



# COUNCIL AGENDA

Meeting: July 10, 2023 6:00 p.m. – 10:00 p.m.  
Location: Council Chambers – 502 – 2<sup>nd</sup> Avenue

---

## 1. CALL TO ORDER

## 2. EXCUSED FROM MEETING

## 3. ADOPTION OF AGENDA

## 4. ADOPTION OF MINUTES

- 4.1 May 8, 2023 Regular Meeting
  - Clerical issue – motion numbers duplicated from April meeting.
- 4.2 June 12, 2023 Regular Meeting

## 5. DELEGATIONS

- 5.1 Jaime McIntosh, Executive Director, Brooks Region Tourism - 6:30 p.m.
- 5.2 Molly Douglass, Bassano & District Health Foundation Chair – 7:00 p.m.

## 6. UNFINISHED BUSINESS

- 6.1 Bassano & District Health Foundation – Community Hall Rental Waiver Request
- 6.2 BUILD Bassano – Main Street Development Incentive Policy

## 7. NEW BUSINESS

- 7.1 2023 Tax Recovery Auction Dates

## 8. BOARD & COMMITTEE REPORTS

- 8.1 Mayor I. Morey
  - International Federation of Ag Journalists Conference and Tour
- 8.2 Deputy Mayor Slomp
  - Newell Housing Foundation – June 6, 2023
  - Newell Regional Solid Waste – June 29, 2023
- 8.3 Councillor K. Jones
  - Newell Regional Services Commission – May 31, 2023
  - Shortgrass Library Systems – June 21, 2023
- 8.4 Councillor M. Wetzstein
- 8.5 Councillor S. Miller

## 9. CAO REPORT

- 9.1 CAO Operations Report
- 9.2 Q2 Financial Summary
- 9.3 Financial Statement for the month ending May 31, 2023
- 9.4 Cheque listing for the month ending May 31, 2023
- 9.5 FCSS Report for the period ending June 30, 2023
- 9.6 CPO Report for per the period ending June 30, 2023
- 9.7 RCMP Report – none

## **10. CORRESPONDENCE**

- 10.1 Municipal Affairs, 2023 Minister’s Award for Municipal and Public Library Excellence
- 10.2 Bassano Memorial Library – Active Board Members
- 10.3 Municipal Affairs, Municipal Accountability Program Cycle 2 Notification
- 10.4 Newell Regional Services Corporation – Water Use Notification, June 2023
- 10.5 Joint Shared Services Meeting Notes – June 13, 2023
- 10.6 Municipal Affairs – Minister McIvor Introduction – June 20, 2023
- 10.7 ORRSC Periodical – Summer 2023 – Temporary Uses
- 10.8 Technical Services Canada – Internet Solutions
- 10.9 Newell Housing Foundation Minutes – May 2, 2023
- 10.10 Alberta Municipalities – Fall Convention Registration Open

## **11. CLOSED SESSION**

- 11.1 None

## **12. ROUND TABLE**

## **13. ADJOURNMENT**



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF BASSANO  
HELD IN PERSON ON **MAY 8, 2023** IN THE COUNCIL CHAMBERS.**

---

**ELECTED OFFICIALS**

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

STAFF    Amanda Davis, Chief Administrative Officer

DELEGATES/PUBLIC                              Sandra Stanway, Brooks Bulletin (virtual)  
   Dale Luchuck, Resident  
   Brian Sawatsky, Resident

---

**1. CALL TO ORDER**

Mayor Morey called the meeting to order at 6:14 p.m.

**2. EXCUSED FROM MEETING**

None

**3. ADOPTION OF AGENDA**

**TOB96/23**      Moved by **COUNCILLOR JONES** that the agenda is approved as presented.

**CARRIED**

**4. ADOPTION OF MINUTES**

**4.1 Adoption of minutes from the regular meeting of April 11, 2023**

**TOB97/23**      Moved by **COUNCILLOR WETZSTEIN** that council approves the minutes of the regular meeting held on April 11, 2023 as presented.

**CARRIED**

**4.2 Adoption of minutes from the special meeting of April 25, 2023**

**TOB98/23**      Moved by **DEPUTY MAYOR SLOMP** that council approves the minutes of the special meeting held on April 25, 2023 as presented.

**CARRIED**

**5. DELEGATIONS**

**5.1 Public Hearing – Road Closure Bylaw 933/23 – 6:00 p.m.**

The public hearing was called to order at 6:16 p.m. in accordance with s. 261.4 (6) of

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**

**TOB99/23** 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.**

**TOB100/23** 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 – 1<sup>st</sup> Avenue (Plan 1847K; Block 2; Lots 11-18) to 1002 – 2<sup>nd</sup> 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 – 2<sup>nd</sup> Avenue. **CARRIED**

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

**TOB101/23** 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.

**TOB102/23** 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**

**TOB103/23** 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.

**TOB104/23** Moved by **COUNCILLOR MILLER** to accept the Board and Committee reports as attached to and forming parts of these minutes.

**CARRIED**

**TOB105/23** Moved by **COUNCILLOR WETZSTEIN** to recess the meeting at 7:20 p.m.

**CARRIED**

**TOB106/23** 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.

**TOB107/23** 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

**TOB108/23** 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 11<sup>th</sup> Annual Battle of the Balls tournament, July 7-9, 2023.

**TOB109/23** 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.

**TOB110/23** 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.

**TOB111/23** Moved by **COUNCILLOR MILLER** that council proclaims May 14-20, 2023 as Canadian Royal Purple Week in Bassano.

**CARRIED**

**TOB112/23** 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**

**TOB113/23** 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



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF BASSANO  
HELD IN PERSON ON JUNE 12, 2023 IN THE COUNCI CHAMBERS.**

---

**ELECTED OFFICIALS**

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

STAFF Amanda Davis, Chief Administrative Officer

DELEGATES/PUBLIC Sandra Stanway, Brooks Bulletin (virtual)  
Grant McCargar, Resident  
Denise Bachmeier, Resident  
Kathleen Johnson, Resident  
Lynette Annett, Resident

---

**1. CALL TO ORDER**

Mayor Morey called the meeting to order at 6:21 p.m.

**2. EXCUSED FROM MEETING**

- Mike Wetzstein

**3. ADOPTION OF AGENDA**

**TOB114/23** Moved by **DEPUTY MAYOR SLOMP** that the agenda is approved as amended with the addition of 10.5 Bassano Royal Purple – Community Gardens.

**CARRIED**

**4. ADOPTION OF MINUTES**

**4.1 Adoption of minutes from the regular meeting of May 8, 2023**

**TOB115/23** Moved by **COUNCILLOR MILLER** that council approves the minutes of the regular meeting held on May 8, 2023 as presented.

**5. DELEGATIONS**

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

Grant McCargar and Denise Bachmeier entered the meeting at 7:01 p.m.

McCargar and Bachmeier presented an off-leash dog park proposal with a recommended location. A Q&A session ensued.

---

Mayor CAO  
07/10/23 07/10/23



McCargar and Bachmeier departed the meeting at 7:19 p.m.

**6. UNFINISHED BUSINESS**

**6.1 Bassano Off-leash Dog Park – Proposed Location**

**TOB116/23** Moved by **MAYOR MOREY** 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 (514 – 6<sup>th</sup> Avenue) 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.

**CARRIED**

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

**TOB117/23** Moved by **DEPUTY MAYOR SLOMP** that the Town amends the Residential Vacant Land Development Incentive Policy P-TOB66/004-23 to exclude mobile home investments. Lots within the Residential Manufactured (RM) district shall be sold at fair market value for mobile home developments, without any tax incentive.

**CARRIED**

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

**TOB118/23** Moved by **COUNCILLOR MILLER** that council approves the BUILD Bassano – Commercial Development Incentive Policy P-TOB66/005-23 as amended.

**CARRIED**

**6.4 Bassano Arts Council – Community Hall Rental Rates Proposal**

**TOB119/23** Moved by **COUNCILLOR MILLER** 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.	

**CARRIED**

**7. NEW BUSINESS**

None

**8. BOARD AND COMMITTEE REPORTS**

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

**TOB120/23** Moved by **COUNCILLOR MILLER** to accept the Board and Committee reports as attached to and forming parts of these minutes.

**CARRIED**

**TOB121/23** Moved by **MAYOR MOREY** to recess the meeting at 7:42 p.m.

**CARRIED**

**TOB122/23** Moved by **MAYOR MOREY** to reconvene the meeting at 7:47 p.m.

**CARRIED**

**9. CAO REPORTS**

**9.1 Operations Report**

A written CAO report was provided for the period ending June 6, 2023.

**9.2 Financial Statements**

A financial statement for the month ending April 30, 2023 was presented.

**9.3 Cheque Listings**

A cheque listing for the month ending April 30, 2023 was presented.

**9.4 FCSS Report**

An FCSS Director's report for the month ending May 31, 2023 was presented.

**9.5 CPO Report**

None

**9.6 RCMP Report**

The Bassano RCMP Detachment's 2022 - Q4 Policing Report and Crime Statistics were presented.

**TOB123/23** Moved by **COUNCILLOR JONES** that the CAO report for the period ending June 6, 2023 is approved as presented and discussed as attached to and forming parts of these minutes.

**CARRIED**

**10. CORRESPONDENCE**

- 10.1** Joint Shared Services meeting notes of May 9, 2023 were reviewed.
- 10.2** ATCO provided a forecast update for the 2023 the natural gas franchise fee.
- 10.3** Oldman River Regional Services Commission meeting minutes of April 13, 2023 were reviewed.
- 10.4** Oldman River Regional Services Commission Annual Report for 2022 was reviewed.
- 10.5** A letter was received from Bassano Royal Purple Association requesting that water be provided unlimited at the community garden.

**TOB124/23** Moved by **COUNCILLOR MILLER** to invite the Bassano Royal Purple Association to propose a watering schedule for the community garden that is amenable to the parties, without unlimited usage of water by July 1, 2023. An interim watering schedule shall be implemented daily from 6:00 a.m. – 10:00 a.m. and 6:00 p.m. – 10:00 a.m. The interim watering schedule shall only be in effect until the July 10, 2023 regular council meeting.

**CARRIED**

**TOB125/23** 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**

**TOB126/23** Moved by **MAYOR MOREY** for adjournment of the regular council meeting of June 12, 2023 at 8:10 p.m.

**CARRIED**

---

Mayor

---

Chief Administrative Officer



# DELEGATION

Meeting: July 10, 2023

Agenda Item: 5.1

---

## **SUBJECT: Jaime McIntosh, Executive Director, Brooks Region Tourism**

---

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

Jaime McIntosh attends the meeting to provide an operational update regarding [Brooks Region Tourism](#) and to answer any questions from council. Council requested that this delegation was arranged.

**Attachments:**

1. None

**Prepared by:** Amanda Davis, CAO



# DELEGATION

Meeting: July 10, 2023

Agenda Item: 5.2

---

## **SUBJECT: Molly Douglass, Bassano & District Health Foundation Chair**

---

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

Molly Douglass, Chair of the Bassano & District Health Foundation is here to present a request that council waive the community hall rental fee on August 9, 2023, to accommodate a welcome event for local physicians and families (see attached).

In accordance with Policy TOB74/003-23, the rental rate is \$500 for the main hall with kitchen and bar.

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

**Attachments:**

1. Bassano Community Hall – Event Fee Waiver Request dated June 28, 2023

**Prepared by:** Amanda Davis, CAO

June 28, 2023

Bassano Town Council  
Bassano, AB  
T0J 0B0

Dear Bassano Town Council:

I am writing on behalf of the Bassano and District Health Foundation to **request consideration to waive the fee for the rental of the Community Hall on August 9, 2023 from 4:30 to 7:00 pm as we host a Bassano and Area Community Welcome to our new physicians and their families.**

As you are aware, it has been a worrisome and lengthy process to acquire new physicians and other allied health staff to our town. Part of Bassano's ongoing success as a community certainly is the retention of the Bassano Health Centre and its staff. **In light of the shortage within many communities across Alberta, we feel fortunate that we now have two physicians working in our Health Centre.**

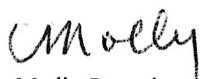
As a Foundation, we receive donations, 100% of which are used to fund equipment/programs within the Bassano Health Centre and Town of Bassano. With the assistance of RhPAP (Rural Health Professions Action Plan), we have been recognizing our staff throughout the year to retain our current personnel and to encourage others to want to work in our Bassano community.

Now in order to strengthen the connection with their new community, our Foundation is planning an informal opportunity for our physicians, Dr. Okam and Dr. Aamir as well as their families, to join Bassano and area residents at a family event with free hamburgers/hot dogs, chips, and non-alcoholic drinks. As luck would have it, the Arts Council had already arranged a musical evening in the greenspace by the Hall. This sets up a perfect evening to host a "meet and greet".

As we cannot prevent inclement weather, we wish to ensure that we would not have to postpone this special event. Hence, we are requesting the use of the Community Hall.

**Thank you for consideration of waiving the Community Hall fee as we join with you to keep our town the "Best in the West by a Damsite".**

Sincerely yours,



Molly Douglass  
Chair, Bassano and District Health Foundation



# REQUEST FOR DECISION

Meeting: July 10, 2023

Agenda Item: 6.1

## SUBJECT: Bassano & District Health Foundation – Community Hall Rental Waiver Request

### **BACKGROUND**

Upon conclusion of the delegation for the above matter, council must determine if they will waive or reduce the rental fee for the Community Hall on August 9, 2023 to accommodate a physician/family meet and greet.

A reduction in rental fees is at the discretion of council (P-TOB74/003-23).

Rates are as follows:

<i>Weekend Rates</i>	
<b>Full Weekend Rate including Greenspace (Friday - Sunday)</b>	\$ 800
Access Friday at noon for set-up, access until noon on Sunday	
<b>Option for Additional Day (Long Weekends Only)</b>	\$ 300
<b>Full Weekend Rate including Campground and Greenspace (Friday - Sunday)</b>	\$ 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)	
<b>Option for Additional Day (Long Weekends Only)</b>	\$ 450
<i>All Other Rates</i>	
<b>Hourly Rates</b>	
Kitchen Only	\$ 150
<b>Daily Rates</b>	
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 council approves the request from the Bassano & District Health Foundation dated June 28, 2023 to waive the Community Hall rental fee on August 9, 2023 to accommodate a welcoming “meet and greet” for new physicians and their families. Users are responsible for set-up, take down, and cleaning of the facility after the event.

#2 – that council declines the request from the Bassano & District Health Foundation dated June 28, 2023 to waive the Community Hall rental fee on August 9, 2023 to accommodate a welcoming “meet and greet” for new physicians and their families. Council supports the event and maintains the need to cover operational costs within the facility – maintaining the rental fee encourages users to ensure their programs are planned for full cost accounting.

#3 – that council approves the request from the Bassano & District Health Foundation dated June 28, 2023 as amended to waive 50 percent of the Community Hall rental fee on August 9, 2023 to accommodate a welcoming “meet and greet” for new physicians and their families. Users are responsible for set-up, take down, and cleaning of the facility after the event.

**CAO COMMENTS**

None.

**ALIGNMENT WITH STRATEGIC PLAN**

G2 – T5

**PROPOSED RESOLUTION**

#1 – that council approves the request from the Bassano & District Health Foundation dated June 28, 2023 to waive the Community Hall rental fee on August 9, 2023 to accommodate a welcoming “meet and greet” for new physicians and their families. Users are responsible for set-up, take down, and cleaning of the facility after the event.

**Attachments:**

1. None

**Prepared by:** Amanda Davis, CAO





# OPEN DISCUSSION

Meeting: July 10, 2023

Agenda Item: 6.2

---

## SUBJECT: BUILD Bassano – Main Street Development Incentive

---

### **BACKGROUND**

A commercial development incentive was passed by council for new builds at the June 12, 2023 meeting. Prior to the development of this policy a round table discussion was facilitated related to that and main street incentive opportunities.

Before preparing a development incentive for main street an additional conversation is needed to clarify council's expectations and anticipated outcomes for the C1 district.

### **Considerations**

- There are four vacant lots on main street, privately owned that could be developed.
- The town owns two vacant buildings listed for sale at fair market value under \$30,000 on main street.
- Many businesses on the main street have made considerable investments over the past 5-years.
- There are approximately 6 vacant buildings on main street, half owned by the Town.

### **Purpose**

What is the purpose of the main street development incentive? Is it to:

1. Exterior revitalization
2. Attractive business to vacant buildings – if so, let's dig into this to uncover what could be valuable.
3. Support existing businesses – if so in what way?
4. To make the area more welcoming – if so, what does that look like?

<b>REGIONAL OFFERINGS</b>	<b>LAND USE</b>
Main street businesses are eligible for various programs. Some of which include:  1. Business Beautification (up to \$10,000 for interior and exterior work.	With the development of Land Use Bylaw 921/21, main street business opportunities were expanded to allow for mixed use/live-work units, and more.

<ol style="list-style-type: none"> <li>2. Blade signs to improve marketing and promotion.</li> <li>3. NewGROW (up to \$10,000 in seed funding or for business expansion)</li> <li>4. Digital Economy Program – website development.</li> <li>5. Alberta Advantage Immigration Program to assist with access to foreign labour.</li> </ol>	<p>The Town also supports the Bassano Historical Society's actions for the mural project bringing more visual interest for walkers.</p>
---	---

### Incentive Ideas

A main street development incentive/strategy could be divided into various categories:

1. Vacant parcels could have a new build incentive similar to that of the commercial incentive.
2. Abandoned buildings could have a business incentive if it is occupied.
3. Any poorly conditioned buildings could receive a revitalization incentive for exterior upgrades.
4. Any faded buildings could receive a revitalization incentive for exterior upgrades.
5. Incentives could be tied to sustainability targets to help property owners lower their operating costs.
6. Service delivery – the Town could change its maintenance plan for main street to include sidewalk shoveling and weed removal.
7. Demolition incentive.
8. Historic preservation

Main street programs should be able to demonstrate a wise use of resources, which translates to real change. Some metrics for this includes new jobs added, new businesses open and sustain their operations, building rehabilitations, lowered congestion, walkability, and amenities. Addressing infrastructure needs was not part of the project scope – it is important to be clear on desired outcomes of the policy.

### Resources

1. [City of Calgary – Downtown Incentive Plans](#)
2. [Main Street America](#)
3. [Municipal Development Plan](#)

### **Attachments:**

1. None

**Prepared by:** Amanda Davis, CAO



# REQUEST FOR DECISION

Meeting: July 10, 2023

Agenda Item: 7.1

---

## SUBJECT: 2023 Tax Auction Dates

---

### **BACKGROUND**

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

Five properties are up for tax sale in 2023.

1. 302 – 3<sup>rd</sup> Avenue
2. 226 – 2<sup>nd</sup> Avenue
3. 223 – 3<sup>rd</sup> Street
4. 509 – 7<sup>th</sup> Avenue
5. 808 – 3<sup>rd</sup> Avenue

Council must:

- Set the date/time/location of the public auction. It is recommended that the public auction is scheduled October 11, 2023 at 10:00 a.m.
- Identify terms and conditions of a sale (outlined in the attachment).
- Set a market value for each of the four properties. The *MGA* provides that council must establish a reserve bid that is “as close as reasonably possible to the market value” of each parcel. Benchmark Assessment Consultants provided a market value assessment for each parcel.

### **OPTIONS**

#1 – that the 2023 tax recovery and public auction will be held on October 11, 2023 at 10:00 a.m. at the Bassano Town Office (502 – 2<sup>nd</sup> Avenue), with the terms outlined in the attachment, and finally, that a reserve bid is set as follows for each of the properties:

1. 302 – 3<sup>rd</sup> Avenue (Plan 3158AB; Block 14; Lot 20) - \$73,900
2. 226 – 2<sup>nd</sup> Avenue (Plan 3872T; Block 5 ; Lots 16 & E ½ of 17) - \$220,167
3. 223 – 3<sup>rd</sup> Street (Plan 3872T; Block 7; Lots 1-2) - \$91,000
4. 509 – 7<sup>th</sup> Avenue (Plan 4437AD; Block 9; Lots 5-7) - \$101,775
5. 808 – 3<sup>rd</sup> Avenue (Plan 771 1039; Block ; Lot 18) - \$197,733

### **CAO COMMENTS**

None.

### **ALIGNMENT WITH STRATEGIC PLAN**

This is an operational matter

### **PROPOSED RESOLUTION**

#1 – Be it resolved that the 2023 tax recovery and public auction will be held on October 11, 2023 at 10:00 a.m. at the Bassano Town Office (502 – 2<sup>nd</sup> Avenue), and

Be it resolved that the Terms and Conditions of Sale for the 2023 Public Auction are hereby approved as follows:

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

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

1. 302 – 3<sup>rd</sup> Avenue (Plan 3158AB; Block 14; Lot 20) - \$73,900
2. 226 – 2<sup>nd</sup> Avenue (Plan 3872T; Block 5 ; Lots 16 & E ½ of 17) - \$220,167
3. 223 – 3<sup>rd</sup> Street (Plan 3872T; Block 7; Lots 1-2) - \$91,000

4. 509 – 7<sup>th</sup> Avenue (Plan 4437AD; Block 9; Lots 5-7) - \$101,775
5. 808 – 3<sup>rd</sup> Avenue (Plan 771 1039; Block ; Lot 18) - \$197,733

**Attachments:**

1. Terms and Conditions
2. Market Value Reports

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

## 2023 - Public Auction – Terms and Conditions

---

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

# Town of Bassano – Tax Recovery Appraisal

---

Roll #: 220000

Address 302 – 3<sup>rd</sup> Avenue  
Bassano AB

Legal Description: Plan 3158AB Block 14 Lot 20

Zoning: R1 Residential

Parcel Size: 696.8 m<sup>2</sup> or 7,500 ft<sup>2</sup>

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Main Residential Area

Site Description: Flat lot at the NE corner of 3<sup>rd</sup> Avenue & 2<sup>nd</sup> Street

## Description of Improvement-

Year Built 1949 Effective Age: 1965

Floor Area 949 ft<sup>2</sup>

Basement 762 ft<sup>2</sup>

Detached Garage 329 ft<sup>2</sup>

Overall Condition: Average

Windows: Updated windows.

Siding: Updated siding.

Interior: No interior inspection was conducted.

Assessment \$79,000

Value according to the sales comparable approach (see attached) is \$73,900 and therefore represents a good indication of market value.

Value as of June 15, 2023 is \$73,900.




---

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




# Sales Comparables



Roll: 220000  
 Address: 302 - 3RD AVENUE  
 Legal: 3158AB 14 20  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 001-02-00 100%  
 Prog.: 100%  
 Eff. Year: 1965  
 CDU: A  
 Bldg Size: 949 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$83)  
 Land Size: 696.80 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 41%

Roof: \$0  
 Plumbing: \$6,560  
 (x 0) Fireplaces: \$0  
 Heat: \$4,338  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: -\$352  
 Phys Dep.: -\$63,824  
 Main Bldg: \$97,278  
 Other Impr.: \$3,000  
 Land: \$32,000  
 Total: \$79,000  
 Avg. Value according to TOP 3 comparables: \$73,900


Subject



Roll: 75000      Sale Price: \$94,000      Adj. Price: \$95,200      88 %  
 Address: 422 - 4TH AVENUE      Sale Date: 04-28-2022  
 Legal: 3154AC 16 15  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 001-02-00 100%  
 Prog.: 100%  
 Eff. Year: 1965  
 CDU: A  
 Bldg Size: 959 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$87, Price/Ft<sup>2</sup>=\$99)  
 Land Size: 696.80 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 41%

Roof: \$0  
 Plumbing: \$6,560  
 (x0) Fireplaces: \$0  
 Heat: \$4,385  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: -\$78  
 Phys Dep.: -\$64,868  
 Main Bldg: \$99,001  
 Other Impr.: \$7,000  
 Land: \$32,000  
 Total: \$84,000


Est. Value: \$90,200



Roll: 101000      Sale Price: \$42,000      Adj. Price: \$42,500      122 %  
 Address: 636 - 4TH AVENUE      Sale Date: 05-07-2022  
 Legal: 3154AC 18 11; pt 12  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 001-02-00 100%  
 Prog.: 100%  
 Eff. Year: 1965  
 CDU: P  
 Bldg Size: 765 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$67, Price/Ft<sup>2</sup>=\$55)  
 Land Size: 1045.20 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 20%

Roof: \$0  
 Plumbing: \$6,560  
 (x0) Fireplaces: \$0  
 Heat: \$0  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: -\$314  
 Phys Dep.: -\$69,257  
 Main Bldg: \$80,011  
 Other Impr.: \$0  
 Land: \$35,000  
 Total: \$52,000

Est. Value: \$69,500



Roll: 52000      Sale Price: \$64,000      Adj. Price: \$64,000      127 %  
 Address: 432 - 4TH STREET      Sale Date: 12-27-2022  
 Legal: 2660AM 16A C  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 001-02-00 100%  
 Prog.: 100%  
 Eff. Year: 1965  
 CDU: A  
 Bldg Size: 581 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$139, Price/Ft<sup>2</sup>=\$110)  
 Land Size: 718.50 M  
 Bsmt Fin Sz: 441 Ft<sup>2</sup>  
 Remainder: 41%

Roof: \$0  
 Plumbing: \$6,560  
 (x0) Fireplaces: \$0  
 Heat: \$2,655  
 A/C: \$0  
 Bsmt Finish: \$6,843  
 Other Dep.: -\$349  
 Phys Dep.: -\$52,307  
 Main Bldg: \$72,598  
 Other Impr.: \$13,000  
 Land: \$32,000  
 Total: \$81,000

Est. Value: \$62,000



# Town of Bassano – Tax Recovery Appraisal

---

Roll #: 273000

Address 226 – 2<sup>nd</sup> Avenue  
Bassano AB

Legal Description: Plan 3872T Block 5 Lots 16 & E ½ of 17

Zoning: R1 Residential

Parcel Size: 1045.2 m<sup>2</sup> or 11,250 ft<sup>2</sup>

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Main Residential Area

Site Description: Lightly-sloped lot on the N side of 2<sup>nd</sup> Avenue between 1<sup>st</sup> & 2<sup>nd</sup> Street.

## Description of Improvement-

Year Built 1968                      Effective Age: 1968

Floor Area                              1,319 ft<sup>2</sup>

Basement                                1,319 ft<sup>2</sup>

Attached Garage                      236 ft<sup>2</sup>

Overall Condition:                    Excellent

Windows:                                Updated windows.

Siding:                                    Updated siding.

Interior:                                 No interior inspection was conducted.

Assessment    \$219,000

Value according to sales comparable approach (see attached) is \$220,167 and therefore represents a good indication of market value.

