AGENDA

Meeting: January 17, 2022 6:00 p.m. – 10:00 p.m.
Location: Bassano Community Hall

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

2. **EXCUSED FROM MEETING**

3. **ADOPTION OF AGENDA**

4. **ADOPTION OF MINUTES**
   - 4.1 December 13, 2021 Regular Meeting

5. **DELEGATIONS**
   - None

6. **UNFINISHED BUSINESS**
   - 6.1 FCSS Department – 2022-2024 Budget - Proposal

7. **NEW BUSINESS**
   - 7.1 Administration Department – 2022-2024 Budget – Proposed/Projected
   - 7.2 Public Works Department – 2022 – 2024 Budget – Proposed/Projected – *Addition*
   - 7.3 Waste Management – 2022 – 2024 Budget – Proposed/Projected
   - 7.4 Sewer Department – 2022-2024 Budget – Proposed/Projected
   - 7.5 Water Department – 2022-2024 Budget – Proposed/Projected
   - 7.6 Utility Rates Bylaw 923/22 - Proposed

8. **BOARD & COMMITTEE REPORTS**

   - 8.1 Mayor I. Morey
     - Joint Shared Services – January 12, 2022

   - 8.2 Deputy Mayor J. Slomp

   - 8.3 Councillor K. Jones

   - 8.4 Councillor M. Wetzstein
     - Community Futures Wild Rose – January 6, 2022

   - 8.5 Councillor S. Miller
     - Bassano Ag Society – January 5, 2022

9. **CAO REPORTS**
   - 9.1 CAO Operation Report
   - 9.2 Financial Statement – November 30, 2021

9.3 Cheque listing – November 30, 2021
9.4 FCSS Report for the period ending December 31, 2021
9.5 CPO Report for the period ending December 31, 2021
9.6 RCMP Mayor's Report – October/November 2021

10. CORRESPONDENCE

10.1 Palliser Economic Partnership Minutes – December 10, 2021
10.2 Palliser Economic Partnership – Economic Development Training
10.3 Intermunicipal Meeting Notes – December 16, 2021
10.4 2022 Municipal Law Seminars – Reynolds Mirth Richards & Farmer
10.5 Joint Shared Services Meeting Notes – December 15, 2021
10.6 2022 Grasslands FCSS Funding Commitment
10.7 Bassano Rural Crime Strategy Update
10.8 County of Newell – Soil Conservation Policy

11. CLOSED SESSION

11.1 None

12. ROUND TABLE

13. ADJOURNMENT

MINUTES OF THE **REGULAR MEETING** OF THE TOWN OF BASSANO HELD IN PERSON ON **DECEMBER 13, 2021** IN THE COUNCIL CHAMBERS.

ELECTED OFFICIALS

MAYOR	Irvin Morey
DEPUTY MAYOR	John Slomp
COUNCILLORS	Kevin Jones
	Sydney Miller
	Mike Wetzstein
STAFF	Amanda Davis, Chief Administrative Officer
	Sydney Smith, Recreation & Community Services Liaison
	Victoria Muhlbeier, FCSS Director
OTHER	Sandra Stanway, Brooks Bulletin
	Tammie Hauck, FCSS Chair

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1. CALL TO ORDER

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

2. EXCUSED FROM MEETING

- None

3. ADOPTION OF AGENDA

TOB282/21 Moved by **DEPUTY MAYOR SLOMP** that the agenda is approved as presented.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of November 8, 2021

TOB283/21 Moved by **COUNCILLOR JONES** that council approves the minutes of the regular meeting held on November 8, 2021 as presented.

CARRIED

4.2 Adoption of minutes from the special meeting of November 30, 2021

TOB284/21 Moved by **COUNCILLOR WETZSTEIN** that council approves the minutes of the special meeting held on November 30, 2021 as presented.

CARRIED

5. DELEGATIONS

5.1 FCSS Advisory Board - 6:00 p.m.

Tammie Hauck, Chair and Victoria Muhlbeier, FCSS Director entered the meeting at 6:03 p.m.

Unapproved

_____	_____
Mayor	CAO
17/01/22	17/01/22

Hauck and Muhlbeier were introduced to the council and presented an updated on FCSS activities supported by a financial request. Discussion ensued.

Hauck and Muhlbeier departed at 6:23 p.m.

5.2 Sydney Smith, Recreation and Community Services Liaison

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

Davis presented the Recreation and Leisure Master Plan to council. Discussion ensued.

6. UNFINISHED BUSINESS

6.1 Procedural Bylaw 922/21 – Proposed

TOB286/21 Moved by **DEPUTY MAYOR SLOMP** that council gives first reading to Procedural Bylaw 922/21 as presented.

CARRIED

TOB287/21 Moved by **COUNCILLOR WETZSTEIN** that council gives second reading to Procedural Bylaw 922/21.

CARRIED

TOB288/21 Moved by **MAYOR MOREY** that council has third reading of Procedural Bylaw 922/21.

CARRIED UNANIMOUSLY

TOB289/21 Moved by **COUNCILLOR WETZSTEIN** that council gives third and final reading to Procedural Bylaw 922/21.

CARRIED

6.2 Personnel Policy Handbook Procedure Manual – Amended

An amendment to Personnel Policy and Procedure Manual P-TOB12/002-21 was presented.

TOB290/21 Moved by **COUNCILLOR JONES** that council approves Personnel Policy and Procedure Manual P-TOB12/002-21 as amended whereby flex time is accrued and to be taken before the employee's anniversary date each year rather than based on a calendar year of January 1 – December 31 annually.

CARRIED

Councillor Miller entered the meeting at 6:43 p.m.

7. NEW BUSINESS

7.1 Pool Department Update

Smith presented an update on 2021 pool operations supported by a draft 2022-2024 operations plan. Discussion ensued.

7.2 Thrive 2022 – 2024 Budget – Proposed/Projected

Unapproved

Thrive Fitness centre's 2022 - 2024 budgets were presented.

TOB291/21 Moved by **DEPUTY MAYOR SLOMP** that council directs administration to develop a business plan to determine the long-term viability of the Thrive Fitness centre. The business plan shall investigate status quo operations, the relocation of the facility, and closure of the facility. The business plan shall be completed by May 1, 2022 as the current lease agreement expires on July 31, 2022 in order for council to determine next steps.

CARRIED

7.3 Cemetery Department 2022 – 2024 Budget – Proposed/Projected

The Cemetery department 2022 – 2024 budgets were presented and discussed.

8. BOARD AND COMMITTEE REPORTS

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

TOB292/21 Moved by **COUNCILLOR JONES** to accept the Board and Committee reports as presented and attached to and forming parts of these minutes.

CARRIED

9. CAO REPORTS

9.1 Operations Report

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

TOB293/21 Moved by **COUNCILLOR MILLER** that the Town adopts the 2021 operations budget as the 2022 interim operating budget.

CARRIED

TOB294/21 Moved by **COUNCILLOR WETZSTEIN** that the January 10, 2022 meeting is rescheduled to January 17, 2022 at 6:00 p.m.

CARRIED

TOB295/21 Moved by **COUNCILLOR MILLER** that the February 14, 2022 meeting is rescheduled to February 7, 2022 at 6:00 p.m.

CARRIED

9.2 Financial Statements

A financial statement for the period ending October 31, 2021 was presented.

9.3 Cheque Listings

Cheque listing for the month ending October 31, 2021 was presented.

9.4 FCSS Report

A Director report for the period ending November 30, 2021 was presented.

9.5 CPO Report

A CPO report for the month ending November 30, 2021 was presented.

Unapproved

9.6 RCMP Report

None

TOB296/21 Moved by **COUNCILLOR MILLER** that the CAO report for the period ending December 10, 2021 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

10.1 Shortgrass Library System minutes of September 15, 2021 were presented.

10.2 The Office of the Premier sent a letter of congratulations to the newly elected council.

10.3 Newell Housing Foundation's 2022 requisition notice was provided.

10.4 Newell Housing Foundation provided notice of an increase in fees for Meals on Wheels.

10.5 The Library Association of Alberta sent a letter of congratulations to the newly elected council.

10.6 BARRA submitted a letter seeking ongoing financial support of $10,000 per annum between 2022-2024.

TOB297/21 Moved by **COUNCILLOR WETZSTEIN** that the Town continues to provide BARRA with an annual operating grant of $5,000 each year between 2022-2024 with an additional $5,000 on an as needed basis.

CARRIED

10.7 Alberta Municipal Affairs sent a letter of congratulations to the newly elected council.

10.8 Bassano Public Library minutes of October 12, 2021 were presented.

10.9 Taxervice provided an update regarding the discharge of 2020 property liens.

10.10 Community Future Wild Rose confirmed success of their application to host the Digital Economy Program in 2022.

10.11 Joint Shared Services meeting notes of November 9, 2021 were presented.

10.12 BARRA Annual General Meeting (AGM) minutes of November 24, 2021 were presented.

10.12 A resident opinion letter was received from Ken Riley dated October 12, 2021.

10.13 A resident opinion letter was received from Ken Riley dated October 31, 2021.

10.14 Oldman River Regional Services Commission AGM minutes of September 2, 2021 were presented.

TOB298/21 Moved by **COUNCILLOR SLOMP** to accept the correspondence and to file the items as information.

CARRIED

11. CLOSED SESSION

_____ _____
Mayor CAO
17/01/22 17/01/22

Unapproved

None

12. ROUND TABLE

None

13. ADJOURNMENT

TOB299/21 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of December 13, 2021 at 9:55 p.m.

CARRIED

_____ _____
Mayor Chief Administrative Officer

Unapproved

_____ _____
Mayor CAO
17/01/22 17/01/22

REQUEST FOR DECISION

Meeting: January 17, 2022
Agenda Item: 6.1

FCSS Department – 2022 – 2024 Budget – Proposal

BACKGROUND:

(51) At the December 13, 2021 meeting, the FCSS Advisory Board Chair and FCSS director presented to council requesting that the Town provide top-up funds to operate a full-time department over the next 3-years. This request has been brought forth because social program (Community Worker) grants were cut in 2019 and the FCSS director position was reduced to part time. Fortunately, the Town secured emergency relief funds provided by the province at the start of the pandemic to carry forward a full-time FCSS director for an additional 2-years. Funds have now been fully expended.

FCSS has three main funders:

Provincial Government	Town of Bassano	Grasslands FCSS
$39, 505	$9, 875	$12,750

To continue as a full-time social services department, the Town would have to contribute an additional $18,000 - $22,000 per year.

The FCSS board, on behalf of the town delivers many programs with volunteer supports and donations. Over three-years, the budget is expected to increase from $85,500 to $89,000 with 20 percent allocated to direct program expenses.

OPTIONS:

☒ #1 – That council agrees to provide top-up funds to operate a full-time FCSS department between January 1, 2022 and December 31, 2024 as follows. First, that there is full agreement that the FCSS Advisory Board delivers programs in alignment with the Town's long-term strategic objectives, and the provincial mandate for FCSS as described in our respective bylaws. Second, that funds are contingent upon ongoing collaboration between the parties to ensure the overall success of the Town. Third, that the financial commitment ensures fixed costs are covered through the provincial grant, Grasslands FCSS contribution, and municipal taxation. The board is responsible to raise extra funds to deliver programs. Finally, by November 1, annually a program report must be provided to Town council that outlines services delivered and people served. The Town's contribution will average $30,000 per annum. A continuation of Town funds will be assessed in September 2024.

☐ #2 –. That council agrees to provide top-up funds to operate a full-time FCSS department between January 1, 2022 and December 31, 2024 with an average contribution of $35,000 per annum.

☐ #3 – That council declines the FCSS Advisory Board's proposal dated December 6, 2021 to provide top-up funds to operate a full-time FCSS department and instead encourages collaboration with external users to assist with funding the deficit or picking up program changes.

CAO COMMENTS:

To provide top-up funds for the FCSS department, the CAO's executive assistant (May – August with various projects throughout the rest of the year) position could be eliminated with the understanding that the administrative output would be reduced. The executive assistant budget is $17,000 annually. Alternatively, council would have to increase taxation to fund the position.

The FCSS department provides valuable services in Bassano in alignment with the goals and objectives of council related to a liveable community (refer to the Attachment 1). If top-up funds are not provided, an alternate agency would have to pick up the program responsibilities, or they will be eliminated.

Considerations:

- There must be long-term value created should council fund this position as stated in the Town's strategic objectives. An open and effective board must remain with a willing director in alignment with the Town's mission and FCSS mandate. Dysfunction between any of the stakeholders will reduce value and overall service delivery. Over the past 3-years we have worked in collaboration to merge the FCSS division into the Town's organization. There has been growing pains and frustrations have been raised by the board when they have planned a program and were asked to wait until the Town completed other projects that needed to take place prior to their desired program.

  Prior to consolidation of FCSS, the board decided on all programs. Now, they are asked to program with more structure. For example, the board had an idea to facilitate a community registration night for community groups, they were directed to wait until 2022 once the Recreation and Leisure Master Plan was established and endorsed for both the Town and the County.

- Social services tend to have more access to funds to support programs rather than fixed costs (e.g. salaries). It is not unreasonable, should council choose to maintain a full-time department that it commits to ensuring fixed costs are funded with the board fundraising for additional programs.

- Council may choose to fund the department on a three-year trial whereby the board submits an annual report that outlines the number of programs and services offered to the community to ensure there is value creation.

- Council may choose to survey the public to determine if they wish to see a greater investment in social services to maintain a full-time director.

- Finally, with all the considerations, is should also be noted that having a department with no resources to program or deliver services is not a viable alternative.

- There is an FCSS reserve account must be depleted from carry forward grant funds approx. $10,000. This will be applied against the 2022 budget.

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

PROPOSED RESOLUTION:

☒ #1 – That council agrees to provide top-up funds to operate a full-time FCSS department between January 1, 2022 and December 31, 2024 as follows. First, that there is full agreement that the FCSS Advisory Board delivers programs in alignment with the Town's long-term strategic objectives, and the provincial mandate for FCSS as described in our respective bylaws. Second, that funds are contingent upon ongoing collaboration between the parties to ensure the overall success of the Town. Third, that the financial commitment ensures fixed costs are covered through the provincial grant, Grasslands FCSS contribution, and municipal taxation. The board is responsible to raise extra funds to deliver programs. Finally, by November 1, annually a program report must be provided to Town council that outlines

services delivered and people served. The Town's contribution will average $30,000 per annum. A continuation of Town funds will be assessed in September 2024.

Attachments:

1. FCSS Top-up Funding Request 2022-2024

Prepared by: Amanda Davis, CAO

Bassano Family and Community Support Services

fcss@bassano.ca ■ 403-641-3788 ■ www.facebook.com/FCSSBassano

December 6, 2021

Town of Bassano
P.O. Box 299
Bassano, AB T0J 0B0

Mayor Morey and Council,

RE: FCSS Top-up Funding Request 2022-2024

We are writing to request your support to provide additional funds to enable us to continue to operate the Family and Community Support Services (FCSS) program in Bassano. The FCSS Advisory Board was established by the Town to support the delivery of social services in the community. The Town employees an FCSS director to support the board with the delivery of these programs.

Over the past 3-years the funding structure for local FCSS programs has changed and grant funds from the provincial government have decreased nearly 50%. Bassano continues to receive $39,505 in grant funds. However, with provincial restructuring in 2019, all municipalities lost funds through the Community Worker initiative. Until 2019, the Town offered a full-time social services role whereby 50 percent of the position was funded by FCSS grants, and 50 percent of the position was funded by the Community Worker initiative.

In 2020, we were successful with an application to FCSSAA and received $30,000 to be applied towards the FCSS director salary. We spread this out over two years with diligent planning and were able to maintain uninterrupted services through 2021. We have now fully exhausted these funds and are unable to maintain the full-time FCSS director position without your support.

We believe that the programs and services FCSS offers the community is invaluable to the overall wellness of Bassano. Our services align with the Town's long-term vision and our provincial mandate for social functioning. Our board extends a formal request to top-up the Town's annual contribution to enable us to provide full-time social services in Bassano between 2022-2024. The anticipated contribution is $18,000 per annum, totalling $27,875 from the Town.

Currently the funding for Bassano FCSS is as follows:

Provincial Government	Town of Bassano	Grasslands FCSS
$39, 505	$9, 875	$12,750

Note that Grasslands FCSS contributes more dollars to social programming in Bassano than the Town.

To operate effectively, we run a budget of $80,000. This budget provides a full-time director and many great programs (refer to Attachment 1). Beyond the additional funds we received in 2020, we apply for many grants to help offset program costs (e.g. volunteer appreciation) and receive extensive donations (e.g. Christmas Hampers). Of the budget, between $9,000 - $12,000 is directly applied towards

programs, training, and other services. Our funds go a long way as exemplified in programs. We serve families, seniors, youth, and the most vulnerable populations.

While we understand the Town Council has many obligations to our community, we strongly feel one of these obligations is to ensure residents have appropriate access to social supports. Should the FCSS division be unfunded we will be forced to scale back to a part-time position, and this will severely impact the ability of residents in Bassano and area to access social supports.

For example, the FCSS Christmas programming will take up one quarter of the year and additional time will be spent to support limited programs without the probability of new program development due to time and budget restraints. In addition, we know that attracting a skilled and qualified worker to fill a part-time position without benefits in a small community comes with many challenges and will likely leave us without appropriately trained staff to carry out our current programs. We believe it is imperative to maintain the FCSS division of Bassano with a full-time director position.

As a Board we have discussed fundraising solutions to help with program costs and we have also considered all the community gives to FCSS already. Each year the community donates upwards of $7,000 to support Christmas Hamper programs, we appreciate the community's support in this valuable program and cannot in good conscience continue to ask for additional funds from members of our small community.

We ask that you take the time to evaluate the benefits social services brings to the long-term viability of Bassano as you consider our top-up funding request. Included with this letter is an overview of the programs we intend to focus on in 2022 (see Attachment 2) and an impact analysis without top-up funds (see Attachment 3).

We are available to provide any additional information that may assist you as you evaluate this request, or simply to boast about the great programs and services we deliver.

Respectfully submitted,

Tammie Hauck

Tammie Hauck, FCSS Chair
On behalf of the FCSS Board of Directors

Enc.

- Attachment 1 – Our Great Programs – A Summary
- Attachment 2 - 2022 FCSS Program Plan Summary
- Attachment 3 – Impacts Summary Without Additional Funds

Attachment 1

Our Great Programs – A Summary

The Town plays a crucial role in the safeguarding of community's overall wellbeing and future growth. An integral part of the community's wellbeing is tied to the social prosperity and quality of life within the community. It is known that access to social programs within a community can increase well-being in areas including income, employment, education, and health. In addition to this we know access to social programs can give individuals in a community a sense of personal well-being, belonging and decrease spending of tax dollars on other services such as emergency response, social assistance, and healthcare.

FCSS meets this need by delivering preventive social service programming and supports to enhances the social well-being of individuals and families within Bassano and area. Across Alberta FCSS works to build the province by transforming government money – provincial and municipal – into social profit.

Locally FCSS builds the community through social programming and 1:1 supports including but not limited to:

Program	Outcome
Craft Kits	Access to quality activities to increase family connection, parenting skills, and personal well-being of children. *During the 2020 year 57 unique families participated in the craft kit program, with over 95% of families receiving multiple kits.* *Families engaged in the program reported* • *75% were more confident in their parenting skills* • *80% spent more time as a family* • *100% were more aware of local resources available to them*
Women's Wellness	Access to local information on resilience, increased economic prosperity for local businesses who are vendors for the event *During the 2020 year 110 women attended the conference, with 50% of attendees responding to the survey. Attendees reported* • *98% felt a sense of belonging to their community*
Seniors' Week	Decreased isolation and increased sense of personal well-being and belongings for seniors within the community. *During the 2020 year 50 individuals participated in the Seniors Week programming, with 40 participants responding to the survey.* *Seniors engaged in the program reported* • *88% felt more connected to their community* • *96% felt more aware of resources available to them*
Volunteer Appreciation	Volunteers feel recognized for their tremendous contributions to the community. The value of lifelong volunteerism is promoted to the community.
Christmas Hampers	Families are connected locally to the supports they need to sustain their well-being over the holiday season. All families within the community have equal access to seasonal joy. Community members are given opportunity to contribute to their community in ways they find meaningful.
Awareness Campaigns	FCSS increases awareness of local issues including cultural awareness, suicide prevention, domestic violence, kind communities, mental wellness, safety, and more through social media campaigns and pop-up displays within the community,

1:1 Supports	FCSS acts as a system navigator within the community of Bassano. FCSS is a catch all net within the community, people often are unsure where to turn and come to FCSS for direction on how to access supports such as the food bank, income supports, seniors' benefits, aging in place supports, housing supplements, Persons with Developmental Disabilities funding, Clare's Law, parenting supports, cultural resources, mental wellness supports, and more

FCSS works to be the "right door" for anyone within the community to attend and be connected to those who can provide the support they need. **Creating pathways for people to access the supports they need to thrive prevents crisis before it happens**.

