



# AGENDA

Monday, July 10, 2023, at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2<sup>nd</sup> Floor, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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### **1. CALL TO ORDER & ADOPTION OF AGENDA:**

**2. PRESENTATIONS:** None scheduled

### **3. REPORTS:**

#### **3.1 CHIEF ADMINISTRATIVE OFFICER:**

- 3.1.1 Status Report – E
- 3.1.2 Monthly Report - E
- 3.1.3 Town of Nanton 2022 Annual Report - E

#### **3.2 FINANCIAL:**

- 3.2.1 Accounts Payable Reports June month end - E

#### **3.3 DEPARTMENT:**

- 3.3.1 Corporate Services Manager – E
  - 3.3.1.1 Statement of Operations - E
- 3.3.2 Operations Manager - E
- 3.3.3 Planning & Development Officer - E
- 3.3.4 Fire Chief - E
- 3.3.5 Peace Officer – E
- 3.3.6 Strategic Plan Quarterly Report - E

#### **3.4 COUNCIL:**

- 3.4.2 COUNCILLOR VICTOR CZOP - E
- 3.4.3 COUNCILLOR ROGER MILLER - E
- 3.4.7 COUNCILLOR JOHN DOZEMAN - E

#### **3.5 OTHERS:**

- 3.5.1 Community Futures Highwood – Quarterly Update - E
- 3.5.2 Chinook Arch Library Board 2022 Financial Statements and Annual Report Highlights - E

### **4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:**

#### **4.1 ADOPTION:**

- 4.1.1 Special Meeting of Council June 19, 2023 - E
- 4.1.2 Regular Council Meeting June 19, 2023 – E
- 4.1.3 Committee of the Whole Meeting June 26, 2023 - E

## **4.2 BUSINESS ARISING FROM THE MINUTES:**

### 4.2.1 Public feedback re: Community Bylaw Amending Bylaw #1373/23

4.2.1.1 Gail Wilson, Nanton – Opposed

4.2.1.2 Wannop, Nanton – Opposed

4.2.1.3 Jennifer Wing / April Wing, Nanton – Opposed

4.2.1.4 Howell, Ann & Jim – In Favour

### 4.2.2 Further consideration of Bylaw #1373/23 - E

## **5. NEW & UNFINISHED BUSINESS (Requests for Decision):**

5.1 Water & Wastewater Quality Assurance Policy – E

5.2 Land Use District Redesignation Bylaw #1375/23 – E

5.3 Repeal Bylaw #1376/23 (Lancaster Landing Phase I) – E

5.4 NOTICE OF MOTION (Councillor Miller): *“Whereas this year’s conditions have caused a significant and unusual increase in the gopher population within Nanton and the presence of same in bare municipal lots in Westview are contributing to resident frustration, be it resolved that additional treatments by contracted service providers are applied to vacant municipal lots in Westview.”*

5.4.1 Agri-Facts Managing Richardson’s Ground Squirrels - E

## **6. CORRESPONDENCE:**

**6.1 FOR ACTION:** None

**6.2 FOR INFORMATION:**

6.2.1 Minister McIver – Municipal Affairs re-appointment – E

## **7. CLOSED CONFIDENTIAL SESSION:**

7.1 Chief Administrative Officer Correspondence - FOIP Section 17 Disclosure harmful to personal privacy

7.2 Correspondence – FOIP Section 17 Disclosure harmful to personal privacy

## **8. ADJOURNMENT:**



# STATUS REPORT

Meeting: July 10, 2023  
Agenda Item: 3.1.1

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

**CAO = Chief Administrative Officer**  
**DO = Development Officer**

**CS = Corporate Services**  
**LS = Legislative Services**

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

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

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

## COUNCIL

Res #	Description	Notes	Status	FWD
<b>Regular Meeting June 19, 2023</b>				
176-23/06/19	Amendment to Community Bylaw #1299/18 for Excessive Protective Elements (w/Res #157) – first reading		IP	
177-23/06/19	Public feedback for Bylaw 1273/23 requested (online, social media)	Revisit 23/07/10	C	
178 – 23/06/19	Consideration for Bare lot utility fees for Fees/Rates	Fall 2023	IP	
179-23/06/19	Financial assistance to Chamber for VIC 2023 staffing	\$5000	C	
183-23/06/19	CAO to draft Lancaster Landing ASP repeal – notification to landowner		IP	
184-23/06/19	CAO to draft bylaw to re-district R3 of Lancaster Landing		IP	
185-23/06/19	Off-site levy bylaw to be re-drafted eliminating Lancaster Landing future densities from calculation		IP	

## SPECIAL COUNCIL

Res #	Description	Notes	ST	fw
169 – 23/06/19	Agenda accepted with postponement of CAO review.	To June 26 CW	C	Council

## DEPARTMENTS

Res #	Description	Notes	ST	fw
82 – 21/04/05	THRC new program & partnering w/FCSS investigation	See also Res#20-20/01/20	IP	REC
243-21/09/07	Heraldic emblem project updated – waiting for 2 <sup>nd</sup> draft		IP	LS
149-22/05/02	RFD re: STARS \$2/capita request	Deferred until new reserve in 2024	IP	CS
174-22/05/16 250-22/08/15	CAO to draft lease agreement for the Canadian Grain Elevator Discovery Center	Ready for finalization 06/05	IP	CAO
251-22/08/15 252-22/08/15	CAO to consult w/ ORRSC for LUB amendment re: CGEDC lease and use & master plan inclusion	Discussed as part of LUB project	IP	CAO
CW 2-22/11/28	Determine option for refurbishment of gateway signs & relocation of LED community info signage	RFP out for 2023	IP	CAO
394 - 22/12/12	Defer off-site levy in lieu of legal advice		IP	CAO
49 - 23/02/21	RFD (IT) security recommended options Mar 6/23	delayed	IP	CS
19-23/01/16	Needs Assessment - Silver Willow rebuilding	Dev Officer	IP	CAO
67 - 23/03/06	CAO to review Bylaw 1160/04, (Development Levy Bylaw) for off-site levy and utility fee discussions.	May 15th	IP	CAO
68 - 23/03/06	Add air burner option for yard waste to strategic plan (Ops) for 2023, RFP in the 3 <sup>rd</sup> / 4 <sup>th</sup> 1/4 2023 for 2024	Move to Q4 2023	IP	OP
76 - 23/03/06	CAO find options re: pension programs and planning.		IP	CAO

66 - 23/03/06	2023 dewatering pilot project for WWTP before larger scale dewatering project to reduce liquids in sludge.	\$10,000 est -pilot proceeding	IP	OP
71-23/03/06	Delay fire department review to fall of 2023	With Fire Chief	IP	CAO
133-23/05/01	CAO develop quality assurance plan policy for the SOP for the water and wastewater treatment operations		IP	OP / CAO
134-23/05/01	RFD - expanded WW treatment pilot - dewatering sludge & include request for additional \$ rental Equip		C	OP / CAO
139-23/05/01	Chamber support of Economic Development Officer - RFD for financial implications to be brought forward		IP	CAO/CS
143-23/05/15	Move Agenda Item 5.1 Bare Lot & Servicing to June 5		IP	
148-23/05/15	Wastewater Plant upgrade – Town funding \$581,900 borrowing & \$581,900 reserves	Borrow bylaw req'd	IP	CS
149-23/05/15	CAO to draft Fortification bylaw re: surveillance		C	CAO
162-23/06/05	Proceed w/ Wastewater sludge dewatering \$65,350	Rental July	IP	OPS
163-23/06/05	Discuss Visitor Information potential with Canadian Grain Elevators Discovery Centre		IP	CAO

### ITEMS ON HOLD FOR FUTURE SCHEDULING

Res #	Description	Notes
CW 1-22/11/28	Pursue a Community Designation under the Alberta Advantage Immigration Program	Entrepreneur Stream secured - CAO
90 -23/03/20	Collaborate w/ Nanton Fire Chief to review number of firefighters for required level of service	Fire Chief/CAL
135-23/05/01	Application for a solar feasibility assessment for Town's facilities or unserviced industrial lands	For future consideration contingent on Climate Action Centre funding – CS
70 – 23/03/06	Council budget \$5,000 to install public art for THRC.	Art review - CAO

*Sports themed image(s) will be implemented as directed*

## CAPITAL PLAN STATUS

Roadway Infrastructure	Lead: Public Works	BUDGET	SOURCE
Road rehab & repairs - various locations		\$150,000	Gas Tax
Sidewalk rehab & replacement - <i>various locations</i>		\$75,000	Gas Tax

Notes:

- Road rehab locations will not be finalized until valve work is confirmed or executed - June deadline.
- Sidewalk: HWY 2 Circle 'K' Location is priority ahead of Tim Horton's area (defer latter to 2024);
- Sidewalk: Bump out by candy store to expand pedestrian corner and prevent dangerous illegal parking
- Curb replacement: SWL area of 20<sup>th</sup> conversion to angle parking will potentially proceed.

Water, Wastewater & Stormwater Infrastructure	Lead: Manager of Operations	BUDGET	SOURCE
WWTP (FOG Digester) <b>COMPLETE</b>		\$75,000	MSI/LGFF
Sewer collection re-lining (remainder of 19 <sup>th</sup> Street), <b>incorporating manhole chamber renewal(s) COMPLETE</b>		\$150,000	Gas Tax
Flusher (for sewer collection mains) <i>Likely deferred: discuss funds re-allocation or retention for 2024.</i>		\$20,000	MSI/LGFF
WWTP Equipment (chemical pump and metering): <i>further discussion</i>		\$25,000	MSI/LGFF
Water Valve Replacement (12 planned)		\$100,000	Gas Tax
Catch Basin/ swale (Ranchland Motel corner) project : <i>further discussion</i>		\$20,000	MSI/LGFF
Raw water reservoir aeration project		\$1,370,000	AWWMP 38.46% Reserves; 61.54% Province

Notes:

- **Water valve replacement will resume in the Fall (20<sup>th</sup> Street)**
- A decision on the catch basin/ how to address stormwater needs to be made **asap**, project has additional complexities.
- Raw water reserve aeration project: PAC system awarded; aeration system awarded

Parks & Trails	Lead: Rec Facility Supervisor	BUDGET	SOURCE
Picnic Shelter/ Gazebo modifications (Lions Grove Park) <b>COMPLETE</b>		\$15,000	MSI/LGFF
Pathway Rehab (Ball Diamond area)		\$20,000	MSI/LGFF
Playground updates (handicap accessible swings and groundwork)		\$25,000	MSI/LGFF
VIC washroom completion <b>COMPLETE</b>		\$10,000	Reserves

Notes:

- Shelter: water line condition (assess for leakage)
- playground groundwork may be 2024;

<b>Buildings</b>	<b>Lead: Various</b>	<b>BUDGET</b>	<b>SOURCE</b>
THRC - front curtainwall façade, roof & elevator (grant dependent) Grant application submitted – unlikely a 2024 project		\$300,000	program
Arena – partial board replacement/ updates Deadline upcoming		\$75,000	MSI/LGFF
Public Works Shop – Heating, A/C, ventilation, lighting and structural, electrical, fiber, sewer, water Some aspects under way		\$75,000	MSI/LGFF
Firehall – Heating updates <b>COMPLETE</b> Quotes being obtained		\$50,000	MSI/LGFF
Fencing - recycling/branch pile yard In development		\$25,000	Taxation

Notes:

<b>Vehicles &amp; Equipment</b>	<b>Lead: Public Works/ Rec/Bylaw</b>	<b>BUDGET</b>	<b>SOURCE</b>
PW equipment - sander and plow		\$50,000	Taxation
Backhoe replacement <b>COMPLETE (ORDERED)</b> Vehicles (PW pickup trucks) <b>COMPLETE</b>		\$202,000	MSI/LGFF
		\$75,000	Reserves
Parks - tractor replacement <b>COMPLETE</b>		\$40,000	MSI/LGFF
Bylaw equipment - speed signage & upgraded crosswalk illumination <b>COMPLETE (not crosswalks)</b>		\$25,000	Gas Tax

Notes:

- Sander and Plow will be executed this summer.
- Backhoe ordered – receipt in 2024
- A fleet program for next year may be being examined. What best fits the budget?
- Electric traffic signs received. Model that will allow traffic count on HWY2.
- Pedestrian crossing upgrades could be deferred due to challenges around cost-effective upgrading. Inquiries continue..

Public Realm & Development	BUDGET	SOURCE
Library Raingarden ( <i>grant dependent</i> )	\$56,500	program
VIC Raingarden/secondary phase ( <i>grant dependent</i> )	\$567,500	program
Gateway Signage	\$25,000	MSI/LGFF

Notes:

- *Some capital renewal around technology undertaken for the LED gateway signs.*
- *Digital Kiosk project has been initiated.*
- *Library or VIC project grant application success would mean considerable reserve decisions for match or partnering amounts.*

Other notes:

Fortis streetlight at HWY 533 campground is deferred due to estimate inflation. Will be discussed for 2024 budget.



# REPORT FROM ADMINISTRATION

Meeting: July 6th 2023

Agenda Item: 3.1.2

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## Chief Administrative Officer

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### Municipal Website

Due to a large 20% annual fee increase with little notice this year, Administration will need to take the Town website out to RFP this Fall as a 2024 project for budget. This is somewhat regrettable given the work that has gone in to making greater use of the CivicPlus site's functionalities in recent years. However, municipal website 'product' is progressively becoming more standardized (and less of a marketing tool due to social media) and any new prospective vendor will likely be able to match or exceed what we do at present.

With this in mind, there is an opportunity to address some internally discussed topics including:

- Replacing the CivicPlus alert system with the higher level Voyent Alert mass messaging system for emergency management (which can also be used for event and lower level alerts);
- Replacing the CivicPlus file management system with a standalone online document system (e.g. Filepro) that can allow front facing websites to be less expensive and more easily refreshed/changed, which can sometimes enable Towns to work with a local area vendor if they so choose more easily.
- Approach and methodology to Council meeting videos.
- THRC booking systems and the role of calendar functions.

If individual members of Council have specific requests with respect to website functionality and appearance, please send them along to me over the next couple of months. This was not a project we were seeking at this time, but vendor decisions have made it necessary to ensure that the Town receives value for money from its contracted service providers.

### Alberta Municipalities Convention

Members of Council who have not yet decided if they are attending the annual meeting in September are encouraged to let the CAO or Manager of Legislative Services know as soon as possible.

### Public Notices/ Public Participation

Depending on Council decisions with respect to business tonight, there will be update son these pages:

Public notices page: [Public Notices | Nanton, AB - Official Website](#)

Public Participation Page: [Public Participation | Nanton, AB - Official Website](#)

### Personnel and Professional Development

Jon Thompson, one of Recreational Operators, has secured Recreational Operator Master Operator Certificate (RFMOC) from the Alberta Association of Recreation Facility Personnel. We congratulate him upon all the hard work over the years.

**NEW BUSINESS LICENCES THIS MONTH**

**Curiosity Cove Daycare (new ownership)**

Approved new Business Licence information can be followed here:

[Planning & Development | Nanton, AB - Official Website](#)

**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 Planning & Development Officer

3.3.4 Fire Chief

3.3.5 Peace Officer

Respectfully submitted,



**NANTON**

Neil Smith RPP 1903  
Chief Administrative Officer

# 2022 Annual Report



A blue notification sign with a yellow border. At the top is a white bell icon inside a circle. Below it is the text "NOTIFY ME" in white. In the center is a QR code. Below the QR code is the text "SCAN ME" in white.

Sign up for cell or e-mail alerts at [www.nanton.ca](http://www.nanton.ca)

Strategic Plan  
Projects  
Activities

[www.nanton.ca](http://www.nanton.ca)

## MAYOR AND COUNCIL

Left to right: Councillor Roger Miller, Councillor John Dozeman, Councillor Dave Mitchell, **Mayor Jennifer Handley**, Councillor Kevin Todd, Councillor Ken Jorgenson, Councillor Victor Czap



The passing of the late Councillor Terry Wickett resulted in a byelection in early 2022 which saw the return of Councillor John Dozeman.



Councillor Dozeman was also appointed Volunteer Fire Chief of the Nanton Fire Department in late 2022—a distinct and separate municipal role.

## ROLES & RESPONSIBILITIES

Council is the governing body of the municipal corporation of the Town of Nanton. Nanton's Council consists of six Councillors and one Mayor, as elected. These positions are elected for a four-year term as set out in the Municipal Government Act.

The principal role of Council is to create policy for the governance of the town and its residents. The forum for local government policy making is the Regular Council Meeting. The Council relies on input from many sources, including the public, various community organizations, citizen's groups, advisory committees and staff. It is the Council's responsibility to consider the merits of each idea before proceeding with its decision. In doing so, Council members analyze community needs, program alternatives, and available resources.



## MEETINGS

- 7 p.m.
- First and third Monday of each month (one per month in July and August)
- Committee of the Whole: fourth Monday of the month if required.

Council Chambers are located at the Tom Hornecker Recreation Centre, 2122 18 street, second floor (access by Southwest door up the stairs).

# LOCAL GOVERNMENT IN ALBERTA

The term local government in Alberta refers to:

- Urban municipalities (Summer Villages, Villages, Towns, Cities)
- Rural municipalities (Municipal Districts and Counties)

Municipalities are general purpose local governments that provide a wide range of services and regulate a variety of activities. Intermunicipal collaboration frameworks, which range in scope, assist in the coordination of multiple or shared services that extend beyond corporate boundaries.

Under the constitution, local governments can only be established and grant powers by the provincial government. The Government of Alberta sets out the legal framework for municipalities through various provincial statutes, most notably the *Municipal Government Act (MGA)*.

## GOVERNANCE

The Town operates on what is called the “one employee” system. The Chief Administrative Officer (CAO) is Council’s only employee and acts as the link between Council and all staff. The CAO position is responsible for the overall management of municipal finances and operations, ensuring that policies, programs and other directives of Council are implemented and compliant with legislation, advising Council on the operation and affairs of the Town. Town staff is responsible for ensuring day-to-day activities are carried out efficiently in order to provide the appropriate level of service to the taxpayer.



## Message from the CAO

Thank you for taking the time to review the 2022 Annual Report for the Town of Nanton. 2022 was another busy and rewarding year with a number of capital and operational changes.

We welcomed a new Manager of Operations and the return of an in-house Community Peace Officer program. The Westview Area Structure Plan was approved and we saw the first new investments in extended water and sewer mains in many years.

I congratulate all Town departments for another year of great work.

*Neil Smith, Chief Administrative Officer*

# Vision

**"Nanton, a diverse, caring and enjoyable community that works together for a thriving future that is inspired by and honours its past."**

# Mission

**"The Town of Nanton will be innovative and pro-active in providing effective, efficient and affordable services to residents; developing strong and beneficial partnerships through awareness and communications."**

# Guiding Principles

- Quality Services
- Engaged and Caring
- Fiscally Responsible
- Authentic Destination
- Healthy Lifestyle
- Variety in Housing
- Thriving Businesses

Good progress was made on the following strategic priorities and actions in 2022:

- Complete the Westview Area Structure Plan.
- Investigate options for increasing the inventory of [serviced commercial and industrial] land.
- Continue to invest in parks and trails.
- Update the Emergency Management Plan for specific situations and needs (e.g. Emergency Social Services, drought preparedness).
- Complete the work on the Visitor Information Centre site plan and execution with partners.
- Follow Capital Projects Plan to ensure balance of financial resources and scheduled projects to meet residential needs.



**AUTHENTIC ALBERTA**

## CAPITAL PLAN SUMMARY

<b>Roadway Infrastructure</b>	<b>BUDGET</b>
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Road rehab & repairs - various locations <i>Completed – not all funding utilized, can save for 2023</i>	<b>75,000</b>
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Sidewalk rehab & replacement - <i>various locations completed</i>	<b>50,000</b>
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<b>Water, Wastewater &amp; Stormwater Infrastructure</b>	<b>BUDGET</b>
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WTP - equipment updates <i>Leak detection equipment received &amp; water supply meter ordered</i>	<b>35,000</b>
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WTP – internet fiber cable & fencing around backwash pond	<b>35,000</b>
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WWTP - computer updates & Pumps <i>Pumps purchased and installed</i>	<b>45,000</b>
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Valve & hydrant replacement	<b>50,000</b>
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Hydrant & water main (17th Street) <i>Work scheduled for mid to late September</i>	<b>50,000</b>
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Water main extension to HWY533 & looping <i>Blackie Site Works started on 13<sup>th</sup> June and work is now complete including pavement patch</i>	<b>192,050</b>
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## CAPITAL PLAN SUMMARY

<b>Parks &amp; Trails</b>		<b>BUDGET</b>
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<p><b>Columbarium</b> On order for 2023</p>		<p><b>30,000</b></p>
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<b>Buildings</b>		<b>BUDGET</b>
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<p><b>VIC - Washrooms &amp; underground infrastructure</b></p> <p><i>Under way &amp; mostly complete – concrete &amp; electrical to do</i></p>		<p><b>80,000</b></p>
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<p><b>THRC - South entrance updates</b></p> <p><i>Mostly complete – some outstanding issues remain at VIC site.</i></p>		<p><b>20,000</b></p>
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<b>Vehicles &amp; Equipment</b>		<b>BUDGET</b>
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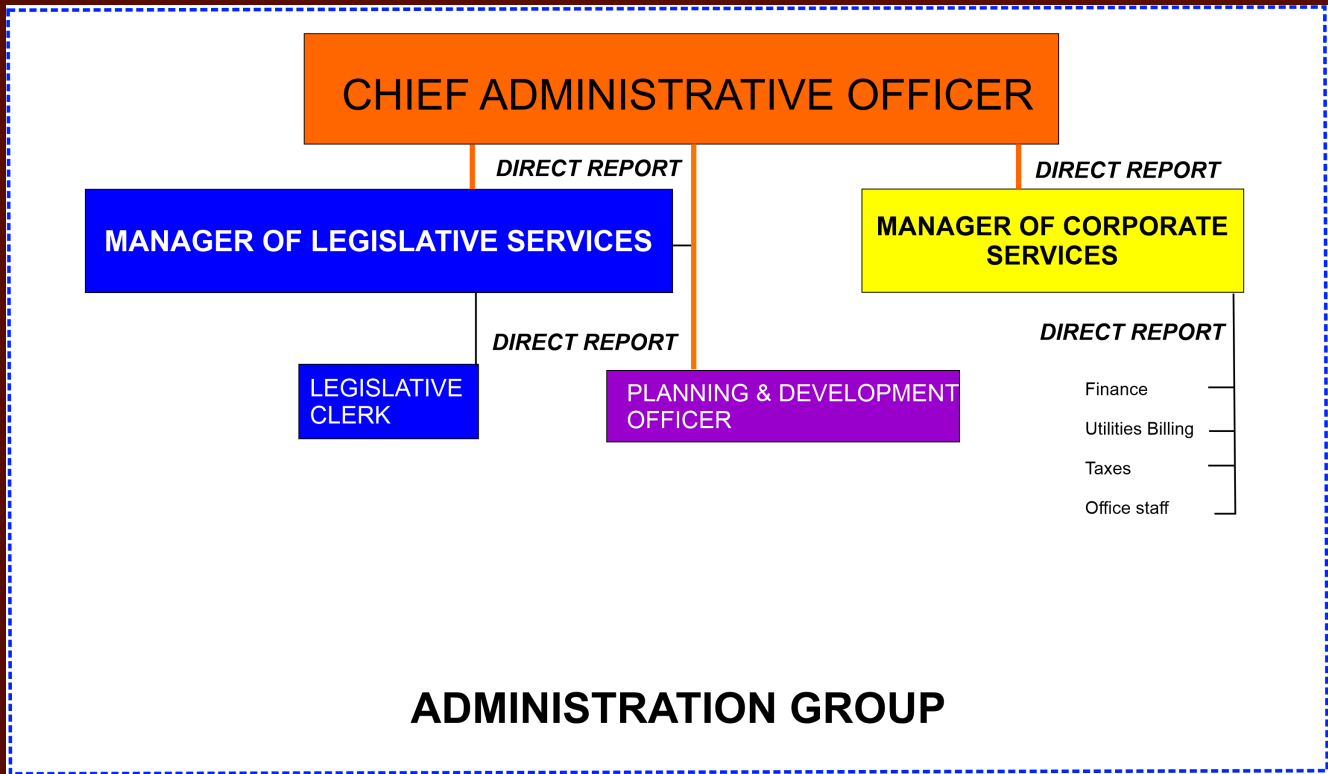
<p><b>Public works Equipment</b></p> <p><i>Truck purchased for \$59,500, offset by surplus equipment sales</i></p>		<p><b>50,000</b></p>
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<p><b>Bylaw Enforcement vehicle</b></p> <p><i>Purchased for \$15,000</i></p>		<p><b>20,000</b></p>
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<p><b>Parks Equipment</b></p> <p><i>New mower purchased for \$23,649</i></p>		<p><b>25,000</b></p>
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<p><b>Fire equipment</b></p> <p><i>Purchased Hydraulic Ram for \$10,291</i></p>		<p><b>11,000</b></p>
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# ADMINISTRATION



MANAGER OF CORPORATE SERVICES: CLAYTON GILLESPIE

MANGER OF LEGISLATIVE SERVICES: LISA LOCKTON

PLANNING & DEVELOPMENT OFFICER: GEORGINA SHARPE



# FINANCIAL HIGHLIGHTS

## Where the money came from in 2022

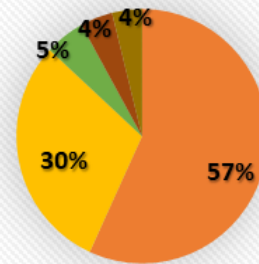
**Municipal Taxes (57%)** are the net municipal portion of all property taxes levied or collected.

