



AGENDA

Monday, June 19, 2023, 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: None scheduled

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

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

3.2 FINANCIAL:

- 3.2.1 Accounts Payable Reports May 2023 - E

3.3 DEPARTMENT:

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

3.4 COUNCIL:

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

3.5 OTHERS:

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

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 Regular Minutes of Council June 5, 2023 - E

4.2 BUSINESS ARISING FROM THE MINUTES:

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

5. NEW & UNFINISHED BUSINESS (Requests for Decision): None

5.1 Bare Lot Utility Fees – E

5.2 Council Community Engagement Sessions – Discussion

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

6. CORRESPONDENCE: None

7. CLOSED CONFIDENTIAL SESSION:

7.1 Land Sale – FOIP Section 16(1) Disclosure harmful to business interests of a third party

7.2 Land Development – FOIP Section 23(1) Local public body confidences and 24(1) Advice from Officials

8. ADJOURNMENT:



STATUS REPORT

Meeting: June 19, 2023
Agenda Item: 3.1.1

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

CAO = Chief Administrative Officer
DO = Development Officer

CS = Corporate Services
LS = Legislative Services

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

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

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

COUNCIL

Res #	Description	Notes	Status	FWD
Regular Meeting June 5, 2023				
157-23/06/05	Amendment to Community Bylaw #1299/18 for Excessive Protective Elements to move ahead – add drones	For June 19	IP	
158-161-23/06/05	ATB LOC Bylaw #1374/23 approved		C	
162-23/06/05	Proceed w/ Wastewater sludge dewatering \$65,350	Rental July	IP	
163-23/06/05	Discuss Visitor Information potential with Canadian Grain Elevators Discovery Centre		IP	
164-23/06/05	CC – 7.1 Potential Land Sale – #166 – 23/06/05 - Lot 7, Block 4, Plan 43621 to be advertised 7.2 CAO Performance Evaluation #167 – 23/06/05 – schedule Special Meeting June 19 for further CC		Both IP	

COMMITTEE OF THE WHOLE

Res #	Description	Notes	ST	fw
70 – 23/03/06	Council budget \$5,000 to install public art for THRC.	RFP - C	Art review	CAO

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

DEPARTMENTS

Res #	Description	Notes	ST	fw
82 – 21/04/05	THRC new program & partnering w/FCSS investigation	See also Res#20-20/01/20	IP	REC
243-21/09/07	Heraldic emblem project updated – waiting for 2 nd draft		IP	LS
149-22/05/02	RFD re: STARS \$2/capita request	Deferred until new reserve in 2024	IP	CS
174-22/05/16 250-22/08/15	CAO to draft lease agreement for the Canadian Grain Elevator Discovery Center	Ready for finalization 06/05	IP	CAO
251-22/08/15 252-22/08/15	CAO to consult w/ ORRSC for LUB amendment re: CGEDC lease and use & master plan inclusion	Discussed as part of LUB project	IP	CAO
CW 2-22/11/28	Determine option for refurbishment of gateway signs & relocation of LED community info signage	RFP out for 2023	IP	CAO
394 - 22/12/12	Defer off-site levy in lieu of legal advice		IP	CAO
49 - 23/02/21	RFD (IT) security recommended options Mar 6/23	delayed	IP	CS
19-23/01/16	Needs Assessment - Silver Willow rebuilding	Dev Officer	IP	CAO
67 - 23/03/06	CAO to review Bylaw 1160/04, (Development Levy Bylaw) for off-site levy and utility fee discussions.	May 15th	IP	CAO
68 - 23/03/06	Add air burner option for yard waste to strategic plan (Ops) for 2023, RFP in the 3 rd / 4 th 1/4 2023 for 2024	Move to Q4 2023	IP	OP
76 - 23/03/06	CAO find options re: pension programs and planning.		IP	CAO
66 - 23/03/06	2023 dewatering pilot project for WWTP before larger scale dewatering project to reduce liquids in sludge.	\$10,000 est -pilot proceeding	IP	OP

71-23/03/06	Delay fire department review to fall of 2023	With Fire Chief	IP	CAO
133-23/05/01	CAO develop quality assurance plan policy for the SOP for the water and wastewater treatment operations		IP	OP / CAO
134-23/05/01	RFD - expanded WW treatment pilot - dewatering sludge & include request for additional \$ rental Equip		C	OP / CAO
139-23/05/01	Chamber support of Economic Development Officer - RFD for financial implications to be brought forward	RFD in July/ August	IP	CAO/CS
143-23/05/15	Move Agenda Item 5.1 Bare Lot & Servicing to June 5		IP	
148-23/05/15	Wastewater Plant upgrade – Town funding \$581,900 borrowing & \$581,900 reserves	Borrow bylaw req'd	IP	CS
149-23/05/15	CAO to draft Fortification bylaw re: surveillance		C	CAO

ITEMS ON HOLD FOR FUTURE SCHEDULING

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

CAPITAL PLAN STATUS

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

Notes:

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

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

Notes:

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

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

Notes:

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

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

Notes:

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

Notes:

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

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

Notes:

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

Other notes:

Fortis streetlight at HWY 533 campground is deferred due to estimate inflation. Will be discussed for 2024 budget. Council may wish to discuss this item in the Fall.





REPORT FROM ADMINISTRATION

Meeting: June 19th 2023

Agenda Item: 3.1.2

Chief Administrative Officer

Alberta Municipalities

The CAO attended the recent Alberta Municipalities regional meeting in Diamond Valley. Updates on ABMUNIS initiatives and reaction to the provincial election were in focus. Council are encouraged to attend these when available as they can offer useful networking for elected officials in the region (in the absence of a formal regional chapter system).

Strategic Quarterly Report and Annual Report

A quarterly report and the 2022 Annual Report should hopefully be available for Council next month.

20th Street/ HWY 2 South pedestrian crossing

We know there's a bit of concern around the broken pedestrian crossing in the above vicinity. It is a Ministry of Transportation fixture, maintained and repaired by Volker Stevin. We have been given to understand that the delays in getting it working again are attributable to its age (approximately 30 years old) and the fact that much of the technology has been significantly superceded. Administration and Operations have communicated the urgency of this repair in the strongest possible terms and we hope that a positive outcome will be observed soon.

Public Notices/ Public Participation

Two disposition of land notices were posted after the last Regular Meeting of Council. There is currently one notice of proposed development and two notices of decision. The draft version of the proposed Community Bylaw amendment has been uploaded to the Public Participation page along with the staff report pursuant to policy.

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

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

Personnel and Professional Development

Our Peace Officer has been active for some weeks and his first report makes for some positive reading.

Administration will make decisions with respect to the Legislative Clerk position after further internal discussion about the safety coordination/administration file.

Kyle Lockton is now a Level 1 Utility Operator. He still has some more exams to write, but we congratulate him and wish him all the best for further advancement in the utilities disciplines.

NEW BUSINESS LICENCES THIS MONTH
Freshmart (new ownership)
The Bridge (replacing Humpties)
PeacePotter (hobby potter)
Approved new Business Licence information can be followed here: Planning & Development Nanton, AB - Official Website

The following reports are enclosed:

3.2 FINANCIAL:

3.2.1 Accounts Payable Reports previous month end

3.3 DEPARTMENT:

3.3.1 Corporate Services Manager

3.3.2 Operations Manager

3.3.3 Planning & Development Officer

3.3.4 Fire Chief

3.3.5 Peace Officer

Respectfully submitted,



Neil Smith, RPP
Chief Administrative Officer

Town of Nanton
Vendor Cheque Register Report
Range: May 1 - May 31, 2023
Sorted by: Cheque Date



