



AGENDA

February 18, 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:

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for the month of January 2025

3.3 DEPARTMENT:

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

3.4 COUNCIL:

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

3.5 OTHERS:

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 February 3, 2025, Regular Meeting Minutes - E

4.2 BUSINESS ARISING FROM THE MINUTES: None

5. NEW & UNFINISHED BUSINESS:

- 5.1 Request for Decision Tax Installment Payment Plan - E
- 5.2 Information Brief 2025 Operating Budget - E
- 5.3 Request for Decision Kozy Korner Lift Access - E
- 5.4 Request for Decision Bylaw 1405/25 Amending Community Bylaw 1299/19 – E
- 5.5 Request for Decision 2025 Municipal Election Returning Officer - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

- 6.1.1 Municipal District of Willow Creek Recreation Response – E

6.2 FOR INFORMATION:

- 6.2.1 Municipal District of Willow Creek Support for Provincial Funding for Recreation Facilities - E
- 6.2.2 Alberta Southwest February 5, 2025 Agenda – E
- 6.2.3 Letter regarding Coal Mining Eastern Slopes of the Rocky Mountains - E

7. CLOSED CONFIDENTIAL SESSION:

- 7.1 Municipal Buildings FOIP Section 24 Advice from Officials
- 7.2 Municipal Land FOIP Section 25 Economics Interests of the Municipality
- 7.3 Municipal Enforcement FOIP Section 24 Advice from Officials

8. ADJOURNMENT:



STATUS REPORT

Meeting: February 18, 2025
Agenda Item: 3.1.1

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

CAO = Chief Administrative Officer
DO = Development Officer

CS = Corporate Services
LS = Legislative Services

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

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

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

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting February 3, 2025				
23-25/02/03	e-send for utility bills		IP	CS
27-25/02/03	RFD Kozy Korner lift access to basement		IP	CS
30-25/02/03	RFD Firefighter recruitment options		IP	CS

COUNCIL

Res #	Description	Notes	Status	FWD
Committee Recommendations				
23/10/16	Funding public skate – incorporation into policy, preferably the ice allocation policy	Reg 23/11/06	IP	LS/CS
68-24/03/04	RFD – Tribute Wall location		IP	CAO/CS
77-24/03/18	RFD cost of Fire Services to cover AHS ambulance		IP	CS/CAO
94-24/03/15	ICF/MOU with FC/THR and possibly Okotoks re water	Part of project management work	IP	CAO
211-24/08/12	Community Center Green Initiative Grant		HOLD	CS
275-24/10/21	Bylaw 1400/24 Property Sub Class forms/policy	Website info.	C	LS
278-24/10/21	RFD Energy Audit		IP	CS
324-24/12/09	RFD Firefighter tax incentive	replaced by Feb 3	C	CS
338-24/12/09	Canada Housing grant application up to \$15k		IP	CS/CAO
11-25/01/20	Quality of Life Survey		IP	LS/CAO
12-25/01/20	THRC Conceptual Plan		IP	CAO
16-25/01/20	ASP for Northwest Areas of Town – ORRSC		IP	DO/CAO

DEPARTMENTS

Res #	Description	Notes	ST	fw

ITEMS ON HOLD FOR FUTURE SCHEDULING/CONSIDERATION

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





CAPITAL PLAN STATUS

Meeting: February 18, 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:</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:</i> <i>Some cost revisions are likely coming for the membranes project.</i>		
Parks & Trails		
		Lead: Recreation Manager
New capital	Pocket park/rain garden	56,500
<i>Notes:</i> <i>A discussion on federal funding is currently taking place.</i>		
Buildings		
		Lead: Various
THRC - arena	Transfer switch for emergency power	35,000
THRC	Elevator/lift with building modifications	300,000
THRC - pool	Pool liner	200,000
Town Office / Library	Window/wall updates	20,000
Fire Hall	Curb & approach updates	25,000
Community Centre	Energy efficiency upgrades	100,000
<i>Notes:</i>		



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
<i>Notes: Zero turn mower ordered.</i>		

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: February 18th 2025

Agenda Item: 3.1.3

Chief Administrative Officer

To January 31st 2025

January was a quiet month for business meetings, although we've had a number of in person and online discussions with Aplin Martin (regional water) among others. A number of key meetings, some including members of Council, lie ahead.

Council is reminded that an Intermunicipal Collaboration Framework meeting is scheduled for March 12th in Claresholm (MDWC) and that there is a February 28th deadline for agenda items.

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](#) – we intend to have this run right through until the spring. 89 responses to date. *We anticipate youth participation being the 'weak link' on this (frequently the case) and request any and all assistance in encouraging the younger demographic to complete the survey and provide feedback if possible. Those aged 55 and over currently represent 46% of the sample. We hope to attain better balance by the end.*

[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>

Nanton Twitter/ X account: [Town of Nanton \(@TownofNanton\) / X](#)

This account, until the middle of last year, mirrored Facebook posts and gave the Town an easy automated place on that platform (about 1800 followers which is respectable and does reach other people who are not on FB). The Town has had this presence since 2012. At some point the 'mirroring' capability came to an end under 'X' and we are now assessing how to manage it going forward.

Personnel and Professional Development

-

Bylaws

Administration will likely bring forward a *Request for Decision* in coming weeks concerning a small proposed amendment to the [Urban Chickens Regulation Bylaw](#). As time has moved on since 2019, it has become clear that it is much less of a polarizing debate than it seemed at the time and that there is, at the very least, a case for discussion of allowing more than 3 hens on properties significantly greater than 0.3 acres. The question of whether annual licensing fees are required, after application, can also be discussed in light of the recent changes in that regard by the Town of Okotoks.

Respectfully submitted,



NANTON

Neil Smith, RPP

Chief Administrative Officer

Town of Nanton
Vendor Cheque Register Report
Range: January 1 to January 31, 2025
Sorted by: Cheque date



Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
020444	BOBCA02	Bobcat of Calgary	1/9/2025	\$253.54	Equipment parts
020445	CHULI01	Chubb Life Insurance Company	1/9/2025	\$151.43	Employee benefits
020446	FENCO01	Fenco Contracting Ltd.	1/9/2025	\$8,533.38	Road rehab
020447	MUNIN01	Municipal Information Network	1/9/2025	\$330.75	Annual membership
020449	WATEX01	Watershed Exteriors	1/9/2025	\$304.50	Eavestrough repairs
020450	NANGO01	Nanton Golf Club	1/9/2025	\$1,572.94	Town xmas party dinner
EFT0000000005865	888AL01	888351 Alberta Ltd o/a Wild Rose	1/10/2025	\$33,561.00	Sludge hauling
EFT0000000005866	B&BEN01	B & B Energy Services Ltd.	1/10/2025	\$2,144.10	Fabrication of brackets
EFT0000000005867	BENAS01	Benchmark Assessment	1/10/2025	\$8,432.81	1st quarter assessment fees
EFT0000000005868	BIGHI01	Big Hill Services	1/10/2025	\$369.34	Olympia service call
EFT0000000005869	CANLI01	Canadian Linen & Uniform	1/10/2025	\$142.14	Office & library mat cleaning
EFT0000000005870	CANPR01	Canoe Procurement Group of Canada	1/10/2025	\$2,612.15	Washroom supplies
EFT0000000005871	CARAN01	CARO Analytical Services	1/10/2025	\$2,936.85	Water testing
EFT0000000005872	CATCO01	Cattlemens Corner	1/10/2025	\$153.08	Miscellaneous supplies
EFT0000000005873	CHRAL01	Chris Almond Plumbing	1/10/2025	\$1,811.25	Furnace repairs
EFT0000000005874	CIMCA01	CIMA Canada Inc.	1/10/2025	\$1,763.73	Engineering services
EFT0000000005875	CONAW01	Contain-A-Way Services	1/10/2025	\$675.40	Waste management fees
EFT0000000005876	CUPLO01	CUPE	1/10/2025	\$1,865.57	Union fees
EFT0000000005877	CZOVI01	Czop, Victor	1/10/2025	\$326.20	Per diem and travel expenses
EFT0000000005879	ECCRE01	Ecco Recycling and Energy Corp	1/10/2025	\$1,628.28	Recycling costs
EFT0000000005880	ENFTR01	Enfield, Tracy	1/10/2025	\$890.00	Office & council room cleaning
EFT0000000005881	FOORE02	Foothills Regional Services Comm.	1/10/2025	\$4,732.00	Landfill tippage fees
EFT0000000005883	GFLN01	GFL Environmental Inc.	1/10/2025	\$5,268.76	Sludge removal
EFT0000000005884	GMMEC01	GM Mechanical Ltd	1/10/2025	\$495.86	Quarterly HVAC maintenance
EFT0000000005885	HERRE01	Herc Rentals	1/10/2025	\$1,990.10	Lift rental

