



MINUTES

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

REGULAR COUNCIL MEETING

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

OTHERS PRESENT: Neil Smith Chief Administrative Officer
Clayton Gillespie Corporate Services Manager
Georgina Sharpe Planning & Development Officer
Jason Calvert Mountain Top Foods

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 106 – 25/05/20 - Mitchell

The Regular Council agenda for May 20, 2025, was accepted with the following changes:

Addition of item 7.2 Request for Decision Wastewater Disposal FOIP Section 24 Advice from Officials; and 7.3 Tom Hornecker recreation Centre and RCMP Relocation FOIP Section 21 Harmful to Intergovernmental Relations.

CARRIED

2. PRESENTATIONS:

RESOLUTION # 107 – 25/05/20 - Miller

IT WAS MOVED at 7:03 p.m. to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

7.1 Delegation Mountaintop Foods (Mr. J. Calvert) FOIP Section 16 Trade Secrets of a Third Party

RESOLUTION # 108 – 25/05/20 - Sorenson

IT WAS MOVED to reconvene the Regular Meeting at 7:40 p.m. CARRIED

Jason Calvert left the meeting at 7:40 p.m.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports for April 2025

3.3 DEPARTMENT:

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

3.4 COUNCIL:

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

RESOLUTION # 109 – 25/05/20 - Czop

IT WAS MOVED that the May 26th 2025 Committee of the Whole meeting start at 6:00pm. CARRIED

RESOLUTION # 110 – 25/05/20 - Dozeman

Moved that all written reports, as recorded on the agenda for May 20, 2025, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

4.1.1 Regular Council Meeting Minutes – E

RESOLUTION # 111 – 25/05/20 - Sorenson

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held May 5, 2025, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Request for Decision Procedural Bylaw 1407/25 – E

RESOLUTION # 112 – 25/05/20 - Dozeman

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

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision Sanitary Sewer Backflow Prevention Policy – E



RESOLUTION # 113 – 25/05/20 - Miller

Moved to approve the Sanitary Sewer Backflow Prevention policy as amended with the following changes, attached to these minutes as Schedule 'A':

- 1.2 New Installation
 - i. The installation must be a new backflow preventer on an eligible property constructed prior to building code changes that mandated same.

- 2.5. Reimbursement Request
 - ii. Upon verification of all required documentation and confirmation of compliance with the program, the Town will issue a reimbursement of 50 percent costs up to a maximum of \$750.

CARRIED

5.2 Request for Decision Community Centre Energy Efficiency upgrades – E

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

RESOLUTION # 114 – 25/05/20 - Dozeman

Moved to approve Development Permit Application D15-25 submitted by the Canadian Grain Elevator Discovery Centre for a master sign plan package—including freestanding, fascia, portable, and temporary signs—on property located at Block 114 Plan 831 1702, Lot 2 Block 121 and PTN Lot 5 Block 121 Plan 081 1102, as presented, with the following conditions:

- 1. The maximum number of signs allowed under the Special District signage standards (as per Sections 3.46 through 3.57 inclusive) has been waived to allow the number of signs as shown on the approved site plan.
- 2. All signs erected must be in conformity with the sign plans as approved and on record for this location.
- 3. Compliance with the requirements of this bylaw does not exempt any person undertaking a development from complying with all applicable municipal, provincial or federal legislation, and respecting any easements, covenants, agreements or other contracts affecting the land or the development.
- 4. Developer to obtain any other approval, permit, authorization, consent or license that may be required to develop or service the affected land.
- 5. Prior to installation, a proof of the proposed design and dimensions of the temporary banner sign shall be provided to the Development Officer for compliance with the Town of Nanton Land Use bylaw signage regulations.
- 6. Prior to permit issuance, a Notice of Proposed Development be posted on the Town of Nanton website for a period of not less than 10 days to allow surrounding landowners and the public to provide comment and to inspect the application.

CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION: None



6.2 FOR INFORMATION:

6.2.1 Government of Alberta Nanton Health Centre Funding – E

6.2.2 Myers Norris Penny Alberta Policing Funding Model – E

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 115 – 25/05/20 - Miller

IT WAS MOVED at 8:47 p.m. to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

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

7.2 Request for Decision Wastewater Disposal FOIP Section 24 Advice from Officials.

7.3 Tom Hornecker recreation Centre and RCMP Relocation FOIP Section 21 Harmful to Intergovernmental Relations.

CARRIED

RESOLUTION # 116 – 25/05/20 - Miller

IT WAS MOVED to reconvene the Regular Meeting at 9:56 p.m. CARRIED

RESOLUTION # 117 – 25/05/20 - Czop

IT WAS MOVED that up to \$200,000 be allocated from the Contingency Reserve to deal with incurred and ongoing sewer backup mitigation and infrastructure costs related to the groundwater infiltration of the wastewater collection system from March 12th 2025 onwards. CARRIED

8. ADJOURNMENT:

RESOLUTION # 118 – 25/05/20 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:57 p.m.