Value as of June 15, 2023 is \$220,167




---

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



# Sales Comparables




Roll: 273000  
 Address: 226 - 2ND AVENUE  
 Legal: 3872T 5 16,17

Location: 101  
 Base Code: 1  
 Mt-Qu-St: 003-04-02 100%  
 Prog.: 100%  
 Eff. Year: 1968  
 CDU: E

Bldg Size: 1,319 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$166)  
 Land Size: 1045.20 M  
 Bsmt Fin Sz: 660 Ft<sup>2</sup>  
 Remainder: 61% Avg. Value according to TOP 3 comparables:

Roof: \$0  
 Plumbing: \$22,140  
 (x 1) Fireplaces: \$8,220  
 Heat: \$7,286  
 A/C: \$6,281  
 Bsmt Finish: \$12,653  
 Other Dep.: \$22,553  
 Phys Dep.: -\$97,466  
 Main Bldg: \$193,333  
 Other Impr.: \$9,000  
 Land: \$35,000  
 Total: \$219,000  
 \$220,167

Subject



Roll: 51000  
 Address: 427 - 4TH STREET  
 Legal: 2260AM 16A B


Location: 101  
 Base Code: 1  
 Mt-Qu-St: 003-04-02 100%  
 Prog.: 100%  
 Eff. Year: 1977  
 CDU: G

Bldg Size: 979 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$177, Price/Ft<sup>2</sup>=\$173)  
 Land Size: 603.80 M  
 Bsmt Fin Sz: 761 Ft<sup>2</sup>  
 Remainder: 61%

Sale Price: \$170,000 Adj. Price: \$170,000 102 %  
 Sale Date: 11-21-2022

Roof: \$0  
 Plumbing: \$13,284 \$8,856  
 (x1) Fireplaces: \$8,221 -\$1  
 Heat: \$5,408 \$1,878  
 A/C: \$0 \$6,281  
 Bsmt Finish: \$14,170 -\$1,517  
 Other Dep.: \$18,104 \$4,449  
 Phys Dep.: -\$75,376 -\$22,090  
 Main Bldg: \$152,189 \$41,144  
 Other Impr.: \$8,000 \$1,000  
 Land: \$30,000 \$5,000  
 Total: \$174,000 \$45,000

Est. Value: \$215,000



Roll: 218000  
 Address: 314 - 3RD AVENUE  
 Legal: 3158AB 14 17


Location: 101  
 Base Code: 1  
 Mt-Qu-St: 003-04-02 100%  
 Prog.: 100%  
 Eff. Year: 1974  
 CDU: G

Bldg Size: 839 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$201, Price/Ft<sup>2</sup>=\$203)  
 Land Size: 696.80 M  
 Bsmt Fin Sz: 668 Ft<sup>2</sup>  
 Remainder: 59%

Sale Price: \$164,500 Adj. Price: \$170,800 99 %  
 Sale Date: 10-14-2021

Roof: \$0  
 Plumbing: \$15,498 \$6,642  
 (x0) Fireplaces: \$0 \$8,220  
 Heat: \$4,635 \$2,651  
 A/C: \$0 \$6,281  
 Bsmt Finish: \$12,782 -\$129  
 Other Dep.: \$17,469 \$5,084  
 Phys Dep.: -\$83,064 -\$14,402  
 Main Bldg: \$169,680 \$23,653  
 Other Impr.: \$0 \$9,000  
 Land: \$32,000 \$3,000  
 Total: \$169,000 \$50,000

Est. Value: \$220,800



Roll: 363005  
 Address: 110 - 2ND AVENUE  
 Legal: 4437AD 8 33-35

Location: 101  
 Base Code: 1  
 Mt-Qu-St: 003-04-02 100%  
 Prog.: 100%  
 Eff. Year: 1982  
 CDU: G

Bldg Size: 1,101 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$215, Price/Ft<sup>2</sup>=\$220)  
 Land Size: 1045.20 M  
 Bsmt Fin Sz: 883 Ft<sup>2</sup>  
 Remainder: 64%

Sale Price: \$225,000 Adj. Price: \$242,700 98 %  
 Sale Date: 02-19-2021

Roof: \$0  
 Plumbing: \$24,354 -\$2,214  
 (x1) Fireplaces: \$8,220 \$0  
 Heat: \$6,082 \$1,204  
 A/C: \$0 \$6,281  
 Bsmt Finish: \$16,929 -\$4,276  
 Other Dep.: \$22,068 \$485  
 Phys Dep.: -\$81,525 -\$15,941  
 Main Bldg: \$170,872 \$22,461  
 Other Impr.: \$26,000 -\$17,000  
 Land: \$44,000 -\$9,000  
 Total: \$237,000 -\$18,000

Est. Value: \$224,700

# Town of Bassano – Tax Recovery Appraisal

---

Roll #: 294000

Address 223 – 3<sup>rd</sup> Street  
Bassano AB

Legal Description: 3872T 7 1-2

Zoning: R2 Medium Density Residential

Parcel Size: 464.5 m<sup>2</sup> or 5,000 ft<sup>2</sup>

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Central

Site Description: Relatively flat, rectangular lot at the SW corner of 3<sup>rd</sup> Avenue & 3<sup>rd</sup> Street

## Description of Improvement-

Year Built 1920                      Effective Age: 1960

Floor Area 4,320 (2,160 on the main level and 2,160 on the upper level)

Overall Condition: Very Poor

Windows: Updated

Siding: Block and brick exterior

Interior: No interior inspection was conducted.

Assessment \$174,000 (revised to \$91,000)

There are no comparable properties to this unique property in the Town of Bassano. There is a notice on the front door of the premises stating that, “the building or part of the building is not in conformance with the requirements of the Safety Codes Act.” Apparently, a pipe burst, and major damage was caused to the interior. I have lowered the condition of the building to Poor and added an additional -40% functional obsolescence to reflect the condition of the interior of the building.

Value as of June 15, 2023 is \$91,000



---

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

# Town of Bassano – Tax Recovery Appraisal

---

Roll #: 365000

Address 509 – 7<sup>th</sup> Avenue  
Bassano AB

Legal Description: Plan 4437AD Block 9 Lots 5-7

Zoning: R1 Residential

Parcel Size: 1045.2 m<sup>2</sup> or 11,250 ft<sup>2</sup>

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: North of 6<sup>th</sup> Avenue

Site Description: Relatively level lot on the S side of 7<sup>th</sup> Avenue between 4<sup>th</sup> & 5<sup>th</sup> Street.

## Description of Improvement-

Year Built 1972 Effective Age: 1972

Floor Area 1,126 ft<sup>2</sup>

Basement No basement

Detached Garage 480 ft<sup>2</sup>

Overall Condition: Average

Windows: Original windows.

Siding: Original siding.

Interior: No interior inspection was conducted.

Assessment \$100,000

Value according to sales comparable approach (see attached) is \$101,775 and therefore represents a good indication of market value.

Value as of June 15, 2023 is \$101,775




---

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




# Sales Comparables



Roll: 365000  
 Address: 509 - 7TH AVENUE  
 Legal: 4437AD 9 5-7  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 045-03-34 100%  
 Prog.: 100%  
 Eff. Year: 1972  
 CDU: A  
 Bldg Size: 1,126 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$88)  
 Land Size: 1045.20 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 35%

Roof: \$0  
 Plumbing: \$7,708  
 (x 0) Fireplaces: \$0  
 Heat: \$5,148  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: \$12,500  
 Phys Dep.: -\$75,214  
 Main Bldg: \$102,858  
 Other Impr.: \$12,000  
 Land: \$35,000  
 Total: \$100,000  
 Avg. Value according to TOP 4 comparables: \$101,775


Subject



Roll: 440000  
 Address: 502 - 7TH AVENUE  
 Legal: 4437AD 26 39-40  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 045-03-34 100%  
 Prog.: 100%  
 Eff. Year: 1974  
 CDU: A  
 Bldg Size: 1,056 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$103)  
 Land Size: 696.80 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 35%

Sale Price: \$80,000  
 Sale Date: 12-09-2019  
 Adj. Price: \$92,400 118 %  
 Roof: \$0  
 Plumbing: \$7,708  
 (x0) Fireplaces: \$0  
 Heat: \$4,828  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: \$12,083  
 Phys Dep.: -\$75,990  
 Main Bldg: \$104,371  
 Other Impr.: \$24,000  
 Land: \$32,000  
 Total: \$109,000


Est. Value: \$83,400



Roll: 363000  
 Address: 201 - 1ST STREET  
 Legal: 4437AD 8 20-21  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 045-03-35 100%  
 Prog.: 100%  
 Eff. Year: 1976  
 CDU: A  
 Bldg Size: 1,089 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$107, Price/Ft<sup>2</sup>=\$125)  
 Land Size: 728.30 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 35%

Sale Price: \$135,000  
 Sale Date: 04-02-2022  
 Adj. Price: \$136,700 86 %  
 Roof: \$0  
 Plumbing: \$9,635  
 (x0) Fireplaces: \$0  
 Heat: \$4,975  
 A/C: \$0  
 Bsmt Finish: \$0  
 Other Dep.: \$15,014  
 Phys Dep.: -\$92,831  
 Main Bldg: \$128,207  
 Other Impr.: \$11,000  
 Land: \$41,000  
 Total: \$117,000


Est. Value: \$119,700



Roll: 175001  
 Address: 610 - 3RD AVENUE  
 Legal: 3158AB 11  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 045-03-34 100%  
 Prog.: 100%  
 Eff. Year: 1976  
 CDU: F  
 Bldg Size: 1,344 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$68, Price/Ft<sup>2</sup>=\$71)  
 Land Size: 1045.20 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 23%

Sale Price: \$90,000  
 Sale Date: 04-27-2021  
 Adj. Price: \$95,900 96 %  
 Roof: \$0  
 Plumbing: \$11,562  
 (x0) Fireplaces: \$0  
 Heat: \$6,142  
 A/C: \$5,119  
 Bsmt Finish: \$0  
 Other Dep.: \$9,912  
 Phys Dep.: -\$114,121  
 Main Bldg: \$125,386  
 Other Impr.: \$13,000  
 Land: \$35,000  
 Total: \$92,000

Est. Value: \$103,900



Roll: 18002  
 Address: 222 - 1 AVENUE  
 Legal: 1418LK 1 14  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 045-03-33 100%  
 Prog.: 100%  
 Eff. Year: 1978  
 CDU: A  
 Bldg Size: 1,271 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$105, Price/Ft<sup>2</sup>=\$105)  
 Land Size: 2090.30 M  
 Bsmt Fin Sz: 0 Ft<sup>2</sup>  
 Remainder: 35%

Sale Price: \$121,000  
 Sale Date: 08-19-2020  
 Adj. Price: \$134,100 100 %  
 Roof: \$0  
 Plumbing: \$11,562  
 (x0) Fireplaces: \$0  
 Heat: \$5,812  
 A/C: \$4,842  
 Bsmt Finish: \$0  
 Other Dep.: \$15,975  
 Phys Dep.: -\$98,474  
 Main Bldg: \$129,283  
 Other Impr.: \$24,000  
 Land: \$41,000  
 Total: \$134,000

Est. Value: \$100,100

# Town of Bassano – Tax Recovery Appraisal

---

Roll #: 538000

Address 808 – 3<sup>rd</sup> Avenue  
Bassano AB

Legal Description: Plan 7711039 Block 1 Lot 18

Zoning: R1 Residential

Parcel Size: 771.1 m<sup>2</sup> or 8,300 ft<sup>2</sup>

Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Main Residential Area

Site Description: Flat lot on the north side of 3<sup>rd</sup> Avenue at the entrance to 3A Avenue

## Description of Improvement-

Year Built 1979 Effective Age: 1979

Floor Area 1,101 ft<sup>2</sup>

Basement 1,101 ft<sup>2</sup>

Detached Garage 526 ft<sup>2</sup>

Overall Condition: Good

Windows: Updated windows.

Siding: Updated siding.

Interior: No interior inspection was conducted.

Assessment \$195,000

Value according to sales comparable approach (see attached) is \$197,733 and therefore represents a good indication of market value.

Value as of June 15, 2023 is \$197,733.




---

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






# Sales Comparables



Roll: 538000  
 Address: 808 - 3RD AVENUE  
 Legal: 7711039 1 18  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 003-04-00 100%  
 Prog.: 100%  
 Eff. Year: 1979  
 CDU: G  
 Bldg Size: 1,101 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$177)  
 Land Size: 771.10 M  
 Bsmt Fin Sz: 771 Ft<sup>2</sup>  
 Remainder: 62%

Roof: \$0  
 Plumbing: \$22,140  
 (x 0) Fireplaces: \$0  
 Heat: \$6,082  
 A/C: \$5,244  
 Bsmt Finish: \$15,250  
 Other Dep.: \$18,929  
 Phys Dep.: -\$78,495  
 Main Bldg: \$157,850  
 Other Impr.: \$15,000  
 Land: \$33,000  
 Total: \$195,000  
 Avg. Value according to TOP 6 comparables: \$197,733

Subject




Roll: 387001      Sale Price: \$200,000    Adj. Price: \$213,000    94 %  
 Address: 315 - 7 AVENUE      Sale Date: 05-18-2021  
 Legal: 4437AD 11  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 003-04-00 100%  
 Prog.: 100%  
 Eff. Year: 1975  
 CDU: E  
 Bldg Size: 1,076 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$186, Price/Ft<sup>2</sup>=\$197)  
 Land Size: 877.80 M  
 Bsmt Fin Sz: 915 Ft<sup>2</sup>  
 Remainder: 65%

Roof: \$0  
 Plumbing: \$15,498  
 (x0) Fireplaces: \$0  
 Heat: \$5,943  
 A/C: \$4,098  
 Bsmt Finish: \$17,396  
 Other Dep.: \$19,609  
 Phys Dep.: -\$68,595  
 Main Bldg: \$153,051  
 Other Impr.: \$20,000  
 Land: \$34,000  
 Total: \$201,000

\$0  
 \$6,642  
 \$0  
 \$139  
 \$1,146  
 -\$2,146  
 -\$680  
 -\$9,900  
 \$4,799  
 -\$5,000  
 -\$1,000  
 -\$6,000

**Est. Value: \$207,000**




Roll: 130000      Sale Price: \$197,000    Adj. Price: \$201,900    98 %  
 Address: 714 - 2ND AVENUE      Sale Date: 01-26-2022  
 Legal: 3154AC 21 17  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 003-04-00 100%  
 Prog.: 100%  
 Eff. Year: 1977  
 CDU: A  
 Bldg Size: 1,041 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$189, Price/Ft<sup>2</sup>=\$193)  
 Land Size: 696.80 M  
 Bsmt Fin Sz: 462 Ft<sup>2</sup>  
 Remainder: 56%

Roof: \$0  
 Plumbing: \$19,926  
 (x1) Fireplaces: \$8,221  
 Heat: \$5,750  
 A/C: \$4,957  
 Bsmt Finish: \$8,776  
 Other Dep.: \$17,768  
 Phys Dep.: -\$90,539  
 Main Bldg: \$158,141  
 Other Impr.: \$32,000  
 Land: \$32,000  
 Total: \$197,000

\$0  
 \$2,214  
 -\$8,221  
 \$332  
 \$287  
 \$6,474  
 \$1,161  
 \$12,044  
 -\$291  
 -\$17,000  
 \$1,000  
 -\$2,000

**Est. Value: \$199,900**




Roll: 416000      Sale Price: \$193,000    Adj. Price: \$200,300    106 %  
 Address: 325 - 8TH AVENUE      Sale Date: 10-28-2021  
 Legal: 4437AD 24 13-14  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 003-04-00 100%  
 Prog.: 100%  
 Eff. Year: 1977  
 CDU: G  
 Bldg Size: 1,002 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$211, Price/Ft<sup>2</sup>=\$199)  
 Land Size: 696.80 M  
 Bsmt Fin Sz: 852 Ft<sup>2</sup>  
 Remainder: 61%

Roof: \$0  
 Plumbing: \$15,498  
 (x1) Fireplaces: \$8,221  
 Heat: \$5,535  
 A/C: \$0  
 Bsmt Finish: \$16,455  
 Other Dep.: \$19,028  
 Phys Dep.: -\$82,457  
 Main Bldg: \$165,720  
 Other Impr.: \$32,000  
 Land: \$32,000  
 Total: \$212,000

\$0  
 \$6,642  
 -\$8,221  
 \$547  
 \$5,244  
 -\$1,205  
 -\$99  
 \$3,962  
 -\$7,870  
 -\$17,000  
 \$1,000  
 -\$17,000

**Est. Value: \$183,300**



Roll: 130000      Sale Price: \$170,000    Adj. Price: \$199,200    99 %  
 Address: 714 - 2ND AVENUE      Sale Date: 07-23-2019  
 Legal: 3154AC 21 17  
 Location: 101  
 Base Code: 1  
 Mt-Qu-St: 003-04-00 100%  
 Prog.: 100%  
 Eff. Year: 1977  
 CDU: A  
 Bldg Size: 1,041 Ft<sup>2</sup> (Asmt/Ft<sup>2</sup>=\$189)  
 Land Size: 696.80 M  
 Bsmt Fin Sz: 462 Ft<sup>2</sup>  
 Remainder: 56%

Roof: \$0  
 Plumbing: \$19,926  
 (x1) Fireplaces: \$8,221  
 Heat: \$5,750  
 A/C: \$4,957  
 Bsmt Finish: \$8,776  
 Other Dep.: \$17,768  
 Phys Dep.: -\$90,539  
 Main Bldg: \$158,141  
 Other Impr.: \$32,000  
 Land: \$32,000  
 Total: \$197,000

\$0  
 \$2,214  
 -\$8,221  
 \$332  
 \$287  
 \$6,474  
 \$1,161  
 \$12,044  
 -\$291  
 -\$17,000  
 \$1,000  
 -\$2,000

**Est. Value: \$197,200**



# Sales Comparables

	Roll: 390000	Sale Price: \$189,900	Adj. Price:	\$197,100	89 %
	Address: 336 - 6TH AVENUE	Sale Date: 10-07-2021	Roof:	\$0	\$0
	Legal: 4437AD 11 21-23		Plumbing:	\$15,498	\$6,642
	Location: 101		(x0) Fireplaces:	\$0	\$0
	Base Code: 1		Heat:	\$5,933	\$149
	Mt-Qu-St: 003-04-00 100%		A/C:	\$5,115	\$129
	Prog.: 100%		Bsmt Finish:	\$5,693	\$9,557
	Eff. Year: 1972		Other Dep.:	\$16,105	\$2,824
	CDU: G		Phys Dep.:	-\$81,394	\$2,899
	Bldg Size: 1,074 Ft <sup>2</sup> (Asmt/Ft <sup>2</sup> =\$163, Price/Ft <sup>2</sup> =\$183)		Main Bldg:	\$157,050	\$800
	Land Size: 1045.20 M		Other Impr.:	\$17,000	-\$2,000
	Bsmt Fin Sz: 319 Ft <sup>2</sup>		Land:	\$35,000	-\$2,000
	Remainder: 57%		Total:	\$176,000	\$19,000
		<b>Est. Value:</b>		<b>\$216,100</b>	
	Roll: 363003	Sale Price: \$180,400	Adj. Price:	\$184,900	107 %
	Address: 122 - 2ND AVENUE	Sale Date: 01-27-2022	Roof:	\$0	\$0
	Legal: 4437AD 8 27-29		Plumbing:	\$15,498	\$6,642
	Location: 101		(x1) Fireplaces:	\$8,221	-\$8,221
	Base Code: 1		Heat:	\$5,305	\$777
	Mt-Qu-St: 003-04-00 100%		A/C:	\$0	\$5,244
	Prog.: 100%		Bsmt Finish:	\$14,988	\$262
	Eff. Year: 1976		Other Dep.:	\$18,600	\$329
	CDU: G		Phys Dep.:	-\$80,933	\$2,438
	Bldg Size: 960 Ft <sup>2</sup> (Asmt/Ft <sup>2</sup> =\$205, Price/Ft <sup>2</sup> =\$192)		Main Bldg:	\$158,321	-\$471
	Land Size: 1045.20 M		Other Impr.:	\$13,000	\$2,000
	Bsmt Fin Sz: 816 Ft <sup>2</sup>		Land:	\$44,000	-\$11,000
	Remainder: 60%		Total:	\$197,000	-\$2,000
		<b>Est. Value:</b>		<b>\$182,900</b>	



July 4/2023

### IFAJ Conference

I attended the International Federation of Ag Journalists Conference and Tour sponsored in part by Brooks/Newell Region and consisting of City of Brooks, County of Newell and Eastern Irrigation District under the umbrella of Joint Shared Services

Each of the above contributed approximately \$15,000 ea to be a Platinum Sponsor which gave access to 250-300 Ag Journalists from all over the world , over 30 different countries

We gave a private bus tour to approximately 30 delegates to a number of Ag facilities throughout the County including a carrot processing facility, a grain to distillery facility, Brooks Aquaduct, a feedlot , farms and of course the Bassano Dam and ending with a BBQ at the Newell Sailing Club

The next day we were at the Olds Agriculture College where most of them were housed and were able to give a fabulous presentation including a Video of the area and an oral presentation and pictures of the Brooks/Newell Region and I do have to say that I believe it was to rave reviews as we had compliments after compliments of not only the presentation but the Tour as a whole

The Journalists were full of questions , some of which were not expected , as much about our local Politics and how we all collaborate together to become one entity, which they found quite fascinating They were also quite blown away by the open spaces, the cowboy atmosphere , etc

My honest opinion is that this was a very worthwhile event which if we want to compete with the rest of especially Alberta, we need to do more of. There will be more info available moving forward and I expect to hear back on the reporting that these Journalists do and the comments that they may have and the ones that I personally spoke to said that they would be more than happy to do this

Some of the group are working for companies such as farm equipment , some write for newspapers and magazines . The most notable somewhat local magazines are the Western Producer who had a couple people attending and they were very, very impressed

I spoke to some delegates from the United States, Canada, Austria,England , Australia, Finland and a few African countries as well. Some of these delegates are coming back to the area and will receive a more personal tour of the countryside as it is impossible to see everything from a bus in a day

We had a very good group from Joint Shared Services , EID, County of Newell , City of Brooks, and of course Bassano , all of whom were a pleasure to work with over the period of time

If you Google Brooks/Newell you will see the links to some of the information and there will be much more moving forward

Irv Morey

## JUNE 2023 BOARD REPORTS

JOHN SLOMP

### NEWELL HOUSING FOUNDATION JUNE 6, 2023

- 1) Homecare has reduced the amount of assistance they are willing to give residents. They are expecting the families to do more.
- 2) The sunroom at Newbrook has been converted into additional dining space to accommodate the large number of mobility aids that need to be stored during meals.
- 3) Alice has retired as Playfair Lodge activity coordinator and they have hired Madison Mitchell.
- 4) 158 households received rent subsidy. Many households are struggling to find rentals. 17 families are on the wait list for community housing.
- 5) Newell housing sent a letter to Brooks Health Foundation asking if they would partner to create a covered pathway from Newbrook Lodge to the hospital.

### NRSWMA MEETING JUNE 29, 2023

- 1) 7777 Tonnes of contaminated soil were taken in in May.
- 2) NRB Modular has been paid their deposit for the new scalehouse and it has gone into the final design phase.
- 3) The landfill has purchased a 2023 Kenworth rolloff truck and are hauling their own 40 yd bins from the transfer stations. Smithbrook has been requested to return our 3 switch o ut bins and return the transfer station keys. There are still some Six Guns 6 yd bins at some of the transfer stations. Six Guns increased the pickup charges for them. The increases are Gem 140%, Millicent 40%, and Scandia and Bow City 60%. The landfill has some 20 yd rolloff bins that they are repairing, and when done, will replace the 6 yd Six Gun bins with our 20 yd bins.
- 4) Shawn is putting a RFP, with the help of Jerry Neighbour and Matt Fenski, for NRSWMA payroll and accounting services.
- 5) There continues to be breakins at the landfill and Tilley transfer station. There was a small amount of electronics stolen from Brooks and nothing apparent at Tilley other than a broken fence.
- 6) In May there were 17 bins picked up from Bassano, 1 from Gem, 3 from Millicent, 2 from Rainier/Bowcity and 5 from Tilley.

**NRSC Board Meeting May 31st 2023 at NRSC Board room 2pm**

Adoption of Agenda. Approved

Minutes of the April 5th 2023 meeting. Approved

New Business

KPMG Audit results presentation. Approved

Operations report presented by Kole Stainley

He discussed operations in the County of Newell, everything is operating as normal.

At NRSC we have a new hire for operations team. Also we have hired the summer staff for 2023.

A membrane was sent to the manufacture to find its condition.

Report was accepted by the Board.

Nov/Dec Cheque Register was presented and approved.

Nov/Dec Internet Payments accepted as information.

Nov/Dec water Consumption

Nov/Dec Cost of water.

Net revenue showing a 5 year history, up to April it is following its normal range.

2023 Q1 Review,

Revenue (\$943,476+\$190,113 deferred revenue).

March 31 2023 NRSC produced a revenue of \$1,133,590 or 20.9% of budget.

Expenses (\$794,793+\$259,589 Amortization).

March 31 2023 Expenses are \$1,054,383 or 24.9 % of budget.

This left a surplus of \$79,206 or 6.7% of budget.

Investment portfolio on March 31 was \$6,431,153.

Meeting adjourned

Kevin Jones - Councillor  
Town of Bassano

**SLS board meeting held 21 June 2023 held at SLS office in Medicine Hat.**

1.1. Request that the names used in the Acknowledgement of Traditional Territory be checked for correctness.

1.3. Motion carried to accept the June 21 agenda.

1.4. Motion carried to accept the April 19 minutes.

2. Motion carried to accept the financial Statements ending May 31 2023.

In the Financial Statements Under "Municipal Levy Payment" shows that Bassano is fully paid up.  
In the Financial Statements under "Materials Levy Payments" shows that Bassano is fully paid up.

4.0. Action items

Policy B.7: Bylaws: Legislative. Approved with minor modifications.

Policy C.7: Grievances. Approved.

Policy G.1: Resource Sharing: Library Service Points. Approved

Policy G.2: Resource Sharing: Inter library Loans. Approved with modifications.

Policy G.3: Resource Sharing: Materials normally lent. Approved.

Policy G.7: Acquisitions: Member Library and Additional Resources (Donated Materials). Approved.

Given calendar of Board meeting for 2024.

CEO Report.

Library Training discussed.

Various reports. Motion to accept the reports approved.

Next Board Meeting August 16 2023 @ 1pm.

Kevin Jones - Councillor  
Town of Bassano



# MONTHLY CAO REPORT

Meeting: July 10, 2023

Agenda Item: 9.1

Report Period: June 6, 2023 – July 6, 2023

---

## Amanda Davis, Chief Administrative Officer

---

### General Administration

- 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.
- Administration has been busy responding to numerous inquires about development incentives and showing tax recovery properties. Royal LePage has now listed all tax recovery properties that the town took ownership of.
- Administration from the Town and the County completed the final set of reviews for the airport concept plan (see attached). We can move forward with subdivision planning.
- We are investigating the feasibility of a grant application under the Continuing Care Capital Program for housing. The County of Newell, Newell Housing Foundation, John Brown Architect, the Brenda Strafford Foundation, and the Town of Bassano agreed to investigate the feasibility of a partnership for the project. A strategy/planning session will be scheduled within the next 4-6 weeks.
- A free pancake breakfast was held on Saturday June 24 hosted, cooked, and served by Town and County councillors and staff. 300 people attended the breakfast.
- 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.
- The Town's updated website went live at the end of June. There were numerous glitches with the transition that we are working through with IT. This affects content, layout, and connections to the old site/server.

