible conflict with pecuniary interest as a family member is involved with the contract estimate for the Kosy Korner – he left the Chambers table at 7:18 p.m.

**RESOLUTION # 263 - 23/10/02 - Todd**

Moved that Council will consider within its 2024 budget, up to a 25% contribution to the estimated project cost of \$59,000 for supply and installation of a wheelchair lift should the Kosy Korner not be able to fundraise and or obtain grant/other funding to cover the cost of the project. CARRIED

Councillor Dozeman returned to the Council table at 7:26 p.m.

**4.2.3 RECOMMENDATION # 1 – 23/09/25 – Committee of the Whole of Council**  
Alberta Southwest/ AND Villages Regional Housing proposal – E

**RESOLUTION # 264 - 23/10/02 - Mitchell**

Moved to direct the Chief Administrative Officer to forward correspondence to Minister Jason Nixon, Seniors, Community and Social Services, as presented, to offer support in principle, for the concept proposed by AND Villages' Regional Solution for Housing Supply, in advance of further Council discussion and direction regarding affordable housing solutions for Nanton. CARRIED

**4.2.4 RECOMMENDATION # 2 – 23/09/25 – Committee of the Whole of Council**  
Nanton Quality of Life Foundation Request for Advocacy Support

**RESOLUTION # 265 - 23/10/02 - Todd**

Moved that the Town of Nanton support the Nanton Quality of Life Foundation in its advocacy efforts based on the four recommendations of the Rural Municipalities of Alberta report, "Understanding and Responding to the Challenges Faced by FCSS Programs in Rural Alberta", stated as:

1. Increase core funding from the Province;
2. Increase the accessibility of Provincial social support services for rural Alberta;
3. Ensure that future public policy related to social service delivery in Alberta is approached via a rural lens;
4. Ensure that social service policy in Alberta is designed with meaningful contributions from rural FCSS programs;

as Council had supported at the fall 2023 Alberta Municipalities Association conference.

CARRIED

**5. NEW & UNFINISHED BUSINESS:**

In accordance with Section 184 of the Municipal Government Act of Alberta, Councillor John Dozeman will abstain from voting on further readings of Bylaw #1375/23 and #1376/23 as he was not present for the Public Hearing on September 18, 2023, for these bylaws.

**5.1 Further consideration of Bylaw #1375/23 – E**

**RESOLUTION # 266 - 23/10/02 - Miller**

Moved to read the Town of Nanton Bylaw #1375/23 a bylaw to amend Land Use Bylaw 1246/13, to redesignate a portion of NE ¼ SEC 16 TWP 16 RGE 28 W4M from Multiple Residential – R3 and Public Institutional – PI to Agricultural Transitional – AT, for the second time. CARRIED

**RESOLUTION # 267 - 23/10/02 - Czop**

Moved to read the Town of Nanton Bylaw #1375/23 for a third and final time. CARRIED

**5.2 Further consideration of Bylaw #1376/26 – E**

**RESOLUTION # 268 - 23/10/02 - Mitchell**

Moved to read the Town of Nanton Bylaw #1376/23 to repeal Bylaw #1235/11, the Lancaster Landing Area Structure Plan Bylaw, for the second time. CARRIED

**RESOLUTION # 269 - 23/10/02 - Todd**

Moved to read the Town of Nanton Bylaw #1376/23 for a third and final time. CARRIED

**6. CORRESPONDENCE:**

**6.1 FOR ACTION:**

- 6.1.1 Municipal District of Willow Creek invitation to 2023 Legacy of the Land Banquet Nov. 3/23  
Two complimentary tickets available –RSVP - E

Councillor Czop will be attending the event.

**7. CLOSED CONFIDENTIAL SESSION:**

Georgina Sharpe left the meeting at 7:37 p.m.

**RESOLUTION # 270 - 23/10/02 - Czop**

IT WAS MOVED to recess the Regular Meeting at 7:37 p.m. in order 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 Nanton Physician Recruitment and Retention Committee – FOIP Section 24(1)(g) Advice from officials.
- 7.2 Park Assets – FOIP Section 21(1) Disclosure harmful to intergovernmental relations
- 7.3 (Addition) Minister Meetings at ABMunis Convention – FOIP Section 21(1) Disclosure harmful to intergovernmental relations.

CARRIED

**RESOLUTION # 271 - 23/10/02 – Dozeman**

IT WAS MOVED to reconvene the Regular Meeting at 8:43 p.m. CARRIED

**8. ADJOURNMENT:**

**RESOLUTION # 272 - 23/10/02 - Sorenson**

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:44 p.m.

**TOWN OF NANTON**

\_\_\_\_\_  
**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

NS:II

These minutes accepted and signed this 16<sup>th</sup> day of October, 2023.





