



AGENDA

Meeting: March 19, 2020 at 6:00 p.m.
[Virtual Meeting - ZOOM](#)

SPECIAL MEETING OF COUNCIL

We, the undersigned, hereby agree that a Special Meeting of the Council of the Town of Bassano will be held virtually on **March 19, 2020 at 6:00 p.m.** for the purpose of attending to the following items:

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **NEW BUSINESS**
 - 3.1 Municipal Emergency Management Bylaw 898/20 – Proposed
 - 3.2 Supports for Local Ratepayers
4. **ADJOURNMENT**

Mayor Ron Wickson	
Deputy Mayor Tom Rose	
Councillor Kevin Jones	
Councillor Jackie Seely	
Councillor Doug Barlow	
Councillor John Slomp	
Councillor Irvin Morey	



REQUEST FOR DECISION

Meeting: March 18, 2020

Agenda Item: 3.1

Municipal Emergency Management Bylaw 898/20 - Proposed

BACKGROUND:

The Town of Bassano, County of Newell and neighboring municipalities were preparing joint emergency management policies in order to facilitate a more regional approach to emergency management. The COVID-19 pandemic requires the Town to update its existing emergency management bylaws for Act compliance.

The first step is to adopt an Emergency Management Bylaw (see attached), followed by the appointment of a Emergency Advisory Committee.

4.1.1 of the bylaw states, council shall by resolution, appoint five (5) of its members to serve on the Emergency Advisory Committee along with the Chief Administrative Officer, the Director of Emergency Management, and the Deputy Director of Emergency Management.

Once the Emergency Advisory Committee is established, we can work through various policy development procedures.

OPTIONS:

#1 – Council may give all three readings to the Municipal Emergency Management Bylaw at this meeting. And, that council appoints the Emergency Advisory Committee.

#2 – That council gives first and second reading to the Municipal Emergency Management Bylaw 898/20 at this meeting. And, that council appoints the Emergency Advisory Committee.

#3 – That council gives first reading to the Municipal Emergency Management Bylaw 898/20 at this meeting. And, that council appoints the Emergency Advisory Committee.

CAO COMMENTS:

This is a mandatory issue and must be dealt with in high priority.

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter; emergency management is outlined in the strategic plan as a regional project. Regional planning will continue after the COVID-19 pandemic; the Town and the County continue to work closely at this time.

PROPOSED RESOLUTION:

1. That council gives first reading to the Municipal Emergency Management Bylaw #898/20.
2. That council gives second reading to the Municipal Emergency Management Bylaw #898/20.
3. That council has third reading of the Municipal Emergency Management Bylaw #898/20.
4. That council gives third and final reading to Municipal Emergency Management Bylaw #898/20.
5. The council appoints an Emergency Management Committee as follows:
 - a. Mayor Ron Wickson,
 - b. Councillors x4, and
 - c. The CAO, DEM and DDEM.

Attachments:

1. Municipal Emergency Management Bylaw #898/20 - Proposed

Prepared by: Jordan Mitchell, Executive Assistant

Reviewed by: Amanda Davis, Interim CAO



BYLAW

Bylaw Number: **899/20**

Bylaw Name: **Municipal Emergency Management Bylaw**

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO AUTHORIZE MUNICIPAL EMERGENCY MANAGEMENT.

WHEREAS the Council of the Town of Bassano is responsible for the direction and control of its emergency response and is required, under the [Emergency Management Act](#), Chapter E-6.8 *Revised Statutes of Alberta 2000*, and the [Local Authorities Emergency Management Regulation \(203/2018\)](#), to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

NOW THEREFORE the Council of the Town of Bassano, duly assembled, enacts as follows:

1. TITLE

1.1 This bylaw shall be known as the "**Municipal Emergency Management**" Bylaw.

2. DEFINITIONS

2.1 "**Act**" means the Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000;

2.2 "**Council**" means the Council of the Town of Bassano;

2.3 "**Disaster**" means an event that has resulted or may result in serious harm to the safety, health or welfare of people or in widespread damage to property;

2.4 "**Emergency Advisory Committee**" means the committee established under this Bylaw;

2.5 "**Emergency**" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

2.6 "**Minister**" means the Minister charged with administration of the Act;

2.7 "**Municipal Emergency Management Agency**" means the agency established under this Bylaw;

2.8 "**Municipal Emergency Plan**" means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster as required in the Local Authorities Emergency Management Regulation; and

2.9 “Regulation” means the Local Authorities Emergency Management Regulation (203/2018).

