

AGENDA

Monday, September 15, 2025, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2nd Floor, 2122 – 18 Street

REGULAR COUNCIL MEETING

1. CALL TO ORDER & ADOPTION OF AGENDA:

2. PRESENTATIONS:

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports for August 2025_

3.3 DEPARTMENT:

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

3.4 COUNCIL:

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

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 September 2, 2025, Regular Meeting Minutes – E

4.2 BUSINESS ARISING FROM THE MINUTES: None

5. NEW & UNFINISHED BUSINESS:

- 5.1 Request for Decision Franchise Fees – E
- 5.2 Request for Decision Draft Bylaw 1412/25 Repeal Obsolete Bylaws – E
- 5.3 Request for Decision Public Complaint Policy - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

- 6.1.1 Proclamation Request Inclusion Foothills. - E

6.2 FOR INFORMATION:

- 6.2.1 Nanton Native Learning Circle Thank-you – E
- 6.2.2 Livingstone Range School Division Elementary School Groundbreaking – E
- 6.2.3 Nanton Branch 80 “National Legion Week” – E

7. CLOSED CONFIDENTIAL SESSION:

8. ADJOURNMENT:



STATUS REPORT

Meeting: September 15, 2025
Agenda Item: 3.1.1

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

CAO = Chief Administrative Officer
DO = Development Officer

CS = Corporate Services
LS = Legislative Services

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

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

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

COUNCIL MEETING

Res #	Description	Notes	Status	FWD
Regular Meeting September 2, 2025				

COUNCIL

Res #	Description	Notes	Status	FWD
Council Recommendations				
12-25/01/20	THRC Conceptual Plan	Drawing phase	IP	CAO
16-25/01/20	ASP for Northwest Areas of Town – ORRSC	Concept appr Aug11	IP	DO/CAO
85-25/04/21	Tribute wall design up to \$5,000		IP	LS
124-25/06/02	Bring forward draft bylaws and draft local improvement plans for the proposed Nanton industrial lands roads improvements to 18th Avenue and 19th Avenue.	Drafting work initiated	IP	CAO/CS/OP/LS
158-25/08/11	Approved 60% of \$1,083,068 to start phase 1	Resolution 124-25/06/02; local improvement area work under way	IP	CS

DEPARTMENTS

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

ITEMS ON HOLD FOR FUTURE SCHEDULING/CONSIDERATION

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



cao at 4:11:19 PM, 9/10/21





CAPITAL PLAN STATUS

Meeting: September 2, 2025
Agenda Item: 3.1.2

Deferred in green text
2025 Items Only

Roadway Infrastructure Lead: Public Works Supervisor		
Roadway Rehab	Patching & repairs	125,000
Sidewalk replacement program	Sidewalk repair & replacement	50,000
Roadway assessment	Town roads assessment	50,000
<i>Notes: Some 29th Avenue work is almost complete for this year. 19th Street sidewalk work complete.</i>		
Utility Infrastructure Lead: Manager of Operations		
Waste Water Treatment Plant	Membranes	362,840
Wastewater	De-watering	1,163,800
Valve & hydrant replacement	Hydrant, valves	75,000
29 th Avenue	Service line connections COMPLETE	225,000
Waste water mains	re-lining COMPLETE	100,000
Equipment	Wastewater line Flusher truck COMPLETE	75,000
	Wastewater	83,000
Stormwater management	Westview storm pond assessment COMPLETE	17,000
<i>Notes: Wastewater main infiltration may cause some plan re-alignment as more information develops. WWTP de-watering has arrived, installation to begin as soon as engineers are ready.</i>		
Parks & Trails Lead: Recreation Manager		
New capital	Pocket park/rain garden at Mile 56 Park	56,500
<i>Notes: An agreement on federal funding is largely complete – more information should be available soon, but full details still embargoed. Gazebo nearing completion. Chamber fountain has been installed (becomes municipal asset).</i>		
Buildings Lead: Various		
THRC - arena	Transfer switch for emergency power	35,000
THRC	Elevator/lift with building modifications	300,000
THRC - pool	Pool liner	200,000
Town Office / Library	Window/wall updates	20,000
Fire Hall	Curb & approach updates	25,000
Community Centre	Energy efficiency upgrades	100,000



Notes:
Transfer switch on order; pool liner work awarded.

Vehicles & Equipment

Lead: Various

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

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

Land Development

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

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

Public Realm & Development

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

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

2024 deferred project comments

Silver Willow Lodge area curb/gutter/parking expansion project – removed from capital plan at present
Playground updates – deferred to 2026
Public Works pickup – still planned for 2025 (funded from reserves/ taxed in 2024)

Next Budget

The Highway LED signs are now running into serious repair and maintenance issues, as forecast last year. While the mini PCs were replaced, it has been confirmed that the screen equipment is discontinued and that we will have only a limited amount of time available for panel replacement (24 per sign) from refurbished spares. Administration is currently attempting to pull numbers together for this at budget.





REPORT FROM ADMINISTRATION

Meeting: September 15 2025

Agenda Item: 3.1.3

Chief Administrative Officer

To August 31st 2025

Highlights

- No major highlights or travel in August due to vacation time.

Current issues

If Council has any specific items that they would like to see on agendas, given how few meetings of the current term are left, please contact Administration as soon as possible.

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
- 3.2.3 Recreation Manager
- 3.3.3 Planning & Development Officer
- 3.3.4 Fire Chief
- 3.3.5 Peace Officer

Public Notices/ Public Participation

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

[2025 Municipal Election information page](#)

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

Personnel and Professional Development

- We welcome Megan Nethercott to the Admin Support I position.
- James Settee has been promoted to Recreation Operator 1.

Bylaws and Policies

-

Respectfully submitted,



Town of Nanton
Vendor Cheque Register
Range: August 1 - August 31, 2025
Sorted by: Cheque Date



Cheque Number	Vendor	Cheque Date	Amount	Cheque Details
EFT0000000006380	Allied Industrial Dynamics	8/12/2025	\$15,750.00	Centrifuge rental
EFT0000000006381	Aplin and Martin	8/12/2025	\$20,835.05	Regional waterline consulting
EFT0000000006382	Atkinson & Associates	8/12/2025	\$4,200.00	Appraisal services
EFT0000000006383	Calgary Lock & Safe	8/12/2025	\$1,458.08	Door maintenance
EFT0000000006384	Canadian Linen & Uniform	8/12/2025	\$74.61	Office & library mat cleaning
EFT0000000006385	Canoe Procurement Group of Canada	8/12/2025	\$178.54	Miscellaneous supplies
EFT0000000006386	Cattlemens Corner	8/12/2025	\$68.78	Miscellaneous supplies
EFT0000000006387	Contain-A-Way Services	8/12/2025	\$1,688.51	Waste management services
EFT0000000006388	Coyote Courier Ltd	8/12/2025	\$1,467.90	Shipping charges
EFT0000000006389	Dump Gump	8/12/2025	\$2,625.00	Yard waste bin services
EFT0000000006390	Enfield, Tracy	8/12/2025	\$915.00	Office & council meeting room cleaning
EFT0000000006391	First Call Monuments	8/12/2025	\$309.75	Cemetery plaques
EFT0000000006392	First Impressions	8/12/2025	\$1,443.07	Pool supplies
EFT0000000006393	Foothills Regional Services Comm.	8/12/2025	\$8,549.00	Landfill tippage = \$2195 Sludge tippage = \$5939 Yard waste tippage = \$415
EFT0000000006394	JNAC Investments Inc.	8/12/2025	\$51.92	Breakroom supplies
EFT0000000006395	Gregg Distributors Company Ltd	8/12/2025	\$1,029.52	Parts & supplies
EFT0000000006396	Hifab Holdings Ltd	8/12/2025	\$446.37	Shipping charges
EFT0000000006397	High River Health Foundation	8/12/2025	\$1,380.00	Council support grant
EFT0000000006398	Inspiris	8/12/2025	\$396.90	IT services
EFT0000000006399	Saddle Mountain Tire	8/12/2025	\$214.15	Tire repairs
EFT0000000006400	Klearwater Equipment	8/12/2025	\$7,800.82	Water plant chemicals
EFT0000000006401	LAPP Corporation c/o Alberta Pension	8/12/2025	\$6,761.10	Employee pension
EFT0000000006402	Linde Canada Inc.	8/12/2025	\$724.84	Water plant chemicals