Regular Council Meeting Minutes  
October 2, 2023  
Resolution #257 – 23/10/02 - Schedule "A"

Town of Nanton  
Box 609, Nanton, Alberta, T0L 1R0  
P: 403-646-2029 E: [develop@nanton.ca](mailto:develop@nanton.ca) [nanton.ca](http://nanton.ca)

September 8, 2023

SOUTHERN ALBERTA TOWING CORP  
C/O WILLIAM HODGINS  
BOX 1111  
NANTON, AB T0L 1R0

SENT VIA REGULAR MAIL

**RE: PROPOSED ROAD CLOSURE – BYLAW #1377/23 AFFECTING  
ALL THAT PORTION OF THE LANE WHICH LIES BETWEEN THE  
SOUTHERLY LIMIT OF LOTS 11 AND 12, AND THE NORTHERLY LIMIT OF  
LOTS 23 AND 24, BLOCK 28, PLAN 3163L**

---

Enclosed is a sketch of the above-mentioned proposed road closure that is located adjacent to or near land registered in your name. Please be advised the municipality proposes to close this laneway for the purpose of disposing (sale) of the closure area.

In order to proceed with the closure, we request that you to indicate your agreement with this closure by signing and returning the duplicate copy of this letter. Should you have any objections, please notify our office before the submission deadline for the Public Hearing (12:00 pm September 27, 2023) as per the enclosed notice.

Sincerely,  
Town of Nanton

Georgina Sharpe  
Planning and Development Officer  
Encl.

---

I hereby certify that I have no objections to the closure of the public roadway (lane area) as described above.

September 11, 2023.  
Date

Signature



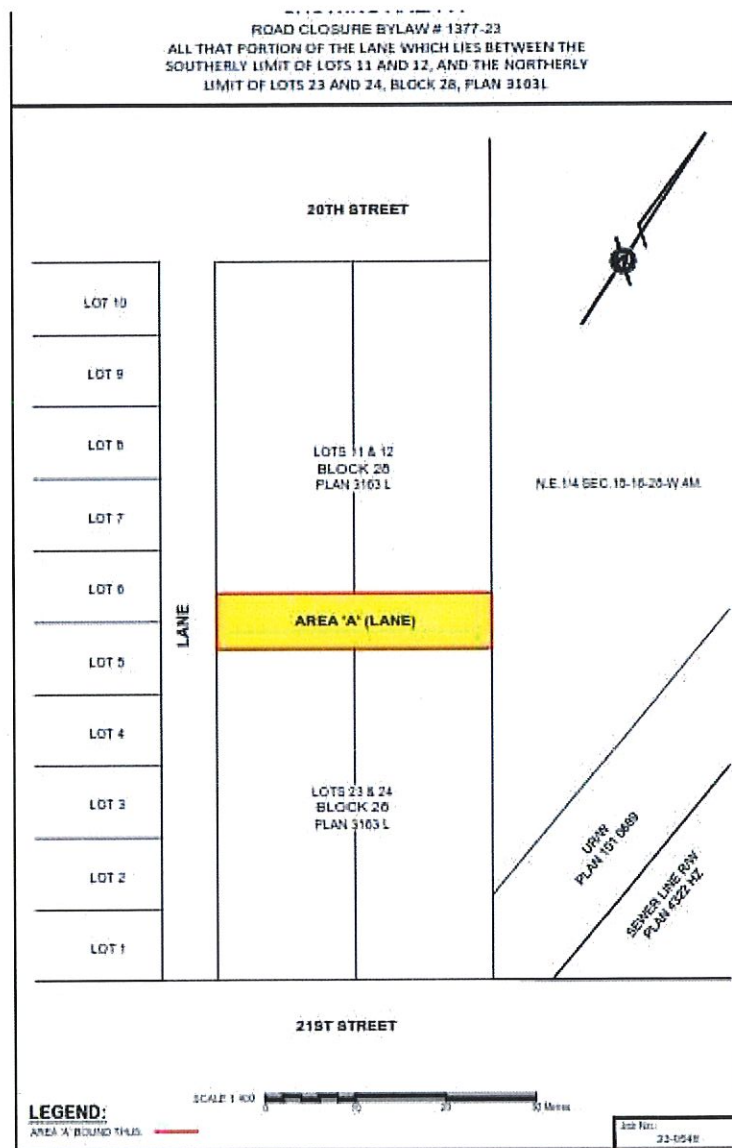
Posted on [www.nanton.ca](http://www.nanton.ca) for not less than two consecutive weeks (September 8 to October 2, 2023)

## TOWN OF NANTON - Notice of Public Hearing

### Bylaw # 1377/23 for the purpose of closing, disposing of and consolidating a portion of a Public Roadway

**DATE:** OCTOBER 2, 2023  
**PLACE:** COUNCIL CHAMBERS (Tom Hornecker Recreation Centre, 2122 – 18 Street)  
**TIME:** COMMENCING AT 7:00 PM

Pursuant to the Municipal Government Act, it is the intention of the Council of the Town of Nanton to consider adoption of Bylaw #1377/23, at the Regular Meeting of Council to be held Monday, October 2, 2023, being a bylaw for the purpose of closing and consolidating a portion of a Public Roadway, described as follows:





