



AGENDA

Tuesday, May 20, 2025 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

- 2.1 Closed Session - Mountain Top Foods

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for April 2025

3.3 DEPARTMENT:

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

3.4 COUNCIL:

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

3.5 OTHERS:

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 May 5, 2025 Regular Meeting Minutes - E

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Procedural Bylaw 1407/25 - E

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision Sanitary Sewer Backflow Prevention - E

5.2 Request for Decision Community Centre Energy Efficiency upgrades – E

5.3 Request for Decision Canadian Grain Elevator Discovery Centre Signs - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

6.2.1 Government of Alberta Nanton Health Centre Funding – E

6.2.2 Myers Norris Penny Alberta Policing Fundin Model – E

7. CLOSED CONFIDENTIAL SESSION:

7.1 Information Brief Mountaintop Foods FOIP Section 25 Economic Interests of the Municipality

8. ADJOURNMENT:



STATUS REPORT

Meeting: May 20, 2025
Agenda Item: 3.1.1

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

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

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

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

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting May 5, 2025				
	Procedural Bylaw 1407 changes for 3 rd reading		IP	LS

COUNCIL

Res #	Description	Notes	Status	FWD
Council Recommendations				
94-24/03/15	ICF/MOU with FC/THR and possibly Okotoks re water	Part of project mgmt. work	IP	CAO
278-24/10/21	RFD Energy Audit		IP	CS
12-25/01/20	THRC Conceptual Plan	Reviewed April 21st	IP	CAO
16-25/01/20	ASP for Northwest Areas of Town – ORRSC	Survey underway	IP	DO/CAO
30-25/02/03	RFD Firefighter recruitment options		IP	CS
44-25/02/18	Letter for ICF Committee re Recreation Funding	Resolution to be developed	IP	CAO
	Draft Bylaw 1407/25 Procedural Bylaw	May 5 mtg	IP	LS
70 – 25/04/07	That the Town of Nanton Strategic Plan be amended to add the following: <ul style="list-style-type: none"> Planning and Development: Pursue funding from the Northern and Regional Economic Development Program and other sources for an Area Redevelopment Plan for the Highway 2 corridors; and Operations: Invest in zonal water metering to support real-time leak detection and loss prevention, seek grant funding where possible, and implement an annual water utility audit aligned with best practices. 	Will be incorporated into discussions for Fall with Council; submission to NRED will be prepared; grant opportunities for metering will be monitored.	IP	CAO/LS
85-25/04/21	Tribute wall design up to \$5,000		IP	CS

DEPARTMENTS

Res #	Description	Notes	ST	fw



ITEMS ON HOLD FOR FUTURE SCHEDULING/CONSIDERATION

Res #	Description	Notes
135-23/05/01	Application for a solar feasibility assessment for Town's facilities or unserved industrial lands	Future consideration contingent on Climate Action Centre funding – CS
211-24/08/12	Community Center Green Initiative Grant	Future consideration contingent upon suitable funding.
CAO Comment: <i>These items should be individually discussed at a future Committee of the Whole.</i>		





CAPITAL PLAN STATUS

Meeting: May 20th, 2025
 Agenda Item: 3.1.2

*Deferred in green text
 2025 Items Only*

Roadway Infrastructure		
Lead: Public Works Supervisor		
Roadway Rehab	Patching & repairs	125,000
Sidewalk replacement program	Sidewalk repair & replacement	50,000
Roadway assessment	Town roads assessment	50,000
<i>Notes: Some 29th Avenue work is imminent.</i>		
Utility Infrastructure		
Lead: Manager of Operations		
Waste Water Treatment Plant	Membranes	362,840
Wastewater	De-watering	1,163,800
Valve & hydrant replacement	Hydrant, valves	75,000
29 th Avenue	Service line connections	225,000
Waste water mains	re-lining	100,000
Equipment	Wastewater line Flusher truck COMPLETE	75,000
	Wastewater	83,000
Stormwater management	Westview storm pond assessment	17,000
<i>Notes: Some cost revisions are likely coming for the membranes project; Meter reading hardware and software is being replaced at greater cost than initially expected this year; Hydrant and valve work starts in May; priority areas for sewer re-lining identified for 2025 and going forward (known tariff impacts on cost); storm pond assessment field work is complete – groundwater flow to pond confirmed. Wastewater main infiltration may cause some plan re-alignment as more information develops.</i>		
Parks & Trails		
Lead: Recreation Manager		
New capital	Pocket park/rain garden at Mile 56 Park	56,500
<i>Notes: An agreement on federal funding is largely complete – more information should be available soon, but full details still embargoed.</i>		
Buildings		
Lead: Various		
THRC - arena	Transfer switch for emergency power	35,000
THRC	Elevator/lift with building modifications	300,000
THRC - pool	Pool liner	200,000
Town Office / Library	Window/wall updates	20,000



Fire Hall	Curb & approach updates	25,000
Community Centre	Energy efficiency upgrades	100,000

Notes:

Transfer switch on order; pool liner out to RFP; further discussion on approach to Community Centre upgrades required.

Vehicles & Equipment

Lead: Various

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

Notes: Additionally, the Town has acquired an electronic sign trailer for improved crew and public safety and with consideration of the Nanton Schools project decanting. We have also had to replace an electronic pedestrian crossing that was partially destroyed at Tim Horton's, first installed in 2019.

Land Development

Administration expects discussions about the Town industrial lands roads or Westview phases to resume with Council over the course of 2025. Two major submissions have been made to the Canada Housing Infrastructure Fund for:

- **Westview ASP phases 1A and 1B**
- **The Nanton Northwest Sewer Collector**

Public Realm & Development

Later in April, Council discuss how much it wishes to transfer from the Public Realm reserve to implement the Tribute Wall project.

\$56,500 is already allocated to the Mile 56 project.

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

2024 deferred project comments

Silver Willow Lodge area curb/gutter/parking expansion project – removed from capital plan at present

Playground updates – deferred to 2026

Public Works pickup – still planned for 2025 (funded from reserves/ taxed in 2024)



Chief Administrative Officer

To April 30th 2025

Highlights

- Community Planning Association of Alberta Conference.
- Regional water project calls.

Current issues



On May 5th, the CAO moved the Town to Level 2 water restrictions due to the inexplicably high and sustained levels of infiltration pressure on the wastewater collection and treatment systems since March 12th, resulting in some localized overland flooding and backup. To date, it has not been possible to lift the restriction, but we have not at time of writing met the benchmark for declaring a State of Local Emergency (SOLE) either. After dealing with seasonal infiltration events of varying scale for a number of years in Utilities, it is likely that the municipality needs to adopt a basic set of restrictions and a different type of community warning for ground or stormwater events that impact the wastewater system. Communication measures intended for drought conditions don't quite fit the bill.

At time of writing, the 29th Avenue water service replacement work has found and repaired two further leaking services.

The following reports are enclosed:

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports previous month end

3.3 DEPARTMENT:

3.3.1 Corporate Services Manager

3.3.2 Operations Manager

3.3.3 Recreation Manager

3.3.3 Planning & Development Officer

3.3.4 Fire Chief

3.3.5 Peace Officer

Public Notices/ Public Participation

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

[2025 Municipal Election information page](#)

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

Personnel and Professional Development

-

Bylaws and Policies

Administration and Operations are currently discussing a number of changes to the Utilities Bylaw with respect to wastewater regulation in particular.

A proposed policy for a grant program related to sewer backup valves will be put forward in May.

Respectfully submitted,



NANTON
EST 1803
CHIEF ADMINISTRATIVE OFFICER

Town of Nanton
Vendor Cheque Register
Range: April 1 - April 30, 2025
Sorted by: Cheque date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT000000006066	555 Millwright Services LTD	4/10/2025	\$2,182.67	Air compressor & blower maint.
EFT000000006067	888351 Alberta Ltd o/a Wild Rose	4/10/2025	\$3,729.00	Sludge hauling
EFT000000006068	Aplin and Martin	4/10/2025	\$16,282.28	Regional waterline consultant
EFT000000006069	Benchmark Assessment	4/10/2025	\$8,432.81	Quarterly assessment fees
EFT000000006070	Bobcat of Calgary	4/10/2025	\$763.59	Equipment maintenance
EFT000000006071	Canadian Linen & Uniform	4/10/2025	\$74.61	Office & Library mat cleaning
EFT000000006072	Canoe Procurement Group of Canada	4/10/2025	\$1,137.64	Miscellaneous parts & equipment
EFT000000006073	CARO Analytical Services	4/10/2025	\$312.90	Water testing
EFT000000006074	Chris Almond Plumbing	4/10/2025	\$4,147.50	Hot water tank install & maint.
EFT000000006075	Contain-A-Way Services	4/10/2025	\$1,013.10	Waste management fees
EFT000000006076	Coyote Courier Ltd	4/10/2025	\$396.90	Courier fees
EFT000000006077	Crossroad Energy Solutions Inc	4/10/2025	\$3,677.34	Electrical repair & maintenance
EFT000000006078	CUPE	4/10/2025	\$1,476.31	Union dues
EFT000000006079	Czop, Victor	4/10/2025	\$633.18	Per diem & travel expenses
EFT000000006080	Enfield, Tracy	4/10/2025	\$890.00	Office & council mtg room cleaning
EFT000000006081	Foothills Regional Services Comm.	4/10/2025	\$4,241.00	Landfill tipping fees
EFT000000006083	G & JD Construction	4/10/2025	\$5,504.79	Frost protection services
EFT000000006085	Hifab Holdings Ltd	4/10/2025	\$478.08	Shipping charges
EFT000000006086	iA Financial Group	4/10/2025	\$89.51	Employee benefits
EFT000000006087	Industrial Machine Inc	4/10/2025	\$798.66	Equipment parts
EFT000000006088	Inspiris	4/10/2025	\$7,263.86	IT services
EFT000000006089	Saddle Mountain Tire	4/10/2025	\$147.00	Tire repair & maintenance
EFT000000006090	Klearwater Equipment	4/10/2025	\$4,221.59	Water plant chemicals
EFT000000006091	LAPP Corporation c/o Alberta Pension	4/10/2025	\$6,737.09	Employee pension plan
EFT000000006092	Linde Canada Inc.	4/10/2025	\$724.84	Water plant equipment rental

