AGENDA
Meeting: February 11, 2019 6:00 p.m. – 10:00 p.m.
Council Chambers
502 – 2 Avenue Bassano

1. CALL TO ORDER

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES
   4.1 January 14, 2019 Regular Meeting

5. DELEGATIONS
   5.1 Honorable MP, Martin Shields, 6:00 p.m. – 6:15 p.m.

6. UNFINISHED BUSINESS
   6.1 Fire Services Bylaw #885/19 – Draft
   6.2

7. NEW BUSINESS
   7.1 Mayor Wickson, ASCHA Convention, April
   7.2 FCSS Board Membership Appointment
   7.3 Calgary Stampede Parade
   7.4 Community and Regional Economic Support (CARES) – Bassano Economic Development Enrichment Strategy

8. BOARD & COMMITTEE REPORTS
   8.1 Mayor R. Wickson
      • Nothing to report
   8.2 Deputy Mayor T. Rose
      • Newell 911 – January 10, 2019
   8.3 Councillor J. Slomp
      • Newell Regional Solid Waste Management Authority – January 24, 2019 – ACTION Required
   8.4 Councillor K. Jones
      • Shortgrass Library System – January 2019
   8.5 Councillor D. Barlow
      • No reports submitted
   8.6 Councillor L. MacWilliam
      • Newell Regional Tourism Association – January 17, 2019
      • Broadband Meeting – January 11, 2019
   8.7 Councillor J. Seely
      • Regional Governance – Open House Attendance – Open Discussion
      • No reports submitted
9. CAO REPORTS

9.1 CAO Operation Report
9.2 Cheque Listing for the period ending January 31, 2019
9.3 CPO report for the period ending January 31, 2019

10. CORRESPONDENCE

10.1 Newell Foundation – 2019 Requisition Overview
10.2 City of Brooks – ACP Letter of Support for Regional Governance Project – No Attachment
10.3 Oldman River Regional Services Commission – November 8, 2018 Executive Minutes
10.4 Regional Transportation Pilot Project – Press Release – January 24, 2019
10.5 Alberta Municipal Affairs – Alberta Community Partnership Notifications

11. IN CAMERA

11.1 FOIP(19) 25(1)(c) – Intermunicipal Collaboration Framework
11.2 FOIP(19) 25(1)(c) – Land Development

12. ADJOURNMENT
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12. ADJOURNMENT

PRESENT
MAYOR Ron Wickson
COUNCILLORS Doug Barlow
Kevin Jones
Lynn MacWilliam
Tom Rose
John Slomp
Jackie Seely
STAFF Amanda Davis – Interim Chief Administrative Officer

1. CALL TO ORDER
Mayor Wickson called the meeting to order at 6:56 p.m.

2. EXCUSED FROM MEETING
None

3. ADOPTION OF AGENDA
001/19 Moved by COUNCILLOR SEELY that the agenda is approved as presented. CARRIED

4. ADOPTION OF MINUTES
4.1 Adoption of minutes from the regular meeting of December 17, 2018.
002/19 Moved by COUNCILLOR JONES that council approves the minutes of the regular meeting held on December 17, 2018 as presented. CARRIED

5. DELEGATIONS
5.1 Tom MacPhail, Historian
MacPhail entered the meeting at 6:59 p.m. and presented a day-to-day diary of
the early years of Bassano. The diary was transcribed into a history book from reproduced newspaper clippings. MacPhail gifted the second copy of Volume 1 (1905-1911) to the Town of Bassano.

MacPhail departed at 7:12 p.m.

6. **UNFINISHED BUSINESS**

6.1 **Community Standards Bylaw #878/18**

An amended Community Standards Bylaw #878/18 was presented.

003/19 Moved by **COUNCILLOR BARLOW** that council gives second reading to bylaw #878/18 known as the Community Standards Bylaw as amended. CARRIED

004/19 Moved by **COUNCILLOR SLOMP** that council gives third reading to bylaw #878/18 known as the Community Standards Bylaw as amended. CARRIED

6.2 **Council Committee Appointment Review**

Council discussed their appointment and attendance at local and regional meetings in accordance with the responsibilities assigned at the October 22, 2018 organizational meeting.

005/19 Moved by **COUNCILLOR SEELY** that after thorough review of board and committee appointments that the Town of Bassano’s representation and per diems will remain unchanged moving forward as the benefit to the community from councillor’s appointment on the boards and committees is extremely beneficial and constitutes time well spent building and developing the town. CARRIED

006/19 MOVED by **COUNCILLOR MACWILLIAM** that having reviewed board and committee appointments and the status of Bassano moving forward, a reduction of councillors from seven to five will be initiated prior to the next municipal election. CARRIED

7. **NEW BUSINESS**

7.1 **Fire Services Bylaw #885/19**

Draft Fire Services Bylaw #885/19 was presented; discussion ensued.

Mayor Wickson recessed the meeting at 9:00 p.m.

Mayor Wickson reconvened the regular meeting at 9:10 p.m.

007/19 Moved by **COUNCILLOR SEELY** directing administration to process revisions on draft Fire Services Bylaw #885/19 as discussed and present back to council at the next regular meeting.
8. **BOARD & COMMITTEE REPORTS**

8.1 Mayor Wickson provided written committee reports addressing his attendance at:
- Regionalization Working Group on January 2, 2019,
- Intermunicipal Planning and Joint Shared Services on January 8, 2019, and
- Newell Foundation on January 8, 2019.

A draft regional governance press release was presented.

008/19 Moved by **COUNCILLOR SLOMP** that the Town of Bassano provides acceptance of the draft regional governance press release (Version 5) to the Regional Working Group as presented. **CARRIED**

8.2 Deputy Mayor Rose
- No reports submitted.

8.3 Councillor Slomp provided written committee reports addressing his attendance at:
- Newell Regional Solid Waste Management Authority on December 20, 2018, and

8.4 Councillor Jones provided a written committee report addressing his attendance at:
- Newell Regional Services Corporation on November 30, 2018.

8.5 Councillor Barlow
- No reports submitted.

8.6 Councillor MacWilliam provided written committee reports addressing her attendance at:
- Newell Regional Tourism Association on December 13, 2018, and

8.7 Councillor Seely
- No reports submitted.

009/19 Moved by **COUNCILLOR ROSE** to accept the Board and Committee reports as presented. **CARRIED**

9 **CAO REPORTS**

9.1 **Operations Report**

A written CAO report was provided for the period ending January 9, 2019.

**Utility Rates Bylaw # 884/18**

Pursuant to Motion 351/18 an education process is underway to explain the
proposed Utility Rates Bylaw #884/18. A town hall meeting is required.

010/19 Moved by COUNCILLOR SEELY that a town hall meeting is scheduled for April 2, 2019 from 6:00 p.m. to 8:00 p.m. for the purpose of discussing Utility Rates Bylaw #884/18 and Fire Services Bylaw #885/19. Tools and resources shall be available at the meeting relating to various water saving options. CARRIED

9.2 Financial Statement

None

9.3 Cheque Listing

The cheque listing for the period ending December 31, 2018 was presented.

9.4 Community Peace Officer

A written CPO report was provided for the period ending December 31, 2018.

011/19 Moved by COUNCILLOR SLOMP that the CAO report for the period ending January 14, 2019 is approved as presented. CARRIED

10 CORRESPONDENCE

10.1 A public concern was received from K. Riley on December 23, 2018 regarding the Town of Bassano Waste Service – Public Notice.

012/19 Moved by COUNCILLOR ROSE directing administration to prepare a written response to K. Riley that explains a) the ownership and operating policy of Newell Regional Services Corporation, b) that the town is in the preliminary stages of investigating new solutions for asset management, and c) that a town hall meeting is scheduled for April 2, 2019 at 6:00 p.m. with time allocated to address the water system. And finally, that council requests that all residents of Bassano attend the meeting for a collaborative discussion and information sharing process. CARRIED

013/19 Moved by COUNCILLOR ROSE to accept all correspondence items and to file the items as information. CARRIED

11 IN-CAMERA

014/19 Moved by COUNCILLOR SEELY to go in-camera at 10:15 p.m. to discuss legal matters in accordance with the Freedom of Information and Privacy Act (FOIP) Section 25 (1)(c) with all persons excluded except town council and interim CAO Davis. CARRIED
Moved by COUNCILLOR ROSE to revert to a regular meeting at 10:25 p.m.  
CARRIED

Moved by COUNCILLOR SEELY that council accepts the items discussed in-camera as information.  
CARRIED

12 ADJOURNMENT

MAYOR WICKSON adjourned the regular council meeting of January 14, 2019 at 10:29 p.m.

________________________________  ___________________________
Mayor                                       Chief Administrative Officer
DELEGATION
Meeting: February 11, 2019
Agenda Item: 5.1

SUBJECT: Honorable MP, Martin Shields

Delegation time: 6:00 p.m. – 6:15 p.m.

The delegate is attending the regular council meeting to run open dialogue with council.

Action required:
- Not applicable

Attachments:
- None
REQUEST FOR DECISION
Meeting: February 11, 2019
Agenda Item: 6.1

Fire Services Bylaw #885/19

BACKGROUND:

At the January 14, 2019 regular meeting, council reviewed, debated and discussed a draft Fire Services bylaw that was prepared in consultation with Bassano’s Fire Chief Cory Cochrane, the County of Newell’s Manager of Fire & Emergency Services, Keith Martin, and Tom Harnos, Office of the Fire Commissioner.

The proposed bylaw was deferred to administration for further review.

