



COUNCIL AGENDA

Meeting: June 12, 2023 6:00 p.m. – 10:00 p.m.
Location: Council Chambers – 502 – 2nd Avenue

1. CALL TO ORDER

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

4.1 May 8, 2023 Regular Meeting

5. DELEGATIONS

5.1 Grant McCargar, Bassano Off-leash Dog Park Committee Chair, 7:00 p.m.

6. UNFINISHED BUSINESS

6.1 Bassano Off-leash Dog Park – Proposed Location

6.2 BUILD Bassano – Residential Vacant Land Development Incentive Policy – P-TOB66-004-23

6.3 BUILD Bassano - Commercial Development Incentive Policy – P-TOB66/005-23 – Proposed

6.4 Bassano Arts Council – Community Hall Rental Rates Proposal

6.5

6.6

7. NEW BUSINESS

7.1 None

8. BOARD & COMMITTEE REPORTS

8.1 Mayor I. Morey

8.2 Deputy Mayor Slomp

- Newell Regional Solid Waste Management Authority – May 25, 2023

8.3 Councillor K. Jones

8.4 Councillor M. Wetzstein

8.5 Councillor S. Miller

- Shortgrass Library System – May 16, 2023
- Brooks Region Tourism – May 18, 2023

9. CAO REPORT

- 9.1 CAO Operations Report
- 9.2 Financial Statement for the month ending April 30, 2023
- 9.3 Cheque listing for the month ending April 30, 2023
- 9.4 FCSS Report for period ending May 31, 2023
- 9.5 CPO Report – none
- 9.6 RCMP Mayor's – January 1 – March 31, 2023 Reporting

10. CORRESPONDENCE

- 10.1 Joint Shared Services Meeting Notes – May 9, 2023
- 10.2 ATCO – Natural Gas Franchise Fee – Forecast Update for 2023 – May 15, 2023
- 10.3 Oldman River Regional Services Commission (ORRSC) Minutes – April 13, 2023
- 10.4 ORRSC Annual Report - 2022

11. CLOSED SESSION

- 11.1 None

12. ROUND TABLE

13. ADJOURNMENT

the *Municipal Government Act*, RSA 2000.

CAO Davis presented Road Closure Bylaw 933/23. There were no public questions or comments.

The public hearing adjourned at 6:18 p.m.

6. UNFINISHED BUSINESS

6.1 Road Closure Bylaw 933/23 – Proposed

TOB92/23 Moved by **COUNCILLOR MILLER** that council gives first reading to Road Closure Bylaw 933/23 as presented. **CARRIED**

6.2 Development Commitment Transfer Request – Ry Bar Oilfield Services Ltd.

TOB93/23 Moved by **COUNCILLOR JONES** that council approves the request from Ry Bar Oilfield Services Ltd. received on April 28, 2023 to transfer the development commitment from 322 – 1st Avenue (Plan 1847K; Block 2; Lots 11-18) to 1002 – 2nd Avenue (Plan 141 1466; Block 1; Lot 2), with purchase of the lands at the list price of \$150,000. Approval is a continuation to motion TOB205/21. Construction of the proposed shop must start in 2023, failure to do so may result in the Town recovering the lands in accordance with the municipal Purchase Agreement upon execution for 1002 – 2nd Avenue. **CARRIED**

6.3 Municipal Branding and Guidelines Policy P-TOB12/003-23 – Proposed

TOB94/23 Moved by **COUNCILLOR WETZSTEIN** that council approves the Municipal Branding and Guidelines Policy P-TOB12/003-23 as presented. **CARRIED**

7. NEW BUSINESS

7.1 Commercial Development Incentive

An open discussion was held regarding commercial and industrial development incentive opportunities.

TOB95/23 Moved by **COUNCILLOR MILLER** directing administration to prepare main street commercial and industrial development incentives pursuant to council discussion for further consideration **CARRIED**

7.2 Bassano Surestay Motel – 612 – 12 Street – Tax Penalty Reimbursement Request

TOB96/23 Moved by **COUNCILLOR WETZSTEIN** that due to the timeline involved council declines the request to cancel the tax penalties of \$5,580.44 levied against Roll 611003, 621-12 Street for 2022 as outlined in the March 27, 2023 letter.

CARRIED

8. BOARD AND COMMITTEE REPORTS

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

TOB97/23 Moved by **COUNCILLOR MILLER** to accept the Board and Committee reports as attached to and forming parts of these minutes.

CARRIED

TOB98/23 Moved by **COUNCILLOR WETZSTEIN** to recess the meeting at 7:20 p.m.

CARRIED

TOB99/23 Moved by **COUNCILLOR MILLER** to reconvene the meeting at 7:25 p.m.

CARRIED

9. CAO REPORTS

9.1 Operations Report

A written CAO report was provided for the period ending May 4, 2023.

TOB100/23 Moved by **MAYOR MOREY** that Donovan Kopp, Erin Olivia, Jenna Presley, John Fitzgerald, Callum Patton, Will Schaap, and Todd Green be appointed, under Section 7 of the Weed Control Act of Alberta, as Weed Inspectors within the Town of Bassano for the 2023 weed control season or until such a time that their employment with the County of Newell ceases.

CARRIED

9.2 Financial Statements

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

9.3 Cheque Listings

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

9.4 FCSS Report

An FCSS Director's report for the month ending April 30, 2023 was presented.

9.5 CPO Report

A CPO report for the month ending April 30, 2023 was presented.

9.6 RCMP Report

None

TOB101/23 Moved by **DEPUTY MAYOR SLOMP** that the CAO report for the period ending May 4, 2023 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

10.1 Newell Housing Foundation minutes of March 7, 2023 were reviewed.

10.2 The Bassano Community Enhancement Society sought permission to host the 11th Annual Battle of the Balls tournament, July 7-9, 2023.

TOB102/23 Moved by **COUNCILLOR WETZSTEIN** that the Town authorizes the Bassano Community

Enhancement Society to use public lands on July 7-9, 2023 to host various outdoor tournaments with the following conditions:

1. Liability insurance is obtained where applicable for the event;
2. That a designated area is established for the beer gardens to be operated with proper security;
3. That no outdoor fires are permitted on public lands;
4. That users adhere to the noise control limits established by bylaw;
5. That users are responsible for cleaning up the grounds after use; and
6. Prior to event set-up and Alberta One-call is obtained to ensure underground lines are marked.

CARRIED

10.3 The Bassano Rodeo Committee sought permission to use the Rodeo Grounds to host a Professional Rodeo and Beer Gardens on June 23-25, 2023.

TOB103/23 Moved by **COUNCILLOR JONES** that the Town authorizes the Bassano Rodeo Committee to use public lands on June 23-25, 2023 to host a Professional Rodeo and Beer Gardens with the following conditions:

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

CARRIED

10.4 Oldman River Regional Services Commission executive committee meeting minutes of January 12, 2023 were reviewed.

10.5 Joint Shared Services Meeting Notes of April 11, 2023 were reviewed.

- 10.6** Letter from the Brooks Newell Region to MLA Yao was submitted as a follow-up on regional health concerns, dated April 24, 2023.
- 10.7** Newell Housing Foundation meeting minutes of April 10, 2023 were reviewed.
- 10.8** Proclamation request for Canadian Royal Purple Week, May 14-20, 2023.
- TOB104/23** Moved by **COUNCILLOR MILLER** that council proclaims May 14-20, 2023 as Canadian Royal Purple Week in Bassano. **CARRIED**
- TOB105/23** Moved by **DEPUTY MAYOR SLOMP** 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**
- TOB106/23** Moved by **MAYOR MOREY** for adjournment of the regular council meeting of May 8, 2023 at 7:41 p.m. **CARRIED**

Mayor

Chief Administrative Officer



DELEGATION

Meeting: June 12, 2023

Agenda Item: 5.1

SUBJECT: Grant McCargar, Bassano Off-leash Dog Park Committee Chair

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

At the December 12, 2022 meeting, Grant McCargar addressed council to introduce the need for an off-leash dog park. The matter was discussed a second time in January, with the following direction provided to administration:

6.4 Off-leash Dog Park

TOB10/23 Moved by **DEPUTY MAYOR SLOMP** directing administration to prepare a Terms of Reference to establish a volunteer working group to investigate the feasibility of an off-leash dog park in Bassano with the understanding that administration will be unable to diligently engage in the project until April/May 2023. The Town proposes two possible locations that may be suitable, 514 – 6 Avenue or the area near the fire training grounds.

CARRIED

A Terms of Reference was prepared jointly and executed (see attached).

McCargar is in attendance tonight to:

1. Present an Off-leash Dog Park Proposal – recommended location, Kinnette Park.



2. Request the support of Town Council to canvas neighboring properties to obtain a minimum of 60% approval to proceed with the project at the defined location.
3. If a 60% approval is obtained, in collaboration with Town administration, the parties would work toward implementation of a the workplan. The plan is a working document grounded from the Terms of Reference.

Note: council may formally address any required motions during the *unfinished business* segment of the agenda.

Attachments:

1. Terms of Reference – Executed
2. Bassano Off-Leash Dog Park Proposal – Dated May 7, 2023
3. Proposed Action Plan – Dated May 7, 2023
4. Adjacent Property – Consultation Form
5. Town of Vulcan – Ambassador Program – *or future reference*

Prepared by: Amanda Davis, CAO



BASSANO OFF-LEASH DOG PARK

Terms of Reference

Project Title	Bassano Off-Leash Dog Park
Council Motion	TOB10/23 – January 23, 2023
Directive	Prepare Terms of Reference (TOR) to establish volunteer working group to investigate the feasibility of an off-leash dog park in Bassano.
Reference	Town of Bassano Recreation and Leisure Master Plan
Date	January 26, 2023

Purpose

The purpose of the TOR is to establish roles and responsibilities to support of group of volunteers interested in the development an off-leash dog park in Bassano.

Recognition

With this passing of council motion TOB10/23, the Town hereby recognizes the volunteer group as an active committee seeking to initiate a project in Bassano. The volunteer committee does not have designated powers to act on behalf of the Town of Bassano, Town Council, Town Administration, or any other municipal employee. They are authorized to build out a plan to determine the feasibility of an off-leash dog park in Bassano.

Scope of Work

Various actions must take place to determine the feasibility of an off-leash dog park in Bassano. This includes but is not limited to finding a suitable location, establishing operating guidelines, securing capital costs to construct the facility, long-term facility maintenance, promotion, and community consultation to provide support for the facility. Combined, this will result in a business plan.

Schedule

A schedule will be identified in consultation with the volunteer committee. The volunteer committee shall provide a proposed schedule related to the tasks outlined in the Scope of Work to the Chief Administrative Officer (CAO) of the Town.

Coordination Requirements

The Town will provide coordinated guidance to the volunteer committee through the CAO or her designate. The volunteer committee shall appoint one designated representative to be the spokesperson and liaison with the Town. Elected representatives of the Town will not be appointed as a member of the volunteer committee. Communication shall remain between the CAO or her designate and the volunteer liaison.

The volunteer committee will be granted appropriate time to present their business case findings to Town council in consultation with the CAO based on schedule/agenda availability.

Town Roles & Responsibilities

The CAO will be the main point of contact for the volunteer committee unless an internal designate is appointed.

The CAO shall:

1. Respond to inquiries from the volunteer committee liaison in a timely manner regarding questions related to municipal assets, community engagement, and consultation as it pertains to the business case analysis for an off-leash dog park being prepared by the volunteer committee.
2. Provide the volunteer committee liaison with all written feedback from residents (both positive and negative) as it is received, via email. The volunteer committee may respond to all public feedback in a professional and courteous manner through a managed Facebook account; Bassano Off Lease Dog Par, and any other means appropriate as mutually agreed upon. Written feedback will be provided by the Town to the volunteer committee anonymously.
3. Review draft business plan documents provided by the volunteer committee prior to coordinating efforts between the public presentations (to the elected body of other).
4. Provide insight into possible locations for an off-leash dog park.

Volunteer Committee Roles & Responsibilities

The volunteer committee members shall:

1. Shall appoint one member, and one alternate as the liaison with the Town on behalf of the volunteer committee.
2. Shall develop a business case to determine the feasibility of an off-leash dog park in Bassano.
3. Shall devise an operating structure to coordinate planning, and appointment of community volunteer to address this project.
4. Shall provide a list of active volunteer committee members to the Town.
5. Shall provide a copy of the meeting minutes to the Town.
6. Shall ensure the committee works in collaboration with the Town to advance their interests in confirming the feasibility of any off-leash dog park.
7. Shall take on the responsibility to lead the off-leash dog park project in a respectful and courteous manner.
8. Establish a set of deliverables to be mutually agreed upon by the Town and the volunteer committee.

Conflict Resolution

It is agreed between the parties that every effort will be made to work collaboratively to investigation the feasibility of an off-leash dog park in Bassano with the volunteer committee leading the project.

It is possible that a conflict could arise between the town and the volunteer committee. The following steps will be taken should a conflict occur.

1. The person or entity shall provide their concern in writing to the other party. The other party has fourteen (14) days to review the concern and respond in writing. A meeting shall be scheduled between the CAO and the volunteer committee to review the concerns within thirty (30) days of receipt of the original documented concern. Active listening shall ensue, and the parties agree to work collaboratively to address the concern(s).
2. If the CAO and volunteer committee are unable to resolve the conflict, the concern will be presented within fourteen (14) days for further discussion with Town Council, whereby a special meeting, or committee of the whole, or part will be scheduled through the CAO.
3. As a last resort, if the Town and volunteer committee are unable to resolve the conflict, mediation will ensue. Each party will present a suitable candidate to act as the mediator, and jointly an appropriate person will be selected to assist with conflict resolution.

Review/Amendments


The Terms of Reference may be amended at any time with written mutual agreement of the parties to ensure it meets the intended outcomes of the initiative.

Execution

Upon execution of the Terms of Reference, the parties agree to work collaboratively to determine the feasibility of an off-leash dog park in Bassano.

 JUNE 5/23
Volunteer Committee Chair Date

 June 5/23
Volunteer Committee Chair Date

 June 5/23
Town of Bassano, Mayor Date

 Jun. 5/23.
Town of Bassano, CAO Date



1. Community Enhancement Project
2. Maximize use of a Current Park Space
3. Negligible Cost to Town
4. Volunteer lead and driven

BASSANO OFF LEASH DOG PARK PROPOSAL

To Be Located in the Community Garden Area

May 7 2023



Grant McCargar, Denise Bachmeier
Off Leash Dog Park Committee

INTRODUCTION

Dear Mayor and Council of Bassano,

This is a follow-up to our presentation to Town Council in January of this year. Please accept our proposal to undertake and establish an Off Leash Dog Park in the Town of Bassano. Our committee is led by seven community volunteers and we commit to managing construction/modifications of the requested space, and seeing it through to completion over the next year. We are proposing to locate this Off Leash area beside the community garden in the fenced in park area. This will maximize the public usage of this park space and minimize the costs to our committee.

We have a shared interest in establishing this much needed amenity.

Thank you in advance for your consideration.

Questions may be directed to Grant McCargar, Chairman
@ 778-403-2108.

Sincerely,

Bassano Off Leash Dog Park Committee

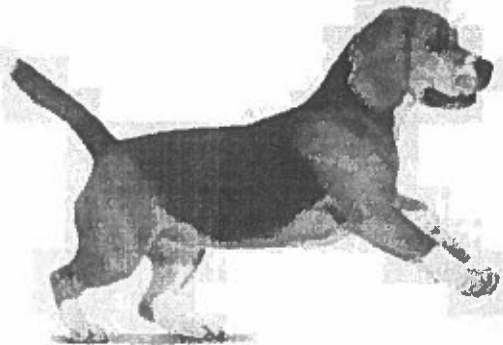


OUR VISION

Our vision is to positively contribute to the socialization of both canines and their owners in a formal off leash designated area inside the town limits proper.

The purpose of the Off Leash Dog Park project is to create an area for dog owners to congregate to socialize and to allow their pets to enjoy an area that they can both socialize and play with other dogs off leash whilst being contained in a fenced in area for their safety. This project is beneficial to the residents and the Town for many reasons:

1. Allow for increased socialization of canine pets and their owners.
2. Eliminate/reduce the illegal walking of dogs off leash inside the town, and the compliance with town bylaw: 928-22.
3. Create a legacy project in the community and enhance the town's amenities.
4. Encourage visitors to stop in Bassano on their way to Calgary and or Medicine Hat for their dogs to freely exercise and have a bathroom break. This will bring potential economic benefits to the service businesses in town as well as introduce people to our wonderful town and perhaps encourage investment.
5. Reduce the amount of dog excrement found in various places throughout town. (Encourage people to use the park and pick up after their dogs)



OUR PLAN

Our plan:

1. Make more effective use of the community garden/, park area that is found on 6th Ave West of the Hospital. (This area was suggested by Town Councillor Mike Wetzstein at a previous council meeting, as he noted it was currently being under- utilized).
2. Install 2 gates (in an airlock configuration) at the SW corner of the fenced in area and close off the 2 gates on the North side of the area.
3. Installation of “Temporary” safety fence around the interior of the perimeter of the garden area to the North and West sides to prevent dogs unwanted ingress into the garden area itself and to allow gardeners to work on their respective garden boxes unhampered. If this is appropriate for all users, permanent chain link or netting fencing will be installed upon the conclusion of the 2 year test program subject to town approval.
4. Appropriate Dog Park Signs will be posted at the entrance to the park setting out conditions for resident usage of the park and to control barking and Dog Excrement Pickup and proper disposal
5. The Town maintains the Park at present and will continue to do so moving forward. (ie: Garbage P/U, watering and mowing and any other routine maintenance as required, appropriate/currently in use).
6. A separate PVC water line will be teed off and installed by the committee from the existing spigot to the interior of the security fencing for use by the gardeners.
7. User Parking will be available on 4th and 5th Streets as well as 6th Ave
8. Garbage cans will be located at the SW and NE corners of the park for use by the general public and to dispose of dog feces. The existing garbage cans can be used by the gardeners as they use their portion of the area.
9. The “Poop” bag dispenser currently in the park will be relocated to the SW corner and another dispenser will be provided by the town and installed at the NE corner beside the new garbage can.
10. We will canvas the properties adjacent to the park and will target a 60% approval rating for acceptance and the go ahead with our project.
11. The committee will establish an Ambassador Program to oversee the ongoing policing and maintenance of the dog park and its amenities. We ask that the Town acknowledge this group as the overseers of the Off Leash Dog Park.



HOW TO ACHIEVE OUR PLAN

The Bassano Off Leash Dog Park project can be achieved by taking the following steps:

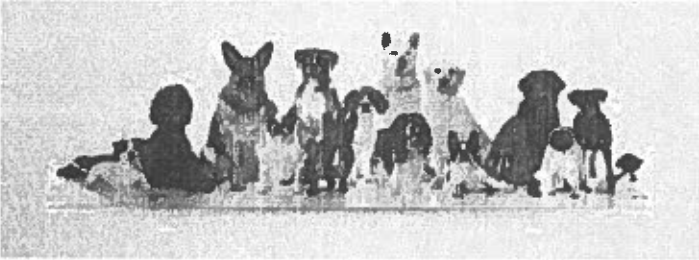
1. Obtain approval from Bassano Town Council to undertake the project in the Community Garden. The project will be managed and facilitated by local volunteers that are passionate about their pets and the need to exercise/socialize them as well as themselves..
 - ❖ ACTION 1: Present plan to Town Council at the May council meeting.
2. Engage with the residents adjacent to the proposed off leash park to explain the repurposing of the park, – rally supporters. Ensure residents understand that the Off Leash Dog Park project will not adversely affect their lifestyle, enhance the facilities available to them, allow them a chance to meet fellow townspeople in a inviting environment..
 - ❖ ACTION 2: Prepare a letter to the residents adjacent to the Off Leash Park and do a door to door visit to explain the project.
3. Research costs for fencing, gates, signage, water line installation to garden area, and garbage receptacles
 - ❖ ACTION 3: Complete research on infrastructure costs.
 - ❖ ACTION 4: Develop a fundraising plan to cover costs of infrastructure additions.
4. Obtain funding to complete the Off Leash Dog Park project.
 - ❖ ACTION 5: Undertake a small fundraising campaign; provide an opportunity for community members to contribute to the project.
 - ❖ ACTION 6: Research and submit grant applications to assist with project costs.
 - ❖ ACTION 7: Engage with local businesses to provide an opportunity for them to contribute to the project by purchasing a bench, waste receptacle, dog agility apparatus, etc.
5. Engage with the Bassano Public Works Department to ensure that any alterations to the park do not add to their workload or hamper their current maintenance process.
 - ❖ ACTION 8: With approval from Town Council and support of the residents adjacent to the Off Leash Dog Park and consultation with current users of the Garden Plots, communicate the Off Leash Dog Park project with public works through Town administration.
 - ❖ ACTION 9: Prepare a two-year plan to outline how volunteers will manage/monitor the project and maintain the area in an acceptable sanitary fashion.
6. With available resources, undertake the Off Leash project.