EFT0000000006403	McGills Industrial Services	8/12/2025	\$1,551.38	Sewer line cleaning
EFT0000000006404	Miller, Roger	8/12/2025	\$198.22	Per diem and travel expenses
EFT0000000006405	Nanton Auto Parts Ltd.	8/12/2025	\$104.32	Miscellaneous supplies
EFT0000000006406	Nanton Home Hardware Building	8/12/2025	\$221.62	Miscellaneous supplies
EFT0000000006407	New-Alta Electric	8/12/2025	\$1,199.68	THRC electrical repairs & updates
EFT0000000006408	NextGen Automation	8/12/2025	\$193.87	Photocopier fees
EFT0000000006409	NL Smith & Sons Const Ltd	8/12/2025	\$14,437.91	Ditch repairs & upgrades
EFT0000000006410	Orkin Canada Corporation	8/12/2025	\$257.07	Pest control
EFT0000000006411	Pinnacle Aquatic Group	8/12/2025	\$2,028.40	Chemicals for pool
EFT0000000006413	RecordXpress StorageVault Canada	8/12/2025	\$58.45	Office paper shredding services
EFT0000000006414	Reynolds, Mirth, Richards & Farmer	8/12/2025	\$1,011.94	Legal services
EFT0000000006416	Shawne Excavating	8/12/2025	\$6,872.25	Water line repairs
EFT0000000006417	Somerset Tree Service Ltd	8/12/2025	\$1,913.10	Tree maintenance
EFT0000000006418	Super Save Disposal (AB) Ltd	8/12/2025	\$1,534.85	Waste management services
EFT0000000006419	Superior Safety Codes	8/12/2025	\$735.00	Safety code services
EFT0000000006420	T & T Disposal Services	8/12/2025	\$6,606.37	Waste management services
EFT0000000006421	Tractorland (High River)	8/12/2025	\$913.20	Equipment repairs & parts
EFT0000000006422	Trinus Technologies Inc	8/12/2025	\$6,434.93	IT services
EFT0000000006423	UFA Co-operative Ltd	8/12/2025	\$5,799.36	Fuel
020582	4 Seasons Maintenance	8/25/2025	\$1,155.00	Lot cleanup services
020585	Alberta Defensive Tactics Training	8/25/2025	\$735.00	Peace officer training
020586	Ashbrook Plumbing & Heating	8/25/2025	\$255.94	Plumbing repairs at Water Plant
020588	Central Roofing Ltd.	8/25/2025	\$320.25	Office roof investigation
020589	Chubb Life Insurance Company	8/25/2025	\$151.43	Employee benefits
020590	Claresholm Local Press	8/25/2025	\$437.50	Town advertising
020591	Goodison Holdings Ltd.	8/25/2025	\$3,000.00	Security deposit refunded
020592	Kel-Krete	8/25/2025	\$26,358.10	Sidewalk updates
020594	Nitro Software Inc.	8/25/2025	\$1,078.14	PDF software license
020595	Pitney Bowes	8/25/2025	\$134.45	Postage meter fees
020596	Royal Life Saving Society Canada	8/25/2025	\$250.00	Lifeguard training
020597	Siteone Landscape Supply Ltd.	8/25/2025	\$43.42	Landscape supplies
020598	Univerus Software Canada Inc.	8/25/2025	\$2,304.12	Recreation software
020600	Windsor Homes Ltd	8/25/2025	\$5,000.00	Security deposit refunded

020601	Work Boot Projects Inc.	8/25/2025	\$3,000.00	Security deposit refunded
EFT0000000006424	911 Supply	8/25/2025	\$28.82	Peace officer supplies
EFT0000000006425	Behrends Bronze Inc	8/25/2025	\$415.45	Cemetery plaques
EFT0000000006426	Big Hill Services	8/25/2025	\$2,063.28	Ice making supplies
EFT0000000006427	Big Rock Water Hauling Service	8/25/2025	\$4,735.50	Sludge removal costs
EFT0000000006428	Bracewood Sheet Metal Inc.	8/25/2025	\$21,197.40	Arena heaters
EFT0000000006429	Canadian Linen & Uniform	8/25/2025	\$74.61	Office & library mat cleaning
EFT0000000006430	Canoe Procurement Group of Canada	8/25/2025	\$1,191.37	Miscellaneous supplies
EFT0000000006431	CARO Analytical Services	8/25/2025	\$233.94	Water testing
EFT0000000006432	ClearTech Industries Inc	8/25/2025	\$11,611.15	Water plant chemicals
EFT0000000006433	CUPE	8/25/2025	\$2,784.50	Union dues
EFT0000000006434	Elan Construction Limited	8/25/2025	\$6,624.57	THRC phase 2 design fees
EFT0000000006435	Evolve Construction Management	8/25/2025	\$10,680.07	THRC kitchen reno
EFT0000000006436	Fire & Frost Heating & Cooling	8/25/2025	\$5,345.47	Community centre furnace
EFT0000000006437	GM Mechanical Ltd	8/25/2025	\$935.28	Office HVAC repairs
EFT0000000006438	Gregg Distributors Company Ltd	8/25/2025	\$2,709.13	EPDM hose
EFT0000000006439	Hifab Holdings Ltd	8/25/2025	\$866.27	Shipping charges
EFT0000000006440	iA Financial Group	8/25/2025	\$89.51	Employee benefits
EFT0000000006441	Inspiris	8/25/2025	\$6,125.70	IT subscriptions
EFT0000000006442	Saddle Mountain Tire	8/25/2025	\$469.88	Tire repairs
EFT0000000006443	Klearwater Equipment	8/25/2025	\$10,473.12	WWTP chemicals
EFT0000000006444	LAPP Corporation c/o Alberta Pension	8/25/2025	\$13,170.18	Employee pension
EFT0000000006445	Metercor Inc.	8/25/2025	\$3,300.91	Water meters
EFT0000000006446	MPE Engineering Ltd	8/25/2025	\$17,710.35	Dewatering project engineering
EFT0000000006447	Nanton Auto Parts Ltd.	8/25/2025	\$394.51	Miscellaneous supplies
EFT0000000006448	Nanton Gas Plus	8/25/2025	\$919.45	Fuel
EFT0000000006449	Nanton Home Hardware Building	8/25/2025	\$573.40	Miscellaneous supplies
EFT0000000006450	Purolator Inc.	8/25/2025	\$52.83	Shipping charges
EFT0000000006451	Shawne Excavating	8/25/2025	\$13,512.25	Waterline repairs
EFT0000000006452	Sudden Fun Recreation	8/25/2025	\$5,013.75	Parks benches
EFT0000000006454	TransAlta Energy Marketing	8/25/2025	\$37,796.94	Power & Gas
EFT0000000006455	Veolia Water Technologies & So	8/25/2025	<u>\$149,678.55</u>	Down pmt for WWTP membranes

Total Cheques: 88

Total Amount: \$505,442.32



cao at 4:11:56 PM, 9/10/20



MONTHLY REPORT

Meeting: September 15, 2025
Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: August 8 to September 9, 2025

ACTIVITIES:

Our new Front Office Clerk (Megan Nethercott) started with us on September 8.

July/August utility billing completed.

Health Clinic meeting on September 4.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

New 5 year lease agreement for the portion of the firehall AHS utilizes signed and now in place.

THRC renovation – 40% progress drawings completed with 60% progress drawings expected to be complete by September 17.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: September 9, 2025



cao at 4:12:02 PM, 9/10/20



MONTHLY REPORT

Meeting: September 15, 2025

Agenda Item: 3.3.2

Operations Department

Report Period: (August 2025)

ACTIVITIES:

- WASTEWATER OPERATIONS

- 33582 m³ of treated effluent was released to Mosquito Creek
- Ashbrook Plumbing installed a new sewer service line at the Baptist Church
- Rotary filter press and conveyor system arrived on site. It is being housed in the cold shed in the PW yard until construction of its permanent location is completed.
- Raw sewage backups in the wastewater collection system are still ongoing. Emergency containment cells were constructed for the purpose of temporarily holding excess raw wastewater, to prevent the uncontrolled release of raw wastewater, and to allow Utilities staff to pump the wastewater back into the collection for treatment once raw wastewater levels subside.

- WATER OPERATIONS

- 31481 m³ of treated potable water was sent to the Town's distribution system
- Curb stop replaced at Baptist Church
- Replaced leaking water service line at 2406 25 street
- Received new water meter reading equipment, which is replacing our current outdated unit. Still waiting on the reader tablet that accompanies the unit, once it arrives the new software can be installed at the Town office and staff can be trained on its usage
- Replaced leaking water service line at 208 Slade Drive

- ROADS

- SA Blacktop completed paving on 29 Ave north and various patches throughout town.
- Grading roads and alleys.
- Painting curbs and road at united church for no parking area and bus loading zone.
- Remove weeds and grass from overgrown alleys
- Added gravel to alleys
- Grade rodeo ground road

- SIDEWALKS/PATHWAYS

- Reviewing sidewalk assessment for future repair and replacement.
- Replace concrete and landscape at Lions Grove swale.
- Repaired and replaced curb and sidewalk at Church of Christ 19 street. Will repave road spring 2026.

- **MISCELLANEOUS**

- Clean up shop, vehicles and equipment.
- Met with Alberta traffic supply to repair northbound pedestrian lights, parts have been ordered.
- Install signs on 21 street, Highway 2 southbound and move electronic speed sign.
- Fixed various signs in town.
- Placed concrete blocks at the end of Westview Drive
- Trim over hanging branches on sidewalks.
- Deliver barricades to main street for Nanton Days market and porta potties/garbage bins to Centennial Park for Children's Festival.
- Set up & Remove barricades/tape for Nanton Days parade
- Trim hedge at Highway 2 SB between 23 & 24 street for better line of site.
- Order signs for school area at United Church.
- Equipment and Truck maintenance.

- **CEMETERY**

- 2 Columbarium
- 1 Mark headstone

- **YARD WASTE AREA**

- Load tree branch bin
- Rolled compost pile to the west.
- Build berm on northside by golf course for new cell being built by NLSS.
- Move crushed concrete pile to back end of yard away from Cell#4

- **STORMWATER**

- Cleaned out storm drains
- Review Industrial Road report from CIMA.
- Remove concrete from swale at Lions Grove parking lot and hydrovac to sewer line to inspect for ground penetration. Replace concrete swale.

PARKS AND RECREATION

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

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

Operating/Capital Project	Objective	Approach	Measure	Progress YTD
1. Pick-up Truck	Purchase – Used	Online search		Purchased and Received
4. Pavement Patching	Request for Quote	Quotes	RFQ	Completed 29 Ave north paving and various patches

5. Sidewalk	Request for Quote	Quotes	RFQ	Quotes Received. Kel-Krete hired
6. Spray Patching	Cracks, Dips, potholes	Quotes	RFQ	Completed
7. Sweeping	Clean streets	Quotes	RFQ	Completed sweeping June 18
7. Dust Abatement	Apply dust abatement	Quotes	RFQ	Completed on June 16
8. Tree Pile	Removal	Bins – T& T	Budgeted	Started loading bins April 2025
9. Skidsteer	Purchase – New	Quotes	RFQ	Purchased and Received
10. Bucket Truck	Purchase – Used	Online search		Purchased and Received



'cao at 4:12:10 PM, 9/10/21



MONTHLY REPORT

Meeting: September 15, 2025
Agenda Item:3.3.3

Jordan Glas, Manager of Parks and Recreation

Report Period: Aug 1- 31, 2025

THRC: The arena plant was turned on Aug 23rd to begin the cool down process to build ice. We started building ice on Aug 25th and will be complete and open for September 15th for NMHA try outs and Power skating.