EFT000000005886	HIFHO01	Hifab Holdings Ltd	1/10/2025	\$419.80	Courier fees
EFT000000005887	HOMHE01	Homewood Health Inc	1/10/2025	\$831.60	Employee benefits
EFT000000005888	INDAL01	iA Financial Group	1/10/2025	\$84.00	Employee benefits
EFT000000005889	INSPI01	Inspiris	1/10/2025	\$9,168.56	IT services
EFT000000005890	INTTI01	Saddle Mountain Tire	1/10/2025	\$1,113.00	Tires
EFT000000005891	KLEEQ01	Klearwater Equipment	1/10/2025	\$15,761.78	Water plant chemicals
EFT000000005892	LAPCO01	LAPP Corporation c/o Alberta Pension	1/10/2025	\$13,104.11	Employee pension
EFT000000005893	LINCA01	Linde Canada Inc.	1/10/2025	\$724.84	Water plant chemicals
EFT000000005895	MDWIL01	MD of Willow Creek	1/10/2025	\$2,391.50	Firefighter benefits
EFT000000005896	MEGTE01	Mega-Tech	1/10/2025	\$23,265.96	Peace officer vehicle equipment
EFT000000005897	METIN01	Metercor Inc.	1/10/2025	\$54.12	parts
EFT000000005898	NANAU01	Nanton Auto Parts Ltd.	1/10/2025	\$1,892.62	Miscellaneous supplies
EFT000000005899	NANHO01	Nanton Home Hardware Building	1/10/2025	\$78.33	Miscellaneous supplies
EFT000000005900	NANQU01	F.C.S.S.	1/10/2025	\$19,170.85	1st quarter operating grant
EFT000000005901	NANTH01	Nanton T Fanning Library	1/10/2025	\$14,125.00	1st quarter operating grant
EFT000000005902	NEWAL01	New-Alta Electric	1/10/2025	\$226.28	Electrical repairs
EFT000000005903	NEXGE01	NextGen Automation	1/10/2025	\$170.30	Photocopier fees
EFT000000005904	NLSMI01	NL Smith & Sons Const Ltd	1/10/2025	\$94.50	Equipment services
EFT000000005905	OLDRI01	Oldman River Regional Services	1/10/2025	\$25,567.28	1st quarter planning fees
EFT000000005906	PURCO01	Purolator Inc.	1/10/2025	\$109.23	Courier fees
EFT000000005907	RANAC01	Integrated Sustainability Cons.	1/10/2025	\$157.50	Water plant software
EFT000000005908	SUPSA02	Superior Safety Codes	1/10/2025	\$2,406.39	Safety code fees
EFT000000005909	T&TDI01	T & T Disposal Services	1/10/2025	\$6,606.38	Waste management fees
EFT000000005910	TRAEN01	TransAlta Energy Marketing	1/10/2025	\$64,371.90	Power and gas
EFT000000005912	VRATR01	V Raffin Transit Mix Ltd	1/10/2025	\$141.75	Retaining wall blocks
EFT000000005913	STPAU01	St. Paul Dodge	1/14/2025	\$89,829.60	New truck for wastewater flusher
020451	ALBDE02	Alberta Development Officers Assoc.	1/24/2025	\$175.00	Annual membership
020452	BETCO01	BettsM Controls Inc.	1/24/2025	\$3,905.21	SCADA system annual fee
020453	FEDCA01	Federation of Canadian Munis	1/24/2025	\$745.91	Annual membership
020454	JTFOS01	J.T. Foster School	1/24/2025	\$500.00	Promotional grant
020455	NANCH02	Nanton Chamber of Commerce	1/24/2025	\$19,500.00	Economic dvlpmt grant
020457	SOUCE01	South Central Welding	1/24/2025	\$1,939.46	Welding services for sander
EFT000000005914	BEHBR01	Behrends Bronze Inc	1/24/2025	\$406.72	Cemetery plaques

EFT000000005915	CANLI01	Canadian Linen & Uniform	1/24/2025	\$71.07	Office & library mat cleaning
EFT000000005916	CANPR01	Canoe Procurement Group of Canada	1/24/2025	\$687.39	Miscellaneous supplies
EFT000000005917	CENSH01	Central Sharpening Ltd	1/24/2025	\$128.10	Ice blade sharpening
EFT000000005918	CHIAR01	Chinook Arch Reg Library	1/24/2025	\$8,407.96	1st half library fees
EFT000000005919	CHRAL01	Chris Almond Plumbing	1/24/2025	\$1,165.50	Plumbing repairs
EFT000000005920	CLEIN01	ClearTech Industries Inc	1/24/2025	\$2,218.88	Water plant chemicals
EFT000000005921	GMMEC01	GM Mechanical Ltd	1/24/2025	\$1,245.85	Quarterly HVAC maintenance
EFT000000005922	GREDI01	Gregg Distributors Company Ltd	1/24/2025	\$122.33	Miscellaneous supplies
EFT000000005923	HERRE01	Herc Rentals	1/24/2025	\$2,065.49	Lift rental
EFT000000005924	HIFHO01	Hifab Holdings Ltd	1/24/2025	\$453.29	Courier fees
EFT000000005925	INSPI01	Inspiris	1/24/2025	\$4,241.23	IT services
EFT000000005926	KLEEQ01	Klearwater Equipment	1/24/2025	\$5,236.56	Chemicals
EFT000000005927	LAPCO01	LAPP Corporation c/o Alberta Pension	1/24/2025	\$6,733.90	Employee pension
EFT000000005929	NANAU01	Nanton Auto Parts Ltd.	1/24/2025	\$314.52	Miscellaneous supplies
EFT000000005930	NANHO01	Nanton Home Hardware Building	1/24/2025	\$321.83	Miscellaneous supplies
EFT000000005931	NEXGE01	NextGen Automation	1/24/2025	\$202.13	Photocopier fees
EFT000000005932	ORKCA01	Orkin Canada Corporation	1/24/2025	\$238.02	Pest control
EFT000000005933	PARPR01	Paramount Printers Ltd.	1/24/2025	\$94.79	Business cards
EFT000000005935	POSME01	Postmedia Network Inc.	1/24/2025	\$52.50	Advertising
EFT000000005936	ROCMO01	Rocky Mountain Phoenix	1/24/2025	\$8,878.80	Fire department equipment

Total Cheques: 78

\$444,864.78





MONTHLY REPORT

Meeting: February 18, 2025
Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: January 15, 2025 to February 11, 2025

ACTIVITIES:

Main focus has been the 2025 Operational budget work.

2024 Year-end financial work underway. Auditors are expected to be on site the last week of February.

Attended the Emergency Services Committee meeting with Fire chief Dozeman on January 30.

Yearly review with Scotia to go over our long term investments – 2024 was good year with a return of 6.20%.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

E-send implementation started – plan is to have in place for the April utility billing. Communication has gone out to inform the public.

Meeting with design building contractor and architect to review THRC space and begin preparations for elevator and design of 2nd floor.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: February 11, 2025





MONTHLY REPORT

Agenda Item: 3.3.2

Operations Department

Report Period: (January 2025)

ACTIVITIES:

- WASTEWATER OPERATIONS
 - 30159 m³ of treated effluent was released to Mosquito Creek
 - Completed semi-annual membrane cleaning operations in the WWTP
 - Ordered a new EQ tank level sensor. The original unit is undersized which prevents Utilities staff from completely draining the tank, decreasing the available capacity of the tank by about 50% (approximately 200 cubic meters)
 - Purchased and took possession of the new sewer line flusher truck, which will be used to permanently haul the Town's new sewer line flusher unit once its construction is completed (May-June)
 - Completed annual cleaning activities in the WWTP lift station. Removed accumulated grease and solids (ex: non-flushables)
 - Centrifuge sludge dewatering rental unit was delivered and commissioned. Once calibration and optimization was completed, Wild Rose sludge hauling operations to the City of Calgary ceased. The waste bin containing the dewatered sludge is emptied approximately every ten days, and contains the equivalent of approximately 6-8 loads of sludge normally hauled to the City for disposal. The centrifuge rental will continue until the permanent filter press dewatering unit is ready to be delivered (expected in late spring or early summer).

- WATER OPERATIONS
 - 27739 m³ of treated potable water was sent to the Town's distribution system
 - Heater unit inside the powder activated carbon (PAC) system room failed, which caused several PVC pipes on the PAC system to freeze and burst. The PAC system was offline for approximately three weeks while warranty repairs on the PAC system and heater unit were completed.
 - Raw and potable water samples from various locations throughout Town were collected and submitted for geosmin analysis. Analytical results have still shown the presence of geosmin in the Town's water system however levels have decreased since the peak of taste and odour complaints in December. Water samples will be collected monthly to monitor geosmin concentrations in the Town's water system, and dosing from the activated carbon system will be adjusted accordingly to help improve aesthetic issues.

- ROADS
 - Snow removal
 - Preparing road repairs list for 2025.

- Sanding roads, parking lots and alleys.
- Grading roads and alleys.

- SIDEWALKS/PATHWAYS
 - Clear snow and spread ice melt.
 - Preparing sidewalk repair/replacement for 2025.

- MISCELLANEOUS
 - The ventilation installation project has been completed.
 - Clean up shop, vehicles and equipment.
 - Fixed various signs in town.
 - Stockpiled salt sand from Volker Stevin.

- CEMETERY
 - Clear snow
 - Install 1 columbarium plate.

- YARD WASTE AREA
 - Hauled mulch to Okotoks landfill.
 - Piled snow on northeast side of yard against new berm for better drainage to the west ditch.
 - Turning compost pile.

PARKS AND RECREATION

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 February 2025
5. Sidewalk	Request for Quote	Quotes	RFQ	Will send out RFQ in February 2025
6. Spray Patching	Cracks, Dips, potholes	Quotes	RFQ	Will request quotes in
7. Sweeping	Clean streets	Quotes	RFQ	Will send out RFQ in March 2025

7. Dust Abatement	Apply dust abatement	Quotes	RFQ	Completed on June 24
8. Tree Pile	Removal	Bins – T& T	Budgeted	Will start hauling in April 2025
9. Skidsteer	Purchase – New	Quotes	RFQ	Will demo different makes in January 2025
10. Bucket Truck	Purchase – Used	Online search		Searching online





MONTHLY REPORT

Meeting: February 18, 2025
Agenda Item: 3.3.3

Jordan Glas, Manager of Parks and Recreation

Report Period: January 1 - 31, 2025

ARENA:

The THRC hosted two more tournaments this month, The U7's and U11's. Both tournaments went very well. They brought communities from all over southern Alberta and B.C. like, Oyen, Fernie, Bashaw, Canmore, Lacombe, Vulcan and Chestermere.

Public Skate/Shoot Around count	206
Local hrs	180.75
Non Local hrs	1
Tournaments	2

PARKS:

Parks and Pathways have been busy.

TRAINING/EDUCATIONAL SESSIONS ATTENDED: AMSHA Courses: WHIMIS, Working Alone and Fire Extinguisher Training are ongoing. Basic Emergency Management and ICS 100

UPCOMING EVENTS / ADDITIONAL INFORMATION: Playoffs for the Ranchland league and Nanton Minor Hockey will start the 3rd weekend of February.