**Sales and User Fees (30%)** are the funds raised for utilities and other services charged to the user.

**Franchise Fees and Leases (5%)** are funds raised through the lease or license of municipal property and the fees charged to Fortis and Atco for its electric and gas distribution system within the Town.

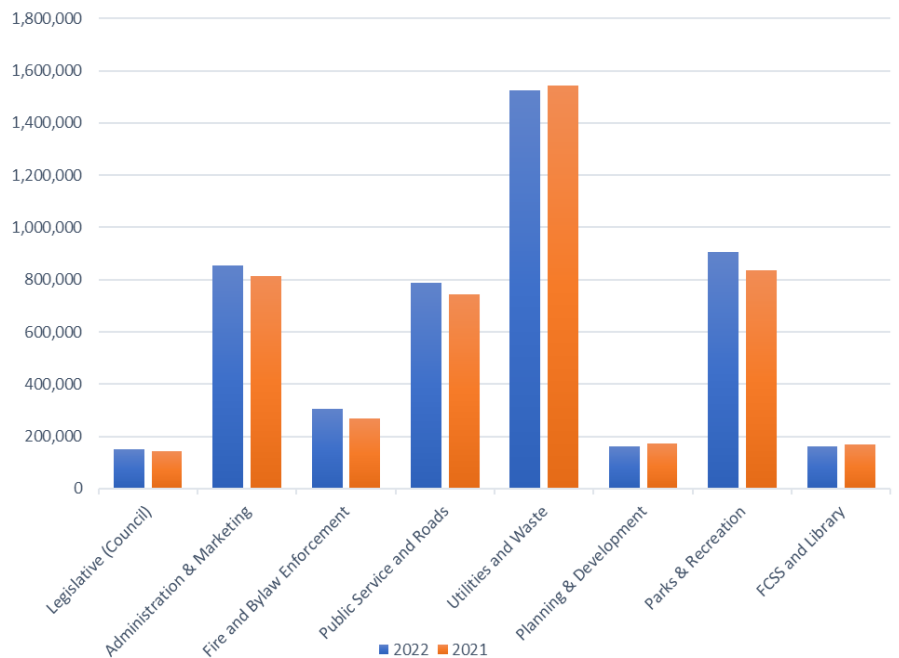
**Other (4%)** includes revenues which are not included in the above categories. This includes fines, interest, and some planning-related revenues.

**Government Grants (4%)** are funds provided by senior levels of government.



## Money use by operational functions in 2022

Spending levels remained very near 2021 levels with services being maintained and or improved.



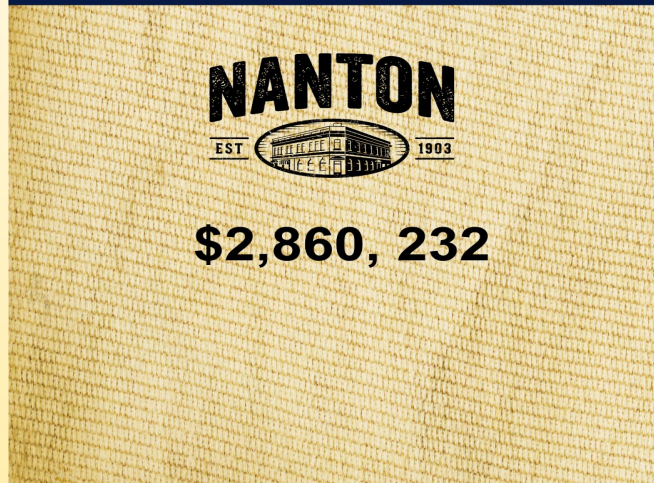
# FINANCIAL HIGHLIGHTS



## 2022 Collection of Taxes: Where do my Property Taxes go?

FCSS/ NANTON QUALITY OF LIFE = \$23,429	1%
THELMA FANNING LIBRARY = \$77,175	2%
ALBERTA POLICE CHARGES = \$90, 930	2%
MOSQUITO CREEK FOUNDATION = \$127,049	3%

**Alberta Schools Foundation Fund:**  
**\$840,605** **21%**



The Town of Nanton retains 71% of the total property taxes collected. The balance is distributed to the Province and other local service providers.

In comparison to 2021, the portion of taxes the Town retains went down by 1.2 percentage points while funding for requisitions and non-municipal charges went up 1.2 percentage points.

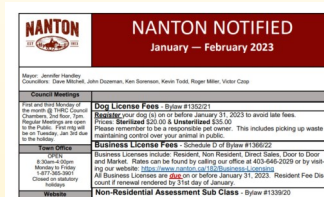
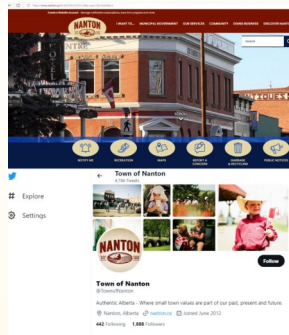
### Assessment 2022

After a number of years of declines in assessment, the Town's total assessment increased in 2022 over 2021 by 3%. The split between residential and non-residential remains fairly constant with residential assessment accounting for about 80% of the total assessment. Forecasts for assessment are for continued increases in the years ahead.

# LEGISLATIVE SERVICES

## NOTABLE BYLAWS 2022

- Cemeteries Regulation
- Utilities Amendment
- Parks Bylaw
- Westview Area Structure Plan
- Land Use Bylaw Amendment



Information mediums and platforms continue to evolve.

## POLICIES 2022

- Franchise Fees
- Reserves Amendment
- Paid On-Call Firefighters
- Lots Sales Amendment
- Local Improvement
- Communications Amendment

- Legislative Services supported the generation of four significant bylaws in 2022 and six key policy changes.
- Updating the website, newsletter and social media remained a significant activity.
- Running in the new Council Chambers in the THRC, completed in 2021.
- Submission and management of grant aid related to re-invigorating landscaping and other improvements at the VIC area in support to the CAO and Corporate Services.

## CORPORATE SERVICES



### Promotional grants awarded in

#### 2022:

- \$500 - for the Nanton Mini-business directory.
- \$500 for the Nanton annual parade
- \$500 for the Nanton Children's Festival.
- \$500 for the Nanton Round up days rally.
- \$120 for the Snow Angel program.
- \$400 for the Nanton Lights the Way Christmas event.

### Annual Support Grants funded in

#### 2022:

- \$2,000 to the Nanton Grain Elevator Society.
- \$3,000 for the Nanton Handi-van Society.
- \$1,500 to the High River Health Foundation
- \$600 to Junior Achievement of Southern Alberta.
- \$250 to the Nanton Citizens on Patrol.
- \$350 to the Farm Safety Centre of Southern Alberta.
- \$12,000 for the Nanton Memorial Community Centre.

- **Bylaw No. 1366-22 (Fees and Rates) was renewed to ensure the continued long term sustainability of utilities along with fair & equitable user fees.**
- **A review of the Town's reserves (long-term investments) carried out and new investments made to help provide a reliable source of revenue for capital projects.**
- **Franchise fees reviewed resulting in an increase starting in 2023. The added revenue will create a new Community Sustainability Reserve.**
- **Continued IT investment and a switch of internet service providers completed in 2022.**
- **The non-residential sub-class bylaw made savings for small business in 2022 of \$11,000 possible.**
- **Asset management work continues to ensure to long term sustainability of the Town's infrastructure.**

## PLANNING & DEVELOPMENT

Construction values are largely representative of increased new housing starts over the last couple of years. With that in mind, completion of the Westview Area Structure Plan for potential new developments in future has been a particular milestone.

### 2022 Permit Values

C1-C2 (Commercial)	\$50,000
IN (Industrial)	-
P (Public/ Institutional)	\$1,200
R1	\$2,426,100
R2	\$452,000
R5	\$33,000
<b>TOTAL</b>	<b>\$2,962,300</b>
<b>HOUSING STARTS</b>	<b>7</b>

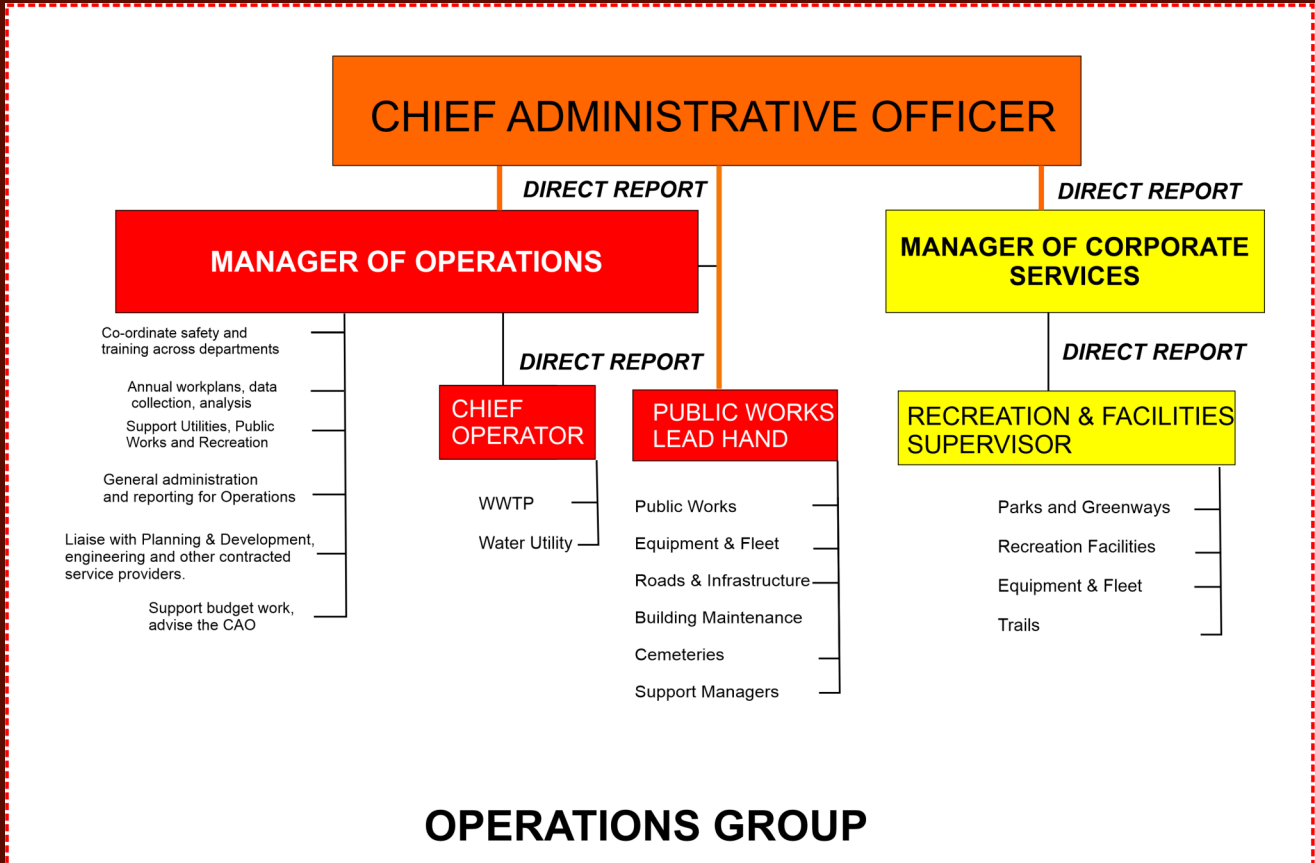
	2018	2019	2020	2021	2022	Average
<b>Building Permits Issued</b>	23	31	23	38	23	28
<b>Total Permit Values</b>	\$1.7 million	\$3.4 million	\$640,000	\$2.5 million	\$2.96 million	\$2.24 million

## NEW BUSINESS LICENCES IN 2022

Name	Description
Beijing Restaurant (new ownership)	Chinese and Western Food
XL Electrical Contracting	Home Occupation (electrical)
Nanton Liquor Store (new owner)	Beer, wine and spirits
Dusty Roads Denim	Home Occupation (Denim and Vintage clothing)
Gigi's Footcare	Home Occupation (In-home footcare)
Polski's Drywall Inc.	Home Occupation (Drywall)
Century 21 Foothills Real Estate	Real Estate Services
Southern Cuts	Hair Dresser/ Barber Shop
Rural Roots Bliss + Gifts	Bath products and homemade home decor
RUIBIN'S COLLECTIONS	Antique and Village Collectables
Reclaiming the Throne Studio and Gallery	Art Gallery and Furniture Up Cycling
Pitch It	Home Occupation (Bin Rentals)
T & P Framers	Home Occupation (Framing contractor)

*The list reflects NEW resident (in town) businesses that applied for and were approved for a business licence in 2022. It does not include NEW non-residential licences.*

# OPERATIONS



MANAGER OF OPERATIONS: BILL WOYTIUK

LEAD UTILITIES OPERATOR: CORDELL BRINSTON

RECREATION FACILITIES SUPERVISOR: JORDAN GLAS

PUBLIC WORKS LEAD HAND: SHELLAH PETERSEN



## WATER & SEWER UTILITIES

Highlights in 2022 included:

- 19th street sewer line re-lining pilot study between 23rd and 24th street: *this was the first time that Nanton had looked at this lower cost alternative to main replacement in appropriate areas of town.*
- Water main isolation valve locating and exercising program:
- Leak detection program on Town potable water distribution system: *new acoustic equipment was required and step pressure testing provided interesting initial results.*
- New flow meter installed on 12" distribution line leaving water treatment plant (WTP), to match the updated flowmeter installed on 8" line leaving the WTP
- Located and decommissioned redundant water service lines for two separate properties on 20th street between Hwy 2 N and S
- Temporary wastewater sludge hauling approval with the City of Calgary



Increased valve, curb stop and hydrant renewal to combat waster loss.



New water and sewer main extensions.



Revisions water conservation regulations.

## PUBLIC WORKS

Highlights in 2022 included:

- 215m<sup>2</sup> of road repairs (mainly for water repairs)
- 13 handicap corners (sidewalk)
- 81m<sup>2</sup> of sidewalk
- 21m of curb

New supplementary streetlighting was installed at the intersection of 20th Street and HWY 2 (North) as the Town's investments in the Visitor Information Centre area began to unfold. Line burial may be considered in the future for improved sightlines.

A moderate number of illegal dumping events at the Yard Waste area resulted in less flexibility with respect to the facility being open all hours and the installation of camera security.



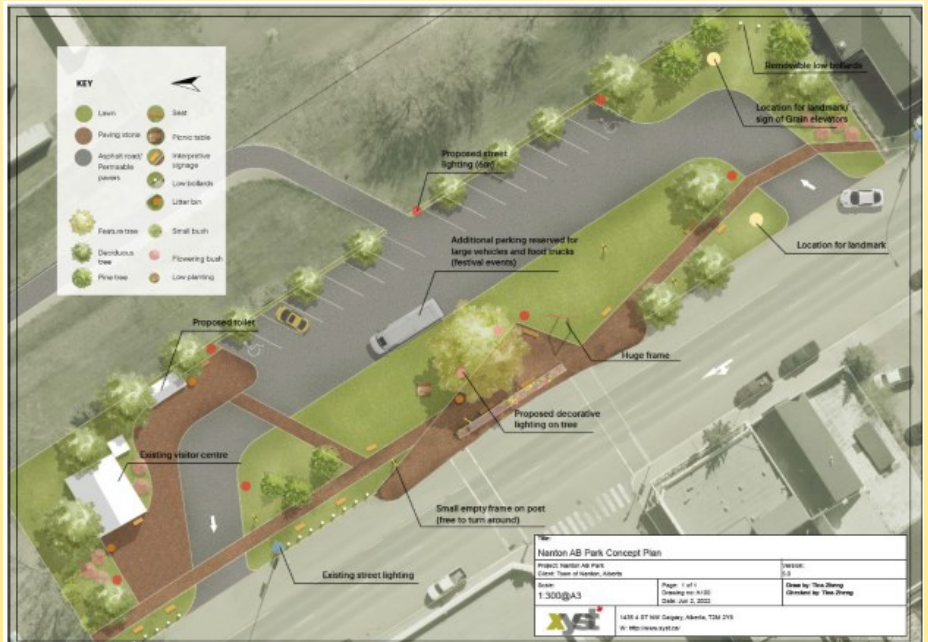
Illegal construction waste dumping in yard waste areas.



Improved HWY2N intersection lighting for pedestrians.

# RECREATION

- With the help of federal grant aid, major improvements were made at the Visitor Information site. More work is planned in 2023 and more potential grant aid.
- Continued investments in the Tom Hornecker Recreation Centre to ensure its long term sustainability.
- A successful 2022 pool season—one of the busiest on record with 5,743 swimmers utilizing the pool facility.
- Continued preventative tree maintenance and new plantings to ensure the health and viability of the Town’s urban forest.



# PROTECTIVE SERVICES

CHIEF ADMINISTRATIVE OFFICER



PEACE OFFICER

*DIRECT REPORT*



FIRE CHIEF

Deputy Fire Chief

Volunteers/ Paid On-Call

**PROTECTIVE SERVICES GROUP**

FIRE CHIEF: MIKE MATCHETT; JOHN DOZEMAN

PEACE OFFICER: ADAM REITER





New crest for CPO Services

## MUNICIPAL ENFORCEMENT

Nanton Municipal Enforcement is authorized to deal with the following Provincial statutes:

- Animal Protection Act
- Dangerous Dog Act
- Environmental Protection and Enhancement Act, Part 9, Division 2
- Gaming, Liquor and Cannabis Act
- Innkeepers Act
- Petty Trespass Act
- Provincial Offences and Procedures Act
- Service Dogs Act
- Tobacco, Smoking, and Vaping Reduction Act
- Traffic Safety Act
- Trespass to Premises Act

### In 2022, Nanton Municipal Enforcement hosted or participated in the following events:

- Senior's Fraud prevention and online security presentation
- Bicycle rodeo for A.B. Daley Elementary school
- RCMP Open House and RCMP Town Hall meeting
- Nanton Car Show
- Multiple Nanton Citizens on Patrol meetings
- Nanton Round Up Days
- A.B. Daley appreciation BBQ

Along with the Provincial statutes, Nanton Municipal Enforcement is also expected to deal with bylaw enforcement in the Town of Nanton. Bylaws typically enforced are:

- Animal Control Bylaw
- Smoking Reduction Bylaw
- Traffic Bylaw
- Community Bylaw
- Fire Bylaw
- Land Use Bylaw

Nanton received approval to employ Community Peace Officers May 3, 2022. Peace Officer Reiter received his appointment on May 26, 2022. Prior to that date, enforcement in house was done as a Bylaw Compliance Officer.



Nanton Municipal Enforcement with the local RCMP at the senior's fraud prevention



**Most received bylaw complaints concern:**

**Animal Control Regulation (e.g. dog at large)**

**Community Regulation (e.g. unsightly property)**

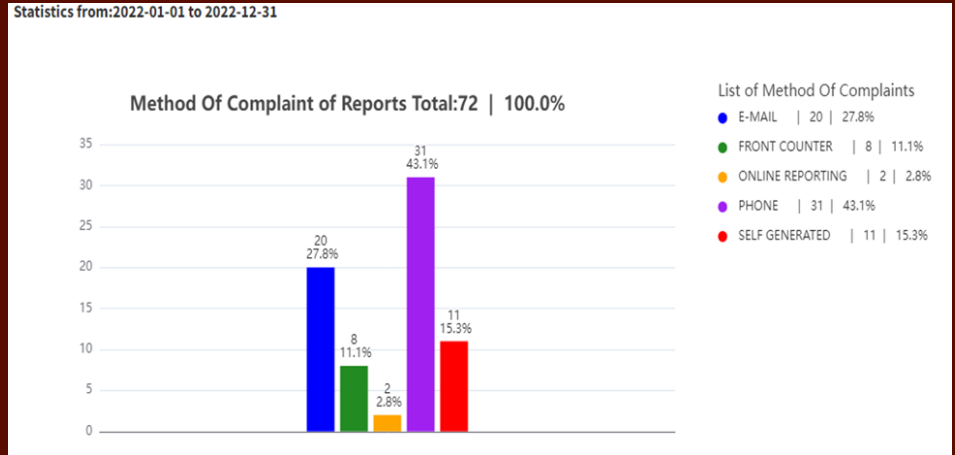
**Traffic Regulation (e.g. snow removal/ speeding)**



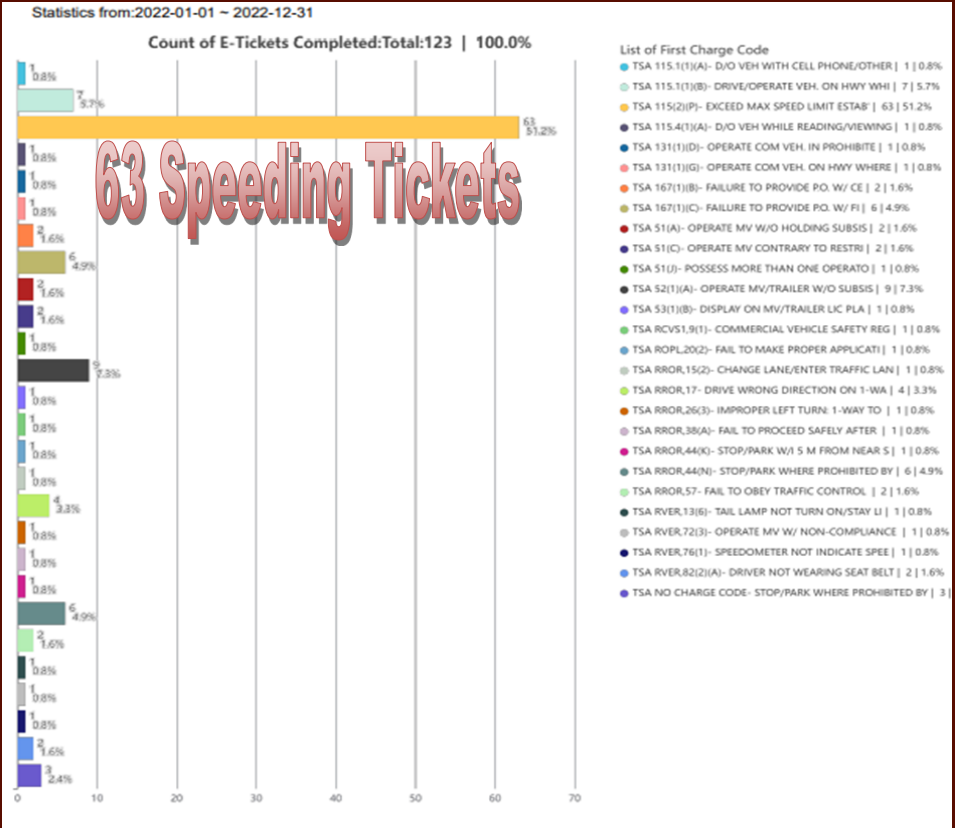
## MUNICIPAL ENFORCEMENT

With the Town of Nanton being located directly on Highway 2 a high volume of traffic travels through the area each day. Traffic safety is a Council priority as the pedestrian traffic around the highway poses a higher risk. Following the Traffic Safety Plan and working in conjunction with the RCMP and other Law Enforcement partners a mixture of enforcement and education was used to promote traffic safety.

Statistics from:2022-01-01 to 2022-12-31



Statistics from:2022-01-01 - 2022-12-31





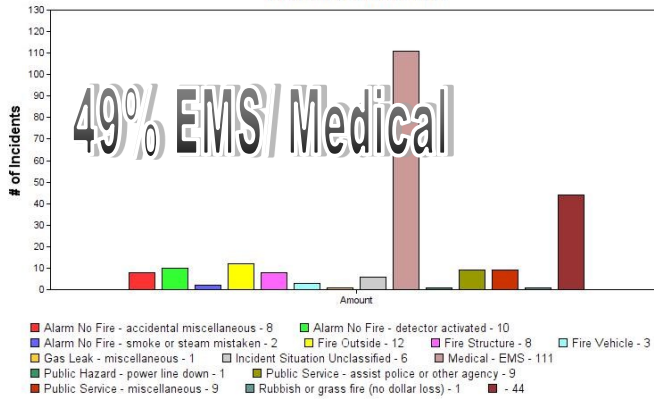
# NANTON FIRE DEPARTMENT

2022



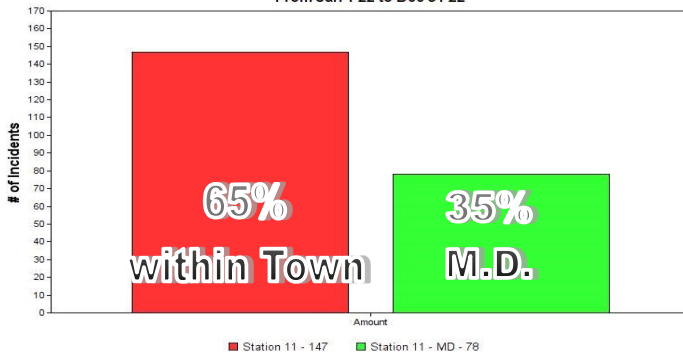
There were 184 calls in 2019. 225 calls in 2022 represents an arguable 22% increase calls to the Nanton Fire Department in four years.