PARKS:

We were keeping up with mowing for the first half of August. But the parks look lush and green. Boulevard trees on 22nd st and some of 21st had a big overhaul of getting canopied and dead branches taken out of the ash trees. Other streets just had some canopy's being done.

Pool: Megan Roy, Pool Supervisor

The pool closed for the season on August 27th. It is hard to close every year at this time, especially with the weather being so nice. The majority of our staff are school students and need to go back earlier to get ready for their season.

August	August 1 - 10	August 11-17	August 18-24	August 24- 27
Mon-Fri				
Lane Swim	38	40	56	
Open Swim	86	186	110	
Marlins	71			
Aquafit	38	36	42	
Rentals	19	16		
Boys + Girls Club				
Mon - Fri Total	252	278	208	
Sat- Sun				
Lane Swim	9	13	9	5
Open Swim	198	39	60	28
Rentals				
Lane Swim Total	170			

Open Swim Total	707			
Aquafit Total	116			
Rental Total	19			

Events		
Glow Swim		78
Wibit Warrior		23
Floatie Paddle Race		2

Prepared by: Jordan Glas, Parks and Recreation Manager Date :September 8th, 2025.



'cao at 4:12:18 PM, 9/10/20



MONTHLY DEPARTMENT REPORT

Regular Meeting: September 15, 2025

Agenda Item: 3.3.4

Georgina Sharpe, Planning and Development

Report Period: August 2025

Development Permit Approvals		
	August 2025	July 2025
Residential	\$0K	\$20K
Comm/Ind	\$0K	\$0K
Public/Special	\$0K	\$0K
Other	Signs = 0	Signs = 1
	YTD2025	YTD2024
	\$1,790.0K	\$2,080.5K
Housing Starts	YTD2025	YE2024
	4	8

Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D26-25	8-Aug-25	2402 21 Street	20	14	2325P	R-GEN	HBB2 - Piano lessons
D27-25	12-Aug-25	2501 22 Street		A	483JK	S-COM	Temporary building for library use - 1 year expiry
D28-25	6-Aug-25	2017 30 Avenue	11	84	0715724	R-GEN	Completion of Dwelling, (formerly D28-22)

- **ACTIVITIES**
 - Vacation August 15
- **PROJECTS**
 - **Northwest Area Structure Plan** – Oldman River Regional Services Commission
Next Steps: Phase Four - Prepare Draft Plan – 6+ months
 - **Heritage Building Inventory Project** – Community Design Strategies Inc.
 - OPEN HOUSE SEPTEMBER 16; 4-7 PM (4:30 PRESENTATION) – Kozy Korner
- **EDUCATION:** N/A
- **UPCOMING EVENTS / ADDITIONAL INFORMATION:**
 - ADOA conference September 23-26 (Edmonton)



cao at 4:12:25 PM, 9/10/21



MONTHLY DEPARTMENT REPORT

Meeting: September 15, 2025
Agenda Item 3.3.5

Peace Officer Carlos Farias

Enforcement Services – Monthly Report Reporting Period: August 2025

1. Community Engagement

Round-Up Days (August 1–4)

Peace Officer actively participated in the Town's Round-Up Days, providing a consistent presence across multiple venues during the four-day event. The officer's responsibilities included:

- Visibility and community reassurance
- Supporting event organizers in managing crowds
- Providing informal safety oversight

This presence allowed for positive interaction with residents and visitors, reinforcing Enforcement's community-oriented approach and helping to maintain a safe environment throughout the event.

Pro Rodeo Event (August 22–23)

Enforcement Services also attended the Pro Rodeo, one of the town's major annual events. The officer:

- Provided support to event staff
- Ensured compliance with local bylaws and safety standards
- Engaged with the public in a non-enforcement role to foster trust and approachability

No enforcement issues were reported during the event, and feedback from attendees and organizers was positive.

Bomber Command Museum (BCM) – Traffic Control

During August, Enforcement Services supported the Bomber Command Museum by assisting with traffic control during high-attendance events. Key duties included:

- Managing pedestrian crossings in high-traffic areas
- Coordinating with museum staff for safe vehicle movement
- Monitoring parking and ensuring public safety around the venue

This engagement strengthened partnerships with local institutions and helped manage logistical challenges posed by popular community events.

2. Enforcement Activity Overview

Traffic Enforcement

Traffic enforcement remained a core focus throughout August, particularly during and around community events where higher volumes of pedestrian and vehicle traffic were expected.

- Total Violation Tickets Issued: 48
 - Speeding Violations: 33
 - Other Violations: 15 (e.g., stop sign infractions, signage violations, minor traffic offenses)
- Warnings Issued: 14
These were primarily issued to first-time offenders or in instances where education was deemed more appropriate than formal penalties.

Analysis:

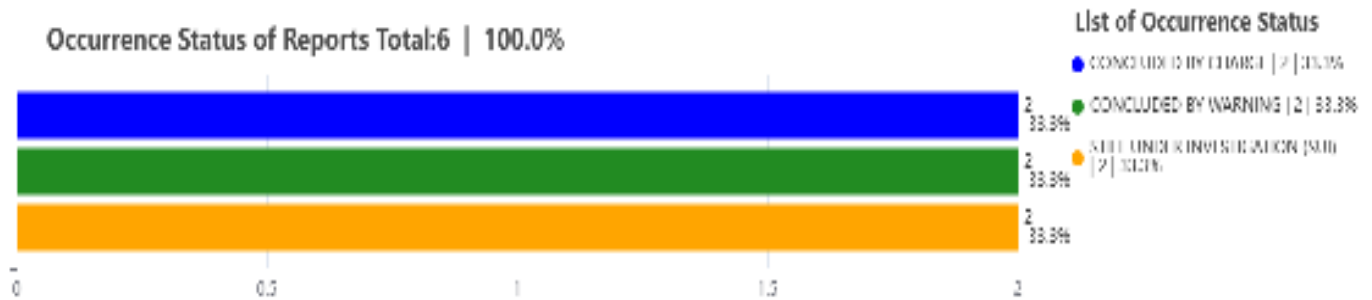
- Speeding continues to be the dominant issue.
- Enforcement zones targeted known problem areas based on historical data and public complaints.
- Visible patrols during peak times have proven effective in promoting compliance.

3. Bylaw & Community Standards

A total of 6 bylaw and community standards reports were received and addressed in August 2025. The reports covered a variety of common concerns within the community.

Bylaw Area	Reports
Animal Bylaw	1
Municipal Traffic Bylaw	1
Trespass to Premises Act	2
Unsightly Property	1
Traffic Safety Act	1

Bylaw reports in August reflected a typical range of seasonal and behavioral issues. All reports were addressed in accordance with established procedures, and no significant enforcement challenges were noted. Enforcement Services continues to monitor trends and respond proactively to community concerns.



Analysis:

- Seasonal decline in unsightly property complaints compared to July.
- Increase in trespass reports may indicate emerging trends in neighborhood disturbances or public safety concerns.
- The animal-related case aligns with the ongoing focus on enhancing local capacity to manage roaming animals.

4. New Initiatives

Temporary Kennel for Dogs Running at Large to be installed at public works October 15, 2025.

To improve response to roaming animal incidents, particularly dogs at large, Enforcement Services continues to explore the purchase of a portable or modular kennel for temporary housing. Current status:

- Multiple quotes for kennel options have been received.
- Review of capacity, portability, and durability is underway.
- Final budget approval is pending.

Once implemented, this kennel will:

- Allow officers to safely and humanely secure animals until owners are located or transfers can be made to animal control or rescue services.
- Improve service efficiency and animal welfare outcomes.

5. Monthly Summary

August was marked by a strong presence at public events and continued traffic enforcement. Key activities included:

- Active participation in Round-Up Days, Pro Rodeo, and Bomber Command Museum events, reinforcing the department's community focus.
- Ongoing traffic enforcement targeted high-risk areas, particularly for speeding.
- Lower overall bylaw reports compared to July, but notable rise in Trespass to Premises reports.
- Continued development of the kennel initiative to enhance animal response protocols

6. Key Highlights

- 48 traffic violation tickets issued, with 33 attributed to speeding.
- 14 warnings issued for minor offenses or educational opportunities.
- 6 bylaw reports received and addressed, ranging from property standards to trespassing.
- Officer presence and assistance at 3 major community events, all conducted without enforcement incidents.

7. Ongoing Focus Areas

- Traffic Safety: Continued visibility and education to deter speeding and promote safe driving habits.
- Community Engagement: Sustaining a strong, positive presence at events and public spaces.
- Animal Welfare: Finalizing kennel purchase and developing standard operating procedures for its use.
- Bylaw Enforcement: Monitoring potential increases in property-related and trespass issues, particularly as seasons change.



cao at 4:12:39 PM, 9/10/21



MONTHLY REPORT

Meeting: September 15, 2025

Agenda Item: 3.3.7

EMERGENCY MANAGEMENT Department

EMERGENCY MANAGEMENT Report Period: (August 2025)

TRAINING

Basic Emergency Management and ICS 100, signed up the last few employees. New AEMA training system has been implemented, will be getting employees signed up in new system for courses.

Planning P workshop with AEMA booked for September 17 & 18, 2025.

TABLETOP EXERCISE:

Tabletop exercise to be scheduled for September 26, 2025.