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





MONTHLY DEPARTMENT REPORT

Regular Meeting: February 18, 2025
 Agenda Item: 3.3.4

Georgina Sharpe, Planning and Development

Report Period: January 2025

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	January 2025	December 2024
Residential	\$80K	\$0K
Comm/Ind	\$0K	\$0K
Public	\$0K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Lots left = 1)	1 lot	0 lots
	YTD2025	YTD2024
TOTAL	\$80K	\$0K
	YTD2025	YE2024
Housing Starts	0	8

*by date of sale

January Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D44-24	29-Jan-25	2402 21 Street	20	14	2325P	R-GEN	Basement construction

- **ACTIVITIES**
 - Land Use Bylaw Amendment – Public Hearing and Council adoption of updated Land Use District Map format (January 20)
- **PROJECTS**
 - Kick off for the Northwest Area Structure Plan with Oldman River Regional Services Commission (ORRSC) – 12-18 month project
 Phase One – Initiated
 - Communication for landowners and the general public is prepared.
 - Landowners are notified directly by mail and the public is notified generally through typical Town notification procedures to bring awareness of the general expectations and timeline for the project.
 - Project updates will be posted on the Public Notice section of the website and on social medial, as well as the newsletter and bulletin board.
- **GRANTS**
 - Submitted the Heritage Building Inventory Research Grant Application (Provincial)
 - The maximum grant applied for is \$25,000 (50% of total project cost)
 - Purpose of the grant would be to help fund cost of a heritage consultant to create statements of significance for priority heritage building designations.
 - Response expected in May – June

- Providing support to CAO for two Canadian Housing Infrastructure Fund grants applications (Federal)

TRAINING/EDUCATIONAL SESSIONS ATTENDED: N/A

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – February 10 (not required)
- Participate in Focus Group discussion for the Public Health Agency of Canada re: Dementia-Inclusive communities – February 11
- Brownlee LLP Emerging Trends in Municipal Law – February 13 (online)





MONTHLY DEPARTMENT REPORT

Meeting: February 18, 2025
Agenda Item: 3.3.5

Nanton Fire Department

Report Period: January 1- January 31, 2025

ACTIVITIES:

1. Regular training nights are on Thursday's starting at 19:00 hours.
 - Councilors are welcome to attend training nights.
 - We have been focusing on:
 - o Standpipe/ Sprinkler Operations
 - High Rise Pack Deployment
 - Hose Deployment
 - o Breathing Apparatus
 - Familiarization
 - Fire Ground Operations
 - o Ladders
 - o Escapes
 - Rapid Intervention Team
 - Vent Enter Isolate Search
 - o Monthly Truck checks and station cleaning
 - o Willow Creek Firefighter Foundation Meeting
2. Recruitment is still a focus as we have had a few members move on to new careers.
 - New hiring practices have been implemented.
 - Social Media Recruiting Drive. To date there have been 2 inquiries into membership with the Fire Department
3. Standard Operating Guidelines are being reviewed and revised and is on going.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

1. Capital and Operational budget is under way.
2. End of year supply and restock of tools and equipment
 - o Quotes have been gathered to ensure that tools and equipment are restocked for the new year
 - o The Willow Creek Firefighters Foundation is actively working on quotes for tools and equipment such as:
 - New chainsaws, and rapid intervention/Supplemental air system packs have been purchased and put into service.
 - New uniforms has been while fire service agreement discussions occur.

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

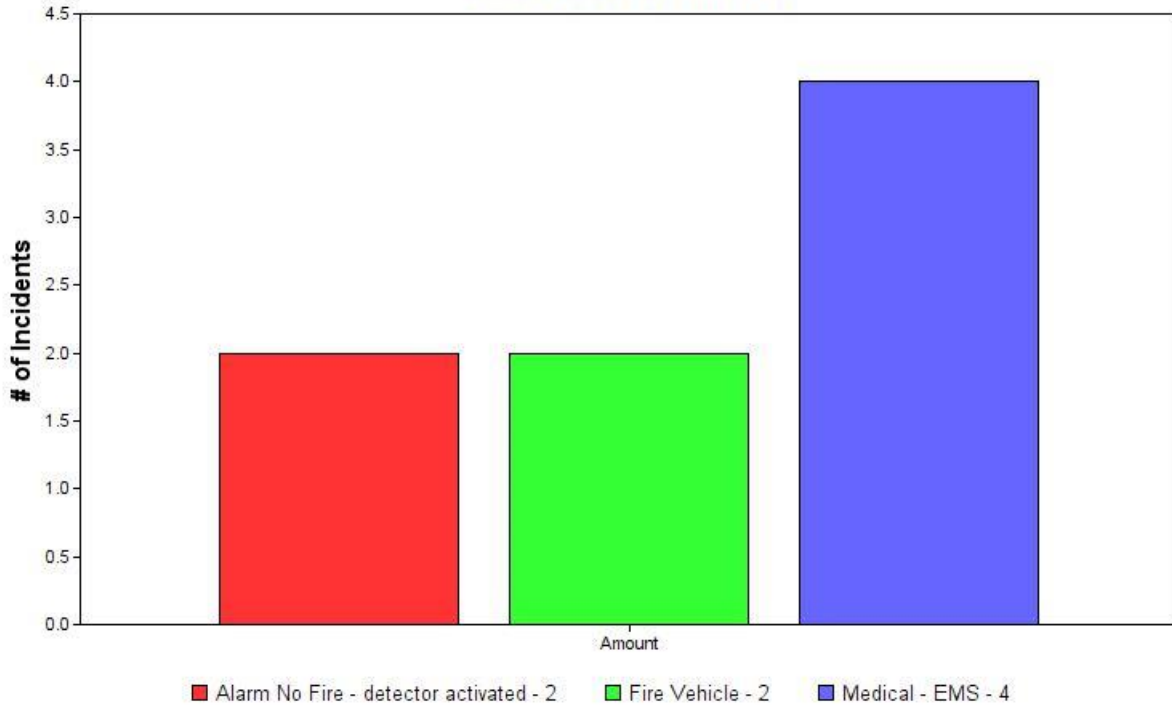
Respectfully submitted,
John G. Dozeman
Fire Chief



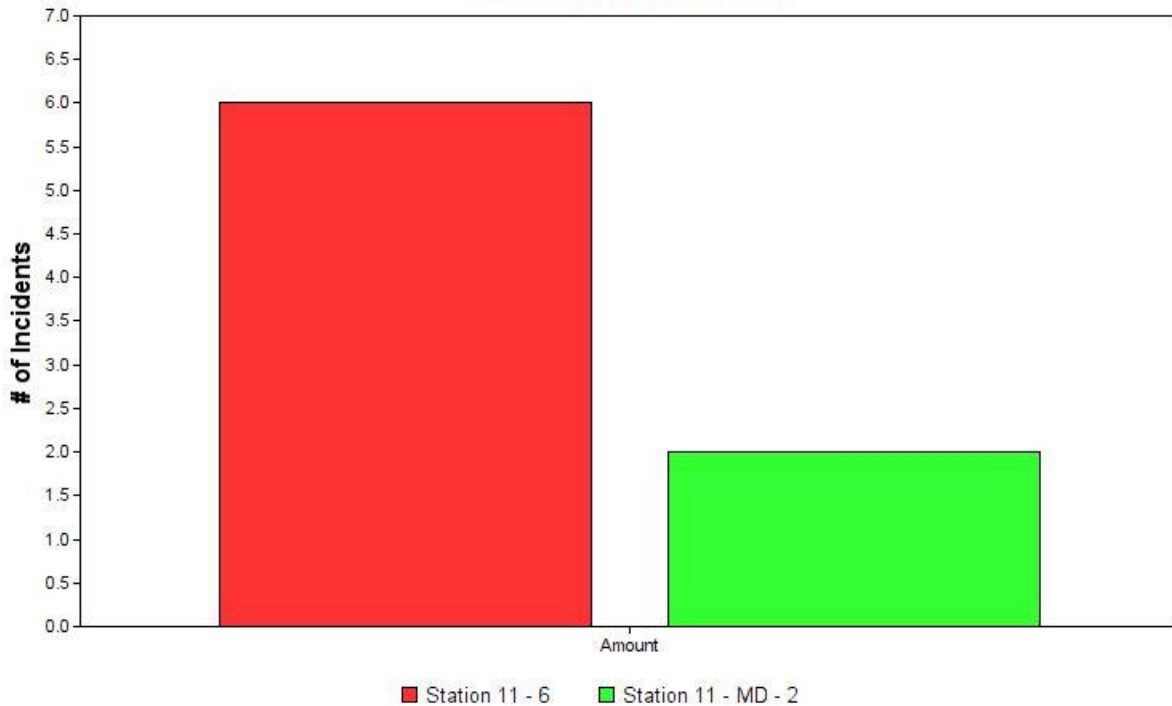


Nanton Fire Department Monthly Call Statistics

Totals by Type
From Jan 1 25 to Jan 31 25



0125 Calls by Station
From Jan 1 25 to Jan 31 25





MONTHLY DEPARTMENT REPORT

Meeting: February 18, 2025
Agenda Item 3.3.5

Peace Officer Carlos Farias

Report Period: January 2025

Overview:

The month of January 2025 has been relatively quiet in terms of overall activities and incidents. There was not much fluctuation in the usual patterns of the area, and no major incidents or events took place throughout the month. The overall situation for January was marked by a steady but unremarkable flow of regular operations.

Traffic Violations:

A notable observation for the month of January pertains to traffic violations. When comparing the statistics from January 2025 with the same month last year, it appears that the number of traffic violations has remained relatively constant. Although there was a slight reduction in the overall number of violations, the figures are still comparable, reflecting a consistent trend.

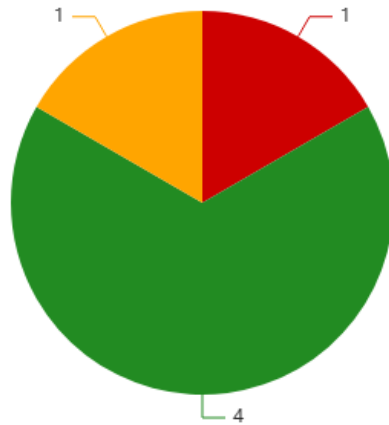
Statistically, January remains one of the months with a higher number of violation tickets issued. This is consistent with past years, and no significant changes have been noted that would suggest a drastic shift in traffic behavior. While there has been a slight decline in violations compared to last year, it is important to highlight that the month of January continues to see a high volume of traffic-related offenses.

Conclusion:

In conclusion, January 2025 was a quiet month with limited activity. The primary observation was the steady pattern of traffic violations, which, despite a small reduction, remains a significant focus for enforcement. Given the historical trend, the month of January continues to rank high in terms of the number of violation tickets issued, reinforcing the need for continued monitoring and enforcement efforts.

Monthly Occurrences snapshot:

Occurrence Status of Reports Total:6 | 100.0%



List of Occurrence Status

CONCLUDED BY CHARGE	1	16.7%
CONCLUDED BY WARNING	4	66.7%
STILL UNDER INVESTIGATION (SUI)	1	16.7%

January 2025 was a quiet month in terms of bylaw violations, with only a few reported incidents (4 for community bylaw and 2 for animal bylaw).

Monthly ticket stats:

In reviewing the traffic violation data for January 2025, it is evident that the number of violations remains largely consistent when compared to the same period in 2024. A total of 103 violation tickets were issued this month, with 71 of those tickets specifically for speeding offenses. While there was a marginal decrease in the overall count of violations, the figures are comparable, reflecting a steady trend in traffic behavior. January continues to be a month with a notably high number of traffic violations, aligning with historical data.

