



AGENDA

Meeting: July 23, 2018 7:00 p.m.
Council Chambers
502 – 2 Avenue Bassano

1. CALL TO ORDER

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

5. DELEGATIONS

5.1 Quentin Randall – Invest Medicine Hat

6. NEW & UNFINISHED BUSINESS

- 6.1 Regional Planning Report
- 6.2 Intermunicipal Collaborative Framework
- 6.3 Smoking Reduction Bylaw

7. BOARD & COMMITTEE REPORTS

- 7.1 Mayor Peterson
- 7.2 Councillor MacWilliam

8. CAO REPORTS

- 8.1 CAO Report
- 8.2 CPO Report
- 8.3 Cheque List

9. CORRESPONDENCE

9.1 Shortgrass Library System – budget Requests 2019 & 2020

10. IN CAMERA

- 10.1 Draft Report – Council Strategic Planning FOIP 23(1)(a)
- 10.2 CIBC Building Proposal – FOIP 24(1)(c)
- 10.3 CAO Recruitment – FOIP 19(1)
- 10.4 EID Canal Works – FOIP 25(1)(c)

11. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF
BASSANO HELD IN COUNCIL CHAMBERS ON
JULY 9, 2018**

PRESENT

MAYOR: Jackie Peterson
COUNCILLORS: Doug Barlow
Kevin Jones
Lynn MacWilliam
Tom Rose
John Slomp
Ron Wickson

STAFF: Kevin Miller – Chief Administrative Officer

1. CALL TO ORDER

Mayor Peterson called the meeting to order at 7:00 p.m.

2. EXCUSED FROM MEETING

None

3. ADOPTION OF AGENDA

167/18 Moved by **COUNCILLOR JONES** that the agenda be adopted with the following addition:

- 5.2 Pioneer Gas Co-Op
- 10.1 CAO Recruitment – FOIP 19(1)
- 10.2 Lot Sale – w25' Lot 16, Block 7, Plan 3872T – FOIP 24(1)(c)

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of Minutes from the Regular Council Meeting June 25, 2018

168/18 Moved by **COUNCILLOR SLOMP** that Council approve the minutes of the regular Council Meeting held on June 25, 2018 as presented.

CARRIED

4.2 Adoption of Minutes from the Special Council Meeting July 2, 2018

169/18 Moved by **COUNCILLOR MACWILLIAM** that Council approve the minutes of the special Council Meeting held on July 2, 2018 as corrected.

CARRIED

5. DELEGATIONS

- 5.1 Community Futures Wild Rose
- 5.2 Pioneer Gas Co-Op

6. NEW BUSINESS

6.1 COMMUNITY STANDARDS BYLAW

170/18 Moved by **COUNCILLOR WICKSON** THAT Council give first reading to Bylaw #878/18, the Community Standards Bylaw.

CARRIED

6.2 Southern Alberta Emergency Management Resource Sharing Agreement

171/18 Moved by **COUNCILLOR WICKSON** THAT Council refer the Southern Alberta Emergency Management Resource Sharing Agreement to the Joint Shared Services Committee.

CARRIED

6.3 National Drowning Week Proclamation

172/18 Moved by **COUNCILLOR MACWILLIAM** THAT Council proclaim July 15-21, 2018 as National Drowning Week.

CARRIED

6.4 TAX RECOVERY AUCTION

173/18 Moved by **COUNCILLOR BARLOW** THAT Council approve the 2018 Tax Recovery Auction to October 10, 2018 at 2:00pm.

CARRIED

174/18 Moved by **COUNCILLOR WICKSON** THAT Council set the reserve price for Lot 20, Block 14, Plan 3158AB at \$85,000.00 and the reserve price for Lots 16 and the East ½ of Lot 17, Block 5, Plan 3872T at \$211,000.

CARRIED

7. BOARD AND COMMITTEE REPORTS

None

8. CAO REPORTS

175/18 Moved by **COUNCILLOR JONES** to accept the CAO reports as information.

CARRIED

9. CORRESPONDANCE

None

10. CLOSED MEETING

176/18 Moved by **COUNCILLOR BARLOW** that Council close the meeting to the public at 8:13 p.m. for the following items:

- 10.1 CAO Recruitment
- 10.2 Lot Sale – w25' Lot 16, Block 7, Plan 3872T – FOIP 24(1)(c)

CARRIED

10.2 OUT OF CAMERA

177/18 Moved by **COUNCILLOR WICKSON** that Council open the meeting to the public at 8:39 p.m.

CARRIED

178/18 Moved by **COUNCILLOR WICKSON** that Council set as a condition of sale for the w25' of Lot 16, Block 7, Plan 3872T that development commence on the lands within 2 years of the date of purchase.

CARRIED

11. ADJOURNMENT

Mayor Peterson adjourned the regular Council meeting of July 9, 2018 at 8:41 p.m.

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Meeting: July 23, 2018
Agenda Item: 6.1

REGIONAL PLANNING REPORT

BACKGROUND:

In April, 2018, Council embarked on a two-day Regional Planning Session with Newell, Brooks, Dutchess, and Rosemary, conducted by Doug Griffiths of 13 Ways. These planning sessions were followed up with a 1-day session with the Joint Shared Services Committee on June 27, 2018.

The primary purpose of these discussions was to determine better ways of cooperation and collaboration in order to improve service delivery in our communities.

Attached to this RFD is the Summary Report 2, prepared by 13 Ways Inc., regarding the results of these three days of planning. In summation, there appears to be a general desire among the regional partners to explore further collaboration opportunities, including the consideration of a regional governance structure.

The Summary Report has been reviewed by the Joint Shared Services Committee, and it was recommended that this report be given to the individual councils for consideration, and to report their desires back to the Committee.

OPTIONS:

- #1 – Agree to be a part of the discussions towards a regional governance model for the area.
- #2 – Agree to consider further collaborative efforts, but not towards regional governance.
- #3 – Do not seek further collaborative opportunities

CAO COMMENTS:

While the concept of regional governance brings up a ton of fear, uncertainty and doubt about how the Town of Bassano may look like exactly in the future under a regional governance model, keep in mind that participating in the discussions does not amount to amalgamation all by itself. These discussions present an opportunity to be a part of how regional governance would look like in this area.

PROPOSED RESOLUTION:

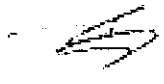
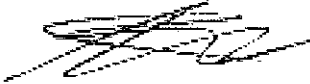
THAT Council inform the Joint Shared Services Committee that the Town of Bassano wishes to participate in discussions regarding a regional governance model for the region.

Budget Expense:

Attachments: Summary Report 2

Applicable Legislation:

Prepared By: Kevin Miller, CAO

APPROVED BY:  

DATE: July 17, 2018

ACTION REQUIRED: _____

2018

Summary Report 2

June 28th

JOINT SERVICES COMMITTEE SESSION:
BASSANO, BROOKS, COUNTY OF NEWELL, DUCHESS,
ROSEMARY

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Joint Services Committee Meeting – June 28th

Re-addressing the Challenges

Opportunities for Collaboration

(1) Day to Day Management (Tyranny of the Urgent)

- Safety Code Standardization

- One Financial System

A Pattern Arose

(2) Current Issues (Crisis and Challenges)

- Recreation

(3) Future Planning (Opportunities)

- Economic Development

- Marketing Quality of Life and Opportunities

The Regionalization Discussion

Recommendations

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Context

13 Ways was contracted to spend 2 days with elected officials and administration from Bassano, Brooks, County of Newell, Duchess, and Rosemary to identify common ground that could lead to the creation of an Intermunicipal Collaboration Framework or Strategic Plan for the region.

On April 17th and 18th, that two-day session took place. A lot of ideas and concerns were shared. It was our observation the discussions over those two days happened at a more meaningful level than on any other previous occasion, instigated at our prodding.

We do not operate as consultants, simply putting together a report that says what the participants want to say. We push participants to say what they need to say about their real concerns and hopes for their community and the region. We performed our role no differently in this circumstance.

Our first report summarized the two days of emotional work. It is important to remind readers of some of those highlights.

First Report Highlights

Regional Collaboration

A collection of the communities' vision for their futures, along with the most important elements of successful regional collaboration, was created by participants. It is important to note the identified elements of regional collaboration that could allow each community to achieve their vision of success for their community:

- Efficiencies of operation and investments
- Shared resources
- Collaborative joint events
- Ability to apply for regional infrastructure grants
- Increased capacity for service groups through more funding options and a larger volunteer base

Impact of Attitudes

A list of key attitudes needed to realize success, versus those getting in the way of finding success was also created and worthy of note. Those included:

Attitudes Leading to Success

- Forward Thinking/Innovative
- Optimistic and Open-Minded
- Leave our egos at the door
- Youth involvement
- Risk Taking
- Collaborative
- Good Communication

Attitudes Leading to Failure

- NIMBY and FEARS
- Living in the Past
- Ivory Tower-Thinking (leadership and administration know what's best)
- Egoism and Protectionism
- Hierarchical thinking among municipalities
- Fear of the unknown/losing autonomy

Following this process, the communities identified the challenges they each faced, and how to overcome those challenges. At the very core of the discussion it became evident there was a cumulative realization that success would most easily come through greater regional collaboration.

Growing risks, such as aging infrastructure, the decline of services and a declining tax base (or increasing tax rates to maintain current services), a shrinking economy, and potential loss of provincial funding . . .

. . . as well as lost opportunities created by the inability to meet new public demands for services and infrastructure, and the inconsistency of regulations and rules making it difficult to attract new businesses and families . . .

. . . brought the room to the general conclusion that they can find success by working better together.

Ultimately, regional collaboration requires a lot of work. It was identified by the participants that they need to invest time and energy in building relationships with each other, and in engaging the public so they are aware of the work being done, and why collaboration is important to each communities' success. They also recognized they own the lead responsibility in building those relationships and fostering that communication.

