



AGENDA

Monday March 17, 2025 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

2.1 Heavy Truck Regulation – Doug Lockton

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 February 2025

3.3 DEPARTMENT:

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager – E
- 3.3.3 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

3.5 OTHERS:

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 March 3, 2025 Regular Meeting Minutes – E

4.2 BUSINESS ARISING FROM THE MINUTES:

5. NEW & UNFINISHED BUSINESS:

- 5.1 Information Brief Municipal Accountability Program Review - E
- 5.2 Request for Decision Intermunicipal Subdivision and Appeal Board - E
- 5.3 Request for Decision Draft Bylaw 1407 Procedural Bylaw - E
- 5.4 Information Brief Heavy Truck Regulation – E
- 5.5 Information Brief Emergent provincial requisitions and charges 2025 - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

- 6.2.1 Lethbridge Region Economic Resilience Task Force - E
- 6.2.2 Alberta Southwest Minutes February 5, 2025 – E
- 6.2.3 Nanton RCMP Quarterly Report - E

7. CLOSED CONFIDENTIAL SESSION:

- 7.1 Livingstone Range School Division Advisory Committee Update FOIP Section 21 Harmful to Intergovernmental Relations and Section 24 Advice from Officials
- 7.2 Tom Hornecker Recreation Centre FOIP Section 24 Advice from Officials
- 7.3 Municipal Government Act FOIP Section 24 Advice from Officials

8. ADJOURNMENT:



STATUS REPORT

Meeting: March 17, 2025
 Agenda Item: 3.1.1

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

CAO = Chief Administrative Officer CS = Corporate Services OP = Operations Manager
 DO = Development Officer LS = Legislative Services OTHER = Staff/Contractor/etc.

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

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

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting March 3, 2025				
56-25/03/03	Signing of Intermunicipal Emerg. Agreement		C	CAO

COUNCIL

Res #	Description	Notes	Status	FWD
Committee Recommendations				
23/10/16	Funding public skate – incorporation into policy, preferably the ice allocation policy	Reg 23/11/06	IP	LS/CS
68-24/03/04	RFD – Tribute Wall location		IP	CAO/CS
77-24/03/18	RFD cost of Fire Services to cover AHS ambulance		IP	CS/CAO
94-24/03/15	ICF/MOU with FC/THR and possibly Okotoks re water	Part of project management wor	IP	CAO
211-24/08/12	Community Center Green Initiative Grant		HOLD	CS
278-24/10/21	RFD Energy Audit		IP	CS
338-24/12/09	Canada Housing grant application up to \$15k		C	CS/CAO
11-25/01/20	Quality of Life Survey	144 responses	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		C	CS
30-25/02/03	RFD Firefighter recruitment options		IP	CS
38-25/03/18	Kozy Korner lift access – grant application		C	CS
42-25/02/18	Bylaw 1405/25 Communication and forwarding		C	LS
44-25/03/18	Recreation conversation with ICF	March 12 th Agenda	C	CAO

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
CAO Comment: <i>These items should be individually discussed at a future Committee of the Whole.</i>		





CAPITAL PLAN STATUS

Meeting: March 17th, 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
<i>Notes: Work going out to bid.</i>		
Utility Infrastructure		
Lead: Manager of Operations		
Waste Water Treatment Plant	Membranes	362,840
Wastewater	De-watering	1,163,800
Valve & hydrant replacement	Hydrant, valves	75,000
29 th Avenue	Service line connections	225,000
Waste water mains	re-lining	100,000
Equipment	Wastewater line Flusher truck COMPLETE	75,000
	Wastewater	83,000
Stormwater management	Westview storm pond assessment	17,000
<i>Notes: 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
<i>Notes: A discussion on federal funding is currently taking place – more information should be available soon.</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)





REPORT FROM ADMINISTRATION

Meeting: March 17th 2025

Agenda Item: 3.1.3

Chief Administrative Officer

To February 28th 2025

Meeting highlights

- 3 regional water project meetings;
- Emergency Advisory Committee;
- Joint Health and Safety Meeting;

Priority in February was developing fairly elaborate proposals submissions for the Canada Housing Infrastructure Fund and refining an older parks related proposal to conform with a federal funding program.

Utility E-Billing

Response has generally been extremely positive. We have heard from at least one senior unhappy about the transition and the decision to apply user cost recovery to postage for those who want to stick with mail.

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 Recreation Manager

3.3.3 Planning & Development Officer

3.3.4 Fire Chief

3.3.5 Peace Officer

Public Notices/ Public Participation

[Quality of Life Survey](#) – 144 responses so far

[Nanton Northwest Area Structure Plan](#) – we have an information page and submission form set up.

[2025 Municipal Election information page](#)

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

Personnel and Professional Development

CAO, Development Officer and Operations Manager scheduled to attend RMRF Municipal Law Seminar March 7th 2025.

Bylaws and Policies

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Respectfully submitted,



Town of Nanton
Vendor Cheque Register Report
Range: February 1 - 28, 2025
Sorted by: Cheque date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT000000005938	888351 Alberta Ltd o/a Wild Rose	2/10/2025	\$13,673.00	Sludge hauling & removal (Dec. 2024)
EFT000000005939	Allied Industrial Dynamics	2/10/2025	\$30,936.83	Centrifuge rental & setup costs
EFT000000005940	Brogan Fire & Safety	2/10/2025	\$1,031.42	Fire department supplies
EFT000000005941	ClearTech Industries Inc	2/10/2025	\$1,824.23	Water plant chemicals
EFT000000005942	Contain-A-Way Services	2/10/2025	\$1,181.95	Waste management services
EFT000000005943	Coyote Courier Ltd	2/10/2025	\$449.70	Courier fees
EFT000000005944	CUPE	2/10/2025	\$1,433.36	Union dues
EFT000000005945	Czop, Victor	2/10/2025	\$219.64	Travel and per diem expenses
EFT000000005946	Enfield, Tracy	2/10/2025	\$890.00	Office & council meeting room cleaning
EFT000000005947	GCS Automotive Repairs	2/10/2025	\$479.44	Peace officer vehicle mechanical
EFT000000005949	G & JD Construction	2/10/2025	\$11,798.06	Town shop ventilation upgrades
EFT000000005950	Gregg Distributors Company Ltd	2/10/2025	\$1,134.67	Miscellaneous supplies
EFT000000005951	Hicklin Motors	2/10/2025	\$158.65	Maintenance service for PW truck
EFT000000005952	iA Financial Group	2/10/2025	\$89.51	Employee benefits
EFT000000005953	Inspiris	2/10/2025	\$78.75	IT services
EFT000000005954	LAPP Corporation	2/10/2025	\$6,737.09	Employee pension plan
EFT000000005955	Linde Canada Inc.	2/10/2025	\$724.84	Water plant chemicals
EFT000000005957	Metercor Inc.	2/10/2025	\$69.87	Water meter parts
EFT000000005958	Motion Industries (Canada) Inc	2/10/2025	\$113.32	WWTP equipment parts
EFT000000005959	MPE Engineering Ltd	2/10/2025	\$13,721.93	Dewatering project engineering
EFT000000005960	Nanton Auto Parts Ltd.	2/10/2025	\$16.26	Miscellaneous supplies
EFT000000005961	Nanton Home Hardware Building	2/10/2025	\$177.25	Miscellaneous supplies
EFT000000005962	NL Smith & Sons Const Ltd	2/10/2025	\$3,563.71	PW truck repairs & maintenance
EFT000000005963	Oldman River Regional Services	2/10/2025	\$21,030.50	First quarter planning & GIS fees

EFT000000005964	Purolator Inc.	2/10/2025	\$558.66	Courier fees
EFT000000005965	Integrated Sustainability Cons.	2/10/2025	\$157.50	Water plant software
EFT000000005966	Reynolds, Mirth, Richards & Farmer	2/10/2025	\$1,673.70	Legal expenses
EFT000000005967	Schlosser Martin Construction	2/10/2025	\$12,646.70	Water distribution repairs
EFT000000005968	Shawne Excavating	2/10/2025	\$6,512.69	Water distribution repairs
EFT000000005969	Super Save Disposal (AB) Ltd	2/10/2025	\$1,534.85	Waste management services
EFT000000005970	Superior Safety Codes	2/10/2025	\$4,488.83	Safety code fees
EFT000000005971	TransAlta Energy Marketing	2/10/2025	\$43,831.78	Power & natural gas fees
EFT000000005972	UFA Co-operative Ltd	2/10/2025	\$3,185.49	Fuel
20459	AJ's Trophies & Awards	2/25/2025	\$47.25	Name plates
20460	Alberta Registries	2/25/2025	\$30.80	Vehicle registration services
20461	Bobcat of Calgary	2/25/2025	\$1,106.32	Skid steer maintenance
20462	Bracewood Sheet Metal Inc.	2/25/2025	\$1,441.65	HVAC maintenance
20463	CentralSquare Canada Software	2/25/2025	\$36,679.81	Accounting software annual fee
20464	Chinook Singers & Players	2/25/2025	\$500.00	Promotional grant
20465	Chubb Life Insurance Company	2/25/2025	\$294.89	Employee benefits
20466	Government of Alberta	2/25/2025	\$250.00	Annual pension filing fee
20467	Livingston International Inc.	2/25/2025	\$565.00	Broker charges
20468	Local Government Administration	2/25/2025	\$288.75	Annual membership fees
20469	Nanton Health Centre	2/25/2025	\$1,021.00	Return of GST
20471	Tractorland (High River)	2/25/2025	\$12,073.98	Zero turn mower (2025 capital)
20472	WSP Canada Inc.	2/25/2025	\$3,201.10	Soil sampling
EFT000000005974	Allied Industrial Dynamics	2/25/2025	\$15,750.00	Centrifuge rental costs
EFT000000005975	Bison Credit Solutions	2/25/2025	\$55.36	Collection agency fees
EFT000000005976	Canoe Procurement Group of Canada	2/25/2025	\$1,464.41	Miscellaneous supplies
EFT000000005977	Coyote Courier Ltd	2/25/2025	\$913.50	Courier fees
EFT000000005980	Ecco Recycling and Energy Corp	2/25/2025	\$589.92	Recycling fees
EFT000000005981	Foothills Regional Services Comm.	2/25/2025	\$4,947.00	Landfill tippage fees
EFT000000005982	Hifab Holdings Ltd	2/25/2025	\$478.08	Courier fees
EFT000000005984	Inspiris	2/25/2025	\$2,437.05	IT services
EFT000000005985	LAPP Corporation	2/25/2025	\$6,737.09	Employee pension plan
EFT000000005986	MPE Engineering Ltd	2/25/2025	\$3,565.80	Dewatering project engineering
EFT000000005987	Nanton Home Hardware Building	2/25/2025	\$53.00	Miscellaneous supplies

EFT000000005988	F.C.S.S.	2/25/2025	\$675.40	Reimbursement of grant expenses
EFT000000005989	Orkin Canada Corporation	2/25/2025	\$238.02	Pest control
EFT000000005991	Postmedia Network Inc.	2/25/2025	\$52.50	Advertising costs
EFT000000005992	Purolator Inc.	2/25/2025	\$55.92	Courier fees
EFT000000005993	RecordXpress StorageVault Canada	2/25/2025	\$173.92	Shredding services
EFT000000005994	Super Save Disposal (AB) Ltd	2/25/2025	\$1,534.85	Waste management services
EFT000000005995	T & T Disposal Services	2/25/2025	\$6,606.38	Waste management contract fees
EFT000000005996	UFA Co-operative Ltd	2/25/2025	\$6,075.24	Fuel

Total Cheques: 67

Total: \$296,028.17





MONTHLY REPORT

Meeting: March 17, 2025
Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: February 13, 2025 to March 12, 2025

ACTIVITIES:

Continuation of 2025 Operational budget work. Assessments now in and education requisition also received.

2024 Year-end financial work complete. The auditor was on site Feb. 25-28 and financial statements prepared for the March 17 meeting.

Insurance appraisals completed the week of March 10-14. Last time this was done was in 2014 so this will ensure proper values are attached to all assets.

Grant application for the stair lift at the Kosy Korner has been submitted to the Community Foundation of Southwest Alberta.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

E-send implementation started – plan is to have in place for the April utility billing but training to be completed this week so it may be the June billing before everything is in place. A good number of forms have been returned already.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: March 12, 2025





MONTHLY REPORT

Meeting: March 17, 2025

Agenda Item: 3.3.2

Operations Department

Report Period: (February 2025)

ACTIVITIES:

- WASTEWATER OPERATIONS
 - 27348 m³ of treated effluent was released to Mosquito Creek
 - Recertification of H₂S, Fall Arrest, and Confined Space certificates for all Utilities staff

- WATER OPERATIONS
 - 25422 m³ of treated potable water was sent to the Town's distribution system

- ROADS
 - Snow removal
 - Preparing road repairs list for 2025.
 - Sanding roads, parking lots and alleys.
 - Grading roads and alleys.
 - Road's assessment booked with CIMA.

- SIDEWALKS/PATHWAYS
 - Clear snow and spread ice melt.
 - Sent out RFQ for sidewalk repair and replacement.
 - Sidewalks assessment booked with Sidewalks Canada

- MISCELLANEOUS
 - Clean up shop, vehicles and equipment.
 - Fixed various signs in town.
 - Stockpiled salt sand from Volker Stevin.
 - Moved snow to permanent pile
 - Received quotes for new electronic message board.
 - Reinstall LED panel to north gateway sign.

- CEMETERY
 - Clear snow
 - Install 1 columbarium plate.

- YARD WASTE AREA
 - Hauled mulch to Okotoks landfill.
 - Turning compost pile.
 - Cleaning up back end of yard.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

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. Pick-up Truck	Purchase – Used	Online search		Searching online
4. Pavement Patching	Request for Quote	Quotes	RFQ	Will send out RFQ in March 2025
5. Sidewalk	Request for Quote	Quotes	RFQ	Sent out RFQ on February 24, 2025
6. Spray Patching	Cracks, Dips, potholes	Quotes	RFQ	Will request quotes in March 2025
7. Sweeping	Clean streets	Quotes	RFQ	Will send out RFQ in March 2025
7. Dust Abatement	Apply dust abatement	Quotes	RFQ	Will sent request for quote in March 2025
8. Tree Pile	Removal	Bins – T& T	Budgeted	Will start hauling in April 2025
9. Skidsteer	Purchase – New	Quotes	RFQ	Will send out request for quote in March 2025
10. Bucket Truck	Purchase – Used	Online search		Searching online





MONTHLY REPORT

Meeting: March 17, 2025
Agenda Item: 3.3.3

Jordan Glas, Manager of Parks and Recreation

Report Period: February 1 - 28, 2025

ARENA:

The THRC hosted the Picks and Tricks competition for the Nanton skate club which was well attended by neighboring communities. Nanton Minor Hockey started playoffs. Spoiler from March, The U11G team took home the tier 4 banner and the U13G team took home the tier 2 banner.

A.B Daley and J.T Foster utilized the rink for gym classes all through the month.

Public Skate/Shoot Around count	242
Local hrs	151
Non Local hrs	0
Competition	1

PARKS:

Natural Infrastructure Fund design and conversation ongoing.
Our Zero turn was purchased and delivered.

TRAINING/EDUCATIONAL SESSIONS ATTENDED: AMSHA Courses: WHIMIS, Working Alone and Fire Extinguisher Training are ongoing. Basic Emergency Management and ICS 100. AARFP courses will soon be distributed through Parks and Recreation.

UPCOMING EVENTS / ADDITIONAL INFORMATION: AA U18 tournament that Nanton is half hosting with High River. NMH Playoffs, RHL Playoffs, Skate Club Carnival. Kitchen RFP was created to be posted March 3rd.

