



AGENDA

Monday, April 28, 2025, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

COMMITTEE OF THE WHOLE OF COUNCIL MEETING

*Photos with Inclusion Foothills prior to meeting

1. CALL TO ORDER & ADOPTION OF AGENDA:

- 1.1 Call to order
- 1.2 Adoption of Agenda

2. DELEGATIONS:

- 2.1 Inclusion Foothills - E

3. PRESENTATIONS BY DEPARTMENTS:

- 3.1 Administration – Draft Procedural Bylaw 1407/25 - E
- 3.2 Administration – Urban Hens Bylaw - E
- 3.3 Administration – Draft Substance Abuse Policy - E
- 3.4 Administration – Delegation Request Form and Procedure - E

4. MAYOR AND COUNCILLOR INQUIRIES:

5. NEXT COMMITTEE OF THE WHOLE MEETING:

6. ADJOURNMENT:



REQUEST FOR DECISION

Meeting: March 17, 2025

Agenda Item: 5.3

Draft Bylaw 1407 – Procedural Bylaw

PURPOSE:

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

BACKGROUND / IMPLICATIONS:

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

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

CAO Comment:

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

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

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

ADMINISTRATIVE RECOMMENDATION:

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

DECISION OPTIONS:

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

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

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

Attachments:

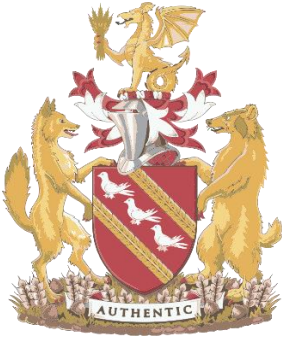
Prepared By: Sara-Lynn Lyons

Date: March 13, 2025

APPROVED BY: Neil Smith, Chief Administrative Officer:

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





Town of Nanton

BYLAW NUMBER: 1407/25

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

1. PURPOSE:

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

2. INTERPRETATION:

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

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

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

3. APPLICATION OF THE BYLAW:

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



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

4. ORGANIZATIONAL MEETING:

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



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

5. AGENDA PREPARATION:

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



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



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

6. MEETING PROCEDURES:

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



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

7. MOTIONS:

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



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

8. BYLAWS:

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



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

9. COMMITTEE OF THE WHOLE:

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

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

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



9.5 Committee of the Whole may make the following motions:

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

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

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

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

10. PUBLIC HEARINGS:

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

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

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

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

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

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

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

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



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



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

11. CONDUCT AT MEETINGS:

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



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

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

12. MEETINGS HELD BY ELECTRONIC MEANS:

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

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

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

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

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

13. COMMITTEES:

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

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

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



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

14. EFFECTIVE DATE AND READINGS

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

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

DRAFT



URBAN HENS AND BEEKEEPING LICENSING

This information sheet provides basic information on the Urban Hen and Beekeeping application process. The information is a summary of the Town's Urban Hen Bylaw and Urban Bee Bylaw. In the event of any discrepancy/omission, the Bylaws take precedence – you are encouraged to review them.

Pre-application meetings are not required for Hen and Bee Licenses. Staff may require a pre-application meeting if the complexity of the application warrants it. If you would like to speak with the Town Office before submitting your application, please contact us at 403-636-2029 and we would be pleased to assist you further.

May I raise hens or bees on my property?

Yes, the Town permits backyard hen husbandry and/or beekeeping in certain types of residential properties, including the R-GEN Land Use District (zone), under certain conditions:

- Principal dwelling/ accessory use setbacks established in the Land Use Bylaw for your property must be observed if applicable.
- A single parcel of residential property cannot be licensed for both Urban Chickens and Beekeeping together unless the site is equal to or greater than 0.3 acres or 1,214 square metres in area.
- **Adjoining neighbours to a license-holding residence cannot hold a license for the same animal unless their residential parcel is equal to or greater than 0.3 acres or 1,214 square metres in area.**

URBAN HEN / Bee License Application Requirements

- Hen and Bee License application form
- One-time Application Fee: Chickens - \$60 / Bees - \$100 (up to 2 hives)
- Provide written description, drawings and/or photos that describe exactly where on the property the coop/bee hive will be placed.
- You must consult all neighbours (anyone with whom you share a property line) – *the Town strongly recommends that you have an open and honest dialogue with your neighbours about an application well before you apply. This is good for the neighbourhood in general.*

What do I need to do before I apply for an URBAN HEN/ Bee License?

- Each applicant must complete a hen husbandry or beekeeping or course from an accepted organization or association in order to be approved for a license (alternate experience will be considered).
- Obtain a Premises Identification Number through provincial government services
- Consider contacting the Calgary and District Beekeepers Association or Alberta Farm Animal Care (Urban Chickens).

You are encouraged to also investigate liability insurance coverage in the event that a neighbour/visitor/ member of the public might be impacted by an incident related to your hens or beekeeping.

Other Important Information - HENS

The following is a summary that does not cover all rules and regulations.

- You must obtain a Premises Identification (PID) under the Premises Identification Regulations of the *Alberta Animal Health Act*
- You should obtain liability insurance
- Operation is for personal use only (no sales)
- No more than 4 hens are allowed per property if parcel is under 0.3 acres or 1,214 square metres in area. **No roosters.**
- No more than 6/8 hens are allowed per property if parcel equals or exceeds is 0.3 acres or 1,214 square metres in area. **No roosters.**
- Each hen must be provided with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the hen in good health.
- No hen shall be slaughtered on the property. Hens will be disposed of by delivering to a farm, abattoir, veterinarian, or other operation that I lawfully permitted to dispose of hens.
- Coops are restricted to rear yards with reasonable protection from access to other animals or children.
- Each coop must provide each hen with at least 0.37sq. m of interior floor area and at least 0.92 sq. m of outdoor area within the enclosure. There must be at least one nest box per coop and one perch per hen that is at least 15 cm long.
- Maintain the coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances
- Construct and maintain the coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal.
- There must be one nest box per coop and one perch per hen that is at least 15cm long.
- Peace Officers will have the automatic right of entry to your property for inspection.
- The Town has the right to revoke your license if you are not following the regulations. You can appeal the decision to revoke or to otherwise deny you of the license to the CAO.

Other Important Information - BEES

The following is a summary that does not cover all rules and regulations.