ADVISORY COMMITTEE MEETING:

Held meeting February 11, 2025.

AGENCY MEETING:

Held meeting February 18, 2025.

VERBAL UPDATE:

I have been actively working to update our Emergency Management Plan and Risk Assessment, ensuring a better approach to community safety. As part of this effort, I am developing a detailed Hazard Response Plan for the top 10 risks, including road accidents, blizzards, wildfires, strong winds, and water shortages.

Currently, I'm working alongside FCSS to update the Emergency Social Services (ESS) Plan, focusing on improving preparedness and response measures. We're also revising emergency response plans for critical infrastructure, such as the water and wastewater treatment plants, as well as the arena, to ensure we're fully prepared. Once the plan is updated, I'll meet with Brad Hove, the southern Alberta ESS representative, to review it together.

Additionally, the MD of Willow Creek has presented us an ESS agreement that would provide residents in the MD with ESS services in the event of an emergency or disaster. The agreement is currently under review by our team, along with Claresholm and Fort Macleod.

August Wastewater Treatment Situation Summary

August was an exceptionally busy month due to a critical situation involving the Town's wastewater treatment system. The situation posed challenges in both operational response and financial navigation, especially regarding access to emergency funds.

Our municipal bylaw stipulates that access to emergency financial reserves requires the declaration of a State of Local Emergency (SOLE). However, during this incident, the criteria for declaring a SOLE were not met, as the majority of residents were not directly affected.

The primary impact was on Mountain Top Foods, which experienced significant disruption. In response, various actions were undertaken, including:

- Deployment of hydrovac trucks,
- Construction of new containment cells,
- Ongoing investigations to determine the source of the issue.

Alberta Emergency Management Agency (AEMA) was contacted early and remained informed as the situation progressed. Alberta Environment was also engaged, and they advised that discharging into the creek could be considered if necessary. Based on this recommendation, I contacted Kelly Starling to inform them of the potential downstream impacts on the MD of Willow Creek and to seek advice regarding the need for a SOLE.

Following consultation with other Directors of Emergency Management (DEMs), the consensus was that a SOLE was not required. It was agreed that the situation could be effectively managed by continuing to follow the guidance provided by Alberta Environment.

At the beginning of August, a meeting of the Emergency Management Committee was held to provide a full briefing on the situation. During this meeting, the potential need for a SOLE was discussed, and plans were reviewed in the event conditions worsened.

School Decanting Planning Meeting Summary

A planning meeting was held to discuss the decanting of students from local schools to various designated buildings within the Town. Attendees included Todd Olsen (RCMP), Carlos [Last Name] (Bylaw Enforcement), John Dozeman (Fire Chief), myself, and Laura Stocker (Health & Safety Coordinator – Livingstone Range School Division).

During the meeting, significant safety concerns were raised regarding the proposed decanting location at the Bomber Command Museum. The group identified multiple issues that would need to be addressed to ensure student safety in that location.

Traffic control concerns were also discussed in relation to the area surrounding the United Church. These concerns were quickly resolved with the assistance of Public Works, who implemented necessary adjustments to improve safety and accessibility.

Following the meeting, an email was sent to Jeff Perry (LRSD) outlining the group's concerns. It was communicated that a comprehensive decanting plan would need to be developed and presented to the planning group for further review and coordination. A meeting will be set for September to tour the site and review the new presented plans.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- BEM/ICS100 – Online – employees
- DEM (West) – August 28, 2025 (Fort Macleod)

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Tabletop Exercise – October 2025
- Planning P – September 17 & 18 2025
- Foothills regional DEM meeting – September 11, 2025



cao at 4:12:52 PM, 9/10/25



MONTHLY COUNCIL REPORT

Meeting: September 15 , 2025
Agenda Item: 3.4.2

Councillor Victor Czop:

Report Period: July, August 2025_____

MPC Member: Yes (alternate)

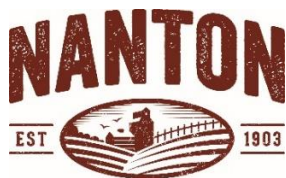
APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

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

ADDITIONAL INFORMATION:

Attend Council meetings in July and August
Attend AB Southwest meeting in Fort MacLeod
Attend Emergency Management meeting
Attend NCOP meetings
Attend Community Hall Society meeting
Attend Elevators Last Spike ceremony

VR Czop



MINUTES

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

REGULAR COUNCIL MEETING

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

ABSENT Councillor John Dozeman

OTHERS PRESENT:	Neil Smith	Chief Administrative Officer
	Clayton Gillespie	Corporate Services Manager
	Sara-Lynn Lyons	Legislative Services & Communications
	Georgina Sharpe	Planning & Development Officer
	Bill Woytiuk	Operations Manager
	Sergeant Dave Davis	Nanton Royal Canadian Mounted Police

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 165 – 25/09/02- Czop

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

2. PRESENTATIONS:

2.1 Nanton Royal Canadian Mounted Police 1st Quarter Report – Sergeant. Dave Davis

Council thanked Sergeant Davis for this report and for the work he and his officers do in Nanton.

Sergeant Davis left the meeting at 7:27 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

3.1.1 Status Report – E

3.1.2 Monthly Report - E

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 August 11, 2025, Regular Council Meeting Minutes – E

RESOLUTION # 166 - 25/09/02 - 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 August 11, 2025, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Verbal Information Brief Manager of Operations Wastewater Infiltration

Council thanked Bill for his report and update on the wastewater infiltration. Council thanked Bill and his staff for the work they have done to resolve the issue.

Bill Woytiuk left the meeting at 7:56 p.m.

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision 2025 Election Items – E

RESOLUTION # 167 - 25/09/02 - Czop

That the Committee of the Whole meeting scheduled for Monday, October 27, 2025, be changed to a Special Meeting of Council at 7:00 p.m. in Council Chambers for the purpose of providing mandatory orientation training under Section 201.1(1)(a) of the Municipal Government Act.

RESOLUTION # 168 - 25/09/02 - Sorenson

That the Organizational Meeting of Council be scheduled for Monday, November 3, 2025, at 6:00 p.m. in Council Chambers, and that it be immediately followed by a Regular Council Meeting at 7:00 p.m. also in Council Chambers.

RESOLUTION # 169 - 25/09/02 - Mitchell

That, in accordance with Section 201.1(2) of the Municipal Government Act, Council extend the timeframe for the second portion of mandatory orientation training under Section 201.1(1)(b) and schedule this session for Saturday, November 22, 2025, to be facilitated by Todd Sharpe of The Municipal Services (TMS) Group.

5.2 Information Brief: Highway 2 intersections – E

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.1.1 Request for Cross Walk at 22 Street and Northbound Highway 2 – E

6.2 FOR INFORMATION:

6.2.1 Chinook Arch Board Report August 7, 2025 – E

6.2.2 Alberta Municipal Affairs Canada Community-Building Fund (CCBF) Allocation – E

6.2.3 Letter to Alberta Transportation Request for Updated Traffic Signal Assessment - E

6.2.4 Intermunicipal Collaboration Framework Committee Agenda September 10, 2025

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 170 - 25/09/02 - Czop

IT WAS MOVED at 9:00 p.m. to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Access to Information Act (ATIA), as follows:

7.1 Municipal Lands ATIA Section 29 Advice from Officials
CARRIED

RESOLUTION # 171 - 25/09/02 - Czop

IT WAS MOVED to reconvene the Regular Meeting at 8:40 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 172 - 25/09/02 - Miller

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:40 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 15th day of September 2025.



REQUEST FOR DECISION

Meeting: September 15, 2025
Agenda Item: 5.1

Franchise Fees

ADMINISTRATIVE RECOMMENDATION:

That council approve an increase the Fortis franchise fee for 2026 to 10% and an increase to Atco franchise fees for 2026 to 20%.

DECISION OPTIONS:

☐ #1 Direct administration to hold the Atco and Fortis franchise fees at the current rates for the 2026 calendar year.

☒ #2 – Council approve an increase the Fortis franchise fee for 2026 to 10% and an increase to Atco franchise fees for 2026 to 20%

☐ #3 – Council approve a decrease in Fortis franchise fees for 2026 to ____% and a decrease to Atco franchise fees for 2026 to ____%

PURPOSE:

The Town has franchise agreements in place with Atco Gas and Fortis - annually, as part of the franchise agreements the Town is given the opportunity to change the fee provided the proper notifications are sent out.

BACKGROUND / IMPLICATIONS:

In 2022 council approved a new policy (No. 13-348-22/11/07) which sets out the parameters around changes to franchise fees. Administration has received the annual notice from Fortis and Atco for the 2026 year and prepared this brief outlining its recommendation. As per the policy the average of all franchise fees across the province is to be calculated and then compared to the Town's current fee. If the provincial average is more than half a percentage point higher than the Nanton fee, a change should be implemented. If the provincial average is less than half a percentage point different than the Nanton fee, then no change is necessary.

For 2025, the Fortis franchise fee average has been calculated at 10.07% which is up slightly from the 9.88% that it was in 2024. The Town of Nanton fortis franchise fee currently sits at 9% so although we are close to the average, we are more than half a percentage point below the provincial average. Based on the policy an increase should be implemented.

The Atco franchise fee for 2025 has been calculated at 20.04% and this is also a small increase up from the 2024 average of 19.96. The Town of Nanton Atco franchise fee currently sits at 19% and so again we are close to the provincial average, but the average is more than half a percentage point higher and per the policy a change should be implemented.

