



## **AGENDA**

Meeting: June 20, 2022 6:00 p.m. – 10:00 p.m.  
Location: Council Chambers – 502 – 2<sup>nd</sup> Avenue

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### **1. CALL TO ORDER – REGULAR MEETING**

### **2. EXCUSED FROM MEETING**

### **3. ADOPTION OF AGENDA**

### **4. ADOPTION OF MINUTES**

- 4.1 May 9, 2022 Regular Meeting
- 4.2 May 16, 2022 Special Meeting
- 4.3 May 30, 2022 Special Meeting

### **5. DELEGATIONS**

- 5.1 EcoBrooks, Emmrys Oliver, 6:00 p.m.
- 5.2 Bassano RCMP, Sgt. Raimo Loo, 6:30 p.m.
- 5.3 Brooks Region, Lisa Tiffin and Randi McPhillips, 7:00 p.m.

### **6. UNFINISHED BUSINESS**

- 6.1 Public Lands Watering Schedule Policy – P-TOB41/001-22 – Proposed
- 6.2 Bassano Memorial Library – 2022 Deliverables
- 6.3 Build Bassano – Residential Housing & Development Incentive Plan 2022-2025 –  
ADDITION

### **7. NEW BUSINESS**

- 7.1 Recreation & Leisure – Disc Golf Course Layout
- 7.2 2022 Tax Recovery – ADDITION

### **8. BOARD & COMMITTEE REPORTS**

- 8.1 Mayor I. Morey
  - Palliser Economic Partnership – June 14, 2022
- 8.2 Deputy Mayor J. Slomp
  - Newell Regional Solid Waste Management Authority – May 26, 2022
  - Newell Housing Foundation – June 7, 2022
- 8.3 Councillor K. Jones
  - Grassland Board Meeting – May 19, 2022

#### 8.4 Councillor M. Wetzstein

#### 8.5 Councillor S. Miller

- Bassano Memorial Library – May 10, 2022
- Bassano Ag Society – May 24, 2022
- Brooks Region Tourism – May 26, 2022
- Bassano Memorial Library – June 14, 2022
- Cenotaph Collaboration Project – June 5, 2022

### 9. CAO REPORTS

- 9.1 CAO Operation Report
- 9.2 Financial Statement for the period ending April 30 and May 31, 2022
- 9.3 Cheque listing for the period ending April 30 and May 31, 2022
- 9.4 FCSS Report – none
- 9.5 CPO Report for the period ending May 31, 2022
- 9.6 RCMP Mayor's Report – None

### 10. CORRESPONDENCE

- 10.1 Public Concern – Sidewalk - Beddows
- 10.2 Newell Housing Foundation Minutes – April 5, 2022
- 10.3 Joint Shared Services Meeting Notes – May 10, 2022
- 10.4 Mobile Veterinary Clinic Letter of Support – May 24, 2022
- 10.5 Municipal Affairs – Funding Notification Letter – May 16, 2022
- 10.6 BARRA Minutes – May 24, 2022
- 10.7 Newell Regional Solid Waste Minutes – May 26, 2022
- 10.8 Oldman River Regional Services Commission – 2021 Annual Report
- 10.9 Oldman River Regional Services Commission Minutes – December 2, 2021
- 10.10 Newell Housing Foundation Minutes – May 3, 2022
- 10.11 Joint Shared Services – Brooks Maternity Leave – June 17, 2022

### 11. CLOSED SESSION

- 11.1 None

### 12. ROUND TABLE

### 13. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF BASSANO  
HELD IN PERSON ON MAY 9, 2022 IN THE COUNCIL CHAMBERS.**

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**ELECTED OFFICIALS**

|              |                |
|--------------|----------------|
| MAYOR        | Irvin Morey    |
| DEPUTY MAYOR | John Slomp     |
| COUNCILLORS  | Kevin Jones    |
|              | Sydney Miller  |
|              | Mike Wetzstein |

|       |   |
|-------|---|
| STAFF | Amanda Davis, Chief Administrative Officer            |
|       | Sydney Smith, Recreation & Community Services Liaison |

|        |                |
|--------|----------------|
| PUBLIC | Sgt. Raimo Loo |
|--------|----------------|

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**1. CALL TO ORDER**

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

**2. EXCUSED FROM MEETING**

- None

**3. ADOPTION OF AGENDA**

TOB76/22 Moved by **COUNCILLOR WETZSTEIN** that the agenda is approved as presented.

**CARRIED**

**4. ADOPTION OF MINUTES**

**4.1 Adoption of minutes from the regular meeting of April 19, 2022**

TOB77/22 Moved by **COUNCILLOR MILLER** that council approves the minutes of the regular meeting held on April 19, 2022 as amended whereby motion TOB63/21 is updated to TOB63/22 and that motion TOB73/22 shows as carried.

**CARRIED**

**5. DELEGATIONS**

**5.1 Bassano RCMP, Sgt. Raimo Loo**

Sgt. Loo entered the meeting at 6:02 p.m.

Introductions were facilitated and Loo provide an update on RCMP operations. Discussion ensued.

Loo departed at 6:16 p.m.

**6. UNFINISHED BUSINESS**

|                            |                          |
|----------------------------|--------------------------|
| _____<br>Mayor<br>20/06/22 | _____<br>CAO<br>20/06/22 |
|----------------------------|--------------------------|

**6.1 Recreation & Leisure Soccer Policy – P-TOB72/002-22**

**TOB78/22** Moved by **COUNCILLOR JONES** that council approves Bassano Soccer Field Maintenance Policy P-TOB72/002-22 as presented.

**CARRIED**

Smith entered the meeting at 6:17 p.m.

**6.2 Bassano Outdoor Pool – Lifeguard and Pool Staff Uniform Policy P-TOB72a/002-22 – Proposed**

**TOB79/22** Moved by **COUNCILLOR MILLER** that council approves the Bassano Outdoor Pool – Lifeguard and Pool Staff Uniform Policy P-TOB72a/002-22 as presented.

**CARRIED**

**6.3 Bassano Outdoor Pool Admission and Fee Policy P-TOB72a/003-22 – Proposed**

**TOB80/22** Moved by **COUNCILLOR WETZSTEIN** that council approves the Bassano Outdoor Pool Admission and Fee Policy P-TOB72a/003-22 as amended.

**CARRIED**

**6.4 Bassano Outdoor Pool – Inhouse Training Policy P-TOB72a/004-22 – Proposed**

**TOB81/22** Moved by **DEPUTY MAYOR SLOMP** that council approves the Bassano Outdoor Pool – Inhouse Training Policy P-TOB72a/004-22 as presented.

**CARRIED**

**6.5 Bassano Outdoor Pool – Mermaid Tail Policy P-TOB72a/005-22 – Proposed**

**TOB82/22** Moved by **COUNCILLOR JONES** that council approves the Bassano Outdoor Pool – Mermaid Tail Policy P-TOB72a/005-22 as presented.

**CARRIED**

**6.6 Bassano Outdoor Pool – Refund Policy P-TOB72a/006-22 – Proposed**

**TOB83/22** Moved by **COUNCILLOR JONES** to recess the meeting at 7:24 p.m.

**CARRIED**

**TOB84/22** Moved by **MAYOR MOREY** to reconvene the meeting at 7:34 p.m.

**CARRIED**

**TOB85/22** Moved by **COUNCILLOR WETZSTEIN** that council approves Bassano Outdoor Pool – Refund Policy P-TOB72a/006-22 as amended.

**CARRIED**

**6.7 Bassano Outdoor Pool Concession Contract Proposal**

**TOB86/22** Moved by **COUNCILLOR MILLER** that the Towns leases the kitchen at the Joint Use Facility to Pat Blake for the 2022 pool season to operate concession services at a rate of \$500/month between May 15, 2022 – August 31, 2022. Administration shall prepare a standard lease accordingly.

**CARRIED**



Smith departed the meeting at 7:42 p.m.

## **6.8 Thrive Fitness Centre – Lease Renewal**

**TOB87/22** Moved by **MAYOR MOREY** that council defers a decision regarding the lease renewal with Sieben Holding Ltd. at 518B – 2<sup>nd</sup> Avenue until the June council meeting.

**CARRIED**

## **6.9 Municipal Grounds Maintenance - Watering Schedule – Open Discussion**

**TOB88/22** Moved by **COUNCILLOR WETZSTEIN** that the outdoor municipal watering schedule for 2022 is updated to ensure improved water control.

| Locations                        | Watering Cycle   |
|----------------------------------|--|
| Joint Use Facility               | 3 times/week - green space within fence - no change  |
| Joint Use Facility               | 3 times/week - green space along street with flowers - no change   |
| Kinette Park (Community Gardens) | The Parks & Beautification department shall install a valve system (or similar) at the Community Gardens to manage water usage. Watering shall be permitted a maximum of 3 days per week on a set schedule for users. The Parks & Beautification department shall define a schedule that aligns with their operations. Uses of the Community Gardens are responsible to water within the set schedule. |
| Cemetery                         | 3 times/ week - no change  |
| Hall                             | 2 times/ week - to maintain the grounds, the Parks & Beautification department shall endeavour to water the greenspace after large community events to ensure grounds recovery.  |
| Office                           | 3 times/week - no change.  |
| Campground                       | 1 time/week - only on the east and west ends of the campground to ensure tenters have an suitable space.   |
| 3rd Ave Triangle                 | Watering shall cease at this location in 2022 on a trial basis. Community programming at this location is encouraged.  |

**CARRIED**

## **6.10 Accessory Dwelling Units – Open Discussion**

**TOB89/22** Moved by **MAYOR MOREY** directing administration to prepare development incentive policies pursuant to council discussion related to accessory dwelling units, vacant land, and abandoned buildings within the residential areas to stimulate action related to the rental shortage and business growth needs. Draft policies will commence in June and will be reviewed by council accordingly.

**CARRIED**

**TOB90/22** Moved by **COUNCILLOR WETZSTEIN** to recess the meeting at 9:02 p.m.

**CARRIED**

**TOB91/22** Moved by **MAYOR MOREY** to reconvene the meeting at 9:07 p.m.

**CARRIED**

## **7. NEW BUSINESS**

### **7.1 Tax Rate Bylaw 925/22 – Proposed**

**TOB92/22** Moved by **COUNCILLOR MILLER** that council gives first reading to Tax Rate bylaw 925/22 as presented.

**CARRIED**

3 of 6

**TOB93/22** Moved by **COUNCILLOR WETZSTEIN** that council gives second reading to Tax Rate bylaw 925/22.

**CARRIED**

**TOB94/22** Moved by **COUNCILLOR JONES** that council has third reading of Tax Rate bylaw 925/22.

**CARRIED UNANIMOUSLY**

**TOB95/22** Moved by **DEPUTY MAYOR SLOMP** that council gives third and final reading to Tax Rate bylaw 925/22.

**CARRIED**

## **8. BOARD AND COMMITTEE REPORTS**

**TOB96/22** Moved by **COUNCILLOR JONES** for continuance of the meeting past 9:30 p.m.

**CARRIED**

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

**TOB97/22** Moved by **COUNCILLOR WETZSTEIN** to accept the Board and Committee reports as amended and 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 May 9, 2022.

**TOB98/22** Moved by **DEPUTY MAYOR SLOMP** that council approves the revised MSI Operating allocations as follows:

| <b>MSI Operating - Revised</b>                             | <b>2022</b>       | <b>2023</b>      |
|--|-------------------|------------------|
| (12) Professional Development                              | \$ 25,000         | \$ 25,000        |
| (32) Roads Project Planning                                | \$ 50,184         |                  |
| G2 - T2 - Public Signage Upgrade                           | \$ 25,000         |                  |
| G2 - T4 - Enrichment Implementation - Task 4 - HS Internet | \$ 25,000         |                  |
| G2 - T4 - Enrichment Implementation - Task 2 - Retention   |                   | \$ 25,000        |
| <b>Total:</b>  | <b>\$ 125,184</b> | <b>\$ 50,000</b> |

**CARRIED**

### **9.2 Financial Statements**

None

### **9.3 Cheque Listings**

None

### **9.4 FCSS Report**

A Director report for the period ending April 30, 2022 was presented.

### **9.5 CPO Report**

A CPO report for the month ending April 30, 2022 was presented.

**9.6 RCMP Report**

None

**TOB99/22** Moved by **COUNCILLOR MILLER** that the CAO report for the period ending May 9, 2022 is approved as presented and discussed as attached to and forming parts of these minutes.

**CARRIED**

**10. CORRESPONDENCE**

**10.1** Bassano Memorial Library minutes of April 6, 2022 were reviewed.

**10.2** Bassano Memorial Library minutes of April 12, 2022 were reviewed.

**10.3** BARRA Financial Statement for the year ending December 31, 2021 and April 20, 2022 AGM minutes were reviewed.

**10.4** Joint Shared Services meeting notes of April 19, 2022 were reviewed.

**10.5** A public concern was received from Ryan and Sandra Beddows of 808 – Centre Street Close regarding sidewalk elevations.

**TOB100/22** Moved by **COUNCILLOR MILLOR** that council postpones the discussion regarding Ryan and Sandra Beddow's sidewalk elevation concerns at 808 – Centre Street until the June because of the hour of the meeting.

**CARRIED**

**10.6** Shortgrass Library System minutes of February 16, 2022 were reviewed.

**10.7** The Bassano Rodeo Committee requested the use of the rodeo grounds to hold a rodeo and beer gardens on June 25-26, 2022.

**TOB101/22** Moved by **COUNCILLOR WETZSTEIN** that the Town authorizes the Bassano Rodeo Committee to use public lands on June 25-26, 2022 to host a rodeo and beer gardens with the following conditions:

1. That liability insurance is obtained where applicable for the event.
2. That a designated area is established if a beer garden is to be operated with proper security.
3. That no outdoor fires are permitted on public lands.
4. That the users are responsible for cleaning up the grounds after use.

**CARRIED**

**10.8** Newell Regional Solid Waste Management Authority minutes of April 28, 2022 were reviewed.

**10.9** Notification from the Bassano Historical Society that to decline leased space in the AHI building on main street for a museum as there is no longer their focus.

**TOB102/22** Moved by **DEPUTY MAYOR SLOMP** to accept the correspondence and to file the items as information.

**CARRIED**

**11. CLOSED SESSION**

None

**12. ROUND TABLE**

None

**13. ADJOURNMENT**

**TOB103/22** Moved by **MAYOR MOREY** for adjournment of the regular council meeting of May 9, 2022 meeting at 10:08 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**MINUTES OF THE SPECIAL MEETING OF THE TOWN OF BASSANO  
HELD IN COUNCIL CHAMBERS ON MAY 16, 2022.**

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**ELECTED OFFICIALS**

|              |                          |
|--------------|--------------------------|
| MAYOR        | Irvin Morey              |
| DEPUTY MAYOR | John Slomp               |
| COUNCILLORS  | Kevin Jones              |
|              | Sydney Miller (Virtual)  |
|              | Mike Wetzstein (Virtual) |

|       |  |
|-------|--|
| STAFF | Amanda Davis, Chief Administrative Officer |
|-------|--|

|       |      |
|-------|------|
| OTHER | None |
|-------|------|

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**1. CALL TO ORDER**

Mayor Morey called the meeting to order at 12:15 p.m.

**2. EXCUSED FROM MEETING**

- None

**3. ADOPTION OF AGENDA**

**TOB104/22** Moved by **DEPUTY MAYOR SLOMP** that the agenda is approved as presented.

**CARRIED**

**4. DELEGATIONS**

4.1 None

**5. NEW BUSINESS**

**5.1 Tax Rate Bylaw 926/22 - Proposed**

**TOB105/22** Moved by **COUNCILLOR WETZSTEIN** that council gives first reading to Tax Rate bylaw 926/22 as presented.

**CARRIED**

**TOB106/22** Moved by **COUNCILLOR JONES** that council gives second reading to Tax Rate bylaw 926/22.

**CARRIED**

**TOB107/22** Moved by **COUNCILLOR MILLER** that council has third reading of Tax Rate bylaw 926/22.  
**CARRIED UNANIMOUSLY**

**TOB108/22** Moved by **DEPUTY MAYOR SLOMP** that council gives third and final reading to Tax Rate bylaw 926/22.

**CARRIED**

|                            |                          |
|----------------------------|--------------------------|
| _____<br>Mayor<br>20/06/22 | _____<br>CAO<br>20/06/22 |
|----------------------------|--------------------------|

**6. ADJOURNMENT**

**TOB109/22** Moved by **MAYOR MOREY** for adjournment of the special council meeting of May 16, 2022 at 12:18 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**MINUTES OF THE SPECIAL MEETING OF THE TOWN OF BASSANO  
HELD IN COUNCIL CHAMBERS ON MAY 30, 2022.**

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**ELECTED OFFICIALS**

|              |                          |
|--------------|--------------------------|
| MAYOR        | Irvin Morey              |
| DEPUTY MAYOR | John Slomp               |
| COUNCILLORS  | Kevin Jones              |
|              | Sydney Miller (Virtual)  |
|              | Mike Wetzstein (Virtual) |

|       |  |
|-------|--|
| STAFF | Amanda Davis, Chief Administrative Officer |
|-------|--|

|       |      |
|-------|------|
| OTHER | None |
|-------|------|

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**1. CALL TO ORDER**

Mayor Morey called the meeting to order at 12:03 p.m.

**2. EXCUSED FROM MEETING**

- None

**3. ADOPTION OF AGENDA**

TOB110/22 Moved by **COUNCILLOR MILLER** that the agenda is approved as presented.

**CARRIED**

**4. DELEGATIONS**

4.1 None

**5. NEW BUSINESS**

**5.1 Tax Rate Bylaw 927/22 - Proposed**

TOB111/22 Moved by **COUNCILLOR JONES** that council gives first reading to Tax Rate bylaw 927/22 as presented.

**CARRIED**

TOB112/22 Moved by **DEPUTY MAYOR SLOMP** that council gives second reading to Tax Rate bylaw 927/22.

**CARRIED**

TOB113/22 Moved by **COUNCILLOR WETZSTEIN** that council has third reading of Tax Rate bylaw 927/22.

**CARRIED UNANIMOUSLY**

TOB114/22 Moved by **COUNCILLOR MILLER** that council gives third and final reading to Tax Rate bylaw 927/22.

**CARRIED**

|                            |                          |
|----------------------------|--------------------------|
| _____<br>Mayor<br>20/06/22 | _____<br>CAO<br>20/06/22 |
|----------------------------|--------------------------|

**6. ADJOURNMENT**

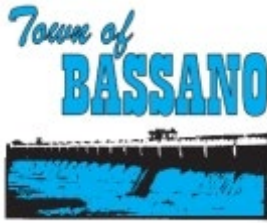
**TOB115/22** Moved by **MAYOR MOREY** for adjournment of the special council meeting of May 30, 2022 at 12:05 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer





## DELEGATION

Meeting: June 20, 2022

Agenda Item: 5.1

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### **SUBJECT: EcoBrooks Committee, Emmrys Oliver**

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

Emmrys Oliver, a youth member of the EcoBrooks Committee presented to the Joint Shared Services requesting that the City of Brooks expand its committee to include the entire region.

The purpose of EcoBrooks is to explore policies, programs, and procedures which would lead to the long and short-term enhancement, preservation and protection of the environment in both the local and global context.

Mayor Morey requested that Emmrys present this opportunity to council for consideration. A financial commitment would be required if the boundaries were expanded.

The City of Brooks currently provides the administrative support for EcoBrooks.

Emmrys is in attendance to present the opportunity and to answer any questions about the initiative.

**Action required:**

- Letter in support of the EcoBrooks expansion
- \$5,000 financial commitment

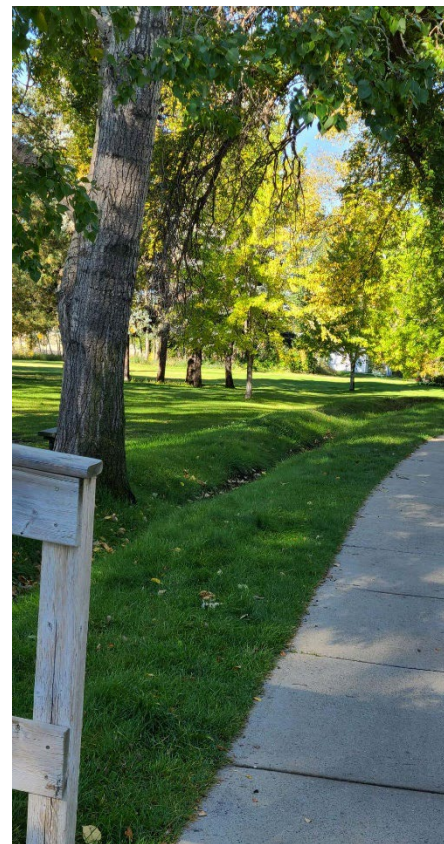
**Attachments:**

1. EcoBrooks Committee – Request for an expansion



# EcoBrooks

Presentation to Brooks City Council  
May 2, 2022



# Our Request

We would like Brooks City Council to consider expanding the EcoBrooks committee and focus area to include the County of Newell.

If this is approved by City Council, approach the County of Newell to join the committee.

We propose that there be equitable financial commitments that suit both parties.

# Suggested Committee Model

We propose to model the committee after the highly successful City of Brooks & County of Newell Safe Communities Committee with equal or equitable financial commitments from both the City and the County.



# EcoBrooks Mandate

"The mandate of the Environmental Advisory Committee is to explore policies, programs and procedures which would lead to the long and short-term enhancement, preservation and protection of the environment in both local and global contexts."



# EcoBrooks Focus Areas



WATER  
CONSERVATION



ENERGY  
SUSTAINABILITY



WASTE  
MANAGEMENT



ECOLOGICAL  
SUSTAINABILITY

# Benefits of Combined City and County Eco Committee

Greater  
awareness of  
environmental  
issues  
affecting the  
area

Receive input  
from everyone

Potentially  
increase  
services and  
resources for  
all residents

# Benefits to the City of Brooks



More members with different skills and connections.



Greater number of committee and community members to help with various initiatives.



Additional knowledge of what's happening in our surrounding communities.



# Benefits to the County of Newell



An already established committee of hardworking people.



Access to more resources for education, community and business.



Greater connection with the City of Brooks for their environmental initiatives.

# Revised Committee Composition Options

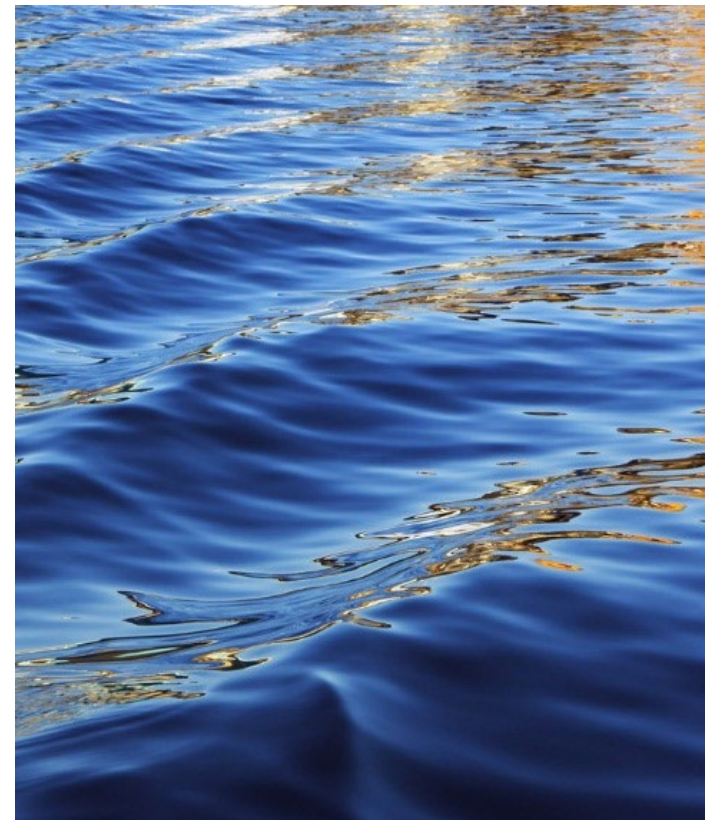
2 – 4 residents from the County of Newell

Equal number of residents from the City of Brooks and County of Newell

One City Councillor, One County Councillor, and open applications to all city and county residents

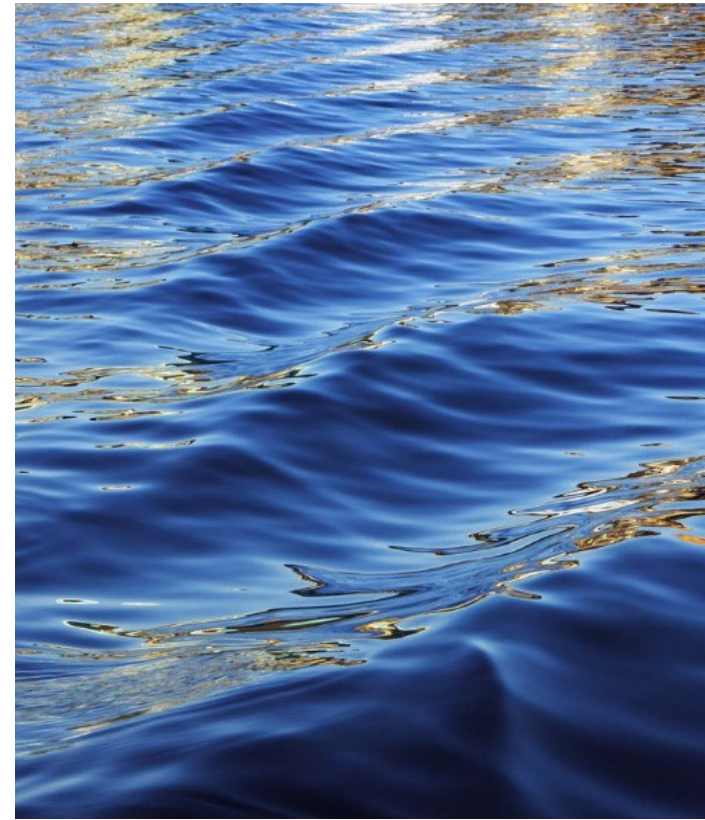


Questions?