Prepared by: Jordan Glas, Parks and Recreation Manager Date: March 10, 2025





MONTHLY DEPARTMENT REPORT

Regular Meeting: March 17, 2025
 Agenda Item: 3.3.4

Georgina Sharpe, Planning and Development

Report Period: February 2025

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	February 2025	January 2025
Residential	\$390K	\$80K
Comm/Ind	\$150K	\$0K
Public/Special	\$3.5K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Lots left = 1)	0 lot	1 lot
	YTD2025	YTD2024
TOTAL	\$623.5K	\$60K
	YTD2025	YE2024
Housing Starts	1	8

*by date of sale

February Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D01-25	12-Feb-25	2122 19 Street	18, 19	25	3163L	M-DWT	Change of use from museum to bar
D02-25	14-Feb-25	2119 19 Avenue		114	831 1702	DC-1	Shipping Container
D03-25	18-Feb-25	136 Westview Drive	5	84	071 5724	R-GEN	Single Detached Dwelling
D04-25	18-Feb-25	136 Westview Drive	5	84	071 5724	R-GEN	Detached Garage

- **ACTIVITES**
 - Municipal Planning Commission Meeting – February 10 (not required)
 - Offer to purchase for industrial lands
- **PROJECTS**
 - Northwest Area Structure Plan with Oldman River Regional Services Commission
 - Phase Two – Gathering information and preparation for engagement sessions
 - Phase Three – Visioning Sessions with ASP landowners and with Council end of March

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Brownlee LLP Emerging Trends in Municipal Law – February 13 (online)
- Participated in Focus Group discussion for the Public Health Agency of Canada re: Dementia-Inclusive communities – February 11

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – March 10 (not required)
- Reynolds Mirth Richard Farmer Municipal Law Seminar – Calgary March 7





MONTHLY DEPARTMENT REPORT

Meeting: March 17, 2025
Agenda Item: 3.3.5

Nanton Fire Department

Report Period: February 1- February 28, 2025

ACTIVITIES:

- Regular training nights are on Thursday's starting at 19:00 hours.
 - Councilors are welcome to attend training nights.
 - We have been focusing on:
 - Vent/ Enter/ Isolate/ Search techniques
 - Victim Removal from second story
 - Pediatric Emergency Assessment Course
 - Monthly Truck checks and station cleaning
 - Willow Creek Firefighter Foundation Meeting
- Recruitment is still a focus as we have had a few members move on to new careers.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- Capital and Operational budget is under way.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- The Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
 - Alberta Safety Codes Council Building Code Update
- The Deputy Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- Firefighter continues to work towards his Fire Safety Codes Officer Group C with Safety Codes Council.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Organizing Membership Dinner for Awards and Recognition
- Attended Fire Chiefs Committee meeting
 - Fire Service Agreement summary meetings

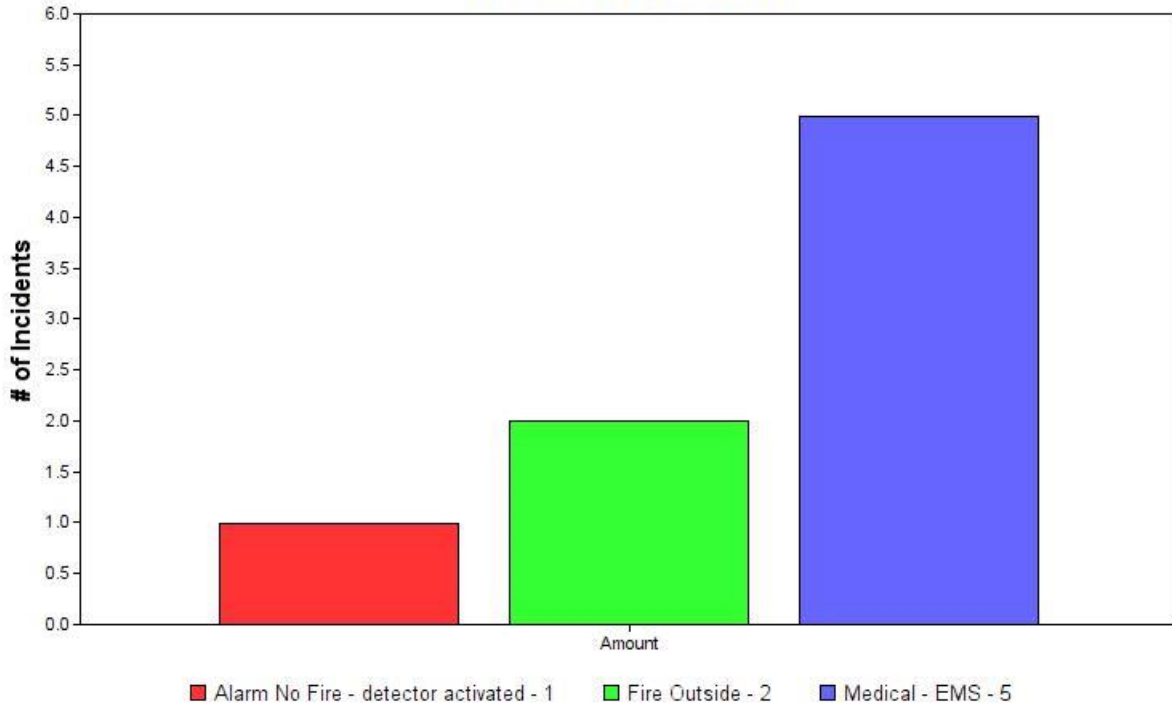
Respectfully submitted,
John G. Dozeman
Fire Chief



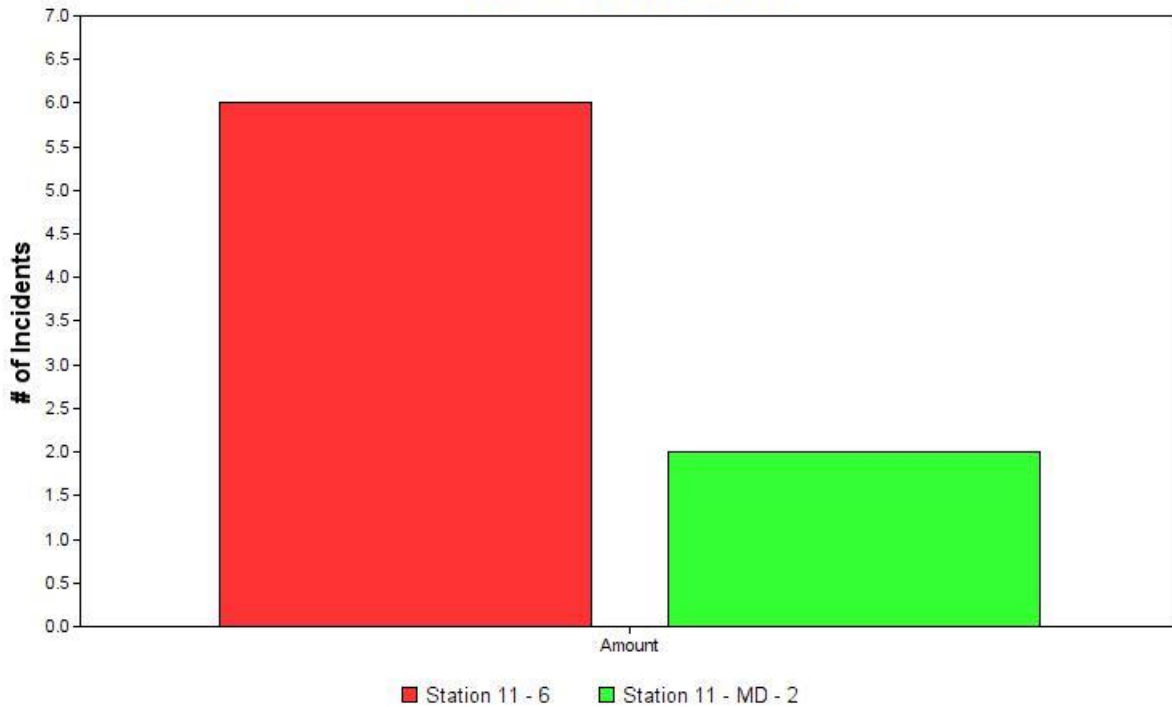


Nanton Fire Department Monthly Call Statistics

Totals by Type
From Feb 1 25 to Feb 28 25



Totals by Station
From Feb 1 25 to Feb 28 25





MONTHLY DEPARTMENT REPORT

Meeting: March 17, 2025
Agenda Item 3.3.6

Peace Officer Carlos Farias

Report Period: February 2025

Training:

February 25th

- Intelligence training/ Ethics in Law Enforcement /Inn Keepers Act
- The Course was held at High River Protective Services Building

Overview:

The month of February 2025 continued the trend of relative quietness in terms of overall activities and incidents. However, there were a few notable reports and incidents. There was no significant fluctuation in the usual patterns of the area, and the situation overall remained stable. Notably, February saw a slight uptick in specific types of reports, including issues with snow removal, a local chicken bylaw violation, and animal control concerns.

Traffic Violations:

In comparison to February 2024, the number of traffic violations **decreased** in February 2025. This reduction in violations marks a slight shift from previous years, although the volume of offenses remains relatively steady. While the decrease is notable, it still indicates that traffic enforcement remains an important area of focus.

Statistically, February typically has a lower volume of traffic violations compared to other months, and this trend continues. Despite the reduction this year, **February 2025** still experienced regular traffic-related offenses, but the overall drop is a positive development that may suggest improvements in driver behavior or increased compliance with traffic laws.

A **Provincial Violation under the Traffic Safety Act** was reported, though this appears to be an isolated case and doesn't reflect a broader issue. It does, however, highlight the need for ongoing monitoring and enforcement to maintain road safety.

Other Reports:

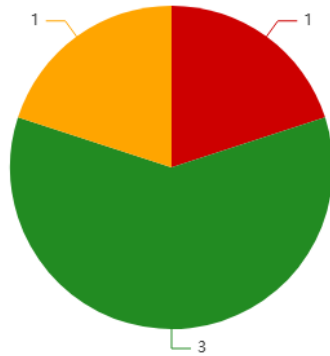
1. **Snow Removal (2 Reports):** There were two reports regarding snow removal during February. These complaints primarily focused on inadequate or delayed clearing of roadways in certain areas, which led to concerns over safety and accessibility during snowstorms. The reports are being reviewed to ensure proper protocols are followed in the future.
2. **Chicken Bylaw (1 Report):** A violation of the local chicken bylaw was reported in February. The incident involved a resident keeping chickens in a zone where they are not permitted, in violation of community guidelines. The matter is being addressed through appropriate legal and enforcement channels.
3. **Dog at Large (1 Report):** There was one report involving a dog found at large in a residential area. The animal control team was dispatched, and the dog was safely returned to its owner. The situation was resolved without incident, but it highlights the need for continued vigilance in animal control efforts.
4. **Provincial Violation – Traffic Safety Act (1 Report):** A significant violation of the Traffic Safety Act occurred in February. This was a more serious infraction, likely involving a dangerous driving behavior that led to a ticket being issued. While not a common occurrence, it does emphasize the importance of ongoing traffic monitoring and enforcement.

Conclusion:

In conclusion, February 2025 was a month with some minor but notable incidents. While there was no major shift in overall activity patterns, there were several specific concerns addressed, including snow removal issues, animal control matters, and traffic-related violations. The **Traffic Safety Act** violation serves as a reminder of the ongoing need for vigilance in road safety enforcement. The reduction in traffic violations this month is encouraging, but continued monitoring and enforcement efforts are necessary to maintain road safety and compliance.

Monthly Occurrences snapshot

Occurrence Status of Reports Total:5 | 100.0%



List of Occurrence Status

- CONCLUDED BY CHARGE | 1 | 20.0%
- CONCLUDED BY WARNING | 3 | 60.0%
- STILL UNDER INVESTIGATION (SUI) | 1 | 20.0%

Monthly Traffic Violation Report – February 2025

In reviewing the traffic violation data for February 2025, the number of violations shows a notable decrease compared to the previous month (January 2025). A total of **67 violation tickets** were issued in February, with **46 of those tickets** specifically for speeding offenses. This marks a decrease from January, where a higher number of violations were recorded.

In January 2025, **103 violation tickets** were issued, with **71 speeding tickets** among them. The reduction in February reflects a decrease of **36 violations** in total, with a **25-ticket decrease** in speeding offenses. Despite this decline, the figures remain comparable to the long-term average for February, signaling that traffic violations, especially speeding, continue to be a persistent concern.

The drop in violations this month could be attributed to several factors, including potential changes in enforcement strategies, weather conditions, or a temporary reduction in road traffic. However, the trend of speeding remaining the dominant offense reinforces the need for ongoing vigilance on the roads.

Key Observations:

- A total of **67 violation tickets** were issued in February 2025, compared to **103 in January 2025**.
- 46 speeding tickets** were issued in February 2025, down from **71 in January 2025**.
- Despite the decrease, speeding continues to account for the majority of violations, reflecting the continued importance of enforcing speed limits and promoting road safety.

Overall, while February's numbers show a reduction compared to January, speeding remains a significant issue. Enforcement efforts must continue to ensure that traffic-related offenses are minimized, and road safety is maintained.





MONTHLY REPORT

Meeting: March 17, 2025
Agenda Item: 3.3.7

EMERGENCY MANAGEMENT Department

Report Period: (February 2025)

EMERGENCY MANAGEMENT:

ACTIVITIES:

TRAINING

Basic Emergency Management and ICS 100, signed up the last few employees to be completed by March 14.

Will be booking a Planning P workshop with AEMA for Fall 2025.

TABLETOP EXERCISE:

Tabletop exercise booked for March 28, 2025.

ADVISORY COMMITTEE MEETING:

Held meeting February 11, 2025.

AGENCY MEETING:

Held meeting February 18, 2025.

VERBAL UPDATE:

Updated Emergency Management Plan and risk assessment.

Hazard Response Plan – In the process of developing a more descriptive response plan for the top 10 risks such as Road accidents, blizzards, wildfire, wind, water shortage.

I am working on the Emergency social services plan right now with help from FCSS and concentrating on updating the Emergency Response Plans for specific places in town Water plant, WWTP, Arena etc. Met with FCSS on February 20, 2025, to discuss ESS plan and plans for the emergency preparedness week in May.

Annual Management Plan Review was on January 15, 2025, with AEMA. For majority of our plan we are in compliance, changes were made to the SOLE template and the agency and advisory meetings were held in February.

Preparing packages for the Emergency preparedness week, May 4-11, 2025. Will be hosting another information session for residents in coordination with FCSS.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Foothills regional DEM meeting – Feb 19, 2025 – unable to attend
- Planning P – Fall 2025
- BEM/ICS100 – Online
- Agency Meeting – February 18, 2025
- Advisory Committee Meeting – February 11, 2025
- Be Prepared Webinar – February 25, 2025

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Foothills regional DEM Meeting – April 16, 2025





MONTHLY COUNCIL REPORT

Meeting: [March 17, 2025]
Agenda Item: 3.4.2

Councillor Victor Czop:

Report Period: February 2025 _____ MPC Member: Yes (alternate)

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

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

ADDITIONAL INFORMATION:

Attend Council meetings
Attend NQOL AGM
Attend AB Southwest meeting at Fort MacLeod
Attend Emergency Management Committee meeting
Attend Kozy Korner board meeting
Attend Nanton Community Hall Society meeting
Attend Nanton Citizens on Patrol – RCMP meeting
Attend Chamber of Commerce AGM

VR Czop



MINUTES

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

REGULAR COUNCIL MEETING

COUNCIL PRESENT: Deputy Mayor John Dozeman and Councillors Victor Czop, Roger Miller, Dave Mitchell, and Ken Sorenson.

