



# AGENDA

Monday, March 3, 2025 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 - E

### **3. REPORTS:**

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

3.1.1 Status Report – E

3.1.2 Capital Plan Status - E

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

#### **4.1 ADOPTION:**

4.1.1 February 18, 2025 Regular Meeting Minutes – E

**4.2 BUSINESS ARISING FROM THE MINUTES: None**

### **5. NEW & UNFINISHED BUSINESS:**

5.1 Request for Decision - Draft Bylaw 1406/25 Borrowing Bylaw - E

### **6. CORRESPONDENCE:**

#### **6.1 FOR ACTION:**

#### **6.2 FOR INFORMATION:**

6.2.1 Alberta Municipal Affairs Joint Use Planning Agreements (JUPAs) - E

6.2.2 Alberta South West January 8, 2025 Meeting Minutes - E

6.2.3 Alberta Municipal Affairs Provincial Priorities Act – E

**7. CLOSED CONFIDENTIAL SESSION:**

- 7.1 Intermunicipal Emergency Services FOIP Section 24 Advice from Officials and Section 25 Economic Interests of the Municipality
- 7.2 Canadian Housing Infrastructure Fund FOIP Section 24 Advice from Officials and Section 25 Economic Interests of the Municipality
- 7.3 Municipal Lands FOIP Section 24 Advice from Officials

**8. ADJOURNMENT:**





# 2025 Report to Community

*Prepared by*

Lynne Cox  
Lori Fiander

*Presented by*

Lynne Cox

# 2024 IN REVIEW

*Growing with our Community since 1984*

2024 was a year of exciting workshops, events and community connections for the Nanton Quality of Life Foundation. We are the steward of **Family and Community Support Services (FCSS)** grants provided through the **Government of Alberta**, the **Town of Nanton**, the **M.D. of Willow Creek No.26** and the **M.D. of Ranchland No.66**.

Our funding is also enhanced because of the generosity of our communities through legacy donations, and donations of money and gifts to support specific community programs from community members and groups.

In 2024 we were delighted to be awarded the **Tim Horton's Spring Smile Cookie** campaign. It was a huge success and raised over **\$5000** for our organization.



We completed our federal grants in early 2024 - to build and deliver a senior/youth mentoring program; to develop digital literacy workshops for seniors from **New Horizons for Seniors**; and our provincial grant to update our bylaws to enable remote and in-person meetings, to update our policies and procedures, website and social media outreach.

## OUR FUNDING PARTNERS





# MEET THE STAFF



Lynne Cox is in her third year as Executive Director of the Nanton Quality of Life Foundation, and continues to enjoy opportunities and challenges of running a vibrant non-profit.



Lori Fiander is in her 9th year with the foundation as our Community Support Worker.

Lori is well known for the care and compassion that she shows to those who look to her for assistance.

**2024 was a challenging year for many of our clients with a 20% increase in walk-in, support and referral traffic.**



Debbie Fontaine, another familiar face, has provided Administrative Support on a casual basis for over 11 years.

In 2024 we welcomed **Montana Walker** to our In-Home Assistance team, alongside **Suzie Munro**.





# THANK YOU TO OUR VOLUNTEERS

## *Your Support, Our Impact*

Volunteers play a key role at Nanton Quality of Life.

Donations of time contribute to the foundation’s ability to deliver services and programs to our communities.

We would like to extend special recognition to all of our volunteers dedicating their time to Meals on Wheels, our new TriShaw bike program, helping with community events, supporting Story Dogs, facilitating drumming sessions.

All of our volunteers go above and beyond with their contribution of time and energy.

**Drumming – Gord Orchard**

**Community Programs:**  
**Income Tax – Wayne Bateman**  
**Childrens’ Events- Elaine Mahan**

**Meals on Wheels - Chelan Barnes, Karen Gould, Doreen Hooker, Felicity Patterson, Susan Sommerville, Marylou Slumskie, Evelina Strong, Jean Thompson, Alice Smith, Carol Wittman and Marcia Muldoon**

**Story Dogs – Chelan Barnes, Danielle Foster, Allison IsBell, Katherine Foerster, Toni McLeod, Elspeth McMullan, Joscelyn Stangowitz, Rhonda Anderson, Nancy Mattson, Niky Hodgson**

**TriShaw Bike**  
**Randy Brown, Tim Dwyer, Erin Penner, Anthea Naylor, Mike Kowalchuk**

*If you would like to join our team of volunteers, please contact us at 403-646-2436*



**500**

Community volunteers donated over 500 hours to our various FCSS programs and services including our TriShaw bike program, Meals on Wheels, Story Dogs, drumming facilitation, Income Tax preparation, and assorted community events

**150**

Community volunteers donated over 150 hours to the Story Dogs

**220**

Our volunteer board of directors donated 220 hours in support of the Nanton Quality of Life Foundation in 2024

**500**

Over 500 Nanton & area residents attended our community events, programs and workshops

**95**

95 income tax returns for the 2024 tax year were completed as part of the Community Volunteer Income Tax Program for our area residents

**75**

Over 75 hours of TriShaw bike rides were given to community and **Silver Willow Lodge** seniors by our volunteer pilots. Thank you to the **High River Health Foundation** and the **Longview 4H Beef Club** for their generous donation of the bike to our community!

**300**

The community donated over 300 gifts to Santa's Gone Loonie and Secret Santa for Seniors – Thank you for your generosity!

**9000**

We received over \$9000 in donations to support foundation programming including legacy donations, and \$5000 from the Tim Hortons Smile Cookie Campaign & \$5000 Big Heart Grant of Services from Freshly Pressed

**2700**

Our front-line staff had over 2700 contacts with our residents to offer service support, prevention outreach and agency and government referrals via walk-ins, email and phone conversations

**\$7,500**

Thanks to the Community Foundation of Lethbridge and Southwestern Alberta – the Henry Varley for Rural Life Fund – we, the Town of Nanton and the Nanton Library were awarded \$7500 for intergenerational programming in 2025. Look forward to some exciting events!



**Sheena Taggart**  
Chairperson



**Joscelyn Stangowitz**  
Vice Chair



**Evan Berger**  
Representative for the  
MD of Willow Creek



**Jen Handley**  
Representative for the  
Town of Nanton



**Kathryn Enns**  
Director



**Cam Gardner**  
Representative for the  
MD of Ranchland



**Kristen Hall**  
Director



**Eleanor Kessler**  
Director



**Jennie McMasters**  
Director



**Chelan Barnes**  
Director



**Helen Low**  
Director

## DIRECTOR'S ROLES

We extend our heartfelt gratitude to the board of directors for their steadfast dedication, tireless efforts, and countless hours of volunteer service to our organization and the broader community.

Your contributions have been instrumental in shaping our organization's vision and success. The passion, commitment, and expertise you bring to the table have driven our mission forward and positively impacted countless lives.

Thank you for being an integral part of our team and for your continued support in advancing our mission. The strategic plan is available for review on our website at [www.nqlf.net](http://www.nqlf.net).

We are thrilled to extend a warm and enthusiastic welcome to our newest board members—**Eleanor Kessler, Helen Low, Jennie McMaster and Jennifer Handley!**

Your expertise, passion, and dedication will be invaluable as we work together to strengthen our mission and impact in the community. Welcome aboard!