- Election within the fire department occurred at the end of June for a three-year team. The following appointments are recommended to council for approval (*MOTION Required*).
  - Cory Cochrane - Fire Chief
  - Logan Rose - Deputy Chief
  - Michael Wetzstein - Captain
  - Tyler Reimer - Captain
  - Derek Gibeau - Lieutenant
  - Michael Phillips - Lieutenant (Promotion)
  
- Administration is working with the Arena Management Board executive to determine the feasibility of a shared employment position that would include caretaker responsibilities in the winter and public works/beautification with the town during the summer.
  
- Administrations from the Town, County and regional partners are exploring the feasibility of partnering on rural economic development project following the release of a microgrant from the Rural Municipalities Association. A report will be forthcoming regarding the project opportunities in the coming weeks.
  
- Mayor Morey and I attended a Regional Emergency Advisory Committee meeting per our bylaw requirements. Unapproved minutes are attached for reference.
  
- The County is undertaking a Community Risk Assessment for Fire Halls. The purpose of this project is to conduct a comprehensive Community Risk Assessment leading to the development of a Fire Services Needs Assessment/Ten-Year Master Plan for the Newell Regional Fire Service along with the three urban partners of Bassano, Duchess, and Rosemary.

The objective of the Ten-Year Fire Master Plan is to conduct an in-depth review of fire and emergency services operations, including the current response capabilities to mitigate risks and assist in formulating and communicating strategic directions for the fire service, while highlighting opportunities for improved service delivery and public and responder safety.

The contract was awarded to Behr Integrated Solutions Inc. I will attend the introductory meeting at the County office on July 19, 2023.

## Off-leash Dog Park Update

Volunteers of the off-leash dog park committee undertook community consultation with property owners adjacent to the Kinnette Park seeking a 70% (11 properties) acceptance rate for a pilot project (M3TOB109/23).

There are 17 properties:



Volunteers reported their ability to consult with 14 of the 17 property owners.

- 12 property owners were in favor of the idea
- 2 property owners were opposed
- 1 refused to sign
- 2 property owners were not home

One formal complaint was received since the process started after the June 12 council meeting (see attached).

1. James Schaffer from 518 – 5<sup>th</sup> Avenue

The committee may proceed to next steps as outlined in their action plan. This would include a public information session at the Community Hall, and capital planning.

## **Capital Project Updates**

- Lagoon Upgrades – I have been in discussions with ICIP/INFP regarding an amendment to the completed project to fully utilize federal funds that were awarded based on the eligibility of various expenses. If an amendment is approved, the Town may be eligible to access \$247,000. To leverage these funds, the Town must contribute \$148,000 for a total of \$395,000 (cost share requirements). With council's approval, I propose the submission of an amendment to the program to update an additional section of the trunk main. The Town

could amend its MSI Capital/Operating applications to cover its contribution. *DISCUSSION Required.*

### General Public Works

- The calcium contract for roads was fulfilled by the County in accordance with the Beautify Bassano Initiative.
- Street markings started.
- Administration and public works are addressing fire inspection deficiencies at the Rec Complex as part of the maintenance plan for 2023 – all deficiencies were rectified; closures were installed on exit doors, kitchen exhaust fan was cleaned and inspected, fire extinguishers were inspected and faulty ones were replaced, and coverings were installed above the fridge in the kitchen.
- Summer operations is underway.
- Water systems were adjusted as directed by council. The following system is now in effect:
  - Watering will cease at the Community Hall greenspace.
  - Reduce the watering times at the Cemetery by 1/3.
  - Reduce the watering times at the Cenotaph by 1/3.
  - Reduce the watering times at the at the Town Office by 1/3.
  - Watering will cease at the Campground.
  - 3<sup>rd</sup> Avenue Triangle will continue with no water.
  - The Joint Use Facility water use will remain unchanged as the areas around the pool are directly used by patrons who bring in revenue and we want to provide a positive experience.
  - The Kinnette Park (Community Garden) water use will remain unchanged.
- Proposed watering plan for the Community Garden

### Bylaw Enforcement

- Beautification – the annual BBI mail drop was released in June. The bylaw enforcement division is focused on tending to 10 key property clean-ups throughout the summer in priority zones.

Bassano's contracted bylaw enforcement officer engaged with property owners regarding unhooked trailers and monitored traffic and pedestrian safety in priority areas.

1. Community Standards Bylaw 920/21
  - a. 1 file remains open from 2022.
  - b. 1 file remains open regarding an unsightly property.



- c. 4 files were open for unsightly properties. 2 files have been closed and 2 remain open.
- 3. Dog Control Bylaw 928/22 – Unlicensed Dog.
  - a. 1 file related to unlicensed dogs was closed.
- 4. 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.
- 5. Traffic Bylaw 876-18
  - a. 1 file was closed regarding an unhooked trailer encroaching on the view of the intersection.

Total files initiated in June: 4

Total files closed: 4

Total Files initiated in 2023 (Period Ending June 30, 2023): 20

**Development**

<b>PERMIT NUMBER</b>	<b>LOCATION</b>	<b>DEVELOPMENT</b>
TOB-D-12-23	1002 – 2 <sup>nd</sup> Avenue	6,500sq’ shop

- We continue to support South Country Co-op’s team to work through development permit deficiencies related to landscaping and utility storage.
- At the February 13, 2023 meeting, council received a delegation from a Perry Grose who expressed his concerns/frustrations with the operation of 902 – 2<sup>nd</sup> Avenue (Tire Shop/Transportation Dispatch).

Confirmation to commence development was issued for the above file on November 17, 2020 with various conditions. Since receiving the delegation, members of council, administration, and the bylaw enforcement division attended the site/area to determine if the business owner was in contravention of its permit and the Town’s bylaws. In addition, administration has spoken with the business owner regarding public concerns.

Based on our investigation, the business owner is not in contravention or in violation of any bylaws and operates within the conditions of his permit.

The business owner has willingly taken steps to limit noise by remaining within standard operating hours, adjusting equipment alarms, placement of tires, fencing, and the hiring of a full-time yard person.

Working within the confines of the bylaw and his permit, it is not reasonable to ask the business operator to make physical alterations to his operations. Having considered other alternatives such as yard baffles, different fencing, or removing equipment safety feature, nothing is appropriate under these circumstances.

At its own cost, council could conduct a noise impact assessment. If it chooses to do this, it is important to consider the long-term implications of expending money on a study that is beyond the scope of the municipality. Council must clarify its position with the complainant and provide a written response. *DISCUSSION Required.*

## Recreation

### Bassano Outdoor Pool

- 10 pool staff members were trained or recertified as a part of the 2023 in-house training program. A full range of lifeguarding courses were offered between May 9, 2023, and June 18, 2023, primarily on the weekends, to accommodate staff's school schedules. Courses were instructed by both Bassano Outdoor Pool senior staff and contracted instructors.
- 109 Bassano School students, grades 1-6, participated in school swimming lessons between June 7-23. This is a valued service that was well-received by students and parents.
- The Bassano Outdoor Pool hosted 3 school rentals and 2 private rentals during the month of June.
- A total of 865 patrons attended the facility during public swimming times. This is consistent with previous operating years.
- Bassano Outdoor Pool management and staff are looking forward to the next two months. Stay updated on Facebook for fun days including Pool Olympics, Games Day, and Lifesaver Sundae!

## Attachments

1. Action Items List – no action required
2. Airport Concept Plan – review required
3. 2022-2023 Board and Committee Appointments – review required
4. Off-leash Dog Park Community Consultation – review required
5. June 22, 2023 REAC Minutes – no action required
6. Confirmation to Commence Work (TOB-D-14-20) – review required
7. Bylaw Enforcement Tracker – June 2023 – information 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.	

**May 8, 2023 Regular Meeting**

Directed to	Action	Completed

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

Davis, A.	Prepare draft Commercial and Industrial development incentive policy.	Jul. 10 agenda
Davis, A.	Actions re: Silk Tire.	Jul. 10 agenda

**June 12, 2023 Regular Meeting**

<b>Directed to</b>	<b>Action</b>	<b>Completed</b>
Demott, L.	Rotate minutes	Completed June 20, 2023
Demott, L.	Resolution index	Completed June 20, 2023
		Invitation to print sent
Davis, A.	Off-leash dog park correspondence and print material for volunteers.	Jun. 13, 2023
Davis, A.	Amend P-TOB66/004-23 to remove mobile homes.	Complete - Jun. 13, 2023
Davis, A.	Update to JLR re: vacant land sale prices on 5A.	Complete - Jun. 13, 2023
Barron/Demott	Update amended policy on website and front area.	Complete - Jun. 14, 2023
Davis, A.	Amend P-TOB66/005-23 - item 11.	Complete - Jun. 13, 2023
Davis, A.	Market policy P-TOB66/005-23	
Barron/Demott	Upload amended policy on website and front area.	Complete - Jun. 14, 2023
Demott, L.	Letter to BAC re: rental rate schedule.	Complete June 19, 2023
Demott, L.	Email to admin re: BAC rental rate schedule.	Complete June 20, 2023
Demott, L.	Revise invoice to BAC for facility usage.	Complete June 19, 2023
		Complete - Jun. 13, 2023 -
Davis, A.	Letter to Royal Purple re: updated watering schedule and revision to council.	sent via email.
Raymond, L.	Update watering system at community gardens 6-10 a.m. and 10:00 p.m.	Advised on Jun. 13, 2023
Davis, A.	Staff updates	Complete - Jun. 13, 2023
		Confirmed - cooling
Davis, A.	Verify AC at CH.	centre to staff via Slack.
Barron, A.	Ensure CH is accessible for cooling centre re: emergency management.	Ready



To: **Town of Bassano & County of Newell** Date: **June 23, 2023**  
Attention: **Amanda Davis (Bassano), Geoff Tiffin (C. Newell)** Project No.: **28254**  
Reference: **Bassano Airport Concept Design Summary**  
From: **Brian Conger and Sue Paton (ISL) in preparation with Zacharie Forest (C. Newell)**

## 1.0 Introduction

The purpose of this memorandum is to summarize findings from the background research and community engagement completed in order to inform the creation of a new development concept prepared by ISL Engineering and Land Services Ltd. (ISL) for the Bassano Airport. Tasks completed included:

- Reviewing technical standards and functional requirements
- Reviewing previous development concepts prepared for the Bassano Airport (included in [Appendix A](#))
- Engagement with landowners and users
- Identifying development options, and
- Compiling Southern Alberta airport zoning regulations

## 2.0 Comparables Research

Research was conducted to understand current trends in order to identify potential opportunities for future development of the plan area. This included a review of current and proposed airport development in communities similar to Bassano and a general review of key elements required to successfully incorporate a variety of uses in the proposed development concept. Communities reviewed included:

- Beiseker
- Claresholm
- Foremost
- Fort Macleod
- High River
- Lacombe
- Olds-Didsbury
- Pincher Creek, and
- Taber

These communities have successfully created developments with a variety of uses surrounding their airports. Examples of integrated and surrounding uses included:

- Flight academy
- Industrial development
- Aircraft repair
- Wildfire training
- Aircraft fuel, and
- Aerial spray operation



### 3.0 Engagement with Landowners and Users

Landowners at the Bassano Airport were engaged by County staff in February. Feedback gathered through engagement with landowners is summarized below:

#### Preferred Types of Development

- Future development is supported, provided that it is only airport/airplane related (x3)
- Development should not interfere with the operation of aircraft (x3)
- Industrial development is not supported (x2)
- Residential development is not supported (x1)
- Any type of development is supported in the plan area (x1)
- Existing agricultural operations must be considered when planning for future development (x1)
- Providing servicing to some lots in the plan area may incentivize more residents to use the airport (x1)

#### Lot and Building Sizes

- The plan area should provide a variety of lot sizes (x2)
- Lots should be larger than what is currently available in the plan area (x1)
- Lot sizes should be flexible to accommodate a variety of hangar sizes (x1)
- Hangar sizes should be appropriate for the size of the airport (x1)
- Allowing a range of hangar sizes (between 40'x40' and 100'x100') is supported (x3)
- Hangars currently face various directions and could be configured more efficiently (x1)
- A “Tee-Hangar” configuration would be an efficient way to organize hangars in the plan area (x1)

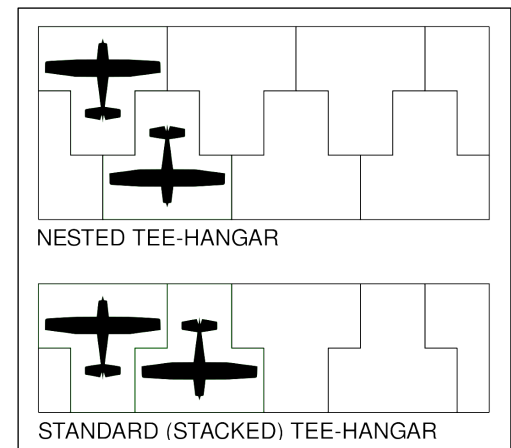


Figure 1: Example Tee-Hangar Design

#### Industrial Development

- Light industrial development is supported, provided that it does not interfere with aircraft operation (x5)
- There are concerns that industrial nuisance factors will impact airport operations (e.g., noise, light, smoke) (x3)
- Light industrial development should be located in the west portion of the plan area (x1)

#### Additional Amenities

- Additional servicing is not needed in the plan area – water and septic already exist (x3)
- Services are available nearby for the airport if needed (x1)
- Airport car idea should be proposed to the town (x1)
- Fuel should be available at the airport (x3)
- Having fuel at the airport is not feasible (x1)

#### Other Comments

- Against standalone residential development due to potential noise complaints (x4)
- A north-south runway would be beneficial (x2)
- An aviation school would draw interest to the airport (x2)

## 4.0 Potential Improvements

### What could we attract?

- What could our airport do to assist in an emergency situation – provincial bomber came in from Pincher Creek with retardant – water was loaded on the Patricia highway – staging area
- Does new manufacturer in Wheatland/Goldfinch drive up change use of other airports for pleasure?

### Improving Amenities

- Refueling depot - feasibility & availability
- Additional runway

### New Parcels

- Variety of sizes
- Variety of hangars
- Tee-Hangar? At least one option along the roadway – be clear that it is an option
- A service road that parallels the road
- Bassano is one of the only airports that sells lots and does not lease them

### Complementary Development

- Residential development – ok with it but focus on integrated development – not standalone housing/no primary residences.
- Industrial/commercial development – not airport oriented but complimentary. All development is good development, but this is not the best place for it

### Expanding the Development Area

- Parcel to the south is a numbered company – create a future expansion area.



Figure 2: Current Parcel Layout



## 5.0 Development Concept

The Development Concept, as shown below in **Figure 3** and included in full in **Appendix B – Development Concept**, was designed based on feedback from landowner engagement, current best practices and trends from similar airport developments, as well as technical requirements from *TP312E – Aerodromes Standards and Recommended Practices (2020-01-15)* for Non-precision airports.

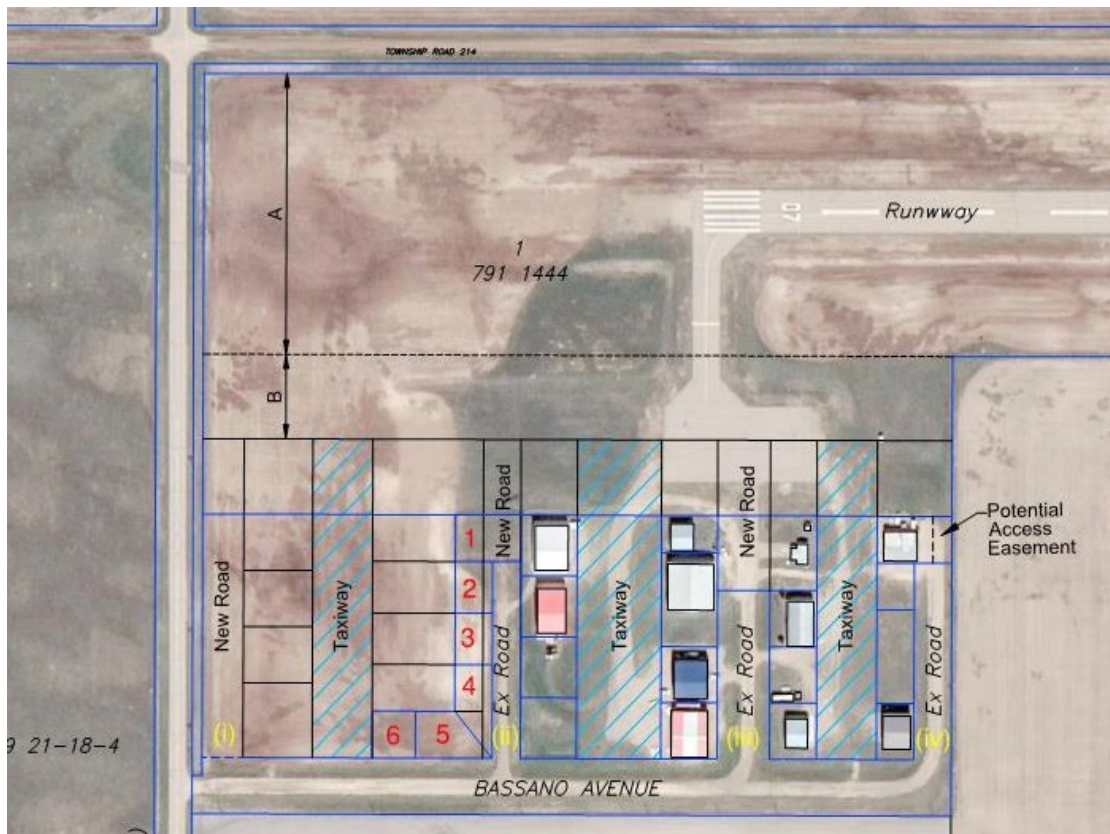


Figure 3: Development Concept

### Runway Strip (Area A)

#### Technical Requirements:

The runway strip must have a minimum width of 140 m (70 m out from the centre line) and must be clear of all fixed objects.

#### Development Concept Design:

No development is allowed within Area A.

### Transition Area (Area B)

#### Technical Requirements:

The Obstacle Limitation Surface (OLS) is a defined area of airspace around the runway which must be maintained free of obstacles. As outlined in the figure below, there are two slopes within the OLS. As shown in **Figure 4**, the first slope extends up to 23 m in height from the edge of the runway strip at a 1:4 slope. The second slope extends up to 45 m in height from the edge of the first slope at a 1:7 slope.



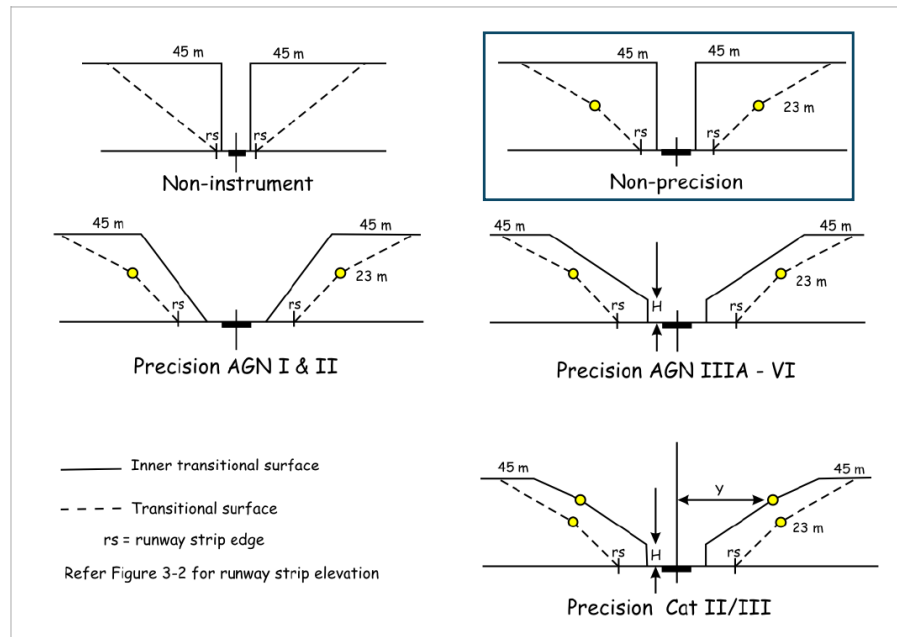


Figure 4-5: Transitional and inner transitional surfaces

Figure 4: Transitional Area (source: TP312E)

**Development Concept Design:**

No development is allowed within the 45-metre wide Area B (meaning the maximum height of a building at the north perimeter of Area B is 0m and the maximum height of a building at the south perimeter of Area B is 11m). At a future date, new parcels could be permitted within the Area B; however, the height of such development would be restricted in alignment with the TP312E standards.

**Parcels**

The Development Concept has been designed to accommodate a variety of parcel sizes to allow for a greater range of hangar sizes and configurations, which was indicated as a need during community engagement. The blue lot lines shown in Figure 3 represent existing parcels, while the black lot lines represent the proposed parcel layout.

Fifteen (15) new/adjusted parcels of varying sizes are proposed, bringing the total up to thirty-one (31) parcels. In order to create the desired parcel sizes and configurations, Parcels 1, 2, 3, 4, 5 and 6 shown in Figure 3 will need to be consolidated into the five larger lots shown.

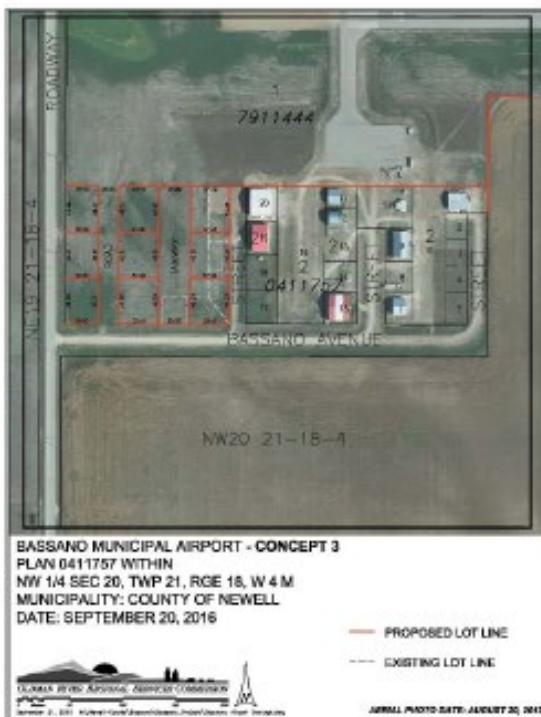
**Roads and Taxiways**

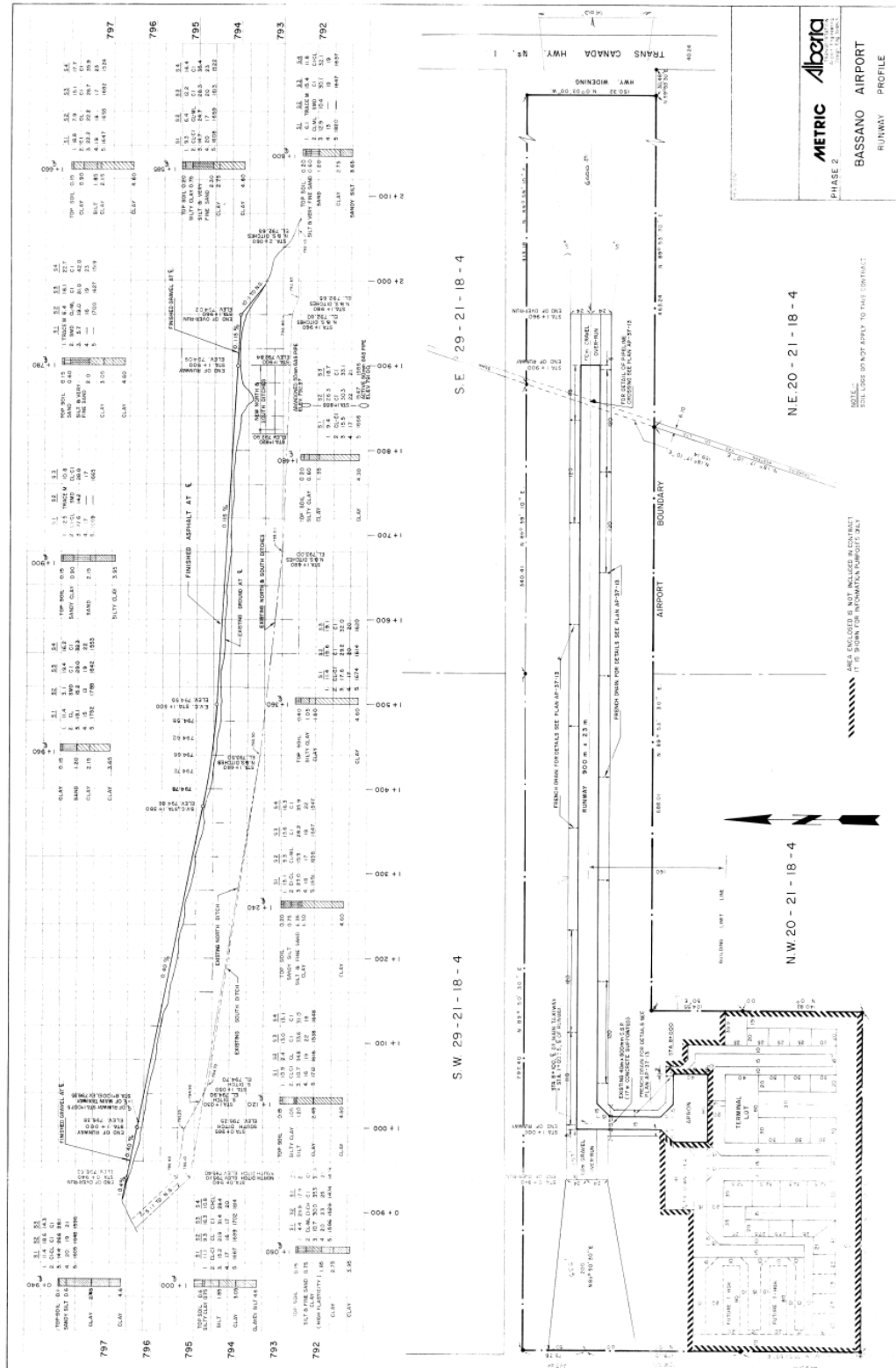
The two existing taxiways within the plan area are proposed to be extended north to meet the transition area boundary. The addition of a third taxiway is included in the west side of the plan area. One new road (i) is proposed along the west boundary of the plan area, and the three existing roads (ii, iii, and iv) will be extended north to meet the transition area boundary as shown in Figure 3. Additionally, it is proposed that Road ii is widened to meet user needs. On the north end of Road (iv), access easement would be needed to access the new parcel to the north.



