AGENDA

Meeting: November 14, 2022 6:00 p.m. – 10:00 p.m.
Location: Council Chambers – 502 – 2nd Avenue

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

2. **EXCUSED FROM MEETING**

3. **ADOPTION OF AGENDA**

4. **ADOPTION OF MINUTES**
   - 4.1 October 11, 2022 Organizational Meeting
   - 4.2 October 11, 2022 Regular Meeting

5. **DELEGATIONS**
   - 5.1 Bassano RCMP, Cpl. Clayton Mamchur – Introduction – 6:00 p.m.
   - 5.2 Fortis Alberta, Cody Webster, Stakeholder Relations Manager – 6:15 p.m.
   - 5.3 Bassano FCSS - Tammie Hauck & Amanda Barron – 6:30 p.m.
   - 5.4 Recreation & Community Services Liaison, Sydney Smith – 8:15 p.m.

6. **UNFINISHED BUSINESS**
   - 6.1 Council Department – 2023 – 2025 Budget – Proposed/Projected
   - 6.2 Offer to Purchase – 413 – 2nd Avenue (former Stiles building)
   - 6.3 Tax Recovery Action – Land Not Sold
   - 6.4 Offer to Purchase – 415 – 2nd Avenue
   - 6.5 Public Lands Watering Schedule Policy P-TOB41/001-22 - Review
   - 6.6 Municipal Logo Modernization
   - 6.7 Disc Golf Course Maintenance Policy P-TOB72/003-22 – Proposed
   - 6.8 Bylaw Enforcement Department – 2023-2025 Budget – Proposed/Projected

7. **NEW BUSINESS**
   - 7.1 Bassano Outdoor Pool – Operations Plan with 2023-2025 Budget – Proposed/Projected – *Addition*
   - 7.2 Recreation Funding Committee – 2023 Allocation
   - 7.3 FCSS Department – 2023 – 2025 Budget – Proposed/Projected
   - 7.4 Cemetery Department – 2023 – 2025 Budget – Proposed/Projected
   - 7.5 2023 Fortis Alberta Franchise Fee
   - 7.6 Fire Response and Billing Practices
   - 7.7 Recreation & Leisure Master Plan – Indoor Walking Area – Community Hall
   - 7.8 Bulk Water Loading Station Upgrade

8. **BOARD & COMMITTEE REPORTS**

8.1 Mayor I. Morey
- Economic Growth Forum - November 1, 2022

8.2 Deputy Mayor J. Slomp
- Newell Regional Solid Waste Management – October 5 and 27, 2022
- Newell Housing Foundation – November 1, 2022

8.3 Councillor K. Jones
- Shortgrass Library System – October 19, 2022

8.4 Councillor M. Wetzstein

8.5 Councillor S. Miller
- Brooks Region Tourism

9. CAO REPORTS

9.1 CAO Operation Report
9.2 Financial Statement for the month ending September 30, 2022
9.3 Cheque listing for the month ending September 30, 2022
9.4 FCSS Report for the period ending October 31, 2022
9.5 CPO Report for the period ending October 31, 2022
9.6 RCMP Mayor's Report - None

10. CORRESPONDENCE

10.1 Oldman River Regional Services Commission Minutes – June 2, 2022
10.2 Oldman River Regional Services Commission Minutes – July 14, 2022
10.3 Newell Regional Solid Waste Management Authority – Ag Chemical Jugs Notice
10.4 Early Childhood Coalition – Proclamation Request – 2022 Nation Day of the Child
10.5 Shortgrass Library System Minutes – August 17, 2022
10.6 Shortgrass Library System Minutes – September 14, 2022
10.7 Joint Shared Services Meeting Notes – October 11, 2022
10.8 Newell Regional Services Commission – 2021 Annual Report
10.9 Christmas in the Campground Request – October 24, 2022
10.10 Newell Regional Solid Waste Management Minutes - October 27, 2022
10.11 Newell Housing Foundation Minutes – October 4, 2022
10.12 Newell Housing Foundation – 2023 Meals on Wheels Price Schedule
10.13 Alberta Municipal Affairs Notice – October 28, 2022

11. CLOSED SESSION

11.1 FOIP (19) 25(1)(c) – Land/Legal

12. ROUND TABLE

13. ADJOURNMENT

MINUTES OF THE **ORGANIZATIONAL MEETING** OF THE TOWN OF BASSANO HELD IN THE COUNCIL CHAMBERS ON **OCTOBER 11, 2022**

PRESENT	
MAYOR	Irvin Morey
DEPUTY MAYOR	John Slomp
COUNCILLORS	Kevin Jones
	Mike Wetzstein
	Sydney Miller
STAFF	Amanda Davis, Chief Administrative Officer (CAO)

Unapproved

1. CALL TO ORDER

The meeting was called to order by CAO Davis at 6:00 p.m.

2. ELECTIONS

2.1 Nomination and Election of Mayor

CAO Davis opened the floor for nominations for the position of Mayor.

COUNCILLOR SLOMP nominated Irvin Morey for the position of Mayor.

Since there were no other nominations from the floor, **COUNCILLOR WETZSTEIN** called for nominations to cease.

CAO Davis declared Irvin Morey as Mayor for a one-year period commencing October 11, 2022. Irvin Morey accepted.

Mayor Morey resumed the meeting.

2.2 Nomination and Election of Deputy Mayor

Mayor Morey opened the floor for nominations for the position of Deputy Mayor.

MAYOR MOREY nominated John Slomp for the position of Deputy Mayor.

Since there were no other nominations from the floor, **COUNCILLOR MILLER** called for nominations to cease.

Mayor 10/14/22 CAO 10/14/22

Mayor Morey declared John Slomp as Deputy Mayor for a one-year period commencing October 11, 2022. John Slomp accepted.

3. COUNCILLOR COMPENSATION

3.1 Councillor Honorarium, Benefits and Expenses Policy

Policy P-TOB11/001-21 was reviewed.

3.2 Municipal Planning Commission Board Honorarium and Expense Policy

Policy P-TOB66/001-21 was reviewed.

4. PROCEDURES OF VOTING AND APPOINTING COMMITTEES

4.1 Procedural Bylaw #922/21

Procedural Bylaw #922/21 was reviewed.

4.2 Subdivision and Development Authority/Municipal Planning Commission Bylaw #919/21

Subdivision and Development Authority/Municipal Planning Commission Bylaw #919/21 was reviewed.

4.3 Intermunicipal Subdivision and Development Authority Bylaw #896/20

Intermunicipal Subdivision and Development Authority Bylaw #896/20 was reviewed.

4.4 Boards and Committees

TOB182/22 Moved by **COUNCILLOR JONES** that council approve the list of committee and board members as follows:

Committees	*2022/23 Appointed*	*2022/23 Alt. Liaison*
Intermunicipal Subdivision and Development Appeal Board - R	Mike Wetzstein	
Director Emergency Management - R	Stewart Luchies	n/a
Deputy Director of Emergency Management - R	Amanda Davis, Sharon Zacharias, Yvonne Cosh, John Nesbitt	n/a
Regional Emergency Management Agency - R	Irv Morey	John Slomp
Mayor & Reeves Meetings - R	Irv Morey	John Slomp
Municipal Planning Commission - L	Irv Morey, John Slomp, Kevin Jones, Sydney Miller - member at large VACANT	n/a

Unapproved

Mayor 10/14/22

CAO 10/14/22

Board Representatives		
Ag Society (2 meetings) - L	Sydney Miller	Irv Morey
B.A.R.R.A. (4 meetings) - L	John Slomp	Mike Wetzstein
Bassano Bowling, Curling & Golf Clubs - L	Irv Morey	Mike Wetzstein
Bassano & District Centennial Arena (1 meeting) - L	Irv Morey	Mike Wetzstein
Bassano & Rural Area Fire Committee (2 members) - L/R	Mike Wetzstein/Kevin Jones	n/a
Bassano Memorial Library - L	Sydney Miller	n/a
Community Futures - Wild Rose - R	Mike Wetzstein	Sydney Miller
Joint Shared Services - R	Irv Morey	John Slomp
Newell 911 - R	Mike Wetzstein	Kevin Jones
Newell Housing Foundation - R	John Slomp	Irv Morey
Newell Regional Services Corporation - R	Kevin Jones	Mike Wetzstein
Newell Regional Solid Waste Management Authority - R	John Slomp	Sydney Miller
Newell Regional Tourism Association/Brooks Region Tourism - R	Sydney Miller	Kevin Jones
Oldman River Regional Services Commission - R	Mike Wetzstein	Sydney Miller
Palliser Economic Partnership - R	Irv Morey	Mike Wetzstein
Recreation Complex Management (1 meeting) - R	Irv Morey	Mike Wetzstein
Recreation Funding Committee (2 members) - L/R	Irv Morey/Mike Wetzstein	n/a
Shortgrass Library System - R	Kevin Jones	Sydney Miller

CARRIED

5. APPOINTMENT OF PROFESIONALS

TOB183/22 Moved by **COUNCILLOR MILLER** that council appoints the following Professional Services to:

a) Assessor – Benchmark Assessment Consultants
b) Auditor – JDP Wasserman
c) Engineering – pending matters arising
d) Legal Counsel – Reynolds Mirth Richards and Farmer LLP; Field Law and others pending on matters arising
e) Planning Commission – Oldman River Regional Services Commission
f) Designated Officers - Bylaw Enforcement – County of Newell

CARRIED

TOB184/22 Moved by **COUNCILLOR JONES** that the Town of Bassano's accounts be conducted with the following financial institutions:

a) Bank and credit card accounts – Connect Credit Union/Chinook Financial
b) Investment Accounts – Bank of Montreal (BMO) Nesbitt Burns
c) Scholarship Chequing Accounts for Shydlowski – Connect Credit Union

Mayor 10/14/22 CAO 10/14/22

d) Shydlowski Scholarship Investment Account - Bank of Montreal (BMO) Nesbitt Burns
e) Interac – Global Payments
f) Online banking – Connect First Credit Union, Scotia Bank, Alberta Treasury Branch (ATB) Financial, Royal Bank of Canada (RBC) and Toronto Dominion (TD).

CARRIED

6. SIGNING AUTHORITY

TOB185/22 Moved by **COUNCILLOR WETZSTEIN** that council authorizes the Chief Administrative Officer together with the Mayor or Deputy Mayor to sign cheques and documents on behalf of the Town of Bassano.

CARRIED

7. MEETING DATES

7.1 Regular Council Meeting Dates

TOB186/22 Moved by **COUNCILLOR WETZSTEIN** that council agrees to conduct regular meetings of council on the second Monday of each month at 6:00 p.m. except if the second Monday is a holiday then the meeting will be held on the next regular business day.

CARRIED

7.2 Municipal Planning Commission meeting dates.

TOB187/22 Moved by **MAYOR MOREY** that Municipal Planning Commission meetings are held when possible in conjunction with regular meetings of council. In instances where this is not possible, the Municipal Planning Commission meetings will be held as required.

CARRIED

8. ADJOURNMENT

TOB188/22 Moved by **MAYOR MOREY** for adjourned of the organizational council meeting of October 11, 2022 at 6:30 p.m.

CARRIED

_____ _____
Mayor Chief Administrative Officer

Unapproved

_____ _____
Mayor CAO
10/14/22 10/14/22

MINUTES OF THE **REGULAR MEETING** OF THE TOWN OF BASSANO HELD IN PERSON ON **OCTOBER 11, 2022** IN THE COUNCIL CHAMBERS.

ELECTED OFFICIALS	
MAYOR	Irvin Morey
DEPUTY MAYOR	John Slomp
COUNCILLORS	Kevin Jones
	Sydney Miller
	Mike Wetzstein
STAFF	Amanda Davis, Chief Administrative Officer
DELEGATES/PUBLIC	None

Unapproved

1. CALL TO ORDER

Mayor Morey called the meeting to order at 6:35 p.m.

2. EXCUSED FROM MEETING

- None

3. ADOPTION OF AGENDA

TOB189/22 Moved by **COUNCILLOR WETZSTEIN** that the agenda is approved as presented.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of September 12, 2022

TOB190/22 Moved by **DEPUTY MAYOR SLOMP** that council approves the minutes of the regular meeting held on September 12, 2022 as presented.

CARRIED

5. DELEGATIONS

None

6. UNFINISHED BUSINESS

None

Mayor 11/14/22

CAO 11/14/22

7. NEW BUSINESS

7.1 Bassano Fire Department – 2023-2025 Budget – Proposed/Projected

TOB191/22 Moved by **COUNCILLOR JONES** that council approves the 2023 fire department budget, the 2024-2025 projections and the 2023-2032 capital budget as recommended by the Bassano & Rural Fire Area Committee as presented.

CARRIED

7.2 2023 Shortgrass Library Requisition – Proposed

TOB192/22 Moved by **DEPUTY MAYOR SLOMP** that council approves the Shortgrass Library System 2023 requisition as presented at $4.97/capital, a 1.16% increase over the 2022 levy.

CARRIED

7.3 Traffic Bylaw 879/18 - Review

TOB193/22 Moved by **COUNCILLOR WETSZTEIN** that council directs administration to complete a review of the Traffic Bylaw 879/18 to include a change in parking on the truck routes.

CARRIED

TOB194/22 Moved by **COUNCILLOR WETSZTEIN** to discuss private parking on public lands in the first quarter of 2023.

CARRIED

8. BOARD AND COMMITTEE REPORTS

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

TOB195/22 Moved by **COUNCILLOR JONES** to accept the Board and Committee reports as 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 October 7, 2022.

TOB196/22 Moved by **DEPUTY MAYOR SLOMP** directing administration to engage the County of Newell regarding the Peace Officer Services contract for 2023 to review serviceable timing to address traffic enforcement matters. An update shall by provided to council based on the service contract to re-evaluate priorities where applicable.

CARRIED

TOB197/22 Moved by **COUNCILLOR WETZSTEIN** that the Town declines Adam Sieben's offer to purchase pt. SW15-21-18W4M as this area will be maintained to support municipal infrastructure.

CARRIED

TOB198/22 Moved by **COUNCILLOR MILLER** that council grants an extension to the subdivision approval 2021-0-164 – Town of Bassano Consolidation Subdivision.

CARRIED

Unapproved

Mayor 11/14/22 CAO 11/14/22

TOB199/22 Moved by **COUNCILLOR WETZSTEIN** that Bassano Town Council is not favorable to the proposed Bassano RCMP Hubbing model. A letter shall drafted accordingly for execution by Mayor Morey that outlines concerns regarding the proposed change.

CARRIED

9.2 Financial Statement

A financial statement for the month ending August 31, 2022 was presented.

9.3 Cheque Listing

A cheque listing for the month ending August 31, 2022 was presented.

9.4 FCSS Report

An FCSS Director's report for the month ending September 30, 2022 was presented.

9.5 CPO Report

A CPO report for the month ending September 30, 2022 was presented.

9.6 RCMP Report

None

TOB200/22 Moved by **DEPUTY MAYOR SLOMP** that the CAO report for the period ending October 7, 2022 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

TOB201/22 Moved by **COUNCILLOR WETZSTEIN** to recess the meeting at 7:52 p.m.

CARRIED

TOB202/22 Moved by **MAYOR MOREY** to reconvene the meeting at 8:00 p.m.

CARRIED

10. CORRESPONDENCE

10.1 Newell Housing Foundation minutes of August 2, 2022 were reviewed.

10.2 Alberta Health Services – Provincial Tour summary of September 12, 2022 was reviewed.

10.3 Oldman River Regional Services Commission 2022 Fall Periodical was presented.

10.4 Joint Shared Services meeting notes of September 13, 2022 were reviewed.

10.5 Newell Housing Foundation notification that the offer to developed affordable housing in Bassano was rejected.

10.6 Bassano Royal Purple sought a declaration of a Proclamation of Purple on Thursday, October 20, 2022.

Unapproved

Mayor 11/14/22 CAO 11/14/22

TOB203/22 Moved by **MAYOR MOREY** that the Town of Bassano declares a Proclamation of Purple on Thursday, October 20, 2022.

CARRIED

10.7 Notification from the County of Newell that they are not in favor of investigation of requisition change solid waste management fees.

10.8 Alberta Health Services – Health Engagement Tour Update for September 2022 was reviewed.

10.9 The County of Newell provided notice of Public Hearing Bylaw 2039-22.

10.10 Alberta Health Services provided a copy of the EMS 10-Point Plan – Update #2.

10.11 Fortis Alberta 2023 Distribution Rates notification was provided.

10.12 Newell Housing Foundation minutes of September 12, 2022 were reviewed.

10.13 Bassano FCSS minutes of September 6, 2022 were reviewed.

TOB204/22 Moved by **COUNCILLOR MILLER** to accept the correspondence and to file the items as information.

CARRIED

11. CLOSED SESSION

TOB205/22 Moved by **MAYOR MOREY** to enter a closed session at 8:05 p.m. to discuss land and legal matters in accordance with the *Freedom of Information and Privacy Act (FOIP) Section 25 (1)(c)* with all persons excluded except Town Council and CAO Davis.

CARRIED

TOB206/22 Moved by **MAYOR MOREY** to revert to a regular meeting at 8:29 p.m.

CARRIED

TOB207/22 Moved by **MAYOR MOREY** to accept the update pertaining to Schaffer v. Bassano file (Plan 941 0672; Block 1; Lot 13) as discussed. The course of action to achieve a settlement is acknowledged along with an associated level of risk. It is further understood that all reasonable actions have been taken to mitigate risk within the settlement agreement.

CARRIED

12. ROUND TABLE

Round table discussion ensued.

13. ADJOURNMENT

TOB208/22 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of October 11, 2022 meeting at 8:44 p.m.

CARRIED

_____ _____

Mayor Chief Administrative Officer

_____ _____

Mayor CAO
11/14/22 11/14/22

Unapproved

DELEGATION

Meeting: November 14, 2022
Agenda Item: 5.1

SUBJECT: Bassano RCMP, Cpl. Clayton Mamchur – Introduction

Delegation time: 6:00 p.m. – 6:15 p.m.

Cpl. Mamchur was invited to attend the council meeting for introductions. He is the new Bassano RCMP detachment commander, his post occurred within the past 30 days.

Both Mayor Morey and I have met with Cpl. Mamchur to provide local policing history and to establish community connections.

Action required:

- None

Attachments:

1. None

Prepared by: Amanda Davis, CAO

DELEGATION

Meeting: November 14, 2022
Agenda Item: 5.2

SUBJECT: Fortis Alberta, Cody Webster, Stakeholder Relations Manager

Delegation time: 6:15 p.m. – 6:30 p.m.
Cody Webster, Stakeholder Relations Manager was invited to attend the council meeting to provide an upfate on Fortis services and talk about the current franchise system. Within the first year of council, members were briefed on the franchise system, we will build on this to expand your working knowledge.

Action required:

- Franchise fees will be addressed under new business.

Attachments:

1. Town of Bassano – 2021 Franchise Presentation

Prepared by: Amanda Davis, CAO

Town of Bassano
2021 Franchise Presentation

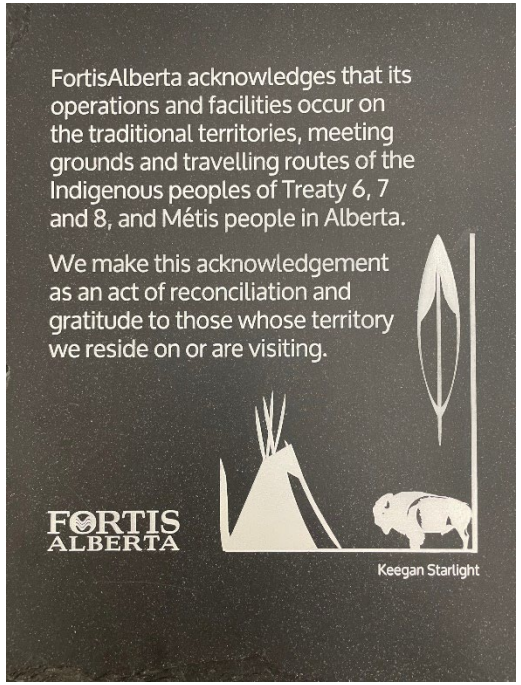
Cody Webster
Stakeholder Relations Manager

FORTIS ALBERTA

Acknowledgement of Traditional Land

FortisAlberta acknowledges that its operations and facilities occur on the traditional territories, meeting grounds and travelling routes of the Indigenous Peoples of Treaty 6, 7 and 8, and Métis people in Alberta.

We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.



[FortisAlberta's Indigenous Commitment Statement]

FORTIS ALBERTA

Agenda

- Who we are & Where we fit in
- Safety – Overhead and Underground Contacts
- Reliability & Outages
- Historical Information (Site Count, Consumption, Franchise Fees and Linear Tax)
- Streetlights
- System & Maintenance Planning
- Link References

FORTIS ALBERTA

Who we are

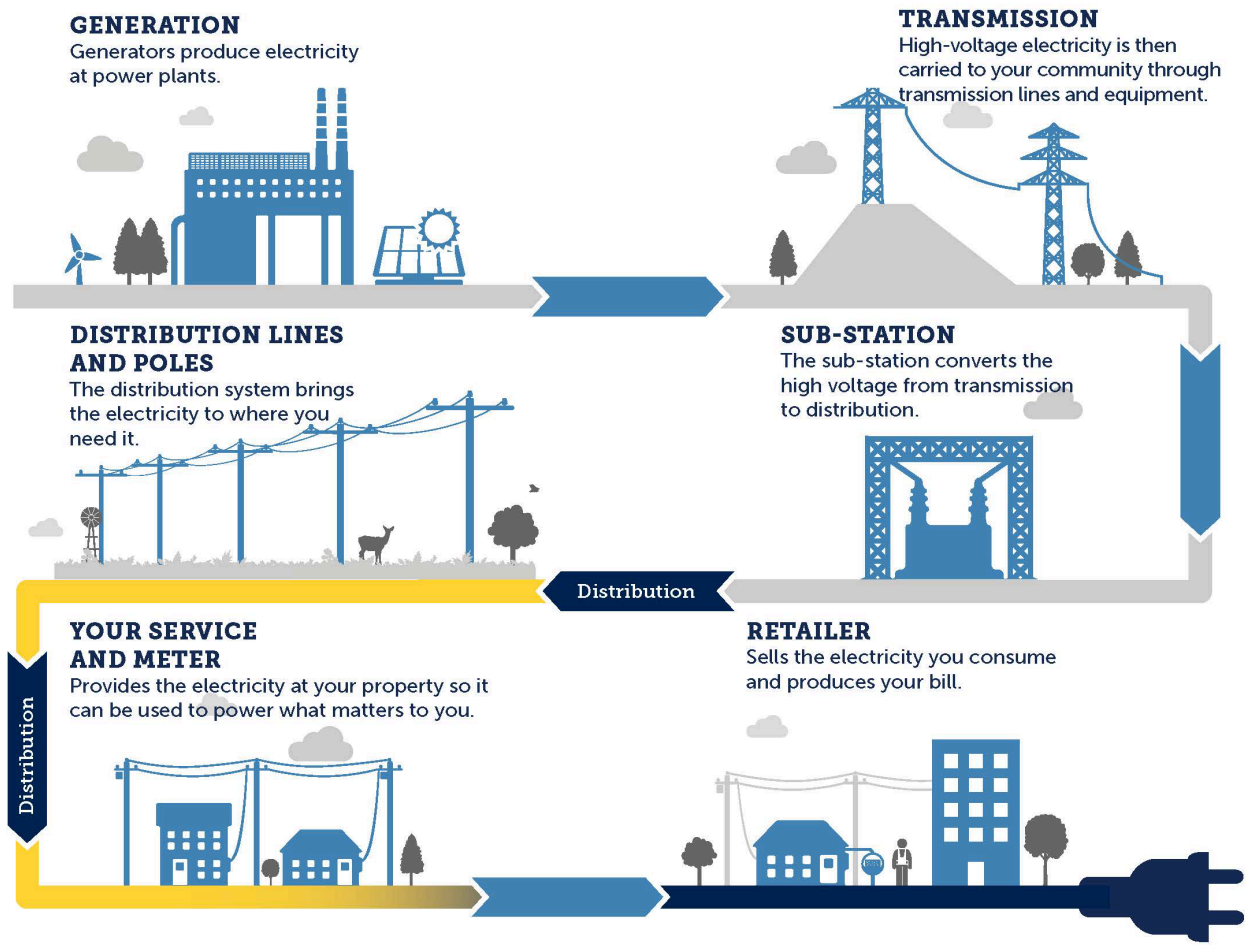
- More than 1,100 employees who work and live in 240 communities we serve
- Serving nearly two million Albertans (570,000 sites of which 43 per cent are rural) including 22 Indigenous communities
- Regulated distribution-only utility
- Deliver 45 per cent of electricity consumed in Alberta
- Alberta Top 75 employer (2021 and 2022)
- Electricity Canada Sustainability Designation
- Significant annual capital and community investment in Alberta

2021 CANADA'S SAFEST EMPLOYERS AWARDS EXCELLENCE AWARD
CANADA'S SAFEST UTILITIES AND ELECTRICAL EMPLOYER

Alberta's TOP 75 EMPLOYERS 2022

FORTIS ALBERTA

Alberta's Electricity System



FORTIS ALBERTA

FORTIS ALBERTA

Overhead Contacts

Overhead Contacts	2019	2020	2021
Overhead Direct Contact on Conductor	192	237	297
Impact with Facility Causing an Overhead Contact	56	80	80
Contact with Communications Causing an Overhead Contact	0	0	0
Total	**248**	**317**	**377**

Equipment Involved Overhead Contacts	2019	2020	2021
Trackhoe	36	30	25
Large Truck/High Loads	63	54	52
Air Seeders/Sprayers	9	14	20
Crane Truck	2	5	6
Backhoe	5	8	9
Trees felled by humans	22	29	22
Airplane	2	2	5
Others	109	175	238
Total	**248**	**317**	**377**

Underground Contacts

Underground Contacts	2019	2020	2021
Underground Direct Contact on Conductor	91	96	149
Impact with Facility Causing an Underground Contact	26	19	13
Total	**117**	**115**	**162**

Equipment Involved Underground Contact	2019	2020	2021
Backhoe	16	19	19
Trackhoe	14	14	19
Power Auger	8	3	4
Directional Drill	12	9	8
Others	67	70	112
Total	**117**	**115**	**162**

FORTIS ALBERTA

FORTIS ALBERTA

Overhead & Underground Voltage Contacts

Voltage of Contact	2019	2020	2021
Voltage levels > 750 V	206	213	272
Overhead	159	129	179
Underground	47	84	93
Voltage levels <= 750 V	159	219	267
Overhead	89	188	198
Underground	70	31	69

Reliability Results

YEAR	SAIDI	SAIFI
2021	5.25	5.15
2020	0.96	2.06
2019	4.61	4.12

These major event outages have occurred within your Municipality over the last 3 years.

SAIDI (System Average Interruption Duration Index)
=
$$\frac{\text{Total Customer-Hours of Interruption}}{\text{Total Customers Served}}$$

SAIFI (System Average Interruption Frequency Index)
=
$$\frac{\text{Total Customer Interruptions}}{\text{Total Customers Served}}$$

	2019		2020		2021	
	SAIDI	SAIFI	SAIDI	SAIFI	SAIDI	SAIFI
FortisAlberta Average	1.88	1.23	1.82	1.20	2.42	1.42
Canadian Average	5.01	2.38	5.49	2.44	4.50	2.28

The Canadian and FortisAlberta Inc. Averages include significant events (i.e., hurricanes, floods, ice storms etc.)

FORTIS ALBERTA

Street Light Outages

Total Number of Reported Street Light Outages from January 1 – December 31, 2021		
Total # of Street Light Repairs Reported	**Total # of Street Light Repairs Met SLA**	**Total # of Street Light Repairs Missed SLA**
4	4	0

Street Light Penalties

Municipal Franchise Agreement - Schedule C – Section 1b:

“Lights- out”

The Company will replace or repair a failed light identified in its patrol or reported by customers, within two (2) weeks.

- If the reported light is not replaced or repaired within two (2) weeks, the company will provide a two (2) month credit to the Municipality based on the rate in Distribution Tariff for the failed lights.
- Such two (2) month credit shall continue to apply for each subsequent two (2) week period during which the same failed light(s) have not been replaced.

The Company agrees to use good faith commercially reasonable efforts to replace or repair:

- Failed streetlights at critical locations; or
- Failed street lighting circuits at any location, as the case may be, as soon as possible. The location of the critical streetlights will be agreed to by both Parties.

FORTIS ALBERTA

FORTIS ALBERTA

Outage Detail

Cause	Outage Date	Customer Hours	Customer Interuptions
Adverse Weather	4/28/2019	152	716
	4/27/2019	216	716
	4/27/2019	1830	716
Equipment Failure	12/17/2021	906	707
Foreign Interference	10/5/2020	515	705
Lightning	6/5/2021	2175	706
Loss of Supply	6/3/2021	365	706
	2/21/2021	165	708
	6/7/2020	126	709
Tree Contacts	9/30/2019	866	711

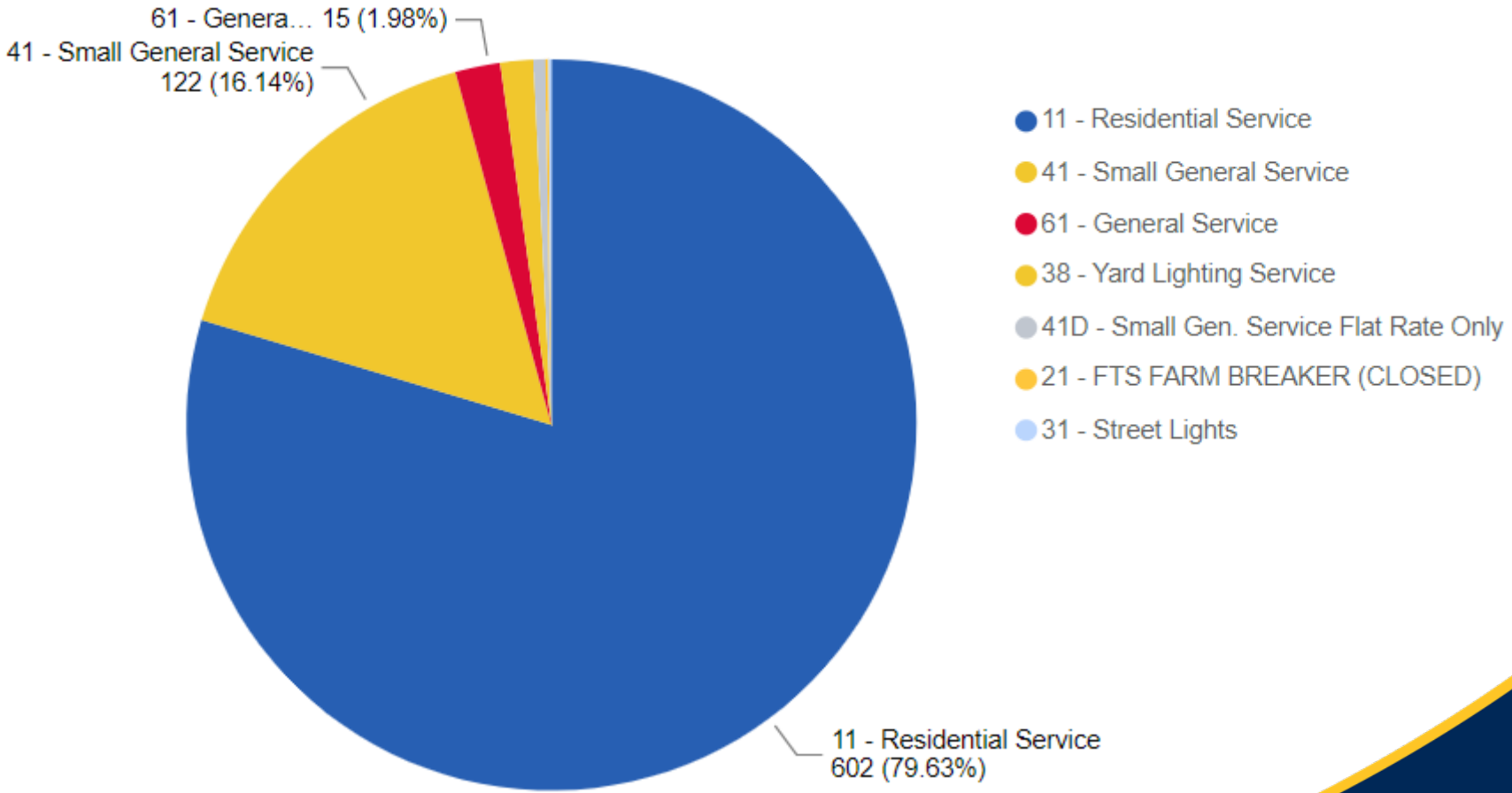
Street Light Inventory

Rate Code	Description	Site ID	Quantity
3114	100 HPS CONNECT/UNMTRD INVEST	0040001225403	1
3873	100 HPS CONNECT/UNMTRD YARDLIT	0040248589113	2
3873	100 HPS CONNECT/UNMTRD YARDLIT	0040256602115	1
3180	100 LED EQ CONNECT/UNMTRD INVE	0040001225403	10
3182	150 LED EQ CONNECT/UNMTRD INVE	0040001225403	9
3190	2-4W LED-EQ CONNECT/UNMTRD INV	0040001225403	3
3186	250 LED EQ CONNECT/UNMTRD INVE	0040001225403	47
3174	70 LED EQ CONNECT/UNMTRD YARDL	0040001225403	129
Total			**202**