RECEIVED

SEP 12 2023

Town of Nanton  
Box 609, Nanton, Alberta, T0L 1R0  
P: 403-646-2029 E: [develop@nanton.ca](mailto:develop@nanton.ca) nanton.ca

September 8, 2023

M.D. OF WILLOW CREEK #26  
BOX 550  
CLARESHOLM, AB T0L 0T0

SENT VIA REGULAR MAIL

**RE: PROPOSED ROAD CLOSURE – BYLAW #1377/23 AFFECTING  
ALL THAT PORTION OF THE LANE WHICH LIES BETWEEN THE  
SOUTHERLY LIMIT OF LOTS 11 AND 12, AND THE NORTHERLY LIMIT OF  
LOTS 23 AND 24, BLOCK 28, PLAN 3163L**

Enclosed is a sketch of the above-mentioned proposed road closure that is located adjacent to or near land registered in your name. Please be advised the municipality proposes to close this laneway for the purpose of disposing (sale) of the closure area.

In order to proceed with the closure, we request that you to indicate your agreement with this closure by signing and returning the duplicate copy of this letter. Should you have any objections, please notify our office before the submission deadline for the Public Hearing (12:00 pm September 27, 2023) as per the enclosed notice.

Sincerely,  
Town of Nanton

Georgina Sharpe  
Planning and Development Officer  
Encl.

I hereby certify that I have no objections to the closure of the public roadway (lane area) as described above.

Sept 13/23  
Date

Signature

*on behalf of Council.*



# REQUEST FOR DECISION

Meeting: October 16, 2023  
Agenda Item: 5.1

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## Franchise Fees

---

### **ADMINISTRATIVE RECOMMENDATION:**

To hold the Atco and Fortis franchise fees at the current rates for the 2024 calendar year.

### **DECISION OPTIONS:**

#1 Direct administration to hold the Atco and Fortis franchise fees at the current rates for the 2024 calendar year.

#2 – Council approve a increase the Fortis franchise fee for 2024 to \_\_\_% and a increase to Atco franchise fees for 2024 to \_\_\_\_\_%

#3 – Council approve a decrease in Fortis franchise fees for 2023 to \_\_\_% and a decrease to Atco franchise fees for 2023 to \_\_\_\_\_%

### **PURPOSE:**

The Town has franchise agreements in place with Atco Gas and Fortis - annually, as part of the franchise agreements the Town is given the opportunity to change the fee provided the proper notifications are sent out.

### **BACKGROUND / IMPLICATIONS:**

In 2022 council approved a new policy (No. 13-348-22/11/07) which sets out the parameters around changes to franchise fees. Administration has received the annual notice from Fortis and Atco for the 2024 year and prepared this brief outlining its recommendation. As per the policy the average of all franchise fees across the province is to be calculated and then compared to the Town's current fee.

For 2023, the Fortis franchise fee average has been calculated at 9.46% which is up slightly from the 9.07% that it was in 2022. The Town of Nanton fortis franchise fee sits at 9% and so we are very much in line with the average. Per the policy, if the provincial average is less than a half of a percentage point different then no change is required, and administration would not recommend a change.

The Atco franchise fee for 2023 has been calculated at 19.45% and this is also a small increase up from the 2022 average of 19.06. Nanton's Atco franchise fee is currently at 19% (was previously 17%) and so again, no change is needed or recommended as it is very much in line with the average across the province.

The estimated franchise fee revenue for 2024 based on this looks as follows:

Fortis = \$187,346  
Atco = \$144,691  
Total = \$332,037

In comparison, the 2023 franchise fee revenue is currently projected to be \$320,000 and this is based off an original estimate from Atco and Fortis in the fall of 2022 of \$323,747. The actual 2024 revenues could be higher or lower. Interestingly, the Atco revenue forecast is expected to be a little lower than previous years.

The franchise fee is of course a fee that all users of power and gas pay for and currently the average user pays approximately \$185 per year. Any changes implemented would affect the user correspondingly. As per the new policy, no changes are needed at this time – the policy does allow council to vary from the average if there is a desire, but administration would not recommend that.

In 2022 council also implemented a change to the reserve policy that created the Nanton Community Sustainability reserve. This came about as an increase to the Atco franchise fee was implemented at the start of 2023 and this increased revenue would go into this new reserve. Per the new policy, 10% of franchise revenue will go to this reserve, up to a maximum of \$20,000. Administration is glad to report that we've reached the annual ceiling contribution of \$20,000 for the new reserve as well as \$40,000 for the public realm reserve.

