



AGENDA

Monday June 16, 2025, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for May 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
- 3.3.6 Peace Officer – E
- 3.3.7 Emergency Management

3.4 COUNCIL:

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

3.5 OTHERS:

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1 June 2, 2025 Regular Meeting Minutes - E

4.2 BUSINESS ARISING FROM THE MINUTES:

- 4.2.1 Request for Decision Draft Utility Bylaw 1407/25 – E
- 4.2.2 Resolution for Alberta Municipalities with respect to recreation - E

5. NEW & UNFINISHED BUSINESS:

- 5.1 Brief Information Council Remuneration and Travel - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

- 6.1.1 Royal Canadian legion Nanton Branch Crosswalk Stencil – E

6.2 FOR INFORMATION:

- 6.2.1 Municipal Affairs Aquatic Invasive Species (AIS) Prevention – E
- 6.2.2 Royal Canadian Mounted Police (CMP) 4th Quarter Report – E
- 6.2.3 Royal Canadian Mounted Police CPIC Pilot Project Response - E

7. CLOSED CONFIDENTIAL SESSION:

- 7.1 Request for Decision Offer to Purchase Land Access to Information Act (ATIA) Section 29 Advice from Officials and Section 30 Economic Interests of the Municipality
- 7.2 Livinstone Range School Division Access to Information Act (ATIA) Section 28 Local Public Body Confidences
- 7.3 Chief Administrative Officer Performance Evaluation Access to Information Act (ATIA) Section 22 Confidential Evaluations

8. ADJOURNMENT:



STATUS REPORT

Meeting: June 16th, 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 June 2, 2025				
124– 25/06/02	Bring forward draft bylaws and draft local improvement plans for the proposed Nanton industrial lands roads improvements to 18th Avenue and 19th Avenue.	Drafting work initiated	IP	CAO/CS/OP/LS

COUNCIL

Res #	Description	Notes	Status	FWD
Council Recommendations				
278-24/10/21	RFD Energy Audit		C	CS
12-25/01/20	THRC Conceptual Plan	Drawing phase	IP	CAO
16-25/01/20	ASP for Northwest Areas of Town – ORRSC	Survey ended May	IP	DO/CAO
44-25/02/18	Letter for ICF Committee re Recreation Funding	This meeting	IP	CAO
85-25/04/21	Tribute wall design up to \$5,000		IP	CS

DEPARTMENTS

Res #	Description	Notes	ST	fw
30-25/02/03	RFD Firefighter recruitment options		IP	CS

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>		



cao at 11:55:46 AM, 6/12/2





CAPITAL PLAN STATUS

Meeting: June 16th , 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 almost complete for this year. 19th Street sidewalk work complete.</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 COMPLETE	225,000
Waste water mains	re-lining COMPLETE	100,000
Equipment	Wastewater line Flusher truck COMPLETE	75,000
	Wastewater	83,000
Stormwater management	Westview storm pond assessment COMPLETE	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. Gazebo nearing completion. Chamber fountain has been installed (becomes municipal asset).</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 work awarded; 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)



cao at 11:56:02 AM, 6/12/2





REPORT FROM ADMINISTRATION

Meeting: June 16th 2025

Agenda Item: 3.1.3

Chief Administrative Officer

To May 31st 2025

Highlights

- NW Area Structure Plan Meetings
- Emergency Preparedness session
- Regional Enforcement Working Group
- Town Open House

Current issues



While the wastewater infiltration event has receded in terms of its critical nature, almost immediately we were confronted with revised long range weather forecasts for the summer. With that in mind, we will leave Level 2 restrictions in place for the time being. This will be discussed regularly with the Operations Department.

Budget dependent, work will continue to trace as many wastewater collector infiltration leaks and water distribution leaks throughout summer.

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

I am happy to report that Public Works Operator Stephen Nicholl has secured his grader operator's certificate.

Bylaws and Policies

The Utilities Bylaw revision is currently the only major change being planned in the near term.

Respectfully submitted,


Nest Smith

cao at 11:56:13 AM, 6/12/2

Town of Nanton
Vendor Cheque Register
Range: May 1 - May 31, 2025
Sorted by: Cheque date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT000000006138	888351 Alberta Ltd o/a Wild Rose	5/10/2025	\$15,537.50	Sludge hauling & removal
EFT000000006139	911 Supply	5/10/2025	\$302.37	Fire department supplies
EFT000000006140	Aerzen Canada	5/10/2025	\$2,397.80	Wastewater equipment
EFT000000006141	Alberta Marine	5/10/2025	\$167.70	Miscellaneous parts
EFT000000006142	Big Hill Services	5/10/2025	\$12,874.05	New arena scoreclock
EFT000000006143	Bobcat of Calgary	5/10/2025	\$85.83	Parts
EFT000000006144	Canadian Linen & Uniform	5/10/2025	\$74.61	Office & library mat cleaning
EFT000000006145	Canoe Procurement Group of Canada	5/10/2025	\$16,016.41	Solar crosswalk & other miscellaneous
EFT000000006146	ClearTech Industries Inc	5/10/2025	\$4,825.80	Water plant chemical
EFT000000006147	Contain-A-Way Services	5/10/2025	\$1,350.80	Waste management services
EFT000000006148	Crossroad Energy Solutions Inc	5/10/2025	\$3,869.26	Water plant building maintenance
EFT000000006149	CUPE	5/10/2025	\$1,489.49	Union fees
EFT000000006150	Czop, Victor	5/10/2025	\$1,535.56	Per diem and travel expenses
EFT000000006151	Dump Gump	5/10/2025	\$2,625.00	Bin services for yard waste area
EFT000000006152	Elan Construction Limited	5/10/2025	\$5,376.00	THRC construction mgmt
EFT000000006153	Enfield, Tracy	5/10/2025	\$908.89	Cleaning services
EFT000000006154	First Impressions	5/10/2025	\$2,007.86	Staff apparel
EFT000000006155	Foothills Regional Emerg Services	5/10/2025	\$18,369.96	Annual fees
EFT000000006156	Foothills Regional Services Comm.	5/10/2025	\$7,272.00	Landfill tippage fees
EFT000000006157	GM Mechanical Ltd	5/10/2025	\$653.73	HVAC maintenance
EFT000000006158	Gregg Distributors Company Ltd	5/10/2025	\$1,455.66	Miscellaneous supplies
EFT000000006159	Hicklin Motors	5/10/2025	\$711.74	Vehicle maintenance
EFT000000006160	Hifab Holdings Ltd	5/10/2025	\$410.68	Shippng charges
EFT000000006161	Inspiris	5/10/2025	\$2,799.30	IT services
EFT000000006162	Saddle Mountain Tire	5/10/2025	\$84.00	Tire repairs
EFT000000006163	JDP Wasserman LLP	5/10/2025	\$12,082.00	Audit fees

EFT000000006164	Klearwater Equipment	5/10/2025	\$3,158.82	Wastewater plant chemical
EFT000000006165	LAPP Corporation c/o Alberta Pension	5/10/2025	\$6,737.09	Employee pension plan
EFT000000006166	Linde Canada Inc.	5/10/2025	\$724.84	Water plant chemical
EFT000000006168	Motion Industries (Canada) Inc	5/10/2025	\$843.32	Wastewater plant parts
EFT000000006169	Nanton Auto Parts Ltd.	5/10/2025	\$849.10	Miscellaneous supplies
EFT000000006170	Nanton Home Hardware Building	5/10/2025	\$344.99	Miscellaneous supplies
EFT000000006171	NextGen Automation	5/10/2025	\$99.33	Photocopier fees
EFT000000006172	NL Smith & Sons Const Ltd	5/10/2025	\$24,249.08	Storm water upgrades
EFT000000006174	Purolator Inc.	5/10/2025	\$165.22	Shippng charges
EFT000000006175	RecordXpress StorageVault Canada	5/10/2025	\$58.45	Office paper shredding services
EFT000000006176	Reynolds, Mirth, Richards & Farmer	5/10/2025	\$855.23	Legal costs
EFT000000006178	Super Save Disposal (AB) Ltd	5/10/2025	\$1,534.85	Waste management services
EFT000000006179	Superior Safety Codes	5/10/2025	\$3,266.34	Safety code fees
EFT000000006180	T & T Disposal Services	5/10/2025	\$6,606.38	Waste management services
EFT000000006181	Uline Canada Corporation	5/10/2025	\$432.78	Miscellaneous parts
EFT000000006182	Westwood Construction	5/10/2025	\$4,147.92	Gazebo construction
EFT000000006183	WR Meadows	5/10/2025	\$8,821.41	Traffic paint
020511	Aquam Aquatic Specialist Inc.	5/26/2025	\$2,831.02	Pool supplies
020512	Don Boyechko	5/26/2025	\$2,500.00	Secutity deposit
020513	CanPlay Safety Inspections	5/26/2025	\$1,207.50	Playground inspection services
020514	CentralSquare Canada Software	5/26/2025	\$354.38	E-send implementation fees
020515	Chubb Life Insurance Company	5/26/2025	\$151.43	Employee benefits
020516	DRV Transport & Rentals Inc.	5/26/2025	\$18,922.22	Wastewater bin rental
020518	Government of Alberta	5/26/2025	\$50.00	Land title fees
020519	Hydrasurvey Ltd.	5/26/2025	\$9,741.38	Storm water pond survey
020521	Town & Country Kosy Korner	5/26/2025	\$200.00	Rental fees
020522	Localintel Inc.	5/26/2025	\$525.00	Annual fees
020523	Loss Control Consultants Ltd	5/26/2025	\$5,040.00	Insurance appraisal
020524	Mainroad Maintenance Products	5/26/2025	\$1,440.60	Road maintenance product
020525	Mequipco Ltd.	5/26/2025	\$58,684.50	Dewatering project equipment
020526	Nitro Software Inc.	5/26/2025	\$1,078.14	IT subscription
020527	Prairie Environmental Services	5/26/2025	\$10,603.15	Gopher control services
020529	Tractorland (High River)	5/26/2025	\$24,179.92	Sweeper attachment

EFT000000006184	Advantage Vac & Septic	5/26/2025	\$12,047.57	Sludge hauling & removal
EFT000000006185	Allied Industrial Dynamics	5/26/2025	\$15,750.00	Centrifuge rental
EFT000000006186	B & B Energy Services Ltd.	5/26/2025	\$4,773.31	Pool access cover frame
EFT000000006187	Brogan Fire & Safety	5/26/2025	\$12,835.62	Fire equipment (reimbursable)
EFT000000006188	Canadian Linen & Uniform	5/26/2025	\$74.61	Office & library mat cleaning
EFT000000006189	ClearTech Industries Inc	5/26/2025	\$781.75	Water plant chemical
EFT000000006190	Coyote Courier Ltd	5/26/2025	\$333.90	Shippng charges
EFT000000006191	Evolve Construction Management	5/26/2025	\$12,193.91	THRC kitchen reno
EFT000000006193	Foothills Property Works Inc.	5/26/2025	\$59,373.75	Sludge hauling & removal
EFT000000006194	Inspiris	5/26/2025	\$3,900.73	IT services
EFT000000006195	Klearwater Equipment	5/26/2025	\$6,317.64	Chemical
EFT000000006196	LAPP Corporation c/o Alberta Pension	5/26/2025	\$6,737.09	Employee pension plan
EFT000000006197	MPE Engineering Ltd	5/26/2025	\$14,075.78	De-watering project engineering
EFT000000006198	F.C.S.S.	5/26/2025	\$488.00	Re-imbusement of grant costs
EFT000000006199	NextGen Automation	5/26/2025	\$612.50	Photocopier fees
EFT000000006201	Orkin Canada Corporation	5/26/2025	\$257.07	Pest control
EFT000000006202	Purolator Inc.	5/26/2025	\$53.43	Shippng charges
EFT000000006203	Read on Roads Incorporated	5/26/2025	\$14,437.50	Spray patching
EFT000000006204	Recreation Facility Personnel	5/26/2025	\$463.05	Membership fees
EFT000000006205	Shawne Excavating	5/26/2025	\$2,462.25	Waterline repairs
EFT000000006206	UFA Co-operative Ltd	5/26/2025	\$4,350.55	Fuel costs
EFT000000006207	Uline Canada Corporation	5/26/2025	\$515.51	Miscellaneous supplies
EFT000000006208	V Raffin Transit Mix Ltd	5/26/2025	\$735.00	Retaining wall blocks

Total Cheques: 82

\$489,258.91





MONTHLY REPORT

Meeting: June 16, 2025
Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: May 16, 2025 to June 12, 2025

ACTIVITIES:

RFP for IT services closed – new IT provider will be starting towards the end of June once the onboarding process is completed.

Tax payments slowly coming in – not including those on TIPP we are about halfway with a lot of rate payers waiting until the last couple of weeks.

Annual benefits renewal report received from Benefits provider – we will see an overall 9% increase in premiums for the 2nd half of the year due to dental and extended health care benefits.

New assessment services agreement with Benchmark signed – rates will increase but previously Benchmark had held their rates the same for the previous agreement.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

RFP for tribute wall issued and tender closed. No bids received so we are reaching out to vendors to try and solicit a response.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: June 12, 2025





MONTHLY REPORT

Meeting: June 16, 2025

Agenda Item: 3.3.2

Operations Department

Report Period: (May 2025)

ACTIVITIES:

- WASTEWATER OPERATIONS

- 28312 m³ of treated effluent was released to Mosquito Creek
- Backups in the wastewater collection system and WWTP are still ongoing, however the WWTP has begun catching up with the additional influent. The emergency containment cells and rental storage tanks were all drained of their stored raw wastewater. It will likely take several weeks before the WWTP has completely caught up.
- Visual inspection of the 24" sewer main was completed with the new sewer camera robot. Groundwater infiltration was observed at some of the joints between the sewer main and the manholes along the line, repairs were completed to stop the infiltration.

- WATER OPERATIONS

- 29777 m³ of treated potable water was sent to the Town's distribution system
- Water service line replacement work on 29th Ave in Westview is complete. At least two service lines were noted to have leaks however the overall condition of the lines was substantially better than the ones that were replaced last year on the north side of 20th street.
- Filling of the raw water reservoir is ongoing. Geosmin analytical results for the month of May indicate concentrations below lab detection limits in the raw reservoir, and concentrations between 7 and 9 nanograms per liter (parts per trillion) in the Town's distribution system, although this is likely just residual from earlier this year. Algacide injection into the raw potable water stream is ongoing to prevent algae blooms in the raw water reservoir.

- ROADS

- Pavement repairs started on 29 Ave. To complete patches from service line replacement.
- Grading roads and alleys.
- Started sweeping streets on May 23 in North Meadows and will be working south.
- Dust Abatement booked for June 2025.
- Spray patching completed on various areas in town.
- Lowered manholes on 18 St, 20 St, and 26 Ave and changed out damaged manhole on 28 street will be paving in June.
- CIMA completed roads assessment.

- SIDEWALKS/PATHWAYS

- New pin curb completed on 22 Ave.
- Started 19 street sidewalk project.
- Removed old map/sign board from 19 street and will replace it once the new sidewalk is completed.
- Sidewalks Canada completed assessment of sidewalks in town.
- Painting curbs.

- **MISCELLANEOUS**
 - Clean up shop, vehicles and equipment.
 - Fixed various signs in town.
 - Purchased street attachment for skid steer.
 - Installed culvert on pathway west of Diamond 4.
 - Picked up salt/sand piles and brought them to yard waste area.

- **CEMETERY**
 - 3 inurnments
 - Lowered poles at Cooper plot.

- **YARD WASTE AREA**
 - Load tree branch bin
 - Turning compost pile.
 - Cleaning up back end of yard.
 - Grade yard

- **STORMWATER**
 - Hydrovac plugged storm basin on 21 street.

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 will begin in June 2025

5. Sidewalk	Request for Quote	Quotes	RFQ	Quotes Received. Kel-Krete hired
6. Spray Patching	Cracks, Dips, potholes	Quotes	RFQ	Completed
7. Sweeping	Clean streets	Quotes	RFQ	Started sweeping May 23.
7. Dust Abatement	Apply dust abatement	Quotes	RFQ	Quote received. Booked for June 2025.
8. Tree Pile	Removal	Bins – T& T	Budgeted	Started hauling April 2025
9. Skidsteer	Purchase – New	Quotes	RFQ	Purchased and Received
10. Bucket Truck	Purchase – Used	Online search		Purchased and Received



cao at 11:58:50 AM, 6/12/2

NANTON SEDIMENT SURVEY REPORT 2024

NANTON, AB WESTVIEW MEADOWS STORMWATER POND

Location: Nanton, AB

Name of stormwater pond(s): Westview Meadows Stormwater Pond

Client: Town of Nanton

Client contact(s): Jordan Glas

Report prepared by: R. Machado

Surveyors: R. Aslouj, N. Gamba, J. Sinclair

Date(s) of survey: 16/04/2025

Map grid reference: Horizontal Datum: NAD83(CSRS) (2010.0), Projection: UTM, Zone 12N

Vertical datum: CGVD2013

Control points: HCP1 – (Base occupied static control point for processing with NRCAN PPP Service)

Revision number: 0

Report print size: 11x17"

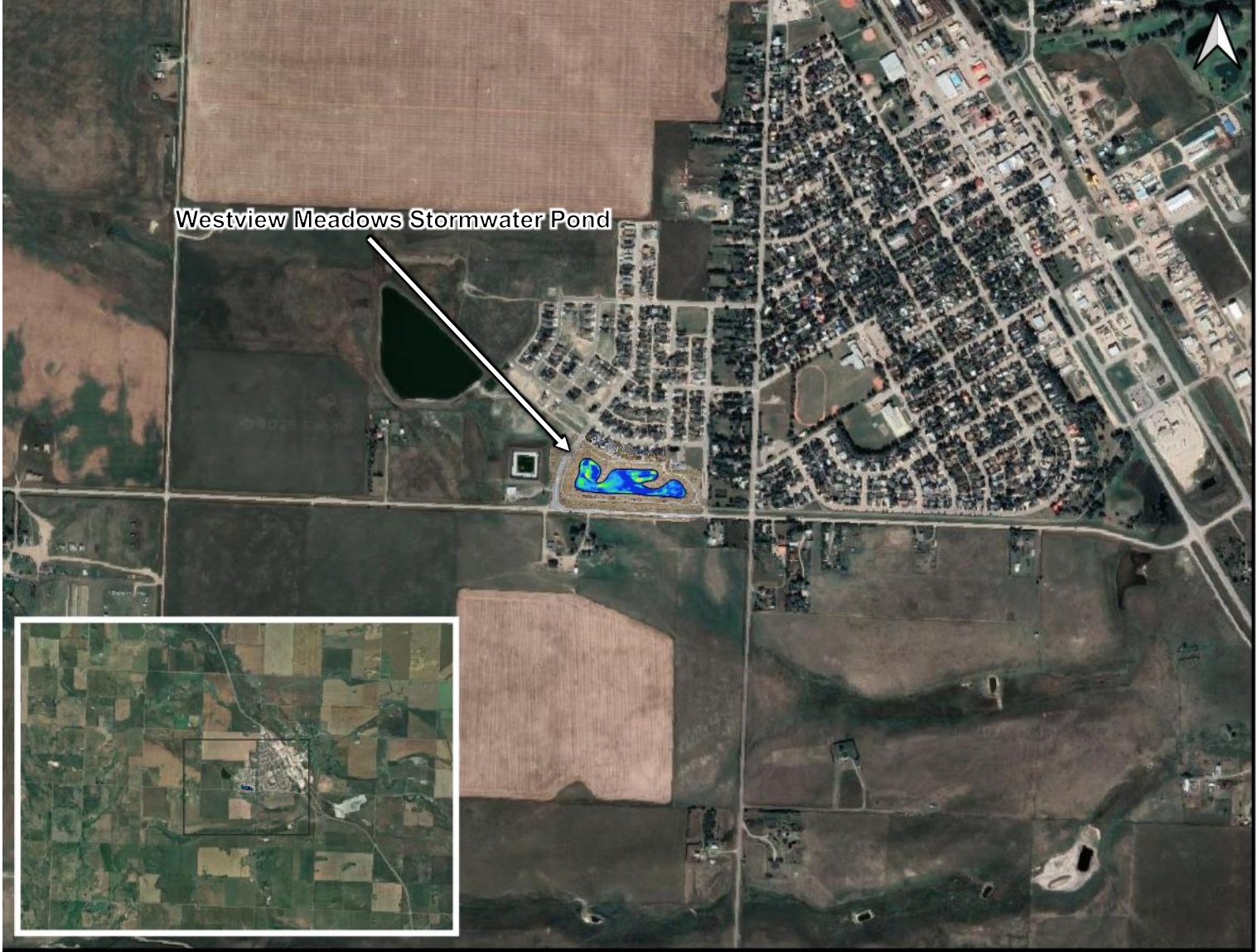


Figure 1 Nanton, AB Westview Meadows Stormwater Pond overview

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY	
Prepared by:	RM	21-04-2025		
Reviewed by:	AA	07-05-2025	Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	1 OF 18

FIGURES & TABLES SUMMARY

List of Figures

Figure 1 Nanton, AB Westview Meadows Stormwater Pond overview 1
 Figure 2 Nanton, AB Westview Meadows Stormwater Pond Westview Meadows Stormwater Pond
 Sediment blanket thickness.....3
 Figure 3 Westview Meadows Stormwater Pond overview.....3
 Figure 4 Westview Meadows Stormwater Pond Sediment blanket thickness4
 Figure 5 Westview Meadows Stormwater Pond top of Sediment blanket depths.....5
 Figure 6 Westview Meadows Stormwater Pond top of Sediment blanket elevations6
 Figure 7 Westview Meadows Stormwater Pond relevant features (Infrastructure locations are
 approximate)7
 Figure 8 Westview Meadows Stormwater Pond volumes.....8
 Figure 9 Westview Meadows Stormwater Pond – Alberta land application of biosolids criteria
 comparison.....9
 Figure 10 Westview Meadows Stormwater Pond – Alberta Class 2 landfill criteria analysis result 10
 Figure 11 Westview Meadows Stormwater Pond top of Sediment 3D isometric drawing – south to
 north11
 Figure 12 Westview Meadows Stormwater Pond top of Sediment 3D isometric drawing – south to
 north12

List of Tables

Table 1 Summary of Sediment survey findings 3

List of Appendices

- Appendix A – Glossary
- Appendix B – A note on volume calculations
- Appendix C – Nanton, AB Westview Meadows Stormwater Pond Sediment/Sludge sample test results and comparison with Hydrasurvey’s Database
- Supplement D – QField Sludge/Sediment Survey Dataset

List of Supplements

- Supplement A – Methodology
- Supplement B – 3D Top of Sediment blanket depths map
- Supplement C – 3D Sediment blanket thickness map

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY	
Prepared by:	RM	21-04-2025	Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
Reviewed by:	AA	07-05-2025	Project Number	25034
			Revision	0
Unless otherwise specified all dimensions are in meters			Sheet	2
				OF 18

EXECUTIVE SUMMARY

Hydrasurvey conducted a Sediment survey at the **Nanton, AB Westview Meadows Stormwater Pond** for the Town of Nanton on 16/04/2025. The purpose of the Sediment survey and this report is to map and quantify Sediment accumulation in the Westview Meadows Stormwater Pond. The Westview Meadows Stormwater Pond was in service at the time of survey. A virtual site tour can be accessed [here](#).

Pond	Date of survey	Water elevation CGVD2013 (m)	Maximum measured liner depth inside toe (m)	Current hydraulic capacity (m³)	Freeboard (m)	Estimated sediment volume - 2025 (m³)	*Estimated dredgeable sediment volume - 2025 (m³)	Estimated bone dry tonnes (BDTs) of sediment to be removed	Estimated dredgeable bone dry tonnes (BDTs) of sediment to be removed	Percent of total pond volume occupied by sediment (at surveyed dimensions)
WESTVIEW MEADOWS	16-Apr-25	1035.618	2.97	14,675	0.19	1,920	487	534	135	12%

*Note: For details regarding dredgeable volumes please refer to Appendix A - Glossary.

Table 1 Summary of Sediment survey findings

Westview Meadows Stormwater Pond findings:

- The Westview Meadows Stormwater Pond Cells has 12% of the volume occupied by Sediment.
- Sludge samples failed for the Alberta Biosolids Spreading (LWSS) Criteria for the Phosphorous/Nickel ratio.
- Subaquatic vegetation is growing off the pond bottom in some locations near the shoreline.
- Geese were observed in the pond, as well as mayfly larvae.
- The Westview Meadows Stormwater Pond is clay lined.
- Based on historic satellite imagery, surface water existed in the southeast corner of where the pond is currently built. No evidence of a spring was observed in acoustic data collected at the pond.