Thank you for your  
time and consideration







## DELEGATION

Meeting: June 20, 2022

Agenda Item: 5.2

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### SUBJECT: Bassano RCMP, Sgt. Raimo Loo

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Delegation time: 6:30 p.m. – 6:45 p.m.

Sgt. Raimo Loo has been invited to the council meeting to present the Q4 RCMP report.

**Action required:**

- None

**Attachments:**

1. Q4 RCMP Report



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

### THE ALBERTA RCMP APP

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## Body-worn cameras for RCMP officers

The Royal Canadian Mounted Police (RCMP) is committed to ensuring that Canadians feel protected by, and have trust in their national police force. Body-worn cameras can help to increase the trust between police and the communities they serve.



- front-line RCMP officers will soon be wearing body-worn cameras.
- between 10,000-15,000 body-worn cameras will be deployed to contract and federal police officers who interact with communities, across Canada's rural, urban and remote locations.
- the video evidence collected will provide an independent, unbiased, and objective way to capture interactions between the community and police officers.
- work is ongoing to acquire body-worn cameras and a Digital Evidence Management System (DEMS) to support a nation-wide rollout of camera as as quickly as possible.
- a field test, with up to 300 cameras will take place in three different Divisions of the RCMP - Alberta (K Division), Nova Scotia (H Division), Nunavut (V Division). The testing will take place in northern/remote, rural, and urban settings.



### Your input is important

We have been meeting with various organizations, groups and community members across Canada to introduce body-worn cameras, and to better understand their concerns.

If you are interested in being part of the conversation, contact us at:

[Bwc\\_consultations\\_cvc@rcmp-grc.gc.ca](mailto:Bwc_consultations_cvc@rcmp-grc.gc.ca)



### How body-worn cameras support police and communities:

- ✓ more timely resolutions of complaints
- ✓ improved evidence gathering
- ✓ enhanced transparency and accountability for police
- ✓ improved police and public behaviour



### Officers will activate their body worn cameras during calls for service, including:

- ✓ mental health calls
- ✓ interactions with people in crisis
- ✓ crimes in progress
- ✓ for investigations
- ✓ public disorder and protests
- ✓ to record information to support the performance of their duties

When possible, officers will let you know when the camera is recording.

The decision to turn on a body-worn camera will happen before the officer arrives at a call for service.

Policy and training will provide the guidance required for officers using body-worn cameras.



### Body-worn cameras are not intended to be used for the purpose of:

- ✓ 24 hour recording
- ✓ surveillance
- ✓ when intimate searches are conducted
- ✓ areas with a high expectation of privacy



2022-05-25

Sgt. Raimo Loo  
Bassano RCMP Commander  
Bassano, Alberta

Dear Mayor Irvin Morey,

Please find attached the quarterly Community Policing Report for Bassano. This report serves to provide an overview of the human resources, financial data, and crime statistics for the January 1<sup>st</sup> to March 31<sup>st</sup>, 2022 reporting period. Community engagement remains a top priority for the Alberta RCMP, and the consistent delivery of these quarterly reports is but one of a number of projects we have underway. Our Body Worn Camera program and our new mobile app for iOS and Android devices are two other initiatives that ensure we remain transparent and accountable to you for the work we do.

Body Worn Cameras increase the transparency of police interactions with citizens. Included in this Community Policing Report package is an updated overview on Body Worn Cameras, which will enter into a field test phase later this year. As mentioned in previous correspondence, the Federal Government recognizes that this was not in the multi-year financial plans for Contract Partners, and thus has agreed to fund the first 3 years of the roll-out. This has allowed some time for Contract Partners to factor this into their future planning processes (i.e. MYFP). As we are currently awaiting the vendor procurement process to finalize, we are unable to provide community-specific cost estimates. Once costing is confirmed, we will provide financial forecasting to our communities with Municipal Policing Service Agreements.

Alberta RCMP has launched a new mobile app for iOS and Android devices, that allows for Albertans to access information without delay. The app is available as a free download through [Apple](#) or [Google Play](#), and will provide your community members with online access to news, crime reporting, detachment locations, crime mapping and statistics. The app also contains links to partner law enforcement services, mental health supports, Crime Stoppers and connects to Alberta RCMP social media accounts. Even though the app provides convenient links to Alberta RCMP social media accounts, it will not replace other methods of crime reporting, engagement, or emergency assistance. I solicit your support to remind all of your community members that social media posts or use of other third-party crime apps are not



appropriate ways to report a crime. The Alberta RCMP app complies with Canadian privacy laws for mobile apps set out by the Office of the Privacy Commissioner of Canada and the Office of the Information and Privacy Commissioner of Alberta and will not track or monitor users in any way.

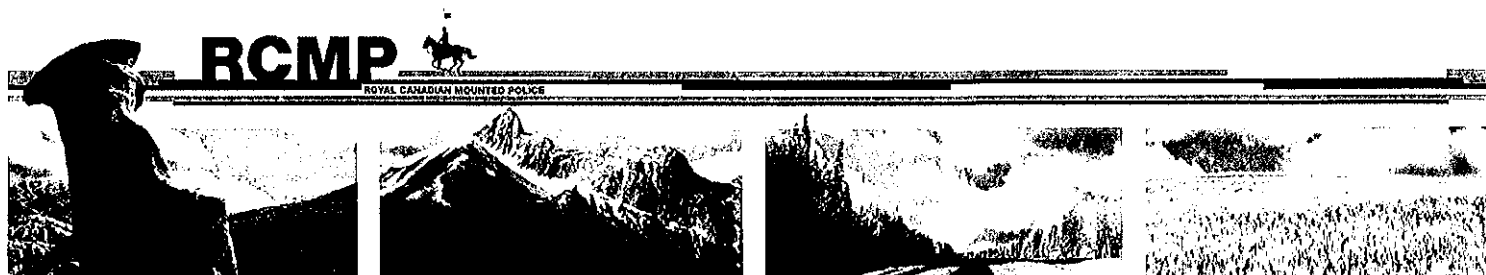
The attached reporting and attachments, along with your valued feedback and guidance, will reinforce your policing priorities and help ensure we are meeting the growing and shifting demands of your community. As the Chief of Police in your community, I sincerely appreciate and encourage you to reach out with any questions or concerns.

Sincerely,

*Raimo Loo, Sgt.*

Sgt. Raimo Loo  
Bassano RCMP Commander  
Bassano, Alberta



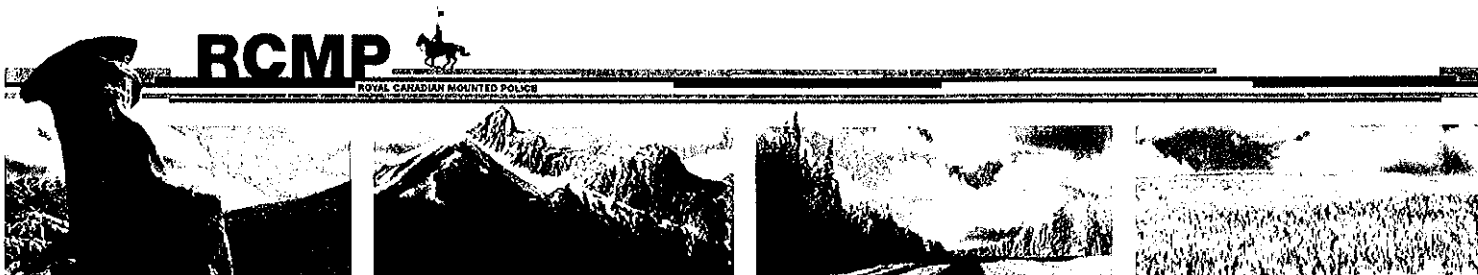


## RCMP Provincial Policing Report

|                             |  |
|-----------------------------|--|
| <b>Detachment</b>           | Bassano Provincial                     |
| <b>Detachment Commander</b> | Sgt. Raimo Loo (Acting) April 6, 2022. |
| <b>Quarter</b>              | Q4 2022                                |
| <b>Date of Report</b>       | May 24, 2022                           |

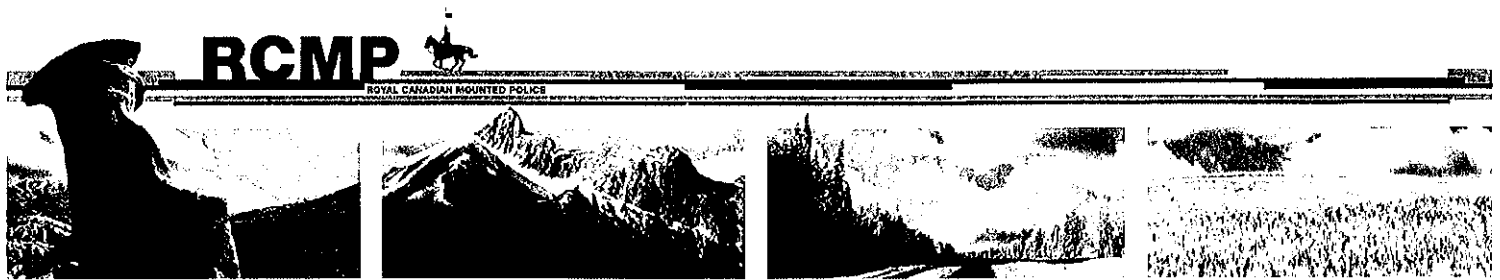
### Community Consultations

| Date       | Attendee(s)                           | Notes   |
|------------|---------------------------------------|---|
| 2022-01-08 | Rosemary Council meeting.             | Cpl. Andrews attended, well received.   |
| 2022-01-18 | Bassano CAO                           | Cpl. Argue meet, Annual Performance Plan development advisement.                            |
| 2022-03-14 | Bassano Town Hall for area residents. | 9 persons attended.   |
| 2022-03-22 | Rosemary Village Council              | Cpl. Argue attended, Q3 report and discussion of the APP development for 22-23 Fiscal year. |



## Community Priorities

|                                     |   |
|-------------------------------------|---|
| <b>Priority 1</b>                   | Community Engagement - Rural residents.   |
| <b>Current Status &amp; Results</b> | On going as per calls for service. Rural patrols in the County area numbered 120.                     |
| <b>Priority 2</b>                   | Traffic - Safe Roads.   |
| <b>Current Status &amp; Results</b> | During this quarter 156 tickets were issued by Bassano RCMP members in the area.                      |
| <b>Priority 3</b>                   | Property - Rural patrol, rural crime  |
| <b>Current Status &amp; Results</b> | 134 patrols to known areas of high theft and crime were made during this quarter. Ongoing monitoring. |



## Crime Statistics<sup>1</sup>

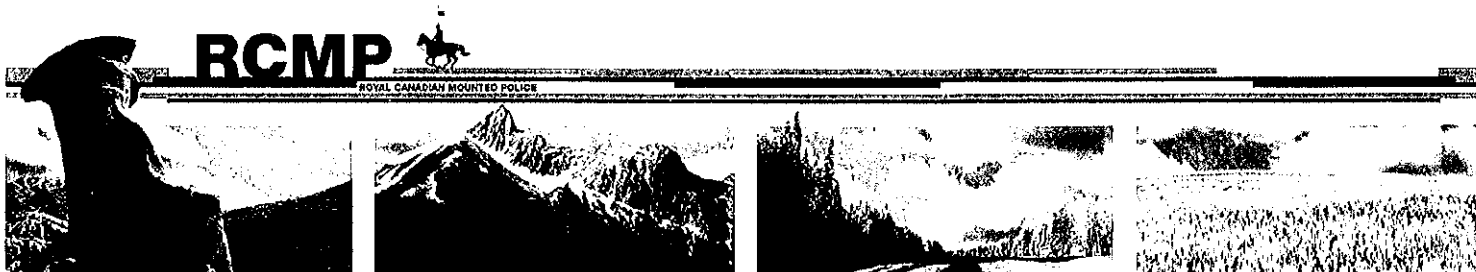
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

| Category                        | January - March |      |                                | January - December |      |                                |
|---------------------------------|-----------------|------|--------------------------------|--------------------|------|--------------------------------|
|                                 | 2021            | 2022 | % Change<br>Year-over-<br>Year | 2020               | 2021 | % Change<br>Year-over-<br>Year |
| <b>Total Criminal Code</b>      | 62              | 37   | -40%                           | 159                | 187  | 18%                            |
| <i>Persons Crime</i>            | 30              | 9    | -70%                           | 41                 | 68   | 66%                            |
| <i>Property Crime</i>           | 27              | 20   | -26%                           | 100                | 96   | -4%                            |
| <i>Other Criminal Code</i>      | 5               | 8    | 60%                            | 18                 | 23   | 28%                            |
| <b>Traffic Offences</b>         |                 |      |                                |                    |      |                                |
| <i>Criminal Code Traffic</i>    | 2               | 4    | 100%                           | 18                 | 10   | -44%                           |
| <i>Provincial Code Traffic</i>  | 106             | 89   | -16%                           | 432                | 490  | 13%                            |
| <i>Other Traffic</i>            | 3               | 5    | 67%                            | 8                  | 5    | -38%                           |
| <b>CDSA Offences</b>            | 0               | 0    | N/A                            | 1                  | 0    | -100%                          |
| <b>Other Federal Acts</b>       | 0               | 1    | N/A                            | 3                  | 1    | -67%                           |
| <b>Other Provincial Acts</b>    | 10              | 8    | -20%                           | 72                 | 62   | -14%                           |
| <b>Municipal By-Laws</b>        | 2               | 1    | -50%                           | 7                  | 8    | 14%                            |
| <b>Motor Vehicle Collisions</b> | 12              | 10   | -17%                           | 62                 | 54   | -13%                           |

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest

Nothing of note, appears to maintain the same level or slightly lower crime rate.



## Provincial Police Service Composition<sup>2</sup>

| Staffing Category  | Established Positions | Working | Soft Vacancies <sup>3</sup> | Hard Vacancies <sup>4</sup> |
|--------------------|-----------------------|---------|-----------------------------|-----------------------------|
| Police Officers    | 4                     | 4       | 0                           | 0                           |
| Detachment Support | 1                     | 1       | 0                           | 0                           |

<sup>2</sup> Data extracted on March 31st, 2022 and is subject to change over time.

<sup>3</sup> Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

<sup>4</sup> Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

## Comments

Police Officers – Of the 4 established positions, all 4 are currently filled.

Detachment Support – The 1 established support position is currently filled.

With the opening up of the Province, Co-Vid restrictions lifting more police visits to social events and schools expected to increase.

## Quarterly Financial Drivers

One officer still on recruit field training and replacement Corporal for the Detachment still to arrive causing remaining officers to have higher rates of on call due to coverage issues.



**Bassano Provincial Detachment  
Crime Statistics (Actual)  
January to March: 2018 - 2022**

All categories contain "Attempted" and/or "Completed"

April 6, 2022

| CATEGORY                         | Trend | 2018 | 2019 | 2020 | 2021 | 2022 | % Change<br>2018 - 2022 | % Change<br>2021 - 2022 | Avg File +/-<br>per Year |
|----------------------------------|-------|------|------|------|------|------|-------------------------|-------------------------|--------------------------|
| Offences Related to Death        |       | 0    | 1    | 0    | 0    | 0    | N/A                     | N/A                     | -0.1                     |
| Robbery                          |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Sexual Assaults                  |       | 0    | 0    | 1    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Other Sexual Offences            |       | 0    | 0    | 0    | 19   | 0    | N/A                     | -100%                   | 1.9                      |
| Assault                          |       | 3    | 2    | 2    | 9    | 3    | 0%                      | -67%                    | 0.7                      |
| Kidnapping/Hostage/Abduction     |       | 0    | 0    | 1    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Extortion                        |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Criminal Harassment              |       | 0    | 3    | 2    | 0    | 4    | N/A                     | N/A                     | 0.5                      |
| Uttering Threats                 |       | 1    | 4    | 4    | 2    | 2    | 100%                    | 0%                      | 0.0                      |
| <b>TOTAL PERSONS</b>             |       | 4    | 10   | 10   | 30   | 9    | 125%                    | -70%                    | 3.0                      |
| Break & Enter                    |       | 2    | 4    | 9    | 4    | 1    | -50%                    | -75%                    | -0.2                     |
| Theft of Motor Vehicle           |       | 1    | 0    | 0    | 1    | 0    | -100%                   | -100%                   | -0.1                     |
| Theft Over \$5,000               |       | 1    | 0    | 0    | 0    | 1    | 0%                      | N/A                     | 0.0                      |
| Theft Under \$5,000              |       | 5    | 5    | 5    | 2    | 8    | 60%                     | 300%                    | 0.3                      |
| Possn Stn Goods                  |       | 3    | 0    | 1    | 1    | 2    | -33%                    | 100%                    | -0.1                     |
| Fraud                            |       | 5    | 5    | 2    | 7    | 2    | -60%                    | -71%                    | -0.4                     |
| Arson                            |       | 0    | 0    | 0    | 0    | 1    | N/A                     | N/A                     | 0.2                      |
| Mischief - Damage To Property    |       | 0    | 0    | 6    | 6    | 3    | N/A                     | -50%                    | 1.2                      |
| Mischief - Other                 |       | 4    | 7    | 2    | 6    | 2    | -50%                    | -67%                    | -0.5                     |
| <b>TOTAL PROPERTY</b>            |       | 21   | 21   | 25   | 27   | 20   | -5%                     | -26%                    | 0.4                      |
| Offensive Weapons                |       | 0    | 0    | 0    | 0    | 2    | N/A                     | N/A                     | 0.4                      |
| Disturbing the peace             |       | 5    | 1    | 1    | 1    | 1    | -80%                    | 0%                      | -0.8                     |
| Fail to Comply & Breaches        |       | 0    | 5    | 0    | 0    | 3    | N/A                     | N/A                     | 0.1                      |
| <b>OTHER CRIMINAL CODE</b>       |       | 2    | 0    | 3    | 4    | 2    | 0%                      | -50%                    | 0.4                      |
| <b>TOTAL OTHER CRIMINAL CODE</b> |       | 7    | 6    | 4    | 5    | 8    | 14%                     | 60%                     | 0.1                      |
| <b>TOTAL CRIMINAL CODE</b>       |       | 32   | 37   | 39   | 62   | 37   | 16%                     | -40%                    | 3.5                      |



## Bassano Provincial Detachment Crime Statistics (Actual)

January to March: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

April 6, 2022

| CATEGORY                               | Trend | 2018 | 2019 | 2020 | 2021 | 2022 | % Change<br>2018 - 2022 | % Change<br>2021 - 2022 | Avg File +/-<br>per Year |
|--|-------|------|------|------|------|------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production          |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Drug Enforcement - Possession          |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Drug Enforcement - Trafficking         |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Drug Enforcement - Other               |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| <b>Total Drugs</b>                     |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Cannabis Enforcement                   |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Federal - General                      |       | 1    | 1    | 0    | 0    | 1    | 0%                      | N/A                     | -0.1                     |
| <b>TOTAL FEDERAL</b>                   |       | 1    | 1    | 0    | 0    | 1    | 0%                      | N/A                     | -0.1                     |
| Liquor Act                             |       | 2    | 0    | 0    | 3    | 0    | -100%                   | -100%                   | -0.1                     |
| Cannabis Act                           |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Mental Health Act                      |       | 3    | 6    | 10   | 2    | 4    | 33%                     | 100%                    | -0.2                     |
| Other Provincial Stats                 |       | 1    | 7    | 7    | 5    | 4    | 300%                    | -20%                    | 0.4                      |
| <b>Total Provincial Stats</b>          |       | 6    | 13   | 17   | 10   | 8    | 33%                     | -20%                    | 0.1                      |
| Municipal By-laws Traffic              |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Municipal By-laws                      |       | 1    | 6    | 1    | 2    | 1    | 0%                      | -50%                    | -0.4                     |
| <b>Total Municipal</b>                 |       | 1    | 6    | 1    | 2    | 1    | 0%                      | -50%                    | -0.4                     |
| Fatals                                 |       | 1    | 0    | 0    | 0    | 0    | -100%                   | N/A                     | -0.2                     |
| Injury MVC                             |       | 5    | 3    | 2    | 1    | 1    | -80%                    | 0%                      | -1.0                     |
| Property Damage MVC (Reportable)       |       | 21   | 15   | 9    | 8    | 9    | -57%                    | 13%                     | -3.1                     |
| Property Damage MVC (Non Reportable)   |       | 11   | 2    | 4    | 3    | 0    | -100%                   | -100%                   | -2.1                     |
| <b>TOTAL MVC</b>                       |       | 38   | 20   | 15   | 12   | 10   | -74%                    | -17%                    | -6.4                     |
| Roadside Suspension - Alcohol (Prov)   |       | N/A  | N/A  | N/A  | N/A  | N/A  | N/A                     | N/A                     | N/A                      |
| Roadside Suspension - Drugs (Prov)     |       | N/A  | N/A  | N/A  | N/A  | N/A  | N/A                     | N/A                     | N/A                      |
| <b>Total Provincial Traffic</b>        |       | 130  | 104  | 95   | 106  | 89   | -32%                    | -16%                    | -8.0                     |
| Other Traffic                          |       | 1    | 3    | 2    | 3    | 5    | 400%                    | 67%                     | 0.8                      |
| Criminal Code Traffic                  |       | 3    | 1    | 5    | 2    | 4    | 33%                     | 100%                    | 0.3                      |
| <b>Common Police Activities</b>        |       |      |      |      |      |      |                         |                         |                          |
| False Alarms                           |       | 13   | 1    | 3    | 2    | 1    | -92%                    | -50%                    | -2.3                     |
| False/Abandoned 911 Call and 911 Act   |       | 9    | 4    | 2    | 2    | 0    | -100%                   | -100%                   | -2.0                     |
| Suspicious Person/Vehicle/Property     |       | 10   | 6    | 10   | 7    | 9    | -10%                    | 29%                     | -0.1                     |
| Persons Reported Missing               |       | 0    | 0    | 1    | 0    | 1    | N/A                     | N/A                     | 0.2                      |
| Search Warrants                        |       | 0    | 0    | 0    | 0    | 0    | N/A                     | N/A                     | 0.0                      |
| Spousal Abuse - Survey Code (Reported) |       | 0    | 5    | 6    | 8    | 8    | N/A                     | 0%                      | 1.9                      |
| Form 10 (MHA) (Reported)               |       | 0    | 0    | 2    | 2    | 0    | N/A                     | -100%                   | 0.2                      |



## Body-worn cameras for RCMP officers

The Royal Canadian Mounted Police (RCMP) is committed to ensuring that Canadians feel protected by, and have trust in their national police force. Body-worn cameras can help to increase the trust between police and the communities they serve.