## THANK YOU

*We said goodbye to our Board Members Julie Barker, Kevin Todd and Pam Woodall. Pam retired from our board in February after serving over 20 years as a volunteer, many of them as our Chair-Person. We wish these Board Members all the best in the future and thank them for their commitment to the Nanton Quality of Life Foundation.*

# YOUR COMMUNITY, OUR COMMITMENT

The heart of our organization is connecting our community members to the resources and support they need.

In 2024, we connected hundreds of community members with various agencies and resources. We facilitated access to **income supports, housing opportunities, mental health services, and food bank referrals.** Additionally, we assisted with completing government forms & provided support with digital technology.

**Santa's GONE & LOONIE!**

Calling all young shoppers ages 3-7!

Here's a fun and festive shopping adventure created just for you! Bring your loonies and come pick out the perfect gifts for your parents, caregivers, or any special adult in your life!

\*Nanton & immediate area residents only\*

**FRESH & DELICIOUS MINI DONUTS KINDLY DONATED BY PARKLAND SOURDOUGH!**

December 14, 10 AM - 5 PM

Located at the Lion's Den (formerly Scout's Hall) 2222 18 St Nanton

**Subsidized Handivan Rides for Qualified Nanton Residents - aged 55+**

The Nanton Quality of Life Foundation and the Nanton Handivan Society are part of a 2 year regional transportation pilot program that subsidizes rides for qualified Nanton residents, within Nanton and to/from:

High River, Okotoks, Diamond Valley and Calgary

All rides are both ways

\$14 in Town \$35 High River \$40 Okotoks \$50 Diamond Valley \$50 Calgary

To find out if you qualify, or to apply for the program, please contact the Nanton Quality of Life Foundation at 403-646-2436

**VOLUNTEERS NEEDED!**

CALLING ALL VOLUNTEERS! WE NEED YOUR HELP!

Enjoy connecting with seniors? Love the outdoors and cycling? Do we have an opportunity for you!

Cycling Without Age Nanton is recruiting volunteers to be trained to pilot our Trishaw bike.

If you are interested in volunteering and can offer 1 or 2 rides a month on an electric-assisted trishaw bike, we want to hear from you!

Call the Nanton Quality of Life Foundation at 403-646-2436 for more information on this great opportunity.

Help others in your community feel the wind in their hair!

**Cycling Without Age**

The Nanton Quality of Life Foundation Presents

**THE BLANKET EXERCISE:**

AN INTERACTIVE WORKSHOP IN RECOGNITION OF NATIONAL TRUTH AND RECONCILIATION DAY

Please join our facilitator, Darlene Cox, a Metis Swampy Cree, for this interactive workshop

The Blanket Exercise uses Indigenous methodologies to build understanding about our shared history as Indigenous and non-Indigenous peoples in Canada. Everyone is actively involved as they step onto blankets that represent the land, and into the role of First Nations, Inuit and Metis peoples.

Bring your own blanket!

**COMMUNITY VOLUNTEER**

**INCOME TAX PROGRAM**

**Secret Santa For Seniors**

Many seniors are alone for a variety of different reasons. Some have children who do not live in the community or who are not in their lives. Many are widowed, widowers, who have simply outlived their friends and family. Some never married or had children and are just themselves alone.

Whatever the reason, the Secret Santa for seniors aims to ensure that seniors feel special and cared for during the holiday season.

All gifts can be dropped off at the Nanton Quality of Life Foundation office.

Check out our website for gift ideas for seniors!

[www.nqlf.ca](http://www.nqlf.ca)

**IN HOME ASSISTANCE FOR Seniors**

Now Accepting NEW CLIENTS

**THE BACKPACK PROGRAM**

**SNOW Angels**

Many Nanton residents love the first snowfall of the year. But for some seniors and people with disabilities, shovelling snow can be very difficult and even dangerous. They need your help - they need a Snow Angel!

Be a Snow Angel and lend a hand by clearing a neighbor's sidewalk when you shovel your own. Remember, always respect your neighbour's wishes if they prefer to do it themselves.

**Thank you for your support!**

**Nanton Walks Indoor Walking Program**

Where? The Bomber Command Museum

When? Every Tuesday & Wednesday 8:30 AM - 11:30 AM

Starts? November 5th & 6th

To participate, registration is required through the Nanton Quality of Life Foundation's office (403)646-2436

**A Day to focus!**

on mental wellbeing in our community

**Head of Heart RURAL MENTAL WELLNESS**

Saturday, March 23rd 12:00 - 3:00 pm (drop in style and no registration required)

Nanton Community Memorial Centre 2204 18 St Nanton

Free lunch for the first 50 guests, catered by Georgia's Cafe from 12-1pm

[www.highriverhealthfoundation.ca](http://www.highriverhealthfoundation.ca)

[www.nqlf.net](http://www.nqlf.net)

**THE NANTON QUALITY OF LIFE FOUNDATION**

**Kids Zone**

**Splash and Play**

SATURDAY AUGUST 3, 2024

DURING THE NANTON CHILDREN'S FESTIVAL

BEHIND THE NQLF BUILDING

**MEALS ON WHEELS NANTON**

**CHRISTMAS BOWL DECOUPE CRAFTING CLASS**

Wednesday, December 11, from 6:00 to 8:00 PM

led by Johanna Jackson, this creative evening will guide you through the art of decoupage to make a beautiful holiday-themed bowl.

This is a FREE class, we do ask that you REGISTER in advance with the Nanton Quality of Life Foundation

**THE NANTON QUALITY OF LIFE FOUNDATION**

(with two representatives from Service Canada) is providing a presentation on the new Canadian Dental Care Plan

Learn all about the new Canadian Dental Care Plan and how you can access the plan and its services

Thursday, June 6, 2024

two sessions (register for one)

10:00 am - 11:30 am

1:00 pm - 2:30 pm

at the Nanton Quality of Life building (log cabin beside the Bomber Command Museum)

Call 403-646-2436 to register for one of the sessions!



## A COMMUNITY SUCCESS!

On Saturday, March 23, the Nanton Community Center came alive with the spirit of connection, learning, and support at the **Head to Heart Rural Mental Wellness Fair**, hosted by the Nanton Quality of Life Foundation in partnership with the **High River District Health Care Foundation**.



The event featured an incredible lineup of wellness vendors and engaging keynote speakers, **Jody Seeley and Chris Koch** from "If I Can," who inspired attendees with their powerful messages of resilience and mental wellness.

Community members had the opportunity to explore resources, learn about mental health strategies, and connect with others who share a commitment to improving rural mental wellness. Adding a special touch to the day, **Georgie's Cafe** provided lunch for the attendees, ensuring everyone felt welcome and cared for.

This fair was more than just an event – it was a celebration of community support and the importance of mental health in rural areas. It brought people together, highlighted valuable resources, and showcased the dedication of local organizations to fostering well-being in Nanton.

**A huge thank-you to everyone who made this day such a meaningful success!**

## THE BIG HEART GRANT OF SERVICES

We are thrilled to announce that the Nanton Quality of Life Foundation has been selected as one of the recipients of Freshly Pressed's Big Heart Grant of Services. This incredible initiative supports nonprofits by amplifying their message and increasing their impact.

In 2024, Freshly Pressed awarded three grants valued at \$5,000 in services, providing expert support free of charge to help organisations like ours reach more people and drive meaningful change.

As a foundation dedicated to enhancing the well-being of our community, we are deeply grateful for this opportunity to strengthen our outreach and further our mission.

Thank you to Freshly Pressed for recognising the importance of our work and helping us share it with a wider audience!