- Only *Apis mellifera L.* (honeybees) are allowed
- No more than 2 hives are allowed per property.
- Hives may be in the rear yards only.
- Hives must be within yards enclosed by a 1.8 m high hedge or solid fence
- Hive entrances are to be directed away from neighbouring properties.
- Operation is for personal use only (no sales)
- You must annually register with Alberta Agriculture through the Provincial Apiculturist for Alberta. Unregistered owners are subject to fine or imprisonment under the Bee Act
- You must obtain a Premises Identification (PID) under the Premises Identification Regulations of the *Alberta Animal Health Act*
- You should obtain liability insurance
- Peace Officers will have automatic right of entry to your property for inspection.
- The Town has the right to revoke your license if you are not following the regulations. You can appeal the decision to revoke or to otherwise deny you of the license to the CAO.

FINES

The specified penalties for any contravention of THESE BYLAWS are specified for within a twelve (12) month period, as follows:

First Offence: \$250.00

Second Offence: \$500.00

Third Offence: \$750.00

RECEIVED

APR 11 2025

TOWN OF NANTON

Nanton Town Council
Town of Nanton
1907 21 Ave,
Nanton, Alberta T0L 1R0

Dear Council,

My husband and I are happy to have arrived in Nanton after several years of moving under military service and are excited to consider this our retirement home. We have been living here for just under a year. We believe strongly in the advantages a small, rural town has to offer and are particularly interested in sustainability and self-sufficiency, especially given the present economic and political climate. We were pleased to see that Nanton is on board with this viewpoint particularly regarding your chicken and beekeeping program.

I am wondering, given that your pilot program now has five years of trial, if you would consider re-visiting it and expanding the program slightly, particularly in the area of the number of hens a property holder can keep. Given that we own a double lot I expect there would not be a problem for us to keep more than three hens but I would like you to consider the following points as well for those who may have been discouraged by the present by-law or who would like to add hens to their small flock.

I have just completed the University of Alberta Small Flock Poultry Course and some of this information comes out of that.

1. Most resources recommend 6 chickens as a manageable, average small flock for beginners.
2. For a family of 4 a minimum of 4-6 chickens are required for a steady supply of eggs.
3. Chickens, when well-cared for, are of less nuisance than dogs (owners here are allowed 3) which contribute to noise through barking as well as unusable and random waste since hens make very little noise and all waste can be used as compost for gardening.
4. Many Alberta towns and cities allow a higher number of hens than we currently do. e.g. Edmonton: 6 hens, Calgary: 4 hens, Grande Prairie: 6 hens, Red Deer: 4 hens, LeDuc: 6 hens, Okotoks: 4 hens (In questioning the experts from the University they considered that there is little to no difference in allowing 3 vs. 6 hens in a town or city.)
5. The present by-law is at present somewhat discouraging for families on a limited income who would benefit most by keeping their own chickens. Cost of ready-to-lay hens ranges from \$16-\$25, cost of the coop must be added (pre-built are approx. \$300), required chicken course \$50, feed \$20 every 4-6 weeks, annual license fee \$60. If 6 chickens were allowed families may be able to sell eggs to family members to help alleviate these costs.
6. I have kept chickens for a number of years and find that they are companionable and affectionate pets, excellent for mental health and as rewarding or more rewarding than keeping cats or dogs. Most chicken owners keep chickens for this reason. There is also the benefit of a fresher, better product and sustainability.

Thank you so much for considering this proposal. I look forward to hearing from you. The specifications for our property size are included with my application. Please let me know the number of hens I will be able to keep.

Marv Girard



BYLAW

Bylaw Number:

BEING A BYLAW OF THE TOWN OF NANTON, IN THE PROVINCE OF ALBERTA, TO REGULATE THE KEEPING OF HENS WITHIN THE TOWN.

WHEREAS Pursuant to section 7 of the *Municipal Government Act, RSA 2000, c M-36, and any amending or succeeding legislation* the Council of a municipality may pass bylaws for municipal purposes respecting: the safety, health and welfare of people and the protection of people and property; wild and domestic animals, and activities in relation to them; and the enforcement of bylaws; and

WHEREAS Pursuant to section 8 of the *Municipal Government Act* the Council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licences, permits and approvals;

NOW THEREFORE, COUNCIL OF THE TOWN OF NANTON, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1. PURPOSE:

The purpose of this Bylaw is to permit and regulate the keeping of hens within the corporate boundaries of the Town of Nanton and to remain in compliance with both the parameters of this Bylaw and any associated bylaws, provincial or federal enactments that may apply.

2. INTERPRETATION:

2.1 This Bylaw will be cited as the "Urban Hen Regulation Bylaw".

2.2 Definitions

- a) "Act" means the Municipal Government Act as amended from time to time;
- b) "Adjoining Neighbours" means a site that is contiguous along a common property line. If the subject site is located on a corner, an adjoining site includes a site that is adjacent across a rear lane, but not across a street;
- c) "*Animal Health Act*" means Statute of Alberta, 2007, Chapter A-40.2;
- d) "Bee" means the insect *Apis mellifera L.*, also known as honey bees;
- e) "Bylaw" means a bylaw of the Town of Nanton and amendments thereto;
- f) "CAO" means the person appointed to the position of Chief Administrative Officer by Council pursuant to the Act;
- g) "Coop" means a fully enclosed weather proof structure and attached Outdoor Enclosure used for the keeping of Urban Hens pursuant to any applicable accessory building or structure provisions in Land Use Bylaw;

- h) “Council” means the Mayor and the other members of the Council of the Town of Nanton as duly elected from time to time pursuant to the provisions contained in the Local Authorities Election Act;
- i) “Hen” means a domesticated female chicken;
- j) “Land Use Bylaw” means the most recent, approved bylaw that governs land use within the Town of Nanton;
- k) “Licence” means an Urban Hen Licence issued pursuant to this Bylaw authorizing the Licence holder to keep Urban Hens on a specific property within a residential neighbourhood;
- l) “Licensee” means the holder of a licence pursuant to this Bylaw;
- m) “Outdoor Enclosure” means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earth or vegetated floor for Urban Hens to roam;
- n) “Peace Officer” is as defined in the Provincial Offences Procedure Act, RSA 2000, c P-34, and any amending or succeeding legislation;
- o) “Pedestrian Walkway” means a path, trail or sidewalk for pedestrian circulation that cannot be used for motorized vehicular use;
- p) “Planning & Development Services” means a department of the Town of Nanton;
- q) “Rooster” means a domesticated male chicken;
- r) “Town” means the Town of Nanton;
- s) “Urban Hen” means a Hen that is at least 16 weeks of age and is kept for non-commercial purposes.