Community Sectors to Engage

They created a list of community member organizations they should engage and educate through the process, which included:

- Youth
- Businesses
- Entrepreneurs
- School Boards
- Ratepayers
- Each other
- A municipality that has willingly gone through regionalization
- Ag Societies
- FCSS
- Chambers of Commerce
- Libraries
- Students
- Business owners
- Churches
- Recreational user groups
- Large employer(s)
- Health care related organizations

They identified the biggest concerns they, and the public would have about new advances in collaboration, but offset them with a list of new opportunities that better collaboration could create:

Concerns/Challenges:

- What happens to our staff if we move toward regionalization?
- What happens to councillors?
- How will governance change?
- How will we maintain our uniqueness as a community?
- How will we ensure effective representation?
- Can smaller municipalities offer up services to larger centres?
- Would the administration be centralized?
- How can we prevent smaller communities from being left behind or ignored?
- How will maintaining the status quo affect staff's ability to find mastery, purpose, autonomy and even competence under new and ever-complex changes to regulations?
- What happens to our youth if we move forward and what happens to them if we don't?
- Will we lose services if we regionalize more?
- Will we have a strong enough voice in a regional governance structure as opposed to our own government?

Opportunities:

- Find efficiencies
- Increase administrative expertise
- Mitigates risk by pooling our resources when we can't count on the province

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- We can work together to ensure each of our communities remain viable and sustainable, and celebrate their identity and uniqueness
- Control over our fate instead of reacting to what happens to us
- Building on what we have
- Ability to address the real and dangerous risk of collapsing infrastructure, water and waste water
- Chance to grow services offered to citizens if we can work together to reduce duplication
- Ability for staff to specialize and fill in gaps
- Chance to utilize various offices to be centres of focus instead of centralizing services
- A specialized communications person to engage the public about plans and opportunities for the future
- Stronger events as a region – better rodeo, better parades
- Capture growth opportunities by marketing the region
- Chance to retain and attract youth who are looking for enhanced quality of life
- Market our uniqueness as a truly cooperative region
- Send economic development opportunities to each other to create more jobs and grow the entire region's economy
- Everybody is represented at the same table with votes and the opportunity to find solutions

It was evident the list of opportunities far out numbers the concerns, yet in our minds our concerns always carry much more weight than opportunities.

It is a bias of the human mind to forgo wonderful opportunities over concerns about what we could lose in the process. We always value what we have, no matter how little it is, over what we could have, no matter how great it would be.

Purpose Statement

There was a clear understanding that deeper regional collaboration was vital to the success of every community. In fact, the most telling exercise of that commitment came through identifying their purpose. They came to the following purpose statement:

To secure a prosperous future we will work together as one community to inspire and prepare for change.

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Joint Services Committee Mandate

In the end the participants agreed to task the Joint Services Committee with the following work:

- Complete an Intermunicipal Collaboration Framework that identifies what you are working on together currently and identify where you can meaningfully cooperate and grow together in the future
- Complete an asset management review to identify strengths and weaknesses of each community and where there are competitive advantages
- Create a strong communications plan to engage and inform citizens of the collaboration initiatives undertaken to date, and at each step in the future, of the regional participants. The communications plan must include focused messaging about building on what is working and countering myths and fears.

Agreed Upon Principles

We tasked the group with one final round of work: to identify and confirm principles that will guide them through the process of better regional collaboration.

- Listen to understand, listen to connect, and keep an open mind
- Continue to communicate openly and honestly
- Be open and transparent to build trust
- Provide positive responses that respect individuals
- Set tangible, realistic and common goals
- Keep discussions and dialogue respectful
- Work together for the betterment of the region
- Fully commit to being leaders
- We can disagree, but we do not need to be disagreeable
- We may agree, and we may disagree; however, we know we need to make decisions
- The past will remain in the past
- When we are together we are open, and we will not betray the trust that exists when we are together
- Concerns or issues must be communicated. Don't allow them to fester and infect your perspective or your thinking.
- If you have questions, seek answers together
- **We will all win if we stay together**
- **We are one family and one community**
- **We will meet every two months for beer, burgers, socialization and to share and foster progress**

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Joint Services Committee Meeting – June 28th

When people are forced to adapt to or adopt change they are often resistant. We are inherently distrustful of the proclaimed benefits of change, especially when we are challenged to change our behaviour, even those that are self-destructive.

That is why there is so much power in the modern version of the philosopher Socrates' quote: Let he who would change the world first change himself. Changing ourselves and our world is the hardest thing we will ever do. Yet, if we want to change our circumstances and find new paths to success, change is necessary.

We were very excited by the new understandings that came out of the first two-day session. We also have plenty of experience working with communities and people to understand what would occur following those productive days, which is why we offered up a follow-up session. People need time to process change, and the greater the change, the more time they need to process it.

In fact, the moment of realization and awareness seldom lasts. We tend to revert to our established ways of thinking when we are thrust back into our daily lives and the tyranny of the urgent takes over. Making real change takes many sessions of reviewing information, discussing issues, addressing challenges, and identifying opportunities so that mindsets are awakened and evermore aware of why the change is necessary.

Re-addressing the Challenges

It came as no surprise that there was as much revisiting of old concerns and issues during the single day follow-up as there was progress made on how to tackle the challenges. There was a renewed presumption that the current situation was adequate. It is easy to view change as full of challenges and hardships, while presuming the current situation will be fine, however, there are always risks accompanying resistance to change and an adherence to the status quo. Some of those risks were re-addressed:

Many of the communities have aging infrastructure leading to rising maintenance or replacement costs.

Citizens expectations of services and infrastructure are consistently rising with limited or shrinking tax resources to meet those expectations.

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A heavy reliance on provincial capital and operating grants and programs to fund the status quo leaves a significant vulnerability should that fund decrease.

A declining tax base, or even a stable tax base, allows no financial room for investment or marketing to capture growth opportunities.

Presuming the current situation is viable also presents lost opportunity costs, which are not outright risks, but certainly demonstrate there are losses that accompany inaction as well. Some of those opportunity costs were re-addressed:

An inability to attract new families who have new and growing demands for different and better services, and the inability to fund the infrastructure to offer those services, means the loss of opportunities to grow the communities.

Working as divided or competing communities, there are significant disabilities to attract business and industry looking for diverse but united regions where regulations are minimized, processes are streamlined, and taxation rates are fair but provide high levels of services and a quality of life for their employees.

As smaller communities with little specialization, we have an increasing inability to attract professional and qualified staff who seek to specialize within a larger team where they can find autonomy, purpose, and mastery in the profession.

Opportunities for Collaboration

Through the day we focused on identifying areas where greater collaboration could occur. They were broken down into three categories: (1) Tyranny of the Urgent, (2) Crisis and Challenges, (3) Opportunities.

1. Day to Day Management (Tyranny of the Urgent)

Day to day management issues are areas that become a tyranny of the urgent. They often keep us so busy we cannot find time to address longstanding and arising challenges or crisis, or the potential new opportunities that can help us grow. It is what is meant by the phrase: I can't see the forest for the trees. There is seldom a chance to work on the big picture issues (the forest) because we are overwhelmed by day to day management issues (the individual trees).

Agreement was made by the committee that work should begin on uniting some operational systems into one. Recommendations were made on where to start, such as **one set of codes for**

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safety, and one financial system. However, upon those suggestions being raised there was immediate debate and disagreement.

Those opposed had varied reasons and expressed concerns such as: wondering why everyone needs to change if things are going well in some municipalities, what benefits it would provide each community if the action was undertaken, and what would happen to staff under such changes.

A Pattern Arose

The fears of change rose again, and once again there were presumptions made about the ill effects of working together, and the consequences of doing nothing were forgot. This occurred often throughout the day. This is to be expected throughout this process and throughout the public consultation process. This is why open discussion and relationships are so critical to better collaboration.

For the remaining three areas suggested for regional collaboration initiatives there were equal challenges addressed and re-addressed, and similar fears and concerns were raised. We focused the remainder of our time focusing on some of the concerns in the room, and the anticipated fears or concerns that would be raised by the public. We also worked on how to respond and address those fears, in the room, and to the public that may express them.

2. Current Issues (Crisis and Challenges)

Recreation: the issues is that the current infrastructure deficit (approximately \$350 million in replacement values known to date), as well as meeting new demands from growth and expectations is a huge challenge. It was also noted that operating costs are growing rapidly through maintenance, new regulations, and utility expenses.

With the potential of decreased provincial capital grants, and a decrease in operating grants and programs those current facilities may age ungraceful and may be decommissioned faster than anticipated, with no new opportunity, plan, or resources available to replace them.

3. Future Planning (Opportunities)

Economic Development: the issue is that communities should not be competing against each. Many in the room argued they are not competing, but agreed they are not doing enough to work together and support each other, especially when they are competing against other regions that offer competitive tax regimes, reduced regulations, and streamlined processes,

while also offering a quality of life built on friendly communities with great infrastructure and services.

Being competitive means working together with one seamless and straightforward set of rules and regulations, and an interconnected taxation process, rather than a myriad and mixture of hard to navigate rules and tax policies. Such individualism tends to create chaos and becomes confusing for business and industry you seek to attract. Unity in this area would create the chance to invest collectively, and with a big picture vision, into the infrastructure that would support business, industry, and housing growth initiatives.

Marketing Quality of Life and Opportunities: people are moving to our region and don't know what is here. There is an opportunity to deliberately attract new people through shared marketing efforts focused on how wonderful and unique the region is.

Great housing at great prices, beautiful lakes, reservoirs, rivers and water bodies, wonderfully diverse cultures and amazing people, with great restaurants, quaint cafes, and superb cultural events in friendly communities where you can get to know your neighbour if you want to is just the beginning of what you can show people. What is lacking is capacity, in expertise and budget, available for marketing, and that is a tragic loss.

How will anyone come, if they don't know we exist.

Regionalization Discussion

A vigorous discussion was had around the idea of regionalization. It began in the first section as Day to Day Management opportunities were discussed.

First there was a suggestion to connect the taxation systems. However, it was argued, the systems were very different, and yet they all operated efficiently, so why would so much work be put into only one part of the system that wouldn't derive big results?

It was then suggested that the entire financial systems could be combined to get real economies of scale and efficiency. Concerns were raised around autonomy and staffing and such. The fears and concerns identify in both sessions, and which have been cited in this report, arose again.

This naturally lead to a discussion about how making small steps that were a lot of work but offered only small or marginal financial savings was probably not of great value. Perhaps it was time to stop taking such small and marginal steps, and to discuss the benefits of full amalgamation of the region.

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It was argued that small steps were good but cost time, and the inevitable result would be more and more collaboration until there was amalgamation, or dissolution. Why not make large steps now before necessity makes our choices for us, but the options become more limited. The core of those in favour of discussion focused on taking a giant leap forward to take advantage of opportunities rather than making incremental choices that were made out of the desire to merely survive.