## Appendix A – Previous Designs

### Bassano Municipal Airport Concept Plans (2016)





A137 11 of 17





## Appendix B – Development Concept



- Project Boundary
- Existing Parcel Boundaries
- Proposed Parcel Boundaries
- Taxiway
- A Runway Strip
- B Transitional Area (Permitted Height 0-11m)

### Bassano Airport Development Concept

June 2023

**Town of Bassano**  
**2022/2023 Board and Committee Appointments**

**(R) = Regional**

**(L) = Local**

<b>Committees</b>	<b>2022/23 Appointed</b>	<b>2022/23 Alt. Liaison</b>
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
<b>Board Representatives</b>		
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

**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 515 7th AV

Date June 23

Property Owners: Peter Steinbach

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 Kinette Park (514 – 6th Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required):

/Witness

Opposed (signature requested):

/Witness

**COMMENTS OR CONCERNS**



**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: #1 606 4<sup>th</sup> St. Date June 23 2023

Property Owners: Chris Flore

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): C. G. Flore /Witness [Signature]

Opposed (signature requested): \_\_\_\_\_ /Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 605 5th Ave Date June 22/23

Property Owners: Austin Hamilla (Renter)

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 Kinette Park (514 – 6th Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): [Signature] /Witness [Signature]

Opposed (signature requested): \_\_\_\_\_ /Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

Good idea



**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 537 7<sup>th</sup> Ave

Date June 22/2023

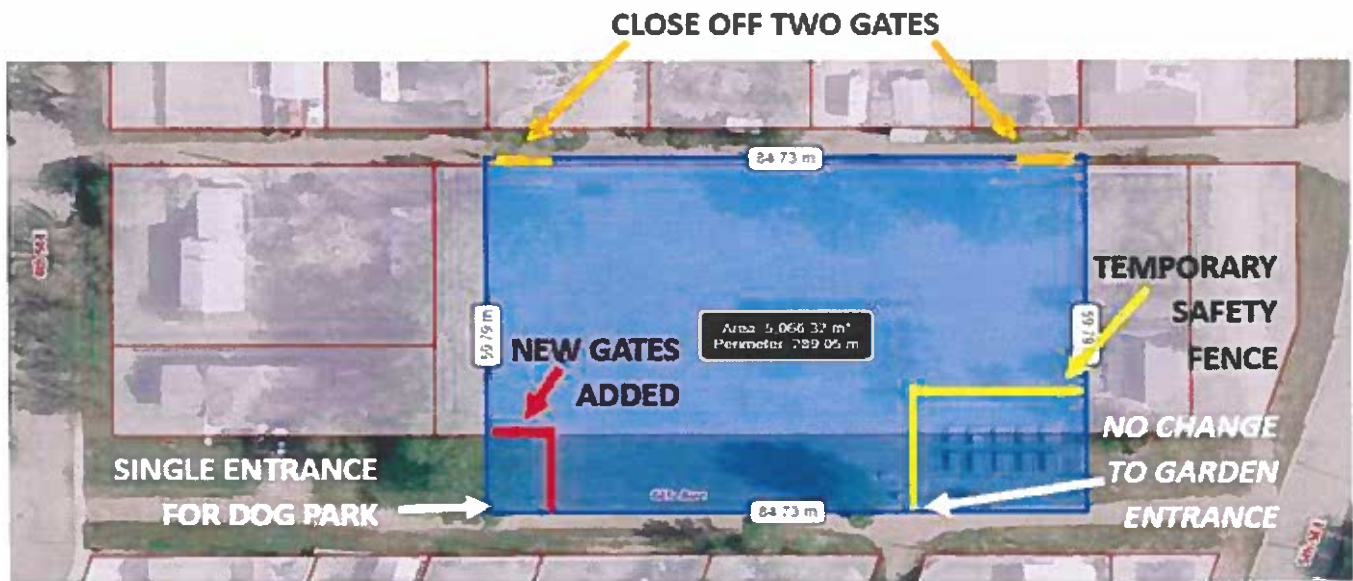
Property Owners: Hazel Wilkie

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): H. Wilkie

/Witness [Signature]

Opposed (signature requested): \_\_\_\_\_

/Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

great idea

**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 533 7<sup>th</sup> Ave

Date June 22 2023

Property Owners: Paula Simpson

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): Paula Simpson

/Witness [Signature]

Opposed (signature requested): \_\_\_\_\_

/Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**



**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 521 7AVE

Date June 22/2023

Property Owners: Allan Elder

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): Allan Elder

/Witness [Signature]

Opposed (signature requested): \_\_\_\_\_

/Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

I agree for this Dog Park

**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 509 7<sup>th</sup> Ave

Date June 20/23

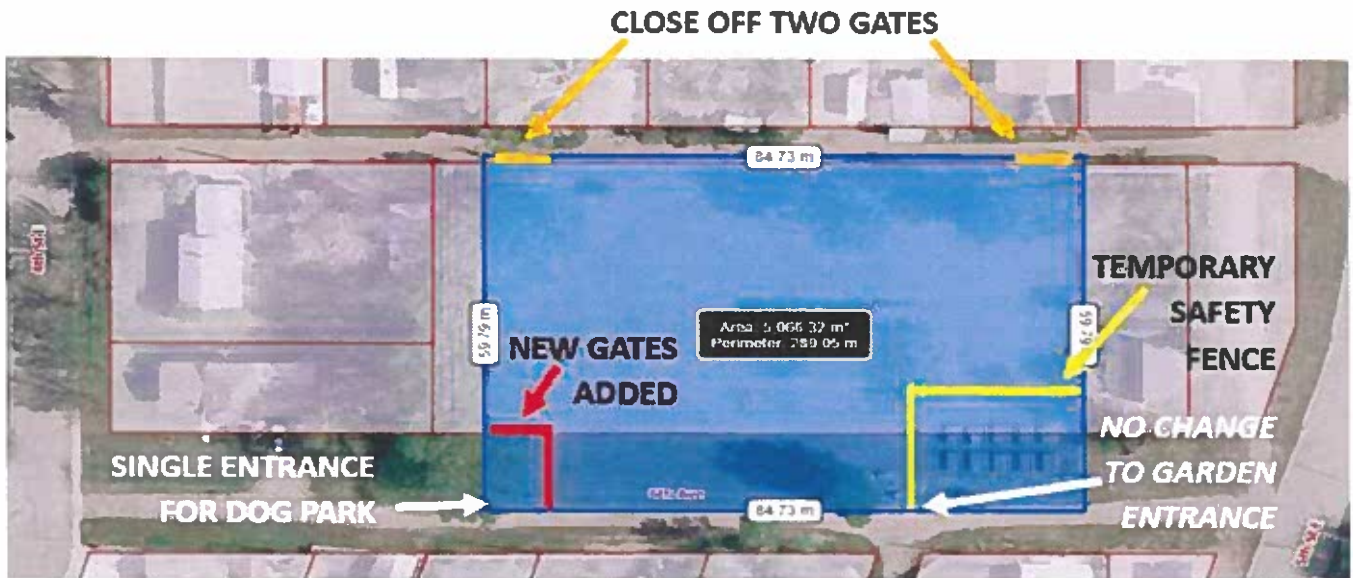
Property Owners: Kelly Davis

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): KIDS

/Witness [Signature]

Opposed (signature requested): \_\_\_\_\_

/Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

Babysit a small dog so would be nice to have some where to take her



**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 514 5TH AVE

Date JUNE 22/23

Property Owners: MARKUS BORRMANN

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): [Signature]

/Witness [Signature]

Opposed (signature requested): \_\_\_\_\_ /Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 502-5th ave Date: June 22/2023

Property Owners: Terri Kew

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): *Terri Kew* /Witness: *[Signature]*

Opposed (signature requested): \_\_\_\_\_ /Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**



**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 501 5th Street Date June 22

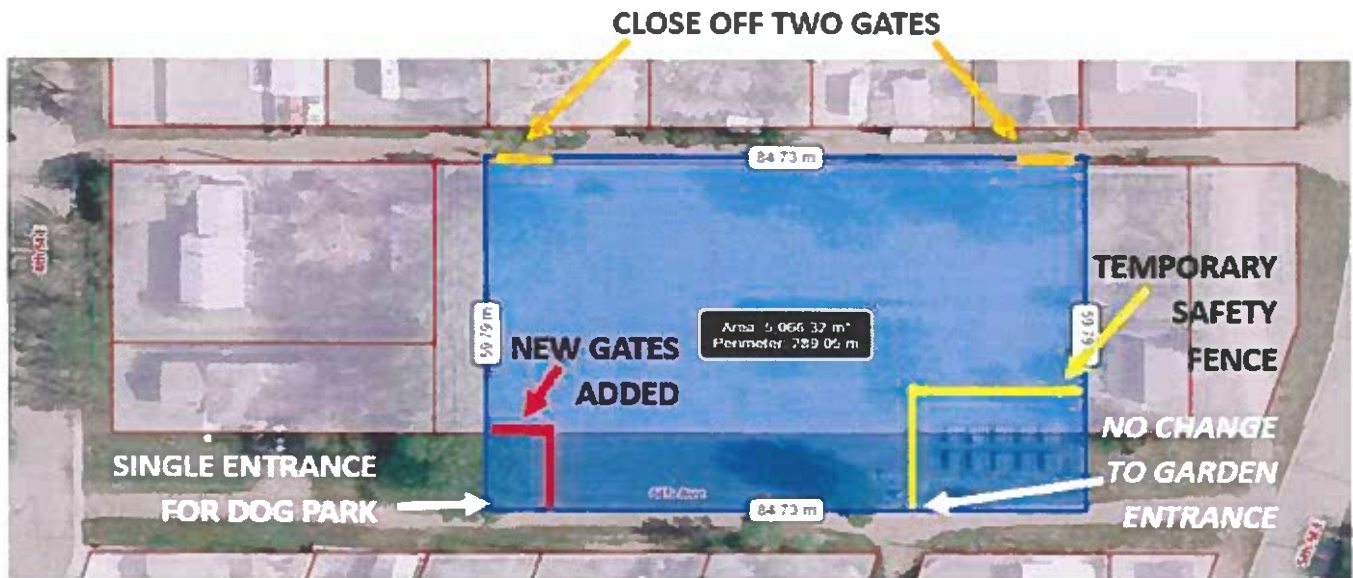
Property Owners: Levi & MaryKate Hall (renter)

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): Levi Hall /Witness MaryKate Hall

Opposed (signature requested): \_\_\_\_\_ /Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

Crowley

**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 505 5<sup>th</sup> street

Date June 22, 2023

Property Owners: Trevin Peters

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
- 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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): Trevin Peters

/Witness Rebecca Benham

Opposed (signature requested): \_\_\_\_\_

/Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

Uncontrolled parking in area - would be a concern.  
 Uncontrolled dog activity in alley would be a concern  
 Review of this in 2 years.



**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 514 5 Ave Date June 23 2023

Property Owners: Joan Friesen & Cobi Nienhuis

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): [Signature] /Witness: [Signature]

Opposed (signature requested): \_\_\_\_\_ /Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 524 5<sup>th</sup>

Date: Jun 22 2023

Property Owners: D. Babinski

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): [Signature] /Witness \_\_\_\_\_

Opposed (signature requested): [Signature] /Witness \_\_\_\_\_

**COMMENTS OR CONCERNS**

Parvo, etc. Have visited other such parks. Not good experiences. At all.



**PROJECT: BASSANO OFF LEASH DOG PARK 2023**

Civic Address: 602-4th Street Date June 22/23

Property Owners: Jackie Sawant

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 Kinette Park (514 – 6<sup>th</sup> Avenue) beside 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. 2 NEW gates and "air lock" chain link fenced enclosure added to access the fenced in area at the SW corner and closing off access at the other two openings 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 (i.e: garbage pick-up, watering and mowing and any other maintenance as required, appropriate and as currently practiced. **We anticipate new waste bins and dog waste bag station added by the Town.**
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 4<sup>th</sup> and 5<sup>th</sup> Streets as well as 6<sup>th</sup> Avenue.

In-favor (signature required): \_\_\_\_\_ /Witness \_\_\_\_\_

Opposed (signature requested): Jackie Sawant /Witness Shirley Beckman

**COMMENTS OR CONCERNS**

People do NOT pick up after their dogs! With this happening disease (parvo etc) can happen

# To whom it may concern: re-dog park

We want to let you know we are Not in support of the dog park. We bought this property because it was on the community gardens and park, not a smelly disease ridden dog park. If this does pass and is put at the community gardens i will start a petition to have it shut down. I expect peaceful enjoyment on my property. This will disturb my animals every time someone takes there dog there. Think about having it behind your house and how much you would appreciate it there. Put it somewhere there is no residential properties not in the gardens just because there is a fence there and it would be cheaper to build.

518 5 ave

James Schaffer June 27/23

A handwritten signature in black ink, appearing to be 'JS', with a long horizontal line extending to the right.

**MEETING NOTES OF THE REGIONAL EMERGENCY ADVISORY COMMITTEE (REAC) – MEETING HELD VIRTUALLY ON JUNE 22, 2023.**

---

**COMMITTEE MEMBERS**

CHAIR	Tony Steidel – Village of Duchess, Mayor
VICE CHAIR	Irvin Morey – Town of Bassano, Mayor
MEMBERS	Arno Doerksen – County of Newell, Reeve Yoko Fujimoto – Village of Rosemary, Mayor
STAFF	Layne Johnson – Director of Corporate Services, County of Newell Ashley Ferguson – Fire & Safety Administrative Assistant, County of Newell Stewart Luchies – Regional Fire Chief, County of Newell Amanda Davis – Town of Bassano Chief Administrative Officer Sharon Zacharias – Village of Rosemary Chief Administrative Officer Yvonne Cosh – Village of Duchess Chief Administrative Officer

---

**1. CALL TO ORDER**

**CHAIR STEIDEL** called the meeting or order at 8:32 a.m.

**2. ADOPTION OF MINUES**

**REAC01/23** Moved by **MEMBER MOREY** that the minutes of the Newell Regional Emergency Advisory Committee meeting of October 3, 2022 are approved as presented.

**CARRIED**

**3. NEW BUSINESS**

**3.1 Regional Emergency Plan Update**

Johnson and Davis provided a brief update that an Alberta Collaboration Program grant was submitted and approved in the amount of \$70,000 for the development of a regional emergency management plan. The administrations are in the process of hiring a consultant for the project.

**3.2 Wildfire Support Provided to the Province**

Luchies provided an update on Provincial wildfire supports from within the County of Newell.

- Responded to a call from the province for fire supports on May 5, 2023.
- Following a discussion with regional CAOs, fire chiefs, and county council, a plan was devised to send wheeled apparatus and volunteer fire fighters north. Crews were dispatched to the Edson area, Yellowhead County and the Peace River region. This included two brush buggies / rapid response vehicles and two pumper / tender units.

- Crews were placed on rotational shifts with up to 32 volunteers assisting throughout the duration of our involvement. Crews and equipment will return to home bases in Newell at the end of June and will remain in the area during our localized hot dry months.
- All equipment is inspected, and repairs are completed prior to being put back into service in the region. The province is invoiced and pays all expenses to inspect and repair damaged equipment.
- Lessons learned at deployment: decisions are made quickly during an emergency. SOGs are required to establish communication around exit plans and other important actions in an emergency. One example, apparatus was dispatched in Bassano without local volunteers. It would have been preferred to include local volunteers with their apparatus.
- Appreciation was extended by the elected representatives pertaining to the design and dispatch process, how matters were handled, volunteer efforts, and how we were able to maintain localized supports for emergency management. Well done.

**3.3 Potential Disaster Events/Use of Emergency Alert System in the Region**

Recent tornadic weather events occurred in the region. SOGs will be developed for the use of the Alberta Emergency Alert (AEA) system, and communication channels between the Director of Emergency Management (DEM) and the deputies.

Weather related notifications are provided by Environment Canada. To ensure people and property are cared for in the region, it is important to establish localized communication channels. Four members at the county have their AEA certification.

1. Stewart Luchies
2. Ashley Ferguson
3. Joeleen Porfoun
4. Ariana Nielsen

Until an SOG is established communication will remain between the DEM, Ferguson, Johnson, and the deputy DEMs.

**3.4 Other**

- None

**4. NEXT MEETING**

- To be determined.

**7. ADJOURNMENT**

**CHAIR STEIDEL** adjourned the meeting at 8:58 a.m.

---

Chair

---

DEM



**“The Best in the West by a Damsite”**



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

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

## **CONFIRMATION TO COMMENCE WORK TOB-D-14-20**

November 17, 2020

Gary Silk  
P.O. Box 44  
Foam Lake, SK S0A 1A0

Sent via email: [silktire@sasktel.net](mailto:silktire@sasktel.net)

Re: Confirmation to Commence Work (TOB-D-14-20)

This letter confirms that development may commence in accordance with the Notice of Decision dated October 28, 2020 to allow for a change of use from a vacant building/yard to a tire shop/transportation depot/outdoor storage per the Development Permit Application, narrative and site plan received on October 5, 2020 as the Town did not receive any appeals within 21 days of the decision being posted.

The conditions of development permit for Plan 201 1468; Block 31; Lot 10 are outlined below and must be adhered to in accordance with the application:

### Variances

1. That the front yard setback is relaxed from 25 feet to 9.9 feet for the existing building.
2. That the side yard setback is relaxed from 20 feet to 4 feet for the existing building.

### Conditions

1. The proposed development shall conform with all Federal, Provincial and Municipal statutes, regulations, codes, and standards except as waived in writing by the appropriate authority.
2. Any future development (demolition or new) must comply with the Town of Bassano's Land Use Bylaw which is subject to change from time to time.
3. A civic address must be affixed to the front and side of the property in accordance with Fire Bylaw 885/19.
4. The development shall allow for a tire shop; transportation dispatch depot; and outdoor storage.
5. Parking: Parking shall not be permitted on the boulevard.
6. Landscaping: The applicant is required to enhance the landscape plan to include a variety of approved materials (e.g. ground cover, feature rocks, or vegetation) in accordance with Schedule 8, Section 3 of the Land Use Bylaw. The landscape plan shall be provided to the development officer for approval. The property must be maintained and free of weeds and other noxious vegetation in accordance with the Community Standards Bylaw #878/18 which is subject to change.
7. Outdoor Storage, Fencing and Screening: the applicant shall install fence screening along the entire area adjacent to the residential district. The fence screening plan shall be provided to the development officer for approval and must include a fence between 6 – 8 feet with slats, corrugated steel or another method that provides appropriate screening of the commercial/industrial activities. The outdoor storage of equipment and business-related items shall be kept tidy and in order.
8. Mitigation of Impacts from Noise, Odor, Vibration and Air Quality: the development authority shall not require a mitigation plan at this time. This may be subject to change based on long-term business operations. The applicant shall respect noise requirements as stated in the Town's Community Standards Bylaw 878/18 which is subject to change.
9. The east man door facing 2<sup>nd</sup> Avenue shall be painted to improve building aesthetics.
10. A business license must be obtained from the Town of Bassano.
11. The disposal of fluids must be done in accordance with provincial and federal guidelines. Proper storage of fluids must be provided on site to prevent any potential site contamination or fire hazard.
12. The disposal of any fluids except water and wastewater is not permitted in the municipal infrastructure.

13. If a sump drain exists at the premise or is installed, a screening system must be installed at the discharge point to catch any solids from entering the sanitary mainline.

As a reminder, all contractors and subcontractors are required to have an active business license with the Town of Bassano before they undertake work within our corporate limits. Business licenses can be obtained at the Town Office.

A copy of your development permit application is attached for your records. If you have any questions, contact the undersigned at 403-641-3788 or [cao@bassano.ca](mailto:cao@bassano.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Amanda Davis".

Amanda Davis, MBA  
CAO

Enc.



# TOWN OF BASSANO NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Date of Application: Sept 15/2020

Development Permit Application No. TOB-D-14-20

**IMPORTANT NOTICE:** This application **does not** permit you to commence construction until such time as a notice of decision has been issued by the Development Authority. If a decision has not been received within 40 days of the date of application and no extension agreement has been entered into, you have the right to deem the application refused and file an appeal to the Subdivision and Development Appeal Board.

**TOWN OF BASSANO**  
OCT 05 2020  
**RECEIVED**

*THIS DOES NOT CONSTITUTE A BUILDING PERMIT.  
A SEPARATE BUILDING PERMIT MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS.*

## APPLICANT INFORMATION

Name of Applicant: Gary Silk  
 Mailing Address: Box 44  
Foamhale SK  
 City: SOA-1A0  
 Postal Code: \_\_\_\_\_

Phone: ~~XXXXXXXXXX~~  
 Phone (alternate): ~~XXXXXXXXXX~~  
 Email: ~~XXXXXXXXXX~~

Is the applicant the owner of the property?  Yes  No  
 IF "NO"

Name of Owner:	_____
Mailing Address:	_____
City:	_____
Postal Code:	_____
Applicant's interest in the property:	<input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____
Phone:	_____
Phone (alternate):	_____
Email:	_____

## PROPERTY INFORMATION

Municipal Address of Development: 902 2nd Avenue Roll Number: 575000  
 Legal Description: Lot(s) Lot 10 Block 31 Plan 7810764  
 Land Use District: Commercial 2011468  
 What is the existing use? Ware house



**DEVELOPMENT INFORMATION**

This application is to: (Check all that apply)

Construct a new building (if greater than 500 ft<sup>2</sup> see abandoned well information section)

The building is for:

Commercial Use

Industrial Use ✓ IC zone per LUB.

Public/Institutional Use

Alter/renovate/add to the existing building (if greater than 500 ft<sup>2</sup> see abandoned well information section)

Change in or intensification of use

Projected Construction Cost \$15000 ON THE BUILDING  
\$60000 ON THE FENCE & YARD

Anticipated Construction Start Date ASAP Completion Date 45 Day from start

Describe the proposed use, any changes from existing use, and any work to be done.

- Changing From a paint Warehouse to a Tire Warehouse & Assembly facility  
- work to be done install 2 Loading docks, Gravel yard & Re-Fence property  
Will need Tree Removed from Drive way Entrance. Trucks will need to enter go East off 2nd Avenue.

**WAIVERS**

Is a waiver of one or more standards of the Land Use Bylaw being requested?  Yes  No

If yes, please specify:

**BUILDING REQUIREMENTS**

	Principal Building		Office Use		
Parcel Size	9785 Acre	<input type="checkbox"/> m <sup>2</sup> <input type="checkbox"/> sq. ft.	42,500	<input type="checkbox"/> m <sup>2</sup> <input checked="" type="checkbox"/> sq. ft.	
Building Size	3024	<input type="checkbox"/> m <sup>2</sup> <input checked="" type="checkbox"/> sq. ft.	3,024	<input type="checkbox"/> m <sup>2</sup> <input checked="" type="checkbox"/> sq. ft.	10.6% coverage inc. loading dock
Height of Building	16	<input type="checkbox"/> m <input checked="" type="checkbox"/> ft.	16	<input type="checkbox"/> m <input checked="" type="checkbox"/> ft.	
Proposed Setbacks from Property Lines					
Front		<input type="checkbox"/> m <input type="checkbox"/> ft.	9.9	<input type="checkbox"/> m <input checked="" type="checkbox"/> ft.	
Rear		<input type="checkbox"/> m <input type="checkbox"/> ft.	323	<input type="checkbox"/> m <input checked="" type="checkbox"/> ft.	
Side		<input type="checkbox"/> m <input type="checkbox"/> ft.	4	<input type="checkbox"/> m <input checked="" type="checkbox"/> ft.	
Side		<input type="checkbox"/> m <input type="checkbox"/> ft.	24	<input type="checkbox"/> m <input checked="" type="checkbox"/> ft.	
Parcel Type:	Commercial	<input checked="" type="checkbox"/> Interior Lot	<input type="checkbox"/> Corner Lot		

Town of Bassano

Development Officer Contact Information: [cao@bassano.ca](mailto:cao@bassano.ca) or 403-641-3788

## ABANDONED WELL INFORMATION

This applies to developments that require a new permit from the municipality for:

- new buildings larger than 500 sq. ft. (47 sq. m.), or
- additions to buildings that will result in the building being this size or larger.

If your development proposal fits the criteria above, you are required to do the following:

### 1. Obtain map and well information

Please go to the AER's Abandoned Well Viewer (viewer) on the AER website at [www.aer.ca](http://www.aer.ca). The viewer will provide a map identifying all recorded abandoned well surface locations in the selected area and list any additional details that are available, including the licensee(s) of record and the latitude and longitude of each well's surface location.

If you do not have Internet access or have questions about the information provided by the viewer, you may contact:

- the AER Customer Contact Centre by telephone at: **1-855-297-8311 (toll-free)**, or
- by e-mail at: [Inquiries@aer.ca](mailto:Inquiries@aer.ca), or
- the AER Information Services by mail at: **Suite 1000, 250 – 5 Street SW, Calgary, Alberta T2P 0R4**.

### 2. Submit the following as part of your development permit application

- the AER information, including a map of the search area from the viewer and a statement that there are no wells in the project area or a list and map identifying the location of abandoned wells within the search area (including the surface coordinates, as provided by the viewer or AER Information Services); and
- if an abandoned well is present, a detailed site plan must be provided that accurately illustrates the actual well location (i.e. latitude, longitude) on the subject parcel as identified in the field and the setback established in the AER Directive 079 (a minimum 5 m radius around the well) in relation to existing or proposed building sites.

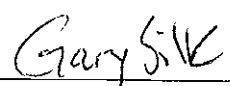
If there is an abandoned well located in the area of the proposed surface development, the applicant is advised to contact the well licensee of record for any additional information that may be needed or to physically locate the well, and to discuss the proposed development and abandoned well issue in more detail.

## DECLARATION OF APPLICANT/AGENT

The information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to the application for a Development Permit. I also consent to an authorized person designated by the municipality to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application.

*IMPORTANT: This information may also be shared with appropriate government/other agencies and may also be kept on file by those agencies. The application and related file contents will become available to the public and are subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIP).*

  
\_\_\_\_\_  
APPLICANT

  
\_\_\_\_\_  
Registered Owner (if not the same as applicant)





TOWN OF BASSANO  
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

SKETCH OF PROPOSED DEVELOPMENT

Where development involves BUILDING and not just a change in use, please provide a sketch of the proposed development. Be sure to include any existing structure(s) (indicate using a solid line) and the proposed addition(s) or new building(s) (indicated using a dashed line). Include the information required for a site plan.

Refer to page 5



Building Color - The Building will stay the same for now. But yes down the road we would like it the same as are other Building which is very close in color.

Fence - Refer to page 6 for material.

Height - 6ft plus Barb wire (same as it is now)

Access point - Main Gate. Refer to page 5

Additional access point - Originally I was not going to add one. But bringing it to my we should have a second access should an emergency arise - Refer to page 5

Parking - seeing we are a Tire Wave house not a (Tire shop & Repair Center)

Parking - 4 spots across the front of the Building

Loading Deck - Will be Concrete & Gravel size Refer to page 5

Traffic flow - For the foreseeable future maybe up to 10 Trucks a week (if the Economy ever gets better hopefully more)

We are not a high volume truck traffic business.  
Site Lighting - I see no need for rear yard lighting. Building will have Security lighting.