3. RESPONSIBILITIES OF LICENCE HOLDERS:

3.1 Urban Hen Licences

3.1.1 Urban Hen licensees must comply the *Alberta Animal Health Act* and any other applicable standards adopted by the Province of Alberta.

3.1.2 Urban Hen owners on whose property hens are kept have a duty to take reasonable measures to ensure that:

- a) The Coop and Hens that are kept in the Coop do not pose a safety risk to persons on adjacent public or private property;
- b) The potential for damage to building and/or property located on adjacent public or private property as a result of the keeping of Urban Hens is minimized;
- c) Required procedures are followed as outlined by the Canadian Food Inspection Agency to reduce potential disease outbreak.

3.1.3 Urban Hen owners must apply for a Town of Nanton Licence as per the process outlined in the Urban Hen Licence Application.

4. GENERAL PROVISIONS:

- 4.1 Nothing contained within this Bylaw relieves a Person from complying with any other applicable municipal, provincial or federal legislation, regulation or bylaw or any requirements of any applicable permit, order, consent, agreement, or other direction.
- 4.2 Where this Bylaw refers to another Act, Regulation or agency, it includes reference to any Act, Regulation or agency that may be substituted therefore.
- 4.3 In the event that any provision of this Bylaw is to any extent invalid or incapable of being enforced, such provision shall be excluded to the extent of such invalidity or unenforceability; all other terms and provisions shall remain in full force and effect.
- 4.4 Every provision of this Bylaw is independent of all other provisions, if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 4.5 This Bylaw only applies to Coops located within the Town and those Coops shall be in compliance with the Town of Nanton Land Use Bylaw with respect to:
- a) permitted uses for the Land Use District;
 - b) any applicable accessory building setbacks;
 - c) any applicable principal dwelling setbacks or other regulations.
- 4.6 The keeping of Urban Hens for the purposes of this Bylaw are for personal, non-commercial use only.
- 4.7 Any person wanting to keep Urban Hens must obtain a Premises Identification (PID) under the Premises Identification Regulation (200/2008) in *the Alberta Animal Health Act*.
- 4.8 No more than four (4) Hens can be kept on one (1) parcel of residential land that is under 0.3 acres or 1,214 square metres in area. **Okotoks maximum**
- 4.9 No more than eight (8) Hens can be kept on one (1) parcel of residential land that is equal to or greater than 0.3 acres or 1,214 square metres in area. **Reflective of some parcels being much larger than typical. Administration suggests 6-8 for larger properties.**
- 4.10 The keeping of Urban Hens in parks, reserve land, or on open spaces occupied or managed by the Town is not permitted under this Bylaw, **with the exception of land that is districted S-ASL (Agricultural Society Lands).**
- 4.11 A single parcel of residential property cannot be licensed for both Urban Hens and Urban Bees together unless the site is equal to or greater than 0.3 acres or 1,214 square metres in area.
- 4.12 **Adjoining neighbours to a licence-holding residence cannot hold a licence for the same animal unless their residential parcel is equal to or greater than 0.3 acres or 1,214 square metres in area. Discussion point for COW: should this be scrapped or retained?**
- 4.13 Licences issued under this Bylaw shall not be transferable from one person or property to another.
- 4.14 Pursuant to the Town Waste and Recycling Bylaw, as amended, animal waste, dead animals and animal parts are prohibited from being set out for municipal waste collection and such actions are subject to enforcement action under that regulation.

4.15 The maximum number of urban hen applications that may be approved in the Town shall be six (6) at any given time or one (1) license per three hundred and fifty (350) persons. Discussion for COW – is a limit on the number of licenses necessary?

5. LICENCE REQUIREMENTS:

- 5.1 The fee for a Licence must be paid prior to approval and the applicable fee is identified in Schedule 'A' attached hereto.
- 5.2 Each Urban Hen owner must take urban hen training from an accepted provider or provide written evidence of equivalent experience.
- 5.3 An approved Licence can be suspended or revoked, without refund or compensation, at any time by the CAO if it can be determined by a Peace Officer that there is non-compliance with this Bylaw or the Licence Application.
 - a) A Licensee with a revoked Licence can reapply for a new Licence but must show compliance with all requirements and pay all applicable fees unless the fee(s) are waived by the CAO.
- 5.4 Licence applications that are denied may be reconsidered by the CAO, upon request of the Licensee, within thirty (30) business days of the decision rendered by the Town.
- 5.5 A Licence can be applied for at any time of the year.

6. COOP REQUIRMENTS:

- 6.1 Only Hens will be allowed to be kept.
- 6.2 Roosters are prohibited.
- 6.3 Each Hen must be provided with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dustbathing and roosting, all sufficient to maintain the Hen in good health.
- 6.4 No Hen shall be slaughtered on the property.
- 6.5 Hens will be disposed of by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Hens.
- 6.6 Coops are restricted to rear yards with reasonable protection from access to other animals or children and each Coop must provide each Hen with at least 0.37 m² of interior floor area, and at least 0.92 m² of Outdoor Enclosure, within the Coop.
- 6.7 The Licensee must provide and maintain, in the Coop, at least one nest box per Coop and one perch per Hen that is at least 15 cm long.
- 6.8 A Licensee must keep each Hen in the Coop at all times.
- 6.9 The Coop must be maintained in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances.
- 6.10 A Licensee must construct and maintain the Coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal.