That discussion focused, as all do, on the issues of:

Taxation
Services
Governance
Autonomy

From the extensive research we have done across Canada where regionalization or amalgamation have happened willingly, or by edict of the provincial government, these are the four areas of greatest concern. This will be the concerns raised by elected officials, administration, and the public in any future process. These are the issues that need to be addressed with councils, with administration, and with the public from the beginning.

Recommendations

After extensive consideration of the gatherings and discussions to date we have compiled some recommendations for proceeding on this initiative of collaboration. We provide these recommendations for your consideration.

- We recommend acting on the original principle **“to meet every two months for beer, burgers, socialization, and to share and foster progress** so you can build relationships and trust.
 - Reason: this activity wasn’t followed through on. Given the time between the first session and the second fears, concerns, and old ways of thinking returned and the process almost needed to start over again.

- We recommend forming a small committee that meets with, and engages, each of the communities’ councils and administrations to address fears and concerns, both current ones, and as they arise.
 - Reason: there needs to be a quick response group that can regularly be the sounding board for concerns and issues. They will be able to collect the concerns

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and develop the responses, which will form the basis for the communications strategy as the initiative moves forward.

- We recommend before the end of the year a coalition of the willing is formed to proceed with mapping out collaboration/amalgamation to insure it is in place before the next municipal election so that any progress is not lost.
 - Reason: we have extensive experience working on these types of projects. Slow movers can hold a project back significantly, and to the detriment of everyone. When that happens, too often key milestones, such as elections are missed. That means new councils and administration come in and the entire process must begin again, which often means a huge waste of time, money, and understanding is lost. Set a goal with those who want to move forward and let others catch up later.

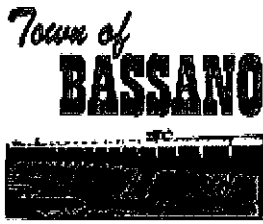
- We recommend a complete a vigorous public engagement and EDUCATION strategy that clearly articulates the challenges and opportunities of enhanced collaboration, AND the challenges, opportunities, AND RISKS of not changing.
 - Reason: Such an engagement strategy should use concise material and focus on micro-consulting to begin the conversation, utilizing our technique of Problem, Challenges, Opportunities, and Solutions. Everyone must first understand the problem before they are presented with any solutions.

- We recommend engaging outside objective advisors to guide the process.
 - Changing paradigms is not an easy task. We actually think the public are the hardest to convince, but in reality, it is the elected officials and administration, those with a stake, with jobs, with livelihoods in the game, that are the least reluctant to change. Personalities and personal agendas can ruin good work. It is always beneficial to have outside eyes and people with no personal agendas as guides. We can help, but we understand if you choose another guide through this process.

We wish to applaud you. Your willingness to frankly discuss your current situations, and your concerns with change is the second hardest step to take. The hardest is deciding on your future. So many wait and late fate, funding, or fear make their decisions for them. We don't believe that will be you. You will find your path to a successful future. We know . . . There's Always A Way.

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REQUEST FOR DECISION

Meeting: July 23, 2018

Agenda Item: 6.2

INTERMUNICIPAL COLLABORATIVE FRAMEOWRK

BACKGROUND:

The regional CAOs have been working on the development of a "universal" Intermunicipal Collaborative Framework (ICF) Agreement between all of the regional partners.

The attached proposed agreement, in the opinion of the Administrative teams, meets the mandated requirements of an ICF under the Municipal Government Act.

The proposed ICF agreement addresses the following areas: Emergency Services, Disaster Services, Policing/Bylaw Services, Water, Waste Water, Solid Waste, Transportation, Recreation, Planning & Development, Engineering and Occupational Health & Safety. The agreement identifies where existing agreements are in place, and areas where further negotiation and agreements are required.

The proposed ICF Agreement has been received by the Joint Shared Services Committee, which has forwarded this on to the member municipalities for approval.

Once the agreement is approved in principle, the Town of Bassano will be required to pass a Bylaw authorizing the agreement. Administration has prepared a draft Bylaw for a future Council meeting once all the parties have agreed to the ICF as attached.

OPTIONS:

- #1 – Approve in principle the ICF Agreement as presented
- #2 – Approve in principle the ICF Agreement, with changes
- #3 – Do not approve the ICF Agreement in its current form. New negotiations over the content will need to commence.

CAO COMMENTS:

The proposed agreement meets the statutory provisions of the Act, and identify areas where we have working agreements, as well as areas where we wish to improve collaborative efforts.

PROPOSED RESOLUTION:

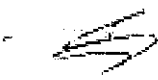

THAT Council approve in principle the proposed Intermunicipal Collaborative Framework, and inform the Joint Shared Services Committee of the intention to proceed.

Budget Expense:

Attachments: Draft ICF

Applicable Legislation: Municipal Government Act

Prepared By: Kevin Miller, CAO

APPROVED BY:  

DATE: July 17, 2018

ACTION REQUIRED: _____

INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT

*With the County of Newell, Village of Rosemary, Village of Duchess, Town of Bassano & City of Brooks
(the Partners)*

“Moving Forward in providing services and opportunities for the future”

FORWARD

The County of Newell and the Village of Rosemary, Village of Duchess, Town of Bassano & City of Brooks share a common history. The municipalities have all worked very well in providing services for their ratepayers and the region. Most people understand increasing the level of collaboration as an ability to provide more efficient and better service levels to municipal ratepayers in the region. However, while some services can possibly be provided solely in a single municipality the increased opportunity in working together is also recognized in increased economies of scale, sustainability of some services, quality of services and efficiency in delivery. In other words, dovetailing the individual characteristics of the municipalities creates expanded resources and advances quality of life opportunities to the people in the region. The image of “five municipalities – one purpose” describes the philosophy of the five Councils.

The five municipalities are committed to identify current and future issues where mutual benefits may be realized through more formalized and rigorous processes and cooperation. Examples are evident in servicing areas such as planning, economic development and creating a complete region that is attractive for people to live, work and play.

As the Provincial Government seeks to encourage regional thinking, the Village of Rosemary, Village of Duchess, Town of Bassano, City of Brooks & the County of Newell are well placed to lead proactively through the creation of this Intermunicipal Collaboration Framework Agreement.

Goals of the Intermunicipal Collaboration Framework Agreement

The Intermunicipal Collaboration Framework has four main purposes:

1. To meet the requirements of provincial legislation.
2. To promote the principles of collaboration between neighboring municipalities with a common border.
3. To ensure municipalities consult and communicate on intermunicipal matters.
4. To clearly lay out a process that the partners to this agreement can review service levels and decide if the service would benefit from being regionally operated & funded.
5. To consider appropriate fair funding mechanisms and deal with differences which may occur from time to time.

The ICF Agreement between the Partners will:

Recognize and share the vision and priorities of the five municipalities toward providing effective and efficient service levels to their ratepayers: Where feasible and practical – each municipality will work together to assess how commonly utilized services will be provided and funded for the benefit of ratepayers.

Strengthening the region while maintaining local autonomy: Each Council maintains the right to make individual decisions for their ratepayers, but each agree that they will always consider the bigger regional municipality in the decision-making process.

Promote networks and linkages: Developing positive joint approaches where practical to create efficiencies by sharing opportunities, connections, goals, knowledge and experience to promote the greater good between both municipalities.

Embrace differences in respective municipalities: The distinct characteristics of the individual municipalities is advantageous in providing choice and diversity.

Cooperation not Competition: Although each municipality is responsible to its citizens there is recognition that the citizens and businesses of the region share similar needs and interests and as such each Council will emphasize cooperation and therefore not direct competition with respect to setting municipal policy.

Foster an environment of openness and trust: Cooperation and collaboration requires communication that in turn encourages understanding and better results in reaching common goals.

Commitment to Consultation & Cooperation – Consultation Protocol:

The fundamental basis of this agreement is communication and consultation and as such the five municipalities agree to consult on projects which have a regional impact. By recognizing the requirement to consult, each municipality will include the other in their project circulations and all agree to meet and work through matters as they arise. The avenue to be utilized will be the Joint Services Committee which meets regularly. If administrative issues arise they will be handled through the regular meetings held by the CAO's of the region. The purpose of this regular consultation protocol is to ensure that the municipalities leverage opportunities and develop common solutions to any challenges that affect the region.

It is understood that this agreement will encourage communication at all levels of the organization to ensure opportunities are recognized, information is passed through the respective organization and decision makers are informed not just about their own municipality but about regional issues and concerns. Cooperation, collaboration and commitment to consult are not meant to constrain or restrict the authority or the ability of individual Councils or to homogenize the unique culture and identity of each municipality. It is likely that there will be instances of differences in values, goals, beliefs, perspectives and decisions which are not common to the municipalities. In these instances, where differences remain, the commitment to communicate will enable the communities to develop proactive and positive solutions to issues that may arise.

Roles in Managing the Intermunicipal Collaboration Framework Agreement:

The Role of the Councils:

Each Council retains the ability and responsibility to make decisions on behalf of their residents. As the public is at the center of any governance initiative their voice needs to be taken in to account to insure the impacts of services and actions taken in the region have the desired results and support the sustainability of the region. By signing onto the agreement each Council affirms the commitment to increased cooperation at the council and administration levels.

This agreement signals a shift towards maximizing regional benefit through collaborative decision making. Each Council member will demonstrate leadership to act strategically as they formulate plans for each of their organizations which will bring value to the citizens of both communities.

The Role of the CAOs and Administration:

The CAOs have been identified as the principals responsible for maintaining the agreement, its delivery and dealing with intermunicipal operations that surface from time to time during the term of this agreement. Future decisions and recommendations for operations that will benefit the region will be routed through the Joint Services Committee for recommendations to each respective council as required. The CAO's will foster increased communication and will act as conduits for facilitating the sharing of information, identifying opportunities and prioritizing municipal actions for the consideration through Joint Services and to each respective Council.

The Role of Staff:

Staff at all levels will be responsible to ensure the principles of the agreement are carried out operationally. This means that staff will work cooperatively with their municipal counterparts to address issues that arise within the scope of their authority and mandate. Staff will also bring to the attention of their respective CAO any issues that arise which require their attention with respect to meeting the commitment and intent of this agreement. Disputes among staff or municipal contractors between the municipalities will be dealt with by the CAOs.

