AGENDA
Meeting: September 9, 2019 6:00 p.m. – 10:00 p.m.
Council Chambers
502 – 2 Avenue Bassano

1. CALL TO ORDER - REGULAR MEETING

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

   4.1 August 19, 2019 Regular Council

5. DELEGATIONS

   5.1 Kendra Blore and Lynn MacWilliam, Residents 7:00 p.m.

6. UNFINISHED BUSINESS

   6.1 Utility Rates Bylaw 889/19

7. NEW BUSINESS

   7.1 Goal 2 – Task 1 – Superior Safety Codes Contract and Fee Schedule
   7.2 Public Works – Capital Asset Purchase
   7.3

8. BOARD & COMMITTEE REPORTS

   8.1 Mayor R. Wickson
      ▪ Joint Shared Services – August 13, 2019
      ▪ Newell Foundation – August 13, 2019
      ▪ Mayor and Reeves Meeting, Tabor – July 31, 2019

   8.2 Deputy Mayor T. Rose
      ▪ Nothing to report

   8.3 Councillor J. Slomp
      ▪ Newell Reginal Solid Waste Management Authority – August 22, 2019

   8.4 Councillor K. Jones
      ▪ Shortgrass Library System – August 21, 2019

   8.5 Councillor D. Barlow
      ▪ Nothing to report.

   8.6 Councillor J. Seely
      ▪ Nothing to report

   8.7 Councillor I. Morey
      ▪ Nothing to report

9. CAO REPORTS
9.1 CAO Operation Report
9.2 CPO report for the month ending August 31, 2019
9.3 RCMP Mayor’s Report ending August 31, 2019

10. CORRESPONDENCE
10.1 Regional Working Group Meeting Notes – August 7, 2019
10.2 County of Newell – Rural Fire and Emergency Services Coordinator
10.3 Oldman River Regional Services Commission Minutes – May 9, 2019
10.4 Alberta Municipal Affairs – Interim Grant Allocations – August 15, 2019

11. CLOSED SESION - IN-CAMERA
11.1 FOIP(19) 25(1)(c) – Regional Governance

12. ADJOURNMENT
1. **CALL TO ORDER**

   Mayor Wickson called the meeting to order at 6:00 p.m.

2. **EXCUSED FROM MEETING**
   
   - None

3. **ADOPTION OF AGENDA**

   178/19 Moved by **COUNCILLOR ROSE** that the agenda is approved with the following revisions:
   
   - 9.3 June 30, 2019 Financial Statement – Revised
   - 9.3 July 31, 2019 Financial Statement – Addition
   - 10.10 County of Newell – Rockin Road Tour Invitation – Addition

   CARRIED

4. **ADOPTION OF MINUTES**

   4.1 **Adoption of minutes from the regular meeting of July 8, 2019.**

   179/19 Moved by **COUNCILLOR SEELY** that council approves the minutes of the regular meeting held on July 8, 2019 as presented.

   CARRIED

5. **DELEGATIONS**

   5.1 **Go Broadband, Daryl Burge**
Burge entered the meeting at 6:02 p.m.

Burge presented a business proposal with an equity offer in Go Broadband.

Burge departed at 6:23 p.m.

6. **UNFINISHED BUSINESS**

6.1 **Public Land Policy – Baseball Diamond Policy - Revised**

A revision to the Baseball Diamond Maintenance Policy No. TOB-R0019 was presented.

180/19 Moved by COUNCILLOR BARLOW that council approves the Baseball Diamond Maintenance Policy No. TOB-R0119 amendment to line diamonds weekly between May 1 and July 31 annually.

CARRIED

6.2 **Beautify Bassano Initiative – Appendix H – Revised**

A revision to the Beautify Bassano Initiative – Appendix “H” was presented to include dust suppressant at the highway commercial subdivision and the 10th Street subdivision.

181/19 Moved by COUNCILLOR MOREY that council approves the Beautify Bassano Initiative Appendix “H” revision as presented.

CARRIED

6.3 **Municipal Accountability Program Report**

The Municipal Accountability Program report prepared by Municipal Affairs was presented.

182/19 Moved by COUNCILLOR ROSE that council accepts the Municipal Accountability Program report action plan as presented and directs administration to begin implementation of the action plan with the intent of achieving full compliance by July 21, 2020.

CARRIED

6.4 **Closed Session**

Mitchell withdrew from the meeting at 6:33 p.m.

183/19 Moved by COUNCILLOR BARLOW to go in-camera at 6:33 p.m. to discuss tax recovery 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

184/19 Moved by COUNCILLOR MOREY to revert to a regular meeting at 6:57 p.m.

CARRIED
Mitchell re-entered the meeting at 6:58 p.m.

185/19 Moved by COUNCILLOR SEELY to reimburse Moreah Scarletts $762.68 for charges applied to Plan 1418LK, Block 1, Lot 13 (#1, 206 – 1st Avenue, Bassano, roll 17101) between May 29, 2019 and July 26, 2019 as a result of correspondence between Scarletts and Town representatives related to the tax recovery process. The reimbursement shall be written off as bad debt. CARRIED

7. NEW BUSINESS

7.1 Cemetery Watering – Councillor Barlow

An open discussion was held regarding the Town’s watering process on public lands.

7.2 Goal 2 – Task 4 – Economic Enrichment Strategy – Terms of Reference

A draft Economic Enrichment Strategy Terms of Reference was presented.

186/19 Moved by MAYOR WICKSON that council approves the Economic Enrichment Strategy project Terms of Reference as presented. CARRIED

7.3 Interim CAO Contract – Phase 4

At the request of Mayor Wickson, a fourth phase Interim CAO contract proposal was presented for a one-year extension to the existing agreement.

187/19 Moved by MAYOR WICKSON that council enters into a contractual agreement with Amanda Davis of 2052900 Alberta Ltd. to provide the Town of Bassano with Interim CAO services in accordance with the proposal dated August 6, 2019 between February 1, 2020 and February 1, 2021 as presented and discussed. CARRIED

8. BOARD & COMMITTEE REPORTS

8.1 – 8.7 Written board and committee reports were presented and discussed.

188/19 Moved by COUNCILLOR SEELY to accept the Board and Committee reports as presented and discussed as attached to and forming parts of these minutes. CARRIED

9. CAO REPORTS

9.1 Operations Report

A written CAO report was provided for the period ending August 9, 2019.
Minister of Service Alberta Meeting

An invitation from Honorable Glubish, Minister of Service Alberta was received to attend a meeting to discuss broadband internet service in southern Alberta on August 20, 2019.

189/19 Moved by COUNCILLOR SLOMP that the Town of Bassano accepts Minister Glubish’s invitation to attend a meeting in Brooks on August 20, 2019 to discuss broadband internet in southern Alberta with Councillor Rose and Interim CAO Davis in attendance.

CARRIED

AUMA Convention

Discussion held regarding the 2019 AUMA convention.

190/19 Moved by MAYOR WICKSON authorizing Mayor Wickson and Councillor’s Rose and Morey’s attendance at the 2019 AUMA convention.

CARRIED

191/19 Moved by COUNCILLOR ROSE that in response to Corporal Andrews inquiry regarding RCMP issues that the Town of Bassano prepares a letter addressed to the K-Division that outlines our concerns with the new blowing devices used to detect impaired drivers. An education process is required to help people understand the purpose of the machine and the how to use the machine.

CARRIED

Strategic Plan

A formal appointment of advisory committee members to the Intergenerational and Multigenerational Tiny Home Pilot Project Bassano is required per the directive of motion 160/19 (Goal 2 – task 3 Unique Project).

192/19 Moved by COUNCILLOR SEELEY that council formally appoints Linda Parrish, Lynn MacWilliam, Mike Wetzstein, Kevin Jones and Ron Wickson as advisory committee members to the Intergenerational and Multigenerational Tiny Home Pilot Project Bassano.

CARRIED

9.2 2nd Quarter Financial Summary

A second quarter financial summary was presented.

9.3 Financial Statements

Financial statements for the period ending June 30, 2019 (revised) and July 31, 2019 were presented.

9.4 Cheque Listing

A cheque listing for the period ending July 31, 2019 was presented.
9.5 **Community Peace Officer (CPO)**

A written CPO report was provided for the period ending July 31, 2019.

9.6 **RCMP Mayor’s Report**

A written RCMP Mayor’s report was provided for the period ending July 31, 2019.

193/19 Moved by **COUNCILLOR BARLOW** that the CAO report for the period ending August 9, 2019 is approved as presented and discussed as attached to and forming parts of these minutes. **CARRIED**

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**10. CORRESPONDENCE**

10.1 A letter of resignation was received from Marj Havens from the Bassano Memorial Library board effective September 1, 2019.

10.2 A letter was received from Alberta Municipal Affairs regarding a potential opportunity for municipal officials to meet with the Minister of Municipal Affairs at the 2019 AUMA Fall Convention.

10.3 Notification was received from Alberta Municipal Affairs that the Stakeholder Summit was postponed.

10.4 Regional Working Group minutes of June 4, 2019 were reviewed.

10.5 Regional Working Group minutes of July 3, 2019 were reviewed.

10.6 Newell Regional Services Corporation minutes of May 27, 2019 were reviewed.

10.7 The final Business Cases for Next Generation Broadband Bassano prepared by Taylor Warwick Consulting Ltd. was reviewed.

10.8 Regional Working Group minutes of July 17, 2019 were reviewed.

10.9 A sponsorship request from the Alberta Fire Training Conference Committee was received.

10.10 An invitation was received from the County of Newell to attend the 2019 Road Tour.

194/19 Moved by **MAYOR WICKSON** authorizing Councillor Slomp’s attendance at the County of Newell’s 2019 Road Tour. **CARRIED**

195/19 Moved by **COUNCILLOR MOREY** to accept all correspondence and to file the items as information. **CARRIED**

196/19 Moved by **COUNCILLOR ROSE** to recess the meeting at 8:16 p.m. **CARRIED**
197/19 Moved by COUNCILLOR JONES to reconvene the meeting at 8:26 p.m. CARRIED

11. CLOSED SESSION

Mitchell departed the meeting at 8:27 p.m.

198/19 Moved by COUNCILLOR ROSE to go in-camera at 8:27 p.m. to discuss regional governance, land, and 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

199/19 Moved by COUNCILLOR SLOMP to revert to a regular meeting at 9:50 p.m. CARRIED

200/19 Moved by COUNCILLOR BARLOW confirming that a French drain was not installed on 8th Avenue as discussed in 2011 due to advice received and provided by administration. CARRIED

201/19 Moved by COUNCILLOR SLOMP to accept the information regarding the Bassano Spur drain as information pertaining to a joint stormwater management plan. CARRIED

202/19 Moved by MAYOR WICKSON that the Town of Bassano accepts the Regional Working Group’s recommendation for a governance model proposal of 5-5-1 with an internal appointment of the Chair. CARRIED

203/19 Moved by COUNCILLOR SEELEY to accept Councillor Seely’s resignation from the Regional Working Group due to a conflict of interest and further that Councillor Rose is appointed in her place. CARRIED

12. ADJOURNMENT

204/19 Moved by MAYOR WICKSON for adjournment of the regular council meeting of August 19, 2019 at 9:54 p.m. CARRIED

_____________________________  ___________________________
Mayor                                       Chief Administrative Officer

Mayor CAO
09/09/19 09/09/19
SUBJECT: Kenda Blore and Lynn MacWilliam, Residents

Delegation time: 7:00 p.m. – 7:15 p.m.

Blore and MacWilliams request the audience of council to address the proposed water meter process at the mobile home parks in Bassano and the impacts it will have on residents.

Action required:
- Open discussion/dialogue.

Attachments:
1. Letter dated September 4, 2019
September 4, 2019

Mayor Wickson and Council
Town of Bassano
PO Box 299
Bassano, AB T0J 0B0

My reason to address Council on September 9, 2019, is to put a face on the issue of water metering in the mobile home parks in Bassano, and how it will affect the residents.

I am a resident and I have grave concerns about how this proposed method of monitoring the use of water within the parks will affect me and others. I have two options that I would like to propose to Council for their consideration that will benefit the residents.

I look forward to hearing from you regarding my attendance as a delegation to the council meeting on September 9, 2019.

Best regards,

Kendra Blore
403-362-0573
REQUEST FOR DECISION
Meeting: September 9, 2019
Agenda Item: 6.1

Utility Rates Bylaw 889/19

BACKGROUND:
At the July 8, 2019 meeting, council discussed water services at the mobile home parks. An amended to Utility Rates Bylaw 884/19 was presented and council gave first reading to bylaw 889/19. It was our intention to have master water meters installed at the entrance of the mobile home parks in July however, we were unable to arrange the install until the week of September 9, 2019. As a result, we do not have a water consumption analysis.

Without a water consumption analysis, administration does not recommend proceeding to second reading of Utility Rates Bylaw 889/19. In addition, after Mayor Wickson’s meeting with park residents, we advised that a meeting would be held where residents so they could express their concerns/point-of-view regarding the proposed transition. Again, this meeting should not occur without a water consumption analysis.

As it stands, the Town continues to charge a bi-monthly water rate of $78.10 to residents in the mobile home park as per bylaw 884/19.

OPTIONS:
☑ #1 – That council defers second reading of Utility Rates Bylaw 889/19 until a water consumption analysis is completed with at least 60-days of usage at each of the mobile home parks.
☐ #2 – That council gives second reading to Utility Rates Bylaw 889/19.

CAO COMMENTS:
None

ALIGNMENT WITH STRATEGIC PLAN
This is an operational matter.

PROPOSED RESOLUTION:
That council defers second reading of Utility Rates Bylaw 889/19 until a water consumption analysis is completed with at least 60-days of usage at each of the mobile home parks.

Attachments:
1. Utility Rates Bylaw 889/19
2. Four Seasons Park Estates Letter – September 3, 2019
3. Four Seasons Park Estates Letter – July 26, 2019

Prepared by: Amanda Davis, Interim CAO
UTILITY RATES
BEING A BYLAW OF THE TOWN OF BASSANO IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 884/18.

WHEREAS the Council of the Town of Bassano in the Province of Alberta has the authority pursuant to the Municipal Government Act (Alberta) to pass bylaws for municipal purposes respecting public utilities;

AND WHEREAS the Council of the Town of Bassano wishes to establish charges, fees and rates for the municipal utility services provided by the Town of Bassano;

AND WHEREAS the Council of the Town of Bassano enacted Bylaw No. 884/118 to establish rates for the municipal utility services provided by the Town of Bassano;

AND WHEREAS the Council of the Town of Bassano has determined that it is not possible or desirable to install water meters to individual mobile homes in mobile home parks located in the Town, as contemplated by Bylaw No. 884/118;

AND WHEREAS the Council of the Town of Bassano has determined that it is in the best interests of the municipality to install water meters for mobile home parks located in the Town, and for the charges for the water utility provided by the Town of Bassano to the mobile home park to be payable by the owner of the mobile home park;

AND WHEREAS the Council of the Town of Bassano wishes to amend Bylaw No. 884/118 to provide for reasonable notice to mobile home owners and a transition period for mobile home park owners affected by Bylaw No. 884/118;

NOW THEREFORE BE IT RESOLVED the Council of the Town of Bassano duly assembled hereby enacts as follows:

1. Bylaw No. 884/118 is hereby amended by adding the following provisions:
   
   a. For the purposes of this Bylaw:
      
      i. “Mobile Home” includes a “manufactured home”, “mobile home”, “modular home” and “travel trailer” as defined in the Municipal Government Act (Alberta);
      
      ii. “Mobile Home Park” means a parcel of land in the Town of Bassano that includes multiple Mobile Home sites that are rented or available for rent, and;
iii. “Town” means the Town of Bassano.

b. The Town may require as a condition of providing water utility services to a parcel of land, including a Mobile Home Park, the installation of a meter owned, supplied and maintained by the Town on the parcel of land to measure water consumption. Without limitation to s. 38(2) of the Municipal Government Act, the Chief Administrative Officer or his/her designate is hereby authorized to enter on to a parcel of land for the purpose of installing and maintaining a meter as set out herein and for inspecting for compliance with the requirements of this Bylaw and the Act.

c. For the seven (7) month period commencing on the date this Bylaw comes into effect (the “Transition Period”):
   
   i. the Town shall continue to supply water utility services directly to the owners of Mobile Homes located in a Mobile Park, and;
   
   ii. charges for the water utility services provided by the Town to a Mobile Home located in a Mobile Home Park shall be:
   
   iii. an amount owing by the owner of the Mobile Home to the Town, and;
   
   iv. determined in accordance with the utility rate set out in Schedule “A” to this Bylaw for unmetered developed residential lots.

d. Effective as of the expiry of the Transition Period:
   
   i. the Town shall discontinue providing water utility services directly to the owners of Mobile Homes located within a Mobile Home Park;
   
   ii. the charges for the water utility services provided by the Town to Mobile Homes within a Mobile Home Park shall be:
      
      a. an amount owing by the owner of the Mobile Home Park to the Town, and;
   
      b. determined in accordance with the utility rate set out in Schedule “A” to this Bylaw for developed residential lots, based on the consumption measured by the water meter installed by the Town to measures the water consumption of the entire Mobile Home Park.

e. The Transition Period provided for herein shall be notice of the Town’s intention to discontinue the supply of water utility services directly to the owners of
Mobile Homes within a Mobile Home Park, in accordance with the requirements of s. 42 of the Municipal Government Act (Alberta).

2. This Bylaw shall come into effect upon third and final reading.

3. If any portion of this Bylaw is found to be invalid, the invalid portion shall be severed, and the remainder of the Bylaw shall continue to be valid.

READ a first time this 8 day of July, 2019.

READ a second time this _____ day of _____, 2019.

READ a third time this _____ day of _____, 2019.

TOWN OF BASSANO

____________________________________
Mayor Wickson

____________________________________
Interim CAO Davis
Schedule “A”

Utility Rates

The Town of Bassano’s utility rates are charged on a user pay model to achieve departmental cost recovery.

Water

A per cubic meter fee shall be applied on every cubic meter of water consumed. The Town of Bassano will install water meters on all premises that do not have a water meter to work towards true cost accounting of the water utility.

<table>
<thead>
<tr>
<th>Description of User</th>
<th>Water Bi-monthly</th>
<th>Sewer Bi-monthly</th>
<th>Garbage Bi-monthly</th>
<th>Recycling Bi-monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>All developed residential premises.</td>
<td>$2.35 per cubic meter of water consumed ($0.90 paid to NRSC and $1.45 to operate the distribution system).</td>
<td>$26.00</td>
<td>$18.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>All developed residential lots – unmetered (in transition)</td>
<td>$78.10</td>
<td>$26.00</td>
<td>$18.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>All developed commercial/industrial premises (low volume)</td>
<td>$2.35 per cubic meter of water consumed ($0.90 paid to NRSC and $1.45 to operate the distribution system).</td>
<td>20% of water consumption, minimum charge $42.00</td>
<td>$42.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>All developed commercial and industrial premises (high volume users). Motels, restaurants, retail, gas stations.</td>
<td>$2.35 per cubic meter of water consumed ($0.90 paid to NRSC and $1.45 to operate the distribution system).</td>
<td>20% of water consumption, minimum charge $72.00</td>
<td>$60.00 Private garbage pick-up is required.</td>
<td>$11.00</td>
</tr>
<tr>
<td>All developed unmetered commercial and industrial premises (in transition).</td>
<td>$235.10</td>
<td>$42.00</td>
<td>$60.00 Private garbage pick up is required.</td>
<td>$11.00</td>
</tr>
<tr>
<td>All developed institutional premises.</td>
<td>$2.35 per cubic meter of water consumed ($0.90 paid to NRSC and $1.45 to operate)</td>
<td>20% of water consumption, minimum charge $72.00</td>
<td>$60.00 Private garbage pick up is required.</td>
<td>$11.00</td>
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</table>
the distribution system).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Unmetered property</strong></td>
<td><strong>$93.10</strong></td>
</tr>
<tr>
<td>used for livestock</td>
<td></td>
</tr>
<tr>
<td>pasture (in transition)</td>
<td></td>
</tr>
</tbody>
</table>

| **Bulk Water Rates**   | Rates set annually by the City of Brooks.                  |
|                        |                                                            |
| **Processing Fee**     | **$5.00**                                                  |

*Rates are charged whether a premise is vacant or occupied.*
September 3, 2019

To: Amanda Davis, Mayor Wickson and the Town Council,

Please have this letter put onto the agenda for the September 9, 2019 Town Council meeting to be read and discussed prior to the second reading of Utility Rates Bylaw #884/18 Amendment – #889/19.

With reference to your letter dated July 10, 2019 RE: Utility Rates Bylaw #884/18 Amendment – #889/19, you write;

“Within the next few weeks, 2” water meters will be installed to track and analyze water consumption at the mobile home parks. This data will assist the Town and the mobile home park owners to better understand utility usage and consumption. “

To date, some 8 weeks later, no meters have been installed, therefore currently no data is being collected to track and analyze consumption. Yet in order to meet the 180 days notice we are required to give our tenants pending this bylaw passes on September 9th, we will be left to make a complete guess as to what the fee for water will be. We will no idea of what the charges should be that we are being forced to administer 180 days later.