EFT000000006093	McGills Industrial Services	4/10/2025	\$7,678.14	Wastewater main inspections
EFT000000006094	Motion Industries (Canada) Inc	4/10/2025	\$140.24	Parts
EFT000000006095	Nanton Auto Parts Ltd.	4/10/2025	\$20.00	Parts
EFT000000006096	Nanton Home Hardware Building	4/10/2025	\$1,241.82	Miscellaneous parts & equipment
EFT000000006097	F.C.S.S.	4/10/2025	\$19,670.85	Quarterly payment
EFT000000006098	Nanton Thelma Fanning Library	4/10/2025	\$12,125.00	Quarterly payment
EFT000000006099	NextGen Automation	4/10/2025	\$306.82	Photocopier fees
EFT000000006100	Oldman River Regional Services	4/10/2025	\$11,180.42	Planning services
EFT000000006101	Purolator Inc.	4/10/2025	\$52.57	Courier fees
EFT000000006102	RecordXpress StorageVault Canada	4/10/2025	\$28.35	Office paper shredding
EFT000000006104	Super Save Disposal (AB) Ltd	4/10/2025	\$1,534.85	Waste management fees
EFT000000006105	T & T Disposal Services	4/10/2025	\$6,606.38	Waste management fees
EFT000000006106	TransAlta Energy Marketing	4/10/2025	\$46,688.67	Power & gas fees
020498	Aquatech Diving & Marine Services	4/25/2025	\$7,119.00	Wastewater inspection
020499	CentralSquare Canada Software	4/25/2025	\$1,004.06	E-send implementation
020500	Chubb Life Insurance Company	4/25/2025	\$151.43	Employee benefits
020501	Convergint Technologies LTD	4/25/2025	\$1,978.20	Mechanical maintenance services
020502	DRV Transport & Rentals Inc.	4/25/2025	\$4,095.00	Wastewater tank rentals
020503	Elan Construction Limited	4/25/2025	\$11,431.35	Pre-construction/architect services
020505	Nanton Water & Soda Ltd	4/25/2025	\$656.64	Water
020506	Receiver General for Canada	4/25/2025	\$1,068.00	Statutory deductions
020507	Southern Alberta Towing	4/25/2025	\$84.00	Lock out services
020508	Tractorland (High River)	4/25/2025	\$27,464.72	New skid steer (Capital)
020509	Upanup Studios Inc.	4/25/2025	\$2,583.00	Annual website fees
020510	Vector Solutions	4/25/2025	\$4,138.47	Fire department training platform
EFT000000006108	Allied Industrial Dynamics	4/25/2025	\$15,750.00	De-watering rental unit
EFT000000006109	Associated Engineering AB Ltd.	4/25/2025	\$1,681.74	Visitor info centre storm water project
EFT000000006110	Alberta Municipalities	4/25/2025	\$3,627.30	Annual fees
EFT000000006111	Auto Hub Ltd.	4/25/2025	\$40,628.70	Pickup truck (Capital)
EFT000000006112	Bobcat of Calgary	4/25/2025	\$4,169.33	Equipment maintenance
EFT000000006113	Canadian Linen & Uniform	4/25/2025	\$74.61	Office & Library mat cleaning
EFT000000006114	Canoe Procurement Group of Canada	4/25/2025	\$3,894.76	Miscellaneous parts & equipment
EFT000000006115	ClearTech Industries Inc	4/25/2025	\$3,796.26	Water plant chemicals

EFT000000006116	Crossroad Energy Solutions Inc	4/25/2025	\$343.35	Electrician
EFT000000006117	Dump Gump	4/25/2025	\$656.25	Yard waste area bin services
EFT000000006118	Evolve Construction Management	4/25/2025	\$18,278.54	Arena kitchen renovation
EFT000000006120	GM Mechanical Ltd	4/25/2025	\$536.66	Quarterly HVAC maintenance
EFT000000006121	Inspiris	4/25/2025	\$4,149.56	IT services
EFT000000006122	LAPP Corporation c/o Alberta Pension	4/25/2025	\$6,737.09	Employee pension plan
EFT000000006125	Nanton Auto Parts Ltd.	4/25/2025	\$441.34	Miscellaneous parts & equipment
EFT000000006126	Nanton Home Hardware Building	4/25/2025	\$99.23	Miscellaneous parts & equipment
EFT000000006127	F.C.S.S.	4/25/2025	\$1,266.43	Reimbursement for grant project exp.
EFT000000006128	NextGen Automation	4/25/2025	\$126.61	Photocopier fees
EFT000000006129	NL Smith & Sons Const Ltd	4/25/2025	\$2,873.01	Vehicle servicing
EFT000000006130	Orkin Canada Corporation	4/25/2025	\$257.07	Pest control services
EFT000000006131	Paramount Printers Ltd.	4/25/2025	\$516.55	Tax notices
EFT000000006132	Reynolds, Mirth, Richards & Farmer	4/25/2025	\$332.88	Legal services
EFT000000006133	Shawne Excavating	4/25/2025	\$1,050.00	Water line repairs
EFT000000006134	Superior Safety Codes	4/25/2025	\$374.85	Safety code fees
EFT000000006135	TransAlta Energy Marketing	4/25/2025	\$55,991.82	Power & gas fees
EFT000000006136	UFA Co-operative Ltd	4/25/2025	\$4,760.58	Fuel
EFT000000006137	Michener Allen Auctioneering	4/29/2025	\$64,811.25	Bucket truck (Capital)

Total Cheques: 78

\$481,630.00



MONTHLY REPORT

Meeting: May 20, 2025
Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: April 21, 2025 to May 15, 2025

ACTIVITIES:

March/April utility billing completed

The 2025 Combined tax notices/assessments prepared and mailed out on May 15.

Grant application to the Community Foundation of Southwest Alberta for assistance with the Kosy Korner access lift was approved for \$10,000!

Report received from the Insurance appraisals done earlier this year. New values are significantly higher than previously, but old numbers were based on appraisals/assessments done in 2014.

RFP for IT services issued and closed. We'll be reviewing proposals in the next couple of weeks and awarding a new service contract.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

E-send implementation – first utility billing completed and went quite smoothly with a few glitches that we'll get worked out.

RFP for pool liner project issued – tender just closed so staff will be reviewing proposals in the coming weeks.

RFP for tribute wall issued – tender is set to close on May 30, 2025.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Session on May 22 with neighboring municipalities to review options for Diamond (accounting software) end of life.

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: May 15, 2025





MONTHLY REPORT

Agenda Item: 3.3.2

Operations Department

Report Period: (April 2025)

ACTIVITIES:

- WASTEWATER OPERATIONS

- 22762 m³ of treated effluent was released to Mosquito Creek
- WWTP and wastewater collection system still backed up due to groundwater infiltration. Wastewater began to surcharge out the manhole located adjacent to the golf course maintenance shop, as well as the manhole adjacent to Hole 12 on the golf course. Bermed the ditch next to the maintenance shop manhole to prevent wastewater from flowing to Mosquito Creek. Vac trucks were called in to contain the surcharged wastewater, and a temporary storage cell was constructed in the field across from the maintenance shop to contain additional surcharged wastewater that was collecting in the ditch.
- Called in a commercial dive team to investigate two manholes, and plugged the sewer line with inflatable bladders to isolate the line, pump it down, and investigate. Unfortunately, no infiltration was observed.
- Completed the order for the new WWTP membranes. Anticipated delivery is approximately 18 weeks.

- WATER OPERATIONS

- 25656 m³ of treated potable water was sent to the Town's distribution system
- Mosquito Creek diversion opens May 1 however there has been sufficient flows in the Creek to continue filling the raw water reservoir. Shut off the creek pump for one week to see if excess flows at the WWTP were possibly due to a leak in the raw water line, but no change in raw wastewater levels or flows were observed.
- Completed a site visit with Blackie Siteworks regarding the service line replacement work on 29th Ave in Westview. Work is scheduled to start May 5.

- ROADS

- Pavement repairs to start May 2025
- Grading roads and alleys.
- Rented Street Sweeper through Joe Johnson – Will start sweeping May 21, 2025.
- Dust Abatement booked for June 2025.
- Spray patching booked for May 2025.
- Lower manholes on 18 St, 20 St, and 26 Ave.
- Changed out damaged manhole on 28 Street

- SIDEWALKS/PATHWAYS

- Removed pin curb on 22 Ave to prepare for new curb.

- Quotes received for sidewalk repair. Awarded to Kel-Krete for 2025.
- Sidewalks assessment booked with Sidewalks Canada
- **MISCELLANEOUS**
 - Clean up shop, vehicles and equipment.
 - Fixed various signs in town.
 - Grade ball diamond roads and add gravel.
 - Installed battery backups for North/South gateway signs.
 - ATS installed new crosswalk sign Hwy 2 SB and 28 Street.
 - Purchased pick up truck, skid steer and bucket truck.
 - Install porta potties at various locations in town.
- **CEMETERY**
 - 1 columbarium burial.
 - 1 grave burial.
- **YARD WASTE AREA**
 - Load tree branch bin
 - Turning compost pile.
 - Cleaning up back end of yard.
 - Grade yard
- **STORMWATER**
 - NLSS is rip rapping around culverts and reformat ditches for stormwater drainage.

PARKS AND RECREATION

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

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

Operating/Capital Project	Objective	Approach	Measure	Progress YTD
1. Pick-up Truck	Purchase – Used	Online search		Purchased and Received
4. Pavement Patching	Request for Quote	Quotes	RFQ	Quotes Received. SA Blacktop hired.
5. Sidewalk	Request for Quote	Quotes	RFQ	Quotes Received. Kel-Krete hired.

6. Spray Patching	Cracks, Dips, potholes	Quotes	RFQ	Booked for May 2025
7. Sweeping	Clean streets	Quotes	RFQ	Rented from Joe Johnson – Will start May 21
7. Dust Abatement	Apply dust abatement	Quotes	RFQ	Quote received. Booked for June 2025.
8. Tree Pile	Removal	Bins – T& T	Budgeted	Will start hauling in April 2025
9. Skidsteer	Purchase – New	Quotes	RFQ	Purchased and Received
10. Bucket Truck	Purchase – Used	Online search		Purchased and Received





SGS Canada Inc.

P.O. Box 4300 - 185 Concession St.
Lakefield - Ontario - K0L 2H0
Phone: 705-652-2000 FAX: 705-652-6365

08-May-2025

Town of Nanton

Attn : Bill Woytiuk

Date Rec. : 02 May 2025
LR Report: CA13154-MAY25

1907 - 21 Avenue, Box 609
Nanton, AB
T0L 1R0,

Copy: #1

Phone: 403-646-2029
Fax:

CERTIFICATE OF ANALYSIS

Final Report

Sample ID	Sample Date & Time	Temperature Upon Receipt °C	Geosmin ng/L	MIB ng/L
1: Analysis Start Date		---	05-May-25	05-May-25
2: Analysis Start Time		---	20:13	20:13
3: Analysis Completed Date		---	07-May-25	07-May-25
4: Analysis Completed Time		---	16:41	16:41
5: WTP Raw	01-May-25 11:00	9.0	< 3	< 3
6: WTP Distribution	01-May-25 11:00	9.0	7	< 3
7: Town Office	01-May-25 11:00	9.0	9	< 3
8: PW Shop	01-May-25 11:00	9.0	9	< 3

Patti Stark
Project Specialist,
Environment, Health & Safety



MONTHLY REPORT

Meeting: May 20, 2025
Agenda Item: 3.3.3

Jordan Glas, Manager of Parks and Recreation

Report Period: February April 1-30, 2025

ARENA:

The new score clock has been delivered and successfully installed. A big thank you to Nanton Minor Hockey for contributing 50% of the cost—your support is greatly appreciated. In preparation for the upcoming season, the dressing rooms have been painted and refreshed. Additionally, we've secured a contractor for the kitchen renovation, which is scheduled to begin in early May.