The Framework Protocols

Development of an Intermunicipal Communication Protocol:

Understanding that the success of this agreement is based upon respectful dialogue that the municipalities must be committed to ensuring the provision of information is handled in a transparent and honest manner. To foster the longevity and durability of this agreement both municipalities should jointly develop and abide by the principles of a communication protocol which should include the following principles:

1. The protocol should recognize that cooperative communication is the key to a successful relationship. At all times and through all levels of each organization the following principles should apply:
 - a. Seek to understand
 - b. Avoid personal attacks either privately or publicly

- c. Asking for clarification on policies adopted by the other municipality to ensure understanding
 - d. Address issues as being of a joint nature meant to be resolved together
 - e. Seek to maximize the benefits for each party
2. The Protocol should seek to ingrain collaboration and cooperation in each municipal organization
 - a. The organizations agree to ensure proper training takes place on intermunicipal collaboration following a municipal election
 - b. The organizations agree to provide additional training as required following any change in elected officials or senior administration
3. The protocol should ensure that each municipality provides to the other information pertaining to:
 - a. Major capital projects which may impact the other municipality
 - b. Lobby efforts to higher levels of government with respect to issues which may impact regional services
 - c. Adopted strategic plans
 - d. Funding, aid or support to other organizations within the other municipality when requested
 - e. Ceremonies, celebrations, events of regional impact
 - f. Promotion of collaborative successes

Conflict Resolution:

The municipalities recognized that the development of this agreement is the start – not the end of the process. Recognizing that not all issues may be agreed upon, the municipalities recognize the need to establish a conflict resolution process based upon the following principles:

1. At the earliest opportunity and at the point closest to where the issues initiated the Chief Administrative Officers will seek to address matters of conflict.
2. If such problems are not addressed to the satisfaction of a respective municipality, the issue shall be placed on the next Joint Services Agenda to render a decision on the matter at hand. If the issue has budget implications, it must go through each municipal budget process for final approval.
3. All matters of conflict should be sought to be resolved swiftly, inexpensively and in an uncomplicated way.
4. All matters of conflict should be resolved using a clear procedural pathway.
5. Maintain at all times, the essence of collaboration on the majority of issues even though conflict may exist on some issues.

Process:

If a municipality believes an obligation under the agreement has been breached the matter should be immediately brought to the attention of their CAO. The CAO will investigate and if it appears as if a 'breach' of the agreement has occurred the matter will be immediately brought to the attention of the other affected municipality CAO. Once that has occurred an effort to resolve the matter through informal problem-solving discussions is to be initiated.

If differences occur outside of an outright 'breach' of an agreement, which may include divergent expectations in the delivery of a joint service, variance on how the CAO's wishes to proceed on an issue or any circumstance which may impact or disrupt service delivery or relationships, an informal discussion between CAO's will be conducted as soon as possible.

If this does not resolve the issue the Joint Services Committee will decide on and negotiate an effective solution. Disputes or disagreements between individual municipalities will be dealt with by holding a full council to council meeting where all decisions can be reached by consensus. If that is not successful, a mediated process will be initiated using the services of a jointly agreed upon mediator with costs shared equally between municipalities. The mediator will be solely responsible for the governance of the mediation process.

If the process cannot be resolved through mediation the municipalities will select an arbitrator, sharing all costs in doing so, and will have the matter resolved through the process defined by Section 708.35 of the Municipal Government Act. The arbitrator is governed by the principles of natural justice and fairness.

Inventory of Municipality Services

The chart show on the following page illustrates an inventory of municipal services available to ratepayers in each municipality. The inventory is a consideration of who provides a service, who has funded a service and where such services exist within the boundaries of a municipality. The services listed below are a representation of key services, but it is not an exhaustive list of all services provided by each municipality.

Bassano = 1, Brooks = 2, Duchess = 3, Newell = 4, Rosemary = 5

Type of Service	Mun	Inter Mun.	3rd Party
Transportation			
Road Grading & Gravelling	4,3,5,2,1		1,2,4,3,5
Road Calcium	4,2		1,2,4,5
Gravel Crushing			4
Road Construction	3		1,2,4,5
Culvert Installation	2		1,4,5,2
Bridge Maintenance	4		4,2
Drainage Maintenance	1,4,3,5,2		1,4,2
Snow Plowing	1,4,3,5,2		4,3,2
Shop - Vehicle. Maint.	1,4,3,5,2		1,4,3,5,2
Surveying	4,2		1,4,3,5,2
Sign Installation & Maint.	1,4,3,5,2		4,3,2
Paved Road Repairs	4,3,5,2		1,4,3,5,2
Rural Addressing Signs	4		4
Airport Operation	1,4,2	1,4,2	2
Recreation			
Skating Rinks	1,3,5,2	1,4,2	1,4,3,5
Curling Rinks	1,3,2	1,4	1,4,3,2
Shooting Ranges/Gun Club			1,4
Riding Arenas			4
Outdoor Rodeo Grounds	1,4		1,4
Baseball Diamonds	1,4,2	1,4,2	1,3,5,2
Golf Courses	1	1,4	1,4,3
Indoor Athletic Fields	3,2	4,2	3
Swimming Pools	1,2	1,4,2	
Outdoor Soccer Fields	2	4,2	3,5
Tennis Courts	2,1	4,2	4,3,5,2
Senior Centres	1	1,4	1,4,3,5
Motocross Track			4,2
Bowling Alleys	1	1	1,4,2
Water Park	2	4,2	
Skateboard Park	2	4,2	
Gyms & Workout Centres	1,3,2	4,2	1,4
Beach Volleyball			3,5
Other Services			
FCSS		4,3,5,2,1	
ORRSC - Planning		4,2	4,2,1
Planning & Development	4,3,5,2,1	4,2	4,3,5,2,1
Economic Development	4,3,5,2,1	4,3,5,2,1	4,2,1
Information Technology	4,3,5,2,1	4,1	4,3,5,2
General Administration	4,3,5,2,1		3
Economic Development	3,5,2,1	4,3,5,2,1	2
Libraries	4,3,2,1	4,5,2,1	
Playgrounds	2,1	2	

Type of Service	Mun	Inter Mun.	3rd Party
Water			
Water Treatment		4,3,5,2,1	
Water Distribution	4,3,5,2,1	4	4,2
Service Installs	3,5,2		4,5,2
Meter Reading	4,3,5,1		2
Utility Billing	4,3,5,2,1		
Truck Fill Station	3,5	4,1	2
Waste Water			
Certified Operators	5,2	4,3,5,1	1
WW Collection System	4,3,5,2,1	4	4
Lagoons	3,5,2,1	4	4
Irrigation of Effluent		4	
Installation of Utilities	3,5,2,1		4,5,2
Recycling & Waste Man.			
Landfill		4,3,5,2,1	
Collection	3,2	5,1	4
Recycling	3	4,3,5,2,1	
Ag Services & Parks			
Tree Planting	4,3,5,2,1		
Tree Spraying	4,3,5,2,1		3,5,2
Tree Pruning	4,3,5,2,1		3,5,2
Mowing	4,3,5,2,1	2	2
Weed Identification	4,3,5,2	3,5,2,1	3
Weed Act Enforcement	4	3,5,2,1	
Weed Spraying	4,5,2	2,1	3,5
Raw Water Irrigation	2		4,5,2
Cemetery Maintenance	3,2,1		4,5,2
Pest Control	4,3,5,1		4,2
Park Maintenance	4,3,5,2,1	2	
Sprinkler Installation	4,3,5,2,1		2
Equip. Maintenance	4,3,5,2,1		3,5,2
Equipment Rentals	4,3,5,1		1
Building Maintenance	4,3,5,2,1		5,2
Park Operations	4,3,5,2,1	2	2
Campground Operation	4,5,1		4,5,2
Municipality or Community Halls	3,5,1	4,3,1	4,3,5,2
Museums		4	4
Visitor Centre		4	4
Playgrounds	4,3,5,2,1	2	4,5,2
Emergency Services			
EMS Coordination	4,1	4,3,5	2
Fire Department	4,3,5,2	4,3,5,2,1	
Community Peace Officer	4,3,2	4,3,5,1	
Safety Code Officer	4,3,2	4	4,3,5,2
Safety Code Inspections	4,3,2	4	4,3,5,2
Disaster Management	4,3,5,2,1	4,3,5,2,1	
Mutual Aid Agreements	4,3,2,1	4,3,5,2,1	
Policing / RCMP			2

ICF Agreement – Statutory Provisions:

Amendments to the Municipal Government have amended the purpose of municipalities. The new Act requires municipalities to work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services. The act requires municipalities with common borders to develop an Intermunicipal Collaborative Framework Agreement. This agreement must address services related to transportation, water, wastewater, solid waste, emergency services and recreation. The discussion on the aforementioned topics is prescribed by the act, however the outcomes are not and this agreement takes that to the next level in regional coordination and cooperation.

Services addressed:

Emergency Services

The Village of Rosemary, Village of Duchess, Town of Bassano & City of Brooks and the County of Newell have entered into mutual aid & fire agreements and no changes are required at this time.

Disaster Services

The partners agree to work on a regional disaster service delivery model to ensure the needs of each partner can be met for both preparations/training for disasters and the service execution during a large-scale disaster. Each partner agrees to assist one and the other in the event of a disaster.

Policing/Bylaw Enforcement/CPO Services

The partners agree to work together to expand enforcement services where required on a fee for service basis.

Water

All the partners have an agreement to receive potable water from Newell Regional Service Corporation. All partners have representation on the NRSC Board and the Board is currently all municipal elected officials. Distribution services are provided on a fee for service basis with NRSC as required by a partner municipality. No changes are required at this time.

Waste Water

Each municipality handles their own Waste Water. The County of Newell has an agreement with the City of Brooks to accept Lake Newell sewage. The Centennial Arena & County Office are located in the County of Newell and are serviced by the City of Brooks. No changes to Waste Water Services are required at this time.

Solid Waste

Newell Regional Solid Waste Authority is funded by all the municipalities and accepts all generated waste for the region. The Board of Directors for NRSWA is made up of elected officials of each municipality. Each municipality handles their own waste pickup at this time. Duchess provides a residential pick up on a fee for service with Rosemary. The County of Newell is requesting that the VETO clause for NRSWA be changed to a simple majority and the partners agree to have their councils each address this request.

Transportation

No agreements exist or are currently required in the area of transportation. The County of Newell can & will assist in road maintenance on a fee for service basis as required.