Cheque Number	Vendor Cheque Name	Cheque Date	Amount	Cheque Details
20033	Town of Okotoks	5/10/2023	\$525.00	Peace officer clothing
EFT0000000004503	888351 Alberta Ltd o/a Wild Rose	5/10/2023	\$16,159.00	Sludge hauling & removal
EFT0000000004504	911 Supply	5/10/2023	\$515.49	Firefighter uniform
EFT0000000004505	BDO Canada LLP	5/10/2023	\$6,453.91	Annual financial audit fees
EFT0000000004506	Blackie Site Works Ltd.	5/10/2023	\$52,838.81	Holdback for VIC project
EFT0000000004507	Canadian Linen & Uniform	5/10/2023	\$68.47	Office mat cleaning
EFT0000000004508	Canoe Procurement Group of Canada	5/10/2023	\$418.74	Office supplies
EFT0000000004509	Capital H2O Systems Inc.	5/10/2023	\$631.68	WTP equipment (tube assembly replace)
EFT0000000004510	ClearTech Industries Inc	5/10/2023	\$1,195.45	WTP chemical
EFT0000000004511	Crossroad Energy Solutions Inc	5/10/2023	\$911.94	Service & maintenance work - WWTP
EFT0000000004512	CUPE	5/10/2023	\$891.86	Union fees
EFT0000000004513	Czop, Victor	5/10/2023	\$316.80	Councillor travel & per diem
EFT0000000004514	Dozeman, John	5/10/2023	\$944.93	Fire Chief training expenses
EFT0000000004515	Enfield, Tracy	5/10/2023	\$865.00	Office & meeting room cleaning fees
EFT0000000004517	Hifab Holdings Ltd	5/10/2023	\$966.33	Freight costs
EFT0000000004518	iA Financial Group	5/10/2023	\$66.32	Employee benefit costs
EFT0000000004519	Inspiris	5/10/2023	\$2,520.00	IT costs
EFT0000000004521	Jim Pattison Industries Ltd.	5/10/2023	\$35,184.25	PW truck purchase (Capital budget)
EFT0000000004522	Klearwater Equipment	5/10/2023	\$2,984.94	WTP chemical
EFT0000000004523	Linde Canada Inc.	5/10/2023	\$655.50	WTP tank rental fees
EFT0000000004524	Matrix Video Communications	5/10/2023	\$9,890.48	Down payment for new LED sign (capital)
EFT0000000004525	Motion Industries (Canada) Inc	5/10/2023	\$543.50	WWTP equipment - parts
EFT0000000004526	Nanton Home Hardware Building	5/10/2023	\$1,818.47	Miscellaneous supplies
EFT0000000004527	New-Alta Electric	5/10/2023	\$267.75	Electrical repairs at Firehall
EFT0000000004528	NextGen Automation	5/10/2023	\$241.74	Photocopier fees
EFT0000000004529	Paramount Printers Ltd.	5/10/2023	\$435.40	Tax notice forms

EFT0000000004530	Peregrine Arena Solutions	5/10/2023	\$36,750.00	Down payment for arena board work
EFT0000000004532	Integrated Sustainability Constructors	5/10/2023	\$157.50	WTP software fees
EFT0000000004533	TransAlta Energy Marketing	5/10/2023	\$59,372.54	Power/energy charges
EFT0000000004534	Vibe.FX Inc.	5/10/2023	\$1,946.76	WWTP blower repairs
EFT0000000004536	UTV Canada	5/10/2023	\$2,619.74	Vehicle accessories (Parks equipment)
EFT0000000004537	5 Star Trees Ltd	5/19/2023	\$4,853.53	Trees for VIC area
20034	AJ's Trophies & Awards	5/25/2023	\$57.75	Stainless steel plates
20035	Alberta Professional Planners	5/25/2023	\$50.00	Professional development fees
20036	Alberta Registries	5/25/2023	\$105.11	Title registration fees
20038	Brogan Fire & Safety	5/25/2023	\$881.85	Fire equipment
20039	Chris Almond Plumbing	5/25/2023	\$892.50	Library plumbing repairs
20040	Chubb Life Insurance Company	5/25/2023	\$135.49	Employee benefit costs
20041	Convergint Technologies LTD	5/25/2023	\$3,044.27	Preventative maintenance (WWTP)
20042	Dump Gump	5/25/2023	\$386.57	Waste management fees
20043	High River Ford	5/25/2023	\$594.60	Peace officer vehicle repairs
20044	Localintel	5/25/2023	\$525.00	Community profile data
20045	Mainroad Maintenance Products	5/25/2023	\$1,411.20	Cold mix for roads
20046	Mosquito Creek Foundation	5/25/2023	\$129,607.00	Annual requisition
20047	MRF Geosystems Corporation	5/25/2023	\$2,677.50	Peace officer reporting software
20048	Nanton Marlins Swim Club	5/25/2023	\$500.00	Promotional grant
20050	Peterson Mechanical	5/25/2023	\$665.70	Vehicle repairs and maintenance
20051	Reichert, John	5/25/2023	\$250.00	Lot sale expression of interest (refund)
20052	Tractorland (High River)	5/25/2023	\$580.25	Parks equipment maintenance
20053	United Parcel Service Canada	5/25/2023	\$11.55	Courier fees
20054	Westwood Construction	5/25/2023	\$4,840.50	Lions camp kitchen upgrades
20055	Yellow Pages	5/25/2023	\$24.26	Advertising fees
EFT0000000004538	911 Supply	5/25/2023	\$566.87	Peace officer supplies
EFT0000000004539	Calmont Equipment	5/25/2023	\$418.32	Parts & supplies for PW equipment
EFT0000000004540	Canadian Linen & Uniform	5/25/2023	\$68.47	Office mat cleaning
EFT0000000004541	Canoe Procurement Group of Canada	5/25/2023	\$10,125.50	Water valve project supplies
EFT0000000004542	Commercial Truck Equipment	5/25/2023	\$9,033.33	Fire truck repairs
EFT0000000004543	Contain-A-Way Services	5/25/2023	\$816.27	Waste management fees
EFT0000000004544	Crossroad Energy Solutions Inc	5/25/2023	\$1,015.46	WWTP equipment repairs
EFT0000000004545	Cummins Canada ULC	5/25/2023	\$9,691.95	WWTP equipment repairs & maintenance

EFT0000000004546	Ecco Recycling and Energy Corp	5/25/2023	\$1,169.31	Recycling fees
EFT0000000004547	Foothills Regional Services Commission	5/25/2023	\$4,124.00	Landfill tippage fees
EFT0000000004548	GCS Automotive Repairs	5/25/2023	\$404.86	Vehicle maintenance
EFT0000000004549	GM Mechanical Ltd	5/25/2023	\$1,290.58	Arena & office RTU quarterly maint
EFT0000000004550	Gregg Distributors Company Ltd	5/25/2023	\$1,618.12	Miscellaneous supplies
EFT0000000004551	Hifab Holdings Ltd	5/25/2023	\$303.35	Freight costs
EFT0000000004552	Saddle Mountain Tire	5/25/2023	\$300.30	Backhoe tire repairs
EFT0000000004553	ISL Engineering & Land Service	5/25/2023	\$3,437.70	Land Use Bylaw project consulting fees
EFT0000000004554	Klearwater Equipment	5/25/2023	\$4,868.43	WTP chemical
EFT0000000004555	Les Industries Fournier Inc.	5/25/2023	\$7,350.00	WWTP week long pilot (dewatering)
EFT0000000004556	Lifesaving Society	5/25/2023	\$250.00	Annual membership fees
EFT0000000004559	Motion Industries (Canada) Inc	5/25/2023	\$525.84	WWTP equipment - parts
EFT0000000004560	MPE Engineering Ltd	5/25/2023	\$12,719.14	Reservoir aeration project engineering
EFT0000000004561	Nanton Auto Parts Ltd.	5/25/2023	\$728.86	Miscellaneous supplies
EFT0000000004562	Nanton Home Hardware Building	5/25/2023	\$514.07	Miscellaneous supplies
EFT0000000004563	New-Alta Electric	5/25/2023	\$178.50	Fountain repairs
EFT0000000004564	NL Smith & Sons Const Ltd	5/25/2023	\$1,801.75	Pit run & gravel
EFT0000000004566	Pinnacle Aquatic Group	5/25/2023	\$16,131.08	Pool inlet repairs
EFT0000000004567	Purolator Inc.	5/25/2023	\$70.55	Courier fees
EFT0000000004568	RMA Insurance Ltd.	5/25/2023	\$151.41	Vehicle insurance
EFT0000000004570	Shawne Excavating	5/25/2023	\$6,640.21	Water line repairs
EFT0000000004571	Signcraft Digital (1978) Inc.	5/25/2023	\$2,823.70	Billboard banner
EFT0000000004572	Super Save Disposal (AB) Ltd	5/25/2023	\$1,534.85	Waste management fees
EFT0000000004573	Super Valu Foods	5/25/2023	\$54.02	Breakroom supplies
EFT0000000004574	T & T Disposal Services	5/25/2023	\$6,049.54	Waste management fees
EFT0000000004575	UFA Co-operative Ltd	5/25/2023	\$3,287.13	Fuel
EFT0000000004576	Uline Canada Corporation	5/25/2023	\$2,323.32	Road paint & miscellaneous supplies
EFT0000000004577	Vibe.FX Inc.	5/25/2023	\$2,104.20	WWTP blower repairs

Total Cheques: 89

\$505,743.92



MONTHLY REPORT

Meeting: June 19, 2023

Agenda Item: 3.3.1

Clayton Gillespie, Corporate Services Manager

Report Period: May 15, 2023 to June 15, 2023

ACTIVITIES:

Currently working on a renewed IT agreement.