You also write,

“The Town is aware of and understands your position regarding the utility charges outlined in your letters and from the in-person meeting. Respecting your concerns, the timeline to adjust the utility process is extended to ensure you have reasonable time to manage the changes. With this knowledge, you have 9-months to prepare for the utility change pending bylaw #889/19 is passed in September.”

Unfortunately, 9 months is not enough time to prepare for the park owners to charge for water, especially when to date, there is no data on which to go on when calculating the amount to advise the tenants they will be charged some 6 months in the future from now.

Also, while the proposed amended bylaw allows for the 180 days notice to tenants of a rent increase, it does not provide for the fact that Four Seasons Park Estates had a rent increase on July 1, 2019. This means that we are unable to legally increase the rent to cover water usage until July 1, 2020 at the earliest. Notice of this rent increase was given December 31, 2018.
**As per The Mobile Home Sites Act of Alberta:** “Landlords cannot increase the rent paid by a tenant under a fixed term or periodic tenancy agreement until a minimum of one year (365 days) has passed since the last rent increase or since the start of the tenancy, whichever is later. If the 365th day occurs during the term of a fixed term tenancy the landlord cannot increase the rent until the tenancy agreement ends.”

The Mobile Home Sites Act of Alberta takes precedence in this case as you know.

The current plan of the Town to start billing the park owners in March 2020 would leave Four Seasons Park Estates at a financial loss by having to pay for water which can’t be charged back to the tenant until July 2020. The Town did not provide proper consultation with us prior to making this rushed decision to lay the burden of the landlord billing the residents and therefore may not have made themselves aware of the jeopardy they are placing on the new park owner.

We are asking the Town to reconsider their decision to bill the Landlords of the mobile home parks and simply continue the billing of the residents directly for metered water. This is the most efficient and quick way for the Town to begin collecting from the residents for water. In the absence of individual meters, the residents prefer this and it is my understanding that they are asking the Town to bill them directly.

If the Town insists on passing this Bylaw which requires the landlord to charge tenants for water, which we completely and fundamentally disagree with, then we ask that the Town amend the Bylaw #884/18 to provide a period of 6 complete billing cycles of the new master meter, or 12 months once the water meters are installed and have started collecting real data.

During that period the data will be collected and passed on to the park owners. Once the 12 months has passed, the already agreed period of 7 months should be extended before the Town imposes these charges on the park owners. This would give the park owners 30 days to calculate costs and set up billing once they have the actual water usage fees and time to amend the lease agreements. At this point the park owner can then provide the 180 days notice required by law to the tenants of the new charges. In the meantime, The Town of Bassano would continue to charge the flat fee rate of $78.10 bi-monthly. Please bear in mind that this process will certainly interfere with the timing of any annual pad rent increases, which will detrimentally affect the business.

After consulting with legal council, park owners/managers in neighbouring cities, the other park owner in Bassano, as well as several business consultants and Service Alberta, the consensus is that while the Town of Bassano continuing the billing being the most obvious choice, the above would be the only reasonable way to transition the process. Mobile home park owners are not a utility company and are not in the position to raise and lower rents monthly to account for water usage. It would not be fair to expect that we use an imaginary number and run the risk of over-charging or under-charging our tenants for water. Every change in charges to the tenants, as per the Mobile Home Sites Act of Alberta, requires 180 days notice, and is restricted to only once annually (365 days).

It is unreasonable to expect the park owners to guess at the costs and charge tenants a water fee without proper process and correct information regarding actual water use. It was the Town of Bassano who decided
to impose this burden on the park owners on June 11, 2019 with virtually with no notice and with no water usage data provided to us, and we are asking that this whole process be reconsidered.

This very serious decision could be catastrophic for our businesses. We require the additional time to perform the due diligence that is required for such a massive structural change to our businesses. It would be appropriate for the Town to provide a full 12 month period once the meters are installed, to assess the actual annual water costs, as usage in the spring and summer will certainly be different from usage in the fall and winter.

Option 2, which is certainly not going to provide the annual water usage data, would be that the Town provide at least 3 billing cycles, or 6 months of water usage and then subsequently provide the 7 months for the park owners to give notice and make the necessary adjustments. We only offer this option as we understand that the Council may only consider what is put forward, and time is of the essence to have this matter resolved.

In the letter dated July 24, 2019 from Mayor Wickson, he refers to a consultative approach and outlines 3 options. Number 3 suggests that residents may request a formal delegation in front of the Town Council and will be considered to be heard for the September or October meetings.

If the Bylaw has its third reading in September, then the point of you offering an October meeting to hear their concerns, would be mute.

We ask that the second and third readings of the Bylaw#889/19 be read at separate meetings. As you are well aware this whole situation is very contentious. The parties most affected by this bylaw feel that this bylaw has been aggressively pushed through with little or no consultation or concern regarding the short and long term impact to the affected parties.

In the same letter, several options are mentioned for the residents to have their concerns heard. Nowhere does it say that once hearing what the residents have to say will change the Towns decision to master meter the parks and have the landlord take responsibility for billing for water. It is our hope that the Town will seriously consider other options than the only one put forth; which is to master meter the park and charge the landlords.

It is unreasonable that the Town has taken a position that the park owners must administer water for their residents, when water has always been billed by the Town. The Town is currently set up for billing and collecting for utilities in an efficient and effective way. The last-minute decision to burden the park owners so heavily, and thus create this burden and such dissension in the community seems irrational and makes no sense. These residents deserve to have the ability to control their water usage, just like all the other residents of Bassano do. If collection is the issue behind this decision, the Town certainly has the resources and structure in place to handle such situations, which the park owners do not have. Collections for the park owners are very expensive and cumbersome. We are a small park with little room for the burden that this could cause. It appears that the Town is intentionally placing this unfair burden on us, even when we have offered up alternatives that are collaborative and ultimately in the best interests of the residents of our park.

We have offered and are still offering to work collaboratively to find a reasonable solution. Four Seasons Park Estates and its residents are willing to share in the costs of the individual meters if that is the only way to have
the residents individually metered for water. Even if the master meter is installed, sub metering by the Town should be considered. At the very least, any metered water should be billed through the Town and not through the park owners.

Small communities such a Bassano need to support each other. If the Town doesn’t support its residents and investors, who will?

We are asking that you go back to the table and revisit this bylaw with greater care and attention with respect to its effects on the residents and the park owners. Certainly, this extra time and consideration will have little impact on the Town, and yet could make a huge difference to those of us most affected.

It is our intention to create a clean, safe, aesthetically pleasing and friendly community for the residents of the Four Seasons Park Estates. Over the coming months and years, you will see improvements and pride of ownership being regenerated. It is already starting. We are asking for your support by treating our community fairly, especially with respect to water metering. We wish to foster good neighbor relations which begin with fair treatment for all.

Kind regards,

Moreah Scarletts

Moreah Scarletts 1211C Madison Avenue, Burnaby, BC V5C 4Y4 Ph: 778-387-7078 /Email: madisonavenue@telus.net
July 26, 2019

Dear Town Council,

I am writing to you with respect to the Utilities Bylaw 884/18 that was finalized and passed on June 11, 2019.

At a time when the Town is attempting to sustain the population and create a community in which people choose to live, work and play, it would seem prudent to support those who are currently residing in there. Making this decision solely based on financials would be short sighted. It takes respect and trust to create a strong community. The opportunity exists to foster a community that can get behind the leadership and be part of the effective change that Bassano needs, unfortunately discriminating against a select group of residents will only create further lack of engagement.

It is my true intention to come to a mutually agreeable resolution to the situation with respect to metering the water in Four Seasons Park Estates.

On June 10, 2019 the Town Council changed intention of the Bylaw 884/18, from all homes in Bassano, including mobile homes will be individually metered, to the decision to master meter the mobile home parks instead of individually metering the mobile homes in the park. This decision was made without consultation with the public and certainly not with the mobile home park owners and residents who are directly and negatively affected by this change. This decision was made on June 10, 2019 when the Town Council gave third reading to the bylaw after the Interim CAO, Amanda Davis had a brief meeting earlier that day with the one and only plumber that was consulted regarding the installation of the water meters in the mobile home parks. Bassano Plumbing and Heating provided nothing in writing, nor an actual dollar amount cost with respect to a quote for the work, except to say, “it would double the budget on installation”, yet subsequently the council voted on, and passed the bylaw that same evening. When making a decision of this magnitude, the lack of transparency to the public, and the lack of care and attention to just what this would mean to the park owner and their business, which affected both the residents and the park owners is more than concerning.

This decision completely changed the intention and the impact of the proposed Utilities Bylaw 884/18 for a select group of Bassano residents, by altering what had been previously presented to the
public. At no time were the individuals who would be most impacted by this decision consulted with, nor was any advertisement or public hearing held with respect to master metering the mobile home parks rather than individually metering the residents in the mobile home parks as per the Utilities Bylaw 884/18 stated prior to the bylaw being finalized on June 11, 2019. This does not appear to be proper political process by which to pass a bylaw, and the lack of transparency suspicious.

The Public Notice 6.1 dated December 20, 2018 clearly outlines that “The public works department will be installing water meters on every property in town. This includes ALL MOBILE HOMES, residences, businesses, public and private institutions.”

March 28 2019 the Utility Rates Bylaw 868/17 was repealed and replaced by Bylaw 884/18.

Schedule “A” of Bylaw 868/17 specifically identifies “All developed residential lots (*) in unmetered trailer parks.”

Schedule “A” Bylaw 884/18 includes all mobile homes in either “All developed residential premises” or “All developed residential lots-unmetered (in transition)” in the descriptions.

As per the Municipal Government Act, bylaws follow specific political process for their development. The Town Council and Administration did not at any time provide any written Public Notice to me, a taxpayer and property owner in Bassano, regarding Bylaw 884/18 nor was notice given to me when the Town Council decided to change the content and impact of the proposed bylaw. As I do not live in the Town of Bassano, I would not have access to any notices posted at the Town Hall and would expect a hard copy of the Public Notice 6.1 have either been sent to me in the mail or be emailed to me from the Town of Bassano.

**Advertisement bylaw 606.1(1)** A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606. (2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held. (3) Council must conduct a public hearing before making a bylaw under subsection (1). (4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a bylaw made under this section. (5) A notice of a bylaw proposed to be made under subsection (1) must contain (a) a statement of the general purpose of the proposed bylaw, (b) the address or website where a copy of the proposed bylaw may be examined, and (c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw. RSA 2000 Section 607 Chapter M-26 MUNICIPAL GOVERNMENT ACT 366 (6) A bylaw passed under this section must be made available for public inspection. 2015 c8 s57;2017 c13 s3

Secondly, the Utilities Bylaw 884/18 treats the owners/residents of the mobile home parks in Bassano, differently than the owners and residents living in mobile homes that are not in mobile home parks, making this a discriminatory bylaw. This opens the bylaw up to be challenged.

Thirdly, the passing of Bylaw 884/18 affects the rights of owners/residents of the mobile homes in the mobile home parks to have the control of the cost and use of the metered water they use, while every other resident, business and institution of the Town of Bassano has that right. This opens the bylaw up to be challenged.


To avoid challenges to your municipal bylaws, it is recommended that council and administration observe the following:

- that a municipality cannot enact a bylaw that controls any matter over which the federal or provincial government have exclusive control; for example, a bylaw for the fine or penalty for speeding.
- that the bylaw should not treat one group within a class differently from another group. An example of a discriminatory bylaw would be one that closed shops at 6:00 pm in the suburbs, but permits downtown shops to remain open later.
- that council does not pass bylaws that affect an individual's rights

Further, you must understand that these two mobile home parks are separate businesses and should not be being treated as one entity. Each park is independently owned, has its own individual operational procedures, business plan, and are in no way related nor do they have the same owner/resident make up.

The residents of Four Seasons Park Estates have the same right to individually metered water as the other residents and businesses in Bassano do. We are open to cost sharing in order to have individually metered water at Four Seasons Park Estates. It is unreasonable to deny them the opportunity that all other Bassano residents and businesses have.

We ask that the Town of Bassano reconsider the decision to master meter Four Seasons Park Estates and ask that the council to amend the Utilities Bylaw 889/19 to reflect acceptance of one of the following proposals. The owners/residents in Four Seasons Park Estates have provided me signed letters agreeing to participate in the costs as laid out in the following proposals.
Background:

Having met with Lonnie Raymond, Public Works Supervisor and Quinton of Bassano Plumbing and Heating at the Town Hall on June 28, 2019, it was confirmed that metering the mobile homes in the parks is absolutely possible, albeit may take some extra time and materials to do.

The Towns original budget for individually metering Four Seasons Park Estates at 206-1st Avenue was $3200. It was confirmed by Quinton and Lonnie that it may take an extra hour or two for the installation of the meters, however each unit is different and may or may not need extra time and materials.

The Towns budget for the master meter for Four Seasons Park Estates at 206-1st Avenue is $7000.

Proposal #1 is as follows:

1. The Town will supply the water meters and one hour of plumbing labour for the installation, costing the Town at $3200 as per the original budget.
2. The landowner and the residents will share the extra costs of the installation of the individual water meters as it pertains to each home. The extra costs of installation and any extra material needed for the installation can be paid directly to the plumber.
3. Water utility billing and meter reading would remain the Town of Bassano’s responsibility.

The Opportunity:

1. The Town of Bassano will save $3800 on the installation of a master meter that was going to cost $7000.
2. The residents of the mobile home park will have control over their own water usage, a right that has been afforded to all the other residents of Bassano, at no extra costs to them.
3. Everyone in Bassano will be charged and billed for water based on their own usage, eliminating the discrimination and acrimonious feelings amongst fellow neighbours, as well as with the Town, in its failure to treat all residents equally.
4. The Town avoids the cost and inconvenience of having the Utilities Bylaw 884/18 challenged in the Court of Queens Bench.

Background:

It appears that the Town of Bassano is concerned that there may be a water leak in the distribution system in the park. Several professionals have attended the park and there is no evidence of any water leaks whatsoever. The Town of Bassano has no evidence to support that there may be any leaks in Four Seasons Park Estates distribution system.
Furthermore, there is evidence of leaks in the distribution system of the Town of Bassano. The residents of Four Seasons Park Estates and the park owner are being penalized, with no evidence of water leaks. Both the park owner and owners/residents wish to have individual meters are being dismissed out of hand, even though there is clearly no evidence of any water leaks at Four Seasons Park Estates.

Proposal #2

If the Town of Bassano is to be fair and ethical with the metering of water, and is truly concerned about leaks in the distribution lines of the park, the right course of action would be to master meter the park and then subsequently sub meter each individual mobile home in the park. All water usage would be captured.

In this scenario, the Town would supply and install the master meter at the front of the park at its expense as well as supply sub meters for each of the eight units in Four Seasons Park Estates and one hour of installation time. The cost to the Town would be $10,200. ($7000 for the master meter/installation and $3200 for the sub meters including one hour of labour for installation.) This is still a savings to the Town as the park owner and owner/residents would be cost sharing portions of this.

The landowner and owner/residents would share in the costs of the installation and materials for their individual unit directly to the plumber for the installation of the submeters. The billing for the water would remain the responsibility of the Town of Bassano.

The Opportunity:

1. A mutually agreed upon solution that would cover all concerns the Town may have regarding capturing the water used in the park including the distribution in Four Seasons Park Estates.
2. Satisfy the residents by providing them the right individually metered water
3. Remove the burden of the administration of water utilities on the park owner making Bassano a more appealing place to invest and do business.
4. Eliminate the negative impact between neighbours being forced to share a water bill, of which they have no control over.
5. Avoiding the cost and inconvenience of having the bylaw being challenged in the Court of Queens Bench.
We ask that you amend the Utilities Bylaw 884/18 or Utilities Bylaw 889/19 to reflect the acceptance of either Proposal #1 or Proposal #2, in order to facilitate fair water metering in the Town of Bassano and to avoid the risk of this bylaw being challenged in the Court of Queens Bench.

We are open to discuss other options with the Town of Bassano in order to come to a mutually agreeable solution. We ask that the Town of Bassano does not install a master meter at Four Seasons Park Estates prior to further discussion and consultation of this matter with the park owner Moreah Scarletts and/or her legal council.

Individually metering the residents of the mobile home park is the right thing to do for your community and the people who live there, regardless of what the Town believes is “within its purview to do,” when choosing the manner in which it delivers metered water in the Town of Bassano. Please think of the greater good for the community and choose to do what is right for your citizens.

Thank you for your time and consideration,

Moreah Scarletts
metered water and the Towns wish to have all water flowing into the park meter.

This would satisfy the residents right to have individually responsible for the Town of Bassano. This would satisfy the residents right to have individually responsible for the Town of Bassano. This would satisfy the residents right to have individually responsible for the Town of Bassano. This would satisfy the residents right to have individually responsible for the Town of Bassano. This would satisfy the residents right to have individually responsible for the Town of Bassano.

This is still a savings to the Town as the park owner and owner/residents are paying for the balance over $2000.

Should the cost of installing the submeter be more than one hour, the park owner would then pay $2000 for the sub meter, excluding one hour of labor for installation.

plus $200 for the supply and installation. The cost to the Town would be $50,000 for the master meter/ installation in addition, $10,000 for each of the eight units in the Four Seasons Park Estates. Each of the supply and meters for each of the eight units in the Four Seasons Park Estates. Each of the supply and meters for each of the eight units in the Four Seasons Park Estates. Each of the supply and meters for each of the eight units in the Four Seasons Park Estates. Each of the supply and meters for each of the eight units in the Four Seasons Park Estates.

Proposal #2

as well as satisfy the residents limits of having their water individually monitored.

This proposal will save the Town of Bassano $3800 from the cost of installing a master meter at $7000,

be greater than $2000.

and the owner of the mobile home will pay the balance of labor and materials directly to the installer. This was the original budget. Should the installation time be more than 1 hour, the park owner would supply the water meter for individual water metering at a $3800 cost to the Town of Bassano.

Proposal #1

Date

Signature

Witness

206 1 Avenue Bassano. I agree either of the following proposals.

I/We, the above/mentioned, at

Attention: Town Council, Mayor Windsor and Amanda Davis,
Attention: Town Council, Mayor Wicks and Amanda Davis,

I/We ___________________________ of Unit_________________ at
206 -1st Avenue Bassano, AB agree either one of the following proposals.

______________________________
Signature

______________________________
Witness

july 25 2019

Date

Proposal #1

The Town of Bassano would supply the water meter for individual water metering at a $300 cost to
the Town, as well as pay $100 for 1 hour of labour to install the meter, totaling $3200 for Four Seasons
Park Estates. This was the original budget. Should the installation time be more than 1 hour, the park
owner will pay $100 per unit ($800) in the Four Seasons Park Estates toward the installation labour,
and the owner of the mobile home will pay the balance of labour and materials directly to the
plumber, as it pertains to the installation of their meter, in the event that the costs of the installation
be greater than $200.

This proposal will save the Town of Bassano $3800 from the cost of installing a master meter at $7000,
as well as satisfy the residents' objective of having their water individually metered.

Proposal #2

The Town would supply and install the master meter at the front of the park at its expense, as well as
supply sub meters for each of the eight units in Four Seasons Park Estates including one hour of
installation time. The cost to the Town would be $10,200. ($7000 for the master meter/installation
plus $3200 for the sub meters including one hour of labour for installation.)

Should the cost of installing the submeter be more than one hour, the park owner would then pay
$100 per unit directly to the plumber for labour, and the owner of the mobile home would pay the
balance of the installation and materials for their individual unit for the installation of the sub meters
directly to the plumber, should the installation costs of the submeter be greater than $200.

This is still a savings to the Town as the park owner and owner/residents are paying for the balance
of the installation costs which could be up to $2400. The billing for the water would remain the
responsibility of the Town of Bassano. This would satisfy the residents right to have individually
metered water and the Towns wish to have all water flowing into the park metered.
Attention: Town Council, Mayor Wickson and Amanda Davis,

I/We__________Jody Riddell-Whalen_________________________________________ of

Unit_____5__________ at 206 -1st Avenue Bassano, AB agree either one of the following proposals.

Jody Riddell-Whalen_________________________________________

_______________________________

Signature Witness

____________________July 16, 2019____________________

Date

Proposal #1

The Town of Bassano would supply the water meter for individual water metering at a $300 cost to the Town, as well as pay $100 for 1 hour of labour to install the meter, totaling $3200 for Four Seasons Park Estates. This was the original budget. Should the installation time be more than 1 hour, the park owner will pay $100 per unit ($800) in the Four Seasons Park Estates toward the installation labour, and the owner of the mobile home will pay the balance of labour and materials directly to the plumber, as it pertains to the installation of their meter, in the event that the costs of the installation be greater than $200.