Refuse Bin - The Towns Bin will be lots no need for a Dumpster  
We don't create much garbage.

Landscape plan - more gravel

Sound/mitigation - I am lost for words We will respect the Residential Neighbors to the West of us from what I have seen we will be much less of a problem than are Neighboring businesses  
out door storage - Refer to page 5

Town of Bassano

Development Officer Contact Information: [cao@bassano.ca](mailto:cao@bassano.ca) or 403-641-3788

- 52 each PIPE 1 5/8 IN. x .079 x 21 FT. SE GALVANIZED
- 107 each PIPE 2 3/8 IN. x .079 x 8 FT. GALVANIZED
- 10 each PIPE 3 1/2 IN. x .116 x 10 FT. GALVANIZED

#### FITTINGS

- 90 each 3 1/2 IN. GALVANIZED TENSION BANDS
- 72 each 3 1/2 IN. GALVANIZED BRACE BANDS
- 10 each 3 1/2 IN. PRESSED STEEL DOME CAP
- 18 each 1 5/8 IN. PRESSED STEEL GALVANIZED RAIL END
- 18 each 70 IN. x 5/8 IN. GALVANIZED TENSION BAR
- 107 each 2 3/8 IN. 45 Degree PRESSED STEEL BARB WIRE ARM
- 170 each 5/16 IN. x 1 1/4 IN. GALVANIZED CARRIAGE BOLTS

#### GATE FITTINGS

- 4 each 3 1/2 IN. x 3/4 IN. INDUSTRIAL POST COLLAR GALVANIZED
- 4 each 3/4 IN. x 6 IN. HINGE HANGER BOLT
- 2 GATE FITTINGS 12 IN. FLATLESS RUBBER TIRE WELDED

#### INDUSTRIAL GATE

- 1 each 24 FT. (W) DOUBLE IND. GATE x 6 FT. B.W.O. GALVANIZED


#### WIRE PRODUCTS

- 1079 foot 9 ga. H.D.Galv. BOTTOM WIRE
- 3 each 12.5 GA. DOUBLE STRAND BARB WIRE ROLL
- 800 each 6 1/2 IN. x 9 GA. ALUMINUM TIE WIRES
- 600 each 8 1/2 IN. x 9 GA. ALUMINUM TIE WIRES
- 768 each 9 Ga. Plain Aluminium Snap-Lok HOG RINGS (Ea.)

SUPPLY ONLY / FOB PLANT



**Town of Bassano  
2023 Bylaw Enforcement Tracker**

File Number	Date Opened	Location (Civic Address)	Bylaw(s) in contravention	Issues	Images	Compliance	Date closed
<b>Carry forward from 2022</b>							
TOB-BEO001/22	28-Jun-22	433 2 Avenue BBI Priority Area 2 - carry forward from 2021.	Community Standards Bylaw 920/21, Fire Services Bylaw 885/19, Traffic Bylaw 876/18, Bassano Land Use Bylaw	Accumulation of garbage and debris. Operation of an automotive/mechanical equipment or service business in a main Street Commercial (C1) Land Use District. Fence and signage non compliant with Land Use Bylaw and installed without an approved permit. Shipping container on the premises without a permit.		Orders were issued on June 28, 2022 and amended on July 15, 2022 in include the correct bylaw number. July 31, 2022 date of compliance was given. Property owners appealed the orders and an extension of one month (period ending August 31, 2022) was approved by Council. Property owners have not achieved compliance.	Ongoing
TOB-BEO060/22	14-Jul-22	831 2 Avenue	Dog Control Bylaw 836/12	Dog at large.	No images were taken.	CPO Leeks was given direction to call owner as a warning. The property owner was notified that the dog needs to be licensed. She said she would come in. A reminder letter was issued to the owner on February 2, 2023. No action has been taken.	Closed June 30, 2023
TOB-BEO066/22	9-Aug-22	726 2 Avenue	Dog Control Bylaw 836/12	Multiple complaints have been received regarding the constant barking of the 3 dogs on the property. Dogs are unlicensed.	No images. See property files for complaints.	Complaints were received on March 18, May 12, and August 7, 2022 from a neighbor. CPO Leeks contacted the property owner and let them know that there have been noise complaints and that the dogs need to be licensed. The complainant was asked to complete a dog log to prove excessive barking. The dog log has not been completed by the complainant. No action has been taken since September 2, 2022.	Closed January 31, 2023
TOB-BEO082/22	11-Oct-22	337 9 Avenue	Dog Control Bylaw 836/12	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were following him on his run around Town. Owners were contacted and asked to license and keep the dogs confined to the property unless they are leashed, held, and controlled by the owner. Email was sent with dog licenses form to the dog owner on October 11, 2022. A follow-up email was sent on January 19, 2023. Animals were registered on January 19, 2023.	Closed January 19, 2023.
<b>2023 files</b>							
TOB-BEO001/23	4-Jan-22	426 2 Avenue	Traffic Bylaw 876-18	Ice on Sidewalk	See file.	A call was placed to the neighboring properties that have an agreement to keep the sidewalk clean. Both parties were warned and asked to clear the sidewalk of debris.	Closed January 31, 2023
TOB-BEO002/23	17-Jan-23	409 3 Avenue	Community Standards Bylaw 920/21	Dog feces accumulated in yard.	See file.	Complaint was received regarding the accumulation of dog feces in the backyard. CPO Leeks contacted to dog owner and landlord on January 18, 2023.	Close February 28, 2023
TOB-BEO003/23	25-Jan-23	308 4 Avenue	Cat Control Bylaw 837/12	Cat at large. Located at the Pool.	See property file	Cat was at large at the Bassano Outdoor Pool (249-253 6 Avenue). PW and S. Smith identified the cat by it's collar. A call was placed to the owner explaining that the cat was not to be at large and that fines may be levied if the cat is caught in the future.	Closed January 25, 2023
TOB-BEO004/23	27-Jan-23	902 2 Avenue	Community Standards Bylaw 920/21	Noise complaint. Complainant explained that the business owner is operating loud equipment during quite hours.	See file.	Complainant explained that the business owner is operating loud equipment during quite hours. Complainant submitted a delegation request to council and a complaint form on January 27, 2023.	Closed April 30, 2023

**Town of Bassano  
2023 Bylaw Enforcement Tracker**

TOB-BEO005/23	7-Feb-23	701 1 Street	Dog Control Bylaw 928/22	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were loose on the school grounds. CPO Leeks was directed by administration to call warning the owner that thier dog was at large.	Closed Febrauy 16, 2023.
TOB-BEO006/23	15-Feb-23	11th Street	Traffic Bylaw 876-18	Speeding	No images.	Verbal complaint from resident that studnets were speeding along 11th Street and tractor trailers were speeding from the Old #1 highway and	Closed February 28, 2023
TOB-BEO006/23	28-Feb-23	11th Street	Community Standards Bylaw 920/21	Unregistered vehicles	No images.	Unregistered vehicles were identified by the Town. CPO Leeks was directed to investigate. One vehicle was towed and the other had two flat tires.	Closed February 28, 2023
TOB-BEO007/23	21-Mar-23	1011 5 Avenue	Dog Control Bylaw 928/22	Complaint reported an aggressive dog on the property. Dog is not licensed.	No images.	Complaint lives at the Silver Inn (1011 5 Avenue) and reported an aggressive, unlicensed dog living in one of the neighboring units. Owner does not pick up after the dog, feces are strewn about the property. Manager has attempted to deal with the dog owner but the issue was not resolved. Dog is unlicensed. CPO Nesbitt was directed to contact the property owner to inform them that the issue has been brought to the Town's attention and the dog is not licensed. The property owner contacted the dog owner. Dog was licensed on March 24, 2023. The complainant reported that the owner is now always outside with and cleans up after his dog.	Closed March 27, 2023
TOB-BEO008/23	21-Mar-23	501 4 Avenue	Traffic Bylaw 876-18	Complaint reported streets covered in snow and ice.	See file.	CPO Nesbitt was directed to contact the property owners to inform them that they are in contravention of the listed bylaw and they are to remove the ice and snow from the sidewalk. Sidewalks were clear upon investigation on Friday, March 24, 2023.	Closed March 27, 2023
TOB-BEO009/23	21-Mar-23	432 4 Street	Traffic Bylaw 876-18	Complaint reported streets covered in snow and ice.	See file.	CPO Nesbitt was directed to contact the property owners to inform them that they are in contravention of the listed bylaw and they are to remove the ice and snow from the sidewalk. Property owners will be informed that there is free sand available at 317 2 Avenue. Contact has not been made.	Closed March 31, 2023
TOB-BEO0010/23	21-Mar-23	258 3 Avenue	Traffic Bylaw 876-18	Complaint reported streets covered in snow and ice.	See file.	CPO Nesbitt was directed to contact the property owners to inform them that they are in contravention of the listed bylaw and they are to remove the ice and snow from the sidewalk. Property owners will be informed that there is free sand available at 317 2 Avenue. Note was left on the properties door. Call was placed with no answer.	Closed March 31, 2023
TOB-BEO0011/23	28-Mar-23	1011 5 Avenue	Cat Control Bylaw 837/12	Complaint reported a neighbour feeding stray cats.	See file.	Complainant reported that his neighbour has 7 cats that he feeds everyday are running all over their cars and pooping under vehicles. Call was placed to the complainant to verify information. Complainant expressed that 2-3 cats were owned by the nieghbour, the rest were strays. CPO Nesbitt contacted the property owner/landlord. The landlord will be communicating with thier tenants, giving them a copy of the dog and cat bylaws.	Closed April 3, 2023



**Town of Bassano  
2023 Bylaw Enforcement Tracker**

TOB-BEO0012/23	3-Apr-23	258 3 Avenue	Land Use Bylaw 921/21	A complaint was reported that there were chickens and a rooster	See file.	Chickens were found and relocated from the property in July 2020. A verbal complaint was received on March 31, 2023, stating that the chickens had been taken back to the property. CPO Leeks was sent to the property on April 6, 2023, and April 18, 2023, to investigate if there were chickens on the property and to contact the owner. No chickens were seen and the owner did not answer the door. Chickens were noticed on the property on April 25, 2023. A call was placed to the property owner on April 28, 2023, and a violation warning was sent via email on May 1, 2023. Clean-up orders were issued on May 5, 2023. Compliance was met by the property owner. The submitted shipping container permit is under review.	Ongoing.
TOB-BEO0013/23	23-Apr-23	229 2 Avenue	Community Standards Bylaw 920/21	A complaint was received regarding over grown trees encroaching on the alley.	See file.	Complaint was received regarding the properties over grown trees encroaching on the alley. Call was placed to the property owner on May 1, 2023. Property owner has organized a contractor to come cut the trees. Trees were cut May 5, 2023. Complainant was notified May 8, 2023 that the trees have been cut.	Closed May 8, 2023.
TOB-BEO0014/23	24-Apr-23	506 4 Avenue	Community Standards Bylaw 920/21	Accumulation of yard waste at the rear of the property.	See file.	Complaint regarding the accumulation of yard waste at the back of the property. Call was placed to the property owner on May 3, 2023.	Closed May 31, 2023.
TOB-BEO0015/23	3-May-23	202 3 Avenue	Traffic Bylaw 876-18	Horse trailer was parked too close to the intersection for 1 Street and 3 Avenue.	See file.	A complaint was received on May 3, 2023, regarding the trailer. CPO Leeks was directed to engage with the trailer owner during the May 11, 2023 shift. The owner has not responded to contact attempts. Limitations of the current bylaw prevent future action.	Closed June 30, 2023
TOB-BEO0016/23	16-May-23	130 6 Avenue	Community Standards Bylaw 920/21	Overgrown grass along the east side of the property. Skunks living under the the old shed.	See file.	The complaint was received on May 16, 2023. The administration engaged the property owner to tend to the skunks. Skunks no longer appear to be present on the property.	Ongoing
TOB-BEO0017/23	16-Jun-23	301 1 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds. Accumulation of old railway ties and garbage and debris from the property.	See file.	Orders were issued June 16, 2023 to the property owner by registered mail. Partial compliance has been met by the property owner. Administration has reached out to the property owner for an update on the remaining clean-up on July 5, 2023	Ongoing
TOB-BEO0018/23	16-Jun-23	602 1 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds, inoperable vehicles, old building materials. garbage and debris	See file.	Orders were issued June 16, 2023 to the property owner by registered mail. Partial compliance has been met by the property owner. Administration has reached out to the property owner for an update on the remaining clean-up on July 5, 2023	Ongoing
TOB-BEO0019/23	16-Jun-23	517 2 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds, graffiti, broken window, garbage and debris	See file.	Orders were issued June 16, 2023 to the property owner by registered mail dn email.	Ongoing

**Town of Bassano  
2023 Bylaw Enforcement Tracker**

TOB-BEO0020/23	16-Jun-23	201 1 Avenue	Community Standards Bylaw 920/21	Overgrown weeds	See file.	A call was placed to the property manager June 16, 2023. Orders were issued on June 16, 2023, to the property owner by registered mail and email. Compliance was met by the property owner.	Closed July 5, 2023
----------------	-----------	--------------	----------------------------------	-----------------	-----------	---	---------------------



# TOWN OF BASSANO

## 2023 Operating Budget Q2 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
<b>TAX &amp; REQUISITION - REVENUE</b>				
1-00-00-110-00	TAXES - MUNICIPAL OPERATIONS	(1,472,748.00)	(1,471,866.08)	(881.92)
1-00-00-110-01	TAXES - NEWELL FOUNDATION	(12,355.00)	(12,346.25)	(8.75)
1-00-00-111-00	TAXES - ASFF RESIDENTIAL/FARM	(212,766.00)	(210,297.36)	(2,468.64)
1-00-00-112-00	TAXES - ASFF NON-RESIDENTIAL	(107,356.00)	(108,349.29)	993.29
1-00-00-114-00	CHRIST REDEEMER- RESIDENTIAL/FARM	(10,765.00)	(12,315.54)	1,550.54
1-00-00-116-00	TAXES - DESIGNATED IND REQUISITION	(211.00)	(226.28)	15.28
1-00-00-190-00	INTEREST - RECREATION FUNDING COMMITTEE	0.00	(689.58)	689.58
1-00-00-120-00	TAXES - PROVINCIAL POLICING AGREEMENT	(45,196.00)	(45,164.13)	(31.87)
1-00-00-510-00	TAXES - PENALTIES & COSTS	(35,000.00)	(119.99)	(34,880.01)
1-00-00-540-00	FRANCHISE FEES - FORTIS	(185,000.00)	(74,737.15)	(110,262.85)
1-00-00-541-00	FRANCHISE FEES - ATCO	(110,000.00)	(61,589.80)	(48,410.20)
1-00-00-550-00	INTEREST - ON INVESTMENTS	(5,000.00)	(2,151.16)	(2,848.84)
1-00-00-551-00	INTEREST - FCSS RESERVE	0.00	(12.12)	12.12
1-00-00-552-00	INTEREST - ON CURRENT ACCOUNT	(20,000.00)	(23,354.80)	3,354.80
1-00-00-553-00	INTEREST - ON ACCOUNTS RECEIVABLE	0.00	(31.23)	31.23
1-00-00-554-01	INTEREST - ON CAPITAL PLAN RESERVE	0.00	(55,037.63)	55,037.63
1-00-00-554-02	INTEREST - ON LAND & DEVELOPMENT RESERVE	0.00	(12,575.26)	12,575.26
1-00-00-554-03	INTEREST - ON RECREATION AND CULTURE RES	0.00	(9,974.67)	9,974.67
1-00-00-554-04	INTEREST - ON MUNICIPAL SERVICE RESERVE	0.00	(10,759.92)	10,759.92
1-00-00-554-05	INTEREST - SEWAGE TREATMENT RESERVE	0.00	(3,504.17)	3,504.17
1-00-00-554-06	INTEREST - FIRE COMMITTEE RESERVE	0.00	(652.34)	652.34
1-00-00-590-00	REVENUE - FROM OTHER SOURCES	(1,500.00)	(964.62)	(535.38)
<b>*</b>	<b>TOTAL TAX &amp; REQUISITION - REVE</b>	<b>(2,217,897.00)</b>	<b>(2,116,719.37)</b>	<b>(101,177.63)</b>
<b>TAX &amp; REQUISITION - EXPENSE</b>				
2-81-00-742-00	ASFF SCHOOL REQUISITION	320,122.00	156,709.79	163,412.21
2-81-00-743-00	CHRIST THE REDEEMER	10,765.00	6,351.80	4,413.20
2-81-00-751-00	NEWELL FOUNDATION REQUISITION	12,355.00	0.00	12,355.00
2-81-00-752-00	Designated Industrial Prop Requisition	211.00	0.00	211.00
2-81-00-753-00	PROVINCIAL POLICING AGREEMENT	45,196.00	45,196.00	0.00
3-00-00-211-00	TAXES - RECEIVABLE CURRENT	0.00	1,087,673.19	(1,244,690.44)
3-00-00-212-00	TAXES - RECEIVABLE - ARREARS	0.00	169,648.03	(251,755.33)
<b>*</b>	<b>TOTAL TAX &amp; REQUISITION - EXPE</b>	<b>388,649.00</b>	<b>1,465,578.81</b>	<b>(1,316,054.36)</b>
<b>**</b>	<b>TAX &amp; REQUISITION - (SURPLUS)/</b>	<b>(1,829,248.00)</b>	<b>(651,140.56)</b>	<b>(1,417,231.99)</b>
<b>COUNCIL - EXPENSE</b>				
2-11-00-151-00	COUNCIL - HONORARIUM	43,000.00	17,541.89	25,458.11
2-11-00-155-00	COUNCIL - BENEFITS, ADMIN COSTS	5,500.00	495.00	5,005.00
2-11-00-211-00	COUNCIL - TRAVEL/LODGE/MEALS	13,100.00	6,109.25	6,990.75
<b>*</b>	<b>TOTAL COUNCIL - EXPENSE</b>	<b>61,600.00</b>	<b>24,146.14</b>	<b>37,453.86</b>
<b>**</b>	<b>COUNCIL DEFICIT</b>	<b>61,600.00</b>	<b>24,146.14</b>	<b>37,453.86</b>
<b>ADMINISTRATION - REVENUE</b>				



# TOWN OF BASSANO

## 2023 Operating Budget

### Q2 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
1-12-00-410-00	TAX CERT./LETTER OF COMPL.	(2,000.00)	(1,350.00)	(650.00)
1-12-00-520-00	TOWN - PERMIT APPLICATION FEES	(2,500.00)	(6,910.94)	4,410.94
1-12-00-521-00	SUPERIOR SAFETY - PERMIT INSPECTION FEES	(1,500.00)	0.00	(1,500.00)
1-12-00-560-00	LAND LEASE REVENUE	(13,800.00)	(14,136.12)	336.12
1-12-00-840-00	ADMIN - PROVINCIAL COND GRANT	(46,000.00)	(26,707.00)	(19,293.00)
1-12-00-710-00	TSF FROM MUNICIPAL SERVICE RESERVE	(97,000.00)	0.00	(97,000.00)
<b>*</b>	<b>TOTAL ADMINISTRATION - REVENUE</b>	<b>(162,800.00)</b>	<b>(49,104.06)</b>	<b>(113,695.94)</b>
<b>ADMINISTRATION - EXPENSE</b>				
2-12-00-110-00	ADMIN - SALARIES/WAGES	149,256.00	87,155.70	62,100.30
2-12-00-130-00	ADMIN - EMPLOYER CONTRIBUTION	10,600.00	6,823.94	3,776.06
2-12-00-133-00	ADMIN - HEALTH/SAFETY COSTS	500.00	0.00	500.00
2-12-00-135-00	ADMIN - AUMA BENEFITS	8,055.00	3,785.69	4,269.31
2-12-00-136-00	ADMIN - WCB	12,000.00	4,156.51	7,843.49
2-12-00-137-00	ADMIN - RRSPP CONTRIBUTION	6,000.00	2,650.00	3,350.00
2-12-00-211-00	ADMIN - TRAVEL/LODGE/MEALS	5,000.00	454.13	4,545.87
2-12-00-215-00	ADMIN - FREIGHT,POST, INTER, PHONE	11,400.00	5,850.22	5,549.78
2-12-00-220-00	ADMIN - MEMBERSHIPS, ADVERTISING	12,825.00	9,838.31	2,986.69
2-12-00-230-00	ADMIN - PROFESSIONAL SERVICES	271,500.00	123,762.97	147,737.03
2-12-00-232-00	ADMIN - TRAINING	30,500.00	21,002.69	9,497.31
2-12-00-235-00	ADMIN - ASSESSMENT SERVICES	19,100.00	8,989.18	10,110.82
2-12-00-250-00	ADMIN - REPAIR/MAINTENANCE	10,500.00	0.00	10,500.00
2-12-00-263-00	ADMIN - EQUIP RENTAL/MAINTENANCE	10,800.00	6,850.78	3,949.22
2-12-00-274-00	ADMIN - INSURANCE	8,500.00	8,258.93	241.07
2-12-00-300-00	ADMIN - SPECIAL EVENTS	750.00	84.16	665.84
2-12-00-510-00	ADMIN - OFFICE SUPPLIES	13,930.00	7,188.48	6,741.52
2-12-00-540-00	ADMIN - UTILITIES	6,000.00	1,683.71	4,316.29
2-12-00-763-00	BAD DEBT WRITTEN OFF	5,000.00	147.88	4,852.12
2-12-00-810-00	BANK CHARGES AND INTEREST	8,500.00	3,111.02	5,388.98
2-12-00-992-00	PENNY ROUNDING-PHASE OUT	0.00	21.69	(21.69)
2-12-00-995-00	ADMIN - STAFF RECOGNITION	4,000.00	0.00	4,000.00
2-12-00-765-00	TSF TO OTHER LOCAL GOV'T	270,227.00	0.00	270,227.00
<b>*</b>	<b>TOTAL ADMINISTRATION - EXPENSE</b>	<b>874,943.00</b>	<b>301,815.99</b>	<b>573,127.01</b>
<b>**</b>	<b>ADMIN (SURPLUS)/DEFICIT</b>	<b>712,143.00</b>	<b>252,711.93</b>	<b>459,431.07</b>
<b>FIRE - REVENUE</b>				
1-23-00-420-00	FIRE - CALLS	0.00	(10,382.50)	10,382.50
1-23-00-590-00	FIRE - MUNICIPAL CONTRIBUTION (ICF)	(14,545.00)	0.00	(14,545.00)
1-23-00-595-00	FIRE - COUNTY CONTRIBUTION	(130,905.00)	(132,887.65)	1,982.65
1-23-00-850-00	FIRE - OTHER INCOME/DONATIONS	0.00	(60.00)	60.00
1-25-00-590-00	AMBULANCE - RENTAL INCOME	(11,600.00)	(6,882.34)	(4,717.66)
1-23-00-920-00	TSF FROM FIRE COMMITTEE RESERVES	(31,500.00)	(418.00)	(31,082.00)
<b>*</b>	<b>TOTAL FIRE - REVENUE</b>	<b>(188,550.00)</b>	<b>(150,630.49)</b>	<b>(37,919.51)</b>
<b>FIRE - EXPENSE</b>				
2-23-00-130-00	FIRE - EMPLOYER CONT. (CHIEF CPP, EI)	1,200.00	356.40	843.60
2-23-00-148-00	FIRE - TRAVEL/LODGING/MEALS	2,000.00	2,600.47	(600.47)
2-23-00-159-00	FIRE - HONORARIUMS	68,250.00	100,800.00	(32,550.00)
2-23-00-215-00	FIRE - FAX, PHONE & INTERNET	4,500.00	2,087.72	2,412.28
2-23-00-215-01	FIRE - FREIGHT/POSTAGE	500.00	30.00	470.00
2-23-00-232-00	FIRE - TRAINING	5,500.00	2,672.98	2,827.02
2-23-00-250-00	FIRE - HALL REPAIR/MAINTENANCE	500.00	0.00	500.00



# TOWN OF BASSANO

## 2023 Operating Budget Q2 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
2-23-00-274-00	FIRE - INSURANCE	23,000.00	14,523.70	8,476.30
2-23-00-510-00	FIRE - GOODS & SUPPLIES	3,000.00	1,067.69	1,932.31
2-23-00-510-01	FIRE - JANITORIAL	1,500.00	0.00	1,500.00
2-23-00-510-02	FIRE - OFFICE SUPPLIES	500.00	0.00	500.00
2-23-00-520-00	FIRE - VEHICLE/EQUIP. REPAIR/MAINTENANCE	25,000.00	3,752.79	21,247.21
2-23-00-520-01	FIRE - FUEL	3,800.00	980.55	2,819.45
2-23-00-520-02	FIRE - RADIO PURCHASE/REPAIRS/LICENSE	15,000.00	942.00	14,058.00
2-23-00-520-03	FIRE - EQUIPMENT/HAND TOOLS	25,000.00	15,559.50	9,440.50
2-23-00-540-00	FIRE - UTILITIES	7,000.00	3,153.25	3,846.75
2-23-00-995-00	FIRE - STAFF RECOGNITION	2,300.00	0.00	2,300.00
<b>*</b>	<b>TOTAL FIRE - EXPENSE</b>	<b>188,550.00</b>	<b>148,527.05</b>	<b>40,022.95</b>
<b>**</b>	<b>FIRE - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>(2,103.44)</b>	<b>2,103.44</b>
<b>DISASTER SERVICES - REVENUE</b>				
1-24-00-840-00	DISASTER - PROVINCIAL COND GRANT	(70,000.00)	(52,500.00)	(17,500.00)
<b>*</b>	<b>TOTAL DISASTER SERVICES - REVE</b>	<b>(70,000.00)</b>	<b>(52,500.00)</b>	<b>(17,500.00)</b>
<b>DISASTER SERVICES - EXPENSE</b>				
2-24-00-200-00	DISASTER SERVICES	70,000.00	0.00	70,000.00
<b>*</b>	<b>TOTAL DISASTER SERVICES - EXPE</b>	<b>70,000.00</b>	<b>0.00</b>	<b>70,000.00</b>
<b>**</b>	<b>DISASTER SERVICES (SURPLUS)/DE</b>	<b>0.00</b>	<b>(52,500.00)</b>	<b>52,500.00</b>
<b>BYLAW ENFORCEMENT - REVENUE</b>				
1-26-00-520-00	BYLAW - DOG LICENSES	(2,000.00)	(2,060.00)	60.00
1-26-00-521-00	BYLAW - CAT LICENSES	(250.00)	(375.00)	125.00
1-26-00-522-00	BYLAW - BUSINESS LICENSE	(9,000.00)	(7,860.00)	(1,140.00)
1-26-00-750-00	BYLAW - FINES & COSTS	(4,750.00)	(1,483.00)	(3,267.00)
<b>*</b>	<b>TOTAL BYLAW ENFORCEMENT - REVE</b>	<b>(16,000.00)</b>	<b>(11,778.00)</b>	<b>(4,222.00)</b>
<b>BYLAW ENFORCEMENT - EXPENSE</b>				
2-26-00-110-00	BYLAW - CONTRACT SERVICES	14,000.00	3,360.00	10,640.00
2-26-00-520-00	BYLAW - GENERAL SERVICES	2,000.00	0.00	2,000.00
<b>*</b>	<b>TOTAL BYLAW ENFORCEMENT - EXPE</b>	<b>16,000.00</b>	<b>3,360.00</b>	<b>12,640.00</b>
<b>**</b>	<b>BYLAW ENFORCEMENT - (SURPLUS)/</b>	<b>0.00</b>	<b>(8,418.00)</b>	<b>8,418.00</b>
<b>PUBLIC WORKS - REVENUE</b>				
1-32-00-590-00	ROADS - REVENUE FROM OTHER SOURCES	(3,000.00)	(3,715.00)	715.00
1-32-00-840-00	ROADS - PROVINCIAL COND GRANT	(47,079.00)	(40,534.25)	(6,544.75)
<b>*</b>	<b>TOTAL PUBLIC WORKS - REVENUE</b>	<b>(50,079.00)</b>	<b>(44,249.25)</b>	<b>(5,829.75)</b>
<b>PUBLIC WORKS - EXPENSE</b>				
2-32-00-110-00	P.W. - SALARIES /WAGES	126,510.00	75,345.12	51,164.88
2-32-00-130-00	P.W. - EMPLOYER CONTRIBUTION	8,629.00	5,626.02	3,002.98
2-32-00-135-00	P.W. - AUMA BENEFITS	9,247.00	5,757.27	3,489.73
2-32-00-215-00	P.W. - FREIGHT,POSTAGE, INTERENT, PHONE	5,800.00	1,280.33	4,519.67