7. LICENCE APPLICATION AND INFORMATION:

- 7.1 Before the issuance of a licence pursuant to this part, the applicant or Licensee must submit to the Town:
- a) a completed Licence application form, as provided by the CAO;
 - b) the appropriate licence fee prescribed in Schedule 'A' attached to this bylaw and
 - c) any other additional information required by the Town, including, but not limited to:
 - i. the name, address, and contact information of the applicant or licensee;
 - ii. written permission from the registered property owner, if different, to install a Coop on the property.
 - iii. a drawing that shows Coop location on the property, and associated setbacks if there is no solid fence and/or the property is adjacent to a Pedestrian Walkway (if applicable);
 - iv. proof of success in training from an accepted organization or association;
 - v. proof of a Premises Identification (PIO) number pursuant to the *Animal Health Act*.
 - vi. plan for disposal of animal waste.
- 7.2 Notwithstanding Section 7.1, at the time of initial application for a Licence, the applicant must submit to the Town either:
- a) written support from all Adjoining Neighbours to the issuance of a Licence for Urban Hens; or
 - b) evidence that all Adjoining Neighbours have been asked for their support or views by the applicant and given reasonable time to respond or contact the Town if preferred.
- 7.3 Refusal by one or more Adjoining Neighbours to support an application will leave an application approval or refusal at the discretion of the Chief Administrative Officer or designate, who may choose to contact Adjoining Neighbours for additional information.
- 7.4 An Urban Hen application may be denied by the Chief Administrative Officer or designate if the applicant:
- a) does not meet or no longer meets the requirements as set out in this Bylaw;
 - b) furnishes false information or misrepresents any fact or circumstance required pursuant to this Bylaw;
 - c) has, in the opinion of the CAO, based on reasonable grounds, contravened any part of this Bylaw whether or not the contravention has been prosecuted;
 - d) fails to pay a fine imposed by a Community Peace Officer or court for a contravention of this Bylaw or any other applicable bylaw related to the keeping of livestock;
 - e) fails to pay any fee required by this Bylaw or any other applicable legislation; or
 - f) in the opinion of the CAO, based on reasonable grounds, it is in the public interest to do so.
- 7.5 The Town may refuse to issue a Licence or may revoke a Licence by providing written notice to the applicant or licensee.

8.0 OFFENCES AND PENALTIES:

- 8.1 Any Person who contravenes any provision of this Bylaw by:
- a) doing any act or thing which the Person is prohibited from doing; or
 - b) failing to do any act or thing which the Person is required to do;
- is guilty of an offence.
- 8.2 Any Person who is convicted of an offence pursuant to the Bylaw is liable on summary conviction to a fine not exceeding \$10,000.00.
- 8.3 Where the CAO, an Officer or a Peace Officer has reason to believe that a person has contravened any provision of this Bylaw, and that it is in the best interest of the Town to compel the person to appear in front of a Provincial Court, he may direct a Peace Officer to commence proceedings to issue a Part 2 Summons pursuant to the Provincial Offense Procedure Act of Alberta.
- 8.4 Where the CAO, an Officer or a Peace Officer has reason to believe that a person has contravened any provisions of this Bylaw, notice shall be served in accordance with the Municipal Government Act allowing payment of the specified penalty, as specified per Schedule "B" attached to this Bylaw, in lieu of prosecution for the offence.
- 8.5 Where a contravention of this Bylaw is of a continuing nature, further violation tickets may be issued by a Peace Officer, provided that no more than one ticket shall be issued for each day that the contravention continues.
- 8.6 This section shall not prevent any Peace Officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provision of the Provincial Offences Procedures Act.
- 8.7 The levying and payment of any fine in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges or costs for which that Person is liable under the provisions of this Bylaw or any other bylaw of the Town of Nanton.
- 8.8 Where there is a specified penalty listed for an offence in Schedule "B" of this Bylaw, the amount is the specified penalty for the offence.
- 8.9 Where any person contravenes the same provision of this Bylaw,
- (a) Twice within a twelve (12) month period, the specified penalty payable in respect of the second contravention shall be double the amount provided for in Schedule "B" of this Bylaw; or
 - (b) Three or more times within a twelve (12) month period, the specified penalty payable in respect of the third or subsequent contravention shall be triple the amount provided for in Schedule "B" of this Bylaw.
- 8.10 Licensees shall make themselves and their Coops available for inspection upon reasonable request by a Peace Officer.
- 8.11 Subsequent to any inspection under section 8.10, the Town can compel a Licensee to take any necessary disease and/or environmental mitigation measures if required.

9. EFFECTIVE DATE AND READINGS Add repeal clause

9.1 This Bylaw shall come into full force and effect upon final reading thereof.

9.2 Read a **first** time this.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

9.3 Read a **second** time this ____ day of _____, 2020.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

9.4 Read a **third** time this ____ day of _____, 2020.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



BYLAW # 1341/20 - SCHEDULE "A"

URBAN HENS

(GST not applicable)

DESCRIPTION	FEE	Explanatory information
Application for an Urban Hens License	\$60.00 (one time)	Section 7 of Bylaw

DRAFT

BYLAW # /25 - SCHEDULE "B"

URBAN HENS

The specified penalties for any contravention of this Bylaw # /25 are specified for within a twelve (12) month period, as follows:

First Offence: \$250.00

Second Offence: \$500.00

Third Offence: \$750.00

DRAFT





INFORMATION BRIEF

Meeting: April 28, 2025
Agenda Item: 3.3

Substance Abuse Policy

Purpose:

This Substance Use Policy sets out clear guidelines for the use of substances in the workplace and on Town business. It aims to promote health, safety, and well-being while providing support for employees who may be dealing with substance use or dependency. The policy outlines both preventive measures and specific actions to be taken in the event of substance use-related issues, providing a clear and consistent comprehensive approach.

Background:

During a review of incidents at the Tom Hornecker Recreation Centre earlier this season, it became apparent that the Town of Nanton did not have an established policy governing substance use in the workplace. Recognizing the importance of maintaining a safe and supportive environment for all employees and the public, we have developed this policy to fill that gap. While this policy is specifically designed for employees, it serves as an important first step toward establishing clear substance use guidelines for all individuals within the Town of Nanton. The development of this policy not only enhances our internal framework but also sets the foundation for expanding these guidelines to broader Town operations in the future.

The Town's commitment to addressing substance use proactively and responsibly is reflected in the creation of this policy. By taking these steps, we aim to create a safe and supportive environment for all, while adhering to legal and ethical standards in addressing substance use concerns within the workplace.

Prepared By: Sara-Lynn Lyons

CAO Comments:

Date Signed: _____



POLICY

Policy No. [FUNCTION –RESOLUTION # - DATE]

Department:

Substance Abuse

SCOPE:

This policy applies to all Town of Nanton Employees and others engaged on its behalf while on Town premises, including Town-owned buildings, or conducting business on behalf of the Town.