Totals by Type  
From Jan 1 22 to Dec 31 22



EMS/ Medical calls represented 55% of calls in 2019. At 49% in 2022, this dominant trend remains consistent over time.

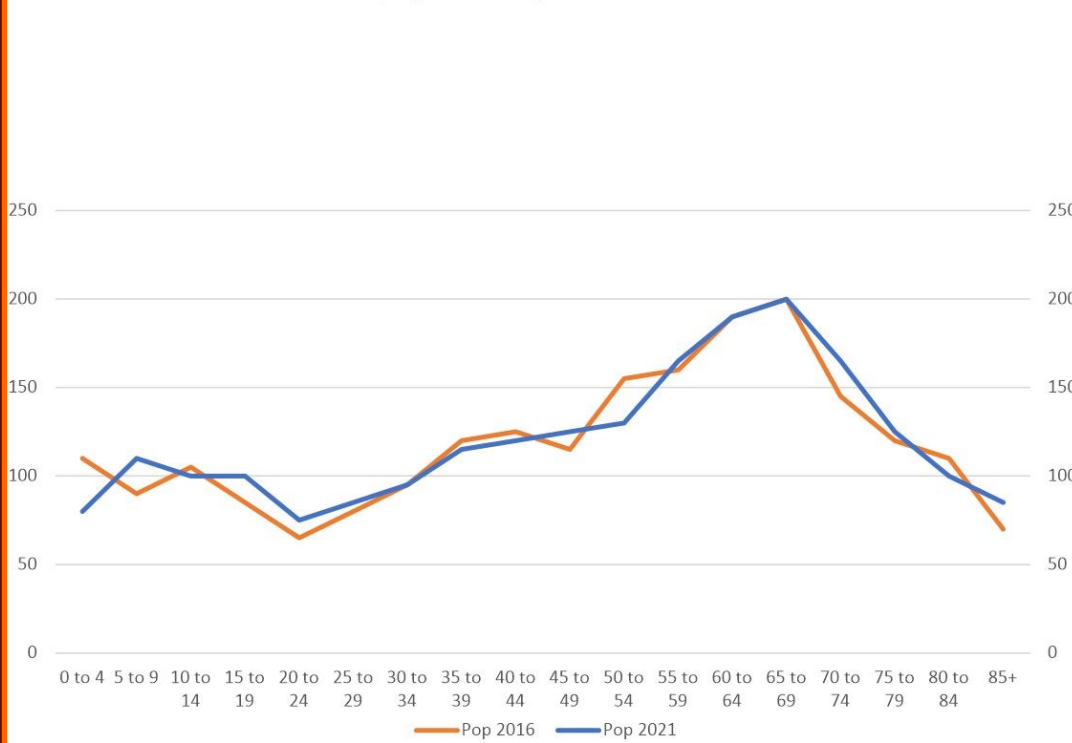
Totals by Station  
From Jan 1 22 to Dec 31 22



Annually, M.D. of Willow Creek calls continue to range between 35-45% of overall figures.

# CENSUS 2021

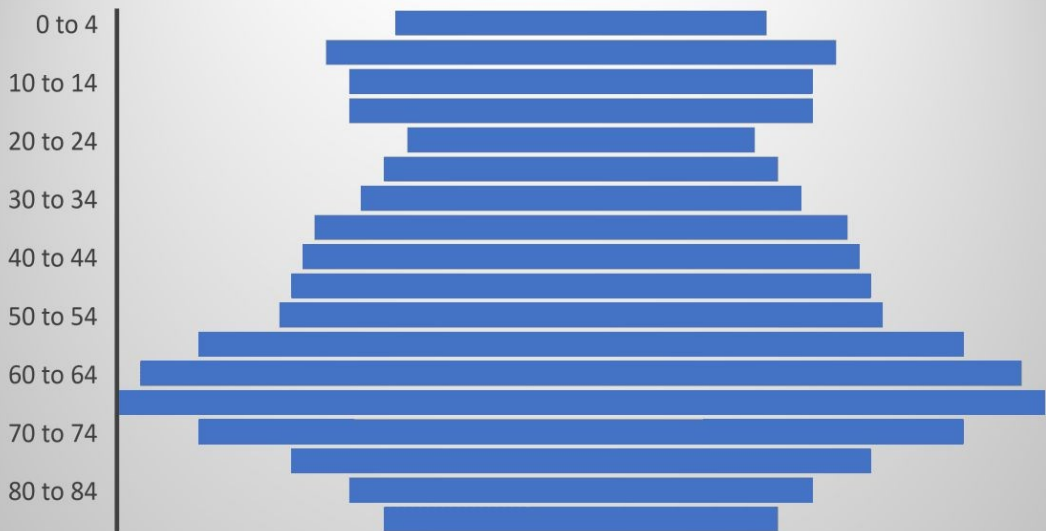
Nanton's Demographic Change 2016-21



While Nanton's population essentially was unchanged between the 2016 and 2021 Census periods, the 2021 profile also showed that the youth cohorts within the community certainly were not shrinking, but remarkably stable. This is good news for the school system's stability.

While many would like to see stronger demographic growth, comfort can be taken that Nanton is not in a marked 'decline' or aging cycle. This does have implications, potentially, for future housing needs and pressures and the youth programming question.

## 2021 Census: Nanton



# Engage with the Town

## Utility Bill Newsletter & Message from the Mayor

This is sent out with Water and Sewer bills bi-monthly and posted on the website. Call or e-mail the Town if you'd like the latest copy.

## Council Meetings

The powers of Mayor and Council are exercised through the adoption of resolutions or the enactment of bylaws at regularly scheduled Council meetings. Council holds two regular meetings each month (one in July and August) on the first and third Mondays at 7:00pm. Meetings are open to the public and agendas are available at Town Hall and on the Town's website at <https://nanton.ca>.

## Committees and Commissions

A variety of municipal topics and other functions are dealt with first by committees and sometimes separately by commissions such as the Municipal Planning Commission (MPC). Most meetings are public and there are sometimes opportunities for you, the public, to get involved.

## Town Website

Your guide to Town services, Council Meetings, reports, mapping, special projects, events and more. Find it all at [www.nanton.ca](http://www.nanton.ca). Access agendas for upcoming meetings, review minutes from past meetings, view staff reports, research bylaws – every detail about past, present and future activities.

## Social Media

Follow us on Facebook by clicking on the icons at [www.nanton.ca](http://www.nanton.ca).

## Public Information Meetings/ Open Houses

Held on an "as-needed" basis, Public Information Meetings provide residents with key information about important topics such as the Town's current budget and major capital projects.

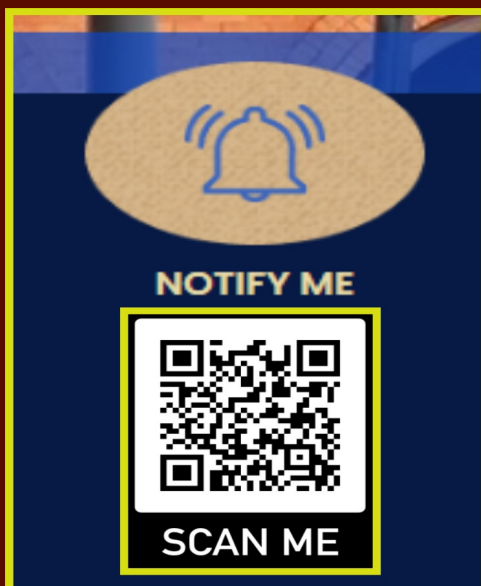
## Annual Report

This new report is a means for the Town to report on basic financial and operational information, progress made on the previous year's objectives and to set out current and future strategic goals and objectives. A new report is produced and made available annually.

## Annual Financial Statements

Usually available for the prior year each spring, the audited financial statements provide more granular data with respect to the Town's financial position and legislative compliance for a public sector body. Once approved, these are publicly available and placed on the Town website.

AUTHENTIC ALBERTA



Sign up for cell or  
e-mail alerts at  
[www.nanton.ca](http://www.nanton.ca)

# NANTON

Town of Nanton  
 Vendor Cheque Register Report  
 Range: June 1 - June 30, 2023  
 Sorted by: Cheque Date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
EFT000000004578	5 Star Trees Ltd	6/10/2023	\$14,560.60	VIC area trees (Phoenix grant)
EFT000000004579	888351 Alberta Ltd o/a Wild Rose	6/10/2023	\$13,673.00	Sludge hauling & removal
EFT000000004580	911 Supply	6/10/2023	\$192.12	Peace officer equipment
EFT000000004581	Big Hill Services	6/10/2023	\$761.25	Arena board cleaning
EFT000000004582	Calmont Equipment	6/10/2023	\$26.16	Miscellaneous parts
EFT000000004583	Canoe Procurement Group of Canada	6/10/2023	\$1,682.09	Miscellaneous supplies
EFT000000004584	CARO Analytical Services	6/10/2023	\$528.15	Water testing
EFT000000004585	Cattlemens Corner	6/10/2023	\$457.42	Miscellaneous supplies
EFT000000004586	Chinook Equipment Ltd.	6/10/2023	\$1,299.78	Skidsteer repairs
EFT000000004587	Chris Almond Plumbing	6/10/2023	\$8,242.50	PW Bldg A/C & Library plumbing repairs
EFT000000004588	ClearTech Industries Inc	6/10/2023	\$3,355.25	WTP chemical
EFT000000004589	Contain-A-Way Services	6/10/2023	\$489.76	Waste management services
EFT000000004590	Czop, Victor	6/10/2023	\$308.40	Per diem expenses
EFT000000004591	Ecco Recycling and Energy Corp	6/10/2023	\$1,402.92	Recycling fees
EFT000000004592	Enfield, Tracy	6/10/2023	\$865.00	Office & meeting room cleaning
EFT000000004594	G & JD Construction	6/10/2023	\$1,371.53	Repairs to cold storage bldg
EFT000000004595	GM Mechanical Ltd	6/10/2023	\$699.52	Arena heating repairs
EFT000000004596	Gregg Distributors Company Ltd	6/10/2023	\$302.40	Miscellaneous supplies
EFT000000004597	Hicklin Motors	6/10/2023	\$427.76	PW truck repairs
EFT000000004598	Hifab Holdings Ltd	6/10/2023	\$400.47	Freight costs
EFT000000004599	Inspiris	6/10/2023	\$6,733.61	IT services
EFT000000004600	Saddle Mountain Tire	6/10/2023	\$88.20	Tire repairs
EFT000000004601	ISL Engineering & Land Service	6/10/2023	\$6,849.41	LUB consultant fees
EFT000000004602	Joe Johnson Equipment	6/10/2023	\$766.82	Street sweeper broom
EFT000000004603	Klearwater Equipment	6/10/2023	\$2,984.94	WTP chemical
EFT000000004605	McGills Industrial Services	6/10/2023	\$67,488.75	19th street sewer relining (capital)
EFT000000004606	MD of Willow Creek	6/10/2023	\$4,060.22	Radio repairs/emergency equipment
EFT000000004607	Nanton Home Hardware Building	6/10/2023	\$612.44	Miscellaneous supplies

EFT0000000004609	New-Alta Electric	6/10/2023	\$1,569.75	Firehall lighting upgrade
EFT0000000004610	NextGen Automation	6/10/2023	\$380.07	Photocopier fees
EFT0000000004612	Pinnacle Aquatic Group	6/10/2023	\$6,882.09	Pool chemical
EFT0000000004613	Reynolds, Mirth, Richards & Farmer	6/10/2023	\$2,945.25	Legal fees
EFT0000000004614	Signcraft Digital (1978) Inc.	6/10/2023	\$2,333.10	Grad banner
EFT0000000004615	Sonic Patch (Alberta) Inc.	6/10/2023	\$17,325.00	Road repair & maintenance
EFT0000000004617	Super Save Disposal (AB) Ltd	6/10/2023	\$1,514.01	Waste management services
EFT0000000004618	Superior Safety Codes	6/10/2023	\$1,447.80	Safety code fees
EFT0000000004620	TransAlta Energy Marketing	6/10/2023	\$46,583.69	Gas & electricity
EFT0000000004621	Triton Security	6/10/2023	\$3,300.00	Security cameras
EFT0000000004622	UFA Co-operative Ltd	6/10/2023	\$4,882.55	Fuel
EFT0000000004623	V Raffin Transit Mix Ltd	6/10/2023	\$2,404.71	Retaining wall blocks
20057	Alberta Development Officers Assoc.	6/25/2023	\$425.00	Development officer training
20058	Alberta Marine	6/25/2023	\$54.09	Miscellaneous supplies
20059	Alberta Registries	6/25/2023	\$21.05	Registry services
20060	Ashbrook Plumbing & Heating	6/25/2023	\$178.50	Water meter replacement
20061	Associated Engineering AB Ltd.	6/25/2023	\$7,560.00	Sidewalk engineering (capital)
20063	Canada Life	6/25/2023	\$390.00	Pension closure fees
20064	Chubb Life Insurance Company	6/25/2023	\$119.55	Employee benefits
20065	City of Calgary	6/25/2023	\$980.98	Peace officer clothing/supplies
20067	Dump Gump	6/25/2023	\$4,965.00	Clean up week - bins
20068	Fish Farm Supply Co.	6/25/2023	\$96.60	Algae chemical for storm pond
20069	Midgett, Lesley	6/25/2023	\$80.00	Office flower bed cleanup
20071	Nanton Chamber of Commerce	6/25/2023	\$5,000.00	VIC funding
20072	Oldman River Regional Services	6/25/2023	\$7,527.75	Planning & GIS services
20073	Pacific Flow Control Ltd.	6/25/2023	\$3,479.39	Hydrant maintenance & repairs
20074	Peterson Mechanical	6/25/2023	\$315.00	PW truck repairs
20075	RecordXpress	6/25/2023	\$27.05	Office paper shredding
20076	Siebens Metal Industries Ltd	6/25/2023	\$314.95	Water pump
20077	Siteone Landscape Supply Ltd.	6/25/2023	\$7,680.76	Storm pond treatment
20079	Starke, Marj	6/25/2023	\$120.00	Office & medical clinic flower planters
20080	Stephenson Engineering Limited	6/25/2023	\$9,282.00	Pool condition assessment (consultant)
20081	The Patch Man	6/25/2023	\$1,320.90	Fire dept uniform patches
20082	Town of High River	6/25/2023	\$696.28	Firepro database contract

20083	Tractorland (High River)	6/25/2023	\$2,676.58	Parks tractors - oil changes & maint.
20084	Velocity Dynamics LLC	6/25/2023	\$20,141.10	Reservoir aeration project (capital)
20085	Westwood Construction	6/25/2023	\$2,113.65	VIC washroom mechanical room
20086	Yellow Pages	6/25/2023	\$24.26	Advertising
EFT0000000004624	Canadian Linen & Uniform	6/25/2023	\$136.94	Office mat cleaning
EFT0000000004625	Canoe Procurement Group of Canada	6/25/2023	\$1,393.69	Miscellaneous supplies
EFT0000000004626	Chris Almond Plumbing	6/25/2023	\$10,053.75	PW shop upgrades (capital)
EFT0000000004627	ClearTech Industries Inc	6/25/2023	\$2,620.38	WTP chemical
EFT0000000004628	Coyote Courier Ltd	6/25/2023	\$1,359.14	Courier fees
EFT0000000004629	CUPE	6/25/2023	\$1,006.65	Union fees
EFT0000000004630	Drager Safety Canada Ltd.	6/25/2023	\$2,358.59	Fire dept equipment maintenance
EFT0000000004631	Gregg Distributors Company Ltd	6/25/2023	\$376.88	Miscellaneous supplies
EFT0000000004632	Hifab Holdings Ltd	6/25/2023	\$492.09	Freight costs
EFT0000000004633	iA Financial Group	6/25/2023	\$71.57	Employee benefits
EFT0000000004634	Inspiris	6/25/2023	\$5,195.36	IT services
EFT0000000004635	Klearwater Equipment	6/25/2023	\$11,345.04	WTP chemical
EFT0000000004636	Linde Canada Inc.	6/25/2023	\$655.50	WTP software
EFT0000000004638	MPE Engineering Ltd	6/25/2023	\$16,703.40	Reservoir aeration project (capital)
EFT0000000004639	Nanton Auto Parts Ltd.	6/25/2023	\$467.35	Miscellaneous supplies
EFT0000000004640	Nanton Home Hardware Building	6/25/2023	\$465.81	Miscellaneous supplies
EFT0000000004641	New-Alta Electric	6/25/2023	\$133.88	Pool pump repairs
EFT0000000004642	NL Smith & Sons Const Ltd	6/25/2023	\$7,219.11	Crushed gravel
EFT0000000004643	Paramount Printers Ltd.	6/25/2023	\$434.88	Letterhead & business cards
EFT0000000004644	Porcupine Hills Plumbing & Heating	6/25/2023	\$304.50	Regulator install (pool)
EFT0000000004645	Integrated Sustainability Const.	6/25/2023	\$157.50	WTP software
EFT0000000004646	Recreation Facility Personnel	6/25/2023	\$1,471.83	Parks & Recreation training
EFT0000000004647	RE Enterprises	6/25/2023	\$244.99	VIC washroom plumbing
EFT0000000004648	RMA Insurance Ltd.	6/25/2023	\$130.81	Vehicle insurance
EFT0000000004649	Shawne Excavating	6/25/2023	\$70,675.37	Water valve replacement (capital)
EFT0000000004650	Somerset Tree Service Ltd	6/25/2023	\$495.08	Tree fertilizer & health care
EFT0000000004651	Super Valu Foods	6/25/2023	\$72.50	Breakroom supplies
EFT0000000004652	T & T Disposal Services	6/25/2023	\$7,235.97	Waste management services
EFT0000000004653	Train's Lawn Care Services Ltd	6/25/2023	\$7,472.33	Gopher & weed control services
<b>Total Cheques: 95</b>			<b><u>\$458,539.82</u></b>	



# MONTHLY REPORT

Meeting: July 10, 2023  
Agenda Item: 3.3.1

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## Clayton Gillespie, Corporate Services Manager

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Report Period: June 16, 2023 to July 6, 2023

### ACTIVITIES:

Nanton Medical clinic meeting attendance.

Employee pension plan changes – switchover now complete with only a little bit of employee education to do.

Tax collection – tax deadline now passed. Approximately 94% of taxes levied have been collected leaving about \$220,000 outstanding.

May/June utility billing completed –

Water revenues =	\$307,706
Wastewater revenues =	\$328,731
Stormwater revenues =	\$13,639
Waste management revenues =	\$84,467

Overall, this equates to 50.35% of the budgeted amounts, so right on track.

Attached is an overall statement of operations comparing YTD numbers with budget numbers. No concerns noted with revenues collected higher than anticipated and expenditures a little bit below where we would expect.

### PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Pool condition assessment – after reviewing a few further edits are required and consultant will present at the August council meeting the results.

#### *Parks & Recreation Report:*

Nanton Minor ball finished a successful and busy season.

VIC washroom work is now 95% complete.

Gopher and weed control now complete.

General ongoing daily maintenance.

Pool stats (number of swimmers) from opening to June 30 generated \$13,034 in revenue, 83% of users are from Nanton.

Lane Swim -	197
Open Swim -	852
Lesson Total -	2
Aquafit Total -	116
Rental Total -	182
Total =	1349

**MARKETING AND COMMUNICATIONS:**

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: July 6, 2023



**Town Of Nanton**  
**2023 Operational Budget**  
**For the Six Months Ending Friday, June 30, 2023**



	2023 Budget	2023 Actual YTD	2023 Variation YTD	2023 %
<b>REVENUE</b>				
Net Municipal Taxes	\$3,012,163	\$3,690,119	\$677,956	122.51%
Sales & User Fees	1,528,741	858,727	(670,014)	56.17%
Licenses & Permits	58,790	38,240	(20,550)	65.04%
Fines	12,000	11,411	(589)	95.09%
Rentals	163,540	74,924	(88,616)	45.81%
Government transfers	182,205	110,353	(71,853)	60.57%
Investment income	62,000	97,621	35,621	157.45%
Penalties & cost	56,356	26,030	(30,326)	46.19%
Franchise & Concession	343,500	200,127	(143,373)	58.26%
Other revenues	9,000	(283)	(9,283)	(3.15%)
<b>Total Revenue</b>	<b>5,428,295</b>	<b>5,107,267</b>	<b>(321,028)</b>	<b>94.09%</b>
<b>EXPENDITURES</b>				
Legislative	147,175	74,504	(72,671)	50.62%
General Administrative	851,034	462,073	(388,961)	54.30%
Fire	211,450	106,714	(104,736)	50.47%
Municipal Enforcement and Disaster	117,547	44,936	(72,610)	38.23%
Common services	359,276	159,687	(199,589)	44.45%
Roads	420,436	182,994	(237,443)	43.52%
Water	608,254	289,015	(319,239)	47.52%
Waste Water	773,476	340,446	(433,031)	44.02%
Solid Waste	78,000	31,234	(46,766)	40.04%
Recycling	75,327	27,667	(47,661)	36.73%
Cemetery	21,424	4,473	(16,952)	20.88%
Land - Planning, Zoning and Subdivision	256,614	112,657	(143,957)	43.90%
Marketing and Communications	50,000	25,216	(24,784)	50.43%
Parks and Recreation	901,385	418,311	(483,075)	46.41%
Cultural, FCSS and Public Health	160,392	89,777	(70,615)	55.97%
<b>Total Expenditures</b>	<b>5,031,791</b>	<b>2,369,702</b>	<b>(2,662,088)</b>	<b>47.09%</b>
<b>EXCESS (SHORTFALL) - BEFORE OTHER</b>	<b>396,504</b>	<b>2,737,564</b>	<b>2,341,060</b>	<b>690.43%</b>
<b>OTHER</b>				
Government transfers for capital assets	2,035,098		(2,035,098)	0.00%
<b>EXCESS (SHORTFALL) OF REV OVER EXP</b>	<b>2,431,602</b>	<b>2,737,564</b>	<b>305,962</b>	<b>112.58%</b>
<b>ADJUST CASH ITEMS THAT ARE NOT REV &amp; EXP</b>				
Capital expenditures	(2,697,000)	(666,725)	2,030,275	24.72%
Debt principal repayment	(31,504)	(15,631)	15,873	49.62%
Transfer from reserves	911,902	20,776	(891,126)	2.28%
Transfer to reserves	(615,000)	(500)	614,500	0.08%
Transfer from accumulated surplus	0	2,075,484	2,075,484	
Trial Balance	0	2,075,484	2,075,484	





# MONTHLY REPORT

Meeting: July 10, 2023  
Agenda Item: 3.3.2

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## Operations Department

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Report Period: (June 2023)

### ACTIVITIES:

- WASTEWATER OPERATIONS

- 31239 m<sup>3</sup> of treated wastewater effluent was released to Mosquito Creek
- Current maximum daily treatment capacity of the wastewater treatment plant is approximately 1100 m<sup>3</sup>/day. This is a decrease from years past, where maximum daily treatment was approximately 1400 m<sup>3</sup>/day. This is likely due to fouling of the WWTP membranes, as they have been operating outside of their design capacity (elevated MLSS concentrations) since the WWTP was commissioned. Due to the decreased treatment capacity, the WWTP is struggling to keep up with daily inflows into the plant. Operations staff is currently unable to perform regularly scheduled cleaning maintenance because each train must be taken offline to perform cleaning, and the on-line train is not able to process the additional wastewater quickly enough to prevent backups into the wastewater collection system during that downtime. A quote for new membranes has been requested.
- Little John blower unit is installed and ready for use, however the aeration units for the digester cannot be installed into the WWTP lift station due to excessively high wastewater levels in the lift station. The lift station is approximately 35 feet deep, and utilities staff must be able to observe the installation of the aerators to ensure they remain vertical as intended as well as maintain a safe distance from the lift station pumps so pump cavitation does not occur when the aerators are in operation. The aerators will be installed once the WWTP process the current wastewater backup.
- Utilities staff responded to a sewer main line backup on 18<sup>th</sup> Street and 22<sup>nd</sup> Ave. due to a complete blockage caused by tree root intrusion. The sewer main between 22<sup>nd</sup> and 23<sup>rd</sup> Ave has been cleared of roots and is now scheduled for re-lining later this year.
- The rental of a full-scale rotary filter press for WWTP wastewater sludge will not happen this year due to unavailability of the rental units prior to colder temperatures arrive in the fall. The rotary filter press unit is still the equipment of choice for permanent wastewater sludge dewatering activities however.

- WATER OPERATIONS

- 37488 m<sup>3</sup> of treated water was sent to the Town's distribution system
- Pressure drop testing results in Westview seem to indicate possible water loss in the water main at the intersection of 20<sup>th</sup> street and 29<sup>th</sup> Ave. Locate requests have been submitted, investigative work will be performed pending Shawne's availability.
- Decommissioned the old diesel storage tank and concrete cradle at WTP. The diesel tank was historically used for fueling the old fire pump in the WTP, which has long since been decommissioned and removed from the building.
- Steel hatch outside of bulk water station has been welded shut. The hatch provides access to the decommissioned water line into the bulk water station and was a risk for someone to fall in should they open it.

