



AGENDA

Monday, November 3, 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

4. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

4.1 ADOPTION:

- 4.1.1 October 6, 2025, Regular Meeting Minutes – E
- 4.1.2 October 27, 2025, Special Meeting Minutes – E

4.2 BUSINESS ARISING FROM THE MINUTES:

5. NEW & UNFINISHED BUSINESS:

- 5.1 Information Brief Community Organization Property Tax Exemption Regulation (COPTER) - E
- 5.2 Request for Decision COPTER - E
- 5.3 Information Brief Traffic Bylaw - E
- 5.4 Information Brief Draft Communications, Correspondence and Social Media Policy – E
- 5.5 Information Brief Draft Public Participation Policy – E
- 5.6 Information Brief Draft Procedural Bylaw - E

6. CORRESPONDENCE:

6.1 FOR ACTION:

- 6.1.1 Rowan House Request for Proclamation Family Violence Prevention Month - E

6.2 FOR INFORMATION:

- 6.2.1 Livingstone Range School Division re Enhancement Committee – E
- 6.2.2 Mayor & Reeves of Southwest Alberta re Agenda and Minutes – E
- 6.2.3 Intermunicipal Collaboration Framework Committee re Minutes – E
- 6.2.4 Oldman River Regional Services Commission re new CAO – E

7. CLOSED CONFIDENTIAL SESSION:

- 7.1 Municipal Lands ATIA Section 26 Disclosure Harmful to Intergovernmental Relations and Section 29 Advice from Officials

8. ADJOURNMENT:



STATUS REPORT

Meeting: November 3, 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 October 6, 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	Possible office relocation	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.	<i>Drafting work initiated</i>	IP	CAO/CS/OP/LS
158-25/08/11	Approved 60% of \$1,083,068 to start phase 1	<i>Resolution 124-25/06/02; local improvement area work under way</i>	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 unserviced 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.*





CAPITAL PLAN STATUS

Meeting: November 3, 2025
 Agenda Item: 3.1.2

*Deferred in green text
 2025 Items Only*

Roadway Infrastructure		Lead: Public Works Supervisor	
Roadway Rehab	Patching & repairs	COMPLETE	125,000
Sidewalk replacement program	Sidewalk repair & replacement	COMPLETE	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	2026 FIRM	35,000
THRC	Elevator/lift with building modifications		300,000
THRC - pool	Pool liner	COMPLETE	200,000
Town Office / Library	Window/wall updates	2026 FIRM	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.



RESOLUTION # 185 - 25/10/05 – Mitchell

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held September 15, 2025, were accepted as distributed. CARRIED

4.2 BUSINESS ARISING FROM THE MINUTES: None

5. NEW & UNFINISHED BUSINESS:

5.1 Request for Decision Draft Bylaw 1413/25 Nanton School Enhancement Committee – E

RESOLUTION # 186 - 25/10/05 - Miller

Moved to read Town of Nanton Bylaw #1413/25, a Bylaw to loan Monday to the Nanton School Enhancement Committee, for a first time. CARRIED

5.2 Request for Decision Alberta Community Partnership Program – E

RESOLUTION # 187 - 25/10/05 - Dozeman

Moved to direct the Chief Administrative Officer to update and resubmit its previous application to the Alberta Community Partnership program with the Municipal District of Willow Creek concerning the Spring Line raw water source, license and infrastructure. CARRIED

5.3 Request for Decision Electoral Assistance from Home – E

RESOLUTION # 188 - 25/10/05 - Mitchell

Moved to have the Town of Nanton Returning Officer provide electoral assistance at home on Monday, October 20, 2025, beginning at 1:00 p.m., ensuring all eligible electors are provided equitable access to the vote consistent with Section 79 of the *Local Authorities Election Act*. CARRIED

6. CORRESPONDENCE:

6.1 FOR ACTION:

6.1.1 Oldman River Regional Services 2026 Fee Estimate – E

6.2 FOR INFORMATION:

6.2.1 Response from Alberta Transportation regarding Traffic Study - E

7. CLOSED CONFIDENTIAL SESSION:

RESOLUTION # 189 - 25/10/05 - Mitchell

IT WAS MOVED at 7:51 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 Nanton Infrastructure ATIA Section 26 Disclosure Harmful to Intergovernmental Relations and Section 29 Advice from Officials

CARRIED

RESOLUTION # 190 - 25/10/05 - Miller

IT WAS MOVED to reconvene the Regular Meeting at 8:24 p.m. CARRIED

8. ADJOURNMENT:

RESOLUTION # 191 - 25/10/05 - Dozeman

IT WAS MOVED to adjourn the Regular Meeting of Council at 8:24 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 3rd day of November, 2025.





MINUTES

Monday, October 27, 2025, at 7:00 p.m.
Council Chambers at the Tom Hornecker
Recreation Centre, 2122 – 18 Street

SPECIAL MEETING

COUNCIL PRESENT: Mayor Jennifer Handley and Councillors Victor Czop, Jennie McMasters, Roger Miller, Dave Mitchell, Erin Shields and Shauna Strong

OTHERS PRESENT: Neil Smith Chief Administrative Officer
Clayton Gillespie Corporate Services Manager
Sara-Lynn Lyons Legislative Services & Communications
Georgina Sharpe Planning & Development Officer

1. **The Chief Administrative Officer called the Inaugural Organizational Meeting to Order at 7:00 pm.**
2. **Farewell to Outgoing Council Members John Dozeman and Ken Sorenson, with a welcome to newly elected Councillors Jennie McMasters, Erin Shields and Shauna Strong.**
3. **Administer Oath of Office to Mayor** by Peace Officer Carlos Farias of the Town of Nanton.
Administer Oath of Office to Council Members by Mayor Jennifer Handley.
4. **Adjournment**

RESOLUTION #

IT WAS MOVED to adjourn the Regular Meeting of Council at 7:08 p.m.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

NS:sl

These minutes accepted and signed this 3rd day of November, 2025.



REQUEST FOR DECISION

Meeting: November 3, 2025

Agenda Item: 5.1

Community Organization Property Tax Exemption Regulation (COPTER)

ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council move the acceptance of this report.

DECISION OPTIONS:

- #1 – Approve report as presented.
- #2 – Amend the report as presented
- #3 – Refer back to administration

PURPOSE:

The Municipal Government Act provides for Community Organization Property Tax Exemption (COPTER) under Section 362 1 (n) (i) to (v) of the MGA. The following organizations qualify for exemption from property tax under COPTER for the upcoming 2026 taxation year.

- Roll # 089300 & 089100 = Nanton Ag Society
- Roll # 089500, 093300 & 093400 = Nanton Golf Club
- Roll # 098250 & 098300 = Canadian Grain Elevator Society
- Roll # 007100, 007200 & 008000 = Nanton Opportunus Society
- Roll # 050300 = Nanton Lancaster Society
- Roll # 047500 = Nanton Curling Club
- Roll # 097655 = Nanton Animal Protection Society
- Roll # 048500 = Nanton Community Bus Society
- Roll # 050500 = Nanton Lions (Scout Hall)

BACKGROUND / IMPLICATIONS:

The applications can be approved on a two-year rotation in accordance with COPTER regulation 17(1) but it is the Town's practice to solicit applications on an annual basis.

In late August, the Town sent out reminder letters to past recipients, for organizations to submit an application by September 30, 2025. By receiving annual applications, it prevents an organization from missing an opportunity to apply for exemption due to situations such as executive changes and ensures that there have been no changes to the organization that would make them ineligible.

In addition to administration reviewing the applications, administration asked the Town's Assessor to review the applications for eligibility and found the noted properties above to be compliant with the regulations. **The Town must grant tax exemption to applicants who meet the COPTER requirements.**

All societies are currently active (in good standing) on the current provincial non-profit listing:

Legal Entity Type Description	Legal Entity Name	Status	Registration Date	City	Postal Code
Alberta Society	NANTON & DISTRICT ANIMAL PROTECTION SOCIETY	Active	2003/07/28	NANTON	T0L1R0
Alberta Society	NANTON & DISTRICT LIONS CLUB	Active	1976/07/26	NANTON	T0L1R0
Alberta Society	NANTON COMMUNITY BUS SOCIETY	Active	1984/05/08	NANTON	T0L1R0
Alberta Society	NANTON CURLING CLUB	Active	1983/12/21	NANTON	T0L1R0
Alberta Society	NANTON GOLF CLUB	Active	1965/06/18	NANTON	T0L1R0
Alberta Society	NANTON LANCASTER SOCIETY	Active	1986/01/03	NANTON	T0L1R0
Alberta Society	NANTON OPPORTUNUS SOCIETY	Active	1999/06/28	NANTON	T0L1R0
Agricultural Society	NANTON AGRICULTURAL SOCIETY	Active	2006/07/07	NANTON	T0L1R0
Alberta Society	CANADIAN GRAIN ELEVATOR DISCOVERY CENTRE	Active	2002/04/02	NANTON	T0L1R0

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR: Notification will be provided to all applicants of the status of their applications. Included in the letter will be an expression of appreciation from the Town for the dedication and hard work of these groups in supporting community and economic development in Nanton.

Applicable Legislation: MGA Section 362 1(n)(i) to (v) and Community Organization Property Tax Exemption, Alberta Regulations 281/1998

Attachments:

Prepared By: Clayton Gillespie, Corporate Services Manager

Date: October 28, 2025

APPROVED BY: Neil Smith, Chief Administrative Officer:



NS

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:			





Town of Nanton

BYLAW NUMBER: 1414/25

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO EXEMPT PROPERTIES HELD BY NON-PROFIT ORGANIZATIONS FROM TAXATION.

WHEREAS Sections 364 of the Municipal Government Act, RSA 2000, Chapter M-26 (the Act) provides that the Council of a Municipality may by bylaw exempt from taxation under Division 2 of the Act, property held by a non-profit organization; and

WHEREAS the Town of Nanton desires to recognize certain non-profit organizations within the community which do not meet the criteria of Section 362(1)(n) of Municipal Government Act, RSA 200, Chapter M-26 (the Act) and the Community Organization Property Tax Exemption Regulation (COPTER) AR 281/98 but do provide public benefit by taxation exemption.

NOW THEREFORE the Town of Nanton in the Province of Alberta hereby enacts the following Bylaw #1414/25 to be known as the **Property Tax Exemption Bylaw**.

1. DEFINITIONS:

Chief Administrative Officer or **CAO** is the person appointed to the position by the Council of the Town of Nanton.

Council means the Council of the Town of Nanton.

Municipality means the Town of Nanton in the Province of Alberta.

Taxation means taxes as per Division 2 of Part 10 of the Municipal Government Act of Alberta RSA 2000, Chapter M-26, and includes municipal taxes and requisitions levied against the Municipality.

2. APPLICATION:

2.1 The properties or portions of property occupied by the non-profit community organizations, as listed in Section 2.2 are hereby exempted from municipal taxes for the 2025 calendar year, with the following conditions:

2.1.1 A written application (as prescribed by the Chief Administrative Officer) is submitted to the CAO prior to December 31, 2025.

2.1.2 The non-profit community organization continues to meet the required criteria for this status within the 2025 calendar year.

- 2.1.3 The property tax exemption will apply for the 2026 taxation year only.
 - 2.1.4 No other amounts added to the non-profit community organization's occupied property, outside of municipal taxation as per Division 2 of the MGA shall be exempted under the provisions of this Bylaw.
- 2.2 The Non-profit Community Organizations and property occupied, used, or held, by the organizations to which this Bylaw applies are:
- 2.2.1 Nanton Community Memorial Centre Society; Approximate southerly 35 metres of the easterly 60 metres of Block 38 on Plan 6864FU, as per the current Lease Agreement with the Town of Nanton.
 - 2.2.2 Town and Country Kosy Korner Association; Lot 6, Block 6, Plan 959J, as per the current Lease Agreement with the Town of Nanton.

3. REPEAL:

This Bylaw # 1414/25 shall hereby repeal Town of Nanton Bylaw #1402/24.

4. EFFECTIVE DATE AND READINGS:

- 4.1 This Bylaw # 1414/25 comes into effect for the 2026 taxation year upon the date of final reading and signing thereof.
- 4.2 Read a **first** time this 3rd day of November, 2025.
- 4.3 Read a **second** time this 3rd day of November, 2025.
- 4.4 Read a **third** time and final time this 3rd day of November, 2025.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER





REQUEST FOR DECISION

Meeting: November 3, 2025

Agenda Item: 5.2

BYLAW FOR PROPERTY TAX EXEMPTION

ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council pass Bylaw 1414/25 in order that the noted organizations can continue to receive the benefits of being property tax exempt for the 2026 tax year. To remove exemption from these groups without proper discussion and time would place financial hardship on the groups and affect service levels.

DECISION OPTIONS:

- #1 – Pass the bylaw as presented
- #2 – Do not pass the bylaw
- #3 – Pass the bylaw with amendment

PURPOSE:

Administration is bringing forward a request to Council for tax exemption (through bylaw) on properties held by non-profit societies, not administered through the COPTER program for the 2026 taxation year.

BACKGROUND / IMPLICATIONS:

While exemption from property tax is mandatory for applicants who qualify under COPTER (Section 362 1 (n) (i) to (v) of MGA), the MGA (Section 364) allows a Council to exempt non-profit organizations by bylaw from property taxation. In most cases this is considered when the organization does not qualify for COPTER and other special circumstances.

Exemptions granted by bylaw

364(1) A council may by bylaw exempt from taxation under this Division property held by a non-profit organization.

(1.1) A council may by bylaw exempt from taxation under this Division machinery and equipment used for manufacturing or processing.

(2) Property is exempt under this section to any extent the council considers appropriate.

The noted properties have been exempted from property tax for many years. Administration is presenting the potential exemptions within a bylaw, as the requests from the societies are not eligible for COPTER exemption in 2026.

Investigation by Administration and the Town's assessor are summarized below.

The property associated with roll # 013500, is leased (new lease signed in 2023) from the Town by the local non-profit Kosy Korner Association. The organization provides a service open to all residents and supports community and economic development. This property does not qualify for COPTER though as it is not used by youth for 60% of the time.

The property associated with roll # 050400, is leased from the Town by the Community Centre local non-profit organization. The organization provides a service enjoyed by a large contingency of local residents and helps to support community and economic development. This property does not qualify for COPTER though as the service is not used by youth 60% of the time.

ALTERNATIVES:

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

Financial (GL# / Amount) :

Communications/PR: Notification will be provided to the organizations regarding Council's decision. Included in the letter will be an expression of appreciation from the Town for the dedication and hard work of these groups in supporting community and economic development in Nanton.

Applicable Legislation: MGA Section 364 (1) and (2)

Attachments: Proposed Bylaw No. 1414/25

Prepared By: Clayton Gillespie, Corporate Services Manager Date: October 28, 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:			

ns





INFORMATION BRIEF

Meeting: November 3rd 2025
Agenda Item: 5.3

Revised Traffic Bylaw proposals

Purpose:

Due to discussions around regulations pertaining to school zones this year, Administration was made aware of the need to update related content in the Traffic Bylaw. Given that a substantive review of the Traffic Bylaw has not taken place for some years prior to 2019, the last time there was a change, Administration intends to put a revised, broader consultation version out for public comment and Council review for a period of time before bringing forward a *Request for Decision*.

Background:

The existing Traffic Bylaw was adopted in 2019, but the 'repeal and replace' at that time purely dealt with reducing the speed limit on non-provincial Highways to 40km/h and some regulatory guidance on business use of parking spots and sidewalks. Administration attaches a summary document and draft bylaw for Council's review and for the wider public, following a similar method currently being employed by the MD of Pincher Creek with its own proposed bylaw.

Based on internal staff review and examination of multiple neighbouring traffic regulations, a number of incremental revisions are recommended for consideration. These areas are highlighted in the summary document appended and can be discussed in this and future meeting of Council and Committee of the Whole.

A webpage will be created with the following content and links, circulated on Social Media:

We value your feedback.

The Town is seeking community feedback on the proposed revised Traffic Bylaw, that would revise and replace the current 2019 bylaw which is in need of several updates. We want to hear from the community on the critical regulations of bylaws that ensure the safety, health, and well-being of residents and businesses. While municipalities generally have very similar regulations in this area, it is not standardized outside of areas where the provincial *Traffic Safety Act* applies; there is latitude for different focuses around compliance and enforcement based on community needs. The *Municipal Government Act* does not mandate a public hearing for this type of bylaw; however, this process allows the Council to collect feedback from the public.

Please consider reading entire document as some sections may be more relevant to you than others. However, we have provided a summary of the draft bylaw.

PURPOSE:

REGULATING THE USE OF HIGHWAYS UNDER THE DIRECTION, CONTROL AND MANAGEMENT OF THE MUNICIPALITY AND THE PARKING OF VEHICLES ON SUCH

HIGHWAYS AND ON PRIVATELY OWNED PROPERTY LOCATED WITHIN THE MUNICIPALITY.

Please review the following sections and submit your comments by January 5th 2026. These will be compiled and sent back to the Council for further discussion. All suggestions can be sent to communications@nanton.ca or submitted via the website form [link](#)

The bylaw and feedback would be discussed at a future Council meeting when a decision to proceed or not proceed to readings would be taken, with legal review undertaken at the appropriate time.