PARKS:

The VIC Centre washrooms have been cleaned and are now open for the season. JT Foster baseball began in early April, and Nanton Minor Baseball kicked off during the last week of April.

To support Nanton Minor Soccer over the next three years, we've opened up a temporary playing area in Westview. Due to the school enhancement project, only one soccer pitch will remain usable. As this is a temporary solution, we're aiming to keep costs as low as possible. The area will be added to our maintenance rotation, and by next year, we expect it to have a playable surface.

The West meadows wet pond fountains were put out and look great. Gopher treatment has been completed, but I think we will have to do some more mid-season.

Baseball	9hrs
Tournaments	0
J.T Foster Baseball	20hrs

Pool:

The pool was emptied, cleaned out, patched and painted. It will be filled in the middle of May after the pool RFP completes for contractors. . A pool Supervisor has been hired and Recalls have gone out to staff.

Prepared by: Jordan Glas, Parks and Recreation Manager Date: May 13, 2025





MONTHLY DEPARTMENT REPORT

Regular Meeting: May 20, 2025
Agenda Item: 3.3.4

Georgina Sharpe, Planning and Development

Report Period: April 2025

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	April 2025	March 2025
Residential	\$353K	\$10K
Comm/Ind	\$100K	\$15K
Public/Special	\$0K	\$0K
Other	Signs = 0	Signs = 1
WV III Sales* (Lots left = 0)	0 lot	1 lot
	YTD2025	YTD2024
TOTAL	\$1,101.5K	\$421.5K
	YTD2025	YE2024
Housing Starts	2	8

*by date of sale

April Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D05-25	25-Apr-25	2801 19 Avenue	1	100	821 1505	I-LHT	Storage Facility
D09-25	3-Apr-25	2124 29 Avenue	1	79	001 2718	R-GEN	Accessory building
D10-25	10-Apr-25	128 Westview Drive	9	83	071 5724	R-GEN	Accessory building
D11-25	14-Apr-25	1210 26 Avenue		A	1968JK	C-HWY	Removal of gas pump islands
D12-25	25-Apr-25	3000 23 Street	11	79	071 5724	R-GEN	Single Detached Dwelling
D14-25	30-Apr-25	2501 22 Street		A	483JK	S-COM	Shipping Container

- **ACTIVITES**

- Municipal Planning Commission Meeting – April 14
- Lot Sale – Industrial parcel
- Film Permit – April 24-26 and May 2-10

- **PROJECTS**

Northwest Area Structure Plan with Oldman River Regional Services Commission
Phase Three – Engage and Collaborate
 Visioning Session with Council May 26 COW
 ASP Survey open from April 25-May 30
 Visioning Sessions with ASP landowners June 10 (6-8pm Curling Club)
 Open House June 18 (6-8pm, Curling Club)

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – May 12 @ 7 p.m.



MONTHLY DEPARTMENT REPORT

Meeting: May 20, 2025

Agenda Item 3.3.5

Peace Officer Carlos Farias

Report Period: April 2025

Alberta Municipal Enforcement Association Conference in Red Deer 28th - May 2nd Training:

- **Encampment & Officer Safety**
- **Enhanced level 1 Dog Apprehension & Handling Course**
- **ASIRT – Alberta Serious Incident Response Team**

Overview:

April marked a noticeable shift in local activity levels, with increased enforcement actions and community reporting compared to earlier months. The issuance of 115 violation tickets, the highest so far this year, reflects either heightened enforcement efforts or a short-term dip in community compliance, particularly around traffic laws. Speeding remained the most common infraction, suggesting an ongoing need for driver awareness and monitoring.

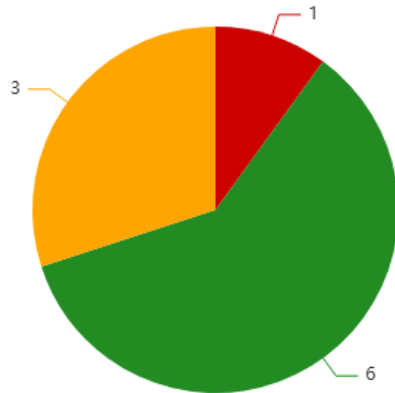
The rise to ten (10) bylaw-related reports also signals growing public engagement or concern around local regulations, especially in areas such as animal control, fire safety, and property standards. The diversity of reported issues contributes to broader community awareness of municipal bylaws but also indicates areas where further education or enforcement may be needed.

Overall, April presented a more active enforcement and reporting landscape, emphasizing the importance of continued collaboration between community members and enforcement teams. The increase in both traffic tickets and general reports underscores the value of proactive measures in promoting safety, compliance, and livability across the municipality.



Monthly Occurrences snapshot

Occurrence Status of Reports Total:10 | 100.0%



List of Occurrence Status

- CONCLUDED BY CHARGE | 1 | 10.0%
- CONCLUDED BY WARNING | 6 | 60.0%
- STILL UNDER INVESTIGATION (SUI) | 3 | 30.0%

Monthly Report – April 2025

Overview:

April 2025 experienced an uptick in reported incidents compared to previous months, with a total of **10 reports** and **115 violation tickets** issued. While overall conditions in the community remained stable, increased activity in bylaw enforcement, traffic monitoring, and community standards was observed. This increase underscores the importance of ongoing enforcement and community engagement.

Traffic Violations:

- **Total Tickets Issued: 115**
 - **Speeding Violations: 79**
 - **Parking in Prohibited Areas: 11**
 - **Other Infractions: 25**

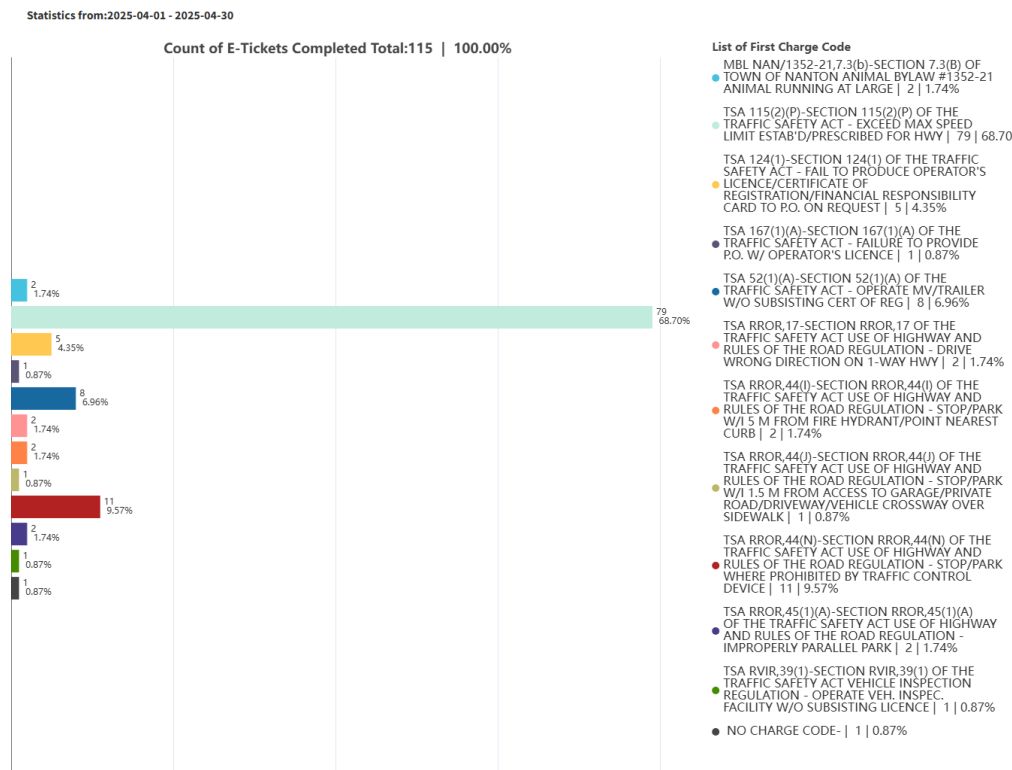
This marked an increase from previous months, signaling heightened enforcement and/or a temporary lapse in compliance. Despite the spike, proactive enforcement is key to maintaining road safety and ensuring adherence to regulations.

Other Reports: (Total: 10)

1. **Animal Bylaw (4 Reports):**
These reports included issues such as pets at large or animals not being kept according to local bylaws. All were addressed by the animal control team.
2. **Fire Protection Bylaw (2 Reports):**
Concerns included improper firepit usage or open burning violations. Educational materials and warnings were issued where appropriate, with further enforcement as needed.
3. **Traffic Bylaw (1 Report):**
A non-criminal but reportable offense related to traffic behavior. Handled as per local bylaw protocol.
4. **Unightly Property (3 Reports):**
Reports focused on neglected yards or properties not maintained to community standards. Property owners were contacted and given compliance timelines.

Conclusion:

April 2025 saw a rise in enforcement activity and community reports, particularly in traffic and bylaw areas. The issuance of **115 violation tickets**—a notable increase from previous months—indicates either intensified monitoring or reduced compliance. While some incidents were routine, the uptick across multiple categories calls for continued vigilance in enforcement and community standards education. Animal control, property maintenance, and fire safety remain priority areas moving forward.





MONTHLY COUNCIL REPORT

Meeting: [May 22, 2025]
Agenda Item: 3.4.2

Councillor Victor Czop:

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

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

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

ADDITIONAL INFORMATION:

Attend Towns South Zone Meeting and ABmunis CEO Outreach on Zoom
Attend AB Southwest meeting at Fort MacLeod
Attend Council meetings
Attend MPC meeting
Attend Nanton Chamber of Commerce
Attend Nanton Citizens on Patrol meetings
Attend Kozy Korner meetings
Attend CPAA conference in Red Deer

VR Czop



MONTHLY COUNCIL REPORT

Meeting: May 20, 2025
Agenda Item: 3.4.3

Councillor Roger Miller:

Deputy Mayor

Report Period: April 2025 _____

MPC Member: Yes

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

1. Nanton Health Centre Management Committee

Dates: April 29

Key Items: Letter received from Minister LaGrange advising Alberta Health will engage with the Management Committee to review the proposal and assess options for advancing the initiative. Coordination with AI and Primary Care Alberta.