Recreation

Recreation Boards have been established with Bassano, Brooks, Duchess and Rosemary. Recreation Agreements are in place but require updating. New updated funding agreements are desired by all partners as recreation is truly a regional service. The partners agree to work together on a new unified recreation funding agreement for recreation operations.

Planning/Development/Permitting/SDAB

The partners completed a service capacity assessment on the planning and development functions which included contracted services for safety codes as well. No changes will be proposed at this time and each municipality will continue to handle their own service. Should situations change then Joint Services Committee will be the working group to recommend any changes to service levels or establishing future partnership opportunities.

Engineering

The partners who staff engineers agree to assist the partners who do not staff engineers on technical matters where professional guidance is requested.

Occupational Health & Safety

The partners agree to work together on assessing whether Occupation Health & Safety needs to be expanded to cover municipal funded organizations or groups who are not meeting legislative requirements.

Copies of each agreement:

Each municipality has been provided a copy of all agreements covered in this ICF Agreement.

Commitment to Collaboration:

The Village of Rosemary, Village of Duchess, Town of Bassano & City of Brooks and the County of Newell acknowledge and affirm that they will seek to fulfill both the intent and the spirit of this agreement by seeking opportunities to collaborate where practical as well as to honor all applicable legislation with respect to intermunicipal collaboration within the Province of Alberta.

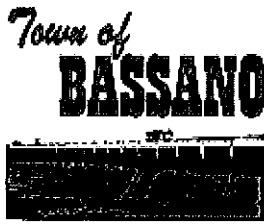
IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hand or hands of its proper signing officers duly authorized in that behalf as of the date set out herein.

<u>ICF Partner</u>	<u>Signing Authority</u>	<u>Date</u>
Town of Bassano	_____	_____
	_____	_____
City of Brooks	_____	_____
	_____	_____

County of Newell

Village of Duchess

Village of Rosemary



REQUEST FOR DECISION

Meeting: July 23, 2018

Agenda Item: 6.3

Smoking Reduction Bylaw

BACKGROUND:

At Council's June 11, 2018 meeting, discussion was had regarding the results of the survey on recreational cannabis consumption within Bassano.

The attached Bylaw represents the overall desire of the community – the restriction of cannabis consumption on all Public Spaces (meaning "Town owned or operated spaces") except where designated by Council. The Bylaw does NOT restrict cannabis consumption on private property, including private property to which the public has access.

The attached Bylaw is **NOT** limited to cannabis only, but applies to **ALL** products consumed by smoking or vaping, legal or illegal, including tobacco.

OPTIONS:

- #1 – Pass first reading of Bylaw #879/18, the Smoking Reduction Bylaw, as presented.
- #2 – Pass first reading of Bylaw #879/18, the Smoking Reduction Bylaw, with amendments
- #3 – Defeat first reading of Bylaw #879/18, the Smoking Reduction Bylaw

CAO COMMENTS:

While this Bylaw captures the will expressed in the survey by the citizens of Bassano, I am highly concerned about the enforceability of this Bylaw. The limited number of hours of enforcement available may prevent the Town from effectively enforcing the provisions, leading to more anger in the community over lack of enforcement than cannabis use itself would cause.

The Bylaw could be softened to only restrict smoking in park, playground, and sports field locations, however even then I am concerned about our ability to actually catch and prosecute violators.

PROPOSED RESOLUTION:

THAT Council pass first reading of Bylaw #879/18, the Smoking Reduction Bylaw.

Budget Expense: \$250+ for "No Smoking" signage Attachments: Bylaw #878/18

Applicable Legislation: Tobacco Reduction Act, Municipal Government Act

Prepared By: Kevin Miller, CAO

APPROVED BY:

A handwritten signature in black ink, appearing to be 'S. Miller', written over a horizontal line.

DATE: July 19, 2018

ACTION REQUIRED: _____



BYLAW

Bylaw Number: 879/18

SMOKING REDUCTION BYLAW

WHEREAS it is deemed desirable and equitable to enact a Bylaw to provide for the control and regulation of the consumption of smoking products; and

WHEREAS it is provided in and by the Municipal Government Act, being Chapter M-26, 2000, Section 7(a) provides for a Council to pass a Bylaw for purposes respecting the safety, health, and welfare of people and the protection of people and property; and

WHEREAS the Tobacco and Smoking Reduction Act, being Chapter T-3.8 of the Statutes of Alberta, 2005, Section 10 allows for a municipal Bylaw that is more restrictive than the Act;

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

1. DEFINITIONS

This Bylaw may be cited as the "Smoking Reduction Bylaw" of the Town of Bassano.

- 1.1** "Electronic Smoking Device" means a handheld device containing a product that is vaporized and inhaled, and includes, but is not limited to, electronic cigarettes, e-cigarettes, personal vaporizers, and any other electronic delivery system for the consumption of legal or illegal products, but does not include any device used for the delivery of a bone fide prescription medication, prescribed by an individual licensed and authorized to prescribe medication.
- 1.2** "Outdoor Public Space" means any park, green space, playground, sports field, recreational area, campground, "highway" as defined by the *Traffic Safety Act*, sidewalk, or any other place or area that is owned, operated, or leased by the Town of Bassano or the Crown in Right of the Province of Alberta to which the public has access by right, or by invitation.
- 1.3** "Smoking Product" means any product intended to be consumed by inhaling the combusting material, or with an Electronic Smoking Device, regardless of the legality or illegality of said product, but does not include a product sold as a prescription medication when used under the direction and guidance of a licensed medical professional authorized to prescribe medication.

2. ENACTMENT

- 2.1** In addition to any places where smoking is prohibited in accordance with the *Tobacco and Smoking Reduction Act*, smoking is prohibited in any public outdoor space.

- 2.2 In addition to any products prohibited in accordance with the *Tobacco and Smoking Reduction Act*, the use of any Smoking Product in any public outdoor space is prohibited.
- 2.3 Town of Bassano Council may, by resolution, designate all, or a portion of a Public Outdoor Space as a Designated Smoking Area.
- 2.3.1 A Designated Smoking Area approved by Council must have signage placed indicating it as a Designated Smoking Area, and must have a suitable ashtray type receptacle placed for the extinguishing of smoking products.
- 2.4 Nothing in this Bylaw is intended to control or regulate property that is not owned, operated, or leased by the Town of Bassano.
- 2.5 Nothing in this Bylaw is intended to prevent a Person from the consumption of a bone fide prescription medication used under the direction and guidance of a licensed medical professional authorized to prescribe medication.

3. PENALTIES AND ENFORCEMENT

- 3.1 Any person who violates any portion of this Bylaw is guilty of an offense, and is liable upon summary conviction to a fine of not more than \$150.00.
- 3.2 Where a Peace Officer believes that any person has contravened any provision of this Bylaw, they may serve upon the person a violation ticket, in accordance with Sections 8(1) and 8(2) of the *Tobacco and Smoking Reduction Act*.
- 3.3 A violation ticket will be deemed to have been sufficiently served if served personally upon the accused, if sent by registered mail, or if left at the accused's normal place of residence with a person at that residence who appears to be at least 18 (eighteen) years of age or over.
- 3.4 A violation ticket must include the provision(s) of this bylaw which were violated, provide for a voluntary payment about pursuant to this Bylaw, and/or provide for a date, time and location for the accused to appear in Court should an accused choose to exercise their right to defend any charge(s) pursuant to this Bylaw.

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4. EFFECTIVE DATE AND READINGS

- 4.1 This Bylaw shall take effect effect on the date of 3rd and final reading.
- 4.2 Read a first time this __ day of _____, ____
- 4.3 Read a second time this __ day of _____, ____
- 4.4 READ a third and final time this __ day of _____, ____

TOWN OF BASSANO

MAYOR

CHIEF ADMINISTRATIVE OFFICER

BOARD & COMMITTEE REPORT

MAYOR JACKIE PETERSON

JULY 2018

Joint ServicesDate: July 10th

Rural Mental Health Conference: As a result of the findings at the RhPAP Conference in April, the task force requested Roberta Rogers, retired AHS Addictions Counsellor, to look into the potential of offering a Rural Mental Health Conference at Brooks Campus. A committee has been formed with local organizations/stakeholders. The Committee presented an outline of the conference and put in a request for \$10,000 funding from Joint Services. Joint Services has inquired as to what the outcomes of this conference will be and for the committee to present a budget for consideration of this request. While Joint Shared Services recognizes the urgency and demand of mental health services in the region, they are curious to learn what the take ways or actions from this conference will be and how it will vary from what was offered at the RhPAP conference.

Economic Development: All communities have immense potential to work with the Economic Development team based out of the City of Brooks. This is regional economic development. I have worked with a subcommittee on the rebranding strategy and I'm very interested in working with the team to create some marketing materials and possibly signage for Bassano that promotes the region. Thank you for Council's time at our June meeting to hear about the rebranding strategy as presented by the regional Ec. Dev. Team.

I have attached the full Ec. Dev. Report for your perusal.

The Joint Services budget is under budget as this time. See Attached budget.

The Joint Services committee had their first viewing of the ICF as presented by the CAO's. This is a one fits all ICF that meets the mutual shared services of Bassano, Duchess, and Rosemary. While I was disappointed not to see all of our shared services on it, I recognize that a lot of time is needed to develop them. After a few recommendations, I was comfortable moving forward with bringing this to Council for feedback.

Respectfully submitted,

Mayor Jackie Peterson

▶ Economic Development

Report to the Joint Services Committee

JULY 10, 2018

Report by Jessica Surgenor, Economic Development Officer

1. Branding & Communications Strategy

- a. The Branding and Communications Strategy project is on track and on time. Jeff Robson, our consultant with Intelligent Futures, travelled to Brooks on June 19 and presented the Project Leadership Group (PLG) with preliminary design concepts and the name "Brooks Region".
- b. The name was chosen to provide a more recognizable and consistent naming convention. The focus will remain regional and partner municipalities will continue to work together collaboratively. The name will be more recognizable to outsiders.
- c. Following the presentation, the PLG selected a design. The design will be used for Economic Development purposes and the new modern look will be used on future marketing materials, website and communications/marketing strategy with structured, consistent messaging.
- d. The PLG felt that the Economic Development team should meet with each of the partnering Municipal Councils to introduce the preliminary design and provide an update on the project.
- e. To date, Lisa Tiffin and I have met with Rosemary, Bassano and City of Brooks Councils. In the next week, we will be meeting with the County and Duchess Councils.
- f. Our team will also be meeting one-on-one with local Economic Development stakeholders to give them a preview of the design. We will then take the combined feedback to the consultants for consideration.
- g. Once the design is finalized, Intelligent Futures will present our team and the PLG with the Communications Strategy.

