



# AGENDA

Monday, November 17, 2025, at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2<sup>nd</sup> Floor, 2122 – 18 Street

---

## REGULAR COUNCIL MEETING

---

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

### **2. PRESENTATIONS:**

### **3. REPORTS:**

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

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

#### **3.2 FINANCIAL:**

- 3.2.1 Accounts Payable Reports for October 2025

#### **3.3 DEPARTMENT:**

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

#### **3.4 COUNCIL:**

- 3.4.1 MAYOR JENNIFER HANDLEY
- 3.4.2 COUNCILLOR VICTOR CZOP
- 3.4.3 COUNCILLOR JENNIE MCMASTERS
- 3.4.4 COUNCILLOR ROGER MILLER
- 3.4.5 COUNCILLOR DAVE MITCHELL
- 3.4.6 COUNCILLOR ERIN SHIELDS
- 3.4.7 COUNCILLOR SHAUNA STRONG

#### **3.5 OTHERS:**

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

#### **4.1 ADOPTION:**

- 4.1.1 November 3, 2025, Organizational Meeting Minutes – E
- 4.1.2 November 3, 2025, Regular Meeting Minutes – E

**4.2 BUSINESS ARISING FROM THE MINUTES:**

4.2.1 Request for Decision Communications Policy - E

4.2.2 Request for Decision Draft Bylaw 1418/25 Procedural Bylaw - E

**5. NEW & UNFINISHED BUSINESS:**

5.1 Request for Decision Property Tax Variance Objectives Policy – E

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

5.3 Request for Decision Draft Bylaws 1415/25, 1416/25, 1417/25 Development Authorities – E

5.4 Information Brief 2026 Operating and Capital Budgets – E

5.5 Town of Nanton Library Board Appointment – E

**6. CORRESPONDENCE:**

**6.1 FOR ACTION:**

6.1.1 Oldman Water Shed Council Request for contribution – E

**6.2 FOR INFORMATION:**

6.2.1 Municipal Affairs Congratulations on Election – E

**7. CLOSED CONFIDENTIAL SESSION:**

7.1 Westview Lots ATIA Section 29 Advice from Officials

7.2 Municipal Buildings ATIA Section 26 Disclosure Harmful to Intergovernmental Relations

**8. ADJOURNMENT:**



# STATUS REPORT

Meeting: November 17, 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
<b>Regular Meeting November 17, 2025</b>				
224 – 25/11/03	Traffic Bylaw communications and COW January	<i>PP page established on website</i>	IP	CAO/LS
225 – 25/11/03	Communications Policy – Nov 17 mtg		IP	LS
227 – 25/11/03	Procedural Bylaw – Nov 17 mtg		IP	LS

## COUNCIL

Res #	Description	Notes	Status	FWD
<b>Council Recommendations</b>				
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



Res #	Description	Notes
211-24/08/12	Community Center Green Initiative Grant	Future consideration contingent upon suitable funding.
<b>CAO Comment:</b> <i>These items should be individually discussed at a future Committee of the Whole.</i>		

ns





# CAPITAL PLAN STATUS

Meeting: November 17, 2025  
Agenda Item: 3.1.2

*Deferred in green text  
2025 Items Only*

Roadway Infrastructure		Lead: Public Works Supervisor	
Roadway Rehab	Patching & repairs	<b>COMPLETE</b>	125,000
Sidewalk replacement program	Sidewalk repair & replacement	<b>COMPLETE</b>	50,000
Roadway assessment	Town roads assessment		50,000
<i>Notes: Some 29<sup>th</sup> Avenue work is almost complete for this year. 19<sup>th</sup> Street sidewalk work complete.</i>			
Utility Infrastructure		Lead: Manager of Operations	
Waste Water Treatment Plant	Membranes	<b>COMPLETE</b>	362,840
Wastewater	De-watering		1,163,800
<b>Valve &amp; hydrant replacement</b>	<b>Hydrant, valves</b>		<b>75,000</b>
29 <sup>th</sup> Avenue	Service line connections	<b>COMPLETE</b>	225,000
Waste water mains	re-lining	<b>COMPLETE</b>	100,000
Equipment	Wastewater line Flusher truck	<b>COMPLETE</b>	75,000
	Wastewater		83,000
Stormwater management	Westview storm pond assessment	<b>COMPLETE</b>	17,000
<i>Notes: New membranes installed week of November 3<sup>rd</sup>.</i>			
Parks & Trails		Lead: Recreation Manager	
<b>New capital</b>	<b>Pocket park/rain garden at Mile 56 Park</b>		<b>56,500</b>
<i>Notes: Deferred to early 2026 in order to have better bid process window.</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	<b>COMPLETE</b>	200,000
<b>Town Office / Library</b>	<b>Window/wall updates</b>	<b>2026 FIRM</b>	<b>20,000</b>
<b>Fire Hall</b>	<b>Curb &amp; approach updates</b>		<b>25,000</b>
Community Centre	Energy efficiency upgrades		100,000
<i>Notes: Transfer switch awaiting installation; pool liner complete.</i>			



*For strategic planning: Council, in partnership with interested community actors, is encouraged to look into long range planning for a replacement outdoor pool within 10-15 years in terms of location, conceptual design and fundraising. The 1964 vintage and remarkable ongoing condition of the current outdoor pool should not be forgotten in terms of asset useful life and renewal.*

**Vehicles & Equipment**

**Lead: Various**

Equipment replacement under \$75 K	Skid steer <b>COMPLETE</b>	75,000
Equipment replacement over \$75 K	Bucket truck <b>COMPLETE</b>	90,000
Vehicle Replacement	Parks utility vehicle <b>COMPLETE</b>	50,000
Fire Equipment	Reserve contribution for new engine <b>COMPLETE</b>	75,000
Equipment	Parks mower (zero-turn) <b>COMPLETE</b>	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. *There should be a discussion of this issue with Council soon.*





# REPORT FROM ADMINISTRATION

Meeting: November 17<sup>th</sup> 2025

Agenda Item: 3.1.3

---

## Chief Administrative Officer

---

**To October 31<sup>st</sup> 2025**

### Highlights

- Regional water discussions with consultant
- Introductory meeting with new LRSD superintendent, Sean Beaton
- Town/ATCO annual check-in
- RCMP/ THRC partnership discussions

### Current issues

If Council has any specific items that they would like to see on agendas, please contact Administration to discuss.

### The following reports are enclosed:

#### **3.2 FINANCIAL:**

3.2.1 Accounts Payable Reports previous month end

#### **3.3 DEPARTMENT:**

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

### Public Notices/ Public Participation

[Feedback sought: proposed new Traffic Bylaw | Town of Nanton | CiviKit](#) - information page and links.

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

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

### Personnel and Professional Development

*No changes to report for this month.*

### Bylaws and Policies

- Revised procedures bylaw; draft new Traffic Bylaw
- Revised communications and Public Participation policies
- Property Tax Variance Objectives Policy – review and amendments

*Note: during the consultation period for the replacement Traffic Bylaw, questions may be asked around whether Nanton requires a Dangerous Goods regulation. This is still being explored and would be, if developed, a separate bylaw that would require provincial ministerial approval prior to adoption.*

Respectfully submitted,

*Neil Smith*



cao at 11:32:47 AM, 11/6/2

**Town of Nanton**  
**Vendor Cheque Register**  
**Range: October 1 to October 31, 2025**  
**Sorted by: Cheque date**



<b>Cheque Number</b>	<b>Vendor</b>	<b>Cheque Date</b>	<b>Amount</b>	<b>Cheque Details</b>
EFT000000006524	Aplin and Martin	10/10/2025	\$4,134.38	Regional Waterline consulting
EFT000000006525	Aquatic Amusements	10/10/2025	\$66,055.87	Pool liner project
EFT000000006526	Benchmark Assessment	10/10/2025	\$9,774.45	4th Quarter Assessment services
EFT000000006527	CARO Analytical Services	10/10/2025	\$233.94	Water testing services
EFT000000006528	Community Design Strategies In	10/10/2025	\$16,800.00	Heritage Buildings project
EFT000000006529	Contain-A-Way Services	10/10/2025	\$4,390.11	Waste management services
EFT000000006530	Crossroad Energy Solutions Inc	10/10/2025	\$20,837.45	Emergency mgmt - transfer switch
EFT000000006531	CUPE	10/10/2025	\$2,737.04	Union fees
EFT000000006532	Czop, Victor	10/10/2025	\$453.84	Per diem & travel expenses
EFT000000006533	Dozeman, John	10/10/2025	\$514.25	ACP annual fees
EFT000000006534	Dump Gump	10/10/2025	\$2,524.20	Bin service for yard waste area
EFT000000006535	Elan Construction Limited	10/10/2025	\$47,287.80	THRC Phase 2 consulting
EFT000000006536	Enfield, Tracy	10/10/2025	\$915.00	Office & council meeting room cleaning
EFT000000006537	FRSTeam & Foothills Cleaners	10/10/2025	\$378.00	Council meeting room chair cleaning
EFT000000006538	GCS Automotive Repairs	10/10/2025	\$103.14	Vehicle maintenance
EFT000000006539	Hifab Holdings Ltd	10/10/2025	\$530.65	Shipping charges
EFT000000006540	Homewood Health Inc	10/10/2025	\$740.88	Employee benefits
EFT000000006541	iA Financial Group	10/10/2025	\$89.51	Employee benefits
EFT000000006542	Inspiris	10/10/2025	\$52.50	IT subscription
EFT000000006543	Kova Engineering South Ltd	10/10/2025	\$805.35	Bucket truck inspection
EFT000000006544	LAPP Corporation c/o Alberta P	10/10/2025	\$6,644.87	Employee pension
EFT000000006545	L.A. Power Systems LLtd.	10/10/2025	\$26,470.50	Vac truck services
EFT000000006546	Matchett, Hanna	10/10/2025	\$445.00	ACP annual fees
EFT000000006547	Nanton Auto Parts Ltd.	10/10/2025	\$82.79	Miscellaneous parts
EFT000000006548	Nanton Home Hardware Building	10/10/2025	\$157.28	Miscellaneous parts

EFT000000006549	F.C.S.S.	10/10/2025	\$20,723.06	4th quarter operating grant
EFT000000006550	Nanton T Fanning Library	10/10/2025	\$12,125.00	4th quarter operating grant
EFT000000006551	NextGen Automation	10/10/2025	\$253.14	Photocopier fees
EFT000000006552	Oldman River Regional Services	10/10/2025	\$11,180.44	4th quarter planning & GIS fees
EFT000000006553	Paramount Printers Ltd.	10/10/2025	\$508.50	Election ballots
EFT000000006554	RecordXpress StorageVault Cana	10/10/2025	\$58.45	Office paper shredding services
EFT000000006555	Reynolds, Mirth, Richards & Farmer	10/10/2025	\$38.85	Legal services
EFT000000006556	Savaria Lifts Ltd.	10/10/2025	\$475.20	Community Centre elevator inspection
EFT000000006557	Sharpe, Georgina	10/10/2025	\$1,048.76	Travel and training expenses
EFT000000006558	Somerset Tree Service Ltd	10/10/2025	\$262.50	Tree maintenance
EFT000000006559	Superior Safety Codes	10/10/2025	\$418.95	Safety code fees
EFT000000006560	T & T Disposal Services	10/10/2025	\$6,981.14	Waste management services
EFT000000006561	Trinus Technologies Inc	10/10/2025	\$6,811.25	IT services
EFT000000006562	UFA Co-operative Ltd	10/10/2025	\$4,215.18	Fuel
020618	AnnaLynn's Tea & Brew Co	10/24/2025	\$274.05	Election day meals
020619	Chubb Life Insurance Company	10/24/2025	\$135.49	Employee benefits
020620	Convergint Technologies LTD	10/24/2025	\$2,170.14	Water plant equipment maintenance
020621	daVinci Signs & Graphics	10/24/2025	\$468.79	Banners for election
020624	Kel-Krete	10/24/2025	\$23,730.00	Sidewalk improvements
020627	Nanton Children's Society	10/24/2025	\$450.00	Promotional grant
020628	Nanton Memorial Community Hall	10/24/2025	\$325.00	Hall rental for election
020629	South Central Welding	10/24/2025	\$192.15	PW equipment maintenance
EFT000000006565	Associated Engineering AB Ltd.	10/24/2025	\$757.95	Vistor Info Centre rain garden engineering
EFT000000006566	Bobcat of Calgary	10/24/2025	\$8,295.00	Equipment attachment
EFT000000006567	Canadian Linen & Uniform	10/24/2025	\$74.61	Office & library mat cleaning services
EFT000000006568	Canoe Procurement Group of Canada	10/24/2025	\$771.71	Miscellaneous parts
EFT000000006569	CARO Analytical Services	10/24/2025	\$182.70	Water testing services
EFT000000006570	Cattlemens Corner	10/24/2025	\$69.78	Miscellaneous parts
EFT000000006571	Claresholm Local Press	10/24/2025	\$218.75	Advertising
EFT000000006572	CLG Displays	10/24/2025	\$1,243.20	LED sign maintenace & parts
EFT000000006573	Commercial Truck Equipment Corp.	10/24/2025	\$892.71	Fire truck servicing
EFT000000006574	Czop, Victor	10/24/2025	\$220.96	Per diem & travel expenses
EFT000000006576	Foothills Regional Services Com.	10/24/2025	\$9,386.00	Dewatered sludge

			\$2,596.00	Yard and branch waste
			\$2,217.00	Residential waste
EFT000000006578	Gregg Distributors Company Ltd	10/24/2025	\$570.59	Miscellaneous parts
EFT000000006579	Hicklin Motors	10/24/2025	\$605.95	Vehicle maintenance
EFT000000006580	Hifab Holdings Ltd	10/24/2025	\$435.87	Shipping charges
EFT000000006581	Inspiris	10/24/2025	\$955.50	IT services
EFT000000006582	Klearwater Equipment	10/24/2025	\$10,518.23	Water plant chemical
EFT000000006585	LAPP Corporation c/o Alberta Pension	10/24/2025	\$6,644.87	Employee pension
EFT000000006587	Linde Canada Inc.	10/24/2025	\$724.84	Water plant software
EFT000000006590	MD of Willow Creek	10/24/2025	\$4,616.85	Fire department equipment
EFT000000006591	MPE Engineering Ltd	10/24/2025	\$14,335.86	Dewatering project engineering
EFT000000006592	Nanton Auto Parts Ltd.	10/24/2025	\$289.96	Miscellaneous parts
EFT000000006593	Nanton Home Hardware Building	10/24/2025	\$366.62	Miscellaneous parts
EFT000000006594	NL Smith & Sons Const Ltd	10/24/2025	\$3,176.08	Crushed gravel
EFT000000006596	Orkin Canada Corporation	10/24/2025	\$257.07	Pest control
EFT000000006597	Purolator Inc.	10/24/2025	\$93.65	Shipping charges
EFT000000006598	Shawne Excavating	10/24/2025	\$5,441.63	Waterline repairs
EFT000000006600	Super Save Disposal (AB) Ltd	10/24/2025	\$1,330.65	Waste management services
EFT000000006601	Tractorland (High River)	10/24/2025	\$3,945.88	Snow tires
EFT000000006602	Triple Green Products	10/24/2025	\$166,554.46	De-hydrator (Part of dewatering project)
EFT000000006603	Uline Canada Corporation	10/24/2025	\$379.56	Miscellaneous parts

**Total Cheques: 77**

**Total amount: \$554,175.33**



# MONTHLY REPORT

Meeting: November 17, 2025  
Agenda Item: 3.3.1

---

## Clayton Gillespie, Corporate Services Manager

---

Report Period: September 15 to November 12, 2025

### ACTIVITIES:

Completed a benefits survey with staff – some good feedback for potential changes in 2026.

Advertising for franchise fee changes has been completed and paperwork submitted to Fortis and Atco. Next steps will be approval by the AUC for implementation by January 1, 2026.

2026 Insurance renewal documents completed and invoice received – a large increase coming for 2026 due to several factors. Will discuss in more detail during budget talks.

Work with IT contractor to complete a number of Windows 11 computer upgrades.

Interim audit work is currently underway.

Quarterly review with Scotia Wealth (reserve funds)

### PROGRESS ON MAJOR PROJECTS & PROGRAMS:

Preliminary work on 2026 capital budget.

THRC renovation – 60% progress drawings completed and nearing ready to submit building permit application.

### TRAINING/EDUCATIONAL SESSIONS ATTENDED:

### UPCOMING EVENTS / ADDITIONAL INFORMATION:

Prepared by: Clayton Gillespie, Corporate Services Manager

Date: November 12, 2025



# MONTHLY REPORT

Agenda Item: 3.3.2

---

## Operations Department

---

Report Period: (October 2025)

### ACTIVITIES:

- **WASTEWATER OPERATIONS**
  - 31205 m<sup>3</sup> of treated effluent was released to Mosquito Creek
  - Started receiving miscellaneous parts and components associated with the new WWTP membranes. Membranes have arrived in port and have been loaded on trucks for delivery to Nanton. Membrane installation is currently scheduled for the week of November 3.
  
- **WATER OPERATIONS**
  - 29588 m<sup>3</sup> of treated potable water was sent to the Town's distribution system
  - Completed some investigative work on the water distribution system along 26<sup>th</sup> Ave, where the old network ties into the newer area. Removed an old unused curb stop from the 26<sup>th</sup> Ave/22<sup>nd</sup> Street intersection.
  - Installed an isolation valve along the 8" water main on 24<sup>th</sup> street where it crosses through the school property. This will allow additional flexibility for the Town to perform water main maintenance work as required while minimizing water service disruptions to the new school
  
- **ROADS**
  - Review roads assessment for future repair and replacement.
  - Grading roads and alleys.
  - Filling potholes
  - Remove weeds and grass from overgrown alleys
  - Cut back branches in alleys
  - Added gravel to alleys
  
- **SIDEWALKS/PATHWAYS**
  - Reviewing sidewalk assessment for future repair and replacement.
  - Landscaped around swale at Lions Grove parking area.
  - Added 2 handicap ramps on 21 Street and 23 Ave and replaced driveway curb on 23 Ave.
  
- **MISCELLANEOUS**
  - Clean up shop, vehicles and equipment.
  - Straightened various signs in town.
  - Equipment and Truck maintenance.
  - Pedestrian lights on 20 street and Hwy 2 NB repaired.
  - Take down grad banner
  - Fox Canada installed new pedestrian lights at 21 Street and Hwy 2 SB.
  - Install Christmas lights at Lions Grove, Westview pond and VIC area.
  - Delivered barricades and cones to Mainstreet for movie set.

- **CEMETERY**
  - 1 Columbarium
  - Mark headstones
  
- **YARD WASTE AREA**
  - Load tree branch bin
  - Separated compost pile – new and broke down soil piles.
  - Build berm and lay aggregate to create area for hydrovac trucks and snow piles.
  - Move millings pile to the west side of yard.
  - Create area in southwest corner for possible future fire practice area.
  - Hauling old mulch to landfill
  
- **STORMWATER**

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

- Industrial Ergonomics Course - Online

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

**PROGRESS ON MAJOR PROJECTS & PROGRAMS:**

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

Operating/Capital Project	Objective	Approach	Measure	Progress YTD
1. Pick-up Truck	Purchase – Used	Online search		Purchased and Received
4. Pavement Patching	Request for Quote	Quotes	RFQ	Projects completed
5. Sidewalk	Request for Quote	Quotes	RFQ	Projects completed
6. Spray Patching	Cracks, Dips, potholes	Quotes	RFQ	Completed
7. Sweeping	Clean streets	Quotes	RFQ	Completed sweeping June 18
7. Dust Abatement	Apply dust abatement	Quotes	RFQ	Completed on June 16
8. Tree Pile	Removal	Bins – T& T	Budgeted	Will complete November 19.
9. Skidsteer	Purchase – New	Quotes	RFQ	Purchased and Received
10. Bucket Truck	Purchase – Used	Online search		Purchased and Received

*NS*



# MONTHLY REPORT

Meeting: November 17, 2025  
 Agenda Item: 3.3.3

## Jordan Glas, Manager of Parks and Recreation

Report Period: October 1-31, 2025

### ARENA:

During the school break we opened the arena to give the kids some activities and a place to be. Practices for hockey and figure skating are in full effect.

A.B Dailey and JT foster are utilizing the arena for there hockey programs and active living programs.

Curling has signed the Addendum that we have put forward to the club, for the lounge to be back under the control of the town (minus the bar). This will give the public a great area to enjoy some of our concession food in a nice sit-down atmosphere. The addendum is for the remainder of the contract 2025/26, 2026/ March 31 2027.

Public Skate/Shoot Around count	359
Local hrs	120.25
Non Local hrs	
A.B Daley	4
J.T Foster	2

### PARKS:

Mile 56 north-bound washrooms were shut down and winterized on October 7th for the season. Southbound washrooms at Centennial Park will remain open as per usual.

A new to us angle broom was purchased for the Bobcat 5600 to be ready for the pathways and winter months.