2. Combined Assessment Review Board

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

Date: April 7, 21 - Attend regular meetings of Council
April 3 – Attend CGEDC Board meeting
April 14 – Attend MPC meeting
April 16 – Attend virtual meeting of Alberta Municipal Affairs

Key Items: (as above)

Council Standing Committees: Services
(Key items detailed in minutes) Recreation and Culture

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

UPCOMING EVENTS / ADDITIONAL INFORMATION:





MINUTES

Monday, May 5, 2025 at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

REGULAR COUNCIL MEETING

COUNCIL PRESENT: Mayor Jennifer Handley and Councillors Victor Czop, John Dozeman, Dave Mitchell, and Ken Sorenson.

ABSENT: Councillor Roger Miller

OTHERS PRESENT: Neil Smith
Clayton Gillespie
Sara-Lynn Lyons
Georgina Sharpe
Bill Woytiuk

Chief Administrative Officer
Corporate Services Manager
Legislative Services & Communications
Planning & Development Officer
Operations Manager

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 89 – 25/05/05 - Czop

The Regular Council agenda for May 5, 2025 was accepted as presented. CARRIED

2. PRESENTATIONS: None

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

3.1.2 Capital Plan Status – E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 April 21, 2025 Regular Council Meeting Minutes – E

RESOLUTION # 90 – 25/05/05 - Mitchell

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held April 21, 2025 were accepted as distributed. CARRIED

4.1.2 April 28, 2025 Committee of the Whole Meeting Minutes - E

RESOLUTION # 91 – 25/05/05 - Sorenson

The Councillors, all having read the minutes and there being no further errors, omissions, or corrections, accepted the Minutes of the Committee of the Whole Meeting of the Town of Nanton held April 28, 2025, as amended. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Draft Procedural Bylaw 1407/25 – E

RESOLUTION # 92 – 25/05/05 - Czop

Moved to read Town of Nanton Bylaw 1407/25, a Bylaw to regular the proceedings of Council and Council Committees for a first time. CARRIED

RESOLUTION # 93 – 25/05/05 - Dozeman

Moved to read Town of Nanton Bylaw #1407/25 for a second time. CARRIED

4.2.2 Request for Decision Urban Hens Bylaw 1408/25 – E

RESOLUTION # 94 – 25/05/05 - Dozeman

Moved to read Town of Nanton Bylaw #1409/25, a Bylaw to regulate the keepings of hens within the Town of Nanton for a first time. CARRIED

RESOLUTION # 95 – 25/05/05 - Mitchell

Moved to read Town of Nanton Bylaw #1409/25 for a second time. CARRIED

RESOLUTION # 96 – 25/05/05 - Czop

Unanimous consent to read Town of Nanton Bylaw #1409/25 for a third time was granted by all Council present. CARRIED

RESOLUTION # 97 – 25/05/05 - Mitchell

Moved to read Town of Nanton Bylaw #1409/25 for a third and final time. CARRIED

4.2.3 Request for Decision Substance Abuse Policy – E

RESOLUTION # 98 – 25/05/05 - Dozeman

Moved to approve the Substance Abuse policy as attached to these minutes as schedule 'A'. CARRIED

4.2.4 Information Brief Claresholm Press – E

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision Fees & Rates Amendment Bylaw 1409/25 – E

RESOLUTION # 99 – 25/05/05 - Czop

Moved to read Town of Nanton Bylaw #1410/25, a Bylaw to amend the Fees and Rates Bylaw 1381/24 for a first time. CARRIED

RESOLUTION # 100 – 25/05/05 - Mitchell

Moved to read Town of Nanton Bylaw #1410/25 for a second time. CARRIED



RESOLUTION # 101 – 25/05/05 - Sorenson

Unanimous consent to read Town of Nanton Bylaw #1410/25 for a third time was granted by all Council present. CARRIED

RESOLUTION # 102 – 25/05/05 - Dozeman

Moved to read Town of Nanton Bylaw #1410/25 for a third and final time. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.1.1 Alberta Southwest Economic Development Week May 12 – 17, 2025 – E

RESOLUTION # 103 – 25/05/05 - Czop

Moved that Mayor Handley sign the declaration to proclaim May 12–16, 2025, as “Economic Development Week” in the Town of Nanton, and encourage all citizens to recognize and celebrate the contributions of economic developers in fostering innovation, creating jobs, and enhancing the economic well-being and quality of life in our community. CARRIED

6.1.2 Government of Alberta Declaration Seniors Week June 2 – 8, 2025 – E

RESOLUTION # 104 – 25/05/05 - Mitchell

Moved that Mayor Handley sign the declaration to proclaim June 2–8, 2025, as “Seniors’ Week” in the Town of Nanton, to demonstrate the community’s support and to generate greater awareness of the importance of seniors in Alberta. CARRIED

6.2 FOR INFORMATION:

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 105 – 25/05/05 - Mitchell

IT WAS MOVED at 7:37 p.m. to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

Councillor Miller entered the meeting electronically at 7:41 p.m.

7.1 Municipal Utilities FOIP Section 24 Advice from Officials – E

Councillor Miller left the meeting at 8:01 p.m. and returned at 8:03 p.m.

7.2 Request for Decision Offer to Purchase Land FOIP Section 25 Economic Interests of the Municipality – E

7.3 Bylaw #1299 Noise Variance FOIP Section 23 Local Public Body Confidences and FOIP Section 24 Advice from Officials – E

CARRIED

RESOLUTION # 106 – 25/05/05 - Sorenson

IT WAS MOVED to reconvene the Regular Meeting at 9:00 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 107 – 25/05/05 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:00 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 20th day of May 2025.



REQUEST FOR DECISION

Meeting: May 20, 2025

Agenda Item: 4.1.1

Draft Bylaw 1407 – Procedural Bylaw

PURPOSE:

The purpose of this Request for Decision is to present Bylaw 1407/25 to Council for third and final reading. This Bylaw seeks to repeal and replace Bylaw 1354/21, in alignment with recommendations provided through the Municipal Accountability Program (MAP) review, thereby ensuring continued compliance with the Municipal Government Act (MGA) and modern governance best practices.

BACKGROUND / IMPLICATIONS:

Bylaw 1407/25 was last brought before Council at the Regular Meeting of May 5, 2025, at which time Council granted the bylaw first and second reading. Prior to this, the draft bylaw was reviewed at the March 18, 2025 Regular Meeting of Council and discussed in detail at the April 28, 2025 Committee of the Whole.

The Municipal Accountability Program (MAP) identified several areas within Bylaw 1354/21 requiring amendment or clarification. These changes have been incorporated into the revised Procedural Bylaw 1407/25, as summarized below:

1. **Section 2.10 – Ex-Officio Membership:**
The clause granting the Mayor ex-officio status on all Council standing committees, with quorum and voting rights, has been removed to prevent confusion and ensure consistency with MGA interpretation.
2. **Section 4.1(v) – Meeting Venue Notification Requirements:**
The former requirement mandating 48 hours' written notice and multiple posting locations for changes to Regular Meeting venues has been removed. While section 193(3) of the MGA does provide for such changes with 24 hours' notice, it is administratively cleaner not to embed this procedural flexibility within the bylaw itself.
3. **Section 10.1 – Public Hearings:**
Wording has been revised to clarify that statutory public hearings *must* occur during a Regular Council Meeting under "Presentations" or at a Special Meeting called specifically for such a purpose. This shift from "may" to "must" enhances procedural consistency and transparency.
4. **Section 12 – Electronic Participation:**
 - Subsections 12.1(i) and 12.2 have been refined to clarify requirements around identity verification, public access, and submission protocols, in line with Section 199 of the MGA.
 - Former Section 12.3, which restricted Members to participating electronically a maximum of twice annually without mayoral approval, has been eliminated. This clause had no statutory basis and was deemed administratively unenforceable.

Additional Amendments from May 5, 2025 Meeting:

In response to further review and administrative refinement, the following provisions have also been added to Bylaw 1407/25 since its second reading:

- **Section 7.14 – Notice of Motion:** A member of Council may bring forward a Notice of Motion, in the form of a draft resolution, by the agenda submission deadline. This formalizes the submission process and promotes procedural foresight.
- **Section 11.4 – Electronic Equipment Use:** The use of third-party electronic equipment in Council Chambers is governed by the Town of Nanton Electronic Equipment Policy, as amended from time to time.

- This addition brings technological practices in alignment with existing internal policy, supporting clarity and consistency within Council operations.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council give third 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.

CAO COMMENTS:

As mentioned previously, it is somewhat likely that Council will be amending this bylaw again once more is known about changes around codes of conduct and amendments announced with respect to the *Municipal Government Act*.

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

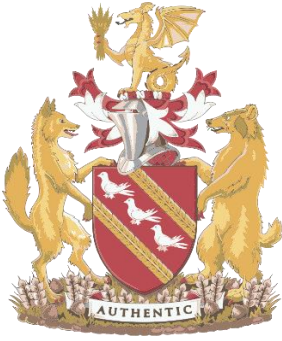
Date: May 14, 2025



APPROVED BY: Neil Smith, Chief Administrative Officer:

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





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 **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) 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.
- 7.13 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.
- 7.14 A member of Council may bring forward a Notice of Motion, in the form of a draft resolution, by the Agenda submission deadline.

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 be held in conjunction with a Regular Council Meeting and scheduled within the agenda under "Presentations" 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 Use of third party electronic equipment in Council Chambers is governed by the *Town of Nanton Electronic Equipment Policy*, as amended from time to time.

12. MEETINGS HELD BY ELECTRONIC MEANS:

- 12.1 The Town of Nanton may hold Council or Council Committee meetings by using electronic means. 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 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 5th day of May, 2025.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

14.4 Read a **third** time this 5th day of May, 2025.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL





REQUEST FOR DECISION

Meeting: May 20, 2025

Agenda Item: 5.1

Policy for Sanitary Sewer Backflow Prevention

PURPOSE:

To seek Council's approval of a new policy that establishes the Sanitary Sewer Backflow Preventer Installation Program, which will provide eligible property owners within the Town of Nanton with a flat reimbursement of \$500 towards the installation of new sanitary backflow preventers.

BACKGROUND / IMPLICATIONS:

Sanitary sewer backups present an ongoing risk to the health, safety, and property of residents and businesses within our community. Though the Town's gravity-fed sewer infrastructure is generally reliable, it remains vulnerable to pressure build-up and storm-related infiltration, particularly in older areas or those with historically poor drainage performance.

Sewer main flushing, no matter how sensitively executed or how much notice is provided, carries a risk of causing some backup for properties that do not have a backflow valve installed. Under the Town utility bylaw and the *Municipal Government Act*, the municipality is not responsible for the consequences of homeowners not having a backflow valve installed and insurance provider feedback generally confirms that. However, an argument can be made that it is in the Town's interests to offer homeowners an incentive to get the work done as, short of a property owner experiencing frequent or catastrophic backup events, there is little to motivate the consideration of a costly home improvement job like this. The job itself may also bring to light other issues along the sewer service line to the home, especially older properties.

