AGENDA

Meeting: July 17,2021 6:00 p.m. – 9:00 p.m.
Location: Bassano Community Hall 610 – 2nd Avenue

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1. **CALL TO ORDER - REGULAR MEETING**

2. **EXCUSED FROM MEETING**

3. **ADOPTION OF AGENDA**

4. **ADOPTION OF MINUTES**
   - 4.1 June 14, 2021 Regular Meeting

5. **DELEGATIONS**
   - 5.1 Amanda Davis, Quentin Randall, and Steve Wilkinghoff 6:30 p.m. – 7:30 p.m.

6. **UNFINISHED BUSINESS**
   - 6.1 Road Closure Bylaw 915/21 – Proposed

7. **NEW BUSINESS**
   - 7.1 Recreation & Leisure Master Plan – Community Hall Lease Proposal for an Art Space
   - 7.2 2021 Tax Recovery Auction Dates

8. **BOARD & COMMITTEE REPORTS**

   - 8.1 Mayor R. Wickson

   - 8.2 Deputy Mayor I. Morey

   - 8.3 Councillor J. Slomp
     - Brooks Region Tourism Association – June 17, 2021
     - Newell Regional Solid Waste Management Authority – June 29, 2021

   - 8.4 Councillor K. Jones

   - 8.5 Councillor D. Barlow

   - 8.6 Councillor T. Rose

9. **CAO REPORTS**
   - 9.1 CAO Operation Report
   - 9.2 Financial Statement – May 31, 2021
   - 9.3 Cheque listing - none
   - 9.4 FCSS Report – June 30, 2021
   - 9.5 CPO Report for the period ending June 30, 2021

9.6 RCMP Mayor's Report - none

10. CORRESPONDENCE

10.1 Joint Shared Services Meeting Notes – June 8, 2021
10.2 Shortgrass Library Meeting Minutes – May 19, 2021
10.3 Oldman River Regional Services Commission – Annual Report 2020
10.4 Resident Concern – Barbara McKinnon – July 6, 2021
10.5 Dog Control Bylaw 836/12 – Public Notice
10.6 Bassano Rodeo Committee – Request to Use Grounds – July 7, 2021

11. CLOSED SESSION

11.1 FOIP (19) 25(1)(c) – Land and Legal

12. ADJOURNMENT

MINUTES OF THE **REGULAR MEETING** OF THE TOWN OF BASSANO HELD VIRTUALLY ON **JUNE 14, 2021.**

ELECTED OFFICIALS

MAYOR	Ron Wickson
COUNCILLORS	Irvin Morey
	Kevin Jones
	Tom Rose
	John Slomp
	Doug Barlow
STAFF	Amanda Davis, Chief Administrative Office
OTHER	Sandra Stanway, Brooks Bulletin
	Sebastian Andrews, Bassano RCMP
	Barry Morishita, AUMA President

Unapproved

1. CALL TO ORDER

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

2. EXCUSED FROM MEETING

- Doug Barlow

3. ADOPTION OF AGENDA

TOB152/21 Moved by **COUNCILLOR JONES** that the agenda is approved with the addition of 5.2 Barry Morishita, AUMA President delegate at 6:15 p.m.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of May 10, 2021

TOB153/21 Moved by **COUNCILLOR SLOMP** that council approves the minutes of the regular meeting held on May 10, 2021 as presented.

CARRIED

4.2 Adoption of minutes from the special meeting of June 7, 2021

TOB154/21 Moved by **COUNCILLOR MOREY** that council approves the minutes of the special meeting held on June 7, 2021 as presented.

CARRIED

5. DELEGATIONS

5.1 Cpl. Sebastian Andrews, Bassano RCMP

Andrews entered the meeting at 6:03 p.m.

Andrews addressed speed and traffic safety concerns in Bassano due to an influx of

Mayor 12/07/21 CAO 12/07/21

resident complaints. Discussion ensued.

Andrews departed at 6:12 p.m.

5.2 Barry Morishita, AUMA President

Morishita entered the meeting at 6:19 p.m.

Morishita provided an update on Alberta Urban Municipalities Association (AUMA) and Alberta Municipal Service Corporation (AMSC) policy and advocacy efforts. Discussion ensued.

Morishita departed at 6:36 p.m.

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS

7.1 Capital Funding Request – Bassano Curling Club – Condenser Upgrade

The Bassano Curling Club sought financial support for the condenser upgrade project.

TOB155/21 Moved by **COUNCILLOR ROSE** that council agrees to contribute matching funds up to $25,000 from the Recreation and Culture Reserve for the Curling Club Condenser Upgrade project at the Recreation Complex contingent upon the County of Newell providing an equal amount so that the project can proceed in 2021. If the Curling Club's Community Facility Enhancement Program application is accepted, it is understood that the matching funds for the project may not be required. The funding allocation includes a cost share with the user group, the Town, and the County to a total project cost of approximately $127,000. The condenser upgrade must be completed to meet all building code regulations. Assistance shall be provided by Town administration and public works where applicable.

CARRIED

7.2 Community Off-leash Dog Park

An open discussion was held regarding a community off-leash dog park. Supplemental information was provided.

TOB156/21 Moved by **COUNCILLOR ROSE** that the town seeks the engagement of volunteers to gauge an interest in a community off-leash dog park.

CARRIED

8. BOARD AND COMMITTEE REPORTS

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

TOB157/21 Moved by **COUNCILLOR JONES** to accept the Board and Committee reports as presented and discussed as attached to and forming parts of these minutes.

CARRIED

Mayor 12/07/21 CAO 12/07/21

Unapproved

9. CAO REPORTS

9.1 Operations Report

A written CAO report was provided for the period ending June 10, 2021.

9.2 Financial Statements

Financial statement for the period ending April 30, 2021 was presented.

9.3 Cheque Listings

Cheque listing for the month ending April 30, 2021 was presented.

9.4 CPO Report

A CPO report for the month ending May 31, 2021 was presented.

9.5 RCMP Report

A monthly RCMP Mayor's report for month ending May 31, 2021 was presented.

TOB158/21 Moved by **COUNCILLOR ROSE** that the CAO report for the period ending June 10, 2021 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

10.1 Bassano Memorial Library minutes of May 4, 2021 were reviewed.

10.2 Bassano Memorial Library minutes of April 6, 2021 were reviewed.

10.3 Shortgrass Library System minutes of April 21, 2021 were reviewed.

10.4 Joint Shared Services meeting notes of May 11, 2021 were reviewed.

10.5 Oldman River Regional Services Commission executive minutes of April 8, 2021 were reviewed.

10.6 Oldman River Regional Services Commission AGM minutes of January 7, 2021 were reviewed.

10.7 Alberta Municipal Affairs provided notification of Municipal Sustainability Initiative allocations for 2021.

10.8 Alberta Recreation and Parks provided notice that June is Recreation & Parks month. A proclamation was sought.

TOB159/21 Moved by **COUNCILLOR MOREY** that council proclaims June 2021 as Recreation & Parks month in Bassano.

CARRIED

10.9 The Lifesaving Society provided notice that July 18-21, 2021 is National Drowning Prevention Week. A proclamation was sought.

Unapproved

Mayor 12/07/21 CAO 12/07/21

TOB160/21 Moved by **COUNCILLOR JONES** that council proclaims July 18-21, 2021 as National Drowning Prevention Week in Bassano.

CARRIED

10.10 The Office of Shannon Stubbs, M.P. provided information on Bill C-21.

10.11 The Alberta Utilities Commission provided Notice of Application for the Lathom Solar Project.

10.12 The City of Brooks provided a notification of the Brooks RCMP Community Policing Unit.

10.13 An introduction to Community Future Wild Rose – Community Business Investment Program was provided.

TOB161/21 Moved by **MAYOR WICKSON** to accept the correspondence and to file the items as information.

CARRIED

11. CLOSED SESSION

TOB162/21 Moved by **COUNCILLOR ROSE** to go into a closed session at 7:18 p.m. to discuss legal matters with all persons excluded except Council and CAO Davis.

CARRIED

TOB163/21 Moved by **COUNCILLOR ROSE** to revert to a regular meeting at 7:31 p.m.

CARRIED

12. Round Table

A round table discussion was held.

13. ADJOURNMENT

TOB164/21 Moved by **MAYOR WICKSON** for adjournment of the regular council meeting of June 14, 2021 at 7:48 p.m.

CARRIED

_____ _____

Mayor Chief Administrative Officer

Unapproved

_____ _____

Mayor CAO
12/07/21 12/07/21

DELEGATION

Meeting: July 12, 2021
Agenda Item: 5.1

SUBJECT: Amanda Davis, Quentin Randall, and Steve Wilkinghoff

Delegation time: 6:30 p.m. – 7:30 p.m.

The purpose of this delegation is to present Bassano's Economic Enrichment Strategy, our findings, outcomes, recommendations, and implementation plan.

A copy of the Economic Enrichment Strategy will be provided to council at the meeting.

Action required:

- Open discussion/dialogue.

Attachments:

- None

REQUEST FOR DECISION

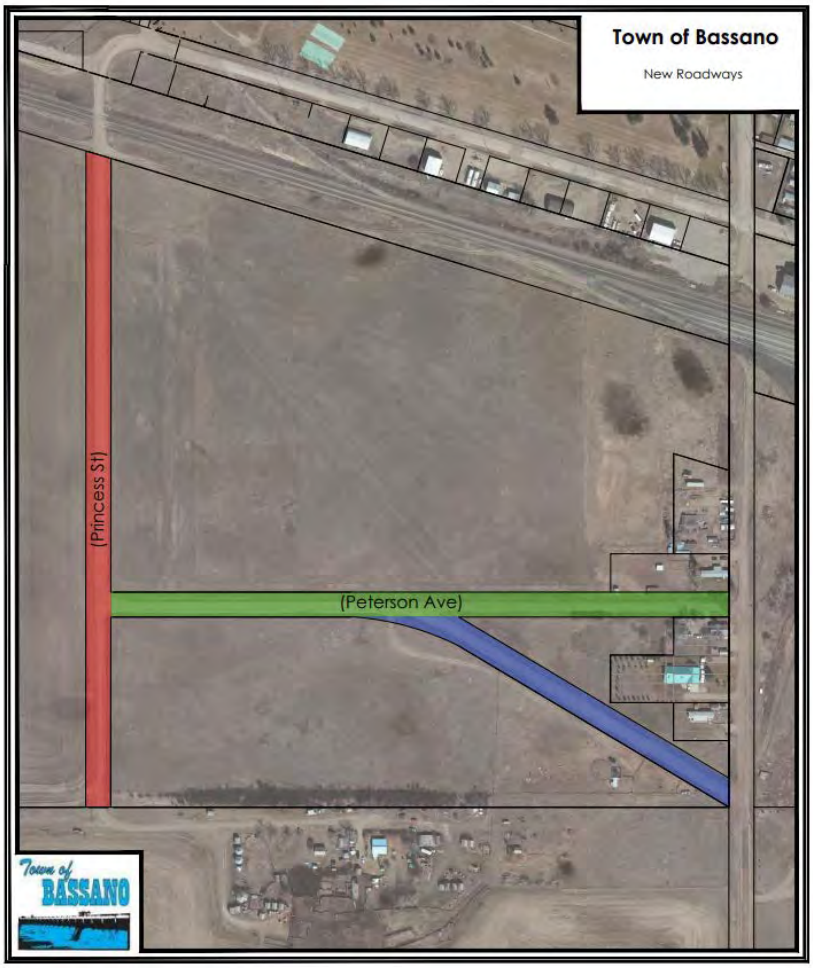
Meeting: July 12, 2021
Agenda Item: 6.1

Road Closure Bylaw 915/21 – Proposed

BACKGROUND:

Alberta Transportation approved Road Closure Bylaw 915/21, council can now proceed with 2nd and 3rd reading as a next step in proceeding with the lot consolidations south of the tracks.

In addition, three roadways will be defined as shown in the map below. Council may choose to name the roadways or have them revert to a numbering system (see below), all other named roadways have been closed.



OPTIONS:

☒ #1 – That council gives 2nd and 3rd reading to Road Closure Bylaw 915/21.

CAO COMMENTS:
None

ALIGNMENT WITH STRATEGIC PLAN
This is an operational matter.

PROPOSED RESOLUTION:

1. That council gives 2nd reading to Road Closure Bylaw 915/21.
2. That council gives 3rd reading to Road Closure Bylaw 915/21.

Attachments:

1. Road Closure Bylaw 915/21

Prepared by: Amanda Davis, CAO and Diane Horvath, ORRSC

TOWN OF BASSANO
PROVINCE OF ALBERTA
BYLAW 915/21

A BYLAW OF THE **TOWN OF BASSANO** FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND CREATING TITLE TO AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel,

WHEREAS, Council wishes to have the roadways closed and register a new road right-of-way, and

WHEREAS, the Council of the **TOWN OF BASSANO** deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same, and

WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw,

NOW THEREFORE BE IT RESOLVED that the Council of the **TOWN OF BASSANO** in the Province of Alberta does hereby close to Public Travel and creating title to and disposing of the following described highways, subject to rights of access granted by other legislation.

PLAN 8155AS
ALL THOSE PORTIONS OF HOOPLE AVENUE, HONENS AVENUE, PETERSON AVENUE, THIRD STREET, ADAMS STREET, PRINCESS STREET, MARLBOROUGH STREET, CENTRE STREET, HARRIS STREET, LANES WITHIN BLOCKS 37 TO 40 INCLUSIVE, LANES WITHIN BLOCKS 42 TO 55 INCLUSIVE AND UNNAMED STREET LYING WEST OF BLOCKS K, 37, 42 AND 49 FORMING PART OF LOT 1, BLOCK 1, DESCRIPTIVE PLAN _____
CONTAINING 11.87 HECTARES (29.33 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS

ALL WITHIN NE ¼ 18-21-18 W4M AND SHOWN IN SCHEDULE 'A' AS ATTACHED TO AND FORMING PART OF THIS BYLAW.

Received first reading this 12 day of April, 2021.

Ron Wickson, Mayor
Seal

Amanda Davis, Chief Administrative Officer

Approved this 30th day of June, 2021

Minister of Transportation
Seal

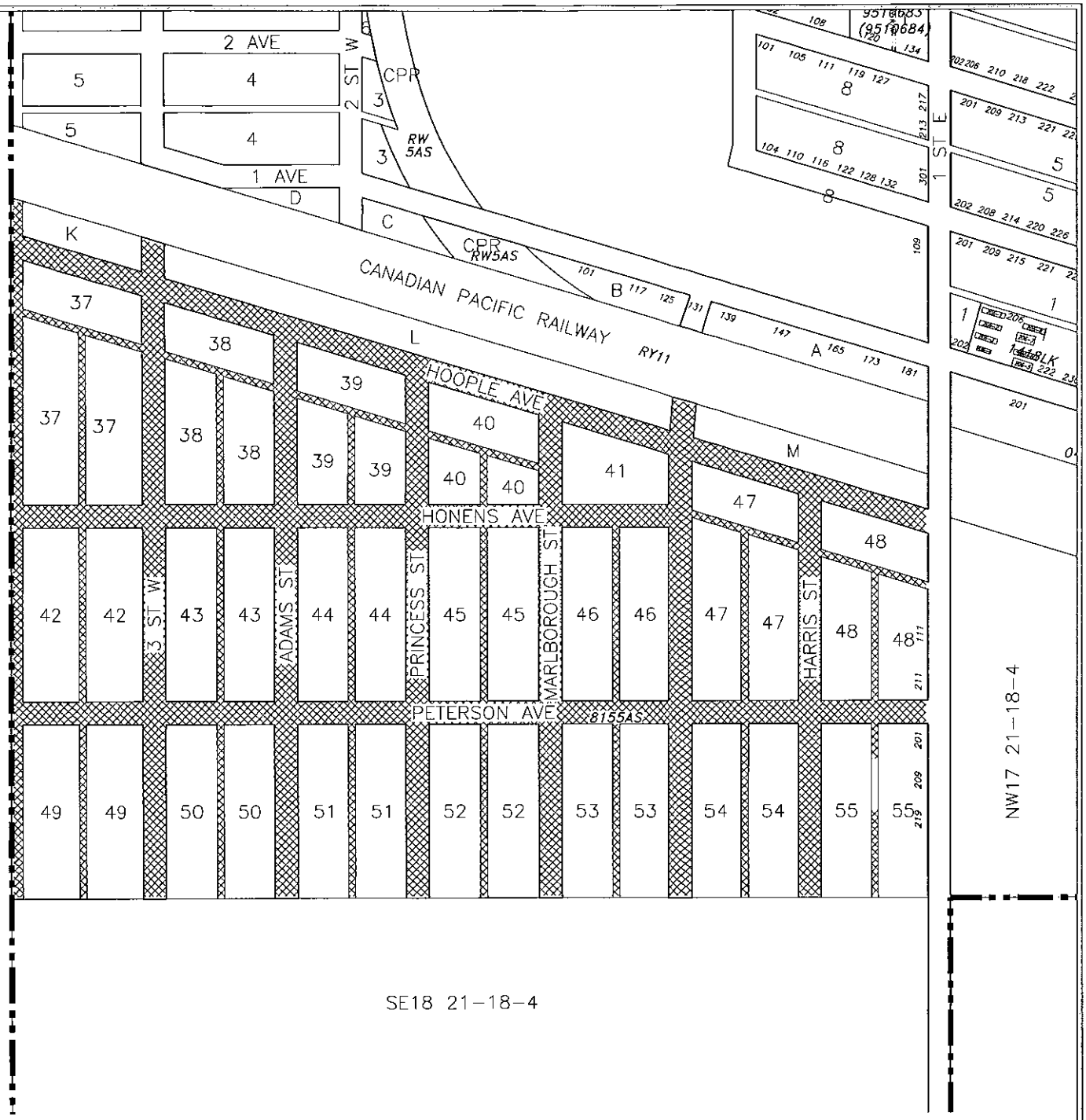
Approval valid for 24 months

Received second reading this _____ day of _____, 2021.