1. **The Fire Chief is putting together a summary of actual false alarm stats over the past 24 months to include an urban to rural ratio, institutional versus private dwelling, and how many false alarm call outs have occurred at the same location over the time period above.**

   - The stats will be an addition to this RFD pending the Fire Chief is able to compile the report prior to the meeting.

2. **Council discussed the Fire Ban provision and suggested that we follow the fire bans issued by the county. In consultation with the Fire Chief he advised:**

   - That the Fire Ban provision is his responsibility. As discussed previously, the conditions in town versus in the open prairie is very different. Chief Cochrane explained that the chances of putting on a fire ban in town is slim, whereas in the county, fire bans are initiated multiple times per year.

3. **Members of council were not in favor of limiting fires within the 15/km hour wind gusts clause. They felt that this was very unrealistic and would prevent people from enjoying fires all together in Bassano.**

   - Manager of Fire and Emergency Services, K. Martin provided advise on what he feel is a safe regarding wind gusts and has no further comments.

   - Chief Cochrane is open to suggestions and recognizes that 15 km/h may be restrictive.

<table>
<thead>
<tr>
<th>Town of Cochrane</th>
<th>No provision to address lighting fires when windy (B# 045-2000).</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Chestermere</td>
<td>No provision to address lighting fires when windy (B# 004-12).</td>
</tr>
<tr>
<td>City of Brooks</td>
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</tr>
</tbody>
</table>

T. Harnos, Fire Commission Officer previously a Fire Chief in Pincher Creek advised that they did not have a requirement for wind stipulations on residential fires unless there was a local fire ban. Pincher Creek experiences regular wind gusts of 25 km/h. Harnos advised that it can be difficult to enforce a wind gust clause because the weather can change so quickly.
4. Provide alternate options for Recreation Fire Pit as members of council believe that the parameters presented are too stringent and they do not like the idea of limiting people to a single fire pit/approved device.

- Chief Cochrane and Manager of Fire and Emergency Services, Martin provided advise on what they feel is a safe with the approved Recreational Fire Pit. There may be other design/options available and Chief Cochrane would be willing to look at alternates presented by council. Both parties are concerned with public safety and liability if fire pits are not defined in the bylaw.

The City of Chestermere’s Fire Pit regulation may adequately address council’s and the Fire Chief’s concerns (see below). Also note, the City does require a permit for a fire pit, but users must ensure they are taking proper precautions to keep themselves and others safe.

Chestermere Fire Pits

“(5) A Person may build, ignite, or allow a fire on a Premises in a Fire Pit as long as that Person ensures that the fire is contained in a Fire Pit that:

(a) Is constructed of non-combustible material,
(b) Has an open flame that does not exceed 1 meter at its widest point,
(c) Does not have walls which exceed 0.75 meters in height measured from the floor of the Fire Pit to the top of the wall of the Fire Pit excluding any chimney,
(d) Is set upon or built into the bare ground or a non-combustible material such as brick or stone,
(e) Is situated at least 4 meters from any house, garage or similar structure including wooden decks, porches and similar amenity space attached to a structure measured from the part of the Fire Pit which is closest to the structures or amenity space.
(f) Is situated at least 4 meters from any other combustible material measured from the part of the Fire Pit which is closes to the combustible material; and
(g) Is not located directly under any tree or overhanging branches.

(6) Notwithstanding subsection (5)(e), a Person may build, ignite or lite a fire in a Portable Fire Receptacle on the wooden deck as long as that Person ensures that:

(a) A non-combustible material such as brick or stone is placed between the Portable Fire Receptible and the wooden deck; and
(b) The Portable Fire Receptacle is situation at least 4 meters from any house, garage, similar structure or other combustible material, measured from the part of the receptacle which is closest to the structure or combustible material.

(7) Every person who builds, ignites or allows a fire in a Fire Pit must ensures that:

(a) A means of extinguishing the fire is kept on hand at all times while the fire is burning;
(b) The flames from the fire do not exceed 1 meter in height at any time;
(c) The fire is not left unsupervised at any time;
(d) The fire is extinguished completely, leaving only cold ashes, prior to leaving the fire; and
(e) A spark arrestor mesh screen of 0.7 centimetres (.25 inches) expanded metal (or equivalent) is covering the fire put.

(8) if in the opinion of a Peace Officer, or an Officer of the Fire Department, a fire poses a danger or does not comply with the requirements of this Bylaw, that Peace Officer or Officer of the Fire Department may extinguish the fire and take any other steps that Peace Officer or Officer of the Fire Department deems necessary to ensure that the fire and site of the fire no longer pose a danger or contravene the requirements of this bylaw.”

Chestermere’s user guidelines are shown in below:
5. Fire Bylaw and Fire Protection Agreement

Members of council requested clarification to ensure the proposed Fire Bylaw (FB) aligned with the Fire Protection Agreement (FPA).

1. FB states: "The Fire Chief shall be appointed by the council as recommended by the CAO, Member of Fire & Emergency Services and the Fire Committee."

   FPA states: "...and recommending to the Town and the County the appointment or termination/replacement of the Fire Chief."

   In alignment.

6. Civic Addressing

There is a clause within the Community Standards Bylaw that states all properties must display a civic address. The penalty for contravening the requirement is $100. The proposed Civic Address section of the Fire Bylaw is complementary. The fines in the Fire Bylaw will be revised to align with the Community Standards Bylaw.

7. Jurisdiction Map
A local jurisdiction map is added as an Appendix.

**WORK IN PROGRESS**

1. Confirm false alarm stats prior to applying a charge/fee – Chief Cochrane
2. Fire Protection Charges, Fireworks, and FPA – Legal counsel

There are three areas of the bylaw that are being reviewed/revised by legal counsel.

**Fire Protection Charges**

Town council advised that they are not in favor of charging a fee for service because they feel it is covered through taxation. However, the town will charge the homeowner to collect fees from the insurance company.

- Counsel will provide an appropriate clause for the bylaw that addresses this point.

**Fireworks**

Town council advised that they do not want to limit the sale of low hazard fireworks in Bassano but, also confirmed that they will not allow low hazard fireworks to be discharged in the corporate limits as recommended by the Fire Chiefs and other professionals.

Provisions regarding fireworks will be removed from the Alberta Fire Code in the coming months. In the past, municipalities could defer to the Alberta Fire Code for all regulations regarding fireworks, storage, sale etc. A change to the Code enables individual municipalities to set their own standards. A draft fact sheet was provided to administration from the Alberta Fire Commissioners Officer that was intended to guide revisions. The fact sheet was un-informative.

Legal counsel is preparing a summary on how to address the sale/issuance of permits for low hazard firework in Bassano.

**Fire Protection Agreement**

Counsel is verifying that all provisions regarding the appointment, reporting, and work structure defined in the FPA and Fire Bylaw align with legislation to ensure the protection of the volunteer fire fighters.

**OPTIONS:**

- #1 – Direct administration to amend the draft Fire bylaw as stated below.
- #2 – That council defer revision regarding various amendments until the work-in-progress items are defined.

**CAO COMMENTS**

A fully revised Fire Bylaw draft will be presented to council once the work-in-progress areas are complete by external agents.

In the meantime, council may act on:

1. Fire ban authorities,
2. 15km/h limits – keep or exclude,
3. Fire pit requirements.

*Schedule C below is a copy of the original Recreational Fire Pit Regulations presented to council on January 14, 2019 which may be used to compare/contrast the City of Chestermere’s regulations.

**PROPOSED RESOLUTION:**
That Council directs administration to update the draft Fire Services bylaw as follows:

1. Initiating the fire ban shall be the authority of the Fire Chief as previously recommended,
2. That Offences 14.1 (xvii) states “Light a Fire when the weather conditions are conducive to create a Running Fire (no burning when winds exceed 15 km per hour including wind gusts), and
3. Fire pit regulations are added as per the City of Chestermere’s requirements.

Attachments:
1. Fire Protection Agreement

Prepared By: Amanda Davis, Interim CAO
SCHEDULE “C”
TOWN OF BASSANO - FIRE SERVICES BYLAW #885/19
RECREATIONAL FIRE PIT REGULATIONS
Burning Device Construction Guidelines
Fire Protection Agreement

between

Town of Bassano
Box 401
Bassano, Alberta T0J 0B0
(herewith referred to as "The Town")

and

County of Newell
Box 130
Brooks, Alberta T1R 1B2
(herewith referred to as "The County")

WHEREAS THE Councils for the Town of Bassano and the County of Newell wish to enter into an agreement for the shared provision of Fire and Emergency Services within the boundaries of the Town of Bassano and the County of Newell Division 6 area (hereafter referred to as the Fire Area),

And WHEREAS it is of mutual benefit to share the cost of operating the Bassano & Rural Area Volunteer Fire Department (hereafter referred to as the Fire Department).

The parties to this agreement hereby agree as follows:

GOVERNANCE AND ACCOUNTABILITY:

1. Oversight for the operations of the Fire Department shall be provided by a Committee to be known as the Bassano & Rural Fire Area Committee (hereafter referred to as the Committee).

2. The Committee shall consist of two (2) Council members appointed by the County of Newell Council with one (1) being the Division 6 Councilor, two (2) Council members appointed by the Town of Bassano; the Volunteer Fire Department Fire Chief who shall act in an advisory capacity, and the individual that has been appointed by the County of Newell as the head over the County’s Fire and Emergency Services, who shall also act in an advisory capacity. Voting members will be the two appointed members from the County of Newell and the two appointed members of the Town of Bassano.