Prepared By:

Neil Smith
Chief Administrative Officer

CAO Comments: n/a

NS

Date Signed: October 30th 2025



Proposed Revisions to the Municipal Traffic Bylaw for 2026

The Town is seeking community feedback on the proposed Bylaw, which is the draft Traffic Bylaw that would revise and replace the current 2019 bylaw - which is in need of several updates. We want to hear from the community on the critical regulations of bylaws that ensure the safety, health, and well-being of residents and businesses. While municipalities generally have very similar regulations in this area, they are not standardized outside of areas where the provincial *Traffic Safety Act* applies; there is latitude for different focuses and definitions around compliance and enforcement, based on community needs. The *Municipal Government Act* does not mandate a public hearing for this type of bylaw; however, this process allows the Council to collect feedback from the public.

Please consider reading entire document as some sections may be more relevant to you than those that we have highlighted below.

PURPOSE:

REGULATING THE USE OF HIGHWAYS UNDER THE DIRECTION, CONTROL AND MANAGEMENT OF THE MUNICIPALITY AND THE PARKING OF VEHICLES ON SUCH HIGHWAYS AND ON PRIVATELY OWNED PROPERTY LOCATED WITHIN THE MUNICIPALITY.

Please review the following areas identified for special attention and submit your comments by January 5th 2026. These will be compiled and sent back to the Council for further discussion.

DEFINITION OF A 'HEAVY VEHICLE'

This applies to the section 17 regulations with respect to heavy vehicle/ truck routes and parking. No significant new regulations are proposed, but the revised definition for the bylaw is proposed to be "*a Vehicle with a registration gross weight of Five Thousand Five Hundred (5,500) kilograms or more exceeding Twelve and a Half (12.5) metres in total length, excluding Recreational Vehicles and any public service or public passenger vehicle.*"

Hardly any municipality in Southern Alberta defines Heavy Vehicle in terms of weight, length or number of axles in the same way as another. Adding a special exemption in the definition for horse trailers of particular sizes would generate a distinct anomaly from all other municipalities in the region, but Administration has heard concerns about larger horse trailers being defined as Heavy Vehicles, which they could be in certain parking enforcement situations. Increasing from the present 4,500 to 5,500 kg *more clearly protects one-ton trucks with light trailers that might unintentionally fall under a Heavy Vehicle definition if the gross weight is over 4500kgs. While this has been carefully researched, views on the definition from trucking, horse trailer and commercial traffic law enforcement perspectives would be appreciated.*

4. MAXIMUM SPEEDS, PLAYGROUND AND SCHOOL ZONES

This section has been updated to address School and Playground Zones more fully, in some cases for full *Traffic Safety Act* compliance for the school zone signage on Highway 2.

6. PARKING OR STANDING ON HIGHWAYS

This section has been updated to propose clarified regulations with respect to:

- Abandoned or broken down vehicles on a Highway;
- Larger vehicles parked in residential roadways;
- Recreational Vehicle parking restrictions;
- Vehicle length and angle parking.

7. UNAUTHORIZED PARKING

This section has been updated to propose clarified regulations with respect to:

- How parking spaces on private and government property may be regulated;
- Authority for a future Council to determine Downtown Core parking restrictions by policy for both pragmatism and flexibility;
- Private advertising on/ sales of Vehicles parked on a Highway.

15. USE OF SIDEWALKS

This section has been updated to propose clarified regulations with respect to additional modes of personal transportation now in common use and the need to limit speed in some cases. **Feedback on continuing the distinction between the Downtown Core and the rest of Town, a long established regulation, is encouraged.**

16. OFF-HIGHWAY VEHICLES

This is a new section based on best practices from other municipalities in the region. **Feedback would be appreciated.**

17. HEAVY VEHICLE/TRUCK ROUTES AND PARKING

This section has been revised for both current land use designations and a special CAO exemption for 26th Avenue that has been in place since 2019 (that recognized 26th Ave has some unavoidable industrial and agricultural haulage). No changes to present designated truck routes are recommended.

19. SNOW, ICE AND DEBRIS

This section has been updated to propose clarified regulations with respect to plowed snow windrows and sidewalk/ gutter accumulations of weeds.

21. SUPPRESSION BRAKES, DAMAGE AND HAZARDS

This section has been updated to propose clarified regulations with respect to Engine Retarder use and the fact that brake use cannot be prohibited on provincial highways that pass through Town. *This reality not being clear in the present bylaw itself arguably creates confused public expectations around the Town's ability to enforce (beyond Alberta Transportation - approved compliance signage on provincial highways).*

22. OBSTRUCTIONS TO VISION, TRAFFIC AND PEDESTRIANS

This is a new section based on best on a need for clearer authority to deal with encroachments and trees/shrubs that cause hazardous visibility problems for traffic, especially for major intersections. *While an argument can be made that the Land Use Bylaw (landscaping setbacks) and Community Bylaw (general hazard/ unsightly) both carry necessary authorities in this area, clarity for both Town staff and property owners, when it comes to vision and traffic, is arguably unsatisfactorily subjective for 'black and white' enforcement and compliance.*

29. MISCELLANEOUS

The following provision is unchanged from prior bylaws, but is worth noting from an education perspective around bylaw enforcement and general discussion around priority-setting when it comes to municipal enforcement.

29.4 The Town is not required to enforce every breach or contravention of this Bylaw. In deciding whether or not to enforce the Bylaw, the Town may take into account any practical concerns or considerations, including but not limited to the nature and extent of the breach or contravention, any financial or budgetary considerations and the availability of personnel or human resources.

SCHEDULE 'A': Penalties

This schedule has been updated to address all provisions where there should be a listed penalty and providing a minimum and specified penalty, affording the Community Peace Officer reasonable flexibility. *It is always mindful to consider that bylaw tickets are generally actions of last resort when voluntary compliance attempts or warnings have failed – they are primarily supposed to exist as deterrents – the schedule is not a revenue generation system. **Feedback on the size and range of these penalties, in line with Council or public priorities, would be appreciated – fine levels are generally based, at present, on the weight previously attached to similar violations.***

SCHEDULE 'C': Downtown Core

The map displays the bounds of the Downtown Core as previously described in Nanton's Traffic Bylaw. *It is not recommended that this be replaced with the M-DWT Land Use District.*



Town of Nanton

BYLAW NUMBER: XXXX/25

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE USE OF HIGHWAYS UNDER THE DIRECTION, CONTROL AND MANAGEMENT OF THE MUNICIPALITY AND THE PARKING OF VEHICLES ON SUCH HIGHWAYS AND ON PRIVATELY OWNED PROPERTY LOCATED WITHIN THE MUNICIPALITY.

WHEREAS pursuant to Section 7 of the *Municipal Government Act*, the council of a municipality may pass bylaws for municipal purposes respecting transport and transportation systems and Section 18(1) states that the municipality has the direction, control and management of all roads within the municipality;

WHEREAS pursuant to Section 13 of the *Traffic Safety Act*, the council of a municipality may, with respect to a Highway under its direction, control and management, pass bylaws not inconsistent with the *Traffic Safety Act* respecting matters enumerated therein;

AND WHEREAS pursuant to Section 14 of the *Traffic Safety Act*, the council of a municipality may pass bylaws governing the parking vehicles on privately owned property;

AND WHEREAS pursuant to Section 108 of the *Traffic Safety Act*, the council of a municipality may pass bylaws prescribing speed limits that are different from the speed limits established in that Act;

AND WHEREAS pursuant to Section 48 of the *Highways Development and Protection Act*, the council of a municipality may pass bylaws regulating the placing of roadside improvements on privately owned property;

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

1. SHORT TITLE

1.1 This Bylaw may be cited as the “Nanton Traffic Bylaw”

2. INTERPRETATION AND APPLICATION

Definitions

2.1 The use of nouns and pronouns within this Bylaw are gender neutral and, accordingly, any reference to one gender includes the other. Also, words in the singular include the plural and conversely, words in the plural include the singular.

2.2 In this Bylaw, words shall have the same meanings as in the *Traffic Safety Act* and Regulations thereunder except as otherwise defined below.

2.3 In this Bylaw:

- (a) **Boulevard** means that part of a Highway that is not a roadway and includes a ditch that forms part of a Highway.
- (b) **Bus** means a motor vehicle that is designed for carrying 11 or more persons, including the person driving the vehicle, and used or intended to be used for the transportation of persons.
- (c) **Chief Administrative Officer** is the Person appointed by Council in accordance with Section 205 of the *Municipal Government Act* and is referred to throughout this bylaw as “**CAO**”, or a Person designated to act on the CAO’s behalf.
- (d) **Commercial Vehicle** means a vehicle operated on a Highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle.
- (e) **Council** means the municipal Council of the Town of Nanton.
- (f) **Curb** means the concrete or asphalt edge of a Highway or the division point between the Highway and a Boulevard or sidewalk.
- (g) **Downtown Core** means any road, Highway, thoroughfare or sidewalk designated in the Town of Nanton as 20th Street between 20th Avenue and 22 Avenue and 19th Street between 20th Avenue and 22 Avenue.
- (h) **Heavy Vehicle** means a Vehicle, alone or together with any Trailer, semi-Trailer or other Vehicle being towed by the Vehicle with a registration gross weight of Five Thousand Five Hundred (5,500) kilograms or more exceeding Twelve and a Half (12.5) metres in total length, excluding Recreational Vehicles and any public service or public passenger vehicle.
- (i) **Highway** means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes;
 - (i) a sidewalk, including the boulevard portion of the sidewalk,
 - (ii) if a ditch lies adjacent to and parallel with the road way, the ditch, and
 - (iii) if a Highway right of way is contained between fences or between a fence and one side of the Highway, all the land between the fence and the edge of the Highway, as the case may be;but does not include a place declared by regulation not to be a Highway.
- (j) **Mobility Aid** means a device used to facilitate the transport, in a normal seated orientation, of a person with a physical disability.
- (k) **Motor Vehicle** means:
 - (i) A vehicle propelled by anything other than muscular power; or
 - (ii) A moped, e-scooter or e-bike;

- (iii) But does not include a bicycle, an aircraft, a tractor whether equipped with rubber tires or not, an implement of husbandry or a motor vehicle that runs only on rails.
- (l) **Municipal Tag** means a tag or similar document issued by the Town pursuant to the *Municipal Government Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence.
- (m) **Non-motorized** vehicle means a device in, on, or by which a person or thing may be transported or drawn and which is propelled by human muscular power and includes, but is not limited to, bicycles, roller skates, inline skates, skateboards, non-electric scooter, skis, roller skis, toy vehicles and a child's tricycle.
- (n) **Off-Highway Vehicle** means any motorized mode of transportation built for cross-country travel across land, water, snow, ice or marsh or swamp land or any other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel:
 - (i) 4 wheel drive vehicles;
 - (ii) Low pressure tire vehicles;
 - (iii) Motorcycle and related 2-wheel vehicles;
 - (iv) Amphibious machine;
 - (v) All-terrain vehicles;
 - (vi) Miniature motor vehicles;
 - (vii) Snow vehicles;
 - (viii) Mini-bikes, and
 - (ix) Any other means of transportation that is propelled by any power other than muscular power or wind, but does not include
 - (x) Motor boats, or
 - (xi) Any other vehicle exempted from being an Off-Highway vehicle by regulation.
- (o) **Parade** means a group of Vehicles, animals, pedestrians or combination thereof on a Highway which is likely to block, obstruct, impede, hinder or otherwise interfere with pedestrian or vehicular traffic, excluding a funeral procession or military parade.
- (p) **Park, Parking, OR Parked** means to allow a Vehicle (whether occupied or not) to remain standing in one place except:
 - (i) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers; or
 - (ii) when standing in obedience to a Peace Officer or Traffic Control Device.

- (q) **Pathway** means a multi-purpose thoroughfare regulated by the Town under the *Town of Nanton Parks Bylaw*, as amended, and is set aside for use by Pedestrians, cyclists, and persons using Mobility Aids or Non-Motorized Vehicles, but does not include Sidewalk.
- (r) **Person** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative;
- (s) **Recreational Vehicle** means any type of live-in Recreational vehicle that is designed for travel and without limiting the generality of the foregoing includes the following:
 - (i) Travel trailers;
 - (ii) Truck campers;
 - (iii) Fifth wheel trailers;
 - (iv) Motorhomes and conversions;
 - (v) Pop-up camping trailers.
- (t) **Roadway** means that part of a Highway intended for use by vehicular traffic.
- (u) **Sidewalk** means that part of a Highway especially adapted to the use of or ordinarily used by Pedestrians and includes that part of the Highway between the Curb line (or edge of the Roadway, where there is no Curb Line) and the adjacent property line, whether or not paved or improved.
- (v) **Special Highway Event** means an event or competition, taking place in whole or in part on a Highway involving walking, running, or the use of bicycles, motorcycles, cars or other Vehicles.
- (w) **Traffic Control Device** means any temporary or permanent sign, signal, marking or device placed, marked or erected under the authority of this Bylaw for the purpose of regulating, warning or guiding traffic or governing Parking.
- (x) **Trailer** means a vehicle so designed that it
 - (i) may be attached to or drawn by a motor vehicle or tractor, and
 - (ii) is intended to transport property or persons,
 and includes any vehicle defined by regulation as a Trailer but does not include machinery or equipment solely used in the construction or maintenance of Highways.
- (y) **Town** means the municipal corporation of the Town of Nanton, in the Province of Alberta, and includes the geographical area within the boundaries of the Town of Nanton where the context so requires.
- (z) **Vehicle** means a device in, upon or by which a person or thing may be transported or drawn upon a Highway.

(aa) **Violation Ticket** means a ticket issued pursuant to either Part 2 or Part 3 of the *Provincial Offences Procedure Act*.

3. TRAFFIC CONTROL

- 3.1 The CAO is hereby delegated the power to prescribe the location and placement of any Traffic Control Device in the Town and to keep or cause to be kept a record of such locations and placement;
- 3.2 The CAO is hereby delegated the power to designate school zones and playground zones and cause such zones to be marked by the appropriate Traffic Control Devices;
- 3.3 Traffic Control Devices located in the Town pursuant to this section shall be deemed to have been placed in accordance with this Bylaw.
- 3.4 No Person shall post or exhibit or cause to be posted or exhibited, any notice, placard, bill or printed matter or other type of notice whatsoever upon any Traffic Control Device, unless approved in writing by the CAO.
- 3.5 No Person shall operate or Park a Vehicle in contravention of a Traffic Control Device.
- 3.6 Notwithstanding any other provision in this Bylaw, the CAO may cause moveable signs to be placed on or near a Highway within the Town prohibiting Parking of any Vehicle for the purpose of snow removal, street cleaning, flushing, or road repair. Such signs must be posted a minimum of 24 hours prior to the commencement of such work and shall at a minimum have wording indicating "No Parking".
- 3.7 No Person shall climb upon, interfere with, damage, deface, remove, alter or destroy a Traffic Control Device.

4. MAXIMUM SPEEDS, PLAYGROUND AND SCHOOL ZONES

- 4.1 Unless otherwise posted, the maximum speed limit is 40 kilometres per hour on any Highway within the Town.
- 4.2 No Person shall drive a Motor Vehicle in or along an alley in the Town at a speed greater than 15 kilometres per hour.
- 4.3 No person shall drive a Motor Vehicle in a playground zone at a speed greater than 30 kilometres per hour.
- 4.4 No person shall drive a Motor Vehicle in a school zone at a speed greater than 30 kilometres per hour between the hours of 7:30 AM and 4:00 PM.

5. PEDESTRIANS

- 5.1 Except as provided in Section 5.2, no Person shall stand on a Highway for the purpose of soliciting a ride from the operator of any Vehicle.
- 5.2 No Person shall board or exit from any Vehicle that is in motion.
- 5.3 A Person may stand on the sidewalk or Boulevard for the purpose of soliciting a ride from the operator of a bus or taxicab.

- 5.4 No Person shall stop or Park a Vehicle other than a taxicab or bus on any Highway for the purpose of offering a ride to any pedestrian who, at the time in question, is standing on the Highway or the adjacent sidewalk or Boulevard for the purpose of soliciting a ride from the operators of Vehicles operating on the said Highway.
- 5.5 No Person shall stand or be in any other position on a Highway so as to obstruct the entrance to a building.
- 5.6 No Person shall stand or be in any other position on a Highway so as to obstruct pedestrians or Vehicles using the Highway.
- 5.7 Where a Peace Officer has reasonable grounds to determine that a Person is in contravention of Section 5.5 or Section 5.6, the Peace Officer may direct that Person to disperse immediately and any Person receiving such a direction from a Peace Officer that fails to immediately comply with that direction shall be guilty of an offence.
- 5.8 Sections 5.5 and 5.6 do not apply to Persons participating in or assembled to watch a Parade or Special Highway Event for which a permit has been issued pursuant to this Bylaw.

6. **PARKING OR STANDING ON HIGHWAYS**

- 6.1 The CAO may:
- (a) Authorize additional parking spaces on any highway or other Town-owned property as deemed necessary; and
 - (b) Cause the spaces authorized for Parking to be marked for this purpose.
- 6.2 Unless otherwise permitted under this Bylaw, no operator or owner shall stop, park, or allow a vehicle to remain parked on any highway or public place for longer than the time permitted by the applicable traffic control device, the *Traffic Safety Act*, or the Alberta Use of Highways and Rules of the Road Regulations.
- 6.3 If after the issuance of a Municipal Tag concerning a Vehicle for the first violation of Section 6.2 hereof, a vehicle remains Parked in excess of the time permitted on the sign for a further period, then a second offence shall be deemed to have occurred and a further Municipal Tag may be issued for such second offence.
- 6.4 Except where permitted, no operator or owner shall Park or stand or permit to be Parked or leave standing a Vehicle on a Highway within the Town.
- 6.5 Except in the case of a breakdown or other emergency that prevents the vehicle from being moved, no owner or operator shall stand or park a vehicle on a highway for the purpose of servicing or repairing it, or leave a vehicle that is not equipped in accordance with the *Traffic Safety Act* or is not in operable condition on a highway for more than seventy-two (72) hours. If a vehicle remains parked in contravention of this section, the Town may remove, tow, or impound the vehicle at the owner's expense, in addition to any penalties imposed under this Bylaw.
- 6.6 No owner or operator of any Vehicle which:
- (a) is not equipped in accordance with the *Traffic Safety Act*; or,

(b) is not in operable condition,

shall cause or permit such Vehicle to be Parked or left on any Highway within the Town for a period exceeding seventy-two (72) hours.