Received third reading and finally passed this _____ day of _____, 2021.

Ron Wickson, Mayor
Seal

Amanda Davis, Chief Administrative Officer



ROAD CLOSURE BYLAW

SCHEDULE 'A'

PLAN 8155AS

ALL THOSE PORTIONS OF HOOPLE AVENUE, HONENS AVENUE, PETERSON AVENUE, THIRD STREET, ADAMS STREET, PRINCESS STREET, MARLBOROUGH STREET, CENTRE STREET, HARRIS STREET, LANES WITHIN BLOCKS 37 TO 40 INCLUSIVE, LANES WITHIN BLOCKS 42 TO 55 INCLUSIVE AND UNNAMED STREET LYING WEST OF BLOCKS K, 37, 42 AND 49 FORMING PART OF LOT 1, BLOCK 1, DESCRIPTIVE PLAN _____ CONTAINING 11.87 HECTARES (29.33 ACRES) MORE OR LESS

MUNICIPALITY: TOWN OF BASSANO

DATE: FEBRUARY 24, 2021

Bylaw #: 915/21

Date: _____

OLDMAN RIVER REGIONAL SERVICES COMMISSION

0 Metres 100 200 300 400

N

February 24, 2021 N:\Newell-County\Bassano\Bassano_Projects\Bassano_Road_Closure_PLAN 8155AS.dwg

MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"

REQUEST FOR DECISION

Meeting: June 14, 2021
Agenda Item: 7.1

Recreation & Leisure Master Plan – Community Hall Lease Proposal for an Art Space

BACKGROUND:

Recently, council endorsed the Recreation and Leisure Master Plan, "Making Ideas Happen". In alignment with the master plan objectives, administration has been working with private members within the arts and culture community of Bassano to find a suitable location for them to have operating space. The meeting room at the Community Hall was selected as the most practical location.

Mirjam Janzen and Lin Hermanson prepared a proposal to lease the meeting room at the Bassano Community Hall for a one-year term starting September 1, 2021 – August 31, 2022. The intention of this is a privately held lease with the Town whereby, Janzen/Hermanson and other arts and culture minded individuals would have a place to meet up for crafts and programming. If at the end of the one-year term, the lease was successful, an extension may be sought.

The proposal suggests an annual fee of $4,650 including utilities for the space (approx. 930 square feet). In consultation with Benchmark Assessment Consultants Inc. on July 7, 2021 I was advised that the average rental/lease space for offices/professional building is $10-$12/SF for a space under 1,000/SF down to $5 - $6 for a larger space of 2000/SF+.

When discussing the proposal with the applicant, a base amount of $6,000 was provided by the administration, the data above qualifies the proposed rate considering the space would be used for arts and crafts rather than a professional office.

Existing Facility Usage

- The meeting room at the community hall is underutilized. On average, the meeting room is rented five timer per year. In addition, the FCSS department utilizes the space for programming and has supplies in the storage room. FCSS related items would be removed from the site is a lease was secured.
- The meeting room rental rate in 2021 ranges from $97-24 - $115.45 per day.
- The meeting room can be secured from the remainder of the building to operate independently.

OPTIONS:

☒ #1 – that council directs administration to enter into negotiations with Lin Hermanson to settle Terms and Conditions to lease the meeting room at the Bassano Community Hall, approximately 930 square feet at a rate of $5.00 per square foot ($4,650/annum) to commence September 1, 2021 – August 31, 2022, for the purpose of a private Art Space. Terms and Conditions shall be established as part of the negotiations related to facility alterations, facility usage, insurance requirements, utilities, and related matters.

☐ #2 – that council directs administration to enter into negotiations with Lin Hermanson to settle Terms and Conditions to lease the meeting room at the Bassano Community Hall, approximately 930 square feet at a rate of $6.00 per square foot ($5,580/annum) to commence September 1, 2021 – August 31, 2022, for the purpose of a private Art Space. Terms and Conditions shall be established as part of the negotiations related to facility alterations, facility usage, insurance requirements, utilities, and related matters.

☐ #3 – the council declines Lin Hermanson's proposal to lease the meeting room at the community hall for an Arts Space.

CAO COMMENTS

Leasing the room for the purpose of arts and crafts is in direct alignment with the Recreation and Leisure Master Plan through facility usage, revenue generation, and to provide options for people to engage in leisure pursuits.

There are other facilities/meeting rooms in town that could be rented where required such as the Pioneer Drop-in Center, the Elks Hall, the main area of the Community Hall, or the Council Chambers to name a few. With these alternate locations available, the benefits of leasing the room at the community hall are many.

ALIGNMENT WITH STRATEGIC PLAN

G2 – T5 – Recreation & Leisure Master Plan - *Implementation*

PROPOSED RESOLUTION:

☒ #1 – that council directs administration to enter into negotiations with Lin Hermanson to settle Terms and Conditions to lease the meeting room at the Bassano Community Hall, approximately 930 square feet at a rate of $5.00 per square foot ($4,650/annum) to commence September 1, 2021 – August 31, 2022, for the purpose of a private Art Space. Terms and Conditions shall be established as part of the negotiations related to facility alterations, facility usage, insurance requirements, utilities, and related matters.

Attachments:

1. Lease Proposal for an Art Space dated July 7, 2021

Prepared by: Amanda Davis, CAO

Lease Proposal for an Art Space

Date: July 7, 2021

Property: Community Meeting Room, Bassano Community Hall

Term: September 1, 2021 through August 31, 2022

Lessees: Mirjam Janzen and Lin Hermanson

Mission:

To provide an open space for artists and crafters to work on their craft outside of the homes, to grow and to learn from working alongside other creatives. It will be a space to foster creativity and collaborate and connect with other artists and crafters in the community.

To encourage individuals to dabble in a variety of artistic expressions without judgement.

To have space to encourage individuals to share their work, to provide opportunities for local artists to sell their work, and to offer half-day and multi-day workshops.

Rationale:

Research into the connection between creativity and well-being indicates using our innate creativity can enhance our resiliency to stress, our ability to problem solve, and reduce anxiety and manage chronic pain. Creating (e.g., drawing, painting, sewing, knitting, colouring, writing) allows us to experience our stressful thoughts and recognize them as just thoughts and not as something that defines us.

However, we often experience barriers to expressing our creativity. Myths persist – that we are not good enough, that we don't have time, or the belief that some people are born creative and others aren't, as if creativity were a prize in the genetic lottery. However, we believe that everyone is creative and the Art Space will offer opportunities for people to explore ideas and try different mediums without fear or judgement.

The second and equally as important aspect of our plan is to enhance connections in the community between people wanting to try new things, to build a creative focused environment and to create together in community. There is much to be gained in learning together, in sharing ideas and in celebrating risk taking.

Leaders:

The lessees are passionate about the power of creativity. Mirjam is a talented potter and is a long-time volunteer in the community. Lin is primarily a jewelry maker an art journaler. Both participate in fibre arts and have previously volunteered to teach local children and adults to knit through the Bassano Memorial Library, as well as privately teaching hand building pottery, beading and paper crafts.

Plan:

Our community is fortunate to have many extraordinary artists in many mediums: we have potters, jewelry designers, fibre artists, painters, photographers, soap makers , mixed media book makers, spinners and felters.

The benefits of having a dedicated space for these activities are many, including being able to offer workshops, to store materials and projects allowing participants to book space and return to their work undisturbed.

This dedicated art space would also be available to host multi-day creative retreats, such as scrapbooking, sewing, writing, fibre arts, and others, based on community interest. Participants will be able to leave their projects at the end of the day, and return the next day without having to set up their project again. Bassano boasts several affordable accommodations and restaurants that would make attracting participants from outside the area for workshops.

Sustainability:

A small core of makers will contribute annually to cover lease fees; however, it will be supplemented through workshop fees, user fees and table rentals for art sales for local artists.

Additional Background:

The UFO (Unfinished Objects) Group is Bassano has been meeting regularly for several years. What originally started by a few women as a way to encourage each other to finish the fibre arts projects we all had grew into much more. Before long we realized how important it was for participants to share their skills, to share their stories, to support each other and laugh together. Participants range from young mothers to 90 year olds who may attend to visit when their arthritis keeps them from actively participating.

A creative arts program sponsored by the Canadian Medical Association's Healthy Canadians grant and the City of Brooks showed that coming together to experiment with art and share stories had several benefits. Over the 18 months of the program, individuals began to interact more, to offer support through personal crises, to meet outside the program and to share rides to meet crafters and suppliers in the region. In addition, several overcame reluctance to take 'risks' in trying new activities and offered programming ideas. When newcomers joined the group, participants were quick to welcome them, show them where the coffee pot was and finding them a seat.

Proposed Lease Arrangement:

- Lessees are responsible for $2,000,000 Tenant's Insurance
- Town of Bassano is responsible for utilities
- Lease fee of $4,650 per year ($5.00 per square foot)

Respectfully submitted:

Mirjam Janzen

Lin Hermanson

REQUEST FOR DECISION

Meeting: June 14, 2021
Agenda Item: 7.1

2021 Tax Recovery Auction Dates

BACKGROUND:

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

Four properties are up for tax sale in 2021.

1. #7 831 – 2nd Avenue
2. #11 831 – 2nd Avenue
3. 436 – 8 Avenue (Plan 4437AD, Block 28, Lots 21-23)
4. 309 – 8 Avenue (Plan 461 0141, Block 24, Lot 5)

Council must:

- Set the date/time/location of the public auction. It is recommended that the public auction is scheduled between September 15, 2021 and November 15, 2021
- 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 2021 tax recovery and public auction will be held on October 5, 2021 at 10:00 a.m. at the Bassano Town Office (502 – 2nd Avenue), with the terms outlined in the attachment, and finally, that a reserve bid is set as follows for each of the properties:

1. #7 831 – 2nd Avenue - $7,000
2. #11 831 – 2nd Avenue - $1,750
3. 309 – 8 Avenue (Plan 461 0141, Block 24, Lot 5) - $85,000
4. 436 – 8 Avenue (Plan 4437AD, Block 28, Lots 21-23) - $224,000

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

PROPOSED RESOLUTION:

Be it resolved that the 2021 tax recovery and public auction will be held on October 5, 2021 at 10:00 a.m. at the Bassano Town Office (502 – 2nd Avenue), and

Be it resolved that the Terms and Conditions of Sale for the 2021 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. #7 831 – 2nd Avenue - $7,000
2. #11 831 – 2nd Avenue - $1,750
3. 309 – 8 Avenue (Plan 461 0141, Block 24, Lot 5) - $85,000
4. 436 – 8 Avenue (Plan 4437AD, Block 28, Lots 21-23) - $224,000

Attachments:

1. Market Value Report - #7, 831 – 2nd Avenue
2. Market Value Report – #11, 831 – 2nd Avenue
3. Market Value Report – 309 – 8th Avenue

Prepared by: Amanda Davis, CAO; Taxervice Representative

Town of Bassano – Tax Recovery Appraisal

Roll #: 42007
Address #7, 831 – 2nd Avenue
Bassano AB
Legal Description: 2016BA 33
Zoning: RMH Residential
Parcel Size: Rental Pad
Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Bassano Mobile Home Park

Site Description: Relatively flat, rectangular pad in Bassano Mobile Home Park

Description of Improvement-

Year Built 1974 Effective Age: 1974

Floor Area 1,116 sf
Overall Condition: Poor
Windows: Original (newer front door)
Siding: Original
Interior: No interior inspection completed

Assessment $10,000

Value according to sales comparable approach (see attached) is $7,000 and is therefore considered a fair indication of market value.

Value as of June 10, 2021 is $7,000.

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

Sales Comparables

Roll: 42007
Address: #7, 831 - 2ND AVENUE
Legal: 2016BA 33
Location: 101
Base Code:
Mt-Qu-St: 040-03-33 100%
Prog.: 100%
Eff. Year: 1974
CDU: P
Bldg Size: 1,116 Ft² (Asmt/Ft²=$8)
Land Size:
Bsmt Fin Sz: 0 Ft²
Remainder: 20%

Roof:	$0
Plumbing:	$7,708
(x 0) Fireplaces:	$0
Heat:	$5,100
A/C:	$0
Bsmt Finish:	$0
Other Dep.:	-$9,810
Phys Dep.:	-$79,242
Main Bldg:	$86,244
Other Impr.:	$0
Land:	$0
Total:	$10,000
Avg.Value according to TOP 3 comparables:	$7,000

Subject

Roll: 42028
Address: #28, 831 - 2ND AVENUE
Legal: 2016BA 33
Location: 101
Base Code:
Mt-Qu-St: 040-03-33 100%
Prog.: 100%
Eff. Year: 1976
CDU: P
Bldg Size: 897 Ft² (Asmt/Ft²=$10, Price/Ft²=$5)
Land Size:
Bsmt Fin Sz: 0 Ft²
Remainder: 20%

Sale Price: $5,000
Sale Date: 01-22-2020

Adj. Price:		$5,000	180 %
Roof:	$0	$0	
Plumbing:	$7,708	$0	
(x0) Fireplaces:	$0	$0	
Heat:	$4,098	$1,002	
A/C:	$0	$0	
Bsmt Finish:	$0	$0	
Other Dep.:	-$8,697	-$1,113	
Phys Dep.:	-$70,791	-$8,451	
Main Bldg:	$76,682	$9,562	
Other Impr.:	$0	$0	
Land:	$0	$0	
Total:	$9,000	$1,000	
Est.Value:		$6,000	

Roll: 42024
Address: #24, 831 - 2ND AVENUE
Legal: 2016BA 33
Location: 101
Base Code:
Mt-Qu-St: 040-03-33 100%
Prog.: 100%
Eff. Year: 1972
CDU: F
Bldg Size: 1,256 Ft² (Asmt/Ft²=$10, Price/Ft²=$7)
Land Size:
Bsmt Fin Sz: 0 Ft²
Remainder: 24%

Sale Price: $10,000
Sale Date: 02-19-2019

Adj. Price:		$10,000	130 %
Roof:	$0	$0	
Plumbing:	$7,708	$0	
(x0) Fireplaces:	$0	$0	
Heat:	$5,740	-$640	
A/C:	$0	$0	
Bsmt Finish:	$0	$0	
Other Dep.:	-$12,909	$3,099	
Phys Dep.:	-$82,046	$2,804	
Main Bldg:	$94,507	-$8,263	
Other Impr.:	$0	$0	
Land:	$0	$0	
Total:	$13,000	-$3,000	
Est.Value:		$7,000	

Roll: 42021
Address: #21, 831 - 2ND AVENUE
Legal: 2016BA 33
Location: 101
Base Code:
Mt-Qu-St: 040-03-33 100%
Prog.: 100%
Eff. Year: 1987
CDU: F
Bldg Size: 924 Ft² (Asmt/Ft²=$11, Price/Ft²=$9)
Land Size:
Bsmt Fin Sz: 0 Ft²
Remainder: 24%

Sale Price: $9,000
Sale Date: 07-18-2018

Adj. Price:		$9,000	122 %
Roof:	$0	$0	
Plumbing:	$7,708	$0	
(x0) Fireplaces:	$0	$0	
Heat:	$4,223	$877	
A/C:	$0	$0	
Bsmt Finish:	$0	$0	
Other Dep.:	-$10,315	$505	
Phys Dep.:	-$67,497	-$11,745	
Main Bldg:	$76,881	$9,363	
Other Impr.:	$0	$0	
Land:	$0	$0	
Total:	$11,000	-$1,000	
Est.Value:		$8,000	

Town of Bassano – Tax Recovery Appraisal

Roll #: 42011
Address #11, 831 – 2nd Avenue
Bassano AB
Legal Description: 2016BA 33
Zoning: RMH Residential
Parcel Size: Rental Pad
Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Bassano Mobile Home Park

Site Description: Relatively flat, rectangular pad in Bassano Mobile Home Park

Description of Improvement-

Year Built 1970 Effective Age: 1970

Floor Area 309 sf
Overall Condition: Poor
Windows: Original
Siding: Original
Interior: No interior inspection completed

Assessment $3,000

Value according to sales comparable approach (see attached) is $1,750 and is therefore considered a fair indication of market value.