- ❖ ACTION 10: Construction/installation of gates, fencing, supplemental water line, signage, etc
- ❖ ACTION 11: Volunteer oversight of the users thru the Ambassador Program and ongoing sanitary and safety maintenance.

CONTRIBUTIONS OF THE TOWN AND TIMELINE

This project will be completed by volunteers in accordance with the Terms of Reference. Waste disposal is essential. We seek the support of Town Council to provide 1 additional Poop Bag Dispenser at the NE corner of the area and 2 additional garbage cans of your choosing.

We anticipate the project will be completed over the next year commencing in 2023.

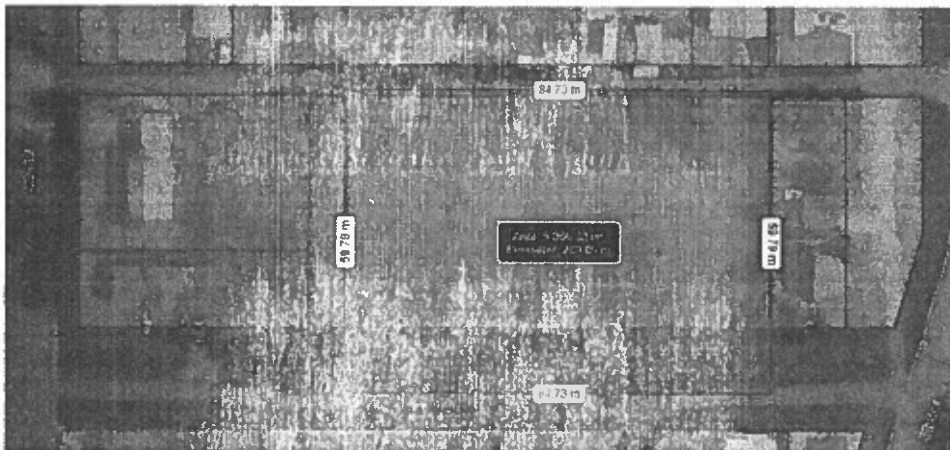


COSTS TO THE TOWN OF BASSANO

Initial cost outlay: 1 Poop Bag Dispenser and 2 Garbage Cans

We anticipate minimal cost to the Town's annual budget

Location Diagram



IN SUMMARY

With an estimated minimum of 1/3 of the homeowners having dogs, we feel it is time that the town adds this much needed facility to its list of amenities.

This off- leash area will allow for dogs to legally exercise, play and socialize with other dogs in a controlled environment.

This area will also allow the owners to accomplish the same goal.

We ask that the Town Council pass a motion at this meeting to direct our committee to facilitate this goal in the Community Garden park area.

Thank you for your time and attention.

Respectfully submitted.

BASSANO OFF-LEASH DOG PARK – VOLUNTEER COMMITTEE ACTION PLAN

May 7, 2023

In accordance with the Terms of Reference between the Town of Bassano and Volunteer Committee this action plan lays out what steps we propose to investigate the feasibility of an off-leash dog park in Bassano.

Volunteer Appointments

As a group of volunteers, amongst ourselves, we elected an executive committee, listed below:

- Grant McCargar, Chairperson, and Town liaison
- Denise Bachmeier, Co-chairperson, secondary Town liaison in the Chairpersons' absence
- Kathy Johnson, Recording Secretary/Treasurer
- Randy Bachmeier, Construction Director
- Lynette Annett, Publicity Director
- Ray Annett,
- Briony Goddard,

Scope of Work

We understand that various actions must take place to determine the feasibility of an off-leash dog park in Bassano. This includes but is not limited to finding a suitable location, establishing operating guidelines, securing capital costs to construct the facility, long-term facility maintenance, promotion, and community consultation to provide support for the facility.

Schedule

To ensure our investigation moves forward, we have prepared a schedule of events. The schedule is subject to change; however, it guides our thinking.

We will begin by preparing an update for the Town regarding our proposed location and rationale. Pending council is favorable of the proposed location, we will continue our steps to prepare a business plan.

1. Agree with Town on location and permitting
2. Liability Issues addressed to the Town
3. Canvas properties abutting the Community Garden for approval, disapproval or refusing to sign. Consideration for owners or tenants. Owners have precedence on vote.
4. Get costs for gates and fencing as required.
5. Parking
6. Establish rules for users of the park.
7. Signage at entrances and/or as required.
8. Maintenance
9. Diseases
10. Petition if necessary
11. Approval of Council for construction

BASSANO OFF-LEASH DOG PARK – VOLUNTEER COMMITTEE ACTION PLAN

12. Town Hall information meeting, so our planned project is fully transparent and to answer any/all questions or concerns from every town resident that cares to attend. (This will be a Q/A session with the committee chairing and answering to concerns.) This will also promote the new amenity to ALL residents, dog owners or not, and encourage its full utilization.
13. Fund raising by Committee to cover costs
14. Construction by tender or volunteers
15. Grand opening of the Off Leash Dog Park

Volunteer Committee Roles & Responsibilities

The volunteer committee members shall:

1. Shall appoint one member, and one alternate as the liaison with the Town on behalf of the volunteer committee. **Grant McCargar, main; Denise Bachmeier, alternate.**
2. Shall develop a business case to determine the feasibility of an off-leash dog park in Bassano. **In progress.**
3. Shall devise an operating structure to coordinate planning, and appointment of community volunteer to address this project. **DONE**
4. Shall provide a list of active volunteer committee members to the Town. **DONE**
5. Shall provide a copy of the meeting minutes to the Town. **DONE and Ongoing**
6. Shall ensure the committee works in collaboration with the Town to advance their interests in the confirming the feasibility of an off-leash dog park. **ONGOING Co-operation**
7. Shall take on the responsibility to leading the off-leash dog park project in a respectful and courteous manner. **ONGOING**
8. Establish a set of deliverables to be mutually agreed upon by the Town and the volunteer committee.
 - a. **Approval from Town on site and TOR**
 - b. **Approval of neighbors**
 - c. **Town Hall meeting with residents**
 - d. **Capital funding satisfied**
 - e. **Completion of Schedule**
 - f. **2 year review of usage of the park, maintenance, sanitary conditions, and costs to operate**

Project: Bassano Off Leash Dog Park 2023

Civic Address: _____ Date _____

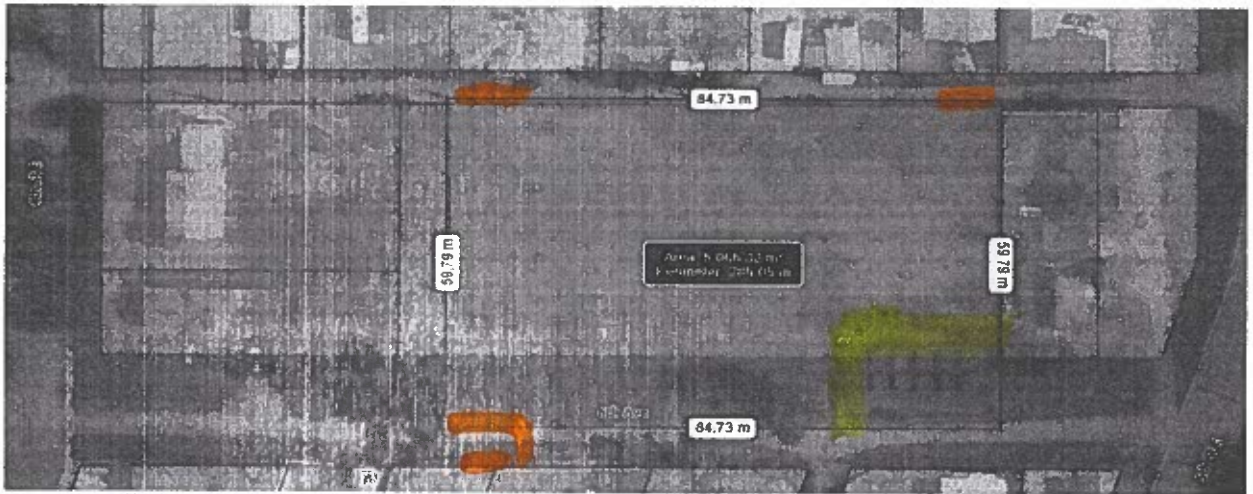
Property Owners: _____

As the registered property owner listed above, I/we endorse the Bassano Off Leash Dog Park that has been initiated by a group of local volunteers. This park will be located **inside the community garden area adjacent to my property.**

I/we understand the project is intended to provide an area for residents to socialize both their dogs off leash in a specifically designated area and themselves with other like minded residents.

I/we understand the project will consist of:

1. 1 Added gate to access the fenced in area at the SW corner and closing off access at the other 2 openings currently found in the park at the NE, and NW corners



2. Installation of "Temporary" safety fence around the interior of the perimeter of the garden area to the North and West sides to prevent dogs unwanted ingress into the garden area itself and to allow gardeners to work on their respective garden boxes unhampered. If this is appropriate for all users, permanent chain link or chicken wire fencing will be installed upon the conclusion of the 2 year test program subject to town approval.
3. Professional appropriate Off Leash Dog Park Signs will be posted at the entrance to the park setting out conditions for usage of the park, to control barking and dog excrement pickup and proper disposal
4. The Town maintains the Park at present and will continue to do so moving forward. (ie: Garbage P/U, watering and mowing and any other maintenance as required, appropriate and as currently practiced.
5. A separate PVC water line will be teed off and installed by the committee from the existing spigot to the interior of the security fencing for use by the gardeners.
6. User Parking is available on 4th and 5th Streets as well as 6th Ave

In-favor (signature required): _____ /Witness _____

Opposed (signature requested): _____ /Witness _____

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
C-09			Off Leash Dog Area
Approval	D/M/Y	Resolution #	
Approved	23/11/2015	15.379	
From: PR-2		To: C-09	
Amended	24/07/2017	17.292	

STATEMENT:

The Town of Vulcan recognizes the benefits of a designated off-leash dog area that provides a safe area for owners to exercise and socialize their dogs. The Town also recognizes the requirement for responsible pet ownership within the designated off leash dog area.

1. Policy

- 1.1 This policy pertains to all permanent off-leash dog areas designated by Town council.
- 1.2 This policy is in addition to the Animal By-Law 1368-08.

2. Ambassador Group

- 2.1 The Town through the Recreation department, will establish and oversee an off-leash area Ambassador group
- 2.2 The Ambassador group shall be defined as a user group comprised of up to five (5) Town of Vulcan residents who will provide input to Town staff regarding the implementation and use of off-leash dog areas.
- 2.3 The objectives of the Ambassador Group shall be detailed and form part of this policy as Schedule "A"

3. Rules and Regulations

- 3.1 The intent of the rules and regulations are to provide clear guidelines for the off-leash dog area users. Rules and regulations do not include off-leash areas etiquette which shall be developed in collaboration with the Ambassador program and promoted with the users of off-leash areas.
- 3.2 Rules and regulations signage with hours of operations and emergency contact numbers shall be posted at the entrance of the off-leash area.
- 3.3 The rules and regulations shall form part of this policy as Schedule "B".

TOWN OF VULCAN

Policy Manual

4. Improvement of Off-Leash Areas

- 4.1** Town staff, designated by Council, and the Ambassador group will meet four (4) times per year to review needs and requirements for off-leash areas. This review may include but not be limited to consideration of amenities, maintenance, operations and awareness.
- 4.2** The Ambassador group will establish park etiquette guidelines which will be posted in the off-leash dog area. Ambassador group members will provide suggestions for new initiatives and improvements to off-leash dog areas. Ambassador group members will also be involved with awareness and promotion initiatives.
- 4.3** Ambassador group members may choose to undertake fundraising initiatives for the off-leash area. Funds raised can be reinvested in off-leash area as recommended by the Ambassador group and approved by the Town. No amenities shall be added to an off-leash area without the prior consent of the Town.

5. Assessment of Off-Leash Areas

- 5.1** Town staff, as designated by Council, shall evaluate the performance of the off-leash dog areas once per year. In the evaluation process, staff will review comments received from off-leash park users and the general public and will also consider the following:
 - (a)** public health concerns;
 - (b)** number and severity of complaints;
 - (c)** risk management issues;
 - (d)** impact on land and surroundings;
 - (e)** Non-compliance with municipal by-laws.
- 5.2** Where one or more indicators have been identified as areas of concern which could have an impact on public safety or quality of life, staff and the Ambassador group will determine if further actions are required to eliminate the concerns or if the off-leash area should be removed. Where site removal is preferred, a recommendation shall be submitted to the Town Council.
- 5.3** Off-leash area closures are at the discretion of council.

- END OF POLICY-

DOG PARK AMBASSADOR PROGRAM

Objectives:

1. These groups will provide formal channels to engage the citizens of Vulcan.
2. Provide an effective vehicle to solicit insight on necessary changes and opportunities for improvement.
3. Provide a sense of ownership for the park and the activities that take place within.
4. Improving Animal Control awareness both at the park and in the surrounding neighbourhood.
5. Foster responsible pet ownership and to encourage bylaw compliance.

Town's Role:

The Town is committed to provide support to the Dog Park Ambassadors in the form of:

- Facilitate two review meetings per year for the Dog Park Ambassador Program.
- Facilitating communication as needed within the Towns' Departments in regards to future and current needs of the Dog Park
- Assisting with the creation and distribution of marketing and education materials.
- Work with the Dog Park Ambassador's to create a development plan for the success of the program.

Dog Park Ambassadors Role:

The Dog Park Ambassadors are responsible for formalizing a plan for the ongoing development of participants and any additional maintenance above the minimum provided by the Town.

The goal of the program is to have the Ambassadors take on a sense of ownership of the Dog Park, and as community members are dedicated to protect the privilege of its use. Subject to Town review and approval, the Ambassadors are encouraged to seek new and creative ways of improving and promoting the Dog Park. It is expected that the Dog Park Ambassadors will send a representative to all Dog Park Ambassador Review Meetings hosted by the Town, and are actively promoting the success of the program through their own planning and development.

Off Leash Dog Area Rules and Regulations

1. Anyone entering the Vulcan Bark Park does so at their own risk. The Town of Vulcan is not responsible for the safety of person and /or dogs while in the Park, and shall not be liable to anyone for any injuries or damages suffered by any person or dog while in the Vulcan Bark Park.
2. All parking lots are on-leash, including the parking lot for designated off-leash area
3. Dogs must be kept on-leash until inside the double gated area
4. All dogs shall wear a visible dog license
5. Dogs are the "only" animals permitted in the Vulcan Bark Park
6. Handlers must scoop the poop and fill any holes dug by dogs under their control (doggy bags and receptacles on-site)
7. Dogs must be under the control and in view of their handler at all times
8. No children under the age of 14 are allowed in the park unless accompanied by an adult and the adult is the dog handler
9. Handlers must have possession of the dog leash at all times, said leash shall be no more than two meters in length
10. To protect all dogs, please do not bring aggressive dogs to the park. Handlers must remove any dog displaying aggressive tendencies.
11. Handlers are limited to a maximum of three dogs
12. Female dogs in heat are prohibited
13. No glass containers permitted
14. No trapment items such as but not limited to bikes and strollers in the fenced area
15. Handlers are responsible for any injuries caused by the dog(s) under their control
16. Other than dog treats, no food is permitted the park
17. No puppies under five months are allowed in the park
18. Dog owners shall not allow their dog(s) to become a nuisance to other people or animals in an off-leash area. Activities that constitutes a nuisance include, but are not limited to, the following:
 - Allowing a dog(s) to run at a distance from the owner where the dog(s) cannot respond to voice or sign commands;
 - Dog(s) doing any act that injures a person or another animal;
 - Dog(s) chasing or otherwise threatening a person or another animal
 - Dog(s) biting;
 - Excessive barking, howling or otherwise disturbing any person or other animal;
 - Dog(s) causing damage to property
19. Dog owners must obey the orders of a designated Town representative, By-Law Officer, Ambassador and/or RCMP.
20. The dog park will be closed when maintenance is being done at the discretion of Public Works Foreman.
21. Fines for offences are outlined in Schedule "A" of the Rates and Fees Bylaw



REQUEST FOR DECISION

Meeting: June 12, 2023

Agenda Item: 6.1

SUBJECT: Bassano Off-leash Dog Park – Proposed Location

BACKGROUND

Following the delegation for an Off-leash Dog Park, council must determine if they will support and empower volunteer committee members to consult the community for the project. As outlined in their proposal, they would seek approval from 60% of the adjacent property owners. If 60% approval is received, we would work together to progress the project.

There are 16 adjacent properties that back onto this area (see below):



- 60% = 10 properties
- 70% = 11 properties
- 75% = 12 properties
- 80% = 13 properties
- 90% = 14 properties

The volunteer committee has been fully cooperative and communicative regarding their efforts to-day. They are eager to move forward with the initiative and to gain community insight/involvement.

Considerations

1. When the 9th Avenue Naturalization Project occurred, 75% support was proposed by the volunteers and accepted by council. This project was for the placement of 500 meters +/- of trees and bushes on 9th Avenue. Where there was opposition (impeding views), trees were not planted.

The Town contributes water at no charge to maintain the treed area. Once the trees are established, water may not be required (3-5 years) – Project initiation 2020, planting in 2021.

The 9th Avenue Naturalization Project and the Off-leash Dog Park Project has similarities. They were/are community driven, volunteer led, funded, and managed with some administrative support from the Town. As outlined in the Recreation & Leisure Master Plan, empowering volunteers to participate and engage in the community is part of the Town's philosophy.

Adjacent property owners represent a small segment of dog owners in Bassano. Many other people could benefit from having an area to run their dogs. It is important to take this into consideration when determining what percentage of acceptance is needed to move forward with the project.

2. The town's Dog Control Bylaw may require amendments to support an off-leash dog park. This can be managed as the project progresses. If there is community acceptance, there will be lots to learn about what is deemed acceptable by the public or where rules must be more stringent.
3. This is proposed as a PILOT PROJECT in an under-utilized greenspace. Flexibility is required when starting a new project. If generalized support for the project is obtained, there will be competing views from other community members. Council and the volunteers must be prepared to educate the public about dog parks and their use/management.
4. Similar to point 3 above, the proposed location is a joint use area. There is no concern with the dogs around the 'overgrown' trees in the tree farm, and the area around the community gardens would be fenced off.

OPTIONS

#1 – that council accepts the Bassano Off-leash Dog Park Volunteer Committee's proposal for the placement of an off-leash dog park at the Kinnette Park pending written acceptance is obtained from 70 percent (11 properties) of adjacent property owners backing the area. With 70 percent acceptance, in collaboration with the Town, the project can move into the next phases. If 70 percent acceptance is not obtained, a further discussion will be held to understand challenges, or to find an alternate area for the pilot project.

#2 – that council accepts the Bassano Off-leash Dog Park Volunteer Committee’s proposal for the placement of an off-leash dog park at the Kinnette Park pending written acceptance is obtained from 60 percent (10 properties) of adjacent property owners backing the area. With 60 percent acceptance, in collaboration with the Town, the project can move into the next phases. If 60 percent acceptance is not obtained, a further discussion will be held to understand challenges, or to find an alternate area for the pilot project.

#3 – that council accepts the Bassano Off-leash Dog Park Volunteer Committee’s proposal for the placement of an off-leash dog park at the Kinnette Park as a pilot project. In collaboration with the Town, the project can move into the next phases.

CAO COMMENTS

The volunteers followed a guideline to prepare their business plan/proposal. The committee chair is aware of the importance of managing the message and the members on the committee. For a project to be successful, there must be mutual support. To date, the working relationship has been positive.

ALIGNMENT WITH STRATEGIC PLAN

- G2 – T5

PROPOSED RESOLUTION

#1 – that council accepts the Bassano Off-leash Dog Park Volunteer Committee’s proposal for the placement of an off-leash dog park at the Kinnette Park pending written acceptance is obtained from 70 percent (11 properties) of adjacent property owners backing the area. With 70 percent acceptance, in collaboration with the Town, the project can move into the next phases. If 70 percent acceptance is not obtained, a further discussion will be held to understand challenges, or to find an alternate area for the pilot project.