Figure 3 Westview Meadows Stormwater Pond overview

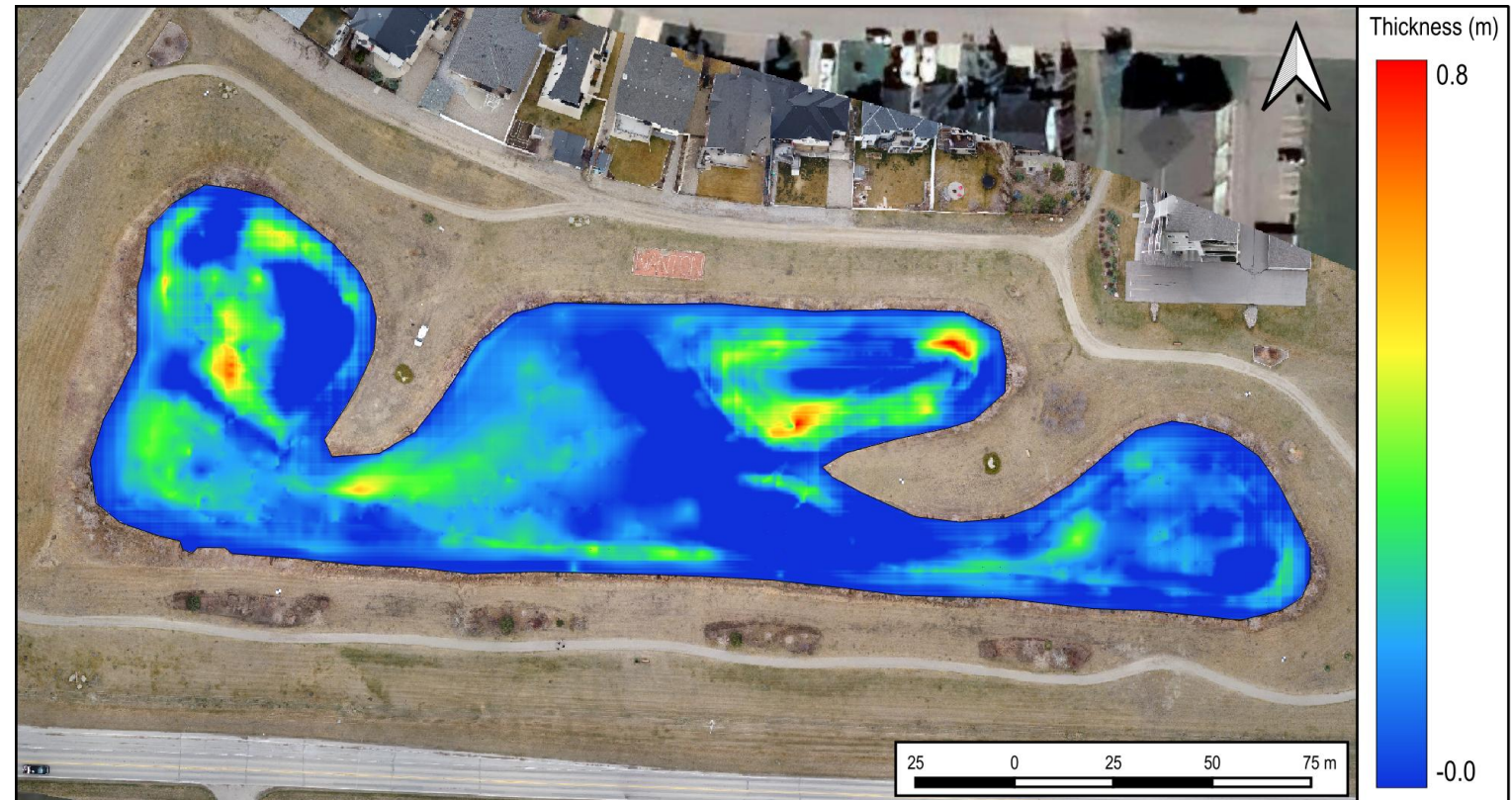



Figure 2 Nanton, AB Westview Meadows Stormwater Pond Westview Meadows Stormwater Pond Sediment blanket thickness

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

Name	Date	HYDRASURVEY 	
Prepared by:	RM	21-04-2025	Project Title Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
Reviewed by:	AA	07-05-2025	
		Project Number	25034
Unless otherwise specified all dimensions are in meters		Revision	0
		Sheet	3 OF 18

WESTVIEW MEADOWS STORMWATER POND – SEDIMENT BLANKET THICKNESS

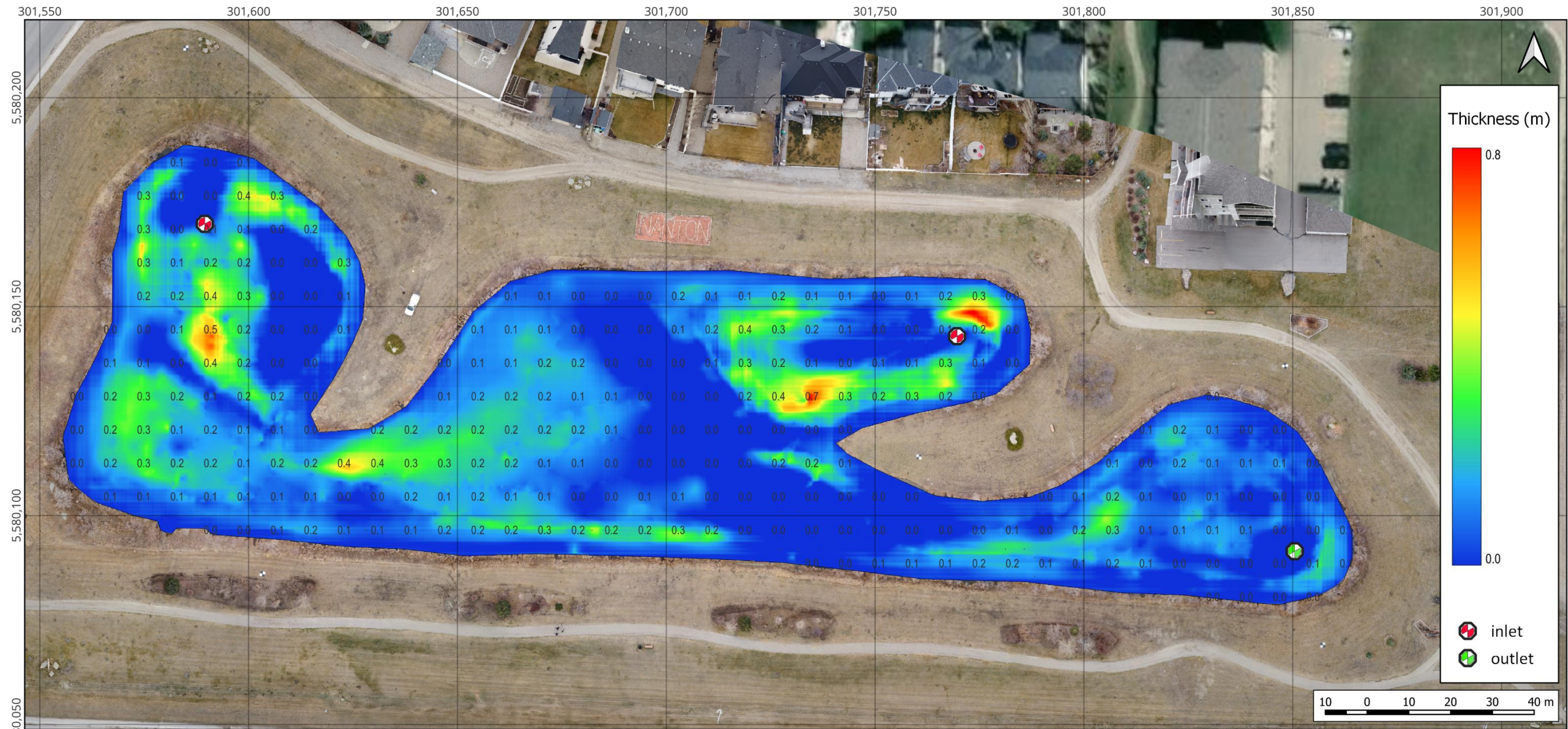



Figure 4 Westview Meadows Stormwater Pond Sediment blanket thickness

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date
Prepared by:	RM	21-04-2025
Reviewed by:	AA	07-05-2025
Unless otherwise specified all dimensions are in meters		

HYDRASURVEY 	
Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
Project Number	25034
Revision	0
Sheet	4 OF 18

WESTVIEW MEADOWS STORMWATER POND – TOP OF SEDIMENT DEPTHS

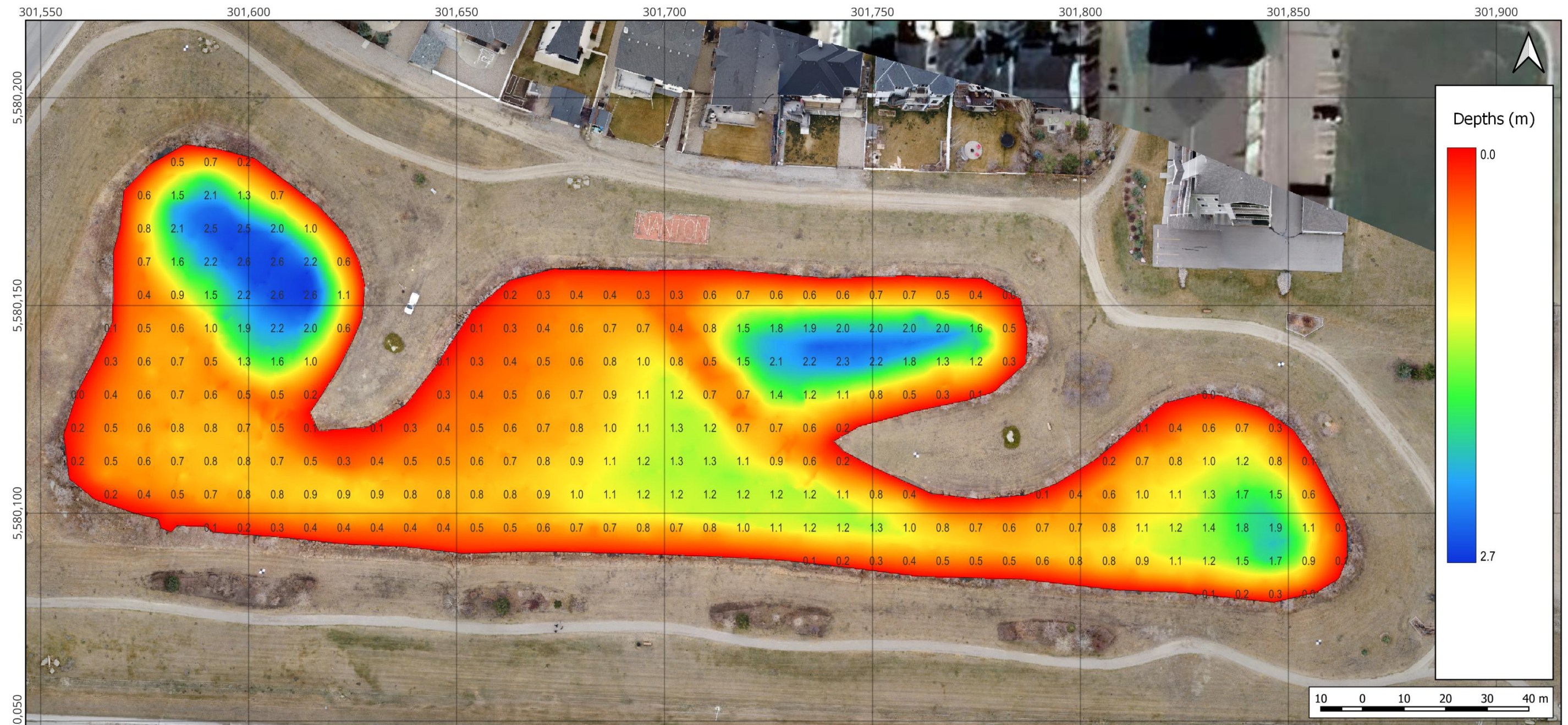



Figure 5 Westview Meadows Stormwater Pond top of Sediment blanket depths

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date
Prepared by:	RM	21-04-2025
Reviewed by:	AA	07-05-2025
Unless otherwise specified all dimensions are in meters		

HYDRASURVEY 	
Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
Project Number	25034
Revision	0
Sheet	5 OF 18

WESTVIEW MEADOWS STORMWATER POND – TOP OF SEDIMENT ELEVATIONS

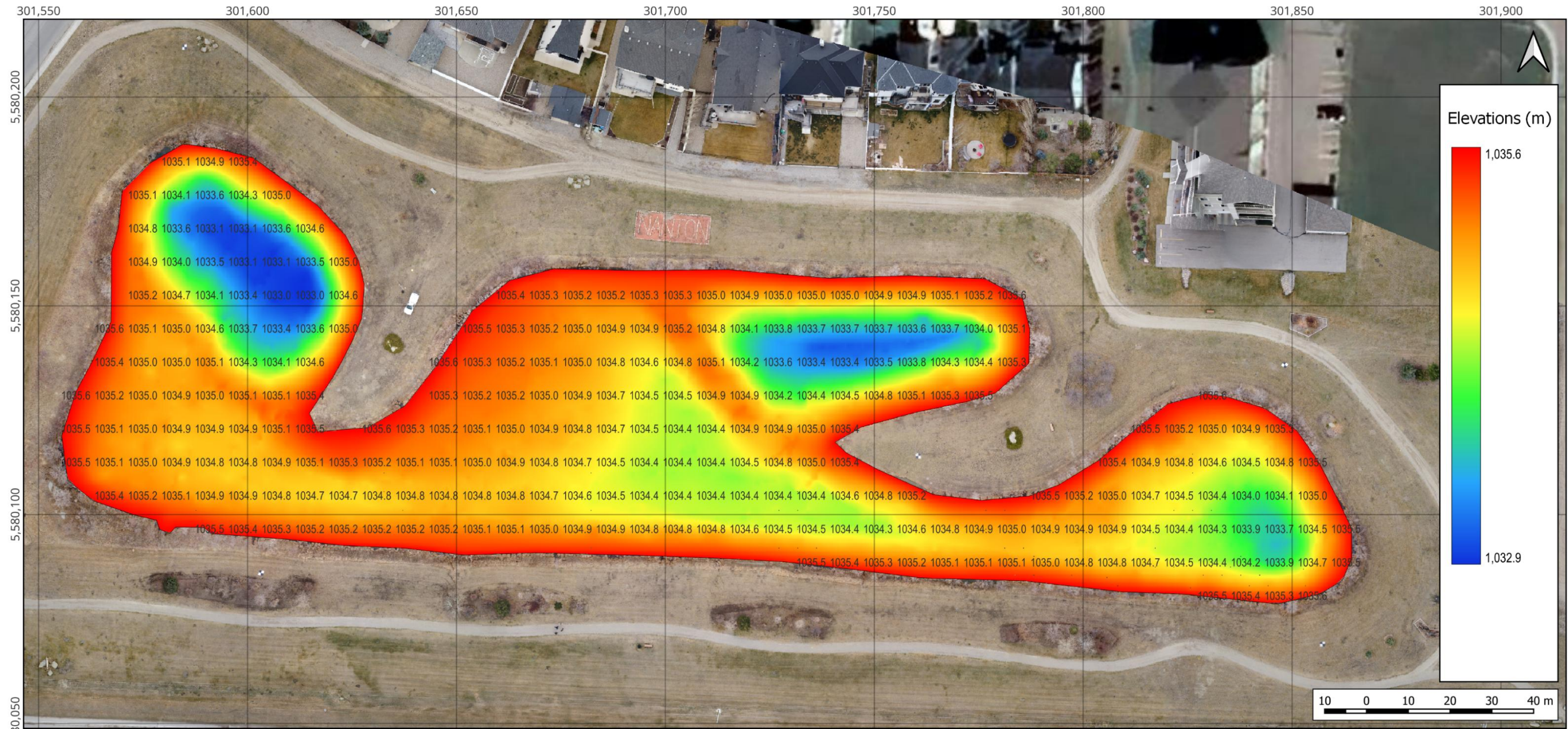



Figure 6 Westview Meadows Stormwater Pond top of Sediment blanket elevations

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date
Prepared by:	RM	21-04-2025
Reviewed by:	AA	07-05-2025
Unless otherwise specified all dimensions are in meters		


HYDRASURVEY 	
Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
Project Number	25034
Revision	0
Sheet	6 OF 18

WESTVIEW MEADOWS STORMWATER POND – RELEVANT FEATURES



Figure 7 Westview Meadows Stormwater Pond relevant features (Infrastructure locations are approximate)

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY 	
Prepared by:	RM	21-04-2025		
Reviewed by:	AA	07-05-2025	Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	7 OF 18

WESTVIEW MEADOWS STORMWATER POND VOLUMES

WESTVIEW MEADOWS ESTIMATED SEDIMENT QUANTITY

Estimated sediment volume is calculated using software that compares the measured and interpolated sediment depths with the depths of the lagoon liner obtained from engineered drawings and/or field measurements. A sediment sample is taken for lab analysis to determine total solids and total volatile solids and to obtain dry volume.

WESTVIEW MEADOWS:

TOTAL ESTIMATED VOLUME OF SEDIMENT TO BE REMOVED (WET) =	1,920 m³
TOTAL ESTIMATED VOLUME OF SEDIMENT TO BE REMOVED (DRY) =	420 m³
SPECIFIC GRAVITY (DRY AS SAMPLED) =	1.27
TOTAL ESTIMATED MASS OF SEDIMENT TO BE REMOVED =	534 BDT (Bone Dry Tonnes)
TOTAL ESTIMATED VOLATILE SOLIDS QUANTITY (DRY) =	25 m³
IN-SITU SEDIMENT DENSITY =	1,049 kg/m³

WESTVIEW MEADOWS HYDRAULIC CAPACITY AT PRESENT SEDIMENT LOADING

Hydraulic capacity calculations for each lagoon are performed by comparing the water level at the time of survey to the sediment profile with results shown below.

ESTIMATED HYDRAULIC CAPACITY - WATER LEVEL @ 1035.618 m = **14,675 m³**

WESTVIEW MEADOWS APPROXIMATE DIMENSIONS AND VOLUMES (AS SURVEYED)

Shape / sides	Irregular
Length	310 m
Width	95 m
Area	17459 m ²
Maximum liner depth	2.97 m
Total volume	16595 m ³
Total potential volume (high water level)	20000 m ³
Average sediment thickness	0.11 m
Average top of liner depths	0.95 m
Average top of sediment depths	0.84 m

REMAINING CAPACITY OF POND BASED ON SURVEYED SEDIMENT VOLUME

Stage	Depth (m)	Volume (m ³)	Area (m ²)
1	0.0	14,675	17,459
2	0.4	8,406	13,596
3	0.8	4,174	7,377
4	1.2	1,993	3,779
5	1.6	959	2,011
6	2.0	344	1,108
7	2.4	48	398
8	2.8	-	-

Figure 8 Westview Meadows Stormwater Pond volumes

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY	
Prepared by:	RM	21-04-2025		
Reviewed by:	AA	07-05-2025		
			Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
			Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	8
				OF 18

WESTVIEW MEADOWS STORMWATER POND - ALBERTA LAND APPLICATION OF BIOSOLIDS CRITERIA COMPARISON

QUALITY REPORT						
METAL	NITROGEN METAL RATIO			PHOSPHOROUS METAL RATIO		
	Calculated	Guide Minimum (Table 1)	Status	Calculated	Guide Minimum (Table 1)	Status
Cadmium (Cd)	6,214	1500	OK	1,186	600	OK
Chromium (Cr)	216	20	OK	41	8	OK
Copper (Cu)	100	15	OK	19	6	OK
Lead (Pb)	311	20	OK	59	8	OK
Mercury (Hg)	85,294	3000	OK	16,275	1100	OK
Nickel (Ni)	171	100	OK	33	40	REJECTED
Zinc (Zn)	43	10	OK	8	4	OK

PARAMETERS LIMITING APPLICATION RATE							
	Class 1 Site		Class 2 Site		Class 3 Site		
	Digested	Lagoon	Digested	Lagoon	Digested	Lagoon	
Solids	25.0	10.0	20.0	8.0	10.0	5.0	t/Ha
Total Nitrogen	206.9	183.9	160.9	137.9	92.0	69.0	kg/Ha
NH4-N (inject)	5,361.9	5,361.9	5,361.9	5,361.9	4,021.4	4,021.4	kg/Ha
NH4-N (surface)	12,064.3	10,723.9	9,383.4	8,042.9	5,361.9	4,021.4	kg/Ha
Cadmium (Cd)	714.3	714.3	523.8	523.8	381.0	381.0	kg/Ha
Chromium (Cr)	1,658.4	1,658.4	1,243.8	1,243.8	829.2	829.2	kg/Ha
Copper (Cu)	1,536.1	1,536.1	1,152.1	1,152.1	768.0	768.0	kg/Ha
Lead (Pb)	2,381.0	2,381.0	1,785.7	1,785.7	1,190.5	1,190.5	kg/Ha
Mercury (Hg)	3,268.0	3,268.0	2,614.4	2,614.4	1,307.2	1,307.2	kg/Ha
Nickel (Ni)	328.1	328.1	249.3	249.3	157.5	157.5	kg/Ha
Zinc (Zn)	980.4	980.4	653.6	653.6	490.2	490.2	kg/Ha
Most limiting rate	25.0	10.0	20.0	8.0	10.0	5.0	
Parameter	Solids	Solids	Solids	Solids	Solids	Solids	

Municipal Biosolids Quality Report and Parameters Limiting Application Rate - Westview Meadows Stormwater Pond	
Client	Town of Nanton
Lagoon Location	Nanton, AB
Project Number	250.4
Sample Work Order	344302
Ammonium Nitrogen (NH4-N)	0.0037 %
Nitrogen, Total Kjeldahl	0.44 %
Solids, Volatile	1.3 %
Moisture	78.1 %
Solids, Total	21.9 %
Cadmium	0.7 mg/kg
Chromium	20.1 mg/kg
Copper	43.4 mg/kg
Lead	14.0 mg/kg
Mercury	0.051 mg/kg
Nickel	25.4 mg/kg
Total Phosphorus	0.0830 %
Zinc	102.0 mg/kg

Figure 9 Westview Meadows Stormwater Pond – Alberta land application of biosolids criteria comparison

Above municipal biosolids quality report and parameters limiting application rate calculations referenced from “Alberta Guidelines for the Application of Municipal Wastewater Sediments to Agricultural Lands 2001” (Updated 2009)

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY	
Prepared by:	RM	21-04-2025	Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
Reviewed by:	AA	07-05-2025	Project Number	25034
			Revision	0
Unless otherwise specified all dimensions are in meters			Sheet	9 OF 18

WESTVIEW MEADOWS STORMWATER POND - ALBERTA CLASS 2 LANDFILL CRITERIA ANALYSIS RESULTS

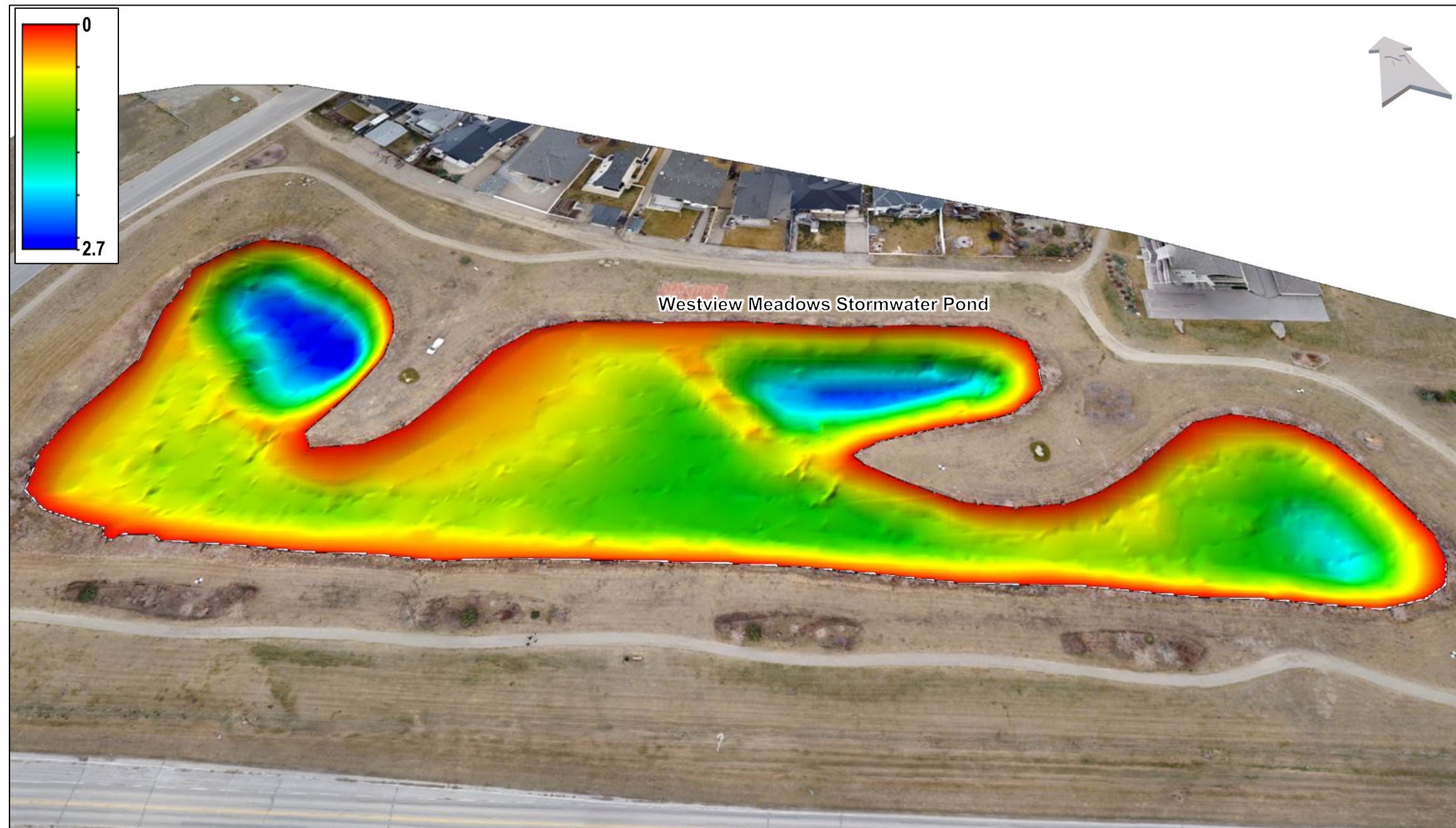
Alberta Class II Landfill Disposal Criteria - Westview Meadows Stormwater Pond					
Client		TOWN OF NANTON			
Lagoon Location		Nanton, AB			
Project Number		25034			
Sample Work Order		344302			
Leachable Metals					
TCLP Antimony	< 0.1	mg/L	OK	500	
TCLP Arsenic	< 0.10	mg/L	OK	5	
TCLP Barium	1.9	mg/L	OK	100	
TCLP Beryllium	< 0.06	mg/L	OK	5	
TCLP Boron	< 0.5	mg/L	OK	500	
TCLP Cadmium	< 0.04	mg/L	OK	1	
TCLP Chromium	< 0.04	mg/L	OK	5	
TCLP Cobalt	< 0.05	mg/L	OK	100	
TCLP Copper	< 0.10	mg/L	OK	100	
TCLP Fluoride		mg/L	OK	150	
TCLP Iron	< 0.03	mg/L	OK	1000	
TCLP Lead	< 0.04	mg/L	OK	5	
TCLP Manganese	2.80	mg/L	-		
TCLP Mercury	< 0.020	ug/L	OK	0.2	
TCLP Nickel	< 0.06	mg/L	OK	5	
TCLP Selenium	< 0.2	mg/L	OK	1	
TCLP Silver	< 0.08	mg/L	OK	5	
TCLP Thallium	< 0.08	mg/L	OK	5	
TCLP Uranium	< 0.05	mg/L	OK	2	
TCLP Vanadium	0.15	mg/L	OK	100	
TCLP Zinc	< 0.07	mg/L	OK	500	
TCLP Zirconium	< 0.10	mg/L	OK	500	
pH		7.100	OK	2 to 12.5	
Flash Point		>75	OK	60.5	
Free Liquids		Present	Rejected	Not Present	

Figure 10 Westview Meadows Stormwater Pond – Alberta Class 2 landfill criteria analysis result

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY	
Prepared by:	RM	21-04-2025	Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
Reviewed by:	AA	07-05-2025		
			Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	10
				OF 18

WESTVIEW MEADOWS STORMWATER POND – TOP OF SEDIMENT 3D PROFILE



A 3x vertical exaggeration has been applied to the 3D isometric drawing to highlight bottom features.