Backflow preventers offer a practical and proven means of protecting individual properties from such incidents. To this end, administration has developed a structured reimbursement program aimed at reducing the financial burden on property owners who proactively install new backflow prevention devices.

The proposed policy is modelled in part after similar programs in other Alberta municipalities, but is tailored to reflect the specific context and capacity of the Town of Nanton. Funding is limited and available on a first-come, first-served basis, with oversight and inspections conducted by the Town's Public Works Department to ensure compliance and accountability.

The recommended grant is \$500-\$750, limited to ten grants per annum until uptake levels are better understood and easier to budget for. Some programs go with a basic "50% of costs", but that makes for a very uncertain cost centre on an annual basis. One job may be quick and easy, another very challenging for a plumber.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that Council adopt the Sanitary Sewer Backflow Preventer Installation Policy as presented, thereby authorizing administration to begin processing applications and issuing reimbursements under the program, subject to annual budgetary limits.

This policy reflects a fiscally responsible approach to supporting residents in safeguarding their properties, while also mitigating the liability and operational demands that result from sewer backup incidents. It further demonstrates the Town's commitment to proactive asset and risk management.

Should Council approve this recommendation, administration will prepare associated application materials (Schedules A and B) and commence public communication regarding program availability and process.

DECISION OPTIONS:

- #1 – Approve the Policy
- #2 – Amend the Policy
- #3 – Decide to not go forth with a policy

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation:

Attachments:

Prepared By:

Date:



APPROVED BY: Neil Smith, Chief Administrative Officer:

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





POLICY

Policy No. [FUNCTION –RESOLUTION # - DATE]

Department:

Sanitary Sewer Backflow Prevention

SCOPE:

This policy applies to residential and commercial property owners in the Town of Nanton who are experiencing or at risk of sanitary sewer backup, intend to install a new (not replacement) backflow preventer and have applied and been approved through the Town's process prior to installation.

PURPOSE:

A reliable sanitary sewer system is essential to health, safety, and property protection in the Town of Nanton. However, backups can still occur due to pressure build-up or flooding, causing wastewater to enter homes and businesses.

To reduce this risk, the Town has created the Sanitary Sewer Backflow Preventer Installation Program. This policy outlines eligibility and process guidelines for a flat \$500 reimbursement toward the installation of a new backflow preventer. Funding is limited and available on a first-come, first-served basis.

DEFINITIONS:

Backflow Preventer: A device that prevents the reverse flow of sewage into a building.

Gravity Flow System: A type of sewer system relying on gravity to move wastewater, excluding those using lift stations.

Eligible Property: A property within Nanton's municipal boundary served by a gravity-fed sanitary sewer system.

Flat Reimbursement: A fixed reimbursement amount of **\$500**, regardless of installation costs.

POLICY:

1.0 Eligibility Requirements:

To be eligible for reimbursement under the Sanitary Sewer Backflow Preventer Program, applicants must meet all the following criteria:

- 1.1 Property Location and System Type
 - i. The property must be located within the corporate boundaries of the Town of Nanton.
 - ii. The property must be connected to a gravity-flow sanitary sewer system (this program does not apply to properties connected to sanitary lift stations).

REFERENCE:

REPLACES POLICY:

1 of 9

1.2 New Installation

- i. The installation must be a new backflow preventer.
- ii. Replacements of existing devices are not eligible under this program.
- iii. The Chief Administrative Officer or designate may also approve the grant going toward:

- 1. Replacement of a collapsing sewer service line between the home and the main.
- 2. Separation of stormwater diversion from the sewer line where it has been found to be tied in.

1.3 Qualified Contractor

- i. Installation must be completed by a certified journeyman plumber who is licensed to work within the Town of Nanton.

1.4 Application Submission

The registered landowner must complete and submit a Backflow Preventer Application Form (Schedule A) to the Town prior to any installation work being performed.

1.5 Town Inspection

A preliminary site inspection must be completed by a Town of Nanton representative to assess eligibility and determine appropriate installation solutions.

1.6 Budget Confirmation

The applicant must confirm funding availability with the Town's Public Works Department before engaging a plumber to begin installation.

1.7 Required Documentation

Upon completion of the installation, the applicant must submit:

- i. A paid invoice clearly detailing the scope of work and confirming payment.
- ii. A signed Confirmation and Acknowledgment Form (Schedule B).

1.8 Compliance with Program Requirements

- i. The applicant must adhere to all program procedures and requirements outlined in this policy document.
- ii. Failure to comply with any requirement may result in denial of reimbursement.



REFERENCE NUMBER:
REPLACES POLICY DATED:

2 of 9

2.0 Program Process

2.1. Application Submission

- i. The registered property owner must complete and submit Schedule A – Application Form to the Town of Nanton’s Public Works Department.
- ii. Applications are accepted on a first-come, first-served basis until the annual program budget is depleted.

2.2. Preliminary Inspection

- i. A representative from the Town will contact the applicant to schedule a site inspection.
- ii. The inspection will include:
 - o Review of the completed application and supporting documents.
 - o Evaluation of both external (surrounding infrastructure) and internal (plumbing configuration) sanitary conditions.
 - o Confirmation that the property meets program eligibility.

2.3. Budget Availability Confirmation

- i. Prior to scheduling or beginning any installation work, the applicant must contact the Town of Nanton to verify that sufficient program funds are still available.
- ii. Reimbursement is not guaranteed unless this step is completed.

2.4. Installation

- i. Upon confirmation of budget availability, the owner may engage a certified journeyman plumber to perform the installation.
- ii. The property owner is responsible for:
 - o Coordinating the work.
 - o Paying the contractor directly.

2.5. Reimbursement Request

- i. After the installation is completed and paid for, the applicant must submit the following to the Town:
 - o A copy of the paid invoice from the certified plumber.
 - o A signed Schedule B – Confirmation and Acknowledgment Form.
- ii. Upon verification of all required documentation and confirmation of compliance with the program, the Town will issue a flat reimbursement of \$500.

RELATED DOCUMENTS:

AMENDMENTS / REVIEWS:



REFERENCE NUMBER:
REPLACES POLICY DATED:

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

Next Review Date: _____

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date

REVISION HISTORY

Policy

In Effective

Inactive



REFERENCE NUMBER:
REPLACES POLICY DATED:

**Town of Nanton
Sanitary Sewer Backflow Installation Subsidy Program
Application Form**

Date: _____

Property Address Requesting Installation of Backflow Preventer:

Registered Landowner(s):

Property Owner Contact Information:

- Mailing Address: _____

- Email: _____

- Phone Number: _____

To Be Completed by the Property Owner

1. Has the property experienced sanitary sewer issues in the past?

YES NO

2. If yes, was the issue identified? Please explain:

3. Was the issue on:

Private-Side Public-Side Both



REFERENCE NUMBER:
REPLACES POLICY DATED:

4. Has a camera inspection ever been completed at this property?

YES NO

To Be Completed by a Town of Nanton Representative

1. Have completed application copies been forwarded to relevant departments?

YES NO

2. Are subsidy funds still available at time of application?

YES NO

3. Has the applicant received and signed the required Backflow Preventer Maintenance Information?

YES NO

Please complete this Application Form and attach the required Direct Deposit Form.

Submit via email to: publicworks@nanton.ca

Or drop off in person at:

Town of Nanton Public Works
Box 609, 2503 – 21 Avenue, Nanton, AB T0L 1R0

Maintenance Disclosure Statement

Note: After installation, the Town of Nanton is NOT responsible for ongoing maintenance of the Backflow Preventer to ensure continued functionality.

X _____

Town of Nanton Representative (Print Name & Sign)

X _____



Property Owner's Signature (Acknowledging Maintenance Disclosure)

REFERENCE NUMBER:
REPLACES POLICY DATED:

Town of Nanton
Sanitary Sewer Backflow Preventer Installation Program
Confirmation and Acknowledgment Form

I _____ am a registered landowner of lands legally described as
(Print Legal Name)

_____ (the "Lands") located within the boundaries of
the Town of Nanton (the "Town"). I hereby confirm and acknowledge the following:

1. I have applied to the Town for reimbursement of a portion of the costs of installing a new sanitary sewer backflow prevention device on the Lands pursuant to the Town's current Sanitary Sewer Backflow Preventer Installation Program (the "Program").
2. I have read and understood all of the Program's parameters, requirements and limitations provided by the Town and posted to the Town's website, including but not limited to, the following:
 - a. I am the sole party responsible for all initial costs of work completed in relation to the installation of a new sanitary sewer backflow prevention device on the Lands and the Town shall have no obligation to pay any contractors I hire in relation to such work.
 - b. The maximum reimbursement under the Program is \$500 or 50% of the installation cost, whichever is less. The Town reserves the sole right to review all installation costs, request additional information from myself or the party that completed the installation, and decide whether any and/or all of the costs are eligible for reimbursement.
 - c. The budget for the Program is limited and subject to change each year. Even if my application is approved, there is no guarantee of reimbursement within the same year.
 - d. To be eligible for reimbursement, I must:
 - i. Submit a complete application and any requested documents to the Town before work begins.



REFERENCE NUMBER:
REPLACES POLICY DATED:

- ii. Arrange for and allow a Town inspection of the installation location prior to the work.
 - iii. Ensure all work is completed by a certified plumber after confirming budget availability.
 - iv. Pay all installation costs and submit an invoice and proof of payment to the Town.
3. A sanitary sewer backflow prevention device does not guarantee protection from backflow events. The device must be maintained according to manufacturer's recommendations. As the landowner, I am solely responsible for maintenance, repairs, or replacement of the device.
 4. Regardless of reimbursement, I remain the legal owner of the installed backflow prevention device.
 5. The Town assumes no liability related to the device installed on the Lands. I release and discharge the Town and its employees, agents, contractors, and representatives from any claims related to the installation or performance of the device.

NOTE - the Town of Nanton will not be held responsible for the accuracy of sanitary sewer location on private property.

I am signing this form freely and voluntarily, with the opportunity to seek independent legal advice, and without any duress or coercion. I am fully aware of its contents. |

Date: _____

Legal Landowner Name (print): _____

Legal Landowner Signature: _____

Witness Name (print): _____

Witness Signature: _____

(To be completed after backflow device installation and payment)

Town Representative: _____

Home/Business Owner: _____

Date: _____

Copy of Receipt Attached: ____ YES / NO ____



REFERENCE NUMBER:
REPLACES POLICY DATED:



REQUEST FOR DECISION

Meeting: May 20, 2025
Agenda Item: 5.2

Community Centre Energy Efficiency upgrades

ADMINISTRATIVE RECOMMENDATION(S):

That the community centre capital project/energy efficiency upgrade be put on hold and administration monitor government funding options for envelope upgrades that are needed but not grant driven.