2. Economic Development Website Design and Development Request for Proposals (RFP)

- a. Our team released an RFP for the design and development of an Economic Development website to replace the previously existing Navigate Newell.
- b. The deadline for submissions was June 29 and we received 23 proposals.
- c. We are currently reviewing the proposals and will choose our top three to give us website demonstrations and interviews.
- d. The project is set to begin on August 1 and will coincide with the Branding and Communications Strategy.

3. Global Petroleum Show

- a. Lisa and I attended the Global Petroleum Show (GPS) that took place in Calgary Stampede Park on June 12-14.
- b. Palliser Economic Partnership (PEP) secured a booth with the Government of Alberta, and our intentions in attending were to network and connect with businesses that may be interested in working with the Brooks Region.
- c. We reminded people of what our competitive advantages are and that we are open for business.
- d. We had several conversations with Economic Developers as well as industry executives. If we attend next year, we will have a better idea as to how to approach the event.

4. Promotional Short Videos

- a. Our team started working with a videographer to develop short videos for social and online media that would highlight businesses and assets in the region.

- b. On July 5, we worked with the videographer to shoot video footage of South Country Coop in Brooks and PD's Bistro in Bassano. We will be promoting the videos through Facebook as they are completed.
- c. By the end of the project, twelve 15-30 second videos will be created. Eight will highlight local business and four will highlight regional assets.

5. Community Futures & Business Incubator

- a. Matt Hill, our Small Business Advisor with Community Futures Entre-corp continues to meet with clients in the region and work on Economic Development projects with our team. For Matt, this month has been focused on planning for the future. Power Up Brooks, which takes place October 12th, has a clear structure and speakers are in the process of being confirmed.
- b. The program of speakers for Incubator Brooks training events is taking shape and will continue to build on the consistently well-attended Business Lunch Brooks series. Matt is considering testing some of these events in the evening to see if he can increase participation further.
- c. In terms of client meetings, Matt met with six clients at Incubator Brooks in June. This included a client who was looking to purchase/lease land close to Dinosaur Park for a comfort camping business, two clients with existing operations in Brooks requiring marketing support, and the ongoing support provided to a client who has launched a web design and social media management business, *White Owl Designs*.

6. SEEDS

- a. As reported last month, the Southeastern Energy Diversification Strategy (SEEDS) reports were recently completed and focus on the renewable energy industry, workforce and related economic development in southeast Alberta (<http://www.seedsalberta.ca/reports.html>).
- b. The process of creating these reports brought the SEEDS partners together in greater alignment on the opportunity for regional energy diversification and how it could fit into a broader economic development framework for the region.
- c. The SEEDS Committee is working towards requesting \$130,000 in Community and Regional Economic Support (CARES) funding to implement the recommendations contained in the strategy. This is in collaboration with its public, private and not-for profit partners. The CARES funding will be matched (50%) through financial support from SEEDS' industry and community partners.
- d. Joint Shared Services agreed to commit \$7,500 in funding over two years towards the SEEDS Committee's grant application. However, rather than submitting for the June intake, the SEEDS partners agreed to wait and submit the application for the next CARES intake, which takes place in October 2018.

7. Business Survey – Business Retention and Expansion (BRE)

- a. As part of our business retention and expansion focus area, our team is currently developing a business survey targeted specifically at the retail and food and beverage sector.
- b. The survey will be given to businesses and residents throughout the region. We will be working in partnership with Community Futures Entre-Corp and the Brooks & District Chamber of Commerce.
- c. The project will commence in August and should be completed by October.
- d. BRE surveys are important as they analyze the strengths and weaknesses of a community/region's business environment and sets priorities for action that will keep local businesses thriving and growing. Surveys show that growth of current businesses create 80 per cent of all new jobs in a community.

Joint Services Budget 2018

Item	Budget	Spent to Date*	Forecast	
Salaries Benefits Wages	\$ 91,730.00	\$ 51,698.42	\$ 92,000.00	
Travel & Subsistence	\$ 4,000.00	\$ 1,444.45	\$ 2,300.00	
Conventions, Workshops & Seminars	\$ 3,500.00	\$ 1,439.85	\$ 2,000.00	
Postage	\$ 700.00	\$ 1.66	\$ 500.00	Business survey may use more
Advertising	\$ 2,300.00	\$ 70.95	\$ 1,500.00	Will purchase ads after branding is done
Memberships/Subscriptions	\$ 500.00	\$ 210.00	\$ 210.00	EDA, DEC accounted for below
Insurance	\$ 5,000.00	\$ -	\$ 5,000.00	County invoice coming
Supplies	\$ 2,000.00	\$ 384.10	\$ 3,000.00	
Computer Hardware/Software	\$ 2,700.00	\$ -	\$ 2,144.00	Adobe Suite x2
Rural Business Award	\$ 600.00	\$ -	\$ 600.00	
Entre Corp Youth Program	\$ -	\$ -	\$ -	
Lethbridge Link Website Syndication	\$ -	\$ -	\$ -	
Lot Listing Website Redesign	\$ 13,000.00	\$ 102.94	\$ 13,000.00	RFP due July
County Portion of Dr. Recruitment	\$ 11,000.00	\$ -	\$ 7,000.00	
City Portion of Dr. Recruitment	\$ 11,000.00	\$ 6,627.34	\$ 7,000.00	
City Chamber Membership	\$ 450.00	\$ 450.00	\$ 450.00	
County PEP Membership	\$ 7,524.00	\$ 7,524.00	\$ 7,524.00	
City PEP Membership	\$ 14,451.00	\$ 14,451.00	\$ 14,451.00	
City CBL Membership	\$ 7,659.03	\$ 7,588.97	\$ 7,588.97	
County CBL Membership	\$ 3,987.72	\$ 3,987.72	\$ 3,987.72	
County Museum - Scandia	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
County Museum - Brooks	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
City Museum	\$ 14,451.00	\$ 14,451.00	\$ 14,451.00	
City - Museum VIC	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	
NRTA - Business Development Fund	\$ 22,500.00	\$ 22,500.00	\$ 22,500.00	
NRTA - Marketing/Administrative Support	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	
Cell Phone	\$ 700.00	\$ 1,114.80	\$ 1,370.00	phone purchased
<i>Other Authorized Expenditures/Strategic Plan Initiatives</i>				
Professional Publications	\$ 12,000.00	\$ -	\$ 12,000.00	Will be done in December
Branding Strategy	\$ 44,973.08	\$ 3,988.75	\$ 16,035.99	Will be approx \$29,000 under budget
Tourism Package Development	\$ 6,000.00	\$ -	\$ 3,500.00	coupon booklets
Competitive Advantages and Online Inventory	\$ -	\$ -	\$ 2,000.00	website
Business Incubator	\$ 30,000.00	\$ 13,574.00	\$ 27,250.00	
Tourism Development Plans (Marketing)	\$ 9,264.47	\$ 6,333.99	\$ 9,883.99	
Metal Manufacturing	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Business Advisor	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
CRM Software	\$ 4,000.00	\$ 3,081.03	\$ 3,081.03	
Business Survey	\$ 2,000.00	\$ -		Unknown what this will look like yet
Procurement Session	\$ 1,000.00	\$ 79.72	\$ 270.00	
Economic Development Plan	\$ 1,000.00	\$ -		Unknown what this will look like yet
Host Familiarization Tours	\$ 10,000.00	\$ -		Unknown what this will look like yet
Foreign Direct Investment Recruitment	\$ 30,000.00	\$ -	\$ -	
Museum Videos	\$ 16,000.00	\$ 15,000.00	\$ 15,000.00	
Video Productions	\$ 7,500.00	\$ -	\$ 7,500.00	
Rural Innovations Forum	\$ 2,500.00	\$ -		Unknown what this will look like yet
Power Up	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Additional Approved Projects (started at \$17,987.25)	\$ 11,987.00			
DEC Membership	\$ 1,000.00	\$ 900.00	\$ 900.00	
Medieval Fair Advertising	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
	\$ 472,477.30	\$ 240,504.69	\$ 369,497.70	

*As of June 21

Report to Council
Lynn MacWilliam

Community Futures Wild Rose
June 7, 2018

At a special meeting Michelle Young from Chestermere was approved as a board director replacing Ritesh Narayan.

Regular Meeting

Western Economic Diversification contribution agreement was to remain at \$294,963 for the next three years.

Metal Fabrication – A requested for an extension on the grant application as only 11 out of 20 interviews have been completed. Several partners have come on board with financial contributions for the project. Mount Royal University wants to get involved in the exporting process. ATB is considering working with CFWR on a think tank concept.

Open Farms Days 2018 – a grants in the amount of \$7824 was approved for collaboration in the Open Farms Days project. 13 Farms and two culinary events have registered for this year. Alberta Culture and Tourism has submitted a grant application in the amount of \$75,000 to initiate research for the Agri-Tourism project. In support, CFWR will provide \$20,000 to support this research.

Ducks Unlimited will continue to rent space in the building for another three years.

Monthly Loan Report – Since April 1, there have been four loans in the amount of \$157,600 approved. There are two problem loans: one in the amount of \$17,285.54 and another \$1372.63. CFWR is working with the clients to get them back on track.

Audit – field work was completed on May 31 and the audit will be presented at AGM on July 5.

Community Futures Wild Rose
July 5, 2018

AGM – The Audit was approved by the shareholders and the accounting firm of Dorward and Company was approved for another year

Regular Meeting

Open Farms Days - An update was provided and 16 events will be happening in the region of CFWR. Wendy has also been asked to attend an event in Montreal at the end of July. Part of this event will be attending two farms. The board approved her attendance and expenses that would be incurred.

Metal Fabrication – a four month extension has been granted. It is hoped that additional metal fabricators will be interviewed.

Monthly loans report – seven loans in the amount of \$337,600. Problem loans the same. The \$1372 loan will be paid out.

Satellite Office – There are plans to have an office set up in Knee Hill County.

Community Futures Symposium will be in Drumheller Oct 3-5, 2018.

David Petrovich will be the new General Manager of CFWR effective October 1, 2018 as Ron Cox will be retiring on November 1, 2018.