3. The Committee shall meet on an as needed basis, at the call of the Chair, with the Chair being elected by the voting members on the Committee during the first meeting after the annual organizational meeting for each Council.
4. The scope of authority and responsibility for the Committee includes; reviewing and recommending to the Councils for the Town and the County by Sept.30 each year, an annual operating and capital budget for the following year, and recommending to the Councils for the Town and the County the appointment or termination / replacement of the Fire Chief. In recommending this appointment, the Committee will strongly consider the collective input provided by members of the fire department.

5. The Committee in cooperation with the Fire Chief will evaluate, develop and establish the policies of the Fire Department, set directions for the operations, prepare an annual operations budget including all associated costs (such as insurance, utilities, maintenance, certifications, training, equipment purchases etc.)

6. The Fire Chief will be responsible for implementing policies and carrying out the directives established by the Committee and will be in charge of the day to day operations of the Fire Department, which will include conducting responses, maintaining, evaluating and recommending equipment replacement to the Committee. The Fire Chief will be accountable to the Committee, and will be supported in fulfilling the administrative aspects of their role by the Town CAO and the individual that has been appointed as the Head over the County’s Fire and Emergency Services.

COST SHARING:

7. All capital equipment Fire Apparatus (pumper trucks, water tenders, bush buggies, rescue trucks or towable trailers) that requires a Provincial License and Registration, shall be funded 100% by the County in accordance with an approved and predetermined schedule for the replacement of the said apparatus.

8. Annual operating expenditures and costs for the acquisition of all equipment not covered by article 7 above, incurred for the Fire Area will be financed by means of a 90/10 (County / Town) cost share.

STANDARDS AND REPLACEMENT OF EQUIPMENT AND WHEELED APPARATUS:

9. In an effort to ensure consistency in specifications and the ability for equipment to be seamlessly interconnected or jointly deployed during incidents, the parties agree that the combined Newell Region Fire Chiefs will be delegated the responsibility to establish minimum standards that will be applied to the replacement of all capital items including the master list of wheeled apparatus, related fittings, self-contained breathing apparatus, and other support equipment. The Town and the County agree that the Committee may recommend that the minimum standards be exceeded however, the final decision to exceed the minimum standards rests with the joint Council’s.
10. The parties agree that any apparatus not listed on the master schedule for each department cannot be acquired without first receiving the joint consent of the Councils who will consider fully the recommendations of the Newell Region Fire Chiefs and the Committee.

ADMINISTRATIVE MATTERS:

11. The Town will provide administrative services which will include such things as routine correspondence, communication of regulations imposed at the Federal, Provincial, or Municipal level, payment of accounts, administration of funds, and all financial accounting services including the preparation and submission of regular financial updates provided throughout the year that relate to the operation of the fire department, an audited year end statement, and so forth, at no charge.

12. The annual operating budget shall include sufficient funds to compensate volunteer fire fighters at the same rate and under the same circumstances that is applied for all community based volunteer fire fighters throughout the County. The said rate to be reviewed and adjusted periodically during the life of this agreement. In addition to a uniform hourly compensation rate for attendance at practices, attendance of training courses, department meetings and emergency incidents, Volunteer Fire Department Members will also receive life and accident insurance and workers compensation coverage.

13. The Committee shall determine the level of additional compensation (if any) that may be provided for the Fire Chief in recognition of the responsibility and additional time required for them to fully discharge their duties as Fire Chief.

14. The County shall forward to the Town the annual budgeted contribution that has been allocated to the County through the Committee’s approved budget, by four equal payments made on a quarterly basis with the due dates being Feb. 1, May 1, Aug. 1, and Nov. 1.

15. Surplus funds at the end of a fiscal year may be retained and allocated towards an operating reserve that can be drawn upon to offset unanticipated significant operating expenditures that may be incurred. The maximum amount that can be allocated to this operating reserve is 25% of the average annual operating budget for the department. Overage in excess of the 25% shall be applied directly towards the cost of operating expenses for the following year’s budget.

16. The Town is the sole owner of the Fire Hall and shall ensure that the Fire Hall structure and all equipment (except Fire Apparatus purchased by the County) that is utilized by the Department and housed in the Fire Hall is covered with property insurance. Further the Town shall also ensure that adequate liability insurance for the operations of the Fire Department is also provided. Insurance cost will be included in the annual budget.
17. The County shall be the registered owner of the capital equipment Fire Apparatus and is responsible to provide property and content insurance on that equipment.

18. Direct costs incurred by the County and the Town for insurance required herein (other than their own comprehensive general liability insurance), shall be an annual cost shared operating expense.

19. The operating and maintenance costs for the Fire Hall structure will be funded as a cost shared Fire Department operating expense in accordance with this agreement. Revenues (if any) received for rent of Fire Hall facilities or unspecified donations received from third parties shall be applied towards uses that have been approved by the Committee.

20. Capital expansions or upgrades of Fire Hall facilities that have been recommended by the Committee and approved through the formal budget approval process by the Councils for the Town and the County will be funded on a 50/50 basis.

SCOPE OF SERVICE AND FEES APPLIED:

21. All property owners within the Fire Protection Area shall be entitled to fire protection.

22. Working together with the head of the County’s Fire and Emergency Services function, the Newell Region Fire Chiefs will be requested to prepare and encourage Department members to participate in achieving standards for training and performance measures that reflect a qualified and committed community based volunteer service.

23. In an effort to ensure that each Fire Department in the County has access to an appropriate line of equipment and or backup resources required to adequately manage potential fire threats, the Newell Region Fire Chiefs working together with the County’s Head of Fire and Emergency Services, will prepare recommendations for the optimal combination and deployment of wheeled apparatus across all Fire Departments during the life cycle which industry has established for the equipment in question.

24. Working together with the Head of the County's Fire and Emergency Services function, the Newell Region Fire Chiefs will develop formal written protocols that will be applied and followed in the event of emergency incidents. Such protocols to address when automatic back up responses will occur, incident command during multi department responses, and other operational matters that pertain to or may impact the services provided.
25. The County will prepare and send invoices to the parties involved, for Fire Department responses provided on all roads within the Fire Department service area, (urban streets, rural roads and provincial highways). Fees charged will be based on Alberta Government rates for responses provided on Provincial Highways, as adjusted from time to time. Revenues received from invoices thus issued shall be retained by the County in a capital apparatus equipment replacement reserve account and drawn upon for the replacement of the apparatus listed on the formal apparatus replacement schedule. The County shall provide an annual accounting for revenues invoiced and collected.

26. Either Council reserves the right to invoice owners of real property within their boundaries for responses provided by the Fire Department to protect structures, physical improvement, land, etc. Revenues received from such responses shall be applied towards the Fire Departments operating costs.

27. Fire calls that are responded to outside the County of Newell boundaries shall be carried out in accordance with approved mutual aid agreements.

LIABILITY INSURANCE AND INDEMNIFICATION:

28. All parties agree to continuously maintain in full force and effect, comprehensive general liability insurance with limits no less than $2,000,000.00 for risk associated with the services provided under this agreement. Proof of insurance has to be provided in the form of an insurance certificate by January 31 of each year.

29. The County agrees to indemnify and hold harmless the Town, their agents, servants, officers, employees or elected officials with respect to any claim, action, suit, proceeding or demand including those relating to negligence, made or brought against the County, their agents, officers, employees or elected officials by any third party with respect to any occurrence, incident, accident or happening relating to the provision of Rural Fire Protection Services pursuant to this agreement, excepting any occurrence, incident, accident or happening involving negligence or intentional torts by the Town, their agents, officers, employees or elected officials.

30. The Town agrees to indemnify and hold harmless the County, their agents, servants, officers, employees or elected officials with respect to any claim, action, suit, proceeding or demand including those relating to negligence, made or brought against the (Town or Village), their agents, officers, employees or elected officials by any third party with respect to any occurrence, incident, accident or happening relating to the provision of Urban Fire Protection Services pursuant to this agreement, excepting any occurrence, incident, accident or happening involving negligence or intentional torts by the County, their agents, officers, employees or elected officials.
CANCELLATION OR RENEGOTIATION:

31. Notification by either party to cancel this agreement must be submitted to the other party a minimum of twelve months in advance of the cancellation date. In light of the interest that the parties have for consistency to be maintained in the agreements that the County has entered into with multiple urban communities, amendments to this agreement may be negotiated at any time after giving full consideration to the time and effort required to engage all parties in a review of the agreement.

ENACTMENT:

32. This agreement shall come into effect on

Signed and sealed by the County of Newell, and the Town of Bassano, this 11th day of April, 2016.

County of Newell

Seal

[Signature]
Reeve

[Signature]
Chief Administrative Officer

Town of Bassano

Seal

[Signature]
Mayor

[Signature]
Chief Administrative Officer

Fire Protection Agreement
Call to order at 6:15 pm

NEWELL 9-1-1 DISPATCH ASSOCIATION

P.O. Box 879
201 First Avenue West
Brooks, Alberta
T1R 1B7
Phone: (403) 362-3333
Fax: (403) 362-4787

Request for Decision (RFD) Form

Date Submitted: January 8, 2019

Meeting Date: January 10, 2019

Originated By: Keith Martin – Manager of Fire & Emergency Services County of Newell

Subject: AFRRCS Communication Equipment Request for Quotes

SUMMARY:
On November 1, 2018 Newell 911 committee members passed a motion to purchase AFRRCS communications equipment.
It was decided to wait until January 2019 for all communities to discuss this with their respective Councils regarding this matter.