PURPOSE:

For council to consider the community center energy efficiency capital project and associated work.

BACKGROUND / IMPLICATIONS:

Back in 2022, the Town had an ASHRAE level 1 energy audit completed on the Community Centre and along with that some infrared scans were done that indicated there was pretty significant heat loss coming from the exterior walls of the facility. The results of the energy audit indicated that insulating the exterior walls was an option but would be an expensive one and was not suggested unless other extensive renovations were being done.

Other recommendations included insulating pipes, hot water tank replacement, weather stripping doors and windows, lighting replacements and upgrading HVAC equipment. Since the energy audit we've replaced all lighting with LED lights, we've installed new exterior doors, we've replaced the large commercial hot water tank, one of the furnaces and we have budgeted to replace another furnace and hot water tank this year. So, as one can see, a lot has been done to improve the energy efficiency of the building already.

The upgrade to the exterior walls at the time of the audit was not recommended but considered something to seriously consider in the next 5 years. Within the approved 2025 capital budget \$100,000 has been allocated for this type of work based on a rough estimate we received back in 2023. When the project was discussed during the capital budget deliberations it was suggested that an energy audit/energy use calculation for retrofit assumption to determine possible energy savings be done. Administration has looked into the possibility of a further energy audit with a focus on building envelope upgrades. Three firms were contacted and all of them noted that this type of improvement could improve energy efficiency to a certain degree, but it may not be that cost effective (long payback time).

The Municipal Climate Change Action Centre (MCCAC) does currently still have funding available for energy efficiency upgrades through the Community Energy Conservation Program. Unfortunately, a building envelope upgrade isn't included as an energy conservation measure meaning a new energy audit would need to be completed to determine the potential energy savings of an envelope upgrade. The program covers 50% of the energy audit and then potentially we could receive up to 50% of the costs of the project if approved. A further 10% project cost rebate applies if the project results in 20% or greater facility wide emission reduction.

Quotes received for an energy audit were approximately \$10-12K so if we were successful, the cost to the Town would be \$5-6K before even doing a project. We've received another rough estimate recently for the building envelope upgrade in which it was recommended to strip back the exterior stucco and replace it with an EIFS system (Exterior Insulation Finishing System). This allows to insulate from the exterior face as opposed to having to do anything on the interior side – the cost estimated is \$130K so quite a bit more than the capital budget number.

Based on the noted information and what we've found, administration would like to get feedback from council on this potential project.

The question to council, is a building envelope upgrade to the Community Centre still a priority ?

- Improving energy efficiency is a good thing and if the exterior appearance could be upgraded that is also good but is the cost to do so is high. Insulation could be added to exterior walls from the inside too, but this may be more intrusive and cause a potential short term closure of the facility. If the project wasn't done, the cost to heat and cool the building wouldn't change and the budgeted money could be allocated elsewhere, but if we don't do the project with this year's budgeted money it may be tough to budget for it in the future and end up being more expensive (if it was delayed).
- Spending additional dollars on an energy audit would provide some useful information but those dollars could also be used elsewhere. It could be argued an energy audit is not worthwhile as we've already done one and we know an envelope upgrade would provide some energy efficiency/savings. (Does having this information change council's mind on the need for this type of project)
- There is potential grant aid, but it sounds very much like if the project doesn't result in significant savings, then we wouldn't receive approval.
- Annual utility costs (which the Town now cover) are approximately \$12,000 - \$13,000. Based on a some quick internet research, a building envelope upgrade could potentially result in 15 to 25 percent energy savings meaning costs could be reduced by as much as \$3,000 annually but this still means a very long payback time.

ADMINISTRATIVE RECOMMENDATION(S):

Administration is recommending that the community centre capital project/energy efficiency upgrade be put on hold and administration monitor government funding options for envelope upgrades that are needed but not grant driven.

DECISION OPTIONS:

- #1 – Approve
- #2 – Approve with amendments
- #3 – Do not proceed

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation:

Attachments:



Prepared By: Clayton Gillespie, Corporate Services Manager

Date: May 13, 2025

EST 1903
CHIEF ADMINISTRATIVE OFFICER

APPROVED BY: Neil Smith, Chief Administrative Officer:

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





REQUEST FOR DECISION

Meeting: May 20, 2025
Agenda Item: 5.3

Canadian Grain Elevator and Discovery Centre – MASTER SIGN PLAN APPLICATION (DC-1)

Purpose:

To present and seek Council's approval on a Development Permit Application under the DC-1 Bylaw 1392/24 for a master sign plan package, including several freestanding (fence attached), fascia (building attached), portable and temporary signs for the Canadian Grain Elevator and Discovery Centre site.

Administration Recommendation:

THAT Council approve Development Permit Application D15- 25 for a master sign plan for the Canadian Grain Elevator Discovery Centre society on property located at Block 114 Plan 831 1702, Lot 2 Block 121 and PTN Lot 5 Block 121 Plan 081 1102, as presented, with the following conditions:

1. The maximum number of signs allowed under the Special District signage standards (as per Sections 3.46 through 3.57 inclusive) has been waived to allow the number of signs as shown on the approved site plan.
2. All signs erected must be in conformity with the sign plans as approved and on record for this location.
3. Compliance with the requirements of this bylaw does not exempt any person undertaking a development from complying with all applicable municipal, provincial or federal legislation, and respecting any easements, covenants, agreements or other contracts affecting the land or the development.
4. Developer to obtain any other approval, permit, authorization, consent or license that may be required to develop or service the affected land.

Optional condition:

5. Prior to installation, a proof of the proposed design and dimensions of the temporary banner sign shall be provided to the Development Officer for compliance with the Town of Nanton Land Use bylaw signage regulations.

Decision Options:

1. Approve the application with conditions
2. Approve the application with modifications
3. Refuse the application

Background:

The Direct Control Bylaw was enacted to assign Council to act as the Development Authority for discretionary uses, including variances. The Regulations of the DC-1 Bylaw stipulate that proposed

signage, whether or not exempt from requiring a permit, will align with the sign requirements as provided for in Land Use Bylaw 1389/24. This discretionary use application also exceeds the maximum number of signs allowed on a parcel in a Special District (typically one sign type allowed per site or per building for each street bounding the property).

The Development Officer has reviewed the package and recommends that the number of signs, as well as their consistency in design theme and spacing around the site, is suitable for this use and location.

Implications/Considerations:

CAO Comment:

These signs appear very attractive and informative, adding incremental value to the historic site.


Attachments:


- 1) Master sign plan package, including Site Plan and photos of most proposed signs.

Related Policy or Bylaw:

- 1) Land Use Bylaw 1389/24 – Signage Sections 3.46 – 3.57 (for Special Districts)
- 2) DC – 1 Bylaw 1392/24 (attached)

Prepared By: Georgina Sharpe, Planning and Development Officer Date: May 14, 2025

Approved by:  _____ Date: May 15th 2025

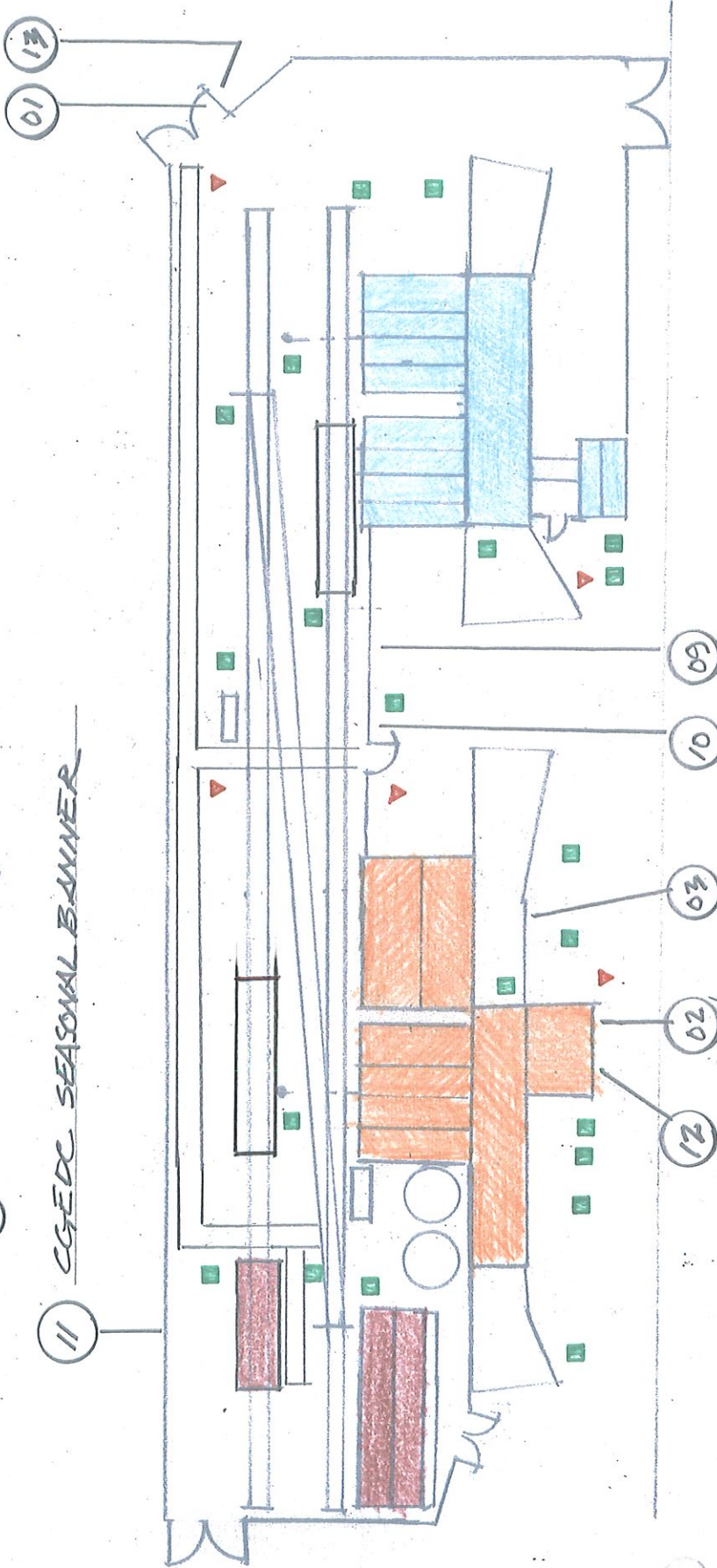


LEGEND

- ▼ SERIES - WAYFINDING SIGNS - PORTABLE - POSTS
- SERIES - PORTABLE INTERPRETIVE SIGNS - PEDESTALS
- ⑫ SERIES - INFORMATIONAL SIGNS - FIXED



⑪ CGEDC SEASONAL BANNER



- ⑫ CGEDC RECEPTION
- ⑦ CGEDC MAIN - VISITUS
- ③ CGEDC SITE MAP
- ⑩ CGEDC RAILWAYS
- ⑨ CGEDC DONOR BOARD
- ⑩ CGEDC NORTH GATE VISITUS
- ⑬ CGEDC PRESENTLY CLOSED

CGEDC - SITE PLAN 219-19 AVE
EXT. SIGNAGE PLAN
SCALE 3/16" = 10'-0" Apr 7/25 R.