- 6.7 Section 6.6 does not apply to a Vehicle, which has been left Parked because of a breakdown or other emergency if the Person in charge or control of the Vehicle can establish that they have taken immediate action to arrange for the removal of the Vehicle forthwith.
- 6.8 No person in charge or control of a car dealership, garage, service station, radio shop, or any other premises where vehicles are sold, serviced, or repaired for compensation shall leave, or allow to be left, any vehicle on a highway that is in their possession for repairs, installation, or any other purpose.
- 6.9 No school bus, farm or commercial vehicle shall be parked on any residential Roadways in the Town except when conducting normal business.
- 6.10 No person shall park any trailer or recreational vehicle on a highway within the Town for more than seventy-two (72) consecutive hours. After this period, the owner or operator must remove the trailer or recreational vehicle from the highway for at least forty-eight (48) consecutive hours before it may be parked on a highway again.
- 6.11 Notwithstanding Section 6.10, the owner or operator of a trailer or recreational vehicle who wishes to park on a highway within the Town for more than seventy-two (72) consecutive hours between April 1 and October 31 may apply to the CAO for a conditional permit. A permit may be issued for a period not exceeding thirty (30) days.
- 6.12 Where a Trailer or Recreational Vehicle is attached to a Vehicle by which it may be propelled, the Trailer or Recreational Vehicle shall be deemed a part of the Vehicle and subject to the regulations pertaining to Vehicles throughout this Bylaw.
- 6.13 No Person shall park or stand any Recreational Vehicle on a Highway within the Town for the purposes of occupying it as a dwelling unit.
- 6.14 No Person shall live in a Vehicle located on a Highway.
- 6.15 No owner or operator of a Recreational Vehicle shall:
- (a) park or stand any Recreational Vehicle on a Highway within Town in such a manner as to constitute a hazard to other persons using the Roadway, Boulevard or Sidewalk.
 - (b) park any Recreational Vehicle on any Highway within the Town between November 1st of any given year and March 31st of the year immediately following.
- 6.16 No Person shall Park any Trailer or Recreational Vehicle on any Town property except campgrounds and any other area within the Town as designated by Council.
- 6.17 No person shall operate or park a vehicle on any land owned by the Town that is used or permitted to be used as a playground, boulevard, parking lot, recreation area, or public park, except in areas designated for vehicle parking by the CAO through appropriate signage.

- 6.18 Parking on Highways within the Town shall be parallel to the Curb except where a sign indicates that angle Parking is permitted or required.
- 6.19 Unless permitted or required by a Traffic Control Device, no Person shall stop or Park a Vehicle:
- (a) in such a manner so as to obstruct the visibility of any Traffic Control Device;
 - (b) in such a manner so as to obstruct the normal flow of traffic;
 - (c) adjacent to a Curb painted yellow;
 - (d) adjacent to a Curb painted white, except for the purpose of actively loading and unloading passengers or materials;
 - (e) so that it is Parked on either side of a Vehicle already stopped or parked at the edge or Curb of a Highway (double-Parked);
 - (f) in any alley except for the purpose of actively loading and unloading passengers or materials while hazard lights are flashing;
 - (i) notwithstanding subsection 6.16(f), the loading or unloading of goods from a commercial Vehicle shall not exceed 30 minutes; and
 - (ii) the loading and unloading of goods or passengers from a Vehicle other than a commercial Vehicle shall not exceed 5 minutes.
 - (g) to the left of the centre line of a Highway facing oncoming traffic;
 - (h) on a Boulevard except on a paved or gravel Boulevard adjacent to a Highway with no Curb;
 - (i) within 6 metres of a flashing beacon, stop sign, or Traffic Control Device located at the side of a roadway;
 - (j) within 15 metres of the approach to a marked crosswalk and 10 metres beyond a marked crosswalk;
 - (k) within 1.5 metres of an alley or access to a garage, private road or driveway or a Vehicle crossway over a sidewalk;
 - (l) in such a manner that the Vehicle is in front of or within one metre of the side of any refuse container or storage area located adjacent to any alley;
 - (m) in any marked fire lane;
 - (n) on a Highway in a manner that blocks or obstructs the approach to any fire station, police station, hospital or other place where emergency Vehicle require regular access;
 - (o) in an alley such that any part of the Vehicle is within three metres of an electrical transformer;
 - (p) in such a manner that may obstruct the safe movement of traffic and pedestrians using the roadway; and

- (q) at any other place where a Traffic Control Device prohibits stopping or Parking, during such times as stopping or Parking is so prohibited.
- (r) over six (6) metres in length in any angle parking space, other than in an area designated by a sign for such.

7. **UNAUTHORIZED PARKING**

- 7.1 No owner or operator of a Vehicle shall Park or permit the Parking of the Vehicle on any private property without the prior permission of the owner or tenant, occupant or Person in control of the private property.
- 7.2 Notwithstanding the provisions of Section 7.1, if a private property is used for a licensed business, owned by senior government, or owned by the Town of Nanton, and it has clearly marked parking spaces for customers or people doing business there, then the owner or operator of a Vehicle shall only park there if:
 - a) The spaces are marked as private or government property, or
 - b) The spaces are marked for the use of customers, patrons, or people doing business with the property owner or operator; or
 - c) The owner or operator of the Vehicle is presently using a service or facility on the property.
- 7.3 Any long-term, duration-based or seasonal restrictions related to the Parking of Vehicles in the Downtown Core, illustrated in Schedule 'C' attached hereto, shall be established by Council policy prior to the CAO implementing restrictions pursuant to their authority in section 23.
- 7.4 No person shall park a vehicle on a highway for the purpose of displaying it for sale or for displaying advertising that directs persons to any private property, business, or commercial establishment, unless a permit has been obtained from the Town.

8. **EXEMPTIONS FROM PARKING PROVISIONS**

- 8.1 Notwithstanding anything elsewhere contained in this Bylaw, the provisions relating to stopping or Parking of Vehicles do not apply to:
 - (a) emergency Vehicles;
 - (b) service Vehicles used in conjunction with the servicing of public utilities including telephone systems, electric systems, natural gas systems and cablevision systems;
 - (c) municipal and other government public works Vehicles;
 - (d) funeral cars; and
 - (e) towing services Vehicles,

while any such Vehicle being used for work related reasons requiring that it be stopped or Parked at that location.

8.2 Where the owner or operator of a Vehicle stops, stands or Parks pursuant to Section 8.1 contrary to other provisions of this Bylaw, the owner or operator shall take due precaution to indicate the presence of such Vehicle on any Highway while so Parked or stopped, including the use of warning lights, cones, or other approved safety devices

9. **DISABLED PARKING ZONES:**

9.1 The CAO is hereby authorized to establish such Parking zones as deemed necessary by the CAO for the exclusive use of disabled Persons who operate or travel by Vehicles.

9.2 The owner, tenant, occupant, or person in control of private property may designate parking spaces for the exclusive use of persons with disabilities who operate or travel by vehicle. These spaces must be marked with signage that meets or closely resembles the form approved by the CAO.

9.3 No person shall park or stop a motor vehicle in a disabled parking stall or zone unless the vehicle is visibly displaying a valid disabled parking placard or license plate and the driver or passenger is the person to whom the placard or license plate was issued, or is being picked up or dropped off.

9.4 The CAO may designate a specific area of a Highway as a residential disabled Parking zone upon written request from an adjacent property owner, provided that:

(a) the adjacent residence is home to a disabled Person and off-street Parking is not available; or

(b) the condition of the disability hampers access to off-street Parking.

9.5 Where a residential disabled Parking zone is designated by the CAO, any Vehicle displaying a valid disabled placard or license plate issued or recognized by the Registrar of Motor Vehicles may Park within the zone.

9.6 The designation of a residential disabled Parking zone shall be valid for one-year and any extensions shall be requested by the property owner in writing.

9.7 A designated residential disabled Parking zone shall cease to be in effect upon any change of ownership of the adjacent property.

10. **LOADING ZONES**

10.1 No operator or owner shall Park or stop or permit the Parking or stopping of a Vehicle in a commercial loading zone unless:

(a) The Vehicle bears a license plate identifying it as a commercial Vehicle, or

(b) The commercial Vehicle is actively engaged in the loading or unloading of merchandise or other materials for a period of time not exceeding (20) minutes.

10.2 No owner or operator of a Vehicle shall leave a Vehicle in a passenger loading zone unless actively engaged in the loading or unloading a passenger for a period of time not exceeding (10) minutes.

11. **TEMPORARY CLOSURES**

- 11.1 The CAO is hereby authorized to temporarily close the whole or part of a Highway at any time that a construction or maintenance project on or adjacent to the Highway may create a hazard.
- 11.2 No Person shall make use of any Highway in a manner contrary to any, restriction, prohibition or designation imposed by the CAO pursuant to Section 11.1.

12. **PARADES / SPECIAL HIGHWAY EVENTS**

- 12.1 No Person shall participate in any Parade or Special Highway Event on a Highway unless written permission for the event has been obtained from the CAO and Alberta Transportation in the case of a Parade or Special Highway Event on a numbered Highway.
- 12.2 No Person shall contravene any conditions of a permit issued by the CAO or the provisions of this Bylaw governing Parades.
- 12.3 During an authorized Parade or Special Highway Event, all spectators shall remain on the sidewalk or edge of the roadway if there is no sidewalk.
- 12.4 An application for a permit for a Parade or Special Highway Event may be made in writing to the Town and shall include the information required pursuant to the Town's Special Event Policy.
- 12.5 Where the organizers or leaders of a Parade or Special Highway Event or any Person, animal, Vehicle or equipment participating in the Parade or Special Highway Event, contravenes any conditions of a permit granted by the CAO or the provisions of this Bylaw governing Parades or Special Highway Events, the permit holder, the Person responsible for the contravention, or any or all of them are guilty of an offence.
- 12.6 When written permission has been obtained for a Parade or Special Highway Event:
- (a) The CAO may close all or portions of a Highway along the route for the anticipated time of the Parade or Special Highway Event and for such additional time as necessary to again clear the Highway for normal traffic,
 - (b) The CAO may temporarily suspend Parking and loading privileges on all or a portion of a Highway on the proposed route by posting no Parking signs; and
 - (c) In the event Vehicle(s) are Parked on the designated route, the CAO or his designate, (at the owner's expense) may remove said Vehicle and have it impounded or relocated at the discretion of the CAO or designate.

13. **FUNERAL PROCESSIONS**

- 13.1 Any Person operating a Vehicle participating in a funeral procession, other than the lead Vehicle in the funeral procession, may, during daytime hours, drive the Vehicle into an intersection without stopping the Vehicle if:
- (a) the Vehicle's headlamps and warning lamps are alight,

- (b) the Vehicle is travelling immediately behind the Vehicle in front of it in the funeral procession so as to form a continuous line of traffic,
- (c) the lead Vehicle in the funeral procession is showing a purple flashing light, and
- (d) the passage through the intersection can be made in safety.

14. **CYCLISTS:**

- 14.1 Unless the context otherwise requires, a Person operating a bicycle on a Highway has all the same rights and is subject to all the rules that any Vehicle operator has under this bylaw, and the provisions of any other relevant provincial or federal act or regulation.
- 14.2 The CAO may designate those portions of Sidewalks or Boulevards where persons may ride bicycles.
- 14.3 Where this bylaw permits a Person to ride a bicycle or use in-line skates, scooters, skateboards on any sidewalk, where pedestrians are also allowed, the Person shall ride the bicycle, skateboard, scooter, or use in line skates only in such a way that it will not interfere with a pedestrian lawfully on or using such sidewalk.
- 14.4 A Peace Officer may seize and impound for a period not exceeding 60 days any bicycle, scooter, skateboard used or operated in contravention of this bylaw.
- 14.5 Where a bicycle, scooter, and or skateboard, has been seized and impounded by a Peace Officer as provided for in Section 14.4, the owner or operator of such bicycle, scooter, skateboard shall, aside from any fine or penalty to which he may be subject, be liable for all reasonable costs incidental to the seizure and impounding of the bicycle, scooter or skateboard.
- 14.6 Notwithstanding anything to the contrary contained in this or any Bylaw, a Peace Officer may operate a bicycle while on duty on any mall, sidewalk, footpath, walkway, Boulevard or other public place where the use of bicycles by the general public is prohibited or restricted.

15. **USE OF SIDEWALKS AND PATHWAYS**

- 15.1 A person operating a bicycle on a Sidewalk or Pathway shall:
 - (a) Yield the right of way to Pedestrians;
 - (b) Use a bell or other audible signal before overtaking and passing a Pedestrian; and
 - (c) Not operate a Bicycle in a reckless manner.
 - (d) Not exceed a speed of 20 km per hour.
- 15.2 A Person may draw, push or propel the following, on or along the Sidewalk, in such a way as to not interfere with others using the Sidewalk:
 - (a) A wheeled shopping cart of similar grocery carrier;
 - (b) A baby carriage or other wheeled device for carrying a child or other Person;

- (c) A Mobility Aid; or
 - (d) A Non-motorized vehicle operated by a Person eleven (11) years of age and under, or a Bicycle operated by a Person over twelve (12) years of age who is accompanying a Person eleven (11) years or under who is operating a Non-motorized Vehicle.
- 15.3 Notwithstanding Section 15.2, a moped, e-scooter or e-bike may be operated on a Pathway, with the power assist function engaged, subject to Section 15.1 and the *Town of Nanton Parks Bylaw*, as amended.
- 15.4 Subject to Section 14.3, no Person shall use in-line skates or a skateboard or scooter on sidewalks in the Downtown Core, illustrated in Schedule 'C' attached hereto.

16. OFF-HIGHWAY VEHICLES

- 16.1 No person shall operate any Off-Highway vehicle on a Highway, public place or within the areas designated as parks or urban reserve within the Town; unless excepted under the *Town of Nanton Parks Bylaw*, as amended.
- 16.2 Section 16.1 shall not apply to:
- (a) A person engaged in the act of loading or unloading an Off-Highway vehicle from or onto a Trailer or Vehicle;
 - (b) Any Peace Officer in the performance of their duties;
 - (c) Any Vehicles owned or leased by or in service of the Town and employed on the business of the Town;
 - (d) A person driving an Off-Highway Vehicle across a Highway in accordance with section 120(3) of the *Traffic Safety Act*, as amended.
 - (e) Any commercial entity that is utilizing the Vehicle solely for the purpose of snow clearing on a commercial property or the Sidewalks adjacent to that property.
- 16.3 No person shall operate or allow anyone to operate an Off-Highway Vehicle on private property unless permission or authorization of the owner or person having possession or control of the property has been given for such operation of an Off-Highway Vehicle.

17. HEAVY VEHICLE/TRUCK ROUTES AND PARKING

- 17.1 No Person shall park Heavy Vehicles within the municipal boundaries of the Town in areas designated in the *Town of Nanton Land Use Bylaw*, as amended, as residential or Community Services District (S-COM).
- 17.2 Notwithstanding Section 17.1, Heavy Vehicles that are actively delivering or collecting goods may be parked in areas designated in the Land Use Bylaw as residential or Community Services District (S-COM).

- 17.3 No Person shall drive a Heavy Vehicle on any Highway in the Town, except on the truck routes designated in Schedule "B".
- 17.4 The CAO may, under circumstances which he considers warrants a permit, issue a permit authorizing the movement or parking of a Heavy Vehicle on certain Highways other than truck routes.
- 17.5 A Person driving a Heavy Vehicle on a route authorized by a permit issued pursuant to Section 17.4 shall produce the same when required to do so by a Peace Officer.
- 17.6 Notwithstanding Section 17.1, the following Heavy Vehicles are authorized to operate on non-truck routes when the Heavy Vehicle is being operated on the most direct and practicable route between premises or location concerned and the nearest truck route:
- a) utility Vehicles being operated for the purpose of installing, servicing or repairing public utilities,
 - b) commercial Vehicles delivering or collecting goods, provided that the most direct route, from a truck route, is used and such deliveries or collections are made between the hours of 7:00 a.m. and 10:00 p.m. on any one day.
 - c) Industrial or agricultural haulage vehicles being operated on 26th Avenue for the purpose of delivering to and from non-residential properties either on that street or only accessible via that street.

18 VEHICLES WITH LOADS

- 18.1 No person shall operate a Vehicle:
- (a) on a Highway in the Town with any loose material on the exterior of the Vehicle.
 - (b) containing any load on a Highway in the Town unless the load has been secured to prevent any part of it from falling onto the Highway.

19 SNOW, ICE AND DEBRIS

- 19.1 A Person, Company or Corporation shall:
- a) remove snow, ice, debris and other materials from any sidewalk adjacent to property they own or occupy within 24 hours after the snow, ice, debris and other materials has been deposited.
 - b) be responsible for Windrows in front of driveways left behind by snow clearing and plowing equipment.
 - c) remove any accumulating weeds from any sidewalk or sidewalk gutter adjacent to property they own or occupy.
- 19.2 In a case of a sidewalk adjacent to an alley, the owner of the land adjacent to this alley shall remove or cause to be removed and cleared away all snow, ice, debris, weeds and other materials from the end of the sidewalk adjacent to their land up to the centre line of the adjacent alley.