Value as of June 10, 2021 is $1,750.

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

Town of Bassano – Tax Recovery Appraisal

Roll #: 414004
Address 309 – 8th Avenue
Bassano AB
Legal Description: Plan 7610141 Block 24 Lot 5
Zoning: R2 Medium Density Residential
Parcel Size: 253.3 m^2 or 2,726 sf
Purpose of Appraisal: To estimate market value for tax recovery.

Neighborhood Description: Residential - North of 6th Avenue

Site Description: Relatively flat, rectangular lot on 8th Avenue between 2nd and 3rd Streets.

Description of Improvement: Side-by-side row-housing unit.

Year Built 1975 Effective Age: 1975

Floor Area 586 sf on main and upper levels totaling 1,172 sf
Overall Condition: Average
Windows: Original
Siding: Original
Interior: No interior inspection completed

Assessment $85,000

Value according to sales comparable approach (see attached) is $86,500 (but only one other sale) and therefore the assessment is considered a fair indication of market value.

Value as of June 10, 2021 is $85,000.

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

Sales Comparables

Roll: 443001
Address: 436 - 8TH AVENUE
Legal: 4437AD 28 21-23
Location: 101
Base Code: 1
Mt-Qu-St: 003-04-02 100%
Prog.: 100%
Eff. Year: 1976
CDU: A
Bldg Size: 1,321 Ft² (Asmt/Ft²=$168)
Land Size: 1045.20 M
Bsmt Fin Sz: 1,059 Ft²
Remainder: 57%

Roof:	$0
Plumbing:	$19,926
(x 0) Fireplaces:	$0
Heat:	$7,296
A/C:	$6,289
Bsmt Finish:	$23,431
Other Dep.:	-$413
Phys Dep.:	-$108,188
Main Bldg:	$194,659
Other Impr.:	$45,000
Land:	$35,000
Total:	$223,000

Avg.Value according to TOP 4 comparables: $223,975

Subject

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 Ft² (Asmt/Ft²=$194, Price/Ft²=$204)
Land Size: 1045.20 M
Bsmt Fin Sz: 883 Ft²
Remainder: 66%
Sale Price: $225,000
Sale Date: 02-19-2021

		Adj. Price:	
Roof:	$0	$0	
Plumbing:	$24,354	-$4,428	
(x1) Fireplaces:	$8,221	-$8,221	
Heat:	$7,130	$166	
A/C:	$0	$6,289	
Bsmt Finish:	$16,929	$6,502	
Other Dep.:	-$153	-$260	
Phys Dep.:	-$77,352	-$30,836	
Main Bldg:	$170,871	$23,788	
Other Impr.:	$25,000	$20,000	
Land:	$39,000	-$4,000	
Total:	$214,000	$9,000	
Est.Value:		$234,000	

$225,000 95 %

Roll: 396000
Address: 310 - 6TH AVENUE
Legal: 4437AD 11 33-36
Location: 101
Base Code: 1
Mt-Qu-St: 003-04-02 100%
Prog.: 100%
Eff. Year: 1974
CDU: A
Bldg Size: 846 Ft² (Asmt/Ft²=$172, Price/Ft²=$158)
Land Size: 1045.20 M
Bsmt Fin Sz: 673 Ft²
Remainder: 55%
Sale Price: $134,000
Sale Date: 01-20-2021

		Adj. Price:	
Roof:	$0	$0	
Plumbing:	$15,498	$4,428	
(x0) Fireplaces:	$0	$0	
Heat:	$4,672	$2,624	
A/C:	$0	$6,289	
Bsmt Finish:	$12,855	$10,576	
Other Dep.:	$441	-$854	
Phys Dep.:	-$82,276	-$25,912	
Main Bldg:	$149,810	$44,849	
Other Impr.:	$10,000	$35,000	
Land:	$35,000	$0	
Total:	$146,000	$77,000	
Est.Value:		$211,000	

$134,000 109 %

Roll: 116000
Address: 728 - 4TH AVENUE
Legal: 3154AC 19 13-14
Location: 101
Base Code: 1
Mt-Qu-St: 003-04-02 100%
Prog.: 100%
Eff. Year: 1974
CDU: G
Bldg Size: 1,097 Ft² (Asmt/Ft²=$159, Price/Ft²=$173)
Land Size: 1045.20 M
Bsmt Fin Sz: 522 Ft²
Remainder: 60%
Sale Price: $190,500
Sale Date: 12-16-2020

		Adj. Price:	
Roof:	$0	$0	
Plumbing:	$15,498	$4,428	
(x0) Fireplaces:	$0	$0	
Heat:	$6,058	$1,238	
A/C:	$5,223	$1,066	
Bsmt Finish:	$11,527	$11,904	
Other Dep.:	-$258	-$155	
Phys Dep.:	-$81,506	-$26,682	
Main Bldg:	$165,458	$29,201	
Other Impr.:	$18,000	$27,000	
Land:	$35,000	$0	
Total:	$175,000	$48,000	
Est.Value:		$238,500	

$190,500 92 %

Roll: 18000
Address: 238 - 1ST AVENUE
Legal: 1418LK 1 14
Location: 101
Base Code: 1
Mt-Qu-St: 003-04-02 100%
Prog.: 100%
Eff. Year: 1979
CDU: A
Bldg Size: 1,892 Ft² (Asmt/Ft²=$99, Price/Ft²=$94)
Land Size: 1393.60 M
Bsmt Fin Sz: 761 Ft²
Remainder: 59%
Sale Price: $180,000
Sale Date: 04-14-2020

		Adj. Price:	
Roof:	$0	$0	
Plumbing:	$22,140	-$2,214	
(x2) Fireplaces:	$16,442	-$16,442	
Heat:	$10,449	-$3,153	
A/C:	$0	$6,289	
Bsmt Finish:	$11,416	$12,015	
Other Dep.:	-$18,586	$18,173	
Phys Dep.:	-$119,933	$11,745	
Main Bldg:	$232,072	-$37,413	
Other Impr.:	$0	$45,000	
Land:	$35,000	$0	
Total:	$189,000	$34,000	
Est.Value:		$212,400	

$178,400 106 %

Town of Bassano – Tax Recovery Appraisal

Roll #: 443001
Address 436 – 8th Avenue
Bassano AB
Legal Description: Plan 4437AD Block 28 Lots 21-23
Zoning: R1 Residential
Parcel Size: 1,045.2 m^2 or 11,250 sf
Purpose of Appraisal: To estimate market value for tax recovery.

Neighborhood Description: Residential - North of 6th Avenue

Site Description: Relatively flat, rectangular lot at the SW corner of 8th Avenue and 4th Street

Description of Improvement-

Year Built 1976 Effective Age: 1976

Floor Area 1,321 sf
Overall Condition: Average
Windows: Original
Siding: Original
Interior: No interior inspection completed

Assessment $223,000

Value according to sales comparable approach (see attached) is $224,000 (rounded from $223,975) and is therefore considered a fair indication of market value.

Value as of June 10, 2021 is $224,000.

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

Sales Comparables

Roll:	414004
Address:	309 - 8TH AVENUE
Legal:	7610141 24 5
Location:	101
Base Code:	1
Mt-Qu-St:	070-03-09 101%
Prog.:	100%
Eff. Year:	1975
CDU:	A
Bldg Size:	1,172 Ft² (Asmt/Ft²=$72)
Land Size:	253.30 M
Bsmt Fin Sz:	440 Ft²
Remainder:	53%

Roof:	$0
Plumbing:	$11,562
(x 0) Fireplaces:	$0
Heat:	$5,359
A/C:	$0
Bsmt Finish:	$6,829
Other Dep.:	-$11,432
Phys Dep.:	-$66,893
Main Bldg:	$118,575
Other Impr.:	$0
Land:	$21,000
Total:	$85,000
Avg.Value according to TOP 1 comparables:	$86,500

Subject

Roll:	414001	Sale Price:	$90,000	Adj. Price:		$85,500 98 %
Address:	303 - 8TH AVENUE	Sale Date:	03-12-2019	Roof:	$0	$0
Legal:	7610141 24 2			Plumbing:	$11,562	$0
				(x0) Fireplaces:	$0	$0
Location:	101			Heat:	$5,359	$0
Base Code:	1			A/C:	$4,465	-$4,465
Mt-Qu-St:	070-03-09 101%			Bsmt Finish:	$0	$6,829
Prog.:	100%			Other Dep.:	-$11,180	-$252
Eff. Year:	1975			Phys Dep.:	-$65,782	-$1,111
CDU:	A			Main Bldg:	$118,576	-$1
Bldg Size:	1,172 Ft² (Asmt/Ft²=$71, Price/Ft²=$72)			Other Impr.:	$0	$0
Land Size:	253.30 M			Land:	$21,000	$0
Bsmt Fin Sz:	0 Ft²			Total:	$84,000	$1,000
Remainder:	53%				Est.Value:	$86,500

JUNE 2021 BOARD REPORTS
JOHN SLOMP

BROOKS REGION TOURISM MEETING JUNE 17/2021
VIA ZOOM

1) Jaime has ordered a number of posters and tent cards for the Brooks Region Passport to be placed placed at attractions, restaurants, hotels and campgrounds. Each will have a QR code on it that will take visitors right to the passport on their phone.
2) Two new applications for the experience development fund came in from the Rosemary Ag Society, one $1500.00 for a climbing wall for the July 1st celebrations and one for $2000.00 for the addition of three new holes for their new disc golf course. This leaves $17,000.00 in the EDF.
3) Lake Newell Resort Marina is working with a local supplier to offer the sale of boating gear. They will also be offering rentals such as paddle boards, kayaks and toys for behind the boat.
4) Working with Drumheller and Strathmore to update the motorcycle tout map for the badlands.

NRSWMA MEETING JUNE 29/2021
HELD AT BROOKS LANDFILL

1) In May, 36,579 tones of special waste were received generating $684,483 in disposal fees. Much of this came out of Calgary. This is by far the highest monthly total ever and there is more to come. It was thought that we still had 2 or 3 years of space in the industrial cell but will now need to create a new cell next year.
2) In May, 2323 tones of municipal waste were received with $15,552 in disposal fees.
3) SAEWA is still working with HDR on the REOI and trying to expedite the process so that they are in before the fall municipal elections. If it is a good response this could be used to show current and new councillors that the project is moving forward. It still depends on obtaining additional funding for the assessment.

MONTHLY CAO REPORT

Meeting: July 12, 2021
Agenda Item: 9.1

Amanda Davis, Chief Administrative Officer

Report Period: June 10, 2021 – July 8, 2021

General Administration

- One member of the administration team has taken a leave of absence for personal reasons. This is a 25% loss that is being recovered by myself and two other assistants. The term of the leave is yet to be determined. The public works department will have a compliment of summer students from the pool to maximize hours in July and August.

- A WCB claim has been filed due to the injury of a public works labourer. The labourer was hired to assist with mowing grass, watering flowers, and general cleaning. The individual fell and broke his hip and will not be returning to work.

- In consultation with Fire Chief Cochrane, a Fire Advisory was placed on June 28, 2021 and remains in effect.

- Administration made necessary arrangements to host Minister Shandro and MLA Glasgo in Bassano on July 6, 2021 whereby the Newell Housing Foundation and Town Council presented the continuing care campus ("the Bassano Project").

- The campground showers have been opened.

- In the recent newsletter, an invitation was sent to the public to seek volunteers to sit on a committee for an outdoor community dog park. To date, one person stated their interest.

- Administration granted the use of the green space beside the Community Hall to the Bassano Arts Council for the purpose of hosting outdoor concerts and has assisted with marketing and promotion of the event.

- Administration assisted the Grad committee with the 2021 parade.

- The next facility to open now that we are in Phase 3 is Thrive Fitness Centre. Administration is working to get this open with respective access and cleaning protocols.

- Project delay: I have not had an opportunity to design or tender the project for the 1st Street West surface drainage swale as directed by council.

- Project delay: I have not had an opportunity to design or tender the fire alarm system for the Joint Use Facility.

- Project delay: I have not had an opportunity to design or tender the barrier free upgrades at the Community Hall.

General Public Works

- Contracted calcium road work was complete per the Beautify Bassano Initiative.

- Contracted weed spraying on public lands is now complete per the Beautify Bassano Initiative.

- Volunteers received required training to spray weeds along the roadways, sidewalks, curb and gutters.

- Completed a water line repair on the west end of 7th Avenue on July 2, 2021.

- Completed the oversight and work related to the water line upgrade near the Playfair Lodge. The contractors will be submitting their request to sign off on the Construction Completion Certificate. The paving portion of the project was delayed because compaction was not achieved. Final compaction was achieved, and the project is complete.

- We have focused on training new summer staff and tending to roads, back alleys, pool operations, grass, and weed spraying.

Bylaw Enforcement

<u>Community Standards Bylaw and Beautify Bassano Initiative</u>

The bylaw enforcement team has transitioned to unsightly files according to the 2021 unsightly property list developed and attached to the CPO report. There has been a continuation of repeat properties this year that delays our capacity to add new files. Administration has taken increased its role in dealing with unsightly properties and in the past three weeks has issued five orders beyond what is being completed by the Town's contract service providers.

- We were preparing a court order for 521 -7th Avenue. On July 7, 2021, the property owner succumbed and has cleaned up 90% of the property. Thus, we will not proceed to a court order and will continue to work with the owner and tenant for compliance.

- The property owner of 130 – 6th Avenue agreed to work directly with the Town to address the public safety hazard and unsightly nature of location to include securing the buildings from pedestrian access, removal of 13+ overgrown trees, removal of the deteriorated fence along the rear of the property, removal of all ground cover that is a fire hazard and trimming shrubs.

- The property owner of 405 – 2nd Avenue has been very problematic over the past 16-months regarding the removal of abandoned vehicles at the rear of the building. *Discussion required.*

- 423 – 2nd Avenue was lost in a fire earlier this year. Administration has received a steady stream on complaints regarding the unsightly condition and has been unable to make any progress with the owners' insurance company regarding clean-up. This is an ongoing issue that is consuming administrative hours. The public works department levelled 425 – 2nd Avenue and sprayed/trimmed weeds because of the ruts caused from fire fighting equipment. The property owner is responsible to maintain the site moving forward.