Employee pension plan changes – no change to the type of plan but a switch of providers over to the same providers as benefits. This will make it easier to manage the plan and chance to earn better returns.

Tax collection – steady with a couple of weeks until the deadline. We are at about 60% of the way there. Lots of ratepayers wait until the deadline.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Microphone project in council meeting room finally complete!

Draft pool condition assessment received late last week – will be reviewing and bringing back to council soon.

Arena board project set to get started the week of June 19 – 23.

Parks & Recreation Report –

Pool opened May 30th – a busy start thanks in part to the warm weather. The Returns (Jets) project was a success.

Parks - the VIC tree planting completed with the challenge now being to keep everything watered. The shelter for power and water was also built in between the two washrooms.

Trees were also planted on Slade Dr. The storm pond had 6 trees planted as a part of the memorial tree donations.

In total, over 40 trees and shrubs have been planted this year.

Gopher control being done the week of June 14 – 16. Weed control will take place later in July.

A busy start to the ball season with 51hrs rented over the past month.



MARKETING AND COMMUNICATIONS:

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

Attended the GFOA Conference May 21 – 24. All things Government Finance related and a good networking opportunity.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: June 15, 2023





MONTHLY REPORT

Meeting: June 19, 2023

Agenda Item: 3.3.2

Operations Department

Report Period: (May 2023)

ACTIVITIES:

- WASTEWATER OPERATIONS

- 34053 m³ of treated wastewater effluent was released to Mosquito Creek.
- Installed Little John digester blower at WWTP. Waiting for the wastewater level in the lift station to decrease so the aeration unit can be installed at the bottom.
- Turned off alum dosing pump at WWTP to decrease aluminum concentration in wastewater sludge being hauled to Calgary (concentration is in exceedance of Calgary regulatory guidelines). No phosphorous concentration increase has been observed in the treated effluent, we will leave the pump off and continue daily observation.
- Installed a sanitary manhole at the head end of the sewer line on 19th Street and 26th Ave. The line on 19th Street does not connect to 26th Ave. The sewer line was previously open to bare earth, which was identified during previous robotic camera operations.
- Re-lined 19th sewer lines on 19th Street between 22nd and 24th Ave

- WATER OPERATIONS

- 40114 m³ of treated water was sent to the Town's distribution system.
- Tested water from Raw, Distribution in WTP, Town Office, and PW shop locations for Geosmin and MIB. MIB concentrations were below detectable limit (3 nanograms/L, or ng/L), Geosmin was detected in the WTP distribution (5 ng/L) and Town office (3 ng/L). For reference, Geosmin and MIB become a taste and odor issue at concentrations between 20-30 ng/L although those who are particularly sensitive may notice it at levels above 10 ng/L. Monthly samples will be collected from these locations through the summer months.
- Began isolation valve replacement program based on the results from last year's valve exercising program. Two abandoned isolation valves on 19th Street were found in the closed position.
- Disconnected the bulk water station from the water distribution system, it is now completely abandoned. Water still contained in the station is being used by Parks & Rec to water trees and shrubs around Town.
- Abandoned an old 1" copper water line on 18th Street behind the Ranchland Motel. The saddle connecting the line to the water main had rotted away, causing a loss of treated water and a depression in the street.

- ROADS

- Preparing Request for Quotations (RFQ)
- Clearing storm drains
- Repair large potholes
- Inspected roads for potholes, cracks, and patching.

- SIDEWALKS/PATHWAYS

- Locating areas to be repaired and replaced.
- Preparing RFQ

- MISCELLANEOUS
 - Some lights are still in the trees in Westview trees and will be removed when the weather permits.
 - Hydrovac catch basins – Hwy 2 NB/SB and Slade Drive area.
- CEMETERY
 - Columbarium installed.
 - 2 urn burials
- RECYCLING
 - Mulch pile remains and will be offered but not advertised to town residents.
 - Spoke with Shawne for removal of concrete and asphalt pile.
 - Booked Brazel Const. for removal of tree pile in June.
 - Hauling mulch and old compost to ditch east of Vet clinic

EMERGENCY MANAGEMENT:

- Working on Emergency management plan

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- AWWOA Level 1 Prep Course – May (Dan & Chris)

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

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

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



CHIEF ADMINISTRATIVE OFFICER



MONTHLY DEPARTMENT REPORT

Regular Meeting: June 19, 2023

Agenda Item: 3.3.3

Georgina Sharpe, Planning and Development

Report Period: May 2023

ACTIVITIES:

Development Permit Approvals & Lot Sales		
	May 2023	April 2023
Residential	\$360K	\$0K
Comm/Ind	\$0K	\$0K
Public	\$0K	\$0K
Other	Signs = 0	Signs = 0
WV III Sales* (Total = 67/85)	0 lots	0 lots
	YTD2023	YTD2022
TOTAL	\$2,093K	\$751K
		YE2022
Housing Starts	5	7

*by date of sale

- Municipal Planning Commission Meeting – Monday May 8
- Vacation: May 5-26 – CAO acting Development Officer while away

May Permits Issued:

DP #	Last Name	Civic Address of Development	Lot	Blk	Plan	Zone	Description
D12-23	Lunt	2401 23 Street	23	21	121JK	R1	HOC2-Plumbing contractor
D14-23	TSI Yardworks	2115 27 Avenue	37	78	0414328	R1	HOC2-Temp Use – 5 years
D16-23	Scheelar	2804 22 Street	38	78	0414328	R1	Shed - variance for side yard
D17-23	Work Boot Projects Inc.	2004 27 Avenue	23	1	2110553	R1	Bungalow, side yard deck

PROGRESS ON PROJECTS & PROGRAMS:

- Land Use Bylaw Update Project –
 - Context Report submitted May 10, 2023 (completion of Phase I), This report serves to collect the work completed in Phase I of the project that informs these LUB recommendations:
 - Technical Review Memo
 - Best Practices Memo
 - Stakeholder Workshop and Online Survey What We Heard Report
 - Advisory Committee and Council Orientation Presentation
 - Advisory Committee Orientation Minutes
 - Council Orientation Minutes
 - General revisions to the LUB raised by Town Administration

- Phase II Drafting Section by Section has commenced.
 - Advisory Group meeting tentatively scheduled for June 27
- Housing Needs Assessment Update -
 - Online tool prepared and submitted.
 - See also training session, below.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Online information session on the Housing Accelerator Fund – CMHC (HAF)
 - [cmhc-nhs](https://cmhc-nhs.org/). – National Housing Strategy link

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- Municipal Planning Commission Meeting – Monday June 12 @ 7 pm





MONTHLY DEPARTMENT REPORT

Meeting: June 19, 2023

Agenda Item: 3.3.4

Nanton Fire Department

Report Period: May 1- May 31, 2023

ACTIVITIES:

- Regular training nights are on Thursday's starting at 19:00 hours.
 - We have been focusing on:
 - Wildland Fire operations
 - Wildland Urban Interface
- Recruitment and Retention will be a primary focus over the next few months to assist with the availability of daytime responders. A request for decision will be coming forward looking for support of a business initiative to help increase our numbers through the business community.
 - After conversations with Deputy Chief Jersch and CAO Smith it has been decided to postpone an increase to our membership until all SOG's have been reviewed and revised as needed.
 - Current SOG's have been shared with the membership again as we continue to work on reviewing and revising.
- We will be working with our neighbours to promote a fire training academy that could be hosted by the school division. In collaboration with JT Foster, we are hoping to attract Senior High students to a training program that would have them complete their NFPA 10-01 Level 1, First aid and Medical First Responder training. More information and a potential RFD will be coming as soon as details are available.
 - Initial program information has been provided to the Fire Chiefs and will be presented to respective councils when completed.
 - Fire Training grounds in Granum will be completed in the spring and we will be able to offer hands-on training to the program when that is complete.
- Day-to-day operations continue as we prepare for wildland firefighting and increases in traffic due to spring and summer use.