The top of the sediment layer is deeper in the NW and in the N end.

The average top of sediment depths for the Westview Meadows Stormwater Pond is 0.84 m.

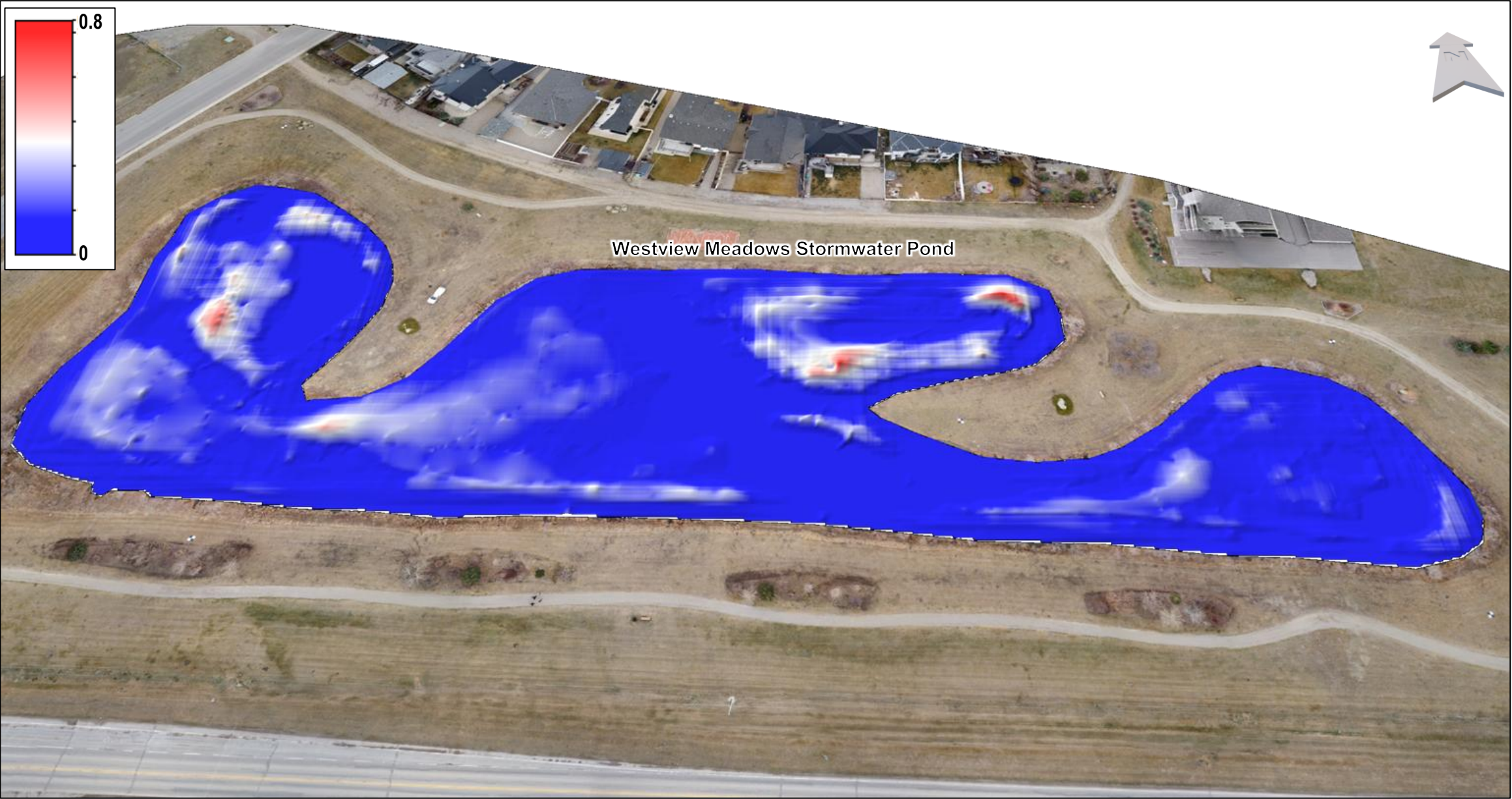
Figure 11 Westview Meadows Stormwater Pond top of Sediment 3D isometric drawing – south to north

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date
Prepared by:	RM	21-04-2025
Reviewed by:	AA	07-05-2025
Unless otherwise specified all dimensions are in meters		

HYDRASURVEY 	
Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
Project Number	25034
Revision	0
Sheet	11 OF 18

WESTVIEW MEADOWS STORMWATER POND – SEDIMENT THICKNESS 3D PROFILE



A 3x vertical exaggeration has been applied to the 3D isometric drawing to highlight bottom features.

Sediment build-up is generally uniform across the pond's bottom, but accumulates more heavily near the inlets.

The average sediment thickness for the Westview Meadows Stormwater Pond is 0.11 m.

Figure 12 Westview Meadows Stormwater Pond top of Sediment 3D isometric drawing – south to north

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date
Prepared by:	RM	21-04-2025
Reviewed by:	AA	07-05-2025
Unless otherwise specified all dimensions are in meters		



Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report		
Project Number	25034		
Revision	0		
Sheet	12	OF 18	

APPENDIX A – GLOSSARY

Bone dry tonnes (BDT): The in-situ sediment volume reduced to an ideal dry mass in metric tonnes (all moisture removed).

CGVD2013: Canadian Geodetic Vertical Datum of 2013

CGVD28: Canadian Geodetic Vertical Datum of 1928

Dredgeable area: The area of a lagoon or pond that is accessible to be cleaned by a floating dredge. Features that restrict dredge access include excessive shoreline vegetation (cattails), riprap, infrastructure, etc.

Dredgeable volume: The volume of sediment in the dredgeable area adjusted to account for the cutterhead guard and sediment-liner interface by raising the liner surface by 15 cm and by applying an offset from the shoreline of 3 m for the Westview Meadows Stormwater Pond.

Echogram: A visualization of acoustic returns displayed as a vertical cross section (elevation view) or ‘slice’ of the entire water column (waterline down to sediment) that shows the bottom profile and basic underwater features.

Floating crust: A layer of material (made up of biosolids and synthetic debris) which is less dense and therefore floats on the surface of the effluent and forms a crust.

Freeboard: Distance from the surveyed cell water elevation to the cell level of capacity or overflow.

In-situ sediment density: The calculated density of the in-situ sediment.

Sediment accumulation: The amount of sediment (in depth or volume) that accumulates over a period of time.

Sediment blanket thickness: The amount of sediment that has accumulated on the bottom of the pond.


Sediment volume: The in-situ sediment volume that exists between the liner and the top of the sediment surface.

Top of sediment depths: The vertical measurement from the water surface down to the top of the sediment layer.

Top of sediment elevations: The elevations mapped at the top of the sediment layer. By tracking these elevations overtime sediment accumulation can be accurately monitored or dredging progress can be assessed even with varying pond levels.

Water volume / hydraulic capacity: Volume of water/effluent in the pond at the time of survey. This value represents the hydraulic capacity on top of the settled sediment blanket.

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date		
Prepared by:	RM	21-04-2025		
Reviewed by:	AA	07-05-2025		
			Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
			Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	13 OF 18

APPENDIX B – A NOTE ON VOLUME CALCULATIONS

This Sediment Survey Report has been prepared by Hydrasurvey Ltd. (“HS”) for the Town of Nanton (herein referred to as the “Client”). It is intended to provide the Client with an estimate of Sediment quantity and lagoon hydraulic capacity.


This report is based on data and information obtained by measuring pond depths with the Single Beam Echosounder, or Infrared Sediment Interface Detector and verified using manual checks. Estimated sediment volumes and dry tonne amounts are calculated using software that creates interpolations between the sounding lines measured in the field.

The Client recognizes and acknowledges that estimated sediment volumes will vary from actual sediment volumes and that this report should be used only as a general guideline for planning maintenance desludging or dredging and should not be assumed to be an exact quantification of sediment volume. HS shall not be liable for any damages resulting from any difference between estimated sediment volumes and actual sediment volumes.

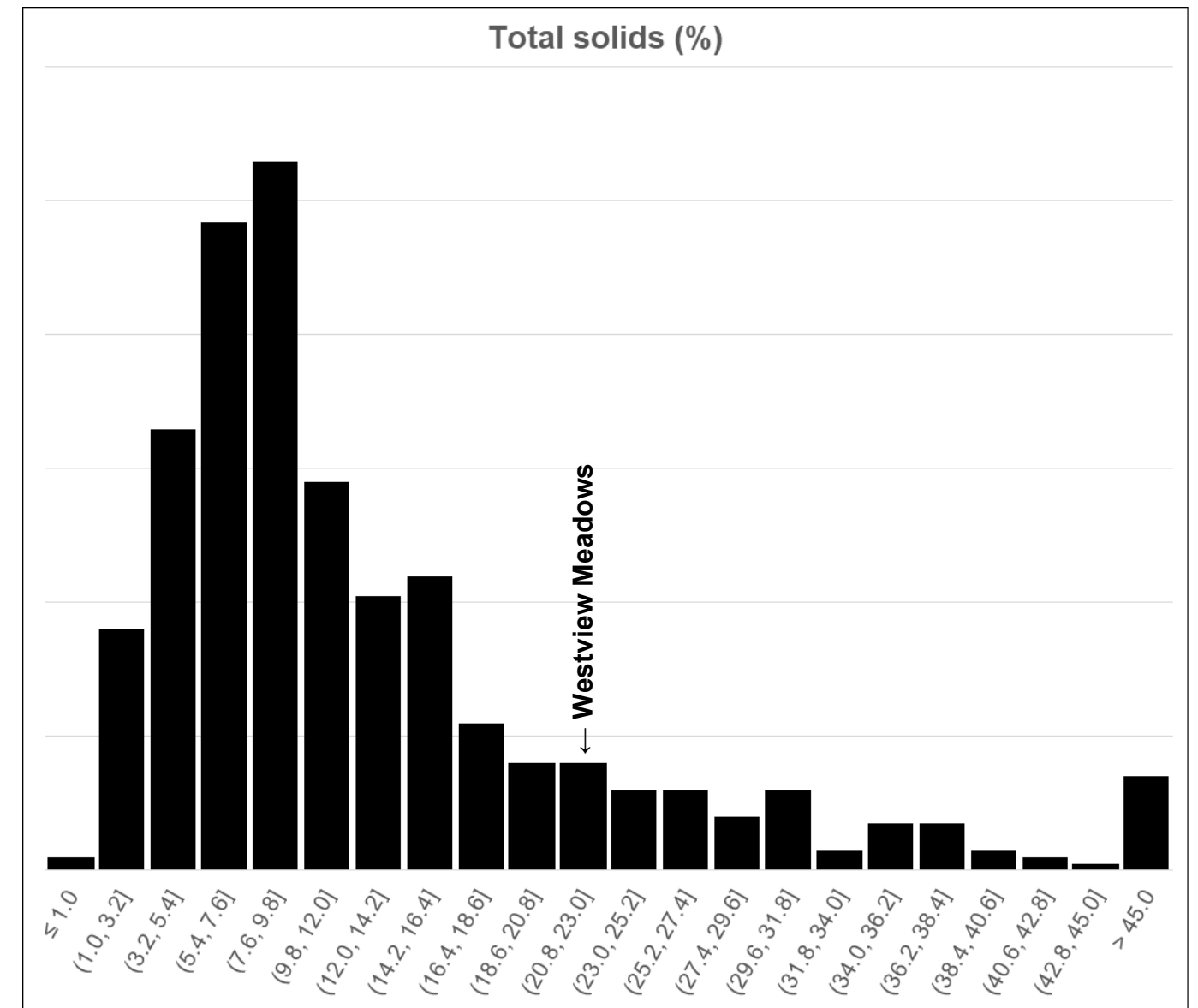
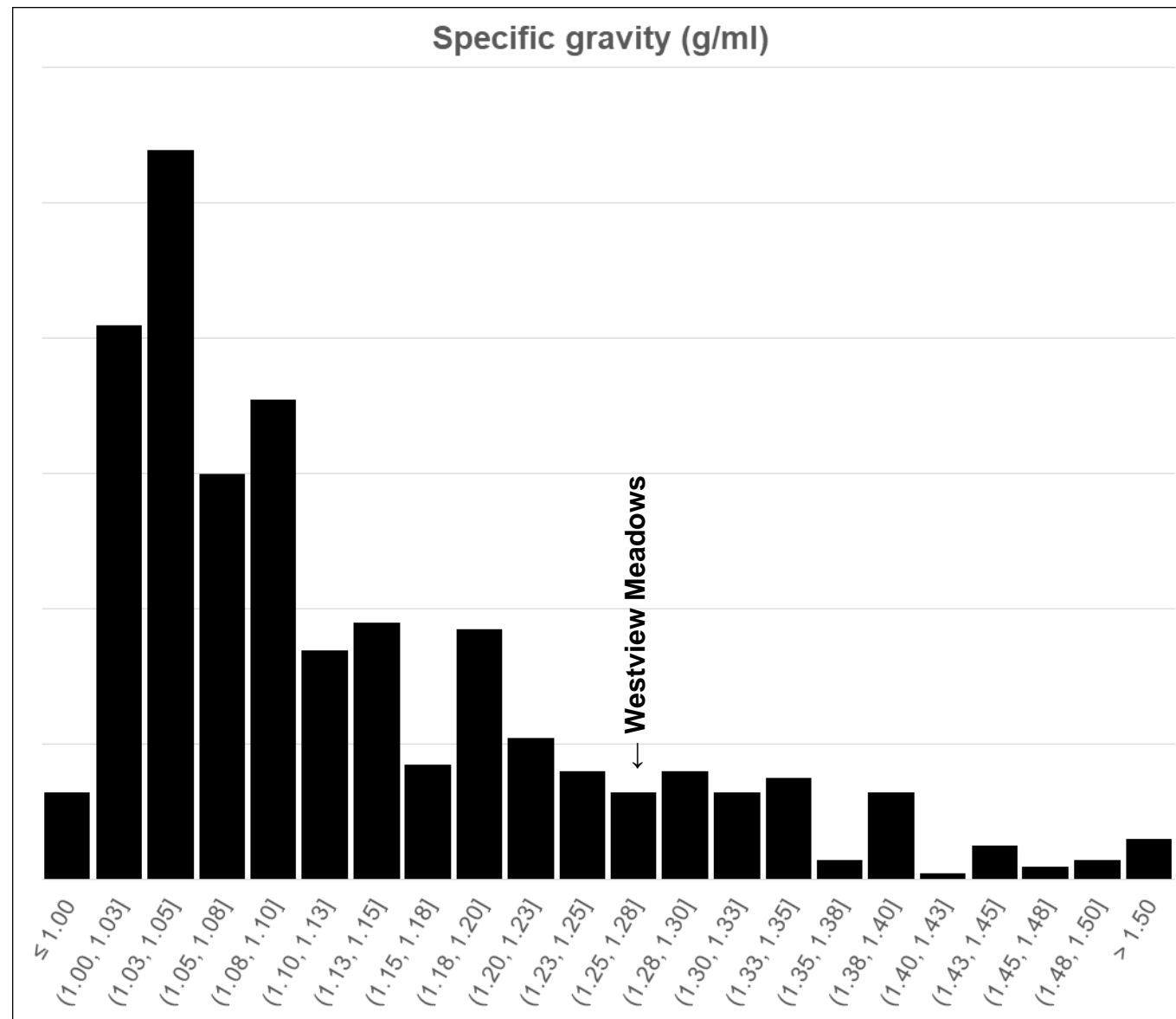
Furthermore, the liability of HS to the Client and to all third parties shall be limited to injury or loss caused by the negligent acts, errors or omissions of HS. Notwithstanding the foregoing, the total aggregate liability of HS shall not exceed the lesser of the actual damages incurred, or the total fee of HS for services rendered on this project.

The Client agrees to defend, indemnify, and hold harmless HS, its affiliates, officers, directors, employees, and agents from any and all liabilities, in excess of the limits of HS’ entire liability set out above, incurred by HS or any other party, in connection with the services provided. Such indemnity shall include the costs of the time spent and expenses incurred by HS and its affiliates in connection with the defence of any claims.

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date		
Prepared by:	RM	21-04-2025		
Reviewed by:	AA	07-05-2025		
			Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
			Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	14 OF 18

APPENDIX C – NANTON, AB WESTVIEW MEADOWS STORMWATER POND SEDIMENT SAMPLE TEST RESULTS AND COMPARISON WITH HYDRASURVEY'S DATABASE



Histogram of sludge/sediment sample test results for Specific Gravity (g/ml) and Total Solids (%)

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date
Prepared by:	RM	21-04-2025
Reviewed by:	AA	07-05-2025
Unless otherwise specified all dimensions are in meters		

HYDRASURVEY	
Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Report
Project Number	25034
Revision	0
Sheet	15 OF 18

ANALYTICAL REPORT

Client: Hydrasurvey Ltd.
 4030 8 Street SE
 Calgary T2G 3A7

Attention: Andrew Ambrocichuk

KaizenLAB JOB #:	344302
DATE RECEIVED:	17-Apr-2025
DATE REPORTED:	25-Apr-2025
PROJECT ID:	25034 Nanton, AB Westview Meadows Stormwater Pond
LOCATION:	Nanton, AB

KaizenLAB Sample #: 344302_001 **Sample ID:** 25034-Nanton
Date Sampled: 16-Apr-2025 18:45 **Matrix:** SLUDGE

Parameter Description	Units	Result	Detection Limit
Alberta Class II Landfill Criteria Package			
pH (1S:2W)		7.1	
Flashpoint	deg_C	>75	
Paint Filter Test		Free liquid is present	
TCLP BTEX in Waste			
TCLP Benzene	mg/L	<0.050	0.050
TCLP Toluene	mg/L	<0.050	0.050
TCLP Ethylbenzene	mg/L	<0.050	0.050
TCLP Xylenes	mg/L	<0.100	0.100
TCLP Mercury	ug/L	<0.020	0.020
TCLP Metals in Waste			
TCLP Antimony	mg/L	<0.1	0.1
TCLP Arsenic	mg/L	<0.10	0.10
TCLP Barium	mg/L	1.9	0.20
TCLP Beryllium	mg/L	<0.06	0.06
TCLP Boron	mg/L	<0.5	0.5
TCLP Cadmium	mg/L	<0.04	0.04
TCLP Chromium	mg/L	<0.04	0.04
TCLP Cobalt	mg/L	<0.05	0.05
TCLP Copper	mg/L	<0.10	0.10
TCLP Iron	mg/L	<0.03	0.03
TCLP Lead	mg/L	<0.04	0.04
TCLP Manganese	mg/L	2.8	0.06
TCLP Nickel	mg/L	<0.06	0.06
TCLP Selenium	mg/L	<0.2	0.2
TCLP Silver	mg/L	<0.08	0.08
TCLP Thallium	mg/L	<0.08	0.08

KaizenLAB Sample #: 344302_001 **Sample ID:** 25034-Nanton
Date Sampled: 16-Apr-2025 18:45 **Matrix:** SLUDGE

Parameter Description	Units	Result	Detection Limit
TCLP Uranium	mg/L	<0.05	0.05
TCLP Vanadium	mg/L	0.15	0.03
TCLP Zinc	mg/L	<0.07	0.07
TCLP Zirconium	mg/L	<0.10	0.10

LWSS in Sludge

Available Ammonia in Soil

Available Ammonium-N (calculated)	mg/kg	37.3	1.0
Available Ammonium-N (calculated)	%	0.0037	0.0001

Mercury	mg/kg	0.051	0.015
---------	-------	-------	-------

Metals in Soil by ICP-MS

Cadmium	mg/kg	0.7	0.5
Chromium	mg/kg	20.1	2.0
Copper	mg/kg	43.4	2.0
Lead	mg/kg	14.0	1.0
Nickel	mg/kg	25.4	2.0
Zinc	mg/kg	102	10.0

Total Kjeldahl Nitrogen in Soil

Total Kjeldahl Nitrogen	mg/kg	4350	100
Total Kjeldahl Nitrogen	%	0.435	0.010

Phosphorus	% (w/w)	0.083	0.020
------------	---------	-------	-------

Specific Gravity (Dry)	g/mL	1.27	
------------------------	------	------	--

Volatile and Total Solids (gravimetric) in soil

Total and Volatile Solids in Soil

Total Solids	%	21.9	0.1
Volatile Solids	%	1.3	0.1

Test Methodologies

Available Ammonia in Soil (Non-Accredited): Modified from Soil Sampling & Methods of Analysis, M.R. Carter, 2008 and SM 4500-NH3 F
Flashpoint of Soil: ASTM Method D93-20
Mercury in Soil: Modified from EPA 3050B and EPA 1631 Revision E
Metals in Soil by ICP-MS: Modified from EPA 3050B and SM 3125 B
Metals in Soil by ICP-OES (Non-Accredited): Modified from EPA 3050B and SM 3120 B
Moisture Content in Soil: Modified from Canada-wide Method for Petroleum Hydrocarbons in Soil, CCME 2001
Paint Filter Test in Waste: Modified from EPA 9095B
pH in Soil: Modified from Soil Sampling & Methods of Analysis, M.R. Carter, 2008 and SM 4500-H+ B
Specific Gravity / Bulk Density in Soil/Sludge (Non-Accredited): Modified from Soil Sampling & Methods of Analysis, M.R. Carter, 2008 and Directive 050 of the Alberta Energy Regulator, August 2019
TCLP BTEX in Waste: EPA 1311 and Modified from EPA 8260D, EPA 5030C/EPA 5021A
TCLP Mercury in Waste: EPA 1311 and Modified from EPA 1631 Revision E
TCLP Metals in Waste by ICP-OES: EPA 1311 and Modified from SM 3120 B
Total and Volatile Solids in Soil (Non-Accredited): Modified from SM 2540 B and E
Total Kjeldahl Nitrogen in Soil (Non-Accredited): Modified from SM 4500-N(org) B and D

Final Review by:



Christina Daguio
Client Services Administrator

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.

Test methodologies are accredited in accordance with ISO/IEC 17025 via CALA, unless otherwise specified in the description of the methods.

*This analyte is not accredited, even though analyzed by an accredited methodology.

SEDIMENT SURVEY METHODOLOGY – NANTON, AB WESTVIEW MEADOWS STORMWATER POND

Single beam hydrographic sludge/sediment survey:

Gridded interpolation of echosounder data is the primary method of sludge/sediment survey data processing. Where lagoons have limited accessibility (due to algae, debris, vegetation, sludge beaches, etc.) and echosounders cannot be used (or can be used only in limited areas), gridded interpolations of infrared sludge/sediment interface detector data (or a combination of gridded interpolations of sludge/sediment interface detector and echosounder data) are utilized.

For this report, gridded interpolations of echosounder data and sludge/sediment interface detector data are presented.

Sludge Survey Equipment:

Vessel: Inshore survey vessel (commercial grade inflatable) outfitted with survey system mount and gas motor

Positioning: Dual frequency multi-constellation (DFMC) RTK base and rover GNSS system

Control point – Hydrasurvey set a control point at East of the NW portion of the pond, immediately at east of the west inlet and processed base-collected static data using the NRCAN PPP service to compute higher accuracy positioning.

Map: Hydrasurvey collected map data using a DJI Mini 2 photogrammetry drone. Drone map imagery was georeferenced to HCP1 on site using surveyed ground control points. 2D map accuracy is <1m.

Single beam echosounder: Echologger EU D32 (high frequency at 200 kHz, low frequency at 30 kHz)


Water Column sound velocity: Onset temperature probe

Sludge/liner measurement and sampling devices: Markland Infrared sludge interface detector, Ekman grab sampler and GNSS mounted metered survey rod

Survey line spacing	5 m
Sludge Gun Interface Detector measurements	83
Survey speed	< 2 m/s
Number of sludge samples collected per cell	6 samples (composited)
Number of sound velocity profiles taken per cell	1
Transducer settings	HF: 200 kHz, LF: 30 kHz

Table 1 Sludge survey details

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on/between 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY 	
Prepared by:	RM	21-04-2025		
Reviewed by:	AA	30-04-2025		
			Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Supplement A – Methodology
			Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	1

SEDIMENT SURVEY METHODOLOGY – WESTVIEW MEADOWS POND ECHOGRAM SAMPLE

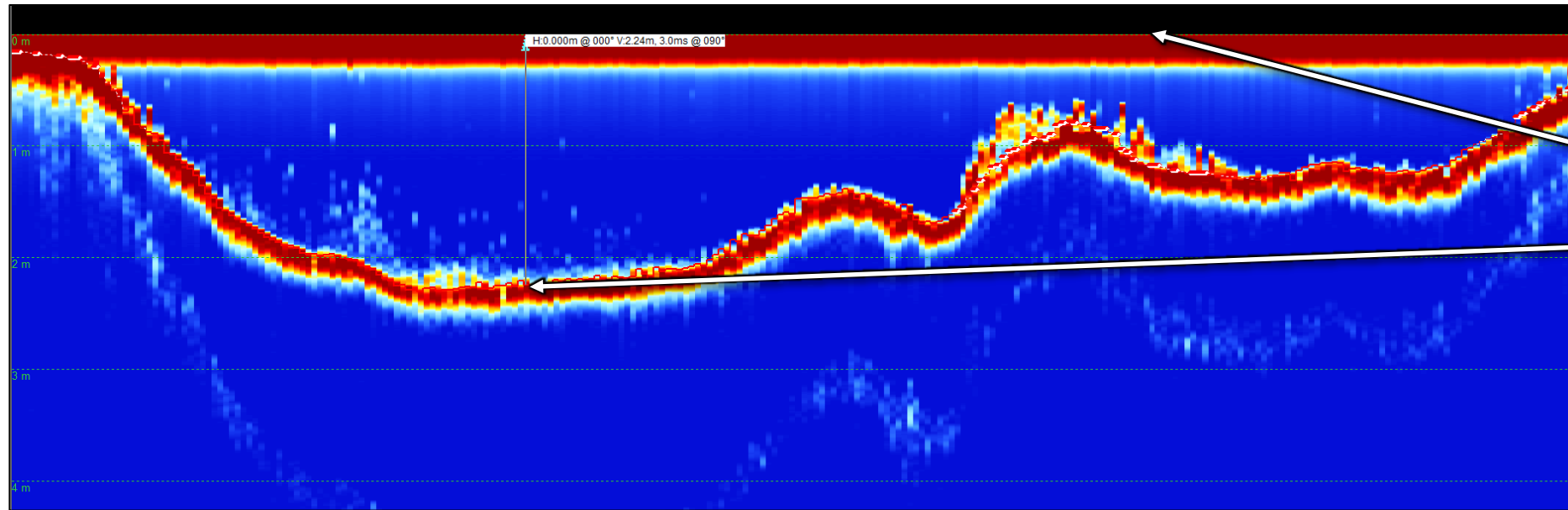


Figure 1 Westview Meadows Stormwater Pond sample echogram

The sub-bottom profiler high frequency (200 kHz) echogram image at left represents the cross section (elevation) view of a survey line taken in the Westview Meadows Stormwater Pond.