Attachments:

1. None

Prepared by: Amanda Davis, CAO



OPEN DISCUSSION

Meeting: June 12, 2023

Agenda Item: 6.2

SUBJECT: BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB66/004-23

BACKGROUND

On June 9, 2023 the above development policy will come into effect. Administration has taken multiple calls about the available lands. Many of the calls have been in relation to the Residential Manufactured (RM) district, and lots listed for \$3,000.

Pursuant to the Land Use Bylaw (LUB) 921/21, the RM district is intended for:

RESIDENTIAL MANUFACTURED HOME (RM)

RM

SECTION 1: PURPOSE

- 1.1 OVERVIEW: This district is intended to support manufactured home subdivisions on individual titled lots, as well as comprehensively planned manufactured home communities.
- 1.2 MIX OF USES: This district allows for manufactured homes, with limited home occupation uses. Manufactured home communities may also include shared community amenities such as a hall, playground or recreation facility.
- 1.3 SITE AND BUILDING FORM: Whether manufactured homes are on individually titled lots or unsubdivided as part of a manufactured home community, each home will be individually serviced. On-site vehicle parking may be on a parking pad and/or in a garage (attached or detached). Lots and home sizes may be smaller than what is allowed in other land use districts. Consistent landscaping, setback and other land use regulation standards shall be applied to ensure orderly development.

SECTION 2: USES

PERMITTED USES	DISCRETIONARY USES (DEVELOPMENT OFFICER)
<ul style="list-style-type: none"> • Accessory structure • Accessory use • Alternative energy, individual • Home occupation 1 • Manufactured home • Sign – Class A • Single-unit dwelling 	<ul style="list-style-type: none"> • Essential utility • Home occupation 2 • Modular home • Moved-in building • Moved-in dwelling • Row house • Seniors Supportive Housing Facility • Sign for home occupation 2 • Two unit dwelling
DISCRETIONARY USES (MPC)	
<ul style="list-style-type: none"> • Manufactured home community • Parks and playgrounds 	

The district allows for manufactured (mobile) homes. The bylaw states:

SECTION 11: MANUFACTURED HOMES

11.1 STANDARDS AND REQUIREMENTS

- (a) Except where noted, all standards, requirements and guidelines of this section shall apply to both units located in conventional subdivisions or manufactured home parks.

- (b) The Development Authority may require a bond or irrevocable letter of credit a minimum value of \$5,000 to a maximum value of up to 50 percent of the assessed value of the building to ensure the conditions of the development permit for a principal building are met.
- (c) Only the following shall be considered eligible manufactured homes:
 - (i) new factory-built units constructed in accordance with Canadian Standards Association (CSA) A-277 and Z-240 standards and any amendments thereto; or
 - (ii) used factory-built units no older than 20 years and in a good state of repair (to the satisfaction of the Development Authority). Any application for a development permit to locate a used manufactured home:
 - a. shall include recent colour photographs of all elevations including additions; and
 - b. shall show Canadian Standards Association and Alberta Building Standards Label Numbers; and
 - c. may require a Safety Codes Officer inspection and/or personal inspection by the Development Officer to determine the unit's suitability;

The inquiries for development on the RM lots have been diverse to include older, and very affordable mobile homes. A discussion of council is warranted prior to the sale and development of these lands. Mobile homes are not permanent structures, and it is not explicitly listed in the policy that permanent structures are required in the RM district.

It would be appropriate for council to discuss its intention to allow for the sale of RM lots for mobile homes on non-permanent foundations. When considering this, it is important to address affordability measures when looking to service the diverse needs of people. Do you want to place restrictions on the sale of the lands, to exclude non-permanent structured homes? If so, the policy must be amended.

Attachments:

1. BUILD Bassano – Residential Vacant Land Development Incentive Policy - P-TOB66/004-23

Prepared by: Amanda Davis, CAO



Policy Title	BUILD Bassano – Residential Vacant Land Development Incentive Policy
Authority	Administration
Approved (Dates/M#)	Amended April 11, 2023 (M#TOB69/23)
Policy Number	P-TOB66/004-23
Review	To be reviewed by November 1, 2023
Reviewed by/date	April 11, 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.

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 – 9 th Avenue	Plan 051 0383; Block 29; Lot 44	R1
421 – 9 th Avenue	Plan 021 1563; Block 28; Lot 45	R1
505 – 9 th Avenue	Plan 081 4620; Block 27; Lot 42	R1
517 – 9 th Avenue	Plan 081 4620; Block 27; Lot 44	R1
527 – 9 th Avenue	Plan 081 4620; Block 27; Lot 46	R1
531 – 9 th 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 – 4 th 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 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.

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

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 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
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



OPEN DISCUSSION

Meeting: June 12, 2023

Agenda Item: 6.3

SUBJECT: BUILD Bassano – Commercial Development Incentive Policy P-TOB66/055-23 – Proposed

BACKGROUND

Council discussed their interest to initiate a commercial development incentive policy on May 8, 2023. A draft policy is attached for discussion.

The purpose of the policy is to create a commercial development incentive for new builds (new construction) within Bassano, that supports our *open for business* philosophy as defined as the second goal of the Town's strategic plan 2019-2026. The policy compliments multiple strategies that aim to activate the community and local economy over time.

A few highlights for consideration:

1. The policy is structured for *new* build only. Further discussion is required if council is interested in an incentive for renovations or additions to commercial properties.
2. The policy addresses new builds with an assessment between 250,000 and 750,000. If a commercial or industrial development is planned in excess of 750,000 there are other variables that may need to be addressed such as major utility servicing, roadways, subdivisions, or area structure plans.
3. The policy is termed for December 31, 2025 or until a time that the \$150,000 allocation is expended.
4. The policy does not extend to any commercial development that is under construction or has previously received development approval from the Town.
5. This policy does not include Main Street commercial development within the C1 district. That policy is under development.

Attachments:

1. BUILD Bassano – Commercial Development Incentive Policy P-TOB66/005-23 - *DRAFT*

Prepared by: Amanda Davis, CAO



Policy Title	BUILD Bassano – Commercial Development Incentive Policy
Authority	Administration
Approved (Dates/M#)	
Policy Number	P-TOB66/005-23
Review	To be reviewed by November 1, 2023
Reviewed by/date	May 12, 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 commercial development incentives to stimulate the local economy.

Purpose Statement

The purpose of this policy is to create a commercial development incentive for new builds (new construction) within Bassano, that supports our *open for business* philosophy as defined as the second goal of the Town's strategic plan 2019-2026. The policy compliments multiple strategies that aim to activate the community and local economy over time.

The purpose of this commercial development incentive is:

1. To stimulate commercial development in Bassano.
2. To support business expansion that leads to job growth in Bassano.
3. To create stability within the local economy and business community.
4. To support local businesses.
5. 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.

Commercial Development – means *new* permanent construction within the Commercial (C2) district, and Industrial Commercial (IC) district within the LUB. It excludes any Commercial Development that exceeds 750,000 or is proposed as a multi-phase build.

Council – means the elected body of the Town.

Exclusion – means any Commercial Development that is under construction or has previously received development permit approval from the Town.

Land Use Bylaw (LUB) 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 commercial tax roll as a development incentive.

Town - means the incorporated municipality of Bassano.

Private Land – means privately owned commercial land suitable for immediate development.

Public Land – means a publicly owned commercial land suitable for immediate development.

Responsibility

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

Process

1. This is a termed development incentive. The total valuation of the incentive is \$150,000 in overall municipal tax credits. The term begins at the date of policy adoption and runs until December 31, 2025, or until that total valuation of the municipal tax credits has been allocated, whichever comes first.
2. To be eligible for a development incentive, the applicant must be in good standing with the Town.
3. A tax credit is non-transferrable and has no cash value. The tax credit when applied, remains on the property it was allocated for.
4. The development incentive is available for Commercial Development on Public Land sales or on Private Land providing it is not defined as excluded.
5. A municipal tax credit is applied to the Commercial Development (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 250,000 for a Commercial Development (land and improvements) as shown in Table 1.

Property Assessment	Tax Credit Applied
250,000 to 350,000	\$10,000
351,000 to 550,000	\$20,000
551,000 to 750,000	\$25,000

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. Development must result in taxable improvements only. Non-taxable improvements such as farm buildings are not eligible.
10. All developments must be of high quality in accordance with the LUB 921/21.
11. To be eligible for the vacant land development incentive, the applicant must be in good standing with the Town.
12. 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.
13. Any unique developments may be referred to council for further consideration. Council at their discretion may assign alternate development incentives for unique developments.
14. Any Commercial Development that exceeds an assessed value of 750,000 shall be looked at independent of this incentive by the Town.
15. All businesses must have an active business license in Bassano. The annual business licence fee will be waived during the term of the incentive on approved applications.

Supporting Plans

1. Town of Bassano Strategic Plan 2019-2026
2. Economic Enrichment Strategy 2021
3. Municipal Development Plan 910/20
4. Land Use Bylaw 921/21
5. Beautify Bassano Initiative 2018

END OF POLICY



REQUEST FOR DECISION

Meeting: June 12, 2023

Agenda Item: 6.4

SUBJECT: Bassano Arts Council - Community Hall Rental Rates Proposal

BACKGROUND

In April 2023, council approved the Bassano Community Hall – Rental Rates policy P-TOB74/003-23. It was agreed at the time that the Town would engage with the Bassano Arts Council (BAC) regarding special rates as an active not-for-profit partner and facility user.

The BAC submitted a letter requesting a reduced rate for their concert series only. Dinner theater would align with the stated hall rates.

For the concert series, the stated hall rate would be \$500. This includes the main hall with the kitchen and bar. BAC is requesting a rate of \$250 per concert. Typically, they utilize the main hall, the kitchen to serve hot drinks and the bar.

Based on the attached letter, the BAC has allocated \$1,000 per season for the concert series. There are backdated expenses to pay to the Town that were overlooked by both parties. The concert series, on averages sees up to 200 people per performance. BAC are responsible facility users and adequately set-up, take-down, and clean-up after their performances. We have been unable to find a formal agreement from years’ past regarding agreed upon rental rates. However, payments fluctuate from \$100 and up. A formally agreed upon rate is necessary.

The current fee structure is:

Rental Rates

<i>Weekend Rates</i>	
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)	\$ 1,450
Access Friday at noon for set-up, access until noon on Sunday - includes full use and access of the Campground (fits 15+units - layout must ensure public safety and accessibility)	
Option for Additional Day (Long Weekends Only)	\$ 450
<i>All Other Rates</i>	
Hourly Rates	
Kitchen Only	\$ 150
Daily Rates	
Main Hall without Kitchen/Bar	\$ 350
Main Hall with Kitchen/Bar	\$ 500
Funerals	\$ 175
Greenspace when booked	\$ -

**GST Included in Rental Rates*

OPTIONS

#1 – that the Town establishes a separate rate for the Bassano Arts Council for use of the Community Hall as follows:

Season	Concert	Dinner Theater
2021 – 2022	\$200 per concert	n/a
2022 - 2023	\$250 per concert	Regular rate established in policy P-TOB74/003-23 - - no charge for rehearsal, pending the facility is cleaned.
2023-2024 2024-2025 2025-2026	Engage with BAC to establish an annual rate for concerts and dinner theater that includes rehearsal and performances. Resubmit the proposal to council.	

#2 – that the Town establishes a separate rate for the Bassano Arts Council for use of the Community Hall as follows:

Season	Concert	Dinner Theater
2021 – 2022	\$200 per concert	n/a
2022 - 2023	\$250 per concert	Regular rate established in policy P-TOB74/003-23 – no charge for rehearsal, pending the facility is cleaned.
2023-2024	\$350 per concert (rate for main hall without kitchen/bar)	Regular rate established in policy P-TOB74/003-23 - no charge for rehearsal, pending the facility is cleaned.

#3 – that the Town establishes a separate rate for the Bassano Arts Council for use of the Community Hall as follows:

Season	Concert	Dinner Theater
2021 – 2022	\$200 per concert	n/a
2022 - 2023	\$250 per concert	Regular rate established in policy P-TOB74/003-23 - no charge for rehearsal, pending the facility is cleaned.
2023-2024	\$250 per concert	Regular rate established in policy P-TOB74/003-23 - no charge for rehearsal, pending the facility is cleaned.

CAO COMMENTS

BAC has submitted requests for quotations to suppliers for new stage lighting and a sound system. Once these costs are obtained, we can put together the final energy efficiency project for the facility. Costs are unknown.

BAC has been successful over the past two years with their application to the Recreation Funding Committee to access funds for concerts and live music. It would be prudent to reassess their financial situation upon completion of the facility updates in 2024 to determine if the concert series rental fee meets the needs of all parties.

ALIGNMENT WITH STRATEGIC PLAN

- G2 – T5

PROPOSED RESOLUTION

#1 – that the Town establishes a separate rate for the Bassano Arts Council for use of the Community Hall as follows:

Season	Concert	Dinner Theater
2021 – 2022	\$200 per concert	n/a
2022 - 2023	\$250 per concert	Regular rate established in policy P-TOB74/003-23 - - no charge for rehearsal, pending the facility is cleaned.
2023-2024 2024-2025 2025-2026	Engage with BAC to establish an annual rate for concerts and dinner theater that includes rehearsal and performances. Resubmit the proposal to council.	

Attachments:

1. Letter from BAC dated April 18, 2023
2. BAC Financials from RFC Application
3. Policy P-TOB74/003-23

Prepared by: Amanda Davis, CAO

Background to Bassano Arts Council and Bassano Community Hall Rental

First off, we apologize that the hall rental has not been paid since the start of our season in 2021-2022, and are surprised that we did not catch that at our annual meeting in looking over the Financial Statements. We think the pandemic shifted much of the way we were programming and 'doing business' and we just missed this. We will get this rectified right away!

Bassano Arts Council was incorporated in 1984, and we have enjoyed a fantastic reciprocal relationship with the Town of Bassano Council and office administration/workers. The Town of Bassano office has sold our season tickets and dinner theatre tickets for many years now, and has offered the BAC a good deal on hall rental. We are thankful for this good relationship.

We know that BAC is high on the list in descriptions of the quality of life in Bassano. When we are trying to attract new doctors, or tourism to town, the BAC concerts, and now, the summer concerts are factors in promoting the wellbeing of our citizens. There are plenty of athletic organizations, but few cultural organizations, and we are proud to be a part of the narrative for a healthy lifestyle in our town.

When we host a concert, the Roadside Grill, Armando's (and Harry's when it was opened) are all packed before a show. We have patrons who travel from Brooks, Duchess, Rosemary, Gem, Hussar, Gleichen, Cluny and other areas. This is good for the Town of Bassano and many businesses.

When the BAC was first starting, members did all the fundraising for the stage lights and sound system in the old hall. The arts council members also did the fundraising for the curtains that were installed in the old hall. (We had a group called BREAS - Bassano Regional Entertaining Arts Society, before the BAC was incorporated in 1984).

When it became time (because of structural problems) to replace the old hall, the board members of the BAC became members of the Bassano Hall Raisers along with some town council members, and worked on raising money for the new hall. Members of the Hall Raisers hosted dances, dog shows, bake sales, etc. – anything to raise money for the hall. They also approached businesses and individuals for donations to the new hall. The 'Wall of Fame' in the hall lists the names of donators.

The BAC hosted the first event in the new hall in January of 1996 – an Ian Tyson concert. Prior to that, the BAC organized and financed the moving of the lights, sound system, and curtains from the old hall into the new hall. At this time, an informal agreement was made with the Town Council regarding hall rental. We are not sure of the specific rate at that time, but because the Arts Council was instrumental in getting the hall built, the town council suggested that BAC should pay a much-reduced rate for rent.

The council also agreed to let the Dinner Theatre ‘Bassano Community Players’ (a volunteer acting group) rehearse in the hall for free, if they worked around the events that were scheduled in the hall. The reason for this was that the money raised from the Dinner Theatre is used to pay for Missoula Children’s Theatre and help pay for performing arts productions in the Bassano School.

Through the years, and up to this day, the BAC members are called upon when there is a wedding, funeral, or event in the hall (especially on weekends) and the renters want assistance or are having problems with the sound system, lights, projectors, or unlocking the front door. We helped the family just this past March 18th, and assisted with the FCSS Women’s Wellness Day sound setup. Our members do this without being paid, and have done this willingly because we have received a good deal on hall rental.

Through the years, the BAC has also helped with stocking/restocking some of the items in the kitchen. We have bought new pans for the convection oven, fruit bowls, teaspoons, wine glasses, grey dishwasher pans, coffee urns, knives, and utensils.

Members of the BAC take a real vested interest in the upkeep of the hall. We wash chairs that are dirty when we set them up for a concert. In November, we cleaned out the shelves and washed the bar shelves prior to our first concert. We often must put away tables, lecterns, display boards, chairs prior to setting up for our concerts and we just do this to help keep the hall in order. For all our concerts so far this year, we have had to clean the dressing rooms, stage area, and the backstage washroom before the setup for our concerts.

We have set aside money to help pay for the new lighting and updated sound system for the hall. We love our venue and want it to continue to be a wonderful facility to rent. Our patrons often talk about the wonderful facility that Bassano is lucky to have.

Right now, Bassano Arts Council is healthy financially. But we would like to continue with doing the free summer concerts for as long as our financial situation makes this possible. Also, there has been a huge increase in artist fees, artist accommodations and food, and production costs for our concerts. For our concerts, we only serve coffee and cookies – so we do not use the full kitchen. If we have a dinner theatre, we use the full kitchen.

With all of the previous information in mind, we would like to propose the following rental agreement.

For the five concerts that we hosted in 2021-2022; we would pay \$200 per concert.

For our four concerts in 2022-2023, we would pay \$250 per concert, and for next year (Our 40th Anniversary Year! 2023-2024) we would pay \$250 per concert. We could look at financials, etc. and renegotiate after next June (2024).

For our dinner theatre next year, we would pay the full amount as we use the kitchen on the Friday night and Saturday night in preparation for the Saturday performance. We would ask that our play group be able to use the hall for rehearsals, providing they work around all scheduled events in the hall.

Thank you for considering our proposal. We look forward to discussing this with you.

Jan Armstrong
Treasurer, Bassano Arts Council

Linda Andres
Programming Coordinator/Chairperson, Bassano Arts Council



Recreation Funding Committee
Schedule "D"



4.0 Current Financial Statements

4.1 Bassano Arts Council Organization Name agrees the attached financial statements are true, accurate and have been approved by your executive body.

4.2 Indicate your financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

- Most recent, full year financial statements approved/signed by your executive body (mandatory)
2022- 2023 unapproved financial statements ending March 1, 2023 (mandatory)
Other (if applicable)

List your organizations financial accounts and identify the proposed use for these funds.

Table with 2 columns: Type of Account, Proposed use for funds. Rows include Chequing - ATB, Savings - GIC, and empty rows.

5.0 Application Agreement

5.1 Bassano Arts Council Organization Name agrees that the information in this document is true and accurate.

5.2 Indicate which documents have been attached to this application. Check all boxes that apply:

- Recreation Grant Applicant Information - Page 1 (mandatory)
Project Insert - Page 2 (mandatory)
Project Insert - Page 2 (if applicable)
Project Insert - Page 2 (if applicable)
Current Financial Statements - Page 3 (mandatory)
Quotes attached (if applicable)
Letters of Support (optional)

5.3 Signature: Linda D. Andrus, Chairperson April 17/2023
Signature/Position Date (mm/dd/yyyy)
Jumshong - Treasurer April 17/2023
Signature/Position Date (mm/dd/yyyy)

*All sections of the application must be completed, or the application will not move forward.