### UPCOMING EVENTS / ADDITIONAL INFORMATION:

NMH Regular season will start in mid-November.

Prepared by: Jordan Glas, Parks and Recreation Manager Date: November 10, 2025



# MONTHLY DEPARTMENT REPORT

Regular Meeting: November 17, 2025  
 Agenda Item: 3.3.4

## Georgina Sharpe, Planning and Development

### Report Period: September and October 2025

Development Permit Approvals		
	October 2025	September 2025
Residential	\$395K	\$430K
Comm/Ind	\$400K	\$5,008K
Public/Special	\$0K	\$0K
Other	Signs = 0	Signs = 0
	YTD2025	YTD2024
	\$8,023.0K	\$3,014K
Housing Starts	YTD2025	YE2024
	6	7

### Permits Issued:

DP #	Date Issued	Civic Address of Development	Lot	Blk	Plan	LUD	Description
D30-25	2-Sep-25	2403 24 Street	2	55	761 1033	R-GEN	Detached Garage, two pre-built patio covers
D23-25	5-Sep-25	2301 18 Avenue	3	102	111 0410	I-LHT	Additions to food processing plant
D29-25	8-Sep-25	1901 20 Avenue	9, 10	4	4362I	M-DWT	Change of use from Retail to Recreation (Indoor) - Health and Fitness Facility
D31-25	16-Sep-25	127 Westview Drive	3	85	071 5724	R-GEN	Single Detached Dwelling
D32-25	3-Oct-25	1210 26 Avenue		A	1968JK	C-HWY	Install gas pump islands and canopy
D34-25	21-Oct-25	2015 30 Avenue	42	84	171 1785	R-GEN	Single Detached Dwelling w_ Secondary Suite
D35-25	20-Oct-25	208 Slade Drive	14	59	761 1033	R-GEN	Detached Garage
D36-25	21-Oct-25	1702 17 Street	NE 1/4	15-16-28	W4	S-COM	Upgrades to the WWTP

- **ACTIVITES**
  - AB Development Officers Association conference September 23-26 (Edmonton)
- **PROJECTS**
  - **Northwest Area Structure Plan** – Oldman River Regional Services Commission  
Next Steps: Phase Four - Prepare Draft Plan – 6+ months
  - **Heritage Building Inventory Project** – Community Design Strategies Inc.
    - Open House September 16; 4-7 PM – at the Kozy Korner
    - Working on the surveys, building evaluations and draft statements of significance
- **EDUCATION:** Completed the Emergency Management Planning “P” Course – September 17-18
- **UPCOMING EVENTS / ADDITIONAL INFORMATION:**
  - Downtown (20<sup>th</sup> Street) Filming/Production – Nov 3-4 and Dec 1
  - Vacation Days Nov 7-12



## MONTHLY DEPARTMENT REPORT

Meeting: November 17, 2025  
Agenda Item: 3.3.5

---

### Nanton Fire Department

---

Report Period: October 1- 31, 2025

#### ACTIVITIES:

- Regular training nights are on Thursday's starting at 19:00 hours.
  - Councilors are welcome to attend training nights.
  - We have been focusing on:
    - Structure Firefighting
    - Hose Pulls
      - Attack Lines
      - Exposure Lines
      - Blitz Fire
    - Relay Pumping

#### PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- Capital and Operational budget is under way.
  - Quotes have started to be requested to finish the parking lot upgrades.
    - One quote was received in a timely manner. Due to potential conflict of interest and after discussion with department heads it was determined to merge this project with Public Works concrete requirements for 2026 Budget.

#### TRAINING/EDUCATIONAL SESSIONS ATTENDED:

- The Fire Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- The Deputy Chief continues to work towards his Fire Safety Codes Officer Group B with Safety Codes Council.
- Firefighter continues to work towards his Fire Safety Codes Officer Group C with Safety Codes Council.

#### UPCOMING EVENTS / ADDITIONAL INFORMATION:

- The Annual Haunted House at the Fire Hall was another great success. Over 200 kids stopped in for Tricks and Treats.
- Fire Prevention was challenging this year as the school was not in for the week. We will be coordinating with the Principals to ensure our educational information can get to the kids to bring home.

Respectfully submitted,  
John G. Dozeman  
Fire Chief



## Nanton Fire Department Monthly Call Statistics

All call information was not available at the time of writing this report.

October had the following calls reported to the Dispatch Center:

6- Medical/ First Response

1- Vehicle Fire

2- Alarm Bells

2- Mutual Aid Calls

1- Vehicle Fire

1- Motor Vehicle Collision

1- Wildland Fire

14 Calls were responded to in October.



# MONTHLY DEPARTMENT REPORT

Meeting: November 17, 2025  
Agenda Item 3.3.6

---

Peace Officer Carlos Farias

---

## Enforcement Services – Monthly Report

Reporting Period: September – 2025, October -2025

### 1. Community Engagement

#### September & October Activity Summary

Joint Force Operation (JFO) – International Hot Air Balloon Festival (September 16, High River)  
During September, Enforcement Services participated in a Joint Force Operation (JFO) in support of the International Hot Air Balloon Festival held in High River. The Peace Officer's involvement focused on:

- Providing assistance with traffic management and public safety
- Supporting partner agencies in maintaining order during high-attendance periods
- Promoting inter-agency collaboration and community engagement

Participation in this regional event enhanced cooperation with neighboring municipalities and provided valuable opportunities for coordination and relationship-building among enforcement teams

#### 2025 Municipal Election Support (October 17 & 20)

In October, Enforcement Services supported the Town's municipal election process by maintaining a visible and reassuring presence at polling stations.

- October 17 – Cozy Corner
- October 20 – Nanton Community Centre

The officer's duties included:

- Assisting with traffic and parking around polling locations
- Ensuring a safe and orderly environment for voters and election staff
- Providing general visibility to support public confidence and safety

No issues were reported, and the election events proceeded smoothly. Enforcement's involvement reflected the department's commitment to supporting civic processes and ensuring community safety during important public events.

## **2. Enforcement Activity Overview**

Traffic enforcement remained a key operational focus throughout September and October, with particular emphasis during community events and periods of increased pedestrian and vehicle movement

### **September Summary**

- Total Violation Tickets Issued: 56
  - Speeding Violations: 47
  - Other Violations: 9 (including stop sign infractions, signage violations, and other minor traffic offenses)
- Warnings Issued: 16
  - Primarily issued to first-time offenders or where education was deemed more effective than formal penalties.

#### **Analysis:**

- Speeding remained the most common offense.
- Enforcement targeted known high-risk areas, guided by prior data and community feedback.
- Visible patrols during peak hours contributed to improved compliance and heightened awareness among drivers.

### **October Summary**

- Total Violation Tickets Issued: 98
  - Speeding Violations: 81
  - Other Violations: 17 (including stop sign infractions, signage violations, and other minor traffic offenses)
- Warnings Issued: 13
  - Focused on educational interventions for minor or first-time offenses.

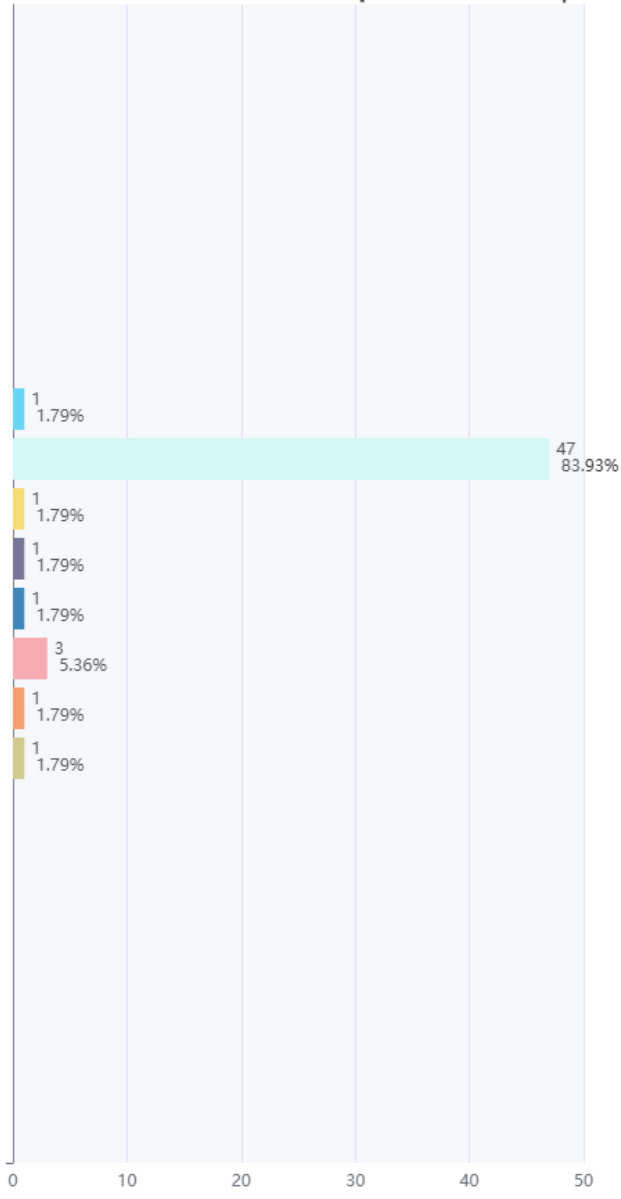
#### **Analysis:**

- A notable increase in total violations was observed compared to September, primarily driven by continued speeding infractions.
- Enforcement resources were strategically deployed in response to seasonal traffic changes and community events, which generated higher volumes of road activity.
- Sustained high-visibility patrols and targeted enforcement continue to demonstrate effectiveness in deterring unsafe driving behaviors.

**September**

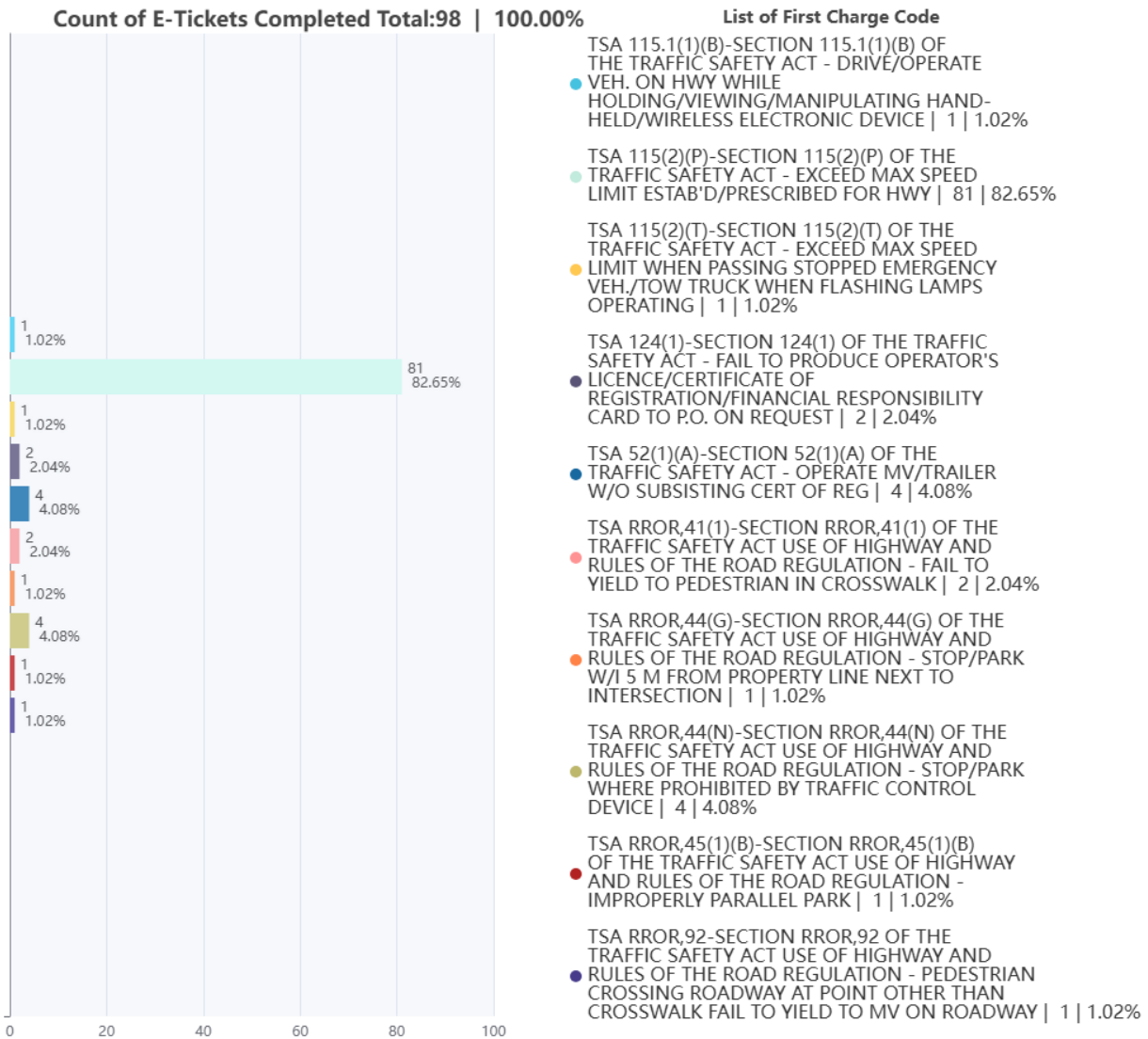
Count of E-Tickets Completed Total:56 | 100.00%

List of First Charge Code



- TSA 115(2)(B)-SECTION 115(2)(B) OF THE TRAFFIC SAFETY ACT - DRIVE CARELESSLY | 1 | 1.79%
- TSA 115(2)(P)-SECTION 115(2)(P) OF THE TRAFFIC SAFETY ACT - EXCEED MAX SPEED LIMIT ESTAB'D/PREScribed FOR HWY | 47 | 83.93%
- TSA 115(2)(T)-SECTION 115(2)(T) OF THE TRAFFIC SAFETY ACT - EXCEED MAX SPEED LIMIT WHEN PASSING STOPPED EMERGENCY VEH./TOW TRUCK WHEN FLASHING LAMPS OPERATING | 1 | 1.79%
- TSA 124(1)-SECTION 124(1) OF THE TRAFFIC SAFETY ACT - FAIL TO PRODUCE OPERATOR'S LICENCE/CERTIFICATE OF REGISTRATION/FINANCIAL RESPONSIBILITY CARD TO P.O. ON REQUEST | 1 | 1.79%
- TSA 52(1)(A)-SECTION 52(1)(A) OF THE TRAFFIC SAFETY ACT - OPERATE MV/TRAILER W/O SUBSISTING CERT OF REG | 1 | 1.79%
- TSA RROR,17-SECTION RROR,17 OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - DRIVE WRONG DIRECTION ON 1-WAY HWY | 3 | 5.36%
- TSA RROR,44(N)-SECTION RROR,44(N) OF THE TRAFFIC SAFETY ACT USE OF HIGHWAY AND RULES OF THE ROAD REGULATION - STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE | 1 | 1.79%
- NO CHARGE CODE- | 1 | 1.79%

## October



### 3. Bylaw & Community Standards

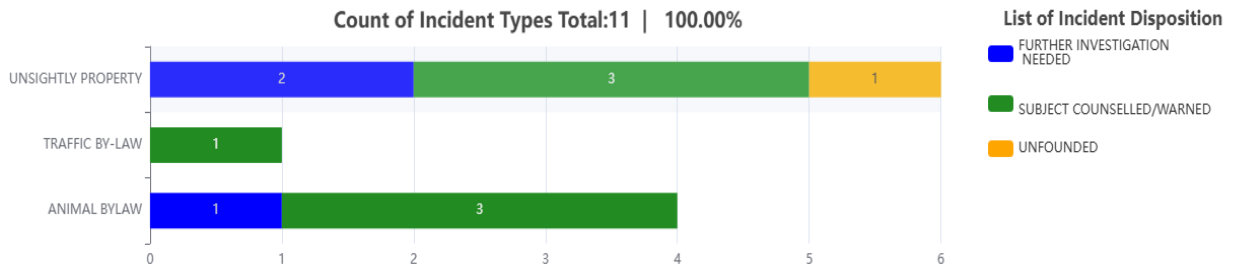
A total of **11 bylaw and community standards reports** were received and addressed in **September 2025**, followed by **4 reports** in **October 2025**. These reports encompassed a range of community concerns, primarily related to property maintenance and animal bylaw issues.

### September Summary

Bylaw Area	Reports
Animal Bylaw	4
Unsightly Property	6
Municipal Traffic Bylaw	1

#### Overview:

September experienced an increase in bylaw-related activity compared to previous months, driven mainly by **unsightly property** and **animal control** concerns. All cases were managed in accordance with established procedures, with several instances resolved through voluntary compliance and education. No major enforcement challenges were encountered.



### October Summary

Bylaw Area	Reports
Municipal Traffic Bylaw	2
Unsightly Property	2

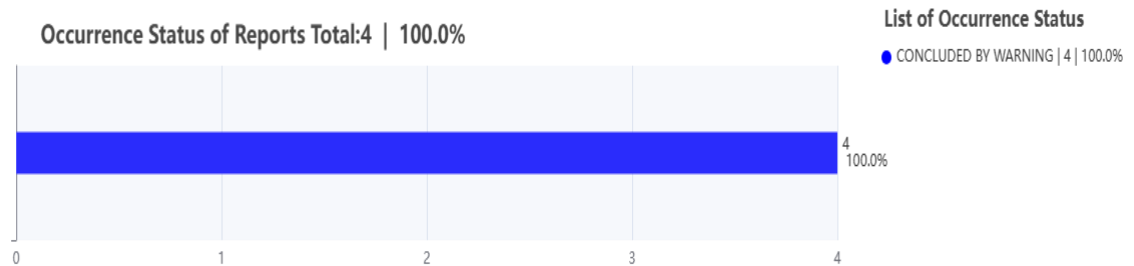
#### Overview:

October saw a **decrease in bylaw reports**, reflecting a slowdown in seasonal property-related concerns as outdoor activity tapered off. Reports primarily involved **traffic-related** and **property maintenance** issues, all of which were addressed promptly. Enforcement Services continue to monitor trends and engage with residents to maintain community standards and encourage voluntary compliance.

### 5. Monthly Summary

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

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



## 6. Key Highlights

### September 2025

- 56 traffic violation tickets issued, with 47 attributed to speeding.
- 16 warnings issued for minor offenses or as educational opportunities.
- 11 bylaw reports received and addressed primarily related to unsightly property and animal bylaw concerns.
- Officer presence and support provided at two major community events, both conducted without enforcement incidents.

### October 2025

- 98 traffic violation tickets issued, with 81 attributed to speeding.
- 13 warnings issued for minor or first-time offenses.
- 4 bylaw reports received and addressed, focused mainly on unsightly property and municipal traffic bylaw matters.
- Officer participated in several community safety initiatives, maintaining visibility and proactive engagement with residents.

## 7. Ongoing Focus Areas

- Traffic Safety: Maintain high-visibility patrols and targeted enforcement to deter speeding and encourage safe driving behaviors.
- Community Engagement: Continue strengthening relationships through presence at community events and educational outreach.
- Animal Welfare: Finalize kennel acquisition and implement standard operating procedures to enhance animal control operations.
- Bylaw Enforcement: Continue monitoring trends in property maintenance and traffic-related concerns, with proactive follow-up during seasonal changes.



# MONTHLY REPORT

Meeting: ()  
Agenda Item: 3.3.2

---

## EMERGENCY MANAGEMENT Department

---

Report Period: (October 2025)

### EMERGENCY MANAGEMENT:

#### ACTIVITIES:

##### TRAINING

Basic Emergency Management and ICS 100, signed up the last few employees.

##### TABLETOP EXERCISE:

Tabletop exercise to be scheduled for November or December 2025

##### ADVISORY COMMITTEE MEETING:

Held meeting February 11, 2025.

##### AGENCY MEETING:

Held meeting February 18, 2025.

##### VERBAL UPDATE:

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

I'm working to create the Emergency Social Services (ESS) Plan, focusing on improving preparedness and response measures. Once the plan is updated, I'll meet with Brad Hove, the southern Alberta ESS representative, to review it.

**TRAINING/EDUCATIONAL SESSIONS ATTENDED:**

- BEM/ICS100 – Online – employees
- DEM South/Central Meeting – October 27, 2025
- Foothills regional DEM meeting – October 19, 2025

**UPCOMING EVENTS / ADDITIONAL INFORMATION:**

- Tabletop Exercise – November or December 2025
- Foothills Regional DEM Meeting – November 19, 2025

*ns*



# MINUTES

Monday, November 3, 2025, at 6:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

---

## ORGANIZATIONAL 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 Manager of Corporate Services  
Sara-Lynn Lyons Legislative Services and Communications

1. Mayor Handley called the meeting to order at 6:01 p.m.

2. Adoption of Agenda:

**RESOLUTION # 190 - 25/11/03 - Mitchell**

Moved to accept the agenda for the Organizational Meeting of November 3, 2025, as presented.