A request to change the franchise fees has to be received by Atco by the end of October and for Fortis the request to change has to be received by November 7. In terms of franchise fee revenue, if we were to implement a change the estimated revenues would look as follows:

Fortis at 10%	= \$217,946	(at 9.0%, potential revenue is estimated to be \$196,151)
Atco at 20%	= <u>\$157,674</u>	(at 19.0%, potential revenue is estimated to be \$149,790)
Total	= \$375,620	

As one can see, there is \$29,679 more in revenue that could be made by increasing the fees. However, the actual franchise fees generated are typically higher than the initial estimate (3-4%). If we apply this thinking in 2026 the actual revenues could be as high as \$386,000 at the proposed new rates. The fortis franchise fee has been at 9% since the start of 2019 and the Atco franchise fee was put in place at the start of 2023.

In comparison, the 2025 franchise fee revenue is currently projected to be \$362,000 and this is based off an original estimate from Atco and Fortis in the fall of 2024 of \$347,733. The actual/final 2025 revenues could vary slightly of course from this.

From a budget perspective, additional revenue is always welcome but as we know the revenue is generated by a fee that Atco and Fortis charge to its Nanton customers – approximately \$185 per year depending on consumption. Any change would correspondingly affect ratepayers. It's important to note though the fee is a little different than the taxes the municipality levies since all users of power and gas are charged this fee – several of these proprietries are exempt from municipal taxes.

As a reminder, in 2022 council also implemented a change to the reserve policy that created the Nanton Community Sustainability reserve. This came about as an increase to the Atco franchise fee was implemented at the start of 2023 and this increased revenue would go into this new reserve. Per the new policy, 10% of franchise revenue will go to this reserve, up to a maximum of \$20,000. Administration is glad to report that we've reached the annual ceiling contribution of \$20,000 for the new reserve as well as \$40,000 for the public realm reserve. If council approved an increase to the franchise fees, council could also change the percentage or amount of franchise fee revenue that goes to reserve.

ALTERNATIVES:

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

Financial (GL# / Amount): _____

Communications/PR:

Applicable Legislation:

Attachments: Atco Gas and Fortis Alberta Municipal Franchise fee riders

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: September 9, 2025

APPROVED BY: Neil Smith, Chief Administrative Officer:



cao at 4:13:57 PM, 9/10/25

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

August 25, 2025

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

Attention: Mr. Neil Smith, Chief Administrative Officer

Re: Natural Gas Franchise Fee Estimate for 2026 - Nanton

As per the Natural Gas Distribution System Franchise Agreement between ATCO Gas and Pipelines Ltd. (ATCO) and the Town of Nanton, ATCO pays the Town of Nanton a franchise fee. The franchise fee is calculated as a percentage of ATCO's revenue derived from the delivery tariff and is collected from gas customers within Nanton.

The franchise agreement requires that we provide ATCO's total revenues derived from the delivery tariff within Nanton for 2024 and an estimate of total revenues to be derived from the delivery tariff within Nanton for 2026. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2026 calendar year.

ATCO's Delivery Tariff Revenue in 2024	ATCO's Estimated Delivery Tariff Revenue for 2026	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2026
\$768,581	\$788,371	19%	\$149,790

Please note that the estimated delivery tariff revenue for 2026 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2026 delivery rates; however, they have not yet been approved by the Alberta Utilities Commission (AUC). ATCO commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to any update of these forecast assumptions.

Under the franchise agreement, the Town of Nanton has the option of changing the franchise fee percentage for 2026. If you are considering changing the franchise fee in 2026, please contact us as soon as possible to learn about the process. The franchise fee change process is regulated by AUC Rule 029, which mandates specific steps to take, timelines, and a new public notice template to be used for advertising. We will guide you through the process and will file the application with the AUC for approval. A request to change the franchise fee must be made in writing to ATCO before the end of October 2025.

We trust you will find this information useful. Should you have any questions or require anything further, please do not hesitate to contact me at Chris.Blunt@atco.com.

Yours truly,



Chris Blunt
Manager, Service Operations & Pressure Control South
ATCO Gas & Pipelines Ltd.

Effective August 1, 2025 by AUC Disposition 30132-D01-2025

This Replaces Rider "A"

Previously Effective April 1, 2025

ATCO GAS AND PIPELINES LTD. – SOUTH RIDER "A" MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues*.

Method C. - Applied to gross revenues* and Rider "E".

<u>Effective</u>			<u>Effective</u>			<u>Effective</u>		
<u>Municipalities –</u>		<u>Date</u>	<u>Municipalities</u>		<u>Date</u>	<u>Municipalities –</u>		<u>Date</u>
<u>Method A</u>	<u>%</u>	<u>yymmdd</u>	<u>Method A</u>	<u>%</u>	<u>yymmdd</u>	<u>Method C</u>	<u>%</u>	<u>yymmdd</u>
Acme	20.00	04/03/10	Foremost	21.00	04/01/21	Calgary**	11.11	91/01/01
Airdrie	29.60	07/10/01	Fort Macleod	12.50	01/10/02			
Banff	35.00	24/02/01	Gasoline Alley	19.50	20/05/01			
Banff Ntl Park	35.00	25/01/01	Glenwood	10.00	23/03/01			
Barnwell	13.00	01/01/18	Granum	0.00	24/02/01			
Barons	14.97	00/08/21	High River	20.00	19/05/01			
Bassano	25.00	13/01/01	Hill Spring	5.00	10/03/25			
Beiseker	16.00	19/01/01	Hussar	27.50	22/02/01			
Big Valley	12.00	16/03/01	Innisfail	28.00	25/04/01			
Bow Island	20.00	25/08/01	Irricana	14.18	23/01/01			
Bowden	22.00	07/02/16	Lethbridge	27.00	12/02/15			
Brooks	19.50	21/01/01	Linden	15.23	04/07/09			
Burdett	15.00	20/04/01	Lomond	25.00	15/12/01			
Canmore	35.00	24/01/01	Longview	20.00	16/01/01			
Carbon	16.00	22/01/01	Magrath	15.00	10/01/18			
Cardston	20.00	23/02/01	Milk River	30.00	04/12/14			
Carmangay	5.00	25/01/01	Nanton	19.00	23/01/01			
Carstairs	25.00	07/08/01	Nobleford	7.50	23/01/01			
Champion	15.00	10/03/02	Okotoks	35.00	24/01/01			
Chestermere	17.00	14/01/01	Olds	30.00	12/01/01			
Claresholm	14.00	25/01/01	Penhold	25.00	18/09/01			
Coaldale	25.00	25/04/01	Picture Butte	18.00	16/09/01			
Coalhurst	12.45	24/01/01	Raymond	15.00	20/10/07			
Cochrane	20.00	16/01/01	Rockyford	30.00	12/01/01			
Coutts	20.00	08/09/09	Rosemary	17.00	23/01/01			
Cowley	13.79	02/08/23	Springbrook	10.50	23/04/01			
Cremona	23.00	23/01/01	Standard	4.00	23/01/01			
Crossfield	20.00	24/01/01	Stavely	11.00	21/01/01			
Crowsnest Pass	25.00	13/01/17	Stirling	12.00	19/01/01			
Delburne	21.60	07/04/10	Strathmore	35.00	21/04/01			
Diamond Valley	15.00	23/01/01	Taber	18.00	20/07/01			
Didsbury	25.00	10/01/01	Taber*	33.00	20/07/01			
Duchess	15.00	21/01/01	Trochu	20.00	15/12/01			
Elhora	16.00	04/05/27	Vauxhall	12.00	24/01/01			
			Vulcan	35.00	14/01/01			

* Applied to High Use.

** Exemption available on Rider "E" portion of natural gas feedstock quantities used by an electrical generation plant whose primary fuel source is natural gas, for the commercial sale of electricity or used by a district energy plant for combined heat and power production, if deemed by the City of Calgary to be a qualifying facility.

The Company's Terms and Conditions apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The Terms and Conditions are available at ATCO Gas offices during normal working hours or on the website www.atcogas.com.

Effective April 1, 2025 by AUC Disposition 29907-D01-2025
 This Replaces Rider "A"
 Previously Effective January 1, 2025

ATCO GAS AND PIPELINES LTD. – NORTH RIDER "A" MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues*.