Echosounder transducer submerged at 18 cm.

The top of the sediment blanket is measured at approximately 2.4 m depth in this area of the Westview Meadows Stormwater Pond.

The image below shows the survey line (denoted with red arrows) corresponding to the location of the echogram (image to the left) in the Westview Meadows Stormwater Pond. The blue crosshairs indicate the location of the depth marker.

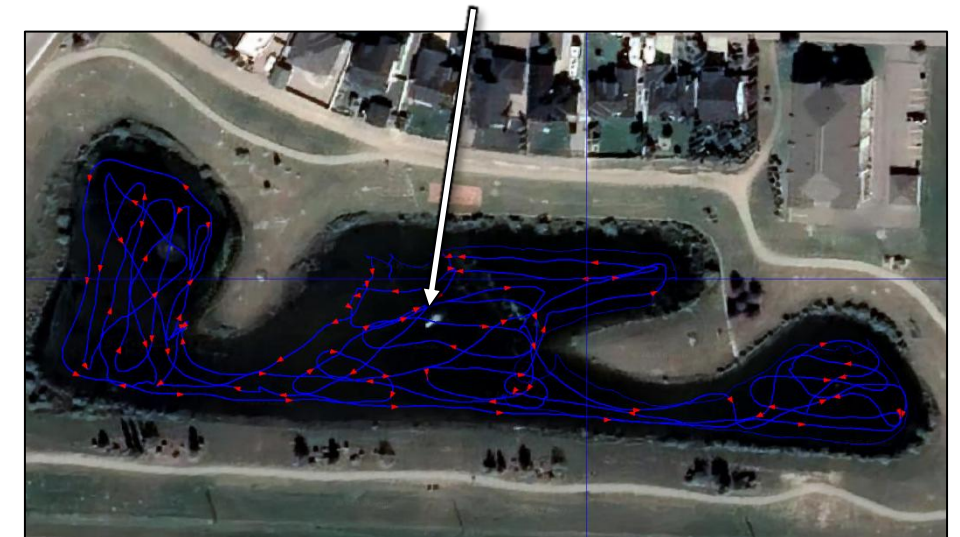



Figure 2 Westview Meadows Stormwater Pond echogram reference location

This is not a legal survey document
Matrix depths and elevations are interpolated from field measurements
Depths are relative to water level at the time of the survey.
Infrastructure shown on drawings is approximate.
Survey data collected on/between 16/04/2025.
Report any discrepancies in this report to Hydrasurvey Ltd.
Do not modify or use this report for purposes other than which it is intended
Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY 	
Prepared by:	RM	21-04-2025	Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Supplement A – Methodology
Reviewed by:	AA	30-04-2025	Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	2 OF 7

SURVEY METHODOLOGY – SITE IMAGES



Figure 3 Hydrasurvey inshore survey vessel on survey (sample image)



Figures 4 and 5 sludge sampler (left) and sludge sample collection (right) (sample images)




Figure 6 Liner measurements taken using a GNSS mounted survey rod (sample image)



Figure 7 Hydrasurvey RTK base station setup over control point HCP1

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on/between 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY 	
Prepared by:	RM	21-04-2025		
Reviewed by:	AA	30-04-2025	Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	3 OF 7

SURVEY METHODOLOGY – WESTVIEW MEADOWS STORMWATER POND LINERS

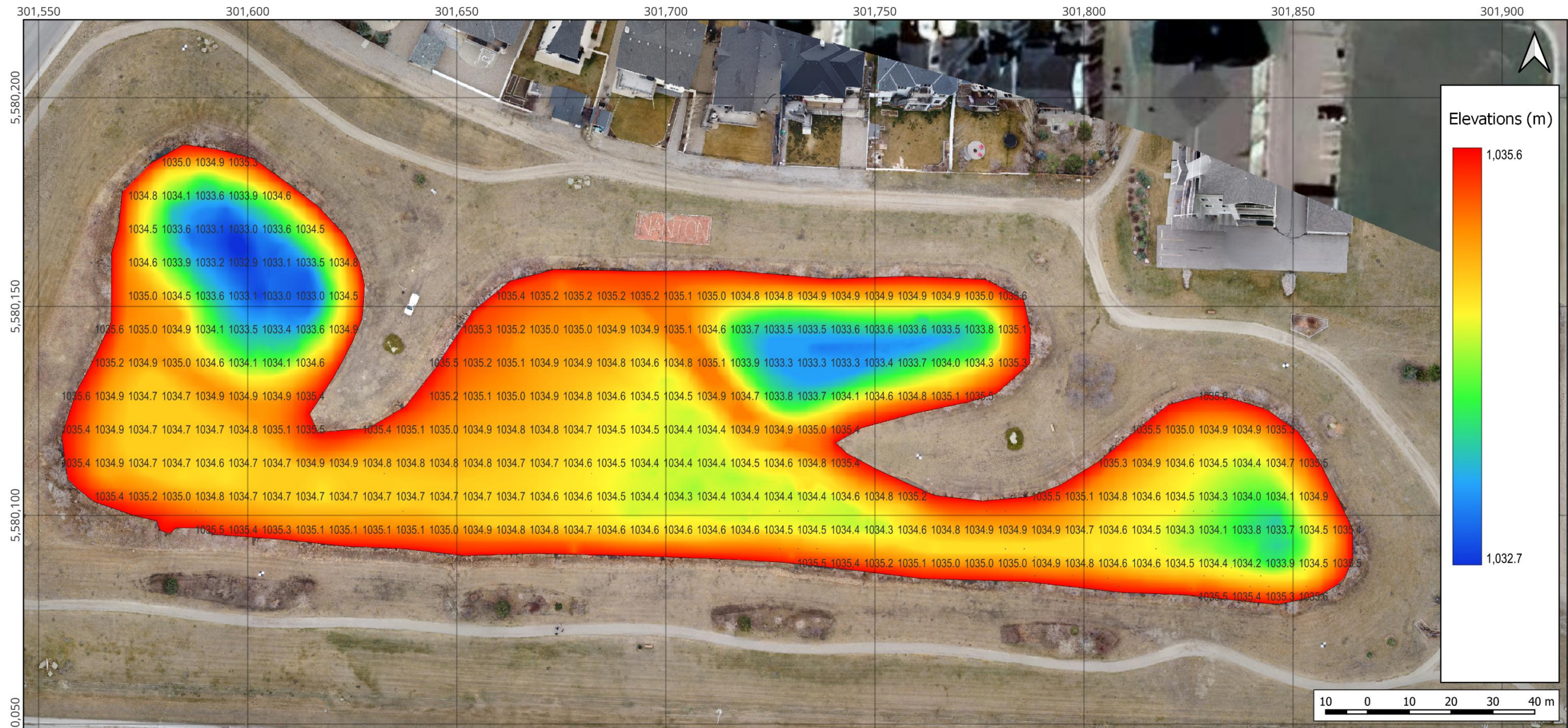


Figure 8 Westview Meadows Stormwater Pond liner elevations used for volume calculations

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on/between 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date
Prepared by:	RM	21-04-2025
Reviewed by:	AA	30-04-2025
Unless otherwise specified all dimensions are in meters		

HYDRASURVEY	
Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Supplement A – Methodology
Project Number	25034
Revision	0
Sheet	4
OF 7	

SURVEY METHODOLOGY – WESTVIEW MEADOWS STORMWATER POND LINERS – AVERAGE SLOPE

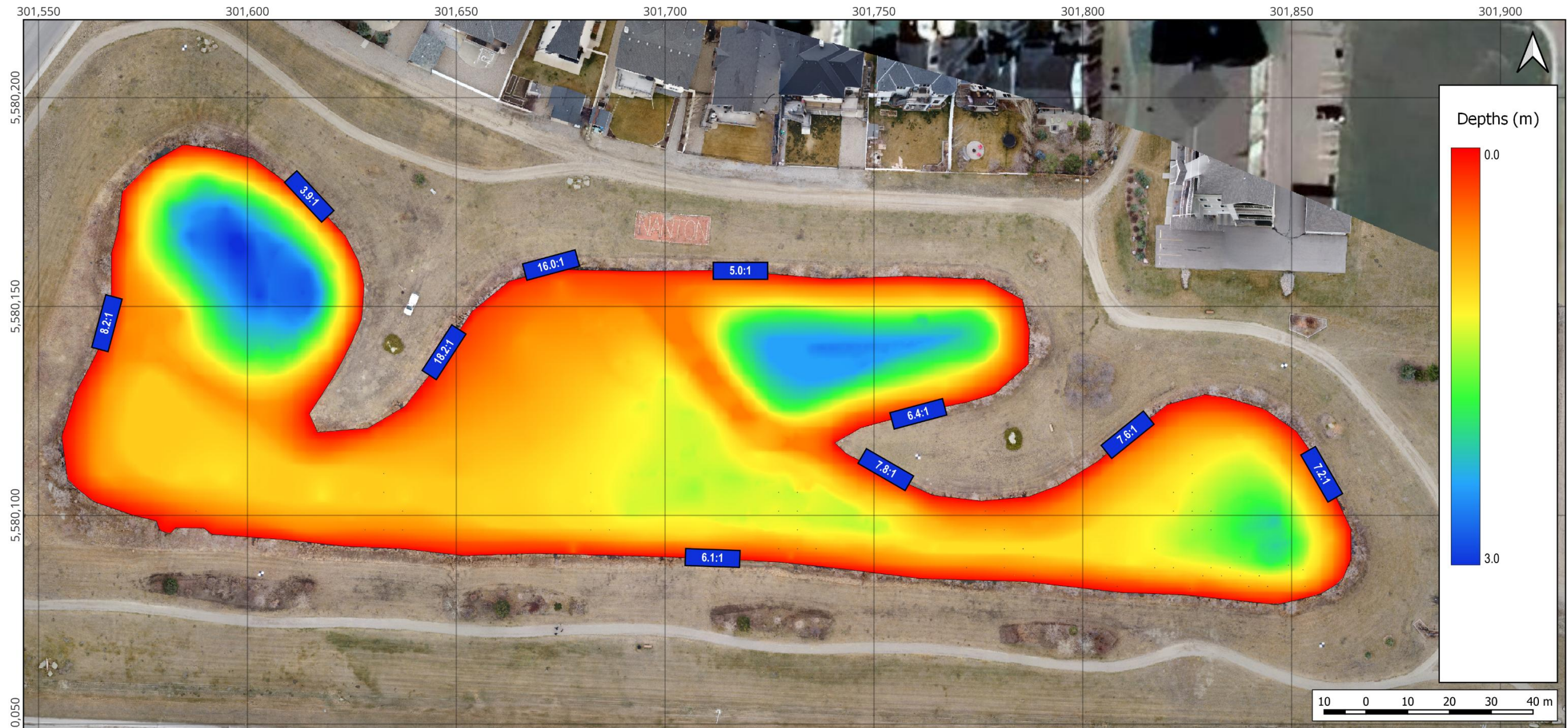


Figure 9 Westview Meadows Stormwater Pond average liner side slopes

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on/between 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date
Prepared by:	RM	21-04-2025
Reviewed by:	AA	30-04-2025
Unless otherwise specified all dimensions are in meters		

HYDRASURVEY	
Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Supplement A – Methodology
Project Number	25034
Revision	0
Sheet	5 OF 7

SURVEY METHODOLOGY – WESTVIEW MEADOWS STORMWATER POND RAW SURVEY LINES & IR DETECTOR MEASUREMENTS



Figure 10 Westview Meadows Stormwater Pond raw survey lines & IR Detector measurements

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on/between 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date
Prepared by:	RM	21-04-2025
Reviewed by:	AA	30-04-2025
Unless otherwise specified all dimensions are in meters		




Project Title	Nanton, AB Westview Meadows Stormwater Pond Sediment Survey 2025 - Supplement A – Methodology	
Project Number	25034	
Revision	0	
Sheet	6	OF 7

SURVEY METHODOLOGY – WESTVIEW MEADOWS STORMWATER POND SLUDGE SAMPLE LOCATIONS



Figure 11 Westview Meadows Stormwater Pond sediment sample locations

This is not a legal survey document
 Matrix depths and elevations are interpolated from field measurements
 Depths are relative to water level at the time of the survey.
 Infrastructure shown on drawings is approximate.
 Survey data collected on/between 16/04/2025.
 Report any discrepancies in this report to Hydrasurvey Ltd.
 Do not modify or use this report for purposes other than which it is intended
 Drone aerial imagery is georeferenced.

	Name	Date	HYDRASURVEY 	
Prepared by:	RM	21-04-2025		
Reviewed by:	AA	30-04-2025	Project Number	25034
Unless otherwise specified all dimensions are in meters			Revision	0
			Sheet	7 OF 7



MONTHLY REPORT

Meeting: June 16, 2025

Agenda Item: 3.3.3

Jordan Glas, Manager of Parks and Recreation

Report Period: May 1-31, 2025

THRC: Kitchen reno is in full swing and should be completed by the end of June.

PARKS:

Nanton Minor Baseball	105 hrs
Tournaments	1
J.T Foster Baseball	21.5hrs

Playground inspections were completed by a licensed inspector. Note: He thought our 15 year old playground was only 6 years old. They both passed with some minor fixes. Drinking fountain project at the VIC area has started, this should be completed by mid-June. The Gazebo project is under way and will also be completed mid-June.

Trees have been ordered for planting on June 10th. In the locations of Slade Drive and Lions Park. Fertilizing of trees from the last 2 years was done.

The West meadows wet pond report is in which will be attached to this report.

Fireman's Tournament was May 30-June 1

Pool:

The pool RFP was completed and awarded to Aquatic amusements. We will be working with them closely to start after the September long weekend. The pool was filled on the 12th and we were balanced, heated and ready for opening May 20th.

Nanton Marlins swim Club started on the 20th clocking in 14hrs for the last two weeks of the month.

We assisted the High River Otters with Swim times.

Public Swim, Lane Swim attendees: 173 patrons.

Prepared by: Jordan Glas, Parks and Recreation Manager Date: June 9, 2025.



MONTHLY DEPARTMENT REPORT

Regular Meeting: June 16, 2025
 Agenda Item: 3.3.4

Georgina Sharpe, Planning and Development

Report Period: May 2025

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	May 2025	April 2025
Residential	\$30K	\$353K
Comm/Ind	\$0K	\$100K
Public/Special	\$0K	\$0K
Other	Signs = 1	Signs = 0
WV III Sales* (Lots left = 0)	0 lot	0 lot
	YTD2025	YTD2024
TOTAL	\$1,131.5K	\$606.5.5K
	YTD2025	YE2024
Housing Starts	2	8

*by date of sale

May Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D13-25	13-May-25	3000 23 Street	11	79	071 5724	R-GEN	Secondary Suite
D17-25	28-May-25	2122 19 Street	18, 19	25	3163L	M-DWT	Signs for entire site

- **ACTIVITES**
 - Municipal Planning Commission Meeting – May 12
 - Attended Open House for Residents – May 22 at the Kozy Korner
 - Film Permit – June 10 (continuation of May permit)

- **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)
 - Concept chosen by Council – end of June

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – June 9 – not required



MONTHLY DEPARTMENT REPORT

Meeting:

Agenda Item 3.3.5

Peace Officer Carlos Farias

Report Period: April 2025

Conference & Engagements

- **CPO Regional Meeting – May 14, 2025**
Attended by enforcement officers to discuss regional priorities, inter-agency collaboration, and best practices in municipal enforcement. Valuable discussions focused on traffic safety strategies, bylaw harmonization, and regional response planning.
- **High River Little Britches Parade – May 2025**
Officers participated in the annual community parade, providing presence and support for public safety. The event strengthened positive community relations and highlighted enforcement's role in local celebrations.
- **Joint Force Operation – May 2025**
A coordinated enforcement initiative was conducted in collaboration with surrounding municipalities. This joint force operation enhanced inter-municipal cooperation, improved enforcement coverage, and allowed for resource sharing on targeted traffic and bylaw operations.

Training & Development

Personnel training continued in key areas, including:

- **Encampment & Officer Safety**
- **Enhanced Level 1 Dog Apprehension & Handling**
- **ASIRT (Alberta Serious Incident Response Team) Overview**

These sessions reinforce officer preparedness and promote consistent service standards across municipal jurisdictions.

Monthly Summary

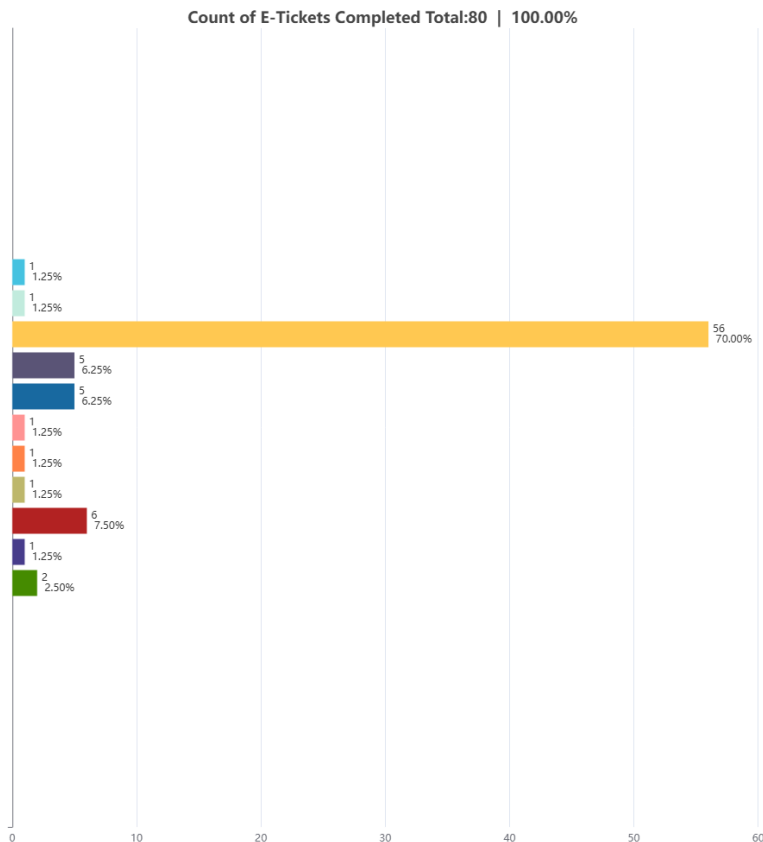
May 2025 reflected a moderate decline in total violation tickets compared to April, with **80 tickets issued** and **32 warnings** provided. This suggests potential improvements in community compliance, possibly influenced by visibility at events and the joint enforcement operation.

Bylaw-related reports remained steady, with **7 total community reports** across animal control, fire safety, traffic concerns, and unsightly properties. This continued reporting demonstrates sustained public engagement with local enforcement and standards.

Traffic Enforcement

- **Total Violation Tickets Issued: 80**
 - Speeding: 56
 - Other Infractions (e.g., parking, signage): 24
- While ticket issuance declined from April, **speeding** remained the most frequent infraction. Active enforcement and roadside education contributed to the reduced numbers and supported safer driving behavior.

Statistics from: 2025-05-01 - 2025-05-31



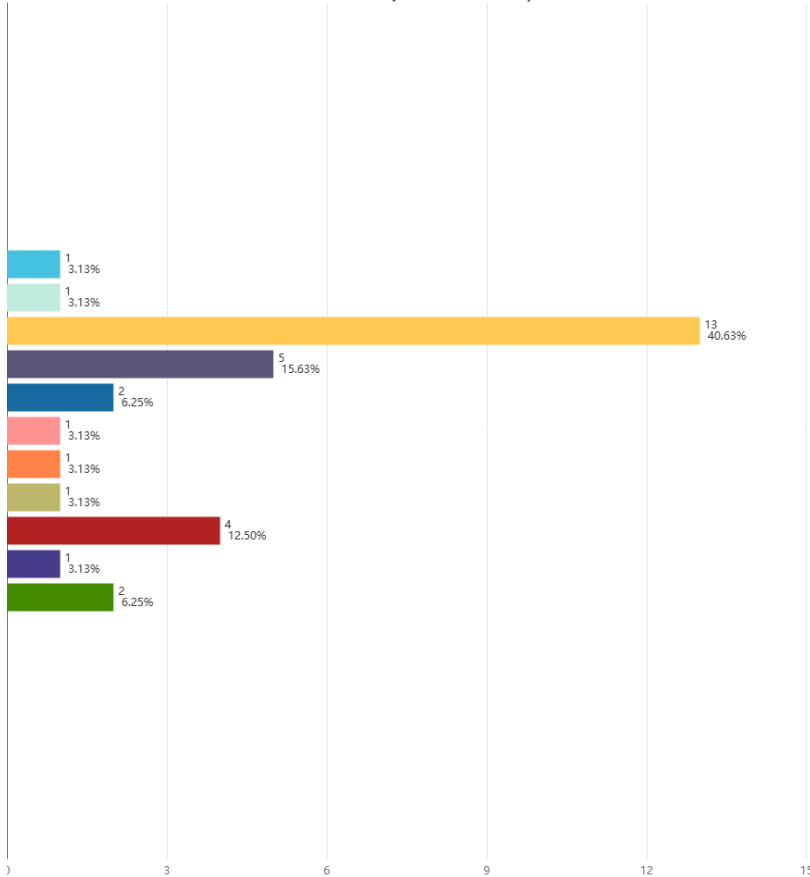
List of First Charge Code

- MBL NAN/1352-21.7.3(b)-SECTION 7.3(B) OF TOWN OF NANTON ANIMAL BYLAW #1352-21 ANIMAL RUNNING AT LARGE | 1 | 1.25%
- MBL NAN/1378-23.6.1-SECTION 6.1 OF TOWN OF NANTON PENALTY OFFENCE FEES FOR DANGEROUS DOGS #1378-23 UNLICENSED DOG | 1 | 1.25%
- TSA 115(2)(P)-SECTION 115(2)(P) OF THE TRAFFIC SAFETY ACT - EXCEED MAX SPEED LIMIT ESTAB'D/PREScribed FOR HWY | 56 | 70.00%
- TSA 124(1)-SECTION 124(1) OF THE TRAFFIC SAFETY ACT - FAIL TO PRODUCE OPERATOR'S LICENCE/CERTIFICATE OF REGISTRATION/FINANCIAL RESPONSIBILITY CARD TO P.O. ON REQUEST | 5 | 6.25%
- TSA 52(1)(A)-SECTION 52(1)(A) OF THE TRAFFIC SAFETY ACT - OPERATE MV/TRAILER W/O SUBSISTING CERT OF REG | 5 | 6.25%
- TSA RROR,17-SECTION RROR,17 OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - DRIVE WRONG DIRECTION ON 1-WAY HWY | 1 | 1.25%
- TSA RROR,41(1)-SECTION RROR,41(1) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - FAIL TO YIELD TO PEDESTRIAN IN CROSSWALK | 1 | 1.25%
- TSA RROR,44(I)-SECTION RROR,44(I) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - STOP/PARK W/I 5 M FROM FIRE HYDRANT/POINT NEAREST CURB | 1 | 1.25%
- TSA RROR,44(N)-SECTION RROR,44(N) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE | 6 | 7.50%
- TSA RROR,45(1)-SECTION RROR,45(1) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - IMPROPER PARALLEL PARKING | 1 | 1.25%
- TSA RROR,45(1)(A)-SECTION RROR,45(1)(A) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - IMPROPERLY PARALLEL PARK | 2 | 2.50%

Warnings Issued: 32

Statistics from: 2025-05-01 - 2025-05-31

Count of E-Tickets Completed Total: 32 | 100.00%



List of First Charge Code

- MBL NAN/1352-21,7.3(b)-SECTION 7.3(B) OF TOWN OF NANTON ANIMAL BYLAW #1352-21 ANIMAL RUNNING AT LARGE | 1 | 3.13%
- MBL NAN/1378-23,6.1-SECTION 6.1 OF TOWN OF NANTON PENALTY OFFENCE FEES FOR DANGEROUS DOGS #1378-23 UNLICENSED DOG | 1 | 3.13%
- TSA 115(2)(P)-SECTION 115(2)(P) OF THE TRAFFIC SAFETY ACT - EXCEED MAX SPEED LIMIT ESTAB'D/PREScribed FOR HWY | 13 | 40.63%
- TSA 124(1)-SECTION 124(1) OF THE TRAFFIC SAFETY ACT - FAIL TO PRODUCE OPERATOR'S LICENCE/CERTIFICATE OF REGISTRATION/FINANCIAL RESPONSIBILITY CARD TO P.O. ON REQUEST | 5 | 15.63%
- TSA 52(1)(A)-SECTION 52(1)(A) OF THE TRAFFIC SAFETY ACT - OPERATE MV/TRAILER W/O SUBSISTING CERT OF REG | 2 | 6.25%
- TSA RROR,17-SECTION RROR,17 OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - DRIVE WRONG DIRECTION ON 1-WAY HWY | 1 | 3.13%
- TSA RROR,41(1)-SECTION RROR,41(1) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - FAIL TO YIELD TO PEDESTRIAN IN CROSSWALK | 1 | 3.13%
- TSA RROR,44(I)-SECTION RROR,44(I) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - STOP/PARK W/I 5 M FROM FIRE HYDRANT/POINT NEAREST CURB | 1 | 3.13%
- TSA RROR,44(N)-SECTION RROR,44(N) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE | 4 | 12.50%
- TSA RROR,45(1)-SECTION RROR,45(1) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - IMPROPER PARALLEL PARKING | 1 | 3.13%
- TSA RROR,45(1)(A)-SECTION RROR,45(1)(A) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - IMPROPERLY PARALLEL PARK | 2 | 6.25%

Bylaw & Community Standards Reports

Total Reports: 7

1. Animal Control Bylaw – 2 Reports

- Issues related to pets at large or bylaw non-compliance. Resolved by the animal control team with follow-up as necessary.