FCSS connects individuals to supports including but not limited to:

Agency	Support provided through relationship with FCSS
County of Newell Minibus	FCSS promotes and advertises this service within the community, FCSS will help residents fill out the minibus application and assist them in booking a trip on the bus and coordinating appointments in the city to align with their trip
Playfair Lodge	Works with Lodge staff to assist seniors in connecting to aging in place supports to help keep them in their community as long as possible.
Home Care	FCSS works to connect local seniors with home care supports and access to Alberta Aids to Daily living through referral
Bridges, Brooks YMCA Employment Center, Medicine Hat College	FCSS acts as a referral point for clients accessing supports from several community programs as no workers are based within the Bassano community. Should a client require face to face supports when their worker is unavailable a connection is made with Bassano FCSS to fill this roll.
SPEC	FCSS acts as a 1:1 support for adults within the community. Should SPEC association receive a referral for an adult community member living in Bassano it is referred to FCSS to see if local support would be a better fit due to availability and services offered.

You don't hear stories about preventing disease, preventing drug and alcohol abuse, preventing crime, preventing loneliness and isolation, because when it works it's the opposite of intense and dramatic, it's sometimes even unnoticed. Avoiding a crisis isn't news but it's the heart of what we do.

FCSS also works to support the strategic direction of the Town:

Goal	Contribution
Recreation and Leisure Master Plan	• FCSS fosters prosperity and creates sustainability of recreation-based programs that require volunteers to run through volunteer celebrations and the introduction of future programs to support volunteerism within Bassano. • FCSS decreases barriers to access programs by providing free activities, flexible hours, and increased community awareness

	• Social programming and prevention. • Collaboration with local RCMP.
Beautify Bassano	• FCSS creates ease of access to funds for lawn care, snow removal and home maintenance for seniors.

Attachment 2

2022 FCSS Program Plan - Summary

Should the FCSS Director position convert to a part time role we will no longer be able to develop new community programming and the support of current programs will be required to scale back due to limited staffing capacity. It is expected that on a part time basis FCSS will deliver limited 1:1 supports with no additional supports to external agencies, 2-3 craft kits per year at various time throughout the year, 1 seniors day event in June, a volunteer appreciation display in April (not event), Christmas Hampers from September – December, and 1 – 2 Awareness Campaigns throughout the year.

In a part time role, FCSS will no longer deliver Women's Wellness Conferencing, external agency supports, volunteer appreciation events, International Day of Older Persons programming, Youth on Board, and Parade of Garage Sales programs. FCSS will also lose quality of 1:1 supports, 3 – 5 craft kits per year, 4 days of seniors programming for seniors week, and 3 – 5 awareness campaigns per year.

The FCSS Board of Directors hopes to continue to support currently operating programs as well as develop new community-based programs that will increase the quality of life for residents of Bassano, **but this can only be done with a full time FCSS Director**.

Some of the services we anticipate creating over the next year with your support include:

Project	Added value to community
Welcome Wagon	Bassano has had an increase of new residents in the community, a Welcome Wagon package would create awareness of local resources for new residents while enhancing the economic prosperity of local businesses who have a new venue to bring in new customers. The Welcome Wagon would also provide connection for new community members, as they will get to meet their neighbours during delivery and learn about all the supports, they can access locally!
Women's Wellness	The Bi-Annual Women's Wellness Conference draws a crowd of approximately 150 people, some from Bassano and some from our neighbouring communities. The influx of visitors to our community is beneficial for local businesses, additionally FCSS supports local economy through purchases for the event.
Community Registration Night	A Community Registration night would allow an opportunity for local clubs and organizations to recruit volunteers along with sign up for their activities. This event would create ease of access for parents looking to get their children involved in local events.
Volunteer Registry	The Volunteer Registry would add value to the community of Bassano through crating pathways for people to become involved in their communities. The Volunteer Registry would be a home base for local clubs to list available opportunities to get involved and for local people to fund ways to become active in their community

Youth on Board	FCSS will work with local youth who have an interest in learning leadership skills, while instilling the value of lifelong volunteerism in the youth.

Attachment 3

Impact Summary Without Additional Funds

Without financial support from the Town there will be impacts to the current social programs delivered in Bassano. The interruption in services will be felt in the following areas

Area	Impact
Parent Supports and Craft Kits	Over the last three years the provincial government has eliminated funding for Parent Link Centres, as a result Bassano no longer has access to the Parent and Tot program previously offered by SPEC. To fill this roll FCSS has been creating several craft kits throughout the year and connected parents to online parenting supports. If FCSS does not have a full time FCSS director, they will no longer be able to support additional craft kit programs outside of the summer and they will no longer have the time to find free online resources for parents to build on their parenting skills.
Adult Supports and 1:1 Services	Should FCSS not receive funding they will no longer have the capacity to provide 1:1 support to adults living within Bassano and this task will have to be taken on by SPEC association. This will create additional barriers in access to service as SPEC association is in Brooks and will only make 1 in person visit to residents of Bassano, all other appointments must be held in Brooks. FCSS will no longer have the capacity to manage referrals for support for sources such as Clare's Law Domestic Violence Program, Homecare, Brooks ABLE Program, or the food bank. This will leave vulnerable residents without a place to turn for support locally and if they are able to access support, they will be required to find ways to attend appointments in other communities.
Bridging the gap	Should FCSS not receive funding they will no longer have the capacity to provide bridging services to residents of Bassano. These services include face to face supports for those whose workers cannot attend the community and filling out forms for those applying for benefits. These supports are beneficial for residents and service providers outside of the community who do not have a physical presence in Bassano but still serve people within the community.

OPEN DISCUSSION

Meeting: January 17, 2022
Agenda Item: 7.1

Administrative Department – 2022 – 2024 – Proposed/Projected

BACKGROUND:

Allocations within the administrative department budget include a variety of expenses including partial administrative salaries, education and training expenses for administrative staff, membership fees, postage, professional services (auditor, CAO contract, legal, IT, accounting software, etc.), equipment R&M (security, operating equipment, etc.), office supplies (e.g. photocopier expense, Office 365 renewals, envelops, paper, etc.), utilities, insurance, and departmental transfers. Departmental transfers reflect the Town's contribution for shared expenses (e.g. the Town's contribution for 50 percent of the net deficit of recreation services).

Administrative revenue is limited to general fees for tax/compliance certificates, permit fees, and land leases.

In 2022, all administrative operating systems will be upgraded as part of the renewal cycle, funded from the Municipal Services reserve. The total cost is expected to be $15,000.

An expense that continues to increase is printing and postage. On average, it costs $18,000 - $23,000 per annum for printing, postage, and paper. This does not account for administrative time related to print/fold/stuff/mail. To bring this into perspective, to complete one utility billing cycle the tasks of print/sort/fold/stuff/mail it takes a one staff member 7 hours.

There are many ways to reduce this expense over the next three-years by transitioning to paper free billing and more online actions.

For example, there are only 34 bills that are sent paper free of the 684 bills issued bi-monthly (5%). The Town's accounting software could be upgraded to accommodate direct e-billing. Accounts payable software can be update for e-payments.

While these upgrades make sense administratively, financially, and environmentally, as the governing body, council must determine their public philosophy to transition to e-billing and e-actions. Incentives could be established for people to convert to e-billing, additional charges applied to those that wish to continue to receive paper bills (e.g. $2.00/bill). It is important to eliminate waste as it relates to duplicated work. Efficiencies can be gained.

In 2022, the photocopier needs to be replaced. Administration will investigate lease versus purchase options for this asset.

Municipal Sustainability Initiative (MSI)

Municipalities have been allocated $14.1 billion (including the Basic Municipal Transportation Grant) since the Municipal Sustainability Initiative (MSI) program launched in 2007 by the provincial government. The MSI program is being extended until 2023-24, after which it will be replaced with the Local Government Fiscal Framework.

There are two MSI allocations, operating and capital. MSI funding can only be confirmed for the current program year as updated municipal population, education tax requisition and local road length information are required to calculate future annual funding allocations.

MSI funding is distributed to municipalities after legislative approval of the program budget, submission of sufficient project applications, and submission and/or certification of Statement of Funding and Expenditures.

The MSI funding formula also includes base funding for all municipalities and sustainable investment funding for municipalities with limited local assessment bases.

Operating

As part of the Town's financial restructuring in 2018/19 the use of MSI operating funds were allocated towards the completion of strategic projects rather than how it was used previously to offset fixed and general municipal operating expenses. This action was taken because a municipality should not rely on an operating transfer payment to cover general expenses. Municipalities that rely on these funds to cover day-to-day expenses end up in serious financial risk when transfer payments are reduced or eliminated.

Bassano's operating budget is structured to collect taxes to cover general expenses with MSI operating funds used for the implementation of strategic initiatives or one-off projects.

As stated above, MSI operating will end in 2024 and replaced with a new Fiscal Framework. Until that time, it is expected that Bassano will receive $50,209/annum through MSI operating. Refer to Attachment 1 for a proposed use of funds.

Capital

MSI Capital funds have been allocated toward major infrastructure and will be presented to council in March/April as part of the capital budget presentation.

Budget Overview

TOWN OF BASSANO

(12) Administration Department
Town of Bassano
YTD

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General Ledger	Description	2021 Budget	2021 Actual	2021 % Variance
Total Revenue				
1-12-00-410-00	TAX CERT./LETTER OF COMPL.	(1,300.00)	(2,600.00)	200.00
1-12-00-415-00	General Admin - Revenue	0.00	(407.50)	0.00
1-12-00-520-00	TOWN - PERMIT APPLICATION FEES	(2,300.00)	(4,700.00)	204.34
1-12-00-521-00	SUPERIOR SAFETY - PERMIT INSPECTION FEES	(1,000.00)	(2,908.85)	290.88
1-12-00-560-00	LAND LEASE REVENUE	(13,300.00)	(14,252.12)	107.15
1-12-00-710-00	TSF FROM MUNICIPAL SERVICE RESERVE	(38,000.00)	(22,293.89)	58.66
1-12-00-840-00	ADMIN - PROVINCIAL COND GRANT	0.00	(127,118.00)	0.00
*	**TOTAL Revenue**	**(55,900.00)**	**(174,280.36)**	**311.77**

General Ledger	Description	2021 Budget	2021 Actual	2021 % Variance
Total Expenditure				
2-12-00-110-00	ADMIN - SALARIES/WAGES	135,531.00	100,850.72	74.41
2-12-00-130-00	ADMIN - EMPLOYER CONTRIBUTION	9,332.00	9,839.69	105.44
2-12-00-133-00	ADMIN - HEALTH/SAFETY COSTS	500.00	0.00	0.00
2-12-00-135-00	ADMIN - AUMA BENEFITS	4,181.00	2,440.45	58.37
2-12-00-136-00	ADMIN - WCB	6,500.00	7,831.49	120.48
2-12-00-137-00	ADMIN - RRSP CONTRIBUTION	6,000.00	4,300.00	71.66
2-12-00-211-00	ADMIN - TRAVEL/LODGE/MEALS	3,675.00	1,080.65	29.40
2-12-00-215-00	ADMIN - FREIGHT,POST, INTER, PHONE	11,400.00	8,931.27	78.34
2-12-00-220-00	ADMIN - MEMBERSHIPS, ADVERTISING	14,980.00	13,731.96	91.66
2-12-00-230-00	ADMIN - PROFESSIONAL SERVICES	269,080.00	246,295.29	91.53
2-12-00-232-00	ADMIN - TRAINING	5,000.00	3,114.89	62.29
2-12-00-235-00	ADMIN - ASSESSMENT SERVICES	18,800.00	18,522.66	98.52
2-12-00-250-00	ADMIN - REPAIR/MAINTENANCE	4,100.00	1,680.09	40.97
2-12-00-263-00	ADMIN - EQUIP RENTAL/MAINTENANCE	15,600.00	1,639.88	10.51
2-12-00-274-00	ADMIN - INSURANCE	5,500.00	7,216.55	131.21
2-12-00-300-00	ADMIN - SPECIAL EVENTS	750.00	85,504.30	11,400.57
2-12-00-510-00	ADMIN - OFFICE SUPPLIES	13,830.00	18,229.28	131.80
2-12-00-540-00	ADMIN - UTILITIES	5,500.00	5,038.74	91.61
2-12-00-710-00	TSF TO MUNICIPAL SERVICE RESERVE	(40,000.00)	48,014.75	(120.03)
2-12-00-763-00	BAD DEBT WRITTEN OFF	5,000.00	19,739.70	394.79
2-12-00-765-00	TSF TO OTHER LOCAL GOV'T	191,858.00	136,900.46	71.35
2-12-00-810-00	BANK CHARGES AND INTEREST	4,000.00	8,628.44	215.71
2-12-00-995-00	ADMIN - STAFF RECOGNITION	3,000.00	3,614.27	120.47
*	**TOTAL Expenditure**	**694,117.00**	**753,145.53**	**108.50**

**There is still various year end transaction for this department that will change December 31 YTD amounts.*

CAO COMMENTS:
None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

Attachments:

1. MSI Operating Summary 2021-2023 Project Allocation – Proposed

Prepared by: Amanda Davis, CAO

Town of Bassano

MSI Operating Summary 2021 - 2023 Project Allocation

2021 Allocation	$	50,209
2021 YTD Interest Earned	$	392
2021 Carry Forward	*$*	*24,543*
2022 Projected	$	50,209
2023 Projected	$	50,209
Total to Allocate for Projects 2022-2023	***$***	***124,961***

MSI Opeating - Proposed	2019	2020	2021 (M#TOB05/21)	*2021 Actual*	2022 Proposed	2023 Proposed	Difference
G2 - T1 DP Simplification - Design Standards	$ -		$ 30,000	IC			
G2 - T1 DP Simplification - Modernize LUB			$ 20,000	$ 20,100			
G2 - T3 - Tiny Home Pilot Project	$ 5,000						
G2 - T4 - Economic Enrichment Strategy			$ 25,000	$ 25,000			
G2 - T5 Recreation Plan			$ 50,000	$ 50,000			
G3 - T3 Main Street Revitalization - Stiles Bldg. Assessment			$ 30,500	MSP			
Other - 1/3 Cost Share Bassano Project Redesign		$ 8,300					
Other - GIS Ortho Project			$ 4,000	$ 3,012			
(12) Professional Development					$ 25,000	$ 25,000	
G2 - T2 - Public Signage Upgrade					$ 25,000		
G2 - T4 - Enrichment Implementation - Task 4 - HS Internet					$ 25,000		
G2 - T4 - Enrichment Implementation - Task 2 - Retention						$ 25,000	
Total:	**$ 5,000**	**$ 8,300**	**$ 159,500**	***$ 98,112***	**$ 75,000**	**$ 50,000**	-$ 39

Future of MSI

The MSI program is being extended until 2023-24, after which it will be replaced with the Local Government Fiscal Framework.

OPEN DISCUSSION

Meeting: January 17, 2022
Agenda Item: 7.3

Waste Management Department – 2022 – 2024 – Proposed/Projected

BACKGROUND:

(43) In 2019, the Town restructured its utility function to transition fees to be charged at a state of cost recovery (solid waste, recycling, water, and sewer). This process included equal bi-monthly fees for residential and non-residential properties. In previous years, utilities were subsidized through taxation, and various rates were charged based on the use of a property (residential, non-residential low volume and high volume). The metrics for determining the rate differential was not clearly identified. Since 2019, the Town has provided utility cost projections to residents.

PUBLIC NOTICE – Utility Fee Changes

January 12, 2021

To continue to work towards achieving our vision "to become the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience and where people choose to live, work and play", Bassano Town Council determined that utility fees needed to be applied equally among all users. This means that, over the next three-years (starting in 2020), bi-monthly utility rates will be adjusted until such time that all residential and non-residential users pay the same municipal utility fees.

Utility Rates Bylaw 912/21 was approved by Town Council on January 11, 2021 with new rates coming into effect on January 1, 2021 (available online www.bassano.ca). Additional information regarding services will be included in the bi-monthly newsletters.

Residential	2019 Bi-Monthly Fees	2020 Bi-Monthly Fees	2021 Bi-Monthyl Fees	2022 Fee Projection
Sewer	$ 26.00	$ 27.50	$ 28.50	$ 29.67
Solid Waste	$ 18.00	$ 20.50	$ 22.00	$ 22.85
Recycling	$ 7.00	$ 7.25	$ 7.35	$ 7.46
Water (user pay)	$2.35/m3	$2.40/m3	$2.45/m3	$2.50/m3
Water (in-transition - unmetered properties)	$ 78.10	$ 78.10	$ 78.10	
***Non-Residential (HV)**				
Sewer	$72.00 + 20% consumption	$ 43.50	$ 39.00	$ 29.67
Solid Waste	$ 60.00	$ 48.00	$ 30.00	$ 22.85
Recycling	$ 11.00	$ 9.00	$ 8.50	$ 7.46
Water (user pay)	$2.35/m3	$2.40/m3	$2.45/m3	$2.50/m3
***Non-Residential (LV)**				
Sewer	$42.00 + 20% consumption	$ 43.50	$ 39.00	$ 29.67
Solid Waste	$ 42.00	$ 30.00	$ 25.00	$ 22.85
Recycling	$ 11.00	$ 9.00	$ 8.50	$ 7.46
Water (user pay)	$2.35/m3	$2.40/m3	$2.45/m3	$2.50/m3

Please also note, each utility fees will be applied to every account/user regardless if the service is being used.

Town of Bassano
403-641-3788 town@bassano.ca
www.bassano.ca

2022 marks the first year that all residential and non-residential users will be charged the same amount for solid waste and recycling fees.

Solid Waste

The Town is a joint owner of the Newell Regional Solid Waste Management Authority and therefore carries a portion of the liability. Newell Waste is the main landfill on highway 36 near Brooks where all the Town's garbage is disposed of. In addition to the main landfill, Newell Waste operates various transfer sites. Newell Waste charges members and annual requisition to provide waste disposal services to operate the main landfill and the transfer sites.

The Town contracts the Village of Duchess to provide solid waste pick-up. Garbage pick-up is offered to every resident (residential or non-residential) in Bassano regardless of whether the service is used. Non-residential properties may choose to rent a waste bin in addition to the local services available. The Village reviews their contract service and sets collection rates annually in May. Administration has requested that they provide a 3-year rate to improve utility planning.

There is currently no limit on the amount of household waste produced. If a property exceeds their bin capacity, they can dispose of their household waste at the transfer site or main landfill. *Is this practice acceptable to council?*

Recycling

A bi-monthly recycling levy is charged to each resident. The total levy is estimated at $30,000 and is used to:

1. Provide an operating grant of up to $10,000 to BARRA
2. Cover the cost of the recycling requisition charged by Newell Waste approx. $10,000
3. $10,000 is allocated towards the tree maintenance program. Tree maintenance include trimming and removal of public trees and where applicable chipping material that is given to residents free of charge. This maintenance budget was initiated in 2020.