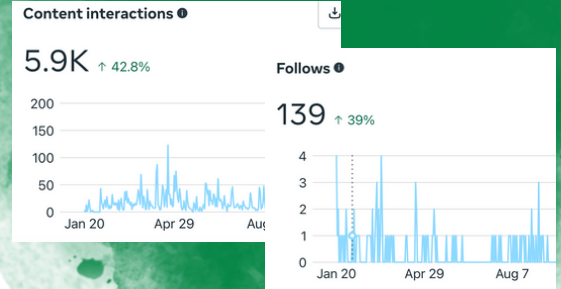
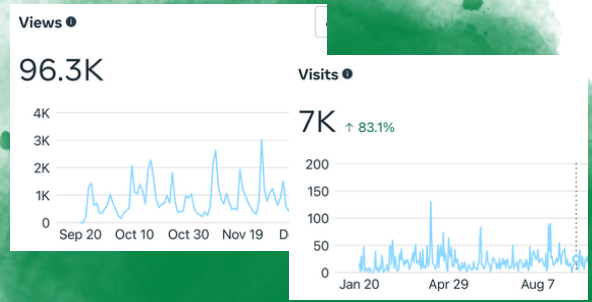


## **SOCIAL MEDIA**

In the past year, Nanton Quality of Life shared **670** engaging Facebook posts while expanding its presence to Instagram, Twitter (X), and Threads.

These efforts resulted in over **96,000** views and a remarkable **43%** increase in interactions, generating nearly **6,000** additional clicks, likes, and shares.

**Thank you for being part of our growing online community!**

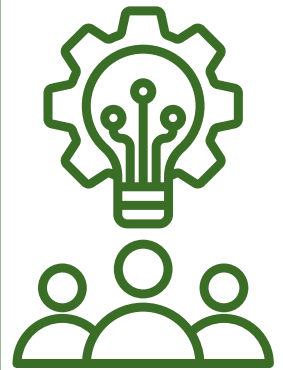


## **OUR INTER-AGENCY PARTNERS & COLLABORATORS**

### **Navigating Change, Together**



- High River & District Health Foundation
- Porcupine Hills Early Childhood Coalition
- Alberta Health Services
- Public Health and Rural Mental Health
- Willow Creek Immigrant Services
- Inclusion Foothills
- Willow Creek Learning
- MCG Careers (High River)
- Nanton Thelma Fanning Library
- Wildrose Community Connections
- Rowan House
- Canada Revenue Service Canada Outreach
- Nanton Children's Society
- Nanton Kozy Korner Senior Centre
- Greater Foothills Family Centre



- Euroradio - Nanton Community Broadcasting Association
- Stavelly, Vulcan, Claresholm Family & Community Support Services
- Family & Community Support Services Association of Alberta (FCSSAA)

# **GENEROUS DONORS OF GIFTS, MONEY, FACILITIES, SUPPORT OR EXPERTISE**

**Trishaw Bike:**

High River and District Health Foundation  
Longview 4H Beef Club



**Appreciation Gifts:**  
Western Financial

**Indoor Walking Program:**  
Royal Canadian Legion  
Bomber Command Museum



**Workshop Expertise:**

Ruth Mueller-Bridges out of Poverty  
Darlene Cox - the Blanket Exercise  
Service Canada  
CRA Outreach

**Backpack Program, Secret Santa for Seniors, Santa's Gone Loonie,**

**Community Events:**

Sandstone Pharmacy  
The Nanton & Area Community



**Digital Literacy Senior Advisory Committee:**

John & Nancy Noyce, Marylou Slumskie,  
Vance Kent, Carol Wittman, Alice Smith,  
Donna Davies, Dorothy Kent

## CYCLING WITHOUT AGE

Our Nanton Trishaw Bike is available for all residents to go for a ride!



*Thank you to our generous partners, the Longview 4H Beef Club  
(above) & the High River District Health Care Foundation*

## PUBLIC INPUT

We welcome your input!

For more information about any of our programs or to  
learn how you can support our work, please contact us at:

Nanton Quality of Life Foundation

(the little log cabin beside the Nanton Bomber Museum)  
1601 21 Avenue, Nanton, Alberta: 403-646-2436

Visit our Website: [www.nqlf.net](http://www.nqlf.net)





# STATUS REPORT

Meeting: March 3, 2025  
Agenda Item: 3.1.1

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

CAO = Chief Administrative Officer  
DO = Development Officer

CS = Corporate Services  
LS = Legislative Services

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

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

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

## COUNCIL MEETING

Res #	Description	Notes	Status	FWD
<b>Regular Meeting February 18, 2025</b>				
38-25/03/18	Kozy Korner lift access – grant application		IP	CS
42-25/02/18	Bylaw 1405/25 Communication and forwarding		IP	LS
44-25/03/18	Recreation conversation with ICF	March 12 <sup>th</sup> Agenda	IP	CAO

## COUNCIL

Res #	Description	Notes	Status	FWD
<b>Committee Recommendations</b>				
23/10/16	Funding public skate – incorporation into policy, preferably the ice allocation policy	Reg 23/11/06	IP	LS/CS
68-24/03/04	RFD – Tribute Wall location		IP	CAO/CS
77-24/03/18	RFD cost of Fire Services to cover AHS ambulance		IP	CS/CAO
94-24/03/15	ICF/MOU with FC/THR and possibly Okotoks re water	<b>Part of project management wor</b>	IP	CAO
211-24/08/12	Community Center Green Initiative Grant		HOLD	CS
278-24/10/21	RFD Energy Audit		IP	CS
324-24/12/09	RFD Firefighter tax incentive	Replaced 30-25/02/03	C	CS
338-24/12/09	Canada Housing grant application up to \$15k		IP	CS/CAO
11-25/01/20	Quality of Life Survey		IP	LS/CAO
12-25/01/20	THRC Conceptual Plan		IP	CAO
16-25/01/20	ASP for Northwest Areas of Town – ORRSC		IP	DO/CAO
23-25/02/03	e-send for utility bills		IP	CS
27-25/02/03	RFD Kozy Korner lift access to basement		C	CS
30-25/02/03	RFD Firefighter recruitment options		IP	CS

## DEPARTMENTS

Res #	Description	Notes	ST	fw

## ITEMS ON HOLD FOR FUTURE SCHEDULING/CONSIDERATION

Res #	Description	Notes
135-23/05/01	Application for a solar feasibility assessment for Town's facilities or unserved industrial lands	Future consideration contingent on Climate Action Centre funding – CS
<b>CAO Comment:</b> <i>These items should be individually discussed at a future Committee of the Whole.</i>		





# CAPITAL PLAN STATUS

Meeting: February 26, 2025  
 Agenda Item: 3.1.2

*Deferred in green text  
 2025 Items Only*

Roadway Infrastructure		
Lead: Public Works Supervisor		
Roadway Rehab	Patching & repairs	125,000
Sidewalk replacement program	Sidewalk repair & replacement	50,000
Roadway assessment	Town roads assessment	50,000
Notes:		
Utility Infrastructure		
Lead: Manager of Operations		
Waste Water Treatment Plant	Membranes	362,840
Wastewater	De-watering	1,163,800
Valve & hydrant replacement	Hydrant, valves	75,000
29 <sup>th</sup> Avenue	Service line connections	225,000
Waste water mains	re-lining	100,000
Equipment	Wastewater line Flusher truck <b>COMPLETE</b>	75,000
	Wastewater	83,000
Stormwater management	Westview storm pond assessment	17,000
Notes: <i>Some cost revisions are likely coming for the membranes project. Meter reading hardware and software is being replaced at greater cost than initially expected this year.</i>		
Parks & Trails		
Lead: Recreation Manager		
New capital	Pocket park/rain garden	56,500
Notes: <i>A discussion on federal funding is currently taking place.</i>		
Buildings		
Lead: Various		
THRC - arena	Transfer switch for emergency power	35,000
THRC	Elevator/lift with building modifications	300,000
THRC - pool	Pool liner	200,000
Town Office / Library	Window/wall updates	20,000
Fire Hall	Curb & approach updates	25,000
Community Centre	Energy efficiency upgrades	100,000



Notes:  
 Transfer switch project pricing has seen a mild \$3,000 increase.