CARRIED

3. Regular Council Meetings Procedural Bylaw #1354/21:

3.1 Dates set for Regular Council Meetings

**RESOLUTION # 191 - 25/11/03 - Strong**

Moved to set the following dates for the Regular Meetings of Council, to be held at the Council Chambers in the Tom Hornecker Recreation Centre, 2122 – 18 Street, at 7:00 p.m., unless notification is provided in accordance with the current Town of Nanton Council and Committee Procedural Bylaw and the Municipal Government Act of Alberta;

November 17, 2026	December 1 and 15 2025
January 19, 2026	February 2, and 17 (Tuesday), 2026
March 2, 16, 2026	April 6 and 20, 2026
May 4 and 19 (Tuesday),	June 1 and 15, 2026
July 13, 2026	August 10, 2026
September 8 (Tuesday) and 21, 2026	October 5, 19, 2026

CARRIED



**3.2 Schedule for Council Committee of the Whole Meetings**

**RESOLUTION # 192 - 25/11/03 - McMasters**

Moved to schedule Committee of the Whole of Council Meetings, to be held at the Council Chambers in the Tom Hornecker Recreation Centre, 2122 – 18 Street, at 7:00 p.m., unless notification is provided in accordance with the current Town of Nanton Council and Committee Procedural Bylaw and the Municipal Government Act of Alberta;:

November 24, 2025	<i>December scheduled as required</i>
January 26, 2026	February 23, 2026
March 30, 2026	April 27, 2026
May 25, 2026	June 29, 2026
<i>July and August scheduled as required</i>	September 28, 2026
October 26, 2026	

CARRIED

**4. Deputy-Mayor Appointments:**

**RESOLUTION # 193 - 25/11/03 - Shields**

Move to confirm the schedule of Deputy-Mayor appointment terms as follows:

<b>Name</b>	<b>Second Term</b>
Councillor Mitchell	Nov 1/25 – Feb 28/26
Councillor Czop	Mar 1/26 – Jun 30/26
Councillor Miller	Jul 1/26 – Oct 31/26

CARRIED

**5. INTERMUNICIPAL APPOINTMENTS:**

**5.1 Intermunicipal Collaboration Framework (ICF) (Bylaw #1399/24)**

**RESOLUTION # 194 - 25/11/03 - Mitchell**

Appointed Mayor Jennifer Handley and Councillor Shauna Strong as Council representatives to the Intermunicipal Collaboration Framework Committee with Councillor Czop as alternate. CARRIED

**5.2 Nanton Health Centre Management Committee (Co-ownership agreement)**

**RESOLUTION # 195 - 25/11/03 - Czop**

Appointed Councillor Roger Miller as Council representative to the Nanton Health Centre Management Committee with Mayor Jennifer Handley as alternate. CARRIED

**6. STANDING COMMITTEES - BYLAW #1321/19:**

**RESOLUTION # 196 - 25/11/03 - Shields**

Moved that all Standing Committee representatives for the upcoming organizational year be suspended and lieu will collaboratively address all items during Committee of the Whole meetings. CARRIED

**7. Information and Privacy Officer Appointments:**

**RESOLUTION # 197 - 25/11/03 - Miller**

Appointed Chief Administrative Officer, Neil Smith, as Head of Information and Privacy and Sara-Lynn Lyons, Legislative Services and Information and Privacy Coordinator. CARRIED

**8. Property Tax Assessor**

**RESOLUTION # 198 - 25/11/03 - McMasters**

Appointed Christopher Snelgrove, Benchmark Assessment Consultants, as Property Tax Assessor. CARRIED

**9. Regional Assessment Review Board Bylaw #1357/21:**

**RESOLUTION # 199 - 25/11/03 - Strong**

Appointed Councillor Victor Czop as Regional Assessment Review Board Member representative. CARRIED

**10. Emergency Management Committee Bylaw #1332/19**

**RESOLUTION # 200 - 25/11/03 - Mitchell**

As per Emergency Management Bylaw #1332/19, moved to appoint Councillor Victor Czop as Chair to the Emergency Advisory Committee with Councillor Jennie McMasters and Erin Shields; and further moved to appoint Public Works Lead Hand, Shellah Petersen as Director of Emergency Management Agency and Chief Administrative Officer, Neil Smith as Deputy-Director of the Emergency Management Agency. CARRIED

**11. Foothills Regional Emergency Services Commission (FRESC):**

**RESOLUTION # 201 - 25/11/03 - Czop**

Appointed Councillor Jennie McMasters as representative to the Foothills Regional Emergency Services Commission. CARRIED

**12. Nanton Quality of Life Foundation:**

**RESOLUTION # 202 - 25/11/03 - Miller**

Appointed Jennie McMasters as representative to the Nanton Quality of Life Foundation, with Councillor Shauna Strong serving as Alternate. CARRIED

**13. Mosquito Creek Foundation (Bylaw #635/75)**

**RESOLUTION # 203 - 25/11/03 - Strong**

Appoint Mayor Jennifer Handley as the Town representative to the Mosquito Creek Foundation, Councillor Jennie McMasters as the alternate, and Leigh McNeill as the Town's Member-at-Large representative to the Mosquito Creek Foundation. CARRIED

**14. Foothills Regional Services Commission (FRSC Bylaw #1111/01):**

**RESOLUTION # 204 - 25/11/03 - Czop**

Appointed Councillor Dave Mitchell as representative to the Foothills Regional Services Commission, with Councillor Victor Czop as the alternate. CARRIED

**15. Alberta SouthWest Regional Alliance:**

**RESOLUTION # 205 - 25/11/03 - Miller**

Appointed Councillor Shauna Strong as representative to the Alberta SouthWest Regional Alliance, and Councillor Erin Shields as the alternate. CARRIED

**16. Oldman River Regional Services Commission – Intermunicipal Service Agency:**

**RESOLUTION # 206 - 25/11/03 - Shields**

Appointed Councillor Shauna Strong as representative to the Oldman River Regional Services Commission, and alternate Councillor Victor Czop. CARRIED

**17. Municipal Planning Commission:**

**RESOLUTION # 207 - 25/11/03 - Miller**

Appointed the Members of the Town of Nanton Municipal Planning Commission as follows:  
Three Council Members: Councillor Shauna Strong, Councillor Erin Shields, Councillor Roger Miller;  
Two Alternate Council Members: Councillor Victor Czop, Councillor Jennie McMasters;  
Two Members-at-large: Tammy Demers, Julia Anderson.  
CARRIED

**18. Chinook Intermunicipal Subdivision & Development (Bylaw #1323/20) Appeal Board**

**RESOLUTION # 208 - 25/11/03 - Czop**

Appointed Councillor Dave Mitchell (non-member of Municipal Planning Commission) and Lynette Jessop as member at large as representatives to the Chinook Intermunicipal Subdivision and Development Appeal Board. CARRIED

**19. Livingstone Range School Division – Nanton Joint Use Planning Agreement Governing Committee**

**RESOLUTION # 209 - 25/11/03 - Miller**

Appointed Councillor Roger Miller and Mayor Jennifer Handley as Council representative to the Livingstone Range School Division – Nanton Joint Use Planning Agreement Governing Committee.  
CARRIED

**20. Town of Nanton Library Board:**

**RESOLUTION # 210 - 25/11/03 - McMasters**

Appointed Councillor Erin Shields as Council representative to the Town of Nanton Library Board for one year term with appointment expiring October 31, 2026. CARRIED

**21. Chinook Arch Regional Library System Representatives:**

**RESOLUTION # 211 - 25/11/03 - Mitchell**

Appointed Amanda Bustard, Chair of the Town of Nanton Library Board, as the representative to the Chinook Arch Regional Library System. CARRIED

**22. Community Organizations**

**RESOLUTION # 212 - 25/11/03 - McMasters**

Appointed the Council Members as “Liaison” or “Point of Contact” to Town of Nanton Community Organizations as follows:

- Town and Country Kozy Korner Association Board – Councillor Shauna Strong
- Nanton & District Chamber of Commerce – Councillor Erin Shields / Jennie McMasters
- Nanton & District Community Memorial Centre Society – Councillor Erin Shields
- Nanton Lancaster Society Board – Councillor Roger Miller
- Canadian Grain Elevator Discover Centre of Canada – Councillor Erin Shields
- Nanton Agricultural Society – Mayor Jennifer Handley
- Nanton Golf Club – Councillor Dave Mitchell
- Nanton Children’s Society – Councillor Erin Shields
- Nanton Future Foundation – Councillor Shauna Strong
- Nanton Booster Club – Mayor Jennifer Handley
- Nanton Promoters – Councillor Dave Mitchell
- Nanton Recreation Teams (general) – Councillor Jennie McMasters
- Citizens on Patrol – Councillor Victor Czop
- Nanton Lions / Leos Clubs – Councillor Erin Shields
- Nanton Fire Department – Councillor Jennie McMasters
- Nanton Animal Protection Society – Councillor Shauna Strong / Councillor Erin Shields
- Nanton Native Learning Circle – Mayor Jennifer Handley

CARRIED

**23. 2025 additions to the Community Member recognition Board:**

**RESOLUTION # 213 - 25/11/03 - Shields**

The following community members shall be recognized as the 2025 additions to the Town of Nanton Tribute Wall board of excellence in service to the community:

- Pam Woodall

CARRIED

**24. Adjournment:**

**RESOLUTION # 214 - 25/11/03 - Czop**

Moved to adjourn the 2025 Organizational Meeting of the Council of the Town of Nanton at 6:14 p.m.

**TOWN OF NANTON**

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

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

NS:sl

These minutes accepted and signed this 17<sup>th</sup> day of November, 2025





# MINUTES

Monday, November 3, 2025, at 7:00 p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2122 – 18 Street

---

## REGULAR COUNCIL MEETING

---

**COUNCIL PRESENT:** Mayor Jennifer Handley and Councillors Victor Czop, 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

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

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

### RESOLUTION # 215 – 25/11/03 - Czop

The Regular Council agenda for November 3, 2025, was accepted with the following changes:

Addition of item 4.2.1 Highwood Management Plan – Public Advisory Committee Representatives; and  
Addition of item 7.2 Tax Exemptions ATIA Section 29 Advice from Officials

CARRIED

### 2. PRESENTATIONS: None

### 3. REPORTS:

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

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

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

#### **4.1 ADOPTION:**

##### **4.1.1 October 6, 2025, Regular Council Meeting Minutes – E**

### RESOLUTION # 216 – 25/11/03 - Miller

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Regular Meeting of the Council of the Town of Nanton held October 6, 2025, were accepted as distributed. CARRIED

##### **4.1.2 October 27, 2025, Special Meeting Minutes - E**

### RESOLUTION # 217 – 25/11/03 - Shields

The Councillors all having read the minutes and there being no errors, omissions or corrections, the Minutes of the Special Meeting of the Town of Nanton held October 27, 2025, were accepted as distributed. CARRIED

**4.2 BUSINESS ARISING FROM THE MINUTES: None**

4.2.1 Highwood Management Plan – Public Advisory Committee Representatives

**RESOLUTION # 218 – 25/11/03 - Czop**

Appointed Dave Mitchell as the representative to the Highwood Management Plan – Public Advisory Committee and Councillor Victor Czop as alternate. CARRIED

**5. NEW & UNFINISHED BUSINESS:**

**5.1 Information Brief Community Organization Property Tax Exemption Regulation (COPTER) - E**

**RESOLUTION # 219 – 24/11/04 - Shields**

Moved to accept of the Information brief provided by Administration indicating the noted properties that qualify for property tax exemption under the Community Organization Property Tax Exemption Regulations (COPTER), as per Section 362 1 (n) (i) to (v) of the Municipal Government Act, for the 2025 tax 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 = 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)

CARRIED

**5.2 Request for Decision 2026 Tax Exemption Bylaw 1414/25– E**

**RESOLUTION # 220 – 25/11/03 - Czop**

Moved to read Town of Nanton Bylaw #1414/25, a Bylaw to exempt certain properties, being Nanton Community Memorial Centre Society and Town and Country Kosy Korner Association, held as Non-Profit Societies from taxation, for a first time. CARRIED

**RESOLUTION # 221 – 25/11/03 - Mitchell**

Moved to read Town of Nanton Bylaw #1414/25 for a second time. CARRIED

**RESOLUTION # 222 – 25/11/03 - Miller**

Unanimous consent to read Town of Nanton Bylaw #1414/25 for a third time was granted by all Council present. CARRIED

**RESOLUTION # 223 – 25/11/03 - McMasters**

Moved to read Town of Nanton Bylaw #1414/25 for a third and final time. CARRIED

**5.3 Information Brief Traffic Bylaw – E**

**RESOLUTION # 224 – 25/11/03 - Strong**

Moved to bring back the Traffic Bylaw to the January 26, 2026 Committee of the Whole meeting. CARRIED

#### **5.4 Information Brief Draft Communications, Correspondence and Social Media Policy – E**

##### **RESOLUTION # 225 – 25/11/03 - McMasters**

Moved to bring back the Communications, Correspondence and Media Policy to the November 17, 2025 regular meeting for approval. CARRIED

#### **5.5 Information Brief Draft Public Participation Policy – E**

##### **RESOLUTION # 226 – 25/11/03 - Mitchell**

Moved to approve the Public Participation Policy as presented and attached to these minutes as schedule 'A'. CARRIED

#### **5.6 Information Brief Draft Procedural Bylaw – E**

##### **RESOLUTION # 227 – 25/11/03 -**

Moved to bring back the Procedural Bylaw for First reading to the November 17, 2025 regular meeting with the recommendations made by Council. CARRIED

### **6. CORRESPONDENCE:**

#### **6.1 FOR ACTION:**

6.1.2 Rowan House Request for Proclamation Family Violence Prevention Month – E

##### **RESOLUTION # 228 – 25/11/03 -**

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 Albertan's have a role to play in preventing family violence and abuse. THEREFORE, I Jennifer Handley Mayor of the Town of Nanton do hereby proclaim the Month of November 2025 to be Family Violence Prevention Month In the Town of Nanton. CARRIED

#### **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:**

##### **RESOLUTION # 229 – 25/11/03 - Czop**

IT WAS MOVED at 8:18 p.m. to hold "Closed Confidential Sessions" pursuant to Section 197(2) of the Municipal Government Act, RSA 2000, Chapter M-26 and the Access to Information Act (ATIA), as follows:

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

7.2 Tax Exemptions ATIA Section 29 Advice from Officials  
CARRIED

**RESOLUTION # 230 – 25/11/03 - Czop**

IT WAS MOVED to reconvene the Regular Meeting at 9:12 p.m. CARRIED

**8. ADJOURNMENT:**

**RESOLUTION # 231 – 25/11/03 - Mitchell**

IT WAS MOVED to adjourn the Regular Meeting of Council at 9:12 p.m.

**TOWN OF NANTON**

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

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

NS:sl

These minutes accepted and signed this 17<sup>th</sup> day of November, 2025.



# REQUEST FOR DECISION

Meeting: November 17, 2025

Agenda Item: 4.2.1

---

## Communications, Correspondence & Social Media Policy

---

### **ADMINISTRATIVE RECOMMENDATION:**

That Council adopt the revised Communications, Correspondence and Social Media Policy as presented, incorporating a new Section 5.9.1 clarifying the Town's ability to edit video recordings of Council meetings for accessibility, clarity, and privacy compliance purposes.

### **DECISION OPTIONS:**

- #1 – Approve the Communications, Correspondence and Social Media Policy as presented.
- #2 – Approve the Policy with amendments as directed by Council.
- #3 – Defer consideration of the Policy to a future meeting for additional review.

### **PURPOSE:**

To seek Council approval for an administrative update to the Communications, Correspondence and Social Media Policy reflecting recent legislative changes and clarifications to procedures.

### **BACKGROUND / IMPLICATIONS:**

The Communications, Correspondence and Social Media Policy was last reviewed in 2022. Administration has conducted a full review to modernize language, align with the Access to Information Act and Protection of Privacy Act, and consolidate overlapping provisions.

Key revisions include:

- Legislative updates replacing references to the repealed Freedom of Information and Protection of Privacy Act (FOIP).
- Clarified correspondence procedures, including consent requirements for publishing personal information.
- Expanded roles and responsibilities for the Mayor, Council, and Administration.
- Social Media and Website enhancements, including an AI disclaimer and improved accountability language.
- Livestreaming and video management improvements, including a new clause (Section 5.9.1) authorizing limited editing of recordings.

#### New Section 5.9.1 – Editing of Recordings

The Town may make minor edits to meeting recordings for the sole purpose of improving accessibility, clarity, or compliance with applicable privacy or legislative requirements. Such edits shall not alter the substance, sequence, or context of any discussion or decision of Council. Where edits are made for privacy or legal reasons, the unedited original shall remain securely retained in accordance with this policy and the Records Retention Bylaw.

This change ensures transparency while allowing Administration to comply with privacy law and accessibility standards. It also reflects evolving best practices for digital content management across Alberta municipalities.

**ALTERNATIVES:**

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

**Financial (GL# / Amount) :** n/a

**Communications/PR:** n/a

**Applicable Legislation:** Protection of Privacy Act

**Attachments:** Draft Communications, Correspondence & Social Media Policy

**Prepared By:** Sara-Lynn Lyons

**Date:** November 10, 2025

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

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





# 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](http://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 13 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.

- 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

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).



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

4 of 10

- 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:



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

5 of 10

- 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](http://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



REFERENCE NUMBER: XX – XXX – XX/XX/XX  
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.

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.
- 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.

5.9.1 The Town may make minor edits to meeting recordings for the sole purpose of improving accessibility, clarity, or compliance with applicable privacy or legislative requirements. Such edits shall not alter the substance, sequence, or context of any discussion or decision of Council. Where edits are made for privacy or legal reasons, the unedited original shall remain securely retained in accordance with this policy and the Records 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

9 of 10



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

*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



# REQUEST FOR DECISION

Meeting: November 17, 2025

Agenda Item: 4.2.2

---

## Procedural Bylaw 1418/25

---

### **ADMINISTRATIVE RECOMMENDATION:**

That Council give first reading to Bylaw No. 1418/25, the Town of Nanton Procedural Bylaw, being a bylaw to regulate the proceedings of Council and Council Committees.

### **DECISION OPTIONS:**

- #1 – Give first reading to Bylaw No. 1418/25 – Procedural Bylaw.
- #2 – Amend Bylaw No. 1418/25 prior to first reading
- #3 – Defer consideration of Bylaw No. 1418/25 to a future meeting.

### **PURPOSE:**

To present a modernized Procedural Bylaw for Council's consideration that aligns with current legislation, reflects best governance practices, and clarifies meeting conduct, agenda management, and procedural rules for Council and Committees.

### **BACKGROUND / IMPLICATIONS:**

The current Procedural Bylaw 1407/25 governs the conduct and operation of Council and Committee meetings. Following the 2025 general municipal election, Administration completed a comprehensive review to ensure consistency with updated legislation, modern municipal practices, and the Town's governance objectives of transparency, accountability, and efficiency.

The new Bylaw 1418/25 – Procedural Bylaw:

- Updates all legislative references to align with the Access to Information and Protection of Privacy Act, replacing the now-repealed FOIP Act.
- Incorporates 2025 amendments to the Municipal Government Act, including Section 201.1(1) requiring mandatory Council orientation training prior to or on the day of the first Organizational Meeting.
- Clarifies the application, authority, and purpose of the bylaw to emphasize Council's accountability and public transparency.
- Modernizes Organizational Meeting provisions, including Oath of Office timing.
- Establishes clear agenda preparation timelines (seven calendar days prior to meeting).
- Aligns correspondence and agenda procedures with the Town's Communications, Correspondence and Social Media Policy.
- Introduces a new conduct at meetings section that applies to all persons present, emphasizing respect and order.

- Adds restrictions on signs, banners, and similar displays during meetings to maintain decorum.
- Updates electronic attendance provisions, clarifying that Members attending electronically are deemed present while connected and visible, and that disconnection constitutes leaving the meeting for minute-recording purposes.

This bylaw provides a clear, modern, and enforceable framework for the governance of Council proceedings and public participation.

**ALTERNATIVES:**

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

**Financial (GL# / Amount) :** n/a

**Communications/PR:** n/a

**Applicable Legislation:** Municipal Government Act of Alberta

**Attachments:** Draft Procedural Bylaw 1418/25

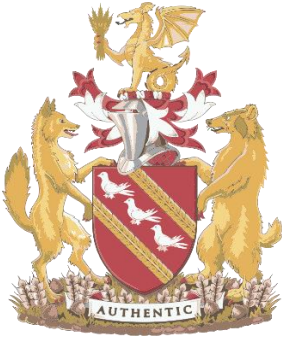
**Prepared By:** Sara-Lynn Lyons

**Date:** November 10, 2025

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

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





# *Town of Nanton*

## **BYLAW NUMBER: 1418/25**

---

### **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 # 1418/25 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.
- h) Not display, carry, or post any signs, banners, posters, or similar items within the meeting venue.