- Access hatch to an old shallow water well discovered between Luther Park and Mosquito Creek has been secured. The old well is thought to have been used by the creamery that used to occupy that location.
  - Raw water reservoir is nearly full. Staff will continue to monitor the reservoir levels for the remainder of the season and top up the reservoir as required.
  - Monthly geosmin and MIB testing on raw reservoir water samples as well as samples collected from various locations throughout the Town water distribution network seem to indicate that concentrations are increasing as the weather is getting warmer. Geosmin and MIB are the two most likely culprits for the Town's potable water taste and odor issues. Despite their unpleasant taste and odour, geosmin and MIB are not harmful in drinking water. Currently researching options for algaecide to add to the raw water reservoir to help control the algae blooms which produce geosmin and MIB.
  - Servicing and painting of Town fire hydrants is ongoing.
  - Annual valve exercising program is underway. Two additional valves have been discovered on 20<sup>th</sup> and 21<sup>st</sup> street, they have been paved over for several years.
  - Powder Activated Carbon (PAC) and aeration system design for the WTP and reservoir are ongoing. Received PAC equipment supply documentation from the supplier on June 29.
- ROADS
    - RFQ Road Repairs closed June 16 – Project was awarded to Fenco Contracting. The start of paving utility patches has begun and will resume at the end of August.
    - Repair large potholes
    - Inspected roads for potholes, cracks, and patching.
    - Repaired utility patch with cold mix on 18 street and 22 Avenue. Both areas worked very well and will be paved in the near future.
- SIDEWALKS/PATHWAYS
    - Finished sidewalk repairs on Mainstreet (20 street) Removal was completed by Town employees.
    - RFQ closed June 16 – Project awarded to Kel-Krete Concrete.
    - Started repair and replacement of sidewalk projects with plans to complete in July.
- MISCELLANEOUS
    - RFQ pathways closed – June 15. Project was awarded to Fenco Contracting from Lethbridge.
    - Pathways overlay completed June 29.
    - AIRBURNER Update – In the process of contacting Parks Canada for more information and a possible site visit as they are in possession of the air curtain burnboss
- CEMETERY
    - urn burials
- RECYCLING
    - Mulch pile remains and will be offered but not advertised to town residents.
    - Spoke with Shawne for removal of concrete and asphalt pile.
    - Brazel Const. finished mulching tree branch pile on June 13.
    - Hauling mulch and old compost to ditch east of Vet clinic
    - Moving mulch pile to the back of the yard to open up the area.
    - Waiting for fencing quote.
    - Moved old trailer to the back of the yard on June 14.

**PARKS AND RECREATION**

**EMERGENCY MANAGEMENT:**

- Working on Emergency management plan

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

**PROGRESS ON MAJOR PROJECTS & PROGRAMS:**

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

Operating Project	Objective	Approach	Measure	Progress YTD
1. Backhoe	Purchase – New	Ordered	Request for Proposal	Ordered February 28, 2023
2. Yard Waste Fence	Fence west/north/south area	Contacted fencing companies		Waiting for Quotes
3. Pick-up Truck	Purchase - Used	Searching dealerships		Purchased and Received
4. Sander/Plow	Purchase - New	Alberta Purchasing Connection	Request for Quotes	Post to APC
5. Pavement Patching	Request for Quote	Measure and mark		RFQ closed June 16 Fenco Contracting was awarded project.
6. Sidewalk	Repair and Replace	Inspect sidewalks /Measure and mark	Request for Quotes	RFQ – closed June 16. Kel-krete Concrete was awarded project.
7. Utility Patches	Patching	Use cold mix to cover patch		Completed patches on 18 Street and 22 Avenue.
8. Potholes	Pothole Fixing	Sonic Patching	Quotes	Repaired roads with 5 loads will return in July
9. Dust Abatement	Apply dust abatement	Read on Roads		Completed in June
10. Tree Pile	Removal	Grind/Mulch		Completed June 13





# MONTHLY DEPARTMENT REPORT

Regular Meeting: July 10, 2023  
 Agenda Item: 3.3.3

## Georgina Sharpe, Planning and Development

Report Period: June 2023

### ACTIVITIES:

Development Permit Approvals & Lot Sales		
	June 2023	May 2023
Residential	\$7K	\$360K
Comm/Ind	\$0K	\$0K
Public	\$128K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Total = 68/85)	1 lot	0 lots
	YTD2023	YTD2022
TOTAL	\$2,230K	\$1,135K
		YE2022
Housing Starts	5	7

\*by date of sale

- Municipal Planning Commission Meeting – Monday June 12

### June Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D18-23	13-Jun-23	2211 19 Street	6,7	5	959J	R1	Shed, variance for side yard
D19-23	13-Jun-23	2514 20 Street	4	20	6641HD	R1	HOC 2 Pottery (Arts and Crafts Studio)
D21-23	8-Jun-23	2810 22 Street	41	78	0414328	R1	Shed and deck - as built
D22-23	16-Jun-23	SE 16-16-28 W4				PI	Accessory building - WTP
D24-23	23-Jun-23	2010 30 Avenue	21	79	0715724	R1	Shed

### PROGRESS ON PROJECTS & PROGRAMS:

- Land Use Bylaw Update Project –
  - Phase II Drafting Section by Section
  - Advisory Group meeting June 27

### TRAINING/EDUCATIONAL SESSIONS ATTENDED:

### UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – Tuesday July 11 @ 7 pm





## MONTHLY DEPARTMENT REPORT

Meeting: July 10, 2023

Agenda Item: 3.3.4

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### Nanton Fire Department

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Report Period: June 1- June 30, 2023

#### ACTIVITIES:

- Regular training nights are on Thursday's starting at 19:00 hours.
  - We have been focusing on:
    - Wildland Fire operations
    - Wildland Urban Interface
- Recruitment and Retention is still a very important topic and will be top of mind as we work through reviewing and revising our SOG's before opening the doors to new members.
  - Current SOG's have been shared with the membership again as we continue to work on reviewing and revising.
- We will be working with our neighbours to promote a fire training academy that could be hosted by the school division. In collaboration with Livingstone Range School Division, we are hoping to bring the Academy to JT Foster students in the fall.
  - We have received a basic outline of what the Fire Academy program will look like. Students will receive fire training to NFPA 10-01 Level 1 training as well as medical training to Fire Medical Responder.
  - We are still working on the details of enrollment, transportation, and timelines to the Fire Training ground in Granum.
- Day-to-day operations continue as we prepare for wildland firefighting and increases in traffic due to spring and summer use.

#### PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- We are currently working on an RFD for transfer of capital from the completed heating project to the potential renewal of the parking lot and training grounds at the Fire Hall. We will bring that forward when it is complete.

## **TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

- Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- One Captain continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- Firefighter continues to work towards his Fire Safety Codes Officer Group C with Safety Codes Council.
- Discussions with training providers for
  - Pediatric Emergency Training
    - 1 member has completed this training.
  - Stop the Bleed Hemorrhage Control Training (Booked April 1, 2023)
    - Course completed.
    - Traumatic Hemorrhage Kits are being built and installed in the units.
      - Still working with suppliers to gather all supplies.
  - Farm Machinery Entrapment and Livestock Rescue Course (June 24, 25, 2023)
    - 4 members are registered for the course.
  - Grain Entrapment
    - Hosted by the MD

## **UPCOMING EVENTS / ADDITIONAL INFORMATION:**

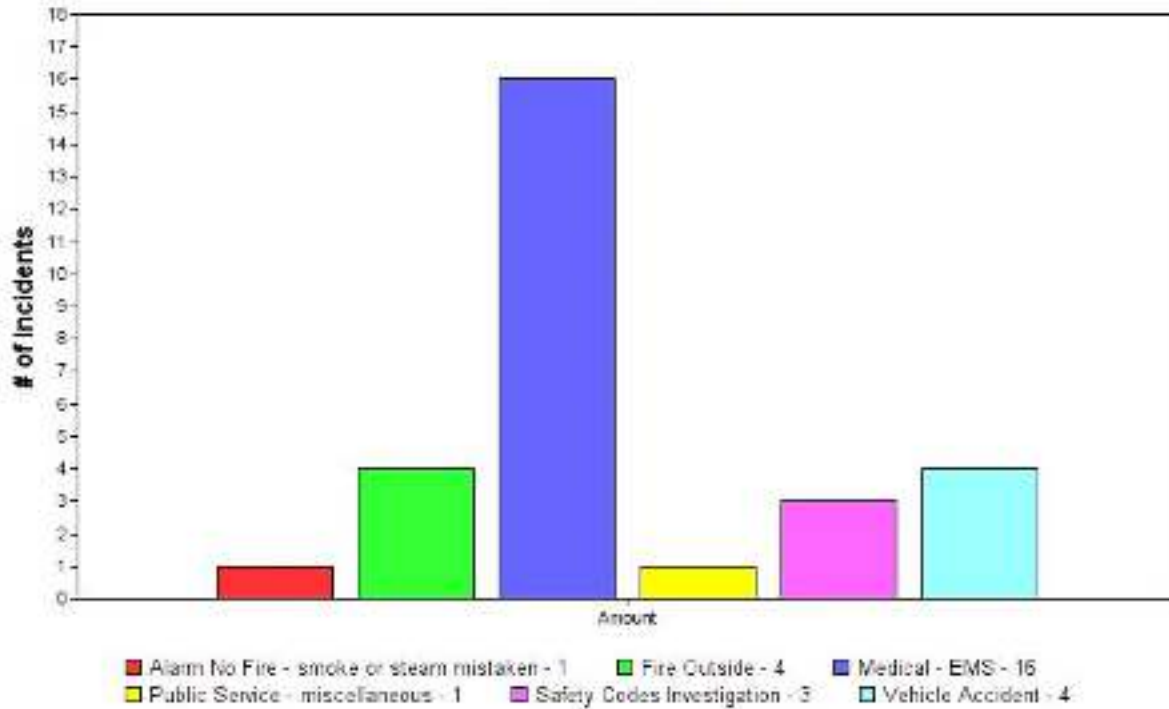
- Annual Nanton Fire Department Slo-Pitch Tourney June 2, 3, and 4<sup>th</sup>.
  - Preparations are well under way for our annual fundraiser.
  - The tourney was another success. We are waiting for final totals.
- Nanton Municipal Enforcement Bike Rodeo
  - The Bike Rodeo was well attended.
- Nanton Round Up Days
- RCMP Open House July 22, 2023.
- Nanton Bomber Command standbys for engine run ups will start soon.

Respectfully submitted,  
Fire Chief John G. Dozeman

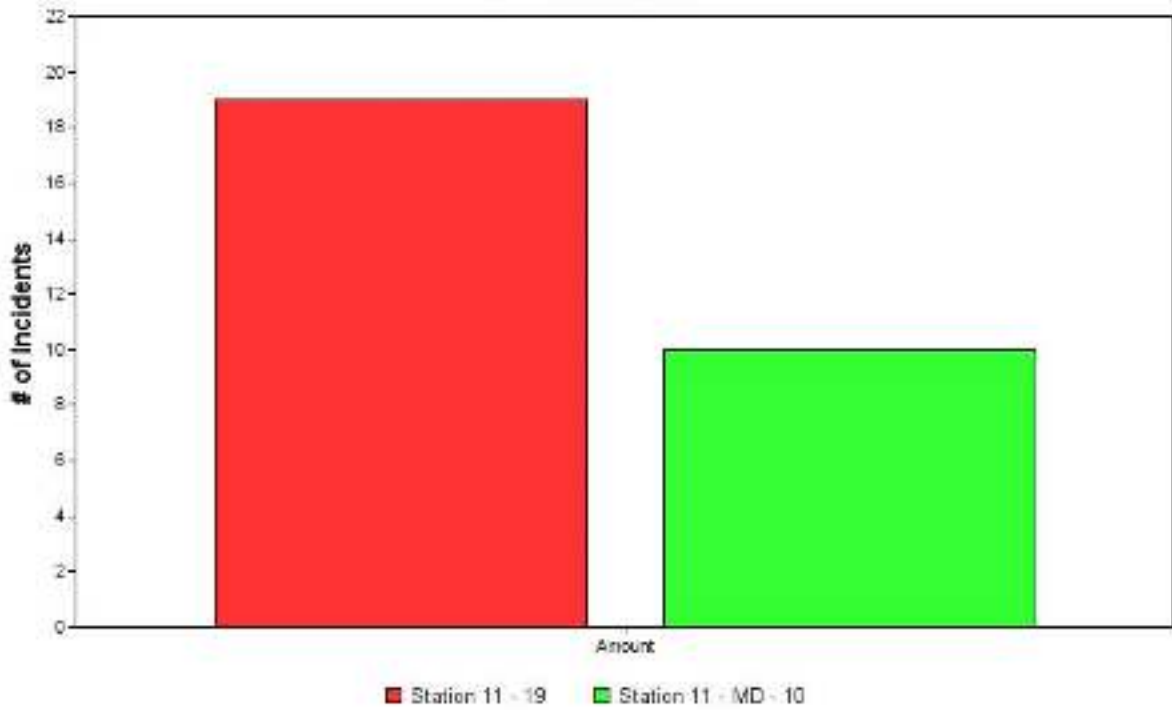


# Nanton Fire Department Monthly Call Statistics

*Totals by Type*  
From Jun 1 23 to Jun 30 23



**Totals by Station**  
From Jun 1 23 to Jun 30 23





# MONTHLY DEPARTMENT REPORT

Meeting: July 10, 2023

Agenda Item: 3.3.5

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Peace Officer Jesse Steele #19091

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Report Period: June 2023

## ACTIVITIES:

- June 9<sup>th</sup> – Bike Rodeo at A.B. Daley, w/ Nanton RCMP, Nanton Fire, High River Protective Services, and Nanton Quality of Life.
- June 22<sup>nd</sup> – Joint Force Operation (JFO) w/ Nanton RCMP Cst. Jones/ Cpl Nairn; Speed Enforcement Hwy 2S / 18 St, and Hwy 2N, near Fresh Mart. Totaled 11 violators and tickets issued.
- June 29<sup>th</sup> – Joint Forces Operation w/ RCMP Traffic Services; Speed enforcement hwy 533 W/ 26<sup>th</sup> Avenue.

## TRAINING/EDUCATIONAL SESSIONS ATTENDED:

N/A

## UPCOMING EVENTS / ADDITIONAL INFORMATION:

- July 1<sup>st</sup> – Nanton Fire Junior Fire fit challenge.
- July 22<sup>nd</sup> – RCMP Open House/BBQ.
- July 22<sup>nd</sup> – Citizens On Patrol meeting.

## How did the month go?

Traffic enforcement action increased as Peace Officer Steele completed a full month appointed as Community Peace Officer (CPO) for the Town of Nanton. Unsightly premises complaints were found to be increasing as expected in spring.

## Monthly Occurrences snapshot:

In June 2023, 11 reports were opened including 7 received complaints for services. Therein the complaints consisted of 2 animal bylaw, 2 Community bylaw (Unsightly property), and 3 traffic bylaw.

**\*\* Pie chart does not reflect 2 reports that are in progress or pending approval by reviewer\*\***

**Count of Incident Types Total:9 | 100.0%**



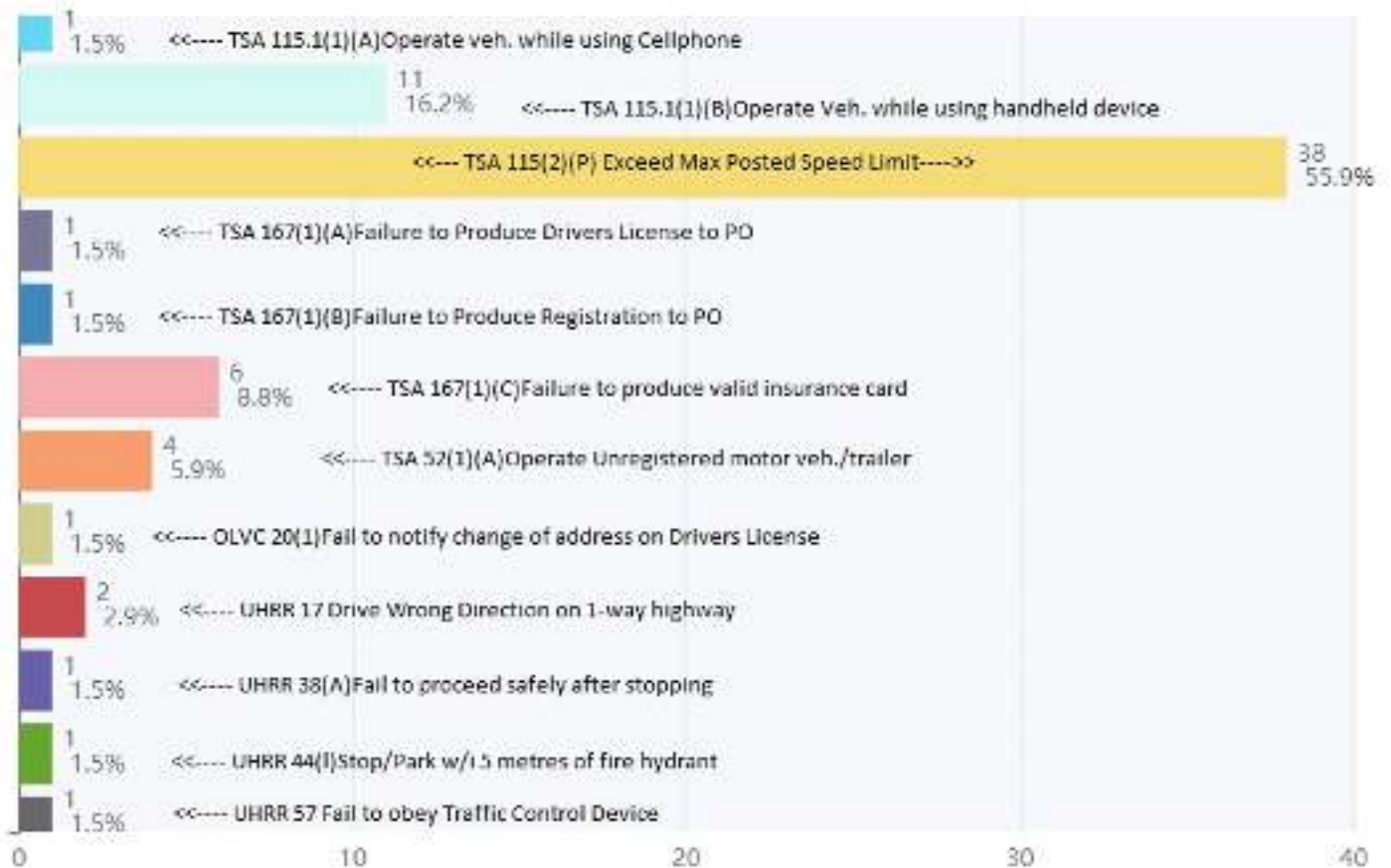
**Municipal Types**

- ANIMAL BYLAW | 2 | 22.2%
- COMMUNITY BYLAW | 2 | 22.2%
- JOINT FORCE / MULTI AGENCY CHECK | 2 | 22.2%
- SCHOOL EVENT/PATROL | 2 | 22.2%
- TRAFFIC BY-LAW | 1 | 11.1%

**Monthly ticket stats:**

For June 2023 a total of warnings and tickets added up to 68 violations identified totaling an approximate amount of \$10431. **\*\*Fastest speed identified as 100km/hr passing Bomber Museum on June 2nd\*\***

**Count of E-Tickets Completed:Total:68 | 100.0%**





# STRATEGIC PLAN

## QUARTERLY REPORT

July 6<sup>th</sup> 2023  
3.3.6

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### CHIEF ADMINISTRATIVE OFFICER

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#### **Background**

Department heads and other applicable staff meet to assess progress on the current Strategic Plan ahead of the quarterly report. The strategic plan priorities, objectives and targets/strategies are subject to amendment by Council as any one of the following occurs:

- Objective completion;
- Change in priority;
- Availability of financial or other resources required;
- Operational or other impacts

The Strategic Plan should always be aligned with or address planning bylaws and adopted policies and strategies.

Comments:

#### *New 'non-strategic' initiatives:*

It is important to emphasize that not every initiative that Council pursues is 'strategic'. Some are very much emergent from public interactions, stakeholder relations and elected official views on the matter. While the strategic plan is designed to retain focus on agreed priorities to protect time and resources, Administration understands that the plan doesn't cover every eventuality and that a degree of pragmatism is part and parcel of the job.

#### **Advocacy Briefs:**

What is required ahead of Fall conference season should be discussed, particularly now that the Provincial election is past.

#### **Infrastructure and Asset Management related:**

The scope and nature of the buried infrastructure issues around water loss and infiltration have changed our approach to these items for the time being. We cannot commit to large scale 'street by street' renewal projects that cost millions of dollars when we have water loss in different parts of Town that need to be located and prioritized.

**STRATEGIC PRIORITY: Governance and Corporate Services - To ensure proper governance and administration of the Town and to ensure optimal communications with residents and businesses within the community.**

Priorities and Actions	2022 2023	2023 2024	2024 2025	Notes
<b>To ensure effective Administration operations for the benefit of the Town and its residents</b>				
Develop a staff development and succession plan for all appropriate positions.	<b>X</b>			In Process - working with CUPE
<p><i>There are limitations to what can be done with succession planning in a small organization. Training objectives sometimes succeed while planned succession initiatives that rest upon one or two individuals can fail unexpectedly and you're essentially starting again. Also, we lose good prospects at times as we cannot promote them from seasonal or casual to full-time permanent for budgetary reasons - that is a frustration in recreation at present, especially when the number of FTEs in that area can be criticized..</i></p> <p><i>Operations training has improved in leaps and bounds over the last 18 months. Further success hangs on CUPE accepting revised job descriptions that have been ready for over a year. This is unlikely to be resolved until Collective Bargaining at this point. Cross-training is the keystone of succession planning in a small organization like the Town and that requires employee and union support, which I believe is slowly progressing in the right direction.</i></p>				
Replace outdated or superceded human resource polices with suitable new Administrative Policies, with a particular focus on data protection.	<b>X</b>			In Process
<p><i>The Non-Union Personnel Policy is due for update and Council/ Committee review this Fall.</i></p> <p><i>The 2016 Management Personnel Policy (2016) needs either substantial revision or simple repeal in favour of the Non-Union Personnel Policy.</i></p> <p><i>Respectful workplace, Progressive Discipline policies require regular review to ensure compliance with the Collective Agreement for union personnel.</i></p> <p><i>New CAO Administrative Policies: Employee Training (2023); Staff cellular (2022).</i></p>				
Develop a staff engagement plan to maintain a pro-active positive culture and two-way communication.	<b>X</b>			In Process
<p><i>Other than ensuring we have regular senior staff/office and operations meetings, this is hard to call a plan at present. The challenge is ensuring that regular engagement takes places whether or not the CAO is available in a given week and how busy everyone is. Staff informal engagement remains a challenge with some departments/ groups as well.</i></p>				
Annual, measurable progress in asset management baseline and long-range work.		<b>X</b>		Water and sewer work
Continue to improve asset management baseline and long-range work.		<b>X</b>		Water and sewer work
An annual Information Brief to Council on I.T. security and network health with recommendations.	Annual Reporting - Administration and Corporate Services - to be produced prior to or during the Fall.			
Develop a three-year I.T. hardware and software needs assessment and plan with our Contracted Service Provider.		<b>X</b>		In Process
Improve our digital filing system in line with best practices, ensuring and safeguarding good institutional records that are easily searchable.			<b>X</b>	2024
Explore information and tools that Town Office staff can utilize to help interested residents/groups start youth/seniors/community programming.			<b>X</b>	2024

<b>To enhance public engagement and participation in the Town</b>				
Develop a schedule for coffee chats and town halls with residents.	<b>X</b>			Council should discuss
<i>This is easily set up, scheduled and offered, but participation by the public in Nanton appears to be sketchy unless there are some controversial topics of interest going on. Open houses are recommended as opposed to Town Halls as the latter format is often used by interests or individuals to put specific points across to a wider audience in a non-constructive way (it is more suited to election campaign periods). A variant of the 'world café' format for semi structured open houses is also suggested to allow the public to gravitate toward their areas of interest. A scheduled Mayor &amp; Council 'office hour' or two at the Town Office is also a way to potentially be available in a predictable way.</i>				
Continue Council liaison with Community and Service Groups.	Ongoing commitment, some relationships stronger than others			
<b>To ensure residents and business owners are adequately informed and ensure consistent messaging amongst Council and Administration and residents</b>				
Review and follow Communications Policy, particularly around residents and their concerns.	<b>X</b>			Review complete.
Consolidate policies and SOPs for use of communication media (Social Media, LED Signs, Farmer's Market, Post Office, Radio, etc.).		<b>X</b>		In process
<i>These are likely best executed through a CAO authority Administrative Policy.</i>				
Develop policy and procedure for handling questions and queries from residents, including effective response to concerns of residents.			<b>X</b>	2024
<b>To ensure advocacy at all levels of government in the best interests of the Town.</b>				
Embrace policy briefs prepared by the Chief Administrative Officer and lobby with appropriate levels of government and other bodies in the areas of:				
Waste Water Treatment	<b>X</b>			No briefs have been prepared thus far for Seniors Housing or Town Employee Pension solutions. Is there anything that Council wishes to take to ABMUNIS in September.
Water Source: High River	<b>X</b>			
Medical Clinic	<b>X</b>			
JT Foster School modernization	<b>X</b>			
Emergency Medical Services	<b>X</b>			
Seniors' Housing	<b>X</b>			
Town employee pension solutions	<b>X</b>			

**STRATEGIC PRIORITY: Community and Economic Development - To ensure that the Town of Nanton develops the community and the economy, ensuring sustainability and appropriate growth.**

Priorities and Actions	2022 2023	2023 2024	2024 2025	Notes
<b><i>To support business attraction, retention and expansion.</i></b>				
Work through the Economic Development Committee to encourage the Chamber of Commerce/Community Futures to educate businesses on succession planning.	<i>Committee suspended, Committee of the Whole for the time being</i>			
Work through the Economic Development Committee to continue encouraging collaborative solutions with respect to vacant buildings.	<i>Committee suspended, Committee of the Whole for the time being</i>			
Raise awareness of the Nanton Advantage.				
<i>Develop a Nanton marketing video in partnership with ORSCC, Alberta SW, Keep Alberta Rolling, etc.</i>		<b>X</b>		Being filmed this year
<i>The partnership element of this has been attempted but these are generally considered municipal products. Travel Alberta did assist with our identifying some potential vendors early this year. Early rushes look good. When complete and budget-dependent, we will look at how best to promote the film online to attract an audience for it.</i>				
Complete the work on the Visitor Information Centre site plan and execution with partners.	<b>X</b>			Concept plan complete, grant application submitted
<b><i>To ensure sustainability of existing parks and recreation assets.</i></b>				
Continue focus on the Tom Hornecker Recreation Centre cost/benefit balance.	Ongoing ethos			
<i>Continue with a corporate sponsorship plan for programs and facility areas to offset costs.</i>	Ongoing awareness of opportunities			
Work through the Parks and Recreation Committee and partners such as the Community Centre, schools, etc. to identify how programming for youth and seniors can be expanded.	<i>Meetings to be scheduled, at large members to be confirmed</i>			
Continue to invest in parks and trails.				
<i>Continue the tree removal, replacement, and planting policy, especially to maintain tree lined streets.</i>	Federal funds will result in more planting in 2023. Major investments made.			
Continue to follow the Green Space Master Plan, maximizing park features.				
<i>Approve a shared use concept for available post-expansion greenspace with the Bomber Command Museum.</i>		<b>X</b>		Dialogue to be initiated.
Council should discuss its own objectives before a meeting is requested.				