Bassano Arts Council
Balance Sheet (Cash basis) As at 31/03/2023

ASSET**Assets**

ATB Bassano #00111904424	44,426.65
SpringBoard GIC 3600	5,062.69
Amplify GIC 3800	5,087.50
Total Assets	<u>54,576.84</u>

TOTAL ASSET 54,576.84

LIABILITY**Liabilities**

Outstanding cheques	0.00
Bad Debt	0.00
Total Liabilities	<u>0.00</u>

TOTAL LIABILITY 0.00

EQUITY**Equity**

Current Earnings	2,480.09
Retained Earnings	52,096.75
Total Equity	<u>54,576.84</u>

TOTAL EQUITY 54,576.84

LIABILITIES AND EQUITY 54,576.84

Bassano Arts Council
Income Statement (Cash basis) 01/07/2022 to 31/03/2023

REVENUE

Revenue	
Seasons Tickets	16,800.00
Door Receipts	1,170.00
Bar -Season	837.00
50/50	775.00
Dinner Theater	1,300.00
Bar- Dinner theater	0.00
Interest Earned	137.48
Grant Income	10,416.60
Culture Days	0.00
Misc Income	0.00
Donations	220.00
Float	0.00
Total Revenue	<u>31,656.08</u>

TOTAL REVENUE 31,656.08

EXPENSE

Expense	
Performers	16,858.16
Rooms & Meals	2,224.92
Hall Rental	0.00
Advertising	1,433.52
Bar- Season	1,252.67
Bar - Dinner Theater	0.00
Intermission Supply Costs	174.65
Dinner Theater	0.00
Audio and Sound	4,275.00
Showcase expense	1,668.56
Culture Days	0.00
Memberships - SOCAN	94.50
Float - Misc Expense	894.01
Donations - expense	300.00
Total Expense	<u>29,175.99</u>

TOTAL EXPENSE 29,175.99

NET INCOME 2,480.09



Policy Title	Bassano Community Hall – Rental Rates
Authority	Administration
Approved (Dates/M#)	April 11, 2023 (M# TOB76/23)
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.

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 be submitted to the CAO in writing.

Rental Rates

<i>Weekend Rates</i>	
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)	\$ 1,450
Access Friday at noon for set-up, access until noon on Sunday - includes full use and access of the Campground (fits 15+units - layout must ensure public safety and accessibility)	
Option for Additional Day (Long Weekends Only)	\$ 450
<i>All Other Rates</i>	
Hourly Rates	
Kitchen Only	\$ 150
Daily Rates	
Main Hall without Kitchen/Bar	\$ 350
Main Hall with Kitchen/Bar	\$ 500
Funerals	\$ 175
Greenspace when booked	\$ -
<i>*GST Included in Rental Rates</i>	

Actions

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

Attachments

- 1. Schedule 'A'

END OF POLICY

MAY BOARD REPORT

JOHN SLOMP

NRSWMA MEETING MAY 25/2023

- 1) Whitefox has completed the project with seeding and site cleanup and left May 18th.
- 2) 2 scales have been ordered from Accurate Western Scale and are due to arrive mid August at a price of \$148,800.00.
- 3) The landfill will purchase a modular scalehouse structure from NRB Structures at an estimated price of \$193,300.00 FOB NRL.
- 4) Matt Fenski attended the meeting to help the board decide what route we should go to transition from Jerry Neighbor as our bookkeeper. Matt suggested that the landfill use someone different to manage the investments than do our bookkeeping. It was suggested that we put out a RFP for the bookkeeping. Matt said that they may bid on it. They do not want to manage the investments.

May 2023 Committee Reports
Sydney Miller

Bassano Memorial Library Meeting

16 May 2023

- \$500 adult education donation – need to be done by end of June for Newell Further Ed year end
- \$100 donated in Kathy Bulger's name – will make a book house for the hospital to honour her
- Golf Disc
 - Need a contact number for the school in case discs go on the roof
 - Stakes and U Disc app locations do not match
 - Website to link for QR Code is needed
- June 13 next meeting – bring a snack and beverage

Brooks Region Tourism

18 May 2023

- Rural Rodeo Campaign from Travel Alberta involves Bassano Rodeo this year
- Best of Brooks Region survey had 257 responses
- Jul 10 presenting to Bassano council
- Tourism Development Zone Project report submitted; our area has a 150 page report, so there will be some delay as Travel AB processes many reports province wide
- Bassano Rodeo
 - Kids need to register by June 19 for Friday kids rodeo
 - Parade 10am Saturday
 - Rodeo starts 4pm Saturday and 12pm Sunday
- Tanya from the Visitor Centre in Brooks requested social media marketing for the Small Town Smoke Down so they could promote it, along with Jaime from BRT
- June 15 next meeting



MONTHLY CAO REPORT

Meeting: June 12, 2023

Agenda Item: 9.1

Report Period: May 4, 2023 – June 6, 2023

Amanda Davis, Chief Administrative Officer

General Administration

- HR: Bradley Redding resigned as the Parks and Beautification Lead, effective June 9, 2023, to pursue an entrepreneurial endeavour. The full-time position will be posted in the coming weeks.

Leslie Demott started as the new administrative assistant on June 5, 2023 – training is underway.

- Administration has prepared tax notices, publications, and assessment brochures for issuance on June 15, 2023.
- Administration is consistent with our approach to have the WRIT removed from tax recovery properties acquired by the Town in 2022. This file is ongoing as we wait for a response from the CRA – no response
- FCSS training/mentoring.
- Brand modernization transition continues with all administrative and public documents.
- Facilitated the recreation funding committee grant for 2023. The following applicants were awarded:

Application Number	Applicant	Project Title	Funding Requested	Amount Awarded
RFC01/2023	Bassano Arts Council	Arts for All	\$ 5,700	\$ 5,700
RFC02/2023	Bassano Curling Club	Operational Costs	\$ 12,000	\$ 12,000
RFC03/2023	Bassano Elks Lodge #487	Local Elks Lodge Hall Operating Expenses	\$ 5,000	\$ -
*RFC04/2023	Bassano Golf Society	Youth Golf	\$ 2,140	\$ 1,070
		Utility/Course Maintenance	\$ 23,330	\$ 5,465
		Accounting, Administration & Insurance	\$ 12,198	\$ 5,465
RFC05/2023	Pioneer Damsiters Drop-in Centre	Recovering a Number of Our Chairs	\$ 1,300	\$ -
		Utilities	\$ 1,700	\$ 1,700
INCOMPLETE	Bassano Off-leash Dog Park Committee			\$ -
			\$ 63,368	\$ 31,400
		Difference/Carry Forward	-\$ 5,335	

- Administration has been busy responding to numerous inquires about development incentives and showing tax recovery properties. Royal LePage was invited to list tax recovery properties as directed by council, until this is accepted, administration is handling all showing matters. This has been very time consuming. June 9, 2023 marks the end of the

appeal period for the vacant lots, it is possible that some buyers/developers will emerge as a result of these interactions.

- Administration and public works were engulfed in planning for the second annual Small Town Smoke Down BBQ competition on June 2-4, 2023. Initial reviews suggest the event was a huge success. The dinner was sold out on Friday; Saturday, there were 38 vehicles in the car show, 17 vendors and food trucks, 10 amateur steak-cook off teams, 24 professional BBQ teams, five bands, a pancake breakfast, and more with over 1,000 people in attendance over the weekend.

Accounting is underway to tally the event. Administration will focus on sending handwritten thank-you notes to all volunteers, donors, and participants over the next two weeks. Public work is focused on takedown and site clean-ups.

- The pool opened on June 1. There is an investigation underway regarding some users that were out of control, and possibly threatening to other patrons and staff.
- Completed the annual Spring clean-up from May 18-22, 2023. Various property owners took advantage of the large item pick up, two vehicles were disposed, and $\frac{3}{4}$ of a steel bin was filled in addition to the branch and leaf pick-up.
- Administration and public works are addressing fire inspection deficiencies at the Rec Complex as part of the maintenance plan for 2023.
- The Town published information in the Visitor Flyer offered by BizSuite as a trial for the summer season to promote recreation and leisure assets.
- Administration worked with volunteers on the Off-leash Dog Park project in preparation for the June 12, 2023 council meeting – plus settled on a fair Terms of Reference.
- In collaboration with White Fox Group Ltd., we build a public park at 101 – 8th Avenue. The area was seeded is has been taken over by weeds, public works is tending to this. Before the park is opened for public use, the grass must be ready, a water line installed for the fire pit, and park signage.
- Administration has been working with emergency services to support fire dispatch in northern parts of the province and keeping up-to-date on back-up equipment with the private sector.
- Administration from the Town and the County are working through the second set of revisions to the airport Area Structure Plan.
- We are investigating the feasibility of a grant application under the Continuing Care Capital Program for housing.

- Completed an administrative review of the Intermunicipal Collaboration Framework with CAO Fenske on June 6, 2023. Neither party had any major concerns with the agreement, and we believe its implementation has been effective.
- A free pancake breakfast will be held on Saturday June 24 at 8:00 a.m. – hosted, cooked, and served by Town and County councillors. Councillors must arrive by 7:00 a.m. to begin cooking. Please verify your availability – this is the kick off for the professional rodeo.
- Mayor Morey has requested a review of committee appointments to ensure all councillors are satisfied with their roles and can handle the meeting workload. Appointments are attached.
- Mayor Morey has requested a discussion around additional marketing material for Bassano to include drone footage. *DISCUSSION Required.*
- Councillor Jones has requested a discussion around the placement of flagpoles at the Town office. *DISCUSSION Required* – a quote is attached for reference from 2021 when the fire department inquired about flag poles.

Capital Project Updates

1. Matters were resolved with stakeholders regarding the bulk water loading station program issues. Additional programming will be completed to level out the pump system once a large water hall is booked. The upgrade enabled the system to increase output from 1m³/minute to 1.8m³/minute – our aim was 2m³/minute.

General Public Works

- Street sign installation is nearly complete.
- Projects have been undertaken at the cemetery to include the replacement of 100+ sprinklers, levelling/seeding of low graves.
- Public works moved the vehicles at the fire training grounds in preparation for the rodeo weekend. We will also be moving the shack. Public works is also helping with some grounds maintenance.
- The weed spraying contract with the County has started.

Bylaw Enforcement

Bassano's contracted bylaw enforcement officer engaged with property owners regarding traffic enforcement and 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.
 - b. 1 file was closed regarding the accumulation of yard waste at the rear of the property.
 - c. 1 file was closed regarding tree branches encroaching on a back alley.
 - d. 1 file remains open regarding an unsightly property.
 - e. 1 complaint was received regarding overgrown grass and weeds. Skunks may be present.

2. Dog Control Bylaw 928/22 – Unlicensed Dog.
 - a. 1 file related to unlicensed dogs remains open from 2022.

3. Cat Control Bylaw 837/12 – Cats at large.
 - a. Ongoing complaints have been received regarding cats at large. The complaints have been logged and are ongoing.

4. Traffic Bylaw 876-18
 - a. 1 file was initiated regarding an unhooked trailer encroaching on the view of the intersection.

Total files initiated in April: 2

Total files closed: 2

Total Files initiated in 2023 (Period Ending April 30, 2023): 16

The bylaw enforcement division is also dealing with unauthorized chickens, roosters, and a full property clean-up at 258 – 3rd Avenue.

Property owners in the industrial commercial area were contacted prior to the BBQ competition to cut grass and spray weeds. With the BBQ competition complete, we will be transition back into unsightly properties for the summer months.

Development

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-08-23	333 – 2 nd Avenue	Compliance variances.
TOB-D-09-23	714 – 3 rd Avenue	10' x 15' accessory structure (application was withdrawn).
TOB-D-10-23	429 – 10 Street	Transportation Dispatch Depot and RV Storage.

- Processed documents for the sale of 1002 – 2nd Avenue.

- Considerable time was allocated over the past few months to address the South Country Co-op Bulk Fuel Station Project. A kick-off meeting with contractor occurred on June 1; Chandos is the main, and Brooks Asphalt is the sub hired to complete all earthworks and underground utilities. Project completion is slated for October 15.

From a development perspective, we are working through permit deficiencies and settling on the final landscape details.

Attachments

1. Action Items List – no action required
2. 2022-2023 Board and Committee Appointments – review required
3. Flagpole quote – for discussion purposes only

Town of Bassano
Council Meeting Action Items 2021-2023

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
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
Davis, A.	Add insurance recognition in newsletter with council address.	
Davis, A.	Prepare engineering RFQ for G3-T2	

Mar. 13, 2023 Regular Meeting

Directed to	Action	Completed
Davis, A.	Develop marketing material for BUILD Bassano policy	

Apr. 11, 2023 Regular Meeting

Directed to	Action	Completed
Davis, A.	Market new bylaw 932/23 in NL.	
Smith, S.	Connect with Library re: pool pass sales.	
Davis, A.	Email to CoN regarding council disussion for land use zone change.	Complete - May 9, 2023
Davis, A.	Notify City of Brooks re: Regional ARB appointments.	Complete - May 11, 2023
Davis, A.	Staff Updates	Complete

**Town of Bassano
Council Meeting Action Items 2021-2023**

Apr. 25, 2023 Special Meeting

Directed to	Action	Completed
Davis, A.	Process Tax Rate Bylaw 934/23	Complete
Barron, A.	Update website content re: bylaw 934/23	Complete
Petkau, C.	Prepare tax notices.	Complete
Davis, A.	Prepare tax brochues.	Complete

May 8, 2023 Regular Meeting

Directed to	Action	Completed
Findlay, M.	Resolution index	Complete
Barron, A.	Rotate minutes	Complete
Davis, A.	Process Road Closure Bylaw 933/23 and send to ORRSC.	Complete - May 11, 2023
Barron, A.	Add bylaw 933/23 to website	Complete
Davis, A.	Connect with Ry Bar re: development commitment transfer.	Complete - May 9, 2023
Davis, A.	Prepare Sales Agreement for 1002 - 2 Ave. With Ry Bar.	Sent to legal on May 16, 2023
Davis, A.	Process and distribute brand policy P-TOB12/003-23.	Complete - May 11, 2023
Davis, A.	Prepare draft Commercial and Industrial development incentive policy.	
Davis, A.	Connect with SSM Heating re: possible development incentive response to letter.	Complete - May 11, 2023
Petkau, C.	Notify Surestay of rejection to waive tax penalties at 612 - 12 Street.	Complete
Davis, A.	Notify County re: appointment of weedsprayers.	Complete - May 10, 2023
Davis, A.	Letter to Enhancement Society re: approval of tournament July 7-9, 2023.	Complete - May 11, 2023
Davis, A.	Letter to Rodeo Committee re: approval of event June 23-25, 2023.	Complete - May 11, 2023
Davis, A.	Process Royal Purple Week proclamation.	Complete - May 11, 2023
Davis, A.	Actions re: Silk Tire.	
Davis, A.	Staff updates.	

Town of Bassano
2022/2023 Board and Committee Appointments

(R) = Regional

(L) = Local

Committees	2022/23 Appointed	2022/23 Alt. Liaison
Intermunicipal Subdivision and Development Appeal Board - R	Mike Wetzstein	
Director Emergency Management - R	Stewart Luchies	n/a
Deputy Director of Emergency Management - R	Amanda Davis, Sharon Zacharias, Yvonne Cosh, John Nesbitt	n/a
Regional Emergency Management Agency - R	Irv Morey	John Slomp
Mayor & Reeves Meetings - R	Irv Morey	John Slomp
Municipal Planning Commission - L	Irv Morey, John Slomp, Kevin Jones, Sydney Miller - member at large VACANT	n/a
Board Representatives		
Ag Society (2 meetings) - L	Sydney Miller	Irv Morey
B.A.R.R.A. (4 meetings) - L	John Slomp	Mike Wetzstein
Bassano Bowling, Curling & Golf Clubs - L	Irv Morey	Mike Wetzstein
Bassano & District Centennial Arena (1 meeting) - L	Irv Morey	Mike Wetzstein
Bassano & Rural Area Fire Committee (2 members) - L/R	Mike Wetzstein/Kevin Jones	n/a
Bassano Memorial Library - L	Sydney Miller	n/a
Community Futures - Wild Rose - R	Mike Wetzstein	Sydney Miller
Joint Shared Services - R	Irv Morey	John Slomp
Newell 911 - R	Mike Wetzstein	Kevin Jones
Newell Housing Foundation - R	John Slomp	Irv Morey
Newell Regional Services Corporation - R	Kevin Jones	Mike Wetzstein
Newell Regional Solid Waste Management Authority - R	John Slomp	Sydney Miller
Newell Regional Tourism Association/Brooks Region Tourism - R	Sydney Miller	Kevin Jones
Oldman River Regional Services Commission - R	Mike Wetzstein	Sydney Miller
Palliser Economic Partnership - R	Irv Morey	Mike Wetzstein
Recreation Complex Management (1 meeting) - R	Irv Morey	Mike Wetzstein
Recreation Funding Committee (2 members) - L/R	Irv Morey/Mike Wetzstein	n/a
Shortgrass Library System - R	Kevin Jones	Sydney Miller



15507 STONY PLAIN ROAD
 EDMONTON AB T5P 3Z1
 P: 780-484-5850 | F: 780-484-5941
 alberta@flagshop.com

Quote

Date	Quote #
9/13/2021	31593

This quotation only guarantees the prices for 30 days from the date above

Terms: 30 Days

Quoted to
TOWN OF BASSANO

Shipping Address

P.O. No.	Est. Delivery
	10/13/2021
Your Rep	Phone Number
AMANDA	403-641-3788

Description	Qty	Rate	Total
Architectural aluminum flagpole, 25', c/w econoline internal halyard system The above price includes a B-5 fixed shoe base and anchor bolts, standard spun aluminum base cover, revolving gold ball top, single halyard of plastic chain and stainless steel cable, retaining weighted loop, flag extension with flag snaps, door, lock and key, Satin brushed finish. The above is a discounted price based on 3 or more poles ordered at the same time and delivered to the same address. To prevent staining, pole must be stored in a dry place, or packaging around pole must be removed immediately. The use of a forklift voids the manufacturer's warranty. It is the customer's responsibility to read the terms and conditions. Shipping & Handling from Ontario to Bassano - your team will have to be available to offload the poles. This does not include early shipping of flagpole bases. QUOTE SENT TO: cao@bassano.ca Due to the difficulty in obtaining aluminum at this time, it could be several months before the poles are delivered. You may want to consider doing the concrete work and installing the bases before the cold weather sets in.	3	2,033.00	6,099.00
		902.27	902.27
Please circle the items above you wish to order, if necessary		Subtotal	
Signature _____		Total	

E.&.O. E. If there is anything you don't understand on this quote, please call and confirm with the Flag Shop staff. In addition, please verify that what you are looking for is clearly stated on the quote as there might be extra costs for the desired finished product.