- 19.3 If a Person fails to comply with Section 19.1 or 19.2, the Town may arrange to have the sidewalk cleared and the expenses and costs incurred by the Town for removing the snow, ice, debris and other materials shall be paid upon demand and, if unpaid, may be added to the tax roll of the adjacent property.
- 19.4 A Person shall not deposit snow, ice, debris or other materials upon any Highway, Town property or any property that is not their own.
- 19.5 Notwithstanding Section 19.4, a homeowner, resident, or their designate may place snow onto the boulevard directly adjacent to their property, provided it is done in a manner that does not interfere with vehicle or pedestrian traffic. The placement of snow must not create visual obstructions, ice buildup, or any other hazard.
- 19.6 The CAO is authorized to temporarily prohibit Parking on any Highway or portion of any Highway in order to facilitate the Town's snow removal program and street cleaning program.
- 19.7 Where the CAO has prohibited Parking pursuant to Section 19.6, the CAO must:
- (a) inform the general public of the Parking prohibition using whatever means the CAO deems advisable; and
 - (b) indicate the Parking prohibition by placing Traffic Control Devices as the CAO deems appropriate.
- 19.8 The owner or operator of a Vehicle must not Park or permit the Parking of the Vehicle on a Highway during a Parking prohibition imposed pursuant to Section 19.6.
- 19.9 If a vehicle is parked on a highway during a parking prohibition imposed under Section 19.6, the CAO or their designate may, at the owner's expense, remove, tow, or relocate the vehicle and have it impounded or stored as required.

20 SIDEWALK CAFÉS OR OUTDOOR PATIOS

- 20.1 Any Person who is licensed to carry on the business of a restaurant by the Town may apply in writing to the CAO for permission to operate a sidewalk or outdoor café on Town-owned land (including a Highway) adjoining such restaurant.
- 20.2 The CAO may grant permission for the use of such Town-owned land or Highway as a sidewalk or outdoor café subject to:
- (a) the applicant obtaining any required permits pursuant to the Town of Nanton Land Use Bylaw; and
 - (b) the applicant entering into a License of Occupation agreement satisfactory to the CAO and the payment of a rental fee as may be determined by the Town from time to time.
- 20.3 Notwithstanding Subsection 20.2, a License of Occupation granted under the provisions of this Section shall be for temporary periods of occupation only and shall be subject to termination or cancellation by the Town on no more than thirty (30) days' notice.

- 20.4 No Person shall operate a sidewalk or outdoor café on Town-owned land (including Highway) without first having obtained the necessary permits, licenses or agreements from the Town pursuant to subsection 20.2.

21 SUPPRESSION BRAKES, DAMAGE AND HAZARDS

- 21.1 No Person shall apply or engage engine suppression or retarder brakes on any Highway within Town, Provincial Highways exempted.
- 21.2 No Person shall drive or haul on or over any Highway within the Town, any Vehicle or other type of equipment or any item which damages or is likely to damage the Highway.
- 21.3 No Person shall lay or place an extension cord, or any other item, for any reason, across a sidewalk or Boulevard so as to obstruct or endanger pedestrians or interfere with sidewalk cleaning.
- 21.4 The Town will assume no responsibility whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right-of-way, which includes Boulevard and Sidewalk, without a permit.

22. OBSTRUCTIONS TO VISION, TRAFFIC AND PEDESTRIANS

- 22.1 No person shall:
- a) allow the growth of trees or shrubs on private property that in any way obstructs the visibility of a traffic control device;
 - b) allow trees, hedges or shrubs on private property within five (5) metres of a street intersection, whether planted before or after the date of the passing of this Bylaw, to grow to such a height or width that good visibility for safe traffic flow is thereby interfered with; or
 - c) allow trees or hedges on private property to grow in a manner so as to overhang a sidewalk, pathway or highway thereby obstructing the sidewalk, pathway or highway, pedestrians or vehicles.
 - d) build, place, erect, or allow to continue in existence a fence, wall, or structure, other than a building on private property adjacent to and within five (5) metres from an intersection to a height greater than one (1) metre.
- 22.2 If a person is directed by a Peace Officer to take corrective action for a contravention of Section 22.1 and fails to do so within seven (7) days, the Town may carry out the work required to remedy the contravention. If the cost of the work is not paid on demand by the owner or occupant, the Town may recover the cost, with expenses, through any court of competent jurisdiction or by adding the amount to the property's tax roll in accordance with Section 553 of the *Municipal Government Act*, as amended.

23. AUTHORITY OF CAO

- 23.1 Without restricting any other power, duty or function granted by this Bylaw, the CAO is authorized to:
- a) carry out any inspections to determine compliance with this Bylaw;
 - b) take any steps or carry out any actions required to enforce this Bylaw;
 - c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
 - d) establish areas where activities restricted by this Bylaw are permitted;
 - e) establish forms for the purpose of this Bylaw;
 - f) establish the criteria to be met for a permit pursuant to this Bylaw;
 - g) temporarily close any Highway for the purpose of repairs, maintenance or other valid reason or in the case of an emergency;
 - h) cause moveable signs to be placed on or near a Highway; and
 - i) delegate any powers, duties or functions under this Bylaw to an employee of the Town.
- 23.2 Subject to conditions in this Bylaw, Council hereby authorizes the CAO to make provisions and regulations in times of emergencies and in areas where construction or repairs are being carried out upon or near Highways, relating to the control and regulation of traffic, and without restricting the generality of the foregoing, and to make provisions and regulations in order to temporarily close to traffic any Highway or part thereof, and to suspend temporarily any Parking privileges granted by this Bylaw.
- 23.3 The CAO is hereby authorized to place on the Highway, a sign, warning Persons of any regulations and provisions that are in effect; and may cause such additional signs and Traffic Control Devices to be so placed and to cause to be placed such barricades, flares or other things as he deems necessary to implement the provisions and regulations so imposed.
- 23.4 Any person affected by a decision of the CAO under this Bylaw may appeal that decision in writing to Council within fourteen (14) days of being notified of the decision. Council may confirm, vary or reverse the decision.

24 PERMITS

- 24.1 The CAO may issue permits in relation to activities governed by this Bylaw on such terms and conditions as the CAO deems appropriate.
- 24.2 A person who is issued a permit under this Bylaw, and any person carrying out an activity authorized by that permit, must comply with all terms and conditions of the permit and must produce the permit to a Peace Officer upon request.
- 24.3 A Person shall not make any false or misleading statement or provide any false or misleading information to obtain a permit pursuant to this Bylaw.

- 24.4 If any term or condition of a permit issued pursuant to this Bylaw is contravened or if a false or misleading statement or false or misleading information was provided to obtain the permit, in addition to any other remedy available to the Town, the CAO may immediately cancel the permit.
- 24.5 The onus of proving a permit has been issued in relation to any activity otherwise regulated, restricted or prohibited by this Bylaw is on the Person alleging the existence of such a permit on a balance of probabilities.

25 **ENFORCEMENT**

Towing

25.1 Any Peace Officer is hereby authorized to remove or cause to be removed any Vehicles or Trailer:

- (a) operated or Parked in contravention of any provision of this Bylaw, or
- (b) where emergency conditions may require such removal from a Highway.

Such Vehicle may be removed to a place designated by the CAO where it will remain until claimed by the owner thereof or his agent.

25.2 No impounded Vehicle shall be released to its owner or his agent until the impound charges and removal charges on the Vehicle have been paid and such charges shall be in addition to any fine or penalty imposed in respect of any such violation, or to any payment made in lieu of prosecution as herein after provided. The Town is not responsible for impounding, towing or removal charges.

25.3 Where a Vehicle is impounded pursuant to Section 23.1 and is not claimed within thirty (30) days of its removal, the Vehicle may be disposed of in accordance with the provisions of the *Traffic Safety Act* and the regulations thereunder.

Municipal Tags

25.4 A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

25.5 A Municipal Tag may be served:

- (a) personally to the accused;
- (b) mailed to the address of the registered owner of the Vehicle concerned, or the Person concerned; or
- (c) attached to or left upon the Vehicle with respect of which the offence is alleged to have been committed.

25.6 The Municipal Tag shall be in a form approved by the CAO and shall state:

- (a) the name of the Person to whom the Municipal Tag is issued, if known;
- (b) a description of the offence and the applicable Bylaw section;

- (c) the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
 - (d) that the penalty shall be paid within fourteen (14) days of the issuance of the Municipal Tag in order to avoid prosecution; and
 - (e) any other information as may be required by the CAO.
- 25.7 Where a contravention of this Bylaw is of a continuing nature, further Municipal Tags may be issued by a Peace Officer, provided that no more than one Municipal Tag shall be issued for each day that the contravention continues.
- 25.8 Where a municipal tag has been issued under this Bylaw, the person to whom the municipal tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the municipal tag.
- 25.9 If a municipal tag has been issued and the specified penalty on the municipal tag has not been paid within the prescribed time, a peace officer may issue a violation ticket to the person to whom the municipal tag was issued.
- 25.10 Notwithstanding the above, a peace officer may immediately issue a violation ticket to any person whom the peace officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 25.11 A Person other than the owner or operator of a Vehicle shall not remove any Municipal Tag or notice placed on or affixed to the Vehicle by a Peace Officer in the course of his duties.
- 25.12 No Person other than a Peace Officer or another Person authorized by the Town or by this Bylaw shall place a Municipal Tag on any Vehicle.

Violation Tickets

- 25.13 Where a Municipal Tag has been issued and the penalty specified on the Municipal Tag is not paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket.
- 25.14 Notwithstanding Section 23.13, a Peace Officer may immediately issue a Violation Ticket to any Person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 25.15 A Violation Ticket issued with respect to a contravention of this Bylaw shall be served upon the Person responsible for the contravention in accordance with the Provincial Offences Procedure Act.
- 25.16 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (a) specify the fine amount established by this Bylaw for the offence in Schedule "A"; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.
- 25.17 A Person who commits an offence may:
- (a) if a Violation Ticket is issued in respect of the offence; and

- (b) if a Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment equal to the specified fine.

25.18 When a clerk records in the Court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offences Procedure Act*, the act of recording receipt of that payment constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

26 **COST INCURRED BY THE TOWN**

26.1 If a Person is in default in doing any matter or thing which this Bylaw directs that he should do, the matter or thing may be done by the Town at the expense of the Person in default and if the Person in default does not pay such expense promptly upon being invoiced, the Town may recover the expenses thereof with costs by action in any Court of competent jurisdiction.

26.2 If, by reason of contravention of any provision of this Bylaw, the Town is authorized or required to move a Vehicle from a place where it is Parked and impound the Vehicle; then the amount of the expense so incurred shall be:

- (a) added to the amount of any fine or penalty which may be imposed by reason of the contravention; or
- (b) added to the amount of payment to be made in lieu of prosecution as provided in Section 23.8.

27 **PENALTIES**

Offence

27.1 A Person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than that established in this Part and not exceeding \$10,000.00.

Specified Penalties

27.2 Without restricting the generality of Section 25.1, the fine amounts established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered are as set out in Schedule "A".

Owner Liable

27.3 In this Part "owner" includes any Person registered as an owner at the Motor Vehicle Registry.

27.4 If a Vehicle is involved in an offence under this Bylaw, the owner of that Vehicle is guilty of an offence.

27.5 Section 25.4 does not apply if the owner of the Vehicle satisfies the court that, at the time that the Vehicle was involved in an offence:

- (a) in the case of a Vehicle that was in motion,

- (i) the owner of the Vehicle was not driving the Vehicle, and
 - (ii) no other Person was driving the Vehicle with the owner's expressed or implied consent, and
- (b) in the case of a Vehicle or that was Parked,
- (i) the owner did not Park the Vehicle, and
 - (ii) no other Person Parked the Vehicle with the owner's expressed or implied consent.

27.6 An owner who is guilty of an offence under Section 25.4 is not liable to imprisonment in respect of that offence or in respect of a default of a fine imposed in respect of that offence.

28 TRANSITION SECTION

28.1 All Traffic Control Devices which are in place on the effective date of this Bylaw shall be deemed to be valid Traffic Control Devices for the purposes of this Bylaw.

28.2 All school zones, playground zones, loading zones, bus zones in effect immediately prior to the coming into force of this Bylaw shall continue in effect until removed.

29 MISCELLANEOUS

29.1 Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, or other Bylaw, or any requirements of any lawful permit, order or license.

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

29.3 Every provision of this Bylaw is independent of all other provisions and, if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

29.4 The Town is not required to enforce every breach or contravention of this Bylaw. In deciding whether or not to enforce the Bylaw, the Town may take into account any practical concerns or considerations, including but not limited to the nature and extent of the breach or contravention, any financial or budgetary considerations and the availability of personnel or human resources.

29.5 All Schedules attached to this Bylaw shall form part of this Bylaw.

29.6 Upon coming into force of this Bylaw, Town of Nanton Bylaw No. 1214/09 shall hereby be repealed.

30 EFFECTIVE DATE AND READINGS:

30.1 This Bylaw comes into full force and effect upon third and final Reading.

READ A FIRST TIME this xx day of xxxx, 20xx.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this _____ day of _____, 20xx.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME this _____ day of _____, 20xx.

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"
Penalties

SECTION	OFFENCE	SPECIFIED PENALTY	MINIMUM PENALTY
3.7	Tamper with Traffic Control Device	\$250	\$200
4.1	Speed above posted limit of 40km/h Refer to s.108(1) and s.115 of the Act Penalties: POPA/Regulation: Part 28	Refer to the Act	
4.2	Speed in alley Refer to s.108(1) and s.115 of the Act Penalties: POPA/Regulation: Part 28	Refer to the Act	
4.3	Speed in playground zone Refer to s.108(1) and s.115 of the Act Penalties: POPA/Regulation: Part 28	Refer to the Act	
4.4	Speed in school zone Refer to s.108(1) and s.115 of the Act Penalties: POPA/Regulation: Part 28	Refer to the Act	
5.1	Solicit Rides on a Highway	\$75	\$50
5.3	Board or Alight from a Moving Vehicle	\$75	\$50
5.4	Pick up Person Soliciting a Ride	\$75	\$50
6.2	Overtime Parking	\$100	\$75
6.5	Repair or Servicing Vehicle on Highway	\$100	\$75
6.6	Vehicle Parked on Highway Incapable of Moving	\$100	\$75
6.9	School bus, farm or commercial vehicle parked on Roadway	\$75	\$50
6.10	Unauthorized Parking of Trailer or Recreational Vehicle on Highway	\$200	\$100
6.13	Recreational Vehicle parked on Highway in use as dwelling.	\$250	\$150
6.14	Living in a Vehicle located on a Highway	\$200	\$75
6.15(a)(b)	Hazardous Recreational Vehicle Parking on Highway.	\$100	\$75
6.16	Park Vehicle on Town Property	\$150	\$100
6.17, 6.19	Improper Vehicle Parking	\$250	\$100
7.1	Parking on private property without prior permission	\$100	\$75
7.2	Unauthorized Parking in space reserved for customer parking	\$100	\$75
7.4	Unauthorized Parking advertising Vehicle sale or commercial activity	\$200	\$75
9.3	Unauthorized Parking in a Disabled Parking Space; Failure to display Placard	\$250	\$100
10.1	Prohibited or Overtime Parking in Commercial Loading Zone	\$150	\$100
10.2	Unoccupied Vehicle Parked or Stopped in Passenger Loading Zone.	\$150	\$100
11.2	Operate Vehicle on closed Highway	\$100	\$75
12.1	Parade or Special Highway Event Without a Permit	\$250	\$150
12.2	Parade permit conditions contravened	\$100	\$75
14.3	Interfere with pedestrian while operating a bicycle, skateboard, scooter on sidewalk.	\$100	\$75
15.1	Impermissible use of sidewalk or pathway (bike)	\$75	\$50
15.3	Impermissible use of Pathway (moped, e-scooter or e-bike)	\$75	\$50

16.1, 16.3	Improper operation of an Off-Highway Vehicle in Town.	\$200	\$75
17.1	Park Heavy Vehicle in residential or community services district area	\$250	\$100
17.3	Heavy Vehicle driving off of truck route	\$250	\$100
18.1(a)(b)	Loose or unsecured load on the Highway.	\$200	\$100
19.1	Failing to remove snow, ice, dirt, debris, objects or materials on or from sidewalk	\$100	\$75
19.4	Deposit Materials on Highway	\$150	\$100
20.4	Operating sidewalk café or patio without permits	\$150	\$75
21.1	Inappropriate use of Engine Retarder Brakes in Town	\$250	\$200
21.2	Cause Damage to Highway	\$250	\$200
21.3	Sidewalk or Boulevard obstruction	\$200	\$150
22.1(a)(b)(c)	Obstruction to vision, traffic or pedestrian	\$200	\$100
25.11	Person(s) Remove Municipal Tag or Notice Placed on or Affixed to a Vehicle	\$200	\$150

SCHEDULE "C"
Downtown Core





INFORMATION BRIEF

Meeting: November 3, 2025
Agenda Item: 5.4

Communications, Correspondence & Social Media Policy

Purpose:

The Communications Policy was last reviewed in 2022. Administration has conducted a comprehensive review to modernize language, improve usability, and align the policy with updated provincial legislation and internal procedures.

The revised policy as presented does not alter the intent of the original policy but clarifies responsibilities, strengthens electronic communication and social media protocols, and reflects the transition to updated provincial legislation.