**ALTERNATIVES:**

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

**Financial (GL# / Amount):** \_\_\_\_\_

**Communications/PR:**

**Applicable Legislation:**

**Attachments: Atco Gas and Fortis Alberta Municipal Franchise fee riders**

**Prepared By: Clayton Gillespie, Corporate Services Manager      Date: October 4, 2023**

**APPROVED BY: Neil Smith, Chief Administrative Officer:**

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

**September 26, 2023**

**RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update**

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

**2024 Franchise Fee Calculator**

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

**Request - Confirmation of Franchise Fee**

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

[StakeholderRelations@FortisAlberta.com](mailto:StakeholderRelations@FortisAlberta.com) to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

**Media Coverage on Franchise Fees**

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

**Microgeneration Update**

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka  
Manager, Municipalities  
P: (780) 464-8311  
C: (780) 868-7040  
E: [Dave.Hunka@FortisAlberta.com](mailto:Dave.Hunka@FortisAlberta.com)

29 August 2023

Town of Nanton  
PO Box 609  
Nanton, AB, T0L 1R0

**Attention: Mr. Neil Smith, Chief Administrative Officer**

**RE: ATCO Gas and Pipelines Ltd. Natural Gas Distribution Franchise Agreement**

As you are aware, ATCO Gas pays the Town of Nanton a franchise fee. The franchise fee is collected from customers in Nanton and is based on a percentage of our Delivery Tariff. In Nanton, this percentage currently is 19.00%.

In 2022, our Delivery Tariff revenue in Nanton was \$843,517. Our forecast Delivery Tariff revenue for 2024 is \$761,530. Therefore, based on the current franchise fee percentage, your forecast 2024 franchise fee revenue would be \$144,691.

Please note that the forecast 2024 Delivery Tariff revenue can be impacted by changes in customer operations and weather. Additionally, ATCO Gas has utilized forecast 2024 delivery rates, however, they are not yet approved by the Alberta Utilities Commission. ATCO Gas commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to the update of these forecast assumptions.

Pursuant to our franchise agreement, you have the option to change the franchise fee percentage in 2024. A request to change the franchise fee must be received by ATCO in writing prior to November 1, 2023. If you are considering changing the franchise fee in 2024, please contact us as soon as possible to begin the process.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at [Chris.Blunt@atco.com](mailto:Chris.Blunt@atco.com).

Yours truly,



Chris Blunt  
Manager, Service Operations & Pressure Control South  
ATCO Natural Gas Division

### MUNICIPAL FRANCHISE FEE RIDERS

**Availability:** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

**Price Adjustment:**

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				



Effective April 1, 2023 by AUC Disposition 28058-D01-2023  
This Replaces Rider "A"  
Previously Effective March 1, 2023

**ATCO GAS AND PIPELINES LTD. – SOUTH RIDER "A"  
MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO**

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues\*.

Method C. - Applied to gross revenues\* and Rider "E".

<u>Effective</u>			<u>Effective</u>			<u>Effective</u>		
<u>Municipalities –</u>	<u>%</u>	<u>Date</u>	<u>Municipalities –</u>	<u>%</u>	<u>Date</u>	<u>Municipalities –</u>	<u>%</u>	<u>Date</u>
<u>Method A</u>	<u>%</u>	<u>yymmdd</u>	<u>Method A</u>	<u>%</u>	<u>yymmdd</u>	<u>Method C</u>	<u>%</u>	<u>yymmdd</u>
Acme	20.00	04/03/10	Foremost	21.00	04/01/21	Calgary**	11.11	91/01/01
Airdrie	29.60	07/10/01	Fort Macleod	12.50	01/10/02			
Banff	31.20	06/03/24	Gasoline Alley	19.50	20/05/01			
Banff Ntl Park	31.20	22/01/01	Glenwood	10.00	23/03/01			
Barnwell	13.00	01/01/18	Granum	12.00	13/01/01			
Barons	14.97	00/08/21	High River	20.00	19/05/01			
Bassano	25.00	13/01/01	Hill Spring	5.00	10/03/25			
Beiseker	16.00	19/01/01	Hussar	27.50	22/02/01			
Big Valley	12.00	16/03/01	Innisfail	27.00	19/01/01			
Bow Island	12.00	18/01/01	Irricana	14.18	23/01/01			
Bowden	22.00	07/02/16	Lethbridge	27.00	12/02/15			
Brooks	19.50	21/01/01	Linden	15.23	04/07/09			
Burdett	15.00	20/04/01	Lomond	25.00	15/12/01			
Canmore	30.00	21/01/01	Longview	20.00	16/01/01			
Carbon	16.00	22/01/01	Magrath	15.00	10/01/18			
Cardston	20.00	23/02/01	Milk River	30.00	04/12/14			
Carmangay	15.00	10/03/02	Nanton	19.00	23/01/01			
Carstairs	25.00	07/08/01	Nobleford	7.50	23/01/01			
Champion	15.00	10/03/02	Okotoks	20.00	21/01/01			
Chestermere	17.00	14/01/01	Olds	30.00	12/01/01			
Claresholm	10.00	05/05/05	Penhold	25.00	18/09/01			
Coaldale	18.00	23/04/01	Picture Butte	18.00	16/09/01			
Coalhurst	10.00	23/01/01	Raymond	15.00	20/10/07			
Cochrane	20.00	16/01/01	Rockyford	30.00	12/01/01			
Coutts	20.00	08/09/09	Rosemary	17.00	23/01/01			
Cowley	13.79	02/08/23	Springbrook	10.50	23/04/01			
Cremona	23.00	23/01/01	Standard	4.00	23/01/01			
Crossfield	17.00	10/05/07	Stavely	11.00	21/01/01			
Crowsnest Pass	25.00	13/01/17	Stirling	12.00	19/01/01			
Delburne	21.60	07/04/10	Strathmore	35.00	21/04/01			
Diamond Valley	15.00	23/01/01	Taber	18.00	20/07/01			
Didsbury	25.00	10/01/01	Taber*	33.00	20/07/01			
Duchess	15.00	21/01/01	Trochu	20.00	15/12/01			
Elnora	16.00	04/05/27	Vauxhall	10.00	20/02/01			
			Vulcan	35.00	14/01/01			