ABSENT: Mayor Jennifer Handley

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning & Development Officer
Bill Woytiuk	Operations Manager
Lynne Cox	Nanton Quality of Life Foundation

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION #48 – 25/03/03 - Miller

The Regular Council agenda for March 3, 2025, was accepted as presented. CARRIED

2. PRESENTATIONS:

2.1 Nanton Quality of Life Foundation – E

Lynne Cox, Executive Director of the Nanton Quality of Life Foundation, presented the 2024 Review of their services and programs. Council thanked Lynne for her presentation and the hard work that she puts into serving the Town of Nanton residents.

Lynne Cox left the meeting at 7:17 p.m.

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

RESOLUTION # 49 – 25/03/03 – Mitchell

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 18, 2025, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES: None

5. NEW & UNFINISHED BUSINESS:

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

RESOLUTION # 50 – 25/03/03 - Miller

Moved to read Town of Nanton Bylaw #1406/25, a Bylaw 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, for a first time. CARRIED

RESOLUTION # 51 – 25/03/03 - Sorenson

Moved to read Town of Nanton Bylaw #1406/25 for a second time. CARRIED

RESOLUTION # 52 – 25/03/03 - Mitchell

Unanimous consent to read Town of Nanton Bylaw #1406/25 for a third time was granted by all Council present. CARRIED

RESOLUTION # 53 – 25/03/03 - Czop

Moved to read Town of Nanton Bylaw #1406/25 for a third and final time. CARRIED

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:

RESOLUTION # 54 – 25/03/03 -

IT WAS MOVED at 7:23 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 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

Clayton left the meeting at 8:03 p.m. and returned to the meeting at 8:05 p.m.

7.3 Municipal Lands FOIP Section 24 Advice from Officials
CARRIED

RESOLUTION # 55 – 25/03/03 - Sorenson

IT WAS MOVED to reconvene the Regular Meeting a 8:33 p.m. CARRIED

Deputy Mayor Dozeman recused himself from the following resolution and vote due to a conflict of interest of also being the Fire Chief.

RESOLUTION # 56 – 25/03/03 - Miller

Moved to accept and adopt the Intermunicipal Emergency Services Agreement as presented, Mayor Handley is authorized to sign at the March 12th, 2025, Intermunicipal Collaboration Framework Committee meeting.

Deputy Mayor Dozeman recused himself from the following resolution and vote due to a pecuniary interest of being a neighboring land owner.

RESOLUTION # 57 – 25/03/03 - Mitchell

Moved that Council direct the Chief Administrative Officer to proceed with a purchase agreement for Lot 1 Block 100 Plan 821 1505 in accordance with the Town of Nanton Lot Sale Policy No. 66 57 22/02/07 for the purchase price of \$81,000, subject to terms and conditions.

8. ADJOURNMENT:

RESOLUTION # 58 – 25/03/03 - Czop

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 17th day of March, 2025.





INFORMATION BRIEF

Meeting: March 17, 2025
Agenda Item: 5.1

Municipal Accountability Program Report

Purpose:

The purpose of this brief is to provide an overview of the 2024 Municipal Accountability Program (MAP) report for the Town of Nanton. The report evaluates the municipality's adherence to the Municipal Government Act (MGA) and identifies areas where improvements are needed to meet legislative requirements. The brief also aims to present the specific recommendations outlined in the MAP report, which will help the Town enhance its governance, transparency, and operational procedures.

Background:

The MAP report examines various aspects of the Town of Nanton's operations, including council meeting practices, financial management, bylaw compliance, and tax administration. It highlights specific observations where the Town's practices do not fully comply with the MGA, offering recommendations for corrective action. The report covers a wide range of areas, such as ensuring regular and special meetings are conducted properly, improving the documentation of pecuniary and conflict of interest declarations, and aligning budget and tax practices with MGA requirements.

Below is a comprehensive breakdown of the thirteen items identified within the review as having legislative gaps. This breakdown is intended to assist Council in addressing the relevant items. The full report, which includes all items reviewed, is also attached for Council's consideration.

1. Regular Meetings – MGA 193

Observations: At the October 16, 2023, organizational meeting, council set the date and place for regularly scheduled meetings. A time for the meeting was not specified.

Recommendation: A resolution establishing regularly scheduled meetings must include the date, time, and place of the meeting to be passed at a meeting where all members of council are present.

Comment: While Council Procedural Bylaw 1354/21 specifies the meeting times, these details should also be included in the resolution passed at the organizational meeting. This will be incorporated into all future meeting resolutions.

2. Closed Meetings – MGA 197

Observation: A review of council minutes reflects that resolutions to enter a closed session of council include an exception to disclosure as required under section 197 of the MGA. It was noted that the resolution reflects that the meeting of council is recessed to enter closed session. A closed session of council constitutes part of a regular or special council meeting and must be conducted while council is in session.

Recommendation: Going forward, a closed session of council must be part of a regular or special council meeting.

Comment: The word "recessed" has been removed from the resolution to enter closed session, as a closed session is considered part of a regular or special council meeting and must occur while council is in session.

3. Public Hearings – MGA 216.4

Observation: Public hearings were conducted September 18, 2023, and October 2, 2023. The minutes reflect that the meeting was recessed to conduct the public hearing. Section 216.4(2)(b) of the MGA requires that a public hearing be conducted during a regular or special council meeting. Council heard all persons required to be heard during the public hearing and the minutes recorded the hearing to the extent directed by council.

Recommendation: A public hearing must be conducted as part of a regular or special meeting of council in accordance with section 230(2)(b) of the MGA.

Comment: The word "recessed" has been removed to conduct public hearings.

4. Pecuniary Interest – MGA 172

Observation: The minutes of the municipality from May 2023 to April 2024 reflect that members of council declared pecuniary interests and left the meetings. The minutes included the general nature of the pecuniary interests. The minutes reflected that a member abstained from voting on resolutions arising from a public hearing since the member was not present at the hearing as they had declared a pecuniary interest. However, minutes from March 4, 2024, May 6, 2024, and August 12, 2024, reflect that members of council abstained from voting or recused themselves. A pecuniary interest was not declared, and the minutes do not record the general nature of a pecuniary interest. Amendments to sections 170 and 172 of the MGA in effect as of October 31, 2024 now permit a Councillor to abstain for a conflict of interest in addition to a pecuniary interest. The member must disclose the nature of the pecuniary or conflict of interest and the reason must be recorded in the minutes.

Recommendation: Going forward, a member must vote on a matter of question unless a pecuniary or conflict of interest is declared. The minutes must state the general nature of the pecuniary or conflict of interest.

Comment: Moving forward, the general nature of the pecuniary or conflict of interest will be included in the minutes.

5. Meeting by Electronic Means – MGA 199

Observation: Procedural bylaw #1354/21, adopted September 7, 2021 provides for meetings to be conducted by electronic means. The provisions of the bylaw related to meeting by electronic means do not comply with section 199 of the MGA. The bylaw does provide for how the identity of a Councillor attending the meeting will be confirmed or provide a method by which members of the public may access the meeting and make submissions, or the method of how information respecting the meeting will be made available to the public. Section 12.3 of the bylaw provides that a member may attend a meeting by electronic means a maximum of two times per year unless authorized by the mayor.

Recommendation: The provisions of bylaw #135/21 which relates to meeting by electronic means must be amended, or repealed and replaced, to provide for how the identity of a councillor attending the meeting to be confirmed, to provide for the method by which the members of the public may attend the meeting and make submissions, and how information with respect to the meeting will be made public.

Comments: Bylaw 1354/21 will be amended to incorporate the above recommendations and changes.

6. Procedural Bylaw – MGA 145

Observation: The municipality adopted bylaw #1354/21 on September 7, 2021 as its procedural bylaw. The bylaw contains within the definitions a statement establishing the mayor as an ex-officio member of any committee of council by virtue of the office. Section 154(3) of the MGA specifies that a chief elected official (CEO) may be a member of a board, commission, subdivision authority or development authority established under part 17 only if the chief elected official is appointed in the CEO's personal name. Second 4.1(a)(v) of the bylaw permits the location of regularly scheduled meetings to be changed with 48 hours' notice. The date, time and place of regular meetings are established by resolution of council. As council may only act by resolution or bylaw, a change to the date, time or place of a regular meeting must be done through resolution. The bylaw, in section 10.1, provides that a public hearing is held "in conjunction with" a regular public meeting or "at a Special meeting". This is contrary to section 216.4(2)(b) of the MGA which requires a public hearing be held during a regular or special council meeting.

Recommendation: The bylaw must be amended, or repealed and replaced, to remove the mayor as the member from boards and commissions established under Part 17 of the MGA. The bylaw must also be amended or repealed and replaced to remove the ability to change the location of a council meeting without resolution, and to reflect that public hearings are conducted as part of a regular or special council meeting.

Comment: Bylaw 1354/21 will be amended to incorporate the above recommendations and changes.

7. Operating Budget – MGA 242, 243, 244, 248

Observation: The municipality did not adopt an interim or final operating budget prior to January 1 as required by section 242(1) of the MGA. The operating budget was adopted March 16, 2024, by resolution #80-24/03/18. The operating budget includes the anticipated revenues and expenditures for the municipality, the amount required to meet the debt obligations, the amount to be transferred from reserves, and the amount to be transferred to the capital budget. The budget does not include the amount needed to meet the requisitions.

Recommendation: The operating budget must include the amount needed to meet the requisitions, and the municipality must adopt an interim or final operating budget prior to January 1 each year.

Comment: Moving forward, the operating budget will include the amount needed to meet the requisitions, and the municipality will ensure that an interim or final operating budget is adopted prior to January 1 each year. The operating budget was approved in December 2024.

8. Three-Year Operating and Five-Year Capital Plans – MGA 283.1

Observation: The municipality has prepared a financial plan respecting its anticipated financial operations. The plan includes the annual surplus or deficit. The five-year plan includes the anticipated property additions, the expenditures, and the anticipated sources

of revenue. The operating plan was adopted March 18, 2024, and includes the years 2024 – 2026. Section 283.1 of the MGA requires that a financial plan includes three future years and future specified that this does not include the current year. The plan does not include the accumulated surplus/deficit. The capital plan includes the years 2024 – 2028, which does not represent the next five financial years as required by the MGA.

Recommendation: The operating financial plan must include the next three years and the accumulated surplus and deficit. The capital plan must include the next five years.

Comment: Going forward, the operating financial plan will include the next three years and account for the accumulated surplus and deficit. The capital plan will also be updated to reflect the next five financial years, as required by the MGA.

9. Assessment Notices – MGA 303, 308, 310, 311

Observation: The municipality prepares a combined tax and assessment notice. The notice includes a description sufficient to identify the location of the property, the name and address of the assessed person, and whether the property is a parcel of land, an improvement or a parcel and improvement. The notice was sent no later than July 1 and at least 7 days prior to the notice of assessment date. Information related to the publication of a notice that the assessment notices had been sent and the certification of mailing by a designated officer were not available.

Recommendation: The municipality must publish a notice that assessment notices have been sent and a designated officer must certify the date of mailing.

Comment: One item we were remiss in sending to the MAP reviewers was the certification of mailing, which has since been confirmed as being completed and signed by the Manager of Corporate Services. Legislative Services will follow up with the MAP review to clarify the required posting location for the notice, given the loss of the Nanton newspaper.

10. Assessment Review Boards – MGA 454-456

Observation: Council adopted bylaw #1357/21 on November 15, 2021 as a regional assessment review board bylaw. The bylaw specifies the term of members and chair as well as the duties of the clerk. The bylaw delegates the appointment of clerk and chair, the term and appointment of the clerk, as well as the remuneration of members and the clerk to the Oldman River Regional Services Commission (ORRSC). Council appointed a member of council to the Regional ARB on October 16, 2023. Although the bylaw reflects the requirement of member municipalities to appoint 3 members to the LARB and 2 members to the CARB, the bylaw requires that member municipalities appoint only a single member to the regional board. The bylaw does not address the requirements under sections 454.2(1) and 454.2(1) of the MGA for the remaining appointments. The bylaw provides for member municipalities to “jointly establish a regional assessment review board to exercise the functions of the...LARB and CARB” Section 454 of the MGA requires that both a LARB and CARB be established by bylaw.

Recommendation: The bylaw must be amended, or repealed and replaced, to require municipalities to jointly appoint at least three members to the LARB and two members to the CARB or, by bylaw, delegate the authority to appoint members. The amended or replacement bylaw must establish both a LARB and CARB.

Comment: The Oldman River Regional Services Commission (ORRSC) is in the process of revising this bylaw to ensure compliance with the MGA. This revision will address the bylaw compliance concerns shared by other municipalities as well.

11. Property Tax Bylaw – MGA 326(1)(a), 353-357

Observation: The municipality passed bylaw #1391/24 on April 1, 2024 as the tax rate bylaw. The bylaw does not impose a minimum tax. The bylaw includes FCSS, library, and policing as separate budgetary commitments and assigns a tax rate to each commitment. Section 353(2) of the MGA requires a municipality to impose a tax for the municipality to raise revenue for the expenditures and transfers as set out in the budget of the municipality and the requisitions. FCSS, library and policing are not requisitions as defined by section 326(1)(a) of the GA and expenditures of the municipality. The amount levied in the bylaw does not match the revenue amount provided in the approved operating budget and the calculations with respect to the non-residential and machinery and equipment classes of the assessment roll are incorrect. The 2023 tax rate bylaw was repealed, which removes the authority of the municipality to levy those taxes and may impact the municipality's authority to collect arrears.

Recommendation: The tax rate bylaw must include only those the expenditures of the municipality and the requisitions authorized by the MGA. The calculations within the bylaw must match the amount approved in the budget.

Comment: The municipality will update all future tax rate bylaws to ensure compliance with the MGA. This will include aligning the bylaw with the approved budget and ensuring accurate calculations for all tax classes. Going forward, the bylaw will reflect only the municipality's authorized expenditures and requisitions as required.

12. Tax Notices – MGA 329, 333-336, 357

Observation: The municipality prepares a combined tax and assessment notice. The notice includes a description sufficient to identify the location of the property, the name and address of the taxpayer, and the name and amount of each tax rate imposed, and the date the notice was sent to the taxpayer. The tax notice includes the name and address of the designated officer with whom a complaint must be filed, the dates on which penalties may be imposed if the taxes are not paid; and information on how to request a receipt for taxes paid. The notice provides separate taxes for amounts not authorized as separate levies or requisitions. These amounts are part of the general municipal levy and not subject to separate rates of taxation (FCSS, Library, Police). A designated officer has not certified the date tax notices were sent.

Recommendation: The tax notice must include only those requisitions authorized by the legislation, and a designated officer must certify the date the tax notices were sent.

Comment: The municipality was remiss in sending the certification of the tax notices, but it has since been confirmed that the certification was completed at the time the notices were sent. Going forward, the tax notices will include only requisitions authorized by legislation, and the designated officer will certify the date the tax notices are sent as required by the MGA.

13. Subdivision and Development Appeal Board – MGA 627, 628

Observation: Council appointed a member to the ISDAB on October 16, 2023. The minutes reflect that the member was not a member of the municipal planning commission. A bylaw establishing the subdivision and development appeal board was not provided. A resolution appointing a clerk to the ISDAB or a bylaw delegation, the appointment of the clerk was not provided.

Recommendation: A bylaw establishing a subdivision and development appeal board and a resolution appointing a clerk to an SDAB or ISDAB is required.