Background:

Summary of Material Changes

1. Legislative References Updated

- Enhanced Policy Scope and Purpose statement and included language around community trust, accessibility and transparency.
- Replaced the Freedom of Information and Protection of Privacy Act (FOIP) with the Access to Information Act and Protection of Privacy Act, consistent with new provincial legislation.
- Removed all references to a Council Code of Conduct Bylaw in accordance with legislative changes that repeal the requirement for municipal Codes of Conduct.
- Included a clause for emergency situations and delegation of communications to Director of Emergency Management.

2. Clarified Roles and Responsibilities

- Combined Electronic Communications and Correspondence sections as they were overlapping. Put these sections in line with the new Town of Nanton Standard Operating Procedure for Resident Concerns and Requests.
- Added a roles and responsibilities table defining specific duties for the Mayor, Council, CAO, and Administration to make accountability clearer and ensure consistency across departments.
- A new clause has been added under Submissions to Council to specify that when correspondence is submitted for Council consideration, Administration will inform the sender that their submission may be published in a public agenda package, reaffirming their understanding and consent before publication wherever possible.

3. Enhanced Social Media and Website Provisions

- Added a disclaimer that the Town is not responsible for information solicited from AI platforms (e.g., ChatGPT or Google) to prevent misinformation being attributed to the municipality.

4. Video Recording and Livestreaming

- Clarified that recordings are retained for one year and do not supersede the written minutes as the official record.
- Added provisions allowing the CAO to remove or suspend recordings deemed inappropriate, with explanation to Council at a subsequent Closed Meeting.

5. Review and Administrative Updates

- Consolidated and reorganized content for clarity under standardized headings and consistent formatting.

Prepared By: Sara-Lynn Lyons

CAO Comments: [Once Council have reviewed the policy, further discussion can occur at Committee of the Whole.](#)

Neil Smith

Date Signed: October 30th 2025



POLICY

Policy No. XX XXX XX/XX/XX
Department: Administration

Communications, Correspondence and Social Media

PURPOSE AND SCOPE

A cohesive framework for communications, public relations and correspondence in a small organization.

This policy provides a comprehensive framework for the Town of Nanton’s internal and external communications, including correspondence, electronic communications, media relations, social media, livestreaming of Council meetings, and branding.

POLICY OBJECTIVE(S)

1. To guide the conduct and use of electronic communications.
2. Establish procedures for the receipt and response to Town correspondence. To ensure proper use of Social Media and onlin platforms to promote/ advertise the Town of Nanton and further enhance communications.
3. To establish guidelines for internal communications between Council, staff and contractors.
4. To provide guidelines for the live streaming and management of video recordings of Council meetings.
5. To enhance community trust, accessibility, and transparency in municipal operations.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Mayor	Official spokesperson for the Town, approves key messages and statements.
Council Members	Follow this policy in all communications; use disclaimers on personal accounts.
CAO	Operational spokesperson; oversees implementation of communications protocols.
Administration	Manages communications platforms, issues notices, monitors engagement.

DEFINITIONS

For this policy “**electronic communication**” must be defined as: “any communication via electronic means that involves a text or printable message”.

Chair means the Mayor or chair of the meeting.

Chief Administrative Officer means the CAO of the Town or his/her designate.



Correspondence includes any request for information, request for clarification, conveyance of

Council means the Council of the Town of Nanton and in this policy includes all Committees as established by Bylaw.

Council Chambers means the Town of Nanton council chamber.

Open Meeting means any meeting of Council open to the public in accordance with section 197 of the Municipal Government Act.

Posts include content posted to Social Media accounts managed by the Town and or any Contracted Service Provider retained on behalf of the Town for the purpose of marketing and communications services such as: comments, information, articles, pictures, videos, or any other form of communicative content.

Social Media means content created by individuals, using publishing technologies, through and on the internet including, but not limited to Facebook, blogs and Twitter.

Town means the Town of Nanton.

Town's Website means the websites administered and controlled by the Town of Nanton, which may include, but is not limited to www.nanton.ca, web-based video management applications, and social media.

PROCEDURE:

1. CORRESPONDENCE AND ELECTRONIC COMMUNICATIONS

1.1 General Principles

- 1.1.1 All Town business-related correspondence, including electronic communications, is the property of the Town of Nanton and is subject to the Access to Information Act and the Protection of Privacy Act.
- 1.1.2 Correspondence deemed by the Mayor and Council or the CAO to be defamatory, threatening, deliberately repetitious, vexatious or grossly inappropriate does not require a response, broader circulation or acknowledgement, but must be retained in accordance with records retention requirements.
- 1.1.3 All personal information, other than telephone numbers and email addresses, will be published with correspondence submissions unless the author requests in writing that their personal information be severed, pursuant to Section ___ of the Protection of Privacy Act.

1.2 Receipt and Acknowledgement

- 1.2.1 All incoming correspondence received by staff must be acknowledged within two (2) business days.



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- 1.2.2 Full responses should be issued within ten (10) business days where possible.
- 1.2.3 High-profile correspondence (e.g., media, legal, emergency) must be escalated to the CAO immediately.
- 1.2.4 Operational or routine matters will be routed directly to the appropriate department for handling.
- 1.2.5 Information or privacy-sensitive and defamatory correspondence will be retained but not circulated.

1.3 Submissions to Council

- 1.3.1 Incoming correspondence received by a majority of Council from external sources must be forwarded to Administration for appropriate handling and consideration for inclusion in the Council agenda package.
- 1.3.2 All emails addressed to and received by a majority of Council must be forwarded by the Mayor to the CAO and Legislative Services. If not received by the Mayor, Councillors who received the correspondence must forward it as above.
- 1.3.3 The Mayor may respond to such emails before the next Council meeting if circumstances warrant. These responses must:
 - 1.3.3.1 Be copied to all of Council and the CAO;
 - 1.3.3.2 Not conflict with existing Council policy; and
 - 1.3.3.3 Clearly state that they are subject to Council approval, amendment or clarification.
 - 1.3.3.4 Responses will be attached to the next Council agenda package, subject to cut-off dates and confidentiality considerations.
 - 1.3.3.5 Members of the public who correspond with Council should understand that their messages may be placed on a public agenda as formal correspondence. If a correspondent withdraws consent before the deadline, the record must still be retained for information purposes. Administration may seek alternate reporting methods if no Council action is required.
- 1.3.4 Members of the public who send and address correspondence to Council, particularly where Council approval is required, should expect that their full message will likely appear on a public agenda and that the Town will respond
- 1.3.5 When correspondence is submitted for Council consideration, Administration will inform the sender that their submission may be published in a public



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agenda package. This notice will reaffirm the sender's understanding and consent before publication wherever possible after a Regular Meeting.

1.4 Agenda Inclusion

Correspondence to be included in a Council agenda package must:

- 1.4.1 Be reviewed by the CAO or designate in consultation with the Mayor prior to the meeting;
- 1.4.2 Pertain to matters within the jurisdiction of the Town of Nanton;
- 1.4.3 Be received prior to the agenda submission deadline established by the Procedure Bylaw; and
- 1.4.4 Be included on the agenda for information or action, as appropriate. Individuals wishing to speak to Council must submit a Delegation Request Form in accordance with the Procedure Bylaw.

1.5 Outgoing Correspondence

1.5.1 From Council:

- 1.5.1.1 Correspondence directed by Council will be sent by the designated person and may be included in the Regular Council Agenda package with CAO approval.
- 1.5.1.2 The Mayor may respond to emails sent to a majority of Council prior to the next meeting to ensure timely communication. Responses must be copied to all of Council and the CAO, must not conflict with Council policy, and must state they are subject to Council approval or amendment.

1.5.2 From Staff:

- 1.5.2.1 Responses to operational or bylaw/policy-related matters must be signed by the CAO or the appropriate staff member.
- 1.5.2.2 Such responses may be included in the Regular Council Agenda package, subject to CAO approval.

1.5.3 Public Notifications may be issued by conventional posting, advertising, website updates or social media.

1.6 Use of Electronic Communications

- 1.6.1 All Town business must be conducted using official Town email addresses. Personal accounts may only be used in exceptional circumstances, with the official address copied (cc/bcc).



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- 1.6.2 Electronic correspondence from a Councillor concerning Council decisions or future agenda items must be copied to all of Council and the CAO.
- 1.6.3 Informational communications between Council members should be copied to all of Council but do not need to be shared with Administration unless agreed upon by the sender or a majority of Council.
- 1.6.4 All communication between Council and staff must be copied to all of Council and the CAO.
- 1.6.5 Direction to consultants or contracted service providers must be issued only by, or at the direction of, Department Managers.
- 1.6.6 The CAO's email account is not a default public contact for general inquiries or invoice submissions. Overuse may result in missed messages or delays.
- 1.6.7 The staff directory shall be prominently accessible on the Town website and other media. The CAO shall implement a consistent policy of forwarding misdirected correspondence to the appropriate staff member or contractor for review and action.

2. SOCIAL MEDIA AND WEBSITE

2.1 The Town shall use social media platforms as time and resources permit to:

- 2.1.1 Communicate with residents via a modern medium;
- 2.1.2 Provide up-to-date and accurate information;
- 2.1.3 Promote and encourage participation in Town programs and activities;
- 2.1.4 Provide additional general community information as considered useful by Administration, Mayor and Council or the Marketing and Communications Service Provider.

2.2 Ownership and Management:

- 2.2.1 Only one central account shall be used for each platform by the Town of Nanton and they must follow this policy.
- 2.2.2 Management of these accounts shall lie primarily with Administration directing the marketing and communications.
- 2.2.3 Content shall be monitored by Administration for policy adherence and alignment with the interests and goals of the Town.

2.3 Guidelines and Limitations of Use:



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REPLACES POLICIES: 12 – 127 - 22/04/04

- 2.3.1 Only the official Town account will be used to provide information to the public.
- 2.3.2 Employees and Elected Officials may request that authorized staff or contracted service providers post information on behalf of the Town on any social media platform.
- 2.3.3 Elected Officials may not post as “The Town of Nanton” and are not permitted to discuss campaigns, issues, or other political matters on Town accounts unless done in collaboration with Administration.
- 2.3.4 All Town social media accounts shall adhere to Town policies and bylaws.
- 2.3.5 www.nanton.ca remains the Town’s primary and predominant internet presence, providing access to detailed information on services, contacts, notices, bylaws, policies, and reports that cannot be replicated within social media platform accounts.
- 2.3.6 Wherever possible, Town social media accounts shall link back directly to the official Town website for forms, documents, and other information.
- 2.3.7 Administration controls all website structure and content and provides authorizations, when required, to relevant contracted service providers that additionally edit and/or host the site.
- 2.3.8 The website shall provide links to third-party sites where appropriate at the discretion of Administration.
- 2.3.9 The Town is not responsible for any information regarding the municipality or its services that is solicited via an individual queries to Artificial Intelligence (AI) platforms (e.g. Chat GPT, Google).

2.4 Intended Use and Participation from the Public:

- 2.4.1 The Town will strive to share information honestly and openly with the public via social media platforms and cross-post, where able, to higher-traffic local social media platforms.
- 2.4.2 The Town will not post untruthful or purposefully inaccurate information. If an inadvertent inaccuracy is posted, the Town will correct it as soon as possible.
- 2.4.3 All posts and conversations shall remain civil and respectful.
- 2.4.4 The Town will not address individual complaints, concerns, or service requests via social media platforms.
- 2.4.5 Administration, in consultation with employees or a contracted service provider, will determine when an issue raised via social media reaches a



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 REPLACES POLICIES: 12 – 127 - 22/04/04

“critical mass” that merits a Town response or information submission on the account.

2.4.6 The Town reserves the right to restrict and remove any content that is deemed by Administration to be in violation of this or other policies, bylaws, or laws.

2.4.7 All posts on behalf of the Town and all posts by members of the public are deemed public content and are subject to all applicable laws and policies, including Alberta’s Access to Information Act and the Protection of Privacy Act.

2.5 Elected Officials and their own Social Media Accounts:

2.5.1 Personal social media accounts of Council and Committees are exempt from this policy but are not official Town platforms.

2.5.2 Official Town information will only be shared through designated staff or contractors.

2.5.3 Council may share official posts but must use an “in my opinion” disclaimer for personal commentary.

2.5.4 Personal messaging apps must not be used for Town business.

2.5.5 Members of the public contacting Council through personal accounts must be directed to official channels.

2.5.6 Council members must transfer any Town-related records from personal accounts to official systems.

2.5.7 Personal livestreams must clearly state they are not official Town broadcasts.

3. INTERNAL/EXTERNAL COMMUNICATIONS

3.1 Report recommendations, information briefs and Council Requests for Motions are the formal means of communication between Administration and Council. Clear, concise, and relevant reports provide members of Council with the information they need to make decisions on municipal policies, programs, services, and initiatives.

3.2 Public announcements must be distributed concurrently to Council, except in urgent situations affecting public health, safety or danger to persons and property.

3.3 The Chief Administrative Officer is the sole employee of Council and is the primary contact for all inquiries by members of Council.



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- 3.4 The Mayor is generally the Town's primary spokesperson, unless another member of Council is designated by the Mayor or Council.
- 3.5 Committee Chairs are normally the chief spokespersons for matters dealt with under their Terms of Reference.
- 3.6 The CAO is the operational and administrative spokesperson.
- 3.7 Inquiries regarding matters typically reserved for closed meetings are always referred to the Chief Administrative Officer without comment or reference to confidential matters.
- 3.8 Responses to media inquiries for interviews or other official responses are coordinated between Administration and the Mayor on a case-by-case basis, with reasonable opportunity for Elected Officials or the CAO to respond accurately to questions, in line with existing policies and public information.
- 3.9 In emergency situations, the CAO and Mayor are the designated spokespeople under the direction of the Director of Emergency Operations.

4. BRANDING, LOGOS AND IMAGERY

Branding, logos, coats of arms and other related imagery are used in communications in line with the Logo and Coat of Arms (Branding) Policy, as amended.

5. VIDEO RECORDING AND LIVESTREAMING OF COUNCIL MEETINGS

- 5.1 Open Meetings of Council held in Council Chambers or other venues may be broadcast and video recorded to promote transparency, public participation and access to municipal decision-making.
- 5.2 Council meetings may be livestreamed and archived online for a period of one (1) year subsequent to the meeting.
- 5.3 Any Council meetings or portions of Council meetings closed to the public in accordance with Section 197 of the Municipal Government Act will not be broadcast or recorded.
- 5.4 The official record of Council meetings shall be the written minutes. Video recordings shall not supersede approved minutes as the official record of Council decisions.
- 5.5 The Town will make reasonable efforts to ensure livestreams and recordings are available to the public. Meetings will not be cancelled, postponed, or delayed due to technical issues.
- 5.6 Signage shall be posted to ensure presenters and members of the public are aware that all Open Meetings of Council are being broadcast, recorded, and made available online.
- 5.7 Standard camera positions will only capture Council members, administration, and public presenters.



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- 5.8 Recordings may be accessible to the public on the Town's website or social media page until replaced by the next meeting's recording.
- 5.9 Original unmodified recordings will be stored on a secure server based in Canada and retained for the period stated in this policy, unless superseded by the Record Retention Bylaw.
- 5.10 Council meetings are a public forum. Statements made during meetings are those of the individuals and not of Council unless contained in a Council resolution.
- 5.11 The Chair may:
- 5.11.1 Direct the CAO to terminate or interrupt the recording of a Council meeting if they consider it advisable due to inappropriate content; or
 - 5.11.2 Direct the CAO to remove recordings or portions of recordings from the Town's website where they consider the content inappropriate to publish.
- 5.12 Inappropriate material may include, but is not limited to:
- 5.12.1 False or misleading communication that damages the reputation of another individual or organization;
 - 5.12.2 Infringement of copyright;
 - 5.12.3 Breach of privacy or unauthorized disclosure of personal information;
 - 5.12.4 Offensive, discriminatory, or hateful material directed at individuals or groups;
 - 5.12.5 Confidential or privileged information;
- 5.13 The CAO or designate, may permanently or temporarily remove recorded or posted meeting material deemed inappropriate.
- 5.14 The rationale for any removal of content shall be explained to Council at a subsequent Closed Meeting.
- 5.15 Copyright to meeting recordings posted on the Town's website is owned by the Town of Nanton. Permission is granted to reproduce recordings for personal, non-commercial, educational, and news reporting purposes only, provided the material is not modified and is attributed to the Town.
- 5.16 Recordings may not be used for commercial activity, political party advertising, election campaigns, or politically partisan activity.
- 5.17 Contracted service providers must terminate or suspend broadcasts and leave Council Chambers once Council recesses to Closed Meeting.
- 5.18 Physical attendance by the public for the reconvening of the Open Meeting after a Closed Meeting will not be impacted.



5.19 Regular Meetings and standalone Committee of the Whole meetings are the priority for livestreaming. Livestreaming of other committees or the Municipal Planning Commission requires at least one (1) weeks' notice to Administration.

RELEVANT DOCUMENTS AND AUTHORITIES

Logo and Coats of Arms (Branding) Policy
Town of Nanton Records Retention Bylaw
Council Procedures Bylaw
Municipal Government Act
Access to Information Act and Protection of Privacy Act

REVIEW:

This policy should be reviewed at least once during every term of Council for prospective update, revision or renewal.