- front-line RCMP officers will soon be wearing body-worn cameras.
- between 10,000-15,000 body-worn cameras will be deployed to contract and federal police officers who interact with communities, across Canada's rural, urban and remote locations.
- the video evidence collected will provide an independent, unbiased, and objective way to capture interactions between the community and police officers.
- work is ongoing to acquire body-worn cameras and a Digital Evidence Management System (DEMS) to support a nation-wide rollout of camera as as quickly as possible.
- a field test, with up to 300 cameras will take place in three different Divisions of the RCMP - Alberta (K Division), Nova Scotia (H Division), Nunavut (V Division). The testing will take place in northern/remote, rural, and urban settings.



### Your input is important

We have been meeting with various organizations, groups and community members across Canada to introduce body-worn cameras, and to better understand their concerns.

If you are interested in being part of the conversation, contact us at:



### How body-worn cameras support police and communities:

- ✓ more timely resolutions of complaints
- ✓ improved evidence gathering
- ✓ enhanced transparency and accountability for police
- ✓ improved police and public behaviour



### Officers will activate their body worn cameras during calls for service, including:

- ✓ mental health calls
- ✓ interactions with people in crisis
- ✓ crimes in progress
- ✓ for investigations
- ✓ public disorder and protests
- ✓ to record information to support the performance of their duties

When possible, officers will let you know when the camera is recording.

The decision to turn on a body-worn camera will happen before the officer arrives at a call for service.

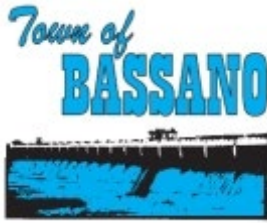
Policy and training will provide the guidance required for officers using body-worn cameras.



### Body-worn cameras are not intended to be used for the purpose of:

- ✓ 24 hour recording
- ✓ surveillance
- ✓ when intimate searches are conducted
- ✓ areas with a high expectation of privacy





## DELEGATION

Meeting: June 20, 2022

Agenda Item: 5.3

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### **SUBJECT: Brooks Region, Lisa Tiffin & Randi McPhillips**

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

The Joint Shared Services committee discussed the concept of submitting a bid to host the Alberta 55+ Summer Games in 2023. If successful with an application, the region could see upwards of 750 athletes over four days with an estimated economic impact of \$650,000.

Total municipal contributions is projected at \$100,000 with the County of Newell and City of Brooks each providing \$35,000. The Town of Bassano, and Villages of Rosemary and Duchess would each contribute \$10,000.

Tiffin and McPhillips were invited to present the opportunity to council for consideration.

**Action required:**

- At a minimum, a letter in support of the application
- \$10,000 financial commitment – a decision regarding the financial commitment will be discussed under Committee Reports.

**Attachments:**

1. Alberta 55+ Summer Games 2023 Bid – letter dated June 3, 2022





June 3, 2022

Irvin Morey  
Mayor  
Town of Bassano

**RE: Alberta 55+ Summer Games 2023 Bid**

Your Worship:

The Joint Services Committee recently discussed the concept of submitting a bid to host the Alberta 55+ Summer Games in 2023. Staff from the City, Brooks Region and Brooks Region Tourism have begun working on the bid package for the regional submission. Prior to submitting the bid package, staff is seeking formal support for the event in two ways:

1. An official letter of support from your municipality saying that you support the regional bid and that you will be a host partner.
2. A commitment to provide funding for the event if our bid is successful.

The event would be held in late August 2023 and would be a qualifying event for the Canada 55+ Summer Games in 2024. Event organizers estimate more than 750 athletes participate in the Games over four days and that the economic impact is over \$650,000. If the bid for the 2023 games is not successful, it is also possible to bid on the 2025 event.

There are 15 core sports included in the Games and they will be held throughout the Region to showcase more of the rural areas. Accommodations for participants will be a combination of hotels (up to 700 rooms) and campgrounds (up to 300 sites). An opening and closing ceremony would be held for participants, plus social and cultural events/activities to showcase the Region.

The bid process requires the host Region to gather municipal support, create an organizing committee to plan the event, coordinate food services and participant accommodations, organize transportation where needed, identify venues for each sport/activity, and draft a budget. The deadline for bid submissions is June 30, 2022. While the final bid package is not completed yet, a draft budget and list of proposed venues is attached.

In terms of municipal funding, the bid committee is requesting a financial contribution of \$35,000 each from the City of Brooks and County of Newell and \$10,000 each from the Town of Bassano, Village of Duchess and Village of Rosemary.

If you have any questions, please do not hesitate to contact the undersigned,

Regards,

  
**Lisa Tiffin**  
Brooks Region

  
**Randi McPhillips**  
City of Brooks

  
**Jaime McIntosh**  
Brooks Region Tourism

City of Brooks  
Box 879  
201 - 1 Ave W  
Brooks, AB  
T1R 0Z6

County of Newell  
Box 130  
183037 RR 145  
Brooks, AB  
T1R 1B2

Town of Bassano  
Box 299  
502 - 2 Ave  
Bassano, AB  
T0J 0B0

Village of Duchess  
Box 158  
103 - 2 Ave E  
Duchess, AB  
T0J 0Z0

Village of Rosemary  
Box 128  
103 Railway Ave  
Rosemary, AB  
T0J 2W0



## Revenue Projections

| Item                    | Details  | Amount              |
|-------------------------|--|---------------------|
| Registration fees       | 800 participants x \$65 registration fee             | \$ 52,000.00        |
| Municipal Contributions | \$35,000 + \$35,000 + \$10,000 + \$10,000 + \$10,000 | \$ 100,000.00       |
| Fundraising/Sponsorship | Fundraising, sponsorship, in-kind donations          | \$ 50,000.00        |
| Grants                  | Federal and provincial                               | \$ 10,000.00        |
| Liquor Sales            | At baseball, horseshoes, banquets and other events   | \$ 25,000.00        |
| <b>TOTAL</b>            |  | <b>\$237,000.00</b> |



## Expected Expenses

| Item                         | Details  | Amount              |
|------------------------------|--|---------------------|
| Games Coordinator            | Full time contract for 36 weeks  | \$ 36,000.00        |
| Opening Ceremony             | Banquet with full dinner, entertainment, decorations, etc.   | \$ 40,000.00        |
| Social Events                | Activities/events for participants that highlight the Region   | \$ 5,000.00         |
| Participant Food and Drinks  | Vouchers for \$10 per participant per day, printing costs, water, liquor for sale, ice, etc.                     | \$ 30,000.00        |
| Facility and Licencing Costs | Golf fees, hall rentals, janitorial and clean up, portable toilet rentals, liquor licences, certifications, etc. | \$ 20,000.00        |
| Sport Equipment and Supplies | Balls, nets, cards, easels, chalk/line spraying, etc.  | \$ 20,000.00        |
| Transportation               | Busing, drivers, fuels for participants competing in rural areas.  | \$ 15,000.00        |
| Signage                      | Directional signage, event signage, sponsorship signs, etc.  | \$ 5,000.00         |
| Marketing                    | Logo, ads in publications, games program, website, etc.  | \$ 10,000.00        |
| Medical and Safety Expenses  | First aid kits, reusable water bottles, water, sunscreen, etc.   | \$ 5,000.00         |
| Registration and Results     | Registration bags, printed programs, lanyards, name tags, office supplies, etc.                                  | \$ 10,000.00        |
| Judges Expenses              | Mileage and rates covered by Alberta 55+, miscellaneous costs  | \$ 500.00           |
| Medals                       | Medals provided by Alberta 55+, miscellaneous costs  | \$ 500.00           |
| Volunteer Expenses           | 200 volunteers; T-shirts, lunch vouchers, appreciation event, training booklets, etc.                            | \$ 20,000.00        |
| Board Expenses               | Polos, travel, meeting expenses, etc.  | \$ 2,000.00         |
| Contingency                  |  | \$ 18,000.00        |
| <b>TOTAL</b>                 |  | <b>\$237,000.00</b> |



# Brooks Region Alberta 55+ Games

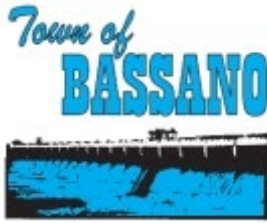
## Proposed Event/Facility Locations

The Brooks Region is home to a variety of facilities that would be available to support the Alberta 55+ Summer Games. The following table outlines a number of facilities that could be used, with many events having at least two options for locations. Additional facilities that could be available are listed below the table. The wide variety of facilities/venues available in the Region will provide the Committee with ample flexibility in planning the Games and determining the best locations for the events.

| Event                | Facility  | Location           | Facility Details                                 |
|----------------------|---|--------------------|--|
| Bocce                | Evergreen Park  | Brooks             | 4 grass courts                                   |
| Contract Bridge      | Rosemary School   | Rosemary           | 8 tables   |
|                      | Tilley Hall   | Tilley             | 8 tables   |
| Cribbage             | Cassils Hall  | Cassils            | 16 tables  |
|                      | Evergreen Activity Centre   | Brooks             | 16 tables  |
| Military Whist       | Bassano School  | Bassano            | 16 tables  |
|                      | Evergreen Activity Centre   | Brooks             | 16 tables  |
| Golf                 | Duchess Golf Course   | Duchess            | 9-hole   |
|                      | Brooks Golf Course  | Brooks             | 18-hole  |
| Cycling              | Rolling Hills Hwy 875   | Rolling Hills      | 10km out-and-back                                |
|                      | CRA to Lake Newell Resort<br>turnoff Rge Rd 145Twp Rd 182               | County of Newell   | 10km out-and-back                                |
| Floor Shuffleboard   | Brooks Legion   | Brooks             | 4 courts   |
|                      | Sparrow Arena   | Brooks             | 4 courts   |
| Swimming             | EID Aquatic Centre  | Brooks             | 6-lane, 25m pool                                 |
| Horseshoes           | Brooks Horseshoe Pits   | Brooks             | 16 pits  |
| Tennis               | Griffin Park  | Brooks             | 2 courts   |
|                      | Lake Newell Resort  | Lake Newell Resort | 1 court  |
| 8-Ball Pool          | Brooks Legion   | Brooks             | 4 tables   |
| Track & Field        | Brooks Junior High School   | Brooks             | 9-lane shale track, long jump pit, throwing area |
|                      | Bassano School  | Bassano            | Shale track, long jump pit, throwing area        |
| Slo-Pitch            | Brooks Regional Ballpark/Duke of Sutherland Park/West End Ball Diamonds | Brooks             | 3/2/3 ball diamonds (total 8)                    |
| Crafts & Photography | Arts, Culture & Heritage Centre   | Brooks             | Art/craft display space                          |
| Pickleball           | Duchess Recreation Centre   | Duchess            | 4 courts   |
|                      | JBS Canada Centre – Flexhall  | Brooks             | 5 courts   |

In addition to the sites in the table above, there are several other community halls and schools throughout the region that could be utilized for events as well, providing even more flexibility in venue options. These include (but are not limited to):

- 2 high schools and 3 elementary schools in Brooks – each with a gymnasium and field space;
- 5 schools located in surrounding communities – each with a gymnasium and field space (Tilley, Rosemary, Duchess, Bassano and Rolling Hills);
- Community Halls in Patricia, Duchess, Rolling Hills
- Additional gymnasium and multi-purpose spaces at the JBS Canada Centre in Brooks
- 9-hole golf courses in Rolling Hills and Bassano



# REQUEST FOR DECISION

Meeting: June 20, 2022

Agenda Item: 6.1

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## Public Lands Watering Schedule Policy P-TOB41/001-22 - Proposed

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### **BACKGROUND:**

Pursuant to Motion TOB#88/22 a public lands watering policy was prepared. The policy details the specific watering scheduled. The schedule shall be reviewed annually along with a water consumption analysis to ensure council is satisfied with the community aesthetics and water conservation efforts.

### **OPTIONS:**

- ☒ #1 – That council approves Public Lands Watering Schedule Policy P-TOB41/001-22 as presented.
- ☐ #2 – That council approves Public Lands Watering Schedule Policy P-TOB41/001-22 as amended.  
(Define amendments)

### **CAO COMMENTS:**

None.

### **ALIGNMENT WITH STRATEGIC PLAN**

G2 – T3

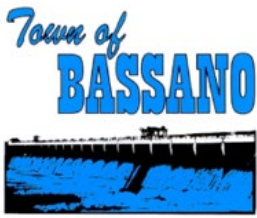
### **PROPOSED RESOLUTION:**

That council approves Public Lands Watering Schedule Policy P-TOB41/001-22 as presented.

### **Attachments:**

1. P-TOB41/001-22

**Prepared by:** Amanda Davis, CAO



|                                  |                                       |
|----------------------------------|---------------------------------------|
| <b>Policy Title</b>              | Public Lands Watering Schedule Policy |
| <b>Authority</b>                 | Public Works and Parks/Recreation     |
| <b>Approved (Dates/Motion #)</b> |                                       |
| <b>Policy Number</b>             | P-TOB41/001-22                        |
| <b>Review</b>                    | November 1 Annually                   |
| <b>Reviewed by/date</b>          |                                       |

## Policy Statement

The purpose of this policy is to provide a schedule for watering public lands in Bassano that meets both environmental conservation and community aesthetics.

## Definitions

**Chief Administrative Officer (CAO)** – means the administrative head of the municipality.

**Council** – means the elected body of the Town.

**Administration** – means the administrative department of the Town.

**Public Works** – means the person employed by the town responsible for care of Town property.

**Employee** – means a person employed by the Town.

**Town** - means the incorporated municipality of Bassano.

## Responsibility

It is the responsibility of all municipal employees and elected officials to adhere to this policy.

## Guidelines

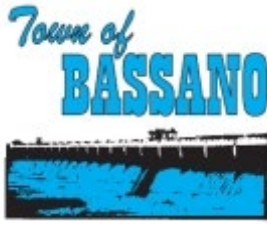
These guidelines set out the roles and responsibilities for watering public lands.

1. The public works department is responsible to maintain public lands. To maintain aesthetics and to promote water conservation efforts a watering schedule shall be followed.
2. Areas that are watered shall be metered.
3. Administration shall provide a water consumption summary to council by November 1 annually.
4. Council shall review the water consumption summary and watering schedule annually and determine if changes are required.

5. The watering schedule is:

|  |   |
|--|---|
| Joint Use Facility (249 – 6 Avenue)    | 3 times/week – green space within the fence   |
| Joint Use Facility (249 – 6 Avenue)    | 3 times/week – green space along street with flowers.   |
| Kinette Park (Community Gardens)       | 3 times per week, Monday, Wednesday and Friday 2 hours in the morning and 2 hours in the evening 7:00 a.m. – 9:00 a.m. and 6:00 p.m. – 8:00 p.m.            |
| Cemetery                               | 3 times/week  |
| Community Hall (610 – 2 Avenue)        | 2 times/week – to maintain the grounds, the department shall endeavour to water the greenspace after large community events to ensure the grounds recovery. |
| Town Office (502 – 2 Avenue)           | 3 times/week  |
| Homecoming Campground (605 – 2 Avenue) | 1 time/week – only on the east and west ends of the campground to ensure tenters have a suitable space  |
| 3 <sup>rd</sup> Avenue Triangle        | Watering shall cease at this location in 2022 on a trial basis. Community programming at this location is encouraged.                                       |

END OF POLICY



# REQUEST FOR DECISION

Meeting: June 20, 2022

Agenda Item: 6.2

## Bassano Memorial Library – 2022 Budget Deliverables

### **BACKGROUND:**

At the March 13, 2022 meeting council passed the following motion:

Moved by **COUNCILLOR JONES** that council approves the 2022 Bassano Memorial Library's budget with a municipal contribution of \$15,660 contingent upon the board providing to the Town with 90-days their intended use for the funds held in the High Interest Savings Account (HISA), and within 2-years (March 14, 2024), the board must have a clear plan for use of the HISA funds. In addition, that council extends board reappointments as follows:

| Name of Board Member | Current Term Ends | Term Extension                    |
|----------------------|-------------------|-----------------------------------|
| Theresa Kelly        | December 31, 2020 | January 1, 2021-December 31, 2023 |
| Lin Hermanson        | December 31, 2022 | January 1, 2023-December 31, 2024 |
| Roberta Harmacy      | December 31, 2021 | January 1, 2022-December 31, 2024 |
| Linda Parrish        | December 31, 2020 | January 1, 2021-December 31, 2023 |

The library board has submitted their proposed plan for the utilization of funds in the HISA (see attached).

1. Youth engagement \$10,000
2. Furnishing and equipment \$7,500
3. Storage upgrade \$10,000
4. Accounting \$3,000

The remaining balance of \$35,600 will remain in the reserve account.

In addition, the library's reporting body would not accept the extended appointment of Lin Hermanson until her current term is up. We also identified that Sherry Steinbach was never formally appointed. The reporting body did not accept Sydney Miller's appointment via the organizational meetings. Thus, a revised member appointment is required.

### **OPTIONS:**

☒ #1 – That council approves the Bassano Memorial Library's letter dated June 16, 2022, that outlines how reserve funds will be used pursuant to motion TOB48/22. The proposed use of funds is suitable and the operation grant of \$15,660 shall be released. In addition, that council sets board appointments as follows:

| Name of Board Member                            | Current Term Ends                           | Term Extension          |
|---|---|-------------------------|
| Lin Hermanson                                   | December 31, 2022                           | To be extended in 2023. |
| Sydney Miller, council appointed representative | Term 1: October 22, 2021 - October 31, 2022 | Annual appointment      |
| Sherry Steinback                                | Term 1: January 1, 2022 – December 31, 2023 | To be extended in 2024. |



☐ #2 – That council declines the Bassano Memorial Library’s letter dated June 16, 2022, that outlines how reserve funds will be used pursuant to motion TOB48/22. The proposed use of funds is unsuitable [because] and the operation grant of \$15,660 shall not be released. In addition, that council sets board appointments as follows:

| <b>Name of Board Member</b>                     | <b>Current Term Ends</b>                    | <b>Term Extension</b>   |
|---|---|-------------------------|
| Lin Hermanson                                   | December 31, 2022                           | To be extended in 2023. |
| Sydney Miller, council appointed representative | Term 1: October 22, 2021 - October 31, 2022 | Annual appointment      |
| Sherry Steinback                                | Term 1: January 1, 2022 – December 31, 2023 | To be extended in 2024. |

**CAO COMMENTS:**

None.

**ALIGNMENT WITH STRATEGIC PLAN**

None, this is an operational matter.

**PROPOSED RESOLUTION:**

That council approves the Bassano Memorial Library’s letter dated June 16, 2022, that outlines how reserve funds will be used pursuant to motion TOB48/22. The proposed use of funds is suitable and the operation grant of \$15,660 shall be released. In addition, that council sets board appointments as follows:

| <b>Name of Board Member</b>                     | <b>Current Term Ends</b>                    | <b>Term Extension</b>   |
|---|---|-------------------------|
| Lin Hermanson                                   | December 31, 2022                           | To be extended in 2023. |
| Sydney Miller, council appointed representative | Term 1: October 22, 2021 - October 31, 2022 | Annual appointment      |
| Sherry Steinback                                | Term 1: October 31, 2021 – October 31, 2023 | To be extended in 2024. |

**Attachments:**

1. Bassano Memorial Library – HISA letter dated June 16, 2022
2. Letter of Appointment – Sherry Steinbach

**Prepared by:** Amanda Davis, CAO

June 16, 2022

## Town of Bassano Council

Following up from the Bassano Municipal Library Board representatives' meeting with Bassano Town Council, here is a summary of plans to meet community goals with a portion of the reserved funds the library holds in a High Interest Savings Account.

Board members conducted a survey with students, discussed options and priorities with Shortgrass CEO, library staff and patrons, all with an emphasis on our Three Year Plan of Service. Our biggest commitment in this plan is to engage youth and enhance our services to them.

The survey clearly indicated that students want a space: a place to host clubs, a place to be with their friends, be a 'chill' space, a place to play cards and board games and welcome new people. As well, a quiet space to read, write and study was mentioned, less often.

Discussions were also held with the CEO of Shortgrass, past and present board members and staff.

The following outlines how the Board intends to utilize the reserve funds in our High Interest Savings Account:

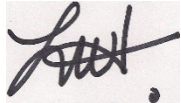
|   |                  |
|---|------------------|
| <b>Youth Engagement</b>   | <b>\$10,000</b>  |
| - Includes equipment and licencing for movie nights, additional games and software, and reconfiguring space |                  |
| <b>Furnishings and Equipment</b>  | <b>\$ 7,500</b>  |
| - includes library grade shelving, cell service booster, and printer/scanner/copier                         |                  |
| <b>Storage</b>  | <b>\$10,000</b>  |
| - includes replacement of the current storage situation, TBD  |                  |
| <b>Accounting</b>   | <b>\$ 3,000</b>  |
| - for professional accounting services and additional staff hours   |                  |
| <b>TOTAL</b>  | <b>\$30,500,</b> |

The current balance in the High Interest Savings Account is approximately \$66,100. Of that, the Board will retain a minimum balance of \$35,600 in reserve.

In addition, the Board is committed to covering any shortfalls (if not met with additional donations and fund raising activities) for the Disc Golf Project. This is estimated to be \$1,500.

Should you require more details, or have questions, please contact me at 403 870-6367.

Sincerely,

A handwritten signature in black ink, appearing to read "Lin W. Hermanson", followed by a period.

Lin W. Hermanson

Town of Bassano Municipal Library Board Chair



## COUNTY OF NEWELL

November 12, 2021

Sherry Steinbach  
Box 191  
Bassano, AB  
T0J 0B0

**RE: Appointment to the County of Newell Library Board**

Dear Sherry:

I am pleased to confirm that the County of Newell Council formally approved your reappointment to the County of Newell Library Board representing Division 6 during the Annual Organizational Meeting on October 28, 2021. Council appreciates your willingness to serve the community in that capacity.

A copy of this letter along with your contact information has been forwarded to the secretary of the County of Newell Library Board. They will contact you to arrange an orientation and provide additional information and materials.

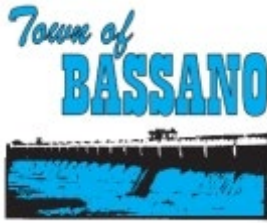
If you have any questions, please call me at 403-794-2319 or e-mail [nielsena@newellmail.ca](mailto:nielsena@newellmail.ca)

Sincerely,

Ariana Nielsen  
Executive Assistant

cc. Linda Fairhurst, Secretary, County of Newell Library Board





# REQUEST FOR DECISION

Meeting: June 20, 2022

Agenda Item: 7.1

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## Recreation & Leisure – Disc Golf Course Layout – Proposed

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### **BACKGROUND:**

The Bassano Memorial Library has taken the lead to fundraise and setup a disc golf course. Ash Miller is the appointed board member that has led the project. It is my understanding that the course assets have been purchased and are ready to be installed.

Miller provided a proposed disc golf course for approval with the intent that the course assets would be maintained by the town. Approval was provided by Grasslands School Division to install five holes on the Bassano School grounds.

The disc golf course layout was designed in consultation with a team out of Strathmore, however, the town was not engaged in the proposed layout.

Council must:

1. Determine if the proposed layout is suitable.
2. Determine the town's commitment to maintain the course.

Considerations:

1. Although the course is laid out on public lands, the golf course has not been engaged regarding the lands adjacent to the clubhouse roadway.
2. Public works and administration have concerns regarding the course layout on 1<sup>st</sup> Avenue as holes 1 and 5 aim directly onto a main thoroughfare and the heavy truck route which poses a public safety concern. The placement of hole 7 risks discs near private properties as well as disruption to the back alley, pose as a public safety concern.
3. If council deems the course layout to be acceptable, increased traffic signage or screening barriers are necessary to protect the safety of players and traffic.
4. Course signage has not been confirmed.

### **OPTIONS:**

☒ #1 – That council commits to supporting a 9-hole disc golf course in Bassano and agrees to provide for its maintenance. That the proposed disc golf course layout presented by the Bassano Memorial Library is declined due to public safety and traffic concerns. Council requests that a new course rendering is designed, and that parks and recreation staff are included in the process to ensure public safety risks are addressed. The operations department shall approve the final course layout.

☐ #2 – That council commits to supporting a 9-hole disc golf course in Bassano and agrees to provide for its maintenance. That the proposed disc golf course layout presented by the Bassano Memorial Library is approved pending a letter of support is received from the Bassano Golf Course for the placement of holes 7-9 and that in consultation with the parks and recreation department, netting or an alternate type of safety barrier is included at holes 1 and 5. The cost of the safety devices shall be the

responsibility of the Bassano Memorial Library. Finally, as part of the project, course signage must be installed.