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

Notes: Zero turn mower ordered.

## Land Development

## Public Realm & Development

*There are no CONFIRMED Public Realm & Development items at this time - this would be changed through the inclusion of priorities in the municipal strategic plan (by resolution and the allocation of funds). The FOLLOWING GRANT-DEPENDENT PROJECT MAY STILL PROCEED IN 2025, SUBJECT TO A NUMBER OF VARIABLES, INCLUDING COUNCIL CONFIRMATION.*

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

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

2024 deferred project comments

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





# MINUTES

Monday February 18, 2025, 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, and Ken Sorenson.

**OTHERS PRESENT:** Neil Smith Chief Administrative Officer  
Clayton Gillespie Corporate Services Manager  
Sara-Lynn Lyons Legislative Services & Communications  
Georgina Sharpe Planning & Development Officer

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

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

### RESOLUTION # 35 – 25/02/18 - Czop

The Regular Council agenda for February 18, 2025, was accepted as presented. CARRIED

### 2. PRESENTATIONS:

### 3. REPORTS:

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

- 3.1.1 Status Report – E
- 3.1.2 Capital Plan Status - E
- 3.1.3 Monthly Report – E

#### **3.2 FINANCIAL:**

- 3.2.1 Accounts Payable Reports for the month of January 2025

#### **3.3 DEPARTMENT:**

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager – E
- 3.3.3 Parks and Recreation Manager - E
- 3.3.4 Planning & Development Officer - E
- 3.3.5 Fire Chief - E
- 3.3.6 Peace Officer – E
- 3.3.7 Emergency Management - E

#### **3.4 COUNCIL:**

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

3.4.6 COUNCILLOR JOHN DOZEMAN  
Councillor Sorenson entered the meeting at 7:17 p.m.

**RESOLUTION # 36 – 25/02/18 - Mitchell**

Moved that all written reports, as recorded on the agenda for February 18, 2025, be received for information and filing. CARRIED

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

**4.1 ADOPTION:**

**4.1.1 Regular Council Meeting Minutes – E**

**RESOLUTION # 37 – 25/02/18 - Dozeman**

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 February 3, 2025, were accepted as distributed. CARRIED

**4.2 BUSINESS ARISING FROM THE MINUTES: None**

**5. NEW & UNFINISHED BUSINESS:**

**5.1 Request for Decision Tax Installment Payment Plan – E**

**5.2 Information Brief 2025 Operating Budget – E**

**5.3 Request for Decision Kozy Korner Lift Access – E**

Councillor Dozeman recused himself from the discussion and vote due to pecuniary interests.

Approve use of Building reserve funds in an amount determined by council to help fund the shortfall in funding for the Kozy Korner lift access project.

**RESOLUTION # 38 – 25/02/18 - Miller**

Moved to proceed with the Alberta's Community Facility Enhancement Grant application in partnership with the Kozy Korner and approve up to \$30,000 from the building improvements reserve. CARRIED

**5.4 Request for Decision Bylaw 1405/25 Amending Community Bylaw 1299/19 – E**

**RESOLUTION # 39 – 25/02/18 - Mitchell**

Moved to read Town of Nanton Bylaw #1405/25, a Bylaw to amend the Community Bylaw 1299/19 for a first time. CARRIED

**RESOLUTION # 40 – 25/02/18 - Czop**

Moved to read Town of Nanton Bylaw #1405/25 for a second time. CARRIED

**RESOLUTION # 41 – 25/02/18 - Dozeman**

Unanimous consent to read Town of Nanton Bylaw #1405/25 for a third time was granted by all Council present. CARRIED

**RESOLUTION # 42 – 25/02/18 - Miller**

Moved to read Town of Nanton Bylaw #1405/25 for a third and final time. CARRIED

**5.5 Request for Decision 2025 Municipal Election Returning Officer – E**

**RESOLUTION # 43 – 25/02/18 - Sorenson**

As per Sections 13(1) and 13(2.1) of the Local Authorities Election Act, move to appoint Sara-Lynn Lyons as the Chief Returning Officer for the Town of Nanton and Shellah Petersen appointed as Substitute Returning Officer for the purpose of the October 20, 2025 General Municipal Election, CARRIED

**6. CORRESPONDENCE:**

**6.1 FOR ACTION:**

6.1.1 Municipal District of Willow Creek Recreation Response

**RESOLUTION # 44 – 25/02/18 - Dozeman**

Moved to direct the Chief Administrative Officer (CAO) to engage in discussions with the other Chief Administrative Officers (CAOs) participating in the upcoming Intermunicipal Collaboration Framework (ICF) meeting in March, with the objective of exploring and advocating for potential provincial funding opportunities to support the development, enhancement, and maintenance of recreation facilities across the region. CARRIED

**6.2 FOR INFORMATION:**

6.2.1 Municipal District of Willow Creek Support for Provincial Funding for Recreation Facilities - E

6.2.2 Alberta Southwest February 5, 2025 Agenda – E

6.2.3 Letter regarding Coal Mining Eastern Slopes of the Rocky Mountains – E

**7. CLOSED CONFIDENTIAL SESSION:**

**RESOLUTION # 45 – 25/02/18 - Miller**

IT WAS MOVED at 8:09 p.m. to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

7.1 Municipal Buildings FOIP Section 24 Advice from Officials

7.2 Municipal Land FOIP Section 25 Economic Interests of the Municipality

Councillor Miller left the meeting at 9:27 p.m. and returned at 9:29 p.m.

7.3 Municipal Enforcement FOIP Section 24 Advice from Officials  
CARRIED

**RESOLUTION # 46 – 25/02/18 - Miller**

IT WAS MOVED to reconvene the Regular Meeting at 9:58 p.m. CARRIED

**8. ADJOURNMENT:**

**RESOLUTION # 47 – 25/02/18 - Dozeman**

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:58 p.m.

**TOWN OF NANTON**

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

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

NS:sl

These minutes accepted and signed this 3<sup>rd</sup> day of March, 2025.

DRAFT



# REQUEST FOR DECISION

Meeting: March 3, 2025  
Agenda Item: 5.1

## Borrowing Bylaw – Line of Credit

**PURPOSE:**

For council to consider approval of the annual borrowing bylaw.

**BACKGROUND / IMPLICATIONS:**

*Line of Credit Bylaw* – for many years the Town has had a line of credit in place (but has not had to use it) in the event that funds are needed during the early part of the year before the majority of tax revenue is collected. Under the MGA, any borrowing that is done has to be done by borrowing bylaw and in this case, the Town has to renew their line of credit bylaw annually. The amount has not changed (still \$250,000) and the terms are the same as well – if funds were used they would be paid back in the same year. Bylaw 1406/25 is attached for consideration. At the same time, we are recommending the current bylaw (No. 1387/24) be rescinded.