2.10 “Town” means the corporate limits of the Town of Bassano.

3. ESTABLISHMENT

3.1 There is hereby established an Emergency Advisory Committee to advise Council on the development of emergency plans and programs.

4. RESPONSIBILITY

4.1 Council shall:

4.1.1 by resolution, appoint five (5) of its members to serve on the Emergency Advisory Committee along with the Chief Administrative Officer, the Director of Emergency Management, and the Deputy Director of Emergency Management;

4.1.2 provide for the payment of expenses of the members of the Emergency Advisory Committee;

4.1.3 that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Bassano;

4.1.4 approve the Town of Bassano’s emergency plans and programs; and

4.1.5 review the status of the Municipal Emergency Plan and related plans and programs at least once each year.

4.2 Council may:

4.2.1 by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency; and

4.2.2 enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

4.3 The Emergency Advisory Committee shall:

4.3.1 review the Municipal Emergency Plan and related plans and programs on a regular basis;

- 4.3.2 advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year;
 - 4.3.3 establish the local Municipal Emergency Management Agency as described in Section 8 of the Regulations and set responsibilities for said committee;
 - 4.3.4 establish procedures to be followed when declaring a state of local emergency;
 - 4.3.5 provide direction and guidance as required to the Municipal Emergency Management Agency during periods when emergencies or disasters are not occurring;
 - 4.3.6 meet no less than once each year for the purpose of fulfilling duties assigned to the Committee within this Bylaw or other application legislation or regulation; and
 - 4.3.7 after emergency or disaster events and related recovery periods have passed, the Emergency Advisory committee shall meet to assess outcomes and recommend changes (if any) that the Emergency Management Agency should consider in preparation for future events.
- 4.4 Emergency Advisory Committee organizational matters:
- 4.4.1 Quorum for the Emergency Advisory Committee shall be 2/3 of the appointed members.
 - 4.4.2 Chair for the Emergency Advisory Committee shall be the Mayor.
- 4.5 There is hereby established a Municipal Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 14 of this Bylaw.
- 4.6 The Municipal Emergency Management Agency shall be comprised of one or more of the following:
- 4.6.1 the Director of Emergency Management;
 - 4.6.2 the Deputy Director of Emergency Management;
 - 4.6.3 the Chief Administrative Officer (CAO) of the Town of Bassano, provided the CAO is not the Director or Deputy Director of Emergency Management;
 - 4.6.4 the Public Works Supervisor of the Town of Bassano, provided the supervisor is not the Director or Deputy Director of Emergency Management;
 - 4.6.5 the Director of Social Services;
 - 4.6.6 the Bassano Fire Chief or designate;

- 4.6.7 the Detachment Commander of the Bassano RCMP or designate;
- 4.6.8 the Bassano Health Centre Manager or designate;
- 4.6.9 the Bassano Hospital Manager or designate;
- 4.6.10 the Playfair Lodge Manager or designate;
- 4.6.11 the Principal of the Bassano Public School or designate;
- 4.6.12 a representative from the St. Columba Catholic church;
- 4.6.13 a representative from the Knox Presbyterian church;
- 4.6.14 the Public Information Officer for the Town or designate;
- 4.6.15 the Newell Regional Services Commission Manager or designate;
- 4.6.16 the Community Peace Officer for the Town or designate;
- 4.6.17 the representative from CP Rail or designate;
- 4.6.18 the representative from Fortis or designate;
- 4.6.19 the representative from Pioneer Gas Co-op or designate;
- 4.6.20 the representative from Alberta Health Services (EMS) or designate;
- 4.6.21 the Bassano Recreation Complex President or designate;
- 4.6.22 the representative(s) from Alberta Emergency Management; and
- 4.6.23 anybody else who might serve a useful purpose in the preparation or implementation of the Municipal Emergency Plan.

4.7 The Emergency Management Agency shall:

- 4.7.1 be responsible for the administration of the Town's Emergency Management Program;
- 4.7.2 at least once a year, the Emergency Management Agency shall report to the Emergency Management Advisory Committee to provide updates on Agency activities and provide an update on the Agency's review of the Town's Emergency Management Plan;
- 4.7.3 engage in at least one exercise per year in which participants identify a significant possible emergency or disaster scenario and discuss how the local authority would respond to and resolve emergency management issues that may arise from the scenario;
- 4.7.4 engage in at least one exercise every 4 years in which participants identify a significant possible emergency or disaster scenario and carry out actions as if the significant emergency or disaster was actually occurring, but without deploying personnel or other resources;