This proposal will save the Town of Bassano $3800 from the cost of installing a master meter at $7000, as well as satisfy the residents’ objective of having their water individually metered.

Proposal #2

The Town would supply and install the master meter at the front of the park at its expense, as well as supply sub meters for each of the eight units in Four Seasons Park Estates including one hour of installation time. The cost to the Town would be $10,200. ($7000 for the master meter/installation plus $3200 for the sub meters including one hour of labour for installation.)

Should the cost of installing the submeter be more than one hour, the park owner would then pay $100 per unit directly to the plumber for labour, and the owner of the mobile home would pay the
balance of the installation and materials for their individual unit for the installation of the sub meters directly to the plumber, should the installation costs of the submeter be greater than $200.

This is still a savings to the Town as the park owner and owner/residents are paying for the balance of the installation costs which could be up to $2400. The billing for the water would remain the responsibility of the Town of Bassano. This would satisfy the residents right to have individually metered water and the Towns wish to have all water flowing into the park metered.
REQUEST FOR DECISION
Meeting: September 9, 2019
Agenda Item: 7.1

Goal 2 – Task 1 – Superior Safety Codes Contract and Fee Schedule

BACKGROUND:
The Town of Bassano must, in accordance with its Quality Management Plan (QMP) as an Accredited Municipality contract an Accredited Agency to perform Safety Codes Act services. The Town’s contract with Superior Safety Codes expired in 2011 and must be formalized.

Over the past few months, administration completed an internal audit to ensure the Town met compliance with the QMP. The Town was not complaint because it did not have a current agreement with an Accredited Agency. Administration requested and updated contract from Superior Safety Codes (see attached).

Past Concern and Mitigation Plan

1. In the past, the Town used to manage the building permit process. This is no longer the case; administration does not manage the building permit process as it is beyond our scope of work. Issues arose because building permits were being issued without the applicant first receiving a development permit from the Town.

As outlined in the request letter, the contract was updated to show that building permits will not be issued by Superior until confirmation is received, in writing, from the Municipality that a development permit has been obtained or is not required. As part of the development permit simplification objective, an internal process was developed to ensure Superior Safety Codes receives all correspondence related to development permit applications to prevent any unauthorized permits.

2. Electrical, plumbing and gas permit fees have not been increased in 14-years. Permit fees should align with inflation as stated in the proposed agreement. Building permit fees increased once and are in track.

It is recommended that the Town’s electrical, plumbing and gas permit fees are increased to the rates charged by the Town of Claresholm. Building permit fees shall remain unchanged.

OPTIONS:

☑ #1 – That council authorizes signatures on the contract with Superior Safety Codes in accordance with the proposed agreement effective September 1, 2019 for 3-years and that the fee scheduled is updated to reflect the rates charged for electrical, plumbing and gas permits by the Town of Claresholm, building permit fees shall remain unchanged.

☐ #2 – That council authorizes signatures on the contract with Superior Safety Codes in accordance with the proposed agreement effective September 1, 2019 and that the fee schedule remains unchanged.

☐ #3 – That council rejects entering into an agreement with Superior Safety Codes and directs administration to seek an alternate service provider.
ALIGNMENT WITH STRATEGIC PLAN

Goal 2 – Task 1 Development Permit Simplification

- The Town must maintain a contract with an accredited agency to deliver on Safety Codes.

PROPOSED RESOLUTION:

Attachments:

1. Contract Request
2. Superior Safety Codes Contract – Proposed
3. Schedule “B” – Fees – Current
4. Schedule “B” – Fees – Proposed

Prepared by: Amanda Davis, Interim CAO
August 28, 2019

Superior Safety Codes
14613 – 134 Avenue
Edmonton, AB T5L 4S9

Attention: Laural Sheeler

Dear Ms. Sheeler,

Re: Contract Renewal Request

The contract for Safety Codes Services with the Town of Bassano and Superior Safety Codes expired in 2011 and has renewed year-by-year without a formal renewal based on our internal records. The Town of Bassano is interested in formally renewing a three-year contract for services. If you are interested in continuing to provide this service, please forward an updated agreement and letter to the undersigned by September 5, 2019 for consideration of Town council on September 9, 2019.

Areas to be addressed in the updated contract:

1. All building permit applications will be obtained through Superior Safety Codes. It is understood that in the past, the Town of Bassano accepted the building permit applications. All discipline permits must be obtained through the municipality’s contacted agency. The agency will collect fees for all disciplines.

   There have been issues in the past where building permits have been granted without an applicant first obtaining a development permit from the municipality. To prevent this from occurring, it needs to be outlined in the agreement that no building permits are issued by the contracted agency until confirmation is received from the municipality that a development permit has been obtained (or is not required). The municipality will provide a copy of all development permit applications/authorizations to the contracted agency immediately upon receipt.

2. It is understood from our recent conversation that the permit rate fees may need to be updated. Please provide recommendations on a fee schedule and a rationale/comparison for like-sized municipalities to assist council as it determines whether to increase the fees.

Thank you for considering a renewal. If you have any questions, please contact the undersigned at 403-641-3788 or cao@bassano.ca.

Sincerely,

Amanda Davis, MBA
Interim CAO
SAFETY CODES
SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS _________ DAY OF __________________, 2019.

BETWEEN:

TOWN OF BASSANO
Box 299
Bassano, AB T0J 0B0
“The Municipality”

-and-

SUPERIOR SAFETY CODES INC.
14613-134 Avenue
Edmonton, AB T5L 4S9
“The Agency”

RECITALS

1. The Town of Bassano hereafter known as “The Municipality”, being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:
   - Building
   - Electrical
   - Plumbing
   - Gas

Disciplines in accordance with the Act and Schedule “A”, being the Municipality’s Quality Management Plans and Schedule “B”, being the Municipality’s Fee Schedule (attached).

Services included under this Fee Schedule are:
   - Compliance
   - Appeal
   - Emergency
   - Enforcement (up to 8 hours; $125.00/hour after 8 hours)

Costs for extra services, such as; Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,
3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

1 INTERPRETATIONS

1.1 Definitions

a) “Accredited Agency” means a Corporation designated as an accredited agency under the Act;
b) “Accredited Municipality” means a municipality that is designated as an accredited municipality under the Act;
c) “Act” means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
d) “Agency” means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
e) “Agreement” means this document, Schedule A (the Quality Management Plans for the Municipality) and Schedule B (the Fee Schedule) as amended from time to time;
f) “Commencement Date” is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
g) “Events of Default” means any one or more of the Events of Default specified in Article 5 hereof;
h) “Permit Regulation” means Alberta Regulations, A.R. 204/2007 as amended;
i) “QMP Manager” means the person designated by the Municipality pursuant to Clause 3.21.a of this agreement and the “person responsible” under Schedule A;
j) “Record” means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded or stored on any manner, but does not include software or any other mechanism that produces records;
k) “Safety Codes Officer” (SCO) means an individual designated as a safety codes officer under the Act;
l) “Services” means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provisions of inspections and compliance monitoring services as listed in Clause 3.1.a.
m) “Term” has the meaning attributed thereto in Clause 4.1.a

1.2 Rules of Interpretation

a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
   i) a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
b) All monetary amounts refer to the lawful currency of Canada;
c) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;
d) References to “parties” shall mean the parties to this Agreement and a reference to a “party” shall mean one of the parties to this Agreement.
2 APPOINTMENT

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

3 AGENCY SERVICES AND COMMITMENTS

3.1 Agency Duties

a) The Agency shall:
   i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality’s Quality Management Plans attached as Schedule “A” to this Agreement. The Services shall be provided within the scope of the Agency’s accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
   ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
   iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
   iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
   v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

3.2 Agency Performance

a) The Agency shall, as outlined in this Clause:
   i) perform the Services in an effective and timely manner in accordance with Clause 3.5;
   ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner’s representative(s) to achieve compliance with the Act; and
   iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.
3.3 **Agency Personnel**

a) The Agency shall, as outlined in this Clause:
   
   i) employ persons knowledgeable about the applicable codes, standards and regulations, relative to Services it provides;
   
   ii) employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
   
   iii) maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers.

3.4 **Quality Management Plan Training**

a) The Agency shall:
   
   i) train its SCOs in the requirements of the Municipality’s QMP appropriate to their discipline and Services;
   
   ii) maintain the training records on the Agency SCO file;
   
   iii) ensure its SCOs have ongoing access to a current copy of the Municipality’s QMP appropriate to their discipline and Services.

3.5 **Permit Issuance**

a) The Agency will accept building, electrical, gas and plumbing permit applications and issue them in eSITE.

b) Building permits will not be issued until confirmation is received, in writing, from the Municipality that a development permit has been obtained or is not required.

3.6 **Compliance Monitoring**

a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
   
   i) the Agency SCO shall:
       • endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
       • inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
       • inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
       • inspect all work in place at the time of inspection.
   
   b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager on an individual basis.
   
   c) The Agency SCO shall, for each inspection required by the QMP:
       
       i) complete an inspection report as accepted by the QMP Manager;
       
       ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;
       
       iii) perform follow-up inspections as required by the QMP,
iv) upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.

d) The Agency SCO shall record on the inspection report:
   i) the stage(s) of work being inspected;
   ii) a description of the work in place at the time of inspection; and
   iii) all observed Deficiencies or Unsafe Conditions.

e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.

f) A deficiency is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.

g) An unsafe condition is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.

h) A completed file is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

3.7 Consultative Services

a) The agency shall provide consultative services to municipal residents, including:
   i) technical advice;
   ii) advice and interpretation on related codes and standards.

3.8 Situations of Imminent Serious Danger

a) If a situation of imminent serious danger to persons or property because of any thing, process or activity to which the Act applies, is observed.
   i) the Agency’s SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
   ii) the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

3.9 Orders

a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
   i) first make every reasonable effort to facilitate conformance with the Act;
   ii) issue an order in the format accepted by the QMP Manager;
   iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
   iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
   v) carry out an order in accordance with the Act.
3.10 **Variances**

a) The Agency’s SCOs may, upon written request from the owner, issue a variance. The Agency’s SCO, when issuing a variance shall:
   i) issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;
   ii) issue a variance only on a project where the Municipality has issued a permit;
   iii) issue a variance in the format accepted by the QMP Manager;
   iv) ensure a variance provides an equivalent or greater level of safety;
   v) issue a variance only for site specific applications;
   vi) record the details of a variance in the project file;
   vii) provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, the Technical Administrator, and;
   viii) issue a variance only when the safety or rights of others is not compromised; and
   ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

3.11 **Records**

a) The Agency shall maintain a file system, to the satisfaction of the QMP Manager, for all the records associated with performing the Services including:
   i) permit applications and permits;
   ii) plans, specifications, and other related documents;
   iii) plans review reports;
   iv) requests for inspections;
   v) inspection reports;
   vi) verification of compliance;
   vii) variance;
   viii) orders;
   ix) occupancy certificate, and;
   x) related correspondence and/or other relevant information.

3.12 **File Flow**

a) Upon approval of a development application, the Municipality will submit the file to the Agency for review and follow up of required safety codes permits.

3.13 **Ownership of Records**

a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager immediately upon request.

b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency’s premises at any reasonable time in order to inspect, review or retrieve such records.
3.14 Records Management

a) The Agency shall:
   i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for information initiated under that statute shall be conducted through the QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP Manager;
   ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
   iii) disclose the information only with the consent of the QMP Manager; and
   iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.

b) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency’s records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views are necessary to remedy the inadequacy.

c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.

d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the QMP Manager.

e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager.

3.15 Collection and Payment of Fees

a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).

b) The Agency shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). On a monthly basis, the Agency will pay the Municipality for their share of the issued permit fees.

c) The Agency agrees to pay the Municipality remuneration in the amount of 30% of the permit fees set forth in Schedule B.

d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.

e) Permit fees will be reviewed on annual basis to factor in inflation.
3.16 **Workers’ Compensation Coverage**

a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker’s Compensation coverage through an account in good standing with the Alberta Worker’s Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement.

3.17 **Regulatory Requirements**

a) The Agency shall comply with the requirements of the municipal, provincial and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

3.18 **Insurance**

a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.

b) The Agency shall provide:
   i) comprehensive or commercial general liability insurance within limits of not less than $5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that $10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury and property damage (including loss of use thereof).
   ii) “All Risks” Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
   iii) “Professional Liability/Errors and Omissions” insurance with limits not less than $2,000,000.00 (Two Million Dollars) inclusive per occurrence.

c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

3.19 **Acknowledgements**

a) The Agency acknowledges that:
   i) the Municipality will contract with no more than one (1) accredited agency;
   ii) the Municipality may change its accreditation status under the Act.

b) The Agency and Municipality acknowledge that:
   i) they will maintain the Municipality’s present first rights over Accredited Corporations throughout the term of this contract.
3.20 Relationship of Parties

a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm’s length.

3.21 Notices

a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

TOWN OF BASSANO
Box 299
Bassano, AB T0J 0B0
Attention: Chief Administrative Officer

- and -

SUPERIOR SAFETY CODES INC.
14613-134 Avenue
Edmonton, AB T5L 4S9
Attention: Raymond Hajjar

b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, “business day” means any day except a Saturday, Sunday, or a statutory holiday.

3.22 Liaison

a) The Municipality shall designate the QMP Manager as the Municipality’s representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.
3.23 Reports

a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

3.24 Indemnity and Hold Harmless

a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employees in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.

b) The Agency shall Indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.

c) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

3.25 Performance Review

a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.

b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency’s own expense.

3.26 Termination or Suspension of Agreement

a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.

b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.

c) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

4 TERMS

4.1 Term

a) Subject to Clauses 3.26, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of ________________ and expires on ________________ with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.
5 EVENTS OF DEFAULT

5.1 Cause

a) Cause for termination or suspension of this Agreement includes, but is not limited to:
   i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
   ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
   iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
   iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
   v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
   vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality’s image;
   vii) non-performance or inadequate performance by the Agency of the Services;
   viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
   ix) an inability of the Agency to provide effective and appropriate Services;
   x) each of the events is hereby called an “Event of Default” and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.

b) In the event this Agreement is terminated, the Agency shall, upon the Municipality’s request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.

c) The Agency shall immediately notify the Municipality in the event that:
   i) its accreditation under the Act is suspended or cancelled;
   ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
   iii) it ceases to provide the Services under this Agreement.

d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.
5.2 Survival of Terms

a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

5.3 Transition Services

a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality’s satisfaction).

5.4 Amendment Provisions

a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary or amend Schedule “A” or “B” by giving notice to the Agency in accordance with Clause 3.21 of this Agreement.
b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

5.5 General

a) Time is of the essence in this Agreement.
b) The Agency shall ensure that its employees, subcontractors and agents comply with the provisions of this Agreement.
c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.
i) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.
j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.

k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.

l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.

m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

TOWN OF BASSANO

Per: ________________________________

Per: ________________________________

SUPERIOR SAFETY CODES INC.

Per: ________________________________

Per: ________________________________
# TOWN OF BASSANO

**Building Permit Fee Schedule - CURRENT**

## For Residential Installations

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Fee – not including SCC levy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>$5.50 per $1000 of Project Value **</td>
</tr>
<tr>
<td>Relocation of a Building (on crawlspace or basement)</td>
<td>$0.25 per square foot of main floor</td>
</tr>
<tr>
<td></td>
<td>$100.00 minimum permit fee</td>
</tr>
<tr>
<td>Garage, Addition, Renovation</td>
<td>$0.25 per square foot</td>
</tr>
<tr>
<td></td>
<td>$100.00 minimum permit fee</td>
</tr>
<tr>
<td>Manufactured / Mobile Home (not on a crawlspace or basement)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Decks, Solid Fuel Burning Appliances, Demolition</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**NOTE: Project Value is based on the actual cost of material and labour**

Verification of cost may be requested prior to permit issuance.

* SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560

## For Non-Residential Installations

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Fee – not including SCC levy*</th>
</tr>
</thead>
<tbody>
<tr>
<td>New, Renovation, Addition</td>
<td>$5.50 per $1000 of Project Value **</td>
</tr>
<tr>
<td></td>
<td>$250.00 minimum permit fee</td>
</tr>
</tbody>
</table>
## Town of Bassano
### Electrical Permit Fee Schedule - CURRENT

#### Single Family Dwelling Permits

<table>
<thead>
<tr>
<th>Square Footage</th>
<th>Permit Fee</th>
<th>SC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-500</td>
<td>$75.00</td>
<td>$4.50</td>
<td>$79.50</td>
</tr>
<tr>
<td>501-1,000</td>
<td>$100.00</td>
<td>$4.50</td>
<td>$104.50</td>
</tr>
<tr>
<td>1,001-1,500</td>
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<td>$6.00</td>
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<td>1,501-2,000</td>
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<td>2,001-2,500</td>
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<td>$8.00</td>
<td>$208.00</td>
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<tr>
<td>2,501-3,000</td>
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<td>$9.00</td>
<td>$234.00</td>
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<tr>
<td>Over 3000</td>
<td>$225.00</td>
<td>$0.10 per square foot</td>
<td></td>
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</table>

#### Temporary Service & Service Connections

<table>
<thead>
<tr>
<th>Installation Cost</th>
<th>Permit Fee</th>
<th>SC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 125 AMPS</td>
<td>$60.00</td>
<td>$4.50</td>
<td>$64.50</td>
</tr>
<tr>
<td>Above 125 AMPS</td>
<td>$100.00</td>
<td>$4.50</td>
<td>$104.50</td>
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</table>

#### Other Than Single Family Dwelling Permits

<table>
<thead>
<tr>
<th>Installation Cost</th>
<th>Permit Fee</th>
<th>SC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 0-300</td>
<td>$55.00</td>
<td>$4.50</td>
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Other Than New Single Family Dwelling Permits

<table>
<thead>
<tr>
<th>Installation Cost</th>
<th>Permit Fee</th>
<th>SC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
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<td>$2,496.00</td>
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**NOTE:** Effective April 1, 2010 the Safety Codes Council has increased the SCC Levy to 4% with a minimum of $4.50 and a maximum of $560
<table>
<thead>
<tr>
<th>No. of Fixtures</th>
<th>Permit Fee</th>
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<td>20</td>
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<td>$208.00</td>
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Add $5.00 for each fixture over 20

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Fee</th>
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<tr>
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<td>Fields &amp; Mounds</td>
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<td>Treatment Plants</td>
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**NOTE:** Effective April 1, 2010 the Safety Codes Council has increased the SCC Levy to 4% with a minimum of $4.50 and a maximum of $560
## Town of Bassano

**Gas Permit Fee Schedule - CURRENT**

### Gas Permit Fee Schedule (Residential)

<table>
<thead>
<tr>
<th>No. of Outlets</th>
<th>Permit Fee</th>
<th>SC Levy</th>
<th>Total Fee</th>
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<tr>
<td>1</td>
<td>$55.00</td>
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<td>$109.50</td>
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<tr>
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<td>$115.00</td>
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<td>$150.80</td>
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<tr>
<td>10</td>
<td>$165.00</td>
<td>$6.60</td>
<td>$171.60</td>
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</table>

Add $10.00 per outlet over 10

### Propane & Small Installations

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Fee</th>
<th>SC Levy</th>
<th>Total Fee</th>
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</thead>
<tbody>
<tr>
<td>Propane Tank Set (Includes Connection)</td>
<td>$50.00</td>
<td>$4.50</td>
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<tr>
<td>Over 5 Tank Sets (at the same time of application)</td>
<td>$45.00 per tank set</td>
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</table>

### Non-Residential Gas Permits

<table>
<thead>
<tr>
<th>No. of BTU's</th>
<th>Permit Fee</th>
<th>SC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 50,000</td>
<td>$50.00</td>
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<tr>
<td>50,001 - 100,000</td>
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<td>100,001 - 200,000</td>
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</tr>
<tr>
<td>200,001 - 300,000</td>
<td>$150.00</td>
<td>$6.00</td>
<td>$156.00</td>
</tr>
<tr>
<td>300,001 - 500,000</td>
<td>$175.00</td>
<td>$7.00</td>
<td>$182.00</td>
</tr>
<tr>
<td>500,001 - 750,000</td>
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<td>$208.00</td>
</tr>
<tr>
<td>750,001 - 1,000,000</td>
<td>$225.00</td>
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<td>$234.00</td>
</tr>
<tr>
<td>1,000,001 - 2,000,000</td>
<td>$250.00</td>
<td>$10.00</td>
<td>$260.00</td>
</tr>
</tbody>
</table>

Add $5.00 for each 100,000 BTU over 2,000,000 BTU

**NOTE:** Effective April 1, 2010 the Safety Codes Council has increased the SCC Levy to 4% with a minimum of $4.50 and a maximum of $560
## Residential Installations

### Single Family Dwellings, Additions

<table>
<thead>
<tr>
<th>Square Footage</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
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</thead>
<tbody>
<tr>
<td>Up to 1000</td>
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<td>$130.00</td>
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<tr>
<td>1001 - 1500</td>
<td>$160.00</td>
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<td>$166.40</td>
</tr>
<tr>
<td>1501 – 2000</td>
<td>$190.00</td>
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<td>$197.60</td>
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<tr>
<td>2001 – 2500</td>
<td>$225.00</td>
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<td>$234.00</td>
</tr>
<tr>
<td>2501 – 3500</td>
<td>$250.00</td>
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<td>$260.00</td>
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<tr>
<td>Over 3500</td>
<td>$250.00</td>
<td>$10.00</td>
<td>$260.00</td>
</tr>
</tbody>
</table>

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560*

### Other than New Single Family Residential (basement development, garage, renovation, minor work)

<table>
<thead>
<tr>
<th>Installation Cost</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $500</td>
<td>$100.00</td>
<td>$4.50</td>
<td>$104.50</td>
</tr>
<tr>
<td>$501 - $1000</td>
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</tr>
<tr>
<td>$1001 - $2000</td>
<td>$150.00</td>
<td>$6.00</td>
<td>$156.00</td>
</tr>
<tr>
<td>$2001 - $3000</td>
<td>$160.00</td>
<td>$6.40</td>
<td>$166.40</td>
</tr>
</tbody>
</table>

*Installation costs greater than $3000 use the square footage fee schedule above*

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
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</thead>
<tbody>
<tr>
<td>Permanent Service Connection Only</td>
<td>$85.00</td>
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<tr>
<td>Temporary Power/Underground Service</td>
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<td>$89.50</td>
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</table>
### TOWN OF CLARESHOLM

**Electrical Permit Fee Schedule - PROPOSED**

**Commercial, Industrial, Institutional**

*(Contractors Only)*

<table>
<thead>
<tr>
<th>Installation Cost</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
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<td>0-300</td>
<td>$75.00</td>
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<td>501-1,000</td>
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<td>$4.50</td>
<td>$94.50</td>
</tr>
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<td>1,501-2,000</td>
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<td>$99.50</td>
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<td>$104.50</td>
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<td>2,501-3,000</td>
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<td>$109.50</td>
</tr>
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<td>3,001-3,500</td>
<td>$110.00</td>
<td>$4.50</td>
<td>$114.50</td>
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<td>$2,496.00</td>
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</tbody>
</table>

For installations greater than $1,000,000.00 please contact Superior Safety Codes for a quote.

* SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560
Town of Claresholm
Electrical Permit Fee Schedule - PROPOSED

Annual Electrical Permits

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
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<tbody>
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<td>Annual Electrical Maintenance</td>
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* SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560
## Residential Installations

<table>
<thead>
<tr>
<th>Number of Outlets</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$75.00</td>
<td>$4.50</td>
<td>$79.50</td>
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<tr>
<td>9</td>
<td>$190.00</td>
<td>$7.60</td>
<td>$197.60</td>
</tr>
<tr>
<td>10</td>
<td>$200.00</td>
<td>$8.00</td>
<td>$208.00</td>
</tr>
<tr>
<td>Over 10</td>
<td>$200.00</td>
<td>$10.00</td>
<td>$218.00</td>
</tr>
</tbody>
</table>

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Propane Tank Set (does not include connection to appliance)</td>
<td>$100.00</td>
<td>$4.50</td>
<td>$104.50</td>
</tr>
<tr>
<td>Temporary Heat</td>
<td>$100.00</td>
<td>$4.50</td>
<td>$104.50</td>
</tr>
</tbody>
</table>

* **SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560**
# Town of Claresholm

## Gas Permit Fee Schedule - PROPOSED

### Commercial, Industrial, Institutional

(Contractors Only)

<table>
<thead>
<tr>
<th>BTU Input</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 150,000</td>
<td>$75.00</td>
<td>$4.50</td>
<td>$79.50</td>
</tr>
<tr>
<td>150,001 to 250,000</td>
<td>$100.00</td>
<td>$4.50</td>
<td>$104.50</td>
</tr>
<tr>
<td>250,001 to 350,000</td>
<td>$130.00</td>
<td>$5.20</td>
<td>$135.20</td>
</tr>
<tr>
<td>350,001 to 500,000</td>
<td>$175.00</td>
<td>$7.00</td>
<td>$182.00</td>
</tr>
<tr>
<td>500,001 to 750,000</td>
<td>$200.00</td>
<td>$8.00</td>
<td>$208.00</td>
</tr>
<tr>
<td>750,001 to 1,000,000</td>
<td>$225.00</td>
<td>$9.00</td>
<td>$234.00</td>
</tr>
<tr>
<td>Over 1,000,000</td>
<td>$275.00 plus $5.00 per 100,000 (or portion of) over 1,000,000 BTU</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Propane Tank Sets

(does not include connection to appliance)

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propane Tank Sets</td>
<td>$75.00</td>
<td>$4.50</td>
<td>$79.50</td>
</tr>
</tbody>
</table>

Add $50.00 for each additional tank set

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propane Cylinder Refill Centre</td>
<td>$175.00</td>
<td>$7.00</td>
<td>$182.00</td>
</tr>
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</table>

* SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560
## Town of Claresholm

### Plumbing Permit Fee Schedule - PROPOSED

**Residential & Non-Residential Installations**

<table>
<thead>
<tr>
<th>Number of Fixtures</th>
<th>Permit Fee</th>
<th>SCC Levy</th>
<th>Total Fee</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$75.00</td>
<td>$4.50</td>
<td>$79.50</td>
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<tr>
<td>2</td>
<td>$80.00</td>
<td>$4.50</td>
<td>$84.50</td>
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<td>3</td>
<td>$85.00</td>
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<td>$89.50</td>
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<td>4</td>
<td>$95.00</td>
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<td>5</td>
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<tr>
<td>7</td>
<td>$115.00</td>
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<td>8</td>
<td>$120.00</td>
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<td>$124.80</td>
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<tr>
<td>9</td>
<td>$130.00</td>
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<td>10</td>
<td>$140.00</td>
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<td>12</td>
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<tr>
<td>14</td>
<td>$170.00</td>
<td>$6.80</td>
<td>$176.80</td>
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<td>15</td>
<td>$175.00</td>
<td>$7.00</td>
<td>$182.00</td>
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<td>16</td>
<td>$180.00</td>
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<td>17</td>
<td>$185.00</td>
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<td>19</td>
<td>$195.00</td>
<td>$7.80</td>
<td>$202.80</td>
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<tr>
<td>20</td>
<td>$200.00</td>
<td>$8.00</td>
<td>$208.00</td>
</tr>
<tr>
<td>Over 20</td>
<td>$200.00 plus $5.00 per fixture over 20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*SCC Levy is 4% of the permit fee with a minimum of $4.50 and a maximum of $560*
REQUEST FOR DECISION
Meeting: September 9, 2019
Agenda Item: 7.2

Public Works – Capital Asset Purchase

BACKGROUND:
The public works department advised administration that the 2001 John Deere mower would have to be replaced in 2019. The machine made it though the season but, there are ongoing issues that have cost $3,000 over the past few years (e.g. unit overheats, power steering pump, wiring harness). The unit has 2,400 hours and is showing ware.

Public works requests the 2001 John Deer 5’ side discharge mower is replaced with a mower and 5’ rear discharge.

Quotes were received from Cervus Ag Equipment and New Way Kubota. The units are comparable per the brand/model.

The John Deere 1550 TerrainCut unit is undersized (hp is too low), whereas the 1580 TerrainCut is oversized for what is required.

The Kubota F2690E is sufficient as a 4x2 however is not in stock and does not have a competitive resale as compared to a 4x4. The Kubota F2690 is sufficient, it is a 4x4 is in stock and has shown to have a better resale. The price point is comparable at for an end of season purchase.

We recommend the purchase of the 2019 F2690 Kubota Tractor with 60” rear discharge as quoted with a trade $20,254.04. The trade in value for the 2001 JD is $3,500. If sold privately, the unit is valued at $4-4,500.

Municipal Services Reserve account balance at August 31, 2019 is $474,958. The fund is intended to cover this asset cost.

OPTIONS:
#1 – That council approves a capital expenditure to purchase a 2019 Kubota #F2690 with 60” rear discharge mount as quoted by New Way Kubota #831171 with a trade value of $3,500 for the 2001 John Deere 1420 mower at $20,254.04 plus GST. The asset shall be purchased with funds from the Municipal Services Reserve.

#2 – That council rejects the capital expenditure purchase of a new mower in 2019 and directs administration to tender the asset replacement in 2020.

#3 – That council rejects the capital expenditure purchase for a new mower and directs administration to seek out a used mower to replace the 2001 John Deere 1420 in 2020.

CAO COMMENTS:
None

ALIGNMENT WITH STRATEGIC PLAN
This is an operational matter.

**PROPOSED RESOLUTION:**

That council approves a capital expenditure to purchase a 2019 Kubota #F2690 with 60” rear discharge mount as quoted by New Way Kubota #831171 with a trade value of $3,500 for the 2001 John Deere 1420 mower at $20,254.04 plus GST. The asset shall be purchased with funds from the Municipal Services Reserve.

**Attachments:**
1. New Way Kubota Quotes x 2
2. Cervus Ag Equipment Quotes x 2

**Prepared by:** Amanda Davis, Interim CAO
New Way Kubota
Brooks/Lethbridge

Quote # 831171  Reference: F2690 60" rear  Expires: 08/19/2019
Prepared by: Town Of Bassano  By: Curtis Ohlbro

Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Class</th>
<th>Description</th>
<th>Serial #</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>#F2690</td>
<td>TRACTOR/26HP/4WD/ROPS</td>
<td></td>
<td></td>
<td>$20,171.74</td>
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<tr>
<td>1</td>
<td>&quot;F8280</td>
<td>F80 Suspension Seat</td>
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<td></td>
<td></td>
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<tr>
<td>1</td>
<td>K360101000</td>
<td>F2690</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Standard Turf Tire</td>
<td>Standard Turf Tire</td>
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<tr>
<td>2</td>
<td>F9377C</td>
<td>24x12.00-12 R3 CARL Bias SR</td>
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<tr>
<td>2</td>
<td>F9398C-1</td>
<td>18x9.50-8 R3 CARL Bias SR</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
* Not exactly as shown. Shown with optional product.

Notes:
1 New Kubota "RCRK60R-F36 60" Rear Discharge

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Class</th>
<th>Description</th>
<th>Serial #</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&quot;RCRK60R-F36</td>
<td>60&quot; Rear Discharge</td>
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<td></td>
<td>$3,582.31</td>
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Notes:
* Not exactly as shown. Shown with optional product.

Trades

<table>
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<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Serial #</th>
<th>Description</th>
<th>Fuel Type</th>
<th>Hours</th>
<th>Over 60hp?</th>
<th>Trade Value</th>
<th>Liens</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>John Deere</td>
<td>1420</td>
<td>TC14220G 010568</td>
<td>24hp front mower 60&quot; side discharge</td>
<td>G</td>
<td>2400</td>
<td>False</td>
<td>$3,500.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Notes:

Quote Summary

Equipment Total $23,754.04
Administration Fees $0.00
Other Taxable $0.00
Plus Purchasable Warranty $0.00
Selling Price $23,754.04

Less Trades $3,500.00
Total After Trades $20,254.04
GST/HST $1,012.70
PST/QST $0.00
Non Taxable Environmental Charges $0.00
Other Non-Taxable $0.00
Total $21,266.75
Plus Liens $0.00
Cash Down Payment $0.00

Page 1 of 2 on 8/20/2019 4:22:14 PM
New Way Kubota
Brooks/Lethbridge

Quote # 831171
Prepared for: Town Of Bassano

Reference: F2690 60" rear

Expires: 08/19/2019
By: Curtis Oftebro

Total After Cash Down Payment $21,266.75

To accept, please sign here and return to dealer
New Way Kubota
Brooks/Lethbridge

Quote # 829738
Prepared for: Town Of Bassano
Expires: 08/15/2019
By: Curtis Oftebro

Equipment

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Class</th>
<th>Description</th>
<th>Serial #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>#F2690E</td>
<td></td>
<td>TRACTOR/26HP/2WD/ROPS</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>300</td>
<td></td>
<td>STANDARD Carlisle Bias Turf tires</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>AF9364C</td>
<td></td>
<td>23x10.50-12 R3 CARL Bias SR</td>
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<td>1</td>
<td>G18PRFC</td>
<td></td>
<td>16 x 6.50-8 R3 Carl Bias SR</td>
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<td>1</td>
<td>*F3280</td>
<td></td>
<td>F80 Suspension Seat</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>K365201000</td>
<td></td>
<td>F2690E</td>
<td></td>
</tr>
</tbody>
</table>

* Not exactly as shown. Shown with optional product.

$19,382.22

Notes:

1 New Kubota "RCK60R-F36 60" Rear Discharge

<table>
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<tr>
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<th>Item</th>
<th>Class</th>
<th>Description</th>
<th>Serial #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>&quot;RCK60R-F36&quot;</td>
<td></td>
<td>60&quot; Rear Discharge</td>
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</tr>
</tbody>
</table>

* Not exactly as shown. Shown with optional product.

$3,817.78

Notes:

Trades

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Serial #</th>
<th>Description</th>
<th>Fuel Type</th>
<th>Hours</th>
<th>Over 60hp?</th>
<th>Trade Value</th>
<th>Liens</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>John Deere</td>
<td>1420</td>
<td>TC14220G 010588</td>
<td>24hp front mower 60&quot; side discharge</td>
<td>G</td>
<td>2400</td>
<td>False</td>
<td>$3,500.00</td>
<td>$0.00</td>
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Notes:

Quote Summary

<table>
<thead>
<tr>
<th>Equipment Total</th>
<th>$23,200.00</th>
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</thead>
<tbody>
<tr>
<td>Administration Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Taxable</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plus Purchasable Warranty</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Selling Price $23,200.00

Less Trades $3,500.00

Total After Trades $19,700.00

| GST/HST | $985.00 |
| PST/GST | $0.00 |
| Non Taxable Environmental Charges | $0.00 |
| Other Non-Taxable | $0.00 |

Total $20,685.00

Plus Liens $0.00
Cash Down Payment $0.00
New Way Kubota
Brooks/Lethbridge

Quote # 828738
Prepared for: Town Of Bassano

Reference: F2690E

Expires: 08/15/2019
By: Curtis Offebro

Total After Cash Down Payment $20,685.00

To accept, please sign here and return to dealer.
# Quote Summary

**Prepared For:**
Bassano, Town Of  
Po Box 299  
Bassano, AB T0J0B0

**Prepared By:**
Cervus Ag Equipment LP  
Justin Plett  
Old Highway 1  
Bassano, AB T0J0B0  
Phone: 403-641-3813  
nplett@cervusequipment.com

**Quote ID:** 20320039  
**Created On:** 26 August 2019  
**Last Modified On:** 27 August 2019  
**Expiration Date:** 02 September 2019

## Equipment Summary

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Suggested List</th>
<th>Selling Price</th>
<th>Qty</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN DEERE 62 In. Fastback Commercial Rear Discharge Deck</td>
<td>$5,920.00</td>
<td>$5,000.00</td>
<td>X</td>
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<tr>
<td>JOHN DEERE 1550 TerrainCut Commercial Front Mower (Less Mower Deck)</td>
<td>$25,405.00</td>
<td>$23,250.00</td>
<td>X</td>
<td>1</td>
</tr>
</tbody>
</table>

**Equipment Total** $28,250.00

## Trade In Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Each</th>
<th>Extended</th>
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</thead>
<tbody>
<tr>
<td>2002 JOHN DEERE 1420 - TC1420G010568</td>
<td>1</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
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<tr>
<td>PayOff</td>
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<td>$0.00</td>
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<tr>
<td>Total Trade Allowance</td>
<td></td>
<td>$3,000.00</td>
<td>$3,000.00</td>
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</table>

**Trade In Total** $3,000.00

## Quote Summary

- **Equipment Total**: $28,250.00
- **Trade In**: $(3,000.00)
- **SubTotal**: $25,250.00
- **GST/HST**: $1,412.50
- **ALBERTA TIRE TAX**: $16.00
- **Est. Service Agreement Tax**: $0.00
- **Total**: $26,678.50
- **Down Payment**: $(0.00)
- **Rental Applied**: $(0.00)
- **Balance Due**: $26,678.50

---

**Sales Person:** X_________  
**Accepted By:** X_________  

Confidential
### Quote Summary

**Prepared For:**
Bassano, Town Of  
Po Box 299  
Bassano, AB T0J0B0

**Prepared By:**
Cervus Ag Equipment LP  
Justin Plett  
Old Highway 1  
Bassano, AB T0J 0B0  
Phone: 403-641-3813  
jplett@cervusequipment.com

**Quote ID:** 20320039  
**Created On:** 26 August 2019  
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#### Equipment Summary

<table>
<thead>
<tr>
<th>Equipment Summary</th>
<th>Suggested List</th>
<th>Selling Price</th>
<th>Qty</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN DEERE 62 In. Fastback Commercial Rear Discharge Deck</td>
<td>$ 5,920.00</td>
<td>$ 5,000.00</td>
<td>1</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>JOHN DEERE 1580 TerrainCut Commercial Front Mower (Less Mower Deck)</td>
<td>$ 42,623.00</td>
<td>$ 35,500.00</td>
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<td>$ 35,500.00</td>
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**Equipment Total**  
$ 40,500.00

#### Trade In Summary

<table>
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<th>Trade In Summary</th>
<th>Qty</th>
<th>Each</th>
<th>Extended</th>
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<tbody>
<tr>
<td>2002 JOHN DEERE 1420 - TC1420G010568</td>
<td>1</td>
<td>$ 3,000.00</td>
<td>$ 3,000.00</td>
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<tr>
<td>PayOff</td>
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<tr>
<td>Total Trade Allowance</td>
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</table>

**Trade In Total**  
$ 3,000.00

#### Quote Summary

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Trade In</td>
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<td>$ (3,000.00)</td>
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<tr>
<td>SubTotal</td>
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<td>GST/HST</td>
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<td></td>
<td>$ 2,025.00</td>
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<tr>
<td>ALBERTA TIRE TAX</td>
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<td></td>
<td>$ 16.00</td>
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<td>Est. Service Agreement Tax</td>
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<td>Total</td>
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<td></td>
<td>$ 39,541.00</td>
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<tr>
<td>Down Payment</td>
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<tr>
<td><strong>Balance Due</strong></td>
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<td></td>
<td><strong>39,541.00</strong></td>
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Sales Person: X__________

Accepted By: X__________

Confidential
Joint Shared Services

Doctor recruitment and retention in the region was discussed as well as the Brooks Health Foundation recent announcement on the cancelation of the Dialysis Unit Project. Currently, the region is well served by the complement of doctors in the two health centres. Although the Brooks Health Foundation has received some criticism about the dialysis project, the decision to cancel this initiative was made by the Alberta Health Services South Region administration due to an insufficient number of dialysis patients needing this service. A number of area patients have been switched to home dialysis which is becoming the standard of practice across Alberta.

The regional economic report for the region was presented – this included reports on Business Marketing Makeovers, Labour Market Partnership Study, Project Maple Leaf Request for Proposal, Search Engine Optimization Strategy, New Grow (entrepreneur training), Power Up Conference, and Energy from Waste Update.

Newell Foundation

The Newell Foundation Newbrook Lodge Sunroom project was the main topic of the meeting. Tenders were reviewed and a final decision was made on the contractor. The selected contractor will be beginning construction in the fall of 2019 with project completion by the fall of 2020.

A number of required policy updates were considered and approved.

Barry Morishita and I will be meeting with all of the ministers connected with the Bassano Project at the fall AUMA convention in September. We will be making our pitch to get this project approved. Michaela Glasgow (MLA) has been quite helpful in supporting our efforts.

Mayors and Reeves Meeting - Taber

There were two major items on the agenda of this meeting. Halo, the supplier of the emergency helicopter service based out of Medicine Hat, made a presentation about the service they provide for southern Alberta. This fiscal year, they expanded their service range by buying a twin-engine helicopter. Based on the previous year’s expenses for a single engine helicopter service, they projected that the twin-engine service would cost approximately two times what it would cost for the single engine. However, their cost of operation is now estimated to be almost $750,00 more than the projection.

They have asked the provincial government to cover the cost of the service for the balance of the year and to increase their budget for next year. However, the government is still reviewing all financial commitments and has not responded to their request. Thus, they were requesting that south region municipalities pick up the shortfall.
In discussion after the presentation, mayors and reeves agreed to send a letter to Premier Kenney requesting provincial funding for the balance of the year and adequate funding to provide for the service to the south region for the following year.