DISCUSSION:
On November 1, 2018 the Newell 911 committee passed the following motion:
“That Newell 911 pays $1,000.00 per hand held radio to a maximum of 173 units and $500.00 per mobile/repeater to a maximum of 38 mobiles and 5 repeaters”
B. deJong recommended waiting until January 2019 to make a formal motion from the Board with respect to sending out bids. This ensured there was enough time for all Councils to discuss their 2019 budgets regarding these radios.

Within consideration of the above, I believe it is now time to have the Newell 911 Dispatch Association Board members provide authorization to prepare the “Request for Quotes” to be sent out.

The Request for Quote is to be prepared by Keith Martin, Kevin Swanson & CTM Tech Services. If the Board members so wish, the RFQ could be presented to the Board after completion, but prior to sending it out to suppliers.

COSTS & FUNDING SOURCES:
The only cost for staff is their time in the preparation process. There will be a cost from CTM Tech Services to aid in the technical aspects of the communications equipment for the RFQ.

OPTIONS:
1) Direct staff to prepare the RFQ and send it out to suppliers.
2) Direct staff to prepare the RFQ and bring it back to the Newell 911 Board for their review prior to sending it out to suppliers.
3) Direct staff not to take any action at this time.

RECOMMENDED ACTION:
Moved by __________ that the Newell 911 Dispatch Association approve and direct staff to prepare a RFQ and send it out to suppliers.

Respectfully Submitted by: Keith Martin

$194,000 is the magic number for to get 173 windows

GIC gained $3100 (interest) off of a $200,000 investment. The $3000 will be put back into reserves and the $200,000 will be reinvested into a 60 day GIC

THIS BOARD APPROVED A “REQUEST FOR QUOTE” WITH REGARDS TO THE PURCHASE OF 173 AFFRACS RADIOS.
1) In December, 16,837 tonnes of special waste were received with $370,005 in disposal fees.
2) In December, 1362 tonnes of municipal waste were received with disposal fees of $13,957.
3) With the application of more stringent regulations, disposal of hydrovac and sump waste has become a major concern, especially for municipalities. The nearest landfill approved to accept this waste is Drumheller. The City of Brooks is working on setting up a facility to deal with their own hydrovac waste. They would only handle waste from their own projects. We discussed the possibility of Newell Landfill accepting it and we will look into it.
4) We discussed Bassano’s concerns about the Bassano transfer station and Ray wrote up some transfer station policies. The policies would need to be applied to all the transfer stations if approved so we will discuss it in February after all the councils have a chance to review it. I have attached a copy of it for council to review.
5) The board also discussed the reasons why the Bassano transfer station is so much busier than the other stations. It was felt that possibly residents are taking garbage to the transfer station themselves rather than using the service provided by Duchess. It is more efficient to send garbage to the Landfill with the garbage truck. Board members also asked why all the Crawling Valley Campground garbage comes to the transfer station rather than going directly to the landfill. They feel that it would be more efficient if they would have different bins so that the garbage could be picked up with a compactor truck and taken to the landfill, saving one step. In December, 483 vehicles came to the transfer station in Bassano with garbage. There were 7 containers hauled out with an average of 3.47 tonnes per container, so about 24 tonnes. This sounds like a lot considering the Village of Duchess hauls the residential waste directly to the landfill.
6) The landfill is willing to have the transfer station open for an extra day or so to accommodate a cleanup day if Bassano is going to have one.
7) SAEWA is increasing the annual membership fees for its members. The fee is paid by the landfill authority but the board would like input from the member municipalities on whether to continue to be a member. The membership fee is .53 per capita so about $13,000. Most of the board members feel that it would be beneficial to continue to be members because there has been progress, albeit slower than we would like to see. I feel that converting waste to energy is the way of the future. Burnaby BC has been doing it for years. There is one member that currently feels that we should drop out and under the boards policy, every ember has veto power. I have attached a copy of the SAEWA members briefing summary update.
2019 TRANSFER STATION POLICIES:

The goal is to provide specifics to enable contract operators to treat all clients equitably and reasonably while maintaining capacity and efficiency.

- Concrete, asphalt & non-burnable (treated, trees & stumps) wood are directed to the landfill

- What is the baseline maximum load? By volume is more practical than by transport capacity, 1 ton pickup load was used as guideline, would be 4'X4'X8', single axle trailer 5'X4'X10'?

- For safety reasons at working face non-burnable lumber (>2X4)/timbers) accepted into a container should be no longer than 6' long and larger loads of lumber/timbers and C&D may be directed to landfill.

- Should we differentiate between commercial/industrial & residential loads (eg. Bassano Dam diversion project sent many loads with Rock Hard bins)? Rock Hard brings in multiple bin loads but most are from individual residents.

- If a transfer station is receiving a large number of smaller loads from a single generator should they be directed to landfill (eg. Bassano feed mill screenings have been accepted if spread through the bins, have not had an adverse affect? Residential shingles have been treated similarly).

- Bulky items such as shelving and small shelters must be broken down.

- Where there is municipal collection with capacity subsidized by the Authority residents will be encouraged to use that service for compatible wastes.

- Operator has authority to divert recyclables.

- Operator must treat all clients equitably, must have some authority to make judgement calls.
In follow-up to the Annual General Meeting, SAEWA is aware how important it is to keep building on the current progress level since completion of the Transportation and Site Study and the Environmental Life Cycle Analysis. We wish to share important updates to the project advancements, budget, and timelines moving forward and would request that you update your desired contact information.

SAEWA and its members have invested much time and close to $3.5 million in producing a series of step wise engineering reports developed by HDR Inc., University of Alberta, Oil and Gas Sustainability and the Pembina Institute. The following Reports can be made available upon request:

- Project Development Plan
- Regulatory Requirements Plan
- Siting Process Plan
- Communications Plan
- Procurement Process Plan
- Initial Business Plan
- Detailed Business Plan
- Waste Stream Characterization
- Member Waste Stream Current Costs
- Governance Model: Brownlee LLP/Municipal Affairs
• Siting Analysis: U of A
• Environmental Life Cycle Analysis: HDR with 3rd Party Review by O&G Sustainability and Pembina Institute

If you attended the recent AGM you probably heard the buzz around the next scope of work: The Siting Process Plan implementation. As with all project developments made to date there is a delicate balance between momentum, project implementation, budget, and scheduling. The challenge to keeping things moving forward has always been sourcing grant opportunities that fit SAEWA project priorities and where SAEWA fits the grant key performance indicators without fund matching requirements. Our municipal members can appreciate the challenges that poses especially in keeping the progress timelines moving forward without impact of considerable delays caused by sourcing and applying to public grant streams.

The next turn in the SAEWA project development is exciting, perhaps the most promising to date. It will determine the investment model, and economic outreach for the project moving forward. The SAEWA Board is committed to developing a Regional Utility Model, however we have been approached by several private sector investors/technology vendors offering a variety of funding models should SAEWA fail to receive provincial support.

The Siting Process workplan was originally created by HDR Engineering in 2013 and SAEWA has applied to the Alberta Community Partnership Grant Fund to initiate the Siting Workplan Phase 1. This will evaluate the six potential sites that members have offered up as well as provide an opportunity for new sites to be considered. This engineering work will include Desktop & Field Evaluations of the Long-list Sites down to creating the Short-List to select a Preferred Site for investment attraction and procurement of the EFW Facility.

After much evaluation by the Board they have determined that it is in the best interest of SAEWA and the membership to approve a per capita increase from existing 0.40 to 0.53 to maintain sustainability with little or no impact to the project progress. SAEWA continues to operate as lean and effectively as possible and as a non-profit is constantly challenged with sourcing grant funding to drive project progress in the development of an EFW Facility and reduce our members carbon footprint by 7,000,000 tonnes of GHG equivalents over the current practice of landfilling.
It has been a long road however we have to thank the commitment of our Director’s and the immense support of our membership as these are really the two strongest factors in our project success.

Should you wish to have someone from our Executive team meet with your Council or Waste Commission, we would be happy to do so.

Thank you on behalf of SAEWA.
Council meeting report Kevin Jones

Report of the Shortgrass Library System Board meeting held January 2019

Called to order at 1:04

Financial statements were approved as presented.

The following policies were reviewed;

Policy E.03: SLS Plan of Expansion. Policy Deleted. CARRIED

Policy G.07: Acquisitions: Mem Library and Additional Resources. Approved Carried

Policy H.01: Vehicle Promotional Use – approved as presented Carried

Policy H.02: Vehicle Use and Replacement – approved as presented. Carried

Policy H.03: Building/Vehicles: Non Smoking as presented with recommended amendments referencing both the Provincial Act and City Bylaws in the policy. Carried

Jasper Conference April 25-28, 2019 attendance confirmation discussion. Trustees are asked to let Petra know if they are interested in attending by the end of January 2019.

SLS Board approved the Bow Island Library as the meeting location for the September 18, 2019 Board Meeting.

SLS Board approve the Annual Report for Public Library Services Branch as presented. Carried.

SLS Board receive the following items for information. Carried.