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- As I continue to re-familiarize myself with the operations of the department there are a few odds and ends we will be finalizing in the next couple of months.
 - We have started the tedious work of review and revision of the NFD SOG's.

- Completed SOG's are being delivered to the membership as they are approved.
- Exterior lighting will be upgraded to more efficient LED lighting.
 - Temperatures have pushed this upgrade to the New Year
 - Scheduling conflicts and weather continue to push this project. Completion is now scheduled for April.
 - The exterior lighting project has been completed.

TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- One Captain continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- Firefighter continues to work towards his Fire Safety Codes Officer Group C with Safety Codes Council.
- A new round of NFPA 10-01 Level 1 training has started with 3 recruit members attending.
 - Training has been going well with Nanton Fire providing props and facility.
 - Final exams are scheduled for April.
 - All members have completed the course. We are awaiting the results.
 - All members have passed the 10-01 Level 1 course requirements.
- Discussions with training providers for
 - Pediatric Emergency Training
 - 1 member has completed this training.
 - Stop the Bleed Hemorrhage Control Training (Booked April 1, 2023)
 - Course completed.
 - Traumatic Hemorrhage Kits are being built and installed in the units.
 - Still working with suppliers to gather all supplies.
 - Farm Machinery Entrapment and Livestock Rescue Course (June 24, 25, 2023)
 - 4 members are registered for the course.
 - Grain Entrapment
 - Hosted by the MD

UPCOMING EVENTS / ADDITIONAL INFORMATION:

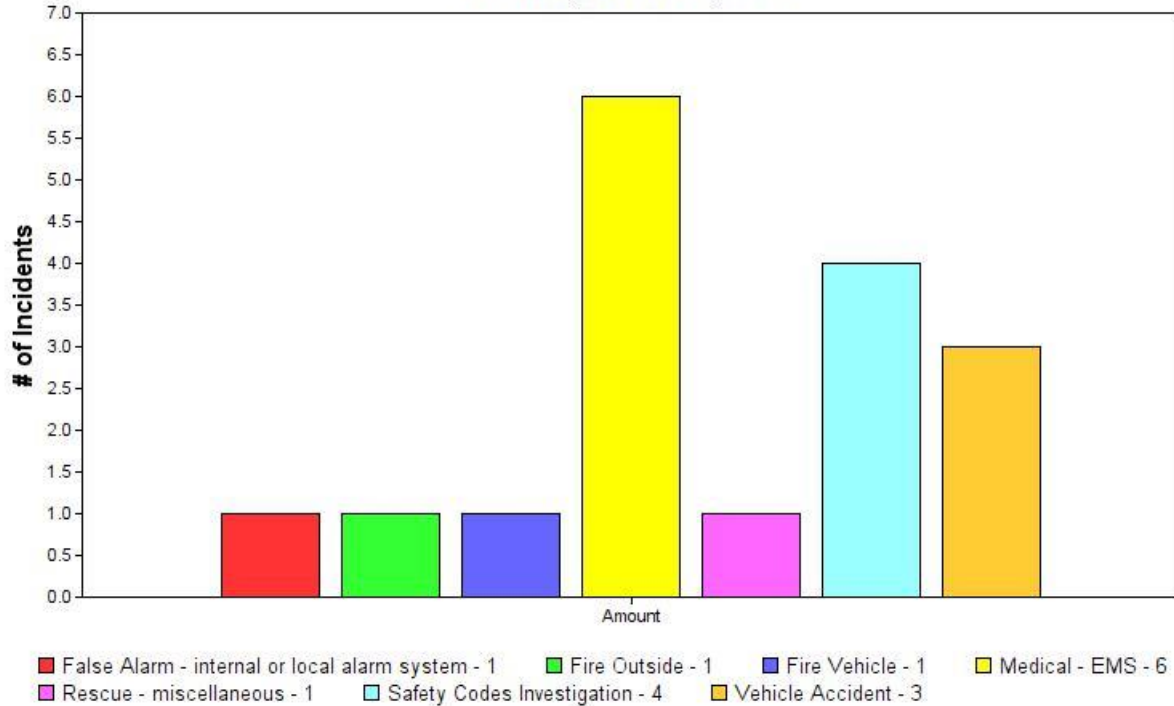
- Annual Nanton Fire Department Slo-Pitch Tourney June 2, 3, and 4th.
 - Preparations are well under way for our annual fundraiser.
- Nanton Municipal Enforcement Bike Rodeo
- Nanton Round Up Days
- RCMP Open House July 22, 2023.
- Nanton Bomber Command standbys for engine run ups will start soon.

Respectfully submitted,
Fire Chief John G. Dozeman

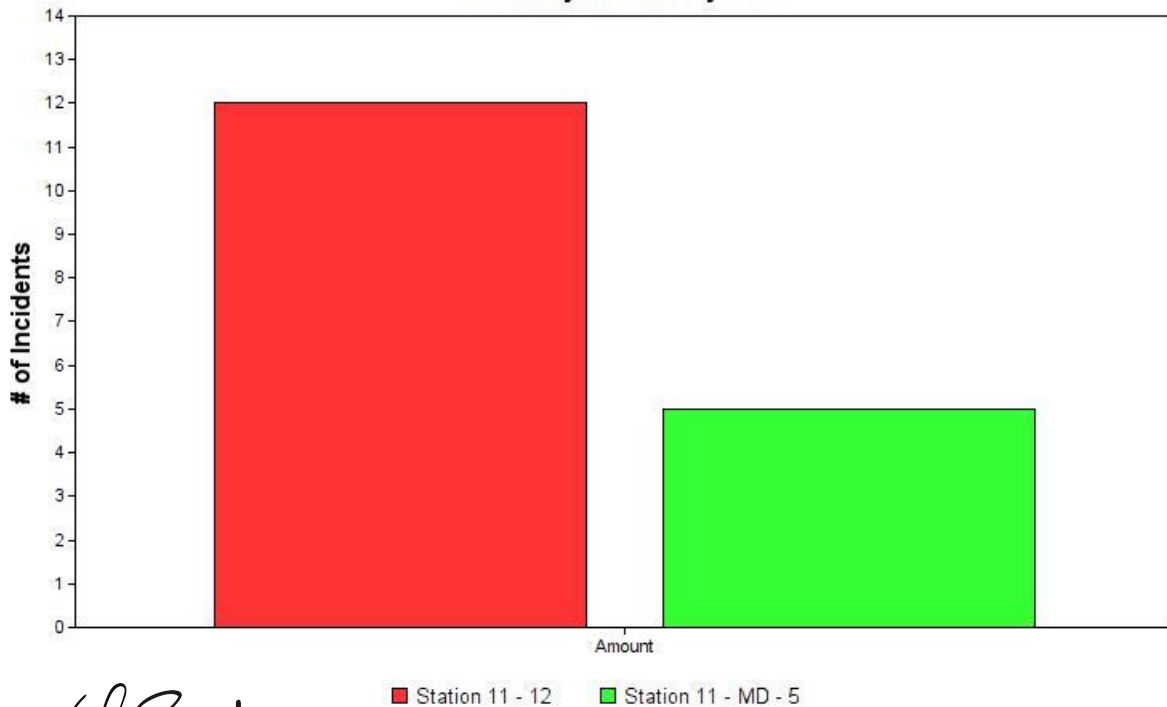


Nanton Fire Department Monthly Call Statistics

Totals by Type
From May 1 23 to May 31 23



Totals by Station
From May 1 23 to May 31 23





MONTHLY DEPARTMENT REPORT

Meeting: June 19, 2023
Agenda Item: 3.3.5

Peace Officer Jesse Steele #19091

Report Period: May 2023

ACTIVITIES:

- May 15 – Council meeting
- May 18 – Attend Citizens on Patrol (COP) meeting
- May 27 – Joint Force Operation (JFO) w/ RCMP Traffic services; midday Checkstop on hwy 533/29th St. Assisted RCMP with traffic direction and document checks.
- May 30 – JFO w/ RCMP Cst. Jones for speed enforcement 22nd St (hwy 2N). Multiple violators ticketed for speed. Fastest speed 91km/hr.