Comment: The bylaw establishing the Chinook Subdivision and Development Appeal Board (SDAB) has since been sent and is currently under review by the MAP program for compliance.

To wrap up, the Municipal Accountability Program report for the Town of Nanton highlights some important areas for improvement in meeting the requirements of the Municipal Government Act. Tackling these gaps, from procedural bylaws to financial management, will help make sure the Town's practices are aligned with the regulations, boosting transparency and efficiency. As someone new to Legislative Services, this report has been super valuable in helping me understand where to focus my efforts and refine my approach to make sure I'm meeting all the necessary regulations.

Prepared By: Sara-Lynn Lyons

CAO Comments:



Date Signed: March 13th 2025

AR117465

February 28, 2025

Mr. Neil Smith
Chief Administrative Officer
Town of Nanton
PO Box 609
Nanton AB T0L 1R0
cao@nanton.ca

Dear Mr. Smith:

Your participation and cooperation during the Municipal Accountability Program Review conducted in October 2024 for the Town of Nanton is greatly appreciated. On behalf of the Minister, I have accepted the town's Municipal Accountability Program (MAP) report as prepared by the department staff who met with you. I am confident the outcome will be beneficial for the ongoing successful administration of the town.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring the town's attention. Recommendations and resources are also offered to assist the town in remedying any legislative gaps. To ensure these gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify them, and submit it to my office eight weeks after you receive this letter. The response must include a timeline for completion, which is not to exceed one year.

Development of the response plan ensures that you have read the report and the recommendations and have considered the time and resources required to address each item. The plan should not be complex – a simple checklist with anticipated completion dates would suffice. In addition, having a plan would help the advisor provide timely support as needed.

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:

Municipal Affairs – Municipal Services Division
Attention: Ruth McCuaig
17th floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4

.../2

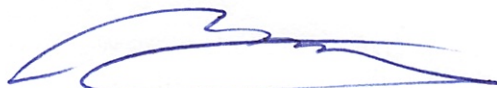
As department staff discussed with you during the review, it is expected the MAP report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with town residents.

Advisor support during plan implementation is an important part of the program. As you proceed with addressing the gaps, please submit records of resolutions passed, any new or updated bylaws, and any other documents which were changed. Staff will use this information to confirm the satisfactory completion of the legislative gaps identified in the report.

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the chief administrative officer for your municipality. We are available to help you address the outstanding matters identified in the report and welcome your feedback on our review process.

For further information, please contact Ruth McCuaig, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-0611 or at ruth.mccuaig@gov.ab.ca.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

Attachment: Town of Nanton Municipal Accountability Program Report

cc: Honourable Ric McIver, Minister of Municipal Affairs
Brandy Cox, Deputy Minister, Municipal Affairs
Ruth McCuaig, Municipal Accountability Advisor, Municipal Affairs

2024-25 Municipal Accountability Program Report attached as separate file due to file protections.



REQUEST FOR DECISION

Meeting: March 17, 2025

Agenda Item: 5.2

Municipal Accountability Program Report

PURPOSE:

The purpose of this Request for Decision is to seek Council's approval to amend Resolution 128-19/04/01 to explicitly delegate authority to the Chief Administrative Officer (CAO) to appoint one or more Clerks under Bylaw 1323/19 for the Chinook Intermunicipal Subdivision and Development Appeal Board (ISDAB). This amendment ensures compliance with legislative requirements and aligns with a key recommendation from the recent Municipal Accountability Program (MAP) review.

BACKGROUND / IMPLICATIONS:

As identified in the MAP review, the original Resolution 128-19/04/01 did not specifically address the appointment of ISDAB clerks, even though the intent may have been implied. The Municipal Government Act (MGA) requires clear authorization for such appointments to ensure transparency and compliance.

While the CAO was originally authorized to enter into an agreement with the Oldman River Regional Services Commission (ORRSC), there was no formal resolution delegating the CAO the authority to appoint clerks as required under Bylaw 1323/19. This amendment is being proposed to:

- Ensure the CAO has explicit authority to appoint clerks as per Bylaw 1323/19.
- Address a recommendation from the MAP review.
- Consolidate all relevant information into a single resolution for clarity and future reference.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve the following amended resolution:

"Moves to clarify Resolution 128-19/04/01 by authorizing the Chief Administrative Officer to exercise the authority delegated under Bylaw 1323/19 to appoint one or more Clerks as amended, specifically within the context of the Chinook Intermunicipal Subdivision and Development Appeal Board, as outlined in Section 9.1 of the bylaw, wherein the Chief Administrative Officer, exercising this delegated authority, shall make such appointments pursuant to the provisions set forth in the agreement dated April 3, 2019, with the Oldman River Regional Services Commission, as stipulated in Sections 4.1 and 4.2 of said agreement."

This amendment ensures the ISDAB's clerks are properly appointed in compliance with legislative and procedural requirements while maintaining a clear and accessible record for future reference.

DECISION OPTIONS:

- #1 – To move the recommendation resolution
- #2 – No other decision required.

ALTERNATIVES:

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

Financial (GL# / Amount) : n/a

Communications/PR: n/a

Applicable Legislation: Municipal Government Act RSA2000 Chapter M-26 Section 627
Town of Nanton Bylaw#1323/19 Chinook ISDAB

Attachments: None

Prepared By: Sara-Lynn Lyons

Date: March 7, 2025



APPROVED BY: Neil Smith, Chief Administrative Officer:

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





REQUEST FOR DECISION

Meeting: March 17, 2025

Agenda Item: 5.3

Draft Bylaw 1407 – Procedural Bylaw

PURPOSE:

The purpose of this Request for Decision is to present Draft Bylaw 1407 for Council's consideration. This bylaw is intended to repeal and replace Bylaw 1354/21 in response to recommendations made through the Municipal Accountability Program (MAP) review.

BACKGROUND / IMPLICATIONS:

The MAP review identified several areas where Bylaw 1354/21 required revision to ensure compliance with the Municipal Government Act (MGA) and best governance practices. The following key amendments have been incorporated into Bylaw 1407:

1. Removal of Section 2.10 - Ex-Officio Membership
 - The provision stating that the Mayor, as an ex-officio member of all Council standing committees, counts towards quorum and has full voting rights has been removed.
2. Removal of Section 4.1(v) - Notification of Council Meeting Venue Change
 - The requirement for a minimum forty-eight (48) hours written notice and multiple posting locations when a Regular Meeting is moved from Council Chambers has been removed. While under section 193 (3) allows Council to change the date, time or place of a regularly scheduled meeting with 24 hours' notice of change, it is advised not to have this in the bylaw.
3. Amendment to Section 10.1 - Public Hearings
 - The wording has been adjusted to clarify that Statutory Public Hearings must be held in conjunction with a Regular Council Meeting under "Presentations" or at a Special Meeting of Council specifically called for the Public Hearing. The change from "may" to "must" strengthens procedural consistency.
4. Enhancements to Section 12 - Meetings Held by Electronic Means
 - Section 12.1(i) and Section 12.2 have been updated to include requirements for identity confirmation, public access, and submission processes to align with section 199 of the MGA.
 - Section 12.3, which limited Members to attending electronically a maximum of two (2) times per calendar year unless approved by the Mayor, has been removed. This section had no legislative authority under the MGA.

CAO Comment:

This is also an opportunity, should Council wish it, to change other aspects of the procedural bylaw if any are deemed prudent as the end of the term approaches. Topics discussed in the past have included:

- Whether or not to have a public Q&A session in agendas (currently not);
- Day and time of Regular Meetings (currently Mondays at 7:00pm)

This is not a recommendation that Council make such changes, but a reminder that changing the procedural bylaw overall does provide an opportunity for other reforms if desired.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council give three readings to Bylaw 1407/25, thereby repealing and replacing Bylaw 1354/21, to address the legislative and procedural recommendations outlined in the MAP review and ensure compliance with the MGA.

DECISION OPTIONS:

- #1 – To approve Bylaw 1407/25 as presented
- #2 – To approve Bylaw 1407/25 with the following changes:

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

**Applicable Legislation: Bylaw 1354/21
Municipal Government of Alberta**

Attachments:

Prepared By: Sara-Lynn Lyons

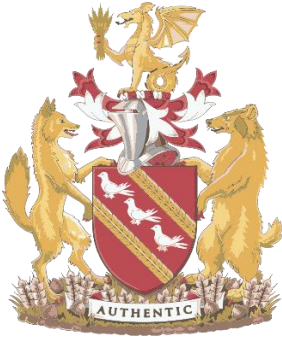
Date: March 13, 2025



APPROVED BY: Neil Smith, Chief Administrative Officer:

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





Town of Nanton

BYLAW NUMBER: 1407/25

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES

1. PURPOSE:

- 1.1 **WHEREAS** Section 180 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, requires council to act by bylaw; and
- 1.2 **WHEREAS** the Municipality of the Town of Nanton has the duty to ensure that it provides good government, and its elected officials uphold the highest standards for an accountable and transparent governance process; and
- 1.3 **NOW THEREFORE** the Council of the Town of Nanton in the Province of Alberta hereby establishes the following rules and regulations for the order and conduct of all Council and Council committee meetings.

2. INTERPRETATION:

- 2.1 This Bylaw # 1407/25 will be cited as the **Council and Committee Procedural Bylaw**.
- 2.2 **CAO** is the **Chief Administrative Officer** and means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
- 2.3 **CEO** is the Chief Elected Official of the Town of Nanton, duly elected to the position under the Municipal Government Act and includes any Councillor appointed by the CEO to act as his/her appointee.
- 2.4 **Chair** means the Member of a Committee or other person (ie. Mayor or appointee) who has the authority to preside over a meeting.
- 2.5 **Committee** is a Council Standing Committee, Special Committee or Ad Hoc Committee established by Bylaw.
- 2.6 **Committee of the Whole** is a committee comprised of all Council Members present at a meeting, assembled for the purpose of informal discussions, including, but not limited to, a question, initiative, policy or bylaw.
- 2.7 **Consensus** means a decision-making process that seeks the input and agreement of participants to resolve or mitigate objections to achieve the most agreeable decision. Consensus is defined as meaning both general agreement and the process of getting to such an agreement.
- 2.8 **Council** is the Council of the Town of Nanton in the Province of Alberta, comprised of one Chief Elected Official (Mayor) and six Councillors.

- 2.9 **Councillor** is a Member duly elected to the position under the Municipal Government Act, to represent the Town.
- 2.10 ~~**Ex-Officio** means the Mayor, having membership in a Committee by virtue of one's office having the same rights and privileges of all members, including the right to vote. (The Mayor, as ex-officio to all Council standing committees, if present at any of these committee meetings, is counted to determine if the Members required for Quorum is present.)~~
- 2.10 **FOIP** is the Province of Alberta Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25, and Alberta Regulations 186/2008, and any amendments thereto.
- 2.11 **Mayor** has the same meaning as Chief Elected Official, as defined in the Municipal Government Act.
- 2.12 **Member** means a Mayor or Councillor and includes members of Council Committees established by the Town of Nanton.
- 2.13 **Municipal Government Act** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended or legislation substituted therefore, and is referred to as the **Act**.
- 2.14 **Quorum** is more than fifty percent (50%) of the voting membership of Council or a Council Committee present at a meeting. Quorum must be maintained at a meeting, even in situations where the majority of members cannot vote due to pecuniary interest.
- 2.15 **Request for Decision (RFD)** is a form prescribed by Administration and used for submissions to Council in order to clarify and provide the information required by Council to deliberate and make decisions. The submission presented may request direction on an issue rather than a decision.
- 2.16 **Terms of Reference** is a statement of the purpose of a Committee, approved by Council within a bylaw, and shall include, but is not limited to, composition, duties, powers, functions and termination clause, if applicable.
- 2.17 **Town** is the Town of Nanton in the Province of Alberta.

Where any use of the terms he/she or him/her are used throughout this bylaw, gender neutrality shall be implied.

3. APPLICATION OF THE BYLAW:

- 3.1 The precedence of the rules of governing the proceedings of Council is:
- The Act
 - Other provincial legislation
 - This Bylaw, and
 - Robert's Rules of Order Newly Revised.
- 3.2 When a matter arises related to proceedings in a meeting which is not covered by a provision of this Bylaw or the Act, the matter shall be decided by reference to Roberts' Rules of Order.
- 3.3 Procedure shall be a matter of interpretation by the Mayor or meeting Chair.
- 3.4 The Mayor or Chair shall regulate all discussions within a meeting.



- 3.5 All Members of Council, shall read, sign and abide by the Town of Nanton Council Code of Conduct bylaw, prior to attendance at the Inaugural Organizational Meeting or first Regular Council Meeting following the official election results, whichever comes first, and will be re-confirmed with each Member, by signature, at each subsequent Organizational Meeting of Council.
- 3.6 This Bylaw applies to:
- (i) All Meetings of Council, and
 - (ii) Any Committee Meeting unless the Terms of Reference for the Committees, approved by Council, provide permission for alternate procedures.

4. ORGANIZATIONAL MEETING:

- 4.1 At the Organizational Meeting, Council shall, by resolution:
- (a) Establish dates, times, and location for Regular Council Meetings:
 - (i) Regular meetings of Council will be scheduled on the first and third Monday of every month, excepting July and August, with the meetings to commence at the hour of 7:00 o'clock p.m. at the Town of Nanton Council Chambers
 - (ii) One Regular meeting of Council will be scheduled for each of July and August as determined by Council, with the meetings to commence at the hour of 7:00 o'clock p.m. at the Town of Nanton Council Chambers
 - (iii) In the event a Regular Meeting would fall on a General Holiday, the meeting will be held the Tuesday following the General Holiday
 - (iv) Regular Council Meeting and Council Committee meetings must be conducted in public; however, Council may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act
 - ~~(v) In the event the Regular Meeting of Council is required to be held at a location other than the designated Council Chambers, all reasonable measures will be taken for at least forty-eight hours written notice to be provided to all Members, as well as the change of venue posted on the Town's website, social media, Administration Office, and the designated Chambers~~
 - (v) Regularly scheduled Council Meetings may only be cancelled by a resolution of Council
 - (vi) All Regular meetings of Council will be limited to four hours from the start time stated on the agenda, unless determined by the **majority** of Council present. Special Meetings of Council and Council Committee meetings will be limited to three hours, unless determined by **unanimous** vote of Members present
 - (b) Appoint Members of Council Boards and Committees,
 - (c) Conduct other business as identified within the organizational meeting agenda.



- 4.2 The Organizational meeting immediately following a general municipal election shall be referred to as the “Inaugural” Meeting, at which:
- (a) The CAO will chair the meeting until the Mayor has taken the Oath of Office,
 - (b) Council will attend to the administration of the Oath of Office as the first Order of Business at the Inaugural Meeting,
 - (c) The Mayor will appoint a schedule for Councillors to the position of Deputy Mayor, on a rotation basis, and
 - (d) All of Council will acknowledge, sign and date the Council Code of Conduct bylaw.