- Board report – Dwight Kilpatrick
- CEO report – Petra Mauerhoff
- Manager, Systems & Technical Services report – Chris Field
- Client Services Librarian report – Samantha West
- ALTA Representative Update
- Solar panel energy production information reports
- Budget Approval Letter
- Shortgrass Library Board Appointment Letter
- Suffield Thank You Letter
- November 2018 Library Manager Meeting Minutes

Meeting adjourned at 2:03p.m. CARRIED
Next Board Meeting – February 20, 2019 12:30 p.m. luncheon Shortgrass Library System HQ, Skype Locations as requested.
Councillor MacWilliam Committee Reports

Newell Regional Tourism Assoc. - January 17, 2019

Destination Marketing Fees - There is a campaign on to get more hotels/motels to collect this fee. Canadian Badlands will collect this fee and keep it in trust. There are three hotels in Brooks: Canalta, Ramada, and Heritage Inn, who collect these fees. Strathmore has hired an EcDev Office who is working to get DMF for the area.

The next deadline for applications for the Event Development Fund is February 28.

Medieval Fair will be held at the Silver Sage in 2019. They are looking for volunteers.

Sports Tourism Package: Working to bring an adult Quidditch Tournament to Brooks. The package would be to include a $200 gift certificate for either hotel or meals.

Community Foundation of SE Alberta - Monies available for municipalities, schools and charities. An office has been set up in Brooks and staff has been hired.

National Jr. A Championships will be held in Brooks May 11-19. Brooks Bandits are working to collaborate with other businesses to make this event a success.

First Impressions Community Exchange: Whitecourt and Brooks. People from Brooks went to Whitecourt as undercover tourists to see how well the community treated tourists. Whitecourt was in Brooks and will be providing a report on what they experienced. From discussions, Brooks did well.

Broadband Meeting - January 11, 2019

A $30,000 CARES grants was received. A contract will be given to Craig Dobson to work within budget to develop a business case for dark fibre within the communities. Zayo has indicated that they will only make communities to pay for a portion of the fibre. They want to encourage more communities to participate. The province has a broadband strategy and there are zero interest loans over 20 years.

Lethbridge and Medicine Hat are removed from the program. Bassano’s portion of the capital cost will be approximately $140,385. This will increase with Lethbridge and the Hat out of the program. Below is what Zayo would like.

Mark Bowman and Garth Wambolt from Zayo Group attended the meeting.

They provided a brief presentation and answered a lot of questions.

- lease for the fibre will be over 20 years.
- will provide a ring around the community and then provide to the home. Another option is to provide to the door of the community and then community can do their own thing.
- they talked about 0% down as long as there is an upfront commitment and then have monthly payments. Limited risk.
- Zayo would like a commitment from communities at the next meeting, March 15, 2019, to have the project completed by November 2019.
Amanda Davis, Interim Chief Administrative Officer

Report Period: January 9, 2019 – February 1, 2019

Administration

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<tr>
<th>INTERNAL</th>
<th>Intended timeline</th>
<th>To date</th>
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<tbody>
<tr>
<td>1. Municipal grant reporting</td>
<td>September 14, 2018</td>
<td>In progress – on hold until audit is complete – two years of grant reporting discrepancies.</td>
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<td>2. Plan 2660AM; Block 24; Lot 11 – subdivision/sale</td>
<td>September 14, 2018</td>
<td>Finalized new plan and ROW with ATCO. Documents are being registered to complete the title transfer.</td>
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<td>4. Historical grant close-out</td>
<td>September 14, 2018</td>
<td>Direction of council – see below.</td>
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<td>5. 5-year capital plan</td>
<td>Ph. 2 - December 31, 2018</td>
<td>In progress - on hold until audit is complete – see below.</td>
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<tr>
<td>6. Capital replacement plan for public works equipment</td>
<td>Ph. 2 - December 31, 2018</td>
<td>In progress on hold until audit is complete – see below.</td>
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<td>7. Operational plans for staff</td>
<td>Ph. 2 - December 31, 2018</td>
<td>Complete.</td>
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<td>8. Tax recovery file – unresolved TR#42014 (*correction – roll number was recorded incorrectly in previous report and on contract work plan).</td>
<td>Ph. 2 - December 31, 2018</td>
<td>Not started.</td>
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<td><strong>10. Place old equipment for tender.</strong></td>
<td>Ph. 2 - December 31, 2018</td>
<td>One piece of equipment sold. Remainder has been re-tendered.</td>
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<td><strong>13. EID project</strong></td>
<td>Ph. 2 - ongoing</td>
<td>No update since last meeting. No correspondence from the EID since letter issued on November 27, 2018.</td>
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<td><strong>15. General operations (budget review, budget prep, grant reporting).</strong></td>
<td>Ph. 3 – October 1 – December 31, 2019</td>
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<td><strong>17. Beautify Bassano – implementation</strong></td>
<td>Ph. 3 – ongoing</td>
<td>Planning for Spring clean-up. See below. Workplans arranged with staff.</td>
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<td><strong>18. Regional Recreation Funding</strong></td>
<td>Ph. 3 – February 1, 2019 – January 31, 2020</td>
<td>Various funding scenarios drafted and</td>
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<td>Work plans – oversee implementation</td>
<td>Ph. 3 – February 1, 2019 – January 31, 2020 - ongoing</td>
<td>Inventory of all public works equipment, tools, fittings, etc. complete. Water meter replacement program in process (supply and purchase). Flower contract negotiations. Cemetery conversion – paper to digital and GIS.</td>
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<tr>
<td>22. Bassano Spur Line</td>
<td>Ph. 3 – February 1, 2019 – ongoing.</td>
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<td>23. Legal matter (1)</td>
<td>Ph. 3 - ongoing</td>
<td>In progress.</td>
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<tr>
<td>24. Legal matter (2)</td>
<td>Ph. 3 – ongoing</td>
<td>In progress.</td>
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</tbody>
</table>

### CARRY FORWARD ITEMS
- Address incomplete filing system. New CAO In progress
- Safety Plan New CAO – first 6 months
- ICF implementation New CAO In progress.
- Regional Governance Project New CAO and council

**General Administration**
- Administration and KPMG are still working through the grant reconciliation process. Grant reporting and year-end adjustments were incorrectly reported for +/- two years. There are discrepancies in all the reports and the same projects have different names and were reported in duplication; plus, municipal source funds were not allocated. We expect to have the reconciliation process complete by the middle of February. However, grant transfers may be postponed due to a) we must withdraw and resubmit SFE’s for multiple grants, b) we must submit new grant applications, and c) provincial election and budgeting may cause delays.

Once properly reconciled, administration can complete the 5-year capital plan and equipment replacement plan.

- Administration completed the reconciliation of all investments. The investments had not been reconciled for two years.

- As per the operations budget, 60 water meters were purchased through Metercor and will be installed in town upon delivery. Delivery is 8-12 weeks.
The town is finalizing a flower planting and purchase plan with Bassano Plants and Things for 2019. Flowers will be planted by the contractor and maintained by the public works department.

Administration completed a detailed bylaw index.

Administration is working on updating the content of the municipal website. The website is not user friendly and the process for uploading files is very time consuming. A new website platform would improve this process and increase operational efficiencies. For example, it can take three days to upload a bylaw to the website.

**Historical Grant Close-out**

In 2015, the town was approved for a $8,470 research grant through the Alberta Historical Resource Foundation to complete "The Evolution of Bassano Business (1883 to Present)". The project was completed, and compliance reports were submitted in mid-2018. However, one aspect of the project is outstanding and that is the placement of the 40 foot +/- banner that was made to display Bassano’s business history.

ACTION Required: council must provide direction regarding the installation/placement of the historical business banner. 1/3 of the banner will be displayed in the chambers for the meeting.

** Beautify Bassano Initiative**

As stated under Services and Resources, the town will facilitate an annual Spring clean-up. In preparation for the clean-up, administration is:

1. Working with Newell Regional Solid Waste Management Authority (NRSWMA) to extend the hours at the transfer site to accommodate a two-weekend community Spring clean-up at the end of May.

2. Formed a partnership with Donate a Car to work with the community to remove old cars with the proceeds donated to one of 700 charities. Stipulations for the vehicle is that it must have four tires and that it is not a parts vehicle. There is no cost to the town or the owner for this the service. The registered owner must complete and submit a form and the vehicle will be picked up.

Once dates are confirmed with NRSWMA, a community engagement process will commence. A small steering committee will be formed to plan and implement the Spring clean-up.

**By-law Enforcement**

*Plan 2660AM, Block 16A, Lots 8-9*

On January 16, 2019 a clean-up order was issued pursuant to the MPC’s direction. The owner stated she will comply with the Order and has begun the clean-up. The property is being closely monitored by the Community Peace Officer to ensure the clean-up is achieved within the stated timeline of 90 days.

** Beautify Bassano Clean-up Orders/Communications Initiated (Year 1)**

1. 501-11th Street,
2. 301 – 1st Avenue, and
3. 306 – 1st Avenue.

**Public Works**

**Water System**
Newell Regional Services Corporation (NRSC) is compiling all documents and completing all reporting requirements to Alberta Environment and Parks in accordance with the town’s water license. Similar to other projects, there are gaps in the files which has extended the anticipated timeline of the project. We anticipate all reports will be complete and filed by February 28, 2019.

On January 30, 2019, NRSC’s board met and discussed the town’s invitation of an asset transfer. The NRSC board rejected Bassano’s invitation because of timing and regionalization discussions.

The operating agreement between the town and NRSC is being finalized with legal counsel. We anticipate completion by February 28, 2019.

Capital Projects

Lagoon Upgrades

Thirteen pre-qualification bids were received for the lagoon project. MPE Engineering and administration are grading/ranking each applicant (January 31 – February 11, 2019). Once complete, a summary of the applications will be provided to Alberta Transportation to hopefully expedite grant funding decisions.