TRAINING/EDUCATIONAL SESSIONS ATTENDED: N/A

UPCOMING EVENTS / ADDITIONAL INFORMATION:

- June 9 – Bike Rodeo

How did the month go?

Enforcement action was down for May 2023, as newly hired Peace Officer Jesse Steele began employment, taking over for departing Peace Officer Adam Reiter.

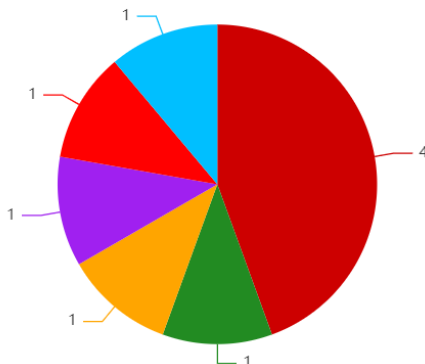
Mr. Steele received his Peace Officer appointment on May 18th.

Monthly Occurrences snapshot:

In May 2023, 12 reports were opened including 8 received complaints for services. Therein the complaints consisted of 4 animal, 1 Community, 1 traffic, 1 Land Use, and 1 Unsightly.

**** Pie chart does not reflect 3 reports that are pending approval by reviewer****

Count of Incident Types Total:9 | 100.0%



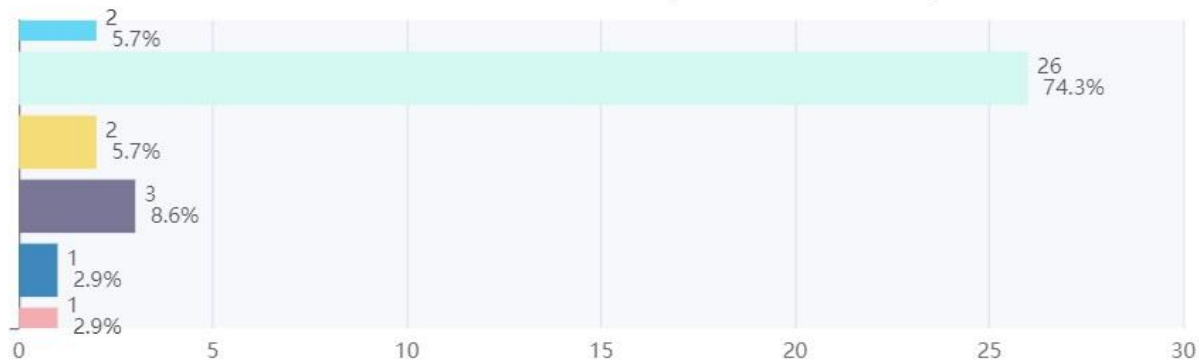
Municipal Types

ANIMAL BYLAW	4 44.4%
COMMUNITY BYLAW	1 11.1%
JOINT FORCE / MULTI AGENCY CHECK	1 11.1%
LANDUSE BYLAW	1 11.1%
SCHOOL EVENT/PATROL	1 11.1%
UNSIGHTLY PROPERTY	1 11.1%

Monthly ticket stats:

Once Mr. Steele received his Peace Officer appointment a total of warnings and tickets added up to 35 violations identified totaling an approximate amount of \$4135.

Count of E-Tickets Completed: Total: 35 | 100.0%



List of First Charge Code

- TSA 115(1)(B)- DRIVE/OPERATE VEH. ON HWY WHI | 2 | 5.7%
- TSA 115(2)(P)- EXCEED MAX SPEED LIMIT ESTAB' | 26 | 74.3%
- TSA 167(1)(B)- FAILURE TO PROVIDE P.O. W/ CE | 2 | 5.7%
- TSA 167(1)(C)- FAILURE TO PROVIDE P.O. W/ FI | 3 | 8.6%
- TSA 52(1)(A)- OPERATE MV/TRAILER W/O SUBSIS | 1 | 2.9%
- TSA RROR,44(N)- STOP/PARK WHERE PROHIBITED BY | 1 | 2.9%





MONTHLY COUNCIL REPORT

Meeting: June 19, 2022
Agenda Item: 3.4.2

Councillor Victor Czop:

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

Report Period: May 2023

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

UPCOMING EVENTS / ADDITIONAL INFORMATION:

Attend Council meetings
Attend Alberta Southwest meeting at Pincher Creek
Attend MPC meeting
Attend C.O.P meeting
Attend Community Hall Society meeting

VR Czop



MONTHLY COUNCIL REPORT

Meeting: June 19, 2023

Agenda Item: 3.4.7

Councillor John Dozeman:

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

Report Period: May

MPC Member: Yes

APPOINTED EXTERNAL COMMITTEE MEETING HIGHLIGHTS:

1. Emergency Management Committee Chair

Date:

Key Items: Nothing scheduled for May.

2. Foothills Regional Emergency Services Commission

Date:

Key Items: Nothing scheduled for May.

3. Other Events

Date:

Council Standing Committees:
(Key items detailed in minutes)

Services: Nothing scheduled in March.
Finance: Nothing Scheduled for February.

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

UPCOMING EVENTS / ADDITIONAL INFORMATION:





COMMEMORATE CANADA GRANT PROGRAM

Council Meeting: June 19, 2023
Agenda Item 3.5.1

NANTON PHOENIX PROJECT

PROJECT DESCRIPTION:

In early 2022, the Federal government, through Canadian Heritage, offered the Commemorate Canada – Reopening Fund to assist communities in the celebration of the emergence from the COVID pandemic.

This project was designed to celebrate the “Authentic Alberta” grit and spirit that our residents drew on during the COVID pandemic. The premise was that, by improving on our outdoor spaces and experiences, it would encourage our residents to once again gather in open spaces for recreation and community events.

BACKGROUND:

Council’s previous plans for water and sewer infrastructure upgrades and the installation of the public washrooms for the Visitor Information Centre coincided with this grant opportunity, affording the Town of Nanton an opportunity to enhance the area with tree screening, decorative landscaping, outdoor furnishings, public convenience containers and improved pathway connectivity.

The focus of the grant was the enhancement of the Visitor Information Centre as an extension of our pathways and parks system, and the contribution to the August long weekend Nanton Days fireworks display. Not only were our residents the recipients of these benefits, but they were also intended to draw in visitors to Nanton, with the potential for a positive economic impact to our local businesses.



PROJECT BUDGET:

On June 30, 2022, the Town was notified that it was successful in its application – the Federal Commemorate Canada Grant Program amount awarded was \$40,400. The annual MD Willow Creek \$1,000 contribution to support Canada Day festivities as well the Town of Nanton's in-kind contribution of \$4,500 brought the total for the project to \$45,900.

PROJECT COMPONENTS:

Trees / Shrubs / Plantings	East perimeter screening/features	\$15,550.65
Planters / Landscaping	3 units around MacEwan Schoolhouse	\$1,894.00
Benches	2 placed at Schoolhouse	\$2,516.00
Tables	Installation at pathway entry	\$3,201.34
Refuse / Recycling Containers	Adjacent to washroom facility	\$5,803.40
Bike Rack	Next to containers	\$517.00
Fireworks Display 2022	Promoters/Booster Clubs	\$12,000.00
Event Recognition	Photography to include VIC & Westview	\$350.00
Signage	Bilingual recognition on kiosk structure	\$1,500.00
Misc labour & equipment supplied	Additional Town of Nanton contributions	\$2,600.00

FINAL INSTALLATIONS:

As of today, the installation of the signage and the two picnic tables is not yet completed as these items require supportive cement bases. It is anticipated that these finishing details will be finished in the next few weeks as the project is scheduled to be fully completed prior to the August long weekend this year. A professional photographic portfolio of the full project will be assembled and presented to Council upon completion as well.