The second item of discussion was the news about the provincial government’s plan to use 35% of the RMA’s linear tax to provide relief for the shallow gas industry. This was lively discussion but there was no motion for action brought forward. It is clear, however, that RMA’s are going to have to adjust to a smaller tax base. The reason for the County of Newell’s interest in investigating the merits of amalgamation is much more understandable at this point in time.
1) In July, 19,396 tonnes of special waste were received with $418,056 in disposal fees. This was the highest volume since 2014.

2) In July, 2638 tonnes of municipal waste were received with $25,832 in disposal fees.

3) The burn pit at the Bassano transfer station is in the county, the rest of the site is in the town. As a result of the county fire ban, they could not burn so the burn pile got quite high. When the bans were lifted and Roger felt the conditions were right to burn, they did and that afternoon, the winds intensified and the fire got out of control. They were later able, with the help of the fire department, to get it out. Ray noted that this was the first such incident in a number of years. They have now purchased a used water tank and are purchasing a pump so that they will have water on hand.

4) There were 1041 vehicles delivering waste the Bassano transfer station in July, an average of 80 per day.
The usual Agenda and last meeting minutes were approved.

Motion to approve the Financial statement. Carried

A motion to approve the purchase of new furniture for the newly completed large meeting room. Carried.

A motion to approve the cost overrun of $11,000 (1%) on the HQ renovations was made. Carried.

A motion was made to discuss the cyber insurance proposal as presented which was eventually broaden to include all quotes submitted. The quote by Western Insurance Broker was proposed with a $2,000,000 limit at an annual cost of $1,500. Carried

A motion was made to start the evaluation process of the CEO and a committee was formed consisting of Dwight Kilpatrick, Craig Wilmer and Kelly Christman. Trustees are to complete Policy C.13 (E) and present them at the September meeting. Additionally Trustees will also consider the following;
Where do we see SLS going in the future?
What would prevent us from being successful in the next 5 to 10 years?
How we will mitigate or overcome these risks?
And specifically, how can our CEO help lead the organization into the future?
What supports can the board off to make this happen?

At the September meeting the board will have an “in camera” session to compile their input, the board will, with the CEO, set a date for the performance appraisal. Carried.

Approval of Policy B:07 Bylaws Legislative, as amended Carried.

Approval of Policy C:09 Health care/Life insurance as presented. Carried

Approval of Policy C:19 Probationary Periods as presented. Carried.

Approval of Policy C:12 Termination of employment as presented. Carried.

Move that the board receive the following items as information. Carried
CEO reports.
Manager, System and Technical Service Reports.
Client Services Librarian reports.
Provincial funding EMail.
LAPP compliance report package.
2020 SLS meeting calendar.
Strategic planning session follow-up survey.
Solar Panel energy production information reports.

Meeting adjourned. Carried.

Kevin Jones.
## Administration

<table>
<thead>
<tr>
<th>INTERNAL</th>
<th>Intended timeline</th>
<th>To date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Capital replacement plan for public works equipment</td>
<td>Ph. 2 - December 31, 2018</td>
<td>In progress</td>
</tr>
<tr>
<td>2. 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>In progress</td>
</tr>
<tr>
<td>3. Plan 3872T, Block 7, Lot 19 (main street)</td>
<td>Ph. 2 - December 31, 2018</td>
<td>Sales/development agreement underway.</td>
</tr>
<tr>
<td>4. Place old equipment for tender.</td>
<td>Ph. 2 - December 31, 2018</td>
<td>One piece of equipment sold. Remainder has been re-tendered. The garbage truck will be sent to the auction in High River.</td>
</tr>
<tr>
<td>5. Unsightly premises properties – workplan</td>
<td>Ph. 2 - January 31, 2019</td>
<td>Ongoing</td>
</tr>
<tr>
<td>7. Beautify Bassano – implementation</td>
<td>Ph. 3 – ongoing</td>
<td>Orders in progress, steering committee active, work plans.</td>
</tr>
<tr>
<td>8. Regional Recreation Funding</td>
<td>Ph. 3 – February 1, 2019 – January 31, 2020</td>
<td>Agreement signed. Committee appointment required in fall and internal policy development to follow.</td>
</tr>
<tr>
<td>9. Work plans – oversee implementation</td>
<td>Ph. 3 – February 1, 2019 – January 31, 2020 - ongoing</td>
<td>In progress</td>
</tr>
<tr>
<td>10. Strategic Plan – Goal 2 – community and economic development</td>
<td>Ph. 3 – February 1, 2019 – January 31, 2020</td>
<td>Phase 1 research underway.</td>
</tr>
</tbody>
</table>
General Administration

- 21 fire pit permits have been issued to date.
- There has been no interest in the 1990 garbage truck posted for sale. The vehicle will be sent to Century Auction for the fall if it is financially feasible.
- Administration is working through system upgrades regarding the new water metering system.
- Administration is reviewing a Supplemental Affidavit of Records in preparation for Fall proceedings.
- The October organizational and regular meeting will be held on Tuesday the 15 as Monday is a holiday.
- Deputy Mayor Rose and I attended a meeting in Brooks with Minister Glubish and MLA Glasgo on August 20, 2019 for a roundtable discussion on rural broadband. The purpose of the government’s province wide tour was to gather information on rural broadband to ensure it can meet the federal/CRTC mandate that every person has 10 mbps upload and 50 mbps download speeds. CRTC’s target it to connect 90% of Canadian’s to this speed by 2021. The Eastern Irrigation District provided a copy of their draft business plan as a service provider, the Town highlighted Go Broadband’s initiative and the regional dark fibre project. The province aims support public/private sectors deliver this service and are in an information gathering phase.

In addition, we met with MLA Glasgo to discuss the Bassano Project. She is working with her team to arrange a one-on-one meeting with the Minister of Health in October to hear about the project proposal.

AUMA Convention

The AUMA convention will be held in Edmonton, September 24-27, Mayor Wickson, Deputy Mayor Rose and Councillor Morey will be attending. To date, the following meetings have been approved:

- Ministry of Transportation, Darren Davidson, Regional Director and Jerry Lau, Infrastructure Manager - September 25, 2019 from 3:45 p.m. – 4:10 p.m. to discuss lagoon project funding.
- Ministry of Infrastructure, Honorable Prasad Panda – September 25, 2019 from 12:30 p.m. – 1:00 p.m. to discuss lagoon project funding.
- Ministry of Seniors and Housing, Honorable Josephine Pon - September 25, 2019 from 5:00 p.m. – 5:30 p.m. to discuss the Bassano Project.

Corporal Andrews, Bassano RCMP sent a request to administration for any concerns the Town would like addressed at the 2019 AUMA convention with K-Division. As per motion 191/19, administration informed Andrews of the concerns related to the use of blow-boxes. Andrews advised that the implementation of the blow box is federally regulated and that the concern would be referred to his division. He advised that sending it to the K-Division for the convention would not serve a purpose. He will address the concerns with his superiors and discuss it again with council during his upcoming delegation. I asked about the long-term vision to maintain the local detachment and he said, it would be wise to send a letter to show our support to maintain a local detachment. This does not imply that it is going anywhere, but a support record works in our favor. As such, a letter was prepared and signed by the Mayor regarding the Town’s support for the local detachment. Andrews also advised that the K-Division has not scheduled meetings with the smaller urban municipalities at the upcoming AUMA convention. Bassano’s attendees will not have an audience with the K-Division. A change from previous years that is linked back to budget cuts.
Beautify Bassano Initiative

- Administration is working closely with the property owners of 1056 – 2nd Avenue (New West Milling) to ensure site clean-up and remediation.
- Three clean-up orders were issued, one has achieved compliance, one may result in a court order, and the other has received partial completion.

Financial

The Canada Revenue Agency completed a 2-day in-house GST audit. A report will be forthcoming however, not concerns were raised during the audit.

Administration is beginning the annual budget review and preparation process.

Strategic Plan

Administration is progressing through Goal 2 – Task 1 the development permit simplication process as per the Town’s strategic plan. This includes but is not limited to:

- Inventory of land availability,
- Superior Safety Codes contract renewal,
- Development permit fee updates, and
- Checklists and how to apply for,

<table>
<thead>
<tr>
<th>Residential</th>
<th>Non-residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>All residential developments</td>
<td>All non-residential developments</td>
</tr>
<tr>
<td>Fence permits</td>
<td>Fence permits</td>
</tr>
<tr>
<td>Deck permits</td>
<td>Deck permits</td>
</tr>
<tr>
<td>Sign permits</td>
<td>Sign permits</td>
</tr>
<tr>
<td>Accessory building</td>
<td>Accessory building</td>
</tr>
<tr>
<td>Demolition permits</td>
<td>Demolition permits</td>
</tr>
<tr>
<td>Shipping containers</td>
<td>Shipping containers</td>
</tr>
<tr>
<td>Land re-designation</td>
<td>Change of use</td>
</tr>
<tr>
<td></td>
<td>Land re-designation</td>
</tr>
</tbody>
</table>

Administration continues to support our consultant with the Goal 2 – Task 3 (Intergenerational and Multigenerational Tiny Home Pilot Project Bassano). An open house is scheduled for September 11, 2019 at 4:00 p.m. at the Pioneer Dam site to enable Mr. Brown to acquire firsthand feedback on needs and expectations. One-on-one meetings are being arranged with various businesses, realtors, social program officers, healthcare and steering committee members.

Transfer Site

On July 26, 2019 a fire was ignited at the Bassano Transfer Site burn pit by operators without authorization from the Fire Chief as outlined in the attached letter (August 13, 2019). On August 4, 2019 administration, Fire Chiefs Cochrane and Luchies met with Ray Juska, Newell Regional Solid Waste manager to discuss corrective actions as outlined in the Town’s letter. The meeting was positive, and the following results were achieved:
1. Operational protocol with site operators will be updated to ensure that they call the fire
   department and request authorization to ignite the burn pit. The burn pit shall not be lit without
   verbal confirmation from the Fire Chief or his designate. The site operators shall call the Fire
   Chief to advise when the burn has been extinguished whenever possible. It is understood that the
   burn pit can smolder for a long time.
   a. NRSWMA applies for one burn permit per year for their sites to the County, however,
      they are still required to request and receive authorization to burn at the sites.

2. A 1,000-gallon water tank and pump will be onsite at all times during burns.

3. A fire guard will be installed around the perimeter of the burn pit.

4. The berms will be increased as outlined in the letter from the Fire Chief.

5. Fire arrestors will be investigated by Juska to assist with sparks and smoke drift.

6. Material will not exceed the height of the burn pit walls. If material exceeds the height of the burn
   pit walls, it will be removed for smaller burns.

7. The above items will be implemented over the next few weeks and conducted on a trial basis.
   The next option would be to move the burn pit.

8. The Fire Chief assessed the old wood piles on the east side of the transfer site grounds and
   determined that the fire department would burn them. Once they are burned, additional wood
   piles will not be permitted. Burning the wood is a more cost effective than hiring a woodchipper at
   this time.

Development

<table>
<thead>
<tr>
<th>PERMIT NUMBER</th>
<th>LOCATION</th>
<th>DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOB-D-18-19</td>
<td>Plan 821 1773, Block A, Lot 2 (625 – 11th Street, Bassano)</td>
<td>Placement of four shipping containers for re-sale (added to the business line). One shipping container may be used for outdoor storage.</td>
</tr>
</tbody>
</table>

Plan 151 1466, Block 1, Lot 2 (1002 – 2nd Avenue, Bassano)
- Development agreement has been executed – all terms must be satisfied by September 30, 2019.

2600AM, Block 16, Lots 8-9 (415 – 4th Street, Bassano)
- The property owner chose not to apply to request the rezoning of the above property to a direct control district. The property owner sought approval from the MPC to grant permission for the greenhouse to remain at this current location until December 31, 2019 with the understanding the operations will cease on September 25, 2019 in accordance with development permit TOB-D-16/17.

The request will be considered by the MPC on September 9, 2019.

Public Works

Roads
- Administration started an investigation into the 2017 capital upgrades projects related to roadwork at the highway commercial subdivision and water line upgrades north of the Bassano RCMP detachment. There were two projects and engineering firms working in the area at the time, MPE/PME and CIMA/Brooks Asphalt. The potential warranty matters are being addressed with MPE/PME and were not part of the CIMA/Brooks upgrade. A warranty meeting has been requested with PME, the 2-year period is September 9, 2019. Information will follow as it becomes available.

Water System
- 2” water meters are scheduled for installation the week of September 9, 2019 at the mobile home parks. Projects, available manpower and scheduling of subcontracts delayed the installation
process. Installation should be complete within two days. Applications have been sent to ATCO to run new gas services to the meters as they will be enclosed in small heated shacks.

Recreation

The pool closed on August 30, 2019 and public works began its winterization. Pool operations consumed a lot of public works time this season as they worked through water treatment, chemical room upgrades, and basic operations. Overall, the season was a success and we will be making various operational changes in 2020 now that a foundation has been established.

2019 Year End Pool Report – Prepared by Grace Beddows, Pool Manager

School Swimming
School lessons did not run this year because of the large percentage of staff that were in school themselves. If lots of staff return next year, we should be able to run school lessons. Bassano School came in for free swim 10 times in June from 1-3 p.m. There were no issues and they’ll be back next year. Due to being short staffed during the month of June we also could not have any surrounding schools rent the pool. Again, if we have enough returning staff this should not be an issue next year.

Aqua Fit
We had 122 people come to 24 aqua fit sessions. They took place on Monday, Wednesday from 7-8 p.m. There were no issues.

Lane Swim
We had 31 people come to 24 lane swims. 9 times, zero people showed up. This is our least popular program, but there were no other issues.

Alberta Health Services (AHS) - Rec Therapy
This program will most likely run again next year. AHS came and taught the program from 12-1 p.m., Tuesday’s and Thursday’s. They had 8 people come all 13 times they were here. Three sessions were cancelled due to the weather. They were very impressed with the cleanliness of the pool and the frequency at which water tests were taken.

Passes Sold

<table>
<thead>
<tr>
<th>Season Passes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child: 0</td>
<td></td>
</tr>
<tr>
<td>Youth: 4</td>
<td></td>
</tr>
<tr>
<td>Adult: 1</td>
<td></td>
</tr>
<tr>
<td>Senior: 3</td>
<td></td>
</tr>
<tr>
<td>Family: 25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Punch Cards</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child: 3</td>
<td></td>
</tr>
<tr>
<td>Youth: 32</td>
<td></td>
</tr>
<tr>
<td>Adult:8</td>
<td></td>
</tr>
<tr>
<td>Senior:7</td>
<td></td>
</tr>
<tr>
<td>Family:1</td>
<td></td>
</tr>
</tbody>
</table>

Season passes are down by around 15%, but we’ve seen an increase in the popularity of punch cards. Some people end up purchasing 2 or 3 punch cards throughout the year.

Swimming Lessons
269 kids registered in one-week sessions (June-August)
48 registered in two-week sessions (June-August)
Total of 317 kids registered compared to 302 in 2017, and 280 in 2016. Cannot find data for
2018.

Attendance (No 2018 data)

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>May/June</td>
<td>1625</td>
<td>1762</td>
<td>1479</td>
<td>1168</td>
</tr>
<tr>
<td>July</td>
<td>1603</td>
<td>2318</td>
<td>3693</td>
<td>2452</td>
</tr>
<tr>
<td>August/September</td>
<td>2175</td>
<td>2308</td>
<td>2576</td>
<td>1787</td>
</tr>
<tr>
<td>Total</td>
<td>5403</td>
<td>6388</td>
<td>7748</td>
<td>5407</td>
</tr>
</tbody>
</table>

Attendance seemed to be down from previous years. I attribute this to the cooler weather. The average temperature (May-August) in 2015 was 23.6°C. 2016 was 22.7°C. 2017 was 27 °C. 2018 was 24.7°C. 2019 was 23.3°C.

The purpose of this summary is to show how attendance is based primarily on weather. This year was cooler than previous years, which explains why attendance was lower than it has been in the past. I was unable to find any 2018 attendance data but included the average high temperatures to reinforce this point.

To buy next year

- More white chairs (around 5)
- New extension cord (at least 75ft)
- Red umbrella’s for patrons (2-3)
- New skimmer lids (17)
- Outside lighting (Will help to prevent night swimmers and will improve camera footage at night)
- Cleaning supplies
- Red Cross lesson supplies
- First aid supplies
- Pool Chemicals
- Staff Clothes
- Staff Whistles

It is important to recognize that the Bassano Pool will be needing some larger upgrades and improvements in the very near future. Some of these include:

- Changeroom floors (lifting and separating from wall)
- Changeroom walls (drywall is chipped in places)
- Pool deck (lifting under slide and cracking in places) - the health inspector allowed us to open this year but made it clear that the pool deck would have to be repaired properly very soon.
- Slide stairs (wood is starting to crack and splinter in places)
- Life jacket rack (wheels don’t turn & rotate properly)
- All floor transitions in changeroom (lifting)
- Sand filters changed (1 or 2 a year if changing 8 is too much) - sand filters are supposed to be changed a minimum of once every 10 years. Old sand filters do not capture particles and can cause sand to leak into the pool.
- Pumps - begin to wear out and become unreliable as they age. Old pumps can cause leakages, which leads to increased costs and the possibility of the pool being closed for an extended period of time if there is an inability to fix or replace the pump immediately.
Attachments:
1. Action Items List – no action required
2. Transfer Site Correspondence – no action required
3. Strategic Plan (council updates) – 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>

## 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>

## Jan. 14, 2019 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 councillor reduction bylaw.</td>
<td></td>
</tr>
</tbody>
</table>

## Feb. 11, 2019 Regular Meeting

<table>
<thead>
<tr>
<th>Directed to</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, A.</td>
<td>Complete MSI Operating Work Plan to include CARES contributions.</td>
<td></td>
</tr>
</tbody>
</table>

## Apr. 8, 2019 Regular Meeting

<table>
<thead>
<tr>
<th>Directed to</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siedel, J.</td>
<td>Investigate cost of cordless mics for CH.</td>
<td></td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Follow up with ins. Re: piggy back on municipal policy - external groups for content ins.</td>
<td></td>
</tr>
</tbody>
</table>

## July 8, 2019 Regular Meeting

<table>
<thead>
<tr>
<th>Directed to</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petkau, C.</td>
<td>Advertisement for 2019 public auction.</td>
<td></td>
</tr>
</tbody>
</table>
## August 19, 2019 Regular Meeting

<table>
<thead>
<tr>
<th>Directed to</th>
<th>Action</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davis, A.</td>
<td>Correspond with Burge re: Go Broadband equity offer - determine full proposal.</td>
<td>Email to Burge and cc'd to MLA on Aug. 22, 2019 more info for proposal.</td>
</tr>
<tr>
<td>Mitchell, J.</td>
<td>Update TOB-R0019 policy with revisions and send to minor ball, staff and Grasslands (M#180/19)</td>
<td>Updated and emailed to Bassano Minor Ball and Grasslands on August 20, 2019.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Update BBI Appendix &quot;H&quot;.</td>
<td>Complete and sent to staff on Aug. 20, 2019.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Forward MAP action plan to MA.</td>
<td>Action plan emailed to MA on Aug. 20, 2019.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Undertake MAP directives to achieve legislative compliance.</td>
<td></td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Follow-up with PW re: watering discussion with council.</td>
<td>Emailed to staff.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Prepare Ph. 4 contract for signing.</td>
<td>Complete and emailed to RW on Aug. 21, 2019.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Correspond with MLA's office re: attendance at Aug. 20 meeting TR and AD.</td>
<td>Email sent on Aug. 20. Meeting details emailed to T. Rose.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Register J. Slomp for County Road Tour.</td>
<td>Emailed RSVP on Aug. 20, 2019 cc'd J. Slomp.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Correspond with parties re: french drain was not installed.</td>
<td>Emailed parties to confirm french drain was not installed.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Letter to RWG re: 5-5-1 model approval and resignation of Clr. Seely replaced by T. Rose.</td>
<td>Letter emailed on Aug. 22, 2019</td>
</tr>
<tr>
<td>Seidel, J.</td>
<td>Rotate minutes on website.</td>
<td>Complete</td>
</tr>
<tr>
<td>Seidel, J.</td>
<td>Resolution index.</td>
<td></td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Follow-up with CIMA?MPE re: road work quality.</td>
<td>Call to CIMA on Aug. 22 with email follow-up and MPE. Warranty meeting scheduled for Sept.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Direction to Lonnie to install the water meters at the mobile home parks.</td>
<td>Discussed with Lonnie on Aug. 20, 2019.</td>
</tr>
<tr>
<td>Davis, A.</td>
<td>Prepare a requirements layout RG.</td>
<td></td>
</tr>
</tbody>
</table>
August 13, 2019

Newell Regional Solid Waste Management Authority
P.O. Box 645
Bassano, AB  T0J 0B0

Attention: Ray Juska, Manager

Dear Mr. Juska,

Re: Bassano Transfer Station Burn Pit – ACTION Required

The purpose of this letter is to address public safety concerns regarding burns at the Bassano transfer station. The concerns were raised by the Bassano Fire Department after attending a call on July 26, 2019.