MONTHLY STATEMENT

Town of Bassano

Period Ending April 30, 2023

General Account			
Net Balance at End of Previous Month	\$	832,234.50	
Receipts for the Month	\$	1,285,601.68	
Interest	\$	4,508.00	
AP CAFT Returned	\$	423.00	
FCSS Transfer	\$	968.35	
Cancelled Cheques	\$	50,104.31	
Sub-Total	\$	2,173,839.84	
Less Disbursements for the month	-\$	289,116.68	
Service Charges	-\$	835.68	
Corrections	-\$	5.01	
Net Balance at End of Month	\$	1,883,882.47	
Bank Balance at End of Month	\$	1,956,556.93	
Outstanding Deposit	\$	270.00	
Sub-Total	\$	1,956,826.93	
Less outstanding cheques	-\$	72,944.46	
NET Balance at End of Month	\$	1,883,882.47	
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 31,886.25	\$ 131.04	\$ 32,017.29
Sewage Upgrade	\$ 226,534.48	\$ 930.96	\$ 227,465.44
MSI Capital	\$ 415,382.86	\$ 1,707.05	\$ 417,089.91
Federal Gas Tax Refund	\$ 129,710.70	\$ 533.06	\$ 130,243.76
MSI Operational	\$ 60,490.53	\$ 248.59	\$ 60,739.12
Capital Plan Reserve	\$ 2,712,296.25	\$ 11,146.42	\$ 2,723,442.67
Land & Development Reserve	\$ 616,214.57	\$ 2,532.39	\$ 618,746.96
Recreation & Culture Reserve	\$ 487,600.82	\$ 2,003.84	\$ 489,604.66
Municipal Reserve	\$ 526,763.42	\$ 2,164.78	\$ 528,928.20
FCSS Reserve	\$ 1,004.23	-\$ 968.35	
		\$ 1.74	\$ 37.62
AMWWP Grant Funds	\$ 59.19	\$ 0.24	\$ 59.43
Recreation Funding Committee	\$ 57,795.97	\$ 237.52	\$ 58,033.49
Tax Sale - 103000	\$ 40,388.30	\$ 165.98	\$ 40,554.28
Tax Sale - 242000	\$ -	\$ -	\$ -
Tax Sale - 243000	\$ 4,469.49	\$ 18.37	\$ 4,487.86
Tax Sale - 284000	\$ 25,641.53	\$ 105.38	\$ 25,746.91
Shydowski	\$ 111.15	\$ 0.46	\$ 111.61
Common Shares	\$ 5,627.47		\$ 5,627.47
Investments			
Shydowski Scholarship	\$ 3,856.79		\$ 3,856.79
Nesbit Burns	Fixed Income	\$ 1,001,918.62	\$13,515.15
	Cash Account	\$ 94,194.33	-\$13,344.03
Transaction Total			\$21,130.59
Total		\$ 6,441,946.95	\$ 6,463,077.54
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Prepared By: </p> <hr/> <p>Date Prepared: May 5, 2023</p> <hr/> </div> <div style="width: 50%; text-align: right;"> <p>Mayor Morey</p> <hr/> <p>C.A.O Amanda Davis</p> </div> </div>			



TOWN OF BASSANO

Cheque Listing For Account Payable

2023-May-31
8:31:53AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 22088
20230262	2023-04-11	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	5,035.08
20230263	2023-04-11	EFT	EFT	1084	BAER, ERIC	141.53
20230264	2023-04-11	EFT	EFT	1077	BARRON, AMANDA	702.17
20230265	2023-04-11	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	2,307.43
20230266	2023-04-11			812	GOVERNMENT OF ALBERTA	45,196.00
20230267	2023-04-11	EFT	EFT	1088	JDP WASSERMAN LLP	11,545.63
20230268	2023-04-11	EFT	EFT	1055	MOREY, IRVIN	909.35
20230269	2023-04-11	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	22,992.47
20230270	2023-04-11	EFT	EFT	779	OLDMAN RIVER REGIONAL SERVICES COMMISSION	3,594.75
20230271	2023-04-11	EFT	EFT	3	PIONEER GAS CO-OP LTD.	1,323.69
20230272	2023-04-11	EFT	EFT	173	RIC'S ELECTRIC	528.93
20230273	2023-04-11	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	531.74
20230274	2023-04-11	EFT	EFT	874	WETZSTEIN, MIKE	244.80
20230275	2023-04-11	EFT	EFT	1087	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITE	121.96
20230276	2023-04-11	EFT	EFT	900001	ABSA	109.60
20230277	2023-04-11	EFT	EFT	900001	BASSANO SCHOOL, GRAD CLASS	250.00
20230278	2023-04-11			900001	KELLY, MATTHEW	69.36
						<hr/> 95,604.49
						Batch # 22093
20230299	2023-04-18	EFT	EFT	1043	2052900 ALBERTA LTD.	11,056.50
20230300	2023-04-18	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.	662.25
20230301	2023-04-18	EFT	EFT	9	BASSANO PUBLISHERS	17.85
20230302	2023-04-18	EFT	EFT	522	BENCHMARK ASSESSMENT	1,571.77
20230303	2023-04-18	EFT	EFT	51	BROOKS BULLETIN	620.55
20230304	2023-04-18	EFT	EFT	703	COCHRANE, CORY	315.02
20230305	2023-04-18	EFT	EFT	1082	COCHRANE, KAYLA	188.42
20230306	2023-04-18	EFT	EFT	121	COUNTY OF NEWELL	21,718.83
20230307	2023-04-18	EFT	EFT	962	DIGITEX CANADA INC.	868.04
20230308	2023-04-18	EFT	EFT	811	GREGG DISTRIBUTERS LP	14.93
20230309	2023-04-18	EFT	EFT	1076	MILLER, SYDNEY	73.44
20230310	2023-04-18	EFT	EFT	1064	NEW WAY IRRIGATION	48.74
20230311	2023-04-18	EFT	EFT	37	NEWELL FOUNDATION	142.27
20230312	2023-04-18	EFT	EFT	1014	SLOMP, JOHN	204.00
20230313	2023-04-18	EFT	EFT	1000	SMITH, SYDNEY	252.00
20230314	2023-04-18	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	2,993.68
20230315	2023-04-18	EFT	EFT	1	TELUS COMMUNICATIONS INC.	1,161.24
20230316	2023-04-18	EFT	EFT	1035	TELUS MOBILITY	513.18
20230317	2023-04-18	EFT	EFT	682	UFA	381.60
20230318	2023-04-18	EFT	EFT	696	VILLAGE OF DUCHESS	5,800.00
						<hr/> 48,604.31



TOWN OF BASSANO

Cheque Listing For Account Payable

2023-May-31
8:31:53AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
20230319	2023-04-21	EFT	EFT	529	MPE ENGINEERING LTD	1,194.90	22107
20230320	2023-04-21	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	23,423.05	
20230321	2023-04-21	EFT	EFT	217	PLAYFAIR LODGE	586.44	
20230322	2023-04-21	EFT	EFT	900001	CLEVER MONKEY	180.00	
20230323	2023-04-21	EFT	EFT	900001	PETERS, TRAVIS	1,700.00	
20230324	2023-04-21			900001	PTW CANADA LTD.	2,173.55	
							29,257.94
							Batch # 22108
20230326	2023-04-27	EFT	EFT	1090	1855543 ALBERTA INC., NERDY SPIDER	2,058.00	22108
20230327	2023-04-27	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	21,728.15	
20230328	2023-04-27	EFT	EFT	721	ALLIED DISTRIBUTORS (BROOKS) LTD.	186.03	
20230329	2023-04-27	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65	
20230330	2023-04-27			1077	BARRON, AMANDA	63.00	
20230331	2023-04-27	EFT	EFT	487	CANADIAN LINEN	108.74	
20230332	2023-04-27	EFT	EFT	121	COUNTY OF NEWELL	81.55	
20230333	2023-04-27			1091	JUANITA PEIRSON RMT	360.00	
20230334	2023-04-27	EFT	EFT	989	PETKAU, CHRISTINE	30.49	
20230335	2023-04-27	EFT	EFT	902	SIEBEN HOLDINGS LTD.	682.50	
20230336	2023-04-27	EFT	EFT	1035	TELUS MOBILITY	388.80	
20230337	2023-04-27	EFT	EFT	715	ZONE WEST	843.15	
							Batch # 22122
20230349	2023-04-28	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD	1,100.00	22122
20230350	2023-04-28			1083	KELLY, THERESA	50.00	
20230351	2023-04-28			7	RECEIVER GENERAL FOR CANADA	12,167.84	
							13,317.84
						Total	213,412.64

*** End of Report ***

FCSS Director's Report

Period Ending: May 31, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits - In the month of May we assisted 3 community members.

Referrals/ Supports – FCSS helped 3 individuals apply for various supports to help aid in maintaining quality of life.

PROGRAMS

Rural Pop Up – Facilitation of the program on May 16th at the adjusted time of 10:00 – 11:30 was unfortunately missed. I have contacted SPEC and discussed further how to ensure program viability and resolution steps should it ever arise again. Next scheduled date is June 20, 2023.

Canadian Volunteer Income Tax Program – FCSS completed income taxes for 4 individuals through the month of May.

Mental Health Resource Delivery – Program postponed on May 8th due to poor weather. Resources were delivered on May 29th beginning at 6:30 pm.

Walk, Talk, Chalk Mental Health – This program was facilitated on May 18th, attendance was very low. Program debrief necessary.

Spring Community Clean – Up - Administrative hours spent on procuring volunteers for this program. Many local businesses and community members volunteered their time to do street clean-up, BFRRS and Poofer's volunteered to pick up large items and vehicles. Public Works employees performed branch and yard waste pickups several times.

INITIATIVES

Welcome Wagon (WW) – FCSS gave out 2 Welcome Packages this month.

#1-831 - 2nd Ave	1-May-23
322 - 4th Ave	12-May-23

GENERAL UPDATES

Director Absence – I had the opportunity to head to Northern Alberta to aid in the fire control efforts taking place. I was gone for one week in which time the Advisory Board supported FCSS by facilitating the Walk, Talk, Chalk event. I am blessed to have the support of the Advisory Board and the Town of Bassano in allowing me to pursue the opportunity to put my training as a Firefighter to use in aiding others. Thank you.

Spring Regional Meeting – Board Chair Tammie Hauck and I travelled to Taber, Alberta to take part in the Spring Regional Meeting, there were many discussions around housing and food insecurities which we have also been seeing in Bassano.

FCSS Director's Report

Period Ending: May 31, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

Provincial Funding increases will likely not roll out until after the elections and the quantity Bassano FCSS will receive is also unknown at this time.

The Directors Network in Jasper was held May 3-5, 2023, the focus was roundtable discussions on the struggle municipalities are facing and creating a network of information sharing not only on success stories but how those successes came to be. This will allow other municipalities facing similar struggles the ability to have resources and or guidance in achieving an objective.

The 2023 Annual FCSAA Conference is in Edmonton, Alberta, on November 22-24. Keynote speakers will be Katie Davis on Innovation through Connectivity, and Cheryl Bernard who will focus on resilience, determination and overcoming adversity.

Grant Update

We were successful in receiving the CVTIP grant for the income tax preparation program for the 2021 yearend of \$560.00. They have increased grant funding amounts for the 2023 tax year, based upon location and amount of filed returns.

Our application to the Communities Choosewell Grant was not successful, of the applicants only 10% received funds.

UPCOMING PROGRAMS

- Small Town Smoke Down – Mocktails Booth
- Seniors Awareness/Planning Session
- 50+ Activity Crawl
- Bike Safety Rodeo

Attachments

1. None

From: [Mamchur, Clayton](#)
To: [Irvin Morey](#); [Bassano CAO](#)
Cc: [K SAD Records/ K SAD livres comptables RCMP/GRC](#); [K OSB General Mailbox](#)
Subject: EXTERNAL - Bassano RCMP - Community Policing Report
Date: Monday, May 15, 2023 6:33:37 PM
Attachments: [Bassano - Community Letter - 2022 Q4 Reporting.docx](#)
[Bassano RCMP - 2022 Fourth Quarter – Community Policing Report \(Jan-Mar, 2023\).pdf](#)
[Bassano RCMP - Crime Statistics \(Five Year Comparison - January 2019 to March 2023\).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.

Dear Mr. Irvin MOREY,

For your review, I am pleased to provide you with the following attachments:

1. Letter to Stakeholders.
2. Bassano RCMP - 2022 Fourth Quarter – Community Policing Report (Jan-Mar, 2023).
3. Bassano RCMP - Crime Statistics (Five Year Comparison - January 2019 to March 2023).

Bassano members remain committed to upholding the tenements of Community policing (visibility, approachability and meaningful engagement). From January through March 31, 2023, Bassano RCMP engaged in over 40 community interactions - specifically intended to encourage open communication between the police, stakeholders and community members we serve. This collaborative approach directly assisted Bassano RCMP in pre-emptively identifying, and effectively addressing, emerging community issues and crime trends.

Bassano RCMP have also made considerable efforts to reduce the incidence of property offences throughout our area. During this quarter, Bassano RCMP members maintained communication with the Southern Alberta - Criminal Intelligence Analyst to help identify emerging concerns of local significance. Bassano members additionally identified areas more susceptible to crime and then completed dedicated patrols to these “hot spots”. This approach assisted in reducing crimes of opportunity by maintaining consistent police presence throughout our rural area.

Upon review, you may note that our 2023 statistics have marginally increased related to investigations involving “Other Provincial Statutes” and “Assault”. For context:

- “Assault” may include “Spousal Abuse” as demonstrated by the similar numbers in both of these categories (2023). However, these two categories are not mutually exclusive. Some “Spousal Abuse” investigations do not constitute “Assault” and vice versa (as demonstrated 2019-2020 & 2022). However, in both 2021 and 2023 these two categories are fairly congruent.
- “Other Provincial Statutes” is a generic category, which encapsulates various calls for service: landlord/tenant disputes, stray animal concerns (cattle on the highway), truancy, child custody exchanges, etc.

In our ongoing effort to enhance road safety, Bassano members increased their focus on curbing impaired driving. During Impaired Driving Week (March 19-25) alone, Bassano members conducted 31 mandatory alcohol screenings, issued 5 speeding tickets, 7 traffic warnings and dealt with 1

impaired driver. Bassano members also partnered with the Integrated Traffic Unit to address dangerous driving behaviours throughout our area. Due to this partnership, an additional 27 aggressive drivers in the Bassano Detachment area were effectively dealt with during this quarter. Finally, in an effort to encourage safe practices, Bassano members also routinely complete school zone patrols and school walk-throughs.

Engagement within our communities, and meaningful collaboration with the public we serve, are extremely important to all of your Bassano RCMP members.

Should you have any questions or concerns regarding these submissions, please contact me directly by return email or by calling the Bassano Detachment at 403-641-3684.

Sincerely,

Cpl. Clayton MAMCHUR
Detachment Commander – Bassano RCMP



May 15, 2023

Cpl. Clayton MAMCHUR
Detachment Commander
Bassano, Alberta

Dear Mr. Irvin MOREY,

Please find attached the quarterly Community Policing Report that covers the January 1st to March 31st, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Bassano RCMP. The sharing of quarterly reports demonstrates our ongoing commitment to transparency while delivering the high level of policing services that you, and the citizens you represent, have come to expect from the Alberta RCMP.

As we transition towards Spring, the safety and security of all Albertans will continue to be our main focus. In an effort to leverage technology to oversee and amplify our response to emergency incidents around the Province, your Alberta RCMP recently established a Real Time Operations Centre (RTOC). Working hand-in-hand with our Operational Communications Centre (OCC), the RTOC has senior police officers monitoring policing operations in real-time, assessing ongoing incident risk, coordinating specialized and expert resources, and managing the response. The existence of the RTOC provides our members real-time guidance, direction and support from seasoned and experienced police officers. The RTOC also ensures a coordinated response to cross-jurisdictional activities and significant events through enhanced interoperability with other policing agencies within the Province.

The attached reporting, along with your valued feedback, will help ensure that our service delivery to your community is meeting your needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me at 403-641-3684 if you have any questions or concerns.

Sincerely,

Cpl. Clayton MAMCHUR
Detachment Commander
Bassano RCMP



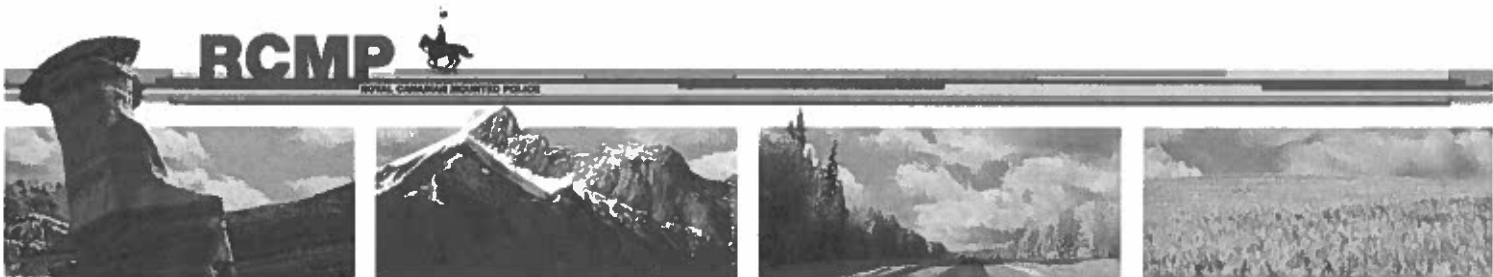
RCMP Provincial Policing Report

Detachment	Bassano, AB.
Detachment Commander	Cpl. Clayton MAMCHUR
Quarter	Q4 (January - March, 2023)
Date of Report	May 15, 2023

Community Consultations

Date	2023-01-11
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime reduction initiatives
Notes/Comments	Meeting with Rosemary CAO Sharon ZACHARIAS – arranged for Town Hall meeting (late Feb) and discussed drugs in Rosemary and other local concerns. Encouraged CAO ZACHARIAS to provide me with any specific information she has on local issues and notified her of the prior visits to Rosemary school.

Date	2023-01-11
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Education Session
Notes/Comments	Meeting at the Bassano Detachment with CP Rail Cst. and RCMP member - discussed enforcement within area and conducting school presentations in both Bassano and Rosemary related to rail safety. CP Rail and RCMP will partner to provide these information sessions in the near future.



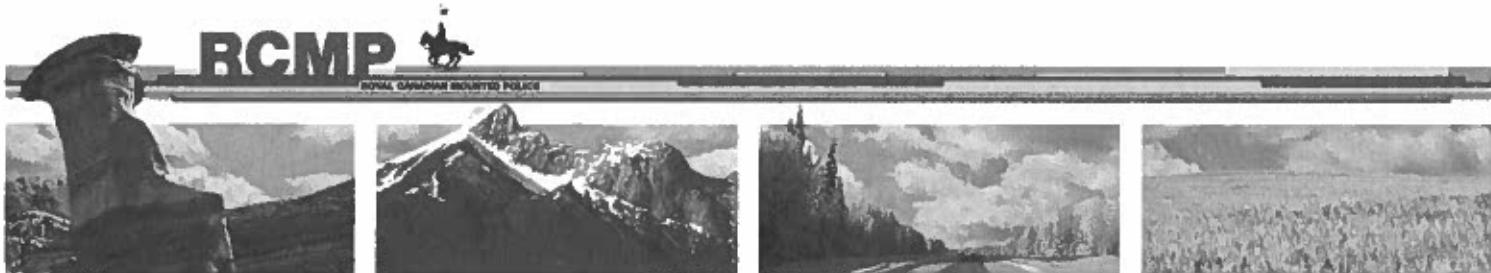
Date	2023-01-26
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime reduction initiatives
Notes/Comments	Worked with Family & Community Support Services (FCSS) Director – Amanda BARRON, to finalize arrangements for Bassano members to hand out "kindness coupons" to youth within Bassano throughout the upcoming month of February. Additionally arranged for Cst. WRIGHT to provide a pre-recorded video clip for inclusion in the Town's Random Acts of Kindness month (Feb).
Date	2023-02-01
Meeting Type	Town Hall
Topics Discussed	Annual Planning
Notes/Comments	Rosemary Town Hall meeting. 13 community members in attendance (including the Mayor and Council Members). Topics covered: visibility in the community, schools and surrounding area; frauds and presentations; traffic enforcement (primarily targeting: dangerous driving behaviours); collaborative approach to policing with a dedicated focus on community engagement, open communication and involvement. Our discussion was lively and the information shared was well received.
Date	2023-02-03
Meeting Type	Meeting with Elected Officials
Topics Discussed	Traffic
Notes/Comments	Correspondence with Rosemary CAO - Sharon ZACHARIAS who relayed some local traffic concerns. I committed to bring these safety issues to the Bassano RCMP member's attention; with a request for increased focus on these locations, investigation into and subsequent enforcement of any infractions observed (if appropriate).



Date	2023-02-07
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	Meeting at Bassano Town Office with Family & Community Support Services (FCSS) Director who confirmed that the video clip completed by RCMP Member had been very well done and had been successfully included in the Town's Random Acts of Kindness month (Feb) initiatives. Informally discussed how policing in the community was going with Town staff and Recreation & Community Services Liaison. Due to this, a concern about an increase in local graffiti was identified. Member committed to bring this issue to the attention of the Bassano membership along with encouraging my members to increase the frequency of back alley patrols.

Date	2023-02-07
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting and information sharing
Notes/Comments	Discussed regular communication and the upcoming Town Hall meeting (Mar. 7, 2023) with Bassano Mayor. No concern with policing or additional community issues were identified.

Date	2023-02-14
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting and information sharing
Notes/Comments	Town council meeting in Bassano with Mayor, CAO and Council. Presented the 2022-2023 third quarter (Q3) Bassano police report and additionally discussed: copper wire & catalytic converter thefts, reason for increase in motor vehicle collisions investigated (inclement weather experienced), and the upcoming Town Hall meeting (Mar. 7, 2023). Bassano requests police conduct increased traffic enforcement/visibility patrols over the June 2-4, 2023 weekend (for the Bassano BBQ). The Q3 police report was positively received and regular consultation was encouraged and will continue.