CGEDC - EX SIGNS

PHOTO #1

4E
01



CANADIAN GRAIN ELEVATOR DISCOVERY CENTRE

www.nantongrainelevators.com

VISIT US!

☎ 403-646-1146

48" 4 x 72" W

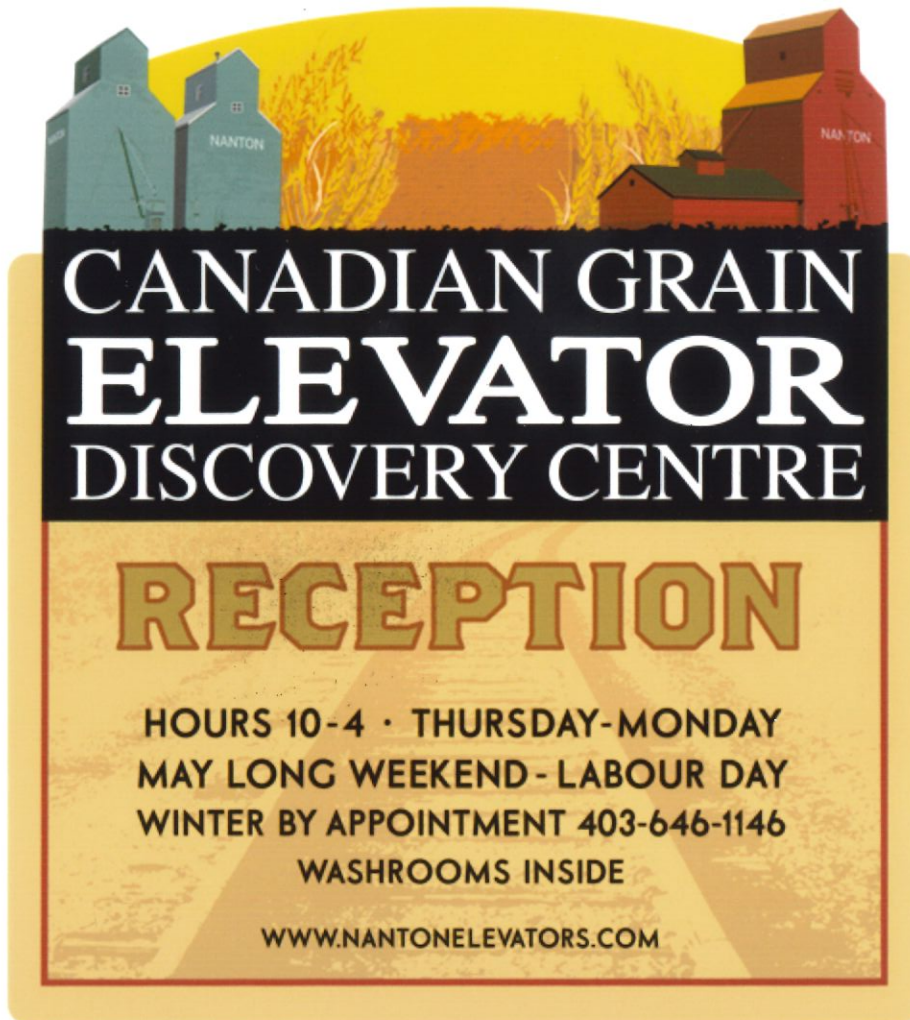
4E.01,02 NORTH GATE (RV56)
PIONEER MAIN



4E
02

4E
12

CGEDC-EXT SIGNS
Photo #2



48" H x 43" W

4E.012 RECEPTION - PIONEER



CANADIAN GRAIN ELEVATOR DISCOVERY CENTRE

VISIT US! WWW.NANTONELEVATORS.COM ☎ **403-646-1146**


48"4 x 72" W

4E. 01, 02 NORTH GATE / PIONEER MAIN



4E
03

CGEDC - EXT SIGNS
Photo #3

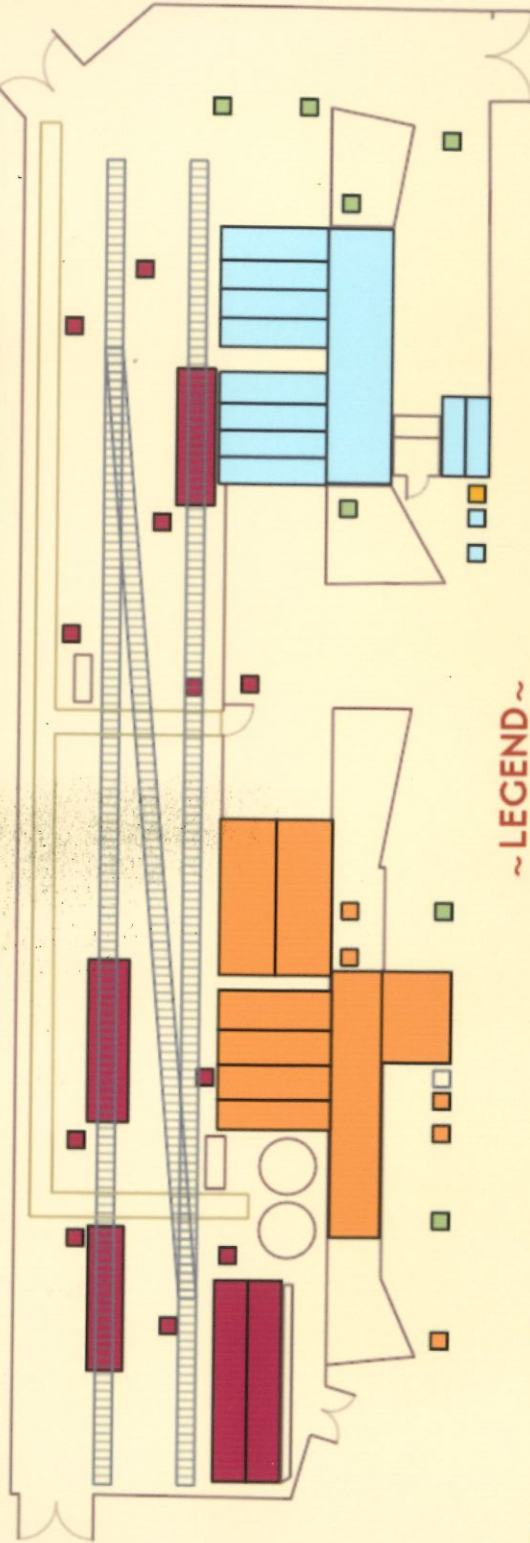


**CANADIAN GRAIN
ELEVATOR
DISCOVERY CENTRE**

SITE MAP



www.nantongrainelevators.com ☎ 403-646-1146



~ LEGEND ~

- SOUTH ELEVATOR
Lorem ipsum dolor sit
Amet, consectetur
Bipiscing elit, sed diam
Nonummy aoeoflo
- RAIL LANDS
Lorem ipsum dolor sit
Amet, consectetur
Bipiscing elit, sed diam
Nonummy aoeoflo
- NORTH ELEVATOR
Lorem ipsum dolor sit
Amet, consectetur
Bipiscing elit, sed
Nonummy aoeoflo
- FARM EQUIPMENT
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- SOUTH ELEVATOR
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4E.03 SITE MAP

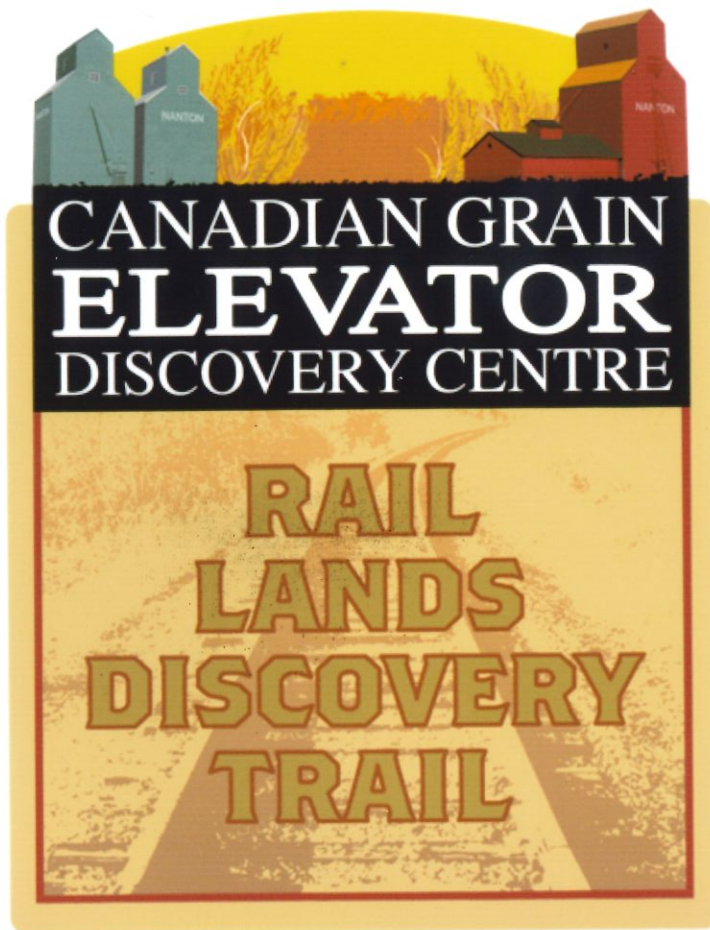
48" H x 76" W



CGEDC - EXT SIGNS
PHOTO #4

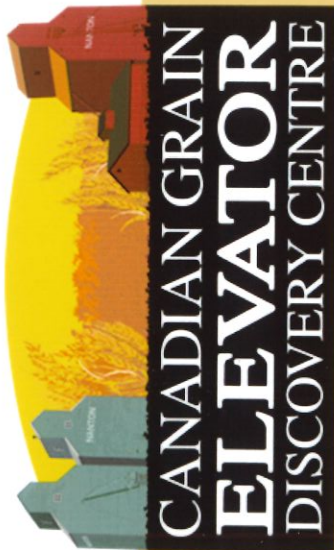
4E
09

4E
10



39" x 30" W

4E.10 RAILLANDS ENTRANCE



**CANADIAN GRAIN
ELEVATOR
DISCOVERY CENTRE**

MAJOR DONORS

www.nantongrainelevators.com

CORPORATE

Apex Solutions Inc.
Horizon Consulting Group
Parkside Energy Co.
Apex Wellness Products
Glacier Financial Services
Nova Marketing Agency
BlueSky Logistics
Synergy Travel Co.
Ember Tech Group
Urban Harvest Foods
Echo Media Productions
Pinnacle Construction Corporation
Celestial Ventures