Prior to igniting the burn pit at the Bassano transfer station, the operators of Newell Regional Solid Waste Management Authority (NRSWMA) are required to obtain a burn permit and receive authorization from the Fire Chief. The Town has been informed that this has not been happening and on July 26, 2019, an uncontrolled fire occurred within 10 minutes of the burn pit being ignited. Not only is this a public safety concern, the resources required to fight the fire was roughly $9,000 (equipment and manpower). Fire protection is provided as a service, however, ensuring that we take every precaution to prevent uncontrolled fires is essential as these costs are then absorbed through taxation.

Burn permits outline various conditions that must be met prior to a burn which includes:

1. Call the local Fire Department prior to burning and after the fire is extinguished.
2. Supervise the burn at all times; extinguish if conditions become hazardous or prevent control of the burn.
3. Keep an adequate supply of water on site at all times.
4. No burning of animal waste, wood containing preservatives, rubber, plastic including baler twine, oil, containers that held pesticides or chemicals, or any waste that causes dense smoke or offensive odors or release of toxic substances.
5. No burning at night, all fires to be completely extinguished prior to dark.
7. No burning if winds exceed 15km/hr including wind gusts.

Failure to comply with the item listed above may result in fines and potential liability.

Below is a chart that summarizes issues and provides corrective actions to ensure NRSWMA achieves compliance with the Fire bylaw and permit regulations to perform safe burns. This letter focuses on the July 26, 2019 incident; however, it is important to know that this has been an ongoing concern.
<table>
<thead>
<tr>
<th>ISSUE</th>
<th>CORRECTIVE ACTION</th>
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</table>
| - On July 26, 2019 the Bassano transfer station operators called the Fire Department and left a message on the emergency line that they were igniting the burn pit. They did not receive confirmation from the Fire Chief or his designated officer to ignite the burn pit. | - Prior to igniting the burn pit, the Bassano transfer station operators must fill out and submit a burn permit. They must call the Fire Department to advise of the burn. They are not authorized to burn at the transfer station until the Fire Chief or his designated officer provides written or verbal confirmation that it is safe to ignite the burn pit.  
  
The Bassano Fire Department is very responsive and typically get back to callers regarding burn permits within 60 minutes. |
| - On July 26, 2019 there was not an adequate supply of water on site. | - At all times, when a burn is scheduled at the transfer station, there must be an adequate supply of water on site to suppress/put out the fire. |
| - On July 26, 2019 conditions did not allow for a burn. Wind exceeded 15 km/hr, conditions were extremely dry, and the burn pit was overflowing with material. | - As stated above, operators must receive written or verbal confirmation from the Fire Chief or his designate prior to igniting the burn pit. It is the Fire Departments responsibility to assess the weather conditions and determine if it is safe to ignite a fire.  
  
The construction of the burn pit must be reviewed. The Bassano Fire Department has raised serious concerns regarding the depth and size of the current pit. The amount of material to be burned far exceeded an acceptable burn height. It is recommended that burn piles are not any higher than the pit is deep (ground level). It is also recommended that the burn pit depth is increased, or that smaller quantities of material are burned at a time.  
  
Where there is a fire burn pit, a minimum of a 10-meter clearing of vegetation around the pit is required so that sparks will have less of a chance of jumping out of the pit and onto the vegetation. |

The Town recognizes that NRSWMA may be faced with operational challenges and a review of operational policies may be required. In closing, we must stress the importance of the burn pit at the Bassano transfer station as it is an essential service to the community. The recommended actions listed above are to ensure public safety.

The Town of Bassano’s administration, Fire Chief, and public works department are available to meet in person to address the burn pit and long-term solutions. The intention of this letter is to engage in open communications to improve public safety and services. The burn pit is essential in Bassano and we appreciate your support and attention to the listed concerns. Please contact the undersigned to discuss this matter further or to set up a time to meet to go through the listed recommendations at 403-641-3788 or cao@bassano.ca.
Sincerely,

Amanda Davis, MBA
Interim CAO

cc. C. Cochrane, S. Luchies, Bassano Town Council
Date: September 4, 2019

RE: Bassano Landfill site

It has been brought to my attention that there is a concern with regards to when the landfill site burns in the Town of Bassano. I was out to the site August 16th to have a look at the site and how the configuration of where the two burn pits are with relation to where there are potentials for fire hazards.

When I arrived at the site and went to where the pits were the first thing that was noticeable was the farmers field that is to the fence line of the dump where the burn pits are. The other thing that I had observed was the vegetation on the inside of the fence line to the berms that are currently in place. The berms are made in a way that looks like a “M” (Refer to picture #1 below). The berms are not very high estimated to be possibly 2.4 meters high buy 3 meters wide. Using the areal shot of the site the area in question is a total of 53 meters deep by 55 meters wide.

While a good effort has been made to mitigate the stop of the fire from migrating over to the farmers field I feel that a few small changes could be made to make this area better and safer.

1. Create a 5-meter vegetation free barrier from the fence line to the berms. By making it 5 meters it will make it easy and simple to keep all vegetation growth from growing buy doing a regular maintenance space routine to keep anything from growing.
2. Create all berms to be 5 meters wide by 4 meters high. These berms should also have a regular maintenance program done on them to ensure that no vegetation is growing on them.
3. On top of the berms there should also be spark arrestors to mitigate on any sparks floating into the farmers field. The Newell regional site has similar type contraptions that are used in the general dump area of the land fill. It is used to stop the garbage from floating in the direction that the wind is blowing.

By creating the cleared path between the berm and the fence line and creating 5-meter berms this will still allow for burn pits to be 43 meters deep by 15 meters wide. With creating a higher berm and adding spark arrestors on the top of the berm, this will aid in the mitigation of the sparks into the farmers field.

Yours truly,

Stewart Luchies
Rural Fire & Emergency Services Coordinator
Safety Codes Officer #121012
Group “B” Level I Inspections, Group “C” 2 Investigator
(D00007749)
Current
Recommendation

55 meters

5m berm

15m

5m clearing from fence to berm

53m

43m
TOWN OF BASSANO
STRATEGIC PLAN

“Our vision is to become the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play.”

2019-2025
BACKGROUND

In 2018, the Town of Bassano’s Mayor and Council undertook a comprehensive strategic planning and visionary exercise. The purpose of the exercise was to identify where the elected body wanted to see the community in the future. It enabled them to develop a shared vision and to understand how the decisions they make influence the trajectory of the community.

A plan outline was presented at a town hall meeting in mid-November to which 70 residents attended or 6.0% of the population. Public engagement at the meeting confirmed town council’s vision and plan for Bassano. Attendees expressed their desire to see improved marketing and attractions along the TransCanada highway, the importance of beautification, the need to celebrate and recognize the successes of the community, with balanced infrastructure renewal projects.

Having heard the desires of the community and reflecting on the initial plan outline, the Mayor and Council reconvened for a second time on February 20, 2019 to develop a plan of action that enables the implementation of three overarching goals.

HOW TO USE THE PLAN

A Strategic Plan is a working document and must be reviewed on a regular basis to ensure the goals and action plan remain relevant and to confirm that implementation is in fact leading to the community’s desired outcomes.

Decision makers should defer to the plan before a resolution is made to substantiate that the item being considered contributes directly to the goals and objectives of the plan. Following this process ensures decision makers stay focused on achieving priorities.

All goals and action items must be prioritized, and resources need to be allocated within the municipal budget to ensure implementation can occur. While, decision makers may get excited to implement every action at the same time, it is important to understood that this cannot occur. Plan implementation requires many calculations and methodical actions as each item builds off the next to create a lasting whole.

The action items below is the first phase of the plan. As town council and administration work through implementation, tasks and outcomes will be added as the action items grow and evolve.

“The best way to predict the future is to create it.”  
– Peter Drucker
Goal 1: Explore Regional Governance

Purpose
Status quo is not an option for Bassano. Actions need to be taken to ensure the community and region is viable well into the future. A viable community is service rich, affordable, welcoming, and efficient. Exploring regional governance will help determine whether banding together with neighboring municipalities, specifically, the City of Brooks, County of Newell and Villages of Duchess and Rosemary will contribute to the long-term viability of the region.

End Result (Why)
The Town of Bassano will change how it does business in order to:

1. Eliminate the duplication of services,
2. Increase resources (e.g. human capital, equipment, assets) to improve service delivery,
3. Enhance and/or develop partnerships, and
4. Increase borrowing power.

Action Plan (G1)

<table>
<thead>
<tr>
<th>Task 1</th>
<th>Timeline</th>
<th>Responsibility</th>
<th>Resources</th>
<th>Measurement/Outcome</th>
<th>Confirmed Completion</th>
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</thead>
<tbody>
<tr>
<td>Develop and approve an Intermunicipal Collaboration Framework (ICF) – Town of Bassano and County of Newell</td>
<td>Completion by March 31, 2019</td>
<td>CAO to complete administrative tasks and negotiations as directed by town council. Town council to provide direction for negotiation of ICF.</td>
<td>Human capital – CAO (20-40 hours). Legal review (if required) - $2,000</td>
<td>ICF is approved and executed by both parties within the defined timeline. ICF is equitable for both parties. Improves partnerships between the parties.</td>
<td>ICF is complete and signed.</td>
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<tr>
<td>Task 2</td>
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<td>Implementation of ICF</td>
<td>Completion by December 31, 2019</td>
<td>CAO’s (town and county) to draft an updated recreation agreement with recommendations to councils. Update agreement, facilitate meetings with recreation user groups as required, and provide information to councils so they can be the boots on the ground. Councils to act as agents (boots on the ground) to complete any negotiations with stakeholders.</td>
<td>Human capital – CAO (20-30 hours). Councils (20-40 hours). Legal review (if required) - $1,000 General (e.g. supplies, honorariums, etc.) - $1,000</td>
<td>1. Development of new recreation agreement. 2. Formation of a new committee. 3. Negotiate with stakeholders. 4. Approve new recreation agreement. 5. Exchange/allocate recreation funds. 6. Monitor the implementation of the ICF to ensure it is meeting intended outcomes – updates to be included in the monthly CAO report.</td>
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<td>Task 3</td>
<td>Timeline</td>
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<tr>
<td>Regional Governance Working Committee (RWC) – active participation by town council</td>
<td>This task is influenced by the RWC and is defined as an ongoing priority. Ideally, Bassano aims to have a strategy/plan of action in place a minimum of six (6) months prior to the next general municipal election.</td>
<td>Town council – appointed members to attend monthly RWC meetings. Appointed RWC members to provide monthly reports to town council that summarizes the initiative’s progress. Town council must educate/communicate and actively engage the public regarding the initiative. Town council must actively negotiate on matters of importance with regional partners. CAO to act as a conduit and provide information to town council, the RWG and other stakeholders to support research, development and negotiations.</td>
<td>Human capital – CAO (40 – 60 hours per annum). Town council (5-10 hours per week. This includes regular consultation with the public). Honorariums and meeting expenses $7,500 per annum.</td>
<td>1. Appointed members to provide regular reports to town council regarding the status of the initiative (consistent information sharing). 2. Public notices linked to the town’s social media sites. 3. Tangible plan of action developed by the RWC submitted to participating councils. 4. Attend public open houses to support information sharing. Number of open houses shall be defined RWC. 5. Actively discuss and vote on the plan of action presented by the RWC.</td>
<td>Elected body continues to participate in this projects and reports regularly to council.</td>
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</table>
### Action Plan (G1 continued)

<table>
<thead>
<tr>
<th>Task 4</th>
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</thead>
<tbody>
<tr>
<td>Elected Official Education – Regional Governance Initiative</td>
<td>Completion by February 29, 2020</td>
<td>Town council is responsible to research and understand the impacts of regionalization to ensure they can make an informed and educated decision when it comes to voting on the initiative.</td>
<td>Human capital – town council (20-50 hours per person per annum).</td>
<td>1. Ability to understand and decipher information with an ability to clearly communicate with the rest of town council and the general public. 2. Ability to ask constructive questions that strengthen the initiative. 3. Overall awareness.</td>
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</table>
Goal 2: Community and Economic Development

Purpose
The people of Bassano matter which is why community and economic development is imperative to the town. Community and economic development will help build the local economy, bring greater awareness to our assets and provide value added opportunities for residents, businesses, visitors and investors.

End Result (Why)
The Town of Bassano’s message to the world is that we are open for business and partnerships. To us, being open for business and partnerships means we work to improve the experience every individual has when they enter the community and interact with the elected body, municipal employees and residents. By doing this, we aim to improve the quality of life for the populace which will lead to a more sustainable future.

Action Plan (G2)

<table>
<thead>
<tr>
<th>Task 1</th>
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<tbody>
<tr>
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<td>CAO to develop a step-by-step checklist to aid in the development permit application process.</td>
<td>ORRSC (20-40 hours). General items $500.</td>
<td>2. Municipal staff are trained on how to use the development permit checklist.</td>
<td>Superior contract renewal to council.</td>
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<td>CAO and ORRSC to review the Land Use Bylaw and make recommendations to update the bylaw to simplify the development process if necessary.</td>
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<td>3. Development permit packages are complete and available for pick-up in person or from the website.</td>
<td>Simplifying development permit fee schedule.</td>
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<td>Draft online inventory land map prepared.</td>
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</table>
### Action Plan (G2 continued)

<table>
<thead>
<tr>
<th>Task 2</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Beautify Bassano Initiative (BBI)</td>
<td>Ongoing and immediate until 2025.</td>
<td>CAO is responsible to direct and oversee the implementation of the BBI. Town council is responsible for promotion of the BBI through public engagement and consultation. Town council is responsible to make decisions that improve the aesthetics of Bassano. Residents and volunteers must buy-into the BBI and assist with its implementation. This can only occur if the town sets the standard and leads the way. Town council upholds the terms of the Community Standards Bylaw and BBI.</td>
<td>Human capital – CAO, administration and public works (10 – 30 hours per week per annum). Town council (1-3 hours per week per annum for public consultation). General items $50,000 services, promotion, bylaw enforcement, revitalization.</td>
<td>1. Attractive/clean community. 2. Less unsightly properties. 3. Crime reduction. 4. Renewed pride – volunteers and community members buy into the BBI and actively work to help with its implementation. 5. Positive feedback from community members and visitors. 6. Improved work processes for municipal employees. 7. Efficient use of municipal resource. 8. New investments.</td>
<td>Clean-up orders issues and achieving compliance. Volunteer steering committee formed to support clean-up efforts. Sign revitalization project is being rolled out. Completion of spring-clean up. Operational plans underway such as, bi-weekly branch pick-up, weed spraying, road maintenance, etc.</td>
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### Action Plan (G2 continued)

<table>
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<tr>
<th>Task 3</th>
<th>Timeline</th>
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<th>Resources</th>
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<tbody>
<tr>
<td>Unique Project – Tiny Home Pilot Project</td>
<td>March 31, 2019 – December 31, 2020</td>
<td>CAO/Palliser Economic Partnership. Consultant</td>
<td>Human capital – CAO (75-100 hours). Consultant fees $70,000 General items $10,000</td>
<td>1. Prepare a feasibility report. 2. Present report to the public to see if there is buy-in to move forward with defined recommendations. 3. Confirm land availability. 4. Confirm economic and employment opportunities. 5. Variety of housing and development opportunities. 6. Create a competitive advantage that helps Bassano stand out. 7. Update the Land Use Bylaw if required to accommodate growth.</td>
<td>Contract signed with consultant. Phase 1 underway. Open house scheduled for Sept. 11, 2019.</td>
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</table>
### Action Plan (G2 continued)

<table>
<thead>
<tr>
<th>Task 4</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Economic Enrichment Strategy</td>
<td>September 30, 2019 – July 31, 2020</td>
<td>Consultant</td>
<td>Human capital – CAO (5-10 hours)</td>
<td>1. Prepare an economic enrichment strategy that confirms how the town can take advantage of the transportation and logistics corridors to build a robust local economy.</td>
<td>Contract signed. Project is underway.</td>
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<td>Strategy development - $50,000</td>
<td>2. Approval/rejection of the strategy.</td>
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<td>3. Implementation of strategy. Implementation would be the next phase of Task 4 (build out).</td>
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</table>
### Action Plan (G2 continued)

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<tr>
<th>Task 5</th>
<th>Timeline</th>
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<th>Resources</th>
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<tbody>
<tr>
<td>Develop partnerships for marketing and promotion of Bassano with local/region Agencies, Boards, Commissions, and volunteer organizations.</td>
<td>February 1, 2020 – July 31, 2022</td>
<td>Town council – engage with organizations to encourage partnerships to build/enhance the town. Administration – provide support to volunteer organizations to encourage partnerships to build/enhance the town. Stakeholders (may include): - Agencies, boards and commissions. - Regional tourism association. - Joint Shared Services. - Volunteers and societies.</td>
<td>$25,000 - $40,000 for project specific items. Examples – signage, permits, website redevelopment, branding, etc.</td>
<td>1. Increased promotion of Bassano. 2. Active leadership – leading others. 3. Resources secured through platforms such as Grant Advance to advance the interest of the town and special projects/partnerships. 4. New/renewed partnerships with stakeholders to support/develop new or ongoing projects not necessarily managed by the town (e.g. tourist booth, revitalization of buildings on main street).</td>
<td>Partnership opportunity extended to the Bassano Historical Society to assist with a sign revitalization project.</td>
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</tbody>
</table>
Goal 3: Infrastructure Renewal

Purpose
Infrastructure renewal is essential in Bassano. With the resources available, the town will endeavor to upgrade local infrastructure to maintain and improve services, to build the local economy and to attract investors.

End Result (Why)
The Town of Bassano’s concludes that infrastructure renewal will lead to a strong foundation to support services and growth.

Action Plan (G3)
Bassano must ensure it manages wastewater in accordance with its license granted through Alberta Environment and Parks. This is an essential service that must be provided to the residents.

<table>
<thead>
<tr>
<th>Task 1</th>
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<td>Town council – resource allocation.</td>
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<td>2. Grants have been applied for – secure external funds where applicable.</td>
<td>Project design and operations plans continue.</td>
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<td>External (engineers, land agents, legal counsel, Alberta Transportation, Alberta Environment and Parks)</td>
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<td>3. Project is designed.</td>
<td>Ongoing consultation with AEP.</td>
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<td>4. Project is tendered.</td>
<td>All easements agreements and purchases are executed.</td>
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<td>5. Project is awarded.</td>
<td>Meetings set with ministers at AUMA.</td>
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<td>6.</td>
<td>Project is constructed.</td>
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<td>7.</td>
<td>Project is in full operation.</td>
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<td>8.</td>
<td>Operating agreement in place with NRSC.</td>
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<td>9.</td>
<td>Any debt is paid off.</td>
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**Action Plan (G3 continued)**

Bassano is the gateway to the region and, as such, we want to showcase what our community has to offer. We aim to be everyone’s first stop when travelling east on the TransCanada highway. In addition, we aim to be everyone’s final stop before leaving the region. Bassano has services and amenities to meet the needs of those living, relocating, working or commuting through the region.

<table>
<thead>
<tr>
<th>Task 2</th>
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<td>10.</td>
<td>Project is constructed.</td>
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<td>11.</td>
<td>Aspects of project tied to the economic enrichment strategy – monitoring/measurement plan.</td>
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<td>12.</td>
<td>Any debt is paid off.</td>
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### Action Plan (G3 continued)

To improve the flow of water and to eliminate dead end water lines, water looping must occur. This will ensure improve water pressure and eliminate the risk of stagnant water in sections of the lines.

<table>
<thead>
<tr>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>Water looping project.</td>
<td>January 1, 2022 – September 30, 2023</td>
<td>Town council – resource allocation. Administration – project management.</td>
<td>Refer to the Infrastructure Master Plan – North water main looping $1.6M Project funding, grants, capital reserves and general taxation.</td>
<td>1. Project is designed. 2. Project is tendered. 3. Project is awarded. 4. Project is constructed. 5. Any debt is paid off. 6. Water system reaches full capacity for flow.</td>
<td></td>
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</tbody>
</table>
Action Plan (G3 continued)

5th Avenue infrastructure upgrades are a priority as a result of their deterioration. 5th Avenue services the hospital, emergency services, school, residential and commercial business district. It is a main thoroughfare and requires attention.

<table>
<thead>
<tr>
<th>Task 4</th>
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</thead>
<tbody>
<tr>
<td>5th Avenue (above ground and below ground infrastructure)</td>
<td>September 30, 2023 – September 30, 2025</td>
<td>Town council – resource allocation. Administration – project management.</td>
<td>Refer to the Infrastructure Master Plan - $1.2M (sanitary, water, road surface and manholes) Project funding, grants, capital reserves and general taxation.</td>
<td>1. Project is designed. 2. Project is tendered. 3. Project is awarded. 4. Project is constructed. 5. Any debt is paid off.</td>
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</tbody>
</table>
Action Plan (G3 continued)
Revitalize our core. Upgrade above ground and below ground infrastructure to promote development, accessibility, tourism and active healthy living.