This inventory is as of December 31, 2021

FORTIS ALBERTA

Site Count



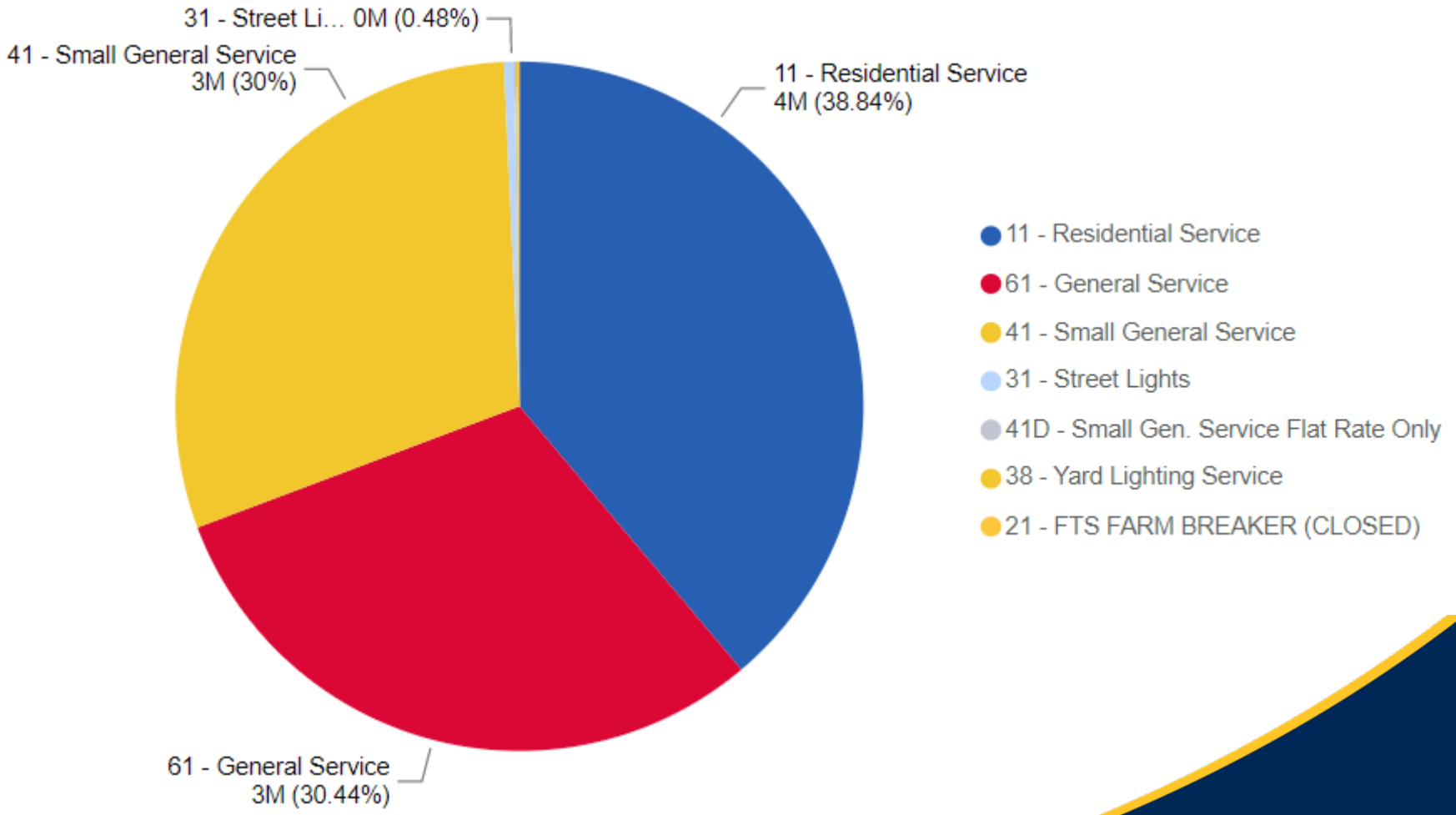
FORTIS ALBERTA

Site Count 2019-2021

Rate Category	2019	2020	2021
11 - Residential Service	602	602	602
21 - FTS FARM BREAKER (CLOSED)	1	1	1
26 - Irrigation Service	1		
31 - Street Lights	1	1	1
38 - Yard Lighting Service	11	11	11
41 - Small General Service	126	125	122
41D - Small Gen. Service Flat Rate Only	4	4	4
61 - General Service	15	16	15
Total	**761**	**760**	**756**

FORTIS ALBERTA

Historical Consumption kWh



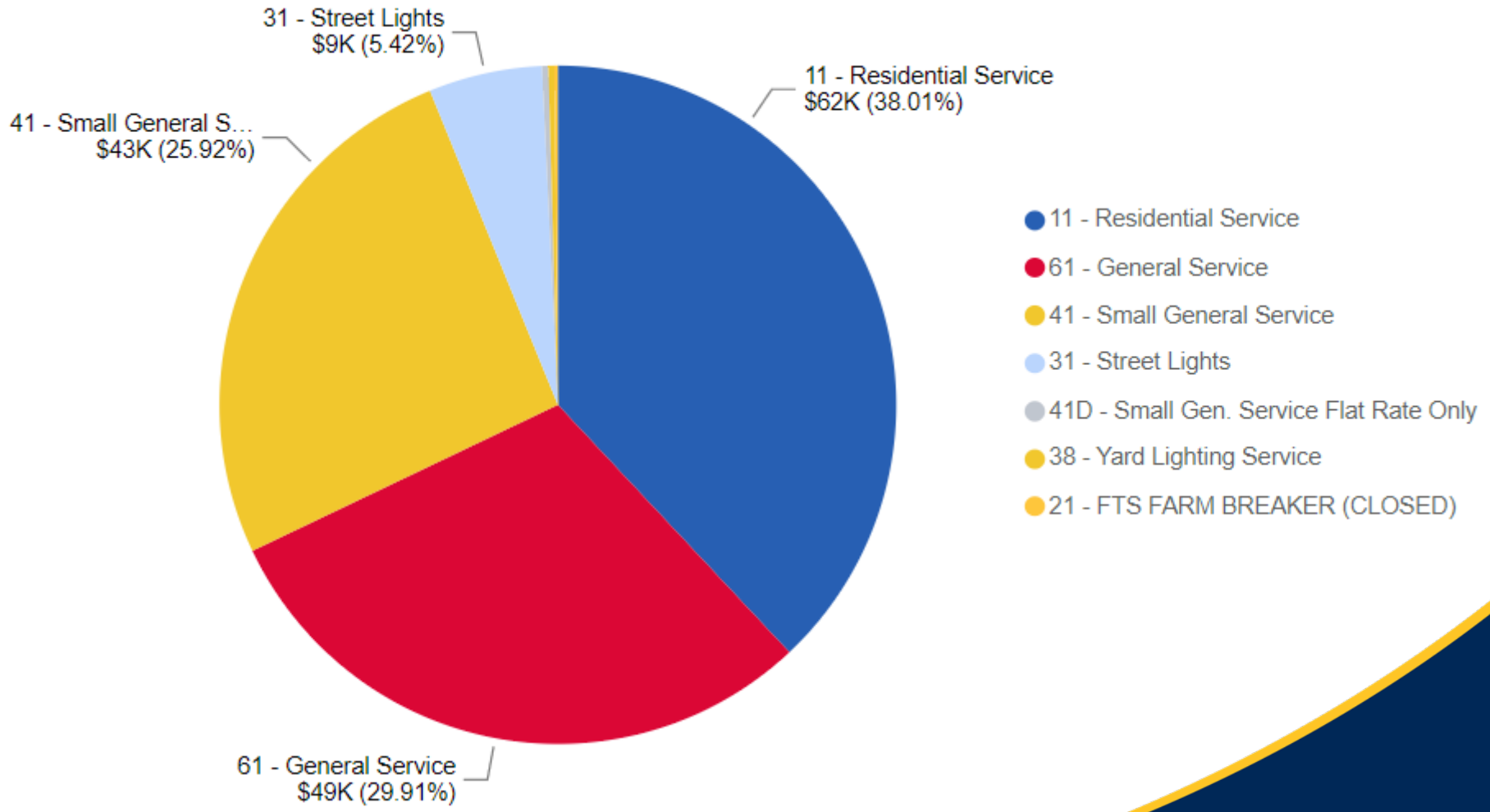
FORTIS ALBERTA

Historical Consumption kWh 2019-2021

Rate Category	2019	2020	2021
11 - Residential Service	3,651,263	3,774,866	3,933,358
21 - FTS FARM BREAKER (CLOSED)	11,185	8,283	7,218
26 - Irrigation Service	18		
31 - Street Lights	49,356	48,226	48,171
38 - Yard Lighting Service	9,579	8,570	7,743
41 - Small General Service	2,673,918	2,386,887	3,038,745
41D - Small Gen. Service Flat Rate Only	9,927	9,954	9,927
61 - General Service	5,076,985	3,610,993	3,083,006
Total	**11,482,231**	**9,847,779**	**10,128,168**

FORTIS ALBERTA

Franchise Fees



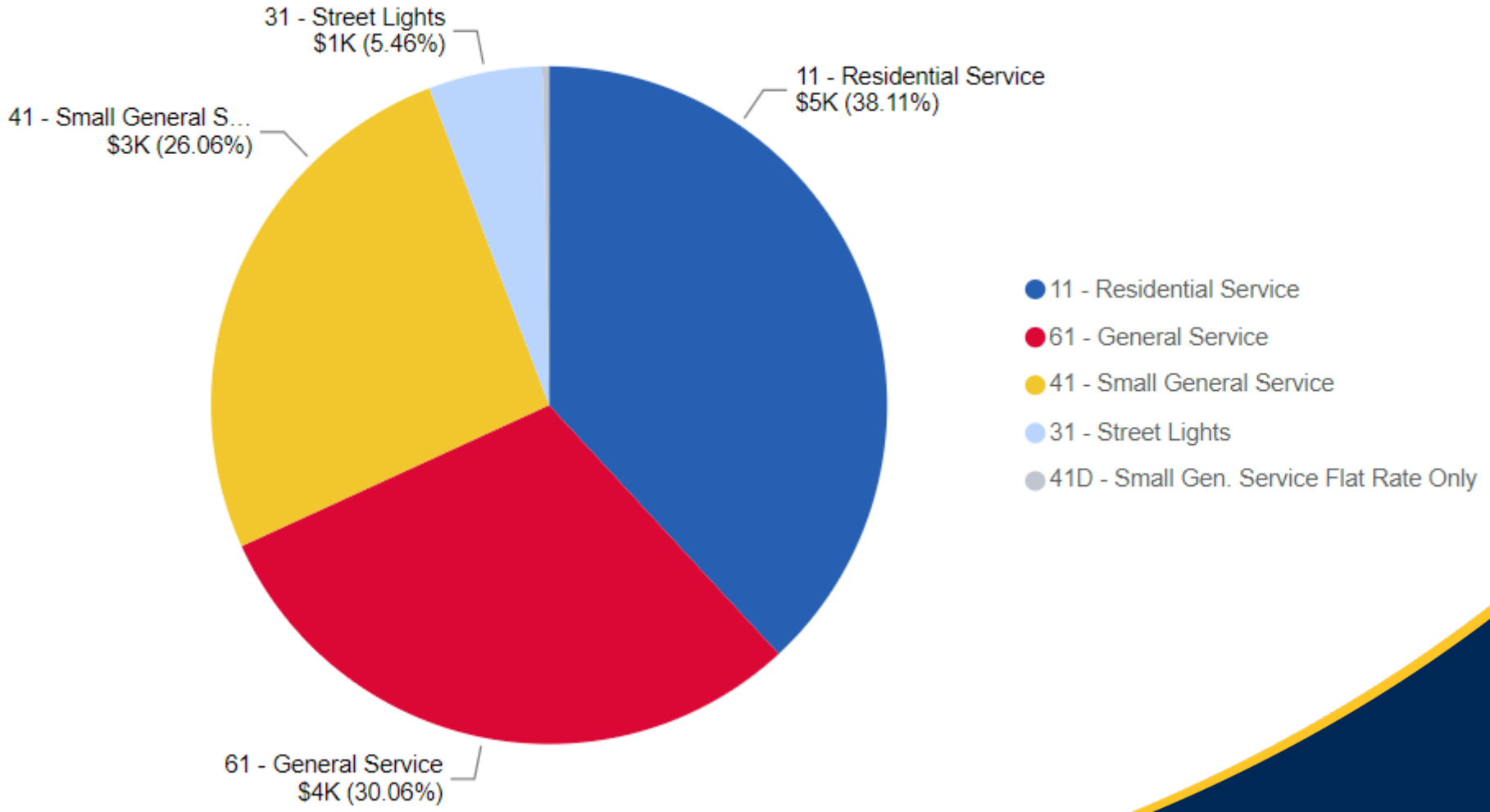
FORTIS ALBERTA

Franchise Fees 2019-2021

Rate Category	2019	2020	2021
11 - Residential Service	$55,798	$58,716	$62,480
21 - FTS FARM BREAKER (CLOSED)	$238	$252	$254
26 - Irrigation Service	$10		
31 - Street Lights	$8,476	$8,686	$8,911
38 - Yard Lighting Service	$502	$489	$478
41 - Small General Service	$40,260	$37,428	$42,599
41D - Small Gen. Service Flat Rate Only	$456	$469	$496
61 - General Service	$56,831	$55,605	$49,159
Total	**$162,572**	**$161,644**	**$164,377**

FORTIS ALBERTA

Linear Tax



FORTIS ALBERTA

Linear Tax 2019-2021

Rate Category	2019	2020	2021
11 - Residential Service	$6,106	$5,137	$5,033
31 - Street Lights	$900	$751	$721
41 - Small General Service	$4,383	$3,266	$3,441
41D - Small Gen. Service Flat Rate Only	$48	$41	$40
61 - General Service	$6,214	$4,859	$3,969
Total	**$17,651**	**$14,053**	**$13,204**

FORTIS ALBERTA

Linear Tax

Linear Tax by Rate Class – the A-1 Municipal Assessment Rider is the collection of taxes assessed to FortisAlberta by each municipality for its distribution facilities (poles, wires, and transformers) within their boundaries, which is administered in accordance with the Municipal Government Act. FortisAlberta's distribution facilities are classified as "regulated property" within the Alberta taxation model and fall into the "linear property" category. The A-1 Municipal Assessment Rider is commonly referred to as "linear taxes". The linear taxes are determined by a taxation authority working on behalf of the municipality.

Linear Taxes (why was there a fluctuation in revenues)? See calculation information below:

Basically, it's based on the info provided regarding tax and revenue amounts. Tax and revenue amounts had varied from year to year and may involve under- or over-collection from the previous year.

Calculation

The A-1 Municipal Assessment Rider is calculated annually based on updated tax and revenue amounts. Any under- or over-collection from the previous year would be included as an adjustment to the current year's calculation. This rider is calculated as a percentage of the distribution component of the tariff.

FORTIS ALBERTA

Maintenance Activities

FortisAlberta spent over $108M in capital maintenance activities in 2021 and has forecasted to spend over $90M* for 2022. * this does not include line moves or urgent repairs.

Municipality	Feeder	Detailed Line Patrol	Pole & Ground Replacement	Vegetation Management
Town of Bassano	435S-2253L	2022	2023	2024
Town of Bassano	435S-2254L	2022	2023	2024

FORTIS ALBERTA

System Planning

Municipality	Feeder	Planned Projects/Upgrades & details for 2022/2023	Back-up Guidelines	Transmission Project	Neutral/Line Loss Project	Transformer Size (or Substation Limiting Element)	2031 Estimated Transformer Capacity remaining by substation (MVA)	2031 Estimated Capacity Remaining by Feeders (MVA)*
Town of Bassano	435S-2253L	For the 2022/2023 year there are no planned projects to increase backup capability to the system.	Based on the current backup guidelines for the system under peak system conditions, full-service restoration is available from within the same substation.	N/A	N/A	25.0	7.72	3.00

All Capacity values are based on a 10-year planning horizon and terminal ampacity. Distance, voltage, local thermal capacity, etc. must be determined through individual load application studies. Capacity available is the lower of the transformer feeder capacity values. Capacity values include small aggregate load growth as well as secured forecasted growth.

*Feeder Capacity is based on a 10-year planning horizon and 13 MVA feeder loading – temporary loading >13 MVA may be available.

Required Capacity Increases are planned and constructed when required
All Municipalities will be notified of any construction within their boundaries.

For current up to date capacity planning information please contact your Stakeholder Relations Manager.

Link References

FortisAlberta Website

Check Project Status

Community Investment

Grants

Hosting Capacity

Indigenous Engagement

Meters

Outage Map

Rates & Billing

Street Light Repair Map

Street Light Updates

FORTIS ALBERTA

FORTIS ALBERTA

Thank you.

DELEGATION

Meeting: November 14, 2022
Agenda Item: 5.3

SUBJECT: Bassano FCSS – Tammie Hauck & Amanda Barron

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

In 2021, council agreed to provide top-up funding to the FCSS department to enable the Town to deliver social programs with the loss of the Community Worker allocation in 2019. In years 2020 and 2021, the Town received $30,000 in emergency relief funds that subsized the FCSS department.

This year is the first year that the Town committed additional funds to FCSS. One of the requirements of the Town is that the Chair and the Director give a presentation to council that highlights current year successes plus a program outline for the next year.

Tammie Hauck, Chair and Amanda Barron, FCSS Director will attend the meeting to address council. The 2023 – 2025 budget will be presented under new business. The purpose of the delegation is to give council first hand information about social programming, to ask questions, and to communicate with the social service leaders.

Action required:

- None

Attachments:

1. FCSS YTD Report – October 31, 2022

Prepared by: Amanda Davis, CAO

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2022
Prepared By: Amanda Barron, Director

Supporting Community Members

SUPPORTS

Seniors Benefits: Bassano FCSS supports and monthly average of 3-5 individuals monthly in accessing and or submitting Seniors Benefits

Interagency Referrals: In 2022 we supported 6 community members with referrals to agencies such as Bridges, SPEC and Brooks Food Bank.

Legal Aid Referrals: Bassano FCSS supported 2 families in accessing legal aid.

Income Tax Program: Bassano FCSS helped support 23 modest income community members complete and submit their income taxes.

PROGRAMS

Listed below are the programs and events Bassano FCSS facilitated for the 2022 calendar year.

January

- Craft Kits

February

- Random Acts of Kindness, Colouring Contest, Board action within community, Caught being Kind
- Pink Shirt Day (anti-bullying)

March

- Community Registration Night: 17 associations and groups participated

April

- Volunteer Registry Launched
- Volunteer Week Video: Local volunteers, FCSS Board and Town Council all participated

May

- Mental Health BBQ: 38 meals were served
- FCSS Directors Network: Victoria planned and helped facilitate in Lethbridge

June

- Seniors Week Social at Playfair Lodge: Family Care giving presentation and free lunch

July

- Bike Rodeo

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2022
Prepared By: Amanda Barron, Director

Supporting Community Members

August

- Parade of Garage Sales: 23 local garage sales registered
- Kick it to the Curb

September

- National Day of Truth and Reconciliation: Secret Path donation to Bassano Memorial and Bassano School Libraries

October

- Older Persons Day Dance: RUTSUR local band played, 35 community members attended
- World Mental Health Day: Mental Health First Aid Kits provided Free to community
- Trunk or Treat

November

- Movember Moustache Contest

December

- Christmas Hamper Program
- Angel Tree
- Santa's Sleigh
- Senior's Lights Tour
- Christmas in the Campground

INITIATIVES

Welcome Wagon (WW): The Welcome Wagon Initiative was launched in late September; we sent a letter of invitation to local businesses to participate that was well received. To date we have provided 3 packages to new residents.

PROFESSIONAL DEVELOPMENT

Director Training: Internal training is provided by Amanda Davis, CAO. In addition, I have engaged in one-to-one support work and am enrolled in (and continue with) various external initiatives, all of which are summarized below.

Former FCSS Director, Victoria Muhlbeier was contracted to provide one-to-one training specific to FCSS programs and services. We spent a week together to familiarize the operating systems, procedures, and outcomes. The contact obligations were fulfilled.

Other training includes:

- Microsoft introduction to Excel, Word, and Outlook
- A-Z Grant Writing

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2022
Prepared By: Amanda Barron, Director

Supporting Community Members

- Non-Profit Management
- Project Management Fundamentals
- QPR Suicide Prevention
- Microsoft Word Level 2
- Administrative Assistant Fundamentals
- Mental Health First Aid

GRANT OPPORTUNITIES

We are working through various applications to bring in additional funds to operate social programs in Bassano.

Name	Available Funds	Application Timeframe
CMHA Rural Mental Health Project	$500.00 - $10,000.00	January- March
Communities Choosewell	Up to $5000.00	January- February
Community Foundation of Southeastern Alberta	Up to $25,000	Waiting on 2023 guidelines
Volunteer Alberta	$500.00	October 5th- November 7th

PROGRAM IDEAS

- Youth on Boards
- Seniors Series on Goals of Care
- Woman's Wellness
- Youth Series on Alcohol, Cannabis, Pregnancy, Contraceptives, Drinking and Driving
- Youth/Senior Mentors for Children
- Social Skill Toolkits for Kids
- Sensory Paths on Playground Sidewalk
- Bassano Rodeo Farm Safety Booth
- Parade Float
- In house training, First Aid, Mental Health First Aid, Firearm Training, Hunters Education

DIRECTORS COMMENTS

Bassano FCSS has faced some challenges over the last few years due to the Covid-19 pandemic. Programming options were drastically limited, best efforts have been made to ensure our vision and mission statements are achieved. We are looking forward in anticipation of providing in person programming within the community and fostering connection.

Submitted by: Amanda Barron, FCSS Director

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2022

Prepared By: Amanda Barron, Director

Supporting Community Members

DELEGATION

Meeting: November 14, 2022
Agenda Item: 5.4

SUBJECT: Recreation & Community Services Liaison, Sydney Smith

Delegation time: 8:15 p.m. – 8:45 p.m.

Sydney Smith, Recreation & Community Services Liaison will attend the meeting to present new business item 7.1 – Bassano Outdoor Pool – Operations Plan with 2023-2025 Budget – Proposed/Projected.

Attachments:

1. None

Prepared by: Amanda Davis, CAO

REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 6.1

Council Department – 2023-2025 Budget – Proposed/Projected

BACKGROUND:

(11) Council
The council department budget remains relatively stable because we can predict the number of meetings that are to be attended annually. At the October 11, 2022 meeting, direction was given to apply a monthly stipend/honorarium for each councillor to offset the cost and use of phones, internet or other consumables. Policy P-TOB11/001-21 has been amended to reflect this change (as attached).

The additional $1,200/annum per councillor is a taxable benefit unless receipts are provided as a direct consumable (e.g. printer ink).

Taxable Income - Allowances vs. Expenses

Type of Benefit	Taxable	Notes
$100 Monthly Honorarium	✓	Allowances are considered a cash taxable benefit, subject to CPP, EI and Income Tax.
Paid Cell Phone, Internet, other Consumables	✓	If an employer pays for the fees associated with a phone, internet or other consumables that are related to personal use, the value (Fair Market Value) that is related to personal use must be included in the employee's taxable income. The FMV is to be determined by the employer. GST is not included in amounts. Taxable amounts are subject to CPP. EI and Income Tax.
Reimbursement for Business Associated Costs	✗	Reimbursement of receipts for items purchased for business use can be paid through Accounts Payable and are not included in employee's taxable benefits and not subject to CPP, EI or Income Tax.
Cell Phone Only	✗	For cell phone service only, it is not considered an employee's personal use to be a taxable benefit if **all** of the following apply: • The plan's cost is reasonable • The plan is a basic plan with fixed cost • The employee's personal use of the service does not result in charges that are more than the basic cost

2023 honorariums reflect a monthly allocation of $100 per councillor to compensate for the use of phones, internet, and consumable as directed. There is a 4.0% decrease within the 2023 department budget being $61,600. In years 2024 and 2025 slight increases are included to account for a change in honorariums or increased training/networking opportunities at $63,600 and $65,600 respectively.

The year-to-date budget is shown below.

TOWN OF BASSANO

Town of Bassano
(11) Council Department Budget
For the month ending October 31, 2022

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining $
Expenditure				
2-11-00-151-00	COUNCIL - HONORARIUM	45,600.00	26,601.79	18,998.21
2-11-00-155-00	COUNCIL - BENEFITS, ADMIN COSTS	5,500.00	2,585.34	2,914.66
2-11-00-211-00	COUNCIL - TRAVEL/LODGE/MEALS	13,100.00	4,292.68	8,807.32
*	**TOTAL Expenditure**	**64,200.00**	**33,479.81**	**30,720.19**

Based on the financial status of the council department, it is feasible to backdate the monthly honorarium to January 1, 2022.

OPTIONS:

☒ #1 – First, that council approves the 2023 council department budget and 2024-2025 projections as presented. Second, that council approves the amended Councillor Honorarium, Benefits and Expense Policy P-TOB11/001-21. The policy shall be retroactive to January 1, 2022.

☐ #2 – First, that council approves the 2023 council department budget and 2024-2025 projections as presented. Second, that council approves the amended Councillor Honorarium, Benefits and Expense Policy P-TOB11/001-21.

☐ #3 – First, that council declines the 2023 council department budget and 2024-2025 projections as presented. Second, that council declines the amended Councillor Honorarium, Benefits and Expense Policy P-TOB11/001-21*(provide direction on changes).*

CAO COMMENTS

Council continues to monitor its role and performance in local/regional boards. 2021/22 was the first full year with decreased governance from 7 to 5. Regular check-ins suggest that council is managing the workload. The work council has done to modernize its policies and bylaws supports leaner operations.

Is there any special training council would like to take in 2023? If so, it would be appropriate to address it at this meeting.

ALIGNMENT WITH STRATEGIC PLAN

- Operations

PROPOSED RESOLUTION:

☒ #1 – First, that council approves the 2023 council department budget and 2024-2025 projections as presented. Second, that council approves the amended Councillor Honorarium, Benefits and Expense Policy P-TOB11/001-21. The policy shall be retroactive to January 1, 2022.

Attachments:

1. P-TOB11-001/21 – Councillor Honorarium - Amended

Prepared by: Amanda Davis, CAO

Policy Title	Councillor Honorarium, Benefits, and Expense Policy
Authority	Council
Approved (Dates/Motion #)	November 8, 2021 (TOB261/21)
Policy Number	P-TOB11/001-21
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	Council on October 11, 2022

Policy Statement

The Town provides it elected officials with an honorarium to compensate the members' time and involvement in municipal leadership while demonstrating sound financial stewardship.

The Town shall provide guidelines to reimburse elected officials fees and expenses incurred in the performance of duties carried out on behalf of the Town and within approved annual budget.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Conference – means a conference of function related to the governance of the Town.

Council – means the elected body of the Town.

Education – mean elected official related education and training session.

Elected Official – means an elected representative of the Town tasked with local governance in Bassano.

Expenses – means expenses incurred as a result of carrying out the functions of local governance in Bassano within the approved annual budget.

Honorarium – means an amount paid to the elected official for carrying out duties of local governance for the Town.

Town - means the incorporated municipality of Bassano.

Mayor – means the Chief Elected Official of the Town appointed annually at the organization meeting by the elected officials.

Meeting – means a council meeting, sub-committee meeting, board meeting, commission meeting, corporation meeting, function, or conference established by a motion of council that authorizes an elected official's attendance within the approved annual budget.

Responsibility

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

Amended

Process

1. An elected official of the Town is entitled to receive an honorarium for participating in a meeting, education, or a conference within the approved annual budget.

2. An honorarium may not be claimed by an elected official if the elected official is receiving reimbursement from an external agency or authority.

3. The honorarium payable to an elected official is:

    3.1 0-4 hours, a half day honorarium of $125
    3.2 Over 4 hours, a full day honorarium of $250
    3.3 Travel shall be compensated at the Canada Revenue Agency rate and includes getting to and from the location.
    3.4 $100 per month to assist with expenses related to the use of personal phones, internet, or other un-billed consumables.

4. The honorarium payable to the Mayor is:

    4.1 0-4 hours, a half day honorarium of $175
    4.2 Over 4 hours, a full day honorarium of $300
    4.3 Travel shall be compensated at the Canada Revenue Agency rate and includes getting to and from the location.
    4.4 $100 per month to assist with expenses related to the use of personal phones, internet, or other un-billed consumables.

5. The following expenses will be reimbursed upon receipt when travelling to fulfill governance obligations on behalf of the Town within the approved annual budget.

    5.1 Accommodation expense.
    5.2 Meal expenses with gratuity up to 10 percent excluding alcoholic beverages.
    5.3 Use of private vehicle, mileage will be paid in accordance with the Canada Revenue Agency rates. Car pooling is encouraged.
    5.4 Parking or park passes, c-train or bus fair, taxi, Uber, or other transport service.

6. It is the responsibility of the elected official to track all expenses and submit electronic expense forms quarterly to Town administration.

    6.1 Town administration will send an email request a minimum of seven (7) days in advance of preparing quarterly payroll.

    6.2 Upon receipt of elected official honorarium and expense claims, Town administration shall compile the expense reports to be reviewed by the CAO to ensure expense claims align with meeting appointments and the annual budget.

Amended

6.3 Town administration will send an electronic copy of the elected official expense claim forms to the Council for review. If an elected official chooses to dispute a claim, they must notify the CAO in writing. The CAO will include the dispute on the next council agenda for discussion. It is it determined that the dispute if validated, the amount paid will be deducted off the next quarterly remuneration payable.

7. The following benefits are provided to the elected officials through the Town's insurance:

7.1 Accidental Death & Dismemberment – up to $50,000
7.2 Accident Reimbursement Benefit – up to $15,000
7.3 Accidental Dental Expense Benefit – up to $5,000
7.4 Weekly Accident Indemnity – up to $200

8. The following policies are hereby rescinded:

8.1 Policy TOB-201 Councillor Honorarium, Benefits and Expense
8.2 Policy TOB-206 Councillor Compensation Review Committee

END OF POLICY

Amended

REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 6.2

Offer to Purchase – 413 – 2nd Avenue (former Stiles building)

BACKGROUND

The Town acquired the above building through the tax recovery process and completed a hazardous abatement in late 2021. The property was listed for sale on November 29, 2021, for $7,000. An offer to purchase has been received from Milos Jersak. The offer does not meet the minimum investment requirements stipulated; thus, it is referred to council for consideration.

1. The applicant requests a minimum of 3-years to complete interior renovations on the main floor. It is his intention to focus on restoring the main floor and may, overtime complete upstairs renovations. This is yet to be determined. The main floor area would be offered for office space or as a general store.

    i. The Town stated interior and exterior completion within 2-years or purchase.

Council must determine if they are willing to be flexible with the building renovation timeline and if there are any specific stipulations to be added. As noted in the correspondence, the purchaser intends to maintain the exterior of the building once the brickwork is repaired.

OPTIONS:

☒ #1 – that council accepts the offer to purchase from Milos Jersak for Plan 3872T, Block 3, Lot 4 (413 – 2nd Avenue) at the list price of $7,000 and relaxes the development condition to complete building renovations within 24-months of purchase. The Town shall grant the requested 36-month timeline to complete main floor interiors upgrades and exterior renovations. Exterior renovations must include upgrades to window trim and the exterior facade to promote main street viability within 24-months from the date of purchase. Administration shall process the transaction in accordance with Town policies.

☐ #2 – that council accepts the offer to purchase from Milos Jersak for Plan 3872T, Block 3, Lot 4 (413 – 2nd Avenue) at the list price of $7,000 and relaxes the development condition to complete building renovations within 24-months of purchase. The Town shall grant the requested 36-month timeline to complete main floor interiors upgrades and exterior renovations. Administration shall process the transaction in accordance with Town policies.

☐ #3 – that council accepts the offer to purchase from Milos Jersak for Plan 3872T, Block 3, Lot 4 (413 – 2nd Avenue) at the list price of $7,000 as amended to maintain interior and exterior renovations within 24-months. Administration shall process the transaction in accordance with Town policies.

CAO COMMENTS

The Town has received the 10 percent non-refundable deposit.

ALIGNMENT WITH STRATEGIC PLAN

- Operations

PROPOSED RESOLUTION

☒ #1 – that council accepts the offer to purchase from Milos Jersak for Plan 3872T, Block 3, Lot 4 (413 – 2nd Avenue) at the list price of $7,000 and relaxes the development condition to complete building renovations within 24-months of purchase. The Town shall grant the requested 36-month timeline to complete main floor interiors upgrades and exterior renovations. Exterior renovations must include upgrades to window trim and the exterior facade to promote main street viability within 24-months from the date of purchase. Administration shall process the transaction in accordance with Town policies.

Attachments:

1. Offer to Purchase – October 21, 2022
2. 413 – 2nd Avenue Public Listing – November 29, 2021

Prepared by: Amanda Davis, CAO

From: Bassano CAO
To: Bassano CAO
Subject: RE: Purchase proposal
Date: Tuesday, November 1, 2022 9:39:48 AM
Attachments: image001.png

Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

From: Bassano CAO <cao@bassano.ca>
Sent: Monday, October 24, 2022 10:40 AM
To: Je Mi <calcan6791@gmail.com>
Cc: Bassano CAO <cao@bassano.ca>
Subject: Purchase proposal

Thank you, Milos.

You will hear back from me on November 15 (council in November 14).

Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

From: Je Mi <calcan6791@gmail.com>
Sent: Monday, October 24, 2022 10:36 AM
To: Bassano CAO <cao@bassano.ca>
Subject: EXTERNAL - Re: EXTERNAL - Purchase proposal

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.

Hi Amanda,

My plan is to start working on exterior spring 2023.First I will focus on the roof repair, then to continue to work on exterior .I want to keep old brick look, repair cracks between,restore wooden

parts of the building . My plan is to restore STILES sign on the site of the building as well .
Exterior should be ready in summer 2024 latest.

I confirm that I understand all 5 points below and agree.