Many thanks to Neil for the opportunity to manage the Commemorate Canada Reopening Grant funding. I have greatly appreciated the considerable time and effort contributed by Jordan Glas, Parks Supervisor, and his staff for the planning, implementation and ongoing commitment to the maintenance of the project. Bill Woytiuk, Shellah Petersen and the Public Work staff have also been instrumental in the collaboration of this productive team building exercise. The resulting improvements to this central feature area speak to these dedicated efforts.

Lisa Lockton
Legislative Services Manager

June 12, 2023.



MINUTES

Monday, June 5, 2023 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 Kevin Todd.
Absent: Councillor Ken Sorenson

OTHERS PRESENT: Neil Smith Chief Administrative Officer
Lisa Lockton Legislative Services Manager
Clayton Gillespie Corporate Services Manager
Georgina Sharpe Planning & Development Officer

1. CALL TO ORDER & ADOPTION OF THE AGENDA:

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

RESOLUTION # 154 – 23/06/05 - Czop

The Regular Council agenda for June 5, 2023, was accepted as presented. CARRIED

2. PRESENTATIONS:

- 2.1 Corporal Tom Nairn, Nanton RCMP, and Sgt. Tim Kelly - Presentation of 1st Quarter 2023 Report (E) - 7:03 – 7:14 p.m.

Cpl. Nairn and Sgt. Kelly left the meeting at 7:14 p.m. at the conclusion of the presentation.

3. REPORTS:

3.1 CHIEF ADMINISTRATIVE OFFICER:

- 3.1.1 Status Report – E

RESOLUTION # 155 - 23/06/05 - Mitchell

Moved that all written reports, as recorded on the agenda for June 5, 2023, be received for information and filing. CARRIED

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 Regular Council Meeting May 15, 2023, Minutes – E

RESOLUTION # 156 - 23/06/05 - Dozeman

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 15, 2023, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES:

4.2.1 Amendment to Community Bylaw #1299 – E

RESOLUTION # 157 - 23/06/05 - Dozeman

Direct the Chief Administrative Officer to proceed with final drafting of the proposed amending bylaw to the Community Bylaw #1299/18 to address Excessive Protective Elements on Land and Premises, and include information regarding the drones to be potentially included in the bylaw, and further that the draft bylaw be posted to the Nanton.ca public participation page for public review and comment, prior to Council's consideration of first reading at the June 19, 2023 Regular Council meeting. CARRIED

5. NEW & UNFINISHED BUSINESS:

5.1 Information Brief on Bare Lots - E

Discussion regarding current Development Levy Bylaws 1160/04 and Further discussions to take place on the four different off-site levy examples presented in the information brief.

5.2 Line of Credit borrowing Bylaw - #1374 – E

RESOLUTION # 158 - 23/06/05 - Miller

Moved to read Town of Nanton Bylaw #1374/23, a bylaw to authorize the Council to incur indebtedness through a line of credit for a maximum amount of \$250,000 for the purpose of interim cash flow, for a first time. CARRIED

RESOLUTION # 159 - 23/06/05 - Dozeman

Moved to read Town of Nanton Bylaw #1374/23 for a second time. CARRIED

RESOLUTION # 160 - 23/06/05 - Todd

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

RESOLUTION # 161 - 23/06/05 - Mitchell

Moved to read Town of Nanton Bylaw #1374/23 for a third and final time. CARRIED

5.3 Request For Decision - Wastewater de-watering pilot – E

RESOLUTION # 162- 23/06/05 - Dozeman

Moved to proceed with a pilot project for wastewater sludge dewatering which utilizes a rotary sludge press rental from Fournier Industries Inc., scheduled for approximately one month starting July 1, 2023 and funded through the Alberta Municipal Water and Wastewater Partnership in the amount of \$65,350, (scheduling and invoicing dependent on equipment availability). CARRIED

5.4 Information Brief re: Visitor Information Centre - E

RESOLUTION # 163 - 23/06/05- Miller

Direct the Chief Administrative Officer initiate discussions with the Canadian Grain Elevators Discovery Centre Board for the potential to operate visitor information services for the Town of Nanton. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.1.1 RSVP Community Futures Highwood Annual General Meeting June 29/23 - E

6.1.2 RSVP High River & District Health Care Foundation Wed. June 7/23 – E

Mayor Jennifer Handley confirmed that she will attend both events.

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 164 - 23/06/05 - Mitchell

IT WAS MOVED to recess the Regular Meeting at 9:02 p.m. in order to hold “Closed Confidential Sessions” pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Freedom of Information and Protection of Privacy Act, as follows:

7.1 Potential Land Sale – FOIP Section 23(1) Local public body confidences

7.2 Chief Administrative Officer Performance Evaluation – FOIP Section 19 (1) Confidential Evaluations

CARRIED

RESOLUTION # 165 - 23/06/05 - Todd

IT WAS MOVED to reconvene the Regular Meeting at 9:46 p.m. CARRIED

7.1 RESOLUTION # 166 - 23/06/05 - Mitchell

Moved to advertise the sale of the Town owner Lot 7 Block 4 Plan 43621, in accordance with the Municipal Government Act, Section 70. CARRIED

7.2 RESOLUTION # 167 - 23/06/05 - Dozeman

Moved to hold a Special Meeting of Council on Monday, June 19, 2023 at 5:00 p.m. for a closed confidential session regarding the Chief Administrative Officer evaluation process, in accordance with the Freedom of Information and Protection of Privacy Act and Regulations, Section 19(1). CARRIED

8. ADJOURNMENT:

RESOLUTION # 168 - 23/06/05 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:47 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:ll

These minutes accepted and signed this 19th day of June, 2023.





REQUEST FOR DECISION

Meeting: Regular Council Meeting

June 19th 2023

Agenda Item: 4.2.1

PROPOSED COMMUNITY BYLAW AMENDMENT

PURPOSE:

RESOLUTION # 149 - 23/05/15 - Dozeman

Whereas some municipal jurisdictions in Canada approve regulatory bylaws for the appropriate use of residential surveillance and security floodlight systems (for the protection of personal privacy and the right to enjoy private property), be it resolved that the Chief Administrative Officer is directed to research and provide recommendations with respect to the Town's ability to draft, review and approve an enforceable local 'fortification' bylaw. CARRIED

After legal advice, developing a bylaw for Council to consider was relatively straightforward.

BACKGROUND:

Following the regular meeting of May 15th, Administration researched resolution #149/ 23/05/15.

A "fortification" type of bylaw as described likely can be passed by a Council due to the following areas of the Municipal Government Act:

- Section 3 purposes of a municipality:
 - 3(b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality and;
 - s. 3(c) to develop and maintain safe and viable communities.
- Section 7 General Jurisdiction to Pass Bylaws:
 - (a) the safety, health and welfare of people and the protection of people and property;
 - (b) people, activities and things in, on or near a public place or place that is open to the public;
 - (c) nuisances, including unsightly property;
 - (f) services provided by or on behalf of the municipality;
- Section 539: no bylaw may be challenged on the ground that it is unreasonable. Procedural and jurisdictional challenges would be more likely.

Three areas of potential risk would be:

- Constitutional and Charter of Rights and Freedoms: criminal offences cannot be created or implied, bylaw offences that respond to resident health, safety and welfare must be the purpose. Restrictions imposed must minimally impair the Charter of Rights and Freedom and be rationally connected to a bylaw objective.
- Appropriately balancing the desire for private surveillance with public privacy concerns.
- Avoiding conflict with the Alberta *Safer Communities and Neighbourhoods Act* (risking the bylaw being considered *Ultra Vires (beyond the powers)*). In drafting, conflicts with that act should be avoided. In the event of a conflict, provincial legislation always wins.