Budget Overview

TOWN OF BASSANO

(43) Solid Waste Department
Town of Bassano
YTD

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General Ledger	Description	2021 Budget	2021 Actual	2021 % Variance
Total Revenue				
1-43-00-400-00	GARBAGE - REVENUE	(90,000.00)	(92,298.93)	102.55
1-43-00-410-00	GARBAGE - NEWELL REGIONAL LANDFILL	(10,850.00)	(10,530.00)	97.05
1-43-00-450-00	RECYCLING - REVENUE	(30,000.00)	(30,752.99)	102.50
* **TOTAL Revenue**		**(130,850.00)**	**(133,581.92)**	**102.09**

General Ledger	Description	2021 Budget	2021 Actual	2021 % Variance
Total Expenses				
2-43-00-210-00	GARBAGE - CONTRACT SERVICES	57,800.00	56,160.00	97.16
2-43-00-510-00	GARBAGE - GOODS & SUPPLIES	10,700.00	5,289.19	49.43
2-43-00-620-00	BARRA - WATER UTILITY	0.00	15.00	0.00
2-43-00-765-00	GARBAGE - NEWELL. REG. LANDFILL REQ.	42,200.00	42,173.82	99.93
2-43-00-765-01	RECYLING - NEWELL REGIONAL LANDFILL REQ.	10,150.00	10,142.46	99.92
2-43-00-765-02	RECYCLING - B.A.R.R.A. OPERATING FUNDING	10,000.00	10,000.00	100.00
* **TOTAL Expenses**		**130,850.00**	**123,780.47**	**94.60**

**There are a few outstanding year end transaction for this department that will change December 31 YTD amounts.*

2022-2024

It is anticipated that garbage and recycling fees will increase a 2.0% per annum between 2022 – 2024. In line with the three-year utility plan, the following rate are recommended for garbage and recycling:

684 Accounts	**2022**	**2023**	**2024**
Garbage	$22.15	$22.56	$23.00
Recycling	$7.40	$7.43	$7.48

Rates Per Month/Annum

	2022	**2023**	**2024**
Garbage - Monthly	$11.08	$11.28	$11.50
Garbage - Annual	$132.90	$135.36	$138.00
Recycling – Monthly	$3.70	$3.71	$3.74
Recycling – Annual	$44.40	$44.58	$44.88
Combined – Monthly	*$14.78*	*$14.99*	*$15.24*
Combined – Annual	*$177.36*	*$179.88*	*$182.88*

CAO COMMENTS:

With the passing of the new Land Use Bylaw (LUB) council must determine how it is going to charge utility rates for Accessory Dwelling Units (ADU) and for Main Street Mixed Use Buildings (residential upstairs and commercial main floor).

For multi-use residential the Town charges each unit for garbage and recycling fees. Council may continue with this practice for an ADU or mixed-use building; two garbage bins would be available regardless of whether they are used.

Image 1. *Example of Accessory Dwelling Units*

Alternatively, council may choose to have a split rate that is 1.5 times higher than the base fee listed above with shared services. This means the occupant of the ADU or the mixed-use building would have one garbage can.

Mixed use can get tricky. The LUB allows for live/work where the same person resides in the building and runs a business. It also allows for mixed use where the residential and commercial tenants may be different.

It is wise to limit the number of different utility charges to a) prevent human error, and b) to keep people honest. Council may choose to amend rates for ADU's and mixed-use buildings later as we work though marketing plans. However, a rate must be established at this meeting.

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

Attachments:

1. None

Prepared by: Amanda Davis, CAO

OPEN DISCUSSION

Meeting: January 17, 2022
Agenda Item: 7.3

Sewer Department – 2022 – 2024 – Proposed/Projected

BACKGROUND:

(42) In 2019, the Town restructured its utility function to transition fees to be charged at a state of cost recovery (solid waste, recycling, water, and sewer). This process included equal bi-monthly fees for residential and non-residential properties. In previous years, utilities were subsidized through taxation, and various rates were charged based on the use of a property (residential, non-residential low volume and high volume). The metrics for determining the rate differential was not clearly identified. Since 2019, the Town has provided utility cost projections to residents.

PUBLIC NOTICE – Utility Fee Changes

January 12, 2021

To continue to work towards achieving our vision "to become the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience and where people choose to live, work and play", Bassano Town Council determined that utility fees needed to be applied equally among all users. This means that, over the next three-years (starting in 2020), bi-monthly utility rates will be adjusted until such time that all residential and non-residential users pay the same municipal utility fees.

Utility Rates Bylaw 912/21 was approved by Town Council on January 11, 2021 with new rates coming into effect on January 1, 2021 (available online www.bassano.ca). Additional information regarding services will be included in the bi-monthly newsletters.

Residential	2019 Bi-Monthly Fees	2020 Bi-Monthly Fees	2021 Bi-Monthyl Fees	2022 Fee Projection
Sewer	$ 26.00	$ 27.50	$ 28.50	$ 29.67
Solid Waste	$ 18.00	$ 20.50	$ 22.00	$ 22.85
Recycling	$ 7.00	$ 7.25	$ 7.35	$ 7.46
Water (user pay)	$2.35/m3	$2.40/m3	$2.45/m3	$2.50/m3
Water (in-transition - unmetered properties)	$ 78.10	$ 78.10	$ 78.10	
***Non-Residential (HV)**				
Sewer	$72.00 + 20% consumption	$ 43.50	$ 39.00	$ 29.67
Solid Waste	$ 60.00	$ 48.00	$ 30.00	$ 22.85
Recycling	$ 11.00	$ 9.00	$ 8.50	$ 7.46
Water (user pay)	$2.35/m3	$2.40/m3	$2.45/m3	$2.50/m3
***Non-Residential (LV)**				
Sewer	$42.00 + 20% consumption	$ 43.50	$ 39.00	$ 29.67
Solid Waste	$ 42.00	$ 30.00	$ 25.00	$ 22.85
Recycling	$ 11.00	$ 9.00	$ 8.50	$ 7.46
Water (user pay)	$2.35/m3	$2.40/m3	$2.45/m3	$2.50/m3

Please also note, each utility fees will be applied to every account/user regardless if the service is being used.

Town of Bassano
403-641-3788 town@bassano.ca
www.bassano.ca

2022 marks the first year that all residential and non-residential users will be charged the same amount for sewer fees.

Sewage Disposal

Individual sewage disposal in not metered in Bassano. The Town is aware that there are non-residential properties that have a higher rate of disposal simply based on the amount of water consumed (e.g. Bassano Growers). The rationale behind equalized sewage rates was to a) cover the cost of operating the sanitary system, and b) fairness between residential and non-residential users. In most cases, non-residential properties use less water than residential users however they were charged significantly higher fees.

The Town has announced that it will be passing a wastewater bylaw as part of the lagoon upgrade project. This is required to maintain the integrity of the wastewater used for crop irrigation. This means, that some non-residential properties may have to pre-treat their wastewater before the Town will accept it.

Once we have completed the wastewater bylaw and looked at industry disposal, council will need to assess wastewater rates.

2022-2024 Budget
Department costs will increase once the lagoon is commissioned as the Town must maintain an irrigation pivot, two new power services, pump equipment, and monitoring.

The sanitary trunk line was camera'd in 2021. In 2022, we anticipate a capital upgrade to replace 200m of the mainline with two manholes entering the anerobic cells that showed significant deterioration. The Town will also aim to complete the lagoon upgrade. These costs will be presented as part of the capital budget presentation in the spring.

Budget Overview
Sanitary revenue has remained unchanged for years. Of the revenue collected, $80,000 was dedicated to the sewage lagoon reserve in previous years in preparation for the lagoon upgrade. The amount was not transferred to the sewage lagoon reserve in 2021 rather, it was allocated to the capital plan reserve.

The 2021 overview does not reflect capital project costs. As you will note, the repair and maintenance overbudget. The sanitary trunk line camera project was not an approved expense under the lagoon project, thus became a general expense.

TOWN OF BASSANO

(42) Sewer Department
Town of Bassano
For month of December 2021

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General Ledger	Description	2021 Budget	2021 Actual	2021 % Variance
Total Revenue				
1-42-00-410-00	SEWER - REVENUE	(120,000.00)	(121,370.53)	101.14
*	**TOTAL Revenue**	**(120,000.00)**	**(121,370.53)**	**101.14**
Total Expenses				
2-42-00-215-00	SEWER - FREIGHT	500.00	0.00	0.00
2-42-00-230-00	SEWER - PROFFESIONAL SERVICES	5,000.00	0.00	0.00
2-42-00-250-00	SEWER - REPAIR/MAINTENANCE	26,750.00	57,229.31	213.94
2-42-00-510-00	SEWER - GOODS & SUPPLIES	2,000.00	170.83	8.54
2-42-00-540-00	SEWER - UTILITIES	1,750.00	1,019.07	58.23
2-42-00-765-00	SEWER - TSF TO RESERVES	0.00	6,150.42	0.00
*	**TOTAL Expenses**	**36,000.00**	**64,569.63**	**179.36**

*** End of Report ***

**There are a few outstanding yearend transactions for this department that will change December 31 YTD amounts.*

2022-2024 Projections

Council will work through the next major infrastructure plan in 2022. As part of this process, council will determine how the Town can fund the required upgrades. With significant changes in infrastructure grants and product increase, the amount of work that can be accomplished will most likely be reduced. Likewise, council may have to levy infrastructure renewal fees to pay for the upgrades; this could be on bi-monthly utility bills or through taxation.

Cost recovery of the sewage utility with a reserve allocation in years 2022-2024 is $137,000; $146,000; and $154,000 respectively.

Sewage rates were projected to be $29.67 in 2022. It is recommended that the sewer rate be set at as follows:

678 Accounts (note, garbage/recycling accounts is higher based on actual units).	**2022 Projected**	**2022 Proposed**	**2023**	**2024**
Sewer Rate - bi-monthly	$29.67	$33.00	$35.00	$37.00
Anticipated transfer for capital	$80,500	$94,500	$100,000	$110,000

The anticipated transfer to capital is allocated towards infrastructure upgrades related to the sanitary system. Whether that is the trunk line upgrade or mainlines and manholes in town.

Rates Per Month/Annum

	2022 Projected	**2022 Proposed**	**2023**	**2024**
Sewer - Monthly	$14.84	$16.50	$17.50	$18.50
Sewer – Annual	$178.02	$198.00	$210.00	$222.00

CAO COMMENTS:
With the passing of the new Land Use Bylaw (LUB) council must determine how it is going to charge utility rates for Accessory Dwelling Units (ADU) and for Main Street Mixed Use Buildings (residential upstairs and commercial main floor).

For multi-use residential the Town charges each unit for sewer fees. Council may continue with this practice for an ADU or mixed-use building.

Image 1. *Example of Accessory Dwelling Units*

Alternatively, council may choose to have a split rate that is 1.5 times higher than the base fee listed above with shared services. This means the occupant of the ADU or the mixed-use building would have one sewer fee.

It is wise to limit the number of different utility charges to a) prevent human error, and b) to keep people honest. Council may choose to amend rates for ADU's and mixed-use buildings later as we work though marketing plans. However, a rate must be established at this meeting.

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

Attachments:
1. None

Prepared by: Amanda Davis, CAO

OPEN DISCUSSION

Meeting: January 17, 2022
Agenda Item: 7.4

Water Department – 2022 – 2024 – Proposed/Projected

BACKGROUND:

(41) In 2019, the Town restructured its utility function to transition fees to be charged at a state of cost recovery (solid waste, recycling, water, and sewer); with a user pay model applied to water rates. Many properties were unmetered; there were inequities in billing.

As part of the user pay process, the Town began installing water meters on unmetered public and private properties and replacing meters throughout Town. All but three (3) properties are now metered; two are municipally owned. These properties are “in-transition”. As the water meter network is upgraded, this will eliminate manual water reading, rather ERT sensors are installed, and the public works department will be able to complete drive by readings.

Access to homes over the past two years has been limited due to the pandemic. It is anticipated to take four more years to complete the project. Twenty (20) meters were installed in December prior to the last spike in covid cases.

The Town contracts certified water operator services from NRSC. This services costs $25,000 - $30,000 per annum more than 2/3 less than it would cost the Town to hire a certified water operator.

The water rate is comprised of two fees, the cost of water purchased from Newell Regional Services Corporation (NRSC) and the cost to operate the Town’s water distribution system. NRSC fees increase $0.05/annum. In 2022, the NRSC water rate is $1.05/m^3.

Table 1 outlines the water purchased from NRSC versus the water consumption billed to customers.

	Water Consumption (m3)				
	2017	2018	2019	2020	2021
Water Consumption Billed	196,669	179,708	156,950	152,224	180,384
Water Purchased from NRSC	259,527	246,457	213,076	182,840	226,653
Difference	*76%*	*73%*	*74%*	*83%*	*80%*

Table 1. Water Consumption Report

As Table 1 shows, there is water loss within the infrastructure system. There will always be a percentage of water loss especially due to the age of the distribution system. There was a property fire on main street and a water leak on 6th Avenue that lasted for 6+ months in 2021. These factors contributes to the difference in billed/consumed. Also, not all properties were metered until mid/late 2021 (e.g. recreation facilities and the cemetery).

2021 Budget Overview

TOWN OF BASSANO

(41) Water Department
Town of Bassano
For month of December 2021

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2022-Jan-14
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General Ledger	Description	2021 Budget	2021 Actual	2021 % Variance
Total Revenue				
1-41-00-240-00	WATER - PROCESSING FEE	(18,000.00)	(19,217.27)	106.76
1-41-00-400-00	WATER - REVENUE	(469,060.00)	(446,703.66)	95.23
1-41-00-450-00	WATER - DISCONNECT/RECONNECT FEES	(200.00)	(105.00)	52.50
1-41-00-550-00	WATER/SEWER - PENALTIES	(10,000.00)	(9,708.42)	97.08
1-41-00-590-00	WATER - COST RECOVERED	(3,500.00)	(300.00)	8.57
*	**TOTAL Revenue**	**(500,760.00)**	**(476,034.35)**	**95.06**
Total Expenditure				
2-41-00-120-00	WATER - CONTRACT SERVICES	25,000.00	27,850.20	111.40
2-41-00-215-00	WATER - FREIGHT, INTERNET, PHONE	1,540.00	1,581.31	102.68
2-41-00-230-00	WATER - PROFESSIONAL SERVICES	2,000.00	6,584.80	329.24
2-41-00-240-00	WATER - ADMIN CUSTOMER BILLING	15,000.00	15,202.70	101.35
2-41-00-250-00	WATER - REPAIR/MAINTENANCE	83,995.00	63,778.91	75.93
2-41-00-274-00	WATER - INSURANCE	10,700.00	11,308.72	105.68
2-41-00-510-00	WATER - GOODS & SUPPLIES	2,100.00	839.58	39.98
2-41-00-532-00	WATER - CONSUMPTION TO NRSC	236,000.00	214,813.87	91.02
2-41-00-540-00	WATER, - UTILITIES	37,000.00	35,339.41	95.51
2-41-00-831-00	WATER - DEBENTURE INTEREST	21,976.00	21,976.29	100.00
2-41-00-832-00	WATER - DEBENTURE PRINCIPAL	110,518.00	0.00	0.00
*	**TOTAL Expenditure**	**545,829.00**	**399,275.79**	**73.15**

*** End of Report ***

Note: the water debenture principle was paid and has been transferred per audit requirements. The total water expenditure is $509,793 (approx. $34,000 subsidized). There are a few outstanding yearend transactions for this department that will change December 31 YTD amounts.

2022-2024 Projections

Department costs, specifically maintenance, power, and insurance costs have increased. The cost to purchase water increased $0.05.m^3. The water rate charged to residents includes the water debenture and interest of $130,000 per annum. The debenture will be paid off in 2024.

The water department was still subsidized as of 2021 ($45,000). To achieve full cost recovery in 2022, the Town would be required to charge a rate of $2.88/m^3; the projected cost was $2.50/m3.

The cost to provide water services between 2022-2024 is $564,000; $582,000; and $533,000 respectively. The debenture is paid off in 2024, the final payment is $66,643 whereas in years prior it was $130,000.

PUBLIC NOTICE – Utility Fee Changes

January 12, 2021

To continue to work towards achieving our vision "to become the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience and where people choose to live, work and play", Bassano Town Council determined that utility fees needed to be applied equally among all users. This means that, over the next three-years (starting in 2020), bi-monthly utility rates will be adjusted until such time that all residential and non-residential users pay the same municipal utility fees.

Utility Rates Bylaw 912/21 was approved by Town Council on January 11, 2021 with new rates coming into effect on January 1, 2021 (available online www.bassano.ca). Additional information regarding services will be included in the bi-monthly newsletters.

Residential	2019 Bi-Monthly Fees	2020 Bi-Monthly Fees	2021 Bi-Monthyl Fees	2022 Fee Projection
Sewer	$ 26.00	$ 27.50	$ 28.50	$ 29.67
Solid Waste	$ 18.00	$ 20.50	$ 22.00	$ 22.85
Recycling	$ 7.00	$ 7.25	$ 7.35	$ 7.46
Water (user pay)	$2.35/m3	$2.40/m3	$2.45/m3	$2.50/m3
Water (in-transition - unmetered properties)	$ 78.10	$ 78.10	$ 78.10	
***Non-Residential (HV)**				
Sewer	$72.00 + 20% consumption	$ 43.50	$ 39.00	$ 29.67
Solid Waste	$ 60.00	$ 48.00	$ 30.00	$ 22.85
Recycling	$ 11.00	$ 9.00	$ 8.50	$ 7.46
Water (user pay)	$2.35/m3	$2.40/m3	$2.45/m3	$2.50/m3
***Non-Residential (LV)**				
Sewer	$42.00 + 20% consumption	$ 43.50	$ 39.00	$ 29.67
Solid Waste	$ 42.00	$ 30.00	$ 25.00	$ 22.85
Recycling	$ 11.00	$ 9.00	$ 8.50	$ 7.46
Water (user pay)	$2.35/m3	$2.40/m3	$2.45/m3	$2.50/m3

Please also note, each utility fees will be applied to every account/user regardless if the service is being used.

Town of Bassano
403-641-3788 town@bassano.ca
www.bassano.ca

Council will work through the next major infrastructure plan in 2022. As part of this process, council will determine how the Town can fund the required upgrades. With significant changes in infrastructure grants and product increase, the amount of work that can be accomplished will most likely be reduced. Likewise, council may have to levy infrastructure renewal fees to pay for the upgrades; this could be on bi-monthly utility bills or through taxation.

It is recommended that the 2022 water rate be set at as follows:

	2022 Projected	2022 Proposed	2023 Projected	2024 Projected
Per cubic meter	$2.50	$2.88	$2.97	$2.70
Projected department deficit	-$68,000	$0	$0	$0

If council chooses to a rate of $2.50/m3 or less in 2022, the balance must be funded through general taxation. A rate of $2.65/m^3 provides a deficit of $43,000.

CAO COMMENTS:

There are many ways to charge the water utility. The Town could choose to revert to a flat fee, plus a per cubic meter fee; it could charge a fluctuating fee based on the usage, the more water used, the higher the fee. The way it is structured now, leads to cost recovery. In some ways it promotes water conservation. Further conservation efforts could be achieved with fluctuating rate if that was an objective of council.

It is important to keep in mind that a fluctuating rate will greatly impact the business community, the main employers of residents in Bassano. Metal manufacturing and agriculture require large quantities of water

to operate. In meeting with industry as part of the economic enrichment strategy, it was reported that rising utility costs seriously limits competitiveness to secure contracts.

The factors are many. Utility costs must be recovered, to remain competitive, utility and taxation costs must be affordable to maintain and attract industry and residents. There are environmental factors related to drought and other atmospheric changes as well as a desire for a beautifully green community.

Should council choose to restructure the water utility, it would be advisable to consider this as part of the infrastructure planning process with implementation in 2023.

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

Attachments:

1. None

Prepared by: Amanda Davis, CAO

REQUEST FOR DECISION

Meeting: January 17, 2022
Agenda Item: 7.6

Utility Rates Bylaw 923/22 – Proposed

BACKGROUND:

Bassano Town Council committed to a utility rates assessment to gradually transition utilities to a user pay model. In 2020, council released a three-year utility project (see attachment 2) that explained how utilities would be charged. By 2022, residential and non-residential property owners would be charged the same amount for utilities.