Capital Projects

Wastewater Upgrade and Irrigation Project

The lagoon project continues to be our top priority.

- A public education session has been scheduled for July 16 at 10:00 a.m. at the lagoon. The purpose of this session is to explain the project to the public and to allow them an opportunity to see what is underway. Invitations were issued in the newsletter, on social media, and over 35 personal invites have been made. I have also been stopping in to meet with businesses around town to invite them to attend.

- Dewatering is underway and the crew is starting to work on building the toe of the storage cell.

- The highway bore continues. Issues arose with the first drag section on June 30. The section has been abandoned, will be filled with cement and a new drill/drag section started on July 7, 2021 with permission by Alberta Transportation.

- Precast is starting to arrive.

- The construction sign permit to announce the grant amounts was submitted and approved by the County of Newell. The sign has been order and will be installed accordingly.

Development

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-12-21	429 – 11 Street	6,000 sq ft Auto Repair Shop
TOB-D-12-21S	429 – 11 Street	8' x 4' sign
TOB-D-13-21	705 – 5A Avenue	240 sq ft garden shed and xeriscape

- The property owner of 902 – 2nd Avenue has started the fence to secure the perimeter of the new tire warehouse and distribution site.

- A Purchase Agreement has been finalized for the sale of Lots 3 and 4 at the airport. The hanger permit issued by the County of Newell has been approved.

Land Use Bylaw

The County of Newell is modernizing their land use bylaw. The draft was provided to member municipalities for comment. In review of their proposed bylaw we identified that significant changes have been made that have impacts to the town regarding changing fringe lands, airport, and various uses. Administration has requested a meeting with the county to better understand the rationale for the noted changes. A report noting the changes will be provided to council at an upcoming meeting. Subcommittee meeting of council may be required.

Economic Development

- In partnership with the Brooks Region, a proposal was submitted to CGC for the wallboard investment as the development would occur beyond the Town's corporate limits based on land and servicing requirements. This project was supported by the EID.

- A utilities tie-in plan is being designed to reconnect water to 429 – 11th Street. In review of the infrastructure in the area with MPE Engineering, Public Works and Administration, it was determined that servicing the lot off 5th Avenue rather than down the back alley would be the most feasible option. This was discussed with the property owner to which they agreed, and the owner will upgrade their sewer line at the same time.

  With further review, serving down the back alley would be problematic because of the minimum recommended distance of 3 meters from power poles as well as the proximity of other services.

  If in the future, the property owner chooses to subdivide and sell the northeast portion of the lots, they would have to be serviced off 11th Street and another manhole would be required for a clean-out at the owner's expense. This is understood by all parties and has been agreed to.

- Additional traffic signage will be purchased for the back alley near Brooks Dynamite Academy to bring awareness to speed and public safety in accordance with Traffic Bylaw 876/18 being adjacent to an industrial district.

317 – 1st Avenue

(M# TOB122/21) pursuant to council direction, administration is working on a formal proposal for the removal and remediation of the old water tower. The potential purchase submitted his plan for development/scalability of this operation as attached. *Discussion required.*

Quality Management Plan - Compliance Issues – *No change*

Three properties are under investigation with the Fire Inspector, Building Inspector, Public Health Inspector, and the Town for various fire, building, and public health/safety compliance issues that includes:

1. 215 – 3rd Street – building, fire, electrical, and safety – the property owner is now working with the compliance offers. No change.

2. 224 – 3rd Street – building, fire, and safety – the Order issued by the Fire Inspector was appealed by the owner to the Safety Codes Council. The Order was revoked under the Safety Codes Act and must be re-issued by the Fire Inspector. A further public safety complaint was issued on July 5, 2021 regarding water leaking into the building. The fire inspector completed another assessment of the property and issued an immediate eviction order to the tenants due to fire and building code violations. The property was secured of patrons on July 9, 2021 by the fire inspector and RCMP. The property owner was served with an Order to remedy serious contraventions regarding building and fire code violations.

3. 501 – 2nd Avenue – building, fire, and safety – property owners are working to obtain compliance. Updated engineering reports have been provided to the fire inspector and process is being made.

Recreation

The pool is now open – refer to the pool managers report.

Strategic Plan Updates

Goal 1 – Task 2 – Implement Recreation Program (ICF)

No change.

Goal 1 – Task 2 – Implement Regional Emergency Management (ICF)

No change.

Goal 2 – Task 1 – Development Permit Simplification

- Land Use Bylaw Modernization Project - ORRSC is working through the re-write of the bylaw. We anticipate having a draft copy ready for the planning committee by the end of July with public engagement session to follow.

Goal 3 – Task 2 – Beautify Bassano Initiative

- General operations in accordance with the BBI
- Bylaw enforcement actions listed above
- Volunteer actions listed above

Goal 2 – Task 2 – Unique Project – Implement Intergenerational and Multigenerational Tiny Home Pilot Project Bassano

Task 1: Develop an Age Friendly Village – "FAB Village Square"

- Administration has submitted a request to amend the MSP application to redirect the project funds to the former Stiles building abatement project.

Task 1: Concept Design of Bassano Innovation District

- Concept planning and policy development is being considered as part of the Land Use Bylaw modernization project.

Goal 2 – Task 5 – Bridging the Recreation Gap

The Town of Bassano Recreation Facility Lighting and Efficiencies Upgrade Project has been put on hold while we proceed with opening the pool. The project will be re-established this month.

Goal 3 – Task 1 – Sewage Lagoon Upgrade

Listed above.

Goal 3 – Task 2 and 3 – 2nd Avenue and 5th Avenue Infrastructure Upgrades

- Former Stiles Building – and RFP is being prepared for the abatement of the building.

Attachments:

1. Pool Managers Report – July 8, 2021
2. 317 – 1st Avenue – Investor Proposal dated June 9, 2021
3. Action Items List – no action required

Bassano Pool Operations Report

Created: *July 8th, 2021 by Grace Beddows*

Aqua Fit: Monday, Wednesday from 7-8pm

13 people have come to 2 aqua fit sessions. This is an average of 6.5 people per session which is 1.5 people higher than the 2019 average of 5, though the sample size this year is small.

Evening Lane Swim/Adult Leisure: Sunday, Tuesday, Thursday from 7-8pm

5 people have come to 3 lane swim sessions. 1 time, zero people attended. This is an average of 1.67 people which is close to the average of 1.3 from 2019.

Morning Lane Swim/Adult Leisure: Monday-Friday from 6:30-8am

7 patrons (4 different people) have come to 6 morning lane swim sessions. 3 times, zero people attended. Morning land swim/adult leisure will be reduced to 2-3 times per week moving forward. A schedule will be set after addressing the change with the patrons.

Passes Sold as of July 8th

Season Passes 2021	**2019**
Child: 0	0
Youth: 4	4
Adult: 1	1
Senior: 4	3
Family: 15	25

Punch Cards 2021	**2019**
Child: 1	3
Youth: 9	32
Adult: 4	8
Senior: 1	7
Family: 2	1

Season passes and punch card sales are down from 2019. Due to the shortened summer, some customers may feel that they cannot get enough use out of a punch card or pass. Season pass and punch card sales may increase slightly, but it is expected that most have already been purchased for the season as it is mid-July.

Swimming Lessons

29 participants registered in the July 5th-9th lesson set. This is out of a possible 36 spots.
July 12th-16th and July 19th-23rd lesson sets are both full.
July 26th-30th is 80% full and expected to be completely full by July 15th.
All three August lesson sets are at around 30% capacity currently. These are expected to fill up as the summer goes on.

Instructors have reviewed Red Cross lesson standards and are following them when instructing. All Red Cross lesson supplies and resources are currently available for use at the pool. There have been no issues with registration and none with lessons as week 1 wraps up.

It has been confirmed on July 9 that parented swimming lessons will no longer be mandatory and this change will be implemented.

Attendance

	July 1st	**July 2nd**	**July 3rd**	**July 4th**	**July 5th**	**July 6th**	**July 7th**
Total Patrons/Day	67	106	54	35	71	68	89

It has been confirmed as of July 9 that pool blocks will no longer be required and that the swimming capacity of 70 patrons will be increased to align with guard capacity. All covid cleaning protocol will be maintained.

Pool Rentals: Fridays from 7-8pm and Saturdays from 12-1pm

2 out of 7 Friday Rentals are booked as of July 8th.
4 out of 7 Saturday Rentals are booked as of July 8th.

Most of, if not all rentals are expected to fill.

Staff Training

New staff were certified and returning staff were recertified in the following courses at the Bassano Pool and Community Hall:

1. Bronze Medallion/Cross (Certification)
2. Standard First Aid (Certification/Recertification)
3. National Lifeguard (Certification/Recertification)
4. Water Safety Instructor (Recertification) *Certification is currently underway and will be complete by August*

Having staff training take place at our own facility is not only convenient, but benefits Bassano Pool staff. Learning lifeguarding and teaching skills in our own pool gives staff an even stronger

understanding of how the skills they learned apply to this specific pool, strengthening the quality of lifeguarding and instructing.

Concession

Items were purchased from Bassano Family Foods. These items include canned pop, bottled water, chocolate bars, ice cream treats, and individual bags of chips. Everything is purchased at a reduced cost. Everything is running smoothly.

Cleaning

Both COVID cleaning procedures and general cleaning are being monitored by the pool manager. Staff were trained how to properly clean at the second in-service and procedures have been posted in the pool office. Checklists have been made and are reviewed by the pool manager every day to ensure that cleaning is being completed properly and on time. Senior guards monitor the quality and frequency of cleaning in pool managers absence. There have been no issues.

Ry Bar Oilfield Services Ltd.

Box 1217

Bassano, Ab

T0J 0B0

June 9/2021

To: Bassano Town Council

Re: Water tower lot

I would like to purchase the water tower lot at a negotiated price to be determined. I would only purchase the property if the current water tower and sub surface portion of the structure has been removed.

If I am successful in purchasing the property, the purpose would be for storage only. My business is continuing to grow and I currently employee between 8-12 employees. With my current growth, I expect the need to construct a new equipment shop of a minimal size of 6400square feet within a year. I would construct the new building on my existing property but will be short on storage space for materials and equipment that are normally stored outside.

My intentions would be to remove the topsoil from the lot, gravel the area and complete fencing in the back and front of the property. With the property being graveled, I would be able to control the weeds and continue to keep the lot looking neat and tidy, similar to the property I currently own.

Ryan Barlow

403-501-9265

Town of Bassano
Council Meeting Action Items 2019-2021

August 20, 2018 Regular Council Meeting

Directed to	Action	Completed
Davis, A.	Follow up with MPE after receipt of report for Seely re: 4 Avenue Cl. (written report, liability, etc.) - report to council	

Dec. 10, 2018 Special Meeting

Directed to	Action	Completed
Davis, A.	Research Gibeau negotiations re: annexation.	

Apr. 8, 2019 Regular Meeting

Directed to	Action	Completed
Davis, A.	Follow up with ins. Re: piggy back on municipal policy - external groups for content ins.	

October 15, 2019 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare RFD for engineering standards.	
Davis, A.	Brand logo review.	

October 28, 2019 Special Meeting

Directed to	Action	Completed
Davis, A.	Prepare TOR for economic development committee.	
Davis, A.	Letter to CoN re: value add project.	
Davis, A.	When preparing dev. standards - research back flow prevention for water system.	

Mar. 9, 2020 Regular Meeting

Directed to	Action	Completed
Seidel, J./Petkau, C.	Prepare administrative policies to rectify FS deficiences for CAO review.	

August 10, 2020 Regular Meeting

Directed to	Action	Completed
Davis, A.	Proceed with waterline repair on North end of 11 Street as stated in motion #073/20.	In progress.

Davis, A.	Upon completion of repairs invoice PME for all costs incurred related to the 2017 capital project deficiency.	

Oct. 27, 2020 Special Meeting

Directed to	Action	Completed
Davis/Raymond	Prepare actionable workplan to follow through with infrastrucutre upgrade preplanning.	In progress.
Davis/Smith, B.	Prepare actionable plan TOB/MPE re: infrastructure upgrades.	In progress.

Feb. 8, 2021 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare letter with RCMP re: lobby efforts for mental health supports - regional support requirement.	

May 10, 2021 Regular Meeting

Directed to	Action	Completed
Seidel, J	Rotate minutes	Complete
Seidel, J	Resolution index	Complete
Davis, A.	Public notice re: pool closure	Complete and distributed on May 13, 2021
Smith, S.	Contact all summer staff to advise that pool will not operate	In progress
Davis, A.	Contact Shelley Zibell re: pool closure	Emailed on May 13, 2021
Davis, A./Smith, S	Finalize summer student work plan/flow	In progress
Davis, A.	Letter to Newell Housing re: FAB project	
Davis, A.	Contact government re: reallocaiton of MSP funds	Request sent on Jun. 24, 2021 - phone and email.
Davis, A.	Follow up with FAB stakeholders re: project update	Complete on May 13, 2021
Davis, A.	Public notice re: FAB Village Square	
Davis, A.	Develop RFP for water tower tender	In progress
Davis, A.	Contact investor re: 60-day proposal for water tower lot.	Confirmed with RB on May 12, 2021.

Town of Bassano
Council Meeting Action Items 2019-2021

Davis, A.	Letter to BARRA re: approval of 2021 budget	Complete - May 13, 2021
Seidel, J	Process BARRa requistion top-up $5,000	Directed on May 13, 2021
Davis, A.	Letter to 716 - 4 Avenue re: no compensation for sewer investigation	Complete - June 8, 2021
Davis, A.	Update to staff re: sewer investigation charges	Complete - June 8, 2021
Davis, A.	Sewer investigation publications	Complete - July 2021 NL
Davis, A.	Follow-up with Brooks Region re: Blade Sign fee waiver	Complete - May 12, 2021
Davis, A.	Follow-up with Empty Bottle and Pioneer Gas re: Blade Sign fee waiver	Complete - May 12, 2021
Davis, A.	Letter to library board re: volunteer appointment - Ash Miller	Complete - June 8, 2021
Smith, S.	Proceed with application under MCCAC re: lighting project	Direction on May 13, 2021
Davis, A.	Complete tax rate bylaw	Complete - passed on June 7, 2021
Davis, A.	Meeting invite re: special date June 7 at 6:00 p.m.	Complete - May 13, 2021
Davis, A.	Process declaration for Senior's Week to FCSS	Complete - May 13, 2021
Davis, A.	Process volunteer member appointment FCSS x 3	Complete - May 13, 2021
Davis, A.	Prepare letter to government re: RCMP supports over provincial police force	Complete - Jun. 24, 2021
Davis, A.	Notify county no opposition to airport development	Complete - May 13, 2021
Davis, A.	RFP for Stiles building abatement	Tender is being prepared for issuance - Jun. 26, 2021

Davis, A.	Follow up with BHS re: Stiles building abatement	Emailed on May 13, 2021
Davis, A.	Follow up with legal re: 1002 - 2nd Avenue agreement	Action letter issued on June 10, 2021
Davis, A.	Submit economic development week proclamation.	Complete - May 12, 2021

June 7, 2021 Special Meeting

Directed to	Action	Completed
Smith, S	Rotate minutes	Complete
Davis, A	Resolution index	Complete
Davis, A	Process tax rate bylaw 917/21	Complete - June 8, 2021
Smith, S	Upload bylaw 917/21 to website	Complete
Davis, A	Process bylaw 918/21	Complete - June 8, 2021
Smith, S	Upload bylaw 918/21 to website	Complete
Davis, A	Prepare tax and assessment brochures	Complete
Petkau, C	Print tax notices	Complete
Smith, S	Update Tax Rates on website	Complete
Davis, A	Develop tax and assessment content for the website	Complete - June 8, 2021
Wickson, R/Davis, A	Public announment re: racism.	Complete