\* Applied to High Use.

\*\* Exemption available on Rider "E" portion of natural gas feedstock quantities used by an electrical generation plant whose primary fuel source is natural gas, for the commercial sale of electricity or used by a district energy plant for combined heat and power production, if deemed by the City of Calgary to be a qualifying facility.

The Company's Terms and Conditions apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The Terms and Conditions are available at ATCO Gas offices during normal working hours or on the website [www.atcogas.com](http://www.atcogas.com).

Effective March 1, 2023 by AUC Disposition 27993-D01-2023  
 This Replaces Rider "A"  
 Previously Effective February 1, 2023

## ATCO GAS AND PIPELINES LTD. – NORTH RIDER "A" MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues\*.

Method C. - Applied to gross revenues\* and Rider "E".

<u>Municipalities – Method A</u>	<u>%</u>	<u>Effective Date yymmdd</u>	<u>Municipalities – Method A</u>	<u>%</u>	<u>Effective Date yymmdd</u>	<u>Municipalities – Method A</u>	<u>%</u>	<u>Effective Date yymmdd</u>
Alberta Beach	8.00	20/03/01	Grimshaw	30.00	12/02/15	Seba Beach	20.00	10/06/03
Alix	12.00	19/01/01	Hardisty	22.00	18/01/01	Sexsmith	25.00	07/04/24
Amisk	9.10	00/04/18	Hines Creek	30.00	05/08/02	Sherwood Park	22.00	10/07/01
Argentia Beach	0.00	10/07/09	Hinton ***	12.00	23/01/01	Silver Beach	20.00	05/03/24
Bashaw	13.00	23/01/01	Holden	3.50	14/01/01	Slave Lake	25.50	20/01/01
Beaverlodge	11.50	20/01/01	Hughenden	10.98	00/07/18	Spirit River	24.00	01/06/18
Bentley	12.00	20/01/01	Hythe	12.00	18/02/01	Spruce Grove	35.00	23/01/01
Berwyn	22.00	19/01/07	Innisfree	25.00	08/09/08	St. Albert	20.30	19/01/01
Bittern Lake	7.00	18/01/01	Irma	20.00	04/10/15	Stony Plain	35.00	21/02/01
Blackfalds	35.00	10/01/01	Itaska	12.00	04/09/21	Swan Hills	10.00	21/01/01
Bon Accord	23.00	22/01/01	Jasper Muni	19.10	22/01/01	Sylvan Lake	32.00	23/01/01
Breton	15.00	17/01/01	Jasper Ntl Pk	17.10	06/09/01	Thorsby	35.00	23/03/01
Bruderheim	20.00	21/01/01	Kitscoty	10.00	05/09/15	Tofield	10.00	04/05/04
Camrose	27.00	20/04/01	Lacombe	27.75	22/01/01	Vegreville	33.00	04/10/12
Caroline	35.00	21/01/01	Lamont	35.00	04/05/10	Vermilion	22.00	21/01/01
Chipman	0.00	06/05/12	Lavoy	16.61	09/10/23	Veteran	6.00	17/01/01
Clive	17.17	23/01/01	Legal	25.00	22/01/01	Viking	21.51	04/09/26
Clyde	9.46	10/05/04	Lloydminster	25.00	08/02/01	Wabamun	15.00	18/06/01
Cold Lake	13.00	05/11/01	Lougheed	15.00	12/09/17	Warburg	10.00	09/01/01
Consort	22.00	04/05/07	Mannville	25.00	20/01/01	Wembley	25.00	08/07/01
Coronation	10.05	09/07/14	Mayerthorpe	17.00	23/01/01	Wetaskiwin	33.00	21/01/01
Czar	11.84	00/04/27	McLennan	24.00	05/05/19	Whitecourt ***	27.17	23/01/01
Donnelly	30.00	05/09/06	Millet	22.00	08/01/01			
Drayton Valley***	22.00	04/10/22	Minburn	16.61	16/01/01	<u>Municipalities – Method C</u>	<u>%</u>	<u>Effective Date yymmdd</u>
Eckville	20.00	16/03/01	Mirror	12.60	06/07/13	Andrew	9.00	99/11/25
Edgerton	15.00	22/01/01	Mundare	23.00	20/04/01	Eaglesham	5.26	05/06/08
Edmonton	35.00	19/01/01	Nampa	16.84	04/04/22			
Edson***	22.54	23/01/01	Onoway	10.00	22/01/01			
Entwistle	17.32	10/02/22	Oyen	30.00	08/01/17			
Fairview	19.31	23/01/01	Peace River	32.00	22/01/01			
Falher	18.00	23/01/01	Point Allison	15.00	07/10/12			
Fort McMurray	10.00	21/03/01	Ponoka	27.00	23/02/01			
Fort Saskatchewan	0.00	04/09/28	Provost	22.00	13/01/01			
Fox Creek	15.00	20/01/01	Red Deer	35.00	17/01/01			
Gibbons	30.00	05/10/01	Rimbey	26.00	18/01/01			
Girouxville	26.00	19/01/01	Rocky Mtn. House	30.00	15/01/01			
Golden Days	25.00	04/06/15	Rycroft	30.00	16/02/10			
Grande Prairie	25.00	06/03/07	Ryley	10.00	16/02/01			