Date	2023-02-15
Meeting Type	Meeting with Elected Officials
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	<p>Meeting with Rosemary CAO. Discussed RCMP involvement with other emergency partners (EMS & Fire) during active/school shooter scenarios. Identified that these would be dynamic and chaotic situations where the primary role of police is to ensure public safety by quickly identifying and stopping the threat. The concern expressed is that role confusion/incomplete information may result in other persons (Fire/EMS/parents/etc.) entering a potentially dangerous scene before it is safe to do so. Bassano RCMP agreed to work with Fire Chief - Investigator and other stakeholders to discuss and attempt to mitigate this concern for all the schools covered. Notified CAO of the additional Town Hall meeting being conducted in Bassano. Identified that any citizens (Rosemary, Newell County, Gem, etc.) who were unable to attend the previous Jan. 31, 2023 Town Hall meeting were also welcome to attend this upcoming one in Bassano. No local issues were relayed and overall Rosemary is satisfied with policing in their community.</p>

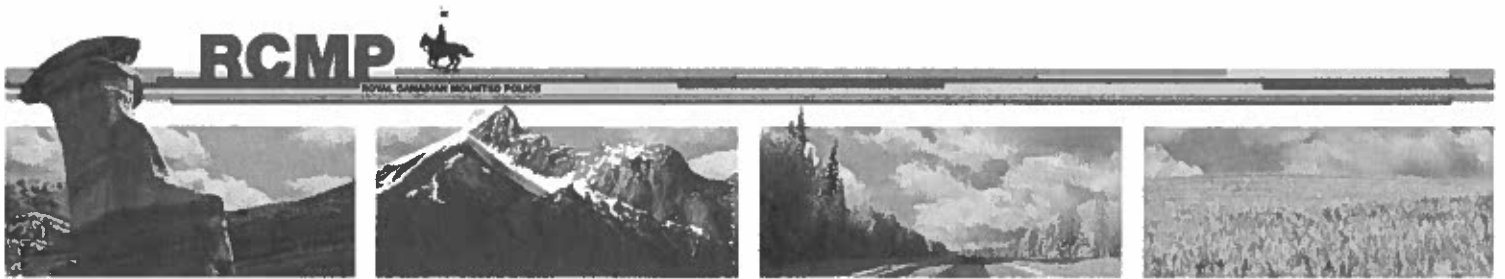
Date	2023-02-17
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Traffic
Notes/Comments	<p>Town of Bassano – meeting with Family & Community Support Services (FCSS) Director. Detachment Commander participated in a short video clip during which the winner of the Family Day Giveaway (for 1hr of free local bowling) was selected. The Town uploaded this clip onto their Facebook page. Discussed local concerns with Recreation & Community Services Liaison who identified large transport trucks coming off the highway at an unsafe speed as a recently identified concern. Member committed to bringing increased attention/enforcement to that area of town. Encouraged the Town to provide a list of upcoming community events to assist RCMP in planning our involvement. Bassano Administrative Assistant immediately actioned this.</p>



Date	2023-02-21
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Traffic
Notes/Comments	Meeting in Rosemary with Newell County - Community Peace Officer. Discussed traffic enforcement considerations in the area.

Date	2023-02-22
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting and information sharing
Notes/Comments	Town council meeting in Rosemary with Mayor, CAO and Council. Presented third quarter (Q3) policing report. Additionally discussed upcoming police involvement within the community and clarified the reason for the demonstrated increase in collision investigations experienced (inclement weather experienced). Advised of the upcoming Town Hall meeting in Bassano (Mar. 7, 2023) and encouraged attendance & participation of any community members who were unable to attend the earlier meeting in Rosemary (Jan. 31, 2023). The Q3 report was appreciated and positively received. Regular consultation has occurred and will continue.

Date	2023-02-28
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Traffic
Notes/Comments	RCMP meeting at the Bassano Town Office with Recreation & Community Services Liaison. Lately there have been no bylaw or traffic issues identified by community members. Discussed the use of Approved Screening Devices used roadside by members when completing Alberta Check-Stops.



Date	2023-03-08
Meeting Type	Town Hall
Topics Discussed	Education Session
Notes/Comments	Bassano Town Hall meeting. 33 community members in attendance including the Mayor, CAO, Council Members, and Bassano Fire Fighters. Topics covered: presentations in the schools focusing on drug use among youth, prevalence of fraud in the community, traffic enforcement with a particular emphasis on impaired operation requested around Crawling Valley, reestablishment of the Citizen's on Patrol and Rural Crime Watch programs. Discussion was positive, and candid questions/suggestions were encouraged throughout. Locally, the policing priority of ensuring community engagement with a focus on open communication was explained and demonstrated. Our Detachment's commitment to ongoing cooperation between police and partners and community stakeholders was confirmed

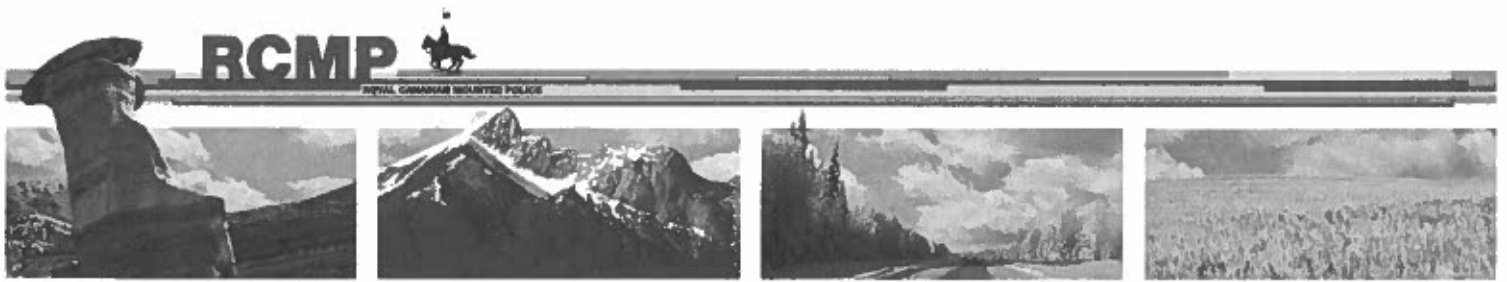
Date	2023-03-20
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Regular reporting and information sharing
Notes/Comments	Member attended the Bassano Town Office and spoke with the staff there to catch up and discuss any concerns they may have. Also discussed some of the upcoming events expected in the town of Bassano, bylaw matters with Recreation & Community Services Liaison, during which the member was introduced to new contacts. Member was informed about the Bassano Arts Council, local traffic infractions (common on 7th & 18th Ave), the Youth Leadership, Amateur - Steak Cook Off, and the Bassano Facebook pages.

Date	2023-03-27
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Member attended the Pioneer Damsiters Drop-In Centre in Bassano and completed a presentation on fraud; provided the definition of fraud, identified different examples of recent/prevalent scams and provided resources on how to prevent victimization. The presentation was well received and was intended to arm participants with knowledge to help them identify and therefore not fall victim to the various types of fraud.



Community Priorities

<p>Priority 1</p>	<p>Community engagement</p>
<p>Current Status & Results</p>	<p>Bassano was again short a member until mid February 2023, however 3 formal presentations were still completed covering: Positive & Healthy Relationships - Domestic Violence Warning Signs (with an explanation of Clairs Law), Railway Safety & Trespass (for which RCMP partnered with CP Rail & conducted multiple presentations to encompass the entire student body) and current Fraud/Scam awareness in the community.</p> <p>Multiple informal interactions were also engaged in throughout this quarter which include: participation in School Action For Emergency (SAFE) lock-down drills, discussions with students about kindness toward each other and routine walk-throughs to encourage frequent interactions between police, students and administrators. Bassano members additionally attended the Newell Adult Education School to determine whether any presentations could be of value to them.</p> <p>Bassano members have been dutifully completing school zone, rural and community patrols to enhance visibility in the area policed.</p> <p>This quarter members report completing 154 rural and community patrols, with 31 specific patrols to crime "hot spots."</p> <p>Thirty-nine additional community consultations and specific interactions to enhance visibility were recorded this quarter where Bassano RCMP specifically engaged members of the the public and sought to involve them in meaningful discussion about ways to improve the quality of the service they receive from their police.</p>
<p>Priority 2</p>	<p>Employee wellness</p>
<p>Current Status & Results</p>	<p>Formal training was focused on during this quarter. Staff at the Bassano Detachment received training in:</p> <ul style="list-style-type: none"> - Block Training (operational skills maintenance) - Interviewing Techniques - First Aid re-certification - Annual pistol re-certification - Frontline Firearms Training (explanation and application of the law) - HealthIM Training (screening tool to assist police in assessing people experiencing a mental health crisis) - Second Language training (French) - Shift Scheduling (Introduction and Overview of Shift Scheduling Online Learning) - Unpacking Unconscious Bias - Uniting Against Racism - APIS Disclosure - Civility and Respect - OH&S <p>During this quarter an increased focus was placed on providing the Bassano membership</p>



with meaningful and useful training opportunities. Their career aspirations and year end assessments were discussed and completed. Bassano members were encouraged to align their career goals with the training opportunities being requested. Bassano members were also encouraged to apply themselves on a daily basis to utilize the training being provided to further enhance public safety through visibility and effective enforcement. From this consultation, individual learning plans were developed and signed off for the upcoming fiscal year (2023-2024).

The members of Bassano Detachment work well together as a team and recognition of their hard work was officially provided. Overall Detachment operations and moral have improved this quarter.

Priority 3

Property

Current Status & Results

Bassano RCMP members report completing 154 specific rural and community patrols with 31 patrols to local crime "hot spots".

Members continue engaging in regular conversations with enforcement partners (Redcliff Traffic, Bylaw, CP Police, AB Wildlife, etc.) to ensure Bassano's coverage area receives comprehensive and consistent police attention.

Bassano members routinely meet with community stakeholders to identify emerging crime trends/concerns along with maintaining contact with the Southern Alberta District - Criminal Intelligence Analyst.

Priority 4

Traffic

Current Status & Results

Bassano RCMP members report completing 88 regular vehicle stops and 48 vehicle checks specifically dedicated to ensuring sobriety. This resulted in 19 violation tickets and 52 warnings with 48 driver sobriety evaluations (Mandatory Alcohol Screening). During this, 3 Alberta Check-Stops were conducted to ensure sobriety/public safety. From these, one impaired investigation was generated with a driving suspension imposed.

Bassano RCMP focused on visibility and traffic enforcement in our efforts to reduce dangerous driving behaviours (speed, intersection violations, etc), ensure school zone safety and address impaired driving in our area.

Total number of vehicles checked for sobriety: 48. Number of traffic tickets issued this quarter: 19.



Crime Statistics¹

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

Category	January - March			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	38	35	-8%	187	137	-27%
<i>Persons Crime</i>	10	11	10%	71	32	-55%
<i>Property Crime</i>	20	18	-10%	94	73	-22%
<i>Other Criminal Code</i>	8	6	-25%	22	32	45%
Traffic Offences						
<i>Criminal Code Traffic</i>	4	1	-75%	9	7	-22%
<i>Provincial Code Traffic</i>	90	77	-14%	500	397	-21%
<i>Other Traffic</i>	5	0	-100%	5	5	0%
CDSA Offences	0	0	N/A	0	0	N/A
Other Federal Acts	1	0	-100%	1	3	200%
Other Provincial Acts	10	17	70%	61	58	-5%
Municipal By-Laws	0	1	N/A	8	5	-38%
Motor Vehicle Collisions	12	14	17%	53	79	49%

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

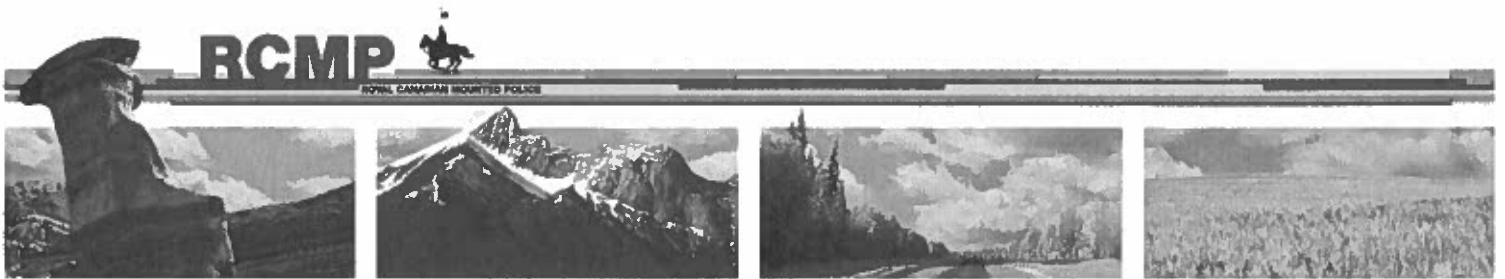
Trends/Points of Interest

As demonstrated, the difference in statistics between 2022-2023 has remained negligible.

Each member of Bassano RCMP Detachment is individually assigned responsibility for enhancing police visibility and approachability in our Communities and throughout our rural areas.

This quarter we have experienced a slight increase in "Other Provincial Acts" investigations, but this is not overly concerning. This is a general category which encompasses calls for service related to landlord/tenant disputes, stray animals (cattle on the highway), and some other minor concerns like truancy, etc.

Maintaining our commitment to community centric policing has positively contributed to the stability and safety in this area.



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	4	0	0
Detachment Support	1	1	0	0

²Data extracted on March 31, 2023 and is subject to change over time.

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

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

Comments

Police Officers: Of the four established positions, four officers are working. There is no soft or hard vacancies at this time.

Detachment Support: Of the one established position, one resource is working. There is no soft or hard vacancy at this time.

In February 2023, Bassano Detachment bid farewell to Cst. TATARYN and welcomed Cst. LIM.

Bassano Detachment is presently served by PSE Stephanie STOKES (Detachment Support), Commander Cpl. Clayton MAMCHUR and Investigators: Cst. SINGH, Cst. WRIGHT and Cst. LIM.

Quarterly Financial Drivers

Bassano RCMP Detachment is committed to providing a high level of engagement, visibility and community service.

To ensure sufficient coverage was consistently maintained during periods of leave (vacation, sick, etc.), Bassano Detachment has amended shifts where possible and otherwise utilized overtime members from surrounding Detachments to fill any resulting gaps.

During this quarter, Bassano members were additionally provided with training opportunities and equipment intended to assist them in effectively completing their duties (voice recorders, camera's, webcams, etc.).



Bassano Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	0	0	0	N/A	N/A	-0.1
Other Sexual Offences		0	0	19	0	0	N/A	N/A	0.0
Assault		2	2	9	2	7	250%	250%	1.0
Kidnapping/Hostage/Abduction		0	1	0	1	0	N/A	-100%	0.0
Extortion		0	0	0	0	1	N/A	N/A	0.2
Criminal Harassment		3	2	0	5	2	-33%	-60%	0.1
Uttering Threats		4	4	2	2	1	-75%	-50%	-0.8
TOTAL PERSONS		10	10	30	10	11	10%	10%	0.2
Break & Enter		4	9	3	1	2	-50%	100%	-1.2
Theft of Motor Vehicle		0	0	1	0	1	N/A	N/A	0.2
Theft Over \$5,000		0	0	0	1	0	N/A	-100%	0.1
Theft Under \$5,000		5	5	2	8	7	40%	-13%	0.7
Possn Stn Goods		0	1	1	2	0	N/A	-100%	0.1
Fraud		5	2	7	2	4	-20%	100%	-0.2
Arson		0	0	0	1	0	N/A	-100%	0.1
Mischief - Damage To Property		0	6	6	3	4	N/A	33%	0.5
Mischief - Other		7	2	6	2	0	-100%	-100%	-1.4
TOTAL PROPERTY		21	25	26	20	18	-14%	-10%	-1.1
Offensive Weapons		0	0	0	2	0	N/A	-100%	0.2
Disturbing the peace		1	1	1	1	0	-100%	-100%	-0.2
Fail to Comply & Breaches		5	0	0	3	4	-20%	33%	0.1
OTHER CRIMINAL CODE		0	3	4	2	2	N/A	0%	0.3
TOTAL OTHER CRIMINAL CODE		6	4	5	8	6	0%	-25%	0.4
TOTAL CRIMINAL CODE		37	39	61	38	35	-5%	-8%	-0.5



Bassano Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

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

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	0	0	N/A	N/A	0.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	0	1	0	-100%	-100%	-0.1
TOTAL FEDERAL		1	0	0	1	0	-100%	-100%	-0.1
Liquor Act		0	0	3	0	0	N/A	N/A	0.0
Cannabis Act		0	0	0	0	1	N/A	N/A	0.2
Mental Health Act		6	10	2	4	7	17%	75%	-0.4
Other Provincial Stats		7	7	5	6	9	29%	50%	0.3
Total Provincial Stats		13	17	10	10	17	31%	70%	0.1
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		6	1	2	0	1	-83%	N/A	-1.1
Total Municipal		6	1	2	0	1	-83%	N/A	-1.1
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	2	1	1	2	-33%	100%	-0.3
Property Damage MVC (Reportable)		15	9	8	11	10	-33%	-9%	-0.8
Property Damage MVC (Non Reportable)		2	4	3	0	2	0%	N/A	-0.4
TOTAL MVC		20	15	12	12	14	-30%	17%	-1.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		104	95	108	90	77	-26%	-14%	-5.9
Other Traffic		3	2	3	5	0	-100%	-100%	-0.3
Criminal Code Traffic		1	5	2	4	1	0%	-75%	-0.1
Common Police Activities									
False Alarms		1	3	2	1	2	100%	100%	0.0
False/Abandoned 911 Call and 911 Act		4	2	2	0	3	-25%	N/A	-0.4
Suspicious Person/Vehicle/Property		6	10	7	9	2	-67%	-78%	-0.9
Persons Reported Missing		0	1	0	1	3	N/A	200%	0.6
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		5	6	8	8	7	40%	-13%	0.6
Form 10 (MHA) (Reported)		0	2	2	0	1	N/A	N/A	0.0

County of Newell/City of Brooks

JOINT SHARED SERVICES COMMITTEE



MAY 9, 2023

BROOKS FIREHALL – 1:00 P.M.

NOTES

Present:

County of Newell

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

Village of Duchess

Councillor Tony Steidel
Yvonne Cosh, CAO

Others

Dr. Brendon Currin, Chief Medical Director, Brooks
Jaime McIntosh, Brooks Region Tourism
Sandra Stanway, Brooks Bulletin

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
Amy Stinnissen, Economic Development Summer Student
Jenny Wallace, Executive Assistant/Recording Secretary

Town of Bassano

Mayor Irv Morey

Village of Rosemary

Mayor Yoko Fujimoto

1. CALL TO ORDER

G. Skriver chaired the meeting, and called the meeting to order at 1:01 p.m.

2. AGENDA ADDITIONS/DELETIONS

Addition: 6.j. FCM's Board of Directors Meetings

3. APPROVAL OF AGENDA

MOVED by J. Petrie that the agenda be adopted as amended.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by M. Idriss that the Minutes of the Joint Shared Services Committee Meeting held April 11th, 2023 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) Delegations:

- Dr. Brennon Currin, Chief Medical Officer of Brooks

Introductions were done around the table.

Dr. B. Currin provided an overview of the following items related to health care in the region:

- How well Brooks is doing physician wise compared to other rural communities, and the need to continue to work at ways to retain physicians here;
- The advantages of having all physicians working within one medical clinic with the inclusion of a walk-in clinic. He touched on the One Clinic Model Survey that was done in 2022. He spoke about what he sees as the process to work towards this, which would involve coming up with a business model to present to the physicians. The Committee concurred this is something that can be looked at with his help to move it forward; and,
- The wait times the public are encountering since the lab changed over to Dyna-Life.

G. Skriver thanked Dr. B. Currin for attending.

Dr. B. Currin left at 1:42 p.m.

The Committee discussed the need to have more discussion on what needs to be done to move this forward. G. Skriver advised that some time should be spent on this at the next meeting, and asked that it be added to the June 13th meeting agenda and to have Dr. B. Currin present if possible.

Delegations:

- Brooks Region Tourism Update

J. McIntosh provided an update on Brooks Region Tourism:

- Destination Marketing Funds;
- Travel Alberta grant funding;
- Marketing Campaigns/Focus Areas;
- Attended the Calgary Outdoor Show;
- Travel Alberta split the Province into Zones – Brooks Region Tourism is in the Canadian Badlands Zone;
- Attending Sports Event Congress in June;
- Alberta 55+ Summer Games – Visitor information to participants;
- Serves on the Brooks Goff Course Board and Brooks Bandits;
- I Love Local Campaign Project – Familiarization and Special Tours;
- Agritourism;

- Outdoor VIC Booths at Parks (un-manned);
- Sports Tourism;
- Designating Dinosaur Provincial Park as a Dark Sky Preserve;
- Participating in NewGrow - \$10,000 for creating new tourism experiences;
- Launched Best of Region Survey;
- Experience Development Fund – Application for new tourism experiences; and,
- Annual General Meeting in September.

G. Skriver advised that the County of Newell, has on a few occasions, brought up about having the name changed to Brooks Newell Tourism, and asked if there has been any discussion on that. J. McIntosh explained that a lot of discussion went into changing their name to Brooks Region Tourism, and explained why the name was changed to that. She also noted that they have spent a lot of money rebranding and marketing in the last few years. If the name were to be changed, they would need to get some funding to move it forward. G. Skriver advised that the County will probably talk about this some more.