5. AGENDA PREPARATION:

- 5.1 The agenda for each Regular Council Meeting is established by the CAO in consultation with the Mayor.
- 5.2 The following is a list of suggested contents and order of business for a Regular Council Meeting agenda. It serves as a guide rather than a rigidly followed document, and as such, items not requiring attention at a meeting may not be included on the agenda:
- (a) Call to order & Adoption of Agenda
 - (b) Presentations: (includes Public Hearings)
 - (c) Adoption of Previous Meeting Minutes
 - (d) Reports:
 - (i) CAO
 - (ii) Financial
 - (iii) Department
 - (iv) Council:
 - (v) Others
 - (e) Business Arising from Previous Minutes
 - (f) New and Unfinished Business
 - (g) Correspondence
 - (i) For Action
 - (ii) For Information
 - (h) Closed Confidential Session (if required)
 - (i) Adjournment.
- 5.3 The order of business for agendas of Special meetings of Council will include:
- (a) Call to Order & Adoption of Agenda:
 - (b) Priority Items: (established by the Mayor or CAO, items named as required)
 - (c) Adjournment:



- 5.4 All submissions for the Agenda of all Regular meetings of Council, shall be received by the CAO no later than noon the Monday (or Tuesday if that day is a general holiday) prior to the scheduled meeting, seven calendar days prior to the meeting.
- 5.5 Submissions from Administration will be formatted into the Request for Decision or information brief and be approved by the CAO for consideration by Council.
- 5.6 Any other communication intended for Council will be forwarded to the CAO in writing and must:
- (i) be legible, coherent, and respectful; and
 - (ii) be able to identify the writer and the writer's contact information.
- 5.7 If the standards set out in section 5.6 are met and the CAO determines the communication is within the governance authority of Council, the CAO will:
- (i) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered; or
 - (ii) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.
- 5.8 If the standards set out in section 5.6 are met and the CAO determines the communication is not within the governance authority of Council, the CAO may:
- (i) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;
 - (ii) take any other appropriate action on the communication.
- (If a Councillor objects to the process determined by the CAO, a Councillor may introduce a RFD for the item to be included for Council consideration on a Council agenda.)
- 5.9 If the standards set out in section 5.6 are not met, the CAO may file the communication. Administration will respond to the person sending the communication to advise that person of the process to be followed and any action taken on the subject of the communication.
- 5.10 An individual or group may request to be included on an Agenda as a delegation. The request must be in writing and shall:
- i) Include a written summary of the information that will be presented to Council;
 - ii) Be submitted to the CAO no later than noon the Monday prior to the Regular scheduled Council meeting (or seven days in advance of a Committee Meeting), with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.
 - iii) The CAO will review the request in consultation with any affected department and may:
 - o Review and provide a written response to the individual or group to satisfy the request for an appointment with Council. This process will be undertaken only with consent of the CAO and the individual or group requesting the appointment with Council.
 - o Add the appointment to the next Regular Council Meeting Agenda; or
 - o Add the appointment to a future Regular Council Meeting Agenda if
 - Requested by the individual or group making the request; or
 - If the CAO requires more time to properly investigate and report on the matter.



- iv) Presentation time will be no longer than ten minutes, exclusive of the time required to answer the questions put forward by Council, unless extended by a majority vote of Council.
 - v) Delegations speaking to the subject will be restricted to the subject matter only.
 - vi) In questioning delegations, whether statutory or otherwise, Members of Council will ask only questions of clarification which are relevant to the subject of the presentation and will avoid repetition.
 - vii) Council may, at its next Regular Meeting following the Delegation presentation, make any decisions, if required, regarding the issue raised by the Delegation, unless there is unanimous support for Council decision at the regular meeting at which the Delegation presentation was made, and the issue is discussed under New Business.
- 5.11 The CAO will ensure that the established agenda with attachments is distributed to Council, department heads, and the public, at least three calendar days in advance of the meeting. The agenda package and supplemental materials (unless withheld under the MGA or FOIP) will be made available on the municipal website. The agenda outline will also be available at the municipal office.
- 5.12 Late submissions for the agenda after the agenda has been established will require the justification for the urgent nature of the late submission and will require the Mayor's and the CAO's approval, otherwise, the submission may be postponed to the agenda of the next Regular Meeting.
- 5.13 Proposed late additions or deletions to the agenda will be provided in writing to the CAO prior to the meeting being called to order.
- 5.14 No late submissions may be added to an agenda after the adoption of the agenda unless approved unanimously by resolution of Council.

6. MEETING PROCEDURES:

- 6.1 As soon after the scheduled hour of the Council or Committee meeting to commence there is quorum present, the Mayor, Deputy Mayor or Chair will call the meeting to order.
- 6.2 In case the Mayor, Deputy Mayor or Chair is not in attendance within fifteen minutes after the hour appointed for a Council meeting and a quorum is present, the CAO will call the meeting to order and a chairperson will be chosen by the Members present who will then preside over the meeting until the arrival of the Mayor, Deputy Mayor or Chair.
- 6.3 If there is no quorum present within half an hour after the time appointed for the meeting, the CAO will record the names of the Members who are present and the meeting will be absolutely adjourned until the next regularly scheduled meeting unless a special meeting has been duly called in the meantime.
- 6.4 A Council or Committee Meeting scheduled by resolution may only be cancelled by a resolution of the majority of members at a previously held meeting.
- 6.5 The CAO will ensure that the minutes of all Council and Committee meetings are prepared as a written record which will include:
- (i) The names of the Members present at and absent from the meeting.
 - (ii) A brief description of the subject matter.
 - (iii) All decisions and other proceedings.



- (iv) The names of members of the public who speak to an item.
- (v) The names of the Members voting for or against a motion, and of those who are absent for the vote, should a recorded vote be requested by any Members present.
- (vi) Any abstentions made under the Municipal Government Act by any Member and the general nature of the abstention.
- (vii) Any abstentions made as a result of a Pecuniary Interest and the general nature of the abstention.
- (viii) Requests for recess of the meeting to record the time of the break, as well as the time the meeting reconvenes, without the necessity of a resolution for each.
- (ix) Should a Member arrive after a meeting has commenced, or if a Member receives permission from the Mayor or Chair of a meeting to leave the meeting, the times of arrival, departure and return to the meeting shall be noted within the minutes.
- (x) The signatures of the Chair and the CAO upon approval of the minutes by Resolution of Council.

7. MOTIONS:

- 7.1 The content of any Request for Decision submitted to Council or a Committee for consideration may be discussed prior to putting forth a motion, as an informal process. The Administrative options presented to the Members does not constitute a motion unless a Member expressly moves an option as a motion. The information presented to the Members within an RFD is intended to provide background and analyse possible solutions or responses to the issue. This process permits the Members to have the opportunity to engage in a full discussion and may then develop a consensus regarding the issue prior to putting forth a motion.
- 7.2 After receiving a motion from a Member the Mayor or Chair states the motion and calls for discussion or debate. Every Member wishing to speak to a question or motion must address the Mayor or Chair.
- 7.3 The Mayor or Chair has the authority to set a time limit and the number of times that a Member may speak on the same question or resolution having due regard to the importance of the matter. Time limit to be ten minutes for delegations and Members.
- (i) All motions will be read by the Mayor, Chair, CAO or designate before being voted on.
 - (ii) A motion submitted to the Members does not require a seconder.
- 7.4 When a motion has been made and is being considered by the Members, no other motion may be made and accepted, except a motion to:
- (i) refer the main question to some other person or group for consideration;
 - (ii) amend the main question;
 - (iii) table the main question;
 - (iv) postpone the main question to some future time;
 - (v) adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- 7.5 Wherever practicable, **Negative Motions** to the Members will not be presented for consideration. A recommendation that is intended to not take action should be worded utilizing active language (ie. In the case of a request to not grant a request, word as “decline the request for ...”), otherwise, the recommendation should be to vote against an action.
- 7.6 Where a question under consideration contains distinct propositions, the vote upon each proposition must be taken separately when any member so requests or when the Mayor or Chair so directs.



- 7.7 After any question is finally put by the Mayor or Chair, no member will speak to the question, nor will any other motion be made until after the result of the vote has been declared. The decision of the Mayor or Chair as to whether the question has been finally put will be conclusive.
- 7.8 Voting on all matters must be conducted as follows, to ensure that the votes may be easily counted by the Mayor or Chair:
- (a) Except for a meeting conducted through electronic or other communication facilities, Members must be in their designated seat at the meeting when the motion is considered.
 - (b) The Mayor or Chair requests that a motion be put forward for a vote. The Member's name putting forward the motion must be clearly stated for recording purposes.
 - (c) Members vote by a show of hands or other method agreed to by the Members.
 - (d) The Mayor or Chair clearly declares the result of the vote for recording purposes.
 - (e) A motion is carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.
- 7.9 After the Mayor or Chair declares the result of the vote, Members may not change their vote for any reason.
- (a) A question on the results of a vote may be resolved by the Mayor or Chair immediately calling for a revote on the motion.
 - (b) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.
- 7.10 A motion made to accept the minutes of a Council or Committee Meeting must be presented for adoption by a voting Member that was present at the meeting whose minutes are being considered.
- 7.11 In the case of a motion presented to accept the minutes of a Standing Committee, the mover should be the Committee Chair; in the Chair's absence, the motion may be presented as per 7.10.
- 7.12 Committees may make motions to:
- (a) accept or amend the agenda for its meeting,
 - (b) recess to a later time or date,
 - (c) adjourn the meeting.
- 7.12 Committees may make Recommendations to Council for action or direction. As soon as practicable, upon finalization of the draft minutes of the Committee Meeting for adoption, the recommendations will be forwarded to the next available Council Meeting for consideration.

8. BYLAWS:

- 8.1 A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time.
- 8.2 After first reading has been given, subject to the requirements of the Municipal Government Act, any Councillor may move that the bylaw be read a second time.



- 8.3 Council may not give a bylaw more than two readings at a meeting unless unanimous consent is granted by the Council Members present at the meeting vote in favour of allowing a third reading at that meeting.
- 8.4 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
- 8.5 If a bylaw is defeated on third reading the previous readings are rescinded.
- 8.6 A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading.

9. COMMITTEE OF THE WHOLE:

Committee of the Whole is a meeting of Council in which formal decisions are not made. Committee of the Whole Meetings must be conducted in public; however, Council may close all or part of the meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

The primary meeting must be recessed by a resolution of the majority of the Members present, and reconvened upon conclusion of the Committee of the Whole meeting. Other than the vote to reconvene the primary meeting, no vote shall be made within a Committee of the Whole Meeting; however, recommendation or consensus may be forwarded to Council in the Regular Meeting for consideration.

- 9.1 A Committee of the Whole may be comprised of all Councillors present at the primary meeting, notwithstanding any declaration of conflict of interest. Subject to the Act, the Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters;
- (i) Budget
 - (ii) Audit
 - (iii) Transportation issues
 - (iv) Development issues
 - (v) Strategic issues
 - (vi) Legislative reform
 - (vii) Policing matters, and
 - (viii) Policy formulation.
- 9.2 Committee of the Whole may:
- (i) Conduct non-statutory public hearings
 - (ii) Receive delegations and submissions
 - (iii) Meet with other municipalities and other levels of governments, and
 - (iv) Recommend appointments of members of the public to Council Committees, other Town Committees and other bodies on which the Town is entitled to have representation.
- 9.3 Council may receive briefings in Committee of the Whole.
- 9.4 In addition to the restrictions contained in Section 203(2) of the ACT, the Committee of the Whole shall not hold statutory Public Hearings.



9.5 Committee of the Whole may make the following motions:

- (i) To receive agenda reports as information,
- (ii) To refer matters to Administration or a Committee for review,
- (iii) Make recommendations to Council.
- (iv) Adjourn the Committee of the Whole to reconvene the Regular Meeting.

9.6 A quorum of Committee of the Whole is a majority of Councillors.

9.7 At a Committee of the Whole meeting, the procedures of Council shall be relaxed upon consent of the Chair, as follows:

- (a) A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
- (b) A Councillor may speak more than once, on a matter provided that each Councillor who wished to speak to the matter has already been permitted to do so.

10. PUBLIC HEARINGS:

10.1 Statutory Public Hearings **will** ~~may~~ be held in conjunction with a Regular Council Meeting and scheduled within the agenda under "Presentations" or ~~may be held~~ at a Special Meeting of Council called specifically in relation to the Public Hearing.

10.2 **Adjourn** used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

10.3 **Close** used in relation to a Public Hearing, means to terminate the Public Hearing.

10.4 **Recess** used in relation to a Public Hearing, means to Adjourn the Public Hearing with the intent of returning to the Public Hearing within the same Regular or Special Meeting of Council.

10.5 At the commencement of a Public Hearing, the Chair shall:

- (i) State the matter to be considered at the hearing,
- (ii) Confirm that the Public Hearing has been advertised in accordance with the Municipal Government Act and that the Public Hearing will be conducted in accordance with the *Council and Committee Procedural Bylaw*.
- (iii) The Chair will ask if the development proponent, authorized representative or applicant is present and wishes to be heard by Council.
- (iv) The Chair will ask if there are any person(s) or group(s) present who claim to be affected by the subject matter of the Public Hearing and wish to be heard by Council.
- (v) The Chair will ask if there any other person(s), group(s) or authorized representative(s) other than those above who wish to be heard by Council, and
- (vi) State that any person, group or authorized representative wishing to speak must clearly state their names and position on the matter for recording in the minutes.

10.6 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:

- (i) Be in legible writing,
- (ii) Name the individual authorized to speak,
- (iii) Indicate the proposed bylaw to be spoken to, and
- (iv) Be signed by the person giving the information.



- 10.7 The authorized speaker must state the name of the person that the speaker represents and present the written authorization to the CAO, or delegate.
- 10.8 No one person shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put forward by Council, unless granted a time extension by Council.
- 10.9 No person representing a group shall address Council for more than ten (10) minutes, exclusive of the time required to answer questions put forward by Council, unless granted a time extension by Council.
- 10.10 If there is more than one Public Hearing on the agenda, the Chair shall adjourn or close one Public Hearing before opening another Public Hearing.
- 10.11 If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
- 10.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
- 10.13 Persons interested in speaking at a Public Hearing may register with the CAO prior to the Public Hearing. Names of the registered speakers for a Public Hearing may be released to the public with the Council agenda packages.
- 10.14 Written submissions received from the public by the CAO in response to advertised Public Hearing matters must be included in the published agenda materials.
- 10.15 Despite subsection (10.14 above) the CAO may exclude a submission from the agenda materials if, in consultation with legal counsel, such a submission:
 - (i) Is deemed to constitute hate speech as defined by the Criminal Code; or
 - (ii) Promotes discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with the provisions of the Human Rights Act; or
 - (iii) Is deemed to be defamatory.
- 10.16 At the discretion of the CAO, communications may be redacted to protect personal information that has been included in written submissions.
- 10.17 No written submissions to Council will be accepted by the CAO from the public after the advertised submission deadline for inclusion in the published agenda materials and will not be provided by the CAO to Council. However, the individual, person or group may make a verbal presentation to Council at the Public Hearing, which may include a written submission, with the permission of the Chair, as a component of the presentation.
- 10.18 In accordance with the Act, in the Public Hearing, Council:
 - (i) Must hear from a person, group of persons or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by Council; and
 - (ii) May hear from another person(s) who wishes to make representations and who Council agrees to hear.
- 10.19 Council may ask questions of public presenters for clarification of the presentation.
- 10.20 Council must not ask questions of Administration until the Public Hearing on a matter is concluded.



- 10.21 The vote on an item for which a Public Hearing has been held must comply with the following:
- (i) Members who are absent for the whole of a Public Hearing on a matter are not entitled to vote on the matter.
 - (ii) Members who are absent from part of a Public Hearing on a matter may choose to abstain from voting on the matter.
 - (iii) A Councillor who is required to or who chooses to abstain from voting in keeping with subsections (i) or (ii) must leave the meeting before the vote commences.
- 10.22. Members of the public will be called upon by the Chair in the following sequence:
- (i) the development proponent or applicant,
 - (ii) those in favour,
 - (iii) those against.
- 10.23 The Chair may recall the proponent or applicant in order to allow Council to ask additional questions of clarification, if required. A recall for clarification may only be made at the same meeting at which the Public Hearing item was heard.
- 10.24 Council may change the date, time and place of a Public Hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised, as per the provisions of the Act.
- 10.25 Council may cancel a Public Hearing by resolution.
- 10.26 The Mayor or Deputy Mayor shall chair Public Hearings.
- 10.27 The minutes of a Public Hearing shall record:
- (i) The names of Administration and the applicant, or representatives of the applicant, who are present at the Public Hearing, and
 - (ii) The names of the members of the public who provided written and/or verbal submissions, along with a general indication of support, opposition, or neutrality, but not a summary of the presentation and/or a copy of any written materials provided.