June 14, 2021 Special Meeting

Directed to	Action	Completed
Smith, S	Rotate minutes	Complete
Davis, A	Resolution index	
Davis, A	Letter to curling club re: condenser support	Complete and cc'd to respective parties - Jun. 15, 2021
Schaffer, H	Community engagement survey re: community dog park	
Davis, A	Proclamation re: Recreation & Parks month	Complete

Town of Bassano

Council Meeting Action Items 2019-2021

Davis, A	Proclamation re: National drowning prevention week	Complete
Davis, A	Check on 15km speed sign.	None in the PW inventory - Jun. 15, 2021
Davis, A	Newsletter highlights	Complete - Jun. 24, 2021

MONTHLY STATEMENT

Town of Bassano

Period Ending May 31, 2021

General Account			
Net Balance at End of Previous Month	**$ 317,452.83**		
Receipts for the Month	$ 185,339.12		
Interest	$ 286.82		
Recreation Transfer	$ 9,564.60		
May Wastewater Transfers	$ 509,273.83		
ICF/IMP Revitalization Transfer	$ 3,893.60		
Cancelled Cheque	$ 250.00		
Sub-Total	$ 1,026,060.80		
Less Disbursements for the month	-$ 461,933.82		
Bank Charges	-$ 507.19		
TIPPS Return	-$ 213.99		
Draft Purchase - Land Purchase, Pivot	-$ 201,847.50		
Posting Errors	-$ 2,145.75		
Net Balance at End of Month	**$ 359,412.55**		
Bank Balance at End of Month	$ 377,685.76		
Outstanding Deposit	$ 175.00		
Sub-Total	$ 377,860.76		
Less outstanding cheques	-$ 60,407.93		
NET Balance at End of Month	**$ 317,452.83**		

Savings	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	$ 45,661.42	$ 29.09	$ 45,690.51
Sewage Upgrade	$ 1,242,104.45	$ 791.20	$ 1,242,895.65
MSI Capital	$ 1,331,112.90	$ 821.29	
		-$ 127,217.71	$ 1,204,716.48
Fedral Gas Tax Refund	$ 124,467.26	$ 79.28	$ 124,546.54
MSI Operational	$ 65,790.62	-$ 9,665.00	
		$ 38.13	$ 56,163.75
MOST Grant Funds	$ -		$ -
Capital Plan Reserve	$ 2,344,843.72	$ 1,493.63	$ 2,346,337.35
Land & Development Reserve	$ 776,589.79	$ 494.68	$ 777,084.47
Recreation & Culture Reserve	$ 390,210.58	$ 246.40	
		-$ 3,893.60	$ 386,563.38
Municipal Reserve	$ 464,565.64	$ 295.92	$ 464,861.56
FCSS Reserve	$ 30,289.68	$ 19.29	$ 30,308.97
AMWWP Grant Funds	$ 382,056.12	$ 134.86	
		-$ 382,056.12	$ 134.86
Recreation Funding Committee	$ 9,564.60	$ 3.14	
		-$ 9,564.60	$ 3.14
Shydlowski	$ 106.43	$ 0.07	$ 106.50
Common Shares	$ 5,205.89	$ -	$ 5,205.89

Investments				
Shydlowski Scholarship		$ 4,599.36		$ 4,599.36
Nesbit Burns	Fixed Income	$ 762,291.12		$ 762,291.12
	Cash Account	$ 290,758.36	$41.95	$ 290,800.31
Transaction Total			-$527,908.10	
Total		$ 8,270,217.94		$ 7,742,309.84

Mayor Wickson

C.A.O Amanda Davis

Town of Bassano

Director's Report for the Period ending June 30, 2021

Supporting Community Members

Over the month of June, we assisted 13 seniors with accessing benefits and services, 3 seniors were new to FCSS and 10 have previously received services. During June FCSS worked to connect seniors with supports including Alberta Seniors Benefits, Tax Supports, Seniors Special Needs Assistance, Federal Benefits and mental wellness supports. During the month of June 4 single individuals reached out for supports in accessing food security, AISH supports, Income Supports, rental subsidies and supports, tax assistance, financial security, and mental health supports. 1 individuals were new to FCSS services, and 3 individual has accessed support before. 2 families connected with FCSS for support, both of these families had children under 18, these families has received support for FCSS previously. During June FCSS connected families with supports including food security, adult learning opportunities, rental subsidy and support, and obtaining identity documents.

May Tasks

Mental Health Week - We distributed 35 Mental Wellness (Dammit Doll) Focus Kits in the community. Each kit contained the supplies to make a Dammit Doll as well as a mental health first aid kit and additional mental wellness resources. The kits were distributed to adults and seniors as well as one teenager with parental consent. 200 Mental Health First Aid kits were also created and 170 of these kits have been distributed in the community to date. The library has been a great partner in distributing these resources to the community, each curb side book order that is place has a mental health first aid kit placed in the bag for pick up. Remaining kits will be distributed during the Seniors' Week Street Stroll.

Website Outline - An outline has been created for the FCSS section on the Town of Bassano Website. The outline includes a spot for a group photo of our board of directors, or individual photos of each director. I will be working with Administration to have this operationalized and active on the Town Website.

International Day of Families Scavenger Hunt - The International Day of Families Scavenger Hunt took place from May 12th – May 23rd. We had 5 families participate in the scavenger hunt and we received. feedback from these families that they enjoyed the activity. Families that participated in the Scavenger Hunt had children ranging in age from 3 years – 10 years of age. Three families were awarded prizes for participating, prizes included a board game called Throw, Throw Burrito, a $25 Cineplex at home movie card, and a Family Adventure Challenge Book.

Youth on BOARD - I will work on developing an application outline for students so that in September we can move forward with launching the program and reintegrating youth to the FCSS Board.

Town of Bassano

Seniors Week -

Seniors' Week took place on June 10th and we were able to celebrate with 10 local seniors! Thanks to our small group sizes we were able to transition the event from an outdoor stroll to an indoor seated event to accommodate the unpleasant weather on the day of the event. Attendees participated in 5 activities while at the event, activities focused on building mental wellness, decreasing social isolation, as well as making healthy eating and lifestyle choices as you age. The activities included a dammit doll wellness craft, a make and take mason jar salad, a workout, a trivia game and a pie and coffee social.

Upcoming and Current Programming

Bike Rodeo -

We are excited to invite you to our Bike Safety Rodeo on July 24th starting at 1PM. The event will take place at the community hall and registration is not required. Please bring your own bike, if you do not have access to a bike please contact FCSS. This event is hosted in partnership with the RMCP, AHS and Safe Communities and aims to teach kids bike safety, the rules of the road and how to wear a helmet properly. FCSS would also like to extend a huge thank you to Arielle Muriel, a local parent who has volunteered her skills and time to help teach bike repairs at the event. We are accepting donations of unused and unwanted bicycles to help with our event, please contact FCSS if you wish to donate.

Craft Kits -

FCSS will be completing monthly craft kits (2) during the summer. The July craft kit has a Science Theme and is recommended for those 4 – 11 years of age but designed to be completed with your child. The August Craft Kit will have a theme of Cultural Appreciation. Craft Kits are designed with easy activities and all the supplies needed to complete the activities as a family. Contact FCSS to register for your kit, limited quantities available.

Seniors Arm Chair - Travel

FCSS will be hosting an Arm Chair Travel Event on August 21st, this event is intended for those 55+ and registration is required. The Armchair travel event will take place at the Community Hall and will give attendees an interactive staycation experience! Keep your eyes peeled to find out where you could head with us during this Arm Chair travel event!

Town of Bassano

Parade of Garage - Sales The Parade of Garage Sales will run on August 14, 2021. Registration for the Parade of Garage Sales will open July 26th and will remain open until August 11th.

Ice Cream Social - FCSS will be hosting an Ice Cream Social on August 14th to align with the Parade of Garage Sale. This day is also the Bassano Rodeo! Stop is for a sweet treat, grab a brochure and check out the sales before going out to enjoy the Rodeo!

FAMILY AND COMMUNITY SUPPORT SERVICES
SUMMER PROGRAMS

FCSS Family & Community Support Services BASSANO

JULY & Aug — CRAFT KITS

This summer we are excited to offer family craft kits. A science experiment themed craft kit will be available for July and a Cultural Recognition themed craft kit will be available for August. Limited kits available, please contact FCSS to register for your kits today. Craft kits are suggested for those ages 4 - 9 years.

JULY 24 — BIKE RODEO

We are excited to invite you and your children to our bike safety rodeo. While at the event children will be given bike safety tips from RCMP members, have the opportunity to learn about tuning their bikes and more! This event is suggested for children 5 - 11 years of age. Parental supervision is required while at the event.

ACTIVE AUGUST

Stay updated through our facebook page with our solo challenges to help you get out and active over the month of August!

AUG 14 — ICE CREAM SOCIAL

Stop in at the Bassano Community Hall green space for an ice cream and grab a brochure for the Parade of Garage Sales! This is a free event and all ages are welcome. Outdoor games will be set up for you to enjoy with your family and friends as part of our Active August program!

AUG 14 — PARADE OF GARAGE SALES

Join us for a community wide event designed to help you get out and active this August as you stroll the streets of Bassano searching for garage sale treasures and deals! Registration for the Parade of Garage Sales opens July 26th and brochures for the event will be available at the Town Office or online starting August 12th.

AUG 21 — ARM CHAIR TRAVEL

We invite those 50+ to join us for an afternoon adventure "travelling" to a distant location right from the comfort of your home town! You will get to experience the sights, sounds, scents, tastes and feelings or being somewhere far from home! Registration is required for this event, please contact FCSS.

YOUTH *Science* CRAFT KITS

This summer we are excited to offer local families the opportunity to register for our monthly craft kit program.

The July kits include supplies for:

- Science Experiments
- Coloring Activities
- Outdoor Activities
- And More

Available during the month of July

Available beginning July 7th

CONTACT FCSS TO REGISTER

FCSS
Family & Community Support Services
BASSANO

403-501-8540 or FCSS@Bassano.ca

Stay tuned for more info about our August Craft Kit!

Limited quantities available.

BIKE SAFETY RODEO

JULY 24
STARTING AT 1PM

The Bike Safety Rodeo is a safety initiative emphasising the use of helmets while teaching kids how to stay safe on their bikes. Come out to the green space near the Community Hall to check out activities including:

- Helmet Check
- Bike Maintenance
- Safe Riding Tips
- Rules of the Road
- Obstacle Course
- Bike Decorating

Attendees will be give a bike safety certificate!

The event is open to those over 5, parental supervision is required while at the event. Please bring your own bike to the event. If you would like to attend but don't have access to a bike please contact FCSS

THANK YOU TO OUR PARTNERS

FCSS Family & Community Support Services BASSANO

Alberta Health Services

SAFE communities committee

FCSS
Family & Community Support Services
BASSANO

DONATE YOUR OLD BIKES

Bassano FCSS is hosting a community bike drive, asking for donations of old bikes to refurbish or use for repair parts at the Bike Rodeo. Clear out that old bike and support getting youth in your community out and active!

Contact FCSS to arrange a donation before July 23rd!

we accept all makes and models

403-501-8540 or FCSS@Bassano.ca

SAVE THE DATE!

August 14, 2021

Parade of Garage Sales!

FCSS
Family & Community Support Services
BASSANO

REGISTRATION
WILL OPEN IN JULY

BASSANO JUNE 2021 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.

Our department continues to investigate unsightly matters during this month.

Our department entered two properties to conduct a notice of entry for unsightly files. These files are still pending due to legal matters. There were patrols conducted to confirm compliance on other unsightly properties that then required clean up measures to be initiated. Our department also reviewed and approved legal orders to be served on property owners for unsightly property conditions.

Our department has pending unsightly investigations from the previous months still going through the process of completion.

From these investigations two warnings were issued. There were also two tickets issued from these investigations. The warnings and tickets were for unsightly properties.

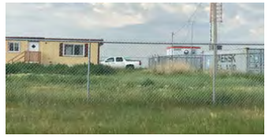
This concludes the report for Bassano for June.

Town of Bassano Bylaw Enforcement Tracker
2020-2021 Case Files

BBI Priority Area	Date File was given to Adminisation or the CPO	Location	Issues	Date order was issued to the property owner	Compliance	Images	Open/ Closed
Unsightly Properties							
2	July 2, 2021 - Issued to Adminisation	1002 5 Avenue	Overgrown grass and weeds. Fallen trees and weed spraying.	July 2, 2021 - issued by CAO	Orders were issued the property owner. In progress.		Open - In progress
2 - Reoccuring	July 2, 2021 - Issued to Adminisation	924 5 Avenue	Overgrown grass and weeds. Weed spraying.	July 2, 2021 - issued by CAO	Orders were issued the property owner. In progress.		Open - In progress
5	June 6, 2021 - Issued to Adminisation	130 6 Avenue	Fire hazard, overgrown trees, abandoned building with public access.	No order was required.	Property owner is working with municipality to gain compliance. In constant contact.	No images.	Open - In progress
4	January 21, 2021 - Issued to the CPO	521 7 Avenue	Accumulation inoperable vehicles, garbage, and debris. The property has been identified as a fire hazard.	January 21, 2021 - Issued by CPO June 11, 2021 - Issued by CPO	In progress. Orders were issued on January 21, 2021 Administration attempted to work with the property owner and tenant to achieve compliance. Orders were re-issued on June 11, 2021 due to a lack of compliance. Property tenant completed the clean-up with the acception of a few items. Administration is working with the tenant to clean-up the remaining items.		Open - In progress
2	July 17, 2020 - Issued to the CPO	405 2 Avenue	Accumulation inoperable vehicles and garbage.	July 20, 2020 - Issued by CPO August 4, 2020 - Issued by CPO August 27, 2020 - Issued by CPO April 30, 2021 - Issued by CPO	In progress. July 20, 2020 letters to the property owner had the incorrect address. August 4, 2020 letters to the property owner had the incorrect dates. Correct letters were issues on August 27, 2020. Administration reached out to the property owner on September 25, 2020 looking to take a collaborative approach to achieve compliance. Compliance was not reached and any action on the file was put on hold until the spring of 2021. A conversation with the property owner was initiated by a council member on March 11, 2021 explaining that the Town will be continuing with the clean-up spring 2021. Clean-up order was issued on April 30, 2021.		Open - In progress

Last updated July 8, 2021 - SS

Town of Bassano Bylaw Enforcement Tracker
2020-2021 Case Files

2 - Reoccuring	July 14, 2020 - Issued to the CPO	1056 - 2 Avenue	Overgrown grass and weeds. Property is to be sprayed for weeds.	July 14, 2020 Spring 2021	Compliance was not met by property owner. Clean-up was contracted out and completed. Town worked with property owner to spray for weeds. Spraying was completed. Property owner is maintaining grass and working with administration to complete spraying in 2021.		Open - In progress
2 - Reoccuring	July 20, 2020 - Issued to Adminisation	1002 2 Avenue	Overgrown grass and weeds. Weed Spraying.	July 13, 2020 - Issued by the CPO July 2, 2021 - Issued by the CAO	In 2020, the property owners met compliance and spraying was organized by Administration and charged to the properties tax roll. Orders were issued the property owner. Property owner met compliance on July 4, 2021. Administation is working with the property owner to get the property sprayed.		Open - In progress
2	June 16, 2021 - Issued to the CPO	701 2 Avenue	Accumulation of garbage and debris at the rear of the property. Overgrown grass and weeds, trees, deteriorated fence to be repaired or removed.	June 17, 2021	Orders were issued the property owner. Compliance was not met by property owner. Clean-up was contracted out and completed.		Closed - July 5, 2021
1	August 18, 2020 - Issued to Adminisation	309 1 Avenue	Overgrown grass and weeds.	No orders were issued in 2020. July 2, 2021 - issued by CAO	Property owner was contacted via email on August 19, 2020 and asked to clean-up their property. Compliance was met by property owner. In 2021, orders were issued the property owner. Compliance was met on July 3, 2021.		Closed - July 4, 2021