☐ #3 – That council commits to supporting a 9-hole disc golf course in Bassano and agrees to provide for its maintenance. That the proposed disc golf course layout presented by the Bassano Memorial Library is approved pending a letter of support is received from the Bassano Golf Course for the placement of holes 7-9. A part of the project, course signage must be installed.

**CAO COMMENTS:**

None.

**ALIGNMENT WITH STRATEGIC PLAN**

G2 – T5

**PROPOSED RESOLUTION:**

That council commits to supporting a 9-hole disc golf course in Bassano and agrees to provide for its maintenance. That the proposed disc golf course layout presented by the Bassano Memorial Library is declined due to public safety and traffic concerns. Council requests that a new course rendering is designed, and that parks and recreation staff are included in the process to ensure public safety risks are addressed. The operations department shall approve the final course layout.


**Attachments:**

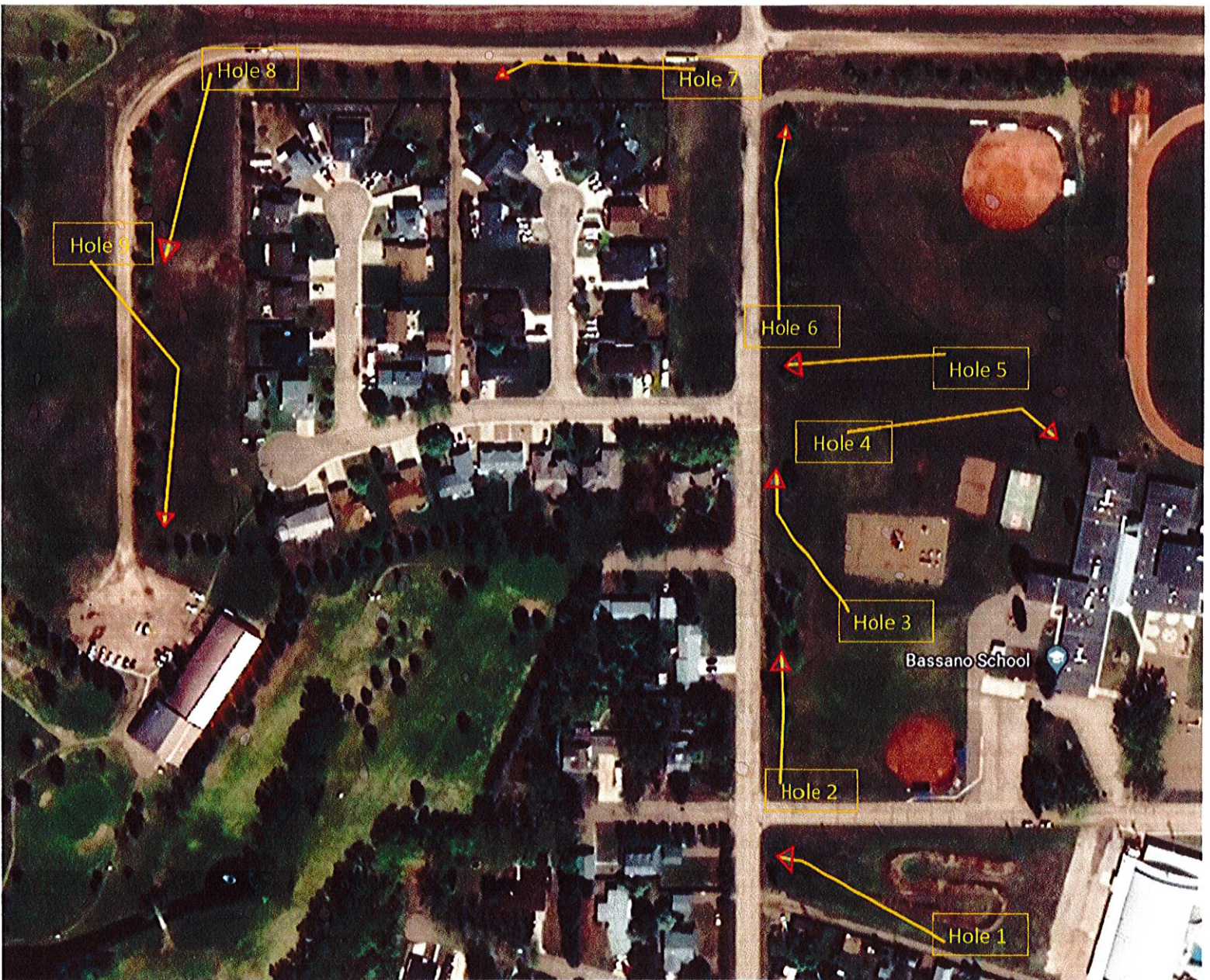
1. Disc Golf Course – Proposed Layout

**Prepared by:** Amanda Davis, CAO



## Bassano Disc Golf 9 hole Disc Golf Course

Red Triangle is basket location (will require ground disturbance hole greater than 12", approximately 18" deep by foot wide for cement and basket sleeves.  Tee off area is where hole signs are placed



June 14/2022

### PEP AGM & Reg Meeting

- Reg meeting agenda adopted as amended with Spragg Meats item added
- Minutes of previous meeting approved as read
- Financials approved as presented
- Motion to give \$10,000 to Hwy #3 Twinning project for economic analysis was approved
- Motion to give Prairie Wind Milling Oyen Ab \$10,000 to help with engineering to help offset Engineering costs was approved
- Spragg Meats Rosemary has made application for \$30,000 to help with further Engineering costs to satisfy potential investors and to move project along. Motion was accepted with \$10,000 added as recoverable if project is successful
- PEP confident of having their funding commitment restored to previous levels after meeting with 2 Ministers from Ab Gov after Sept 1 to \$100,000 per annum
- The Hydrogen Task Force has said that the Brooks/Newell is an ideal location for future Hydrogen Fueling Station and Carbon Capture due to geological formations
- Selena McLean Moore spoke on various Grant Programs available some of which look promising for us in Bassano and will be meeting with our CAO as well as others in the not to distant future regarding this and other issues
- Next meeting to be held in Brooks, hosted by County of Newell and will feature a tour of the Carbon Capture facility near Bow City on Sept 9/2022

### Results of Election of Officers and Executive Committee

|                                 |                                 |
|---------------------------------|---------------------------------|
| President:                      | Doug Jones/ Town of Oyen        |
| 1 <sup>st</sup> Vice President: | Lorne Buis/ Village of Foremost |
| 2 <sup>nd</sup> Vice President: | Holly Johnson/ County of Newell |
| Secretary/Treasurer:            | Deborah Reid Mickler            |
| Member of Executive.            | Cassi Hider/ City of Med Hat    |
| Elected at Large:               | Barb Kulyk: Consort             |
| Past President:                 | Jay Slemph/ Special Areas Board |



MAY/JUNE BOARD REPORTS  
JOHN SLOMP

NEWELL REGIONAL SOLID WASTE  
MAY 26, 2022

- 1) It was decided to remove the hydro vac pad from the current cell construction due to concerns of location and ability to monitor when in use.
- 2) There is a concern by the board, management and White Fox about the ability of the current engineer for the cell construction project to adequately complete the project to the boards satisfaction.
- 3) White Fox began work on the cell construction, capping and berm upgrades on May 2.
- 4) The burn pits at the transfer stations will remain as is for the time being.
- 5) Tire shred has been arriving and is being stockpiled for use in the new cell construction.
- 6) A letter was given to the Bassano transfer station operators listing the deficiencies and giving them till June 11 to correct them. Letters will also be sent to the other transfer stations to correct minor deficiencies.

NEWELL HOUSING FOUNDATION  
JUNE 7, 2022

- 1) To board discussed whether to allow pets in the Newell Housing seniors Facilities and decided that it would not be appropriate for facilities with shared hallways. There have not been any inquiries about it from residents of facilities with exterior entrances so we decided to deal with it case by case.
- 2) There is an ongoing issue with cannabis being smoked in the villas, disturbing other residents with the smell. The villas manager is dealing with them on a case by case basis. We will be reviewing our cannabis policy.
- 3) There is still lots of room on the Rental Assistance Benefit program.
- 4) There is a great need for more large (4 bedroom +) community housing units. There are currently 19 households on the waiting list for large units.
- 5) The Brooks Housing Society has begun steps to begin a new build of affordable housing. The City of Brooks has donated land for this. They want to build 10 to 14 units in the 3 to 5 bedroom range. The Brooks Housing Society operates differently than the Newell Housing Foundation in that Brooks Housing provides below market rates on housing whereas Newell Housing rates are based on percentage of income.
- 6) The foundation is continuing to look into the viability of converting a suite into a hospice suite.
- 7) The government has awarded the contract to install the emergency call system at the Playfair Lodge.
- 8) There is still a storage issue at the Playfair Lodge.
- 9) A summer student started May 4 at Playfair.

Newell Regional Solid Waste Management Authority  
**Approved Transfer Station Policies – April 2022**

The Newell Regional Solid Waste Management Authority Waste Transfer Site facilities are intended to provide a means for County of Newell residents to dispose of household solid waste and some recyclables. The waste transfer sites are a collection point for solid waste which is then transferred to the landfill or recycling facility. The sites are regulated by Alberta Environment, the Newell Regional Solid Waste Management Authority and the recyclers handling the end product.

**Acceptable Materials**

Materials which can be disposed of if they are sorted and handled in an approved manner:

- Agricultural chemical containers (until November 30, 2022)
- Appliances containing freon - \$15.00/unit fee, (fridges, freezers, water coolers, air conditioners, etc.)
- Ashes – only if brought in cardboard boxes
- Batteries – lead acid and household
- Clean wood, tree branches
- Electronic Waste Phase 1 – All electronic items which a deposit is paid when purchased (computers, TV's, printers, fax machines etc.)  
Phase 2 – All household items that either plug in or have a battery that one person can carry.
- Expired propane tanks - 1lb – 30lb
- Furniture
- Household appliances
- Household waste, if bagged or boxed.
- Household paint in the original cans (including spray paint)
- Scrap metal (barb wire must be rolled tightly and metal drums clean with tops removed)
- Sharps (i.e. syringe needles)

## ***DRAFT***

- Tires
- Treated or painted lumber - small quantities (under four feet in length up to 50lbs)
- Used oil containers
- Used drained oil filters
- Used oil (Gem Transfer Station)

For more information regarding acceptable materials, the availability of bin space, or any other information about the waste transfer facilities, County of Newell residents are asked to call the Newell Regional Landfill at 403-362-5188. Residents are also encouraged to call for general information, if a problem should arise, and before loading large, heavy, or questionable items.

### **Unacceptable Materials**

The following materials will not be accepted at any County of Newell waste transfer sites:

- Agricultural chemical containers (as of December 1, 2022), twine, bale mesh, silage plastic or plastic grain bags
- Asbestos containing materials
- Asphalt shingles
- Biochemical or infectious waste
- Cardboard – redirect to the local recycling collection site (Gem transfer station has a recycling trailer)
- Commercial / industrial waste (residential waste only)
- Dead animal carcasses/SRM
- Demolition Waste
- Drums – unopened, plastic or metal
- Drywall
- Flammable or explosive materials
- Grain, hay or straw

- Gravel, rocks, concrete, or rubble

***DRAFT***

- Hazardous chemicals - Commercial/Industrial (call Newell Regional Landfill for disposal options)
- Sewage or sludge
- Stumps/tree trunks/branches/roots over 12” in diameter
- Unrolled barb wire
- Vehicle propane tanks
- Vehicle bodies

If your waste is unacceptable at the county waste transfer sites, contact the Newell Regional Landfill for re-direction instruction.

## **Grassland Board meeting**

Special meeting with the Grasslands school board and the County of Newell, Village of Duchess, Village of Rosemary and the Town of Bassano.

Meeting held in the new Tilley school on May 19 2022 at 5pm.

After a very impressive tour of the school and introductions the meeting got started by presenting estimates of the student population for each school. This is compiled by a company called Baragar

For the Bassano school enrolments from Siksika were included at 73 students even though the agreement has expired and a new agreement should have been signed by now.

Baragar predicted an enrolment of 245 by 2031 for the Bassano school.

### **Funding**

Total Alberta Education Funding for 22-23 will be \$42,217,182. Identical to 2022. Also they will get some funding from Siksika. The provincial government has put a cap on operating reserves of \$2,100,000 in 2023. Grasslands reserve is \$3,800,000 some of this will be transferred to capital.

There was some discussion about a rural small schools grant, Bassano is not included.

### **New Strategic plan.**

A new strategic plan was presented in pamphlet form aimed at children but covering all the main points such as Vision, Mission, and Values. They also made a statement about Budget. Lots of pictures and diagrams well worth looking at.

They also discussed the following topics;

- Attracting and retaining teachers.
- Sustainability funding for small school.
- Charter schools
- Bassano school Siksika flag.

The County and Rosemary presented some topics for discussion.

Kevin Jones

Committee Reports  
Sydney Miller

Bassano Memorial Library  
May 10 2022

- Presentation by Petra from Shortgrass:
  - Materials allotment is \$5.08/person and Shortgrass puts in additional funding
  - Preferential hold system – physical holds for patrons that belong to the library that purchased the material will jump to the front of the queue
  - Bassano memberships jumped 7% in Fall 2021 – first membership drive within Shortgrass system; the good results will encourage other libraries to host their own
  - eBooks have an average cost of \$57.00 for 24 month purchase – collaboration reduces these costs for each member library
- Disc Golf
  - Baskets are here and stored at library
  - Will coordinate with town, school, and course planner for course set up
- BBQ weekend
  - 2 years since last bake sale – connect with Friends of the Library for assistance in running a bake sale during the BBQ competition and include popcorn, sweet tea and other beverages to complement BBQ
- Meeting Room will now require booking and a rental agreement will be required
  - \$30 for ½ day and \$50 for full day (for-profit organizations)

Bassano Ag Society  
May 24 2022

- Decision made to join Ag Society of Alberta for 1 year to see if benefits are worth \$300 fee
- Extensive bylaw updates as the current bylaw was written in 1986

Brooks Region Tourism  
May 26 2022

- CEBA loan to be paid off early since bank balance is healthy and more deposits expected
- Samantha Plett (Bassano photographer) will be providing monthly content for social media
- Non-Fiction hired to do social media marketing and strategy
- Working with Medicine Hat and Drumheller to continue Canadian Badlands name
  - Will go to Travel AB if agreement between municipalities reached
- ATIS Listings – where Travel AB gets their information
  - Contact Jaime to get ATIS/NRTA listings recognized, then transfer to town to manage
    - Need a score of 100 to be picked up by Travel AB; most places will score ~50
- Building signage going into Brooks – waiting to get into contact with building owner
- Rosemary is installing 4 pickle ball courts

Bassano Memorial Library  
June 14 2022

- HISA account now earmarked for upcoming projects and improvements to the library
- Sydney's term length was not specified in letter from Town; required for Library to be in compliance
- Sherry Steinbach will write a letter to the town to request being added as a board member, since she is on the Newell County Library Board for Division 6

The Beautify Bassano Initiative (BBI) is looking at beautifying the Cenotaph following a \$5,000 donation to the town to facilitate upgrades. The Town of Bassano would like BBI and the Library to coordinate efforts to allow for better utilization of the green space. The BBI is focussed on sustainable (low maintenance) upgrades to avoid overwhelming town employees and volunteers with upkeep. The Town has fixed the sprinkler system and fertilized the grass. Hedges are being watered and will be kept low.

Concerns regarding the grading of the land on the east side of the library are the main priority of the BBI before continuing to the second phase of beautifying the green space. The BBI intends to improve the grading of the soil next to the building, lay down landscape fabric, and replace the orange shale with rocks. Bonnie mentioned that water has not been an issue with the building since the hedge was removed and shale installed, except for around the door when raining heavily with an east wind. To reduce issues with the door, it was suggested that moving the downspout by the side door to the north end of the building could reduce the risk of flooding/leaking at the side door.

A quote was obtained for the regrading and replacement of shale for \$1761. More local suppliers were sourced and discounts were obtained, substantially reducing the quote to approximately half of the original cost, but updated numbers have not yet been provided. The new quote also includes a grate to lay over the rocks at the side door that would ensure carts can be wheeled out the side door of the library.

At the May 23 meeting, a mural was suggested with planters underneath filled with poppies, tulips (Dutch consulate) to better identify the Cenotaph as a memorial space. The mural would be installed on the south end of the east wall of the library, between the air conditioner and the side door. Planters filled with shade tolerant plants were also suggested to bracket the rock as it currently looks quite plain. It was also identified that the plaque listing Bassano's veterans is missing their military ranks and may need to be updated to include conflicts following WWI and WWII. To maintain low maintenance and sustainability, rain barrels were suggested to be integrated into the downspout upgrade to facilitate watering the planters.

There were several ideas of how to provide seating for outdoor library programming and a sheltered area for memorial purposes. A gazebo similar to the one built at the hospital, a pergola, a boardwalk along the library building, and picnic tables were all suggested. Some BBI members wished to locate seating behind the Cenotaph as they worried about taking away from the intention of the green space as a memorial park with the installation of seating. Memorial themed beautification projects should mitigate this worry; many memorial parks are multi-purpose green spaces in other municipalities.

An arch is to be commissioned for the Cenotaph's entrance to draw attention to the existence of the park and its purpose. Neil Harris from Gem has been approached to weld the arch. Design ideas are needed as the BBI has appointed Sydney to meet with Neil to obtain a quote, and Sydney's creative streak has room for improvement. If anyone knows the official name of the Cenotaph, it would be great to be able to include it on the arch; Sydney is researching if the park has been given an official name.

The Town is working to replace the Canadian flag with one that is not in tatters; it has temporarily been replaced with an Alberta flag. The BBI identified the library has "some super ideas to make the area usable and beautiful" and is looking forward to collaborating with the library to upgrade the Cenotaph.



## MONTHLY CAO REPORT

Meeting: June 20, 2022

Agenda Item: 9.1

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Amanda Davis, Chief Administrative Officer

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**Report Period: May 9, 2022 – June 17, 2022**

### **General Administration**

- Annual weed spraying has been completed.
- Development permit packages are now underway regarding implementation of the new Land Use Bylaw.
- Administration and public works focused on preparing for the Small Town Smoke Down BBQ on June 3-5, 2022. The event was successful despite the rain. There has been lots of positive feedback from the community and a request to host the event again in 2023. Final costs are expected within the next 6-weeks.

We debriefed the event with multiple stakeholders for future improvement should council choose to host the event again.

*Discussion required: does council wish to host the Small Town Smoke Down BBQ competition in 2023? If so, a motion is required to enable administration to submit an application to the BBQ on the Bow Society.*

- HR: I accepted the resignation of the FCSS director. The position was offered internally for staff and will be posted publicly the week of June 20. There will be program and service delays until a suitable candidate is hired.
- Completed SFE's for 2021 grants.
- Completed all deliverables for the 2022 Recreation Funding Committee grant.
- Completed tax rate bylaw deliverables and issued tax notices.
- Pool operations: completed staff hiring and training. 10 days after the pool opened, the liner seam split, the pool had to be drained to complete the repair and was down for 2-weeks. The pool is now in full operations and swimming lessons have continued despite weather. The liner repair is temporary. We are investigating a full replacement for the fall.



- IT system upgrades continued. There has been many delays and disruptions over the past three weeks and further issues due to power outages.
- The blade sign project survey has been issues and closes at the end of June. Signs will be ordered and installed accordingly.
- Budget reviews with all staff and annual accounting.
- BBI volunteer supports for community projects (cenotaph upgrade).
- Hired Richard Watson to assist with public grounds maintenance (grass cutting). This is his second year supporting the town.
- Two legal files are progressing and specific deliverables have been completed accordingly.
- Regional emergency management policy planning and development continues.
- The MCCAC grant applications are finally complete for the lighting upgrades at the Recreation Complex and the Joint Use Facility. Three revisions were required to change power consumption and demand. Notification of an award is expected within the next 30 days.
- Strategic planning dates: please come to the meeting with your summer availability so we can facilitate the strategic planning session.

## **Capital Projects**

### Wastewater Upgrade and Irrigation Project

- 5% of the liner was installed before inclement weather set in. The crew has been off for the past two weeks and the cell will have to be pumped out before installation can begin. An ETA to return to site is unknown at this time. We are monitoring all water levels.

## **Development**

The complete list of permits issued/being considered to date are summarized below:

| <b>PERMIT NUMBER</b> | <b>LOCATION</b>           | <b>DEVELOPMENT</b>                                 |
|----------------------|---------------------------|--|
| TOB-D-09-22          | 816 – 1 Street Close West | 10' x 14' accessory structure and deck replacement |
| TOB-D-11-22          | 415 – 7 Avenue            | 32' x 40' garage conversion to an backyard suite.  |

## **Economic Development**

### 517 – 2<sup>nd</sup> Avenue (AHI)

Progress on the AHI investment has slowed. Administration stepped back from the project in May after providing the various contacts and relations to Mr. Sarpal. The investment continuance lays with the AHI

team. They still endeavor to see the project through however, have not seen the lease commitments they had hoped.

413 – 2<sup>nd</sup> Avenue (Former Stiles Building)

A deposit has been received for the building as of June 17, 2022. Administration will work with the prospective buyer on next steps.