Four options are presented for the 2022 utility rates bylaw. There is a slight increase/decrease from the 2022 projection.

Option 1

- Increase sewer fees to $33.00/bi-monthly and transfers approx. $94,500 to reserves
- Solid waste projection decrease to $22.15
- Recycling projection decrease to $7.40
- Water at full cost recovery $2.88/m3
- Residential with Accessory Dwelling Units, sewer at 1.5 times, charged per unit for solid waste and recycling.
- Mixed use buildings (C1) – all fees charged per unit
- Live Work Unit (C1) – sewer at 1.5 times, base rate for solid waste and recycling

Option 2

- Set projected sewer fees to $29.67/bi-monthly and transfers approx. $80,500 to reserves
- Solid waste projection decrease to $22.15
- Recycling projection decrease to $7.40
- Water at full cost recovery $2.88/m3
- Residential with Accessory Dwelling Units, sewer at 1.5 times, charged per unit for solid waste and recycling.
- Mixed use buildings (C1) – all fees charged per unit
- Live Work Unit (C1) – sewer at 1.5 times, base rate for solid waste and recycling

Option 3

- Set projected sewer fees to $31.50/bi-monthly and transfers approx. $88,500 to reserves
- Solid waste projection decrease to $22.15
- Recycling projection decrease to $7.40
- Water rate $2.65/m3 (subsidized through taxation -$43,000)
- Residential with Accessory Dwelling Units, sewer at 1.5 times, charged per unit for solid waste and recycling.
- Mixed use buildings (C1) – all fees charged per unit
- Live Work Unit (C1) – sewer at 1.5 times, base rate for solid waste and recycling

Option 4

- Set projected sewer fees to $29.67/bi-monthly and transfers approx. $80,500 to reserves
- Solid waste projection decrease to $22.15
- Recycling projection decrease to $7.40
- Water rate $2.50/m3 (subsidized through taxation -$68,000)

- Residential with Accessory Dwelling Units, sewer at 1.5 times, charged per unit for solid waste and recycling.
- Mixed use buildings (C1) – all fees charged per unit
- Live Work Unit (C1) – sewer at 1.5 times, base rate for solid waste and recycling

OPTIONS:

☒ #1 – That council gives all three readings to Utility Rates Bylaw 923/22 at this meeting per Option 1.

☐ #2 – That council gives first and second reading to Utility Rates Bylaw 923/22 at this meeting per Option 2.

☐ #3 – That council directed amendments to Utility Rates Bylaw 923/22 at this meeting per Option 3.

CAO COMMENTS:
None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

PROPOSED RESOLUTION:
1. That council gives first reading to Utility Rates Bylaw 923/22 as presented.
2. That council gives second reading to Utility Rates Bylaw 923/22.
3. That council has third reading to Utility Rates Bylaw 923/22.
4. That council gives third and final reading to Utility Rates Bylaw 923/22.

Attachments:
1. Utility Rates 2022 – Options 1 – 4
2. Utility Rates Bylaw 923/22 – Proposed

Prepared by: Amanda Davis, CAO

Town of Bassano
2022 Utility Rates Bylaw 923-22

Residential	**OPTION 1**	**OPTION 2**	**OPTION 3**	**OPTION 4**
Sewer	$ 33.00	$ 29.67	$ 31.50	$ 29.67
Solid Waste (garbage)	$ 22.15	$ 22.15	$ 22.15	$ 22.15
Recycling	$ 7.40	$ 7.40	$ 7.40	$ 7.40
Water (user pay)	$2.88/m3	$2.88/m3	$2.65/m3	$2.50/m3
Bi-monthly fee (less water)	**$ 62.55**	**$ 59.22**	**$ 61.05**	**$ 59.22**

Residential with an Acccesory Dwelling Units				
Sewer	$ 49.50	$ 44.50	$ 47.25	$ 44.05
Solid Waste (garbage) - one bin per unit	$ 44.30	$ 44.30	$ 44.30	$ 44.30
Recycling	$ 14.80	$ 14.80	$ 14.80	$ 14.80
Water (user pay)	$2.88/m3	$2.88/m3	$2.65/m3	$2.50/m3
Bi-monthly fee (less water)	**$ 108.60**	**$ 103.60**	**$ 106.35**	**$ 103.15**

Mixed Use (Main Street Commercial - C1)				
Sewer - per unit	$ 33.00	$ 29.67	$ 31.50	$ 29.67
Solid Waste (garbage) - per unit	$ 22.15	$ 22.15	$ 22.15	$ 22.15
Recycling - per unit	$ 7.40	$ 7.40	$ 7.40	$ 7.40
Water (user pay)	$2.88/m3	$2.88/m3	$2.65/m3	$2.50/m3
Bi-monthly fee (less water)	**$ 62.55**	**$ 59.22**	**$ 61.05**	**$ 59.22**

Live Work (Main Street Commercial - C1)				
Sewer	$ 49.50	$ 44.50	$ 47.25	$ 44.05
Solid Waste (garbage) - only one bin	$ 22.15	$ 22.15	$ 22.15	$ 22.15
Recycling	$ 7.40	$ 7.40	$ 7.40	$ 7.40
Water (user pay)	$2.88/m3	$2.88/m3	$2.65/m3	$2.50/m3
Bi-monthly fee (less water)	**$ 79.05**	**$ 74.05**	**$ 76.80**	**$ 73.60**

Non-Residential				
Sewer	$ 33.00	$ 29.67	$ 31.50	$ 29.67
Solid Waste (garbage)	$ 22.15	$ 22.15	$ 22.15	$ 22.15
Recycling	$ 7.40	$ 7.40	$ 7.40	$ 7.40
Water (user pay)	$2.88/m3	$2.88/m3	$2.65/m3	$2.50/m3
Bi-monthly fee (less water)	**$ 62.55**	**$ 59.22**	**$ 61.05**	**$ 59.22**

Insitutional				
Sewer	$ 33.00	$ 29.67	$ 31.50	$ 29.67
Solid Waste (garbage)	$ 22.15	$ 22.15	$ 22.15	$ 22.15
Recycling	$ 7.40	$ 7.40	$ 7.40	$ 7.40
Water (user pay)	$2.88/m3	$2.88/m3	$2.65/m3	$2.50/m3
Bi-monthly fee (less water)	**$ 62.55**	**$ 59.22**	**$ 61.05**	**$ 59.22**

Other

Water (unmetered property - livestock (in transition))	$ 110.00	Processing Fee - per account	$ 5.00
Water (unmetered property - res/non-res (in transition))	$ 95.00	Bulk Water Rates - Set Annually by the City of Brooks	

Jan. 14, 2022 - AD

BYLAW

Bylaw Number: **923/22**
Bylaw Name: **Utility Rates Bylaw**

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF UTILITY RATES.

WHEREAS the Council of the Town of Bassano in the Province of Alberta has the authority pursuant to the *Municipal Government Act* (Alberta) to pass bylaws for municipal purposes respecting public utilities;

AND WHEREAS the Council of the Town of Bassano wishes to establish charges, fees and rates for the municipal utility services provided by the Town of Bassano;

NOW THEREFORE BE IT RESOLVED under the authority and subject to the provision of the Municipal Government Act, R.S. A. 2000, Chapter M-26, as amended, the Council of the Town of Bassano duly assembled, enacts as follows:

1. Bylaw 912/21 is hereby repealed;
2. Utility Rates Schedule "A" is attached; and

3. SERVABILITY

3.1 Should any provision of this Bylaw be found invalid; the invalid provision shall be severed, and the remaining Bylaw shall be maintained.

4. ENACTMENT

4.1 This Bylaw shall come into full force and effect, when it receives third reading and is duly signed.

5. EFFECTIVE DATE AND READINGS

5.1 This Bylaw shall take effect on the date of 3rd and final reading.

5.2 Read a first time this _____ day of January 2022.

5.3 Read a second time this _____ day of January 2022.

5.4 READ a third and final time this _____ day of January 2022.

Proposed

TOWN OF BASSANO

_____

MAYOR

_____

CHIEF ADMINISTRATIVE OFFICER

Proposed

Schedule "A"

Utility Rates

The Town of Bassano's utility rates are charged on a user pay model to achieve departmental cost recovery. Rates are charged whether a premise is vacant or occupied.

Water

A per cubic meter fee shall be applied on every cubic meter of water consumed. The Town of Bassano will install water meters on all premises that do not have a water meter to work towards true cost accounting of the water utility.

A water meter was installed at the property line of each of the mobile home parks in 2019. Upon passing of bylaw 916/21 the water consumption at each of the mobile home parks will divided equally between mobile home pads and charged at the per cubic meter fee of $2.45 and is defined as the Transition Period which ended on December 31, 2021. Effective January 1, 2022 the water utility will be charged directly to the mobile home park property owner(s) at the per cubic meter fee.

Solid Waste

All residential and non-residential accounts are eligible for a municipal solid waste bin. The solid waste fee is applicable regardless of the service being used. Non-residential users may choose to purchase/rent a larger waste bin from an external contractor.

Residential		
Sewer	$	33.00
Solid Waste (garbage)	$	22.15
Recycling	$	7.40
Water (user pay)		$2.88/m3

Residential with an Acccesory Dwelling Units		
Sewer	$	49.50
Solid Waste (garbage) - one bin per unit	$	44.30
Recycling	$	14.80
Water (user pay)		$2.88/m3

Mixed Use (Main Street Commercial - C1)		
Sewer - per unit	$	33.00
Solid Waste (garbage) - per unit	$	22.15
Recycling - per unit	$	7.40
Water (user pay)		$2.88/m3

Live Work (Main Street Commercial - C1)		
Sewer	$	49.50
Solid Waste (garbage) - only one bin	$	22.15
Recycling	$	7.40
Water (user pay)		$2.88/m3

Non-Residential		
Sewer	$	33.00
Solid Waste (garbage)	$	22.15
Recycling	$	7.40
Water (user pay)		$2.88/m3

Insitutional		
Sewer	$	33.00
Solid Waste (garbage)	$	22.15
Recycling	$	7.40
Water (user pay)		$2.88/m3

Other		
Water (unmetered property - livestock (in transition))	$	110.00
Water (unmetered property - res/non-res (in transition))	$	95.00
Processing Fee - applied to every utility notice	$	5.00
Bulk Water Rates - Set Annually by the City of Brooks		

Jan 12/2022

Joint Shared Services Meeting

Business

- RhPAP Consultant Julie Davis provided an overview of the Retention attraction and retention program
- L Tiffin noted that six new physicians were recruited to the region this past year and advised about the housing subsidy and how Doctors are welcomed
- There was discussion on providing a housing subsidy to new physicians and that it is a welcomed idea especially for the first six months

Terms of Reference discussion will be held at the next meeting

History of Joint Services

- A. Martens provided an overview of the history of Joint Shared Services Committee

Meeting Dates and Times will continue to be held on the second Tuesday of each month at 1:00 pm

Vice Chair was elected and will be Kelly Christman

M Iwaasa provided a report on Economic Development which covered
-
- Business Beautification Program, Lake Newell Pathway, Energy Futures Roadshow, SE Alberta Energy Hub and Labour Market Recruitment and was pointed out that there continues to be a labour shortage at JBS Foods Canada

Brooks Farmers Market

S Zacharias , on behalf of Rosemary Ag Society presented a request to provide $5000 funding for both 2021 and 2022 to help offset the costs to manage/operate the Market

- The request was granted with conditions that an accounting statement of how the funds were spent at year end

Budget for 2022 was discussed and approved as presented for 2022
There was also discussion to extend an invitation to EID to come on board if interested in serving on the Committee which would affect the budget moving forward

Discussions
Regarding the shortage of Veterinarians especially for small animals and how there is a shortage not only here, but Alberta and North America

- Regional Pathway Project is moving forward towards the public funding portion of the project and obtaining sponsors

Adjournment was called at 4:30 pm

Irv Morey

From:	Mike Wetzstein
To:	Bassano CAO
Subject:	CFWR Board Report
Date:	January 11, 2022 11:11:48 PM
Attachments:	6.a. Loan Portfolio November.pdf

Report for meeting on January 6th

Review of financial variance report

Review of operational budget

Review of loans in arrears. At the time of meeting there are no current loans in arrears.

Review of operating plan, this operating plan is focused on 3 Strategic goals:
1 Visibility....We need to ensure that current and potential businesses in the area are aware of the multitude of services offered
2 Promotion of economic recovery.....With the amount of businesses still struggling to recover we need to offer coaching and training to help them.
3 Connectivity and relationship building.....To creates community of trust, learning and collaboration to assist businesses grow and thrive

Loan portfolio report....see attachment

Round table discussion focusing on methods of expanding the visibility of the CFWR to our communities.

Discussion on a youth entrepreneur program that will be brought in for 2023.

Next meeting is slated for February 3 2022

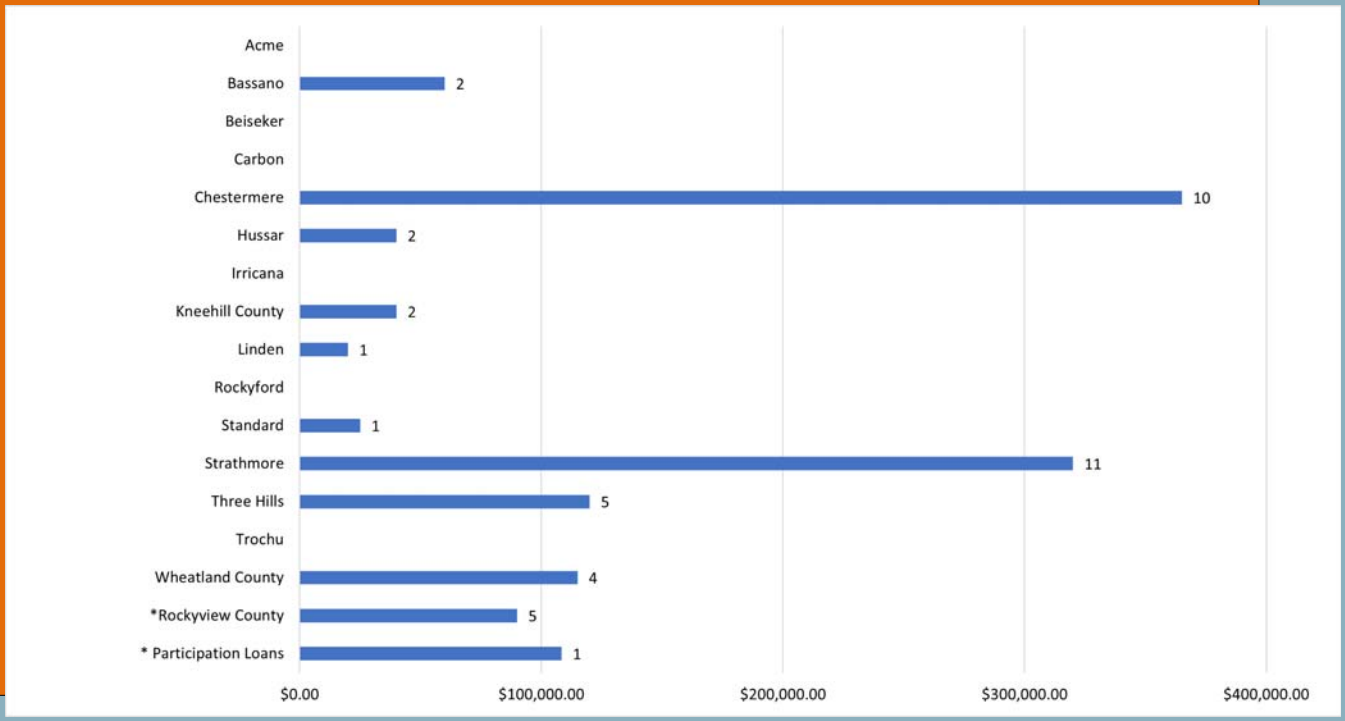
Mike Wetzstein

Loan Portfolio Report

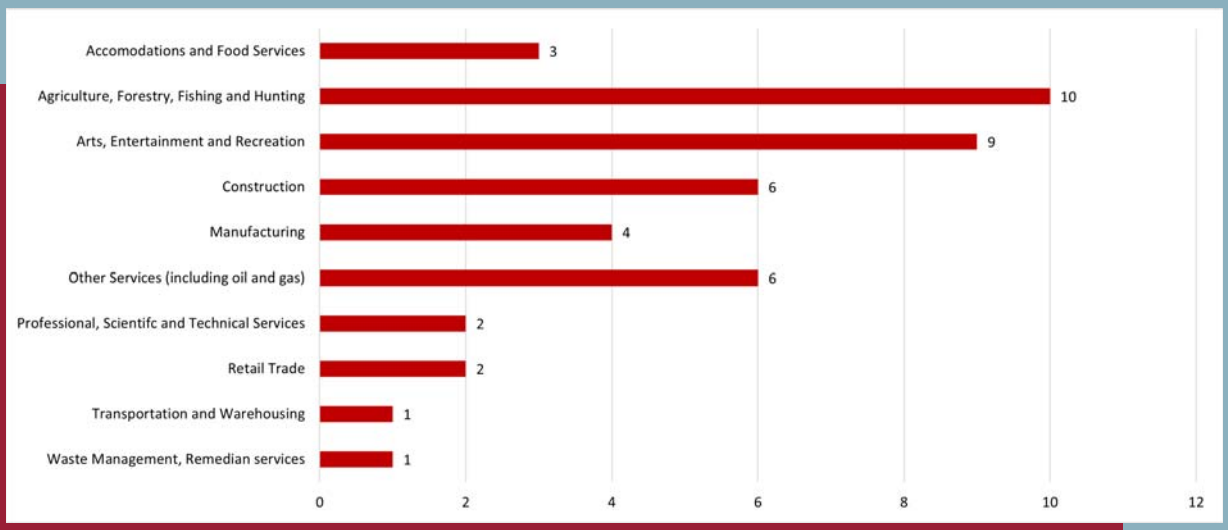
April 1 – November 30, 2021

Term Loan Dollars Invested by Fund ($1,303,333.33)

Term Loans Invested by Region (44 loans)



Term Loan Dollars Invested by Sector



Loan Portfolio Risk Analysis

Average Community Futures annual loss rate in Alberta is 4.0% to 7.0%.

Community Futures organizations provide repayable loans to Small and Medium Sized businesses. We are development lenders, and as such, we are expected to provide loans with a higher degree of loss or write-off risk. Acceptable loss rate should be no greater than 2.5% less than the Community Futures lending rate (CFWR base rate is currently 7.0%).

Portfolio at Risk (>30 days)	2.41%	Balance O/S	$3,767
Portfolio at Risk (>90 days)	2.41%	Balance O/S	$141,109
Provision for Loss Rate	2.82%		

Loans paid out this fiscal: 13 loans at $726,686.81

Investment Account Balance: $2,217,051.49

CFLIP Account Balance: $2,057,890.86

December 2021 – January 2022 Committee Reports
Sydney Miller

Bassano Ag Society – January 5 2022

- Still set for Gord Branford concert on January 28
    - All covid protocols currently in place allow for event; carefully watching for any changes or updates as required
    - All licensing and insurance is in place
    - Looking for designated drivers for event
- Interest in asking town to if it is possible to obtain a street address for the rodeo grounds

MONTHLY CAO REPORT

Meeting: January 17, 2022
Agenda Item: 9.1

Amanda Davis, Chief Administrative Officer

Report Period: December 10, 2021 – January 11, 2022

General Administration

- Budget preparation is underway.
- Administration is focused on year end and financial audit preparation.
- Planning and implementation for council orientations.
- Completed annual staff performance appraisals.

Mayor Morey, Deputy Mayor Slomp and passed on well wishes to Cpl. Sebastian Andrews and welcomed in the new Interim Detachment Commander, Cpl. Josh Argue on January 6. At this meeting we reviewed current policing priorities, highlighted areas of concerns, and established communications with the new commander. Refer to the attached letter for more information.

