AGENDA

Meeting: October 13, 2020 6:00 p.m. – 10:00 p.m.
Virtual meeting: https://call.lifesizecloud.com/5427376

1. **CALL TO ORDER - REGULAR MEETING**

2. **EXCUSED FROM MEETING**

3. **ADOPTION OF AGENDA**

4. **ADOPTION OF MINUTES**
   - 4.1 September 14, 2020 Regular Meeting
   - 4.2 September 21, 2020 Special Meeting

5. **DELEGATIONS**
   - 5.1 Public Hearing – Land Use Bylaw Amendment 907/20 - 6:00 p.m.

   RECESS – Organizational Meeting and MPC Meeting

   - 5.2 Brian Ellis, Resident – Traffic Concerns - 7:30 p.m.

6. **UNFINISHED BUSINESS**
   - 6.1 Land Use Bylaw Amendment 907/20 – FAB Village Square
   - 6.2 Resolution to Dispose of Municipal Reserve Designation
   - 6.3 Procedural Bylaw 908/20 – Proposed
   - 6.4 Sales Agreement Extension Request – 1002 – 2nd Avenue

7. **NEW BUSINESS**
   - 7.1 Borrowing Bylaw Repeal 909/20 – Proposed
   - 7.2 Business Development – Offer to Purchase – 418 – 2nd Avenue
   - 7.3 Development – Offer to Purchase – 406 – 2nd Avenue
   - 7.4 2021 Fire Budget – Proposed
   - 7.5 Fortis Franchise Fee
   - 7.6 Bassano Historical Society - Partnership Request
   - 7.7 Recreation System – Open Discussion

8. **BOARD & COMMITTEE REPORTS**

   - 8.1 Mayor R. Wickson
     - AUMA Conference – September 16-18, 21-25, 2020
     - Newell Foundation Meeting – October 6, 2020

   - 8.2 Deputy Mayor T. Rose
     - Nothing to report

   - 8.3 Councillor J. Slomp
     - Newell Regional Solid Waste – September 17, 2020
     - Newell Regional Tourism Association – September 17, 2020

   - 8.4 Councillor K. Jones
     - Nothing to report

8.5 Councillor D. Barlow
- Fire Committee – September 28, 2020
- BARRA – September 23, 2020

8.6 Councillor I. Morey
- Community Future Wild Rose – October 2, 2020
- Palliser Economic Partnership – September 18, 2020

9. CAO REPORTS

9.1 CAO Operation Report
9.2 3rd Quarter Financial Statement
9.3 Financial statement for the month ending September 30, 2020
9.4 Cheque listing for the month ending September 30, 2020
9.5 FCSS Director Report for the period ending September 30, 2020
9.6 CPO Report for the month ending September 30, 2020
9.7 RCMP Mayor's Report for the month ending September 30, 2020

10. CORRESPONDENCE

10.1 Bassano Memorial Library Minutes – June 2, 2020
10.2 Oldman River Regional Services Commission Annual Report – December 31, 2020
10.3 County of Newell – Continued Funding for Brooks Region Transportation Service – September 21, 2020
10.4 BARRA Minutes – September 23, 2020
10.5 Christmas in the Campground Request – September 30, 2020
10.6 Resident Concern – Water Rates – September 25, 2020
10.7 Interim Alberta Police Advisory Board Survey
10.8 Village of Rosemary - Continued Funding for Brooks Region Transportation Service – October 5, 2020
10.9 Bassano Memorial Library Minutes – September 1, 2020
10.10 Brooks Region – Small Business Week Proclamation

11. CLOSED SESSION

11.1 None

12. ADJOURNMENT

MINUTES OF THE **REGULAR MEETING** OF THE TOWN OF BASSANO HELD VIRTUALLY ON **SEPTEMBER 14, 2020.**

ELECTED OFFICIALS

MAYOR	Ron Wickson
COUNCILLORS	Doug Barlow
	Kevin Jones
	Tom Rose
	John Slomp
	Irvin Morey
STAFF	Amanda Davis – Chief Administrative Office
OTHER	Sandra Stanway – Brooks Bulletin
	Madeleine Baldwin – ORRSC
	Sebastian Andrews, Bassano RCMP
	Jackie Seely, Newell Further Education Council

1. CALL TO ORDER

Mayor Wickson called the meeting to order at 6:02 p.m.

2. EXCUSED FROM MEETING

- Tom Rose

3. ADOPTION OF AGENDA

218/20 Moved by **COUNCILLOR MOREY** that the agenda is approved with the following deletion:

New Business
7.1 Business Development – Offer to Purchase – 418 – 2nd Avenue

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of August 10, 2020

219/20 Moved by **COUNCILLOR SLOMP** that council approves the minutes of the regular meeting held on August 10, 2020 as presented.

CARRIED

4.1 Adoption of minutes from the special meeting of August 24, 2020

Mayor 13/10/20 CAO 13/10/20

Unapproved

220/20 Moved by **COUNCILLOR BARLOW** that council approves the minutes of the special meeting held on August 24, 2020 as presented.

CARRIED

5. DELEGATIONS

5.1 Corporal Sebastian Andrews, Bassano RCMP

S. Andrews entered the meeting at 6:02 p.m.

Andrews presented the 1st Quarter 2020/2021 RCMP report and August 31, 2020 Mayor's Report. A Q&A session ensued.

Andrews departed the meeting at 6:17 p.m.

5.2 Newell Further Education Council

J. Seely entered the meeting at 6:17 p.m.

Seely presented an updated on the Newell Further Education Council agenda to create program awareness. A Q&A session ensued.

M. Baldwin entered the meeting at 6:15 p.m.

Seely concluded the presentation at 6:32 p.m. and departed at 7:09 p.m.

6. UNFINISHED BUSINESS

6.1 Regional Emergency Management Agency Bylaw #903/20

An amended Regional Emergency Management Bylaw #903/20 was presented and discussed.

221/20 Moved by **COUNCILLOR JONES** that council give third reading to the Regional Emergency Management Bylaw #903/20 as amended.

CARRIED

6.2 Land Use Bylaw Amendment 907/20 – FAB Village Square

Survey results were presented along with a Land Use Bylaw amendment to accommodate a new siting location for FAB Village Square.

222/20 Moved by **COUNCILLOR SLOMP** that council give first reading to Land Use Bylaw Amendment 907/20 and that a public hearing is scheduled for October 13, 2020 at 6:00 p.m.

CARRIED

Baldwin departed the meeting at 6:44 p.m.

6.3 Business Development – Offer to Purchase 422 – 1st Avenue

Mayor 13/10/20 CAO 13/10/20

Unapproved

A counter-offer was received to purchase 422 – 1st Avenue.

223/20 Moved by **COUNCILLOR MOREY** that council accepts the offer of $8,500 plus GST for Plan 3872T; Block 3; Lot 15 pursuant to the letter dated August 24, 2020 from Top Connection Ltd. with the following conditions: first that Plan 3872T; Block 3; Lot 15; Plan 3872T; Block 3; Lot 16; Plan 3872T; Block 3; Lot 17 and Plan 3872T; Block 3; Lot p. 18 are consolidated. And second, that a development permit is obtained to extend the security fence in accordance with the Land Use Bylaw around the perimeter of the property.

CARRIED

6.4 2019-2026 Strategic Plan Revisions

2019-2026 Strategic Plan revisions were presented.

224/20 Moved by **COUNCILLOR SLOMP** that council approves the Town of Bassano's 2019-2026 Strategic Plan revisions as presented.

CARRIED

6.5 Road Maintenance – 1st Street Close

Proposals were presented to address 1st Street drainage upgrades.

225/20 Moved by **COUNCILLOR MOREY** that council rejects both proposals received for TOBCap – 1st Street Drainage and directs administration to seek a contractor to install an above ground drainage system to redirect surface water because there is the believe that the overlay completed previously was done incorrectly.

CARRIED

7. NEW BUSINESS

7.2 2020 Tax Recovery Auction Dates

2020 tax recovery and auction dates were discussed.

226/20 Moved by **COUNCILLOR JONES** that:

Be it resolved that the 2020 tax recovery and public auction will be held on December 2nd, 2020 at 2:00 p.m. at the Bassano Town Office (502 – 2nd Avenue), and

Be it resolved that the Terms and Conditions of Sale for the 2020 Public Auction are hereby approved as follows:

1. A parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an "as is, where is" basis, and the municipality makes no representation and gives no warranty whatsoever as

Mayor 13/10/20 CAO 13/10/20

Unapproved

to the state of the parcel nor its suitability for any intended use by the successful bidder.

4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes for the current year.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:

a. The full purchase price if it is $10,000 or less; OR
b. If the purchase price is greater than $10,000, the purchaser must provide a nonrefundable deposit in the amount of $10,000 and the balance of the purchase price must be paid within 20 days of the sale.

8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.

And finally, that a reserve bid is set on the following properties:

1. #1 831 – 2nd Avenue (Plan 2016BA; Block 33) - $32,000
2. 225 – 3rd Street (Plan 3872T; Block 6) - $107,000
3. 216 – 3rd Street (Plan 3872T; Block 7) - $21,000

CARRIED

7.3 Regional Transportation Service – Request for Funding

A request was received from Joint Shared Services seeking municipal interest in providing project funds to extend the Regional Transportation Service.

227/20 Moved by **MAYOR WICKSON** that council thank member municipalities for their dedication over the past year to coordinate and manage the Regional Transportation Service between Brooks and Medicine Hat. The Town of Bassano is not in a position to financially contribute to the service to see it continue upon conclusion of the pilot this fall and encourages the committee to seek outside funding sources.

CARRIED

7.4 Resident Complaint – Compensation Request

Mayor 13/10/20 CAO 13/10/20

Unapproved

D. Stuart submit a request for compensation to remove crack sealant within the tread of his vehicle tire.

228/20 Moved by **MAYOR WICKSON** that council rejects Duncan Stuart's request for tire damage compensation of $55.13 because crack sealant was applied in the area of question two weeks prior to the claim and well beyond the standard cure time.

CARRIED

7.5 ATCO Franchise Fee

Council discussed the Electrical Distribution System Franchise Agreement with ATCO.

229/20 Moved by **COUNCILLOR JONES** that the Town of Bassano maintains the ATCO Electrical Distribution System Franchise Fee at 25% in 2021.

CARRIED

8. BOARD AND COMMITTEE REPORTS

8.1 – 8.6 Written board and committee reports were presented and discussed.

230/20 Moved by **COUNCILLOR MOREY** 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 September 11, 2020.

Special Meeting

To accommodate a Land Use Bylaw amendment request a special council meeting is required.

231/20 Moved by **COUNCILLOR BARLOW** that a special council meeting is held on September 21, 2020 at 6:00 p.m. to discuss planning policies related to a Land Use Bylaw Amendment request.

CARRIED

Emergency Management – Utility Waiver

Council discussed the continuation of the utility penalty waiver that was instituted on March 19, 2020.

232/20 Moved by **COUNCILLOR SLOMP** that the 4 percent utility penalty applied to outstanding utility accounts be reinstated on October 1, 2020 having provided a 6-month period for residents impacted by the pandemic.

CARRIED

Mayor 13/10/20 CAO 13/10/20

Unapproved

Economic Development – Land Proceeds

233/20 Moved by **COUNCILLOR MOREY** that the sale proceeds from 901 – 3rd Avenue Close (Plan 781 0764; Block 31; Lot 4) of $33,000 be transferred to the Land and Development Reserve.

CARRIED

Goal 2 – Task 2 – Unique Project – Implementation

A grant proposal was discussed regarding an application to the Municipal Stimulus Program to assist with Capital Site Costs related to the FAB Village Square pilot project.

234/20 Moved by **MAYOR WICKSON t**hat council authorizes an application to the Municipal Stimulus Program to assist with Capital Site Costs related to the FAB Village Square pilot project.

Councillor Barlow requested a recorded vote:

- In favor – Mayor Wickson and Councillors Slomp, Morey and Jones.
- Opposed – Councillor Barlow

CARRIED

9.2 Financial Statements

Financial statements for the months ending July 31, 2020 and August 31, 2020 were presented.

9.3 Cheque Listings

Cheque listings for the months ending July 31, 2020 and August 31, 2020 were presented.

9.4 FCSS Director Report

A FCSS Director Report for the period ending August 31, 2020 was presented.

9.6 CPO Report

A CPO report for the month ending August 31, 2020 was presented.

235/20 Moved by **MAYOR WICKSON** that the CAO report for the period ending September 11, 2020 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

10.1 The City of Brooks announced the appointment of Regional Assessment Review Board members.

Mayor 13/10/20 CAO 13/10/20

Unapproved

236/20 Moved by **MAYOR WICKSON** that the Town of Bassano authorize the appointment of two new Regional Assessment Review board members as follows:

- Calvin Sturgeon effective February 11, 2020 for the term ending February 10, 2023
- Daphne Anstey-Martin effective August 7, 2020 for the term ending August 6, 2023

CARRIED

10.2 Oldman River Regional Services Commission executive minutes of June 11, 2020 were presented.

10.3 Southern Alberta Energy to Waste minutes and correspondence of July 31, 2020 were presented.

10.4 Oldman River Regional Services Commission general board minutes of March 5, 2020 were presented.

10.5 Telus sought a letter of support to bring awareness to increased rural connectivity, and to ask Prime Minister Trudeau to prioritize this request in the upcoming Speech from the Throne.

237/20 Moved by **COUNCILLOR MOREY** that the Town of Bassano provide a letter in support of Telus' request seeking Prime Minister Trudeau to prioritize the need for increased rural connectivity in the upcoming Speech from the Throne.

CARRIED

238/20 Moved by **COUNCILLOR** to accept the correspondence and to file the items as information.

CARRIED

11. CLOSED SESSION

None

12. ADJOURNMENT

239/20 Moved by **MAYOR WICKSON** for adjournment of the regular council meeting of September 14, 2020 at 7:48 p.m.

CARRIED

_____ _____

Mayor Chief Administrative Officer

_____ _____

Mayor CAO
13/10/20 13/10/20

Unapproved

MINUTES OF THE **SPECIAL MEETING** OF THE TOWN OF BASSANO HELD VIRTUALLY ON **SEPTEMBER 21, 2020.**

ELECTED OFFICIALS

MAYOR	Ron Wickson
COUNCILLORS	Doug Barlow
	Kevin Jones
	Tom Rose
	John Slomp
	Irvin Morey
STAFF	Amanda Davis – Chief Administrative Officer
	Madeleine Baldwin – ORRSC Planner
	Sandra Stanway – Brooks Bulletin
	Stacie Wirachowsky - Observer

1. CALL TO ORDER

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

2. EXCUSED FROM MEETING

- Tom Rose

3. ADOPTION OF AGENDA

240/20 Moved by **COUNCILLOR MOREY** that the agenda is approved as presented.

CARRIED

4. NEW BUSINESS

4.1 Land Use Bylaw Amendment – Detached Accessory Dwelling Units

An open planning discussion occurred regarding the addition of detached accessory dwelling units.

241/20 Moved by **COUNCILLOR MOREY** directing administration to begin the process to include Detached Accessory Dwelling Units as a use within the Town of Bassano's Land Use Bylaw. Planning shall commence within the first quarter of 2021.

CARRIED

Unapproved

Mayor 13/10/20 CAO 13/10/20

5. ADJOURNMENT

242/20 Moved by **MAYOR WICKSON** for adjournment of the special council meeting of September 21, 2020 at 6:45 p.m.

CARRIED

_____ _____

Mayor Chief Administrative Officer

Unapproved

_____ _____

Mayor CAO
13/10/20 13/10/20

DELEGATION

Meeting: October 13, 2020
Agenda Item: 5.1

SUBJECT: Public Hearing for Land Use Bylaw Amendment 907/20

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

A public hearing is required to tend to Land Use Bylaw Amendment 907/20. The purpose of this bylaw is to rezone the 702 – 5A Avenue from Residential Manufactured (RM) to Public and Insitutional (PI) to support the FAB Village Square project (Strategic Prioirty – Goal 2 – Task 3, Town of Bassano).

The public hearing is limited to the proposed land use rezoning only.

To date, nothing has been received from the public regarding the proposed rezoning.

Madeleine Baldwin, ORRSC planner will be in attendance to assist with the facilitation of the public hearing.

Action required:

- None – this item shall be addressed at the regular meeting.

Attachments:

1. Land Use Bylaw Amendment 907/20
2. Proposed Redesignation Advertisement

BYLAW NO. 907/20

TOWN OF BASSANO
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF BASSANO IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 845/13, BEING THE MUNICIPAL LAND USE BYLAW.

WHEREAS the purpose of the proposed amendment is to redesignate land legally described as:

Lot 1MR, Block 51, Plan 1510415

from "Residential Manufactured Home - RM" to "Public and Institutional - PI", as shown on the map in Schedule 'A' attached hereto to accommodate the development of an intergenerational self-contained housing project.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Bassano in the Province of Alberta duly assembled does hereby enact the following:

1. The land described as Lot 1MR, Block 51, Plan 1510415 as shown on the attached Schedule "A" be designated Public and Institutional – PI.
2. That the Land Use Districts map of the Town of Bassano Land Use Bylaw 845/13 be amended to reflect this designation.
3. Bylaw No. 845/13, being the Land Use Bylaw, is hereby amended and a consolidated version of the Land Use Bylaw reflecting the amendment is authorized to be prepared.
4. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 14 day of September, 2020.

_____ _____

Mayor *– Ron Wickson* ***Chief Administrative Officer*** *– Amanda Davis*

READ a **second** time this _____ day of _____, 2020.

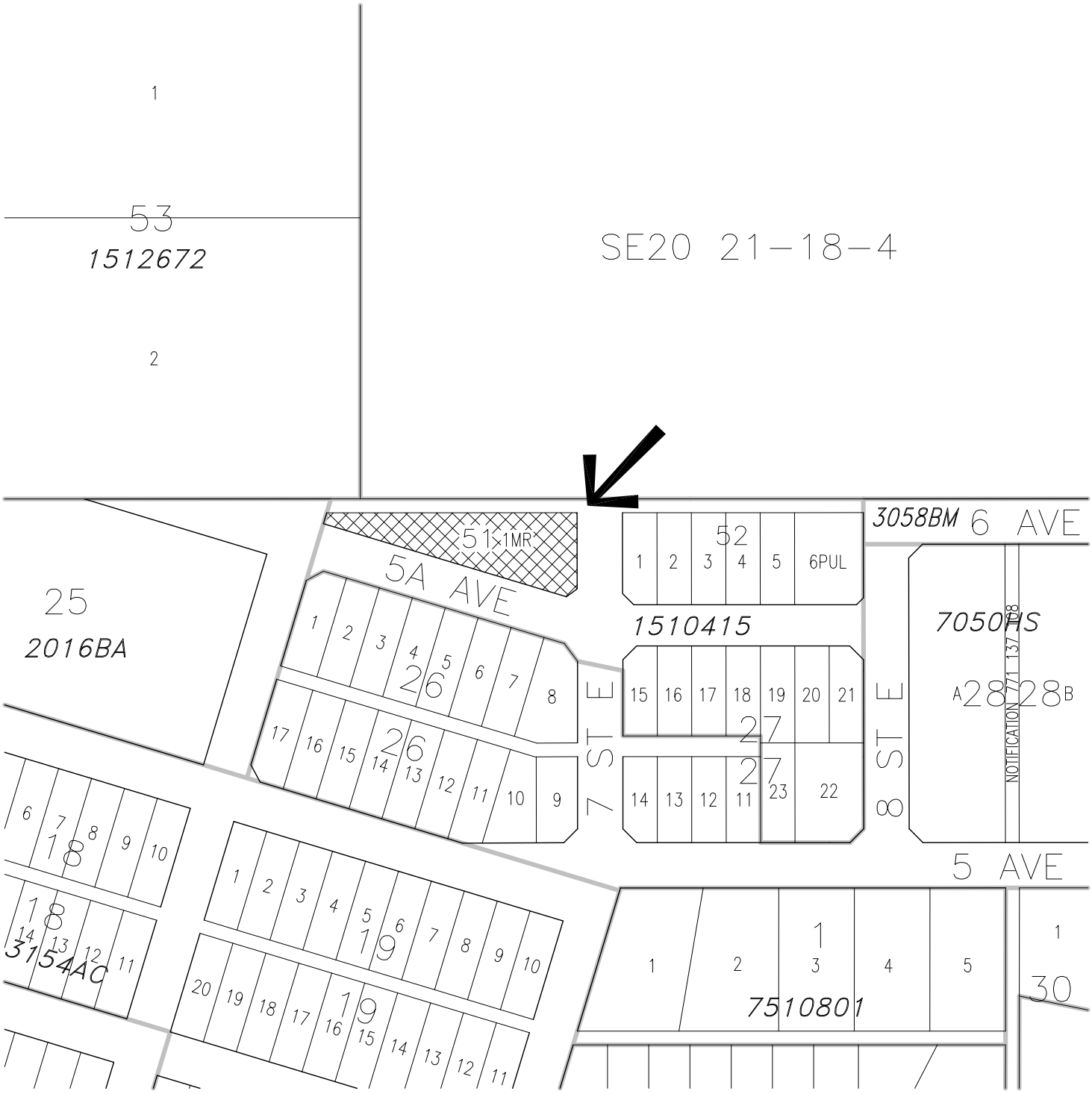
_____ _____

Mayor *– Ron Wickson* ***Chief Administrative Officer*** *– Amanda Davis*

READ a **third** time and finally PASSED this _____ day of _____, 2020.

_____ _____

Mayor *– Ron Wickson* ***Chief Administrative Officer*** *– Amanda Davis*



LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'

FROM: Residential Manufactured Home - RM

TO: Public and Institutional - PI

LOT 1MR, BLOCK 51, PLAN 151 0415

WITHIN NE 1/4 SEC 17, TWP 21, RGE 18, W 4 M

MUNICIPALITY: TOWN OF BASSANO

DATE: SEPTEMBER 10, 2020

Bylaw #: _____

Date: _____

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

N

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

September 10, 2020 N:\Newell-County\Bassano\Bassano LUD & Land Use Redesignations\LUDRedesignations\Town of Bassano – Lots 1MR, Block 51, Plan 1510415.dwg

NOTICE OF PUBLIC HEARING

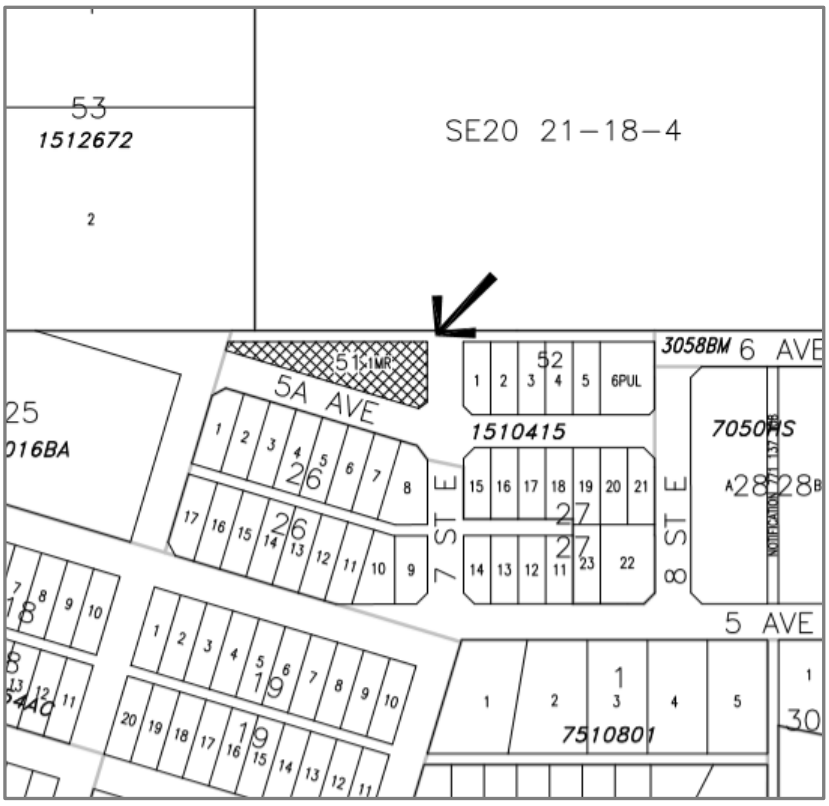
TOWN OF BASSANO
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 907/20

PROPOSED REDESIGNATION (Zoning Change)

To be held at 6:00 p.m., October 13, 2020
Town of Bassano VIRTUAL Council Chambers (https://call.lifesizecloud.com/5427376)

PURSUANT to sections 230, 606 and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Bassano in the Province of Alberta hereby gives notice of its intention to consider Bylaw No. 907/20, being an amendment to Land Use Bylaw No. 845/13.

THE PURPOSE of proposed Bylaw No. 907/20 is to redesignate Lot 1MR, Block 51, Plan 151 0415 (702 5A Avenue, Bassano, AB) from Residential Manufactured Home – RM to Public and Institutional - PI, as illustrated below, to accommodate the development of an intergenerational self-contained housing project.



THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 907/20 will be held in the Town of Bassano Council Chambers at 6:00 p.m. on October 13, 2020.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a presentation regarding the proposed bylaw should, in writing, notify the Chief Administrative Officer of their intention prior to 4:00 p.m. on October 7, 2020.

AND FURTHER TAKE NOTICE THAT both written and verbal presentations may be made to council at the public hearing. A copy of the proposed bylaw may be inspected at the Town of Bassano office during normal business hours.

DATED at the Town of Bassano in the Province of Alberta this 16 day of September 2020.

Amanda Davis
Chief Adminstrative Officer
Town of Bassano
Box 299, Bassano, Alberta, T0J 0B0

DELEGATION

Meeting: October 13, 2020
Agenda Item: 5.2

SUBJECT: Brian Ellis, Resident – Traffic Concerns

Delegation time: 7:30 p.m. – 7:45 p.m.

Brian Ellis has requested a delegation of council to express his ongoing concerns related to speeders in Bassano and more specifically in school zones. Over the past two-years, administration has discussed speed concerns with Ellis and both parties have engaged the RCMP for increased patrol near school zones. RCMP have increased their patrol in the area.

Ellis would like to start a conversation with council regarding what options are available to slow down speeders in the community. A few of his suggestions are:

- Radar signs
- 4-way Stops
- Speed bumps

The green markings below reflect Ellis' main areas of concern based on the conversation with administration.

Action required:

- None – this item shall be addressed at regular meeting if administration is directed by council to do so.

Attachments: None

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 6.1

Land Use Bylaw Amendment 907/20 – FAB Village Square

BACKGROUND:

At the September 14, 2020 meeting council gave 1st reading to Bylaw 907/20 to rezone 702 – 5A Avenue from Residential Manufactured Home (RM) to Public and Institutional (PI) to accommodate the FAB Village Square pilot project.

A Public Hearing will be held earlier this evening to allow for public comment.

Image 1. Site Option 4 – 5A Avenue near the hospital

NEXT STEPS IN DEVELOPMENT PROCESS

Future steps to develop the FAB Village Square Project include:

- Preparation of a bylaw to discharge Municipal Reserve on the lot – *Business Item 6.2*
- Public hearing to discharge Municipal Reserve – *November 9, 2020*
- Second and third reading on Bylaw 907/20 – proposed at this meeting
- Collaboration with the Newell Foundation to ensure funding and connection with the Continuing Care Facility - underway

- Preparation of the site including review of servicing options, potential road closure and consolidation of land, and detailed site plans for development.

OPTIONS:

☒ #1 – That council give second and third reading to Land Use Bylaw Amendment 907/20.

☐ #2 – That council gives second reading to Land Use Bylaw Amendment 907/20.

☐ #3 – That council defers second reading of Land Use Bylaw Amendment 907/20 until the November 9, 2020 regular meeting.

CAO COMMENTS:
To keep the momentum of the project, the land re-designation should commence immediately as negotiations are well underway with the Newell Foundation, John Brown Architect and various government ministries to deploy the pilot project with the intent of advancing the Bassano Project.

ALIGNMENT WITH STRATEGIC PLAN
Goal 2 – Task 3 – Unique Project – Implementation of Intergenerational and Multigenerational Tiny Home Pilot Project Bassano.

PROPOSED RESOLUTION:
1. That council give second reading to Land Use Bylaw Amendment 907/20.
2. That council give third reading to Land Use Bylaw Amendment 907/20.

Attachments:
1. Land Use Bylaw Amendment 907/20 – Proposed

Prepared by: Amanda Davis, CAO & Madeleine Baldwin, ORRSC Planner

BYLAW NO. 907/20

TOWN OF BASSANO
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF BASSANO IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 845/13, BEING THE MUNICIPAL LAND USE BYLAW.

WHEREAS the purpose of the proposed amendment is to redesignate land legally described as:

Lot 1MR, Block 51, Plan 1510415

from "Residential Manufactured Home - RM" to "Public and Institutional - PI", as shown on the map in Schedule 'A' attached hereto to accommodate the development of an intergenerational self-contained housing project.

AND WHEREAS the municipality must prepare a corresponding bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Bassano in the Province of Alberta duly assembled does hereby enact the following:

1. The land described as Lot 1MR, Block 51, Plan 1510415 as shown on the attached Schedule "A" be designated Public and Institutional – PI.
2. That the Land Use Districts map of the Town of Bassano Land Use Bylaw 845/13 be amended to reflect this designation.
3. Bylaw No. 845/13, being the Land Use Bylaw, is hereby amended and a consolidated version of the Land Use Bylaw reflecting the amendment is authorized to be prepared.
4. This bylaw comes into effect upon third and final reading hereof.

READ a **first** time this 14 day of September, 2020.

_____ _____

Mayor *– Ron Wickson* ***Chief Administrative Officer*** *– Amanda Davis*

READ a **second** time this _____ day of _____, 2020.

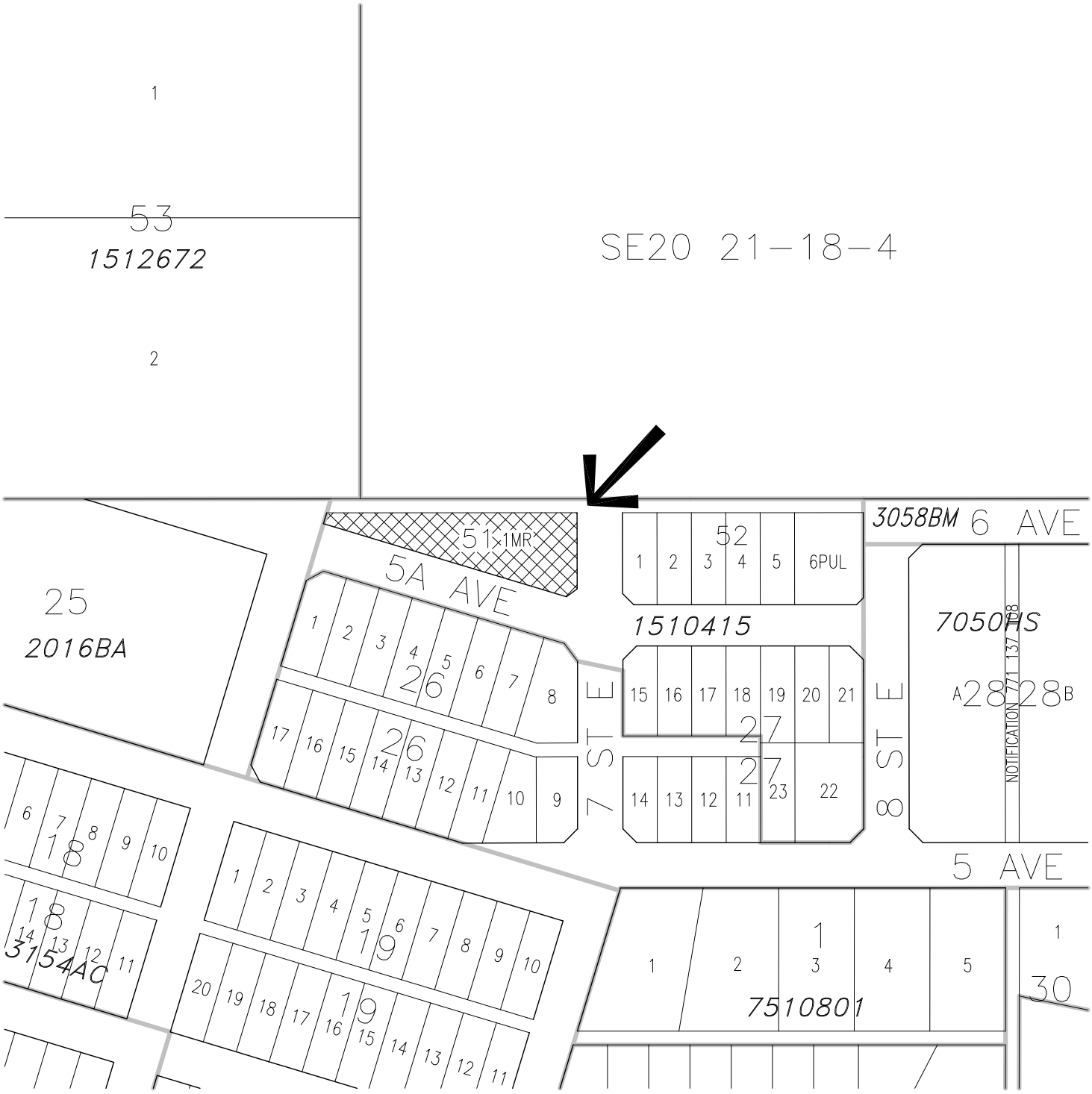
_____ _____

Mayor *– Ron Wickson* ***Chief Administrative Officer*** *– Amanda Davis*

READ a **third** time and finally PASSED this _____ day of _____, 2020.

_____ _____

Mayor *– Ron Wickson* ***Chief Administrative Officer*** *– Amanda Davis*



LAND USE DISTRICT REDESIGNATION
SCHEDULE 'A'

FROM: Residential Manufactured Home - RM

TO: Public and Institutional - PI

LOT 1MR, BLOCK 51, PLAN 151 0415

WITHIN NE 1/4 SEC 17, TWP 21, RGE 18, W 4 M

MUNICIPALITY: TOWN OF BASSANO

DATE: SEPTEMBER 10, 2020

Bylaw #: _____

Date: _____

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 50 100 150 200

N

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

September 10, 2020 N:\Newell-County\Bassano\Bassano LUD & Land Use Redesignations\LUDRedesignations\Town of Bassano – Lots 1MR, Block 51, Plan 1510415.dwg

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 6.2

Resolution to Dispose of Municipal Reserve Designation

BACKGROUND:

Address:	702 5A Avenue
Legal Description:	Lot 1MR, Block 51, Plan 1510415
Attachments:	Schedule A

Through the passing of Bylaw 907/20, Council supported the rezoning of Lot 1MR, Block 51, Plan 1510415 to the Public and Institutional - PI land use district. The intent of the rezoning was to facilitate the development of the intergenerational self-contained housing project (FAB Village Square), while still allowing park, community, and institutional uses on the site. The next step identified in the process was to dispose of Municipal Reserve on the lot in order to prepare the land for development.

The land does not have any recreational or park value to the Town of Bassano. Without the Municipal Reserve designation, the land will still be owned by the Town and used to achieve strategic goals of the Town related to the FAB Village Square Project.

As per section 606 and 674 of the *MGA*, a public hearing to dispose of the Municipal Reserve designation must be advertised for two consecutive weeks in the newspaper and a notice must be posted on the property where the designation is proposed to be removed. The Town has fulfilled these requirements.
In accordance with sections 180 and 675 of the *Municipal Government Act*, the disposal of the Municipal Reserve designation can be completed by resolution. A Council member should make the following general motion:

> "to remove the Municipal Reserve designation for Lot 1MR, Block 51, Plan 1510415, after the public hearing is held in accordance with Section 606 and 674 of the *Municipal Government Act*".

Image 1. Site Option 4 – 5A Avenue near the hospital

OPTIONS:

☒ #1 – That council resolves to remove the Municipal Reserve designation for Lot 1MR; Block 51; Plan 151 0415 and that a Public Hearing is scheduled for November 9, 2020 at 6:00 p.m.