**Attachments:**

1. Action Items List – no action required

Town of Bassano  
Council Meeting Action Items 2018-2022

## 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. |           |

## 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.   | When preparing dev. standards - research back flow prevention for water system. |           |

## Oct. 27, 2020 Special Meeting

| Directed to     | Action   | Completed    |
|-----------------|--|--------------|
| Davis/Raymond   | Prepare actionable workplan to follow through with infrastrucutre upgrade preplanning. | In progress. |
| Davis/Smith, B. | Prepare actionable plan TOB/MPE re: infrastructure upgrades.                           | In progress. |

## Aug. 9, 2021 Regular Meeting

| Directed to | Action   | Completed |
|-------------|--|-----------|
| Davis, A.   | Prepare implementation summary and budget prep for council re: economic enrichment |           |

**Town of Bassano  
Council Meeting Action Items 2018-2022**

|           |  |  |
|-----------|--|--|
| Davis, A. | Add Dennis Hunt property to upcoming agenda re: driveway concerns. |  |
|-----------|--|--|

### Oct. 12, 2021 Regular Meeting

| Directed to | Action   | Completed   |
|-------------|--|-------------|
| Davis, A.   | Develop implementation plans for bylaw 921/21 (fee schedule, appendicies, development packages, online marketing material, marketing material) | In progress |

### Jan. 17, 2022 Regular Meeting

| Directed to  | Action   | Completed   |
|--------------|--|-------------|
| Davis, A.    | Update FCSS contract                             | In progress |
| Davis/Petkau | Develop plan for transition to e-billing modules |             |

### Mar. 14, 2022 Regular Meeting

| Directed to | Action                         | Completed |
|-------------|--------------------------------|-----------|
| Davis, A.   | Assest Retirement Planning DUE |           |

### Apr. 19, 2022 Regular Meeting

| Directed to | Action                 | Completed                               |
|-------------|------------------------|---|
| Davis, A.   | Letter to NHF re: ROFR | Concersation with CAO letter to follow. |

### May 9, 2022 Regular Meeting

| Directed to | Action   | Completed               |
|-------------|--|-------------------------|
| Kelly, T.   | Rotate minutes   | Complete - May 10, 2022 |
| Kelly, T.   | Resolution index   | Complete - May 10, 2022 |
| Davis, A.   | Amend April 19 minutes.  | Complete                |
| Davis, A.   | Finalize soccer policy and distribute to staff and organizers                  | Complete - May 10, 2022 |
| Kelly, T.   | Soccer policy on website   | Complete - May 10, 2022 |
| Davis/Smith | Update all pool polices and distribute to staff                                | Complete                |
| Davis/Smith | Revise pool policy re: low income options (fees) and connect with the library. |                         |
| Smith, S.   | Concession contract with Pat Blake   |                         |

**Town of Bassano**  
**Council Meeting Action Items 2018-2022**

|            |  |                         |
|------------|--|-------------------------|
| Kelly, T.  | Pool policies on the website   | Complete - May 10, 2022 |
| Davis, A.  | Update watering with B. Redding  | Complete - May 10, 2022 |
| Davis, A.  | Draft municipal grounds maintenance policy                                     | Complete                |
| Davis, A.  | Prepare development incentive policies   | In progress             |
| Davis, A.  | Process Tax Rate Bylaw 925/22  | Complete                |
| Petkau, C. | Implement Tax Rate Bylaw 925/22  | Ongoing                 |
| Kelly, T.  | Upload Tax Rate Bylaw to website   | Complete - May 10, 2022 |
| Davis, A.  | Complete SIR   | Complete                |
| Davis, A.  | Update MSI operating plan  |                         |
| Davis, A.  | Notify Beddows that sidewalk discussion is postponed                           | Complete - May 12, 2022 |
| Davis, A.  | Letter to Rodeo Committee re: use of grounds                                   | Complete - May 10, 2022 |
| Davis, A.  | Refer to draft transfer site policies re: cement/shingles                      |                         |
| Davis, A.  | Contact Lorna at Palliser Air Shed re: air monitoring device near cement plant | Complete - May 10, 2022 |
| Davis, A.  | Follow up with Clr. Wetzstein re: hazardous waste drop off at the fire hall    |                         |

| MONTHLY STATEMENT<br>Town of Bassano<br>Period Ending April 30, 2022 |                 |                    |                           |
|--|-----------------|--------------------|---------------------------|
| General Account  |                 |                    |                           |
| Net Balance at End of Previous Month                                 | \$ 432,382.21   |                    |                           |
|  |                 |                    |                           |
| Receipts for the Month   | \$ 115,648.52   |                    |                           |
| Interest   | \$ 762.42       |                    |                           |
| FCSS Grant   | \$ 9,876.00     |                    |                           |
| WWTU - ICIP Claim 3  | \$ 567,017.39   |                    |                           |
| Correction   | \$ 0.10         |                    |                           |
|  |                 |                    |                           |
| Sub-Total  | \$ 1,125,686.64 |                    |                           |
| Less Disbursements for the month                                     | -\$ 170,019.55  |                    |                           |
| Bank Service Charges   | -\$ 708.09      |                    |                           |
| Transfer - ICIP Claim 3  | -\$ 567,017.39  |                    |                           |
| Posting Correction   | -\$ 158.68      |                    |                           |
| WCB - April Installment  | -\$ 478.56      |                    |                           |
|  |                 |                    |                           |
|  |                 |                    |                           |
| Net Balance at End of Month  | \$ 387,304.37   |                    |                           |
| Bank Balance at End of Month   | \$ 422,312.24   |                    |                           |
| Outstanding Deposit  | \$ 143.25       |                    |                           |
| Sub-Total  | \$ 422,455.49   |                    |                           |
| Less outstanding cheques   | -\$ 35,151.12   |                    |                           |
| NET Balance at End of Month  | \$ 387,304.37   |                    |                           |
| Savings  |                 |                    |                           |
|  | Opening Balance | Interest/Transfers | Closing Balance           |
| Fire Reserves  | \$ 31,221.70    | \$ 31.22           | \$ 31,252.92              |
| Sewage Upgrade   | \$ 221,965.70   | \$ 567,224.12      | \$ 789,189.82             |
| MSI Capital  | \$ 401,412.44   | \$ 401.41          | \$ 401,813.85             |
| Fedral Gas Tax Refund  | \$ 125,348.16   | \$ 125.35          | \$ 125,473.51             |
| MSI Operational  | \$ 74,897.59    | \$ 74.90           | \$ 74,972.49              |
| Capital Plan Reserve   | \$ 2,723,003.32 | \$ 2,723.00        | \$ 2,725,726.32           |
| Land & Development Reserve   | \$ 592,058.78   | \$ 592.06          | \$ 592,650.84             |
| Recreation & Culture Reserve   | \$ 427,870.71   | \$ 427.87          | \$ 428,298.58             |
| Municipal Reserve  | \$ 512,439.55   | \$ 512.44          | \$ 512,951.99             |
| FCSS Reserve   | \$ 19,733.63    | \$ 19.73           | \$ 19,753.36              |
| AMWWP Grant Funds  | \$ 50,956.45    | \$ 50.96           | \$ 51,007.41              |
| Recreation Funding Committee   | \$ 3,311.72     | \$ 3.31            | \$ 3,315.03               |
| Shydlowski   | \$ 107.41       | \$ 0.11            | \$ 107.52                 |
| Common Shares  | \$ 5,362.05     | \$ -               | \$ 5,362.05               |
| Investments  |                 |                    |                           |
| Shydlowski Scholarship   | \$ 3,856.79     |                    | \$ 3,856.79               |
| Nesbit Burns   | Fixed Income    | \$ 860,431.12      | - \$ 860,431.12           |
|  | Cash Account    | \$ 214,446.89      | -\$1,300.01 \$ 213,146.88 |
| Transaction Total  |                 | \$570,886.47       |                           |
| Total  | \$ 6,268,424.01 |                    | \$ 6,839,310.48           |
|  |                 |                    |                           |
| Mayor Morey  |                 |                    |                           |
| C.A.O Amanda Davis   |                 |                    |                           |

| <div> MONTHLY STATEMENT<br/> Town of Bassano<br/> Period Ending May 31, 2022 </div>       |                 |                    |                 |
|---|-----------------|--------------------|-----------------|
| General Account   |                 |                    |                 |
| Net Balance at End of Previous Month  | \$ 387,304.37   |                    |                 |
|   |                 |                    |                 |
| Receipts for the Month  | \$ 338,760.28   |                    |                 |
| Interest  | \$ 604.37       |                    |                 |
| Trf - Street Sweeper  | \$ 32,844.00    |                    |                 |
| WWTU May Expenses   | \$ 338,024.66   |                    |                 |
| Cancelled Cheques   | \$ 10,143.71    |                    |                 |
| Payroll Reversal  | \$ 46.06        |                    |                 |
| April Transaction   | \$ 58.68        |                    |                 |
|   |                 |                    |                 |
| Sub-Total   | \$ 1,107,786.13 |                    |                 |
| Less Disbursements for the month  | -\$ 631,386.33  |                    |                 |
| Bank Service Charges  | -\$ 416.35      |                    |                 |
| Transfer - RFC  | -\$ 23,657.00   |                    |                 |
|   |                 |                    |                 |
| Net Balance at End of Month   | \$ 452,326.45   |                    |                 |
| Bank Balance at End of Month  | \$ 520,415.10   |                    |                 |
| Outstanding Deposit   | \$ 1,324.50     |                    |                 |
| Sub-Total   | \$ 521,739.60   |                    |                 |
| Less outstanding cheques  | -\$ 69,413.15   |                    |                 |
| NET Balance at End of Month   | \$ 452,326.45   |                    |                 |
| Savings   |                 |                    |                 |
|   | Opening Balance | Interest/Transfers | Closing Balance |
| Fire Reserves   | \$ 31,252.92    | \$ 39.82           | \$ 31,292.74    |
| Sewage Upgrade  | \$ 789,189.82   | -\$ 287,017.25     |                 |
|   |                 | \$ 353.57          | \$ 502,526.14   |
| MSI Capital   | \$ 401,813.85   | \$ 511.90          | \$ 402,325.75   |
| Fedral Gas Tax Refund   | \$ 125,473.51   | \$ 159.85          | \$ 125,633.36   |
| MSI Operational   | \$ 74,972.49    | \$ 95.51           | \$ 75,068.00    |
| Capital Plan Reserve  | \$ 2,725,726.32 | \$ 3,472.50        | \$ 2,729,198.82 |
| Land & Development Reserve  | \$ 592,650.84   | \$ 755.02          | \$ 593,405.86   |
| Recreation & Culture Reserve  | \$ 428,298.58   | \$ 545.64          | \$ 428,844.22   |
| Municipal Reserve   | \$ 512,951.99   | -\$ 32,844.00      |                 |
|   |                 | \$ 652.14          | \$ 480,760.13   |
| FCSS Reserve  | \$ 19,753.36    | \$ 25.17           | \$ 19,778.53    |
| AMWWP Grant Funds   | \$ 51,007.41    | -\$ 51,007.41      |                 |
|   |                 | \$ 8.38            | \$ 8.38         |
| Recreation Funding Committee  | \$ 3,315.03     | \$ 23,679.70       | \$ 26,994.73    |
| Shydowski   | \$ 107.52       | \$ 0.14            | \$ 107.66       |
| Common Shares   | \$ 5,362.05     | \$ -               | \$ 5,362.05     |
| Investments   |                 |                    |                 |
| Shydowski Scholarship   | \$ 3,856.79     |                    | \$ 3,856.79     |
| Nesbit Burns  | Fixed Income    | \$ 860,431.12      | \$96,479.25     |
|   | Cash Account    | \$ 213,146.88      | -\$96,746.62    |
| Transaction Total   |                 | -\$340,836.69      |                 |
| Total   | \$ 6,839,310.48 |                    | \$ 6,498,473.79 |
| <div> <div></div> <div>Mayor Morey</div> <div></div> <div>C.A.O Amanda Davis</div> </div> |                 |                    |                 |







# TOWN OF BASSANO

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## Cheque Listing For Account Payable

2022-Jun-16

3:54:09PM

| Cheque #      | Cheque Date | CEO | CAO | Vendor # | Vendor Name                            | Amount     |
|---------------|-------------|-----|-----|----------|--|------------|
| Batch # 20982 |             |     |     |          |  |            |
| 20220297      | 2022-04-27  | EFT | EFT | 877      | ALBERTA MUNICIPAL SERVICES CORPORATION | 24,864.31  |
| 20220298      | 2022-04-27  | EFT | EFT | 487      | CANADIAN LINEN                         | 93.99      |
| 20220299      | 2022-04-27  | EFT | EFT | 1050     | CHINOOK FINANCIAL C/O COLLABRIA        | 2,806.79   |
| 20220300      | 2022-04-27  | EFT | EFT | 121      | COUNTY OF NEWELL                       | 3,240.00   |
| 20220301      | 2022-04-27  | EFT | EFT | 494      | EPCOR                                  | 5.80       |
| 20220302      | 2022-04-27  | EFT | EFT | 801      | GUILLEVIN INTERNATIONAL                | 2,252.25   |
| 20220303      | 2022-04-27  | EFT | EFT | 1055     | MOREY, IRVIN                           | 135.07     |
| 20220304      | 2022-04-27  | EFT | EFT | 529      | MPE ENGINEERING LTD                    | 11,217.34  |
| 20220305      | 2022-04-27  | EFT | EFT | 1075     | MUNISIGHT LTD.                         | 1,094.11   |
| 20220306      | 2022-04-27  | EFT | EFT | 578      | NEWELL REGIONAL SERVICES CORP.         | 16,266.76  |
| 20220307      | 2022-04-27  | EFT | EFT | 989      | PETKAU, CHRISTINE                      | 86.93      |
| 20220308      | 2022-04-27  | EFT | EFT | 946      | RAYMOND, LONNIE                        | 105.00     |
| 20220309      | 2022-04-27  | EFT | EFT | 173      | RIC'S ELECTRIC                         | 1,002.28   |
| 20220310      | 2022-04-27  | EFT | EFT | 902      | SIEBEN HOLDINGS LTD.                   | 682.50     |
| 20220311      | 2022-04-27  | EFT | EFT | 948      | TAXervice                              | 1,974.00   |
| 20220312      | 2022-04-27  | EFT | EFT | 1035     | TELUS MOBILITY                         | 150.74     |
| 20220313      | 2022-04-27  | EFT | EFT | 953      | WATER BLAST MANUFACTURING LP           | 383.47     |
|               |             |     |     |          |  | 66,361.34  |
| Total         |             |     |     |          |  | 144,752.63 |

\*\*\* End of Report \*\*\*



# TOWN OF BASSANO

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## Cheque Listing For Account Payable

2022-Jun-16  
3:54:54PM

| Cheque #      | Cheque Date | CEO | CAO | Vendor # | Vendor Name  | Amount     |
|---------------|-------------|-----|-----|----------|--|------------|
| Batch # 20992 |             |     |     |          |  |            |
| 20220316      | 2022-05-03  | EFT | EFT | 1072     | CONNECT FIRST CREDIT UNION LTD                     | 1,200.00   |
| 20220317      | 2022-05-03  | EFT | EFT | 919      | KPMG LLP, T4348                                    | 21,681.02  |
| 20220318      | 2022-05-03  | EFT | EFT | 7        | RECEIVER GENERAL FOR CANADA                        | 11,952.30  |
| 20220319      | 2022-05-03  | EFT | EFT | 900001   | DEFEND POWER AND COMMUNICATIONS LTD.               | 4,568.96   |
| 20220320      | 2022-05-03  | EFT | EFT | 900001   | MEDICINE HAT NEWS                                  | 576.45     |
| 20220321      | 2022-05-03  |     |     | 900001   | RECEIVER GENERAL FOR CANADA, INNOVATION, SCIENCE A | 44.10      |
| 20220322      | 2022-05-03  | EFT | EFT | 900001   | WHITE FOX GROUIP LTD                               | 334,282.82 |
|               |             |     |     |          |  | 374,305.65 |
| Batch # 20993 |             |     |     |          |  |            |
| 20220323      | 2022-05-03  | EFT | EFT | 900001   | DEFEND POWER AND COMMUNICATIONS LTD.               | 9,244.06   |
|               |             |     |     |          |  | 9,244.06   |
| Batch # 20996 |             |     |     |          |  |            |
| 20220324      | 2022-05-03  | EFT | EFT | 171      | AMSC INSURANCE SERVICES LTD.                       | 6,119.88   |
|               |             |     |     |          |  | 6,119.88   |
| Batch # 21030 |             |     |     |          |  |            |
| 20220332      | 2022-05-12  | EFT | EFT | 713      | 1034355 ALBERTA LTD                                | 9.00       |
| 20220333      | 2022-05-12  | EFT | EFT | 1043     | 2052900 ALBERTA LTD.                               | 16,499.70  |
| 20220334      | 2022-05-12  | EFT | EFT | 877      | ALBERTA MUNICIPAL SERVICES CORPORATION             | 21,445.92  |
| 20220335      | 2022-05-12  | EFT | EFT | 564      | AZTEK SECURITY COMPANY                             | 97.65      |
| 20220336      | 2022-05-12  |     |     | 505      | BASSANO AG FOODS                                   | 39.62      |
| 20220337      | 2022-05-12  | EFT | EFT | 8        | BASSANO AUTOMOTIVE (1985) LTD.                     | 59.91      |
| 20220338      | 2022-05-12  | EFT | EFT | 20       | BASSANO BUILDING CENTRE LTD.                       | 504.22     |
| 20220339      | 2022-05-12  | EFT | EFT | 46       | BASSANO PHARMACY                                   | 13.85      |
| 20220340      | 2022-05-12  | EFT | EFT | 47       | BASSANO PLUMBING & HEATING                         | 1,526.81   |
| 20220341      | 2022-05-12  | EFT | EFT | 522      | BENCHMARK ASSESSMENT                               | 1,575.79   |
| 20220342      | 2022-05-12  | EFT | EFT | 561      | BRANDT TRACTOR                                     | 4,904.37   |
| 20220343      | 2022-05-12  | EFT | EFT | 1050     | CHINOOK FINANCIAL C/O COLLABRIA                    | 867.36     |
| 20220344      | 2022-05-12  | EFT | EFT | 121      | COUNTY OF NEWELL                                   | 3,727.09   |
| 20220345      | 2022-05-12  | EFT | EFT | 796      | CREAKY FLOOR HARDWARE STORE LTD.                   | 50.38      |
| 20220346      | 2022-05-12  |     |     | 111      | CREATIVE SCREEN ART SERVICES                       | 785.00     |
| 20220347      | 2022-05-12  | EFT | EFT | 939      | CROSSTOWN TRUCK & TIRE LTD.                        | 1,193.87   |
| 20220348      | 2022-05-12  | EFT | EFT | 962      | DIGITEX CANADA INC.                                | 1,403.05   |
| 20220349      | 2022-05-12  |     |     | 816      | EECOL ELECTRIC CORP.                               | 112.14     |
| 20220350      | 2022-05-12  | EFT | EFT | 1055     | MOREY, IRVIN                                       | 99.62      |
| 20220351      | 2022-05-12  | EFT | EFT | 529      | MPE ENGINEERING LTD                                | 20,643.08  |
| 20220352      | 2022-05-12  | EFT | EFT | 578      | NEWELL REGIONAL SERVICES CORP.                     | 16,981.18  |
| 20220353      | 2022-05-12  | EFT | EFT | 929      | PINNACLE AQUATIC GROUP INC.                        | 1,938.27   |
| 20220354      | 2022-05-12  | EFT | EFT | 3        | PIONEER GAS CO-OP LTD.                             | 1,164.81   |
| 20220355      | 2022-05-12  | EFT | EFT | 217      | PLAYFAIR LODGE                                     | 1,320.60   |
| 20220356      | 2022-05-12  | EFT | EFT | 25       | PUROLATOR INC.                                     | 84.90      |
| 20220357      | 2022-05-12  | EFT | EFT | 1063     | QUADIENT LEASING CANADA LTD                        | 280.20     |
| 20220358      | 2022-05-12  | EFT | EFT | 881      | SOUTH COUNTRY CO-OP LIMITED                        | 1,698.21   |
| 20220359      | 2022-05-12  | EFT | EFT | 1049     | STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I      | 148.37     |
| 20220360      | 2022-05-12  | EFT | EFT | 1        | TELUS COMMUNICATIONS INC.                          | 592.09     |



# TOWN OF BASSANO

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## Cheque Listing For Account Payable

2022-Jun-16

3:54:54PM

| Cheque # | Cheque Date | CEO | CAO | Vendor # | Vendor Name  | Amount                  |
|----------|-------------|-----|-----|----------|--|-------------------------|
| 20220361 | 2022-05-12  | EFT | EFT | 1058     | TOWN OF BASSANO                                    | 380.87                  |
| 20220362 | 2022-05-12  | EFT | EFT | 696      | VILLAGE OF DUCHESS                                 | 4,320.00                |
| 20220363 | 2022-05-12  | EFT | EFT | 509      | WATER PURE & SIMPLE BROOKS LTD.                    | 25.00                   |
| 20220364 | 2022-05-12  |     |     | 900001   | GOVERNMENT OF ALBERTA, C/O ALBERTA JUSTICE AND SOL | 34,808.00               |
| 20220365 | 2022-05-12  | EFT | EFT | 900001   | WURTH CANADA LIMITED                               | 64.00                   |
|          |             |     |     |          |  | 139,364.93              |
|          |             |     |     |          |  | <b>Batch # 21036</b>    |
| 20220366 | 2022-05-13  |     |     | 398      | BASSANO & DIST. CENTENNIAL ARENA SOCIETY           | 12,500.00               |
| 20220367 | 2022-05-13  | EFT | EFT | 335      | BASSANO CURLING CLUB                               | 5,000.00                |
| 20220368 | 2022-05-13  | EFT | EFT | 720      | BASSANO GOLF CLUB SOCIETY                          | 5,358.00                |
| 20220369 | 2022-05-13  |     |     | 900001   | BASSANO ARTS COUNCIL                               | 2,000.00                |
| 20220370 | 2022-05-13  |     |     | 900001   | BASSANO MINOR BALL                                 | 1,800.00                |
|          |             |     |     |          |  | 26,658.00               |
|          |             |     |     |          |  | <b>Batch # 21052</b>    |
| 20220378 | 2022-05-19  | EFT | EFT | 900001   | KELLY, THERESA                                     | 200.00                  |
|          |             |     |     |          |  | 200.00                  |
|          |             |     |     |          |  | <b>Batch # 21058</b>    |
| 20220389 | 2022-05-26  |     |     | 132      | BROOKS ASPHALT & AGGREGATE                         | 2,109.05                |
| 20220390 | 2022-05-26  |     |     | 51       | BROOKS BULLETIN                                    | 200.66                  |
| 20220391 | 2022-05-26  |     |     | 119      | BROOKS INDUSTRIAL METALS LTD.                      | 105.00                  |
| 20220392 | 2022-05-26  |     |     | 487      | CANADIAN LINEN                                     | 93.99                   |
| 20220393 | 2022-05-26  | EFT | EFT | 1050     | CHINOOK FINANCIAL C/O COLLABRIA                    | 1,207.12                |
| 20220394 | 2022-05-26  | EFT | EFT | 494      | EPCOR  | 322.39                  |
| 20220395 | 2022-05-26  | EFT | EFT | 413      | HI-WAY 9 EXPRESS LTD.                              | 907.54                  |
| 20220396 | 2022-05-26  |     |     | 92       | LIFESAVING SOCIETY                                 | 1,985.04                |
| 20220397 | 2022-05-26  | EFT | EFT | 1046     | MUHLBEIER, VICTORIA                                | 709.69                  |
| 20220398 | 2022-05-26  |     |     | 1006     | PARRISH & HEIMBECKER                               | 741.75                  |
| 20220399 | 2022-05-26  | EFT | EFT | 929      | PINNACLE AQUATIC GROUP INC.                        | 14,126.24               |
| 20220400 | 2022-05-26  | EFT | EFT | 946      | RAYMOND, LONNIE                                    | 230.99                  |
| 20220401 | 2022-05-26  | EFT | EFT | 967      | REDDING, BRADLEY                                   | 61.41                   |
| 20220402 | 2022-05-26  | EFT | EFT | 902      | SIEBEN HOLDINGS LTD.                               | 682.50                  |
| 20220403 | 2022-05-26  | EFT | EFT | 1035     | TELUS MOBILITY                                     | 163.44                  |
| 20220404 | 2022-05-26  | EFT | EFT | 539      | WESTERN PUMP                                       | 648.22                  |
| 20220405 | 2022-05-26  |     |     | 900001   | AHLA SERVICES CORP.                                | 414.75                  |
| 20220406 | 2022-05-26  |     |     | 900001   | BROOKS PUBLIC LIBRARY                              | 192.50                  |
| 20220407 | 2022-05-26  |     |     | 900001   | G-OK HEATING & AIR CONDITIONING LTD                | 1,438.81                |
| 20220408 | 2022-05-26  | EFT | EFT | 900001   | MACLAREN, MAX                                      | 139.08                  |
| 20220409 | 2022-05-26  |     |     | 900001   | MEDICINE HAT COLLEGE                               | 2,530.50                |
| 20220410 | 2022-05-26  |     |     | 900001   | WESTERN RECREATION & DEVELOPMENT INC.              | 69.62                   |
|          |             |     |     |          |  | 29,080.29               |
|          |             |     |     |          |  | <b>Total 584,972.81</b> |

\*\*\* End of Report \*\*\*

# BASSANO MAY 2022 REPORT

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During the month of May our department completed eight hours of Municipal Enforcement duties.

Officers will be as well receiving direction from the CAO and designated staff on any matters that require investigation that their office receives.

During this month, our department is conducting six investigations. The investigation files are for bylaw matters for missing house numbers. From those six investigations conducted the files were then concluded with no outstanding files pending.

There were three warning issued for this month. The warnings were for driver not wearing a seatbelt, fail to maintain equipment and for failing to produce insurance. There were four tickets issued for bylaw matters which were for failing to display a civic address. The investigative matters concluded by our department were then reported to the Bassano Office for any further action required.

Our department as well monitored for any matters with motorcycle safety as per the Alberta Traffic Safety Enforcement Calendar priorities.

This concludes the report for Bassano for May.

**From:** [Bassano Building Centre](#)  
**To:** [cao@bassano.ca](mailto:cao@bassano.ca)  
**Subject:** EXTERNAL - Re: 808 Centre Street Close sidewalk repair  
**Date:** Friday, May 13, 2022 10:27:18 AM  
**Attachments:** [Untitled attachment 00027.png](#)

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**CAUTION:** This email is from an external source. Do not click links, images, or open attachments unless you recognize the sender and know the content is safe.

Hi Amanda. That's no problem. I was talking to one of the town councilors recently about this and that conversation showed me that I need to provide you with more background information. This person indicated to me that they were concerned that a repair at this time could be a fruitless effort because the depression might continue to settle. Let me assure you that any further settling is not going to happen as it's been eighteen(18) years and the settling appears to have been complete roughly eight(8) to ten(10) years ago. This means that this depression has existed in it's current state for said time period. The reason we haven't requested a repair until now is because our assumption has been that this is, and should be, a regular (and expected) maintenance issue that should have resolved itself already with some routine trouble shooting and follow up diligence. We recently came to the realization that our formal request was a necessary step in facilitating the needed repair work. I'm glad the councilor told me his concern because it gives me a chance to nip this in the bud right now before the town council wastes any time debating it - All settling of the ground underneath the proposed repair is complete and will in no way have any effect on the success or failure of the repair. This information should enable the councilors to avoid this diversion and tackle the problem with this as a given.