<table>
<thead>
<tr>
<th>Task 5</th>
<th>Timeline</th>
<th>Responsibility</th>
<th>Resources</th>
<th>Measurement/Outcome</th>
<th>Confirmed Completion</th>
</tr>
</thead>
</table>
| 2nd Avenue Revitalization – Main Street (above ground and below ground infrastructure) | June 30, 2024 – December 31, 2027      | Town council – resource allocation.   | Refer to the Infrastructure Master Plan - $4M (sanitary, water, road surface, manholes, curb/gutter, sidewalks, lighting and outdoor features (e.g. benches, monuments, etc.)). Project funding, grants, capital reserves and general taxation. | 1. Community planning session – what do we want to see.  
2. Design rendering.  
4. Approve design rendering.  
5. Develop fee structure for upgrade – cost analysis.  
7. Project is designed.  
8. Project is tendered.  
9. Project is awarded. | 
10. Project is constructed.

11. Aspects of project tied to the economic enrichment strategy – monitoring/measurement plan.

12. Any debt is paid off.
**Action Plan (G3 continued)**

Ensure the Town of Bassano’s approved stormwater discharge point is unobstructed to maintain the flow of stormwater. Work in collaboration with the Eastern Irrigation District and County of Newell to develop a proactive plan of action to mitigate stormwater conflicts.

<table>
<thead>
<tr>
<th>Task 6</th>
<th>Timeline</th>
<th>Responsibility</th>
<th>Resources</th>
<th>Measurement/Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bassano Spur Line</td>
<td>2017 – December 31, 2022</td>
<td>Town council – resource allocation.</td>
<td>Administration – project management.</td>
<td>1. Develop a cooperative plan of action with the Eastern Irrigation District and County of Newell to develop a plan of action to mitigate stormwater conflicts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eastern Irrigation District</td>
<td>County of Newell</td>
<td>2. Implement plan of action.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Province of Alberta</td>
<td></td>
<td>3. Proper easements are in place to enable access and flow of stormwater.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4. Completion of a storm water management plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5. Completion of a community needs assessment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6. Risk mitigation checklist complete and monitored.</td>
</tr>
</tbody>
</table>
Conclusion

Communications Plan
1. A copy of this plan will be provided to the County of Newell as per the terms of the Intermunicipal Collaboration Framework.
2. A copy of this plan will be available to the public on the Town of Bassano’s municipal website (www.bassano.ca).
3. A copy of this plan will be available for pick-up at the Town of Bassano’s Municipal Office at 502 – 2nd Avenue, Bassano.
4. Administration will include regular progress updates regarding strategic priority outcomes in the bi-monthly newsletter.

Town Council’s Responsibility
1. Town council will refer to this plan when making decisions that impact the community to ensure there is priority alignment.
2. Town council will complete a formal review of this plan by March 31 annually.
3. Town council will update this plan accordingly and ensure adequate resources are designated so projects can occur. If projects exceed the town’s financial capacity, the projects will be modified or removed from the plan.

Administration’s Responsibility
1. Administration will implement this plan once it is formally approved by town council.
2. Administration will provide monthly updates regarding strategic priority outcomes at the regular council meeting.
3. Administration will assess all current and new projects to ensure they align with the town’s approved priorities.
4. Administration will notify town council immediately of issues/opportunities as they arise in relation to the priorities within this plan.

Citizens of Bassano’s Responsibility
1. The citizens of Bassano will consult with Town Council and Administration and assist where possible to improve the development and long-term viability of the community.
2. The citizens of Bassano will take part in community planning and development exercises.
3. The citizens of Bassano will notify Town Council or Administration of their approval/concerns of the listed priorities listed in this plan.

Participants
Town council: Ron Wickson, Tom Rose, Jackie Seely, Kevin Jones, Doug Barlow, Lynn MacWilliam, and John Slomp

Adoption/Review
March 19, 2019 (M#50/19)
During the month of August our department completed 8 hours of patrols/administration for 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 continued to be investigating unsightly matters.

Our department investigated three incidents. The incidents were for dog attack and two unsightly properties.

There were five warnings issued by our department for unsightly properties. The dog attack is currently still under investigation.

This concludes the report for Bassano for August.
Bassano’s
MONTHLY MAYOR’S
POLICING REPORT
August, 2019

Bassano Detachment
“K” Division
Alberta
**Annual Performance Plan (A.P.P.’s) Community Priorities:**

Community approved APP’s are

1. Community engagement
   a) Crime Reduction rural crime

2. Traffic

(1) Community engagement:
   a. School visits
      N/A school is closed during the Month of August. Bassano RCMP programs and attendance will start once school re opens on September.

   b. Rural Patrols
      Bassano Detachment continues to make Rural crime patrols a priority and has stepped up its patrols from last month as shown in our chart provided below. *see chart page 3

      We would like to continue to ask Community members to stay vigilant and inform their local RCMP with any suspicious vehicles or occurrence’s. We also recommend that property owners lock any unsecured property on their land, and install trail cameras when possible.

      We have also started a media campaign to help give members of the public information on how to prevent property crime and who to call. The first post was listed in the Bassano newspaper and the Brooks Bulletin.

      Two media reports were sent out Via Facebook Bulletin Board, Bassano Newspaper and Brooks Bulletin report. Both reports warned residents of new trending crime and tips of how to keep the same safe.

      *A patrol consists of a minimum of 45 minutes in the said area.

   c. Community relations
      Officers of the Bassano Detachment encourage members of the community to attend Bassano Detachment to have coffee and discuss any issues they may be having, or to simply talk. Community members have responded positively and this has assisted in building a strong rapport with clients who previously had strained relationship.
Bassano RCMP has started a new program to help further increase the gap with communication by sending out media reports to Newspaper and Social media.

2) Traffic:

Members of Bassano Detachment take the safety of your roads very seriously and have been making more attempts to help keep them safe with numerous vehicles stop’s in town and on the highway with sobriety being the number one concern. There has recently been new legislation in effect that requires all drivers to submit to mandatory Alcohol screening when requested by Police. This has increased the amount of drivers required to perform the test in order to better keep your community safe from impaired drivers. * Chart showing amount of actual vehicles checked for the month below. This does not include the amount of charges or tickets laid just the overall amount of vehicles checked.

Bassano Detachment responded to community concerns of speeding on highway #1 during construction which caused dangers to workers and other drivers. In response to this, Bassano Detachment sent out a warning to Bassano Residents and created targeted enforcement which led to 22 plus vehicles given tickets of speeds averaging 20 km’s over posted speed limit.

- * Chart below starts from April 2019
- R stands for Rosemary, B stands for Bassano, G Gem, H for Hussar

<table>
<thead>
<tr>
<th>Crime prevention</th>
<th>Total</th>
<th>R</th>
<th>B</th>
<th>G</th>
<th>Year* to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural patrols</td>
<td>54</td>
<td>12</td>
<td>22</td>
<td>6</td>
<td>210</td>
</tr>
<tr>
<td>School visits</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>50</td>
</tr>
<tr>
<td>Vehicle checked for sobriety</td>
<td>98</td>
<td></td>
<td></td>
<td>421</td>
<td></td>
</tr>
</tbody>
</table>

Notable occurrences for the Month

- Construction zone on Highway #1, speeders causing damage to local resident’s vehicles. Targeted enforcement leading to 22 VTs given to speeders over 20 km’s over limit.

Community Contributions to APP’S

- The community continues to assist Bassano RCMP in inviting officers to multiple community events giving Cpl. ANDREWS the opportunity to address their concerns and
issues during quarterly reports.

- Bassano RCMP would like to thank the Local newspaper for giving them space to help keep Bassano residents up to date on recent crime activity in their community.
- Bassano Detachment would like to thank the Bassano Town council for continuing the line of communication of bringing up questions and concerns as it relates to new ASD (alcohol screening devices legislation) and also for its kind words that were forwarded to up the chain of command.

New Community Concerns (Update on concerns raised in the past if not yet resolved):

- construction zone on Highway #1, speeders causing damage to local resident’s vehicles. Targeted enforcement leading to 22 VTs given to speeders over 20km over limit.
- Bassano Detachment has instructed all members to continue to educate drivers on the proper use of ASD and has set up information session for the upcoming school year with school aged drivers.

**Bassano Detachment responded to a total of 164 calls for service during the month of August 2019**

<table>
<thead>
<tr>
<th>OCCURRENCES</th>
<th>August 2019</th>
<th>Year to Date</th>
<th>August 2018</th>
<th>Year Total 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assaults (all categories)</td>
<td>2</td>
<td>16</td>
<td>2</td>
<td>21</td>
</tr>
<tr>
<td>Break and Enters</td>
<td>1</td>
<td>12</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>(Residence &amp; Business)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theft of Motor Vehicle</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Theft Under $ 5000.00</td>
<td>5</td>
<td>14</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>Theft Over $ 5000.00</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Drugs ( Possession )</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drugs ( Trafficking )</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Liquor Act</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Unlawful Sale</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(Bootlegging)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>10</td>
<td>19</td>
<td>1</td>
<td>36</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Causing a Disturbance / Mischief (including public intoxication)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impaired Driving</td>
<td>3</td>
<td>16</td>
<td>0</td>
<td>15</td>
</tr>
<tr>
<td>Other Complaints</td>
<td>142</td>
<td>600</td>
<td>81</td>
<td>746</td>
</tr>
<tr>
<td><strong>Total Calls for Service</strong></td>
<td>164</td>
<td>687</td>
<td>84</td>
<td>848</td>
</tr>
</tbody>
</table>

Should you have any questions or concerns regarding this report or any other community matters, please feel free to contact Cpl. Sebastian ANDREWS

Cpl. Sebastian ANDREWS
Bassano RCMP Detachment
Telephone: (403) 462-4597  email: Sebastian.andrews@rcmp-grc.gc.ca
1. CALL TO ORDER

T. Polowich called the meeting to order at 8:05 a.m.

2. ADOPTION OF MINUTES

MOVED BY RON WICKSON that the Regionalization Working Group Meeting Notes dated July 17, 2019 be adopted as presented.

MOTION CARRIED

3. CALL FOR POST AGENDA ITEMS

The following item was added to the agenda:

- Concerned Taxpayers Against Amalgamation Ad in the July 16, 2019 Brooks Bulletin

4. ADOPTION OF AGENDA

MOVED BY MOLLY DOUGLASS that the agenda be adopted as amended.

MOTION CARRIED

5. COMMUNICATIONS PRESENTATION

K. Neill and J. Esler from ISL Engineering and Land Services Ltd. presented the draft communications plan to the RWG.
The Amalgamation Consideration Process graphic was displayed. K. Neill suggested that this graphic could be helpful in communicating which step in the process the RWG is at. She noted that Decision is the very last step after Public Consultation.

A summary of the environmental scan was presented. K. Neill indicated that the main concerns of those opposed focus on urban versus rural priorities and loss of identity – these must be addressed in communications.

**Arrived at the meeting**

J. Seely joined the meeting at 8:14 a.m.

K. Neill gave an overview of the audience summary which compares level of interest versus level of impact for various groups and shows where attentions should be focused.

In the SWOT/Gap Analysis, K. Neill indicated that there may be a potential issue with having available resources to distribute the information in a timely manner.

Key components of the Communications Approach are transparency, informing citizens, and measuring performance. K. Neill suggested communications from the RWG should take a conversational approach to conveying complex information, conveying calmness and empathy, and using gentle redirection from misinformation.

Four goals were identified for the Communications Strategy:

1. Acknowledge concerns
2. Enhance Understanding
3. Increase Employee Communications
4. Encourage Participation

K. Neill outlined objectives, approaches, and potential tools to be used to achieve these goals. She also provided a preliminary list of channels and associated tactics. In particular, she noted that a newsletter is only as effective as its subscription list, so people should be encouraged to sign up. An information package will be made available to the public so that they have the correct information. K. Neill provided some examples of how the effectiveness of the messages can be measured, including website and eNewsletter statistics and monitoring social media comments.

K. Neill requested feedback on the editorial calendar component of the implementation plan, suggesting that the calendar should follow the timeline in the process graphic. The following suggestions were made by the RWG:

- A decision tree that includes the decision, the implication of the decision, and what was considered when making the decision.
- Communicating the process that the RWG is following, which includes working together and making recommendations.
- Explaining the legislation and how it is better to negotiate together than let a provincial ministry negotiate for us.
- Sharing the story of how the RWG began discussing amalgamation - Intermunicipal Collaboration Framework documents must be completed, why not investigate whether further efficiencies can be realized?

**Arrived at the meeting**

D. Klein joined the meeting at 8:49 a.m.
Discussion followed regarding the perceived issues of loss of rural identity and representation.

K. Neill suggested communicating the fact that other Alberta municipalities were contacted regarding their experiences with amalgamation and that their lessons learned are being used by the RWG as part of this process. Discussion followed regarding focusing on amalgamations in Alberta and not the failed amalgamations in other provinces that involve huge municipalities.

J. Esler and K. Neill suggested asking those in opposition what they don’t like about the proposed amalgamation in order to determine their fears. Recommended messaging will be included in the implementation plan.

K. Stephenson indicated that he would be attending a meeting in Division 4 this evening and requested direction on answering the question of whether the process would end if the County withdrew from discussions. T. Polowich indicated that the remaining members could still make an application with a business case. Discussion followed and the key points included:

- Decisions will be made once all explorations are complete.
- The challenges being discussed by the RWG must be addressed and it is better to collaborate with each other than to have a mediator make the decision.
- Amalgamation can still proceed without the county, but it is not likely that one of the others would submit an application – if amalgamation doesn’t make sense for one party, it probably doesn’t make sense for the other parties.
- The RWG is going through this process because they believe in the potential for something better for the region.
- Beneficial information to make available to the public include the plans for taxation and governance as well as the infographic included in the Communications Presentation that shows the similarities between Brooks, Bassano, and the County.

K. Neill indicated that the final draft of the Communication Strategy and Implementation Plan will be prepared for consideration at the August 20, 2019 RWG meeting, then decisions can be made on how to proceed. She indicated that someone must be selected to operate as the Communications Coordinator. K. Neill responded to questions regarding increasing the eNewsletter’s subscription base. Suggestions included promoting it on social media, encouraging employees to sign up and including subscription information in utility or other municipal inserts. It was asked that the “Subscription” button on the website be moved to the top of the pages so it is more easily found.

Discussion followed regarding the divisional meetings that are occurring mostly in the County. RWG members are encouraged to attend. T. Polowich suggested keeping track of these meetings – dates, locations, and number of attendees to include in the documentation of public consultation conducted. It was noted that the group of residents against amalgamation are also holding meetings.

**Left the meeting**
K. Neill and J. Esler left the meeting at 9:29 a.m.

The Committee recessed at 9:30 a.m. and reconvened at 9:48 a.m.
**Arrived at the meeting**

M. Fenske and R. Fernell arrived at 9:48 a.m.

### 6. OLD BUSINESS

#### Outstanding Items

The follow-up list was reviewed. T. Polowich noted the following updates:

- The Regionalization Working Group supported the proposed governance model with 5 members from the City, 5 members from the County, and 1 member from Bassano and the Chief Elected Official elected from within. This item will be presented to City Council at their next regular meeting.
- T. Polowich will obtain the updated proposed ward structure maps from L. Johnson as County Council had suggested minor amendments.
- B. Morishita – petition questions were forwarded to the Minister of Municipal Affairs; neither Brooks nor Bassano can be bound to the results of a County plebiscite.
- If a plebiscite happens, it won’t be until after the public consultation process in the fall 2019.
- Internal Employee Committees – the County and Bassano are setting up committees; Brooks is using the monthly staff connection meetings.

The RWG discussed potential dates in September to invite the Minister of Municipal Affairs and Associate Minister of Municipal Affairs to attend a briefing and then possibly hold a press conference. The dates selected were September 4, 11, and 18, 2019. B. Morishita will contact the Minister and Associate minister to arrange this meeting. MLA M. Glasgo will be invited once the date has been set.

### 7. PUBLIC FEEDBACK

RWG members discussed feedback received since the last meeting.

Responses to the newspaper ads placed by the “Concerned Taxpayers Against Amalgamation” group will be coordinated through the ISL Communications Plan.

RWG members indicated that they had no changes to the draft eNewsletter that was circulated last Friday. The eNewsletter will be distributed following this meeting.

**Concerned Taxpayers Against Amalgamation Ad in the July 16, 2019 Brooks Bulletin**

M. Douglass indicated that the following statement requests a response from the County:

> “County staff and councillors are stating that 75% of the 2,677 county residences or dwellings are hooked to the 50 plus million dollar regional water. We think this is false and could they prove these numbers?”

Discussion followed. M. Fenske provided the actual numbers – there are 1,171 active connections out of a total of 1,557 registered locations for the County of Newell Water Project, or about 75% connected. M. Douglass indicated that this item would be discussed
further with County Council and asked that the correct information be posted to the RWG website.

Discussion followed regarding whether the provincial government has been discussing the RWG. T. Polowich indicated that Municipal Affairs is aware, but they don’t have a lot of details.

**Letter to the Premier from K. and L. Austman**

M. Douglass indicated that County Council was cc’d on this letter and they will determine whether to respond. It was noted that the ad in the July 30, 2019 Brooks Bulletin features a similar letter to the premier.

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**8. FINAL INFORMATION PACKAGE COMPONENTS**

**Financial Model**

M. Fenske presented the draft financial model, giving credit to S. Thomas from the City for her work on the staffing model. Four areas of savings were considered: duplication of processes, information systems duplications, contracted services, and productive use of equipment and facilities. M. Fenske provided details regarding savings that could be realized as a result of reducing the number of councillors from 24 to 11. Two scenarios for staffing were presented that would reduce costs from $1.65 to $2.74 million per year. Two possible organizational charts were also provided as a starting point for changes.

R. Fernell (Director of Information & Technology, County of Newell) worked with B. Thiessen (IT Supervisor, City of Brooks) on reviewing Information Systems applications, which makes up the largest portion of IT budget expenditures. Amalgamation could reduce these costs by $100,000 - $150,000 annually and would allow for increased service levels across all municipalities. The new municipality would be able to access systems used by the individual municipalities more efficiently by using population-based applications and volume licensing discounts. Some applications also currently have unlimited licenses. If amalgamation doesn’t proceed, R. Fernell suggested that municipalities consider coordinating their purchases to take advantage of volume licensing discounts.

A preliminary review of contracted services was completed. M. Fenske reported the estimated savings for legal fees was not significant enough to support in-house legal counsel. Savings for assessment services could range from $185,000 - $251,000 per year. Other savings in the area of contracted services are expected due to economies of scale, better negotiating position, and transferring/sharing best practices.

M. Fenske provided information regarding potential savings from the productive use of equipment and facilities, indicating that this will be more apparent in the future as fewer staff require less equipment and office space.

In summary, M. Fenske indicated that the estimated savings would range from $2.7 million to $4.3 million per year depending on which approach is used. Savings could increase with the participation of other municipalities and regional organizations.

Discussion followed regarding how to make this information available to the public. Projections for the next three years are already available, but adjustments will be required to shallow gas well assessment and ICF payments. The status quo projection can be compared against a projection for an amalgamated municipality including mill rates.
B. Morishita suggested that M. Fenske and S. Thomas present this information to the municipal Council meetings. Discussion followed.

9. TIMELINE

The timeline was reviewed. Discussion followed regarding the public consultations and it was determined that they should be held after the federal budget is released in November. Specific dates and selecting individuals for the panel discussions will be discussed during the next RWG meeting.

10. POST AGENDA ITEMS

There were no post agenda items to discuss.

11. NEXT STEPS

The next meeting is scheduled for August 20, 2019 at 9:00 a.m. R. Wickson will prepare the next media release to be circulated next week. Content will include the reasoning for the change in timeline for the public consultation meetings. The RWG supports the proposed governance model with 5 members from the City, 5 members from the County, and 1 member from Bassano and the Chief Elected Official elected from within and this will be communicated to the municipal Councils for their consideration.

12. ADJOURN

The meeting adjourned at 11:06 a.m.
August 12, 2019

Attention: County of Newell Fire Chiefs and Members of Volunteer Fire Departments

RE: Filling the Position of Rural Fire and Emergency Services Coordinator

This letter is sent as a follow up to two previous email communications distributed regarding the process for filling Keith Martin’s position after he confirmed his retirement plans. Those email communications requested input regarding matters that should be considered during the transition process.

In conjunction with the requests for input and in an effort to further enhance the degree of coordination between all Fire Departments within the County, discussions were also commenced with the City of Brooks regarding the potential to re-establish a closer working relationship, similar to the original arrangement when Keith was first hired to fill the new position in 2010.