As reported in December 2018 and January 2019, the lagoon project cannot be tendered until notice has been received from the Investing in Canada Infrastructure Plan (ICIP) program office that the town’s Expression of Interest (EOI) is being considered. If the project is tendered and/or if any construction occurs, the ICIP application becomes NIL/VOID. The town has not received an update from Alberta Transportation regarding the EOI/ICIP program.

An Offer to Purchase and Effluent Land Agreement was finalized and presented to the landowner on January 28, 2019.

General summary:

1. Two preliminary estimates were received from Fortis to bring power to the site to operate the pivot system. New easements are being negotiated with landowners for access.

2. MPE advised that the town may have to submit a second application to Alberta Environment and Park (AEP) for operational approval because of the 2.5 meter +/- embankment. The project may be grouped under the Dam Safety Directive (updated legislation that was adopted on December 31, 2018). MPE will provide an update to the town once notice is received from AEP.

3. The final design package is 90 percent complete. Revisions may be required as a result of the Dam Safety Directive. MPE is consulting with AEP regarding this matter. The final design package is expected within the next two weeks. At that time, the project will be ready to go to tender however, the Town must await direction from Alberta Transportation unless council determines funding the project through municipal resources to be more favorable.

Development

Plan 3872T, Block 7, Lot 19

At the September 10, 2018 regular council meeting administration was directed to obtain a second value on the above property. The value obtained was $13,000 and the property was offered to the Bassano Historical Society with a list of conditions that included the development of a multi-year business plan.

Since that time, the Bassano Historical Society obtained condition reports to determine if it was feasible to take ownership and convert the building into a museum. On January 16, 2019 Interim CAO Davis met with F. Friessen to review the outcome of the reports. He advised that after much discussion, the
members have agreed that the scope of the project is far beyond their capacity to undertake the work. It is with great regret that they find themselves unable to move forward to purchase the property.

To move this file, there are various options available to the municipality to include:

1. Renegotiate with the Bassano Historical Society and form a partnership – apply for grants to assist with the remediation and conversion (define who is responsible for this task),
2. Seek an investor(s) to renovate the building (define who is responsible for this task),
3. Revise the listing and continue to market the building for sale (either remain on site or relocate the building), or
4. Allocate funds to remediate and demolish the building.

Administration contacted Alberta Historical Resources, Ministry of Culture on January 29, 2019 to determine whether the building was designated as a historical site. It was confirmed, after a land titles search that nothing is currently registered against the title. A second contact was made through the department and the status of the file was discussed with F. Shaw, Alberta Historical Resources, Ministry of Culture on the same day. Shaw has four specific roles and is dedicated to historical projects in Southern Alberta:

1. Field work and building assessments,
2. Grants officer (conservation program),
3. Provides technical advice on woodwork and building structures, and
4. Completes paperwork and guidance to convert and designate buildings of historical significance.

Buildings/sites can be municipally designated or provincially designated as a historical site. If significant changes were done to a building, it would be very difficult to receive provincial designation as a historic site (e.g. if the building was gutted). A municipality can easily designate a building/site by adopting a Bylaw. This would enable the town to apply for funds through the Historic Resource Conservation grant program for up to $50,000. The program is oversubscribed. Recipients typically receive less than 20% of their requested value or $0.25 on the $1.00. There is a second funding stream that supports assessment studies for up to $25,000 however, it is also over-subscribed as explained above.

If the town chose to re-negotiate or form a partnership, a historical designation of the site does not necessarily generate new funding streams for the municipality. If town council were interested in applying for a provincial designation, Shaw advised that the process is time consuming and lengthy. It would be important to define the town’s objective prior to requesting historical designation.

If the building were relocated, provincially, its integrity would lose significance simply because it is no longer in its original resting place. Historical Villages such as those in Brooks, Hanna, Scandia, and Picture Butte may look to acquire/remediate the building.

Administration is to follow up with Shaw to advise of council’s discussion. He can come to site and provide an additional assessment if the town is interested.

The public works department has increased the security of the building, is painting and installing window boards and repaired the eavestroughs to improve the aesthetics and to prevent birds from accessing the premise.

Plan 151 1466, Block 1, Lot 2

Pursuant to motion no.’s 362/18 and 363/18 administration and the town’s counsel revised the Sales Agreement provided to 2108760 Alberta Ltd. whereby confirming that timelines would remain as per the original plan. Timelines continue to be a concern for the developer.
To prevent any further delay, and in the interest of both parties, a separate Agreement was enacted in good faith in order to supplement and expedite the negotiation of a Sales Agreement that focused on development permit applications and timelines.

The developer has agreed to submit a complete development permit application to the municipality by February 15, 2019 at which point it will be reviewed by the Development Authority and presented to the Municipal Planning Commission in accordance with the Land Use Bylaw. Pending a development permit is granted, the developer’s level of risk is mitigated as the permit is discretionary, and additional time would have been allotted to secure provincial and federal licenses. Further, the municipality’s level of assurance that the development will proceed increases. In closing, the owner and developer will endeavor to re-visit and settle the terms of the Sales Agreement within 10 (ten) business days of a development permit approval.

Municipal Development Plan (MDP)

Planner MacDougall provided a timeline for the preparation of an MDP (see below). MacDougall will lead and prepare the MDP in consultation with administration. The Municipal Planning Commission will be thoroughly engaged throughout the process followed by open house presentations. The open house presentations will occur after council gives first reading to the statutory plan.

Timeline for the Town of Bassano Municipal Development Plan – 2019/2020

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<tr>
<th>TASK</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
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<tbody>
<tr>
<td>1. Council requests the preparation of the plan</td>
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<td>2. Present project scope &amp; timeline</td>
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<td>3. Collect documents/information to be reviewed for inclusion in the plan</td>
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<td>4. Start-up meeting</td>
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<td>5. Background report summary/meet with stakeholders</td>
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<td>6. Present background report, stakeholder summary</td>
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<td>7. Prepare draft MDP</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9. Public open houses/amend draft</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10. Further review &amp; amendment</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. 1st reading and circulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Public hearing, 2nd and 3rd reading and adoption</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Newell Foundation – Flight Path

The Bassano Health Centre heliport is managed by Alberta Health Services. In preparation for the development of a new care facility and hospital, a consultant was hired to confirm the accuracy of the heliport flight path. The flight path will be modified slightly. To accommodate the new flight path, the town will remove a small group of trees east of the helipad, move the snow stock pile further east along 5A Avenue, and install markers on the top of three power poles.
In addition, land use planning and future development was discussed in relation to the flight path. On the east side of the heliport within the 15% divergence area, Alberta Health Services advised that if development occurs within that area, it may hinder the use of the heliport. The town must consult with Alberta Health Services in the future prior to any development. The location would be suitable for a green space. This will be considered as we prepare the Municipal Development Plan.

Plan 2660AM, Block 16A, Lots 8-9

On January 18, 2019 the property owner and Interim CAO Davis met to debrief the January 14, 2019 MPC meeting, to discuss the clean-up order and next steps moving forward. During the meeting it was agreed that the current location may not be suitable for the greenhouse from a long-term operations/growth perspective, as well as a development standards perspective. The owner advised that she is investigating alternate options. It was agreed that until the owner has a clear plan of action, no administrative work would commence regarding potential Land Use Bylaw revisions/recommendations to the MPC. The parties will meet again on March 15, 2019 at which point, the owner will provide administration with a copy of her long-term business plan.

This course of action is the best approach as it is collaborative and within an appropriate timeframe. The owner needs time to plan, her risk is mitigated as she was granted permission to continue with her operations until September 25, 2019 and the property is being cleaned up.

Attachments:
   1. Action Items List – no action required
### August 20, 2018 Regular Council Meeting

<table>
<thead>
<tr>
<th>Directed to</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, A./Raymond, L.</td>
<td>Contact golf course re: water issue at canal. Follow up with council as required.</td>
<td></td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Follow up with MPE after receipt of report for Seely re: 4 Avenue Cl. (written report, liability, etc.) - report to council</td>
<td></td>
</tr>
</tbody>
</table>

### October 22, 2018 Organizational/Regular/Public Hearing Meeting

<table>
<thead>
<tr>
<th>Directed to</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, A.</td>
<td>Budget planning - transfer site maintenance with public works - discussion.</td>
<td>Complete</td>
</tr>
</tbody>
</table>

### Nov. 26, 2018 Regular Meeting

<table>
<thead>
<tr>
<th>Directed to</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, A.</td>
<td>Prepare for Strategic Planning meeting in Feb. 20, 2019</td>
<td></td>
</tr>
</tbody>
</table>

### Dec. 10, 2018 Special Meeting

<table>
<thead>
<tr>
<th>Directed to</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, A.</td>
<td>Research Gibeau negotiations re: annexation.</td>
<td></td>
</tr>
</tbody>
</table>