Regards,  
Ryan

---

From: [cao@bassano.ca](mailto:cao@bassano.ca)  
Date: 05/12/22 14:21  
To: Bassano Building Centre ([bassbuilding@eidnet.org](mailto:bassbuilding@eidnet.org))  
Cc: [cao@bassano.ca](mailto:cao@bassano.ca)  
Subject: **808 Centre Street Close sidewalk repair**

Hi Ryan and Sandra,  
Your concern will be postponed until the June meeting. The agenda was full and it was after 10:00 p.m. before council was broaching your concerns. There was not adequate time to discuss the matter.

I will be back in touch with you on this.

Thank you,

Bassano\_Logo



**Amanda Davis, MBA**

Chief Administrative Officer | Town of Bassano

Tel: (403) 641-3788 Fax: (403) 641-2585

[cao@bassano.ca](mailto:cao@bassano.ca)

---

**From:** Bassano Building Centre <[bassbuilding@eidnet.org](mailto:bassbuilding@eidnet.org)>

**Sent:** April 27, 2022 10:23 AM

**To:** [cao@bassano.ca](mailto:cao@bassano.ca)

**Subject:** EXTERNAL - Re: RE: EXTERNAL - 808 Centre Street Close sidewalk repair

**CAUTION:** This email is from an external source. Do not click links, images, or open attachments

unless you recognize the sender and know the content is safe.

Thank you Amanda.

----- Original Message -----

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From: [cao@bassano.ca](mailto:cao@bassano.ca)

Date: 04/27/22 08:50

To: Bassano Building Centre ([bassbuilding@eidnet.org](mailto:bassbuilding@eidnet.org)), [irvinmorey@bassano.ca](mailto:irvinmorey@bassano.ca),  
[johnslomp@bassano.ca](mailto:johnslomp@bassano.ca), [kevinjones@bassano.ca](mailto:kevinjones@bassano.ca), [sydneymiller@bassano.ca](mailto:sydneymiller@bassano.ca),  
[mikewetzstein@bassano.ca](mailto:mikewetzstein@bassano.ca), [public@bassano.ca](mailto:public@bassano.ca)

Cc: [cao@bassano.ca](mailto:cao@bassano.ca)

Subject: **RE: EXTERNAL - 808 Centre Street Close sidewalk repair**

Good morning Ryan and Sandra,

I confirm receipt of your concern and will include it on the next council agenda for discussion.

Thank you,

Bassano\_Logo



**Amanda Davis, MBA**

Chief Administrative Officer | Town of Bassano

Tel: (403) 641-3788 Fax: (403) 641-2585

[cao@bassano.ca](mailto:cao@bassano.ca)

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**From:** Bassano Building Centre <[bassbuilding@eidnet.org](mailto:bassbuilding@eidnet.org)>

**Sent:** April 25, 2022 2:20 PM

**To:** [cao@bassano.ca](mailto:cao@bassano.ca); [irvinmorey@bassano.ca](mailto:irvinmorey@bassano.ca); [johnslomp@bassano.ca](mailto:johnslomp@bassano.ca); [kevinjones@bassano.ca](mailto:kevinjones@bassano.ca);  
[sydneymiller@bassano.ca](mailto:sydneymiller@bassano.ca); [mikewetzstein@bassano.ca](mailto:mikewetzstein@bassano.ca); [public@bassano.ca](mailto:public@bassano.ca)

**Subject:** EXTERNAL - 808 Centre Street Close sidewalk repair

**CAUTION:** This email is from an external source. Do not click links, images, or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern. The sidewalk in front of our house has a depression in one section of 4-6" below the regular sidewalk. This has been like this for a number of years and poses a serious tripping hazard as well as a slipping hazard in the winter as water pools in the bottom. Is it possible to have this fixed this summer?

Kind Regards,

Ryan and Sandra Beddows



## **Newell Housing Foundation**

### **Minutes**

April 5, 2022- 4:00 pm  
CITY HALL- HAYES ROOM

**Present:** Y. Fujimoto, J. Slomp, G. Miedema, A. Philpott, A. Skanderup, J. Petrie, M. Wardrop, K. Steinley

**Staff:** S. Loewen

**Guests:** C. Young and W. Metcalf- Prairie Rose Hospice Palliative Care Society (PRHPCS)

Chair Y. Fujimoto called the meeting to order at 4:04 pm.

#### 1. Delegation from the PRHPCS

Discussion was held with the delegation and Board regarding the possibility of converting a Lodge room to a dedicated hospice room at Newbrook Lodge. Information was shared on different hospice programs.

**Moved** by J. Petrie to appoint Kole Steinley to the Board as Members at Large for the 2022-2023 year.

**CARRIED**

**Moved** by A. Skanderup to appoint Grace Miedema to the Board as Members at Large for the 2022-2023 year.

**CARRIED**

#### 2. Additions to/Adoption of Agenda

**Moved** by Y. Fujimoto to adopt the Agenda with the removal of 3. e. Signing Authority and the addition of 3. e. Seniors Self Contained Checks.

**CARRIED**

#### 3. New Business

##### a) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. Covid protocols were also discussed. Vacancies for March 2022 were: Newbrook Lodge- 31. Playfair Lodge- 4. Dr. Scott Apartments- 0. Pioneer Villas- 2- one awaiting suite renewal. Community Housing 2- awaiting capital. Duchess- 1. The Villas in Tilley and Rosemary are full.

**Moved** by G. Miedema to accept the CAO Report as information.

**CARRIED**

##### b) RAB Cap

**Moved** by J. Petrie to set the Rental Assistance Benefit Cap to \$600/ month effective July 1, 2022.

**CARRIED**

##### c) Policy 254 Covid Vaccination

With Alberta Health Services Removal of the Covid Vaccination Policy the policy for the Newell Housing Foundation was discussed. No changes will be made at this time.



d) Board Member Recruitment

The vacancy for the member at large position has been filled.

e) Seniors Self Contained Checks

A Board Member received an inquiry on if the tenants in the Seniors Self-Contained Units were checked on daily. The CAO went over the protocol and shared with the Board the door tags used. The Board was satisfied with the procedure.

4. Old Business

a) Hospice at Newbrook Lodge

Discussion was held. Board Member A. Philpott to take the lead on this project. CAO S. Loewen will investigate Hospices in Medicine Hat and Red Deer and ensure this hospice room is in line with the Mission, Vision and Values of the Foundation.

5. Financial Statement

**Moved** by J. Slomp to accept the Financial Statement as presented.

**CARRIED**

**Consent Agenda Items**

**Moved** by K. Steinley that the items listed in the Consent Agenda be accepted for information.

**CARRIED**

**Meeting Date**

The next meeting is May 3, 2022, at 4:00 pm in the Hayes Room at City Hall

**Adjournment**

The meeting was adjourned at 5:30 pm

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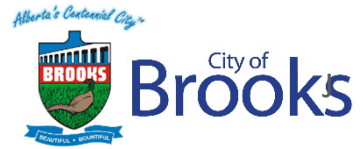
Board Chair

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Board Member



*County of Newell/City of Brooks*  
**JOINT SHARED SERVICES COMMITTEE**



MAY 10, 2022

BROOKS FIREHALL – 1:00 P.M.

## NOTES

**Present:**

County of Newell

Councillor Greg Skriver  
Councillor Neil Johnson  
Matt Fenske, CAO

Village of Duchess

Councillor Tony Steidel

Others

Linda Morey – Grasslands Public Schools Trustee  
John de Jong – Christ the Redeemer Trustee  
Emrrys Oliver, Youth Member, EcoBrooks Committee  
Sandra Stanway, Brooks Bulletin

City of Brooks

Councillor Joel Goodnough  
Councillor Mohammed Idriss  
Amanda Peterson, Deputy CAO  
Lisa Tiffin, Manager, Community Development  
Mitchell Iwaasa, Economic Development Officer  
Nick Dewsbury, Economic Development Summer Student  
Jenny Wallace, Executive Assistant/Recording Secretary

Town of Bassano

Mayor Irv Morey

Village of Rosemary

Mayor Yoko Fujimoto

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**1. CALL TO ORDER**

G. Skriver chaired the meeting in the absence of Chair J. Petrie and Vice-Chair K. Christman. He called the meeting to order at 1:00 p.m.

**2. AGENDA ADDITIONS/DELETIONS**

No additions to the Agenda.

**3. APPROVAL OF AGENDA**

MOVED by J. Goodnough that the agenda be adopted.

MOTION CARRIED

#### **4. APPROVAL OF PREVIOUS MINUTES**

MOVED by N. Johnson that the Minutes of the Joint Shared Services Committee Meeting held April 19, 2022 be adopted.

MOTION CARRIED

#### **5. BUSINESS ARISING FROM THE MINUTES**

G. Skriver inquired about the status of the Alberta 55+ Summer Games application. L. Tiffin advised that she would be providing an update under the Economic Development Report.

#### **6. BUSINESS**

a) **Delegation:**

- **Grasslands Public Schools Update**

Trustee Linda Morey provided an update on the following:

- Changes to the Grasslands Public Schools Board;
- There were 3,608 students in September, and currently 3,630;
- Opened the new school in Tilley this year, and a new playground was installed on the weekend with lots of volunteers;
- Followed the provincial mandates for the pandemic. The Senior Administration Team guided them through all the changes;
- An application was submitted to the Provincial Government for a new school, specifically the Brooks Junior High School, and that it did not make the cut this year. Hopefully, next year it will be approved; and,
- The new school curriculum is rolling out. They have learning coaches, and their administration is working hard to secure the resources and preparing teachers for the September implementation.

G. Skriver thanked Linda Morey for her update.

- **Christ the Redeemer (CTR) Update**

Trustee John de Jong provided an update on the following:

- CTR has 10,000 children in their schools with 1,200 of these students in the Brooks schools. They have seen steady growth, and are anticipating more growth in Brooks;
- The new location chosen for the St. Luke's Outreach in Brooks;
- The Trustees serving on the CTR Board;
- New portables being installed in Canmore and High River. CTR has an application in for a new elementary school in Okotoks;
- In Brooks, they have received their first two refugee families from the Ukraine, and believe there is one more family as of last week;
- The new school curriculum was implemented last summer as a pilot, and that they are very pleased with it;
- The challenge with busing due to the busing rules. The other challenge, he thinks every school division has, is finding substitute teaches. He noted that they have been able to work through this;
- The importance of keeping your security updated on your internet; noting the incident they went through last year and how it was resolved; and,
- Had a meeting with their sister boards where they share information and concerns.

G. Skriver thanked John de Jong for his update.

*J. de Jong left the meeting at 1:22 p.m.*

b) **Doctor Recruitment and Retention**

L. Tiffin advised that Dr. van der Linde provided a medical community update. She provided the following information to the Committee:

- Two new Physicians signed for Bassano. One will start in September and hopefully the other in October. The physician vacancy for the 0.5 FTE position is in the process of being advertised. She noted that there will be a big push to get locums for Bassano, and of the challenges should no locums be available. There is limited accommodation available in Bassano for new physicians.
- Dr. Hele van Staden will join Centennial Health Clinic in July (currently in Stettler doing a four-month PRA).

c) **RhPAP Update**

L. Tiffin noted that Alberta Rural Health Week is highlighted in the RhPAP update from J. Davis, and that in the past, the Committee has done small things to show appreciation to the healthcare workforce at the medical clinics and hospitals. She noted that it would be funded from the recruitment and retention budget.

The question arose whether EMS is short staffed. L. Tiffin suggested that the Committee invite Ron Reddleback from AHS to the next Joint Shared Services meeting to provide information about EMS staffing. The Committee concurred that Ron Reddleback be invited to the next meeting.

L. Tiffin inquired if the Committee would like to proceed in giving a token of appreciation to the medical clinics and hospitals, and whether EMS, the fire departments and RCMP detachments should be included this year. The Committee agreed that a token of appreciation be given to all medical clinics, hospitals, EMS, fire departments, and RCMP detachments in the Region.

d) **PEP Update**

I. Morey provided an update on the Palliser Economic Partnership (PEP) as follows:

- Value-Added Agriculture;
- Hydrogen Strategy;
- Southern Alberta Alternative Energy Partnership;
- Project Support;
- PEP and Brooks;
- Stakeholder Relations; and,
- PEP Management.

e) **Delegation:**

• **EcoBrooks Committee – Request to Expand the Committee**

E. Oliver, on behalf of the Ecobrooks Committee, presented a proposal on expanding the City of Brooks Environmental Advisory Committee (EcoBrooks) to include the County of Newell. The presentation focused on the following:

- The Request to Expand the Committee;
- Suggested Committee Model;
- EcoBrooks Mandate;
- EcoBrooks Focus Areas;
- Benefits of Combined City and County Eco Committee;
- Benefits to the City of Brooks;
- Benefits to the County of Newell; and,

- Revised Committee Composition Options.

There was discussion on the current composition of the EcoBrooks Committee and how it operates, their operating budget, and what might be required financially from the County if they were to become part of the Committee. Based on past EcoBrooks budgets and what was spent, the figure of \$5,000 was discussed.

G. Skriver suggested that the other member municipalities who form part of the Joint Shared Services Committee be included. E. Oliver noted that this was their intention. It was the consensus that the members present the proposal to their respective Councils for consideration.

*E. Oliver left the meeting at 1:55 p.m.*

f) **Economic Development Report**

M. Iwaasa introduced N. Dewsbury, Economic Development Summer Student. M. Iwaasa then spoke to the following items from the report:

- Southeast Alberta Hydrogen Task Force;
- Kinbrook Connection Pathway;
- Blade Signs;
- New Grow – There was discussion about the NewGrow program and the importance of measuring the results. The Committee concurred that program results from past years be brought back to a future meeting;
- Business to Business Networking Breakfast (B2B);
- Brooks Region – Brand Design – M. Iwaasa presented the three branding options for marketing related to the business retention, expansion and investment attraction in the Region. He spoke to each of the options and based on the variety of factors considered, he noted that they are recommending Option B – Brooks Region – Newell Proud. N. Johnson asked that “Newell Proud” as shown on Option B be made larger. G. Skriver advised that rather than making any decision at this meeting, it be taken to the respective Councils and be brought back to the next meeting; and,
- Keep Alberta Rolling (KAR).

L. Tiffin took the opportunity to advise that Administration is putting together a bid package for the Alberta 55+ Summer Games, and that it must be submitted before the end of June. She noted that a letter of support will be required from each of the communities that want to be listed within the bid package.

*M. Idriss left the meeting at 2:05 p.m. during the update on economic development.*

g) **Red Bull Outliers – Funding Request**

L. Tiffin explained how the Red Bull Outliers submitted an Experience Development Fund application for \$10,000 to Brooks Region Tourism to help fund the event, and as there was not much money left in the fund, she brought the funding request to this Committee. She noted that the event is a huge economic benefit to the Region and provides a great opportunity to highlight the Region. L. Tiffin noted that the Committee has \$14,000 of unallocated funds left in their budget.

There was discussion on the economic impact to the Region and working together to promote it.

**MOVED by N. Johnson that the Joint Shared Services Committee provide \$10,000 to Red Bull Canada to help fund Day Two of the 2022 Hard Enduro World Championship to be held in Steepleville near Dinosaur Provincial Park.**

**MOTION CARRIED**

h) **Regional Pathway**

Dealt with under the Economic Development Report.

i) **Veterinarian Recruitment**

L. Tiffin provided an update on veterinarian recruitment as follows:

- The pop-up vaccination clinic is moving forward; a location has been selected and getting licensing in place; and,
- Mosaic Vets have hired a recruiting officer or HR person. She added that they have close ties to the University of Calgary and that she has pitched the idea that perhaps after exams are done this year or before university starts in the fall that the Committee could host some of the veterinary students to show them the Region's best features (i.e. Lake Newell/Kinbrook Island Provincial Park). Mosaic Vets spoke to the U of C about this and they loved the idea. As there is not enough time to put it together now, it would be in mid-September when the students are back in university. She noted that Mosaic Vets offered to pay for some of the costs, and that a funding request may come forward to this Committee for consideration.

j) **Brooks Region Economic Development Strategic Plan 2022-2025**

L. Tiffin advised that she made the revisions to the Brooks Region Economic Development Strategic Plan as proposed at the last meeting. She added that when the logo is changed, she will replace the logo in the strategic plan with the new logo.

**MOVED by I. Morey that the Brooks Region Economic Development Plan 2022-2025 be approved as presented.**

**MOTION CARRIED**

k) **Alberta Advantage Immigration Strategy – Rural Renewal and Entrepreneur Streams**

*Y. Fujimoto left the meeting at 2:32 p.m.*

L. Tiffin advised that applications for both the Rural Renewal and Entrepreneur Streams have been submitted, and that she hasn't heard back on either one to date. She noted that there is lots of talk around these programs as Immigration consultants have been contacting her to check on the status of our application. M. Iwaasa mentioned that the Rural Entrepreneur Stream would be a great program for business succession.

**7. NEXT MEETING**

The next meeting will be held on Tuesday, June 14, 2022 at 1:00 p.m. in the Brooks Fire Hall. I. Morey invited everyone to come out to the professional BBQ competition in Bassano from June 3 – 5.

**8. ADJOURNMENT**

**MOVED by T. Steidel that the meeting adjourn at 2:42 p.m.**

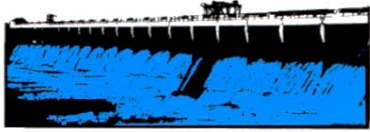
**MOTION CARRIED**

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Signature of Chairman

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Signature of Recording Secretary



**"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](http://www.bassano.ca)

May 24, 2022

Alberta Veterinary Medical Association  
Building #3, Elm Business Park  
Suite 104, 9452-51 Avenue NW  
Edmonton, AB T6E 5A6

To Whom it May Concern,

Re: Temporary Community Vaccine and Health Clinic in Bassano

Bassano, a small urban community in southern Alberta has been impacted by the veterinary shortage. There is one remaining veterinary clinic in our region which means our citizens are unable to get the supports they need to care for their pets. Our citizens must drive over 100KM for pet care. This is not conducive in a rural setting. Compound the lack of available pet care with the rising cost of fuel and this becomes a bigger problem.

To bridge gap, regional innovation has been proposed by Dr. Bryony George whereby small animal veterinary services are provided via a mobile clinic. As a "pop-up" service, Dr. George operating under Daborn Veterinary Services Ltd.'s VPE would provide community vaccine and health clinics on a temporary basis. Services would include basic health checks, vaccines, and preventative healthcare to small animals. This is a great way to provide much needed pet care in our community and region.

As the Mayor and Council of Bassano, we fully support this temporary veterinary service in our community, and we urge you to expedite any licensing requirements to ensure pet care is prioritized. Should you have any questions, please contact our CAO, Amanda Davis at 403-641-3788 or [cao@bassano.ca](mailto:cao@bassano.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read "Irv Morey".

Irv Morey  
Mayor



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR108536

May 16, 2022

His Worship Irvin Morey  
Mayor  
Town of Bassano  
PO Box 299  
Bassano AB T0J 0B0

Dear Mayor Morey:

The Government of Alberta continues to build on its commitment to invest responsibly and sustainably in Alberta's communities and support local infrastructure needs. As part of this commitment, I am pleased to confirm that \$485 million will be allocated to local governments in Municipal Sustainability Initiative (MSI) capital funding and \$30 million in MSI operating funding in 2022. Combined with \$1.196 billion in funding front-loaded in 2021, MSI capital funding over the last three years of the program, from 2021 to 2023, will average \$722 million per year.

In addition, in 2022, Alberta will receive \$255 million in federal funding under the Canada Community-Building Fund (CCBF).

For the Town of Bassano:

- The **2022 MSI capital allocation is \$155,583.**  
This amount is equivalent to 40.6 per cent of your 2021 allocation, a reduction based on year-over-year change in overall program funding from \$1.196 billion to \$485 million.
- The **2022 MSI operating allocation is \$50,209.** This includes \$29,347 in Sustainable Investment funding.  
Your 2022 operating allocation will be the same as in 2021.
- The **2022 CCBF allocation is \$72,271.**  
This amount was calculated using the 2019 Municipal Affairs Population List, the most current municipal-level population data available for the purpose of calculating CCBF funding.

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications). MSI allocation estimates for 2023, the last year of the MSI, are available on the program website at [www.alberta.ca/municipal-sustainability-initiative.aspx](https://www.alberta.ca/municipal-sustainability-initiative.aspx).

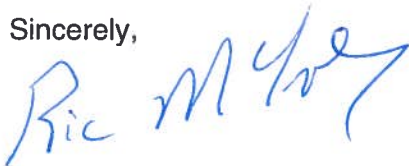
.../2

The new Local Government Fiscal Framework (LGFF) program is scheduled for implementation in 2024. The new funding arrangement will ensure predictable long-term infrastructure funding at sustainable levels tied to growth in provincial revenues. I recognize how important it is for you to have the opportunity to provide input on the design of the LGFF, and value your expertise in the development of the new program.

I am pleased to announce that engagement with our local government stakeholders on the LGFF program has already begun. I had the privilege to initiate the LGFF engagement process by meeting with representatives from Alberta Municipalities, Rural Municipalities of Alberta, the Metis Settlements General Council, and the cities of Calgary and Edmonton. This engagement will include a survey on the LGFF program design, which is being sent out to all local governments. The results of these consultations are anticipated to be shared with you by early 2023.

We have a busy year ahead, and I am looking forward to working with you to develop the LGFF to ensure the program reflects local priorities, while aligning with provincial objectives and respecting our taxpayers.

Sincerely,



Ric McIver  
Minister

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



# **BARRA GENERAL MEETING**

**May 24, 2022**

President Roger called the meeting to order at 7:10. Roger Newman, Jan Armstrong, Christine Petkau, John Slomp, Town Rep, and Sydney Miller were present.

Regrets - Donna Smith, Raylene Augustine

**Minutes:** Minutes from last meeting were reviewed. Jan moved the minutes be adopted as read. Carried

## **Treasurer's Report:**

No report at this time.

## **Old Business:**

1. **Casino:** As our Casino is scheduled for June 26 & 27 we discussed the schedule and workers needed. Roger has recruited some volunteers and we will work on getting more.

## **New Business:**

1. **Summer BBQ:** After some discussion it was decided to table this event to fall.
2. **New Board Members:** As our Board has remained constant for a number of years and there have been new people moving into our community, we will attempt to inform and attract new members in fall through articles, posters and Facebook.

We also discussed the future of BARRA in the event that we are unable to expand our working Board. Many of us have been active on this Board for years and are considering resigning in the future.

### **Possibilities:**

BARRA is taken over and run through the Town.

BARRA becomes a satellite of Newell Recycling.

President Roger adjourned the meeting at 7:50

Jan Armstrong, Secretary

# **NEWELL REGIONAL SOLID WASTE MANAGEMENT AUTHORITY**

## **Minutes of the 3:00 pm May 26, 2022 Meeting**

### **Held at the Village of Duchess Offices**

#### **MEMBERS PRESENT:**

Tony Steidel – Chairman of the Board – Village of Duchess, Mayor

Bill Prentice – Vice Chairman – City of Brooks, Councillor

Gerry Fortier – Village of Rosemary, Councillor

John Slomp – Town of Bassano, Councillor

#### **ALSO IN ATTENDANCE:**

Jerry Neighbour – NRSWMA - Treasurer

Shawn McKay – NRSWMA - Authority Manger

#### **MEMBERS ABSENT**

Neil Johnson – County of Newell, Councillor

#### **1) CALL TO ORDER**

Tony Steidel called the meeting to order at 3:00pm. Minutes recorded by Shawn McKay.

#### **2) ADOPTION OF AGENDA – ADDITIONS, DELETIONS & ADJUSTMENTS:**

**John Slomp moved the agenda be adopted – carried unanimously.**

#### **3) ADOPTION OF MINUTES**

**Bill Prentice moved the minutes of the April 28, 2022 meeting be adopted – carried unanimously.**

#### **4) FINANCIALS**

There was no motion to accept the Financials. Revisit next meeting on June 23, 2022.

#### **5) HYDROVAC PAD**

**Bill Pentice moved that the Hydrovac Pad be removed from the current Cell Construction, Capping, Berm Upgrade and Hydrovac pad Contract – carried unanimously.**

## **6) ENGINEER REVIEW**

A discussion took place regarding Walter Brodowski the Engineer Owner of Salbro Consulting and his ability to complete the project to the Boards satisfaction. The Board through evaluating information provided by industry expert, Michel Lefebvre with Tetra Tech, Bill Laurendeau, Construction Foreman with White Fox Group and Shawn McKay, Authority Manager with Newell Regional Solid Waste, have decided to move forward with contacting either a supervising engineering firm or a replacement firm.