☐ #2 – That the Municipal Reserve designation for Lot 1MR; Block 51; Plan 151 0415 remains. If the MR designation is maintained, the project at the proposed location cannot proceed.

CAO COMMENTS:

To keep the momentum of the project, the land re-designation should commence immediately as negotiations are well underway with the Newell Foundation, John Brown Architect and various government ministries to deploy the pilot project with the intent of advancing the Bassano Project.

ALIGNMENT WITH STRATEGIC PLAN

Goal 2 – Task 3 – Unique Project – Implementation of Intergenerational and Multigenerational Tiny Home Pilot Project Bassano.

PROPOSED RESOLUTION:

That council resolves to remove the Municipal Reserve designation for Lot 1MR; Block 51; Plan 151 0415 and that a Public Hearing is scheduled for November 9, 2020 at 6:00 p.m.

Attachments:

1. None

Prepared by: Amanda Davis, CAO & Madeleine Baldwin, ORRSC Planner

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 6.3

Procedural Bylaw 908/20 - Proposed

BACKGROUND:

The Town's Procedural Bylaw was updated to achieve legislative compliance earlier this year. Files were submitted to Alberta Municipal Affairs (MA) in September. MA compliance officers advised that further revisions were required as summarized below:

Section 8 – Cancellation of Meetings

- Regular and Special meetings bay me cancelled by a resolution of council if by a majority of members at a previously held meeting.
    - A meeting of council cannot be cancelled without a resolution of council. If there is no quorum at a meeting, that must be reflected in the minutes.

Section 9 – Committee Meetings

- The use of the word *policy* was deleted from 9.2 as MA advised this is not an acceptable term. Only the use of the word *bylaw* is acceptable.

Section 14 – Member Conduct

- In the previous bylaw, there was a process for an elected official to remove a person from a meeting. MA advised that this contravenes s. 153 of the *Municipal Government Act.* Only the RCMP have the authority to remove an individual from a meeting.

The remainder of the bylaw is appropriate and meets MA's expectations.

OPTIONS:

☒#1 – That council give all three readings to the Procedural Bylaw #908/20.

☐ #2 – That council give first and second reading to the Procedural Bylaw #908/20.

☐ #3 – That council give first reading to the Procedural Bylaw #908/20.

CAO COMMENTS:

MA granted the municipality an extension to complete revisions to the Procedural Bylaw to November 30, 2020. It is appropriate to provide all three readings at this meetings for an early submission as the bylaw was reviewed in length earlier this year.

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter and is not outlined in the strategic plan.

PROPOSED RESOLUTION:

1. That council gives first reading to Procedural Bylaw #908/20.
2. That council gives second reading to Procedural Bylaw #908/20.

3. That council has third reading of Procedural Bylaw #908/20.
4. That council gives third and final reading to Procedural Bylaw #908/20.

Attachments:

1. Procedural Bylaw #908/20.

Prepared by: Amanda Davis, CAO

BYLAW

Bylaw Number: **908/20**
Bylaw Name: **Procedural Bylaw**

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURES AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS Council of the Town of Bassano has the authority under section 145 of the *Municipal Government Act*, R.S.A. 2000 s-M-26, and related amendments, to enact bylaws respecting the establishment of Council Committees, Procedures and Conduct of Council, Council Committees, and the Conduct of Councillors and Members of Council Committees; and

WHEREAS Council of the Town of Bassano considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Meetings in the Town of Bassano;

NOW THEREFORE the Council of the Town of Bassano enacts as follows:

1. TITILE

1.1 This bylaw shall be known as the **"Council Procedural Bylaw"** Bylaw and applies to all Members attending Meetings of Council and Committees established by the Council of the Municipality.

2. DEFINITIONS

2.1 **"Act"** means the *Municipal Government Act*, revised statutes of Alberta 2000, Chapter M-26 and amendments.

2.2 **"ad hoc"** means an organization, committee, or commission created for a specific task.

2.3 **"Agenda"** means the list of items and order of business for any meeting.

2.4 **"Amend"** means a motion to add context or details to a currently debated motion.

2.5 **"Business Day"** means a full regularly scheduled working day for the Administration Office. In reference to Delegations (Section 26 of this Bylaw), full business days allow for the correlating and copying of information to be included in Council Packages.

2.6 **"Bylaw"** means a bylaw of the Town of Bassano.

2.7 **"Call the Question"** means immediately terminating debate and calling for a vote. This is a non-debatable Motion.

Proposed

2.8 **"Chief Administrative Officer"** or **"CAO"** means the person appointed to the position of Chief Administrative Officer by Council.

2.9 **"Chief Executive Officer"** or **"CEO"** means the person appointed to the position of Chief Executive Officer as defined in the Act, which shall be the Mayor unless otherwise determined by Council.

2.10 **"Chair"** means the person presiding and conducting meetings.

2.11 **"Closed Session"** shall mean a session which is held in private (closed to the public) and may include specific persons invited to attend by the Chair, Council or the Committee. All discussions in closed sessions are deemed as confidential, and no motions can be made in closed sessions.

2.12 **"Committee"** means a committee created by Council (such as at the annual Organizational meeting) that is either a Standing Committee, Special Committee, ad hoc Committee, or an external Council Committee.

2.13 **"Committee of the Whole" means** a committee consisting of all Members of Council. A meeting of the Committee of the Whole may be held in a closed session or in a public session depending on the issue being discussed.

2.14 **"Council"** means the council of the municipality.

2.15 **"Councillor"** means a Councillor elected to represent the Town of Bassano.

2.16 **"Delegation"** means any person or persons having permission of Council to appear before Council, or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee.

2.17 **"Deputy Mayor"** means the Member of Council who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor.

2.18 **"Ex Officio"** means by right of the office, the C.E.O. is a Member of all Council Committees and all bodies to which Council has the right to appoint Members. Unless the named Members or alternate to the Committee, the C.E.O. does have voting privileges.

2.19 **"Mayor"** means the Chief Elected Official (C.E.O.) for the Town.

2.20 **"Member"** means a Councillor or Member at Large, appointed by Council to a Committee of Council.

2.21 "**Member at Large"** means a Member of the public appointed by Council to a Committee of Council.

2.22 **"Meetings"** means meetings of Council and Council Committees.

Proposed

2.23 **“Motion”** means an action presented by a Councillor or Member of a Committee and made through the Chair that requests some consideration of action by Council or Committee. For a Motion to be structurally complete, it is required to address the who, what, when, where and why questions.

2.24 **"Municipality"** means the corporation of the Town of Bassano,

2.25 **“Person”** includes an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative.

2.26 **“Point of Information**” means a question or request directed through the Chair to another Member or to staff for information relevant to the business at hand but not related to the Point of Procedure.

2.27 **"Point of Order"** means the raising of question directed to the Chair to call attention to any departure from the Procedure Bylaw.

2.28 **“Point of Procedure”** means a question directed to the Chair to obtain information of a matter of the rules of the Town bearing on the business at hand in order to assist a Member to make an appropriate Motion, raise a point of order, or understand the situation or the effect of a Motion.

2.29 **“Question of Privilege”** means a raising of a question which concerns a Member of Council, or the Council collectively when a Member believes that another Member has spoken disrespectfully towards him/her or the Council, or when he/she believes comments have been misunderstood or misinterpreted by another Member or Members.

2.30 **“Quorum”** means a majority (50% + 1) of those Members elected and serving on Council.

2.31 **“Recess”** means a non-debatable action for a temporary break of Council/Committee business; any Member may request a recess through the Chair.

2.32 **“Recording Secretary”** means the person assigned to record minutes of the meeting.

2.33 **“Table"** means a Motion to delay the consideration of any matter to a definite time, when further information is to be obtained.

2.34 **“Town”** means the Town of Bassano.

2.35 **“Urgency”** or **“emergent items”** (in reference to Addendums Section 25.7 of this Bylaw) means an item (Addendum – addition to the agenda) is to be added to a previously distributed Agenda, then the Addendum shall pass a test of ‘Urgency’. If the Addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council or a Committee, then the Chair may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.

Proposed

3. GENERAL

3.1 In accordance with Section 204 of the Act, the municipal office shall be the Town of Bassano Administration Office located at 502 2nd Avenue, Bassano, Alberta.

3.2 Council of the Town of Bassano shall consist of seven (7) elected officials.

3.3 At the Organizational Meeting following the date of the general Election, and annually thereafter, not later than two weeks after the third Monday in October, Council Members shall elect one of its elected officials as Mayor and one of its elected officials as Deputy Mayor.

3.4 The CEO shall be referred to as the Mayor.

3.4.1 Responsibilities of the Mayor are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the Act.

3.4.2 If the Mayor, through illness, absence, or other cause, is unable to perform the duties of this office, or when the office is vacant, the Deputy Mayor will assume the powers of the Mayor and shall perform all the duties of the Mayor during the Mayor's inability or absence.

3.4.3 When both the Mayor and Deputy Mayor, through illness, absence or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Chief Elected Official or Chair as per Section 152(3) of the Act.

3.4.4 The Mayor and Deputy Mayor who have been appointed to their offices by the Council may resign their appointments while retaining their seats on the Council.

3.4.5 When the office of Mayor or Deputy Mayor become vacant by death, resignation, forfeiture or otherwise, the Council shall forthwith elect one of the Councillors to fill the position for the remainder of the term of office and in accordance with Section 162 of the Act.

3.4.6 The Mayor and Members of Council may be paid remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policies.

3.5 General duties of Councillors and the Mayor are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the Act.

Proposed

3.6 The Council is responsible for:

3.6.1 developing and evaluating the policies and programs of the Town;

3.6.2 ensuring that the powers, duties and functions of the Town are appropriately carried out; and

3.6.3 carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.

4. SERVABILITY

4.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

5. Meetings

Organizational Meetings

5.1 An Organizational Meeting of Council shall be held annually not later than 2 weeks after the 3rd Monday in October, as per Section 192 of the Act.

5.2 The Councillors shall take the Oath of Office upon being elected (Part 5, Section 3, 156, as per the Act). By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.

5.3 The Agenda of the Organizational Meeting shall be restricted to:

5.3.1 Establishing regular meeting dates for Council for the next twelve months and all Members of Council must be present

5.3.2 Establishing any ad hoc Council Committees;

5.3.3 Selection of the Mayor and Deputy Mayor by election of elected Councillors; by either show of hands or secret ballot. The voting method shall be determined by show of hands;

5.3.4 Appointment of Councillors as Members and alternates to Council Boards and Committees and ad hoc Council Committees;

5.3.5 Appointment of Members at Large to any agencies, committees, boards to

Proposed

which Council has the right to appoint Members;

5.3.6 Any such other business as is required by the Act;

5.3.7 Annual appointment of Professionals including but not limited to Assessor, Auditor, Legal Advisor, Engineer, Banking Services, and Designated Officers.

5.3.8 Referring to Section 5.3.2 and 5.3.4 of this Bylaw, the Mayor will lead Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee, they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.

5.3.8.1 Should a Councillor dispute or disagree with an appointment recommendation, Council as a whole shall debate the appointment and, by majority vote, complete the final determination.

6. REGULAR COUNCIL MEETINGS

6.1 Notice of regularly scheduled meetings, as per Section 5.3.1, do not need to be advertised.

6.2 Attendance by Councillors is required as pursuant to Section 153(c) of the Act.

6.3 If Council changes the date, time, or place of a regularly scheduled meeting, the Town shall give at least 24 hours' notice of the change:

6.3.1 to any Member of Council not present at the meeting at which the change was made, and such notice shall be in accordance with Section 196(1) of the Act; and

6.3.2 to the public and such notice shall be by means of posting a notice on the front door of the Municipal Office and noting the change on the Town Website.

6.4 The time for Regular Council Meetings shall be 6:00 PM>

6.5 All meetings shall be held in public excepting "Closed Sessions".

7. SPECIAL MEETINGS

7.1 Special Meetings shall be held as per Section 194 of the Act.

8. CANCELLATION OF MEETINGS

Proposed

Regular and Special meetings may be cancelled by a resolution of Council if:

8.1 By a majority of Members at a previously held Meeting.

9. COMMITTEE MEETINGS

9.0 Council Committees are created by Bylaw as required by Section 145 of the MGA.

9.1 The times for the beginning of Council Committee meetings shall be set by Motion by the Council Committee.

9.2 Standing Council Committees shall be established and governed by a Bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such Committee and its mandate shall be established by Bylaw.

9.3 The Mayor shall be deemed to be an *ex officio* Member of all Committees of Council.

9.3.1 When attending a Committee, which the Mayor has not been specifically assigned as a representative, the Mayor shall have a right to vote only when an appointed Member of Council assigned to that Committee is absent and the Mayor has been asked, either formally or informally, to be the representative or alternate.

9.3.2 Staff may be asked to participate as advisors to Committees of Council. Unless otherwise specified in the Terms of Reference of a Committee, advisors are not voting Members.

9.4 Council Committee Chairs:

9.4.1 For Committees of Council, the position of Chair shall be selected by vote of the Members appointed by Council, which shall include Members at Large appointments.

9.4.2 Where the Town and another Municipality share representation on the Council Committee or Boards, the Members shall select the Chair by a vote of the Members.

9.5 ad hoc Committees:

9.5.1 Council may create an ad hoc Committee meeting by motion of council at a

Proposed

Commented [BC1]: Municipal Affairs argued that the previous wording contravened the *Municipal Government Act.*

A meeting is not cancelled without a resolution of council. If there is no quorum at the meeting, that must be reflected in the minutes.

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8.2 with the written consent of a majority, provided twenty-four (24) hours' notice is¶
provided to Members and the public; or¶
¶
8.3 with the written or oral consent of two-thirds (2/3) of the Members if twenty-four (24) hours' notice is not provided to the public.¶
¶
Special Meeting may be cancelled by a resolution of Council if:¶
¶
8.4 if oral consent is given by the majority of Council if twenty-four (24) hours written notice is provided to all Members and the public; or,¶
¶
8.5 if oral consent is given by the majority of Council if less than twenty-four (24) hours' notice is provided.

Commented [BC2]: Municipal Affairs argued that policy is not an acceptable term, this must be by bylaw.

Deleted: policy or

regular meeting as required by section 145 of the *MGA* to address a single issue or matter. An ad hoc Committee shall be deemed as temporary, with a life-span of no more than twelve (12) months after creation.

9.5.2 The ad hoc Committee shall be advised of their mandate by Council at the time of creation, and Council shall appoint the Members.

9.5.3 The ad hoc Committee will provide regular written reports to Council at least once a month and Council shall determine, with each report, whether there is a need for the ad hoc Committee to continue to exist.

9.5.4 Should the term of the ad hoc Committee come to an end, or Council determines that the work of the ad hoc Committee should continue, Council may choose to:

9.5.4.1 Extend the life of the ad hoc Committee for an additional twelve (12) months by Motion; or

9.5.4.2 Convert the ad hoc Committee to a Standing Committee of Council, by Bylaw, with a long-term mandate.

9.5.5 ad hoc Committees', though temporary in nature, shall operate as other committees, being public meetings, with minutes kept, and same procedures followed as Standing Committees.

9.6 Alternates: The Mayor may temporarily appoint any Council Member to take the place of any Member or alternate of the Council Committee who is unable to attend a meeting of that Council Committee. Council Committee Alternates must be appointed during the Organizational Meeting.

9.7 Council Committees shall meet at the call of the Chair, and have a written agenda, but notice must be provided to Committee Members and the Public pursuant to the requirements of this Bylaw and the Act.

9.8 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty has been specifically delegated by a Council Bylaw.

9.9 The basic responsibilities of a Council Committee are as follows:

9.9.1 to analyze all matters placed before them and submit written recommendations

Proposed

to Council on ways and/or means of dealing with these matters;

9.9.2 to receive written reports for information purposes. Written reports received for information may be forwarded to Council at the discretion of the Council Committee, and must be forwarded to Council if required under any policy, bylaw or statute;

9.9.3 to refer matters to Administration, through the C.A.O, for research and to provide direction on the preparation of written reports;

9.9.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee;

9.9.5 in appropriate cases, to submit matters to Council without recommendations;

9.9.6 not to appropriate, expend, commit, or direct the expenditure of any money not provided for in the budget and authorized in Committee mandate and Bylaw by Council;

9.9.7 not to bind its actions on the Town unless power to take such action has been specifically delegated to the Committee by Council in a Bylaw;

9.9.8 not to give direct instructions to any Town employee except through the C.A.O.

9.10 All Council Board and Committee Members must follow the procedural rules of Council as set out in this Bylaw.

9.11 All Committees created by Council shall be reviewed annually at the Organizational Meeting.

External Committees:

9.12 External agencies, boards, commissions, and committees refer to an agency, board, commission or committee not created by Council and shall be made in reference to in this Bylaw as External Committees.

9.12.1 Councillors will review the appointment chart for External Committees annually at the Organizational Meeting;

9.12.2 Council may add an External Committee by Motion during a Regular Council

Proposed

Meeting.

9.12.3 Councillors will be appointed, along with alternates, to the External Committees at the Organizational Meeting annually;

9.12.4 Each External Committee shall elect its own Chair;

9.12.5 Councillors serving on External Committees shall represent the interest of the whole Town and shall keep Council informed of Committee business with written reports and provide an update during the Council External Committee Report portion of the Regular Council Meeting;

9.12.6 Councillors appointed to an External Committee that are motioned by that External Committee to attend an event apart from the scheduled meeting, in support of that External Committee do so under the External Committee Budget;

9.12.7 Following the appointment of the Mayor, Councillor or Member-at-Large to an External Committee, the C.A.O. shall advise the External committee of the appointment and the following:

9.12.7.1 that the Member to the External Committee, shall forward to the Town of Bassano a ratified copy of the minutes, of any board that holds meetings monthly, within 30 days of each meeting, along with the dates and locations of any scheduled future meetings, and

9.12.7.2 that where the Mayor or a Councillor is appointed to the External Committee shall not be expected to act as an advocate for the External Committee, and significant issues such as funding requests and long-term plans should be presented to the Town of Bassano Council by the Chair, or their designate of the External Committee.

9.12.8 The C.A.O. shall maintain a register of External Committees, the Members of Council and staff of the Town of Bassano who attended, and where the appointed Member of Council was unable to attend. This register shall be available to the Mayor and Councillors on request and shall be submitted to each Organizational Meeting. The C.A.O. shall also maintain a register of scheduled External Committee meetings including the name, date, time and

Proposed

location of meetings. This register of scheduled External Committee meetings shall be available to all Members of Council at each regular Council meeting. If an appointed Councillor is unable to attend an External Committee meeting, they shall contact the alternate Member to attend, thereby ensuring that the Town is represented at all meetings.

10. CLOSED SESSIONS

10.1 Council recognizes that Section 198 of the Act provides for the public to be present at meetings, and it is the intent and desire of Council to remain open, accountable and transparent to the public.

10.2 Closed sessions shall only be permitted for matters pursuant to Sections 17, 18, & 19 of the Freedom of Information and Protection of Privacy Act.

10.3 Whenever Council or a Committee meets in a closed session the C.A.O., or designate, shall be present. An exception is provided when Council meets to discuss the C.A.O. annual performance.

11. PUBLIC HEARINGS

11.1 The conduct of any statutory Public Hearing shall be governed by this Bylaw.

11.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary or submit their questions and concerns in writing prior to the Public Hearing.

11.3 The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.

11.3.1 The Chair may call upon the C.A.O. or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.

11.3.2 Public Hearing presentations are followed by:

11.3.2.1 those speaking in favour;

11.3.2.2 those speaking against;

11.3.2.3. follow-up questions from Members; and

11.3.2.4 Motions.

Proposed

11.4 Where applicable, the C.A.O. shall advise of any third party officially applying for the Bylaw or Motion (For example, as in proposed Bylaws to amend the Land Use Bylaw).

11.5 Immediately following the introduction of the Bylaw or Motion, any Member who has pecuniary interest in the Motion or Bylaw for which the Public Hearing is being held shall declare this interest and shall be excused from the table.

11.6 Upon leaving the table, the Member has the same rights as any other person attending the Public Hearing and may stay in attendance at the Public Hearing and make presentations. However, when the matter reviewed at the Public Hearing comes before Council for deliberation, the Member must adhere to all clauses of Section 30 of this Bylaw pertaining to Pecuniary Interest.

11.7 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes. A five (5) minute time limit is given per presentation unless otherwise determined by the Chair.

11.8 Members, who are absent for the whole of the Public Hearing, are not entitled to vote on the matter.

MEETING PROCEDURES

12. QUORUM

12.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chair shall call the meeting to order; in the case of the Mayor or Deputy Mayor not in attendance within fifteen (15) minutes after the hour appointed for the meeting and a quorum is present, the C.A.O. shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor. The Recording Secretary shall record the arrival and departure of Council Members at meetings should a Member of Council arrive late at a meeting or depart prior to the completion of the meeting.

12.2 Unless a Quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

12.3 The Recording Secretary shall record the names of the Members of Council present at the expiration of the fifteen (15) minute time limit and such record shall be appended to the next Agenda.

Proposed

12.4 The only action that can legally be taken in the absence of Quorum is to fix the time in which to adjourn (if more than fifteen (15) minutes is being allowed), adjourn, recess, or to take measures to obtain a Quorum.

12.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within fifteen (15) minutes, the meeting shall stand adjourned.

13. PUBLIC CONDUCT

13.1 Members of the public who constitute the audience in the Council Chamber during a Council meeting shall:

13.1.1 maintain order and quiet;

13.1.2 not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council; and

13.1.3 all personal electrical devices need to be on vibrate or tuned off.

13.2 A Member of the public who persists in a breach of 13.1 above, after having been called to order by the Chair may, at the discretion of the Chair be ordered to leave Council Chambers.

14. MEMBERS CONDUCT

14.1 Each Member or delegate, as the case may be, shall address the Chair but shall not speak until recognized by the Chair.

14.2 The Chair, with the approval by Motion of the Members, may authorize a person in the public gallery to address Members only on the topic being discussed at that time and within the time limits specified by the Chair.

14.3 The preparation and distribution of minutes of Council and Committees shall be the responsibility of the C.A.O. and may be delegated to a Recording Secretary (see Section 209 of the Act).

14.4 A Member shall not:

14.4.1 use offensive words or unparliamentary language;

Proposed

14.4.2 be under the influence of drugs or alcohol;

14.4.3 disobey the rules of Council or decisions of the Chair or of Members on questions of Order or Practice, or upon the interpretation of the rules of Council;

14.4.4 leave their seat or make noise or disturbance while a vote is being taken and the result is declared;

14.4.5 enter the Council Chambers while a vote is being taken;

14.4.6. interrupt a Member while speaking, except a Point of Order or Question of Privilege; and

14.4.7 all personal electrical devices need to be on vibrate or tuned off.

Commented [BC3]: Municipal Affairs affirmed that 14.5 and 14.6 contravened s. 153 of the *Municipal Government Act.* Only the RCMP have the authority to remove a violent person from a meeting.

14.7 A Member who wishes to leave the meeting of Council, without intent to return prior to adjournment, shall so advise the Chair and the time of departure shall be recorded in the minutes.

Deleted: 14.5 A Member who persists in a breach of Clause 14.4.2 above, may at the discretion of the Chair be excused from the duration of the meeting.¶
¶
14.6 At the discretion of the Chair, the Member may resume their seat following an apology.¶

15. RULES OF DEBATE

15.1 In Council, a Councillor wishing to speak on a matter that has been brought before Council shall indicate their intention by raising their hand to be recognized by the Chair, and shall not speak more than once until every Member of Council has had the opportunity to speak except:

15.1.1 in the explanation of the material part of the speech which may have been misunderstood; or

15.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, or to provided that the Member of Council presented the Motion to the meeting.

15.2 Through the Chair, a Member of Council may ask questions of another Member of Council or Staff on a point of information relevant to the business at hand.

15.3 All questions or debate shall be directed through the Chair.

15.4 Members shall:

Proposed

15.4.1 refrain from the use of offensive words or language, or name calling in the meeting;

15.4.2 adhere to the rules of the meeting or decision of the Chair or of the Members on questions of order or practice; or upon the interpretation of the rules of the meeting;

15.4.3 not leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;

15.4.4 not interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege;

15.4.5 not have side conversations with other Members.

15.5 A Member or Members who persist in a breach of the foregoing section, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave their seat, or the meeting room, for the duration of the meeting.

15.6 At the discretion of the Chair, a Member may resume their seat following an apology. Failure to leave or apologize will result in the Chair calling a recess, and at the discretion of the Chair, call authorities for the enforcement of this bylaw.

15.7 A Member who wishes to leave the meeting prior to the adjournment shall so advise the Chair and the time of the departure shall be noted in the minutes.

Proposed

16. MOTIONS

16.1 A Motion is put to the floor for a vote after discussion.

16.1.1 A Motion shall not require a seconder.

16.2 A Motion may be withdrawn at any time before voting, subject to no objection from any Member, as the case may be.

16.3 Any Member may require the Motion to be read at any time during the debate, except when a Member is speaking.

16.4 A mover of a Motion must be present when the vote on the Motion is taken. If a Motion cannot be voted on before the meeting is adjourned, the Motion shall be deemed as lost.

16.5 When a Motion is under debate, no Motion shall be received other than a Motion to:

16.5.1 WITHDRAW: When the mover wishes to withdraw the Motion or substitute a different one in its place. Once the Motion is withdrawn, the effect is the same as if the Motion had never been made and no record of the motion will be recorded in the minutes;

16.5.2 TABLE: When a Member(s) requires additional information or wants to have a time or date for the issue to be brought back. This Motion is non-debatable, and the vote is called;

16.5.3 CALL THE QUESTION: That a vote must now be taken, and discussion has closed;

16.5.4 REFER: Generally used to send a pending question to a Committee, department or selected persons so that the question may be carefully investigated and put into better context for Council to consider, and should include direction as to the Person or Group to which it is being referred;

16.5.5 AMEND:

16.5.5.1 Only one amendment at a time shall be presented to the main Motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main Motion and shall not so substantially alter the Motion as to change the basic intent or meaning of the main Motion. The Chair shall rule on disputes arising from amendment.

16.5.5.2 The amendment shall be voted upon and, if any amendment is carried, the main Motion, as amended, shall be put to vote, unless a further amendment is proposed.

16.5.5.3 Nothing is this section shall prevent other proposed amendments from being read for the information of the Members.

Proposed

16.5.5.4 When the Motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Member, be taken separately.

16.5.6 RESCIND: Motion to Rescind is a Motion that may be accepted by the Chair only if the action of the motion has not commenced. If passed by a majority vote of the Members present, the previous Motion referred to would be declared null and void.

16.5.7 NOTICE OF MOTION: should be used to give notice by a Member when an extended period of time is advisable prior to considering a subject.

16.5.7.1 A Notice of Motion shall be recorded in the minutes and shall form part of the Agenda for the subsequent or future meeting as requested.

16.5.8 The following Motions are NON-DEBATABLE by Members:

16.5.8.1 ADJOURNMENT;
16.5.8.2 CALL THE QUESTION;
16.5.8.3 LIMIT DEBATE on a matter before Members;
16.5.8.4 POINT OF ORDER;
16.5.8.5 QUESTION OF PRIVILEGE;
16.5.8.6 TABLE;
16.5.8.7 TAKE A RECESS.

16.5.9 The wording of a Motion may be either POSITIVE or NEGATIVE in presentation. (i.e.: "... Council shall support ..." or "... Council shall not support ...")

16.5.10 DEFEATED: When a Motion is defeated by Council the Motion shall not be brought back to the table for a period of six (6) months from the date the Motion was defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

17. POINTS OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEDGE

17.1 When a Point of Information or Order, Point of Procedure, Question or Privilege arises, it shall be considered immediately.

18. POINTS OF INFORMATION

Proposed

18.1 When a Point of Information is raised, the Chair shall answer or direct the Point to the appropriate Member of the Administration.

19. QUESTIONS OF PRIVILAGE

19.1 A Member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively shall be permitted to raise such Question of Privilege. While the Chair is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

20. APPEAL RULING

20.1 The decision of the Chair shall be final, subject to an immediate appeal by a Member. If the decision is appealed, the Chair shall give concise reasons for his/her ruling and Council, without debate, shall set aside the question. The ruling of Council shall be final.

21. POINT OF ORDER

21.1 The Chair shall preserve order and decide upon any Points of Order.

21.2 A Member who desires to call attention to an infraction of procedure shall raise a Point of Order to the Chair. When the Member has been acknowledged, the Member shall state the Point of Order with a concise explanation and shall accept the decision of the Chair upon the Point of Order.

21.3 The speaker in possession of the floor, when the Point of Order was raised, shall retain in the right to the floor when debate resumes.

21.4 A Member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

21.5 The decision of the Chair shall be final, subject to an immediate appeal by a Member of the meeting.

21.6 If a decision of the Chair is appealed (Section 20.1 of this Bylaw), the Chair shall provide concise reasons for the ruling and the Members shall, without debate, decide the question. Decision of the Members shall be final.

22. VOTING ON A QUESTION

22.1 In accordance with Section 174(f) of the Act, every Member of Council present, including

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the Mayor, shall vote on every matter at a Council or Committee Meeting at which they are present, unless they are required to or permitted to abstain from voting under this or any other Bylaw, Act, or other legislation.

22.1.1 The Mayor shall read out the Motion for clarity before a Call for Question takes place.

22.2 When a Motion that a vote be taken (Call for Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Members present, the Motion and any amendments thereto shall be submitted to a vote immediately without further debate.

22.3 A Member present at a meeting shall make a request for a recess if, for any reason, the Member may be away from the Meeting during a time when a vote on a matter is imminent, unless that Member is excused from the voting pursuant to this Section.

22.4 Voting shall be completed simultaneously by raising of the hand after the Chair has called for those "In Favor" and those "Opposed" to the Motion.

22.5 When a Chair, having ascertained that no further information is required, commences to take a vote, no Member shall speak to, or present another Motion, until the vote has been taken on the current Motion or amendment, and the decision announced by the Chair.

22.6 Any Member who disagrees with the announcement made concerning the result of a vote may immediately object to the declaration, and the Chair shall call for the vote a second and final time. The determination of the Chair shall be final.

22.7 Whenever the Chair is of the opinion that a Motion is contrary to the rules and Privileges of Council, the Chair shall inform the Member thereof immediately, before Calling the Question, and shall cite reasons applicable to the case without argument or comment.

22.8 In all cases not provided for in the proceedings of the Council, a two-thirds (2/3) majority of Council shall determine to uphold the ruling of the Chair, or not, as the case may be.

22.9 If a vote of Council is requested to be a RECORDED VOTE by a Member then the Recording Secretary shall enter a Recorded Vote in the Minutes. The request for a recorded vote must be made prior to the call for the question.

22.10 If there is a TIE VOTE for or against a Motion or Bylaw, then the Motion or Bylaw is defeated.

Proposed

22.11 The C.A.O. shall advise Council whenever expert advice is required or requested.

22.12 Council, and all individual Councillors, shall ensure that all advice, including engineering advice, staff advice, and recommendations/advice from Administration is considered and that if the advice is not going to be followed, Council must document as part of the minutes the reasons for not following such advice.

23. ADJORNMENT OF MEETINGS & ADJORNMENT TIME

23.1 If all items on the Agenda have been addressed, the Chair shall simply state that the Agenda has been completed, note the time to the Recording Secretary, and call the meeting adjourned, without a Motion from the Members.

23.2 Should the Agenda NOT be completed, a non-debatable Motion to adjourn the meeting can be presented, but it must be supported by two-thirds majority (2/3) of the quorum;

23.3 Unless otherwise determined pursuant to the provisions of this Bylaw, Adjournment Time is:

23.3.1 at the conclusion of the Agenda as adopted by Council; or

23.3.2 at Ten o'clock in the evening (10:00 PM) if a meeting is in session at that hour.

23.4 Notwithstanding the provisions in Section 23.3 of this Bylaw, Council may, by a unanimous Motion of Members present, agree to an extension of the meeting time. A vote to extend the time of the meeting beyond Ten o'clock in the evening (10:00 PM) must be taken not later than Nine Thirty in the evening (9:30 PM).

23.5 Unless there has been a Unanimous Motion passed within the prescribed time extending the meeting beyond the Ten o'clock in the evening (10:00 PM) all matters of business which appear on the Agenda for the Meeting, and which have not been dealt with by that time, shall be deemed to be postponed until the next Regular or Special Meeting.

24. DUTIES OF THE CHAIR

24.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying on Point of Procedure, and deciding on questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.

24.2 Any Member at any time, through the Chair, can request a short recess between Agenda items, at any meeting. The Chair shall make reasonable efforts, including calling for a

Proposed

recess, to ensure all Members in attendance at a meeting are present while a vote is being taken, unless a Member is excused from voting in accordance with the Act or this Bylaw.

24.3 The Chair should provide every Member the opportunity to speak on a discussed item.

24.4 A Member, through the Chair, may invite persons forward from the audience to speak with the permission of the Council or Committee, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

24.5 In the absence or inability of the Mayor or Deputy Mayor to act as Chair of the Meeting, Council shall appoint a Councillor as Acting Mayor or Chair as provided by the Section 152(3) of the Act.

24.6 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.

25. AGENDA AND ORDER OF BUSINESS

25.1 The Agenda is a document used by Council or a Committee, therefore although the duty to collate the Agenda may be delegated, Council or the Committee shall have final determination as to what will or will not be included on the Agenda.

25.2 Prior to each meeting, the C.A.O. shall cause to be prepared a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the C.A.O. to do so, all documents and notice of delegation intended to be submitted to the Council shall be received by the C.A.O. no later than 12:00 Noon on the third (3rd) business day before the meeting.

25.3 The C.A.O. shall place at the disposal of each Member a copy of the Agenda and all supporting materials no later than 2:00 PM, three (3) calendar days before the meeting.

25.4 The business intended to be dealt with shall be stated in the Agenda.

25.5 The order of business established in Section 25.4 of this Bylaw shall apply unless altered by the Chair with no objection from Members, or otherwise determined by a majority vote of the Members present, and the vote upon a matter of priority of business shall be decided without debate.

25.6 Where the deadline in Sections 25.2 and 25.3 of this Bylaw are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at any Council meeting.

Proposed

25.7 Addendums:

25.7.1 Council may consider the Urgency of any item(s) proposed to be added only with supporting written documentation, or proposed to be deleted, before voting to adopt the Agenda "As Amended".

25.7.2 During the course of the meeting, should a Member of Council deem that an item be added to the Agenda for Council's consideration, the Member shall propose the Addendum by Motion, after which the Chair shall rule on the urgency:

25.7.2.1 If the Chair rules that the Motion stand, the Chair shall add the item to the end of the pertinent section of the Agenda.

25.7.2.2 If the Chair rules that the Motion does not meet the test of Urgency, or no written supporting documentation is presented, the item shall be tabled and added to the next Agenda.

25.8 The order of business at a meeting is the order of the items on the Agenda except:

25.8.1 When the same subject matter appears in more than one place on the Agenda and Council decides, by Motion, to deal with all items related to the matter at the same time;

25.8.2 When Council decides not to deal with an item on the Agenda and tables the matter to a subsequent meeting.

26. SCHEDULED DELEGATIONS

26.1 A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter (or other written communication) together with the provided form, "Delegation Request Form" (Schedule A). The letter shall be signed in the correct name of the writer; the address of the writer, and delivered (by hand, mail, or email) to the C.A.O. The letter must arrive by noon at least seven (7) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.

Proposed

26.2 The C.A.O shall review the content of the "Delegation Request Form" and determine if the request is appropriate to appear before Council in consultation with the C.E.O. where appropriate. The request to appear before Council may also be referred to Council. If the C.A.O. determines that the request to appear before Council is inappropriate, a written report will be provided by the C.A.O. that explains the rationale for rejecting the delegation.

26.3 Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the Chair determines that additional time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.

26.4 Matters of confidential nature, as referred to in Section 10 of this Bylaw, shall not be discussed during Public Presentations to Council.

26.5 Information presented by a person or group shall relate only to the subject matter for which the presentation was originally requested.

26.6 Each person or group will be given an opportunity to make a public presentation only once in respect to a given issue. Council or the Committee may waive this restriction if it is of the view that there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council, or the Committee, is prepared to consider the issue again.