# TOWN OF BASSANO

## 2023 Operating Budget Q2 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
2-32-00-220-00	P.W. - EQUIPMENT RENTAL	11,400.00	1,584.00	9,816.00
2-32-00-232-00	P.W. - TRAIN/MEALS/LODGE/PPE	4,500.00	1,356.06	3,143.94
2-32-00-260-00	ROADS - SNOW REMOVAL	19,500.00	945.00	18,555.00
2-32-00-270-00	P.W. - SHOP SUPPLIES	6,250.00	2,743.81	3,506.19
2-32-00-274-00	P.W. - INSURANCE	16,000.00	14,406.53	1,593.47
2-32-00-510-00	P.W. - FUEL	20,000.00	7,226.12	12,773.88
2-32-00-511-00	ROADS - GOODS & SUPPLIES	10,500.00	5,630.58	4,869.42
2-32-00-520-00	P.W. - EQUIP REPAIR /MAINT.	23,750.00	19,398.75	4,351.25
2-32-00-530-00	ROADS - REPAIR/MAINTENANCE	61,800.00	13,244.20	48,555.80
2-32-00-540-00	ROADS - STREET LIGHTS	87,000.00	35,256.00	51,744.00
2-32-00-541-00	P.W. - SHOP UTILITIES	6,700.00	2,978.69	3,721.31
2-32-00-250-00	PW - Building Repair & Main.	80,500.00	1,135.82	79,364.18
7-32-00-610-00	G3-T2 Infrastructure Upgrade - Priority	39,579.00	0.00	39,579.00
<b>*</b>	<b>TOTAL PUBLIC WORKS - EXPENSE</b>	<b>537,665.00</b>	<b>193,914.30</b>	<b>343,750.70</b>
<b>**</b>	<b>PUBLIC WORKS - (SURPLUS)/DEFICIT</b>	<b>487,586.00</b>	<b>149,665.05</b>	<b>337,920.95</b>
<b>AIRPORT - REVENUE</b>				
1-33-00-400-00	AIRPORT - REVENUE FROM OTHER SOURCES	(2,000.00)	(2,000.00)	0.00
1-33-00-690-00	AIRPORT - MUNICIPAL CONTRIBUTION (ICF)	(5,050.00)	0.00	(5,050.00)
1-33-00-690-01	AIRPORT - COUNTY CONTRIBUTION (ICF)	(10,050.00)	(874.30)	(9,175.70)
1-33-00-840-00	AIRPORT - PROVINCIAL COND GRANT	(5,000.00)	0.00	(5,000.00)
<b>*</b>	<b>TOTAL AIRPORT - REVENUE</b>	<b>(22,100.00)</b>	<b>(2,874.30)</b>	<b>(19,225.70)</b>
<b>AIRPORT - EXPENSE</b>				
2-33-00-200-00	AIRPORT - REPAIR/ MAINTENANCE	14,700.00	2,563.97	12,136.03
2-33-00-274-00	AIRPORT - INSURANCE	3,400.00	3,009.46	390.54
2-33-00-540-00	AIRPORT - UTILITIES	4,000.00	1,231.67	2,768.33
<b>*</b>	<b>TOTAL AIRPORT - EXPENSE</b>	<b>22,100.00</b>	<b>6,805.10</b>	<b>15,294.90</b>
<b>**</b>	<b>AIRPORT - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>3,930.80</b>	<b>(3,930.80)</b>
<b>WATER - REVENUE</b>				
1-41-00-240-00	WATER - PROCESSING FEE	(18,000.00)	(6,103.90)	(11,896.10)
1-41-00-400-00	WATER - REVENUE	(564,500.00)	(309,409.22)	(255,090.78)
1-41-00-450-00	WATER - DISCONNECT/RECONNECT FEES	(200.00)	(35.00)	(165.00)
1-41-00-550-00	WATER/SEWER - PENALTIES	(13,000.00)	(6,001.02)	(6,998.98)
1-41-00-590-00	WATER - COST RECOVERED	(4,000.00)	0.00	(4,000.00)
1-32-00-710-00	TSF FROM CAPITAL PLAN RESERVE	(34,225.00)	0.00	(34,225.00)
<b>*</b>	<b>TOTAL WATER - REVENUE</b>	<b>(633,925.00)</b>	<b>(321,549.14)</b>	<b>(312,375.86)</b>
<b>WATER - EXPENSE</b>				
2-41-00-120-00	WATER - CONTRACT SERVICES	28,000.00	12,762.30	15,237.70
2-41-00-215-00	WATER - FREIGHT, INTERNET, PHONE	1,790.00	284.07	1,505.93
2-41-00-230-00	WATER - PROFESSIONAL SERVICES	7,500.00	6,821.50	678.50
2-41-00-240-00	WATER - ADMIN CUSTOMER BILLING	17,500.00	72.45	17,427.55
2-41-00-250-00	WATER - REPAIR/MAINTENANCE	129,125.00	55,216.96	73,908.04
2-41-00-274-00	WATER - INSURANCE	13,500.00	12,222.42	1,277.58
2-41-00-510-00	WATER - GOODS & SUPPLIES	2,100.00	6,293.61	(4,193.61)
2-41-00-532-00	WATER - CONSUMPTION TO NRSC	259,600.00	91,379.20	168,220.80
2-41-00-540-00	WATER, - UTILITIES	42,000.00	16,102.92	25,897.08



# TOWN OF BASSANO

## 2023 Operating Budget Q2 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
2-41-00-831-00	WATER - DEBENTURE INTEREST	8,920.00	5,322.22	3,597.78
2-41-00-832-00	WATER - DEBENTURE PRINCIPAL	123,575.00	60,925.02	62,649.98
<b>*</b>	<b>TOTAL WATER - EXPENSE</b>	<b>633,610.00</b>	<b>267,402.67</b>	<b>366,207.33</b>
<b>**</b>	<b>WATER - (SURPLUS)/DEFICIT</b>	<b>(315.00)</b>	<b>(54,146.47)</b>	<b>53,831.47</b>
<b>SEWER - REVENUE</b>				
1-42-00-410-00	SEWER - REVENUE	(137,000.00)	(68,577.06)	(68,422.94)
<b>*</b>	<b>TOTAL SEWER - REVENUE</b>	<b>(137,000.00)</b>	<b>(68,577.06)</b>	<b>(68,422.94)</b>
<b>SEWER - EXPENSE</b>				
2-42-00-215-00	SEWER - FREIGHT	500.00	0.00	500.00
2-42-00-230-00	SEWER - PROFESSIONAL SERVICES	10,000.00	0.00	10,000.00
2-42-00-250-00	SEWER - REPAIR/MAINTENANCE	39,000.00	10,958.06	28,041.94
2-42-00-510-00	SEWER - GOODS & SUPPLIES	2,000.00	0.00	2,000.00
2-42-00-540-00	SEWER - UTILITIES	7,000.00	660.31	6,339.69
7-42-00-613-00	WASTEWATER TREATMENT UPGRADE	0.00	(500.00)	(6,786,031.05)
<b>*</b>	<b>TOTAL SEWER - EXPENSE</b>	<b>58,500.00</b>	<b>11,118.37</b>	<b>(6,739,149.42)</b>
<b>**</b>	<b>SEWER - (SURPLUS)/DEFICIT</b>	<b>(78,500.00)</b>	<b>(57,458.69)</b>	<b>(6,807,572.36)</b>
<b>SOLID WASTE &amp; RECYCLING - REVE</b>				
1-43-00-400-00	GARBAGE - REVENUE	(92,340.00)	(46,191.03)	(46,148.97)
1-43-00-410-00	GARBAGE - NEWELL REGIONAL LANDFILL	(11,250.00)	0.00	(11,250.00)
1-43-00-450-00	RECYCLING - REVENUE	(31,200.00)	(15,590.89)	(15,609.11)
<b>*</b>	<b>TOTAL SOLID WASTE &amp; RECYCLING</b>	<b>(134,790.00)</b>	<b>(61,781.92)</b>	<b>(73,008.08)</b>
<b>SOLID WASTE &amp; RECYCLING - EXPE</b>				
2-43-00-210-00	GARBAGE - CONTRACT SERVICES	60,400.00	25,520.00	34,880.00
2-43-00-510-00	GARBAGE - GOODS & SUPPLIES	10,000.00	2.20	9,997.80
2-43-00-620-00	BARRA - WATER UTILITY	50.00	21.45	28.55
2-43-00-765-00	GARBAGE - NEWELL. REG. LANDFILL REQ.	43,813.00	42,523.52	1,289.48
2-43-00-765-01	RECYCLING - NEWELL REGIONAL LANDFILL REQ.	10,500.00	10,226.56	273.44
2-43-00-765-02	RECYCLING - B.A.R.R.A. OPERATING FUNDING	10,000.00	5,000.00	5,000.00
<b>*</b>	<b>TOTAL SOLID WASTE &amp; RECYCLING</b>	<b>134,763.00</b>	<b>83,293.73</b>	<b>51,469.27</b>
<b>**</b>	<b>SOLID WASTE &amp; RECYCLING (SURPL</b>	<b>(27.00)</b>	<b>21,511.81</b>	<b>(21,538.81)</b>
<b>FCSS - REVENUE</b>				
1-51-00-400-00	THRIVE - GRANT/DONATIONS	0.00	(68.25)	68.25
1-51-00-410-00	FCSS - 2023 WOMEN'S WELLNESS	(5,000.00)	(5,231.00)	231.00
1-51-00-590-00	FCSS - OTHER REVENUE	(2,500.00)	(95.00)	(2,405.00)
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(5,000.00)	(319.40)	(4,680.60)
1-51-00-840-00	FCSS - CONDITIONAL GRANT	(39,505.00)	(1,160.00)	(38,345.00)
1-51-00-850-00	FCSS - GRASSLANDS FCSS /TOWN CONTRIB.	(35,230.00)	(12,474.00)	(22,756.00)
1-51-00-710-00	TSF FROM FCSS RESERVE	(12,620.00)	(968.35)	(11,651.65)
<b>*</b>	<b>TOTAL FCSS - REVENUE</b>	<b>(99,855.00)</b>	<b>(20,316.00)</b>	<b>(79,539.00)</b>



# TOWN OF BASSANO

## 2023 Operating Budget Q2 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
<b>FCSS - EXPENSE</b>				
2-51-00-110-00	FCSS - SALARIES	58,000.00	23,964.25	34,035.75
2-51-00-110-01	THRIVE - SALARIES & WAGES	0.00	1,747.20	(1,747.20)
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	4,050.00	1,856.27	2,193.73
2-51-00-135-00	FCSS - AUMA BENEFITS	6,555.00	3,375.39	3,179.61
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,200.00	600.00	600.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	2,500.00	(250.00)	2,750.00
2-51-00-200-00	FCSS PROGRAMS	10,000.00	1,829.69	8,170.31
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	1,750.00	797.44	952.56
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	500.00	512.70	(12.70)
2-51-00-300-00	FCSS EVENTS	0.00	300.00	(300.00)
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	3,800.00	13.99	3,786.01
2-51-00-595-00	FCSS - COMMUNITY CHRISTMAS	5,000.00	0.00	5,000.00
2-51-00-200-01	FCSS PROGRAM - 2023 WOMEN'S WELLNESS	6,500.00	5,224.45	1,275.55
<b>*</b>	<b>TOTAL FCSS - EXPENSE</b>	<b>99,855.00</b>	<b>39,971.38</b>	<b>59,883.62</b>
<b>**</b>	<b>FCSS - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>19,655.38</b>	<b>(19,655.38)</b>
<b>THRIVE - REVENUE</b>				
1-51-00-690-01	THRIVE - COUNTY CONTRIBUTION (ICF)	(5,450.00)	(390.07)	(5,059.93)
1-51-00-690-00	THRIVE - MUNICIPAL CONTRIBUTION (ICF)	(5,450.00)	0.00	(5,450.00)
1-51-00-400-01	THRIVE - MEMBERSHIPS/DROP-INS	(3,000.00)	(2,625.73)	(374.27)
<b>*</b>	<b>TOTAL THRIVE - REVENUE</b>	<b>(13,900.00)</b>	<b>(3,015.80)</b>	<b>(10,884.20)</b>
<b>THRIVE - EXPENSE</b>				
2-51-00-400-00	THRIVE - RENT	8,300.00	4,550.00	3,750.00
2-51-00-410-00	THRIVE - EQUIP REPAIR/MAINT./PURCHASE	5,000.00	1,240.00	3,760.00
2-51-00-420-00	THRIVE - ADVERTISING/PROMOTIONS	100.00	0.00	100.00
2-51-00-510-01	THRIVE - GOODS & SUPPLIES	500.00	110.43	389.57
<b>*</b>	<b>TOTAL THRIVE - EXPENSE</b>	<b>13,900.00</b>	<b>5,900.43</b>	<b>7,999.57</b>
<b>**</b>	<b>THRIVE - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>2,884.63</b>	<b>(2,884.63)</b>
<b>CEMETERY - REVENUE</b>				
1-56-00-400-00	CEMETARY - PLOT SALES	(3,500.00)	(5,295.00)	1,795.00
1-56-00-410-00	CEMETERY - PLOTS OPEN & CLOSIN	(2,500.00)	(1,840.00)	(660.00)
1-56-00-990-00	CEMETERY - DONATIONS	(1,000.00)	(1,269.60)	269.60
<b>*</b>	<b>TOTAL CEMETERY - REVENUE</b>	<b>(7,000.00)</b>	<b>(8,404.60)</b>	<b>1,404.60</b>
<b>CEMETERY - EXPENSE</b>				
2-56-00-250-00	CEMETARY - REPAIR/MAINTENANCE	4,650.00	0.00	4,650.00
2-56-00-500-00	CEMETERY - PLOT OPEN/CLOSE	100.00	0.00	100.00
2-56-00-510-00	CEMETARY - GOODS & SUPPLIES	1,500.00	40.16	1,459.84
2-56-00-540-00	CEMETERY - WATER UTILITIES	750.00	0.00	750.00
<b>*</b>	<b>TOTAL CEMETERY - EXPENSE</b>	<b>7,000.00</b>	<b>40.16</b>	<b>6,959.84</b>
<b>**</b>	<b>CEMETERY - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>(8,364.44)</b>	<b>8,364.44</b>





# TOWN OF BASSANO

## 2023 Operating Budget Q2 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
<b>PLANNING &amp; DEVELOPMENT - REVEN</b>				
1-64-00-200-00	PLANNING & DEVELOPMENT (PROV COND GRANT)	(30,000.00)	0.00	(30,000.00)
1-66-00-400-00	LAND - SALES	0.00	(156,110.25)	156,110.25
<b>*</b>	<b>TOTAL PLANNING &amp; DEVELOPMENT -</b>	<b>(30,000.00)</b>	<b>(156,110.25)</b>	<b>126,110.25</b>
<b>PLANNING &amp; DEVELOPMENT - EXPEN</b>				
2-64-00-200-00	MUNICIPAL PLANNING	31,400.00	27,409.49	3,990.51
2-64-00-220-00	MUNICIPAL PLANNING - MARKETING, FREIGHT	35,600.00	1,572.01	34,027.99
2-66-00-510-00	SUB DIV - COST OF LAND SOLD	2,000.00	762.00	1,238.00
<b>*</b>	<b>TOTAL PLANNING &amp; DEVELOPMENT -</b>	<b>69,000.00</b>	<b>29,743.50</b>	<b>39,256.50</b>
<b>**</b>	<b>PLANNING &amp; DEVELOPMENT - (SURP</b>	<b>39,000.00</b>	<b>(126,366.75)</b>	<b>165,366.75</b>
<b>POOL - REVENUE</b>				
1-72-00-410-00	POOL - REVENUE	(59,000.00)	(36,313.55)	(22,686.45)
1-72-00-420-00	POOL - CONCESSION	(1,500.00)	0.00	(1,500.00)
1-72-00-690-00	POOL - MUNICIPAL CONTRIBUTION (ICF)	(70,389.00)	0.00	(70,389.00)
1-72-00-690-01	POOL - COUNTY CONTRIBUTION (ICF)	(225,389.00)	(2,418.53)	(222,970.47)
<b>*</b>	<b>TOTAL POOL - REVENUE</b>	<b>(356,278.00)</b>	<b>(38,732.08)</b>	<b>(317,545.92)</b>
<b>POOL - EXPENSE</b>				
2-72-00-110-00	POOL - SALARIES/WAGES	106,878.00	41,999.23	64,878.77
2-72-00-130-00	POOL - EMPLOYER CONTRIBUTION	7,400.00	3,801.56	3,598.44
2-72-00-211-00	POOL - TRAVEL/LODGE/MEALS	1,300.00	0.00	1,300.00
2-72-00-215-00	POOL - FREIGHT, INTERNET, PHONE	3,000.00	766.23	2,233.77
2-72-00-232-00	POOL - TRAINING	6,700.00	3,856.55	2,843.45
2-72-00-250-00	POOL - REPAIR/MAINTENANCE	321,000.00	6,574.62	314,425.38
2-72-00-274-00	POOL - INSURANCE	6,500.00	6,653.06	(153.06)
2-72-00-510-00	POOL - GOODS & SUPPLIES	5,500.00	1,881.48	3,618.52
2-72-00-530-00	POOL - CHEMICALS	16,000.00	12,286.66	3,713.34
2-72-00-540-00	POOL - UTILITIES	37,000.00	5,029.39	31,970.61
<b>*</b>	<b>TOTAL POOL - EXPENSE</b>	<b>511,278.00</b>	<b>82,848.78</b>	<b>428,429.22</b>
<b>**</b>	<b>POOL - (SURPLUS)/DEFICIT</b>	<b>155,000.00</b>	<b>44,116.70</b>	<b>110,883.30</b>
<b>PARKS &amp; RECREATION - REVENUE</b>				
1-72-00-840-00	RECREATION - PROVINCIAL COND GRANT	(171,700.00)	(14,850.00)	(156,850.00)
1-72-02-590-00	PARKS & REC - 2023 BBQ Competition	(18,000.00)	(23,406.10)	5,406.10
1-72-02-690-00	PARK & R - MUNICIPAL CONTRIBUTION (ICF)	(118,973.00)	0.00	(118,973.00)
1-72-02-690-01	PARKS & R - COUNTY CONTRIBUTION (ICF)	(215,973.00)	(54,244.66)	(161,728.34)
1-72-00-710-00	TSF FROM RECREATION & CULTURE RESERVE	(108,500.00)	(9,586.78)	(98,913.22)
1-72-00-920-00	TSF FROM RECREATION FUNDING COMMITTEE	(3,040.00)	(30,757.50)	27,717.50
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION - REV</b>	<b>(636,186.00)</b>	<b>(132,845.04)</b>	<b>(503,340.96)</b>
<b>PARKS &amp; RECREATION - EXPENSE</b>				
2-72-01-110-00	PARKS & REC - SALARIES/WAGES	132,280.00	33,941.44	98,338.56



# TOWN OF BASSANO

## 2023 Operating Budget Q2 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
2-72-01-130-00	PARKS & REC - EMPLOYER CONTRIBUTION	11,190.00	2,667.66	8,522.34
2-72-01-135-00	PARKS & REC - AUMA BENEFITS	12,040.00	3,417.63	8,622.37
2-72-01-215-00	PARKS & REC - FREIGHT, PHONE	1,100.00	113.85	986.15
2-72-01-232-00	PARKS & REC - TRAINING/MEALS/LODGE	4,000.00	100.00	3,900.00
2-72-01-250-00	PARKS & REC - REPAIR/MAINTENANCE	2,750.00	107.92	2,642.08
2-72-01-510-00	PARKS & REC - GOODS & SUPPLIES	13,700.00	6,531.03	7,168.97
2-72-01-520-00	PARKS & REC - EQUIPMENT REPAIR/MAINT.	1,200.00	341.51	858.49
2-72-01-540-00	T.V. TOWER - UTILITIES	1,800.00	458.96	1,341.04
2-72-02-250-00	ARENA - REPAIR/MAINTENANCE	166,700.00	4,203.74	162,496.26
2-72-02-274-00	ARENA - INSURANCE	44,000.00	43,303.72	696.28
2-72-02-540-00	ARENA WATER UTILITIES	2,500.00	20.90	2,479.10
2-72-02-590-00	PARKS & REC - 2023 BBQ Competition	18,000.00	11,658.18	6,341.82
2-72-03-250-00	REC COMPLEX - REPAIR/MAINTENANCE	10,000.00	5,735.83	4,264.17
2-72-03-274-00	REC COMPLEX - INSURANCE	32,000.00	30,823.02	1,176.98
2-72-05-274-00	RODEO - INSURANCE	450.00	341.38	108.62
2-72-07-250-00	BOWLING CLUB - REPAIR/MAINTENANCE	250.00	0.00	250.00
2-72-03-765-00	RECREATION - FUNDING	57,040.00	15,700.00	41,340.00
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION - EXP</b>	<b>511,000.00</b>	<b>159,466.77</b>	<b>351,533.23</b>
<b>**</b>	<b>PARKS &amp; REC (SURPLUS)/DEFICIT</b>	<b>(125,186.00)</b>	<b>26,621.73</b>	<b>(151,807.73)</b>
<b>P&amp;R - CAMPGROUND - REVENUE</b>				
1-72-02-410-00	CAMPGROUND - REVENUE	(6,500.00)	(2,003.95)	(4,496.05)
<b>*</b>	<b>TOTAL PARKS &amp; REC - CAMPGROUND</b>	<b>(6,500.00)</b>	<b>(2,003.95)</b>	<b>(4,496.05)</b>
<b>P&amp;R - CAMPGROUND - EXPENSE</b>				
2-72-01-251-00	CAMPGROUND - REPAIR/MAINTENANCE	250.00	52.57	197.43
2-72-01-511-00	CAMPGROUND - GOODS & SUPPLIES	250.00	807.41	(557.41)
2-72-01-541-00	CAMPGROUND - UTILITIES	4,600.00	927.01	3,672.99
2-72-04-274-00	CAMPGROUND - INSURANCE	1,450.00	1,210.58	239.42
<b>*</b>	<b>TOTAL PARKS &amp; REC - CAMPGROUND</b>	<b>6,550.00</b>	<b>2,997.57</b>	<b>3,552.43</b>
<b>**</b>	<b>CAMPGROUND - (SURPLUS)/DEFICIT</b>	<b>50.00</b>	<b>993.62</b>	<b>(943.62)</b>
<b>CULTURE - REVENUE</b>				
1-74-00-545-00	DROP-IN CENTRE - SHARED UTILITY COSTS	(3,750.00)	0.00	(3,750.00)
1-74-00-560-00	HALL - RENTAL REVENUE	(11,720.00)	(8,642.27)	(3,077.73)
1-74-00-690-00	HALL - MUNICIPAL CONTRIBUTION (ICF)	(27,415.00)	0.00	(27,415.00)
1-74-00-690-01	HALL - COUNTY CONTRIBUTION (ICF)	(48,915.00)	(2,815.29)	(46,099.71)
<b>*</b>	<b>TOTAL CULTURE - REVENUE</b>	<b>(91,800.00)</b>	<b>(11,457.56)</b>	<b>(80,342.44)</b>
<b>CULTURE - EXPENSE</b>				
2-74-00-110-00	HALL - JANITORIAL	15,500.00	4,992.00	10,508.00
2-74-00-210-00	HALL - FREIGHT, INTERNET, PHONE	1,700.00	692.13	1,007.87
2-74-00-250-00	HALL - REPAIR/MAINTENANCE	65,500.00	11.99	65,488.01
2-74-00-274-00	HALL - INSURANCE	6,500.00	6,725.21	(225.21)
2-74-00-510-00	HALL - GOODS & SUPPLIES	5,650.00	1,197.47	4,452.53
2-74-00-540-00	HALL - UTILITIES	23,000.00	8,338.14	14,661.86
2-74-00-545-00	DROP-IN CENTRE - UTILITIES	7,500.00	3,405.52	4,094.48
2-74-01-250-00	DROP-IN CENTRE - REPAIR/MAINTENANCE	500.00	0.00	500.00