## **7) AUTHORITY MANAGER'S MONTHLY REPORT**

The new approvals for this reporting month were up from 9,040 tonnes to 24,970 tonnes.

Waste quantities were down from last month but up from April last year. Industrial sales were up \$72,215 from last year.

Issues with the design of the Berm upgrade continue to be a problem with Salbro Consulting dropping elevation 1 meter. Salbro will provide Dillon Consulting with sketches of new berm elevation.

White Fox Group began moving equipment in to start on new cell construction, capping and berm upgrade April 29th and began work on May 2, 2022. Currently they are focused on moving soil and preparing side slopes for capping.

Tire shred has been arriving and is being stockpiled to use in the new cell construction. Approximately 2,600 tonnes have arrived, and 13,700 tonnes is still required.

The burn pits will continue as is for the time being.

Some of NRL's 50 yard containers are deteriorating to the point of no repair. The bins were purchased from Universal Handling and to cycle 4 in would cost \$16,000 per container

Bobcat skid steer delivery is expected late June.

Prices will continue to be researched to sell the Madvac trailer unit.

Nothing new to report from SAEWA.

Armor Building Developments has repaired and sealed the roof of the scale house and will continue to wait for a large rain event to test the seal prior to proceeding with repairing the ceiling.

County of Newell's dust abatement program paperwork has been dropped off and processed.

A letter was dropped to Bassano transfer site operators listing site deficiencies and giving them until June 11 to correct them. The other transfer sites will be given letters as time allows to correct their minor deficiencies.

Transfer site quantities were reviewed.

**10) INVOICES & WAGES – Gerry Fortier moved to approve the invoices – carried unanimously.**

**9) ADDITIONAL AGENDA TOPICS**

None.

**10) Further Discussion**

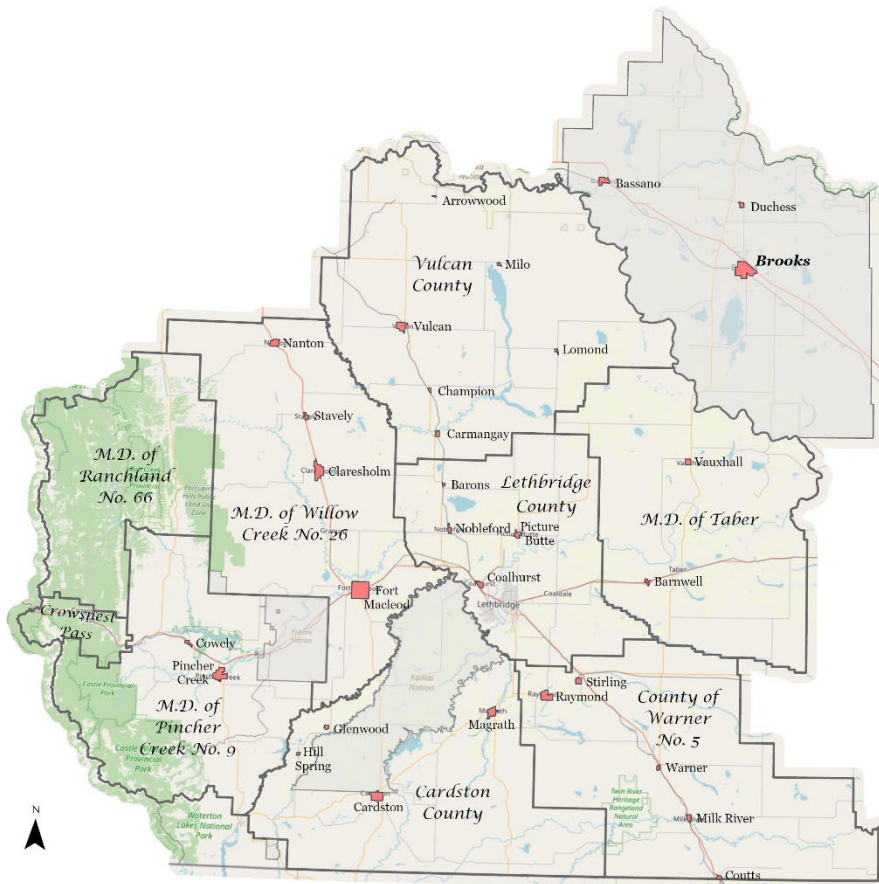
None.

**11) Adjournment - Tony Steidel moved the meeting adjourned at 3:55pm.**

**Next meeting at 3:00pm, June 23, 2022, at the Newell Regional Landfill upstairs office.**

# 2021 ANNUAL REPORT

## Oldman River Regional Services Commission



© OpenStreetMap (and) contributors, CC-BY-SA

For the year ending December 31, 2021



OLDMAN RIVER REGIONAL SERVICES COMMISSION

# 2021 ANNUAL REPORT

## 2021 AT A GLANCE

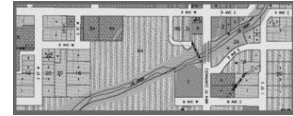
Election  
**2021**

**VOTE  
HERE**



**184**

Subdivisions  
Approved



**2**

LUBs  
Completed



© Can Stock Photo

**12**

Local SDAB  
Appeals



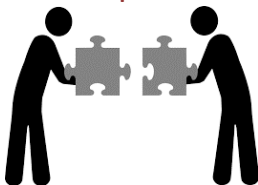
**3**

MDPs  
Completed



**10**

IDPs  
Completed



**7**

Subdivision  
Appeals



**109**

LUB  
Amendments

**0**

Staffing  
Changes



**7**

Assessment  
Review Board  
Appeals

**11**

LPRT  
Appeals

**22**

New Board  
of Directors  
Members

### MISSION STATEMENT

*The Oldman River Regional Services Commission will provide professional municipal planning, geographical information system and regional assessment review services and advice to our municipal members and their rate-payers in a professional manner befitting a non-profit entity.*



**OLDMAN RIVER REGIONAL SERVICES COMMISSION**

# 2021 ANNUAL REPORT

## KEY MESSAGE

By Chair Gordon Wolstenholme and Chief Administrative Officer Lenze Kuiper

To say that this year was unlike any other is an understatement! The pandemic had a huge impact on ORRSC and on our municipalities. While we did manage to keep our office open, some of our staff and services went remote, and over a year later, some of our services are still being offered remotely.

During this year, we worked very hard to adapt our services to meet the new pandemic reality. Staff and teams experimented with a variety of online models in order to engage and serve our municipal members most effectively.

We adapted and/or expanded our services to meet the identified need during the pandemic. More resources were allocated to digital, remote meetings, and presentation services. Once the pandemic began, we switched our appeal services and Executive Committee and Board of Directors meetings to an online model. In conjunction with many member municipalities, Council and MPC meetings also went online. As we slowly come out of Covid, we anticipate some form of remote work will be the norm.

Throughout the year, we continued to process subdivision applications, subdivision and development appeals, and assessment complaints while still delivering GIS services, planning advice, preparing statutory plans, land use bylaws, mapping products and engaging with ratepayers, surveyors, and engineers.

The pandemic did not stop us from upgrading services. Our GIS staff rolled out a new and improved software platform with added functionality and data inputs. Planning staff introduced a quarterly periodical based on timely issues and topics relevant to our municipalities. We continue to ensure that our services are as professional and accessible as possible.

Throughout all these challenges, ORRSC staff were unwavering in their commitment to meeting municipal needs and to providing the most efficient and cost-effective services. They worked tirelessly to meet the needs of our members. They showed their resiliency as they adapted to very different ways of working and serving the community. We want to thank all ORRSC staff for their dedication and exceptional work.

Our Executive Committee and Board of Directors supported ORRSC and continued to provide guidance ensuring delivery for all our services and by giving us the flexibility to use funds in different ways to meet the unique needs of these times.



# 2021 ANNUAL REPORT

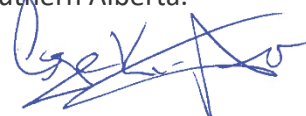
## KEY MESSAGE CONT'D

This year we have had the pleasure to work with an exceptional group of people who form ORRSC's Executive Committee. They worked especially hard to support the Commission as we met the challenges of the pandemic. They provided leadership as we implemented the last stages of our strategic plan and worked hard to prepare a realistic budget and revise financial policies.

This year we had four long-time executive members leave the Board. We want to thank Jim Bester, Doug MacPherson, Jennifer Crowson and Richard Bengry for their outstanding service, leadership, and dedication. All four played key roles to ensure that strategic and fiduciary responsibilities were met.

As we continue to navigate through these complex times, it is crucial for us to strengthen our commitment to be champions of professional land use planning, affordable delivery of essential services/advice and accurate data/information. Introspection, relationship strengthening, and intentionality will continue to be the lens from which we operate.

As we look ahead, we have difficult but necessary work to do to embody our commitment to these principles. With the vision and support of our Board of Directors and incredible staff, we look forward to continuing to serve southern Alberta.



## 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.

### Previous Executive Committee

Gordon Wolstenholme  
(Town of Fort Macleod) – Chair  
Jim Bester  
(Cardston County) – Vice Chair  
Doug MacPherson  
(Town of Claresholm)  
Don Anderberg  
(Town of Pincher Creek)  
Jennifer Crowson  
(MD of Taber)  
Margaret Plumtree  
(Town of Vauxhall)  
Ian Sundquist  
(MD of Willow Creek)

### Newly Elected Executive Committee

Gordon Wolstenholme  
(Town of Fort Macleod) – Chair  
Don Anderberg  
(Town of Pincher Creek) – Vice Chair  
Ian Sundquist  
(MD of Willow Creek)  
Christopher Northcott  
(Vulcan County)  
Brad Schlossberger  
(Town of Claresholm)  
Jesse Potrie  
(Town of Coalhurst)  
Neil Sieben  
(Town of Raymond)





# 2021 ANNUAL REPORT

## BOARD OF DIRECTORS From 39 Member Municipalities (Appointed October 2021)

|  |  |
|--|--|
| Colin Bexte<br>Village of Arrowwood                            | Gerry Baril<br>Town of Magrath               |
| Kent Bullock<br>Village of Barnwell                            | Peggy Losey<br>Town of Milk River            |
| Dan Doell<br>Village of Barons                                 | Dean Melnyk<br>Village of Milo               |
| Mike Wetzstein<br>Town of Bassano                              | Victor Czop<br>Town of Nanton                |
| Ray Juska<br>City of Brooks                                    | Marinus de Leeuw<br>Town of Nobleford        |
| Roger Houghton<br>Cardston County                              | Henry de Kok<br>Town of Picture Butte        |
| Allan Burton<br>Town of Cardston                               | Tony Bruder<br>M.D. of Pincher Creek No. 9   |
| Sue Dahl<br>Village of Carmangay                               | Don Anderberg<br>Town of Pincher Creek       |
| Trevor Wagenvoort<br>Village of Champion                       | Ronald L. Davis<br>M.D. of Ranchland No. 66  |
| Brad Schlossberger<br>Town of Claresholm                       | Neil Sieben<br>Town of Raymond               |
| Jesse Potrie<br>Town of Coalhurst                              | Don Norby<br>Town of Stavely                 |
| Tanya Smith<br>Village of Coutts                               | Matthew Foss<br>Village of Stirling          |
| Dave Slingerland<br>Village of Cowley                          | John Turcato<br>Municipal District of Taber  |
| Dean Ward and Dave Filipuzzi<br>Municipality of Crowsnest Pass | Raymond Coad<br>Town of Vauxhall             |
| Kole Steinley<br>Village of Duchess                            | Christopher Northcott<br>Vulcan County       |
| Gordon Wolstenholme<br>Town of Fort Macleod                    | Richard DeBolt<br>Town of Vulcan             |
| Mark Peterson<br>Village of Glenwood                           | David Cody<br>County of Warner No. 5         |
| Suzanne French<br>Village of Hill Spring                       | Scott Alexander<br>Village of Warner         |
| Morris Zeinstra<br>Lethbridge County                           | Ian Sundquist<br>M.D. of Willow Creek No. 26 |
| Brad Koch<br>Village of Lomond                                 |  |



# 2021 ANNUAL REPORT

## STAFFING RESOURCES

|                                     |                          |
|-------------------------------------|--------------------------|
| <b>CHIEF ADMINISTRATIVE OFFICER</b> | Lenze Kuiper (2005)      |
| <b>SENIOR PLANNER</b>               | Mike Burla (1978)        |
| <b>SENIOR PLANNER</b>               | Steve Harty (1998)       |
| <b>SENIOR PLANNER</b>               | Diane Horvath (2000)     |
| <b>SENIOR PLANNER</b>               | Bonnie Brunner (2007)    |
| <b>SENIOR PLANNER</b>               | Gavin Scott (2007)       |
| <b>PLANNER</b>                      | Ryan Dyck (2013)         |
| <b>PLANNER</b>                      | Madeleine Baldwin (2019) |
| <b>PLANNER</b>                      | Hailey Winder (2018)     |
| <b>ASSISTANT PLANNER</b>            | Max Kelly (2019)         |
| <b>CAD/GIS TECHNOLOGIST</b>         | Mladen Kristic (2006)    |
| <b>CAD/GIS TECHNOLOGIST</b>         | Kaylee Sailer (2013)     |
| <b>CAD/GIS TECHNOLOGIST</b>         | Yueu Majok (2017)        |
| <b>GIS ANALYST</b>                  | Jaime Thomas (2005)      |
| <b>GIS ANALYST</b>                  | Jordan Thomas (2006)     |
| <b>GIS TECHNICIAN</b>               | Carlin Groves (2019)     |
| <b>BOOKKEEPER</b>                   | Sherry Johnson (1981)    |
| <b>SUBDIVISION TECHNICIAN</b>       | Jennifer Maxwell (2015)  |
| <b>EXECUTIVE ASSISTANT</b>          | Tara Cryderman (2020)    |

## MUNICIPAL PROJECTS

### Intermunicipal Development Plans:

- Lethbridge County and Town of Coalhurst - Completed
- MD of Pincher Creek No. 9 and Municipality of Crowsnest Pass – Completed
- MD of Pincher Creek No. 9 and Village of Cowley – Completed
- MD of Ranchland No. 66 and Municipality of Crowsnest Pass – Completed
- MD of Taber and Town of Taber – Completed
- Vulcan County and Village of Lomond – Commenced
- Vulcan County and Town of Vulcan – Completed
- Vulcan County and Village of Carmangay - Completed
- Vulcan County and Village of Arrowwood – Completed
- MD of Willow Creek No. 26 and Town of Claresholm – Completed
- MD of Willow Creek No. 26 and Town of Stavely - Completed
- MD of Willow Creek No. 26 and Town of Fort Macleod – Ongoing

### Municipal Development Plans:

- Municipality of Crowsnest Pass – Completed
- Village of Duchess – Ongoing
- Lethbridge County – Draft Completed
- Village of Milo – Completed
- MD of Pincher Creek No. 9– Completed
- Town of Stavely – Completed
- Village of Stirling – Commenced



# 2021 ANNUAL REPORT

## Land Use Bylaw:

- Town of Bassano – Land Use Bylaw No. 921/21 – Completed
- City of Brooks – Land Use Bylaw – Sign Schedule – Commenced
- Town of Fort Macleod LUB Rewrite – Ongoing
- Town of Vauxhall – Major Land Use Bylaw Amendments – Completed
- County of Warner No. 5 – Land Use Bylaw Amendments - Commenced

## Other:

- City of Brooks – Northwest Area Structure Plan – Completed
- Village of Carmangay – Southwest Concept Plan – Commenced
- Town of Fort Macleod – Macleod Meadows ASP – Ongoing
- Town of Fort Macleod – Paddock Lands Concept – Ongoing
- Town of Fort Macleod - Westwinds Park Concept – Completed
- Lethbridge County and Town of Coalhurst Joint Industrial Area Structure Plan – Completed
- Lethbridge County - Hamlet of Shaughnessy Growth Study – Completed
- Lethbridge County – Hamlet of Diamond City Growth Study – Completed
- Lethbridge County – Hamlet of Fairview Growth Study – Completed
- Town of Nanton – West Nanton Concept Plan – Completed
- Town of Picture Butte – North Industrial Park Area Structure Plan – Draft Completed
- MD of Pincher Creek No. 9 – Wind Energy Conversion Systems Review – Completed

## GIS

In 2021, the Oldman River Region GIS Project took enormous strides with the delivery of and capability with regards to GIS services for their municipal members. With the introduction of Geocortex software as the primary delivery method for the municipal GIS, all members are now using the most premier GIS software available anywhere in North America. Geocortex GIS is widely used by over 100 large municipalities in North America and is the principal GIS solution in cities such as Victoria, Kelowna, St. Albert, and Saskatoon among many more. The conversion to Geocortex was a monumental undertaking conducted by GIS staff but was certainly well worth the time and effort as all members can now benefit from the many new and improved operating features in their respective GIS systems.

In addition to the primary software enhancement to the GIS service, many more additional GIS related features and options are now readily available to the GIS group. Using the power of ArcGIS Online, ORRSC GIS staff are now able to create permanent or temporary web mapping applications that can be accessed via a municipality's own website. In 2021, ORRSC staff created individual web apps showing construction projects, historical building tours, recreation building tours, and GPS collection to name but a few.

ORRSC GIS staff also purchased a drone in 2021 and has a certified operator on staff. The drone has been used in many projects involving development and infrastructure and is yet another service that is available to all GIS members.



# 2021 ANNUAL REPORT

## SUBDIVISION

### SUMMARY OF APPLICATIONS PROCESSED

A total of 203 subdivision applications were processed during the 2021 calendar year.

The status of these applications as of December 31, 2021 are shown below:

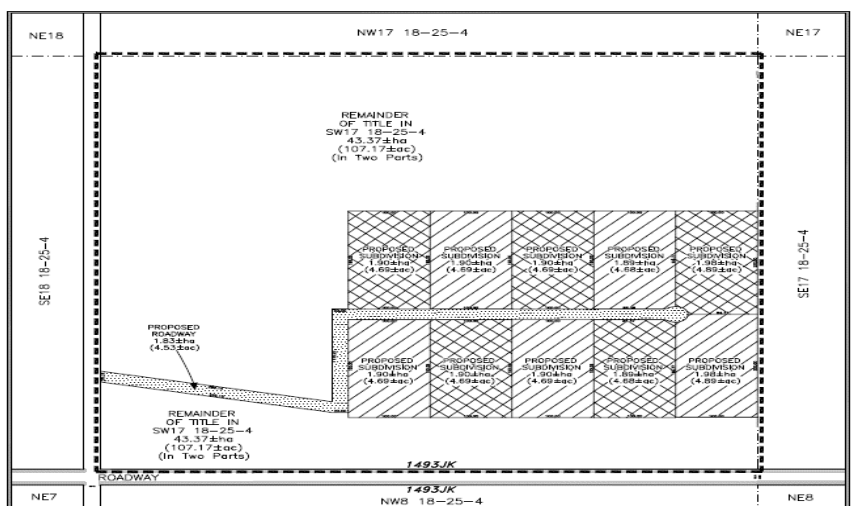
184 – Approved or Approved on Condition

3 – Refused

2 – Withdrawn or Expired

14 – Pending

There were seven subdivision applications appealed in 2021.



The following table shows a detailed breakdown of the subdivision applications for 2021.

### ABBREVIATIONS:

**A OR A/C** –

Approved or Approved with Conditions

**R** – Refused

**W/E** – Withdrawn or Expired

**P** – Pending

**Res** – Residential

**Com** – Commercial

**Ind** – Industrial

**CR** – Country Residential

**Ag** – Agricultural

**Inst** – Institutional

**Rec** – Recreational

**Misc** – Miscellaneous



## 2021 Subdivision Statistics

| MEMBER MUNICIPALITY                       | # of Subdivisions | Boundary Line Adj | DECISION |   |     |    | NEWLY CREATED LOTS (By Use) |     |     |     |    |      |     |      |       |     |
|---|-------------------|-------------------|----------|---|-----|----|-----------------------------|-----|-----|-----|----|------|-----|------|-------|-----|
|   |                   |                   | A or A/C | R | W/E | P  | Res                         | Com | Ind | CR  | Ag | Inst | Rec | Misc | TOTAL |     |
| Cardston County                           | 22                | 4                 | 19       | 2 |     | 1  |                             |     |     |     | 14 | 10   |     | 1    |       | 25  |
| City of Brooks                            | 5                 | 1                 | 5        |   |     |    |                             | 1   | 3   |     |    |      |     |      |       | 4   |
| County of Warner No. 5                    | 15                | 5                 | 12       |   |     | 3  |                             |     |     |     | 12 | 3    |     |      |       | 15  |
| Lethbridge County                         | 31                | 15                | 26       | 1 | 1   | 3  | 4                           |     |     | 9   | 19 | 1    |     |      |       | 33  |
| Municipal District of Pincher Creek No. 9 | 20                | 1                 | 19       |   | 1   |    | 1                           |     |     | 1   | 13 | 5    | 1   |      |       | 21  |
| Municipal District of Ranchland No. 66    | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Municipal District of Willow Creek No. 26 | 23                | 3                 | 22       |   |     | 1  |                             |     |     | 17  | 18 | 1    |     |      |       | 36  |
| Municipal District of Taber               | 17                | 6                 | 16       |   |     | 1  |                             |     |     |     | 9  | 2    |     |      |       | 11  |
| Municipality of Crowsnest Pass            | 14                | 3                 | 14       |   |     |    |                             | 72  |     |     |    |      | 1   | 1    |       | 74  |
| Town of Bassano                           | 1                 | 4                 | 1        |   |     |    |                             | 3   |     |     |    |      |     |      |       | 3   |
| Town of Cardston                          | 3                 | 2                 | 3        |   |     |    |                             | 8   |     |     |    |      |     |      |       | 8   |
| Town of Claresholm                        | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Town of Coalhurst                         | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Town of Fort Macleod                      | 8                 | 3                 | 8        |   |     |    |                             | 6   |     | 21  |    |      | 1   |      |       | 28  |
| Town of Magrath                           | 8                 | -                 | 8        |   |     |    |                             | 32  |     |     | 1  |      |     |      |       | 33  |
| Town of Milk River                        | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Town of Nanton                            | 1                 | -                 |          |   |     | 1  | 2                           |     |     |     |    |      |     | 2    |       | 4   |
| Town of Nobleford                         | 3                 | -                 | 2        |   |     | 1  | 2                           |     |     | 1   |    |      |     |      |       | 3   |
| Town of Picture Butte                     | 2                 | -                 | 1        |   |     | 1  | 4                           |     |     | 1   |    |      |     |      |       | 5   |
| Town of Pincher Creek                     | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Town of Raymond                           | 9                 | 6                 | 7        |   |     | 2  | 20                          |     |     |     |    |      |     |      | 20    |     |
| Town of Stavely                           | 1                 | 1                 | 1        |   |     |    | 1                           |     |     |     |    |      |     |      |       | 1   |
| Town of Vauxhall                          | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Town of Vulcan                            | 1                 | -                 | 1        |   |     |    |                             |     | 1   |     |    |      |     |      |       | 1   |
| Village of Arrowwood                      | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Village of Barnwell                       | 1                 | -                 | 1        |   |     |    | 1                           |     |     |     |    |      |     |      | 1     |     |
| Village of Barons                         | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Village of Carmangay                      | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Village of Champion                       | 2                 | -                 | 2        |   |     |    | 4                           | 1   |     |     |    |      |     |      |       | 5   |
| Village of Coutts                         | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Village of Cowley                         | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Village of Duchess                        | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Village of Glenwood                       | 1                 | -                 | 1        |   |     |    | 2                           |     |     |     |    |      |     |      |       | 2   |
| Village of Hill Spring                    | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Village of Lomond                         | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Village of Milo                           | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Village of Stirling                       | 1                 | -                 | 1        |   |     |    | 1                           |     |     |     |    |      |     |      |       | 1   |
| Village of Warner                         | -                 | -                 |          |   |     |    |                             |     |     |     |    |      |     |      |       | 0   |
| Vulcan County                             | 14                | 3                 | 14       |   |     |    |                             |     |     |     | 17 | 1    | 1   | 15   |       | 34  |
| TOTAL                                     | 203               | 57                | 184      | 3 | 2   | 14 | 164                         | 5   | 50  | 103 | 23 | 4    | 19  | 0    |       | 368 |

NOTE: Lot count includes Pending Decisions as of December 31, 2021





Financial Statements of

**OLDMAN RIVER  
REGIONAL SERVICES  
COMMISSION**

And Independent Auditors' Report thereon

Year ended December 31, 2021



KPMG LLP  
3410 Fairway Plaza Road South  
Lethbridge AB T1K 7T5  
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, 2021
- 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, 2021, 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.