Thank you,

Milos Jersak

On Monday, October 24, 2022, Bassano CAO <cao@bassano.ca> wrote:

> Hi Milos,
> Please answer the following questions to build out on your proposal:
> When do you intend to start construction within the building?
>
> 1. What are your plans for the building exterior?
> 2. What is your timeline to complete exterior building renovations?
>
> Please also confirm that you understand the following:
>
> 1. The building is sold in an as-is where is state.
> 2. It is your responsibility to ensure all upgrades are done to meet the Alberta Building Code.
> 3. It is the full cost of the developer (Milos Jersak) to upgrade any utility per the Town's standards. This will require that you enter into a development agreement with the municipality which is standard practice.
> 4. It is your responsibility to obtain a development permit from the Town to complete this work to ensure your project confirms to the Land Use Bylaw.
> 5. Upon taking ownership of the building, you will be charged municipal taxes and utilities in accordance with the Town's bylaws.
>
> Responding to this email provides enough information to present to council with the three-year timeline requested for the main floor development.
> Thank you,
>
> **Amanda Davis, MBA**
> Chief Administrative Officer | Town of Bassano
> Tel: (403) 641-3788 Fax: (403) 641-2585
> cao@bassano.ca
>
> ---
>
> **From:** Je Mi <calcan6791@gmail.com>
> **Sent:** Friday, October 21, 2022 12:10 PM
> **To:** Bassano CAO <cao@bassano.ca>
> **Subject:** EXTERNAL - Purchase proposal
>
> **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.
>
> Oct 21,2022

RE: Purchase proposal for 413 2nd avenue Plan 3872T Block 3 Lot 4, Bassano

To whom it may concern,

I,Milos Jersak wish to make application to purchase the above mentioned property for the purchase price of $7,000 .

My plan is to develop the main floor for commercial purposes (either an office space or general store). There will be two possible scenarios in the development process:

1st to renovate the inside of the existing structure, and or

2nd to complete additional construction within the current building within 3 years in accordance with Alberta safety code standards

In the future a plan to develop an apartment for rent on the top floor will be undertaken, but is not to form a condition or expectation as part of the sale.

The appeal of the building will be in keeping with the Towns historic and Main Street requirements.

Please contact me should you have any further questions or concerns.

Sincerely,

Milos Jersak

XXXXXXXXXX

Effective: November 29, 2021

Investment Opportunity

FOR SALE

413 – 2 Ave. Bassano

Sale price $7,000 – conditions attached

Building is being sold "as is" "where is". It is fully abated of and ready for your investment.

INQUIRE AT THE BASSANO TOWN OFFICE 403-641-3788 OR CAO@BASSANO.CA

Town of Bassano - 413 – 2nd Avenue

CONDITIONS

Background

The Town acquired this property through the tax forfeiture in 2020. The building has been fully abated of all hazardous material as of November 29, 2021 and may now be brought back to life with your investment.

The building has historical significance and is referred to locally as the former Stiles druggist store. In years past, the building had a variety of uses including a pharmacy, a retail store, both with residential units on the upper floor.

The property is being sold for land value only and is sold "as is" "where is". With the completion of the abatement, the building remains as a shell. A new roof is required immediately upon purchase.

Ownership	Town of Bassano
Address	413 – 2nd Avenue (Plan 3872T, Block 3, W1/2 of Lot 4)
Year built	1912
Land Use District	C1 – Main Street Commercial
Parcel size	3,750 ft^2
Building size	Unknown
Sale price	$7,000

Investment Requirements

Upon expressing interest in the property, the buyer must provide a 10 percent non-refundable security deposit of the appraised value being $700 to initiate negotiations with the Town.

The buyer must provide the seller with a detailed restoration plan and business development plan. Approval of the restoration and business plans are a condition of the sale. The building must be repurposed to support the Town's main street revitalization efforts within 24 months of the date of purchase.

The buyer must bring the property up to the Alberta Safety Codes Standards with the completed work being subject to the approval of an inspector.

The property is being sold "as is" where is". The seller makes no representations and gives no warranty as to the adequacy of services, soil conditions, land use districting of the building, and development conditions, absence, or presence of environmental contamination of the developability of the lands for any intended use by the buyer.

There will be no warranties, representations, guarantees nor will a Real Property Report be provided.

Failure to comply with the stipulations of a development contract with the Town may result in the title being restored to the Town without restitution to the buyer.

Investment Opportunities

Be a part of the momentum of our community and invest with us. Bassano has everything you need to see your investment work for you. This building has potential whether you are looking for an affordable, architecturally unique building to run for your business, with residential revenue options, or a commercial office space to lease out.

The Town approved a new Land Use Bylaw #921/21 on October 12, 2021 with a focus on main street revitalization. The bylaw allows for a variety of uses and we strongly encourage a mix of uses (retail commercial and office uses as well as residential uses or live-work arrangements).

We are open to meet with you to discuss your investment ideas. Please contact, Amanda Davis, CAO for more information at 403-641-3788 or cao@bassano.ca.

REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 6.3

Tax Recovery Action – Land Not Sold

BACKGROUND

A public auction as held on October 12, 2022, whereby five properties were listed for sale. Two of the five properties sold. Of the three remaining properties, council may take title and dispose (sell) or lease, license, or permit use of the lands. Alternatively, the Town may choose not to take title.

Property 1 – Roll 133000 – 701 – 2nd Avenue (Residential, R1) - $63,000

Town of Bassano – Tax Recovery Appraisal

Roll #: 133000
Address 701 – 2nd Avenue
Bassano AB
Legal Description: 3154AC 22 1
Zoning: R1 Residential
Parcel Size: 696.8 m^2 or 7,500 ft^2
Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Central

Site Description: Relatively flat, rectangular lot at the SEC of 2nd Avenue and 6th Street.

Description of Improvement-

Year Built Old Effective Age: 1960

Floor Area 1,018 sf plus a 720 sf, detached garage and a 283 sf carport.
Overall Condition: Poor
Windows: Updated
Siding: Wood
Interior: No interior inspection was conducted. The building is now valued using the maximum depreciation value of 20% remaining.

Assessment $89,000 revised to $63,000.

There are three comparable sales attached, which indicate that $93,967 represents a fair market value but neither of these are overly comparable given the subject's condition. Given the condition of the subject property, $63,000 represents a fair market value.

Value as of July 7, 2022 is $63,000.

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

Property 2 – Roll 224000 – 242 – 3rd Avenue (Residential, R1) - $37,000

Town of Bassano – Tax Recovery Appraisal

Roll #: 224000
Address 242 – 3rd Avenue
Bassano AB
Legal Description: 3158AB 15 15
Zoning: R1 Residential
Parcel Size: 501.7 m^2 or 5,400 ft^2
Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Central

Site Description: Relatively flat, rectangular lot on the northside of 3rd Avenue between 1st and 2nd Streets.

Description of Improvement-

Year Built 1939 Effective Age: 1939

Floor Area	856 sf plus a 503 sf upper for a total of 1,359 sf.
Overall Condition:	Very Poor
Windows:	Updated
Siding:	Aged Stucco
Interior:	No interior inspection was conducted. The building is now valued using the maximum depreciation value of 20% remaining plus additional functional depreciation has been added to account for these deficiencies and the cost to clean up or demolish. The remaining building value represents a salvage value on the house.

Assessment $80,000 revised to $37,000.

There are three comparable sales attached, but neither of these are overly comparable given the subject's condition. Given the condition of the subject property, $37,000 represents a fair market value. $27,000 for the land and $10,000 salvage value for the house.

Value as of July 7, 2022 is $37,000.

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

Property 3 – Roll 242000 – 415 – 2nd Avenue (Main Street Commercial, C1) - $30,000 – *Offer Received*

Town of Bassano – Tax Recovery Appraisal

Roll #: 242000
Address 415 – 2nd Avenue
Bassano AB
Legal Description: Plan 3872T Blk 3 E ½ of Lot 4
Zoning: C1 Commercial
Parcel Size: 348.4 m^2 or 3,750 ft^2
Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Downtown Commercial

Site Description: Flat lot on the south side of 2nd Avenue between 3rd & 4th Street E

Assessment $77,000 revised to $30,000

Improvement Details

Size – 3,500 sf

Three comparable commercial sales in the downtown area include 1) 433 – 2nd Avenue sold for $110,000 (or $37.21/sf) on January 14, 2019, 2) 419 – 2nd Avenue sold for $180,000 (or $120/sf) on April 28, 2021, and 3) 340 – 2nd Avenue sold for $50,000 (or 21.43/sf) on May 9, 2022.

The most comparable and most recent sale (attached) was May 9, 2022, of 340 – 2nd Avenue for $21.43/sf. Applying this rate to the subject property we arrive at $75,000. However, given the very poor condition of the subject property, $30,000 represents a fair market value.

The value for the subject property as of July 7, 2022, is $30,000. $23,000 for the building and $7,000 for the land.

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

There is always a level of risk to the municipality if/when it chooses to take title to any property because site conditions are unknown. When the municipality takes title, it must also insure the property, and deal with the sale, lease, or disposal of the asset.

Council must:

1. Decide if the municipality will take title to the unsold properties.

2. If the Town takes title to the unsold properties, determine how the properties shall be listed for sale. At current, the Town has retained Royal LePage, Jolene Ledene Reimer to market and sell municipal properties. Council may continue to request these services from Ledene Reimer, or seek and alternate real estate associate.

OPTIONS:

☒ #1 – That the Town takes title to the three unsold properties and engages in a contract with Royal LePage, Jolene Ledene Reimer to market Rolls 133000 and 224000 as follows:

1. Roll 133000 (Plan 3154AC; Block 22; Lot 1) with a list price of $63,000
2. Roll 224000 (Plan 3158AB; Block 15; Lot 15) with a list price of $37,000
3. Roll 242000 (Plan 3782T; Block 3; Lot 4) with a list price of $30,000

After accessing the properties, the list price may be adjusted to represent fair market value.

☐ #2 – That the Town takes title to the three unsold properties and posts a bid for realtor services to market and sell Rolls 133000 and 224000:

1. Roll 133000 (Plan 3154AC; Block 22; Lot 1) with a list price of $63,000
2. Roll 224000 (Plan 3158AB; Block 15; Lot 15) with a list price of $37,000
3. Roll 242000 (Plan 3782T; Block 3; Lot 4) with a list price of $30,000

After accessing the properties, the list price may be adjusted to represent fair market value.

☐ #3 – That the Town declines taking ownership of unsold properties:

1. Roll 133000 (Plan 3154AC; Block 22; Lot 1) with a list price of $63,000
2. Roll 224000 (Plan 3158AB; Block 15; Lot 15) with a list price of $37,000
3. Roll 242000 (Plan 3782T; Block 3; Lot 4) with a list price of $30,000

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

- Operations

PROPOSED RESOLUTION

☒ #1 – That the Town takes title to the three unsold properties and engages in a contract with Royal LePage, Jolene Ledene Reimer to market Rolls 133000 and 224000 as follows:

1. Roll 133000 (Plan 3154AC; Block 22; Lot 1) with a list price of $63,000
2. Roll 224000 (Plan 3158AB; Block 15; Lot 15) with a list price of $37,000
3. Roll 242000 (Plan 3782T; Block 3; Lot 4) with a list price of $30,000

After accessing the properties, the list price may be adjusted to represent fair market value.

Attachments:

1. Taxervice – Public Auction – Land Not Sold – October 14, 2022

Prepared by: Amanda Davis, CAO

October 14, 2022

By email: cao@bassano.ca (original to remain on file)

Town of Bassano
Box 299, 502 2nd Ave
Bassano AB T0J 0B0

Attention: Amanda Davis– Chief Administrative Officer

Dear Amanda:

Re: Town of Bassano- Public Auction

The public auction was held as scheduled on October 12, 2022. The Town of Bassano offered the following properties for sale, however, only 2 properties sold.

Roll No	Lot	Block	Plan	C of T	Reserve Bid
103000	14,15	18	3154AC	191 016 700	$40,000.00 *SOLD*
133000	1	22	3154AC	071 238 458	$63,000.00
224000	15	15	3158AB	181 270 990	$37,000.00
242000	4	3	3872T	971 073 897	$30,000.00
243000	5	3	3872T	971 073 888	$6,000.00 *SOLD*

The municipality may now become the owner of the above parcels that did not sell. If the municipality chooses to take title, the property becomes exempt from future taxation. The only cost to the municipality in order to become the owner of the parcels is the cost to register the required forms with Alberta Land Titles. We recommend the municipality take title of the properties not sold at auction, provided that you are not aware of any potential liability concerns. (e.g., environmental or dilapidated buildings).

We will forward the Transfer Documents for the two properties that sold to the Municipality for signatures and seals. These are to be forwarded to Alberta Land Titles for registration.

The following paragraphs all apply to taking Title:

By taking title, the municipality can choose to:

1. Dispose of the parcel by either:
    a. selling the property, at any time, and according to any conditions it chooses. Some possible options include direct sale, by tender, through a real estate agent, or by any other means that support selling the property at a price as close as reasonably possible to fair market value; or
    b. keeping the property and depositing an amount of money equal to the reserve bid into a separate account that has been established solely for the purpose of depositing money from the sale of land under Tax Recovery Proceedings.
2. Grant a lease, license, or permit in respect of the parcel.

The municipality would become the legal owner of the property and, provided that the property is not in use, would be entitled to take possession and exclude others from entering upon its property. This could, for example, include changing locks. Also, the municipality would want to ensure insurance is in place as deemed necessary. You may want to verify whether your general policy would cover the newly acquired property or if additional coverage will be required.

In the event that personal belongings remain on the property, we recommend notice be given to the former owner(s) requesting that they remove their belongings. If you would like our assistance with giving proper notice, please advise.

If the tax arrears and all related costs in respect of a property are paid before the municipality disposes of the property as mentioned in 1 above or while leasing the property as mentioned in 2 above, the original title must be revived.

Should the municipality choose not to sell the land but retain title in their name with a tax forfeiture registered against title, the municipality can, after 15 years, apply to land titles to remove the tax forfeiture notice, cancel the existing title for the parcel and issue a new title in the name of the municipality. Once this new title is issued, the municipality can use or dispose of the property without regard to the former owner.

The following paragraph applies to NOT taking Title:
If the municipality chooses not to take title, the property will remain taxable and the municipality cannot dispose of it, grant a lease, license, or permit in respect to the parcel.

Please confirm whether the municipality chooses to become the owner of the parcels not sold at auction and we will attend to preparation of the transmission and required affidavits with respect to the property. We will forward the documents to you in due course for your signature and seal.

Yours truly,
TAXervice

Angela M.

Angela M. *C.M.M.A.*
Account Manager
AngelaM@taxervice.com

REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 6.4

Offer to Purchase – 415 – 2nd Avenue

BACKGROUND

Unfinished business item 6.3 will influence the Town's actions related to the offer to purchase received for the above property. Council shall decide if the municipality will take ownership of the three unsold properties from the 2022 public auction.

Milos Jersak has offered to purchase 413 – 2nd Avenue (former Stiles building) and 415 – 2nd Avenue. If council chose to take ownership of 415 – 2nd Avenue, the property could be immediately sold to Jersak.

Jersak's offer to purchase is for $28,000. The property was listed for sale at auction for $30,000. Pursuant to section 425(1) of the *Municipal Government Act*, a municipality may sell the recovered parcel as close to fair market value as possible.

Right to dispose of parcel

425(1) A municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel

(a) by selling it at a price that is as close as reasonably possible to the market value of the parcel, or

(b) by depositing in the account referred to in section 427(1)(a) an amount of money equal to the price at which the municipality would be willing to sell the parcel under clause (a).

(2) The municipality may grant a lease, licence or permit in respect of the parcel.

(3) Repealed 1995 c24 s65.

The following steps would be required:

1. The Town must take ownership of the property.

2. After the Town receives title to the property, sell the property to the interested party and address any terms related to development stipulations.

Considerations

1. The offer to purchase indicates that the building will remain with a historical presence. Council may choose to regulate that the exterior façade is upgraded to ensure main street viability. Exterior renovations may include upgrades to window trim, exterior paint, or siding, etc.

2. The offer to purchase does not include a timeline to complete/operationalize the building. Council may choose to regulate a timeline to operationalize the building. Traditionally, the Town has given 12-24 months to complete upgrades.

3. If this offer to purchase was not received, would council choose to take ownership of the property?

OPTIONS:

☒ #1 – that council accepts the offer to purchase from Milos Jersak for Plan 3872T, Block 3, East ½ Lot 4 (415 – 2nd Avenue) for $28,000 in accordance with section 425(1)a of the *Municipal Government Act*. As a condition of the sale, the purchaser must complete exterior renovations to include upgrades to window trim and the exterior facade to promote main street viability within 24-months from the date of purchase. Administration shall process the transaction in accordance with Town policies.

☐ #2 – that council accepts the offer to purchase from Milos Jersak for Plan 3872T, Block 3, East ½ Lot 4 (415 – 2nd Avenue) as revised for $30,000. As a condition of the sale, the purchaser must complete exterior renovations to include upgrades to window trim and the exterior facade to promote main street viability within 24-months from the date of purchase. Administration shall process the transaction in accordance with Town policies.

☐ #3 – that council declines the offer to purchase from Milos Jersak for Plan 3872T, Block 3, East ½ Lot 4 (415 – 2nd Avenue) as the Town chose not to take title to the property following that unsuccessful tax auction.

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

- Operations

PROPOSED RESOLUTION

☒ #1 – that council accepts the offer to purchase from Milos Jersak for Plan 3872T, Block 3, East ½ Lot 4 (415 – 2nd Avenue) for $28,000 in accordance with section 425(1)a of the *Municipal Government Act*. As a condition of the sale, the purchaser must complete exterior renovations to include upgrades to window trim and the exterior facade to promote main street viability within 24-months from the date of purchase. Administration shall process the transaction in accordance with Town policies.

Attachments:

1. Offer to Purchase – October 21, 2022
2. Tax Recovery Valuation – July 7, 2022

Prepared by: Amanda Davis, CAO

From: Bassano CAO
To: Je Mi
Cc: Bassano CAO
Date: Monday, October 24, 2022 11:01:23 AM
Attachments: image001.png

Confirmed receipt, Milos.

This proposal will also go to council on November 14, 2022. I will get back to you on November 15.

Bassano_Logo

Amanda Davis, MBA
Chief Administrative Officer | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
cao@bassano.ca

From: Je Mi <calcan6791@gmail.com>
Sent: Monday, October 24, 2022 10:03 AM
To: Bassano CAO <cao@bassano.ca>
Subject: EXTERNAL - Proposal letter to buy property

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.

Date:October 24,2022

To:Town Of Bassano Office

Subject:Commercial building

Dear Mr./Mrs.,

I Milos Jersak write to you because I would like to propose to buy property 415-2nd Ave ,Bassano AB,Roll#242000.
This property went to the public auction on
October 12,2022 starting price $30,000,- and it didn't sale.
I would like to purchase this building for $28,000,- plus gst.

My plan is to repair this historical building ,main floor to keep commercial space (store/office space) and top floor apartment.
I want to make this historical building on main street to be a wonderful place for our residents and visitors.

If you have any questions please feel free to contact me directly on cell number 403 708 0635. Looking forward to your response.

Kind regards

Milos Jersak

Town of Bassano – Tax Recovery Appraisal

Roll #: 242000
Address 415 – 2nd Avenue
Bassano AB
Legal Description: Plan 3872T Blk 3 E ½ of Lot 4
Zoning: C1 Commercial
Parcel Size: 348.4 m^2 or 3,750 ft^2
Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Downtown Commercial

Site Description: Flat lot on the south side of 2nd Avenue between 3rd & 4th Street E

Assessment $77,000 revised to $30,000

Improvement Details

Size – 3,500 sf

Three comparable commercial sales in the downtown area include 1) 433 – 2nd Avenue sold for $110,000 (or $37.21/sf) on January 14, 2019, 2) 419 – 2nd Avenue sold for $180,000 (or $120/sf) on April 28, 2021, and 3) 340 – 2nd Avenue sold for $50,000 (or 21.43/sf) on May 9, 2022.

The most comparable and most recent sale (attached) was May 9, 2022, of 340 – 2nd Avenue for $21.43/sf. Applying this rate to the subject property we arrive at $75,000. However, given the very poor condition of the subject property, $30,000 represents a fair market value.

The value for the subject property as of July 7, 2022, is $30,000. $23,000 for the building and $7,000 for the land.

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

Summary Report

As of: 06-30-2022

Roll: 242000
Legal: 3872T 3
E 1/2 of 4
Description:
Address: 415 - 2ND AVENUE
Subdivision: CENTRAL
Zoning: Commercial
Actual Use: Primary: C10101
Market Loc: 102 Downtown Location
Assbl. Land Area: 348.4 Sq. Meters
Econ.Zone: Economic Zone 98
Assbl.Party: I Individual
Owner: PLUMER, BEN R & 291790 ALBERTA LTD.

Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
48700294	10 Comm-Central Business Dis	348.4 Sq. Meters	0%	100%	22	100%	7,000

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
300086485	300-02-63	Store	3,500 Ft	1960	22	100%	70,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	22	Improved Commercial	7,000	70,000	0	77,000
		Grand Totals:	7,000	70,000	0	77,000

Narratives

YR2 06-18-2020 2020 - Reinspection Cycle

Inspections

Outside Complete	09-15-2020	GARNER, Brandon	Reinspection Cycle - Yr 2. No changes
Visual Exterior	09-13-2018	VOGT, Ryan	Updated photo, lowered CDU to Fair.
Outside Complete	03-18-2010	MEGAW, Carol	bldg has been fixed up

Revisions

PR	03-12-2009	YEAR END PROCESS	Requisition Body Changed

Summary Report

As of: 06-30-2022

Roll: 286000
Legal: 3872T 6
E 26 1/2' of 11
Description: Rustic Emporium
Address: 340 - 2ND AVENUE
Zoning: Commercial
Actual Use: Primary: C10304
Market Loc: 102 Downtown Location
Econ.Zone: Economic Zone 98
Assbl.Party: I Individual
Owner: STANTON, SUSAN E

Subdivision: CENTRAL
Assbl. Land Area: 369.4 Sq. Meters

Market Value Land

LandID	Base Code	Site Area	Services	Location Adj.	Asmt	Code	Value
48700348	10 Comm-Central Business Dis	369.4 Sq. Meters	0%	100%	22	100%	7,000

Marshall & Swift

ImprID	MT- Qu- St	Description	Area (Ft2)	Eff. Year	Asmt	Code	Value
300108235	350-03-63	Office	2,333 Ft	1950	22	100%	56,000

Assessment Totals

Tax Status	Code	Description	Land	Improvement	Other	Assessment
T	22	Improved Commercial	7,000	56,000	0	63,000
		Grand Totals:	7,000	56,000	0	63,000

Inspections

Visual Exterior	04-30-2021	VOGT, Ryan	Currently listed for $84,900.
Visual Exterior	11-29-2018	VOGT, Ryan	
Outside Complete	12-19-2012	MEGAW, Carol	building vacant

Revisions

MGA305(1)	03-24-2016	VOGT, Ryan	Change from Improved Exempt to Improved Commercial.
PR	03-12-2009	YEAR END PROCESS	Requisition Body Changed

Sales

Date	Asmt	Price	Adj. Price	Sale Code	Type	Ratio	CofT
05-09-2022	$63,000	$50,000	$50,000	8001 Good Sale	Improved	126%	221096467
10-05-2015	$63,000	$5,500	$5,180	8010 Sales by Municipality	Improved	999%	151258856

OPEN DISCUSSION

Meeting: November 14, 2022
Agenda Item: 6.5

Public Lands Watering Schedule Policy P-TOB41/001-22 - Review

BACKGROUND:

Earlier this year, council established the attached policy to monitor and control the use of water on public lands. The policy requires that administration provide a consumption report to council by November 1 of each year. This is the first season that water has been metered at each location. It will take a few years to develop a weighted average.

This season, we experienced heavy rains for the fist 6+ weeks. This resulted in fewer watering days because of ground saturation. The second half of the season was extremely dry. Council was to determine if the new watering schedule is appropriate and if the policy measures met beautification objectives.

Implementation caused no internal issues. There were some localized complaints about the restricted watering hours at the community gardens, however, none of the complaints were formally lodged at the Town Office. It will take a few years for people to adjust to a watering schedule.

Town of Bassano
Public Lands Watering Summary 2021 - 2022

Locations	Watering Cycle	2021 Summer Watering Cycle (May - Mid Oct.) - m3	2021 NRSC Rate $1.00/m3	2022 Summer Watering Cycle (May - Mid Oct.) - m3	2022 NRSC Rate $1.05/m3	Consumption Change 2022 over 2021 - m3
Joint Use Facility	3 times/week - green space within fence	102	$ 102	149	$ 156	47
Joint Use Facility	3 times/week - green space along street with flowers	64	$ 64	154	$ 162	90
Kinette Park (Community Garde	Per usage	1724	$ 1,724	308	$ 323	-1416
Cemetery	3 times/ week	258	$ 258	2003	$ 2,103	1745
Office	3 times/week	424	$ 424	425	$ 446	1
Campground	1 time/week	245	$ 245	64	$ 67	-181
Hall	2 times/ week	142	$ 142	44	$ 46	-98
Library East		102	$ 102	203	$ 213	101
3rd Ave Triangle	2 times/week	535	$ 535	0	$ -	-535
		3596	$ 3,596	3350	$ 3,518	*-246*

Notes
1. Kinette Park included watering of seedling trees and the Community Garden in 2021
2. The water consumption at the cemtery does not reflect the entire summer watering cycle. The meter was installed partway through the season in 2021.
3. Library East was added in 2022. This is the cenotaph grounds and was not previously reflected in Policy P-TOB41/001-22.

Attachments:

1. P-TOB41-001/22 – Public Lands Watering Schedule

Prepared by: Amanda Davis, CAO & Christine Petkau, Utilities Clerk

Policy Title	Public Lands Watering Schedule Policy
Authority	Public Works and Parks/Recreation
Approved (Dates/Motion #)	TOB121/22
Policy Number	P-TOB41/001-22
Review	November 1 Annually
Reviewed by/date	June 20, 2022

Policy Statement

The purpose of this policy is to provide a schedule for watering public lands in Bassano that meets both environmental conservation and community aesthetics.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Council – means the elected body of the Town.

Administration – means the administrative department of the Town.

Public Works – means the person employed by the town responsible for care of Town property.

Employee – means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of all municipal employees and elected officials to adhere to this policy.

Guidelines

These guidelines set out the roles and responsibilities for watering public lands.

1. The public works department is responsible to maintain public lands. To maintain aesthetics and to promote water conservation efforts a watering schedule shall be followed.
2. Areas that are watered shall be metered.
3. Administration shall provide a water consumption summary to council by November 1 annually.
4. Council shall review the water consumption summary and watering schedule annually and determine if changes are required.

Approved

5. The watering schedule is:

Joint Use Facility (249 – 6 Avenue)	3 times/week – green space within the fence
Joint Use Facility (249 – 6 Avenue)	3 times/week – green space along street with flowers.
Kinette Park (Community Gardens)	3 times per week, Monday, Wednesday and Friday 2 hours in the morning and 2 hours in the evening 7:00 a.m. – 9:00 a.m. and 6:00 p.m. – 8:00 p.m.
Cemetery	3 times/week
Community Hall (610 – 2 Avenue)	2 times/week – to maintain the grounds, the department shall endeavour to water the greenspace after large community events to ensure the grounds recovery.
Town Office (502 – 2 Avenue)	3 times/week
Homecoming Campground (605 – 2 Avenue)	1 time/week – only on the east and west ends of the campground to ensure tenters have a suitable space
3rd Avenue Triangle	Watering shall cease at this location in 2022 on a trial basis. Community programming at this location is encouraged.

END OF POLICY

Approved

OPEN DISCUSSION

Meeting: November 14, 2022
Agenda Item: 6.6

Municipal Logo Modernization

BACKGROUND:

Council has discussed the modernization of Bassano's logo since October 2019. The modernization process was encouraged by administration because the town has two historical logos that are used interchangeably and there is no consistent branding for Bassano.

Every government and businesses should have consistent and organized branding. Bassano is recognized for the dam. It was determined by elected officials that maintaining the dam within the logo is important.

Administration worked with a design company from Brooks and have two renderings for consideration. An email vote by council favored option 1 (4/1).

Option 1

Option 2

Council must decide on the following:

1. Would you like to offer the opportunity to the community to vote on selecting the modernized logo?

2. Does council wish to select the version of the modernized logo?

3. Does the modernized logo capture council's vision?

4. Does council want to modernize the town's tagline at the same time or maintain "Best in the West by a Damsite"?

To date, beyond administrative time, the cost to design the logo was $250. The Town does not maintain a large inventory of branded stationary. This means, the current inventory would be used before new material is ordered to prevent wastage.

If council selects a modernized logo, administration will collaborate with the designer to branded letterhead and other internal documents, most of which would be digital. Street signs will be ordered once a new logo is selected. The largest expense would be to purchase and replace logos on municipal equipment.

The entire project is expected to cost <$4,000 with most work completed inhouse by administration. The project could be managed within the current operations budget or through MSI operating.

Prepared by: Amanda Davis, CAO

REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 6.7

Disc Golf Course Maintenance Policy P-TOB72/003-22 – Proposed

BACKGROUND:

A disc golf course maintenance policy was prepared that sets out roles and responsibilities for all stakeholders regarding the asset. The asset is owned by the Bassano Memorial Library, will be maintained by the Town's recreation department, and occupies municipal lands and Grasslands School Division lands.

All parties were provided with a copy of the draft a policy to obtain input. At the time this report was prepared, no responses were received. It should be noted that the Bassano Memorial Library requested weeks prior that the course remain up 12-months per year.

OPTIONS:

☒ #1 – the council formally refers the Disc Golf Course Maintenance Policy P-TOB72/003-22 to the Bassano Memorial Library and Grasslands Public School Division for comment prior to its approval.

☐ #2 – that council approves Disc Golf Course Maintenance Policy P-TOB72/003 as presented.

☐ #3 – that council approves Disc Golf Course Maintenance Policy P-TOB72/003 as amended (define amendments).

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

G2 – T5

PROPOSED RESOLUTION:

☒ #1 – the council formally refers the Disc Golf Course Maintenance Policy P-TOB72/003-22 to the Bassano Memorial Library and Grasslands Public School Division for comment prior to its approval.

Attachments:

1. P-TOB72-003/22 – Disc Golf Course Maintenance Policy

Prepared by: Amanda Davis, CAO

Policy Title	Disc Golf Course Maintenance Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	
Policy Number	P-TOB72/003-22
Review	As required
Reviewed by/date	Council on November 14, 2022

Policy Statement

The purpose of this policy is to provide guidelines for the ongoing maintenance of the disc golf course in the Town.

Definitions

Bassano Memorial Library – means the library board appointed by Council of the Town.

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Council – means the elected body of the Town.

Disc Golf – means the baskets, tee off boxes and the land which the disc golf course is located

Employee – means a person employed by the Town.

Grasslands Public School Division – means the Grasslands Regional School Division #6.

Town - means the incorporated municipality of Bassano.

Responsibility

It is the responsibility of the Recreation and Leisure Department to ensure this policy is implemented.

Ownership

The Bassano Memorial Library is the owner of the disc golf assets. The disc golf course was installed in 2022 as a leisure asset and discs may be rented at the Bassano Memorial Library by patrons.

Guidelines

These guidelines set out the roles and responsibilities for the maintenance of disc golf course.

The disc golf course is located partially on municipally owned lands and partially on lands owned by Grasslands School Division. The disc golf course will be erected 12-months per year.

The disc golf course layout is defined in Images 1 and 2.

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Image 1. Disc golf course on Town lands (highlighted in red).

Image 2. Disc golf course on Grasslands Public School Division lands (highlighted in red).

Bassano Memorial Library Responsibilities

The Bassano Memorial Library shall:

1. Be responsible for all replacement costs related to the disc golf course assets. The costs include but are not limited to signage, tee-boxes, and baskets.

2. Be responsible to maintain relationships with Town related to the use of public lands for the disc golf course.

3. Be responsible to maintain relationships with Grasslands School Division related to the use of their lands for the disc golf course.

4. Be responsible for the course design and layout.

5. Collaborate with the Town's recreation department to address maintenance and repair needs.

Town Responsibilities

The Town shall:

1. Maintain the disc golf course through the Town's recreation department from April 1st to September 30th (annually). Maintenance includes mowing of the grounds (weather permitting, on a weekly basis) per Image 1 above and general repairs of all disc golf assets. The cost to repair assets shall be billed to the Bassano Memorial Library.

Grasslands Public School Division Responsibilities

Grasslands Public School Division shall:

1. Maintain the lands around the disc golf course assets on their lands from April 1st to September 30th (annually). Maintenance includes mowing of the grounds per Image 2 above only.

Joint Responsibilities

All stakeholders shall:

1. Positively promote the disc golf course asset.
2. Encourage usership of the disc golf course asset.
3. Work collaboratively to maintain the disc golf course for the betterment of the community.

END OF POLICY

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OPEN DISCUSSION

Meeting: November 14, 2022
Agenda Item: 6.8

Bylaw Enforcement Department – 2023-2025 Budget – Proposed/Projected

BACKGROUND:

(26) Bylaw Enforcement Department

Administration is responsible to manage the bylaw enforcement department. Processes have evolved over the past few years as staff become trained in the role of bylaw enforcement supports. Bylaw enforcement is time consuming due to the nature of the tasks, and engagement with citizens.

To supplement administrative action to enforce Town bylaws, 100 hours (8-hours/month) of Community Peace Officer (CPO) services are contracted from the County of Newell. The CPO brings an additional uniformed presence to Bassano which aids all enforcement measures, administratively and with the RCMP.

At the October 11, 2022, meeting a lengthy discussion was had regarding roles and responsibilities of administration and the CPO. Council was informed that re-distributing the CPOs responsibility to focus more on traffic enforcement, animal control, snow maintenance, and delivery of bylaw orders may be more effective.