**STRATEGIC PRIORITY: Planning and Development - To ensure that the character of the Town of Nanton is preserved while facilitating appropriate growth resulting in the Town's sustainability.**

Priorities and Actions	2022 2023	2023 2024	2024 2025	Notes
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***To encourage the efficient planning of residential, commercial, industrial and institutional development that enhances the quality of life for Town residents.***

Review the Land Use Bylaws, ensuring ease of understanding.		<b>X</b>		Under way
Review land inventory and investigate servicing of industrial land (new cost estimates).		<b>X</b>		Budgetary factors
For budget 2024, Council should affirm soon if it wishes to see revised costings for servicing/ completing industrial lands. The likely costs are high, but interest remains low as the remnants are not 'turnkey'.				
Investigate options for increasing the inventory of [serviced commercial and industrial] land.			<b>X</b>	2024 - Highway 2 Northbound areas have had their potential greatly enhanced
Identify growth in the Town (residential, small business, industrial, etc.) with a view to setting appropriate growth targets in planning.			<b>X</b>	Growth or density targets?
Work on an Intermunicipal Development Plan.			<b>X</b>	2024
Complete the Westview Area Structure Plan.	<b>X</b>			Completed in 2022
Develop shovel ready projects [for land development] to leverage funding as it becomes available.		<b>X</b>		Ongoing progress in this area
<i>This would be linked to the item above concerning industrial lands.</i>				

***To maintain a balance of residential, commercial, industrial and institutional development to facilitate the fiscal sustainability of the Town of Nanton.***

Develop a plan to attract appropriate type of developer, whose plans align with the area structure plan for the Westview Residential.		<b>X</b>		2023
Administration considers this deliverable to be difficult without an Off-Site levy bylaw/ repeal decision.				
Develop a plan to market the 20 serviced lots to new, reputable developers.	<b>X</b>			In not necessary given sale of lots since 2022.

**To ensure diversity of housing choices in Town.**

Review and revise as appropriate Land Use Bylaws to increase affordable housing options, including secondary housing options.

**X**

2023

It is important for Council to remember that it has committed to the stated increase in options available in Nanton ahead of and during the Land Use Bylaw public consultation phases.

<b>STRATEGIC PRIORITY: Operations - To ensure the Town of Nanton has quality infrastructure to support and sustain its growth.</b>				
<b>Priorities and Actions</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Notes</b>
<b>To support the Town through the effective planning and implementation of Town infrastructure and assets, including waste water and roads for long-term sustainability.</b>				
Follow Capital Projects Plan to ensure balance of financial resources and scheduled projects to meet residential needs.				Ongoing, LONG TERM work shared across departments and Council.
ALL PRIORITIES TABLES (HIGH, MEDIUM AND LOW)				Water main looping project was on the MPE infrastructure priority list and has been executed this year. Current water issues may result in changes to priorities.
Expand water and sewer capability on highway commercial land using federal funds available.	<b>X</b>			COMPLETE
Update the Offsite Levy Bylaw (for infrastructure costs generated by growth).	<b>X</b>			Uncertain - Council dependent
Execute smaller capital projects where needed and affordable (e.g. Highway 2 and 26th Avenue Intersection Improvements if eligible for a STIP grant from the Province).				Annually revised and adopted Capital Plan (Council, Operations and Administration)
Continue paving repairs and road maintenance - report annually.				Annual reporting
Continue Preventative Maintenance Planning - report annually.				
Consideration of an air burner option for yard and branch disposal				Late summer/ fall of 2023 discussion and decision.
Make prioritized funding and borrowing decisions in the event of senior government funding not materializing.				Ongoing, LONG TERM work shared across departments and Council. There are few programs for renewal of water distribution and sewer collection. Rolling programs must be ramped up.
<b>To works towards broader satisfaction concerning the Town's water quality.</b>				
Coordinate a Town Hall about the quality of the Town's water, changing perceptions about the quality of the water and providing residents with solutions to improve satisfaction with the water. This includes utilizing our engineers and operators for key messaging; summary of solutions that have been as well as could not be utilized; and experience from staff.		<b>X</b>		Related projects incomplete.
It is strongly recommended that this is organized and held when Council firmly decides what the long range raw water supply project will be (this year) and as the aeration project nears completion.				
Continue to improve operational and maintenance practices - report changes.				Reporting requirement

<b>STRATEGIC PRIORITY: Emergency Services - To ensure that an appropriate level of public emergency services and other services are provided to meet the needs of residents.</b>				
<b>Priorities and Actions</b>	<b>2022 2023</b>	<b>2023 2024</b>	<b>2024 2025</b>	Notes
<b><i>To advocate for an appropriate level of public emergency services and other services are provided to meet the needs of residents.</i></b>				
Pursue urgent care attached to Medical Clinic through lobbying	Ongoing advocacy			
Update the Emergency Management Plan for specific situations and needs (e.g. Emergency Social Services, drought preparedness).	<b>X</b>			Good progress being made, particularly on water ERP scenarios.
Investigate whether safety and emergency management need to be staffed in the medium term.		<b>X</b>		2023 - budget limitations to this work
Emergency management is in good shape at present give staff training and the work of the DEM. The JHS safety file remains a challenge for the time being.				
Prepare for discussion around capacities and future compensation of the Nanton Volunteer Fire Department.		<b>X</b>		Under way at present.
RFP was cancelled for budgetary reasons this year. Fire Chief has been looking at capacity questions himself since taking over and dialogue is continuing informally at present.				





# MONTHLY COUNCIL REPORT

Meeting: July 10, 2023  
Agenda Item: 3.4.2

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## Councillor Victor Czop:

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Deputy Mayor November 1, 2021 to February 28, 2022 and November 1, 2023 to February 28, 2024

Report Period: June 2023

### **APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:**

#### **UPCOMING EVENTS / ADDITIONAL INFORMATION:**

- Attend Council meetings
- Attend ORRSC meeting zoom
- Attend Alberta Southwest AGM at Pincher Creek
- Attend MPC meeting
- Attend Committee of Whole meeting
- Attend C.O.P meeting
- Attend Community Hall Society meeting
- Attend Council meeting on CAO review

*VR Czop*



# MONTHLY COUNCIL REPORT

Meeting: July 10, 2023

Agenda Item: 3.4.3

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## Councillor Roger Miller:

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Deputy Mayor November 1, 2024 to February 28, 2025

Report Period: June 2023

MPC Member: Yes

### APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

#### 1. Nanton Health Centre Management Committee

Date: June 21, June 28

Key Items: Reviewed MPE geo-tech report on Health Centre property.  
Received update (response) from AHS.

#### 2. Combined Assessment Review Board

Date: n/a

Key Items:

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

Date: June 5 – attend regular meeting of Council  
June 12 - attend MPC meeting  
June 19 - attend Committee of the Whole meeting  
June 26 - attend Committee of the Whole meeting

Key Items: (Key items detailed in minutes)

**Council Standing Committees:** Services  
Recreation and Culture

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

### UPCOMING EVENTS / ADDITIONAL INFORMATION:



# MONTHLY COUNCIL REPORT

Meeting: July 10, 2023

Agenda Item: 3.4.7

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## Councillor John Dozeman:

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Deputy Mayor July 1, 2023, to October 31, 2023, and July 1, 2025 to October 31, 2025

Report Period: June

MPC Member: Yes

### APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

#### 1. Emergency Management Committee Chair

Date:

Key Items: Nothing scheduled for June.

#### 2. Foothills Regional Emergency Services Commission

Date:

Key Items: Nothing scheduled for June.

#### 3. Other Events

Date:

**Council Standing Committees:**  
(Key items detailed in minutes)

Services: Nothing scheduled in June.  
Finance: Nothing Scheduled for June.

**Liaison / Point of Contact:** Nanton Lancaster Society  
Nanton Children's Society  
Nanton Fire Department

### UPCOMING EVENTS / ADDITIONAL INFORMATION:

# Update

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JUNE 2023

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## QUEEN ELIZABETH II PLATINUM JUBILEE AWARDS

On January 26, 2023, Community Futures Highwood was honoured to present awards to four outstanding citizen in our service region (in order from left to right):

Pamela Morgan - Okotoks, Verna Staples - Diamond Valley, Judy McMillan-Evans - High River, and Orvella Small - High River.

Being able to recognize the countless and impactful contributions that these individuals have made, and continue to make, in their respective communities is truly special.

A huge thank you to each and every one of them from all of us at Community Futures Highwood!

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# WHAT'S HAPPENING WITH THE **DIGITAL SERVICE SQUAD**



We are excited to report that funding for our Digital Service Squad program was extended!

Initially scheduled to end on March 31, 2023, we received a funding extension that will see this program continue until September 30, 2024.

The program continues to support entrepreneurs in our region by providing up to 10 hours of FREE 1-on-1 coaching on how to create or improve their digital presence.

**We now offer "Sip and Solve" drop-in sessions every Thursday morning from 9am-12pm, in the upstairs boardroom at our office location at 14 McRae Street, in Okotoks.**

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# SMARTSTART **INCUBATOR PROGRAM**

Our SMARTstart program officially finished with a final celebration on May 25th, 2023. We had 8 participants in the program and received great reviews. A huge thank you to all of the mentors that stepped forward to guide their entrepreneurs. We appreciate your willingness to pay it forward and pass on your knowledge. Another huge thank you goes out to all the municipalities who so generously contributed to the program and made it possible for us to run it throughout our service region..

Unfortunately, due to resource constraints, we will not be running this program again. Instead we will focus our efforts on programs that serve a larger client base.

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JUNE 29TH - CF HIGHWOOD

# AGM & CELEBRATION



To celebrate the achievements of our clients and our office staff we are having our AGM on June 29th at Hub Town Brewing in Okotoks. Attendance is by invitation only. If you are interested in joining us, please reach out to [ursulas@cfhighwood.net](mailto:ursulas@cfhighwood.net).

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## WHAT'S HAPPENING IN THE OFFICE

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### GOVERNANCE DOCUMENT CHANGE

We are very excited that our application to Corporate Registries was successful and that our new Memorandum and Articles of Association were approved retroactive to January 9th, 2023.

That approval brought with it a change of boards and as of April CFH has a new 8-member board consisting of the following directors:

- Veronica Kloiber (Chair)
- Daniel Anderson (Secretary)
- Kerri Ann Colby (Treasurer)
- Alandra Corrigan
- Serena Donovan
- John Dozeman
- Steven Olmsted
- John Waring

This new board also makes up the IRC (Investment Review Committee) that oversees the loan portfolio.

### AUDIT & PERFORMANCE REPORT

As part of our regular year-end requirements we submitted our Annual Performance Report to PrairiesCan, which was approved, and underwent our yearly audit. Once the Financial Statements are signed off by the CFH Board at the upcoming AGM they will be posted on our [website](#) for your reference.

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## STAFF

We are very fortunate in having been able to retain our staff for the past 2 years:

- Tara Cole-Klippenstein as Office Manager/Bookkeeper
- Billie Charlton as Senior Business Advisor
- Cayla Eskesen has moved into a new role as Marketing Manager and Junior BA
- Natasha McMullen (newly married) as Digital Service Squad Member
- Ursula Sherwood as Executive Director



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## IN THE PLANNING STAGES

# NEW PROJECTS

- Workshop Series open to all entrepreneurs in our region in collaboration with the Okotoks Entrepreneurial Ecosystem, starting September 2023.
- An online learning solution to be developed in collaboration with 5 other Community Futures offices. This platform will allow our entrepreneurs to learn about entrepreneurship on their own time with courses covering topics such as business planning, creating financial projections, marketing, and more.
- A presentation for our entrepreneurs by an experienced economic development specialist as part of 'Small Business Month' in October 2023 to enhance the general understanding of economic development in our region.
- Full Day conference planned for the beginning of November to create a cohesive service provider infrastructure for entrepreneurs wishing to exit their business.

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*Thank you for your ongoing support of our organization. If you have any questions please feel free to reach out to our Executive Director.*



# IMPACT REPORT 2022



## CHINOOK ARCH SNAPSHOT

HELPING OUR  
LIBRARIES DO **MORE**  
FOR 30 YEARS!

**Thanks to Chinook Arch,  
member libraries can:**

- offer more reading, listening, and watching choices to library users
- host more programs
- access more staff learning opportunities

**30**

staff members



**35**

service locations across  
southwest Alberta

**3** delivery  
vans



Our vans made 4,008  
delivery stops in 2022!



## ONLINE SERVICES



**10%**

increase in  
website visits  
from 2021

**Introduced two new digital  
resources to the system's  
eLibrary collection.**

**Kanopy** was  
launched in August in  
response to requests  
for more video  
streaming content.

Launched **Udemy**  
eLearning platform.

Over **12,000** lectures  
completed from April to  
December.



audiobook  
borrowing up **6%**



## SUPPORTING OUR LIBRARIES



**33**

municipal  
council visits

**2022 marked the end of the  
three year Fundamental  
Digital Literacy Skills Program.  
2022 saw:**

**34** classes offered

**123** participant bags  
distributed

**149** wellness/youth  
activity packs  
dispersed

**1,383**

support consultations  
(in-person and virtual)



## CONNECTION AND LEARNING

**In-person training  
opportunities were  
greatly expanded in  
2022, including the  
creation of monthly  
Coffee Chats, a  
chance for library  
managers to connect,  
and an in-person  
webinar watch series.**



**23** training  
events held

**406**

attendees

**10** Coffee  
Chats



## SUPPORTING OUR PATRONS



**383**

direct patron  
interactions

**Chinook Arch lends  
collections of books  
and programming kits  
to its member  
libraries.**

**In 2022, the  
blocks and kits  
were circulated**

**593** times

up from 218 in 2021.

Borrowing  
increased by **387%**  
at the  
**Waterton Micro-Library**  
one of Chinook Arch's  
automated lending libraries.

# 2022 HIGHLIGHTS



## CELEBRATING 30 YEARS!

We know the true value of public libraries. That's why, since 1992, we have focused on raising the level of public library service in southwestern Alberta.



## PUNCH JACKSON AWARD OF EXCELLENCE

The Library Association of Alberta recognized Chinook Arch for the delivery of the 3 year Digital Literacy Exchange Program.



## VOIP TECHNOLOGY

7 libraries were added to this cost-saving system. Libraries are able to save up to \$190 per month.



## FOOT TRAFFIC

Monthly promotions ran in participating libraries to help boost traffic. They will continue into 2023.



## RETURN TO IN-LIBRARY BROWSING

2022 saw a 57% increase to borrows directly from the library.



## CATALOGUING NUMBERS ON THE RISE

51,973 items were catalogued, the highest since 2020!



## ALBERTA BLUE CROSS COVID COMMUNITY ROOTS GRANT

Thanks to a \$3,000 grant, 11 new programming kits were purchased for accessible and inclusive programming opportunities.



## NATIONAL POST ARTICLE

A December National Post article "The Importance of Digital Literacy in a Digital World" featured Chinook Arch's 3 year Digital Literacy Exchange Program.

**CHINOOK ARCH LIBRARY BOARD**  
**Financial Statements**  
**Year Ended December 31, 2022**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Chinook Arch Library Board

### *Opinion*

We have audited the financial statements of Chinook Arch Library Board (the Board), which comprise the statement of financial position as at December 31, 2022, and the statements of changes in net assets, revenues and expenses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Board in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continues)

\* denotes professional corporation

Independent Auditor's Report to the Members of Chinook Arch Library Board *(continued)*

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Lethbridge, AB  
April 6, 2023

**INSIGHT** LLP

Chartered Professional Accountants

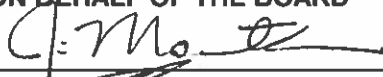
CHINOOK ARCH LIBRARY BOARD

Statement of Financial Position

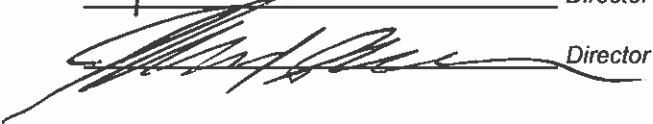
December 31, 2022

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents (Note 3)	\$ 1,595,396	\$ 1,565,298
Restricted cash (Note 4)	25,211	4,484
Accounts receivable	37,323	68,051
Goods and services tax recoverable	18,123	33,938
Employee computer loans (Note 5)	871	1,557
Prepaid expenses	173,471	227,098
	<b>1,850,395</b>	<b>1,900,426</b>
PROPERTY AND EQUIPMENT (Note 6)	<b>2,486,851</b>	<b>2,598,474</b>
	<b>\$ 4,337,246</b>	<b>\$ 4,498,900</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 71,552	\$ 121,811
Deferred revenue (Note 7)	25,211	4,483
Employee benefit obligations (Note 8)	191,065	182,006
	<b>287,828</b>	<b>308,300</b>
DEFERRED CAPITAL CONTRIBUTIONS (Note 9)	<b>1,958,796</b>	<b>2,043,079</b>
	<b>2,246,624</b>	<b>2,351,379</b>
<b>NET ASSETS</b>	<b>2,090,622</b>	<b>2,147,521</b>
	<b>\$ 4,337,246</b>	<b>\$ 4,498,900</b>

ON BEHALF OF THE BOARD



Director



Director

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

	Unrestricted Fund 2022	Internally Restricted Fund 2022 (Note 10)	Externally Restricted Fund 2022 (Note 10)	Capital Fund 2022	Total 2022	Total 2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ -	\$ 1,591,216	\$ 1,041	\$ 555,264	\$ 2,147,521	\$ 2,111,174
Deficiency of revenues over expenses	(56,899)	-	-	-	(56,899)	36,347
Amortization of capital assets	111,623	-	-	(111,623)	-	-
Amortization of deferred capital contributions	(84,283)	-	-	84,283	-	-
Book allotment purchase, net of additions (Note 10)	3,359	(3,359)	-	-	-	-
Use of Technology Fund reserves (Note 10)	46,690	(46,690)	-	-	-	-
Use of Operating Fund reserves (Note 10)	10,975	(10,975)	-	-	-	-
Internally imposed restriction on remaining surplus (Note 10)	(31,465)	31,465	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ -	\$ 1,561,657	\$ 1,041	\$ 527,924	\$ 2,090,622	\$ 2,147,521

**CHINOOK ARCH LIBRARY BOARD**  
**Statement of Revenues and Expenses**  
**Year Ended December 31, 2022**

	Budget 2022	Total 2022	Total 2021
<b>REVENUES</b>			
Municipal levies	\$ 1,612,662	\$ 1,597,254	\$ 1,654,512
Provincial operating grant	970,499	1,003,511	970,499
Library board membership fees	636,120	638,412	635,406
Provincial rural library services grant	164,885	123,693	164,885
Municipal rural services fees	55,097	55,209	55,839
Other income (Schedule 1)	318,000	359,154	308,981
Contract services (Schedule 1)	140,400	124,121	127,848
Other grants (Schedule 1)	44,512	41,671	155,315
Amortization of deferred capital contributions (Note 9)	-	84,283	87,628
	3,942,175	4,027,308	4,160,913
<b>EXPENSES</b>			
Salaries and benefits	2,095,700	2,123,177	2,061,036
Library materials and collections	848,118	882,374	937,314
Building and maintenance	39,500	58,958	45,628
Board expenses	9,000	6,881	5,374
Programs and services (Schedule 2)	419,100	402,921	479,640
Network services (Schedule 2)	110,000	107,529	129,907
Contract and other services (Schedule 2)	137,500	127,649	128,763
Bibliographic services (Schedule 2)	88,200	88,363	94,436
Training and development (Schedule 2)	40,000	30,734	15,115
Shipping and delivery (Schedule 3)	37,500	58,523	43,967
Administration (Schedule 3)	33,400	27,810	31,367
Amortization of capital assets	96,000	111,623	152,519
	3,954,018	4,026,542	4,125,066
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>(11,843)</b>	<b>766</b>	<b>35,847</b>
<b>OTHER INCOME (EXPENSES)</b>			
Gain on disposal of property and equipment	12,000	-	500
Projects funded by Technology Fund reserves (Note 10)	-	(46,690)	-
Projects funded by Operating Fund reserves (Note 10)	-	(10,975)	-
	12,000	(57,665)	500
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ 157</b>	<b>\$ (56,899)</b>	<b>\$ 36,347</b>

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**

**Revenue Schedule (Schedule 1)**

**Year Ended December 31, 2022**

	Budget	2022	2021
<b>OTHER INCOME</b>			
Additional funds for library materials	\$ 300,000	\$ 306,724	\$ 294,667
Interest and investment income	8,000	48,030	11,804
Employment programs	5,000	4,350	-
Southern Alberta Library conference	3,000	-	2,500
Miscellaneous	2,000	-	10
Fundraising and donations	-	50	-
	<b>\$ 318,000</b>	<b>\$ 359,154</b>	<b>\$ 308,981</b>
<b>CONTRACT SERVICES</b>			
Reimbursement for purchases	\$ 100,000	\$ 88,147	\$ 92,799
Contracts	38,400	35,846	34,802
Book purchases	2,000	128	247
	<b>\$ 140,400</b>	<b>\$ 124,121</b>	<b>\$ 127,848</b>
<b>OTHER GRANTS</b>			
Other grants	\$ 44,512	\$ -	\$ -
Digital Literacy Exchange Program	-	28,401	124,958
Nobleford Establishment grant	-	10,270	-
Community Root grant	-	3,000	-
Community Incentives Program	-	-	20,357
Piikani book locker grant, net of capital portion	-	-	10,000
	<b>\$ 44,512</b>	<b>\$ 41,671</b>	<b>\$ 155,315</b>

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**

**Expense Schedules (Schedule 2)**

**Year Ended December 31, 2022**

	Budget	2022	2021
<b>PROGRAMS AND SERVICES</b>			
Rural library services grant transfer	\$ 172,800	\$ 147,575	\$ 198,676
Support subscriptions	125,000	130,253	118,466
Regional resource sharing	90,000	90,000	90,000
Marketing and communications	15,000	17,239	35,230
Membership programs	9,800	9,887	9,675
Library membership cards	5,000	2,194	6,614
Summer programs	1,000	1,524	5,360
Special projects	500	4,249	15,619
	\$ 419,100	\$ 402,921	\$ 479,640
<b>NETWORK SERVICES</b>			
Network support and maintenance	\$ 65,000	\$ 53,243	\$ 67,915
Telecommunications	25,000	27,063	26,439
Equipment and software	20,000	27,223	35,553
	\$ 110,000	\$ 107,529	\$ 129,907
<b>CONTRACT AND OTHER SERVICES</b>			
Purchasing services for member libraries	\$ 100,000	\$ 91,674	\$ 93,714
ILS maintenance and service contract	35,000	35,846	34,802
Staff purchases	2,000	129	247
Better Beginnings card coupons	500	-	-
	\$ 137,500	\$ 127,649	\$ 128,763
<b>BIBLIOGRAPHIC SERVICES</b>			
Support services	\$ 70,000	\$ 71,645	\$ 78,509
Supplies for library materials	14,000	11,246	11,780
Cataloguing subscriptions	4,200	5,472	4,147
	\$ 88,200	\$ 88,363	\$ 94,436
<b>TRAINING AND DEVELOPMENT</b>			
Conferences, courses and staff travel	\$ 25,000	\$ 11,545	\$ 10,127
Southern Alberta Library Conference	10,000	10,624	2,559
Librarian meetings and training	4,000	8,565	2,429
Programs and training for libraries	1,000	-	-
	\$ 40,000	\$ 30,734	\$ 15,115

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD**

**Expense Schedules (Schedule 3)**

**Year Ended December 31, 2022**

	2022	2022	2021
<b>SHIPPING AND DELIVERY</b>			
Vehicle expense	\$ 27,000	\$ 48,516	\$ 32,894
Freight	5,000	4,274	5,510
Vehicle insurance	3,500	2,753	3,230
Postage and shipping	2,000	2,980	2,333
	\$ 37,500	\$ 58,523	\$ 43,967
<b>ADMINISTRATION</b>			
Office equipment maintenance	\$ 8,000	\$ 7,542	\$ 6,870
Professional fees	7,200	7,200	7,700
Office supplies and equipment	7,000	7,905	9,506
Subscriptions	2,200	2,355	2,005
Coffee services	2,000	1,650	656
Foreign currency exchange	2,000	(783)	976
Bank charges	1,500	1,719	1,436
Printing	1,000	-	553
Recruitment	1,000	167	1,654
Memberships	500	55	-
Miscellaneous	500	-	11
Advertising	500	-	-
	\$ 33,400	\$ 27,810	\$ 31,367

See notes to financial statements

**CHINOOK ARCH LIBRARY BOARD****Statement of Cash Flows****Year Ended December 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Cash receipts from customers	\$ 3,947,135	\$ 4,083,012
Cash paid to suppliers and employees	(3,944,340)	(3,954,205)
Interest received	48,030	11,804
Cash flow from operating activities	50,825	140,611
<b>INVESTING ACTIVITIES</b>		
Additions to capital assets	-	(40,000)
Additions to deferred capital contributions	-	40,000
Proceeds on disposal of property and equipment	-	500
Cash flow from investing activities	-	500
<b>INCREASE IN CASH FLOW</b>	<b>50,825</b>	<b>141,111</b>
Cash - beginning of year	1,569,782	1,428,671
<b>CASH - END OF YEAR</b>	<b>\$ 1,620,607</b>	<b>\$ 1,569,782</b>
<b>CASH CONSISTS OF:</b>		
Cash and cash equivalents	\$ 1,613,826	\$ 1,565,298
Restricted cash	6,781	4,484
	<b>\$ 1,620,607</b>	<b>\$ 1,569,782</b>

See notes to financial statements

1. PURPOSE OF THE BOARD

Chinook Arch Library Board (the "Board") is an appointed Board established as a Library under the Alberta Libraries Act. As a registered charity the Board is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Board operates the Chinook Arch Regional Library System, which assists a network of cooperating libraries in southwest Alberta to provide cost-effective and convenient access to information and library resources.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Fund accounting

For reporting purposes, established funds consist of the operating, capital, restricted and reserve funds. Transfers between funds are recorded as adjustments to the appropriate net asset accounts.