11. CONDUCT AT MEETINGS:

- 11.1 **Public Conduct** - During any Council or Committee meeting members of the public will:
- (i) Not approach or speak to the Members without permission of the Mayor or Chair,
 - (ii) Not speak on any matter for longer than 10 minutes unless permitted by the Mayor or Chair,
 - (iii) Maintain order and quiet,
 - (iv) Not interrupt a speech or action of the Members or another person addressing the Members.
- 11.2 The Mayor or Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.
- 11.3 **Member Conduct** - During a Council or Committee meeting, Members will adhere to Council's or Committee Members Code of Conduct Policy and will not:
- (i) Speak disrespectfully, use offensive words, or unparliamentarily language in Council,
 - (ii) Address Members without permission,
 - (iii) Carry on a private conversation,



- (v) Break the rules of Council or Committees or disturb the proceedings,
- (vi) Leave their seat or make any noise or disturbance while a vote is being taken or the result declared,
- (vii) Disobey the decision of the Mayor or Chair on any question of order, practice or interpretation.

11.4 No person, other than the CAO or delegated recording secretary or other party identified by Council, shall be permitted to record the official proceedings of Council or Committee.

12. MEETINGS HELD BY ELECTRONIC MEANS:

12.1 The Town of Nanton may hold Council or Council Committee meetings by using electronic means. ~~such as telephone or internet conferencing.~~ Before a meeting can be held by electronic means the following conditions must be met:

- (i) provided the meeting is not closed to the public, notice to the public of the meeting must include how the meeting will be conducted; up to and including the method by which members of the public may access the meeting and make submissions and how this meeting will be publicly available before and during the meeting
- (ii) the facilities must enable the public to hear all meeting participants at the place specified in the notice and the CAO must be present at that place; and
- (iii) the facilities must permit all participants to communicate adequately with each other during the meeting.

12.2 Members may attend a Council or Committee meeting by means of electronic communication. Any Member participating by electronic means is deemed present at the meeting, **having their identity confirmed through video capabilities.** Acceptable alternatives include through use of a telephone with conference call capabilities (speaker **and video**), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances. The minutes of the meeting shall reflect the attendance of any Member as per electronic means.

~~12.3 A Member may attend Meetings by means of electronic communication to a maximum of two (2) times per calendar year, unless otherwise approved by the Mayor.~~

12.4 A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active, and recorded in the minutes accordingly. The Mayor, Deputy- Mayor or Chair shall announce to those in attendance at the Meeting a Member is attending the meeting by means of electronic communications. As soon as the connection becomes inactive, the Mayor, Deputy-Mayor or Chair shall declare the time as the Member leaving the meeting, which shall be recorded in the minutes.

13. COMMITTEES:

13.1 Standing Committees of Council shall be established by Bylaw which will specify the terms of reference for the Committee, including matters to be dealt with by the Committee.

13.2 Special or Ad Hoc Committees shall be established by Bylaw which will specify the terms of reference, including matters to be dealt with by the committee, and a time frame for the duration of the Committee, if applicable.

13.3 Special and Ad Hoc Committees may be comprised entirely of Councillors or a combination of Councillors, staff and other Public Members-at-large.



- 13.4 Special and Ad Hoc Committees may elect from its membership a chairperson to preside over the meetings and a secretary to record the minutes of the meeting.
- 13.5 It will be the duty of the chairperson of each Standing, Special or Ad Hoc Committee, or in case of his/her illness or absence from the town, it will be the duty of the CAO to summon a special meeting of any committee whenever requested in writing to do so by a majority of members of any such committee.
- 13.6 Any matter of meeting conduct of Special and Ad Hoc Committees must be in accordance with this Bylaw as well as the Town of Nanton's Code of Conduct Bylaw for Council Members.

14. EFFECTIVE DATE AND READINGS

14.1 This bylaw repeals Bylaw #1354/21 and any amendments thereto.

14.2 Read a **first** time this ____ day of _____, 2025

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

14.3 Read a **second** time this ____ day of _____, 2025.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



14.4 Read a **third** time this ____ day of _____, 2025.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

DRAFT





INFORMATION BRIEF

Meeting: March 17th 2025

Agenda Item:5.4

SUBJECT: Heavy Vehicles and the Traffic Regulation Bylaw

Purpose: Information with respect to Heavy Vehicle definitions and regulations that have existed relatively unchanged since at least 2010. Enforcement and compliance around them is unfortunately having to be increased due to the growth in commercial development and traffic since around 2018. Greater compliance in certain areas of Town have been sought progressively since 2022.

Background: Some in the community appear to be unclear about new traffic restriction signage in a couple of locations as they have the impression that it is new regulation. The following definitions and regulations have developed and been in place since at least 2010:

Heavy Vehicle 2009:

- 2.22 "Heavy Vehicle" is defined as follows: a vehicle with or without a load, exceeding any of the following:
 - 2.22.1 Three axles
 - 2.22.2 A designed gross vehicle weight of 5,500 kilograms.

Heavy Vehicle 2019 (amendments were made after consultation with CPOs at that time):

- (f) **Heavy Vehicle** means a Vehicle, alone or together with any Trailer, semi-Trailer or other Vehicle being towed by the Vehicle with a registration gross weight of Five (5) tonnes or more exceeding Eleven (11) metres in total length, excluding Recreational Vehicles.

*Active deliveries or collections **are not penalized** under the regulation, however:*

16. TRUCK ROUTES

- 16.1 No Person shall Park Heavy Vehicles within the municipal boundaries of the Town in areas designated in the Land Use Bylaw, as amended, as residential or public.
- 16.2 Notwithstanding Section 16.1., Heavy Vehicles that are actively delivering or collecting goods may be Parked in areas designated in the Land Use Bylaw as residential or public.
- 16.3 No Person shall drive a Heavy Vehicle on any Highway in the Town, except on the truck routes designated in Schedule "B".



Nanton’s heavy truck routes are identified in two successive traffic bylaws since 2010 (no change in 2019). Note that 26th Avenue is not a Heavy Vehicle Route; that 20A Avenue and the adjacent section of 26th Street is not a Heavy Vehicle Route.

With additional traffic restrictions coming on Highway 2 South (2025-7 temporary school zones), staff are preparing for increased heavy vehicle infractions on 26th Ave from August this year. 20A Avenue was not subject to substantive traffic bylaw enforcement until congestion started to become an issue from the success of restaurant businesses in the subdivision (Tim Horton’s and Dairy Queen). Regular painted yellow curbs, standard ‘no parking’ and hydrant signs are frequently ignored, resulting in unsafe conditions for all customers entering and leaving these locations. Heavy Trucks signage is the next step, advising of the existing restriction.

Bylaw 1327 Exceptions (CAO authority)		
Activity/Property	Reason	Effective Date
Industrial and agricultural deliveries along or accessed by 26 th Avenue.	Section 16.6 (e) lacks reasonable flexibility for existing uses that require access to 26 th Avenue for industrial and agricultural deliveries. This exception is not license for any industrial or agricultural haulers to use 26 th Avenue – the purpose of being on 26 th must be a delivery to/from a property on that street or only accessible via that street.	December 12 th 2019

28th Street/ HWY 2 South/ 20A Avenue

A lit pedestrian crossing was installed in 2019 and sidewalk installed in 2024 in recognition of growing, unavoidable pedestrian activity in the vicinities of 20A Avenue and 28th Street/ HWY 2. After about five years, the pictured incident occurred on the evening of March 6th in good road conditions:



We will endeavour to replace this with something a little further back than before, but there do seem to exist some long-standing turning radius problems for Heavy Vehicles of a particular length when it comes to the sloped HWY 2 South side of 28th Street. This may have to be examined more carefully in future with consideration of what, if any, mitigation might be required for improved safety.

Nanton RCMP have already requested this year that Public Works undertake additional line painting in the same vicinity (28th Street) due to observed problems with vehicles and their placement in respective lanes.

There is sufficient bylaw regulation to deal with RV and car parking on 20A Avenue (yellow lines and signs). It’s not a total prohibition of parking on the street, but there are a number of spots where improper parking poses serious problems for vehicles in terms of visibility. The new signs were necessary for heavy vehicles as those vehicles should have every warning possible that they should not enter 20A Avenue unless delivering or collecting.

CAO Comments:

No amendments to these sections of the Traffic Bylaw are recommended at this time, but the level of enforcement is and always has been discretionary, with an emphasis on education and warnings rather than ticketing. The growing enforcement and compliance activity (and signage) is reflective of successful commercial building development where pedestrian and road user safety has increasingly had to be addressed. 20A Avenue in particular is no longer a safe or suitable place for heavy vehicle parking as the subdivision slowly builds out with increasing traffic activity. It isn't long or wide enough for a significant heavy vehicle presence intermingled with two busy drive-through restaurants. A future capital project to facilitate better truck and RV access to the Flying J parking area away from 28th Street may ultimately prove necessary, particularly if the commercial subdivision grows further. A pedestrian crossing across 28th Avenue will likely also come in time. The character of this area has, in ten years, permanently changed. Unfortunately, it's an urban growing pain that some road users will need to adjust to and I have to commend previous CPOs and Legislative Services staff for having the foresight sixteen years ago to put in place the necessary regulations that we now have little choice but to enforce.

Prepared By: CAO



Date Signed: March 12th 2025



INFORMATION BRIEF

Meeting: March 17, 2025
 Agenda Item: 5.5

Requisitions, Assessment & Potential Impact

Purpose: To review with council new assessment information, requisitions for 2025 and the potential impacts these will have on rate payers.

Background:

The newest assessment information that will be used for the 2025 tax year was just recently received on February 28. This will be used to help calculate tax rates once the budget has been finalized. Similar to the last few years, assessments (residential mostly) have gone up considerably as noted.

Town of Nanton

Assessment Growth

Assessment Year: 2024

Assessment Code	Tax Status	Grand Totals			
		Previous (2023)	New (2024)	Growth	Inflation
60 Linear - Electric Power	T	1,420,200	1,505,810	85,610	0 0.0%
61 Linear - Gas / Pipelines	T	1,238,660	1,302,460	63,800	0 0.0%
66 Linear - Cable	T	113,500	41,680	-71,820	0 0.0%
68 Linear - Telecommunications	T	1,613,310	1,902,190	288,880	0 0.0%
100 Agricultural Land	T	30,820	30,820	0	0 0.0%
300 Vacant Residential	T	2,107,210	2,297,000	21,790	168,000 8.0%
310 Single Family	T	290,526,690	351,257,860	3,315,420	57,415,750 19.8%
312 Townhouse	T	1,808,000	2,000,000	0	192,000 10.6%
315 Apartment Condo	T	6,262,000	6,765,000	0	503,000 8.0%
500 Vacant Commercial	T	1,637,000	1,693,000	-8,000	64,000 3.9%
510 Improved Commercial	T	24,491,920	26,717,040	562,320	1,662,800 6.8%
511 Small Business Non-Residential	T	13,978,050	14,890,200	0	912,150 6.5%
512 Vacant Non-Residential	T	207,000	222,000	0	15,000 7.2%
600 Vacant Industrial	T	169,000	83,000	-90,000	4,000 2.4%
610 Improved Industrial	T	19,602,000	20,853,000	161,000	1,090,000 5.6%
611 DIP Industrial	T	68,550	68,840	290	0 0.0%
650 M & E	T	5,354,950	5,414,890	0	59,940 1.1%
651 M & E DIP	T	119,190	125,780	6,590	0 0.0%
740 Provincial - Municipal Levy Only	X	24,000	25,000	0	1,000 4.2%
900 Municipal Owned - Res Zoned	E	752,500	401,000	-377,500	26,000 3.5%
901 PUL's, er	E	1,600,000	1,716,000	0	116,000 7.3%
902 Municipal Owned - Ind Zoned	E	1,769,000	1,835,000	0	66,000 3.7%
903 Municipal Owned - Public Use	E	2,171,320	2,232,000	-44,320	105,000 4.8%
904 Exempt farm building	E	363,000	372,000	0	9,000 2.5%
905 Owned By Adjoining Municipality	E	204,000	206,000	0	2,000 1.0%
950 Exempt-Community Centre	E	1,040,000	1,088,000	0	48,000 4.6%
955 Schools	E	15,474,000	15,835,000	-202,000	563,000 3.6%
960 Church	E	2,813,000	2,820,000	0	7,000 0.2%
970 Hospital	E	881,000	951,000	0	70,000 7.9%
980 Non-Profit Organization	E	13,154,600	13,467,900	159,000	154,300 1.2%
985 Non-Profit Organization (Bylaw)	S	1,267,000	1,362,000	0	95,000 7.5%
990 Exempt Other	E	8,751,000	9,204,000	0	453,000 5.2%
Total:		421,012,470	488,685,470	3,871,060	63,801,940 15.2%

The majority of the growth is related to changes in the market, but some (8 new residential properties) can be attributed to new development that has been seen as well. As we've seen over the past couple of years the higher assessment values have led to lower mill rates but a lower mill rate doesn't necessarily mean lower overall taxes.

At our February 18 meeting administration presented an initial budget that reflected a 3.38% increase in funding required over the previous year. If that number was approved, the residential mill rate would be 6.659 compared to 7.788 in 2024. However, the average single family dwelling would pay \$2,409 in municipal taxes compared to \$2,356 in 2024 (a 2.2% increase)

The non-residential mill rate would change to 10.75 compared to 11.02 in 2024. The average assessed non-residential property though would pay \$3,234 in municipal taxes compared to \$3,107 in 2024 (a 4.1% increase).

Requisitions

In addition to the municipal taxes the Town collects, we also collect requisition dollars – the education requisition that is then returned to the province and also the Silver Willow Lodge requisition which is returned to the local Silver Willow Lodge that helps them to operate. Additionally, the Town collects money to cover police costs (new in 2020) – this money is returned to the province although this is not an official requisition

The 2025 education requisition that was just received is outlined below –

**2025 EDUCATION PROPERTY TAX REQUISITION
FOR
TOWN OF NANTON**

PAYMENT TO ALBERTA SCHOOL FOUNDATION FUND (ASFF)

Assessment Class	Basic Rate (1)	Equalized Assessment(2)	ASFF Requisition (1) x (2) / 1,000
Residential and Farmland	\$2.72	\$311,648,206	\$847,683.12
Non-Residential	\$4.00	\$68,499,582	\$273,998.33
Total			\$ 1,121,681.45

Total 2025 Property Taxes for Education:	\$ 1,121,681.45
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Report created on Mar 11, 2025.

This is a 22% increase over the 2024 requisition of \$918,614 so quite significant. In terms of how this will affect ratepayers, based on the new assessment data the average single family dwelling would pay \$846 in 2025 compared to the \$696 paid in 2024 (a 21% increase). The average non-residential property owner would pay \$1,189 in 2025 compared to \$993 (a 20% increase). As we've discussed before, these costs are out of our control, and we do not keep these dollars.

The Silver Willow Lodge requisition has not been officially received but last year we were requisitioned \$127,352 – property owners were required to pay approximately \$104 each to help cover this. To our knowledge, we are not expecting a big increase, but it has been typical to see a 2 to 3% increase each year meaning rate payers will likely pay \$4-5 more in 2025.