### Dec. 17, 2018 Special Meeting

<table>
<thead>
<tr>
<th>Directed to</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petkau, C.</td>
<td>Process new utility rates to include $0.10 per cubic meter increase.</td>
<td>In progress.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Adjust operations budget to account for 6-month shift in user pay utility model (41).</td>
<td>In progress.</td>
</tr>
<tr>
<td>Petkau, C.</td>
<td>Research Grasslands connection - north ball diamond water tie-in, transfer of track to school division, letter to division re: the discussion was deferred until 2019.</td>
<td>In progress.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Continue with capital plan development.</td>
<td>In progress.</td>
</tr>
<tr>
<td>Petkau, C.</td>
<td>Confirm addressing plan for recreation facilities and next steps.</td>
<td>In progress.</td>
</tr>
<tr>
<td>Directed to</td>
<td>Action</td>
<td>Completed</td>
</tr>
<tr>
<td>-------------</td>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>Seidel, J.</td>
<td>Post Bylaw #878/18 online, in bylaw index, copies for front counter.</td>
<td>Complete on Jan. 16, 2019</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Copy of executed bylaw #878/18 to CPO.</td>
<td>Complete on Jan. 15, 2019.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Prepare councillor reduction bylaw.</td>
<td></td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Send copy of Fire Committee Agreement to council.</td>
<td>Will be included in Feb. 11, 2019 agenda package.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Prepare for a town hall meeting on April 2, 2019 (Fire Bylaw and Utility Bylaw)</td>
<td></td>
</tr>
<tr>
<td>Seidel, J.</td>
<td>Investigate tools for water saving option to purchase and present at the town hall meeting (e.g. water dish for lawn watering re: J. Seely).</td>
<td>In progress.</td>
</tr>
<tr>
<td>Seidel, J.</td>
<td>Resolution index.</td>
<td>Complete</td>
</tr>
<tr>
<td>Seidel, J.</td>
<td>Approved and unapproved minute transfer on website.</td>
<td>Complete</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Newsletter highlights.</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Action Item</td>
<td>Status</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Contact information to K. Jones re: local board appointments.</td>
<td>Information provided to T. Rose and emailed to K. Jones on Jan. 15, 2019</td>
</tr>
<tr>
<td>Cheque #</td>
<td>Date</td>
<td>Vendor Name</td>
</tr>
<tr>
<td>---------</td>
<td>------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>20190031</td>
<td>2019-01-10</td>
<td>1034355 ALBERTA LTD</td>
</tr>
<tr>
<td>20190032</td>
<td>2019-01-10</td>
<td>AMSC INSURANCE SERVICES LTD.</td>
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<tr>
<td>20190033</td>
<td>2019-01-10</td>
<td>AZTEK SECURITY COMPANY</td>
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<td>20190034</td>
<td>2019-01-10</td>
<td>BENCHMARK ASSESSMENT</td>
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<td>20190035</td>
<td>2019-01-10</td>
<td>SOCAN</td>
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<tr>
<td>20190036</td>
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<td>TAxervice</td>
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<tr>
<td>20190037</td>
<td>2019-01-28</td>
<td>2052900 ALBERTA LTD.</td>
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<td>20190038</td>
<td>2019-01-28</td>
<td>ALBERTA URBAN MUNICIPALITIES</td>
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<tr>
<td>20190039</td>
<td>2019-01-28</td>
<td>ALLIED DISTRIBUTORS (BROOKS) LTD.</td>
</tr>
<tr>
<td>20190040</td>
<td>2019-01-28</td>
<td>AMSC INSURANCE SERVICES LTD.</td>
</tr>
<tr>
<td>20190041</td>
<td>2019-01-28</td>
<td>AVIATION VISUAL AIDS</td>
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<td>20190042</td>
<td>2019-01-28</td>
<td>BASSANO BUILDING CENTRE LTD.</td>
</tr>
<tr>
<td>20190043</td>
<td>2019-01-28</td>
<td>BASSANO PUBLISHERS</td>
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<td>20190044</td>
<td>2019-01-28</td>
<td>BASSANO SCHOOL</td>
</tr>
<tr>
<td>20190045</td>
<td>2019-01-28</td>
<td>BROOKS &amp; DISTRICT CHAMBER OF COMMERCE</td>
</tr>
<tr>
<td>20190046</td>
<td>2019-01-28</td>
<td>BROOKS BULLETIN</td>
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<tr>
<td>20190047</td>
<td>2019-01-28</td>
<td>BRUCE, ANITA</td>
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<td>20190048</td>
<td>2019-01-28</td>
<td>CANADIAN LINEN</td>
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<td>2019-01-28</td>
<td>DESJARDINS CARD SERVICES-STAPLES</td>
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<td>20190050</td>
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<td>EEOL ELECTRIC CORP.</td>
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<td>20190051</td>
<td>2019-01-28</td>
<td>ERICKSON, RICHARD</td>
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<td>20190052</td>
<td>2019-01-28</td>
<td>FRANKLIN'S TIRES BASSANO LTD</td>
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<td>20190053</td>
<td>2019-01-28</td>
<td>HILLSIDE EXCAVATING INC.</td>
</tr>
<tr>
<td>Cheque #</td>
<td>Date</td>
<td>Vendor Name</td>
</tr>
<tr>
<td>-----------</td>
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<td>20190054</td>
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<td>MAYHEW, BRIAN</td>
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<td>20190055</td>
<td>2019-01-28</td>
<td>MILBRADT, BEV</td>
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<td>20190056</td>
<td>2019-01-28</td>
<td>MITCHELL CURTIS ENTERPRISES INC</td>
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<td>20190057</td>
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<td>MPE ENGINEERING LTD</td>
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<td>20190058</td>
<td>2019-01-28</td>
<td>MUNICIPAL INFORMATION SYSTEMS</td>
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<td>20190059</td>
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<td>NEOPOST LEASING SERVICES LTD.</td>
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<td>20190060</td>
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<td>OLDMAN RIVER REGIONAL SERVICES COMMISSION</td>
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<td>20190061</td>
<td>2019-01-28</td>
<td>RAYMOND, LONNIE</td>
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<tr>
<td>20190062</td>
<td>2019-01-28</td>
<td>RECREATION FACILITY PERSONNEL</td>
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<tr>
<td>20190063</td>
<td>2019-01-28</td>
<td>RIC'S ELECTRIC</td>
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<tr>
<td>20190064</td>
<td>2019-01-28</td>
<td>RY BAR OILFIELD SERVICES LTD</td>
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<tr>
<td>20190065</td>
<td>2019-01-28</td>
<td>SCARLETT, TIFFANY</td>
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<tr>
<td>20190066</td>
<td>2019-01-28</td>
<td>SIEBEN HOLDINGS LTD.</td>
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<tr>
<td>20190067</td>
<td>2019-01-28</td>
<td>TAXervice</td>
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<tr>
<td>20190068</td>
<td>2019-01-28</td>
<td>TOTAL OFFICE PLUS</td>
</tr>
<tr>
<td>20190069</td>
<td>2019-01-28</td>
<td>VENO, DESIRAE</td>
</tr>
<tr>
<td>20190070</td>
<td>2019-01-28</td>
<td>WESCLEAN</td>
</tr>
<tr>
<td>20190071</td>
<td>2019-01-28</td>
<td>WESTERN CAN. WELDING PRODUCTS</td>
</tr>
</tbody>
</table>

Total 80,222.38

*** End of Report ***
BASSANO JANUARY 2019 REPORT

For the month of January our department completed eight hours of patrols in Bassano. Prior to conducting a patrol, the officer would go to the Bassano Office. The officer would then receive direction from the CAO on the matters that the Bassano Office had received, and the priority assigned to them.

During this month our priority has been continuing to investigate unsightly matters. CPO LEEKS served a clean-up order on a property and will monitor for compliance. Our department also sent correspondence on behalf of the Town of Bassano regarding an unsightly concern. This was informing the organization about the unsightly bylaw and the initiative that Bassano is undertaking in dealing with unsightly matters. Our department also investigated a noise complaint.

This concludes the report for Bassano.
January 7, 2019

Amanda Davis  
Town of Bassano  
Box 299  
Bassano, AB  
T0J 0B0

Dear Amanda,

Re: 2019 Requisition – Newell Foundation

At the November 13, 2018 meeting of the Newell Foundation, the Board approved our 2019 Budget. For 2019, there will be no increase to the requisition. It will remain at $1,254,253.00.

The Town of Bassano’s requisition for 2019 is $25,918.16 based on the 2018 equalized assessment.

If you have any questions or comments, please contact me at your convenience at (403) 363-2406.

Warms regards,

Cathy Stephenson, CAO  
Newell Foundation
EXECUTIVE COMMITTEE MEETING
Thursday, November 8, 2018 at 6:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:
Gordon Wolstenholme - Chair
Jim Bester - Vice-Chair
Don Anderberg
Doug MacPherson

STAFF:
Lenze Kuiper – Director
Barb Johnson – Executive Secretary (absent)

AGENDA:

1. Approval of Agenda – November 8, 2018

2. Approval of Minutes – October 11, 2018 (attachment)

3. Business Arising from the Minutes

4. New Business
   (a) Draft 2019 Budget (attachment)
   (b) Municipal Land Use Planner and Municipal Planning Clerk Positions
   (c) Subdivision Activity 2018 (attachment)

5. Accounts
   (a) Office Accounts – September 2018 (attachment)
   (b) Financial Statements – January 1 - September 30, 2018 (attachment)

6. In-Camera

7. Director’s Report

8. Executive Report

9. Adjournment
CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:01 P.M.

1. APPROVAL OF AGENDA

   Moved by: Jim Bester
   THAT the Executive Committee approve the agenda, as amended:
   ADD: 6. In-Camera (following office accounts)  CARRIED

2. APPROVAL OF MINUTES

   Moved by: Ian Sundquist
   THAT the Executive Committee approve the minutes of October 11, 2018, as presented.  CARRIED

3. BUSINESS ARISING FROM THE MINUTES

   • None.

4. NEW BUSINESS

   (a) Draft 2019 Budget
   • A revised draft of the proposed budget which incorporated suggestions made at the last Executive Committee meeting was approved for presentation to the Board of Directors on December 6 for ratification.