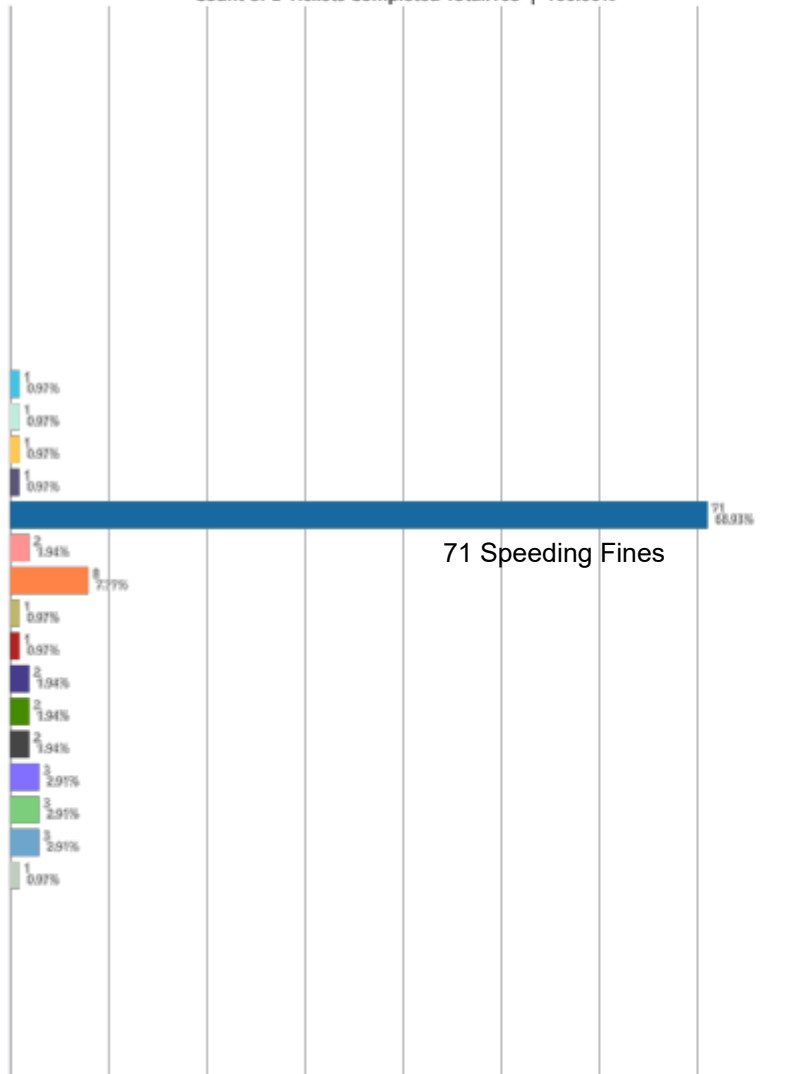
Despite the slight reduction in violations this year, the volume of infractions remains substantial, particularly with speeding still accounting for the majority of offenses. This highlights the persistent need for enforcement, as speeding continues to be a significant concern. The consistent issuance of violation tickets underscores the importance of ongoing vigilance on the roads. The trend indicates that traffic-related offenses remain prevalent, and maintaining rigorous enforcement during this period is crucial.



TOWN OF NANTON - ENFORCEMENT SERVICES

Statistics from: 2025-01-01 - 2025-01-31

Count of E-Tickets Completed Total: 103 | 100.00%



List of First Charge Code

- MBL NAN/1352-21,5,6-SECTION 5,6 OF TOWN OF NANTON ANIMAL BYLAW #1352-21 EXCEED MAXIMUM AMOUNT OF DOGS PER HOUSEHOLD | 1 | 0.97%
- MBL NAN/1352-21,6,1-SECTION 6,1 OF TOWN OF NANTON ANIMAL BYLAW #1352-21 UNLICENSED DOG | 1 | 0.97%
- MBL NAN/1352-21,7,3(b)-SECTION 7,3(B) OF TOWN OF NANTON ANIMAL BYLAW #1352-21 ANIMAL RUNNING AT LARGE | 1 | 0.97%
- TSA 115.1(1)(B)-SECTION 115.1(1)(B) OF THE TRAFFIC SAFETY ACT - DRIVE/OPERATE VEH. ON HWY WHILE HOLDING/VIEWING/MANIPULATING HAND-HELD/WIRELESS ELECTRONIC DEVICE | 1 | 0.97%
- TSA 115(2)(P)-SECTION 115(2)(P) OF THE TRAFFIC SAFETY ACT - EXCEED MAX SPEED LIMIT ESTAB'D/PREScribed FOR HWY | 71 | 68.93%
- TSA 167(7)-SECTION 167(7) OF THE TRAFFIC SAFETY ACT - F/T PRODUCE DOCUMENT | 2 | 1.94%
- TSA 52(1)(A)-SECTION 52(1)(A) OF THE TRAFFIC SAFETY ACT - OPERATE MV/TRAILER W/O SUBSISTING CERT OF REG | 8 | 7.77%
- TSA 54(1)(A)-SECTION 54(1)(A) OF THE TRAFFIC SAFETY ACT - DRIVE UNINS'D MV ON HWY | 1 | 0.97%
- TSA RROR,15(4)-SECTION RROR,15(4) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - F/T CHANGE LANES SAFELY | 1 | 0.97%
- TSA RROR,17-SECTION RROR,17 OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - DRIVE WRONG DIRECTION ON 1-WAY HWY | 2 | 1.94%
- TSA RROR,24-SECTION RROR,24 OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - FAIL TO SIGNAL LEFT/RIGHT TURN PROPERLY | 2 | 1.94%
- TSA RROR,37(A)-SECTION RROR,37(A) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - FAIL TO OBEY STOP SIGN BEFORE ENTERING INTERSECTION | 2 | 1.94%
- TSA RROR,44(I)-SECTION RROR,44(I) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - STOP/PARK W/I 5 M FROM FIRE HYDRANT/POINT NEAREST CURB | 3 | 2.91%
- TSA RROR,44(N)-SECTION RROR,44(N) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE | 3 | 2.91%
- TSA RROR,45(1)(A)-SECTION RROR,45(1)(A) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - IMPROPERLY PARALLEL PARK | 3 | 2.91%
- NO CHARGE CODE- | 1 | 0.97%





MONTHLY REPORT

Meeting: February 18, 2025
Agenda Item: 3.3.7

EMERGENCY MANAGEMENT DEPARTMENT

Report Period: (January 2025)

TRAINING:

Basic Emergency Management and ICS 100, signed up the last few employees to complete.

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

TABLETOP EXERCISE:

Tabletop exercise planned for May 2025.

ADVISORY COMMITTEE MEETING:

Scheduled for February 11, 2025.

AGENCY MEETING:

Scheduled for 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.

Attended DEM/DDEM meeting on January 22, 2025. Discussed seasonal hazards, upcoming training, and regional exercise.

Annual Management Plan Review was on January 15, 2025 with AEMA. For majority of our plan we are in compliance, changes to be made are updating the SOLE template and scheduling an Agency and Advisory committee meeting before the end of March.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Foothills regional DEM meeting – Feb 19, 2025
- Planning P – April 2025
- BEM/ICS100 – Online.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Agency Meeting – February 18, 2025
- Advisory Committee Meeting – February 11, 2025





MONTHLY COUNCIL REPORT

Meeting: February 18, 2025]
Agenda Item: 3.4.2

Councillor Victor Czop:

Report Period: January 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 meeting
Attend AB Southwest meeting at Fort MacLeod
Attend AB Southwest zoom meeting
Attend Citizens on Patrol AGM
Attend Kozy Korner board meeting
Attend MLA Chelsae Petrovic meeting
Attend Community Hall Society meeting
Attend ORRSC pre-meeting with Administration and Mayor
Attend a Committee of the Whole meeting.
Attend a ACOPA regional meeting in High River
Attend the Willow Creek Rural Crime Watch Assoc. meeting at MD Willow, Claresholm

VR Czop



MINUTES

Monday, February 3, 2025, 2024 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

COUNCIL PRESENT: Mayor Jennifer Handley and Councillors Victor Czop, John Dozeman (electronica attendance), Roger Miller, Dave Mitchell, and Ken Sorenson.

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning & Development Officer
Bill Woytiuk	Operations Manager
Lenze Kuiper	Olman River Regional Services Commission, CAO
Monica Schlosser	Nanton Agriculture Society, Treasurer
Charmayne Jones	Nanton Agriculture Society
Aldo Raffin	Kozy Korner, President
Lisa Straus	Kozy Korner

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 18 – 25/02/03 – Miller

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

Monica Schlosser entered the meeting at 7:02 p.m.

2. PRESENTATIONS:

2.1 Oldman River Regional Services Commission

Council thanked Lense Kuiper for his 2025 budget presentation.

Lenze Kuiper left the meeting at 7:27 p.m.

2.2 Nanton Agriculture Society

Council thanked the Nanton Agriculture Society for their presentation in support of their 2025 Support Grant Application.

Monica Schlosser and Charmayne Jones left the meeting at 7:36 p.m.

2.3 Kozy Korner

Councillor Dozeman recused himself from the conversation due to pecuniary interests.

Council thanked the Aldo Raffin and Lisa Strauss for their presentation in support of their 2025 Support Grant application.

Aldo Raffin and Lisa Strauss left the meeting at 7:49 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

3.2 FINANCIAL:

- 3.2.1 2024 Year end variance report

RESOLUTION # 19 – 25/02/03 – Czop

Moved to approve the 2024 variance report as attached to these minutes as schedule 'A'; and that the following operational budget surpluses be transferred into reserves for use in 2025 or later:

\$7,000 from Legislative to contingency reserves.

\$27,000 from Fire to fire reserves.

\$25,000 from Public Works to contingency reserves.

\$13,000 from Utilities to contingency reserves.

\$75,000 from Parks & Rec to contingency reserves.

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

CARRIED

Councillor Dozeman recused himself from the above vote due to conflict of interest.

Georgina Sharpe left the meeting at 7:59 p.m.