<u>Municipalities</u>	<u>%</u>	<u>Effective Date</u>	<u>Municipalities</u>	<u>%</u>	<u>Effective Date</u>	<u>Municipalities</u>	<u>%</u>	<u>Effective Date</u>
Alberta Beach	8.00	20/03/01	Fort Saskatchewan	0.00	04/09/28	Oyen	30.00	08/01/17
Alix	12.00	19/01/01	Fox Creek	15.00	20/01/01	Peace River	32.00	22/01/01
Amisk	9.10	00/04/18	Gibbons	30.00	05/10/01	Point Alison	15.00	07/10/12
Andrew	12.00	24/05/01	Girouxville	26.00	19/01/01	Ponoka	31.00	24/02/01
Argentia Beach	0.00	10/07/09	Golden Days	25.00	04/06/15	Provost	22.00	13/01/01
Bashaw	13.00	23/01/01	Grande Prairie	25.00	06/03/07	Red Deer	35.00	17/01/01
Beaverlodge	11.50	20/01/01	Grimshaw	30.00	12/02/14	Rimbey	26.00	18/01/01
Bentley	12.00	20/01/01	Hardisty	22.00	18/01/01	Rocky Mtn. House	30.00	15/01/01
Berwyn	30.00	24/12/01	Hines Creek	30.00	05/08/02	Rycroft	30.00	16/02/10
Bittern Lake	8.00	25/01/01	Hinton ***	12.00	23/01/01	Ryley	10.00	10/06/03
Blackfalds	35.00	10/01/01	Holden	3.50	14/01/01	Seba Beach	20.00	07/04/24
Bon Accord	23.00	22/01/01	Hughenden	10.98	00/07/18	Sexsmith	25.00	07/04/24
Breton	15.00	17/01/01	Hythe	12.00	18/02/01	Sherwood Park	22.00	10/07/01
Bruderheim	20.00	21/01/01	Innisfree	25.00	08/09/08	Silver Beach	20.00	05/03/24
Camrose	32.00	25/04/01	Irma	20.00	04/10/15	Slave Lake	29.50	24/01/01
Caroline	35.00	21/01/01	Itaska	12.00	04/09/21	Spirit River	24.00	01/06/18
Chipman	0.00	06/05/12	Jasper Muni	19.10	22/01/01	Spruce Grove	35.00	23/01/01
Clive	17.17	23/01/01	Jasper Ntl Pk	17.10	06/09/01	St. Albert	25.00	25/01/01
Clyde	11.00	24/01/01	Kitscoty	15.00	24/01/01	Stony Plain	35.00	21/02/01
Cold Lake	15.50	24/01/01	Lacombe	29.25	25/01/01	Swan Hills	10.00	21/01/01
Consort	22.00	04/05/07	Lamont	35.00	04/05/10	Sylvan Lake	32.00	23/01/01
Coronation	10.05	09/07/14	Lavoy	16.61	09/10/23	Thorsby	35.00	23/03/01
Czar	11.84	00/04/27	Legal	25.00	22/01/01	Tofield	10.00	04/05/04
Donnelly	30.00	05/09/06	Lloydminster	28.50	25/01/01	Vegreville	33.00	04/10/12
Drayton Valley***	22.00	04/10/22	Lougheed	15.00	12/09/17	Vermillion	22.00	21/01/01
Eaglesham	10.00	25/01/01	Mannville	25.00	20/01/01	Veteran	6.00	17/01/01
Eckville	20.00	16/03/01	Mayerthorpe	20.20	24/01/01	Viking	21.51	04/09/29
Edgerton	15.00	22/01/01	McLennan	24.00	05/05/19	Wabamun	15.00	18/06/01
Edmonton	35.00	19/01/01	Millet	22.00	08/01/01	Warburg	10.00	09/01/01
Edson***	22.54	23/01/01	Minburn	16.61	16/01/01	Wembly	25.00	08/07/01
Entwistle	17.32	10/02/22	Mirror	12.60	06/07/13	Wetaskiwin	33.00	21/01/01
Fairview	19.31	23/01/01	Mundare	23.00	20/04/01	Whitecourt ***	33.55	24/01/01
Falher	18.00	23/01/01	Nampa	16.84	04/04/22			
Fort McMurray	10.00	21/03/01	Onoway	10.50	24/01/01			

* Gross Revenues are ATCO Gas total charges, less GST.

*** Includes a \$10,000 maximum annual allowable assessment (Max) on any individual metered account.

The Company's Terms and Conditions apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The Terms and Conditions are available at ATCO Gas offices during normal working hours or on the website www.atcogas.com.

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	18%	2025/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	8%	2025/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	6%	2025/01/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	15%	2025/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	9%	2025/01/01	02-0065	Claresholm	7%	2025/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	20%	2025/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalthurst	7.5%	2023/01/01
03-0029	Bittern Lake	8%	2025/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	18.50%	2025/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	13.40%	2025/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	8%	2025/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	02-0215	Mayerthorpe	14.75%	2025/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	20%	2025/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.50%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	18%	2025/04/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	16.80%	2025/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0310	Sylvan Lake	18%	2023/01/01
04-0273	Ross Haven	0%	2016/01/01	02-0311	Taber	18%	2020/07/01
03-0276	Ryley	3%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
04-0279	Seba Beach	4%	2014/01/01	02-0318	Tofield	5%	2015/01/01
02-0280	Sedgewick	12%	2025/01/01	04-0324	Val Quentin	0%	2016/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0331	Viking	8%	2013/01/01
04-0288	South View	3%	2019/01/01	02-0333	Vulcan	20%	2013/10/01
03-0099	Spring Lake, V.	0%	2025/04/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	3%	2025/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	5.34%	2025/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	13%	2025/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				



REQUEST FOR DECISION

Meeting: September 15, 2025
Agenda Item: 5.2

Drafty Bylaw 104/25 Repeal Obsolete Bylaws

PURPOSE:

For Council to consider the approval of Bylaw 1412/25, being a bylaw to repeal Bylaw 1083/99 and Bylaw 1304/18, as both bylaws are no longer applicable under new provincial legislation.

BACKGROUND / IMPLICATIONS:

Repeal of Bylaw 1083/99

Bylaw 1083/99 provided the administrative framework for the Freedom of Information and Protection of Privacy Act (FOIP) at the municipal level. On June 11, 2025, the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) came into force, replacing the FOIP Act.

As a result, Bylaw 1083/99 is now obsolete and requires repeal. Administration is currently reviewing the new ATIA and POPA, legislation and new Town of Nanton policies will be drafted in alignment with best practices and legislative requirements. These draft policies will be brought forward in the near future.

Repeal of Bylaw 1304/18

Bylaw 1304/18 established a Council Code of Conduct as was required under provincial legislation at the time. However, on May 15, 2025, Bill 50 came into force and eliminated the requirement for municipalities to maintain their own codes of conduct. Given this change, the Town of Nanton should repeal this bylaw prior to the upcoming municipal election

ADMINISTRATIVE RECOMMENDATION:

That Council give all three readings to Bylaw 1412/25.

DECISION OPTIONS:

- ☒ #1 – Approve
- ☒ #2 – Approve with changes
- ☒ #3 – Do not approve

ALTERNATIVES:

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

**Applicable Legislation: Municipal Government of Alberta,
Access to Information Act
Protection of Privacy Act**

Attachments: None

APPROVED BY: Neil Smith, Chief Administrative Officer:

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





Town of Nanton

BYLAW NUMBER: 1412/25

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO REPEAL BYLAWS WHICH ARE NO LONGER IN EFFECT.

1. PURPOSE:

- 1.1.1 **WHEREAS** Section 63 of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 2000 as amended provides for the passing of a bylaw to repeal a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;
- 1.2. **AND WHEREAS**, Council deems it proper and expedient to repeal Town of Nanton bylaws which are *inoperative, obsolete, expired, spent or otherwise ineffective*; and
- 1.3. **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 come into force and effect on the date of the final passing thereof.
- 2.2 This Bylaw will be referred to as the Rescind Bylaw #1412/25.

3. ENACTMENT

- 3.1 Bylaw #1083 is hereby repealed.
- 3.2 Bylaw #1304 is hereby repealed.

4. EFFECTIVE DATE AND READINGS

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER





REQUEST FOR DECISION

Meeting: September 15, 2025

Agenda Item: 5.3

Public Complaints

PURPOSE:

To obtain Council's approval to rescind Policy 26-108-22/03/21 (Public Complaint Process) and replace it with an updated Standard Operating Procedure (SOP) that aligns with current legislation and provides for more flexible administrative updates.

BACKGROUND / IMPLICATIONS:

Policy 26-108-22/03/21 established a framework for handling public complaints. However, due to changes in provincial legislation governing peace officer programs and public complaints, much of this process is now directed and overseen by legislation itself. Specifically, the oversight body for public complaints is the Alberta Justice and Solicitor General's Public Security Peace Officer Program (Complaints Coordinator), which receives and reviews complaint reports from municipalities.

Because the legislative requirements already dictate process, maintaining this framework as a Council policy is redundant. Furthermore, as legislation and program directives evolve, it is more efficient to manage updates through a Standard Operating Procedure (SOP) rather than a policy that requires Council approval for revisions.

Administration has also determined that the original policy was lacking in several areas of detail, which the draft SOP now addresses. The SOP provides clearer direction for staff on intake, processing, timelines, and reporting requirements, ensuring compliance and consistency with the provincially mandated system.

The draft SOP, attached to this RFD, is intended to replace the outdated policy and allow Administration to keep complaint-handling practices current with legislation and best practice.

ADMINISTRATIVE RECOMMENDATION:

That Council approve the following resolution:

Moved that Policy 26-108-22/03/21 Public Complaint Process be rescinded and replaced with an Administrative Standard Operating Procedure for the management of public complaints, as attached to this Request for Decision.

DECISION OPTIONS:

- ☒ #1 – Approve
- ☒ #2 – Approve with changes
- ☒ #3 – No change

ALTERNATIVES:

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

Financial (GL# / Amount) : n/a

Communications/PR: n/a

Applicable Legislation: Peace Officer Program Policy Section 20.8

Attachments: Draft Standard Operating Procedure Public Complaints
Policy 26-108-22/03/21 Public Complaint

Prepared By: Sara-Lynn Lyons

Date: September 10, 2025

APPROVED BY: Neil Smith, Chief Administrative Officer:

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





PROCEDURE

Administrative / Enforcement
Effective Date: XXXXX

Enforcement Public Complaints

PURPOSE:

The purpose of this SOP is to establish a clear, fair, and transparent process for receiving, investigating, and resolving public complaints against Peace Officers within the Town of Nanton. This procedure ensures accountability, maintains public confidence in municipal enforcement services, and complies with the Peace Officer Act, the Peace Officer (Ministerial) Regulation, and the Alberta Justice and Solicitor General's Peace Officer Program Policy.

OBJECTIVES:

- To protect the rights of complainants, Peace Officers, and all other parties involved in a complaint.
- To ensure that all complaints are addressed in a timely, impartial, and consistent manner.
- To provide regular communication to complainants and officers throughout the investigation.
- To ensure proper documentation, reporting, and submission requirements are fulfilled to meet provincial program standards.

SCOPE

Peace Officer Act
Peace Officer (Ministerial) Regulation
Peace Officer Program Policy and Procedure Manual
Town of Nanton Employment and Discipline Policies

ROLES AND RESPONSIBILITIES

Chief Administrative Officer (CAO) or Designate: Oversees the complaint process, ensures compliance with legislative and policy requirements, and designates investigators.

Investigating Officer/Authority: Conducts a thorough and impartial investigation, prepares findings, and recommends disposition.