2. Fire Protection Bylaw – 1 Report

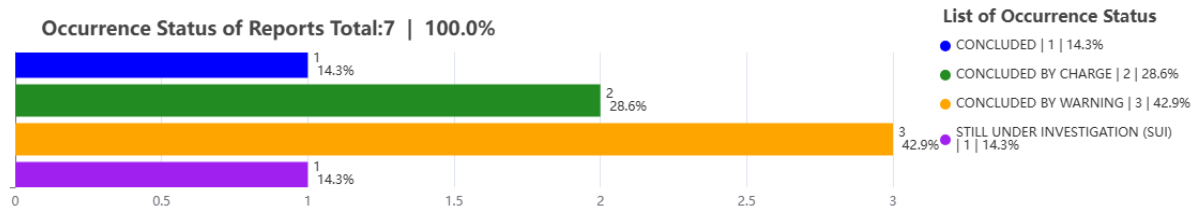
- Involved concerns regarding firepit usage or improper burning. Educational materials were distributed, and no further enforcement was needed.

3. Traffic Bylaw – 2 Reports

- Related to non-criminal, reportable traffic behavior. Cases were documented and addressed per municipal protocol.

4. Unightly Property – 2 Report

- Concern involved property maintenance and community standards. The owner was contacted and issued a timeline for compliance.



Conclusion

May 2025 featured a blend of operational enforcement, community engagement, and regional collaboration. A reduced number of violation tickets alongside consistent reporting activity suggests effective deterrence and public responsiveness. Continued focus will remain on:

- Traffic safety and speeding deterrence
- Regional enforcement partnerships
- Community education on bylaws
- High-visibility presence at local events

The success of the **joint force operation** and participation in events like the **Little Britches Parade** further emphasized the role of enforcement in both public safety and community connection.



MONTHLY COUNCIL REPORT

Meeting: [June 16, 2025]
Agenda Item: 3.4.2

Councillor Victor Czop:

Report Period: May 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 Nanton Volunteer Day
Attend Council meetings
Attend AB Southwest meeting at Fort MacLeod
Attend Town Emergency Preparedness function at Kozy Korner
Attend MPC meeting.
Attend Community Hall meeting.
Attend Nanton Citizens on Patrol meetings
Attend Community Open House at Kozy Korner.
Attend Council of the Whole meeting

VR Czop



MINUTES

Monday June 2, 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 (electronic attendance), Dave Mitchell, and Ken Sorenson.

ABSENT: Councillor Roger Miller

OTHERS PRESENT:

Neil Smith	Chief Administrative Officer
Clayton Gillespie	Corporate Services Manager
Sara-Lynn Lyons	Legislative Services & Communications
Georgina Sharpe	Planning & Development Officer
Elaine Mahan	Nanton Native Learning Circle
Allan Flanand	Nanton Native Learning Circle

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 119 – 25/06/02- Czop

The Regular Council agenda for June 2, 2025 was accepted as presented. CARRIED

2. PRESENTATIONS:

2.1 Nanton Native Learning Centre – E

Council thanked Native Learning Circle for their presentation.

Elaine Mahan and Allan Flanand left at 7:20 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

3.1.2 Capital Plan Status Report - E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 May 20, 2025 Regular Meeting Minutes – E

RESOLUTION # 120 – 25/06/02- 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 May 20, 2025, were accepted as distributed. CARRIED

4.1.2 May 26, 2025 Committee of the Whole Meeting Minutes – E

RESOLUTION # 121 – 25/06/02- Czop

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Committee of the Whole Meeting of the Town of Nanton held May 26, 2025, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision Nanton Industrial Roads (18th and 19th Avenue) – E

Councillor John Dozeman recused himself from the discussion due to a conflict of interest, as he owns a business located within the area under consideration

5.2 Information Brief Draft Bylaw 1411/25 Utilities - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.2 FOR INFORMATION:

6.2.1 Municipal Affairs 2025 Local Government Fiscal Framework (LGFF) – E

John Dozeman left the meeting at 7:49 p.m.

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 122 – 25/06/02- Sorenson

IT WAS MOVED at 7:48 p.m. to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

7.1 Industrial Roads FOIP Section 25 Economic Interests of the Municipality and Section 24 Advice from Officials

CARRIED

RESOLUTION # 123 – 25/06/02- Czop

IT WAS MOVED to reconvene the Regular Meeting at 8:07 p.m. CARRIED

RESOLUTION # 124 – 25/06/02- Sorenson

Moved to direct the Chief Administrative Officer to bring forward draft bylaws and draft local improvement plans for the proposed Nanton industrial lands roads improvements to 18th Avenue and 19th Avenue.
CARRIED

8. ADJOURNMENT:

RESOLUTION # 125 – 25/06/02- Mitchell

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:07 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 16th day of June 2025.



REQUEST FOR DECISION

Meeting: June 16, 2025

Agenda Item: 4.2.1

Draft Bylaw 1411/25 Municipal Utilities

PURPOSE:

To obtain Council approval for the repeal of Utility Bylaw 1283/17 and adoption of a new, modernized Utility Bylaw 1411/25. The updated bylaw consolidates all prior amendments and incorporates essential operational and regulatory improvements aligned with the Town's use of membrane bioreactor (MBR) wastewater treatment technology.

BACKGROUND / IMPLICATIONS:

Over the past years, several amendments have been made to Utility Bylaw 1283, including provisions for billing leniency, water conservation restrictions, and classification of sewer repairs. These were captured in Bylaws 1335/20, 1367/22, and 1392/24 respectively.

With the adoption of membrane technology at the wastewater treatment plant and the cumulative nature of amendments, it became necessary to consolidate and reframe the bylaw in a single document. As part of this process, the consolidated and revised bylaw introduces several new provisions to meet current operational, environmental, and regulatory expectations.

Summary of additions and changes

1. Strengthening Wastewater Discharge Oversight

Section 3.2.4(i–k): Authorizes the Town to require installation of Sampling Manholes (per definition 2.35), submission of discharge chemical and flow data for new or modified connections, and immediate cessation of discharges exceeding defined limits.

Section 3.3.5: Details owner responsibility for installation and compliance with CSA standards for Sampling Manholes.

Section 9.5–9.6: Establishes maximum allowable wastewater parameters (e.g., BOD, COD, pH, hydrocarbons) and introduces a High-Strength Surcharge formula to recover costs of treating excess loadings.

2. Membrane Plant Protection: F.O.G. Regulation

Section 9.8: Introduces mandatory Fat, Oil, and Grease (F.O.G.) Interceptors for food service and similar establishments, including detailed maintenance standards, cleaning records, prohibitions on enzymatic additives, and enforcement provisions. This is critical for protecting the Town's membrane bioreactor treatment technology.

3. Backflow Prevention and Private Infrastructure Accountability

Section 4.9: Expands requirements for Backflow Prevention Devices in higher-risk situations. Testing is mandatory upon installation, repair, or Town request.

Section 4.9.4 and 4.9.5: Clarifies that the Town is not liable for any damage or loss caused by sewage backups in properties without a backflow preventer, regardless of the cause or location of the blockage. Highlights the Town's Sanitary Sewer Backflow Preventer Installation Policy that allows eligible residential owners to apply for partial reimbursement for installations

Section 3.3.10: Imposes an obligation on property owners to declare any existing wells, septic tanks, or effluent fields and affirms the Town's non-liability regarding these systems.

4. Prohibition of Foundation and Stormwater Connections

Section 9.17: Prohibits discharges of stormwater or foundation drainage into the wastewater system and mandates disconnection and redirection of any existing connections when found.

Section 9.18: Requires development permits and Town authorization for new on-site sewage systems and mandates connection to the municipal system when reasonably available.

5. Stormwater Management Enhancements

Sections 10.1–10.13: Introduce robust controls on discharges into the stormwater system, including bans on pollutants, mandatory infrastructure maintenance, and permitting of non-stormwater discharges. Enforcement provisions allow cost recovery for cleanup and damage.

6. Other Additions

Section 8.4 Enforces compliance with Wastewater Discharge Restrictions outlined in Schedule 'C'.

Section 9.3: Specifies abandonment requirements for sewer services to prevent infiltration and groundwater intrusion.

Sections 9.7: Institutes clear approval and compliance protocols for new and existing commercial/industrial wastewater dischargers, including sampling, pre-treatment descriptions, and discharge approvals..

Schedule updates

- Schedule B: Water conservation restriction levels.
- Schedule C (New): Wastewater discharge restrictions, including limits for various analytes and contaminants, supporting the enforcement framework of Section 9.

ADMINISTRATIVE RECOMMENDATION:

As we continue to learn more about the operational limits of our membrane bioreactor system—particularly following challenges experienced this spring—it is imperative that our regulatory framework is robust and preventative in nature. The proposed bylaw reflects common-sense updates modeled on best practices from municipalities with similar infrastructure and risk profiles. These changes are neither extraordinary nor excessive but are necessary for prudent utility governance.

DECISION OPTIONS:

- #1 – Approve Bylaw 144/25
- #2 – Approve Bylaw 144/25 with changes
- #3 – Do not approve

ALTERNATIVES:

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



Financial (GL# / Amount) :

Communications/PR:

Applicable Legislation: Bylaw #1283/17, 1335/20, 1367/22, 1392/24

Attachments: Draft Bylaw 1411/25

Prepared By: Sara-Lynn Lyons

Date: June 9, 2025

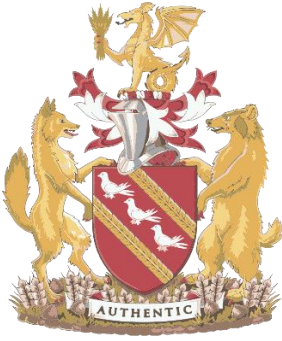
APPROVED BY: Neil Smith, Chief Administrative Officer:



cao at 11:59:21 AM, 6/12/25

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:			





Town of Nanton

BYLAW NUMBER: 1411/XX

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA RESPECTING THE MUNICIPAL UTILITY SYSTEM FOR THE TOWN OF NANTON.

PURPOSE:

WHEREAS the Municipal Government Act, being the Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes a Municipal Council to pass Bylaws pertaining to public utilities, and

WHEREAS, the Town of Nanton has deemed it appropriate to provide for the establishment and operation of certain public Municipal Utility Services, including provision for the terms and conditions under which such utilities will be provided,

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

1. ENACTMENT:

The Town of Nanton hereby establishes the following Municipal Utility System Bylaw regarding the Water, Wastewater and Storm water systems, and this Bylaw will be known as the "Municipal Utilities Bylaw".

2. DEFINITIONS:

In this bylaw where the terms he or she or him or her are used, the association shall be gender neutral.

- 2.1 **Application** is the application made by the customer to the Town for the supply of utility services.
- 2.2 **Authorized Person** is any person employed, contracted or approved by the Town to perform works relative to this bylaw.
- 2.3 **Billing** shall mean the rates, costs and/or charges associated with the provisions of the Bylaw which shall be levied on a bimonthly basis to the Customer.
- 2.4 **Biochemical Oxygen Demand (BOD)** means the oxygen equivalent of the organic matter content of a sample susceptible to oxidation by microorganisms, expressed in milligrams per liter
- 2.5 **Bulk Water** shall mean the supply of water by the Town of Nanton through a delivery system including, but not limited to, the bulk water station, located on a portion of Lot 11, Block 4, Plan 43621.
- 2.6 **CSA** means Canadian Standards Association.
- 2.7 **Chief Administrative Officer** is the person appointed to the position by Council in accordance the Municipal Government Act, and is referred to throughout this Bylaw as the CAO.

- 2.8 **Chemical Oxygen Demand (COD)** means the oxygen equivalent of the organic matter content of a sample susceptible to oxidation by a strong chemical oxidant, expressed in milligrams per litre.
- 2.9 **Composite Sample** is a combination of grab samples collected over a specified period (typically 24 hours) proportionate to flow volume.
- 2.10 **Customer** is any person who has entered into a contract with the Town of Nanton for Municipal Utility Services, or who is the owner or occupant of any property connected to or provided with a Municipal utility system and service.
- 2.11 **Council** is the Council of the Town of Nanton elected pursuant to the provisions of the Municipal Government Act.
- 2.12 **Curb Stop** is the device on a Water Service Line used to shut off, control, interrupt or discontinue the supply of water to a customer.
- 2.13 **Department** is the department of the Town of Nanton authorized by the CAO, charged with the responsibility of constructing, operating and maintaining the Municipal Utility System.
- 2.14 **Grease Interceptor** means a device designed to remove and collect fats, oils, grease (F.O.G.), and solids from wastewater before it enters the Municipal Wastewater System. Grease interceptors must be of sufficient size and of an approved design, and are typically installed in food service or similar establishments on waste lines from fixtures likely to discharge F.O.G., such as sinks, dishwashers, and floor drains.
- 2.15 **Due Date** is the billing date shown on the Town of Nanton Utility bill.
- 2.16 **Grab Sample** is a sample collected over a short period by taking and combining one or more discrete portions of flow.
- 2.17 **Manager of Operations** is the person with authority to supervise and have charge of the Department, subject to the powers delegated to him by the CAO
- 2.18 **Meter** is a calibrated mechanical and/or electronic measuring device used to measure the amount of water consumed on the premises where the meter is installed and shall include the device utilized for the reading of the meter.
- 2.19 **Municipal Utility System** includes, as the context may require, the Municipal Water System, Municipal Wastewater System and the Municipal Storm Water System. The term also describes and includes all aspects of manufacture (treatment), supply and distribution of treated water and the provision for wastewater and storm water collection, treatment and disposal, as follows:
- a. **Municipal Water System** means the system of water reservoirs, treatment plants, pumping stations, transmission mains, distribution mains, service lines and connections, valves, fittings, hydrants, meters, backflow prevention device and all other equipment and machinery of whatever kind owned by the Town and which is required to supply and distribute water to all Customer and which is deemed to be a part of the Public Utility within the meaning as stated in the MGA.
 - b. **Municipal Wastewater System** means the treatment facility, pipes, manholes and all related structures designed exclusively for wastewater collection, treatment and disposal.
 - c. **Municipal Storm Water System** means the pipes, ditches and all related structures designed exclusively for storm water collection, treatment and disposal.



- d. **Distribution / Collection Main** is that portion of the water and/or wastewater system installed in Town owned right of ways and/or land for the purpose of providing municipal utility services for more than one property
- 2.20 **Municipal Utility Services:**
- a. **Municipal Water Service** is that part of the Municipal Utility system from the distribution main to the property, by which by the Town supplies water to Residential and Non-Residential Customers.
- b. **Municipal Wastewater Service** is that portion of the wastewater system from the collection mains to the property line of the land or building being serviced.
- c. **Municipal Storm water Service** is the provision of the Public Utility for the purpose of drainage.
- 2.21 **New Lawn** shall mean newly laid sod or newly planted grass seed.
- 2.22 **Non-filterable Residue (Suspended Solids)** is the solid matter suspended in water or wastewater, expressed in milligrams per litre.
- 2.23 **Non-Residential Service** is a utility service connected to a property used for commercial or industrial purposes and will include, without limiting the generality of the foregoing, lodges, schools, churches, halls and apartments or residential units beyond a duplex or semi-detached dwelling.
- 2.24 **Peace Officer** means any person appointed as a Peace Officer under another enactment who is designated by the regulations as a Peace Officer to whom all or part of the Province of Alberta Peace Officer Act and regulations apply.
- 2.25 **Penalty Date** is the date stated on a Utility Bill, which will not be less than 17 days from the **Due Date**; however, if the 17th of the month which the Utility Bill is due falls on a weekend or holiday, the penalty date will be moved to the next regular business day.
- 2.26 **Person** means an individual, firm, corporation, entity, owner, occupier, lessee or tenant.
- 2.27 **Plumbing Inspector** or **Inspector** is any person with the authority to supervise and inspect plumbing works requiring a permit under the Provincial Safety Codes Act and regulations thereto.
- 2.28 **Priority Pollutants** are chemicals and metals (e.g., arsenic, mercury, phenolics) that are toxic to treatment processes or receiving waters.
- 2.29 **Privy Vault** is that portion of a building or structure used for the purposes of holding human feces and urine that is otherwise not connected to the **Municipal Utility** system.
- 2.30 **Property Owner** is the registered owner of the property or building, as per Alberta Land Titles notification received by the Town, and is referred to throughout this Bylaw as "Owner".
- 2.31 **Property** is land or buildings or both.
- 2.32 **Public Utility**, defined within the MGA, means the Municipal system or works used to provide services for public consumption, benefit, convenience, or use, refers to those Utilities provided by the Town of Nanton, including, but not limited to: water, wastewater disposal and drainage and waste management. In this bylaw, the term is also referred to as Utility or Utilities.



- 2.33 **Raw Water** is water that has not been processed via the Town of Nanton Water Treatment Plant.
- 2.34 **Residential Service** is a utility service supplied to a Single family, duplex or semi-detached or residential Condominium units, which are individually owned units for residential use, and does not include Mixed Use Residential use in conjunction with an approved Commercial land use.
- 2.35 **Sampling Manhole** is a sealed access structure on a sewer service, constructed and maintained to allow the Town to collect representative wastewater
- 2.36 **Services and Rates Bylaw** is the bylaw which established the fees and rates relative to the Town of Nanton Municipal Utility Services.
- 2.37 **Shut off** is an interruption in or discontinuation of the supply of water.
- 2.38 **Temporary Construction Service** means an application to the Town for a temporary connection to the Municipal Utility Services for a building that is in the process of new construction, which may requires any or all of the Services, prior to the final connection and inspection by an Authorized Person.
- 2.39 **Tenant** means a person who is entitled to use or occupy a premises within the Town of Nanton under agreement with the Property Owner, or as per the Town of Nanton Tenant Authorization Agreement signed prior to the passing of this bylaw.
- 2.40 **Town** is the Municipality of the Town of Nanton in the Province of Alberta.
- 2.41 **Utility Bill** is a bill, invoice or statement of account for fees, rates, charges or other amounts payable to the Town of Nanton pursuant to the Municipal Utility Services, including, but not limited to, water, wastewater, and storm sewer, and the charges in conjunction to the property for garbage and recycling charges as per the bylaw pertaining to these services.
- 2.42 **Utility rates** are based on two elements: a basic charge to cover fixed customer related costs (i.e. routine maintenance, accounting, fire protection hydrant systems and debt payments), and a consumption charge for each measurement of water used or wastewater discharged.
- 2.43 **Violation Ticket** is a ticket issued pursuant to Part 2 of the Provincial Offences and Procedures Act, R.S.A. 2000 c, P-34, as amended and Regulations thereunder.
- 2.44 **Wastewater Service connection** means the point at which the collection main of the municipal wastewater system provides the services to a property.
- 2.45 **Water Service Connection** means the curb stop valve from which the municipal water services are provided to a property.
- 2.46 **Water Service Line** is that portion of the water line from the distributing street mains to the property line of the land or building being serviced.

3. GENERAL MATTERS – MUNICIPAL UTILITY SYSTEM:

3.1 Authority:

- 3.1.1 Alberta Environmental Protection and Enhancement Act, Regulations and Guidelines are the authorities of precedence in all matters pertaining to the Town of Nanton's Municipal Utility Services, including but not limited to, water, wastewater and storm water, and will be the authority which sets the standards for all matters relating to discharge into the Municipal Utility Services.



- 3.1.2 The use and control of all municipal public utility services must be in accordance with this bylaw.
- 3.1.3 All municipal public utility services laid down, constructed or built, will be under the direct control of the Town.
- 3.1.4 The Council of the Town of Nanton hereby delegates to the CAO the authority to implement the provisions and requirements set out in this bylaw, any new directions provided by Council, and any amendments to directions provided under this bylaw, to ensure compliance with the use of municipal utility services provided by the Town.
- 3.1.5 In addition to Section 3.1.4, Council hereby delegates to the CAO the power to establish the times and places where rates, charges and fees, under this Bylaw are payable.
- 3.1.6 Council or the CAO may, at any time, make orders to conserve or restrict the use of water either by all consumers or by any particular class of consumers and either throughout the Town or in any particular area or areas of the Town. The order may specify that such use of water shall apply during such hours of any day of the week as may be specified in the order.
- 3.1.7 The CAO will have the right to determine whether a service will be classified Residential or Non-Residential.

3.2 Access and Authorization to Enter a Premises:

- 3.2.1 In accordance with the Municipal Government Act, The Town may, after giving reasonable notice to the Property Owner or occupier of the Property, enter any Property upon which a meter or shut-off valve is situated for the purpose of providing, maintaining or terminating the supply of a Municipal Utility Service to that Property.
- 3.2.2 The Customer is responsible to provide the Town reasonable access to the meter, shut-off valve and other Town infrastructure for the purpose of providing, maintaining or terminating the supply of a Municipal Utility Service.
 - (a) The Town has the right at reasonable times to have an authorized person enter houses or other places which have been connected with municipal utility service, and entrance must be given to him to ascertain whether or not any improper substance or liquid is being discharged into the Municipal Wastewater System. The Town has the power to stop or prevent from discharging into the Municipal Wastewater System any private sewer or drain through which substances are discharged that are liable to injure the Municipal Wastewater System or obstruct the flow of sewage.
- 3.2.3 The Town may remove obstructions that are interfering with the performance of providing, maintaining or terminating the supply of a Utility Service and may charge the Customer the costs associated with such removal.
- 3.2.4 An authorized person may in accordance with this Bylaw and the Municipal Government Act:
 - (a) enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Bylaw.
 - (b) take samples of Wastewater, Storm Water, clear-water Waste and Subsurface Water being released from the premises or flowing within a private drainage system;
 - (c) perform on-site testing of the Wastewater, Storm Water, clear-water Waste and Subsurface Water within or being released from private drainage systems, Pre-treatment Facilities and Storm Water management Facilities;



- (d) make inspections of the types and quantities of chemicals being handled or used on the premises in relation to possible release to a drainage system or watercourse;
 - (e) require information from any Person, inspect and copy documents or remove documents from premises to make copies, concerning any potential violation of this bylaw;
 - (f) inspect chemical storage areas and Spill containment Facilities and request Material Safety Data Sheets (MSDS) for materials stored or used on site;
 - (g) inspect the premises where a release of prohibited or restricted Wastes or of water containing prohibited or restricted Wastes has been made or is suspected of having been made, and to sample any or all matter that in their opinion could have been part of the release.
 - (h) perform other such tasks as deemed necessary in the provision and maintenance of the Public Utility Service.
 - (i) Install or require the property owner to install a Sampling Manhole (per definition 2.35) on any sewer service branch to enable sampling and flow measurement.
 - (j) Require, upon application for new or altered wastewater discharges, full chemical and flow-rate data for review and approval.
 - (k) Issue orders to any Customer to immediately cease any discharge that exceeds limits set by Section 9.3, and may discontinue service under Section 7 for non-compliance
- 3.2.5 Where an inspection discloses any failure, omission, or neglect respecting any Utility Service upon the Customer's premises, or discloses any defect in the location, construction, design or maintenance of any facility or any connection there from to the Utility Service, the Authorized Person making such inspection shall, in writing, notify the Customer, Property Owner, proprietor or occupier to rectify the cause of complaint within a reasonable time as determined by the Town. Such notified Customer shall within the time limited rectify such cause of complaint stated in the notice.
- 3.2.6 No Person shall hinder or prevent the Inspector or designated officer of the Town from carrying out any of their powers or duties.

3.3. Service Connection:

- 3.3.1 All applications for connections to the Municipal Public Utility Service must be made in writing. The application must be filed in the Town office and must be signed by the owner of the property to be serviced, or by an authorized agent. (Note: In the context of this Bylaw, **agent** means every person who, by mutual consent, acts for the benefit the Customer.)
- 3.3.2 No person will be authorized to connect to any municipal utility service, except licensed plumbers or authorized employees of the Town.
- 3.3.3 No person, without first having obtained all applicable provincial and municipal permits and approvals, will make connection with any of the Municipal Utility System mains. The person so authorized will be fully liable for any damage caused while making such connection and will also provide all required safety provisions during the connection.



- 3.3.4 All service lines, installed on private property, between the property line and the meter, will be constructed as per the Provincial Plumbing code with Canadian Standards Association (CSA) approved material of equal quality to, and compatible with, the service lines in the street between the distribution main and the property line.
- 3.3.5 Where a Sampling Manhole is required under Section 3.2.4 (i), it shall be installed by the owner at a location approved by the Manager of Operations, in accordance with CSA standards and Town specifications
- 3.3.6 The Town or any of its employees will not be liable for any damage whatsoever in nature caused either directly or indirectly by any municipal utility service connection. The owner will be responsible for backfill, surface replacement, safety, and, without limiting the generality of the foregoing, matters of like nature.
- 3.3.7 The Town may revoke or cancel permission that may have been granted to connect with the Town municipal utility system if it finds that any of the work is not being done in accordance with the provisions of this Bylaw. The owner making said connection, will have no right to demand or claim any damages in consequence of such permission being revoked or cancelled.
- 3.3.8 Each property will have only one (1) service line from the main. A duplex dwelling shall require a separate service connection to the Municipal Utility System distribution main for each unit and each shall be controlled by a separate curb stop.
- 3.3.9 Within one year after a Municipal Utility Service becomes available, or upon the completion of a development on a property, the owner of every building situated on land abutting on any street in which there is a Water Main or a Wastewater Sewer, shall, at the owner's expense, connect such building to the water (and wastewater) systems, in accordance with the requirements and standards set out in the Alberta Building Code and elsewhere in this Bylaw.
- 3.3.10 All property owners must inform the Town, in writing, of the location and status of any existing private water wells, septic tanks, or effluent disposal fields located on their property. Property owners remain solely responsible for the operation, maintenance, and liabilities associated with these systems. The Town shall bear no responsibility for damage, failure, or contamination arising from or connected to such private infrastructure.