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 January 20, 2025, Public Hearing and Regular Council Meeting Minutes – E

RESOLUTION # 20 – 25/02/03 – Sorenson

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Public Hearing and Regular Meeting of the Council of the Town of Nanton held January 20, 2025 were accepted as distributed. CARRIED

4.1.2 January 27, 2025, Committee of the Whole Meeting Minutes - E

RESOLUTION # 21 – 25/02/03 – Mitchell

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Committee of the Whole Meeting of the Town of Nanton held January 27, 2025, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Ice Allocation Policy

RESOLUTION # 22 – 25/02/03 – Mitchell

Moved to approve the Ice Allocation policy with the number of registered players reduced to 60% and attached to these minutes as schedule 'B'. CARRIED

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision e-Send for Utility Billing – E

RESOLUTION # 23 – 25/02/03 – Miller

Moved that administration proceed with addition of e-send capabilities to the accounting system at a cost of \$6,940.00 and that a \$1.50 bi-monthly surcharge be added to utility bills for those that do not sign up for e-send. CARRIED

5.2 Request for Decision 2025 Support Grants – E

ANNUAL COMMUNITY SUPPORT GRANT APPLICATIONS

RESOLUTION # 24 – 25/02/03 – Miller

Moved to approve the Citizens on Patrol 2025 Annual Community Support Grant in the amount of \$1,200 for its ongoing program costs. CARRIED

Councillor Czop recused himself from the above vote due to conflict of interest.

RESOLUTION # 25 – 25/02/03 – Mitchell

Moved to approve the Nanton Agriculture Society 2025 Annual Community Support Grant in the amount of \$10,000 for its Professional Rodeo to be held July 4th and 5th, 2025. CARRIED

RESOLUTION # 26 – 25/02/03 – Mitchell

Moved to approve the Nanton Animal Protection Society 2025 Annual Community Support Grant in the amount of \$3,000 for its stray cat spay/neuter program. CARRIED

RESOLUTION # 27 – 25/02/03 – Czop

Moved that a request for decision be brought forward to Council to discuss the options to aid the Kozy Korner in raising funds for lift access to the basement. CARRIED

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

ANNUAL FUNDING AGREEMENTS

RESOLUTION # 28 – 25/02/03 – Dozeman

Moved to approve the Nanton Quality of Life 2025 Annual Funding Agreement in the amount of \$15,336.68 which represents 25% of the grant amount from the Province of Alberta. CARRIED

RESOLUTION # 29 – 25/02/03 – Sorenson

Moved to approve the Nanton Thelma Fanning 2025 Annual Funding Agreement in the amount of \$52,500.00. CARRIED

5.3 Information Brief Firefighter Recruitment – E

RESOLUTION # 30 – 25/02/03 – Miller

Moved that a request for decision be brought forward to Council to with financial options to promote firefighter recruitment. CARRIED

5.5 Request for Decision Nanton Municipal Library Board Appointment – E

RESOLUTION # 31 – 25/02/03 – Mitchell

Move to appoint Dorothy Kent to the Town of Nanton Library Board, effective immediately, with a term expiry date of October 31, 2027. CARRIED

Councillor Miller left the meeting at 9:04 p.m. and returned to the meeting at 9:06 p.m.

5.6 Information Brief Willow Creek Firefighters Association Asset Donation – E

Council thanks the Willow Creek Firefighters Association for their donation to the Nanton Fire Department.

6. CORRESPONDENCE:

6.1 FOR ACTION: None

6.2 FOR INFORMATION:

6.2.1 Community Futures Update - E

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

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

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 32 – 25/02/03 – Czop

IT WAS MOVED at 9:09 p.m. to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

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

RESOLUTION # 33 – 25/02/03 – Mitchell

IT WAS MOVED to reconvene the Regular Meeting at 9:23 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 34 – 25/02/03 – Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:24 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 18th day of February 2025.





REQUEST FOR DECISION

Meeting: February 18, 2025
Agenda Item: 5.1

Tax Installment Payment Plan (TIPP)

PURPOSE:

For council to consider a change to the Tax Installment Payment plan date that monthly taxes are debited from customer accounts.

BACKGROUND / IMPLICATIONS:

On February 5, we received a letter from a resident (attached) outlining concerns with the date that tax payments are debited. Currently, and since the tax installment payment plan program was put into place in 2003 the date that tax payments are debited from customer accounts has been the 10th of each month. The reason behind this date is unknown, we suspect it may be due to the Town doing its accounts payable run that day but that is not for certain. There is nothing in the MGA that dictates the day of the month this is to be done, only that council can do so, by bylaw.

Making a change to the 15th of the month as the resident has requested could certainly be done. A bylaw amendment to bylaw 1262/15 would be involved and then a change to the TIPP form. We would also likely have to provide a couple months' notice to residents of the change as everyone that is on TIPP expects the money to be debited from their account on the 10th. We wouldn't do a one-off for the resident either as this could lead to other residents asking for their TIPP to be done on a different day as well.

ADMINISTRATIVE RECOMMENDATION:

Administration would not recommend making a change as the tax date hasn't changed since the TIPP program was implemented and everyone on the program knows the date and makes necessary arrangements. Making a change in response to one request is not really warranted and we don't see much benefit. As noted though, it can certainly be done without too much trouble, and the change wouldn't necessarily be a bad – it would just be an adjustment for those on the program.

DECISION OPTIONS:

- #1 – Proceed with administration's recommendation and do not make a change to the TIPP date.
- #2 – Proceed with an amendment to bylaw 1262/15 and adjust the TIPP date to the 15th of the month

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation:

Attachments:

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: February 5, 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 checked="" type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			



RECEIVED

FEB 05 2025

To Town Council

TOWN OF NANTON

My name is Patrick McKinney, I live at [REDACTED] in Nanton. I purchased the home in June of 2017. I have been on the TIPP/TAX program since that date. I receive my pension on the 15TH & the 30TH of each month. Recently I have had financial difficulties and paying the TIPP/TAX on the 10TH of the month. I find myself paying NSF charges on the overdraft protection I have at the bank. I have been going over the overdraft protection amount monthly now. I was hoping that town council would take a vote to see if I could get the date of the 10TH of each month changed to the

15TH of each month instead. Thank you
for taking the time to look at my problem.
I hope we can work together on this
to come to a resolution. Thank you
very much.

Patrick McKeown
Wednesday February 5, 2025.

RECEIVED

FEB 05 2025

TOWN OF NANTON



INFORMATION BRIEF

Meeting: February 18, 2025
Agenda Item: 5.2

2025 Operating Budget – Initial Draft & Discussion

Background:

In March of 2024 council passed the 2024-2026 operational budget. The 2025 budget included formed the starting point for this year's budget and last December council passed a resolution to utilize this as the interim budget until council finalizes/amends that budget. At the time, the 2025 budget approved reflected a 6.41% increase in total tax collected over 2024. Several things are now known which have changed the picture and the overall proposed increase now sits at 3.38% over the amount collected in 2024.

Some of the highlights/main reasons for the increase are as follows:

- The new councillor benefit program that was approved in 2024
- A suggested increase in reserve contributions
- Election year – election costs and new councillor orientation/training
- Overall employee wage increases
- Increase in library funding
- ORRSC planning & GIS fee increase
- Increase in funding required for capital
- New assessment service contract
- Debenture for the dewatering project (Town's portion of overall project)
- Addition of utilities for the community centre

To offset these increases though there are a number of revenue increases/expense reductions highlighted by:

- A decrease in sludge hauling costs
- Increase in franchise fees
- Increase in interest income
- Increase in utility rates (per the 5 year plan)
- Additional revenue from the Circular Materials agreement (Recycling Alberta)
- Fine revenue
- Recreation/arena revenues

So overall, the revenue and expense numbers look as follows:

Revenues =	\$2,839,040	(\$133,795 more or 4.9% higher than 2024)
Expenses =	<u>\$6,056,271</u>	(\$238,981 more or 4.1% higher than 2024)

Net Tax to collect = (\$3,217,232) \$105,187 more or 3.38% higher than 2024

Legislative

The 2025 legislative budget does look a bit different compared to 2024. As just mentioned, it is an election year and so there are election costs and new councillor orientation/training expenses this year. Council also implemented a new benefit for councillors which adds to the overall total. Travel, training and per diem expenses have been left at the same level as 2024 and council remuneration hasn't changed for quite some time. The overall numbers are as follows:

	2024	2024		
Total Revenues	\$20,000	\$18,700		
Total Expenses	<u>\$136,625</u>	<u>\$146,870</u>		
Net	(\$116,375)	(\$128,170)	-	10% increase

Administration

2025 looks to be mostly the same in comparison to 2024. For corporate services, our overall expenses are up a little bit (2%) as we're expecting a bit of increase in IT costs when we go out to RFP later in the year. As mentioned, we will be signing a new assessment services contract which will be an increase and then other increases are for accounting software and services. We do also like to add in a little for inflation across other areas.

On the marketing side we are budgeting for a small decrease this year. With the new website now complete our annual costs for that have gone down. The other reason for the decrease is there is no planned operational projects of any significance this year. For the library and FCSS the only noted change is the increase in operational funding for the library which council has already approved. And finally, within the admin budget is the bylaw budget. We are projecting higher revenue for 2025 in comparison to 2024, but we are budgeting for higher expenses too – we were a little over budget in some areas in 2024 and we also need to budget for potential stray dog expenses.

The overall numbers are as follows: (2025 is an overall 3% increase)

		Revenue	
		2024	2025
	Corporate Services	28,950	17,050
	FCSS	61,346	61,346
	Library	-	-
	Economic Development	26,500	27,000
	Bylaw Enforcement	44,100	53,000
		<u>160,896</u>	<u>158,396</u>
		Expenses	
		2024	2025
	Corporate Services	803,722	819,832
	FCSS	84,521	84,268
	Library	78,836	81,971
	Economic Development	58,390	50,866
	Bylaw Enforcement	123,809	139,935
		<u>1,149,278</u>	<u>1,176,872</u>
	Net	(988,382)	(1,018,476)

Fire

The overall change as shown is significant, but this is due to the approval of a \$75,000 increase in reserve contributions for the eventual new fire engine (capital). On the revenue side we are projecting about the same as 2024. We will be working on a new lease with AHS for the portion they rent and that may bring in a bit more revenue and there is also the potential for a larger MD contribution to help cover our firehall expenses. On the expense side though, wages could also increase due to harmonization of wage rates across the MD (we don't have a timeline) so we have budgeted for an increase. Aside from that we are only budgeting for some small increases in other areas to account for inflation and based on actuals from 2024 there are a couple decreases. Overall numbers as shown below.