The re-distribution of responsibilities was discussed with the contract provider. There is no concern with regularly changing focus areas. The contract provider has also agreed to accommodate a more flexible schedule to address traffic enforcement issues. For example, some shifts will commence at 1:30 p.m. – 3:30 p.m. or 1:00 p.m. – 3:00 p.m. or 10:00 a.m. – 12:00 p.m. Shift flexibility will support council's objective for community watch and traffic management. Currently, all shifts are between 8:00 a.m. – 10:00 a.m. or 10:00 a.m. – 12:00 p.m.

Effective immediately, and for the 2023 contract year, if council deems it acceptable, CPO responsibilities would shift to focus more on traffic enforcement, animal control, snow maintenance, and the deliver of bylaw orders. Administration will continue to manage civic address violations, and unsightly properties in accordance with the Beautify Bassano Initiative and Community Standards Bylaw 920/21.

Budgeted amounts stay relatively static for the bylaw enforcement department as most of the expenses are labor and are allocated through administration. The CPO service contract rate increase $5.00/hr per annum. The issuance of bylaw fines and violations will offset revenue. Few violations have been issued over the past 3-years; a very collaborative process has occurred. As council continues to modernize bylaws, this may change.

Budget Overview

79 bylaw actions have occurred since January 1, 2022 (report attached) that include traffic enforcement, unsightly properties, civic address violations, snow removal, land use bylaw infractions, and animal control. Focus areas are expected to continue in years 2023-2025.

Two bylaws are planned for modernization in 2023:

1. Traffic Control Bylaw
2. Cemetery Bylaw

2023 Proposed Budget	2024 Projected Budget	2025 Projected Budget
- Breakeven $16,000	- Breakeven $16,500	($1,025)

The year-to-date budget is shown below.

TOWN OF BASSANO

(26) Bylaw Enforcement Division
Town of Bassano
YTD

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2022-Nov-2
2:19:05PM

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining $
Revenue				
1-26-00-520-00	BYLAW - DOG LICENSES	(1,800.00)	(2,470.00)	670.00
1-26-00-521-00	BYLAW - CAT LICENSES	(250.00)	(390.00)	140.00
1-26-00-522-00	BYLAW - BUSINESS LICENSE	(10,000.00)	(8,875.00)	(1,125.00)
1-26-00-750-00	BYLAW - FINES & COSTS	(4,500.00)	(4,350.50)	(149.50)
1-26-00-840-00	BYLAW - PROVINCIAL COND GRANT	0.00	0.00	0.00
* **TOTAL Revenue**		**(16,550.00)**	**(16,085.50)**	**(464.50)**
Expenditure				
2-26-00-110-00	BYLAW - CONTRACT SERVICES	13,000.00	9,720.00	3,280.00
2-26-00-520-00	BYLAW - DOG & CAT TAGS	3,550.00	134.89	3,415.11
* **TOTAL Expenditure**		**16,550.00**	**9,854.89**	**6,695.11**

*** End of Report ***

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

Attachments:

1. Bylaw Enforcement Tracker Ending October 31, 2022

Prepared by: Amanda Davis, CAO

Town of Bassano Bylaw Enforcement Tracker
2022 Case Files

File Number	Date Opened	Location (Civic Address)	Bylaw(s) in contravention	Issues	Images	Compliance	Date closed
Priority files identified by administration, approved by council on November 8, 2021							
TOB-BEO001/22	28-Jun-22	433 2 Avenue BBI Priority Area 2 - carry forward from 2021.	Community Standards Bylaw 920/21, Fire Services Bylaw 885/19, Traffic Bylaw 876/18, Bassano Land Use Bylaw	Accumulation of garbage and debris. Operation of an automotive/mechanical equipment or service business in a main Stree Commercial (C1) Land Use District. Fence and signage non compliant with Land Use Bylaw and intaled without an approved permit. Shipping container on the premises without a permit.		Orders were issued on June 28, 2022 and amended on July 15, 2022 in include the correct bylaw number. July 31, 2022 date of compliance was given. Property owners appealed the orders and an extension of one month (period ending August 31, 2022) was approved by Council. Property owners have not achieved compliance.	Ongoing
TOB-BEO002/22	14-Jul-22	338 1 Avenue BBI Priority Area 2 - carry forward from 2021.	Community Standards Bylaw 920/21	Overgrown grass and weeds.		A call was placed on July 14, 2022, to the property owner as a courtesy. The property owner was given 72 hours to have the property cleaned up. Partial compliance was achieved and an extension was given to the property owner until July 25, 2022. Compliance was achieved.	Closed July 26, 2022
TOB-BEO003/22	Pending	415-417 2 Avenue BBI Priority Area 2 - reoccurring	Community Standards Bylaw 920/21	Accumulation of grass and weeds. Overgrown trees.		The property has been monitored by the bylaw enforcment team. No action is required at this time.	Closed October 7, 2022
TOB-BEO004/22	24-Aug-22	808 3 Avenue BBI Priority Area 2	Community Standards Bylaw 920/21	Overgrown weeds along the front of the building, along the sides and at the rear of the property.		A complaint was received on August 24, 2022. A call was placed on August 24, 2022, to the property owner as a courtesy. The property owner was given 72 hours to have the property cleaned up period ending August 27, 2022.	Ongoing
TOB-BEO005/22	1-Sep-22	432 4 Street BBI Priority Area 3 - carry forward from 2021.	Community Standards Bylaw 920/21	Accumulation of garbage and debris inside fence. Some garbage and debris outside of fence.		Property was sold to a new owner. Contact has been made with the new owner. The property has been cleaned up.	Closed September 1, 2022
TOB-BEO006/22	Pending	242 3 Avenue BBI Priority Area 3 - reoccurring	Community Standards Bylaw 920/21	Accumulation of grass and weeds. Overgrown trees.		The property has been monitored by the bylaw enforcment team. No action is required at this time.	Closed October 7, 2022
TOB-BEO007/22	Pending	709 4 Avenue BBI Priority Area 3	Community Standards Bylaw 920/21	Accumulation of garbage, and debris. Piles of yard waste.		The property has been monitored by the bylaw enforcment team. No action is required at this time.	Closed October 7, 2022

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Town of Bassano Bylaw Enforcement Tracker
2022 Case Files

TOB-BEO008/22	5-Oct-22	434 4 Avenue BBI Priority Area 3	Community Standards Bylaw 920/21	Inoperable vehicle.		Call was placed to the property owner on October 11, 2022.Orders were sent on October 12, 2022, by registered mail. Reminder call was placed on October 24, 2022. Compliance was met by the property owner.	Closed October 25, 2022
TOB-BEO009/22	5-Oct-22	313 4 Avenue BBI Priority Area 3	Community Standards Bylaw 920/21	Inoperable vehicle.		A call was placed by CPO Leeks on October 11, 2022. Orders were sent on October 12, 2022, by registered mail. A reminder call was placed on October 24, 2022. A message was left.	Ongoing
TOB-BEO010/22	Pending	624 4 Avenue BBI Priority Area 4 - reoccurring	Community Standards Bylaw 920/21	Accumulation of grass and weeds. Overgrown trees.		The property was purchased by the new owner during the tax auction. The enforcement team will continue to monitor the property.	Closed October 12, 2022
TOB-BEO058/22	11-Jul-22	729 3 Avenue BBI Priority Area 3	Community Standards Bylaw 920/21	Overgrown grass and weeds. 4 inoperable vehicles at the rear of the property.		A call was placed on July 11, 2022, to the property owner as a courtesy. Property owners were given 14 days to have the property cleaned up and the vehicles. Grass and weeds were cut by the property owner. As partial compliance was met, an extension was given (period ending September 30, 2022) to allow for their garden to be harvested. On October 3, 2022, the vehicles were not removed. Orders were hand-delivered on October 11, 2022. Compliance was met by the property owner.	Closed October 17, 2022
TOB-BEO012/22	7-Oct-22	710 5 Avenue BBI Priority Area 4	Community Standards Bylaw 920/21	Accumulation of garbage and debris.		The property has been monitored by the bylaw enforcment team. No action is required at this time.	Closed October 7, 2022
TOB-BEO013/22	5-Oct-22	524 5 Avenue BBI Priority Area 4	Community Standards Bylaw 920/21	inoperable vehicle (van) at the rear of the property		A call was placed by CPO Leeks on October 11, 2022. Orders were sent on October 12, 2022, by registered mail. Property owner met complaince.	Closed October 17, 2022
TOB-BEO014/22	12-Jul-22	249 3 Avenue BBI Priority Area 5	Community Standards Bylaw 920/21	Accumulation of inoperable and unregistered vehicles. Small amount of garbage and debris. Complaints date back to 2019.		Orders were issued on July 12, 2022 and amended on July 15, 2022 in include the correct bylaw number. Compliance date of August 9, 2022 was issued. Property owner's lawyer sent a reply requesting clarification and an extension. An extension to September 30, 2022 was given. Owners achieved compliance.	Closed October 5, 2022

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Town of Bassano Bylaw Enforcement Tracker
2022 Case Files

Remaining files undertaken in 2022							
TOB-BEO015/22	7-Jan-22	533 4 Avenue	Fire Services Bylaw 885/19	Missing civic address at the rear of the property.	No Image.	A call was placed to the property owner on January 11, 2022. A notifiation letter was issued on January 14, 2022. Compliance was met.	Closed February 20, 2022
TOB-BEO016/22	7-Jan-22	519 4 Avenue	Fire Services Bylaw 885/19	Missing civic address at the rear of the property.	No Image.	A call was placed to the property owner on January 11, 2022. A notification letter was issued on January 14, 2022. The property was checked on February 1, the owner met compliance.	Closed February 1, 2022
TOB-BEO017/22	7-Jan-22	507 4 Avenue	Fire Services Bylaw 885/19	Missing civic address at the rear of the property.	No Image. Not paid.	A call was placed to the property owner on January 11, 2022. A notifiation letter was issued on January 14, 2022. Numbers were not posted and fine was issued. Fine was transferred to tax roll April 26, 2022.	Closed April 26, 2022.
TOB-BEO018/22	7-Jan-22	501 4 Avenue	Fire Services Bylaw 885/19	Missing civic address at the rear of the property.	No Image.	A call was placed to the property owner on January 11, 2022. A notifiation letter was issued on January 14, 2022. Property was checked Feb 1, Property owner met compliance.	Closed February 1, 2022
TOB-BEO019/22	7-Jan-22	514 4 Avenue	Fire Services Bylaw 885/19	Missing civic address at the rear of the property.	No Image.	A call was placed to the property owner on January 11, 2022. A notifiation letter was issued on January 14, 2022. Numbers were not posted and fine was issued. Fine was transferred to tax roll April 26, 2022.	Closed April 26, 2022.
TOB-BEO020/22	7-Jan-22	534 4 Avenue	Fire Services Bylaw 885/19	Missing civic address at the rear of the property.	No Image.	A call was placed to the property owner on January 11, 2022. Property owner met compliance.	Closed Janaury 13, 2022
TOB-BEO021/22	6-Jan-22	305 8 Avenue	Traffic Bylaw 876/18	Snow on sidewalk	See file notes.	Warning letter posted to the property January 11, 2021. Compliance was met by the property owner.	Closed February 1, 2022
TOB-BEO022/22	6-Jan-22	301 8 Avenue	Traffic Bylaw 876/18	Snow on sidewalk	See file notes.	Warning letter posted to the property January 11, 2021. Compliance was met by the property owner.	Closed February 1, 2022
TOB-BEO023/22	6-Jan-22	101 8 Avenue Close	Traffic Bylaw 876/18	Snow on sidewalk	See file notes.	Warning letter posted to the property January 11, 2021. Public Works removed snow from the sidewalk on January 12, 2022. No invoice or violation letter was sent under direction by the CAO.	Closed January 31, 2022.
TOB-BEO024/22	6-Jan-22	242 3 Avenue	Traffic Bylaw 876/18	Snow on sidewalk	See file notes.	Warning letter posted to the property January 11, 2021. Public Works removed snow from the sidewalk on January 12, 2022. A violation letter and invoice for the cost of snow removal were sent. Invoice was not paid and was transferred to tax roll April 26, 2022.	Closed April 26, 2022.
TOB-BEO025/22	6-Jan-22	624 4 Avenue	Traffic Bylaw 876/18	Snow on sidewalk	See file notes.	Warning letter posted to the property January 11, 2021. Public Works removed snow from the sidewalk on January 12, 2022. A violation letter and invoice for the cost of snow removal were sent. Invoice was not paid and was transferred to tax roll April 26, 2022.	Closed April 26, 2022.
TOB-BEO026/22	10-Jan-22	501 2 Avenue	Traffic Bylaw 876/18	Snow on sidewalk	See file notes.	Warning letter posted to the property January 11, 2021. Compliance was met by the property owner.	Closed Janaury 13, 2022

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Town of Bassano Bylaw Enforcement Tracker
2022 Case Files

TOB-BEO027/22	10-Jan-22	N/A	Community Standards Bylaw 920/21, Fire Services Bylaw 885/19, Traffic Bylaw 876/18, Bassano Land Use Bylaw	Written complaint sent via mail regarding 433 2 Avenue.	No images.	Complainant was contacted and informed of councils priority files.	Closed January 13, 2022
TOB-BEO029/22	10-Jan-22	206 1 Avenue	Where is the information for this file?	RV parked on 1 Street and 1 Avenue is a hazard and is to be removed.	See compliance photoes in file.	CPO contacted the property owners and asked them to removed the vehicle. Administration conducted a follow-up call and provided the RV owners with the contact information for the neighbouring property. RV was moved and stored on the neighbouring property.	Closed March 23, 2022
TOB-BEO030/22	12-Jan-22	201 2 Street	Traffic Bylaw 876/18	Snow on sidewalk	See file notes.	Warning letter posted to the property January 12, 2021. Compliance was met by the property owner.	Closed Janaury 13, 2022
TOB-BEO031/22	16-Mar-22	422 4 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	See file notes.	The property owner was issued a violation tag in the amount of $75.00 on March 16, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail March 17, 2022. Invoice was paid by the property owner.	Closed March 23, 2022
TOB-BEO032/22	16-Mar-22	426 4 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	See file notes.	The property owner was issued a violation tag in the amount of $75.00 on March 16, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail March 17, 2022. Invoice was paid by the property owner.	Closed April 29, 2022
TOB-BEO033/22	16-Mar-22	438 4 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	See file notes.	The property owner was issued a violation tag in the amount of $75.00 on March 16, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail March 17, 2022. Fine was transferred to the tax roll on July 27, 2022.	Closed July 27, 2022.
TOB-BEO034/22	24-Mar-22	433 4 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	See file notes.	The property owner was issued a violation tag in the amount of $75.00 on March 24, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail March 24, 2022. Rescinded April 25, 2022	Closed August 25, 2022
TOB-BEO035/22	1-Apr-22	421 4 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on April 1, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail. Invoice paid by the property owner April 4, 2022.	Closed April 4, 2022.
TOB-BEO036/22	1-Apr-22	409 4 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on April 1, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail and April 4, 2022. Invoice paid by the property owner on April 4, 2022.	Closed April 19, 2022.

Town of Bassano Bylaw Enforcement Tracker
2022 Case Files

TOB-BEO037/22	1-Apr-22	418 4 Ave	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on April 1, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail on April 4, 2022. Fine was transferred to the tax roll on July 27, 2022.	Closed July 27, 2022.
TOB-BEO038/22	6-Apr-22	317 4 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on April 6, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail on April 6, 2022. Fine was transferred to the tax roll on July 27, 2022.	Closed July 27, 2022.
TOB-BEO039/22	6-Apr-22	321 4 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on April 6, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail on April 6, 2022. Fine was transferred to the tax roll on July 27, 2022.	Closed July 27, 2022.
TOB-BEO040/22	6-Apr-22	329 4 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on April 6, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail on April 6, 2022. Fine was paid by property owner April 13, 2022.	Closed April 13, 2022
TOB-BEO041/22	14-Apr-22	302 3 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on April 14, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail on April 14, 2022. Invoice transferred to tax roll April 27, 2022.	Closed April 27, 2022
TOB-BEO042/22	14-Apr-22	322 3 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on April 14, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail on April 14, 2022. Paid by the property owner on April 27, 2022.	Closed April 27, 2022
TOB-BEO042/22	14-Apr-22	330 3 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on April 14, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail on April 14, 2022. Paid by the property owner April 29, 2022.	Closed April 29, 2022
TOB-BEO043/22	25-Apr-22	417 2 Avenue BBI Priority Area 2	Community Standards Bylaw 878/18	Back door of the building is open and the window is broken giving access to animals and members of the public. This is considered a safety hazard.	See file notes.	Clean-up order and notice of entry was issued to property owners via email on April 27, 2022. Public Works completed repair to buildling.	Closed May 18, 2022
TOB-BEO044/22	3-May-22	202 3 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on May 3, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail. Paid by the property owner May 10, 2022.	Closed May 10, 2022.
TOB-BEO045/22	3-May-22	213 3 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on May 3, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail. Paid by the property owner May 13, 2022.	Closed May 13, 2022

Town of Bassano Bylaw Enforcement Tracker
2022 Case Files

TOB-BEO046/22	3-May-22	258 3 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on May 3, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail.	Pending
TOB-BEO047/22	10-May-22	110 2 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on May 10, 2022. Tag was posted to the property. Property owner called to say the numbers were there, no pictures to corroborate, no invoice sent.	Closed May 20, 2022
TOB-BEO048/22	10-May-22	128 2 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00 on May 10, 2022. Tag was posted to the property. An invoice was sent to the property owner via mail. Property owner paid fine May 13, 2022.	Closed May 13, 2022
TOB-BEO049/22	23-Jun-22	302 6 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	The property owner was issued a violation tag in the amount of $75.00. Tag was posted on the property. Owner paid at town On June 24, 2022 office before invoice was issued.	Closed July 27, 2022
TOB-BEO050/22	23-Jun-22	119 3 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	Conversation with the property owner. No action was taken.	Closed June 23, 2022
TOB-BEO051/22	23-Jun-22	130 6 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	CPO confirmed on August 2, 2022 that no violation tag was issued.	Closed Augsut 2, 2022
TOB-BEO052/22	23-Jun-22	133 6 Avenue	Fire Services Bylaw 885/19	Missing rear civic address.	No images.	A warning was given by CPO. Civic numbers are now posted to the property.	Closed Augsut 2, 2022
TOB-BEO053/22	6-Jul-22	258 3 Avenue	Cat Control Bylaw	Cat at large. Unlicensed Cat.	No images.	Call was placed to cat owner and left a message. Owner explained she could not pay the full amount. Owner arranged for pick-up and paid and registered her cat. As per CAO direction, Cat at large fine was not issued.	Closed Augsut 30, 2022
TOB-BEO054/22	8-Jul-22	301 1 Avenue BBI Priority Area 1	Community Standards Bylaw 920/21	Overgrown grass and weeds. Request to fix or remove building siding, vehicle and trailer in por visible condition, covered in cloth.	See file.	An email was sent on July 8, 2022 to the property owner as a courtesy. Property owner was given until July 18, 2022 complete the clean-up. Compliance was met.	Closed July 18, 2022
TOB-BEO055/22	8-Jul-22	1011 5 Avenue BBI Priority Area 2	Community Standards Bylaw 920/21	Overgrown grass and weeds. Request to remove two inoperable vehicles and trailer.	See file.	A call was placed on July 8, 2022 to the property owner as a courtesy. A follow-up email was sent. Property owner was given 10 days to clean-up and vehicles removed. Partial compliance was met and an extension was given. Compliance was met.	Closed July 21, 2022
TOB-BEO056/22	11-Jul-22	426 3 Avenue BBI Priority Area 3	Community Standards Bylaw 920/21	Overgrown grass and weeds.	See File Notes.	A call was placed on July 11, 2022 to the property owner as a courtesy. Message was let and email was sent. She has 72 hours to have the property cleaned up. Compliance was met by the property owner.	Closed July 14, 2022
TOB-BEO057/22	11-Jul-22	418 4 Avenue BBI Priority Area 3	Community Standards Bylaw 920/21	Overgrown grass and weeds.	See File Notes.	A call was placed on July 11, 2022 to the property owner as a courtesy. He has 72 hours to have the property cleaned up. Compliance was met by the property owner.	Closed July 14, 2022
TOB-BEO059/22	14-Jul-22	801 2 Avenue	Dog Control Bylaw 836/12	Dog at large.	See complain form.	CPO Leeks was given direction to call owner as a warning.	Closed July 13, 2022

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Town of Bassano Bylaw Enforcement Tracker
2022 Case Files

TOB-BEO060/22	14-Jul-22	831 2 Avenue	Dog Control Bylaw 836/12	Dog at large.	No images were taken.	CPO Leeks was given direction to call owner as a warning. The property owner was notified that the dog needs to be licensed. She said she would come in.	Ongoing
TOB-BEO061/22	14-Jul-22	813 5A Avenue BBI Priority Area 4	Community Standards Bylaw 920/21	Accumulation of vehicle parts, tire, one inoperable vehicle, metal tank, and garbage and debise.	See file.	The administration left a message with the property owner on June 24, 2022. Verbal confirmation that message was received. Clean-up Order and Notice of Entry are to be sent on July 14. 2022.	Closed August 22, 2022
TOB-BEO062/22	14-Jul-22	1056 2 Avenue BBI Priority Area 2	Community Standards Bylaw 920/21	Overgrown grass and weeds.	See File Notes.	A call was placed on July 14, 2022 to the property owner as a courtesy - message was left. Call was returned and a conversation took place. Follow-up email was sent. Property owner was given 72 hours to have the property cleaned up.	Closed July 25, 2022
TOB-BEO063/22	14-Jul-22	530 3 Avenue BBI Priority Area 4	Community Standards Bylaw 920/21	Overgrown grass and weeds. Broken fence at the rear of the property.	See File Notes.	Phone number was out of service. An email was sent to the property owner July 14, 2022. She has 72 hours to remove grass and weeds and a period of 14 days to remove or repair the fence at the rear of the property.	Closed July 29, 2022
TOB-BEO064/22	8-Jul-22	N/A	Traffic Bylaw 876/18	Written complaint sent via email.	No images were taken.	Email was sent to CAO Amanda Davis about concerns regarding stop signs and speeding. Email has been saved in the complaints folder. Amanda explained that her request would go to council. No further action has been takin at this time.	Closed August 8, 2022
TOB-BEO065/22	25-Jul-22	309 3 Avenue	Fire Service Bylaw 885-19	Burning barrel was lit on the property.	See file.	Public works investigated a verbal complaint and found that a burning barrel was lit and that it smelt of garbage and yard waste. Property's caretaker was notified verbally that burning barrels are not permitted within the Town. Fire was extiguished.	Closed July 26, 2022
TOB-BEO066/22	9-Aug-22	726 2 Avenue	Dog Control Bylaw 836/12	Multiple complaints have been received regarding the constant barking of the 3 dogs on the property. Dogs are unlicensed.	No images. See property files for complaints.	Complaints were received on March 18, May 12, and August 7, 2022 from a neighbour. CPO Leeks contacted the property owner and let them know that there have been noise complaints and that the dogs need to be licensed. Complainant was asked to complete a dog log to prove excessive barking. Dog log has not bee completed.	Ongoing
TOB-BEO067/22	9-Aug-22	418 1 Avenue BBI Priority Area 1	Community Standards Bylaw 920/21	Overgrown grass and weeds.	See property file.	A call was placed by the CPO on August 9, 2022, to the property owner as a courtesy. Property owner was given 72 hours to have the property cleaned up. Property owners wife came in and explained that they are working on the property. As they met parcial compliance by Friday an extension was given to August 15, 2022. Property owner met compliance.	Closed Augsut 22, 2022
TOB-BEO068/22	9-Aug-22	231 1 Avenue BBI Priority Area 1	Community Standards Bylaw 920/21	Overgrown grass and weeds.	See property file.	A call was placed by the CPO on August 9, 2022, and by Administration on August 18, 2022, as a courtesy Property owner was given 72 hours to have the property cleaned up. Compliance was met by the property owner.	Closed Augsut 22, 2022
TOB-BEO069/22	9-Aug-22	602 1 Avenue BBI Priority Area 3	Community Standards Bylaw 920/21	Overgrown grass and weeds.	See property file.	A call was placed by the CPO on August 9, 2022, to the property owner as a courtesy. CPO was unable to reach the property owner. Administration called property owner and left a message. Call was not returned. A fine and orders were issued on August 24, 2022. Property owner achieved compliance.	Closed September 20, 2022

Last updated October 7, 2022 - SS

Town of Bassano Bylaw Enforcement Tracker
2022 Case Files

TOB-BEO070/22	9-Aug-22	902 2 Avenue BBI Priority Area 2	Community Standards Bylaw 920/21	Overgrown grass and weeds.	See property file.	A call was placed by the CPO on August 9, 2022, to the property owner as a courtesy. Property owner was given 72 hours to have the property cleaned up. Compliance was met by the property owner.	Closed Augsut 22, 2022
TOB-BEO071/22	9-Aug-22	258 3 Avenue BBI Priority Area 5	Community Standards Bylaw 920/21	Overgrown grass and weeds.	No images.	Complaint was received on August 8, 2022. The property was not deemed unsightly at that time. The property will be monitored.	Closed August 11, 2022
TOB-BEO072/22	23-Aug-22	201 1 Avenue BBI Priority Area 1	Community Standards Bylaw 920/21	Overgrown weeds.	No images.	A call was placed by Administration on August 23, 2022, to the property owner as a courtesy. Propoerty owner was given 72 hours to complete the clean-up. Property owner met compliance.	Closed August 24, 2022
TOB-BEO073/22	23-Aug-22	432 4 Avenue BBI Priority Area 3	Community Standards Bylaw 920/21	Overgrown weeds in the back alley.	No images.	A call was placed by Administration on August 23, 2022, to the property owner as a courtesy. The property owner took possession of the home on August 18, 2022. Compliance was achieved.	Closed August 29, 2022
TOB-BEO073/22	16-Aug-22	826 4 Avenue	Traffic Bylaw 876/18	Unknown trailer is parked on Town Property.	Images saved in file.	CPO was directed to contact the trailer owner on August 16, 2022. The owner was contacted on August 22, 2022. CPO issued a warning. The trailer was moved.	Closed August 30, 2022
TOB-BEO074/22	25-Aug-22	705 5A Avenue BBI Priority Area 4	Community Standards Bylaw 920/21	Overgrown grass and weeds. Primarily in the back yard.	Images saved in file. Complaint form located in complaints folder.	A call was placed by Administration on August 25, 2022, to the property owner as a courtesy. The property owner was given 72 hours to have the property cleaned up period ending August 29, 2022. Compliance was met by the property owner.	Closed August 29, 2022
TOB-BEO075/22	16-Aug-22	222 3 Avenue	Fire Services Bylaw 885/19	A complaint was received from a neighboring resident. She explained that garbage was being burnt on the property.	Complaint form saved in complaint folder.	Administation drove past the property and did not see a fire or remains of a fire on the property.	Closed August 29, 2022
TOB-BEO076/22	16-Aug-22	610 2 Avenue	Traffic Bylaw 876/18	A verbal complaint was received regarding speeding down the back alley behind the Community Hall (610 2 Avenue)	No images.	CPO Leeks conducted 3 traffic patrols during the month of September. No speeders were caught. The complainant was updated.	Closed September 30, 2022
TOB-BEO077/22	1-Sep-22	302 3 Avenue BBI Priority Area 3	Community Standards Bylaw 920-21 Land Use Bylaw Traffic Bylaw 878-18	The shed has been built without a permit. RV is parked on the road.	Images are saved to the property file.	Orders were issued on September 22, 2022, regarding the shed and clean-up at the rear of the property. The permit application was submitted - the appeal period ended October 25, 2022. Property owner must obtain a buildling permit to bring the shed into compliance. RV and boat trailer were removed.	Ongoing
TOB-BEO078/22	1-Sep-22	249 3 Avenue	N/A	A complaint was received from resident explaining that vehicles originally on 249 3 Avenue have now been parked along the street.	No images.	Clean-up order for the vehicles has already been initiated. Compliant was updated.	Closed September 1, 2022
TOB-BEO079/22	1-Sep-22	302 3 Avenue	N/A	A complaint was received from resident explaining that the RV parked in front of 302 3 Avenue is a hazard and blocks traffic. It is not allowed under bylaws.	No images.	Action has already been taken. Compliant was updated.	Closed October 5, 2022
TOB-BEO080/22	23-Sep-22	Picked up on 1 Avenue	Dog Control Bylaw 836/12	Dog at large caught by PW. Dog's license had expired.	No images.	Dog was caught by PW. Picture of dog was posted on Facebook	Closed September 23, 2022

Last updated October 7, 2022 - SS

Town of Bassano Bylaw Enforcement Tracker
2022 Case Files

TOB-BEO081/22	6-Oct-22	436 8 Avenue	Traffic Bylaw 876/18	Oil and fluids were leaking on the road.	Images are saved to the property file.	Public Works contacted the property owner and asked for them to clean up the mess using kitty litter. Litter is to be removed from the street once saturated.	Ongoing
TOB-BEO082/22	11-Oct-22	337 9 Avenue	Dog Control Bylaw 836/12	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were following him on his run around Town. Owners were contacted and asked to license and keep the dogs confined to the property unless they are leashed, held, and controlled by the owner. Email was sent with	Ongoing
TOB-BEO083/22	14-Oct-22	249 3 Avenue	Traffic Bylaw 876/18	Complaint regarding vehicles being parked on the street.	No images.	The complaint was received on October 14, 2022, regarding 4 vehicles being parked on the road. As per Traffic Bylaw, 238 3 Avenue registered vehicles are permitted to be park on the street as long as they are not a hazard. The complainant was called and informed.	Closed October 20, 2022

Last updated October 7, 2022 - SS

REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 7.2

Recreation Funding Committee – 2023 Allocation

BACKGROUND:

(72b) Recreation

The Recreation Funding Committee (RFC) met on September 26, 2022, to complete an annual review of the program and to determine if funding is suitable for the next year. Due to inflation, the committee has recommended to respective councils to increase the allocation by 8% ($4,000) for a total amount available of $54,000 for the 2023 funding cycle.

RFC09/2022 Moved by **MEMBER WETZSTEIN** that the Recreation Funding Committee recommend an inflationary increase of 8% to member municipalities whereby the total allocation would increase from $50,000 to $54,000 for the 2023 funding cycle.

CARRIED

OPTIONS:

☒ #1 – That council approves the 2023 Recreation Funding Committee allocation of $54,000 an increase of 8 percent split equally between the partners.

☐ #2 – That council denies an increase to the 2023 Recreation Funding Committee and maintains $50,000 as the amount available, to be split equally between the partners.

CAO COMMENTS

This is the third year administering the joint recreation program. It seems to have been well received. Applicants and user groups are getting more comfortable with the grant application process. Applicants continue to contact Town administration prior to submission to verify their eligibility.

The 2022 grant application package was released early (December 2021) to support recreation and leisure organizations as members planned for their upcoming season or event. RFC members and administration prepared information and delivered packages to user groups to promote the program and encourage their participation.

Six (6) applications were received in 2022. Award notifications are shown below, and the full amount including 2021 carry forward was allocated.

Funds Available	$	53,315			
Application Number	**Applicant**		**Project Title**	**Funding Requested**	**Amount Awarded**
RFC/012022	Bassano Arts Council		Small Town Smoke Down Friday Night Concert & Dance	$ 2,200	**$ 2,000**
			Summer Concerts in the Park	$ 2,800	**$ 2,000**
RFC/022022	Arena Management Board		Bassano Centennial Arena Operations Expenses	$ 50,000	**$ 25,000**
RFC/032022	Bassano Curling Club		Operation Costs	$ 10,000	**$ 10,000**
RFC/042022	Bassano Golf Club		Youth Golf	$ 2,800	**$ 2,800**
			Utility/Course Maintenance	$ 20,610	**$ 7,915**
			Accounting, Administration and Insurance	$ 11,400	$ -
RFC/052022	Bassano Minor Ball		Bassano Minor Ball Diamond Maintenance (Shale)	$ 3,600	**$ 3,600**
			Bassano Minor Ball Diamond Maintenance (Paint)	$ 462	$ -
RFC/062022	Bassano Memorial Library		Disk Golf	$ 6,000	$ -
				$ 109,872	**$ 53,315**
			Difference/Carry Forward	-$ 56,557	$ -

Each applicant received their 50% initial payment. Final payments will not be issued for the 2022 grant program until recipients submit their follow-up forms

Collectively, the RFC members are pleased with the grant process and the allocation of funds to date. Few grammatical revisions were made to the program for the 2023 funding cycle.

ALIGNMENT WITH STRATEGIC PLAN

Goal 1 – Task 1 – Regional Partnerships

PROPOSED RESOLUTION:

☒ #1 – That council approves the 2023 Recreation Funding Committee allocation of $54,000 an increase of 8 percent split equally between the partners.

Attachments:

1. September 26, 2022 RFC Minutes - Unapproved

Prepared by: Amanda Davis, CAO

MINUTES OF THE **RECREATION FUNDING COMMITTEE (RFC) – COMMITTEE MEETING** HELD IN BASSANO COUNCIL CHAMBERS ON **SEPTEMBER 26, 2022.**

COMMITTEE MEMBERS

CHAIR	Arno Doerksen, County of Newell
VICE CHAIR	Irvin Morey, Town of Bassano
MEMBERS	Mike Wetzstein, Town of Bassano
	Kelly Christman, County of Newell
STAFF	Sydney Smith – Recreation and Community Services Liaison

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1. CALL TO ORDER

The meeting was called to order by **CHAIR DOERKSEN** at 7:03 p.m.

2. EXCUSED FROM MEETING

Kelly Christman

3. ADOPTION OF AGENDA

RFC06/2022 Moved by **MEMBER MOREY** that the September 26, 2022 agenda is approved as presented.