11th Annual Client Appreciation BBQ on August 2 in the Parking lot across from the CFWR building. Sponsors – Gregory, Harriman & Assoc. LLP, CFWR, Top Drawer Accounting Inc., Farm Credit Canada, and Ducks Unlimited.

Report to Council
Lynn MacWilliam

Newell Regional Tourism Association
June 21, 2018

Marketing Report –
Travel Planner were delivered to hotels and campground in the region.

Bucket List Campaign – videos and images of our waterways were taken on June 2.
White Barn Fun Farms – pet and feed farm are planning to open on July long weekend.

The Aqueduct – There was concern that the Aqueduct has not been open and the grounds not maintained due to lack of resources and staff. Historic Sites and Museum has provided ground-keepers to maintain the site and there will be signage to advise that it is open for self-guided tours.

Duchess Councillor, Ryan Kiedrowski has requested to join the board. He would be a great asset to the board but the municipality would need to appoint him.

Event Development Fund – Four applications were received and a total of \$10,000 was dispersed.

Next intake for the Tourism Development Fund will be in October.

Report to Council
Lynn MacWilliam

Palliser Economic Partnership
June 22, 2018
Oyen, Alberta

James Nakashima, Avail CPA, provided an overview of the Financial Statements to the Board. The Financial Statements were approved to be forwarded to the PEP AGM.

\$1500 was approved for Sponsorship at the Power Up Conference in Brooks.

The 2018 Annual Report and Operational Plan were approved to be forwarded to the PEP AGM.

Jim Turner provided an update on the Broadband Project.

Waste to Energy Project, Brooks – There are some delays on this project. It has been put on hold until the end of October.

Value-added Ag Project – This study is going ahead. There is a lot of interested in this project.

Global Petroleum Show – PEP had a booth along side the Government of Alberta. There was a lot of interested in what PEP does.

Forty Mile – Foremost Rail Logistics Project is going ahead. PEP provided \$15,000 for the study.

Special Areas – Oyen Rail Logistic Project is moving along quite quickly. There will have to be some adaptation of the rails to allow the towers for windmills to arrive by rail. Mayor Doug Jones is very excited about this project.

Braid will be leaving the Eastern Alberta Trade Corridor organization on June 30, 2018.

EATC is no longer members of Ports-to-Plain. We will continue to work with Harve, Montana on the Wild Horse Border.

PEP AGM



The Financial Statements, Annual Report and Operational Plan was approved by the Stakeholders. The appointment of Accounts – Avail CPA – was approved.

Election of Officers – there were three elections held. Very exciting.

Chair – Jay Slempp

First Vice-Chair – Jim Turner

Second Vice-Chair – Doug Jones

Secretary-Treasurer – Debbie Ross

Members at Large – Eric Solberg and Deborah Reid-Mickler

There was a tour of the Oyen Rail Yard after the meeting.



MONTHLY CAO REPORT

Meeting: July 23, 2018

Agenda Item: 8.1

Kevin Miller, Chief Administrative Officer

Report Period: June 20-July 18

ACTIVITIES:

- Working with Councillor Jones, Mayor Peterson & staff to prepare for the CAO Transition in August
- Discussed the proposed changes to the Emergency Management Act with MLA Derek Fildebrandt's office June 26th
- Attended Regional Strategic Planning with the Joint Shared Services Committee June 27th
- Worked with Grasslands Public Schools regarding some improvements to the School parking lot
- Showed the CBC building to a possible interested party
- Facilitated Council Strategic Planning July 9-11

PROGRESS ON MAJOR PROJECTS & PROGRAMS:

- Our land agent continues to work to secure the appropriate right-of-ways for the irrigation pipeline for the Lagoon project. Once right-of-ways are secured, the project can be finalized and proceed to tender.

EDUCATION

- Completed "Policy Planning & Program Evaluation" course with an overall average of 85%.

UPCOMING EVENTS / ADDITIONAL INFORMATION:

I just wanted to take a moment, as my last report & Council meeting here in Bassano, to express my appreciation to Council, staff, and the entire Town of Bassano for making me feel welcome in this community. This is a fantastic small town, and everyone here should be extremely proud of the success of this town.

It has been an honor and a privilege to serve this community.

Respectfully submitted,

Kevin Miller

A handwritten signature in black ink, appearing to be "Kevin Miller", located to the right of the typed name.

JUNE BASSANO REPORT

For the month of June, the County of Newell Municipal Enforcement Department conducted eight hours of patrol in Bassano.

During patrols officers monitored for any bylaw or traffic concerns. When attending for patrols officers would go to the Bassano Office to speak to the CAO or staff for any questions or concerns for the officers.

During this month officers investigated five incidents. The incidents were for Unsightly properties (4) and for no business license.

There were five warnings issued for no Business License and for unsightly properties.

The unsightly properties have been cleaned or orders have been issued to remedy the properties.

This concludes the report for June.



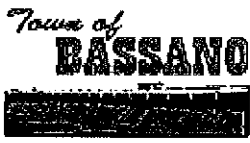
TOWN OF BASSANO

R2018-07-23 #8.3

Cheque Listing For Council

2018-Jul-19
9:58:50AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20180677	2018-07-23	ALBERTA URBAN MUNICIPALITIES	8529	PAYMENT CAO ADVERTISING	315.00	315.00
20180678	2018-07-23	AVIATION VISUAL AIDS	71803	PAYMENT AIRPORT BEACON REPAIR	776.95	776.95
20180679	2018-07-23	AZTEK SECURITY COMPANY	4973	PAYMENT UPGRADE SECURITY SYSTEM @	5,411.39	5,411.39
20180680	2018-07-23	BASSANO AUTOMOTIVE (1985) LTD.	23072 23191 23218 23241 23243 23306	PAYMENT BACK HOE OIL CHANGE SUPPLII FIRE DPT DIESEL EXHAUST FLU PARTS FOR MOWER SHOP SUPPLIES WATER PUMP PARTS 3/4 TON V BELT FOR ASPHALT CUTTER	39.23 36.86 320.24 14.18 325.49 27.25	763.25
20180681	2018-07-23	BASSANO PUBLISHERS	609	PAYMENT NOTICES AND ADVERTISING AD:	263.56	263.56
20180682	2018-07-23	BRK EQUIPMENT RENTALS LTD.	01-143352-01	PAYMENT HUSQVARA MOWER LC121F	556.49	556.49
20180683	2018-07-23	BROOKS BULLETIN	159999 160025 160061	PAYMENT CAO WANTED AD CAR SHOW AD CAO WANTED AD	198.45 32.14 198.45	429.04
20180684	2018-07-23	BROOKS INDUSTRIAL METALS LTD.	335	PAYMENT 2018 SCRAP BIN RENTAL	105.00	105.00
20180685	2018-07-23	CANADIAN LINEN	6300581405	PAYMENT FLOOR MATS	145.56	145.56
20180686	2018-07-23	CANADIAN RED CROSS SOCIETY	CRC-074076	PAYMENT PROGRESS CARDS & BADGES	147.79	147.79
20180687	2018-07-23	COUNTY OF NEWELL	5791 5809	PAYMENT JUNE CELLULAR MODEM 2ND QUARTER CPO SERVICES	208.00 3,000.00	3,208.00
20180688	2018-07-23	CREAKY FLOOR HARDWARE STORE LTD.	539856	PAYMENT MEN'S TOILET - OFFICE	24.14	24.14
20180689	2018-07-23	GIBEAU REPAIR	23578	PAYMENT MAINTENANCE 3/4 TON	102.08	102.08
20180690	2018-07-23	KAIZEN LAB INC.	33147	PAYMENT LAGOON - WATER TEST	833.44	833.44
20180691	2018-07-23	KOST FIRE SAFETY	110124321 110124409	PAYMENT ANNUAL FIRE EXT. SERVICE FIRE HALL & TRUCKS ANN FIRE	327.50 299.72	627.22
20180692	2018-07-23	LIFESAVING SOCIETY	1511 1659	PAYMENT POSTERS AND MANUALS NLPR RECERT EXAM FEES	207.18 45.00	252.18
20180693	2018-07-23	MAYHEW, BRIAN	204	PAYMENT JULY 2018 JANITORIAL SERVICE	1,295.00	1,295.00
20180694	2018-07-23	MILLER, KEVIN	5 6	PAYMENT STRATEGIC PLANNING DINNERS 2ND QUARTER MILEAGE	250.85 343.44	594.29
20180695	2018-07-23	MPE ENGINEERING LTD	1446-007-00-23 1446-007-01-03	PAYMENT WASTEWATER TREATMENT UPC GEOTECHNICAL & MATERIALS T	12,361.55 17,955.08	30,316.63
20180696	2018-07-23	MR. WATSON'S YARD MAINTENANCE	1 2	PAYMENT BYLAW YARD ENFORCED CLEAN BYLAW ENFORCED YARD CLEAN	30.00 80.00	110.00



TOWN OF BASSANO

Cheque Listing For Council

2018-Jul-19
9:58:51AM

Cheque				Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount
20180697	2018-07-23	MUNICIPAL INFORMATION SYSTEMS	20180759	PAYMENT SUPPORT - AUG 2018	789.06
20180698	2018-07-23	NEWELL REGIONAL SERVICES CORP.	1708 30-JUNE-2018	PAYMENT 2ND QUARTER ADMIN FEES JUNE WATER CONSUMPTION	25,808.28 98.33 25,709.95
20180699	2018-07-23	RAYMOND, LONNIE	272815	PAYMENT UTILITY TRAILER, JOHN DEERE	120.00
20180700	2018-07-23	SCARLETT, TIFFANY	58 59 60	PAYMENT JULY FCSS MILAGE JULY COMMUNITY WORKER MIL LITTLE CITIZENS SUPPLIES FRC	583.92 109.72 336.00 138.20
20180701	2018-07-23	SIEBEN HOLDINGS LTD.	166	PAYMENT THRIVE AUGUST 2018 RENT	682.50
20180702	2018-07-23	VENO, DESIRAE	23	PAYMENT JULY ECD COORDINATOR	735.00
20180703	2018-07-23	IMAGINATION UNLIMITED INC.	180702	PAYMENT GROMMETS FOR HISTORICAL B	63.00
20180704	2018-07-23	SOCIETY OF LOCAL GOVERNMENT MANAGERS	180701	PAYMENT CLGM CAREER ADV CAO	157.50

Total 75,216.27

*** End of Report ***



TOWN OF BASSANO

Cheque Listing For Council

2018-Jul-19
9:46:06AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20180674	2018-07-22	ALBERTA MUNICIPAL SERVICES CORPORATION	7710	PAYMENT JUNE 2018 POWER AND GAS	24,997.38	24,997.38
20180675	2018-07-22	DESJARDINS CARD SERVICES-STAPLES	484200	PAYMENT JUNE SUPPLIES	1,569.89	1,569.89
20180676	2018-07-22	MITCHELL CURTIS ENTERPRISES INC	757743	PAYMENT OFFICE, SHOP, POOL	58.50	58.50

Total 26,625.77

*** End of Report ***

R2018-07-23

#9.1



2375 – 10th Ave. S.W., Medicine Hat, AB., T1A 8G2
 Phone: 403-529-0550 Fax: 403-528-2473

July 9th, 2018

Town of Bassano
 Mayor Jackie Peterson
 And Town Council
 502 2nd Avenue
 Box 299
 Bassano, AB T0J 0B0

Re: Shortgrass Library System Budget Requests for 2019 & 2020

Dear Mayor Peterson and Members of Town Council:

The Shortgrass Library System (SLS) Board of Trustees, which consists of appointees from our member municipalities, including Councillor Jones from your Town Council, carefully considered the resources needed to implement the SLS business plan and has approved the enclosed 2 year budget based on these considerations.