	2024	2025		
Total Revenue	\$75,042	\$60,648		
Total Expenses	\$219,273	\$271,425		
Net	(\$144,231)	(\$210,777)	-	46% increase

Public Works

Within the public works budget, we further break things down into common services, roads and cemetery. Starting with common services, our overall expenses are expected to be down from 2024. Contracted repairs and maintenance is down a little as we are not planning as much for the community centre and due to the upgrades at the PW shop last year there shouldn't be as much in maintenance. Vehicle maintenance will remain the same as 2024, and we have included emergency management expenses, but these are down a little as alot was accomplished in 2024. We do have the addition of the community centre utilities within this budget, but we don't have a capital contribution as we did last year.

For roads, repair and maintenance remains important and so this budget is increased a little over 2024. We've suggested an increase to materials to ensure we have adequate supplies to do maintenance projects, and utilities (street light power) has increased based on actuals from 2024. We are also increasing the repair and maintenance budget for equipment to ensure we don't run into major repairs down the road and lastly, we will continue with contracted street sweeping so we are expecting a bit of an increase there.

On the cemetery side, there's not much to report. The overall expense is down mostly due to a re-allocation of wages based on actuals from 2024. We are budgeting for some repair and maintenance (brick work) that's overdue. Revenues are difficult to predict and so we are utilizing an average of the past three years.

Overall, the numbers are noted below. (a 0.74% overall decrease compared to 2024)

		Revenue	
		2024	2025
	Common Services	9,500	2,000
	Roads	7,500	-
	Cemetery	14,650	15,100
		<u>31,650</u>	<u>17,100</u>
		Expenses	
		2024	2025
	Common Services	428,458	395,501
	Roads	465,544	485,669
	Cemetery	28,198	19,854
		<u>922,200</u>	<u>901,024</u>
	Net	(890,550)	(883,924)

Environmental

This is the biggest of the departmental budgets and the goal has always been full cost recovery meaning the fees we charge should cover all expenses. In the past we've been unable to achieve this mostly because of the very high costs of sludge hauling but we are getting closer to a solution.

Starting with the stormwater budget, there isn't a lot to report on – a very similar budget with revenue up a tiny bit. Expenses are higher as we've now allocated a portion of the public works wages to this area as staff do spend some time working on storm water. Other expenses are for repairs to existing storm water and we are looking at some new storm grates this year to avoid pooling of water in certain areas.

Moving to water, we are budgeting for an increase in revenue per the fees and rates bylaw and we've also factored in utilizing MSI operating dollars to help offset expenses. For expenses, wages have increased this year as we will now have a full year with our additional operator. We have included the initial phase of the regional waterline project, but this is offset with grant dollars. The other major expenses include repair and maintenance to the distribution system and equipment along with chemical requirements. We are keeping these numbers very close to last year as we've done a lot of maintenance over the past couple of years that should help to keep costs lower. Chemical costs are just something that's required and so we factored in some inflation. New meter reading equipment is required this year and so due to the high costs of that we are recommending the utilities surplus from 2024 be factored in to help offset this expense.

Wastewater – as we've talked a little bit already, we are budgeting to have a significant decrease in our sludge costs for 2025. For the first half of the year we've rented a centrifuge to eliminate hauling costs and if the dewatering project goes as planned we'll have the new equipment in place by August. Aside from this there are some small increases to a few areas and continued maintenance of equipment is still required. We've also budgeted for a debenture to cover a portion of our costs of the dewatering project. Overall though, our costs have decreased by 16% compared to 2024.

Waste and recycling – the biggest change we'll see this year is the additional revenue from the Circular materials agreement. We don't expect waste expenses to change much in 2025 – tippage fees from the landfill and then our contract with T&T which expires in August so there could be a bit of an increase in the latter half of the year. For recycling and the yard waste area we are planning to continue with getting the yard waste area cleaned up (dealing with branches and compost) and so these expenses won't be going down and based on 2024 actuals we've increased the amount of wages allocated to this area.

Overall numbers noted below (still a deficit but the deficit in 2025 is 64% less than 2024)

		Revenue	
		2024	2025
	Stormwater	28,000	29,000
	Water	680,100	808,100
	Wastewater	764,007	745,071
	Solid waste	98,500	100,000
	Recycling & Yard waste	73,500	112,500
		1,644,107	1,794,671
		Expenses	
		2024	2025
	Stormwater	13,444	30,375
	Water	697,606	827,165
	Wastewater	954,957	800,270
	Solid waste	85,500	83,000
	Recycling & Yard waste	106,907	129,771
		1,858,414	1,870,581
	Net	(214,307)	(75,910)

Planning & Development

In 2025 we are looking at a pretty big overall net increase. Revenues are difficult to predict and so we are projecting a lower overall total. For expenses, there is a slight increase in wages and then the ORRSC planning and GIS fees are part of this budget which have increased a lot as we've learned. Outside of that most areas are similar to 2024 with only some small increases. Not included in the overall numbers is the cost of the ASP that council has approved and we are not showing that now as council has approved money from reserves to offset this expense.

Overall, the net increase is as noted.

	2024	2025	
Total Revenues	\$37,450	\$30,175	
Total Expenses	\$158,966	\$178,612	
Net	(\$121,516)	(\$148,437)	- 22% increase

Parks & Recreation

Starting with the Parks side of the budget, we are looking at very similar overall numbers. Wages have increased per the union agreement and the other big areas are tree maintenance and renewal along with dealing with our pesky friend – the gopher. We have increased the tree maintenance budget a little bit and we've kept tree renewal (new trees) the same as 2024. We've increased the pest control budget as results of last year was mixed and we believe we can do better.

On the arena side of things, starting with revenue because 2024 was quite a good year we are budgeting for higher revenues while at the same time staying conservative as things can sometimes quickly change. As with parks, wages have increased while most other areas have stayed relatively the same. Repair and maintenance to the facility is the same as it is very important and we have a few bigger projects. The kitchen has not seen any updates since the facility was upgraded in 2003 and so we plan to do some flooring upgrades, painting, new countertops and alteration of walls to ensure a better layout. Also likely needed in the arena is new heaters – we’ve done maintenance over the years but the current heaters are nearing the end of their useful life. The equipment maintenance budget is a bit higher as the plant maintenance costs for 2024 were pushed to 2025. That was part of the reason for the surplus in 2024 so we are recommending those 2024 dollars be utilized in 2025. The other reason for an increase at the arena is due to the capital requirement approved for a transfer switch for emergency management purposes.

On the pool side, nothing drastically different than 2024. Revenues should be similar and on the expense side only a small increase to account for the increase in wages along with inflation. We have budgeted for an increase to supplies as there were supplies we were unable to purchase in 2024

The overall parks and recreation budget looks as follows: (the net change is a 9.8% increase)

	Revenue		
		2024	2025
Parks		11,000	1,000
Arena		206,600	232,800
Pool		38,000	34,750
		255,600	268,550
	Expenses		
		2024	2025
Parks		252,889	253,130
Arena		571,929	642,148
Pool		112,972	122,308
		937,790	1,017,586
Net		(682,190)	(749,036)

Municipal/Other

The revenue from this last budget has increased and that is due mostly to interest income and franchise fee revenue – we don't have reason to believe that interest rates will change much in 2025 so we should generate more and based on 2024 actuals we have good reason to believe franchise fees will be higher. Tax penalties can vary year to year and so we estimated on the conservative side. In terms of expenses this is the contribution to reserves – at this point we've suggested an increase up to \$450,000. In 2024 we went down to \$375,000 from the \$500,000 that we had been doing. Overall numbers below -

	2024	2025
Total Revenues	\$480,500	\$507,500
Total Expenses	<u>\$435,000</u>	<u>\$510,000</u>
Net	\$45,500	(\$2,500)

Possible mill rate scenario

In terms of mill rates and how the proposed budget may affect rate payers is still a little unknown as we have only received preliminary assessment data and so we only have approximate numbers which are subject to change. Assessments have again gone up a lot meaning the mill rate will go down even with the proposed increase. The overall tax dollars paid though will go up at present. It looks like the average single-family dwelling will see an approximate \$62 annual increase or an approximate 2.6% increase over 2024. These are only approximate right now and this is only the municipal increase. Requisitions are not known at this time.

Summary/Conclusion

Although there are a number of increases, thanks in large part to the work of our utilities team our sludge costs will be greatly reduced in 2025 and this in turn has kept the overall increase in line with what was done in 2024. The goal of the proposed budget is and will likely always be to maintain service levels while at the same time keeping up on repair and maintenance of town equipment, buildings and infrastructure and doing so as cost effectively as possible. If council feels strongly that the increase isn't reasonable, we can go back and look for ways to reduce the increase.

For example, scaling back on repair and maintenance (in a number of areas) is possible to a certain degree for one year but that may make it difficult to bring those numbers back up in following years. Reducing the amount going to reserves is also possible again, as we did in 2024. In this first draft, aside from a couple of requests we have not recommended much use of the 2024 surplus but can certainly do so. Some options to consider for that would be as follows:

- Use of the fire surplus to offset the extra fire reserve contribution
- Use of the legislative surplus to offset the 2025 election costs
- Use of the public works surplus to offset overall costs and increase road maintenance
- Use of the recreation surplus to increase building maintenance and purchase additional equipment along with helping to offset overall expenses.

Incorporating 2024 surplus funds into the budget to offset expenses while at the same time doing more maintenance projects and or purchasing more equipment could bring the overall tax increase down to between 1 and 2 percent. As noted, this is a first draft and info brief only, administration is not providing a recommendation - direction and feedback from council though is important and requested on anything presented and or anything that may be missing.

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: February 10, 2025

CAO Comments:

The proposed budget is stable but allows the Town to pursue its strategic priorities. 2025 is beginning to look like a year where we may see unexpected inflationary impacts on operations and capital, particularly where specialized products and services from the USA might be concerned. A little breathing room for such eventualities is therefore urged.





Date Signed: February 12th 2025



REQUEST FOR DECISION

Meeting: February 18, 2025

Agenda Item: 5.3

Kozy Korner lift access

PURPOSE:

To advise council on the Kozy Korner request for funding for lift access and options available for supporting the Kozy Korner.

BACKGROUND / IMPLICATIONS:

At the last council meeting, council members heard from the Kozy Korner delegation on their request for help with funding of a new lift access inside the Kozy Korner so all users of the facility could access the basement more easily.

The estimated cost of the project based on quotes received is just under \$40,000. The Kozy Korner's original request was for a support grant. Based on the council discussion it was suggested that if council were to help that it may be better to fund the project through use of building reserves as this would be considered a capital project and the Kozy Korner is a Town facility (leased by the Kozy Korner).