**ADMINISTRATIVE RECOMMENDATION:**

Approve Bylaw No. 1406/25

**DECISION OPTIONS:**

- #1 – Approve the bylaw as presented.
- #2 – Approve with changes as directed by council.
- #3 – Refer back to Administration and or the Finance Committee for further consideration.

**CAO Comment:**



**NANTON**  
EST 1903  
CHIEF ADMINISTRATIVE OFFICER

**ALTERNATIVES:**

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

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

**Communications/PR:**

**Applicable Legislation:** MGA Sections 251-256

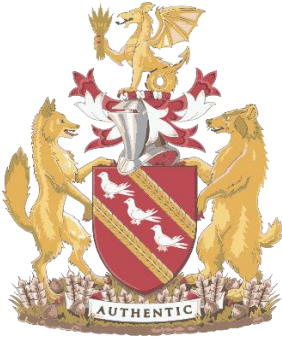
**Attachments:** Bylaw No. 1406/25

**Prepared By:** Clayton Gillespie, Corporate Services Manager

**Date:** February 25, 2025

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

STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	CORE SERVICES	<input checked="" type="checkbox"/>	FINANCE & I.T.
<input type="checkbox"/>	ECONOMIC DEVELOPMENT PRIORITIES	<input type="checkbox"/>	COMMUNITY DEVELOPMENT PRIORITIES
<input type="checkbox"/>	GOVERNANCE	<input type="checkbox"/>	SINGLE ISSUE PRIORITY
Please detail the specific strategic priority and objective if applicable: No specific priority or objective.			



# *Town of Nanton*

## **BYLAW NUMBER: 1406/25**

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### **A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AUTHORIZE THE COUNCIL TO INCUR INDEBTEDNESS THROUGH A LINE OF CREDIT FOR A MAXIMUM AMOUNT OF \$250,000 FOR THE PURPOSE OF INTERIM CASH FLOW**

---

#### **1. PURPOSE:**

**WHEREAS** Section 251 of the Municipal Government Act, RSA 2000, Chapter M-26, provides that a municipality may only make borrowing if the borrowing is authorized by a borrowing bylaw;

**AND WHEREAS** Section 256 of the Municipal Government Act authorizes the use of a line of credit for the purpose of interim financing operating expenditures for the purchasing of goods and services, until funds invested for locked in periods are available;

**AND WHEREAS** the maximum debt limit on the line of credit will be \$250,000.00.

**AND WHEREAS** the line of credit will be renewed annually in accordance with the terms of the agreement.

#### **2. ENACTMENT**

**NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:**

- 2.1 That a line of credit for the purpose of interim financing with a maximum limit of TWO HUNDRED AND FIFTY THOUSAND (\$250,000) be established with the Alberta Treasury Branch or another authorized financial institution by way of security of the Municipality at large, of which amount the full sum of \$250,000 is to be paid by the Municipality at large.
- 2.2 The designated signing officers of the Municipality are hereby authorized to enter into a line of credit agreement on behalf of the Municipality for the amount and purpose as authorized by the Bylaw, namely securing interim funding to be used to purchase goods and services.
- 2.3 The Municipality shall repay the indebtedness according to the repayment structure in effect, namely as investments come due, amounts owing on the line of credit will be paid in full. Interest, should it occur, will be paid at a rate not exceeding the interest rate fixed by the Alberta Treasury Branch or another authorized financial institution on the date of borrowing, and not to exceed eight – (8) percent.
- 2.4 The indebtedness shall be contracted on the credit and security of the Municipality.
- 2.5 The net amount borrowed under the Bylaw shall be applied only to the issuance of interim funds.

**3. INTERPRETATION**

3.1 This Bylaw will be cited as the Line of Credit Borrowing Bylaw #1406/25.

**4. REPEAL**

4.1 Bylaw #1387/24 is hereby repealed.

**5. EFFECTIVE DATE AND READINGS**

5.1 This bylaw comes into effect upon the date of final reading and signing thereof.

5.2 Read a **first** time this \_\_\_\_ day of \_\_\_\_\_, 2025

TOWN OF NANTON

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

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

5.3 Read a **second** time this \_\_\_\_ day of \_\_\_\_\_, 2025

TOWN OF NANTON

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

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



5.4 Read a **third** time this \_\_\_\_ day of \_\_\_\_\_, 2025

**TOWN OF NANTON**

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

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

DRAFT





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca), or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca), or call the number above for more information.

Sincerely,

Ric McIver  
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.

  
\_\_\_\_\_  
Ric McIver  
Minister of Municipal Affairs

**Alberta SouthWest Regional Alliance**  
**Minutes of the Board of Directors Meeting**  
 Wednesday, January 8, 2025,-Stockman’s Grill, Fort Macleod



**Board Representatives**

Brent Feyter, Fort Macleod  
 Brad Schlossberger, Claresholm  
 Barbara Burnett, Cowley  
 Cam Francis, Cardston County  
 Rick Lemire, MD Pincher Creek  
 Doral Lybbert, Glenwood  
 Sahra Nodge, Pincher Creek  
 Victor Czop, Nanton  
 Tim Court, Cardston

**Resource Staff and Partners**

Lori Hodge, LRSD  
 Brandie Lea, PrairiesCan  
 Marie Everts, JET  
 Sacha Anderson, CF CNO  
 Mark Brown, CF ABSW  
 Bev Thornton, AlbertaSW

- |    |                               |  |
|----|-------------------------------|--|
| 1  | Call to Order and welcome     | Chair Brent Feyter called the meeting to order   |
| 2  | Approval of Agenda            | Moved by Doral Lybbert THAT the agenda be approved as presented.<br><b>Carried.</b> [2025-01-935]  |
| 3  | Approval of Minutes           | Moved by Cam Francis THAT the Minutes of October 30, 2024, be approved as presented.<br><b>Carried.</b> [2025-01-936]  |
| 4  | Approval of Cheque Register   | Moved by Tim Court THAT cheques #3471to #3484 be approved as presented.<br><b>Carried.</b> [2025-01-937]   |
| 5  | Qatalyst Consultation         | Next step in the process requires input from Board representatives.<br>Dates for two on-line workshops will be 12:00noon on Tuesday, January 14 and 12:00noon on Wednesday, January 15, 2025.  |
| 6  | Contribution to SAITI project | SouthGrow is applying or a CanExport grant on behalf of the Southern Alberta Investment and Trade Initiative (SAITI).<br>Moved by Sahra Nodge THAT AlbertaSW contribute up to \$2,000, as required, for matching funds.<br><b>Carried.</b> [2025-01-938] |
| 7  | NRED Grant 2025-2027          | AlbertaSW has submitted a second NRED grant to build upon the EAT, BASTION and MECAP projects to next promote and support investment opportunities that have been identified in the region.  |
| 8  | EDA Conference 2025           | EDA Xperience 2025 Leaders’ Summit & Conference <b>April 9-11, 2025</b><br>Mayor Brad Schlossberger and Mayor Barbara Burnett will attend.   |
| 9  | Correspondence to Premier     | Letter to the Premier from SouthGrow Chair, dated November 26, 2024 was circulated as a follow up to an in-person meeting to discuss withdrawal of provincial investment in REDAs.   |
| 10 | Executive Director Report     | Moved by Barbara Burnett THAT the Executive Director report be accepted as information.<br><b>Carried.</b> [2025-01-939]   |