ACTION Required:

A recommendation has been received from Fire Chief Cochrane to appoint a new member as a volunteer firefighter, Dajhinder Dhillon effective immediately. A motion of council is required.

General Public Works

- Public works focused on snow removal actions, budget preparation, department planning for 2022, and facility maintenance. The installation of water meters is on hold again due to the high number of covid cases across the province.

Bylaw Enforcement

Two main actions are the focus of the bylaw enforcement division: snow removal on sidewalks and civic addresses on properties.

The following files were initiated in December 2021.

1. Fire Services Bylaw 885-19 - Civic addressing
    a. **7** warnings were given to properties missing their civic address(es).
    b. **3** fines were issued for non-compliance.

2. Traffic Bylaw 876 - 18 - Snow on sidewalks

a. **21** warnings were issued to property owners who did not remove snow from their sidewalk within 24 hours of it being deposited.
b. Public Works cleaned sidewalks at **8** properties. Property owners were billed for the service.

Total files initiated in December: **28**
Total files closed: **20**

Communication was a big focus for bylaw enforcement in December. Informative posters were distributed around Town at the end of November to prepare and inform residents about winter bylaw enforcement priorities. Winter and civic addressing reminders were posted to the LED sign.

Reminders were posted to Facebook throughout December and into January.

Capital Projects

<u>Wastewater Upgrade and Irrigation Project</u>

The lagoon project continues to be our top priority.

- A contemplated change order was issued to obtain pricing related to the sanitary trunk main upgrade. Work is on hold at the site until further notice.

<u>Centennial Arena Fire Alarm System Addition</u>
The contract documents are being finalized with the receipt of appropriate bonding and a Safety Plan.

Development
The complete list of permits issued/being considered to date are summarized below:

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-01-22	340 – 2nd Avenue	Mixed use: upper residential apartment with main floor minor retail.

Economic Development

We are working with two potential investors related to a data centre as well as a Bitcoin mining. We are in the preliminary phases to determine if Bassano is the right fit in relations to location, workforce, access to power and high-speed internet.

DISCUSSION Required: business engagement meeting.

413 – 2nd Avenue (Former Stiles Building)

Sale is pending as of January 12, 2022.

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. This matter is ongoing.

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. No change.

Strategic Plan Updates

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

Administration is working with Recreation Funding Committee recipients to submit year-end paperwork to close out the 2021 grant process. As of December 31, 6 of the 7 recipients submitted their follow-up forms. The golf course did not run the youth golf program therefore, they did not receive grants funds for the program ($1,800). All other recipients received the full amount of their grant.

Application Number	Applicant	Project Title	Funding Requested	Amount Awarded
RFC/012021	Bassano Minor Hockey Association	2021 Season Kick Off Hockey Camp	$ 5,000	**$ 5,000**
RFC/022021	Pioneer Drop In Centre	Vacuum Cleaner	$ 190	$ -
		Laptop for Member Use	$ 900	$ -
		Operational Costs	$ 6,871	**$ 1,500**
RFC/032021	Bassano Skating Club	Skating Aids	$ 2,218	$ -
		Skill Building Skating Program	$ 600	**$ 300**
RFC/042021	Bassano Golf Club	Youth Golf	$ 2,450	**$ 1,800**
		Utilities/Weed Spraying	$ 19,100	**$ 10,800**
		Accounting/Admin/Insurance	$ 9,400	**$ 9,400**
RFC/052021	Prairie Racers Riding Club	Bi Weekly Maintenance on Rodeo Grounds	$ 1,200	**$ 600**
RFC/062021	Bassano Curling Club	Utility Support	$ 10,000	**$ 10,000**
RFC/072021	Bassano Knox Church	CE Building Bathrooms (toilet upgrades)	$ 2,100	$ -
		Video Equipment	$ 375	$ -
		Flooring Upgrades	$ 5,000	$ -
RFC/082021	Bassano Arena Management Board	Utility Support	$ 20,000	**$ 20,000**

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

No change.

Goal 2 – Task 1 – Development Permit Simplification

No change.

Goal 3 – Task 2 – Beautify Bassano Initiative

- General operations in accordance with the BBI

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"

- No change.

Task 1: Concept Design of Bassano Innovation District

- No change.

Goal 2 – Task 5 – Bridging the Recreation Gap

Thrive Fitness Centre

As directed by council administration has begun the business case analysis to help determine the viability of Thrive. An initial survey has been issued and will remain open until January 20 to gather information regarding usage of the facility. The survey can be completed in print or online. Information is marketed in the January newsletter, on the electronic sign, on all social media channels and on posters around town.

All recreation related mattes are dually branded with the Town and the County logos as the core funders/operators of the facility. Dual branding strengthens the partnership between the two municipalities.

Administration has notified the property owner that the Town is undertaking this investigation and that there is a possibility that we may not continue to lease the building all of which will be dependent upon the outcome of the business case.

Bassano BBQ Competition

Initial marketing of the BBQ completion is underway. To start, we are seeking ideas from the community to help name the event. A video featuring three councillors was created to draw excitement to the event. The event must be named by the end of January and submitted to the BBQ on the Bow organizers followed by a budget in mid-February.

The event will include three main BBQ features:

1. A professional BBQ with qualified participants that will cook four meats.
2. An amateur steak competition that will be open to anyone who submits their nomination.
3. Taste of the teams where attendees can taste some of the pro's BBQ's meat.

In addition, supplemental activities must be organized with the support of various groups that hopefully include live music, tours of the Bassano dam, an outdoor dinner/dance, and games.

The event is scheduled for June 3-5, 2022 pending public health regulations allow for gatherings/competitions.

<u>Goal 3 – Task 1 – Sewage Lagoon Upgrade</u>

Listed above.

<u>Goal 3 – Task 2 and 3 – 2nd Avenue and 5th Avenue Infrastructure Upgrades</u>

- Former Stiles Building – Hazardous Abatement listed above.

Attachments:

1. Action Items List – no action required
2. RCMP Welcome Letter – January 6, 2022 – no action required

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.	When preparing dev. standards - research back flow prevention for water system.	

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.

May 10, 2021 Regular Meeting

Directed to	Action	Completed
Davis, A.	Public notice re: FAB Village Square	

Town of Bassano
Council Meeting Action Items 2019-2021

Aug. 9, 2021 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare implementation summary and budget prep for council re: economic enrichment	
Davis, A.	Prepare public engagement summary re: economic enrichment	Complete
Davis, A.	Add Dennis Hunt property to upcoming agenda re: driveway concerns.	

Oct. 12, 2021 Regular Meeting

Directed to	Action	Completed
Davis, A.	Develop implementation plans for bylaw 921/21 (fee schedule, appendicies, development packages, online marketing material, marketing material)	
Davis, A.	Educate staff re: bylaw 921/21	In progress
Davis, A.	Prepare mandatory empolyee vaccination policy.	In progress

Dec. 13, 2021 Regular Meeting

Directed to	Action	Completed
Kelly, T.	Rotate minutes	Complete - Dec 15, 2021
Kelly, T.	Resolution index	Complete - Dec. 15, 2021
Davis, A.	Process Procedural Bylaw 922/21	Complete
Kelly, T.	Upload Procedural Bylaw to website	Complete
Davis, A.	Process P-TOB12/002-21	Complete - Dec. 14, 2021
Davis, A.	Notice to staff re: policy change P-TOB12/002-21	Complete - Dec. 14, 2021
Davis, A.	Undertake business case re: Thrive - due by May 1, 2022	In progress
Davis, A.	Update council meeting schedule for 2022	Complete - Dec. 14, 2021
Davis, A.	Letter to BARRA re: 2022-2024 operating funds	Complete - Dec. 14, 2021
Davis, A.	FCSS proposal on January agenda	Added
Davis, A.	Email to FCSS delegates re: council review in Janaury	Complete - Dec. 14, 2021

Town of BASSANO

"The Best in the West by a Damsite"

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

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

January 6, 2022

Bassano Detachment RCMP **Hand Delivered**
Attention: Cpl. Josh Argue, Interim Detachment Commander

Cpl. Argue, we welcome you to Bassano as the Interim Detachment Commander. The relationship between the RCMP, Town Council and administration is important to the overall health and wellness of our community. These the past few years, we have become accustomed to regular engagements with the Detachment Commander. This has enabled all parties to support crime reduction and promote livability in Bassano. Together, we have focused on policing priorities related to traffic – road safety; property – rural patrol and rural crime; and community engagement/community presence – school visits and community events.

<u>Traffic – Road Safety</u>

Our view on traffic control is:

- Speed and visibility along the TransCanada highway near Bassano's entrances have been problematic for years. We have lobbied the provincial government for increased highway signage/road markings with no success. When the fog sets in the area, it is impossible to see across the highway for safe access and there have been many accidents and fatalities. We believe signage with flashing lights would greatly improve public safety as well as proper turning lanes.

  Action: we request your support to lobby for increased traffic control devices along the TransCanada highway near the entrances of Bassano for public safety.

- Bassano operates a volunteer fire department with 10-12 active members. Our firefighters maintain full-time employment and provide volunteer supports when they are available. Our daytime weekly crew is very limited as most firefighters are at work (not all in Bassano). This becomes a challenge when the fire department is dispatched to perform traffic control on a highway incident (e.g. MVC, vehicle fire) until the victims/patients have been removed from the vehicles and are in the care of the EMS, or the fire is extinguished and the scene is rendered safe we simply do not have the capacity to provide support. At the time this is complete, the Fire Chief and his department have no problem taking traffic control back and supporting this function any other time (evenings/weekends).

  We recognize that in most instances, the fire department has more available manpower than the detachment and working together is important. Simply put, on behalf of Fire Chief Cochrane, "during the day I have limited crews and I do not have the manpower to do traffic control, we really need the RCMP to help with this as we can't safely be working without traffic control and the RCMP's involvement in the actual scene comes after the patients and hazards have been removed".

  Action: we request that the Bassano RCMP detachment under your leadership works collaboratively with the Bassano Fire Department as it relates to appropriate traffic control within the resources available. We ask that you contact Cory Cochrane, Fire Chief to discuss this in more detail at 403-633-1540.

- We appreciated the RCMP's presence in Bassano patrolling the streets and alleys. The Town contracts 8-hours of Community Peace Officer services per month to support this initiative as well as bylaw enforcement.

  Action: we request that the Bassano RCMP detachment under your leadership continues to maintain a presence in the community educating the citizens on traffic safety and lowering speed.

Property – Rural Patrol and Rural Crime

Our view on rural patrol and rural crime is:

- Limiting rural and urban crime is vital to the long-term viability of our community and region. Regular patrols, the engagement with property owners, and signage has contributed to crime reduction as evidenced in RCMP statistic reports.

  Action: we request that the Bassano RCMP detachment under your leadership continues to patrol rural areas to support crime reduction and continues to engage residents on policing priorities and safety tactics.

Community Engagement/Community Presence

Our view on community engagement/community presence is:

- The Bassano RCMP detachment are very present and engaged in our community. They regularly participate in programs, events, and interact with the community. Be that through the school, at the library, with council and administration, at celebrations, and through business visits. We feel that the detachment has done an exemplary job with presence and engagement. Time and again, as Mayor, I hear that Bassano has never experienced such presence from willing members and they appreciate it.

  This brings us to a matter of great importance, maintaining the Bassano RCMP detachment. We understand there were talks in the past to hub the detachment with Brooks. We do not agree with this action. The Bassano RCMP detachments is a core resource in our community and serves many purposes. It supports first and foremost, public safety. Beyond that, having a police presence has enabled us to grow the community – people move to Bassano; businesses invest in Bassano; and contractors submit competitive bids to work in Bassano because of the local RCMP detachment.

  Action: we request that the Town of Bassano's position is maintained whereby the Bassano RCMP Detachment remains active in our community.

This letter lays out what matters most to us. We look forward to understanding your view and working together over your team. We commend you for the work you do to keep our communities safe and vibrant.

I am available anytime at 403-793-4658.

Sincerely,

Irv Morey
Mayor

MONTHLY STATEMENT

Town of Bassano

Period Ending November 30, 2021

General Account			
Net Balance at End of Previous Month	**$ 1,157,817.61**		
Receipts for the Month	$ 222,842.94		
Interest	$ 748.71		
Cancelled Cheques	$ 205,000.00		
FCSS Grant	$ 3,292.00		
Transfer - Curling Condenser Upgrade	$ 17,475.00		
Recreation Funding Transfers	$ 11,050.00		
Sub-Total	$ 1,618,226.26		
Less Disbursements for the month	-$ 401,798.93		
Wire Transfer - Canalief Release	-$ 205,000.00		
Bank Reversal - Double Utility Payment	-$ 821.87		
Bank Service Charges	-$ 532.49		
Net Balance at End of Month	**$ 1,010,072.97**		
Bank Balance at End of Month	$ 1,185,101.85		
Outstanding Deposit	$ 547.96		
Sub-Total	$ 1,185,649.81		
Less outstanding cheques	-$ 175,576.84		
NET Balance at End of Month	**$ 1,010,072.97**		

Savings			
	Opening Balance	**Interest/Transfers**	**Closing Balance**
Fire Reserves	$ 45,834.34	$ 28.25	$ 45,862.59
Sewage Upgrade	$ 163,061.70	$ 100.52	$ 163,162.22
MSI Capital	$ 400,100.80	$ 246.64	$ 400,347.44
Fedral Gas Tax Refund	$ 124,938.58	$ 77.02	$ 125,015.60
MSI Operational	$ 20,961.32	$ 12.92	$ 20,974.24
Capital Plan Reserve	$ 2,353,723.13	$ 1,450.93	$ 2,355,174.06
Land & Development Reserve	$ 619,497.69	$ 381.88	$ 619,879.57
Recreation & Culture Reserve	$ 387,780.19	$ 236.17	
		-$ 17,475.00	$ 370,541.36
Municipal Reserve	$ 466,324.84	$ 287.46	$ 466,612.30
FCSS Reserve	$ 30,404.37	$ 18.74	$ 30,423.11
AMWWP Grant Funds	$ 0.07	-	$ 0.07
Recreation Funding Committee	$ 29,961.76	$ 17.33	
		-$ 11,050.00	$ 18,929.09
Shydlowski	$ 107.05	$ 0.07	$ 107.12
Common Shares	$ 5,205.89	$ 156.16	$ 5,362.05

Investments			
Shydlowski Scholarship	$ 3,856.79		$ 3,856.79
Nesbit Burns Fixed Income	$ 836,106.12		$ 836,106.12
Cash Account	$ 227,137.47	$54.25	$ 227,191.72
Transaction Total		-$25,456.66	
Total	$ 5,715,002.11		$ 5,689,545.45

Mayor Morey

C.A.O Amanda Davis

TOWN OF BASSANO

Cheque Listing For Account Payable

2022-Jan-7
8:29:35AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	**20441**
20210992	2021-11-09	EFT	EFT	1043	2052900 ALBERTA LTD.	18,767.70
20210993	2021-11-09	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	814.52
20210994	2021-11-09	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD	800.00
20210995	2021-11-09	EFT	EFT	121	COUNTY OF NEWELL	40,117.00
20210996	2021-11-09	EFT	EFT	142	EASTERN IRRIGATION DISTRICT	1,097.28
20210997	2021-11-09	EFT	EFT	972	McGILL'S INDUSTRIAL SERVICES	13,098.75
20210998	2021-11-09	EFT	EFT	1055	MOREY, IRVIN	224.20
20210999	2021-11-09	EFT	EFT	217	PLAYFAIR LODGE	1,040.30
20211000	2021-11-09	EFT	EFT	7	RECEIVER GENERAL FOR CANADA	9,653.00
20211001	2021-11-09	EFT	EFT	943	SAFEGUARD BUSINESS SYSTEMS LTD.	326.56
20211002	2021-11-09	EFT	EFT	902	SIEBEN HOLDINGS LTD.	682.50
20211003	2021-11-09	EFT	EFT	1	TELUS COMMUNICATIONS INC.	1,193.22
20211004	2021-11-09	EFT	EFT	1058	TOWN OF BASSANO	2,768.66
20211005	2021-11-09	EFT	EFT	900001	KELLY, THERESA	136.88
20211006	2021-11-09	EFT	EFT	900001	THURO INC	5,082.00
						95,802.57
					Batch #	**20442**
20211007	2021-11-09	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	2,776.95
20211008	2021-11-09	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65
20211009	2021-11-09	EFT	EFT	44	BASSANO AUTOBODY (1977) LTD.	163.80
20211010	2021-11-09	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.	232.64
20211011	2021-11-09	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.	79.99
20211012	2021-11-09			9	BASSANO PUBLISHERS	783.92
20211013	2021-11-09	EFT	EFT	522	BENCHMARK ASSESSMENT	1,618.05
20211014	2021-11-09	EFT	EFT	487	CANADIAN LINEN	92.44
20211015	2021-11-09	EFT	EFT	659	CAPITAL GLASS	611.10
20211016	2021-11-09	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	444.85
20211017	2021-11-09	EFT	EFT	703	COCHRANE, CORY	89.54
20211018	2021-11-09	EFT	EFT	796	CREAKY FLOOR HARDWARE STORE LTD.	129.79
20211019	2021-11-09	EFT	EFT	962	DIGITEX CANADA INC.	2,614.70
20211020	2021-11-09	EFT	EFT	1019	EDWARDS LAND SERVICE LTD.	2,052.95
20211021	2021-11-09	EFT	EFT	811	GREGG DISTRIBUTERS LP	27.29
20211022	2021-11-09	EFT	EFT	972	McGILL'S INDUSTRIAL SERVICES	14,372.40
20211023	2021-11-09	EFT	EFT	1052	METERCOR INC.	670.97
20211024	2021-11-09	EFT	EFT	6	MUNICIPAL INFORMATION SYSTEMS	1,144.51
20211025	2021-11-09	EFT	EFT	929	PINNACLE AQUATIC GROUP INC.	486.85
20211026	2021-11-09	EFT	EFT	3	PIONEER GAS CO-OP LTD.	639.23
20211027	2021-11-09	EFT	EFT	217	PLAYFAIR LODGE	1,030.00
20211028	2021-11-09	EFT	EFT	25	PUROLATOR INC.	77.16
20211029	2021-11-09			1063	QUADIENT LEASING CANADA LTD	280.20
20211030	2021-11-09			946	RAYMOND, LONNIE	20.99
20211031	2021-11-09	EFT	EFT	1041	REYNOLDS MIRTH RICHARDS & FARMER LLP	2,163.75
20211032	2021-11-09	EFT	EFT	483	ROCKY MOUNTAIN PHOENIX	519.75
20211033	2021-11-09	EFT	EFT	332	ROYAL CANADIAN LEGION #141	90.00
20211034	2021-11-09	EFT	EFT	719	RY BAR OILFIELD SERVICES LTD	5,528.09
20211035	2021-11-09	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	1,147.31
20211036	2021-11-09	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	134.73

TOWN OF BASSANO

Cheque Listing For Account Payable

2022-Jan-7
8:29:35AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name		Amount
20211037	2021-11-09	EFT	EFT	1035	TELUS MOBILITY		141.41
20211038	2021-11-09			696	VILLAGE OF DUCHESS		4,320.00
20211039	2021-11-09	EFT	EFT	874	WETZSTEIN, MIKE		94.95
20211040	2021-11-09	EFT	EFT	1010	WICKSON, RON		62.54
20211041	2021-11-09	EFT	EFT	900001	Brooks Towing		945.00
20211042	2021-11-09	EFT	EFT	900001	NEW WEST FEEDS		405.00
20211043	2021-11-09	EFT	EFT	900001	Remediclean Inc		48,029.63
							94,120.13
						Batch #	**20443**
20211045	2021-11-09	EFT	EFT	900001	Brooks Towing		2,535.75
							2,535.75
						Batch #	**20475**
20211047	2021-11-17	EFT	EFT	720	BASSANO GOLF CLUB SOCIETY		48.00
20211048	2021-11-17			306	BASSANO MEMORIAL LIBRARY		20.00
20211049	2021-11-17	EFT	EFT	1058	TOWN OF BASSANO		25.00
							93.00
						Batch #	**20486**
20211050	2021-11-24	EFT	EFT	335	BASSANO CURLING CLUB		18,348.75
							18,348.75