Police charges for 2025 are set to remain unchanged as was announced by the province late last fall. The amount for 2025 is therefore set to be \$136,493 and this equates to a \$109 (approx.) additional tax that each property owner will pay.

Overall impact

As noted, requisition charges are beyond the Town’s control and the Town does not keep any of these dollars. However, ratepayers do see these numbers on their tax bill and they do add to the overall financial burden. The budget has not been finalized at this point but if council were to approve the initial budget the overall tax bill for an average single family dwelling would look as follows:

Municipal =	\$2,409 (includes FCSS & Library)
Education =	\$846
Seniors =	\$108
Police =	\$109
Total =	\$3,472

This is a \$206 increase over what was paid in 2024 or 6.3% increase.

Before administration brings the budget back to council for further consideration we would like feedback and direction on whether or not council would like to concede any tax room to accommodate for the large education requisition increase. There is some ability to reduce the municipal tax increase but we are also in a time of uncertainty with the trade war between Canada and the US. Inflation could increase more than we expect and although we’ve be directed to not purchase goods from the US, overall expenses could increase.

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: March 12, 2025

CAO Comments: Council should consider 'tax room' implications of the Education requisition, directing Administration accordingly if alterations to the budget are desired.



Date Signed: March 13th 2025



For Immediate Release
March 4, 2025

Launch of Lethbridge Region Economic Resilience Task Force

Lethbridge, AB... A growing list of community partners are coming together to organize an Economic Resilience Task Force for the region. This coalition of organizations is aligned around a vision to strengthen and diversify the economy of southwest Alberta while building resilience in the business community to withstand and thrive through disruption to protect our quality of life.

“Southwest Alberta benefits from a diversified economy that is highly integrated between our rural and urban members. It’s essential for the region to work together to build on our strengths and market ourselves differently to attract increased investment from key areas like Europe and Asia.” - Laurie Lyckman, Board Chair, SouthGrow Regional Initiative

“Tourism, agriculture, and industry are all dependent upon the flow of people, goods, and services, and it will be important to offset any potential drop in commerce to and from the United States by identifying opportunities from other areas of Alberta and Western Canada and being prepared to manage supply chain impacts.” – Brent Feyter, Board Chair, Alberta SouthWest Regional Alliance

"A study by the Canadian Chamber of Commerce’s Business Data Lab suggests Lethbridge is the 10th most vulnerable city in Canada to U.S. tariffs. This highlights the urgent need to improve Canadian businesses' competitiveness and for governments at all levels to remove barriers to growth. The Lethbridge Chamber of Commerce is proud to support the Economic Resilience Task Force in advocating for these crucial changes to strengthen our local economy." - Paige Sarrasin, Board Chair, Lethbridge Chamber of Commerce

“Lethbridge and the region as a whole have a proven track record of overcoming economic hurdles like BSE (mad cow) and the COVID-19 pandemic. By convening dedicated community leaders through this task force, we can better support our industries as they tackle the challenges posed by wide-reaching tariffs. Businesses here require robust support for export growth and access to new markets. It is imperative that we create innovative tools to drive this effort forward.” - Timothy Hachowski, Board Chair & President, Economic Development Lethbridge

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Kindly see the attached backgrounder for additional information and the terms of reference of the Task Force.

For more information, contact:
Trevor Lewington, Chief Executive Officer
Economic Development Lethbridge
403-330-3701
Trevor@chooselethbridge.ca

Trevor will be available for questions and media inquiries on Wednesday, March 5th at 11:00 am at Teconnect. (3582 30 Street North)





Backgrounder

Task Force Terms of Reference

Lethbridge Region Economic Resilience Task Force (LERTF)

The Why:

The imposition of broad 25% tariffs levied against Canadian exports to the United States has the potential to significantly disrupt the national, provincial and regional economy. Alberta government revenues are heavily dependent on revenues from oil and gas exports to the USA.

Lethbridge ranks 10th out of 41 Canadian cities in terms of potential U.S. tariff exposure according to a recent report from the Canadian Chamber of Commerce. The risk to our economy is significant. Annual exports from the Lethbridge region are over \$2.2 billion, or just over \$15,000 per capita. Approximately 90% of all goods exported from the Lethbridge Census Metropolitan Area (CMA) goes to the United States representing a risk to almost ~19.4% of the city's GDP.

There is considerable stress and uncertainty in the business community and there will be a need for reliable information to support data driven decision making. Manufacturers will be under considerable pressure to relocate all or a portion of their operations to the United States to avoid the impact of tariffs and make the most of other incentives being offered.

Provincial government funding could be under pressure from a potential drop in the price of and demand for oil and gas. Municipal funding could be under pressure from increased unemployment and the risk of lower property tax assessment.

Attracting new investment, supporting continued growth and expansion as well as retaining existing business activity will be key to protecting the economy of the Lethbridge region. The change in our trade relationship with the United States is not temporary and unlikely to ever return to what it once was.

The Bank of Canada has outlined its expectation that what lies ahead is a "structural change" to the Canadian economy. A permanent shift downward in growth potential with implications for quality of life of every Canadian. Canada has long suffered from a productivity gap with the United States that could widen with the additional complications of a trade war.

More importantly, however, within every crisis comes opportunity. By galvanizing the business community and providing sufficient tools and resources, there is an opportunity to reimagine southern Alberta's economy to make it stronger for the long term. The current crisis should be a clarion call for change to make Canadian businesses more competitive and for governments at all levels to remove barriers to growth to enable industry to leverage free trade agreements with other global markets.



Backgrounder

Task Force Terms of Reference

What:

Task Force Vision:

Strengthen and diversify the economy of southwest Alberta while building resilience in the business community to withstand and thrive through disruption to protect our quality of life.

Key Goals:

- Advocate for the elimination of the barriers to interprovincial trade relevant to the region and local industry.
- Diversify global trade opportunities and expand export development in markets appropriate for the region's industry.
- Elevate the region's voice and promote the subject matter expertise of our industry leaders on the national and international stage.
- Promote the region an attractive place to invest and work with municipal partners to enhance the value proposition for investment.
- Support the ease of doing business in the region through the elimination of regulatory red tape at all levels of government.
- Support entrepreneurs and business owners to navigate a changing economic landscape.
- Ensure increased investment in post-secondary institutions and positioning them as world-leading research institutions and position Lethbridge as destination of choice for domestic students.
- Promote the region's tourism potential and increasing visitation.
- Speak with one unified, consensus voice on key economic issues even when we disagree.

How:

- Coordination of resources (training, research, marketing) between organizations.
- Alignment of messaging and focusing on the positive opportunities where possible.
- Focused, joint advocacy to all levels of government.
- Shared intelligence and market data to support improved decision making.
- Facilitate import replacement strategies enabling increased local sourcing and stronger local supply chains. (B2B)
- Leveraging export development and market access agencies and encouraging a "boots on the ground" presence in the region. (EDC, GAC-TCS, Travel Alberta, Invest Alberta etc.)
- Promotion of "Buy Local" (or "Experience Local") education and awareness. (B2C)
- Increased workforce and business capability by developing/delivering training, workshops and other resources.
- Building investor networks and increasing access to capital.
- Bi-weekly coordination calls among the partners.



Backgrounder

Task Force Terms of Reference

Who:

Partners:

- Alberta Southwest Regional Alliance (*Bev Thornton, Executive Director*)
- Community Futures Lethbridge Region (*Troy Grainger, Executive Director*)
- Economic Development Lethbridge (*Trevor Lewington, CEO*)
- Lethbridge Chamber of Commerce (*Cyndi Crane, CEO*)
- Lethbridge Construction Association (*Erin Low, Executive Director*)
- Lethbridge Polytechnic (*Bryon Anderson, Director, Government and Public Affairs*)
- SouthGrow Regional Initiative (*Peter Casurella, Executive Director*)
- Tourism Lethbridge (*Erin Crane, CEO*)
- University of Lethbridge (*Richard Westlund, Executive Director, Communications, Marketing & Government Relations*)

Supported by:

- Alberta Jobs, Economy & Trade (*Martin Ebel, Regional Economic Development Specialist, South East & Marie Everts, Regional Economic Development Specialist, South West*)
- City of Lethbridge (*Perry Stein, Partner Services Manager*)
- Lethbridge County (*Mattie Watson, Communications & Marketing Strategist*)
- Prairies Economic Development Canada (*Brandie Lea, Senior Business Officer*)

Key Initiatives:

- Canada's Premier Food Corridor (CPFC)
- Canada's Western Gateway Trade & Logistics Corridor (CWG)
- Lethbridge Manufacturing Association
- Regional Innovation Network of Southern Alberta (RINSA)
- Southern Alberta Alternative Energy Partnership (SAAEP)
- Southern Alberta Investment & Trade Initiative (SAITI)
- Team Lethbridge



Backgrounder

Task Force Terms of Reference

Guiding Principles:

- ✓ Lethbridge has weathered economic storms before and will emerge stronger through this crisis. (ie: BSE and COVID)
- ✓ Crisis brings opportunity – resilience is about seeing and taking advantage of new opportunities that arise. Scout vs soldier mindset.
- ✓ The regional economy is interdependent and interconnected – taking a big picture view is important as we work together to build on our strengths.
- ✓ Time is of the essence – momentum through action is more important than crossing every T and dotting every I.
- ✓ Governance is by consensus and through collaboration in keeping with the spirit of historical projects in the region among our organizations.
- ✓ The Task Force is temporary and will be ended when the partners feel sufficient progress has been accomplished.
- ✓ Participation is voluntary and on a project-by-project basis
 - There is no financial contribution required, organizations contribute staff time and other in-kind resources within the capacity available within their scope.
 - Projects with funding requirements will be evaluated and resourced through available support programs and voluntary contributions on a case-by-case basis.
- ✓ We have a long-term focus – getting off the commodity and resource dependent rollercoaster. We recognize the task force is temporary but our outcomes are based on long term impact.

Communities:

The following 40 communities are included in the scope of the Task Force’s work by virtue of their inclusion in either the Alberta Southwest Regional Alliance, SouthGrow Regional Initiative or Economic Development Lethbridge:

Arrowwood	County of 40 Mile	Milo	Vauxhall
Barnwell	Coutts	MD of Pincher Creek	Vulcan
Blood Tribe	Cowley	MD of Ranchland	Vulcan County
Bow Island	Crowsnest Pass	MD of Taber	Warner
Cardston	Fort MacLeod	MD of Willow Creek	
Cardston County	Foremost	Nanton	
Carmangay	Glenwood	Picture Butte	
Champion	Hill Spring	Pincher Creek	
City of Lethbridge	ID#4 - Waterton	Raymond	
Claresholm	Lethbridge County	Stavely	
Coaldale	Magrath	Stirling	
Coalhurst	Milk River	Taber	

Alberta SouthWest Regional Alliance
Minutes of the Board of Directors Meeting
 Wednesday, February 5, 2025,-REO Hall, Fort Macleod



Board Representatives

Brent Feyter, Fort Macleod
 Brad Schlossberger, Claresholm
 Barbara Burnett, Cowley
 Cam Francis, Cardston County
 Blair Painter, Crowsnest Pass
 Rick Lemire, MD Pincher Creek
 Sahra Nodge, Pincher Creek

Victor Czop, Nanton
 Tim Court, Cardston

Resource Staff and Partners

Lori Hodge, LRSD
 Marie Everts, JET
 Mark Brown, CF ABSW
 Bev Thornton, AlbertaSW

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|---|---|---|
| 1 | Call to Order and welcome | Chair Brent Feyter called the meeting to order |
| 2 | Approval of Agenda | Moved by Blair Painter THAT the agenda be approved with addition of First Nations MOU and municipal collaboration.
Carried. [2025-02-941] |
| 3 | Approval of Minutes | Moved by Cam Francis THAT the Minutes of January 8, 2025, be approved as presented.
Carried. [2025-02-942] |
| 4 | Approval of Cheque Register | Moved by Blair Painter THAT cheques #3485to #3503 be approved as presented.
Carried. [2025-02-943] |
| 5 | NRED Grant Final Report | The Manufacturing Energy Construction Ag Processing (MECAP) has completed project plan funded by Northern and Regional Economic Development (NRED) grant. Final report is submitted. Some metrics will be share din February Bulletin. A second NRED grant has been applied for. |
| 6 | Year End report clarification | It is confirmed that Jobs, Economy, and Trade will require a Financial Audit for year ending 2024-2025. This is an unexpected added expense, as a Review Engagement has been acceptable in the past. Avail CPA has been advised of this requirement and will provide an estimate. |
| 7 | Qatalyst Consultation and REDA transition | Consultant report summarized interview and workshop discussion, reflecting some options to increase revenue and reduce expenses.
Board will consider options with intent to <ul style="list-style-type: none"> o create a recommended plan by October 2025; o conduct orientation and recommendations to present to new Councils; o approve a transition and operating plan by August 2026. |
| 8 | Southern Alberta Economic Summit | This is a partnership event to be held Thursday March 27, 2025 8:30am to 3:30pm at the Agri-Food Hub.
SouthGrow staff leads planning; sponsors include AlbertaSW, Community Futures, Economic Development Lethbridge, Tourism Lethbridge, and PrairiesCan |

- | | | |
|----|---|---|
| 9 | Blackfoot Signage update | There are still funds available in phase 1 of the project, and municipalities and businesses are encouraged to apply.
This has been a successful initiative, and an application will go forward for phase 2, and extend further through the partner regions. |
| 10 | CEDI | Brandie Lea, PrairiesCan, provided information about the Community Economic Development Initiative (CEDI) that has a specific focus on connecting First Nations and Municipalities to identify common issues and partner on projects. |
| 11 | MOU with Kainai First Nation | February 9, 2024, Cardston, Cardston County, Fort Macleod ,Pincher Creek, and MD of Pincher Creek entered into a memorandum of respect, understanding and partnership with the Kainai/ Blood Tribe.
Continued conversations have been positive. |
| 12 | Indigenous Tourism Alberta (ITA) Mini gathering | The first event was a success in 2024, and the second annual event will be held Tuesday, March 11, 2025, 9:00am to 4:00pm Tickets \$150.00
Agri Food Hub, Lethbridge, |
| 13 | Executive Director Report | Moved by Rick Lemire THAT the Executive Director report be accepted as information.
Carried. [2025-02-944] |
| 14 | Round table | Accepted as information. |
| 15 | Upcoming Board Meeting | ➤ Wednesday, March 5, 2025-TBD
➤ Wednesday, April 2, 2025-TBD
➤ Wednesday, May 7, 2025-TBD
➤ Wednesday, June 4, 2025-AGM |
| 16 | Adjourn | Moved by Tim Court THAT the meeting be adjourned.
Carried. [2025-02-945] |

Approved March 5, 2025.....