\* Gross Revenues are ATCO Gas total charges, less GST.

\*\*\* Includes a \$10,000 maximum annual allowable assessment (Max) on any individual metered account.

The Company's Terms and Conditions apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The Terms and Conditions are available at ATCO Gas offices during normal working hours or on the website [www.atcogas.com](http://www.atcogas.com).

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## **GOPHER CONTROL**

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### **PURPOSE:**

To formalize the Town's approach to pest control with respect to the Richardson Ground Squirrel/pocket gopher.

### **POLICY:**

1. Gophers are primarily a nuisance through their creation of holes in public spaces or recreational areas that cause safety issues for people and pets.
2. This is a Town within an agricultural region, surrounded by farmers' fields. The impacts of gophers as pests can only be temporarily mitigated, not eradicated.
3. The Town does not conduct gopher control on private property, other public institution lands or public land leased to third parties – that is the responsibility of the owner/ holder.
4. The Town does not generally treat municipally-owned public spaces that have not been developed for residential, institutional or recreational uses from a standpoint of fiscal responsibility.
5. Areas that are annually treated each spring (represented on schedule 'A' include:
  - Cemetery;
  - Dave Wallace Park;
  - Lions Grove Park;
  - Westview Dry Pond on 27<sup>th</sup> Avenue;
  - Westview Dog Park (external perimeter only)
  - Westview Wet Pond;
  - Mile 56 Rest Area (if required in the view of management or designated supervisor).
  - Baseball diamonds (if required in the view of management of designated supervisor).
  - Westview Town-owned serviced lots for sale (if required)
  - Other municipal lands if required and sufficient budget is available

### **PROCEDURE:**

1. The Town will utilize licensed or certified pest control contracted service providers, using appropriate products approved by Health Canada (e.g. Rozol RTU).
2. The Town will endeavour to have Contractors undertake the applications in the months of March or April annually.
3. Through the Town website, social media, and advisory signage, residents are encouraged to take precautions and avoid treated areas, particularly with small children and pets, urging the public to keep their dogs on a leash in line with bylaws when passing through these areas or avoiding them entirely for 2-3 weeks.
4. Property owners and businesses may be able to tack-on treatment for their land by the Town's chosen Contractors at cost negotiated with same, but the Town hold no liability for the cost, effectiveness or other consequences arising from such an arrangement.