Prior to the County constructing the new Administration Facility complex, the position that Keith occupied was stationed at the City of Brooks Fire Hall where as a County employee, he also participated in the “on call” rotation for the City of Brooks Fire Department. It wasn’t until the new County facilities were completed that Keith began working from an office in the County of Newell Administration Facilities, which also removed him from the “on call” rotation for the City of Brooks Fire Department.

After inviting feedback from the Fire Chiefs and giving consideration to various options for proceeding with this transition process, a decision was made to re-establish a formal arrangement with the City of Brooks Fire Department to oversee the Rural Fire and Emergency Services Coordinator position. A new agreement between the County and the City has been approved in this regard (copy attached). As has always been the case, the entire focus and mandate is to continue providing direct support for each of the Rural Fire Departments within the County.

There are two primary differences between this arrangement and that which was originally in place in 2010. First, the City of Brooks Fire Department will now ensure that someone is available to fill the responsibilities of this position on a year-round basis. The result is that continuous support will be available during vacation periods or other leaves for the person that fills this role. The second change is that the person appointed to this role will be a City of Brooks employee. The County will continue to have direct involvement in the hiring process, providing feedback for consideration during annual reviews, setting priorities and receiving accountability updates.
With regards to the recruitment process, a group of individuals, that included some Fire Chiefs who volunteered to participate in the shortlisting and interview process, has completed their work. We are pleased to announce that Stewart Luchies, who has been serving as the Deputy Chief for the City of Brooks Fire Department, has been appointed as the Rural Fire and Emergency Services Coordinator effective September 3, 2019. Stewart has a strong working knowledge of the Newell Region and is in a position to build upon existing relationships that have been developed over the years with each of the rural Fire Departments that operate within the Region. We look forward to working with Stewart and trust that he will continue to build upon the foundation that Keith Martin established during the period covered by his employment.

Appreciation is extended for the service and selfless contributions that members of each of the Volunteer Departments continue to provide for the residents of the Newell Region. We trust that by working together under this re-established shared service arrangement, the County’s Emergency Service Providers we will be in a strong position to continue serving the future needs of all residents in the Region.

We also express thanks for the support and assistance provided during this transition period. The County of Newell Administration looks forward to working with Stewart and to a continuation of a close working relationship with each of the Fire Departments as this transition process draws to a close. Please join with me in extending congratulations to Stewart as the successful applicant for this position.

Sincerely,

Layne Johnson
Director of Corporate Services
This Agreement made in duplicate this 17th day of July, 2019

BETWEEN:

City of Brooks
A Municipal Corporation in the Province of Alberta
(Hereinafter referred to as the “City”)

OF THE FIRST PART

- AND -

County of Newell
A Municipal Corporation in the Province of Alberta
(Hereinafter referred to as the “County”)

OF THE SECOND PART

Rural Fire and Emergency Services Coordinator Agreement

WHEREAS it is in the best interests of both the City and the County to continue to work cooperatively in providing services to the citizens of the communities and region;

AND WHEREAS the County desires to achieve and enhance its fire, emergency management and regulatory objectives by contracting the City to provide Rural Fire and Emergency Services Coordinator Duties and Responsibilities,

AND WHEREAS the City has agreed to employ the position of Rural Fire and Emergency Services Coordinator (the Coordinator) whose duties will include appointment as the County's Director of Emergency Management and responsibilities outlined in the approved job description, as well as serving in the "on call" duty list within the City of Brooks Fire Department at the Deputy Chief level,

NOW THEREFORE the City and the County agree as follows:

1. The term of this Agreement shall commence on the date first written above and shall remain in effect until either party provides notice of termination to the other party as per Clause 19 of this Agreement.

2. The overall intent of the service is to enhance the development and implementation of disaster plans; implementation of emergency services planning and prevention measures; coordinating activities and services of urban and rural community based fire departments and County-owned and/or operated fire equipment as they relate to the protection of County residents and property; and assisting County Council and Administration in the process of allocating resources and developing applicable policies.
3. The County agrees that the position will assist the City Fire Department for on call duties, vacation coverage, training and QMP related assurances from time to time as reasonably required. For all duties including those that pertain to assisting the City of Brooks Fire Department, and fulfilling the role as it pertains to all other Fire Departments, the Coordinator shall work under the direction of and be accountable to the Brooks Fire Chief. While County Administration will maintain direct contact and work closely with the Coordinator on matters pertaining to all Fire Departments (excluding the City of Brooks Dept.) the County acknowledges that the Coordinator is accountable to the City of Brooks Fire Chief for matters that pertain to this agreement.

4. The City agrees to provide office space within the Brooks Fire Hall, office furniture, supplies, equipment (including radio, phone, a computer that will provide ongoing remote access to the County of Newell IT networks), and protective clothing or equipment required to operate in the capacity of an active firefighter. The County agrees to provide the majority of administrative support for the Coordinator.

5. If while performing duties for the City, a simultaneous high priority incident call is received from within the County, the Coordinator shall transfer on call / incident command duties to the next senior level Fire Department member or alternate as determined by the City of Brooks Fire Chief, and thus be available to attend to the incident within the County.

6. The duties and responsibilities of the Coordinator are identified, but not limited to, the approved job description that is attached as Appendix A and forms part of this Agreement. (The County reserves the right to revise the job description from time to time without having to amend this agreement, provided that the function and assistance which this position provides within the Brooks Fire Department as outlined herein is not affected by revisions to the job description).

7. The City and the County will jointly carry out the recruitment of the Coordinator.

8. The County acknowledges that the City is only obligated to provide the services outlined in this Agreement to the County (office space, furniture, equipment, and support) while the City has gainfully within its employ the Coordinator that is stationed at the City of Brooks Fire Hall.

9. The City and the County agree that should any dispute arise out of any provisions or the performance of this Agreement, that the Chief Administrative Officer’s of the City and the County shall first attempt to mediate the dispute prior to resorting to the use of other dispute resolution mechanisms.

10. The County shall be liable for all expenses related to rural fire and emergency services including but not limited to employing / supervising the Coordinator.
at all times, office supplies, equipment, training and education, uniforms, travel, employee salaries, benefits and disciplinary proceedings.

11. The County shall pay to the City an annual fee equal to one hundred percent (100%) of all annual expenses related to the provision of rural fire and emergency services including all applicable salary costs, benefits attributable to the Coordinator position of the City.

12. The fees as outlined in Clause 12 shall be reviewed annually and the City shall notify the County in writing, no later than September 15th of each year, of the fee to be charged for the following year including a detailed budget that make up this fee.

13. The City shall invoice the County on a quarterly basis for services provided according to this agreement and the County agrees to remit payment to the City within thirty (30) days of the invoice date. All overdue amounts will accrue interest at the rate of 1.5% compounded monthly (19.56%) per annum.

14. The City agrees to request input/feedback from the County prior to completion of the annual performance review of the Coordinator.

15. The County agrees to indemnify and hold harmless the City, 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 City, their agents, officers, employees or elected officials by any third party with respect to any occurrence, incident, accident or happening relating to any provision or performance pursuant to this Agreement, excepting any occurrence, incident, accident or happening involving negligence or intentional torts by the City, their agents, officers, employees or elected officials.

16. The City 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 County, their agents, officers, employees or elected officials by any third party with respect to any occurrence, incident, accident or happening relating to any provision or performance 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.

17. The City and the County each agree to continuously maintain in full force and effect, comprehensive general liability insurance with limits of not less than five million dollars ($5,000,000.00) for risk associated with the services provided under this Agreement. The City and the County each agree to arrange for its insurer to provide one another with thirty (30) days written notice of the expiry or termination of the insurance policy. The City and the County agree to each provide the other with a detailed insurance certificate if requested by the other party.
18. At the request of either party, this Agreement may be reviewed annually by the Chief Administrative Officer's of the City and County or their designates, and if so reviewed that review shall be undertaken and completed no later than November 30th.

19. This Agreement may be terminated by either party to the Agreement providing the other party one hundred & twenty days (120) days written notice.

20. Any notice to be given by one party to the other party shall be mailed or personally delivered to the receiving party at the appropriate address shown below:

City of Brooks  
PO Box 879  
Brooks, Alberta  
T1R 1B7

County of Newell  
PO Box 130  
Brooks, Alberta  
T1R 1B2

Either party may change its address for purposes of this Agreement by providing written notice of its new address to the other party.

IN WITNESS WHEREOF the parties hereto have hereunder set their hands and seals the day and year first written above.

City of Brooks  
Mayor  
[Signature]

Chief Administrative Officer  
[Signature]

County of Newell  
Reeve  
[Signature]

Chief Administrative Officer  
[Signature]
Rural Fire and Emergency Services Coordinator Agreement

Schedule "A"

Job Description

Position: Rural Fire and Emergency Services Coordinator

Reports to: Fire Chief

Position Summary:

Unless otherwise specifically noted, the duties and responsibilities of this position are for the fire departments that provide services within the County of Newell with the exception of the City of Brooks Fire Department. These will be referred to as Local Fire Departments in this job description.

Under the general supervision and reporting to the City of Brooks Fire Chief, this position supports the provision and integration of emergency services within the County of Newell including:

- The development, integration and implementation of disaster plans
- Implementation of emergency services planning and prevention measures
- Provide a mentor and guiding role for Fire Chiefs of all Local FireDepartments.
- Coordinating activities and services of urban and rural community based fire departments.
- Coordination and use of County-owned and/or operated fire equipment
- Assist County Council, Administration, and Local Fire Departments in matters of administration, risk management, policy development and accountability.
- Delegated responsibility for the implementation of and adherence to the obligations outlined in the Quality Management Plan for the Fire Safety Discipline.
- Provide supervision for the following positions; County Administrative Assistant for Fire and Safety Services, and; Fire Chiefs for all Local Fire Departments.

Duties / Key Areas of Responsibility:

Work with County Administration and local Fire Chiefs to develop and integrate standards for the provision of emergency services throughout the County of Newell in matters of policy, fire inspections, investigation, administration, emergency management, and training.

Act in the capacity of the County's Director of Emergency Management.
The Rural Fire and Emergency Services Coordinator, will work with the City of Brooks Protective Services Department and Local Fire Departments to:

- Assist Fire Chiefs and their respective Departments in the provision/coordination of emergency response and fire suppression services provided for County residents and property. Assistance to include responsibilities for preparing agendas and hosting quarterly Newell Mutual Aid meetings attended by representatives from all Fire Departments within the County.
- Develop and deliver training to Local Fire Departments.
- Increase cooperation, integration and standardization of services provided to County residents.
- Development, training, and implementation of an integrated incident command structure.
- Development and approval of Standard Operating Guidelines (SOG's).
- Develop an approved, integrated training program for emergency services personnel in all matters of incident command, statutes, SOG's inspections and investigation.
- Development and maintenance of an integrated communications protocol and system.
- Work with the City's fire service personnel and Local Fire Departments providing services within the County to establish an operating protocol that will coordinate urban and rural emergency response and fire suppression resources within the County.
- Responsible for keeping the 20 year capital apparatus replacement plan up to date. This includes ensuring that common uniform standards are applied for the acquisition of all major apparatus and support equipment.
- Review service area boundaries and make recommendations regarding revised service areas.

Review mutual aid agreements and prepare amendments as required to ensure they are current and integrated appropriately to reflect current needs and interests.

Review the Quality Management Plan for the Fire Safety Discipline and processes for each Local Fire Department providing services within the County to ensure they are in full compliance with the plan.

Prepare and implement emergency services development standards to be included in the normal development approval process throughout the County.

Complete inspections and investigations to confirm that developments within the County of Newell achieve/comply with emergency services development standards.

Assist Local Fire Departments in the identification, recruitment, training, and retention of acceptable volunteers.

Ensure County's compliance with Provincial/Federal statutes, Fire and Emergency Management standards and regulations.
Carry out investigations and submit reports required in response to emergency incidents within the County.

Under the direction of the City of Brooks Fire Chief, participate in the City of Brooks Fire Services on call rotation at the Deputy Chief level of responsibility.

Unless otherwise requested by a Local Fire Department, respond on-scene only to County emergencies that require a multi-agency/mutual-aid response as Local Fire Departments are very capable of responding to the majority of emergencies within their area.

Performance of other duties as may be assigned from time to time.

**Job Specifications/Qualifications Required:**

Qualifications include: A high school diploma supplemented by:

- Technical training and experience in Fire Suppression, Fire Prevention, Public Education, Fire Service Instruction, Fire Inspection and Investigation and general management.

- Demonstrated ability and experience in leading, motivating, training, organizing, scheduling and deploying volunteer firefighters in the delivery of municipal fire and rescue services.

- Formal emergency service fire training in structural, vehicle and wild land fire suppression and motor vehicle extrication.

- Training and/or previous experience in preparing and administering emergency response plans.

- Safety Codes Training and eligibility for appointment as a Fire Safety Codes Officer.

- A minimum of 5 years direct experience in the provision of fire suppression, prevention, and planning as a fire fighter.

- Experience in the preparation, submission, and review of budgets and control measures.

- Strong written, oral, and interpersonal communication skills.

- A demonstrated ability to exercise effective leadership skills in a team environment.

- A creative and solutions oriented approach towards problem solving in a changing environment.

- Proficient in a variety of computer hardware and software functions including but not limited to Microsoft Office applications.

A valid class 3 driver's license and air endorsement.

A diploma or degree in fire science, public administration or related discipline, or completed coursework towards a diploma or degree in a related discipline would be preferred.

Must be bondable and provide a current police records clearance report prior to commencing employment.

Other equivalent qualifications in-lieu-of those listed above may be considered.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is required to stand, sit, walk, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must be able to navigate through or cross over uneven and rough terrain or debris fields. Must have the physical ability to climb up and down ladders, run short distances, and carry items weighing up to 25 kg (55 pounds) strapped to their back.

2. The employee specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, with or without correction.

3. Must hear in the normal audio range, with or without correction.

4. Must be physically capable of lifting and or pulling / dragging items weighing up to 50 kg (110 pounds).

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee frequently works outdoors subject to all weather conditions. The employee also works from a patrol unit and office environment.
2. The noise level in the work environment can fluctuate.

**Management has the right to add or change these duties of the position at any time.**

Acknowledgement

I acknowledge that I have read the job description and requirements for the position and I certify that I can perform these functions.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Date</th>
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<table>
<thead>
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<th>Supervisor Recommendation</th>
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<table>
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<table>
<thead>
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EXECUTIVE COMMITTEE MEETING
Thursday, May 9, 2019 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 (absent)

STAFF:
Lenze Kuiper – Director
Barb Johnson – Executive Secretary

AGENDA:
1. Approval of Agenda – May 9, 2019
2. Approval of Minutes – April 11, 2019 (attachment)
3. Business Arising from the Minutes
4. New Business
   (a) Vehicle Sale and Purchase
   (b) Miistikas Institute Partnership Opportunity
   (c) Executive Members’ Report on the 2019 CPAA Conference
   (d) Subdivision Activity 2019 (attachment)
5. Accounts
   (a) Office Accounts – March 2019 (attachment)
   (b) Financial Statements –
      (i) January 1 - January 31, 2019 (attachment)
      (ii) January 1 - February 28, 2019 (attachment)
      (iii) January 1 - March 31, 2019 (attachment)
   (c) Reserve Allocation
6. Director’s Report
7. Executive Report
8. Adjournment
CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:05 P.M.

1. APPROVAL OF AGENDA

   Moved by: Don Anderberg
   THAT the Executive Committee approve the agenda, as amended:
   ADD: 5(c) Reserve Allocation
   CARRIED

2. APPROVAL OF MINUTES

   Moved by: Ian Sundquist
   THAT the Executive Committee approve the minutes of April 11, 2019, as presented.
   CARRIED

3. BUSINESS ARISING FROM THE MINUTES

   • None.

4. NEW BUSINESS

   (a) Vehicle Sale and Purchase

   • The office 2015 Equinox, which had approximately 140,000 kms, was recently sold for $13,000. Quotes have been obtained for a replacement vehicle as follows:

   | 2019 Equinox LS AWD     | $28,835.00 | McDonald Chev (Taber) |
   | 2019 Jeep Compass Sport 4x4 | $30,725.00 | Bridge City Chrysler (Lethbridge) |
   | 2019 Escape SE 4WD      | $30,754.00 | Dunlop Ford (Lethbridge) |
   | 2019 Equinox LS AWD     | $26,860.00 | Murray Chev (Lethbridge) |

   Moved by: Margaret Plumtree
   THAT the Executive Committee approve the purchase of the 2019 Equinox LS AWD from Murray Chev (Lethbridge) for $26,860.00 + GST as quoted.
   CARRIED

   (b) Miistakis Institute Partnership Opportunity

   • The Miistakis Institute is a non-profit foundation based in Calgary which performs research and studies on a variety of environmental issues. They have approached ORRSC with a partnership opportunity to receive $10,000 in grant funds for participation in the “Least Conflict Lands Decision Support Tool for Renewable Energy Development” process with Vulcan County as a test case.

   • The process includes development of models for identification of high valued lands for four themes: agriculture, ecological, cultural, and wind and solar energy development, as well as a composite model to identify the best lands for renewable energy development. ORRSC GIS staff will be involved in the development of GIS layers and digital platform.

   Moved by: Jennifer Crowson
   THAT the Director further investigate the Miistakis Institute partnership opportunity and present the information at a Board of Directors’ meeting.
   CARRIED
(c) Executive Members’ Report on the 2019 CPAA Conference

- Gordon Wolstenholme, Jim Bester, Ian Sundquist and Margaret Plumtree attended the Conference on behalf of ORRSC and each reported on their experience. Although the guest speaker was good and they enjoyed most of the presentations, consensus was that the quality of the Conference has gone down over the last few years.

(d) Subdivision Activity 2019

- As of April 30, 70 subdivision applications have been received this year, with revenue totalling $115,182.50.

5. ACCOUNTS

(a) Office Accounts – March 2019

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<tr>
<th>Code</th>
<th>Description</th>
<th>Supplier</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>510</td>
<td>Staff Mileage</td>
<td>B. Brunner</td>
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<tr>
<td>5150</td>
<td>Staff Mileage</td>
<td>M. Burla</td>
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<td>5160</td>
<td>Staff Field Expense</td>
<td>M. Burla</td>
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<td>5150</td>
<td>Staff Mileage</td>
<td>R. Dyck</td>
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<td>Approval Fees</td>
<td>Armando Russian Repair</td>
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<td>Dues &amp; Subscriptions</td>
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<tr>
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**TOTAL** $16,056.15

Moved by: Jim Bester

THAT the Executive Committee approve the Office Accounts of March 2019 ($16,056.15), as presented. CARRIED
(b) Financial Statements –
   (i) January 1 - January 31, 2019
   (ii) January 1 - February 28, 2019
   (iii) January 1 - March 31, 2019

Moved by: Don Anderberg
THAT the Executive Committee approve the unaudited Financial Statements for the following:
   January 1 - January 31, 2019
   January 1 - February 28, 2019
   January 1 - March 31, 2019
   CARRIED

(c) Reserve Allocation
   • Excess of revenue over expenses from the 2018 audited Financial Statements is $185,032
     and there was discussion how this surplus should be allocated.

Moved by: Don Anderberg
THAT the Executive Committee allocate $25,000 to the Operating Reserve Fund and $25,000
   to the Capital Reserve Fund;
   AND THAT the remaining $135,032 of the 2018 excess revenue over expenses be split evenly
   between the Operating Reserve and Capital Reserve Funds.
   CARRIED

6. DIRECTOR’S REPORT
   • The Director reported on his activities since the last Executive Committee meeting.

7. EXECUTIVE REPORT
   • Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Gordon Wolstenholme
THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional
Services Commission at 7:55 p.m. until Thursday, June 13, 2019 at 6:00 p.m.
   CARRIED
August 15, 2019

His Worship Ronald Wickson
Mayor
Town of Bassano
PO Box 299
Bassano AB T0J 0B0

Dear Mayor Wickson,

As per the email sent on August 14, I am pleased to confirm $597 million in Municipal Sustainability Initiative (MSI) funding and $473 million in federal Gas Tax Fund (GTF) funding is now available for municipalities and Metis Settlements. GTF funding includes the one-time payment of $229.5 million announced by Canada in March 2019. I am confident this additional funding will enable you to build stronger communities and better meet your infrastructure priorities.

For the Town of Bassano:

- The **interim 2019 MSI capital allocation is $242,116.** This includes $178,088 in MSI capital funding and $64,028 in Basic Municipal Transportation Grant funding.
- The **interim 2019 MSI operating allocation is $76,752.** This includes $51,261 in Sustainable Investment funding.
- The **2019 GTF allocation is $136,279.** This includes $66,102 as a result of the one time funding top-up and $70,177 in 2019-20 GTF funding.

MSI and GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at alberta.ca/municipalities-funding.aspx.

I look forward to the continued partnership between Alberta’s municipalities and Metis Settlements, our government, and Government of Canada.

Yours very truly,

Kaycee Madu
Minister

cc: Amanda Davis, Interim Chief Administrative Officer, Town of Bassano