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 participating in a meeting through electronic communication is deemed present for the duration that their connection remains active and that they are visible on screen. Their attendance shall be recorded in the minutes accordingly.
- 12.4 The Mayor, Deputy Mayor, or Chair shall announce to those in attendance when a Member is participating by electronic means. If the electronic connection becomes inactive, the Mayor, Deputy Mayor, or Chair shall declare the time at which the Member is considered to have left the meeting, and this shall be noted 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 November, 2025

**TOWN OF NANTON**

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

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



14.3 Read a **second** time this \_\_\_\_ day of November, 2025.

TOWN OF NANTON

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

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

14.4 Read a **third** time this \_\_\_\_ day of November, 2025.

TOWN OF NANTON

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

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

DRAFT





# REQUEST FOR DECISION

Meeting: November 17, 2025  
Agenda Item: 5.1

## Property Tax Variance Objectives Policy

### **ADMINISTRATIVE RECOMMENDATION:**

- That the Property Tax Variance Objectives Policy is adopted as presented/ amended; OR
- That the this Request for Decision is referred to Committee of the Whole on November 24<sup>th</sup> 2025.

**PURPOSE:** To establish a policy that outlines Council’s objectives and direction with respect to the specific property tax varying mechanisms contained in the Non-Residential Tax Incentive Bylaw (1386/24) and the Property Assessment Subclass Bylaw (1400/24), for ease of annual review and public transparency.

**LAST REVIEWED WITH COUNCIL:** November 4<sup>th</sup> 2024 (reviewed annually at this time).

### **BACKGROUND / IMPLICATIONS:**

Every year, particularly with respect to Bylaw 1400/24, Council needs to reset or reaffirm certain tax rate adjustments that reflect municipal objectives. The policy document spells out the objectives, rationales and adjustments involved without having to delve into the more detailed minutiae of the bylaws themselves.

This process is becoming increasingly important as more municipalities adopt comparatively different non-residential and residential tax varying mechanisms.

Range and current application of Council discretion authorized by bylaw 1400:

<b>Council authority</b>	<b>Current rates:</b>	<b>Suggested 2026 rates:</b>
Any property within the Town of Nanton meeting the criteria for the <b>Vacant Non-Residential Property</b> , as per the provisions of the Bylaw, is subject to a municipal tax rate set that:  (i) must not be less than the non-residential tax rate for Other Non-Residential property; (ii) must not be greater than 200 per cent of the non-residential tax rate for Other non-residential property.	125 per cent	150 per cent (increase)
Any property within the Town of Nanton meeting the criteria for the <b>Small Business Property</b> , as per the provisions of the Bylaw, will have a tax rate set that:  (i) must not be less than 75 per cent of the non-residential tax rate for other non-residential property. (ii) must not be greater than the non-residential tax rate for other non-residential property.	100 per cent (no discount at present)	90 per cent (10% discount suggested for discussion only)
Any property within the Town of Nanton meeting the criteria for a <b>Multi-Unit Dwelling Property</b> , as per the provisions of the Bylaw, is subject to a municipal tax rate set that:  (i) must not be less than 50 per cent of the residential tax rate for other residential property. (ii) must not be greater than the residential tax rate for other residential property.	0 per cent (no discount at present)	50 per cent (50% discount suggested in order to boost developer/ builder awareness)

Administration is foreseeing one or more properties becoming eligible for the punitive **Vacant Non-Residential Property** in 2026. It is recommended that the rate be increased further in order to make the fiscal consequences for long term “VNR” sufficient to bring a property owner to the table to discuss their future plans. *Discussion of specific potentially impacted properties needs to take place in a closed meeting under section 19 (harmful to business interests of a third party) of the Access to Information Act (ATIA).*

Administration has proposed a change to the **Small Business Property** sub class as we’ve already noted that statutory declaration completion rates fall if there is no confirmed financial benefit to the property owner. It does not offer a direct benefit to tenant businesses. If this is not a Council concern at this time, we can leave the discount mechanism at zero until such time as the stimulus associated with this power is deemed to be needed/ desirable.

Administration proposes activating the **Multi-Unit Dwelling Property** sub class discount as a way of marketing the incentive to prospective developers in the eligible part of Nanton, which may also assist with generating developer interest in the remaining phases of Westview. The financial risk is presently minimal as the incentive only becomes available to a property at completion/ occupancy.

**Deferring adoption of subclass rates until February/ March will likely impact how many property owners complete the 2026 statutory declarations, which must be in our hands by January 31st. It is encouraged that this be done very soon if changes are desired.**

**DECISION OPTIONS:**

- #1 – Approve as presented
- #2 – Approve with amendments
- #3 – Refer to Committee of the Whole on November 24<sup>th</sup>.

**ALTERNATIVES:**

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

**Financial (GL# / Amount) :**

**Communications/PP:** Website updates and social media will circulate the information.

**Applicable Legislation:** Bylaw 1400

**Attachments:** Current policy

**Prepared By:** Neil Smith

**Date:** November 6<sup>th</sup> 2025

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



:ao at 10:04:26 AM, 11/10/25



**NANTON STRATEGIC PLAN ALIGNMENT**

<input type="checkbox"/>	<b>OPERATIONS</b>	<input type="checkbox"/>	<b>EMERGENCY SERVICES</b>
<input checked="" type="checkbox"/>	<b>PLANNING &amp; DEVELOPMENT</b>	<input checked="" type="checkbox"/>	<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>
<input type="checkbox"/>	<b>GOVERNANCE &amp; CORPORATE SERVICES</b>	<input type="checkbox"/>	<b>NOT APPLICABLE</b>

**PRIORITY OR ACTION:**

To support business attraction, retention and expansion.  
 Continue encouraging collaborative solutions with respect to vacant buildings.

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





---

## PROPERTY TAX VARIANCE OBJECTIVES

---

### 1. PURPOSE:

The intent of this policy is to outline Council's objectives and direction with respect to the specific property tax varying mechanisms contained in the *Non-Residential Tax Incentive Bylaw (1386/24)* and the *Property Assessment Subclass Bylaw (1400/24)*, for ease of annual review and public transparency.

### 2. Non-Residential Tax Incentive Bylaw summary:

2.1 The Municipal Government Act permits municipalities to offer multi-year tax exemptions, reductions, or deferrals for non-residential properties to encourage economic growth.

2.2 The objectives of this bylaw are to:

- provide property tax incentives to encourage assessment growth and promote non-residential expansion for all sizes of non-residential development.
- encourage the development or revitalization of non-residential properties for the general benefit of the municipality.

2.3 Calculation of the Exemption

An approved tax exemption under the bylaw is applied to the municipal portion of property taxes based on the increase in assessment attributable to the new non-residential development or renovation of or addition to an existing non-residential development as determined by the Town in accordance with the following schedule:

- i. **\$25,000 - \$75,000** = 1 year of exemption on the new development
  - 75% exemption in year 1
- ii. **\$75,001 - \$250,000** = 1 year of exemption on the new development
  - 100% exemption in year 1
- iii. **\$250,001 - \$1,000,000** = 2 years of exemption on the new development
  - 100% exemption in year 1
  - 50% exemption in year 2
- iv. **\$1,000,001 - \$10,000,000** = 3 years of exemption on the new development
  - 100% exemption in year 1
  - 75% exemption in year 2
  - 50% exemption in year 3
- v. **Greater than \$10,000,000** = 4 years of exemption on the new development
  - 100% exemption in year 1
  - 75% exemption in year 2
  - 50% exemption in year 3
  - 25% exemption in year 4

- 2.4 The Chief Administrative Officer or designate receives and makes decisions on application eligibility in line with strict bylaw criteria tied closely to the development permit process. Appeals may come to Council.
- 2.5 Town Administration and the property owner will not know the full value of an exemption until a project or improvement is completed and has an assessed value.
- 2.6 Town Administration will advise Council annually of the fiscal impacts of the exemptions when they are in effect on eligible properties.
- 2.7 Council does not need to take any annual action with respect to this varying power unless it wishes to amend or repeal the bylaw itself.
- 2.8 If not amended or repealed, the bylaw will expire on December 31<sup>st</sup> 2035.
- 2.9 It is recognised that these incentives are only an incremental incentive to non-residential property assessment growth and that entrepreneurs must consider many factors outside of the control of the Town of Nanton before making firm investment decisions.

**3. Property Assessment Bylaw summary:**

- 3.1 The *Municipal Government Act* allows for the non-residential and residential assessment classes to be divided into subclasses for the purpose of varying the tax levy for different objectives to the general benefit of the municipality.
  - 3.2.1 The current objectives of the bylaw are to:
    - Reward and encourage small business in Non-Residential properties
    - strongly discourage the ongoing challenges to our local business climate caused by Vacant Non-Residential built properties in the commercial core/ downtown area;
    - incentivize **new** multi-unit dwelling opportunities in the R-GEN Land Use District when appropriate.
  - 3.3 At present, there are no subclasses that specifically target bare (undeveloped) residential or non-residential property.
  - 3.4 Range and current application of Council discretion authorized by the bylaw:

<b>Council authority</b>	<b>Current application:</b>
Any property within the Town of Nanton meeting the criteria for the Vacant Non-Residential Property, as per the provisions of the Bylaw, is subject to a municipal tax rate set that: <ul style="list-style-type: none"> <li>(i) must not be less than the non-residential tax rate for Other Non-Residential property;</li> <li>(ii) must not be greater than 200 per cent of the non-residential tax rate for Other non-residential property.</li> </ul>	150 per cent (increase)
Any property within the Town of Nanton meeting the criteria for the Small Business Property, as per the provisions of the Bylaw, will have a tax rate set that: <ul style="list-style-type: none"> <li>(i) must not be less than 75 per cent of the non-residential tax rate for other non-residential property.</li> <li>(ii) must not be greater than the non-residential tax rate for other non-residential property.</li> </ul>	90 per cent (10 percent discount)
Any property within the Town of Nanton meeting the criteria for a Multi-Unit Dwelling Property, as per the provisions of the Bylaw, is subject to a municipal tax rate set that:	50 per cent (50% discount at building completion for assessment)

(i) must not be less than 50 per cent of the residential tax rate for other residential property. (ii) must not be greater than the residential tax rate for other residential property.	
---	--

- 3.5 Council must authorize, by resolution, to amend or freeze the authorized rates for the subclasses prior to setting the general tax rates for the next tax year.
- 3.6 Council may choose not to vary one or all of the subclass rates from general class rates.
- 3.7 To amend any subclass criterion or definition requires a full bylaw amendment or replacement.
- 3.8 Town Administration will advise Council annually of the general fiscal impacts of the subclasses when they are in effect on eligible properties.
- 3.9 Subclasses and their criteria must be universally and fairly applied to the property assessment base. Exceptions and changes cannot be made for particular circumstances, owners, special interests or locations. It is also the responsibility of property owners to accurately and fully submit statutory declarations within the timelines specified in the bylaw.
- 3.10 It is recognized that these subclass varying powers may not deliver the desired objectives alone, but are established to increase the probability of desired outcomes.

**TOWN OF NANTON**

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

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



# REQUEST FOR DECISION

Meeting: November 17, 2025  
Agenda Item: 5.2

---

## Loan Bylaw – Nanton School Enhancement Committee

---

### **ADMINISTRATIVE RECOMMENDATION:**

Approve second and third reading of Bylaw No. 1413/25 as presented.

### **DECISION OPTIONS:**

- #1 – Approve second and third reading of the proposed Loan Bylaw
- #2 – Refer back to administration.
- #3 –

### **PURPOSE:**

Administration is requesting council pass second and third reading of the attached Loan Bylaw – No 1413/25.

### **BACKGROUND / IMPLICATIONS:**

At the October 6, 2025 council meeting, Bylaw No. 1413/25 was presented, and first reading was passed. After the meeting administration prepared the required public notice of advertising for the bylaw and has had it posted on the website since. Per the MGA the notice was published for a minimum of 2 consecutive weeks and per the MGA electors were advised they may petition for a vote on the bylaw within 15 days after the two-week period. No petition was received and so administration is bringing the bylaw back to council for second and third reading.

As noted in the RFD from October 6 –

The loan bylaw administration has prepared includes all MGA requirements, and outlines that the Town will utilize reserves for the loan should it be required. This has been done as the Town does have the required reserves – we can always decide to change this and borrow the money or a portion if desired or required in the future. If that happened, we'd have to put a borrowing bylaw in place

The Livingstone School Range School Division office has advised that the funds required will be divided into three payments (payable to LRSD) as follows:

Initial Financial Contribution \$138,000 - 10 days after requested by the Province  
Second Financial Contribution \$138,000 - 10 days after requested by the Province  
Third Financial Contribution \$414,000 - 10 days after requested by the Province

We do not know when the province will request the money, but we do know the Enhancement Committee has already raised \$215,000 and the November 1 Gala just hosted raised more funds for the project.

Based on this information the committee should be able to cover the first and second payments, but this will of course greatly depend on the province's timing.

The money that has already been raised by the committee has been factored into the loan bylaw meaning the amount the Town could potentially loan is lower and this also means that amount that will count against the Town's overall borrowing capacity will be less.

It should also be noted that on October 8, LRSD provided communication outlining the funding required will not change and should additional funds be needed, these will be the responsibility of the provincial government.

**ALTERNATIVES:**

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

**Financial (GL# / Amount):** \_\_\_\_\_

**Communications/PR:**

**Applicable Legislation:** Appropriate MGA Sections

**Attachments:** Bylaw No. 1413/25

**Prepared By:** Clayton Gillespie, Corporate Services Manager

**Date:** November 10, 2025

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

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



# *Town of Nanton*

## **BYLAW NUMBER: 1413/25**

---

**A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF LOANING MONEY TO THE NANTON SCHOOL ENHANCEMENT COMMITTEE, WHICH IS A NOT-FOR-PROFIT ORGANIZATION.**

---

**WHEREAS** pursuant to Section 264(2) of the Municipal Government Act RSA 2000, Chapter M-26, Part 2, and amendments thereto, authorizes a Municipal Council to pass bylaws to loan funds to a not-for-profit organization;

**AND WHEREAS** the Livingstone Range School Division has advocated the Alberta Provincial Government for improved school building facilities in Nanton and has successfully been awarded design and construction funding from Alberta Education;

**AND WHEREAS** the Nanton School Enhancement Committee received approval from the Livingstone Range School Division to partner in raising funds for an expanded Learning Commons space in the new elementary school (the "Project"), with the additional funding required estimated to be \$690,000.

**AND WHEREAS** the Nanton School Enhancement Committee has agreed to fundraise on behalf of the Project and as of September 24, 2025 has raised \$215,000.

**AND WHEREAS** the Town of Nanton is prepared to loan money to the Nanton School Enhancement Committee as may be required to make up any shortfall in funding for the Project.

**NOW THEREFORE** the Council of the Town of Nanton in the Province of Alberta duly assembled does hereby enact the following:

**1. ENACTMENT:**

This Bylaw No. 1413/25 shall be known as the Nanton School Enhancement Loan Bylaw.

**2. PURPOSE:**

- 2.1 The Town of Nanton will lend the Nanton School Enhancement Committee up to four hundred and seventy-five thousand dollars (\$475,000) for the purpose of covering any shortfall in fundraising for the Project.


**3. PROVISIONS:**

- 3.1 The rate of interest to be paid on the loan will be zero percent (0%) for a term of 60 months from the time any funds are advanced to the Nanton School Enhancement Committee (the "Term").
- 3.2 The Nanton School Enhancement Committee may repay all or any part of the funds prior to the expiry of the Term, and the balance outstanding is due upon the expiry of the Term.
- 3.3 It is anticipated that the Nanton School Enhancement Committee repay the funds loaned by the Town based on fundraising activities.
- 3.4 The source of funding the Town of Nanton will utilize for the loan will be a combination of the Town of Nanton Municipal Land Development & Engineered Infrastructure Reserves.
- 3.5 Prior to the Town of Nanton advancing any funds to the Nanton School Enhancement Committee, the committee will enter into a written loan agreement consistent with the terms of this Bylaw.

**4. EFFECTIVE DATE AND READINGS**

- 4.1 This bylaw comes into effect upon the date of final reading and signing thereof, and shall remain in effect until all amounts due to the Town of Nanton specified in this Bylaw have been received, unless otherwise repealed or amended.
- 4.2 Read a **first** time this 6 day of October, 2025.

TOWN OF NANTON

  
\_\_\_\_\_  
CHIEF ELECTED OFFICIAL  
  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

- 4.3 Read a **second** time this \_\_\_\_ day of \_\_\_\_\_, 2025.

TOWN OF NANTON

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL  
  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



4.4 Read a **third** time this \_\_\_\_ day of \_\_\_\_\_, 2025.

TOWN OF NANTON

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

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



Bylaw #1413/25

3 of 3



# REQUEST FOR DECISION

Meeting: November 17, 2025

Agenda Item: 5.3

---

## Development Authority – Reference to Section 623 (b) of the MGA

---

### **PURPOSE:**

The purpose of this Request for Decision is to present Bylaw 1415/25, a bylaw to repeal and replace Bylaw 1248/13, to establish a subdivision authority and a development authority in accordance with (revised) Section 623 of the Municipal Government Act (MGA). As well, two bylaw amendments are presented, to correct MGA references in the Designated Officers Bylaw and the Land Use Bylaw.

### **BACKGROUND / IMPLICATIONS:**

Amendments to the MGA prompted administration to review bylaws currently referencing s.624 (repealed) and prepare minor updates. Section 623 had been amended to include the requirement for a *development authority* as well as a *subdivision authority*.

#### **Division 3 Planning Authorities**

##### **Subdivision authority and development authority**

**623** A council must, by bylaw, provide for

- (a) a subdivision authority to exercise subdivision powers and duties on behalf of the municipality, and
- (b) subject to section 641, a development authority to exercise development powers and perform duties on behalf of the municipality.

RSA 2000 cM-26 s623;2020 c39 s10(9)

**624** Repealed 2020 c39 s10(10).

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends that Council give all three readings to Bylaws 1415/25, 1416/25 and 1417/25, to establish the development authority and subdivision authority, and to correct references to Section 623 & 624 of the MGA.

Further, that Council appoint the Planning and Development Officer as a Development Officer in accordance with Section 3.6 Town of Nanton Subdivision and Development Authority Bylaw # 1415/25.

### **CAO COMMENTS:**

### **DECISION OPTIONS:**

#1 – To approve all three bylaws as presented.

#2 – To amend Bylaw \_\_\_\_\_ as follows. Presentation of the bylaw, as amended, to occur at the next available meeting.

### **ALTERNATIVES:**

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

---



---

**Financial (GL# / Amount) :**

**Communications/PR:**

**Applicable Legislation:** Municipal Government Act of Alberta

**Attachments:** Bylaws 1415/25, 1416/25 and 1417/25

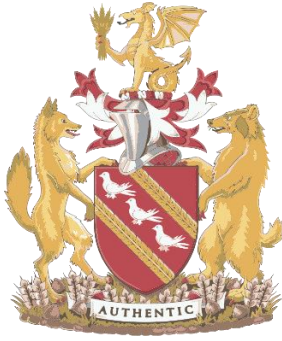
**Prepared By:** Planning and Development Officer

**Date:** November 6, 2025

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

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





# *Town of Nanton*

## **BYLAW NUMBER: 1415/25**

---

### **A BYLAW IN THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A SUBDIVISION AND DEVELOPMENT AUTHORITY.**

---

#### **1. PURPOSE:**

- 1.1 WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, as amended, pursuant to Section 623, requires the municipality to adopt a bylaw to establish a municipal Subdivision Authority and municipal Development Authority; and
- 1.2 WHEREAS, the purpose of this bylaw is to establish the Development Authority and the Subdivision Authority for the Municipality;
- 1.3 NOW THEREFORE, the Council of the Town of Nanton in the Province of Alberta, duly assembled, enacts as follows:

#### **2. ENACTMENT:**

- 2.1 Bylaw No. 1415/25 is hereby adopted.

#### **3. INTERPRETATION:**

- 3.1 This bylaw may be cited as the “Town of Nanton Subdivision and Development Authority Bylaw”.
- 3.2 Definitions:
  - 3.2.1 **Act** means the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26, as amended.
  - 3.2.2 **Authorized persons** means a person or organization authorized by council to which the municipality may delegate any of its Development Authority powers, duties or functions.
  - 3.2.3 **CAO** means the Chief Administrative Officer of the Town of Nanton.
  - 3.2.4 **Council** means the Municipal Council of the Town of Nanton.
  - 3.2.5 **Designated officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw, pursuant to Section 210 of the Act.
  - 3.2.6 **Development Authority** means the person or persons appointed, by bylaw, to exercise only such powers and perform duties as are specified:
    - 3.2.6.1 in the Act; or
    - 3.2.6.2 in the Town of Nanton Land Use Bylaw; or
    - 3.2.6.3 in this bylaw; or
    - 3.2.6.4 by resolution of council.