CARRIED

4. ADOPTION OF MINUTES

4.1 Adoption of minutes from the regular meeting of May 12, 2022

RFC07/2022 Moved by **MEMBER WETZSTEIN** to approve the regular meeting minutes of May 12, 2022 as presented.

CARRIED

5. REPORTS

5.1. Administrative Report – Period Ending September 22, 2022

RFC08/2022 Moved by **MEMBER MOREY** to accept the Administrative Report for the period ending September 22, 2022 as presented and attached to and forming part of these minutes. **CARRIED**

6. NEW BUSINESS

6.1 2022 RFC Program Review

Revised RFC policies and procedures were presented and discussed.

RFC09/2022 Moved by **MEMBER WETZSTEIN** that the Recreation Funding Committee recommend an inflationary increase of 8% to member municipalities whereby the total allocation would increase from $50,000 to $54,000 for the 2023 funding cycle.

CARRIED

RFC10/2022 Moved by **MEMBER WETZSTEIN** that the Recreation Funding Committee releases the 2023 application guidelines by November 31, 2022 to help user groups prepare their future years' application.

CARRIED

RFC11/2022 Moved by **MEMBER MOREY** to approve the revised Recreation Funding Committee policies and procedures as presented for implementation in 2023.

CARRIED

7. OTHER

- None

8. ADJOURNMENT

RFC012/2022 Moved by **CHAIR DOERKSEN** for adjournment at 7:29 p.m.

CARRIED

_____ _____

Chair Chief Administrative Officer

REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 7.3

FCSS Department – 2023-2025 Budget – Proposed/Projected

BACKGROUND:

(51) FCSS

For the 2022 budget, council committed to fund the FCSS department to ensure it could operate at full capacity. The budgetary amendment resulted in a projected increase of $18,000 - $22,000 per annum.

6.1 FCSS Department – 2022 – 2024 Budget – Proposal

TOB03/22 Moved by **COUNCILLOR SLOMP** 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

1 of 4

Mayor
07/02/22

CAO
07/02/22

Regular Council Meeting
January 17, 2022

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.

CARRIED

The 2023 – 2025 budget review supplements the delegation by Chair Hauck and FCSS Director Barron whereby council will hear of current year programs along with a 2023 program/event schedule.

Due to human resources changes in 2022, there will be carry forward funds at the end of the year that will reduce the Town's 2023 allocation to approx. $10,000. In years 2024 and 2025 the contribution is projected at $34,470 and $39,020 respectively.

OPTIONS:

☒ #1 – That council approves the 2023 FCSS Department budget and 2024-2025 projections as recommended by the FCSS Advisory Board as presented.

☐ #2 – That council declines the 2023 FCSS Department budget and 2024-2025 projections as recommended by the FCSS Advisory Board as presented.

CAO COMMENTS

None – please refer to the delegate material.

ALIGNMENT WITH STRATEGIC PLAN

- Operations

PROPOSED RESOLUTION:

☒ #1 – That council approves the 2023 FCSS Department budget and 2024-2025 projections as recommended by the FCSS Advisory Board as presented.

Attachments:

1. FCSS 2023-2025 Operations Budget and Projections – Proposed

Prepared by: Amanda Davis, CAO

Town of Bassano

2023-2025 Operations Budget and Projections - *Proposed*

(51) FCSS

	Revenue	2022 Approved	2023 Proposed	2024 Projected	2025 Projected
1510059000	FCSS - Other Revenue	$ 2,500	$ 7,500	$ 2,500	$ 7,500
1510059500	FCSS - Community Christmas Donation	$ 6,015	$ 5,000	$ 5,000	$ 5,000
1510084000	FCSS - Conditional Grant	$ 39,505	$ 39,505	$ 39,505	$ 39,505
1510085000	FCSS - Grasslands Contribution	$ 12,275	$ 12,275	$ 12,275	$ 12,275
1510085000	FCSS - TOB Contribution	$ 10,075	$ 10,075	$ 34,470	$ 39,020
1510092000	FCSS - Transfer from Reserves	$ 19,700	$ 25,500	$ -	$ -
	Revenue Subtotal	$ 90,070	$ 99,855	$ 93,750	$ 103,300
	Expenditure	**2022 Approved**	**2023 Proposed**	**2024 Projected**	**2025 Projected**
2510011000	FCSS - Salaries	$ 56,210	$ 58,000	$ 61,000	$ 64,000
2510013000	FCSS - ER Contributions	$ 3,893	$ 4,050	$ 4,150	$ 4,300
2510013500	FCSS - AUMA Benefits	$ 6,227	$ 6,555	$ 6,600	$ 6,800
2510013700	FCSS -RRSP Contributions	$ 1,200	$ 1,200	$ 1,200	$ 1,200
2510015000	FCSS- Adm. Training/edu.	$ 500	$ 2,500	$ 1,000	$ 1,000
2510020000	FCSS Program	$ 10,625	$ 16,500	$ 9,000	$ 15,500
2510021100	FCSS - Travel/Sub.	$ 2,215	$ 1,750	$ 1,500	$ 1,200
2510022000	FCSS - Advertizing/Membership	$ 400	$ 500	$ 500	$ 500
2510059500	FCSS - Events - Christmas Hampers	$ 5,000	$ 5,000	$ 5,000	$ 5,000
2510051000	FCSS - General G&S	$ 3,800	$ 3,800	$ 3,800	$ 3,800
	Expenditure Subtotal	$ 90,070	$ 99,855	$ 93,750	$ 103,300
	Total	0.00	0.00	0.00	0.00

OPEN DISCUSSION

Meeting: November 14, 2022
Agenda Item: 7.4

Cemetery Department – 2023-2025 Budget – Proposed/Projected

BACKGROUND:

(56) Cemetery Department
The Parks and Beautification department operates the cemetery to include burials, general maintenance, beautification, and mowing. Perpetual care of monuments is not the responsibility of municipal care takers.

Budget Overview

There were three planned tasks for the cemetery in 2022:

1. Install sprinklers
   - This project is not complete and has been carried forward to 2023 (approx. 100 heads).

2. Tree removal and replacement
   - Dead trees are planned for removal before December 31, 2022.

3. Finish converting paper files into the GIS system
   - The GIS update was completed in October. Administration is working on a quality control process to ensure all the data entered matches the paper files. This process is expected to continue into 2023.

This is the first year that the cemetery water was metered (installed in Fall 2021). Future year budgets will be adjusted to account for water consumption.

There are carry forward projects for 2023-2025.

2023	2024	2025
Administration - GIS conversion – QC - Cemetery bylaw modernization - Seek tree replacement grants Park & Beautification - Sprinkler install (3rd week of May)	Administration - Cemetery bylaw modernization - Seek tree replacement grants Park & Beautification - Grave cover removal project - Tree replacement pending grants	Park & Beautification - Grave cover removal
Proposed Budget	**Projected Budget**	**Projected Budget**
($1,350)	Breakeven $7,000	Breakeven $7,000

The year-to-date budget is shown below.

TOWN OF BASSANO

(56) Cemetery Department
Town of Bassano
YTD

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining $
Revenue				
1-56-00-400-00	CEMETARY - PLOT SALES	(3,500.00)	(3,517.50)	17.50
1-56-00-410-00	CEMETERY - PLOTS OPEN & CLOSIN	(2,500.00)	(2,570.00)	70.00
1-56-00-990-00	CEMETERY - DONATIONS	(1,000.00)	(1,268.80)	268.80
* **TOTAL Revenue**		**(7,000.00)**	**(7,356.30)**	**356.30**
Expenses				
2-56-00-250-00	CEMETARY - REPAIR/MAINTENANCE	4,000.00	3,219.15	780.85
2-56-00-500-00	CEMETERY - PLOT OPEN/CLOSE	100.00	0.00	100.00
2-56-00-510-00	CEMETARY - GOODS & SUPPLIES	150.00	314.03	(164.03)
2-56-00-540-00	CEMETERY - WATER UTILITIES	750.00	1,437.45	(687.45)
2-56-00-764-00	CEMETERY, TSF TO RESERVES	0.00	0.00	0.00
* **TOTAL Expenses**		**5,000.00**	**4,970.63**	**29.37**

*** End of Report ***

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

G2 – T2 & G2 – T5

Attachments:

1. None

Prepared by: Amanda Davis, CAO

REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 7.5

2023 Fortis Alberta Franchise Fee

BACKGROUND:

Each year as part of the Town's Electrical Distribution System Franchise Agreement with Fortis Alberta, council can either increase, decrease, or keep the franchise fee the same, with written notice.

The Town must notify Fortis Alberta by November 1 annually of their decision to increase, decrease, or keep the franchise fee the same. There have been internal changes with Fortis, and they did not provide 2023 franchise fee documentation in time for the October 11, 2022 meeting. Should council choose to change the franchise rate for 2023, they will not become active until April 1, 2023.

What is a franchise fee?

Franchise fees are collected from consumers and payable to municipalities monthly. Franchise fees are revenues in which the municipality allocates to reduce the overall electrical charges incurred. One benefit from collecting franchise fees is that non-taxable properties contribute as no general taxation revenue is received.

In 2019, the Town increased the Fortis franchise fee 2 percent from 12.40% to 14.40% with estimated revenue of $166,555. The franchise fee cap is 20 percent. In 2020, the franchise fee was maintained at 14.40 percent with a planned increase of 1 to 2 percent in 2021. Council chose to maintain the franchise fee at 14.40% in 2021 and 2022.

***Franchise Fee Options**

****2022 Fortis FF budget (14.40%)**	$180,186
2023 Fortis FF revenue (14.40%) est.	$181,189
Difference	>$1,003
2023 Fortis FF revenue (15.40%) est.	$193,772
Difference	>$13,586
2023 Fortis FF revenue (16.40%) est.	$206,354
Difference	>$26,168

**The franchise fee projections are based on a full year. If council elects to change the rate, the actual revenue collection will be decreased for Q1.*

***2022 approved budget versus projected revenue was based on information provided in 2021 <$13,000 (budgeted amount $167,000)*

Residential Impact Assessment

Option 1 – Maintain at 14.40%

Existing (Current) Typical Residential Customer Monthly Costs

Rate 11 (Effective Jan.1, 2022) Distribution Tariff Estimated Rate Filing) Based on Current 14.4% Franchise Fee

Delivery Service Charge

All kWh Delivered	$ 0.071260	640 kWh		$45.61
Basic Daily Charge	$ 0.85296	30 Days		$25.59
				$71.20
Current Franchise Fee		14.40%		$10.25
	GST	5.0%		$4.07
				$85.52

Current Annual Franchise Fee Costs: $10.25 * 12 = $123.02

Proposed Residential Customer Monthly Costs

Rate 11 (Proposed January 2023 Estimated Distribution Tariff) Based on NEW 14.4% Franchise Fee

Delivery Service Charge

All kWh Delivered*	$ 0.072507	640 kWh		$46.40
Basic Daily Charge*	$ 0.89231	30 Days		$26.77
				$73.17
Estimated Proposed Franchise Fee		14.40%		$10.54
	GST	5.0%		$4.19
				$87.90

Proposed Annual Franchise Fee Cost: $10.54 * 12 = $126.44

* Includes estimated Rate changes.

Option 2 – Increase to 15.40%

Existing (Current) Typical Residential Customer Monthly Costs

Rate 11 (Effective Jan.1, 2022) Distribution Tariff Estimated Rate Filing) Based on Current 14.4% Franchise Fee

Delivery Service Charge

All kWh Delivered	$	0.071260	640 kWh	$45.61
Basic Daily Charge	$	0.85296	30 Days	$25.59
				$71.20
Current Franchise Fee			**14.40%**	$10.25
		GST	5.0%	$4.07
				$85.52

Current Annual Franchise Fee Costs: $10.25 * 12 = $123.02

Proposed Residential Customer Monthly Costs

Rate 11 (Proposed January 2023 Estimated Distribution Tariff) Based on NEW 15.4% Franchise Fee

Delivery Service Charge

All kWh Delivered*	$	0.072507	640 kWh	$46.40
Basic Daily Charge*	$	0.89231	30 Days	$26.77
				$73.17
Estimated Proposed Franchise Fee			**15.40%**	$11.27
		GST	5.0%	$4.22
				$88.66

Proposed Annual Franchise Fee Cost: $11.27 * 12 = $135.22

*** Includes estimated Rate changes.**

Option 3 – Increase to 16.40%

Existing (Current) Typical Residential Customer Monthly Costs

Rate 11 (Effective Jan.1, 2022) Distribution Tariff Estimated Rate Filing) Based on Current 14.4% Franchise Fee

Delivery Service Charge

All kWh Delivered	$	0.071260	640 kWh	$45.61
Basic Daily Charge	$	0.85296	30 Days	$25.59
				$71.20
Current Franchise Fee			14.40%	$10.25
		GST	5.0%	$4.07
				$85.52

Current Annual Franchise Fee Costs: $10.25 * 12 = $123.02

Proposed Residential Customer Monthly Costs

Rate 11 (Proposed January 2023 Estimated Distribution Tariff) Based on NEW 16.4% Franchise Fee

Delivery Service Charge

All kWh Delivered*	$	0.072507	640 kWh	$46.40
Basic Daily Charge*	$	0.89231	30 Days	$26.77
				$73.17
Estimated Proposed Franchise Fee			16.40%	$12.00
		GST	5.0%	$4.26
				$89.43

Proposed Annual Franchise Fee Cost: $12 * 12 = $144

* Includes estimated Rate changes.

OPTIONS:

☒ #1 – That the Town of Bassano maintains the Fortis Alberta Electrical Distribution System Franchise Fee at 14.40% in 2023.

☐ #2 – That the Town of Bassano increases the Fortis Alberta Electrical Distribution System Franchise Fee from 14.40% to 15.40% effective April 1, 2023.

☐ #3 - That the Town of Bassano increases the Fortis Alberta Electrical Distribution System Franchise Fee from 14.40% to 16.40% effective April 1, 2023.

CAO COMMENTS:

None

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter that impacts all budgetary requirements and projects.

PROPOSED RESOLUTION:

☒ #1 – That the Town of Bassano maintains the Fortis Alberta Electrical Distribution System Franchise Fee at 14.40% in 2023.

Attachments:

1. 2022 Municipal Franchise Fee Riders

Prepared by: Amanda Davis, CAO

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:
A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	14%	2022/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	15%	2022/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	10%	2020/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	13%	2022/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2022/04/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	13%	2013/01/01	04-0378	Larkspur	3%	2020/04/01
02-0088	Didsbury	17%	2016/01/01	01-0200	Leduc	16%	2014/01/01
02-0091	Drayton Valley	10%	2016/01/01	02-0202	Legal	15%	2021/01/01
03-0093	Duchess	15%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0208	Longview	17%	2017/01/01
03-0096	Edberg	13%	2021/01/01	03-0209	Lougheed	5%	2016/01/01
03-0097	Edgerton	15%	2022/01/01	02-0211	Magrath	10%	2021/01/01
02-0100	Edson	4.75%	2020/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0215	Mayerthorpe	11%	2022/01/01
03-0112	Foremost	7%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0115	Fort Macleod	15%	2018/10/01	02-0218	Milk River	12%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0219	Millet	16%	2019/01/01
02-0124	Gibbons	10%	2013/01/01	03-0220	Milo	20%	2017/01/01
03-0128	Glenwood	5%	2022/04/01	02-0224	Morinville	20%	2013/07/01
04-0129	Golden Days	0%	2017/01/01	04-0230	Nakamun Park	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	02-0232	Nanton	9%	2019/01/01
04-0134	Grandview	0%	2016/01/01	02-0236	Nobleford	0%	2013/10/01
04-0138	Gull Lake	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0237	Norglenwold	5%	2015/01/01
02-0143	Hardisty	9.50%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
02-0148	High River	20%	2015/07/01	02-0239	Olds	15%	2019/01/01
03-0149	Hill Spring	5%	2014/01/01	02-0240	Onoway	10%	2022/01/01
02-0151	Hinton	11.73%	2022/01/01	04-0374	Parkland Beach	0%	2015/01/01
03-0152	Holden	4%	2016/01/01	02-0248	Penhold	19%	2014/01/01
03-0153	Hughenden	5%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0154	Hussar	12.50%	2017/01/01	02-0250	Pincher Creek	13%	2017/01/01
02-0180	Innisfail	15%	2021/04/01	04-0253	Point Alison	0%	2017/01/23
03-0182	Irma	20%	2015/01/01	04-0256	Poplar Bay	0%	2016/01/01
02-0183	Irricana	0%	2013/10/01	02-0257	Provost	20%	2015/01/01
04-0185	Island Lake	0%	2016/01/01	02-0261	Raymond	16%	2022/01/01
04-0186	Itaska Beach	0%	2017/10/01	02-0265	Redwater	8%	2022/04/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0266	Rimbey	20%	2022/01/01
04-0187	Kapasiwin	0%	2018/04/01	02-0268	Rocky Mtn House	12%	2017/01/01

Muni Code	Municipality	Rider	Effective
03-0270	Rockyford	5%	2015/04/01
03-0272	Rosemary	14.50%	2020/01/01
04-0273	Ross Haven	0%	2016/01/01
03-0276	Ryley	3%	2016/01/01
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	9%	2020/01/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	3%	2019/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	10%	2021/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	6%	2021/01/01
03-0300	Stirling	12%	2019/01/01
02-0301	Stony Plain	20%	2013/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	20%	2020/07/01
03-0304	Strome	9%	2022/01/01
02-0307	Sundre	10%	2020/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	15%	2019/01/01
02-0311	Taber	18%	2020/07/01
02-0315	Thorsby	20%	2014/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	8%	2022/01/01
02-0331	Viking	8%	2013/01/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	11%	2020/04/01
07-0159	Waterton Park	8%	2018/10/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	5%	2021/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	14.75%	2022/01/01
01-0347	Wetaskiwin	13.80%	2020/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	3.32%	2021/01/01
04-0354	Yellowstone	3%	2016/01/01

OPEN DISCUSSION

Meeting: November 14, 2022
Agenda Item: 7.6

Fire Response and Billing Practices

BACKGROUND:

The Regional Emergency Advisory Committee (REAC) met on October 3, 2022 for an orientation. Upon completion of the orientation, a review of matters pertaining to fire and emergency operations within the region occurred. Member municipalities were asked to engage in a discussion with their respective councils about billing practices for fire response.

The purpose of this discussion is to determine if a regional approach should be implemented for the billing of insurable fire related services.

Currently, the Town and the County do not bill for fire services (structural or wildland fires). The Villages of Rosemary and Duchess both charge for fire services within their respective communities (structural). They choose to bill for structural fire services because property owners should hold fire insurance. The Villages invoice for the true costs of providing the fire service and claim whatever amount the insurance company will provide and write off the balance.

Beyond structural fire services, the County invoices for all MVA. At this time, none of the municipalities charge for non-insurable fire calls (e.g. medical assists) and there was no appetite to entertain charging for non-insurable calls.

Since 2018, Bassano has responded to two large structural fires, both commercial properties.

As a preliminary discussion, council is asked to:

- Determine municipal philosophies related to fire services. Should fire response be provided as a service under general taxation, or should it be a billable?
- If fire services become billable, how will fire revenue to allocated to ensure fairness among municipalities?
- What is the impact of charging for uninsurable fire response (e.g. urban MVA or medical assists)?
- Are member municipalities in favor of charging for fire response? If so, in which circumstances?
- Do member municipalities want standardized billing for emergency response?
- What would be the billing procedures and processes?
- Boundary sensitivity – what is the impact if urban communities bill for service and rural areas do not?

The County of Newell provided the following comments following their October 18, 2022 meeting:

"During a Committee of the Whole meeting last Monday, Council expressed support for proceeding with a uniform approach to invoicing for fire suppression services provided. The matter has been referred for further consideration during their Nov. 14th, 2023 budget review discussion. In advance of that meeting, your input on the following principles is important.

When it comes to revenues received for suppression services provided within each Fire Departments service area, it is Council's position that the fees collected should be applied as a direct offset against costs incurred for providing the service.

Further, rates and billing practises should also be consistently applied regardless of which department is involved. If there are multiple departments that respond, only one invoice should be issued that would be inclusive of each department involved.

After reviewing related details in the current fire service agreements and considering existing practices that have been followed, it is acknowledged that the above approach may be a departure from that which has been in place.

The relevant clauses on this matter from each of the agreements are noted below.

Duchess Agreement (Article 28) "Either Council reserves the right to invoice owners of property located within their municipal boundaries for responses provided by the Fire Department to protect structures, physical improvement, land, etc. Revenues thus generated by the municipalities billing for the service provided to protect property shall be retained by the respective municipality."

Rosemary Agreement (Article 28) "Either Council reserves the right to invoice owners of property located within their municipal boundaries for responses provided by the Fire Department to protect structures, physical improvement, land, etc. Revenues generated from such responses shall be applied towards the Fire Departments operating costs."

Bassano Agreement (Article 26) "Either Council reserves the right to invoice owners of property located within their municipal boundaries for responses provided by the Fire Department to protect structures, physical improvement, land, etc. Revenues received from such responses shall be applied towards the Fire Departments operating costs."

Because of the exception in the Duchess Agreement, a revised arrangement with the Village of Duchess may be required before a uniform approach could be applied between all four municipalities.

Acknowledging that Bassano has not recently been issuing invoices for fire suppression within the Town, and that the County has specifically declined to do so in the past, a decision to proceed will be a change in the status quo for both municipalities. Part of the commitment to proceed would also require the passage of a bylaw by all four municipal partners. Given the potential implications of each point above, is this something that your Council would be prepared to support?

Please share your thoughts, making note of other issues that additional information may be required on before a commitment could be made to proceed. As part of this decision making process, it would be helpful to review call history for the last five years to better understand what the future financial impact could be if similar stats are projected forward for the next five years.

A review of historical call volumes during that period may confirm that the potential revenue amounts involved may not be worth pursuing given the additional effort involved and the potential resistance that may arise. We are attempting to generate that information and will circulate it when it becomes available."

At the time this report was prepared, the Villages of Rosemary and Duchess had not responded. Bassano advised the County that a preliminary discussion would occur on November 14, 2022.

Attachments:

1. REAC Meeting Notes – October 3, 2022

Prepared by: Amanda Davis, CAO

MEETING NOTES OF THE REGIONAL EMERGENCY ADVISORY COMMITTEE (REAC) – MEETING HELD IN VILLAGE OF DUCHESS COUNCIL CHAMBERS ON OCTOBER 3, 2022.

COMMITTEE MEMBERS

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

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1. CALL TO ORDER

The meeting was called to order by **LAYNE JOHNSON** at 10:00 a.m.

2. ELECTIONS

2.1. Nomination and Election of Chair

JOHNSON opened the floor for nominations for the position of Chairperson.

MEMBER STEIDEL nominated **MEMBER MOREY** for the position of Chairperson.

MEMBER FUJIMOTO nominated **MEMBER STEIDEL** for the position of Chairperson.

Since there were no other nominations from the floor, **JOHNSON** called for nominations to cease.

MEMBER MOREY withdrew his nominated position. **MEMBER STEIDEL** accepted the position of Chairperson.

2.2 Nomination and Election of Vice Chair

CHAIR STEIDEL opened the floor for nominations for the position of Vice Chairperson.

MEMBER DOERKSEN nominated **MEMBER MOREY** for the position of Vice Chairperson.

Since there were no other nominations from the floor, **CHAIR STEIDEL** called for nominations to cease.

Unapproved

MEMBER MOREY accepted the position of Vice Chairperson.

2.3 Appointment of a Recording Secretary

MEMBER MOREY nominated **AMANDA DAVIS** as the recording secretary. **DAVIS** accepted the position of recording secretary.

3. OVERVIEW

The following documents were presented for information only.

- Emergency Management Act
- Newell Regional Emergency Management Partnership Agreement
- Regional Emergency management Bylaw (County Version)
- Newell Regional Emergency Management Partnership – Ministerial Order

4. REAC ORIENTATION

Johnson presented the origins, roles, and responsibilities of REAC, the Planning and Coordinating Group, and regional agencies.

Discussion held regarding the importance of regional emergency management due to legislative changes in 2019-2020. Legislative changes increase the level of planning, training, and responsibilities of every Alberta municipality. To achieve desired outcomes, combining efforts to tackle emergency management was validated. The members received Ministerial approval to proceed with a regional approach to emergency management.

5. UPDATE FROM THE PLANNING AND COORDINATING GROUP ON THE REGIONAL EMERGENCY RESPONSE PLAN

Johnson and Davis updated the REAC on the preparation of a Regional Emergency Management Plan, a plan that combines the four individual member municipality emergency plans into one and progress made to date. Under the guidance of the Alberta Emergency Management Agency, the group recently completed a hazardous identification plan. Beyond the hazardous identification plan, the group determined that it is not feasible to undertake the development of a regional emergency management plan without outside support due to the workload.

The Town of Bassano is prepared to take on the role of managing partner and lead the regional emergency management plan project should the members receive an Alberta Community Partnership (ACP) grant. The Sturgeon Regional Emergency Management Plan will be used as the guideline to support the project. Before an application can be submitted to the ACP program, the Villages of Duchess and Rosemary must agree in writing to the approach. Likewise, an invitation was sent to the City of Brooks to gauge their interest to enter into the regional emergency management process. No action can be taken by the Town of Bassano until confirmation is received from member municipalities. If successful, the project is expected to commence in Q2, 2023.

Discussion held regarding the stop movement orders and who will have authority/jurisdiction to take such action. This is an operational procedure that will be addressed within the regional

Unapproved

emergency management plan and presented to REAC later.

6. REVIEW OF MATTERS PERTAINING TO FIRE & EMERGENCY OPERATIONS WITHIN THE REGION

Although the following items are outside the scope and mandate of the REAC, administrators sought input of elected officials regarding regional budget planning considerations.

6.1. Budget Planning Considerations for 2023 and Beyond

- With the recent appointment of Stewart Luchies as a full-time employee of the County of Newell more attention has been provided on asset management related to fire equipment and supplies. Discussion ensued regarding bulk purchasing of fire assets and resources (excluding apparatus). In collaboration with the fire chiefs, Luchies will develop an SOG for buying that a) increases purchasing power, and b) reduces management demands for individual departments. The SOG will also include a list of assets that the County will manage related to bulk ordering.

  Duchess expressed concerns regarding regional buying based on the relationships their fire department has developed and the deals they achieve. Duchess wants to ensure value is not lost.

6.2. Discuss Billing Practices for Fire Response within the Region

An open discussion was held regarding the current billing practices for fire services throughout the County. The purpose of the open discussion was to determine if a regional approach should be implemented for the billing of fire related services.

At current:

- The County bills for MVA and does not charge for rural fire services.
- Bassano does not charge for urban fire services.
- Rosemary and Duchess charge for urban fire services. In instances where recipients do not have adequate fire insurance to remit payment to the municipality for fire services, the balance is written off.

Member municipalities agreed that a more in-depth discussion with their respective council is required to understand the impacts of billing for insurable fire related charges. This does not include billing for medical assists or in-town MVAs. When discussing a regional approach to billing the following considerations should be addressed:

- Determine municipal philosophies related to fire services. Should fire response be provided as a service under general taxation, or should it be a billable?

- If fire services become billable, how will fire revenue to allocated to ensure fairness among municipalities?

- What is the impact of charging for uninsurable fire response (e.g. urban MVA or medical assists)?

Unapproved

- Are member municipalities in favor of charging for fire response? If so, in which circumstances?

- Do member municipalities want standardized billing for emergency response?

- What would be the billing procedures and processes?

- Boundary sensitivity – what is the impact if urban communities bill for service and rural areas do not?

7. <u>OTHER</u>

- None

8. <u>NEXT MEETING DATE</u>

- TBD

9. <u>ADJOURNMENT</u>

CHAIR STEIDEL adjourned the meeting at 11:40 a.m.

_____ _____

Chair DEM

Unapproved

OPEN DISCUSSION

Meeting: November 14, 2022
Agenda Item: 7.7

Recreation & Leisure Master Plan – Indoor Walking Area – Community Hall

BACKGROUND

The Recreation and Leisure Master Plan encouraged varied, accessible, and affordable recreation and leisure opportunities in Bassano. It also promotes for the mixed use of municipal facilities and assets.

Mayor Morey would like to introduce unsupervised indoor walking options for at the Community Hall throughout winter months pending facility availability. Payment could be via a drop-in fee or tied to the Thrive Fitness Centre membership fees.

Based on facility scheduling, there would be an opportunity to open the Community Hall during the week for unsupervised indoor walking pending liability waivers are signed. This action would promote winter health and wellness, offer a space for rehabilitation, and increase usership at the facility. The first year could be a trial.

What are council's thoughts?

ALIGNMENT WITH STRATEGIC PLAN
G2-T5

Attachments:
1. None

Prepared by: Amanda Davis, CAO

REQUEST FOR DECISION

Meeting: November 14, 2022
Agenda Item: 7.8

Bulk Water Loading Station Upgrade

BACKGROUND:

There is significant industrial activity happening in the area that requires access to bulk water. The Town's current bulk water system delivers capacity at 1m^3/minute, whereas neighboring communities deliver capacity at 2m^3/minute. In consultation with MPE Engineering and NRSC, a preliminary assessment was completed to determine if the Town could upgrade its bulk water system to increase capacity to provide 2m^3/minute.

The Town can upgrade its system utilizing existing pumps. To achieve the desired flow rate, the Town must upsize the piping from the tee off the distribution header through the double check valve, flow control valve, and meter to 6". In addition, the Town would upsize the piping on the outside of the building to 4".

The estimated cost for contractor to complete the piping and equipment changes is estimated at $30,000 plus design and engineering up to $5,000 for a total estimated project cost of $35,000.

The option presented is the most cost effective and viable way for the Town to upgrade the bulk water loading system.

Bulk Water Usage Summary

The annual budget estimates $10,000 in bulk water revenue per annum. As you can see, 2021 and 2022 has far exceeded the revenue estimates (refer to Table 1).

	Residential m3	Average Rate	Residential Total	Commercial m3	Average Rate	Commerical Total	Combined Total
Jan. 1 - Dec. 31, 2020	2,886	$ 3.11	$ 8,975.46	909	$ 4.14	$ 3,763.26	$ 12,738.72
Jan. 1 - Dec. 31, 2021	4,376	$ 3.27	$ 14,309.52	4,198	$ 4.35	$ 18,261.30	$ 32,570.82
Jan. 1 - Sept. 30, 2022	3,240	$ 3.44	$ 11,145.60	13,173	$ 4.57	$ 60,200.61	$ 71,346.21
							$ 116,655.75

Table 1. 3-Year Bulk Water Analysis

Year-to-date revenue in 2022 exceeds the estimated budget. The bulk water upgrades can be managed with approval by council within the operations budget. NRSC will manage the SCADA system upgrades as part of their operations contract to monitor system usage.

The proposed upgrade will not impact flow into the Town's distrubtion system because draw comes off the distribution header (see Image 1). This is the most practical way to support industry use and to continue to service the community with the same flow/pressure.

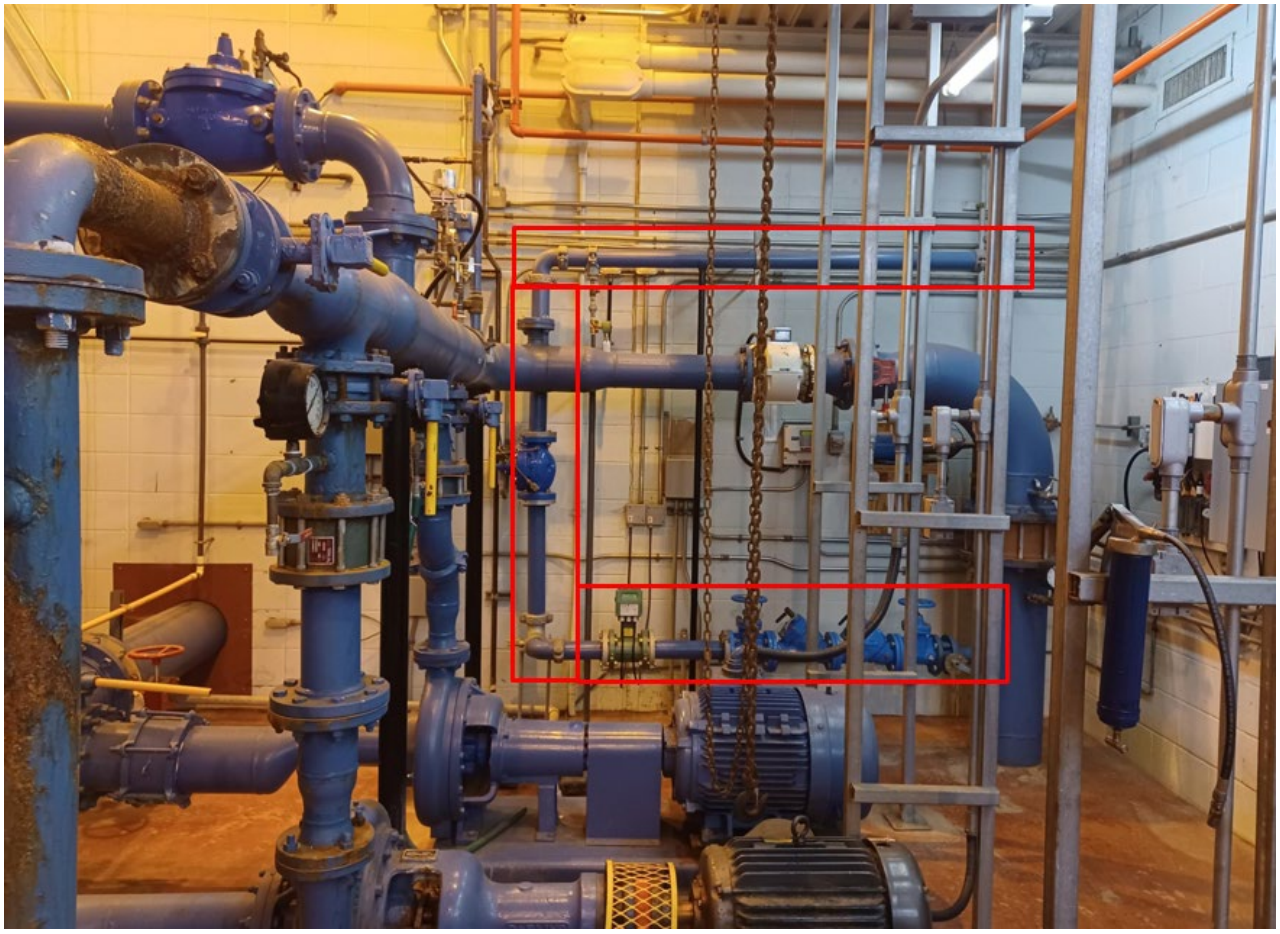


Image 1. Proposed Bulk Water Line Upgrade

OPTIONS:

☒ #1 – That council directs administration to proceed with an upgrade to the bulk water loading system at the water treatment plant to increase output capacity to 2m^3/minute pursuant to the plan provided by MPE Engineering on October 14, 2022, to a maximum of $35,000. The upgrade shall by funded under the water department's general maintenance budget in 2022.