THIS POLICY WAS CONSIDERED AND ADOPTED BY COUNCIL ON _____

SUPERCEDES: Policy 12 – 127 – 22/04/04 Communications, Correspondence & Social Media
Policy No. 11 - 250 - 20/10/05; Video Recording and Livestreaming of Council Meetings
Policy No. 12 – 50 – 19/02/04; Communications, Correspondence & Social Media

MAYOR

Date

CHIEF ADMINISTRATIVE OFFICER

Date



REFERENCE NUMBER: XX – XXX – XX/XX/XX
REPLACES POLICIES: 12 – 127 - 22/04/04



INFORMATION BRIEF

Meeting:
Agenda Item:

Public Participation Policy

Purpose:

To outline the substantive changes made to the Town of Nanton's Public Participation Policy to better reflect contemporary engagement principles, updated legislative references, and Council's intent to ensure transparent, inclusive, and meaningful public involvement in municipal decision-making.

Background:

The original Public Participation Policy was adopted in 2018 to comply with Section 216.1 of the Municipal Government Act (MGA), requiring municipalities to establish a framework for public participation.

The intent of this update to the policy is to reinforce good governance and enhance opportunities for residents and stakeholders to participate in Town processes

Summary of Material Changes

1. Updated Legislative and Policy References

- Replaced the Freedom of Information and Protection of Privacy Act (FOIP) with the Access to Information Act and Protection of Privacy Act to reflect new provincial legislation.
- Remove Council Code of Conduct language from the policy

2. Expanded Purpose and Scope

- Now explicitly defines that the policy applies to Council, Committees, Administration, contracted service providers, and residents participating in municipal engagement.

3. Addition of the STAIRS Framework

- Introduces the STAIRS principle to guide all public participation:

S – Stakeholder Influence: Opportunities for affected stakeholders to help shape decisions.

T – Transparency: Clear, timely information to support meaningful participation.

A – Access: Ensuring accessible tools and formats for all participants.

I – Inclusivity: Promoting sustainable, representative engagement.

R – Respect: Civility and accountability in participation.

S – Strategic Engagement: Going beyond statutory minimums to enhance decisions.

4. Clarified Administrative Responsibilities

- Strengthened direction for the CAO to:
 - Evaluate and report on the effectiveness of participation tools;
 - Communicate results to both Council and the public, where appropriate; and
- A new clause has been added under Administration Responsibilities requiring that all Requests for Council consideration (including Requests for Decision and Information Briefs) include a section identifying whether Public Participation has occurred or is recommended, in accordance with this Policy.

5. Participation Standards and Expectations

- Adds clear standards requiring constructive and respectful behavior for all rom participants, with the authority for Administration to exclude individuals behaving inappropriately.
- Specifies that participation activities must be inclusive, professional, and accessible.

6. Policy Review Frequency

- Specifies that the policy will be reviewed at least once every four years, and adds that Council may choose not to amend it if no changes are deemed necessary at the time of review.

Prepared By: Sara-Lynn Lyons

CAO Comments: [Once Council have reviewed the policy, further discussion can move to Committee of the Whole.](#)

Neil Smith

Date Signed: October 30th 2025



POLICY

Policy No. XX –XX – XX/XX/XX

Department: Administration

PUBLIC PARTICIPATION POLICY

PURPOSE AND SCOPE:

The purpose of this policy is to outline the Town of Nanton’s commitment to meaningful, transparent, and inclusive public participation. Public participation strengthens decision-making by providing residents and stakeholders with opportunities to engage in matters that affect them.

This policy is guided by Section 216.1 of the Municipal Government Act and is in addition to statutory public hearings and notification requirements.

This policy applies to:

- Council and Committees of Council
- Chief Administrative Officer (CAO) and Administration
- Advisory Committees and contracted service providers
- Residents, organizations, and stakeholders engaging with the Town.

Public participation may occur during:

- New or revised programs, services, and projects
- Strategic and capital planning
- Bylaw or policy development
- Budget processes
- Major community initiatives

DEFINITIONS:

Chief Administrative Officer (CAO) means the person appointed to the position by the Council of the Town of Nanton or that person’s delegate.

Municipal Stakeholders means the residents of the Municipality, as well as other individuals, organizations or person that may have an interest in, or are affected by, a decision made by the Municipality.

Municipality means the Town of Nanton.

Public means those stakeholders who are not typically part of the decision-making entity or entities.

Public Participation includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

Public Participation Plan means a plan which identifies which Public Participation Tools are to be used to obtain public input in a particular circumstance.

Public Participation Tools mean the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- **Participation, digital** which may include online workbooks, chat groups, webinars, message boards/discussion forms, and online polls or surveys;
- **Participation, In-person** which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
- **Participation, representative** may include being appointed to an advisory committee, ad hoc committee or citizen board; and
- **Participation, written** may include written submissions, email, and mail-in surveys, polls and workbooks.

Stakeholders means any individual, group of individuals, organizations or political entity with an interest or stake in the outcome of a decision.

PROCEDURE

1. GENERAL POLICY PRINCIPLES:

- 1.1. Council recognizes the good governance includes engaging Municipal Stakeholders in Public Participation by:
 - 1.1.1. Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
 - 1.1.2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests.
 - 1.1.3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
 - 1.1.4. Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.
- 1.2 The Town will conduct Public Participation activities in accordance with the guidelines of the International Association for Public Participation's (IAP2) Public Participation Spectrum, as indicated in the chart outlined in Section 9 of this policy.
- 1.3 The Town of Nanton recognizes that good governance includes engaging municipal stakeholders in meaningful ways. The principles guiding public participation can be summarized as **STAIRS**:
 - S** – Stakeholder Influence: Create opportunities for stakeholders affected by a decision to help shape it.
 - T** – Transparency: Provide clear and timely information to support meaningful participation.
 - A** – Access: Ensure tools, opportunities, and formats are accessible to a broad range of participants.
 - I** – Inclusivity: Promote sustainable decisions by recognizing diverse interests and voices.
 - R** – Respect: Uphold civility and accountability in engagement.
 - S** – Strategic Engagement: Go beyond statutory requirements to enrich decision-making.



REFERENCE NUMBER: Res#212-18/06/18
 REPLACES POLICY DATED: n/a

The level of Public Participation to be employed in a Public Participation Plan will be determined on a case-by-case and/or as-needed basis, depending on the issue, impact and stakeholder needs.

2. POLICY RESPONSIBILITIES:

2.1. Council Responsibilities:

Council shall:

- 2.1.1. Promote and support Public Participation.
- 2.1.2. Review and approve Public Participation Plans developed by the Chief Administrative Officer in accordance with this Policy, or as directed by Council.
- 2.1.3. Consider input obtained through Public Participation; and
- 2.1.4. Review this Policy to coincide with each General Municipal Election year to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

2.2. Administration Responsibilities:

The Chief Administrative Officer shall:

- 2.2.1. In accordance with this Policy, develop Public Participation Plans, for Council approval;
- 2.2.2. Ensure that all Requests for Council consideration include a section identifying whether Public Participation has occurred or is recommended, in accordance with this Policy;
- 2.2.3. Implement approved Public Participation Plans;
- 2.2.4. Report the findings of the Public Participation to Council;
- 2.2.5. Consider timing, resources and engagement when developing and modifying Public Participation Plans;
- 2.2.6. Evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance
- 2.2.7. Communicate to Council and the public, when appropriate and in accordance the Protection of Privacy Act, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- 2.2.8. Develop the necessary procedures to implement this Policy;and
- 2.2.9. Assess this Policy and make recommendations to Council about the Public Participation and resourcing.

3. POLICY EXPECTATIONS:

3.1. Legislative and Policy Implications



REFERENCE NUMBER: Res#212-18/06/18
REPLACES POLICY DATED: n/a

- 3.1.1. All Public Participation will be undertaken in accordance with the Municipal Government Act, the Access to Information Act and the Protection of Privacy Act, and any other applicable legislation.
- 3.1.2. All Public Participation will be undertaken in accordance with all municipal policies.
- 3.1.3. This Policy shall be available for public inspection and may be posted to the Municipality's website.
- 3.1.4. This policy will be reviewed at least once every four years. At Council's discretion, the policy may remain unchanged if no amendments are deemed necessary

3.2. Public Participation Standards

- 3.2.1. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- 3.2.2. Public Participation activities will be conducted in a professional and respectful manner.
- 3.2.3. Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- 3.2.4. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- 3.2.5. The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

4. PUBLIC PARTICIPATION OPPORTUNITIES:

- 4.1. The Chief Administrative Officer may develop and implement a Public Participation Plan in the following circumstances:
 - 4.1.1. When new programs or services are being established;
 - 4.1.2. When existing programs and services are being reviewed;
 - 4.1.3. When identifying Council priorities;
 - 4.1.4. When gathering input or formulating recommendations with respect to budget;
 - 4.1.5. When gathering input or formulating recommendations with respect to the Town of Nanton's strategic plans or business plans;
 - 4.1.6. When gathering input or formulating recommendations with respect to the Town of Nanton's capital plan and/or financial plan; or
 - 4.1.7. As otherwise directed by Council.



REFERENCE NUMBER: Res#212-18/06/18
 REPLACES POLICY DATED: n/a

5. PUBLIC PARTICIPATION PLANS:

5.1. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:

- The nature of the matter for which Public Participation is being sought;
- The impact of the matter on Municipal Stakeholders;
- The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- The timing of the decision and time required to gather input;
- What information is required, if any, to participate; and
- Available resources and reasonable costs.

5.2. Public Participation Plans will, at minimum, include the following:

- A communication plan to inform the public about the Public Participation plan and opportunities to provide input;
- Identification of which Public Participation Tools will be utilized;
- Timelines for participation;
- Information about how input will be used;
- The location of information required, if any, to inform the specific Public Participation.

6. REPORTING AND EVALUATION:

6.1. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.

6.2. The report shall include, at minimum, the following:

- An overview of the Public Participation Plan and how it was developed;
- An assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
- A summary of the input obtained; and
- May include recommendations for future Public Participation Plans

REVIEW:

This policy should be reviewed at least once during every term of Council for prospective update, revision or renewal.

THIS POLICY WAS CONSIDERED AND ADOPTED BY COUNCIL ON _____

SUPERCEDES: Policy 12 212 18/06/18 Public Participation Policy



MAYOR

Date

REFERENCE NUMBER: Res#212-18/06/18
REPLACES POLICY DATED: n/a



INFORMATION BRIEF

Meeting: November 3, 2025
Agenda Item: 5.5

Procedural Bylaw

Purpose:

To outline substantive amendments made to the Town's Procedural Bylaw to align with current legislative requirements, updated governance practices, and to clarify rules of order for Council and Committee meetings.

Background:

The existing Procedural Bylaw (1407/25) governs the conduct and process of Council and Committee meetings. Following the 2025 general municipal election, Administration reviewed the bylaw for legislative compliance, clarity, and best practices.

The new Bylaw 14XX/25 incorporates legislative changes under the Access to Information and Protection of Privacy Act, reflects updated provincial requirements under the Municipal Government Act, and modernizes procedures to ensure efficient, transparent Council operations.

Summary of Material Changes

1. Legislative and Reference Updates

- Replaced all references to the Freedom of Information and Protection of Privacy Act (FOIP) with the Access to Information and Protection of Privacy Act (ATIPPA) to align with new provincial legislation.
- Updated section citations under the Municipal Government Act to reflect 2025 revisions.
- Removed all references to the Council Code of Conduct Bylaw, as municipalities can no longer maintain such bylaws under provincial legislation.

2. Clarified Application and Purpose

- Simplified and restructured introductory clauses to clearly define the bylaw's purpose: to regulate the proceedings of Council and its Committees while emphasizing accountability and transparency.

3. Organizational Meeting Revisions

- Added explicit requirements from Section 201.1(1) of the Municipal Government Act mandating that all Councillors must complete prescribed orientation training prior to or on the day of the first Organizational Meeting.

- Clarified that the Oath of Office must be taken prior to or at the beginning of the Organizational Meeting.
- Standardized Council meeting scheduling language and included limits for Regular (4-hour) and Special (3-hour) meetings.

4. Agenda and Meeting Management

- Clarified agenda preparation timelines — submissions due seven calendar days prior to meetings.
- Strengthened CAO authority regarding correspondence handling, aligning with the Communications Policy.

5. Conduct During Meetings

- Removed former “Member Conduct” section (related to the now-repealed Code of Conduct Bylaw).
- Replaced with a general Conduct at Meetings section applying to all persons present, emphasizing respect, order, and decorum for both Council and the public.
- Added clear authority for the Mayor or Chair to remove disruptive individuals and reference to the Town’s Electronic Equipment Policy for third-party devices.

Prepared By: Sara-Lynn Lyons

CAO Comments: One reviewed, Council may discuss further at Committee of the Whole.

Neil Smith

Date Signed: October 30th 2025



Town of Nanton

BYLAW NUMBER: 14XX/25

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES

1. PURPOSE:

- 1.1 **WHEREAS** Section 180 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, requires council to act by bylaw; and
- 1.2 **WHEREAS** the Municipality of the Town of Nanton has the duty to ensure that it provides good government, and its elected officials uphold the highest standards for an accountable and transparent governance process; and
- 1.3 **NOW THEREFORE** the Council of the Town of Nanton in the Province of Alberta hereby establishes the following rules and regulations for the order and conduct of all Council and Council committee meetings.

2. INTERPRETATION:

- 2.1. This Bylaw # **14XX/25** will be cited as the **Council and Committee Procedural Bylaw**.
- 2.2. **CAO** is the **Chief Administrative Officer** and means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
- 2.3. **CEO** is the Chief Elected Official of the Town of Nanton, duly elected to the position under the Municipal Government Act and includes any Councillor appointed by the CEO to act as his/her appointee.
- 2.4. **Chair** means the Member of a Committee or other person (ie. Mayor or appointee) who has the authority to preside over a meeting.
- 2.5. **Committee** is a Council Standing Committee, Special Committee or Ad Hoc Committee established by Bylaw.
- 2.6. **Committee of the Whole** is a committee comprised of all Council Members present at a meeting, assembled for the purpose of informal discussions, including, but not limited to, a question, initiative, policy or bylaw.
- 2.7. **Consensus** means a decision-making process that seeks the input and agreement of participants to resolve or mitigate objections to achieve the most agreeable decision. Consensus is defined as meaning both general agreement and the process of getting to such an agreement.
- 2.8. **Council** is the Council of the Town of Nanton in the Province of Alberta, comprised of one Chief Elected Official (Mayor) and six Councillors.

- 2.9 **Councillor** is a Member duly elected to the position under the Municipal Government Act, to represent the Town.
- 2.10 **Mayor** has the same meaning as Chief Elected Official, as defined in the Municipal Government Act.
- 2.11 **Member** means a Mayor or Councillor and includes members of Council Committees established by the Town of Nanton.
- 2.12 **Municipal Government Act** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended or legislation substituted therefore, and is referred to as the **Act**.
- 2.13 **Quorum** is more than fifty percent (50%) of the voting membership of Council or a Council Committee present at a meeting. Quorum must be maintained at a meeting, even in situations where the majority of members cannot vote due to pecuniary interest.
- 2.14 **Request for Decision (RFD)** is a form prescribed by Administration and used for submissions to Council in order to clarify and provide the information required by Council to deliberate and make decisions. The submission presented may request direction on an issue rather than a decision.
- 2.15 **Terms of Reference** is a statement of the purpose of a Committee, approved by Council within a bylaw, and shall include, but is not limited to, composition, duties, powers, functions and termination clause, if applicable.
- 2.16 **Town** is the Town of Nanton in the Province of Alberta.

3. APPLICATION OF THE BYLAW:

- 3.1 The precedence of the rules of governing the proceedings of Council is:
- The Act
 - Other provincial legislation
 - This Bylaw, and
 - Robert's Rules of Order Newly Revised.
- 3.2 When a matter arises related to proceedings in a meeting which is not covered by a provision of this Bylaw or the Act, the matter shall be decided by reference to Roberts' Rules of Order.
- 3.3 Procedure shall be a matter of interpretation by the Mayor or meeting Chair.
- 3.4 The Mayor or Chair shall regulate all discussions within a meeting.
- 3.6 This Bylaw applies to:
- (i) All Meetings of Council, and
 - (ii) Any Committee Meeting unless the Terms of Reference for the Committees, approved by Council, provide permission for alternate procedures.

4. ORGANIZATIONAL MEETING:

- 4.1 Pursuant to Section 192 of the Municipal Government Act, Council must hold its first Organizational Meeting within 14 days following the date of the general municipal election.
- (a) In accordance with Section 201.1(1) of the Municipal Government Act, the municipality must offer, and each Councillor must attend, orientation training on



the prescribed topics prior to or on the same day as the first Organizational Meeting following a general election.

- (b) All Members of Council must have taken the Oath of Office prior to or at the beginning of the first Organizational Meeting being convened after an election.
- (c) At the Organizational Meeting, the Mayor will appoint a schedule for Councillors to serve in the position of Deputy Mayor on a rotation basis.

4.2 At the Organizational Meeting, Council shall, by resolution:

(a) Establish dates, times, and location for Regular Council Meetings:

(i) Regular meetings of Council will be scheduled on the first and third Monday of every month, excepting July and August, with meetings to commence at 7:00 p.m. in the Town of Nanton Council Chambers.

(ii) One Regular Meeting of Council will be scheduled for each of July and August as determined by Council, commencing at 7:00 p.m. in the Town of Nanton Council Chambers.

(iii) In the event a Regular Meeting falls on a general holiday, the meeting will be held on the Tuesday immediately following the holiday.

(iv) Regular Council Meetings and Council Committee Meetings must be conducted in public; however, Council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Access to Information and Protection of Privacy Act.

(v) Regularly scheduled Council Meetings may only be cancelled by resolution of Council.