Revenues and expenses related to program delivery and administrative activities are reported in the Unrestricted Fund.

The Capital Fund reports the assets, liabilities, revenues, and expenses related to the Board's capital assets and building improvements campaign. Amortization expense is recorded as an expense in the Statement of Revenues and Expenses.

The Internally Restricted Reserve Funds are established at the discretion of the Board of Directors to fund future operating and capital expenditures. Transfers to and from these funds are reflected as adjustments to the Statement of Changes in Net Assets.

The Externally Restricted Fund arises from funding received for specific projects. Transfers to and from these funds arise as funds are earned or expenditures are incurred for the specific projects.

Cash and cash equivalents

Cash includes cash and cash equivalents.

The Board's investment policy requires temporary investments to be guaranteed investment certificates, Treasury bills or low risk money market funds. These investments are valued at cost. The carrying amounts approximate fair value because they have maturities within one year of the date of purchase.

Cash that is externally restricted for specific purposes is presented as restricted cash.

*(continues)*

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life at the following rates and methods:

Buildings	4% declining balance method
Automotive (passenger)	50% declining balance method
Automotive (delivery vehicles)	50% straight-line method
Computer equipment	25% straight-line method
Office furniture and equipment	10% straight-line method

The Board regularly reviews its property and equipment to eliminate obsolete items. Government grants received for the purchase of property and equipment are treated as deferred capital contributions (Note 9).

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Revenue recognition

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods and services are met and ultimate collection is reasonably assured at the time of performance.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of capital assets. These funds are accounted for as deferred revenue until used for the purpose specified.

Government transfers for operations are recognized in the period when the related expenses are incurred and all eligibility criteria have been met.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

**CHINOOK ARCH LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

**3. CASH AND CASH EQUIVALENTS**

	2022	2021
Cash	\$ 1,363,826	\$ 1,565,298
Guaranteed investment certificate	250,000	-
	<b>\$ 1,613,826</b>	<b>\$ 1,565,298</b>

The Royal Bank non-redeemable guaranteed investment certificate bears interest at 4.3% per annum and matures on September 16, 2023.

**4. RESTRICTED CASH**

Restricted cash consists of externally restricted grant funds received for specific purposes.

**5. EMPLOYEE COMPUTERS LOANS**

The Board has established a policy authorizing employee loans for the purchase of computers and software to a maximum of \$2,500 per employee. These loans are payable in monthly blended payments with interest at prime.

**6. PROPERTY AND EQUIPMENT**

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Land	\$ 40,580	\$ -	\$ 40,580	\$ 40,580
Buildings	3,564,009	1,180,787	2,383,222	2,482,523
Equipment	116,136	54,610	61,526	69,940
Automotive (passenger)	187,175	187,123	52	105
Computer equipment	131,930	130,459	1,471	5,326
	<b>\$ 4,039,830</b>	<b>\$ 1,552,979</b>	<b>\$ 2,486,851</b>	<b>\$ 2,598,474</b>

**CHINOOK ARCH LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

**7. DEFERRED REVENUE**

	2022	2021
<u>Indigenous grant</u>		
Opening balance	\$ -	\$ -
Funds received	71,352	-
Amounts recognized	(52,922)	-
	<b>18,430</b>	-
<u>CFLSA grant</u>		
Opening balance	4,240	4,240
Funds received	-	-
Amounts recognized	-	-
	<b>4,240</b>	4,240
The CFLSA project has been postponed due to the Covid-19 pandemic.		
<u>Other</u>		
Opening balance	243	1,500
Funds received for 2023 Conference	2,541	243
Amounts recognized	(243)	(1,500)
	<b>2,541</b>	243
<b>Total</b>	<b>\$ 25,211</b>	<b>\$ 4,483</b>

**8. EMPLOYEE BENEFIT OBLIGATIONS**

	2022	2021
Vacation accrual	\$ 181,813	\$ 170,714
Health spending account	9,252	11,292
	<b>\$ 191,065</b>	<b>\$ 182,006</b>

The vacation accrual is comprised of unused vacation days that employees have earned.

Health spending benefits arise from unused benefits that are accumulated for two years. Employees have earned these benefits and are entitled to them within the next fiscal year.

**9. DEFERRED CAPITAL CONTRIBUTIONS**

Government grants received for the purchase of capital assets are amortized at the same rate and method as the underlying asset.

	2022	2021
Opening balance	\$ 2,043,079	\$ 2,090,708
Additions during the year	-	40,000
Amortization	(84,283)	(87,629)
	<b>\$ 1,958,796</b>	<b>\$ 2,043,079</b>

*\$118.64*

**CHINOOK ARCH LIBRARY BOARD**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

**10. RESTRICTED RESERVE FUNDS**

	2021	Additions	Uses	2022
<u>Internally restricted reserve funds</u>				
Technology Fund	\$ 284,740	\$ 31,465	\$ 46,690	\$ 269,515
Vehicle Fund	246,360	-	-	246,360
Building Fund	359,354	-	-	359,354
Operating Fund	465,383	-	10,975	454,408
Book Allotment Fund	235,379	657,383	660,742	232,020
	<u>\$ 1,591,216</u>	<u>\$ 688,848</u>	<u>\$ 718,407</u>	<u>\$ 1,561,657</u>
<u>Externally restricted fund</u>				
Better Beginnings Fund	\$ 1,041	\$ -	\$ -	\$ 1,041

The internally restricted Book Allotment Fund reports allocations to member libraries for book allotments. These funds are restricted for the purchase of library materials in subsequent years. Unspent allocations are added to the library's allocation in the following year.

The Board of Directors approved three projects that were funded from internally restricted reserve funds during the year.

- The Uninterrupted Power Supply Lifecycle Replacement project had a total cost of \$34,760 (budget - \$40,000) funded by the Technology Fund reserve.
- The Online Membership Renewal project had costs of \$11,930 in the current year that were funded by the Technology Fund reserve. Further costs of \$3,397 will be incurred in the subsequent year to complete this project (budget - \$15,000).
- The Programming Kit Refresh project had a total costs of \$10,975 (budget - \$15,000) funded by the Operating Fund reserve.

The Board of Directors approved the transfer of the Unrestricted Fund surplus for the year to the Technology Fund.

**11. SIGNIFICANT REVENUE SOURCES**

In 2022, 87% (2021 - 85%) of the Board's total revenue is based on per capita municipal levies, per capita payments from library boards, and per capita grants from Alberta Municipal Affairs.

A significant percentage of this revenue is attributed to the membership of the City of Lethbridge. In 2022, the Lethbridge population represented 49% (2021 - 48%) of the total system's population and generated 43% (2021 - 42%) of the total revenue. Although the Board would continue to operate without that membership, there would be a need for additional sources of revenue.

12. LOCAL AUTHORITIES PENSION PLAN

Employees of the Board participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plan Act. The LAPP services about 281,764 (2021 - 275,863) members and retirees and 435 (2021 - 433) employer groups. The LAPP is a multi-employer defined benefit plan financed by the employer, employee and Government of Alberta contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Board is required to make current service contributions to the LAPP of 8.45% (2021 - 9.39%) of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.80% (2021 - 13.84%) on pensionable earnings above this amount. Employees of the Board are required to make current service contributions of 7.45% (2021 - 8.39%) of pensionable salary up to the year's maximum pensionable salary and 11.80% (2021 - 12.84%) on pensionable salary above this amount.

Total current service contributions by the Board to LAPP in 2022 were \$137,946 (2021 - \$153,497). The current service contributions by the employees of the Board to the LAPP in 2022 were \$122,952 (2021 - \$138,401).

As at December 31, 2021 the plan disclosed an actuarial surplus of \$11.9 billion (2020 - \$5 billion surplus). As at the financial statement date, the plan's 2022 statement of financial position had not yet been released.

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13. FINANCIAL INSTRUMENTS

The Board is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Board's risk exposure and concentration as of December 31, 2022.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. In order to reduce its credit risk from customers, the Board conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Board has a significant number of customers which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Board's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Board is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The Board does not use derivative instruments to reduce its exposure to foreign currency risk. The risk at December 31, 2022 is minimal.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Board manages exposure through its normal operating and financing activities. The Board is exposed to interest rate risk primarily through its interest rate bearing assets, including amounts on deposit with financial institutions that earn interest at fixed rates. The risk at December 31, 2022 is minimal.

Unless otherwise noted, it is management's opinion that the Board is not exposed to significant other price risks arising from these financial instruments.

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# MINUTES

Monday, June 19, 2023 at 5:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

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## SPECIAL COUNCIL MEETING

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**COUNCIL PRESENT:** Mayor Jennifer Handley and Councillors Victor Czop, John Dozeman, Roger Miller, Dave Mitchell, Ken Sorenson and Kevin Todd.

**OTHERS PRESENT:** Neil Smith  
Bill Woytiuk  
Andrew Kleisinger & Luke Schoening  
Chad Moore & Clayton Weiss  
Chief Administrative Officer  
Operations Manager  
MPE Engineering  
Alberta Environment and Protected Areas

### 1. CALL TO ORDER & ADOPTION OF THE AGENDA:

The Regular Meeting was called to order by Mayor Handley at 5:00 p.m.

#### RESOLUTION # 169 – 23/06/19 - Dozeman

The Special Council agenda for June 19, 2023 was accepted with the following changes:

- 2.1 Chief Administrative Officer Review - (Resolution 167-23/06/05) - postponed
- 2.2 Regional Water / Reservoir Options – renumbered as 2.1

CARRIED

### 2. CLOSED CONFIDENTIAL SESSION:

#### RESOLUTION # 170 - 23/06/19 - Miller

IT WAS MOVED to recess the Special Meeting at 5:01 p.m. in order 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:

- 2.1 Regional Water / Reservoir Options Discussion with MPE Engineering – FOIP Sections 21(1) Disclosure Harmful to Intergovernmental relations and 24(1) Advice from officials

CARRIED

#### RESOLUTION # 171 - 23/06/19 - Dozeman

IT WAS MOVED to reconvene the Special Meeting at 6:41 p.m. CARRIED

### 3. ADJOURNMENT:

#### RESOLUTION # 172 - 23/06/19 - Mitchell

IT WAS MOVED to adjourn the Special Meeting of Council at 6:42 p.m.

**TOWN OF NANTON**

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**CHIEF ELECTED OFFICIAL**

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**CHIEF ADMINISTRATIVE OFFICER**

NS:ll

These minutes accepted and signed this 10<sup>th</sup> day of July, 2023.



# MINUTES

Monday, June 19, 2023 at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

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## REGULAR COUNCIL MEETING

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**COUNCIL PRESENT:** Mayor Jennifer Handley and Councillors Victor Czop, John Dozeman, Roger Miller, Dave Mitchell, Ken Sorenson and Kevin Todd.

**OTHERS PRESENT:**

Neil Smith	Chief Administrative Officer
Lisa Lockton	Legislative Services Manager
Clayton Gillespie	Corporate Services Manager
Georgina Sharpe	Planning & Development Officer
Evan Jersch	Deputy Fire Chief

### 1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

#### **RESOLUTION # 173 – 23/06/19 - Mitchell**

The Regular Council agenda for June 19, 2023, was accepted with the following addition:

7.3 A.B. Daley / J.T. Foster School Update – Closed Confidential Session - FOIP Section 24(1)  
Advice from officials.

CARRIED

### 2. PRESENTATIONS: None scheduled.

### 3. REPORTS:

#### **3.1 CHIEF ADMINISTRATIVE OFFICER:**

- 3.1.1 Status Report – E
- 3.1.2 Monthly Report - E

#### **3.2 FINANCIAL:**

- 3.2.1 Accounts Payable Reports May 2023 - E

#### **3.3 DEPARTMENT:**

- 3.3.1 Corporate Services Manager - E
- 3.3.2 Operations Manager - E
- 3.3.3 Planning & Development Officer - E
- 3.3.4 Fire Chief - E
- 3.3.5 Peace Officer - E

#### **3.4 COUNCIL:**

- 3.4.2 COUNCILLOR VICTOR CZOP - E
- 3.4.7 COUNCILLOR JOHN DOZEMAN - E

#### **3.5 OTHERS:**

- 3.5.1 Legislative Services Manager - Commemorate Canada Reopening Fund – Nanton Phoenix Project Completion – E

**RESOLUTION # 174 - 23/06/19 - Czop**

Moved that all written reports, as recorded on the agenda for June 19, 2023, be received for information and filing. CARRIED

**4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:**

**4.1 ADOPTION:**

**4.1.1 Regular Council Meeting June 5, 2023, Minutes – E**

**RESOLUTION # 175 - 23/06/19 - Miller**

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 June 5, 2023, were accepted as distributed. CARRIED

**4.2 BUSINESS ARISING FROM THE MINUTES:**

**4.2.1 Bylaw # 1373/23 - amendment to Community Bylaw #1299/18 – E**

**RESOLUTION # 176 - 23/06/19 - Dozeman**

Moved to read Town of Nanton Bylaw #1373/23, an amending bylaw to Community Bylaw #1299/18 to address Excessive Protective Elements, for a first time. CARRIED

**RESOLUTION # 177 - 23/06/19 - Mitchell**

Direct the Chief Administrative Officer to publish the Town of Nanton Bylaw #1373/23, an amending bylaw to Community Bylaw #1299/18, on the Town’s website and social media and to include information presented in the Request for Decision at this meeting, and further that any public and RCMP feedback regarding the Amending Bylaw be brought back to Council for consideration prior to any further readings. CARRIED

**5. NEW & UNFINISHED BUSINESS:**

**5.1 Bare Lot Utility Fees – E**

**RESOLUTION # 178 - 23/06/19 - Czop**

Moved that the following fees are added to the Fees and Rates (Water Utility) Schedule by bylaw amendment this Fall:

Bi-monthly Infrastructure Renewal Fee for an unconnected vacant lot	\$50
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And further that the following definitions are added to the Fees and Rates Bylaw:

“unconnected vacant lot” means a separately assessed parcel of land with no buildings or structures erected thereon fronting on but not connected to an assumed part of the water system or the sewage system, or both, and which has “development potential”.

“infrastructure renewal fee” means a utility fee charged to an unconnected vacant lot for basic cost recovery on adjacent water or sewer system maintenance and renewal.

CARRIED



**5.2 Council Community Engagement Sessions – Discussion re:** Nanton Farmers' Market – Mayor Handley hopes to host monthly sessions with more Council Members attending with her.

**5.3 Town of Nanton Visitor Information Centre and Nanton & District Chamber of Commerce–E**

**RESOLUTION # 179 - 23/06/19 - Todd**

Approved financial assistance to the Nanton and District Chamber of Commerce in the amount of \$5000.00 for the purpose of staffing the Town of Nanton's Visitor Information Centre at the MacEwan Schoolhouse July to September 2023, with funds from Economic/Community Development account. CARRIED

**6. CORRESPONDENCE:** None

Deputy Fire Chief Evan Jersch left the meeting at 7:54 p.m.

**7. CLOSED CONFIDENTIAL SESSION:**

**RESOLUTION # 180 - 23/06/19 - Dozeman**

IT WAS MOVED to recess the Regular Meeting at 7:54 p.m. in order 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 Land Sale – FOIP Section 16(1) Disclosure harmful to business interests of a third party
- 7.2 Land Development – FOIP Section 23(1) Local public body confidences and 24(1) Advice from Officials
- 7.3 (Addition) Update on A.B. Daley / J.T. Foster School Modernizations – FOIP Section 24(1) Advice from officials.

CARRIED

**RESOLUTION # 181 - 23/06/19 - Czop**

IT WAS MOVED to reconvene the Regular Meeting at 8:53 p.m. CARRIED

**7.1 Land Sale**

**RESOLUTION # 182 - 23/06/19 - Miller**

Moved to accept the offer to purchase Town of Nanton Lot 7, Block 4, Plan 4362I, 1909 – 20 Avenue, duly advertised as per the requirement of the Municipal Government Act, Section 70(1)(a). CARRIED

**7.2 Land Development**

**RESOLUTION # 183 - 23/06/19 - Dozeman**

Moved that the Chief Administrative Officer bring forward a Request for Decision and draft bylaw for the potential repeal of the *Lancaster Landing Area Structure Plan (2011)* pursuant to the *Municipal Government Act*, notifying the property owner of said intent. CARRIED

**RESOLUTION # 184 - 23/06/19 - Mitchell**

Moved that the Chief Administrative Officer bring forward a draft bylaw for the re-districting of the R3 portion of Lancaster Landing Phase 1 back to Agricultural Transitional (AT) pursuant to the *Municipal Government Act*, notifying both the property owner and the Town's land use bylaw consultant of said intent. CARRIED



**RESOLUTION # 185 - 23/06/19 - Sorenson**

Moved that the proposed Off Site Levy Bylaw for Nanton be revised one more time, eliminating the future residential densities from the *Lancaster Landing Area Structure Plan* (2011) from the calculations.  
CARRIED

**8. ADJOURNMENT:**

**RESOLUTION # 186 - 23/06/19 - Dozeman**

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:55 p.m.

**TOWN OF NANTON**

\_\_\_\_\_  
**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

NS:II

These minutes accepted and signed this 10<sup>th</sup> day of August, 2023.

Not Yet Approved





# MINUTES

Monday, June 26, 2023 at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

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## COUNCIL COMMITTEE OF THE WHOLE MEETING

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**COUNCIL PRESENT:** Mayor Jennifer Handley and Councillors Victor Czop, John Dozeman, Roger Miller, Dave Mitchell, Ken Sorenson and Kevin Todd.

**OTHERS PRESENT:** Neil Smith                      Chief Administrative Officer  
Lisa Lockton                              Legislative Services Manager

### 1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

#### RESOLUTION # 1 – 23/06/26 – CW - Todd

The Committee of the Whole of Council agenda for June 26, 2023 was accepted as presented. CARRIED

### 2. CLOSED CONFIDENTIAL SESSION:

#### RESOLUTION # 2 – 23/06/26 – CW - Dozeman

IT WAS MOVED to recess the Committee of the Whole of Council Meeting at 7:01 p.m. in order 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:

2.1 Chief Administrative Officer Review FOIP Section 19(1) Confidential evaluations. CARRIED

Lisa Lockton left the meeting prior to the CAO review discussions, at 7:02 p.m.

Neil Smith entered the meeting at 8:05 p.m. and assumed recording duties from the Mayor.

#### RESOLUTION # 3 – 23/06/26 – CW - Todd

IT WAS MOVED to reconvene the Committee of the Whole of Council Meeting at 8:57 p.m. CARRIED

### 3. ADJOURNMENT:

#### RESOLUTION # 4 – 23/06/26 – CW - Todd

IT WAS MOVED to adjourn the Committee of the Whole of Council Meeting at 8:58 p.m.

**TOWN OF NANTON**

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**CHIEF ELECTED OFFICIAL**

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**CHIEF ADMINISTRATIVE OFFICER**

NS:ll

These minutes accepted and signed this 10<sup>th</sup> day of July, 2023.



## BYLAW

Bylaw Number: 1373/23

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

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

AND WHEREAS the purpose of this Amending Bylaw is to introduce an enforceable regulation that addresses Excessive Protective Elements on Land and Premises without compromising the capability of property owners to surveil their own properties and adjacent public boulevards and laneways;

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

#### **1. AMENDMENT:**

Bylaw #1299/18 is hereby amended as follows:

##### **1.1 Section 2 has the following definition inserted:**

**Excessive Protective Elements** means protective elements that are excessive and includes but is not limited to:

- a) Visual surveillance equipment, including video cameras, 'night vision' systems, surveillance drone equipment or electronic listening devices, installed on Land or Premises capable of permitting either stationary or scanned viewing or listening, by an operator or viewer or listener of that equipment, beyond the perimeter of Land owned, leased or occupied by the Owner or Occupant.
- b) Floodlighting and/or alarm equipment, including motion sensor-based technology, installed on Land or Premises, which unreasonably generates light or sound beyond the perimeter of Land owned, leased or occupied by the Owner or Occupant.

##### **1.2 Section 16 is hereby inserted with the following:**

#### **16. EXCESSIVE PROTECTIVE ELEMENTS:**

##### **16.1 General Prohibition:**

No person shall construct, affix or place or permit the construction, affixing or placement of Excessive Protective Elements on Land or Premises.

**16.2 Exemptions:**

16.2.1 The following are exempt from Section 16.1:

- a) Financial institutions in Commercially districted areas;
- b) Lands owned or occupied by the Federal or Provincial Government;
- c) Lands owned or occupied by the Town of Nanton or other municipal entities; and
- d) Land specifically exempted from this Section 16.1 of this Bylaw.

16.2.2 A person requesting an exemption from Section 16.1 of this Bylaw shall provide to the Chief Administrative Officer the following:

- a) Proof of ownership of the Land and where the person requesting the exemption is not the owner, authorization from the owner to request the exemption;
- b) Complete details of the location of the Land, including municipal address, legal description, the existing use and nature of the use (residential, commercial, industrial or farm), and a scaled drawing showing the Land and all structures on the Property;
- c) A detailed explanation shall be included of the exemption(s) requested and the rationale for requesting such an exemption(s). This should include details of the proposed application of Excessive Protective Elements along with an explanation of how that application of the Excessive Protective Elements is rationally connected to the purpose for which the exemption is being sought and the impact on the use and enjoyment of neighbouring Property; and
- d) Any other information or documents as may be required by the Chief Administrative Officer.

16.2.3 In determining whether to exempt any Land from Section 16.1 of this Bylaw, the Chief Administrative Officer may consider:

- a) the reason, necessity and rationale for the exemption(s) requested;
- b) the nature and extent of the specific exemption(s) requested;
- c) whether adjacent Land owners or Occupants have consented to the exemption or any conditions that may be attached; and
- d) the views of local law enforcement.

16.2.4 The Chief Administrative Officer may revoke an exemption under this section at any time, for any reason.

16.2.5 An exemption granted under this Bylaw is personal, not assignable, does not run with the Land, and immediately expires upon the sale of the Land or any change in occupancy or corporate control of the tenancy or ownership of the Land.



A handwritten signature in blue ink, appearing to be "M. J. J.", located in the bottom right corner of the page.

16.2.6 The Chief Administrative Officer's decision pursuant to Section 16 of this Bylaw shall be considered final.

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

Offence	Section	Penalty
Excessive Protective Elements	16.1	\$ 250.00
(a) Second offence within 1 year		\$ 500.00
(b) Third and subsequent offences within 1 year		\$1,000.00

**3. INTERPRETATION:**

3.1 This Bylaw will be cited as the Community Bylaw #1299/18 Amending Bylaw No. 1273/23.

**4. EFFECTIVE DATE AND READINGS:**

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

4.2 Read a first time this 19<sup>th</sup> day of June, 2023.

TOWN OF NANTON

  
\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

4.3 Read a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

TOWN OF NANTON

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



4.4 Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_ 2023.