Complainant and Peace Officer Involved: Participate as required in the process, providing information, evidence, or clarification.

COMPLAINT SUBMISSION

All complaints must be in **written form** and addressed to the CAO. Complaints may be submitted by letter, email, or the Town's official complaint form.

Anonymous complaints will be considered but may be limited in the ability to investigate.

Complaints must include sufficient details such as date, time, location, and description of the incident.

ACKNOWLEDGEMENT AND INITIAL REVIEW

The Town of Nanton will acknowledge receipt of the complaint to the complainant in writing within 30 days of the receipt of the complaint.

If appropriate, the Peace Officer subject to the complaint will be notified, unless doing so would compromise the investigation, endanger the complainant, or otherwise negatively impact the process.

The CAO or Designate will review the complaint to determine whether:

- The matter falls under municipal jurisdiction.
- It raises potential breaches of law (in which case the RCMP will be notified immediately and the Town's investigation paused).
- The complaint is frivolous, vexatious, or made in bad faith, in which case it may be declined with written explanation and information on appeal rights.

INVESTIGATION PROCESS

The investigation may include:

- Interviews with the complainant, the Peace Officer(s) involved (with their consent), witnesses, or any relevant individuals.
- Review of relevant documentation such as occurrence reports, dispatch logs, notebooks, court records, legal documents, and correspondence.
- Examination of evidence, including audio, video, photographs, GPS or in-car/body-worn camera recordings.

The investigation must be impartial, thorough, and documented in detail.

COMMUNICATION DURING INVESTIGATION

The complainant, the Peace Officer, and the Director of Law Enforcement will receive an update every 45 days on the progress of the investigation.

Updates must be provided in writing and reflect the status of the investigation without compromising confidentiality or integrity.

DISPOSITION OF COMPLAINTS

Upon completion of the investigation, the complaint will be classified as:

- Unfounded – no reasonable belief the complaint has merit.
- Unsubstantiated – insufficient evidence to determine facts.
- Merit (in whole or in part) – reasonable belief that misconduct occurred either in full or in part.
- Frivolous, Vexatious, or Bad Faith – complaint dismissed without investigation, in accordance with the Act.

The complainant and the Peace Officer involved will receive written notification of the outcome. If misconduct is substantiated, disciplinary measures will be taken consistent with Town of Nanton policies and the Peace Officer Program requirements.

APPEAL RIGHTS

The conclusion letter to the complainant must include the following statement:

"Please be advised that you have the right to appeal these findings to the Director of Law Enforcement for the Province of Alberta, pursuant to Section 15(4) of the Peace Officer Act. An appeal must be in writing and initiated within 30 days of receipt of this decision. Any decisions reached by the Director of Law Enforcement on appeal are final."

Correspondence should be directed to:

Director of Law Enforcement
10th Floor, 10365 – 97 Street
Edmonton, AB T5J 3W7

EMPLOYER REPORTING OBLIGATIONS

In addition to the above, the Town of Nanton is required under *Section 20.8 of the Peace Officer Program Policy* to submit documentation to the Peace Officer Program for review. All reporting related to public complaints and employer-initiated investigations must be sent to the Complaints Coordinator at poprogram@gov.ab.ca using the Incident Report Form (PS3535) [<https://cfr.forms.gov.ab.ca/Form/PS3535>].

The reporting package must include, without modification or redaction:

- Original public complaint and any attachments (photos, videos, etc.)
- Acknowledgement letter to the complainant
- Notification to the Peace Officer
- 45-day updates to both the complainant and the Peace Officer
- Completed Investigation Report
- Disposition letters to both parties
- Peace Officer Occurrence Report(s)
- Any other supporting documentation required by policy

All documents must be submitted in their original form to allow effective review. The Peace Officer Program will assess compliance with the Act, Regulations, and policy. If deficiencies are identified, the Town will be notified, and corrective measures will be required.

RECORDS AND CONFIDENTIALITY

All complaint records, investigation files, and correspondence shall be maintained securely by the Town of Nanton in accordance with provincial legislation and municipal records management policies. Confidentiality will be respected at all stages, with disclosure limited to those with a legitimate need to know.



cao at 4:14:27 PM, 9/10/20



POLICY

Policy No. 26 – 108 – 22/03/21
Department: Council

PUBLIC COMPLAINTS PROCESS

OBJECTIVES

To establish process for how to deal with complaints against Peace Officers.

The competence of Nanton Municipal Enforcement Officers is established through accurate training, proper leadership, appropriate supervision, and prompt and applicable discipline. Public opinion and confidence in Nanton Municipal Enforcement is greatly influenced by the extent to which issues with officer conduct are managed and how corrective action is implemented.

Nanton Municipal Enforcement Officers are subject to authorities contained in the Peace Officer Act and Peace Officer (Ministerial) Regulation and officers should be familiar with these authorities.

The intent of this Standard Operating Procedure is to outline the review of complaints for Municipal Enforcement Officers in accordance with Part 2 of the Act, Section 16 and or 19 of the Act and Part 5 of the Peace Officer Ministerial Regulation.

AUTHORITY

Peace Officer Act and Peace Officer Ministerial Regulation

PROCEDURE

This procedure shall be followed by Community Peace Officers, Bylaw Enforcement Officers, and the CAO.

All complaints must be in written form. All complaints must be sealed and forwarded directly to the CAO.

The CAO may designate who will conduct an investigation.

The authorized employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.



The employer shall notify the Peace Officer involved of the complaint if appropriate. In circumstances where such notification may unduly have a negative impact on an internal investigation or place the complainant in an unfavourable position, the notification to the Peace Officer may be delayed for a period of time.

In the following general circumstances consideration must be given to delay informing the Peace Officer about a complaint when it may reasonably be suspected that:

The complainant may be placed in danger,

The complainant may face other inappropriate action by the Peace Officer should the Peace Officer be informed,

The notification may impede the gathering of evidence during an internal investigation conducted.

A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the Peace Officer could impede any resulting police or other investigative agency investigation, or

Any other situation identified by the authorized employer or Director in which it may be appropriate to delay informing the Peace Officer about the complaint.

In any case where the authorized employer is uncertain as to the appropriateness of informing a Peace Officer about a complaint the Public Security Division should be contacted.

The CAO or Designate shall follow this form <https://www.alberta.ca/assets/documents/jsg-resolving-complaint-against-peace-officer.pdf> . (Copy of link in Appendix A)

The CAO or Designate shall determine if there is any possibility of a breach of law by the Peace Officer. They may consult with the RCMP to determine if those actions constitute a criminal action. Should it be determined that there is criminal activity the CAO or Designate shall stop their investigation immediately and request in writing that the RCMP conduct an investigation and advise the Employer of the outcome.

Should the findings by the RCMP indicate criminal activity they should follow due process. The CAO or Designate may at any time immediately suspend the Peace Officer with pay while the investigation is being carried out. The Employer shall not do any activity that may interfere with the criminal investigation and wait for the results of the investigation. With the finding of criminal activity, the Employer can continue with disciplinary process.

The employer must provide a report to the Director, as soon as the authorized employer becomes aware of it, about every incident, in which a Peace Officer, while carrying out the Peace Officer's duties may have:

- Used excessive force,
- Used a weapon or equipment prescribed by the regulations in circumstances referred to in the regulations,
- Been involved in an incident involving a weapon used by another person,
- Been involved in an incident involving serious injury to or the death of any person, or
- Been involved in any other circumstances referred to in the regulations,
- Any matter of a serious or sensitive nature related to the actions of a Peace Officer.

Should the findings by the RCMP indicate no criminal activity the Employer should start further investigation into the complaint.

The CAO or Designate shall investigate the allegations of the complaint by interviewing the complainant, any witnesses, the Peace Officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence and take statements.

Review any relevant documents in existence pertaining to the occurrence including, but not limited to:

- Occurrence reports
- Dispatch logs
- Peace officer notebook(s)
- Court reports
- Legal documents
- If applicable, in car video recordings

An employer may choose not to investigate a complaint if the authorized employer is of the opinion that the complaint falls into one of noted categories:

Frivolous: a complaint intended merely to harass or embarrass.

Vexatious: complaint that has no basis in fact or reason, with its purpose to bother, annoy, and embarrass the Peace Officer or authorized employer.

Bad Faith: filing the complaint with intentional dishonesty or with intent to mislead.

Reasons for not investigating complaints must be explained in written format to the complainant and advising them of the ability to appeal to the Director.

All complaints disposed through this section still must be reported to the Director on a monthly basis.

The Employer may do an Informal Resolution of Complaints. Authorized employers who choose to make use of the section must have an informal resolution process filed with the Director.

This section may also be used in those unforeseen circumstances where an investigation is not required based on an evaluation of the circumstances. This section does not alleviate the need for authorized employers to exercise effective management and due diligence in dismissing the complaint.

The CAO or Designate may meet with the Complainant and discuss the merits of the complaint.

The CAO or Designate shall at a minimum maintain written notes of the meeting.

If the complainant is satisfied in the meeting the CAO or Designate shall provide a written notice that the complaint has been resolved to the complainant within 5 days.

If the Complainant is not satisfied the CAO or Designate shall continue with the formal complaint procedure.

All complaints resolved in the manner, pursuant to the act, must be reported to the Director on a monthly basis.

The Employer shall notify the complainant, the Peace Officer involved if appropriate, and Director as to the status of the investigation at least once every 45 days

Upon conclusion of the investigation the authorized employer must notify the complainant, the Peace Officer involved, and the Director of the disposition of the complaint.

The wording on the notification letter **MUST** include the following wordings as follows:

'the complaint is unfounded'. This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis

'the complaint is unsubstantiated'. This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.

'the complaint is found to have merit in whole or in part'. This means that on the basis of a thorough investigation that:

'in whole' a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to the entirety of the complaint or;

'in part' a reasonable belief that the Peace Officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.