- 3.2.7 **Development Officer** means a person(s) occupying the position of development officer as established under the Town of Nanton Land Use Bylaw.
- 3.2.8 **Municipal Planning Commission** (“MPC”) means the Municipal Planning Commission of the Town of Nanton as established by bylaw.
- 3.2.9 **Municipality** means the Town of Nanton in the Province of Alberta.
- 3.2.10 **Subdivision Authority** means the person or persons who exercise subdivision powers and duties on behalf of the municipality.
- 3.2.11 All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.

## **PART 1 – Development Authority**

3.3 The Development Authority for the Municipality is:

3.3.1 The Development Officer, or

3.3.2 The Municipal Planning Commission, or

3.3.3 The Chief Administrative Officer, or

3.3.4 Council; as set out within the Town of Nanton Land Use Bylaw.

### **Powers and Duties**

3.5 The Development Authority has those powers and duties as set out in the Act, regulations under the Act, the Town of Nanton Land Use Bylaw, the Municipal Planning Commission Bylaw and this Bylaw, and any other statute, regulations or bylaws.

### **Appointment of Development Officer**

3.6 Council may, by resolution, appoint a designated officer as Development Officer(s). The powers and duties of the development officer shall be outlined in the Town of Nanton Land Use Bylaw.

## **PART 2 – Subdivision Authority**

### **Establishment**

3.7 The Subdivision Authority for the Municipality is the Municipal Planning Commission for all applications for subdivision approval.

### **Powers and Duties**

3.8 The Subdivision Authority has those powers and duties as set out in the Act and any regulation thereunder.

### **Administration**

3.9 The signing authority for all subdivision related matters is the Chairperson of the Municipal Planning Commission or delegate.



- 3.10 When a registerable instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications from that approved by the Subdivision Authority provided:
- 3.10.1 there is no increase to the number of parcels;
  - 3.10.2 municipal, school or environmental reserves are not compromised;
  - 3.10.3 municipal roads and standards are not compromised;
  - 3.10.4 changes comply with municipal bylaws, with the exception that minor changes to the Land Use Bylaw standards may be included as provided in Section 654(2) of the Act.

**4. EFFECTIVE DATE AND READINGS:**

- 4.1 Bylaw 1248/13 is hereby repealed.
- 4.2 This Bylaw comes into effect upon date of final reading and signing thereof.
- 4.2 READ a first time this day of July, 2025.
- 4.3 READ a second time this day of July, 2025.
- 4.4 READ Upon unanimous consent of those present, read a third and final time this day of July, 2025.

**TOWN OF NANTON**

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

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





# *Town of Nanton*

## **BYLAW NUMBER: 1416/25**

---

### **A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AMEND DESIGNATED OFFICERS BYLAW 1313/18**

---

#### **1. PURPOSE:**

1.1 WHEREAS Pursuant to the provisions of the Municipal Government Act, Chapter M-26, Revised Statutes 2000, Council of the Town of Nanton in the Province of Alberta (hereinafter called the "Council") has adopted Designated Officers Bylaw 1313/18;

1.2 WHEREAS, Council deems it desirable to amend Designated Officers Bylaw 1313/18;

1.3 AND WHEREAS the purpose of the proposed amendment is to correct Section 7 Planning and Development Officer

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

#### **2. ENACTMENT**

2.1 THAT Section 7 be replaced as follows:

#### **7. PLANNING AND DEVELOPMENT OFFICER:**

The Planning and Development Officer is the designated officer for the purpose of the following sections of the Act:

Section 542	Entering on land to inspect, remedy and enforce bylaws thereunder
Section 623(b)	Development Authority

#### **3. INTERPRETATION**

3.1 This Bylaw will be cited as Designated Officers Bylaw 1313/18 amending Bylaw 1416/25.

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

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



- 4.2 Read a **first** time this \_\_\_\_ day of \_\_\_\_\_, 2025.
- 4.3 Read a **second** time this \_\_\_\_ day of \_\_\_\_\_, 2025.
- 4.4 Read upon unanimous consent of those present, a **third** time this \_\_\_\_ day of \_\_\_\_\_, 2025.

**TOWN OF NANTON**

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

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

DRAFT





# *Town of Nanton*

## **BYLAW NUMBER: 1417/25**

---

### **A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW 1389/24**

---

#### **1. PURPOSE:**

1.1 WHEREAS Pursuant to the provisions of the Municipal Government Act, Chapter M-26, Revised Statutes 2000, Council of the Town of Nanton in the Province of Alberta (hereinafter called the "Council") has adopted Land Use Bylaw 1389/24;

1.2 WHEREAS, Council deems it desirable to amend Land Use Bylaw 1389/24 in accordance with Section 692(6) of the Municipal Government Act;

1.3 AND WHEREAS the purpose of the proposed amendment is to correct the definitions of Development Authority and Development Officer in Section Six of Bylaw 1389/24.,

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

#### **2. ENACTMENT**

2.1 THAT the following definitions in Section Six Glossary of Land Use Bylaw 1389/24, are replaced with the following:

DEVELOPMENT AUTHORITY – means the body established by bylaw to act as the Development Authority in accordance with Section 623(b) of the MGA.

DEVELOPMENT OFFICER – means a person(s) authorized by Council to act as a development authority pursuant to Section 623(b) of the MGA and in accordance with the Subdivision and Development Authority Bylaw.

2.2 THAT the change to the Land Use Map be consolidated to Land Use Bylaw 1389/24.

#### **3. INTERPRETATION**

3.1 This Bylaw will be cited as Land Use Bylaw 1389/24 amending Bylaw 1417/25.

**4. EFFECTIVE DATE AND READINGS**

- 4.1 This bylaw comes into effect upon the date of final reading and signing thereof.
- 4.2 Read a **first** time this \_\_\_\_ day of \_\_\_\_\_, 2025.
- 4.3 Read a **second** time this \_\_\_\_ day of \_\_\_\_\_, 2025.
- 4.4 Read upon unanimous consent of those present, a **third** time this \_\_\_\_ day of \_\_\_\_\_, 2025.

**TOWN OF NANTON**

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

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





# INFORMATION BRIEF

Meeting: November 17, 2025  
Agenda Item: 5.4

---

## 2026 Operating & Capital Budgets

---

### Purpose:

To provide council with a timeline for the 2026 Operating and Capital budget process.

### Background:

As per the MGA each council must adopt an operating and capital budget for each calendar year. It is also now a requirement that each council have a 3 year operating plan and 5 year capital plan in place in addition to the current year budget.

The current Town of Nanton practice has been to discuss and approve the capital budget for the upcoming year in the fall of the preceding year. For the operating budget, current practice has been to adopt an interim budget in the fall for the upcoming year.

Approval of the capital budget in the fall is important because a lot of capital purchases and projects require tendering and pre-planning in order for projects to be completed. The operating budget could also be passed in the fall as well but there is almost always a need for amendments in the spring and so administration has asked that the current year budget be utilized as an interim budget until the new year budget is passed.

### Timeline:

The plan therefore is to discuss the capital budget at our upcoming Committee of the Whole meeting on November 24 and then based on that discussion a request for decision will come back to either one or both December meetings for final approval. The operating budget can also be discussed at the C.O.W. meeting on the 24<sup>th</sup> of November with a request to pass the current 2025 operating budget as interim for 2026 at one of the December meetings. Administration will then take the 2026 operating budget that is within the 3 year plan as a base and start work on a budget for council consideration. This process usually starts in February and finishes in March, sometimes in April.

Prepared By: Clayton Gillespie, Corporate Services Manager

### CAO Comments:

\_\_\_\_\_

Date Signed: \_\_\_\_\_



# REQUEST FOR DECISION

Meeting: November 17, 2025

Agenda Item: 5.5

## Library Board Appointment

### **ADMINISTRATIVE RECOMMENDATION:**

To request that Council rescind the appointment made by Resolution No. 210-25/11/03 to the Nanton Thelma Fanning Memorial Library Board and appoint an alternate member of Council in accordance with eligibility requirements set out by the Library Board.

### **DECISION OPTIONS:**

#1 – Rescind the appointment made under Resolution No. 210-25/11/03 and appoint a different member of Council to the Nanton Thelma Fanning Memorial Library Board.

#2 – Rescind the appointment and defer a replacement appointment to a future meeting pending Council discussion.

#3 – Take no action (not recommended, as this would contravene the Library Board's conflict of interest provisions).

### **PURPOSE:**

That Council rescind the appointment made by Resolution No. 210-25/11/03 to the Nanton Thelma Fanning Memorial Library Board due to an identified conflict of interest and appoint an alternate Council representative for the remainder of the 2025–2026 term.

### **BACKGROUND / IMPLICATIONS:**

During the Organizational Meeting of Council held on November 3, 2025, appointments were made to various boards and committees for the 2025–2026 term. Subsequent to the meeting, Administration was advised that the Council member appointed to the Nanton Thelma Fanning Memorial Library Board has an immediate family member employed at the Library.

The Library Board's governance guidelines clearly state that an individual who is an employee, or a relative of an employee or Board member, is not eligible to sit as a Board member. This provision exists to prevent both actual and perceived conflicts of interest, as well as to uphold public confidence in the independence and transparency of the Board's decision-making process.

Failure to address the matter could result in non-compliance with the Board's eligibility requirements and create reputational or ethical concerns for both the Library Board and the Town. By rescinding the original appointment and naming an alternate Council representative, the Town will ensure continued adherence to good governance practices and the avoidance of any real or perceived conflict of interest.

### **ALTERNATIVES:**

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

**Financial (GL# / Amount) :** n/a

**Communications/PR:** n/a

Applicable Legislation: n/a

Attachments: none

Prepared By: Sara-Lynn Lyons

Date: November 12, 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 checked="" type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			





Oldman Watershed Council  
PO Box 1892  
Lethbridge, Alberta T1J 4K5  
[info@oldmanwatershed.ca](mailto:info@oldmanwatershed.ca)  
(403) 330-1346

Her Worship Jennifer Ann Handley  
Town of Nanton  
PO Box 609 Nanton, AB T0L 1R0

Dear Mayor Handley and Council,

November 12, 2025

Thank you for your continued support of the Oldman Watershed Council. Our mission of improving the health and sustainability of our watershed is possible thanks to your contributions, which directly fuel economic prosperity, environmental resilience, and water security in our region. Looking ahead, we are asking for your ongoing partnership in taking on critical challenges and seizing the opportunities before us.

With 3 dedicated municipal seats on our 19-member Board (Towns and Villages, Municipal Districts and Counties, and City of Lethbridge), your voice is an important part of the work we do. Together, we ensure all perspectives within the watershed are considered. Your municipality is critical to these efforts of fostering a collaborative approach to watershed management.

With your support, we have achieved significant milestones over the past year:

- **Restoration:** Over 4km of shoreline along 16 waterways was restored, with 5,000 willows and 21 erosion control structures in partnership with 10 agricultural producers, improving water storage and quality. In partnership with the Town of Claresholm we built 3 pollinator gardens. \$220,476 was invested in beneficial management practices with farmers and ranchers.
- **Agricultural literacy:** We hosted 5 agriculture industry consultation sessions with 60 producers and surveyed 650 urban consumers to inform the development of a 4-year, \$1 million agricultural literacy project to build trust between consumers and producers in Canada's Premier Food Corridor.
- **Monitoring:** An unprecedented 19 sites were sampled using a nationally recognized biomonitoring protocol, which expands our picture of stream health in our headwaters, the Eastern Slopes.
- **Economic Impact:** Our efforts from 2009 to 2022 contributed \$8.3 million to the region's GDP and created 167 job years of work.
- **Community Engagement:** We engaged 4,934 residents, including 1,376 youth, through 57 events and innovative programs such as virtual reality experiences. Over 90% reported that they gained knowledge.
- **Partnerships:** Our network grew to 217 partners across southern Alberta, who contributed \$503,000 in in-kind support, significantly amplifying our collective impact.

To continue this critical work, we are requesting your municipality's continued support for the fiscal year of April 2025 to March 2026. A contribution of 49¢ per resident—totaling \$1,199 for 2,446 residents—will directly support our ongoing efforts to improve water security, restore habitat, educate the next generation of watershed stewards, and strengthen our neutral and trusted voice in watershed management.

We invite you to review our 2024–25 annual report, which showcases the direct impact of your contributions through stories, images, and highlights, at [oldmanwatershed.ca/annualreports](https://oldmanwatershed.ca/annualreports). If you would like to arrange a presentation or discuss further collaboration opportunities, please reach out to our Executive Director, Shannon Frank, at [shannon@oldmanwatershed.ca](mailto:shannon@oldmanwatershed.ca) or 403-317-1328.

Your support truly makes a difference to our efforts. Together, we can continue to protect and enhance the Oldman watershed, working towards a thriving and sustainable future for all.

Warm regards,

Doug Kaupp, OWC Chair

**OLDMAN WATERSHED COUNCIL**



**2024 • 2025 ANNUAL REPORT**



## LAND ACKNOWLEDGEMENT

---

The Oldman Watershed Council acknowledges that we live and work on the traditional territory of the Niitsitapi, who have stewarded this land since time immemorial and continue to steward it today. The Oldman watershed and Sikoohkotoki (Lethbridge), where our office is located, are part of Treaty 7 and the homeland of the Métis Nation of Alberta, District 1. The OWC acknowledges our responsibility to honour the treaties, and commits to working toward reconciliation with First Nations, Métis, and Inuit peoples.

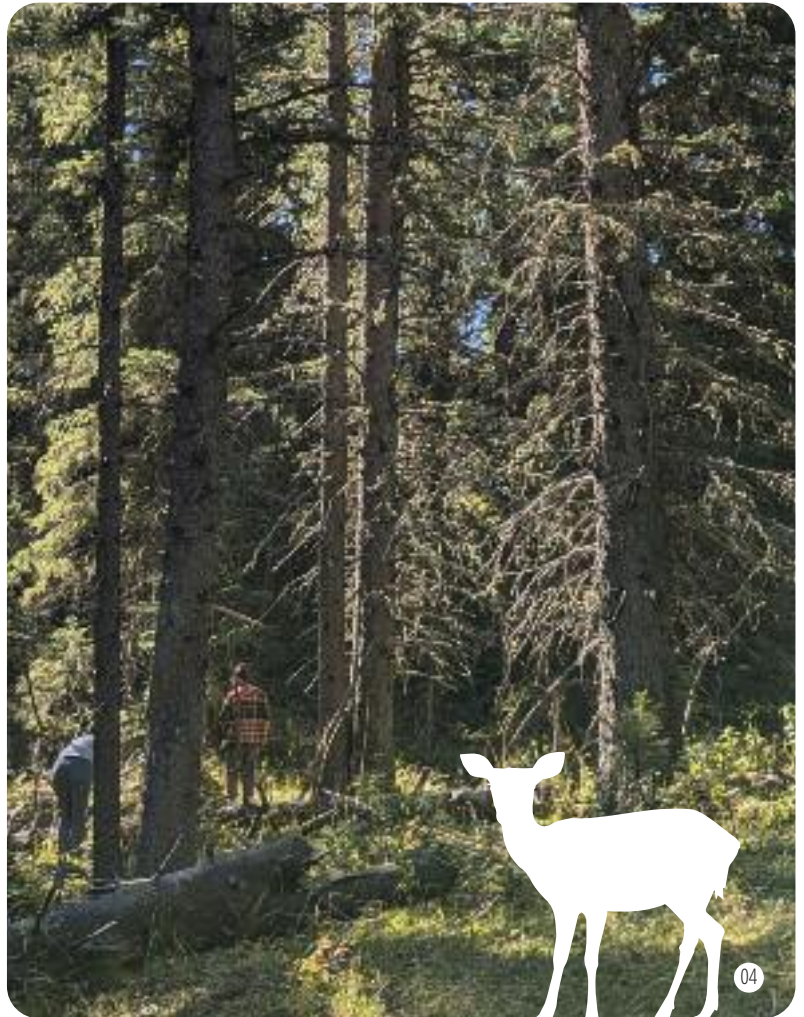
## TABLE OF CONTENTS

- 02 • Notes from the Chair and Executive Director
- 04 • About the Oldman Watershed Council
- 06 • Board and Staff
- 08 • Donors and Funders
- 09 • In-Kind Donations
- 13 • Summary of Financial Expenditures
- 14 • History of the OWC
- 16 • Convening & Collaborating
- 20 • Planning & Implementation
- 24 • Monitoring & Reporting
- 27 • Education & Literacy



01

02



## NOTE FROM THE CHAIR

The OWC Board of Directors continues to stand out in its essential role as an effective forum for all voices within our watershed. Our collective experience and wisdom show in the quality of our ongoing governance work intended to improve the organization.

OWC operational highlights include improving watershed literacy, delivering restoration projects, performing surface-water-quality and groundwater monitoring, as well as posting numerous informative blogs on topics ranging from dealing with drought and the potential effects of coal mining to the wonder of native bees. Thank you to our committed funders, generous donors, dedicated volunteers, and enthusiastic staff who make this all possible.

The annual report provides an opportunity to highlight these achievements and share our plans. This past year, the OWC has been very productive. It is important for us to keep OWC stakeholders informed of our goals and efforts to improve the watershed. Please take the time to appreciate the images, stories, and statistics summarizing our awesome work.

***Doug Kaupp, MBA, P.Eng.***  
City of Lethbridge



## NOTE FROM THE EXECUTIVE DIRECTOR

This fiscal year, OWC launched several exciting initiatives that we are thrilled to share with you in this report.

We welcomed our new Restoration Manager, Debra Still, to the team, and she has hit the ground running—rehabilitating the watershed with partners from Indigenous communities, the agricultural sector, municipalities, and individual stewards, all of whom care deeply about preserving our natural assets. Our restoration activities are complemented by two critical education and engagement programs targeting youth and backcountry recreationists. Education spurs action, and OWC is a regional leader facilitating both.

In November 2024, we hired a Development Manager, Jana MacKenzie, to enhance our fundraising efforts and cement relationships with elected officials across governments. This renewed focus on fund development and government relations is essential for the long-term success of OWC, and I am excited to see OWC taking this crucial step.

We established a valuable partnership with Living Lakes Canada to implement a groundwater education and monitoring program across the Oldman watershed. Their expertise and leadership on this critical topic are adding significant monitoring capacity, with nine new water wells slated for monitoring in 2025, in addition to the thirteen wells monitored by the Government of Alberta.

With renewed funding from the Sustainable Canadian Agricultural Partnership, we kick-started a new four-year agricultural-literacy program called Connecting People, Innovations, and Solutions. Building on our past achievements, this program will strengthen trust between rural agricultural producers and urban consumers who both rely on the same watershed.

I would like to recognize and thank OWC's phenomenal staff and Board of Directors for another year of exciting accomplishments. Together, we are proving that a small team of dedicated people can make a real difference by working cooperatively. The long-term commitment that many of our staff and Directors have made to OWC gives us incredible stability and consistency, making it possible to dream bigger and achieve more.

A heartfelt thank-you to our many donors, funders, and volunteers who invest their dollars and time in our projects. Your support keeps us going and inspires us each day. A special thank-you to Kim Sturgess, who donated a record-setting \$25,000 this year—our largest-ever personal donation.

2025-26 is shaping up to be another blockbuster year for OWC, and I look forward to working side by side with all of you to make it happen!

***Shannon Frank***



## ABOUT THE OLDMAN WATERSHED COUNCIL

The Oldman Watershed Council (OWC) is a not-for-profit organization in southwestern Alberta, Canada—the traditional territory of the Niitsitapi (the Real People in Blackfoot) and home to the Blackfoot Confederacy. We are one of eleven Watershed Planning and Advisory Councils in Alberta, designated by the provincial government to provide an independent voice for watershed management and health under the province's Water for Life strategy.

The Council consists of staff and OWC members who work collaboratively with all stakeholders to improve the Oldman River watershed by:

- improving and sharing knowledge,
- building and strengthening stakeholder partnerships,
- providing a science-based forum for all voices to be heard,
- promoting and facilitating community and institutional action and stewardship, and
- developing and implementing integrated land-and-water plans.

The Council is governed by a Board of Directors composed of nineteen representatives from various stakeholder sectors, including four members-at-large.

The OWC began to form in September 2004, when the Oldman River Basin Water Quality Initiative merged with the Oldman Basin Advisory Council. When the province's Water for Life strategy was released, these two groups combined to provide a diverse partnership knowledgeable in all areas of watershed management, including sustainable water management and land-use practices in the Oldman basin.

Watershed Planning and Advisory Councils are mandated to create a State of the Watershed Report and an Integrated Watershed Management Plan. The OWC has accomplished these targets and is now moving through implementation.