PURPOSE:

The Town of Nanton ("Town" or "Nanton") Substance Use Policy (the "Policy") outlines procedures and details related to substance use in the workplace. Both the Town and its Employees have a legal and moral responsibility to ensure their safety and the safety of others in the Workplace.

DEFINITIONS:

Accommodation: Means adjustment to the terms and conditions of employment and to the extent required by human rights law.

Alcohol: Any substance that may be consumed and that has an alcoholic content in excess of 0.5% volume.

Cannabis: Includes marijuana, hashish, edibles, and any other preparations, forms, chemicals or compounds derived from the cannabis plant species (including, but not limited to, the subspecies cannabis sativa, cannabis indica and cannabis ruderalis), regardless of the formulation, product or manner in which it is used or consumed.

Disability: includes a disability protected by the Alberta Human Rights Act, RSA 2000, c A-25.5, and as may be confirmed by a diagnosis made by a medical practitioner.

Drug Paraphernalia: includes any personal property that is associated with the use of any Unauthorized Substance or Unlawful Substance.

Employee: for the purposes of this Policy, includes full-time, part-time, temporary, casual, and seasonal employees, board members, volunteers, and independent contractors engaged on behalf of the Town.

Fit for Work: Being able to safely and acceptably perform assigned duties without any limitations, including, without restricting the foregoing, any limitations arising from or due to the use or after-effects of any Substances which cause or have the potential to cause impairment or fatigue.

Incident: An occurrence, circumstance, or condition that caused or had the potential to cause damage to persons, property, reputation, security, or the environment, and includes, without limitation, what is commonly referred to as a "near miss".

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Reference is code number (12, 61 etc. and then resolution number

Laboratory: A recognized or certified laboratory providing urine-based, oral fluid, and/or saliva-based drug testing services or other forms of drug testing services accepted in the industry.

Lawful Substances: Substances which an individual may lawfully possess or use, but which can impair physical or mental capacity in any way. These include over-the-counter medications, Alcohol, Cannabis that is prescribed by a physician to treat a medical condition, and other controlled substances for which the individual has a valid prescription.

Town Business: Includes all activities undertaken by Employees (as defined above) in the course of the Town business and operations, whether conducted on or off Town Premises and during regular or non-regular work hours.

Town Premises: all land and facilities owned, leased, or otherwise directly controlled by the Town, including mobile equipment and vehicles of any description.

On Duty: for the purposes of this Policy, being On Duty includes all scheduled hours of work and all meal periods or rest periods (i.e., lunch, dinner, coffee breaks, etc.) that occur during an Employee's shift.

Reasonable Grounds: Information established by the direct observation of the employee's conduct or other indicators including (without limitation): the physical appearance, smell or speech of the Employee; smell associated with the use of Unauthorized Substances or Unlawful Substances; instances of irrational or unsafe behavior by the Employee; the Employee's attendance record; circumstances surrounding an Incident or near miss; or the presence of Unauthorized Substances or Unlawful Substances or drug paraphernalia on the Employee's person or in the vicinity of the Employee or the area where the Employee worked.

Safety Sensitive Positions: Any position where impaired performance, impaired motor skills, or lack of judgment could result in an Incident affecting the health and safety of the employee, other Employees, the public, property, or the environment. Supervisors/Managers who either oversee Employees in Safety safety-sensitive positions or who are responsible for or perform the same duties as Employees in Safety safety-sensitive positions will also be considered to be in Safety safety-sensitive positions. Safety Sensitive Positions include, but are not limited to, the positions listed in **Appendix "A"**, as may be amended from time to time by the Employer.

Supervisor/Manager: A person who directs the work of others and may, depending on the nature of the Town's structure, include the manager, foreman, supervisor, or coordinator.

Substances: include unlawful Substances, Unauthorized Substances, and Unlawful Substances.

Unauthorized Substances: includes the following:

- i. Alcohol;
- ii. Cannabis (other than Cannabis prescribed by a physician to treat a medical condition where it is brought to the attention of the Town prior to use on Town Premises or during Town Business).
- iii. A Lawful Substance that is being used or for which there is a pattern of improper use, e.g., misuse, excessive use, or recreational over-the-counter medication or prescription drugs



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v. A Lawful Substance that has been used in a proper manner, but has resulted, could result, or is likely to result in impairment of an individual's physical or mental capacity and create a threat to the health or safety of the employee or others; and

v. Designer, synthetic, or "look-alike" substances which, although derived from one or more Lawful Substances or Unlawful Substances, are manufactured, designed, or intended to resemble and/or mimic the effects of Unauthorized Substances or Unlawful Substances.

Unlawful Substances: includes illegal drugs and any other substances or materials, the use, possession, consumption, delivery, distribution, exchange, manufacture, sale, purchase, or transfer of which are prohibited by law and/or regulations.

Workplace: includes any physical location where and/or any piece of equipment or vehicle upon or within which an Employee performs work or services on behalf of the Town.

POLICY:

1.0 Policy Statement

The Town of Nanton is committed to maintaining a safe and healthy workplace for all employees, ensuring the well-being of the public, and protecting the environment, town property, and other interests. Recognizing that substance use can have serious adverse effects on health, safety, and job performance, the Town is dedicated to fostering a responsible and supportive approach to substance use management.

The Town acknowledges that substance addictions and dependencies are treatable conditions, and that early intervention significantly improves the likelihood of long-term recovery. However, employees must ultimately take responsibility for their own substance use.

To support this commitment, the Town will:

- Promote substance abuse prevention through education, awareness, and training for employees and supervisors.
- Provide a confidential process for employees to self-disclose lawful substance use or dependency concerns without fear of reprisal.
- Offer access to confidential support and referral services through the Employee and Family Assistance Program (EFAP).
- Support employees diagnosed with substance addiction or dependency through rehabilitation, accommodation, and reintegration in accordance with applicable laws.
- Safeguard employee privacy and confidentiality, disclosing information only when necessary for policy enforcement, investigations, legal proceedings, or with the employee's consent.
- By upholding these principles, the Town aims to ensure a safe, productive, and supportive work environment for all.