### **REFERENCE:**

**REPLACES POLICY: N/A**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
Date

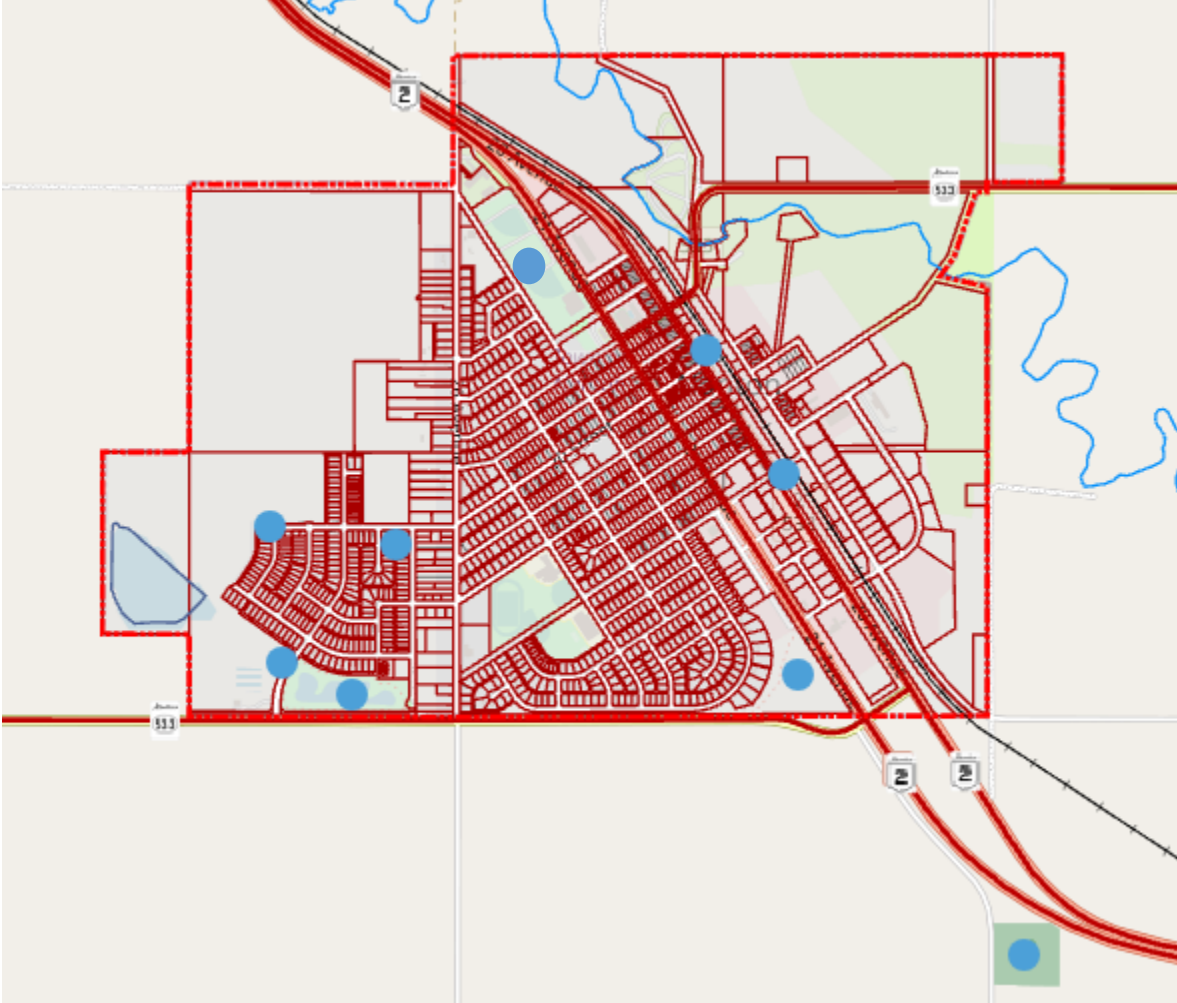
DRAFT



REFERENCE NUMBER:  
REPLACES POLICY DATED: N/A

Schedule 'A'

# Gopher Treatment Areas



REFERENCE NUMBER:  
REPLACES POLICY DATED: N/A



# POLICY

Policy No. [FUNCTION –RESOLUTION # - DATE]

Department:

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## MUNICIPAL DIGITAL SIGNAGE

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**SCOPE:** *This policy applies to all digital communication utilizing municipally owned digital sign installations or kiosks for vehicles and pedestrians (all departments and external)..*

**STATEMENT:** *The Town of Nanton is committed to providing its residents, taxpayers and visitors with accurate and appropriate information through the inclusion of digital signage designed to promote and enhance the communication strategies of the Town in disseminating information about statutory notices, events, meetings and public messages from the municipality, partner municipalities, local non-profit organizations and local clubs/ associations.*

**PURPOSE:**

- This policy facilitates effective digital communication tools for important community messaging.
- This policy ensures open, honest and clear channels of communication in the use of municipal digital signage in the Town.
- This policy provides direction for the appropriate use of digital signage in the municipality.
- This policy defines who may advertise on municipal digital signage.

**GENERAL CONDITIONS:**

**1.0 Content on Municipal Digital Signage**

1.1 Municipal digital signage convey information to the public as a representation of the municipality, and therefore will be operated in a manner that represents Nanton positively.

The following information shall not be permitted to be posted on municipal digital signage:

- a) Personal advertisements from individuals or material that could violate privacy of an individual;
- b) Advertisements for private business, with the exception of a signage installation sponsorship agreement (see 1.3);
- c) Fund-raising announcements for causes that are not directly supported or formally endorsed by the Town or its local municipal/ not-for-profit partners;
- d) Promotion of political, factional or religious viewpoints;
- e) False, misleading or deceptive messages;
- f) Messages expressing discriminatory views pursuant to provincial or federal legislation;
- g) Material that is protected by copyright without the express written permission of the copyright holder;
- h) Messages advocating/encouraging the consumption of alcohol, tobacco, marijuana, or drugs;
- i) Messages advocating/encouraging the participation in gambling or games of chance.