(vi) All Regular Meetings of Council will be limited to four hours from the start time stated on the agenda, unless otherwise determined by a majority of Council present. Special Meetings of Council and Council Committee Meetings will be limited to three hours, unless otherwise determined by unanimous vote of the Members present.

(b) appoint a schedule for Councillors to serve in the position of Deputy Mayor on a rotation basis.

(c) Appoint Members of Council to Boards and Committees.

(d) Conduct other business as identified within the Organizational Meeting agenda.

5. AGENDA PREPARATION:

5.1 The agenda for each Regular Council Meeting shall be prepared by the Chief Administrative Officer (CAO) in consultation with the Mayor, and shall include any Notice of Motion or submission received from a Councillor or the Mayor.

5.2 The following is a list of suggested contents and order of business for a Regular Council Meeting agenda. It serves as a guide rather than a rigidly followed document, and as such, items not requiring attention at a meeting may not be included on the agenda:

- (a) Call to order & Adoption of Agenda
- (b) Presentations: (includes Public Hearings)
- (c) Adoption of Previous Meeting Minutes



- (d) Reports:
 - (i) CAO
 - (ii) Financial
 - (iii) Department
 - (iv) Council:
 - (v) Others
- (e) Business Arising from Previous Minutes
- (f) New and Unfinished Business
- (g) Correspondence
 - (i) For Action
 - (ii) For Information
- (h) Closed Confidential Session (if required)
- (i) Adjournment.

5.3 The order of business for agendas of Special meetings of Council will include:

- (a) Call to Order & Adoption of Agenda:
- (b) Priority Items: (established by the Mayor or CAO, items named as required)
- (c) Adjournment:

5.4 All submissions for the Agenda of all Regular meetings of Council, shall be received by the CAO no later than noon the Monday (or Tuesday if that day is a general holiday) prior to the scheduled meeting, seven calendar days prior to the meeting.

5.5 Submissions from Administration will be formatted into the Request for Decision or information brief and be approved by the CAO prior to inclusion on the agenda.

5.6 Any other communication intended for Council will be forwarded to the CAO in writing and must:

- (i) be legible, coherent, and respectful; and
- (ii) be able to identify the writer and the writer's contact information.

5.7 If the standards set out in section 5.6 are met and the CAO determines the communication is within the governance authority of Council, the CAO will:

- (i) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered; or
- (ii) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.

5.8 If the standards set out in section 5.6 are met and the CAO determines the communication is not within the governance authority of Council, the CAO may:

- (i) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;



- (ii) take any other appropriate action on the communication.

(If a Councillor objects to the process determined by the CAO, a Councillor may introduce a RFD for the item to be included for Council consideration on a Council agenda.)

5.9 If the standards set out in section 5.6 are not met, the CAO may file the communication. Administration will respond to the person sending the communication to advise that person of the process to be followed and any action taken on the subject of the communication.

5.10 An individual or group may request to be included on an Agenda as a delegation. The request must be in writing and shall:

- i) Include a written summary of the information that will be presented to Council including any monetary request of Council;
- ii) Be submitted to the CAO no later than noon the Monday prior to the Regular scheduled Council meeting (or seven days in advance of a Committee Meeting), with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.
- iii) The CAO will review the request in consultation with any affected department and may:
 - o Review and provide a written response to the individual or group to satisfy the request for an appointment with Council. This process will be undertaken only with consent of the CAO and the individual or group requesting the appointment with Council.
 - o Add the appointment to the next Regular Council Meeting Agenda; or
 - o Add the appointment to a future Regular Council Meeting Agenda if
 - Requested by the individual or group making the request; or
 - If the CAO requires more time to properly investigate and report on the matter.
- iv) Presentation time will be no longer than ten minutes, exclusive of the time required to answer the questions put forward by Council, unless extended by a majority vote of Council.
- v) Delegations speaking to the subject will be restricted to the subject matter only.
- vi) In questioning delegations, whether statutory or otherwise, Members of Council will ask only questions of clarification which are relevant to the subject of the presentation and will avoid repetition.
- vii) Following a delegation presentation, the CAO may, at their discretion, have add a related item to the same Regular Council Meeting agenda for Council's consideration, or defer the matter to a subsequent Regular Meeting if additional information or administrative review is required.

5.11 The CAO will ensure that the established agenda with attachments is distributed to Council, department heads, and the public, at least three calendar days in advance of the meeting. The agenda package and supplemental materials (unless withheld under the MGA or Information and Privacy Legislation) will be made available on the municipal website. The agenda outline will also be available at the municipal office.

5.12 Late submissions for the agenda after the agenda has been established will require the justification for the urgent nature of the late submission and will require the Mayor's and the



CAO's approval, otherwise, the submission may be postponed to the agenda of the next Regular Meeting.

- 5.13 Proposed late additions or deletions to the agenda will be provided in writing to the CAO prior to the meeting being called to order.
- 5.14 No late submissions may be added to an agenda after the adoption of the agenda unless approved unanimously by resolution of Council.

6. MEETING PROCEDURES:

- 6.1 As soon after the scheduled hour of the Council or Committee meeting to commence there is quorum present, the Mayor, Deputy Mayor or Chair will call the meeting to order.
- 6.2 In case the Mayor, Deputy Mayor or Chair is not in attendance within fifteen minutes after the hour appointed for a Council meeting and a quorum is present, the CAO will call the meeting to order and a chairperson will be chosen by the Members present who will then preside over the meeting until the arrival of the Mayor, Deputy Mayor or Chair.
- 6.3 If quorum is not achieved within 30 minutes of the scheduled start time, the CAO shall record the names of Members present, and the meeting shall stand adjourned until the next Regular Meeting, unless a Special Meeting is called in the interim.
- 6.4 A Council or Committee meeting scheduled by resolution may be cancelled:
 - a) By resolution of Council at a prior meeting; or
 - b) By written agreement of a majority of Members, with notice provided to all Members and the public in accordance with the Municipal Government Act.
- 6.5 The CAO will ensure that the minutes of all Council and Committee meetings are prepared as a written record which will include:
 - a) The names of Members present and absent;
 - b) A brief description of subjects discussed;
 - c) All resolutions, decisions, and proceedings;
 - d) The names of members of the public who address Council;
 - e) Recorded votes when requested;
 - f) Any abstentions or declarations of pecuniary interest and the general nature thereof;
 - g) Times of recess, adjournment, and reconvening;
 - h) The arrival or departure of Members during the meeting; and
 - i) The signatures of the Chair and CAO upon Council's approval of the minutes.

7. MOTIONS:

- 7.1 The content of any Request for Decision submitted to Council or a Committee for consideration may be discussed prior to putting forth a motion, as an informal process. The Administrative options presented to the Members does not constitute a motion unless a Member expressly moves an option as a motion. The information presented to the Members within an RFD is intended to provide background and analyse possible solutions or responses to the issue. This process permits the Members to have the opportunity to engage in a full discussion and may then develop a consensus regarding the issue prior to putting forth a motion.
- 7.2 After receiving a motion from a Member the Mayor or Chair states the motion and calls for discussion or debate. Every Member wishing to speak to a question or motion must address the Mayor or Chair.



- 7.3 The Mayor or Chair has the authority to set a time limit and the number of times that a Member may speak on the same question or resolution having due regard to the importance of the matter. Time limit to be ten minutes for delegations and Members.
- (i) All motions will be read by the Mayor, Chair, CAO or designate before being voted on.
 - (ii) A motion submitted to the Members does not require a seconder.
- 7.4 When a motion has been made and is being considered by the Members, no other motion may be made and accepted, except a motion to:
- (i) refer the main question to some other person or group for consideration;
 - (ii) amend the main question;
 - (iii) table the main question;
 - (iv) postpone the main question to some future time;
 - (v) adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- 7.5 Wherever practicable, **Negative Motions** to the Members will not be presented for consideration. A recommendation that is intended to not take action should be worded utilizing active language (ie. In the case of a request to not grant a request, word as “decline the request for ...”), otherwise, the recommendation should be to vote against an action.
- 7.6 Where a question under consideration contains distinct propositions, the vote upon each proposition must be taken separately when any member so requests or when the Mayor or Chair so directs.
- 7.7 After any question is finally put by the Mayor or Chair, no member will speak to the question, nor will any other motion be made until after the result of the vote has been declared. The decision of the Mayor or Chair as to whether the question has been finally put will be conclusive.
- 7.8 Voting on all matters must be conducted as follows, to ensure that the votes may be easily counted by the Mayor or Chair:
- (a) Except for a meeting conducted through electronic or other communication facilities, Members must be in their designated seat at the meeting when the motion is considered.
 - (b) The Mayor or Chair requests that a motion be put forward for a vote. The Member's name putting forward the motion must be clearly stated for recording purposes.
 - (c) Members vote by a show of hands or other method agreed to by the Members.
 - (d) The Mayor or Chair clearly declares the result of the vote for recording purposes.
 - (e) A motion is carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.
- 7.9 After the Mayor or Chair declares the result of the vote, Members may not change their vote for any reason.
- (a) A question on the results of a vote may be resolved by the Mayor or Chair immediately calling for a revote on the motion.
 - (b) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.



- 7.10 A motion made to accept the minutes of a Council or Committee Meeting must be presented for adoption by a voting Member that was present at the meeting whose minutes are being considered.
- 7.11 In the case of a motion presented to accept the minutes of a Standing Committee, the mover should be the Committee Chair; in the Chair's absence, the motion may be presented as per 7.10.
- 7.12 Committees may make motions to:
- (a) accept or amend the agenda for its meeting,
 - (b) recess to a later time or date,
 - (c) adjourn the meeting.
- 7.13 Committees may make Recommendations to Council for action or direction. As soon as practicable, upon finalization of the draft minutes of the Committee Meeting for adoption, the recommendations will be forwarded to the next available Council Meeting for consideration.
- 7.14 A member of Council may bring forward a Notice of Motion, in the form of a draft resolution, by the Agenda submission deadline.

8. BYLAWS:

- 8.1 A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time.
- 8.2 After first reading has been given, subject to the requirements of the Municipal Government Act, any Councillor may move that the bylaw be read a second time.
- 8.3 Council may not give a bylaw more than two readings at a meeting unless unanimous consent is granted by the Council Members present at the meeting vote in favour of allowing a third reading at that meeting.
- 8.4 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
- 8.5 If a bylaw is defeated on third reading the previous readings are rescinded.
- 8.6 A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading

9. COMMITTEE OF THE WHOLE:

Committee of the Whole is a meeting of Council in which formal decisions are not made. Committee of the Whole Meetings must be conducted in public; however, Council may close all or part of the meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Access to Information Act.

The primary meeting must be recessed by a resolution of the majority of the Members present and reconvened upon conclusion of the Committee of the Whole meeting. Other than the vote to reconvene the primary meeting, no vote shall be made within a Committee of the Whole



Meeting; however, recommendation or consensus may be forwarded to Council in the Regular Meeting for consideration.

9.1 A Committee of the Whole may be comprised of all Councillors present at the primary meeting, notwithstanding any declaration of conflict of interest. Subject to the Act, the Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters;

- (i) Budget
- (ii) Audit
- (iii) Transportation issues
- (iv) Development issues
- (v) Strategic issues
- (vi) Legislative reform
- (vii) Policing matters, and
- (viii) Policy formulation.

9.2 Committee of the Whole may:

- (i) Conduct non-statutory public hearings
- (ii) Receive delegations and submissions
- (iii) Meet with other municipalities and other levels of governments, and
- (iv) Recommend appointments of members of the public to Council Committees, other Town Committees and other bodies on which the Town is entitled to have representation.

9.3 Council may receive briefings in Committee of the Whole.

9.4 In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole shall not hold statutory Public Hearings.

9.5 Committee of the Whole may make the following motions:

- (i) To receive agenda reports as information,
- (ii) To refer matters to Administration or a Committee for review,
- (iii) Make recommendations to Council.
- (iv) Adjourn the Committee of the Whole to reconvene the Regular Meeting.

9.6 A quorum of Committee of the Whole is a majority of Councillors.

9.7 At a Committee of the Whole meeting, the procedures of Council shall be relaxed upon consent of the Chair, as follows:

- (a) A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
- (b) A Councillor may speak more than once, on a matter provided that each Councillor who wished to speak to the matter has already been permitted to do so.

10. PUBLIC HEARINGS:

10.1 Statutory Public Hearings will be held in conjunction with a Regular Council Meeting and scheduled within the agenda under "Presentations" at a Special Meeting of Council called specifically in relation to the Public Hearing.



- 10.2 **Adjourn** used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 10.3 **Close** used in relation to a Public Hearing, means to terminate the Public Hearing.
- 10.4 **Recess** used in relation to a Public Hearing, means to Adjourn the Public Hearing with the intent of returning to the Public Hearing within the same Regular or Special Meeting of Council.
- 10.5 At the commencement of a Public Hearing, the Chair shall:
- (i) State the matter to be considered at the hearing,
 - (ii) Confirm that the Public Hearing has been advertised in accordance with the Municipal Government Act and that the Public Hearing will be conducted in accordance with the *Council and Committee Procedural Bylaw*.
 - (iii) The Chair will ask if the development proponent, authorized representative or applicant is present and wishes to be heard by Council.
 - (iv) The Chair will ask if there are any person(s) or group(s) present who claim to be affected by the subject matter of the Public Hearing and wish to be heard by Council.
 - (v) The Chair will ask if there any other person(s), group(s) or authorized representative(s) other than those above who wish to be heard by Council, and
 - (vi) State that any person, group or authorized representative wishing to speak must clearly state their names and position on the matter for recording in the minutes.
- 10.6 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- (i) Be in legible writing,
 - (ii) Name the individual authorized to speak,
 - (iii) Indicate the proposed bylaw to be spoken to, and
 - (iv) Be signed by the person giving the information.
- 10.7 The authorized speaker must state the name of the person that the speaker represents and present the written authorization to the CAO, or delegate.
- 10.8 No one person shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put forward by Council, unless granted a time extension by Council.
- 10.9 No person representing a group shall address Council for more than ten (10) minutes, exclusive of the time required to answer questions put forward by Council, unless granted a time extension by Council.
- 10.10 If there is more than one Public Hearing on the agenda, the Chair shall adjourn or close one Public Hearing before opening another Public Hearing.
- 10.11 If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
- 10.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
- 10.13 Persons interested in speaking at a Public Hearing may register with the CAO prior to the Public Hearing. Names of the registered speakers for a Public Hearing may be released to the public with the Council agenda packages.
- 10.14 Written submissions received from the public by the CAO in response to advertised Public Hearing matters must be included in the published agenda materials.



- 10.15 Despite subsection (10.14 above) the CAO may exclude a submission from the agenda materials if, in consultation with legal counsel, such a submission:
- (i) Is deemed to constitute hate speech as defined by the Criminal Code; or
 - (ii) Promotes discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with the provisions of the Human Rights Act; or
 - (iii) Is deemed to be defamatory.
- 10.16 At the discretion of the CAO, communications may be redacted to protect personal information that has been included in written submissions.
- 10.17 No written submissions to Council will be accepted by the CAO from the public after the advertised submission deadline for inclusion in the published agenda materials and will not be provided by the CAO to Council. However, the individual, person or group may make a verbal presentation to Council at the Public Hearing, which may include a written submission, with the permission of the Chair, as a component of the presentation.
- 10.18 In accordance with the Act, in the Public Hearing, Council:
- (i) Must hear from a person, group of persons or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by Council; and
 - (ii) May hear from another person(s) who wishes to make representations and who Council agrees to hear.
- 10.19 Council may ask questions of public presenters for clarification of the presentation.
- 10.20 Council must not ask questions of Administration until the Public Hearing on a matter is concluded.
- 10.21 The vote on an item for which a Public Hearing has been held must comply with the following:
- (i) Members who are absent for the whole of a Public Hearing on a matter are not entitled to vote on the matter.
 - (ii) Members who are absent from part of a Public Hearing on a matter may choose to abstain from voting on the matter.
 - (iii) A Councillor who is required to or who chooses to abstain from voting in keeping with subsections (i) or (ii) must leave the meeting before the vote commences.
- 10.22. Members of the public will be called upon by the Chair in the following sequence:
- (i) the development proponent or applicant,
 - (ii) those in favour,
 - (iii) those against.
- 10.23 The Chair may recall the proponent or applicant in order to allow Council to ask additional questions of clarification, if required. A recall for clarification may only be made at the same meeting at which the Public Hearing item was heard.
- 10.24 Council may change the date, time and place of a Public Hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised, as per the provisions of the Act.
- 10.25 Council may cancel a Public Hearing by resolution.



10.26 The Mayor or Deputy Mayor shall chair Public Hearings.

10.27 The minutes of a Public Hearing shall record:

- (i) The names of Administration and the applicant, or representatives of the applicant, who are present at the Public Hearing, and
- (ii) The names of the members of the public who provided written and/or verbal submissions, along with a general indication of support, opposition, or neutrality, but not a summary of the presentation and/or a copy of any written materials provided.

11. CONDUCT AT MEETINGS:

11.1 All persons present at a Council or Committee meeting must conduct themselves with respect and decorum so that the meeting may proceed in an orderly manner.

11.2 While a meeting is in session, individuals shall:

- a) Not speak without first being recognized by the Mayor or Chair;
- b) Not speak for longer than ten (10) minutes, unless permitted by the Mayor or Chair;
- c) Maintain order and quiet, and refrain from interrupting any speaker;
- d) Avoid offensive, disrespectful, or abusive language or behaviour;
- e) Refrain from carrying on private conversations or other distractions that disturb the meeting;
- f) Not leave or move about in a way that interrupts discussion or voting; and
- g) Comply with any directions of the Mayor or Chair regarding order, procedure, or interpretation.