26.7 Extensions of time limits for any verbal presentations during the Public Presentation to Council or the Committee may be granted by consent of Council or the Committee, based on one or more of the following:

26.7.1 The issue or Bylaw under discussion is deemed by Council or the Committee to be contentious or complex and the allotted time is not sufficient, in the opinion of Council or the Committee, to give the matter due consideration;

26.7.2 The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.

26.8 Where a Delegation requests support from Council, requiring a Motion of Council, Council shall first refer the matter to Administration, who shall bring back more information and a recommendation at a subsequent meeting so that Council can make an informed decision.

26.8.1 Where a Delegation requests correspondence in regard to clarifying the topics of the Delegation, Council will direct Administration to compile the necessary information and prepare correspondence for the Delegation to be signed by the

Proposed

Chairperson. Once a decision by Council has been made on a topic from a Delegation, Council is not obligated to hear the matter again.

27. ROLE OF MANAGEMENT IN REGARD TO DELEGATIONS

27.1 Administration will schedule the delegation in consultation with the Chair.

27.2 Administration will notify the delegation of the time and place of the meeting they wish to attend.

27.3 The C.A.O. shall explore the reasons why the delegation wishes to attend and provide Members and committee Members with all back up information for their perusal prior to the arrival of the delegation.

28. ROLE OF CHAIRPERON IN DELEGATIONS

28.1 If there is more than one Member in the delegation, the Chair shall request that the delegation appoint a spokesperson and inform the spokesperson that all questions and comments be addressed to the Chair.

28.2 The Chair shall ensure that all points of this Bylaw are followed by Members, Committee Members and Administration.

28.3 Comments of intent by the Chair, Members or Committee Members in the presence of the delegation shall not be made.

28.4 The Chair shall ensure that the delegation restricts its presentation to the issue.

28.5 After Council or the Committee has obtained all the information from the Delegation, the Chair shall dismiss the delegation to allow Council or the committee to discuss the matter. If:

28.5.1 more information is required; or

28.5.2 time constraints on the agenda do not allow to discuss the topic, the item will be tabled to the next meeting.

28.6 The Chair may request the Council or Committee to go into a closed session to discuss the issue if the matter falls within the privacy issues.

Proposed

29. ROLE OF THE COUNCILLOR OR COMMITTEE MEMBER IN DELEGATIONS

29.1 Members of Council or the Committee shall notify the C.A.O. of any delegations wanting to make a presentation to Council or the Committee and ensure the delegation arranges a meeting date with the C.A.O.

29.2 Members of Council or the Committee may question the delegation to clarify the issue; however, shall not debate the issue with the delegation.

29.3 Members of Council or the Committee shall not criticize staff, government employees or other Council or Committee Members while the delegation is present.

29.4 No comments or motions of intent will be entertained until the delegation has been dismissed from the table. The persons making up the delegation may remain in the Council Chambers but may not participate in any further discussion.

30. PERCUNIARY INTEREST

30.1 Members of Council who reasonably believe that they have a pecuniary interest (as defined in the Act, Part 5, Division 6, Sections 169 -173) in any matter before Council, any Committee of Council, or any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions, or voting on any questions relating to the matter, and shall where required by the act, remove themselves from the room until the matter is concluded. It is the responsibility of each Member to determine and/or declare whether they have a pecuniary interest, not other Members of Council or Administration.

30.2 The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.

30.3 Prior to the meeting, if a Member of Council is unsure of whether or not they may be in a 'conflict of interest' (pecuniary) situation with regard to an upcoming issue or vote, the Member shall be encouraged to discuss the matter with the C.A.O.

30.4 Prior to the meeting and after discussing the issue with the C.A.O. (as per Section 30.3 of this Bylaw), a Councillor may wish to seek a legal opinion at their own expense to determine whether or not there is a conflict of interest situation with regard to the

Proposed

upcoming issue or vote.

30.5 If the matter with respect to which the Councillor has a pecuniary interest in a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.

30.6 If the matter with respect to which the Councillor has a pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council:

30.6.1 it is not necessary for the Councillor to leave the room, and

30.6.2 the Councillor may exercise the right to be heard in the same manner as a person who is not a Member of the Council.

30.7 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced, the Councillor shall immediately on returning to the meeting, or as soon thereafter, as the Councillor becomes aware that the matter has been considered, disclose the general nature of the Councillors interest in the matter.

31. BYLAW PROCEDURES

31.1 Where a Bylaw is presented to a meeting for enactment, the C.A.O. or designate shall cause the number, short title and brief description of the Bylaw to appear on the Agenda.

31.1.1 As per Section 187 of the Act, all Bylaws shall have three distinct and separate readings. The Motion to move a Bylaw for consideration shall be the first reading.

31.1.2 As per Section 187(4) of the Act any proposed Bylaw must not have more than two (2) readings at a Council Meeting unless the Councillors present unanimously agree to consider third reading, which requires a Motion of Council.

31.2 The following shall apply to the passage of a Bylaw:

31.2.1 A Bylaw shall be introduced for first reading by a Motion that it be read a first time specifying the number and short name of the Bylaw;

31.2.2 After a Motion for first reading of the Bylaw has been presented, Members

Proposed

may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw;

31.2.3 Any proposed amendments shall be put to vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at first reading.

31.2.4 When all amendments have been accepted or rejected, the Chair shall Call the Question on the Motion for first reading of the Bylaw.

31.2.5 When a Bylaw is subject to a statutory Public Hearing, A Public Hearing date and time shall be established prior to proceeding to second reading.

31.2.6 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to second reading.

31.2.7 All aspects of the passage of a Bylaw at first reading shall apply to second or third reading of any Bylaw.

32. BYLAW AND POLICY APPEAL

32.1 When a Bylaw or Policy is defeated by Council, the Bylaw or Policy shall not be available for review by Council for a period of six (6) months from the date the Bylaw or Policy being defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

33. REPEAL

33.1 Bylaw 894/20 is hereby repealed.

33.1 Bylaw 823/10 is hereby repealed.

34. EFFECTIVE DATE

34.1 This Bylaw shall take effect on the date of 3rd and final reading.

34.2 Read a first time this _____ day of _____ 2020.

34.3 Read a second time this _____ day of _____ 2020.

34.4 READ a third and final time this _____ day of _____ 2020.

TOWN OF BASSANO

Proposed

_____

MAYOR

_____

CHIEF ADMINISTRATIVE OFFICER

Proposed

Schedule 'A

TOWN OF BASSANO

DELEGATION REQUEST FORM

Delegation Rules and Guidelines

A delegation is an opportunity to appear before Council to communicate information. The purpose of the delegation process is to allow residents to make their views known to Council. Rules and Guidelines stated below are compliant with the Town of Bassano Procedural Bylaw No. 894/20:

THE APPLICATION PROCESS

- Regular Town Council meetings are held every 2nd Monday of each month unless otherwise posted. When the meeting falls into a statutory holiday the Council meeting will be held on the Tuesday following the holiday. Additional information regarding Town Council meeting dates and times can be found on the town website, www.bassano.ca.
- Delegates are required to complete the attached application form along with a detailed letter explaining their delegation request, to the CAO, seven (7) days prior to a regularly scheduled Council meeting. The Chief Administrative Officer will review the request and determine the status of the delegation, the request may be referred to council.
- You will be contacted by the CAO or his/her delegate regarding approval/rejection of the delegation request.

PREPARING FOR THE DELEGATION

- Delegations will be limited to a maximum presentation time of fifteen (15) minutes, unless an extension is granted during the application review.
- Council shall hear the delegation and may ask questions.
- Only the spokesperson of the delegation can address Council.

AFTER THE DELEGATION

- Decisions to be made on a delegation request will be dealt with later, under "New Business" or in the "Closed-Session" portion of the meeting.
- Decisions may be postponed to a later Council meeting if the agenda does not allow additional business to be addressed due to time constraints, or if more information is requested by Council.
- You are not required to remain for the entire meeting duration, you may leave after your issue has been dealt with by Council.

Proposed

Schedule 'A

TOWN OF BASSANO

DELEGATION REQUEST FORM

Application Date: _____ Organization/Applicant Name: _____

Matter to be Discussed:

_____

_____

_____

Action(s) being Requested:

_____

_____

Name(s) of Representatives:

_____

Name of Spokesperson: _____

Contact Information:

Address: _____ Telephone: _____

Email: _____

Preferred Date of Delegation: _____

Additional printed information/materials will be distributed with my delegation: Yes / No
Additional Documents Attached (Letter, Picture, Etc.): Yes / No

Once this completed form is received by the Town of Bassano Office, someone will contact you to confirm acceptance/rejection of your delegation request.

Proposed

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 6.4

Sales Agreement Extension – 1002 – 2nd Avenue

BACKGROUND:

On July 5, 2019 the Town of Bassano and 2108760 Alberta Inc. entered into a Sales Agreement for 1002 – 2nd Avenue to allow for the construction of a cannabis production facility.

Development timelines were established. IF timelines were not met, the parties could either agree in writing to extend them, or the Town would have the option to recover the land.

The Purchases have not met the stated timelines in part due to delays resulting from the pandemic and have requested an extension.

Original terms:

5. CONSTRUCTION OF DEVELOPMENT AND OPTION TO PURCHASE

5.01 The Purchaser acknowledges that as part of the consideration of the Vendor's agreement to sell the Lands to the Purchaser the Purchaser shall:

a. commence the construction of the Development to the point of excavation and completion of the foundation for the Development no later than December 1, 2019;

b. complete the construction of the Development to the point of reaching substantial performance, as that term is defined within the Builders' Lien Act, RSA 2000, c B-7, as amended, within Twenty Four (24) months from the Closing Date, and;

c. obtain all permits and licenses necessary to operate the Development from the applicable government authorities, and commence operations of same, within Thirty Six (36) months from the Closing Date

all in accordance with all applicable building permits, development permits, by-laws, regulations, building and safety codes, and restrictions affecting the Lands and the Development.

5.02 The Purchaser may request an extension of the timelines set out in Section 5.01 of this Agreement, which request the Vendor shall consider in good faith taking into account whether reasonable progress has been made with respect to the Development at the time of the request.

The extension being sought is attached in Appendix 1.

- 5.01a would be September 1, 2020

The Purchasers continue to reaffirm their intention to build in Bassano and are focused on retrofitting Site 2, 201 – 1st Avenue to start generating revenue for Site 1.

OPTIONS:

☒#1 – That council grants an extension to the Sales Agreement between the Town of Bassano and 2108760 Alberta Inc. as follows: 5.01 a shall state “commence the construction of the Development to the point of excavation and completion of the foundation for the Development no later than September 1, 2021”. The revision shall be applied through all applicable sections of the Sales Agreement Amendment.

☐ #2 – That council declines an extension to the Sales Agreement between the Town of Bassano and 2108760 Alberta Inc. and directs administration to enact terms to have the land retuned to the municipality due to non-compliance.

CAO COMMENTS:
The request form the Purchaser is reasonable based on the remaining terms of the Sales Agreement. All development timelines have lapsed. The Purchaser will also be required to re-start this process.

ALIGNMENT WITH STRATEGIC PLAN
The sale of this property aligns with the Town’s vision and growth objectives of being open for business and supporting business expansion.

PROPOSED RESOLUTION:

That council grants an extension to the Sales Agreement between the Town of Bassano and 2108760 Alberta Inc. as follows: 5.01 a shall state “commence the construction of the Development to the point of excavation and completion of the foundation for the Development no later than September 1, 2021”. The revision shall be applied through all applicable sections of the Sales Agreement Amendment.

Attachments:
1. Sales Agreement Amendment – Proposed

Prepared by: Amanda Davis, CAO

PROPOSED

Sales Agreement
Amendment

With written agreement among the parties, from the date THIS AGREEMENT was made effective as of the 5 day of July 2019, the agreement is amended as follows:

5. CONSTRUCTION OF DEVELOPMENT AND OPTION TO PURCHASE

5.01 The Purchaser acknowledges that as part of the consideration of the Vendor's agreement to sell the Lands to the Purchaser the Purchaser shall:

a. commence the construction of the Development to the point of excavation and completion of the foundation for the Development no later than September 1, 2021.

b. complete the construction of the Development to the point of reaching substantial performance, as the term is defined within the Builder's Lien Act, RSA 2000, B-7, as amended, within Twenty Four (24) months from the Closing Date, and;

c. obtain all permits and licenses necessary to operate the Development from the applicable government authorities, and commence operations of sale, within Thirty Six (36) months from the Closing Date

all in accordance with all appliable building permits, development permits, by-laws, regulations, building and safety codes, and restrictions affecting the Lands and the Development.

5.02 The Purchase may request an extension of the timelines set out in Section 5.01 of this Agreement, which request the Vendor shall consider in good faith taking into account whether reasonable progress has been made with respect to the Development at the time of the request.

SCHEDULE "C" OPTION TO PURCHASE

B. The Grantee agreed to sell the Lands to the Grantor on the express obligation and condition that the Grantor:

i. commence the construction of the Development to the point of excavation and completion of the foundation for the Development no later than September 1, 2021.

PARAGRAPH 2. THE Option to Purchase may only be exercised by the Grantee if the Grantor fails to:

(a) commence the construction of the Development to the point of excavation and completion of the foundation for the Development no later than September 1, 2021.

AMENDMENT

The Parties agree to an extension of Section 5.01, subsection a. pursuant to Section 5.02, Schedule "C" B.i. and Paragraph 2. a. to commence the construction of the Development to the point of excavation and completion of the foundation for the Development no later than September 1, 2021.

Sales Agreement
Amendment

All other terms of the Sales Agreement shall remain in effect as of the effective date of the original Agreement.

IN WITNESS WHEREOF the Parties have executed this Agreement amendment to be effective as of the 1 day of ~~September~~ October 2020. AB

TOWN OF BASSANO

Per: _____

Per: _____

2108760 ALBERTA INC.

Per: _____
Adam Bourbonnais

Per: _____

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 7.1

Borrowing Bylaw Repeal 909/20 - Proposed

BACKGROUND:

To achieve Municipal Accountability Plan (MAP) review compliance, the final bylaw to be addressed by the Town is the Borrowing Bylaw.

MAP Alberta Municipal Accountability Program

Town of Bassano

4. Borrowing Bylaw(s)

LEGISLATIVE REQUIREMENTS: *MGA* 251-259, Debt Limit Regulation 255/2000

1. Is there a current borrowing bylaw?
2. Does the borrowing bylaw set out:
   - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
   - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
   - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
3. Was the borrowing bylaw advertised (if required)?

COMMENTS/OBSERVATIONS: Short-term operating borrowing bylaw 866/17 was reviewed. The bylaw set out the purpose, amount, and sources of money to be used to pay the principal and interest owing. The bylaw does not include the term and maximum rate of interest. There was no requirement to advertise this bylaw.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: The town should amend bylaw 866/17 to include the term of the loan and the maximum rate of interest.

The Town's bylaw failed compliance because it did not include the term of the short-term operating loan or the maximum rate of interest the municipality would be willing to pay.

At this time, the municipality does not require a short-term operating loan. The process to pass a borrowing bylaw is done when required upon passing an operating budget, or as needs arise throughout the year. In 2021, a short-term borrowing bylaw may be required to ensure available cashflow for capital projects (lagoon and roads).

It is appropriate pass a bylaw to repeal Borrowing Bylaw 866/17.

OPTIONS:

☒#1 – That council give all three readings to the Borrowing Bylaw Repeal #909/20.

☐ #2 – That council give first reading to the Borrowing Bylaw Repeal #909/20.

☐ #3 – That council directs administration to prepare an amendment to Borrowing Bylaw 866/17.

CAO COMMENTS:
Upon passing the Procedural Bylaw amendment and Borrowing Bylaw amendment or repeal, the Town will meet MAP compliance and will remain in good standing.

ALIGNMENT WITH STRATEGIC PLAN
This is an operational matter and is not outlined in the strategic plan.

PROPOSED RESOLUTION:

1. That council gives first reading to Borrowing Bylaw Repeal #909/20.
2. That council gives second reading to Borrowing Bylaw Repeal #909/20.
3. That council has third reading of Borrowing Bylaw Repeal #909/20.
4. That council gives third and final reading to Borrowing Bylaw Repeal #909/20/20.

Attachments:
1. Borrowing Bylaw Repeal #909/20
2. Borrowing Bylaw 866/17

Prepared by: Amanda Davis, CAO

BYLAW

Bylaw Number: **909/20**
Bylaw Name: **Borrowing Bylaw Repeal**

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE REPEAL OF A BORROWING BYLAW.

WHEREAS, the *Municipal Government Act*, R.S.A 2000, Chapter M-26 as amended, that bylaws can only be changed in the matter in which they were passed;

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

1. TITILE

1.1 This bylaw may be cited as the **"Borrowing Bylaw Repeal"**

2. REPEAL

2.1 Bylaw 866/17 is hereby repealed.

3. EFFECTIVE DATE AND READINGS

3.1 This Bylaw shall take effect on the date of 3rd and final reading.

3.2 Read a first time this day of 2020.

3.3 Read a second time this day of 2020.

3.4 READ a third and final time this day of 2020.

TOWN OF BASSANO

_____

MAYOR

Commented [BC1]: A sunset clause is required in all borrowing bylaws as well as the maximum amount of interest a municipality is willing to pay.

If the town intends to borrow money as a short-term operating line, a bylaw must be established to do so. Bylaw 866/17 does not define the two points above and it not in use for the town. Typically, the bylaws are completed each year as part of the interim operating budget.

To achieve MAP compliance the municipality must either revise the 2017 borrowing bylaw or repeal it.

_____

CHIEF ADMINISTRATIVE OFFICER

BYLAW NO. 866/17
Borrowing Bylaw
of the

TOWN OF BASSANO
In the Province of Alberta

A BYLAW TO AUTHORIZE THE MUNICIPAL COUNCIL OF THE TOWN OF BASSANO TO INCUR INDEBTEDNESS ON BEHALF OF THE SAID TOWN TO MEET CURRENT OPERATING EXPENDITURES.

WHEREAS, it is deemed expedient and proper pursuant to the provisions of Section 251 & 256 of the Municipal Government Act, chapter M-26.1 R.S.A. 2000 and amendments thereto to authorize the Mayor or Deputy Mayor and Chief Administrative Officer to borrow any sums the Council considers necessary to meet current operating expenditures and obligations of the Municipality.

WHEREAS, the amount of taxes levied or estimated to be levied for the current year by the Town of Bassano, in the Province of Alberta (hereinafter called the "Town") for purposes including ordinary current expenditures in the sum of one million six hundred eighteen thousand five hundred one ($1,618,501.00).

AND WHEREAS, after the borrowing of the amount hereby authorized to be borrowed, the total loans outstanding to meet the current expenditures and obligations of the Town will not exceed the amount of taxes levied or estimated to be levied for the current year by the Town.

NOW THEREFORE the Council of the Town of Bassano, in the Province of Alberta, hereby enacts as follows:

TITLE:

This Bylaw may be cited as the" **Borrowing Bylaw**".

1. That the Council of the Town do borrow from time to time from the Chinook Financial a sum or sums exceeding the aggregate amount of five hundred thousand dollars ($500,000.00) which the Council deems necessary to expend to meet the current expenditures and obligations of the Town until such time as the taxes levied or to be levied therefore can be collected and do pay or agree to pay interest thereon, or on so much thereof as remains from time to time unpaid, calculated at the financial institution's prime interest rate per annum in effect from time to time, as well after as before maturity, default and judgement, with interest on overdue interest at the same rate as the principle.

2. That such borrowing be done by promissory note or notes under the seal of the Town duly attested by the signatures of the Mayor or Deputy Mayor and the Chief Administrative Officer thereof.

3. That the Council of the Town do hereby pledge to the said bank as security for payment of the money borrowed hereunder, the whole of the unpaid taxes and penalties on taxes assessed and/or levied by the Town in previous years together with penalties thereon, and the whole of the taxes assessed or to be assessed and or/levied or to be levied for the current year, and the Town shall deposit in a special account with the said bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon and the same shall be applied as far as necessary in payment of moneys borrowed hereunder and interest hereon, but the said bank shall not be restricted to the said taxes, penalties and other designated revenues for payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenues can be collected, or be required to see that the said taxes, penalties, and other designated revenues are deposited as aforesaid.

4. Nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statue, common law, or otherwise, give to or implied in favour of the financial institution.

READ A FIRST TIME IN COUNCIL THIS 9th DAY of JANUARY, 2017.

READ A SECOND TIME IN COUNCIL THIS 9th DAY of JANUARY, 2017.

READ A THIRD TIME AND PASSED IN COUNCIL THIS 9th DAY of JANUARY, 2017.

MAYOR

C.A.O.

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 7.2

Business Development - Offer to Purchase 418 - 2nd Avenue

BACKGROUND:

Location: 418 – 2nd Avenue (Plan 3872T; Block 16; Westerly 25' of Lot 16)
Owner: Town of Bassano
Zone: Commercial (C1)
Lot size: 25'x150'
List Price: $2.25/sq. ft. $8,437.50 plus GST

A revised Offer to Purchase the above property was received on September 10, 2020 for $5,000 by the Pioneer Gas Co-op (see Attachment 1). The purchaser proposes to consolidate this lot with their existing business at 420 -2nd Avenue. At this time, the purchasers does intend to build or expand the existing footprint of the building. This may occur in the future.

The potential sale was discussed with council at the August 10, 2020 council meeting. Historical information was provided related to past offerings on the land and perceived development constraints. Administration investigated development constraints.

Records confirm that Town acquired the lot through Tax Forfeiture and accepted an offer to purchase with a condition that the purchaser build a new building on the land. Various issues arose and the file was in dispute between 2008-2009 related to demolition costs, building expense, and non-compliance of agreements. The dispute was resolved, and the land remains within the ownership of the municipality.

Records also indicate that the Pioneer Gas Co-op has been interested in this land since at least 2009. It is clear from the documentation that the Pioneer Gas Co-op's intended use of the land has remained the same. They wish to purchase and consolidate the lands to allow the expansion of the business. The term "expansion" does not necessarily mean building expansion, but an operational footprint expansion.

Development Correspondence

Administration contacted Superior Safety Codes regarding building/fire code requirements to assist council and the Pioneer Gas Co-op understand any future development costs if an expansion occurred from the main building onto 418 – 2nd Avenue (after consolidation) should council elect to sell the parcel of land.

It is important to clarify a few details prior to addressing development correspondence:

1. At one point, the Town accepted an offer to purchase this land and placed a stipulation on the sale that the developer much build on the site within one year. Development would have been contained on an infill lot (25' wide) potentially abutting walls to each adjacent building. The proximity of wall to wall construction or near wall to wall construction may have resulted in greater firewall building requirements.

2. The Pioneer Gas Co-op does not intend to expand the footprint of the building at this time. I met with their administration last month to discuss multi-year development planning. The board of directors are not interested in a significant building investment at this time. If council permitted the sale of the land with a condition to consolidate the two parcels, the land surface would increase. Development conditions would be applicable with one adjacent property based on development setbacks.

Safety Codes Comments (see attachment 2)

Good afternoon Amanda. If the lot is consolidated then a firewall may not be required between the existing building and any additions. Firewalls are used to divide a building at property lines or to divide a large building into smaller spaces to avoid such things as sprinklering. There are some conditions about fire *ratings* of an exterior wall facing property lines. These are called *exposing building faces* and the distance to the property line is the *limiting distance*. It's important to note that where a street, lane, or other thoroughfare abuts the property for the purpose of the building code the property line is considered the middle of the street, lane or thoroughfare. The wall construction type depends on what the building is being used for, the area, height to length or length to height ratio of the exposing building face, and the distance to the property line. It also depends on whether the building is sprinklered or not. Depending on all of these variables the wall could be combustible construction and require no fire rating or be non-combustible construction with a fire rating of 2 hrs. Until some type of plan is in place its impossible to tell what is required.

If you have further inquiries about this matter please do not hesitate to call.

Regards

Douglas Stewart
Building Safety Codes Officer
Superior Safety Codes

Land Use Bylaw (see attachment 3)

Development at this location would be treated as any other development in accordance with the LUB.

Once the two lots are consolidated, the appropriate sections of the LUB would apply including:

- As you noted 0 meters required for side and front setbacks in LUD C1
- Maximum site coverage of 50%
- Adherence with Schedule 7 – Commercial/Industrial Standards of Development

The main things to check in terms of any additions, outdoor storage is adherence with fire code, that there is adequate separation from easements for drainage or water or sewer mains if applicable, and that there is a landscaped strip along the lot frontage. You would also want to have regard for the regulations in Section 8 Outdoor Display and Storage in Schedule 7.

Other than adherence with the LUB, I don't see any concerns with the proposed development.

Cheers,

Madeleine Baldwin
Planner, Oldman River Regional Services Commission

Cell: 403-795-8994
email: madeleinebaldwin@orrsc.com
website: www.orrsc.com

Considerations

In considering this offer council must:

1. Envision the future of main street in the next 5-10-25 years.
2. Does the consolidation of the lot, align with the vision of the Municipal Development Plan and growth patterns of the municipality?
3. How important is it to council to enable businesses to expand their footprint?
4. If the lot is not sold to the Pioneer Co-op for consolidation, what does council envision at this location?
5. Is council prepared to sell the lot for consolidation?

Additional Information

In mid-2018 the Town was in negotiations with the Pioneer Gas Co-op for the sale of the property and indicated it would accept an offer to purchase of $7,500 (see Attachments 4 and 5). Nothing transpired regarding this property. In meeting with the Co-op administration, it became clear that there has been a lack of understanding regrading the Town's expectations for development versus the applicants intended use of the land and the term "outdoor or cold storage".

I believe the miscommunication regarding development options has been addressed with Co-op administration. If council agrees to sell the parcel of land for consolidation, and future development must be in accordance with the Land Use Bylaw and building code regulations. Co-op administration was included in all correspondence with the Superior Safety Codes and ORRSC.

Sales Comparison

A weighted average of the five most recent sales in Bassano reflects a price of $1.40 per square foot based on recent sales. Prior to accepting an offer on 422 – 1st Avenue, the average sale was $1.46 per square foot.

309 – 1st Avenue ▪ Sold in 2018 ▪ Industrial Commercial ▪ $18,000 for 0.34 acres ($1.20/sq. ft.)	1002 – 2nd Avenue ▪ Sold in 2019 ▪ Industrial Commercial ▪ $150,000 for 2.64 acres ($1.30/sq. ft.)
514 – 2nd Avenue ▪ Sold in 2018 ▪ Central Commercial ▪ $20,000 for .26 acres ($1.77/sq. ft)	901 – 3rd Avenue ▪ Sold in 2020 ▪ Industrial Commercial ▪ $35,000 .52 acres ($1.55/sq. ft.)
422 – 1st Avenue ▪ Sold in 2020 ▪ Industrial Commercial ▪ $8,500 for .17 acre ($1.14/sq. ft)	

OPTIONS:

☒ #1 – That Council directs administration to enter negotiations for the sale Plan 3872T; Block 7; Lot 16 with the Pioneer Gas Co-op at a price of $7,500 with the following conditions:

1. That the standard municipal Sales Agreement is signed between the parties.
2. That Plan 3872T, Block 7; Lot 16 is consolidated with 3872T; Block 15; Lot 16.
3. That the Pioneer Gas Co-op obtain a development permit application from the Town for a security fence along the frontage of the property.
4. That the Pioneer Gas Co-op acknowledge that any future development on the site must conform to the Town's Land Use Bylaw.
5. All requirements and conditions must be complete within 12-months.

☐ #2 - That Council directs administration to enter negotiations for the sale Plan 3872T; Block 7; Lot 16 with the Pioneer Gas Co-op at a price in accordance with the offer letter dated September 10, 2020 with a sale price of $5,475 ($1.46/sq. ft) the following conditions:

1. That the standard municipal Sales Agreement is signed between the parties.
2. That Plan 3872T, Block 7; Lot 16 is consolidated with 3872T; Block 15; Lot 16.
3. That the Pioneer Gas Co-op obtain a development permit application from the Town for a security fence along the frontage of the property.
4. That the Pioneer Gas Co-op acknowledge that any future development on the site must conform to the Town's Land Use Bylaw.
5. All requirements and conditions must be complete within 12-months.

☐ #3 – That Council rejects the offer to purchase Plan 3872T; Block 7; Lot 16 from the Pioneer Gas Co-op dated September 10, 2020 as the municipality determined it shall reserve the property for commercial development.

CAO COMMENTS:
None

ALIGNMENT WITH STRATEGIC PLAN
The sale of this property aligns with the Town's vision and growth objectives of being open for business and supporting business expansion.

PROPOSED RESOLUTION:

That Council directs administration to enter negotiations for the sale Plan 3872T; Block 7; Lot 16 with the Pioneer Gas Co-op at a price of $7,500 with the following conditions:

1. That the standard municipal Sales Agreement is signed between the parties.
2. That Plan 3872T, Block 7; Lot 16 is consolidated with 3872T; Block 15; Lot 16.
3. That the Pioneer Gas Co-op obtain a development permit application from the Town for a security fence along the frontage of the property.
4. That the Pioneer Gas Co-op acknowledge that any future development on the site must conform to the Town's Land Use Bylaw.
5. All requirements and conditions must be complete within 12-months.

Attachments:

1. Offer to Purchase – September 10, 2020
2. Superior Safety Codes Development Comments
3. ORRSC Development Comments
4. Town Correspondence – July 3, 2019
5. Pioneer Gas Co-op Letter – May 30, 2019

Prepared by: Amanda Davis, CAO

FOR SALE

406 - 2 Ave. Bassano

Sale price $13,000 plus GST - conditions attached

Building is being sold in "as is" "where is"

INQUIRE AT THE BASSANO TOWN OFFICE 403-641-3788 OR CAO@BASSANO.CA

May 2, 2019

Town of Bassano - 402 - 2 Ave.

CONDITIONS

OPTION 1

Purchase building and have it remain in its current location

Upon expressing interest in the property, the buyer must provide a 10 percent non-refundable security deposit of the appraised value being $1,300 to initiate negotiations with the Town of Bassano.

The property is being sole “as is” “where is”. The seller makes no representations and gives no warranty as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination of the developability of the lands for any intended use by the buyer.

There will be no warranties, representations, guarantees nor will a Real Property Report be provided.

The buyer is responsible for obtaining their own insurance upon taking possession of the property.

The buyer must bring the property up to the Alberta Safety Code Standards with the completed work being subject to the approval of the inspector. Any commercial or residential use may be subject to the approval of the Municipal Planning Commission.

The buyer must provide the seller with a detailed restoration and business development plan. There is no guarantee that the seller will accept the buyer’s restoration and business development plan. Approval of the restoration and business development plan is a condition of the sale. The building must be repurposed for a viable business within 24 months of the date of purchase.

A Purchase Contract along with all its conditions and terms are subject to approval of the Town of Bassano.

Failure to comply with the stipulations of the contract may result in the title to the property being restored to the Town of Bassano without restitution to the buyer.

OPTION 2

Purchase building and relocate it off-site

Upon expressing interest in the property, the buyer must provide a 10 percent non-refundable security deposit of the appraised value being $1,300 to initiate negotiations with the Town of Bassano.

The buyer is responsible for all transportation, logistic and permits to relocate the building.

The property is being sole “as is” “where is”. The seller makes no representations and gives no warranty as to the adequacy of services, soil conditions, land use districting,

building and development conditions, absence or presence of environmental contamination of the developability of the lands for any intended use by the buyer.

There will be no warranties, representations, guarantees nor will a Real Property Report be provided.

The buyer is responsible for obtaining their own insurance upon taking possession of the property.

The building must be relocated within 90-days of a signed contract with the Town of Bassano.

The sale is for the building only, land is not included in the transaction unless it is negotiated into a final sale.

The land must be remediated at the cost of the buyer immediately following the relocation of the building.

The buyer is responsible to ensure any hazardous material that may be present in the building is contained as defined within any Provincial or OH&S regulation, prior to the relocation of the building.

INQUIRE AT THE BASSANO TOWN OFFICE 403-641-3788 OR CAO@BASSANO.CA

From: Madeleine Baldwin
To: cao@bassano.ca
Cc: "Pioneer Gas Co-op Limited"
Subject: RE: Development Requirements
Date: August 13, 2020 4:01:35 PM
Attachments: image007.png
image008.png
image009.png
image010.png
image011.png

Hi Amanda,

What use class is Pioneer Gas Co-op currently permitted for? I am guessing by the description in the letter that it is Equipment sales, rental and service and/or retail. They seem to most fit the definition of Equipment sales, rental and service which is defined in the LUB as:

- the use of land or buildings for the retail sale, wholesale distribution, rental and/or service of: hand tools, small construction, farming, gardening and automotive equipment, small machinery parts and office machinery and equipment.

Once the two lots are consolidated, the appropriate sections of the LUB would apply including:

- As you noted 0 meters required for side and front setbacks in LUD C1
- Maximum site coverage of 50%
- Adherence with Schedule 7 – Commercial/Industrial Standards of Development

The main things to check in terms of any additions, outdoor storage is adherence with fire code, that there is adequate separation from easements for drainage or water or sewer mains if applicable, and that there is a landscaped strip along the lot frontage. You would also want to have regard for the regulations in Section 8 Outdoor Display and Storage in Schedule 7.

Other than adherence with the LUB, I don't see any concerns with the proposed development.

Cheers,

Madeleine Baldwin
Planner, Oldman River Regional Services Commission

Cell: 403-795-8994
email: madeleinebaldwin@orrsc.com
website: www.orrsc.com

OLDMAN RIVER REGIONAL SERVICES COMMISSION

From: cao@bassano.ca <cao@bassano.ca>
Sent: August 12, 2020 2:21 PM
To: Madeleine Baldwin <MadeleineBaldwin@orrsc.com>
Cc: 'Pioneer Gas Co-op Limited' <pioneer@eidnet.org>
Subject: Development Requirements

Hi Madeleine,

Please refer to the email below that was sent to the building and fire code inspectors. The LUB states a side yard setback in not required which suggests the building could abut pending it does not exceed site coverage. Pioneer Gas Co-op is a natural gas distributor. They operate a small retail business at the front of their building and there is a small outdoor screened storage area outside. In your opinion, how would you classify this per the uses? In my view, retail applies. From your perspective, are there any concerns re: planning/development regarding this expansion? I've attached a *draft* offer to purchase from the Pioneer Ga Co-op to give you some more history. Please also be advised, this has been an ongoing file for nearly a decade. My goal is to get to the bottom of any past issues and provide appropriate guidance to Town Council and the interested party to enable a business expansion.

Thank you for review.

Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

From: cao@bassano.ca <cao@bassano.ca>
Sent: August 12, 2020 1:49 PM
To: 'Douglas Stewart' <dstewart@superiorsafetycodes.com>; Stewart Luchies (sluchies@brooks.ca) <sluchies@brooks.ca>
Cc: 'Pioneer Gas Co-op Limited' <pioneer@eidnet.org>
Subject: Building Code & Fire Code Clarification - Firewalls

Hi Doug and Stewart,

The Town of Bassano owns 418 – 2nd Avenue, a 25'x150' infill lot on main street (see Image 1). The property is zoned Commercial (C1) and is listed for sale. An offer was received for the purchase of this lot, however, before it is considered council has directed me to obtain clarification regarding Building/Fire Code requirements. The adjacent property, Pioneer Gas Co-op has offered to purchase the property and consolidate it into their existing lot to be used for cold storage, potentially constructing an open air addition that protrudes onto the 25' lot (see Image 2).

Image 1 – Town owned lot

Image 2 – Potential lot purchase and consolidation.

It is imperative that we understand how this lot can be developed if purchased and consolidated. I understand there was a previous offer that fell through because it was cost prohibitive to the purchase to meet building/fire code requirements. Can you please provide clarification under each of your disciplines regarding building code and fire code requirements? From my understanding a consolidation and open air addition would not be an issue. What if the Pioneer Gas Co-op wanted to expand the building in the future? Images 3-4 below are of the street view.

Image 3: This is the front of the 25' lot from 2nd Avenue.

Image 4: This is the rear of the lot.

Your assistance with this file is appreciated.