**REFERENCE:**

**REPLACES POLICY:**

- 1.2 Information provided for the municipal digital signage may be adapted for use on the Town website or social media platforms at its discretion.
- 1.3 The Town will consider multi-year private sector proposals for municipal digital signage sponsorship on a case-by-case basis pursuant to the Town sponsorship policy.
- 1.4 The Town will consider proposals for the tasteful and sensitive posting of local area obituaries provided by area funeral homes on a case-by-case basis;
- 1.5 The Town may consider the posting of basic church and religious organization general meeting or service times and places on a single information slide for all participating faiths and denominations.
- 1.6 The Town will approve a much more limited level of content to the highway 'gateway' electronic signs as third party content must be legible to vehicles and promote visitation.

**2.0 Appearance, Use and Functionality of Municipal Digital Signage**

- 2.1 The municipality may utilize its municipal digital signage to thank organizers sponsors for supporting community or town events.
- 2.2 The municipality is not liable for power outages or other acts beyond its control which affect the ability to utilize municipal digital signage to convey information on behalf of third parties.
- 2.3 Messages may be edited for clarity and conformity to the requirements of the medium.
- 2.4 The municipality offers no guarantee with respect to the appearance of any conveyance of information on municipal digital signage, or the length of time that a message will be displayed.
- 2.5 Appearance of messages are subject to constraints of priorities, as well as electronic and mechanical limitations.

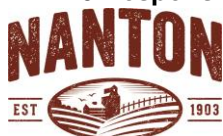
The following priority system shall be utilized in selecting messages to be posted:

- a) Emergency messages (in the event of an emergency, the Town reserves the right to suspend all messages and use signage for emergency purposes only) and statutory municipal notices;
- b) Messages from the Town of Nanton, partner municipalities, Nanton Fire Department, Nanton Quality of Life Foundation, Nanton RCMP, Thelma Fanning Library, local school division and public/ community health entities;
- c) Community events and messages hosted and/or sponsored by registered Nanton non-profit organizations.
- d) Other content if approved.

**3.0 Application**

- 3.1 If an advertising fee is set in future, third parties must pay the processing fee in accordance with a rate set in the current *Fees and Rates Bylaw*. If no rate is set, the service is free of charge.
- 3.2 Requests to utilize municipal digital signage will generally only be considered from registered Nanton registered non-profit organizations.
- 3.3 Organizations wishing to utilize municipal digital signage must accept any terms or conditions set by the Chief Administrative Officer or designate.
- 3.4 Organizations wishing to utilize municipal digital signage must comply with this policy.

**4.0 Responsibilities**



REFERENCE NUMBER:  
REPLACES POLICY DATED:

- 4.1 Council approves the *Municipal Digital Signage Policy*
- 4.2 The Chief Administrative Officer or designate has the authority and responsibility to:
  - a) Ensure staff compliance with the policy
  - b) Review the effectiveness of the Municipal Digital Signage program and provide recommendations to Council.
- 4.4 The Administration Department, in conjunction with contracted service providers and Public Works, is responsible for all operational and maintenance aspects of the Municipal Digital Signage.
- 4.5 Municipal staff are required to comply with the *Municipal Digital Signage Policy*.

**5.0 References and Related Documents**

- 5.1 Communications and Social Media Policy
- 5.2 Fees and Rates Bylaw
- 5.3 Municipal Government Act
- 5.4 Sponsorship Policy

**6.0 Specifications**

- 6.1 Basic submission guidelines for graphics are appended to this policy in schedule 'A' attached.

\_\_\_\_\_  
MAYOR Date

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER Date



REFERENCE NUMBER:  
REPLACES POLICY DATED:

## Schedule 'A'

Graphics should ideally be provided at either \*.png or \*.jpeg formats. Colours must be in RGB format to replicate successfully.

### 20<sup>th</sup> Street Pedestrian Kiosk:

Typical graphic specifications:

1080x1920 pixels (full screen)

1080x960 pixels (half screen-top or bottom)

540x1920 pixels (half screen – left or right)

1080x640 pixels (third screen)

540x960 pixels (quarter screen)

PowerPoint slideshows:

Export as a landscape MP4 file. Duration no longer than 20 seconds.

Organizations are encouraged to generate ½, 1/3, or ¼ screen graphics in the interests of making the overall slideshow on the unit more effective/ dynamic.

### Highway 2 Gateway Signs:

Typical graphic specifications: LANDSCAPE ONLY

Recommended size:

600x200 pixels Guidance: keep contrasts sharp and fonts large and legible.

PowerPoint slideshows:

Export as a landscape MP4 file. Duration no longer than 7 seconds.



Thank you for your generous and unwavering support of the Foundation's annual fundraising Dinner & Auction. Your sponsorship will positively impact healthcare for so many people and we are proud to have you as a partner in this fun, community event!

The Board of Directors

Janice

Glenda Cutforth  
Chris Alexander

Elia D  
Ruthela Graham  
Angela Caldwell

Jim  
Tyler Arnold

[Signature]