Last updated July 8, 2021 - SS

Town of Bassano Bylaw Enforcement Tracker
2020-2021 Case Files

3 - Reoccuring	July 4, 2019 - Issued to the CPO	242 2 Avenue	Overgrown grass and weeds. Over grown trees.	July 4, 2019 June 9, 2020 May 28, 2021	In 2019, orders were issued and compliance was not met by property owner. Clean-up was contracted out and completed. In 2020, orders were issued and compliance was not met by property owner. Clean-up was contracted out and completed. In 2021, a letter was sent to the property owner asking for them to enter into a contract to have yardcare services organized by th Town. No agreement was made. Orders were issued and compliance was not met by property owner. Clean-up was contracted out and completed.		Closed - June 25, 2021
2 - Reoccuring	August 21, 2021 - Issued to the CPO	415 - 417 2 Avenue	Overgrown grass and weeds. Over grown trees.	August 27, 2020 May 28, 2021	In 2020, orders were issued and compliance was not met by property owner. Clean-up was contracted out and completed. In 2021, a letter was sent to the property owner asking for them to enter into a contract to have yardcare services organized by th Town. No agreement was made. Orders were issued and compliance was not met by property owner. Clean-up was contracted out and completed.		Closed - June 25, 2021
2	June 12, 2020 - Issued to the CPO	822 - 5 Avenue	Accumulation of tires, inoperable equipment, vehicles, and garbage. Overgrown trees.	June 12, 2020 - Issued by the CPO July 20, 2020 - Issued by the CPO	Property owner has progress on cleaning up the propertyn and began working with Administation to achieve compliance by October 31, 2020. Property owner achieved partial compliance by October 31, 2020. Property owner was given the deadlines of April 31, 2020 to complete the remainder of the clean-up on the property. The remainderof the cleanup was completed by May 31, 2021	 	Closed - May 31, 2021
2	August 21 2020 - Issued to Adminisation	402 - 2 Avenue	Overgrown grass and weeds. Accumulation of garbage and a old canopy-like structure. Accumulation of equipment (inoperable or unused).	August 21, 2020	Adminisration worked with the property owner to completed the clean-up by September 28, 2020. The remaining clean-up was contracted out with the approval of the property owner. Clean-up was completed.		Closed - November 17, 2020

Last updated July 8, 2021 - SS

Town of Bassano Bylaw Enforcement Tracker
2020-2021 Case Files

2	August 21 2020 - Issued by CAO	517 - 2 Avenue	Overgrown grass and weeds. Accumulation of garbage and a old appliances.	August 21, 2020	Complete. Property was cleaned.		Closed - September 22, 2020
2	July 17, 2020	918 & 910 - 2 Avenue	Accumulation of inoperable/operable equipment, vehicle parts and other mechanical items, and garbage. Overgrown grass.	July 20, 2020	Property owner met compliance.		Closed - September 4, 2020
2	August 24 2020 - Issued to Adminisation	1011 - 5 Avenue	Overgrown grass and weeds.	No orders were issued.	Property owner was contacted via phone on August 24, 2020 and asked to clean-up their property. Compliance was met by property owner.	No images.	Closed
1	Augsut 18, 2020 - Issued to Adminisation	201 - 1 Avenue	Overgrown grass and weeds.	No orders were issued.	Property owner was contacted via phone on August 19, 2020 and asked to clean-up their property. Administration worked with the property owner to achieve compliance; part of development permit conditions. Clean-up was completed.	No images.	Closed
5	July 6, 2020 - Issued to the CPO	258 - 3 Avenue	Unregistered vehicles, overgrown trees, shrubs, grass, wooden logs	July 7, 2020 - Issued by the CPO	Compliance was not met by the property owner. Contractors and the CPO were asked to leave the property thus the clean-up was not completed. Administration worked with the property owner to achieve compliance by September 22, 2020. Progress was made on the property and the deadline for remove the remaining items was extended to October 31, 2020. Clean-up and removal of the vehicle was completed by the property owner.	No images.	Closed
5	July 4, 2020 - Issued to the CPO	213 - 1 Street	Overgrown trees/ shrubs, grass and weeds.	July 4, 2019 - Issued by the CPO June 9, 2020 - Issued by the CPO	In both 2019 and 2020, compliance was not met by property owner. Clean-up was contracted out and completed.	No images.	Closed - July 3, 2020

Town of Bassano Bylaw Enforcement Tracker
2020-2021 Case Files

4 - Reocurring	July 4, 2019 - Issued to the CPO	624 - 4 Avenue	Overgrown trees/ shrubs, grass and weeds.	July 4, 2019 - Issued by the CPO June 9, 2020 - Issued by the CPO	Compliance was not met by property owner. Clean-up was contracted out and completed.		Closed - July 3, 2020
4	June 8, 2020 - Issued to Adminisation	530 - 3 Avenue	Overgrown trees/ shrubs, grass and weeds.	June 9, 2020 - Issued by the CPO	Compliance was not met by property owner. Clean-up was contracted out and completed.	No images.	Closed
General Orders							
N/A	July 6, 2020 as per CAO email CPOs	258 - 3 Avenue	Urban farming	No orders were issued.	The CPO had a verbal discussion with the property owner and she agreed to remove the chickens. Chickens were relocated.	No images.	Closed

Last updated July 8, 2021 - SS

County of Newell/City of Brooks

JOINT SHARED SERVICES COMMITTEE

JUNE 8, 2021

VIA VIDEOCONFERENCE – 1:00 P.M.

NOTES

Present:

County of Newell
Reeve Molly Douglass
Councillor Lionel Juss
Councillor Tracy Fyfe, Chairperson
Matt Fenske, CAO
Maria Jackson, Supervisor, Planning & Development

Village of Duchess
Councillor Deborah Reid-Mickler
Yvonne Cosh, CAO

Others
Julie Davis, RhPAP
Brent Schroeder, EID
Sandra Stanway, Brooks Bulletin

City of Brooks
Mayor Barry Morishita
Councillor Dan Klein
Councillor Bill Prentice
Alan Martens, CAO
Jessica Surgenor, Manager, Community Development
Jenny Wallace, Executive Assistant/Recording Secretary

Town of Bassano
Mayor Ron Wickson

Village of Rosemary
Mayor Bill Marshall
Sharon Zacharias, CAO

1. CALL TO ORDER

The meeting was called to order at 1:02 p.m. by **T. Fyfe.**

2. AGENDA ADDITIONS/DELETIONS

Add Item 6.i) – Vaccination Clinic and Item 6.j) – Palliser Economic Partnership AGM.

3. ADOPTION OF AGENDA

MOVED by L. Juss that the agenda be adopted as amended.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MEETING'S MINUTES

MOVED by D. Reid-Mickler that the Minutes of the Joint Shared Services Committee Meeting held May 11, 2021 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There were no additions or deletions to the agenda.

6. BUSINESS

a) **Delegation:**

- **Eastern Irrigation District Update:**

  Brent Schroeder, representing the Eastern Irrigation District (EID), provided an update on the following:
  - Expansion of the irrigation district from 311,000 acres to 345,000 acres;
  - County/EID Drainage Program;
  - Expanded Snake Lake Reservoir Plan;
  - Joint drainage program between the EID/County of Newell;
  - EIDNet;
  - Solar Project (EID/Solar Krafte Utilities Inc.);
  - Campgrounds (Daily/Group rates have changed); and,
  - Aquatic Invasive Species (AIS) Prevention Program.

T. Fyfe thanked Brent Schroeder for his presentation.

b) **Doctor Recruitment and Retention**

- J. Davis provided an update on the following:
  - Invite to the Rural Information Series (Featuring Communities ChooseWell) – June 17, 2021.
  - AHS – New Organizational Chart. She will send this out to the Committee.
  - Palliser Triangle – She inquired if anyone around the table is on the Health Advisory Committee or knows who the representative is for the Brooks area. R. Wickson advised that Reg Radke is the Chair. J. Davis advised that they are going to have community conversations in the fall.
  - Shared an encounter she had that reaffirms the long game for physician attraction, recruitment and retention (3rd Year Medical Student who grew up on a farm in Duchess and is doing a placement in Bassano for 3 weeks in August and again in November. She noted that it would be a good opportunity to do a local story with the medical student, as it could be inspiring for youth. J. Davis will send the contact information to R. Wickson.

M. Douglass advised that T. Fyfe is having connection issues, and that she is no longer able to participate in the Zoom Meeting. D. Klein assumed the duties of Chair.

D. Klein advised that he sits on the Brooks and District Health Foundation Board, and that it was brought to their attention that staffing is becoming an issue at the hospital. He asked J. Davis if they are aware of the situation. J. Davis advised that she is not sure of the situation in Brooks; it has been more Northern communities that have come up where there are vacant positions. J. Davis added that she would bring this up at their next meeting.

D. Klein thanked J. Davis for her monthly update.

c) **Economic Development**

- J. Surgenor spoke to the following areas from her report:
  - Value Chain Assessment with JBS Foods Canada and Draft Summary;
  - Job Fair; and
  - Economic Recovery Taskforce.

d) **2021 Budget Update and Adjustment**

J. Surgenor spoke to the 2021 Budget Update and Adjustment Report, and advised that a budget adjustment of $4,000 is required to complete the 15 additional blade signs in Bassano.

MOVED by R. Wickson that the Joint Shared Services Committee approve the budget adjustment of $4,000, and that these funds come from either the unallocated ERT funds or from other underutilized budget items.

MOTION CARRIED

e) **Transmission Accelerator Hydrogen Strategy**

J. Surgenor advised that the Transmission Accelerator (TA), City of Medicine Hat, Palliser Economic Partnership and APEX Alberta approached the Brooks Region Economic Development team to partner on launching a regional hydrogen economy/hub. The first step in achieving this vision would be the development of a Hydrogen Hub Foundation Report.

The report would provide an assessment of the current energy system in the Region and quantify carbon dioxide emissions from all faucets of the energy value chain, inducting production, transportation, consumption and storage. The overall project cost of $100,000. To participate as a municipal partner, a minimum of $5,000 is requested. She noted that the partnership Memorandum of Understanding (MOU) will be brought forward to the next meeting.

B. Morishita questioned participation in the Hydrogen Hub Foundation Report, noting his concern that the report will not give enough of a base line for helping our own industry or attracting this industry to the Region. J. Surgenor noted that she will take these comments back to the group.

Dan Klein left the meeting at 1:44 p.m. M. Douglass assumed the role as Chair.

M. Douglass advised that they have one company in the County interested in hydrogen. J. Surgenor noted that she will try to get them involved and other local industry looking at reducing emissions or are potentially part of our local hydrogen value chain. B. Morishita noted that report should focus on developing a regional strategy. J. Surgenor advised that this item can be tabled to the next meeting, and that she will bring back information to the Committee.

M. Douglass advised that this item is tabled to the next meeting for more information.

f) **Pathway to Kinbrook Island Provincial Park**

J. Surgenor advised that the EID and the landowner have offered their support for the project and agreed on the proposed route as attached to the report in the agenda. She presented the following suggestions in moving the path project forward:

- That a committee be established comprised of an EID Board Member, a Joint Shared Services Committee elected official, an Economic Development Team Member and a municipal manager from both the County of Newell and the City of Brooks;
- That the Committee be tasked to develop and bring to the Joint Shared Services Committee a high-level budget for its consideration;
- That based on the proposed budget, the Joint Shared Services Committee can make the decision to proceed or not, and if yes, funding options will be considered; and,
- Once funding options are secured and/or agreed upon, a request for design/build proposals can be called.

MOVED by B. Morishita that a Committee be established comprised of the following members to develop and bring back to the to the Joint Shared Services Committee a high level budget for its consideration:

- **EID Board Member**
- **Joint Shared Services Committee Elected Official – Tracy Fyfe**
- **Economic Development Team Member**
- **Municipal Manager from both the County of Newell and City of Brooks.**

MOTION CARRIED

J. Surgenor inquired if she should continue to consult with Geoff Tiffin at the County of Newell on this project. M. Fenske advised that it will be either Mark Harbicht or Geoff Tiffin; both are willing to assist.

g) **Newell Connect Tourism Map Application**

J. Surgenor advised that with regards to integrating some form of tourism map that would work with Newell Connect, she reached out to Steven Kipta at the County of Newell about SeeClickFix. She noted that Steven Kipta's response from SeeClickFix was that it's not possible at this time as they don't have the product to do it.

h) **Energy Futures Roadshow Program**

J. Surgenor advised that Energy Futures Lab (EFL) is contacting municipalities who may be interested in hosting a program called the Energy Futures Roadshow. The roadshow comes to a community, either virtually or in person, depending on current health restrictions, and they support a community in exploring the unique opportunities and challenges of their energy future. She noted there is no financial commitment expected to host the event; the cost to host a Roadshow is primarily through in-kind supports. EFL requires an online application form to be submitted, as well as three letters of support from different community organizations and conversations with ELF support team members, which has already taken place.

MOVED by B. Morishita that the Joint Shared Services Committee submit an Expression of Interest to host an Energy Futures Roadshow.

MOTION CARRIED

i) **Vaccination Clinic**

M. Douglass advised that the Siksika Nation has opened up their vaccination clinic to the three bordering municipalities; Wheatland County, Vulcan County and County of Newell. She asked the members to get the word out to their residents.

j) **Palliser Economic Partnership - AGM**

D. Reid-Mickler advised that the AGM is now scheduled for Wednesday, July 7th, and that it will be held in-person if permitted at that time. She extended an invitation to the municipalities to attend, and if interested, to let her know.

7. NEXT MEETING

The next meeting will be held on Tuesday, July 14th, 2021 at 1:00 p.m.

8. ADJOURNMENT

M. Douglass declared the meeting adjourned at 3:16 p.m.

Signature of Chairman

Signature of Recording Secretary

SLS Board Meeting –Virtual GoToMeeting
MINUTES - APPROVED
Wednesday, May 19, 2021

Present:

Trustees:	Dwight Kilpatrick (Chair)	Deborah Reid-Mickler	Kevin Jones
	Terrie Matz	Kelly Christman	Michelle McKenzie
	Yoko Fujimoto	Joel Goodnough	
Staff:	Petra Mauerhoff (CEO)	Bernadette Mouta (Executive Assistant)	

---

1. CALL TO ORDER

Dwight Kilpatrick called the meeting to order at 1:00p.m.

CARRIED

1.1 ACKNOWLEDGEMENT OF TERRITORY

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

1.2 EXCUSE ABSENT BOARD MEMBERS

Moved by Joel Goodnough that the SLS Board excuse absent Board members Phil Turnbull and Craig Widmer.

CARRIED

1.3 APPROVAL OF AGENDA

Moved by Kelly Christman that the SLS Board approve the May 19, 2021 Agenda as amended.

CARRIED

1.4 APPROVAL OF MINUTES

Moved by Michelle McKenzie that the SLS Board approve the April 21, 2021 SLS Board Meeting Minutes.

CARRIED

1.5 ALTA PRESENTATION

Moved by Joel Goodnough that the Shortgrass Board accept the presentation by ALTA president Jennifer Anheliger for information. Ms. Anheliger joined the meeting at 1:09pm and left the meeting at 1:37pm.

CARRIED

2. FINANCIAL STATEMENTS

Moved by Yoko Fujimoto that the SLS Board approve the Financial Statements ending April 30th, 2021 as presented.

CARRIED

3. ACTION ITEMS

3.1 Moved by Deborah Reid-Mickler that the SLS board go In Camera at 1:49pm. **CARRIED**
Moved by Kelly Christman that SLS board comes out of In Camera at 2:16pm. **CARRIED**
Moved by Deborah Reid-Mickler that SLS Board conduct a performance review of the CEO. **CARRIED**

3.2 Moved by Michelle McKenzie that the SLS board utilize the following process to conduct the CEO performance review for 2021:
- The Board will receive a copy of the last CEO performance review completed within 5 days following the May 19, 2021 board meeting and will use the following review methods/tools:

- SLS Board policy 13.a and 13.e, comment sections only, to be completed by all member of the Shortgrass Library Board,
- SLS Board policy 13.d to be completed by the CEO.
- The following questions will be answered by all Board members as well as the CEO:
    - Where do we see Shortgrass Library System going in the future ?
    - Is there anything that would prevent us from being successful in the next 5 to 10 years?
    - How will we mitigate or overcome these risks, challenges or obstacles?
        - And specifically, how can our CEO help lead the organization into the future ?
        - What support can the Board offer to make this happen ?
- A 360 Performance Evaluation Survey will be used to solicit feedback on the CEO's performance from library managers and the following staff members: Manager, Systems & Technical Services, Bookkeeper/Executive Assistant, Client Services Librarian, with responses provided directly to the Chair of the Board.