Apex Solutions Inc.
Horizon Consulting Group
Parkside Energy Co.
Apex Wellness Products
Glacier Financial Services
Nova Marketing Agency
BlueSky Logistics
Synergy Travel Co.
Ember Tech Group
Urban Harvest Foods
Echo Media Productions
Pinnacle Construction Corporation
Celestial Ventures

HONORARY LIFE MEMBERS

Olivia & Carter Blackburn
Mia Thompson
Lucas Hargrove
Ava & Mason Delgado
Sophia Langston
Noah Ferris
Lily & Aiden Marsh
Isabella & Gabriel Ortiz
Amelia Kirland
Jackson Voss
Charlotte Elijah Kline
Harper Woodson
Benjamin Stokes
Ella Martinez

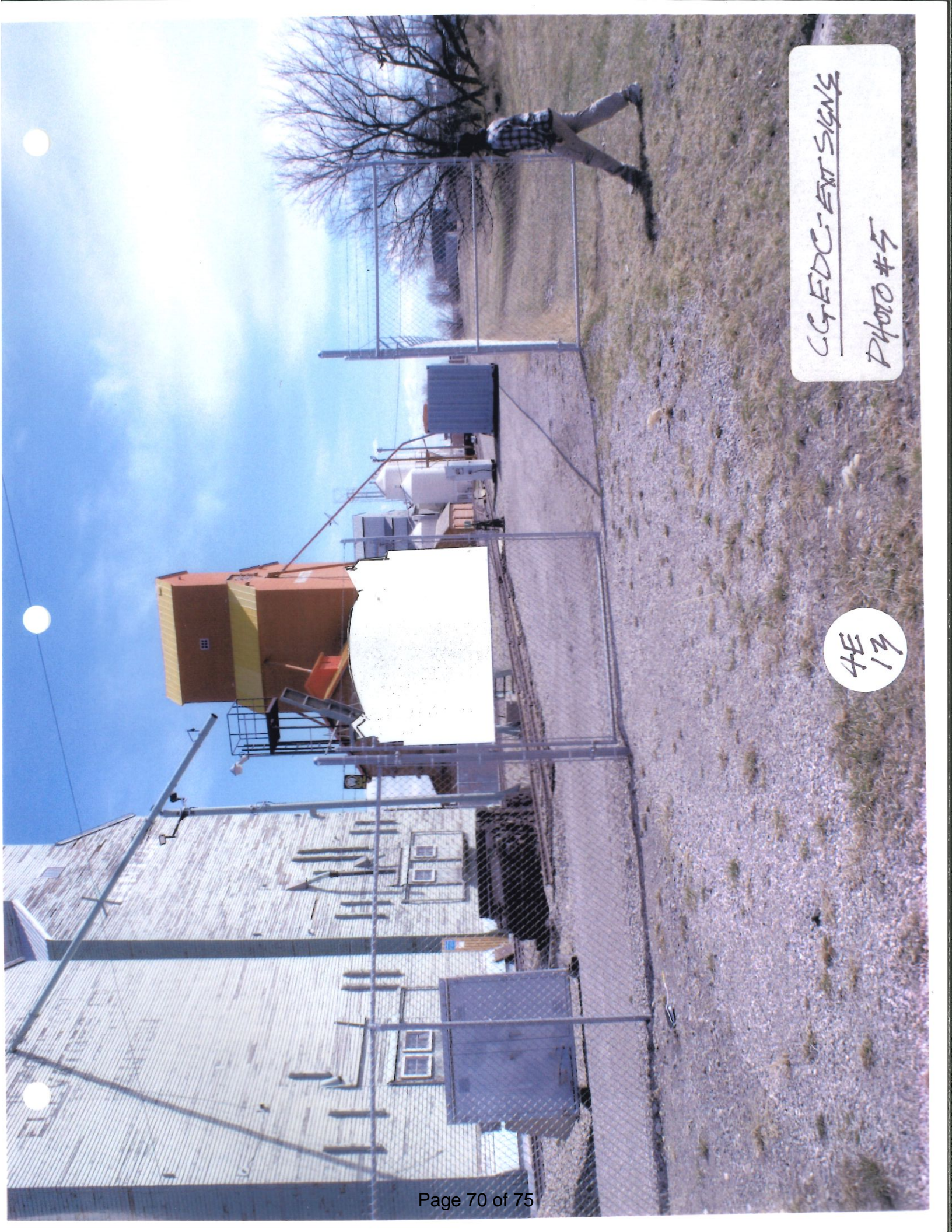
INDIVIDUAL

Isaac Monroe
Grace Holloway
Samuel Cruz
Chloe Westwood
Oliver Bates
Zoey Richards
Henry Miles
Scarlett Shaw
Liam Jansen
Lila Cross
Aaron Mitchell
Jasmine Chiang
Wyatt Kearney
Scarlett Poole

Julian Grant
Sophie Price
Landon Fields
Victoria Hale
Carter Hayward
Ella Navarro
Matthew Douglas
Oliver Bates
Zoey Richards

48" H x 76" W

4E.09 MAJOR DONORS



CG-EDC-EXT SIGNS
PHOTO #5

4E
13



CANADIAN GRAIN
ELEVATOR
DISCOVERY CENTRE

PRESENTLY CLOSED

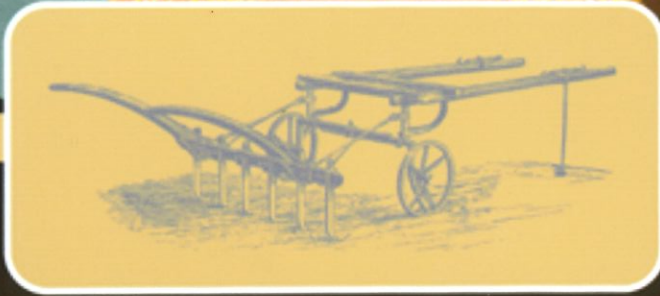
HOURS 10-4 • THURSDAY-MONDAY
MAY LONG WEEKEND - LABOUR DAY
WINTER BY APPOINTMENT 403-646-1146

www.nantongrainelevators.com

48" H x 72" W

4E.13 NOAH GATE
REVERSE

(RVS'D)



Toret dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequatorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

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124 WORDS

24" H x 18" W.

SE.01 INTERPRETIVE



ALBERTA
HEALTH

Office of the Minister
MLA, Red Deer-North

AR 230975

APR 29 2025

Evan Berger
Chair, Nanton Health Centre Management Committee
Municipal District of Willow Creek No. 26
P.O. Box 550
Claresholm AB T0L 0T0

Dear Evan Berger:

Thank you for your letter sent on behalf of the Nanton Health Centre Management Committee regarding the expansion and renovation of the Nanton Health Centre.

On February 27, 2025, the Government of Alberta tabled *Budget 2025*, which includes the Capital Plan. While *Budget 2025* does not include targeted funding for the Nanton Health Centre, I am pleased to share that the Capital Plan provides \$20 million to support the planning of primary care centres in Alberta. Alberta Health will engage the Nanton Health Centre Management Committee to review the proposal and assess options for advancing this initiative. Coordination with Alberta Infrastructure and Primary Care Alberta will occur as necessary.

Alberta Health recognizes the importance of this initiative, and I look forward to ongoing collaboration. Should you have any further questions, please contact Shelley Van Tamelen, Planner, Corporate and Capital Planning Branch, at Shelley.VanTamelen@gov.ab.ca.

Thank you again for writing.

Sincerely,



Adriana LaGrange
Minister of Health

cc: Honourable Martin Long, Minister of Infrastructure
Chelsae Petrovic, Parliamentary Secretary for Health Workforce Engagement
Justin Wright, Parliamentary Secretary for Rural Health (South)
Calvin Maxfield, Director, Corporate and Capital Planning Branch, Alberta Health
Shelley Van Tamelen, Planner, Corporate and Capital Planning Branch, Alberta Health

Subject: FW: Your Feedback Needed: Review of Alberta Police Funding Model

From: Alberta Police Funding Model Review <AlbertaPoliceFundingModelReview@mnt.ca>

Date: May 14, 2025 at 3:01:52 PM MDT

To: Alberta Police Funding Model Review <AlbertaPoliceFundingModelReview@mnt.ca>

Subject: Your Feedback Needed: Review of Alberta Police Funding Model

You don't often get email from albertapolicefundingmodelreview@mnt.ca. [Learn why this is important](#)

Hello,

In 2020, the Government of Alberta introduced the Police Funding Model under the new Police Funding regulation to establish an equitable, transparent and sustainable model for provincial policing. At the time, the Government of Alberta committed to conducting a review of the Police Funding Model after five years. In accordance with this commitment, the Government of Alberta has engaged MNP LLP (MNP), an independent accounting and consulting firm, to conduct the Police Funding Model review.

In the coming weeks, MNP will provide several opportunities to participate and contribute your feedback on the Policing Funding Model, including feedback on the method for allocating costs, concerns with the model, and suggested improvements or changes for the future. Your input will help develop recommendations influencing the future of the Police Funding Model.

You will be invited to provide your feedback through the Police Funding Model Review Survey and to participate in a regional feedback session. Sessions will include remarks by the Honourable Mike Ellis, Minister of Public Safety and Emergency Services and a breakout session to provide feedback on the current police funding model, identify concerns with the model, and suggest improvements or changes for the future.

All survey responses will have the option to remain anonymous and will be reported back to the Government of Alberta in a 'What We Heard Report' through consolidated themes and findings without attribution to any individuals.

After collecting stakeholder feedback through the survey and sessions with elected officials, administrators, and expert interviews, MNP will analyze the feedback and independently review the Police Funding Model. This review will include actionable recommendations for fairness, shared fiscal responsibility, and sustainability.

To learn more about the Policing Funding Model Review, please visit <https://www.alberta.ca/police-funding-model-review-engagement>.

Any additional questions can be directed to MNP at AlbertaPoliceFundingModelReview@mnt.ca.

Best regards,

Nathan Maertins, MBA, PMP
MANAGER, CONSULTING SERVICES
(He/Him)

MNP

Member of Praxity, AISE
Global Alliance of Independent Firms

MNP. 100% made in Canada
Wherever business takes you



MNP. Un cabinet bien d'ici.
Partout où mènent les affaires.

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