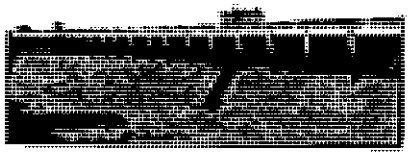
Sincerely,

Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

306000

Town of BASSANO

"The Best in the West by a Damsite"



Chief Administrative Office
502 - 2nd Avenue
P.O. BOX 299
BASSANO, ALBERTA T0J 0B0

PHONE: 403-641-3788
FAX: 403-641-2585
www.bassano.ca

July 3, 2018

Pioneer Gas Co-op Limited
Box 419
Bassano, AB T0J 0B0

RE: Offer to Purchase – West 25' of Lot 16, Block 7, Plan 3872T

The Town of Bassano would like to thank you for your offer on the western 25" of Lot 16, Block 7, Plan 3872T.

Council is pleased to accept your offer for the lot, providing that there is an intention for the future development of all or a portion of this lot. Council did not indicate a desire to sell the lot if used only for cold storage.

The Town would suggest that Pioneer Gas Co-Op attend an upcoming meeting of Council so that we may discuss the future plans for the lot, and prepare any purchase agreements.

Please contact Mayor Jackie Peterson at (403) 793-1262 or jackiepeterson@bassano.ca to make arrangements to attend Council.

Yours truly,

Kevin Miller, CAO
Town of Bassano

Pioneer Gas Co-op Limited
Box 419, Bassano, AB T0J 0B0
Ph: (403) 641-3632 Fax: (403) 641-4898
pioneer@eidnet.org
Celebrating 50 Years 1964 - 2014

May 30, 2018

Bassano Town Council
Bassano, AB
T0J 0B0

Re: Lot described as the Westerly 25 Feet of Lot 16, Block 7, Plan 3872T

Pioneer Gas Co-op Limited proposes to enter into discussions with the Bassano Town Council for the purchase of the above referenced parcel and would like to present an offer to purchase in the amount of $7500.00.

Our proposed plan upon purchase is to consolidate this lot with our current property. Our operations have expanded to the extent that we require more long-term cold storage and this property perfectly suits our purpose, obviously because of where it is situated. We will move the existing chain link fence that runs north to south along the west side of our building and install it east to west, effectively preventing access to the lot except for our personnel. We have also discussed an addition to our existing building which would be built in keeping with the aesthetics of main street.

We thank you in advance for your consideration of our offer and look forward to any comments or terms the Town of Bassano may have regarding our proposal for the future of the property.

If you have further questions, please call Brennan Beazer or Lynn Penner at 403-641-3632.

Sincerely,
Behalf of The Board of Directors
Pioneer Gas Co-op Limited

/lp

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 7.3

Development - Offer to Purchase 406 – 2nd Avenue

BACKGROUND:

Location: 418 – 2nd Avenue (Plan 3872T; Block 16; Westerly 25' of Lot 16)
Owner: Town of Bassano
Zone: Commercial (C1)
Lot size: 50' x 150'
List Price: $13,000 plus GST
Details: Municipality recovered through Tax Forfeiture

An offer was received for the purchase of 418 – 2nd Avenue (see Attachment 1). The applicant's proposed use of the side is residential with a home-based business. The applicant states, he intents to relocate his auto transport business to Bassano from Calgary within a year of the buildings purchase. The office would be in the building.

At the April 8, 2019 council set a list of conditions for the sale of the property (see Attachment 2) to include:

Upon expressing interest in the property, the buyer must provide a 10 percent non-refundable security deposit of the appraised value being $1,300 to initiate negotiations with the Town of Bassano.

The property is being sole "as is" "where is". The seller makes no representations and gives no warranty as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination of the developability of the lands for any intended use by the buyer.

There will be no warranties, representations, guarantees nor will a Real Property Report be provided.

The buyer is responsible for obtaining their own insurance upon taking possession of the property.

The buyer must bring the property up to the Alberta Safety Code Standards with the completed work being subject to the approval of the inspector. Any commercial or residential use may be subject to the approval of the Municipal Planning Commission.

The buyer must provide the seller with a detailed restoration and business development plan. There is no guarantee that the seller will accept the buyer's restoration and business development plan. Approval of the restoration and business development plan is a condition of the sale. The building must be repurposed for a viable business within 24 months of the date of purchase.

A Purchase Contract along with all its conditions and terms are subject to approval of the Town of Bassano.

Failure to comply with the stipulations of the contract may result in the title to the property being restored to the Town of Bassano without restitution to the buyer.

Council must determine if they are satisfied with the proposed offer to purchase and the intended use of the site.

In accordance with the Town's Land Use Bylaw the (C1) district allows for mixed use development (commercial and residential). In consultation with the Town's planner we believe that the proposed development could fall within the mixed use terms while maintaining the commercial district and adding vitality to the main street. We do not anticipate that rezoning would be required.

Sales Agreement Considerations

1. Does council wish to instate a clause within the agreement that if the developer does not meet the exterior upgrades within 12-months and interior upgrades with 24-months that the property shall be returned to the municipality?
    a. This is a tax forfeiture property and council may not deem this requirement applicable. Whereas, with a vacant parcel of land, it is important that the land is returned if not developed for a future sale. It is equally important that the building is developed and maintained to improve main street.

2. Council may require a security deposit to confirm that development occurs as agreed upon. If council elects to require a security deposit, will it be for both interior and exterior upgrades? The security deposit may be influenced by item 1 above.

OPTIONS:

☒ #1 – That Council directs administration to enter negotiations for the sale of Plan 3872T; Block 7; Lot 19 with Mike Taylor pursuant to the letter dated October 4, 2020 with the intent of allowing a mixed use development in accordance with the Land Use Bylaw with the following conditions:

1. That the standard municipal Sales Agreement is signed between the parties.
2. That a security deposit of $5,000 is provided to ensure exterior upgrades are completed within 12-months of executing the Sales Agreement.
3. That the standard municipal Development Agreement is signed between the parties.

☐ #2 - That Council directs administration to enter negotiations for the sale of Plan 3872T; Block 7; Lot 19 with Mike Taylor pursuant to the letter dated October 4, 2020 with the intent of allowing a mixed use development in accordance with the Land Use Bylaw with the following conditions:

1. That the standard municipal Sales Agreement is signed between the parties.
2. That a security deposit of $5,000 is provided to ensure exterior upgrades are completed within 12-months of executing the Sales Agreement.
3. To include a clause in the Sales Agreement that requires the developer to complete interior and exterior upgrades or the site will be returned to the Town.
4. That the standard municipal Development Agreement is signed between the parties.

☐ #3 – That Council declines the offer from Mike Taylor dated October 4, 2020 for the sale of Plan 3872T; Block 7; Lot 19 until a detailed commercial business plan is provided.

CAO COMMENTS:
None

ALIGNMENT WITH STRATEGIC PLAN
The sale of this property aligns with the Town's vision and growth objectives of being open for business and supporting business expansion.

PROPOSED RESOLUTION:

That Council directs administration to enter negotiations for the sale of Plan 3872T; Block 7; Lot 19 with Mike Taylor pursuant to the letter dated October 4, 2020 with the intent of allowing a mixed use development in accordance with the Land Use Bylaw with the following conditions:

1. That the standard municipal Sales Agreement is signed between the parties.
2. That a security deposit of $5,000 is provided to ensure exterior upgrades are completed within 12-months of executing the Sales Agreement.
3. That the standard municipal Development Agreement is signed between the parties.

Attachments:
1. Offer to Purchase – September 10, 2020
2. Commercial Listing - 2019

Prepared by: Amanda Davis, CAO

Michael Taylor

Bay H- 3514 73 Ave SE, Calgary AB
403-305-7753
miketaylortmt@gmail.com

October 4, 2020

Attention: Amanda Davis - Town of Bassano

Dear Ms. Davis,

Offer to Purchase – Plan 3872T; Block 7; Lot 19 (406 -2nd Avenue)
Purchase Price - $13,00.00 CAD plus GST “as is, where as”
Proposed use of site – Residential with home office as this will be my personal residence when I move my auto transport company to Bassano within the yr.

Exterior Upgrades: To be completed by one year from date of issue of building permit.

Paint – white with black pillars, gables- repair or replace will be done asap weather permitting.

Windows-will be replaced with custom made energy saving windows to match originals will order windows the day the purchase is approved and installed as soon as they are ready.

Eaves troughing – if needed will be replaced at the same time as the soffits and facia

Stairs – will be replaced in the spring.

Doors – will send the 2 front doors out to be refinished within 2 weeks of sale approval.

Remove Crab apple tree in the spring.

Fencing – fence rear of property in the spring after tree is removed.

Interior Upgrades: To be completed by one year from date of issue of building permit.

Electrical – Rewire whole building to code approx. 3 months from date of issue of building permit.

Plumbing –remove all old cast iron pipes and replumb the whole building to code approx. 4 months date of issue of building permit.

Heating – install forced air furnace and air conditioning and ducting to all 4 levels approx. 6 months from date of issue of building permit.

Drywall - remove all drywall from the main floor so the Electrician, Plumber and the furnace guys have access to what they need to do then after it passes inspection we will insolate and put drywall and mud and paint should be approx. 6 months from date of issue of building permit.

Flooring – refurbish hardwood flooring where possible, install new flooring where required approx. 7 months from date of issue of building permit.

Stairs – upgrade stairs and handrailing to code same time as doing floors.

Kitchen – build new kitchen with new cabinets and appliances 8 months from date of issue of building permit.

Bathrooms –build bathrooms with new fixtures 8 months from date of issue of building permit.

Warm regards,
Michael Taylor

FOR SALE

406 - 2 Ave. Bassano

Sale price $13,000 plus GST - conditions attached

Building is being sold in "as is" "where is"

INQUIRE AT THE BASSANO TOWN OFFICE 403-641-3788 OR CAO@BASSANO.CA

May 2, 2019

Town of Bassano - 402 - 2 Ave.

CONDITIONS

OPTION 1

Purchase building and have it remain in its current location

Upon expressing interest in the property, the buyer must provide a 10 percent non-refundable security deposit of the appraised value being $1,300 to initiate negotiations with the Town of Bassano.

The property is being sole “as is” “where is”. The seller makes no representations and gives no warranty as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination of the developability of the lands for any intended use by the buyer.

There will be no warranties, representations, guarantees nor will a Real Property Report be provided.

The buyer is responsible for obtaining their own insurance upon taking possession of the property.

The buyer must bring the property up to the Alberta Safety Code Standards with the completed work being subject to the approval of the inspector. Any commercial or residential use may be subject to the approval of the Municipal Planning Commission.

The buyer must provide the seller with a detailed restoration and business development plan. There is no guarantee that the seller will accept the buyer’s restoration and business development plan. Approval of the restoration and business development plan is a condition of the sale. The building must be repurposed for a viable business within 24 months of the date of purchase.

A Purchase Contract along with all its conditions and terms are subject to approval of the Town of Bassano.

Failure to comply with the stipulations of the contract may result in the title to the property being restored to the Town of Bassano without restitution to the buyer.

OPTION 2

Purchase building and relocate it off-site

Upon expressing interest in the property, the buyer must provide a 10 percent non-refundable security deposit of the appraised value being $1,300 to initiate negotiations with the Town of Bassano.

The buyer is responsible for all transportation, logistic and permits to relocate the building.

The property is being sole “as is” “where is”. The seller makes no representations and gives no warranty as to the adequacy of services, soil conditions, land use districting,

building and development conditions, absence or presence of environmental contamination of the developability of the lands for any intended use by the buyer.

There will be no warranties, representations, guarantees nor will a Real Property Report be provided.

The buyer is responsible for obtaining their own insurance upon taking possession of the property.

The building must be relocated within 90-days of a signed contract with the Town of Bassano.

The sale is for the building only, land is not included in the transaction unless it is negotiated into a final sale.

The land must be remediated at the cost of the buyer immediately following the relocation of the building.

The buyer is responsible to ensure any hazardous material that may be present in the building is contained as defined within any Provincial or OH&S regulation, prior to the relocation of the building.

INQUIRE AT THE BASSANO TOWN OFFICE 403-641-3788 OR CAO@BASSANO.CA

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 7.4

2021 Fire Budget Proposed

BACKGROUND:

A 2021 fire operating budget and 2022-2023 projections budget is recommended to respective councils for approval as outlined in the attached summary.

OPTIONS:

☒#1 – That council approves the 2021 fire operating budget and 2022-2023 projection budgets as recommended by the Bassano & Rural Fire Area committee.

☐ #2 – That council defers the 2021 fire operating budget and 2022-2023 projection budgets to the annual municipal budget meeting slated for the end of November or early December.

☐ #3 – That council rejects the 2021 fire operating budget and 2022-2023 projection budgets as presented by the Bassano & Rural Fire Area committee and request a further reduction of X%.

CAO COMMENTS:
None

ALIGNMENT WITH STRATEGIC PLAN
This is an operational matter and is not outlined in the strategic plan.

PROPOSED RESOLUTION:

1. That council approves the 2021 fire operating budget and 2022-2023 projection budgets as recommended by the Bassano & Rural Fire Area committee.

Attachments:
1. 2021 Fire Budget and Summary
2. Fire Committee Unapproved Minutes - September 28, 2020

Prepared by: Amanda Davis, CAO

September 29, 2020

Town of Bassano & County of Newell Fire Budget Summary

The Fire Committee met on September 28, 2020 and passed a motion recommending approval of the 2021 Bassano Fire Budget to respective councils with a 5 percent reduction in expenditures as attached.

2020 Highlights

- Capital Purchases (funded 100% by County)
  - Medium duty rescue truck was tendered and will arrived next spring. Estimated cost $295,000
  - Bush buggie will arrive this fall. Estimated coast $100,000
- The year-to-date Fire Committee Reserve balance is $33,000
- The fire department adopted many new protocols and procedures to ensure enhanced safety and protection of fire fighters and patients.
- The fire department supported many local programs and events during the pandemic to keep a visual presence in the community.
- A new notification service was purchased for 9-1-1 spousal notification. When the firefighters are called to an incident, spouses received a text notification. The cost of this service was $126/annum.

2021 Proposed Budget

Revenue

- In 2021, the Fire Committee Reserve account is expected to have a minimum balance of $30,000. In last year's projection for 2021 we did not anticipate that any funds would be available to offset current year expenses.

  Projected 2021 County Contribution $100,736 (excluding hall upgrade)
  Proposed 2021 County Contribution $95,358 (excluding hall upgrade)
  Difference - $5,378 (5.34% decrease)

- Administration proposed that any remaining balance in the Fire Committee Reserve account is allocated at the end of the year to offset the building renovation costs of $10,000. Pursuant to the agreement, building upgrades are a 50/50 cost share. At year end, the anticipated balance remaining that could be applied is $3,500 and is reflected in the proposed budget.

  A renovation is required at the fire hall to accommodate the new medium duty rescue truck. The door needs to be raised and electrical moved to fit the unit in the building.

Expenses

- The projections budget remains relevant with three changes:
  - A 10% increase was applied to insurance.
  - $10,000 increase for building renovations to accommodate the new medium duty rescue truck.
  - 5% reduction applied to fuel, radios repairs, and equipment/handtools.
- The fire department will continue with regular training and may undertake advanced ICS 200 and 300 training.

2022 Projected

Revenue

- It is expected that the Fire Committee Reserve account to have a minimum balance of $30,000. Funds will not be available to reduce the municipalities contributions.

Expenditures

- The projection budget remains relevant with two changes.
  - A 10% increase was applied to insurance.
  - Fire training grants are phased out. The training budget increased $2,500 to $5,000. The Town will apply for foundation grants to assist with the training budget increase.

- Five sets of bunker gear will be purchased. The Town will apply for foundation grants to assist with the cost of bunker gear.

2023 Projected

Revenue

- No major changes projected for 2023.

Expenditure

- The projection accounts for a 10% increase to insurance and maintains a training budget of $5,000.
- Equipment budget was reduced $10,750 to account for increased bunker gear needs in 2022.
- Inflation increased applied to fuel and utilities

Attachments:

1. 2021 – 2023 Budget and Projections – Recommended for Approval
2. Year-to-date Revenue and Expenditures Report

Town of Bassano

2021 - 2023 Operations Proposed Budget and Projections

(23) Fire - COMMITTEE COPY - Recommended for Approval to Respective Councils

	Revenue	Descriptive Summary	2020 Approved	2020 YTD	2021 Proposed	2022 Projected	2023 Projected
1230059500	County Contribution		$ 56,289	$ 56,289	$ 95,358	$ 116,738	$ 108,884
		Building Upgrade (50/50)			$ 3,750		
1230085000	Other Income/Donations		$ 1,500	$ 570	$ 1,500	$ 1,500	$ 1,500
1250059000	Ambulance Rental Income		$ 10,771	$ 5,576	$ 10,771	$ 10,771	$ 10,771
1230059000	Municipal Contribution		$ 6,254	$ 6,257	$ 10,596	$ 12,971	$ 12,098
		Building Upgrade (50/50)			$ 3,750		
1230092000	Transfer from Reserves	Building Upgrade	$ 46,536	$ 46,536	$ 3,500	$ -	$ -
	Revenue Subtotal		$ 121,350	$ 115,228	$ 129,225	$ 141,980	$ 133,253

	Expenditure	Descriptive Summary	2020 Approved	2020 YTD	2021 Proposed - 5% reduction	2022 Projected	2023 Projected
2230013000	Employee Contr. (CPP/EI)		$ 900	$ 311	$ 900	$ 900	$ 900
2230014800	Travel/Lodging/Meals		$ 2,000	$ 713	$ 2,000	$ 2,000	$ 2,000
2230015900	Honorariums		$ 50,000	$ 26,550	$ 50,000	$ 50,000	$ 50,000
2230021500	Phone, Fax and Internet		$ 4,500	$ 1,707	$ 4,500	$ 4,500	$ 4,500
2230021501	Freight and postage		$ 500	$ -	$ 500	$ 500	$ 500
2230023200	Training		$ 2,500	$ -	$ 2,500	$ 5,000	$ 5,000
2230025000	Hall R&M		$ 500	$ 135	$ 10,500	$ 500	$ 500
2230027400	Insurance		$ 13,000	$ 13,324	$ 14,300	$ 15,730	$ 17,303
2230051000	Goods & Services		$ 2,500	$ 1,836	$ 2,500	$ 2,750	$ 2,750
2230051001	Janitorial/Supplies		$ 1,500	$ 833	$ 1,500	$ 1,500	$ 1,500
2230051002	Office Supplies		$ 250	$ -	$ 250	$ 250	$ 250
2230052000	Vehicle Equip R&M		$ 16,000	$ 3,447	$ 16,000	$ 17,000	$ 17,000
2230052001	Fuel		$ 3,000	$ 712	$ 2,800	$ 3,600	$ 3,800
2230052002	Radio Purchase/Repairs/License		$ 4,000	$ -	$ 2,000	$ 4,000	$ 4,000
2230052003	Equipment/hand tools		$ 13,000	$ 5,024	$ 11,475	$ 26,000	$ 15,250
2230052004	Apparatus/equipment re-certification		$ -	$ 768	$ -	$ -	$ -
2230054000	Utilities		$ 6,200	$ 2,677	$ 6,500	$ 6,750	$ 7,000
2230099500	Staff Recognition		$ 1,000	$ -	$ 1,000	$ 1,000	$ 1,000
	Expenditure Subtotal		$ 121,350	$ 58,037	$ 129,225	$ 141,980	$ 133,253
	Total		-$ 0	$ 57,191	$ -	$ -	$ -

Note: Capital purchased are not slated until 2029 and are not reflected within the operations budget.

MINUTES OF THE **BASSANO & RURAL FIRE AREA COMMITTEE MEETING** OF THE TOWN OF BASSANO HELD ON **SEPTEMBER 28, 2020** AT THE BASSANO FIRE HALL**.**

ELECTED OFFICIALS

CHAIR	Doug Barlow
MEMBERS	Tom Rose
	Kelly Christman
	Wayne Hammergren
STAFF	Cory Cochrane, Bassano Fire Chief
	Richard Martin, Deputy Fire Chief
	Stewart Luchies, Rural Fire & Emergency Services Coordinator
	Amanda Davis, Chief Administrative Officer

1. CALL TO ORDER

Chair Barlow called the meeting to order at 7:05 p.m.

Member Rose attended the meeting virtually.

2. EXCUSED FROM MEETING

Wayne Hammergren

3. ADOPTION OF AGENDA

BassFire01/20 Moved by **MEMBER CHRISTMAN** that the agenda is approved with the addition of 7.4 Bassano & Rural Fire Area Agreement.

CARRIED

4. MINUTES

4.1 Adoption of minutes from the regular meeting of September 13, 2019

BassFire02/20 Moved by **MEMBER ROSE** that the fire committee minutes of September 13, 2019 are approved with the following amendment: header should state the meeting was held in-person not virtually.

CARRIED

5. ORGANIZAITONAL MEETING

Doug Barlow called for nomination of Chairperson.

Tom Rose nominated Kelly Christman.

Unapproved

Doug Barlow called for further nominations.

BassFire03/20 Moved by **MEMBER BARLOW** that nominations for Chairperson cease.

CARRIED

Kelly Christman accepted the role of Chairperson.

Kelly Christman called for the nomination of Vice Chairperson.

Tom Rose nominated Doug Barlow.

Kelly Christman called for further nominations.

BassFire04/20 Moved by **MEMBER CHRISTMAN** that nominations for Vice Chairperson cease.

CARRIED

Doug Barlow accepted the role of Vice Chairperson.

6. OLD BUSINESS

- Member Rose sought an update on the AFRRAC system. Coordinator Luchies advised that the system is operating smoothly and is effectively managed by Chief Cochrane.

7. NEW BUSINESS

7.1 Rescue Boat

The Bassano Fire Department expressed a need to acquire a rescue boat to meet the increased demand for service at Crawling Valley.

BassFire05/20 Moved by **MEMBER BARLOW** that the fire committee's administrative members prepare a rescue boat proposal for further consideration in 2021.

CARRIED

7.2 Fire Fighter Honorarium

Fire fighter honorariums and volunteer attraction was discussed from a local and regional perspective in preparation for Bassano & Rural Fire Area Agreement renewal.

7.3 Budget and Reserve Account

A 2021 operations budget and 2022-2023 projections budget were presented.

BassFire06/20 Moved by **MEMBER BARLOW** that the fire committee recommend approval of the Town of Bassano Fire Department 2021 operations budget with a 5 percent reduction in expenditures to respective councils.

CARRIED

Unapproved

7.4 Bassano & Rural Fire Area Agreement

The Bassano & Rural Fire Area Agreement is set to expire in 2021. The fire committee's administration will bring forth the agreement for further discussion.

8. REPORTS

8.1 Fire Chief Cochrane Report

Chief Cochrane provided an operations report for the Bassano Fire Department:

- 54 calls year-to-date:
  - 21 medical calls
  - 5 alarm
  - 14 MVA
  - 8 grass fires
  - 2 outside fires
  - 1 vehicle fire
  - 3 miscellaneous
- 13 active members: 8 with NFPA Level 2; 2 with NFPA Level 1
- 1 member taking pump course
- Looking forward to new equipment
- 5 false alarm calls – false alarm letters are issued in accordance with Fire Bylaw 885/19 which seems to have helped reduce false alarm calls.

8.2 Regional Emergency Services Coordinator Report

Coordinator Luchies reported:

- Praised the professionalism and leadership of Bassano Fire Department and Chief Cochrane.
- Provided an update on new wheeled apparatus.
- Investigating Wildland Fire Fighting courses for the fall/winter.

9. CORRESPONDENCE

- None

10. CLOSED SESSION

- None

11. ADJOURNMENT

BassFire07/20 Moved by **MEMBER CHRISTMAN** for adjournment of the fire committee meeting of September 28, 2020 at 8:22 p.m.

CARRIED

_____ _____

Chairperson Fire Chief

Unapproved

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 7.5

Fortis Alberta Franchise Fee

BACKGROUND:

Each year as part of the Town's Electrical Distribution System Franchise Agreement with Fortis Alberta, the Town can either **increase, decrease or keep the franchise fee the same**, with written notice.

The Town of Bassano must notify Fortis Alberta by November 1st annually of their decision to increase, decrease or keep the franchise fee the same.

What is a franchise fee?

Franchise fees are collected from consumers and payable to municipalities monthly. Franchise fees are revenues in which the municipality allocates to reduce the overall electrical charges incurred. One benefit from collecting franchise fees is that non-taxable properties contribute as no general taxation revenue is received.

In 2019, the Town increased the Fortis franchise fee 2 percent from 12.40% to 14.40% with estimated revenue of $166,555. The franchise fee cap is 20 percent. In 2020, the franchise fee was maintained at 14.40 percent with a planned increase of 1 to 2 percent in 2021(M#234/19).

Franchise Fee Options

2020 Fortis FF budget (14.40%)	$165,555
2021 Fortis FF revenue (14.40%) est.	$168,275
Difference	>$2,720
2021 Fortis FF revenue (15.40%) est.	$179,961
Difference	>$14,406
2021 Fortis FF revenue (16.40%) est.	$191,647
Difference	>$26,092

Residential Impact Assessment

Existing (Current) Typical Residential Customer Monthly Costs

Rate 11 (Effective Jan.1, 2020) Distribution Tariff Estimated Rate Filing) Based on Current 14.4% Franchise Fee

Delivery Service Charge

All kWh Delivered	$0.062758	640 kWh	$40.17
Basic Daily Charge	$0.8167	30 Days	$24.50
			$64.67
Current Franchise Fee		14.40%	$9.31
	GST	5.0%	$3.70
			$77.68

Current Annual Franchise Fee Costs: $9.31 * 12 = $111.74

Proposed Residential Customer Monthly Costs

Rate 11 (Proposed January 2021 Estimated Distribution Tariff) Based on NEW 15.4% Franchise Fee

Delivery Service Charge

All kWh Delivered*	$	0.067565	640 kWh	$43.24
Basic Daily Charge*	$	0.85967	30 Days	$25.79
				$69.03
Estimated Proposed Franchise Fee			15.40%	$10.63
		GST	5.0%	$3.98
				$83.65

Proposed Annual Franchise Fee Cost: $10.63 * 12 = $127.57

* Includes estimated Rate changes.

Proposed Residential Customer Monthly Costs

Rate 11 (Proposed January 2021 Estimated Distribution Tariff) Based on NEW 16.4% Franchise Fee

Delivery Service Charge

All kWh Delivered*	$	0.067565	640 kWh	$43.24
Basic Daily Charge*	$	0.85967	30 Days	$25.79
				$69.03
Estimated Proposed Franchise Fee			16.40%	$11.32
		GST	5.0%	$4.02
				$84.37

Proposed Annual Franchise Fee Cost: $11.32 * 12 = $135.85

* Includes estimated Rate changes.

OPTIONS:

☒ #1 – That the Town of Bassano maintains the Fortis Alberta Electrical Distribution System Franchise Fee at 14.40% in 2021.

☐ #2 – That the Town of Bassano increases the Fortis Alberta Electrical Distribution System Franchise Fee from 14.40% to 15.40% effective January 1, 2021.

☐ #3 - That the Town of Bassano increases the Fortis Alberta Electrical Distribution System Franchise Fee from 14.40% to 16.40% effective January 1, 2021.

CAO COMMENTS:

None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter that impacts all budgetary requirements and projects.

PROPOSED RESOLUTION:

That the Town of Bassano maintains the Fortis Alberta Electrical Distribution System Franchise Fee at 14.40% in 2021.

Attachments:

1. Municipal Franchise Fee Riders

Prepared by: Amanda Davis, CAO

MUNICIPAL FRANCHISE FEE RIDERS

Availability Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

Price Adjustment A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	18%	2020/04/01	03-0041	Boyle	10%	2020/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	0%	2013/07/01
02-0011	Athabasca	10%	2020/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	13%	2020/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	10%	2016/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	5%	2018/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	10%	2019/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01
04-0080	Crystal Springs	0%	2016/01/01
03-0081	Czar	5%	2013/10/01
02-0082	Daysland	7%	2018/01/01
02-0086	Devon	13%	2018/01/01
02-0088	Didsbury	17%	2016/01/01
02-0091	Drayton Valley	10%	2016/01/01
03-0093	Duchess	15%	2018/01/01
02-0095	Eckville	10%	2015/01/01
03-0096	Edberg	10%	2018/01/01
03-0097	Edgerton	16%	2015/01/01
02-0100	Edson	4.75%	2020/01/01
03-0109	Ferintosh	11%	2016/01/01
03-0112	Foremost	7%	2016/01/01
02-0115	Fort Macleod	15%	2018/10/01
01-0117	Fort Saskatchewan	0%	2013/10/01
02-0124	Gibbons	10%	2013/01/01
03-0128	Glenwood	0%	2016/02/11
04-0129	Golden Days	0%	2017/01/01
02-0135	Granum	5.50%	2013/07/01
04-0134	Grandview	0%	2016/01/01
04-0138	Gull Lake	0%	2016/01/01
02-0143	Hardisty	7.50%	2019/01/01
03-0144	Hay Lakes	7%	2017/11/01
02-0148	High River	20%	2015/07/01
03-0149	Hill Spring	5%	2015/09/01
02-0151	Hinton	12.70%	2019/01/01
03-0152	Holden	4%	2016/01/01
03-0153	Hughenden	5%	2016/01/01
03-0154	Hussar	12.50%	2017/01/01
02-0180	Innisfail	13%	2020/01/01
03-0182	Irma	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01
04-0185	Island Lake	0%	2016/01/01
04-0186	Itaska Beach	0%	2017/10/01
04-0379	Jarvis Bay	0%	2015/10/08
04-0187	Kapasiwin	0%	2018/04/01
02-0188	Killam	8%	2017/01/01
01-0194	Lacombe	12.75%	2019/01/01
04-0196	Lakeview	2%	2016/01/01
02-0197	Lamont	7.50%	2020/01/01
04-0378	Larkspur	3%	2020/04/01
01-0200	Leduc	16%	2014/01/01
02-0202	Legal	10%	2018/01/01
03-0207	Lomond	15%	2017/01/01
03-0208	Longview	17%	2017/01/01
03-0209	Lougheed	5%	2016/01/01
02-0211	Magrath	8%	2017/01/01
04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0215	Mayerthorpe	10%	2020/01/01
04-0359	Mewatha Beach	2%	2016/10/01
02-0218	Milk River	12%	2017/01/01
02-0219	Millet	16%	2019/01/01
03-0220	Milo	20%	2017/01/01
02-0224	Morinville	20%	2013/07/01
04-0230	Nakamun Park	0%	2013/10/01
02-0232	Nanton	9%	2019/01/01
02-0236	Nobleford	0%	2013/10/01
03-0233	New Norway	6%	2009/01/01
04-0237	Norglenwold	5%	2015/01/01
04-0385	Norris Beach	0%	2016/01/01
02-0238	Okotoks	18%	2019/01/01
02-0239	Olds	15%	2019/01/01
02-0240	Onoway	7.50%	2013/01/01
04-0374	Parkland Beach	0%	2015/01/01
02-0248	Penhold	19%	2014/01/01
02-0249	Picture Butte	10%	2016/01/01
02-0250	Pincher Creek	13%	2017/01/01
04-0253	Point Alison	0%	2017/01/23
04-0256	Poplar Bay	0%	2016/01/01
02-0257	Provost	20%	2015/01/01
02-0261	Raymond	12%	2016/01/01
02-0265	Redwater	5%	2020/01/01
02-0266	Rimbey	16%	2019/01/01
02-0268	Rocky Mtn House	12%	2017/01/01
03-0270	Rockyford	5%	2015/04/01

MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	14.50%	2020/01/01
04-0273	Ross Haven	0%	2016/01/01
03-0276	Ryley	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	9%	2020/01/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	3%	2019/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	7.50%	2020/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	12%	2019/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	20%	2020/07/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	10%	2020/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	15%	2019/01/01
02-0311	Taber	18%	2020/07/01
02-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	6%	2020/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	11%	2020/04/01
07-0159	Waterton Park	8%	2018/10/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	12.75%	2020/01/01
01-0347	Wetaskiwin	13.80%	2020/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.60%	2020/01/01
04-0354	Yellowstone	3%	2016/01/01

From:	Douglas Stewart
To:	cao@bassano.ca; Stewart Luchies
Cc:	"Pioneer Gas Co-op Limited"; Paul Sheppard
Subject:	RE: Building Code & Fire Code Clarification - Firewalls
Date:	August 12, 2020 5:13:39 PM
Attachments:	image002.png image003.png image004.png image005.png image006.png

Good afternoon Amanda. If the lot is consolidated then a firewall may not be required between the existing building and any additions. Firewalls are used to divide a building at property lines or to divide a large building into smaller spaces to avoid such things as sprinklering. There are some conditions about fire *ratings* of an exterior wall facing property lines. These are called *exposing building faces* and the distance to the property line is the *limiting distance.* It's important to note that where a street, lane, or other thoroughfare abuts the property for the purpose of the building code the property line is considered the middle of the street, lane or thoroughfare. The wall construction type depends on what the building is being used for, the area, height to length or length to height ratio of the exposing building face, and the distance to the property line. It also depends on whether the building is sprinklered or not. Depending on all of these variables the wall could be combustible construction and require no fire rating or be non-combustible construction with a fire rating of 2 hrs. Until some type of plan is in place its impossible to tell what is required.

If you have further inquiries about this matter please do not hesitate to call.

Regards

Douglas Stewart
Building Safety Codes Officer
Superior Safety Codes
Office: 403.717.2344
Cell: 403.510.4191
dstewart@superiorsafetycodes.com

From: cao@bassano.ca <cao@bassano.ca>
Sent: Wednesday, August 12, 2020 1:49 PM
To: Douglas Stewart <dstewart@superiorsafetycodes.com>; Stewart Luchies <sluchies@brooks.ca>
Cc: 'Pioneer Gas Co-op Limited' <pioneer@eidnet.org>
Subject: Building Code & Fire Code Clarification - Firewalls

Hi Doug and Stewart,

The Town of Bassano owns 418 – 2nd Avenue, a 25'x150' infill lot on main street (see Image 1). The property is zoned Commercial (C1) and is listed for sale. An offer was received for the purchase of this lot, however, before it is considered council has directed me to obtain clarification regarding Building/Fire Code requirements. The adjacent property, Pioneer Gas Co-op has offered to purchase the property and consolidate it into their existing lot to be used for cold storage, potentially constructing an open air addition that protrudes onto the 25' lot (see Image 2).

Image 1 – Town owned lot

Image 2 – Potential lot purchase and consolidation.

It is imperative that we understand how this lot can be developed if purchased and consolidated. I understand there was a previous offer that fell through because it was cost prohibitive to the purchase to meet building/fire code requirements. Can you please provide clarification under each of your disciplines regarding building code and fire code requirements? From my understanding a consolidation and open air addition would not be an issue. What if the Pioneer Gas Co-op wanted to expand the building in the future? Images 3-4 below are of the street view.

Image 3: This is the front of the 25' lot from 2nd Avenue.

Image 4: This is the rear of the lot.

Your assistance with this file is appreciated.

Sincerely,

Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

REQUEST FOR DECISION

Meeting: October 13, 2020
Agenda Item: 7.6

Bassano Historical Society – Partnership Request

BACKGROUND:

The Bassano Historical Society is interested in main street beautification and submitted the attached request to form a partnership with the Town to replace the light standard Christmas decorations on main street.

Based on their proposal, they have contacted Christmas Canada for 16 new decoration that are approximately 8' in height. The cost of the project is $17,205 and they have requested consideration for a 50/50 cost share. If the Town is in favor of this, they will discuss it at their upcoming meeting to gain consensus from the voting members. Ideally, they would like to have the lights purchased and installed this season.

Prior to ordering any decorations for the light standards, a project proposal must be provided to and approved by Fortis Alberta as they are the owners of the light standards. They have regulations for anything that is placed on their equipment to ensure it meets their requirements (e.g. load, and wind). This may be facilitated through the Stakeholder Relations Manager.

Public works confirmed on October 8, 2020 that the current decorations are in poor condition.

Proposed decorations:

OPTIONS:

☒ #1 – That Council supports the Bassano Historical Society's project to replace the light standard Christmas decorations on main street and declines a funding contribution until such time that the economic state of the province and funding supports to municipalities are established. The Town commits to providing the support required to empower the Bassano Historical Society to undertake the project.