Having taken advice on the topic and aware of Council's priorities around this resolution, Administration respectfully suggests that the attached bylaw (legally vetted) achieves what is sought, in the form of a small amendment to the Community Bylaw that focuses on balancing privacy with private surveillance.

The key elements would be:

- Definitions of “Excessive Protective Elements”:
 - (1) Visual surveillance equipment, including video cameras, ‘night vision’ systems, or electronic listening devices, installed on Land or Premises capable of permitting either stationary or scanned viewing or listening, by an operator or viewer or listener of that equipment, beyond the perimeter of Land owned, leased or occupied by the owner or occupant;
 - (2) Floodlighting and/or alarm equipment, including motion sensor-based technology, installed on Land or Premises, which unreasonably generates light or sound beyond the perimeter of Land owned, leased or occupied by the owner or occupant.
- General Prohibition:
 - No person shall construct, affix or place or permit the construction, affixing or placement of Excessive Protective Elements on Land or Premises.

There would be an “exceptions” provision to provide more latitude to government properties, municipal properties and financial institution properties. There is also a reasonable process for property occupants to follow who seek an exception, engaging both law enforcement and the opinion of adjoining neighbours.

The penalties for the offence would be the same as other Community Bylaw offences and added to the schedule.

Supplemental – Drones

Administration was asked to look into the surveillance drone aspect of this. Case law is limited, but advice seems to hold that, in order to mitigate legal risks when conducting flights, drone operators need to analyze and abide by all applicable municipal bylaws before flight. Unless a court determines that a municipal bylaw impacting drone operations is invalid, drone operators should follow bylaws. The Town must ensure that any drone regulations lack ‘greyness’ and do not overreach into federal aviation jurisdiction, meaning that the focus should remain on *Excessive Protective Elements* and the protection of privacy in this case.

- (1) Visual surveillance equipment, including video cameras, ‘night vision’ systems, **surveillance drone equipment** or electronic listening devices, installed on Land or Premises capable of permitting either stationary or scanned viewing or listening, by an operator or viewer or listener of that equipment, beyond the perimeter of Land owned, leased or occupied by the owner or occupant;

This is not yet an area of tried and tested case law, therefore this inclusion is recommended as the simplest and most consistent approach.

ADMINISTRATIVE RECOMMENDATION(S):

That the Community Bylaw be read for a first time by title.

That the Community Bylaw amendment and this report be posted to the public participation page for public review and comment.

DECISION OPTIONS:

- ☒ #1 – Proceed
- ☐ #2 – Do not proceed

☐ #2 – Proceed with amendments

Financial (GL# / Amount) : N/A

Communications/PR: Information will be posted online

Applicable Legislation:

Attachments: Proposed Bylaw

Prepared By: Neil Smith, Chief Administrative Officer, June 14th 2023

APPROVED BY: Neil Smith, Chief Administrative Officer:



NANTON STRATEGIC PLAN ALIGNMENT			
☐	OPERATIONS	☐	EMERGENCY SERVICES
☐	PLANNING & DEVELOPMENT	☐	COMMUNITY & ECONOMIC
☐	GOVERNANCE & CORPORATE SERVICES	☒	NOT APPLICABLE
PRIORITY OR ACTION:			



BYLAW

Bylaw Number: 1373/23

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

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

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

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

1. AMENDMENT:

Bylaw #1299/18 is hereby amended as follows:

1.1 Section 2 has the following definition inserted:

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

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

1.2 Section 16 is hereby inserted with the following:

16. EXCESSIVE PROTECTIVE ELEMENTS:

16.1 General Prohibition:

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

16.2 Exemptions:

16.2.1 The following are exempt from Section 16.1:

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

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

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

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

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

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

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

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



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

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

3. INTERPRETATION:

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

4. EFFECTIVE DATE AND READINGS:

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

4.2 Read a first time this _____ day of _____ 2023.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

4.3 Read a second time this _____ day of _____ 2023.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER





Request for Decision

Meeting: June 15th 2023

Agenda Item: 5.1

Bare/ Vacant lots: Fees and Rates

Recommendation(s):

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

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

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

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

PURPOSE:

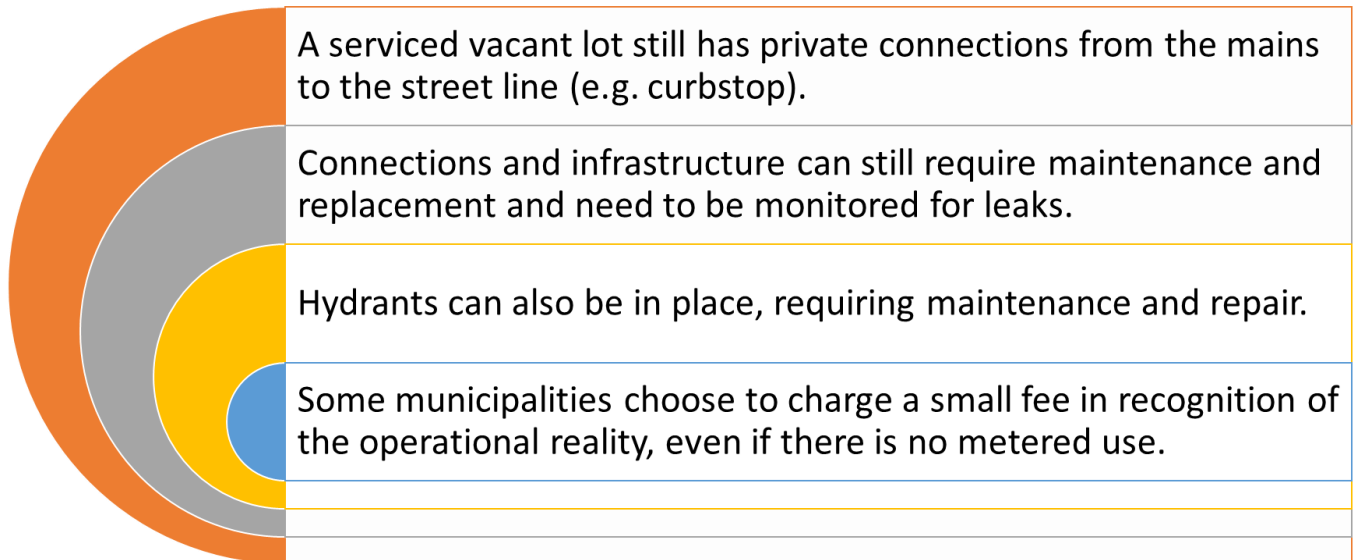
In some municipal jurisdictions, an “unconnected vacant lot” utility fee (sewer and/or water) is charged against property owners whose properties are undeveloped or bare, but capable of a standard service connection from adjacent mains. The Town does not currently charge such a fee and the introduction of a modest one, from an asset management perspective, is advocated.

BACKGROUND:

Vacant Lot User Fees

An “unconnected vacant lot” utility fee (sewer or water), when in place is only charged against property owners whose properties are undeveloped/bare, but capable of a standard service connection from adjacent mains. Some municipalities call it an “infrastructure renewal fee”, linking it directly to the buried infrastructure assets, on the principle that there’s a curb-stop there (or the potential for one) and a section of main that the municipality must maintain and renew. Some jurisdictions do charge \$20-30 per month to their rate payers with such properties (ranging in the region of \$250-450 per annum).

Vacant Lots and User Fees



Essentially, a 30 year old curb stop is still a depreciating asset whether or not it's been connected to a building. Older serviced lots are sometimes prime candidates for leak detection activities. The presence of the adjacent servicing elevates the assessed value of the property to its owner whether or not the choose to develop.

Additionally, communities with very limited capabilities in terms of expanding water and /or sewer main to other parts of town currently un-serviced, the view is sometimes taken that bare lands within serviced areas should be put under some pressure to develop or divest as the land is 'premium' and infill of existing areas is in the public interest.