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2.0 Work Standards, Roles, and Responsibilities

2.1 Employees must:

- i. Sign a copy of the Town's Substance Use Policy indicating that they have read and understood the Policy.
- ii. Arrive Fit for Work and remain Fit for Work during the entire period while On Duty and/or while performing work on behalf of the Town, regardless of location.
- iii. Perform their job in a safe manner and in accordance with the provisions of all applicable Town policies and procedures.
- iv. Not possess, distribute, offer for sale, or sell Unauthorized Substances, Unlawful Substances, or any Drug Paraphernalia on Town premises, worksites, or during Town Business.
- v. Conduct themselves in a lawful manner while on Town Property or conducting Town Business.
- vi. Cooperate fully during investigation of work-related accidents, Incidents, and violations of this Policy.
- vii. Encourage their co-worker to seek help or advise their Supervisor/Manager if they have concerns regarding a breach of Policy.
- viii. Assume responsibility for their own Substance use or dependency by seeking professional assistance, including the Town's Employee Assistance Program, as well as following any recommended treatment and relapse prevention programs following treatment.
- ix. If driving is a requirement of the Employee's job duties, immediately report to their Supervisor/Manager the loss of a driver's license or court order prohibiting operation of a motor vehicle or equipment as a result of an impaired driving offense to the Town.
- x. While attending Town social functions or acting as a representative of the Town during non-Town social functions, the Employee will act and behave in a professional demeanor and must at all times avoid intoxication within the social environment. Should the Employee not behave in a professional demeanor they will be asked to leave the social function immediately refraining from driving a vehicle.
- xi. Employees are responsible to consult with their physician to review their job duties and confirm that the use of any Lawful Substances or a combination thereof will not impair the safe and efficient performance of their job duties. If the use of any Lawful Substance or combination of Lawful Substances will impair the safe and efficient performance of the Employee's job duties, the Employee must notify their Supervisor/Manager immediately. The Employee will be required to cooperate, communicate and provide reasonable medical information from their physician to their Supervisor/Manager

Special circumstances may apply when an Employee is engaged in a Safety Sensitive Position, and it may be necessary to request an independent medical review or third-party medical input if the Employee is requesting accommodation.

Should an Employee not self-disclose in advance, and it is determined through Reasonable Grounds or post-Incident/near miss, the Employee is taking a Lawful



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Substance that causes or has the potential to cause impairment, they will be subject to discipline up to and including termination of employment.

- xii. Any Employee, who is on call, must remain Fit for Work while on call. An Employee who is not on call and is subsequently contacted by the Town to report for work must refuse the request if they cannot report Fit for Work.

2.2 Management must:

- i. Administer this Policy consistently.
- ii. Be knowledgeable about the Town's Substance Use Policy and understand their role and the procedures related to the use of Substances in the Workplace.
- iii. Be knowledgeable about the use of Substances and be able to recognize the symptoms of the use or abuse of same by Employees.
- iv. Ensure they meet the work standards as part of their responsibility to perform their work-related activities in a safe, productive, and effective manner.
- v. Take immediate action on reported or suspected Substance use or any other violation of this Policy. In all situations where the Town believes an Employee is unfit to be at the workplace, the Town will ensure that the employee is provided with a safe means of transportation home (i.e. taxi).
- vi. Be responsible for arranging and offering help through appropriate resources such as the Town's Employee and Family Assistance Program.
- vii. Must ensure effective Employee assistance services are available to Employees.
- viii. Responsible for educating Employees on this Policy, as may be periodically amended from time to time.

3.0 Prevention

The Town emphasizes the importance of prevention and early identification of potential implications arising from Substance Use.

4.0 Assessment

- 4.1 The Town may test an Employee using a Reasonable Grounds Guide Behavioural Impairment Testing "Effects Based Approach" (Appendix B) in the following situations:
 - i. Reasonable Cause: Where an Employee exhibits, or evidence points to, behavior sufficient to give the Town reason to suspect the Employee has consumed an Unauthorized Substance or Unlawful Substance.
 - ii. Post Incident/Near Miss: Where an Incident or near miss has occurred and there is a need to inquire into that event to determine the cause. This is done in cases where there is a possibility that the Incident may have been caused by an Employee's Unauthorized Substance or Unlawful Substance Use.



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- iii. Post-Treatment: Random testing for monitoring abstinence occurs when a medical professional recommends testing as part of relapse prevention or post-treatment regime. In most cases, abstinence monitoring is recommended following treatment to mitigate safety risks, including an Employee occupying a Safety Sensitive Position and/or where supervision is limited.

4.2 An Employee will not arbitrarily be asked to submit to Substance testing.

5.0 Accommodation

The Town will provide reasonable accommodation and support to the point of undue hardship in respect to any Disability disclosed in the administration of this Policy or otherwise communicated to the Town Supervisor/Manager.

6.0 Aftercare

- 6.1 With the Employee's participation, the Employee and Family Assistance Program and/or other health professionals will determine the appropriate aftercare arrangements.
- 6.2 Participation in and compliance with an aftercare program is mandatory. Where an Employee seeks reinstatement after treatment for a Substance addiction or dependency and reinstatement is authorized, the Employee's immediate Supervisor/Manager will be advised as to the conditions of the reinstatement.

7.0 Employee and Family Assistance Program (EFAP)

- 7.1 EFAP encourages Employees to seek professional assistance if they know or suspect they have a Substance addiction or dependency.
- 7.2 EFAP will provide confidential assessment and counselling referral services. The Employee and Family Assistance Program will also take a lead in facilitating the development of prevention programs involving peers and their family.
- 7.2 An Employee who receives assistance from the Town's Employee and Family Assistance Program on account of his or her Substance use must comply with the terms and conditions of any program established to help the Employee as a condition of his or her continued employment.

8.0 Consequences for Failure to Comply with Policy

8.1 If the Town determines that an Employee has breached this Policy, the Employee may be disciplined up to and including termination of employment, subject to section 5.0 of this Policy.

8.2 Where it appears that an Employee has breached this Policy, the Employee will be removed from the Workplace, provided with a safe means of transportation home (i.e.

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taxi) and suspended from work immediately, pending an investigation. Should results gathered through the investigation process support that the Employee was in violation of the Policy, the Employee may be subject to corrective counselling or disciplinary action up to and including termination of employment.