☐ #2 – That Council supports the Bassano Historical Society's project to replace the light standard Christmas decorations on main street and agrees to provide a 50/50 cost share to a maximum of $9,000 with funds being allocated from the Land and Development Reserve.

☐ #3 – That Council supports the Bassano Historical Society's project to replace the light standard Christmas decorations on main street and agrees to provide $5,000 towards the initiative with funds being allocated from the Land and Development Reserve.

CAO COMMENTS:

The Town did not set a special project budget in 2020. If council elects to partner with the BHS, any funds would have to be drawn from the Land and Development reserve account.

With substantial changes at the provincial and federal level, the council must determine if funds should be reserved for infrastructure projects and economic development initiatives as outlined in its Strategic Plan.

Various projects are being considered by the Bassano Historical Society at this time. Administration has stated, it would be advantageous to work with the community organization to utilize external resources rather than tax dollars due to the level of economic uncertainty in Alberta.

Rather than a financial contribution, the Town could work in a supportive role to empower the BHS to undertake the project.

ALIGNMENT WITH STRATEGIC PLAN

The project aligns with Goal 2 Community and Economic Development, Task 2 – Beautify Bassano, and Task 5 – Bridging the Recreation Gap; Partnerships for Marketing and Promotion of Bassano.

PROPOSED RESOLUTION:

That Council supports the Bassano Historical Society's project to replace the light standard Christmas decorations on main street and declines a funding contribution until such time that the economic state of the province and funding supports to municipalities are established. The Town commits to providing the support required to empower the Bassano Historical Society to undertake the project.

Attachments:

1. Bassano Historical Society Proposal – October 6, 2020

Prepared by: Amanda Davis, CAO

From: Wanda Wallace <wanda-wallace@hotmail.com>
Sent: October 6, 2020 9:15 AM
To: Amanda Davis <cao@bassano.ca>
Subject: Bassano Historical Society Proposal

Town of Bassano, CAO and Councillors

Good Day Amanda,

The Bassano Historical Society has been mulling over various projects to get involved in and one of the conversations centered around the main street Christmas lights. As they have been looking very tired for some time now we thought new lighting may be a project that the Town of Bassano and the Bassano Historical Society could collaborate on. I have been in touch with Christmas Canada to get a quote for 16 lights. Each light is approximately 7-8 feet in height on a 4' x 5' frame and come with installation brackets & steel bands. The LED bulbs are replaceable and rated for 50,000 hours. Brightness is rated as 'super bright'. The quote I received is for $17, 204.60 plus tax. A 50% deposit is required upon placing the order and balance is due upon receipt. Freight is included based on shipping of 16 pieces at one time. Delivery is approximately 3 weeks from receipt of order so if we ordered immediately after our next meeting we would hopefully receive them in time to be up for Christmas magic and/or the light up in the park event.

If this is something the Town would be interested in doing on a 50/50 cost share basis please let me know as soon as possible as time is of the essence. If it is a go ahead on the Town's part we will vote on whether we want to do this project at our next meeting, which is also an AGM meeting, to be held on October 27 at 7pm in the Masonic Hall basement. If the Town of Bassano is in favor perhaps you would like to attend the meeting to provide the answer. If so please let me know and I will see that it is put on the agenda.
Thanks so much for your consideration on this.

Sincerely,
Wanda Wallace
On behalf of the Bassano Historical Society

If you do not wish to receive emails from this source please type UNSUBSCRIBE in the subject line and forward.

Hi Amanda,

These are the 3 decorations we asked prices for. They appeared to be the most economical choices:

5 of the Holly Candle	$5,877.00
5 of the Ornament Tree	$5,693.00
6 of the Nativity Star	$5,634.00
Total	$17,204.60 plus tax

Thank You,
Wanda

Wanda Wallace
On behalf of the Bassano Historical Society

OPEN DISCUSSION

Meeting: October 13, 2020
Agenda Item: 7.7

Recreation Operations

BACKGROUND:

At the September 14, 2020 meeting, Councillor Barlow requested that Recreation Operations are added to the October 13, 2020 agenda for discussion.

Time is allotted on the agenda to accommodate this request.

Ron Wickson **Mayor** **Meeting Reports**

AUMA Annual Conference Sessions September 16-18, 21-25, 2020

The Real Economy – US, Canada and Alberta

This session focused on the integrated US-Canada economy and how it has been interrupted by the Covid19 pandemic. The presenter spent most of this session talking about post pandemic opportunities in Alberta. The advice to all municipalities was to focus on innovation and new technologies that would attract the attention of the provincial and federal funding.

Together We Can Shape the Future of Municipal Government

This session was an interactive discussion on a number of topics. Bill 29 was discussed in great detail. Although AUMA were ignored it is hoped that the new Minister of Municipal Affairs Tracy Allard will be more receptive to including AUMA recommendations in the regulations. Regionalization and Amalgamation are back on the table with grant support from the Alberta Government. Seniors Housing authorities have already been given the go-ahead to commence discussion and a meeting has been now set for October 6 for the Newell Foundation and the Newell Housing Authority to discuss this issue. The basic structure of municipal government is based on a one-hundred-year old model. AUMA and University of Calgary Public Policy meetings are being set up to provide research and recommendations on a new model. (See AUMA website for more details).

Healthy and Sustainable Small Communities

This session was an interactive discussion about how we as small rural communities can move forward towards building a post-pandemic healthy and resilient community. The focus was on key infrastructure (e.g. Bassano Sewage Lagoon Upgrade – a seven-million-dollar project to secure proper storage and processing of effluent – construction to commence in early 2021 with both federal and provincial grant support). Again, the focus was on making sure that new projects are necessary and that they include innovation and new technology.

Dispatches From the World of Policing and Justice

Chief Firearms Office

Federal firearms act defines what is legal in the world of personal firearms. Alberta is currently not involved in federal program administration but is opting in to take control of this function. We will have an Alberta Provincial Firearms Office created in the province. Estimated time frame is within one year. Michaela Glasgo is chairing the Firearms Advisory Committee which is examining how federal changes affect Alberta and how the province will be lobbying the federal government. They will be holding their first meetings this fall.

Biology Casework – DNA Analysis

RCMP does the work on a federal level. DNA requests are being eaten up by Alberta – we are using it extensively and expensively. We have to pay for these services and need to find out why the cost is so high in Alberta. Any changes will not affect municipality's cost.

Police Funding Model

Smaller municipalities like Bassano are having these cost downloaded from the province. This is still going to happen. We will get our first invoice for payment in 2021 as will all smaller municipalities in Alberta. The dollar value will be announced later this year. The clear priorities for rural RCMP are rural crime and opioid usage.

Alberta Police Advisory Board

This board will provide a voice to municipalities regarding policing priorities in each municipality. Our local RCMP have worked with us in setting up priorities for our region. They are doing an excellent job in meeting the priorities that we have agreed upon. Well done local RCMP.

Unlocking Alberta's Economic Potential Through Innovative Finance, Energy Efficiency and Technology

Province of Alberta Clean Energy Improvement Program (PACE)

A partnership of AUMA, RMA and Gov't of Alberta, there are over 100 municipal organizations involved in this project to reduce greenhouse gases.

PACE finances clean energy improvement program locally. It increases local jobs, deeper energy savings, increase property values and achieves sustainability goals. For property owners – flexible and affordable financing increases property values, energy cost savings and loan transferability.

It is part of Bill 10 passed on June 6, 2018.

Municipalities must pass a bylaw to begin. Money borrowed by the municipality on this project is not part of their total debt load. Okotoks, Leduc, Canmore etc. are involved in designing first projects and this option will be available to other municipalities beginning in 2021.

MCCAC is the organization (Municipal Climate Change Action Centre) that helps with program design as the program administrator. Tammy Burke (Mayor of Rocky Mountain House) and Alvin Allim (GM of Corporate services for Town of Devon) spoke about their projects.

All of these measures are volunteer to residents. Residents need to be informed and convinced that this is a good idea.

Question and Answer Session with Provincial Ministers

The minister's comments are all focused on innovation and new technology – i.e. The Bassano Project starting with the FAB village. Red tape reduction is another focus. Job creation in infrastructure projects that make sense, seniors' care and housing and health care are at the top of the list.

Regarding arena money – no answer to the question of when the money is coming – we may have to bridge this gap.

There is some confusion regarding if we fail to collect education tax on any property. If we do not collect the education portion, do we still have to send the money (that we do not collect) to the province? Minister Taves did not provide a clear answer to this question.

All municipalities need to look in their own back yard to see what inefficiencies we have.

Regarding rural Internet capacity there was lots of talk but there is no real action to date.

Linear assessment is being reviewed within Municipal Affairs Ministry. Minister Allard suggested that previous plans may have been premature. A final provincial position will be provided by the end of October. Any loss of tax revenue in rural municipalities such as the County of Newell will have an impact on rural towns and villages because much of the funding for local programs and services are financed in part by the county.

Seniors' ministry has marching orders to amalgamate now – will municipalities and amalgamation be the next up?

Grant Walker: the grant system is a mess – way too complex for many municipalities – it needs a total revamp.

Health Minister: more consultation with AMA about an appropriate agreement with doctors.

ASLI 2.0 FUNDING – capital funding will be coming.

Seniors Housing

1 billion dollars of funding for housing from federal government has not arrived yet. A review of provincial continuing care services is underway.

Health Minister – a new service agreement to provide rural doctor training and funding for medical students in exchange for service in a rural area for three years.

Service Alberta – rural conductivity – it is an all government problem – broadband strategy is needed and federal government money is necessary – throne speak talked about this – province will be pressing FEDS to convert this announcement into action.

On-line registry services for small communities that do not have a registry office was discussed – more online service will be available for communities that do not currently have a registry office – they are trying to balance the need for service with the objective to of keeping local registries viable.

FCSS – will FCSS funding be maintained? Government is going to do an engagement across the province shortly.

Health Minister – local health service – some labs have been closed – but not ours.

Opioid crisis was discussed but no real answers are being provided at this time. Opioid deaths are rising especially in the Lethbridge area where the safe injection site was recently closed. There is no plan to address this issue at this time

Justice minister Madu provided no answers to questions asked about the ministry.

A plan to integrate school and community libraries is on the table.

School buses - steps to keep kids safe – kids 4-12 need to wear masks – however this guideline requires parents to make sure that their kids are complying.

Premier Kenney – a very long speech with not much said. However, the emphasis was on innovation and new technology.

Highlights:

There is a $10B commitment to infrastructure from the province - $500M to municipalities – be creative and innovative and take new technologies forward – kudos to local communities on streamlining economic development requirements to strip away all the red tape to promote economic development.

Please ask the federal government to give us more money from financial stabilization fund.

A provincial police service is their objective. However, there is no plan to phase out RCMP at this time.

Our entrepreneurial culture is our most important asset here in Alberta.

Newell Foundation Meeting with Newell Housing Authority October 6, 2020

This is the first meeting between these two housing authorities – the objective being to amalgamate the two organizations. This is an Alberta Seniors Housing Ministry proposal to provide more efficient services to all seniors.

There is no real cost saving in this initiative but an amalgamation could increase management capacity if the two authorities were to be joined together. Further discussions are planned for later in the year.

NRSWMA MEETING SEPTEMBER 17TH 2020
COUNTY OF NEWELL meeting room

1) In August, 6546 tonnes of special waste were received generating $72,919 in disposal fees
2) In August, 3524 tonnes of municipal waste were received with $59496 in disposal fees.
3) The Brooks, County and Rosemary managers have been communicating about the Rosemary concern about the landfill requisition inequity. Nothing has been decided yet.
4) 2 containers from Bassano hot ashes in bags. The concern was brought to the operators attention.

SEPTEMBER 2020 BOARD REPORTS

JOHN SLOMP

NRTA MEETING SEPTEMBER 17TH 2020

HERITAGE INN, BROOKS

1) NRTA hired Quentin Randall to write a 2 day itinerary focusing on the Calgary drive in market.
2) Jaime met with representatives from the County, City, EID and Alberta Parks to start discussions on whether there is interest in one or more of these groups taking over Kinbrook and Tillebrook campgrounds.
3) Jaime has been working to change over all the terminology and updating the website and social media accounts to the new Brooks Region Tourism name.
4) As Jaime was not working with NRTA during the last intake date (May 31) for the Experience Development Fund, they did not give out any money or get any applications and the final deadline for 2020 was supposed to be September 30. We have decided that, for the next year, we will leave the application dates open so that people can apply at any time if they have projects that fit the criteria and then we will review on an as-needed basis. I am including a copy of the Experience Development Fund guidelines.
5) Duchess is in the process of redoing their main street with new sidewalks, lighting and pavement.
6) The Rosemary campground and disc golf were much busier than normal, partly as a result of Kinbrook and Dinosaur campgrounds being full.
7) Canadian Badlands Tourism no longer has any staff and is being run by the board. They are confident that, with some changes, it can continue to be a viable organization.

Brooks Region Tourism.

Experience Development Fund Guidelines

Overview

The Brooks Region Tourism Experience Development Fund is designed to offer funding for projects that develop new, or enhance existing, tourism experiences and events. The goal is to promote the Brooks Region as an attractive tourism destination in Southern Alberta and to support experiences and events that contribute to tourism revenues for the local economy.

These fund guidelines ensure access to tourism experience and event funding for the Brooks Region, which includes the City of Brooks, Town of Bassano, Villages of Duchess and Rosemary, Siksika Nation and the County of Newell (Bow City, Cassils, Gem, Millicent, Patricia, Rainier, Rolling Hills, Scandia & Tilley). To qualify for funding support, experiences and events must comply with these guidelines.

The guidelines were developed by Brooks Region Tourism to ensure Joint Services funding obligations to Brooks Region Tourism are being met for this program.

This fund supports tourism development initiatives, including:

- Projects that enhance the quality of tourism attractions and events,
- Improve the market readiness of tourism products,
- Develop travel experiences that tell unique and authentic local stories, or
- Hosting of regional, provincial, national, and international sporting events and conferences

What Types of Projects Are Eligible?

Funding is available for the following:

- Creation of a new experience or event that will attract visitors, spectators, and/or participants from outside the Brooks Region
- Development of a new tourism experience or event that builds upon a unique tourism theme or local story
- Events that are regional, provincial, national or international in nature
- Projects that will enhance and grow existing tourism experiences and events

What Types of Projects/Items Are Ineligible?

- Events that are geared mainly towards the local community for attendance
- Political events
- Marketing and advertising expenses
- Management expenses
- Recreational facility and community hall requests
- Municipalities and schools cannot apply

Application Deadlines

- May 30, 2020
- September 30, 2020
- February 28, 2021

Grant applications can be submitted to jmcintosh@brooks.ca. Because funding is limited ($22,500/year), all applications meeting the eligibility criteria may not receive funding or may not receive the full amount requested.

Each application is individually assessed by a selection committee appointed by Brooks Region Tourism.

Brooks Region Tourism.

Experience Development Fund Guidelines

Application Criteria and Guidelines

1. Applicants can receive funds for a maximum of three years.
2. Applicant organization must be based locally.
3. Experiences and events must be open to the general public.
4. The program is designed to support many tourism initiatives in the region with an **end goal of self-sufficiency**. It is not a program to subsidize existing experiences and events that are already financially viable.
5. Applications must demonstrate economic benefits for their community, community support, engagement and inclusiveness.
6. Successful applicants must acknowledge Brooks Region Tourism in all promotion and advertising. Logo's will be forwarded.
7. Organizations are encouraged to contact Brooks Region Tourism at the conceptual stage to discuss their idea and/or to review the funding criteria.
8. A completed application form must be submitted at the call for funding deadline in order for organizations to be considered for funding. Brooks Region Tourism has an Experience Development Fund application form to assist in completing a proposal. Upon review of the proposal, Brooks Region Toursim will provide written confirmation of its level of support in the project.
9. Experience Development Funds are not available on a retroactive basis. Approvals must be obtained in advance.
10. All approved projects must be evaluated and verified within 45 days of project completion. An evaluation form will be sent to you upon completion of your experience or event. Copies of all supporting documents, invoices, proof of payment, etc. must be provided with the evaluation to substantiate project completion.
11. New experiences and events must submit a proposed revenue and expense budget.
12. Existing experiences and events must submit their previous years complete financial statement as well as their proposed budget for the current year's event.

Disclaimer

Brooks Region Tourism has the right to limit funding available for each project.

Please contact Executive Director, Jaime McIntosh at jmcintosh@brooks.ca for further information.

Councillor Doug Barlow – Committee Report

Fire Committee Meeting – September 28, 2020

Elections.

- Chair, Kelly Christman.
- Vice chair, Doug Barlow.

Old business.

- AFRRAC radios working well.

New business.

- Bassano and Area Fire Department will start looking into the acquisition of a rescue boat.
- Honorariums and firefighters retention was discussed.
- Budget was discussed and passed with a 5% reduction.
- Fire agreement will end in 2021. Administration will work on needed changes and bring to committee.
- Reports.

Fire chief. 54 calls so far this year.

- 21 medical.
- 5 alarm.
- 14 motor vehicle.
- 8 grass fires.
- 2 outside fires.
- 1 vehicle fire.
- 3 miscellaneous.

Emergency Services Coordinator.

- Praised the work of Bassano and Area Fire Department and Chief Cory Cochrane.
- Gave timelines when new Bush buggy and new Rescue vehicle are expected.

BARRA Meeting – September 23, 2020

Financials.

- Product prices are up and down. Cardboard down to $60.00 per ton.
- Casino funds being used to pay wages but will not last forever. Scheduled for casino fall of 2021 but this is uncertain.
- Will request a delegation with Town council to discuss funding.
- Jan will review financial records monthly.
- Cheque's will be signed as needed only.

Old business.

- After consulting with AGLC casino funds being used to pay wages. $7,000.00 has been used so far.
- Will wait to see how finances are before moving ahead with roof over south end.
- Alberta government now paying for electronics, drills, cellphones etc. Will make poster to inform public of what they can drop off.

New business.

- New signs ordered asking people to break down large pieces of cardboard.
- School will be asked to work with students and janitorial staff to better sort recyclables and keep garbage out.
- Will work on ideas that we can partner with Town to increase recycling.

Oct 2/2020

COMMUNITY FUTURES

- Agenda moved and carried
- Minutes moved , approved and carried
- Discussion was held regarding the presentation of raw audited material to the Board and General Public for approval
- Was decided that this material should be presented and approved at meeting before and that this would be consistent with other CF offices in Alberta

- Discussion was also held regarding ATB policies in certain sectors , ie. Restaurants, hotels , and bars calling in loans early rather than working with them due to worries about being delinquent with payments

- CF hoping to be able to help out these businesses that may be in this position

- The loans report states that only 1 business is currently in danger of default and currently in arrears

- Western Diversification is suggesting that CF's take on more risk with their loans especially on the $25,000 and under higher risk loans

- Some new information just out that the Federal Gov't is making more money available to the RRRF and wanting Community Futures to administer said loans

- Next meeting November 5/2020 and will be Organizational meeting

Irv Morey
Councillor

Sept 18/2020

PEP Regular and AGM

- Discussion was held regarding the notice of withdrawal from the City of Medicine Hat from PEP
- There will be potentially significant implications without the contribution of $70,000 from them plus the nearly $9000 from the City of Brooks
- Also noted that the Village of Consort have given notice of withdrawal from PEP subject to change with different council
- County of Newell also questioning their abilities to maintain their involvement due to provincial decisions
- There are big concerns about the viability of PEP due to the above mentioned potential decisions

- I also updated the board with an update on the current status of the Fab Village as it stands

o AGM

-Minutes , Agenda and Financials approved and accepted as presented
- Elections held and ratified
- Operations plan for 2020 approved and accepted as read
- New Board
- Chairman. Jay Slemp
- First Chairman. Jim Turner
- Second Vice Chair. Doug Jones
- Secretary Treasurer. Debbie Ross
- Member at Large. Eric Solberg
- Member at Large. Deborah Reid Meckler

Irv Morey
Councillor

MONTHLY CAO REPORT

Meeting: October 13, 2020
Agenda Item: 9.1

Amanda Davis, Chief Administrative Officer

Report Period: September 11, 2020 – October 9, 2020

Administration

INTERNAL	Intended timeline	To date
1. Tax recovery file – unresolved TR#42014 (*correction – roll number was recorded incorrectly in previous report and on contract work plan).	Ph. 2 - December 31, 2018	In progress
2. Plan 3872T, Block 7, Lot 19 (main street)	Ph. 2 - December 31, 2018	Final release executed in May 2020. Property relisted for sale.
3. Unsightly premises properties – workplan	Ph. 2 - January 31, 2019	Ongoing
4. Municipal Development Plan (MDP)	Ph. 3 – February 1, 2019 – January 31, 2020.	Ready for second reading.
5. Beautify Bassano – implementation	Ph. 3 – ongoing	Orders in progress, steering committee active, work plans.
6. Strategic Plan – Goal 2 – community and economic development	Ph. 3 – February 1, 2019 – January 31, 2020	Project reinitiated.
7. Lagoon Upgrades	Ph. 3 – February 1, 2019 – January 31, 2020 – ongoing	Project reinitiated.
8. Bassano Spur Line	Ph. 3 – February 1, 2019 – ongoing.	No action.
9. Legal matter (1)	Ph. 3 - ongoing	In progress
10. Legal matter (2)	Ph. 3 – ongoing	In progress

General Administration

- There is a backlog of files that are being addressed one-by-one based on priority in addition to the new project deliverables required by council:
  - MacLean vs Bassano undertaking response must be completed by November 30. This project will take a minimum of two weeks to complete.
  - Operational relaunch of recreational facilities.
  - Negotiations with Alberta Social Housing Corporation regarding the hydrant upgrade and water line tie-in.
  - MAP compliance.

- Safety Codes Audit Compliance reporting.
- Service request to upgrade a municipal waterline on 1st Avenue; obtaining minimum standards and collaborating with the applicant to design the project.
- Recreation Funding Committee project revisions.
- Capital project report to the County of Newell.
- Operational grant report/request to the County of Newell.
- Human resource management based on operational changes, the pandemic, and capital project requirements slated for 2021.
- Investor and development files x 7.
- Regional emergency management policy development.
- Assisting with the Bassano Project file.
- MOST project.

- The Alberta government issued funds to municipalities under the Municipal Operating Support Transfer (MOST) program. Bassano's allocation is $89,045. The program is intended to:

> Through the MOST, the Government of Alberta (GOA) and the Government of Canada are providing funding to support municipalities, which have experienced significant operating impacts due to the COVID-19 pandemic. Funding will be used for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations. This funding is provided through two separate allocations: general operating, and public transit support. Funding provided under both components will be administered together.

And may be spent on eligible expenses incurred between April 1, 2020 and March 31, 2021

> Municipalities may use MOST funding for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations.
>
> Incremental operating costs could include costs such as Personal Protective Equipment, communications, additional cleaning, supplemental staffing, and additional supports for vulnerable populations.
>
> Operating losses or deficits could include losses or deficits due to decreases in revenues such as parking fees, recreation facility entrance fees, and building permit fees.
>
> MOST funding may only be used for eligible operating expenses or operating losses or deficits incurred between April 1, 2020 and March 31, 2021. **Any funds not used for eligible expenses incurred before March 31, 2021, must be returned to the Government of Alberta.**
>
> Municipalities that receive a MOST Transit allocation must use that portion of their allocation on eligible expenses associated with their public transit systems.

The municipality may allocate a portion or all of the MOST funds to facilities (e.g. the golf course, curling, arena, library, hall) within program eligibility and guidelines.

- We are aware that many user groups were unable to host tournaments this season which impacted their revenue potential.
- We are aware that seasons may have been limited which impacted their revenue potential.

- We are aware that additional personnel, PPE and facility upgrades were required that increases operating costs this year.
- The Town has operating losses at the community hall, the pool, and the campground.
- The Town has increased personnel costs to assist with emergency management.

A discussion is required to determine how the Council would like to allocate/work with the funds. Consideration must also be given regarding the ICF agreement with the County. Planning is required to effectively determine how funds would be allocated through this program.

- 9th Avenue Naturalization Project Update
  - An application to the TD Friends of the Environment was successful to assist with the purchase of trees. $7,375 was awarded on October 9, 2020 to the Town and its volunteer committee.

Emergency Management

- The regional Planning and Coordinating Group must begin the implementation of the Regional Emergency Management Bylaw and Agreement as recently approved by member municipalities.

Regional Recreation Relaunch

The County of Newell (except for the City of Brooks), Town of Bassano, Village of Duchess, and Village of Rosemary (hence forth referred to as the Newell Region) each passed a Regional Emergency Management Bylaw in September of 2020. The purpose of these bylaws and the subsequent Newell Regional Emergency Management Partnership Agreement is to consolidate each of the municipalities' independent emergency management systems into a regional emergency management approach and programming.

On October 5, 2020, the regional Director of Emergency Management (DEM) and Deputy Directors of Emergency Management (DDEM) developed set of 13 minimum requirements for municipality owned recreation facilities in the Newell Region. Any recreation facilities in the Newell Region not owned by a municipality are strongly encouraged to follow the minimum requirements as established.

To help facilities and user groups implement these minimum requirements and operate safely during the 2020-2021 season, the following Regional Recreation Relaunch guides were created:

1. Regional Minimum Facility Requirements
2. Risk Mitigation Plan Template
3. Recreation Relaunch Cleaning Checklists
4. Facility Specific Requirements for Ice Arenas
5. Facility Specific Requirements for Community Halls
6. Facility Specific Requirements for Multi-Use Facilities
7. Master Copy Facility Operator/User group Letter
8. Non-compliance Management – this process is being drafted and will be presented to the REAC committee after members are appointed following each municipalities' organizational meeting.

Between October 5, 2020 and October 7, 2020, Town administration met with the Bassano and District Centennial Arena Management Board (Ryan Barlow), Bassano Bowling Club (Doug Leavitt), and the Bassano Curling Club (Katie Crump) to explain the regionalization of emergency management, minimum facility requirements, and the Regional Recreation Relaunch guides. Town administration will continue to engage with Bassano's facility operators and user groups until they are up and running.

Capital Projects

Lagoon

Investing in Infrastructure Canada Program (ICIP) sought additional information from the Town regarding the proposed lagoon project to include a projected cash flow. In working through this process, with Alberta Transportation, the provincial contribution was confirmed at $2,339,766. The Town's contribution is now $1,956,970. The difference of $84,736 will be funded from the Town's lagoon reserve.

Projected project cost	***$7,020,000***
ICIP Application (38.79%)	$2,723,264
AMWWP Allocation (33.33%)	$2,339,760
TOB Lagoon Reserve (27.88%)	$1,023,550
MSI Capital	$933,440

It is anticipated that an announcement will be made from the ICIP office regarding the project before the new year.

Development

PERMIT NUMBER	**LOCATION**	**DEVELOPMENT**
TOB-D-14-20	902 – 2nd Avenue	Tire Shop/Warehouse/Outdoor Storage – In progress.

- A change of use application was received to allow for accessory dwelling units as a result of a non-compliance order that was issued on TOB-D-01-20. At their September 21, 2020 special meeting, council directed administration to proceed with a land use bylaw amendment for accessory dwelling units. The project will start in 2021.

  All non-compliance has been addressed with the applicant. They are permitted to continue with their development without the use of residential dwellings.

- A special meeting is required to address the Municipal Development Plan. A virtual meeting with ORRSC is recommended for October 26, 2020 at 6:00 p.m. *MOTION Required.*

Economic Development

The sale and consolidation of 422 – 2nd Avenue is complete. Administration recommends that sale proceeds of $8,500 are transferred to the Land and Development Reserve. *MOTION Required.*

Public Works

2017 Capital Projects

- Upgrades at the site began on October 8, 2020.

1st Street Close West

- Road reparation is complete at this location and dust suppressant has been laid.

1st Street Drainage Project

- Council directed the engineering investigation at this site at the September 14, 2020 meeting and directed administration to prepare a plan internally to address surface drainage. Administration and public works met with Councillor Morey on September 30, 2020 to discuss his research. Work at this location will not occur in 2020 based on a limited project design and timeline for cement/groundwork. Upgrades will be scheduled in the Spring.

Sidewalk Upgrades

- Upgrades are complete.

Playfair Lodge Hydrant Upgrade and Waterline Replacement

- No update on construction timelines.

General Updates

- 2019 and 2020 crack filling priority areas are nearly complete. Public works has extended the project to include work at the airport.
- Public works is still in search of a new truck per the 2020 budget.
- The annual Fall Clean-up has been scheduled for the October 17-18 with pick up the following week.
- Public works will attend to the placement of pigeon spikes on 406 and 413 – 2nd Avenue.
- Fall tree maintenance has been arranged. 17 trees will be removed/trimmed for safety. Large trees were contracted for removal and awarded to Chartrand Landscaping Ltd. Public works will complete maintenance of smaller trees.

Strategic Plan Updates

Goal 2 – Task 2 – Beautify Bassano Initiative

- Beautification volunteers initiated a town wide garbage pick-up to support the Fall Clean-up event on October 17, 2020.
- Beautification volunteers scheduled a campground clean-up to remove the hedge similar to the maintenance work completed at the Cenotaph.
- Administration is supporting beautification volunteers to advance the mural project.
- Bylaw enforcement files are addressed in the Bylaw Tracker attached to the CPO report.

Goal 2 – Task 2 – Unique Project – Implement Intergenerational and Multigenerational Tiny Home Pilot Project Bassano

Task 1: Develop an Age Friendly Village – "FAB Village Square"

- Administration submitted an application to the Municipal Stimulus Program for Capital Site Costs related to the FAB Village Square project directed by council. The application included a brief Red Tape Reduction Strategy to improve investor confidence in Bassano and Alberta.

- At the request of our provincial representative from Tourism and Economic Development Division Jobs, Economy, and Innovation, I made a presentation on October 7, 2020 to the group of people regarding the FAB innovation and the economic investment potential in Bassano. The group was made up of Economic Development Officers as well as the Medicine Hat College, Hanna Learning Centre and Business Hub and stakeholders with Community Futures, the SE Alberta Regional Innovation Network and Alberta Innovates.

- Randall Strategy Corp. is working through the fundraising campaign submission.

- Administration met with Fortis Alberta on October 8, 2020 to present the project seeking financial supports. Fortis Alberta expressed a keen interest. Further engagements are expected.

- Rezoning and MR disposal is required at the site. The Newell Foundation is meeting on October 13, 2020 to discuss a partnership in more detail.

Goal 3 – Task 2 and 3 – 2nd Avenue and 5th Avenue Infrastructure Upgrades

- An Order of Magnitude (cost analysis) was provided by MPE per the image below on October 6. I anticipate a review of the analysis in the next 2-weeks.

- The Town is now the registered owner of 413 – 2nd Avenue (former Stiles building).
    - Administration has been engaged with a sub-committee appointed by the Bassano Historical Society to determine if the building would be suitable for development.
    - I anticipate preparing the RFP for a structural assessment, hazardous material survey and a Class D for remedial work in 2021.

Attachments:

1. Action Items List – no action required
2. MOST Funding Overview

Town of Bassano
Council Meeting Action Items 2019-2020

August 20, 2018 Regular Council Meeting

Directed to	Action	Completed
Davis, A.	Follow up with MPE after receipt of report for Seely re: 4 Avenue Cl. (written report, liability, etc.) - report to council	

Dec. 10, 2018 Special Meeting

Directed to	Action	Completed
Davis, A.	Research Gibeau negotiations re: annexation.	

Jan. 14, 2019 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare councillor reduction bylaw.	

Apr. 8, 2019 Regular Meeting

Directed to	Action	Completed
Davis, A.	Follow up with ins. Re: piggy back on municipal policy - external groups for content ins.	

October 15, 2019 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare RFD for engineering standards.	
Davis, A.	Brand logo review.	

October 28, 2019 Special Meeting

Directed to	Action	Completed
Davis, A.	Prepare TOR for economic development committee.	
Davis, A.	Letter to CoN re: value add project.	
Davis, A.	Add RV's on town property on action list for 2020 BBI orders.	
Davis, A.	When preparing dev. standards - research back flow prevention for water system.	

Dec. 19, 2019 Regular Meeting

Directed to	Action	Completed

Davis, A.	Offer to Bassano Golf re: truck donation.	

Mar. 9, 2020 Regular Meeting

Directed to	Action	Completed
Seidel, J.	Post Bylaw 897/20 online.	Originally on March 15, website updated new Bylaw table Sept 17, 2020
Seidel, J./Petkau, C.	Prepare administrative policies to rectify FS deficiences for CAO review.	
Davis, A.	Add water meter utility (multi-plex summary) to next agenda.	

May 11, 2020 Regular Meeting

Directed to	Action	Completed
Davis, A.	Add credit cardpayments for tax payments to the agenda for the meeting on May 21, 2020.	
Davis, A.	Add Andrejcin, K.'s opinion letter to next regularly scheduled Council meeting.	
Mitchell, J.	Post Press Release on all media channels and in paper.	Completed June 11, 2020

June 8, 2020 Regular Meeting

Directed to	Action	Completed
Davis, A.	Submit an amendment to the Gas and Tax Fund for the 1st Avenue West Rehabilitation prject, contact Brooks asphalt and the County of Newell and infor Public Works.	Complete
Davis, A.	Consult with MPE and other firms re: drainage upgrade proposal on 1st Ave.	Not MPE, BSEI, in progress

July 13, 2020 Regular Meeting

Directed to	Action	Completed
Mitchell, J.	Ensure single signed copy of Bylaw 902 is in bylaw print index - not proceeding.	Printed.
Davis, A.	Contact Jolene Ledene Reimer re: negotiate real estate terms to post lands.	Emailed on Jul. 14, 2020

Town of Bassano

Council Meeting Action Items 2019-2020

August 10, 2020 Regular Meeting

Directed to	Action	Completed
Davis, A.	Q2 2021 re: address unsightly properties - with or without fences yards need to be cleaned - bring back to council for further discussion. Includes unregistered vehicles.	
Davis, A.	Proceed with waterline repair on North end of 11 Street as stated in motion #073/20.	In progress.
Davis, A.	Upon completion of repairs invoice PME for all costs incurred related to the 2017 capital project deficiency.	

Sept. 14, 2020 Regular Meeting

Directed to	Action	Completed
Davis, A.	Amend the agenda and print for signing	Complete
Seidel, J.	Rotate minutes online	Complete
Seidel, J.	Resolution index	Complete
Davis, A.	Print 903/20 for signing.	Complete on Sept. 16, 2020,
Davis, A.	Letter to member municipalities re: approval of bylaw 903/20	Emailed on Sept. 16, 2020
Seidel, J.	Upload 903/20 to website	Complete
Davis, A.	Arrange public hearing for Oct. 13, 2020 re: LUB Amendment 907/20	Public Notice to Bassano Times - Sept. 16, 2020; directed for website on Sept. 16, 2020 and posted to FB on Sept. 16, 2020. Inviation to Newell Founation; update to Advisory Committee.
Davis, A.	Work with ORRSC to prepare MR removal re: 907/20	Emailed on Sept. 15, 2020
Davis, A.	Update to NF re: 907/20	Presented to board on Sept. 15, 2020
Davis, A.	Update to IM re: FVS for PEP meeting	Emailed to IM and WV on Sept. 16, 2020
Petkau, C.	Finalize sale of 422 - 1st Avenue with Ching	AD sent to RMRF on Sept. 16, 2020
Davis, A.	Complete Strategic Plan revisions and email to council.	Emailed on Sept. 16, 2020

Town of Bassano

Council Meeting Action Items 2019-2020

Davis, A.	Copy of strategic plan to ORRSC	Emailed on Sept. 16, 2020
Davis, A.	Copy of strategic plan to County of Newell.	Complete on Sept. 16, 2020
Seidel, J.	Strategic Plan revisions posted online.	AD provided direction on Sept. 16, 2020
Davis, A.	Notify engineering firms re: rejection of TOBCap - 1st Street Drainage	Emailed on Sept. 16, 2020
Davis, A.	Work with PW and council to develop drainage mitigation plan for 1st Street	Meeting set for Sept. 30, 2020 with IM and LR.
Petkau, C.	Follow up with 2020 tax recovery actions including public notices/advertisements	AD provided direction on Sept. 16, 2020
Davis, A.	Letter to JSS re: TOB not funding continuation of regional transportation service	Emailed on Sept. 16, 2020 cc'd to RW and VM
Davis, A.	Letter to D. Stuart re: not compensating for tire damage	Letter mailed on Sept. 16, 2020 cc'd to Council and notified all staff.
Davis, A.	Notify ATCO no change to 2021 franchise fee	Emailed Dan Morgan on Sept. 16, 2020.
Davis, A.	Calendar invite for Special meeting on Sept. 21	Complete
Davis, A.	Prepare agenda for special meeting on Sept. 21 and collaborate with ORRSC	Complete
Petkau, C.	Address utility waiver reinstatement as of Oct. 1, 2020	AD provided direction on Sept. 16, 2020
Petkau, C.	Prepare transfer for sale proceeds of $33,000 to Land and Development Reserve re: 901 - 3rd Ave.	AD provided direction on Sept. 16, 2020
Davis, A.	Prepare and submit MSP application re: FABVS	Complete and submit on Sept. 28, 2020
Davis, A.	Letter to member municipalities re: appointment of ARB members.	
Petkau, C.	Letter of Support re: rural connectivity to Telus and PM Trudeau.	letter emailed on Sept. 24, 2020
Davis, A.	Newsletter highlights.	