☐ #2 – That council directs administration to proceed with an upgrade to the bulk water loading system at the water treatment plant to increase output capacity to 2m^3/minute pursuant to the plan provided by MPE Engineering on October 14, 2022, to a maximum of $35,000. The Town accepts Ry Bar Oilfield Services Ltd. proposal dated November 3, 2022 to contribute up to 1/3 of the project cost to a maximum contribution of $10,000 with the remainder of the project funded under the water department's general maintenance budget in 2022.

☐ #3 – The council declines an upgrade to the bulk water loading system at the water treatment plant.

CAO COMMENTS:

An investigation into the Town's bulk water system occurred while trying to figure out the best way to increase capacity at Ry Bar Oilfield Services Ltd. (322 – 1st Avenue).

The upgraded bulk water system will benefit Ry Bar Oilfield Services Ltd. as well as all other industry users. Increased usage also provides financial benefits to the Town. Ry Bar is willing to contribute up to $10,000 to see the bulk water loading system upgraded (see Attachment 1).

ALIGNMENT WITH STRATEGIC PLAN

G2 – T4

PROPOSED RESOLUTION:

☒ #1 – That council directs administration to proceed with an upgrade to the bulk water loading system at the water treatment plant to increase output capacity to 2m^3/minute pursuant to the plan provided by MPE Engineering on October 14, 2022, to a maximum of $35,000. The upgrade shall by funded under the water department's general maintenance budget in 2022.

Attachments:

1. Ry Bar Oilfield Services Ltd. – Water Plant Upgrade Letter – November 3, 2022

Prepared by: Amanda Davis, CAO

Ry Bar Oilfield Services Ltd.

Box 1217

Bassano, Ab

T0J 0B0

November 3/2022

To: Bassano Town Council

Re: Water plant upgrade

I would like to see the current bulk fill station upgraded from approximately 1m3 per minute to 2m3 per minute. This would help my business be more competitive with other companies out of Brooks and Drumheller. When I become more competitive, I can continue to grow my business. With growing my business, I would be able to hire more people and possibly construct more buildings. This would in turn move more people into the town, helping the population to grow.

I would be willing to contribute 1/3 of the price of upgrade, up to a maximum of $10,000

Ryan Barlow

403-501-9265

Nov 1/2022

Economic Growth Forum

- Attended an Economic Growth Forum hosted by Community Futures Entre Corp, City of Med Hat, Apex Alberta and Med Hat College among others
- The focus was on building wealth , eg , housing, business, services , etc and was started with a BREWD video, Business, Retention, Expansion and Workforce Development in SE Alberta and involved presentations on Energy and Clean Tech, Hydrogen, Gas, Smart Ag, JBS and greenhouse operations
- There were Key signs involving the Lack of Regional Pop Growth, Shrinking workforce, planned Immigration and evolving job requirements
- This involves Basic employable skills, technical digital skills and how Everyone counts
- Shows that the way forward is a Regional response involving employees and refining job requirements, individual competency based skills and lifelong learning with upskilling and reskilling
- There are currently approx 300-400 apprenticable trades in Canada, far below some other countries and Canada and /or Alberta need to work toward strengthening credentials and expand and improve delivery models
- It also shows that trades are trending upwards but current funding models and incentives are not aligned with the needs of today
- Apprenticeship should have as much value as post education and there is a need to address the lack of knowledge and perception of said trades
- There needs to be support by key stakeholders such as Ag, Forestry, Tourism, Construction, Energy , Aviation, etc

There was also a presentation on Hydrogen fuel and its future and Carbon Capture Sequestering

*Project Clean Horizon is in the planning phase for Gov't possible approval with public consultation and is looking very favourable in SE Alberta due to the geography and relative lack of population centres vs the Red Deer area

- There was also plenty of discussion on the development again of drones, research funding and training in SE Alberta with Suffield being very close and having a no fly zone near the Village of Foremost
- Also discussed was the Brooks Campus of Med Hat College as well as the Brooks Hort Centre and how they could be used more moving forward for all types Educational and Economic Development in the area

All in all a very worthwhile Forum in my opinion and I look forward to further developments in this area
One of the best things I heard the whole day was the saying "The Tide Floats All Boats", just further cementing how we all need to work together for the betterment of the Region!
Irv Morey
Mayor

OCTOBER/NOVEMBER BOARD REPORTS

JOHN SLOMP

NRSWMA MEETINGS OCTOBER 5th and 27th

1) Ed Chapman presented the 2021 financials at the October 5th meeting. The landfill is in good financial shape and has sufficient funds set aside for closure/post closure.
2) The County of Newell, Town of Bassano and the City of Brooks were against changing the requisition calculation.
3) Liberty and CCM have been hauling in tire shred for the new cell. As of October 27th 15,750 tonnes have been stockpiled and 550 tonnes are still required.
4) There have been reports that Torxen has been taken materials elsewhere due to the landfill's inability to provide documentation the manner that they want but there appears to be no merit to those reports as NRL is still receiving material and applications for approvals.
5) Brian Sanders is no longer employed at the Bassano Transfer station so Roger is the only operator. The landfill has an employee that can fill in when needed.
6) Roger has been instructed to have one container designated specifically for commercial waste so that we can determine what percentage of the garbage is commercial to determine a per load fee.
7) The landfill has purchased 4 new rolloff bins.
8) Shawn has received all of the quantities and has begun to get some preliminary pricing on crushing of concrete and asphalt and chipping of stumps and trees, the project will need to go out to tender.
9) When the landfill gets the final paperwork on the 375,000 tonne job, Shawn will order a portable scale to handle the extra trucks. There will be up to 90 trucks per day hauling this material into the landfill.
10) The October meeting of SAEWA has been postponed for an extension to the EOI review and scoring process. The landfill board is getting very frustrated with all of the extensions.
11) On October 8th I received a call from a County resident that arrived at the Bassano Transfer station at about 4:30 and it was closed. He said that this had happened more often. I followed up with management – the matter was dealt with.
12) The board has been discussing the possibility of, sometime in the future, having a fulltime employee for Bassano and having the transfer station open 5 days a week.

NEWELL HOUSING FOUNDATION MEETING
NOVEMBER 1/2022

1) Kole Steinley was voted the new board chair. Grace Meidema remains the vice chair.
2) The two four bedroom community housing units with attic moisture issues still remain vacant and the work has still not been tendered out. There is such a need for these homes but the government is so slow at getting these units repaired. They are still talking about asset transfer, and if that happened we could tender it out locally. Local contractors generally are very competitive and do a better job because they want repeat business and want positive local reviews.
3) Contractors are busy putting in the emergency call system at the Playfair Lodge.
4) The board decided that they should offer Pioneer Villa residents that may want to move to the Newbrook Lodge a free 3 day trial since there is a waiting list for the villas and vacancies at Newbrook.
5) The number of vacancies at Newbrook is going down some. 4 of the rooms are currently being used for guest suites and a 4th is being prepped. They are quite busy. Once there is demand from residents, they can be turned back into rental suites.
6) The board decided to award the contract for the Newbrook Lodge resident building roof replacement to Plato's Roofing. They quoted on 2 types, a steel roof and Malarkey Legacy shingles as they were recommended as the preferred shingles for our area due to hail and wind resistance and they were about half the price of steel.
7) It is the plan to revisit our strategic plan at our January meeting.

SLS board meeting Wednesday October 19 2022.

After acknowledgement of traditional territories meeting was called to order at 1:00 pm.

All members were present some virtual.

No additions to the agenda

Approval of minutes of Sep 14 2022	carried
Approval of Financial Statements.	carried
Status of Municipal and Material levy Payments	carried
Status of 2023 & 2024 Budget.	carried
Permission to upgrade telephone system to VOIP	*carried*
Fixed utility rates	carried
2023 calendar showing board meetings.	approved
Plan of Service,- final version.	approved

The following policies were all approved with little or no changes.
B.02, C. 10, C.15, C.16, C.17, C.18, C.18.1.

The following are information items.

CEO report.
Manager, System and Technical Services Report.
Client services Librarian Report.
Regional Library System Advocacy Meeting - Information only.
Solar panel energy production information report.

There was lots of discussion on using 2016 census figures for calculating the amount paid to Shortgrass some for some not.

Next Board meeting - November 16 2022.

Kevin Jones

October 2022 Committee Reports
Sydney Miller

Brooks Region Tourism

- Andy Dzilums from Travel AB is the key contact for our region
    - Newsletter monthly to partners includes funding programs
    - 90% of tourism industry is small business operators
    - Travel AB is now destination development instead of just marketing – recognizing that the mountains is a saturated market and that tourism exists outside of the mountainous region of AB
    - 10 zones – Bassano is in Canadian Badlands Zone
    - Ongoing GIS Mapping and geofencing to collect tourism data and tourist demographics
- Minor hockey now has a tournament coordinator to facilitate better utilization of rink space/time
- Visitor Information Centre not well known
    - Short term plan to introduce placards at local restaurants and hotels
    - Long term plan of increased staff training at local businesses and Brooks municipal staff

MONTHLY CAO REPORT

Meeting: November 14, 2022
Agenda Item: 9.1

Amanda Davis, Chief Administrative Officer

Report Period: October 7, 2022 – November 9, 2022

General Administration

- HR: one-to-one training with the new FCSS director.
- Completing annual HR review.
- Council is required to complete a review of the CAO per the *MGA.* *DISCUSSION Required re: 2022 process.*
- This is budget and year-end audit prep season. Administration and public works will remain focused on this task over the next few months. December 31, 2022 will welcome a new audit firm, JDP Wasserman. To prepare for this transition, an interim audit will start in November.
- A notice to welcome a new Municipal Planning Commission member-at-large was issued earlier this week as the current member, Sonya Procter has reached the maximum allowable term of 4-years per the bylaw.
- Facilitated the public tax auction on October 12, 2022 at the Town Office. Two of the five listed properties were sold. All documentation is being processed.

Roll No	Lot	Block	Plan	C of T	Reserve Bid
103000	14,15	18	3154AC	191 016 700	$40,000.00 *SOLD*
133000	1	22	3154AC	071 238 458	$63,000.00
224000	15	15	3158AB	181 270 990	$37,000.00
242000	4	3	3872T	971 073 897	$30,000.00
243000	5	3	3872T	971 073 888	$6,000.00 *SOLD*

- Focused heavily on legal file 2 (Schaffer v. Bassano).
- I will attend questioning on November 8-9, 2022 for legal file 3 (Armstrong v. Bassano). Multiple prep days are required.

- RCMP Hubbing – confirmation was received on November 1, 2022 that no further action will be taken at this time to hub that Bassano RCMP detachment with the Brooks RCMP detachment.

- We are preparing the wastewater utility bylaw. MPE submitted draft parameters for commercial wastewater disposal that is now under review by administration and public works.

- Attended an emergency services tabletop exercise in Brooks on October 18, 2022 with S. Smith.

- The VOIP phone system was installed throughout municipal buildings. There was an error, and the system is not working, Telus must return and restart the process. This is external to Bassano.

- Processing the sale of 225 – 3rd Street, a tax recovery property that the Town took ownership to in 2021.

- Multiple showings of the 413 – 2nd Avenue – an offer to purchase has been received.

- Processing the Town's annual insurance renewal policy.

- Attended, with council a round table meeting with Premier Danielle Smith on October 29, 2022 in Brooks where local concerns were raised around healthcare, housing, and predictable infrastructure funding.

- Submitted recreation reports to the County for the period on January 1 – October 31, 2022.

- Notification was received from BARRA that they do not require the $5,000 top-up funding in 2022.

- Mayor Morey attended a meeting with the Recreation Complex Board whereby the board chose to disband. Steps are being taken by the members to complete this process. This may influence user agreement negotiations.

- Joint Shared Services will review its operational structure including voting and membership contributions. Mayor Morey requests a discussion of council regarding the Town's stance on both voting and contributions. *DISCUSSION Required.*

- It is anticipated that a special council meeting may be required in November to address departmental budget items. Administration requires more time to work through files before a request is made to council.

- Administration will arrange the annual Christmas party for staff and council at Armando's.

- Fire Chief Cochrane has recommended the appointment of a new volunteer firefighter, Nick Baer. *MOTION Required.*

General Public Works

- Town winterization underway.

- The stockpile yard project is now complete.

- The lagoon was winterized with White Fox Group Ltd.

- Complete a sidewalk upgrade at 820 Centre Street Close and added cold mix within the cul-d-sac between the road and curb/gutters where the ground was very uneven. Each action is a temporary measure.

Bylaw Enforcement

Bassano's contracted bylaw enforcement officer engaged property owners regarding unsightly properties and traffic enforcement. The bylaw officer assisted with three unsightly property files, monitored pedestrian safety in priority areas, issued three warnings for equipment violations, and one warning for speeding. One ticket was issued for speeding. Administration has transitioned winter priorities.

1. Community Standards Bylaw 920/21 – Unsightly
    - 3 files were initiated in October.
    - 4 files were closed.
    - 2 files remain open.

2. Dog Control Bylaw 836/12 – Barking Dog Complaint.
    - Dog owners were contacted about outstanding dog licenses and dogs at large. The file is ongoing.

3. Traffic Bylaw 876-18
    - Complaint was received regarding a vehicle leaking fluids on the street. The owner was contacted and instructed to clean up the leaking fluid as it was an environmental hazard. The file is still ongoing.

4. Land Use Bylaw
    - A property owner undertook major modifications to a shed without a permit. A development permit was issued by the Town and was confirmed following the 21-day appeal period ending October 25, 2022. The property owner is now required to obtain a building permit through Superior Safety Codes. The file is still ongoing.

5. General Complaints
    - 2 general complaints were investigated. 1 complaint was linked to ongoing files. 1 complaint referred to congoing concerns about speeding in back alleys. Complainants have been informed of the files' progress.

<u>Total files initiated in October: 6</u>

<u>Total files closed: 5</u>

<u>Total files remaining open: 5</u>

<u>Total Files initiated in 2022 (Period Ending October 30, 2022): 79</u>

Capital Projects

Wastewater Upgrade and Irrigation Project

- Substantial Performance has been issued. We are working through all final reporting to close out the project. The list of deficiencies was completed on October 28, 2022.

- ICIP reporting submitted.

Development

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-18-22	411 – 7th Avenue	18' x 30' accessory structure (garage)
TOB-D-19-22	302 – 3rd Avenue	12'x28' accesssory strucutre (bylaw enforcement matter)

South of Tracks Consolidation Project

All property owners have agreed to the terms of the project and the land sale price. The Area 1 party has documents to execute and then the entire project will be files, processed, and closed.

Recreation & Leisure Master Plan

Recreation Facility LED Lighting Upgrades Project:

Ric's Electric continues to install lighting at the Recreation Complex as materials become available. Recreation Complex lighting upgrades are to be completed before December 31, 2022.

Administration is working with MPE and Superior Safety Codes to finalize RFQs for ventilation and fireproofing upgrades and obtain the necessary engineered drawings at the Joint Use Facility. Due to the complex nature of the project, the project tender will be extended into 2023. New LED lights will be installed after these upgrades are completed.

Bassano Arena Management Board – Condenser/Chiller Upgrades

The Bassano Arena Management Board (AMB) identified that the arena condenser and chiller need to be replaced as both components are at the end of their life cycle. The AMB determined that the arena condenser has a higher risk of failure and is slated to be replaced first. This condenser is budgeted at $140,000. Following an inspection, the AMB determined that the existing chiller could continue to operate for an additional 5 years. If the chiller was to fail, Startec Service (a commercial refrigeration company located in Calgary) has the component in stock and could install it mid-season.

The AMB is actively fundraising for these projects.

Administration continues to support the AMB as they amend rental and kitchen lease agreements to improve facility operations.

Attachments:

1. Action Items List – no action required
2. November 2022 Newsletter – no action required

Town of Bassano
Council Meeting Action Items 2018-2022

Aug. 9, 2021 Regular Meeting

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

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)	In progress
Davis/Petkau	Develop plan for transition to e-billing modules	

Mar. 14, 2022 Regular Meeting

Directed to	Action	Completed
Davis, A.	Assest Retirement Planning DUE	

Apr. 19, 2022 Regular Meeting

Directed to	Action	Completed
Davis, A.	Letter to NHF re: ROFR	Conversation with CAO letter to follow.

May 9, 2022 Regular Meeting

Directed to	Action	Completed
Davis/Smith	Revise pool policy re: low income options (fees) and connect with the library.	Complete
Davis, A.	Update MSI operating plan	
Davis, A.	Refer to draft transfer site policies re: cement/shingles	
Davis, A.	Follow up with Clr. Wetzstein re: hazardous waste drop off at the fire hall	

July 11, 2022 Regular Meeting

Directed to	Action	Completed
Davis, A.	Amend grants re: RR185N	

Town of Bassano
Council Meeting Action Items 2018-2022

Sept. 12, 2022 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare ACP grant once confirmation is received from member municipalites.	
Davis, A.	Prepare project outline and TOR for ACP grant process and send to member municipalities.	

Oct. 11, 2022 Organizational Meeting

Directed to	Action	Completed
Kelly, T.	Rotate minutes	Complete
Kelly, T.	Announce IM and JS Mayor/Deputy on social media	Complete
Kelly, T.	Continue to advertise for MPC member at large	Complete
Davis, A.	Update policy review dates	Complete
Davis, A.	Send new committee appointments to boards	Complete
Davis, A.	New committee list to council and staff	Complete
Davis, A.	Add clr. Remuneration policy to November agenda	Complete
Petkau, C.	Report of taxable benefit for council re: $100/month honorarium for consumables	Directed on Oct. 13, 2022

Oct. 11, 2022 Regular Meeting

Directed to	Action	Completed
Kelly, T.	Rotate minutes	Complete
Kelly, T.	Resolution index	Complete
Davis, A.	Notice to CoN re: approval of fire budget (cc. to fire chiefs)	Complete - Oct. 13, 2022
Davis, A.	Letter of approval 2023 SLS budget.	Sent via email - Oct. 13, 2022
Davis, A.	Prepare draft revision to traffic bylaw	
Davis, A.	Add to Q1 2023 agenda - private parking on public lands	
Davis, A.	Prepare draft letter to RCMP re: hubbing	Complete and issued - Oct. 25, 2022

Town of Bassano
Council Meeting Action Items 2018-2022

Davis, A.	Engage CoN re: CPO contract and change of hours	Sent via email - Oct. 13, 2022
Davis, A.	Resonse to Adam Sieben re: SW15-21-18W4M declined	Sent Oct. 13, 2022
Davis, A.	Notice to ORRSC re: extenstion to 2021-0-164	Sent Oct. 13, 2022
Davis, A.	Royal Purple declaration	Complete - Oct. 13, 2022
Davis, A.	Continue with Schaffer v. Bassano negotiations	Complete
Davis, A.	Arrange delegation with Jamie, Brooks Tourism	Sent via email - Oct. 13, 2022
Davis, A.	NL - promote NG, Blade Sign and Beautification grants	Included in NL
Smith, S.	Connect with M. Wetzstein re: iPad	Returned
Davis, A.	Staff council updates	Complete - Oct. 13, 2022

Newsletter / November 2022 Edition

Town of Bassano

403-641-3788| 502 – 2nd Avenue | town@bassano.ca | www.bassano.ca

Dog Control Bylaw 928/22 – Public Engagement Notice

The Town's Dog Control Bylaw has been in place since 2012 (B#836/12). To best serve the needs of the community, council is working through a review of various bylaws and policies to ensure their relevance. At their August 8, 2022, meeting, council held an open discussion about the Dog Control Bylaw. They expressed concerns that the bylaw unfairly penalized dog owners related to restricted dogs (e.g. Pit Bull, Pit Bull Terrier, English Staffordshire Terrier) and prohibited dogs (e.g. Mastiff, Rottweiler, Rhodesian Ridgeback) stating that dogs of any breed can harm a person or animal based on the care of their owner and the dog's personality.

Council elected to update the Dog Control Bylaw. Dog Control Bylaw 928/22 received two readings on September 12, 2022. The public is invited to engage in the process prior to third and final reading.

Many sections of the bylaw have been amended. However, the overall intent of bylaw remains relatively unchanged.

Summary highlights:

- Definitions were added/revised for a Comfort Dog, Emotional Support Dog, and Guide Dog.
- The bylaw now references the *Dangerous Dogs Act*. If issues arise with any dog in Bassano matters concerning its definition of a dangerous dog would be referred to under the *Act*.
- Restricted and/or prohibited dogs were removed.
- Added direction for use of an animal shelter, whether municipal or private.
- Offense section was updated to remove any action that contravened the Criminal Code such as loosening a collar on a dog *not* under duress.
- Removed all references to muzzling dogs.
- Updated Schedule 'A' to follow three penalties.
    - 1st Offence - $150
    - 2nd Offence - $300
    - 3rd Offence - $600

  Previously there was a multitude of fines and the option to reduce fines in ½ if paid early.

- Updated Schedule 'B' to increase impoundment, catching, and after hour call out fees (see below).

License for each Unaltered Dog	$40.00
License for each Altered Dog	$20.00
License for Guide or Service Dog	No Fee
Dog Fancier License	$100.00
Replacement License Tag	$10.00
Catching Fee	$75.00
Municipal Impound Fee	$75.00/day
After Hours Call Out Fee	$150.00
Veterinary Fee	As expended
Surrender or Euthanasia Fee	As expended

- Added Schedule 'E' - a violation tag that must be issued with every file.

Dog Control Bylaw 928-22 continued on p. 2.

HOW TO ENGAGE IN OR COMMENT ON THE PROPOSED BYLAW

Council will consider third and final reading of Dog Control Bylaw 928/22 at the December 12, 2022, meeting.

Residents are encouraged to read the proposed bylaw and email (accounting@bassano.ca) or drop off any comments to Theresa Kelly at the Town Office by December 1, 2022.

- ✓ If you agree with the proposed bylaw, let us know.
- ✓ If you can see ways to improve the proposed bylaw, let us know. Give your feedback and include suggested revisions.
- ✓ If you disagree with the proposed bylaw, let us know. Explain why you disagree with the proposed bylaw and what could be done to change your position.

The Dog Control Bylaw is intended to support dog owners and to ensure a safe community. Council is open to all suggestions from the public. Dog Control Bylaw 928/22 is available on the Town website (www.bassano.ca) and for pick-up at the Town Office.

Join us in the discussion.

Organizational Meeting Update

We are pleased to announce that **Irv Morey** was appointed as **Mayor**, and **John Slomp** as **Deputy Mayor** for a second year.

Thank you to all the volunteers and community members that participated in the annual fall clean-up. The Town looks fresh and ready to welcome wintery days.

Get Involved with Development – Calling You, A Community Member-at-Large to Serve on the Municipal Planning Commission (MPC) - (1-Year Term)

The MPC is seeking a dedicated person from the Town of Bassano to serve as a Member-at-Large on the board. The Member is a person appointed by Council to serve on the MPC for a one-year term (with an option to extend to a maximum of four years) alongside four councillors.

The MPC meets an average of six-times per year. Each meeting is approximately one-hour. The Development Officer prepares an agenda package for the board with all the necessary background information to ensure the MPC can make an informed decision related to the development application.

Decisions by the MPC are made in accordance with the Land Use Bylaw 921/21. Matters referred to the MPC pertain to discretionary use development permits where adjacent landowners have been notified of a planned development.

In-house training is provided to the successful Member-at-Large. Each member is entitled to an honorarium of $100 per meeting.

A successful applicant should have a background or common understanding in the fields of land use planning, construction, building, development, or administration. This person should be a critical thinker and be able/willing to see how a development could affect adjacent landowners to make decision for the best interest of the community. This is a team environment – we welcome diverse opinions.

All MPC board packages are available at www.bassano.ca/municipal-planning-commission-mpc-agenda/. By reviewing the board packages, you can gain a better understanding of the role appointed members. Also, refer to the MPC Bylaw #919/21 on the website. Please submit a letter of interest to Amanda Davis, CAO. Within the letter, tell us a bit about who you are, your understanding of development, and why you would be the best Member-at-Large to join the MPC. Email it to cao@bassano.ca or deliver to the Bassano Town Office. Questions may be directed to any of the current MPC members, John Slomp (Chair), Irv Morey, Sydney Miller, Kevin Jones, or to Amanda Davis (development officer).

The current Member-at-Large position is vacant and will remain open until a suitable candidate is found.

Newell Housing Foundation offers a **rental subsidy** – reach out when you need help (hello@newhf.ca or 403-362-4455). Bassano FCSS can also help.

BEAUTIFY BASSANO INITIATIVE AND BYLAW ENFORCEMENT UPDATE FOR 2022

A lot of effort goes into meeting the objectives of the Beautify Bassano Initiative (BBI) each year. From tree trimming, weed spraying and eradication, to road maintenance, grounds maintenance, flowers and more. Atop this, multiple projects happen on private properties. Early rains this season helped liven our yards and greenspaces. Volunteers worked on projects like the cenotaph clean-up, murals, and garbage picking.

Our bylaw enforcement division worked through **73** files between January 1 – September 30 this year. Files included issues related to traffic enforcement, civic addressing, unsightly properties, non-compliance with the Land Use Bylaw, animal complaints and more. A detailed list of bylaw actions is available upon request at the Town Office or by referring to the council packages posted online at www.bassano.ca/council-agenda/.

Every hand helps keep our community clean, beautiful, and welcoming. Our bylaw enforcement division prides itself on working collaboratively with property owners to help them gain compliance to keep the community safe. We will continue with year 3 and 4 priority clean-up areas in 2023 per the BBI. Mayor Morey and council extend their sincere appreciation for the community's continued support for the BBI.

LET US WELCOME OUR NEW RCMP DETACHMENT COMMANDER CPL. CLAYTON MAMCHUR

Cpl. Mamchur brings new leadership to our community and the local detachment. He is passionate about community policing and working together to keep the region safe. As he gets settled into his new role in Bassano, take a few moments to introduce yourself, invite his detachment to local events and show off the spirit of Bassano.

WINTER, yes, we all know it is coming...

A friendly reminder to:

- ✓ Not to push the snow from your driveway/yard onto the street. This creates a driving hazard.
- ✓ Keep your vehicles off the street when the snow clean-up crew is active.
- ✓ Always keep your sidewalks shoveled. We have lots of winter walkers that rely on clear sidewalks.
- ✓ Not to place extension cords over the sidewalks.

To Our Business Community - Take Advantage of Local Grant Opportunities

Brooks Newell Region

- ✓ **NEWGROW is a program aimed at supporting new and existing businesses in the Brooks Newell Region (this means Bassano). Businesses make a pitch to a panel of judges and compete for up to $10,000 in funding plus valuable business services, promotions, and mentorship.**
- ✓ **BUSINESS BEAUTIFICATION PROGRAM – businesses can apply for up to $10,000 in funding of which 80% ($8,000) is an interest free loan and 20% ($2,000) is a grant. These funds are intended for façade renovations and interior upgrades.**
- ✓ **BLADE SIGNS – if you have not already received a blade sign for your business, apply today. We have more to give. Check up Bassano's main street for examples of the blade signs.**

For more information go to brooksregion.ca or contact Mitchell Iwaasa, Economic Development Officer at 403-362-3333

BASSANO FCSS PROGRAMS

NOVEMBER

LET'S GET GROWING BASSANO!

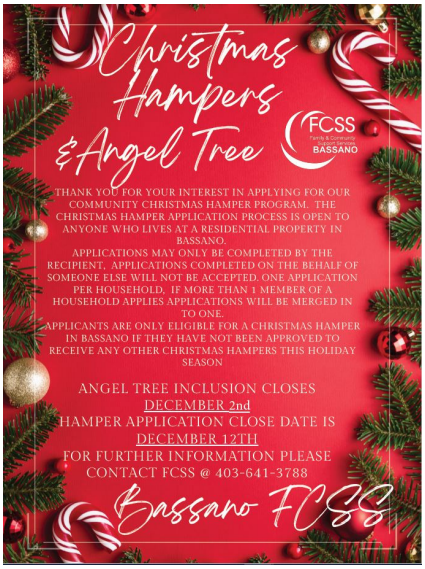
Stop men dying too young, join the movement for men's health. November is the month of men's health awareness, prostate cancer ,Testicular cancer, mental health, and suicide prevention. Bassano FCSS will be holding a Movember mustache contest to raise awareness and funds for this worth while cause. Submit your "STACHE" for a chance to win, options for submission include TEXT (403)501-8540 Email to: fcss@bassano.ca or follow FCSS on Fabcebook at Bassano Family and Community Support Services and share your photo to our page. Online voting will occur from the FCSS Facebook page and winner will be determined by the largest number of likes. To donate to the MOVEMBER movement please go to: https://ca.movember.com/?home

LIGHT UP THE CAMPGROUND WITH CHRISTMAS MAGIC

Light up the Lights is back this season in Homecoming campground in conjunction with Christmas Magic, Santa's Social and Santa's Sleigh Parade. Mark Wednesday, November 30th off on your calendars as Downtown Bassano is bringing the spirit of the season to life! Christmas Magic begins at 4pm, passports are available at local businesses to fill and then enter for prize draws. Santa's Social will be taking place at the Elks Hall, come purchase a Hot Dog from The Royal Purple, crafts will be available by Bassano FCSS. Then line the streets to see Santa on his way to Homecoming Campground with his Fire Department friends to flip the switch Lighting up the lights to welcome in the Magic of Christmas!

DECEMBER

CHRISTMAS HAMPER AND ANGEL TREE



Christmas Hamper and Angel Tree applications are now available. You can access them one the Town of Bassano website under the Public Notices section as well as inside Town Office at 502 2nd Ave. Community members that would like to contribute by volunteering, monetarily or through food donation, please contact Amanda at Bassano FCSS (403)641-3788 or fcss@bassano.ca
We appreciate all forms of support with these initiatives, it ensures FCSS can continue to positively impact our community. Applications close for inclusion on Angel Tree December 2nd, 2022 and Hamper applications on December 12th,2022. Christmas Hamper deliveries will be made on Friday December 23rd, 2022 thanks to The Bassano Volunteer Fire Department.

WELCOME WAGON IS BACK IN ACTION!

It is with gratitude Bassano FCSS can announce the Welcome Wagon initiative is up and ready for distribution. We placed a call out and Bassano you have delivered, new residents have been receiving packages over the last month. If you have recently purchased your home or have relocated and are renting locally, please stop in at Town Office to receive your Welcome Wagon package. Included inside is a Volunteer Registry form, you can complete it and return to Town Office and we can help direct you to parties in need of local volunteers that meet your interest base. This is a great opportunity to meet your neighbours and form new connections.