3.4. Billing:

- 3.4.1 Utility billing will be issued for a two month (bimonthly) period.
- 3.4.2 Failure to receive a Utility bill shall in no way affect the liability of the Customer to pay the account.
- 3.4.3 Every property owner, who is served by a connection to the Municipal Utility Service of the Town of Nanton, will pay bimonthly to the Town, the regular Utility rates set out in the Town of Nanton Fees and Rates Bylaw.
- 3.4.4 A utility bill is due and payable to the Town on the due date.
- 3.4.5 The bimonthly Utility bill will be addressed to the registered property owner, as per the Town of Nanton Tax Roll. The Town will not re-direct Utility Bills to tenants or other persons.
- 3.4.6 A penalty will be added to all accounts not paid by the penalty date. If the penalty date falls on a weekend or a holiday, the penalty date will be moved to the next regular business day. Such penalty will be at the rate of two percent (2%) of the unpaid balance of the most recent billing period levy.



- 3.4.7 All payments shall be made at the Town Office or by mailing to the Town of Nanton, P.O. Box 609, Nanton, Alberta, T0L 1R0. Payments may also be made at any financial institution that accepts the Town's corporate creditor identification number for processing of bill payments, or via internet or phone banking systems. Such payments will be deemed received on the date of payment at the financial institution.
- 3.4.8 The Utility Customer in the Town of Nanton will have the option to enter into an agreement with the Town to provide for the payment of Utility levies by way of pre-authorized debit payments providing a written agreement in a form provided by the Town is filed with the CAO.
- 3.4.9 Remote reading of water meters will be conducted on a regular basis, for the purpose of the issuance of the utility account billing. Interim readings may be conducted for the purpose of change of owner during a billing period, or as required by the Town.
- 3.4.10 If the Town cannot obtain a reading, or gain access to read the meter, the consumption of the Utility Service shall be estimated upon such basis as the Town considers to be fair and equitable and the account rendered in accordance with such estimate. The estimate will be based on:
- (a) The average consumption of the previous three (3) billing periods, or
 - (b) The minimum rate for utility services supplied to that premises, whichever is greater.
- 3.4.11 Payment of an estimated amount shall not excuse the customer from liability for payment of a greater amount which may be owing after a meter is read.
- 3.4.12 When a Utility service is inactive, the basic bimonthly Utility Service Rate billing will continue to apply.
- 3.4.13 A Customer must report any billing discrepancies to the Town within six months of the billing date, where the error occurred.
- 3.4.14 The Town will consider corrections for the billing errors for up to a maximum of three billing periods prior to the date the error was discovered.
- 3.4.15 A Customer is responsible for all charges accruing to the Customer's account until such time as the account is closed.
- 3.4.16 If a Customer fails to give notice to the Town that the Customer's account is to be closed, the Customer shall remain responsible for all rates, charges, or costs associated with the municipal utility service until such time as the Customer notifies the Town of the close of account, or a new Customer assumes responsibility of the services.
- 3.4.17 When a Customer gives notice to the Town that the Customer's account is to be closed, the Town shall obtain a final reading of any meter within five (5) business days and the customer shall be liable for and pay for all services supplied prior to such reading.

4. MUNICIPAL WATER SERVICE:

- 4.1 The property owner is responsible for the water service line from the curb stop connection to the premises.
- 4.2 After any new construction, reconstruction, alteration, change, or the completion of any work requiring permission from the Town, pursuant to this Bylaw, water will not be turned on to any property until the Customer has provided the Town with access to the premises to which the work was conducted in order for the Town to inspect the physical connections for the Utility and to obtain an initial meter reading for all metered Municipal Utility Services.



- (a) Only after all of the above-mentioned work has been completed to the satisfaction of the Department, will the Service be turned on.
 - (b) The municipal utility service shall only be turned on or off by an authorized employee of the Town. To turn municipal utility service on or off requires a minimum of two working days' notice to the Town, by the property owner, except in emergency situations, as determined by the Town.
- 4.3 In all cases where boilers are supplied with water, the Town is not liable for any damages which may result to any person or property from shutting off the distribution main or device, or from failure of the water supply, for any purpose or cause whatsoever, even where no notice is given. All users of steam or hot water boilers must protect themselves by installing a storage tank, sufficient to provide at least a twelve-hour supply for each steam or hot water boiler. No deduction from a utility bill will be made as a consequence of any damages referred to in this paragraph.
- 4.4 The Town does not guarantee the pressure nor the continuous supply of water and reserves the right at any and all times without notice to change operating water pressures and to shut off water. The Town and its officers, employees and agents shall not be liable for any damages of any kind due to changes in water pressure, the shutting off of water, or by reason of the water containing sediments, deposits or other foreign matter.
- 4.5 Customers depending upon a continuous and uninterrupted supply of water and constant pressure, or pressure of water or having processes or equipment that require particularly clear or pure water shall provide such facilities as they consider necessary to ensure a continuous and uninterrupted supply or pressure or quality of water required for their use.
- 4.6 No person shall be permitted the unauthorized use of the municipal water service, including, but not limited to:
- 4.6.1 selling water supplied hereunder;
 - 4.6.2 using or applying any water to the use or benefit of others or to any other than the Customer's own use and benefit;
 - 4.6.3 increasing the usage of water beyond that agreed upon with The Town; or
 - 4.6.4 extracting or removing any water from any hydrant within the Town;
- without first obtaining written permission from the Town and subject to such reasonable conditions as the Town may impose with respect to the quantity, price and times of withdrawal of the water so used.
- 4.7 No well or other source of water except the Town water mains shall be used in the Town without permission having first been obtained from the Town.
- 4.7.1 All persons having charge of or being owners or occupiers of premises containing a well or other source of supply of water other than the water mains of the Town may apply to the Town for permission to use the water in such well or other source of supply of water other than the water mains of the Town. The Town may impose such conditions on the use of such well or source, as the Town deems necessary, including but not limited to, inspection for cross-connection or possible cross contamination.
 - 4.7.2 Upon complying with the conditions prescribed, the applicant may be granted permission to use the water in the said well or other source of supply of water; however, no permission granted under the provisions of this Bylaw will give or be construed to give the holder of such permission the right to sell or distribute water within the Town of Nanton.



- 4.7.3 If the use of any such well or other source of supply of water is continued contrary to the provisions of this Bylaw forty eight (48) hours after notice to discontinue the use of same has been given by the CAO, to the owner or occupier of the premises on which it is situated, such well or other source of supply of water may be declared to be a nuisance and dangerous to the Public Health and Safety and shall be removed, plugged, filled up, or otherwise abated.
- 4.7.4 The Town of Nanton is not responsible for the property owners' use of the well water.
- 4.8 No person who has been granted permission to use any alternate source of water supply shall allow that alternate source of water supply to be connected to the Municipal Water System.
- 4.9. Where a potential risk of cross-contamination exists due to wastewater systems, irrigation systems, fire suppression systems, auxiliary water supplies, chemical storage, or other hazards, the Owner shall install a backflow prevention device at their expense. Devices must meet CSA B64.10/B64.10.1 standards and applicable Alberta Plumbing Code requirements.
- 4.9.1 All required backflow prevention devices must be tested by a certified cross-connection control tester:
- a) At installation;
 - b) Following any repair or relocation;
 - c) Upon request by the Town. Test results shall be submitted to the Town of Nanton within thirty (30) days of testing.
- 4.9.2 Authorized Persons may enter a property under Section 3.2.4 to inspect, test, or verify the presence and function of any required backflow prevention device. Failure to comply may result in:
- a) Orders issued under Section 3.2.5;
 - b) Suspension of service under Section 7;
 - c) Cost recovery through the utility billing system.
- 4.9.4 The Town of Nanton shall not be liable for any damage, loss, or injury caused by sewage backup in buildings or structures where no backflow prevention device has been installed, regardless of the cause or location of the blockage within the wastewater system.
- 4.9.5 For residential properties constructed prior to the requirement for mandatory backflow prevention, the Town has established a Sanitary Sewer Backflow Preventer Installation Policy, under which eligible property owners may apply for a modest reimbursement to assist with the installation of a new backflow preventer. Funding under this program is limited and subject to availability and pre-approval.

5. WATER METERS:

- 5.1 Ownership of all water meters and related equipment is vested in the Town of Nanton.
- 5.2 Any owner requiring a water service from the Municipal Utility System will be required to install a water meter prior to any service being initiated. The owner is required to install or change any and all the necessary plumbing required for installation of the meter.
- 5.2.1 For the purposes of supply of Municipal Water Services during construction, a fee for unmetered water will apply. Application for such services must be approved by the CAO, which may be subject to conditions as imposed by the CAO, pursuant to this bylaw.



- 5.3 Unless otherwise approved by the Town, all water supplied through temporary and seasonal water service connections shall pass through a water meter. The owner shall pay the cost of each installation and each removal of the water meter for such connections, in addition to the charge of the water supplied to the premises and for the cost of any damage to the water meter and related metering facilities from causes within the owner's control.
- 5.4 The Town will be the sole supplier of all meters used in the Municipal Utility System. The owner is responsible for any or all of the costs of any meter larger than the meter regularly supplied by the Town.
- 5.5 The property owner will be responsible for the installation of the meter entirely at his or her own cost and to the specifications required by the Town.
- 5.5.1 Each meter installation shall have a shut off valve installed before and after the meter itself.
- 5.5.2 The property owner will protect the meter from interference or injury by frost or otherwise, and are liable for any damage which may occur to the meter.
- 5.5.3 The meter must be installed with sufficient clearance surrounding the location, as determined by the Town, to ensure ease of access to the meter.
- 5.6 On an existing single water service line to a property, the Town shall provide only one water meter for registering water consumption of all units within a property. Upon written request to Council, an addition meter may be approved. Should such approval be granted by the Town, the meters shall be supplied, at the property owner's cost, by the Town.
- 5.7 Each water meter shall be read at such times or intervals as the Town may designate as are reasonable and practicable under the circumstances.
- 5.8 A Customer shall permit the Town to perform meter reading using automated monitoring equipment. Additional fees may apply for on-site meter reading, as set out in in the Town of Nanton Fees and Rates bylaw.
- 5.9 The Town may shut off the water supply to a Customer who refuses to provide a water meter reading or provide access to perform a water meter reading after notice has been given pursuant to the section of this bylaw regarding, "Access and Authorization".
- 5.10 The Town may require a water meter to be either tested on site or removed for testing by a Person authorized by the Town at any time. The Town may discontinue any or all Utility Services supplied to the premises until such time as a Person authorized by the Town is able to obtain access to test the meter or remove it for testing.
- 5.11 If, upon the reading of a meter, it is determined that the meter has failed to accurately record the consumption of the Municipal Utility Service supplied, then the consumption charges will be estimated upon such basis that the Town considers to be fair and equitable and the account rendered in accordance with such estimate.
- 5.12 A customer shall notify the Town immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.
- 5.13 An owner who claims a meter is not working properly will deposit with the Town an amount in accordance with the Fees and Rates bylaw. The meter will then be removed from service by the Town and calibrated.



- 5.13.1 Should the meter be found to over read the owner will be refunded his/her deposit.
- 5.13.2 Should the meter be found to over read or under read, the water and sewer billings, where applicable, charged for the preceding two (2) meter reading periods will be adjusted by the same percentage as the meter was found to be in error, providing however, that no rate will be less than the minimum rate normally charged.
- 5.14 Any meter which is found to be calibrated within acceptable limits will be considered adequate, and the owner will:
 - 5.14.1 forfeit the deposit to the Town; and
 - 5.14.2 pay all other costs of removal, shipment and testing of the meter.
- 5.15 The Town will replace any meter that stops working due to normal wear and tear at no cost to the owner.
- 5.16 No person will interfere with, cut or remove the wire seal on a meter.
- 5.17 No person will disconnect a meter or do anything which will bypass, or prevent, or impede, the flow of water through the meter, or which may affect the proper operation of the water meter.
- 5.18 If a water meter is removed or stolen, the owner of the premises shall pay the cost of replacing the water meter including installation.
- 5.19 Where any owner, occupant or customer discontinues the use of the water utility service furnished by the Town or the Town refuses to continue to supply water, any authorized person may at all reasonable times enter the premises in or upon which such owner, occupant or customer was supplied with the water utility for the purposes of removal there from any fittings, machines, apparatus, meters, pipes, outside readouts or other things that are the property of the Town in or upon such premises and may remove them from there.

6. HYDRANTS AND MAIN VALVES & CURB STOPS:

- 6.1 Except as hereinafter provided, no persons other than those authorized by the Town will operate, draw water from or interfere with any valve or hydrant or curb stop.
- 6.2 No person will in any manner obstruct the free access to any hydrant, valve or curb stop.
- 6.3 No person will interfere with, change, damage or make inaccessible, any curb stop. The owner of the property where the curb stop is located upon will be required to pay all costs, in addition to the penalties in this Bylaw, involved in the repair or restoration of the curb stop, including remediation of the grounds affected by the repairs or restoration.

7. TERMINATION OR DISCONNECTION OF SERVICE:

- 7.1 The water service, pursuant to this Bylaw, may be shut off by the Department at the curb stop at the request in writing of the owner of the premises being serviced.
- 7.2 The supply of water to any Residential and Non-Residential Customer may be shut off for any or all of the following reasons:
 - 7.2.1 Repair;
 - 7.2.2 Lack of water supply;
 - 7.2.3 Non-payment of utility accounts rendered for any reason;



- 7.2.4 Defective piping;
- 7.2.5 Failure to comply with any provisions of this bylaw; and
- 7.2.6 For any reason which the CAO or the Manager of Operations considers sufficient.

7.3 The rates charged by the Town for work undertaken pursuant to this 7.1 and 7.2 above, will be in accordance with the Town of Nanton Fees and Rates Bylaw. These rates will also apply when the owner requests and the Town agrees that the water service be reconnected.

8. WATER CONSERVATION AND WASTEWATER RESTRICTION EVENTS:

- 8.1 Level 1 Water Conservation, as set out in Schedule 'B', shall be always complied with by all Town of Nanton water users.
- 8.2 When the Chief Administrative Officer or designate has imposed Level 2 Mandatory Restrictions, as set out in Schedule 'B', no person shall use Town-supplied water to the contrary.
- 8.3 When the Chief Administrative Officer or designate has imposed Level 3 Critical Restrictions, as set out in Schedule 'B', no person shall use Town-supplied water to the contrary.
- 8.4 All users of the Town of Nanton's wastewater system shall make reasonable efforts to comply with the Wastewater Discharge Restrictions outlined in Schedule 'B' and the limits identified in Schedule 'C', when such restrictions and limits are in effect.
- 8.5 No person shall use or discharge any water from the water works system in contravention of the terms of any order made by the CAO under this section.
- 8.6 The conservation or restrictions may include the regulation, restriction or prohibition of the use of water supplied by the Town for consumers, raw water or bulk users, by any method including but not limited to restricting amounts supplied on an ongoing basis, closing off the water supply during certain times of the day, or totally prohibiting use of water by permanent closure of water supply valves for extended periods of time.
- 8.7 All plumbing fixtures, supply fitting and shower heads will be installed for either residential or non-residential premises in accordance with the current water efficiency requirements of the Canadian National Energy Code for Buildings, National Building Code and National Plumbing Code.
- 8.8 All consumers or persons are prohibited from wasting water at any time. Wasting water shall be defined as the unnecessary and/or excessive use of water, for any purpose whatsoever, as deemed by the Chief Administrative Officer, and may include, without limiting the generality of the foregoing, these examples:
- Permitting an irrigation system to run during a rainstorm;
 - Permitting water to pool or run-off any lawn, garden, or other outside plant;
 - Directing water onto a paved surface, including driveways, sidewalks, or roadways during irrigation;
 - Operating a fountain or pond without re-circulating water;
 - Washing any vehicle or the outside of a building with the use of a hose not equipped with a shut-off nozzle;
 - Use of flowing water instead of dry sweeping to remove loose debris from a residential driveway.
- 8.9 Any consumer or person who in the opinion of a Peace Officer charged with the enforcement of this Bylaw, wastes water supplied by the Town will be guilty of an offense under this bylaw. In



determining if an activity constitutes wasting water, consideration will be given to the following:

- The volume of water reasonably required to perform the activity undertaken;
- The length of time that water has been allowed to run;
- The degree of control exercised over the flow of water;
- The purpose to which the water is being put;
- The degree of restriction on water consumption presently in place; and
- The existence of any other factors reasonably suggesting that waste of water is occurring or has occurred.

8.10 Exceptions to provisions, all or in part, of the conservation section of this Bylaw may be granted by Council by resolution.

8.9.1 The Town of Nanton Fire Department is exempted from the provisions of this conservation section of the bylaw in all cases excepting non-emergencies.

9. MUNICIPAL WASTEWATER SYSTEM:

9.1 **The property owner is responsible for maintaining a clear sewer connection from the property line to the town's sewer main.**

9.2 Should the property owner require a service repair to clear the service line to the main to ensure adequate flow, the owner is responsible to pay for all licensed plumber costs to ensure adequate flows are maintained between the owner's property and the main, unless any blockage or obstruction is caused by or results from corrosion, deterioration, or frost damage to the service line between the property line and the Town's sewer main.

9.3 Where a sewer service is permanently abandoned, the owner must cap the service at the property line in a manner approved by the Manager of Operations, to prevent infiltration, root intrusion, or groundwater ingress.

9.4 In the event that evidence satisfactory to the Chief Administrative Officer or designate is provided of a wastewater service line becoming plugged through poor installation or deterioration issues between the property line and the main, the Town will determine a discretionary portion of costs to repair the service line from the property line to the Town's sewer main

9.4.1 The Town or its approved agents are authorized to open a wastewater service line by any method considered necessary for inspection and repair. If there is no satisfactory evidence of the wastewater line between the wastewater main and the property line being corroded, deteriorated, damaged or improperly installed, all associated costs are the responsibility of the property owner.

9.4.2 The Town or its approved agents shall remove any public tree and associated root systems that are found, upon inspection, to be responsible for the deterioration of a wastewater service line between the wastewater main and the property line. Property owners may apply to the Chief Administrative Officer or designate for the pro-active removal of a public tree in the context of inadequate wastewater flow, pursuant to the provisions of the Public Tree Bylaw, as amended.

9.5 In order to protect the integrity of the Municipal Wastewater System and ensure compliance with environmental regulations, all discharges into the system must meet the following standards.



9.5.1 No person shall discharge any wastewater to the Municipal Wastewater System that:

- (a) Contains BOD > 300 mg/L or COD > 300 mg/L;
- (b) Contains Non-filterable Residue (suspended solids) > 300 mg/L;
- (c) Contains Grease/Oils > 100 mg/L or hydrocarbons of petroleum origin > 50 mg/L;
- (d) Has pH < 6.0 or > 10.0;
- (e) Contains any priority pollutant (e.g., heavy metals, phenolics, cyanide) in excess of Provincial or Federal limits.

9.5.2 Any discharge that exceeds these standards is deemed a contravention and may incur:

- (a) Service suspension under Section 7;
- (b) High-strength surcharge per Section 9.6;
- (c) Orders for on-site pre-treatment or revised sampling frequency.

9.6 Where wastewater discharged into the Municipal Wastewater System exceeds the allowable strength limits set out in Section 9.____, the Town may apply a high-strength surcharge to recover the additional costs associated with treatment of such wastewater.

9.6.1 Where wastewater strength (BOD, COD, suspended solids, grease or phosphorus) exceeds the limits of Section 9.3.1, the Customer shall pay a surcharge computed as:

$$\text{Surcharge} = \text{Volume (m}^3\text{)} \times [(\text{Actual} - \text{Limit}) \div \text{Limit}] \times \text{Base Sewage Rate.}$$

9.6.2 The base sewage rate used in the surcharge calculation shall be the rate established in the most current Town of Nanton Fees and Rates Bylaw.

9.6.3 Surcharges shall appear as separate line items on the Customer's Utility Bill

9.7 In order to protect the Municipal Wastewater System and ensure equitable compliance with discharge standards, all industrial and commercial properties—both existing and proposed—are subject to the following requirements regarding wastewater discharge.

9.7.1 All new commercial or industrial properties proposing to discharge wastewater to the Municipal Wastewater System must obtain written approval from the Manager of Operations prior to commencing discharge.

9.7.2 As part of the approval process, applicants must submit:

- a) Flow-proportioned composite sample results for BOD, COD, suspended solids, oil/grease, pH, and any other relevant analytes;
- b) A description of any planned or existing on-site pre-treatment systems (e.g., grease trap, oil interceptor, sand interceptor).

9.7.3 Commercial or industrial properties currently discharging wastewater to the Municipal Wastewater System may, at any time, be required by an Authorized Person to submit the following:

- a) Current sampling results consistent with subsection 9.____.2(a);
- b) A description and maintenance record of any existing pre-treatment systems.

9.7.4 The Manager of Operations may review or update discharge approvals at any time and may impose new conditions, require corrective actions, or revoke approval where:



- a) Discharge characteristics exceed allowable standards;
- b) Pre-treatment systems are found to be inadequate or improperly maintained;
- c) Changes in operations or facility use warrant reassessment.

9.8 Fat, Oil, and Grease (F.O.G.) interceptors of sufficient size and approved design must be installed on the waste pipes of all hotels, restaurants, laundries, and any other premises as directed by the Town. These interceptors shall be installed prior to any connection to the Municipal Wastewater System

9.8.1 Grease interceptors must:

- a) Be properly sized according to CSA standards and manufacturer specifications;
- b) Be located to permit easy access for inspection and maintenance;
- c) Not be bypassed under any circumstance.

9.8.2 The level of FOG and solids in an interceptor must never exceed 25% of the interceptor's total liquid capacity. Interceptors must be cleaned **monthly**, or more frequently if the 25% threshold is reached within a shorter time period.

9.8.3 All cleaning, inspection, and maintenance activities must be recorded using the Town's **Fats, Oils, and Grease Interceptor Service Record Sheet**, which must be submitted to the Town **annually** or provided upon request. If the interceptor is cleaned by the owner, **photographic records** must also be kept and submitted with the Service Record Sheet.

9.8.4 Use of enzymes, bacteria, emulsifiers, solvents, hot water or any other agents intended to facilitate the passage of FOG through a grease interceptor is strictly prohibited.

9.8.5 Every operator of a grease interceptor shall:

- a) Maintain a log of all cleanings, inspections, and maintenance;
- b) Retain records for at least two (2) years;
- c) Provide such records to the Town upon request.

9.8.6 Where a food service establishment fails to comply with the requirements of this section, the Town may issue an order under Section 3.2.5 or discontinue service in accordance with Section 7.

9.9 No person will permit to be discharged or release into any sewer any liquid or substance which would prejudicially affect the sewers or impede the carriage of permitted wastes, nor introduce any substance whatsoever which is not approved as acceptable for treatment in the Town Wastewater Treatment Plant.

9.10 No waste or discharge resulting from any trade, industrial or manufacturing process will be directly discharged to any Town sewer without such previous treatment as will be prescribed by the Town or applicable legislation and regulations, such as the Alberta Environmental Protection and Enhancement Act of Alberta and Regulations, thereto for each such case. The necessary treatment works so prescribed will be completely installed by the owner at his expense,



prior to the construction of the sewer connection and thereafter will be continuously maintained and operated by the owner.

- 9.11 No person will discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly, into any Town wastewater main or premises service line connected, to the Municipal Utility System, therewith.
- 9.12 No person shall discharge a holding tank from a recreational vehicle or other effluent tank into any portion of the Municipal Wastewater or storm water system, except at an approved sanitary dumping station.
- 9.12.1 No person shall discharge a holding tank at an approved sanitary dumping station unless the discharge can be made through an approved pipe attached to the holding tank and inserted into the proper dumping inlet.
- 9.13 No person, except duly authorized employees of the Town, will turn, lift, remove, raise or tamper with the cover of any manhole, ventilators or other appurtenances of the Town Municipal wastewater system.
- 9.14 No person, except duly authorized employees of the Town, will cut, break, pierce, or tap any Municipal wastewater system or appurtenance thereof, or introduce any pipe, conduit or tube, through or into any Municipal wastewater system.
- 9.15 No person will make or cause to be made any connection with, or convey into, any Town wastewater main or house drain, or appurtenance thereof, any flammable or explosive material, storm water from roof drainage cistern, tank overflow, sump, or condensing/cooling water.
- 9.16 In order to protect the integrity and capacity of the Municipal Wastewater System and to comply with modern building and environmental standards, the discharge of stormwater or foundation drainage into the sanitary sewer is prohibited:
- 9.16.1 No person shall discharge or allow to be discharged any stormwater, weeping tile drainage, surface runoff, foundation drainage, roof drainage, sump pump discharge, or similar sources into the Municipal Wastewater System.
- 9.16.2 Where such connections are found in existing developments, the property owner shall be required to remove the connection and redirect the drainage to the appropriate location in accordance with the Alberta Building Code and CSA standards. The Town may require removal within a reasonable time frame following notice by an Authorized Person.
- 9.16.3 If a property owner fails to comply with this requirement, the Town may undertake corrective measures and recover costs from the owner as permitted under this bylaw.
- 9.17 No person shall install or operate an on-site private sewage disposal system (e.g., septic tank, holding tank, or disposal field) on any property that is eligible for connection to the Municipal Wastewater System without first obtaining a valid Development Permit and written authorization from the Town. All such systems must meet applicable Alberta Safety Codes and provincial regulations. Where Municipal Wastewater Service is reasonably available, the Town may require the property to connect rather than construct an independent system.