Municipal Operating Support Transfer (MOST)

Program Guidelines

Classification: Public

Guidelines

These guidelines are intended to assist local governments participating in the Municipal Operating Support Transfer (MOST) in complying with the program terms and conditions. Local governments include municipal authorities, Metis Settlements, and the Townsite of Redwood Meadows (referred to as 'municipalities' in these guidelines).

1. Program Objectives

Through the MOST, the Government of Alberta (GOA) and the Government of Canada are providing funding to support municipalities, which have experienced significant operating impacts due to the COVID-19 pandemic. Funding will be used for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations. This funding is provided through two separate allocations: general operating, and public transit support. Funding provided under both components will be administered together.

2. Key Dates and Contacts

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Executed Memorandum of Agreement	**Submit by October 30, 2020**	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email MA.MunicipalStimulus@gov.ab.ca
Payment	Once memorandum of agreement has been signed	
Deadline to spend funds	**March 31, 2021**	
Statement of Funding and Expenditures (SFE)	Due July 2, 2021	

3. Memorandum of Agreement

The Memorandum of Agreement (MOA) will be e-mailed to municipalities, and will cover both the general operating and public transit allocations. The MOA must be signed by the Chief Elected Official and Chief Administrative Officer or duly authorized signing officer. Municipalities should

Classification: Public

complete the MOA, including witnesses for each signatory, and scan and submit them via email to MA.MunicipalStimulus@gov.ab.ca.

A duly executed MOA is sufficient to trigger payment. There is no application form for MOST.

Questions related to the submission of the MOA or reporting documents can be directed to a Grant Advisor by calling 780-422-7125 (toll-free 310-0000) or MA.MunicipalStimulus@gov.ab.ca.

4. Funding Formula and Allocations

Under the MOST funding formula, each municipality active as of May 1, 2020 will receive an allocation. MOST funding is allocated to municipalities in three funding envelopes, each with its own allocation formula. Allocations are available online at the program website.

The Minister retains the authority to exclude Improvement Districts that do not have an advisory council from the funding allocation formula.

Funding Envelope	Amount	Allocation Approach
MOST Transit	$140 million	• Available to municipalities with public transit systems, and is allocated based on ridership (2018 Canadian Urban Transit Association statistics).
MOST General Operating	$436.488 million	• $426.488 million is available to all municipalities, which receive $5,000 in base funding with the remainder allocated according to population. • $10 million is available only to the towns of Jasper, Banff and Canmore, and is allocated based on estimated average daily visitors.
Municipal Sustainability Initiative (MSI) Operating*	$30 million	• Previously allocated as part of Budget 2020.

*MSI Operating funding is considered part of the MOST only for the purpose of matching federal funds. MSI Operating funding continues to be governed by the MSI Operating Program Guidelines.

Classification: Public

5. Eligibility Requirements

5.1) Eligible Recipients

For program purposes, an eligible recipient is referred to as a 'municipality' and includes any city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, Metis Settlement, and the Townsite of Redwood Meadows Administration Society.

For public transit funding, eligible recipients are those municipalities with public transit services that have ridership included in the 2018 Canadian Urban Transit Association statistics.

5.2) Eligible Expenses

Municipalities may use MOST funding for incremental operating costs incurred due to COVID-19 response and restart, as well as other operating losses or deficits incurred as a result of COVID-19 impacts on revenues and operations.

Incremental operating costs could include costs such as Personal Protective Equipment, communications, additional cleaning, supplemental staffing, and additional supports for vulnerable populations.

Operating losses or deficits could include losses or deficits due to decreases in revenues such as parking fees, recreation facility entrance fees, and building permit fees.

MOST funding may only be used for eligible operating expenses or operating losses or deficits incurred between April 1, 2020 and March 31, 2021. **Any funds not used for eligible expenses incurred before March 31, 2021, must be returned to the Government of Alberta.**

Municipalities that receive a MOST Transit allocation must use that portion of their allocation on eligible expenses associated with their public transit systems.

6. Payment Process

MOST payments are based on allocated funding amounts. There will be one MOST payment for each municipality, covering both the general operating and public transit portions, as applicable, conditional on the execution of the MOST Memorandum of Agreement and receipt of this agreement by Municipal Affairs.

Classification: Public

7. Financial Reporting Requirements

7.1) Statement of Funding and Expenditures (SFEs)

Each municipality that received funds is required to submit an SFE by July 2, 2021 that reports on the use of MOST funds. The SFE form will be distributed at a later date, and will capture basic information including the category of expenditure to which the funding was applied. Expenditure categories will include:

- Personal Protective Equipment (General)
- Supplemental Cleaning (General)
- Supports for Vulnerable Populations (General)
- Replacement of reduced revenues (General)
- Personal Protective Equipment (Transit)
- Supplemental Cleaning (Transit)
- Replacement of reduced revenues (Transit)

Municipalities that receive funding under the MOST Transit envelope must report transit-related expenditures that are greater than or equal to the amount of funding received under the MOST Transit envelope.

7.2) Site Visits

Following program completion, Municipal Affairs program representatives may select and visit a number of municipalities to discuss the overall experience with the MOST program.

Classification: Public

TOWN OF BASSANO

TOWN OF BASSANO QUARTERLY BUDGET REPORT

QUARTERLY BUDGET REPORT

FIRST, SECOND and THIRD QUARTER REPORT

General Ledger	Description	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
TAX & REQUISITION - REVENUE				
1-00-00-110-00	TAXES - MUNICIPAL OPERATIONS	(1,349,752.00)	(1,349,727.05)	0.00
1-00-00-110-01	TAXES - NEWELL FOUNDATION	(10,082.00)	(10,082.55)	0.00
1-00-00-111-00	TAXES - ASFF RESIDENTIAL/FARM	(209,700.00)	(209,705.52)	0.00
1-00-00-112-00	TAXES - ASFF NON-RESIDENTIAL	(105,440.00)	(105,448.84)	0.00
1-00-00-114-00	CHRIST REDEEMER- RESIDENTIAL/FARM	(12,770.00)	(12,763.95)	0.04
1-00-00-115-00	CHRIST REDEEMER - NON-RESIDENTIAL	(69.00)	(64.80)	6.08
1-00-00-116-00	TAXES - DESIGNATED IND REQUISITION	(197.00)	(197.31)	(0.15)
1-00-00-190-00	INTEREST - RECREATION FUNDING COMMITTEE	0.00	(29.53)	0.00
1-00-00-510-00	TAXES - PENALTIES & COSTS	(5,000.00)	(2,928.35)	41.43
1-00-00-540-00	FRANCHISE FEES - FORTIS	(166,555.00)	(108,078.59)	35.10
1-00-00-541-00	FRANCHISE FEES - ATCO	(100,000.00)	(67,552.77)	32.44
1-00-00-550-00	INTEREST - ON INVESTMENTS	(5,000.00)	(12,659.01)	(153.18)
1-00-00-551-00	INTEREST - FCSS RESERVE	0.00	(72.59)	0.00
1-00-00-552-00	INTEREST - ON CURRENT ACCOUNT	(14,000.00)	(11,552.69)	17.48
1-00-00-554-01	INTEREST - ON CAPITAL PLAN RESERVE	0.00	(18,848.80)	0.00
1-00-00-554-02	INTEREST - ON LAND & DEVELPOMENT RESERVE	0.00	(7,303.22)	0.00
1-00-00-554-03	INTEREST - ON RECREATION AND CULTURE RES	0.00	(3,287.98)	0.00
1-00-00-554-04	INTEREST - ON MUNICIPAL SERVICE RESERVE	0.00	(4,353.44)	0.00
1-00-00-554-05	INTEREST - SEWAGE TREATMENT RESERVE	0.00	(13,338.36)	0.00
1-00-00-554-06	INTEREST - FIRE COMMITTEE RESERVE	0.00	(615.38)	0.00
1-00-00-554-07	INTEREST - AMWWP GRANT FUNDS	0.00	(3,387.81)	0.00
1-00-00-555-00	INTEREST - ON LLUP GRANT	0.00	(301.24)	0.00
1-00-00-590-00	REVENUE - FROM OTHER SOURCES	(1,000.00)	(532.09)	46.79
*	**TOTAL TAX & REQUISITION - REVE**	**(1,979,565.00)**	**(1,942,831.87)**	**1.86**
TAX & REQUISITION - EXPENSE				
2-81-00-742-00	ASFF SCHOOL REQUISITION	315,139.00	183,423.84	41.79
2-81-00-743-00	CHRIST THE REDEEMER	12,838.00	9,590.41	25.29
2-81-00-751-00	NEWELL FOUNDATION REQUISTION	10,082.00	10,082.03	0.00
2-81-00-752-00	Designated Industrial Prop Requisition	197.00	0.00	100.00
3-00-00-211-00	TAXES - RECEIVABLE CURRENT	0.00	290,783.29	0.00
3-00-00-212-00	TAXES - RECEIVABLE - ARREARS	0.00	8,192.48	0.00
*	**TOTAL TAX & REQUISITION - EXPE**	**338,256.00**	**502,072.05**	**(48.43)**
**	**TAX & REQUISITION - (SURPLUS)/**	**(1,641,309.00)**	**(1,440,759.82)**	**12.22**
COUNCIL - EXPENSE				
2-11-00-151-00	COUNCIL - HONORARIUM	38,000.00	22,179.37	41.63
2-11-00-155-00	COUNCIL - BENEFITS, ADMIN COSTS	2,300.00	789.65	65.66
2-11-00-211-00	COUNCIL - TRAVEL/LODGE/MEALS	10,000.00	4,965.38	50.34
*	**TOTAL COUNCIL - EXPENSE**	**50,300.00**	**27,934.40**	**44.46**
**	**COUNCIL DEFICIT**	**50,300.00**	**27,934.40**	**44.46**
ADMINISTRATION - REVENUE				
1-12-00-410-00	TAX CERT./LETTER OF COMPL.	(1,000.00)	(1,075.00)	(7.50)

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1-12-00-520-00	PERMIT APPLICATION FEES-TOWN	(1,300.00)	(2,400.00)	(84.61)
1-12-00-521-00	PERMIT INSPECTION FEES-SUPERIOR	(1,000.00)	(986.57)	1.34
1-12-00-560-00	LAND LEASE REVENUE	(6,550.00)	(15,175.95)	(131.69)
*	**TOTAL ADMINISTRATION - REVENUE**	**(9,850.00)**	**(19,637.52)**	**(99.37)**
	ADMINISTRATION - EXPENSE			
2-12-00-110-00	ADMIN - SALARIES/WAGES	96,475.00	70,347.42	27.08
2-12-00-130-00	ADMIN - EMPLOYER CONTRIBUTION	6,469.00	5,655.31	12.57
2-12-00-133-00	ADMIN - HEALTH/SAFETY COSTS	500.00	0.00	100.00
2-12-00-135-00	ADMIN - AUMA BENEFITS	1,068.00	425.61	60.14
2-12-00-136-00	ADMIN - WCB	6,500.00	4,810.65	25.99
2-12-00-137-00	ADMIN - RRSP CONTRIBUTION	4,800.00	3,600.00	25.00
2-12-00-211-00	ADMIN - TRAVEL/LODGE/MEALS	1,750.00	1,086.47	37.91
2-12-00-215-00	ADMIN - FREIGHT,POST, INTER, PHONE	10,400.00	7,937.45	23.67
2-12-00-220-00	ADMIN - MEMBERSHIPS, ADVERTISING	14,230.00	12,026.24	15.48
2-12-00-230-00	ADMIN - PROFESSIONAL SERVICES	264,480.00	209,507.49	20.78
2-12-00-232-00	ADMIN - TRAINING	2,500.00	1,353.63	45.85
2-12-00-235-00	ADMIN - ASSESSMENT SERVICES	18,800.00	14,014.65	25.45
2-12-00-250-00	ADMIN - REPAIR/MAINTENANCE	4,100.00	2,700.00	34.14
2-12-00-263-00	ADMIN - EQUIP RENTAL/MAINTENANCE	5,600.00	1,689.69	69.82
2-12-00-274-00	ADMIN - INSURANCE	5,500.00	6,284.18	(14.25)
2-12-00-300-00	ADMIN - SPECIAL EVENTS	1,000.00	(22.00)	102.20
2-12-00-510-00	ADMIN - OFFICE SUPPLIES	14,395.00	26,634.84	(85.02)
2-12-00-540-00	ADMIN - UTILITIES	5,250.00	2,849.47	45.72
2-12-00-763-00	BAD DEBT WRITTEN OFF	5,000.00	284.97	94.30
2-12-00-810-00	BANK CHARGES AND INTEREST	4,000.00	5,374.17	(34.35)
2-12-00-992-00	PENNY ROUNDING-PHASE OUT	0.00	0.01	0.00
2-12-00-995-00	ADMIN - STAFF RECOGNITION	3,000.00	1,882.77	37.24
*	**TOTAL ADMINISTRATION - EXPENSE**	**475,817.00**	**378,443.02**	**20.46**
**	**ADMIN (SURPLUS)/DEFICIT**	**465,967.00**	**358,805.50**	**23.00**
	FIRE - REVENUE			
1-23-00-590-00	MUNICIPAL COST SHARING	(6,254.00)	(6,254.00)	0.00
1-23-00-595-00	FIRE - COUNTY CONTRIBUTION	(56,289.00)	(56,289.00)	0.00
1-23-00-850-00	FIRE - OTHER INCOME/DONATIONS	(1,500.00)	(750.00)	50.00
1-25-00-590-00	AMBULANCE - RENTAL INCOME	(10,771.00)	(9,329.50)	13.38
*	**TOTAL FIRE - REVENUE**	**(74,814.00)**	**(72,622.50)**	**2.93**
	FIRE - EXPENSE			
2-23-00-130-00	FIRE - EMPLOYER CONT. (CHIEF CPP, EI)	900.00	466.65	48.15
2-23-00-148-00	FIRE - TRAVEL/LODGING/MEALS	2,000.00	1,031.24	48.43
2-23-00-159-00	FIRE - HONORARIUMS	50,000.00	40,412.50	19.17
2-23-00-215-00	FIRE - FAX, PHONE & INTERNET	4,500.00	2,764.82	38.55
2-23-00-215-01	FIRE - FREIGHT/POSTAGE	500.00	0.00	100.00
2-23-00-232-00	FIRE - TRAINING	2,500.00	0.00	100.00
2-23-00-250-00	FIRE - HALL REPAIR/MAINTENANCE	500.00	134.98	73.00
2-23-00-274-00	FIRE - INSURANCE	13,000.00	13,324.24	(2.49)
2-23-00-510-00	FIRE - GOODS & SUPPLIES	2,500.00	1,931.48	22.74
2-23-00-510-01	FIRE - JANITORIAL	1,500.00	1,224.65	18.35
2-23-00-510-02	FIRE - OFFICE SUPPLIES	250.00	0.00	100.00
2-23-00-520-00	FIRE - VEHICLE/EQUIP. REPAIR/MAINTENANCE	16,000.00	5,075.77	68.27
2-23-00-520-01	FIRE - FUEL	3,000.00	1,221.99	59.26

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2-23-00-520-02	FIRE - RADIO PURCHASE/REPAIRS/LICENSE	4,000.00	0.00	100.00
2-23-00-520-03	FIRE - EQUIPMENT/HAND TOOLS	13,000.00	5,023.90	61.35
2-23-00-520-04	FIRE - APPARATUS/EQUIPMENT RE-CERT	0.00	2,026.17	0.00
2-23-00-540-00	FIRE - UTILITIES	6,200.00	3,700.96	40.30
2-23-00-995-00	FIRE - STAFF RECOGNITION	1,000.00	388.50	61.15
*	**TOTAL FIRE - EXPENSE**	**121,350.00**	**78,727.85**	**35.12**
**	**FIRE - (SURPLUS)/DEFICIT**	**46,536.00**	**6,105.35**	**86.88**
	DISASTER SERVICES - REVENUE			
*	**TOTAL DISASTER SERVICES - REVE**	**0.00**	**0.00**	**0.00**
	DISASTER SERVICES - EXPENSE			
2-24-00-200-00	DISASTER SERVICES	10,000.00	1,818.08	81.81
*	**TOTAL DISASTER SERVICES - EXPE**	**10,000.00**	**1,818.08**	**81.82**
**	**SISASTER SERVICES (SURPLUS)/DE**	**10,000.00**	**1,818.08**	**81.82**
	BYLAW ENFORCEMENT - REVENUE			
1-26-00-520-00	BYLAW - DOG LICENSES	(1,500.00)	(1,180.00)	21.33
1-26-00-521-00	BYLAW - CAT LICENSES	(250.00)	(105.00)	58.00
1-26-00-522-00	BYLAW - BUSINESS LICENSE	(8,000.00)	(10,230.00)	(27.87)
1-26-00-750-00	BYLAW - FINES & COSTS	(4,000.00)	(2,297.50)	42.56
*	**TOTAL BYLAW ENFORCEMENT - REVE**	**(13,750.00)**	**(13,812.50)**	**(0.45)**
	BYLAW ENFORCEMENT - EXPENSE			
2-26-00-110-00	BYLAW - CONTRACT SERVICES	12,000.00	5,875.00	51.04
2-26-00-520-00	BYLAW - DOG & CAT TAGS	130.00	138.00	(6.15)
*	**TOTAL BYLAW ENFORCEMENT - EXPE**	**12,130.00**	**6,013.00**	**50.43**
**	**BYLAW ENFORCEMENT - (SURPLUS)/**	**(1,620.00)**	**(7,799.50)**	**(381.45)**
	PUBLIC WORKS - REVENUE			
1-32-00-590-00	ROADS - REVENUE FROM OTHER SOURCES	(3,500.00)	(6,829.65)	(95.13)
*	**TOTAL PUBLIC WORKS - REVENUE**	**(3,500.00)**	**(6,829.65)**	**(95.13)**
	PUBLIC WORKS - EXPENSE			
2-32-00-110-00	P.W. - SALARIES /WAGES	136,292.00	78,709.41	42.24
2-32-00-130-00	P.W. - EMPLOYER CONTRIBUTION	7,367.00	5,820.90	20.98
2-32-00-135-00	P.W. - AUMA BENEFITS	10,825.00	5,447.88	49.67
2-32-00-215-00	P.W. - FREIGHT,POSTAGE, INTERENT, PHONE	5,520.00	1,890.00	65.76
2-32-00-220-00	P.W. - EQUIPMENT RENTAL	1,270.00	690.36	45.64
2-32-00-232-00	P.W. - TRAIN/MEALS/LODGE	3,500.00	2,421.20	30.82
2-32-00-260-00	ROADS - SNOW REMOVAL	15,500.00	3,054.51	80.29
2-32-00-270-00	P.W. - SHOP SUPPLIES	6,250.00	2,035.02	67.43
2-32-00-274-00	P.W. - INSURANCE	15,000.00	16,025.41	(6.83)
2-32-00-510-00	P.W. - FUEL	15,000.00	6,817.09	54.55
2-32-00-511-00	ROADS - GOODS & SUPPLIES	4,000.00	(408.26)	110.20

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2-32-00-520-00	P.W. - EQUIP REPAIR /MAINT.	60,750.00	32,424.90	46.62
2-32-00-530-00	ROADS - REPAIR/MAINTENANCE	61,500.00	130,071.72	(111.49)
2-32-00-540-00	ROADS - STREET LIGHTS	74,500.00	50,965.50	31.58
2-32-00-541-00	P.W. - SHOP UTILITIES	5,800.00	3,787.82	34.69
*	**TOTAL PUBLIC WORKS - EXPENSE**	**423,074.00**	**339,753.46**	**19.69**
**	**PUBLIC WORKS - (SURPLUS)/DEFIC**	**419,574.00**	**332,923.81**	**20.65**
	AIRPORT - REVENUE			
1-33-00-400-00	AIRPORT - REVENUE FROM OTHER SOURCES	(2,000.00)	0.00	100.00
1-33-00-690-00	AIRPORT - MUNICIPAL CONTRIBUTION (ICF)	(2,875.00)	0.00	100.00
1-33-00-690-01	AIRPORT - COUNTY CONTRIBUTION (ICF)	(2,875.00)	0.00	100.00
*	**TOTAL AIRPORT - REVENUE**	**(7,750.00)**	**0.00**	**100.00**
	AIRPORT - EXPENSE			
2-33-00-200-00	AIRPORT - REPAIR/ MAINTENANCE	1,950.00	401.08	79.43
2-33-00-274-00	AIRPORT - INSURANCE	2,400.00	2,567.49	(6.97)
2-33-00-540-00	AIRPORT - UTILITIES	3,400.00	2,309.39	32.07
*	**TOTAL AIRPORT - EXPENSE**	**7,750.00**	**5,277.96**	**31.90**
**	**AIRPORT - (SURPLUS)/DEFICIT**	**0.00**	**5,277.96**	**0.00**
	WATER - REVENUE			
1-41-00-240-00	WATER - PROCESSING FEE	(18,000.00)	(12,869.91)	28.50
1-41-00-400-00	WATER - REVENUE	(468,720.00)	(253,195.90)	45.98
1-41-00-450-00	WATER - DISCONNECT/RECONNECT FEES	0.00	(140.00)	0.00
1-41-00-550-00	WATER/SEWER - PENALTIES	(1,000.00)	(2,555.05)	(155.50)
1-41-00-590-00	WATER - COST RECOVERED	(3,500.00)	(3,288.42)	6.04
*	**TOTAL WATER - REVENUE**	**(491,220.00)**	**(272,049.28)**	**44.62**
	WATER - EXPENSE			
2-41-00-120-00	WATER - CONTRACT SERVICES	24,000.00	14,755.65	38.51
2-41-00-215-00	WATER - FREIGHT, INTERNET, PHONE	1,540.00	880.92	42.79
2-41-00-230-00	WATER - PROFESSIONAL SERVICES	2,000.00	0.00	100.00
2-41-00-240-00	WATER - ADMIN CUSTOMER BILLING	15,000.00	15,099.40	(0.66)
2-41-00-250-00	WATER - REPAIR/MAINTENANCE	82,000.00	32,031.11	60.93
2-41-00-274-00	WATER - INSURANCE	10,300.00	10,471.59	(1.66)
2-41-00-510-00	WATER - GOODS & SUPPLIES	2,100.00	758.27	63.89
2-41-00-532-00	WATER - CONSUMPTION TO NRSC	224,200.00	117,499.15	47.59
2-41-00-540-00	WATER, - UTILITIES	35,000.00	22,821.81	34.79
2-41-00-831-00	WATER - DEBENTURE INTEREST	27,978.00	14,718.29	47.39
2-41-00-832-00	WATER - DEBENTURE PRINCIPAL	104,517.00	51,528.95	50.69
*	**TOTAL WATER - EXPENSE**	**528,635.00**	**280,565.14**	**46.93**
**	**WATER - (SURPLUS)/DEFICIT**	**37,415.00**	**8,515.86**	**77.24**
	SEWER - REVENUE			
1-42-00-410-00	SEWER - REVENUE	(120,000.00)	(82,098.84)	31.58
*	**TOTAL SEWER - REVENUE**	**(120,000.00)**	**(82,098.84)**	**31.58**

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SEWER - EXPENSE				
2-42-00-215-00	SEWER - FREIGHT	500.00	0.00	100.00
2-42-00-230-00	SEWER - PROFFESIONAL SERVICES	3,500.00	0.00	100.00
2-42-00-250-00	SEWER - REPAIR/MAINTENANCE	27,000.00	8,686.35	67.82
2-42-00-510-00	SEWER - GOODS & SUPPLIES	1,500.00	89.48	94.03
2-42-00-540-00	SEWER - UTILITIES	1,500.00	688.63	54.09
*	**TOTAL SEWER - EXPENSE**	**34,000.00**	**9,464.46**	**72.16**
**	**SEWER - (SURPLUS)/DEFICIT**	**(86,000.00)**	**(72,634.38)**	**15.54**
SOLID WASTE & RECYCLING - REVE				
1-43-00-400-00	GARBAGE - REVENUE	(88,000.00)	(60,669.57)	31.05
1-43-00-410-00	GARBAGE - NEWELL REGIONAL LANDFILL	(10,000.00)	0.00	100.00
1-43-00-450-00	RECYCLING - REVENUE	(30,000.00)	(20,486.40)	31.71
*	**TOTAL SOLID WASTE & RECYCLING**	**(128,000.00)**	**(81,155.97)**	**36.60**
SOLID WASTE & RECYCLING - EXPE				
2-43-00-210-00	GARBAGE - CONTRACT SERVICES	56,000.00	36,720.00	34.42
2-43-00-510-00	GARBAGE - GOODS & SUPPLIES	15,450.00	305.28	98.02
2-43-00-620-00	BARRA - WATER UTILITY	0.00	131.10	0.00
2-43-00-765-00	GARBAGE - NEWELL. REG. LANDFILL REQ.	41,550.00	41,456.70	0.22
2-43-00-765-01	RECYLING - NEWELL REGIONAL LANDFILL REQ.	10,000.00	9,997.74	0.02
2-43-00-765-02	RECYCLING - B.A.R.R.A. OPERATING FUNDING	5,000.00	5,000.00	0.00
*	**TOTAL SOLID WASTE & RECYCLING**	**128,000.00**	**93,610.82**	**26.87**
**	**SOLID WASTE & RECYCLING (SURPL**	**0.00**	**12,454.85**	**0.00**
FCSS - REVENUE				
1-51-00-400-01	THRIVE - MEMBERSHIPS/DROP-INS	(1,000.00)	(1,094.77)	(9.47)
1-51-00-410-00	FCSS - TICKET/COURSE FEES	(5,300.00)	(5,314.23)	(0.26)
1-51-00-590-00	FCSS - OTHER REVENUE	(8,725.00)	(1,641.50)	81.18
1-51-00-590-03	FCSS - DONATIONS	(2,850.00)	(2,850.00)	0.00
1-51-00-690-00	THRIVE - MUNICIPAL CONTRIBUTION (ICF)	(4,625.00)	0.00	100.00
1-51-00-690-01	THRIVE - COUNTY CONTRIBUTION (ICF)	(4,625.00)	0.00	100.00
1-51-00-840-00	FCSS - CONDITIONAL GRANT	(39,505.00)	(59,629.00)	(50.94)
1-51-00-850-00	FCSS - GRASSLANDS FCSS /TOWN CONTRIB.	(22,350.00)	(22,350.00)	0.00
*	**TOTAL FCSS - REVENUE**	**(88,980.00)**	**(92,879.50)**	**(4.38)**
FCSS - EXPENSE				
2-51-00-110-00	FCSS - SALARIES	50,010.00	38,094.36	23.82
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	3,200.00	2,581.53	19.32
2-51-00-135-00	FCSS - AUMA BENEFITS	4,920.00	2,393.91	51.34
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,050.00	750.00	28.57
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	800.00	230.68	71.16
2-51-00-200-00	FCSS PROGRAMS	5,500.00	6,651.23	(20.93)
2-51-00-211-00	FCSS -TRAVEL, SUBSISTENCE & BOARD DEVEL.	1,750.00	265.04	84.85
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	500.00	768.23	(53.64)
2-51-00-300-00	FCSS EVENTS	16,700.00	8,488.57	49.17

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2-51-00-400-00	THRIVE - RENT	7,800.00	6,500.00	16.66
2-51-00-410-00	THRIVE - EQUIP REPAIR/MAINT./PURCHASE	2,450.00	907.67	62.95
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	4,300.00	4,322.33	(0.51)
2-51-00-510-01	THRIVE - GOODS & SUPPLIES	0.00	(58.93)	0.00
*	**TOTAL FCSS - EXPENSE**	**98,980.00**	**71,894.62**	**27.36**
**	**FCSS - (SURPLUS)/DEFICIT**	**10,000.00**	**(20,984.88)**	**309.85**
	CEMETERY - REVENUE			
1-56-00-400-00	CEMETARY - PLOT SALES	(2,500.00)	(1,522.50)	39.10
1-56-00-410-00	CEMETERY - PLOTS OPEN & CLOSIN	(2,500.00)	(4,950.00)	(98.00)
1-56-00-990-00	CEMETERY - DONATIONS	(1,000.00)	(1,006.40)	(0.64)
*	**TOTAL CEMETERY - REVENUE**	**(6,000.00)**	**(7,478.90)**	**(24.65)**
	CEMETERY - EXPENSE			
2-56-00-250-00	CEMETARY - REPAIR/MAINTENANCE	3,750.00	1,956.10	47.83
2-56-00-500-00	CEMETERY - PLOT OPEN/CLOSE	100.00	0.00	100.00
2-56-00-510-00	CEMETARY - GOODS & SUPPLIES	2,150.00	125.00	94.18
*	**TOTAL CEMETERY - EXPENSE**	**6,000.00**	**2,081.10**	**65.32**
**	**CEMETERY - (SURPLUS)/DEFICIT**	**0.00**	**(5,397.80)**	**0.00**
	COMMUNITY WORKER - REVENUE			
1-62-00-850-00	COMM. WORKER - LOCAL GOV'T GRANT	(8,357.00)	(8,357.25)	0.00
*	**TOTAL COMMUNITY WORKER - REVEN**	**(8,357.00)**	**(8,357.25)**	**0.00**
	COMMUNITY WORKER - EXPENSE			
2-62-00-110-00	COMM. WORKER - SALARIES	6,630.00	6,705.93	(1.14)
2-62-00-130-00	COMM. WORKER - EMPLOYER CONTRIBUTION	700.00	465.54	33.49
2-62-00-135-00	COMM. WORKER - AUMA BENEFITS	500.00	266.01	46.79
2-62-00-137-01	CW RRSP CONTRIBUTION	150.00	150.00	0.00
2-62-00-510-00	COMM. WORKER - GENERAL EXPENSES	377.00	15.35	95.92
*	**TOTAL COMMUNITY WORKER - EXPEN**	**8,357.00**	**7,602.83**	**9.02**
**	**COMMUNITY WORKER - (SURPLUS)/D**	**0.00**	**(754.42)**	**0.00**
	PLANNING & DEVELOPMENT - REVEN			
1-64-00-200-00	PLANNING & DEVELOPMENT (PROV COND GRANT)	(59,000.00)	(9,000.00)	84.74
*	**TOTAL PLANNING & DEVELOPMENT -**	**(59,000.00)**	**(9,000.00)**	**84.75**
	PLANNING & DEVELOPMENT - EXPEN			
2-64-00-200-00	MUNICIPAL PLANNING	216,200.00	42,081.33	80.53
2-64-00-220-00	MUNICIPAL PLANNING - MARKETING, FREIGHT	6,380.00	1,450.59	77.26
2-64-00-230-00	ECONOMIC DEVELOPMENT PROJECT	0.00	690.00	0.00
2-64-00-510-00	ECONOMIC DEVELOPMENT/PLANNING	0.00	21,554.50	0.00
2-66-00-510-00	SUB DIV - COST OF LAND SOLD	1,500.00	0.00	100.00
*	**TOTAL PLANNING & DEVELOPMENT -**	**224,080.00**	**65,776.42**	**70.65**

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**	**PLANNING & DEVELOPMENT - (SURP**	**165,080.00**	**56,776.42**	**65.61**
	PARKS & RECREATION - REVENUE			
1-72-02-410-00	CAMPGROUND - REVENUE	(3,500.00)	(3,514.37)	(0.41)
1-72-02-690-00	PARK & R - MUNICIPAL CONTRIBUTION (ICF)	(58,846.00)	0.00	100.00
1-72-02-690-01	PARKS & R - COUNTY CONTRIBUTION (ICF)	(89,846.00)	(25,000.00)	72.17
*	**TOTAL PARKS & RECREATION - REV**	**(152,192.00)**	**(28,514.37)**	**81.26**
	PARKS & RECREATION - EXPENSE			
2-72-01-110-00	PARKS & REC - SALARIES/WAGES	74,366.00	65,416.33	12.03
2-72-01-130-00	PARKS & REC - EMPLOYER CONTRIBUTION	4,822.00	4,056.12	15.88
2-72-01-135-00	PARKS & REC - AUMA BENEFITS	6,362.00	3,909.97	38.54
2-72-01-210-00	PARKS & REC - TRAVEL/LODGE/MEALS	0.00	135.40	0.00
2-72-01-215-00	PARKS & REC - FREIGHT, PHONE	600.00	160.24	73.29
2-72-01-232-00	PARKS & REC - TRAINING	2,000.00	1,141.50	42.92
2-72-01-250-00	PARKS & REC - REPAIR/MAINTENANCE	1,000.00	508.06	49.19
2-72-01-510-00	PARKS & REC - GOODS & SUPPLIES	11,000.00	7,614.38	30.77
2-72-01-511-00	CAMPGROUND - GOODS & SUPPLIES	100.00	7.44	92.56
2-72-01-520-00	PARKS & REC - EQUIPMENT REPAIR/MAINT.	1,000.00	1,464.01	(46.40)
2-72-01-540-00	T.V. TOWER - UTILITIES	1,450.00	942.57	34.99
2-72-01-541-00	CAMPGROUND - UTILITIES	3,500.00	1,622.61	53.63
2-72-02-250-00	ARENA - REPAIR/MAINTENANCE	10,500.00	951.83	90.93
2-72-02-274-00	ARENA - INSURANCE	36,100.00	35,681.60	1.15
2-72-02-540-00	ARENA WATER UTILITIES	950.00	31.93	96.63
2-72-03-250-00	REC COMPLEX - REPAIR/MAINTENANCE	2,500.00	25.53	98.97
2-72-03-274-00	REC COMPLEX - INSURANCE	25,640.00	24,789.68	3.31
2-72-03-540-00	REC COMPLEX WATER UTLITIES	0.00	210.90	0.00
2-72-04-274-00	CAMPGROUND - INSURANCE	830.00	884.25	(6.53)
2-72-05-274-00	RODEO - INSURANCE	350.00	347.48	0.72
2-72-07-250-00	BOWLING CLUB - REPAIR/MAINTENANCE	250.00	0.00	100.00
*	**TOTAL PARKS & RECREATION - EXP**	**183,320.00**	**149,901.83**	**18.23**
**	**PARKS & REC (SURPLUS)/DEFICIT**	**31,128.00**	**121,387.46**	**(289.96)**
	POOL - REVENUE			
1-72-00-690-00	POOL - MUNICIPAL CONTRIBUTION (ICF)	(28,679.00)	0.00	100.00
1-72-00-690-01	POOL - COUNTY CONTRIBUTION (ICF)	(52,179.00)	0.00	100.00
*	**TOTAL POOL - REVENUE**	**(80,858.00)**	**0.00**	**100.00**
	POOL - EXPENSE			
2-72-00-110-00	POOL - SALARIES/WAGES	9,200.00	520.00	94.34
2-72-00-130-00	POOL - EMPLOYER CONTRIBUITON	808.00	23.50	97.09
2-72-00-215-00	POOL - FREIGHT, INTERNET, PHONE	2,500.00	1,442.56	42.29
2-72-00-232-00	POOL - TRAINING	0.00	235.00	0.00
2-72-00-250-00	POOL - REPAIR/MAINTENANCE	45,000.00	13,556.31	69.87
2-72-00-274-00	POOL - INSURANCE	5,500.00	4,962.80	9.76
2-72-00-510-00	POOL - GOODS & SUPPLIES	500.00	125.11	74.97
2-72-00-530-00	POOL - CHEMICALS	2,500.00	0.00	100.00
2-72-00-540-00	POOL - UTILITIES	32,350.00	6,982.19	78.41