- 4.7.5 implement the command, control, and coordination systems that have been prescribed by the Managing Director of the Alberta Emergency Management Agency; and
 - 4.7.6 fulfill all other obligations related to the above matters that are outlined in Provincial Statutes or regulations.
- 4.8 The Director of Emergency Management shall:
- 4.8.1 prepare and co-ordinate the Municipal Emergency Plan and related plans and programs for the Town;
 - 4.8.2 act as director of emergency operations, or ensure that someone is designated under the Municipal Emergency Plan to so act, on behalf of the Municipal Emergency Management Agency; and
 - 4.8.3 co-ordinate all emergency services and other resources used in an emergency; or
 - 4.8.4 ensure that at all times, someone is designated to discharge the responsibilities specified in 4.8.2 and 4.8.3 above.

5. STATE OF LOCAL EMERGENCY

- 5.1 The power to declare or renew a state of local emergency under the Act, the powers specified in Section 5.3 of this Bylaw, and the requirement specified in Section 5.6 of this Bylaw, are hereby delegated to a committee comprised of the Mayor, in consultation with the Director and/or Deputy Director of Emergency Management or in the Mayor's absence, any other Councillor in consultation with the Director and/or Deputy Director of Emergency Management. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 5.2 When a state of local emergency is declared, the person(s) making the declaration shall:
- 5.2.1 ensure that the declaration identified the nature of the emergency and the area of the Town in which it exists;
 - 5.2.2 cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - 5.2.3 forward a copy of the declaration to the Minister forthwith.
- 5.3 Subject to Section 5.2, when a state of local emergency is declared, the person(s) making the declaration may:

- 5.3.1 cause the Municipal Emergency Plan or any related plans or programs to be put into operation;
 - 5.3.2 acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - 5.3.3 authorize or require any qualified person to render aid of a type he or she is qualified to provide;
 - 5.3.4 control or prohibit travel to or from any area of the Town;
 - 5.3.5 provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Town;
 - 5.3.6 cause the evacuation of persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - 5.3.7 authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - 5.3.8 cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - 5.3.9 procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within the Town for the duration of the state of emergency;
 - 5.3.10 authorize the conscription of persons needed to meet an emergency; and
 - 5.3.11 authorize any persons at any time to exercise, in the operation of the Municipal Emergency Plan and related plans or programs, any power specified in 5.3.2 through 5.3.10 above in relation to any part of the municipality affected by a declaration of a state of local emergency.
- 5.4 When a state of local emergency is declared,
- 5.4.1 neither Council nor any member of Council, and

- 5.4.2 no person appointed by Council to carry out these measures relating to emergencies or disasters, are liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.
- 5.5 Notwithstanding Section 5.4,
- 5.5.1 Council and any member of Council, and
- 5.5.2 any person acting under the direction or authorization of Council, is liable for gross negligence in carrying out their duties under this Bylaw.
- 5.6 When, in the opinion of the person(s) declaring a state of local emergency, an emergency no longer exists in relations to which the declaration was made, they shall, by resolution, terminate the declaration.
- 5.7 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when,
- 5.7.1 a resolution is passed under Section 5.6;
- 5.7.2 a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
- 5.7.3 the Lieutenant Governor in Council makes and order for a stale of emergency under the Act, relating to the same area; or
- 5.7.4 the Minster cancels the state of local emergency.
- 5.8 When a declaration of a state of local emergency has been terminated, the person(s) who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

6. REPEAL

- 6.1 Bylaw 807/08 is hereby repealed.

7. ENACTMENT

- 7.1 This Bylaw shall come into full force and effect, when it receives third reading and is duly signed.

8. EFFECTIVE DATE AND READINGS

- 8.1 This Bylaw shall take effect on the date of 3rd and final reading.
- 8.2 Read a first time this 19 day of March 2020.
- 8.3 Read a second time this 19 day of March 2020.
- 8.4 READ a third and final time this 19 day of March 2020.

TOWN OF BASSANO

MAYOR

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

Meeting: March 19, 2020

Agenda Item: 3.2

Supports for Local Ratepayers

BACKGROUND:

In line with the Business Continuity Planning Strategy, Administration is assessing utility capacity. The disruption to the economy as a result of COVID-19 has implications on residents and business owners. Governments, utility providers and various financial institutions has listed supports to help during these tough times.

Town council may consider supports for local ratepayers.

Below is an overview of the Town's utility process and how we issue bills, collect payment, and add penalties.