- 8.3 The Town's investigation may be formal or informal; it will determine whether a violation of the Policy occurred and whether the Employee's conduct in violation of this Policy should be subject to discipline, accommodation or both (depending on each individual circumstance).
- 8.4 In the course of the investigation, a decision may be made to determine whether the Employee has a Disability and to determine whether a Disability is the cause of or related to all aspects of the conduct being investigated. The Employee agrees to consent to disclosure of this information.
- 8.5 In the event that the Employee does not have or claim to have a Disability, or the Disability did not cause or result in the employee's conduct in violation of this Policy, the Town will determine what (if any) level of discipline is appropriate.
- 8.6 In the event the Employee has a Disability that caused or resulted in the conduct in of this Policy, the Town will review its obligation for Accommodation (5.0).
- 8.7 In the event of the loss of Driver's License due to impairment, an Employee may be accommodated in another position provided they have previously reported the charge to the Town. Such accommodation is not absolute or indefinite. If driving is a requirement in the performance of the Employee's duties and the Town determines that an alternative position is not available or appropriate, the Town Employee agrees that the Town has reached the point of undue hardship, and the Employee's employment will not continue.

9.0 Acknowledgement

All Employees are required to sign an acknowledgement indicating that they have read, understood, and will abide by the conditions outlined in this Substance Use Policy. (see Appendix "C")

RELATED DOCUMENTS: Town of Nanton Health and Safety Manual

AMENDMENTS / REVIEWS:

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

Next Review Date:	
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REFERENCE NUMBER:
REPLACES POLICY DATED:

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date

REVISION HISTORY

Policy

In Effective

Inactive

DRAFT



**REFERENCE NUMBER:
REPLACES POLICY DATED:**

Appendix 'A' - Safety Sensitive Positions

Safety Sensitive Positions: Any position where impaired performance, impaired motor skills, or lack of judgment could result in an Incident affecting the health and safety of the employee, other Employees, the public, property, or the environment. Supervisors/Managers who either oversee Employees in safety-sensitive positions or who are responsible for or perform the same duties as Employees in safety-sensitive positions will also be considered to be in Safety-sensitive positions.

1. Operations Manager
2. Fire Chief
3. Recreation Manager
4. Supervisor of Public Works
5. Utility operators
6. Public works operators
7. Recreation operators
8. Pool Supervisor
9. Senior and Junior Lifeguards



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Appendix 'B' – Reasonable Grounds Guide

Behavioural Impairment Testing – “Effect Based Approach”

Employee Name: _____

Employee Job Title: _____

Observation Date and Time: _____

Location: _____

Employee Safety Sensitive Position? Yes No

A. Supervisor's Observations – Physical

DRAFT



REFERENCE NUMBER:
REPLACES POLICY DATED:

Walking:

- | | | |
|-------------------------------------|-------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Holding On | <input type="checkbox"/> Stumbling | <input type="checkbox"/> Unable to Walk |
| <input type="checkbox"/> Unsteady | <input type="checkbox"/> Staggering | <input type="checkbox"/> Swaying |
| <input type="checkbox"/> Falling | | |

Other (Describe): _____

Standing

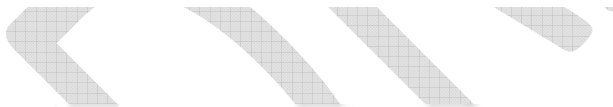
- | | | |
|-------------------------------------------|------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Swaying | <input type="checkbox"/> Feet Wide Apart | <input type="checkbox"/> Unable to stand |
| <input type="checkbox"/> Staggering | <input type="checkbox"/> Rigid | <input type="checkbox"/> Dizziness |
| <input type="checkbox"/> Sagging at Knees | | |

Other (Describe): _____

Movements:

- | | | |
|-----------------------------------|--------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Fumbling | <input type="checkbox"/> Jerky | <input type="checkbox"/> Nervous |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Normal | <input type="checkbox"/> Poor Coordination |
| <input type="checkbox"/> Tremors | <input type="checkbox"/> Hyperactive | <input type="checkbox"/> Delayed Reaction Time |

Other (Describe): _____



Eyes:

- | | | |
|------------------------------------|-----------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Bloodshot | <input type="checkbox"/> Watery | <input type="checkbox"/> Involuntary Eye Movements |
| <input type="checkbox"/> Droopy | <input type="checkbox"/> Dilated Pupils | <input type="checkbox"/> Frequent use of eye drops |
| <input type="checkbox"/> Glassy | <input type="checkbox"/> Closed | |

Other (Describe): _____



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Face:

- Flushed Pale Sweaty

Other (Describe): _____

Breath:

- Alcohol Cannabis Odor Heavy use of mouthwash/breath spray

Other (Describe): _____

Speech:

- Whispering Slurred Shouting
 Incoherent Slobbering Silent
 Rambling Mute Slow

Other (Describe): _____

Appearance:

- Unruly Messy Dirty
 Stains Bodily Fluids Marijuana Odor
 Partially Excessive sweat in cool air

Other (Describe): _____



REFERENCE NUMBER:
REPLACES POLICY DATED:

B. Supervisor's Observations – Behavioral

Demeanor:

- | | | |
|-------------------------------------|----------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Overreacts | <input type="checkbox"/> Confused | <input type="checkbox"/> Talkative/rapid speech |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Argumentative | <input type="checkbox"/> Sleeping on job |
| <input type="checkbox"/> Withdrawn | <input type="checkbox"/> Mood swings | <input type="checkbox"/> Forgetful |

Other (Describe): _____

Actions:

- | | | |
|-----------------------------------|-----------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Hostile | <input type="checkbox"/> Fighting | <input type="checkbox"/> Profanity |
| <input type="checkbox"/> Drowsy | <input type="checkbox"/> Erratic | <input type="checkbox"/> Resisting Communication |
| <input type="checkbox"/> Paranoid | <input type="checkbox"/> Baseless Panic | <input type="checkbox"/> Excited |

Other (Describe): _____

Appetite

- | | |
|---------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Constanting Chewir Jerky | <input type="checkbox"/> Frequently eating Candy |
| <input type="checkbox"/> Popping minutes often | <input type="checkbox"/> Always munching on something |

Other (Describe): _____

C. Supervisor's Observations – Miscellaneous

- Presence of an Unlawful Substance or Unauthorized Substance in Employee's possession or vicinity.
- On-the-job misconduct by Employee
- Employee admission to Unauthorized Substance or Unlawful Substance use or possession

Corroborating Witnesses: _____



REFERENCE NUMBER:
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Other Observations: _____

Employee's Explanation: _____

D. Action Plan

Once the above is complete and the examiner is confident there is a degree of impairment, proceed to an action plan in a meeting with the Employee. Must have two employer representatives present.

