

AGENDA

Meeting: July 11, 2022 6:00 p.m. – 8:30 p.m.
Location: Council Chambers – 502 – 2nd Avenue

1. CALL TO ORDER – REGULAR MEETING

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

4.1 June 20, 2022 Regular Meeting

5. DELEGATIONS

5.1 None

6. UNFINISHED BUSINESS

6.1 BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22 – Proposed

6.2 Bassano Outdoor Pool – Fee Assistance Program Policy – P-TOB72a/007-22- Proposed

7. NEW BUSINESS

7.1 2022 Tax Recovery

7.2 Recreation & Leisure Master Plan – Community Hall – Art & Soul - Lease Extension

7.3 Newell Housing Foundation – Affordable Housing

8. BOARD & COMMITTEE REPORTS

8.1 Mayor I. Morey

- Mayors & Reeves Meeting
- Municipal Leaders Caucus

8.2 Deputy Mayor J. Slomp

8.3 Councillor K. Jones

8.4 Councillor M. Wetzstein

8.5 Councillor S. Miller

9. CAO REPORTS

9.1 CAO Operation Report

- 9.2 Financial Summary - YTD
- 9.3 Financial Statement - none
- 9.4 Cheque listing - none
- 9.5 FCSS Report – none
- 9.6 CPO Report for the period ending June 30, 2022
- 9.7 RCMP Mayor’s Report – None

10. CORRESPONDENCE

- 10.1 Palliser Economic Partnership (PEP) AGM minutes – June 10, 2022
- 10.2 PEP minutes – June 10, 2022
- 10.3 Oldman River Regional Services Commission – Cryptocurrency Periodical
- 10.4 Joint Shared Services Meeting Notes – June 14, 2022
- 10.5 Newell Regional Solid Waste Minutes – June 23, 2022
- 10.6 Shortgrass Library System Minutes – April 20, 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 JUNE 20, 2022 IN THE COUNCIL CHAMBERS.**

ELECTED OFFICIALS

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

STAFF	Amanda Davis, Chief Administrative Officer
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DELEGATES/PUBLIC	Sgt. Raimo Loo
	Lisa Tiffin
	Randi McPhillips

1. CALL TO ORDER

Mayor Morey called the meeting to order at 6:01 p.m.

2. EXCUSED FROM MEETING

- Mike Wetzstein

3. ADOPTION OF AGENDA

TOB116/22 Moved by **COUNCILLOR JONES** that the agenda is approved with the following amendments:

- 7.2 2022 Tax Recovery – *deletion*
- 7.3 Financial Policy P-TOB12/001-21 – *addition*

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of May 9, 2022

TOB117/22 Moved by **COUNCILLOR MILLER** that council approves the minutes of the regular meeting held on May 9, 2022.

CARRIED

4.2 Adoption of minutes from the special meeting of May 16, 2022

TOB118/22 Moved by **DEPUTY MAYOR SLOMP** that council approves the minutes of the special meeting held on May 16, 2022.

CARRIED

4.3 Adoption of minutes from the regular meeting of May 30, 2022

_____ Mayor	_____ CAO
11/07/22	11/07/22

TOB119/22 Moved by **COUNCILLOR MILLER** that council approves the minutes of the special meeting held on May 30, 2022.

CARRIED

5. DELEGATIONS

5.1 EcoBrooks, Emmrys Oliver

- Oliver was not present at the meeting.

5.2 Bassano RCMP, Sgt. Raimo Loo

Sgt. Loo entered the meeting at 6:26 p.m.

Loo presented a 4th quarter policing report. A Q&A session ensued.

Loo departed at 6:55 p.m.

5.3 Brooks Region, Lisa Tiffin and Randi McPhillips

Tiffin and McPhillips entered the meeting at 6:56 p.m.

Tiffin and McPhillips presented an opportunity for the region to submit a bid to host the Alberta 55+ Summer Games in 2023. A Q&A session ensued.

Tiffin and McPhillips departed at 7:20 p.m.

TOB120/22 Moved by **COUNCILLOR MILLER** that the Town provides a letter in support to the Brooks Region for a regional bid to host the Alberta 55+ Summer Games in 2023. The Town is prepared to provide a financial commitment, however, the proposed funding model does not align with the number of proposed events in the community. It is requested that the planning committee come up with a financial valuation that aligns more closely with number of participants, the draw to Bassano and each community, and use of the facilities throughout the region.

CARRIED

6. UNFINISHED BUSINESS

6.1 Public Lands Watering Policy – P-TOB41/001-22

TOB121/22 Moved by **COUNCILLOR JONES** that council approves the Public Lands Watering Policy P-TOB41/001-22 as presented.

CARRIED

6.2 Bassano Memorial Library – 2022 Deliverables

TOB122/22 Moved by **DEPUTY MAYOR SLOMP** 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.

CARRIED

6.3 Build Bassano – Residential Housing & Development Incentive Plan 2022-2025

The agenda was rearranged to address new business items before business item 6.3.

TOB113/22 Moved by **MAYOR MOREY** to recess the meeting at 7:45 p.m.

CARRIED

TOB114/22 Moved by **MAYOR MOREY** to reconvene the meeting at 7:49 p.m.

CARRIED

An open discussion was held regarding the Build Bassano – Residential Housing & Development Incentive Plan.

TOB115/22 Moved by **COUNCILLOR JONES** for continuance past 9:00 p.m.

CARRIED

7. NEW BUSINESS

7.1 Recreation & Leisure – Disc Golf Course Layout

Councillor Wetzstein entered the meeting at 6:16 p.m.

TOB116/22 Moved by **COUNCILLOR WETZSTEIN** that council commits to supporting the 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 amended to improve public safety and traffic concerns at Holes 1 and 5 in consultation with the parks and recreation department staff. Prior to installation, the golf course shall be engaged to for comment. The operations department shall approve the final course layout.

CARRIED

7.2 2022 Tax Recovery – Deletion

7.3 Financial Policy P-TOB12/001-21

TOB117/22 Moved by **COUNCILLOR WETZSTEIN** that council approves the Financial Policy P-TOB12/001-21 as amended to include a fee for incoming wire transfers.

CARRIED

8. BOARD AND COMMITTEE REPORTS

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

TOB118/22 Moved by **COUNCILLOR WETZSTEIN** to accept the Board and Committee reports as attached to and forming parts of these minutes.

CARRIED

9. CAO REPORTS

9.1 Operations Report

A written CAO report was provided for the period ending June 17, 2022.

TOB119/22 Moved by **MAYOR MOREY** directing administration to apply to BBQ on the Bow to host the second annual Small Town Smoke Down BBQ competition June 2-4, 2023.

CARRIED

TOB120/22 Moved by **DEPUTY MAYOR SLOMP** that council seeks to renew the lease with Sieben Holdings Ltd. for Unit 518B – 2nd Avenue for a one-year term being August 1, 2022 – July 31, 2023 at a rate of \$650/m for the Thrive Fitness Centre. The business case analysis was delayed due to competing projects and will be completed later in 2022.

CARRIED

9.2 Financial Statements

Financial statements for the months ending April 30, 2022 and May 31, 2022 were presented.

9.3 Cheque Listings

Cheque listings for the months ending April 30, 2022 and May 31, 2022 were presented.

9.4 FCSS Report

None.

9.5 CPO Report

A CPO report for the month ending May 31, 2022 was presented.

9.6 RCMP Report

None

TOB121/22 Moved by **COUNCILLOR MILLER** that the CAO report for the period ending June 17, 2022 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

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

TOB122/22 Moved by **COUNCILLOR WETZSTEIN** that the public works department completes a repair to address tripping hazards on sidewalks along Centre Street Close.

CARRIED

10.2 Newell Housing Foundation minutes of April 5, 2022 were reviewed.

10.3 Joint Shared Services meeting notes of May 10, 2022 were reviewed.

- 10.4** The Town of Bassano provided a letter in support of a mobile veterinary clinic dated May 24, 2022.
- 10.5** Municipal Affairs provided a funding notification letter dated May 16, 2022.
- 10.6** BARRA minutes of May 24, 2022 were reviewed.
- 10.7** Newell Regional Solid Waste minutes of May 26, 2022 were reviewed.
- 10.8** Oldman River Regional Services Commission's 2021 Annual Report was reviewed.
- 10.9** Oldman River Regional Services Commission minutes of December 2, 2021 were reviewed.
- 10.10** Newell Housing Foundation minutes of May 3, 2022 were reviewed.
- 10.11** Joint Shared Services forwarded a motion that council's fund Brooks Maternity Clinic's clerical staffing costs on an annual per capita basis of \$0.48 and that respective municipalities add this item to their lobbying efforts.

TOB123/22 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

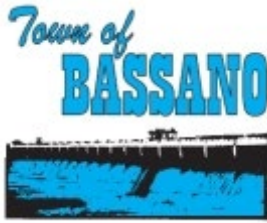
13. ADJOURNMENT

TOB124/22 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of June 20, 2022 meeting at 9:41 p.m.

CARRIED

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Meeting: July 11, 2022

Agenda Item: 6.1

BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22 – Proposed

BACKGROUND:

As directed by council, a residential housing development incentive policy was prepared pursuant to discussions at the June 20, 2022 meeting. The overall purpose of the policy is to encourage development, to improve the housing stock, and support an investment in quality rental opportunities.

Three changes were made to the draft policy that was circulated to council:

1. Applicants are eligible for both development incentives on a single property (Revitalization and Backyard Suite). The original draft policy that was circulated stated that only one development incentive could be applied per property.
2. Full demolition of the property does not require a minimum assessment of 150,000 as the assessment will be the rate of bare land.
3. The Backyard Suite incentive allows for the conversion of an accessory structure. Property conversions that meet development and building code requirements are eligible for a \$5,000 municipal tax credit.

OPTIONS:

☒ #1 – That council approves the BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22 as presented.

☐ #2 – That council approves the BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22 as amended (define amendments).

☐ #3 – That council defers the BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22.

CAO COMMENTS:

None.

ALIGNMENT WITH STRATEGIC PLAN

G2 – T4

PROPOSED RESOLUTION:

That council approves the BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22 as presented.

Attachments:

1. P-TOB66/003-22

Prepared by: Amanda Davis, CAO



Policy Title	BUILD Bassano – Residential Housing Development Incentive Policy
Authority	Administration
Approved (Dates/Motion #)	
Policy Number	P-TOB66/003-22
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	

Policy Statement

To advance our vision to be the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live work and play, we commit to residential housing and development incentives to stimulate growth and to limit the housing shortage.

Purpose Statement

The Town has passed multiple strategies that aim to activate the community and local economy over-time. It is important that our community has a complete housing stock to serve a diverse population.

The purpose of the development incentive is to:

1. To stimulate residential development in Bassano
2. To ensure there is quality housing options for people that choose to live and work in Bassano
3. To improve the housing market and the variety of housing stock in Bassano
4. To help solve the rental shortage in Bassano
5. To support local businesses and industry

Definitions

Abandoned Property – mean a property that has been abandoned by the owner, or a property that is unkempt, or derelict, with or without tenants.

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

Contacted Assessor – means the contacted entity that provides assessment services to the Town.

Council – means the elected body of the Town.

Derelict Property - means a run down, unkempt residential property that is not suitable for habitants. The property lacks a sense of duty, is neglected by the property owner or landlord.

Land Use Bylaw 921/21 – mean a bylaw passed by the municipality that governs the use of lands which is subject to change.

Poor Conditioned Property – means a residential property that has aged and requires revitalization to refresh the liveability, or to bring the property into code compliance.

Tax Credit – means a non-cash value municipal tax credit that is non-transferrable and applied to a residential tax roll as a development incentive.

Town - means the incorporated municipality of Bassano.

Vacant Property – means a property that is not inhabited. It may be derelict, vacant, or abandoned.

Responsibility

It is the responsibility of the CAO to ensure this policy is implemented.

Process

1. This is a termed development incentive. The total valuation of the incentive is \$150,000 in overall municipal tax credits. The term begins at the date of policy adoption and runs until December 31, 2025, or until that total valuation of the municipal tax credits has been allocated, whichever comes first.
2. To be eligible for a development incentive, the applicant must be in good standing with the Town. Development incentives are stackable. This means, one applicant may be eligible for the Revitalization Development Incentive and the Backyard Suite Development Incentive at the same location.
3. A tax credit is non-transferrable and has no cash value.
4. The CAO shall administer and sign off on all development incentives. The CAO shall provide a written report to council each month related to administration of this policy.

Revitalization Development Incentive 1

The purpose of the revitalization development incentive is to improve the condition of a privately owned vacant, abandoned, derelict, or poorly conditioned properties in the Town.

1. The revitalization development incentive applies only to the residential districts as defined within the Town's Land Use Bylaw 921/21.
2. Any option may be applied for under the revitalization development incentive:
 - a. A complete demolition of a privately owned, vacant, abandoned, derelict, or poorly conditioned residential property. The site must be backfilled and graded and left in a vacant state for future development.
 - b. A complete renovation of the privately owned, vacant, abandoned, derelict, or poorly conditioned residential property. The complete renovation must result in a viable residential property. The complete renovation must include interior and exterior upgrades to bring the property into compliance under the Alberta Building Code with refreshed landscaping where applicable.

- c. A complete or partial demolition, with a complete or full rebuild of a privately owned, vacant, abandoned, derelict, or poorly conditioned residential property. The renovation must include interior and exterior upgrades to bring the property into compliance under the Alberta Building Code with refreshed landscaping where applicable.
3. The applicant must obtain a development permit from the Town and submit plans in accordance with the Land Use Bylaw relative to the revitalization development incentive.
4. The applicant must obtain all discipline permits from Superior Safety Codes as a condition of the development permit relative to the revitalization development incentive.
5. Where the property requires updated municipal utility services, the cost to upgrade the municipal utility service is the responsibility of the applicant. The applicant shall enter into a Development Agreement with the Town.
6. A tax credit shall be applied to the revitalized property at the point of occupancy. A point of occupancy is received in written form from Superior Safety Codes when a development is complete and ready for occupancy. A copy of the occupancy permit must be provided to the Town. The CAO will verify/certify the occupancy permit prior to applying the tax credit to the account. The tax credit is non-transferrable and has no cash value.
7. The tax credit is applied to the revitalized property based on an improved property assessment. The property assessment is determined by the Town's contacted assessor. Property assessment is not fair market value. To be eligible for the tax credit, the revitalization of a single-family dwelling (SFD) must double the property's assessment to a minimum of 150,000. For a multi-unit dwelling, it must double the property's assessment to a minimum of 250,000 (see Table 1). Minimum property assessment does not apply for a complete demolition.

Property Assessment Categories	Tax Credit Applied
SFD - Category 1	\$5,000
Multi-unit dwelling - Category 2	\$10,000

Table 1. Revitalization Development Incentive Chart

Backyard Suite Development Incentive 2

The purpose of the backyard suite development incentive is to add to the residential housing stock, to promote infill development, and to provide a diverse range of housing options.

1. The backyard suite development incentive applies only to the residential districts as defined within the Town's Land Use Bylaw 921/21. See Image 1 for examples of backyard suites.

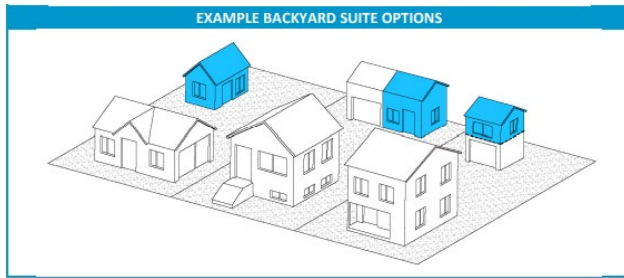


Image 1. Example of Backyard Suites

2. The backyard suite must be on a permanent foundation.
3. The applicant must obtain a development permit from the Town and submit plans in accordance with the Land Use Bylaw relative to the backyard suite development incentive.
4. The applicant must obtain all discipline permits from Superior Safety Codes as a condition of the development permit relative to the backyard suite development incentive.
5. A tax credit shall be applied to the backyard suite at the point of occupancy. A point of occupancy is received in written form from Superior Safety Codes when a development is complete and ready for occupancy. A copy of the occupancy permit must be provided to the Town. The CAO will verify/certify the occupancy permit prior to applying the tax credit to the account. The tax credit is non-transferrable and has no cash value.
6. The tax credit is applied to the backyard suite as defined in Table 2.

Categories	Tax Credit Applied
New Build – Backyard Suite	\$10,000
Building Conversion to Add a Compliant Backyard Suite	\$5,000

Table 2. Backyard Suite Tax Credit

Supporting Plans

1. Town of Bassano Strategic Plan 2019-2026
2. Economic Enrichment Strategy 2021
3. Intergenerational and Multigenerational Tiny Home Pilot Project 2020
4. Municipal Development Plan 910/20
5. Land Use Bylaw 921/21
6. Beautify Bassano Initiative 2018

Attachments

1. BUILD Bassano – Residential Housing Development Incentive – Application Forms

END OF POLICY



Revitalization Development Incentive 1

The purpose of the residential revitalization development incentive is to improve the condition of a privately owned vacant, abandoned, derelict, or poorly conditioned properties in the Town.

Date of Application	
Application Number	

Name of Applicant	
Copy of Certificate of Title	
Legal Address	
Civic Address	
Roll Number	
Land Use District	
Current Use	
Proposed Type of Development	

1. Type of Property (check all that apply)

<input type="checkbox"/>	Privately owned	<input type="checkbox"/>	Abandoned
<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Derelict
<input type="checkbox"/>	Poorly conditioned		

2. Revitalization Action (check all that apply)

<input type="checkbox"/>	Complete demolition	<input type="checkbox"/>	Partial demolition
<input type="checkbox"/>	Complete demolition and full rebuild	<input type="checkbox"/>	Partial demolition and partial rebuild
<input type="checkbox"/>	Complete renovation (interior/exterior)		

I, _____ have read and understand the parameters of the BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22. I wish to apply for the Revitalization Development Incentive 1 in accordance with the stated policy. I understand that to be eligible for the municipal tax credit, I must fulfill all development obligations and conditions.

Name

Signature

Date

Witness

For Office Use Only

Current Property Assessment (SFD)	
Current Property Assessment (MUD)	
Property Assessment at Completion (SFD)	
Property Assessment at Completion (MUD)	
Confirmed Eligibility – Doubled property assessment to a minimum of 150,000 for SFD. Except for complete demolition.	
Confirmed Eligibility – Doubled property assessment to a minimum of 250,000 for MUD.	
Development Permit Number	

	Certified Proof of Occupancy – attach copy
	Met All Development Permit Conditions
	Completed within Incentive Timeline (to December 31, 2025)
	Applicant Accounts in Good Standing – attach proof
	Property Assessment (before/after) – attach copies

Tax Credit

Only one municipal tax credit shall be applied.

	SFD – Category 1 - \$5,000		MUD – Category 2 - \$10,000
	SFD – Category 1 (denied)		MUD – Category 2 (denied)

Reason for denying the tax credit:

Municipal Tax Credit Details

Tax Roll Account Number	
Municipal Tax Credit Applied	
Date Municipal Tax Credit Applied to Account	
Authorized by CAO (signature required)	
Completed by Tax Clerk (signature required)	
Date	

Comments



Backyard Suite Development Incentive 2

The purpose of the backyard suite development incentive is to add to the residential housing stock, to promote infill development, and to provide a diverse range of housing options.

Date of Application	
Application Number	

Name of Applicant	
Copy of Certificate of Title	
Legal Address	
Civic Address	
Roll Number	
Land Use District	
Current Use	
Proposed Type of Development	

1. Type of Development

<input type="checkbox"/>	New Backyard Suite	<input type="checkbox"/>	Building Conversion to Add Backyard Suite
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I, _____ have read and understand the parameters of the BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22. I wish to apply for the Backyard Suite Development Incentive 2 in accordance with the stated policy. I understand that to be eligible for the municipal tax credit, I must fulfill all development obligations and conditions.

Name

Signature

Date

Witness

For Office Use Only

Development Permit Number	
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	Certified Proof of Occupancy – attach copy
	Met All Development Permit Conditions
	Completed within Incentive Timeline (to December 31, 2025)
	Applicant Accounts in Good Standing – attach proof

Tax Credit

Only one municipal tax credit shall be applied.

	New Build – Backyard Suite - \$10,000		Building Conversion to Add Backyard Suite - \$5,000
	New build (denied)		Building conversion (denied)

Reason for denying the tax credit:

Municipal Tax Credit Details

Tax Roll Account Number	
Municipal Tax Credit Applied	
Date Municipal Tax Credit Applied to Account	
Authorized by CAO (signature required)	
Completed by Tax Clerk (signature required)	
Date	

Comments



REQUEST FOR DECISION

Meeting: July 11, 2022
Agenda Item: 6.2

Bassano Outdoor Pool Fee Assistance Program Policy – P-TOB72a/007-22 - Proposed

BACKGROUND:

As directed by the council, a pool fee subsidy program has been created to increase facility accessibility for low-income individuals and families. Two different subsidy program options have been developed.

OPTION 1: FEE ASSISTANCE PROGRAM

The Town would allocate \$500.00 per annum to the Fee Assistance Program. Applicants would be required to complete an application form to ensure that they meet the minimum requirements for the program. Access to the program is on a first-come, first-serve basis.

Minimum program criteria:

- Applicants must live within the Town of Bassano or Division 6 of the County of Newell.
- Total household income must fall below the Government of Canada's Low Income Cut-Off or Alberta Seniors Benefits eligibility income threshold.

Size of Household	Total Income of All Adults (Line 150)
1	\$27,589
2	\$34,346
3	\$42,224
4	\$51,267
5	\$58,145
6	\$65,578
7 or more	\$73,011
Size of Household	Total Income of All Seniors (Line 150)
Senior (65 years or older) – Single	\$29,630
Senior (65 years or older) - Couple	\$48,120

- The applicant must provide proof of their Canada Revenue Agency Notice of Assessment or Reassessment for each household member over the age of 18 – Total income is shown on line 150.

OR

Provide a copy of their Alberta Adult Health Benefits Card.

- Applicants must provide the number of adults (18+) and Children (17 years and younger) living in the household full-time. Basic personal information is required.

If accepted into the program, applicants would be allocated up to \$50.00 per person per season as a subsidy for drop-in swims. The non-cash subsidy would be applied to 50% of the admission fee. The applicant would be responsible to pay the remainder of the 50% admission fee at the time of use.

Based on 2022 rates (\$3.50 - \$5.50), this would provide:

- 28 drop-in swims for a child
- 18 drop-in swims for youth
- 15 drop-in swims for adults
- 18 drop-in swims for seniors

Access to the program is non-transferable and does not carry forward year-over-year. Program costs are limited to the amount allocated to the program each year.

OPTION 2: SEASONS PASS RENTAL

The Town could offer family or individual season passes on a rental basis.

For example: residents could rent the pass from the town office for one-week intervals with proof of income thresholds.

OPTIONS:

☒ #1 – That council approves the Bassano Outdoor Pool Fee Assistance Program Policy P-TOB72a/007-22 as presented to take effect for the 2023 season.

☐ #2 – That council approves the Bassano Outdoor Pool Fee Assistance Program Policy P-TOB72a/007-22 as presented to take effect immediately. Further that administration puts a call to the community to invite program sponsorship. If community sponsorship is not received, the Town will fund the program on a trial basis for the remainder of the 2022 season.

☐ #3 – That council directs administration to develop a process to implement a Seasons Pass Rental program for pool for the purpose of fee assistance for low-income households.

☐ #4 – That council takes no action.

CAO COMMENTS:

The Fee Assistance Program was created using comparable programs in other municipalities and recreation centers. It captures councils' vision to ensure the pool asset is accessible. Council does not have a dedicated budget in 2022 to implement this program. Should council choose to proceed with the Fee Assistance Program in 2022, it must determine how the program will be funded.

As stated within the Recreation and Leisure Master Plan, ideally, this type of program would be sponsored from within the community. Rather than the Town offering the subsidy, council may elect to propose the program to the community to seek a sponsorship/partnership.

ALIGNMENT WITH STRATEGIC PLAN

G2 – T5

RECOMMENDATION

That council approves the Bassano Outdoor Pool Fee Assistance Program Policy P-TOB72a/007-22 as presented to take effect for the 2023 season.

Attachment:

1. P-TOB2a/007-22

Prepared by: Sydney Smith, Recreation and Community Services Liaison

Reviewed by: Amanda Davis, CAO



Policy Title	Bassano Outdoor Pool – Fee Assistance Program Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	TBD
Policy Number	P-TOB72a/007-22
Review	By April 1 Annually
Reviewed by/date	July 11, 2022 – Council

Policy Statement

The purpose of this policy is to provide guidelines for the fee assistance program. The intention of the program is to help low-income individuals and families access the pool for drop-in activities.

Definitions

CAO – means the administrative head of the Town.

Municipal Staff – means employees of the Town.

Participants – means persons that have been approved for the Fee Assistance Program.

Pool – means the Bassano Outdoor Pool.

Pool Management – means the Bassano Outdoor Pool Manager and or their designate.

Pool Staff – means a person employed at the Bassano Outdoor Pool.

Recreation and Community Services Liaison – an administrative staff member of the Town responsible for recreation and leisure.

Town – means the Town of Bassano.

Responsibility

It is the responsibility of all municipal staff to adhere to this policy.

Guidelines

1. These guidelines set out the minimum requirements for a resident to be accepted into the Fee Assistance Program. To be eligible for fee assistance, applicant's income must fall below the Government of Canada's Low Income Cut-Off or Alberta Seniors Benefits eligibility income threshold.

Size of Household	Total Income of All Adults (Line 150)
1	\$27,589
2	\$34,346
3	\$42,224
4	\$51,267
5	\$58,145

6	\$65,578
7 or more	\$73,011
Size of Household	Total Income of All Seniors (Line 150)
Senior (65 years or older) – Single	\$29,630
Senior (65 years or older) - Couple	\$48,120

2. Applicants must provide the following information:
 - a. Address proving, that they are a resident of the Town or Division 6 of the County of Newell.
 - b. Current proof of their Canada Revenue Agency Notice of Assessment or Reassessment for each household member over the age of 18 – Total income is shown on line 150.

OR

Alberta Adult Health Benefits Card.

 - c. Number of adults (18+) living in the household full time.
 - d. Number of children (17 years and younger) living in the household full time.
3. If accepted into the program, applicants will be allocated up to \$50.00 per person per season in subsidy for drop-in swims and activities at the pool. The non-cash subsidy shall be applied to 50% of the admission fee. The applicant is responsible to pay the remainder of the 50% admission fee at the time of use.
4. Access to the Program is non-transferable and does not carry forward year-over-year.
5. The subsidy cannot be used for swimming lessons, aquafit, or any other structured programs as funding assistance is offered through initiative such as Jump Start.

Process

The Town shall allocate \$500.00 per annum to the Fee Assistance Program. Access to the program is based on a first-come, first-served basis.

1. If residents wish to participate in the program, they must submit an application (Schedule A) to the Town.
2. The form will be reviewed by the CAO or designate.
3. Once approved, Municipal Staff will create a punch card for each participant based on the \$50.00 valuation. Punch cards will be sealed to avoid duplication.
4. Punch card recipients must pay the remainder of the 50% admission fee at each visit prior to accessing the pool.
5. Punch card recipients must provide proof of identification at the pool when using the subsidy.
6. Pool Management will be notified of punch card recipients for tracking purposes.

Policy Reference

1. P-TOB72a-001-22 - Pool Operations Plan

END OF POLICY

DRAFT

BASSANO OUTDOOR POOL FEE ASSISTANCE PROGRAM

APPLICATION FORM

The Fee Assistance Program was developed to help low-income individuals and families access the Bassano Outdoor Pool during public swimming or lane swimming. It does not cover instructor lead programs such as swimming lessons or Aquafit.

This program is first come first serve as funding is limited. To participate in the program, complete the form below.

CONTACT INFORMATION:

Applicant Contact Information	First Name*	Middle Initial	Last Name*
	Preferred Name (if different from the one above)		Date of Birth* (YYYY-MM-DD)
Alternate Contact Information	First Name*	Middle Initial	Last Name*
	Preferred Name (if different from the one above)		Date of Birth* (YYYY-MM-DD)
Residential Address	Address* (Unit #, Street #, Street Name, City)		Postal Code*
Mailing Address	Address* (Unit #, Street #, Street Name, City)		Postal Code*
Email Address		Phone Number	Alternate Phone Number

Have you participated in the Fee Assistance Program before? Yes No

PROGRAM INFORMATION:

List all the members of the household.

Adults – List all adults living in the family household. Attach a copy of the Canada Revenue Agency Notice of Assessment or Reassessment for each adult family member.

Last Name	First Name	Relationship	Birth Date YYYY-MM-DD	Total Annual Income before Tax (Line 150 from Revenue Canada's Notice of Assessment)	Request Subsidy	
					Yes	No
					Yes	No
					Yes	No
					Yes	No
Grand Total Annual Income						

Children – under 18 living in the family home.

Last Name	First Name	Date of Birth	Request Subsidy	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

FEE ASSISTANCE PROGRAM REQUIREMENTS AND PROGRAM TERMS:

1. The Fee Assistance Program is first come first serve and will be closed when available funds have been allocated.
2. Participants must be a resident of the Town of Bassano or Division 6 of the County of Newell.
3. The total annual household income falls below the Government of Canada's Low Income Cut Off and Alberta Seniors Benefit eligibility. See income thresholds below.

Size of Household	Total Income of All Adults (Line 150)
1	\$27,589
2	\$34,346
3	\$42,224
4	\$51,267
5	\$58,145
6	\$65,578
7 or more	\$73,011
Size of Household	Total Income of All Seniors (Line 150)
Senior (65 years or older) – Single	\$29,630
Senior (65 years or older) - Couple	\$48,120

The applicant must provide their Canada Revenue Agency Notice of Assessment or Reassessment for each household member over the age of 18 – Total income is shown on line 150

OR

Alberta Adult Health Benefits Card

4. Program subsidy offsets 50% of admission fees. The subsidy cannot be used for swimming lessons, aquafit, or any other programs.
5. Program subsidy cannot be transferred from one member of the family to another.
6. The subsidy does not carry forward year-over-year. Applicants must reapply annually.

I acknowledge that I have read and understand the fee assistance application requirements and program terms above.

Signature of applicant

Date



OFFICE PORTION

Confirm Total Annual Income (Income falls below the Government of Canada's Low Income Cut-Off income threshold)

Yes No

OR

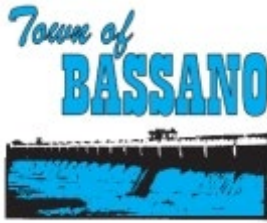
Alberta Works/Income Support or Assured Income for the Severely Handicapped (AISH) Health Benefits Card Number

Name	Age	Subsidy Amount
Total Subsidy Amount		

Approval for the total subsidy amount: Yes No

CAO Authorization

Date



REQUEST FOR DECISION

Meeting: July 11, 2022
Agenda Item: 7.1

2022 Tax Recovery Auction Dates

BACKGROUND:

In accordance with Section 418-419 of the *Municipal Government Act (MGA)* council must tend to tax recovery properties.

Six properties are up for tax sale in 2022.

1. 624 – 4th Avenue
2. 701 – 2nd Avenue
3. 242 – 3rd Avenue
4. 415 – 2nd Avenue
5. 417 – 2nd Avenue
6. 433 – 2nd Avenue

Council must:

- Set the date/time/location of the public auction. It is recommended that the public auction is scheduled October 12, 2022 at 10:00 a.m.
- Identify terms and conditions of a sale (outlined in the attachment).
- Set a market value for each of the four properties. The *MGA* provides that council must establish a reserve bid that is "as close as reasonably possible to the market value" of each parcel. Benchmark Assessment Consultants provided a market value assessment for each parcel.

OPTIONS:

☒ #1 – That the 2022 tax recovery and public auction will be held on October 12, 2022 at 10:00 a.m. at the Bassano Town Office (502 – 2nd Avenue), with the terms outlined in the attachment, and finally, that a reserve bid is set as follows for each of the properties:

1. 624 – 4th Avenue (Plan 3154AC, Block 18, Lots 14-15) \$40,000
2. 701 – 2nd Avenue (Plan 3154AC, Block 22, Lot 1) \$63,000
3. 242 – 3rd Avenue (Plan 3158AB, Block 15, Lot 15) \$37,000
4. 415 – 2nd Avenue (Plan 3872T, Block 3, E ½ Lot 4) \$30,000
5. 417 – 2nd Avenue (Plan 3872T, Block 3, W 16' of Lot 5) \$6,000
6. 433 – 2nd Avenue (Plan 091 2145, Block 6, Lot 22) \$110,000

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

PROPOSED RESOLUTION:

Be it resolved that the 2022 tax recovery and public auction will be held on October 12, 2022 at 10:00 a.m. at the Bassano Town Office (502 – 2nd Avenue), and

Be it resolved that the Terms and Conditions of Sale for the 2022 Public Auction are hereby approved as follows:

1. A parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes for the current year.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less; OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a nonrefundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.

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

1. 624 – 4th Avenue (Plan 3154AC, Block 18, Lots 14-15) \$40,000
2. 701 – 2nd Avenue (Plan 3154AC, Block 22, Lot 1) \$63,000
3. 242 – 3rd Avenue (Plan 3158AB, Block 15, Lot 15) \$37,000
4. 415 – 2nd Avenue (Plan 3872T, Block 3, E ½ Lot 4) \$30,000
5. 417 – 2nd Avenue (Plan 3872T, Block 3, W 16' of Lot 5) \$6,000
6. 433 – 2nd Avenue (Plan 091 2145, Block 6, Lot 22) \$110,000

Attachments:

1. Terms and Conditions
2. Market Value Report - 624 – 4th Avenue
3. Market Value Report - 701 – 2nd Avenue
4. Market Value Report - 242 – 3rd Avenue
5. Market Value Report - 415 – 2nd Avenue
6. Market Value Report - 417 – 2nd Avenue
7. Market Value Report - 433 – 2nd Avenue

Prepared by: Amanda Davis, CAO; Taxservice Representative; Ryan Vogt, Benchmark Assessment Consultants

2022 - Public Auction – Terms and Conditions

1. A parcel of land offered for sale may be redeemed by payment of all arrears, penalties and costs by guaranteed funds at any time until the property is declared sold.
2. Each parcel of land offered for sale will be subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.
3. The lands are being offered for sale on an “as is, where is” basis, and the municipality makes no representation and gives no warranty whatsoever as to the state of the parcel nor its suitability for any intended use by the successful bidder.
4. The auctioneer, councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid or buy any parcel of land offered for sale, unless directed by the municipality to do so on behalf of the municipality.
5. The purchaser of the property will be responsible for property taxes for the current year.
6. The purchaser will be required to execute a sale agreement in form and substance provided by the municipality.
7. The successful purchaser must, at the time of sale, make payment in cash, certified cheque or bank draft payable to the municipality as follows:
 - a. The full purchase price if it is \$10,000 or less; OR
 - b. If the purchase price is greater than \$10,000, the purchaser must provide a non-refundable deposit in the amount of \$10,000 and the balance of the purchase price must be paid within 20 days of the sale.
8. GST will be collected on all properties subject to GST.
9. The risk of the property lies with the purchaser immediately following the auction.
10. The purchaser is responsible for obtaining vacant possession.
11. The purchaser will be responsible for registration of the transfer including registration fees.
12. If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the public auction.
13. The municipality may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.
14. Once the property is declared sold at public auction, the previous owner has no further right to pay the tax arrears.

Town of Bassano – Tax Recovery Appraisal

Roll #: 103000

Address 624 – 4th Avenue
Bassano AB

Legal Description: 3154AC 18 14-15

Zoning: R1 Residential

Parcel Size: 1045.2 m² or 11,250 ft²

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Central

Site Description: Relatively flat, rectangular lot at the northside of 4th Avenue between 5th and 6th Streets.

Description of Improvement-

Year Built 1956 Effective Age: 1956

Floor Area 800 sf plus a 320 sf arch rib-style detached garage.

Overall Condition: Very Poor

Windows: Updated

Siding: Wood

Interior: No interior inspection was conducted as building was locked, exterior inspection completed and a review property in both 2020 and 2021 revealed clean-up notices on the door and window. The building is now valued using the maximum depreciation value of 20% remaining plus additional functional depreciation has been added to account for these deficiencies and the cost to clean up or demolish. The remaining building value represents the garage and a salvage value on the house.

Assessment \$64,000 revised to \$40,000

There are three comparable sales attached, but neither of these are overly comparable given the subject's condition. Given the condition of the subject property, \$40,000 represents a fair market value. \$35,000 for the land, \$2,000 salvage value for the house and \$3,000 for the garage.

Value as of July 7, 2022 is \$40,000.



Ryan Vogt, B.Mgt, AACI, P.App.



Roll: 103000
Address: 624 - 4TH AVENUE
Legal: 3154AC 18 14-15
Location: 101
Base Code: 1
Mt-Qu-St: 003-03-00 100%
Prog.: 100%
Eff. Year: 1956
CDU: P
Bldg Size: 800 Ft² (Asmt/Ft²=\$60)
Land Size: 1045.20 M
Bsmt Fin Sz: 0 Ft²
Remainder: 20%

Roof: \$0
Plumbing: \$7,708
(x 0) Fireplaces: \$0
Heat: \$3,200
A/C: \$0
Bsmt Finish: \$0
Other Dep.: -\$13,303
Phys Dep.: -\$93,209
Main Bldg: \$105,604
Other Impr.: \$3,000
Land: \$35,000
Total: \$48,000
Avg.Value according to TOP 3 comparables: \$48,300

Subject



Roll: 428000
Address: 436 - 7TH AVENUE
Legal: 4437AD 25 21-23
Location: 101
Base Code: 1
Mt-Qu-St: 002-03-01 100%
Prog.: 100%
Eff. Year: 1965
CDU: G
Bldg Size: 1,080 Ft² (Asmt/Ft²=\$119, Price/Ft²=\$101)
Land Size: 1045.20 M
Bsmt Fin Sz: 0 Ft²
Remainder: 51%

Sale Price: \$110,000
Sale Date: 03-04-2021
Roof: \$0
Plumbing: \$7,708
(x0) Fireplaces: \$0
Heat: \$4,936
A/C: \$0
Bsmt Finish: \$0
Other Dep.: -\$4,199
Phys Dep.: -\$58,798
Main Bldg: \$107,353
Other Impr.: \$37,000
Land: \$35,000
Total: \$129,000

Adj. Price: \$110,000 117 %
Roof: \$0
Plumbing: \$0
Fireplaces: \$0
Heat: -\$1,736
A/C: \$0
Bsmt Finish: \$0
Other Dep.: -\$9,104
Phys Dep.: -\$34,411
Main Bldg: -\$1,749
Other Impr.: -\$34,000
Land: \$0
Total: -\$81,000
Est.Value: \$29,000



Roll: 197001
Address: 429 - 4TH AVENUE
Legal: 3158AB 13 8
Location: 101
Base Code: 1
Mt-Qu-St: 002-03-05 100%
Prog.: 100%
Eff. Year: 1965
CDU: E
Bldg Size: 1,344 Ft² (Asmt/Ft²=\$98, Price/Ft²=\$104)
Land Size: 696.80 M
Bsmt Fin Sz: 0 Ft²
Remainder: 58%

Sale Price: \$139,900
Sale Date: 12-08-2020
Roof: \$0
Plumbing: \$7,708
(x0) Fireplaces: \$0
Heat: \$6,142
A/C: \$0
Bsmt Finish: \$0
Other Dep.: -\$5,889
Phys Dep.: -\$64,367
Main Bldg: \$139,406
Other Impr.: \$18,000
Land: \$32,000
Total: \$133,000

Adj. Price: \$139,900 95 %
Roof: \$0
Plumbing: \$0
Fireplaces: \$0
Heat: -\$2,942
A/C: \$0
Bsmt Finish: \$0
Other Dep.: -\$7,414
Phys Dep.: -\$28,842
Main Bldg: -\$33,802
Other Impr.: -\$15,000
Land: \$3,000
Total: -\$85,000
Est.Value: \$54,900



Roll: 358000
Address: 111 - 3RD AVENUE
Legal: 4437AD 8 6-9
Location: 101
Base Code: 1
Mt-Qu-St: 002-03-07 100%
Prog.: 100%
Eff. Year: 1965
CDU: E
Bldg Size: 2,142 Ft² (Asmt/Ft²=\$96, Price/Ft²=\$102)
Land Size: 1393.60 M
Bsmt Fin Sz: 338 Ft²
Remainder: 58%

Sale Price: \$220,000
Sale Date: 02-25-2020
Roof: \$0
Plumbing: \$15,416
(x1) Fireplaces: \$6,744
Heat: \$9,789
A/C: \$8,157
Bsmt Finish: \$4,779
Other Dep.: -\$9,847
Phys Dep.: -\$106,338
Main Bldg: \$208,300
Other Impr.: \$31,000
Land: \$39,000
Total: \$207,000

Adj. Price: \$220,000 94 %
Roof: \$0
Plumbing: -\$7,708
Fireplaces: -\$6,744
Heat: -\$6,589
A/C: -\$8,157
Bsmt Finish: -\$4,779
Other Dep.: -\$3,456
Phys Dep.: \$13,129
Main Bldg: -\$102,696
Other Impr.: -\$28,000
Land: -\$4,000
Total: -\$159,000
Est.Value: \$61,000

Town of Bassano – Tax Recovery Appraisal

Roll #: 133000

Address 701 – 2nd Avenue
Bassano AB

Legal Description: 3154AC 22 1

Zoning: R1 Residential

Parcel Size: 696.8 m² or 7,500 ft²

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Central

Site Description: Relatively flat, rectangular lot at the SEC of 2nd Avenue and 6th Street.

Description of Improvement-

Year Built Old Effective Age: 1960

Floor Area 1,018 sf plus a 720 sf, detached garage and a 283 sf carport.

Overall Condition: Poor

Windows: Updated

Siding: Wood

Interior: No interior inspection was conducted. The building is now valued using the maximum depreciation value of 20% remaining.

Assessment \$89,000 revised to \$63,000.

There are three comparable sales attached, which indicate that \$93,967 represents a fair market value but neither of these are overly comparable given the subject's condition. Given the condition of the subject property, \$63,000 represents a fair market value.

Value as of July 7, 2022 is \$63,000.



Ryan Vogt, B.Mgt, AACI, P.App.



Sales Comparables



Roll: 133000
Address: 701 - 2ND AVENUE
Legal: 3154AC 22 1
Location: 101
Base Code: 1
Mt-Qu-St: 002-03-00 100%
Prog.: 100%
Eff. Year: 1965
CDU: F
Bldg Size: 1,018 Ft² (Asmt/Ft²=\$87)
Land Size: 696.80 M
Bsmt Fin Sz: 129 Ft²
Remainder: 36%

Roof: \$0
Plumbing: \$7,708
(x 0) Fireplaces: \$0
Heat: \$4,653
A/C: \$0
Bsmt Finish: \$3,235
Other Dep.: -\$2,757
Phys Dep.: -\$81,345
Main Bldg: \$111,506
Other Impr.: \$14,000
Land: \$32,000
Total: \$89,000
Avg. Value according to TOP 3 comparables: \$93,967

Subject



Roll: 197001
Address: 429 - 4TH AVENUE
Legal: 3158AB 13 8
Location: 101
Base Code: 1
Mt-Qu-St: 002-03-05 100%
Prog.: 100%
Eff. Year: 1965
CDU: E
Bldg Size: 1,344 Ft² (Asmt/Ft²=\$98, Price/Ft²=\$104)
Land Size: 696.80 M
Bsmt Fin Sz: 0 Ft²
Remainder: 58%

Sale Price: \$139,900
Sale Date: 12-08-2020
Roof: \$0
Plumbing: \$7,708
(x0) Fireplaces: \$0
Heat: \$6,142
A/C: \$0
Bsmt Finish: \$0
Other Dep.: -\$5,889
Phys Dep.: -\$64,367
Main Bldg: \$139,406
Other Impr.: \$18,000
Land: \$32,000
Total: \$133,000

Adj. Price: \$139,900
95 %
Roof: \$0
Plumbing: \$0
Fireplaces: \$0
Heat: -\$1,489
A/C: \$0
Bsmt Finish: \$3,235
Other Dep.: \$3,132
Phys Dep.: -\$16,978
Main Bldg: -\$27,900
Other Impr.: -\$4,000
Land: \$0
Total: -\$44,000
Est. Value: \$95,900



Roll: 41000
Address: 801 - 2ND AVENUE
Legal: 2016BA 33
Location: 101
Base Code: 1
Mt-Qu-St: 002-03-00 100%
Prog.: 100%
Eff. Year: 1960
CDU: P
Bldg Size: 479 Ft² (Asmt/Ft²=\$114, Price/Ft²=\$104)
Land Size: 696.80 M
Bsmt Fin Sz: 259 Ft²
Remainder: 20%

Sale Price: \$50,000
Sale Date: 03-26-2020
Roof: \$0
Plumbing: \$13,489
(x0) Fireplaces: \$0
Heat: \$2,189
A/C: \$0
Bsmt Finish: \$5,603
Other Dep.: -\$1,726
Phys Dep.: -\$70,902
Main Bldg: \$67,347
Other Impr.: \$10,000
Land: \$29,000
Total: \$55,000

Adj. Price: \$50,000
110 %
Roof: \$0
Plumbing: -\$5,781
Fireplaces: \$0
Heat: \$2,464
A/C: \$0
Bsmt Finish: -\$2,368
Other Dep.: -\$1,031
Phys Dep.: -\$10,443
Main Bldg: \$44,159
Other Impr.: \$4,000
Land: \$3,000
Total: \$34,000
Est. Value: \$84,000



Roll: 358000
Address: 111 - 3RD AVENUE
Legal: 4437AD 8 6-9
Location: 101
Base Code: 1
Mt-Qu-St: 002-03-07 100%
Prog.: 100%
Eff. Year: 1965
CDU: E
Bldg Size: 2,142 Ft² (Asmt/Ft²=\$96, Price/Ft²=\$102)
Land Size: 1393.60 M
Bsmt Fin Sz: 338 Ft²
Remainder: 58%

Sale Price: \$220,000
Sale Date: 02-25-2020
Roof: \$0
Plumbing: \$15,416
(x1) Fireplaces: \$6,744
Heat: \$9,789
A/C: \$8,157
Bsmt Finish: \$4,779
Other Dep.: -\$9,847
Phys Dep.: -\$106,338
Main Bldg: \$208,300
Other Impr.: \$31,000
Land: \$39,000
Total: \$207,000

Adj. Price: \$220,000
94 %
Roof: \$0
Plumbing: -\$7,708
Fireplaces: -\$6,744
Heat: -\$5,136
A/C: -\$8,157
Bsmt Finish: -\$1,544
Other Dep.: \$7,090
Phys Dep.: \$24,993
Main Bldg: -\$96,794
Other Impr.: -\$17,000
Land: -\$7,000
Total: -\$118,000
Est. Value: \$102,000

Town of Bassano – Tax Recovery Appraisal

Roll #: 224000

Address 242 – 3rd Avenue
Bassano AB

Legal Description: 3158AB 15 15

Zoning: R1 Residential

Parcel Size: 501.7 m² or 5,400 ft²

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Central

Site Description: Relatively flat, rectangular lot on the northside of 3rd Avenue between 1st and 2nd Streets.

Description of Improvement-

Year Built 1939

Effective Age: 1939

Floor Area 856 sf plus a 503 sf upper for a total of 1,359 sf.

Overall Condition: Very Poor

Windows: Updated

Siding: Aged Stucco

Interior: No interior inspection was conducted. The building is now valued using the maximum depreciation value of 20% remaining plus additional functional depreciation has been added to account for these deficiencies and the cost to clean up or demolish. The remaining building value represents a salvage value on the house.

Assessment \$80,000 revised to \$37,000.

There are three comparable sales attached, but neither of these are overly comparable given the subject's condition. Given the condition of the subject property, \$37,000 represents a fair market value. \$27,000 for the land and \$10,000 salvage value for the house.

Value as of July 7, 2022 is \$37,000.



Ryan Vogt, B.Mgt, AACI, P.App.



Sales Comparables



Roll: 224000
Address: 242 - 3RD AVENUE
Legal: 3158AB 15 15
Location: 101
Base Code: 1
Mt-Qu-St: 001-02-09 100%
Prog.: 100%
Eff. Year: 1960
CDU: F
Bldg Size: 1,359 Ft² (Asmt/Ft²=\$44)
Land Size: 501.70 M
Bsmt Fin Sz: 0 Ft²
Remainder: 27%

Roof: \$0
Plumbing: \$6,560
(x 0) Fireplaces: \$0
Heat: \$6,211
A/C: \$0
Bsmt Finish: \$0
Other Dep.: -\$2,155
Phys Dep.: -\$97,753
Main Bldg: \$121,137
Other Impr.: \$0
Land: \$27,000
Total: \$61,000
Avg. Value according to TOP 3 comparables: \$61,167

Subject



Roll: 101000
Address: 636 - 4TH AVENUE
Legal: 3154AC 18 11; pt 12
Location: 101
Base Code: 1
Mt-Qu-St: 001-02-00 100%
Prog.: 100%
Eff. Year: 1965
CDU: P
Bldg Size: 765 Ft² (Asmt/Ft²=\$66, Price/Ft²=\$54)
Land Size: 1045.20 M
Bsmt Fin Sz: 0 Ft²
Remainder: 20%

Sale Price: \$42,000 Adj. Price: \$42,000 121 %
Sale Date: 05-07-2022
Roof: \$0
Plumbing: \$6,560
(x0) Fireplaces: \$0
Heat: \$0 \$6,211
A/C: \$0
Bsmt Finish: \$0
Other Dep.: -\$1,314 -\$841
Phys Dep.: -\$69,257 -\$28,496
Main Bldg: \$80,011 \$41,126
Other Impr.: \$0
Land: \$35,000 -\$8,000
Total: \$51,000 \$10,000
Est. Value: \$52,000



Roll: 184000
Address: 530 - 3RD AVENUE
Legal: 3158AB 12 13
Location: 101
Base Code: 1
Mt-Qu-St: 001-02-01 100%
Prog.: 100%
Eff. Year: 1965
CDU: G
Bldg Size: 543 Ft² (Asmt/Ft²=\$116, Price/Ft²=\$151)
Land Size: 696.80 M
Bsmt Fin Sz: 0 Ft²
Remainder: 48%

Sale Price: \$82,500 Adj. Price: \$82,500 76 %
Sale Date: 07-30-2021
Roof: \$0
Plumbing: \$6,560
(x0) Fireplaces: \$0
Heat: \$2,483 \$3,728
A/C: \$0
Bsmt Finish: \$0
Other Dep.: -\$2,122 -\$33
Phys Dep.: -\$35,883 -\$61,870
Main Bldg: \$59,962 \$61,175
Other Impr.: \$0
Land: \$32,000 -\$5,000
Total: \$63,000 -\$2,000
Est. Value: \$80,500



Roll: 223000
Address: 246 - 3RD AVENUE
Legal: 3158AB 15 14
Location: 101
Base Code: 1
Mt-Qu-St: 001-02-00 100%
Prog.: 100%
Eff. Year: 1980
CDU: E
Bldg Size: 1,889 Ft² (Asmt/Ft²=\$95, Price/Ft²=\$90)
Land Size: 696.80 M
Bsmt Fin Sz: 0 Ft²
Remainder: 64%

Sale Price: \$171,000 Adj. Price: \$171,000 106 %
Sale Date: 01-16-2021
Roof: \$0
Plumbing: \$13,489 -\$6,929
(x0) Fireplaces: \$0
Heat: \$8,633 -\$2,422
A/C: \$7,193 -\$7,193
Bsmt Finish: \$0
Other Dep.: -\$16,896 \$14,741
Phys Dep.: -\$70,254 -\$27,499
Main Bldg: \$165,835 -\$44,698
Other Impr.: \$41,000 -\$41,000
Land: \$32,000 -\$5,000
Total: \$181,000 -\$120,000
Est. Value: \$51,000

Town of Bassano – Tax Recovery Appraisal

Roll #: 242000

Address 415 – 2nd Avenue
Bassano AB

Legal Description: Plan 3872T Blk 3 E ½ of Lot 4

Zoning: C1 Commercial

Parcel Size: 348.4 m² or 3,750 ft²

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Downtown Commercial

Site Description: Flat lot on the south side of 2nd Avenue between 3rd & 4th Street E

Assessment \$77,000 revised to \$30,000

Improvement Details

Size – 3,500 sf

Three comparable commercial sales in the downtown area include 1) 433 – 2nd Avenue sold for \$110,000 (or \$37.21/sf) on January 14, 2019, 2) 419 – 2nd Avenue sold for \$180,000 (or \$120/sf) on April 28, 2021, and 3) 340 – 2nd Avenue sold for \$50,000 (or 21.43/sf) on May 9, 2022.

The most comparable and most recent sale (attached) was May 9, 2022, of 340 – 2nd Avenue for \$21.43/sf. Applying this rate to the subject property we arrive at \$75,000. However, given the very poor condition of the subject property, \$30,000 represents a fair market value.

The value for the subject property as of July 7, 2022, is \$30,000. \$23,000 for the building and \$7,000 for the land.




Ryan Vogt, B.Mgt, AACI, P.App.



Summary Report

As of: 06-30-2022

Roll: 242000	
Legal: 3872T 3	
E 1/2 of 4	
Description:	
Address: 415 - 2ND AVENUE	Subdivision: CENTRAL
Zoning: Commercial	
Actual Use: Primary: C10101	
Market Loc: 102 Downtown Location	Assbl. Land Area: 348.4 Sq. Meters
Econ.Zone: Economic Zone 98	
Assbl.Party: I Individual	
Owner: PLUMER, BEN R & 291790 ALBERTA LTD.	



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
48700294	10 Comm-Central Business Dis	348.4 Sq. Meters	0%	100%	22	100%	7,000

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
300086485	300-02-63	Store	3,500 Ft	1960	22	100%	70,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	22	Improved Commercial	7,000	70,000	0	77,000
Grand Totals:			7,000	70,000	0	77,000

Narratives

YR2 06-18-2020 2020 - Reinspection Cycle

Inspections

Outside Complete	09-15-2020	GARNER, Brandon	Reinspection Cycle - Yr 2. No changes
Visual Exterior	09-13-2018	VOGT, Ryan	Updated photo, lowered CDU to Fair.
Outside Complete	03-18-2010	MEGAW, Carol	bldg has been fixed up

Revisions

PR	03-12-2009	YEAR END PROCESS	Requisition Body Changed
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Summary Report

As of: 06-30-2022

Roll: 286000
 Legal: 3872T 6
 E 26 1/2' of 11
 Description: Rustic Emporium
 Address: 340 - 2ND AVENUE
 Zoning: Commercial
 Actual Use: Primary: C10304
 Market Loc: 102 Downtown Location
 Econ.Zone: Economic Zone 98
 Assbl.Party: I Individual
 Owner: STANTON, SUSAN E

Subdivision: CENTRAL
 Assbl. Land Area: 369.4 Sq. Meters



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
48700348	10 Comm-Central Business Dis	369.4 Sq. Meters	0%	100%	22	100%	7,000

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
300108235	350-03-63	Office	2,333 Ft	1950	22	100%	56,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	22	Improved Commercial	7,000	56,000	0	63,000
Grand Totals:			7,000	56,000	0	63,000

Inspections

Visual Exterior	04-30-2021	VOGT, Ryan	Currently listed for \$84,900.
Visual Exterior	11-29-2018	VOGT, Ryan	
Outside Complete	12-19-2012	MEGAW, Carol	building vacant

Revisions

MGA305(1)	03-24-2016	VOGT, Ryan	Change from Improved Exempt to Improved Commercial.
PR	03-12-2009	YEAR END PROCESS	Requisition Body Changed

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
05-09-2022	\$63,000	\$50,000	\$50,000	8001 Good Sale	Improved	126%	221096467
10-05-2015	\$63,000	\$5,500	\$5,180	8010 Sales by Municipality	Improved	999%	151258856

Town of Bassano – Tax Recovery Appraisal

Roll #: 243000

Address 417 – 2nd Avenue
Bassano AB

Legal Description: Plan 3872T Blk 3 W 16 feet of Lot 5

Zoning: C1 Commercial

Parcel Size: 223.1 m² or 2,400 ft²

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Downtown Commercial

Site Description: Flat lot on the south side of 2nd Avenue between 3rd & 4th Street E

Assessment \$19,000 revised to \$6,000.

Improvement Details

Size - 815 sf

Three comparable commercial sales in the downtown area include 1) 433 – 2nd Avenue sold for \$110,000 (or \$37.21/sf) on January 14, 2019, 2) 419 – 2nd Avenue sold for \$180,000 (or \$120/sf) on April 28, 2021, and 3) 340 – 2nd Avenue sold for \$50,000 (or 21.43/sf) on May 9, 2022.

The most comparable and most recent sale (attached) was May 9, 2022, of 340 – 2nd Avenue for \$21.43/sf. Applying this rate to the subject property we arrive at \$17,500. However, given the very poor condition of the subject property, \$6,000 represents a fair market value.

The value for the subject property as of July 7, 2022, is \$6,000. \$1,000 for the building and \$5,000 for the land.



Ryan Vogt, B.Mgt, AACI, P.App.



Summary Report

As of: 06-30-2022

Roll: 243000
 Legal: 3872T 3
 W 16' of 5

Description:
 Address: 417 - 2ND AVENUE
 Zoning: Commercial
 Actual Use: Primary: C10101
 Market Loc: 102 Downtown Location
 Econ.Zone: Economic Zone 98
 Assbl.Party: I Individual
 Owner: PLUMER, BEN R & 291790 ALBERTA LTD.

Subdivision: CENTRAL

Assbl. Land Area: 223.1 Sq. Meters



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
48700295	10 Comm-Central Business Dis	223.1 Sq. Meters	0%	100%	22	100%	5,000

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
300086490	300-02-61	Store	815 Ft	1960	22	100%	14,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	22	Improved Commercial	5,000	14,000	0	19,000
Grand Totals:			5,000	14,000	0	19,000

Narratives

YR2 06-18-2020 2020 - Reinspection Cycle

Inspections

Outside Complete 09-15-2020 GARNER, Brandon Reinspection Cycle - Yr 2. No changes
 Visual Exterior 09-13-2018 VOGT, Ryan Updated photo, increased EA to 1960 for equity.
 Visual Exterior 12-15-2010 MEGAW, Carol

Revisions

PR 03-12-2009 YEAR END PROCESS Requisition Body Changed



Summary Report

As of: 06-30-2022

Roll: 286000
 Legal: 3872T 6
 E 26 1/2' of 11
 Description: Rustic Emporium
 Address: 340 - 2ND AVENUE
 Zoning: Commercial
 Actual Use: Primary: C10304
 Market Loc: 102 Downtown Location
 Econ.Zone: Economic Zone 98
 Assbl.Party: I Individual
 Owner: STANTON, SUSAN E

Subdivision: CENTRAL
 Assbl. Land Area: 369.4 Sq. Meters



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
48700348	10 Comm-Central Business Dis	369.4 Sq. Meters	0%	100%	22	100%	7,000

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
300108235	350-03-63	Office	2,333 Ft	1950	22	100%	56,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	22	Improved Commercial	7,000	56,000	0	63,000
Grand Totals:			7,000	56,000	0	63,000

Inspections

Visual Exterior	04-30-2021	VOGT, Ryan	Currently listed for \$84,900.
Visual Exterior	11-29-2018	VOGT, Ryan	
Outside Complete	12-19-2012	MEGAW, Carol	building vacant

Revisions

MGA305(1)	03-24-2016	VOGT, Ryan	Change from Improved Exempt to Improved Commercial.
PR	03-12-2009	YEAR END PROCESS	Requisition Body Changed

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
05-09-2022	\$63,000	\$50,000	\$50,000	8001 Good Sale	Improved	126%	221096467
10-05-2015	\$63,000	\$5,500	\$5,180	8010 Sales by Municipality	Improved	999%	151258856

Town of Bassano – Tax Recovery Appraisal

Roll #: 250000

Address 433 – 2nd Avenue
Bassano AB

Legal Description: Plan 0912145 Blk 6 Lot 22

Zoning: C1 Commercial

Parcel Size: 931.3 m² or 10,025 ft²

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Downtown Commercial

Site Description: Flat lot on the south side of 2nd Avenue between 3rd & 4th Street E

Assessment \$110,000

Improvement Details

Size – 2,956 sf

Three comparable commercial sales in the downtown area include 1) the subject, 433 – 2nd Avenue sold for \$110,000 (or \$37.21/sf) on January 14, 2019, 2) 419 – 2nd Avenue sold for \$180,000 (or \$120/sf) on April 28, 2021, and 3) 340 – 2nd Avenue sold for \$50,000 (or 21.43/sf) on May 9, 2022.

The most comparable sale is the subject property which sold January 14, 2019, for \$110,000.

The value for the subject property as of July 7, 2022, is \$110,000.



Ryan Vogt, B.Mgt, AACI, P.App.



Summary Report

As of: 06-30-2022

Roll: 250000
Legal: 0912145 6 22

Description: PD's Bistro
Address: 433 - 2ND AVENUE
Zoning: Commercial
Actual Use: Primary: C10101
Market Loc: 102 Downtown Location
Econ.Zone: Economic Zone 98
Assbl.Party: C Corporation
Owner: WDS BASSANO LTD.

Subdivision: CENTRAL

Assbl. Land Area: 931.3 Sq. Meters



Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
48700302	10 Comm-Central Business Dis	931.3 Sq. Meters	0%	100%	22	100%	19,000

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
300082194	300-03-50	Store	2,956 Ft	1965	22	100%	91,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	22	Improved Commercial	19,000	91,000	0	110,000
Grand Totals:			19,000	91,000	0	110,000

Narratives

YR2 06-18-2020 2020 - Reinspection Cycle

Inspections

Outside Complete	09-15-2020	GARNER, Brandon	Reinspection Cycle - Yr 2. No changes
Visual Exterior	09-14-2018	VOGT, Ryan	Updated photo.
MLS info	02-29-2016	VOGT, Ryan	Currently listed for \$139,000.

Revisions

PR	06-01-2009	YEAR END PROCESS	Assessment Change
PR	03-12-2009	YEAR END PROCESS	Requisition Body Changed

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
01-14-2019	\$107,000	\$110,000	\$110,000	8001 Good Sale	Improved	97%	191008521
10-29-2008	\$116,000	\$105,000	\$101,700	8001 Good Sale	Improved	114%	081404169
07-04-2006	\$116,000	\$100,000	\$106,000	8001 Good Sale	Improved	109%	061265834



REQUEST FOR DECISION

Meeting: July 11, 2022

Agenda Item: 7.2

Recreation & Leisure Master Plan – Community Hall Art & Soul Lease – Extension

BACKGROUND:

In 2021, council approved a proposal from Mirjam Janzen and Lin Hermanson to lease the meeting room at the Community Hall for the propose of a private area space, under the Recreation and Leisure Master Plan. The lease was approved on a one-year trial basis. If successful, it was expected that a lease extension would be sought. The lease expires on August 31, 2022. The Tenants have submitted a written request for a two-year extension.

The Tenants have leased the meeting room for personal use. This includes opening the space up to members within the arts community to knit, paint, bead, and work on crafts. They have held various workshops, markets, and other gatherings to bring people together. They have maintained the space and filled a need that was identified within the community. In addition, the lease provides a stable stream of revenue to offset the facility's operating deficit.

In 2021, Benchmark Assessment Consultants Inc. advised that the average rental/lease space for offices/professional building is \$10-\$12/SF for a space under 1,000/SF down to \$5 - \$6 for a larger space of 2000/SF+.

The 2021/22 lease rate was \$8.30/SF (approx. 560/SF) = \$4,650 per annum.

Council must determine if the extension will be granted and the lease rate.

Rate of Increase	2022/23	2023/24
0%	\$4,650	\$4,650
1% increase	\$4,797	\$4,845
1.5% increase	\$4,720	\$4,790
2.0% increase	\$4,743	\$4,838

OPTIONS:

☒ #1 – that council authorizes a two-year extension of the meeting room at the Community Hall (610 – 2nd Avenue) to Lin Hermanson and Mirjam Janzen for the purpose of an art space with a 1.5% rate increase per annum; \$4,720 and \$4,790 respectively.

☐ #2 – that council authorizes a two-year extension of the meeting room at the Community Hall (610 – 2nd Avenue) to Lin Hermanson and Mirjam Janzen for the purpose of an art space with the same rate and terms, \$4,650/annum.

☐ #3 – the council declines an extension to lease the meeting room at the Community Hall (610 – 2nd Avenue) to Lin Hermanson and Mirjam Janzen for an art space.

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

G2 – T5

PROPOSED RESOLUTION:

That council authorizes a two-year extension of the meeting room at the Community Hall (610 – 2nd Avenue) to Lin Hermanson and Mirjam Janzen for the purpose of an art space with a 1.5% rate increase per annum; \$4,720 and \$4,790 respectively.

Attachments:

1. 2021/22 Meeting Room Lease

Prepared by: Amanda Davis, CAO

THIS LEASE AGREEMENT made this 31 day of Aug., 2021.

BETWEEN:

TOWN OF BASSANO
(hereinafter referred to as the "Town")

-and-

LIN HERMANSON and MIRJAM JANZEN
(hereinafter collectively referred to as the "Tenant")

WHEREAS:

- A. The Town is the registered owner of lands in the Town of Bassano and municipally described as 610 – 2nd Avenue (the "Community Hall");
- B. The Town is prepared to lease a portion of the Community Hall to the Tenant, as described in schedule "A", which is of approximately 560 square feet in size, for the purpose of a private art space, as outlined in the July 7, 2021 proposal (the "Leased Premises");
- C. The Tenant is prepared to lease the Leased Premises from the Town for the purpose of conducting a private art space and group gatherings;
- D. The Tenant acknowledges that the Leased Premises is located in the Community Hall, which is a multi-use facility and the Tenant will operate in a manner that is respectful to other functions and events taking place at the Community Hall.

IN CONSIDERATION of the mutual covenants and agreements contained within this Lease to be respectively observed and performed by the parties, the Town and the Tenant hereby agree as follows:

ARTICLE 1- DEMISE AND TERM

1.1 Demise and Term

The Town hereby leases to the Tenant and the Tenant hereby leases from the Town the Leased Premises for the term set forth within Section 1.2 this Lease, upon and subject to the terms, covenants, conditions, and agreements contained within this Lease.

1.2 Term

The Tenant shall have and hold the Leased Premises for a period of twelve (12) months commencing the 1st day of September, 2021 (the "Commencement Date"), and ending the 31 day of August, 2022 (the "Term"), subject to the earlier termination of this Lease pursuant to the terms contained within this Lease, or termination by mutual agreement between the parties.

ARTICLE 2- RENT

2.1 Rent

The Tenant shall pay to the Town annual rent in the total sum of \$4,650.00 (the "Rent"), due and payable by way of monthly payments in the amount of \$387.50 on or before the last business day of each month and every month of the Term, or payable in advance by the Tenant. The Rent is inclusive of both water, sewer fees, solid waste, and power use at the Leased Premises.

3.1 The Tenant shall pay to the Town a security deposit in the amount of \$350.00 on or before the Commencement Date. The Town shall use the security deposit funds toward any repairs required on the Leased Premises upon termination of the Lease; however, if no repairs are deemed necessary or such repairs are in an amount less than the whole of the security deposit, the Town shall return the balance of the security deposit to the Tenant upon termination of the Lease.

ARTICLE 3- TAXES AND UTILITIES

3.1 Goods and Services Tax

Any sums or amounts payable by the Tenant to the Town under this Lease do not include applicable Goods and Services Tax. The Tenant shall be responsible for the payment of all Goods and Services Tax which may become due and owing with respect to any sums or amounts payable by the Tenant to the Town under this Lease.

3.2 Utilities and Maintenance

3.2(a) The Rent shall be inclusive of utilities (water sewer fees, solid waste, and electricity).

3.2(b) The Tenant shall be responsible for the general upkeep, cleaning, and maintenance of the Leased Premises.

ARTICLE 4- USE AND OCCUPANCY OF THE LANDS

4.1 Use of the Lands

4.1(a) Subject to the terms, covenants, and conditions contained in this Lease, as well as the performance of all obligations of the Tenant contained within this Lease, the Tenant shall be permitted to use the Leased Premises continuously during the Term for the following purpose:

- As a private art space and studio.
- As a place to sell local art and wares.
- As a place to facilitate and instruct classes and workshops.

4.1(b) The Tenant shall not carry on or permit to be carried on upon the Leased Premises any other trade, business or activity without prior written consent of the Town.

4.1(c) The Tenant is not permitted to make any changes to the Leased Premises, including but not limited to the attachment of large fixtures to the walls of the Leased Premises or changing any locks of the Community Hall. The only modifications to the Leased Premises the Tenant is entitled to perform is painting of the walls of the Leased Premises and the hanging of pictures on the walls of the Leased Premises.

4.1(d) The Tenant shall:

- Be responsible for any plumbing issues arising as a result from the mis-use of the Leased Premises.
- The Tenants shall not dispose of art debris in sinks or toilets that may damage the plumbing and sanitary systems.
- The Tenant shall notify the Town immediately with any plumbing, maintenance or mechanical issues or concerns.
- The Town will enter the Leased Premises to complete regular maintenance checks in accordance with its Standard Operating Procedures.
- The Tenant is responsible for snow removal to the southside entry of the Community Hall and the Leased Premises.
- The Town is responsible for snow removal within the parking lot and on the public sidewalk. The Town will make reasonable efforts to remove the snow from the parking lot and public sidewalk. Snow removal at this location is completed in priority order defined within the Beautify Bassano Initiative.
- When not in use, the Tenant shall ensure that all utilities shall be turned off (e.g. water and lights)

4.1(e) The Tenant and their guests are permitted to use the designated parking stalls within the gravel parking lot located at 610 – 2nd Avenue, Bassano, for the purpose of operating the art space. The Tenant and their guests are not permitted to park overnight at the aforementioned parking lot.

4.1(f) The Tenant is permitted to use the greenspace at 610 – 2nd Avenue, Bassano upon approval by the Town and subject to the availability of the greenspace. Any use of the greenspace must comply with any requirements the Town poses on such use, including but not limited to additional insurance or security.

4.1(g) Any signage on outside of the Leased Premises or Community Hall must be approved by the Town and if approved, must comply with all applicable requirements and permits.

4.1 (h) The Tenant shall be provided with two keys for the Leased Premises. The keys shall not be duplicated.

4.2 Nuisance

The Tenant shall not carry on any business or activity, nor do or suffer any act or thing, which in the opinion of the Town constitutes a nuisance or would result in a nuisance, or which would

be offensive or an annoyance to the Town or any other land owners in the area, nor do or suffer any waste or damage, disfiguration or injury to the Community Hall or Leased Premises.

4.3 Compliance with Laws

The Tenant will promptly comply with and conform to the requirements of every applicable law, statute, bylaw, rule, regulation, ordinance and order at any time or from time to time in force during the Term affecting the Tenant, Community Hall, the Leased Premises, the activities carried on upon the Leased Premises. Without limiting the generality of the foregoing, the Tenant shall comply with any applicable regulations, orders, requirements or directives of the Provincial Fire Commissioner's Office, or any person or body having similar function, as well as any applicable orders, requirements or directives of any insurer of either the Town or the Tenant.

4.4 Builder's Liens

The Tenant shall not permit any builder's or other liens or encumbrances to be registered against title to the Community Hall. Whenever and so often as any such lien, mortgage or contract shall be registered on title or claim be filed, the Tenant shall within ten (10) days after the Tenant has notice of the claim, lien or encumbrance, obtain the discharge therefore, failing which the Town may do so at the sole expense of the Tenant, including reimbursement of legal fees on a solicitor and his own client basis.

4.5 Insurance

The Tenant shall, throughout the Term, maintain in full force and effect at its sole cost and expense the following insurance:

- (a) Comprehensive or Commercial General liability Insurance with inclusive limits of not less than \$2,000,000.00 per occurrence, insuring against personal injury, property damage, and bodily injury including loss of life, and to include, without restriction, All Risk Tenant's Liability,
- (b) "All risks" property insurance, on a replacement cost basis, on all property owned by the Tenant and located upon the Lands (including without limitation the Buildings), and such insurance to extend to the Tenant's legal liability for the property of others, including the Town, under the care, custody and control of the Tenant; and
- (c) such other insurance coverage in form, content or amount as may be reasonably required by the Town.

The Tenant shall, upon request, provide the Town with written evidence of such insurance coverage being in place. All such policies shall show the Town as an additional insured as its interest may appear, contain a waiver of subrogation rights against the Town, a clause stating that the Tenant's policy will be considered as the primary insurance and shall not call into contribution any other insurance that may be available to the Town, and require that the Town be given notice thirty (30) days prior to any material amendment or termination of such insurance coverage.

4.6 Access

The Tenant covenants that the Town, or its employees or agents, may enter upon the Community Hall or Leased Premises at any time for the purposes of inspecting the condition of the Leased Premises, confirming the performance of the Tenant's obligations under this Lease, and constructing, maintaining, repairing and replacing utilities or public works, without notice or compensation to the Tenant for exercising such right of access. No such entry or inspection shall create any obligation on the Town to maintain or remedy any problems arising on the Leased Premises, which shall remain the Tenant's sole responsibility throughout the Term.

4.7 Indemnity

The Tenant hereby indemnifies and saves harmless the Town and its successors and assigns from and against any and all losses, liabilities, damages, costs (including, without restriction, all legal and other professional costs on a solicitor and his own client full indemnity basis) and expense of any kind whatsoever including, without limitation:

- (a) the costs of defending, counter-claiming or claiming over against third parties in respect of any action or matter including legal fees, costs and disbursements on a solicitor and his own client basis and at all court levels;
- (b) any cost, liability or damage arising out of a settlement of any action entered into by the Town with or without the consent of the Tenant; and
- (c) the costs of repair, clean-up or restoration paid by the Town and any fines levied against the Town;

which at any time or from time to time may be paid, incurred, or asserted against the Town, whatsoever arising from or out of, directly or indirectly, the Tenant's use or occupancy of the Leased Premises or occasioned wholly or in part by any act or omission of the Tenant, its agents, contractors, employees, sub-tenants, licensees, concessionaires or anyone permitted by the Tenant to be in or on the Leased Premises. Without limiting the generality of the forgoing, this indemnity shall include those aforementioned costs which at any time or from time to time may be paid, incurred or asserted against the Town as a direct or indirect result of the presence on or under, or the escape seepage, leakage, spillage, discharged, emission or release, of and substances found to be harmful to the environment or hazardous to the health of plants, animals and humans, from the Leased Premises either onto any lands, (including the Leased Premises), into the atmosphere or into any water. This indemnification shall survive the expiration of the Term of this Lease Agreement and the termination of this Lease Agreement for whatever cause until satisfied in full.

ARTICLE 5- REPAIRS

5.1 Tenant's Repairs

The Tenant covenants to keep the Leased Premises in substantially the same condition as existed as of the commencement of this Lease as determined by the Town.

The Tenant shall take all preventative measures, obey all operating instructions of the Town relative thereto, and shall not permit waste. The Tenant shall make all repairs and maintenance required under this Lease with all due diligence. The Tenant will forthwith repair any damage or undertake the maintenance required, as directed by the Town in writing. The failure by the Town to give direction to repair or to maintain shall not relieve the Tenant from its obligation to repair or to maintain.

5.2 Notice of Accidents, Defects, Etc.

The Tenant shall give the Town prompt notice of:

- (a) the existence of any conditions upon the Lands of which the Tenant is aware which could constitute a hazard to property, persons or environment within but not limited to the statutory scheme of the *Environmental Protection Act* and Regulations; and
- (b) damage or injury to the Leased Premises or to any person thereon of which the Tenant is aware howsoever caused;

provided that nothing herein shall be construed so as to require repairs to be made by the Town except as expressly provided in this Lease.

ARTICLE 6- LICENSES, ASSIGNMENTS AND SUBLETTINGS

6.1 Licenses, Assignments, and Subletting

The Tenant shall not assign or transfer this Lease at any time during the Term without the prior written consent of the Town, in its absolute discretion.

ARTICLE 7- LIABILITIES

7.1 Damage and Injury

The Town shall not be liable for any injuries or death, or any losses or damages caused to any individual or property while on the Leased Premises as a result of or in any way arising out of the occupation or use of the Leased Premises by the Tenant pursuant to the Lease. Without limiting the generality of the foregoing, the Town shall not be liable for any losses or damages whatsoever which may be suffered by any sub-tenants, invitees or other users of the Community Hall, save and except for where such damage or injury is caused by the negligent acts of the Town.

ARTICLE 8- TENANT'S DEFAULT

8.1 Termination and Re-Entry

Without limiting any rights of the Town set out herein, in the event the Tenant is in default of its obligations under this Lease, the Town may provide written notice to the Tenant giving particulars of the Tenant's default, and if the Tenant has not cured its default within thirty (30) days of receiving such written notice (or in cases where the default cannot be cured within thirty (30) days, if the Tenant has failed to commence curing the default and diligently pursued such efforts until the default is cured), the Town may re-enter and repossess the Leased Premises and any improvements thereon and this Lease Agreement will be terminated. Without limiting the generality of the foregoing, the Tenant shall be deemed to be in default of its obligations under this Lease upon the Tenant becoming insolvent or bankrupt, the Tenant making an assignment for the benefit of creditors, the Tenant being declared bankrupt, or upon the Tenant taking the benefit of any legislation that may be in force for bankrupt or insolvent debtors.

8.2 Tenant's Right to Terminate

The Tenant shall have the right to terminate this Lease on the provision of sixty (60) days written notice to the Town.

8.3 Obligations on Expiry or Termination

On the Expiry or earlier Termination of this Lease in accordance with Section 1.2 or 8.1, the Tenant shall remove any of their property in the Leased Premises and take all necessary action to restore the Leased Premises to the condition of the Leased Premises at the Commencement Date (the "Remediation"). The Remediation shall be completed within reasonable period following the Expiry or the earlier Termination and shall be completed to the satisfaction of the Town in its sole discretion acting reasonably. In the event that the Tenant defaults in its obligation under this section 8.3, the Town shall have the right to rely on Section 8.4 and perform the Tenant's obligation hereunder. The Town shall not be liable for any loss or damage that may occur to the Buildings in carrying out the Town's right under Section 8.4.

8.4 Town's Right to Perform

In addition to all other remedies the Town may have by this Lease at law or in equity, if the Tenant defaults in any of its obligations hereunder, the Town may at its sole option perform any such obligation after ten (10) day's written notice to the Tenant and in such event the cost of performing the obligation shall be payable by the Tenant to the Town, together with interest at the rate of the Province of Alberta Treasury Branches prime rate plus 5%, calculated from the date of the performance of the obligation by the Town, forthwith upon demand.

8.3 Alternative Remedies

The Town may from time to time resort to any or all rights and remedies available to it in the event of any default hereunder by the Tenant, either by any provision of this Lease or by statute, at law or in equity and all rights and remedies are intended to be cumulative and not alternative and the express provisions hereunder as to certain rights and remedies are not to be interpreted as excluding any other or additional rights and remedies available to the Town at law or in equity.

8.4 Waiver

The waiver by the Town of a breach of a term, covenant or condition contained within this Lease, or any condoning, excusing or overlooking of any such default, will not be deemed to be a waiver, condoning, excusing, or overlooking of any subsequent breach of the same or another term, covenant or conditions herein contained. The due and timely performance of any covenant, term or condition of this Lease will not be deemed to have been waived by the Town unless the waiver is in writing and signed by the Town.

ARTICLE 9- GENERAL PROVISIONS

9.1 Permitted Encumbrances

The Tenant's right, title and interest in the Leased Premises created by this Lease are specifically subject to all other interests registered on the title to the Community Hall, as well as subject to the Town's right to grant easements or utility right of way across the Community Hall for the purposes related to the conveyance of public utilities.

9.2 Lease Entire Agreement

It is understood and agreed between the parties that the terms and conditions set forth herein, together with the terms and conditions set forth in any schedules and plans annexed hereto, embrace all of the terms and conditions of the Lease entered into by the Town and the Tenant and supersede and take the place of any and all previous agreements or representations of any kind, written, oral or implied heretofore made by anyone in reference to the Lands. If any provision of this Lease is illegal or unenforceable it shall be considered separate and severable from the remaining provisions of this Lease, and the remaining provisions shall remain in force and be binding as though the said illegal or unenforceable provisions had never been included.

9.3 Parties Hereto

This Lease shall ensure to the benefit of and be binding upon the parties hereto, and their respective heirs, executors, successors and permitted assigns.

9.4 Notices

A notice, demand, request, consent or other instrument required or permitted to be given under this Lease shall be in writing and shall be given and deemed to have been received as provided in this Section 9.4, and shall be addressed:

- (a) to the Town as follows: Town of Bassano
P.O. Box 299, Bassano, AB T0J 0B0
Attention: Chief Administrative Officer

(b) to the Tenant as follows:

Lin Hermanson
P.O. Box 1175, Bassano AB, T0J 0B0

Mirjam Janzen
P.O. Box 115, Bassano, AB T0J 0B0

or such other address as either party may direct for all future Notices by giving Notice in writing. Any Notice must be mailed in Canada by ordinary mail, delivered personally, or sent by prepaid registered mail or courier. A Notice shall be deemed to have been served upon the intended party upon receipt by delivery, registered mail or by courier, or on the day which is two (2) business days following the date that the Notice was mailed. Provided always that at the time of mailing any Notice there is not an actual or apprehended interruption in mail services by labour dispute or otherwise, in which case all Notices shall be delivered or sent by courier.

9.5 Time of the Essence

Time shall be of the essence for this Lease and for each and every part thereof.


9.6 No Permit

The Town's agreements herein are provided strictly in its capacity as landlord in relation to the Lands. Nothing herein shall constitute a development permit or other approval by the Town in its role as development authority, or any other approval not specifically set out herein.

9.10 Invalid

The Parties hereto acknowledge that if any provision of this Lease is held to be invalid or contrary to public policy, whether in whole or in part, then the remainder of this Lease shall not be affected.

IN WITNESS WHEREOF the parties hereto have executed this Lease on the date specified on page 1 hereto.



Lin Hermanson

Witness

Mirjam Janzen

Witness

Town of Bassano

Per: 

Description of the Leased Premises

Schedule A

The Leased Premises includes the meeting room of approximately 560 square feet located on the south side of the Community Hall located at 610 – 2nd Avenue, Bassano, Alberta and further identified by the aerial photo below.

The Leased Premises includes:

- A bathroom with a sink and toilet;
- A small kitchen with a microwave and coffee pot;
- A storage room;
- A common room; and
- Four tables and ten chairs.

Aerial photo of 610 – 2nd Avenue. The area outlined in red is the approximate location of the Leased Premises.



Schedule B
Site Inspection Report

The Town and the Tenant shall complete a walkthrough inspection of the Leased Premises on or before the September 1, 2021 and within seven (7) days upon termination of the lease.

The Tenant is required to have the carpets professionally cleaned upon termination of the lease and repaint the Leased Premises to its original color if the color was changed.

Date of inspection: **August 31, 2021**

Inspection completed by: **Lin Hermanson, Mirjam Janzen, and Amanda Davis**

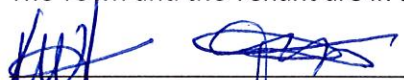
Location	Condition	Move-in	Move-out
Bathroom	Good	Fixtures are operational – sink taps are tight	
Kitchen area	Good	No damage on cupboards or walls.	
Storage area	Good	8" – 12" damage on bottom, screw holes in walls, and general dings. Shelving units on good condition.	
Main room	Good	Various dings and scratches on the walls. One fire extinguisher. Carpets were cleaned prior to move in. Curtain has one damaged panel (not hanging).	

Move in items to be investigated:


- The town to check the hot water tap in the bathroom to see if it can be loosened.
- The town to check locks on both doors (entry to room and storage room) as both locks stick.
- Entry door sweep is missing and catches.
- The town to provide a key to the thermostat.
- The tenants may purchase paper towel from the town

Handwritten signatures and initials in blue ink.

The Town and the Tenant are in agreement of the condition of the Leased Premises.



Tenant (Print/Sign)



Town (Print/Sign)

Aug. 31/21

Date



OPEN DISCUSSION

Meeting: July 11, 2022
Agenda Item: 7.3

Newell Housing Foundation – Affordable Housing

BACKGROUND:

The Newell Housing Foundation has a strategic priority to grow the inventory of community housing assets to provide additional affordable homes for more families within communities. To help advance the Newell Housing Foundation's strategic priority and to help address the housing shortage in Bassano, council may wish to submit a letter of interest/invitation to participate in the program.

The Newell Housing Foundation will grow its affordable housing stock by adding multi-unit dwellings in communities. They will manage these assets. The Town could offer a parcel of land to the Newell Housing Foundation for the sole purpose of building affordable housing. 826 – 4th Avenue would be a suitable location for a multi-unit affordable housing development.



What is affordable housing?

In Canada, housing is considered “affordable” if it costs less than 30% of a household's before-tax income. Many people think the term “affordable housing” refers only to rental housing that is subsidized by the government. In reality, it is a very broad term that can include housing provided by the private, public and non-profit sectors. It also includes all forms of housing tenure: rental, ownership, and co-operative ownership, as well as temporary and permanent housing.

THE HOUSING CONTINUUM



Prepared by: Amanda Davis, CAO

June 2022 Reports

Mayors and Reeves/ Taber

- Meeting was chaired by Gordon Reynolds/ Bow Island and Reeve Merrill Harris with updates from Associate Minister of Natural Gas and Electricity/Dale Nally as well as Martin Shields
- The Minister spoke on the state of gas and electricity prices and the rebates of \$50 mthly starting in July and October respectively
- Martin Shields spoke on the issue of medical marijuana loopholes and the establishment of grow ops trying to establish themselves by combining licences and renting houses in smaller communities
- He also spoke on the Heritage Site designations and the fact that Canals were in that text and the possible ramifications of that
- There were also good discussions regarding Pea Plant Fractionalization and the plants being built in both Strathmore and Lethbridge
- The twinning of Hwy #3 from Taber to Beaudette was also updated with construction almost ready to move forward on this 50 km stretch

This meeting was well attended with over 20 municipalities in Taber and over 20 virtually and in my opinion is well worth attending moving forward as the discussions are with like minded municipalities with the same interests of smaller towns and villages in SE Alberta

There is talk of eventually merging the SE and the SW Mayors and Reeves so to potentially have a larger voice in the future

Municipal Leaders Caucus/Med Hat

- Attended Caucus meeting hosted by City of Med Hat
- Opening remarks by Mayor Clarke welcoming everyone as well as a 5 min appearance by MLA Frey
- Cathy Heron of President of Alberta Municipalities spoke on the state of name change from AUMA and that they have opened discussion with RMA to potentially move forward as 1 entity but have no expectations in that regard
- There were also reports regarding MCCAC with projects completed in over 210 municipalities and the access to funding for Electric charging stations and rebates for both businesses and personal
- There were also discussions and reports regarding the financing of Municipal Infrastructure and EMS issues as well as AHS 10 point plan and the potentials of the Alberta Police Force

All in all my opinion of the value of this meeting was underwhelming with the Provincial speakers seeming to be more concerned about retaining and justifying their past and preparing for the upcoming potential elections

I don't believe I will be attending at least in the near future

Irv Morey



MONTHLY CAO REPORT

Meeting: July 11, 2022

Agenda Item: 9.1

Amanda Davis, Chief Administrative Officer

Report Period: June 17, 2022 – July 8, 2022

General Administration

- Development permit packages are now underway regarding implementation of the new Land Use Bylaw.
- HR: interviews are underway for the FCSS director position.
- The blade sign project survey has been issued. The deadline to respond was extended to July 11 to accommodate notifications in the newsletter.
- Regional emergency management policy planning and development continues. The Planning and Coordinating Group met for two days on July 4-5, 2022 to develop the regional hazard assessment identification and to prepare a draft ICS organizational chart. The group has divided up the 12 extreme and very extreme hazard specific areas. Teams will develop the 12 policies by the end of September.
- Working through tax recovery processes.
- Strategic planning dates: please come to the meeting with your summer availability so we can facilitate the strategic planning session. *MOTION Required.*

General Public Works

- Continues to install water meters per the replacement program.
- Tending to grass and greenspace maintenance. With the rain and heat, the public works department is running hard to keep up with this task.
- Road calcium project is now complete.
- Arranged the line painting project at the airport.

- Planning the blade sign project upgrade to ensure applicable signs will be ordered after the public survey is complete.
- Bi-weekly branch pick-up.
- Dealing with a roof leak at the recreation complex.
- *DISCUSSION Required:* the Town planned to revitalize the road to the airport in 2022 because it has reached its useful life. We planned to remove the deteriorated asphalt and to pilot recycled products on the road surface. As discussed with Mayor Morey, our ability to access the recycled product is limited – product stockpiles are not within range. Council requested that the road surface had a harder top with a dust suppressant. Rather than removing the deteriorated hardtop and converting the roadway to calcium, it has been suggested that the area is left as is with greater maintenance applied south of 9th Avenue on 1st Street where the road has eroded.

Council authorized \$150,000 of the GTF for the rehabilitation project. These funds could be re-directed toward the above ground and below ground infrastructure project.

Bylaw Enforcement

Staff time was redirected from bylaw enforcement for the past 7-weeks to focus on the BBQ competition, pool matters, and for holidays. Since the last meeting, five unsightly premise warnings were issued within the industrial commercial district for unkempt grass. Compliance was achieved. Two of the properties have lapsed and are require another order.

On June 28, 2022, with the presence of Sgt. Raimo Loo, I issued two orders to 433 – 2nd Avenue:

1. Order to Remedy Contraventions in accordance with section 545 of the *Municipal Government Act* related to the unsightly property. Deadline for compliance is July 31, 2022.
2. Stop Order in accordance with section 645 of the *Municipal Government Act* related to contraventions within the Land Use Bylaw. Deadline for compliance is July 31, 2022.

Non-compliance of the Orders will result in the Town obtaining a court order to bring the properties to a state of compliance.

We aim to redirect our efforts back to bylaw enforcement by the middle of July.

Capital Projects

Wastewater Upgrade and Irrigation Project

- Weather conditions continue to cause project delays. The key-in trench for the liner was re-dug two-weeks ago in preparation for the liner grew on July 4, 2022. However, rain and hail persisted thus, we are drying the site.
- All air release agreements were executed and delivered.

Development

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

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-10-22	217 – 1 st Street	32' x 45' garage
TOB-D-12-22	817 – 5A Avenue	Two 8' x 20' shipping containers

Administration invested the feasibility of two funding programs to activate the FAB Village Square project. After meeting with CMHC program advisers, it became clear that the funds available under the program typically go to major urban centers. The requirements to meet program outcomes versus the award ratio does not present well. An application to CMHC for the project is not recommended.

The CAO's of the Town, the County, and the Newell Housing Foundation (NHF) have met to discuss the Continuing Care Campus project in Bassano to better understand lobbying needs, the use of FAB units to support seniors housing demands, and the overall project intent via the NHF strategic plan. I facilitated a site visit in Calgary to introduce the FAB units to the CAO's of the County and the NHF. A project memo will be drafted for respective parties in the Fall.

Economic Development

413 – 2nd Avenue (Former Stiles Building)

A deposit was received for the building. The purchaser will meet with administration on July 13, 2022 to provide their business plan.

Recreation

Disc Golf

The parks and recreation department completed a review of the course layout and are scheduled to meet with Ash Miller the week of July 11, 2022 to make course amendments and to move towards installation. This project is prioritized within other public works and parks duties.

User Group Surveys

The Recreation Complex and the Arena Management Boards were asked to complete a user agreement survey by June 27, 2022. The purpose of the user agreement survey was to help us understand challenges at the facilities prior to engaging in user agreement updates. Surveys were not returned. The Arena Management Board acknowledged this and is now working through the deliverable.

Attachments:

1. Action Items List – no action required

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

Aug. 9, 2021 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare implementation summary and budget prep for council re: economic enrichment	
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
Davis/Smith	Revise pool policy re: low income options (fees) and connect with the library.	Complete
Smith, S.	Concession contract with Pat Blake	
Davis, A.	Update MSI operating plan	
Davis, A.	Refer to draft transfer site policies re: cement/shingles	
Davis, A.	Follow up with Clr. Wetzstein re: hazardous waste drop off at the fire hall	

Town of Bassano
Council Meeting Action Items 2018-2022

June 20, 2022 Regular Meeting

Directed to	Action	Completed
Kelly, T.	Resolution index	Complete
Kelly, T.	Rotate minutes	Complete
Mithcell, J.	LOS to Brooks Region re: AB 55+ Games and Financial Need	Complete - Jun. 24, 2022
Davis, A.	Process and distribute public lands watering policy.	Complete - Jun. 21, 2022
Davis, A.	Letter to library board re: financial requirement met and board appointment.	Complete - Jun. 21, 2022
		Direction provided - Jun. 21, 2022 Complete - Jun. 28, 2022
Kelly, T.	Process library operating grant.	
Davis, A.	Complete development incentive policy	Complete
Davis, A.	Update to Ash Miller re: disc golf course	Sent Jun. 21, 2022
Davis, A.	Amend and distribute financial policy.	Complete - Jun. 21, 2022
Mithcell, J.	Prepare waste policy comparison for J. Slomp.	Complete - Jun. 21, 2022
Mithcell, J.	Draft letter re: Small Town Smoke Down 2023	
		Request sent on Jun. 21, 2022
Davis, A.	Request to Sieben's Holding re: lease renewal for Thrive.	
		Direction provided - Jun. 21, 2022
Raymond, L.	Sidewalk repairs on Centre Street Close.	
		Complete - Jun. 22, 2022
Mitchell, J.	Culd-d-sac letter re: sidewalk repairs on Centre Street Close	
Davis, A.	Response to Beddows re: sidewalk repairs	Complete - Jun. 23, 2022



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3:17:47PM

General Ledger	Description	2022 Budget	2022 Actual	2022 % Variance
TAX & REQUISITION - REVENUE				
1-00-00-110-00	TAXES - MUNICIPAL OPERATIONS	(1,369,998.00)	(1,370,217.16)	100.01
1-00-00-110-01	TAXES - NEWELL FOUNDATION	(11,905.00)	(11,905.98)	100.00
1-00-00-111-00	TAXES - ASFF RESIDENTIAL/FARM	(205,561.00)	(206,760.17)	100.58
1-00-00-112-00	TAXES - ASFF NON-RESIDENTIAL	(107,848.00)	(106,194.35)	98.46
1-00-00-114-00	CHRIST REDEEMER- RESIDENTIAL/FARM	(12,434.00)	(12,583.69)	101.20
1-00-00-115-00	CHRIST REDEEMER - NON-RESIDENTIAL	(267.00)	0.00	0.00
1-00-00-116-00	TAXES - DESIGNATED IND REQUISITION	0.00	(210.66)	0.00
1-00-00-190-00	INTEREST - RECREATION FUNDING COMMITTEE	0.00	(77.24)	0.00
1-00-00-120-00	TAXES - PROVINCIAL POLICING AGREEMENT	(34,808.00)	(34,812.63)	100.01
1-00-00-510-00	TAXES - PENALTIES & COSTS	(40,000.00)	(60.00)	0.15
1-00-00-540-00	FRANCHISE FEES - FORTIS	167,000.00	(75,345.81)	(45.11)
1-00-00-541-00	FRANCHISE FEES - ATCO	(100,000.00)	(68,219.33)	68.21
1-00-00-550-00	INTEREST - ON INVESTMENTS	(5,000.00)	(1,499.50)	29.99
1-00-00-551-00	INTEREST - FCSS RESERVE	0.00	(81.29)	0.00
1-00-00-552-00	INTEREST - ON CURRENT ACCOUNT	(7,000.00)	(3,869.44)	55.27
1-00-00-553-00	INTEREST - ON ACCOUNTS RECEIVABLE	0.00	(7.03)	0.00
1-00-00-554-01	INTEREST - ON CAPITAL PLAN RESERVE	0.00	(15,860.61)	0.00
1-00-00-554-02	INTEREST - ON LAND & DEVELOPMENT RESERVE	0.00	(3,476.57)	0.00
1-00-00-554-03	INTEREST - ON RECREATION AND CULTURE RES	0.00	(2,510.30)	0.00
1-00-00-554-04	INTEREST - ON MUNICIPAL SERVICE RESERVE	0.00	(2,954.84)	0.00
1-00-00-554-05	INTEREST - SEWAGE TREATMENT RESERVE	0.00	(1,181.21)	0.00
1-00-00-554-06	INTEREST - FIRE COMMITTEE RESERVE	0.00	(187.00)	0.00
1-00-00-590-00	REVENUE - FROM OTHER SOURCES	(1,500.00)	(1,205.80)	80.38
* TOTAL TAX & REQUISITION - REVE		(1,729,321.00)	(1,919,220.61)	110.98
TAX & REQUISITION - EXPENSE				
2-81-00-742-00	ASFF SCHOOL REQUISITION	313,420.00	161,159.21	51.41
2-81-00-743-00	CHRIST THE REDEEMER	12,704.00	6,613.32	52.05
2-81-00-751-00	NEWELL FOUNDATION REQUISITION	11,905.00	0.00	0.00
2-81-00-753-00	PROVINCIAL POLICING AGREEMENT	34,808.00	34,808.00	100.00
3-00-00-211-00	TAXES - RECEIVABLE CURRENT	0.00	1,223,451.71	0.00
3-00-00-212-00	TAXES - RECEIVABLE - ARREARS	0.00	(49,852.17)	0.00
* TOTAL TAX & REQUISITION - EXPE		372,837.00	1,376,180.07	369.11
** TAX & REQUISITION - (SURPLUS)/		(1,356,484.00)	(543,040.54)	40.03
COUNCIL - EXPENSE				
2-11-00-151-00	COUNCIL - HONORARIUM	45,600.00	19,869.90	43.57
2-11-00-155-00	COUNCIL - BENEFITS, ADMIN COSTS	5,500.00	745.00	13.54
2-11-00-211-00	COUNCIL - TRAVEL/LODGE/MEALS	13,100.00	3,421.95	26.12
* TOTAL COUNCIL - EXPENSE		64,200.00	24,036.85	37.44
** COUNCIL DEFICIT		64,200.00	24,036.85	37.44
ADMINISTRATION - REVENUE				



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3:17:47PM

General Ledger	Description	2022 Budget	2022 Actual	2022 % Variance
1-12-00-410-00	TAX CERT./LETTER OF COMPL.	(1,300.00)	(1,200.00)	92.30
1-12-00-520-00	TOWN - PERMIT APPLICATION FEES	(2,300.00)	(1,300.00)	56.52
1-12-00-521-00	SUPERIOR SAFETY - PERMIT INSPECTION FEES	(1,000.00)	(708.13)	70.81
1-12-00-560-00	LAND LEASE REVENUE	(13,800.00)	(14,842.16)	107.55
1-12-00-840-00	ADMIN - PROVINCIAL COND GRANT	(25,000.00)	0.00	0.00
1-12-00-710-00	TSF FROM MUNICIPAL SERVICE RESERVE	(49,000.00)	(42,975.42)	87.70
* TOTAL ADMINISTRATION - REVENUE		(92,400.00)	(61,025.71)	66.05
ADMINISTRATION - EXPENSE				
2-12-00-110-00	ADMIN - SALARIES/WAGES	127,866.00	75,651.86	59.16
2-12-00-130-00	ADMIN - EMPLOYER CONTRIBUTION	8,900.00	6,337.56	71.20
2-12-00-133-00	ADMIN - HEALTH/SAFETY COSTS	500.00	0.00	0.00
2-12-00-135-00	ADMIN - AUMA BENEFITS	8,000.00	3,922.96	49.03
2-12-00-136-00	ADMIN - WCB	8,100.00	2,387.20	29.47
2-12-00-137-00	ADMIN - RRSP CONTRIBUTION	6,000.00	2,750.00	45.83
2-12-00-211-00	ADMIN - TRAVEL/LODGE/MEALS	4,500.00	838.43	18.63
2-12-00-215-00	ADMIN - FREIGHT,POST, INTER, PHONE	11,400.00	5,553.56	48.71
2-12-00-220-00	ADMIN - MEMBERSHIPS, ADVERTISING	15,730.00	12,326.29	78.36
2-12-00-230-00	ADMIN - PROFESSIONAL SERVICES	264,500.00	120,706.65	45.63
2-12-00-232-00	ADMIN - TRAINING	33,500.00	30,012.02	89.58
2-12-00-235-00	ADMIN - ASSESSMENT SERVICES	19,100.00	9,085.00	47.56
2-12-00-250-00	ADMIN - REPAIR/MAINTENANCE	4,100.00	449.50	10.96
2-12-00-263-00	ADMIN - EQUIP RENTAL/MAINTENANCE	20,600.00	906.60	4.40
2-12-00-274-00	ADMIN - INSURANCE	8,000.00	7,930.90	99.13
2-12-00-300-00	ADMIN - SPECIAL EVENTS	750.00	1,500.00	200.00
2-12-00-510-00	ADMIN - OFFICE SUPPLIES	15,930.00	6,597.99	41.41
2-12-00-540-00	ADMIN - UTILITIES	5,900.00	1,848.38	31.32
2-12-00-763-00	BAD DEBT WRITTEN OFF	5,000.00	0.00	0.00
2-12-00-810-00	BANK CHARGES AND INTEREST	8,500.00	3,659.78	43.05
2-12-00-992-00	PENNY ROUNDING-PHASE OUT	0.00	0.09	0.00
2-12-00-995-00	ADMIN - STAFF RECOGNITION	3,000.00	100.00	3.33
2-12-00-765-00	TSF TO OTHER LOCAL GOV'T	219,752.00	219,752.00	100.00
* TOTAL ADMINISTRATION - EXPENSE		799,628.00	512,316.77	64.07
** ADMIN (SURPLUS)/DEFICIT		707,228.00	451,291.06	63.81
FIRE - REVENUE				
1-23-00-590-00	FIRE - MUNICIPAL CONTRIBUTION (ICF)	(12,379.00)	(12,379.00)	100.00
1-23-00-595-00	FIRE - COUNTY CONTRIBUTION	(122,771.00)	(122,771.00)	100.00
1-23-00-850-00	FIRE - OTHER INCOME/DONATIONS	0.00	(150.00)	0.00
1-25-00-590-00	AMBULANCE - RENTAL INCOME	(13,000.00)	(6,681.89)	51.39
* TOTAL FIRE - REVENUE		(148,150.00)	(141,981.89)	95.84
FIRE - EXPENSE				
2-23-00-130-00	FIRE - EMPLOYER CONT. (CHIEF CPP, EI)	900.00	361.80	40.20
2-23-00-148-00	FIRE - TRAVEL/LODGING/MEALS	1,800.00	1,573.14	87.39
2-23-00-159-00	FIRE - HONORARIUMS	55,000.00	31,050.00	56.45
2-23-00-215-00	FIRE - FAX, PHONE & INTERNET	4,500.00	3,050.15	67.78
2-23-00-215-01	FIRE - FREIGHT/POSTAGE	500.00	25.00	5.00
2-23-00-232-00	FIRE - TRAINING	5,000.00	855.00	17.10
2-23-00-250-00	FIRE - HALL REPAIR/MAINTENANCE	500.00	32.95	6.59
2-23-00-274-00	FIRE - INSURANCE	17,000.00	15,554.38	91.49
2-23-00-510-00	FIRE - GOODS & SUPPLIES	2,750.00	371.00	13.49



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2-23-00-510-01	FIRE - JANITORIAL	1,500.00	0.00	0.00
2-23-00-510-02	FIRE - OFFICE SUPPLIES	500.00	0.00	0.00
2-23-00-520-00	FIRE - VEHICLE/EQUIP. REPAIR/MAINTENANCE	17,000.00	2,179.62	12.82
2-23-00-520-01	FIRE - FUEL	3,600.00	1,750.23	48.61
2-23-00-520-02	FIRE - RADIO PURCHASE/REPAIRS/LICENSE	2,000.00	882.00	44.10
2-23-00-520-03	FIRE - EQUIPMENT/HAND TOOLS	27,100.00	4,689.43	17.30
2-23-00-540-00	FIRE - UTILITIES	6,750.00	3,340.47	49.48
2-23-00-995-00	FIRE - STAFF RECOGNITION	1,750.00	(1,344.62)	(76.83)
* TOTAL FIRE - EXPENSE		148,150.00	64,370.55	43.45
** FIRE - (SURPLUS)/DEFICIT		0.00	(77,611.34)	0.00
DISASTER SERVICES - REVENUE				
* TOTAL DISASTER SERVICES - REVE		0.00	0.00	0.00
DISASTER SERVICES - EXPENSE				
2-24-00-200-00	DISASTER SERVICES	11,000.00	0.00	0.00
* TOTAL DISASTER SERVICES - EXPE		11,000.00	0.00	0.00
** SISASTER SERVICES (SURPLUS)/DE		11,000.00	0.00	0.00
BYLAW ENFORCEMENT - REVENUE				
1-26-00-520-00	BYLAW - DOG LICENSES	(1,800.00)	(2,150.00)	119.44
1-26-00-521-00	BYLAW - CAT LICENSES	(250.00)	(305.00)	122.00
1-26-00-522-00	BYLAW - BUSINESS LICENSE	(10,000.00)	(8,450.00)	84.50
1-26-00-750-00	BYLAW - FINES & COSTS	(4,500.00)	(2,538.00)	56.40
* TOTAL BYLAW ENFORCEMENT - REVE		(16,550.00)	(13,443.00)	81.23
BYLAW ENFORCEMENT - EXPENSE				
2-26-00-110-00	BYLAW - CONTRACT SERVICES	13,000.00	3,240.00	24.92
2-26-00-520-00	BYLAW - DOG & CAT TAGS	3,550.00	134.89	3.79
* TOTAL BYLAW ENFORCEMENT - EXPE		16,550.00	3,374.89	20.39
** BYLAW ENFORCEMENT - (SURPLUS)/		0.00	(10,068.11)	0.00
PUBLIC WORKS - REVENUE				
1-32-00-590-00	ROADS - REVENUE FROM OTHER SOURCES	(3,000.00)	(1,315.00)	43.83
1-32-00-840-00	ROADS - PROVINCIAL COND GRANT	(175,184.00)	0.00	0.00
* TOTAL PUBLIC WORKS - REVENUE		(178,184.00)	(1,315.00)	0.74
PUBLIC WORKS - EXPENSE				
2-32-00-110-00	P.W. - SALARIES /WAGES	112,269.00	51,956.91	46.27
2-32-00-130-00	P.W. - EMPLOYER CONTRIBUTION	7,464.00	4,155.35	55.67
2-32-00-135-00	P.W. - AUMA BENEFITS	9,415.00	4,212.37	44.74
2-32-00-215-00	P.W. - FREIGHT,POSTAGE, INTERENT, PHONE	5,830.00	1,406.17	24.11
2-32-00-220-00	P.W. - EQUIPMENT RENTAL	1,400.00	100.00	7.14
2-32-00-232-00	P.W. - TRAIN/MEALS/LODGE/PPE	4,500.00	283.94	6.30
2-32-00-260-00	ROADS - SNOW REMOVAL	20,500.00	3,252.34	15.86



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2-32-00-270-00	P.W. - SHOP SUPPLIES	6,500.00	2,027.14	31.18
2-32-00-274-00	P.W. - INSURANCE	16,000.00	14,825.54	92.65
2-32-00-510-00	P.W. - FUEL	16,500.00	6,017.27	36.46
2-32-00-511-00	ROADS - GOODS & SUPPLIES	4,000.00	493.89	12.34
2-32-00-520-00	P.W. - EQUIP REPAIR /MAINT.	50,250.00	42,471.33	84.52
2-32-00-530-00	ROADS - REPAIR/MAINTENANCE	235,984.00	28,777.87	12.19
2-32-00-540-00	ROADS - STREET LIGHTS	85,000.00	34,097.79	40.11
2-32-00-541-00	P.W. - SHOP UTILITIES	5,900.00	3,327.63	56.40
* TOTAL PUBLIC WORKS - EXPENSE		581,512.00	197,405.54	33.95
** PUBLIC WORKS - (SURPLUS)/DEFIC		403,328.00	196,090.54	48.62
AIRPORT - REVENUE				
1-33-00-400-00	AIRPORT - REVENUE FROM OTHER SOURCES	(2,000.00)	0.00	0.00
1-33-00-690-00	AIRPORT - MUNICIPAL CONTRIBUTION (ICF)	(3,100.00)	(3,100.00)	100.00
1-33-00-690-01	AIRPORT - COUNTY CONTRIBUTION (ICF)	(6,350.00)	0.00	0.00
* TOTAL AIRPORT - REVENUE		(11,450.00)	(3,100.00)	27.07
AIRPORT - EXPENSE				
2-33-00-200-00	AIRPORT - REPAIR/ MAINTENANCE	8,200.00	196.95	2.40
2-33-00-274-00	AIRPORT - INSURANCE	2,500.00	3,188.38	127.53
2-33-00-540-00	AIRPORT - UTILITIES	4,000.00	1,837.33	45.93
* TOTAL AIRPORT - EXPENSE		14,700.00	5,222.66	35.53
** AIRPORT - (SURPLUS)/DEFICIT		3,250.00	2,122.66	65.31
WATER - REVENUE				
1-41-00-240-00	WATER - PROCESSING FEE	(18,000.00)	(9,609.05)	53.38
1-41-00-400-00	WATER - REVENUE	(532,400.00)	(298,727.09)	56.10
1-41-00-450-00	WATER - DISCONNECT/RECONNECT FEES	(200.00)	(105.00)	52.50
1-41-00-550-00	WATER/SEWER - PENALTIES	(12,000.00)	(4,118.81)	34.32
1-41-00-590-00	WATER - COST RECOVERED	(3,750.00)	0.00	0.00
* TOTAL WATER - REVENUE		(566,350.00)	(312,559.95)	55.19
WATER - EXPENSE				
2-41-00-120-00	WATER - CONTRACT SERVICES	25,000.00	12,936.42	51.74
2-41-00-215-00	WATER - FREIGHT, INTERNET, PHONE	1,790.00	156.56	8.74
2-41-00-230-00	WATER - PROFESSIONAL SERVICES	3,500.00	2,210.00	63.14
2-41-00-240-00	WATER - ADMIN CUSTOMER BILLING	17,500.00	15,198.30	86.84
2-41-00-250-00	WATER - REPAIR/MAINTENANCE	84,300.00	13,590.28	16.12
2-41-00-274-00	WATER - INSURANCE	12,000.00	12,403.27	103.36
2-41-00-510-00	WATER - GOODS & SUPPLIES	2,100.00	3,569.25	169.96
2-41-00-532-00	WATER - CONSUMPTION TO NRSC	247,800.00	83,889.75	33.85
2-41-00-540-00	WATER, - UTILITIES	40,000.00	18,088.21	45.22
2-41-00-831-00	WATER - DEBENTURE INTEREST	15,631.00	8,630.65	55.21
2-41-00-832-00	WATER - DEBENTURE PRINCIPAL	116,864.00	57,616.59	49.30
* TOTAL WATER - EXPENSE		566,485.00	228,289.28	40.30
** WATER - (SURPLUS)/DEFICIT		135.00	(84,270.67)	(62,422.72)



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SEWER - REVENUE				
1-42-00-410-00	SEWER - REVENUE	(137,000.00)	(64,073.82)	46.76
1-42-00-840-00	SEWER - PROVINCIAL COND GRANT	(1,854,370.00)	(26,222.46)	1.41
1-42-00-920-00	TSF FROM SEWAGE TREATMENT UPGRADE RES.	(400,000.00)	(998,723.20)	249.68
* TOTAL SEWER - REVENUE		(2,391,370.00)	(1,089,019.48)	45.54
SEWER - EXPENSE				
2-42-00-215-00	SEWER - FREIGHT	500.00	0.00	0.00
2-42-00-230-00	SEWER - PROFFESIONAL SERVICES	5,000.00	9,557.90	191.15
2-42-00-250-00	SEWER - REPAIR/MAINTENANCE	28,500.00	897.50	3.14
2-42-00-510-00	SEWER - GOODS & SUPPLIES	2,000.00	0.00	0.00
2-42-00-540-00	SEWER - UTILITIES	6,500.00	868.41	13.36
7-42-00-613-00	WASTEWATER TREATMENT UPGRADE	2,254,370.00	542,232.47	24.05
* TOTAL SEWER - EXPENSE		2,296,870.00	553,556.28	24.10
** SEWER - (SURPLUS)/DEFICIT		(94,500.00)	(535,463.20)	566.63
SOLID WASTE & RECYCLING - REVE				
1-43-00-400-00	GARBAGE - REVENUE	(90,800.00)	(45,437.36)	50.04
1-43-00-410-00	GARBAGE - NEWELL REGIONAL LANDFILL	(11,000.00)	0.00	0.00
1-43-00-450-00	RECYCLING - REVENUE	(30,350.00)	(15,180.05)	50.01
* TOTAL SOLID WASTE & RECYCLING		(132,150.00)	(60,617.41)	45.87
SOLID WASTE & RECYCLING - EXPE				
2-43-00-210-00	GARBAGE - CONTRACT SERVICES	59,000.00	22,680.00	38.44
2-43-00-510-00	GARBAGE - GOODS & SUPPLIES	10,000.00	0.00	0.00
2-43-00-620-00	BARRA - WATER UTILITY	50.00	3.15	6.30
2-43-00-765-00	GARBAGE - NEWELL. REG. LANDFILL REQ.	42,800.00	0.00	0.00
2-43-00-765-01	RECYLING - NEWELL REGIONAL LANDFILL REQ.	10,300.00	0.00	0.00
2-43-00-765-02	RECYCLING - B.A.R.R.A. OPERATING FUNDING	10,000.00	5,000.00	50.00
* TOTAL SOLID WASTE & RECYCLING		132,150.00	27,683.15	20.95
** SOLID WASTE & RECYCLING (SURPL		0.00	(32,934.26)	0.00
FCSS - REVENUE				
1-51-00-400-01	THRIVE - MEMBERSHIPS/DROP-INS	(3,000.00)	(1,910.24)	63.67
1-51-00-590-00	FCSS - OTHER REVENUE	(2,500.00)	(213.00)	8.52
1-51-00-590-03	FCSS - DONATIONS	0.00	(115.00)	0.00
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(6,015.00)	(40.00)	0.66
1-51-00-690-00	THRIVE - MUNICIPAL CONTRIBUTION (ICF)	(5,300.00)	(5,300.00)	100.00
1-51-00-690-01	THRIVE - COUNTY CONTRIBUTION (ICF)	(5,300.00)	0.00	0.00
1-51-00-840-00	FCSS - CONDITIONAL GRANT	(39,505.00)	0.00	0.00
1-51-00-850-00	FCSS - GRASSLANDS FCSS /TOWN CONTRIB.	(22,350.00)	(12,474.00)	55.81
1-51-00-710-00	TSF FROM FCSS RESERVE	(19,700.00)	(21,522.36)	109.25
* TOTAL FCSS - REVENUE		(103,670.00)	(41,574.60)	40.10



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FCSS - EXPENSE				
2-51-00-110-00	FCSS - SALARIES	56,210.00	26,182.38	46.57
2-51-00-110-01	THRIVE - SALARIES & WAGES	0.00	1,747.20	0.00
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	3,893.00	1,971.42	50.64
2-51-00-135-00	FCSS - AUMA BENEFITS	6,227.00	3,122.88	50.15
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,200.00	600.00	50.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	500.00	800.00	160.00
2-51-00-200-00	FCSS PROGRAMS	10,625.00	2,812.03	26.46
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	2,215.00	1,160.29	52.38
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	400.00	255.81	63.95
2-51-00-400-00	THRIVE - RENT	8,300.00	4,550.00	54.81
2-51-00-410-00	THRIVE - EQUIP	4,700.00	0.00	0.00
	REPAIR/MAINT./PURCHASE			
2-51-00-420-00	THRIVE - ADVERTISING/PROMOTIONS	100.00	0.00	0.00
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	3,800.00	0.00	0.00
2-51-00-510-01	THRIVE - GOODS & SUPPLIES	500.00	186.71	37.34
2-51-00-595-00	FCSS - COMMUNITY CHRISTMAS	5,000.00	0.00	0.00
* TOTAL FCSS - EXPENSE		103,670.00	43,388.72	41.85
** FCSS - (SURPLUS)/DEFICIT		0.00	1,814.12	0.00
CEMETERY - REVENUE				
1-56-00-400-00	CEMETARY - PLOT SALES	(3,500.00)	(2,512.50)	71.78
1-56-00-410-00	CEMETERY - PLOTS OPEN & CLOSIN	(2,500.00)	(1,180.00)	47.20
1-56-00-990-00	CEMETERY - DONATIONS	(1,000.00)	0.00	0.00
* TOTAL CEMETERY - REVENUE		(7,000.00)	(3,692.50)	52.75
CEMETERY - EXPENSE				
2-56-00-250-00	CEMETARY - REPAIR/MAINTENANCE	4,000.00	3,219.15	80.47
2-56-00-500-00	CEMETERY - PLOT OPEN/CLOSE	100.00	0.00	0.00
2-56-00-510-00	CEMETARY - GOODS & SUPPLIES	150.00	314.03	209.35
2-56-00-540-00	CEMETERY - WATER UTILITIES	750.00	0.00	0.00
* TOTAL CEMETERY - EXPENSE		5,000.00	3,533.18	70.66
** CEMETERY - (SURPLUS)/DEFICIT		(2,000.00)	(159.32)	7.97
PLANNING & DEVELOPMENT - REVEN				
1-64-00-200-00	PLANNING & DEVELOPMENT (PROV COND GRANT)	(50,000.00)	0.00	0.00
1-66-00-400-00	LAND - SALES	0.00	(14,800.00)	0.00
* TOTAL PLANNING & DEVELOPMENT -		(50,000.00)	(14,800.00)	29.60
PLANNING & DEVELOPMENT - EXPEN				
2-64-00-200-00	MUNICIPAL PLANNING	81,200.00	30,033.60	36.98
2-64-00-220-00	MUNICIPAL PLANNING - MARKETING, FREIGHT	6,800.00	376.87	5.54
2-66-00-510-00	SUB DIV - COST OF LAND SOLD	2,500.00	0.00	0.00
* TOTAL PLANNING & DEVELOPMENT -		90,500.00	30,410.47	33.60
** PLANNING & DEVELOPMENT - (SURP		40,500.00	15,610.47	38.54



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PARKS & RECREATION - REVENUE				
1-72-00-840-00	RECREATION - PROVINCIAL COND GRANT	(40,000.00)	0.00	0.00
1-72-02-410-00	CAMPGROUND - REVENUE	(6,500.00)	(1,419.08)	21.83
1-72-02-590-00	PARKS & REC - 2022 BBQ Competition	0.00	(16,335.00)	0.00
1-72-02-690-00	PARK & R - MUNICIPAL CONTRIBUTION (ICF)	(93,026.00)	(93,026.00)	100.00
1-72-02-690-01	PARKS & R - COUNTY CONTRIBUTION (ICF)	(192,526.00)	0.00	0.00
1-72-00-710-00	TSF FROM RECREATION & CULTURE RESERVE	(102,750.00)	(2,814.50)	2.73
1-72-00-920-00	TSF FROM RECREATION FUNDING COMMITTEE	(3,000.00)	(3,787.40)	126.24
* TOTAL PARKS & RECREATION - REV		(437,802.00)	(117,381.98)	26.81
PARKS & RECREATION - EXPENSE				
2-72-01-110-00	PARKS & REC - SALARIES/WAGES	121,848.00	29,310.35	24.05
2-72-01-130-00	PARKS & REC - EMPLOYER CONTRIBUTION	8,263.00	2,217.16	26.83
2-72-01-135-00	PARKS & REC - AUMA BENEFITS	10,991.00	3,119.37	28.38
2-72-01-215-00	PARKS & REC - FREIGHT, PHONE	1,100.00	105.53	9.59
2-72-01-232-00	PARKS & REC - TRAINING/MEALS/LODGE	2,000.00	121.65	6.08
2-72-01-250-00	PARKS & REC - REPAIR/MAINTENANCE	1,000.00	405.83	40.58
2-72-01-251-00	CAMPGROUND - REPAIR/MAINTENANCE	500.00	0.00	0.00
2-72-01-510-00	PARKS & REC - GOODS & SUPPLIES	13,500.00	12,906.22	95.60
2-72-01-511-00	CAMPGROUND - GOODS & SUPPLIES	800.00	383.62	47.95
2-72-01-520-00	PARKS & REC - EQUIPMENT REPAIR/MAINT.	1,000.00	523.00	52.30
2-72-01-540-00	T.V. TOWER - UTILITIES	1,800.00	669.93	37.21
2-72-01-541-00	CAMPGROUND - UTILITIES	4,300.00	1,573.09	36.58
2-72-02-250-00	ARENA - REPAIR/MAINTENANCE	159,000.00	54,174.28	34.07
2-72-02-274-00	ARENA - INSURANCE	40,000.00	42,426.17	106.06
2-72-02-540-00	ARENA WATER UTILITIES	2,500.00	24.16	0.96
2-72-03-250-00	REC COMPLEX - REPAIR/MAINTENANCE	37,500.00	1,550.61	4.13
2-72-03-274-00	REC COMPLEX - INSURANCE	30,000.00	29,802.02	99.34
2-72-03-540-00	REC COMPLEX WATER UTILITIES	0.00	174.30	0.00
2-72-04-274-00	CAMPGROUND - INSURANCE	900.00	1,262.08	140.23
2-72-05-274-00	RODEO - INSURANCE	400.00	334.23	83.55
2-72-07-250-00	BOWLING CLUB - REPAIR/MAINTENANCE	250.00	0.00	0.00
2-72-03-765-00	RECREATION - FUNDING	53,000.00	30,445.40	57.44
* TOTAL PARKS & RECREATION - EXP		490,652.00	211,529.00	43.11
** PARKS & REC (SURPLUS)/DEFICIT		52,850.00	94,147.02	178.14
POOL - REVENUE				
1-72-00-410-00	POOL - REVENUE	(54,800.00)	(27,141.07)	49.52
1-72-00-420-00	POOL - CONCESSION	0.00	(952.38)	0.00
1-72-00-690-00	POOL - MUNICIPAL CONTRIBUTION (ICF)	(67,431.00)	(67,431.00)	100.00
1-72-00-690-01	POOL - COUNTY CONTRIBUTION (ICF)	(69,931.00)	0.00	0.00
* TOTAL POOL - REVENUE		(192,162.00)	(95,524.45)	49.71
POOL - EXPENSE				
2-72-00-110-00	POOL - SALARIES/WAGES	96,500.00	44,701.20	46.32
2-72-00-130-00	POOL - EMPLOYER CONTRIBUTION	7,300.00	3,962.93	54.28
2-72-00-211-00	POOL - TRAVEL/LODGE/MEALS	1,700.00	2,153.12	126.65



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2-72-00-215-00	POOL - FREIGHT, INTERNET, PHONE	3,430.00	2,615.01	76.23
2-72-00-232-00	POOL - TRAINING	11,055.00	8,045.46	72.77
2-72-00-250-00	POOL - REPAIR/MAINTENANCE	14,000.00	5,106.39	36.47
2-72-00-274-00	POOL - INSURANCE	5,750.00	6,217.74	108.13
2-72-00-510-00	POOL - GOODS & SUPPLIES	10,026.00	3,748.48	37.38
2-72-00-530-00	POOL - CHEMICALS	14,000.00	14,788.33	105.63
2-72-00-540-00	POOL - UTILITIES	30,900.00	4,208.68	13.62
*	TOTAL POOL - EXPENSE	194,661.00	95,547.34	49.08
**	POOL - (SURPLUS)/DEFICIT	2,499.00	22.89	0.92
CULTURE - REVENUE				
1-74-00-545-00	DROP-IN CENTRE - SHARED UTILITY COSTS	(3,250.00)	0.00	0.00
1-74-00-560-00	HALL - RENTAL REVENUE	(8,650.00)	(7,983.80)	92.29
1-74-00-595-00	HALL - DONATIONS	(2,500.00)	0.00	0.00
1-74-00-690-00	HALL - MUNICIPAL CONTRIBUTION (ICF)	(28,640.00)	(28,640.00)	100.00
1-74-00-690-01	HALL - COUNTY CONTRIBUTION (ICF)	(48,640.00)	0.00	0.00
*	TOTAL CULTURE - REVENUE	(91,680.00)	(36,623.80)	39.95
CULTURE - EXPENSE				
2-74-00-110-00	HALL - JANITORIAL	12,500.00	4,368.00	34.94
2-74-00-210-00	HALL - FREIGHT, INTERNET, PHONE	1,680.00	2,776.06	165.24
2-74-00-250-00	HALL - REPAIR/MAINTENANCE	50,000.00	5,615.68	11.23
2-74-00-274-00	HALL - INSURANCE	6,300.00	6,307.55	100.11
2-74-00-510-00	HALL - GOODS & SUPPLIES	7,600.00	690.86	9.09
2-74-00-540-00	HALL - UTILITIES	20,000.00	8,135.40	40.67
2-74-00-545-00	DROP-IN CENTRE - UTILITIES	6,500.00	3,441.15	52.94
2-74-00-765-00	LIBRARY - REQUISITION	17,300.00	18,622.54	107.64
2-74-01-250-00	DROP-IN CENTRE - REPAIR/MAINTENANCE	500.00	0.00	0.00
2-74-01-250-01	LIBRARY - REPAIR/MAINTENANCE	100.00	0.00	0.00
2-74-01-274-00	DROP-IN CENTRE - INSURANCE	2,100.00	2,150.67	102.41
2-74-01-540-00	LIBRARY WATER UTILITIES	0.00	31.50	0.00
2-74-06-274-00	GUN CLUB - INSURANCE	2,000.00	2,026.15	101.30
*	TOTAL CULTURE - EXPENSE	126,580.00	54,165.56	42.79
**	CULTURE (SURPLUS)/DEFICIT	34,900.00	17,541.76	50.26
TRANSFERS FROM RESERVES				
1-23-00-920-00	TSF FROM FIRE COMMITTEE RESERVES	0.00	(5,316.26)	0.00
1-32-00-710-00	TSF FROM CAPITAL PLAN RESERVE	0.00	(313,683.22)	0.00
*	TOTAL TRANSFERS FROM RESERVES	0.00	(318,999.48)	0.00
TRANSFERS TO RESERVES				
2-12-00-710-00	TSF TO MUNICIPAL SERVICE RESERVE	(40,000.00)	2,954.84	(7.38)
2-23-00-764-00	FIRE - TSF TO RESERVES	0.00	187.00	0.00
2-32-00-710-00	TSF TO CAPITAL PLAN RESERVE	(360,106.00)	15,860.61	(4.40)
2-42-00-765-00	SEWER - TSF TO RESERVES	0.00	1,181.21	0.00
2-51-00-710-00	TSF TO FCSS RESERVE	0.00	9,310.09	0.00
2-64-00-710-00	TSF TO LAND & DEVELOPMENT RESERVE	0.00	3,476.57	0.00
2-72-00-515-00	TRF TO RECREATION FUNDING COMMITTEE	0.00	23,734.24	0.00
2-72-00-710-00	TSF TO RECREATION & CULTURE RESERVE	(67,000.00)	2,510.30	(3.74)



TOWN OF BASSANO

YTD

Page 9 of 9
2022-Jul-7
3:17:47PM

General Ledger	Description	2022 Budget	2022 Actual	2022 % Variance
* TOTAL TRANSFERS TO RESERVES		(467,106.00)	59,214.86	(12.68)
** RESERV INCREASE/(DECREASE)		(467,106.00)	(259,784.62)	55.62

*** End of Report ***

BASSANO JUNE 2022 REPORT

During the month of June 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 five investigations. The investigation files are for bylaw matters and one Provincial matter for a suspended driver. The bylaw matters are for missing house numbers. From those five investigations conducted two are still under investigation and the other three investigations resulted in tickets issued. The Provincial matter resulted in two tickets being issued.

There were five warnings issued for this month. The warnings were for distracted driving, no driver's licence in possession, insecure load, no helmet when operating a off-highway vehicle and operate an unregistered motor vehicle. There were three tickets as indicated issued for bylaw matters which were for failing to display a civic address. The Provincial matter of operating a vehicle while suspended resulted in two tickets.

The bylaw investigative matters for civic addressing that were then concluded by our department were reported to the Bassano Office for any further action required.

Our department as well monitored for any matters with Commercial/Passenger Vehicle safety and Off-Highway Vehicle Safety as per the Alberta Traffic Safety Enforcement Calendar priorities.

This concludes the report for Bassano for June.

Minutes
PEP Annual General Meeting
June 10, 2022. 1:00 pm
Meeting Location: Acadia Valley

Lunch Hour Guest Speakers: Trent Caskey and Jason Wallsmith spoke about the Special Areas and Acadia Irrigation Project.

Call to order by Jay Slemph at 1:07 pm

Attendees (22)

Doug Jones, Town of Oyen
Tony Steidel, Village of Duchess
Deborah Reid-Mickler, Village of Duchess
Wanda Diakow, Special Areas
Gordon Reynolds, Town of Bow Island
Matt St Pierre, Town of Redcliff
Rob Kacso, Town of Oyen
Cassi Hider, City of Medicine Hat
Don Gibb, Village of Rosemary
CoriAnn Nielson, Village of Rosemary
Angie Warwick, Town of Hanna
Sandra Murphy, Town of Hanna
Roberta Blagen, Village of Youngstown
Trent Kaskey, Special Areas Board
Jason Wallsmith, MD of Acadia
Richard Oster, Cypress County
Irv Morey, Town of Bassano
Holly Johnson, Newell County
Peter Rafa, MD of Acadia
Jay Slemph, Special Areas Board
Barb Kulyk, Village of Consort
Quentin Randall, Palliser Economic Partnership

Guests (4)

Denise Snortland, All Bookkeeping
Jon Sookocheff, City of Medicine Hat
Scott Heeg, MD Acadia
Selena McLean-Moore, Government of Alberta

Welcome

- Since there were no new people at the meeting and in the interest of time, Peter Rafa did not speak

- Establish Quorum
 - o Moved by Peter Rafa
 - o Bob Kasco
- Carried unanimously

Business of the Annual General Meeting

Approval of Minutes:

Motion by Deborah Reid-Mickler to approve the agenda
2nd by Holly Johnson
Carried Unanimously

Approval of 2021 AGM Minutes:

Motion by Don Gibb to approve the 2021 AGM minutes
2nd by Doug Jones
Carried Unanimously

PEP 2021-2022 Annual Report

Motion by Holly Johnson to accept the 2021-2022 Annual Report
2nd by Angie Warwick
Carried Unanimously

PEP 2021-2022 Financial Report – Michelle Lutz and James Nakashima

- Put in the paperwork to claim 100% of GST paid on purchases and retroactive to the last **4 years**

Motion by Bob Kacso to adopt the financial statement
2nd by Gordon Reynolds
Carried Unanimously

PEP 2022-2023 Operations Plan – Quentin Randall

Motion by CoriAnn Nielson to adopt the Operation Plan
2nd by Deborah Reid-Mickler
Carried Unanimously

Appointment of Accounts

Motion by Barb Kulyk to appointment Avail LLP
2nd by Peter Rafa
Carried Unanimously

Election of Officers and Executive Committee – Deborah Reid-Mickler

Scrutineers

Motion by Holly Johnson to elect Quentin Randall and Denise Snortland as scrutineers
2nd Bob Kacso
Carried Unanimously

President/Chair

Nominees:

- Lorne Buis – Village of Foremost
- Doug Jones – Town of Oyen

Close nominations

Doug Jones declared elected as President/Chair

1st Vice President

- Lorne Buis

Close nominations

Lorne Buis declared elected as 1st Vice President

2nd Vice President

Irv Morey (Bassano) nominated Holly Johnson (County of Newell)

Doug Jones nominated Bark Kulyk

Closed nominations

Holly Johnson declared 2nd Vice President

Secretary-Treasurer

Nominees:

- Deborah Reid-Mickler (Village of Duchess)

Close nominations

Deborah Reid-Mickler declared as Secretary-Treasurer

Members at Large (2)

Nominees:

- Cassi Hider (City of Medicine Hat)

Wanda Diakow (Special Areas) nominated Barb Kulyk (Village of Consort)

Cassi Hider and Barb Kulyk declared as Members at Large

Motion by Bob Kasco destroy the Election Ballots

2nd by Gordon Reynolds

Carried Unanimously

Jay closed the meeting by thanking all members of the Palliser Economic Partnership.

Meeting adjourned: 2:13 pm.



Minutes
PEP Board of Directors Meeting
June 10, 2022. 10:00am
Meeting Location: Acadia Valley

- Call to Order at 10:00 am by Jay Slempp
- Peter Rafa with the MD of Acadia Valley welcomed everyone and spoke of the new community building. Everyone in attendance was impressed with the building.
- Attendees (22)
 - Doug Jones, Town of Oyen
 - Tony Steidel, Village of Duchess
 - Deborah Reid-Mickler, Village of Duchess
 - Wanda Diakow, Special Areas
 - Gordon Reynolds, Town of Bow Island
 - Matt St Pierre, Town of Redcliff
 - Rob Kacso, Town of Oyen
 - Cassi Hider, City of Medicine Hat
 - Don Gibb, Village of Rosemary
 - CoriAnn Nielson, Village of Rosemary
 - Angie Warwick, Town of Hanna
 - Sandra Murphy, Town of Hanna
 - Roberta Blagen, Village of Youngstown
 - Trent Kaskey, Special Areas Board
 - Jason Wallsmith, MD of Acadia
 - Richard Oster, Cypress County
 - Irv Morey, Town of Bassano
 - Holly Johnson, Newell County
 - Peter Rafa, MD of Acadia
 - Jay Slempp, Special Areas Board
 - Barb Kulyk, Village of Consort
 - Quentin Randall, Palliser Economic Partnership
- Guests (4)
 - Denise Snortland, All Bookkeeping
 - Jon Sookocheff, City of Medicine Hat
 - Scott Heeg, MD Acadia
 - Selena McLean-Moore, Government of Alberta
- Approval of the agenda / additions / deletions
 - Request for Funding, Spragg's Meat Request, Abattoir Engineering Support
 - Deborah Reid-Mickler
 - Doug Jones



- Carried
- Approval of board meeting minutes, February 25, 2022 **(Page 3)**
 - Moved Don Gibb
 - Seconded Holly Johnson
 - Carried Unanimous

Financial Report

- Approval of PEP 2022-2023 Actuals-to-Budget as of May 31, 2022 **(Page 8)**
 - Moved Robert Kacso
 - Seconded CoriAnn Nielson
 - Carried Unanimous

Corporate/Shareholder

- MOTION REQUIRED: Acceptance of PEP Executive Committee Meeting Minutes, May 31, 2022 **(Page 12)**
 - Moved Angie Warwick
 - Seconded Wanda Diakow
 - Carried Unanimous
- MOTION REQUIRED: Highway Three Twinning Association Support **(Page 17)**
 - **MOTION:** PEP Board of Directors to provide up to \$10,000 for Highway Three Twinning Economic Impact Analysis, lead by the Highway Three Twinning Association
 - Moved Gordon Reynolds
 - Seconded Deborah Reid-Mickler
 - Carried Unanimous
 - DISCUSSION
 - Community Futures, Southgrow Regional Alliance, Government of Alberta Transportation have committed as partners
 - Estimated completion by end of September, 2022
 - PEP Executive acknowledges the need and desire to move the Alberta food corridor further East. This project moves the PEP region in that direction
- MOTION REQUIRED: Prairie Wind Milling **(Page 47)**
 - **MOTION:** PEP Board of Directors to provide up to \$10,000 for Prairie Wind Milling's seed cleaning plant for facility engineering
 - Moved Richard Oster
 - Seconded Cassi Hider
 - Carried Unanimous
 - DISCUSSION
 - Total investment of seed cleaning and follow-on facilities is estimated at approximately \$12.5m



- MOTION REQUIRED: Spragg's Meat Shop
 - **MOTION:** PEP Board of Directors to provide up to \$30,000 for Spragg Meat Shop's abattoir for facility engineering with \$10,000 cost recovery if the project moves forward
 - Moved Angie Warwick
 - Seconded Holly Johnson
 - Carried Unanimous
 - DISCUSSION
 - Abattoir availability for smaller operators is very limited in Alberta and certain animals are extremely difficult to find an abattoir for. Spragg's wants to set up a separate business from Spragg's to handle slaughter function. Spragg's would be its own first customer
 - Federal inspection would allow Spragg's to access the West Coast Canadian market, which they recognize as lucrative
 - PEP has typically been in the \$10,000 range for funding support. Potential to encourage other partners who could supply additional funds
 - Potential to have PEP provide funding and if the project moves forward, our commitment could be reimbursed via future grant funding
 - Food security and supply is a significant issue in 2022, presenting the opportunity to meet market demand

Updates and Project Reports

- Regional Economic Development Alliances Meeting with Ministers (Doug Jones)
- PEP Management
 - Have a part-time management contract
 - Holly asked for a PEP report more often. Quentin will provide a written report every 2 months so the members can speak confidently to their councils.
- Southeast Alberta Regional Hydrogen Task Force update (Jon Sookocheff)
 - There is a carbon capture facility in the County of Newell open for tours
 - Cassie thanked Jon Sookocheff and Eric Van Enk and their group for the work they are doing on the Hydrogen Task Force.
- Southern Alberta Alternative Energy Partnership
- Value-Added Agriculture
- Government of Alberta update (Selena McLean-Moore)
 - 1. Rural Economic Development Plan
 - Value of the REDA's
 - Report coming on how the government of Alberta can support rural areas
 - 2. New jobs program to help
 - 3. AEP program (AB Export Expansion Project)
 - To promote products or bring people to them to tour or review. Attainable housing, not having the right home for employees.

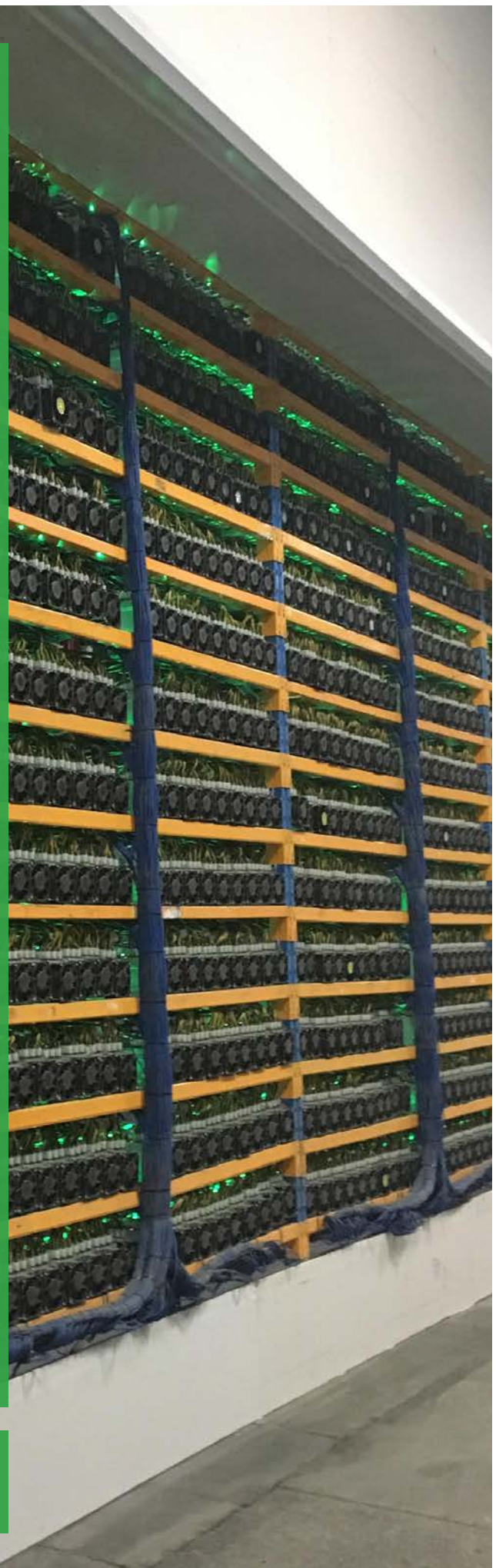


- Manager's Report (Quentin Randall) (**Page 51**)
- Next Meeting
 - Date & Time: September 9, 2022. 10:00am
 - Location: Consort
- Adjournment: 12:05 pm

Cryptocurrency mining

A land use analysis of an emerging tech industry.

While the news media follows the ups and downs of cryptocurrency across the globe, cryptocurrency mining is an emerging land use in southern Albertan municipalities. Defining what it is and understanding its potential impacts will enable local decision makers the ability to determine if it is a good fit in individual communities.



What is cryptocurrency mining?

Cryptocurrency mining (crypto mining) is the process by which crypto miners use specialized computers, data, codes, and calculations to validate crypto currency transactions and subsequently earn cryptocurrency as compensation for their work. While traditional mining takes place in a physical mine or specific geographic place, crypto mining takes place in a decentralized system where anyone with a computer and power source—anywhere in the world—can be a part of the digital data recordkeeping required for cryptocurrency transactions. Crypto miners range from companies with multiple facilities and miner machines to individual's small computer setups to verify cryptocurrency.

Several southern Alberta communities have already processed and provided approvals for this new use including the Town of Bassano, City of Medicine Hat, and the MD of Willow Creek. Others have inquired with ORRSC as to the nature of these operations and whether they should have concerns. This use is subject to local development permit processes and comes with many considerations that may not be familiar.

Among the common considerations for this type of use are the energy source, noise from HVAC systems (and energy generators), the type of buildings being used, and the environmental footprint of a high energy consumer. This periodical will explore the nuance of this development type and provide insight for communities to consider when contemplating the use.

Land use context

In the context of land use, cryptocurrency mining externalities equate to an industrial use and are best suited to industrial-zoned property, although some agricultural or commercial zones may be able to accommodate the development. In the early days of cryptocurrency, small scale mining operations did occur in residential locations, but as the difficulty of the processing work increased, the number of computers and power needs outstripped the ability to work mines in neighborhoods without disrupting power capacity or annoying neighbours. Current facilities involve banks of computers that utilize a 'power plant' to operate but they house very few employees. The lack of employees and large scale of the facilities make it a use that runs counter to traditional planning policy, which promotes creating vibrant commercial areas. Therefore, including the use in commercial zoning may not be the best fit for most southern Alberta urban communities.

Access to cheap and reliable electricity is everything for crypto mining operations. In Alberta, a deregulated electrical system, green energy power sources, availability of natural gas, and a government open for



*Hut 8 Mining Facility,
City of Medicine Hat*

Electrical Deregulation

The evolution to a deregulated market began in 1996, when the Power Pool of Alberta was created to dispatch energy across Alberta through a real-time energy market. The goal of this market was to encourage efficiencies by introducing competition in the electricity generation sector. The market was set up for energy to be dispatched through an economic merit order with a single equilibrium price.

The market evolved to full deregulation in 2001, following the auction of Power Purchase Arrangements (PPAs) in 2000. PPAs allowed the existing utility owners to continue to own and operate their facilities, but auctioned the dispatch rights of the associated energy to new buyers. This framework provided a competitive landscape by immediately introducing new players into the market.

- Alberta Electric System Operator

Municipal Government Act Part 1 Section 3(a.1) was added in 2017 and among other purposes states: "The purpose of a municipality is to foster the well-being of the environment".

development has this up-start industry seeking local approvals. For most crypto mining applications, the proponent will be tying into the local electrical grid as its 'power plant'. Communities unsure of their capacity to feed a high energy demand development should consult their local service provider to better understand capacity of their electrical infrastructure. Communities with established industrial parks may have already received the necessary upgrades to substations and feeder lines to accommodate the use.

In the case of other power sources (natural gas, solar, wind etc.) for 'power plants', proponents are to consult with the Alberta Utilities Commission (AUC) to ensure they comply with provincial requirements. The AUC governs the generation of electric energy under the *Hydro and Electric Energy Act*. The electricity market is deregulated in Alberta, so AUC focuses its decisions primarily on the siting of power plants, having regard to noise and environmental impacts. An entity who wishes to operate a power plant must apply to AUC for approval under Rule 007: Applications for Power Plans, Substations, Transmission Lines, Industrial System Designations and Hydro Developments. Most crypto applications will need less than a 10 MW power plant. In such a case, the proponent must file a Checklist Application for New Power Plants Equal or Greater than 1 MW and Less than 10 MW with the AUC. The AUC will review and determine eligibility. Municipalities are advised to request a copy of the AUC approval during the development process.

The types of buildings and structures being used can vary with each proposal. Whereas reuse of an existing warehouse style building may be ideal many applications are housing the computers within shipping containers. Shipping containers may have development control requirements within a land use bylaw and should be reviewed with the applicant proposing the development. Each type of building may be able to mitigate sound where needed but the mitigation measures will need to be understood prior to moving forward with the application. Additionally, the cost of the equipment housed in the building requires heightened security measures including security fencing and lighting which may have an effect on adjacent properties. Requesting information regarding these needs is prudent at the development application submittal stage.

The environmental consideration for impacts related to crypto mining in a municipality relates to higher level planning documents including the South Saskatchewan Regional Plan, the *Municipal Government Act* (section 3(a.1)), Municipal Development Plan, or Sustainability Plan. At a municipal level the two main concerns are the carbon footprint and noise impact. The high energy consumption of cryptocurrency mining operations may run counter to a municipalities objective to reduce its carbon footprint. As well, some crypto mining operations are designed to use water as a coolant at quantities that are not easily obtainable without affecting water need elsewhere in the local economy.

In general, the power usage of one crypto mining computer per month uses the equivalent electrical energy used by one Alberta household. When the development is designed to house hundreds of computers public concern rises because the transmission infrastructure bill in Alberta to support such development is borne by each consumer. Conversely, rural locations where transmission infrastructure has been built to support wind and solar development may provide opportunity for a development location.

Noise is the largest byproduct of a crypto mining development. The design requirement for cooling fans to ensure the banks of computers do not burn out and the exhausting of these fans to the exterior on a 24/7/365 running time should be cause for concern in any municipality. Understanding the decibel (dBA) levels at various distances from the development can alleviate concern or expose the need to mitigate. In a MD of Willow Creek development approval located at the Claresholm Airport, the applicant running 280 computers and five fans in shipping containers declared the design noise to be 85.5 dBA (equal to a gas powered mower running 24/7) when 8m away and 36.5 dBA (equal to a library) at the nearest dwelling 224m away.

Noise control

Most municipalities will have an adopted noise control bylaw. This bylaw is unlikely to control external development noise, and many will exempt noise produced in an industrial area. It therefore necessitates that noise, as the key concern for development, be addressed.

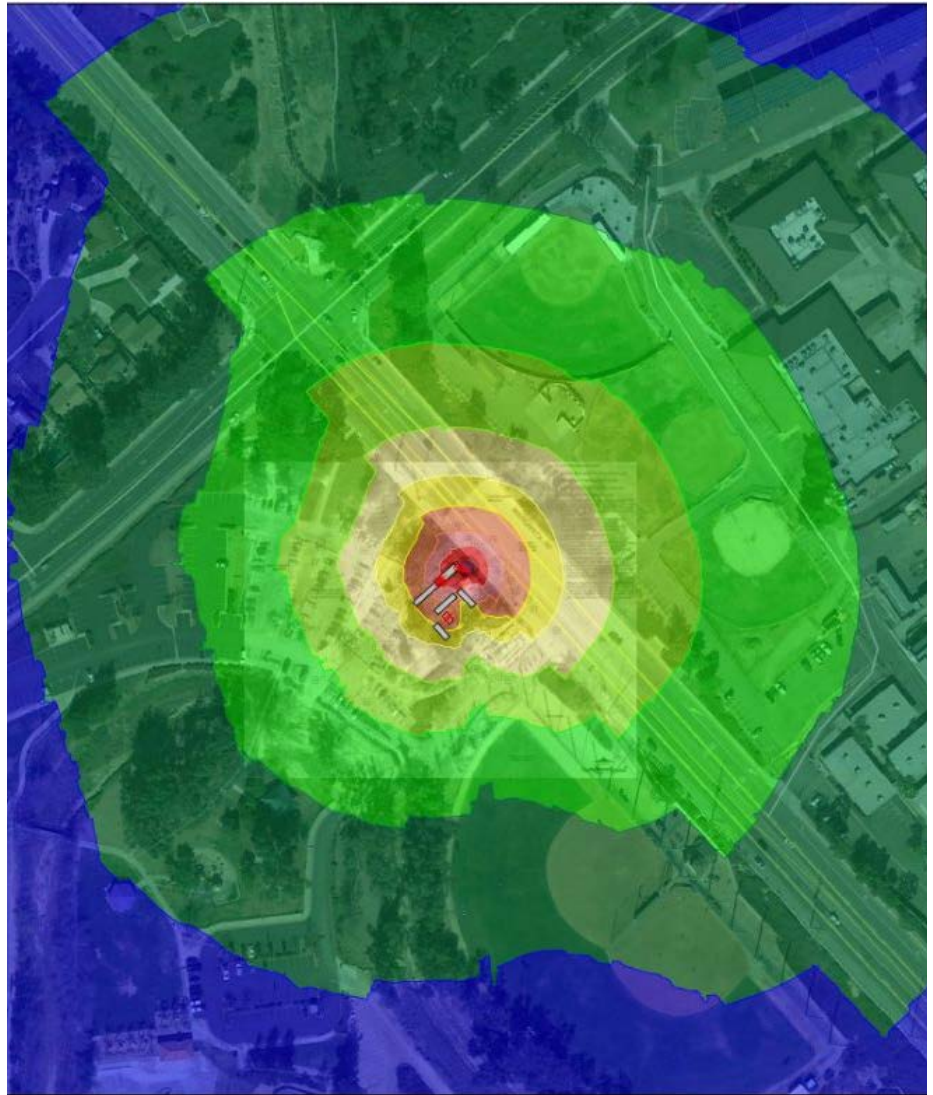
Southern Alberta's experience with noise control in an industrial context has been utilized under the AUC Rule 012 for power plants. Each wind farm and solar development have had to comply with Rule 012 for approvals. Among the approval submittals for wind turbine proponents has been an analysis of sound through computer modeling. These models consider the ambient sound of the area and then add the generated sound from the engineered locations for the turbines.