TOWN OF BASSANO

Cheque Listing For Account Payable

2022-Jan-7
8:29:35AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	**20509**
20211062	2021-11-30			1043	2052900 ALBERTA LTD.	10,659.60
20211063	2021-11-30			877	ALBERTA MUNICIPAL SERVICES CORPORATION	23,546.91
20211064	2021-11-30			139	AVIATION VISUAL AIDS	1,078.46
20211065	2021-11-30			490	BADLANDS WELDING	236.25
20211066	2021-11-30			8	BASSANO AUTOMOTIVE (1985) LTD.	34.87
20211067	2021-11-30			20	BASSANO BUILDING CENTRE LTD.	707.98
20211068	2021-11-30			47	BASSANO PLUMBING & HEATING	444.47
20211069	2021-11-30			9	BASSANO PUBLISHERS	348.60
20211070	2021-11-30			132	BROOKS ASPHALT & AGGREGATE	7,097.85
20211071	2021-11-30			487	CANADIAN LINEN	92.44
20211072	2021-11-30			1053	CHARTRAND LANDSCAPING INC.	2,362.50
20211073	2021-11-30			492	Chinook Financial, A Division of Connect First CU	800.00
20211074	2021-11-30			1056	CLEAN SPOT	58.91
20211075	2021-11-30			121	COUNTY OF NEWELL	141.25
20211076	2021-11-30			796	CREAKY FLOOR HARDWARE STORE LTD.	13.64
20211077	2021-11-30			939	CROSSTOWN TRUCK & TIRE LTD.	231.80
20211078	2021-11-30			811	GREGG DISTRIBUTERS LP	381.23
20211079	2021-11-30			413	HI-WAY 9 EXPRESS LTD.	77.69
20211080	2021-11-30			529	MPE ENGINEERING LTD	64,702.32
20211081	2021-11-30			6	MUNICIPAL INFORMATION SYSTEMS	855.76
20211082	2021-11-30			578	NEWELL REGIONAL SERVICES CORP.	20,647.38
20211083	2021-11-30			899	OK TIRE	2,785.78
20211084	2021-11-30			779	OLDMAN RIVER REGIONAL SERVICES COMMISSION	13,400.00
20211085	2021-11-30			989	PETKAU, CHRISTINE	318.12
20211086	2021-11-30			946	RAYMOND, LONNIE	278.88
20211087	2021-11-30			7	RECEIVER GENERAL FOR CANADA	9,941.54
20211088	2021-11-30			719	RY BAR OILFIELD SERVICES LTD	3,255.00
20211089	2021-11-30			1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	61.69
20211090	2021-11-30			857	SUPERIOR TRUCK EQUIPMENT INC.	246.96
20211091	2021-11-30			948	TAXervice	235.20
20211092	2021-11-30			1035	TELUS MOBILITY	159.96
20211093	2021-11-30			509	WATER PURE & SIMPLE BROOKS LTD.	22.50
20211094	2021-11-30			900001	G-OK HEATING & AIR CONDITIONING LTD	810.82
						166,036.36
					Total	**376,936.56**

*** End of Report ***

Town of Bassano

Director's Report for the Period ending December 31, 2021

Supporting Community Members

During December we assisted 9 seniors with accessing benefits and services, including local senior supports and food services - 8 senior individuals have previously received services from FCSS and 1 individual is has not received services prior. During the month of November, we assisted 1 family with children under 18 in accessing food, family law, and community supports, this family was new to FCSS services. Over the month of December, we supported 5 individuals in accessing local supports and federal benefits, 3 individuals have previously been seen by FCSS and 2 are new to FCSS supports. We support 2 interagency support referrals this month for Bridges family programs and the YMCA Employment Centre.

Programming Updates

Santa's Sleigh The Santa's Sleigh event occurred on December 7th in conjunction with the Light up the Lights event at Bassano Campground. The event had a great turn out and was well received by the community. Thank you to Bassano RCMP, Bassano Fire Department and the Bassano Christmas in The Campground committee for working with us to make this event possible.

Santa's Workshop Santa's Workshop occurred on December 10, 2021. We hosted spots for drop in and spots for pre-booking. We only had one family utilize the drop in option and we served 23 children at the event.

Christmas Hampers Christmas Hampers were provided to 36 community members on December 22, 2021. Each community member was provided a dozen eggs (Po'Dunk Farms), Toilet Paper (ConnectFist Credit Union Staff), milk, chicken burgers, buns (Emme's Esso), turkey or chicken (Heritage Propane), stuffing, gravy, cranberry (Kacia Reid), roasting pans for cooking turkey, feminine hygiene (Christine Petkau), fresh vegetables (Newel Colony), and a beef box (Hale Ranch Beef). Each hamper was also provided with $130 in Bassano Bucks and other assorted non-perishable food items. The structure of Bassano Bucks was changed this year and gift certificates were purchased for individuals, this structure worked well and is recommended moving forward.

Angel Tree The Angel Tree in Bassano hosted 55 names. FCSS purchased several gifts that were remaining using Christmas Donations to ensure all tags received a gift.

BASSANO DECEMBER 2021 REPORT

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

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

During this month, our department is conducting ten investigations. These matters were for animal concern (cats), drive while unauthorized, fail to display plate on vehicle and seven bylaw matters on civic addressing.

Our department has completed and closed the investigation regarding the cats and the drive while unauthorized.

The investigations that are still open are for the bylaw matters for civic addressing and fail to display plate on motor vehicle.

There were five warnings issued by our department for drive while unauthorized, operate unregistered motor vehicle (3), and for operating a motor vehicle with no driver’s licence in possession.

There were two tickets issued for driver not wearing a seatbelt and operating an unregistered motor vehicle.

This concludes the report for Bassano for December.

Town of Bassano

MONTHLY MAYOR'S POLICING REPORT

October / November 2021

Bassano Detachment
"K" Division
Alberta

RCMP·GRC

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Annual Performance Plan (A.P.P.'s) Community Priorities:

Community approved APP's are:

(1) Rural Community engagement
a) Crime Reduction rural crime

(2) Traffic

(1) Community engagement(Rural):

a. School visits

Forensics Class

Bassano

Cst. Logan TATARYN collaborated with Bassano school to help facilitate its forensics class. This consisted of a three-part lesson plan where Cst. Logan TATARYN presented on fingerprints, blood spatter patterns, and impaired investigations. He ran a mock-impaired investigation with a live actor who was impaired, and a live blood spatter demonstration at Bassano RCMP Detachment.

Gem

Cst. Andre Bisson/Cst. Hugh JIA: Set up a mock investigation with Gem students where they learned how fingerprints and witness statements could help lead to a suspect.

b) Live Communications.

Bassano Detachment continues its live reading program on Facebook to connect with our community resident's youth. These videos are now being distributed by Safe Communities but are still being shared through all media platforms in and around your communities.

Reading Program

In the month of October/November, we completed 3 reading sessions.

Bassano Crime Tips

Bassano Detachment continues its interactive online program called Bassano's Friday Crime tips. These tips are broadcasted via Facebook and have had over 1500 views thus far. In October/November, we completed three presentations on Rural Crime Prevention.

EVENTS:

Bassano RCMP passed out Halloween candy at each community

(2) Crime Reduction Rural/ Hot Spot Patrols

a. Rural patrols

With recent Covid-19 concerns, Bassano Detachment is determined to stay on top of helping to prevent crime and be more visible in our rural areas to keep residents safe and stay engaged. Therefore, we have greatly increased our rural patrol in your areas during

Bassano Rural Crime Strategy Project

More details below on this project. This will track amount of houses engaged for the engagement proponents of this plan. 1600 Houses thus far. All houses have been engaged we will be doing follow up next quarter.

Bassano Rural Crime Strategy Project

Techniques utilized

Crime Prevention through Environmental Design [CPTED]

- Survey/ consultation conducted with an RCMP member of rural properties.
- The utilization of signage (Rural Property Crime Watch Program)
- Shared information of best practices & tips of rural crime Victimization.
- Safety Planning of property assets; gas tanks, vehicles, farm equipment, tools.
- Motion activated flood lighting.
- Information & consultation on the safe storage of firearms & ammunition

Program spearheaded by Cst. BISSON to help prevent rural crime by environmental design.

Hot Spot/ Night Patrols: Due to a rise in break and enters at night, Bassano RCMP identified two new hot spots in the Town of Hussar and Bassano. * These patrols consist of police visibility in these areas no earlier than 10:00PM. This has helped us identify hot spot areas where we can allocate more resources to these areas and greatly increase patrols.

*A patrol consists of a minimum of 45 minutes in the said area.

Bassano Forensic Program

Fingerprinting: We attended the class and taught the students how fingerprints are obtained, how they are useful in solving crimes, the identification of criminals act, etc.

Blood splatter: The class attended our detachment and did some activities involving hitting blood soaked objects to create spatter on the wall, and throwing tennis balls soaking in blood against the wall to show how the splatter works with high velocity.

BAC/Impaired: We brought the class to the detachment and showed them the steps we take in processing impaired drivers under both the provincial sanctions and criminal charges. We also discussed the different limits and their respective punishments, and had an off-duty member provide breath samples after having 2oz of liquor to show them the difference between shallow lung air/deep lung air, and residual mouth alcohol, etc

(3) Traffic:

Bassano Municipal Traffic Plan:

Due to an increase in complaints of speeding in town, we implemented a three-phase plan for residents located in the Municipality of Bassano.

This plan has been broadcasted to all your residents via numerous social media platforms, and news articles.

Phase 1: Education, talks, traffic operations with warnings.

Phase 2: Data collection

a. **Traffic speed trackers**
b. **Review areas with high amount of speeders**
c. **Analyze if upturn or downturn in speeders**
d. **Identify hot spot areas, and areas with high risk to the public.**

Phase 3: Is a step we hope not to take but if residents ignore education and we continue to see an uptick in speeders, we will pick up prevention methods by enforcement.

This is a flexible plan that can move in and out of phases based on your resident's actions.

Update:

Since the implementation, we have seen a huge decrease in speeding on Main Street based on education, patrols and creative preventative tactics. Currently we are still monitoring in the event we need to increase our mitigation steps.

Due to Covid-19 concerns, we continue to patrol our roads to keep residents and motorists safe. **We are starting to increase screening for impaired drivers with strict safety protocols to keep all parties safe.**

- * Chart below starts from April 2021- March 31 2022
- R stands for Rosemary, B stands for Bassano, G Gem, H for Hussar

Crime prevention	Total =R+B+G+H Sept/October/November 2021	R	B	G	H	Night Hot spot	Year* to Date	Night/Hot Patrols Total*ytd
Rural/Night patrols	143	35	69	14	25	**H,B,R *119**	394	278
Vehicle checked for sobriety	110					Impaired 1		Total impaired 10

Notable occurrences for the Month

- 1 drivers charged with impaired operation during Bassano Rodeo.

Community Contributions to APP'S

- CAO Amanda DAVIS and Town Council has been instrumental in keeping us informed and the spread of information flowing as it pertains to Covid-19 and the RCMP's response.
- FCSS program director Victoria Muhlbeier has been an enormous asset in helping us keep our positive relationship with the community we police.
- Principal Scott Kohler's partnership to help us better reach his students

New Community Concerns (Update on concerns raised in the past if not yet resolved):

- Cpl. Sebastian ANDREWS after January 10th 2022 with Cpl. Josh ARGUE.

Bassano Detachment responded to a total of 164 calls for service during the months of October / November 2021

OCCURRENCES	Oct / Nov 2021	Year to Date Fiscal April 20- March 31, 2021	Oct / Nov 2020	Year Total 2020
Assaults (all categories)	5	16	6	13
Break and Enters (Residence & Business)	3	6	6	20
Theft of Motor Vehicle	2	4	1	5
Theft Under $ 5000.00	1	4	1	17
Theft Over $ 5000.00	0	2	0	2
Drugs (Possession)	0	1	0	1
Drugs (Trafficking)	0	0	0	0
Liquor Act	0	3	1	6
Causing a Disturbance / Mischief (including public intoxication)	6	21	9	48
Impaired Driving	1	10	0	15
Other Complaints	146	***	121	*
Total Calls for Service	**164**	**667**	**145**	**857**

Should you have any questions or concerns regarding this report or any other community matters, please feel free to contact Cpl. Sebastian ANDREWS

Cpl. Sebastian ANDREWS
Bassano RCMP Detachment
Telephone: (403) 462-4597 email: Sebastian.andrews@rcmp-grc.gc.ca

RCMP·GRC
ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Palliser Economic Partnership

Palliser Board Meeting **via Zoom**

December 10, 2021

Board Meeting Mintues

Directors in Attendance (18):

Jay Slemp, Clint Steinley, Angie Warwick, Allen Kuizinga, Sandra Murphy, Richard Oster, Deborah Reid-Mickler, Matthew St. Pierre, Gordon Reynolds, Holly Johnson, Stacey Barrows, Don Gibb, Tim Speilman, Michael Beier, Corianne Neilson, Robert Blagen, Robert Kacso, Bark Kulyk.

Guests in Attendance

Quentin Randall, Randall Strategy & Denise Snortland, City Centre Communications Inc.

1	**Call to Order** Chairman Jay Slemp called the meeting to order at 10:00 am and welcomed participants to the meeting.
2	**Approval of Agenda / Additions / Minutes** Addition: Refill seat left by Jim turner Motion by Gordon Reynolds to accept the agenda, 2nd by Deborah Reid-Mickler, Carried Unanimous
3	**Approval of Board Meeting Minutes September 24, 2021** Motion by Rob Kacso to approve the mintues, 2nd Holly Johnson, Carried Jay Slemp acknowledges former Cypress County councillor and PEP Board representative Alf Beyea as an active member and wants to thank him for his efforts. Everyone is saddened by his death.
4	**Financial Report - Quentin Randall** Corianne had a question regarding the office expense and if not spent does it stay in that account. Deborah explained the budges is less for office expense because of the change in manager and location. Quentin does not bill back office expenses to PEP Quentin added if any community has a project, PEP will go through the budget and re-allocate it. Motion by Don Gibb to approve the Financial Report, 2nd Deborah Reid-Mickler, Carried Unanimous
5	**Special Presenation - PEP Overview (New Board Orientation)** Quentin Randall spoke about the structure of PEP and it projects. PEP is Alberta supported and the only place where 19 different communities, mayors, reeves, ceo's and councillors can sit down together to collaborate. There are 2 reps from each community on the Board of Directors. Executive Committee meets quarterly and provides operations oversight. Management day to day is by Quentin Randall and City Centre Communications Inc. Quentin gave an overivew of Chickpeas and the Regional Hydogen Strategy. Driven by large and small business, isn't just a government initiative, it has business support. For example Methanex, CF Industries, Gordon Reynolds - Different layers of economic groups working on borader iniatives

	Deborah Reid-Mickler - the power of groups to speak and deal with provincial and federal governments Spragg Meats in Rosemary. Quentin explained the work they did to expand their business 40 Mile Rail in the County Forty Mile - National Trade Corridor funding

Corporate / Shareholder

Acceptance of PEP Executive Committee Meeting Minutes November 26, 2021 Motion by Corianne Nielson to accept, 2nd Micheal Beier, Carried Unanimous
PEP Economic Development for Elected Officials Training Initiative. MOTION: re-allocate $10,000 from the budget to support the economic development training for elected officials. Motion by Deborah Reid-Mickler to put on the table, 2nd Clint Steinley, Carried Unanimous
County of Forty Mile Notice of Withdrawl. County of Forty Mile councillor Stacey Barrows indicated that they were already members of Verge Economic Development and Southgrow Regional Initiative (another Regional Economic Development Alliance), and found being members of three economic development organizations was redundant Motion by Tim Speilman to accept County of Forty Mile's withdrawl and to prorate 2022-23 member contributions to the date of the letter, 2nd Corianne Nielson, Carried Unanimous
Town of Vauxhall
A Vauxhall councillor requested information from PEP and expressed interest in joining PEP. PEP will arrange to present to Vauxhall council early in the new year.
Establish Sustainability Committee Motion by Tim Speilman to establish, 2nd Holly Johnson, Carried Unanimous
Sustainability Committee members: Kevin Shufflebotham, Gordon Reynolds, Holly Johnson, Jay Slemp, Clint Steinley, Sandra Murphy
Additions - Fill Jim Turner's Executive Seat Motion by Corianne Nielson to wait until in-person meeting. 2nd Robert Kacso, Carried Unanimous

Updates and Project Reports

Southeast AB Regional Hyderogen Task Force update. Jon Sookocheff not present. Quentin gave report. Consultants are Transistor . They are in the data collection phase. To get an understandng where the engery mix is.
Bassano Grain Trading Investment. Irvin Morey not present. Quention gave report. Working with grain trading company to buy from Bassano truck to Calgary and train to the West Coast.
Oyen Rail Yard update. Doug Jones not present. Jay gave report. They are leveling ground for wind towers. $1.6 million investment either on CP or CN line.
PEP Value-Added Market Entry Update. Quentin gave report. Exploring chick pea and semolina facilities. $45 million investment. $15 million from investors and $30 million for financing. Semilina is a half million investment with ROI of 20% after 5 years. Deborah inquired if Quentin has heard from Invest, has not heard from Invest as everyone has left.
EATC Investment Attraction Update - Quentin
Rural Economic Development Minister Round Table - Jay Slemp Damian Cuncle appointed. Round table - to seek input and continuted funding from REDIs. Impact of a small project in a small community has a huge impact.
Government of AB Update - Selena McLean-Moore

Manager's Report - Quentin Randall
written report is written on page 26 of the board package.

Next meeting:
February 25, 2022 at 10:00 am. Location to follow
Angie moved for meeting to be adjourned at 12:19pm

From:	Quentin Randall
To:	Jon Sookocheff; Amanda Davis; Dave Matz; Kim Neill; Steven Kuhn; Phyllis Forsyth; Matt Fenske; Keith Bodin; Tarolyn Asserud; Jordon Christianson; Barb Kulyk; Debbie Ross; Marilynn Hirsche; Sharon Zacharias; Shyanne Jones; Kevin Shufflebotham; Jason Wallsmith; Kim Neill; Robert Blagen; Yvonne Cosh - Village of Duchess
Cc:	Theresa Hardiker; Mark Nikota; Mitchell Iwaasa; Wanda Diakow; Selena McLean-Moore
Subject:	EXTERNAL - Economic Development for Elected Officials Course
Date:	December 22, 2021 10:01:10 AM

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

Hello everyone, I hope you're all having a good end to your year!

Before we head into the holidays, I wanted to touch base with all of you and let you know that at PEP's last board meeting, the PEP board voted to allocate $10,000 to offer Economic Development for Elected Officials seminars throughout our region. We will be working with our fellow Economic Development Officers in the Brooks Region, Harvest Sky, Verge, and Special Areas to offer these courses in January/February. Economic Developers of Alberta will facilitate the sessions.

In total, we will be offering five sessions in the regions listed below

- Brooks Region (Newell, Duchess, Rosemary, Bassano)
- Medicine Hat Region (Medicine Hat, Cypress County, Redcliff)
- Southern Region (Forty Mile, Bow Island, Foremost)
- Harvest Sky Region (Special Area 2, Hanna, Youngstown)
- Special Areas East (Consort, Special Areas 3 & 4, Empress, Oyen)

Of course, if anyone couldn't make it to the session in their zone, we could likely accommodate them in a different region.

Each session is one day, and I have heard plenty of good things. At the very least, it helps our councillors understand the role of economic development which will help as we go forward with many new councillors.

Cost

The cost per session is based on how many attendees you have, with 30 attendees maximum. If we did the maximum 30 attendees, it would cost approximately $3,900 per session. If we did five sessions in the regions noted above, PEP would be able to put $2,000 towards each session, with the rest covered by your economic development folks, and/or participating municipalities. At any rate, the cost will be minimal as there is heavy regional collaboration which is of course great news!