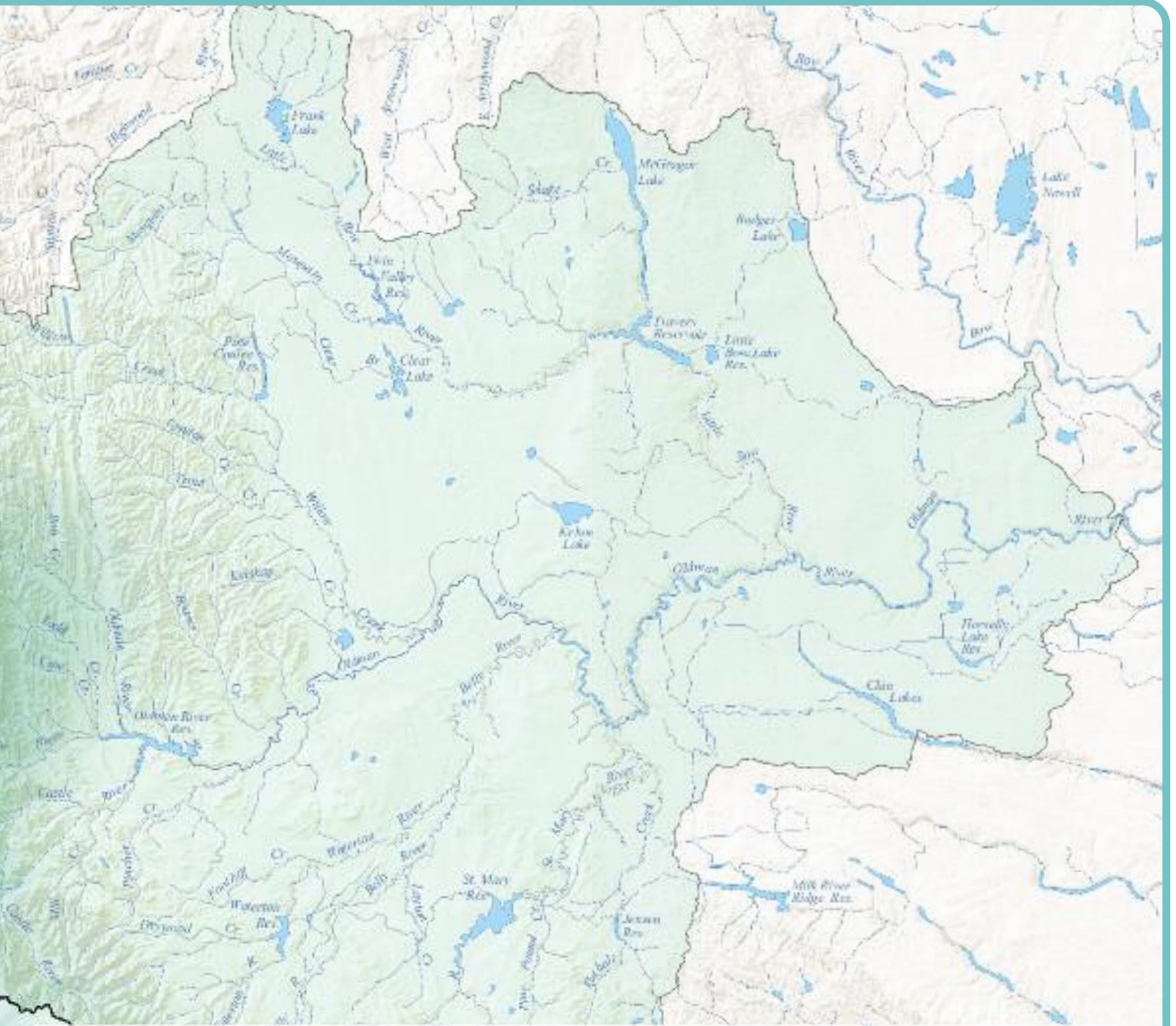
### About our Watershed

A watershed is an area of land that drains into a water body—such as a creek, river, or lake. The Oldman watershed includes all the land that eventually drains into the Oldman River through its tributaries.

Covering 23,000 km<sup>2</sup> in southwestern Alberta and 2,100 km<sup>2</sup> in Montana, the Oldman watershed extends eastward from the forested Rocky Mountain slopes through foothills rangelands and dryland and irrigated agricultural plains to the prairie grasslands.

The Rocky Mountains feed the headwaters of the Oldman mainstem and its tributaries—the Crowsnest, Livingstone, and Castle Rivers, plus Willow and Pincher Creeks—while the headwaters of the Belly, Waterton, and St. Mary Rivers rise in Montana. Conditions vary greatly across sub-basins: in the headwaters, water quantity is adequate, quality is fair to good, and riparian ecosystems are generally healthy; farther east, water quality deteriorates and available supplies diminish, creating challenges for downstream users.





Our 2010 Oldman River State of the Watershed Report produced the following results:

INDICATOR	SUB-BASINS						
	MOUNTAIN	FOOTHILLS	SOUTHERN TRIBUTARIES	PRAIRIE		MAINSTREAM	OLDMAN WATERSHED
TERRESTRIAL & RIPARIAN	Good	Good	Fair	Poor		Good	Fair
WATER QUALITY	Good	Fair	Poor	Fair	Poor	Poor	Fair
WATER QUALITY	Good	Fair	Fair	Fair	Poor	Good   Fair	Good   Fair
OVERALL	Good	Fair	Fair	Fair	Poor	Fair	Fair

# OLDMAN WATERSHED COUNCIL'S BOARD OF DIRECTORS



**Doug Kaupp**  
(Chair)  
City of Lethbridge



**Erik Cline**  
(Treasurer)  
Member at Large



**Andrew Hurly**  
(Vice Chair)  
Academia  
University of Lethbridge



**Megan Andre**  
Environmental Non-Profit  
Organization  
Nature Conservancy of Canada



**Autumn Barnes**  
Member at Large



**Mike Bruised Head**  
Indigenous  
Kainai Ecosystem  
Protection Association



**Heather Caldwell**  
Towns and Villages  
(Alternate)  
Town of Coalhurst



**Linda Cerney**  
Provincial Government  
Alberta Environment  
and Protected Areas



**Rick Cooke**  
Member at Large



**Cheryl Dash**  
Provincial Government (Alternate)  
Alberta Environment  
and Protected Areas



**Henk De Vlieger**  
Member at Large



**Chris Gallagher**  
Irrigators  
Lethbridge Northern  
Irrigation District



**Allan Garbutt**  
Wildlife & Habitat  
Conservation Livingstone  
Landowners Group



**Errol Kutcher**  
Industry  
West Fraser



**Cam Gardner**  
Rural Municipalities  
MD of Ranchland



**Terrence Lazarus**  
Member at Large



**W.R. (Bill) MacMillan**  
Agriculture  
Lethbridge County



**Cade Nixdorf**  
Industry (Alternate)  
West Fraser



**Brad Schlossberger**  
Towns and Villages  
Town of Claresholm



**Keshav Singh**  
Federal Government  
Agriculture and  
Agri-Food Canada



**Mark Svenson**  
City of Lethbridge  
(Alternate)



**Michael Wagner**  
Provincial Government  
Alberta Forestry  
and Parks



**Randall Wolf Tail**  
Indigenous  
Piikani Public Works



**Kristen Dykstra**  
Health  
Alberta Health Services



# BOARD OF DIRECTORS ALUMNI

**Wade Goin**, Health, Alberta Health Services

**Martin van Diemen**, Irrigators, Lethbridge Northern Irrigation District

**Todd McCoy**, Government of Canada

## OLDMAN WATERSHED COUNCIL'S STAFF



**Shannon Frank**  
Executive Director  
2010 - Present



**Sofie Forsstrom**  
Education Program  
Manager  
2015 - Present



**Jon Martin**  
Communications  
Manager  
2018 - Present



**Kallie Val-Zehan**  
Desruijsseaux  
Accountant +  
2018 - Present



**Rachel Morris**  
Watershed  
Stewardship Assistant  
2024 - Present



**Debra Still**  
Restoration Manager  
2024 - Present



**Jana MacKenzie**  
Development Manager  
2024 - Present



**Maria Albuquerque**  
Watershed  
Stewardship Assistant  
2023 - 2025



# THANK YOU TO OUR DONORS & FUNDERS 2024 - 2025

## Over \$300,000

Government of Alberta  
 - Environment and Protected Areas  
 Government of Alberta - Watershed Resiliency and Restoration Program

## \$100,000 and over

Government of Alberta - Sustainable Canadian Agricultural Partnership  
 Government of Alberta - Public Land Trails Grant Program

## Over \$50,000

Calgary Foundation  
 Government of Canada  
 - Habitat Stewardship Program for Species at Risk  
 City of Lethbridge

## \$30,000 to \$40,000

Alberta Gaming, Liquor and Cannabis  
 Government of Canada  
 - Lake Winnipeg Basin Program  
 Alberta Ecotrust Foundation  
 Government of Alberta  
 - Rangeland Sustainability Program  
 Samuel Hanen Society for Resource Conservation

## \$25,000 to \$27,000

Spray Lake Sawmills/West Fraser  
 Alberta Conservation Association  
 Kim Sturgess

## \$10,000 to \$15,000

Health Canada Pest Management Regulatory Agency  
 Edmonton Community Foundation

## \$5,000 to \$10,000

Lethbridge County  
 Government of Canada  
 - EcoAction Program  
 Government of Canada  
 - Canada Summer Jobs  
 St. Mary River Irrigation District  
 Government of Canada - 2 Billion Trees  
 Calgary Foundation  
 - J.N. Fyvie Family Fund  
 CF Industries  
 TD Friends of the Environment Foundation

## \$1,000 to \$4,000

Town of Taber  
 Town of Cardston  
 Town of Pincher Creek  
 Vulcan County  
 Town of Fort Macleod  
 Calgary Foundation - Perlette Fund  
 Terry Kerkhoff  
 Cheryl Bradley

## Under \$1,000

Town of Picture Butte  
 Rod Armstrong  
 Magrath Irrigation District  
 Shannon Frank  
 Alberta Irrigation Districts Association  
 M.D. of Ranchland No. 66  
 Api'soomaahka, William Singer III  
 Village of Barnwell  
 Doug Kaupp  
 Hélène Wirzba  
 Raymond Irrigation District  
 Town of Vauxhall  
 Crowsnest Conservation Society  
 Janice Newberry

Town of Stavely  
 James Fujikawa  
 United Irrigation District  
 Virginia Grinevitch  
 Andrew Hurly  
 Kirsten Hironaka  
 Knud Petersen  
 Richard Cooke  
 Rosemary Jones  
 Anonymous  
 Elanore Asselin  
 River Collective Co.  
 Doug French  
 Kristine Mulhall, Reciprocal Waters  
 Meagan Charlton, Meagnetic  
 Barb Clarke  
 Colleen Rosenegger  
 Danya Braun  
 Elspeth Nickle  
 Graeme Greenlee  
 Heather Sinton  
 Mountain Bluebird Trails  
 Riock Roberts  
 Trace Associates  
 Darcy Turner  
 Barbara Lundstad  
 Boundary Creek Landowners Association  
 Lethbridge & District Horticultural Society  
 Peter Jowett  
 Ross Hodgetts  
 Deighen Blakely  
 Diane Conley  
 Joy Shelford  
 Patricia McBride



Samuel Hanen Society for Resource Conservation



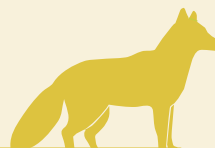
## PARTNERSHIPS AND IN-KIND DONATIONS FROM APRIL 1, 2024 TO MARCH 31, 2025

### Monitoring and Reporting

Title	Organization	Name	InKind Value (\$)
Community Based Groundwater Monitoring Program	Living Lakes Canada		\$200,000
	BGC Engineering		\$15,000
	Piikani Nation Land Management Technical Advisory Team		\$10,000
			\$11,000
CABIN Eastern Slopes Collaborative	ABI Environmental	Diane Edwards	\$510
	ABI Environmental	John Swann	\$510
	Alberta Forestry & Parks	Michael Wagner	\$64
	Athabasca Watershed Council	Alysa Kenn	\$170
	Athabasca Watershed Council	Mitch Wincenaylo	\$298
	Athabasca Watershed Council	Sarah Shortt	\$468
	Blackfoot Confederacy	Justin Bruised Head	\$128
	Bow River Basin Council	Brooke Kapeller	\$170
	Bow River Basin Council	Joe Fowler	\$298
	Bow River Basin Council	Mike Murray	\$468
	Elbow River Watershed Partnership	Flora Giesbrecht	\$425
	Environment and Climate Change Canada	Emily McIvor	\$170
	Fisheries and Oceans Canada	Jamie Card	\$170
	fRI Research	Ben Kissinger	\$128
	fRI Research	Benjamin Kissinger	\$170
	fRI Research	Claire Allore	\$128
	fRI Research	Léna Mazuryk	\$128
	Friends of Fish Creek	Emma Stroud	\$170
	Friends of Fish Creek	Ross Anderson	\$298
	Ghost Watershed Alliance Society	Bryne Weerstra	\$638
	Ghost Watershed Alliance Society	Marina Krainer	\$340
	Lesser Slave Watershed Council	Jess Lario	\$298
	Lesser Slave Watershed Council	Kate Lovsin	\$170
	Lesser Slave Watershed Council	Meghan Payne	\$298
	Living Lakes Canada	Renee Lazor	\$128
	Living Lakes Canada	Renee Lazor	\$170
	Living Lakes Canada	Sarah Towne	\$170
	Livingstone Landowners Group	Allan Garbutt	\$128
	Livingstone Landowners Group	Cody Johnson	\$170
	Mighty Peace Watershed Alliance	Ashley Garnham	\$298
	North Saskatchewan Watershed Alliance	Michelle Gordy	\$128
	North Saskatchewan Watershed Alliance	Rosey Radmanovich	\$170
	Parks Canada	Shelley Humphries	\$170
Red Deer River Watershed Alliance	Darian Coulter	\$510	
Elbow River Watershed Partnership	Flora Giesbrecht	\$170	
Red Deer River Watershed Alliance	Francine Forrest	\$128	



Title	Organization	Name	InKind Value (\$)
CABIN Reference Model	Red Deer River Watershed Alliance	Sam Bennett	\$170
	RiverWatch	Michelle DeBruyne	\$170
	University of Alberta	Jeremy Fitzpatrick	\$128
	University of Calgary	David Barrett	\$213
	Government of Alberta	Wes Greenwood	\$128
	Athabasca Watershed Council	Mitch Wincentaylo	\$340
	Athabasca Watershed Council	Petra Rowell	\$128
	Athabasca Watershed Council	Sarah Shortt	\$638
	Bow River Basin Council	Brooke Kappeler	\$128
	Bow River Basin Council	Joe Fowler	\$468
	Bow River Basin Council	Mike Murray	\$106
	Elbow River Watershed Partnership	Flora Giesbrecht	\$128
	Environment and Climate Change Canada	Emily McIvor	\$340
	Environment and Climate Change Canada	Lana Shrimpton	\$170
	Ghost Watershed Alliance Society	Bryne Weerstra	\$638
	Ghost Watershed Alliance Society	Marina Krainer	\$468
	Government of Alberta	Claire Classen	\$298
	Government of Alberta	Justin Hanisch	\$16,000
	Lesser Slave Watershed Council	Meghan Payne	\$128
	Mighty Peace Watershed Alliance	Adam Norris	\$128
	Mighty Peace Watershed Alliance	Ashley Garnham	\$298
	Miistakis Institute	Danah Duke	\$128
	Miistakis Institute	Ken Sanderson	\$298
	Miistakis Institute	Nilo Sinnatamby	\$298
	North Saskatchewan Watershed Alliance	Mary Ellen Shain	\$298
	North Saskatchewan Watershed Alliance	Michelle Gordy	\$638
	Parks Canada	Shelley Humphries	\$468
	Red Deer River Watershed Alliance	Darian Coulter	\$638
	Red Deer River Watershed Alliance	Francine Forrest	\$213
	University of Alberta	Jeremy Fitzpatrick	\$6,170
	Bow River Basin Council		\$14,000
	Elbow River Watershed Alliance		\$5,000
Ghost Watershed Alliance Society		\$11,560	
Red Deer River Watershed Alliance		\$4,000	
Training for Stream Sampling	Government of Alberta	Brian Meagher	\$128
Stream Sampling		Lucy Copp	\$43
	Alberta Parks		\$21
	Livingstone Landowners Group	Cody Johnson	\$2,433
	Piikani Nation Lands Department		\$255
<b>Monitoring and Reporting Total</b>			<b>\$312,736</b>



## Convening and Collaborating

Title	Organization	Name	InKind Value (\$)		
Board of Directors		Allan Garbutt	\$4,080		
		Autumn Barnes	\$3,400		
		Lethbridge County	Bill MacMillan	\$4,760	
		MD of Ranchland	Cam Gardner	\$680	
			Erik Cline	\$4,080	
			Henk De Vlieger	\$2,040	
			Rick Cooke	\$5,440	
			Terrence Lazarus	\$2,040	
			Agriculture and Agri-Food Canada	Keshav Singh	\$2,040
			Alberta Environment and Protected Areas	Cheryl Dash	\$2,720
			Alberta Environment and Protected Areas	Linda Cerney	\$4,760
			Alberta Forestry and Parks	Michael Wagner	\$3,400
			Alberta Health Services	Kristen Dykstra	\$2,720
			Alberta Health Services	Wade Goin	\$2,720
			City of Lethbridge	Doug Kaupp	\$5,440
			City of Lethbridge	Mark Svenson	\$4,080
			Government of Canada	Todd McCoy	\$1,360
			Kainai Ecosystem Protection Association	Ninna Piiksii,	
				Mike Bruised Head	\$3,400
			Lethbridge Northern Irrigation District	Chris Gallagher	\$4,080
			Nature Conservancy of Canada	Megan Andre	\$3,400
			Piikani Public Works	Randall Wolf Tail	\$2,720
			Spray Lake Sawmills/West Fraser	Errol Kutcher	\$4,760
			Town of Claresholm	Brad Schlossberger	\$4,760
			University of Lethbridge	Andy Hurly	\$5,440
		Casino Volunteer		Allan Garbutt	\$510
				Annamarie Harper	\$1,020
Anne Stevick	\$510				
Ansh Padakar	\$510				
Bill MacMillan	\$510				
Brandi Ekelund	\$1,020				
Camila Hollanda	\$510				
Deb Rodda	\$510				
Doug Kaupp	\$510				
Judy Cooke	\$510				
Linda Cerney	\$510				
Lisa Lambert	\$510				
Rick Cooke	\$510				
Shane Dorchak	\$510				
Talayna Ekelund	\$1,020				
Todd McCoy	\$510				
Sustainable Canadian Agricultural Partnership in Alberta	Attended S-CAP Food Producer Consultation Events	Food Producers	\$30,905		

Title	Organization	Name	InKind Value (\$)
	Completed S-CAP Surveys	Individuals	\$14,760
Use of board meeting space throughout the year	Lethbridge Northern Irrigation District		\$1,500
<b>Convening and Collaborating Total</b>			<b>\$141,175</b>

## Education and Literacy

Title	Organization	Name	InKind Value (\$)
Outreach		Erik Cline	\$255
		Philip Shields	\$425
		Rebeca Spencer	\$425
	Alberta Parks	Joan Petersen	\$253
	Alberta Parks	Tamara Stanley	\$253
	X-Stream Science Student Field Program	Elliot Fox	\$749
	Milk River Watershed Council Canada	Jessica Olsen	\$680
<b>Education and Literacy Total</b>			<b>\$3,039</b>

## Planning and Implementation

Title	Organization	Name	InKind Value (\$)
	<b>Assisted with Restoration Activities</b>	Alana Bartol	\$785
		Amanda Moreton	\$765
		Api'soomaahka,	
		William Singer III	\$680
		Bette Beswick	\$500
		Bob Springer	\$553
		Brad Tonita	\$1,275
		Emily Purvis	\$1,628
		Linda Christensen	\$298
		Nigel Derksen	\$1,020
		Olivia Lacey	\$255
		Rhonda and	
		Brian Reach	\$1,020
		Sam Moreton	\$595
		Sarah and Harley Green	\$850
		Sheldon Stanley	\$255
		Tamara Stanley	\$255
		Tammie Stafford	\$425
		Toupey Luft and	
		Chris Anderson	\$1,700



Title	Organization	Name	InKind Value (\$)
		Van Singher	\$1,020
	Alberta Health Services	Adam Kehler	\$383
	Alberta Health Services	Cecilia Watt	\$383
	Alberta Health Services	Damien Friesen	\$383
	Alberta Health Services	Elizabeth Jensen	\$383
	Alberta Health Services	Ky Cardall	\$383
	Alberta Health Services	Leland Shepherd	\$383
	Alberta Health Services	Olsa Morne	\$383
	Barbero Steelhorse Ranch	Brent Barbero	\$680
	McCain Foods		\$250
	McCain Foods	Bobby Gilbertson	\$255
	McCain Foods	Cayley Groten	\$255
	McCain Foods	Cole Ritchie	\$255
	McCain Foods	Colin McLean	\$255
	McCain Foods	Daniele Anderson	\$255
	McCain Foods	Kelcey Alemen	\$255
	Kainai Ecosystem Protection Association	Ninna Piiksii,	
		Mike Bruised Head	\$680
	Riverland Ranch	Harley Richards	\$850
	Town of Claresholm	Denise Spencer	\$680
	Windy Coulee Canadian Horses	Heidi Eijgel	\$2,975
Partnership for Restoration Activities	Agroforestry & Woodlot Extension Society	Emily Purvis	\$21,600
Riparian Health Assessment			
& Plant ID workshop	Cows and Fish		\$450
<b>Planning and Implementation Total</b>			<b>\$46,250</b>
<b>Grand Total</b>			<b>\$503,200</b>

Thank you to all of our partners and volunteers who make these vital projects possible!