TOWN OF BASSANO

TOWN OF BASSANO QUARTERLY BUDGET REPORT

QUARTERLY BUDGET REPORT

FIRST, SECOND and THIRD QUARTER REPORT

General Ledger	Description	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
*	**TOTAL POOL - EXPENSE**	**98,358.00**	**27,847.47**	**71.69**
**	**POOL - (SURPLUS)/DEFICIT**	**17,500.00**	**27,847.47**	**(59.13)**
	CULTURE - REVENUE			
1-74-00-545-00	DROP-IN CENTRE - SHARED UTILITY COSTS	(3,200.00)	(1,468.61)	54.10
1-74-00-560-00	HALL - RENTAL REVENUE	(2,000.00)	(246.73)	87.66
1-74-00-690-00	HALL - MUNICIPAL CONTRIBUTION (ICF)	(23,728.00)	0.00	100.00
1-74-00-690-01	HALL - COUNTY CONTRIBUTION (ICF)	(23,728.00)	0.00	100.00
*	**TOTAL CULTURE - REVENUE**	**(52,656.00)**	**(1,715.34)**	**96.74**
	CULTURE - EXPENSE			
2-74-00-110-00	HALL - JANITORIAL	3,750.00	2,775.00	26.00
2-74-00-210-00	HALL - FREIGHT, INTERNET, PHONE	840.00	530.08	36.89
2-74-00-250-00	HALL - REPAIR/MAINTENANCE	10,250.00	2,156.72	78.95
2-74-00-274-00	HALL - INSURANCE	5,600.00	5,041.64	9.97
2-74-00-510-00	HALL - GOODS & SUPPLIES	1,790.00	1,118.39	37.52
2-74-00-540-00	HALL - UTILITIES	19,975.00	10,464.99	47.60
2-74-00-545-00	DROP-IN CENTRE - UTILITIES	6,400.00	3,501.11	45.29
2-74-00-765-00	LIBRARY - REQUISTION	21,835.00	21,835.00	0.00
2-74-01-250-00	DROP-IN CENTRE - REPAIR/MAINTENANCE	500.00	28.52	94.29
2-74-01-250-01	LIBRARY - REPAIR/MAINTENANCE	100.00	0.00	100.00
2-74-01-274-00	DROP-IN CENTRE - INSURANCE	1,800.00	1,811.65	(0.64)
2-74-01-540-00	LIBRARY WATER UTLITIES	0.00	44.65	0.00
2-74-06-274-00	GUN CLUB - INSURANCE	1,750.00	1,704.80	2.58
*	**TOTAL CULTURE - EXPENSE**	**74,590.00**	**51,012.55**	**31.61**
**	**CULTURE (SURPLUS)/DEFICIT**	**21,934.00**	**49,297.21**	**(124.75)**
	TRANSFERS FROM RESERVES			
1-12-00-710-00	TSF FROM MUNICIPAL SERVICE RESERVE	(48,000.00)	(28,000.00)	41.66
1-23-00-920-00	TSF FROM FIRE COMMITTEE RESERVES	(46,536.00)	(46,536.00)	0.00
1-42-00-920-00	TSF FROM SEWAGE TREATMENT UPGRADE RES.	(300,000.00)	(638,422.00)	(112.80)
1-51-00-710-00	TSF FROM FCSS RESERVE	(10,000.00)	(10,000.00)	0.00
1-64-00-120-00	TSF FROM LLUP GRANT FUNDS	(30,000.00)	0.00	100.00
1-64-00-710-00	TSF FROM LAND & DEVELOPMENT	(100,000.00)	(136,581.14)	(36.58)
1-72-00-710-00	TSF FROM RECREATION & CULTURE RESERVE	(17,500.00)	0.00	100.00
*	**TOTAL TRANSFERS FROM RESERVES**	**(552,036.00)**	**(859,539.14)**	**(55.70)**
	TRANSFERS TO RESERVES			
2-12-00-710-00	TSF TO MUNICIPAL SERVICE RESERVE	50,000.00	54,353.44	(8.70)
2-12-00-765-00	TSF TO OTHER LOCAL GOV'T	134,523.00	16,130.00	88.00
2-23-00-764-00	FIRE - TSF TO RESERVES	0.00	615.38	0.00
2-32-00-710-00	TSF TO CAPITAL PLAN RESERVE	322,943.00	155,429.94	51.87
2-42-00-765-00	SEWER - TSF TO RESERVES	84,000.00	310,180.08	(269.26)
2-51-00-710-00	TSF TO FCSS RESERVE	0.00	72.59	0.00
2-64-00-120-00	TSF TO LLUP GRANT FUNDS	0.00	301.24	0.00
2-64-00-710-00	TSF TO LAND & DEVELOPMENT RESERVE	0.00	143,884.36	0.00
2-72-00-515-00	TRF TO RECREATION FUNDING COMITTEE	0.00	9,945.53	0.00
2-72-00-710-00	TSF TO RECREATION & CULTURE RESERVE	64,063.00	67,350.98	(5.13)

TOWN OF BASSANO

TOWN OF BASSANO QUARTERLY BUDGET REPORT

QUARTERLY BUDGET REPORT

FIRST, SECOND and THIRD QUARTER REPORT

General Ledger	Description	2020 Budget	2020 YTD Actual	2020 Budget Remaining %
*	**TOTAL TRANSFERS TO RESERVES**	**655,529.00**	**758,263.54**	**(15.67)**
**	**RESERV INCREASE/(DECREASE)**	**103,493.00**	**(101,275.60)**	**197.86**
	CAPITAL - EXPENSE			
7-42-00-613-00	WASTEWATER TREATMENT UPGRADE	300,000.00	406,340.63	(35.44)
*	**TOTAL CAPITAL - EXPENSE**	**300,000.00**	**406,340.63**	**(35.45)**
**	**CAPITAL - (SURPLUS)/DEFICIT**	**300,000.00**	**406,340.63**	**(35.45)**

*** End of Report ***

MONTHLY STATEMENT

Town of Bassano

Period Ending September 30, 2020

General Account			
Net Balance at End of Previous Month	**$ 1,321,507.16**		
Receipts for the Month	$ 195,961.35		
Interest	$ 944.55		
AP moved to October	$ 215,075.38		
Sale of 901 - 3 Ave	$ 32,832.81		
Cancelled cheque	$ 500.00		
Sub-Total	$ 1,766,821.25		
Less Disbursements for the month	-$ 304,007.64		
Bank Charges	-$ 520.53		
Returned TIPPS	-$ 247.55		
Posting correction	-$ 61.80		
ASFF (school Taxes) payment	-$ 52,366.27		
Budget transfers	-$ 198,063.00		
Net Balance at End of Month	**$ 1,211,554.46**		
Bank Balance at End of Month-Bank	$ 1,219,796.58		
Outstanding Deposit	$ 1,357.45		
Sub-Total	$ 1,221,154.03		
Less outstanding cheques	-$ 9,599.57		
NET Balance at End of Month	**$ 1,211,554.46**		

Savings			
	Opening Balance	**Interest/Transfers**	**Closing Balance**
Fire Reserves	$ 33,328.13	$ 24.59	$ 33,352.72
Sewage Upgrade	$ 1,151,996.45	$ 84,895.28	$ 1,236,891.73
MSI Capital	$ 1,324,706.94	$ 977.24	$ 1,325,684.18
Fedral Gas Tax Refund	$ 208,112.27	$ 153.53	$ 208,265.80
MSI Operational	$ 130,232.16	$ 96.07	$ 130,328.23
LLUP Grant Funds	$ 30,597.04	$ 22.57	$ 30,619.61
Capital Plan Reserve	$ 2,010,726.27	$ 1,483.32	$ 2,012,209.59
Land & Development Reserve	$ 727,949.08	$ 537.01	$ 728,486.09
Recreation & Culture Reserve	$ 330,442.99	$ 64,341.43	$ 394,784.42
Municipal Reserve	$ 434,410.13	$ 50,347.52	$ 484,757.65
FCSS Reserve	$ 70.73	$ 0.05	$ 70.78
AMWWP Grant Funds	$ 634,917.73	$ 468.38	$ 635,386.11
Recreation Funding Committee	$ 9,938.20	$ 7.33	$ 9,945.53
Shydlowski	$ 105.90	$ 0.08	$ 105.98
Common Shares	$ 5,093.51		$ 5,093.51

Investments			
Shydlowski Scholarship	$ 4,556.40	$0.00	$ 4,556.40
Nesbit Burns Fixed Income	$ 884,098.20	-$98,574.00	$ 785,524.20
Cash Account	$ 161,652.78	$101,595.46	$ 263,248.24
Transaction Total		$206,375.86	
Total	$ 8,082,934.91		$ 8,289,310.77

Mayor Wickson

C.A.O Amanda Davis

TOWN OF BASSANO

Cheque Listing For Account Payable

2020-Oct-2
8:20:35AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	**19192**
20200667	2020-09-18			1043	2052900 ALBERTA LTD.	9,185.40
20200668	2020-09-18			1036	B. J. ZIBELL TRUCKING	4,272.45
20200669	2020-09-18			8	BASSANO AUTOMOTIVE (1985) LTD.	29.08
20200670	2020-09-18			46	BASSANO PHARMACY	4.22
20200671	2020-09-18			522	BENCHMARK ASSESSMENT	1,634.15
20200672	2020-09-18			561	BRANDT TRACTOR	203.30
20200673	2020-09-18			487	CANADIAN LINEN	78.39
20200674	2020-09-18			1056	CLEAN SPOT	750.33
20200675	2020-09-18			796	CREAKY FLOOR HARDWARE STORE LTD.	5.25
20200676	2020-09-18			938	CREATIVE ADVERTISING (1999) LTD.	126.00
20200677	2020-09-18			1019	EDWARDS LAND SERVICE LTD.	358.23
20200678	2020-09-18			329	FCSS ASSOC. OF ALBERTA	346.00
20200679	2020-09-18			217	PLAYFAIR LODGE	947.60
20200680	2020-09-18			1041	REYNOLDS MIRTH RICHARDS & FARMER LLP	807.48
20200681	2020-09-18			696	VILLAGE OF DUCHESS	4,320.00
						23,067.88
					Batch #	**19193**
20200682	2020-09-18			877	ALBERTA MUNICIPAL SERVICES CORPORATION	16,703.53
20200683	2020-09-18			564	AZTEK SECURITY COMPANY	92.40
20200684	2020-09-18			121	COUNTY OF NEWELL	9,450.99
20200685	2020-09-18			3	PIONEER GAS CO-OP LTD.	241.67
20200686	2020-09-18			881	SOUTH COUNTRY CO-OP LIMITED	765.25
20200687	2020-09-18			1	TELUS COMMUNICATIONS INC.	1,197.11
20200688	2020-09-18			1058	TOWN OF BASSANO	500.01
						28,950.96

TOWN OF BASSANO

Cheque Listing For Account Payable

2020-Oct-2
8:20:35AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	**19223**
20200716	2020-09-30			1012	ACCU-FLO	1,884.75
20200718	2020-09-30			490	BADLANDS WELDING	110.25
20200719	2020-09-30			561	BRANDT TRACTOR	697.81
20200720	2020-09-30			131	BRK EQUIPMENT RENTALS LTD.	200.34
20200721	2020-09-30			132	BROOKS ASPHALT & AGGREGATE	63,656.25
20200722	2020-09-30			1050	CHINOOK FINANCIAL C/O COLLABRIA	4,384.80
20200723	2020-09-30			492	Chinook Financial, A Division of Connect First CU	1,000.00
20200724	2020-09-30			382	CHRIST THE REDEEMER CATHOLIC SEPARATE	3,187.49
20200725	2020-09-30			121	COUNTY OF NEWELL	11,330.66
20200726	2020-09-30			939	CROSSTOWN TRUCK & TIRE LTD.	1,061.44
20200727	2020-09-30			811	GREGG DISTRIBUTERS LP	498.10
20200728	2020-09-30			737	HILLSIDE EXCAVATING INC.	1,916.25
20200729	2020-09-30			413	HI-WAY 9 EXPRESS LTD.	122.24
20200730	2020-09-30			652	MAYHEW, BRIAN	495.00
20200731	2020-09-30			509	MITCHELL CURTIS ENTERPRISES INC	13.00
20200732	2020-09-30			1055	MOREY, IRVIN	613.60
20200733	2020-09-30			6	MUNICIPAL INFORMATION SYSTEMS	855.76
20200734	2020-09-30			578	NEWELL REGIONAL SERVICES CORP.	27,574.75
20200735	2020-09-30			779	OLDMAN RIVER REGIONAL SERVICES COMMISSION	3,534.50
20200736	2020-09-30			1006	PARRISH & HEIMBECKER	1,035.00
20200737	2020-09-30			946	RAYMOND, LONNIE	9.94
20200738	2020-09-30			7	RECEIVER GENERAL FOR CANADA	9,413.88
20200739	2020-09-30			1041	REYNOLDS MIRTH RICHARDS & FARMER LLP	2,342.03
20200740	2020-09-30			173	RIC'S ELECTRIC	327.94
20200741	2020-09-30			719	RY BAR OILFIELD SERVICES LTD	34,748.70
20200742	2020-09-30			902	SIEBEN HOLDINGS LTD.	682.50
20200743	2020-09-30			1014	SLOMP, JOHN	188.80
20200744	2020-09-30			974	SMITH TRUCKING SERVICE 1976 LTD.	1,487.59
20200745	2020-09-30			602	SOUTHERN MONUMENT	262.50
20200746	2020-09-30			1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	412.39
20200747	2020-09-30			1051	STRINGAM LLP	787.50
20200748	2020-09-30			1035	TELUS MOBILITY	130.35
20200749	2020-09-30			1010	WICKSON, RON	673.13
20200750	2020-09-30			83	WORKERS COMPENSATION BOARD	1,068.68
20200751	2020-09-30			900001	JOHN BROWN ARCHITECT LTD.	26,250.00
20200752	2020-09-30			900001	RANDALL STRATEGY CORP., 62 SECOND STREET SW	9,450.00
						212,407.92
					Total	**264,426.76**

*** End of Report ***

FCSS Director's Report

Program Updates

Supporting Community Members – In this past month there have been no COVID related call. Calls for seniors' supports have continued to be limited, there has been 7 inquiries about Alberta Seniors benefits. Assistance has also been provided to 1 additional senior community members regarding federal benefit applications. We have assisted 8 seniors in total this month. No seniors were new to the community or new to FCSS services and 8 seniors were previously assisted by FCSS.

1 new community member attended the office seeking assistance with childcare services, 1 previously assisted community member attended the office seeking supports applying for provincial benefits. 1 new family attended the office seeking mental wellness supports. The Bassano RCMP contacted FCSS seeking resources for 1 individual. 2 external service agencies contacted FCSS for client referral purposes; one family was successfully referred and provided mental wellness supports.

Suicide Prevention Day – World Suicide Prevention Day (WSPD) was recognized September 10th, 2020 . WSPD is a chance for everyone to join us in promoting understanding about suicide : those impacted by a suicide attempt or loss, family or friends, charitable organizations, professionals, politicians, volunteers, and community members. FCSS had set up a display at the Rec Centre outlining statistics and supports around suicide and mental wellness. FCSS placed 66 painted rocks around the Rec Centre, these rocks were painted with positive messaging, encouraging words and support resources. 48 rocks were removed from the Rec Area and the additional 18 rocks were hidden around the community by FCSS.

International Older Persons Day - October 1 is a day to celebrate the contributions of older adults, recognize those who support them and raise awareness of the concerns of older adults. Loneliness is a chronic issue many have experience over 2020. We hosted a screening of the documentary "Breaking Loneliness". Breaking Loneliness is a documentary about people finding ways to escape loneliness and social isolation. The documentary was filmed in Edmonton, Calgary and on the Blood Reserve in Southern Alberta, Canada. Our community screening of the documentary "Breaking Loneliness" was attended by three seniors. A small discussion around loneliness and how to reach individuals in Bassano who are not currently attending programs and events was had after the film.

Halloween – FCSS will not be hosting any type of Halloween event this year and we encourage families to determine their participation in festivities based on what is right for their families.

Upcoming Projects

Kick it to the Curb- Kick it to the Curb is a town-wide event to help reduce and reuse. Place your unwanted but usable items at the front of your property marked with a "Kick it to the Curb" sign (available at the Town office) or "Free" sign. Explore curbsides around town to find new-to-you treasures that are marked for the event!FCSS is hosting a Kick it to the Curb event from October 10th - October 11th. Check out our Facebook event for updates on treasures and finds https://fb.me/e/1gpF9tZ3o This will be the final Kick it to the Curb for 2020 and programming will be reviewed for a return in the spring of 2021.

Age of Love - We live in an age where we can communicate with distant friends and family members with a few clicks of a mouse or taps on a screen. Despite advances in communications technology and the increasing connectedness it brings, research indicates that, as a society, we are lonelier than we have ever been. FCSS is proud to present the documentary "The Age of Love" which follows the humorous and poignant adventures of thirty seniors who sign up for a first-of-its-kind speed dating event exclusively for 70- to 90-year-olds. From anxious anticipation through the dates that follow, it's an unexpected tale of intrepid seniors who lay their hearts on the line, and discover how emotional needs and desires change — or don't change — from first love to the far reaches of life. The film takes viewers where no documentary has gone before — into the hearts and lives of older singles who still yearn to be seen and understood, who know the power of another's hug and touch, and who may still be open to a new chance at love.

The Documentary will shown at the Community Hall on November 4th, 2020. We invite community members or all ages to attend but feel the content will be valuable for and connect to those who are over 50 years old. Social distancing guidance will be in effect and a maximum of 45 attendees will be allowed in to the event. Reservation available but not required, contact FCSS for more info - fcss@bassano.ca

Santa's Workshop - Santa's Workshop is an event for young children (ages 4 - 12) to come shop for gifts for their families. Gifts are only $1.00/gift and will be gently used items, children can only walk through Santa's Workshop one time and must bring a list of all family members they are shopping for to provide to their helper elf. Children may purchase one gift per list member. Elves will assist children with their shopping an gift wrapping. Parent supervision is required but parents will not be permitted in the Workshop area. All proceeds go to Bassano FCSS to be used towards Community Christmas Hampers. Families will be required to reserve time slots for their children to come shopping, walk ins may not be able to be accommodated.

If you would like to donate new and/or clean gently used items please contact FCSS after November 11th to coordinate a drop off time. Donations will not be accepted at the Town Office and donors must contact FCSS to arrange drop off. PLEASE NO BROKEN ITEMS OR CLOTHING.

FCSS is currently working through COVID restrictions and requirements in hosting a Santa's Workshop event and the event is planned for early December 2020.

Christmas Hampers - FCSS will be working through COVID regulations and requirements to move forward with Community Christmas Hampers and the Angel Tree program. Donations for the program will begin after November 25th, please contact FCSS about donations and drop off as drop off at the Town Office will not be available.

If your family requires assistance with Christmas supports FCSS will be releasing information on how to become involved in programming in November 2020. If you require day to day food supports please contact FCSS for further assistance.

Keep your eyes peeled for other FCSS events coming your way this fall!

Contact FCSS to find out more about any of the above events:

Victoria Muhlbeier
403-641-3788
403-501-8540
FCSS@bassano.ca
Bassano Family and Community Support Services on Facebook.

KICK IT TO THE CURB

Kick it to the Curb is a town-wide event to help reduce and reuse. Place your unwanted but usable items at the front of your property marked with a "Kick it to the Curb" sign (available at the Town office) or "Free" sign.

Then explore curbsides around town to find new-to-you treasures that are marked for the event!

FCSS BASSANO

FOR MORE INFOMRATION PLEASE CONTACT FCSS

OCTOBER 10TH & 11TH

I've been

Kicked to THE CURB

FCSS
Family & Community Support Services
BASSANO

YOU WON'T FIND US AT YOUR LOCAL STORE
WE'RE EXACTLY WHAT YOU'RE LOOKING FOR

WE ARE FREE TO TAKE AND SO GLAD TO BE FOUND,
TAKE US HOME AND SHOW US OUR NEW STOMPING GROUND!

BASSANO FCSS PRESENTS

FREE SCREENING

November 4, 2020

Bassano Community Hall

FCSS Family & Community Support Services BASSANO

Max 45 attendeees

Contact Bassano FCSS with questions • 403-641-3788

BASSANO SEPTEMBER 2020 REPORT

During the month of September our department completed ten hours of Municipal Enforcement duties.

Officers will be as well receiving direction from the CAO on any matters that require investigation that their office receives.

Our department investigated six case files for this month. The files were for unsightly properties.

During this month, our department issued three warnings for unsightly properties and traffic concerns. Our department has issued orders for the unsightly matters. The unsightly investigations are still pending.

This concludes the report for Bassano for September.

Town of Bassano Bylaw Enforcement Tracker
2020 Case Files

Orders within BBI Priority Area					
Date File was given by Administration to the CPO	**Location**	**Issues**	**Date Order was Issued by the CPO**	**Compliance**	**Open/ Closed**
September 14, 2020	216 3 Street	Overgrown grass and weeds. Over grown trees.	September 15, 2020	In progress. Compliance was not met by property owner. Clean-up was contracted out.	Open
July 17, 2020	405 - 2 Avenue	Accumulation inoperable vehicles and garbage.	July 20, 2020 - Incorrect Address, August 4, 2020 - Incorrect Dates, August 27, 2020 - Correct Address	In-progress. July 20, 2020 letters to the property owner had the incorrect address. August 4, 2020 letters to the property owner had the incorrect dates. Correct letters were issues on August 27, 2020. Adminstraion reached out to the property owner on September 25, 2020 and are looking to take a collaborative approach to achieve compliance.	Open
August 21, 2020	415 2 Avenue	Overgrown grass and weeds. Over grown trees.	August 27, 2020	Compliance was not met by property owner. Clean-up was contracted out and completed.	Closed
August 21, 2020	417 2 Avenue	Overgrown grass and weeds. Over grown trees.	August 27, 2020	Compliance was not met by property owner. Clean-up was contracted out and completed.	Closed
July 17, 2020	918 & 910 - 2 Avenue	Accumulation of inoperable/operable equipment, vehicle parts and other mechanical items, and garbage. Overgrown grass.	July 20, 2020	Property owner met compliance.	Closed
n/a	1056 - 2 Avenue	Overgrown grass and weeds. Property is to be sprayed for weeds.	July 14, 2020	Compliance was not met by property owner. Clean-up was contracted out and completed. Town worked with property owner to spray for weeds. Spraying was completed.	Closed
Date File was created by Administration	**Location**	**Issues**	**Date Order was Issued by Administration**	**Compliance**	**Open/ Closed**
June 2, 2020	822 - 5 Avenue	Accumulation of tires, inoperable equipment, vehicles, and garbage. Overgrown trees.	July 20, 2020	In-progress. Property owner has made progress on cleaning up the property. Administration is working with the property owner to achieve compliance by October 31, 2020.	Open

Last updated October 5, 2020 - SS

Town of Bassano Bylaw Enforcement Tracker
2020 Case Files

August 21, 2020	402 - 2 Avenue	Overgrown grass and weeds. Accumulation of garbage and a old canopy-like structure. Accumulation of equipment (inoperable or unused).	August 21, 2020	In-progress. Admisnrtaion worked with the property owner to completed the clean-up by September 28, 2020. The remaining clean-up was contracted out with the approval of the property owner.	Open
July 20, 2020	1002 - 2 Avenue	Overgrown grass and weeds. Property is to be sprayed for weeds.	July 13, 2020	Complete. Property was clean-up and sprayed for weeds.	Closed
August 21, 2020	517 - 2 Avenue	Overgrown grass and weeds. Accumulation of garbage and a old appliances.	August 21, 2020	Complete. Property was cleaned.	Closed
August 24, 2020	1011 - 5 Avenue	Overgrown grass and weeds.	n/a	Property owner was contacted via phone on August 24, 2020 and asked to clean-up their property. Compliance was met by property owner.	Closed
General Orders					
Date File was given by Administration to the CPO	**Location**	**Issues**	**Date Order was Issued by the CPO**	**Compliance**	**Open/ Closed**
July 6, 2020 as per CAO email CPOs	258 - 3 Avenue	Unregistered vehicles, overgrown trees, shrubs, grass, wooden logs	July 7, 2020	Compliance was not met by the property owner. Contractors and the CPO were asked to leave the property thus the clean-up was not completed. Adminstraion worked with the property owner to achieve compliance by September 22, 2020. Progress was made on the property and the deadline for remove the remaining items was extended to October 31, 2020.	Open
July 6, 2020 as per CAO email CPOs	258 - 3 Avenue	Urban farming	No orders were issued.	The CPO had a verbal discussion with the property owner and she agreed to remove the chickens. Chickens were relocated.	Closed
June 8, 2020 as per CAO email to Administrative Staff	242 - 3 Avenue	Overgrown trees/ shrubs, grass and weeds.	June 9, 2020	Compliance was not met by property owner. Clean-up was contracted out and completed.	Closed
June 8, 2020 as per CAO email to Administrative Staff	213 - 1 Street	Overgrown trees/ shrubs, grass and weeds.	June 9, 2020	Compliance was not met by property owner. Clean-up was contracted out and completed.	Closed

Last updated October 5, 2020 - SS

Town of Bassano Bylaw Enforcement Tracker
2020 Case Files

June 8, 2020 as per CAO email to Administrative Staff	624 - 4 Avenue	Overgrown trees/ shrubs, grass and weeds.	June 9, 2020	Compliance was not met by property owner. Clean-up was contracted out and completed.	Closed
June 8, 2020 as per CAO email to Administrative Staff	530 - 3 Avenue	Overgrown trees/ shrubs, grass and weeds.	June 9, 2020	Compliance was not met by property owner. Clean-up was contracted out and completed.	Closed
Date File was created by Administration	**Location**	**Issues**	**Date Order was Issued by Administration**	**Compliance**	**Open/ Closed**
August 18, 2020	309 - 1 Avenue	Overgrown grass and weeds.	No orders were issued.	Property owner was contacted via email on August 19, 2020 and asked to clean-up their property. Compliance was met by property owner.	Closed
August 18, 2020	201 - 1 Avenue	Overgrown grass and weeds.	No orders were issued.	Property owner was contacted via phone on August 19, 2020 and asked to clean-up their property. Adminstraion worked with the property owner to achieve compliance; part of development permit conditions. Clean-up was completed.	Closed

Last updated October 5, 2020 - SS

Bassano Annual Performance Plan 2020/2021

2nd Quarter Progress (July 1st to September 30th).

Priorities chosen were based on the feedback received from area communities policed by the Bassano RCMP for the 2020/2021year. The following results generated were based on activities within the detachment's entire area of jurisdiction of the County of Newell, County of Wheatland, and Villages and Towns of Gem, Bassano, Rosemary, and Hussar. **COVID 19- Bassano RCMP is dedicated to continuing to provide a high level of service to all our residents in our current crisis. Rest assured we are fully operational to answer all calls for service in the safest manner possible during these unprecedented times. With this in mind, our level of community engagement will be tailored with social distancing in mind to keep all parties safe from the transmission of COVID-19. We are here to keep all our community members safe, and will continue to strive to improve our level service in the future. Stay safe and remember we are here to help in your time of need.**

1. **Priority - Community Engagement**
    a. 17 youth engagement Sessions Bassano, Gem, Rosemary, and County of Newell.
    b. 14 event participation and attendance.
        i. 2 Online interactive education programs (Rural crime. Mental health)
        ii. Bassano Town Hall Q&A on how we can improve police services.

Below our pictures of our members who continue to serve each community with respect compassion and professionalism.

Bassano Annual Performance Plan 2020/2021

2. **Priority - Contribute to Safe Roads**
    a. **10 Impaired drivers were charged in your communities.**
    b. **3 Road safety presentation online and in school were completed to high school students on driving safety in school zones.**
    c. 17 **Motor Vehicle Collisions**
3. **Priority – Crime Reduction (Rural property crime)**
    a. 214 pro-active Rural Crime Patrols to Hussar, Bassano, Gem, Rosemary, Counties of Newell and Wheatland.
    b. 69 Hot spot Patrols* Based on our Intelligence program from last year we have identified hot spot areas where Copper thefts is prevalent and have increased patrols in these designated areas.
    c. We had 2 break and enters into businesses in Hussar during this quarter where our SOC's had a firearm. Both SOC's have been identified through our intelligence program and we are currently pending DNA analysis from blood left at scene to complete investigation and chares suspects.
4. High Priority Calls.
    a. 5 Sudden Deaths
    b. 3 MHA transports
    c. 7 Charges laid in Person crimes * Defined by Assault, Sexual Assault, Harassment, Utter threats

*Update: since the easing of restrictions by the Alberta Government of Covid-19, we have seen an increase in calls for service this quarter from last quarter's 200 calls to 396 this quarter. We have noted a slight decrease in person's crimes, but an uptick in Break and enters in our rural areas businesses. Calls for service for copper theft files have greatly decreased, and Bassano RCMP is more focused on helping to curve crime in other areas.

- R stands for Rosemary, B stands for Bassano, G Gem, H for Hussar

Bassano Annual Performance Plan 2020/2021

Bassano Detachment APP	TRAFFIC			COMMUNITY ENGAGMENT			
2020/2021	Tickets/ Warnings	Vehicle Stops	Impaired Suspensions	Schools	Events Presentations	Rural Patrols	Copper Patrols
APRIL	4	4	1	4	1	87	48
MAY	16	16	1	4	1	77	34
JUNE		14	1			77	22
TOTALS	20	34	4	8	2	241	104
JULY	34	40	1	3	1	66	22
AUGUST	86	117	2	5	1	86	19
SEPTEMBER	41	60	2	6	1	67	20
TOTALS	161	217	5	14	3	214	61

Bassano RCMP would like to thank its community members for helping to curve property crime by calling in suspicious people on or around their property and continuing to keep an open line of communication.

Bassano RCMP will continue to improve on our policing based on further Town Hall meetings in your community and engagement with your leaders.

Prepared by: Cpl. Sebastian ANDREWS Bassano Detachment Commander

BASSANO MEMORIAL LIBRARY
Minutes June 2, 2020 Meeting

1 Call to order: Monique Treiber called the meeting to order at 7:02. Meeting held in the Park by the Library.(social distancing).

1.1 Members Present: Monique Treiber, Amy Richards, Linda Parrish, Lin Hermanson, Sherry Steinbach, Kathy Bulger, Bonnie Bennett, Roberta Harmacy, (absent with notice Jackie Seely and Theresa Kelly).

1.2 Approval of Agenda:Lin Hermanson moved the agenda be approved as presented.All in favour . Carried.

1.3 Presentation: None.

1.4 Approval of Minutes of last meeting: Linda Parrish moved the minutes of the May 7th. 2020 minutes be approved as presented. All in favour carried.

2 Business from Minutes:

2.1 The following items to be tabled till a later date.(Logo Branding, Fundraising Planning, Employee reviews, (no discussion required just leaving them on the agenda to be dealt with at a later date).

2.2 Plan of Service and Needs Assessment Survey: has been deferred to October 2020 so will be tabled for review at September Meeting.

3 New Business:

3.1 Payment for memberships : Bonnie Bennett said that members would be able to pay memberships that are due when the Library reopens.

3.2 Masks for Staff and Patrons: Bonnie and Mandy each have two cloth masks . If we make it mandatory for Patrons to wear masks we would be required to supply them. Presently we feel that when patrons are working on computers and are needing assistance then we would require the Patron and Staff Member to be wearing a mask. Worker from Chrystal Glass is coming to look at a window so at that time we will have Bonnie Bennett ask him about installing hanging Plexi Glass at her desk .

The Library is a Public Building we can encourage the use of Face Masks. In areas where there is no Plexi Glass. Board Members suggest staff should use a Mask. Karen Briere has offered to make masks if staff need them. Bonnie Bennett said at present both she and Mandy each have two masks that they wash when they have been used. Sherry Steinbach said the County Library Board is providing some PPE care packages. (Wipes and Masks etc.)

3.21 Monique donated six containers of Optim 33TB wipes. Amy Richards is going ask Loralee about the cost of cleaning products that they are using in the Clinic. It is a liquid cleaner that when diluted is good for 3 days**.**
The books from return Book Box will be put in Quarantine . Our board should develop a Procedure Book (which contains our policies and procedures for operation during a pandemic).

3.3 Sick Time: When tested for COVID 19 you should quarantine until the results are back. Discussed guidelines for pay if staff have to be off work due to quarantine. Board Members agreed we should pay staff for scheduled shifts if they have to be off. Monique Treiber will talk to Theresa Kelly to see if she can find out if there is government funding available to help with COVID related sick time.

3.4 Normal Hours of Operation : 28 hours per week. Discussion do we require two persons at the Library at all times? Bonnie Bennett is still working with Mandy Galarneau on the hours we would start with when we first reopen the library. Possible Tuesday and Saturday 10;00 am. to 2:00 pm Thursday 4;00 to 7 pm.. When this has been decided on posters will be put up downtown and outside the Library.

3.5 Town Hall Meeting: A few board members tuned in to the meeting. This was a question type format.The government was wanting to know what type of information Libraries were looking foe in regards to reopening, as they are in the process of writing Library specific guidelines. If any questions were not answered, they welcomed people to go on Alberta Biz Connect website and submit their question there. You could also email your questions to Diana Davidson at the Libraries Branch. If we have any problems with anyone in the Library not following guidelines the RCMP will be called.

3.6 Discussion re PlexiGlass: When Capital Glass Repair Man is installing a window at another location in town, he is going to stop by at the Library and look at our plexiglass needs. Hanging Plexiglass or Plexiglass on Stands, cost and when he might be able to do installation.
3.7 Policy and Procedure for Operation during a Pandemic. The Board needs to develop a policy to have in place for the future. We will work on this after we reopen.
4 Meeting Reports:
4.1 <u>Librarian's Report</u>: No written report. Bonnie Bennett said that the use of ebooks in May had gone up considerably for both Children and Adults.

4.2 Treasurer's Report: Our Bills have been paid. Bank Statements for the month are not available yet. We have received $1573.43 which is 50% of The Provincial Grant from the County of Newell.
ATB Bank balance is $17381.03 , HISA balance is $50,160.65
Credit Union Account balance is is $2534.23.
Approval of Account: Linda Parrish moved the Treasurer's report be accepted as presented. Seconded by Lin Hermanson. All In Favour Carried.
Permission to pay invoice: Kathy Bulger moved we pay bills, Amy Richards seconded the motion. All in Favour Carried.

4.3 Town Report: None.

4.4 County Report: Sherry Steinbach will have a County Report for our September meeting, also info on a PPE Care Package available from the County of Newell .
4.5 Shortgrass Report: No Report.

4.6 Committee Report: None.

5 Correspondence: none.

Meeting adjourned at 8:25 pm.

Next Meeting : September 1,2020 at 7pm. (no regular meeting July or August.)

Note : We may need to have an extra meeting related to opening once we get the guidelines. (Monique Treiber will call a meeting if required).

Minutes Submitted by:
R. Harmacy

2019
ANNUAL REPORT

Oldman River Regional Services Commission

FINANCIAL STATEMENTS

Year Ending
December 31, 2019

OLDMAN RIVER REGIONAL SERVICES COMMISSION

MESSAGE FROM THE CHAIR AND DIRECTOR

Price is what you pay; value is what you get! – Warren Buffet

The Oldman River Regional Services Commission helps communities navigate change and prepare for an uncertain future. It's not a simple task, and it gets even more complex in times of accelerating change, requiring ever-faster adaption to technological innovation, demographic shifts, political give-and-take, a changing climate and other drivers.

At ORRSC, we are asking ourselves: How can we help planners and municipalities prepare for an uncertain future and adapt to this accelerating pace of change? How can we strategically focus on the right things while creating value for planners and communities both today and into the future?