# TOWN OF BASSANO

## 2023 Operating Budget Q2 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
2-74-01-274-00	DROP-IN CENTRE - INSURANCE	2,300.00	2,163.10	136.90
2-74-01-540-00	LIBRARY WATER UTILITIES	0.00	32.12	(32.12)
2-74-06-274-00	GUN CLUB - INSURANCE	2,150.00	2,058.75	91.25
<b>*</b>	<b>TOTAL CULTURE - EXPENSE</b>	<b>130,300.00</b>	<b>29,616.43</b>	<b>100,683.57</b>
<b>**</b>	<b>CULTURE (SURPLUS)/DEFICIT</b>	<b>38,500.00</b>	<b>18,158.87</b>	<b>20,341.13</b>
<b>CULTURE - LIBRARY - EXPENSE</b>				
2-74-00-765-00	LIBRARY - REQUISITION	21,654.00	21,653.82	0.18
2-74-01-250-01	LIBRARY - REPAIR/MAINTENANCE	100.00	0.00	100.00
<b>*</b>	<b>TOTAL LIBRARY - EXPENSE</b>	<b>21,754.00</b>	<b>21,653.82</b>	<b>100.18</b>
<b>**</b>	<b>LIBRARY (SURPLUS)/DEFICIT</b>	<b>21,754.00</b>	<b>21,653.82</b>	<b>100.18</b>
<b>TRANSFERS TO RESERVES</b>				
2-12-00-710-00	TSF TO MUNICIPAL SERVICE RESERVE	(30,000.00)	10,759.92	(40,759.92)
2-23-00-764-00	FIRE - TSF TO RESERVES	0.00	652.34	(652.34)
2-32-00-710-00	TSF TO CAPITAL PLAN RESERVE	(342,763.00)	64,195.47	(406,958.47)
2-42-00-765-00	SEWER - TSF TO RESERVES	(78,500.00)	(220,970.73)	142,470.73
2-51-00-710-00	TSF TO FCSS RESERVE	0.00	976.22	(976.22)
2-64-00-710-00	TSF TO LAND & DEVELOPMENT RESERVE	0.00	150,270.66	(150,270.66)
2-72-00-515-00	TRF TO RECREATION FUNDING COMMITTEE	0.00	54,689.58	(54,689.58)
2-72-00-710-00	TSF TO RECREATION & CULTURE RESERVE	(60,000.00)	16,479.07	(76,479.07)
2-23-00-762-00	FIRE - TRANSFER TO CAPITAL	(6,380.00)	0.00	(6,380.00)
<b>*</b>	<b>TOTAL TRANSFERS TO RESERVES</b>	<b>(517,643.00)</b>	<b>77,052.53</b>	<b>(594,695.53)</b>
<b>**</b>	<b>RESERV INCREASE/(DECREASE)</b>	<b>(517,643.00)</b>	<b>77,052.53</b>	<b>(594,695.53)</b>

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

# MONTHLY STATEMENT

## Town of Bassano

Period Ending May 31, 2023

General Account			
Net Balance at End of Previous Month	\$	1,883,882.47	
Receipts for the Month	\$	459,898.28	
Interest	\$	4,694.59	
AP CAFT Returned	\$	423.00	
FCSS Transfer	\$	560.00	
Cancelled Cheques	\$	2,551.61	
RFC Transfers	\$	15,700.00	
Sub-Total	\$	2,367,709.95	
Less Disbursements for the month	-\$	316,966.07	
Service Charges	-\$	483.21	
Corrections	-\$	200.00	
EFT Returned	-\$	868.60	
WCB Premium	-\$	2,318.07	
MSI Capital and CCFB Grant Funds Transfer	-\$	1,150,142.00	
Net Balance at End of Month	\$	896,732.00	
Bank Balance at End of Month	\$	924,670.36	
Outstanding Deposit	\$	3,291.57	
Sub-Total	\$	927,961.93	
Less outstanding cheques	-\$	31,229.93	
<b>NET Balance at End of Month</b>	<b>\$</b>	<b>896,732.00</b>	
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 32,017.29	\$ 135.96	\$ 32,153.25
Sewage Upgrade	\$ 227,465.44	\$ 965.95	\$ 228,431.39
MSI Capital	\$ 417,089.91	\$ 872,300.84	\$ 1,289,390.75
Federal Gas Tax Refund	\$ 130,243.76	\$ 283,946.74	\$ 414,190.50
MSI Operational	\$ 60,739.12	\$ 257.93	\$ 60,997.05
Capital Plan Reserve	\$ 2,723,442.67	\$ 11,565.30	\$ 2,735,007.97
Land & Development Reserve	\$ 618,746.96	\$ 2,627.56	\$ 621,374.52
Recreation & Culture Reserve	\$ 489,604.66	\$ 2,079.14	\$ 491,683.80
Municipal Reserve	\$ 528,928.20	\$ 2,246.13	\$ 531,174.33
FCSS Reserve	\$ 37.62	\$ 0.16	\$ 37.78
AMWWP Grant Funds	\$ 59.43	\$ 0.25	\$ 59.68
Recreation Funding Committee	\$ 58,033.49	-\$ 15,700.00	
		\$ 203.43	\$ 42,536.92
Tax Sale - 103000	\$ 40,554.28	\$ 172.22	\$ 40,726.50
Tax Sale - 242000	\$ -	\$ -	\$ -
Tax Sale - 243000	\$ 4,487.86	\$ 19.06	\$ 4,506.92
Tax Sale - 284000	\$ 25,746.91	\$ 109.34	\$ 25,856.25
Shydowski	\$ 111.61	\$ 0.47	\$ 112.08
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	\$ 1,015,433.77
	Cash Account \$ 80,850.30	\$114.70	\$ 80,965.00
<b>Transaction Total</b>		<b>\$1,174,356.90</b>	
<b>Total</b>	<b>\$ 6,449,562.39</b>		<b>\$ 7,624,122.72</b>

Prepared By:



Mayor Morey

Date Prepared: June 21, 2023

C.A.O Amanda Davis



# TOWN OF BASSANO

## Cheque Listing For Account Payable

2023-Jul-4  
1:56:07PM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
20230353	2023-05-04	EFT	EFT	1091	JUANITA PEIRSON RMT	<b>22139</b>	360.00
							360.00
20230354	2023-05-05	EFT	EFT	1077	BARRON, AMANDA	<b>22143</b>	63.00
							63.00
20230355	2023-05-05	EFT	EFT	1084	BAER, ERIC	<b>22144</b>	241.05
20230356	2023-05-05	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA		5,574.34
20230357	2023-05-05			111	CREATIVE SCREEN ART SERVICES		757.72
20230358	2023-05-05	EFT	EFT	1093	KELLY, MATTHEW		212.06
20230359	2023-05-05	EFT	EFT	217	PLAYFAIR LODGE		358.38
20230360	2023-05-05	EFT	EFT	967	REDDING, BRADLEY		12.95
20230361	2023-05-05			956	ROSE, LOGAN		190.68
20230362	2023-05-05	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I		148.13
20230363	2023-05-05	EFT	EFT	509	WATER PURE & SIMPLE BROOKS LTD.		8.50
20230364	2023-05-05	EFT	EFT	935	WOLSELEY CANADA INC		1,164.60
20230365	2023-05-05	EFT	EFT	1087	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITE		31.15
20230366	2023-05-05	EFT	EFT	900001	A TO ZED LTD PLUMBING & HEATING		32.59
20230367	2023-05-05	EFT	EFT	900001	ANDRES, LINDA		35.56
							8,767.71



# TOWN OF BASSANO

## Cheque Listing For Account Payable

2023-Jul-4

1:56:07PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							<b>22145</b>
20230368	2023-05-11	EFT	EFT	713	1034355 ALBERTA LTD	14.00	
20230369	2023-05-11	EFT	EFT	1043	2052900 ALBERTA LTD.	7,994.70	
20230370	2023-05-11	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	4,215.24	
20230372	2023-05-11	EFT	EFT	47	BASSANO PLUMBING & HEATING	40.11	
20230373	2023-05-11	EFT	EFT	522	BENCHMARK ASSESSMENT	1,571.77	
20230374	2023-05-11	EFT	EFT	132	BROOKS ASPHALT & AGGREGATE	6,176.93	
20230375	2023-05-11	EFT	EFT	675	BROOKS FARM EQUIPMENT INC.	127.45	
20230376	2023-05-11	EFT	EFT	703	COCHRANE, CORY	71.17	
20230377	2023-05-11	EFT	EFT	962	DIGITEX CANADA INC.	182.77	
20230378	2023-05-11	EFT	EFT	811	GREGG DISTRIBUTERS LP	170.68	
20230379	2023-05-11	EFT	EFT	1003	INTEGRITY PUMP SERVICE INC.	6,195.49	
20230380	2023-05-11	EFT	EFT	929	PINNACLE AQUATIC GROUP INC.	12,900.99	
20230381	2023-05-11	EFT	EFT	3	PIONEER GAS CO-OP LTD.	1,027.19	
20230382	2023-05-11	EFT	EFT	1063	QUADIENT LEASING CANADA LTD	280.20	
20230383	2023-05-11	EFT	EFT	1041	REYNOLDS MIRTH RICHARDS & FARMER LLP	2,976.75	
20230384	2023-05-11	EFT	EFT	1000	SMITH, SYDNEY	138.72	
20230385	2023-05-11	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	1,200.86	
20230386	2023-05-11	EFT	EFT	948	TAXervice	2,210.25	
20230387	2023-05-11	EFT	EFT	1	TELUS COMMUNICATIONS INC.	312.37	
20230388	2023-05-11	EFT	EFT	1035	TELUS MOBILITY	165.41	
20230389	2023-05-11	EFT	EFT	1058	TOWN OF BASSANO	654.27	
20230390	2023-05-11	EFT	EFT	696	VILLAGE OF DUCHESS	4,640.00	
20230391	2023-05-11	EFT	EFT	1078	WHITE FOX GROUP LTD	2,500.00	
							<b>55,767.32</b>
							<b>22177</b>
20230399	2023-05-11	EFT	EFT	1092	HEATHER BASARAB	1,823.00	
							<b>1,823.00</b>
							<b>22201</b>
20230406	2023-05-19	EFT	EFT	1044	FRONTIER SAFETY MANAGEMENT	1,614.38	
20230407	2023-05-19	EFT	EFT	728	FRONTIER SIGNWORKS	362.25	
20230408	2023-05-19	EFT	EFT	413	HI-WAY 9 EXPRESS LTD.	66.41	
20230409	2023-05-19			1095	LIFESAVING SOCIETY	278.25	
20230410	2023-05-19	EFT	EFT	529	MPE ENGINEERING LTD	1,872.15	
20230411	2023-05-19	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	21,499.26	
20230412	2023-05-19	EFT	EFT	635	PALLISER ECONOMIC PARTNERSHIP	1,563.90	
20230413	2023-05-19	EFT	EFT	483	ROCKY MOUNTAIN PHOENIX	8,838.90	
20230414	2023-05-19			497	WESTERN RECREATION & DEVELOPMENT INC.	4,802.60	
20230415	2023-05-19	EFT	EFT	900001	GYMDOCTORYYC	1,195.00	
20230416	2023-05-19	EFT	EFT	900001	MARTIN, ELISA	1,500.00	
							<b>43,593.10</b>



# TOWN OF BASSANO

## Cheque Listing For Account Payable

2023-Jul-4

1:56:07PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							<b>22202</b>
20230417	2023-05-29	EFT	EFT	1043	2052900 ALBERTA LTD.	21,716.10	
20230418	2023-05-29	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	21,640.78	
20230419	2023-05-29	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65	
20230420	2023-05-29	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.	442.43	
20230421	2023-05-29	EFT	EFT	335	BASSANO CURLING CLUB	6,000.00	
20230422	2023-05-29	EFT	EFT	720	BASSANO GOLF CLUB SOCIETY	6,000.00	
20230423	2023-05-29	EFT	EFT	1085	Bunzl Cleaning & Hygiene	1,050.46	
20230424	2023-05-29	EFT	EFT	487	CANADIAN LINEN	107.13	
20230425	2023-05-29	EFT	EFT	1056	CLEAN SPOT	474.15	
20230426	2023-05-29	EFT	EFT	121	COUNTY OF NEWELL	77.94	
20230427	2023-05-29	EFT	EFT	1096	DMT BUSINESS GROUP LTD.	34,886.57	
20230428	2023-05-29	EFT	EFT	801	GUILLEVIN INTERNATIONAL	4,220.48	
20230429	2023-05-29	EFT	EFT	929	PINNACLE AQUATIC GROUP INC.	981.93	
20230430	2023-05-29	EFT	EFT	70	PIONEER DROP-IN CENTRE	850.00	
20230431	2023-05-29	EFT	EFT	173	RIC'S ELECTRIC	1,236.90	
20230432	2023-05-29	EFT	EFT	448	SHORTGRASS LIBRARY SYSTEM	2,996.91	
20230433	2023-05-29	EFT	EFT	902	SIEBEN HOLDINGS LTD.	682.50	
20230434	2023-05-29	EFT	EFT	682	UFA	36.74	
						103,498.67	
<hr/>							
							<b>22226</b>
20230457	2023-05-31			1092	HEATHER BASARAB	1,823.00	
						1,823.00	
<hr/>							
<b>Total</b>						<b>215,695.80</b>	

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



# **FCSS Director's Report**

Period Ending: June 30, 2023

Prepared By: Amanda Barron, Director

## **Supporting Community Members**



### **SUPPORTS**

#### **Seniors Benefits**

In June we supported 3 seniors with benefit enrollment/submissions and acquiring resources to services.

#### **Referrals/ Supports**

We supported one client in attaining housing and attending a skill building class for gainful employment through Champion House and the Brooks YMCA.

I delivered a beef package that was donated to a family in Bassano from a kind resident.

### **PROGRAMS**

#### **Rural Pop Up**

We experienced disappointment as there were no attendees at our last Rural Pop Up, our local By Law officer was also present to read to the children that day. The Director will begin to place personal invites to locals to regain participation in the program. A Car Seat Clinic is scheduled to attend Rural Pop Up this coming fall.

#### **Canadian Volunteer Income Tax Program**

No new remittances to report.

#### **Small Town Smokedown – Mocktails Booth & First Nations Health Consortium**

Bassano FCSS worked in collaboration with Southeastern Fetal Alcohol Network to bring Mocktails to our annual community event the Small Town Smoke Down. Support materials and prevention themes surrounding Fetal Alcohol Syndrome, Drinking and Driving and other teen related issues were available to the public as well as an alcohol-free option to those attending the event. Over 300 Mocktails were distributed.

In collaboration with the First Nations Health Consortium FCSS was able to offer an introduction to programs available for our indigenous population. Support materials and swag was available for people attending the event, enrollment was available on site.

#### **50+ Activity Crawl**

This program was designed to include local recreational outlets and provide instruction/immersion to promote ageing well in your community. This event included Disc Golf, Bowling, Pickle Ball, Yard Games and a social hour afterward. Participants could choose to engage in the events of their choosing. We experienced low numbers of attendees with a program total of 7, upon debriefing we would like to attempt again hosting on a weekend to try and attract those who may still be in the workforce.

# **FCSS Director's Report**

Period Ending: June 30, 2023

Prepared By: Amanda Barron, Director



## **Supporting Community Members**

### **Supporting Seniors Session**

This session was to educate about fraud protection and types of fraudulent activities that seniors are targeted for, presentations by Connect First Credit Union and Bassano RCMP. It also included Goals of Care & Personal Directives Planning by Linda Parrish Physician Assistant. FCSS prepared an introduction to Seniors Benefits, the plans and how to get enrolled as well as providing information to resources to allow seniors to remain in their homes longer. We had 12 community members attend, all were appreciative of the information.

### **Bike Safety Rodeo**

In collaboration with Brooks Safe Communities, Bylaw and RCMP members and Bassano School Grades 1-4 engaged in the Bike Safety Rodeo. Each group had an hour-long session featuring age-appropriate education on safety procedures and purpose followed by putting the skills into practice on a bike course designed to test their knowledge. We also provided Freezies to the children after completion. We had a total of 65 children receiving this programming.

## **INITIATIVES**

### **Welcome Wagon (WW)**

Through the month of June Bassano FCSS distributed 4 packages bring our first half of 2023 we have welcomed 15 new residents to the Tow of Bassano. Our supply will need to be updated and replenished for the second half of 2023.

233-3rd Ave	2-Jun-23
401- 8 Ave	26-06-2023
413 4th Ave	27-06-23
518 7th Ave	30-06-23

## **GENERAL UPDATES**

### **Partnerships/Collaborations**

Bassano FCSS has put focus this year on building and maintaining strong local partnerships to provide our community with accessible programming while utilizing our resources effectively. Bassano has a rich social service sector, by fostering collaborations we can provide programming for all demographics locally.

### **Bassano Pro Rodeo Support**

Although we were unable to provide programming at the Rodeo this year, we supported the Rodeo Committee by helping procure volunteers to aid in parking duties and help put up event signage.

# **FCSS Director's Report**

Period Ending: June 30, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



## **UPCOMING PROGRAMS**

- Active Community Calendars
- Craft/Activity Packages
- Summer Social Skills Camp
- Lifesaver Sundae- Drowning Prevention
- Parade of Garage Sales
- Kick it to the Curb
- Intention Journals – Suicide Prevention
- Community Walk- Suicide prevention
- National Day of Truth and Reconciliation – Bassano School Collaboration

# BASSANO JUNE 2023 REPORT

---

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

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

During this month, our department had no investigations.

During this month there were no warnings or tickets issued.

Our department did attend and assist with a bike rodeo for children. During this bike rodeo the children were educated on bike safety as well as doing bike techniques.

The focus for the Alberta Traffic Safety Enforcement for this month was on commercial vehicle safety.

This concludes the report for Bassano for June.

AR110942

June 8, 2023

Dear Chief Elected Official or Library Board Chair:

In late April, the Minister of Municipal Affairs contacted you, inviting submissions to the 2023 Minister's Awards for Municipal and Public Library Excellence, with submissions being accepted until June 15, 2023. Since that time, communities across the province have been facing challenges due to wildfires, evacuations, and difficult weather conditions. As expected, the level of collaboration and support in managing these challenges has been extensive and once again demonstrates the strength and resilience of Albertans, our local governments, and library boards.

Recognizing that these challenges have required considerable time and attention, we are extending the deadline for submissions to the Minister's Awards program to **July 15, 2023**. Municipalities and library boards are encouraged to share their successes in the following categories:

- **Building Economic Strength (open to all municipalities)** – The award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – The award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – The award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to library boards serving a population over 10,000)** – The two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.

.../2



- **Public Library Services (open to library boards serving a population under 10,000)** – The two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – The award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – The award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – The award will be given for a municipal initiative that demonstrates leadership, resourcefulness, or innovation, or both, to better the community.

Further details about eligibility and submission requirements are available at [www.alberta.ca/ministers-awards-municipal-public-library-excellence.aspx](http://www.alberta.ca/ministers-awards-municipal-public-library-excellence.aspx).

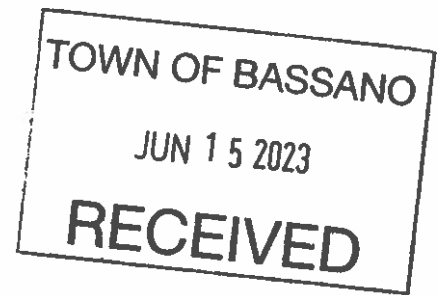
Municipalities can send their questions about the program to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or reach a program advisor at 780-427-2225 (toll-free by first dialing 310-0000).

Library boards can send their questions about the program to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or reach a program advisor at 780-427-4871 (toll free by first dialing 310-0000).

Again, the extended deadline for submission is **July 15, 2023**. I encourage you to share your success stories.

Sincerely,

Brandy Cox  
Deputy Minister



Amanda Davis CAO  
Town of Bassano  
PO Box 299  
Bassano Alberta T0J0B0

Dear Amanda

We are writing to inform you of the resignation of Linda Parrish from our Board. As a long time board member she will be missed.

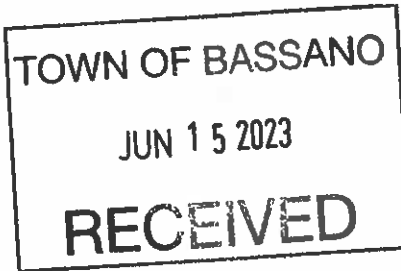
Our current board consists of:  
Lin Hermanson, Chair  
Theresa Kelly, Vice-Chair  
Tanis Alexander, Secretary  
Sherry Steinbach, County Liason  
Sydney Miller, Town Liason  
Roberta Harmacy, Trustee  
Ash Miller, Trustee

Thank you

A handwritten signature in black ink, appearing to read 'Tanis Alexander'. The signature is written in a cursive, flowing style.

Tanis Alexander Secretary

Deputy Minister  
18<sup>th</sup> Floor Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone: 780-427-4826  
[MA.DMO@gov.ab.ca](mailto:MA.DMO@gov.ab.ca)



AR111594

Ms. Amanda Davis  
Chief Administrative Officer  
Town of Bassano  
PO Box 299  
Bassano AB T0J 0B0

Dear Ms. Davis:

**Subject: Municipal Accountability Program Cycle 2**

As you may know, the Municipal Accountability Program (MAP) was initiated in 2018 to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. Municipal Accountability Advisors review municipal processes and procedures to develop and enhance knowledge of mandatory legislative requirements. Through these efforts, Municipal Affairs supports Alberta municipalities with legislative compliance, and Chief Administrative Officers (CAOs) are able to confirm areas where the municipality is doing well and receive guidance on areas for improvement.

The first cycle of the program is complete, with 210 municipalities participating in a MAP review from 2018-22. The program is mandatory for municipalities with populations of 2,500 or less and may be offered to any municipality upon council request, if approved by the Minister.

I am pleased to advise Municipal Affairs is initiating the second cycle of the MAP in conjunction with continued support for municipalities to complete their remaining action plans for legislative compliance from Cycle 1. Your municipality is not included in the schedule for the 2023 program year; however, as a municipality with a population of 2,500 or less, Municipal Affairs will schedule a review within the five-year cycle between 2024 to 2027. As in the first cycle of the program, municipalities will be notified of their scheduling in advance of their review.

To ensure MAP continues to provide value to program participants and to the Ministry, the review areas in Cycle 2 have been expanded to include discretionary areas within the *Municipal Government Act*. During a MAP Cycle 2 review, the program team will work with you as the municipality's CAO to highlight the municipality's progress made through MAP Cycle 1. Additionally, the program team will assist in identifying areas to review and identify discretionary legislative provisions that apply or are likely to apply to your municipality. In your role as CAO, you will also be invited to identify other areas of focus for inclusion in the review.

.../2

If you have any questions or concerns, or if you wish to be added to the 2023 program year, please contact a Municipal Accountability Advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free by first dialing 310-0000, then 780-427-2225.

On behalf of Municipal Affairs, thank you for your continued participation in this program. Through our collective efforts, we will continue to proactively address legislative compliance in a collaborative and constructive manner.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brandy Cox', with a stylized flourish at the end.

Brandy Cox  
Deputy Minister



Box 638  
Brooks, Alberta  
T1R 1B6

Ph. 403.794-4000  
Fax 403.794-4051  
www.nrsc.ca

Attention: NRSC Stakeholders

As most of you are aware, the Eastern Irrigation District (EID) has issued an important water rationing notice. Due to a below average snowpack, the snowmelt concluding one month earlier than average, and river levels having dropped 6-8 weeks earlier than average, County of Newell residents are asked to reduce their water consumption. All water users (irrigators, *municipalities*, conveyance agreement holders, acreage owners, etc.) within the EID are asked to voluntarily reduce their water usage effective immediately. Essential use is permitted, please evaluate where your water use can be reduced or eliminated.

It should be noted that NRSC *will not* be implementing any rationing measures to the water supply to our member municipalities. The water we provide is essential to public health and emergency preparedness. Each individual municipality will need to implement *their own water conservation strategy*, in order to achieve the desired reduction in water consumption.

In light of these circumstances, we are appealing to all stakeholders to join us in our efforts to address the water shortage. We kindly request that you voluntarily reduce your water usage by a significant 33% for the foreseeable future. This reduction will help alleviate the strain on our water supply system, extend its availability, and minimize the potential for more severe water restrictions or mandatory rationing measures.

We understand that such a reduction may pose challenges, but we believe that by working together, we can make a substantial difference. Here are some practical steps you can take to achieve this reduction:

1. Fix leaks: Regularly inspect and repair any leaks in your water system, including faucets, toilets, and irrigation systems. Even small leaks can waste significant amounts of water over time.
2. Water-efficient practices: Encourage your employees and residents to adopt water-saving habits such as shorter showers, turning off faucets when not in use, and only running dishwashers and laundry machines with full loads.
3. Landscaping adjustments: Encourage the use of drought-resistant plants in landscaping and adjust irrigation schedules to minimize water usage. Promote mulching to retain moisture in soil and reduce evaporation.

4. Awareness campaigns: Raise awareness among employees, customers, and residents about the importance of water conservation and provide them with practical tips to reduce their water consumption.

We will be working diligently to ensure efficient water management, including monitoring usage, implementing water-saving technologies, and exploring alternative water sources. However, our collective efforts are crucial to overcoming this challenging situation successfully.

We value your partnership and commitment to our community's welfare. By embracing this voluntary water usage reduction, you will contribute to the sustainability and resilience of our water supply. We will keep you informed of any updates regarding the drought conditions and further actions we may need to take.

Should you have any questions or require assistance in implementing water-saving measures, please do not hesitate to contact our dedicated team at [info@nrsc.ca](mailto:info@nrsc.ca) or by phone at **(403) 794-4000**.

Thank you for your prompt attention to this matter. Together, we can make a positive impact and ensure a more sustainable water future for our region.

Sincerely,

**Kole Steinley**

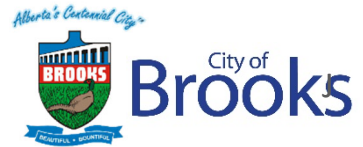
General Manager

Newell Regional Services Corporation



County of Newell/City of Brooks

**JOINT SHARED SERVICES COMMITTEE**



JUNE 13, 2023

BROOKS FIREHALL – 1:00 P.M.

**NOTES**

**Present:**

County of Newell

Councillor Greg Skriver  
Councillor Kelly Christman  
Matt Fenske, CAO

City of Brooks

Mayor John Petrie  
Councillor Joel Goodnough  
Alan Martens, CAO  
Lisa Tiffin, Manager, Community Development  
Mitchell Iwaasa, Economic Development Officer  
Kourtney Hiebert, Workforce Development Officer  
Jenny Wallace, Executive Assistant/Recording Secretary

Village of Duchess

Absent

Town of Bassano

Mayor Irv Morey

Others

John de Jong, Trustee, Christ the Redeemer  
Genevieve Poulin, Trustee, École le Ruisseau  
Dr. Brendan Currin, Chief Medical Director, Brooks  
Sandra Stanway, Brooks Bulletin

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. Introductions were done around the table.

**2. AGENDA ADDITIONS/DELETIONS**

There were no additions.

**3. APPROVAL OF AGENDA**

MOVED by K. Christman that the agenda be adopted.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by J. Petrie that the Minutes of the Joint Shared Services Committee Meeting held May 9<sup>th</sup>, 2023 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) Delegations:

• Christ the Redeemer Update

J. de Jong provided an update on the following:

- The current Superintendent is retiring. A new Superintendent, Andrea Holowka, has been hired;
- They have been approved for a \$1.8 million retrofit for the school in Strathmore;
- A new school (K – 9) will be built in Okotoks. They have started with planning the new school;
- Like other places in the Province, getting bus drivers is a challenge. He added that to address this, they have provided an incentive to drivers;
- Brooks is second on the list for expansion. The school is full with 1300 students;
- Still short teachers; noting they are losing a lot of teachers to different parts of the world; and,
- They had a good meeting with L. Grant and A. Rommens about a safety concern related to transportation.

J. Petrie mentioned that with regards to the new soccer/football fields that will be developed at the old rodeo grounds, the City wants it to be a community one where it is also used by all the schools, and that eventually the City will be asking for some capital funding. J. de Jong noted that they have concerns related to the loss of space that will occur at their school site with the construction of the new Junior High School.