- |    |                        |  |
|----|------------------------|--|
| 11 | Round table            | Accepted as information.   |
| 12 | Upcoming Board Meeting | <ul style="list-style-type: none"> <li>➤ Wednesday, February 5, 2025-Fort Macleod</li> <li>➤ Wednesday, March 5, 2025-TBD</li> <li>➤ Wednesday, April 2, 2025-TBD</li> </ul> |
| 13 | Adjourn                | <p>Moved by Tim Court THAT the meeting be adjourned.<br/> <b>Carried.</b> [2025-01-940]</p>  |

**Approved February 5, 2025**

## Executive Director Report January 2025

### MEETINGS and PRESENTATIONS

- Jan 7: University of Lethbridge Geography 4700 student project meeting
- Jan 8: meeting with Avail, Fort Macleod
- Jan 8: AlbertaSW Board Meeting, Fort Macleod
- Jan 9: AEDO Accreditation Review Committee Meeting, Zoom [regrets]
- Jan 10: University of Lethbridge Geography 4700 meeting with students re: mapping project
- Jan 10: Meeting with Jordan Tidey, Director of Economic Development, County of Grande Prairie, Zoom
- Jan 14: Tourism Lethbridge Advisory Committee meeting, Lethbridge
- Jan 14: Qatalyst Board workshop #1, Teams
- Jan 15: Economic Development Lethbridge Board meeting, Teconnect
- Jan 15: Qatalyst Board workshop #2, Teams
- Jan 16;Travel Alberta Strategic Insights Committee meeting, Zoom
- Jan 17: Economic Developers Alberta Community Investment Readiness Tool Review, Zoom
- Jan 20: University of Lethbridge Geography 4700 mapping project launch, Zoom
- Jan 20: Meeting with PrairiesCan, Teams
- Jan 20: SouthWest Stakeholder Round Table with Alberta Innovates, Teconnect
- Jan 21; REDA Managers meeting, Zoom
- Jan 21: Meeting with Colin Harvey, AltaLink, Teams
- Jan 22:Meeting with Peter Ptashko,, UK - 2023 Duke of Edinburgh Commonwealth Study Group, Zoom
- Jan 23: Webinar on US-Canada trade relations, Teconnect
- Jan 27: Meetings with InnoVisions re: final NRED report, Zoom
- Jan 27: Meeting with National Research Council and Alberta Innovates and Captus project, Teams
- Jan 28: More meetings with InnoVisions re: final NRED report, Zoom
- Jan 28: Meeting with Qatalyst consultant, Zoom

Jan 28: Meeting with Energy Futures Lab re: future projects and consultations, Zoom

Jan 29: Research interview with Qatalyst re: PrairiesCan/Community Futures , Teams

Jan 30: Blackfoot Signage Project Meeting, Teams

Jan 30: International Economic Development Council AEDO Accreditation Review Committee Meeting, Zoom

#### PROJECT MANAGEMENT and REPORTING

- MECAP project completion and compiling documentation
- Submit NRED Final Grant Report – MECAP project, March 2023-November 2025
- Consult with Avail re: new Jobs, Economy, and Trade year-end audit requirements
- Continued input to Blackfoot Signage pilot project
- Schedule Qatalyst Board workshops (2)
- Website information inquiries, referrals to resources and grant programs

#### INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Investment inquiries and new project information
- Energy Futures Lab pilot project completion and invitation to apply to Fellowship (declined)
- Appointed as member of both IEDC AEDO Review Committee and new AEDO Advisory Board
- Letter of support for EFL funding to support continued community consultation
- Meetings with University of Lethbridge student team re interactive mapping of MECAP data (locations of regional businesses in manufacturing, energy, construction, ag processing)

#### UPCOMING:

#### Southern Alberta Economic Summit

Thursday March 27, 2025

8:30am to 3:30pm – Lethbridge Agrifood Hub

Tickets - \$80 available at this link:

<https://www.eventbrite.ca/e/southern-alberta-economic-summit-2025-tickets-1058509342939>

The graphic features a background image of a rural landscape with rolling hills and a clear sky. The text is overlaid on the image. On the left, the title 'SOUTHERN ALBERTA ECONOMIC SUMMIT 2025' is written in large, bold, white capital letters. To the right, the date 'MARCH 27, 2025' is in bold orange. Below the date, the location and time are listed: 'Lethbridge Agri-food Hub & Trade Centre, Lethbridge, Alberta | 8:30 AM - 3:30 PM'. A short paragraph invites attendees to join the annual SouthGrow event to discuss topics relevant to Southern Alberta. At the bottom, a dark blue banner reads 'IN PARTNERSHIP BY:' followed by logos for SouthGrow, PrairiesCan, Community Futures, Tourism Lethbridge, Economic Development Lethbridge, and Alberta Southwest.

# Alberta SouthWest Bulletin February 2025

## Regional Economic Development Alliance (REDA) Update

### ❖ Manufacturing Energy Construction Ag Processing (MECAP) project completed!

This project, implemented from April 1, 2023, to November 30, 2024 (19 months), was supported by an Alberta Northern and Regional Economic Development (NRED) Grant. Thank you to InnoVisions and Associates, and to municipal staff, chambers, community organizations, provincial and federal agencies who contributed time, resources, and ideas to make this a success.

**The final report is over 20 pages, and here are just some of the Project Highlights and Metrics**

#### Media and Social Media Project Outreach

- 800 recipients of direct communications
- 13,000+ via social media and LinkedIn.
- 1,000+ instances of industry organizations, businesses, and stakeholders across the region accessing resource pages, online distributions, video replays of the Speaker Series, and newsletters

#### Innovators Round Table, Think Tank; information-sharing workshops and events

- 12 participants-Spring-Summer 2023-Rural Development Network (RDN) Pilot Project (READI)
- 17 attendees - Wednesday, October 4, 2023 - Industry Innovators Round Table #1 - Fort Macleod
- 25 attendees - Wednesday, November 1, 2023 - Industry Innovators Think Tank #2 - Zoom
- 15 attendees - Monday, January 29, 2024 - Industry Innovators Think Tank #3 - Fort Macleod
- 29 participants-Tuesday, January 30, 2024-Community Capacity-Building Workshop
- 87 attendees – Wednesday, June 5, 2024 – presentation at Alberta SouthWest Annual General Meeting

#### Industry Leaders Forum Speaker Series

- 17 attendees Wednesday, September 18, 2024 - Topic: Manufacturing - Zoom
- 27 attendees Wednesday, October 16, 2024 - Topic: Workforce in-person and Zoom
- 16 attendees Wednesday, November 20, 2024 – Topic: Supply Chain and Logistics – Zoom
- 17 expert presenters from government agencies and industry organizations over the 3 sessions

In addition to speaker presentations, over **30 resource links, programs and toolkits shared.**

- 4 resources and employer programs shared re: Manufacturing
- 11 resources and employer programs shared re: Workforce
- 15 resources and employer programs shared re: Supply Chain

#### Research, Interviews, and Inventory of MECAP businesses

NAICS codes were used to systematically build an inventory of MECAP companies.