TOWN OF NANTON



CHIEF ELECTED OFFICIAL



CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 2nd day of June, 2025.



POLICY

Policy No. 42 – 113 – 25/05/20

Department: Public Works

Sanitary Sewer Backflow Prevention

SCOPE:

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

PURPOSE:

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

To reduce this risk, the Town has created the Sanitary Sewer Backflow Preventer Installation Program. This policy outlines eligibility and process guidelines for up to a \$750 reimbursement toward the installation of a new backflow preventer. Funding is limited and available on a first-come, first-served basis.

DEFINITIONS:

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

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

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

Reimbursement: 50 per cent of installation costs to a maximum amount of **\$750**, regardless of final installation costs.

POLICY:

1.0 Eligibility Requirements:

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

1.1 Property Location and System Type

- i. The property must be located within the corporate boundaries of the Town of Nanton.

- ii. The property must be connected to a gravity-flow sanitary sewer system (this program does not apply to properties connected to sanitary lift stations).

1.2 New Installation

- i. The installation must be a new backflow preventer on an eligible property constructed prior to building codes changes that mandated same.
- ii. Replacements of existing devices are not eligible under this program.
- iii. The Chief Administrative Officer or designate may also approve the grant going toward:
 - 1. Replacement of a collapsing sewer service line between the home and the main.
 - 2. Separation of stormwater diversion from the sewer line where it has been found to be tied in.

1.3 Qualified Contractor

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

1.4 Application Submission

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

1.5 Town Inspection

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

1.6 Budget Confirmation

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

1.7 Required Documentation

Upon completion of the installation, the applicant must submit:

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

1.8 Compliance with Program Requirements

- i. The applicant must adhere to all program procedures and requirements outlined in this policy document.



- ii. Failure to comply with any requirement may result in denial of reimbursement.

2.0 Program Process

2.1. Application Submission

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

2.2. Preliminary Inspection

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

2.3. Budget Availability Confirmation

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

2.4. Installation

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

2.5. Reimbursement Request

- i. After the installation is completed and paid for, the applicant must submit the following to the Town:
 - o A copy of the paid invoice from the certified plumber.
 - o A signed Schedule B – Confirmation and Acknowledgment Form.
- ii. Upon verification of all required documentation and confirmation of compliance with the program, the Town will issue a reimbursement of 50 percent costs up to a maximum of \$750.

RELATED DOCUMENTS:



REFERENCE NUMBER: 42-113-25/05/20
REPLACES POLICY DATED: n/a

AMENDMENTS / REVIEWS:

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

Next Review Date:	
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 MAYOR

 Date



 CHIEF ADMINISTRATIVE OFFICER

 Date

REVISION HISTORY

Policy

In Effective

Inactive



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

Date: _____

Property Address Requesting Installation of Backflow Preventer:

Registered Landowner(s):

Property Owner Contact Information:

- Mailing Address: _____

- Email: _____

- Phone Number: _____

To Be Completed by the Property Owner

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

YES NO

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

3. Was the issue on:



A handwritten signature in blue ink, appearing to be 'MS' followed by a flourish.

Private-Side Public-Side Both

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

YES NO

To Be Completed by a Town of Nanton Representative

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

YES NO

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

YES NO

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

YES NO

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

Submit via email to: publicworks@nanton.ca

Or drop off in person at:

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

Maintenance Disclosure Statement

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

X _____

Town of Nanton Representative (Print Name & Sign)



X _____

REFERENCE NUMBER: 42-113-25/05/20
REPLACES POLICY DATED: n/a

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

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

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

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



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

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

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

Date: _____

Legal Landowner Name (print): _____

Legal Landowner Signature: _____

Witness Name (print): _____

Witness Signature: _____

(To be completed after backflow device installation and payment)

Town Representative: _____

Home/Business Owner: _____



REFERENCE NUMBER: 42-113-25/05/20
 REPLACES POLICY DATED: n/a

Date: _____

Copy of Receipt Attached: _____ YES / NO _____

Amount to be Reimbursed: _____



REFERENCE NUMBER: 42-113-25/05/20
REPLACES POLICY DATED: n/a

A handwritten signature in blue ink, consisting of a stylized 'D' followed by a large, sweeping flourish.