Administration has since met with representatives from the Kozy Korner to further discuss the project. The Kozy Korner has advised that they do have \$10,000 available to fund the project. They are also willing to apply for grants to fund the project. In our research it was determined that a community priority grant through the Community Foundation of Southwestern Alberta would be an appropriate route. The Town would have to apply in partnership with the Kozy Korner and the potential for \$15,000 would be available with an answer coming in April after the March 15 deadline.

The other grant opportunity is the Community Facility enhancement program funded by the Province of Alberta. The Kozy Korner would have to apply for this, but the Town could help them. The deadline for this grant is May 15 with notification not coming until November. This is a heavily subscribed program but is definitely an option and the project would be eligible. The federal enabling accessibility grant fund is currently closed and no longer accepting applications.

Building Reserves –

The current balance in the building reserve sits at just over \$600,000. In 2025, council has approved that up to \$108,000 be used for capital and normally council also approves that up to \$50,000 be put back into this reserve. In the current 5 year capital plan, there are no other planned uses of this reserve for other projects.

As the Kozy Korner noted at their presentation, this is a priority project that they'd like to complete in 2025 if possible. Taking the \$10,000 that the Kozy Korner would be willing to contribute out, the maximum contribution the Town (if council approves) would make would be \$30,000. If the Town applied in partnership with the Kozy Korner and was successful in the community priority grant application the Town contribution could be as little as \$15,000.

CAO Comment: Where we have local societies as long term leaseholders of municipal property (even if they helped fundraise and build it), we have this dilemma when it comes to capital: do we treat such requests the same way as any other general grant request, or do we treat it as a request that Council fund/ prioritize a part of its own capital works program? The latter is arguably the correct way to do it. The Town is responsible for the facility's capital asset management and ultimately owns and insures all improvements. We are then supposed to fund the depreciation of that new asset. Whichever pocket of funding Council chooses to deploy in this instance, it remains a contribution to the Town's own capital as far as asset management policy, accounting and practice is concerned.

ADMINISTRATIVE RECOMMENDATION:

Administration would recommend that council approve to have administration apply for the community priority grant but in terms of funding from the building reserve, this is a council decision. There are certainly adequate building reserve funds at present to help with the project and this is a Town facility but as council is well aware there are many other Town facilities that will require maintenance and capital upgrades in the future and this reserve will be needed.

DECISION OPTIONS:

- #1 – Proceed with a Community Priority grant application in partnership with the Kozy Korner
- #2 – Approve use of Building reserve funds in an amount determined by council to help fund the shortfall in funding for the Kozy Korner lift access project.

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation:

Attachments: Quote for lift access and Kozy Korner support grant application

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: February 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 checked="" type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input checked="" type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			





REQUEST FOR DECISION

Meeting: February 18th 2025

Agenda Item: 5.4

Drafty Bylaw 1405/25 Amending Community Bylaw 1299/19

PURPOSE:

The purpose of Bylaw 1405/25 is to amend Community bylaw 199/19 and introduce clear, enforceable regulations that address panhandling, loitering, and unauthorized camping on town property within the Town of Nanton. This will ensure the safety, security, and well-being of property owners and the public by establishing prohibitions on these activities and instituting penalties for non-compliance.

BACKGROUND / IMPLICATIONS:

The Town of Nanton has seen an increase in criminal activity over the past year, prompting concerns from local law enforcement, particularly from the RCMP. After discussions with the RCMP Sergeant, it was identified that there is a need for stronger regulations around panhandling, loitering, and unauthorized camping on municipal lands.

The RCMP highlighted that the existing bylaws, while effective, require further clarification and updates to make enforcement more efficient and consistent. This amending bylaw is intended to enhance the current framework by explicitly addressing these issues and providing tools for law enforcement and other agencies to take action when necessary.

Key considerations in this process include:

- The need for clearer definitions and guidelines related to panhandling, loitering, and camping.
- Creating an enforceable penalty structure for violations.
- A focus on safety and maintaining the integrity of public spaces for all residents and visitors.

In light of these concerns, the Town of Nanton is taking proactive steps to update its bylaws in order to better support law enforcement and other agencies tasked with public safety.

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve Bylaw 1405/25, which amends Community Bylaw 1299/19 to define camping, loitering, and panhandling, and enhance Section 4.3 to prohibit these activities on town property. The ylaw provides a penalty structure to prohibit these activities and improve enforcement. This amendment aims to enhance public safety and order.

DECISION OPTIONS:

- #1 – Approve bylaw 1405/25 as presented.
- #2 – Approve bylaw 1405/25 with the following changes:
- #3 – Do not approve.

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation:

Attachments: Draft Bylaw 1405/25 Amending Community Bylaw 1299/25

Prepared By: Sara-Lynn Lyons

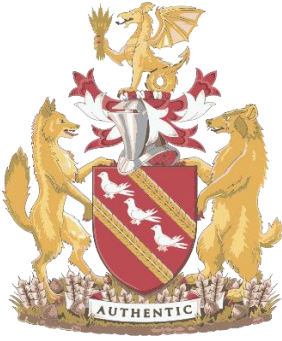
Date: February 10, 2025

APPROVED BY: Neil Smith, Chief Administrative Officer:



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





Town of Nanton

BYLAW NUMBER: 1405/25

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AMEND COMMUNITY BYLAW 1299/19.

WHEREAS pursuant to the provisions of the Municipal Government Act, Chapter M-26, Revised Statutes 2000, the Council of the Town of Nanton in the Province of Alberta (hereinafter called the "Council") adopted Community Bylaw No. 1299/18;

AND WHEREAS the purpose of this Amending Bylaw is to introduce an enforceable regulation that addresses panhandling, loitering, and unauthorized camping on Land and Premises to ensure safety and maintain the well-being of property owners and the surrounding public areas.

NOW THEREFORE, the Council of the Municipality of the Town of Nanton in the Province of Alberta duly assembled enacts as follows:

1. AMENDMENT:

Bylaw #1299/18 is hereby amended as follows:

1.1 Section 2 has the following definition inserted:

Camping means: to stay between the hours of 10:00 p.m. and 08:00 a.m. in a tent, vehicle or other form of shelter, or under the open sky, whether or not on a temporary basis, on any town land unless prior approval has been granted.

Loitering means: to linger, hang about, travel indolently, and includes to rest and to stand, sit or recline without a purpose relating to the property, and shall include obstructing any person while loitering.

Panhandling means: to ask for a gratuitous donation of money, food, or goods of any kind, whether by spoken or printed word, or bodily gesture, but does not include the solicitation of charitable donations allowed or authorized pursuant to the Charitable Fundraising Act, or any other legislation permitting the solicitation of charitable donations.

1.2 Section 4 has the following section inserted:

4.3 No person shall cause, permit or undertake any Loitering, Panhandling, or Camping upon any Town property.

1.3 Schedule 'A' is amended by the insertion of the following offence under Specified Penalties:

Offence	Section	Penalty
Panhandling, Loitering or Camping	4.3	\$250.00
a) second offence within 1 year		\$500.00
b) third and subsequent offenses within 1 year		\$1,000.00

3. INTERPRETATION:

3.1 This Bylaw will be cited as the Community Bylaw #1299/18 Amending Bylaw No. 14XX/25.

4. EFFECTIVE DATE AND READINGS:

4.1 This Bylaw comes into effect upon the date of final reading and signing thereof.

4.2 Read a first time this __ day of _____, 2025.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

4.3 Read a second time this _____ day of _____ 2025.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



4.4 Read a third time and passed this _____ day of _____ 2025.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

DRAFT





REQUEST FOR DECISION

Meeting: February 18, 2025
Agenda Item: 5.5

2025 Municipal Election Returning Officer

PURPOSE:

The purpose of this Request for Decision is to seek approval from Nanton Town Council to change the Returning Officer for the 2025 Municipal Election on October 20, 2025, from Shellah Petersen to Sara-Lynn Lyons. Shellah Petersen will be reassigned to the role of Deputy Returning Officer.

BACKGROUND / IMPLICATIONS:

In preparation for the upcoming 2025 Municipal Election, the Town of Nanton is required to appoint a Returning Officer, who will be responsible for overseeing the election process, ensuring compliance with elections act of Alberta. Currently, Shellah Petersen holds the position of Returning Officer, with significant responsibilities in organizing and facilitating the election process.

However, due to evolving workload requirements and the need for balanced delegation of tasks, it is recommended that Sara-Lynn Lyons assume the position of Returning Officer. Shellah Petersen will continue to contribute to the election process in an important capacity as Deputy Returning Officer, assisting in the administration of the election and aiding in training of Returning Officer.

This change is necessary to ensure that the election is conducted efficiently, with appropriate workload distribution, and that all aspects of the election are properly managed to uphold the integrity of the democratic process.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council consider appointing Sara-Lynn Lyons as the Returning Officer and Shellah Petersen as the Substitute Returning Officer.

DECISION OPTIONS:

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

#2 – No alternate recommendation

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation:

Attachments:

Prepared By: Sara-Lynn Lyons

Date: February 12, 2025

APPROVED BY: Neil Smith, Chief Administrative Officer:



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





Municipal District of Willow Creek

Office of the Reeve

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Fax: (403) 625-3886
Shop: (403) 625-3030
Toll Free: 888-337-3351

January 31, 2025

Mayor Jennifer Handley and Council
Town of Nanton
P.O. Box 609
Nanton, AB
T0L 1R0

RE: Support for Provincial Funding for Recreation Facilities

The Council of the Municipal District of Willow Creek No. 26 has reviewed the Town of Nanton correspondence of December 11, 2024 regarding provincial funding to repair, upgrade or build sport and recreation facilities.

We understand the challenges that Towns have with repairing, upgrading and replacing recreation facilities. The Council would support the Town of Nanton efforts to advocate for funding to support recreation facilities from the province.