10. MUNICIPAL STORM WATER SYSTEM:

- 10.1 No person shall discharge, or cause to be discharged, directly or indirectly into the Storm Water System, any substance other than uncontaminated stormwater, including but not limited to:
- Sediment, soil, and yard waste;
 - Animal waste or byproducts;
 - Paints, solvents, fuels, antifreeze, oil, or grease;
 - Detergents, soaps, and greywater;
 - Water from pools or hot tubs unless dechlorinated;
 - Any liquid or substance containing toxic or hazardous materials.
 - All discharges into the storm water system must comply with the requirements and prohibitions of any other applicable provincial and federal legislation.
- 10.2 No person shall, without the Town's written consent, release matter of any kind listed below into or in land drainage works, drains or connections to any storm water system, any matter which because of its type, temperature, quantity or quality may:
- Interfere with the proper operation of the Storm Water system;
 - Result in a hazard to any person, animal, property or vegetation;
 - Impair the quality of the water in any well, lake river, pond, stream, reservoir or other water or water course; or
 - Result in the contravention of any Federal, Provincial, or Municipal legislation including any approval, requirement, direction or other order issued by Alberta Environment or other enforcing agency with respect to the Storm Water system or its discharge.
- 10.3 Property owners shall maintain all private stormwater infrastructure in proper working condition, including swales, sump discharge piping, catch basins, culverts, and dry wells. These must be free of obstruction and properly graded to allow positive drainage. Failure to do so may result in enforcement under Section 11.
- 10.4 No person shall discharge any water other than stormwater (e.g., pumped groundwater, foundation drainage, construction dewatering) into the stormwater system without a written permit from the Town. Permits will outline allowable discharge volumes, duration, water quality limits, and monitoring requirements.
- 10.5 Weeping tile must be installed below all basement footings and must drain to an approved sump as per the current approved provincial plumbing code, Canadian Safety Association (CSA) standards and Alberta Safety Codes or to the municipal storm water system if available.
- 10.6 Sumps must be installed as per the current approved plumbing code, CSA standards and Alberta Safety Codes.
- 10.7 Discharge from the sump pump may be through a garden hose to a surface sprinkler for the summer months. Discharge to a "dry pit" during late fall and winter may be done using a buried line controlled by a two-way valve. No sump line shall discharge within 0.6 meters (2 feet) of the property line on an adjacent property. No sump shall discharge within 3 meters of the front or rear of the building.
- 10.8 Down spouts must be installed on all buildings. Downspouts from eaves troughs and discharge hoses from sump pumps shall not discharge within 0.6 meters from the property line. All grading, sump pump discharges and down spouts shall be located so that they do not affect any other lot. Sump pump discharge lines shall not discharge within 3 meters of the back of any walkway or within 6 meters of the back of any curb and discharged a minimum of 3 meters (10 feet) away from the building.



- 10.8.1 To ensure that there is proper drainage along the sideyards between houses, there is a requirement to provide adequate slope for drainage away from buildings that will meet the minimum requirements of the Alberta Building Code. The Town of Nanton Land Use Bylaw sets minimum side yard slope standards.
- 10.9 No roof drains will be connected to weeping tiles, or Municipal Utility systems.
- 10.10 All weeping tile and Storm Water fixtures set below the level of the highest ground surface adjacent to the premises shall be protected from backflow by an approved Storm Water Backflow Prevention Valve.
- 10.11 No person shall obstruct any drain, ditch, culvert or water course in the Town.
- 10.12 Any person who releases or causes or permits the release into any Storm Water system any matter contrary to the provisions of this Bylaw shall:
- Notify the Town immediately upon becoming aware of the release;
 - Provide the Town with information respecting the release, to the satisfaction of the Town; and
 - Be liable for all costs incurred by the Town respecting the release for containment, sampling, testing, removal, clean-up, disposal and any other related activity.
- 10.13 Any person found in contravention of Section 10 shall be subject to enforcement as per Section 11 of this bylaw. The Town may recover all costs related to cleanup, remediation, or repairs arising from unauthorized discharges or neglect of drainage infrastructure

11. PENALTIES AND OFFENCES:

- 11.1 Unpaid utility bills for amounts payable to the Town under this bylaw will be subject to a penalty at the rate of two percent (2%) of the unpaid balance of the most recent billing period levy.
- 11.2 Any rates, costs or charges in arrears for utility services supplied by the Town to any property may be added to the taxes assessed against the real property to which the utility services have been supplied, either directly or indirectly, and may be collected in any of the ways provided by the collection of taxes, including tax recovery.
- 11.3 In addition to the methods outlined in Section 11.2 above for the recovery of outstanding rates, costs or charges, the Town may discontinue service to any property where any charges for utilities or work remains outstanding for a period of more than sixty (60) days.
- 11.4 Any Person who contravenes any provision of this Bylaw by:
- (a) doing any act or thing which the Person is prohibited from doing; or
 - (b) failing to do any act or thing which the Person is required to do;
- is guilty of an offence.
- 11.5 Any Person who is convicted of an offense pursuant to the Bylaw is liable on summary conviction to a fine not exceeding \$10,000.00 and in default of payment of any fine imposed, to a period of imprisonment not exceeding six (6) months.

11.6 Where the CAO has reason to believe that a person has contravened any provision of this Bylaw, and that it is in the best interest of the Town to compel the person to



appear in front of a Provincial Court, he may direct a Peace Officer to commence proceedings to issue a Part 2 Summons pursuant to the Provincial Offense Procedure Act of Alberta.

11.7 Where the CAO has reason to believe that a person has contravened any provisions of this Bylaw, notice shall be served in accordance with the Municipal Government Act allowing payment of the specified penalty, as specified per Schedule "A" attached to this Bylaw, in lieu of prosecution for the offense.

11.7.1 This section shall not prevent any Peace Officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant to the provision of the Provincial Offences Procedures Act.

11.8 The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges or costs for which that Person is liable under the provisions of this Bylaw or any other bylaw of the Town of Nanton.

11.9 Notwithstanding the provisions of this Section of the Bylaw, any Person who contravenes any provision of this Bylaw may forfeit the right to be supplied with Municipal Utility Services.

12. CUSTOMER LENIENCY REQUESTS

12.1 A Customer may request leniency in regards to a Utility bill which can be proven to be partly attributable to a private plumbing or infrastructure leak upon the premises of the subject Utility account.

12.2 Leniency will only be considered for a single Utility Billing Period where the metered amount reflects more than double the Customer's average Municipal Water Service use from the preceding six (6) billing periods.

12.3 Customer Leniency requests shall only be considered once every two (2) years (from the date of the first request) for a Property.

12.4 Upon receipt of a Customer Leniency Request, Council authorizes the CAO to either:

- Refuse the request as unsubstantiated; or
- Authorize a payment plan for the Customer to ensure full payment of the Utility bill; or,
- Waive a portion of the Water and/or Wastewater service consumption charges, or
- Reimburse the Customer for account payment in an amount, not to exceed \$2000, above the average amount calculated from the previous 6 billing periods.

12.5 The Leniency request must be received within 60 days of both:

- A repair being completed by a certified plumber or replacement parts being purchased by the Customer;
- the Customer receiving the bi-monthly Utility bill that becomes subject of the Leniency Request.

12.6 Plumber's invoices or receipts for parts purchased by the Customer must be provided to the CAO or designate in support of the request or it shall not be considered.

12.7 The period for which Leniency is requested or considered shall not exceed one bi-monthly Billing period.

12.8 Leniency requests shall not be considered for significant water loss on private property or infrastructure for any reason other than an attributable leak that has been demonstrably repaired by the Customer.



13. EFFECTIVE DATE AND READINGS

13.1 This bylaw repeals Bylaw #1283/17, 1335/20, 1367/22, 1392/24 and any amendments thereto.

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



Schedule "A"
Specified Penalties

Section	Violation	First Violation	Second Violation	Third Violation
3.3.2	Unauthorized service connection	\$500	\$1,000	\$2,000
4.6	Unauthorized use of the municipal water service	\$250	\$500	\$1,000
4.8	Connection of an alternate water source to the municipal water service	\$500	\$1,000	\$2,000
5.16	Interference with a water meter seal	\$500	\$1,000	\$2,000
5.17	Bypass or interfere with water meter operation	\$500	\$1,000	\$2,000
6.1	Unauthorized operation of any hydrant, valve or curb stop	\$250	\$500	\$1,000
6.2	Obstruct the free access to any hydrant, valve or curb stop	\$250	\$500	\$1,000
8.5	Use or discharge of water/ wastewater contrary to conservation or wastewater restrictions.	\$250	\$500	\$1,000
9.5.1	Discharge of wastewater that does not comply with all other requirements of this section into the wastewater system	\$1,000	\$2,000	\$3,000
9.7.3	Failure to provide requested wastewater sampling or maintenance records	\$500	\$1,000	\$2,000
9.7	Failure to obtain written approval for commercial or industrial discharge of wastewater	\$500	\$1,000	\$2,000
9.8	Failure to comply with Fats, Oil and Grease (FOG) requirements	\$750	\$1,500	\$3,000
9.10	Releasing, or allowing the release of wastewater into the wastewater system that contains a substance or liquid that does not comply with this Bylaw.	\$750	\$1,500	\$3,000
9.11	Failing to install, operate, monitor, provide access to and properly maintain a prescribed wastewater pre-treatment system.	\$500	\$1,000	\$2,000



9.12	Discharge the contents of any privy vault, manure pit or cesspool, directly or indirectly into the wastewater system	\$500	\$1,000	\$2,000
9.13	Discharge of RV holding tank or effluent tank at an unauthorized location.	\$500	\$1,000	\$2,000
9.14	Unauthorized tampering with manhole, ventilators or other appurtenances of the Town Municipal wastewater system	\$500	\$1,000	\$2,000
9.15, 9.16, 9.17	Unauthorized connection or alteration to the Town Municipal wastewater system	\$1,000	\$2,000	\$3,000
9.18	Unauthorized installation or operation of an on-site private sewage disposal system	\$1,000	\$2,000	\$3,000
10.1	Discharge directly or indirectly into the Storm Water System, any substance other than uncontaminated stormwater	\$500	\$1,000	\$2,000
10.2	Release of prescribed matter into or in land drainage works, drains or connections to any storm water system	\$500	\$1,000	\$2,000
10.3	Failure to maintain private stormwater infrastructure	\$250	\$500	\$1,000
10.4	Discharge any water other than stormwater into the stormwater system without a permit.	\$250	\$500	\$1,000
10.11	Obstruct any drain, ditch, culvert or water course in the Town.	\$250	\$500	\$1,000
11.4	Non-compliance with this Bylaw in any other manner unlisted in this Schedule.	\$100	\$500	\$1,000



Schedule 'B'
Conservation Levels

LEVEL 1 – WATER CONSERVATION

All Outdoor Water Use is permitted as follows:

Odd numbered addresses may water lawns: (Addresses ending in 1,3,5,7,9)

Thursdays, Sundays

Even numbered addresses may water lawns: (Addresses ending in 0,2,4,6,8)

Wednesdays, Saturdays

Watering of lawns, gardens, trees and shrubs may occur only during the following hours:

6:00 AM - 9:00 AM or

7:00 PM - 11:00 PM

Requests for site and condition specific irrigation scheduling for commercial or industrial operations using a metered irrigation system may be approved in writing by the Chief Administrative Officer.

LEVEL 2 – MANDATORY RESTRICTIONS

All Outdoor Water Use, including watering lawns, non-commercial washing of vehicles, sidewalks, pads, exteriors of building, filling of hot tubs/Jacuzzis, recreational use of sprinklers and like water toys, is restricted to the following schedule:

Odd numbered addresses may water lawns:

Thursdays, Sundays

Even numbered addresses may water lawns:

Wednesdays, Saturdays

Watering may occur only during the following hours:

6:00 AM - 9:00 AM or

7:00 PM - 11:00 PM

Flowerbeds and vegetable gardens may be watered by hand, during prescribed times, using a watering can or a hose with a nozzle trigger shut off to restrict water flow.



LEVEL 3 – CRITICAL RESTRICTIONS

All outdoor water use is strictly prohibited.

Household and non-residential use may be controlled through district flow restrictions.

The Chief Administrative Officer or designate may require reduction of water consumption by major non-residential water consumers.

A special metered rate to discourage wasteful water consumption by residential and non-residential consumers, **as set by Council in the Town of Nanton Fees and Rates bylaw**, may come into effect after two weeks (fourteen days) following the commencement of Level 3 Critical Restrictions*.

WASTEWATER DISCHARGE RESTRICTIONS

Discharge into the municipal sewer system is to be reduced by the following co-operative measures by all users:

- Reduced flushing frequency of toilets;
- Reduced use of showers;
- Reduced discharge of grey water from sinks and dishwashers.

Local businesses and industry shall maintain a collaborative dialogue with the municipality to try and limit excessive discharge into the municipal sewer.

**If such a rate is specified in the current Town of Nanton Fees and Rates Bylaw, as amended.*



Schedule 'C'
Wastewater Discharge Limits

Parameter	Maximum Concentration	Notes
Biochemical Oxygen Demand (BOD)	300 mg/L	Higher levels trigger surcharge
Chemical Oxygen Demand (COD)	300 mg/L	Surrogate for organic pollutants
Total Suspended Solids (TSS)	300 mg/L	Formerly "Non-filterable Residue"
Total Oil & Grease (FOG)	100 mg/L	Must be separated by grease interceptor
Petroleum Hydrocarbons	50 mg/L	Includes fuels and motor oils
pH	6.0–10.0	Must be neutral to slightly basic
Priority Pollutants (e.g., arsenic, phenol, cyanide, mercury)	As per Alberta Environment limits	



Funding for sport and recreation facilities.

Moved by: Town of Nanton
Seconded by:



Requires Council to
carry resolution before
June 30th.



cao at 11:59:59 AM, 6/12/2

WHEREAS municipalities own and manage existing community recreation infrastructure that requires regular maintenance, repair and renewal to extend an asset's useful life, funded by limited capital reserves and general taxation;

WHEREAS community user groups and societies often look to the capacity of municipalities to lead rather than facilitate the pursuit of funding and implementation of new recreation infrastructure projects;

WHEREAS the Province of Alberta's Active Communities Initiative program makes municipalities ineligible for application while eligible to be an external project management resource and financial contributor;

WHEREAS federal funding programs for recreation infrastructure is irregular and frequently more focussed on environmental and social factors around the infrastructure rather than the simple public good of investing in the useful life of community recreation infrastructure assets; and

WHEREAS the limited senior government funding made available under the *Local Government Fiscal Framework* (LGFF) Capital program and the *Canada Community Building Fund* (CCBF) should not force small and medium sized municipalities to choose between critical infrastructure needs and priority community recreation infrastructure within the municipal asset portfolio.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to either (i) amend the *Active Communities Initiative* to make municipalities eligible for application or (ii) create a new annual or bi-annual funding program for municipalities, that enables them to effectively leverage their available capital reserves and local partnerships for new and existing recreation infrastructure for the benefit of their communities.

BACKGROUND

In April 2024, the Province of Ontario created the *Community Sport and Recreation Infrastructure Fund* (CSRIF) providing funding to municipalities, indigenous communities, non-profit organizations and (for new builds only) for-profit organizations through two program streams for projects over 3 years that:

- (i) repair or upgrade existing sport and recreation facilities (Stream 1)
- (ii) build new and transformative sport and recreation facilities (Stream 2)

The absence of a program like this in Alberta is notable and impacting the ability of municipalities to effectively leverage cost-share opportunities to simply maintain and improve basic recreation infrastructure like swimming pools, arenas, curling rinks and baseball grounds. If a community does

not presently have motivated, organized non-profit organization(s) or external donors, the community is at a disadvantage to access provincial funding and build new recreation projects.

Examples of challenges:

- In today's money, a new outdoor swimming pool to replace an aging 1960s facility would typically cost over \$5 million while a new pool liner that can extend the life of a well maintained older pool for another 15 years is still a \$200,000 to 300,000 investment. Both types of project are equally vital.
- A modest spray park, slowly becoming a citizen expectation rather than a luxury, can run to over \$500,000 for purchase and installation.
- A recreation reserve policy for a small town that sequesters \$50,000 per annum would take ten years to reach \$500,000 available for all recreation infrastructure. A basket of goods and services that cost \$500,000 in 2015, costs \$647,385 in 2025. Few communities can adequately tie their reserve policies to the Consumer Price Index for asset renewal or replacement.

Funds from the LGFF Capital program are required for critical infrastructure projects around roads, water, sewer and more. Leveraging those scarce funds for recreation renewal or investment represents a challenging choice for councils.

The recent research report titled, "The Price of Inactivity: Measuring the Powerful Impact of Sport, Physical Activity, and Recreation in Canada" offers an examination of the comprehensive impact of the same, underscoring the need for all communities, not just those in a high growth vector, to be investing responsibly in their recreation infrastructure.

Source: [MI-Press-Release-EN.pdf](#)



INFORMATION BRIEF

Meeting: June 16, 2025
Agenda Item: 5.1

Remuneration and Expense Policies

Purpose:

Council has, in the past, opted to review the Council remuneration and travel expense policies and make amendments ahead of term expiry as an outgoing body. Administration is checking in to assess if there is any appetite to review or make any amendments ahead of the October general municipal elections.

Background:

No adjustments have been made to remuneration since 2021, although the policy was updated in 2024 for the inclusion of annual healthcare spending of \$950 as an alternative to a group health and dental benefit.

For illustration, were a Consumer Price Index adjustment applied to remuneration, pursuant to section 1.3 (a) of the policy, the changes for 2026 would be as follows:

Mayor monthly stipend:	\$1,655.56	(increase of \$234.05)
Councillor monthly stipend:	\$1,165.03	(increase of \$164.70)

The travel expense policy was adjusted quite recently in 2023 and administration have no recommendations to make at this time.

CAO Comments:

While such a decision is intensely political and the purview of Council, Administration is inclined to encourage a remuneration adjustment for 2026, pursuant to policy, given there has been no change during a four year period of significant inflationary pressures in the economy.

No action need be taken at this time.

Neil Smith

Date Signed: June 12th 2025



POLICY

Policy No. 11-295 – 24/11/01

Department: Council

COUNCIL REMUNERATION

SCOPE:

Town of Nanton Council Members and Members of Council Committees

BACKGROUND:

The Town of Nanton will provide remuneration and benefits to the Mayor, Councillors and Members of Council Committees, Boards and Commissions that reflects the demands of the Members and their value to the community.

PURPOSE:

To provide for the ongoing payment of honorariums, per diems and benefits to council members and to clarify other benefits available to members of council.

DEFINITIONS:

Council Member – a member duly elected to the position under the Municipal Government Act, to represent the Town.

Committee – a Council Standing committee, Special Committee, or Ad Hoc Committee established by Bylaw.

Board – any local or regional board that council members or members of council committees may be appointed to.

Commission – any local or regional commission that council members or members of council committees may be appointed to.

Remuneration – the monthly honorarium plus any per diem claims paid to council members for fulfilling their duties as council members.

POLICY:

1. COUNCIL MEMBER HONORARIUMS

- 1.1 All members of Council shall attend Orientation Training in conjunction with the Inaugural Organizational Meeting of Council. This training is to be completed in order for them to qualify for appointments, and to bring value to, the Boards and Committees.

Per diem may not be requested for this training – this training is mandatory and is compensated by the monthly honorarium.

If for some reason a member of Council cannot attend the scheduled Orientation Training session, he or she would need to make arrangements with administration to find an alternate training session.

1.2 Compensation to members of Council shall be on a monthly honorarium with no additional fees paid on a per meeting or a per hour basis, except where specifically provided in this document.

1.3 The Monthly honorarium for members of Council is set at the beginning of the Inaugural Organizational Meeting of Council in 2021 as:

- Mayor \$1,421.51 per month
- Councillor \$1,000.33 per month

(a) The Mayor and Council Honoraria are tied to increases in the Alberta Consumer Price Index and shall be reviewed on an annual basis and approved by Resolution of Council.

These Honorariums are intended to compensate Council Members for Regular and Special meetings, Standing Committee meetings, Public Hearings that are part of Regular Council meetings, Community Committee meetings to which a Council Member has been appointed by Council, budget meetings, strategic planning sessions and preparation time for all meetings including those for which a per diem is being claimed. No difference will be made between attending meetings in-person or online.

Failure to fulfil or share the responsibility or representation of the elected Council Member as a Town of Nanton appointed representative or liaison may result in a review of the individual Council Member by Council in a Closed Confidential Session, as per the Council Code of Conduct Bylaw. Recourse for this behavior will be determined by Council.

1.4 Additional honorarium or fees may be accepted from other organizations by a Member of Council where they are received due to the member:

- (a) serving on a regional body, such as a Regional Services Commission, where all members receive an honorarium or fee. In this case (2.1), the Member of Council may not request a Per Diem from the Town but may request compensation for Travel Expenses.

2. PER DIEM

2.1 A Per Diem fee of \$25/hour (up to a maximum of \$200) may be claimed from the Town of Nanton by a Member of Council for:

- attendance at an out-of-town meeting as a Council appointed representative,
- local or out-of-town functions previously approved by Council,
- course, conference, or seminar approved by Council (other than Orientation Training)

Per diems are to include all travel time.

Per diems are provided for the following activities: Public Hearings which are not a part of a regular Council meeting, meetings of a regional body for which the members do not otherwise receive an honorarium or fee, community or local business events where Council or a Council



representative are invited as approved by Council (i.e. Grand Openings, Service Group Events, etc), conferences, seminars and educational sessions.

Members of Council should not claim a per diem if they choose to attend a Board or Committee meeting on their own where that Board or Committee was assigned to another member of Council.

Should a meeting arise that is not clearly defined or categorized in this policy, remuneration shall be subject to Council's consideration and approval prior to the event.

3. REVIEW OF COUNCIL HONORARIUM

Once annually, Council shall review the allocation of appointments of Council Members as representatives or liaisons duties.

- 3.1 Council shall charge the Finance Committee to report by May 31 in the year of a general municipal election, with recommendations regarding the policy on honorariums and benefits to be established for members of Council elected that year.
- 3.2 Council shall receive the recommendations of the Finance Committee and shall place on the next council agenda a motion to consider the recommendations.

4. BENEFITS

- 4.1 Council Members only – Group Accident Insurance (VFIS) + Homewood Health Family Assistance.
- 4.2 Each council member will receive an annual health care spending account of \$950.00.

5. Authority to Travel – See Travel Expense Reimbursement Policy No.12 47 20/02/18

- 5.1 Guidelines pertaining to travel expenses, including but not limited to mileage, accommodations and meals are included within the Town of Nanton's policy, "Travel Expense Reimbursement

6. SUBMISSION AND APPROVAL OF CLAIMS

- 6.1 Council per diems, honorariums, and expenses shall be included in the annual operational budget.
- 6.2 Procedures and forms for the submission and processing of claims shall be provided by the Chief Administrative Officer.
- 6.3 Claims submitted by Councillors shall be approved by the Mayor.
- 6.4 Claims submitted by the Mayor shall be approved by the Deputy Mayor.
- 6.5 All claims shall be audited for compliance with this policy by the Director of Corporate Services prior to payment.



6.6 All claims shall be submitted within the month for which the claim was incurred. Claims submitted in the last week of the month for which they were incurred may be paid at the beginning of the following month, upon discretion of the Director of Corporate Services.



MAYOR

Nov 1, 2024
Date



CHIEF ADMINISTRATIVE OFFICER

Nov 1, 2024
Date





POLICY

Policy No. ~~12-47-20/02/18~~
Department: Corporate Services
Regular Minutes 23/02/06 Schedule "C"

TRAVEL EXPENSE REIMBURSEMENT

PURPOSE:

The purpose of this policy is to provide the Employees, Council and Committee Members of the Town of Nanton with specific guidelines covering travel for Municipal Business including performing job duties, attending conferences, conventions, training, workshops, and meetings either within the Town boundaries or beyond. The Town of Nanton will reimburse travel expenses that are legitimate, reasonable and appropriate for these events

This policy will further define and provide parameters for travel related expenses including Mileage, Accommodations and Meals, and will outline the procedure for submitting reimbursements, the requirements of the expense report, and applicable limits on reimbursement. The Municipality is committed to using its resources with efficiency and economy while ensuring accountability to the public.

SCOPE:

The policy applies to all Town of Nanton Employees, Council Members and Committee Members.

Exclusions to the policy include any Employees of the Town who have specific alternative regulations arising from a negotiate collective agreement or other authorized contractual obligation.

Travel expenses which are provided under agreement by an agency, board, commission or committee connected to the Town of Nanton will not be authorized unless the expense is reimbursed to the Town by the agency, board, commission or committee.

DEFINITIONS:

Accommodations means lodging or rooms in which an Employee would stay and includes hotels, motels, and bed and breakfasts.

Approved Drivers means those Employees or Members that are approved by the Municipality to take Municipal Vehicles, submit for mileage and take rental vehicles.

Council means the duly elected officers of the Municipality of the Town of Nanton and the Chief Elected Officer or Mayor.

CAO means the Chief Administrative Officer for the Municipality of the Town of Nanton and his/her duly authorized designee(s).

Employee means any person employed with the Town.

Expense Claim means the written Expense Claim form that is approved by the Chief Administrative Officer in accordance with this policy which is utilized for submitting costs incurred by Employees and Council or Committee Members while travelling.

Fleet Manager means the Employee designated by the Chief Administrative Officer to manage the fleet of the Municipality.

Fuel Card or Fleet Card refers to a payment card that has been issued to the Municipality for the purpose of paying for fuel for Municipal Vehicles.

Management refers to a group of positions that are managerial in nature and are out of scope and includes the Chief Administrative Officer, Managers and designee(s).

Meals consists of breakfast, lunch and dinner and excludes snacks.

Member means a duly elected Member of the Town of Nanton Council or a Council Committee Member authorized by resolution of Council.

Mileage or Kilometric Rate means the distance travelled for Municipal Business in kilometers for which a rate is paid to compensate for fuel, wear and tear and insurance.

Municipality or Municipal means the corporation of the Municipality of the Town of Nanton located in the Province of Alberta, also referred to as the Town.

Municipal Business means the official duties of Employees as described in the job description or other approved and directed duties as assigned by Management and may include attending approved training, conferences, meetings or workshops.

Municipal Vehicle pertains to a vehicle in the Municipal fleet that is owned or leased by the Municipality.

Per-Diem means an allowance or payment for expenses, in the context of this policy it pertains to the meal allowance rate that the Municipality pays for Meals while Employees are travelling for the Municipality.

Personal Vehicle pertains to a vehicle that is owned or in the legal custody of a Municipal Employee, Council or Committee Member.

Rental Vehicle means a vehicle that is rented from an agency or dealership for the purpose of providing a temporary vehicle to a customer.

Travel is defined as going beyond the boundaries of the Municipality of the Town of Nanton. Local mileage within Town is not considered for travel expenses.