G. Skriver thanked J. McIntosh for the update.

J. McIntosh left at 2:22 p.m.

b) **Doctor Recruitment and Retention**

Medical Skills Day – High School Event

L. Tiffin advised that staff is planning a Medical Skills Day for high school students in the Region on Thursday, May 18th. The event will be held at the Medicine Hat College Brooks Campus and although the RhPAP model is being used to plan the event, it will be fully coordinated internally without RhPAP support. She noted that funding for the event will come out of the Physician Recruitment/Retention budget. Community Futures has generously provided \$500 to support this event as it aides in local workforce development for hard to fill labour gaps.

c) **RhPAP**

RhPAP Consultant Report

L. Robinson advised that the Committee’s application to host the Post Secondary Event has been approved, and that it will be held on September 16th and 17th. She noted that plans will start formulating right away. She also spoke about Alberta Rural Health Week and the new Bursary for Internationally Educated Nurses (BIEN).

G. Skriver thanked L. Robinson for her update.

d) **Economic Development Report**

M. Iwaasa introduced A. Stinnissen, the new Economic Development Summer Student. He also noted that K. Nagy, the new Economic Development Content Creator, was unable to attend the meeting today.

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:

- Business Investment and Attraction;
- Business Retention and Expansion; and,
- Events and Projects.

G. Skriver congratulated the Brooks Newell Region on receiving the Community Award of Excellence at the recent Economic Developers Alberta Conference.

e) **Budget Update**

L. Tiffin advised the Committee of the budget update as of April 30th, 2023. She advised that of the \$173,000 SILP grant funding that Brooks Newell Region will receive over two years, \$54,500 has been allocated in this year's budget to go towards programing. The remaining funds will be allocated and spent in the second year.

f) **Global Village Centre Documentary – Draft Production Budget**

L. Tiffin advised that at the last meeting when the delegation presented the Global Village – Documentary Request, they were seeking \$25,000 in financial support from the Joint Shared Services Committee.

She added that the Committee asked A. Kassem to submit a project budget and an overall budget for Global Village Centre. The Production Budget was submitted; however, there is no overall budget from Global Village Centre.

The Committee discussed the project, and noted that this is being done independently versus through the National Film Board who would also market it. There was also discussion about how the documentary will be marketed, and that the Committee needs to find out more about this.

MOVED by J. Goodnough that the Committee approve of contributing \$25,000 to Global Village Centre to go towards the production of the *Lessons Learned* documentary.

MOTION CARRIED

g) **Alberta Air Tour 2023**

L. Tiffin advised that the Alberta Air Tour will be stopping at the Brooks Regional Airport on June 3rd, 2023. They will be making two stops in Alberta that day, with the Brooks Regional Airport being their first stop. She advised of what all is needed for the event, and that the associated costs should not exceed \$500.00.

MOVED by N. Johnson that the Committee approve of funding the Alberta Air Tour breakfast costs.

MOTION CARRIED

h) **Veterinarian Update**

L. Tiffin provided a veterinarian update as follows:

- Continue to work with the local veterinarian offices;
- The veterinarians who have the pop-up clinics have a new location and are going to continue offering pop-up clinics for another year;
- Newell Clinic relies on locums and that they have an excellent locum there right now. She noted that they have been working with him closely, and hopes he stays in the community; and,
- Newell Veterinary Services/Mosaic Veterinary Partners Ltd. – Refer a Veterinarian and receive \$10,000.

J. Petrie and A. Doerksen left at 3:03 p.m.

i) **Regional Pathway**

G. Skriver advised that the Kinbrook Connection pathway is projected to be completed in October, 2024. It was noted that the Kinbrook Pathway Committee will still hold meetings, as needed.

j) **FCM's Board of Directors Meetings**

N. Johnson advised that the Federation of Canadian Municipalities (FCM) sent out an application for sponsoring their Board meetings. He advised that he brought it forward to see if the Committee thought this would be something they want to do. The Committee concurred that we look into this further. L. Tiffin will do some preliminary work to see what is involved, and will bring it back to the June meeting.

7. NEXT MEETING

The next meeting will be held on Tuesday, June 13, 2023 at 1:00 p.m. in the Brooks Fire Hall.

8. ADJOURNMENT

MOVED by M. Idriss that the meeting adjourn at 3:09 p.m.

MOTION CARRIED

Signature of Chairman

Signature of Recording Secretary

May 15, 2023

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

Attention: Ms. Amanda Davis, Chief Administrative Officer

RE: Natural Gas Franchise Fees – Forecast Update for 2023

We would like to provide you with an updated forecast for 2023 franchise fees for Bassano.

In August of 2022, we sent you a letter estimating a 2023 franchise fee revenue of \$126,197 for your community. Our updated calculations now forecast \$116,798, which is a difference of -7.45%.

The franchise fees your community receives are directly tied to the volume of natural gas consumed in your community and to the regulated delivery rates in place for your region of Alberta. The Alberta Utilities Commission (AUC) approved the 2023 delivery rates in the fall of 2022 resulting in a reduction in the distribution rate, partially offset by an increase in the transmission rate, as compared to 2022. These decisions from the AUC and a warmer than anticipated winter have brought about this revised forecast.

We trust that you will find this information useful. If you have any questions, please do not hesitate to contact me at Dan.Magnan@atco.com.

Yours truly,



Dan Magnan
Manager, Lethbridge Region
ATCO Natural Gas Division



EXECUTIVE COMMITTEE MEETING MINUTES
April 13, 2023; 6:00 pm
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, April 13, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
David Cody
Christopher Northcott, Virtual
Jesse Potrie
Brad Schlossberger, Virtual
Neil Sieben

Staff:

Lenze Kuiper, Chief Administrative Officer
Raeanne Keer, Executive Assistant

Guest:

Derek Taylor, KMPG LLP

Chairman Wolstenholme called the meeting to order at 6:05 pm.

1. Approval of Agenda

Moved by: Neil Sieben

THAT the Executive Committee adopts the April 13, 2023 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: David Cody

THAT the Executive Committee approves the January 12, 2023 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Delegation Presentation

a. KMPG LLP – Auditor’s Report and Financial Statements 2022

D. Taylor, of KMPG LLP, presented the Financial Statements and Independent Auditor’s Report for the Year ended December 31, 2022 to the Committee.

The Committee discussed the report and presentation.

Moved by: Don Anderberg

THAT the Executive Committee accepts the Auditor’s Report and Financial Statements for the year ended December 31, 2022 prepared by KMPG LLP, as presented.

CARRIED

5. Official Business

a. 2022/23 Alberta Community Partnership Grant

L. Kuiper presented the 2022/23 Alberta Community Partnership Grant to the Committee, and stated that ORRSC was successful in its application to the Municipal Internship Program to receive grant funding for a 18-months for an Intern Planner.

b. Staff Update

L. Kuiper stated that there have been a few changes to the staff. He stated that Kattie Schlamp and Maxwell Kelly’s titles have changed from “Planning Assistant” to “Planner”, and Tristan Scholten would be joining the organization in mid-May to fulfill the role of Intern Planner for the next 18-months .

L. Kuiper noted that CAD/GIS Technologist Kaylee Sailer would be returning from maternity leave in May, and that CAD/GIS Technologist Yueu Majok would be leaving the organization at the end of April.

c. Subdivision Activity

L. Kuiper presented the Subdivision Activity statistics as of March 31, 2023 for information.

6. Accounts

a. Office Accounts

L. Kuiper presented the Monthly Office Accounts for December 2022, January 2023, and February 2023 and the Payments and Credits for November 2022, December 2022, and January 2023 to the Committee.

6. **Accounts – Cont'd**
a. **Office Accounts – Cont'd**

Moved by: Christopher Northcott

THAT the Executive Committee approves the Monthly Office Account for December 2022, January 2023, and February 2023 and the Payments and Credits for November 2022, December 2022, and January 2023.

CARRIED

b. **Details of Account**

L. Kuiper presented the Details of Account as of December 31, 2022 through February 28, 2023 to the Committee.

Moved by: Jesse Potrie

THAT the Executive Committee approves the and Details of Account as of December 31, 2022 through February 28, 2023

CARRIED

7. **New Business**

There was no new business for discussion.

8. **CAO's Report**


L. Kuiper presented his CAO Report to the Committee.

9. **Round Table Discussions**

Committee members reported on various projects and activities in their respective municipalities.

10. **Adjournment**

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:28 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

OLDMAN RIVER REGIONAL SERVICES COMMISSION

ANNUAL REPORT





MESSAGE FROM THE CHAIR AND CAO

Image, cover: Village of Stirling, ORRSC; Image, above: Town of Nanton, ORRSC

“Synergy – the bonus that is achieved when things work together harmoniously” – Mark Twain

On behalf of the Executive Committee, Board of Directors, and staff we are pleased to present to you the 2022 Annual Report of the Oldman River Regional Services Commission (ORRSC). As a shared service, we continue to realize and appreciate the benefits of our commission model for land use planning and GIS services.

The shared service model allows for more efficient use of resources. By combining resources and expertise, the Commission can provide quality planning and GIS services at a lower cost and these savings are passed on to our members, making land use planning and GIS more affordable for all. The model promotes collaboration and knowledge-sharing among different municipalities. This allows for a more holistic approach by considering the broader regional context, in addition to the needs of individual municipalities. As the Commission is comprised of representatives from multiple municipalities, there is a greater degree of oversight and input from a variety of stakeholders. By working together, we can create growth and development opportunities that can benefit and promote the entire region.

The Commission is an extension of our member municipalities and their organizational structure. This relationship allows municipal staff to work closely with Commission planning and GIS departments to fulfill the needs of your communities. The Commission has the professional experience and historical knowledge of our member municipalities to provide professional planning advice and specific GIS innovation to meet the desires of our members and their individual needs. However, the Commission’s viability faces challenges from outside private planning and GIS consultants. The Commission’s existence and success relies on the work provided to us by our members. To broaden service capabilities, ORRSC continually seeks to be fully staffed in a competitive job market and has worked to develop strong relationships with government ministries and outside agencies. Municipalities are encouraged to discuss their long-term planning and future GIS needs with ORRSC staff to allow for balanced workloads while considering municipal priorities.

MESSAGE FROM THE CHAIR AND CAO CONTINUED

We strongly believe that the shared service commission model will continue to be a success and by working together we can provide sound, affordable planning and GIS services that benefit our member municipalities and the region. The Commission looks forward to continuing its work with our member municipalities and creating a bright future for our communities in 2023. At the Executive level, we would like to thank Don Anderberg (Town of Pincher Creek), Christopher Northcott (Vulcan County), Jesse Potrie (Town of Coalhurst), Brad Schlossberger (Town of Claresholm), Neil Sieben (Town of Raymond), and posthumously Ian Sundquist (M.D. of Willow Creek), for their continued support and leadership.

Lastly, we thank you - each of our professional and dedicated staff, each of our member municipalities and each of our GIS partners - for your continued commitment and partnership. Together, we can work to ensure that the future of the Commission remains bright and continues to enrich your communities.



GORD WOLSTENHOME
Chair



LENZE KUIPER
Chief Administrative Officer

Image: Village of Milo, ORRSC



ABOUT ORRSC

The Oldman River Regional Services Commission (ORRSC) provides a spectrum of land use planning, subdivision, GIS, drone photography, and assessment review services to municipalities spanning the Oldman, Milk, and Bow River watersheds. 2022 marked our 67-year anniversary of embodying an exemplary shared service approach to regional service delivery. Going forward, we will continue to champion municipal perspectives—sustaining the legacy of southern Alberta as a region where meaningful connections to place are experienced.

Established under Part 15.1 of the **Municipal Government Act (MGA)**, this service commission is a cooperative effort of its member municipalities in southwestern Alberta who have created an organization to provide municipal planning advice to its members.

WHEN WAS ORRSC ESTABLISHED?

ORRSC has a long planning history in southern Alberta and has evolved from various forms since 1955 when it first started as the Lethbridge District Planning Commission. In 1996, following changes to the MGA a new chapter in regional planning had begun, and the Oldman River Intermunicipal Service Agency (ORISA) was formed. In 2003, as a result of consistent growth ORISA needed to expand outside their existing office space in the basement of the Lethbridge County building, resulting in the need to become a Regional Commission to satisfy property and liability needs of the organization, where it remains today.

WHO IS ORRSC TODAY?

In 2022, ORRSC was comprised of 39 member municipalities, 40 appointed members to the Board of Directors, and 20 staff members. ORRSC continues to provide land use planning support and other services to our members.

Image: Vulcan County, ORRSC



1955-2022

67 YEARS SERVING
SOUTHERN ALBERTA

WHAT WE DO

The **Municipal Government Act** requires municipalities to manage land use, subdivision, and development by preparing bylaws and statutory long-range planning documents. ORRSC is contracted by its member municipalities and provides advice and assistance to Administration and Council regarding land use planning, subdivision, and other planning related concerns.

But ORRSC is not only planning services, we are also comprised of a robust GIS Department who offers a multi-faceted approach to the world of displaying and providing geographic information to our member municipalities and their residents. The GIS Department also provides services such as producing maps, plotting, GPS acquisition, and a variety of geographic analysis tools and modules.

Our services include:

- Preparing Statutory Plans - Municipal Development Plans, Intermunicipal Development Plans, Area Structure Plans, etc.
- Subdivision Processing & Finalization
- Regional Subdivision and Development Appeal Board
- Regional Assessment Review Board
- Quarterly Periodical
- Development Training
- Professional Planning Advice
- GIS Services & Data Acquisition
- Mapping Services
- Drone Photography

Image: Town of Fort Macleod, ORRSC



76

bylaw amendments were implemented for existing Intermunicipal Development Plans, Land Use Bylaws, and Municipal Development Plans in 2022*

*as of December 31, 2022



EXECUTIVE COMMITTEE

Image: Municipal District of Willow Creek No. 26, ORRSC

The Executive Committee is elected by their peers on the Board of Directors and are delegated the responsibility of financial and administrative matters, such as budget preparation, approval of accounts, and policy and procedure review. In accordance with its governing Bylaw, the Board of Directors works to elect a minimum of 2 Rural Members to ensure their is equal representation of all Member Municipalities fulfilling the roles of the Executive Committee. At the Organizational Meeting held on December 2, 2021 the following Members were elected:

GORDON WOLSTENHOLME

Chair, Town of Fort Macleod

DON ANDERBERG

Vice Chair, Town of Pincher Creek

CHRISTOPHER NORTHCOTT

Vulcan County

JESSE POTRIE

Town of Coalhurst

BRAD SCHLOSSBERGER

Town of Claresholm

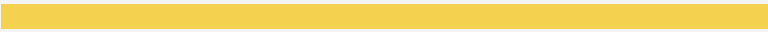
NEIL SIEBEN

Town of Raymond

IAN SUNDQUIST*

Municipal District of Willow Creek

*Mr. Ian Sundquist passed away on Saturday, August 21, 2022 after a long battle with cancer. Ian served as a Councillor in the Municipal District of Willow Creek for 27 years. During this time he spent 8 years on the Board of Directors, 5 of which were spent on the Executive Committee where he provided irreplaceable knowledge and experience to our organization. At the Regular Board of Directors Meeting held on Thursday, September 1, 2022 the Board chose to have the Executive Committee continue to operate as a membership of 6 in lieu of Ian's passing for the remainder of 2022.



BOARD OF DIRECTORS

As of December 31, 2022, including former members of 2022.

Image: Village of Hill Spring, ORRSC

Colin Bexte
Village of Arrowwood

Kent Bullock
Village of Barnwell

Dan Doell
Village of Barons

Mike Wetzstein
Town of Bassano

Ray Juska
City of Brooks

Roger Houghton
Cardston County

Allan Burton
Town of Cardston

Sue Dahl
Village of Carmangay

James Smith
Village of Champion

Trevor Wagenvoort
Village of Champion - Former Member

Brad Schlossberger
Town of Claresholm

Jesse Potrie
Town of Coalhurst

Tanya Smith
Village of Coutts

Dave Slingerland
Village of Cowley

Dave Filipuzzi
Municipality of Crowsnest Pass

Dean Ward
Municipality of Crowsnest Pass

Stephen Dortch
Village of Duchess

Kole Steinley
Village of Duchess - Former Member

Gordon Wolstenholme
Town of Fort Macleod

Mark Peterson
Village of Glenwood

Suzanne French
Village of Hill Spring

Morris Zienstra
Lethbridge County

Brad Koch
Village of Lomond

Gerry Baril
Town of Magrath

Peggy Losey
Town of Milk River

Dean Melnyk
Village of Milo

Victor Czop
Town of Nanton

Marinus de Leeuw
Town of Nobleford

Teresa Feist
Town of Picture Butte

Henry de Kok
Town of Picture Butte - Former Member

Tony Bruder
Municipal District of Pincher Creek

Don Anderberg
Town of Pincher Creek

Ronald Davis
Municipal District of Ranchland

Neil Sieben
Town of Raymond

Don Norby
Town of Stavely

Matthew Foss
Village of Stirling

John DeGroot
Municipal District of Taber

John Turcato
Municipal District of Taber - Former Member

Raymond Coad
Town of Vauxhall

Christopher Northcott
Vulcan County

Richard DeBolt
Town of Vulcan

David Cody
County of Warner

Marty Kirby
Village of Warner

Scott Alexander
Village of Warner - Former Member

Evan Berger
Municipal District of Willow Creek

Ian Sundquist
Municipal District of Willow Creek - Former Member

39
MEMBER
MUNICIPALITIES

ORRSC STAFF

ADMINISTRATION

Lenze Kuiper

Chief Administrative Officer (2005)

Raeanne Keer

Executive Assistant (July 2022)

Sherry Johnson

Bookkeeper (1981)

Tara Cyderman

Executive Assistant (2020-April 2022)

PLANNING

Mike Burla

Senior Planner (1978)*

Diane Horvath

Senior Planner (2000)

Gavin Scott

Senior Planner (2007)

Madeleine Baldwin

Planner (2019)**

Maxwell Kelly

Assistant Planner (2019)

Hailey Winder

Planner (2019-Dec 2022)

Steve Harty

Senior Planner (1998)

Bonnie Brunner

Senior Planner (2007)

Ryan Dyck

Planner (2013)

Jennifer Maxwell

Subdivision Technician (2015)

Kattie Schlamp

Assistant Planner (April 2022)

GIS

Jaime Thomas

GIS Analyst (2005)

Mladen Kristic

CAD/GIS Technologist (2006)

Yueu Majok

CAD/GIS Technologist (2017)

Jordan Thomas

GIS Analyst (2006)

Kaylee Sailer

CAD/GIS Technologist (2013)**

Carlin Groves

GIS Technician (2019)

* M. Burla retired in February 2022, and continued as a contracted employee for the remainder for 2022.

** M. Baldwin and K. Sailer both left for maternity leave in February 2022.

Image: Municipal District of Pincher Creek No. 9, ORRSC



RECOGNITION OF SERVICE

We would like to acknowledge the years of dedication of our long standing board members and staff for reaching milestones with our organization in 2022.

BOARD OF DIRECTORS

5+ Years

Tanya Smith, Village of Coutts
Dean Ward, Municipality of Crowsnest Pass
Dave Filipuzzi, Municipality of Crowsnest Pass
Suzanne French, Village of Hill Spring
Morris Zienstra, Lethbridge County
Peggy Losey, Town of Milk River
Marinus de Leeuw, Town of Nobleford
Henry de Kok, Town of Picture Butte
David Cody, County of Warner
Ian Sundquist, Municipal District of Willow Creek

10+ Years

Don Anderberg, Town of Pincher Creek

15+ Years

Gordon Wolstenholme, Town of Fort Macleod

20+ Years

Brad Koch, Village of Lomond

30+ Years

Ron Davis, Municipal District of Ranchland

ORRSC STAFF

5+ Years

Ryan Dyck, Planner
Yueu Majok, CAD/GIS Technologist
Jennifer Maxwell, Subdivision Technician
Kaylee Sailer, CAD/GIS Technologist

15+ Years

Bonnie Brunner, Senior Planner
Mladen Kristic, CAD/GIS Technologist
Lenze Kuiper, Chief Administrative Officer
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst
Jordan Thomas, GIS Analyst

20+ Years

Steve Harty, Senior Planner
Diane Horvath, Senior Planner

40+ Years

Mike Burla, Senior Planner
Sherry Johnson, Bookkeeper



GIS & PLANNING PROJECTS

Image: Municipal District of Taber, ORRSC

GIS Projects

Work Order Module (Completed)

- This module allows users to create and track work orders associated with all types of municipal infrastructure. A geographic interface was developed to allow public works to create detailed planning when it comes to future and on-going infrastructure projects.