## ***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.

A handwritten signature in black ink that reads 'KPMG LLP'. Below the signature is a single, long, horizontal, slightly wavy line.

Chartered Professional Accountants

Lethbridge, Canada

April 14, 2022

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Financial Position

December 31, 2021, with comparative information for 2020

|   | 2021         | 2020         |
|---|--------------|--------------|
| <b>Assets</b>                             |              |              |
| Current assets:                           |              |              |
| Cash and short-term deposits              | \$ 580,803   | \$ 158,398   |
| Accounts receivable (note 3)              | 66,082       | 66,094       |
| Prepaid expenses and deposits             | 15,689       | 8,671        |
|   | 662,574      | 233,163      |
| Cash not available for current operations | 342,707      | 340,896      |
| Capital assets (note 4)                   | 533,872      | 566,815      |
|   | \$ 1,539,153 | \$ 1,140,874 |

## Liabilities

|  |              |              |
|--|--------------|--------------|
| Current liabilities:                     |              |              |
| Accounts payable and accrued liabilities | \$ 266,194   | \$ 223,945   |
| Deferred revenue                         | 20,000       | -            |
|  | 286,194      | 223,945      |
| Long-term debt                           | 40,000       | -            |
| Net assets:                              |              |              |
| Unrestricted                             | 336,380      | 9,218        |
| Invested in capital assets               | 533,872      | 566,815      |
| Internally restricted                    | 342,707      | 340,896      |
|  | 1,212,959    | 916,929      |
| Commitments (note 6)                     |              |              |
|  | \$ 1,539,153 | \$ 1,140,874 |

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_  
  
\_\_\_\_\_

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Operations

Year ended December 31, 2021, with comparative information for 2020

|   | 2021<br>Budget<br>(note 13) | 2021<br>Actual | 2020<br>Actual |
|---|-----------------------------|----------------|----------------|
| <b>Revenue:</b>   |                             |                |                |
| Municipal contributions   | \$ 926,320                  | \$ 926,318     | \$ 958,555     |
| GIS member fees   | 574,300                     | 572,026        | 551,993        |
| Application fees  | 210,000                     | 260,410        | 196,765        |
| Finalization fees   | 32,500                      | 63,246         | 34,093         |
| Extention fees  | 7,500                       | 9,245          | 8,420          |
| Service fees  | 400,000                     | 729,264        | 410,156        |
| Other revenue   | 39,300                      | 56,977         | 55,152         |
| Interest income   | 12,000                      | 5,439          | 7,981          |
|   | 2,201,920                   | 2,622,925      | 2,223,115      |
| <b>Expenses:</b>  |                             |                |                |
| Salaries and benefits   | 1,983,232                   | 2,023,814      | 2,009,284      |
| Software licenses and equipment   | 64,000                      | 56,783         | 71,197         |
| Repairs and maintenance   | 15,000                      | 37,055         | 37,951         |
| Occupancy costs   | 35,000                      | 36,937         | 33,322         |
| Telephone   | 17,000                      | 25,997         | 19,332         |
| Miscellaneous   | 1,500                       | 16,232         | 6,865          |
| Staff travel  | 17,000                      | 15,476         | 16,386         |
| Public relations  | 2,000                       | 12,567         | 3,048          |
| Professional fees   | 11,000                      | 11,480         | 9,980          |
| Postage   | 6,000                       | 10,803         | 3,029          |
| Office and general  | 5,500                       | 9,927          | 7,494          |
| Printing and duplicating  | 7,500                       | 6,735          | 4,029          |
| Members' fees   | 5,000                       | 6,700          | 6,944          |
| Advertising   | 5,000                       | 5,850          | 6,381          |
| Consulting  | -                           | 5,519          | 1,491          |
| Janitorial  | 6,000                       | 5,389          | 5,366          |
| Staff training and conferences  | 9,000                       | 2,120          | 2,601          |
| Land titles office  | 3,000                       | 2,002          | 2,152          |
| Members' travel   | 8,000                       | 1,564          | 3,011          |
| Interest and bank charges   | -                           | 585            | 512            |
| Amortization  | -                           | 49,133         | 55,685         |
|   | 2,200,732                   | 2,342,668      | 2,306,060      |
| Excess (deficiency) of revenues over expenses<br>before the undernoted item | 1,188                       | 280,257        | (82,945)       |
| <b>Other income:</b>  |                             |                |                |
| Gain on disposal of capital assets  | -                           | 15,773         | -              |
| Excess (deficiency) of revenues over expenses                               | \$ 1,188                    | \$ 296,030     | \$ (82,945)    |

See accompanying notes to financial statements.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Changes in Net Assets

Year ended December 31, 2021, with comparative information for 2020

|  | Unrestricted | Internally<br>restricted | Invested in<br>capital assets | Total<br>2021 | Total<br>2020 |
|--|--------------|--------------------------|-------------------------------|---------------|---------------|
| Balance, beginning<br>of year                          | \$ 9,218     | \$ 340,896               | \$ 566,815                    | \$ 916,929    | \$ 999,874    |
| Excess (deficiency)<br>of revenue over<br>expenses     | 296,030      | -                        | -                             | 296,030       | (82,945)      |
| Amortization of<br>internally funded<br>capital assets | 49,133       | -                        | (49,133)                      | -             | -             |
| Purchase of capital<br>assets                          | (23,472)     | -                        | 23,472                        | -             | -             |
| Net book value of<br>disposed capital<br>assets        | 7,282        | -                        | (7,282)                       | -             | -             |
| Transfers to<br>reserve (note 9)                       | (1,811)      | 1,811                    | -                             | -             | -             |
| Balance, end of<br>year                                | \$ 336,380   | \$ 342,707               | \$ 533,872                    | \$ 1,212,959  | \$ 916,929    |

See accompanying notes to financial statements.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

## Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

|   | 2021       | 2020        |
|---|------------|-------------|
| Cash provided by (used in):                         |            |             |
| Operations:   |            |             |
| Deficiency of revenue over expenses                 | \$ 296,030 | \$ (82,945) |
| Items not involving cash:                           |            |             |
| Amortization  | 49,133     | 55,685      |
| Gain on disposal of capital assets                  | (15,773)   | -           |
|   | 329,390    | (27,260)    |
| Changes in non-cash operating working capital:      |            |             |
| Accounts receivable                                 | 12         | (4,828)     |
| Prepaid expenses and deposits                       | (7,018)    | 1,903       |
| Accounts payable and accrued liabilities            | 42,249     | (4,983)     |
| Deferred revenue                                    | 20,000     | -           |
|   | 384,633    | (35,168)    |
| Capital activities:                                 |            |             |
| Purchase of capital assets                          | (23,472)   | (1,747)     |
| Proceeds on sale of capital assets                  | 23,055     | -           |
|   | (417)      | (1,747)     |
| Financing activities:                               |            |             |
| Proceeds of long-term debt                          | 40,000     | -           |
| Increase (decrease) in cash and short-term deposits | 424,216    | (36,915)    |
| Cash and short-term deposits, beginning of year     | 499,294    | 536,209     |
| Cash, end of year                                   | \$ 923,510 | \$ 499,294  |
| Cash is represented by:                             |            |             |
| Cash and short-term deposits                        | \$ 580,803 | \$ 158,398  |
| Cash not available for current operations           | 342,707    | 340,896     |
|   | \$ 923,510 | \$ 499,294  |

See accompanying notes to financial statements.



# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2021

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## **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.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2021

---

## 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.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2021

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## 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.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2021

---

## 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, 2021 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 2022, 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, 2022.

### (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, 2023.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2021

## 3. Accounts receivable:

|                        | 2021 |        | 2020 |        |
|------------------------|------|--------|------|--------|
| Trade receivables      | \$   | 61,150 | \$   | 62,796 |
| Goods and services tax |      | 4,932  |      | 3,298  |
|                        | \$   | 66,082 | \$   | 66,094 |

## 4. Capital assets:

|                  |              |                          | 2021           |         |
|------------------|--------------|--------------------------|----------------|---------|
|                  | Cost         | Accumulated amortization | Net book value |         |
| Land             | \$ 80,000    | \$ -                     | \$             | 80,000  |
| Building         | 773,397      | 376,182                  |                | 397,215 |
| General contents | 275,986      | 264,000                  |                | 11,986  |
| Other equipment  | 13,678       | 13,097                   |                | 581     |
| Vehicles         | 53,411       | 37,822                   |                | 15,589  |
| Computer         | 169,849      | 141,348                  |                | 28,501  |
|                  | \$ 1,366,321 | \$ 832,449               | \$             | 533,872 |

|                  |              |                          | 2020           |         |
|------------------|--------------|--------------------------|----------------|---------|
|                  | Cost         | Accumulated amortization | Net book value |         |
| Land             | \$ 80,000    | \$ -                     | \$             | 80,000  |
| Building         | 773,397      | 359,632                  |                | 413,765 |
| General contents | 282,942      | 264,976                  |                | 17,966  |
| Other equipment  | 13,678       | 13,097                   |                | 581     |
| Vehicles         | 78,942       | 52,382                   |                | 26,560  |
| Computer         | 146,377      | 118,434                  |                | 27,943  |
|                  | \$ 1,375,336 | \$ 808,521               | \$             | 566,815 |

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2021

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## 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 2020.

### (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.

### (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.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2021

## 6. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from June, 2026 to August, 2026. The base rent obligation under the leases for the next year is approximately \$7,301.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however it 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, as 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:

|                                       | 2021         | 2020         |
|---------------------------------------|--------------|--------------|
| Total debt limit                      | \$ 1,311,463 | \$ 1,111,557 |
| Total debt                            | (40,000)     | -            |
| Amount of debt limit unused           | \$ 1,271,463 | 1,111,557    |
| Debt servicing limit                  | \$ 262,293   | 223,311      |
| Debt servicing                        | -            | -            |
| Amount of debt servicing limit unused | \$ 262,293   | \$ 223,311   |

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.

# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2021

## 9. Internally restricted net assets:

Internally restricted net assets is comprised of the following:

|                        | 2021    | 2020    |
|------------------------|---------|---------|
| Operating reserve fund | 171,353 | 170,448 |
| Capital reserve fund   | 171,354 | 170,448 |
|                        | 342,707 | 340,896 |

## 10. Local Authorities Pension Plan:

Employees of the 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 275,863 employees of approximately 433 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The 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 the 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 the Commission to the Local Authorities Pension Plan in 2021 were \$156,677 (2020 - \$148,445). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2021 were \$142,045 (2020 - \$134,748).

At December 31, 2020 the Plan disclosed an actuarial surplus of \$5.0 billion.



# OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2021

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## **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 January 7, 2021.

## **13. Comparative information:**

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.



## ANNUAL GENERAL BOARD OF DIRECTORS' MEETING MINUTES

Thursday, December 2, 2021 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)  
and Via ZOOM

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### BOARD OF DIRECTORS:

Colin Bexte (In Person)..... Village of Arrowwood  
Kent Bullock (Virtual) ..... Village of Barnwell  
Dan Doell (Absent)..... Village of Barons  
Mike Wetzstein (Virtual)..... Town of Bassano  
Ray Juska (Virtual)..... City of Brooks  
Roger Houghton (Absent) ..... Cardston County  
Allan Burton (Absent) ..... Town of Cardston  
Sue Dahl (Virtual) ..... Village of Carmangay  
Trevor Wagenvoort (Absent) ..... Village of Champion  
Brad Schlossberger (In Person) .. Town of Claresholm  
Jesse Potrie (In Person)..... Town of Coalhurst  
Tanya Smith (In Person) ..... Village of Coutts  
Dave Slingerland (Virtual) ..... Village of Cowley  
Dave Filipuzzi (Virtual) ..... Mun. Crowsnest Pass  
Dean Ward (Virtual)..... Mun. Crowsnest Pass  
Kole Steinley (Absent)..... Village of Duchess  
Gordon Wolstenholme (In Person)Town of Fort Macleod  
Mark Peterson (In Person)..... Village of Glenwood  
Suzanne French (Virtual)..... Village of Hill Spring  
Morris Zeinstra (Absent) ..... Lethbridge County

Brad Koch (Absent)..... Village of Lomond  
Gerry Baril (In Person)..... Town of Magrath  
Peggy Losey (Virtual)..... Town of Milk River  
Dean Melnyk (Virtual)..... Village of Milo  
Victor Czop (Virtual)..... Town of Nanton  
Marinus de Leeuw (Virtual)..... Village of Nobleford  
Henry de Kok (In Person) ..... Town of Picture Butte  
Tony Bruder (Virtual) ..... M.D. of Pincher Creek  
Don Anderberg (Virtual)..... Town Pincher Creek  
Ronald Davis (Absent)..... M.D. of Ranchland  
Neil Sieben (In Person)..... Town of Raymond  
Don Norby (Absent) ..... Town of Stavely  
Matthew Foss (In Person) ..... Village of Stirling  
John Turcato (In Person) ..... MD of Taber  
Raymond Coad (In Person)..... Town of Vauxhall  
Christopher Northcott (In Person) ..... Vulcan County  
Richard DeBolt (In Person) ..... Town of Vulcan  
David Cody (In Person)..... County of Warner  
Scott Alexander (Virtual)..... Village of Warner  
Ian Sundquist (Virtual) ..... M.D. Willow Creek

### STAFF:

Lenze Kuiper ..... Director  
Mike Burla ..... Senior Planner  
Diane Horvath ..... Senior Planner  
Bonnie Brunner (Virtual) ..... Senior Planner  
Tara Cryderman..... Executive Assistant

Steve Harty..... Senior Planner  
Gavin Scott..... Senior Planner  
Hailey Winder..... Planner  
Carlin Groves ..... CAD/GIS Technologist

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Chief Administrative Officer Lenze Kuiper called the meeting to order, the time being 7:00 pm

### 1. WELCOME AND INTRODUCTION

The Board was welcomed, and congratulations were offered to the recently elected officials and to the newly appointed Directors.

## 2. APPROVAL OF AGENDA

**Moved by: John Turcato**

THAT the agenda of December 2, 2021 Board of Director's Meeting, be amended, the amendment as follows:

Addition to Reports 4b – GIS Update

And that the agenda be approved, as amended.

**CARRIED**

## 3. RECOGNITION OF MEMBERS AND ALTERNATE MEMBERS FOR 2021

The following list of Members and Alternate Members was presented to the Board for information.

| Municipality                  | Member                     | Alternate Member |
|-------------------------------|----------------------------|------------------|
| Arrowwood – Village           | Colin Bexte                | Nicolas Kuntz    |
| Barnwell – Village            | Kent Bullock               | Missy Foster     |
| Barons – Village              | Dan Doell                  | Ed Weistra       |
| Bassano – Town                | Mike Wetzstein             | Sydney Miller    |
| Brooks – City                 | Ray Juska                  | —                |
| Cardston – County             | Roger Houghton             | LeGrande Bevans  |
| Cardston – Town               | Allan Burton               | —                |
| Carmangay – Village           | Sue Dahl                   | Kym Nichols      |
| Champion – Village            | Trevor Wagenvoort          | —                |
| Claresholm – Town             | Brad Schlossberger         | Rod Kettles      |
| Coalhurst – Town              | Jesse Potrie               | —                |
| Coutts – Village              | Tanya Smith                | Stephen Pain     |
| Cowley - Village              | Dave Slingerland           | —                |
| Crowsnest Pass – Municipality | Dave Filipuzzi & Dean Ward | —                |
| Duchess – Village             | Kole Steinley              | Tina Preston     |
| Fort Macleod – Town           | Gordon Wolstenholme        | Brent Feyter     |
| Glenwood – Village            | Mark Peterson              | —                |
| Hill Spring – Village         | Suzanne French             | —                |
| Lethbridge – County           | Morris Zeinstra            | —                |
| Lomond – Village              | Brad Koch                  | —                |
| Magrath – Town                | Gerry Baril                | —                |
| Milk River – Town             | Peggy Losey                | —                |
| Milo – Village                | Dean Melnyk                | Sheldon Walker   |
| Nanton – Town                 | Victor Czap                | Roger Miller     |
| Nobleford – Town              | Marinus de Leeuw           | Corne Mans       |
| Picture Butte – Town          | Henry de Kok               | Teresa Feist     |
| Pincher Creek – M.D. No. 9    | Tony Bruder                | Dave Cox         |

|                            |                       |                   |
|----------------------------|-----------------------|-------------------|
| Pincher Creek – Town       | Don Anderberg         | Brian Wright      |
| Ranchland – M.D. No. 66    | Ronald Davis          | Harry Streeter    |
| Raymond – Town             | Neil Sieben           | Matt Evans        |
| Stavely – Town             | Don Norby             | —                 |
| Stirling – Village         | Matthew Foss          | Trevor Lewington  |
| Taber – Municipal District | John Turcato          | —                 |
| Vauxhall – Town            | Raymond Coad          | —                 |
| Vulcan – County            | Christopher Northcott | Doug Logan        |
| Vulcan – Town              | Richard DeBolt        | Lyle Magnuson     |
| Warner – County No. 5      | David Cody            | Morgan Rockenbach |
| Warner – Village           | Scott Alexander       | Marty Kirby       |
| Willow Creek – M.D. No. 26 | Ian Sundquist         | Maryanne Sandberg |

#### 4. APPOINTMENT OF OFFICERS AND EXECUTIVE COMMITTEE FOR 2021

##### a. Election of Chair

Advance Nominations: Gordon Wolstenholme (Town of Fort Macleod)

Nominations from the Floor: None

**Gordon Wolstenholme** was elected Chair by acclamation.

##### b. Election of Vice-Chair

Advance Nominations: Don Anderberg (Town of Pincher Creek)

Nominations from the Floor: None

**Don Anderberg** was elected Vice-Chair by acclamation.

##### c. Election of Executive Committee

Advance Nominations: Ian Sundquist (MD of Willow Creek)  
Christopher Northcott (Vulcan County)  
Dean Ward (Municipality of Crowsnest Pass)  
Jesse Potrie (Town of Coalhurst)  
Brad Schlossberger (Town of Claresholm)  
Neil Sieben (Town of Raymond)

Nominations from the Floor: None

Pursuant to Bylaw No. 2021-01, two (2) rural members were nominated for election to the Executive Committee. No other nominations were submitted from the floor. As a result, Ian Sundquist and Christopher Northcott, both representing rural municipalities, were elected to the Executive Committee by acclamation.

A ballot, for the remaining three (3) positions, was provided to the Directors present at the meeting and a confidential survey was emailed to the Directors that were attending virtually.

The results of the election were scrutinized by Senior Planners Mike Burla and Steve Harty. The election results were:

Member Christopher Northcott  
Member Brad Schlossberger  
Member Neil Sieben

Based on the election results, the 2022 Executive Committee is:

Chair Gordon Wolstenholme  
Vice Chair Don Anderberg  
Member Ian Sundquist  
Member Christopher Northcott  
Member Christopher Northcott  
Member Brad Schlossberger  
Member Neil Sieben

**Moved by: Gerry Baril**

THAT the ballots for the Executive Committee election be destroyed.

**CARRIED**

Chair Gordon Wolstenholme assumed the chair at this time.

## **5. APPROVAL OF MINUTES**

**Moved by: Richard DeBolt**

THAT the Board of Directors approve the Board of Director's Meeting Minutes of September 2, 2021, as presented.

**CARRIED**

## **6. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

## **7. REPORTS**

### **a. Executive Committee Report**

The Executive Committee Report, for meetings from September 2021 to December 2021, was presented for information.

### **b. GIS Update**

A GIS update was provided for information, including the addition of asset management, which will be beneficial to the municipalities.

## **8. BUSINESS**

### **a. Proposed 2021 Budget**

The 2022 Budget was presented to the Board of Directors.  
Intermunicipal Development Plans were discussed, regarding the grant funding that was in place for the drafting of these documents.

**Moved by: Richard DeBolt**

THAT the Board of Directors approve the 2022 Budget, as presented.

**CARRIED**

### **b. Proposed 5 Year Capital Plan – 2022-2026**

As a result of legislation changes, Commissions are now required to draft a 5 year Capital Plan.

**Moved by: David Cody**

THAT the Board of Directors approve the 5 Year Capital Plan – 2022-2026, as presented.

**CARRIED**

### **c. Subdivision Activity – 2021**

The subdivision activity, as of November 30, 2021, was presented for information.

### **d. ORRSC Periodical**

The inaugural ORRSC Periodical was shared with the Directors for information.

**9. ACCOUNTS**

**Moved by: John Turcato**

THAT the Board of Directors accept the Balance Sheet and Income Comparative Statement, as of October 31, 2021.

**CARRIED**

**10. NEW BUSINESS**

There was no new business to discuss.

**11. NEXT MEETING**

The next Board of Directors' Meeting is scheduled for Thursday, March 3, 2022.

The Board was reminded of the ORRSC Orientation Presentation scheduled for January 20, 2022.

**12. ADJOURNMENT**

With nothing further to discuss, Chair Gordon Wolstenholme adjourned the Board of Directors' Meeting, the time being 8:20 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



## **Newell Housing Foundation**

### **Minutes**

May 3, 2022- 4:00 pm  
CITY HALL- HAYES ROOM

**Present:** Y. Fujimoto, J. Slomp, G. Miedema, A. Philpott, A. Skanderup, M. Wardrop T. Preston

**Staff:** S. Loewen

**Regrets:** J. Petrie, K. Steinley

**Guests:** Nicole Nichols- Community Foundation of Southeastern Alberta

Chair Y. Fujimoto called the meeting to order at 4:03pm

1. Additions to/Adoption of Agenda

**Moved** by A. Philpott to adopt the Agenda as presented.

**CARRIED**

2. Delegation Community Foundation of Southeastern Alberta- Nicole Nichols

N. Nichols presented information on the CFSEA. The main goal of the CFSEA is to help charities become self-sufficient.

*4:11 M. Wardrop arrives*

*4:20- N. Nichols leaves*

3. New Business

a) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. Covid protocols were also discussed. Vacancies for March 2022 were: Newbrook Lodge- 26. Playfair Lodge- 0. Dr. Scott Apartments- 0. Pioneer Villas- 3- one awaiting suite renewal. Community Housing- 2- awaiting capital. Duchess- 1. The Villas in Tilley and Rosemary are full.

**Moved** by T. Preston to accept the CAO Report as information.

**CARRIED**

b) Credit Card Limits

**Moved** by A. Skanderup to increase the overall credit card limit to \$15,000 and increase Richard Kam's limit to \$1000.

**CARRIED**

c) Radio Advertising

Marcus Anstey with the local radio station reached out after seeing our newspaper ad advertising vacancies at the Newbrook Lodge. Two options for advertising were presented to the Board. One option featuring 35 spots per week for \$315/ week for three months and the other featuring 28 spots per week for \$280/ week for three months.

**Moved** by A. Philpott to proceed with Option 1 for advertising at a cost of \$315/ week for 3 months.

**CARRIED**





d) Board Member Mileage/Per Diem Rate

A Board Member requested that the per diem and mileage rates for the Foundation be reviewed. The current rates are \$100/meeting, \$150 per diem and .59/km for mileage. The Board discussed the rates and found them to be reasonable. No changes at this time.

4. Old Business

a) Hospice at Newbrook Lodge

CAO, Sasha Loewen provided an updated on the hospice inquiry. A. Philpott also gave an update. A. Philpott and S. Loewen to continue working on inquiry with the next step being letters to be written.

5. Financial Statement

**Moved** by M. Wardrop to accept the Financial Statement as presented.

**CARRIED**

**Consent Agenda Items**

**Moved** by A. Philpott that the items listed in the Consent Agenda by accepted for information.

**CARRIED**

**Meeting Date**

The next meeting is June 7, 2022, at 4:00 pm in the Hayes Room at City Hall

**Adjournment**

The meeting was adjourned at 4:58 pm

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Board Chair

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Board Member

**Moved by G. Skriver that the Joint Shared Services Committee pay the Alberta Health Services invoice for the clerical staffing costs for the Brooks Maternity Clinic for the period of October – December, 2021 and January – March, 2022 in the amount of \$4,737.63; that the Committee members take this back to their respective Councils to fund future clerical staffing costs based on an annual per capita amount of \$0.48; and further that the respective municipalities add this item to their lobbying efforts.**

**MOTION CARRIED**

Received via email on June 17, 2022 from the City of Brooks for respective councils - AD