## SUMMARY OF FINANCIAL EXPENDITURES

	2024-2025	2023-2024
Restoration and Education Projects	\$ 373,302	\$ 375,702
Administration and Office Space	\$ 157,113	\$ 142,430
Monitoring and Assessments	\$ 142,555	\$ 49,932
Connecting People, Solutions and Innovations	\$ 130,794	-
Government Relations	\$ 46,416	\$ 41,576
Communications	\$ 27,212	\$ 169,398
Youth Education	\$ 21,387	\$ 1,775
Community Engagement and Events	\$ 3,274	\$ 19,485
Fundraising	\$ 2,847	-
WPACs of Alberta Collaboration Initiative	\$ 1,162	\$ 9,418
	\$ 906,062	\$ 809,716

This summary does not include any non-cash expenses (amortization).  
For detailed financial information, please see Audited Financial Statements.



2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013

## HISTORY OF THE OWC - KEY MILESTONES

- 2003** Alberta's Water for Life Strategy approved, establishing three partnerships (Alberta Water Council, Watershed Planning and Advisory Councils, and local stewardship groups) as mechanisms to achieve goals.
- 2004** Oldman River Basin Water Quality Initiative merged with the Oldman River Basin Advisory Committee to form the Oldman Watershed Council. Initiated a water-wise garden project at Wilson Middle School and conducted a survey on yard care practices and water quality sent to over 2,000 households.
- 2005** Completed the Lethbridge Storm Water Education Program: Design and Evaluation Report. Incorporated as a registered not-for-profit society and created a team for the State of the Watershed Report.
- 2006** Installed wetland interpretive signs in SunRidge. Established five new goals to guide the Integrated Watershed Management Plan (IWMP).
- 2007** Launched the Yellow Fish Road stormwater education program and held the first "Holding the Reins: Landowners' Summit" in Fort Macleod.
- 2008** Debuted at the Lethbridge Home & Garden Show; held the first Watershed Science Forum; celebrated 5-year anniversary.
- 2009** Initiated Caring For Our Watershed Youth Contest with Agrium. Hosted the first Great Canadian Shoreline Cleanup and Watershed Science Tour. Launched Prairie Urban Garden.
- 2010** Completed the Oldman River State of the Watershed Report and hosted the first Green List Awards. Finalized visioning for the IWMP.
- 2011** Installed wetland interpretive signs at the Birds of Prey Centre in Coaldale. Identified 34 risks for IWMP, establishing eight priority goals.
- 2012** Completed action plan for Goal 1 of the IWMP and conducted the Willow Creek Watershed aquifer mapping and groundwater management planning study.
- 2013** Completed several key projects: Headwaters Indicators Project, Crowsnest Watershed aquifer mapping, and launched the "Xeriscape Your Yard" workshop. Formed the Partnership Advisory Network for the Headwaters Action Plan.



2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024

**2014** Undertook multiple studies and rebranded with a new emblem, website, and social media presence. Completed the Dutch Creek Linear Features Classification Project and launched aquatic invasive species awareness.

**2015** Began Engaging Recreationists project and organized the first restoration event at Dutch Creek.

**2016** Released a film project including a historical timeline, held Voices of the Oldman: Agriculture Matters sessions, and formed the Headwaters Action Team.

**2017** Initiated the Southern Alberta Water Charter, launched a highly successful blog, and participated in the first Day on the Creek event.

**2018** Held the first Donor Appreciation Lunch, formed new partnerships, and won a custom beer from Phillips Benefit Brew.

**2019** Engaged 2,200 people in the Headwaters Restoration and Education project.

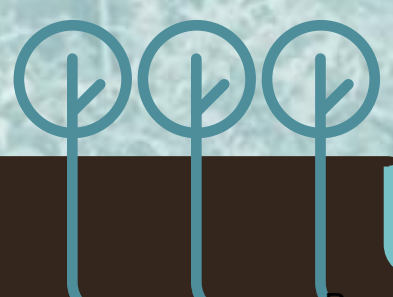
**2020** Celebrated 15th anniversary, launched a benthic invertebrate biomonitoring program, and developed virtual reality experience.

**2021** Invested in Indigenous-led projects, developed a Neutrality Policy, and created the Eastern Slopes Biomonitoring Collaborative.

**2022** Set records in willow planting, training, and membership growth. Launched the Uniting Urban Consumers and Rural Producers project.

**2023** Focused on drought communications and pesticide monitoring, explored a new State of the Watershed assessment, and conducted the first Economic Impact analysis revealing significant contributions to the GDP and job creation.

**2024** Launched a new groundwater monitoring project in partnership with Living Lakes Canada. Largest personal WPAC donation ever from P. Kim Sturgess.



## CONVENING AND COLLABORATING

### **OWC'S STRATEGIC GOAL**

***OWC is a diverse, inclusive forum for sharing information, and spurring collective action.***

Our community values the OWC's unique role as a neutral convener and catalyst for collective action. We welcome and represent everyone who lives, works, or plays in the watershed

#### **Supports Alberta's Water for Life Strategy Key Direction:**

- Water for Life partners are empowered, informed, and fully engaged in watershed stewardship.

#### **Supports Watershed Planning and Advisory Councils' (WPACs) Convening and Collaborating Role:**

- WPACs provide a forum for stakeholders and Indigenous communities to share information, and identify, discuss, and recommend priorities within their watershed.
- WPACs work in partnership with stakeholders and Indigenous communities to support or lead projects to address watershed-related issues.

#### **Supporting Community Stewardship**

In 2024–25, we completed 17 restoration days and engaged 11 new landowners. These workdays built community capacity by showcasing restoration techniques and expanding public knowledge of drought resiliency. Projects included stream-bank restoration using wattle fencing and willow planting, along with electric fencing that allows beavers to remain without disrupting our work.

Alongside the Piikani and Kainai Nations, OWC continued working with Naapi's Garden and the Katoyiss Seed Bank, completed a Naamoo (bee) educational colouring book, and installed beaver-dam analogues. We have also planned projects for 2025–26, such as an off-site watering system for the linii (bison) initiative, additional willow planting to foster cultural connections, and riparian fencing, with more exciting work to come.

Collaboration with other non-profits keeps collective efforts moving forward. The Beaver Creek Watershed Rehabilitation Project—a partnership with Cows and Fish and Freshwater Conservation Canada—is improving habitat for threatened westslope cutthroat trout in Beaver Creek. Cows and Fish and Freshwater lead riparian health inventories, stakeholder outreach, and habitat improvements using low-tech, process-based restoration. OWC conducts CABIN assessments to establish baseline stream health at restoration sites. By pooling strengths, resources, and expertise, we make a difference in our watershed.

OWC continues to champion the Eastern Slopes Aquatic Biomonitoring Collaborative and—new this year—the Reference Model Project. Guided by OWC, WPACs, stewardship groups, First Nations, researchers, and government agencies are developing aquatic-monitoring programs and building Alberta's first CABIN reference model for the Eastern Slopes.



## Amplifying our Impact Through Partnerships

### Alberta Ecotrust Water Coalition

OWC's Executive Director is a founding member of this new coalition, which is building a stronger voice for Alberta's environmental sector. This year, the Coalition advocated for greater provincial investment in nature-based solutions by meeting with eight Ministers and MLAs. Its main focus was enhanced funding for the provincial Watershed Resiliency and Restoration Program, relied on by municipalities, irrigation districts, and nonprofits for natural-infrastructure projects that reduce flood and drought impacts.

As a new network, the Coalition is developing governance structures and a long-term vision. By learning from successful models in other provinces, it has the potential to transform Alberta's environmental sector. OWC is proud to be part of this exciting initiative and thanks Alberta Ecotrust for its leadership.

### Drought Response: Water Sharing Agreement Process

OWC was invited to participate as an observer in the Water-Sharing Agreement process facilitated by WaterSMART Water Management Solutions on behalf of the Government of Alberta. Major water users—irrigation districts, municipalities, and industry—voluntarily agreed to significantly reduce consumption due to low supply levels. Separate groups were organized for each watershed, including one for the Oldman River mainstem and one for the southern tributaries. Agreements were activated for both Oldman groups, unlike in the Bow and Red Deer watersheds, where activation was unnecessary.

OWC was impressed by how quickly participants agreed to substantial reductions and signed voluntary agreements. The spirit of collaboration in southwest Alberta remains our greatest strength, and OWC thanks all participants for their cooperation.

### Alberta Water Council

Alberta's eleven WPACs hold a seat on the Alberta Water Council Board of Directors and actively participate in project teams that shape provincial policy and create tools for watershed managers. In 2024–25, the Council focused on two projects:

#### 1. Source Water Protection Phase 1 – Risk Assessment

**Tools and Data:** Developed practical tools and resources to help drinking-water providers and local decision-makers assess source-water risks. The Healthy River Ecosystem Assessment System (THREATS) tool was released in 2024.

#### 2. Improving Drought Resilience in Alberta Through a Simulation:

Enabled communities to test proposed drought-management structures, communication channels, tools, and resources in a workshop setting. The final report and recommendations were released in 2024.

OWC provides input and support to the elected WPAC representatives on project teams and the Board. Thank you to Steve Meadows, Al Corbett, and Doug Kaupp for serving as WPAC representatives.

### Economic Development Lethbridge (EDL)

OWC's Executive Director holds a seat on the EDL Board of Directors, representing the environmental sector. Understanding regional economic drivers and their relationship to watershed health—especially during drought conditions—is essential. The Oldman watershed underpins sustainable development, and economic growth is impossible without reliable water. This connection helps OWC build relationships, foster trust, and share information across diverse sectors.

### South Saskatchewan River Basin Intra-Basin Water Coordinating Committee

OWC participates on this committee, advising the Government of Alberta on water-shortage management and on meeting the Master Agreement on Apportionment, which allocates water among the Prairie Provinces. Thank you to Martin Van Diemen, Chris Gallagher (Lethbridge Northern Irrigation District), and Doug Kaupp (City of Lethbridge) for representing OWC. Add logo nearby: Government of Alberta

### Kainai Ecosystem Protection Association (KEPA)

OWC assists with organizing the annual KEPA Summit and serves as the group's fiscal partner. This year, three workshops developed a new four-year strategic plan. The 2024 Summit spanned three days at locations across Niitsitapi territory, featuring captivating presentations, tours, and powerful stories rooted in traditional ecological knowledge. Thank you to Ninna Piiksii (Mike Bruised Head), Api'soomaahka (William Singer III), Makoy'oo'h'kinni (Elliot Fox), and all KEPA members for your leadership and dedication.

### Alberta Energy Regulator Multi–Stakeholder Engagement Advisory Committee

This committee provides diverse perspectives to the Alberta Energy Regulator as policies evolve. It keeps stakeholders informed and enables discussion about sector–specific impacts. Thank you to Petra Rowell, Executive Director of the Athabasca Watershed Council, for representing Alberta’s WPACs.

### West Fraser / Crowsnest Forest Products Public Advisory Committee

OWC sits on this committee to review the Forest Management Plan for a portion of the Oldman headwaters. The committee examines Values, Objectives, Indicators, and Targets that guide forest modelling, implementation, and evaluation. Thank you to Rick Cooke for representing OWC.

### International Joint Commission – St. Mary and Milk Rivers Study Board (Public Advisory Group)

This group advises on the diverse perspectives and needs of watershed residents affected by water apportionment in the St. Mary system. Thank you to Cheryl Bradley for keeping OWC informed of study progress.

### Watershed Planning and Advisory Councils of Alberta

Alberta’s eleven WPACs meet periodically to share learnings, coordinate messaging to the Government of Alberta, and collaborate on initiatives such as World Water Day and the Eastern Slopes Biomonitoring Collaborative.

### Agroforestry and Woodlot Extension Society (AWES)

OWC is a partner in the Two Billion Trees Western Coalition led by AWES, which provides matching funds for tree and willow planting. Our organisations also shared a Restoration Manager position for one year, increasing planting capacity in southern Alberta and enhancing OWC’s restoration initiatives. Thank you to AWES for spearheading this work.

### Lethbridge Urban Nature and Environment Roundtable

This informal network of Lethbridge–based organisations meets twice a year to share project updates and identify mutual support. By cross–promoting volunteer opportunities and events, we leverage each other’s networks to engage more people.



Alberta WPACs



Kainai Ecosystem Protection Association







## PLANNING AND IMPLEMENTATION

### ***OWC'S STRATEGIC GOAL***

***Plans are implemented, and governments have the watershed information and local knowledge they need to make informed decisions.***

Listening to our community and setting priorities together remain critical to collaborative watershed planning and implementation. Through in-depth engagement from 2008 – 2014, we created a shared vision, identified and prioritized risks, and set eight goals within our Integrated Watershed Management Plan (IWMP). Two of those goals have action plans. The **Headwaters Action Plan** captured vital community priorities that informed the Government of Alberta's **South Saskatchewan Regional Plan (SSRP)**. Because headwaters protection is a key focus of the SSRP, this represents a significant win for both the watershed and the OWC.

When the SSRP was released in 2014, we shifted from action planning, to supporting implementation of the SSRP and our IWMP goals. We participated actively in the **Livingstone–Porcupine Hills Land Footprint Management Plan** and

**Recreation Management Plan** public–advisory committees, and we led education initiatives and restoration projects on public land.

As drought conditions intensify and water limitations challenge producers and restoration sites, planning and preparation to enhance climate resilience remain a top priority.

- **Supports Alberta's Water for Life Strategy**
  - **Key Direction:**
    - Albertans will have access to the knowledge required to achieve safe drinking water, healthy aquatic ecosystems, and reliable, high-quality water supplies for a sustainable economy.
- **Supports WPACs' Planning Role:**
  - WPACs provide knowledge and regional perspectives that inform government policy.
  - WPACs prepare IWMPs and coordinate their implementation; government uses these plans as advice for issue identification and regional response.



### A Trusted Voice for Vital Information

Partners, elected officials, and members rely on the OWC as a credible source of unbiased information, especially during drought or when contentious issues such as coal development arise.

Decision-makers need timely watershed information and local knowledge when developing plans, policies, and evaluating development applications. The OWC shares this information with elected and senior officials at both the provincial and municipal levels.

Drought dominated 2024 – 25, prompting the Government of Alberta to facilitate historic **Water-Sharing Agreements** among major users. The OWC joined the process as an observer and was encouraged by the collaborative spirit within Oldman-watershed sub-groups, which quickly agreed to reduce consumption.

The province asked watershed councils to support this effort by sharing information and encouraging conservation. **ABwater.ca**, launched in 2023, now hosts five videos, nine blogs, news articles, and resources, attracting 924 page-views this year. We promoted conservation and shared updates at 10 events

and 13 presentations, speaking with 1,307 people in person and tens of thousands more online.

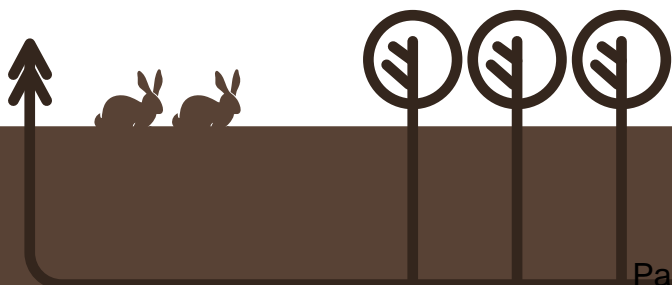
Beyond drought, the OWC provided insight during three provincial engagement processes—*water availability*, a *provincial Nature Strategy*, and the *10-year review of the SSRP*. We emphasized the value of natural infrastructure for water storage and filtration, carbon capture, and biodiversity protection, highlighted monitoring gaps, and identified areas where progress is lagging.

Coal-development impacts remained contentious. We supplied scientific information through one presentation and a frequently-asked-questions blog viewed 1,141 times, and we spoke directly with 500 people at five events.

By offering a neutral forum for all voices, we maintain broad trust across sectors.

### Restoring Natural Infrastructure to Improve Water Security

Investing in natural infrastructure is essential to enhance restoration productivity and build a healthier watershed. Planting willows stabilizes streambanks affected by scouring



and erosion by trapping sediment, slowing water velocity, and reinforcing soil. In 2024, the OWC planted more than **5,000** willows and trees, completing 12 riparian restorations with 10 landowners—six of them new collaborators—and returning to two sites for additional work. Using locally harvested, climate-adapted willow stock reduces winter kill. We employed plugs and one-gallon pots and transplanted an additional **600** plants on site. These projects restored **4 km** of shoreline, **40,399 m<sup>2</sup>** of riparian area, and installed 18 beaver-dam analogues (BDAs) and 21 erosion-control structures. The work also generated new projects for 2025.

Grasslands are vital to watershed integrity and biodiversity. In 2024, we began year one of a five-year plan to convert a **28-hectare** crested-wheatgrass field back to native prairie. Following a range-health assessment, we will prescribe a native grass seed mix once invasive-species treatment is complete. We continue to support **Naapi's Garden** and the

**Katoyiss Seed Bank**, enhancing native prairie plants that are critical to Blackfoot culture. More than **3,000** native plants have been established, a range-health assessment completed, and a photo-monitoring portfolio created to track progress.

Four native bumblebee species—*Gypsy Cuckoo*, *Western*, *Yellow-banded*, and *Suckley's Cuckoo*—are in rapid decline. Restoring grasslands and increasing native-plant diversity are critical to their survival. We are installing four native pollinator gardens each year in Kainai and Piikani Nations, Claresholm (designated critical habitat in 2022), and Lethbridge. Public engagement is vital, so we continue outreach and presentations and will host **bioblitz days** in 2025. We also created **Naamoo**—bee in Blackfoot—a book designed by **Api'soomaahka (William Singer III)**, founder of Naapi's Garden and the Katoyiss Seed Bank, to connect Western and Blackfoot perspectives.

This work is possible thanks to the generous support of our funders: the Government of Canada — Two Billion Trees Program, Habitat Stewardship Program, and EcoAction Program; the Government of Alberta Watershed Resiliency and Restoration Program; Alberta Ecotrust Foundation; Calgary Foundation; and the Hanen Society.



Samuel Hanen Society for Resource Conservation



## WILLOW METRICS

Willows harvested	Willows planted 2024-2025 (total)	Unrooted willow stakes planted	6" willow plugs planted	1-gallon potted willows planted	Willow Give-Away
600	2035	600	760	675	60

## LANDHOLDER METRICS

Planting sites	Properties where planting occurred	New landholders (not worked with OWC previously)	Landholders involved with planting activities (joined with volunteers on planting day)
11	11	6	12

## OTHER RELATED METRICS

Beaver dam analogues built	Erosion Control Structured	Native plants installed	Native shrubs/trees	Garbage cleanups	Bags of garbage from garbage cleanups
18	21	3056	4166	1	3



14

## MONITORING AND REPORTING

### **OWC'S STRATEGIC GOAL**

***Provide up-to-date watershed health information, and support provincial initiatives.***

The first Oldman River State of the Watershed Report was released in 2010. Since then, the OWC has focused on filling the data gaps identified in that report. We have completed groundwater studies, benthic-invertebrate monitoring, riparian-health assessments, pesticide monitoring, and other data-collection activities to broaden the next assessment, scheduled to begin in 2025. Up-to-date watershed information is essential for community members and decision-makers—especially during drought, when difficult choices must be made.

#### **Supports Alberta's Water for Life Strategy**

##### **– Key Direction:**

- Albertans will have access to the knowledge needed to achieve safe drinking water, healthy aquatic ecosystems, and reliable, quality water supplies for a sustainable economy.

#### **Supports Watershed Planning and Advisory Council's (WPACs) Monitoring and Reporting Role:**

- WPACs provide information about regional issues and monitoring needs related to watershed health and management.
- WPACs produce 'state of the watershed' reports that identify watershed conditions, local pressures and data / research gaps that should be addressed.

#### **Canadian Aquatic Biomonitoring Network (CABIN): Sampling and Building a Reference Model for the Eastern Slopes**

This was an exciting year for our CABIN work. We trained three new CABIN Field Technicians, sampled an unprecedented 19 sites, and made solid progress on the Eastern Slopes reference-model project. Sampling ran from late August through October. Some days were tougher than others—conditions ranged from hot to snowy, and terrain from steep slopes to cryptic creeks—but every field day was rewarding. We explored beautiful parts of the watershed with a dedicated crew of staff and volunteers.