TOWN OF NANTON

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER





# REQUEST FOR DECISION

Meeting: July 6<sup>th</sup> 2023  
Agenda Item: 5.1

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## Water and Wastewater Quality Assurance

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### **Recommendation:**

That Council adopt an initial Water and Wastewater Quality Assurance Policy in line with its prior resolution.

### **Purpose:**

The Town of Nanton monitors water and wastewater quality daily at various stages of treatment, distribution or collection. It also acquires, repairs and maintains the capital assets necessary to provide these services at a particular level along with trained personnel.

This policy establishes Council's policy level commitments to quality assurance as the owner and operator of both water and wastewater utilities.

*This proposed policy is not an operational Standard Operating Procedure or Guideline. Implementation of this policy should not contradict, duplicate or replace operational procedures which are the exclusive preserve of regulators, management and operators. It is also essential that the 'sole employee' ethos of the relationship between Council and staff is maintained.*

### **Background:**

Following a recent meeting of the Services Committee and a subsequent Council resolution, the appended policy is proposed. Based on recent experience and some comparative documents elsewhere, the following key principles and objectives for such a policy are proposed:

- Collecting, treating and discharging wastewater effectively and safely;
- Levels of service that are affordable for the local tax base and utility consumer;
- Upholding all applicable legislative and regulatory requirements;
- Establishing and maintaining open and effective communications with Town utility consumers/users.
- Delivering safe, clean drinking water to Town consumers;
- Overseeing, analyzing, maintaining and continually improving the treatment, distribution and collection systems.

While a basic policy that doesn't delve into the meat of operational procedure and scope may not be what some wish to see, this policy offers a very useful 'ethos' for Council, staff and the general public. Some of the implementation items have indeed been treated as optional in the past (particularly around messaging) and this policy conveys clear expectations to the CAO, other managers and staff.

We simply cannot get into a confusing situation where there is some other 'local' diagnostic or aesthetic standard beyond that of the Canadian Drinking Water Guidelines or provincial standards and approvals guidelines.

### **PROPOSED RECOMMENDATION TO COUNCIL:**

That Council adopt the Water and Wastewater Quality Assurance Policy as presented.

ALTERNATIVE: Refer to the Services Committee (depending on the focus of Council feedback).

Prepared By: Neil Smith, Chief Administrative Officer:

Date: July 6<sup>th</sup> 2023





# POLICY

No. 40 – xxx - xx/xx/xx  
Department: OPERATIONS

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## Water and Wastewater Quality Assurance

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### PURPOSE

The Town of Nanton monitors water and wastewater quality daily at various stages of treatment, distribution or collection. It also acquires, repairs and maintains the capital assets necessary to provide these services at a particular level along with trained personnel.

This policy establishes Council's **policy level** commitments to quality assurance as the owner and operator of both water and wastewater utilities.

### KEY PRINCIPLES AND OBJECTIVES

- Collecting, treating and discharging wastewater effectively and safely;
- Levels of service that are affordable for the local tax base and utility consumer;
- Upholding all applicable legislative and regulatory requirements;
- Establishing and maintaining open and effective communications with Town utility consumers/users.
- Delivering safe, clean drinking water to Town consumers;
- Overseeing, analyzing, maintaining and continually improving the treatment, distribution and collection systems.

### AUTHORITY

- Guidelines for Canadian Drinking Water (federal)
- Standards and Approval Guidelines for municipal waterworks, wastewater and storm drainage systems (provincial).
- Utilities Bylaw No. 1283/17 as amended.

### RELATED POLICIES:

Multi Year Budget Policy  
Tangible Capital Asset Policy  
Asset Management Policy  
Reserves Policy  
Communications Policy

### IMPLEMENTATION

*This policy is not an operational Standard Operating Procedure or Guideline. Implementation of this policy should not contradict, duplicate or replace operational procedures which are the exclusive preserve of regulators, management and operators.*

1. Raw and treated water testing above what is required by the Province: This will be performed on an as-needed basis to help identify source(s) of aesthetic issues related to treated potable water within the Town's water distribution network so they can be resolved accordingly.
2. Building and maintaining a broad base of well qualified operators and public works staff with the qualifications and capacities to monitor and maintain the utility systems and diagnostics.
3. Budgeting for the Town's utilities sufficiently to bring in qualified professional expertise when it is required by operators or management.
4. Maintaining information systems on the Town's website that can be shared with social media when prudent, including but not limited to:
  - a. Water Conservation and restriction levels;
  - b. Water Colour, Taste and Odour
  - c. Sewer Backflow Prevention and private line maintenance
  - d. Water service line repair/maintenance
  - e. Utility emergency and municipal enforcement information
5. Maintaining online and text message-based system alerts with respect to emergencies or repairs with respect to water or wastewater systems that could involve stoppages, shutdowns, or other issues.
6. Commitment to improved community education on local challenges around seasonal raw water supply limitations and the priority that must be given to optimal reservoir capacity every Fall.
7. The streamlining of consistent procedures related to water shut-offs or stoppages, both scheduled and unplanned.
8. Regular and collaborative communication with provincial drinking water specialists, Women's Coulee Diversion, Alberta Environment & Parks and Alberta Health.
9. An overarching commitment to renewing or replacing aging infrastructure that can cause water loss, discolouration, and infiltration issues.
10. The encouragement of accountability by all water users, regardless of what they pay at the meter, for the water they use or waste.
11. Regular reporting to Council of the progress made on operational and capital priorities.
12. Regular reporting to Council of the gap between billed utility water and water produced by the plant.
13. Identifying any reasonable revenue opportunities that can ameliorate operational costs.

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**MAYOR**

---

Date



CHIEF ADMINISTRATIVE OFFICER

Date

DRAFT





# REQUEST FOR DECISION

Meeting: July 10, 2023  
Agenda Item: 5.2

---

## Bylaw 1375/23 to amend Land Use Bylaw 1246/13

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### PURPOSE:

The purpose of the proposed amendment is to revert the redistricted area known as Phase I of the Lancaster Landing Area Structure Plan (PTN NE 16-16-28 W4) from Multiple Residential – R3 and Public Institutional – PI to Agricultural Transitional – AT.

### BACKGROUND:

#### Resolutions from the June 19, 2023, Regular Meeting

- 1) That the Chief Administrative Officer bring forward a Request for Decision and draft bylaw for the potential repeal of the Lancaster Landing Area Structure Plan (2011) pursuant to the Municipal Government Act, notifying the property owner of said intent.
- 2) That the Chief Administrative Officer bring forward a draft bylaw for the re-districting of the R3 portion of Lancaster Landing Phase 1 back to Agricultural Transitional (AT) pursuant to the Municipal Government Act, notifying both the property owner and the Town's land use bylaw consultant of said intent.
- 3) That the proposed Off Site Levy Bylaw for Nanton be revised one more time, eliminating the future residential densities from the Lancaster Landing Area Structure Plan (2011) from the calculations.

On March 5, 2012 Bylaw #1239 was given third reading as a first step in the implementation of the Lancaster Landing Area Structure Plan (adopted October 17, 2011 under Bylaw #1235). Its purpose was to redistrict the first Phase of the ASP from "Rural General" to Multiple Residential – R3 and Public – P. These land use district changes were subsequently incorporated into the 2013 re-write of the Town's Land Use Bylaw (#1246/13).

More recently, a subdivision application for Phase I was received by the Town (2021-0-056) which prompted an updated review of the development's density assumptions in relation to the Town's infrastructure capacity. The associated costs for municipal water and sewer to serve the area, as contemplated by the Lancaster Landing ASP, would unfortunately come at a significant cost to both the Municipality and to the Developer.

Redistricting Phase I to Agricultural Transitional – AT land use district use further establishes Council's position that future development must be done in a manner that both meets the communities' interests AND is financially sustainable.

A letter was mailed to the owner of the affected lands in relation to the June 19<sup>th</sup> resolutions.

The land has been used as normal Agricultural Transitional land ever since it was annexed over a decade ago.

**2.12 Agricultural Transitional – AT**

*This district is intended to ensure lots typically on the periphery of existing developments are allowed limited uses and maintain parcels of larger sizes to give maximum flexibility for use and development when the land is required for urban development.*

**PERMITTED USES**

- Dwelling, single-unit
- Home occupation 1
- Intensive horticultural operation

**DISCRETIONARY USES**

**DEVELOPMENT OFFICER**

- Accessory structure
- Accessory building
- Shipping container, temporary
- Signs

**DISCRETIONARY USES**

- Accessory use
- Alternative energy, solar
- Alternative energy, wind
- Community garden
- Campground
- Day home
- Extensive agriculture
- Home occupation 2
- Manufactured home
- Moved-in building
- Moved-in dwelling
- Prefabricated dwelling
- Secondary suite
- Shipping container, permanent

**ADMINISTRATIVE RECOMMENDATION:**

**RECOMMENDED RESOLUTION # 1**

Moved to read the Town of Nanton Bylaw #1375/23 a bylaw to amend Land Use Bylaw 1246/13, to redesignate a portion of NE ¼ SEC 16 TWP 16 RGE 28 W4M from Multiple Residential – R3 and Public Institutional – PI to Agricultural Transitional – AT, for the first time.

**RECOMMENDED RESOLUTION #2**

Moved to hold a Public Hearing in regards to Town of Nanton Land Use Bylaw Amending Bylaw #1375/23, on August 14, 2023 @ 7 pm at Council Chambers in the Tom Hornecker Recreation Centre.

**CAO Comment:**

The Agricultural Transitional use appears to be fairly set in stone for this land now and in the years ahead. That should be reflected in its districting.

**DECISION OPTIONS/IMPLICATIONS:**

#1 – FIRST READING

Part 1. Move First Reading.

Part 2. Schedule a Public Hearing as a Special Meeting of Council for a specific future meeting date that meets the public notification requirements of the MGA (see Communications, below). This date is one of Council’s choosing but must be either within a regular or special council meeting.

#2 – DELAY First Reading to allow further changes to be made to the bylaw for further consideration at a later date. Please specify what changes are required.

#3 - DEFEAT the motion by voting *against* OPTION 1’s resolution for first reading (not recommended).



OPT 3 Implication: This defeats the bylaw and the bylaw amendment process would cease.

**ALTERNATIVES:**

REFER the matter to (Administration or Committee) \_\_\_\_\_  
DEFER the matter to the council meeting of (date) \_\_\_\_\_

**Financial:** Operations Budget

**Communications/PR:** MGA s. 692 requires there be a Public Hearing prior to second reading. Section 606 requires advertising of the Public Hearing for two consecutive weeks prior to the hearing in accordance with its Advertising Bylaw. These measures will allow the public to be able to view the proposed bylaw and provide opportunity to be engaged.

**Applicable legislation:** MGA ss. 187, 191, 606, 606.1, 692, Land Use Bylaw1246/13

**Attachments:** Bylaw 1375/23, Aerial photo

**Prepared By:** Georgina Sharpe, Planning and Development Officer July 4, 2023

**APPROVED BY:** Neil Smith, Chief Administrative Officer:

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





Aerial Photo Date: May 14, 2021


**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**

-  FROM: Public Institutional PI  
TO: Agricultural Transitional AT
-  FROM: Multiple Residential R3  
TO: Agricultural Transitional AT


Bylaw #: 1375/23  
Date: \_\_\_\_\_

PORTION OF NE 1/4 SEC 16, TWP 16, RGE 28, W 4 M  
MUNICIPALITY: TOWN OF NANTON  
DATE: JUNE 27, 2023

MAP PREPARED BY:  
**OLDMAN RIVER REGIONAL SERVICES COMMISSION**  
 3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
 TEL: 403-329-1344  
 "NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



**OLDMAN RIVER REGIONAL SERVICES COMMISSION**



June 27, 2023 RA, WBlair-Creek-MP, Nerkes, Neerke LUD & Land Use Redesignational, Nanton - Pn of NE 16-28-4.dwg





# BYLAW

Bylaw Number:1375/23

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## A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AMEND BYLAW 1246/13 BEING THE LAND USE BYLAW.

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### **1. PURPOSE:**

- 1.1 WHEREAS Pursuant to the provisions of the Municipal Government Act, Chapter M-26, Revised Statutes 2000, Council of the Town of Nanton in the Province of Alberta (hereinafter called the "Council") has adopted Land Use Bylaw 1246/13;
- 1.2 WHEREAS, Council deems it desirable to amend Land Use Bylaw 1246/13,
- 1.3 AND WHEREAS the purpose of the proposed amendment is to redistrict a portion of the Lancaster Landing Area Structure Plan (Bylaw #1235/11).
- 1.4 NOW THEREFORE, the Council of the Municipality of the Town of Nanton in the Province of Alberta duly assembled enacts as follows:

### **2. ENACTMENT:**

- 2.1 THAT the Lands, illustrated on Schedule "A", as attached to this bylaw, and legally described as:  

Portion of NE 1/4 Section 16 Township 16 Range 28 W4M

be redesignated from "Public Institutional – PI" to "Agricultural Transitional - AT"; and from "Multiple Residential - R3" to "Agricultural Transitional – AT"; and
- 2.2 THAT Schedule 1, Land Use District Map, will be amended and the changes be consolidated to Land Use Bylaw 1246/13 to reflect this redesignation as per the attached Schedule 'A'.

### **3. INTERPRETATION:**

- 3.1 This Bylaw will be cited as Land Use Bylaw 1246/13 amending Bylaw 1375/23.

### **4. EFFECTIVE DATE AND READINGS:**

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

4.2 Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF NANTON**

\_\_\_\_\_

**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_

**CHIEF ADMINISTRATIVE OFFICER**

4.3 Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF NANTON**

\_\_\_\_\_

**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_

**CHIEF ADMINISTRATIVE OFFICER**

4.4 Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF NANTON**

\_\_\_\_\_

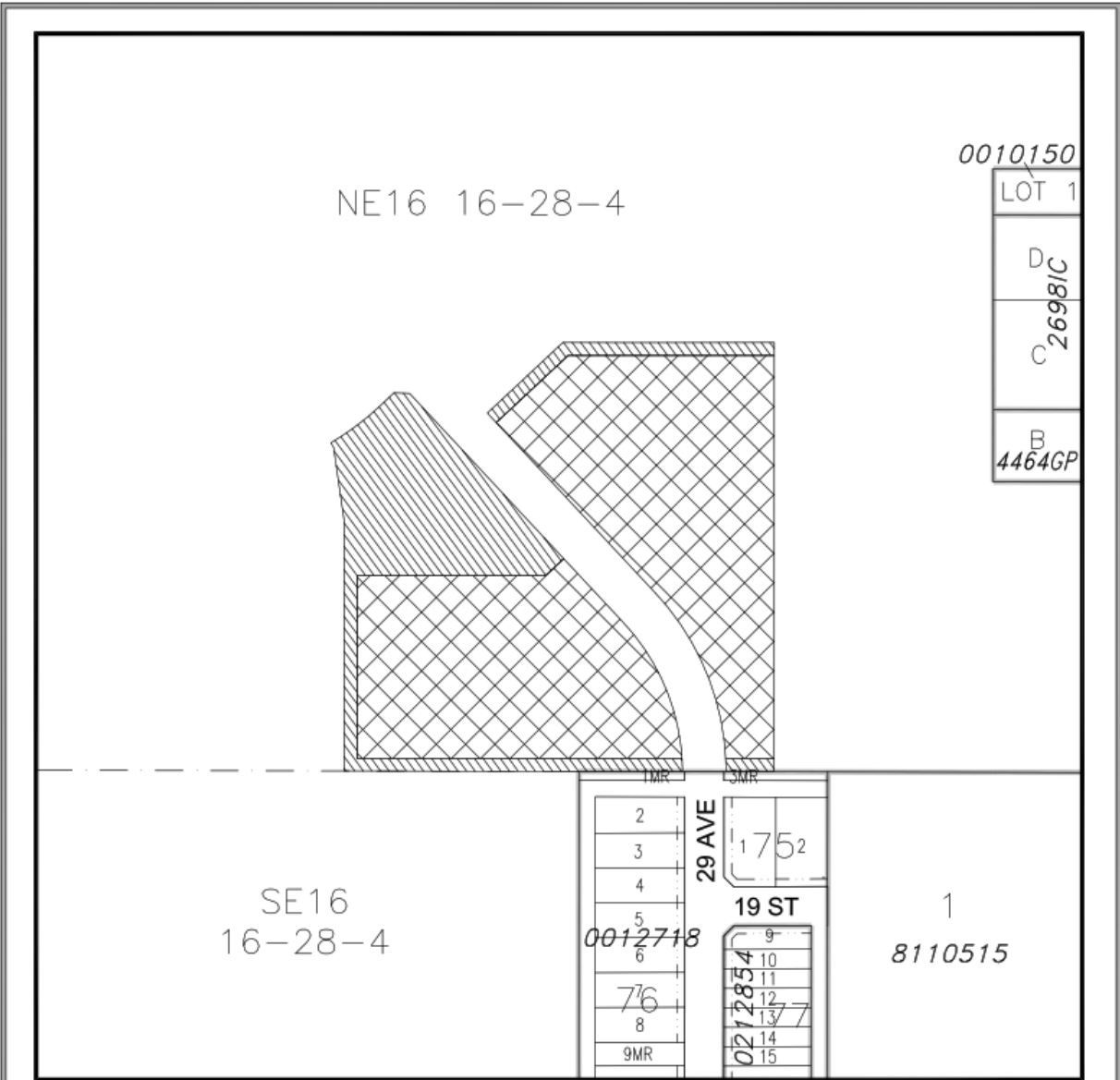
**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_

**CHIEF ADMINISTRATIVE OFFICER**



**Bylaw # 1375/23**



**LAND USE DISTRICT REDESIGNATION  
SCHEDULE 'A'**



FROM: Public Institutional PI  
TO: Agricultural Transitional AT



FROM: Multiple Residential R3  
TO: Agricultural Transitional AT

PORTION OF NE 1/4 SEC 16, TWP 16, RGE 28, W 4 M  
MUNICIPALITY: TOWN OF NANTON  
DATE: JUNE 27, 2023

Bylaw #: 1375/23  
Date: \_\_\_\_\_

MAP PREPARED BY:  
OLDMAN RIVER REGIONAL SERVICES COMMISSION  
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8  
TEL. 403-329-1344  
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

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Metres

June 27, 2023 N:\Willow-Creek-MD\Nanton\Nanton LUD & Land Use Redesignations\  
Nanton - Ptn of NE 16-28-4.dwg



# REQUEST FOR DECISION

Meeting: July 10, 2023  
Agenda Item: 5.3

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## Bylaw 1376/23 to Repeal an Area Structure Plan (ASP) – First Reading

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### PURPOSE:

The purpose of the proposed bylaw is to repeal the Lancaster Landing Area Structure Plan. The Area Structure Plan (2011) is being considered for repeal for the following reasons:

- It gives all stakeholders an opportunity to start over with something that could both work for Nanton and be in the general public interest.
- It is a full public process where the property owner and the public are able to comment within the confines of MGA process before Council passes bylaws.
- It removes significant theoretical costs from the off-site levy calculations.
- It is important to have an up-to-date off-site levy bylaw in place to inform developers of their obligations with clarity.

### BACKGROUND / IMPLICATIONS:

#### Resolutions from the June 19, 2023, Regular Meeting

- 1) That the Chief Administrative Officer bring forward a Request for Decision and draft bylaw for the potential repeal of the Lancaster Landing Area Structure Plan (2011) pursuant to the Municipal Government Act, notifying the property owner of said intent.
- 2) That the Chief Administrative Officer bring forward a draft bylaw for the re-districting of the R3 portion of Lancaster Landing Phase 1 back to Agricultural Transitional (AT) pursuant to the Municipal Government Act, notifying both the property owner and the Town's land use bylaw consultant of said intent.
- 3) That the proposed Off Site Levy Bylaw for Nanton be revised one more time, eliminating the future residential densities from the Lancaster Landing Area Structure Plan (2011) from the calculations.

### Statutory Plan Repeal Process

Council is granted authority under the Municipal Government Act (MGA) (Section 191) to amend or repeal bylaws, including those for an Area Structure Plan (ASP). From a procedural perspective, s. 191(2) is important. It provides as follows:

The amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise.

Therefore, for both the rezoning of the Phase I portion of the ASP to Agricultural Transitional - AT (Proposed Bylaw #1375) and repealing of the Lancaster ASP Bylaw, the bylaws need to be advertised in accordance with s. 606 of the MGA and a public hearing held in accordance with s. 692 of the MGA prior to second reading.

There also needs to be consistency between statutory plans and the Land Use Bylaw (s. 638 of the MGA). The Intermunicipal Development Plan and the Municipal Development Plan will be reviewed for update and amended, as required, after the final reading of the repeal bylaw.

**Affected Parties / Public Input Opportunities**

As stated, there will be opportunity for the public to review the bylaw prior to second reading. Comments can be submitted in writing by a given deadline, but there will also be the opportunity to present comments to Council during the Public Hearing. Council, having given consideration to the feedback, can make amendments by resolution to a bylaw prior to its final adoption.

**CAO Comment:**

This should not be interpreted as the end for those with aspirations for more ambitious uses of these 100 plus acres. It is a recognition that the current ASP simply does not fit with Nanton’s capacities to accommodate in the near or medium term. I think it likely that a new ASP could be developed with the owners in due time.

**ADMINISTRATIVE RECOMMENDATION:**

**RECOMMENDED RESOLUTION # 1**

Moved to read the Town of Nanton Bylaw #1376/23 to repeal Bylaw #1235/11, the Lancaster Landing Area Structure Plan Bylaw, for the first time.

**RECOMMENDED RESOLUTION #2**

Moved to hold a Public Hearing in regards to Town of Nanton Land Use Bylaw Amending Bylaw #1376/23, on August 14, 2023 @ 7:00 pm at Council Chambers in the Tom Hornecker Recreation Centre.

**DECISION OPTIONS:**

#1 – FIRST READING

Part 1. Move First Reading.

Part 2. Schedule a Public Hearing as a Special Meeting of Council for a specific future meeting date that meets the public notification requirements of the MGA (see Communications, below). This date is one of Council’s choosing but must be either within a regular or special council meeting.

#2 – DELAY First Reading to allow further changes to be made to the bylaw for further consideration at a later date. Please specify what changes are required.

#3 - DEFEAT the motion by voting *against* OPTION 1’s resolution for first reading (not recommended).

OPT 3 Implication: This defeats the bylaw and the adoption process would cease.

**ALTERNATIVES:**

REFER the matter to (Administration or Committee) \_\_\_\_\_  
DEFER the matter to the council meeting of (date) \_\_\_\_\_

**Financial:**

**Communications/PR:** MGA s. 692 requires there be a Public Hearing prior to second reading. Section 606 requires advertising of the Public Hearing for two consecutive weeks prior to the hearing. These measures allow the public to be able to view the proposed bylaw and provide opportunity to be engaged.



**Applicable legislation:** MGA ss. 187, 191, 606, 606.1, 692

**Attachments:** Bylaw 1376/23

**Prepared By:** Georgina Sharpe, Planning and Development Officer      July 4, 2023

**APPROVED BY:** Neil Smith, Chief Administrative Officer:

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





# BYLAW

Bylaw Number: 1376/23

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## A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO REPEAL BYLAW #1235/11 KNOWN AS THE LANCASTER LANDING AREA STRUCTURE PLAN BYLAW

---

### 1. PURPOSE:

- 1.1. **WHEREAS**, Section 191 of the Municipal Government Act, Chapter M-26, Revised Statutes 2000, of the Province of Alberta provides:
- (1) The power to pass a bylaw under this or any other enactment includes a power to amend or repeal the bylaw,
  - (2) The amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise;
- 1.2. **NOW THEREFORE**, the Council of the Municipality of the Town of Nanton in the Province of Alberta duly assembled enacts as follows:

### 2. CITATION:

- 2.1 This Bylaw will be referred to as the Repeal Bylaw #1376/23.

### 3. ENACTMENT

- 3.1 Town of Nanton Bylaw #1235/11 is hereby repealed.
- 3.2 This bylaw comes into effect upon the date of final reading and signing thereof.
- 3.3 Read a **first** time this \_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF NANTON**

\_\_\_\_\_  
**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

- 3.4 Read a **second** this \_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF NANTON**

\_\_\_\_\_  
**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**

3.5 Read a **third** and final time this this \_\_\_\_ day of \_\_\_\_\_, 2023.

**TOWN OF NANTON**

\_\_\_\_\_  
**CHIEF ELECTED OFFICIAL**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



**Bylaw #: 1376/23**

## Managing Richardson's Ground Squirrels

The Richardson's ground squirrel is commonly called the prairie gopher, yellow gopher, flicker tail or picket pin. It was named after the naturalist John Richardson who first collected specimens of the rodent in the early 1820's.

### Status and importance

Ground squirrels play an important role in the ecology of Alberta's wildlife. Ground squirrels are a major source of food for many predatory birds, mammals and reptiles. One species of raptor, the ferruginous hawk, depends almost entirely on ground squirrels to fledge their chicks. Similarly, many other species rely on ground squirrels as a major food source.

The population status of Richardson's ground squirrels varies from year to year but is generally rated as "not at risk." Richardson's ground squirrels are also unregulated, which means they can be lawfully shot, trapped or otherwise removed where permitted.