We recognize that many municipalities, in rural Alberta in particular, are feeling the effects of the economic downturn and to express how much we value our relationship with member municipalities, we have been able to respond by keeping the Municipal Requisition for 2019 at 0%. For the year 2020, the Board plans on levying an increase of 2% as outlined below.

Year	Requested increase	Per capita amount	Population x per capita amount = municipal requisition
2018	Current	\$5.12 per capita	\$6,175
2019	0% increase	\$5.12 per capita	\$6,175
2020	2% increase (\$0.10 per capita)	\$5.22 per capita	\$6,295

Please note that these amounts are subject to change, as newly released official population figures become available. The current calculations are based on 2017 population figures released by Alberta Municipal Affairs. The population for the Town of Bassano is listed as 1,206.

Operating Budget Shortgrass Library System	2018	2019	2020
Account Description	Amended 2018	Draft 2019	Draft 2020
REVENUE			
Grants			
Provincial Operating Grant	\$ 496,908.00	\$ 498,908.00	\$ 496,908.00
Library Services Grant	\$ 18,515.00	\$ 18,515.00	\$ 18,515.00
Total Municipal Affairs (Prov) Grants	\$ 515,423.00	\$ 515,423.00	\$ 515,423.00
STEP/HRDC Grant	\$ -	\$ -	\$ -
Other Special Grants/CIP	\$ -	\$ 35,000.00	\$ -
Total Special Grants	\$ -	\$ 35,000.00	\$ -
Total Grants	\$ 515,423.00	\$ 550,423.00	\$ 515,423.00
Municipal Requisitions Operational			
Cypress/CFB - operational	\$ 39,229.00	\$ 39,229.00	\$ 39,998.00
County of 40 Mile - operational	\$ 18,335.00	\$ 18,335.00	\$ 18,693.00
County of Newell - operational	\$ 38,523.00	\$ 38,523.00	\$ 39,275.00
Bassano - operational	\$ 6,564.00	\$ 6,564.00	\$ 6,295.00
Bow Island - operational	\$ 10,460.00	\$ 10,460.00	\$ 10,664.00
Brooks - operational	\$ 73,989.00	\$ 73,989.00	\$ 75,434.00
Duchess - operational	\$ 5,555.00	\$ 5,555.00	\$ 5,664.00
Foremost - operational	\$ 2,770.00	\$ 2,770.00	\$ 2,824.00
Medicine Hat - operational	\$ 323,891.00	\$ 323,891.00	\$ 330,217.00
Redcliff - operational	\$ 28,672.00	\$ 28,672.00	\$ 29,232.00
Rosemary - operational	\$ 2,028.00	\$ 2,028.00	\$ 2,067.00
Total Municipal Requisitions	\$ 550,016.00	\$ 550,016.00	\$ 560,361.00
SLS - Materials			
SLS - Materials (\$1.00 / per capita)	\$ 107,349.00	\$ 107,349.00	\$ 107,349.00
Total SLS - Materials	\$ 107,349.00	\$ 107,349.00	\$ 107,349.00
Surplus from Previous Budget Year	\$ -	\$ -	\$ -
Non-resident Membership Fees			
Non-resident Fees	\$ -	\$ -	\$ -
Total Non-resid Membership Fees	\$ -	\$ -	\$ -
Datacom Reimbursement			
Total Datacom Reimbursement	\$ -	\$ -	\$ -
Investment (Interest) Income			
Operational Investment/Interest Rev	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Contingency Investment/Interest Rev	\$ 500.00	\$ 500.00	\$ 500.00
Capital Investment/Interest Revenue	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
Rewards Revenue	\$ 300.00	\$ 300.00	\$ 300.00
Total Investment Income	\$ 3,300.00	\$ 4,300.00	\$ 4,300.00
Contract Services - Prairie Rose			
Delivery Contract - Prairie Rose	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Cataloguing/Processing - P.R.	\$ 7,260.00	\$ -	\$ -
School Services - Prairie Rose	\$ 7,226.00	\$ -	\$ -
ILS Reimbursement - Prairie Rose	\$ 8,692.00	\$ -	\$ -
Total Contract - Prairie Rose	\$ 48,178.00	\$ 25,000.00	\$ 25,000.00
Contract Services - MHSD #76			
Cataloguing/Processing - MHSD#76	\$ 7,800.00		
School Services - MHSD #76	\$ 7,165.00		
ILS Reimbursement - MHSD#76	\$ 9,204.00		
Total Contract Services - MHSD#76	\$ 24,169.00	\$ -	\$ -
Contract Revenue			
Contract Rev-MHPL/MHC/WC/BW/PHA	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
Total Contract Revenue	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00
Other Reimbursements			
Travel & Mtg Reimbursements (SLS)	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
LAPP Buyback (employees portion)	\$ -	\$ 4,000.00	\$ 2,000.00
Total Other Reimbursements	\$ 3,000.00	\$ 7,000.00	\$ 5,000.00
TOTAL REVENUE - OPERATING	\$ 1,255,635.00	\$ 1,248,288.00	\$ 1,221,633.00

Delivery & Communications			
SLS Postage & Shipping/Handling	\$ 1,800.00	\$ 1,900.00	\$ 1,900.00
Van Insurance	\$ 8,700.00	\$ 9,200.00	\$ 9,800.00
Van Operating Expenses	\$ 13,000.00	\$ 14,000.00	\$ 15,000.00
Total Van Expenses	\$ 21,700.00	\$ 23,200.00	\$ 24,800.00
Total Salary & Benefits Delivery	\$ 59,000.00	\$ 60,000.00	\$ 60,100.00
ILS - Shortgrass	\$ 18,240.00	\$ 37,221.00	\$ 38,338.00
Software/Hardware AdditionalDC	\$ -	\$ -	\$ -
Total ILS Computer Maintenance	\$ 18,240.00	\$ 37,221.00	\$ 38,338.00
Phone Services	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
TM3 Telemessaging DC	\$ 500.00	\$ 500.00	\$ 500.00
Mobility	\$ 800.00	\$ 800.00	\$ 800.00
Total SLS Rental & DDD	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
Internet - Domain Names DC	\$ -	\$ 120.00	\$ -
Internet/CA Shaw Big Pipe SLS Main DC	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Total SLS Internet Exp AcctsDC	\$ 18,000.00	\$ 18,120.00	\$ 18,000.00
Bibliocommons	\$ 11,000.00	\$ 11,200.00	\$ 11,500.00
Bibliocommons App	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Licensing/Maintenance Agreements	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Total Data CommunicationsDC	\$ 23,000.00	\$ 23,200.00	\$ 23,500.00
Total Delivery & Communications	\$ 144,540.00	\$ 166,441.00	\$ 169,438.00
Additional Resources			
Electronic Data Bases	\$ 27,000.00	\$ 28,000.00	\$ 29,000.00
SLS Headquarters Reference	\$ 500.00	\$ 500.00	\$ 500.00
Library 2 U	\$ 50.00	\$ 50.00	\$ 50.00
ILL Expenses	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Rural Ser Pay 40 Mile (Bi/For)	\$ 16,293.00	\$ 16,293.00	\$ 16,293.00
Total Additional Resources	\$ 45,343.00	\$ 46,343.00	\$ 47,343.00
Contract Services MHSD#76			
ILS Computer Maintenance MHSD #76	\$ 9,204.00	\$ -	\$ -
Total Contract Serv. MHSD	\$ 9,204.00	\$ -	\$ -
Special Grants Expenses			
Other Special Grants/CIP/AMA	\$ -	\$ 35,000.00	\$ -
STEP/HRDC Grant	\$ -	\$ -	\$ -
Other Grants	\$ -	\$ -	\$ -
Total Special Grants	\$ -	\$ 35,000.00	\$ -
Capital Purchases Expense *			
Equip (Replacement) Capital Exp	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Van (Replacement) Capital Exp	\$ -	\$ -	\$ -
Expenditures - Capital - other	\$ 13,000.00	\$ -	\$ -
Total Capital Expenses	\$ 14,500.00	\$ 1,500.00	\$ 1,500.00
Contract Services - Prairie Rose			
ILS Computer Maintenance PR	\$ 8,692.00	\$ -	\$ -
Partial Contract Serv. Prairie Rose	\$ 8,692.00	\$ -	\$ -
Employee Benefits Expense - Additional			
Vacation Pay Expense	\$ 7,000.00	\$ 7,500.00	\$ 8,000.00
LAPP Buyback (employers portion)	\$ 5,000.00	\$ 2,000.00	\$ 2,000.00
Total Employee Benefits Expense	\$ 12,000.00	\$ 9,500.00	\$ 10,000.00
Contingencies & Non SLS Expenses			
Contingency	\$ 8,696.00	\$ 4,108.00	\$ 4,754.00
Travel & Mtg Expenses (Non-SLS)	\$ -	\$ -	\$ -
Total Contingencies & Non SLS Exp	\$ 8,696.00	\$ 4,108.00	\$ 4,754.00
TOTAL EXPENSE - OPERATING	\$ 1,255,634.65	\$ 1,248,288.25	\$ 1,221,632.84
NET INCOME/LOSS	\$ -	\$ -	\$ -