The completed documentation will be brought to the June 16th, 2021 regularly scheduled Shortgrass Library Board meeting.

CARRIED

3.3 Moved by Kelly Christman that the SLS board approve the use of direct debit payments for Ulverscroft.
CARRIED

3.4 Moved by Joel Goodnough that the SLS board approve as presented Policy C.30:Social Media.

CARRIED

3.5 Moved by Kelly Christman that the SLS board approve as amended Policy G.01: Resource Sharing: Library Service Points.

CARRIED

3.6 Moved by Terrie Matz that the SLS board approve as presented Policy G.02: Resource Sharing: Information Services and Interlibrary Loans.

CARRIED

3.7 Moved by Deborah Reid-Mickler that the SLS board approve as amended Policy G.03: Resource Sharing: Material Normally Lent.

CARRIED

3.8 Moved by Joel Goodnough that the SLS board approve as presented Policy G.10:Circulation: Patron Personal Information & Confidentiality of User Records.

CARRIED

3.9 Moved by Michelle McKenzie that the SLS board approve as presented Policy G.12: Collection Development: Weeding.

CARRIED

3.10 Moved by Deborah Reid-Mickler that the SLS board approve as presented Policy G.13: Member Library Staff & Volunteer Use of Shortgrass Computer Resources and Internet Services .

CARRIED

4. INFORMATION ITEMS

Moved by Yoko Fujimoto that the SLS Board receive the following items for information.

CARRIED

4.1 CEO report - Petra Mauerhoff

4.2 Manager, Systems & Technical Services report – Chris Field.

4.3 Client Services Librarian Report - Kaitlin McClary

4.4 2021 Municipal & Material levy payments

4.5 Auditor Response re: Records Retention question

4.6 Solar panel energy production information reports

5. ADJOURNMENT

Moved by Terrie Matz that the meeting be adjourned at 2:20p.m.

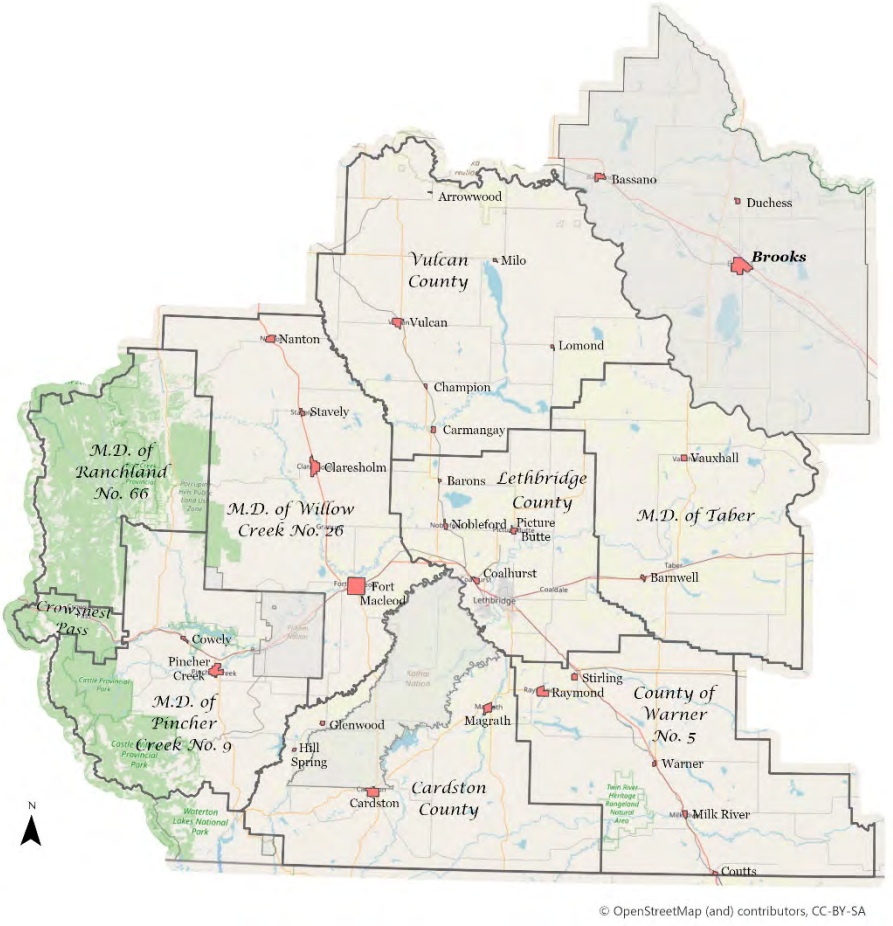
CARRIED

Board Chair

Executive Assistant

2020 ANNUAL REPORT

Oldman River Regional Services Commission



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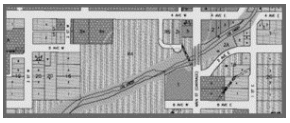
For the year ending December 31, 2020

OLDMAN RIVER REGIONAL SERVICES COMMISSION

2020 ANNUAL REPORT

2020 at a glance

142
Subdivisions Approved



4
ICFs Completed

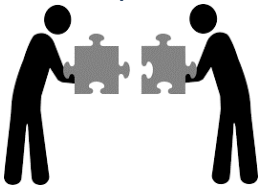
9
MDPs Completed

4
LUBs Completed

76
LUB Amendments

16
SDAB Appeals

14
IDPs Completed



Bill
48

Covid
19

4
Staffing Changes

MISSION STATEMENT

The Oldman River Regional Services Commission will provide professional municipal planning, geographical information system and regional assessment review services and advice to our municipal members and their rate-payers in a professional manner befitting a non-profit entity.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

2020 ANNUAL REPORT

KEY MESSAGE

By Chair Gordon Wolstenholme and Director Lenze Kuiper

"When everything seems to be going against you, remember that the airplane takes off against the wind, not with it" - Henry Ford

We are pleased to share with you the Oldman River Regional Services Commission (ORRSC) Annual Report for 2020. We hope that you – our members – will agree that this document meets the needs of these taxing times in describing a managing approach that is prudent, cost-effective and sensitive to the regulatory burdens that members bear.

The past 12 months have been a time of significant challenge for ORRSC. While the COVID-19 crisis has been a challenge for all Albertans, ORRSC has demonstrated terrific resiliency and co-operation as we look forward to supporting the recovery and the return to normalcy.

In 2020, the government launched a review of all Commissions. The objective of the government's review was for Commissions to strengthen their work through a strategy of continuous improvement by streamlining processes, reducing red tape and increasing member confidence. We have responded to the government's review by fundamentally examining and changing how we work with the ambition of being one of the most effective professional service providers in Alberta. We should emphasize that this does not come at the expense of ensuring the continued fairness of our adjudicative procedures (i.e. SDAB & RARB). New Operating and Procedural Bylaws will be forthcoming in mid-2021 to reflect these changes.

We are proud to say that we are already implementing many identified initiatives, however more work needs to be done. It is clear there is a strong conviction internally about what needs to change, and there is a real energy within ORRSC to communicate these changes and take the opportunity to make ORRSC work better for everyone.

This Annual Report showcases the initiatives and work we have completed in 2020. While we will keep a sharp focus on ensuring the timeliness and accuracy of our work, it is clear that Planning and GIS are undergoing fundamental change, driven by red tape reduction, technological and market changes. This change has caused us to move from an agency that reactively processes applications, to an agency that proactively confronts complex issues that arise during a time of regulatory and competitive change.

In our view, the ORRSC can and should have a role in facilitating the evolution of the Planning and GIS by assisting the members, public, industry and government to understand the options and alternatives, and the implications of the challenges the transition is presenting. Our work in relation to facilitating this transformation is set out in our strategic plan. As we work to develop the processes and structures to meet future challenges, we must ensure that we have both your support and the ability to succeed in that pursuit.

KEY MESSAGE CONT'D

We must continue to develop and strengthen our team by aligning our hiring and training efforts with our strategic plan and objectives. Since ORRSC can't foresee all issues before they arise, our team must look at circumstances, identify issues and find new approaches and solutions in a rapidly changing environment. We have had good success working beyond the traditional hierarchical structure, allowing us to leverage specialization as projects require.

We will finish by emphasizing that reducing regulatory burden and improving ORRSC efficiency and effectiveness are key objectives for us in the coming year. We want to see ORRSC achieve ongoing and continuous improvement. We can say with confidence that ORRSC is moving to tackle these issues and it will require commitment from all members in the short, medium and long-term to accomplish lasting change. We would like to thank you for your confidence and support as we work to achieve our goals.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for financial and administrative concerns including budget preparation, approval of accounts, procedures and policies for hiring and dismissal of staff, and specific issues affecting administration or policy.

Gordon Wolstenholme – Chair

Jim Bester – Vice Chair

Doug MacPherson

Don Anderberg

Jennifer Crowson

Margaret Plumtree

Ian Sundquist

BOARD OF DIRECTORS From 40 Member Municipalities

Kevyn Stevenson Village of Arrowwood	Brad Koch Village of Lomond
Delbert Bodnarek Village of Barnwell	Richard Van Ee Town of Magrath
Ed Weistra Village of Barons	Peggy Losey Town of Milk River
Tom Rose Town of Bassano	Sheldon Walker Village of Milo
Norman Gerestein City of Brooks	Victor Czop (Beryl West – Former Member) Town of Nanton
Jim Bester Cardston County	Marinus de Leeuw Town of Nobleford
Richard Bengry Town of Cardston	Henry de Kok Town of Picture Butte
Peggy Hovde Village of Carmangay	Bev Everts MD of Pincher Creek No. 9
Jamie Smith Village of Champion	Don Anderberg Town of Pincher Creek
Doug MacPherson Town of Claresholm	Ronald Davis MD of Ranchland No. 66
Henry (Butch) Pauls Town of Coaldale	Stewart Foss Town of Raymond
Elizabeth Christensen Town of Coalhurst	Don Norby Town of Stavely
Tanya Smith Village of Coutts	Matthew Foss Village of Stirling
Warren Mickels Village of Cowley	Jennifer Crowson MD of Taber
Dave Filipuzzi and Dean Ward Municipality of Crowsnest Pass	Margaret Plumtree Town of Vauxhall
Kole Steinley Village of Duchess	Jason Schneider Vulcan County
Gordon Wolstenholme Town of Fort Macleod	Lyle Magnuson Town of Vulcan
Gerry Carter Village of Glenwood	David Cody County of Warner
Suzanne French Village of Hill Spring	Marty Kirby Town of Warner
Morris Zeinstra Lethbridge County	Ian Sundquist MD of Willow Creek No. 26

STAFFING RESOURCES

DIRECTOR	**Lenze Kuiper** (2005)
SENIOR PLANNER	**Mike Burla** (1978)
SENIOR PLANNER	**Steve Harty** (1998)
SENIOR PLANNER	**Diane Horvath** (2000)
SENIOR PLANNER	**Bonnie Brunner** (2007)
SENIOR PLANNER	**Gavin Scott** (2007)
PLANNER	**Ryan Dyck** (2013)
PLANNER	**Madeleine Baldwin** (2019)
ASSISTANT PLANNER	**Erin Graham** (2017-July 2020)
ASSISTANT PLANNER	**Max Kelly** (2019)
ASSISTANT PLANNER	**Hailey Winder** (2018)
CAD/GIS TECHNOLOGIST	**Mladen Kristic** (2006)
CAD/GIS TECHNOLOGIST	**Kaylee Sailer** (2013)
CAD/GIS TECHNOLOGIST	**Yueu Majok** (2017)
GIS ANALYST	**Jaime Thomas** (2005)
GIS ANALYST	**Jordan Thomas** (2006)
GIS TECHNICIAN	**Carlin Groves** (2019)
BOOKKEEPER	**Sherry Johnson** (1981)
SUBDIVISION TECHNICIAN	**Jennifer Maxwell** (2015)
EXECUTIVE SECRETARY	**Barb Johnson** (1975 - 1978, 1984 - September 2020)
EXECUTIVE ASSISTANT	**Tara Cryderman** (October 2020)
MUNICIPAL PLANNING CLERK	**Bonnie Andres** – (2019 - July 2020)

MUNICIPAL PROJECTS

Intermunicipal Development Plan:

- Cardston County and Town of Cardston – Ongoing
- Cardston County and Town of Magrath Amendment – Ongoing
- Lethbridge County and Town of Coalhurst – Commenced
- Lethbridge County and Village of Barons – Completed
- Lethbridge County and Town of Coaldale – Completed
- Lethbridge County and Village of Barons – Completed
- Lethbridge County and Town of Nobleford – Completed
- MD of Pincher Creek No. 9 and Municipality of Crowsnest Pass – Completed
- MD of Pincher Creek No. 9 and Village of Cowley - Commenced
- MD of Ranchland No. 66 and Municipality of Crowsnest Pass – Completed
- MD of Ranchland No. 66 and MD of Pincher Creek No. 9 - Completed
- MD of Taber and Town of Taber - Ongoing
- County of Warner No. 5 and Village of Coutts – Completed
- County of Warner No. 5 and Town of Milk River – Completed
- County of Warner No. 5 and Town of Raymond – Completed
- County of Warner No. 5 and Village of Stirling – Completed
- County of Warner No. 5 and Village of Warner - Completed
- MD of Willow Creek and Town of Claresholm – Ongoing
- MD of Willow Creek and Town of Fort Macleod – Ongoing
- MD of Willow Creek and Town of Stavely - Ongoing
- Vulcan County and Village of Arrowwood – Completed
- Vulcan County and Village of Carmangay – Commenced
- Vulcan County and Village of Champion – Commenced
- Vulcan County and Village of Milo – Commenced
- Vulcan County and Village of Lomond – Commenced
- Vulcan County and Town of Vulcan – Completed
- Vulcan County and Lethbridge County – Commenced

Municipal Development Plan:

- Village of Arrowwood – Completed
- Town of Bassano – Completed
- Village of Carmangay – Completed
- Village of Coutts – Completed
- Village of Cowley – Commenced
- Municipality of Crowsnest Pass – Completed
- Village of Duchess – Ongoing
- Village of Glenwood – Completed
- Village of Lomond – Completed
- Village of Milo – Commenced
- MD of Pincher Creek No. 9 – Ongoing
- Town of Stavely – Background Report Commenced
- Village of Warner – Completed
- MD of Willow Creek - Completed

Land Use Bylaw:

- Cardston County – Ongoing
- City of Brooks – Major Land Use Bylaw Amendments - Completed
- Village of Carmangay – Major Land Use Bylaw Amendments - Completed
- Village of Champion – Major Land Use Bylaw Amendments - Completed
- Village of Duchess – Completed
- Town of Fort Macleod – Ongoing
- Town of Pincher Creek - Ongoing
- Town of Vauxhall – Major Land Use Bylaw Amendments – Ongoing
- Vulcan County – Commenced
- MD of Willow Creek No. 26 - Ongoing

Intermunicipal Collaborative Framework:

- County of Warner No. 5 and Village of Coutts – Completed
- County of Warner No. 5 and Town of Milk River – Completed
- County of Warner No. 5 and Village of Stirling – Completed
- County of Warner No. 5 and Village of Warner - Completed

Other:

Town of Fort Macleod

- Macleod Meadows Area Structure Plan – Ongoing
- Paddock Lands Concept – Ongoing

Lethbridge County

- Joint Industrial Area Structure Plan with Town of Coalhurst – Commenced
- Hamlet of Chin Growth Study – Completed
- Hamlet of Kipp Growth Study – Completed
- Hamlet of Shaughnessy Growth Study - Commenced
- Hamlet of Diamond City Growth Study – Commenced

Town of Nanton

- West Nanton Concept Plan – Ongoing

Town of Picture Butte

- North Industrial Park Area Structure Plan – Ongoing

MD of Pincher Creek No. 9

- Wind Energy Conversion System Review – Ongoing with MDP

Town of Pincher Creek

- Land Use Strategy – Commenced

MD of Willow Creek and Town of Claresholm

- Annexation of Custom Cannabis Parcel – Completed

GIS PROJECTS

- All GIS members have fully operational internal Geocortex site
- Every municipality has access to custom GIS web applications
- Access to drone image capture

SUBDIVISION

Summary of Applications Processed:

A total of 166 subdivision applications were processed in 2020.