### Life history

The Richardson's ground squirrel is a burrowing rodent found throughout most of the prairie and parkland regions of Alberta (Figure 1). It is the most common ground squirrel of the five species found in Alberta. The other species are Franklin's (bush gopher), Columbian, thirteen-lined and golden-mantled. The Richardson's ground squirrels are the most prevalent colony dwellers of the five species.



Figure 1. Richardson's ground squirrel

Richardson's ground squirrels spend the majority of their life underground. In their underground burrow system, they usually mate, raise their litters for the first 28 days and avoid predators (except weasels and badgers) and inclement weather (heat, cold and rain). They sleep underground from just before sunset until shortly after sunrise and hibernate for up to eight months in their burrows.

Each adult female owns at least one burrow system that has five to seven exits and two to five sleeping chambers, one of which is used for rearing young. Vacated burrow systems are soon taken over by dispersing Richardson's ground squirrels. Occasionally badgers, burrowing owls, foxes or coyotes may use ground squirrel burrows.

### Reproduction

Both males and females are reproductively mature the year following their birth. Mating occurs only in spring, shortly after females emerge from hibernation. A female that fails to become pregnant or loses her embryos or infants is incapable of breeding again until the following year.

Females are fertile for only two to three hours on one afternoon on one day each year and will mate with several males during that time. Males also copulate with several females. Only one litter per female is produced each spring.

A litter of 6 to 8, with an equal number of males and females, is born underground after a 23-day gestation. At birth, the infants are naked, blind, helpless and totally dependent on their mother. At first emergence aboveground, when four weeks old, juveniles immediately begin eating solid food and rapidly become nutritionally independent of their mother.

Litter size often varies with the quality of vegetation available, averaging between five to six young on native pasture and expanding up to nine or ten on tame forage crops.

During June and July, most of the young ground squirrels seek new areas to establish colonies as far as 3 km away. Ground squirrels vigorously defend their burrows and foraging area from other ground squirrels.

## Life span

Natural mortality among Richardson's ground squirrels is quite high, particularly in males. As a result, the sex ratio among adults is about four females for each male. Females live about four years (maximum six), on average, while males usually live only one year (maximum two to three).

The major cause of death is predation and starvation; only half the females and less than one fifth of the males born each year will reach adulthood.

## Hibernation

Richardson's ground squirrels have evolved to escape the prolonged winter period by hibernating, a torpor-like state in which the body temperature drops while heart and respiration rates slow down dramatically.

To survive without food or water for periods exceeding 210 days, ground squirrels need to consume vast amounts of food high in energy to develop a reservoir of body fat. Adult males enter hibernation sometime in late July, females several weeks later followed by juveniles until freeze-up.

Each animal hibernates alone in a special chamber (called the hibernaculum) that it prepares up to four to six weeks in advance, but does not use until ready to hibernate. The

hibernaculum is sealed off with a soil plug. The only predator capable of getting into the hibernaculum is the badger.

Males emerge from hibernation from late February to mid-March while females come out about two weeks later.

## Social behavior

Richardson's ground squirrels live in groups of closely related female kin. Females live their entire life in or near their birth site, but males of the year tend to disperse and leave their birth area after weaning.

As soon as the female is pregnant, she will not tolerate males, including her mate(s). Females will only tolerate their female relatives (i.e. mother, grandmother, daughters, etc.) and are aggressive to all other squirrels. Females recognize their kin throughout life, even after many months without contact during hibernation.

Each female rears her litter by herself with no assistance from male or female relatives. Males do not form any social associations, either with other males or with females.

## Diet

Richardson's ground squirrels eat a wide variety of food. Most prefer succulent green vegetation such as grasses, forbs, young shrubs and seeds. Richardson's ground squirrels occasionally eat insects and scavenge road-killed ground squirrels, but they very rarely kill for food.

Little is known about the preferred natural diet of Richardson's ground squirrels, but the assumption is the relatively high nutrient and oil content of seeds helps in the deposition of fat necessary for hibernation. Richardson's ground squirrels are also known to store quantities of food in burrows. Males store seed in the hibernating chamber while females do not store seeds.

## Weight

The body weight of Richardson's ground squirrels increases dramatically through the spring and summer months and can double during this period. Adult males weigh about 500 gm (1 lb) by fall and females about 350 gm (3/4 lb).

## Ground squirrel damage

Damage caused by Richardson's ground squirrels ranges from causing an occasional headache for some to a significant loss of crop production to others.

The most common types of ground squirrel damage are crop loss through direct consumption and reduced production due to plant injury and trampling. In addition, downtime and repair costs due to damage to hay binds as well as physical injury to livestock with ground squirrel burrows and those of badgers are also major concerns.

Burrowing activity in green spaces such as ball diamonds, golf courses and cemeteries as well as the risk of an air strike because of large birds attracted by ground squirrels at airports are serious problems for urban managers.

Despite decades of conflicts with ground squirrels, the extent, causes and magnitude of ground squirrel damage have never been fully investigated. This information shortfall has greatly impeded the development of effective, long term control measures.

An in-depth analysis of the causative and associated dynamics of ground squirrel damage as well as a thorough understanding of the biology and behaviour of the animal are vital for the development of a sustainable, long term, affordable and appropriate management strategy.

## Managing ground squirrels

### The poison controversy

The most common control response to ground squirrel damage is to set out poisoned food-based baits. This approach has long been the recommended standard control since poisons are convenient to use and reasonably cheap, while the results are obvious and reasonably rapid.

However, studies have shown that for overall long term effect, food-based poisons are a poor choice. Control with this approach is only short term, and re-invasion usually occurs fairly quickly, so the poisoning process must be repeated.

In addition, poisoned baits are relatively restricted because they produce the best results during the short period at spring green-up. Consequently, poisons are not a good option during the heaviest demand in the summer when the young rodents have emerged aboveground. It has been demonstrated that repeat poisoning during the same season often results in bait shyness, where squirrels learn to avoid the poison.

Further, many of the acute poisons, such as strychnine, are under continuous scrutiny for human and environmental safety reasons, subjecting them to potential changes in

use-pattern restrictions. Such changes will inevitably result in reduced performance and reliability in the field. Therefore, it is imperative that all poison baits be used properly and in accordance with label instructions.

## Integrated pest management model

Alberta Agriculture and Rural Development strives to seek permanent, pro-active solutions and strategies to manage ground squirrel damage. This approach includes the development of an integrated pest management (IPM) strategy for Richardson's ground squirrels.

Due to the continual concern for human and environmental safety, pesticides such as rodenticides (for the control of rodents) will face closer criticism and potential restrictions on their use. Inevitably, some of these products will be de-registered. Given this uncertain future, other management strategies need to be developed and put in place to provide effective alternative strategies to manage ground squirrel damage.

The IPM strategy consists of many components that include a wide variety of input considerations to produce an overall beneficial effect with minimal environmental effect and risk to human safety.

The greatest IPM benefit occurs when several techniques or strategies are used in conjunction and on a continuous basis. The IPM model is designed to produce long term, sustainable management of ground squirrel damage, and it requires a variety of inputs.

### 1. Assessing ground squirrel damage

One of the fundamentals for long term damage control is the assessment: what is the damage and what are the actual direct costs. This assessment includes downtime and time lost to repair equipment, crop production and yield loss, soil rehabilitation and weed control.

### 2. Monitoring ground squirrel numbers

A major building block for both assessing damage and developing long term management plans is estimating rodent numbers. This estimate also helps determine if, when, where and what type of management tool to employ when numbers reach certain levels.

For instance, a ground squirrel colony in a field may remain small for several years and not cause any appreciable damage, so the landholder may be tolerant and not use any controls. However this assessment cannot be done without regular and accurate monitoring. Monitoring, therefore, can save valuable time and effort that might be put into direct management efforts.

Conversely, when populations expand and disperse rapidly, the landholder should take remedial action because the population may have surpassed its economic threshold (the point at which it is cost effective to employ control methods).

There are several ways to estimate ground squirrel numbers. A popular monitoring technique is the combination of electronically recorded stress calls and visual counts where ground squirrels respond physically, vocally or both.

One aspect of this technique is to visually count the number of squirrels in a 100 m by 100 m area that respond to a hand-held imitation ground squirrel call. Within this area, 5 Richardson's ground squirrels counted prior to young emerging or 20 ground squirrels counted after emergence of young are considered heavy populations.

Another good technique for estimating ground squirrel numbers is to count the active mounds within 1 m as you walk 100 m. One active mound per 2 strides over 100 m is considered a heavy population.

The best method of estimating Richardson's ground squirrel densities is to live trap squirrels in a set area for one day and compare that number to previous capture numbers for the same area. This difference will indicate an increase or decrease in population numbers. Comparison of capture numbers needs to be done at the same time of the Richardson's ground squirrel cycle under similar weather conditions.

### 3. Forecasting ground squirrel numbers

Little or no information exists as to how and why ground squirrel numbers fluctuate and what triggers their dispersal. Such information would be helpful in assisting landholders to predict population changes and, in turn, determine what type of management strategy(s) should be implemented at any point. It is known that dry conditions magnify the fluctuations in Richardson's ground squirrel populations.

### 4. Action and economic thresholds

The **action threshold** is the population size of a colony of ground squirrels that will require remedial action to prevent any increase that could result in unacceptable economic loss.

The economic threshold is the population size of a colony that will require immediate management because the size is known to exceed the point where it will cause unacceptable economic loss to the landholder. One active mound per 4 strides or 20 per cent crop damage over 100 m is a concern for possible control measures.

## Cultural Control

Humans came into conflict with several species of animals following the settlement and subsequent cultivation of the prairies. Although many animals were driven off the prairies, Richardson's ground squirrels survived despite early efforts at extermination. These ground squirrels are now found on almost all man-altered landscapes, from cultivated farmland to finely manicured golf courses throughout the animal's natural range.

Some research has been conducted on the effects of tall vegetation (over 30 cm) on ground squirrel movement. The data, while sketchy, indicates that squirrels avoid tall vegetation stands, preferring more open grass fields. This finding means that medium to high vegetation could be useful in preventing or slowing down ground squirrel invasion.

The use of raptor (hawk and owl) platforms, nest boxes and perches close to ground squirrel colonies will also help reduce their numbers and will limit colony growth and expansion. One platform per quarter section is adequate in areas of limited trees as raptors are quite territorial. Platforms need to be at least 10 feet high and having 2 big round bales standing on end has attracted raptors to nest.

## Biological control measures

### Natural attrition

Richardson's ground squirrels are prey for many ground and avian predators that include coyote, fox, badger, skunk, weasel, crow, magpie, raven, owls and most large birds of prey.

Many predators rely on ground squirrels as an intermediate food source while some, like the ferruginous hawk, depend almost entirely on this single food source to fledge their chicks.

Juvenile male squirrels make up most of the available food source for predators; up to half are lost to predation alone. Although females are also killed by predators, their mortality rate is somewhat lower than males due to their differences in territorial behaviour.

While natural attrition accounts for a good portion of ground squirrel mortality, the overall effect in reducing damage is not significant. Even so, encouraging natural predators onto or near ground squirrel colonies is worthwhile.

Retaining isolated patches and corridors of vegetation for ground nesting birds and mammals as well as erecting artificial platforms for aerial nesters will always help.

Promoting vegetation growth around or near watercourses, fencelines, sloughs and other natural locations will also encourage natural predators.

## Fertility

Recent developments in the field of immuno-contraceptives have positive implications for managing ground squirrels. Where numbers are high, ground squirrel populations can be stabilized and controlled at or below action or economic thresholds through the use of contraception and sterilization technology.

Much work is still needed to develop this type of technology, but the concept of managing and maintaining ground squirrel populations through fertility agents has a promising future.

## Lethal control

Four methods of lethal control are recognized:

- poison
- trapping
- fumigation
- shooting

### Acute poisons

**Read instructions carefully and always follow directions for use of all poisons. Only use registered control products.**

The only two acute poisons registered for ground squirrels are strychnine alkaloid and zinc phosphide. These poisons are called acute (single dose poisons) because a lethal dose is available in a single meal.

Strychnine causes death by interfering with the central nervous system, resulting in muscle spasms that lead to respiratory failure and death.

Zinc phosphide causes death due to asphyxia from the production of phosphine gas (PH<sub>3</sub>) in the victim's stomach. Zinc phosphide can be absorbed in small amounts through the skin, so rubber gloves should be worn when handling this bait.

Strychnine alkaloid (0.4 %) and zinc phosphide (2.0 %) are registered as restricted or commercial baits for ground squirrel control and have certain use restrictions. Check with the vendor for use restrictions before purchasing these products.

Carefully read and follow label directions. Poisoned grain must be placed below the ground surface within the entrance of the burrow or placed in a secure bait station. The prescribed amount of bait should be placed well

within each active burrow entrance. Burrows will usually have several entrances, so every opening need not be baited.

Baits must be set out and properly monitored; otherwise, ground squirrels may not consume a lethal amount and will only be temporarily poisoned and quickly recover. In such cases, ground squirrels will associate their illness with the bait and will avoid further food baits.

Always ensure that sufficient bait has been placed. The greatest success in poison baiting occurs during the first 24 hours and quickly tapers off. This tapering-off happens primarily because not every animal in the colony will seek, find and eat a lethal dose of the bait, and some may not have any desire to eat the bait at the time of discovery.

Repeated baiting with the same bait during the same year is generally unsuccessful. Therefore, baiting should be done thoroughly and correctly the first time.

Bait shyness can be prevented by pre-baiting, which means offering ground squirrels untreated grain, such as oats, for several days before baiting to get them used to the food bait. Pre-baiting ground squirrels to a "new" food improves the likelihood of their eating a lethal dose of poisoned bait. Studies have shown that pre-baiting often improves bait acceptance and, therefore, ground squirrel control. The major disadvantage to pre-baiting is the cost of labour and grain.

Only use fresh bait. Spoiled, dirty, contaminated or old bait will not be eaten by ground squirrels.

### Anti-coagulant poisons

Rozol bait (chlorophacinone) is an anti-coagulant bait registered for the control of ground squirrels. It may be used in both agricultural and residential areas (with some restrictions – consult with the vendor). Anti-coagulants interfere with the clotting mechanism of the blood and cause a relatively painless death from internal bleeding two to four or more days after the bait is eaten.

Anti-coagulant poisons are prepared in several grain bait formats such as extruded pellet, paraffinized block or loose meal. These poisons are also available in a liquid concentrate for convenient mixing with grain.

For anti-coagulants to be effective, ground squirrels must consume more than one meal over a two- or three-day period. Thus, the control period is considerably longer than with acute poisons and, as such, more costly and time consuming. Also, ground squirrels will continue to consume bait (and damage crops) even after they have ingested a lethal dose. It is believed that anti-coagulant baits do not cause bait shyness.

One advantage to anti-coagulants is that they do not pose a significant risk to non-target animals that eat the bait or poisoned ground squirrels. However raptors and other predators that prefer live prey are attracted to the poisoned Richardson's ground squirrel for the three- to five-day period before the ground squirrel dies. This extended exposure to poisoned squirrels means that birds of prey and other predators are significantly at risk when humans use anti-coagulant poisons.

### Bait stations

An alternative to hand baiting or spot baiting is a bait station. Most farm retailers carry a wide variety of commercially manufactured bait stations that are affordable, durable and work very well.

If using the "T" shape style bait station, it should be placed and properly secured (use wire) to a fence post to prevent stock from rubbing it and knocking it over.

Each station should contain about 500 g (1 lb) of bait. Bait stations should be checked daily to maintain an uninterrupted supply of bait for a few weeks or until feeding ceases. One bait station will expose rodents 50 to 100 m away to the bait.

A popular homemade bait station that works well is a 1.2 to 2 m length of PVC pipe, 10 to 15 cm in diameter. Like other bait stations, these stations should be well secured to the ground to prevent spillage.

### PVC inverted-T anti-coagulant bait station

You can manufacture your own bait station using PVC tubing (see Figure 2). Use PVC pipe no smaller than 10 cm in diameter for ground squirrels. The "T" long, upright end, 60 to 75 cm, is where the bait is placed. Keep this end upright by securing it to a fence post, building, tree or metal stake, etc. After filling with bait, place a plastic cap on the end to keep moisture out.

Keep fresh bait in the station at all times during the control program.

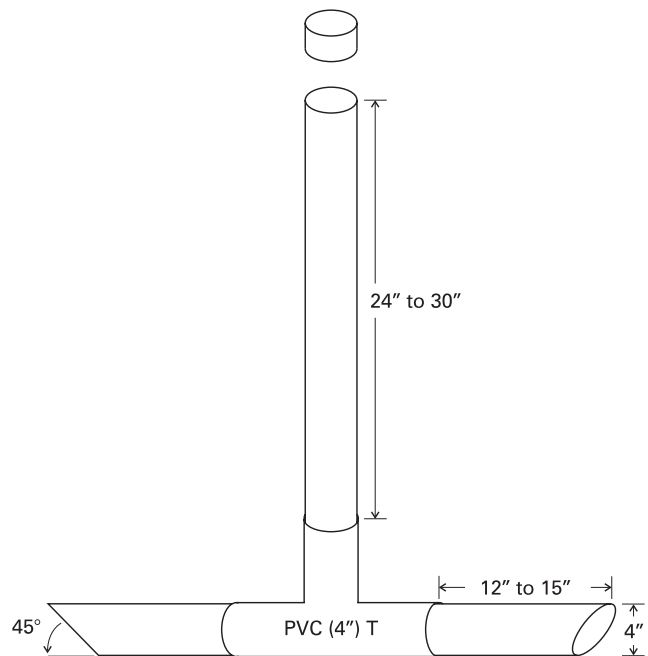


Figure 2. Commonly used inverted "T" ground squirrel bait station made of 10 cm PVC pipe – stake secures station in upright position

### What bait and method should be used?

Bait type and method of use will be determined by the following considerations:

- human safety
- hazards to livestock, pets and non-target wildlife
- cost
- effectiveness of control
- appropriateness

All toxicants are potentially dangerous and should be handled with the utmost care to avoid accidental poisoning. Even though anti-coagulants are generally less hazardous than strychnine or zinc phosphide, they must be handled with care.

Most mammals and birds have a low tolerance to strychnine and zinc phosphide. Because these poisons act so quickly, they present a considerable risk to all life forms. The time from eating poison bait to sickness and death can be minutes, so speed is essential in the administration of first aid and the treatment of accidental consumption.

Rodents are more susceptible to anti-coagulant poisoning than many non-target animals, such as birds. Thus, anti-coagulants are a more appropriate control agent for Richardson's ground squirrels. The time from ingestion to death is usually three to five days for anti-coagulants,

which is sufficient time to provide proper medical attention to an accidentally poisoned pet or livestock animal.

Hazards to livestock, pets and wildlife depend almost entirely on the baiting technique. Non-target poisoning can occur by non-target animals eating the bait or eating animals that have been poisoned. Placing bait within the burrow will reduce the risk of non-target poisoning. As previously mentioned, bait stations offer a secure alternative to spot placement of bait.

Every day for a week after using poisons, conduct a thorough search to pick up dead ground squirrels. Always wear gloves and dispose of dead rodents properly (see product label).

Generally, the best time to use poison baits is just before vegetation begins to turn green in the spring, soon after males and females have emerged from hibernation. Poison baits are generally less effective during late spring and summer because ground squirrels do not readily consume grain at this time of year.

It is believed, however, that just before entering hibernation in late summer, squirrels may consume grain baits because of their dietary changes as they consume high energy foods, such as seeds, in preparation for hibernation.

## Other control methods

### Fumigants

Ground squirrels can be killed in their burrow systems by using one of several toxic gases called fumigants. However, fumigants are only effective if ground squirrels are present in their burrows, so fumigation should only be done early in the morning or late in the day or when the rodents are not aboveground (i.e. during cool, cloudy or rainy weather). Some fumigants work equally well during the day where ground squirrels have been seen entering their burrow.

Burrow fumigation has the advantage over other toxicants and trapping because fumigants are not linked to a specific behavioural response to achieve effective results. The downside, however, is that fumigants tend to be less selective than poison food baits. Like other control agents, fumigation is most effective soon after ground squirrels emerge from winter hibernation when their numbers are lowest.

**Gas cartridges** (sold as “Giant Destroyer” or “Woodchuck Bomb”) are easy to use and are available from farm, hardware or horticultural retailers. Place the lit cartridge into the entrance of the main burrow. Then, with a shovel handle or your foot, quickly cover the burrow entrance

with soil or sod and tamp tight to seal in the fumigant. For best results, seal all auxiliary holes before placing the cartridge in the burrow entrance.

Fumigants work best when soil moisture is high because gas absorption and leakage are minimal in moist soils. In loose soil, place crumpled paper in the burrow after you toss in the gas cartridge. This method will prevent dirt from covering up the gas cartridge. Do not use pyrotechnic (burning) cartridges near buildings because high temperatures and open flame may cause fires.

**Phostoxin** (aluminum phosphide) produces a lethal gas through the slow sublimation process of the pellet similar to that of a mothball. The downside to this method is a longer fumigation time. Phostoxin produces an almost odourless phosphine gas that quickly enters the animal’s bloodstream causing death by asphyxiation.

Due to the rapid action of aluminum phosphide, this product is most effective when used in the early evening after the squirrels have entered their burrows for the night. It is recommended that two or three pellets be placed within the main (most active) burrow entrance and quickly sealed with dirt. All nearby burrow holes do not need to be treated, but should be properly sealed with dirt. In dry soil conditions, add a piece of newspaper soaked in water to enhance gas production.

**Rocon Concentrate Rodenticide** is a recently developed control agent that causes death by asphyxia or drowning although it is listed as a fumigant. Rocon Concentrate is a quick expanding, soapy liquid that is introduced into the burrow from a pressurized tank through a hand-held wand. Rocon Concentrate quickly fills the entire burrow system causing the squirrels to either drown in the soapy foam or die from asphyxia.

Rocon Concentrate requires considerably more labour than other fumigants, but has excellent potential in urban areas such as residential green spaces because it contains no pesticides. Like other fumigants, Rocon Concentrate requires the same application strategy because the rodents must be present in the burrows where the product is used. Soft water or a water softener need to be used with Rocon as the detergent functions much better with soft water.

**Carbon-monoxide** gas from a gasoline vehicle is somewhat effective, but due to cost, its use is restricted to small areas or few rodents. Use a proper flexible gassing hose, place it deep into the burrow entrance and tamp soil around the hose to contain the gas. Seal up all holes with dirt, and gas the burrow for at least 30 minutes. Do not open holes for 24 hours.

### Trapping

Although trapping is labour-intensive, it can be highly effective, particularly in small areas or where rodent

numbers are few. Trapping can be conducted any time of year, but the best results will be achieved soon after adult squirrels emerge from winter hibernation.

Always place leghold traps as deep within the burrow as possible to avoid capturing non-target animals such as birds, skunks or pets. Check traps regularly and quickly dispatch and dispose of captured squirrels.

Humane box or cage traps quickly capture ground squirrels unharmed for disposal. Be sure to place these traps on level ground so that they will not tip easily when the squirrel enters. Box traps do not require a food lure; however, when dealing with a small number of squirrels, a little peanut butter or nutmeat can be used to encourage Richardson's ground squirrels to enter the trap

### **Shooting**

If local laws permit, shooting the ground squirrels with a .22 or varmint caliber rifle can provide good control where squirrel numbers are relatively low or the size of the infestation is small. This control method is more time-consuming but can be cost effective if recreational shooters can be employed. For safety and legal considerations, shooting is generally limited to rural, agricultural land far beyond acreage and suburban development areas.

Ground squirrels that are repeatedly shot at become hunter-shy quickly and will immediately disappear at the sight of a hunter. Rarely can one get close enough to use a pellet gun effectively, and the use of a shotgun is not recommended.

## **Other methods**

### **Cultural**

Once ground squirrels have been removed from a pasture or crop area, re-invasion can be reduced by cultivating their burrow systems. Crop rotation of an infested pasture is recommended.

### **Flammable and toxic chemicals**

*Flammable gases* are not registered for ground squirrel control even though many have been touted as an effective method to kill ground squirrels. However, highly inflammable gases such as acetylene and propane pose a serious risk of injury or death to users and passers-by, and for these reasons, they should not be used.

Gas exploding devices or **anhydrous ammonia** or other toxic gases have not proven to be safe, reliable or effective. Studies have shown that introducing and igniting oxy-acetylene or propane/oxygen mixtures in ground squirrel burrows is not particularly effective on large-area operations.

Although no data exists on the effectiveness of anhydrous ammonia, there have been, at best, mixed results with its use. The cost, utility, practicality and labour are considered serious drawbacks to anhydrous ammonia fumigation.

The main concern with flammables and anhydrous ammonia is user and bystander safety. In fact, due to the high risk of chemical exposure, anhydrous ammonia suppliers refuse to sell their product for this control purpose.

### **Vacuum**

Vacuum devices that suck rodents out of their burrows are regularly used in the United States for prairie dog control and may have application for ground squirrels in solid soil types. However, no reliable Alberta data exists at this time to confirm or deny the usefulness of this method of ground squirrel control.

### **Prepared by**

Alberta Agriculture and Rural Development

### **For more information**

Alberta Ag-Info Centre  
Call toll free: 310-FARM (3276)

Website: [www.agriculture.alberta.ca](http://www.agriculture.alberta.ca)



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers