COUNCIL AGENDA

Meeting: April 11, 2023 6:00 p.m. – 10:00 p.m.
Location: Council Chambers – 502 – 2nd Avenue

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1. **CALL TO ORDER**

2. **EXCUSED FROM MEETING**

3. **ADOPTION OF AGENDA**

4. **ADOPTION OF MINUTES**
   - 4.1 March 13, 2023 Regular Meeting
     - Matters Arising – (M#TOB48/23)

5. **DELEGATIONS**
   - 5.1 None

6. **UNFINISHED BUSINESS**
   - 6.1 BUILD Bassano - Residential Vacant Land Development Incentive Policy P-TOB/66-004-23 – Amended
   - 6.2 BUILD Bassano – Market Prices
   - 6.3 Tax Recovery Properties – Price Adjustment
   - 6.4 Business License Bylaw 932/23 – Proposed
   - 6.5 Bassano Community Hall - Rental Rates Policy P-TOB74/003-23 – Proposed
   - 6.6 Bassano Homecoming Campground Policy P-TOB72c/004-23 – Proposed
   - 6.7 Bassano Outdoor Pool – Operating Policies - Review

7. **NEW BUSINESS**
   - 7.1 2023 Tax Rate Bylaw 934/23 – Proposed – *ADDITION*

8. **BOARD & COMMITTEE REPORTS**
   - 8.1 Mayor I. Morey
     - International Federation of Ag Journalists Planning Meeting – March 23, 2023
     - Municipal Leaders Caucus, Edmonton – March 29-31, 2023
   - 8.2 Deputy Mayor Slomp
     - Newell Regional Solid Waste Management – March 23, 2023
     - Municipal Leaders Caucus, Edmonton – March 29-31, 2023
   - 8.3 Councillor K. Jones
   - 8.4 Councillor M. Wetzstein

8.5 Councillor S. Miller

- Brooks Region Tourism – March 16, 2023
- Bassano Memorial Library – March 21, 2023
- Municipal Leaders Caucus, Edmonton – March 29-31, 2023

9. CAO REPORT

9.1 CAO Operations Report
9.2 Financial Statement for the month ending February 28, 2023
9.3 Cheque listing for the month ending February 28, 2023
9.4 FCSS Report for period ending March 31, 2023
9.5 CPO Report for the period ending March 31, 2023
9.6 RCMP Mayor's – None

10. CORRESPONDENCE

10.1 Brooks & District Resiliency Committee – Declaration Request for Resiliency Week, April 23 – 30, 2023
10.2 Economic Developers Association – Economic Development Week Proclamation, May 8-12, 2023
10.3 City of Brooks – Assessment Review Board Appointments
10.4 Joint Shared Services Meeting Notes – March 14, 2023
10.5 Newell Regional Landfill – Letter to County of Newell re: Proposed Land Use Bylaw 2049-23 Hearing and RemedX Class II Landfill – March 24, 2023
10.6 Alberta Community Partnership Grant Confirmation
10.7 County of Newell – Municipal Development Plan – Draft for Circulation
10.8 Village of Duchess – County of Newell re: Proposed Land Use Bylaw 2049-23 Concern – April 4, 2023
10.9 Village of Rosemary – County of Newell re: Proposed Land Use Bylaw 2049-23 Concern – April 4, 2023

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 **MARCH 13, 2023** 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
DELEGATES/PUBLIC	Israel Wasserman, JDP Wasserman
	Randy Bachmeier, Resident
	Sandra Stanway, Brooks Bulletin (virtual)

Unapproved

1. CALL TO ORDER

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

2. EXCUSED FROM MEETING

None

3. ADOPTION OF AGENDA

TOB46/23 Moved by **COUNCILLOR WETZSTEIN** that the agenda is approved as presented.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of February 13, 2023

TOB47/23 Moved by **DEPUTY MAYOR SLOMP** that council approves the minutes of the regular meeting held on February 13, 2023 as presented.

CARRIED

5. DELEGATIONS

5.1 JDP Wasserman – 2022 Audited Financial Statement – *Draft* – 6:00 p.m.

Israel Wasserman entered the meeting at 6:02 p.m.

Wasserman presented the Audited Financial Statement for the period ending December 31, 2022. A Q&A session ensued.

Mayor 04/11/23

CAO 04/11/23

TOB48/23 Moved by **COUNCILLOR MILLER** that council approves the Town of Bassano's audited financial statement for the period ending December 31, 2022 as amended.

CARRIED

Wasserman departed at 6:34 p.m.

TOB49/23 Moved by **DEPUTY MAYOR SLOMP** to recess the meeting at 6:35 p.m.

CARRIED

TOB50/23 Moved by **COUNCILLOR JONES** to reconvene the meeting at 6:38 p.m.

CARRIED

6. UNFINISHED BUSINESS

6.1 BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB/66-004-23 - Draft

TOB51/23 Moved by **COUNCILLOR JONES** that council approves the BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB/66-004-23 as amended.

CARRIED

7. NEW BUSINESS

7.1 Bassano & District Centennial Arena – Facility Upgrades – Tender Results

TOB52/23 Moved by **COUNCILLOR WETZSTEIN** first, that council awards the Bassano & District Centennial Arena Basement Upgrades Project – Ventilation Portion (TOB-REC249-001) to Armor Building Systems Ltd. in the amout of $37,501.64 including GST. Second, that council awards the Bassano & District Centennial Arena Basement Upgrades Project – Fireproofing Portion (TOB-REC249-002) to Armor Building Systems Ltd. in the amount of $57,952.44 including GST. The projects will be funded where applicable from the Recreation & Culture Reserve.

CARRIED

7.2 Land Lease – Pt. 15-21-18 W4M

TOB53/23 Moved by **COUNCILLOR WETZSTEIN** that council offers a one-year lease to Kyle Christman on Pt. 15-21-18 W4M at the original lease rate and location of $0.50/calf cow from 2020, the last time the lands were grazed with the Town formally tendering the lands in 2024.

CARRIED

7.3 Community Hall – Fundraiser Rental Rates

An open discussion was held regarding fundraiser rental rates at the Community Hall.

7.4 Request for Subdivision – Plan 051 3203; Block 2; Lot 5

TOB54/23 Moved by **DEPUTY MAYOR SLOMP** that council directs administration to proceed with the sale and closure of the undeveloped alley east of Plan 051 3203; Block 2; Lot 5 between 4th Avenue and 3rd Avenue. The sale price shall be $1.50/square foot. The purchasers are responsible for all subdivision and consolidation costs. **CARRIED**

Mayor 04/11/23

CAO 04/11/23

Unapproved

8. BOARD AND COMMITTEE REPORTS

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

TOB55/23 Moved by **MAYOR MOREY** that the Town contributes it portion to pay for the Brooks Maternity Clinic for clerical staffing costs for the period of October – December 2021 and January – March 2022 in the amount of $393.42 as agreed through Joint Shared Services.

CARRIED

TOB56/23 Moved by **COUNCILLOR JONES** to recess the meeting at 7:58 p.m.

CARRIED

TOB57/23 Moved by **COUNCILLOR JONES** to reconvene the meeting at 8:02 p.m.

CARRIED

TOB58/23 Moved by **COUNCILLOR JONES** 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 March 10, 2023.

9.2 Financial Statements

A financial statement for the month ending January 31, 2023 was presented.

9.3 Cheque Listings

A cheque listing for the month ending January 31, 2023 was presented.

9.4 FCSS Report

An FCSS Director's report for the month ending February 28, 2023 was presented.

9.5 CPO Report

A CPO report for the month ending February 28, 2023 was presented.

9.6 RCMP Report

None

TOB59/23 Moved by **COUNCILLOR WETZSTEIN** that the CAO report for the period ending March 10, 2023 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

Unapproved

Mayor 04/11/23 CAO 04/11/23

10. CORRESPONDENCE

10.1 Newell Regional Solid Waste Management minutes of February 23, 2023 were reviewed.

10.2 Notice from the Government of Alberta announcing 2023 grant allocations.

10.3 2023 Government Budget Announcement – Bassano Project Funding for Future Planning was reviewed.

10.4 Alberta Precision Laboratories announcement to transition to DynaLIFE Medical Labs.

10.5 Letter of concern from resident, Dale Luchuck regarding the Town's intention to charge an ECO fee on utility notices for residents that want to receive paper bills.

10.6 Oldman River Regional Services Commission – 2023 Spring Periodical on Campgrounds.

10.7 Letter from the Bassano Elks requesting that the Town donates the Community Hall on May 6, 2023, for a Spring Craft Sale. The event is intended to raise funds to replace the roof on the Elks Hall.

TOB60/23 Moved by **COUNCILLOR MILLER** that the Town reduces the rental rate to $100 at the Community Hall for the Bassano Elks in support of the Spring Craft Sale on May 6, 2023 (or an alternate date) with funds going towards the replacement of the roof on the Elks Hall. Renters are required to sign the rental agreement and adhere to all facility protocols.

CARRIED

10.8 Joint Shared Services meeting notes of February 14, 2023 were reviewed.

10.9 Notification that the Bassano Recreation Complex Management Board was formally dissolved.

10.10 Alberta Municipalities, Director Towns South provided a written update for the period of January and February 2023 on advocacy efforts.

10.11 Newell Housing Foundations minutes of February 7, 2023 were reviewed.

10.12 Letter from the Bassano 4H Club seeking a donation of Community Hall for the annual beef on a bun operations fundraiser.

TOB61/23 Moved by **COUNCILLOR WETZSTEIN** that the Community Hall rental for the Bassano 4H Club annual beef on a bun is charged at the Main Hall and Kitchen for Meeting rate of $303.87.

CARRIED

10.13 A request to declare June 5-11, 2023 to be Seniors' Week in Bassano.

Unapproved

Mayor 04/11/23 CAO 04/11/23

TOB62/23 Moved by **COUNCILLOR JONES** that council proclaims June 5-11, 2023 as Seniors' Week in Bassano.

CARRIED

TOB63/23 Moved by **COUNCILLOR MILLER** to accept the correspondence and to file the items as information.

CARRIED

11. CLOSED SESSION

None

12. ROUND TABLE

A round table discussion ensued.

13. ADJOURNMENT

TOB64/23 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of March 13, 2023 at 8:35 p.m.

CARRIED

_____ _____

Mayor Chief Administrative Officer

Unapproved

_____ _____

Mayor CAO
04/11/23 04/11/23

REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 6.1

SUBJECT: BUILD Bassano - Residential Vacant Land Development Incentive Policy – P-TOB/66-004-23 – Amended

BACKGROUND

To implement the above policy, a sales agreement was prepared with legal. There is one additional step that must be taken to ensure the implementation process is legislatively compliant. To sell municipal lands for under fair market value, we are required to notify the public of the Town's intention to do so. This must be advertised for two consecutive weeks and then remain open for people to submit a petition for 60-days. What this means is that the Town cannot sell a lot under this policy for 60 days after the two-week public posting. An appropriate ad was prepared on March 31, 2023, and will be in two consecutive issues of the Bassano Times. The petition window will close on June 9, 2023 at which time each property may be sold unencumbered.

The other option would have been to follow the same steps as described above each time an offer to purchase was received. That would delay actions of the buyer; thus, it was deemed appropriate to facilitate the public notification for all properties now.

For clarity, an individual can still submit a proposal, the Town cannot sell the land until the petition period is over. Once this is complete, the policy is fully active. The Town can and will continue to promote and market this offering.

Since this is a termed policy, it would be appropriate for council to amend the timeline in which the policy ends to account for the petition process.

Proposed wording is:

Process

1. This is a termed development incentive. The term begins after completing the legislative steps to notify the public that lands will be sold under fair market value and petition requirements. The date in which this will be complete without receipt of a petition is June 9, 2023. The policy shall remain active for 365 days, being June 9, 2024

A second amended was recommended by legal, that council motions for the municipal tax credit on the developed property each year. Policy wording was amended as follows:

14. The CAO shall administer all development incentives. The CAO shall provide a written report to council each month related to the administration of this policy where applicable. Council

shall pass a motion for each municipal tax credit applied to each property sold and developed under this policy, each year until the municipal tax credit is fully expended.

OPTIONS

☒ #1 – that council approves the BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB/66-004-23 as amended.

☐ #2 – that council decline proposed amendments to the BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB/66-004-23 as presented.

☐ #3 – that council defers the amended BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB/66-004-23 until a later date.

CAO COMMENTS

The above amendments are required to limit risk and to meet legislative terms.

ALIGNMENT WITH STRATEGIC PLAN

G2

RECOMMENDATION

☒ #1 – that council approves the BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB/66-004-23 as amended.

Attachments:

1. BUILD Bassano – Residential Vacant Land Development Incentive Policy – P-TOB66/004-23 – *Amended*
2. Public Notification – Land Price Reduction – Mar. 31, 2023

Prepared by: Amanda Davis, CAO

Policy Title	BUILD Bassano – Residential Vacant Land Development Incentive Policy
Authority	Administration
Approved (Dates/M#)	TOB51/23
Policy Number	P-TOB66/004-23
Review	To be reviewed by November 1, 2023
Reviewed by/date	March 13, 2023

Policy Statement

To advance the 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 this development incentive is:

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 variety of housing stock in Bassano.
4. To help solve the rental shortage in Bassano.
5. To support local businesses and industry.
6. To encourage investments that will grow Bassano.

Definitions

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

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

Council – means the elected body of the Town.

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

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 land – means a publicly owned residential land suitable for immediate development.

Amended

Responsibility

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

Vacant Land

The Town holds title to thirteen (13) parcels of land publicly listed for sale and development as described below. Vacant land will be sold for development on a first come, first served basis.

Civic Address	Legal Address	Land Use District
813 Centre Street Close	Plan 951 0543; Block 3; Lot 2	R1
317 – 9th Avenue	Plan 051 0383; Block 29; Lot 44	R1
421 – 9th Avenue	Plan 021 1563; Block 28; Lot 45	R1
505 – 9th Avenue	Plan 081 4620; Block 27; Lot 42	R1
517 – 9th Avenue	Plan 081 4620; Block 27; Lot 44	R1
527 – 9th Avenue	Plan 081 4620; Block 27; Lot 46	R1
531 – 9th Avenue	Plan 081 4620; Block 27; Lot 47	R1
810 – 5A Avenue	Plan 151 0415; Block 52; Lot 3	RM
814 – 5A Avenue	Plan 151 0415; Block 52; Lot 4	RM
818 – 5A Avenue	Plan 151 0415; Block 52; Lot 5	RM
805 – 5A Avenue	Plan 151 0415; Block 27; Lot 16	RM
801 – 5A Avenue	Plan 151 0415; Block 27; Lot 15	RM
826 – 4th Avenue	Plan 771 1039; Block 2; Lot 14	R1

Process

1. This is a termed development incentive. The term begins after completing the legislative steps to notify the public that lands will be sold under fair market value and petition requirements. The date in which this will be complete without receipt of a petition is June 9, 2023. The policy shall remain active for ~~at the date of policy adoption and runs for~~ 365 days, being June 9, 2024~~.~~

2. Each parcel of vacant land is available for purchase and development in accordance with LUB 921/21. Each parcel of vacant land has a fair market value. The list price shall be reduced during the term of this policy as follows:

    a. Vacant land zoned Residential (R1) may be purchased for five thousand dollars ($5,000.00) – *fair market value averaged $45,000.*

    b. Vacant land zoned Residential Manufactured (RM) may be purchased for three thousand dollars ($3,000.00) – *fair market value averaged $30,000.*

3. The purchaser must enter into a Sales Agreement with the Town for each parcel of vacant land and submit a completed development permit application within six (6) months of signing to build a taxable improvement in accordance with LUB 921/21. Upon receiving development permit approval, the taxable improvement must be completed within twelve (12) months with the applicant having received all applicable discipline permits.

Amended

Failure to meet all development conditions will result in the titled parcel of land being immediately returned to the Town for the value in which the lot was purchased *less* any legal and administrative costs incurred. A 10% administration fee will be applied over and above all incurred costs.

a. Example: a purchaser enters a Sales Agreement with the Town on June 1, 2023, applies for a development permit by December 1, 2023, receives development approval by January 31, 2024 – construction must be completed by January 30, 2025.

4. Purchasers are limited to the purchase of two (2) vacant properties to ensure development occurs. If development is progressing and vacant land remains available, the purchaser may acquire more parcels in increments of two (2). Development progression means that all permits have been obtained, there is a foundation, and construction is active at the site.

5. A municipal tax credit is applied to the developed property (at occupancy) based on an improved property assessment. The property assessment is determined by the Town's assessor. Property assessment is not fair market value.

   To be eligible for the municipal tax credit, the property's assessment must reach a minimum of 150,000 for a single-family unit/dwelling (SFD) (land and improvements) and a minimum of 250,000 for a multi-family unit dwelling (land and improvements) as shown in Table 1.

Property Assessment	Tax Credit Applied
SFD – minimum assessment 150,000	$10,000
Multi-unit dwelling – minimum assessment 250,000	$10,000

Table 1. Development Incentive Chart

6. The applicant must obtain a development permit from the Town and submit plans in accordance with the LUB 921/21.

   a. Development permit fees will be waived.

7. The applicant must obtain all discipline permits from Superior Safety Codes as a condition of the development permit.

   a. Discipline permit fees are payable directly to Superior Safety Codes.

8. 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.

9. The purchaser is responsible to develop the vacant lands in accordance with the Sales Agreement. The entity may not purchase the land and flip it for a direct profit. A taxable

Amended

improvement must be built prior to the sale or transfer unless there is written agreement with the Town.

10. Development must result in taxable improvements only. Non-taxable improvements such as farm buildings, schools, and churches are not eligible.

11. All developments must be of high quality in accordance with the LUB 921/21.

12. To be eligible for the vacant land development incentive, the applicant must be in good standing with the Town.

13. Town development incentives are stackable. This means, for example, an applicant can stack this policy with the Backyard Suite Development Incentive, pending the development is on the same parcel of land.

14. The CAO shall administer ~~and sign off on~~ all development incentives. The CAO shall provide a written report to council each month related to the administration of this policy where applicable. Council shall pass a motion for each municipal tax credit applied to each property sold and developed under this policy, each year until the municipal tax credit is fully expended.

15. Any unique developments may be referred to council for further consideration.

16. Fair market value will be re-instated on all remaining vacant land at the end of the policy term.

Fair Market Value

To protect the integrity of the Town's market value there is an understanding between the assessor, the municipality, and the ratepayers that these sales are not a good indication of market value and are excluded from the market value analysis (e.g. vacant land sales in accordance with this policy will not be able to skew the market value by +/- 80% because they are not considered good indicators of market value).

A good indication of market value would be a transaction between a willing seller and a willing buyer free from external influences. When the Town sells a lot at a significant discount to market value, there is an external influence that exists in that the municipality is the only entity that can recover the loss on the sale through taxation of the improvements that are then built on the lot. The assessor will continue to rely on other private-to-private transactions to provide their indications of market value in Bassano.

Supporting Plans

1. Town of Bassano Strategic Plan 2019-2026
2. Economic Enrichment Strategy 2021
3. Intergenerational and Multigenerational Tiny Home Pilot Project 2020

Amended

4. Municipal Development Plan 910/20
5. Land Use Bylaw 921/21
6. Policy P-TOB66/003-22
7. Beautify Bassano Initiative 2018

END OF POLICY

Amended

Chief Administrative Officer
502 – 2nd Avenue | P.O. Box 299
Bassano, Alberta T0J 0B0
403-641-3788
cao@basssano.ca

NOTICE OF INTENTION

To sell land for less than market value (as per the MGA)

March 31, 2023

Take notice that:

In accordance with Sections 70, 231(9) and 606 of the *Municipal Government Act*, R.S.A. 2000, Ch., M-26 (the "MGA"), the Town of Bassano proposes to sell residential land under fair market value in accordance with the BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB66/004-23.

The Town holds title to thirteen (13) parcels of land publicly listed for sale and development as described below. Vacant land will be sold for development on a first come, first served basis.

Civic Address	Legal Address	Land Use District
813 Centre Street Close	Plan 951 0543; Block 3; Lot 2	R1
317 – 9th Avenue	Plan 051 0383; Block 29; Lot 44	R1
421 – 9th Avenue	Plan 021 1563; Block 28; Lot 45	R1
505 – 9th Avenue	Plan 081 4620; Block 27; Lot 42	R1
517 – 9th Avenue	Plan 081 4620; Block 27; Lot 44	R1
527 – 9th Avenue	Plan 081 4620; Block 27; Lot 46	R1
531 – 9th Avenue	Plan 081 4620; Block 27; Lot 47	R1
810 – 5A Avenue	Plan 151 0415; Block 52; Lot 3	RM
814 – 5A Avenue	Plan 151 0415; Block 52; Lot 4	RM
818 – 5A Avenue	Plan 151 0415; Block 52; Lot 5	RM
805 – 5A Avenue	Plan 151 0415; Block 27; Lot 16	RM
801 – 5A Avenue	Plan 151 0415; Block 27; Lot 15	RM
826 – 4th Avenue	Plan 771 1039; Block 2; Lot 14	R1

The Policy P-TOB66/004-23 may be viewed as follows:

1. Online https://bassano.ca
2. In person at the Bassano Town Office during regular business hours (502 – 2nd Avenue, Bassano, Alberta T0J 0B0).

Further information is available by contacting:

Amanda Davis
Chief Administrative Officer
Town of Bassano
403-641-3788
cao@bassano.ca

Petitions

Petitions against the Town's proposal to sell the above vacant residential land under fair market value may be filed with:

The Chief Administrative Officer, Town of Bassano, 502 – 2nd Avenue, Bassano, Alberta: during regular business hours, **not later than 60 days after the last date on which this notice is advertised (June 9, 2023).** Petitions must comply with the requirements of Part 7 of the MGA, and specifically section 224, which provides that the petition must:

- Contain on each page an identical statement of purpose for the petition.
- Be signed by petitioners who are electors of the Town of Bassano, equal in number to at least 10% of the population.
- Contain for each petitioner:
    - Printed surname and given names or initials of the petitioner.
    - Petitioner's signature.
    - Street address of legal description of the land where the petitioner lives.
    - The petitioner's telephone number or e-mail address, if any; and
    - The date on which the petitioner signed the petition.
- Every petitioner's signature must be witnessed by an adult person who:
    - Signs opposite the petitioner's signature.
    - Swears an affidavit confirming that to the best of the witness' knowledge the signatures are those of the petitioners entitled to sign the petition, and such affidavits must be attached to the petition.
- A signed statement of an individual who is the representative of the petitioners to whom the municipality may direct inquires about the petition.

If a sufficient petition is not filed within the timeframe provided by the MGA, the Town may proceed to sell lands in accordance with the BUILD Bassano Policy (P-TOB66/004-23) without further notice.

REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 6.2

SUBJECT: BUILD Bassano – Market Prices

BACKGROUND

As directed by council, administration obtained recommended market prices for two parcels of developable land in Bassano.

702 – 5A Avenue

Ryan Vogt, Benchmark Assessment Consultants Inc. provided the following information on March 17, 2023:

"Viewed as a residential lot, it is much larger than a typical residential lot and would be discounted slightly for its triangular shape (perhaps -10%). Economies of scale would suggest that if a typically sized residential lot is valued at $4.50/sf then a lot 4 to 5x the size would only be valued at $2.25/sf (using the concept that as a lot's size increases its value per square foot decreases). Once you discount that $2.25/sf by -10% for shape, you arrive at $2.03 per square foot (let's round that to $2.00/sf). At $2.00/sf, Roll 454000 would be valued at $52,272. So approximately $50,000 would be a reasonable estimate of value which is in-line with its $48,000 assessed value from 2022"

- **Recommendation that the lot is marketed for sale at $2.00/square foot**

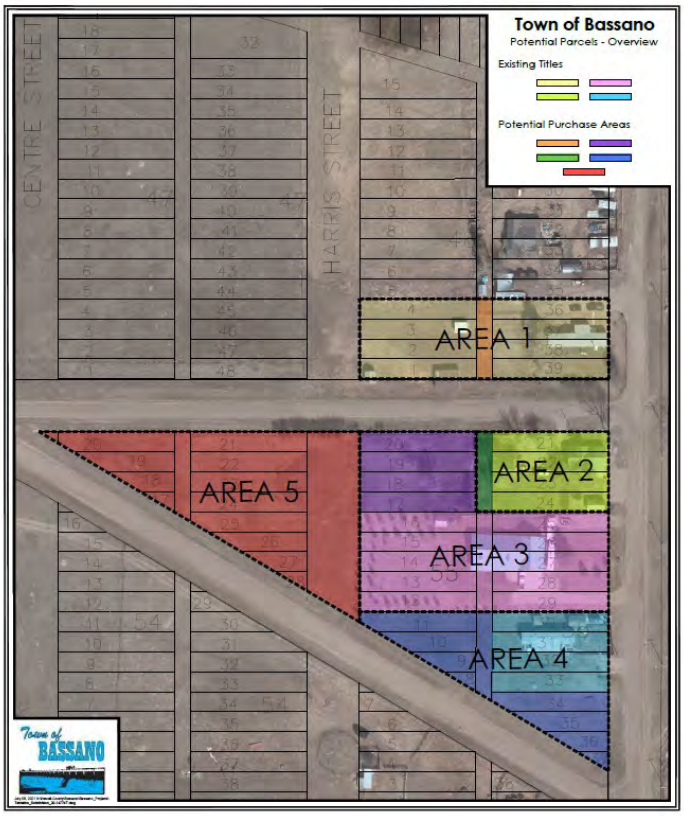
1. Council must determine if this lot will be added to the public inventory for sale.
2. If the lot should be held in the public inventory for public use and not listed for sale.
3. If council would like to engage a realtor to market the lot for sale.

205 – Peterson Avenue - Triangular Lot – South of the Tracks

With the road closures and consolidation project complete, the triangular parcel of land was created south of the track that could accommodate a residential build (Area 5). The parcel is unserviced.

Ryan Vogt, Benchmark Assessment Consultants Inc. provided the following information on March 17, 2023:

"The second triangular piece that you've mapped out is roughly 0.97 acres (based on the dimensions from the map). The analysis would be similar for this parcel but instead of starting at $2.25/sf we'd start at $0.40/sf given the location south of the railway tracks. Once you discount that $0.40/sf by -10% for shape, you arrive at $0.36/sf. At $0.36/sf, this parcel would be valued at $15,161. So a reasonable estimate of value for this lot would be approx. $15,000."



- **Recommendation that the lot is marketed for sale at $0.36/square foot**

1. Council must determine if this lot will be added to the public inventory for sale.
2. If the lot should be held in the public inventory for public use and not listed for sale.
3. If council would like to engage a realtor to market the lot for sale.

OPTIONS

☒ #1 – that council approves the recommendation from Benchmark Assessment Consultants Inc., dated March 17, 2023 and applies a market value on two lots as follows:

1. 702 – 5A Avenue shall be listed for sale at $2.00/square foot. A listing agreement shall be secured with Jolene Ledene Reimer, Royal LePage in accordance with existing contract for services. The listing agreement shall be active for 24-months.

2. 205 – Peterson Avenue shall be listed for sale at $0.36/square foot. A listing agreement shall be secured with Jolene Ledene Reimer, Royal LePage in accordance with existing contract for services. The listing agreement shall be active for 24-months.

☐ #2 – that council approves the recommendation from Benchmark Assessment Consultants Inc., dated March 17, 2023 and applies a market value on two lots as follows:

1. 702 – 5A Avenue shall have a list price sale at $2.00/square foot and it lot shall be held within the municipal inventory of land, and held for future development that may compliment Bassano healthcare assets.

2. 205 – Peterson Avenue shall be listed for sale at $0.36/square foot. A listing agreement shall be secured with Jolene Ledene Reimer, Royal LePage in accordance with existing contract for services. The listing agreement shall be active for 24-months.

☐ #3 – that council takes no action.

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

G2

RECOMMENDATION

☒ #1 – that council approves the recommendation from Benchmark Assessment Consultants Inc., dated March 17, 2023 and applies a market value on two lots as follows:

1. 702 – 5A Avenue shall be listed for sale at $2.00/square foot. A listing agreement shall be secured with Jolene Ledene Reimer, Royal LePage in accordance with existing contract for services. The listing agreement shall be active for 24-months.

2. 205 – Peterson Avenue shall be listed for sale at $0.36/square foot. A listing agreement shall be secured with Jolene Ledene Reimer, Royal LePage in accordance with existing contract for services. The listing agreement shall be active for 24-months.

Attachments:

1. None

Prepared by: Amanda Davis, CAO

REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 6.3

SUBJECT: Tax Recovery Properties – Price Adjustment

BACKGROUND

The Town has gained access to the tax recovery properties that were recovered in 2022 when unsold after the auction. Title transfer have finally been processed. Having gained entry, we could access the condition of the properties to determine a fair market value.

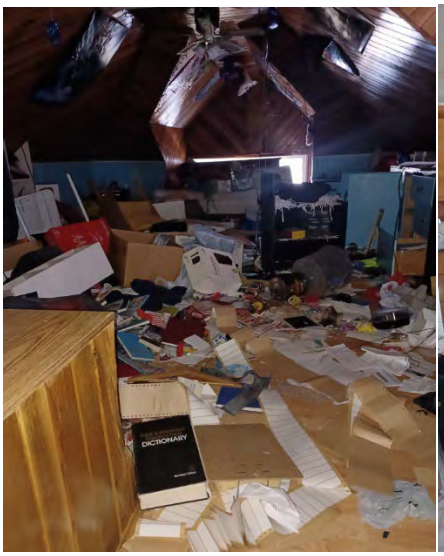
701 – 2nd Avenue

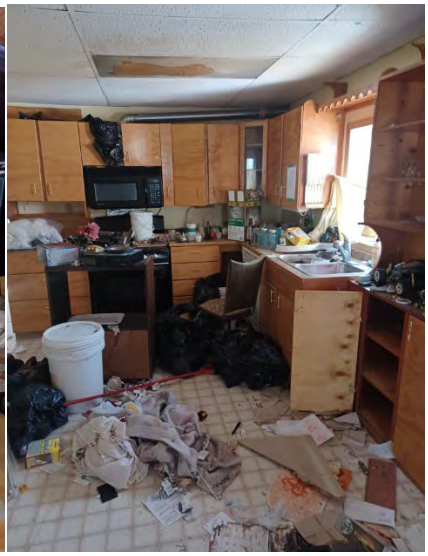
- Due to the poor condition of the interior and exterior of the property, the revised fair market value is **$41,000** from $67,000.
- Administration will arrange to have the interior of the property cleaned out.

Year Built	Old Effective Age: 1960
Floor Area	1,018 sf plus a 720 sf, detached garage and a 283 sf carport.
Overall Condition:	Very Poor
Windows:	Updated
Siding:	Wood
Interior:	Photos indicate that the interior is in disrepair and full of garbage.
Assessment	$67,000 revised to $41,000

There are three comparable sales attached, which indicate that $63,000 represents a fair market value, but neither of these are overly comparable given the subject's condition. Given the condition of the subject property $41,000 represents a fair market value with $32,000 of which coming from the land.

Value as of April 3, 2023 is $41,000.





242 – 3rd Avenue

- Due to the poor condition of the interior, that the property has been abandoned, the revised fair market value is $32,000 from $38,000.

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 photos provided indicate that the property has been abandoned and that the only value remaining is the $27,000 land value plus the $5,000 salvage value of the house.
Assessment	$38,000 amended to $32,000

With council's approval of the recommended fair market value, listing agreements will be established with Jolene Ledene Reimer of Royal LePage (M#TOB214/22).

OPTIONS

☒ #1 – that council, in accordance with Motion TOB214/22, amends the fair market value of the following properties, and lists them for sale with Jolene Ledene Reimer, Royal LePage:

1. Roll 133000 (Plan 3154AC, Block 22, Lot 1), list price $41,000
2. Roll 224000 (Plan 3158AB, Block 15, Lot 15), list price $30,000

☐ #2 – that council does not amend the fair market value on Roll 133000 and 224000.

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

G2

RECOMMENDATION

☒ #1 – that council, in accordance with Motion TOB214/22, amends the fair market value of the following properties, and lists them for sale with Jolene Ledene Reimer, Royal LePage:

1. Roll 133000 (Plan 3154AC, Block 22, Lot 1), list price $41,000
2. Roll 224000 (Plan 3158AB, Block 15, Lot 15), list price $30,000

Attachments:

1. Roll 133000 – 701 – 2nd Avenue Assessment Report
2. Roll 224000 – 242 – 3rd Avenue Assessment Report

Prepared by: Amanda Davis, CAO & Ryan Vogt, Benchmark Assessment Consultants

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 m^2 or 7,500 ft^2
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.

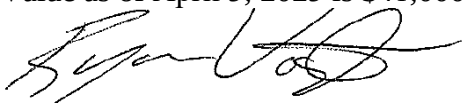
Description of Improvement-

Year Built Old Effective Age: 1960

Floor Area 1,018 sf plus a 720 sf, detached garage and a 283 sf carport.
Overall Condition: Very Poor
Windows: Updated
Siding: Wood
Interior: Photos indicate that the interior is in disrepair and full of garbage.
Assessment $67,000 revised to $41,000

There are three comparable sales attached, which indicate that $63,000 represents a fair market value, but neither of these are overly comparable given the subject's condition. Given the condition of the subject property $41,000 represents a fair market value with $32,000 of which coming from the land.

Value as of April 3, 2023 is $41,000.



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

Summary Report

As of: 04-03-2023

Roll: 133000
Legal: 3154AC 22 1

Description:
Address: 701 - 2ND AVENUE
Subdivision: CENTRAL
Zoning: Residential
Actual Use: Primary: R10100
Market Loc: 101 Town of Bassano
Assbl. Land Area: 696.8 Sq. Meters
Econ.Zone: Economic Zone 99
Assbl.Party: I Individual
Owner: MYRBY, HAROLD & LINDA

Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
48700174	1 Residential-Average	696.8 Sq. Meters	0%	100%	12	100%	32,000

Improvements

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
48700082	002-03-00	SFD - Before 1940	1,018	1960	12	100%	5,000
48700083	030-03-27	Garage	715	1960	12	100%	3,000
48700084	035-02-28	Carport	283	1960	12	100%	1,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	12	Improved Residential	32,000	9,000	0	41,000
		Grand Totals:	32,000	9,000	0	41,000

Inspections

Outside Complete	04-01-2021	DRUHAN, Kolme	2021 MLS Listing - +PHOTO. No recent updates - fair to poor exterior - res and garage appear attached.
Visual Exterior	09-14-2018	VOGT, Ryan	Updated photo.
Outside Complete	04-02-2009	MEGAW, Carol	

Revisions

MGA305(1)	04-03-2023	VOGT, Ryan	Amended following tax recovery valuation update.
MGA305(1)	07-07-2022	VOGT, Ryan	Revised assessed value following tax recovery valuation.
PR	03-12-2009	YEAR END PROCESS	Assessment Change

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
05-15-2007	$41,000	$100,000	$113,700	8001 Good Sale	Improved	36%	071238458
12-22-2004	$41,000	$70,000	$92,800	8001 Good Sale	Improved	44%	041482829

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: 1960
CDU: P
Bldg Size: 1,018 Ft² (Asmt/Ft²=$62)
Land Size: 696.80 M
Bsmt Fin Sz: 0 Ft²
Remainder: 20%

Roof:	$0
Plumbing:	$0
(x 0) Fireplaces:	$0
Heat:	$4,653
A/C:	$0
Bsmt Finish:	$0
Other Dep.:	$2,768
Phys Dep.:	-$92,927
Main Bldg:	$111,506
Other Impr.:	$6,000
Land:	$32,000
Total:	$64,000

Avg.Value according to TOP 3 comparables: $63,000

Subject

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

Adj. Price:		$50,000	110 %
Roof:	$0	$0	
Plumbing:	$13,489	-$13,489	
(x0) Fireplaces:	$0	$0	
Heat:	$2,189	$2,464	
A/C:	$0	$0	
Bsmt Finish:	$5,603	-$5,603	
Other Dep.:	-$1,726	$4,494	
Phys Dep.:	-$70,902	-$22,025	
Main Bldg:	$67,347	$44,159	
Other Impr.:	$10,000	-$4,000	
Land:	$29,000	$3,000	
Total:	$55,000	$9,000	
Est.Value:		$59,000	

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
Sale Date: 05-07-2022

Adj. Price:		$42,000	121 %
Roof:	$0	$0	
Plumbing:	$6,560	-$6,560	
(x0) Fireplaces:	$0	$0	
Heat:	$0	$4,653	
A/C:	$0	$0	
Bsmt Finish:	$0	$0	
Other Dep.:	-$1,314	$4,082	
Phys Dep.:	-$69,257	-$23,670	
Main Bldg:	$80,011	$31,495	
Other Impr.:	$0	$6,000	
Land:	$35,000	-$3,000	
Total:	$51,000	$13,000	
Est.Value:		$55,000	

Roll: 75000
Address: 422 - 4TH AVENUE
Legal: 3154AC 16 15
Location: 101
Base Code: 1
Mt-Qu-St: 001-02-00 100%
Prog.: 100%
Eff. Year: 1965
CDU: A
Bldg Size: 959 Ft² (Asmt/Ft²=$86, Price/Ft²=$98)
Land Size: 696.80 M
Bsmt Fin Sz: 0 Ft²
Remainder: 42%

Sale Price: $94,000
Sale Date: 04-28-2022

Adj. Price:		$94,000	88 %
Roof:	$0	$0	
Plumbing:	$6,560	-$6,560	
(x0) Fireplaces:	$0	$0	
Heat:	$4,385	$268	
A/C:	$0	$0	
Bsmt Finish:	$0	$0	
Other Dep.:	-$2,178	$4,946	
Phys Dep.:	-$63,768	-$29,159	
Main Bldg:	$99,001	$12,505	
Other Impr.:	$7,000	-$1,000	
Land:	$32,000	$0	
Total:	$83,000	-$19,000	
Est.Value:		$75,000	

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 m^2 or 5,400 ft^2
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 photos provided indicate that the property has been abandoned and that the only value remaining is the $27,000 land value plus the $5,000 salvage value of the house.

Assessment $38,000 amended to $32,000

There are three comparable sales attached, which indicate that $45,167 represents a fair market value. But neither of this comparables fully captures the full extent of the physical and functional depreciation associated with this property.

Value as of April 3, 2023 is $32,000.

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

Summary Report

As of: 04-03-2023

Roll: 224000
Legal: 3158AB 15 15
S 108' of 15
Description:
Address: 242 - 3RD AVENUE
Zoning: Residential
Actual Use: Primary: R10100
Market Loc: 101 Town of Bassano
Econ.Zone: Economic Zone 99
Assbl.Party: I Individual
Owner: WONGO, THOMAS L

Subdivision: CENTRAL
Assbl. Land Area: 501.7 Sq. Meters

Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
48700273	1 Residential-Average	501.7 Sq. Meters	0%	100%	12	100%	27,000

Improvements

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
48700560	001-02-09	SFD - All Ages	1,359	1939	12	100%	5,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	12	Improved Residential	27,000	5,000	0	32,000
		Grand Totals:	27,000	5,000	0	32,000

Narratives

YR1 06-17-2019 2019 - Reinspection Cycle

Work Groups

YR2023 2023 Reinspection Cycle 2023 Completed: Assigned

Inspections

Outside Complete	06-25-2019	HULISZ, Tomasz	2019 Re-Inspection Cycle - NOH, appears vacant, removed att garage, chgd CDU from Good to Avg
Visual Exterior	07-21-2016	VOGT, Ryan	Increased EA to 1965 for equity.
Outside Complete	03-27-2015	MEGAW, Carol	new owner repaired house and replaced roof and replaced kitchen cabinets etc. Now rented

Revisions

MGA305(1)	04-03-2023	VOGT, Ryan	Amended following tax recovery valuation update.
MGA305(1)	07-07-2022	VOGT, Ryan	Revised assessed value following tax recovery valuation.
MGA305(1)	07-24-2009	MEGAW, Carol	

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
12-17-2018	$32,000	$25,000	$25,000	8008 Foreclosure	Improved	128%	181270990
11-13-2018	$32,000	$1	$0	8002 Non Arms length	Improved		181245297
09-20-2018	$32,000	$21,500	$21,500	8002 Non Arms length	Improved	149%	181201851

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: 1939
CDU: P
Bldg Size: 1,359 Ft² (Asmt/Ft²=$27)
Land Size: 501.70 M
Bsmt Fin Sz: 0 Ft²
Remainder: 20%

Roof:	$0
Plumbing:	$6,560
(x 0) Fireplaces:	$0
Heat:	$6,211
A/C:	$0
Bsmt Finish:	$0
Other Dep.:	-$15,782
Phys Dep.:	-$107,126
Main Bldg:	$121,137
Other Impr.:	$0
Land:	$27,000
Total:	$38,000

Avg.Value according to TOP 3 comparables: $45,167

Subject

Roll: 101000 Sale Price: $42,000 Adj. Price: $42,000 121 %
Address: 636 - 4TH AVENUE Sale Date: 05-07-2022
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%

Roof:	$0	$0
Plumbing:	$6,560	$0
(x0) Fireplaces:	$0	$0
Heat:	$0	$6,211
A/C:	$0	$0
Bsmt Finish:	$0	$0
Other Dep.:	-$1,314	-$14,468
Phys Dep.:	-$69,257	-$37,869
Main Bldg:	$80,011	$41,126
Other Impr.:	$0	$0
Land:	$35,000	-$8,000
Total:	$51,000	-$13,000
Est.Value:		$29,000

Roll: 75000 Sale Price: $94,000 Adj. Price: $94,000 88 %
Address: 422 - 4TH AVENUE Sale Date: 04-28-2022
Legal: 3154AC 16 15
Location: 101
Base Code: 1
Mt-Qu-St: 001-02-00 100%
Prog.: 100%
Eff. Year: 1965
CDU: A
Bldg Size: 959 Ft² (Asmt/Ft²=$86, Price/Ft²=$98)
Land Size: 696.80 M
Bsmt Fin Sz: 0 Ft²
Remainder: 42%

Roof:	$0	$0
Plumbing:	$6,560	$0
(x0) Fireplaces:	$0	$0
Heat:	$4,385	$1,826
A/C:	$0	$0
Bsmt Finish:	$0	$0
Other Dep.:	-$2,178	-$13,604
Phys Dep.:	-$63,768	-$43,358
Main Bldg:	$99,001	$22,136
Other Impr.:	$7,000	-$7,000
Land:	$32,000	-$5,000
Total:	$83,000	-$45,000
Est.Value:		$49,000

Roll: 184000 Sale Price: $82,500 Adj. Price: $82,500 76 %
Address: 530 - 3RD AVENUE Sale Date: 07-30-2021
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%

Roof:	$0	$0
Plumbing:	$6,560	$0
(x0) Fireplaces:	$0	$0
Heat:	$2,483	$3,728
A/C:	$0	$0
Bsmt Finish:	$0	$0
Other Dep.:	-$2,122	-$13,660
Phys Dep.:	-$35,883	-$71,243
Main Bldg:	$59,962	$61,175
Other Impr.:	$0	$0
Land:	$32,000	-$5,000
Total:	$63,000	-$25,000
Est.Value:		$57,500

REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 6.4

SUBJECT: Business License Bylaw 932/23 – Proposed

BACKGROUND

Council was first notified of business bylaw implementation challenges in December 2022 with a request for bylaw modernization to align with the Town's current business practices. This request was authorized.

The proposed bylaw is legislatively complaint.

Summary of Major Changes

1. Added a process for non-payment of business license fees by January 31 annually to include a violation penalty of $75.00 in addition to the fee doubling.

	Residential	Non - Residential
After January 31st, Annually	$140.00	$240.00
Violation Penalty - Fee	$75.00	$75.00

2. Removed requirement for rental properties to require a business license.

3. Modernized language and format to be consistent with the Town's current bylaws.

OPTIONS

☒ #1 – that council gives all three readings to Business License Bylaw 932/23 as presented.

☐ #2 – that council gives first and second reading to Business License Bylaw 932/22 as presented.

☐ #3 – that council gives first and second reading to Business License Bylaw 932/22 as amended (define amendments).

CAO COMMENTS

Council has discussed business bylaw amendments since December 2022. Having taking direction of council, the bylaw is ready for approval. It is acceptable for council to pass all readings at this meeting, having had 3+ months of deliberation/updates.

ALIGNMENT WITH STRATEGIC PLAN

G2

RECOMMENDATION

1. That gives 1st reading to Business License Bylaw 932/22 as presented.
2. That council gives 2nd reading to Business License Bylaw 932/23.
3. That council has third reading of Business License Bylaw 932/23.
4. The council gives third and final reading to Business License Bylaw 932/23.

Attachments:

1. Business License Bylaw 932/23 – Proposed

Prepared by: Amanda Davis, CAO & Theresa Kelly, Administrative Assistant

BYLAW

Bylaw Number: **932/23**
Bylaw Name: **Business License Bylaw**

A BYLAW OF THE TOWN OF BASSANO, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF REGULATING AND CONTROLLING OF BUSINESSES CARRIED ON WITHIN THE TOWN LIMITS

WHEREAS the *Municipal Government Act* R.S.A. c.M-26 and regulations as amended, authorizes a Council to pass a bylaw for the purpose of regulating, controlling, and licensing all businesses being carried on within the Town;

AND WHEREAS the Council of the Town deems it expedient to pass such a Bylaw,

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

1. NAME OF BYLAW

1.1 This Bylaw may be cited as the "Business License Bylaw".

2. DEFINITIONS

1.1. In this Bylaw all definitions in the Act shall apply.

1.2. Interpretations of the Bylaw shall be consistent with the requirements of the Act.

1.3. "Act" means the *Municipal Government Act, R.S.A. 2000*, C-26 as amended, repealed and replaced from time to time.

1.4. "Air B&B" means a residential property that is rented to travellers on a short-term basis and which is typically advertised via websites or applications such as AirBnB or VRBO.

1.5. "Applicant" means a person who applies for a license or renewal of a license required by the Bylaw and shall also mean a person who is appealing the refusal, revocation, or suspension of a license.

1.6. "Bed and Breakfast" means a property which provides a room to sleep in for the night and a morning meal, and includes a private house or small hotel offering this type of service.

1.7. "Business" means business, commerce, or industry.

1.8. "Bylaw" means the Business License Bylaw 932/23.

Proposed

1.9. "Carry on business" means to conduct, operate, perform, keep, hold, occupy, deal in, or use for gain whether as principal or agent.

1.10. "Charitable or Non-Profit Organization" means a person, association of persons, or a corporation, acting for charity, or in the promotion of general social welfare as determined by the License Inspector, and includes;

1.10.1. a religious society or organization;
1.10.2. a service club;
1.10.3. a community, veterans, or youth organization;
1.10.4. a social, sport or fraternal organization or club;
1.10.5. an employer's or employee's organization, and,
1.10.6. schools funded by the public, engaged in work or activity for which moneys remain in the school coffers or are donated to charity.

1.12 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the Town as appointed by Council, or a person designated to act on Chief Administrative Officer's behalf.

1.13 "Council" means the municipal council to the Town, in the province of Alberta.

1.14 "Enforcement Officer" means an Enforcement Officer appointed by the Town pursuant to the *Municipal Government Act,* R.S.A. 2000, c. M-26, to enforce Town Bylaws, a member of the Royal Canadian Mounted Police, and a Community Peace Officer appointed under the *Peace Officer Act,* R.S.A. 2006, c. P-3.5.

1.15 "Hotel" means an establishment providing accommodations, meals and other services for travelers and tourists.

1.16 "Inn" means an establishment providing accommodations, meals, and other services for travellers and tourists.

1.17 "License" means a license issued by the License Inspector pursuant to this Bylaw.

1.18 "Licensee" means the holder of a valid business license issued pursuant to the provisions of this Bylaw.

1.19 "License Inspector" means and includes an Enforcement Officer, License Inspector, the Chief Administrative Officer, or anyone appointed by Council to carry out the provisions of the Bylaw.

1.20 "License Year" means a calendar year period commencing January 1st and ending December 31st.

Proposed

1.21 "Motel" means an establishment providing accommodations, meals, and other services for travelers and tourists.

1.22 "Non-resident" means a business that is not permanently located in the Town limits, as determined by the License Inspector, during the License Year.

1.23 "Owner" means the registered Owner shown as the Owner of a parcel of land on the Town assessment roll prepared by the Town pursuant to the *Municipal Government Act* or is registered as such under the *Land Titles Act*, RSA 2000, c L-4, as amended, as the owner of the fee simple estate in a parcel of land.

1.24 "Operator" means the Person who controls, governs, directs, or is responsible for the activity carried on at the premises of the Business and can include the Person who is actually in charge at any particular time.

1.25 "Person" means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative.

1.26 "Rental Property" means a building, portion thereof, or group of buildings within the Town and which is rented, leased, let, or made available for living purposes, and is not a Hotel, Motel, Inn, Bed and Breakfast, or Air B&B.

1.27 "Resident" means a business that is permanently located, owned, leased, or rented in the Town limits, as determined by the License inspector, during the License Year.

1.28 "Town" means the Town of Bassano.

1.29 "Violation Tag" means a ticket or similar document issued by the Town pursuant to the *Municipal Government Act*, R.S.A. 2000, c.M-26 as amended, repealed, or replaced from time to time.

3. NECESSITY FOR LICENSE

3.1 No Person shall within or partly within the Town's corporate limits;

3.1.1 carry on any undertaking or do any act or use or have any article, for which a License is required under the provisions of the Bylaw unless they hold a valid License issued pursuant to the provisions of the Bylaw.

4. BUSINESS EXEMPTED FROM OBTAINING A BUSINESS LICENSE

4.1 All Businesses shall apply for and obtain a Business License except as exempted by this Section.

Proposed

4.2 Any Charitable or Non-Profit Organization shall be exempt from the requirement to obtain a Business License provided that:

4.2.1 the proposed Business complies with all bylaws of the Town, and any other statutes or regulations,
4.2.2 written approval has been provided by the License Inspector, and
4.2.3 the Business is not engaged in the carrying out of a carnival or a circus

4.3 A Business License shall not be required for the following Businesses,

4.3.1 an architect's corporation, a joint firm, a registered architect or a visiting project architect under the *Architect's Acts*;
4.3.2 an Alberta surveyor, a surveyor's corporation or a surveyor's partnership registered under the *Land Surveyor's Act*;
4.3.3 a professional engineer, licensee, permit holder or certificate holder under the *Engineering, Geological and Geophysical Professions Act*;
4.3.4 a Business that is to be in operation for less than four (4) months and which is operated by full-time students;
4.3.5 a medical doctor who is registered with the *College of Physicians and Surgeons of Alberta;*
4.3.6 a dentist who is registered with the *Dental Association of Alberta*;
4.3.7 a barrister or solicitor registered under the *Law Society of Alberta*;
4.3.8 newspaper or flyer delivery person who delivers the product to houses or businesses;
4.3.9 residential garage sales, provided that the sale takes place on residential property where the Owner, or primary resident when referring to a Rental Property, directly supervises and controls the sale and the sale only takes place up to a maximum of four (4) weekends per calendar year; and
4.3.10 a Business that owns or operates residential rental properties.

4.4 Any Business may exhibit or carry on a Business at the location of a trade show or exhibition recognized by the License Officer for a consecutive period not exceeding seven (7) days without a Business License being required. Such trade shows and exhibitions include, but are not limited to the Bassano Rodeo, Airshow, Craft Fairs, and Town events such as the BBQ competition.

5. APPLICATION FOR A BUSINESS LICENSE

5.1 An Applicant shall make an application to the License Inspector, in the form and manner prescribed by the License Inspector, and shall provide such information as is required by the License Inspector, including, but not limited to;

5.1.1 name of the Owner of the Business;
5.1.2 name of the Operator of the Business;
5.1.3 name, address and telephone numbers of the Applicant;

Proposed

5.1.4 a description of the Business;
5.1.5 the location of the Business;
5.1.6 the name of the Business; and
5.1.7 any required Municipal or Provincial approvals.

5.2 Full payment of all fees required by the Bylaw shall accompany each application for a Business License as shown in Schedule "A".

5.3 The License Inspector shall provide, by advertisement, a written notice e-mailed to all current License holders, that gives advance warning to apply for the next License Year. Such advertisement and notice shall be provided on or following December 31st of each License Year.

5.4 Where an application is to renew an existing Business License for the following License Year, it shall be considered as an application required under this Part, except that the Business shall not be considered as operating without a License provided that an application is received on or before January 31st of the License Year. Any Business operating without a current Business License will be subject to penalties as of February 1st of the Licensing Year as stated in Schedule "B" of this Bylaw.

6. LAND USE AND DEVELOPMENT CONTROL

6.1 The issuance of a Business License under this Bylaw does not constitute development approval under the Town's Land Use Bylaw. The holder of an existing Business License or an Applicant for a Business License is responsible for obtaining such development approval as may be necessary. Where such approval cannot be obtained, the License Inspector shall forthwith cancel any existing license and refuse any applications for license.

7. APPROVAL, REFUSAL, SUSPENSION OR REVOCATION OF A BUSINESS LICENSE

7.1 The License Inspector shall approve and issue a Business License to any Business, following the submission of an application as required by this Bylaw, which complies with this Bylaw and all other bylaws of the Town, and any other statutes or regulations.

7.2 Where any certificate, authority, license, document or any qualification under this or any other Bylaw or under any Statute of Canada or the Province of Alberta is suspended, cancelled, terminated, or surrendered, any license issued under this Bylaw based in whole or in part on such certificate, authority, license, document, or qualification shall be revoked automatically forthwith, with no refund.

7.3 Where a license is revoked pursuant to Section 7.2 hereof, the licensee shall forthwith;

7.3.1 Return the license to the Town Office; or
7.3.2 Furnish the License Inspector within three (3) days of revocation proof satisfactory to the License Inspector, of renewal or re-issuance of any certificate, authority, license, document, or qualification referred to in Section 7.2 hereof at which time the license will be considered for suspension, renewal, or re-issuance.

Proposed

7.4 Where an application for a Business License is refused, the License Inspector shall forthwith advise the Applicant of the reason or reasons for the refusal in writing.

7.5 Where in the opinion of the License Inspector the loss of qualification under Section 7.2 is temporary, the License Inspector may immediately suspend the license in question for a period not to exceed thirty (30) days. Re-issuance of the license after suspension shall be without the requirement to apply for a Business License.

7.6 Where a License is revoked or suspended the Business shall immediately cease operating and shall not commence operating until a Business License is approved and issued by the License Inspector.

7.7 Where a License is issued by the License Inspector it shall bear;

7.7.1 the identification of the Town;
7.7.2 the License Year;
7.7.3 the expiry date;
7.7.4 the classification of the Business, as determined by the License Inspector;
7.7.5 the name of the Business, and
7.7.6 the location of the Business.

7.8 Each Business License issued shall be clearly displayed at the location of the Business for which it was issued.

7.9 Each License issued shall expire at the end of the current License Year.

7.10 A License is automatically revoked if payment of fees required by the Bylaw made by cheque or other instrument is not accepted by the financial institution on which it is issued.

7.11 Business License fees double on February 1st annually for any unpaid License fee for existing Businesses. Business Licenses that are unpaid by January 31st annually will be charged a $75 penalty in addition to the doubling of License fees.

7.12 The classification of the Business, as determined by the License Inspector, shall include all subsidiary and ancillary uses at the location operated by the same owner and no separate licenses or fees shall be required.

8. APPEAL

8.1 Where the License Inspector refuses an application for a License, or suspends or revokes a License, the Applicant, may appeal the decision of the License Inspector.

8.2 An Applicant wishing to appeal the decision of the License Inspector shall make a written request to the CAO stating the basis of the appeal, accompanied by the fee as shown in Schedule “A”.

Proposed

8.3 The appeal shall be heard by the Licensing Appeal Board, which shall consist of members of Council at the time and place set by the CAO.

8.4 The Licensing Appeal Board may, following a hearing of the Appeal;

8.4.1 confirm the refusal, revocation, or suspension;
8.4.2 direct that the License be issued;
8.4.3 reinstate the revoked License;
8.4.4 remove or vary the suspension; or
8.4.5 refund all or part of the fee required by Section 5.2

9. DUTIES OF THE LICENSE INSPECTOR

9.1 The License Inspector shall;

9.1.1 administer and enforce the requirements of the Bylaw;
9.1.2 collect all fees required by this Bylaw and credit such fees to an account of the Town; and
9.1.3 provide reports and advise Council on business licensing, in such manner and at such times as Council may require.

9.2 The License Inspector may conduct inspections with regard to applications for a Business License where necessary.

9.3 The License Inspector may conduct investigations of any Business to ascertain that the Business complies with the requirements of this Bylaw.

9.4 Every Person carrying on or engaged in any Business is required, on the request of the License Inspector, to give to the License Inspector all information necessary to enable them to carry out his duties.

10. LICENSE FEES

10.1 License fees shall be as prescribed by this Section as listed in Schedule "A" of this Bylaw.

10.2 Where a Business makes an application for a Business License up to 30 days prior to January 1st that Business License will be deemed valid through the next calendar year.

11. PENALTIES

11.1 Every Person who violates any of the provisions of this Bylaw, who suffers or permits any act or thing to be done in contravention or in violation of this Bylaw, neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, is guilty of an offence, and upon conviction, shall be liable for the specified penalty as contained in Schedule "B" of this Bylaw..

11.2 Where the offence is for non-payment of any License Fee payable hereunder, the Court may take the payment of the Business License fee into consideration when imposing a sentence.

Proposed

11.3 An Enforcement Officer is hereby authorized and empowered to issue a Violation Tag, as set out in Schedule "C", to any Person who the Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

11.4 All Businesses operating within the corporate limits of the Town that have not purchased their yearly Business License shall be prosecuted in accordance with Section 11.1.

11.5 A summons or Violation Ticket issued under this Bylaw shall be served in accordance with the *Provincial Offences Procedure Act*, as amended from time to time.

11.2.2

12. EFFECTIVE DATE AND READINGS

12.1 Read a first time this _____ day of _____, 2023.

12.2 Read a second time this _____ day of _____, 2023.

12,3 Read a third and final time this _____ day of _____,2023.

TOWN OF BASSANO

_____

MAYOR

_____

CHIEF ADMINISTRATIVE OFFICER

Proposed

SCHEDULE "A"
TOWN OF BASSANO – BUSINESS LICENSE BYLAW 932/23
FEES

General Business License Fees

Resident	$70.00
Non-Resident	$120.00

Other Charges

Request for Appeal	$150.00

Proposed

SCHEDULE "B"
TOWN OF BASSANO – BUSINESS LICENSE BYLAW 932/23
PENALTIES

Offence	Residential	Non - Residential
3.1 and 5.4 Failure to obtain/hold a License	$140.00	$240.00
5.2 and 5.4 Failure to pay License fee	$75.00	$75.00

A Violations of all other sections of this Bylaw are subject to a specified penalty as follows:

1st Offence - $75.00

2nd Offence (within one year of committing 1st offence) - $150.00

3rd Offence (within one year of committing 1st offence) - $300.00

Proposed

Schedule "C"

Town of Bassano

Business License Bylaw 932/23 – Violation Tag

Pursuant to the Town's Business License Bylaw 932/23 this is notification that you are hereby in contravention of the bylaw and are subject to pay the specified penalty to the Town within 14 days of receiving this notice.

This violation tag has been issued by the Town's Bylaw Enforcement Division to:

Property Owner/Occupant	
Location of Offence (address)	
Date of Order	
Offence Section	
Description of Offense	
Order of Violation	☐ Warning ☐ 1st Offense ☐ 2nd Offense ☐ 3rd Offense ☐ Subsequent
Penalty	☐ None ☐ $75 ☐ $_____
Other:	

_____ _____

Enforcement Officer Date

Proposed

SCHEDULE "D"

Business License Application

If any fields are irrelevant to your business, please indicate this by entering "N/A"

☐ New Application	☐ License Renewal/Update Information	☐ Customer No: _____		
Business License Fees: ☐	Resident $70.00 ☐	Non-Resident $120.00		
Applicant Information				
Business Name/Trade Name (operating as):				
Corporation Name (required if registered):				
Year Established:	Type of Location: Headquarters/Main Office ☐	Branch ☐		
Corporate Structure: Corporation ☐	Limited Liability Company ☐	Partnership ☐	Sole Proprietorship ☐	
Business Description 50 words or less:				
Mailing Address and Contact Information				
Street Address or PO Box:				
Town:	Province:	Postal Code:		
General Inquiry Email:				
Website:				
Business Phone:	Business Fax:			
Legal Description (Office Use Only)				
Tax Roll#	Lot	Block	Plan	
North American Industry Classification System **(NAICS Code):**				
Property Information (Street address may be published in business directory)				
Street Address:				
Town:	Province:	Postal Code:		
Existing use of Land or Building:				
Owner Signature/Permission Letter: *New applicants must provide Owner OR permission letter authorizing an agent to sign*				

Proposed

Owner/Agent Signature:	**Print Name:**	**Permission letter attached**
Primary Contact/Owner Information (will not be published in the business directory)		
Name:	Title:	
Email:	Phone:	
Cell/Alternate:		
Secondary Contact/Owner (will not be published in the business directory)		
Name:	Title:	
Email:	Phone:	
Cell/Alternate:		
About Your Business		
Start date/opening date of business in Bassano:		
What are your days/hours of operation?		
How many employees does your business have? Full Time: Part Time: Seasonal: Casual:		
Please list products and services that your business offers. Be as specific as possible. Will you be installing any signage? (If yes, please fill out a sign permit application) Yes No		
In Case of Emergency and/or Disaster		
The following information will be used in cases of an Emergency or Disaster and shared with Town of Bassano Emergency Management Agency. Please list those people that have 24-hour access to your business location.		
Contact Name 1:		
Phone 1:	Phone 2:	
Keyholder Yes ☐ No ☐		
Contact Name 2:		
Phone 1:	Phone 2:	
Keyholder? Yes ☐ No ☐		
Are there any DANGEROUS/HAZARDOUS GOODS OR CHEMICALS stored at the Business Location? If YES, please specify: Propane ☐ Gasoline ☐ Flammable Paint ☐ Other Dangerous/Hazardous Goods/Chemical Storage details: _____ _____		

Proposed

DECLARATION

I hereby apply for an annual business license under the provision of the Town's Bylaw 932/23 to provide for the regulating and licensing of all businesses carried on within the boundaries of the municipality.

The issuance of a business license by the Town does not authorize or permit the license holder to carry on a business or any pursuit contrary to all other relevant Town bylaws and requirements, nor excuse violation of any regulation or Act, which may affect this license. Where a business is found to be in contravention of any of the provisions of this or other Town bylaws, an Enforcement Officer may temporarily suspend the license until such time as the contravention is rectified.

I hereby certify the information provided is true and accurate to the best of my knowledge.
NAME OF BUSINESS OWNER or AUTHORIZED AGENT OF THE COMPANY:

_____	_____	_____
Name (Please Print)	**Signature**	**Date (mm/dd/yyyy)**

The information in this Business License Application is being collected pursuant to the authority of the Town of Bassano Business Licensing Bylaw 932/23, the Municipal Government Act, RSA 2000, Chapter M-26, as amended and the Freedom of Information and Privacy (FOIP) Act, Chapter F-25 as amended and may be shared in accordance with this legislation, unless specifically noted. For any questions regarding the collection, use or disclosure of this information, please contact the Freedom of Information and Protection of Privacy (FOIP) Coordinator at 403-641-3788.

Proposed

REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 6.5

SUBJECT: Bassano Community Hall – Rental Rates Policy P-TOB74/003-23 – Proposed

BACKGROUND

A modernized policy was created for rental of the Bassano Community Hall. The purpose of this policy is to establish rental rates for users. The existing policy was not friendly because of the variety of rental rates, the definition of users (Bassano and Division 6 versus non local). Combined, this let too much room for interpretation for staff and inconsistent rates to communicated year-over-year.

A facility rate comparison was completed with like sized communities: Carstairs, Cassils, Duchess, Standard and Pridis – there is no consensus of rates because each facility has different capacities and users. The rates proposed in the new policy are competitive with surrounding facilities where there is commonalities.

Existing Rate Schedule

Resident Fees – Bassano Area

Location	2018 Fee	2019 Fee	2020 Fee	2021 Fee
Meeting Room	$84.00	$88.20	$92.61	$97.24
Kitchen	$84.00	$88.20	$92.61	$97.24
Main Hall	$141.75	$148.83	$156.27	$164.08
Main Hall and Kitchen for Meeting (Lunch)	$173.25	$181.91	$191.00	$200.55
Main Hall and Kitchen for Meeting (Dinner)	$262.50	$275.62	$289.40	$303.87
Full Facility (plus Damage Deposit $400.00)	$435.75	$457.53	$480.40	$504.42

Non-Resident Fees – Outside of Division 6

Location	2018 Fee	2019 Fee	2020 Fee	2021 Fee
Meeting Room	$99.75	$104.73	$109.96	$115.45
Kitchen	$99.75	$104.73	$109.96	$115.45
Main Hall	$173.25	$181.91	$191.00	$200.55
Main Hall and Kitchen for Meeting (Lunch)	$210.00	$220.50	$231.52	$243.09
Main Hall and Kitchen for Meeting (Dinner)	$315.00	$330.75	$347.28	$364.64
Full Facility (plus Damage Deposit $400.00)	$525.00	$551.25	$578.81	$607.75

Proposed Rate Schedule

Highlights

- A new rate was created to include the facility, greenspace, and campground.
- A new rate was created to encourage a rentals on long weekends with the option to purchase an extra day.
- A new rate was created to allow users to rent only the kitchen – this could accommodate commercial cooking.
- A special rate for non-profit, community groups, or fundraisers was not included because many users fall within this classification. It was left to the discretion of council upon application to reduce/waive fees on a case-by-case basis.

Weekend Rates		
Full Weekend Rate including Greenspace (Friday - Sunday)	$	800
Access Friday at noon for set-up, access until noon on Sunday		
Option for Additional Day (Long Weekends Only)	$	300
Full Weekend Rate including Campground and Greenspace (Friday - Sunday)	$	1,600
Access Friday at noon for set-up, access until noon on Sunday - includes full use and access of the Campground (fits 15-20 units)		
Option for Additional Day (Long Weekends Only)	$	450
All Other Rates		
Hourly Rates		
Kitchen Only	$	150
Daily Rates		
Main Hall without Kitchen/Bar	$	350
Main Hall with Kitchen/Bar	$	500
Funerals	$	175
Greenspace when booked	$	-

Regional Investigation

For reference, below is a summary of rates at other facilities. *Rates were obtained from information posted online the week of April 1, 2023.*

CARSTAIRS Hall – municipally run.

Weekend Rate	$800.00
Daily Rate with Kitchen	$350.00
Daily Rate No Kitchen	$475.00
Funerals	$200.00
Kitchen Only per Hour	$175.00

CASSILS Hall – not run by a municipality.

Weekend Rate – Friday to Sunday	$900.00
Daily Rate	$400.00
Hall for Meeting – 6 Hours or less	$200.00
Damage Deposit	$500.00

DUCHESS Hall - run by the AG Society

Weekend Rate – Friday to Sunday	$1,350.00
Daily Rate – Weekdays	$600.00
Daily Rate – Saturdays	$1000.00
Hourly Rate – No Minimum	$100.00
Damage Deposit	$300.00

STANDARD Hall – municipally run.

Weekend Rate	$800.00
Additional Day	$125.00
Daily Rate with Kitchen	$450.00
Daily Rate no Kitchen	$275.00
Kitchen Only – Per Hour	$175.00
Damage Deposit	$450-600

PRIDIS Hall – municipally run.

Daily Rate with Kitchen & Bar	$975.00
Hourly Rate	$80.00
Kitchen per hour	$55.00
Damage Deposit	$200-800

OPTIONS

☒ #1 – that council approves the Bassano Community Hall – Rental Rates Policy P-TOB74/003-23 as presented.

☐ #2 – that council approves the Bassano Community Hall – Rental Rates Policy P-TOB74/003-23 as amended (define amendments).

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

G2 – T5

RECOMMENDATION

☒ #1 – that council approves the Bassano Community Hall – Rental Rates Policy P-TOB74/003-23 as presented.

Attachments:

1. Bassano Community Hall – Rental Rates Policy P-TOB74/003-23

Prepared by: Amanda Davis, CAO & Christine Petkau, Administrative Assistant

Policy Title	Bassano Community Hall – Rental Rates
Authority	Administration
Approved (Dates/M#)	
Policy Number	P-TOB74/003-23
Review	November 1 Annually
Reviewed by/date	April 11, 2023

Policy Statement

To establish rental rates for the Bassano Community Hall.

Definitions

Administration – means a member of the administrative team of the Town.

Campground – means the Bassano Homecoming Campground located at 605 – 2nd Avenue.

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

Council – means the elected body of the Town.

Facility – means the Community Hall located at 610 – 2nd Avenue.

Greenspace – means the grass and treed area directly east of the Facility.

Town - means the incorporated municipality of Bassano.

Rental Contract – means the agreement used to rent the Facility, as Schedule 'A'

User – means a person(s), club, organization, or entity that rents the Facility.

Responsibility

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

Process

1. The Town shall maintain the Facility, Greenspace, and Campground to allow for rentals.

2. Users shall pay the established rental rate for the use of the Facility, Greenspace, and Campground.

3. Users must have a Facility Rental Contract with the Town and pay the established fees prior to the use of the Facility.

4. Use of the Facility includes an open Wi-Fi network, the projector, sound system, chairs, and tables, where applicable.

Proposed

5. A Damage Deposit equal to the rental rate shall be applied for any function that is serving alcohol, is considered a party, celebration, or for a weekend rental as these events increase the probability of damage to the Facility.

6. Full payment of the Facility (and damage deposit, where applicable) is due upon execution of the Rental Contract to confirm a booking.

7. Cancellation of the Facility rental can be made at any time.

    a. A full-refund will be granted if cancellation occurs a minimum of seven days prior to the Facility rental pending a written request for cancellation is made to the Town, excluding a $50.00 administration fee. The written request may be an email to Town Administration.

    b. A partial refund of 25 percent of the rental rate will be granted if cancellation occurs zero to six days prior to the Facility rental pending a written request for cancellation is made to the Town. The written request may be an email to Town Administration anytime prior to the date of rental.

    c. A refund will not be provided if the User is a no-show and does not follow the methods to request cancellation outlined in 7a and 7b above.

    d. The full damage deposit will be re-imbursed if a cancellation occurs at the Facility, where applicable.

8. To promote the use of the Facility, Greenspace, and the Campground for functions, a combined weekend rate is available. The Campground has its own established rate schedule that applies in all other cases and is rented on a first come first served basis.

9. A one-time reduction of any rental rate shall be at the discretion of Council and must submitted to the CAO in writing.

Proposed

Rental Rates

Weekend Rates		
Full Weekend Rate including Greenspace (Friday - Sunday)	$	800
Access Friday at noon for set-up, access until noon on Sunday		
Option for Additional Day (Long Weekends Only)	$	300
Full Weekend Rate including Campground and Greenspace (Friday - Sunday)	$	1,600
Access Friday at noon for set-up, access until noon on Sunday - includes full use and access of the Campground (fits 15-20 units)		
Option for Additional Day (Long Weekends Only)	$	450
All Other Rates		
Hourly Rates		
Kitchen Only	$	150
Daily Rates		
Main Hall without Kitchen/Bar	$	350
Main Hall with Kitchen/Bar	$	500
Funerals	$	175
Greenspace when booked	$	-

Actions

1. Policy TOB 300.2 Bassano Community Hall Fee Schedule is hereby rescinded.

Attachments

1. Schedule 'A'

END OF POLICY

Proposed

Schedule 'A'

Recreation & Community Services Department
502 – 2nd Avenue | P.O. Box 299
Bassano, Alberta T0J 0B0
403-641-3788
assistant@bassano.ca

"Making Ideas Happen"

Community Hall Rental Contract

610 - 2nd Avenue (the Facility)

This Agreement made this _____ day of _____, 20____, for the rental

date _____ day of _____, 202_____.

BETWEEN:

TOWN OF BASSANO
(hereby referred to as "the Lessor")

AND

_____

_____

_____

(hereby referred to as "the User")

In consideration of the Town of Bassano permitting the User to use the Facility the User agrees as follows:

1. The User does hereby release, remise and forever discharge, and agrees to indemnify and save harmless the Town of Bassano, its Councillors, officers, executives, directors, officials, employees, agents, servants and representatives (hereinafter referred to as "the Releasees") from and against all claims, actions, costs, expenses, (including legal expenses and costs on a solicitor and his own client basis) and demands made by anyone in respect of death, injury, loss and damage to any person or property, however caused, arising out of or in connection with or during the use of the Facility and notwithstanding that the same may have been caused by, contributed to or occasioned by the negligence, breach of contract, breach of common duty of care as an occupier of premises, or otherwise, of or by the Releasees or any ofthem.

2. The User waives any and all claims the User has or may have in the future against the

Releasees.

3. The User agrees to assume all risks, both known and unknown, and all consequences thereof, arising out of or in connection with the use of the Facility.

4. The User, including its officers, volunteers, agents, employees, invitees, officials, players, coaches, trainers, and contractors will adhere to all rules, regulations, policies and conditions regarding the Facility.

5. The User is hereby notified that their booking/reservation may be cancelled due to an emergent event where the facility is required to act as an emergency shelter.

INITIAL____

Rental Requirements

	Full Weekend Rate including Greenspace (Friday – Sunday) = $800 Option for additional day (long weekends only) + $300
	Full Weekend Rate including Campground and Greenspace (Friday – Sunday) = $1,600 Option for additional day (long weekends only) + $450
	Daily Rate – Main Hall without Kitchen/Bar = $350
	Daily Rate – Main Hall with Kitchen/Bar = $500
	Daily Rate – Funerals = $175
	Daily Rate – Greenspace = $0
	Hourly Rate – Kitchen Only = $150
	Damage Deposit = totals rental rate (charged for any function offering alcohol, event considered a party, celebration, or for weekend rental).

OCCUPANCY LOAD – MAXIMUM IS 299 PERSONS. OCCUPANCY MAY BE LOWERED DUE TO GOVERNMENT OF ALBERTA PUBLIC HEALTH RSTRICTIONS AND GUIDANCE.

- Payment is due in full upon execution of the Rental Contract, this includes a damage deposit, where applicable.
- Full facility rental – an inspection will be done after the event and all or part of the damage deposit will be refunded if the inspection is satisfactory.
- Keys must be returned to the Town Office immediately following the function. A drop-off slot is available at the main doors of the Town Office. If keys are not returned the cost of replacing the lock will be charged to the User and deducted from the damage deposit.

The User WILL be billed for any extra cleaning required to get the Facility back to its original condition.

- Any damage that occurs is the responsibility of the User.
- The clean-up must be completed by 12:00 p.m. the next day.

6. Cancellation Policy – cancellation of the Facility rental can be made at any time.

    - A full-refund will be granted if cancellation occurs a minimum of seven days prior to the Facility rental pending a written request for cancellation is made to the Town, excluding a $50.00 administration fee. The written request may be an email to Town Administration.

    - A partial refund of 25 percent of the rental rate will be granted if cancellation occurs zero to six days prior to the Facility rental pending a written request for cancellation is made to the Town. The written request may be an email to Town Administration anytime prior to the date of rental.

    - A refund will not be provided if the User is a no-show and does not follow the methods to request cancellation outlined in 7a and 7b above.

    - The full damage deposit will be re-imbursed if a cancellation occurs at the Facility, where applicable. **INITIAL**_____

7. Contents from the Facility must not be removed for any reason. **INITIAL**_____

8. Wifi is available at the Facility for public use. Choose the Hall Guest network to accept the Terms and Conditions page to connect.

DECORATIONS

- Must be free standing, **NO** confetti, glitter, rice, staples, or tacks allowed on the walls or ceiling or floors. **INITIAL**_____

DOORS

- Doors must be kept closed at ALL TIMES **INITIAL**_____

NO SMOKING IN THE FACILITY

- The Facility is a non-smoking facility per the Province of Alberta's Tobacco Reduction Act Statutes of Alberta 2005 Chapter T-3.8. **INITIAL**_____

GENERAL CLEAN UP DUTIES

1. Follow COVID-19 Facility Specific Cleaning Requirements.
2. Wipe and stack tables and chairs and move to designated areas (see attached Facility layout diagram).
3. Sweep all used areas and spot mop any spills.

Schedule 'A'

4. Take out garbage (**bins located at the back doors past the walk-in cooler**) and please remove all recycling items. A recycling depot is located at 702 - 1st Avenue.
5. If using the stage dressing rooms, please leave in a neat and tidy manner.
6. Please ensure bathrooms are left tidy and ensure sinks are turned off and that toilets are not running.

INITIAL_____

KITCHEN RESPONSIBILITIES

1. Follow COVID-19 Facility Specific Cleaning requirements.
2. Wipe stoves, convection oven, sinks and counters in the kitchen and sweep floors.
3. All food must be removed from cooler, ovens & freezers. Remaining food will be disposed of.
4. Ensure all dishes & utensils are properly placed back in their designated areas.
5. Put all used tea towels in designated tubs for washing.
6. At the end of your function, please turn off the walk-in cooler. The switch is located inside the cooler.
7. Turn dishwasher off and ensure it is clean as per posted instructions.

INITIAL_____

BAR RESPONSIBILTIES

1. Follow COVID-19 Facility Specific Cleaning requirements.
2. Wipe countertops, sweep and spot mop any spills.
3. Remove all beverages, condiments, and empty bottles.
4. A liquor license and Party Liquor Liability Insurance (PAL) may be required if serving alcohol, with a copy of the insurance provided to the Lessor with the Town of Bassano listed as an additional named insured. **INITIAL_____**

BEFORE LEAVING THE FACILITY ENSURE THE FOLLOWING

1. Follow COVID-19 Facility Specific Cleaning requirements.
2. Turn off all lights (including bathrooms and dressing rooms).
3. Lock all doors – check all exits to make sure all doors are closed properly.
4. Report items to the Town Office that need to be fixed, replaced, or purchased.
5. If any damages occurred to the building or its contents, please notify the Town Office.

INITIAL_____

Schedule 'A'

The User has read this document and agrees to be bound by its terms. The User further understands that it is compulsory and mandatory that this document be fully completed and signed as a condition precedent to the lease of the Facility.

It is unknown how the COVID-19 pandemic will evolve over time and what impact this will have on our local community. This agreement is subject to change. User(s) may be required to sign a new agreement if amendments are made.

Any booking may be revoked by the Director of Emergency Management, Alberta Health Services, or the Government of Alberta at any time. User(s) will be notified if their booking has been cancelled as soon as possible with a full reimbursement of rental fees.

_____ _____ **User**

Signature **User Signature**

Rental Fee $ _____
Damage Deposit $ _____
TOTAL **$** _____

Number of keys issued (max 2) _____

Name of Caterer _____

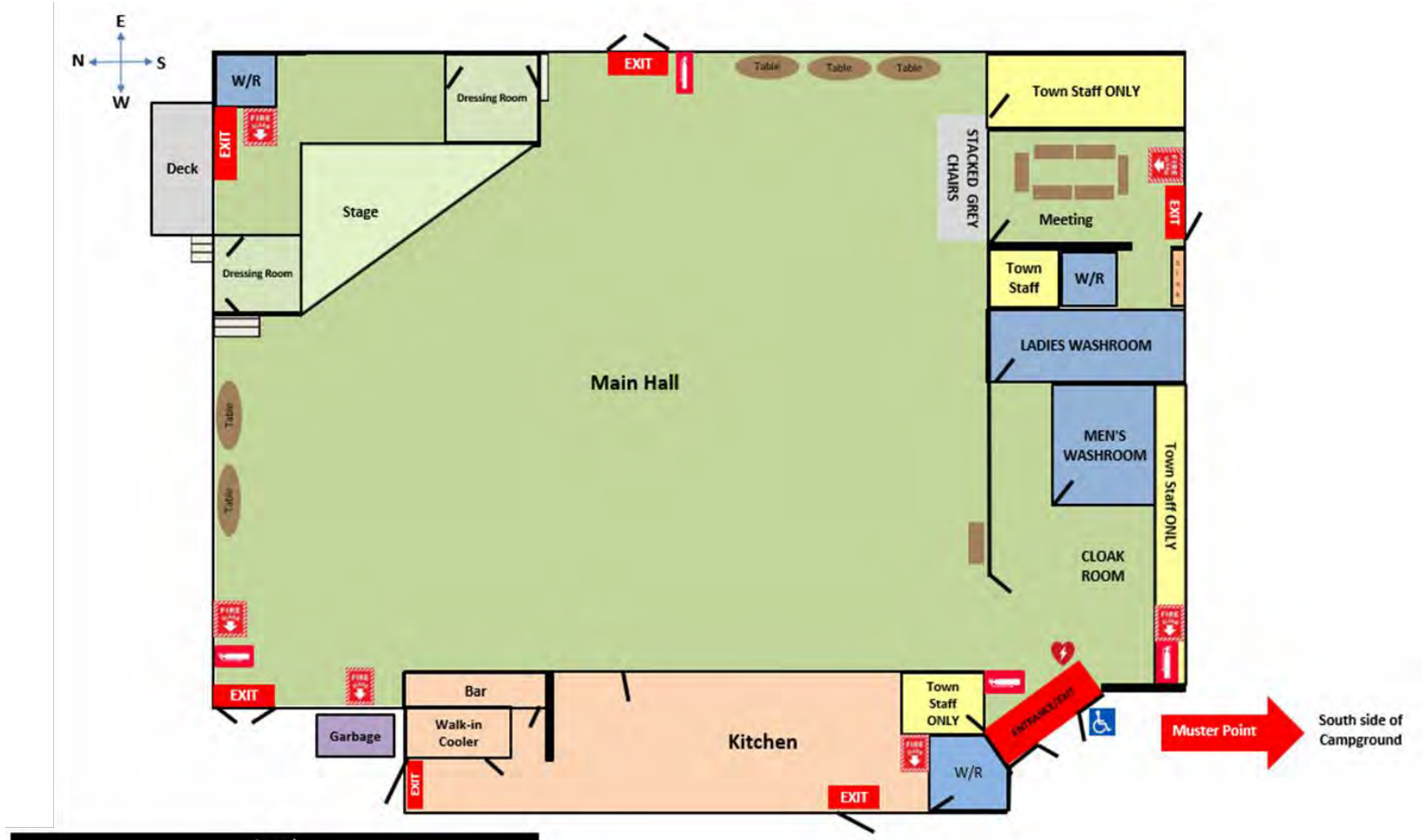
Caterer has business license (Y/N) _____
Food handling information provided (Y/N)_____
Liquor at function (Y/N) _____
PAL Insurance provided _____

ATTACHMENTS

1. APPENDIX A: Facility Layout Diagram

Schedule 'A'

APPENDIX A: Facility Layout Diagram



Legend			
	Space Available for Use	EXIT	Emergency Exits
	Food Prepration and Refrigeration for Use		Fire Pull Station
	Washrooms		Fire Extiguishers
	Town Staff ONLY		AED
	Garbage		Wheelchair Automatic Doors

REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 6.6

SUBJECT: Bassano Homecoming Campground – Rental Rates Policy P-TOB72c/004-23 – Proposed

BACKGROUND

The Town's Campground rates have not been reviewed since 2015. Policy TOB 300.3 simply gave two rates, power, and non-power sites daily. A modernized policy is proposed to properly address the variety of users at the Campground.

Existing Rates & Comparison

Campground Rates Comparisons	Tent/Non Power	Full Power	15 or 30 Amp	Monthly Rates
Bassano Homecoming	$ 20.00	$ 25.00	15/30 amp	
Desert Sands Campground		$ 35.00	Water/30 Amp	
Carawling Valley	$ 30.00	$ 40.00	30 amp	
Rosemary Municipal	$ 20.00	$ 30.00	Water/30 Amp	
Kinbrook Island Provincial Park	$ 31.00	$ 39.00	30 Amp	
Anchor Campground - Duchess		$ 25.00	30 amp	$ 600.00
Poplar Grove - County of Newell	$ 25.00	$ 40.00	15/30 amp	

Proposed Rate Schedule

Highlights

- Rates were updated based on a comparative analysis.
- A monthly rate was established.
- The policy is connected to the Bassano Community Hall – Rental Rates Policy P-TOB74/003-23.

Campground Rates Comparisons	Tent/Non Power Site	Monthly Rate Non-Power	Power Site	Monthly Rate Power Site
Bassano Homecoming	$ 20.00	$ 500.00	$ 25.00	$ 650.00

OPTIONS

☒ #1 – that council approves the Bassano Homecoming Campground – Rental Rates Policy P-TOB72c/004-23 as presented.

☐ #2 – that council approves the Bassano Homecoming Campground – Rental Rates Policy P-TOB72c/004-23 as amended (define amendments).

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

G2 – T5

RECOMMENDATION

☒ #1 – that council approves the Bassano Homecoming Campground – Rental Rates Policy P-TOB72c/004-23 as presented.

Attachments:

1. Bassano Homecoming Campground – Rental Rates Policy P-TOB72c/004-23

Prepared by: Amanda Davis, CAO & Christine Petkau, Administrative Assistant

Policy Title	Bassano Homecoming Campground – Rental Rates
Authority	Administration
Approved (Dates/M#)	
Policy Number	P-TOB72c/004-23
Review	November 1 Annually
Reviewed by/date	April 11, 2023

Policy Statement

To establish rental rates for the Campground.

Definitions

Administration – means a member of the administrative team of the Town.

Campground – means the Bassano Homecoming Campground located at 605 – 2nd Avenue.

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

Council – means the elected body of the Town.

Town - means the incorporated municipality of Bassano.

User – means a person(s) that rents a stall at the Campground for a specific use.

Responsibility

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

Process

1. The Town shall maintain the Campground.

2. Users shall pay the established rate for the use Campground.

3. The Campground is offered on a first come, first served basis.

4. The entire Campground may be reserved if all fees are paid in-full 60-days in advance of a function. Long-term renters will be authorized to remain at the Campground regardless of a reservation if they arrived first.

5. Cancellation of the entire Campground rental can be made at any time, no refund will be given.

6. Campground uses may access the open Wi-Fi at the Bassano Community Hall at no additional cost.

Proposed

7. The Campground may be booked with the Bassano Community Hall and greenspace in accordance with policy P-TOB/74-003-23.

8. Business activities such as Farmer's Markets, Tax Service Offerings, and the short-term selling of wares over a 24-hour period is permitted at the Campground. The storage of outdoor business activities is not permitted. The user/seller must have an active business license with the Town (where applicable) and pay the daily rental rate for each camp stall used for the purpose of business activities.

Rental Rates

Campground Rates Comparisons	Tent/Non Power Site	Monthly Rate Non-Power	Power Site	Monthly Rate Power Site
Bassano Homecoming	$ 20.00	$ 500.00	$ 25.00	$ 650.00

Actions

1. Policy TOB 300.3 Bassano Homecoming Campground Fee Schedule is hereby rescinded.

Attachments

1. Schedule 'A'

END OF POLICY

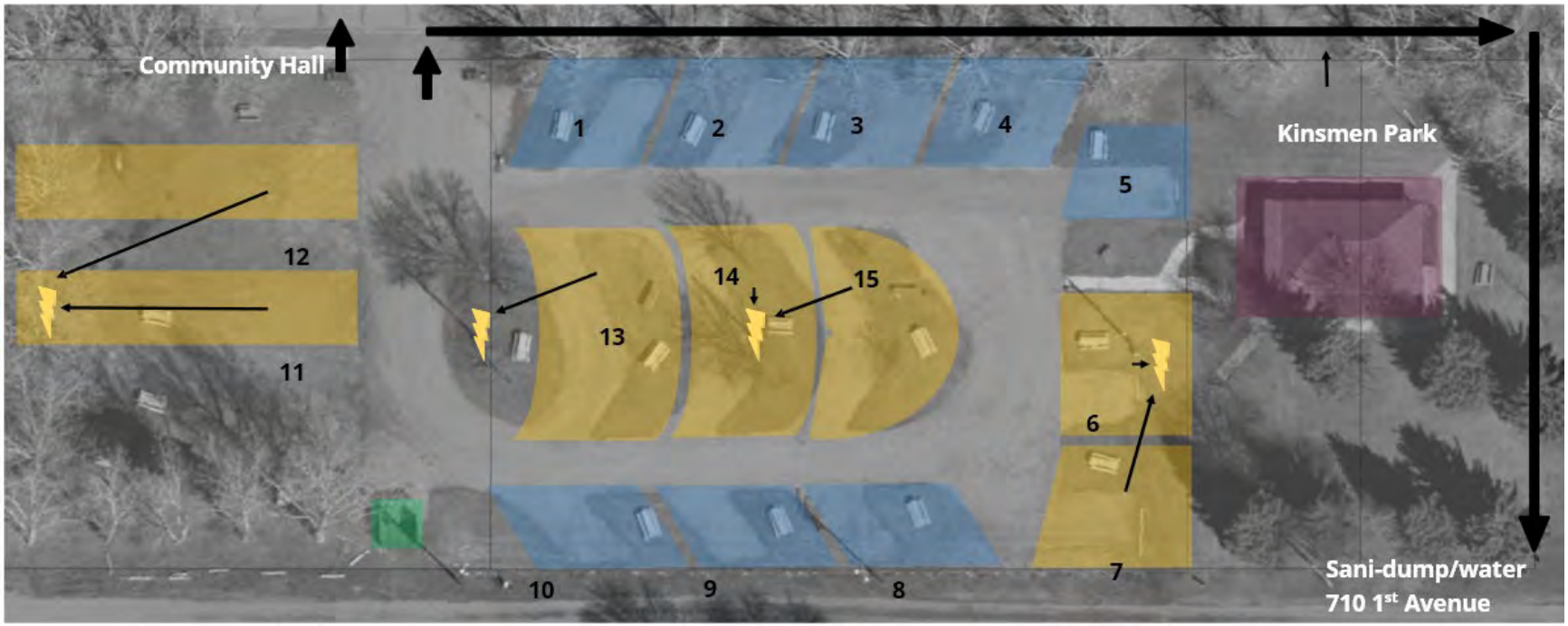
Proposed

P-TOB/72-004-23
Schedule 'A'

BASSANO HOMECOMING CAMPGROUND

The campground is located at 605 - 2nd Avenue directly across the street from the Bassano Community Hall making it excellent for out-of-town guests attending functions. **Sites are available on a first come first served basis.**

Follow arrows from campground entrance to the sani-dump and the coin operated potable water station located in front of public works shop at 710 1st Avenue.



LEGEND

Non - power sites **Power sites** **Garbage and recycling** **Restroom/Showers**

N

For more information, contact the Town Office is 403-641-3788

Campground Rates

- Power Sites = $25/night
- Non-power sites = $20/night
- If you have a large RV/camper and wish to stay in a power site only one power hook up can be used. If you need another power hook up, you will be charged for two power sites. Refer to the campground map for power.
- Each tent and unit are considered a separate camper.
- Check out time is 1:00 p.m.

Registration

Option 1 – Register in person at the Bassano Town Office during regular business hours. Monday – Wednesday and Friday from 9:00 a.m. – 4:30 p.m. 502 – 2nd Avenue.

Option 2 – We accept payment by Interact e-transfer, or Visa/Mastercard over the phone during regular business hours. Call 403-641-3788.

Option 3 – We accept online Interact e-transfers.

1. Set up Town of Bassano as a payee using town@bassano.ca as the email address.

2. Include your site number in the comment field with your e-transfer.

3. You will not be required to provide a password as the funds will be automatically deposited into the Town of Bassano's account.

Option 4 – We accept cash and cheque in the drop box at the campground. Cheques must be made payable to the **Town of Bassano**. *Payment methods 1-3 are preferred.*

Welcome to Our Campground

Quick facts to assist you during your planned stay.

Q1: Can we reserve campsite(s) or book ahead?

No, we do not accept reservations. We run our campground on a first come, first serve basis.

Q2: Are fires permitted?

Wood firepits are not permitted in the campground. Only portable, self-contained propane fire pits are permitted. Remember to check for fire bans.

Q3: Are there picnic tables?

Yes. You are only permitted to use the picnic table at your registered site.

Q4: What time is quiet time?

In accordance with Town bylaws, quiet time is 11:00 p.m. – 7:00 a.m. Please be considerate of others.

Q5: Can I bring my pet/dog to the campground?

Yes! In accordance with Town bylaws, you must keep your pet on a leash and pick up any fecal matter.

Q6: Are there washrooms and shower facilities on site and open to users?

Yes, showers and washroom facilities are open and available free for campers.

For more information, contact the Town Office is 403-641-3788

REQUEST FOR DECISION

Meeting: April 11, 2023
Agenda Item: 6.7

SUBJECT: Bassano Outdoor Pool – Operating Policies – Review

BACKGROUND

Each year, by April 1 a review of pool policies must be completed to ensure their accuracy for the operating season.

Policy No.	Policy	Amendments
P-TOB/72a-002-22	Bassano Outdoor Pool - Lifeguard and Pool Staff Uniform	N
P-TOB/72a-004-22	Bassano Outdoor Pool - Inhouse Training Policy	Y
P-TOB/72a-005-22	Bassano Outdoor Pool - Mermail Tail Policy	N
P-TOB/72a-006-22	Bassano Outdoor Pool - Refund Policy	N
P-TOB/72a-007-22	Bassano Outdoor Pool - Fee Assistance Program	Y

Two policies require amendments as defined and shown in the track changed documents. The In-house training policy was updated to include training for co-managers, and instructor training for level 2 guards. The Fee Assistance Program policy income thresholds were updated for 2023 figures.

OPTIONS

☒ #1 – that council approves Bassano Outdoor Pool – Inhouse Training Policy, P-TOB/72a-004-22 and the Bassano Outdoor Pool – Fee Assistance Program Policy, P-TOB/72a-007-22 as revised.

☐ #2 – that council approves Bassano Outdoor Pool – Inhouse Training Policy, P-TOB/72a-004-22 and the Bassano Outdoor Pool – Fee Assistance Program Policy, P-TOB/72a-007-22 as amended (define amendments).

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

G2 – T5

RECOMMENDATION

☒ #1 – that council approves Bassano Outdoor Pool – Inhouse Training Policy, P-TOB/72a-004-22 and the Bassano Outdoor Pool – Fee Assistance Program Policy, P-TOB/72a-007-22 as revised.

Attachments:

1. P-TOB/72a-002-22
2. P-TOB/72a-004-22
3. P-TOB/72a-004-22
4. P-TOB/72a-006-22
5. P-TOB/72a-007-22

Prepared by: Amanda Davis, CAO

Policy Title	Bassano Outdoor Pool – Lifeguard and Pool Staff Uniform Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	TOB79/22
Policy Number	P-TOB72a/002-22
Review	Annually
Reviewed by/date	May 9, 2022 – Council

Policy Statement

As outlined within the Bassano Outdoor Pool Operations Plan and pool code of conduct, pool staff are provided uniforms to be worn during each shift for safety and to promote pride/comradery. The purpose of this policy is to provide guidelines for the distribution and use of lifeguard and pool staff uniforms.

Definitions

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

Council – means the elected body of the Town.

Administration – means the administrative department of the Town.

Employee – means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Pool – means the Bassano Outdoor Pool.

Pool Manager – is a Pool employee responsible for managing pool staff, maintaining consistent communication with the public, managing facility operations, programming, and ensuring safety and cleanliness standards are met.

Lifeguard Level 1 - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, and taking emergency actions when required.

Lifeguard Level 2 - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, supervise Level 1 Lifeguards, and Pool Apprentices when the Pool Manager is not present, and taking emergency actions when required.

Pool Apprentice - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, and supporting lifeguarding staff in emergencies.

Pool Staff – a person employed by the Town to work at the Pool.

Approved

Branded uniform – clothing provided by the Town with approved insignia.

Responsibility

It is the responsibility of all seasonal pool employees to adhere to this policy.

Process

Each pool staff member is required to wear a branded uniform when on active duty at the pool.

Each pool staff member is intitled to either two tops (excluding sweaters) or a $40.00 uniform allowance that must be used to purchase brand specific clothing at the beginning of each season.

Branded clothing includes t-shirts, tank tops, racerback tank tops, or sweaters with approved pool insignia (shown below).

Branded clothing is ordered by the Town and distributed to pool staff.

Additional branded clothing can be pre-paid and purchased by staff at the beginning of the season.

Guidelines

These guidelines set out the roles and responsibilities for the use of lifeguard and pool staff uniforms.

1. Pool staff must wear a branded uniform and professional bottoms during each shift.
    a. Professional bottoms are dark-colored shorts, leggings, or lightweight sweatpants.
    b. "Lifeguard" or "staff" logos must be visible at all times. This is for safety purposes as the public must be able to identify pool staff during emergencies.
2. Branded uniforms must be laundered regularly by the staff member and kept in good condition (free of rips or stains).
3. Pool staff will avoid restrictive clothing. Denim is not permitted.
4. Pool staff is not to wear potentially offensive clothing (inappropriate sayings or graphics) when at the facility.
5. When teaching in-water lessons or programs, pool staff must wear a one-piece swimsuit or swim shorts.
6. Pool staff is encouraged to wear sunglasses, hats, and sunscreen.
7. Lifeguard and pool staff uniforms may only be worn outside of work to promote the pool and at Town events. Pool staff are ambassadors of the Town and the pool and must conduct themselves in an appropriate manner.

Policy Reference

1. P-TOB12-002-21 - Personnel
2. P-TOB72a-001-22 - Pool Operations Plan

END OF POLICY

Approved

Policy Title	Bassano Outdoor Pool – In House Training Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	Originally passed May 7, 2023 (TOB81/22), Revised April 11, 2023 (TOB##/23)
Policy Number	P-TOB72a/004-22
Review	Annually
Reviewed by/date	~~May 9, 2022~~April 11, 2023 – Council

Policy Statement

The Town values its employees and prioritizes training for staff. Properly trained staff contribute to the viability of the facility and the development of our youth. The purpose of this policy is to provide guidelines for in-house training and in-services at the Bassano Outdoor Pool.

Definitions

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

Council – means the elected body of the Town.

Administration – means the administrative department of the Town.

Employee – means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Pool – means the Bassano Outdoor Pool.

Pool Manager – is a Pool employee responsible for managing pool staff, maintaining consistent communication with the public, managing facility operations, programming, and ensuring safety and cleanliness standards are met.

Lifeguard Level 1 - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, and take emergency actions when required.

Lifeguard Level 2 - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, supervise Level 1 Lifeguards, and Pool Apprentices when the Pool Manager is not present, and take emergency actions when required.

Pool Apprentice - is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, and supporting lifeguarding staff in emergencies.

Pool Staff – a person employed by the Town to work at the Pool.

Approved

Responsibility

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

Guidelines

In-house Training & Certification

To be employed at the Pool, staff must hold the following certifications.

Pool Manager (or Co-Pool Managers)	**Assistant Pool Manager**
• Lifesaving Society National Lifeguard – Pool • Lifesaving Society Swim Instructor • Lifesaving Society Lifesaving Instructor • Standard First Aid • Pool Operator Level 1	• Lifesaving Society National Lifeguard – Pool • Lifesaving Society Swim Instructor • Lifesaving Society Lifesaving Instructor • Standard First Aid
Lifeguard Level 2	**Lifeguard Level 1**
• Lifesaving Society National Lifeguard – Pool • Lifesaving Society Swim Instructor • Lifesaving Society Lifesaving Instructor • Standard First Aid	• Lifesaving Society National Lifeguard – Pool • Lifesaving Society Swim Instructor • Standard First Aid
Pool Apprentice	
• Lifesaving Society Bronze Medallion and Cross • Standard First Aid	

As outlined within the Bassano Outdoor Pool Operations Plan, in-house training will be offered at the beginning of each season to ensure staff are properly trained prior to the start of the season. The course schedule will be determined by instructor and staff availability, and the variety of courses needed.

Courses will be offered as an employment incentive at no charge to pool staff as follows:

1. Pool staff must maintain the minimum training. In-house training is offered to pool staff as an incentive. Pool staff will not be compensated an hourly wage for training. Pool staff may obtain their certification independent of the Town at their own expense.

2. It is the responsibility of pool staff to ensure they are physically, mentally, and emotionally fit to undertake training.

3. Pool staff who take in-house training must work at the Bassano Outdoor Pool for one full operating season following their training.

Approved

4. If the pool staff member leaves partway through the season, they will be responsible to pay for training in full or in part. This is at the discretion of the CAO. This does not apply to leaving due to injury/illness.

5. If a pool staff member fails to obtain a passing grade for any of their certification, the employee is responsible to pay their course fee in full to the Town. If a pool staff member fails to obtain a passing grade for any of their certification, it is the employees' responsibility to make arrangements for re-certification and to pay additional fees. Re-certification would be expected at an alternate facility.

6. If pool staff have outstanding debt to the Town for any courses throughout the season, the amount will be deducted from their payroll. If there is no payroll to deduct, the person shall not be employed in future seasons until the outstanding debt is paid in full to the Town.

7. Pool staff must make themselves available for training at the beginning of the season. Course dates will be announced in advance.

8. If a pool staff member requires assistance or practice before the course date, it is their responsibility to reach out and request assistance. Depending on the time of year, they may be required to practice their skills at another facility.

In-service Training

1. A minimum of 3 in-service training sessions will be held during the season to help pool staff maintain their skills and practice lifesaving and swim instruction techniques. In-services are scheduled, developed, and facilitated by the pool manager.

2. In-service training is mandatory for all pool staff.

Pool staff must read and sign this policy prior to being registered for any in-house training to express their understanding of the term and conditions above.

Policy Reference

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

END OF POLICY

_____	_____	_____
Employee Signature	Witness	Date

Approved

Policy Title	Bassano Outdoor Pool – Mermaid Tail Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	TOB82/22
Policy Number	P-TOB72a/005-22
Review	Annually
Reviewed by/date	May 9, 2022 – Council

Policy Statement

The purpose of this policy is to provide guidelines for the use of mermaid tails at the Bassano Outdoor

Definitions

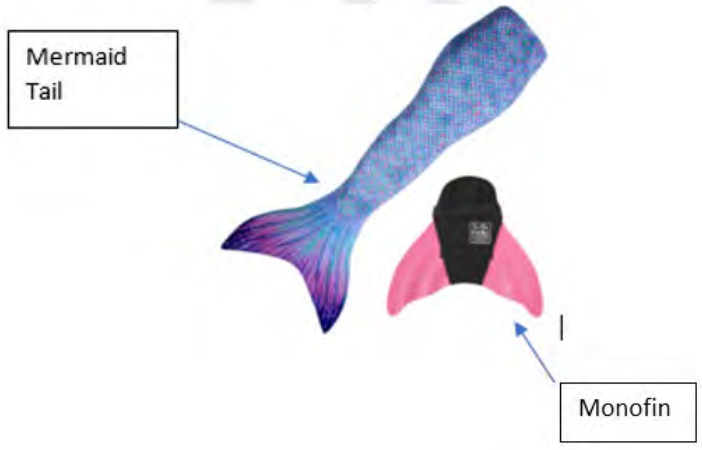
Pool – means the Bassano Outdoor Pool.

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

Lifeguard Level 1 - is a Pool employee responsible to assist and communicate directly with patrons, enforce Pool rules, and take emergency actions when required.

Lifeguard Level 2 - is a Pool employee responsible to assist and communicate directly with patrons, enforce Pool rules, supervise Level 1 Lifeguards, and Pool Apprentices when the Pool Manager is not present, and take emergency actions when required.

Mermaid Tail – means swimmable accessories designed to make the wearer look and swim like a mermaid. They are worn over the legs and feet and usually have a monofin.



Approved

Responsibility

It is the responsibility of all pool staff and pool patrons to adhere to this policy.

Guidelines

These guidelines set out the roles and responsibilities for the safe use of mermaid tails at the pool.

1. A mermaid tail shall not be worn on the pool deck to prevent slips, trips, and falls.
2. A mermaid tail shall not be worn in the hot tub.
3. A mermaid tail can be used in the pool at the discretion of pool staff. Approval depends on the swimmers' ability and the number of patrons in the pool during that time.
4. Swimmers must pass two swimming and mobility tests before they are permitted to wear a mermaid tail. These tests shall be facilitated by a level 1 or 2 lifeguard.

    i. Swim Test 1: Basic swimming ability without a mermaid tail.
        1. Roll in deep water.
        2. Tread water for one (1) minute.
        3. Swim fifty (50) meters (two (2) lengths of the pool).

    ii. Swim Test 2: Ensure competency with a mermaid tail.
        1. Swim twenty-five (25) meters with a tail (dolphin kick).
        2. Surface support for one (1) minute.
        3. Demonstrate the ability to stand up and remove the tail with ease.
        4. Swimmers must be able to remove the tail within 10 seconds in deep water.

5. Swimmers may be asked to complete these tests multiple times.
6. Swimmers that are unable to complete the mobility tests may be permitted to wear a mermaid tail in the "Kiddie" area of the pool within arms reach of a caregiver. Refer to the highlighted image below. Use in this area shall be at the discretion of an on-duty level 1 or level 2 lifeguard.

Approved

Policy Reference

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

END OF POLICY

Approved

Policy Title	Bassano Outdoor Pool – Refund Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	TOB85/22
Policy Number	P-TOB72a/006-22
Review	Annually
Reviewed by/date	May 9, 2022 – Council

Policy Statement

The purpose of this policy is to provide guidelines for refunds at the Bassano Outdoor Pool.

Definitions

Pool – means the Bassano Outdoor Pool.

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

Swimming Instructor – a person trained to teach swimming lessons by the Lifesaving Society and employed by the Bassano Outdoor Pool.

Inclement or poor weather - means weather conditions that could be harmful to patrons and staff including low temperatures, thunder, lightning, wind, rain, and hail.

Dangerous or poor water conditions – mean water conditions that could be harmful to patrons and staff including the presence of feces, vomit, blood, fogginess in the water, or an uncomfortable water temperature.

Responsibility

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

Guidelines

These guidelines set out the minimum criteria that must be met for a refund to be issued.

1. Inclement weather events or water conditions.
    a. In the event of any inclement or poor weather, or dangerous or poor water conditions, pool patrons will be asked to leave the deck and the pool. Patrons may be asked to move indoors.
    b. No refunds will be given under these circumstances - no matter how long the patron has been in the pool. If patrons are permitted to re-enter the pool following an inclement weather event or poor water condition, they can do so free of charge pending they did not leave the premise (e.g. patrons are permitted to re-enter the water 30 minutes after the last rumble of thunder).

Approved

2. Swimming lessons
    a. Swimming registration can take place up to 72 hours before a lesson is scheduled to run. Refunds for swimming lessons may only be issued under the following circumstances.

        i. With fourteen (14) or more days notice prior to the scheduled start of the lesson set, the patron may choose one or more of the options below:

            1. Receive a full refund less a fifteen (15) percent administration fee.
            2. Change the name of the participant. A registration form must be completed for the new participant immediately.
            3. Transfer the participant to another available lesson set within the current season if there is a spot available.

        ii. With eight (8) to thirteen (13) days notice, patron may choose one or more of the options below:
            1. Transfer the participant to another available lesson set within the current season. No refunds will be given if there are no available lesson sets in the season.
            2. Change the name of the participant. A registration form must be completed for the new participant immediately.

        iii. With one (1) to seven (7) days' notice, patrons will not be provided with an option to transfer or received a refund. This is to ensure that pool staff are given an adequate amount of time to organize and prepare for the lesson.

    b. No refund will be issued for days missed during swimming lessons for any reason including inclement weather events or water conditions. It is the responsibility of supervisory staff to determine when weather is inclement and no longer conducive to in-water swimming instruction.

        Where inclement weather events or water conditions prevent in-pool lessons, dry land lessons will be provided in alignment with the course structure. Instructors will use time out of the water to teach water safety skills.

        If inclement weather or poor water conditions persists without access to the water, swimming lessons with be rescheduled. This will be assessed on a case-by-case basis.

Approved

Pool staff are trained as swim instructors through the Lifesaving Society and must follow the Lifesaving Society's standards. If a swimmer fails to complete/pass a swimming lesson, there will be no option to redo the lesson without paying, and no refund will be issued for the failed lesson. Any abuse toward Swimming Lesson Instructors or other Pool Staff will not be tolerated.

3. Advanced courses
    a. Advanced course registration can be canceled within 14 days of the scheduled course. Full refunds will be given less a 15% administrative fee.

4. Drop-in in fees, punch passes, season passes, and other special program fees
    a. Pool staff shall *not* issue refunds for drop-in fees, season passes, and other program fees.

5. Pool rentals
    a. Refunds for pool rentals may only be issued under the following circumstances.
        i. Patrons can request a full refund less a 15% administrative fee 7-days before the day of the rental.

        ii. With two (2) to six (6) days' notice, patrons may
            1. Reschedule their rental within the current year, pending there is facility availability. No refunds will be given.

        iii. No refund will be given within 48 hours of the rental.

Process

To receive a refund, patrons must meet the criteria outlined above and complete a refund request form (Schedule A).

1. All pool staff shall collect completed refund request forms from patrons.
2. The request must then be reviewed by pool management staff. Requests will be approved or denied according to the minimum refund criteria by pool management.
3. Approved refunds will be provided to the patron via a cheque from the Town of Bassano office during the next accounting cycle regardless of the original method of payment.

Policy Reference

1. P-TOB72a-001-22 - Pool Operations Plan
2. P-TOB72a-003-22 - Bassano Outdoor Pool - Pool Fee Policy

END OF POLICY

Approved

P-TOB/72a-006-22
Schedule 'A'

BASSANO OUTDOOR POOL – REFUND REQUEST FORM

Refunds will only be issued according to the Bassano Outdoor Pool – Refund Policy (TOB71a/006-22). Please complete the following steps to request a refund.

STEP 1: Review the minimum criteria that must be met for a refund to be issued. Visit https://bassano.ca/bassano-joint-use-facility/ to view the refund policy or call the Pool at 403-641-4025 to inquire about refund eligibility.

STEP 2: Complete the form below to request a refund.

STEP 3: Send a scanned copy of the completed form to bassanopool@hotmail.com or drop it off at the Bassano Outdoor Pool (249-253 6 Avenue).

STEP 4: Pool management will review the submitted form. Requests will be approved or denied according to the minimum refund criteria. Please note that refunds need time to process.

STEP 5: Refunds will be provided to the patron via a cheque from the Town of Bassano office during the next accounting cycle regardless of the original method of payment.
A 15% administration fee will be applied to all refunds.

PLEASE PRINT ALL INFORMATION

DATE:_____ **NAME:**_____

PHONE NUMBER:_____ **ADDRESS:** _____

ITEM TO BE REFUNDED :_____ **DATE/TIME OF PROGRAM/ACTIVITY):**_____

COST:_____

REASON FOR REFUND:
_____
_____

OFFICE USE ONLY:

APPROVED (Circle one): Yes / No Date:_____ Manager Signature: _____

Refund issued (Date):_____ TOB Administrative Signature: _____

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Policy Title	Bassano Outdoor Pool – Fee Assistance Program Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	TOB138/22
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.

The program will come into effect for the 2023 swim season.

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	$28,217~~27,589~~
2	$35,128~~4,346~~
3	$43,187~~2,224~~

Revised

4	$52,434~~1,267~~
5	$59,470~~8,145~~
6	$67,073~~5,578~~
7 or more	$74,675~~3,011~~
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.

Revised

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

Revised

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				

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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	$28,217~~7,589~~
2	$35,128~~4,346~~
3	$43,187~~2,224~~
4	$52,434~~1,267~~
5	$59,470~~8,145~~
6	$67,073~~5,578~~
7 or more	$74,675~~3,011~~
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.

The personal information requested on this form is being collected for the purpose of course/seminar registration under the authority of the Freedom of Information and Protection of Privacy Act (FOIPP). If you have any questions about the collection of this information, please contact our FOIPP Coordinator at the Town Office (403) 641-3788

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

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March 23, 2023

IFAJ Subcommittee

A Subcommittee including the City of Brooks, County of Newell , Eastern Irrigation District and myself from the Town of Bassano met for the 1st time to network with ideas and plans regarding the 200 -300 Ag Jounalists coming to Alberta in June

The Brooks/County contingent will front most of this as they are also the financiers along with the EID of the $40,000 Sponsorship Package in regards to this

There will be more info moving forward potentially in the next month as things start to get coordinated

Irv Morey

March 29-31, 2023

Municipal Leaders Caucus

This Convention seemed to be pretty well attended with over 300 participants and various other speakers and Provincial Government representatives

- There were Presentations regarding Community Safety and Policing, FCSS, RCMP and others
- Facts were presented , promises for potentially more money , some time in the future, possibly!
- Some interesting numbers including FCSS with over 47,000 volunteers that have worked over 1,295,000 volunteer hours in Ab
- This also includes $72 million dollars returned to tax payers through free tax returns
- FCSS Alberta to receive a $5 million dollar increase to go from $100 million to $105 million provincially
- Other facts include that in regard to repeat offenders in the judicial system that the Top 100 offenders in the Province of Alberta are responsible or are engaged in 58% of Alberta crime
- The RCMP put on a very good presentation that was appreciated by all attending and the general consensus seems to favour retaining the RCMP as our Police Force rather than an Alberta Provincial Police Force
- The Minister of Infrastructure announced the stabilization of LGFF at a specific percentage which could still potentially fluctuate annually with the economic picture
- Library funding increasing by 5%
- As well as Municipal Census to be recognized for Grant applications

All in all it was a fairly informative convention being wrapped up by the Premier and The Leader of the Opposition with election style speeches and promises

I believe one the best parts of these conventions is the ability to network with other municipalities to see how they are doing and that all are going through the same things with the shortage of affordable and rental housing , infrastructure issues, etc with some having more or less but all quite similarly

It is recognized by everyone including the Government that there is a tremendous deficit in Infrastructure Funding and hopefully more monies will become available moving forward

Irv Morey
Mayor

MARCH/APRIL 2023 BOARD REPORTS

JOHN SLOMP

NRSWMA MEETING MARCH 23, 2023

1) Shawn is working on an amendment to the original 1999 agreement between NRSWMA and the county to include all 5 municipalities and bring it up to date.
2) First reading of the land use bylaw change a portion of Newell Colony's land from agricultural to industrial to allow RemedX to develop a class 2 landfill was passed by the County of Newell. The NRSWMA board has sent a letter to the county trying to convince the county to reject the application on the grounds that it would severely impact the financial position of the landfill. My opinion on this is that the landfill is in an excellent financial position and should be able to handle some competition. I also feel that it would not be appropriate for the county to stop the business from setting up in the county based solely on potential negative impacts on the NRSWMA.
3) The SAEWA steering committee has requested a meeting with the NRSWMA board on April 21.

MUNICIPAL LEADERS CAUCUS MAR 29-31

1) A considerable amount of time at the conference was spent on the importance of FCSS and that the members feel it is underfunded. In the recent budget the government gave FCSS a 5 million dollar increase. The previous budget was 100 million dollars but there had not been an increase since 2015. Based on inflation since 2015, FCSS believes they should have received a 30 million dollar increase, just to stay status quo to 2015.
2) Victim Services in Alberta is working on a redesign. They currently have 60 zones and they want to reduce it to 4 zones. The reason for this is so that there will be more staff dedicated to administration and the front line workers will have more time to do what they do best, work with victims. Front line workers will continue to work locally. There would be no reduction of services or staff. The new system is expected to be live April, 2024.
3) There was a panel of media personalities that answered questions on Friday. The thing I found most interesting from the panel was how they spoke about the parties flattening the curve during this election campaign. The NDP is typically speaking about spending on health care and the UCP is typically speaking about fiscal responsibility. They seem to have switched positions on their messaging. In the latest budget, the UCP are spending more than the NDP had planned if they were still in power.
4) Janet Brown, one of the panelists, said that she feels that party politics has no place in municipal politics. Municipal politicians should be non partisan.

March 2023 Committee Reports
Sydney Miller

Brooks Region Tourism
16 March 2023

- Applied for Travel Alberta Co-operative Grant
  - Received $40,000 and $50,000 last two years
- DMF: Heritage Inn signed the new contract finally and has been invoiced the retroactive 1%
  - Just under $35,000
  - ~$75,000 expected from all hotels in the new month
- Dinosaur Provincial Park ongoing photography permit being obtained again this year
- Training for frontline staff to begin this spring
- Downtown Brooks has a new board following their AGM
- Calgary Outdoor Show 18-19 March
  - All shifts covered
  - New banners are ready

Bassano Memorial Library
21 March 2023

- Youth engagement meeting 15 March
  - 12 junior high & 20 high school students
  - Junior high more engaged with lots of suggestions
  - Largest barrier is marketing – they hear about events too late and already have other plans or they find out about the event after it has happened
    - Insatagram is required to catch youth
    - TikTok is passé
  - High school wants separate programming from junior high
    - Horror movies
    - Tutoring
    - Learners license and vehicle maintenance information
  - Posters at grocery store and empty bottle would be very effective
  - 7:00 movie nights and BBQs
- Fax Repair is taking a long time with Shortgrass's contracted company
- Increase in funding of $0.05 per capita

Municipal Leaders' Caucus
30-31 March 2023

- ABmunis trying to grow voter awareness of municipal issues in provincial election
  - Community safety – prevention & policing
  - Community investment – predictable funding and infrastructure deficit is $30 billion across the province
  - Community health care – EMS response times
- Cold Lake opening a municipal clinic to address doctor shortage as a survey the city conducted revealed >40% of Cold Lake does not have a family doctor
  - Urged other municipalities to survey their residents to establish how many have access to a family doctor
- RCMP Alberta Funding Model assisting in better connectivity of services to reduce incidents and divert people from reoffending/break the cycle
  - Transparency with municipalities needed due to the increased cost of policing to municipalities
- Building Vibrant Communities (Community Builders in Action)
  - Candid shots around Bassano to submit to town
- FCSS: in 2021, 98% of Albertans had access to FCSS
  - Funded minimum of 80% from province and minimum 20% from municipality – average municipal contribution is 32%
  - Facilitator of cross-ministerial co-operation with a focus on prevention, but cannot be everything to everyone
    - $1 prevention = $7-12 cure
    - High reporting requirements impeding outcomes
  - Priorities
    - Housing Insecurity & Homelessness
    - Mental Health & Addiction
    - Employment
    - Family & Sexual Violence
    - Aging Well in Community
  - Nana's & Papa's Program could facilitate aging in place
    - With our disproportionate elderly community, a Nana's & Papa's program of youth and young adults spending time with seniors that both live in care and on their own could encourage technology literacy, dementia prevention/delay, transference of knowledge and skills across generations, and greater understanding of accessibility barriers
- Victim Services – review 2020-2021
  - 60 mostly volunteer boards to be amalgamated into 4 regions of Police-based Victim Services Units (9 will remain separate – large centres and Indigenous communities)
  - April 2024 implementation
- Danielle Smith
  - Seniors housing plan to facilitate aging place with greater home care supports
  - Mental health investment – preventative rather than curative
    - Current minister experienced homelessness for 4 years in Vancouver
    - Focus on mental health in schools
    - Building recovery communities to reduce homelessness and addiction with therapy in culturally appropriate programming
  - FCSS needs $130 million and has $105 million in funding now

        - Foundational service in most communities
        - Food banks expanding to include gardens and cooking classes
    - Infrastructure – aware municipalities cannot afford to rectify the infrastructure deficit alone
        - Water for Life program
- Panelists Talk
    - Poll identifies top voter issues as healthcare, affordability and cost of living, chaos in government
    - Infrastructure deficit will be a huge problem in the next 2 decades, but voters and provincial parties are not talking about it
    - Take Back Alberta is now focussing on joining local boards and UCP board
        - Urged municipalities to remain nonpartisan and alert local boards of TBA's intent to infiltrate local communities
    - News agencies – declining resources and and increasing aggression results in difficult decisions being made about what is covered
- Rachel Notley
    - Accessing services in communities help build communities
        - Family Health Team Plan
        - 10 year program to restore healthcare services with short term and long term solutions
    - Aim to reduce downloading of responsibilities to municipalities and fundraising groups (education fundraising) by the province to rectify fiscal imbalance between province and municipalities
    - Albertasfuture.ca
- RCMP Updates
    - Significant salary increase including retroactive pay approved
    - ABmunis encouraging voicing concern over federal downloading of this cost and encouraging municipalities to delay paying the invoiced expense until it is due in March 2025 while ABmunis continues to advocate for the federal government to pay this expense
    - Body worn cameras expenses may be downloaded to municipalities in 2024
- Rebecca Shultz, Municipal Affairs Minister
    - Calgary MLA
    - Net migration into AB is higher than 2021
    - LGFF replacing MSI in 2024 to take effect 2025/2026 fiscal year
    - ABmunis and RMA working with province to develop new framework
        - Doubling of MSI operating and funding will continue into LGFF to address inflationary pressures
    - Library funding increasing 5%

MONTHLY CAO REPORT

Meeting: April 11, 2023
Agenda Item: 9.1
Report Period: March 10, 2023 – April 11, 2023

Amanda Davis, Chief Administrative Officer

General Administration

- HR: interviews, employment contracts, and hiring for administrative and public works positions completed (summer/seasonal employment).
- HR: received Theresa Kelly's resignation. Job posting for the administrative assistant published with interviews set. The position will remain open until a suitable candidate is found.
- Departmental budgets to staff and provided training to employees about use/management of budgets.
- Continuation of e-billing transition for utilities, taxes, and accounts payable.
- Administration is consistent with our approach to have the WRIT removed from tax recovery properties acquired by the Town in 2022.
- FCSS training/mentoring
- All branded clothing was delivered to volunteer boards and active members in the community by Mayor Morey, Deputy Mayor Slomp, and T. Kelly. Recipients were appreciative.
- Brand modernization transition continues with all administrative and public documents.
- To improve communication in the Town's website, all content is under review for accuracy along with the development of page preambles. The project aim for completion is the end of May.
- Provided a response to the government regarding the impact (positive and negative) of historical building designations as directed by council.
- Fortis Alberta pole switch upgrades were completed at the end of March.

- Prepared annual recreation report for the County of Newell and attended a council meeting with Mayor Morey as delegates to present the 2022 recreation outcomes, 2023 operations and capital plans.

- Legal file 2 – questioning was postponed a third time, and will not commence in April, a request for the other parties.

- Attended a virtual meeting with Mayor Morey, Deputy Mayor Slomp, representatives from the County of Newell and Alberta Health Services to obtain a progress update on the Bassano Healthcare project, and the seniors housing development. AHS advised they will continue to work on the needs assessment. There was consensus that investing time in lobbying for capital funds for both projects is advantageous.

- I have been working with Grant McGargar, chair of the Off-leash Dog Park Committee. The Town provided a Terms of Reference and provided guidance on the development of a business plan. The committee provides a copy of their meeting minutes to outline progress. Pending their availability, McGargar was invited to present an update to council on April 11, 2023 as the committee has narrowed down a preferred location.

- In accordance with the Personnel Policy (P-TOB12/002-21) employees and volunteer firefighters are to be recognized for long-service awards. In preparing a tracking sheet, it became apparent that there are outstanding awards to be issued, these are being processed and backdated.

    - Lonnie Raymond (5-years) at 2020
    - Bradley Redding (5-years) at 2021
    - Mike Phillips (10-years) at 2022
    - Mike Wetzstein (10-years) at 2022
    - Logan Rose (5-years) at 2020
    - Tyler Reimer (5-years) at 2020

  Cory Cochrane will receive his 15-year award in 2023.

- Indoor Walking Program Update – the program began December 28, 2022 and ran until March 31, 2023 per the instructions given by council. There were four people that accessed the facility for walking on two days in January.

  Comments received from users and people that inquired was that they appreciated the option to use the Community Hall, the space was too warm, and the program was too costly.

Adult Drop-in Fee	$6.50
Adult 10-Punch Card	$58.50
Senior Drop-in Fee	$5.50
Senior 10-Punch Card	$49.50
Family Drop-in (up to 5 people from the same household)	$20.00
Family 10-Punch	$125.00
Subsidized User – Drop-in (proof of need required)	$2.00
Subsidized User 10-Punch (proof of need required)	$15.00
Thrive Membership Holders	+$5.00 per membership offering for unlimited indoor walking access.

Capital Project Updates

1. G3-T2 Infrastructure planning has started. Submitted grant applications for the use/allocation of MSI Capital and CCB allocations pursuant to the Town's capital plan.

2. Preparing a Request for Quotations for the lighting upgrades at the Community Hall in accordance with the 2023 capital upgrades plan.

3. Awarded the fire proofing and ventilation projects to Armor Building – purchase orders were executed.

General Public Works

- Spring maintenance is underway with fluctuating weather.
- Facility maintenance project continues at the recreation complex.
- Equipment maintenance for spring kick-off underway.

Bylaw Enforcement

Bassano's contracted bylaw enforcement officer engaged with property owners regarding traffic enforcement, dog control, snow/ice on sidewalks, and general complaints. The bylaw officer assisted with general complaints, monitored pedestrian safety in priority areas, and investigated multiple traffic matters.

1. Community Standards Bylaw 920/21
    a. 1 file remains open from 2022.
2. Dog Control Bylaw 928/22 – Unlicensed Dog.
    a. 1 file related to an unlicensed dog was opened and closed.
    b. 1 file related to unlicensed dogs remains open from 2022.
3. Cat Control Bylaw 837/12 – Cats at large.
    a. Complaint was received regarding cats at large. The file was opened and is ongoing.
4. Traffic Bylaw 876-18
    a. Complaint was received regarding the build-up of snow and ice on sidewalks. 3 files were opened and closed.
    b. 1 file was opened and closed regarding a speeding complaint.

Total files initiated in March: 5

Total files closed: 4

Total Files initiated in 2023 (Period Ending March 31, 2023): 11

Development

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-03-23	714 – 2 Avenue	Deck extension
TOB-D-04-23	610 – 2 Avenue	Election sign

Administration continues to work with South Country Co-op regarding the submission of a development permit for a bulk fuel station and truckers' lounge at 669 – 12th Street. Updates drafts were recently submitted, and we are reviewing them for engineering compliance (servicing).

Conversation has continued with Pace Energy regarding the feasibility of a solar farm on the south side of Town within the urban boundary.

Administration is working with ORRSC to facilitate the road closure and subdivision requirements for the undeveloped lane between 3rd and 4th Avenue. The Sales Agreement was executed with the purchasers of this area.

County of Newell

The County of Newell received a development permit application for a Class II landfill north of Bassano. They are working through the steps to proceed with a re-zoning to accommodate this development. This requires a public hearing where person(s) impacted can provide comment.

The Newell Regional Landfill board comprised of our regional elected officials chose to submit a letter of concern/opposition regarding the development stating that the approval of a second Class II landfill could have many negative impacts on the viability of its operations due to lost revenue. Similarly, the Village of Duchess, Mayor and Newell Landfill chair, and Village of Rosemary submitted letters of opposition yesterday afternoon citing similar concerns.

As an elected body it is your responsibility, in this situation to a) look at the land use component, and b) determine if there is a detrimental effect on our municipal operations (s. 690 Municipal Government Act allows for this).

Supporting content:

1. County of Newell RFD for April 6, 2023
2. Remedx Introductory Letter – February 6, 2023
3. Remedx Preliminary Proposal for Development – Background information
4. Map
5. Newell Regional Landfill Concerns - March 24, 2023
6. Village of Duchess Concerns – April 4, 2023
7. Village of Rosemary Concerns – April 4, 2023

Recreation & Leisure Master Plan

2023 Small Town Smoke Down BBQ Competition

The Bassano Arts Council, Bassano Masonic Lodge, and Bassano Royal Purple have agreed to partner with the Town once again to host the Small Town Smoke Down dinner and dance on June 2, 2023. Tickets will be made available by mid-April. Administration continues to work with the BBQ on the Bow Society and community partners to prepare for the event.

Bassano Outdoor Pool

2023 pool staff positions have been filled. In-house training will begin in mid-May to prepare staff for the upcoming season. Public Works has begun preparing for the season. Pool liner patching will be completed by Western Recreation as weather permits.

Administration is accepting proposals for the 2023 pool kitchen contract. Contactors are invited to operate during pool hours from June 1st to August 31st, 2023 with the possibility of an extension. The deadline for submissions is April 15, 2023.

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.	

Apr. 19, 2022 Regular Meeting

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

May 9, 2022 Regular Meeting

Directed to	Action	Completed
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	

Oct. 11, 2022 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare draft revision to traffic bylaw	
Davis, A.	Add to Q1 2023 agenda - private parking on public lands	

Dec. 12, 2022 Regular Meeting

Directed to	Action	Completed
Smith, S.	Proceed with pool liner project - grant application, tender, etc.	In progress.
Davis, A.	Investigate liability issues regarding the movement of people from an incident if the ambulance is not available. Insurance and legal.	

Feb. 13, 2023 Regular Meeting

Directed to	Action	Completed
Kelly/Davis	Finish business license bylaw modernization per 6.1 requests.	Complete
Davis, A.	Add insurance recognition in newsletter with council address.	
Davis, A.	Submit application to CCBF re: G3-T2	Complete - Mar. 31, 2023
Davis, A.	Submit applications to MSI cap re: pool and G3-T2	Complete Mar. 30, 2023
Davis, A.	Prepare engineering RFQ for G3-T2	
Davis/Raymond	Shop expansion options for PW with rec.	Discussed on Feb. 14, 202

Town of Bassano

Council Meeting Action Items 2018-2022

Davis/Raymond	Thrive relocation?	Discussed on Feb. 14, 202
Kelly, T.	Update Hall contracts and advertisements to include proximity to campground.	Complete
Davis, A.	Proceed with budget implementation and department budgets.	Complete
Davis, A.	Department budgets to staff.	Completed
Davis, A.	Follow-up info. To council re: Grose delegation.	Complete

Mar. 13, 2023 Regular Meeting

Directed to	Action	Completed
Kelly, T.	Rotate minutes	Complete
Kelly, T.	Resolution index	Complete
Davis, A.	Distribute approved FS upon receipt of copy from JDP - online, print, CoN	Complete - Mar. 16, 2023
Kelly, T.	Upload approved FS to website	Complete - Mar. 16, 2023
Administration	Complete audit action items	Complete - Mar. 14, 2023
Davis, A.	Process BUILD Bassano Policy.	Complete - Mar. 31, 2023
Kelly, T.	BUILD Bassano policy to website/FB/electronic sign.	Complete - Mar. 16, 2023
Davis, A.	Obtain legal SA for BUILD Bassano policy	Directed to legal on Mar. 14, 2023
Davis, A.	Develop marketing material for BUILD Bassano policy	
Davis, A.	Work with JLR re: MLS BUILD Bassano policy	Initiated on Mar. 14, 2023
Davis, A.	Copy of approved BUILD Bassano policy to assessor	Complete - Mar. 14, 2023
Davis, A.	Train staff re: BUILD Bassano policy	Complete - Mar. 15, 2023
Davis/Smith	Award Arena Upgrades and prepare facility contract - clarify clean facility expectation	Complete
Davis, A.	Offer land lease as amended to Christman at lagoon.	Complete - Mar. 14, 2023 - new lease provided.
Administration	Prepared rental rate policy to council for CH including fundraiser definitions	
Davis, A.	Engage Dennis Wallace re: sale and consolidation of back alley.	Complete - verbal agreement on Mar. 14, 2023
Kelly, T.	Process payment for Maternity Clinic.	Directed on Mar. 14, 2023
Davis, A.	Correspond with Elks re: CH rental rate reduction and event date.	Notification sent on Mar. 15, 2023
Kelly, T.	Register IM, JS and possibly SM for MLC in Edmonton.	Complete - Mar. 15, 2023
Davis, A.	Follow up with 4H re: CH facility rental rate.	Complete - Mar. 14, 2023

Town of Bassano

Council Meeting Action Items 2018-2022

Davis, A.	Process June 5-11 proclamation and issue to FCSS for programming	Complete - Mar. 15, 2023
Davis, A.	Council updates to staff	Complete - Mar. 15, 2023
Davis, A.	Obtain market value for 5A Avenue triangle	Requested - Mar. 15, 2023
Davis, A.	Follow up with SS re: AMB communiations and janitorial - potential conflict	Complete
Davis, A.	Connect with D. Horvath re: Silk Tire operations	Initiated on Mar. 15, 2023

MONTHLY STATEMENT

Town of Bassano

Period Ending February 28, 2023

General Account			
Net Balance at End of Previous Month	**$ 1,140,646.19**		
Receipts for the Month	$ 399,592.51		
Interest	$ 4,791.46		
Sub-Total	$ 1,545,030.16		
Less Disbursements for the month	-$ 431,930.58		
TIPPS Returned	-$ 607.60		
Service Charges	-$ 885.72		
Net Balance at End of Month	**$ 1,111,606.26**		
Bank Balance at End of Month	$ 1,168,156.51		
Outstanding Deposit	$ 300.00		
Sub-Total	$ 1,168,456.51		
Less outstanding cheques	-$ 56,850.25		
NET Balance at End of Month	**$ 1,111,606.26**		

Savings			
	Opening Balance	**Interest/Transfers**	**Closing Balance**
Fire Reserves	$ 31,630.10	$ 121.32	$ 31,751.42
Sewage Upgrade	$ 454.16	$ 225,122.39	$ 225,576.55
MSI Capital	$ 412,045.91	$ 1,580.45	$ 413,626.36
Fedral Gas Tax Refund	$ 128,668.68	$ 493.52	$ 129,162.20
MSI Operational	$ 60,004.59	$ 230.15	$ 60,234.74
Capital Plan Reserve	$ 2,665,464.01	$ 35,362.97	$ 2,700,826.98
Land & Development Reserve	$ 611,264.25	$ 2,344.58	$ 613,608.83
Recreation & Culture Reserve	$ 483,683.71	$ 1,855.23	$ 485,538.94
Municipal Reserve	$ 522,531.71	$ 2,004.23	$ 524,535.94
FCSS Reserve	$ 996.16	$ 3.82	$ 999.98
AMWWP Grant Funds	$ 58.71	$ 0.23	$ 58.94
Recreation Funding Committee	$ 3,582.03	$ 13.74	$ 3,595.77
Tax Sale - 103000	$ 40,063.84	$ 153.67	$ 40,217.51
Tax Sale - 242000	$ -	$ -	$ -
Tax Sale - 243000	$ 4,429.09	$ 21.50	$ 4,450.59
Tax Sale - 284000	$ 25,435.54	$ 97.56	$ 25,533.10
Shydlowski	$ 110.26	$ 0.42	$ 110.68
Common Shares	$ 5,627.47		$ 5,627.47

Investments				
Shydlowski Scholarship		$ 3,856.79		$ 3,856.79
Nesbit Burns	Fixed Income	$ 1,001,918.62	$0.00	$ 1,001,918.62
	Cash Account	$ 91,136.24	$935.14	$ 92,071.38
Transaction Total			$270,340.92	
Total		$ 6,092,961.87		$ 6,363,302.79

Prepared By:

Mayor Morey

Date Prepared: March 6, 2023

C.A.O Amanda Davis

TOWN OF BASSANO

Cheque Listing For Account Payable

2023-Apr-3
9:40:14AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name		Amount
						Batch #	**21892**
20230067	2023-02-02	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.		5,175.56
20230068	2023-02-02	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD		1,200.00
20230069	2023-02-02	EFT	EFT	7	RECEIVER GENERAL FOR CANADA		13,316.00
							19,691.56
						Batch #	**21915**
20230077	2023-02-14			1043	2052900 ALBERTA LTD.		12,530.70
20230078	2023-02-14	EFT	EFT	512	AB FIRE TECH LTD.		1,497.23
20230079	2023-02-14	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION		24,617.25
20230080	2023-02-14	EFT	EFT	564	AZTEK SECURITY COMPANY		195.30
20230081	2023-02-14	EFT	EFT	213	BARRA		5,000.00
20230082	2023-02-14	EFT	EFT	1077	BARRON, AMANDA		298.82
20230083	2023-02-14			987	BASSANO BOWLING CLUB		40.00
20230084	2023-02-14	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.		120.09
20230085	2023-02-14	EFT	EFT	306	BASSANO MEMORIAL LIBRARY		15,660.00
20230086	2023-02-14	EFT	EFT	47	BASSANO PLUMBING & HEATING		549.10
20230087	2023-02-14			9	BASSANO PUBLISHERS		416.33
20230088	2023-02-14	EFT	EFT	522	BENCHMARK ASSESSMENT		1,575.79
20230089	2023-02-14	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA		1,029.38
20230090	2023-02-14	EFT	EFT	703	COCHRANE, CORY		186.64
20230091	2023-02-14			121	COUNTY OF NEWELL		10,386.24
20230092	2023-02-14	EFT	EFT	962	DIGITEX CANADA INC.		2,337.59
20230093	2023-02-14	EFT	EFT	413	HI-WAY 9 EXPRESS LTD.		68.13
20230094	2023-02-14	EFT	EFT	529	MPE ENGINEERING LTD		5,552.40
20230095	2023-02-14			1075	MUNISIGHT LTD.		10,782.59
20230096	2023-02-14	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.		17,195.53
20230097	2023-02-14			1006	PARRISH & HEIMBECKER		748.65
20230098	2023-02-14	EFT	EFT	989	PETKAU, CHRISTINE		629.42
20230099	2023-02-14	EFT	EFT	3	PIONEER GAS CO-OP LTD.		1,764.24
20230100	2023-02-14	EFT	EFT	217	PLAYFAIR LODGE		510.42
20230101	2023-02-14			1063	QUADIENT LEASING CANADA LTD		280.20
20230102	2023-02-14			7	RECEIVER GENERAL FOR CANADA		47.10
20230103	2023-02-14	EFT	EFT	1000	SMITH, SYDNEY		58.48
20230104	2023-02-14	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED		1,185.43
20230105	2023-02-14	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I		119.87
20230106	2023-02-14			1	TELUS COMMUNICATIONS INC.		268.05
20230107	2023-02-14			696	VILLAGE OF DUCHESS		4,640.00
20230108	2023-02-14	EFT	EFT	509	WATER PURE & SIMPLE BROOKS LTD.		18.50
20230109	2023-02-14			32	WESTERN CAN. WELDING PRODUCTS		185.03
20230110	2023-02-14	EFT	EFT	900001	1322638 ALBERTA LTD.		139.80
20230111	2023-02-14	EFT	EFT	900001	COCHRANE, KAYLA		123.75
20230112	2023-02-14			900001	GIBEAU, DEREK		131.25
20230113	2023-02-14			900001	KELLY, MATTHEW		163.04
							121,052.34

TOWN OF BASSANO

Cheque Listing For Account Payable

2023-Apr-3
9:40:14AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name		Amount
						Batch #	**21917**
20230114	2023-02-14	EFT	EFT	1000	SMITH, SYDNEY		86.99
							86.99
						Batch #	**21935**
20230126	2023-02-23	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD		1,200.00
20230127	2023-02-23			7	RECEIVER GENERAL FOR CANADA		12,152.25
							13,352.25
						Batch #	**21942**
20230130	2023-02-27			902	SIEBEN HOLDINGS LTD.		682.50
							682.50
						Total	**154,865.64**

*** End of Report ***

FCSS Director's Report

Period Ending: March 31, 2023
Prepared By: Amanda Barron, Director

Supporting Community Members

SUPPORTS

SENIORS BENEFITS

In the month of March, we assisted community 3 members with seniors benefits and program enrollment.

PROGRAMS

YOUTH ON BOARD

Legal council was contacted January 25, 2023 to provide guidance on the Youth on Board program to confirm the outlined program is with in legislation. This item of business had been tabled at our March 13, 2023 Advisory Board Meeting. It was determined at the April 4, 2023 meeting that FCSS will refrain from formally introducing youth on board. Instead, we will focus on youth involvement around programs.

RURAL POP UP

Our first Rural Pop Up in collaboration with SPEC was hosted at the joint use facility in the Bassano Arena on March 21, 2023, we had 1 community member attend. I will create an informational page to detail what the program entails to be distributed on our social media profiles and Bassano Area moms page to increase knowledge on the purpose of this developmental program.

CANADIAN VOLUNTEER TAX PROGRAM (CVITP)

On March 8th FCSS began the CVITP which enables modest income citizens with simple tax situations to have their taxes prepared at no charge. To date FCSS has prepared 8 returns. We received confirmation on March 24, 2023, our grant application was successful, FCSS will receive the base amount of $500.00 plus an additional $5.00 per filed return. It takes on average 90 minutes to complete one return.

INITIATIVES

WELCOME WAGON

In the month of March there were 4 Welcome Packages distributed.

321 8th Ave	1-Mar-23
813 4th Ave	12-Mar-23
831 2nd Ave TC	15-Mar-23
227 3rd Ave	24-Mar-23

GENERAL UPDATES

GRASSLANDS FCSS

FCSS Director's Report

Period Ending: March 31, 2023
Prepared By: Amanda Barron, Director

Supporting Community Members

Lynn Pye Matheson is retiring from Grasslands FCSS in the fall of 2023. Her dedication to the community of social support services has impacted an abundance of lives throughout her career.

New leadership will come with change, there have been talks about updating the grant funding model which may have an impact on the funding Bassano FCSS receives yearly from Grasslands FCSS. We will keep the board apprised of future changes.

UPCOMING PROGRAMS

VOLUNTEER WEEK - APPRECIATION

The Volunteer Alberta Grant application was submitted on March 27, 2023 for $600. We received notification March 28, that we were successful. The double-sided nomination and volunteer registry flyer was mass mailed to residents on March 24, 2023.

BASSANO MARCH 2023 REPORT

During the month of March 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 had eight investigations.

The investigations were for sidewalk snow/ice removal (3), dog at large, dog not licensed, parking, cats at large and for a vehicle parked not displaying a license plate.

There are no outstanding investigations.

During this month there were seven warnings issued from these investigations and one ticket. The ticket issued was for the vehicle with no plate.

The focus for the Alberta Traffic Safety Enforcement for this month was on seatbelts.

This concludes the report for Bassano for March.

March 9, 2023

502 2nd Ave
PO Box 299
Bassano, Alberta
T0J 0B0

Attention: Town of Bassano Mayor Morey and Municipal Councillors

Town of Bassano Council,

This letter is submitted on behalf of the Brooks and District Resiliency Committee to

1. **seek your support in declaring April 23 – 30TH, 2023 to be recognized as Bassano Resiliency Week,**
2. **request a delegate at the April 25th Resiliency Event,**
3. **and request a photo submission from your municipal council.**

In efforts to raise awareness around the impact mentorship has in building resilient youth, the Brooks and District Resiliency Committee is excited to host the annual Resiliency Campaign during the 5th week of April 2023.

The Postcard Campaign is recognizing adults who have acted as mentors, impacting the lives of young people in our region. Students in grades 5 & 8 from the Grasslands, Koinonia Christian, and Christ the Redeemer School Divisions are encouraged to nominate an adult mentor who has made a positive impact on their lives. Nominations are reviewed and selected mentors are celebrated in one of three ways: an in-person celebration, radio ads or social media postings where their mentees share the story of the impact mentorship has had on them. These forms of recognition allow mentors to gain a deeper understanding of the impact they have played on the youth they interact with.

We would like to formally extend the invitation for the Mayor and Councillors from the Town of Bassano to join us at the in-person Resiliency Campaign celebration, where students will be recognizing their mentors**.** *The in-person Resiliency Day Celebration takes place on April 25, 2023 in the gymnasium at St. Joseph's Collegiate in Brooks, we ask all delegates to arrive by 6 PM.* Please confirm your attendance to projectcoordinator.fcss@telus.net no later than April 17th, 2023.
Additionally, there will be 2 students from Bassano recognizing their mentor via Facebook or Radio**. We encourage you to follow our Facebook page**, facebook.com/BrooksResiliencyCommittee/, where you will see mentors from your community being recognized throughout Resiliency Week. We invite you to share these stories of mentorship on your own municipal social media pages and websites.
Lastly, we hope you will take part in the campaign by having your municipal council submit a photo holding the attached sign (reading "Resiliency Matters in Bassano" or "Thank you Mentors") to show their support of the campaign within the region. Photos will be shared on social media as well as in the Brooks Bulletin, photos can be submitted to projectcoordinator.fcss@telus.net before April 21, 2023.

Resiliency Week is an opportunity for us to acknowledge the lasting value mentorship has added to the lives of local young people while fostering the continued development of resilience across the Newell region. We appreciate your consideration and hope that you will be willing to proclaim April 23 – 30th as Bassano Resiliency Week, and join us at our celebration.

Sincerely,

T. Materi

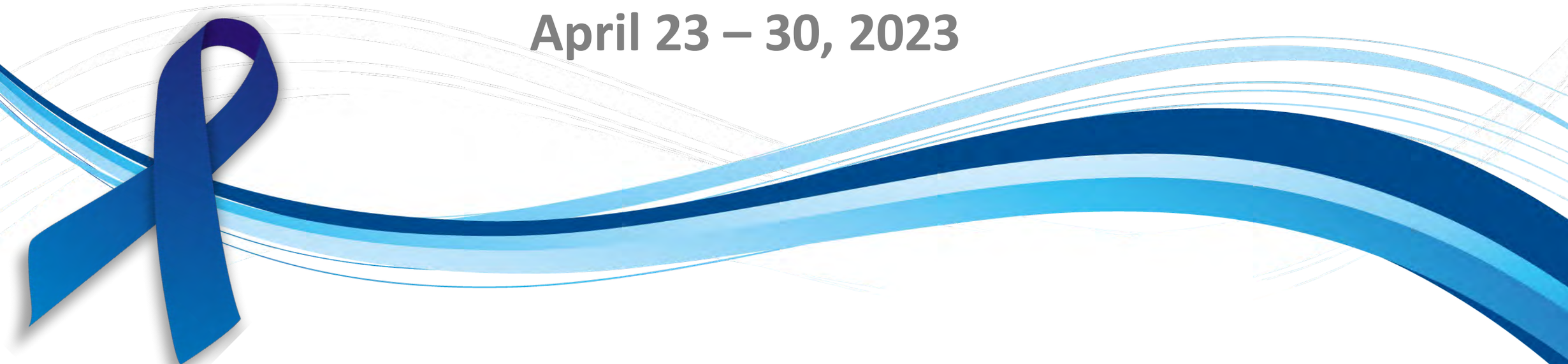
Tracey Materi
Chair, Brooks & District Resiliency Committee

RESILIENCY MATTERS

Celebrating mentors who empower youth!

Bassano Resiliency Week

April 23 – 30, 2023

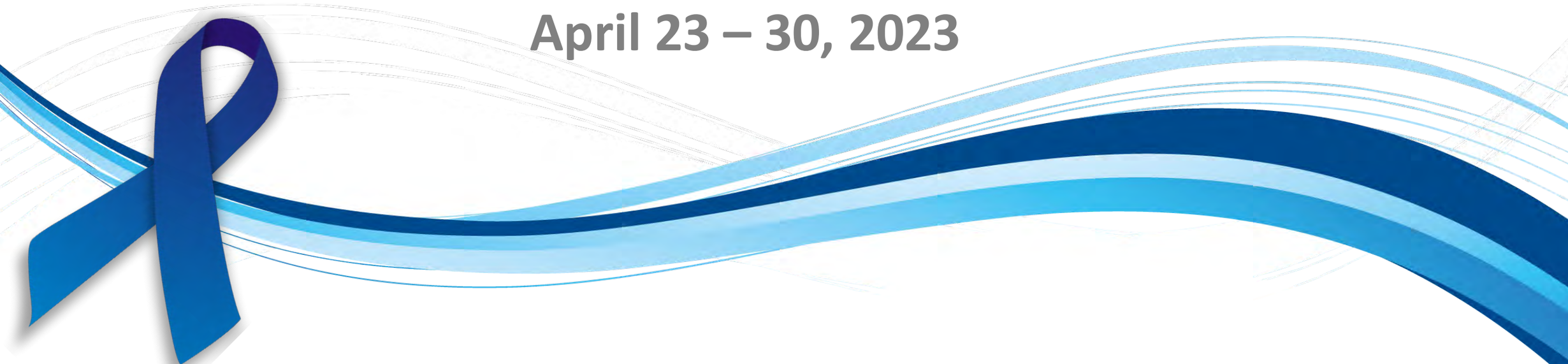


THANK YOU MENTORS,

Celebrating mentors who empower youth!

Bassano Resiliency Week

April 23 – 30, 2023

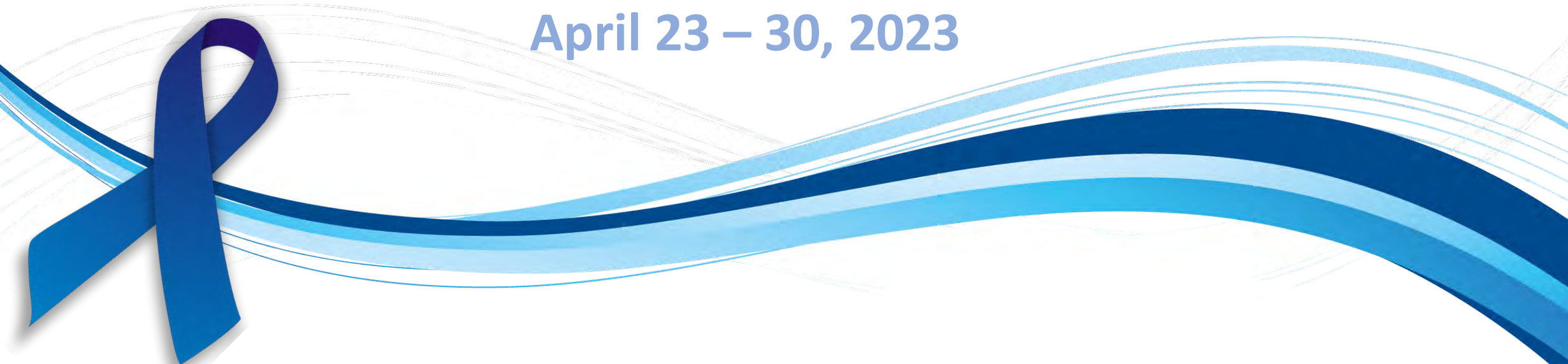


It just takes one…

Celebrating mentors who empower youth!

Bassano Resiliency Week

April 23 – 30, 2023



Enter search string

Economic Development Week

May 8-12, 2023

We all know that economic development is critical. It is the foundational work that helps to create jobs, support businesses, and improve the quality of life in communities large and small.

We encourage municipalities, large and small, to formally recognize and celebrate May 8-12, 2023 as "Economic Development Week" in their community and take part in our Community Challenge.

About the Week Economic Development Week Resources

Alberta Community Challenge

Alberta municipalities, join us to amplify economic development efforts in our province by taking part in the 2023 Community Challenge! Officially proclaim "May 8-12 as Economic Development Week."

For the third year in a row, we are working with our partners Alberta Municipalities and Rural Municipalities Alberta in order to encourage their members to get involved.

Involvement in the 2023 Community Challenge gives communities the opportunity to show their commitment to economic development, and strengthen support for the work of economic development staff. We encourage communities to:

- Customize the 2023 Sample Resolution
- Have your Council/Mayor officially proclaim the week in your community and sign the resolution
- Share the proclamation with local media, and on your social media pages, and tag us @edaalberta.
- Email admin@edaalberta.ca to have it added to the EDA website.

Community Challenge Participants

Town of Lamont

Cardston County

City of Brooks

201-1st Avenue West • Box 879, Brooks, Alberta T1R 1B7 • ph. 403.362.3333 fax. 403.362.4787 • www.brooks.ca

March 20, 2023

TOWN OF BASSANO
MAR 2 2 2023
RECEIVED

Town of Bassano
PO Box 299
Bassano, AB T0J 0B0

Re: Regional Assessment Review Board (ARB) Appointments

Attention: Amanda Davis, CAO

Dear Amanda,

The following residents of the Newell Region have completed the required Assessment Review Board training and are qualified to hear Assessment Appeals for the Regional Assessment Review Board:

Chris Dingwall - Effective February 6, 2023

Kevin Bridges - Effective March 3, 2023

The "Regional Pool" of members for the Regional Assessment Review Board who have completed all the required training include:

Anne Marie Philipsen (Chair) – Training expires March 10, 2025
Daphne Anstey-Martin - Training expires March 9, 2026
Chris Dingwall – Training expires February 6, 2026
Kevin Bridges – Training expires March 3, 2026

Pursuant to section 454.1 in the MGA, please ensure that all of these individuals are appointed by your council as ARB members.

Sincerely,

Shelley Thomas CPA, CGA
Finance Manager
City of Brooks

T: 403-362-3333
F: 403-362-4787
E: sthomas@brooks.ca
http://www.brooks.ca

Canadian Badlands

County of Newell/City of Brooks

JOINT SHARED SERVICES COMMITTEE

MARCH 14, 2023

BROOKS FIREHALL – 1:00 P.M.

NOTES

Present:

County of Newell
Councillor Greg Skriver
Councillor Neil Johnson
Reeve Arno Doerksen
Matt Fenske, CAO

City of Brooks
Mayor John Petrie
Councillor Joel Goodnough
Councillor Mohammed Idriss
Amanda Peterson, Deputy CAO
Lisa Tiffin, Manager, Community Development
Mitchell Iwaasa, Economic Development Officer
Kourtney Hiebert, Workforce Development Officer
Jenny Wallace, Executive Assistant/Recording Secretary

Village of Duchess
Councillor Tony Steidel
Yvonne Cosh, CAO

Town of Bassano
Mayor Irv Morey
Amanda Davis, CAO

Others
Margaret Plumtree, Executive Director - Brooks & District Chamber of Commerce
Sandra Stanway, Brooks Bulletin

Village of Rosemary
Sharon Zacharias, CAO

1. CALL TO ORDER

G. Skriver chaired the meeting, and called the meeting to order at 1:00 p.m.

2. AGENDA ADDITIONS/DELETIONS

There were no additions/deletions.

3. APPROVAL OF AGENDA

MOVED by A. Doerksen that the agenda be adopted.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by J. Petrie that the Minutes of the Joint Shared Services Committee Meeting held February 14, 2023 be adopted.

MOTION CARRIED

M. Plumtree arrived at 1:02 p.m.

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) **Delegations:**

- **Brooks and District Chamber of Commerce**

M. Plumtree provided an update on the following:

- Brooks & District Chamber of Commerce 2023 Spring Trade Show. She circulated posters to the member municipalities to post in their respective communities;
- Working on how to transition away from Business After Hours. They are looking at introducing a golf tournament;
- Last year they did videos promoting businesses. This will start up again after the Trade Show; and,
- Business of the Year Awards – Changing it some to increase engagement from the community.

G. Skriver thanked M. Plumtree for her update.

M. Plumtree left at 1:10 p.m.

b) **Doctor Recruitment and Retention**

L. Tiffin advised that MLA Tany Yao, Parliamentary Secretary for Rural Health, who was planning to attend the meeting to discuss the issues of recruitment and retention, had to postpone his visit until April. She added that she hopes to have members from the medical community attend when he is here.

c) **RhPAP**

L. Tiffin advised that the email in the agenda was sent out from L. Robinson, and that as Joint Shared Services hosted a Let's Go Rural event last year, the Committee is probably not eligible to receive funding again. L. Tiffin advised that she reached out to Medicine Hat College about doing something on our own this year; however, one thing that they could not commit to this year is faculty members. If there is a desire to host the event again, there is the need to come up with somebody to supervise and instruct the skills at six different stations. L. Tiffin advised that she will try to put together an event for the end of May.

A. Peterson noted that she sits on the Palliser Triangle Health Authority Council, and that they have a meeting coming up where she could advocate for their assistance in helping get the needed resources to host the event. L. Tiffin advised that she is still working on it at this time.

M. Idriss inquired about a post-secondary event for students from the University of Calgary medical school. L. Tiffin advised that one was held in the past; however, there hasn't been an event like that for a few years. The Committee directed L. Tiffin to proceed in submitting an expression of interest to host a post-secondary event (June was proposed). G. Skriver inquired if this could also apply to nursing students. L. Tiffin noted that she would need to contact RhPAP as they set the curriculum.

d) **Economic Development Report**

K. Hiebert spoke to the first part of the report regarding Workforce Development and AAIP. M. Iwaasa then spoke to the following items from the report:

- Energy Development Strategy;
- Business Investment and Attraction; and,
- NewGrow.

There was discussion on getting a report from the successful NewGrow applicants. M. Iwaasa noted that three of the applicants could provide an update as they are fully operational; however, two are still in the final stages of funding. K. Hiebert took the opportunity to share her experience of receiving funding through NewGrow when she started her business in Brooks; and noted that it is a great program.

e) **Regional Pathway**

M. Iwaasa provided an update on the regional pathway; and that the Friends of the Pathway are hosting a meeting on March 30th at the County of Newell office to get the community aware and involved in the project. He noted that the community fundraising is at $115,000; and that the goal is to raise $300,000. The Committee discussed the major shortfall in funding due to the Active Transportation grant application being declined.

The Committee discussed the project timeline, the potential option to complete the project in phases, grants, and approaching businesses/financial institutions/corporations for sponsorship. M. Iwaasa noted that he will have a list of some of the potential corporations for the upcoming meeting. L. Tiffin spoke about how the Active Transportation Grant was new and oversubscribed. She added that there are possibly some other grants available; however, these would be on a much smaller scale.

G. Skriver encouraged everyone to come out to the meeting on March 30th at 6:30 p.m. at the County of Newell office.

f) **Brooks Farmers' Market – Request for Funding**

S. Zacharias presented the Rosemary Ag Society's request for funding. The Rosemary Ag Society requested $3,000 in funding for 2023, and thereafter, $2,500 annually.

The Committee discussed the request for funding, the proposed budget for the 2023 Farmers' Market, the need for the Farmers' Market to become sustainable, and having some form of an incentive/competition to encourage young entrepreneurs to participate in the market. The Committee concurred that they approve funding for 2023, and to evaluate it again next year.

J. Goodnough left at 2:30 p.m.

MOVED by M. Idriss that the Committee provide $3,000 to the Rosemary Ag Society for the 2023 Farmers' Market.

MOTION CARRIED

g) **International Federation of Ag Journalists – Congress and Farm Tour Sponsorship**

M. Iwaasa spoke to his report on the International Federation of Agricultural Journalists Congress. The Committee asked M. Iwaasa to look into when the application period closes for people to take part in the Brooks Newell Region tour. M. Iwaasa spoke about forming a working group of partners to work out the details and report back to the Committee.

The Committee discussed what they should do following the tour to showcase the region. It was noted that a welcoming barbeque at Lake Newell would provide a memorable experience. There was discussion on the need to invite agricultural people to the event, and having all Councils as well as representative(s) from the EID present.

The Committee discussed who should be on the working group. The following members will be part of the working group:

- A. Doerksen
- N. Johnson
- I. Morey
- J. Petrie

M. Iwaasa will contact the EID about having a representative on the working group.

7. NEXT MEETING

The next meeting will be held on Tuesday, April 11, 2023 at 1:00 p.m. in the Brooks Fire Hall.

8. *ADJOURNMENT*

MOVED by J. Goodnough that the meeting adjourn at 2:50 p.m.

MOTION CARRIED

Signature of Chairman

Signature of Recording Secretary

NEWELL REGIONAL LANDFILL

Box 874, Brooks, Alberta T1R 1B7 403-362-5188 shawn.mckay@newellwastemanagement.com

March 24, 2022

County of Newell
P.O Box 130
Brooks, Alberta
T1R 1B2
Attention: Matt Fenske, CAO

RE: Proposed Land Use Bylaw 2049-23 Hearing and RemedX Class II Landfill

It is our understanding that the County of Newell is considering amending a land use bylaw to change the SW 4-23-18 W4M from agricultural to industrial to accommodate a second Class II landfill in the county that would be a for profit, privately operated business. It is also our understanding that there will be 2 hearings to discuss this bylaw, one March 23, 2023 and one April 6, 2023. In this regard, and for your consideration, I submit the following as a basis to present at the April 6, 2023 hearing.

The Newell Regional Landfill (NRL) is a non-profit corporation overseen by the Newell Regional Solid Waste Management Authority (NRSWMA). The landfill is owned with 5 shares, and of these 5 shares, the City of Brooks, County of Newell, Town of Bassano, Village of Duchess and Village of Rosemary each hold 1 share. NRL is regulated by Alberta Environmental Protection (AEP) and we operate under an Approval issued by AEP. NRL accepts municipal solid waste (MSW) and industrial Class II contaminated soil. The infrastructure that has been developed is designed to serve the county and the municipalities within it for an estimated 42 more years. The NRSWMA, in planning for the future, also purchased the quarter section bordering to the North of the landfill in 2019 for an amount of $585,424.58. Purchasing this land for landfill development potentially increases the life of the facility by an additional 67 years.

In 2022 construction of an additional 1.5 industrial cells increased our industrial Class II contaminated soil capacity by over 1.7 million tonnes. The cost of this project, when finished this spring, is expected to be $4 million. The Class II non-hazardous waste materials that will be accepted into these cells will be from oilfield drilling, reclamation projects, spills and clean ups from inside and outside of the county. The same materials the proposed RemedX landfill, that would be within a 50 kilometre radius of NRL, is planning on taking.

The location in question is a 57 kilometre drive to NRL and a 44 kilometre drive from the turn off to the proposed location on Highway #1. Based on the proposed location to the Northwest of NRL and data from incoming loads for 2021 and 2022, our expected lost revenue from materials coming from that direction would be an estimated $4.4 million per year. Operating a Class II landfill is very expensive, which I hope I conveyed to the county councillors during a recent landfill tour. To briefly summarize the landfill's position, the total expenses in 2022 were $6.4 million with revenue of $6.5 million. Removing $4.4 million of revenue would be devastating.

The landfill is partially funded by the five shareholders' rate payers and the current rate, that has remained unchanged for the past 3 years, is $34.99. It is also funded by some MSW disposal fees, but mainly by Class II industrial waste disposal fees. Losing a large portion of the industrial waste revenue would mean it would have to be made up from the other two revenue streams, rate payers and MSW disposal fees. It is estimated the rate payer would see an increase to $150.92. The landfill users would see a scale fee of $15.00 per trip, plus a $75.00 per tonne disposal fee. These increases would allow the NRL to continue to operate and put money into reserves for new cell construction, equipment replacement, building replacement, final closure, and post closure monitoring and testing for an additional 25 years after the life of the facility.

Currently every person in the county and 4 municipalities benefits from having an operational landfill, at a reasonably low cost, for their use. Only 2 parties benefit from the RemedX landfill, one party who is from the county and one party who is not.

Thank you taking the time to consider the ramifications to the landfill, and subsequently to the rate payers, as you review our submission.

Yours truly,

Shawn McKay
Authority Manager
Newell Regional Solid Waste
Management Authority

c.c. Alan Martens - CAO, City of Brooks
Amanda Davis, CAO - Town of Bassano
Yvonne Cosh, CAO - Village of Duchess
Sharon Zacharias, CAO – Village of Rosemary

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Calgary-Shaw

AR110742

March 21, 2023

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

Dear Mayor Morey:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Bassano has been approved for a grant of $70,000 under the Intermunicipal Collaboration component of the 2022/23 ACP in support of your Newell Regional Emergency Management Plan project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by first dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

.../2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Protected A

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

Rebecca Schulz
Minister

cc: Honourable Danielle Smith, Premier of Alberta, MLA, Brooks-Medicine Hat
Honourable Joseph Schow, MLA, Cardston-Siksika
Tony Steidel, Mayor, Village of Duchess
Yoko Fujimoto, Mayor, Village of Rosemary
Arno Doerksen, Reeve, County of Newell
Amanda Davis, Chief Administrative Officer, Town of Bassano
Yvonne Cosh, Chief Administrative Officer, Village of Duchess
Sharon Zacharias, Chief Administrative Officer, Village of Rosemary
Matt Fenske, Chief Administrative Officer, County of Newell

From:	Zacharie Forest
To:	Alan Martens; Amanda Peterson (apeterson@brooks.ca); Alicia Bartlette; Bassano CAO; administration@villageofduchess.com; rosemary.cao@eidnet.org; Brian Henderson; Stefan Kunz; Alena Matlock; BPeers@mdtaber.ab.ca; Becky Mack; Brett.Richards@specialareas.ab.ca
Cc:	Geoff Tiffin; Maria Jackson; Matt Fenske
Subject:	EXTERNAL - MDP Circulation Draft - County of Newell
Date:	Monday, March 27, 2023 9:02:16 AM
Attachments:	County of Newell MDP_Circulation Draft_March 2023.pdf

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

Hello,

The update and review project for the County of Newell's *Municipal Development Plan* (MDP) is nearing its completion. In anticipation of the plan's adoption later in the spring, we thought it best to provide our adjacent municipalities with an advanced period for submitting comments and feedback on the draft content. For this purpose, the attached *Circulation Draft* of the MDP has been prepared.

Please submit your comments and feedback before midnight on **Tuesday, April 11th, 2023**. All comments and feedback received as part of this circulation will be presented to the County of Newell's Council for consideration at the time of First Reading.

If no unforeseen delays occur, it is expected that the timeline for the completion and adoption of the MDP will be the following:

- **Week of April 10th:** to prepare the MDP's supporting documents, compile the comments received from adjacent municipalities, and finalize the Consolidated Draft.
- **Thursday, April 20th, 2023:** to hold First Reading of the bylaw to adopt the MDP, advertise the Public Hearing, and circulate the Consolidated Draft to all relevant parties.
- **Thursday, May 25th, 2023:** to hold the Public Hearing for the MDP bylaw, and conduct Second and Third Reading of the bylaw.

Be advised that the Consolidated Draft of the MDP will also be circulated to our adjacent municipalities for further comment after First Reading has been given to the bylaw.

If you have any questions or need clarification, please do not hesitate to reach out.

Regards,
Zacharie

County of Newell

Zacharie Forest
Intern Planning & Dev 18-month Term

County of Newell

MUNICIPAL DEVELOPMENT PLAN

March 2023
Circulation Draft

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SECTION 1

WELCOME

THIS SECTION INTRODUCES THE MDP TO READERS.

1.1 PURPOSE

A Municipal Development Plan (MDP) is a statutory document required by the Province of Alberta and adopted by the County pursuant to the Municipal Government Act (MGA).

The MDP provides high-level policy designed to guide the physical development of the County over the next 20 years – to 2045 – and provide clear direction with regards to the County's social, environmental and economic well-being over time.

1.2 SCOPE

As noted within Section 632 of the MGA, the MDP must address:

- The future land use within a municipality
- The manner of and the proposals for future development in a municipality
- The co-ordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no Intermunicipal Development Plan (IDP) with respect to those matters in those municipalities
- The provision of the required transportation systems either generally or specifically within a municipality and in relation to adjacent municipalities
- The provision of municipal services and facilities either generally or specifically
- The type and location of land uses adjacent to sour gas facilities
- Adopt and maintain a policy for the acquisition, management, and use of reserve lands
- The provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards, and
- The protection of agricultural operations (if applicable).

Furthermore the MDP may address other matters as they relate to the future development, including:

- Proposals for the financing and programming of municipal infrastructure
- The co-ordination of municipal programs relating to the physical, social and economic development of a municipality
- Environmental matters within a municipality and policies respecting the provision of conservation reserve
- The financial resources and economic development of a municipality, and
- Statements regarding the municipality's development constraints, including the results of any development studies and impact analyses, and goals, objectives, targets, planning policies and corporate strategies.

1.3 INTERPRETATION

POLICY INTERPRETATION

Where "shall", "will", or "must" are used in a policy, the policy is considered mandatory in order to achieve a desired result.

Where "should" is used in a policy, it is anticipated that the policies will be applied in all situations, unless it can be clearly demonstrated that the policy is not reasonable, practical or feasible in a given situation.

MAP INTERPRETATION

The County does not guarantee the accuracy of any maps within the MDP. All information on a map should be verified by consulting the text of the MDP, relevant statutory plans and the Land Use Bylaw (LUB), as amended.

Unless otherwise specified, the boundaries or locations of any symbols or areas shown on a map herein are approximate only, not absolute, and shall be interpreted as such. No measurements or area calculations should be taken from MDP maps.

SCHEDULE INTERPRETATION

The Schedules do not form part of the statutory portion of the MDP. The purpose of a schedule is to provide information to further clarify the intent of MDP policies.

1.4 LIMITATIONS

The MDP is limited in the fact that both Federal and Provincial legislative decisions – including those of provincial ministries – supersede the policies contained within.

Provincial legislation, including the Municipal Government Act, the Alberta Land Stewardship Act, and the South Saskatchewan Regional Plan (SSRP), establish the planning context within which the MDP sits.

In this planning hierarchy, plans, bylaws and approvals that are lower must be consistent with plans that are higher, as illustrated in **Figure 1**.

Pursuant to the MGA, the MDP does not commit County Council to funding decisions.

1.5 ACRONYMS USED

AER – Alberta Energy Regulator

ARP – Area Redevelopment Plan

ASP – Area Structure Plan

CFO – Confined Feeding Operation

CPR – Canadian Pacific Railway

CPTED – Crime Prevention Through Environmental Design

EID – Eastern Irrigation District

IDP – Intermunicipal Development Plan

LUB – Land Use Bylaw

MDP – Municipal Development Plan

MGA – Municipal Government Act

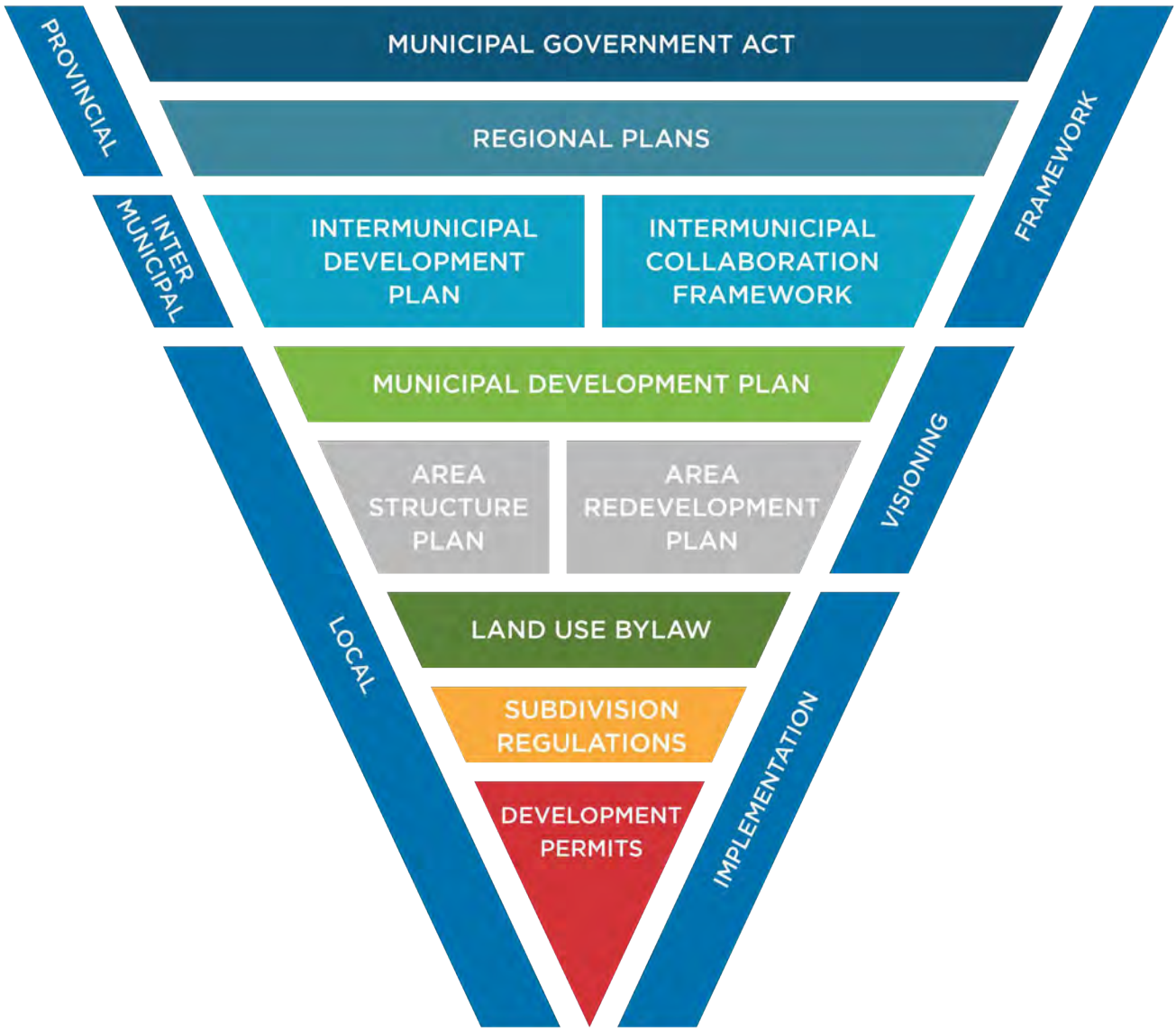
NRCB – Natural Resources Conservation Board

RCMP – Royal Canadian Mounted Police

SSRP – South Saskatchewan Regional Plan

UNESCO – United Nations Educational, Scientific and Cultural Organization

Figure 1: Provincial Planning Hierarchy

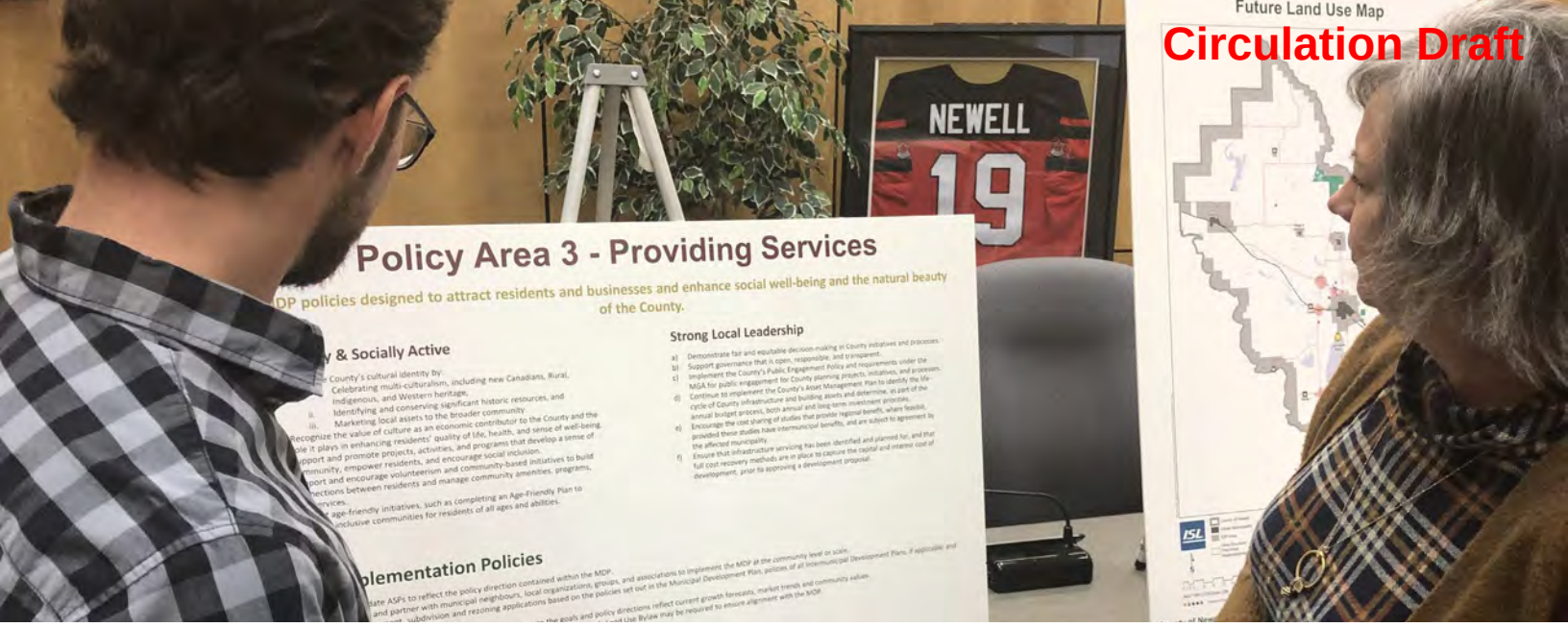


Source: ISL

SECTION 2

THE COUNTY OF NEWELL IN 2045

THIS SECTION OUTLINES THE COMMUNITY CONVERSATION THAT HELPED SHAPE THE VISION AND POLICIES WITHIN THE MDP.



2.1 COMMUNITY CONVERSATION

The conversation with the community took place over 2022 and 2023 and included:

- **Council Visioning Sessions.** Several sessions were held with Council in order to prepare and refine draft MDP policy that reflected public input and aligned with Council's strategic priorities.
- **Technical Committee Sessions.** Several sessions were held with a technical committee comprised of local administration to gain a better understanding of administrative objectives and ensure that MDP policies were technically feasible.
- **Online Survey #1 (August 29 to September 19, 2022)**. An online survey was held in the early fall to gain feedback on local issues and priorities, the key findings were:
  - » Stability and maintaining a quiet rural lifestyle are valued by respondents.
  - » Social connection and community spirit are important to respondents.
  - » Respondents shared that business development and economic growth should be a priority for the County.
  - » Marketing of the region to attract new residents and businesses was important to respondents.
  - » Improving essential services and infrastructure was important to residents.
  - » Many respondents identified the need for more senior services in the County and the surrounding region, including affordable housing and medical support.
  - » Respondents shared that developing pathway connectivity in the region should be a County priority.
  - » New recreation infrastructure was identified by respondents as an area that needs more development in the County.

- **Topic Sheets.** A series of Topic Sheets were prepared that took a deeper look at different issues/topics raised by the public in the online survey. These Topic Sheets helped promote conversation and provided some context to the project team when preparing draft MDP policies. The four topic sheets covered:
  - » the Evolution of Agriculture
  - » the Future of Our Hamlets
  - » the Future State of Renewables, and
  - » the Local Economy in Twenty Years.

- **Open House (December 13, 2022)** An in-person open house was hosted at the County Office and participants had the opportunity to ask questions of the project team and provide feedback using paper copies of the survey. Feedback was used to refine MDP content.

- **Virtual Open House and Online Survey #2 (December 12, 2012 to January 31, 2023)** A virtual open house website platform was used to share the draft vision, goals, and policies and provide access to the second online survey (which was designed to gather feedback on these materials).

  The virtual open house had 200 unique visitors and 350 total views. Feedback from the second online survey included:
  - » Support for business diversification and growth in the areas such as remote work and tourism,
  - » That the oil and gas sector and agriculture (specifically beef farming) required more consideration in Draft policies,
  - » Collaboration with and between Hamlets should be strengthened, and
  - » Community and Hamlet involvement in regional decision-making was important.

  This feedback was used to refine MDP policy content.

- **Hamlet Advisory Board Engagement.** All Hamlet Advisory Boards in the County were directly engaged by the MDP project team. Feedback was received from:
  - » The Rolling Hills Hamlet Advisory Board held a meeting on January 16, 2023, at Rolling Hills Seniors Drop-in Centre. The meeting was open to the public.
  - » The Tilley Advisory Committee provided feedback via the online survey.

- **Formal Circulation and Public Hearing (FORTHCOMING)**

2.2 COMMUNITY VISION

"TO ENCOURAGE AND ATTRACT SUSTAINABLE GROWTH AND SUPPORT A HIGH QUALITY OF LIFE"

2.3 MISSION STATEMENT

"THROUGH LEADERSHIP, PARTNERSHIP, AND EFFECTIVE POLICY, THE COUNTY PROVIDES SERVICES, STRUCTURE, AND STABILITY TO ITS RESIDENTS"

2.4 GUIDING PRINCIPLES

Five guiding principles have been prepared in collaboration with Council. These principles align with Council's strategic priorities and provided a high-level reference to the formation of plan goals and subsequent policies.

The County of Newell is:

1. **An Environmentally Sustainable County** with a healthy and natural environment through responsible use and protection.
2. **A Growing County** with well maintained infrastructure and facilities that meet regional needs.
3. **A Prosperous County** that has the capacity to attract, support and retain businesses and residents.
4. **A Socially Responsible County** that uses community engagement to improve the well-being and diversity of the region.
5. **A Well Governed County** that has a sustainable government focused on strategic decision making.

2.5 POLICY AREAS AND PLAN GOALS

The guiding principles were further refined based on public feedback into twelve plan goals that have been organized into three policy areas:

1. Goals that **Promote Growth** in the County
   - » Inclusive Communities
   - » Healthy Hamlets
   - » Thriving Agribusiness and Industrial Innovation
   - » Protecting Farmland and Stewarding Intensive Development
2. Goals that **Make Connections** Throughout the County
   - » Robust Infrastructure
   - » Connected Transportation Networks
   - » Collaborative Regional Relationships
   - » Mutually Beneficial Intermunicipal Partnerships
3. Goals that Focus on **Providing Services** in the County
   - » Strong Local Leadership
   - » Growing Tourism and Agri-tourism
   - » Celebrating Natural Beauty
   - » Culturally and Socially Active Communities

2.6 POLICY FRAMEWORK

The policy framework adopted for the County of Newell MDP is designed to re-enforce the community vision and guiding principles with each MDP goal having individual policies designed to achieve that goal. The policy content within the plan is organized as follows:

Section:

Policy Area (e.g. Promoting Growth)

Context:

The County of Newell Today and in 2045

Goal:

Local Goal (e.g. Inclusive Communities)

a) Policy to achieve goal
b) Policy to achieve goal
c) Policy to achieve goal

2.7 PLAN IMPLEMENTATION

Achieving the community vision requires clear and consistent direction. The responsibility for implementation, monitoring and review of the MDP rests with Council, committees of Council, and administration, as well as, through their active involvement, the residents of the County of Newell.

All local planning documents prepared for, and adopted by, the County of Newell must be consistent with the MDP.

Implementation will require strategic investment in planning, community infrastructure, amenities and services through the County operating and capital budgets on an annual basis. It is important to note that achievement of the goals and objectives are subject to the budgetary considerations of Council.

The MDP is meant to be a living planning document that needs to be monitored to ensure its relevance and effectiveness.

IMPLEMENTATION POLICIES

a. Review and update ASPs to reflect the policy direction contained within the MDP.

b. Identify actions and partner with municipal neighbours, local organizations and associations to implement the MDP at the community-level.

c. Assess all development, subdivision and rezoning applications based on the policies set out in the MDP, any applicable IDPs, or any ASP or ARP, as well as the regulations in the LUB.

d. Undertake a review of the MDP every five (5) years to ensure the goals and policy directions reflect current growth forecasts, market trends and community values.

e. Ensure the Land Use Bylaw aligns with the MDP.

SECTION 3

PROMOTING GROWTH

THIS SECTION OUTLINES POLICIES TO SUPPORT THE PHYSICAL GROWTH AND DEVELOPMENT OF THE COUNTY IN A LOGICAL AND EFFICIENT MANNER.

3.1 THE COUNTY OF NEWELL TODAY AND IN 2045

The County of Newell is proud of its rural character and agricultural heritage. The majority of growth and development in the region has come to fruition thanks to the strength of its rural identity.

Agriculture is the economic underpinning of the County; its continued success is essential to achieving the vision for sustainable growth and a high quality of life. The abundance of irrigated lands served by the Eastern Irrigation District has established a diverse and resilient local agricultural economy. Water diverted from the Bow River at the Bassano Dam feeds an extensive distribution system of canals and pipelines.

The County is fortunate to hold a richness of natural resources, responsible stewardship, accountability, and collaboration are vital for the sustainability of resource extraction activities. In conjunction with these efforts, the integration of alternative energy facilities in appropriate settings is encouraged.

Similarly, multi-lot developments are supported in areas that lessen land use conflicts, limit environmental degradation and maintain the viability of agriculture.

The County's nine hamlets act as focal points for the surrounding rural community. A range of residential, commercial and institutional developments continue to attract residents and employment opportunities to the resilient communities that define both Growth and Rural Hamlets.

3.2 INCLUSIVE COMMUNITIES

a. Prioritize new multi-lot residential development in the following areas:
   i. Growth Hamlets, then
   ii. The plan areas of ASPs and ARPs, then
   iii. Rural Hamlets, then
   iv. Fragmented agricultural lands or parcels not considered as high-quality agricultural land
b. New multi-lot residential development that is proposed to contain six (6) or more lots outside of the areas listed in (a) (i)-(iii) shall prepare an ASP in alignment with the Development Requirements in Schedule B.
c. Notwithstanding (b), new multi-lot residential development that is proposed within an approved IDP area shall conform to the requirements of the IDP if they differ from the MDP.
d. New multi-lot residential development will make efficient use of land and orderly patterns of development to protect the County's rural character and to preserve environmentally significant areas, natural features, and high-quality agricultural land.
e. New multi-lot residential development should support a variety of housing types to address the County's needs.
f. New multi-lot residential development should be serviced by regional water services.
g. Adopt and maintain a policy for the acquisition, management and use of reserve lands.

3.3 HEALTHY HAMLETS

a. Lake Newell Resort, Rolling Hills, Scandia, and Tilley are Growth Hamlets.
b. Bow City, Cassils, Gem, Patricia, and Rainier are Rural Hamlets.
c. Prioritize infrastructure investment in Hamlets in the following order:
   i. Growth Hamlets, then
   ii. Rural Hamlets.
d. Continue to support all Hamlets to be community focal points for social inclusion and employment opportunities.

HAMLET MAP LEGEND

This legend covers the hamlet maps on Figures 2 through 10. Full maps can be found in **Schedule A**. To see the most current land use map visit: **County of Newell Public Map**.

Current Land Uses

- Agriculture
- Residential
- Business
- Industrial
- Parks/Institutional
- Direct Control District

Future Land Uses

- Future Residential
- Future Business/ Residential
- Future Park

GROWTH HAMLETS

LAKE NEWELL RESORT

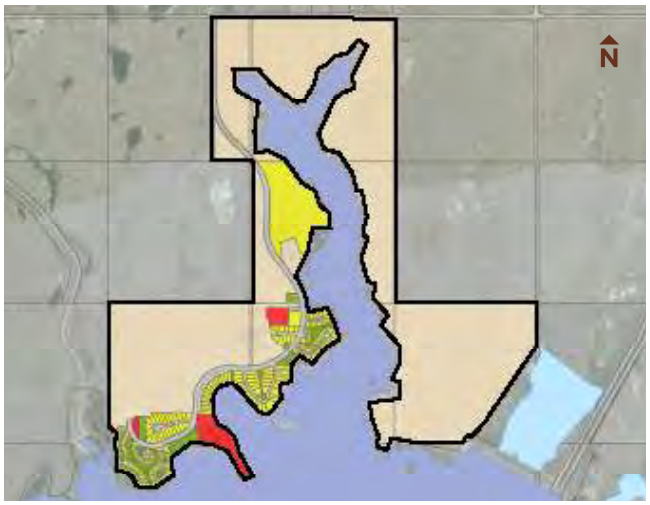
Population from the 2021 federal census: 457

In 1914 the Lake Newell Reservoir was created with the construction of the Bassano Dam and in 1993, extensive surveys marked the high-water mark and the 1:100 year flood plain. Development of what is now the Lake Newell Resort began in the late 1980s.

In 2003, an ASP was adopted to guide the development of the area under the ownership and management of the EID and in 2007 Lake Newell Resort was designated as a Hamlet.

The Hamlet is growing and has 202 private dwellings and has the greatest available capacity for development which is conducive to a wide range of potential development.

Figure 2: Lake Newell Resort



ROLLING HILLS

Population from the 2021 federal census: 273

Rolling Hills was established in 1939 after designation as a re-settlement area for drought-stricken farmers from Saskatchewan in the late 1930s. The Hamlet includes amenities such as a golf course, community hall, campground, local retail, welding shop, senior citizens club, an award winning distillery, golf course, a school and two churches.

The Hamlet is once again growing after a period of decline around the turn of the millennium with 113 private dwellings. Additional water and wastewater infrastructure is needed to utilize the available capacities in the regional supply pipeline, storage reservoir, lift station, and wastewater lagoons.

Figure 3: Rolling Hills

SCANDIA

Population from the 2021 federal census: 169

The area was settled in 1927-28 with the construction of the Cassils Southerly Branch of CPR. With the removal of the railway in the late 1970s, Scandia became a quiet place with fewer people and businesses.

The Hamlet has a stable slow-growing population with 56 private dwellings and includes amenities such as a fire hall, church, community hall, coffee shop, campground and the Scandia EID Museum as well as a large employer the Scandia Honey Co. The regional supply pipeline has the least amount of available capacity for Scandia and is the limiting factor for new development.

Figure 4: Scandia

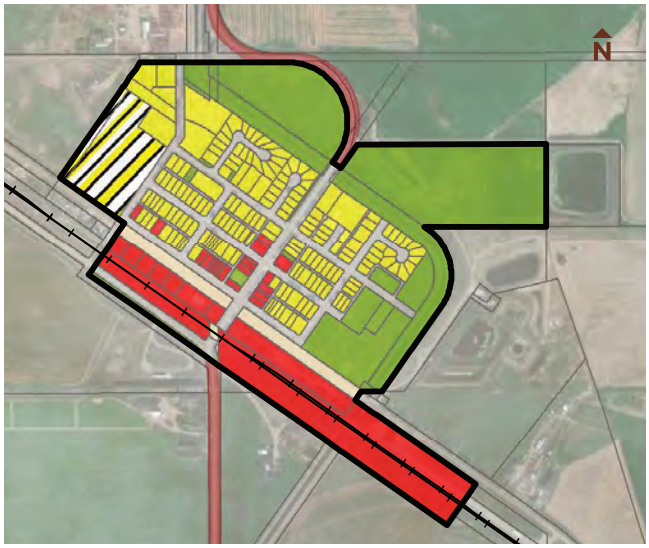
TILLEY

Population from the 2021 federal census: 318

Tilley was founded in 1910 after the construction of the CPR main line. It was later incorporated as a village in May of 1940. Tilley dissolved from village status in August of 2013 to become a Hamlet under the jurisdiction of the County.

Tilley has experienced a slow decline in population over the past 20 years, remaining home to 144 private dwellings. Tilley's potable water and wastewater collection infrastructure has undergone significant upgrades over the past several years and is suitable for long term expansion and growth. Amenities in Tilley include a restaurant and hotel, local retail, a school, library, arena, fire hall, community centre, and campground.

Figure 5: Tilley



GROWTH HAMLET POLICIES

e. Adopt ASPs for the effective planning of Growth Hamlets in alignment with the Development Requirements in Schedule B.

f. Review and update Hamlet ASPs every 10 years or as required to ensure they remain current.

g. Support a range of residential development types and densities to provide choices in housing types, affordability, and opportunities for local services, amenities, and employment.

h. Encourage the development of seniors housing and residential care facilities (i.e., assisted care facilities, continuing care facilities) to support the ability of residents to age-in-place.

i. Direct industrial, business, retail, and institutional development that requires municipal services and is compatible with residential development to Growth Hamlets.

j. Prioritize locating future municipal assets and services, such as libraries and recreation facilities, to Growth Hamlets.

k. Require that new development has a sidewalk.

l. Consider additional development beyond the existing Growth Hamlet boundaries, as shown in in the Figures 2-5, if expansion can be supported by regional or municipal water and/or wastewater systems and other community facilities.

m. Existing residential development, and new multi-lot residential development shall connect into communal water and wastewater services.

n. Encourage low impact recreational activities, such as community parks, playgrounds and facilities, pathways and interpretive trails, and community gardens.

o. Encourage local Hamlet Advisory Boards and Agricultural Societies to enter into formal maintenance and operation agreements of local parks, playgrounds and community facilities.

RURAL HAMLETS

BOW CITY

Population from the 2020 municipal census: 16

The modern-day hamlet of Bow City takes the name of the former Village of Bow City that was located 3.5 kilometres west of the hamlet on the south side of the Bow River. The Village was incorporated in 1914 and was dissolved in 1918. The hamlet of Bow City was subdivided in 1984 into 22 lots.

The Hamlet has approximately 13 private dwellings and is home to a community centre and the Bow City Campground.

Figure 6: Bow City

CASSILS

Population from the 2020 municipal census: 22

Cassils was a junction on the Brooks Subdivision line of the CPR, which was put in operation in 1883. The Hamlet is home to 11 private dwellings as well as the Viterra Cassils Elevator.

The community of Cassils reaches beyond hamlet boundaries with the community hall in close proximity.

GEM

Population from the 2020 municipal census: 29

The Hamlet of Gem was founded in 1917. The Gem Mennonite Brethren Church was founded in November of 1928 when 25 Mennonite families immigrated from the Ukraine and Siberia. Gem was the terminus of the Gem Spur of the CPR which began in Matziwin (north of Rosemary).

Gem has 8 private dwellings and a fire hall, library, community hall, curling rink, school and church that serve the broader farming community.

Figure 7: Cassils

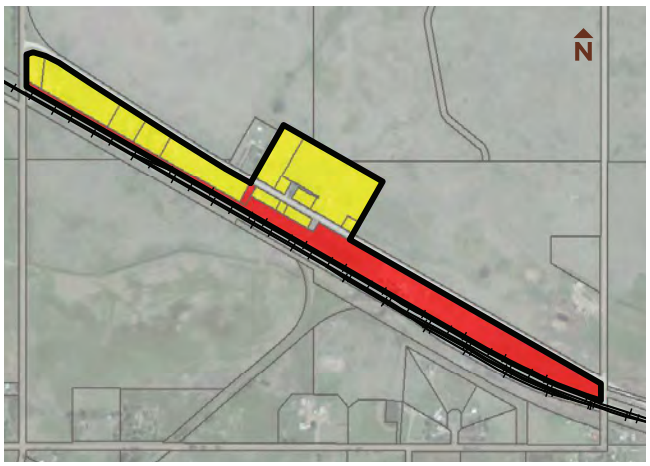


Figure 8: Gem

PATRICIA

Population from the 2021 federal census: 78

The Hamlet of Patricia was founded in 1917. Named after Princess Patricia of Connaught. Patricia was a station on the former Bassano Subdivision line of the CPR, put into operation in 1914, which ran from Empress to Bassano.

The Hamlet has been declining over the past 20 years and is currently home to 48 private dwellings and a hotel, community hall, rodeo grounds, fire hall, and a private school that serves the broader farming community.

Figure 9: Patricia

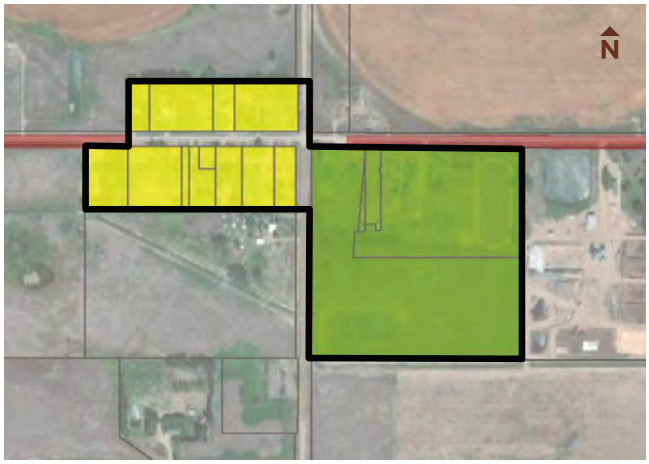
RAINIER

Population from the 2020 municipal census: 21

Rainier was a siding on the CPR Cassils Subdivision which spurred southwards to Scandia from Cassils and was put into operation in 1928. The line was removed in the late 1970s.

Rainier has 10 private dwellings and a community hall, school, and library that serve the broader farming community.

Figure 10: Rainier



RURAL HAMLET POLICIES

p. Recognize Rural Hamlets as important places within the County fabric and continue to support existing residents and businesses within these communities.

q. Continue to support community assets in Rural Hamlets over their lifetime.

r. Support industrial, business, and institutional development, that does not require municipal services and is compatible with residential development, to locate in Rural Hamlets.

s. Consider new development and redevelopment of sites in Rural Hamlets if development can be sustained by on-site water and wastewater services.

t. New multi-lot residential development that is proposed to contain four (4) or more lots in a Rural Hamlet, shall prepare a Conceptual Scheme in alignment with the Development Requirements in **Schedule B**.

3.4 THRIVING AGRIBUSINESS AND INDUSTRIAL INNOVATION

a. Encourage agribusiness, business, and/or industrial development to locate in suitable areas, as identified on Future Development Map in **Schedule A**.

b. New multi-lot business or industrial development that is proposed to contain four (4) or more lots shall prepare an ASP in alignment with the Development Requirements in Schedule B.

c. Support a range of agribusiness, business and industrial lot sizes as a method to attract diverse types and scales of new development.

d. Encourage the clustering of similar types of agribusiness, business and industrial development to foster collaborative relationships and synergies.

e. Consider the following when locating agribusiness, business, and industrial development in the County:
   i. The compatibility of the proposed development with existing uses in the surrounding area,
   ii. The presence of natural landscape features or environmentally significant areas,
   iii. The impact on agricultural operations in the area and soil capability,
   iv. The impact on local roads and the provincial highway network, and
   v. The serviceability of the site and ability to meet County accepted servicing standards.

f. Ensure that adequate buffers or transitional land uses are provided between non-industrial and agribusiness, business, and/or industrial development where there is potential for land use conflicts related to noise, vibration, dust, odour, environmental hazards, or other safety risks.

g. Increase public education and understanding of agriculture by promoting the importance of the agriculture industry for food, jobs, trade, economics, and the environment.

h. Encourage traditional agriculture, value-added agriculture, agribusinesses and processing, and the development of agricultural products to grow and diversify agricultural uses and employment opportunities throughout the County.

i. Partner with other municipalities, levels of government, industry, and non-governmental organizations to:
   i. Develop a regional approach to food production, marketing, and distribution,
   ii. Create connections from producer to consumer that increase the consumption of local foods and crop diversification, and
   iii. Provide educational opportunities for agricultural operators and the public.

j. Consider partnerships with industry and public institutions to support alternative energy development by promoting the adaptive reuse of existing energy infrastructure, including previously disturbed lands and transmission networks.

k. Consider the integration of alternative energy facilities, as a means to diversify the local economy, in alignment with the Development Requirements in Schedule B.

3.5 PROTECTING FARMLAND AND STEWARDING INTENSIVE DEVELOPMENT

a. All lands in the County are agricultural unless otherwise designated by the MDP, an approved statutory or non-statutory plan, the LUB, or provincial legislation.

b. High-quality agricultural land should be protected for irrigation purposes and retained to support agricultural operations.

c. Continue to recognize farming and agriculture as a valued industry within the County that supports its rural character.

d. Recognize that agricultural operations create dust, noise, odour, and additional traffic related to their operation and is a normal and acceptable practice in an agricultural community.

e. Maintain large contiguous areas of high-quality agricultural land to minimize potential development conflicts.

f. Support regenerative agriculture as vital to the long-term viability of farm operations and the rural population base.

g. Discourage the following development within 1.6 kilometres (1 mile) from the boundary of a City, Town, Village, Hamlet, ASP or ARP boundary or the distance as identified in an IDP, whichever is greater:
   i. Wind energy facilities,
   ii. Sour gas facilities, and
   iii. Sand or gravel resource extraction.

h. New or expanding Confined Feeding Operations (CFOs) shall not be permitted within:
   i. The CFO Restricted Areas as shown on the CFO Exclusion Areas Maps in Schedule A, or
   ii. 800 metres (1/2 mile) of a reservoir, a provincial or municipal park, or recreation facilities.

i. Encourage the Natural Resources Conservation Board (NRCB), in its review for CFOs, to consider:
   i. The proximity of the operation to open bodies of water, irrigation canals, and the topography of the surrounding lands to minimize any negative impacts to drinking water supplies,
   ii. The cumulative effect of a new approval on any area near other existing confined feeding operations, and
   iii. The proximity of the facility to the provincial highway network, requirements for municipal road use agreements, and wear and tear on County roads.

j. Discourage new residential development on lands that may be impacted by existing natural resource extraction.

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SECTION 4

MAKING CONNECTIONS

THIS SECTION OUTLINES POLICIES TO PROVIDE THE INFRASTRUCTURE, SERVICES, AND PARTNERSHIPS TO SUPPORT FUTURE GROWTH AND DEVELOPMENT.

4.1 THE COUNTY OF NEWELL TODAY AND IN 2045

The County of Newell's well-maintained infrastructure and excellent servicing capacity deliver a high quality of life to residents.

Water and wastewater systems, both established and expanding, contribute tremendously to the breadth of opportunities for growth and development of residential and commercial areas in the County. Greater efficiency and sustainability are enabled through the encouragement of development that aligns with long-term infrastructure corridors. The same mindset applies to the County's transportation system, which consists of roads, highways, railways, and airports. Maintaining these assets to a high standard, and making them more accessible to all their users, can ensure lasting prosperity.

To reduce costs for taxpayers and developers alike, there is a preference for development to be guided to areas with the existing infrastructure best suited to support it.

The County's recreation, leisure and cultural activities are in part defined by a diversity of native landscapes. Local reservoirs, first conceived for irrigation purposes, can be used as gathering places for recreation, like fishing, camping and water sports.

The continuity of a balanced and prosperous region is made possible by strong collaborative relationships with neighbouring municipalities, other levels of government, and stakeholder agencies.

Following established Intermunicipal Development Plans brings about many favourable outcomes. The fostering of strong, mutually beneficial regional partnerships with all urban and rural neighbours will promote continued efficient and effective development.

4.2 ROBUST INFRASTRUCTURE

a. Continue to support the development of communal water and wastewater services in Growth Hamlets.

b. Protect long-term infrastructure corridors to ensure servicing can be efficiently integrated with future development.

c. Guide new development towards existing transportation and railway corridors and where existing infrastructure is in place.

d. Consider extensions of municipal infrastructure if they:
   i. Support and enhance capacity in Growth Hamlets, and
   ii. Align with the overall direction outlined in the MDP.

e. Apply life-cycle development principles when planning future transportation and utility infrastructure projects to ensure the efficient use of materials and land use when constructing, operating, and maintaining municipal infrastructure.

f. Require developers to be responsible for on-site and off-site infrastructure and servicing costs related to new development. The County may, through off-site levies, assist in cost recovery of oversizing and extension of municipal improvements that accommodate future development.

4.3 CONNECTED TRANSPORTATION NETWORKS

a. Maintain a road network that provides for the safe and efficient movement of people, goods, and services.

b. Consider existing and proposed local roads and the provincial highway network, future upgrading needs, and the County's roadway design standards when locating and designing new development.

c. Direct development with the potential for higher traffic volumes to locate adjacent to roads that have been designed and constructed to accommodate anticipated traffic volumes.

d. Locate new roads, canals, and transmission lines in a manner that does not unnecessarily fragment or restrict the use of agricultural land.

e. Create a Transportation Master Plan that identifies priority transportation routes for different forms of development, particularly those that have greater impacts on roadways.

f. Consider opportunities to reduce visual impact of development that is highly visible from major transportation corridors through landscaping, fencing, buffers, and other design elements, as appropriate.

4.4 COLLABORATIVE REGIONAL RELATIONSHIPS

a. Consult with the Eastern Irrigation District to ensure irrigation infrastructure and water rights are protected from incompatible or inappropriate development.

b. Partner with the Eastern Irrigation District to encourage environmental stewardship initiatives.

c. Maintain and grow existing partnerships (e.g. regional recreation committees, regional library boards) to provide a greater variety of services, extend service coverage, and optimize facility usage with up to date facilities that service large geographic areas.

d. Continue to participate in regional watershed alliance groups (e.g., Bow River Basin and Red Deer River Alliance) to support regional watershed planning initiatives and management plans.

e. Seek opportunities to partner with school boards and other educational institutions to advocate for investment in educational and training programs to locate within the County.

f. Develop partnerships with post-secondary institutions to increase opportunities for residents, businesses, and agricultural producers.

g. Continue to collaborate with the RCMP and community groups to promote community policing across the County.

h. Continue to collaborate with Alberta Health Services to promote a high quality of life for County residents.

i. Encourage and support private sector donations, private-public sector partnerships and funding arrangements, developer contributions, endowment funds, and other sponsorships to develop and sustain community facilities, services, and amenities.

j. Collaborate and partner with the Siksika Nation on joint economic, community, and planning projects that provide a mutual benefit to all residents.

k. Continue to develop and maintain strong relationships and collaborative partnerships with the Federal and Provincial governments to ensure that a full range of services are provided to the benefit of County residents.

4.5 MUTUALLY BENEFICIAL INTERMUNICIPAL PARTNERSHIPS

a. Recognize that IDPs with municipal neighbours, as adopted by Council, take precedence over policies contained within the MDP.

b. Continue to work with municipal neighbours, relevant government agencies and regional commissions to:

   i. Explore opportunities to expand the County's trail network to increase connectivity and active recreation,

   ii. Develop and maintain varying recreational and leisure facilities that are accessible to people of all ages and abilities,

   iii. Develop recreation, social, and cultural cost sharing agreements to improve accessibility, create user fee equity, and avoid duplication of services,

   iv. Provide an adequate level of police, fire, and emergency response services,

   v. Provide regional water supply, waste management and recycling systems, and

   vi. Extend water services into rural areas.

SECTION 5

PROVIDING SERVICES

THIS SECTION OUTLINES POLICIES DESIGNED TO ATTRACT RESIDENTS AND BUSINESSES AND ENHANCE SOCIAL WELL-BEING AND NATURAL BEAUTY OF THE COUNTY.

5.1 THE COUNTY OF NEWELL TODAY AND IN 2045

The County of Newell embodies an 'open for business' mindset to promote economic diversification.

The County strives to foster an environment that attracts residents and businesses by enhancing, developing and marketing local amenities and strengths. Direct access to a wealth of natural resources invites investments from many industries which support the community with significant contributions to the local tax base.

The region has a diversity of natural, cultural and archeological assets, including Dinosaur Provincial Park and several large irrigation reservoirs and the County is well positioned to support tourism and agri-tourism ventures, which can stimulate the economy with recreational and employment prospects.

The region's landscapes are more than just an attraction for tourists, they are part of what gives the County its high quality of life.

The protection and enhancement of the natural environment are of utmost importance for the beauty and livability of the region now and for generations to come.

Because the County is culturally and socially active, the value of a strong identity cannot be ignored when considering the impacts of community-based activities and events on residents' well-being and sense of social inclusion. There is a strong dedication in the County for demonstrating fair and equitable decision-making practices.

By ensuring that resident and stakeholder needs are met and planned for, the County is promising to deliver a high level of service to its residents. The end-goal being the creation of an attractive place to live, work, and play.

5.2 STRONG LOCAL LEADERSHIP

a. Demonstrate fair and equitable decision-making in County initiatives and processes.

b. Support governance that is open, responsible, and transparent.

c. Implement the County's Public Engagement Policy and requirements under the MGA for public engagement for County projects, initiatives, and processes.

d. Continue implementing the County's Asset Management Plan, which includes identifying the life-cycle of County infrastructure and building assets and determining both annual and long-term investment priorities, as part of the annual budget process.

e. Encourage the cost sharing of studies that provide regional benefit, where feasible, provided these studies have intermunicipal benefits, and are subject to agreement by the affected municipality.

f. Continue to embody an "open for business" mindset by encouraging and attracting innovative and emerging technologies, sectors, and industries to locate in the County.

g. Focus the County's economic development approach on enhancing, developing, and marketing local amenities and strengths.

h. Foster a proactive and competitive business climate by taking a red tape reduction approach in County policies and approval processes.

i. Ensure that infrastructure servicing has been identified and planned for, and that full cost recovery methods are in place to capture the capital and interest cost of development, prior to approving a proposal for new development.

5.3 GROWING TOURISM AND AGRI-TOURISM

a. Encourage a diverse rural economy through ventures such as:
   i. Tourism,
   ii. Supplemental farm business activities,
   iii. Agricultural support services, and
   iv. Indigenous enterprise.

b. Promote and showcase provincial and regional parks, campgrounds, and the Dinosaur Provincial Park UNESCO World Heritage Site.

c. Identify appropriate locations for the development of new campgrounds.

d. Protect assets in the County such as natural, cultural, heritage, and archaeological features, agri-tourism sites, and Indigenous architectural and archaeological resources.

e. Encourage and facilitate the development of tourism attractions, services, and infrastructure by private and non-profit groups.

f. Support agri-tourism opportunities throughout the County to encourage agricultural diversification, promote agricultural products, and highlight rural lifestyles.

5.4 CELEBRATING NATURAL BEAUTY

a. Recognize the importance of maintaining Lake Newell, Rolling Hills, and Crawling Valley Reservoirs as sources of high-quality water.

b. Enhance the natural beauty of the County through planting trees, landscaping, and shelterbelts.

c. Require adequate development setbacks to minimize the impact and disturbance to natural waterbodies, including wetlands and riparian areas.

d. Restrict development within the floodway except for government infrastructure.

e. Restrict development within the flood fringe, with the following exceptions:
   i. Essential roads and bridges that must cross the flood hazard area,
   ii. Flood or erosion protection measures,
   iii. Pathways or recreation facilities, provided there are no buildings or other structures, and
   iv. Essential municipal infrastructure that must be in the flood fringe area for operational reasons.

f. Identify, protect, and preserve unique and scenic areas within the County.

5.5 CULTURALLY AND SOCIALLY ACTIVE COMMUNITIES

a. Foster the County's cultural identity by:
   i. Celebrating multiculturalism, including new Canadians, Rural families, Indigenous, and Western heritage,
   ii. Identifying and conserving significant historic resources, and
   iii. Marketing local assets to the broader community.

b. Recognize the value of culture as an economic contributor to the County and the role it plays in enhancing residents' quality of life, health, and sense of well-being.

c. Support and promote projects, activities, and programs that develop a sense of community, empower residents, and encourage social inclusion.

d. Support and encourage volunteerism and community-based initiatives to build connections between residents and manage community amenities, programs, and services.

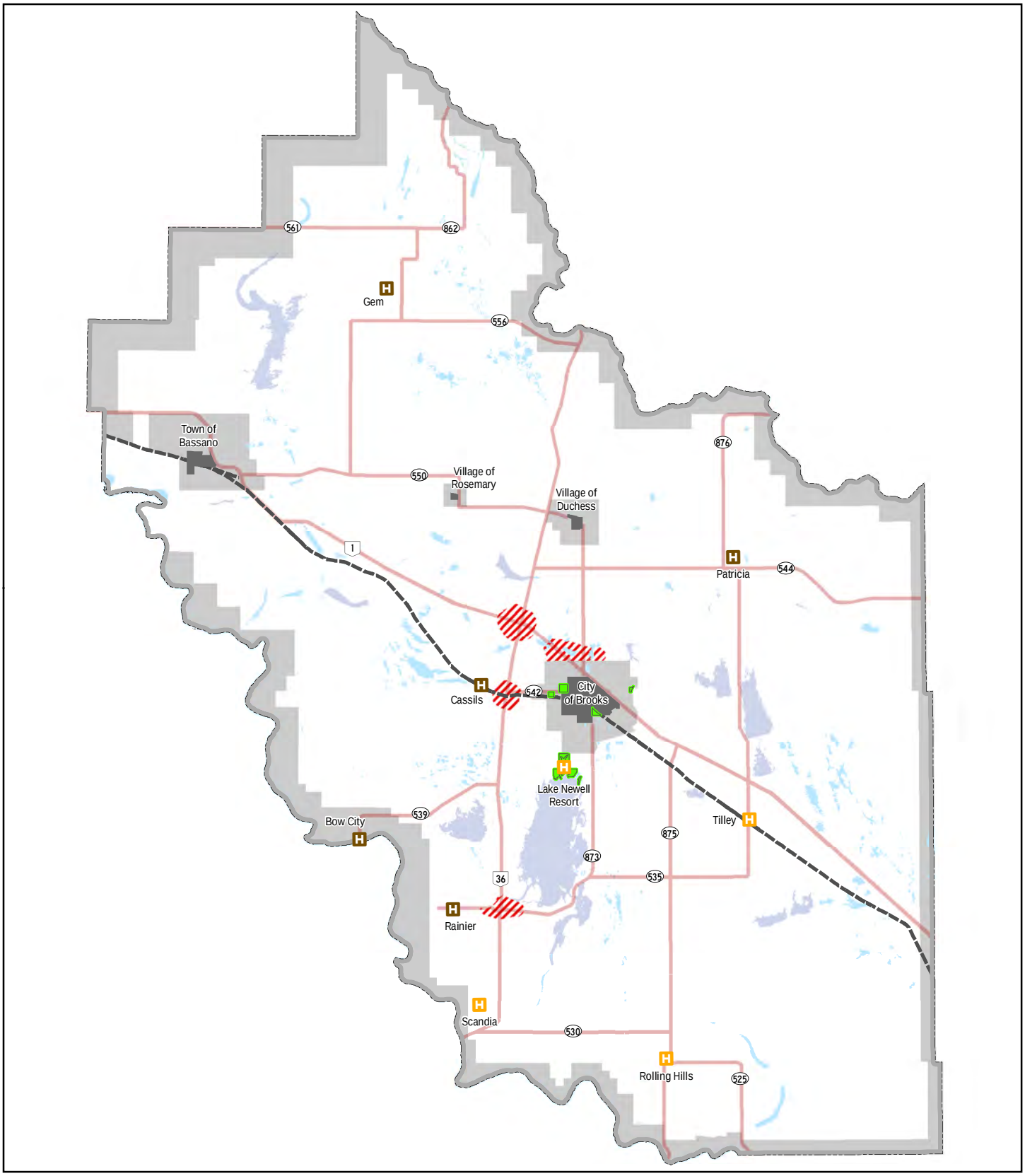
e. Support age-friendly initiatives that promote inclusive communities for residents of all ages and abilities.

Circulation Draft

SCHEDULE A

MAPS

Circulation Draft



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ISL

County of Newell

- County of Newell
- Urban Municipality
- IDP Area
- Area Structure Plan/Area Redevelopment Plan
- Highway
- Railway
- Water Body
- Reservoir
- Rural Hamlet
- Growth Hamlet

Future Land Use

- Agribusiness and Industry

0 3 6 9 12 15 18 km

N

NAD 1983 UTM Zone 12N

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Integrated Expertise. Locally Delivered.

MUNICIPAL DEVELOPMENT PLAN

FUTURE DEVELOPMENT MAP

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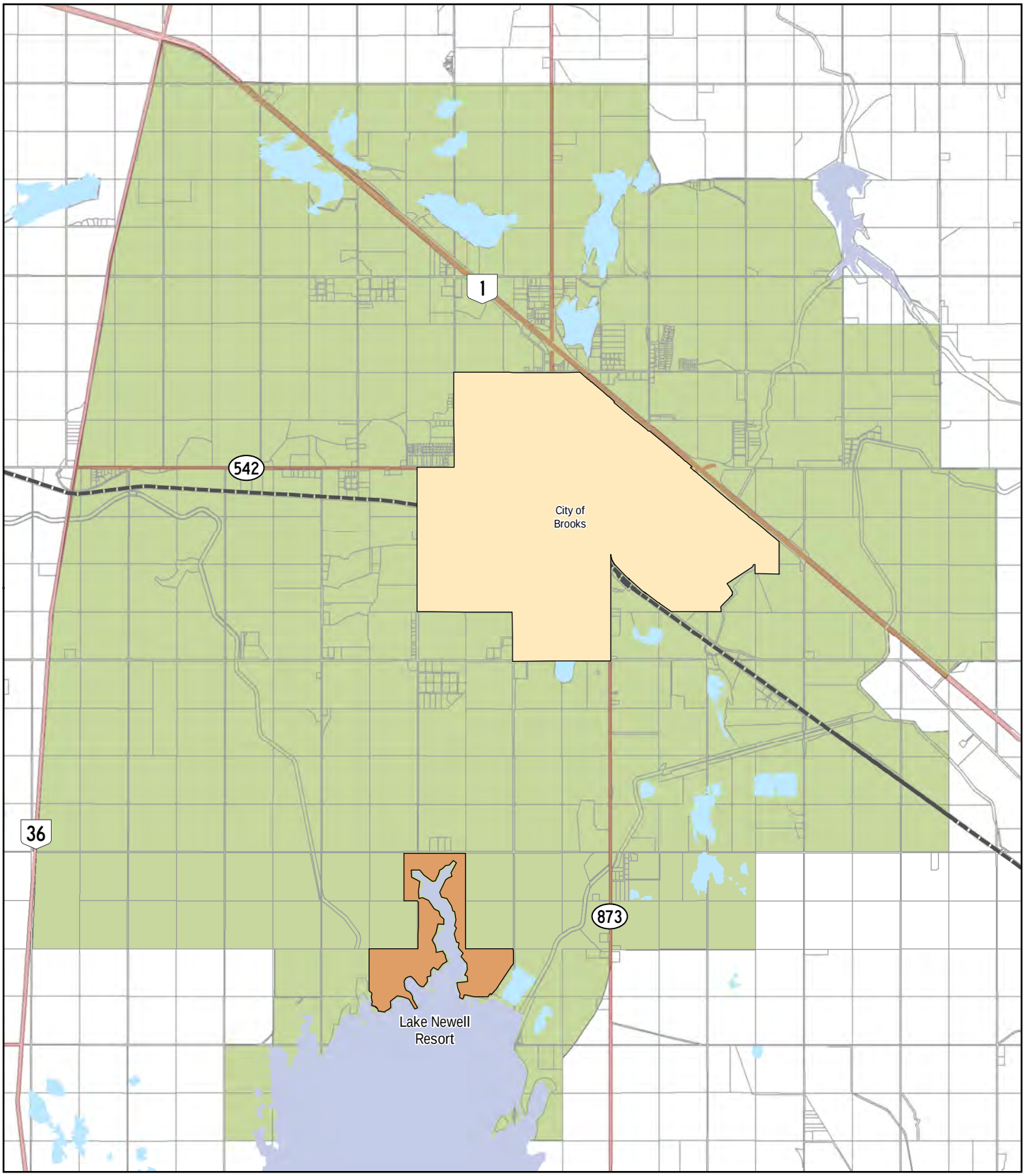

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ISL

COUNTY OF NEWELL

Parcel
Highway
Railway
Water Body
Reservoir
Urban Municipality
Growth Hamlet
Rural Hamlet
CFO Exclusion Area

0 0.5 1 1.5 2 2.5 3 km

N

NAD 1983 UTM Zone 12N

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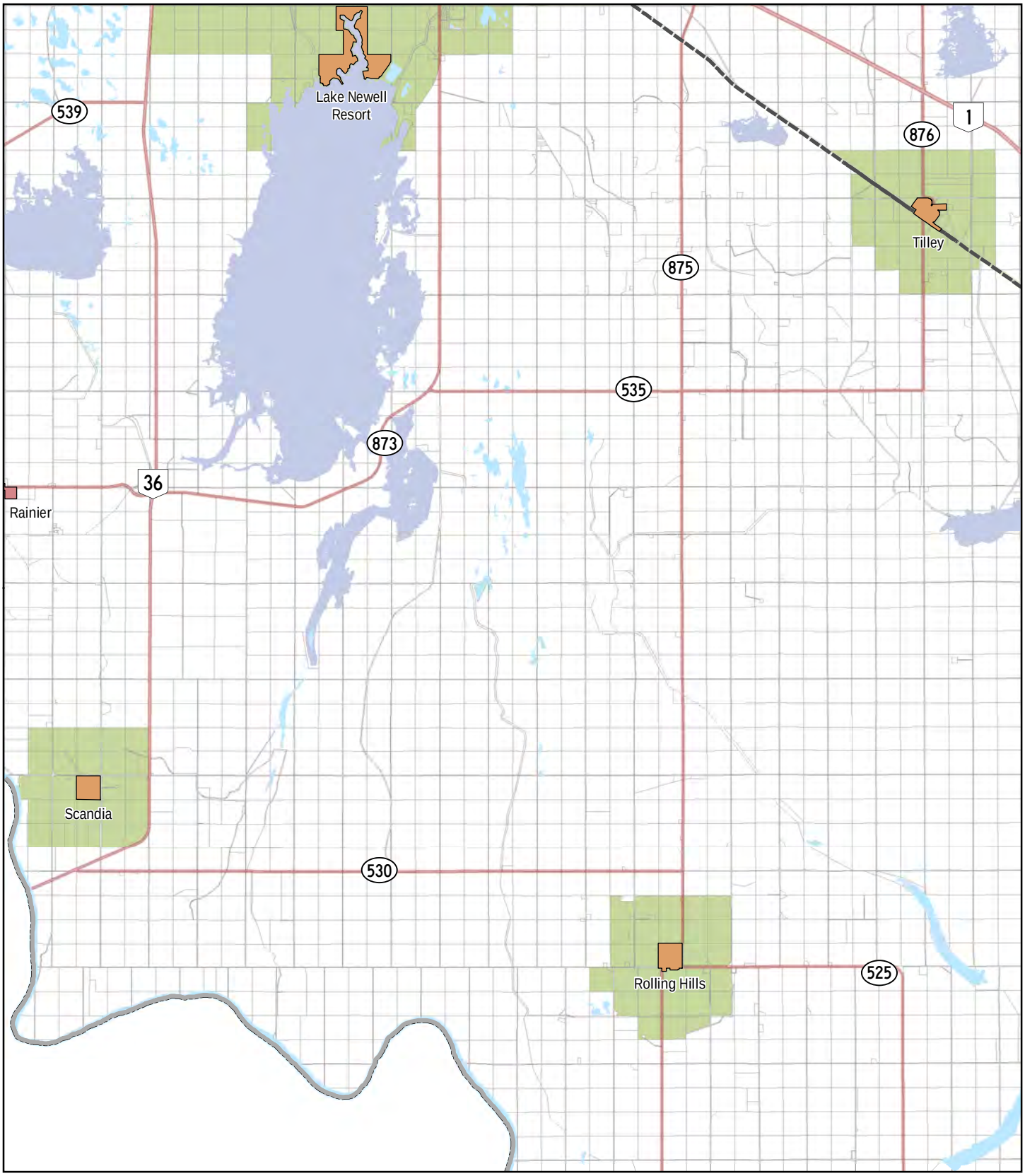
MUNICIPAL DEVELOPMENT PLAN

CFO EXCLUSION AREAS BROOKS-LAKE NEWELL RESORT

Circulation Draft



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County of Newell
Parcel
Highway
Railway
Water Body
Reservoir
Growth Hamlet
Rural Hamlet
CFO Exclusion Area

0 1 2 3 4 5 6 km

NAD 1983 UTM Zone 12N

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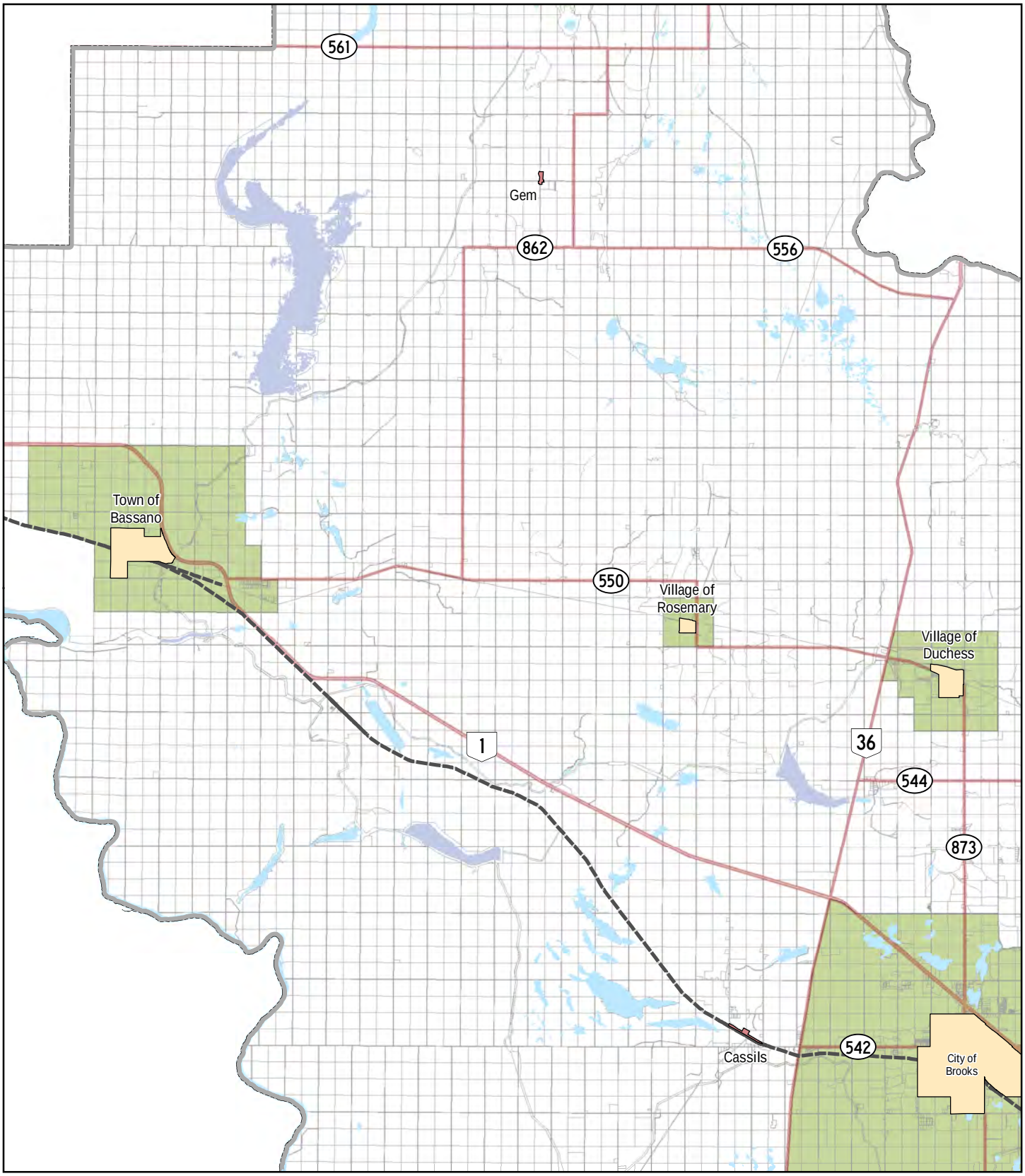
MUNICIPAL DEVELOPMENT PLAN

CFO EXCLUSION AREAS GROWTH HAMLETS

Circulation Draft



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County of Newell
Parcel
Highway
Railway
Water Body
Reservoir
Urban Municipality
Growth Hamlet
Rural Hamlet
CFO Exclusion

0 1.5 3 4.5 6 7.5 9 km

NAD 1983 UTM Zone 12N

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MUNICIPAL DEVELOPMENT PLAN

CFO EXCLUSION AREAS BASSANO-ROSEMARY-DUCHESS

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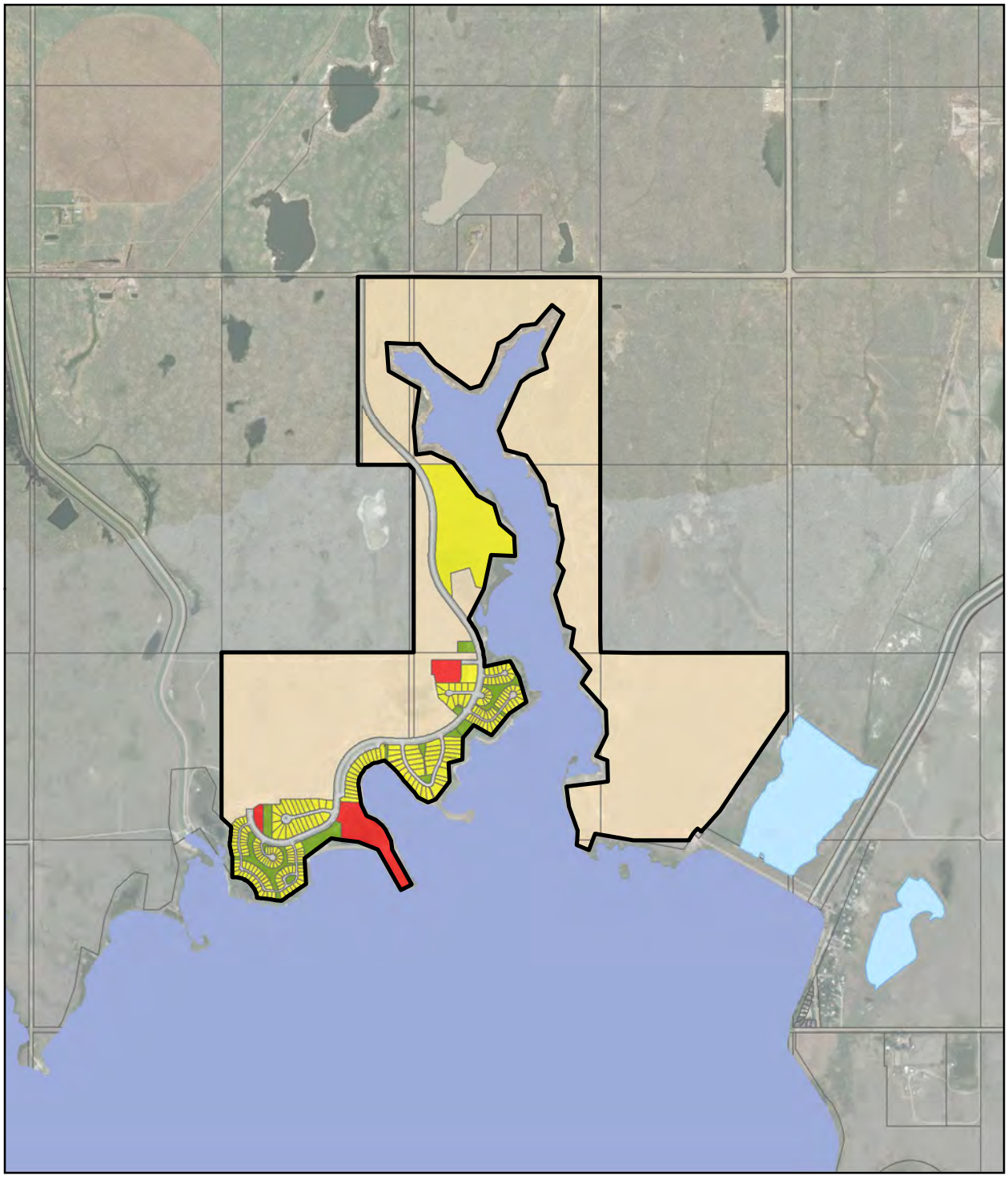

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ISL

COUNTY OF NEWELL

County of Newell
Hamlet Boundary
Parcel
Highway
RailroadSystem
Water Body
Reservoir

Current Land Uses
Agriculture
Residential
Business
Industrial
Parks/Institutional
Direct Control District

Future Land Uses
Future Residential
Future Business/Residential
Future Park

0 0.15 0.3 0.45 0.6 0.75 0.9 km

N

NAD 1983 UTM Zone 12N

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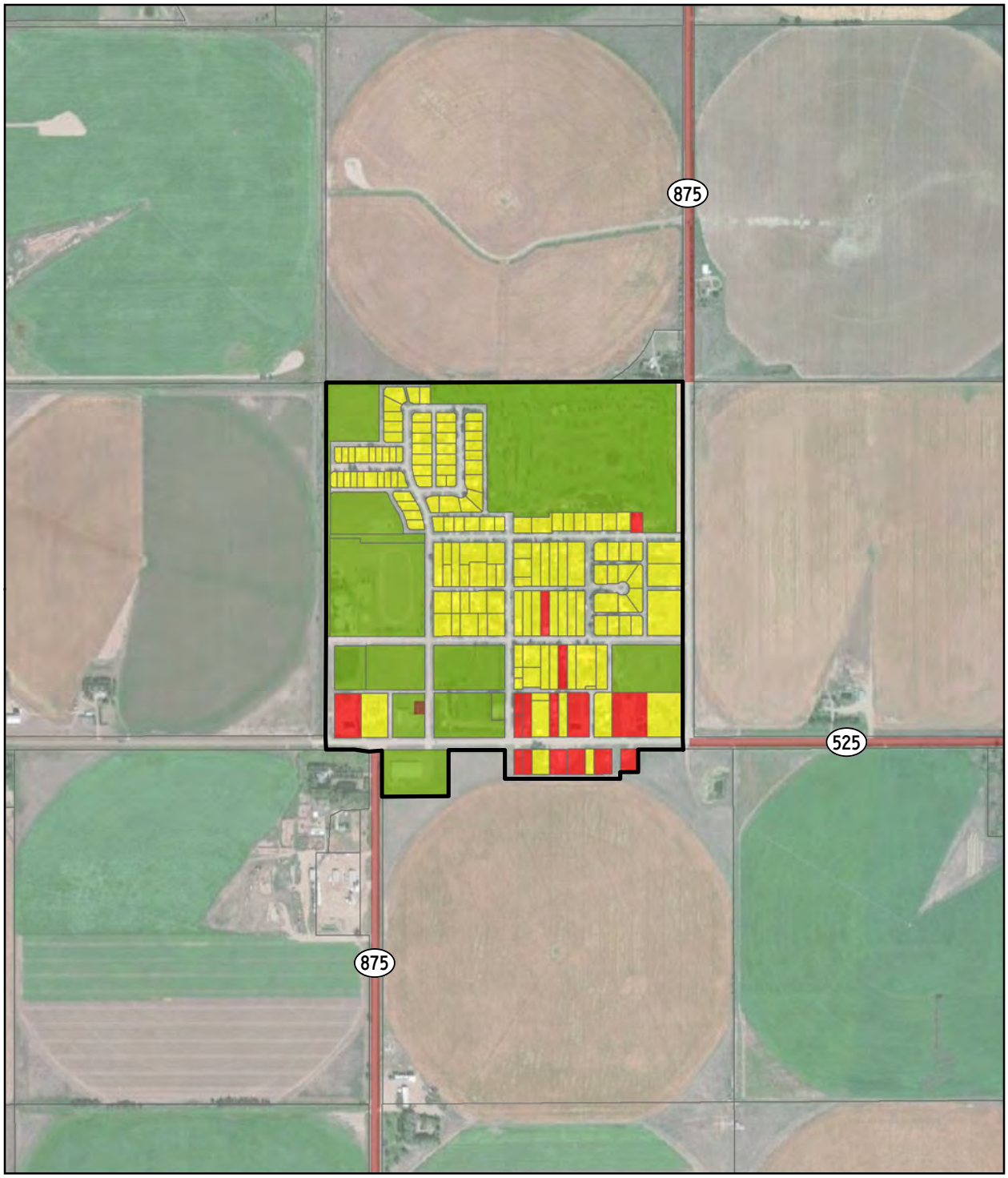
MUNICIPAL DEVELOPMENT PLAN

GROWTH HAMLET LAKE NEWELL RESORT

Circulation Draft



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County of Newell
Hamlet Boundary
Parcel
Highway
RailroadSystem
Water Body
Reservoir

Current Land Uses
- Agriculture
- Residential
- Business
- Industrial
- Parks/Institutional
- Direct Control District

Future Land Uses
- Future Residential
- Future Business/Residential
- Future Park

0 0.09 0.18 0.27 0.36 0.45 0.54 km

NAD 1983 UTM Zone 12N

1:13,680

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MUNICIPAL DEVELOPMENT PLAN

GROWTH HAMLET ROLLING HILLS

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ISL

COUNTY OF NEWELL

0 0.09 0.18 0.27 0.36 0.45 0.54 km

NAD 1983 UTM Zone 12N

1:13,700

Integrated Expertise. Locally Delivered.

- County of Newell
- Hamlet Boundary
- Parcel
- Highway
- RailroadSystem
- Water Body
- Reservoir

Current Land Uses

- Agriculture
- Residential
- Business
- Industrial
- Parks/Institutional
- Direct Control District

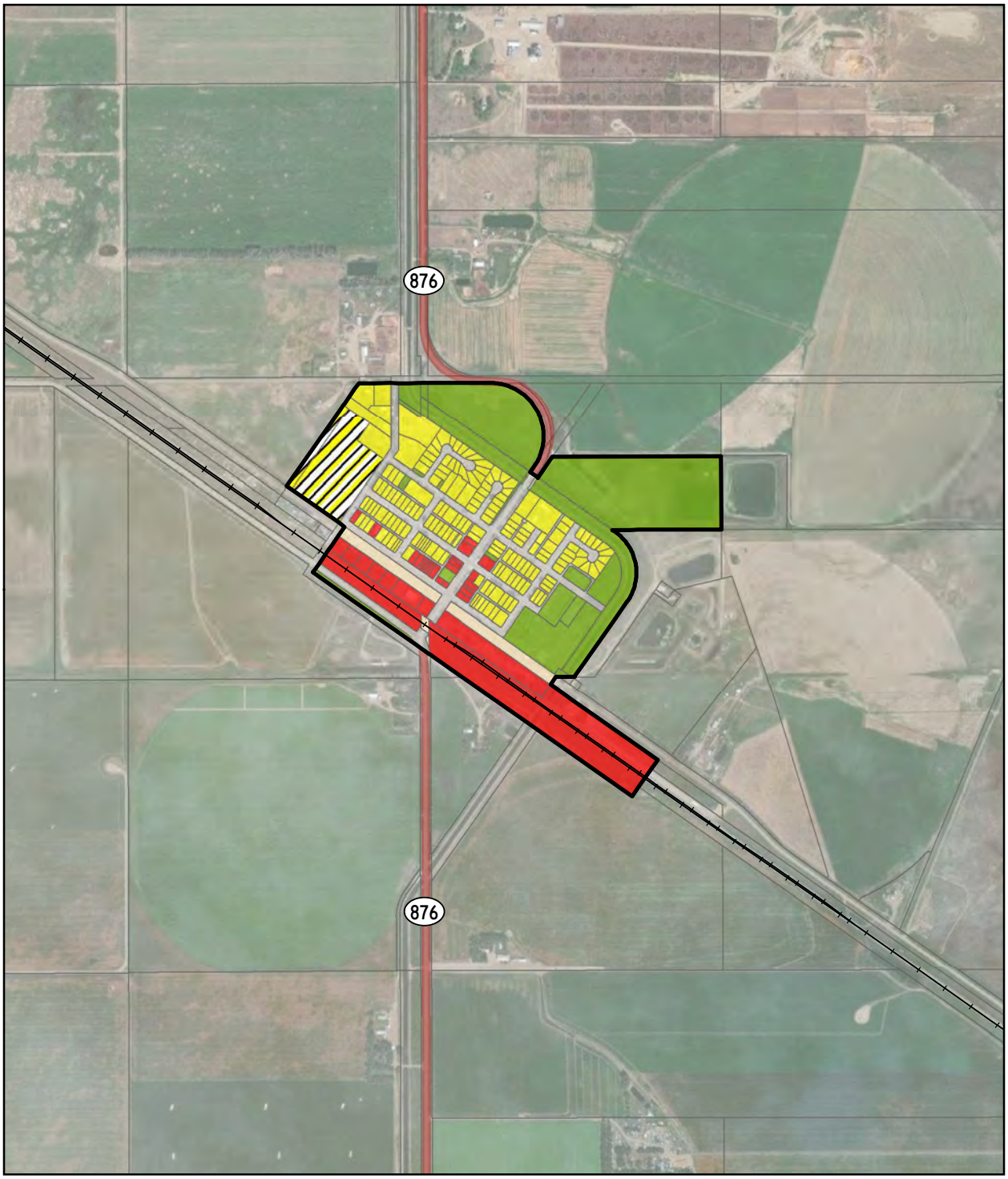
Future Land Uses

- Future Residential
- Future Business/Residential
- Future Park

MUNICIPAL DEVELOPMENT PLAN

GROWTH HAMLET SCANDIA

Circulation Draft



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County of Newell
Hamlet Boundary
Parcel
Highway
RailroadSystem
Water Body
Reservoir

Current Land Uses
Agriculture
Residential
Business
Industrial
Parks/Institutional
Direct Control District

Future Land Uses
Future Residential
Future Business/Residential
Future Park

0 0.1 0.2 0.3 0.4 0.5 0.6 km

NAD 1983 UTM Zone 12N

1:16,570

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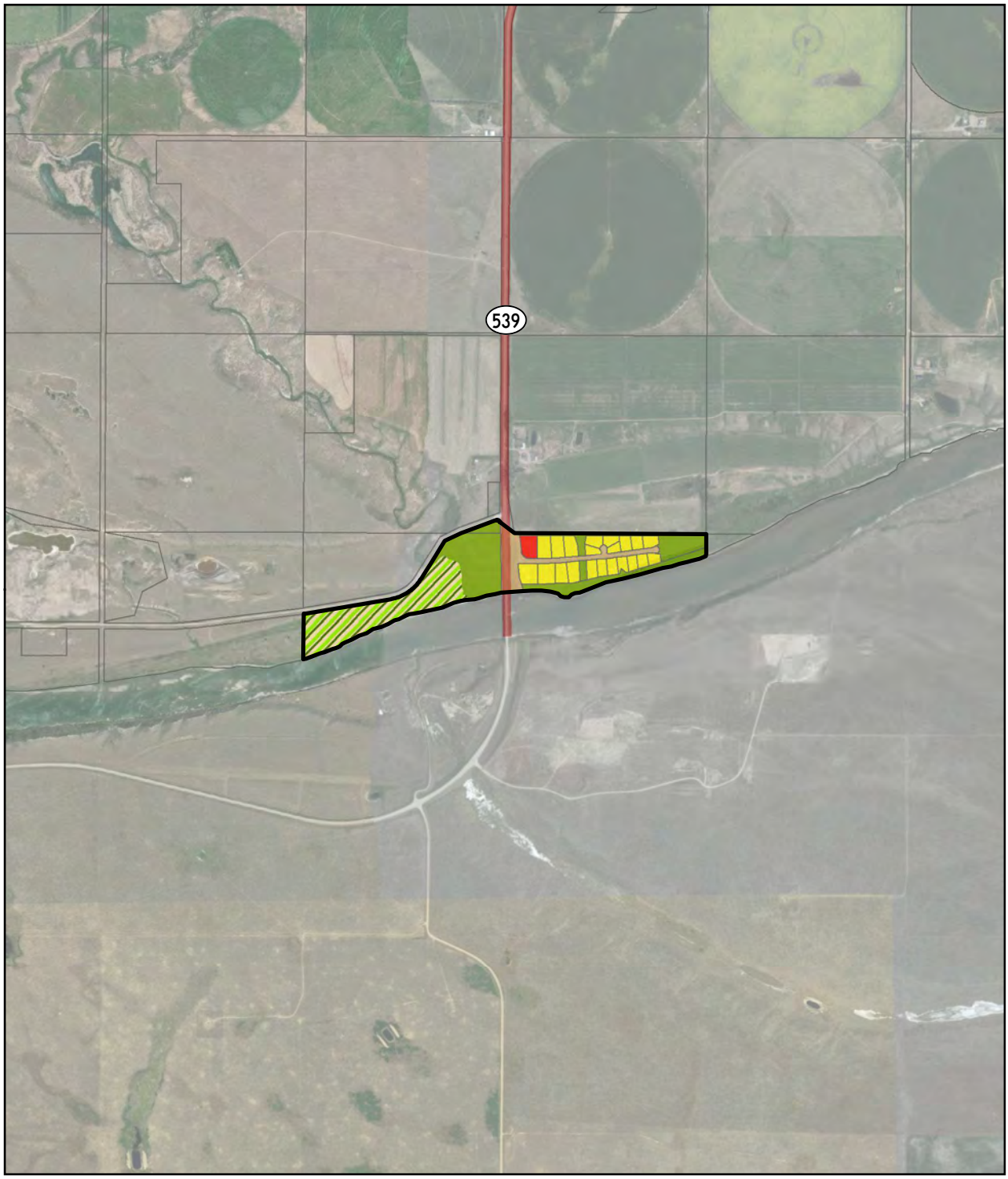
MUNICIPAL DEVELOPMENT PLAN

GROWTH HAMLET TILLEY

Circulation Draft



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County of Newell
Hamlet Boundary
IDP Area
Parcel
Highway
RailroadSystem

Water Body
Reservoir

Current Land Uses
Agriculture
Residential
Business
Industrial
Parks/Institutional
Direct Control District

Future Land Uses
Future Residential
Future Business/Residential
Future Park

0 0.15 0.3 0.45 0.6 0.75 0.9 km

NAD 1983 UTM Zone 12N

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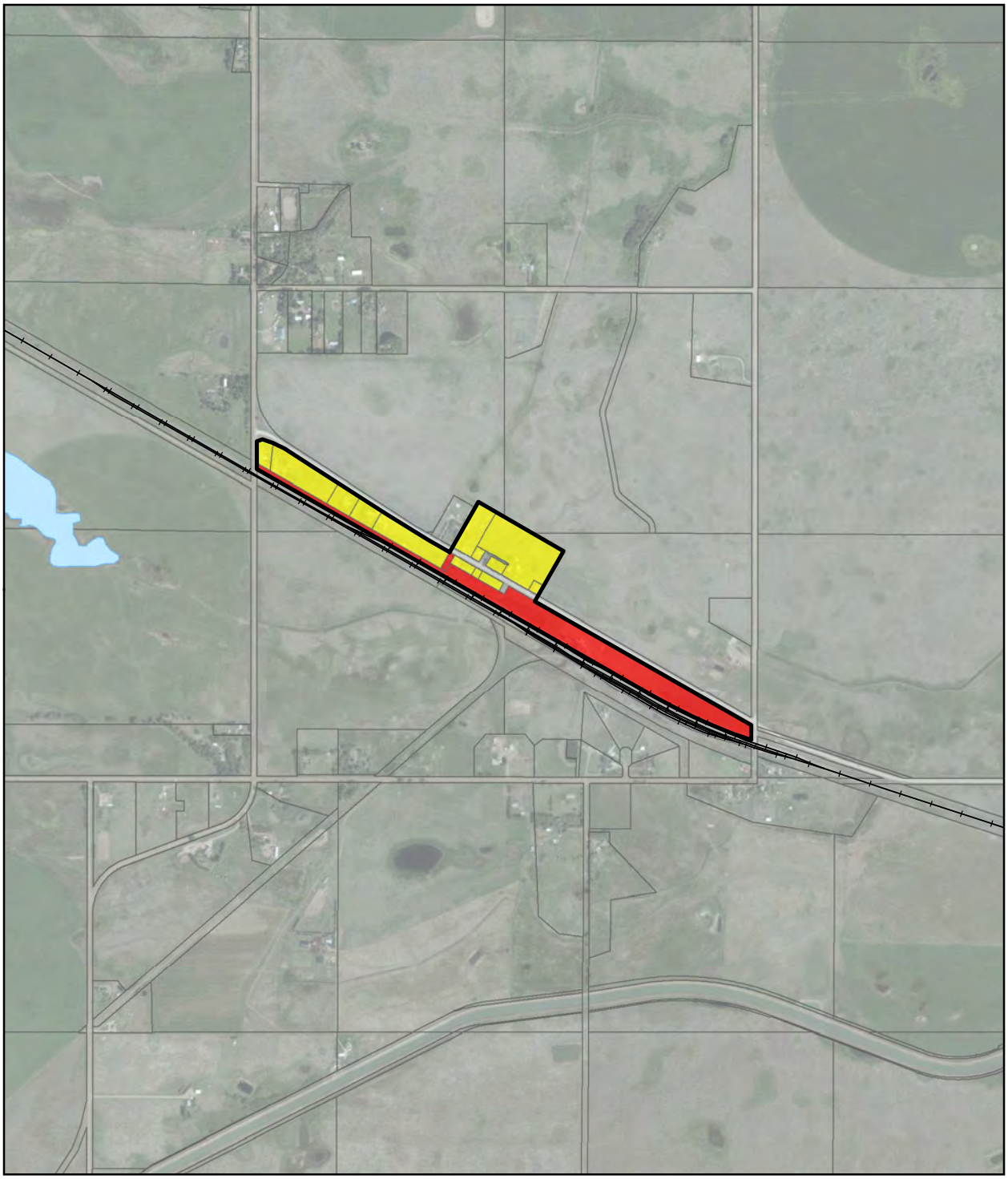
Integrated Expertise. Locally Delivered.

MUNICIPAL DEVELOPMENT PLAN

RURAL HAMLET BOW CITY

Circulation Draft



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County of Newell
Hamlet Boundary
Parcel
Highway
RailroadSystem
Water Body
Reservoir

Current Land Uses
Agriculture
Residential
Business
Industrial
Parks/Institutional
Direct Control District

Future Land Uses
Future Residential
Future Business/Residential
Future Park

0 0.1 0.2 0.3 0.4 0.5 0.6 km

NAD 1983 UTM Zone 12N

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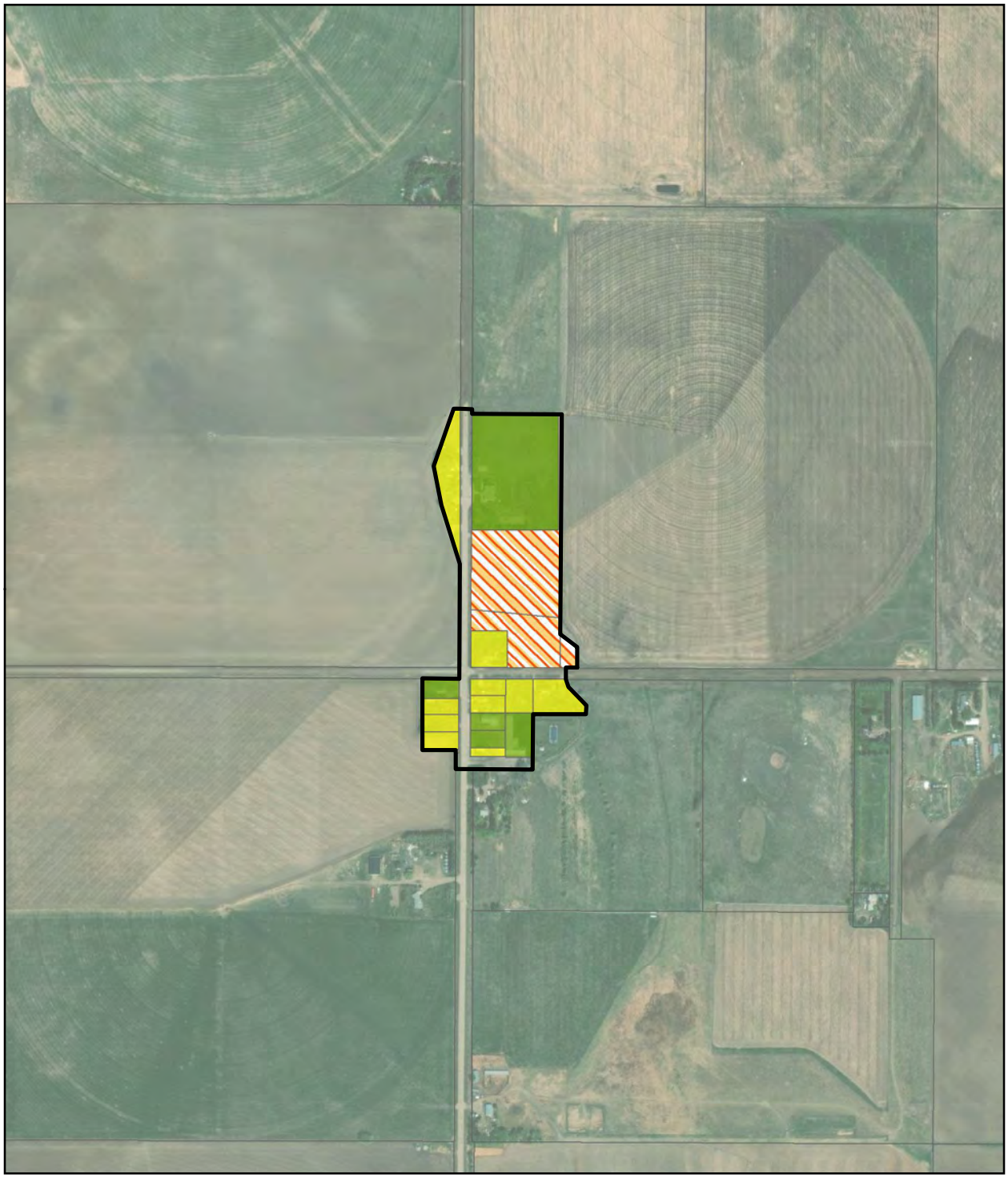
Integrated Expertise. Locally Delivered.

MUNICIPAL DEVELOPMENT PLAN

RURAL HAMLET CASSILS

Circulation Draft



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County of Newell
Hamlet Boundary
Parcel
Highway
RailroadSystem
Water Body
Reservoir

Current Land Uses
Agriculture
Residential
Business
Industrial
Parks/Institutional
Direct Control District

Future Land Uses
Future Residential
Future Business/Residential
Future Park

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NAD 1983 UTM Zone 12N

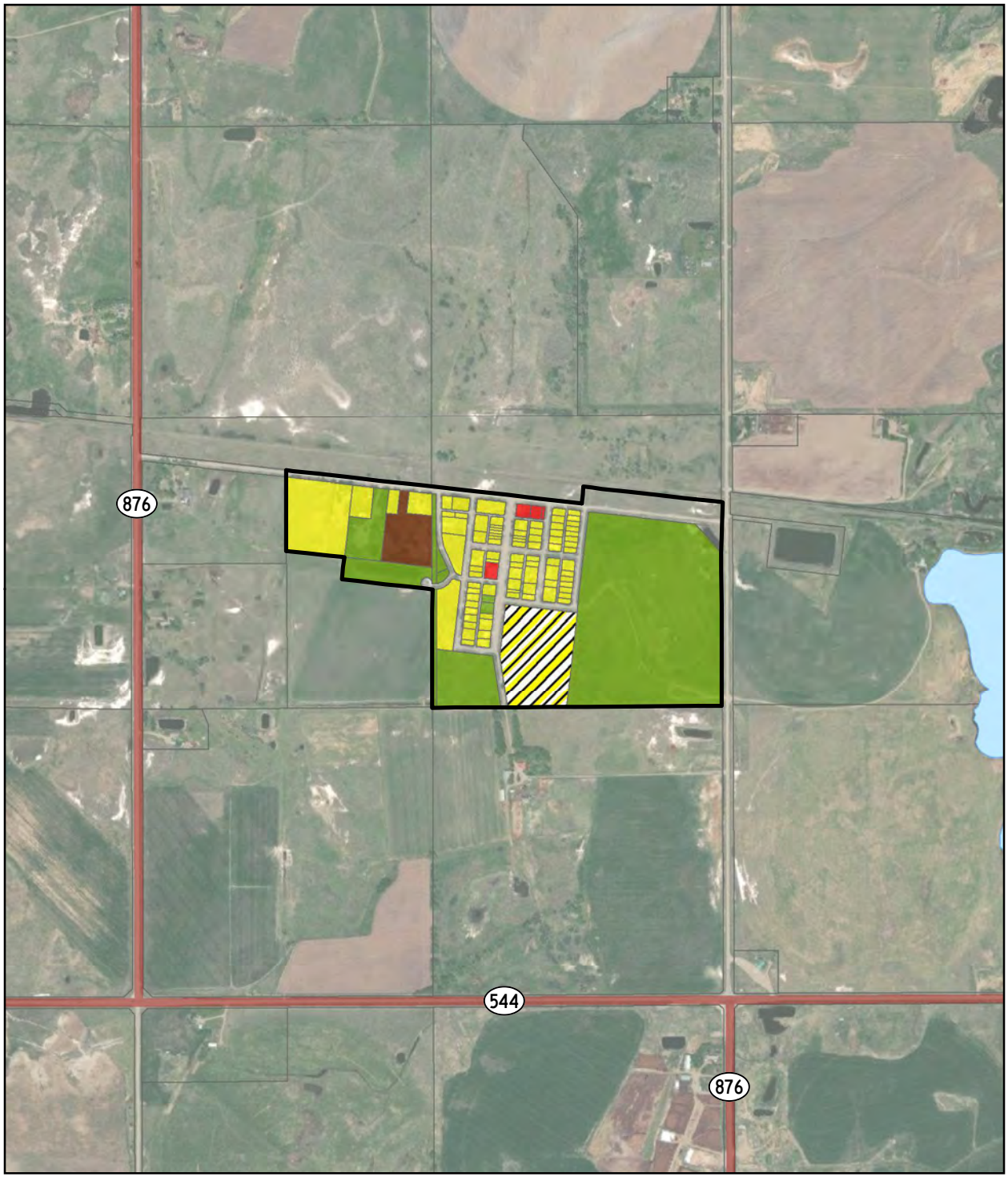
1:10,520

Integrated Expertise. Locally Delivered.

MUNICIPAL DEVELOPMENT PLAN

RURAL HAMLET GEM

Circulation Draft



Date: 2023-03-24 Document: M:\28109_County_of_Newell_MDP\25_GIS\251_Figures\28109_CoN_MDP_LandUse_Hamlet_230324.mxd

County of Newell
Hamlet Boundary
Parcel
Highway
RailroadSystem
Water Body
Reservoir

Current Land Uses
Agriculture
Residential
Business
Industrial
Parks/Institutional
Direct Control District

Future Land Uses
Future Residential
Future Business/Residential
Future Park

0 0.1 0.2 0.3 0.4 0.5 0.6 km

NAD 1983 UTM Zone 12N

1:16,690

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MUNICIPAL DEVELOPMENT PLAN

RURAL HAMLET PATRICIA

Circulation Draft

Date: 2023-03-24 Document: M:\28109_County_of_Newell_MDP\25_GIS\251_Figures\28109_CoN_MDP_LandUse_Hamlet_230324.mxd

County of Newell
Hamlet Boundary
Parcel
Highway
RailroadSystem
Water Body
Reservoir

Current Land Uses
Agriculture
Residential
Business
Industrial
Parks/Institutional
Direct Control District

Future Land Uses
Future Residential
Future Business/Residential
Future Park

0 0.095 0.19 0.285 0.38 0.475 0.57 km

NAD 1983 UTM Zone 12N

1:13,810

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MUNICIPAL DEVELOPMENT PLAN

RURAL HAMLET RAINIER

Circulation Draft

SCHEDULE B

DEVELOPMENT REQUIREMENTS

B.1 PURPOSE AND INTENT OF AN AREA STRUCTURE PLAN

An Area Structure Plan (ASP) is a long-range land use and servicing plan, adopted by bylaw and prepared in accordance with the Municipal Government Act. It provides guidance for shaping land use patterns and providing infrastructure. The purpose of an ASP is to provide a framework for subsequent subdivision and development of an area and evaluate how the plan impacts adjacent land or the existing community.

According to Section 633 of the MGA, an ASP must describe:

- The sequence of development proposed for the area,
- The land uses proposed for the area, either generally or with respect to specific parts of the area,
- The density of population proposed for the area either generally or with respect to specific parts of the area,
- The general location of major transportation routes and public utilities, and
- May consider any other matter that Council considers necessary.

ASPs deal with a range of technical issues pertaining to transportation, servicing, the location of schools, open space, and commercial nodes along with the density and the type of permitted uses. Specific issues may also be addressed such as sour gas wells and environmental or geotechnical concerns.

ASPs are prepared in close consultation with landowners, municipal service providers, outside agencies (e.g., school boards), and affected local interest groups.

B.2 PURPOSE AND INTENT OF A CONCEPTUAL SCHEME

A Conceptual Scheme is a non-statutory document that is intended to either provide information on future development in Rural Hamlets where no ASP has been prepared, or where the requirements for an ASP have been waived due to the scale of development.

Like ASPs, Conceptual Schemes are prepared in close consultation with landowners, municipal service providers, outside agencies (e.g., school boards), and affected local interest groups. Conceptual Schemes are smaller in scale than ASPs and should be completed in a single phase of development.

B.3 AREA STRUCTURE PLAN/CONCEPTUAL SCHEME REQUIREMENTS

a. An ASP will be required to be prepared for the following situations, as identified by the policies of the MDP:
   i. To guide long-term planning of Growth Hamlets,
   ii. For new multi-lot residential development that is proposed to contain six (6) or more lots,
   iii. For new multi-lot business or industrial development that is proposed to contain four (4) or more lots, and
   iv. For new multi-lot residential development that is proposed within an IDP area, which then needs to conform to the preparation and circulation requirements of the IDP if they differ from the MDP.

b. A Conceptual Scheme will be required to be prepared for the development of more than a four (4) lot subdivision in a Rural Hamlet.

c. ASPs and Conceptual Schemes must address the following:
   i. Plan purpose, description, location, and scope of plan area,
   ii. Compatibility with the Municipal Government Act, South Saskatchewan Regional Plan, IDP policies (if applicable), the policies of the MDP, and other County of Newell plans and policies,
   iii. A statement of the Vision for the development,
   iv. A description of the study area in its present state with reference to special or unique physical or environmental constraints or features and how they are to be addressed within the Development Concept,
   v. Information on existing edge conditions that may influence the development (if applicable),
   vi. The location of sour gas wells and facilities within 1.5 kilometres of the plan area (if applicable),
   vii. A Development Concept (map) of proposed land uses,
   viii. An explanation of the Development Concept including rationale for proposed land uses, open spaces, and any design guidelines (as applicable),
   ix. An explanation of the general location of major transportation routes servicing the area and impact on existing routes, including the general alignment of collectors and arterial roads,
   x. An explanation of site stormwater management, servicing, and utilities requirements in support of the Development Concept,
   xi. An explanation on how the 10% municipal reserve dedication requirement will be met in accordance with County policy,
   xii. Complete development statistics including areas, anticipated yields based on land use proposed, municipal reserve dedication, and population projections for residential areas (as applicable),
   xiii. A phasing plan (map) that identifies the sequence of development (not required for a Conceptual Scheme),
   xiv. Preliminary site concepts for open spaces, community amenities, commercial development, and multi-family sites (as appropriate), and
   xv. Describe public engagement undertaken.

B.4 DEVELOPMENT CONSIDERATIONS

SERVICING

a. Private on-site water and wastewater systems shall comply with:
   i. All relevant provincial legislation and regulations (e.g., Alberta Health Act, Private Septic Regulations, Alberta Environment and Protected Areas),
   ii. All relevant National Building Code - 2019 Alberta Edition (NBC(AE)) regulations, and
   iii. All applicable County standards, bylaws, procedures, policies including the MDP and the County's Land Use Bylaw.

b. Future development shall demonstrate it meets County standards for emergency fire servicing to the satisfaction of the County.

TRANSPORTATION

c. In areas where subdivision and development are occurring, the County shall ensure that sufficient rights-of-way are provided for the future upgrading of roads to meet the higher traffic demands created by the development.

d. Multi-purpose trails should be developed as part of new multi-lot developments. Multi-purpose trails:
   i. May be proposed in Municipal Reserve parcels and along subdivision road rights-of-way,
   ii. Should be designed to allow access for people of all abilities and shall comply with County Standards, and
   iii. Should support connectivity between adjacent development where possible.

SETBACKS

e. Pursuant to the Municipal Government Act, a license, permit, approval, or other authorization granted by a provincial regulatory body shall prevail over any bylaw or land use decision rendered by the County.

f. Setback guidelines and minimum setback distances shall be implemented as required by the applicable provincial regulatory bodies.

g. Residential subdivision and development shall not be approved if the setback distance is less than setbacks outlined by the applicable provincial regulatory body, and pursuant to the Alberta Matters Related to Subdivision and Development Regulation, unless written approval from the regulatory body for a lesser setback distance is provided.

h. All subdivision and development applications that are located within 1.5 kilometres of a sour gas facility shall be referred to the Alberta Energy Regulator (AER).

i. New multi-lot residential development adjacent to Lake Newell, Rolling Hills, and Crawling Valley Reservoirs, shall respect applicable setbacks and control of run-off to protect the supply and quality of water.

SAFETY

j. FireSmart principles should be applied to new multi-lot residential developments that are located within high-risk wildfire areas.

k. The principles of Crime Prevention through Environmental Design (CPTED) should be considered in the site design for public facilities such as recreation facilities, campground, and playgrounds.

INTENSIVE DEVELOPMENTS

l. New natural resource extraction activities that require a development permit, which may include sand or gravel, shall submit applications that include:

   i. An accurate site plan showing and labeling the location of the site,

   ii. How proposed activities address the existing land use context and environmental characteristics,

   iii. Approaches to mitigate and minimize adverse effects the development may have on existing residences, and

   iv. Implementation of best practices for resource extraction.

m. New alternative energy facilities shall refer to the LUB for further information related to their development applications.

B.5 TECHNICAL STUDIES

The following studies are/may be required by the Development Authority to be prepared in support of an ASP or Conceptual Scheme:

Supporting Study	ASP	Conceptual Scheme
Historical Resource Act (HRA) Clearance, and if required, a Historical Resource Impact Assessment (HRIA)	REQUIRED	DISCRETIONARY
Wetland Identification and Delineation Assessment (WIDA), and if required, a Wetland Assessment and Impact Report (WAIR)	REQUIRED	DISCRETIONARY
Geotechnical Report (including Slope Stability Analysis if the slope is greater than 15%)	REQUIRED	DISCRETIONARY
Stormwater Management Plan	REQUIRED	DISCRETIONARY
Water/Wastewater Servicing Strategies	REQUIRED	DISCRETIONARY
Phase 1 Environmental Site Assessment (ESA)	DISCRETIONARY	DISCRETIONARY
Traffic Impact Assessment (TIA)	DISCRETIONARY	DISCRETIONARY
Groundwater Impact Analysis and Soils Study	DISCRETIONARY	DISCRETIONARY
Preliminary Grading Plan	DISCRETIONARY	REQUIRED
Biophysical Assessment	DISCRETIONARY	DISCRETIONARY
Sound Attenuation Study	DISCRETIONARY	DISCRETIONARY

Circulation Draft

SCHEDULE C

GLOSSARY

C.1 GLOSSARY

AGRICULTURE means the growing, raising, managing and/or sale of livestock, crops, foods or other agricultural products, horticulture, greenhouses, and agri-food related value-added enterprises.

AGRICULTURAL SUPPORT SERVICES means services that assist agricultural operators in the production of primary and value-added agriculture products and services.

AGRIBUSINESS means business derived from or connected to agriculture.

AGRI-TOURISM means tourism activities intended to attract visitors into agricultural areas to view and experience agriculturally-based operations.

ALTERNATIVE ENERGY means energy generated from any sources not derived from fossil fuels, which includes renewable energy sources such as wind and solar energy.

AREA REDEVELOPMENT PLAN (ARP) means a statutory plan adopted by a municipality by bylaw in accordance with the MGA to provide a framework for the future redevelopment of a defined area of land.

AREA STRUCTURE PLAN (ASP) means a statutory plan adopted by a municipality by bylaw in accordance with the MGA to provide a framework for the subsequent subdivision and development of a defined area of land.

COMMUNAL SERVICES means the provision of communal treated water or wastewater services to multi-lot subdivisions that are privately owned and operated.

CONFINED FEEDING OPERATION (CFO) means fenced or enclosed land or buildings where livestock are confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and any other building or structure directly related to that purpose but does not include residences, livestock seasonal feeding and bedding sites, equestrian stables, auction markets, race tracks or exhibition grounds in accordance with the Agricultural Operation Practices Act (AOPA) and regulated by the Natural Resources Conservation Board (NRCB).

CONTIGUOUS AREAS means sharing a common border, touching, or connected through an unbroken boundary line.

COUNCIL means the Council for the County of Newell.

COUNTY means The County of Newell unless otherwise noted.

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) means the design, maintenance, and use of the built environment in order to enhance quality of life and to reduce both the incidence and fear of crime. The approach is promoted by the International CPTED Association (ICA).

DEVELOPMENT means a change of use of land or a building; the construction of a building; an extraction or stockpile; or change in intensity of use, as defined within the MGA.

ENVIRONMENTALLY SIGNIFICANT AREA means areas identified as such on the Alberta Environment and Parks Ministerial database.

FLOOD FRINGE means the portion of the flood hazard area outside of the floodway, as determined by the Province of Alberta. Water in the flood fringe is generally shallower and flows slower than in the floodway.

FLOOD HAZARD AREA means the area of land bordering a water course or water body that would be affected by a design flood and includes the flood fringe and floodway, and may include areas of overland flow, as determined by the Province of Alberta.

FLOODWAY means the portion of the flood hazard area where flows are deepest, fastest, and most destructive, as determined by the Province of Alberta. The floodway typically includes the main channel of a watercourse and a portion of the adjacent overbank area.

FRAGMENTED AGRICULTURAL LANDS means contiguous agricultural or undisturbed natural areas that are divided into isolated parcels separated by non-agricultural land uses. Impacts on the productivity or ecological integrity of the land can occur. Fragmented agricultural lands can also be created by access roads, oil and gas developments, and/or linear infrastructure.

HAMLET, GROWTH means a hamlet identified for growth by the County that has municipal servicing, amenities and supports a range of housing and services where appropriate servicing is available.

HAMLET, RURAL means a hamlet identified for some growth by the County and is without municipal servicing or additional amenities. Rural hamlets are predominately in agricultural/ rural settings and serve the local community.

HIGH-QUALITY AGRICULTURAL LAND means lands that are suitable for irrigation purposes and are identified as Class 1 or Class 2 according to the land classification standards of Alberta Agriculture and Irrigation.

HIGH-RISK WILDFIRE AREA means areas as assessed by likelihood, intensity, and susceptibility where an unplanned wildland fire could result in negative impacts to highly valued resources and assets.

INSTITUTIONAL means a use by or for an organization or society for public or social purposes.

INTERMUNICIPAL DEVELOPMENT PLAN (IDP) means a statutory plan adopted by two or more municipalities by bylaw in accordance with the MGA that applies to lands of mutual interest to the participating municipalities, typically along their shared boundaries.

LANDSCAPING means to change or modify the natural features of a site so as to make it more attractive by adding lawns, trees, shrubs, ornamental plantings, fencing, walks, drives, or other structures and materials.

MULTI-LOT DEVELOPMENT means the subdivision of lands for residential, business and/or industrial development which results in the creation of two or more parcels.

MUNICIPAL DEVELOPMENT PLAN (MDP) means a statutory plan adopted by a municipality by bylaw in accordance with the MGA that addresses future land use and development within the municipality.

MUNICIPAL GOVERNMENT ACT (MGA) means the Municipal Government Act - Revised Statutes of Alberta 2000 Chapter M-26 and amendments thereto, also referred to as The Act. The MGA sets out the legislated roles and responsibilities of municipalities and elected officials.

MUNICIPAL INFRASTRUCTURE/SERVICES means the land, pipes, storm ponds, treatment plants, and other related municipal facilities for the provision of roads, water, storm water, and wastewater services.

MUNICIPAL RESERVE (MR) as defined within the MGA.

NATURAL RESOURCE EXTRACTION means an activity involving the removal of sand, gravel, rock, oil, natural gas, and other natural materials that are obtained by excavation, drilling, boring, or other methods.

NON-STATUTORY PLANS means the plans, strategies, and documents that guide and influence the County of Newell's planning and development, and are not regulated by the Municipal Government Act.

PRIVATE ON-SITE SERVICES means a private water well or private septic system serving an individual parcel.

RECREATION means an activity of leisure that is most often done for enjoyment, amusement, or pleasure.

RECREATION FACILITIES means natural open spaces, improved parkland, areas used for active or passive recreation, and any facilities or buildings associated with recreation.

REGENERATIVE AGRICULTURE means a broad set of agricultural principles and practices that seek to address ecological conservation by focusing on the improvement of soil health, the enhancement of biodiversity, and the management of water, fertilizer use, and more. The principles and practices adopted are unique to their individual environmental, economic and cultural context.

REGIONAL WATER means the potable water distribution system that is operated by the Newell Regional Services Corporation (NRSC).

SERVICING STANDARDS means the County's technical requirements that govern infrastructure design, construction, testing, inspection, maintenance, and transfer of public works.

SHELTERBELT means a planting made up of one or more rows of trees or shrubs planted in such a manner as to provide shelter from the wind and to protect soil from erosion.

STATUTORY PLAN means an intermunicipal development plan, a municipal development plan, an area structure plan or an area redevelopment plan adopted by a municipality under the MGA, as amended.

SUBDIVISION means the process of dividing land into smaller parcels, overseen by the Subdivision Authority.

WATERSHED means an area of land, bounded by topographic features, where water drains into a shared basin such as a river, stream, lake, pond, or ocean. The size of a watershed can be tiny or immense and the boundaries and velocity of water flow are determined by landforms such as hills, slopes, and mountain ranges that direct where water will flow.

WATER BODY means any location where water flows or is present, whether or not the flow or the presence of water is continuous, intermittent or occurs only during a flood, and includes, but is not limited to, wetlands and aquifers.

W**ETLAND** per the Alberta Wetland Policy, means land saturated with water long enough to promote wetland or aquatic processes as indicated by the poorly drained soils, hydrophytic vegetation, and various kinds of biological activity that are adapted to a wet environment.

MDP PHOTOS COURTESY OF: Rebecca Arndt, Shelley Barkley, Laurie Baron, Denise Bouvier, Ben Commodore, Karma Heninger, Allison Hickey, Stewart Luchies, Kim Neilsen, Anne Marie Philipsen, Samantha Plett, Lori Sjodin, Stephen Trembecki, Louise Virostek, Gail Volek, and Darla Wiebe.

April 4, 2023

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

Attention: Matt Fenske

Re: Proposed Land Use Bylaw 2049-23

In regard to the proposed landfill RFD that is before County Council at their Public Hearing on April 6th, 2023. We understand that this proposal is a long way from the Village of Duchess, but, it absolutely affects our residents.

As we are part of the waste commission, NRSWMA, this application is very impactful to all the residents within the County boundaries. We enjoy a standard of municipal service from NRSWMA that is bolstered by the addition of outside users to our landfill. Our fear is that should these additional users be steered to another, for profit landfill, the offsetting income losses may/will largely affect our user fees.

We have concerns that this proposal will have no benefit to the majority of County residents. The possibility of increasing the Municipal requisitions is the result that we see. That means that County, City, Bassano, Duchess and Rosemary residents could potentially see huge increases on their Landfill requisitions.

NRSWMA has been planning for the future of our municipal landfill for a very long time. What does the County see as the outcome if another landfill is allowed to operate within the boundaries of the County of Newell.? Will this not jeopardize the viability of our Municipal landfill ?
Is this not the point of having discretionary uses placed in our land use bylaws?

What about the application to SAEWA for an energy from waste facility. Does the possibility of another landfill in our region jeopardize the decision to place an energy from waste facility in our region?

In our ICF with the County of Newell it states.
Each Council maintains the right to make individual decisions for their ratepayers, but each agree that they will always consider the bigger regional municipality in the decision making process.

We would like the County to think about the bigger region when making this decision. How will another landfill affect the bigger regional population? We ask you for some clarification before going ahead with 2nd and 3rd reading of this bylaw. We do feel that these are valid concerns and should be talked about before this is allowed to proceed.

Thank you
Village of Duchess Council representative
Mayor Tony Steidel – Landfill Chair

Tony Steidel

emailed
cc: Shawn McKay - Newell Regional Solid Waste Management Authority
Alan Martens – CAO City of Brooks
Amanda Davis – CAO Town of Bassano
Sharon Zacharias – CAO Village of Rosemary
Eastern Irrigation District

VILLAGE OF ROSEMARY

April 4, 2023

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

Attention: Matt Fenske, CAO
Email: fenskem@newellmail.ca

RE: Proposed Land Use Bylaw 2049-23 Public Hearing Submission

With this proposed Land Use Bylaw change, it appears that the County of Newell is willing to put the prospect of additional taxation ahead of the residents and businesses in the Brooks Newell Region. If this proposed Class II Landfill by RemedX does proceed, it will directly compete for business with an organization that the County owns together with Brooks, Bassano, Duchess, and Rosemary. The potential loss of business and revenue at the Newell Regional Landfill could financially affect every person and business in our region.

As a shareholder of the Newell Regional Solid Waste Management Authority (NRSWMA), one could presume that the County would make up that lost revenue to NRSWMA rather than putting it on the residents and business of our region that do not have the ability to vote against this proposed bylaw and development.

We wish to ask County Council to thoughtfully consider all implications of Bylaw 2049-23, as we work together for the betterment of all taxpayers in the Brooks Newell Region.

Yours truly,

Yoko Fujimoto, Mayor
Village of Rosemary

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Brooks Newell Region