CABIN is one of the tools OWC uses to establish baseline stream-health conditions and to monitor changes at sites where we implement restoration or beneficial-management practices. This year, we also sampled at partner-led habitat-improvement sites. At the very start of our season, we visited four sites on Beaver Creek—OWC's contribution to the Beaver Creek Watershed Rehabilitation Project with Cows and Fish and Freshwater Conservation Canada (formerly Trout Unlimited Canada). In September, our crew trekked up the Forestry Trunk Road, then continued on foot—with all gear—to sample Salt Creek, where Spray Lake Sawmills installed willows at a bridge crossing in 2022. We spent magical days on the western edge of the Porcupine Hills and out on the prairie near Cardston, where Freshwater Conservation Canada is leading bioengineering work.

OWC continues to build capacity for aquatic biomonitoring by leading the Alberta Eastern Slopes Aquatic Biomonitoring Collaborative. This informal, growing network now includes about 50 people from more than 30 organisations—WPACs, stewardship groups, First Nations, government, research institutions, and more. By using the common, comparable CABIN protocol, members can answer local research questions, contribute to State-of-the-Watershed reporting, and inform watershed management. The collaborative meets virtually several times a year to share updates and discuss project planning, funding, and training.

A subset of CABIN Project Managers met four times to coordinate sampling of reference sites across the Eastern Slopes. Using the final report and GIS files from Phase I (prepared by The Miistakis Institute), Project Managers identified, scouted, and sampled reference sites in their watersheds (Phase II). To date, two entire ecoregions are complete; resources will focus on sampling the remaining seven ecoregions in upcoming seasons. We are pleased with this progress and look forward to completing Alberta's first CABIN reference model for the Eastern Slopes.

Thank you to our funders—Spray Lake Sawmills / West Fraser (via the Forest Resource Improvement Association of Alberta), Alberta Ecotrust Foundation (Environmental Impact Grant), and Government of Canada programs (Lake Winnipeg Basin Program, Habitat Stewardship Program for Aquatic Species at Risk). We also appreciate the in-kind support of our partners and volunteers:



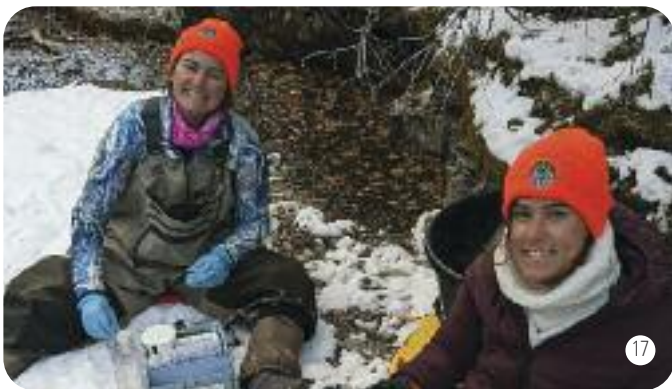
Our first field day of CABIN sampling at Beaver Creek. Kallie, Deb, Sofie, and Rachel.



Newly-certified CABIN Field Technicians Rachel, Deb, and Jeremy with CABIN Trainer Sofie.



Maria straddling the hard-to-find Indian Creek. We spent a lot of time scouting to find our sites this week!



Sampling two sites on Yarrow Creek involved a full day of scouting, hauling equipment up and down some steep slopes, and sitting in the snow while measuring dissolved oxygen (Rachel, left) and processing the invertebrate sample (Maria, right)!

- University of Lethbridge – space for decontamination to prevent the spread of whirling disease
- Landholders – access to sampling sites
- Government of Alberta – research and collection permit, campsite access
- Brian Meagher – trout-redd identification training
- Cody Spencer – volunteer CABIN sampler
- Everyone involved in the Alberta Eastern Slopes Biomonitoring Collaborative

### Monitoring the Oldman River for Pesticides

Returning for a second year, the Oldman Watershed Council participated in the Health Canada Pest Management Regulatory Agency (PMRA) pilot water-monitoring program—a Canada-wide effort to develop a national pesticide-monitoring framework and showcase federal partnerships with local organisations. OWC collected surface-water samples from two Oldman River locations: Pavan Park (north, downstream of Lethbridge) and Popson Park (south-west, upstream of Lethbridge).

Our accountant-plus-field-hand Kallie led the sampling, collecting 97 samples, each analysed for 205 pesticides. Results from both sites showed pesticide concentrations below established government guidelines, indicating pesticides are not accumulating above expected levels at these points in the river. Thank you to the Health Canada Pest Management Regulatory Agency for investing in this initiative.

### Groundwater Monitoring Program

This year, the Oldman Watershed Council launched a partnership with Living Lakes Canada to create a community-based groundwater-monitoring program for the Oldman watershed. Drawing on extensive experience from British Columbia's Columbia watershed, Living Lakes is bringing proven expertise to southwest Alberta at a critical moment: multi-year droughts have heightened the need for reliable water sources, particularly for livestock producers whose creeks, dugouts, and springs have run dry.

During 2024-25, the initiative established a Technical Advisory Team to guide the work, identify local needs, and oversee a data-gap analysis that will determine priority monitoring sites. We also hosted two community-engagement meetings—one in Pincher Creek and one online—to gather input, with two additional workshops scheduled for May 2025.

Using cutting-edge underground-mapping technology, the team located potential water sources beneath a community pasture in collaboration with Piikani Nation Land Management. The next phase will see the partnership install and monitor nine wells, arranged in three clusters across three regions. These wells will substantially expand the watershed's groundwater data set and complement the thirteen wells already monitored by the Government of Alberta.

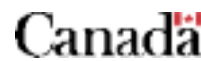
Thank you to Living Lakes Canada for leading this vital project.

### State of the Watershed Assessment

To prepare for the next State of the Watershed Assessment, the OWC interviewed fourteen people to identify the content that would be most useful to future users. The resulting summary report, completed in 2024-25, gave clear guidance. Interviewees emphasized that the assessment should weave Indigenous perspectives together with social and economic data, rather than focusing solely on environmental analysis. They also highlighted the value of an online, interactive platform that can be updated as new information emerges. Municipalities and land managers expressed a strong need for fine-scale data, although existing gaps still make this challenging.

Acting on these insights, the Board created a subcommittee to recommend a course of action. The plan calls for a first year devoted to fund development and partnership building, a second year focused on data analysis, and a third year set aside to complete and release the assessment.

Thank you to Andy Hurly, Linda Cerney, and Cheryl Dash for serving on this committee.



## EDUCATION AND LITERACY

### **OWC'S STRATEGIC GOAL**

***All residents have opportunities to learn about their watershed and understand how to protect it.***

The OWC has always recognized that watershed issues are people issues, and that is why goal 1 of our Integrated Watershed Management Plan is to "improve the understanding and strengthen the commitment of residents to the health of the watershed.

#### **Supports Alberta's Water for Life Strategy Key Direction:**

- All sectors understand how their behaviours impact water quality, quantity and the health of aquatic ecosystems, adopt a 'water conservation ethic' and take action.

#### **Supports Watershed Planning and Advisory Council's (WPACs) Education and Literacy Role:**

- WPACs will work to improve environmental literacy throughout their watersheds so residents can become better stewards of land and water.

#### **Youth Engagement**

This year, we delivered fifteen school programs and two extracurricular sessions to a total of 455 students and youth. Our X-Stream Science field program—where students conduct hands-on sampling in a local creek—expanded to ten sessions, including visits to both Kainai and Piikani Nations. We also offered the Grade 8 field experience *Get Sedimental About Your Watershed*, the Grade 3 classroom presentation *Water Ways*, and our virtual-reality headwaters stewardship program.

In March, we coordinated and led a Project WET (Water Education Today) workshop for educators in the watershed, equipping eighteen teachers with new resources, certification, and greater confidence to deliver water- and climate-focused lessons.



20

21

To measure impact, we introduced educator and student surveys this year.

**In our 2024 surveys, all educators:**

- ✓ strongly agreed that students learned real-world applications of what they are taught in school;
- ✓ agreed that the experience was empowering;
- ✓ felt more confident in their ability to teach students about the topic;
- ✓ felt more connected to their watershed after the activity.

**All educators and the majority of students:**

- ✓ learned new information and skills;
- ✓ had a better understanding of environmental science following the program.

**More than half of students...:**

- ✓ agreed that the experience helped them better understand what they have learned in school;
- ✓ believe their actions affect the watershed;
- ✓ want to learn more about their watershed.

Beyond formal programs, our public outreach events engaged another 1,300 youth with games and activities on native fish, invasive species, responsible recreation, and native pollinators.

School program delivery and survey development were supported in part by the TD Friends of the Environment Foundation Grant, the Alberta Conservation Association Conservation, Community, and Education Grant, and the Alberta Branch of the Canadian Water Resources Association.

**Virtual Reality and Ambisonic Captures Map**

Our Virtual Watershed Stewardship Training program remains a ready to use, hands on experience that transports participants to the Oldman headwaters—allowing them to plant willows, put out campfires, and tackle invasive species in a safe, virtual setting. The experience continues to be delivered at community events, in classrooms, and even in the backcountry, and is available to be booked.

We also maintain OWCmap.ca, the ambisonic capture and 360 video platform that lets users explore key sites across the watershed in an interactive environment. The map's core library is live and accessible so educators, watershed enthusiasts, and residents can explore areas of the watershed at any time.

This year, the same 360 degree video and ambisonic technology moved from outreach into operations. We began piloting it

within our restoration monitoring protocol, capturing immersive scenes at project sites to create a detailed time series record of change. The goal is to develop a practical, multimedia standard that complements traditional measurements and helps future OWC staff—and the public—see and hear how restoration work improves land and water over time.

The core work of these projects was possible in part through the RBC Foundation's Tech for Nature program.

**Connecting People, Innovations and Solutions**

Improving agricultural literacy and public trust has been identified as a top priority by the agricultural community since the 2017 Voices of the Oldman: Agriculture Matters report, and we continue to listen closely to our community. Through the four year Connecting People, Solutions, and Innovations (CPSI) project, the Oldman Watershed Council is building stronger bridges between producers and consumers while celebrating innovation, stewardship, and shared success across the watershed.

Between November 2024 and February 2025, producer consultation sessions in Taber, Lethbridge, Pincher Creek, and Claresholm gathered more than sixty ranchers, dairy and potato growers, irrigators, brewers, and other agricultural professionals. In the discussions, participants described a range of interests, topics, concerns, and successes, including how precision agriculture, regenerative grazing, and high efficiency irrigation are reshaping their operations, and they spoke passionately about compassionate animal care, soil health, and water conservation—driven by deep family legacies and environmental responsibility. They also highlighted economic pressures and public misconceptions, underscoring the need for transparent storytelling, school engagement, and trusted partnerships that showcase real world farming successes.

To understand consumer perspectives, OWC designed a public survey exploring connection, sustainability, and innovation. Staff and volunteers collected 654 responses—540 at in person events across southwestern Alberta and 114 online. Respondents strongly agreed that water management is vital for sustainable farming, environmental projects are essential to Alberta's future, and new technologies can enhance productivity and stewardship. Many, however, were unsure how Alberta's practices compare with other regions or how eco-friendly methods function on local farms. Seniors reported the highest overall confidence, while younger respondents showed the greatest curiosity about innovation.





The CPSI project will use these findings to guide its next phases, creating a series of communications assets, including videos, hosting live events, and conducting in depth interviews with producers, subject matter experts, and industry leaders. By combining the insights from producers and urban audiences, CPSI will translate the data into clear, practical resources that raise agricultural and environmental literacy, build trust among watershed partners, and support the shared stewardship of land and water.

- This work is funded through the Sustainable Canadian Agricultural Partnership, a joint initiative of the Government of Canada and the Government of Alberta.

### Advancing Recreation Literacy on Public Land

This year's recreation-literacy project built on a decade of backcountry programming and applied proven social-science strategies to encourage sustainable use of designated trails and backcountry areas. The work, identified as the top priority in our Integrated Watershed Management Plan – Headwaters Action Plan, also advanced the Government of Alberta's Recreational Literacy Strategy for Public Lands.

Watershed Stewardship Assistants Maria and Rachel engaged more than 1,330 recreationists through face-to-face conversations at seven public events and targeted backcountry programs. By setting up interactive displays with games, information, and giveaways at popular staging areas, and by roving random-camping zones to meet people where they were, staff sparked respectful discussions that evoked personal values, deepened understanding of recreational impacts, and promoted responsible behaviour. OWC also supported partner events such as trail building with the Alberta Hiking Association, a cleanup with the Crowsnest Pass Quad Squad, the Alberta Native Trout Council Angling Fair, Syncline Outdoor Day, and Family Ice Fishing Day with Alberta Parks.

We revived our "For the Love of" campaign, inviting twenty groups and individuals to share on a whiteboard and social media what they cherish about the backcountry and how they plan to care for it. Their passions ranged from fishing, trees, camping, and wildlife to mountain views, paddle boarding, quadding, side-by-siding, exploring, and creating family memories. Pledges included using bridges, packing out garbage, practising Leave No Trace, preventing the spread of invasive plants, handling fish properly, never leaving food unattended, and teaching children to respect the land.

New this year was a winter-outreach effort aimed at hunters, snowmobilers, skiers, and snowshoers. We adapted our games and display materials for cold-weather activities, attended indoor and outdoor events, and took advantage of Alberta's sunny winters—supplemented by warm layers and fire pits courtesy of event hosts—to keep conversations comfortable and engaging.

Another innovative element involved documenting four popular recreation areas with 360-degree video and ambisonic audio. Captures of random-camping spots, motorized trails, a bridge crossing, and a non-motorized multi-use trail were taken during summer, fall, and winter, underscoring Albertans' year-round love for public lands.

Overall, recreationists welcomed the chance to talk, play, and share their affection for the backcountry. Families particularly enjoyed the interactive games and the "For the Love of" campaign. Most participants saw themselves as responsible recreationists and were receptive to ideas for reducing their impact and caring for the places they hold dear.

This project was funded by the Government of Alberta's Public Land Trails Grant.



TD Friends of the Environment Foundation



**Membership**  
increased by **12%**  
to **734** members  
from 12 sectors

**81** funders  
and donors

Partnerships  
up **12%**  
to **217**

**10** people trained in  
willow staking  
techniques

**14**  
new blogs

Over  
**27,500**  
views of 5 videos  
on Facebook

**\$503,200**  
of in-kind support from  
167 partners and volunteers

**4,934**  
people directly engaged,  
including **1,376** youth,  
through **57** events

**23,000**  
website visits with  
20,000 unique visitors

**11,721**  
people read blogs on  
our website (our Whirling  
Disease blog was read over  
3,105 times this year!)

**3** people trained in the CABIN  
stream monitoring protocol  
at 1 training event

Facebook  
**3,109**

**2,045** willows  
**1,890** shrubs  
**1,110** trees  
**3,056** other  
native plants

planted at **16** restoration events

**2,031**  
people subscribe  
to our newsletter

LinkedIn  
**1,988**

Instagram  
**1,292**

TikTok  
**697**

Social Media



27

28



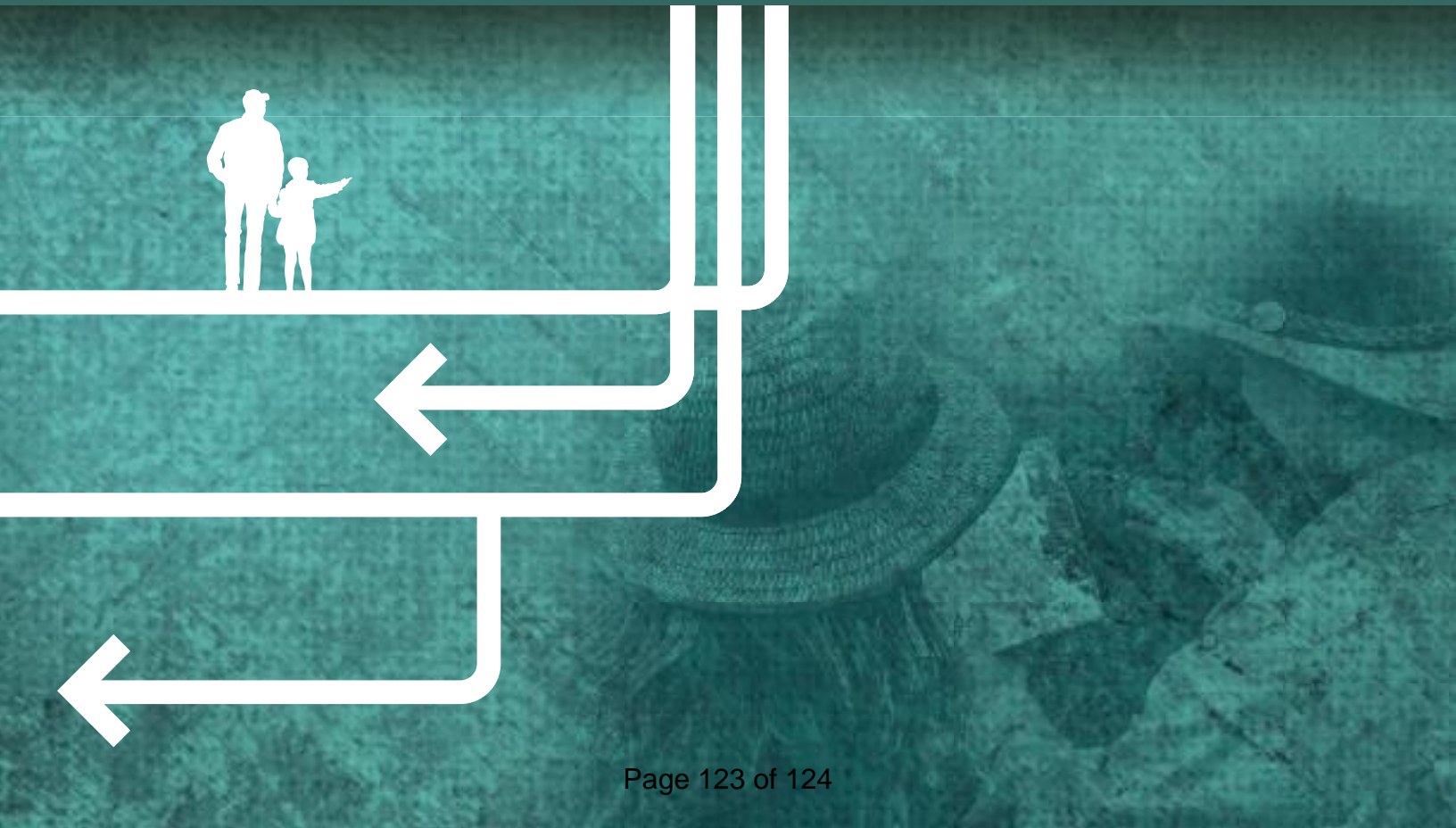
## PHOTO CREDITS

Photo #	Credit		
Front Cover 1	Jon Martin	15	Kallie Desruisseaux
Front Cover 2	Jon Martin	16	Rachel Morris
01	OWC	17	Sofie Forsstrom
02	OWC	18	Debra Still
03	Kallie Desruisseaux	19	Rachel Morris
04	Kallie Desruisseaux	20	Sofie Forsstrom
05	Sofie Forsstrom	21	Sofie Forsstrom
06	Sofie Forsstrom	22	Maria Albuquerque
07	Andy Hurlly	23	Maria Albuquerque
08	Jon Martin	24	OWC
09	Kallie Desruisseaux	25	Maria Albuquerque
10	Kallie Desruisseaux	26	Maria Albuquerque
11	Kallie Desruisseaux	27	Rachel Morris
12	Kallie Desruisseaux	28	OWC
13	Kallie Desruisseaux	Back Cover 1	OWC
14	OWC	Back Cover 2	OWC





**OLDMANWATERSHED.CA**





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Peace River*

AR120370

November 4, 2025

Her Worship Jennifer Ann Handley  
Mayor  
Town of Nanton  
PO Box 609  
Nanton, AB T0L 1R0

Dear Mayor Handley and Council:

My sincere congratulations on your election to municipal office for the Town of Nanton. I commend you for stepping forward to represent your community. I am sure you will uphold the trust placed in you by your electorate to serve your community with diligence and to the best of your ability.

Urban municipalities are at the forefront of innovation, economic development, and service delivery. As Alberta's villages, towns, and cities continue to grow and diversify, your leadership will be instrumental in advancing strategic priorities such as sustainable infrastructure, public safety, housing, and inclusive community development.

I look forward to working with you to support the Town of Nanton's success through funding programs, legislative guidance, and collaborative initiatives that strengthen local infrastructure, public services, and community resilience. Strong, safe, and sustainable municipalities contribute to the success and future of our province.

Thank you for your dedication to public service. I look forward to working together.

Sincerely,

Dan Williams, ECA  
Minister of Municipal Affairs