Sincerely, on Behalf of Council,

Maryanne V. Sandberg
Reeve
Municipal District of Willow Creek No. 26

Alberta SouthWest Regional Alliance

AGENDA Board of Directors Meeting

Wednesday February 5, 2025

REO Hall, Fort Macleod

Supper 6:00pm; meeting to follow



6:30	1	Call to Order and Welcome	
	2	Approval of Agenda	Decision
	3	Approval of Minutes January 8, 2025	Decision ⇒ Attachment #1
	4	Approval of Cheque Register	Decision Presented at meeting
6:45	5	NRED Final Grant Report Highlights and Metrics	Information ⇒ Attachment #2
6:50	6	Clarification of Year-end reporting requirements	Information ⇒ Attachment #3
6:55	7	Qatalyst consultation : Workshop summary report and sustainability ideas	Information/Discussion Sent as separate document
7:15	8	Southern Alberta Economic Summit	Information ⇒ Attachment #4
7:20	9	Blackfoot Signage Project update	Information ⇒ Attachment #5
7:25	10	Executive Director Report	Information ⇒ Attachment #6
7:30	11	Round Table:	Information/Discussion
8:25	12	Upcoming Board Meetings ➤ March 5, 2025 ➤ April 2, 2025 ➤ May 7, 2025 ➤ June 4, 2025-AGM-ideas?	Discussion
8:30	13	Adjourn	Decision

Alberta SouthWest Regional Alliance Minutes of the Board of Directors Meeting

Wednesday, January 8, 2025,-Stockman's Grill, Fort Macleod



Board Representatives

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

Resource Staff and Partners

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

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

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

UNAPPROVED

~~~~~ATTACHMENT #2~~~~~

NRED project highlights and metrics
Manufacturing Energy Construction Ag Processing
 April 1, 2023, to November 30, 2024 (19 months)

The final report is over 20 pages, but here are some numbers !



Media and Social Media Project Outreach

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

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

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

Industry Leaders Forum Speaker Series

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

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

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

Research, Interviews, and Inventory of MECAP businesses

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

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

Career Exploration Day Wednesday, May 8, 2024

- 600 attendees at Career Exploration Day
- 67 businesses participating

Livingstone Range School Division career and dual credit programs

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

Clarification of Year-end Reporting Requirements

Annual Reporting and Planning Conditions:

- The grant recipient must provide an Annual Report and Annual Plan each year.
- Annual Reports and Annual Plans must be received no later than **June 30 2025**.
- Annual Reports must include, at minimum:
 - Complete Board approved financial statements (**complete audited financial statements must be provided by August 30 of the same calendar year**).
 - Member communities and organizations, and annual membership revenue (April 1 to March 31).
 - Detailed breakdown of how the last year's grant funding was used.
 - Breakdown should include at a minimum which projects were funded, how much funding went to each project, what operational costs were funded, and how much funding went to each **operational cost**.
- Detailed project information should include:
 - project title
 - key activities
 - performances measures (including outputs and outcomes)
 - time frames and milestones
 - project partners
 - how grant funding supports the project or activity, and
 - any risk elements
- **Annual Plans must include, at minimum:**
 - Board approved Annual Operations Plans:
 - Objectives
 - Business activities (including projects)
 - Resource requirements (including a proposed budget)
 - Timelines
 - Monitoring methods
 - Detailed breakdown of how the current year's funding will be used.
 - Breakdown should include, at a minimum, which projects will be funded, how much funding will be allocated to each project, what operational costs will be funded, and how much funding will be allocated to each operational cost.
- Detailed project information should include:
 - project title
 - key activities
 - performances measures (including outputs and outcomes)
 - time frames and milestones
 - project partners
 - how grant funding supports the project or activity, and
 - any risk elements

Confirmation of audit requirement: January 23, 2025

"I confirmed with other folks in Jobs, Economy and Trade including our Finance people that fulfilling the reporting requirements remains a key part of the grant agreement. This ensures transparency and accuracy of externally verified finances, as disbursements are based on membership revenues.

For any further questions about grant requirements, please continue working directly with Jacqueline, who is well-equipped to assist. Thank you for your understanding and cooperation."

Tammy Powell, Director, Regional Economic Development Services Unit (REDS)
Jobs, Economy and Trade

~~~~ATTACHMENT #4~~~~

**Southern Alberta Economic Summit**

**Thursday March 27, 2025  
8:30am to 3:30pm – Lethbridge  
Agrifood Hub**

\*\*As a partner/sponsor  
AlbertaSW is entitled to 2  
complimentary tickets.

**Tickets - \$80 available at this link:**  
<https://www.eventbrite.ca/e/southern-alberta-economic-summit-2025-tickets-1058509342939>



~~~~ATTACHMENT #5~~~~

Blackfoot Signage Project Update

| | | |
|-----------------------------------|---------------------------|----------------------|
| Town of Magrath | Canyon School | SACLA |
| Wood's Homes | Rocky Mountain Turf Club | King of Trade |
| Village of Stirling | Link Pathway | City of Lethbridge |
| Peak Support Services | Village of Barons | Elrich Tire |
| Peak Support Services - Our Space | Saipoyi Community School | Community Futures |
| Blood Tribe Dept. of Health | BRZ | Village of Arrowwood |
| Lethbridge Tourism | Lethbridge Police Service | Village of Carmangay |
| SouthGrow | | |

Funds still available in the current grant agreement.

Applications welcome from municipalities, businesses, community organizations.

~~~~ATTACHMENT #6~~~~

**Executive Director Report January 2025**

**MEETINGS and PRESENTATIONS**

Jan 7: University of Lethbridge Geography 4700 student project meeting

Jan 8: meeting with Avail, Fort Macleod

Jan 8: AlbertaSW Board Meeting, Fort Macleod

Jan 9: AEDO Accreditation Review Committee Meeting, Zoom [regrets]

Jan 10: uLeth Geography 4700 meeting with students re: mapping project

Jan 10: Meeting with Jordan Tidey, Director of Economic Development, County of Grande Prairie, Zoom

Jan 14: Tourism Lethbridge Advisory Committee meeting, Lethbridge

Jan 14: Qatalyst workshop #1, Teams

Jan 15: Economic Development Lethbridge Board meeting, Teconnect

Jan 15: Qatalyst workshop #2, Teams

Jan 16;Travel Alberta Strategic Insights Committee meeting, Zoom

Jan 17: Economic Developers Alberta Community Investment Readiness Tool Review, Zoom

Jan 20: uLeth Geography 4700 mapping project launch, Zoom

Jan 20: Meeting with PrairiesCan, Teams

Jan 20: SouthWest Stakeholder Round Table with Alberta Innovates, Teconnect

Jan 21; REDA Managers meeting, Zoom

Jan 21: meeting with Colin Harvey, AltaLink, Teams

Jan 22:Meetin with Peter Ptashko, 2023 Duke of Edinburgh Commonwealth Study Group, Zoom

Jan 23: Webinar on US-Canada trade relations, Teconnect

Jan 27: Meetings with InnoVisions re: final NRED report, Zoom

Jan 27: Meeting with National Research Council and Alberta Innovates and CAPTUS project, Teams

Jan 28: More meetings with InnoVisions re: final NRED report, Zoom

Jan 28: Meeting with Qatalyst consultant, Zoom

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

Jan 28: Submitted NRED final report for MECAP project

Jan 29: Researcher interview with Qatalyst re: PrairiesCan , Teams

Jan 30: Blackfoot Signage Project Meeting, Teams

Jan 30: AEDO Review Committee Meeting, Zoom

#### **PROJECT MANAGEMENT and REPORTING**

- MECAP project completion and documentation
- Submit NRED MECAP Final Report
- Consult with Avail re" year-end requirements
- Continued input to Blackfoot Signage pilot project
- Set up Qatalyst workshops with Board
- Grant program information inquiries

#### **INVESTMENT ATTRACTION and REGIONAL PROMOTION**

- Investment inquiries and new project information
- Energy Futures Lab pilot project completion and invitation to apply to Fellowship
- Appointed as member of both AEDO Review Committee and new AEDO Advisory Board
- Letter of support for EFL funding to support continued community consultation
- Meet with new uLeth student team re interactive mapping project (GEOG 4700) MECAP data

**Subject:** FW: Action Item, Council

Begin forwarded message:

**From:** B Andreassen [REDACTED]  
**Subject:** Action Item, Council  
**Date:** December 9, 2024 at 11:42:46 AM MST  
**To:** "[cao@nanton.ca](mailto:cao@nanton.ca)" <[cao@nanton.ca](mailto:cao@nanton.ca)>, "[jhandley@nanton.ca](mailto:jhandley@nanton.ca)" <[jhandley@nanton.ca](mailto:jhandley@nanton.ca)>

You don't often get email from [REDACTED] [Learn why this is important](#)

Good afternoon all,

The fight continues to ban coal mining from the eastern slopes of the Rocky Mountains. There are multiple good reasons to continue this fight:

- the need to protect our mountains from being excavated, stripped and irreparably defaced.
- the need to protect our waters and headwaters from selenium contamination where even a tiny fraction of selenium is enough to poison our critical water supply.
- the need to protect our critical transportation systems from overload, most notably the railway which is used to transport essential agriculture products.
- diminishing world markets for coal which will leave us with no sales for our coal and a ruined landscape.
- the clearly stated mandate from Albertans.
- diminished water supply in our province. Despite the stated views of some council members, please note, the Alberta Government website lists Alberta as having 12% of Canada's population, 7% of Canada's land area and only 2% of Canada's water supply. **We have felt the effects of drought here in the Nanton area and should be keenly aware of any threat to our water purity and supply.**

However, this is much more than a yes/no debate or vote. Underlying the Crowsnest Pass support of this foreign owned mining initiative is the Pass's need for employment and financial security. That is understandable.

So far, our UCP government has proven to be a one-trick pony that offers coal mining as the only alternative to financial viability in the Crowsnest Pass.

Our elected officials, namely Chelsea Petrovic, MLA; Blair Painter, Crowsnest Mayor, and his Council; and yes, Danielle Smith, Premier, all have an express responsibility to provide safe and sustainable opportunities for prosperity in their regions of responsibility. It is well passed the time for them to park their one-trick pony in the barn and rather engage in meaningful roundtable discussions with constituents and leadership to receive and consider suggestions for financial enterprise in the Crowsnest that is not the current "coal or no coal" position held by so many of them. Are their educational facilities, medical facilities, or business opportunities that could bring jobs,

housing and new people to the Crowsnest Pass? That is the real discussion that needs to be had.

Do your jobs as leaders, stop insisting on coal mining in the Pass as being the only economic option, and set about meaningful, open consultations that can make significant and lasting differences to the lives of our fellow Albertans in the Crowsnest Pass, without causing irreparable damage to our beautiful wild spaces.

Keep your eyes on the future, for current prosperity and importantly, for the well-being of our children and grandchildren.

**I am asking that the Nanton Town Council make it an matter of importance and ACTION to align itself with Craig Snodgrass, Mayor of High River, and, along with other Alberta Municipalities, publicly denounce coal mining on the Eastern slopes of the Rockies. This is an issue that ultimately affects the town of Nanton and certainly the ranchers surrounding the town.**

Sincerely,

Bethe Andreassen