   Moved by: Don Anderberg
   THAT the Executive Committee approve the Draft 2019 Budget, as presented, and refer it to the Board of Directors for ratification at the December 6, 2018 Annual Organizational meeting.  CARRIED

   (b) Municipal Land Use Planner and Municipal Planning Clerk Positions
   • ORRSC is currently advertising the following two positions. Approximately 10 applications for each position have been received to date. Interviews for Municipal Planning Clerk will be held sometime in November.

   Municipal Planning Clerk (closing date: November 9)
   Municipal Land Use Planner (closing date: December 3)

   (c) Subdivision Activity 2018
   • 164 subdivision applications have been received as of October 31, with a total revenue of $314,975, which is just below the $315,000 budgeted for 2018.

   Moved by: Doug MacPherson
   THAT the Executive Committee accept the Subdivision Activity as of October 31, 2018, as information.  CARRIED
5. ACCOUNTS

(a) Office Accounts – September 2018

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Vendor/Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5150</td>
<td>Staff Mileage</td>
<td>R. Dyck</td>
<td>$113.50</td>
</tr>
<tr>
<td>5285</td>
<td>Building Maintenance</td>
<td>Joy Spear, Chief Morris</td>
<td>375.00</td>
</tr>
<tr>
<td>5285</td>
<td>Building Maintenance</td>
<td>Cam Air Refrigeration</td>
<td>321.35</td>
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<tr>
<td>5280</td>
<td>Janitorial Services</td>
<td>Madison Ave Business Services</td>
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<tr>
<td>5320</td>
<td>General Office Supplies</td>
<td>Madison Ave Business Services</td>
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<td>5320</td>
<td>General Office Supplies</td>
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<td>Printing &amp; Printing Supplies</td>
<td>Desjardin Card Services</td>
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<tr>
<td>5590</td>
<td>Equipment &amp; Furniture Purchases</td>
<td>Desjardin Card Services</td>
<td>133.96</td>
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<tr>
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<tr>
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<tr>
<td>5380</td>
<td>Printing &amp; Printing Supplies</td>
<td>Lethbridge Mobile Shredding</td>
<td>23.00</td>
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<tr>
<td>5440</td>
<td>Land Titles Office</td>
<td>Minister of Finance</td>
<td>116.00</td>
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<tr>
<td>5490</td>
<td>Consultants</td>
<td>MPE Engineering</td>
<td>10,209.28</td>
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<tr>
<td>5500</td>
<td>Subdivision Notification</td>
<td>Lethbridge Herald</td>
<td>309.68</td>
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<tr>
<td>5570</td>
<td>Equipment Repairs &amp; Maintenance</td>
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<td>5570</td>
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<td>1160</td>
<td>GST Receivable</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$15,532.14</strong></td>
</tr>
</tbody>
</table>

Moved by: Jim Bester
THAT the Executive Committee approve the Office Accounts of September 2018 ($15,532.14), as presented.  
CARRIED

(b) Financial Statements – January 1 - September 30, 2018

Moved by: Jim Bester
THAT the Executive Committee approve the unaudited Financial Statements for January 1 - September 30, 2018, as presented.  
CARRIED

6. IN-CAMERA

Moved by: Doug MacPherson
THAT the Executive Committee go in-camera.  
CARRIED

Moved by: Jim Bester
THAT the Executive Committee come out of camera.  
CARRIED

7. DIRECTOR’S REPORT

- The Director reported on his activities since the last Executive Committee meeting.
8. EXECUTIVE REPORT
   - Committee members reported on various projects and activities in their respective municipalities.

9. ADJOURNMENT

Moved by: Don Anderberg
THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 7:30 p.m. until Thursday, December 13, 2018 at 6:00 p.m. CARRIED

/bj

CHAIR: _____________________________
MEDIA RELEASE

For immediate release

January 24, 2019

REGIONAL TRANSPORTATION PILOT PROJECT ANNOUNCED

In an effort to provide transportation to residents seeking medical and other services in Medicine Hat, the municipalities in the Brooks Region have collaborated on a regional transportation pilot project. Transportation will not be limited to medical services, however, medical bookings will take priority. The pilot project is funded through a Government of Alberta Regional Collaboration Grant.

Brooks to Medicine Hat return trips will be available each Wednesday beginning on February 13th. The weekly schedule will be arranged with local physicians to ensure coordination occurs between service dates and patient appointments. Riders will need to pre-book the service. Revisions in the schedule will depend upon demand for the service. The bus will depart from and return to the JBS Canada Centre in Brooks located at 323 – 1st Street East. Cost for a one-way trip is $10 and round trip, $20. Bookings can be scheduled by calling 403-362-6190.

“In speaking with the local medical community, there is a confirmed need for a service to transport individuals to a number of medical or mental health facilities in Medicine Hat,” says City of Brooks Deputy CAO Amanda Peterson. “This project will be run on a trial basis and then an end strategy will be contemplated by the collaborating partners.”

“If the demand exceeds expected usage, collaborating partners will prepare and implement an effective transition plan leading towards an uninterrupted continuation of the services immediately after the pilot project ends,” says County of Newell Director of Corporate Services Layne Johnson. “A decision to continue the services will be based on whether certain milestones are being achieved at various intervals throughout the pilot project period.”

For more information on the regional transportation pilot project, please visit www.brooks.ca, or contact:

Amanda Peterson
City of Brooks
Deputy CAO
403-362-3333

Layne Johnson
County of Newell
Director of Corporate Services
403-362-3266

Lynn Pye-Matheson
Grasslands Regional FCSS
Executive Director
403-362-4549
January 28, 2019

Reeve Dene Cooper
Municipal District of Bighorn
PO Box 310
Exshaw AB T0L 2C0

Dear Reeve Cooper,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Municipal District of Bighorn has been approved for a grant of $200,000 under the Intermunicipal Collaboration component in support of your Waste Management Facility Site Selection Study project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca.

.../2
I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Cameron Westhead, MLA, Banff-Cochrane  
   Mayor Jackie Peterson, Town of Bassano  
   Mayor Kim S. Craig, Town of Coaldale  
   Mayor Michael Muzychka, Town of Olds  
   Mayor Timothy J. Shearlaw, Town of Three Hills  
   Mayor Thomas Grant, Town of Vulcan  
   Mayor Timothy Hagen, Village of Cremona  
   Mayor Tony Steidel, Village of Duchess  
   Mayor William Marshall, Village of Rosemary  
   Reeve Lorne Hickey, Lethbridge County  
   Reeve Molly Douglass, County of Newell  
   Reeve Jason Schneider, Vulcan County  
   Reeve Amber Link, Wheatland County  
   Chairperson Jordan Christianson, Special Areas Board  
   Robert Ellis, Chief Administrative Officer, Municipal District of Bighorn  
   Amanda Davis, Interim Chief Administrative Officer, Town of Bassano  
   Kalen Hastings, Chief Administrative Officer, Town of Coaldale  
   Michael Merritt, Chief Administrative Officer, Town of Olds  
   Lori Conkin, Chief Administrative Officer, Town of Three Hills  
   Kim Fath, Chief Administrative Officer, Town of Vulcan  
   Shannon Allison, Interim Chief Administrative Officer, Village of Cremona  
   Yvonne Cosh, Chief Administrative Officer, Village of Duchess  
   Sharon Zacharias, Chief Administrative Officer, Village of Rosemary  
   Ann Mitchell, Chief Administrative Officer, Lethbridge County  
   Kevin Stephenson, Chief Administrative Officer, County of Newell  
   Nels Petersen, Chief Administrative Officer, Vulcan County  
   Alan Parkin, Chief Administrative Officer, Wheatland County  
   Darcy Ferguson, Director, Finance and Administration, Special Areas Board
January 28, 2019

Reeve Amber Link
Wheatland County
242006 RR243, Highway 1, RR 1
Strathmore AB T1P 1J6

Dear Reeve Link,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and co-operative approaches to service delivery. By working in partnership with our neighbours, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that Wheatland County has been approved for a grant of $200,000 under the Intermunicipal Collaboration component in support of your Regional Waste Management Facility Site Selection project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at acp.grants@gov.ab.ca.

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cc: Cameron Westhead, MLA, Banff-Cochrane
    Mayor Jackie Peterson, Town of Bassano
    Mayor Kim S. Craig, Town of Coaldale
    Mayor Michael Muzychka, Town of Olds
    Mayor Catherine Moore, Town of Picture Butte
    Mayor Timothy J. Shearlaw, Town of Three Hills
    Mayor Thomas Grant, Town of Vulcan
    Mayor Timothy Hagen, Village of Cremona
    Mayor Tony Steidel, Village of Duchess
    Mayor William Marshall, Village of Rosemary
    Reeve Lorne Hickey, Lethbridge County
    Reeve Molly Douglass, County of Newell
    Reeve Jason Schneider, Vulcan County
    Reeve Dene Cooper, Municipal District of Bighorn
    Alan Parkin, Chief Administrative Officer, Wheatland County
    Amanda Davis, Interim Chief Administrative Officer, Town of Bassano
    Kalen Hastings, Chief Administrative Officer, Town of Coaldale
    Michael Merritt, Chief Administrative Officer, Town of Olds
    Keith Davis, Chief Administrative Officer, Town of Picture Butte
    Lori Conkin, Chief Administrative Officer, Town of Three Hills
    Kim Fath, Chief Administrative Officer, Town of Vulcan
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    Nels Petersen, Chief Administrative Officer, Vulcan County
    Robert Ellis, Chief Administrative Officer, Municipal District of Bighorn