Current Process:

- Utility account are read every two months and invoices are prepared/distributed. Utility bills are issued in most cases by the 7th of the month. Residents have until the first day of the next month before a penalty is applied to an unpaid balance.
- A 4% penalty is added to any outstanding account at the end of each month.
- Residents with outstanding balances for three periods (6 months) are sent a letter stating if unpaid amounts are not paid in full, balances will be transferred to their Tax account at the end of the month. This process takes 7 months before utility balances are transferred to Tax accounts. Any payments on outstanding balances are applied to the Tax account (see Table 1).
- The Town does not cut off utility connections when in arrears.

Residential Utility Account			
Date	Description	Amount	Balance
Nov. 1, 2019	Opening Balance		\$ -
Period Sept 1 - Oct 31	UTILITY CHARGES	\$ 195.83	\$ 195.83
Dec. 1, 2019	Penalty	\$ 7.64	\$ 203.47
Jan. 1, 2020	Penalty	\$ 7.94	\$ 211.41
Period Nov 1 - Dec 31,	UTILITY CHARGES	\$ 184.08	\$ 395.49
Feb. 1, 2020	Penalty	\$ 15.42	\$ 410.91
Mar. 1, 2020	Penalty	\$ 16.03	\$ 426.94
Period Jan 1 - Feb 29	UTILITY CHARGES	\$ 172.57	\$ 599.51
Mar. 31, 2020	Transfer to Taxes	-\$ 599.51	\$ -
Total penalties for 6 months utilities		\$ 47.03	

Table 3.

Business Utility Account			
Date	Description	Amount	Balance
Nov. 1, 2019	Opening Balance	\$ -	\$ 10.48
Period Sept 1 - Oct 31	UTILITY CHARGES	\$ 100.00	\$ 110.48
Dec. 1, 2019	Penalty	\$ 4.31	\$ 114.79
Jan. 1, 2020	Penalty	\$ 4.48	\$ 119.27
Period Nov 1 - Dec 31,	UTILITY CHARGES	\$ 100.00	\$ 219.27
Feb. 1, 2020	Penalty	\$ 8.55	\$ 227.82
Mar. 1, 2020	Penalty	\$ 8.88	\$ 236.70
Period Jan 1 - Feb 29	UTILITY CHARGES	\$ 87.50	\$ 324.20
Mar. 31, 2020	Transfer to Taxes	-\$ 324.20	\$ -
Total penalties for 6 months utilities		\$ 26.22	

Table 1. Utility Impact Analysis

Yesterday, the City of Brooks announced supports for ratepayers. Each municipalities' processes vary (see Table 2).

Utility Account policy	
Town of Bassano	City of Brooks
Outstanding amounts are transferred to taxes	Water is disconnected when balance is outstanding
Charges monthly penalty on outstanding	Charges monthly penalty on outstanding
Sends letter - unpaid amounts will be transferred at month end	Sends warning letters of collection

Table 2. Town of Bassano/City of Brooks Utility Process

OPTIONS:

- #1 – Waive utility penalties and maintain existing policy of transferring outstanding balances to tax accounts.
- #2 – Waive utility penalties and cease transferring outstanding balances to taxes for a 6-month period.
- #3 – Continue with existing policy and charge utility penalties as per Town Bylaw.

ALIGNMENT TO STRATEGIC PLAN

None, this is an operational matter.

CAO COMMENTS:

Many factors must be considered by Town Council when deciding on supports.

- The COVID-19 pandemic is not log-term (e.g. will not cease in 14-days). The compounding effect of this could have a significant financial impact on households, businesses and the municipality.
- Utilities are not directly provided by the Town. Most services are contracted (e.g. water and waste collection). The Town must continue to pay its contactors to provide vital services to residents. Thus, a cashflow must be maintained.
- Deferring utility payments provide short-term relief.
- The Town does not disconnect local utilities on past-due accounts.
- Penalties add to an already stressful situation.
- The state of mental health within the community as a result of the pandemic could escalate.
- Revenue is still needed to sustain water and infrastructure costs.
- The Town applies on average \$800.00 - \$850.00 in utility penalties per month.

PROPOSED RESOLUTION:

That effective immediately, the Town of Bassano will waive the 4 percent utility penalty applied to outstanding utility accounts. Outstanding utility account balances of six months shall be transferred to the applicable tax roll as stated in the current operating procedure for the Town.

Attachments: n/a

Prepared by: Christine Petkau, Utility Clerk

Reviewed by: Amanda Davis, CAO