- 177 MECAP businesses in AlbertaSW inventoried
- 15 Community Investment Profiles completed

#### Career Exploration Day Wednesday, May 8, 2024

- 600 attendees at Career Exploration Day
- 67 businesses participating

Livingstone Range School Division career and dual credit programs

- 72 work experience placements
- 10 Registered Apprenticeship Program (RAP) students
- 46 Green Certificate placements
- 60 International students (47 FTE)



#### Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0  
403-627-0244 (cell)  
[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)  
[www.albertasouthwest.com](http://www.albertasouthwest.com)





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

AR118277

February 26, 2025

Dear Chief Elected Officials/Associations/Library Boards/Regional Services  
Commissions/Municipally Controlled Corporations:

In May 2024, our government passed the *Provincial Priorities Act* to establish a process for provincial oversight of agreements between provincial entities and the federal government. The *Act* will come into force on April 1, 2025, and will ensure Ottawa is not undermining the province's jurisdiction to make decisions about what is best for Alberta and Albertans. Under the *Act*, provincial entities, such as municipalities, are required to obtain prior approval from the Alberta government before entering into, amending, or renewing an agreement with the federal government.

Throughout last summer, Alberta's government led a comprehensive stakeholder engagement with provincial entities to inform the supporting regulations. The Provincial Priorities Regulation (attached), which also comes into force on April 1, 2025, designates additional municipal entities that are subject to the *Act*. These entities include library boards, regional services commissions, municipally controlled corporations, and any entity that is established by bylaw, with the exception of business improvement areas. In addition, the regulation sets out the approval process for proposed intergovernmental agreements and includes some exceptions for the municipal sector where no provincial approvals will be needed. Examples of these exceptions include agreements under \$100,000, agreements that are in-kind contributions only, agreements with the Canadian Armed Forces, and agreements for disaster response and assistance; these will not require provincial approval.

Effective April 1, 2025, municipalities and municipal entities will be required to submit information on all new agreements with the federal government, agreement amendments and agreement renewals, along with a copy of the agreement, to Municipal Affairs, regardless of the monetary value of the agreement. Information on agreements eligible for an exception must also be submitted to Municipal Affairs in order for the exception to apply. Additional details on the process for submitting required information on federal agreements to Municipal Affairs will be shared in March.

I am looking forward to working together with you to ensure Alberta municipalities maintain access to federal dollars while protecting areas of provincial jurisdiction.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550



Province of Alberta  
Order in Council

O.C. 041/2025

FEB 26 2025

# ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor  
or  
Administrator

The Lieutenant Governor in Council makes the Provincial Priorities Regulation set out in the attached Appendix.

FILED UNDER

THE REGULATIONS ACT

as ALBERTA REGULATION 21/2025

ON February 26 2025

REGISTRAR OF REGULATIONS

CHAIR

For Information only

Recommended by: President of Executive Council

Authority: Provincial Priorities Act  
(section 4)

**APPENDIX**  
**Provincial Priorities Act**  
**PROVINCIAL PRIORITIES REGULATION**

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- 1 Designation of provincial entities

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8 Exceptions for public post-secondary institutions  
9 Exception for Banff Centre  
10 Exceptions for school boards  
11 Exceptions for Banff, Jasper and Lloydminster  
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13 Exception for municipal agreements with  
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14 Exceptions during emergencies and disasters  
15 Exception for mortgage agreements with Canada  
Mortgage and Housing Corporation  
16 Exception for entities that operate and administer  
Alberta Social Housing Corporation assets  
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- 18 Coming into force

**Designation of provincial entities**

1 The following entities are designated as provincial entities for the purposes of the Act:

- (a) an intermunicipal library board as defined in the *Libraries Act*;
- (b) a municipal library board as defined in the *Libraries Act*;
- (c) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board;

- (d) a growth management board as defined in the *Municipal Government Act*;
- (e) a regional services commission as defined in the *Municipal Government Act*;
- (f) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board;
- (g) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation;
- (h) Calgary Homeless Foundation;
- (i) Homeward Trust Edmonton.

## Approvals

### Approval by responsible Minister

**2(1)** Subject to the exceptions set out in this Regulation, a provincial entity may only enter into, amend, extend or renew an intergovernmental agreement after obtaining the prior approval of the Minister responsible for the provincial entity.

**(2)** For the purposes of this Regulation,

- (a) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Post-secondary Learning Act* is responsible for a public post-secondary institution as defined in the *Post-secondary Learning Act*,
- (b) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Education Act* is responsible for a board as defined in the *Education Act*,
- (c) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Provincial Health Agencies Act* is responsible for

- (i) a regional health authority, and any subsidiary health corporation of the regional health authority, under the *Provincial Health Agencies Act*, and
  - (ii) Covenant Health and any subsidiary of Covenant Health,
- (d) the sector Minister responsible for a health services sector under the *Provincial Health Agencies Act* is responsible for a provincial health agency established for that health services sector, and any subsidiary health corporation of that provincial health agency, under the *Provincial Health Agencies Act*,
- (e) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Libraries Act* is responsible for
- (i) an intermunicipal library board as defined in the *Libraries Act*, and
  - (ii) a municipal library board as defined in the *Libraries Act*,
- (f) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* is responsible for
- (i) a municipal authority as defined in the *Municipal Government Act*,
  - (ii) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board,
  - (iii) a growth management board as defined in the *Municipal Government Act*,
  - (iv) a regional services commission as defined in the *Municipal Government Act*, and
  - (v) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board,

and

- (g) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* is responsible for
  - (i) a management body as defined in the *Alberta Housing Act*,
  - (ii) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation,
  - (iii) Calgary Homeless Foundation, and
  - (iv) Homeward Trust Edmonton.

(3) The President of the Executive Council may approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if no other Minister is responsible for the provincial entity.

#### **Authority to approve municipal agreements**

**3(1)** Despite anything to the contrary in section 2(2)(f), the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* may designate another Minister as the Minister responsible for a provincial entity referred to in section 2(2)(f) in relation to an agreement or a class of agreements if the Ministers agree that the subject-matter of the agreement or class of agreements relates to a matter under that other Minister's administration.

(2) Despite anything to the contrary in section 4(1), a provincial entity referred to in section 2(2)(f) shall submit a proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* despite that Minister designating another Minister as the Minister responsible for the provincial entity under subsection (1).

### **Approval of agreements**

**4(1)** To obtain approval to enter into, amend, extend or renew an intergovernmental agreement, a provincial entity must submit the proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister responsible for the provincial entity.

**(2)** The Minister responsible for the provincial entity must assess the proposed agreement, amendment, extension or renewal by considering the following factors prior to approving a provincial entity to enter into, amend, extend or renew the agreement:

- (a) whether the agreement aligns with the priorities of the Government of Alberta;
- (b) whether the agreement
  - (i) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
  - (ii) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
  - (iii) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction;
- (c) whether the agreement aligns with the Government of Alberta's long-term fiscal plan.

**(3)** Subject to subsections (4) to (6), after assessing the proposed agreement, amendment, extension or renewal by considering the factors described in subsection (2), the Minister may

- (a) approve a provincial entity to enter into the agreement, amendment, extension or renewal, subject to any terms or conditions the Minister considers appropriate, or
- (b) decline to approve the provincial entity to enter into the agreement, amendment, extension or renewal.

**(4)** A Minister must receive the approval of the Executive Council prior to approving a provincial entity to

- (a) enter into an intergovernmental agreement in which a federal entity is agreeing to provide a provincial entity with \$5 million or more in funding, excluding any in-kind contributions, or
- (b) amend, extend or renew an intergovernmental agreement if the amendment, extension or renewal would result in \$5 million or more in additional funding, excluding any in-kind contributions, being provided by a federal entity to a provincial entity under the agreement.