11.3 The Mayor or Chair may call any individual to order and, if necessary, direct that a person causing a disturbance or acting improperly be removed from the meeting.

11.4 Use of third party electronic equipment in Council Chambers is governed by the *Town of Nanton Electronic Equipment Policy*, as amended from time to time.

12. MEETINGS HELD BY ELECTRONIC MEANS:

12.1 The Town of Nanton may hold Council or Council Committee meetings by using electronic means. Before a meeting can be held by electronic means the following conditions must be met:

- (i) provided the meeting is not closed to the public, notice to the public of the meeting must include how the meeting will be conducted; up to and including the method by which members of the public may access the meeting and make submissions and how this meeting will be publicly available before and during the meeting
- (ii) the facilities must enable the public to hear all meeting participants at the place specified in the notice and the CAO must be present at that place; and
- (iii) the facilities must permit all participants to communicate adequately with each other during the meeting.

12.2 Members may attend a Council or Committee meeting by means of electronic communication. Any Member participating by electronic means is deemed present at the meeting, having their identity confirmed through video capabilities. Acceptable alternatives include through use of a telephone with conference call capabilities (speaker and video), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances. The minutes of the meeting shall reflect the attendance of any Member as per electronic means.



12.3 A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active, and recorded in the minutes accordingly. The Mayor, Deputy- Mayor or Chair shall announce to those in attendance at the Meeting a Member is attending the meeting by means of electronic communications. As soon as the connection becomes inactive, the Mayor, Deputy-Mayor or Chair shall declare the time as the Member leaving the meeting, which shall be recorded in the minutes.

13. COMMITTEES:

13.1 Standing Committees of Council shall be established by Bylaw which will specify the terms of reference for the Committee, including matters to be dealt with by the Committee.

13.2 Special or Ad Hoc Committees shall be established by Bylaw which will specify the terms of reference, including matters to be dealt with by the committee, and a time frame for the duration of the Committee, if applicable.

13.3 Special and Ad Hoc Committees may be comprised entirely of Councillors or a combination of Councillors, staff and other Public Members-at-large.

13.4 Special and Ad Hoc Committees may elect from its membership a chairperson to preside over the meetings and a secretary to record the minutes of the meeting.

13.5 It will be the duty of the chairperson of each Standing, Special or Ad Hoc Committee, or in case of his/her illness or absence from the town, it will be the duty of the CAO to summon a special meeting of any committee whenever requested in writing to do so by a majority of members of any such committee.

13.6 Any matter of meeting conduct of Special and Ad Hoc Committees must be in accordance with this Bylaw as well as the Town of Nanton's Code of Conduct Bylaw for Council Members.

14. EFFECTIVE DATE AND READINGS

14.1 This bylaw repeals Bylaw #1407/25 and any amendments thereto.

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

14.3 Read a **second** time this ____ day of October, 2025.

TOWN OF NANTON



CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

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

TOWN OF NANTON

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER



October 21, 2025

Dear Mayor Handley and Members of Council,

November is **Family Violence Prevention Month**, a dedicated time to shine a spotlight on this important, societal issue. Family Violence Prevention Month is an important reminder to everyone that ending domestic violence and abuse starts with just one small action, whether that is seeking support, providing information, or sharing resources.

Domestic Violence is a serious public health issue that affects millions of individuals and families regardless of age, gender, race, religion, economic status, or sexual orientation. Domestic violence remains devastating high across Canada, with rural communities, like Foothills County, Vulcan Country and MD Willow Creek, facing unique challenges. Nearly 20% of Albertans live in rural areas, where access to services is limited, isolation is greater, and the need for prevention is strong.

For 25 years Rowan House Society has served as a sanctuary and resource for individuals and families affected by domestic violence and abuse, through crisis intervention, long term support and preventative education. Rowan House Society is here to break the cycle of violence and abuse in our communities. In doing so, we aspire to compassionately erase violence and abuse.

We do this through various supports and services within our seven core programs:

1. 24-Hour Support Line
2. Emergency Shelter
3. Children's Program
4. Outreach Program
5. Preventative Education Program
6. Legal Resource Navigator Program
7. Safe at Home Program

We are asking you to proclaim **November as Family Violence Prevention Month** in your community and have attached to this letter, a formal proclamation that we hope you will consider *signing, posting in your community, and returning a copy to us.*

Please join the movement to create awareness in our communities by having a purple light shine at the Municipal Centre, place a purple heart in your window, or attend family violence prevention events to show your support.

Thank you for your support in creating awareness of domestic violence and abuse.

In appreciation,



Linette Soldan
Executive Director
Rowan House Society
linettes@rowanhouse.ca

November is Family Violence Prevention Month

Whereas there are many people in Alberta who experience the impact of family violence and abuse;

and

Whereas the impact may be carried on from generation to generation and
Whereas all Albertans have a role to play in preventing family violence and abuse.

Therefore, I _____ do hereby proclaim the

Month of November 2025 to be

Family Violence Prevention Month

In _____

(municipality)

I call upon citizens to speak out against family violence and abuse. I call upon you to make a difference by creating a culture of support for those impacted by family violence and abuse. And I call upon you to encourage all Albertans to help make our province violence and abuse free in 2025 and beyond.

In witness whereof,

I have here unto set my hand this

_____ *Day of _____, 2025.*

(Signature)



Livingstone Range
SCHOOL DIVISION

October 8, 2025

To: Nanton School Enhancement Committee / Town of Nanton

Re: Total Funds Required - 100 square meter addition to learning commons in new elementary school

In order to provide clarification on the commitment of funding to be paid by the Nanton School Enhancement Committee being backed by the Town of Nanton, the total amount owing will be \$690,000.

At the request of the Nanton School Enhancement Committee and with the backing of the Town of Nanton, the Livingstone Range School Division approved entering into an agreement with Alberta Education to provide \$690,000 to add an additional 100 square meters to the new elementary school learning commons.

This funding will be broken down into three payments at 3 different times during the construction process. Upon request of the first payment of \$138,000 by Alberta Education, the Board will issue a payment request for the same amount to the Nanton School Enhancement Committee and cc the Town of Nanton administration. The same process will be followed for the 2nd (\$138,000) and final (\$414,000) payment requests by Alberta Education.

We have confirmed through communication with our Alberta Infrastructure representative that the total amount will not change. If there are additional costs via inflation or change orders as part of the construction process for the tendered scope, these costs will be the responsibility of the provincial government.

Sincerely,

Jeff Perry
Associate Superintendent, Business Services

Cc: Project Manager Alberta Infrastructure

Every student, every day.



1.0 WELCOME AND INTRODUCTIONS

Reeve Randy Taylor called the meeting to order at 1:05 pm.

2.0 ADDITIONS TO / APPROVAL OF THE AGENDA

6.3 JUPA & Bill 51 – Mayor Maggie Kronen

Motion to adopt the agenda as presented, **moved** by Mayor Blair Painter, **Carried**.

3.0 ADDITIONS TO / APPROVAL OF THE MINUTES

Motion to adopt the minutes, **moved** Mayor Dwight Davis, **Carried**.

4.0 BUSINESS ITEMS ARISING FROM MINUTES

Reeve Randy Taylor discussed the length of the joint meeting in June.

5.0 MP AND MLA UPDATES

5.1 MP Reports –

5.2 MLA Reports – MLA Grant Hunter

- Discussed the successful loan increase.
- Discussed the negotiations between the province and the Alberta Teacher's Association.
- Discussed the interim solution to smaller class sizes would be utilizing portable units until schools are built.
- Discussed the task force being formed to address classroom complexities.
-

6.0 Reports -

6.1 RMA – Reeve Jason Schneider

6.2 AM – Deputy Mayor Deborah Reid-Mickler

- Discussed the convention in November. Wished everyone luck in the upcoming election.

6.3 JUPA & Bill 51 – Mayor Maggie Kronen

- Discussed the concerns about the unsustainable costs put on Municipalities.
- Discussed the province considering putting transitional provisions in place in regards to projects that fall in the gap of the old and new ownership framework.

7.0 ROUND TABLE DISCUSSION

7.1 AGLC Rule changes – Reeve Tory Campbell

- *AGLC Rule Changes*
- *AGLC uses the term “charitable group” to mean any non-profit group that serves a “charitable purpose,” as defined by the Charitable Gaming Policies Handbook. Charitable purposes, as defined by AGLC, includes:*

- *Relief of poverty*
- *Advancement of Education*
- *Advancement of Religion*
- *Other purposes beneficial to the community*
-
- *Libraries would fall under the “advancement of education” category, as expressly stated in article 2.2.1B(iii) of the Guidelines.*
- *Other relevant changes relate to the number of voting members. In order to be eligible to host a casino in a facility with 15 games or less (Lethbridge has 13 games), the charitable group must have at least 15 voting members. The current membership roster sits at about 12 people.*
- *Members Needed?*
- *In order to maintain its casino eligibility, the Friends of Chinook Arch may be recruiting new members. Per the Friends’ by-laws, there is no membership fee. New members may attend the twice-yearly Friends meetings by Zoom, if they prefer.*
- *It appears that the AGLC is flagging Friends’ groups where there is overlap between the Friends and the library board. This will present a challenge for the Friends of Chinook Arch, but especially so for small, rural Friends societies.*
- Discussed the impact of membership scrutiny
- Discussed needing 12-15 members in each society and no members can be part of a different society.
- Discussed the Canadian Dental Care plan being underfunded.
- Discussed the Highway #3 twinning project moving along at a good pace and is on schedule.

9.0 NEXT MEETING DATE

Friday, October 3, 2025 at 1:00 – Chinook Arch Library Systems/Zoom

10.0 ADJOURNMENT:

Meeting adjourned at 2:31 pm



FRIDAY, OCTOBER 3, 2025 - 1:00 PM
Chinook Regional Library Systems
2902 – 7 Avenue North, Lethbridge

Chairman – Reeve Randy Taylor/Reeve Dan Hamilton

- 1.0 WELCOME AND INTRODUCTIONS 1:00
- 2.0 ADDITIONS TO / APPROVAL OF THE AGENDA
- 3.0 ADDITIONS TO/APPROVAL OF THE MINUTES
- 4.0 BUSINESS ITEMS ARISING FROM THE MINUTES
- 5.0 MP and MLA UPDATES
 - 5.1 MP Reports
 - 5.2 MLA Reports
- 6.0 REPORTS
 - 6.1 RMA – Reeve Jason Schneider
 - 6.2 AM- Councilor Scott Akkermans /Deputy Mayor Deborah Reid-Mickler
- 7.0 NEW BUSINESS
- 8.0 ROUND TABLE DISCUSSION
- 9.0 NEXT MEETING
Friday, November 7, 2025 at 1:00 – Chinook Regional Library Systems/Zoom
- 10.0 ADJOURNMENT

If you have any community information that you would like to have distributed to the M & R group, please send it to me at MayorsandReevesSW@gmail.com to be distributed.



MD of Willow Creek

Meeting Minutes

Intermunicipal Collaboration Framework Committee September 10, 2025 - 06:00 PM

Town of Claresholm:
Mayor Brad Schlossberger
Councillor Keith Carlson
CAO Abe Tinney

Town of Fort Macleod:
Mayor Brent Feyter
Councillor Aaron Poytress
CAO Anthony Burdett

Town of Staveland:
Mayor Gentry Hall
Councillor Mike Varey
CAO Dacia Sundquist

MD of Willow Creek:
Reeve Maryanne Sandberg
Deputy Reeve Glen Alm
Councillor Earl Hemmaway
CAO Derrick Krizan
Communication/Legislative Clerk Kerry Douglas

Town of Nanton:
Mayor Jennifer Handley
Councillor Victor Czop

1. **Call to Order**
Reeve Sandberg called the meeting to order at 5:52 p.m.
2. **Roll Call**
3. **Acceptance of Agenda**
Add Delegation from the Willow Creek Regional Waste Services Commission.

Resolution: ICF-2025-005
Moved by Councillor Czop to adopt the agenda presented with the addition of the Delegation from the Willow Creek Regional Waste Services Commission.
CARRIED UNANIMOUSLY
4. **Confirmation of Minutes**
The minutes of the March 12, 2025, Intermunicipal Collaborative Framework Committee Business meeting was presented.
- 4.1 **Minutes of the March 12, 2025 Intermunicipal Collaboration Framework Committee Meeting**
Resolution: ICF-2025-006
Moved by Mayor Hall that the minutes of the March 12, 2025 Intermunicipal Collaborative Framework Committee meeting minutes be approved as presented.

CARRIED UNANIMOUSLY

5. Business Arising from Minutes - None

6. Delegations - Earl Hemmaway - Chair - Willow Creek Regional Waste Services Commission - Waste to Energy

Chair Hemmaway extended an invitation to the Willow Creek Waste Services Commission special presentation on waste to energy, to be held October 1, 2025 at the MD of Willow Creek Administrative Building.

7. Correspondence - None

8. Intermunicipal Collaborative Framework Subcommittee Reports - None

9. Intermunicipal Collaborative Framework Committee Business

9.1 Letter from the M.D. of Willow Creek - 2028 Southern Alberta Summer Games

The letter from the M.D. of Willow Creek proposing that the member communities of the ICF committee undertake to jointly host the 2028 Southern Alberta Summer Games was received for Information.

10. Round Table Discussion

Summaries Discussed:

-Town Chief Administrative Officers are to provide contact information of Recreation personnel to the MD who will coordinate a meeting. -MD to send out email to the Chief Administrative Officers.

-Alberta High School Rodeo Finals 2027-2028 were discussed.

-Yolo Nomad Social Media Project - the municipalities are invited to participate in a project already underway to enhance municipal social media presence to attract skilled workers and investment.

-Societies and Boards - New Information received that "Friends of" Societies are no longer eligible for funding including Casino fundraisers. Follow up with MLA is required.

-R.M.C.P - services, feels like we may be "pushing criminals" around from town to town. Discussed policing costs.

-Highway 519 safety-discussed the concept of increasing the speed limit on Highway 2 and decreasing it on Highway 519 to move more traffic back to Highway 2.

11. Establish Next Intermunicipal Collaborative Framework Committee Meeting Date

2026 Chair of Intermunicipal Collaborative Framework Committee to be the Town of Nanton. Next Intermunicipal Collaborative Framework Committee meeting to be held March 11, 2026 in Nanton at 5:30 p.m.

11.1 Pursuant to June 17, 2020 Resolution the annual rotation of Chairperson is Nanton, Stavely, Claresholm, Fort Macleod and MD of Willow Creek.

12. Adjournment

Resolution: ICF-2025-007

Moved by Deputy Reeve Alm to adjourn at 7:19 p.m.

CARRIED UNANIMOUSLY

Reeve

Chief Administrative Officer

October 27, 2025

File: 30A-94
Sent via Email

All Member Municipalities of the
Oldman River Regional Service Commission

Dear Councils and Chief Administration Officers:

RE: Announcement of New Chief Administrative Officer – Tracy Thomas

On behalf of the Executive Committee of the Oldman River Regional Services Commission (ORRSC), we are pleased to announce the appointment of Tracy Thomas as the Commission's new Chief Administrative Officer (CAO), effective January 12, 2026.

Tracy joins ORRSC from the Town of Fort Smith, Northwest Territories, where she currently serves as Senior Administrative Officer. As a board member of the Canadian Association of Municipal Administrators, Tracy brings extensive leadership experience and a proven record of building successful collaborative partnerships. Throughout her career, she has worked closely with councils to stabilize municipal operations and address a wide range of organizational challenges. We are confident that her skill set and professional approach will serve our forty-member municipalities well as she leads the Commission into its next chapter.

The Executive Committee established CAO Hiring Committee to oversee the recruitment and selection process. The Executive Committee selected the following individuals to serve on the Hiring Committee:

- Christopher Northcott, Chair
- Brad Schlossberger, Executive Member
- Neil Sieben, Executive Member
- Gavin Scott, Senior Planner
- Raeanne Keer, Executive Assistant

Over the course of several months, beginning in June 2025, the Hiring Committee dedicated significant time and effort to an extensive and transparent process. This included developing and finalizing a detailed job description and recruitment strategy, conducting a broad advertising and outreach campaign, reviewing and shortlisting applications, holding two rounds of interviews, and completing reference checks, background screening, and contract negotiations.

This process was carried out in accordance with Bylaw No. 2021-01 Board of Directors and Executive Committee Bylaw, which authorizes the Executive Committee to interview applicants for the position of CAO, make the appointment, and set the terms of employment on behalf of the Board.

I wish to thank and extend my sincere appreciation to the members of the Hiring Committee for their diligence, professionalism, and commitment throughout this important process.

We would also like to express our deep gratitude to Lenze Kuiper, ORRSC's current and outgoing Chief Administrative Officer, who will be retiring after more than 20 years of dedicated service to the Commission. Lenze's leadership and commitment have been instrumental in strengthening regional collaboration and guiding ORRSC through decades of growth and change. We wish him the very best in his well-deserved retirement and thank him for ensuring a smooth and thoughtful transition.

As we look ahead to the new year, the transition process will include orientation and introductions with Tracy, participation in municipal meetings, and her first Board of Directors meeting on March 5, 2026. Further details regarding these introductions and opportunities to meet Tracy will be shared early in the new year.

Please join us in welcoming Tracy Thomas to the Oldman River Regional Services Commission and in thanking Lenze Kuiper for his exceptional contributions and leadership over the past two decades.

Should you have any questions regarding these changes please do not hesitate to reach me by email at christopher.northcott@vulcan.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Northcott', with a stylized flourish at the end.

Christopher Northcott
Chair