Asset Management Mapping and Reporting Module (Commenced)

- This module will allow users to track asset inventories and create reports that will fulfill Tangible Capital Asset Program requirements.

Planning Projects

As we continue to move through the lingering changes and challenges from the COVID-19 pandemic, a sense of normalcy has begun to return to planning projects and public engagement opportunities throughout 2022. Our professional support to our member municipalities, and collaboration with outside agencies, has continued to grow, ranging from traditional in-person meetings to virtual discussions, creating more opportunities to actively engage municipalities and landowners.

In 2022, we worked to complete numerous statutory plans, including Intermunicipal Development Plans, Municipal Development Plans, and Area Structure Plans. We also provided planning advice and support to assist our members with intermunicipal disputes and mediation, annexation discussions, and attendance at Provincial Board hearings. Work continued with a variety of Land Use Bylaw reviews and updates while working with our members to ensure that each of their unique land use needs continued to be addressed. The year also allowed for a number of new projects to be initiated such as land use strategies, new land use bylaws, recreational space designs, and policy reviews.

GIS & PLANNING PROJECTS

CONTINUED

Planning Projects CONTINUED

Again this year, our Planners were provided with the opportunity to work with the Miistakis Institute. Miistakis' mission is to bring people and ideas together to promote healthy communities and landscapes, and work to ensure that their innovative research is accessible to communities and decision makers. Planners assisted by participating in the Connectivity Risk Assessment Tool Working Group and advising on the Ecological Corridor Overland Feasibility Study. The results of those projects can be leveraged by member municipalities in their own planning processes.

Moving into 2023, our Planners continue to work towards completing several projects, initiating new projects, and continuing to provide valuable planning support to our members.

Image: County of Warner, ORRSC



CHINOOK INTERMUNICIPAL SDAB

The Chinook Intermunicipal Subdivision and Development Appeal Board (SDAB) was established in 2019 and is an independent quasi-judicial board comprised of appointed persons from the participating member municipalities. The Chinook Intermunicipal SDAB is a Regional Board which provides numerous benefits to its member municipalities, such as shared access to a large pool of trained Board members, supplied trained Clerks, less recruitment initiatives, and less time, commitment and cost on administration of an individual municipality to manage their community specific SDAB. ORRSC offers in-house training for both member and non-member municipalities to ensure board members meet the legislative training requirements.

36

Individuals trained for Subdivision and Development Appeals Boards over 5 training sessions

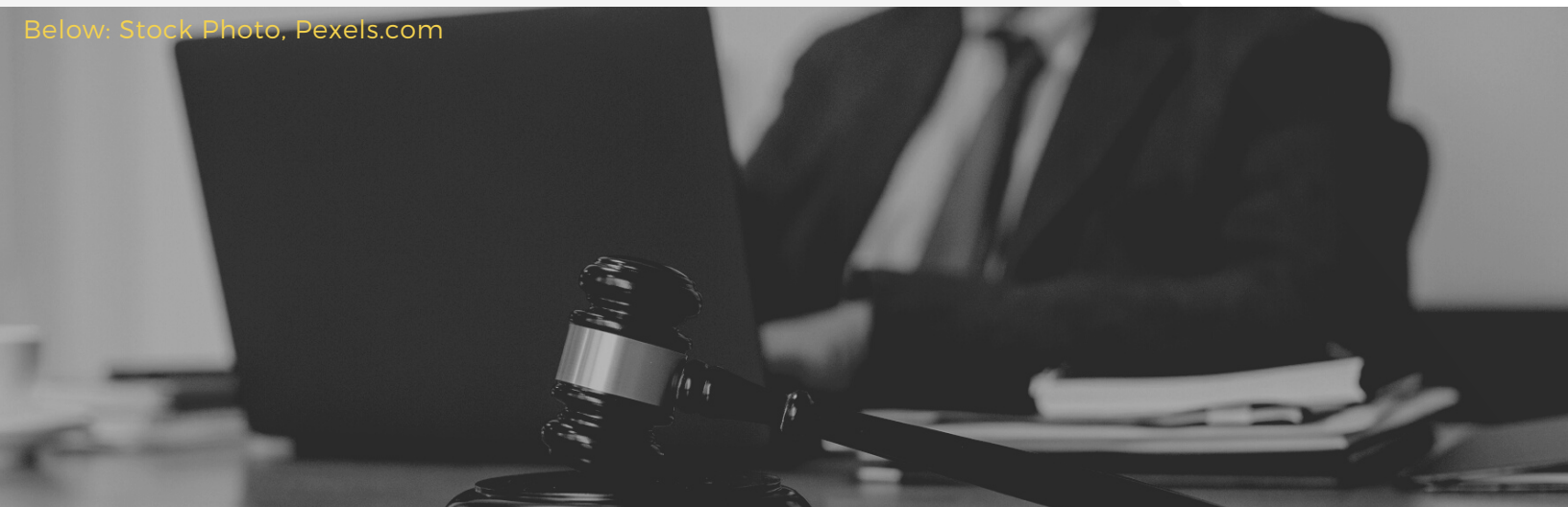
13

Subdivision and Development Appeal Board hearings processed

54

Members appointed to the Chinook Intermunicipal Subdivision and Development Appeal Board

Below: Stock Photo, Pexels.com



REGIONAL ASSESSMENT REVIEW BOARD

The Regional Assessment Review Board (ARB) is a long-standing quasi-judicial board established under the **Municipal Government Act**, and is responsible for making decisions regarding property assessment complaints. The assessment complaint system was founded on the principle that taxpayers have the right to an understandable, effective, timely, efficient, objective, and procedurally fair complaint appeal process. The Regional ARB is comprised of both appointed lay-members and Councillors from participating municipalities; in 2022 the ARB was comprised of 32 Board Members,

ARB's are intended to ensure that complaints are administered consistently throughout the province and that qualified people, who have completed the mandatory training, consistently administer and adjudicate complaints throughout the province.



18 Assessment Review Board Hearings held
across various Member Municipalities



16 Residential Assessment Complaints Filed
16 Commercial Assessment Complaints Filed



14 Assessment Complaints Withdrawn

Below: Stock Photo, Pexels.com



SUBDIVISION STATISTICS

A total of 190 subdivision applications were processed during the 2022 calendar year. The status of these applications, as of December 31, 2022, are as follows:

168 Approved or Approved on Conditions

1 Withdrawn or Expired

20 Pending

5 Appeals

MEMBER MUNICIPALITY	# of Subdivisions	Boundary Line Adj	DECISION				NEWLY CREATED LOTS (By Use)									TOTAL
			A or A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc		
Cardston County	25	3	22	1	1	1	7	-	-	14	11	-	2	-	34	
City of Brooks	5	2	3	-	-	2	4	-	-	-	-	-	-	-	4	
County of Warner No. 5	10	6	10	-	-	-	-	-	-	6	2	3	-	-	11	
Lethbridge County	29	5	26	-	-	3	1	1	2	18	4	1	-	-	27	
Municipal District of Pincher Creek No. 9	11	3	9	-	-	2	-	-	2	5	2	-	-	-	9	
Municipal District of Ranchland No. 66	0	0	-	-	-	-	-	-	-	-	-	-	-	-	0	
Municipal District of Willow Creek No. 26	13	1	13	-	-	-	4	2	1	9	1	-	-	-	17	
Municipal District of Taber	27	7	23	-	-	4	35	-	2	18	1	-	-	-	56	
Municipality of Crowsnest Pass	14	9	12	-	-	2	42	1	-	-	-	1	-	-	44	
Town of Bassano	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Cardston	2	2	2	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Claresholm	3	6	1	-	-	2	-	2	-	-	-	-	-	-	2	
Town of Coalhurst	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Fort Macleod	2	1	1	-	-	1	-	-	-	-	1	-	-	-	1	
Town of Magrath	2	1	2	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Milk River	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Town of Nanton	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Nobleford	3	2	3	-	-	-	6	-	-	-	-	-	-	-	6	
Town of Picture Butte	3	2	3	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Pincher Creek	2	1	2	-	-	-	-	-	-	-	-	-	1	-	1	
Town of Raymond	9	3	8	-	-	1	60	2	-	-	-	7	-	-	69	
Town of Stavely	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Town of Vauxhall	2	-	2	-	-	-	5	-	-	-	-	-	-	-	5	
Town of Vulcan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Arrowwood	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Barnwell	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Barons	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Carmangay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Champion	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Coutts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Cowley	1	-	1	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Duchess	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Glenwood	2	-	2	-	-	-	18	-	-	-	-	-	-	-	18	
Village of Hill Spring	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Lomond	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Milo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Village of Stirling	1	-	1	-	-	-	1	-	-	-	-	-	-	-	1	
Village of Warner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	
Vulcan County	19	9	17	-	-	2	-	-	18	8	3	-	3	1	33	
TOTAL	190	63	168	1	1	20	190	8	25	78	25	12	6	1	345	

NOTE: Lot count includes Pending Decisions as of December 31, 2022

PERIODICAL

2022 EDITIONS

Spring 2022

**Confined Feeding
Operations**

Summer 2022

Cryptocurrency Mining

Fall 2022

Short-term Rentals

Winter 2022

Wildfire Resilience

WHAT IS THE PERIODICAL?

The ORRSC Periodical is a quarterly publication focusing on planning topics of a regional interest and the promotion of planning best practices.

The Periodical is researched, written, and designed in house by ORRSC Staff.

WHAT IS THE GOAL?

- To provide a regular research based topic report for municipalities for educational purposes, and for use at other levels, such as academic institutions and professional organizations.
- To help facilitate planning discussions and support informed and effective decision making namely in land use bylaws and statutory plans.
- To bring attention to matters of a regional interest.
- To provide operational efficiency by reducing redundancy in staff research and reporting.

WHERE CAN I READ IT?

Copies of current and past editions of the Periodical can be found at www.orrsc.com.

Image: Town of Magrath, ORRSC



FINANCIAL STATEMENTS

The following pages consist of the Independent Auditor's Report prepared by KMPG LLP.

Financial Statements of

**OLDMAN RIVER
REGIONAL SERVICES
COMMISSION**

And Independent Auditor's Report thereon

Year ended December 31, 2022



KPMG LLP
3410 Fairway Plaza Road South
Lethbridge AB T1K 7T5
Canada
Tel 403-380-5700
Fax 403-380-5760

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

We have audited the financial statements of Oldman River Regional Services Commission (the Commission), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2022, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Commission's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Commission's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

April 13, 2023

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Assets		
Current assets:		
Cash and short-term deposits	\$ 460,068	\$ 580,803
Accounts receivable (note 3)	51,631	66,082
Prepaid expenses and deposits	11,356	15,689
	<u>523,055</u>	<u>662,574</u>
Cash not available for current operations	350,035	342,707
Capital assets (note 4)	502,140	533,872
	<u>\$ 1,375,230</u>	<u>\$ 1,539,153</u>

Liabilities

Current liabilities:		
Accounts payable and accrued liabilities	\$ 241,114	\$ 266,194
Deferred revenue	20,000	20,000
	<u>261,114</u>	<u>286,194</u>
Long-term debt	40,000	40,000
Net assets:		
Unrestricted	221,941	336,380
Invested in capital assets	502,140	533,872
Internally restricted	350,035	342,707
	<u>1,074,116</u>	<u>1,212,959</u>
Commitments (note 6)		
	<u>\$ 1,375,230</u>	<u>\$ 1,539,153</u>

See accompanying notes to financial statements.

On behalf of the Board:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 13)	2022 Actual	2021 Actual
Revenue:			
Municipal contributions	\$ 941,573	\$ 941,570	\$ 926,318
GIS member fees	556,608	556,608	572,026
Application fees	300,000	249,815	260,410
Other revenue	59,700	99,058	56,977
Service fees	400,000	85,759	729,264
Finalization fees	-	64,144	63,246
Interest income	12,000	24,509	5,439
Extension fees	-	6,210	9,245
	<u>2,269,881</u>	<u>2,027,673</u>	<u>2,622,925</u>
Expenses:			
Salaries and benefits	2,014,830	1,855,012	2,023,814
Occupancy costs	34,200	48,193	36,937
Software licenses and equipment	104,000	44,384	56,783
Repairs and maintenance	15,001	36,855	37,055
Telephone	16,000	27,895	25,997
Miscellaneous	1,250	22,798	16,232
Staff travel	13,000	13,945	15,476
Consulting	1	11,465	5,519
Public relations	2,000	10,513	12,567
Professional fees	13,000	9,000	11,480
Office and general	5,500	8,233	9,927
Janitorial	6,000	7,502	5,389
Members' fees	5,000	6,144	6,700
Staff training and conferences	7,000	5,170	2,120
Printing and duplicating	4,500	4,937	6,735
Advertising	5,000	4,863	5,850
Postage	7,500	4,135	10,803
Land titles office	2,500	3,008	2,002
Members' travel	8,000	1,646	1,564
Interest and bank charges	-	1,014	585
Amortization	-	39,804	49,133
	<u>2,264,282</u>	<u>2,166,516</u>	<u>2,342,668</u>
Excess (deficiency) of revenues over expenses before the undernoted item	5,599	(138,843)	280,257
Other income:			
Gain on disposal of capital assets	-	-	15,773
Excess (deficiency) of revenues over expenses	\$ 5,599	\$ (138,843)	\$ 296,030

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Financial Assets

December 31, 2022, with comparative information for 2021

	Budget	2022	2021
Excess of revenue over expenses	\$ 5,599	\$ (138,843)	\$ 296,030
Acquisition of tangible capital assets	--	(8,072)	(23,472)
Proceeds on disposal of tangible capital assets	--	--	23,055
Gain on disposal of tangible capital assets	--	--	(15,773)
Amortization of tangible capital assets	--	39,804	49,133
	5,599	31,732	32,943
Increase (decrease) of prepaid expenses	--	4,333	(7,018)
Change in net financial assets	5,599	(102,778)	321,955
Net financial assets, beginning of year	663,398	663,398	341,443
Net financial assets, end of year	\$ 668,997	\$ 560,620	\$ 663,398

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ (138,843)	\$ 296,030
Items not involving cash:		
Amortization	39,804	49,133
Gain on disposal of capital assets	-	(15,773)
	(99,039)	329,390
Changes in non-cash operating working capital:		
Accounts receivable	14,452	12
Prepaid expenses and deposits	4,333	(7,018)
Accounts payable and accrued liabilities	(25,081)	42,249
Deferred revenue	-	20,000
	(105,335)	384,633
Capital activities:		
Purchase of capital assets	(8,072)	(23,472)
Proceeds on sale of capital assets	-	23,055
	(8,072)	(417)
Financing activities:		
Proceeds of long-term debt	-	40,000
Increase (decrease) in cash and short-term deposits	(113,407)	424,216
Cash and short-term deposits, beginning of year	923,510	499,294
Cash, end of year	\$ 810,103	\$ 923,510
Cash is represented by:		
Cash and short-term deposits	\$ 460,068	\$ 580,803
Cash not available for current operations	350,035	342,707
	\$ 810,103	\$ 923,510

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2022

Nature of operations:

Oldman River Regional Services Commission (the "Commission") is a regional planning commission created by an order in Council of the province of Alberta on October 21, 2003. It was created pursuant to the Municipal Government Act of Alberta. Members of the Commission are restricted to municipal authorities. The Commission is exempt from income tax under Section 149 of the Canadian Income Tax Act.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian public sector accounting standards including the 4200 standards for government not-for-profit organizations. The Commission's significant accounting policies are as follows:

(a) Revenue recognition:

The Commission follows the deferral method of accounting for contributions. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue in the year in which the related expenses are recognized. Unrestricted investment income is recognized as revenue when earned.

Approval fees, sales of maps revenue and fee for service revenue are recognized as revenue in the period in which the service is delivered or in which the transaction or events that gave rise to the revenue occurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(b) Capital assets:

Capital assets are stated at cost, less accumulated amortization. Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Building	Declining balance	4%
Vehicles	Declining balance	30%
Computer	Straight-line	4 years
General contents	Straight-line	5 years

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Commission. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(c) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition. These financial assets are convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(d) Financial instruments:

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The Commission recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, bank indebtedness, accounts payable and accrued liabilities, debt and other liabilities. Unless otherwise noted, it is management's opinion that the Commission is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate and other price risks.

Portfolio investments in equity instruments quoted in an active market and derivatives are recorded at fair value. All other financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from de-recognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

There are no remeasurement gains or losses and as such, a statement of remeasurement gains and losses has not been prepared.

(e) Employee future benefits:

The Commission participates in a multi-employer defined pension plan call the Local Authorities Pension Plan ("LAPP"). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Commission's participating employees, based on years of service and earnings.

The plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(f) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets. Actual results could differ from those estimates.

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2022 the Commission did not have any liabilities associated with contaminated sites.

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board ("PSAB"). In 2023, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3280 - Asset retirement obligations:

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This section is effective for fiscal years beginning on or after April 1, 2022.

(ii) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2023.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

3. Accounts receivable:

	2022		2021	
Trade receivables	\$	46,990	\$	61,150
Goods and services tax		4,641		4,932
	\$	51,631	\$	66,082

4. Capital assets:

	2022		
	Cost	Accumulated amortization	Net book value
Land	\$ 80,000	\$ -	\$ 80,000
Building	773,397	392,071	381,326
General contents	280,461	267,448	13,013
Other equipment	13,678	13,097	581
Vehicles	53,411	42,499	10,912
Computer	173,446	157,138	16,308
	\$ 1,374,393	\$ 872,253	\$ 502,140

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

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2021.

(b) Market risk:

Market risk is the risk that changes in market price such as interest rates will affect the Commission's income or value of its holdings of financial instruments. The objective of market risk management is to control market risk exposures within acceptable parameters.

(c) Interest rate risk:

The Commission is exposed to interest rate risk on its fixed interest rate financial instruments and floating rate operating line of credit.

(d) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Commission is exposed to credit risk with respect to accounts receivable and has processes in place to monitor accounts receivable balances. The Commission believes that it is not exposed to significant credit risk arising from its financial instruments.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

6. Commitments:

- (a) The Commission leased equipment under agreements expiring on dates ranging from June, 2026 to August, 2026. The base rent obligation under the leases for the next year is approximately \$7,284.
- (b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however it is to continue on a year to year basis until written notice of termination on December 31, 2023.

7. Economic dependence:

The Commission receives a significant portion of its revenue directly and indirectly from its members, as such, the Commission is economically dependent on its members.

8. Debt limits:

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 76/2000 for the Commission be disclosed as follows:

	2022	2021
Total debt limit	\$ 1,013,836	\$ 1,311,463
Total debt	(40,000)	(40,000)
Amount of debt limit unused	\$ 973,836	1,271,463
Debt servicing limit	\$ 202,767	262,293
Debt servicing	(40,000)	-
Amount of debt servicing limit unused	\$ 162,767	\$ 262,293

The debt limit is calculated at 0.5 times revenue of the Commission (as defined in Alberta Regulation 76/2000) and the debt service limit is calculated at 0.1 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Commission. Rather, the financial statements must be interpreted as a whole.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

9. Accumulated surplus

	2022	2021
Net assets:		
Unrestricted	221,941	336,380
Investment in capital assets	502,140	533,872
Internally restricted	350,035	342,707
	1,074,116	1,212,959

Internally restricted net assets is comprised of the following:

	2022	2021
Operating reserve fund	175,017	171,353
Capital reserve fund	175,018	171,354
	350,035	342,707

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

10. Local Authorities Pension Plan:

Employees of the Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 281,764 employees of approximately 435 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The Commission is required to make current service contributions to the Plan of 8.45% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.80% on pensionable earnings above this amount.

Employees of the Commission are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 11.80% on pensionable salary above this amount.

Total current and past service contributions by the Commission to the Local Authorities Pension Plan in 2022 were \$137,670 (2021 - \$156,677). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2022 were \$123,539 (2021 - \$142,045).

At December 31, 2021 the Plan disclosed an actuarial surplus of \$11.9 billion.

11. Contractual rights:

Contractual rights are rights of the Commission to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

The Commission has entered into agreements to provide services to municipal members. The timing and extent of the fees collected in the future depend upon the timing and extent of services provided and as such will vary in the future.

The Commission collects municipal contributions from its members, the amounts collected depend upon participation and population of member communities and as such will vary in the future.

12. Budget information:

The budget information was approved by the Board on December 2, 2021.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements (continued)

Year ended December 31, 2022

13. Comparative information:

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



OLDMAN RIVER REGIONAL SERVICES COMMISSION

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