The status of these applications, as of December 31, 2020 are:

- 142 – Approved or Approved on Conditions
- 0 – Refused
- 0 – Withdrawn or Expired
- 24 – Pending

There was one subdivision appealed in 2020.

The following table shows a detailed breakdown of the subdivision applications.

ABBREVIATIONS:

A or A/C - Approved or Approved with Conditions
R - Refused
W/E - Withdrawn or Expired
P – Pending
Res - Residential
Com - Commercial
Ind - Industrial
CR - Country Residential
Ag - Agricultural
Inst - Institutional
Rec - Recreational
Misc - Miscellaneous

2020 Subdivision Statistics

MEMBER MUNICIPALITY	# of Subdivisions	Boundary Line Adj	DECISION				NEWLY CREATED LOTS (By Use)								
			A or A/C	R	W/E	P	Res	Com	Ind	CR	Ag	Inst	Rec	Misc	TOTAL
Cardston County	19	2	15			4	4			18	4	1	1		28
City of Brooks	2	1	1			1	1								1
County of Newell	7	3	7							3	1				4
County of Warner No. 5	6	1	6							4				1	5
Lethbridge County	31	10	25			6			1	32	3	1			37
M.D. of Pincher Creek No. 9	19	4	18			1				9	2	4			15
M.D. of Willow Creek No. 26	21	2	17			4		1	12	9	3	1			26
M.D. of Willow Creek No. 26 & Vulcan County	2		2						1	1					1
Municipal District of Taber	24	7	20			4	1		2	15	3				21
Municipality of Crowsnest Pass	5	1	5				3						1		4
Town of Bassano & County of Newell	1		1								1				1
Town of Cardston	3	2	2			1	1								1
Town of Claresholm	3	1	3				19					1			20
Town of Coaldale	1		1				1								1
Town of Fort Macleod	1					1	1								1
Town of Magrath	2	1	2				1								1
Town of Pincher Creek	1		1				1								1
Town of Raymond	4		4				4						1		5
Town of Vauxhall	2	1	2						1						1
Village of Arrowwood	2	1	2				14								14
Village of Barnwell	1		1				1								1
Village of Carmangay	1	1	1												0
Village of Warner	1		1				6								6
Vulcan County	7	2	5			2				25	1				26
TOTAL	166	40	142	0	0	24	58	1	17	116	18	8	3	1	222

NOTE: Lot count includes Pending Decisions as of December 31, 2020

Financial Statements of

OLDMAN RIVER REGIONAL SERVICES COMMISSION

And Independent Auditors' Report thereon

Year ended December 31, 2020

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

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Oldman River Regional Services Commission

Opinion

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

- the statement of financial position as at December 31, 2020
- the statement of operations for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Commission as at December 31, 2020, and its results of operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, including the 4200 series of standards for government not-for-profit organizations.

Basis for Opinion

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

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

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

We also:

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

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

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

Chartered Professional Accountants

Lethbridge, Canada

April 8, 2021

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Financial Position

December 31, 2020, with comparative information for 2019

	2020	2019
Assets		
Current assets:		
Cash and short-term deposits	$ 158,398	$ 199,447
Accounts receivable (note 3)	66,094	61,266
Prepaid expenses and deposits	8,671	10,574
	233,163	271,287
Cash not available for current operations	340,896	336,762
Capital assets (note 4)	566,815	620,754
	$ 1,140,874	$ 1,228,803
Liabilities		
Current liabilities:		
Accounts payable and accrued liabilities	$ 223,945	$ 228,929
Net assets:		
Unrestricted	9,218	42,358
Invested in capital assets	566,815	620,754
Internally restricted	340,896	336,762
	916,929	999,874
Commitments (note 6)		
	$ 1,140,874	$ 1,228,803

See accompanying notes to financial statements.

On behalf of the Board:

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Operations

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget	2020 Actual	2019 Actual
Revenue:			
Municipal contributions	$ 981,549	$ 958,555	$ 953,084
GIS member fees	600,330	551,993	594,386
Subdivision fees	300,000	239,278	276,180
Service fees	425,000	410,156	329,623
Other revenue	31,900	55,152	63,373
Interest income	12,000	7,981	15,711
	2,350,779	2,223,115	2,232,357
Expenses:			
Salaries and benefits	2,071,531	2,009,284	1,963,921
Software licenses and equipment	74,000	71,197	63,635
Repairs and maintenance	24,000	37,951	26,993
Occupancy costs	39,000	33,322	34,382
Telephone	17,000	19,332	20,602
Staff travel	20,000	16,386	21,144
Professional fees	12,500	9,980	9,880
Office and general	5,500	7,494	8,282
Members' fees	5,000	6,944	6,360
Advertising	5,000	6,381	5,009
Janitorial	6,000	5,366	6,533
Printing and duplicating	7,500	4,029	6,479
Public relations	4,000	3,048	8,882
Postage	6,000	3,029	6,500
Members' travel	8,000	3,011	8,103
Staff training and conferences	9,000	2,601	2,274
Land titles office	4,000	2,152	3,149
Consulting	5,000	1,491	4,600
Miscellaneous	1,500	6,865	12,187
Interest and bank charges	-	512	581
Amortization	-	55,685	63,641
	2,324,531	2,306,060	2,283,137
Excess (deficiency) of revenues over expenses before the undernoted item	26,248	(82,945)	(50,780)
Other income:			
Gain on sale of capital assets	-	-	8,467
Excess (deficiency) of revenues over expenses	$ 26,248	$ (82,945)	$ (42,313)

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Changes in Net Assets

Year ended December 31, 2020, with comparative information for 2019

	Unrestricted	Internally restricted	Invested in capital assets	Total 2020	Total 2019
Balance, beginning of year	$ 42,358	$ 336,762	$ 620,754	$ 999,874	$ 1,042,187
Excess (deficiency) of revenue over expenses	(82,945)	-	-	(82,945)	(42,313)
Amortization of internally funded capital assets	55,685	-	(55,685)	-	-
Purchase of capital assets	(1,747)	-	1,747	-	-
Transfers to reserve (note 9)	(4,133)	4,134	(1)	-	-
Balance, end of year	$ 9,218	$ 340,896	$ 566,815	$ 916,929	$ 999,874

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Statement of Cash Flows

Year ended December 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operations:		
Deficiency of revenue over expenses	$ (82,945)	$ (42,313)
Items not involving cash:		
Amortization	55,685	63,641
Gain on sale of capital assets	-	(8,467)
	(27,260)	12,861
Changes in non-cash operating working capital:		
Accounts receivable	(4,828)	(29,763)
Prepaid expenses and deposits	1,903	(47)
Accounts payable and accrued liabilities	(4,983)	19,860
	(35,168)	2,911
Capital activities:		
Purchase of capital assets	(1,747)	(69,290)
Proceeds on sale of capital assets	-	13,000
	(1,747)	(56,290)
Decrease in cash and short-term deposits	(36,915)	(53,379)
Cash and short-term deposits, beginning of year	536,209	589,588
Cash, end of year	$ 499,294	$ 536,209
Cash is represented by:		
Cash and short-term deposits	$ 158,398	$ 199,447
Cash not available for current operations	340,896	336,762
	$ 499,294	$ 536,209

See accompanying notes to financial statements.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

Notes to Financial Statements

Year ended December 31, 2020

Nature of operations:

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

1. Significant accounting policies:

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

(a) Revenue recognition:

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

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

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

1. Significant accounting policies (continued):

(b) Capital assets:

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

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

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

(c) Cash and cash equivalents:

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

1. Significant accounting policies (continued):

(d) Financial instruments:

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

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

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

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

(e) Employee future benefits:

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

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

1. Significant accounting policies (continued):

(f) Use of estimates:

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

(g) Contaminated sites liability:

The Commission uses Public Sector Accounting Standards section 3260 - liability for contaminated sites. Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or retroactive or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring. At December 31, 2020 the Commission did not have any liabilities associated with contaminated sites.

2. Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board ("PSAB"). In 2021, the Commission will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 3280 - Asset retirement obligations:

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

(ii) PS 3400 - Revenue:

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2022.

3. Accounts receivable:

	2020	2019
Trade receivables	$ 62,796	$ 56,197
Goods and services tax	3,298	5,069
	$ 66,094	$ 61,266

4. Capital assets:

			2020
	Cost	Accumulated amortization	Net book value
Land	$ 80,000	$ -	$ 80,000
Building	773,397	359,632	413,765
General contents	282,942	264,976	17,966
Other equipment	13,678	13,097	581
Vehicles	78,942	52,382	26,560
Computer	146,377	110,434	27,943
	$ 1,375,336	$ 800,521	$ 566,815

			2019
	Cost	Accumulated amortization	Net book value
Land	$ 80,000	$ -	$ 80,000
Building	773,397	342,392	431,005
General contents	281,195	260,665	20,530
Other equipment	13,678	13,097	581
Vehicles	78,942	41,000	37,942
Computer	146,377	95,681	50,696
	$ 1,373,589	$ 752,835	$ 620,754

5. Financial risks and concentration of risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Commission will be unable to fulfil its obligations on a timely basis or at a reasonable cost. The Commission manages its liquidity risk by monitoring its operating requirements. There has been no change to the risk exposures from 2019.

(b) Market risk:

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

(c) Interest rate risk:

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

(d) Credit risk:

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

6. Commitments:

(a) The Commission leased equipment under agreements expiring on dates ranging from August, 2021 to June, 2026. The base rent obligation under the leases for the next year is approximately $7,518.

(b) The Commission has signed contracts for electricity and natural gas for its facilities, which expired on December 31, 2018, however is to continue on a year to year basis until written notice of termination on December 31, 2023.

7. Economic dependence:

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

8. Debt limits:

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

	2020	2019
Total debt limit	$ 1,111,557	$ 1,116,178
Total debt	-	-
Debt servicing limit	$ 223,311	223,236
Debt servicing	-	-
Amount of debt servicing limit unused	$ 223,311	$ 223,236

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

9. Internally restricted net assets:

Internally restricted net assets is comprised of the following:

	2020	2019
Operating reserve fund	170,448	168,381
Capital reserve fund	170,448	168,381
	340,896	336,762

10. Local Authorities Pension Plan:

Employees of the Commission participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The plan covers approximately 274,151 employees of approximately 420 non-government employer organizations such as municipalities, hospitals, and schools (non-teachers).

The Commission is required to make current service contributions to the Plan of 9.39% of pensionable payroll up to the year's maximum pensionable earnings under the Canada Pension Plan, and 13.84% on pensionable earnings above this amount.

Employees of the Commission are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.84% on pensionable salary above this amount.

Total current and past service contributions by the Commission to the Local Authorities Pension Plan in 2020 were $148,445 (2019 - $137,062). Total current and past service contributions by the employees of the Commission to the Local Authorities Pension Plan in 2020 were $134,748 (2019 - $124,278).

At December 31, 2019 the Plan disclosed an actuarial surplus of $7.9 billion.

11. Contractual rights:

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

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

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

12. Subsequent event:

Subsequent to the year end, the Commission has signed a loan agreement and received a $60,000 interest-free loan under Community Futures Regional Relief and Recovery Fund Program from Community Futures to assist with covering non-deferrable operating expenses.

$20,000 of this loan is forgivable if certain repayment terms are met.

13. Budget information:

The budget information was approved by the Board on December 5, 2019.

14. COVID-19 impact:

The World Health Organization declared a global pandemic for the COVID-19 disease on March 11, 2020. Consequently, on March 17, 2020, the Government of Alberta declared a state of public health emergency over the COVID-19 pandemic and enacted measures for its citizens and businesses to follow, intended to minimize the impact of the disease.

The current challenging economic climate may lead to adverse changes in cash flows, working capital levels and/or debt balances, which may also have a direct impact on the operating results and financial position of the Commission in the future. The Commission did not experience any significant financial implications in relation to the COVID-19 pandemic.

There are other factors which may present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect of these items is not practicable at this time.

TOWN OF BASSANO
JUL 0 6 2021
RECEIVED

July 6, 2021

Attention: Bassano Town Council

Last year, I noticed you gave the residents of Bassano a break on the penalty charged for outstanding taxes unpaid for the first six months which I was happy to see. I believe the penalty was 4% instead of 18%. The tax penalty is now up to the usual, more than 39% for a year if you add in the outstanding amount to the total. Maybe you don't do that, still isn't 36% a huge penalty amount? It's been that way for a number of years. People must be struggling, is it necessary to charge such steep penalties?

I copied below what City of Brooks, Strathmore and Newell County charges. The last time I checked a couple of years ago I believe Brooks charged six percent for the first six months now it's down to two percent. Good for them.

A concerned citizen,
Barbara McKinnon

Barbara McKinnon

Brooks

What is the penalty for late payments?

For 2021 Taxes late payment penalties are as follows – 2% on July 1, 2021 and 2% on November 1, 2021.

Strathmore

Please allow sufficient time for the payment to reach us by the specified date on the notice. Penalties are charged on overdue accounts, in accordance with Town Bylaw No. 11-23.

- Penalties Bylaw 11-23 specifies the penalties for unpaid taxes as follows:
- 10% of the unpaid current taxes remaining unpaid following the due date specified on the Tax Notice.

- 4% of the unpaid current taxes remaining unpaid after August 31st and October 31st.
- 3% of the unpaid supplementary taxes remaining unpaid 30 days following the date of the mailing of the supplementary tax notice.
- 9% of all unpaid taxes on January 7st and April 1st of the next succeeding year.

Newell County

Tax Payment Incentives & Penalties:

In recognition of the current economic challenges, Council passed a *Tax Penalties & Incentive Bylaw (2008-21)* that replaces the previous tax penalty bylaw. This new bylaw provides for:

- a discount of 2.5% applied to all current municipal taxes paid by June 15th;
- a penalty of 8% applied to current year taxes outstanding as of November 15th;
- a penalty of 12% applied to all taxes in arrears as of March 1st of each year.

The discount is applied only to the taxes that are retained by the County of Newell. The School and Newell Foundation taxes are collected by the County, but then forwarded on to those respective parties. The 2.5% discount is applied only to the taxes listed under the Tax "Municipal" Category on your tax notice.

Town of BASSANO

TOWN OF BASSANO

As a reminder to all dog owners, dogs must be always leashed, dogs are not permitted to *excessively* bark/howl or disturb the peace of your neighbor or the community, dogs must be licensed. Enjoy your dog while respecting our community - please pick up and properly dispose of your dog waste.

Dog Control Bylaw #836/12

For more information contact the Town Office
403-641-3788 | www.bassano.ca | assistant@bassano.ca

Bassano Rodeo Committee

Box 31

Bassano, AB T0J0B0

Town of Bassano

Bassano, AB T0B0B0

Wednesday July 7,2021.

To Whom it May Concern:

The Bassano Rodeo Committee would like to tentatively request the use of the Rodeo Grounds to hold a Bulls Broncs and Barrels Rodeo and Beer Gardens on August 14th, 2020. The Beer Gardens is in conjunction with our Rodeo. We will have our own security hired as well as purchasing our PAL Insurance and License through Albert Liquor and Gaming.

Thank you for taking the time to discuss this request and please feel free to contact me with any questions at my email sdsingular@eidnet.org or call me at 403-793-0784 (H) or President Jason Hale at 403-793-1611. We look forward to hearing back from you.

Sincerely,

Shawna Singular

Bassano Rodeo Secretary/ Treasurer