Remember to follow our policy.

- Employee has agreed to test.
- Employee has not agreed to test
- Employee referred to Medical laboratory, agreed to test
- No further action at this time

Manager Signature

Date

CAO Signature

Date

Witness Signature

Date



REFERENCE NUMBER:
REPLACES POLICY DATED:

Appendix 'C' – Employee Acknowledgement Form

Employee Acknowledgment of Receipt and Understanding

I, the undersigned, acknowledge that I have received, read, and fully understand the **Town of Nanton's Substance Use Policy**. I understand that the purpose of the policy is to ensure a safe and healthy work environment, outlining expectations and guidelines regarding the use of substances while at work or on Town business. I recognize that the policy includes provisions related to:

- The prohibition of Unauthorized and Unlawful Substances on Town premises or during Town business
- The requirement to remain Fit for Work while on duty
- The procedures for self-disclosure, testing, and discipline related to substance use
- The available support through the Employee and Family Assistance Program (EFAP) for those with substance dependency or addiction concerns
- The potential consequences for non-compliance with the policy

By signing below, I confirm that I understand the content of this policy and agree to abide by its terms and conditions. I also acknowledge that I am aware of my right to seek clarification from my supervisor or human resources should I have any questions regarding the policy.

Employee Information:

- Name: _____
- Position: _____
- Department: _____
- Date: _____

Employee Signature: _____

Supervisor/Manager Signature: _____

Date of Acknowledgment: _____



REFERENCE NUMBER:
REPLACES POLICY DATED:



INFORMATION BRIEF

Meeting: April 28, 2025
Agenda Item: 3.4

Delegation Request Form

Purpose:

To present a standardized Delegation Request Form for individuals or organizations wishing to appear before Town of Nanton Council. The purpose of this form is to streamline the delegation process, ensure timely submission of relevant materials, and promote clarity and efficiency in communication between the public, administration, and Council.

Background:

Council regularly receives requests from members of the public, community groups, and outside organizations to present as delegations during scheduled Council meetings. These presentations often involve requests for action, funding, or policy considerations.

Currently, delegation requests are made on an ad-hoc basis, often with limited background information or last-minute material submissions. This lack of structure can lead to inefficiencies in agenda planning, insufficient time for Council and administration review, and potential miscommunication.

Overview of the Form:

The Council Delegation Request Form includes the following key components:

- Contact and organizational information
- Requested date to appear before Council
- Reason for presentation and specific request of Council
- Disclosure of any monetary requests
- Notification and deadline for submitting attachments
- Consent and signature for submission accountability

The form clearly states that all supporting materials must be submitted by 12:00 PM on the Wednesday prior to the requested Council meeting date to be included in the meeting package. This will allow Administration adequate time to prepare agendas and Council members the opportunity to review the material in advance.

Lastly, it is beneficial for Corporate Services to review monetary requests prior to presentation to Council, as this process helps identify potential budget impacts and ensures financial alignment with existing priorities. Early review also allows Administration the necessary time to gather and verify all relevant information, ensuring that Council receives a complete and accurate picture when making decisions. This proactive approach supports more efficient governance and responsible financial management.

Prepared By: Sara-Lynn Lyons

CAO Comments:

Council should consider the form in concert with Section **5.10** of the procedures bylaw and indicate if they wish to see any regulations changed. A delegation is not really an opportunity for the loose questioning of Council on past decisions, present bylaws or policies, but this expectation will sometimes be encountered in the particular absence of a 'Public Time/ Q&A' on the agenda. The desired change or reform in these situations needs to be clearly elucidated by the delegate(s) in their submission. Under 5.10 (iii) of the procedural regulation, in these situations, the CAO may have little choice but to try and interpret for the delegation what their specific request of Council actually is and put that in writing to Council.

Where a decision of Council is requested or anticipated, particularly if it involves funding, it is important that there be a pause between the delegation and the subsequent decision. There is no guarantee that Administration has had an opportunity before the delegation to process the request and advise Council in possession of full information – unfortunately this is sometimes deliberate on the part of delegations.

Date Signed: _____



Town of Nanton
1907 21 Avenue, P.O. Box 609,
Nanton, Alberta T0L 1R0
Phone 403.646.2029 Fax 403.646.2653
www.nanton.ca

Town of Nanton – Council Delegation Request Form

(Submit to: communications@nanton.ca by 12:00 PM the Wednesday prior to the requested delegation date)

DELEGATION INFORMATION

Full Name of Presenter / Organization Name:

Mailing Address:

Phone Number:

Email Address:

PRESENTATION DETAILS

Requested Date to Appear Before Council:

Subject / Title of Presentation:

Reason for Appearing Before Council:

(Please provide a brief summary of the purpose of your presentation)

Specific Request of Council:

(Please indicate any actions you are requesting from Council)



Town of Nanton
1907 21 Avenue, P.O. Box 609,
Nanton, Alberta T0L 1R0
Phone 403.646.2029 Fax 403.646.2653
www.nanton.ca

Are You Making a Monetary Request?

Yes No

If yes, please indicate the amount requested:

\$ _____

And describe how the funds would be used:

SUPPORTING MATERIALS

Will you be submitting any supporting documents, presentations, or other attachments?

Yes No

All materials must be submitted to: communications@nanton.ca by 12:00 PM on the Wednesday prior to the requested delegation date.

Please list the type of attachments you will be submitting:

ADDITIONAL INFORMATION

Will there be more than one speaker?

Yes No

If yes, how many total speakers: _____

Have you presented to Council before on this topic?

Yes No

If yes, when: _____

CONSENT AND SIGNATURE

By submitting this form, I acknowledge that all information provided is accurate and complete to the best of my knowledge, and that I understand the requirements and deadlines for presenting to the Town of Nanton Council.

Signature: _____

Date: _____