We are still waiting to get the exact dates, and may not know those until early in the new year. As soon as we know dates, we will begin making arrangements and taking registrations.

If you have any questions, please don't hesitate to contact me.

Thanks everyone, I hope you have a merry Christmas!
Quentin

Quentin Randall, CITP | FIBP
Palliser Economic Partnership
+01 (403) 878-0999

PALLISER
ECONOMIC PARTNERSHIP

ANNUAL INTERMUNICIPAL MEETING NOTES

Meeting: December 16, 2021 7:15 p.m. – 7:55 p.m.
Heritage Inn Hotel and Convention Centre
1217 – 2 St West, Brooks, AB

ATTENDEES

County of Newell ▪ Arno Doerksen, Reeve ▪ Kelly Christman, Deputy Reeve ▪ Adena Skanderup, Councillor ▪ Dan Short, Councillor ▪ Holly Johnson, Councillor ▪ Greg Skriver, Councillor ▪ Ellen Unruh, Councillor ▪ Amanda Philpott, Councillor ▪ Neil Johnson, Councillor *Regrets* ▪ Lynette Kopp, Councillor ▪ Matt Fenske, CAO	***City of Brooks*** ▪ John Petrie, Mayor ▪ Joel Goodnough, Deputy Mayor ▪ Ray Juska, Councillor ▪ Jon Nesbitt, Councillor ▪ Marissa Wardrop, Councillor ▪ Alan Martens, CAO ▪ Jenny Wallace, Executive Assistant/Recording Secretary *Regrets* ▪ Mohammed Idriss, Acting Mayor ▪ Bill Prentice, Councillor
Town of Bassano ▪ Irv Morey, Mayor ▪ John Slomp, Deputy Mayor ▪ Kevin Jones, Councillor *Regrets* ▪ Sydney Miller, Councillor ▪ Mike Wetzstein, Councillor ▪ Amanda Davis, CAO	***Village of Duchess*** ▪ Tony Steidel, Mayor ▪ Kole Steinley, Deputy Mayor ▪ Stephen Dortch, Councillor ▪ Tina Preston, Councillor ▪ Yvonne Cosh, CAO *Regrets* ▪ Deborah Reid-Mickler, Councillor
Village of Rosemary ▪ Yoko Fujimoto, Mayor ▪ Gerry Fortier, Deputy Mayor ▪ Sharon Zacharias, CAO *Regrets* ▪ CoriAnn Nielson, Councillor	***Honorable Delegates*** ▪ Karen Kallen, Senior Constituency Coordinator (Representing Martin Shields, MP, Bow River) ▪ Heather Pigott, Constituency Manager, Brooks-Medicine Hat Constituency Regrets ▪ Martin Shields, MP, Bow River ▪ Michaela Frey, MLA Brooks-Medicine Hat Constituency

Mayor Petrie brought greetings on behalf of the City of Brooks. Mayor Petrie facilitated introductions around the table.

Following the dinner, Mayor Petrie called the meeting to order at approximately 7:15 p.m.

Mayor Petrie opening the meeting by saying that all though we all come from different municipalities, he believes we our one region. What's good for one municipality, is good for the other municipalities. He spoke about one of our greatest challenges being COVID-19; and then went over some of the positive initiatives/projects happening in the region.

MP Update

Karen Kallen, on behalf of MP Shields, provided the attached update to everyone, and noted that if anyone has anything they would like her to take back to MP Shields to let her know.

Mayor Petrie expressed his thanks for MP Shields' support with respect to the RCMP retro pay and the oil and gas industry.

MLA Update

Heather Pigott, Constituency Manager, advised that MLA Frey sends her regrets for missing the meeting due to the bad weather. She noted that MLA Frey will be meeting with all the Councils in January and February and is looking forward to meeting everyone.

Mayor Petrie expressed his thanks for MLA Frey's support with respect to the oil and gas industry.

County of Newell – Position on Economic Development with more focus on attracting and developing businesses than tourism

Reeve Doerksen spoke about the following matters related to Economic Development:

- Wants to see things happen, and by working together, there is a lot that can be accomplished. The region has Highway No. 1, Highway 36, the CP mainline going right through the district, and water is a huge benefit.

  The Alberta Government is committed to expanding water. He encouraged everyone to look at the Alberta Irrigation Projects Association's (AIPA) assessment of the contribution of water to the Provincial GDP. Of the 13 irrigation districts in Alberta, every irrigated acre contributes $3,900 to the provincial GDP annually. He noted that he believes this is a signal to our region that the Alberta Government has recognized the importance of water and their strong commitment to helping to develop this asset, which is significant for our area.

- The meeting with MLA Frey this afternoon was positive, and he was impressed with her commitment to build the region and with her connections in Edmonton to help get that done.
- The recent meeting with the City of Brooks and the EID was a good meeting.
- Expecting to have a meeting with the Albert Health Minister with regards to the Bassano project. He noted that he thinks the history of that project highlights the importance of getting it done and that he looks forward to MLA Frey helping with raising this project's profile.
- Questioned what more the region can do to become investment ready to attract business and reduce red tape.

County of Newell – The nomenclature around what was the AUMA

Reeve Doerksen explained that a couple of weeks ago at the RMA Conference, the County heard that the name of the Alberta Urban Municipalities Association (AUMA) had been changed to Alberta Municipalities. He noted that some rural municipalities found the name change to be kind of insulting. He added that he thinks the name change could be confusing especially to the press, to think that Alberta Municipalities would include all municipalities.

Alan Martens advised that AUMA did spring that on the municipalities at the AUMA Convention, and that it was the first time the City knew what their rebrand would be. Councillor Wardrop advised that she thinks the rebranding was actually meant to accommodate urban municipalities that feel they are more rural than urban.

Councillor Nesbitt spoke about how it was announced at the AUMA Convention, and that it is an issue, and that people should let them know.

Reeve Doerksen stated that he thinks that will happen through the RMA. He noted that he understands the confusion the name change has created. He noted that it may be an effort to lean toward amalgamation to a single organization. He added that our issues are not the same as the City of Calgary or Edmonton, and although there is some crossover, it is not the same dynamics.

County of Newell – Suggest IDP Committees should meet over the winter

Reeve Doerksen advised that the County of Newell thought it would be a good idea for the IDP Committees to meet through the winter.

City of Brooks – Veterinarian Shortage

Councillor Goodnough spoke about the veterinary shortage, and gave examples of where residents have encountered delays in getting their pets in to the local veterinary clinics or having to take them elsewhere for care. He advised that there is a crisis, and that in Alberta alone there is 1800 veterinarians and 370 vacancies. He stated that he thinks it would be very beneficial if the municipalities worked together on this issue, whether it is through the joint Shared Services Committee or other avenues.

Councillor Goodnough also mentioned that the U of C only has 50 vets graduates per year; and that a lot of veterinarians are retiring. He added that part of what we may be able to do, is to talk to MP Shields and MLA Frey to get assistance on pursing international veterinarians.

Councillor Skanderup advised that she could speak about veterinarians from other countries from when she was at the Bow Valley Vet Clinic and was involved with some of the hiring. She spoke to the following:

- One of the problems is that veterinarians from other countries are often trained on different drugs and/or different procedures (I.e. CFIA vets from out of the country are able to work as a veterinarian at the plant but would not be able to work in a practice).
- She met a Councillor at the RMA that used to live in Europe and was a veterinarian in Brooks. She noted that he realizes there is a real shortage; and is working on a resolution right now to bring forward where he would like to see a committee formed. He informed her that 105 students applied for 50 positions in Calgary, and that he is focusing on 20 of those people to work in the rural industry. She noted that her and a couple of other women are working with him on this, and that if anyone has any input or feedback he would be most interested in hearing it.

Councillor Wardrop advised that she talked to two people today, one from the Bow Valley Veterinary Clinic, and was advised that the Bow Valley Veterinary Clinic was going to be completely shutting down any veterinarian services immediately until at least February. She asked if anyone could confirm this.

Councillor Skandersup advised that she knows small animal veterinarian services is being shut down January 1st.

Councillor Goodnough closed by saying that further discussion can be held on this issue as a group.

City of Brooks – Urban vs Rural/Globally

Mayor Petrie advised that when talking about urban vs rural, he believes Brooks is rural not urban and that he sees a great divide in the country between urban and rual. He spoke about the larger cities, like Toronto or Vancouver, not having any idea of the magnitude of resources that rural communities provide. He added that he thinks the same problem is happening here too where a lot of peope in Calgary and Edmonton don't realize what is going on in rural Alberta.

Mayor Petrie provided stats to demonstrate how rural communiteis significantly contribute to Canada's economy.

Councillor Petrie spoke about the following challenges faced by rural communities/regions:

- Entrepretuerus have a more difficult time staring a business in rural communities.
- The nimby problem in rural areas, not in my back yard or neigbourhood.
- Most of the people live in the large cities and that is where the government is too.
- Impacts of Bill C-69 and C-48.
- The environmental challenges that arose with the proposed Crowsnest Coal Project.
- Impacts to the oil and gas industry.
- The probablity of the meat sector being impacted next. He noted that he read a headline the other day that talked about cattle as the top source of methane emmisisons.

He stresed the importance of being cognizant of what's happening in rual Alberta, where decisions are made in the major cities. He added that people, like ourselves, need to talk to MP Shields and MLA Frey, and other politicians.

Next Meeting Date

The next meeting will be hosted by the County of Newell and will be held on December 15, 2022.

Mayor Petire adjourned the meeting at 7:55 p.m., and wished everyone a Merry Christmas.

2021-12-16 – City of Brooks Inter-municipal meeting

Martin Shields, Member of Parliament for Bow River:

Good evening, I'd like to thank the City of Brooks for extending the invitation to attend this meeting. Regrettably, I am not able to attend as I am in Ottawa sitting in the House of Commons.

I would like to highlight a few issues of concern as we begin this 44th Parliament.

- Resumption of Parliament – Hybrid Format
  - A vote was passed to continue the hybrid format of the previous Parliament, which allows Members of Parliament to attend proceedings, speak, and vote through a virtual means.
  - Conservatives will continue to be in the House as often as possible – I hope the other parties will follow suit.

- Energy industry rebounding in Alberta, but facing challenges with federal government
  - The push for net-zero as well as announcement by Prime Minister regarding capping emissions will hurt our industry.
  - There has been little recognition of what private industry is doing to mitigate emissions and revolutionize their practices to improve technologies
  - Messaging from the industry and governments alike needs to focus on how Canadian energy is the best in the world.
  - Ethically sourced, ethically produced, and held to the highest environmental standards.
  - Hydrogen – there is a large push for this net-zero emission industry in Alberta
    - 30 billion investment so far, and Alberta can take the lead on this file to make us world leaders in this industry
- Bill C-4
  - On December 1st, Conservatives put forth motion for unanimous consent to push the bill to ban conversion therapy to the senate. Unanimous consent was granted, and the motion passed.
  - We wanted to get the bill back to the stage it was already at before the unnecessary election was called.
- Rural economic development
  - Fight for broadband continues, we are pushing telecoms companies to build faster and wider, meaning coverage and access for the last farm gate.
  - We have appointed a Shadow Minister to expressly deal with this issue – as we believe it is crucial.
- Deputy Shadow Minister Indigenous services
  - I am tremendously honoured to be appointed to this file
  - Will work to strengthen existing relationships with Indigenous Nations and build others around the country.

    - This file is extremely important and has issues that need to be resolved, as well as areas of potential growth – like tourism and economic development
- Irrigation
    - More funding has been announced for this industry that greatly benefits our area.
- Working with irrigation districts for funding projects and advocacy of the importance of agriculture as a food producing business.
    -
- Inflation – rising cost of living
    - The facts are clear, inflation is at a 20-year high, and prices are up for nearly every good available for purchase
    - Pre-pandemic spending set this path in motion and once the pandemic hit, the deficits ballooned.
    - Canada spent more money than any country in the G7 during this pandemic.
    - Yes, some initial supports were necessary due to government-imposed lockdowns – but the spending never stopped.
    - We are now seeing the results of this policy
    - Food, gas, housing, all becoming increasingly unaffordable.
        - Too many families are having to choose which one to sacrifice
- Supply chain issues
    - The pandemic highlighted the importance of supply chains that most people hadn't realized.
    - Due to the pandemic crisis and shortages in labour, global supply chains have been hit hard by government regulation and mandates
    - A shortage of truckers and drivers before the pandemic has been exacerbated by mandates.
    - As of January 22, which is the deadline for truck driver vaccine mandates in the US.
    - Our product needs to be shipped out, and our supply chains rely critically on these workers. Need to reflect on these government impositions that are hurting domestic production.
- Housing crisis
    - Prices have skyrocketed and a news article released by CTV says prices will rise higher in 2022.
        - Sale prices are projected to go up by 9.2 per cent on average across the country next year, Re/Max estimates.
    - It is incumbent on our federal government to build housing to ease the strain, ban foreign investment, and prioritize Canadian citizens.
- RCMP CBA Negotiation retroactive pay
    - Working to answer the question of where the retroactive RCMP salary payments will come from? If this cost falls to municipalities, it will add at least a 5% hike in property tax for many municipalities, adding a significant burden to homeowners.

I would once again wish to express my thanks for the invite and hope to be able to attend in the future. I look forward to listening to the ideas stemming from this meeting and returning to the House of Commons with the slate of topics that were discussed.

Sincerely,

Martin Shields
MP Bow River

From: Reynolds Mirth Richards & Farmer LLP
To: Ms. Amanda Davis
Subject: EXTERNAL - 2022 Municipal Law Seminars
Date: December 16, 2021 10:25:44 AM

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2022 Municipal Law Seminars

Registration Now Open!

Central Municipal Law Seminar

Friday, February 4, 2022
Edmonton

REGISTER HERE

Southern Municipal Law Seminar

Friday, February 11, 2022

Calgary Airport North

REGISTER HERE

Northern Municipal Law Seminar

Friday, February 25, 2022
Grande Prairie

REGISTER HERE

The agenda boasts a lineup of timely topics focused on the legal landscape and how it relates to municipalities in Alberta. Topics you can expect to see include:

- Dealing with difficult ratepayers
- Provincial and municipal roles in Planning & Development
- Municipal Liability
- Challenges to Council Decisions
- Recent developments in Construction Project Delivery Models
- Employment law catch-up
- Bill 77 and linear taxes
- Property assessment and taxation

Each seminar will conclude with a bear-pit style session where you will have the opportunity to ask questions from our legal panel on issues facing your municipality.

Visit the registration links above for details on topics at each seminar and to register. These events fill up quickly, reserve your spot early to avoid missing out!

Presenters

Kelsey Becker Brookes
Partner & Municipal Law Team Lead

Sean Ward
Partner & Municipal Law Team Lead

Carol Zukiwski
Counsel

Shauna Finlay
Partner

Matthew Woodley
Partner

Mark Hildebrand
Partner

Daina Young
Partner

Anthony Purgas
Partner

Jack Kent
Partner

Michael Swanberg
Partner

James McTague
Associate

Emma Banfield
Associate

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County of Newell/City of Brooks

JOINT SHARED SERVICES COMMITTEE

DECEMBER 15, 2021

BROOKS FIREHALL – 2:30 P.M.

NOTES

Present:

County of Newell
Councillor Kelly Christmas
Councillor Greg Skriver
Councillor Neil Johnson
Mark Harbicht, Director of Municipal Services

Village of Duchess
Councillor Tony Siedel
Yvonne Cosh, CAO

Others
Julie Davis, RhPAP
Sandra Stanway, Brooks Bulletin

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

Town of Bassano
Councillor Irv Morey

Village of Rosemary
Councillor Yoko Fujimote
Sharon Zacharias, CAO

1. CALL TO ORDER

J. Petrie called the meeting to order at 2:30 p.m.

J. Petrie introduced Councillor Joel Goodnough who replaced Councillor Marissa Wardrop on the Committee. Introductions were done around the table.

2. AGENDA ADDITIONS/DELETIONS

Addition: 6.l) Brooks Farmer's Market.

3. APPROVAL OF AGENDA

MOVED by I. Morey that the agenda be adopted as amended.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by K. Christman that the Minutes of the Joint Shared Services Committee Meeting held November 9th, 2021 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There were no items arising from the minutes.

6. BUSINESS

a) **Delegation:**

- **RhPAP Presentation**

Julie Davis, RhPAP Consultant, provided an overview of the attraction and retention support that RhPAP provides to rural Alberta communities:

- Their Mission;
- What RhPAP does for rural communities;
- Rural Community Consultants;

Y. Fujimoto arrived at 2:37 p.m.

- Attraction, Retention & Recruitment – What's the difference;
- Building on Success;
- Increased involvement in education outreach at community level;
- Rural Community Collaboration and Partnership;
- Rural Health Week;
- Annual Rhapsody Awards; and
- RhPAP Communications Team.

b) **Doctor Recruitment and Retention**

L. Tiffin noted that six new physicians were recruited to the region this year, and advised the Committee of the housing subsidy and how Doctors are welcomed here. In response to a question if we have a sufficient number of Doctors, J. Davis noted that there is only one physician position advertised at this time. However, she noted that Dr. van de Linde would have a better idea.

There was discussion on providing a housing subsidy to new physicians. L. Tiffin noted that a couple of years ago a survey was developed, one for physicians that have been practicing in the region for over five years and the other for a lesser period of time. She added that there were only about two responses as that is when COVID-19 arrived. J. Davis noted that she thinks that the housing subsidy for the first six months is a good kickstart and really helps people that are coming from overseas that are having to start from scratch. She also noted that it is harder to leave when you're here from another country especially if the position is sponsored. K. Christman noted that Bassano has 2.5 Doctors, so they are at their capacity.

J. Davis stated that her role is to support communities to build their capacity to attract and support the rural health cate workforce for her area as shown on the map. She suggested that we invite Dr. van der Linde to our next meeting to talk about what is happening within the community. L. Tiffin or J. Wallace will reach out to Dr. van de Linde.

J. Petrie thanked J. Davis for her presentation and update.

c) **Terms of Reference**

A. Martens advised that the Terms of Reference are for information purposes unless any one has any questions.

There was discussion about the Terms of Reference. J. Petrie advised that the Terms of Reference for Joint Shared Services and Economic Development are included in the agenda, and that they will be brought back to the next meeting for further discussion.

d) **History of Joint Shared Services Committee**

A. Martens provided a short overview on the history of the Joint Shared Services Committee with other members adding additional details.

e) **Meeting Dates and Times**

A. Martens advised that the Joint Shared Services Committee has been meeting on the second Tuesday of each month at 1:00 p.m.

The Committee concurred that the meetings continue to be held on the second Tuesday of each month at 1:00 p.m. in the Brooks Firehall.

f) **Vice-Chair Appointment**

A. Martens advised that the Joint Shared Services Committee has not elected a Vice-Chair in the past.

K. Christman asked what happens if Chair Petrie is away. J. Petrie advised that it is probably a good idea to elect a Vice-Chair.

Neil Johnson nominated Kelly Christman. J. Goodnough seconded the nomination.

J. Petrie called for further nominations twice. As there were no further nominations, Kelly Christman was elected Vice-Chair by acclamation.

g) **Economic Development**

M. Iwaasa presented his report, which covered the following areas:

- Business Beautification Program;
- NewGrow 2021;
- Lake Newell Pathway – Brochure handed out.
  G. Skriver, on behalf of the Pathway Committee, provided an update on the project and advised that the Pathway Committee is planning to develop a communications guide to keep everyone informed.
- Energy Futures Roadshow;
- SE Alberta Energy Hub; and,
- Labour Market Recruitment for Key Positions – Pointed out that there is a labour shortage at JBS Foods Canada.

There was discussion on NewGrow 2021 with M. Iwaasa providing a breakdown of the business applications received and the amount of funding provided to each business. G. Skriver, as one of the judges at the NewGrow Pitch Night, explained that basically the business ideas were new innovations that were for the most part not being offered or in competition with other businesses; and that this was taken into account when awarding the funding amounts. J. Petrie noted that with regards to evaluating the program, the Committee will need to follow up on NewGrow.

h) **Brooks Farmer's Market**

S. Zacharias, on behalf of the Rosemary Agricultural Society, presented the Society's request to provide funding of $5,000 for both 2021 and 2022 to help the Society manage/operate the Brooks Farmer's Market (i.e. Public Relations, set-up/take-down, etc.).