G. Skriver thanked J. de Jong for the update.

*J. de Jong left the meeting at 1:14 p.m.*

Delegations:

• École Le Ruisseau Update

G. Poulin provided an update on the following:

- School registrations keep going up. She noted that it is also going up in Brooks, and that they are seeing an increase for next year as well;
- They have 15 schools and in the last two months they have received a request to open new schools. One in Strathmore and the other in Cardston. She noted that if there is no francophone school in a community, they are legally bound to open a school providing some sort of services for those families;
- In regards to the City's contribution to their soccer field, she expressed their gratitude. She noted that this is going forward and that they are looking to make sure there is grass and a water system in place. She noted that the same thing is happening in Medicine Hat;
- There will be a new Principle at the school in Brooks next year; who will manage both the Medicine Hat and Brooks school;

- The construction of the daycare at the school in Brooks is expected to be completed within the next year;
- The six portable classrooms that they used at their previous school site in Brooks will be moved to another community this summer; and,
- The current Community Association with the school has been very active looking for fundraising opportunities or grants to enhance their playground structure at the school in Brooks.

There was discussion about children attending the school who speak little or no French. G. Poulin advised that they have to follow the guidelines provided by the Federal Government; however, she explained how exceptions can be made.

G. Skriver thanked G. Poulin for the update.

b) **Doctor Recruitment and Retention**

L. Tiffin advised that the Medical Skills Day for high school students in the Region was a success.

c) **RhPAP**

L. Tiffin advised that planning is underway to host the Post Secondary Event on September 16 and 17. This will be attended by third year medical students from the University of Calgary.

L. Tiffin noted that the RhPAP Consultant's report is in the agenda.

L. Tiffin noted that when the Parliamentary Secretary of Rural Health was here, MLA Tany Yao, he mentioned about putting medical students in rural colleges and universities such as Lethbridge. She advised that the University of Calgary and the University of Lethbridge have contracted Doug Blackie, a rural health consultant from Edmonton, to connect with people and organizations about the proposed expansion of medical education in Lethbridge and southern Alberta. She added that if anyone would be like to participate in a zoom webinar with Doug Blackie there is an opportunity to do so and that she could send out the dates.

L. Tiffin also advised that RhPAP is calling for proposals from communities interested in hosting the 2024 RhPAP Attraction and Retention Conference; and noted that the Brooks Newell Region would qualify.

**MOVED by J. Petrie that the Brooks Newell Region submit a proposal to host the 2024 RhPAP Attraction and Retention Conference.**

**MOTION CARRIED**

d) **Economic Development Report**

M. Iwaasa spoke about New Grow 2023.

K. Hiebert spoke to Workforce Development and AAIP. J. Goodnough advised that perhaps the Committee should start focusing on introducing people to trades, as there is a lack of tradespeople. L. Tiffin advised that there was discussion about having a Trades Day in the past. The Committee concurred that they need to focus on the trades and that more discussion is needed on this.

*G. Poulin left at 2:00 p.m.*

M. Iwaasa spoke to the remaining items in the report:

- Alberta Air Tours; and,
- Projects.

e) **International Federation of Ag Journalists (IFAJ) Congress and Tour**

L. Tiffin provided an overview of the IFAJ Congress and Tour as follows:

- Congress Pre-Tour;

- IFAJ Congress Reception;
- IFAJ Congress Hospitality Suite;
- IFAJ Congress; and,
- Other Items.

G. Skriver commended them on their good work in putting all of this together.

f) **Joint Shared Services Meetings in July and August**

The Committee discussed cancelling their regular meetings in July and August, which was done last year. M. Iwaasa noted that he would still provide an Economic Development Report for July and August. The Committee concurred that these two regular meetings be cancelled.

*All the staff except M. Fenske, A. Martens, and L. Tiffin left the meeting at 2:23 p.m. S. Stanway also left at that time. Dr. Brendan Currin arrived at 2:24 p.m.*

**7. CLOSED SESSION**

**MOVED by J. Petrie that the Committee close the meeting to the public for agenda item 7. a. Business Proposal as per Section 16, FOIP, at 2:24 p.m.**

**MOTION CARRIED**

**MOVED by I. Morey that the meeting move out of Closed Session at 3:48 p.m.**

**MOTION CARRIED**

**8. NEXT MEETING**

The next regular meeting will be held on Tuesday, September 12, 2023 at 1:00 p.m. in the Brooks Fire Hall.

**9. ADJOURNMENT**

**MOVED by K. Christman that the meeting adjourn at 3:48 p.m.**

**MOTION CARRIED**

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Recording Secretary



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR111695

June 20, 2023

Dear Chief Elected Officials:

I am pleased and excited to return as the Minister of Municipal Affairs. It is an honour and a privilege to serve in this role, and I am eager to work together to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans.

As Minister of Municipal Affairs, I continue to believe in the importance of supporting our local communities, as they play a significant role in creating the economic and social conditions that contribute to Alberta's vibrancy and prosperity. My ministry will continue to develop the tools, training, and programs to support fiscally responsible, accountable, and sustainable local government, and improve the long-term viability of municipalities. I am also committed to my ministry's role in providing Albertans with safe buildings, homes, and communities through the province's safety codes system.

Together, we can continue to reduce unnecessary government oversight with regulatory approaches and program delivery that emphasize outcomes, in order to attract investment, support innovation, and grow Alberta's businesses.

I look forward to once again working together to strengthen Alberta's municipalities and collaborating on areas of mutual interest.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers



# Temporary uses

A look into uses of a non-permanent nature, temporary approvals, and the associated municipal decision making framework.

Municipalities acknowledge that the notion of use exists on a continuum of time, with some uses that will remain indefinitely and others that come and (usually) go. Permanent uses like houses and businesses exist alongside passing uses like vendors and work camps. In the pursuit of orderly development, most municipalities will choose to develop a comprehensive planning approach directing how temporary uses are to be managed. Embodying such an approach helps facilitate land use compatibility amongst the permanent and temporal elements of the built environment while recognizing that temporary use is a natural part of the cycle of municipal development.





# Introduction

In land use planning, most of the focus is on the permanent fabric (built form) of community created through the development permit process. But there is a segment of planning that allows for uses that come and go in varying short periods of time. These are generally referred to as temporary uses. This periodical will explore the nuance of temporary use in planning practice and provide ideas for municipal approaches to addressing these uses through the Land Use Bylaw (LUB), or in some cases another mechanism for approval.

Temporary use typically encompasses things like garage sales, special events, food vendors, and pop-up uses, and often plays an important role in urban revitalization. The difficulty in discerning what temporary uses are is expressed in the questions: Is this a land use or is it something else? What is the context in which the use is being proposed and is the context such that there is insulation from traditional impacts associated with permanent uses? Defining context: where and what is it?; time frame: how long?; size and intensity: how much?; impact: who is affected? These are all important considerations when evaluating whether a temporary use is appropriate, and devising the framework that is best suited to regulate it.

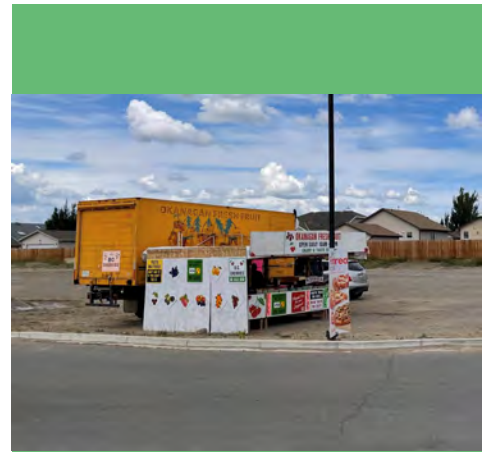
Conversely, temporary approvals for permanent uses are authorized in some land use bylaws (LUB) and can be a helpful tool for a Development Authority in navigating its role. Whether it's a provisional approval for a desired permanent use, or a temporary approval for a naturally interim use, a spectrum of options exist for municipalities to manage the matter.

## What is temporary?

Conventional (i.e. permanent) land uses are issued development permits, normally for an indefinite duration, and remain operative as long as the authorized development remains in effect. Temporary uses can be defined as "a use established for a fixed period of time with the intent that such use will terminate automatically upon expiration of the fixed time period unless permission to conduct the use is renewed."

Temporary use in planning is also thought of as a means to placemaking and community vibrancy. Neighbourhood planners will encourage temporary use to create energy in a neighbourhood like a downtown. Public interaction with pop-up vendors can create spin-off social and economic benefits from a pedestrian-oriented culture of congestion. Similarly, a neighbourhood block party can reinforce neighbour relations and help with a sense of pride in property.

Despite these associated benefits to the community, the pop-up phenomenon can at times be somewhat of a double-edged sword. For instance, the City of Brooks has faced opposition to the temporary use of a



*Okanagan fresh fruit, Lethbridge.*



*Ruben's Veggies, Lethbridge.*

*Underutilized land in commercial parking lots can be a popular venue for the sale of fruits and vegetables. While fruit is usually sold out of a truck that occupies the site no longer than June–September, vegetable sales are often housed within small buildings that facilitate an extended operating season. For instance, Ruben's Veggies remains open 9 months of the year.*

*Enhancing access to fresh produce, these temporary uses are valuable amenities for residential areas in the vicinity. It is nonetheless important that they are sited with regard for the circulation and parking configurations that were approved for the conventional commercial development occurring on the parcel.*

pop-up car dealer who utilizes an underused vacant property for seasonal sales. The 'brick and mortar' car dealer businesses in Brooks saw this as unfair competition. Whereas they have invested in the community and sell the same product, the temporary vendor benefits from the consumer base without a corresponding investment in the community. In a competitive industry, temporary car sales may not be a good fit for the local economy, but is that a valid consideration for an approval authority?

By nature, temporary uses arise quickly but often extend past their expected tenure. This owes to the human activity that moulds, activates and attaches meaning to a space—an effect that can turn an interim land use into a permanent one through the intervention of community groups.

## Policy context

In most municipalities, the context of temporary use sometimes lacks an overall strategy or an understanding of options for regulation. The following list of possible temporary uses captures the breadth of this subject matter:

- Seasonal sales: Christmas Trees, garden center
- Garage sales
- Special events: car shows, concerts, weddings, parades
- Farmers' markets
- Home Occupations
- Temporary camp/staging site
- Sidewalk busking, sales, or dining
- Land Use bylaw defined temporary use:  
(signage, meteorological towers for wind turbine analysis)
- Mobile food trucks and carts
- Road side sales: fruit and vegetable
- Pop-up Retail sales: may be internal to an existing business
- Peddler: Flag sales, crafts, artisan works
- TV and movie filming
- Parks and passive recreational uses

Within the list above, time frames may be implied, and are a large component in an approach to regulation. Ultimately, in order to facilitate regulatory oversight, these fixed periods of time must be quantified.

Reasonableness should be exercised when specifying these fixed time frames. Municipalities would be well served to define periods of short-term use as 24 hours or a weekend, medium-term as seasonal (May-September), and long-term as a year or more. The 24-hour or weekend category, like garage sales, is often of such a short duration that a development permit exemption in a LUB is appropriate as there is insufficient time to process a development permit. With the seasonal category, there is time to process a permit, so the decision to regulate through the LUB often falls on the other qualifying questions. For the long-term category, a development permit will more likely be required based on the semi-permanent nature of the use.



image source: [bbc.com](https://www.bbc.com)

*Tempelhofer Feld in Berlin exemplifies how the persistence and evolution of temporary use can transform an underutilized urban space into a destination. Occupying the site of a former military airport, today this internationally renowned public space supports numerous pop-up cultural activities and community-led initiatives including kiting, skating, gardening and barbecuing.*

Development permit requirements and exemptions should be read together with local business licence rules to give an overall understanding of the process and fees applicable to temporary uses.

## Temporary approvals for conventional land uses

Where provided for in a LUB, a Development Authority may limit the duration of a development permit. Temporary permits should be limited to scenarios where a permitted use is requesting a variance or for discretionary uses. Permitted uses that conform with the LUB should not be subject to a duration clause unless the application itself discloses that the timeline of the use is limited. The power of the Development Authority to refuse a discretionary use on its merits alone implies the right to limit the duration of an approval.

A time-limited permit often results where a Development Authority is of the opinion that a proposed use is suitable, but nonetheless should be monitored over a certain time period owing to circumstances specific to the proposal. It's important that the Development Authority does not rely on a temporary approval in lieu of answering the question it is obligated to positively confirm—being that the use is substantially suitable having regard for sound planning principles. It is not appropriate for a Development Authority to effectively defer this question to a later date. Where the test for suitability is met, a temporary permit can be viewed as a trial approval, whereby at the end of the timeline the applicant is expected to reapply and demonstrate that any remaining uncertainty can be dismissed through evidence of land use compatibility and accurate execution of the original permit. Still, temporary permits should be used judiciously and only where conditions attached to a conventional development permit would not be sufficient to ensure the approval is in the public interest.

## Land use considerations and impacts

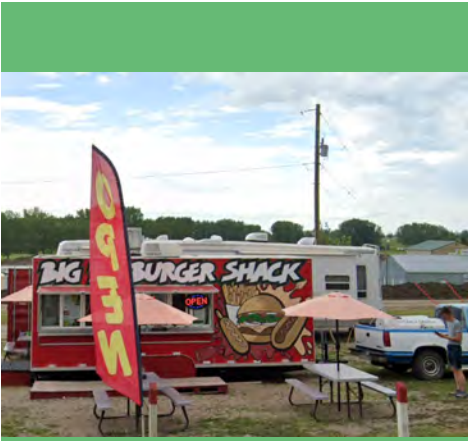
Most municipalities will be familiar with land use approvals for Home Occupations. Differing intensity of use can garner that no permit is required for a home office, but where a hairdresser, contractor, or landscape company will generate traffic and have parking needs a permit is more likely necessary. Decision makers must understand that the use of a temporary approval creates a level of uncertainty for the business owner, which can affect a willingness to carry forward. Clear reasoning to the applicant as to why a temporary approval was utilized needs to be conveyed along with a very clear timeframe.

Another example of location and timeframe is that of the food truck (or mobile food cart). Here the distinguishing factor is a question of location. Is the food truck utilizing a public street to sell their product or are they

*Business licences (for the communities that have them) are often utilized as the starting point of municipal requirements, but business licences alone don't ask the questions that planning staff would want to understand before the use is established. Where the municipal planning process is not engaged, information gaps are more likely to exist. For instance, planners tend to be knowledgeable about the provincial and federal statutes that will apply in the context of a specific use.*

*Uses involving the handling of food illustrate how rules prescribed from higher levels of government can come into play. The Government of Alberta provides fact sheets on low-risk foods which states, "Alberta's Food Regulation sets the rules for the safe handling of food that is available to the public. As of June 1, 2020, the Food Regulation allows Albertans to make low-risk foods in their home kitchen for sale to the public, subject to certain restrictions and safe food handling. Low-risk home-prepared foods can be sold from home (including online or mail-order sales) and special events, as well as from farmers' markets, where they were sold previously. Special events are temporary events, such as craft fairs and festivals, and have their own set of rules in the regulation."*





*Big D's Burger Shack, Nanton.*

*Development permit exemptions are found in most LUBs.*

*For temporary uses, it may be necessary to address the frequency of the use in order to preclude repeat overuse (i.e. no permit is required for a seasonal sales/garage sales event not exceeding 48 hrs on a site and not more than twice in a calendar year).*

*Municipal authority for specifying the duration of a development permit is derived from Section 640(2)(c)(v) of the Municipal Government Act (MGA).*

*For temporary permits, a municipality may also wish to provide for the ability to require security to ensure that the use is removed on time and to the satisfaction of the municipality.*

*The Town of Claresholm's system requires a yearly review of home occupations to ensure the original intent is working for the neighbourhood and that the use is being carried out in accordance with the approval. Whereas other communities allow the home occupation permit to run with the tenancy of the landowner, Claresholm treats it more like a temporary use.*

locating on private land? Whereas the first location might be governed exclusively via a traffic policy in conjunction with a business licence and is not necessarily a land use bylaw concern, the second location creates a more nuanced scenario that may require the benefit of a development permit, depending on the duration of stay. Even where the private land is vacant, the food truck will be occupying a parking space that is intended to be allocated to a brick and mortar business.

In the case of "Big D's Burger Shack" in the Town of Nanton, the use began as a temporary use on a parcel of land owned by the vendor. The applicant had outlined that the truck would be mainly fixed at the location, but during certain periods would become mobile and attend special events. The applicant also indicated that the intent was not to use municipal services for water and sewer. After the temporary permit expired, the vendor found that enough business was attainable without moving and transitioned to a permanent use without water and sewer hook ups (which according to the water and sewer bylaw had to be approved by Council). With minimal improvement on site, a parcel of land can often be quickly transitioned to a brick and mortar development, so in a sense the business is temporary, but the approval is permanent as long as food is being provided on site. Municipal servicing authorization is thus an important consideration for municipalities in determining permanency. Land use bylaws and local water and sewer bylaws should be reviewed to understand servicing requirements, and temporary use policy should be clear on whether the requirement for servicing triggers the need for a permanent development permit.

The 'special event' category presents another nuance of temporary use. A municipality may develop a separate policy that empowers Council or the CAO to issue approvals (with or without conditions) for special events. Special events can vary from triathlon races to weddings, concerts, outdoor church events, or 'Big Tent' sales. Within a special event policy, the need for signage, temporary road closures, temporary structures, and other requirements to mitigate impacts can all be prescribed through the policy, thereby precluding the need for a development permit. In contrast, full time special event locations, which specialize in weddings and provide lodging, catering and other amenities are more likely to require development permits.

## Implementation

Relatively predictable, innocuous developments that are well understood are typically considered for exemption from the requirement to obtain a development permit. However, the proponents of temporary development permits often don't have an interest in land, and therefore look to establish quick, affordable agreements with private landowners, or to utilize public lands. Careful consideration should be given to what type of temporary development gets a free pass from the requirement to obtain a development permit. Where a permit is required, clear conditions establishing the timeline for which the permit is operative should be attached, along with expectations for follow-up permitting (if applicable) and requirements

for the provision of security to ensure timely cessation of the use to the satisfaction of the municipality. The benefits of subjecting a temporary use to the development permit process must be balanced against the benefits of reducing red tape for interim land uses that contribute to the fabric of the community. Committing to expedited timelines for pop-up uses within a day or so preceding the request can be an effective way of doing so.

Temporary uses on public property which are mobile like food vendors or weekend farmers' markets are often kept out of the development permitting realm and are accepted through a business licence management policy, whereas farmers' markets on private property have generally been processed as a temporary use through the LUB. The difference may be found in the general understanding that on public property a policy adoption process garnered public input for appropriate locations (perhaps through a municipal development process or a separate Council policy development process). Alternatively, the private property scenario is not debated until it comes forward. The discussion forum is thus best found within the LUB processes. On the other hand, bringing temporary uses into the LUB introduces an appeal mechanism, which has the effect of elongating timelines for uses that are typically very time sensitive. This is where a Council will have to determine if a policy-based approach would suffice.

Lastly, the quantification of impact may create a point of contention in Council deliberations as to the need for a development permit versus just a business licence. Where the public shows opposition or questions the location of a proposed temporary use, planning staff should be prepared to provide development options for Council. These may include separation buffers from residential parcels, limitations on duration and size, or in the case of large events on public property consideration for adding liability insurance, security deposits and contractual agreements that outline the right to revoke the approval. Although business competition is not a valid consideration for a Development Authority, it is open to a Council to establish business licence fees that may have the effect of levelling the playing field.

## Concluding remarks

Although not all temporary uses occur within a given municipality, the policy discussion regarding them should not be overlooked. Because of their minimal impact and short duration, many temporary uses do not rise to the requirement of regulation through the LUB. Planners would rather see business licence policy developed that guides the public on the 'How To' without overwhelming the applicant's desire to operate a simple, self-contained business or to activate a derelict space. The variety of different activities that can manifest under the umbrella of temporary use implies that context is everything. Temporary use sets the stage for municipal decision makers to implement unique solutions that work within an individual municipality.

*An example of policy-based approvals can be found in the Sidewalk Patio policy for the City of Lethbridge. The following background statement from the policy states the intent and perhaps the imperfection of the initial attempt.*

*In order to "encourage the development of an atmosphere of dynamism and vitality in the downtown" the Downtown Area Redevelopment Plan (1988, Bylaw 4183, Sec4.2.2(i)) states that "The City will encourage park and street activities such as vendors, street festivals, sidewalk cafes and outdoor sidewalk merchandise displays." For 16 years the City received no enquiries from private business owners about the possibility of creating sidewalk cafes or patios. Then, upon a request in 2004, City departments found they had no processes to regulate how such a patio should be developed or operated or insured. Moreover, the cross-departmental concerns complicated what would appear to be a very simple development. This policy and attendant procedure was created to reconcile those interests and enable a "one-stop" application process for downtown businesses qualified to operate a sidewalk patio. Subsequent revisions to the policy were aimed at making the application process easier for applicants."*

*For more information on this topic contact [admin@orrsc.com](mailto:admin@orrsc.com) or visit our website at [orrsc.com](http://orrsc.com).*

*This document is protected by Copyright and Trademark and may not be reproduced or modified in any manner, or for any purpose, except by written permission of the Oldman River Regional Services Commission.*

ORRSC  
3105 16 Ave N  
Lethbridge AB T1H 5E8

phone: 403.329.1344  
toll-free: 844.279.8760  
e-mail: [admin@orrsc.com](mailto:admin@orrsc.com)



[orrsc.com](http://orrsc.com)





**Dear Bassano Business Community:**

TechConnect Corp. (TCOR) is pleased to announce our goal to launch a managed commercial broadband service specifically designed exclusively for the business community of Bassano, Alberta.

TCOR has been at the forefront of constructing fiber and wireless broadband solutions across Alberta since its establishment in 2011. With a strong presence in Calgary, Red Deer, and Edmonton, we have built an unparalleled expertise in developing commercial broadband offerings in rural townships throughout the province. This expertise, coupled with next-gen wired and wireless technologies, enables us to provide access to commercial-grade broadband services in rural areas.

In pursuit of this service launch, TCOR is looking to the local business community to gauge and understand the broadband requirements and current short comings. We are committed to providing an unprecedented level of service and excellence that to date has been nonexistent. That said, we will require the adoption and subscription of local businesses for mutual success.

We have put together early-adopter packages and pricing for select businesses within Bassano, who we believe will benefit from this cutting-edge broadband service.

All packages come with *no monthly data cap* and a peace-of-mind service-level agreement. You can have confidence that your connection will be there whenever you need it without limits or throttling.

<b>Plan</b>	<b>Bandwidth</b>	<b>Monthly Cost</b>
<b>50/50</b>	50Mbps Download / 50Mbps Upload	\$250 Per Month on a 3-Year Contract
<b>100/50</b>	100Mbps Download / 50Mbps Upload	\$350 Per Month on a 3-Year Contract
<b>200/100</b>	200Mbps Download / 100Mbps Upload	\$550 Per Month on a 3-Year Contract

*In the modern age of cloud computing, video conferencing, file sharing, and VoIP, businesses need more upload bandwidth than ever before. We answer this need with plans that include unmatched upload bandwidth speeds.*

*If this opportunity is of interest and you would like to learn more, please contact our team at [sales@tcorp.ca](mailto:sales@tcorp.ca).*



# Newell Housing Foundation

## Minutes

May 2, 2023- 4:00 pm  
CITY HALL- HAYES ROOM

**Present:** M. Wardrop, S. Smith, J. Slomp, Y. Fujimoto, K. Steinley G, Miedema, J. Petrie

**Staff:** S. Loewen

**Regrets:** A. Philpott, A. Skanderup,

Chair K. Steinley called the meeting to order at 4:08 pm

### 1. Additions to/Adoption of Agenda

**Moved** by J. Petrie to accept the agenda with the addition of 2. c. Newbrook resident request tunnel/walkway to hospital.

**CARRIED**

### 2. New Business

#### a) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. Vacancies for March 2023 were: Newbrook Lodge- 11 – 3 being used as guest suites. Playfair Lodge-7. Dr. Scott Apartments- 0. Pioneer Villas- 3-2- awaiting suite renewals. Community Housing -1, Tilley- 1, Duchess-0 Rosemary-2. Ongoing capital projects were also discussed.

**Moved** by Y. Fujimoto to accept the CAO Report as information.

**CARRIED**

#### b) CAFT Authorization

The process for CAFT payments and authorization methods were discussed. A listing is to be sent out to the Board for approval.

#### c) Newbrook resident request tunnel/walkway to hospital

A request was made to a Board member for the Foundation to look into putting a covered walkway or tunnel from the Newbrook Lodge to the Brooks Health Center. CAO is to draft a letter to the Brooks Health Center, Alberta Health Services.

### 3. Old Business

#### a) Bassano Project

##### a. Rural Development Network- Needs Assessment

The proposal from the Rural Development Network has been signed and a kickoff meeting is scheduled with Board Chair, K. Steinley and CAO, S. Loewen for May 8<sup>th</sup>.

##### b. Board Matrix

TABLED



4. Financial Statements

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

**CARRIED**

**Consent Agenda Items**

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

**CARRIED**

**Meeting Date**

The next meeting is June 6 at 4:00 pm in the Hayes Room at City Hall

**Adjournment**

The meeting was adjourned at 4:45 pm

---

Board Chair

---

Board Member

**From:** [Cathy Heron](#)  
**To:** [Bassano CAO](#)  
**Subject:** EXTERNAL - Registration open for ABmunis Convention!  
**Date:** Tuesday, June 20, 2023 11:18:37 AM

---

**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.

Good morning,

We are excited to announce that [registration is now open](#) for the 2023 Alberta Municipalities' Convention and Trade Show! Convention will take place September 27 - 29 at the Edmonton Convention Centre, with pre-Convention sessions taking place Tuesday, September 26. Hotel room blocks are open, information is listed on our event website.

Virtual is returning for 2023

The virtual Convention will include all the main plenary components – Opening Ceremonies, keynote speakers, Minister dialogue sessions, resolutions, Premier's address - and will allow eligible elected officials the opportunity to virtually vote on resolutions and elections.

Virtual attendees will not have the ability to attend the breakout education sessions or be able to network in-person with other attendees. All slide presentations and audio from the breakout session will be recorded and will be made available to virtual attendees within two weeks of the event.

Pricing

Member In-person registration (early-bird until August 18): \$620

Member In-person registration (after early-bird): \$775

Virtual registration: \$250

What we need from you

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to [events@abmunis.ca](mailto:events@abmunis.ca) to have them included in the 2023 In Memoriam.

And as always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to [events@abmunis.ca](mailto:events@abmunis.ca).

For all Convention information and updates, visit our [ABmunis Convention event page](#). If you can't find the answer to your questions, please reach out to us and we would be happy to help.

Thank you for your continued support of our events, we look forward to seeing you in Edmonton!

**Cathy Heron** | President

---

E: [president@abmunis.ca](mailto:president@abmunis.ca)