Executive Director Report February 2025

MEETINGS and PRESENTATIONS

- Feb 4: RINSA meeting, Zoom
- Feb 4: Geography 4700 student mapping project, Zoom
- Feb 5: Board meeting, Fort Macleod
- Feb 7: Agency meeting with entrepreneur, Zoom
- Feb 7: Meeting with InnoVisions, Zoom
- Feb 11: Alberta Chambers Pilot Project Proposal, Teams
- Feb 11: Meeting with MP Barlow office, Zoom
- Feb 12: EDA Webinar, Zoom
- Feb 12: University of Lethbridge student meeting, Anderson Hall

Feb 13: Travel Alberta Strategic Insights Advisory Committee, Zoom
Feb 13: Highway 3 Twinning Development Association Board meeting [regrets]
Feb 14: Interviewed by Rob Kerr, Quality Urban Energy Systems of Tomorrow (QUEST Canada), Zoom
Feb 14: Meeting to discuss REDA and rural economic development issues, MLA, Zoom
Feb 14: EMC, MEEC, InnoVisions meeting, re: entrepreneur support, Zoom
Feb 19: EDL Board Meeting, Tecconnect
Feb 20: Fort Macleod Chamber Awards night, Fort Macleod
Feb 21: Multi-agency meeting with entrepreneur, Zoom
Feb 25: Economic Resiliency Task Force meeting, Teams
Feb 28: RINSA Goes Rural road trips planning meeting, Alberta Innovates and partners, Teams

PROJECT MANAGEMENT and REPORTING

- Submit MECAP Project for EDA Regional Collaboration and Partnerships Award , medium-sized community
- Provide support letters for other EDA award nominations
- Consult with Avail re: year-end requirements
- Continued input to Blackfoot Signage pilot project
- Review of Qatalyst report
- Grant program information inquiries; Succession Planning for Non-Profits inquiries

INVESTMENT ATTRACTION and REGIONAL PROMOTION

- Set up agency Resource Meetings for new local business operations
- Support planning for agency outreach in communities (NRC, Alberta Innovates, PrairiesCan, JET, etc)
- Invest /Xperience Alberta magazine 2025 is available on line <https://www.edaalberta.ca/Invest-In-Alberta>
- Meet with new uLeth student team re interactive mapping project (GEOG 4700) MECAP data

UPCOMING EVENTS

Indigenous Tourism Alberta (ITA) Mini-Gathering

Tuesday, March 11, 2025

9:00am to 4:00pm - Lethbridge Agrifood Hub

Tickets \$150.00 available at this link:

The event promotes networking, story sharing, and engaging with tourism professionals to celebrate the accomplishments and partnerships that support the development of indigenous tourism.

<https://www.eventbrite.ca/e/ita-regional-gathering-lethbridge-tickets-1200505657739?aff=ebdsoporgprofile>

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>

Alberta SouthWest Bulletin March 2025

Regional Economic Development Alliance (REDA) Update

❖ Formation of the Lethbridge Region Economic Resilience Task Force (LERTF)

- 
- Thank you to Economic Development Lethbridge for taking the lead and bringing together the City, the 40 communities within Alberta SouthWest and SouthGrow , as well as a broad network of chambers, community futures, educational institutions, industry organizations, provincial and federal economic development agencies to share our best ideas to deal with impacts to commerce and industry in our regions.
 - The initiative is intended to be temporary, to accomplish what the partners feel to be sufficient progress. Participation is voluntary and on a project-by-project basis.
 - There is no financial contribution required; organizations contribute staff time, their best ideas and other in-kind resources within their capacity.
 - Projects with funding requirements will be evaluated and resourced through available support programs and voluntary contributions on a case-by-case basis.
 - While the task force is temporary, outcomes will focus on contributing to long term positive impacts.
 - And, it must be a real thing, as we have an acronym and a logo!



❖ South-Western Blackfoot Signage Program carrying on!

This award-winning pilot project partnership is led by Community Futures Lethbridge Region and includes the Kainaiwa, SouthGrow, Tourism Lethbridge, and Alberta SouthWest.

Phase 1 is ending, and planning is going ahead for Phase 2.

- The project offers matching funding for the installation of Blackfoot language signage for communities, businesses, institutions, and more across the regions.
- The Kainaiwa Language and Cultural Committee provides the translation services needed to either inform applicants of their Blackfoot name or assign the proper Blackfoot interpretation and translation to a location. It is a fascinating and educational process!
- Matching funds can cover 80% of the cost, up to \$2,000 per applicant.
- The application form lists prices of various signage options. More details on the website.

<https://lethbridgeregion.albertacf.com/south-western-alberta-blackfoot-signage-project/>

UPCOMING EVENTS

❖ Indigenous Tourism Alberta (ITA) Mini-gathering

Tuesday March 11, 2025, 9:00am-4:00pm , Agri-food Hub, Lethbridge. Last chance for tickets!

<https://www.eventbrite.ca/e/ita-regional-gathering-lethbridge-tickets-1200505657739>

Agenda is available on front page of Tourism Lethbridge website:

<https://tourismlethbridge.com/>

❖ Southern Alberta Economic Summit

Thursday March 27, 2025, 8:30am to 3:30pm- Agri-food Hub, Lethbridge Tickets - \$80

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

Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

bev@albertasouthwest.com

www.albertasouthwest.com





Date: February 14, 2025

Neil Smith
CAO
Nanton, AB

Dear Nanton,

Please find attached the quarterly Community Policing Report covering the period from October 1st to December 31st, 2024. This report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Nanton.

In the coming weeks and months, we will be engaging with the community and holding town hall meetings as we have done in the past. This will provide us with an opportunity to interact with the community we serve and hear from them directly about what policing issues or priorities they would like our detachment to focus on. I look forward to attending these meetings to connect with our community and will be providing more details as we organize the town hall meetings.

I also want to inform you of the Real Times Operations Centre (RTOC) that is supporting RCMP detachments across Alberta. In October 2022, RTOC was established to optimize our response to incidents around the province. RTOC involves senior police officers monitoring policing operations in real-time, assessing incident risk, coordinating specialized and expert resources, and managing the response. They provide members on the ground with guidance, direction, and support. It is also used to coordinate the deployment of all RCMP resources – federal, provincial, and municipal, both within Alberta and, if required, nationally. The RTOC facility uses cutting-edge technology to provide real time support during emergency situations to RCMP officers across Alberta and is another measure used to enhance public and police officer safety.

I always remain available to discuss your community-identified priorities and any other ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Best regards,

Sergeant David Davis
Chief of Police
Nanton Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Nanton

Detachment Commander

Sgt. David DAVIS

Report Date

February 14, 2025

Fiscal Year

2024-25

Quarter

Q3 (October - December)

Community Priorities

Priority #1: Traffic - Safety (motor vehicles, roads)

Updates and Comments:

A total of 128 violation tickets were issued this quarter related to speeding, intersections, cross walks and other related driving violation. Total amount of violation tickets issued this reporting period is 356 which more than exceeds our target for the year. A total of 13 impaired enforcement actions have been completed which seems low. It is not from the lack of trying when looking at the number of traffic stops.

Priority #2: Police / Community Relations - Police Visibility

Updates and Comments:

The detachment completed 21 foot patrols including the school and downtown Nanton. Patrols to chain lakes are on going and part of the daily patrols. 5 presentations to community partners which included crime reduction strategies, community/ detachment updates and education. Story time in the school is still on going. 12 school visits which included class talks, story book reading and general visits. Several educational presentations targeting scammers are planned for the 4th quarter. Nanton also started a weekly community update on the hub radio.





Priority #3: Crime Reduction- Property Crime and Drug Interventions

Updates and Comments:

During this time no Nanton did not have anyone in the area that required compliance checks. Due to the limited numbers in Nanton. Suppression shifts are not possible without incurring a significant amount of overtime. Members stay on top of warrants issued within the Nanton area and both Crime and Traffic enforcement is continuously conducted. Joint operations are conducted with Sherriff's and bylaw when in the area. Currently Nanton has 9 warrants with all living elsewhere.





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	4	4	2	0
Detachment Support	2	1	0	1

Notes:

1. Data extracted on December 31, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the four established positions two officers are currently working with one being on medical leave and one being on restricted duties. There is no hard vacancy at this time.

Detachment Support: Of the two established positions, one resource is currently working with none being on special leave. There is one hard vacancy at this time.





Nanton Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	2	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	0	0	0	2	100%	N/A	0.2
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		2	1	12	6	4	100%	-33%	0.9
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		6	1	3	3	6	0%	100%	0.2
Uttering Threats		2	1	5	3	2	0%	-33%	0.2
TOTAL PERSONS		11	3	22	13	14	27%	8%	1.6
Break & Enter		2	1	3	2	4	100%	100%	0.5
Theft of Motor Vehicle		2	0	3	2	2	0%	0%	0.2
Theft Over \$5,000		2	0	0	1	3	50%	200%	0.3
Theft Under \$5,000		10	8	8	13	7	-30%	-46%	-0.1
Possn Stn Goods		2	1	2	4	0	-100%	-100%	-0.1
Fraud		3	5	2	10	5	67%	-50%	0.9
Arson		0	0	0	1	0	N/A	-100%	0.1
Mischief - Damage To Property		2	3	5	3	1	-50%	-67%	-0.2
Mischief - Other		3	2	2	8	0	-100%	-100%	0.0
TOTAL PROPERTY		26	20	25	44	22	-15%	-50%	1.6
Offensive Weapons		2	1	0	0	1	-50%	N/A	-0.3
Disturbing the peace		0	2	2	2	4	N/A	100%	0.8
Fail to Comply & Breaches		3	2	1	3	2	-33%	-33%	-0.1
OTHER CRIMINAL CODE		2	2	1	1	4	100%	300%	0.3
TOTAL OTHER CRIMINAL CODE		7	7	4	6	11	57%	83%	0.7
TOTAL CRIMINAL CODE		44	30	51	63	47	7%	-25%	3.9



Nanton Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		5	4	0	0	0	-100%	N/A	-1.4
Drug Enforcement - Trafficking		1	2	0	0	0	-100%	N/A	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		6	6	0	0	0	-100%	N/A	-1.8
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	1	0	1	0	-100%	-100%	-0.2
TOTAL FEDERAL		7	7	0	1	0	-100%	-100%	-2.0
Liquor Act		0	1	0	0	1	N/A	N/A	0.1
Cannabis Act		0	0	0	0	1	N/A	N/A	0.2
Mental Health Act		8	6	14	10	11	38%	10%	1.0
Other Provincial Stats		13	7	5	23	15	15%	-35%	2.0
Total Provincial Stats		21	14	19	33	28	33%	-15%	3.3
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		4	2	2	0	1	-75%	N/A	-0.8
Total Municipal		4	2	2	1	1	-75%	0%	-0.7
Fatals		0	0	0	0	1	N/A	N/A	0.2
Injury MVC		2	6	12	4	4	100%	0%	0.2
Property Damage MVC (Reportable)		27	34	36	48	26	-4%	-46%	1.2
Property Damage MVC (Non Reportable)		6	5	9	7	12	100%	71%	1.4
TOTAL MVC		35	45	57	59	43	23%	-27%	3.0
Roadside Suspension - Alcohol (Prov)		0	2	1	1	7	N/A	600%	1.3
Roadside Suspension - Drugs (Prov)		0	1	0	0	0	N/A	N/A	-0.1
Total Provincial Traffic		173	227	164	142	247	43%	74%	6.3
Other Traffic		2	0	0	1	0	-100%	-100%	-0.3
Criminal Code Traffic		4	9	1	1	6	50%	500%	-0.4
Common Police Activities									
False Alarms		4	5	6	7	1	-75%	-86%	-0.4
False/Abandoned 911 Call and 911 Act		5	1	8	2	6	20%	200%	0.3
Suspicious Person/Vehicle/Property		9	14	16	18	14	56%	-22%	1.4
Persons Reported Missing		1	1	0	2	0	-100%	-100%	-0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		2	2	6	8	3	50%	-63%	0.8
Form 10 (MHA) (Reported)		0	1	0	0	2	N/A	N/A	0.3



Nanton Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	2	0	0	N/A	N/A	0.0
Robbery		2	0	0	0	1	-50%	N/A	-0.2
Sexual Assaults		1	0	4	4	5	400%	25%	1.2
Other Sexual Offences		0	0	0	1	1	N/A	0%	0.3
Assault		18	7	23	21	23	28%	10%	2.4
Kidnapping/Hostage/Abduction		0	0	0	2	0	N/A	-100%	0.2
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		12	11	17	10	11	-8%	10%	-0.3
Uttering Threats		8	7	21	12	8	0%	-33%	0.5
TOTAL PERSONS		41	25	67	51	49	20%	-4%	4.2
Break & Enter		22	10	6	11	21	-5%	91%	-0.1
Theft of Motor Vehicle		9	7	17	5	6	-33%	20%	-0.8
Theft Over \$5,000		2	1	4	3	5	150%	67%	0.8
Theft Under \$5,000		46	37	44	26	39	-15%	50%	-2.5
Possn Stn Goods		12	8	9	6	6	-50%	0%	-1.4
Fraud		17	18	14	31	37	118%	19%	5.3
Arson		0	0	2	2	0	N/A	-100%	0.2
Mischief - Damage To Property		25	15	23	17	25	0%	47%	0.2
Mischief - Other		18	16	12	17	15	-17%	-12%	-0.5
TOTAL PROPERTY		151	112	131	118	154	2%	31%	1.2
Offensive Weapons		7	2	0	2	8	14%	300%	0.2
Disturbing the peace		3	4	12	13	9	200%	-31%	2.1
Fail to Comply & Breaches		8	15	9	13	14	75%	8%	1.0
OTHER CRIMINAL CODE		13	10	10	7	14	8%	100%	-0.1
TOTAL OTHER CRIMINAL CODE		31	31	31	35	45	45%	29%	3.2
TOTAL CRIMINAL CODE		223	168	229	204	248	11%	22%	8.6



Nanton Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		11	8	2	0	5	-55%	N/A	-2.0
Drug Enforcement - Trafficking		3	2	0	0	2	-33%	N/A	-0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		14	10	2	0	7	-50%	N/A	-2.4
Cannabis Enforcement		0	0	0	1	0	N/A	-100%	0.1
Federal - General		3	1	2	5	1	-67%	-80%	0.0
TOTAL FEDERAL		17	11	4	6	8	-53%	33%	-2.3
Liquor Act		4	6	1	0	8	100%	N/A	0.2
Cannabis Act		1	2	0	1	4	300%	300%	0.5
Mental Health Act		26	25	75	31	46	77%	48%	4.6
Other Provincial Stats		57	28	44	60	65	14%	8%	4.8
Total Provincial Stats		88	61	120	92	123	40%	34%	10.1
Municipal By-laws Traffic		1	1	1	4	0	-100%	-100%	0.1
Municipal By-laws		15	12	7	7	9	-40%	29%	-1.7
Total Municipal		16	13	8	11	9	-44%	-18%	-1.6
Fatals		0	0	1	1	3	N/A	200%	0.7
Injury MVC		10	16	28	21	11	10%	-48%	0.7
Property Damage MVC (Reportable)		118	110	110	149	103	-13%	-31%	0.9
Property Damage MVC (Non Reportable)		21	10	14	14	51	143%	264%	6.4
TOTAL MVC		149	136	153	185	168	13%	-9%	8.7
Roadside Suspension - Alcohol (Prov)		0	8	15	20	13	N/A	-35%	3.8
Roadside Suspension - Drugs (Prov)		0	1	2	1	0	N/A	-100%	0.0
Total Provincial Traffic		1,190	1,318	932	798	901	-24%	13%	-109.8
Other Traffic		9	0	4	3	0	-100%	-100%	-1.5
Criminal Code Traffic		18	33	28	10	18	0%	80%	-2.3
Common Police Activities									
False Alarms		16	11	18	19	17	6%	-11%	1.0
False/Abandoned 911 Call and 911 Act		15	10	20	8	15	0%	88%	-0.2
Suspicious Person/Vehicle/Property		54	50	73	46	64	19%	39%	1.6
Persons Reported Missing		5	4	3	6	8	60%	33%	0.8
Search Warrants		0	1	1	0	0	N/A	N/A	-0.1
Spousal Abuse - Survey Code (Reported)		13	14	25	28	16	23%	-43%	2.0
Form 10 (MHA) (Reported)		1	2	8	1	7	600%	600%	1.1