POLICY:

1. General

1.1 Authority To Travel

- (a) Travel is authorized for Members or Employees for a meeting or official function related to the appointment of that member of Council to a committee or regional body.
- (b) Travel is authorized for Members or Employees as approved by policy or by resolution to attend a course, conference or seminar on behalf of the Town of Nanton.
- (c) Other travel for Members or Employees shall be approved by resolution of Council.



- (d) If more than one Member or Employee is attending the same event or function, it is expected, when practical, that the Members or Employees will commute together.

When more than one Member or Employee is attending the same event, all attendees must:

- Coordinate travel arrangements
 - Take advantage of group rates
 - Individually submit a separate travel reimbursement form where reimbursement is required.
- (e) When travel is authorized, the most direct, economical and logical mode of travel shall be used. Where transportation is provided (for example as part of convention registration), it is expected that Members or Employees will make use of the complimentary transportation services.
- (f) Where personal and business travel is combined, only document expenses directly related to the Municipal Business portion are reimbursable. Extended travel time and related expenses are at the Member's or Employee's own expense. Extended travel days require approval and must not result in additional cost to the Town. Vacation, unpaid leave, or compensatory time, as applicable, must be used for the extended period.
- (g) Summary notes must be provided within 30 days of Travel to the approving authority for any course, conference, or seminar attended. The summary should include, but is not limited to:
- Name and dates of the event,
 - Benefit to the Town as a result of attendance,
 - An overall review of the event, and
 - A general recommendation for other Town Employees or Members.

1.2 Responsibility regarding Policy

- (a) Council is responsible to:
- Approve travel, business and mileage reimbursement requests of the Mayor, Deputy-Mayor and Committee Members.
- (b) The Mayor or Deputy-Mayor is responsible to:
- Approve travel, business and mileage reimbursement requests of the CAO.
 - Promote the consistent application of this policy by all Council and Committee Members.

Where disputes arise over the payment of Council or Committee Member expense items, or, if a Council or Committee Member wishes to have future consideration of a specific potential expense, outside of the budget, the matter will be brought forward to a meeting of Council for final decision-making regarding the payment or reimbursement of expenses.

- (c) The CAO or designate is responsible to:
- Approve travel, business and mileage reimbursement of Employees,
 - Review and approve advance and reimbursements in accordance with this policy and any related procedures.
 - Approve business related meal expenses, where Town Employees are present,
 - Direct the review of this policy at a minimum of every four years, or as often as necessary.
 - In no circumstances may the CAO approve his/her own advance or expense reimbursement.



- (d) The Corporate Services Manager is responsible to:
- Ensure departmental guidelines are established to facilitate compliance with this policy and related procedure,
 - Ensure funds are available with the approved budget,
 - Review travel advances, reimbursements and business travel expenses as appropriate to facilitate compliance with this policy and any associated procedures,
 - Ensure that all Employees and new hires are provided with this policy and are aware of the guidelines provided within the policy,
 - Collect feedback on the policy from all users and propose revisions to the CAO.
- (e) Managers and Heads of Department are responsible to:
- Promote the consistent application of this policy in all departments,
 - Sign, if appropriate, Employee expense claims for submission to the Corporate Services Manager.
- (f) All Employees, Council and Committee Members are responsible to:
- Become familiar with, and develop an understanding of, this policy and any related procedure in order to facilitate compliance,
 - Adhere to the Town of Nanton policies and bylaws relating to Code of Conduct when conducting Municipal Business or business related Travel on behalf of the Town,
 - Comply with policies and procedures surrounding the use of municipal credit cards and provision of the Town of Nanton purchasing policy and/or bylaw,
 - Complete and sign all required documents pertaining to travel and mileage expenses, and attach all supporting invoices/receipts and forms,
 - In the event of cancellation of intended travel, notify the Manager, Department Head, Corporate Services Manager or CAO to promptly obtain all possible refunds for expenses incurred to date.

2. Travel Expenses

2.1 Vehicles and Mileage

- (a) Mileage at the applicable rate that is calculated as the average (attached as Schedule 'A') from responses received in the most recent Alberta Municipalities Compensation survey and as may be amended from time to time will be paid to Council, Committee Members and Employees that use their personal vehicle for Municipal Business. The payment of Mileage by the Municipality is provided to offset the cost of gas, wear and tear on the vehicle, and additional insurance that may be required.
- (b) Any person using their own personal vehicle for Municipal Business must ensure that the vehicle has adequate insurance coverage for this purpose. Should a Member or Employee be involved in an accident while on Municipal Business, the Member's or Employee's own insurance shall be considered primary in all instances. In addition, any deductibles payable under such insurance shall be the sole responsibility of the Member or Employee.
- (c) Any person using their own personal vehicle for Municipal Business must ensure that the vehicle is in safe, operable condition to do so, as per the Town of Nanton's Safety Program. An inspection form may be required to be submitted attesting to the condition of the vehicle, prior to travel, for reimbursement requests.
- (d) The Town of Nanton will not be responsible for fuel, maintenance costs, traffic or parking violations.



- (e) Members and Employees who use their personal vehicle for personal purposes after hours while attending conferences, training or other out-of- town Municipal Business must exclude this Mileage from their calculations.
- (f) Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service (such as Google Maps or Mapquest).
- (g) If more than one Member or Employee is attending training, conferences, meetings or workshops, every attempt will be made to carpool and avoid incurring additional Mileage charges. In most instances, Management will only approve one Mileage claim unless there are extenuating circumstances.
- (h) Members and Employees are responsible for ensuring adequate insurance coverage on their policy to compensate for work purposes. It is the responsibility of the Member or Employee to advise their insurance companies if they are using their personal vehicle for company business; the insurance company will then rate the vehicle for business use. Members and Employees accepting Mileage are required to initial the Expense Claim Form indicating that they have contacted their automobile insurance and notified them before any payment for mileage is made. The Municipality assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate. The Municipality is not responsible for reimbursing deductible amounts related to insurance coverage.

2.2 Municipal Vehicles

- (a) Non-employees are not permitted to drive Municipal Vehicles but Municipal Employees may be permitted to bring a non-employee on their travel plans with the approval of a Management Supervisor.
- (b) A Municipal Vehicle may be assigned to an Employee that requires regular travel as part of their job duties on either a permanent or occasional basis.
- (c) Other units may be made available on a first come, first serve basis for Employees that are not assigned a vehicle, to share (such as an office vehicle). Occasionally, other units may be available based on factors such as Employee absences or position vacancies.
- (d) Employees are responsible for sourcing a Municipal Vehicle for their use by either signing out a shared vehicle, or inquiring about vehicle availability with the Fleet Manager, Management Supervisor or Lead Hand.
- (e) A Fuel Card may be provided to Employees that take a Municipal Vehicle outside of the Municipality for Municipal Business. Employees may request the fuel card prior to departure from the Fleet Manager. Should a Fuel Card not be available, fuel for the Municipal Vehicle will be reimbursed with supporting receipts.
- (f) Should an Employee refuse to utilize a suitable Municipal Vehicle, mileage or transportation costs will be forfeited.

2.3 Rental Vehicles and Taxis

- (a) When a Municipal Vehicle is not available, it may be more cost effective or preferential for the Employee to rent a vehicle in lieu of using their personal vehicle. This option is available to Employees with Management approval.



AS
Jan

- (b) The cost of the Rental Vehicle and insurance will be reimbursed at actual cost. Vehicle size should be the most economical considering the distance, weather and number of passengers.
- (c) Taxi fare reimbursement may be provided where Members or Employees need to attend Town business (where use of a personal or Municipal vehicle may not be conducive to travel in the area of the event attended).

3. Accommodations

- (a) Every attempt should be made to book Accommodations that are cost effective while still providing safe, clean Accommodations that are reasonably close in proximity to the event. Employees are responsible to ensure their own bookings for Accommodations meet Management approval after considering the following factors:
 - Cost
 - Proximity to event
 - Cost of parking
 - Inclusion of breakfast
 - Other fees - booking charges, resort fees, taxes etc.
- (b) No specific cost limits are imposed on Accommodations, as costs vary considerably depending on location and time of year. Approval is up to Management's discretion who will likely view comparable area rates for the dates of the event to determine the appropriate range.
- (c) Accommodations with relatives or friends will not be reimbursed nor will the Member or Employee be provided with payment in lieu of accommodations.
- (d) In the event of a travel cancellation, Members and Employees must ensure that accommodations are cancelled as soon as possible to avoid incurring costs. Members and Employees will be held responsible, and not be reimbursed for 'no show' costs that were charged to the Municipality resulting from failure to cancel a hotel reservation.
- (e) Members and Employees will not be required to share accommodations with other Members and/or Employees while traveling for Municipal Business.
- (f) Personal expenses incurred at the hotel such as movie rentals and personal phone calls will not be reimbursed. Business costs such as internet, parking and calls may be submitted for Council or Management approval.

4. Meal Expenses

- (a) Where a meal is not included with the Town business event a Member or Employee is attending, an unreceipted meal expense may be claimed, as per the following guidelines:

Breakfast	Lunch	Supper
\$15.00	\$15.00	\$30.00

The CAO may refuse to reimburse receipted meals claimed beyond the amounts stated within these guidelines. Meal reimbursements are for Town of Nanton Employees or Members only.



- (b) Meals that are previously paid for by the Town in the registration fees for meetings and conferences or included as part of the venue, are not an allowable expense that can be claimed except in special circumstances such as the meal time conflicting with travel schedules or the attendee has another meeting at the same time as the conference meal.
- (c) Gratuities on meals may be claimed to a maximum of 15 percent of the bill.

5. Incidentals

- (a) The Town will reimburse registration fees for approved courses, seminars and conferences that are within the approved budget.

Costs for other activities such as tours, social or sporting activities that are associated with the event, but not part of the registration fees, will not be reimbursed.

- (b) The Town of Nanton provides travel insurance under its benefits coverage, therefore additional insurance coverage for Employees or Council Members will not be reimbursed. Should an approved Committee Member require additional insurance coverage for travel insurance, the CAO will discuss arrangements for reimbursement with the Committee Member.
- (c) Travel and related expenses will not be reimbursed for spouses, partners and/or other guests.
- (d) Where travel is delayed or cancelled due to circumstances beyond control, effort should be made to notify the approving authority immediately. The Member or Employee must take steps to secure complimentary lodging and/or meals, where applicable. Any additional expense resulting from the delay or cancellation may require justification and be subject to review.

In the event of travel cancellation, the person may be held responsible and not be reimbursed for "no show" charges resulting from failure to cancel a hotel reservation.

- (e) On request of an Employee, the Town may advance monies (travel allowance) to an Employee prior to attending an overnight Municipal Business event to assist with the cost of incidentals. Should the CAO approve such advance, the monies will be released to the Employee with the two-week period prior to the Business event. The maximum allowable limit will be \$200; however smaller amounts will be advanced.

Travel advances must be reconciled. For amounts owed back to the Town, payment (reimbursement) **must** be made within 30 days of the business event's final day.

6. Submitting For Reimbursement

- (a) Members and Employees must secure appropriate pre-travel approvals from Council or their Management Supervisor and follow all required processes with regard to purchasing including securing a purchase order if required.
- (b) Following the approved travel, a Member or Employee shall submit an Expense Claim containing the Mileage and Meal allowance Per Diem amounts, as well as any out of pocket Accommodation costs that may have been incurred. Expense Claim must be signed by the Mayor or Management Supervisor and will be submitted to the Accounts Payable Department for payment within 30 days of the date of travel.



- (c) Receipts and/or bills, folios are required for Accommodations, tuition, course fees, conference fees, fuel purchased without a Fuel Card and all other costs associated with attending the event with the exception of Meals and Mileage (which are a Per Diem and Mileage allowance.) These receipts must be first submitted to the Management Supervisor for approval and coding, following which, the Manager will provide to Accounts Payable for reimbursement.
- (d) All claims shall be audited for compliance with this policy by the Corporate Services Manager prior to payment.
- (e) All claims shall be submitted within the month for which the claim was incurred. Claims submitted in the last week of the month for which they were incurred may be paid at the beginning of the following month, upon discretion of the Corporate Services Manager.

7. Restrictions

- (a) The intent of this policy is to compensate Members and Employees for expenses that were actually incurred. Employees that submit for compensation that was not incurred may be subject to income taxation and potentially, discipline.
- (b) When personal and business travel are combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses for a spouse, partner or other guests will not be reimbursed.
- (c) The Municipality will not reimburse Members or Employees for personal items lost while travelling on Municipal Business.
- (d) Employees or Members that are provided a vehicle allowance are not entitled to mileage reimbursement.
- (e) Liquor is not an allowable expense that can be claimed.
- (f) Municipal credit cards will not be utilized for purchase of gift cards, unless previously approved, in writing, by the CAO. This written approval will be attached to the credit card reconciliation form.



 MAYOR

Feb 6, 2023

 Date



 CHIEF ADMINISTRATIVE OFFICER

Feb 6, 2023

 Date





**Branch 80
Nanton**

**The Royal Canadian Legion
Nanton Branch #80**

PO Box 299
Nanton, AB T0L 1R0
Phone: 1-403-646-2535
Email: nanton.br80@gmail.com

The Town of Nanton,
PO Box 609,
Nanton, AB T0L 1R0

RECEIVED

JUN 09 2025

TOWN OF NANTON

June 9, 2025.

Dear Sir or Madam,

For the Remembrance period and throughout the year, the Legion has developed a commemorative crosswalk stencil template to honour Veterans - a meaningful and captivating design. This stylized maple leaf stencil honours the service of all who stood on guard for Canada and is supported by Canadian Heritage for community use.

The Royal Canadian Legion, Nanton Branch 80 requests permission to provide Nanton with the Commemorative Crosswalk to honour Veterans. Attached is a diagram of the finished crosswalk design.

Branch 80 would plan to place this crosswalk design in front of the Nanton Cenotaph on the parking area defined with the no-parking markings. Another place would be on the north-south crosswalks at the intersections of 18th, 20th streets and Highway 2 South.

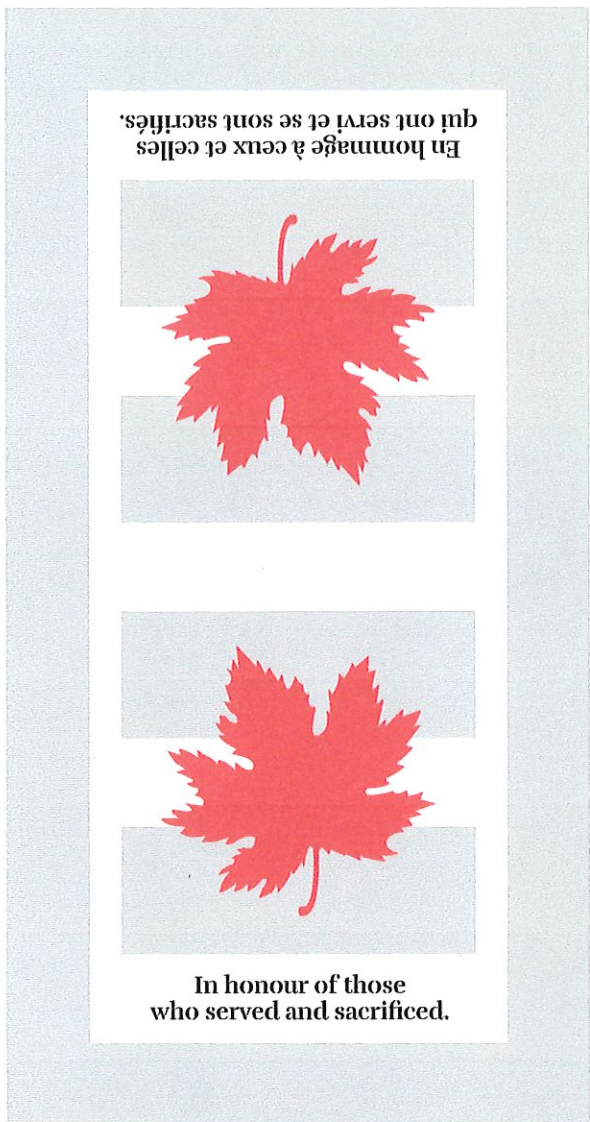
Once approved, we would then proceed to develop the template and purchase the paint. We sincerely hope that The Town of Nanton will partner with us to proudly present another means to honour our Veterans – those who served and sacrificed.

Thank you.

Yours truly,

Brian Stapley,
President,
Nanton, Branch 80
403-601-0375

Marylou Slumskie,
Secretary-Treasurer,
Nanton, Branch 80
403-646-2535





127332

Office of the Minister

June 4, 2025

Her Worship Jennifer Handley
Mayor
Town of Nanton
1907 - 21 Avenue
PO Box 609
Nanton AB T0L 1R0
communications@nanton.ca

Dear Mayor Handley:

Thank you for copying me on your letter to the Honourable Danielle Smith, Premier of Alberta, about implementing boat dip tank technology and aquatic invasive species (AIS) prevention. The Premier has asked that I respond on behalf of the Government of Alberta. I appreciate the Town of Nanton's support and recognition of Alberta's commitment to protecting our many water bodies and waterways across the province from AIS.

Alberta continues to lead Canada's fight against AIS. We have some of the highest commitments to inspection and decontamination stations, training standards, and programing, as well as the highest fines in Canada for non-compliance. The 2025 open water season will see the largest array of watercraft inspectors and the most watercraft inspection stations in Alberta history. These additional stations and inspectors will strengthen our defences against invasive species at key entry points and travel thoroughfares across the province.

We are also working to carry out the recommendations from the Provincial AIS Task Force. This includes exploring a partnership to run the dip tank pilot program which we hope to have more to share on soon. The success of the AIS programs is important for the protection of Alberta waters and is thanks, in part, to the support of key partners like you and your council.

Sincerely,

Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Danielle Smith, Premier of Alberta
Honourable Devin Dreesen, Minister, Transportation and Economic Corridors
Honourable RJ Sigurdson, Minister, Agriculture and Irrigation



Date: May 29, 2025

Neil Smith
CAO
Nanton, AB

Dear Neil,

Please find attached the quarterly Community Policing Report covering the period from January 1st to March 31th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Nanton Detachment.

As we approach summer, I would like to highlight the preparations that the Alberta RCMP have made to address what may be another busy wildfire season. The wildfire seasons of 2023 and 2024 have provided our organization with many lessons on the best ways to handle the unpredictability of wildfires. In March, we began planning for the 2025 wildfire season and this included the early staffing of our Division Emergency Operations Center (DEOC). In the past two years, DEOC has been the cornerstone of the police response to the wildfires in Alberta. The members and staff in DEOC are able to process information from various sources to determine the most optimal way to deploy police resources in areas under threat of wildfires.

Depending on the severity of the fire season, it may be necessary to draw resources from your police service to ensure the safety of people and property in affected communities. I want to assure you that the Alberta RCMP will keep the needs of your community in mind and will work to deploy only the resources which will not adversely impact the security of our own community. The Alberta RCMP remains ready to respond to wildfires in coordination with other provincial resources to protect our citizens and communities.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Sergeant David Davis
Chief of Police
Nanton Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Nanton

Detachment Commander

Sgt David Davis

Report Date

May 29, 2025

Fiscal Year

2024-25

Quarter

Q4 (January - March)

Community Priorities

Priority #1: Traffic - Safety (motor vehicles, roads)**Updates and Comments:**

Nanton Detachment has met and exceeded this objective. The impaired enforcement target status does not reflect the effort considering how many stops were made and demands made with each stop. The Nanton Detachment has received feedback from individuals, and through social media, regarding the number of demands.

Priority #2: Police / Community Relations - Police Visibility**Updates and Comments:**

A lot of time was spent putting on presentations in and around the Nanton area. The Detachment partnered up with Claresholm and put on presentations in various communities of Willow Creek in the hopes of educating people on frauds. The Detachment also put on several school presentations as some of these scams have been targeting the younger generation. Bullying, racism, sextortion, harassment are just a few of the presentations the Detachment has provided. Nanton Detachment also provided several tours to various grades from the school at the Detachment building. Overall, the Nanton RCMP were quite busy this year, both in person and with their online weekly radio broadcasts.





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

Updates and Comments:

Nanton did not have any prolific offenders with conditions to conduct compliance checks or enough warrants to conduct operations on. The Detachment was very busy on crime reduction in general, working with the town to implement new bylaws which will allow the RCMP to target individuals that are not local to Nanton but trying to stay here and supporting themselves by no legal means. The Detachment have written multiple search warrants targeting prolific offenders in the area. They have also been teaming up with multiple agencies to further target people in the area who are stealing or dealing drugs. A lot of drugs, firearms and property have been recovered this year.





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	4	3	1	0
Detachment Support	2	1	0	1

Notes:

1. Data extracted on March 31, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the four established positions, 3 officers are currently working with one on special leave. No hard vacancies at this time.

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





Nanton Provincial Detachment Crime Statistics (Actual) January to March: 2021 - 2025

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

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	1	1	0	N/A	-100%	0.0
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		4	1	4	8	1	-75%	-88%	0.1
Kidnapping/Hostage/Abduction		0	0	2	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		3	4	2	2	2	-33%	0%	-0.4
Uttering Threats		1	1	4	1	1	0%	0%	0.0
TOTAL PERSONS		8	7	13	12	5	-38%	-58%	-0.1
Break & Enter		0	1	1	2	5	N/A	150%	1.1
Theft of Motor Vehicle		2	2	0	0	0	-100%	N/A	-0.6
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		5	10	8	7	6	20%	-14%	-0.1
Possn Stn Goods		3	1	0	2	1	-67%	-50%	-0.3
Fraud		2	6	6	13	4	100%	-69%	1.1
Arson		0	0	1	0	0	N/A	N/A	0.0
Mischief - Damage To Property		2	2	4	5	7	250%	40%	1.3
Mischief - Other		2	1	3	4	0	-100%	-100%	-0.1
TOTAL PROPERTY		16	23	23	33	23	44%	-30%	2.4
Offensive Weapons		1	0	0	1	1	0%	0%	0.1
Disturbing the peace		1	3	4	1	3	200%	200%	0.2
Fail to Comply & Breaches		7	2	5	6	1	-86%	-83%	-0.8
OTHER CRIMINAL CODE		1	3	0	2	3	200%	50%	0.3
TOTAL OTHER CRIMINAL CODE		10	8	9	10	8	-20%	-20%	-0.2
TOTAL CRIMINAL CODE		34	38	45	55	36	6%	-35%	2.1



Nanton Provincial Detachment Crime Statistics (Actual) January to March: 2021 - 2025

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

April 3, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	0	0	0	0	-100%	N/A	-0.6
Drug Enforcement - Trafficking		0	0	0	1	1	N/A	0%	0.3
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	0	0	1	1	-67%	0%	-0.3
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	2	1	0	N/A	-100%	0.0
TOTAL FEDERAL		3	1	2	2	1	-67%	-50%	-0.3
Liquor Act		2	1	0	0	0	-100%	N/A	-0.5
Cannabis Act		1	0	0	0	1	0%	N/A	0.0
Mental Health Act		9	21	6	11	17	89%	55%	0.6
Other Provincial Stats		10	7	8	11	3	-70%	-73%	-1.0
Total Provincial Stats		22	29	14	22	21	-5%	-5%	-0.9
Municipal By-laws Traffic		0	1	0	0	0	N/A	N/A	-0.1
Municipal By-laws		0	1	2	2	3	N/A	50%	0.7
Total Municipal		0	2	2	2	3	N/A	50%	0.6
Fatals		0	1	1	0	0	N/A	N/A	-0.1
Injury MVC		4	3	3	3	1	-75%	-67%	-0.6
Property Damage MVC (Reportable)		22	24	46	29	14	-36%	-52%	-1.1
Property Damage MVC (Non Reportable)		0	2	3	24	5	N/A	-79%	3.2
TOTAL MVC		26	30	53	56	20	-23%	-64%	1.4
Roadside Suspension - Alcohol (Prov)		2	2	8	0	3	50%	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	1	0	0	N/A	N/A	0.0
Total Provincial Traffic		426	182	247	169	181	-58%	7%	-50.3
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		8	10	2	1	6	-25%	500%	-1.3
Common Police Activities									
False Alarms		4	2	4	5	3	-25%	-40%	0.1
False/Abandoned 911 Call and 911 Act		4	9	2	2	2	-50%	0%	-1.1
Suspicious Person/Vehicle/Property		14	13	4	8	14	0%	75%	-0.5
Persons Reported Missing		1	1	0	1	2	100%	100%	0.2
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		4	3	9	5	0	-100%	-100%	-0.6
Form 10 (MHA) (Reported)		1	2	0	1	1	0%	0%	-0.1

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

June 05, 2025

RECEIVED

JUN 11 2025

TOWN OF NANTON

Mayor Jennifer Handley
Town of Nanton
1907 21 Avenue, P.O Box 609
Nanton, AB TOL 1R0

Dear Mayor Jennifer Handley:

Re: RCMP CPIC Pilot Project

Thank you for your letter regarding the Foothills County proposal for a pilot project involving RCMP sponsorship for Foothills Regional 9-1-1 Communication Centre to become a CPIC Level 2 agency.


Over the past eight years, the Alberta Association of Community Peace Officers (AACPO) has engaged sporadically with the Alberta RCMP regarding the possibility of providing call taking, dispatching, and, in some cases, CPIC query services for Community Peace Officers (CPOs). More recently, these discussions have intensified as the AACPO has expressed a strong desire for a more consistent and standardized approach to communications, as well as CPIC access for CPOs across Alberta.

In response to these emerging needs, the RCMP Operational Communications Centre (OCC) Director initiated outreach to communities currently served by CPOs to assess interest in having the RCMP provide dispatch and timekeeping services. While this process is still in its early stages, we can share that of the approximately 33 per cent of communities that responded, the majority indicated support for exploring this potential advancement.

We recognize and appreciate the unique situation of Foothills 9-1-1, including its co-location within the Okotoks RCMP detachment, the existing security clearances held by staff, and the centre's willingness to meet any additional RCMP or CPIC requirements. These factors position your organization well for potential partnership consideration.

As we continue to explore this opportunity with AACPO and our community partners, we welcome further dialogue with Foothills County and Foothills 9-1-1. Your proposal contributes meaningfully to the ongoing discussions around improving consistency, efficiency, and officer safety for CPOs throughout Alberta.

Yours truly,

A handwritten signature in black ink, appearing to read 'Trevor Daroux', with a long horizontal flourish extending to the right.

Trevor Daroux, O.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445