In the event a complaint is found to have merit in whole or in part the authorized employer must state that disciplinary action has been taken and it must be in accordance with the agency's disciplinary policy that has been filed with the Director.

The conclusion letter issued to the complaint **MUST** contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director.

PLEASE BE ADVISED YOU HAVE THE RIGHT TO APPEAL THESE FINDINGS TO THE DIRECTOR OF MUNICIPAL BYLAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. AN APPEAL MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION, AND ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON APPEAL IS FINAL.

Correspondence to the Director must be sent to: Director of Law Enforcement

10TH Floor, 10365 - 97 Street EDMONTON, Alberta T5J 3W7

A complainant may appeal a decision of an authorized employer within 30 days, in writing, to the Director. The Director is then required by the act to conduct a review of the circumstances and after consideration may:

- direct the authorized employer to take any action the Director considers appropriate.
- confirm, reverse or vary the authorized employer's disposition.

The decision of the Director under this review process is final and there are no avenues for appeal.

On a monthly basis the authorized employer must submit details of complaints made to the Public Security Division.

Approval



Mayor



Chief Administrative Officer (CAO)

Date

Date

Appendix A

HOW TO RESOLVE A COMPLAINT CONCERNING THE CONDUCT OF A PEACE OFFICER IN ALBERTA

PEACE OFFICERS (<i>Peace Officer Act</i> of Alberta) COMPLAINT & APPEAL PROCESS
The <i>Peace Officer Act</i> states that a complaint must be filed in writing to be considered a formal complaint.
COMPLAINT PROCEDURE
1. Address complaint to the head of the organization employing the peace officer. i.e. Chief Administrative Officer or equivalent of a municipality or agency.
2. Provide details Your complaint must be in writing, must contain the reasons for your complaint, and the details of the incident involved.
3. Informal resolution and mediation Prior to conducting a formal investigation, the agency may attempt to resolve the matter informally with the consent of you and the peace officer(s) involved.
4. Investigation of complaint Upon receipt of your complaint the agency will notify you, in writing and within 30 days, to acknowledge receipt of the complaint. They will then have it investigated. You may be interviewed and you may also be requested to provide further written information. You will be notified, in writing, every 45 days as to the progress of your complaint. When the investigation is completed, the agency will review it and decide what action, if any, will be taken. You will be advised, in writing, of the decision.
APPEAL PROCEDURE
1. Director of Law Enforcement – Public Security Division If you are not satisfied with the decision of the agency, you may appeal the decision to the Director of Law Enforcement within 30 days . Submit your appeal, in writing, stating the points in the findings with which you disagree and the reasons why. Address Appeal Correspondence to: Director of Law Enforcement 10th Floor, 10365 - 97 Street Edmonton, Alberta T5J 3W7. The Director of Law Enforcement, through the Public Security Peace Officer Program Manager or Program Auditors/Investigators, will contact you for further details, if required. A review of your appeal will be undertaken and you will be notified, in writing, every 45 days as to the progress of your appeal. When the review is complete you will be advised what action, if any, will be taken. You will be advised in writing. The decision of the Director of Law Enforcement under the <i>Peace Officer Act</i> appeal process is final.

For more information, please contact:
Policing Services, Standards and Evaluations

Handwritten signature

Town of Nanton



Please complete and email
this form to:
clerk@nanton.ca, at least
three weeks in advance of
the occasion, or mail/drop off
at:

Town of Nanton
1907 – 21 Avenue
Box 609
Nanton, Alberta
T0L 1R0

Ph: (403) 646-2029
Fax: (403) 646-2653

The personal information is collected
under the authority of the Province of
Alberta Freedom of Information and
Protection of Privacy (FOIPP) Act.
The information is used for the
purpose of processing the application
for proclamation. Questions about
this collection of information may be
made to the FOIP Co-ordinator for
the Town of Nanton at
(403) 646-2029.

APPLICATION FOR PROCLAMATION

ORGANIZATION NAME: Inclusion Foothills Association

CONTACT NAME: Jude Heyland

ADDRESS: 123 – 4th Ave SW (PO Box 5146)

TOWN/CITY: High River

PROVINCE: AB POSTAL CODE: T1V 1M3

HOME PH: 403-603-8784 cell BUSINESS PH: 403-603-3232

FAX: 403-603-3233 EMAIL: bizconnect@inclusionfoothills.org

PROCLAMATION REQUESTED (Name or title of the proclamation)

Disability Employment Awareness Month (D.E.A.M.)

DATES OF PROCLAMATION (Please check box & insert date)

☐ Day(s): _____ ☐ Week: _____

☒ Month: October

PURPOSE OF PROCLAMATION (Please check all that apply)

- ☐ Civic Promotion ☒ Public Awareness Campaign
☐ Charitable Fundraising Campaign ☐ Arts & Cultural Celebrations
☐ Special Honour for Individual of Organization
☐ Other (please explain): _____

DESCRIPTION OF YOUR ORGANIZATION (Please include a brief description and any other
relevant information related to your request. Additional information/documentation may be
attached to this application):

Inclusion Foothills is a non-profit organization providing resources,
services, and support to individuals living with disabilities in the
foothills area. Please see attached

Has the same or similar proclamation been requested of the Town of Nanton Council
in past years?

☒ Yes (insert date of previous request) Sept 2023, Aug 2024

☐ No (new request)

You must provide the draft wording for your proclamation in order to receive an
official signed proclamation from the Mayor.

SIGNATURE: Jude Heyland

DATE: August 26, 2025

PROCLAMATION

Disability Employment Awareness Month D.E.A.M.

- WHEREAS** persons with disabilities are valued members of Alberta and deserve the opportunity to live and work in their community where they are respected and rewarded for their efforts, skills, and accomplishments; and
- WHEREAS** persons with disabilities are contributing members of the workforce in Alberta and are a critical part of our effort to build a strong economy; and
- WHEREAS** there is a rich network of nonprofit agencies, practitioners, policy makers, consumer organizations, consumers, and their families committed to promoting and strengthening employment opportunities for persons with disabilities in the Province of Alberta; and
- WHEREAS** Alberta's employers, in both public and private sectors, can benefit further from the positive outcomes empowering disabled persons to have equal opportunity to social inclusion, and sustained, meaningful employment; and
- WHEREAS** October is Disability Employment Awareness Month, and has origins in the U.S. starting as far back as 1945. It was introduced in Canada in 2000, with Manitoba, Alberta, Saskatchewan, and Ontario proclaiming and celebrating over a decade ago; and
- WHEREAS** proclaiming October as Disability Employment Awareness Month will help raise awareness about disability employment issues and will serve to celebrate the contributions of persons with disabilities.

THEREFORE, LET IT BE KNOWN THAT WE, Members of the Nanton Town Council, do hereby proclaim October 2025 as Disability Employment Awareness Month (D.E.A.M) in the Town of Nanton, Alberta.

Dated this: _____ day of _____, 2025

Signed by: _____





Thank You



To Town of Nanton

The Nanton Native Learning Circle committee would like to express our sincere appreciation for funding through the **Promotional Grant Fund for Stories of the Tipi** held on Aug. 2, 2025.

Participation was steady throughout the afternoon. Positive comments were shared as people took part in the cultural activity. About 40 families enjoyed creating the tipi craft while learning Indigenous culture. Committee members were pleased with the interest and involvement and felt it was a wonderful event that attracted highway traffic as well as community participation.

Highlights were having Dana Zielke, from Nanton Chamber of Commerce and Mayor Handley participate and being interviewed by Edmonton Strathcona MLA. It is a beautiful location with positive energy.

Participant's Feedback

- That was amazing! I had never helped put up a tipi!
- I learned about tipis and my child had fun making the craft!!
- Thank you so much! Will you be back next year??





September 3, 2025

Please join us for a groundbreaking ceremony for Nanton's new elementary school.

Date: Thursday, September 18, 2025 at 2:00pm
Location: Near 24 Street and 24 Avenue in Nanton, south of J.T. Foster High School
RSVP: hello@lrsd.ab.ca

On March 1, 2023 the provincial government announced approved design funding for a newly constructed elementary school and a modernized high school in Nanton. On March 5, 2024 construction funding for the project was announced. As we begin construction on the new elementary school, we invite dignitaries, the community, and local media to this groundbreaking ceremony with a short program and photo opportunity.

For more information about the Nanton Schools Project visit www.lrsd.ca/nantonschools.

For more information about this event contact Karly Bond, Coordinator of Communications, Culture, & Engagement at bondk@lrsd.ab.ca or 403-625-3356.



Exterior design rendering of the new elementary school. Subject to change.

Every student, every day.

W: www.lrsd.ca P: 403-625-3356 F: 403-553-0370 T: 800-310-6579
PO Box 1810, 410 20 Street, Fort Macleod, AB T0L 0Z0



**Branch 80
Nanton**

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

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

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

September 10, 2025.

Dear Sir or Madam,

The Royal Canadian Legion, Nanton Branch 80 wish to request that the week of September 21 to 27, 2025 be declared as "National Legion Week" in Nanton and surrounding area by Mayor Handley. The rest of the country will also be celebrating.

We would also appreciate having this announcement posted on the town electronic signage on the north and south highway; electronic signage at the Post Office, as well as The Town of Nanton Facebook page.

Our mission is to serve Veterans, serving military and RCMP members; to promote Remembrance; and to serve our community and our country. Our members care deeply about supporting the men and women who serve and have served this country.

The Legion is a democratic, non-partisan, member-based organization. We endeavour to make a difference in the lives of Veterans, including military & RCMP members AND their families; to support our community and our country; and to always remember the men and women who made the ultimate sacrifice for Canada and Alberta.

Yours truly,

Marylou Slumskie,
Secretary-Treasurer,
Nanton, Branch 80