Planners need to collect, organize and communicate information to ask the right questions and pick the best techniques and arrive at manageable solutions – and to acquire the patience to deal with processes that are often iterative and political rather than linear and technical. Our staff place great value on working together to promote the public good and share a desire to promote the public well-being. Plans are written, programs established, and land-use regulations adopted to meet the common needs of residents.

With this in mind, the journey continues with the roll-out of numerous new Rural to Rural, Urban to Rural Intermunicipal Development Plans that comply with recent changes to the Municipal Government Act, with the addition of advanced technology in the form of a comprehensive overhaul of our Geographical Information System (GIS) platform, and with the formation of a Regional Subdivision and Development Appeal Board to go hand-in-hand with our Regional Assessment Review Board service.

Adding value to our core professional services and transferring that value to our member municipalities and, in turn, to your residents remains our focus.

Over the past year we've met with many board members, municipal councils, administrators and citizens and these interactions make it clear that ORRSC is widely viewed as a having a strong regional presence with excellent opportunities for delivering value and expertise. Our strategy is clear and well-understood. Our municipalities appreciate the knowledge, expertise and commitment of our professional staff and there is great pride in being one of Alberta's strongest land use planning and geographic Information system providers.

These services come with a price and in challenging economic times they must also come with value!

At the Executive level, we would like to thank Jim Bester (Cardston County), Don Anderberg (Town of Pincher Creek), Doug Macpherson (Town of Claresholm), Ian Sundquist (M.D. of Willow Creek), Jennifer Crowson (M.D. of Taber) and Margret Plumtree (Town of Vauxhall) for their continued support and leadership.

In closing, we would like to thank all of our municipalities including our GIS partners to the north, our board, our executive, and our staff – it is truly a privilege to serve with all of you. Together, we can ensure our future remains bright.

Gordon Wolstenholme, Chair

Lenze Kuiper, Director

BOARD OF DIRECTORS

Membership as at December 31, 2019 consisted of the following 42 municipalities. Four Board of Directors' meetings were held between January 1 and December 31, 2019. Municipal representatives are listed below:

MUNICIPALITY	CURRENT MEMBER	FORMER MEMBER (part of 2019)
Arrowwood (Village)	Kevyn Stevenson	
Barnwell (Village)	Delbert Bodnarek	
Barons (Village)	Ed Weistra	
Bassano (Town)	Tom Rose	
Brooks (City)	Norman Gerestein	
Cardston (County)	Jim Bester	
Cardston (Town)	Richard Bengry	
Carmangay (Village)	Peggy Hovde	
Champion (Village)	Jamie Smith	
Claresholm (Town)	Doug MacPherson	
Coaldale (Town)	Butch (Henry) Pauls	
Coalhurst (Town)	Elizabeth Christensen	
Coutts (Village)	Tanya Smith	
Cowley (Village)	Warren Mickels	
Crowsnest Pass (Municipality)	Dave Fillipuzzi & Dean Ward	
Duchess (Village)	Kole Steinley	
Fort Macleod (Town)	Gordon Wolstenholme	
Glenwood (Village)	Gerry Carter	
Granum (Town)	—	Duncan McLean
Hill Spring (Village)	Suzanne French	
Lethbridge (County)	Morris Zeinstra	
Lomond (Village)	Brad Koch	
Magrath (Town)	Richard Van Ee	
Milk River (Town)	Peggy Losey	
Milo (Village)	Sheldon Walker	
Nanton (Town)	Beryl West	Dan McLelland
Newell (County)	Clarence Amulung	
Nobleford (Town)	Marinus de Leeuw	
Picture Butte (Town)	Henry de Kok	
Pincher Creek (M.D. No. 9)	Bev Everts	
Pincher Creek (Town)	Don Anderberg	
Ranchland (M.D. No. 66)	Ronald Davis	
Raymond (Town)	Stewart Foss	
Stavely (Town)	Don Norby	
Stirling (Village)	Matthew Foss	
Taber (M.D.)	Jennifer Crowson	
Vauxhall (Town)	Margaret Plumtree	
Vulcan (County)	Jason Schneider	
Vulcan (Town)	Lyle Magnuson	
Warner (County No. 5)	David Cody	
Warner (Village)	Marty Kirby	Eric Burns
Willow Creek (M.D. No. 26)	Ian Sundquist	

CHAIR AND VICE-CHAIR

The Chair and Vice-Chair from January 1 to December 5, 2019 were:

Chair – Gordon Wolstenholme (Town of Fort Macleod)

Vice-Chair – Jim Bester (Cardston County)

At the December 5, 2019 Annual Organizational Board of Directors' meeting, both the Chair and Vice-Chair were re-elected to their positions for the period December 5, 2019 to December 3, 2020.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy. Eight meetings were held between January 1 and December 31, 2019.

The following served on the Executive Committee from January 1 to December 5, 2019:

Gordon Wolstenholme	–	Town of Fort Macleod **(Chair)**
Jim Bester	–	Cardston County **(Vice-Chair)**
Don Anderberg	–	Town of Pincher Creek
Doug MacPherson	–	Town of Claresholm
Ian Sundquist	–	M.D. of Willow Creek No. 26
Jennifer Crowson	–	M.D. of Taber
Margaret Plumtree	–	Town of Vauxhall

At the December 5, 2019 Annual Organizational Board of Directors' meeting, all of the above were re-elected to serve on the Executive Committee from December 5, 2019 to December 3, 2020.

STAFF

STAFF Employed During 2019

DIRECTOR	**Lenze Kuiper**
SENIOR PLANNER	**Bonnie Brunner**
SENIOR PLANNER	**Mike Burla**
SENIOR PLANNER	**Steve Harty**
SENIOR PLANNER	**Diane Horvath**
SENIOR PLANNER	**Gavin Scott**
PLANNER	**Madeleine Baldwin** – started December 2/19
PLANNER	**Ryan Dyck** (90% part-time)
PLANNER	**Ian MacDougall** – January 1 - March 8/19
ASSISTANT PLANNER	**Erin Graham**
ASSISTANT PLANNER	**Max Kelly** – started May 13/19
ASSISTANT PLANNER	**Hailey Winder**
CAD/GIS TECHNOLOGIST	**Mladen Kristic**
CAD/GIS TECHNOLOGIST	**Yueu Majok**
CAD/GIS TECHNOLOGIST	**Kaylee Sailer** (maternity leave starting September 1/19)
GIS ANALYST	**Jaime Thomas**
GIS ANALYST	**Jordan Thomas**
GIS TECHNICIAN	**Carlin Groves** (contract starting July 1/19)
EXECUTIVE SECRETARY	**Barb Johnson** (80% part-time)
BOOKKEEPER	**Sherry Johnson** (80% part-time)
SUBDIVISION TECHNICIAN	**Jennifer Maxwell**
MUNICIPAL PLANNING CLERK	**Bonnie Andres** – started January 2/19

MUNICIPAL PROJECTS

Arrowwood (Village) – Municipal Development Plan (completed); Land Use Updates (completed); Intermunicipal Development Plan with Vulcan County (ongoing)

Barnwell (Village) – Land Use Bylaw Rewrite (completed)

Barons (Village) – Intermunicipal Development Plan with Lethbridge County (commenced)

Bassano (Town) – Municipal Development Plan (commenced)

Brooks (City) – Land Use Bylaw Rewrite (commenced)

Cardston (County) – Intermunicipal Development Plan with M.D. of Pincher Creek (completed); Intermunicipal Development Plan with Town of Cardston (ongoing); Intermunicipal Development Plan with Town of Magrath Update (ongoing); Land Use Bylaw (commenced)

Cardston (Town) – Intermunicipal Development Plan with Cardston County (ongoing)

Carmangay (Village) – Municipal Development Plan (completed); Land Use Bylaw Updates (ongoing); Intermunicipal Development Plan with Vulcan County (commenced)

Champion (Village) – Intermunicipal Development Plan with Vulcan County (draft completed), Land Use Bylaw Updates (ongoing)

Claresholm (Town) – Annexation (completed); Intermunicipal Development Plan with M.D. of Willow Creek (commenced)

Coaldale (Town) – East Coaldale Area Structure Plan (ongoing); Municipal Development Plan (ongoing)

Coalhurst (Town) – Lethbridge County and Town of Coalhurst Joint Industrial Area Structure Plan (completed); Land Use Bylaw (ongoing)

Coutts (Village) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Municipal Development Plan (commenced); Intermunicipal Development Plan with County of Warner (commenced); Intermunicipal Collaborative Framework with County of Warner (commenced)

Cowley (Village) – Municipal Development Plan (ongoing)

Crowsnest Pass (Municipality) – Municipal Development Plan Background Report (ongoing); Intermunicipal Development Plan with M.D. of Ranchland No. 66 (ongoing); Intermunicipal Development Plan with M.D. of Pincher Creek (completed)

Duchess (Village) – Land Use Bylaw (commenced)

Fort Macleod (Town) – Macleod Meadows Concept Plan (ongoing); Intermunicipal Development Plan with M.D. of Willow Creek (commenced)

Glenwood (Village) – Municipal Development Plan (ongoing)

Granum (Town) – Intermunicipal Development Plan with M.D. of Willow Creek (terminated)

Hill Spring (Village) – Intermunicipal Development Plan with Cardston County (commenced)

Lethbridge (County) – Intermunicipal Development Plan with Town of Nobleford Update (adopted); Joint Industrial Area Structure Plan with Town of Coalhurst (completed); Hamlet of Turin Growth Study (completed); Hamlet of Iron Springs Growth Study (completed); Intermunicipal Development Plan with Village of Barons (commenced); Hamlet of Shaughnessy Growth Study (commenced); Hamlet of Diamond City Growth Study (commenced); Hamlets of Chin/Kipp Growth Study (commenced)

Lomond (Village) – Municipal Development Plan (ongoing); Intermunicipal Development Plan with Vulcan County (ongoing)

Magrath (Town) – Intermunicipal Development Plan with Cardston County Update (ongoing)

Milk River (Town) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Intermunicipal Development Plan with County of Warner (commenced); Intermunicipal Collaborative Framework with County of Warner (commenced)

Milo (Village) – Municipal Development Plan (ongoing); Intermunicipal Development Plan with Vulcan County (ongoing)

Nanton (Town) – Westview Concept Plan (commenced)

Newell (County) – North Headgates Area Redevelopment Plan (completed)

Nobleford (Town) – Intermunicipal Development Plan with Lethbridge County Update (completed)

Picture Butte (Town) – Industrial-Commercial Growth Study (completed); Annexation Report (completed)

Pincher Creek (M.D. No. 9) – Castle Mountain Area Structure Plan (completed); Wind Energy Conversion Systems Review (completed); Intermunicipal Development Plan with M.D. of Ranchland (completed); Intermunicipal Development Plans with Cardston County, Municipality of Crowsnest Pass, M.D. of Ranchland, and M.D. of Willow Creek (completed); Municipal Development Plan (commenced)

Pincher Creek (Town) – Land Use Bylaw (ongoing)

Ranchland (M.D. No. 66) – Intermunicipal Development Plan with M.D. of Pincher Creek (completed); Intermunicipal Development Plan with Municipality of Crowsnest Pass (ongoing)

Raymond (Town) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Intermunicipal Development Plan Amendments with County of Warner (commenced)

Stavely (Town) – Intermunicipal Development Plan with M.D. of Willow Creek (commenced)

Stirling (Village) – SSRP Compliance Review; Intermunicipal Development Plan with County of Warner (commenced)

Taber (M.D.) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Intermunicipal Development Plan with Town of Taber (commenced)

Vauxhall (Town) – SSRP Compliance Review

Vulcan (County) – Intermunicipal Development Plan with Town of Vulcan (completed); Intermunicipal Development Plan with Village of Arrowwood (ongoing); Intermunicipal Development Plan with Village of Champion (ongoing); Intermunicipal Development Plan with Village of Milo (ongoing); Land Use Bylaw (ongoing)

Vulcan (Town) – Intermunicipal Development Plan with Vulcan County (completed)

Warner (County No. 5) – Land Use Bylaw Updates (completed); Intermunicipal Development Plans with Town of Milk River and Villages of Coutts, Stirling and Warner (commenced); Intermunicipal Development Plan with Town of Raymond Update (commenced); Intermunicipal Collaborative Frameworks with Towns of Milk River and Raymond and Villages of Coutts, Stirling and Warner (commenced)

Warner (Village) – SSRP Compliance Review; Land Use Bylaw Updates - Administrative (completed); Municipal Development Plan (ongoing); Intermunicipal Development Plan with County of Warner (commenced); Intermunicipal Collaborative Framework with County of Warner (commenced)

Willow Creek (M.D. No. 26) – Intermunicipal Development Plan with M.D. of Ranchland (completed); Land Use Bylaw (adopted); Intermunicipal Development Plan with Town of Claresholm (commenced); Intermunicipal Development Plan with Town of Fort Macleod (commenced); Intermunicipal Development Plan with Town of Stavely (commenced)

GIS Project:

- Installed new GIS software
- Started site conversion to new GIS software
- Attended five ESRI software education courses
- Installation of new server infrastructure at Whipcord
- Applied for IC grant from Municipal Affairs

Other Projects and Services:

- Secretarial service for 16 Subdivision and Development Appeal Board hearings
- Clerk service for 14 Regional Assessment Review Board hearings
- Hosted Assessment Review Board Training - April 2019
- Board Bus Tour to visit Raymond Alternative Energy Project – September 2019

SUBDIVISION

SUMMARY OF APPLICATIONS PROCESSED

A total of 177 subdivision applications were processed during the 2019 calendar year. The status of these applications as at December 31, 2019 are shown below:

158 – Approved or Approved on Condition
1 – Refused
1 – Withdrawn or Expired
17 – Pending

No subdivision applications were appealed in 2019.

The following table shows a detailed breakdown of the subdivision applications for 2019.

DETAILS OF SUBDIVISION APPLICATIONS PROCESSED – 2019

ABBREVIATIONS:

A – Approved
A/C – Approved with conditions
R – Refused
W – Withdrawn
E – Expired
P – Pending
Res – Residential
Com – Commercial
Ind – Industrial
CR – Country Residential
Ag – Agricultural
Inst – Institutional
Rec – Recreational
Misc – Miscellaneous

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	Boundary Line Adjustment	DECISION				NEWLY CREATED LOTS (By Use)								
			A / A/C	R	W / E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc	Total
Arrowwood (Village)	—														
Barnwell (Village)	2		2				19								19
Barons (Village)	—														
Bassano (Town)	—														
Brooks (City)	3		2			1	4	2							6
Cardston (County)	23	3	22			1	10	1	1	14	8				34
Cardston (Town)	1		1				10								10
Carmangay (Village)	1	1	1												0
Champion (Village)	1	1				1									0
Claresholm (Town)	1	2	1												0
Coaldale (Town)	3		2			1	2		1						3
Coalhurst (Town)	1		1				1								1
Coutts (Village)	—														
Cowley (Village)	—														
Crowsnest Pass (Municipality)	3	1	2			1	1			1					2
Duchess (Village)	—														
Fort Macleod (Town)	2	1	2						1						1
Glenwood (Village)	—														
Granum (Town)	—														
Hill Spring (Village)	1		1				1								1

MEMBER MUNICIPALITY	SUBDIVISION APPLICATIONS	Boundary Line Adjustment	DECISION				NEWLY CREATED LOTS (By Use)								
			A / A/C	R	W / E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc	Total
Lethbridge (County)	27	6	23	1	1	2	2		9	33	2	4			50
Lomond (Village)	—														
Magrath (Town)	2		2				1	1							2
Milk River (Town)	—														
Milo (Village)	—														
Nanton (Town)	1		1				1								1
Newell (County)	23	6	23				1			8	12	3			24
Nobleford (Town)	—														
Picture Butte (Town)	—														
Pincher Creek (M.D. No. 9)	9		9							7	4	1	1		13
Pincher Creek (Town)	5		4			1	1	4				3			8
Ranchland (M.D. No. 66)	—														
Raymond (Town)	6		5			1	10	1							11
Stavely (Town)	—														
Stirling (Village)	1					1	3								3
Taber (M.D.)	20	2	20					3	2	16					21
Taber (M.D.) & Barnwell	1		1				1								1
Vauxhall (Town)	—														
Vulcan (County)	11	1	9			2				12					12
Vulcan (Town)	1		1						1						1
Warner (County No. 5)	10	3	9			1		1		7					8
Warner (Village)	—														
Willow Creek (M.D. No. 26)	18	1	14			4	1		1	14	2				18
TOTAL	**177**	**28**	**158**	**1**	**1**	**17**	**69**	**13**	**16**	**112**	**28**	**11**	**1**	**0**	**250**

NOTE: ***Lot count includes Pending Decisions as at December 31, 2019***

Financial Statements of

OLDMAN RIVER REGIONAL SERVICES COMMISSION

And Independent Auditors' Report thereon

Year ended December 31, 2019

KPMG LLP
#500, 400 - 4th Avenue South
Lethbridge AB T1J 4E1
Canada
Tel 403-380-5700
Fax 403-380-5760

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2019, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"),a Swiss entity.
KPMG Canada provides services to KPMG LLP

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Lethbridge, Canada

April 9, 2020

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
Assets		
Current assets:		
Cash and short-term deposits	$ 199,447	$ 389,683
Accounts receivable (note 4)	61,266	31,503
Prepaid expenses and deposits	10,574	10,527
	271,287	431,713
Cash not available for current operations	336,762	199,905
Capital assets (note 5)	620,754	619,638
	$ 1,228,803	$ 1,251,256
Liabilities		
Current liabilities:		
Accounts payable and accrued liabilities	$ 228,929	$ 209,069
Net assets:		
Unrestricted	42,358	222,644
Invested in capital assets	620,754	619,638
Internally restricted	336,762	199,905
	999,874	1,042,187
Commitments (note 7)		
	$ 1,228,803	$ 1,251,256

See accompanying notes to financial statements.

On behalf of the Board:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Operations

Year ended December 31, 2019, with comparative information for 2018

	2019 Budget	2019 Actual	2018 Actual
Revenue:			
Municipal contributions	$ 953,084	$ 953,084	$ 938,079
GIS member fees	590,000	594,386	593,314
Subdivision fees	315,000	276,180	352,688
Service fees	425,000	329,623	445,603
Alberta Community Partnership Grant revenue recognized	-	-	43,200
Other revenue	26,850	63,373	13,828
Interest income	5,000	15,711	11,659
	2,314,934	2,232,357	2,398,371
Expenses:			
Salaries and benefits	2,012,000	1,963,921	1,881,894
Equipment	78,000	63,635	32,981
Occupancy costs	43,000	34,382	43,351
Repairs and maintenance	24,000	26,993	22,547
Staff travel	20,000	21,144	22,040
Telephone	17,000	20,602	20,594
Professional fees	12,500	9,880	14,789
Staff training and conferences	9,000	2,274	1,596
Printing and duplicating	8,500	6,479	9,195
Members' travel	8,000	8,103	7,230
Postage	7,000	6,500	3,816
Janitorial	6,000	6,533	6,002
Office and general	5,500	8,282	9,719
Members' fees	5,000	6,360	5,514
Advertising	5,000	5,009	4,531
Consulting	5,000	4,600	41,606
Land titles office	5,000	3,149	3,394
Public relations	4,000	8,882	6,547
Miscellaneous	2,000	12,187	2,023
Interest and bank charges	-	581	355
Alberta Community Partnership project expenses	-	-	25,850
Amortization	-	63,641	51,981
	2,276,500	2,283,137	2,217,555
Excess (deficiency) of revenues over expenses before the undernoted item	38,434	(50,780)	180,816
Other income:			
Gain on sale of capital assets	-	8,467	4,216
Excess (deficiency) of revenues over expenses	$ 38,434	$ (42,313)	$ 185,032

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2019, with comparative information for 2018

	Unrestricted	Internally restricted	Invested in capital assets	Total 2019	Total 2018
Balance, beginning of year	$ 222,644	$ 199,905	$ 619,638	$ 1,042,187	$ 857,155
Excess (deficiency) of revenue over expenses	(42,313)	-	-	(42,313)	185,032
Amortization of internally funded capital assets	63,641	-	(63,641)	-	-
Purchase of capital assets	(69,290)	-	69,290	-	-
Net book value of disposed capital assets	4,533	-	(4,533)	-	-
Transfers to reserve (note 10)	(136,857)	136,857	-	-	-
Balance, end of year	$ 42,358	$ 336,762	$ 620,754	$ 999,874	$ 1,042,187

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	$ (42,313)	$ 185,032
Items not involving cash:		
Amortization	63,641	51,981
Gain on sale of capital assets	(8,467)	(4,216)
Changes in non-cash operating working capital:		
Accounts receivable	(29,763)	45,237
Prepaid expenses and deposits	(47)	3,196
Accounts payable and accrued liabilities	19,860	12,861
Deferred revenue	-	(43,200)
	2,911	250,891
Capital activities:		
Purchase of capital assets	(69,290)	(45,144)
Proceeds on sale of capital assets	13,000	7,500
	(56,290)	(37,644)
Increase (decrease) in cash and short-term deposits	(53,379)	213,247
Cash and short-term deposits, beginning of year	589,588	376,339
Cash, end of year	$ 536,209	$ 589,586
Cash is represented by:		
Cash and short-term deposits	$ 199,447	$ 389,683
Cash not available for current operations	336,762	199,905
	$ 536,209	$ 589,588

See accompanying notes to financial statements.

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan (LAPP). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2019 the Commission did not have any liabilities associated with contaminated sites.

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2020, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This section is effective for fiscal years beginning on or after April 1, 2021.

(ii) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2022.

3. Accounts receivable:

	2019	2018
Trade receivables	$ 56,197	$ 26,235
Goods and services tax	5,069	5,268
	$ 61,266	$ 31,503

4. Capital assets:

	2019		
	Cost	Accumulated amortization	Net book value
Land	$ 80,000	$ -	$ 80,000
Building	773,397	342,392	431,005
General contents	281,195	260,665	20,530
Other equipment	13,678	13,097	581
Vehicles	78,942	41,000	37,942
Computer	146,377	95,681	50,696
	$ 1,373,589	$ 752,835	$ 620,754

	2018		
	Cost	Accumulated amortization	Net book value
Land	$ 80,000	$ -	$ 80,000
Building	773,397	324,433	448,964
General contents	276,830	256,597	20,233
Other equipment	13,678	13,097	581
Vehicles	75,449	42,496	32,953
Computer	120,241	83,334	36,907
	$ 1,339,595	$ 719,957	$ 619,638

5. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2018.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit loan.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

6. Commitments:

(a) The Commission leased equipment under agreements expiring on dates ranging from April, 2019 to January, 2021. The base rent obligation under the leases for the next year is approximately $4,324.

(b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however is to continue on a year to year basis until written notice of termination on December 31, 2023.

7. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, such the Commission is economically dependent on its members.

8. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2019	2018
Total debt limit	$ 1,116,178	$ 1,171,760
Total debt	-	-
Debt servicing limit	$ 223,236	234,352
Debt servicing	-	-
Amount of debt servicing limit unused	$ 223,236	$ 234,352

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

9. Internally restricted net assets:

Internally restricted net assets is comprised of the following:

	2019	2018
Operating reserve fund	168,381	99,952
Capital reserve fund	168,381	99,953
	336,762	199,905

10. Local Authorities Pension Plan:

Employees of Oldman River Regional Services Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 265,813 employees of approximately 421 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

Oldman River Regional Services Commission is required to make current service contributions to the Plan of 9.39% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above this amount.

Employees of Oldman River Regional Services Commission are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.84% on pensionable salary above this amount.

Total current and past service contributions by Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2019 were $137,062 (2018 - $143,590). Total current and past service contributions by the employees of Oldman River Regional Services Commission to the Local Authorities Pension Plan in 2019 were $124,278 (2018 - $131,325).

At December 31, 2018 the Plan disclosed an actuarial surplus of $3.5 billion.

11. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

12. Budget information:

The budget information was approved by the Board on December 6, 2018.

13. Subsequent event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of the approval of these financial statements, the Commission has experienced financial and operational impacts and has undertaken certain activates in relation to the COVID-19 pandemic.

At this time, uncertainty exists over future cash flows which may cause significant changes to the assets and liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

COUNTY OF NEWELL

September 21, 2020

City of Brooks
Box 879
201 – 1st Ave. West
Brooks, Alberta
T1R 1B7

Attention: Amanda Peterson – Deputy CAO

Dear Amanda:

RE: Continued Funding for Brooks Region Transportation Service

The County of Newell Council has reviewed the matter of continued funding required for the Brooks Region Transportation Service, which has been referred to each of the municipal Councils for further consideration by the Joint Services Committee.

Council recognizes that the service has been filling an important need for some residents of the Region. Unfortunately, given the uncertainty that the County is now facing regarding a significant drop in the County's property assessment and the anticipated pressure that the County will be under to balance the budget given the uncertainty that exists, Council cannot support a decision to fund the service through property taxes after the current reserve balance is expended.

An alternative source of funds that does not require a contribution from the property tax base, would go a long way to ensure that the service is in the position to continue operating in the future.

Sincerely,

Layne Johnson
Director of Corporate Services

183037 RR145 (Box 130), Brooks, AB T1R 1B2
Phone: 403-362-3266
Fax: 888-361-7921
Email: administration@newellmail.ca
Web: www.countyofnewell.ab.ca

Check us out on social media

BARRA GENERAL MEETING

September 23, 2020

President Roger called the meeting to order at 7:02 outside the Depot. Roger Newman, Al Treiber, Christine Petkau, Jan Armstrong, Raylene Augustine, Donna Smith, Lorraine Heron, Tom McPhail and Doug Barlow were present.

Minutes: Minutes from last meeting were read. It was noted that Lorraine was at the last meeting. Jan moved the minutes be adopted with that correction. Carried

Treasurer's Report:
Christine reported our finances.
Product prices are continually fluctuating and remain low with cardboard down to $60/ton now.
Finances are still a concern even with cash infusion from Casino funds. While we are willingly to use these funds, we do not wish to deplete them as they are our only source of income for repairs and major equipment purchases. We were scheduled to go again in Fall of 2021 but this is uncertain.

Doug advised us to ask to attend a town meeting in the near future with any funding requests as the Town is working on its Budget now. Christine will forward a delegation request to Jan.

According to our current insurer, the financial records should be reviewed by an independent person monthly. Jan has volunteered to do this on-line.

Christine and Roger will make arrangements to sign cheques as needed only. Roger will let staff know cheques will be issued at month end now.

Old Business:

1. **Use of Casino Funds:**
   After consultation with AGLC we have been using our Casino funds to cover the wages. To date, We have used $7000 of Casino funds.

2. Quote for Roof: Al is working on this. Discussion. We will wait and see how our finances are in a few months before we commit casino funds to this.

3. Pilot Recovery Program: This program started Sept 1 with the Alberta Government. Jeep – now Quantam - will continue to collect the large item electronic, drills, cell phones etc. We have taken most of these items for awhile, but Christine will make a poster for the town newsletter reminding people what they can bring in. All these items must be sorted – extra work for staff.

New Business:

1. **Signage:** Roger has ordered new signs asking people to break down their cardboard before recycling it. It takes staff time to do this.
2. **School Recycling:** Staff is complaining about the recycled material from the school. Garbage, food items and a variety of items are found with the papers and everything must be sorted. Time consuming and unsafe. Jan will email the school with our complaints and ask everyone be reminded of what the bins are for.
3. **Partnering Project with the Town:** Doug asked for suggestions. We did look into wood chipping and composting, but both were not viable options. Discussion. No definite ideas yet

Next meeting scheduled for Wednesday, November 4 at 7 pm at the Depot.

President Roger adjourned the meeting at 8:01.

Respectfully submitted,

Jan Armstrong, Secretary

TOWN OF BASSANO
SEP 30 2020
RECEIVED

September 30, 2020

TO: Mayor and Council

I am writing to you, on behalf of the Christmas in the Campground committee, to request the use of the Homecoming Campground for the Christmas in the Campground 2020 event. We understand that COVID is still a factor in any decision. It will be an outdoor event and if we ask people to wear masks and keep physical distance, we can make it be an enjoyable and safe event.

We decorated the campground last year and it looked wonderful. A lot of people enjoyed driving by and seeing the lights. The lighting of the lights, the opening night, was a lot of fun. The RCMP were part of the fun along with Santa. The Mayor pushed the button and Brad, from Public Works, perfectly turned the lights on. People there enjoyed themselves especially the kids.

We will be renting the campsites to businesses and families and any funds collected will be given to the Christmas Hampers. Last year we donated over $300.00 plus food donations. We also realize that food donations may not be acceptable because of COVID. We can ask for cash donations for the refreshments. We are hoping to have more businesses and families participate this year.

I hope that we can have access to the campground December 11 to January 10, 2021. This will allow participants to decorate their site in time for the opening night. The lighting of the lights night will be on December 16. The electricity can be turned off on January 2, and participants will then be able to clean their site before the 10th.

Similar to last year, we are asking that the town pick up the cost of electricity. The lights were turned off during the day to try to save costs and then turned on at night.

Considering we only had a month to pull together the event last year, I think it was a great success and a lot of fun for the families in the community. I know that people came into town to see the lights.

I am requesting from Council permission to decorate the campsite again this year and have the Town cover the electrical cost. If we get permission to do this, a more detailed letter will be forthcoming.

Thank you for your consideration.

MacWilliam

Lynn MacWilliam
Chair
Christmas in the Campground

From: Lorraine & Stew Heron
To: Ron Wickson
Cc: CAO - Town of Bassano
Subject: Water rates
Date: September 25, 2020 10:40:01 AM

I'm really concerned about how many people in Bassano have stopped watering their yards since the water rates have gone up so much. Laurie Johnson said he has 10 less yards to blow out this year than normal. That means those people chose not to water at all this year. Not only do the yards look bad but not watering is going to affect trees as well.

As part of the Beautify Bassano Initiative, I was wondering if council would consider lowering the water rates May-September to encourage people to water once again?

Stew

Sent from my iPhone

BASSANO MEMORIAL LIBRARY

Minutes of Sept.1,2020 Library Meeting

1 Call to order: Monique called the meeting to order at 7 PM.

1.1 Members Present: Monique Treiber, Lin Hermanson, Amy Richards Linda Parrish, Kathy Bulger, Bonnie Bennett, Roberta Harmacy. Absent with notice Sherry Steinbach and Theresa Kelly.

1.2 Approval of Agenda: Linda Parrish moved the agenda be accepted as presented with the addition of 3.3 Tutoring sessions in the Library. All in favour. Carried.

1.3 Presentation: No presentation.

1.4 Approval of Minutes of last meeting: Lin Hermanson moved the minutes of the June 2nd, 2020 meeting be approved as presented. All in favour. Carried.

2 Business from Minutes:

2.1 Tabled items :

2,1A: Logo Branding: Monique will check how long Sidney Smith will be around and if she would be willing to help with Logo branding.

2.1 B: Fundraising Planning: A discussion will take place on this after we move into phase 3 of Library Opening.

2.3 C: Employee Reviews: Chair Monique Treiber and Vice Chair Linda Parrish(our employee relations persons) will meet and set a date for a meeting with Bonnie Bennett and Mandy Galarneau

.

2.2 Plan of Service and Needs Assessment: Due Dec. 31, 2020. First do we need to look at sending out a survey to the community.

General consensus by : Monique Treiber, Lin Hermanson and Kathy Bulger it was not necessary to do a needs assessment this year. Kathy Bulger, Lin Hermanson and Roberta Harmacy will meet to review our current plan and draft a new one to bring to our October Meeting.

2.3 Sick **Time Coverage/Payment:** Monique Treiber will talk to Theresa Kelly about Sick Time Coverage/ Payment . We currently do not pay sick

time. We discussed: Possible COVID positive people being in the library or of staff illness.
2.4 Town Hall Meeting: Info on this meeting was circulated via email for board members to read.
2.5 Policy & Procedure For Operating During A Pandemic: The Board needs to add a policy covering Bassano's Library Staff's Response to a Pandemic to our Bylaws. We can gather information from Alberta Libraries and add to our existing policies. Lin Hermanson, Amy Richards, Kathy Bulger, Monique Treiber and Roberta Harmacy will work on this.
Monique Treiber will email Policies and procedures of the Libraries to us Sept. 15/2020. We can also Google Public Services Branch.

3 New Business:
3.1a Jackie Seely's Resignation: Roberta Harmacy will send a Thank You Card to Jackie Seely , thanking her for her time on the Board as a representative from Bassano Town Council.

3.1 b 2021Materials Allotment: The Board is asking for a 5% decrease.
Call for vote for 2021 Shortgrass Library Materials Allotment :
Kathy Bulger made a motion the Board recommend the minus 5% (483 per Capita) drop for the 2021ShortGrass Library Materials Budget. Monique Treiber seconded the motion. All in Favour Carried.

3.2 Update from Friends of the Library : Book Sale Ideas.This will be covered under 4.1 Librarians Report. The Executive of the Friends of The Library has remained the same as last year.

3.3 Tutoring Session in Library: Jackie Seely has asked on behalf of Newell Ed. If they would be able to hold Tutoring Sessions this fall in the Library Board Room?
Discussion: Tables would have to be set 6 ft. apart, Tables would be marked for tutoring use only. They would be responsible for use of designated area. Monique will draft up a letter for the Board to review then she will forward the letter to Jackie Seely.

4 Meeting Reports:
4.1 Librarian's Report: Bonnie Bennett handed out a printed report . She has reported they have planned to hold the Book Sale by auction on

FaceBook this year due to the Pandemic.The Plan is every Tuesday the Book Boxes will be posted on Facebook Page, also on a sheet posted on the Library front Window. Refer to Bonnie Bennett's handout report. Bonnie would like to keep the library running as it is under COVID Precautions until the end of the year, Lets wait and see how School Reopening goes, or Public Health recommends entering Stage three is safe.

4.2 Treasurer's Report: A Printed Report was handed out. Reviewed by Board Members.members. Lin Hermanson moved we close the Credit Union Account. Seconded by Linda Parrish. All in Favour. Carried.
Discussion should we move the money from ATB to the HISA Account . Linda Parrish made a motion that that we authorize the Treasurer (Theresa Kelly) to transfer funds from ATB Checking account (the amount to be at her discretion) to the HISA account. Seconded by Lin Hermanson All in Favour . Carried.
Approval of account- Kathy Bulger moved we approve the Treasurer's report as presented. Seconded by Linda Parrish. All in Favour Carried. .
Permission to pay invoices: Amy Richards moved the Treasurer pay invoices as needed, Seconded by Monique Treiber. All in Favour Carried

4.3 Town Report: None.
4.4 County Report: Sherry Steinbach sent copy of county via email to Board Members. Sherry asks if County could hold their next meeting at the Library. Booked using social distancing in Board Room.
4.5 Shortgrass Report: None .
4.6 Committee Report: None.

5 Correspondence: None.

Next Meeting : Next Meeting Tuesday Oct. 5/2020 at 7pm.

Minutes Submitted by:
Secretary
Roberta Harmacy

Council Proclamation

Small Business Week – October 18-24

BROOKS REGION (October 5, 2020) – During Small Business Week, October 18-24, we celebrate the resolve and resourcefulness of our local businesses, entrepreneurs and workers. Our small businesses are the very core of our identity and success and during Small Business Week, we pay tribute to them for their contributions to our economy and culture.

This year is especially important as we recover from an unprecedented pandemic and we should help our businesses recover, remain viable and once again thrive. During this stressful time, business owners are focused on ways to stay afloat as they navigate the challenges of an ever-expanding to do list. Small businesses are more financially vulnerable than large businesses in the wake of the pandemic. The unfortunate reality is at least one in four businesses will not re-open. Which is why, more than ever, we need to support our small businesses.

Our local business owners work hard to offer high-quality products and services, support initiatives in our communities, bring life to our neighborhoods and create jobs. We need to recognize the work they do. This is why we support this initiative and encourage consumers to shop at their local independent business not just during Small Business Week, but all year round.

The Brooks Region economic development team kindly requests that Council proclaim October 18-24, Small Business Week in the Town of Bassano.

Sincerely,

Jessica Surgenor
Brooks Region Economic Development Officer
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jsurgenor@brooks.ca

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