Rule 012 defines ambient sound level (ASL) as the sound level that is a composite of different airborne sounds from many sources far away from and near the point of measurement. The average nighttime ASL in rural Alberta is approximately 35 dBA and daytime is approximately 45 dBA. In the MD of Willow Creek example, the receptor (house) at 224 m away would still enjoy the accepted nighttime ASL.

Sound modelling may be a new concept to urban municipalities, but there are many companies that provide the service, and it can be relied upon to assure neighborhood concerns. In a draft bylaw amendment for the Town of Bassano, ORRSC utilized the AUC sound table to outline the requirements for cryptocurrency mining sound requirements.

Predictive Sound Modelling is the computer generated assessment of point source noise using calculation standards accepted by the the International Organization for Standardization (ISO).

The sound modelling image depicts a typical noise gradient being emitted from a point source development and emanating into the surrounding community. The sound level in the darker reds represent 85 dBA and the blue 40 dBA.



Mining proposals that cannot meet the standard may propose mitigation strategies. These include choosing different venting equipment, sound proofing, barrier walls, advanced sound monitoring equipment that makes operational adjustments to reduce sound levels in real time, or simply choose a more remote site. Proper choice of location given the nature of mining operations is an issue that may require the mining operation to provide sound analysis ahead of the application being processed. There is no use contemplating the location if it cannot meet the noise level requirements at the nearest residences or hotels.

The industry is also producing quieter computers and investigating alternatives to fans. Immersion cooling eliminates the sound by submerging the hardware in dielectric fluid. These methods are a hopeful means by which a new industry as well as similar industries can fit into municipalities in southern Alberta.

Concluding remarks

Because of its high energy use, noise, use of non-traditional buildings and structures, and climate footprint, the cryptocurrency mining business is one to be prepared for locally. The province's recently passed *Financial Innovation Act* supports cryptocurrency companies by temporarily relaxing rules that will facilitate the launch of financial products and services outside the scope of traditional offerings. Although, the financial markets and the industry themselves suggests that the long term need for cryptocurrency mining may have a horizon where it is no longer necessary. Municipalities may choose not to open their community up to this use and thereby avoid the externalities. Those that do include the use are advised to seek planning advice and consider other municipal experiences as to what is working and what is not in relation to approvals.

For more information on this topic contact admin@orrsc.com or visit our website at orrsc.com.

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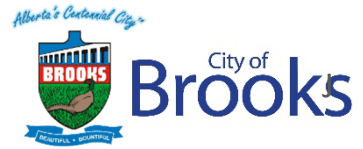
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County of Newell/City of Brooks

JOINT SHARED SERVICES COMMITTEE



JUNE 14, 2022

BROOKS FIREHALL – 1:00 P.M.

NOTES

Present:

County of Newell

Councillor Kelly Christman
Councillor Greg Skriver
Councillor Neil Johnson
Matt Fenske, CAO

Village of Duchess

Councillor Tony Steidel
Yvonne Cosh, CAO

Others

Dr. Erich van der Linde
Brent Schroeder, Eastern Irrigation District
Rick Yanco, AHS EMS Manager, South Zone EMS
Alyssa Monk, AHS Acting Supervisor of Clinical Operations
Sandra Stanway, Brooks Bulletin

City of Brooks

Mayor John Petrie
Councillor Joel Goodnough
Councillor Mohammed Idriss
Alan Martens, 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
Sharon Zacharias, CAO

1. CALL TO ORDER

J. Petrie chaired the meeting, and 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 I. Morey that the agenda be adopted.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by G. Skriver that the Minutes of the Joint Shared Services Committee Meeting held May 10, 2022 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) Delegation:

- **Brooks Maternity Clinic Operational Cost**

Dr. van der Linde spoke about the following items:

- Facing challenges not only with the physician workforce, but especially with the nursing workforce. It has become evident over the last month or so that the nursing workforce is by far the biggest crisis we are going to face. The new unit at the Brooks Health Centre that was to open June 20th, is going to be delayed indefinitely because there is no nursing staff for this unit;
- Doctor recruitment for Brooks and Bassano. He noted that they have been trying to integrate Bassano and Brooks more and that the stronger we integrate these two health teams, the better it will be in the long term;
- How the Brooks Maternity Clinic was historically funded by PCN and that there was adequate funding until the contract came up for review a year or two ago. Due to mandate changes and fiscal restrictions from the government, PCN decided they would no longer fund the maternity clinic. They then decided they would fund the maternity clinic but not the clerical administrative function. He noted he spoke to Mayor Barry Morishita at the time about how they were now going to be invoiced by AHS for \$1,000 per month, and that although there was no formal arrangement, Mayor Morishita noted the need to find a local solution;
- He understands there is currently a moratorium placed on any further PCN's; and that he thinks we need a rural primary care network in the South Zone;
- Having one medical clinic for all physicians would help solve long-term recruitment and retention issues where physicians only pay for what they use, lowering their overhead;
- His duties as Medical Director are ending at the end of this month. Dr. Brenden Currin is taking over as Medical Director on the first of July noting that he is a big proponent of having one clinic, and thinks that he is eager to take on this project. He noted that he thinks that as a group this is something to work towards to leave our local healthcare system better than what it is; and,
- Shortage of staff has resulted in their OR being shut down three consecutive weekends, again pointing out there's a huge nursing crisis. He stressed the need to find ways to recruit nurses, and noted that a return to service contract could help solve this.

Dr. van der Linde responded to questions regarding one clinic models, breaking contracts early, positions on the PCN Board, and how nurses are hired.

Dr. van de Linde asked that the Committee get back to him regarding the funding for the Maternity Clinic. He noted that he does not think it should be a permanent solution, and that perhaps there could be discussions on a higher level to resolve the situation. His concern is if the maternity clinic folds, it will disrupt their obstetrical services.

J. Petrie thanked Dr. van der Linde for his time this afternoon.

Dr. van der Linde left the meeting at 1:42 p.m.

b) **Delegation:**

- **Eastern Irrigation District (EID) Update**

Brent Schroeder, representing the Eastern Irrigation District (EID), provided an update on the following:

- Reservoirs will be at normal operating levels in a week to 10 days;

S. Zacharias left the meeting at 1:45 p.m.

- EIDNet – Phase 2 Fibre Project; and,
- Snake Lake Reservoir Expansion Project – It's rather a slow process now as they are still doing the geotechnical work. He noted the work involved to do this project, and that there are some challenges in building it (i.e. locating and moving big rocks).

J. Petrie thanked Brent Schroder for his update.

Brent Schroder left the meeting at 1:48 p.m.

c) **Delegation:**

- **EMS Staffing Update**

Rick Yanco and Alyssa Monk provided an update on the following:

- Call volumes across the Province are up 30%. He spoke about transporting patients to Medicine Hat or Calgary and how they get tagged on an emergency call on the way home. He explained that in Calgary, because the call volumes are so high, once they got into the City it was difficult for them to get out;
- The Health Minister's announcement back in January regarding the Metro Response Plan (MRP), and explained that in the metros now, units that do not belong to Calgary Metro can only respond to deltas and echoes, so they are getting tagged on probably 60% - 70% less calls in the cities than they were a few months ago;
- Long wait times paramedics encounter when they take patients to emergency, as most of the time they have to wait with their patients until they have a bed; and,
- Staffing and recruitment issues. Foreign EMS people have to become a registered member, and that is through the Alberta College of Paramedics. The biggest problems right now are related to mental health. COVID really put a strain on the crews. He noted that Calgary and Edmonton need a lot of practitioners to fill their ambulances, and so a lot of people go to the metro centres. He also advised that they are waiting to hear on a project called Hours of Operation that is part of the EMS 10 Point Plan.

Mayor Petrie thanked Rick Yanco and Alyssa Monk for attending the meeting.

Rick Yanco and Alyssa Monk left the meeting at 2:05 p.m.

d) **Doctor Recruitment and Retention**

L. Tiffin advised that the only item is the invoice that Dr. van der Linde alluded to from AHS for six months of clerical services for the Brooks Maternity Clinic in the amount of \$4,737.63.

J. Petrie inquired if all the municipalities want to pitch in; noting a population of 25,000 people at \$0.04 per month/per capita. The question arose as to whether Joint Shared Services could pay. L. Tiffin advised that the Committee does not have enough funds to cover the cost. She noted that the Physician and Retention Budget is \$22,000, and that although not much has been spent so far, there are three physicians that may receive the housing subsidy of \$6,000 each.

The Committee noted that they could pay the invoice, and take it back to their respective Councils to fund the clerical services based on an annual per capita amount of \$0.48. It was noted that the respective municipalities should also add this item to their lobbying efforts.

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

e) **RhPAP Update**

L. Tiffin noted that the RhPAP Update from J. Davis is included in the agenda.

There was discussion if anyone should be attending the RhPAP Conference to be held from October 4 – 6, 2022 in Drayton Valley. K. Christman noted that she has attended the conference before, and suggested that the Committee wait and see what is on the agenda before a decision is made on sending someone. A. Martens advised that the City will check to see if there is an agenda, and if so, will circulate it to the Committee.

f) **Economic Development Report**

M. Iwaasa spoke to the following items from the report:

- Southeast Alberta Hydrogen Task Force;
- Beautification Program;
- Blade Signs;
- Business to Business (B2B) Networking;
- Tourism;
- Social Media and Digital Content; and,
- Alberta Advantage Immigration Program (AAIP). M. Iwaasa noted that N. Johnson reached out to him after the FCM Conference to let him know that he had spoken to the Mayor of Morden, Manitoba and they have a similar program and are trying to attract about 50 families per year to their community. L. Tiffin noted that if any employers in the Region reach out to Committee members about needing employees, to send them to her.

M. Iwaasa advised that with regards to the Brand Design changes, he made a presentation to City of Brooks Council and the County of Newell Council, and that County Council favored Option C, and that City Council concurred that what the County was looking for was important. K. Christman noted that there is another option as per the one on the Brooks Newell Tourism site. J. Petrie spoke about how the brand needs to be simple, and M. Iwaasa explained how Option C would work with the different social media platforms. L. Tiffin advised that they are not going to throw everything out that has the existing brand on it; it will be changed out as more is needed.

A. Martens left the meeting at 2:38 p.m.

Moved by K. Christman that the Joint Shared Services Committee accept Option C – Brooks Newell Region.

MOTION CARRIED

g) **Veterinarian Recruitment**

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

- The pop-up mobile vaccination clinic started happening last week. They hosted one in Brooks and had a full day of clients. They are hosting another one here in early July; and,
- Recently met with a veterinarian who is interested in opening a practice here; he is currently looking at options to build a new facility or renovate an existing building. He is not interested in purchasing the vacant Bow Valley Veterinary Clinic. She noted that he had a couple of suggestions on things we could do: Pursue a seat on the University of Calgary's Applicant Review Panel; and sponsor a student by paying their tuition who can be an ambassador for our Region.

M. Idriss advised that he had a conversation with the Associate Dean of the Nursing School in Calgary, and that he was telling her about the idea that has been discussed here about having a pre-med program through the Medicine Hat College, and she suggested that the Committee get in touch with the Medical School at the University of Calgary, and pursue it with them to make the program part of their school versus having a separate program.

h) **Regional Pathway**

M. Iwaasa provided an update on the Regional Pathway; noting that the County has been working with McElhanney Engineering and are close to getting the project design ready for tender. He also noted that they will be doing some public engagement or face-to-face engagement with the Lake Newell Bantry Bay residents to get their input and take it back to the Design Committee.

7. NEXT MEETING

MOVED by Y. Fujimoto that the Joint Shared Services Committee meetings for July and August, 2022 be cancelled.

MOTION CARRIED

Unless a meeting is required in the interim, the next meeting will be held on Tuesday, September 13, 2022 at 1:00 p.m. in the Brooks Fire Hall.

8. ADJOURNMENT

MOVED by J. Goodnough that the meeting adjourn at 2:52 p.m.

MOTION CARRIED

Signature of Chairman

Signature of Recording Secretary

NEWELL REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

Minutes of the 3:00 pm June 23, 2022 Meeting

Held at the Newell Regional Landfill Offices

MEMBERS PRESENT:

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

Bill Prentice – Vice Chairman – City of Brooks, Councillor

John Slomp – Town of Bassano, Councillor

Neil Johnson – County of Newell, Councillor

ALSO IN ATTENDANCE:

Jerry Neighbour – NRSWMA - Treasurer

Shawn McKay – NRSWMA - Authority Manger

MEMBERS ABSENT

Gerry Fortier – Village of Rosemary, Councillor

1) CALL TO ORDER

Tony Steidel called the meeting to order at 3:05pm. Minutes recorded by Shawn McKay.

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

Bill Prentice moved the agenda be adopted – carried unanimously.

3) ADOPTION OF MINUTES

John Slomp moved the minutes of the May 26, 2022 meeting be adopted – carried unanimously.

4) FINANCIALS

Tony moved the Financials be accepted – carried unanimously.

5) TRANSFER SITE ACCEPTABLE/UNACCEPTABLE

John Slomp and Shawn McKay will work together to find a solution to Bassano's commercial hauler and large volume commercial waste issue.

7) AUTHORITY MANAGER'S MONTHLY REPORT

The new approvals for this reporting month were down from 24,970 tonnes to 4,490 tonnes.

Waste quantities were down slightly from last month but up from May last year. Industrial sales were down \$474, 541 from last year to \$209,992.

South berm upgrade on hold.

White Fox is laying liner as it digs the MSW cell and Gem Testing has been onsite as required to complete density/compaction testing. Capping is almost complete on the North side. A lot of work has been completed on South berm however awaiting drawings from Salbro to complete upgrade. Wet conditions have set White Fox back over 2 weeks.

A letter has been delivered to White Fox and Salbro Consulting copied, stating that the Hydrovac Pad portion of the contract was removed as per the Board's decision of May 26, 2022.

Tire shred has been arriving and is being stockpiled to use in the new cell construction. Approximately 3900 tonnes have arrived, and 12,400 tonnes is still required.

Tony Steidel moved that 4 new 50 yard containers be purchased to replace the containers at the landfill and transfer sites that have become irreparable – carried unanimously.

Mike Spencer Geometrics is quantifying the concrete, asphalt, trees & stumps, shingles and C & D and the surveys should be ready next week. After receiving those numbers, companies will be contacted for quotes to crush, grind and possibly move these products.

Torxen and the County of Newell have requested that the landfill provide an Alberta Energy Regulators waste manifest tracking system. Unfortunately, the landfill does not have the resources for this project so Neil Johnson and Shawn McKay, along with Matt Fenske from the County of Newell, will work with Torxen to come up with a solution.

Bobcat skid steer delivery is expected July 15 with further delays expected.

The Madvac trailer unit has been listed for sale for \$8900.00 obo.

A SAEWA special meeting was held on Wednesday June 15 to indicate the steering committee's schedule of EOI review, scoring and acceptance.

Armor sealed the roof of the scale house however it did not take and water is still coming in. They were notified and they came out to review.

County of Newell's dust abatement program was completed the morning of June 24.

Slade Sonnenberg from Bassano was hired June 3 as a seasonal yard/shop clean up worker and Ethan Largary from Brooks will start June 28 as a temporary labourer to aid in the transfer

stations clean up and repair, assist in freon removal at the landfill and transfer stations and work on various tasks assigned by Mark Ross, Landfill Manager.

All the transfer sites have been visited after they were given their list of deficiencies and they have all done a good job clearing them up. Bassano is a completely different site than when we did our first site inspection, the shack and yard are cleaned up and the junk removed. Slade has been assisting in further yard clean up.

Transfer site quantities were reviewed and it was noted that Bassano's containers transported went from 12 in April to 20 in May.

10) INVOICES & WAGES – Tony Steidel moved to approve the invoices – carried unanimously.

9) ADDITIONAL AGENDA TOPICS

None.

10) Further Discussion

None.

11) Adjournment - Tony Steidel adjourned the meeting at 4:00pm.

Next meeting at 3:00pm, July 28, 2022, at the Village of Dutchess Offices.

SLS Board Meeting –Virtual GoToMeeting
MINUTES - *APPROVED*
Wednesday, April 20, 2022



Present:

Trustees:	Dwight Kilpatrick	Terrie Matz	Deborah Reid-Mickler	Sydney Miller
	Jon Nesbitt	Alison Van Dyke	Bruce Hillis	CoriAnn Nielson
	Craig Widmer	Lynette Kopp		

Staff: Petra Mauerhoff (CEO) Bernadette Mouta

Absent:

Trustees: Michelle McKenzie

1. CALL TO ORDER

Dwight Kilpatrick called the meeting to order at 1:01p.m.

CARRIED

1.1 ACKNOWLEDGEMENT OF TERRITORY

Shortgrass Library System honors and acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuut'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also honor and acknowledge that we are on the homelands of the Métis Nation within Region III.

1.2 EXCUSE ABSENT BOARD MEMBERS

Moved by Deborah Reid-Mickler that the SLS Board excuse absent Board members Michelle McKenzie.

CARRIED

1.3 APPROVAL OF AGENDA

Moved by Sydney Miller that the SLS Board approve the April 20, 2022 Agenda as amended.

CARRIED

1.4 APPROVAL OF MINUTES

Moved by Jon Nesbitt that the SLS Board approve the March 16, 2022 SLS Board Meeting Minutes as presented.

CARRIED

2. FINANCIAL STATEMENTS

Moved by Craig Widmer that the SLS Board approve the Financial Statements ending March 31st, 2022 as presented.

CARRIED

2.1 MUNICIPAL AND MATERIAL LEVY PAYMENTS

Moved by Craig Widmer that the SLS Board accept the 2022 Municipal and Material Levy Payment chart for information.

CARRIED

3. ACTION ITEMS

3.1 Chris Field attended the meeting to present the proposed IT support contract to the board.

Moved by Terrie Matz that the SLS board approve entering into a IT Support contract with Partek for a 12 month period for combined expenses up to \$65,000.

Chris Field left the meeting at 1:23pm.

CARRIED

3.2 Moved by Craig Widmer that the SLS board approve as presented policy C.08: Violence and Harassment.

CARRIED

3.3 Moved by Deborah Reid-Mickler that the SLS board approve as amended policy C.23: Travel Allowance.

CARRIED

3.4 Moved by Lynette Kopp that the SLS board approve as amended Policy C.23A: Travel Authority and Advance Voucher.

CARRIED

3.5 Moved by Deborah Reid-Mickler that the SLS board approve as amended Policy D.04: Client Services Librarian Job Description.

CARRIED

3.6 Moved by Terrie Matz that the SLS board approve as amended Policy D.08: Bookkeeper/Executive Assistant Job Description.

CARRIED

3.7 Moved by Deborah Reid-Mickler that the SLS board approve as amended Policy D.19: Manager Systems and Technical Services Job Description.

CARRIED

3.8 Moved by Lynette Kopp that the SLS board approve as presented Policy F.12: Non Resident Membership Fee.

CARRIED

3.9 Moved by Terrie Matz that the SLS board approve as presented Policy G.05: Resource Sharing to the Print Disabled.

CARRIED

3.10 Moved by Bruce Hillis that the SLS board approve as presented Policy G.11: Circulation: Deletion of Patrons Records.

CARRIED

4. INFORMATION ITEMS

Moved by Sydney Miller that the SLS Board receive the following items for information.

CARRIED

4.1 CEO report - Petra Mauerhoff

4.2 Manager, Systems & Technical Services report – Chris Field

4.3 Client Services Librarian Report - Kaitlin McClary

4.4 PLSB Update - April 11, 2022

4.5 Plan of Service Timeline

4.6 Solar panel energy production information reports

Mission Statement

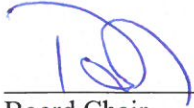
Shortgrass Library System provides quality library support services to member municipalities and partners.



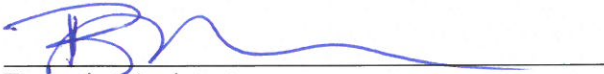
5. ADJOURNMENT

Moved by CoriAnn Neilson that the meeting be adjourned at 1:42p.m.

CARRIED



Board Chair



Executive Assistant

Mission Statement

Shortgrass Library System provides quality library support services to member municipalities and partners.