**(5)** A Minister must receive the approval of the Executive Council prior to approving a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if, in the Minister's opinion, the agreement

- (a) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
- (b) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
- (c) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction.

**(6)** A Minister must receive the approval of the Executive Council prior to approving a provincial entity to amend an intergovernmental agreement in a material way if subsection (4) or (5) applies or applied to the agreement.

**(7)** If a Minister approves a provincial entity to enter into, amend, extend or renew an intergovernmental agreement, the Minister must provide written notice to the provincial entity, including written notice of any terms or conditions that apply to the Minister's approval.

**(8)** If a Minister declines to approve a provincial entity to enter into, amend, extend or renew an agreement, the Minister must provide written notice to the provincial entity.

**Funding applications by management bodies and similar entities**

**5(1)** Subject to subsection (2), a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of any intent of the management body or entity to apply for funding from a federal entity when the body or entity submits its annual business plan to the Minister in accordance with the *Management Body Operation and Administration Regulation* (AR 243/94) or the terms of an operating agreement.

**(2)** Where it is not possible to comply with subsection (1) without foregoing the opportunity to apply for funding from a federal entity, a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of the management body or entity to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

**(3)** Calgary Homeless Foundation and Homeward Trust Edmonton must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of Calgary Homeless Foundation or Homeward Trust Edmonton to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

**(4)** The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act*, within 30 days of being notified of an intent to apply for funding, must conduct a preliminary assessment of the proposed application and must advise the provincial entity whether the Minister

- (a) has concerns with the proposed application, including the nature of those concerns, and
- (b) is likely, based on the preliminary assessment, to approve the provincial entity to enter into an agreement, or the amendment, extension or renewal of an agreement, that would result from the provincial entity's application for

funding from a federal entity being approved by a federal entity.

(5) The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* must consider whether notice required by this section has been provided when deciding whether to approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement.

### Exceptions

#### Exceptions re funding amounts

**6(1)** If, under an intergovernmental agreement, a federal entity

- (a) would not provide any funding to a provincial entity or would only provide in-kind contributions, or
- (b) would provide less than \$100 000 in funding, excluding any in-kind contributions, to a provincial entity,

and the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister, the provincial entity is not required to obtain the Minister's approval before entering into, amending, extending or renewing that agreement unless an amendment, extension or renewal of the agreement would result in the provincial entity receiving a total of \$100 000 or more in funding, excluding any in-kind contributions, from the federal entity under the agreement as amended, extended or renewed.

(2) If an intergovernmental agreement relates to the construction, maintenance or development of housing accommodations, then a provincial entity is not required to obtain approval before entering into, amending, extending or renewing that agreement if the federal entity is providing the provincial entity \$250 000 or less in funding, excluding any in-kind contributions, under the agreement initially entered into, or as amended, extended or renewed.

(3) This section does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

**Exceptions re amendments, extensions and renewals**

**7(1)** If a provincial entity has been approved to enter into an agreement under this Regulation, the provincial entity is not required to obtain prior approval to amend, extend or renew that agreement if the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister and any of the following circumstances apply:

- (a) the agreement includes a provision requiring a project to start or end by a certain date and the amendment, extension or renewal is for the purpose of allowing the project to start or end by a date that is no more than one year different from the start or end date that is in the agreement;
- (b) the agreement includes a provision establishing the length of a project and the amendment, extension or renewal is for the purpose of allowing the project to be extended by one year or less;
- (c) the amendment, extension or renewal provides additional federal funding, excluding any in-kind contributions, to a provincial entity that is
  - (i) less than \$100 000, and
  - (ii) less than 10% of the federal funding being provided under the agreement that the Minister approved;
- (d) the proposed amendment, extension or renewal of an agreement would make or result in minor administrative changes.

**(2)** Subsection (1) does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

**Exceptions for public post-secondary institutions**

**8(1)** For the purposes of this section,

- (a) “fee-for-service agreement” means an agreement in which a particular set of services is provided in exchange for a set fee, and

- (b) “research” means an undertaking directed to the discovery, extension or application of knowledge through a disciplined inquiry or systematic investigation.

(2) If a public post-secondary institution as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the public post-secondary institution is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if

- (a) the agreement pertains to research, unless greater than 50% of the total funding being provided under the agreement, excluding any in-kind contributions, is capital funding for the development of research facilities,
- (b) greater than 50% of the total funding being provided under the agreement pertains to the following matters:
  - (i) the delivery of an apprenticeship education program as defined in the *Skilled Trades and Apprenticeship Education Act*;
  - (ii) the delivery of a program of study as defined in the *Post-secondary Learning Act*;
  - (iii) the delivery of a foundational learning program as defined in the *Programs of Study Regulation* (AR 91/2009);
  - (iv) the delivery of work placement experiences, including mentorship programs, cooperative placements, practicums and internships, for students as defined in the *Post-secondary Learning Act*, including the provision of wage subsidies;
  - (v) the delivery of language instruction that enables individuals to develop basic language proficiency in one of the official languages of Canada;
  - (vi) the delivery of a continuing education program;
  - (vii) a conference, symposium or other non-instructional event,

or

- (c) the public post-secondary institution is entering into, amending, extending or renewing an agreement in which the public post-secondary institution is
  - (i) a party to a fee-for-service agreement, or
  - (ii) providing space to a federal entity through a lease or short-term rental, the term of which does not exceed 2 months.

**Exception for Banff Centre**

**9** If Banff Centre as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, Banff Centre is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

**Exceptions for school boards**

**10** If a board as defined in the *Education Act* has provided or agreed to provide the Minister responsible for the *Education Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the board is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity in either of the following circumstances:

- (a) the agreement provides for federal funding under Jordan's Principle;
- (b) the agreement provides for federal funding as part of an education services agreement under section 63 of the *Education Act*.

**Exceptions for Banff, Jasper and Lloydminster**

**11** If the Municipality of Jasper, the Town of Banff or the City of Lloydminster have provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any

information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the Municipality, Town or City, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

#### **Exception for controlled corporations**

**12** If a controlled corporation as defined in section 75.1 of the *Municipal Government Act* or the controlled corporation's board has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the controlled corporation or the controlled corporation's board, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

#### **Exception for municipal agreements with Canadian Armed Forces**

**13** If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with the Canadian Armed Forces, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with the Canadian Armed Forces.

#### **Exceptions during emergencies and disasters**

**14** If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if the agreement is for the purpose of responding to a disaster or emergency as those terms are defined in the *Emergency Management Act*.

**Exception for mortgage agreements with Canada Mortgage and Housing Corporation**

**15** If a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of a mortgage agreement with the Canada Mortgage and Housing Corporation, including a copy of the agreement, in the time and manner specified by the Minister, the management body or entity is not required to obtain prior approval to enter into, amend, extend or renew that mortgage agreement with the Canada Mortgage and Housing Corporation.

**Exception for entities that operate and administer Alberta Social Housing Corporation assets**

**16** If an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the entity is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if that agreement does not relate to the operation or administration of real property assets of the Alberta Social Housing Corporation.

**Agreements to provide information**

**17** For the purposes of this Regulation, an agreement to provide a Minister with information may relate to a particular intergovernmental agreement or to a class of intergovernmental agreements.

**Coming into Force**

**Coming into force**

**18** This Regulation comes into force on the coming into force of the *Provincial Priorities Act*.