MONTHLY STATEMENT

Town of Bassano

Period Ending September 30, 2022

General Account			
Net Balance at End of Previous Month	**$ 1,370,157.43**		
Receipts for the Month	$ 252,271.69		
Interest	$ 4,419.40		
September WWTU Expenses	$ 1,798.00		
Property Tax Refund(Alberta Seniors)	$ 3,738.13		
Transfer from AR to UT	$ 76.79		
AMWWP Transfer	$ 215,847.50		
Sub-Total	$ 1,848,308.94		
Less Disbursements for the month	-$ 234,075.37		
Bank Service Charges	-$ 546.39		
TIPPS Returned	-$ 107.25		
AMWWP Payment	-$ 215,847.50		
August Transactions Transactions	-$ 5,141.56		
Correction	-$ 153.58		
Net Balance at End of Month	**$ 1,392,437.29**		
Bank Balance at End of Month	$ 1,482,771.25		
Outstanding Deposit	$ 600.00		
Sub-Total	$ 1,483,371.25		
Less outstanding cheques	-$ 90,933.96		
NET Balance at End of Month	**$ 1,392,437.29**		

Savings			
	Opening Balance	**Interest/Transfers**	**Closing Balance**
Fire Reserves	$ 31,489.91	$ 91.23	$ 31,581.14
Sewage Upgrade	$ 114,719.88	$ 215,997.90	
		-$ 1,798.00	$ 328,919.78
MSI Capital	$ 404,860.65	$ 1,172.99	$ 406,033.64
Fedral Gas Tax Refund	$ 126,424.94	$ 366.29	$ 126,791.23
MSI Operational	$ 75,540.98	$ 218.86	$ 75,759.84
Capital Plan Reserve	$ 2,746,394.46	$ 7,957.02	$ 2,754,351.48
Land & Development Reserve	$ 597,144.69	$ 1,730.08	$ 598,874.77
Recreation & Culture Reserve	$ 431,546.21	$ 1,250.30	$ 432,796.51
Municipal Reserve	$ 473,608.88	$ 1,372.17	$ 474,981.05
FCSS Reserve	$ 25.32	$ 0.07	$ 25.39
AMWWP Grant Funds	$ 8.43	$ 0.02	$ 8.45
Recreation Funding Committee	$ 25,598.49	$ 74.17	$ 25,672.66
Shydlowski	$ 108.34	$ 0.31	$ 108.65
Common Shares	$ 5,362.05	$ -	$ 5,362.05

Investments				
Shydlowski Scholarship		$ 3,856.79		$ 3,856.79
Nesbit Burns	Fixed Income	$ 978,342.62	$0.00	$ 978,342.62
	Cash Account	$ 103,664.93	$2,108.51	$ 105,773.44
Transaction Total			$230,541.92	
Total		$ 6,118,697.57		$ 6,349,239.49

Mayor Morey

C.A.O Amanda Davis

TOWN OF BASSANO

Cheque Listing For Account Payable

2022-Oct-27
1:34:43PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name		Amount
						Batch #	**21421**
20220834	2022-09-07	EFT	EFT	1043	2052900 ALBERTA LTD.		20,015.10
20220835	2022-09-07	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.		3,795.62
20220836	2022-09-07	EFT	EFT	564	AZTEK SECURITY COMPANY		97.65
20220837	2022-09-07			505	BASSANO AG FOODS		48.39
20220838	2022-09-07	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.		421.49
20220839	2022-09-07	EFT	EFT	47	BASSANO PLUMBING & HEATING		511.35
20220840	2022-09-07	EFT	EFT	522	BENCHMARK ASSESSMENT		1,575.79
20220841	2022-09-07	EFT	EFT	675	BROOKS FARM EQUIPMENT INC.		65.91
20220842	2022-09-07	EFT	EFT	487	CANADIAN LINEN		93.99
20220843	2022-09-07	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA		3,810.69
20220844	2022-09-07	EFT	EFT	703	COCHRANE, CORY		110.40
20220845	2022-09-07	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD		1,000.00
20220846	2022-09-07	EFT	EFT	121	COUNTY OF NEWELL		250.00
20220847	2022-09-07	EFT	EFT	796	CREAKY FLOOR HARDWARE STORE LTD.		30.44
20220848	2022-09-07	EFT	EFT	962	DIGITEX CANADA INC.		95.69
20220849	2022-09-07	EFT	EFT	811	GREGG DISTRIBUTERS LP		45.02
20220850	2022-09-07	EFT	EFT	1006	PARRISH & HEIMBECKER		1,930.50
20220851	2022-09-07	EFT	EFT	989	PETKAU, CHRISTINE		137.78
20220852	2022-09-07	EFT	EFT	3	PIONEER GAS CO-OP LTD.		107.02
20220853	2022-09-07	EFT	EFT	217	PLAYFAIR LODGE		1,022.40
20220854	2022-09-07	EFT	EFT	25	PUROLATOR INC.		125.70
20220855	2022-09-07	EFT	EFT	7	RECEIVER GENERAL FOR CANADA		16,520.92
20220856	2022-09-07	EFT	EFT	967	REDDING, BRADLEY		80.00
20220857	2022-09-07	EFT	EFT	940	REIMER, TYLER		62.22
20220858	2022-09-07	EFT	EFT	1000	SMITH, SYDNEY		132.28
20220859	2022-09-07	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED		1,898.89
20220860	2022-09-07	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I		224.39
20220861	2022-09-07	EFT	EFT	1	TELUS COMMUNICATIONS INC.		1,135.44
20220862	2022-09-07	EFT	EFT	1035	TELUS MOBILITY		146.94
20220863	2022-09-07	EFT	EFT	1058	TOWN OF BASSANO		3,417.26
20220864	2022-09-07	EFT	EFT	696	VILLAGE OF DUCHESS		5,400.00
20220865	2022-09-07	EFT	EFT	874	WETZSTEIN, MIKE		62.22
20220866	2022-09-07	EFT	EFT	935	WOLSELEY CANADA INC		7,182.40
20220867	2022-09-07	EFT	EFT	900001	DEFEND POWER AND COMMUNICATIONS LTD.		3,159.24
20220868	2022-09-07	EFT	EFT	900001	WATSON, RICHARD		2,310.00
							77,023.13
						Batch #	**21430**
20220869	2022-09-08	EFT	EFT	111	CREATIVE SCREEN ART SERVICES		4,293.45
							4,293.45
						Batch #	**21431**
20220877	2022-09-15	EFT	EFT	900001	PETKAU, ALEX		210.00
							210.00

TOWN OF BASSANO

Cheque Listing For Account Payable

2022-Oct-27
1:34:43PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	**21487**
20220908	2022-09-27	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	29,470.31
20220909	2022-09-27			44	BASSANO AUTOBODY (1977) LTD.	636.90
20220910	2022-09-27			8	BASSANO AUTOMOTIVE (1985) LTD.	966.48
20220911	2022-09-27			759	CANADIAN PACIFIC RAILWAY COMPANY	10.50
20220912	2022-09-27			659	CAPITAL GLASS	916.13
20220913	2022-09-27			382	CHRIST THE REDEEMER CATHOLIC SEPARATE	3,306.66
20220914	2022-09-27			121	COUNTY OF NEWELL	4,497.40
20220915	2022-09-27	EFT	EFT	796	CREAKY FLOOR HARDWARE STORE LTD.	28.64
20220916	2022-09-27			111	CREATIVE SCREEN ART SERVICES	1,102.50
20220917	2022-09-27			933	CUMMINS WESTERN CANADA	859.77
20220918	2022-09-27			329	FCSS ASSOC. OF ALBERTA	346.00
20220919	2022-09-27			811	GREGG DISTRIBUTERS LP	172.38
20220920	2022-09-27			869	JONES, KEVIN RONALD	61.00
20220921	2022-09-27	EFT	EFT	839	KONA ENTERPRISES	714.00
20220922	2022-09-27	EFT	EFT	1055	MOREY, IRVIN	245.43
20220923	2022-09-27			529	MPE ENGINEERING LTD	1,904.70
20220924	2022-09-27			1075	MUNISIGHT LTD.	855.76
20220925	2022-09-27			578	NEWELL REGIONAL SERVICES CORP.	33,621.47
20220926	2022-09-27			779	OLDMAN RIVER REGIONAL SERVICES COMMISSION	3,650.00
20220927	2022-09-27			946	RAYMOND, LONNIE	39.62
20220928	2022-09-27			173	RIC'S ELECTRIC	59.11
20220929	2022-09-27			483	ROCKY MOUNTAIN PHOENIX	7,742.70
20220930	2022-09-27	EFT	EFT	902	SIEBEN HOLDINGS LTD.	682.50
20220931	2022-09-27			1014	SLOMP, JOHN	122.00
20220932	2022-09-27			948	TAXervice	519.76
20220933	2022-09-27	EFT	EFT	1	TELUS COMMUNICATIONS INC.	300.30
20220934	2022-09-27	EFT	EFT	1035	TELUS MOBILITY	133.09
20220935	2022-09-27			900001	BROWN OKAMURA & ASSOCIATES LTD	2,284.50
20220936	2022-09-27	EFT	EFT	900001	DOIRON, ERIC & VALERIE	3,738.13
20220937	2022-09-27			900001	DYCK, PETER	67.18
20220938	2022-09-27			900001	GYMDOCTORYYC	1,204.00
20220939	2022-09-27			900001	NEW HORIZONS COPMPUTER LEARNING CENTERS INC	1,486.80
20220940	2022-09-27			900001	TD CANADA TRUST BANK, PROPERTY TAX DEPARTMENT BANK	1,303.43
20220941	2022-09-27			900001	TD CANADA TRUST BANK, PROPERTY TAX DEPARTMENT, BAN	1,655.18
20220942	2022-09-27			900001	WEARPRO EQUIPMENT & SUPPLY LTD	1,280.63
						105,984.96
					Total	**187,511.54**

*** End of Report ***

FCSS Director's Report

Period Ending: October 31, 2022
Prepared By: Amanda Barron, Director

Supporting Community Members

SUPPORTS

Seniors Benefits:

In October Bassano FCSS supported 2 community members with Seniors Benefits.

We supported one community member with financial paperwork.

PROGRAMS

Trunk or Treat:

This event was very well attended, we had over 100 children come with their parents for Halloween candy, and they enjoyed hot chocolate with s'mores. There were also seven other locals who joined us to distribute their candy and enjoy some campfire conversations. It was mentioned that our attendance from last year has increased, and the number of people served hot chocolate and s'mores doubled.

Moms and Tots:

FCSS is in consultation with SPEC to determine the feasibility of offering Moms and Tots programs in Bassano again. An update will be provided as it becomes available.

INITIATIVES

Welcome Wagon (WW):

Advertising went out on social media to let residents know packages are available, I have given out two packages this month. The recipients enjoyed taking time to see some highlights and was thankful to receive helpful information.

PROFESSIONAL DEVELOPMENT

Director Training:

I completed Microsoft Word level 2 training and am feeling more confident in administrative duties. I have also completed Project Management Fundamentals as well as Introduction to Nonprofit Management through Gale courses offered through Shortgrass Library Systems at no charge.

I have begun A-Z Grant Writing and Administrative Assistant Fundamentals from Gale and will complete these in early December.

GENERAL UPDATES

Christmas Programs

Bassano FCSS will be facilitating Santa's Social in collaboration with The Royal Purple to provide crafts, the Royal Purple are selling hotdogs, Santa's Sleigh we will collaborate with Bassano Fire Department for the parade portion and provide campfire, Ssmores and seating for Santa at the campground. Below is the event timetable.

FCSS Director's Report

Period Ending: October 31, 2022
Prepared By: Amanda Barron, Director

Supporting Community Members

Christmas 2022 Programming November 30th

Event Name	Location	Time
Christmas Magic	Downtown 2nd, Ave	4 pm -7 pm
Royal Purple Santa Social	Elks Hall	4 pm – 6:30 pm
Santa's Sleigh	Depart from School	6:40 – 7 pm
Caroling	Homecoming Campground	Begins 6:45 pm
Light up Campground	Homecoming Campground	7 pm – 8:30 pm

Christmas Hamper and Angel Tree applications have been uploaded to the Town website and links given on Facebook for community members to access. Mrs. Harris' Grade 3 class will be joining The Pioneer Damsiter's on Monday November 7th to craft the Angels for the tree, Connect First offered to host the tree again this year.

Art and Soul Invitation

I have confirmed that the ladies will be facilitating a Christmas Ball craft that will be offered at The Santa Social. Bassano FCSS committed to a donation of $200.00 and promotional aide.

UPCOMING PROGRAMS

Movember Mustache Contest

Christmas in the Campground

Christmas Magic

Christmas Hampers

Angel Tree

BASSANO OCTOBER 2022 REPORT

During the month of October 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 investigated three matters. The three investigations were for unsightly property. These matters are concluded at this time.

Our department also assisted the Town Office Staff on document service.

During this month three warnings were issued for equipment violations and one warning for speeding.

There was one ticket issued for speeding.

Our department as well monitored for pedestrian safety as per the Traffic Safety Calendar.

This concludes the report for Bassano for October.

OLDMAN RIVER REGIONAL SERVICES COMMISSION

ANNUAL GENERAL BOARD OF DIRECTORS' MEETING

MINUTES

Thursday, June 2, 2022 – 7:00 p.m.

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge) or ZOOM Virtual Meeting

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BOARD OF DIRECTORS:

Colin Bexte (In Person) .....Village of Arrowwood
Kent Bullock (Absent) ..... Village of Barnwell
Dan Doell (In Person)..... Village of Barons
Mike Wetzstein (Virtual)..... Town of Bassano
Ray Juska (Virtual) ..... City of Brooks
Roger Houghton (In Person) ..... Cardston County
Allan Burton (In Person) .....Town of Cardston
Sue Dahl (Absent) ..... Village of Carmangay
Trevor Wagenvoort (Absent)..... Village of Champion
Brad Schlossberger (Absent) ..... Town of Claresholm
Jesse Potrie (In Person) .....Town of Coalhurst
Tanya Smith (In Person)..... Village of Coutts
Dave Slingerland (Absent) .....Village of Cowley
Dave Filipuzzi (In Person)..... Mun. Crowsnest Pass
Dean Ward (In Person) ..... Mun. Crowsnest Pass
Kole Steinley (In Person)..... Village of Duchess
Gordon Wolstenholme (In Person)Town of Fort Macleod
Mark Peterson (Absent) ..... Village of Glenwood
Suzanne French (Virtual) ..... Village of Hill Spring
Morris Zeinstra (Absent) .....Lethbridge County

Brad Koch (Absent) ..... Village of Lomond
Gerry Baril (In Person) ..... Town of Magrath
Peggy Losey (In Person) ..... Town of Milk River
Dean Melnyk (Absent) ..... Village of Milo
Victor Czop (Virtual)..... Town of Nanton
Marinus de Leeuw (In Person) ... Village of Nobleford
Henry de Kok (In Person) ..... Town of Picture Butte
Tony Bruder (In Person)..... M.D. of Pincher Creek
Don Anderberg (Virtual) ..... Town Pincher Creek
Ronald Davis (Absent)..... M.D. of Ranchland
Neil Sieben (Absent) .....Town of Raymond
Don Norby (Absent) .....Town of Stavely
Matthew Foss (In Person)..... Village of Stirling
John Turcato (Absent)..... MD of Taber
Raymond Coad (Absent) ..... Town of Vauxhall
Christopher Northcott (In Person)..... Vulcan County
Richard DeBolt (Absent) ..... Town of Vulcan
David Cody (In Person)..... County of Warner
Scott Alexander (Virtual)..... Village of Warner
Ian Sundquist (Absent)..... M.D. Willow Creek

STAFF:

Lenze Kuiper.....Director
Gavin Scott..... Senior Planner
Diane Horvath ..... Senior Planner
Bonnie Brunner..... Senior Planner
Steve Harty..... Senior Planner
Mike Burla (Virtual) ..... Senior Planner

Jennifer Maxwell.....Subdivision Technician
Ryan Dyck.....Planner
Hailey Winder .....Planner
Kattie Schlamp .....Planner
Yueu Majok ..... CAD/GIS Technologist

Chair Gordon Wolstenholme called the meeting to order, the time being 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Tanya Smith

THAT the Board of Directors approve the agenda for June 2, 2022, as presented.

CARRIED

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2. APPROVAL OF MINUTES

Moved by: Peggy Losey

THAT the Board of Directors approve the meeting minutes of December 2, 2021, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. AUDIT PRESENTATION – Derek Taylor, Partner – KPMG LLP

Derek Taylor, Partner at KPMG LLP provided a brief overview of the 2021 Audited Financial Statements for the Oldman River Regional Services Commission. He reported that the financial statements present fairly, in all material respects, the financial position of the ORRSC for the year ending December 31, 2021. Excess revenues over expenses for the year totaled $296,030 which may be used to build up operating and capital reserves. He also expressed appreciation for the opportunity to provide auditing services to ORRSC over the past several years.

5. REPORTS

a. Executive Committee Report

The Executive Committee Report was presented for information.

6. BUSINESS

a. Draft ORRSC 2021 Annual Report and Financial Statements

CAO Lenze Kuiper presented the 2021 Annual Report and shared a PowerPoint presentation. The presentation included highlights from the annual report and summarized the revenue and expense items. Subdivision activity over the years was also reviewed.

Moved by: Marinus de Leeuw

THAT the Board of Directors have reviewed and ratified the Executive Committee approval of the ORRSC annual report and financial statements for the year ending December 31, 2021

CARRIED

b. Subdivision Notifications to Board Members

Senior Planner Diane Horvath explained the history of subdivision referrals to ORRSC Board Members. Prior to 1995, the Oldman River Regional Planning Commission would act as the Subdivision Authority and approve the subdivision applications. As part of the circulation process, a subdivision referral would be sent to the ORRSC Board Member.

Today, the municipalities approve their own subdivision applications with an appointed Subdivision Authority. The ORRSC Board Members are appointed from the member municipalities, and often, the board members are also appointed to the Subdivision Authority or Subdivision and Development Appeal Board. Therefore, the ORRSC Board Members should not be receiving subdivision referrals in advance.

Moving forward, our office will discontinue the subdivision referrals to the ORRSC Board Members as this is a holdover from the former Planning Commission.

c. Year to Date Subdivision Activity – April 2022

CAO Lenze Kuiper presented the year to date subdivision activity from January – April 2022. During this time, there has been 82 subdivision applications to create 227 lots. Subdivision revenue is at $160,685.00 compared to $140,567.50 last year.

d. ORRSC Policy Review

The purpose of the Policy Review Committee is to review, revise and develop policies that will serve to guide the Executive Committee, Board of Directors, and staff of the Oldman River Regional Services Commission to fulfil the responsibilities and obligations of the Commission and to successfully provide the services expected from its Member Municipalities.

The Policy Review Committee will comprise of:

ORRSC CAO – Lenze Kuiper
ORRSC Planning Department Rep – Steve Harty
ORRSC GIS/Administration Rep – Jennifer Maxwell
ORRSC Executive – Neil Sieben
Administrative Support - TBA

The Policy Review Committee and Terms of Reference was approved by the Executive Committee on April 14, 2022. The timeline for this project is expected to take one year.

e. ORRSC Periodical – Cryptocurrency

The next edition of ORRSC's quarterly periodical will be on cryptocurrency and will be circulated in June 2022. The topic for the September 2022 edition will be short term rentals and vacation homes.

7. ACCOUNTS

a. Balance Sheet and Comparative Income Statement

Moved by: Gerry Baril

THAT the Board of Directors approve the balance sheet and comparative income statement for the 3-month period: January 1 – March 31, 2022.

CARRIED

8. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:44 pm.

Gordon Wolstenholme, Chair

Lenze Kuiper, Chief Administrative Officer

OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE MEETING MINUTES
July 14, 2022; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, July 14, 2022, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance:

Executive Committee:
Gordon Wolstenholme, Chairman
Don Anderberg, Vice Chairman
Jesse Potrie
Christopher Northcott, Virtual
Neil Sieben
Brad Schlossberger

Staff:
Lenze Kuiper, Chief Administrative Officer

Absent:
Ian Sundquist

Chairman Wolstenholme called the meeting to order, the time being 6:03 pm.

1. Approval of Agenda

Moved by: Don Anderberg

THAT the Executive Committee approves the July 14, 2022 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Christopher Northcott

THAT the Executive Committee approve the May 12, 2022 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Subdivision Activity

The subdivision activity, as of June 2022, was presented as information.

b. New Hire – Raeanne Keer (Executive Assistant)

The Committee was informed of the recent hiring of Executive Assistant Raeanne Keer, who will be starting with ORRSC later this month.

c. ORRSC Periodical – Cryptocurrency Mining

The Q2 2022 edition of the ORRSC periodical was presented as information.

d. Regional Assessment Review Board Appeals Update

An update on the status of the Regional Assessment Review Board appeals.

e. Alberta Professional Planners Institute (APPI) Award Submissions
   a. Municipality of Crowsnest Pass MDP
   b. Miistakis Municipal Land Use Suitability Tool Report for the Municipality of Crowsnest Pass and the Municipal District of Pincher Creek

The CAO started that applications have been submitted to the Alberta Professional Planners Institute (APPI) awards for the Municipality of Crowsnest Pass MDP and the Miistakis Municipal Land Use Suitability Tool Report for the Municipality of Crowsnest Pass and the Municipal District of Pincher Creek.

f. GIS Update
   a. Work Order Development – Town of Fort Macleod
   b. Park Concept Plan – Town of Milk River
   c. Drone – Town of Coaldale and Town of Magrath

Updates on the projects currently being worked on by the GIS Department for the Town of Fort Macleod, the Town of Milk River, the Town of Coaldale, and the Town of Magrath were provided to the Committee.

g. Staff Training
   a. Alberta Professional Planners Institute (APPI) October 23-25 Canmore
   b. Alberta Development Officers Association (ADOA) September 20-23 Camrose

The Committee was advised that staff would be attending the Alberta Professional Planners Institute (APPI) Conference on October 23-25, 2022 in Canmore, Alberta and the Alberta Development Officers Association (ADOA) Conference on September 20-23, 2022 in Camrose as a part of their ongoing professional development.

4. Official Business – CONT'D

h. Office Clean Up

The CAO provided an update on the Office Clean Up to the Committee.

5. Accounts

a. Office Accounts
   (i) Monthly Office Accounts
   (ii) Payments and Credits

Moved by: Christopher Northcott

THAT the Executive Committee accepts the documentation regarding the Monthly Office Accounts, May 2022, as information; and,

THAT the Executive Committee accepts the documentation regarding the Payments and Credits, May 2022, as information.

CARRIED

b. Financial Statements
   (i) Balance Sheet
      - As of May 31, 2022
   (ii) Comparative Income Statement
      - Actual to May 31, 2022
   (ii) Details of Account
      - May 31, 2022 Closing Balance

Moved by: Don Anderberg

THAT the Executive Committee accepts the documentation regarding the Balance Sheet, as of May 31, 2022, as information;

THAT the Executive Committee accepts the documentation regarding the Comparative Income Statement, actual to May 31, 2022, as information; and,

THAT the Executive Committee accepts the documentation regarding the Details of Account, May 31, 2022 Closing Balance, as information.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

The CAO provided his CAO Report to the Committee.

8. Round Table Discussions

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

9. Next Meeting – September 8, 2022

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:14 pm.

CHAIR

CHIEF ADMINISTRATIVE OFFICER

Word Count: 439

Cleanfarms' ag chem jug recycling program is changing!

1. **Collection sites are transitioning from municipal to retail locations**

   The Cleanfarms <23L container collection program is gradually changing to align it with other provinces, enabling farmers to bring these empty and rinsed containers back to their local agricultural retail outlets. The transition to ag retailers is being phased in over three years.

   The transition shifts the responsibility to accept empty containers from the municipality to the ag industry. It also simplifies farm disposal of crop input packaging since many ag retailers already collect other materials like drums, totes, and seed, pesticide & inoculant bags for recycling with Cleanfarms.

Within the County of Newell, the Newell Regional Landfill and the Bassano, Gem, Millicent, Scandia and Tilley Transfer Sites will stop accepting empty, rinsed agricultural chemical containers for recycling effective January 1, 2023. After this date, your local ag retailer will be the primary drop-off location for these containers. Many ag retailers are already accepting them for recycling; however, before returning them to your local retailer (where you purchased them), please call to see if they have begun taking them.

What to know: Get a free Cleanfarms collection bag when the product is picked up or delivered, and then:

1. **Rinse**
   - Use a chemical handler or a pressure nozzle to triple-rinse the containers to ensure no product is wasted
2. **Remove & Bag**
   - Remove paper booklets, and discard
   - Place rinsed containers in a Cleanfarms collection bag and tie closed
3. **Return for recycling**
   - Return rinsed and bagged jugs to your participating ag retailer
4. **Seed treatment containers**
   - Caps are to remain securely ON
   - Place in a separate collection bag (seed treatment containers are processed separately from chemical containers and need to be kept in their own bags)

More info is available at https://cleanfarms.ca/mb-ab-jug-transition/

Word Count: 439

Unloading rinsed, bagged containers at ag retailer. Source: Cleanfarms

2. Large volume ag plastics & packaging pickup is now available!

Since 2016, Cleanfarms has been collecting materials directly from certain high-acreage farms across Canada. As part of our mission to provide convenient and efficient recycling programs to Canadian farmers, we are now extending the offer to pick up ag plastics for recycling from high-volume growers across Western Canada. Best of all, this service is available to growers that meet volume requirements, free of charge.

To be eligible for this service, growers must have (or be willing to accumulate) a minimum quantity of used agricultural waste materials that Cleanfarms recovers for recycling and/or safe disposal.

For more information on minimum quantity requirements and large volume collection, please visit https://cleanfarms.ca.

Do you have questions? Cleanfarms wants to hear from you. Please email info@cleanfarms.ca or call 1-877-622-4460.

Thank you for recycling with Cleanfarms!

Brooks & County of Newell

Early Childhood Coalition
Box 1994, Brooks AB. T1R 1C7
website: www.brooksnewellecd.ca or
email: ecdbrooksnewell@gmail.com

October 13, 2022

Town of Bassano.
502 2 Ave,
Bassano, AB T0J 0B0

Subject : Proclamation Request 2022 National Day of the Child

Attention: Mayor Irvin Morey and Council Members

Dear Mayor Morey and Council Members:

November 20th, 2022 is National Day of the Child in Canada. National Child Day has been celebrated in Canada since it was officially declared with the Child Day Act in1993 to commemorate the UN Declaration on the Rights of the Child and the UN Convention on the Rights of the Child. The day coincides with Universal Children's Day, proclaimed by the United Nations General Assembly in 1954 to encourage all countries to institute a day to promote mutual exchange and understanding among children and to take action to promote the well-being of the world's children. In addition to UNICEF Canada's efforts to promote National Child Day, it is also celebrated widely across the country and promoted by civil society organizations and various levels of government. For more information visit: childday.gc.ca. We have also attached a child-friendly version of the Convention of the Rights of the Child which will be distributed through the coalition. This year the theme is “Right to Participate”.

We would like to request that you and your council recognize this day by Proclaiming November 20th, 2020 National Day of the Child in the County of Newell.

The Brooks and Newell Early Childhood Development (ECD) Coalition is partnering with others to celebrate National Day of the Child with the help of funding support from Grasslands Regional FCSS. We would like to invite you to a community event in Brooks on Saturday, November 19th at the JBS Centre Flexhall from 1:00pm to 3:00pm. Other ECD activities will also occur through pre-schools, childcare centres etc. throughout the area.

Please contact myself at bpsteachers@brookspreschool.com if you have any questions.

Thank you,

Anita Bruce, Chairperson, Brooks & Newell Early Childhood Coalition.

SLS Board Meeting –Hybrid (In person & Virtual)
MINUTES - APPROVED
Wednesday, August 17, 2022

Present:

Trustees:	Dwight Kilpatrick	Terrie Matz	Deborah Reid-Mickler	Jon Nesbitt
	Bruce Hillis	Lynette Kopp	Michelle McKenzie	Kevin Jones

Staff: Petra Mauerhoff (CEO) Bernadette Mouta

Absent:

Trustees: Craig Widmer Alison Van Dyke CoriAnn Nielson

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1. CALL TO ORDER

Dwight Kilpatrick called the meeting to order at 1:02p.m.

CARRIED

1.1 ACKNOWLEDGEMENT OF TERRITORY

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

1.2 EXCUSE ABSENT BOARD MEMBERS

Moved by Michelle McKenzie that the SLS Board excuse absent board members Craig Widmer, CoriAnn Nielson and Alison Van Dyke. **CARRIED**

1.3 APPROVAL OF AGENDA

Moved by Bruce Hillis that the SLS Board approve the August 17, 2022 Agenda as amended.

CARRIED

1.4 APPROVAL OF MINUTES

Moved by Lynette Kopp that the SLS Board approve the June 15, 2022 SLS Board Meeting Minutes as presented.
CARRIED

2. FINANCIAL STATEMENTS

Moved by Terrie Matz that the SLS Board approve the Financial Statements ending July 31st, 2022 as presented.
CARRIED

2.1 MUNICIPAL AND MATERIAL LEVY PAYMENTS

Moved by Terrie Matz that the SLS Board accept the 2022 Municipal and Material Levy Payment chart for information.

CARRIED

3. ACTION ITEMS

3.1 Moved by Kevin Jones to rescind motion 2022061506 made on June 15, 2022. **CARRIED**
Moved by Jon Nesbitt that the SLS board approve the use of the population figures published in 2016 by the Alberta Treasury Board and Finance for the 2023 operating budget. **CARRIED**

3.5 Moved by Bruce Hillis that the SLS board approve the 2023 to 2025 Plan of Service draft. **CARRIED**

3.6 Moved by Lynette Kopp that the SLS board approve the 2023 & 2024 Audit Proposal from Johnston Morrison Hunter & Co Professional Corporation. **CARRIED**

3.7 Moved by Michelle McKenzie that the SLS board approve spending of $3,338.00 from the operating budget in 2022 to match funds received through the Government of Alberta CIP grant for Patron Point. **CARRIED**

3.8 Moved by Terrie Matz that the SLS board approve IT Purchase Request from reserve funds. **CARRIED**

3.9 Moved by Deborah Reid-Mickler that the SLS board approve the 2022 Christmas Dinner & Social. **CARRIED**

3.10 Moved by Lynette Kopp that the SLS board approve as amended Policy B.08: Bylaws: Procedural. **CARRIED**

3.11 Moved by Deborah Reid-Mickler that the SLS board approve as amended Policy F.08: Management of System Revenues. **CARRIED**

3.12 Moved by Terrie Matz that the SLS board amend the reserve funds as follows:

- Subtract $126,789.52 from contingency/operating reserve fund.
- Add $126,789.52 to the capital reserve fund.
- Add $30,000 to the technology reserve fund.
- Add $25,000 to the vehicle reserve fund.
- Add $5,000 to the litigation reserve fund.
- Restrict half of $25,190.60 ($12,595.28) for e-audio purchases in 2022 and the other half ($12,595.28 plus interest) for e-audio purchases in 2023. **CARRIED**

3.13 Moved by Lynette Kopp that the SLS approve as amended Policy C.19: Probationary Period. **CARRIED**

3.14 Moved by Lynette Kopp that the SLS approve as amended Policy C.32: Work Alone. **CARRIED**

4. INFORMATION ITEMS

Moved by Jon Nesbitt that the SLS Board receive the following items for information. **CARRIED**

4.1 CEO report - Petra Mauerhoff

4.2 Manager, Systems & Technical Services report – Chris Field

4.3 Client Services Librarian Report - Kaitlin McClary

4.4 Rural Services Grant

4.5 CFLA-FCAB's IFC's Notice of Personal Liability Memo

4.6 2021 Annual Report

4.7 March 14th and June 13th 2022 Library Manager Meeting Minutes

4.8 Solar Panels energy production information reports

5. ADJOURNMENT

Moved by Dwight Kilpatrick that the meeting be adjourned at 2:19p.m.

CARRIED

Board Chair

Executive Assistant

SLS Board Meeting –Hybrid (In person & Virtual)
MINUTES - APPROVED
Wednesday, September 14, 2022

Present:

Trustees:	Dwight Kilpatrick	Terrie Matz	Deborah Reid-Mickler	Jon Nesbitt
	Bruce Hillis	Lynette Kopp	Michelle McKenzie	Kevin Jones
	Alison Van Dyke			

Staff: Petra Mauerhoff (CEO) Bernadette Mouta

Absent:

Trustees: Craig Widmer CoriAnn Nielson

---

1. CALL TO ORDER

Dwight Kilpatrick called the meeting to order at 1:02p.m.

CARRIED

1.1 ACKNOWLEDGEMENT OF TERRITORY

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

1.2 EXCUSE ABSENT BOARD MEMBERS

Moved by Michelle McKenzie that the SLS Board excuse absent board members Craig Widmer and CoriAnn Nielson.

CARRIED

1.3 APPROVAL OF AGENDA

Moved by Lynette Kopp that the SLS Board approve the September 14, 2022 Agenda as amended.

CARRIED

1.4 APPROVAL OF MINUTES

Moved by Jon Nesbitt that the SLS Board approve the August 17, 2022 SLS Board Meeting Minutes as presented.

CARRIED

2. FINANCIAL STATEMENTS

Moved by Kevin Jones that the SLS Board approve the Financial Statements ending August 31st, 2022 as presented.

CARRIED

2.1 MUNICIPAL AND MATERIAL LEVY PAYMENTS

Moved by Kevin Jones that the SLS Board accept the 2022 Municipal and Material Levy Payment chart for information.

CARRIED

3. ACTION ITEMS

3.1 Moved by Deborah Reid-Mickler that the SLS board approve the 2023 Municipal Levy at $4.97 per capita (1.16% increase over 2022) and the 2024 Municipal Levy at $5.13 per capita (3.22% increase over 2023).
CARRIED

3.2 Moved by Terrie Matz that the SLS board approve the amended 2023 operating budget as presented.
CARRIED

3.3 Moved by Bruce Hillis that the SLS board approve the 2024 operating budget as presented. **CARRIED**

3.4 Moved by Alison Van Dyke that the SLS board approve the purchase of a $100 gift card for each SLS staff member, and the remaining investment income until December 31, 2022 to be spent on E-audio book purchases.
CARRIED

3.5 Moved by Michelle McKenzie that the SLS board approve receiving EFT payments from the Town of Redcliff for future bill payments. **CARRIED**

3.6 Moved by Terrie Matz that the SLS board approve as presented Policy C.03: Bereavement Leave. **CARRIED**

3.7 Moved by Lynette Kopp that the SLS board approve as presented Policy C.04: Compassionate Leave.
CARRIED

3.8 Moved by Deborah Reid-Mickler that the SLS board approve as amended Policy C.05:Continuing Education.
CARRIED

3.9 Moved by Alison Van Dyke that the SLS board approve as presented Policy C.06: Employee Files.
CARRIED

3.10 Moved by Michelle McKenzie that the SLS board approve as presented Policy C.22: Termination of Contract. **CARRIED**

3.11 Moved by Bruce Hillis that the SLS board approve as presented Policy G.08: Collection of Development Donations & Gifts. **CARRIED**

3.12 Moved by Terrie Matz that the SLS board approve the 2023 - 2025 Plan of Service. **CARRIED**

Terrie Matz left meeting at 2:00pm

4. INFORMATION ITEMS

Moved by Kevin Jones that the SLS Board receive the following items for information.
CARRIED

4.1 CEO report - Petra Mauerhoff

4.2 Client Services Librarian Report - Kaitlin McClary

4.3 PD Day Registration Form/Booklet

4.4 Solar Panels energy production information reports

Moved by Jon Nesbitt that the SLS board expresses its appreciation and gratitude to the staff and board of Medicine Hat Public Library for the Library Tour, Networking Lunch and provision of the meeting room.
CARRIED

5. ADJOURNMENT

Moved by Jon Nesbitt that the meeting be adjourned at 2:08p.m.