The Committee discussed the request, and whether it should be funded over 2021 and 2022 or totally funded from the 2022 Budget. L. Tiffin advised that every year when she prepares the budget it is balanced with unallocated funds; and that the 2022 budget has unallocated finds of $23,799 for things that come up through the year. She added that if the Rosemary Ag Society is looking for recurring annual funding, similar

to the museums, then the Committee could discuss adding it on as an annual event. The Committee also discussed the need for the Society to provide an accounting report of where the funds were spent.

A. Martens advised that there are not enough funds in the 2021 Budget, and therefore, if the Committee wishes to fund the request it would have to be funded from the 2022 Budget.

Moved by J. Goodnough that the Committee add a one-time amount of $10,000 to the 2022 Budget; and that at year end the Rosemary Agricultural Society provide an accounting statement of how the funds were spent.

MOTION CARRIED

i) **Joint Shared Services Budgets**

L. Tiffin advised that she presented the 2022 Budget at the November Joint Shared Services Committee Meeting, and then followed up by email with more information on the 2021 Budget and included a copy of the proposed 2022 Budget. She added that with adding the $10,000 to the 2022 Budget for the Rosemary Agricultural Society, that leaves an unallocated balance of $13,799.00.

It was also mentioned that as per the discussion held at the County Meet and Greet, there was good uptake to bring the EID on board if they are interested in serving on this Committee, which would affect the budget.

Moved by K. Christman that the 2022 Budget be approved.

MOTION CARRIED

j) **Global Village Centre Documentary Request**

L. Tiffin spoke to the proposal from Global Village Centre requesting support for a project they are working on with JBS Foods Canada. Global Village is proposing the creation of a broadcast quality 30-minute documentary that would serve as a follow-up to the 2015 film *From Sherbrooke to Brooks*.

Moved by N. Johnson that the Joint Shared Services Committee provide a letter to Global Village Centre in support of the Documentary Film Production project.

MOTION CARRIED

k) **Shortage of Veterinarians**

Councillor Goodnough spoke about the veterinary shortage, and gave examples of where residents have encountered delays in getting their pets into the local veterinary clinics or having to take them elsewhere for care. He added that it is important the Committee look at how the region can bring in more veterinarians.

J. Petrie noted that it is not only a Brooks problem, it's a Provincial and North American wide problem. He added that this issue is on the Annual Intermunicipal meeting agenda for discussion and that an update could be given by MLA Frey at that time. J. Petrie advised that a lot of the problem also goes back to international accreditation for veterinarians.

l) **Regional Pathway Project**

This item was dealt with under 6.g).

7. NEXT MEETING

The next meeting will be held on Tuesday, January 11, 2022 at 1:00 p.m. in the Brooks Fire Hall.

8. ADJOURNMENT

MOVED by G. Skriver that the meeting adjourn at 4:29 p.m.

MOTION CARRIED

_____
Signature of Chairman

_____
Signature of Recording Secretary

FCSS Grasslands Regional
Local People Helping Local People
Village of Rosemary, Village of Duchess
City of Brooks, County of Newell
FAMILY AND COMMUNITY SUPPORT SERVICES SOCIETY

P.O. BOX 1994
BROOKS, AB T1R 1C7
Telephone: (403) 362-4549
Fax: (403) 362-4571
Website: www.grasslandsregionalfcss.com
E-Mail: grasslandsregional.fcss@telus.net

TOWN OF BASSANO
JAN 05 2022
RECEIVED

December 31, 2021

Bassano FCSS
Box 299
Bassano, AB T0J 0B0

Re: **2022 Grasslands Regional FCSS Conditional Funding**

Attention: Bassano FCSS Board Members and Victoria Mulhbeier, FCSS Director.

Dear Board Members and Victoria:

On behalf of the Grasslands Regional FCSS Board of Directors I am pleased to enclose the Grasslands Regional FCSS 2022 Grant cheque to Bassano FCSS in the amount of $12,474 (twelve thousand, four hundred seventy-four dollars).

Thank you for the services provided to residents around Bassano in this very unpredictable year. We look forward to working together in 2022.

If you have any questions, please contact me at 362-4549.

Happy New Year!

Be Well and Safe.

Kind Regards,

Lynn Pye-Matheson

Lynn Pye-Matheson, MSW RSW
Executive Director, Grasslands Regional FCSS Society.
enc.

Bassano Rural Crime Strategy Update.

Past

2019/04/01-2020/04/01

Break and enters private property - 4

Copper theft - 25

We have noticed a huge increase in copper theft in our rural areas that we knew would lead to crime near household properties. Therefore, we created a two-prong approach of intelligence sharing with our Rural Crime Unit that helped us track where copper was being sold. This led to the identification and arrest of multiple individuals. We created a tracking program and contact with our partners that led to them purchasing anti theft measures such a signs, floodlights and cameras. This led to an 84% decrease in copper theft in our area.

2020/04/01-2021-02

Break and enter residence - 3

Copper theft - 4

With copper theft drastically reduced, we are now focusing more on reaching all our rural residents to help implement our approach to copper theft to keep residents better protected.

Present

2020/02/03 - 2021/12/24

Current Stats/Trends

Break and enters private property - 5

Theft over $5,000(vehicles) - 3

Break-ins can occur at anytime to anyone in any neighbourhood. The highest percentage of Break-ins happen in summer while people are away on vacation, or begin to leave their windows and doors open more often. Bassano RCMP started to conduct more night patrols to prevent this matter. We have spoken with many people in Bassano, Rosemary and Hussar and advised them to secure their private property prior to going on a trip.

A car is stolen every six minutes on average in this country, according to the Insurance Bureau of Canada. As we have basically solved the copper matter, we are now focused on preventing vehicle thefts. Vehicle theft is on the rise, however there are steps you can take to make your car a less appealing target

Use Anti-theft devices: A good deterrent is using a steering wheel lock like the club to prevent the steering wheel from turning.

Park your car protectively: Park your vehicle in a well-lit area if possible.

Make sure you have an immobilizer: Most vehicles on the road have an immobilizer, which is an electronic security device that only starts the vehicle when right key is present. If your vehicle does not have one, please have it installed.

Install a tracker: Tracking devices send a signal to the police or a monitoring device in the event your vehicle is stolen.

Lock your doors and windows: Never leave your vehicle running unattended and always keep the doors and windows locked.

<u>Crime tips</u>

Rural Property:

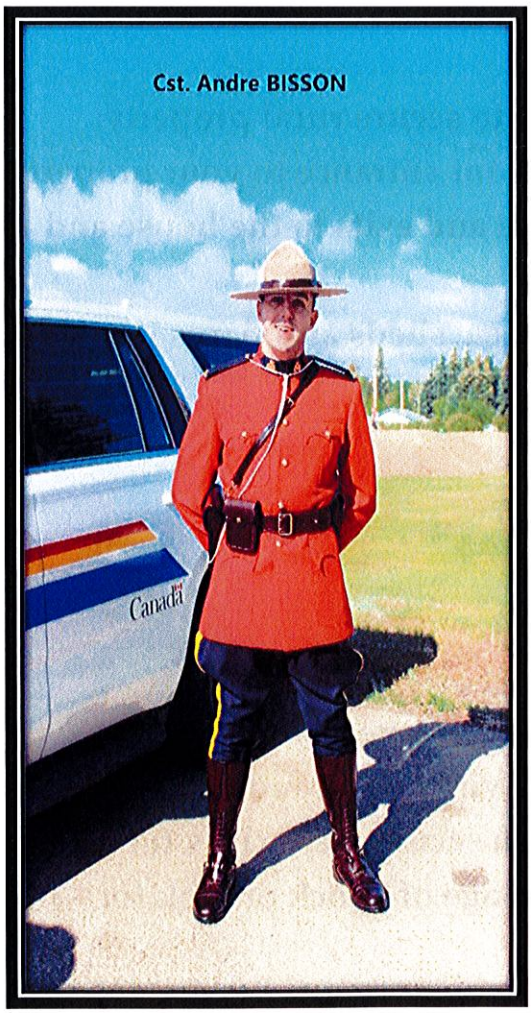
- **RCMP recommends a list of tips to secure rural property:**
- **Invest in Surveillance Cameras: The front entrance to your property including driveway, above all entrance and exits to the house and around the property parameter**
- **Place motion activated lights near garage, sheds and barns located on your property**
- **Add locking gates to driveways**
- **Install alarms in all structures**

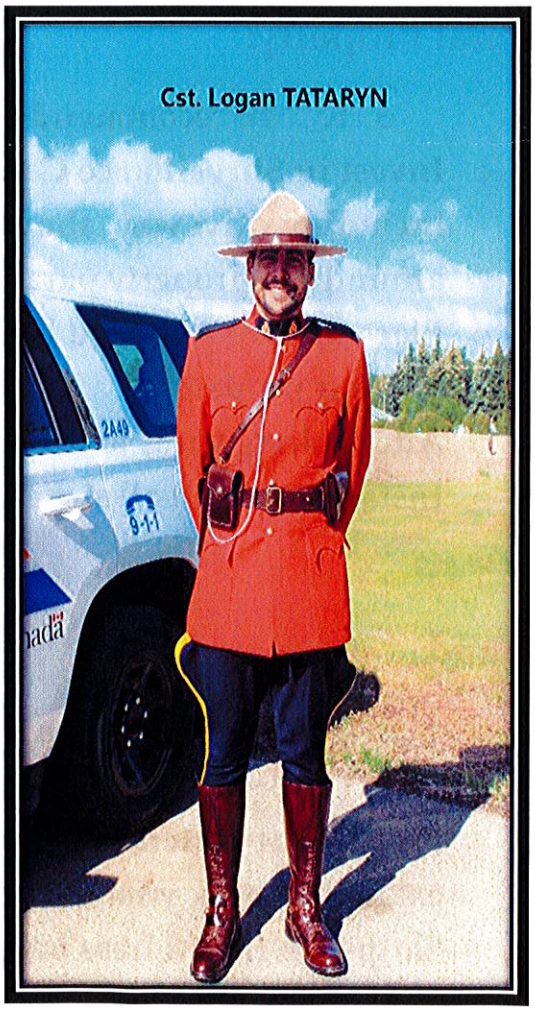
Fraud:

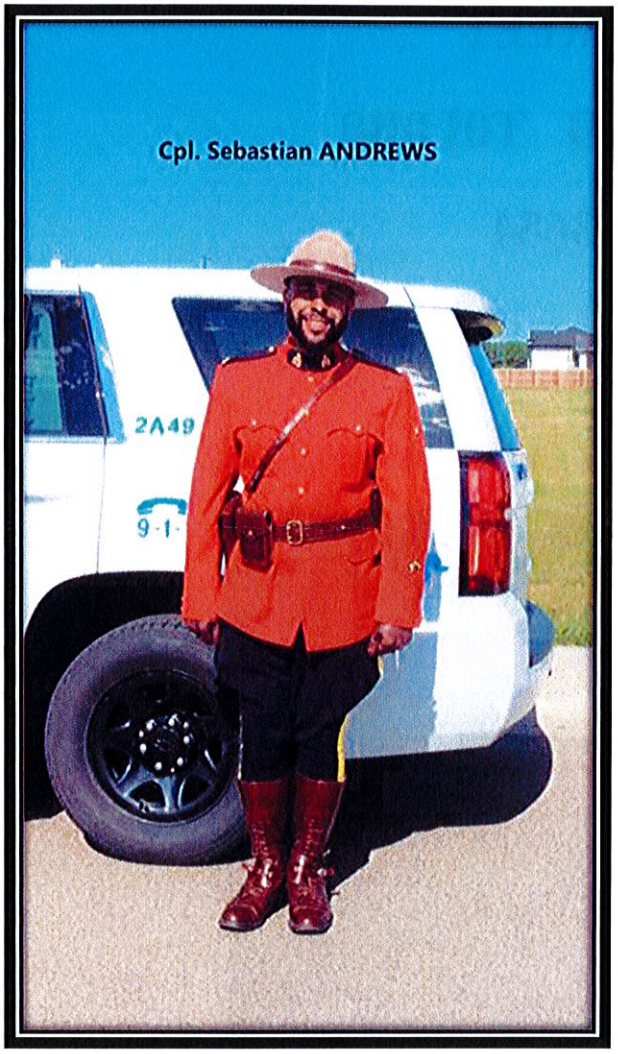
- **Some simple steps that everyone can take to reduce or minimize the risk of becoming a victim of fraud.**
- **Practice safe internet: Shop online with secure web pages for example: check your browser for an image of a lock or look for "https" in the address bar.**

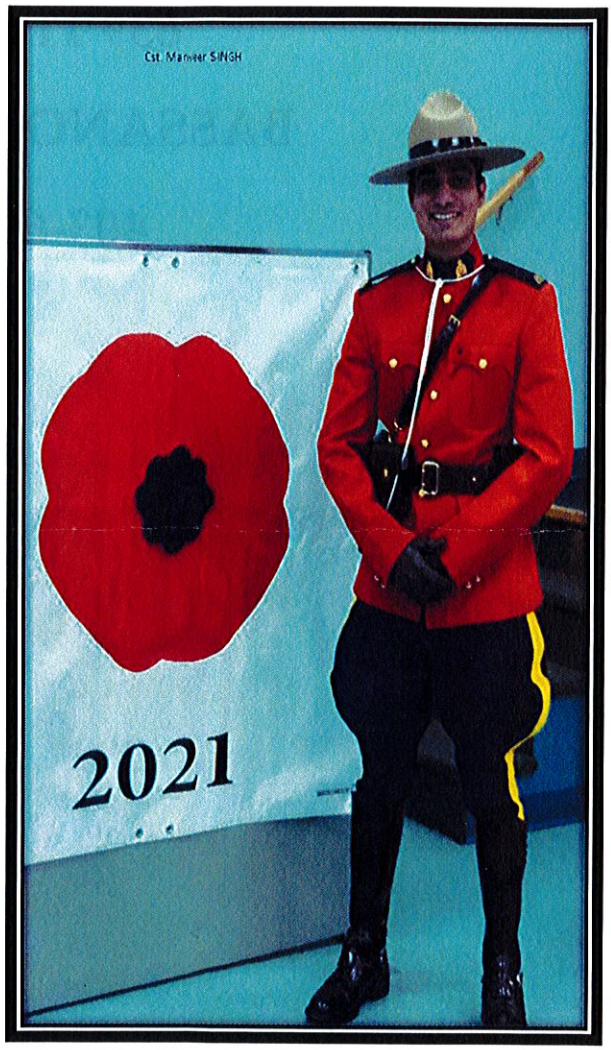
- Destroy private records: Tear up or shred credit card statements, ATM, credit or debit receipts, bank deposit and other documents that contain private financial information.
- Secure your mail: Empty your mail box regularly and consider investing in a mailbox lock
- Be careful with your social Number: Do not give anyone your social number over the phone. Never carry your card with you, keep the card in a secure place at home
- Be aware of scams: Always be on the defensive with your private information. Never give out personal information to telemarketers.

<u>Face to a badge</u>






Cpl. Sebastian ANDREWS
2A49


Cst. Manveer SINGH
2021

RCMP BASSANO DETACHMENT

639 11 STREET

BASSANO, AB T0J 0B0

403-641-3684

COUNTY OF NEWELL

TOWN OF BASSANO
DEC 17 2021
RECEIVED

December 13, 2021

TOWN OF BASSANO
BOX 299
BASSANO, AB T0J 0B0

Dear TOWN OF BASSANO ,

I am excited to write to you and let you know that County of Newell Council has enacted a new policy. The Soil Conservation Policy (2021-PAG-036) is now in place to help guide your Agricultural Services Board staff members in dealing with local Soil Conservation initiatives.

In our previous letters, we outlined what the long term goals were and the creation of this policy was one of those goals. I think we can all agree that words on paper won't do much to impact the soil in the field, but what it will do is guide staff and encourage consistent conversations throughout our great County.

Soil erosion is not a new phenomenon, I suspect that the men and women that established our local agriculture industry dealt with it also. But with limited access to the same great equipment and cropping practices we enjoy today.

As we move into the winter season, I hope that you were able to implement some strategies to limit the risk of soil erosion on your property. If something goes sideways and we have to come up with a plan together, I look forward to the opportunity. Of course, as much as I enjoy the chance to get to know you and your operation better, it is not my goal to be at the table discussing reactive soil erosion tactics.

I have included the new policy for your reference. It will also be available on our website in the public portal with all of our other policies and bylaws. This policy may not cover everything, but it's a big County, so having a concise, easy to follow instruction is very important.

Thank you to the Soil Erosion/Degradation Advisory Committee for the help and ideas. I look forward to helping maintain the County of Newell as the number one place to live and farm.

Wishing you all a joyous holiday season,

Todd Green
Director of Agricultural Services

Enclosure: 2021-PAG-036 Soil Conservation Policy

183037 RR145 (Box 130), Brooks, AB T1R 1B2
Phone: 403-362-3266
Fax: 888-361-7921
Email: administration@newellmail.ca
Web: www.countyofnewell.ab.ca

Check us out on social media

COUNTY OF NEWELL - POLICY HANDBOOK

POLICY NO: 2021-PAG-036

TITLE: SOIL CONSERVATION	
ADOPTED: December 9, 2021 (C-348/21)	**SUPERCEDES NO:** n/a
TO BE REVIEWED:	**PAGE NO:** 1 of 2

POLICY PURPOSE:

The purpose of this policy is to establish guidelines for Soil Conservation work to be completed by the Agricultural Services Department.

POLICY GUIDELINES:

Summer/Fall Inspections:

Inspections shall be carried out annually.

Inspections shall note where high risk areas exist.

If an inspection is needed to be conducted in the field, landowners will be notified prior to entry into the fields.

Proper sanitation methods will be used to prevent disease spread from one field to another.

Landowners in susceptible areas will be contacted to determine what actions are being taken to reduce the risk of soil erosion.

Records will be kept in an ARCGIS database and referenced as needed.

If no plan is in place, the Director of Agricultural Services or their designate will work with the landowner.

Soil Erosion control methods deemed reasonable at time of harvest are:
1 – Planting a cover crop that will establish and grow after harvest
2 – Fall bedding potato fields
3 – Pinning Stubble or straw
4 – Adding a minimum of 20 tons/acre of manure after harvest
5 – leaving soil surface rough
6 – leaving stubble standing
7 – ensure at minimum 30% residue cover

Erosion investigations/Complaints:

If soil erosion is reported or noted between October 1 and April 15 of any year, the following actions will be taken:

The Director of Agricultural Services (or their designate) will investigate and substantiate the report.

Investigations will be visual in nature – Inspections will be from field boundaries

If an inspection is needed to be conducted in the field, landowners will be notified prior to entry into the fields.

Proper sanitation methods will be used to prevent disease spread from one field to another.

If signs of soil erosion are found to be present, the landowner will be contacted and together they will make a plan to correct the erosion concern.

Actions that will be considered acceptable to limit the erosion during this period:

1. Spread and crimp or pin stubble or straw. Starting with eroding areas first
2. Use tillage tools to bring up large soil lumps
3. Erect wind/snow fence throughout the field
4. Stacking bales to create a wind fence
5. Attain NRCB permission to spread manure on frozen soil and spread at minimum 15 tons/acre on eroding area

If no action is initiated and complete within 7 days from the time of meeting with the landowner, the Director of Agricultural Services will issue a Notice under Section 4 of the Soil Conservation Act outlining the steps that shall be taken.

If no action is initiated by the deadline set in the Soil Conservation Notice, the Director of Agricultural Services will complete the work and invoice the landowner as per the Soil Conservation Act.

Any damages to County of Newell controlled infrastructure will be subject to the terms and conditions of the Unauthorized Road Use Development Bylaw (2012-21) and its updates

Contractors:

Agricultural Services will compile and maintain a list of contractors and suppliers for all soil erosion mitigation strategies.