Such a fee structure would likely do the following:

- Further build or more fairly distribute water and sewer asset maintenance and renewal costs throughout Town;
- Reduce the need or perceived need, in smaller cases, for more complex improvement area type initiatives and processes to renew or replace infrastructure;

The financial impact of such a move would not likely be seismic but could arguably establish an important principle going forward around vacant and developable lots. Based on an initial scan with our assessor, there are 51 possible properties but not all of them may qualify. More likely is that there are about 35 properties that would be impacted with certainty. A \$50 bi-monthly fee (\$300 per annum) would generate an estimated \$10,000 in utilities revenue annually, plus or minus about \$3,000. That small amount of revenue , although small, is enough to theoretically further the overall valve and hydrant renewal program.

Commercial or industrial property owners who own multiple adjoining parcels, but essentially operate a single business from them can choose to legally consolidate their properties to avoid unnecessary multiple payments of such a fee.

Examples from elsewhere:

Town of Stavelly (AB): for water only, the Town of Stavelly has a \$20 monthly rate for inactive or vacant residential, vacant commercial accounts (\$240 per annum).

Village of Kaslo (BC): Sewer (vacant commercial lot with sewer available \$602 per annum; vacant commercial lot with water available \$61 per annum). Comes to \$55.25 per month.

Regional District of Okanagan Similkameen (Willowbrook Water System, BC): Vacant Lot fee of \$738 per annum. Comes to \$61.50 per month.

CONCLUSION:

This is not applied everywhere as a fee but is used by some jurisdictions for a variety of reasons. It does require a philosophical position that serviced/serviceable/developable lots should contribute to water and wastewater utilities on the basis that their value is partly driven by the existence of buried infrastructure that requires maintenance and repair (and their non-development may be negatively impacting development and revenue growth elsewhere in the community). What is not in doubt is that Nanton's water distribution and sewer collection infrastructure needs substantial and ongoing repair, maintenance and renewal.

OPTIONS:

1. PROCEED WITH THE RECOMMENDED AMENDMENT
2. AMEND THE FEE OR DEFINITIONS
3. DO NOT PROCEED AT THIS TIME.

Recommendation(s):

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

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That the following definitions are added to the Fees and Rates Bylaw:

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

NANTON STRATEGIC PLAN ALIGNMENT			
☒	OPERATIONS	☐	EMERGENCY SERVICES
☒	PLANNING & DEVELOPMENT	☒	COMMUNITY & ECONOMIC
☐	GOVERNANCE & CORPORATE SERVICES	☐	NOT APPLICABLE
PRIORITY OR ACTION: Although not a Strategic priority, this topic is worthy of discussion in the context of current and long term capital priorities in utilities.			

Prepared By: Neil Smith

Date: Updated June 15th 2023

APPROVED BY:


NANTON

CHIEF ADMINISTRATIVE OFFICER

Date: June 15th 2023



REQUEST FOR DECISION

Meeting: June 19, 2023

Agenda Item: 5.3

VISITOR INFORMATION CENTRE OPERATION FOR 2023

PURPOSE:

To ensure the operation of the Town of Nanton Visitor Information Centre for 2023

BACKGROUND / IMPLICATIONS:

At the Regular Meeting of June 5/23, the Chief Administrative Officer advised Council that the Town was unsuccessful in the application to Canada Summer Jobs for 2023 summer student staffing at the Visitor Information Centre (VIC) MacEwan Schoolhouse.

In the Request for Decision presented at this meeting, options were discussed with Council with the resulting direction:

RESOLUTION # 163 - 23/06/05- Miller

Direct the Chief Administrative Officer initiate discussions with the Canadian Grain Elevators Discovery Centre Board for the potential to operate visitor information services for the Town of Nanton. CARRIED

Both the Nanton & District Chamber of Commerce and the Canadian Grain Elevator Discover Centre provided input regarding the proposed options that had been discussed.

With the improvements that have been made to the Visitor Information Centre in the past year, staffing the Centre would be beneficial for not only for the Town but both the Chamber and the Elevator Society. The presence at the VIC has the potential to align with the Chambers Strategic Planning and proposed collaboration presented to Council at the October 17, 2022 Regular Meeting.

ADMINISTRATIVE RECOMMENDATION:

With the proposal from the Chamber of Commerce being the best-case scenario for 2023, Administration recommends proceeding with a one-time funding allocation of \$5000 to assist the Nanton and District Chamber of Commerce in the staffing of the Town of Nanton's Visitor Information Centre.

DECISION OPTIONS:

- ☒ #1 – Proceed with financial assistance to the Chamber for 2023 for the VIC staffing – amount of \$5000
- ☐ #2 – Request that Administration research potential for additional funding
- ☐ #3 – Do not fund staffing of the VIC for 2023

ALTERNATIVES:

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

Financial (GL# / Amount) : \$5000 from Economic/Community Development funds

Communications/PR: Website & Social Media

Applicable Legislation: N/A

Attachments: Letter June 10/23 - Chamber of Commerce/Cdn Grain Elevator Discovery Centre

Prepared By: Lisa Lockton, Legislative Services Manager

Date: June 15, 2023



APPROVED BY: Neil Smith, Chief Administrative Officer:

NANTON STRATEGIC PLAN ALIGNMENT			
☐	OPERATIONS	☐	EMERGENCY SERVICES
☐	PLANNING & DEVELOPMENT	☒	COMMUNITY & ECONOMIC
☐	GOVERNANCE & CORPORATE SERVICES	☐	NOT APPLICABLE
PRIORITY OR ACTION: To support business attraction, retention and expansion by completing the work at the VIC site plan and execution with partners			





June 10, 2023

Town of Nanton
Attn: Neil Smith, CAO

RE: 2023 VIC FUNDING/PLACEMENT

Dear Neil:

Per our meeting on June 9 with Clayton, Georgina, and Mayor Handley, the Nanton Chamber and the Canadian Grain Elevator Discovery Centre are proposing the following for the 2023 season:

With the 5K funding from the Town, the VIC remain operating part time by the Nanton Chamber at the MacEwan School House; on days not open, signage would point to the grain elevators if they have someone there.

Given the extensive re-development and beautification already done in the VIC area, it seems prudent to us that we try and steer as many people as possible to that location. We felt that to invest so heavily, including in the new washrooms, and then not have the MacEwan School House open, would not reflect well on the Town and would potentially lead to less visitor traffic in Nanton as a result.

With the potential of additional components in the VIC area to increase engagement and activity there given changes to the location of the project being funded through the joint Chamber and CGEDC Healthy Communities Initiative grant, it makes little sense to redirect traffic to the elevators or elsewhere. With these additional components, it may also lead to more activity and decreased vandalism during the off hours.

The elevators are not currently set up space and signage wise to be accepting visitors from the northbound highway right now. Additionally, with the construction of the fence and renovations of the rail area, it is not advisable to invite guests through that area at this time.

With all due respect to the comments made by those at the Council meeting, it is important to remember that the numbers provided for June-August 2022 reflected a lower number than what would be considered "normal". Tourist activity post-COVID has not returned to normal. The numbers also don't reflect the context of the conversations we have with those who come into the school house – not just asking about businesses, but about investment in the area, what businesses are for sale, what attractions and events are there, etc – much of which is not necessarily going to be found digitally. People love the MacEwan School House and often that is the draw to get them in, and then we can further engage them to promote businesses and the Town. We'd love for Town staff and Council to take the time to pop in once it's open so they can better understand where we're coming from on some of this (and to see the comments in the guest book!).

I have forwarded information on a digital kiosk company that reached out to the Chamber with some interesting indoor and outdoor options for tourist information; if the Town in future makes the decision to not fund or assist in funding a Visitor Information Centre then there should be a solid digital option available in its place.

Based on July, August and into the first week of September would be 10 weeks. Based on 24 hours/week at \$20/hour, the breakdown would be as follows:

Salary \$4,800
Vacation Pay \$192
CPP Deductions \$85.04
EI Premiums \$78.87

Total costs \$5,155.91. Now this would put it slightly over the \$5,000 however we were thinking with this we could look at 4 days a week, 6 hours a day possibly. The Chamber could make up the shortfall over the 5K.

If you require clarification or any additional information we can be reached at the numbers/emails below.

Sincerely,



Becky Scott

President
Nanton & District Chamber of Commerce
P: 403-771-6614
E: info@nantonchamber.com



Leo Wieser

President
Canadian Grain Elevator Discovery Centre
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E: cgedcnanton@gmail.com