CARRIED

Board Chair

Executive Assistant

County of Newell/City of Brooks

JOINT SHARED SERVICES COMMITTEE

OCTOBER 11, 2022

BROOKS FIREHALL – 1:00 P.M.

NOTES

Present:

County of Newell
Councillor Kelly Christman
Councillor Greg Skriver
Councillor Neil Johnson
Matt Fenske, CAO

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

Village of Duchess
Councillor Tony Steidel
Yvonne Cosh, CAO

Town of Bassano
Mayor Irv Morey

Others
John de Jong – Christ the Redeemer Trustee
Les Douglass – Grasslands Public Schools Trustee
Sandra Stanway, Brooks Bulletin

Village of Rosemary
Mayor Yoko Fujimoto
Sharon Zacharias, CAO

1. CALL TO ORDER

J. Petrie chaired the meeting, and called the meeting to order at 1:00 p.m.

2. AGENDA ADDITIONS/DELETIONS

There were no additions/deletions to the agenda.

3. APPROVAL OF AGENDA

MOVED by J. Goodnough that the agenda be adopted.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by K. Christman that the Minutes of the Joint Shared Services Committee Meeting held September 13, 2022 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) **Delegation:**

- **Grasslands Public Schools Update**

Trustee Les Douglass provided an update on the following:

- Looking ahead to replace the Brooks Junior High School with preliminary engineering completed. They met with the Minister of Education about a month ago, and will see what happens from there;
- Enrollments in the schools is down by 150 to 200 children overall;
- Concerned some with charter schools; noting that tuition charges can make it so it is only for those who can afford it;
- The new Tilley School is fantastic, and the fundraising did a lot for the grounds and playground;
- In Bassano, they have more indigenous children graduating every year; and,
- Still having some issues getting substitute teachers.

J. Petrie thanked L. Douglass for his update.

- **Christ the Redeemer (CTR) Update**

Trustee John de Jong provided an update on the following:

- Had a 4% growth in the whole division. They had a 9% growth in Brooks;
- Had a meeting last month with the Minister of Education about the situation in Okotoks with the condemned school gymnasium. The school has to be replaced, and the plans are to build a new one in the same spot;
- Schools in Brooks are full, and he does not foresee anything for new schools happening here;
- Have about 70% English Language Learners (ELL) in their schools, and touched on how all the children get along so well. In response to a question, he estimated that there is 700 - 800 ELL students in Brooks;
- Getting teachers has been a challenge just like every other school division; and,
- Bus staffing is a challenge, and have decided as a Board to give a little incentive to bus drivers.

There was discussion about Grasslands School Division and Christ the Redeemer coordinating busing. Both J. de Jong and L. Douglass explained that they both have different schedules and that their buses are full when they arrive at the schools and again when they leave.

J. Petrie thanked J. de Jong for his update.

J. de Jong left at 1:19 p.m.

b) **Doctor Recruitment and Retention – Meeting with Brooks Campus**

J. Petrie advised that K. Christman and himself met with representatives of the Brooks Campus to talk about becoming a destination site for pre-medical programs. He provided an overview of the meeting, and

noted that they suggested the Brooks Campus attend a Joint Shared Services meeting at least one or twice a year. L. Tiffin suggested Timothy Spielman (Dean of Business and Continuing Education) be invited too.

c) **RhPAP**

L. Tiffin introduced A. Fox (RhPAP Consultant) to the Committee. A. Fox provided some background information about herself and her role with RhPAP; and then spoke about the RhPAP Conference recently held in Drayton Valley.

S. Stanway left at 1:27 p.m.

J. Petrie also spoke about the conference, and about a survey that was done of doctors to determine what they are looking for when they come to a community. He presented the top reasons with number one being a welcoming community. A. Fox mentioned that the survey did not differentiate between Canadian grads and international medical graduates, and that the survey included all health care providers.

A. Fox also spoke about the Rural Information Series session on October 20th, where you can learn more about Alberta Health Advocates and how to connect with them and access their services.

L. Tiffin advised that RhPAP High School Skills Day will be held on November 9th at the Medicine Hat College Brooks Campus. She added that she has been working with A. Fox as well as with St. Joseph's Collegiate High School and Grasslands. She noted that they have had lots of interest, and have 48 spaces for students. She has also been in touch with Dr. Brenden Currin and he is going to help get some physicians and nurses to help teach at the stations. A. Fox noted that there is a maximum of six stations to choose from depending on the needs in your community. She suggested we pick from the list she provided and get back to her so she can ship the supplies from Edmonton.

L. Tiffin advised that the walk-in clinic at the Newell Associate Clinic, which closed at the beginning of COVID-19, will not be re-opening.

d) **PEP Update**

I. Morey noted that PEP has an interim Director in place for now, and that there are still some project funds available.

A. Fox left at 1:38 p.m.

I. Morey also provided an update on the pre-assessment status of the new doctors who will be practicing in Bassano.

e) **Economic Development Report**

L. Tiffin, in the absence of M. Iwaasa, spoke to the following items from the report:

- PowerUp Brooks;
- Alberta Innovation Network (AIN) Conference;
- Blade Signs;
- Alberta Advantage Immigration Program (AAIP); and
- Upcoming Events.

f) **NewGrow 2022**

L. Tiffin advised that NewGrow is in the budget for this year, and that staff had some discussion internally and with stakeholders regarding NewGrow and ways that the Program could be altered to make it more pertinent. She noted that the options are listed in her report, and that if he Committee does want to make a change, she is hoping to get some direction today.

The Committee discussed the following:

- The success of NewGrow in 2021;
- Leave NewGrow as is for 2022 and 2023;

- Run NewGrow in 2022 and then review it again for 2023;
- Whether there should be two intakes annually ($20,000 per intake);
- Run NewGrow in the spring versus the fall;
- Holding the judging venue in a larger facility; and,
- Possibly reducing the amount budgeted for NewGrow in the 2023 budget in case additional municipal funding is needed for the Alberta 55+ Summer Games.

L. Tiffin advised that between now and February, they are hoping to alleviate some of their workload by creating the new position to handle the workforce. She added that then they may be able to look at adjusting the program for 2023. If it is left in the 2023 budget as is and any changes are proposed, it can be brought forward to the Committee for approval. The Committee concurred that the Committee leave the $40,000 in the 2023 Budget for this program.

L. Douglass left at 1:55 p.m.

g) **Quarterly Budget Update with Forecast**

L. Tiffin spoke to the quarterly budget report, and proposed that the Business Beautification Loans/Grants ($20,000) and the Formal BRE Program ($5,000) be rolled over into the 2023 Budget. She noted that based on where the budget is at this time and the forecasts, it would leave the Committee under budget this year by $75,000. The Committee concurred that any surplus funds be used to reduce the municipal contributions at the end of the year.

MOVED by K. Christman that the $20,000 for the Business Beautification Loans/Grants and $5,000 for the Formal BRE Program be carried forward to the 2023 Budget.

MOTION CARRIED

h) **Budget 2023 and Municipal Contributions**

L. Tiffin advised that the draft 2023 Budget was presented at the last meeting, and noted that there are unallocated funds in the budget of $21,550.

The Committee discussed what the insurance covers, replacing the large signs, and whether there is any possibly of additional municipal funding needed to host the Alberta 55+ Summer Games. L. Tiffin noted that if the plan is to replace the large signs, the municipalities could definitely work together and come up with a design for them. She also noted that the Alberta 55+ Summer Games Committee increased the registrant participation fee from $65 to $100, which based on approximately 880 participants would generate about an additional $28,000. This would cover the $30,000 budget shortfall.

MOVED by M. Idriss that the 2023 Budget be approved.

MOTION CARRIED

i) **Veterinarian Recruitment**

L. Tiffin advised that Mosaic Veterinary Partners Ltd. (“Mosaic”) is offering a $10,000 referral payment to any person(s) who successfully refer a veterinarian to Newell Veterinary Services. She also spoke to how the referral payment works.

j) **Regional Pathway**

G. Skriver advised that the first stage of the pathway by the County building is nearly completed. He spoke about how the Kinbrook Resort is trying to get some form of pathway there, and that to date roughly $118,000 has been raised for the KInbrook Connection Pathway. L. Tiffin advised that the Federal Infrastructure grant application for funding to assist with the development of the Kinbrook Connection Pathway is still under review.

7. *NEXT MEETING*

The next meeting will be held on Tuesday, November 8, 2022 at 1:00 p.m. in the Brooks Fire Hall

8. *ADJOURNMENT*

MOVED by M. Idriss that the meeting adjourn at 2:25 p.m.

MOTION CARRIED

Signature of Chairman

Signature of Recording Secretary

NEWELL

REGIONAL SERVICES CORP.

2021 Annual Report

A couple notes on 2021…

2021 was another successful year at Newell Regional Services Corporation. Overall, our operations went well and we treated a total of 3,521,616 cubic meter for our member municipalities. This resulted in a financial surplus of $1,348,365. These funds will be placed in reserves for future capital projects such as the replacement of membranes and the additional capacity when needed in the future. In 2021 COVID was still persistent but did not affect our operations. We continually had staff available and did not run into any operational issues as a result.

The biggest change at NRSC for 2021 involved the municipal election and the turnover of our Board of Directors. In 2021 the NRSC Board of Directors saw 4 new members and 3 returning members. This is a good mix of previous experience along with an energetic attitude the new members bring to the table. We would like to take the opportunity to thank the 4 directors who left NRSC in 2021 for the dedication and services to the organization and welcome the 4 new members to our Board of Directors.

NRSC Board of Directors

The Board of Directors represents each municipal share holder that consists of the City of Brooks, County of Newell, Town of Bassano, Village of Duchess and the Village of Rosemary. These directors approve water rates, budgets, wage rates, staffing levels, policy, and job descriptions.

The board of directors had been with NRSC since November of 2017.

In 2021 we had a municipal election and saw some turnover on The Board of Directors. Our first meeting with the new Board of Directors was on November 10th, 2021. The picture below is of the outgoing Board of Directors.

Back Left: Kevin Jones (Town of Bassano), Bill Marshall (Village of Rosemary), Deborah Reid-Mickler (Village of Duchess), Brian de Jong (County of Newell)
Front Left: Dan Klein (City of Brooks), Bill Prentice Vice - Chairman (City of Brooks), Clarence Amulung- Chairman of the Board (County of Newell)

Taken from September 29th, 2021 Board Meeting minutes….

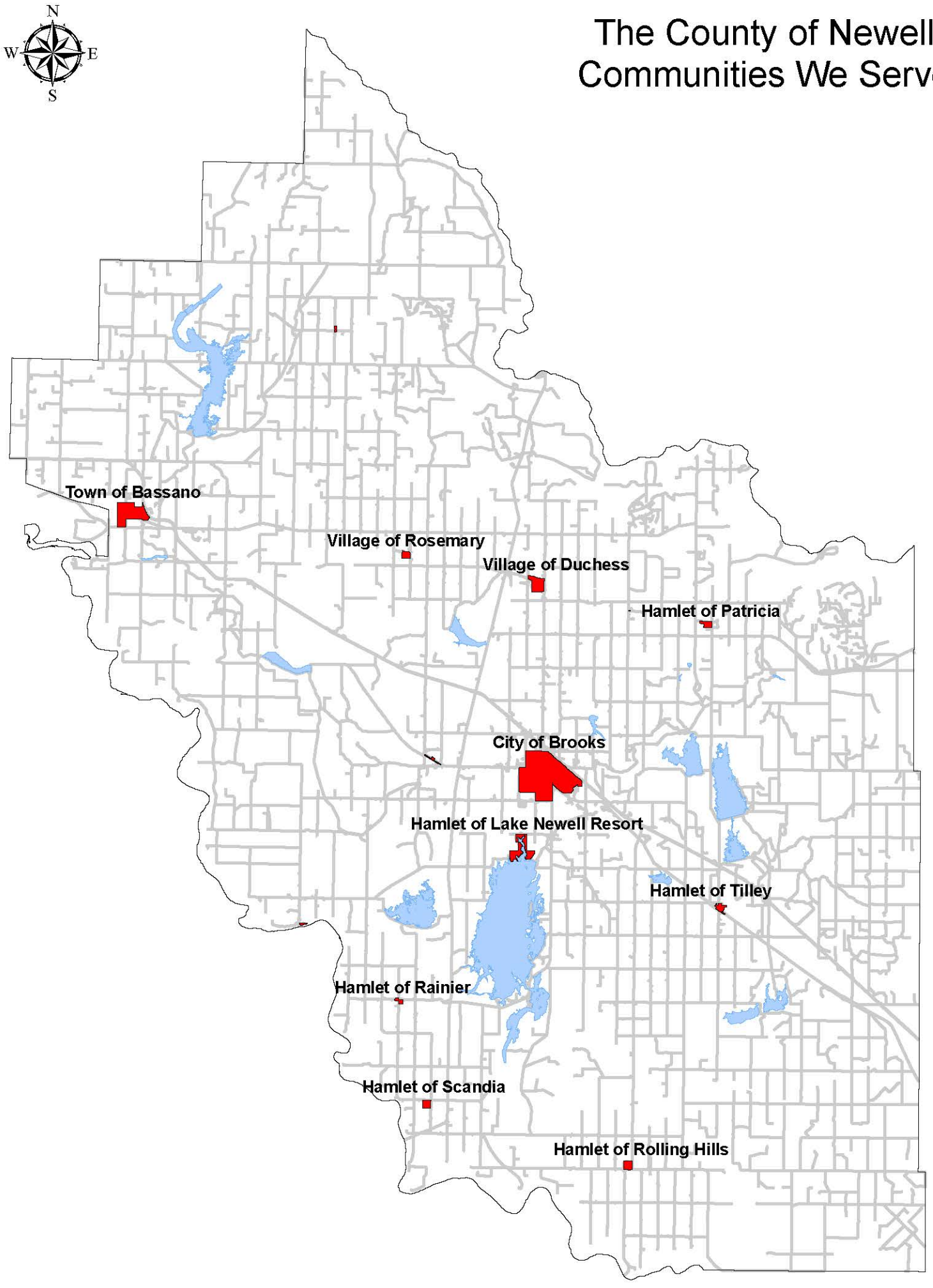
g) AGM

B. Rollag reviewed the 2020 Annual Report with the Board. He pointed out some of the highlights for NRSC in 2020. In the Chairman's message C. Amulung thanked all the Board members for their contributions to making NRSC what it is today and wished all of them well in whatever their future endeavors might be. He also thanked all the staff especially Brian Rollag, Kole Steinley, Theresa Drake and the late Ralph Havinga for making his job over the last decade easy and enjoyable. He said he believes NRSC is well positioned for the future. B. Rollag said the report will be forwarded to all the municipalities and CAO's. B. Rollag answered questions from the Board.

Moved by B. de Jong to accept the **2020 Annual Report** as presented**.**

Carried

The County of Newell
Communities We Serve



2021 Review

2021 AT A GLANCE…

- Peak day for water production for 2021 was 21,613 m3 on June 18th.

- Treated a total of 3,521,616 m3 for our municipal partners.
- Cost of water treatment for the 2021 year was $0.43 per cubic meter. This includes labor, chemical costs, utilities, administrative costs, maintenance and repairs.
- Participated in the N.A.I.T. work experience program. The practicum student completed 600 hours of experience.

Percentage of Water Consumption per Municipality

	2017		2018		2019		2020		2021	
	m3	%	m3	%	m3	%	m3	%	m3	%
Brooks	2,433,619	71.91%	2,451,982	69.50%	2,446,820	70.90%	2,328,396	70.73%	2,448,869	69.54%
Brooks TF	36,936	1.09%	97,970	2.78%	18,968	0.55%	21,623	0.66%	19,884	0.56%
LNR	30,591	0.90%	35,234	1.00%	24,926	0.72%	26,792	0.81%	24,063	0.68%
Tilley	45,366	1.34%	42,499	1.20%	40,231	1.17%	42,527	1.29%	43,914	1.25%
Rainier	4,860	0.14%	3,527	0.10%	5,251	0.15%	4,737	0.14%	6,605	0.19%
Scandia	11,341	0.34%	11,904	0.34%	12,591	0.36%	13,119	0.40%	12,799	0.36%
Rolling Hills	22,054	0.65%	28,152	0.80%	38,373	1.11%	21,430	0.65%	39,292	1.12%
Patricia	14,994	0.44%	14,795	0.42%	14,582	0.42%	15,458	0.47%	17,818	0.51%
Duchess	182,393	5.39%	186,148	5.28%	180,319	5.22%	166,149	5.05%	180,295	5.12%
Rosemary	27,760	0.82%	25,426	0.72%	47,643	1.38%	49,500	1.50%	55,636	1.58%
Bassano	259,527	7.67%	246,456	6.99%	213,076	6.17%	185,330	5.63%	226,635	6.44%
Rural	314,828	9.30%	383,780	10.88%	408,351	11.83%	416,766	12.66%	445,806	12.66%
Total	3,384,269	100.00%	3,527,873	100.00%	3,451,131	100.00%	3,291,827	100.00%	3,521,616	100%

Brooks	73.00%	72.28%	71.45%	71.39%	70.10%
County - Hamlets	3.82%	3.86%	3.94%	3.77%	4.10%
County - Rural	9.30%	10.88%	11.83%	12.66%	12.66%
Village of Duchess	5.39%	5.28%	5.22%	5.05%	5.12%
Village of Rosemary	0.82%	0.72%	1.38%	1.50%	1.58%
Town of Bassano	7.67%	6.99%	6.17%	5.63%	6.44%

Raw Water Summary

Raw Water Summary - 2021		
	Allocation (m3)	Actual (m3)
City of Brooks	8,080,152	2,468,753
Count of Newell		
Lake Newell Resort	502,857	24,063
Rainier	12,571	6,605
Scandia	49,028	12,799
Rolling Hills	52,780	39,292
Patricia	33,943	17,818
Tilley	139,542	43,914
Rural	1,110,134	445,806
Village of Duchess	320,835	180,295
Village of Rosemary	74,008	55,636
Town of Bassano	840,000	226,635

Newell Regional Services Corporations
Board of Directors

General Manager
Brian Rollag

Operations Manager
Kole Steinley

Admin Assistant
Theresa Drake

Operations Supervisor
Ryan Melrose

Operator
Brennan Levie

Operator
Michelle Schuett

Operator
Ryan McGee

Operator
Caleb Robinson

Operator
Yousif Muhamad

Operator
Kyle Zahn

NAIT Practicum Student

Operator
Brad Woods

Summer Student

2021 Financial Statements

Financial Statements of

NEWELL REGIONAL SERVICES CORPORATION

And Independent Auditors' Report thereon

Year ended December 31, 2021

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

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Newell Regional Services Corporation

Opinion

We have audited the financial statements of Newell Regional Services Corporation (the Entity), which comprise:

- the statement of financial position as at December 31, 2021
- the statement of operations and comprehensive income for the year then ended
- the statement of changes in equity for the year then ended
- the statement of cash flows for the year then ended
- and notes and schedule to the financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2021 and its results of operations and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRS).

Basis for Opinion

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

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

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

KPMG LLP, is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity
KPMG Canada provides services to KPMG LLP.

Other Information

Management is responsible for the other information. The other information comprises:

- Information, other than the financial statements and the auditors' report thereon, included in Annual Report. The Annual Report is expected to be made available to us after the date of the auditors' report.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement of this other information, we are required to report the matter to those charged with governance.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with Governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

As part of an audit in accordance with IFRS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

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

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

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

May 25, 2022

NEWELL REGIONAL SERVICES CORPORATION

Statement of Financial Position

December 31, 2021, with comparative information for 2020

	2021	2020
Assets		
Current assets:		
Cash	$ 1,605,327	$ 1,798,632
Trade accounts receivable (note 4)	308,657	168,759
Goods and services tax recoverable	8,083	11,249
Inventory (note 5)	192,804	151,841
Prepaid expenses	66,411	52,587
	2,181,282	2,183,068
Property, plant and equipment (note 6):		
Property, plant and equipment	56,915,267	56,923,730
Less accumulated amortization	5,013,877	4,030,210
	51,901,390	52,893,520
Cash - held in reserve	258,591	257,212
Patronage reserve, at cost	16,088	15,436
Long-term investments (note 7)	4,485,101	2,874,973
	4,759,780	3,147,621
	$ 58,842,452	$ 58,224,209
Liabilities and Shareholders' Equity		
Current liabilities:		
Accounts payable and accrued liabilities (note 8)	$ 250,700	$ 220,369
Redeemable preferred shares (note 10)	14,140,984	14,140,984
	14,391,684	14,361,353
Deferred revenue (note 9)	40,051,294	40,811,749
	54,442,978	55,173,102
Shareholders' equity:		
Share capital (note 10)	70	70
Retained earnings	4,399,404	3,051,037
	4,399,474	3,051,107
Commitments (note 14)		
	$ 58,842,452	$ 58,224,209

See accompanying notes to financial statements.

On behalf of the Board:

_____ Chairman of the Board

_____ Chairman - Finance Committee

NEWELL REGIONAL SERVICES CORPORATION

Statement of Operations and Comprehensive Income

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget	2021 Actual	2020 Actual
	(Unaudited)		
Revenue:			
Water supply	$ 3,460,826	$ 3,679,220	$ 3,284,003
Waste water	98,700	70,688	121,160
Operating recovery	604,495	562,279	629,996
Capital contributions	760,455	760,455	760,455
	4,924,476	5,072,642	4,795,614
Operating expenses:			
Salaries, wages and benefits	821,638	752,634	753,536
Utilities	388,639	426,082	424,350
Automotive	341,809	303,282	274,765
Contract services	262,900	225,600	461,467
Chemicals	228,500	222,339	246,848
Repairs and maintenance	230,453	173,837	350,961
Supplies	105,740	45,857	62,665
Testing	36,840	33,347	22,274
Telecommunications	15,122	20,622	14,727
Amortization	1,048,300	1,030,610	1,024,832
	3,479,941	3,234,210	3,636,425
	1,444,535	1,838,432	1,159,189
Administrative expenses (Schedule)	613,125	529,215	502,856
Operating income	831,410	1,309,217	656,333
Other income (expense):			
Gain on disposal of property, plant and equipment	-	8,250	-
Interest income	185,000	67,883	72,287
Change in unrealized gain (loss) on investments	-	(86,103)	113,910
Gain on sale of investments	-	30,463	-
Other income (note 11)	12,092	18,655	11,251
	197,092	39,148	197,448
Net income and comprehensive income	$ 1,028,502	$ 1,348,365	$ 853,781

See accompanying notes to financial statements.

NEWELL REGIONAL SERVICES CORPORATION

Statement of Changes in Equity

Year ended December 31, 2021, with comparative information for 2020

	Share capital	Retained earnings	Total equity
Balance at January 1, 2020	$ 70	$ 2,197,256	$ 2,197,326
Net income and comprehensive income for the year ended December 31, 2020	--	853,781	853,781
Balance at December 31, 2020	70	3,051,037	3,051,107
Net income and comprehensive income for the year ended December 31, 2021	--	1,348,367	1,348,367
Balance at December 31, 2021	$ 70	$ 4,399,404	$ 4,399,474

See accompanying notes to financial statements.

NEWELL REGIONAL SERVICES CORPORATION

Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
Operations:		
Net income and comprehensive income	$ 1,348,365	$ 853,781
Item not involving cash:		
Amortization	1,030,610	1,024,832
Capital contributions	(760,455)	(760,455)
Gain on sale of investment	(30,463)	-
Gain on disposal of property, plant and equipment	(8,250)	-
Unrealized (gain) loss on investments	86,103	(113,910)
	1,665,910	1,004,248
Change in non-cash operating working capital:		
Accounts receivable	(139,898)	126,899
Goods and services tax recoverable	3,166	7,253
Inventory	(40,963)	(12,630)
Prepaid expenses	(13,824)	21,466
Accounts payable and accrued liabilities	30,331	(94,854)
	1,504,722	1,052,382
Investing:		
Purchase of property, plant and equipment	(38,480)	-
Proceeds on disposal of property, plant and equipment	8,250	-
Increase in patronage reserve	(652)	(1,017)
Increase in cash held in reserve	(1,379)	(6,588)
Increase in investments	(1,665,766)	(63,059)
	(1,698,027)	(70,664)
Increase (decrease) in cash	(193,305)	981,718
Cash, beginning of year	1,798,632	816,914
Cash, end of year	$ 1,605,327	$ 1,798,632

See accompanying notes to financial statements.

NEWELL REGIONAL SERVICES CORPORATION

Notes to Financial Statements

Year ended December 31, 2021

1. Reporting entity:

Newell Regional Services Corporation (the "Company") was incorporated under the Business Corporations Act of Alberta on October 27, 2008 and operates under a Ministerial Order pursuant to sections 73 and 250 of the Municipal Governments Act of Alberta and the Newell Regional Services Corporation Regulation of the Municipal Government Act of Alberta. The Company treats and supplies water to the areas of the County of Newell, City of Brooks, Village of Rosemary, Town of Bassano, and Village of Duchess. Active operations commenced on January 1, 2010.

The Company is exempt from income tax under Section 149 of the Canadian Income Tax Act.

The Company operates in Canada with its registered office located at 330 Canal Street, Brooks, Alberta.

2. Basis of presentation:

(a) Statement of compliance:

These financial statements are prepared in accordance with International Financial Reporting Standards ("IFRS").

These financial statements were approved and authorised for issue by the Company's board of directors on May 26, 2021.

(b) Functional and presentation currency:

These financial statements are presented in Canadian dollars, which is the Company's functional currency.

(c) Use of estimates and judgment:

The preparation of the financial statements in conformity with IFRS requires management to make estimates and assumptions that affect the application of policies and the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. The Company reviews its estimates and assumptions on an ongoing basis, uses the most current information available and exercises careful judgment in making these estimates and assumptions. Adjustments to previous estimates, which may be material, are recorded in the period in which they become known. Actual results may differ from these estimates. Significant items subject to such estimates and assumptions include the carrying amounts of trade accounts receivable, property, plant and equipment, investments, inventories and deferred revenue.

3. Significant accounting policies:

The accounting policies set out below have been applied consistently to the years presented in the financial statements by the Company, with the exception of the accounting policy changes noted below.

(a) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition.

(b) Inventory

Inventory of chemicals for consumption are valued at the lower of cost and net realizable value on a specific item basis. Net realizable value is the listed market price from suppliers at the balance sheet date. Cost includes the purchase price, transportation and other costs incurred to bring the inventories to their present location and condition.

(c) Property, plant and equipment:

Property, plant and equipment are measured at cost less accumulated amortization and accumulated impairment losses, if any.

Costs includes expenditures that are directly attributable to the acquisition or construction of the asset such as materials, labour, borrowing costs and contracted services. Subsequent costs are included in the asset's carrying amount or recognized as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Company and the cost can be measured reliably. The carrying amount of a replaced asset is derecognized when replaced. When parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Amortization is charged on a straight-line basis over the estimated economic useful lives of items of each depreciable component of property, plant and equipment, from the date they are available for use, as this most closely reflects the expected usage of the assets. Land and construction work in progress are not amortized. Estimating the appropriate useful lives of assets requires significant judgement and is generally based on estimates of life characteristics of similar assets. The useful economic lives, methods of depreciation and residual values are reviewed annually with any changes adopted on a prospective value.

3. Significant accounting policies (continued):

(c) Property, plant and equipment (continued):

Amortization is provided using the following methods and annual rates:

Asset	Basis	Rate
Buildings	Straight-line	45 years
Water mains and pipeline	Straight-line	75 years
Automotive	Straight-line	5 years
Office equipment	Straight-line	10 years

Gains and losses on disposal of property, plant and equipment are determined by comparing the proceeds from disposal with the carrying amount of property, plant and equipment.

(d) Revenue recognition:

The Company recognizes revenue when it transfers control over a promised good or service, a performance obligation under the contract, to a customer and where the Company is entitled to consideration resulting from completion of the performance obligation. Depending on the terms of the contract with the customer, revenue recognition can occur at a point in time or over time. When a performance obligation is satisfied, revenue is measured at the transaction price that is allocated to that performance obligation. For contracts where non-cash consideration is received, revenue is recognized and measured at fair value of the non-cash consideration.

Revenue is classified as water supply, waste water, operating recovery, and capital contributions depending on the nature of each distinct performance obligation.

- Water supply

  Revenue from sale of goods is recognized upon delivery to the customer and collectibility is reasonably assured. These revenues include an estimate of the value of water consumed by customers, to the end of each period billed subsequent to the reporting period.

  The contract with customers for the supply of water goods consist primarily of perpetual contracts that are effective until terminated by the customer of the Company. The Company provides a series of distinct goods, which are simultaneously received and consumed by the customer. Each of the performance obligations is satisfied over time using the output method for recognition of revenue, i.e. the units of each good supplied to the customer.

3. Significant accounting policies (continued):

(d) Revenue recognition (continued):

Revenues are calculated based on the customer's usage of the goods during the period, at the applicable rates per the terms of the respective contracts. Customers are generally billed on a monthly basis and payment is generally due within 30 days of billing the customer.

- Waste water and operating recovery

  Revenue from waste water services consist primarily of perpetual contracts that are effective until terminated by customer of the Company. The Company provides a series of distinct goods, which are simultaneously received and consumed by the customer. Each of the performance obligations is satisfied over time using the output method for recognition of revenue, i.e. quantifiable services rendered to the customer.

  Revenues are calculated based on the services provided to the customer during the period, at the applicable rates per the terms of the respective contracts. These revenues include an estimate of the value of the services provided to the customers in the reporting period and billed subsequent to the reporting period. Customers are billed generally within a month and payment is generally due within 30 days of billing the customer.

- Capital contributions

  Contributions related to capital expenditures or contributions in-kind are deferred and amortized to income over the estimated economic useful lives of the assets to which the contribution relates.

3. Significant accounting policies (continued):

(e) Impairment:

Financial assets

The Company uses the "expected credit loss" (ECL) model for calculating impairment and recognizes ECL as a loss allowance for financial assets measured at amortized cost or at fair value through other comprehensive income. At each reporting date, the Company measures the loss allowance for financial assets, except for trade receivables without significant financing component, at an amount equal to the lifetime ECL to determine if the credit risk on that financial asset has increased significantly since initial recognition. If the credit risk on a financial asset has not increased significantly since initial recognition, the Company measures the loss allowance for that financial asset at an amount equal to 12-month ECL.

For trade receivables without significant financing component, the Company applies the simplified approach and uses a provision matrix, which is based on the Company's historical credit loss experience for trade receivable, current market conditions and future expectations, to estimate and recognize the lifetime ECL. Trade and other receivables that are not assessed for impairment individually are assessed for impairment on a collective basis taking into consideration the unique risk factors associated with each customer group.

Redeemable and retractable preferred shares are classified as financial liabilities as they are redeemable in cash by the holders. Dividends thereon are recognized as interest expense in net income.

Non-financial assets

The Company reviews the carrying amounts of its non-financial assets consisting of property, plant and equipment, inventory and its investment are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, then the asset's recoverable amount is estimated in order to determine the extent of the impairment loss, if any. Where it is not possible to estimate the recoverable amount of an individual asset, the Company estimates the recoverable amount of the CGU to which the asset belongs.

The recoverable amount is the greater of its value in use and its fair value less costs to sell. Where fair value less costs to sell is not reliably available, value in use is used as the recoverable amount.

3. Significant accounting policies (continued):

(e) Impairment (continued):

If the recoverable amount of an asset (or CGU) is estimated to be less than its carrying amount, the carrying amount is reduced to its recoverable amount. An impairment loss is recognized immediately in earnings.

An impairment charge may be reversed only if there is objective evidence that a change in the estimate used to determine the asset's recoverable amount since the last impairment was recognized is warranted. When an impairment charge is subsequently reversed, the carrying amount of the asset (or CGU) is increased to the revised recoverable amount to the extent that it does not exceed the carrying amount that would have been determined had no impairment charge been recognized in the previous periods. A reversal of an impairment charge is recognized immediately in earnings. After such a reversal, the amortization charge is adjusted in future periods to allocate the asset's revised carrying amount, less any residual value, on a systematic basis over its remaining useful life.

(f) Deferred revenue:

Certain assets are contributed by customers or constructed using non-refundable cash contributions from customers. Non-refundable customer contributions, which are used to provide ongoing goods or services to these customers, are recorded as deferred revenue. The deferred revenue is initially recorded at the fair value of contributed assets, or the amount of cash contributions received, and is recognized as revenue on a straight-line basis over the estimated lives of the contracts with the customers. Where contracts with customers are perpetual and the related contributed asset is used to provide ongoing goods or services to customers, the life of the contract is estimated to be equivalent to the economical useful life of the asset to which the contribution relates.

Certain assets are acquired or constructed using non-refundable government grants. Government grants are recorded as deferred revenue and are recognized as revenue on a straight-line basis over the estimated economic useful lives of the assets to which they relate.

Certain assets are contributed by developers or acquired or constructed using non-refundable cash contributions from developers. Currently there is no specific IFRS guidance on accounting for contributions received from developers. The Company has developed an accounting policy for the initial recognition of such contributions and subsequent recognition of the related revenue. These contributions are recorded as deferred revenue, at the fair value of the contributed assets or the amount of cash contribution received, and are recognized as revenue on a straight-line basis over the estimated economic useful lives of the assets to which the contribution relates.

3. Significant accounting policies (continued):

(g) Financial instruments:

Financial assets are identified and classified based on the business model used by the Company for managing those financial assets, as one of the following: at amortized cost, at fair value through other comprehensive income, or at fair value through profit or loss. Non-derivative financial assets that were not classified in any of the above categories were designated as available-for-sale financial assets. Financial liabilities continue to be classified as measured at fair value through profit or loss or at amortized cost, as there is no change in classification of financial liabilities under IFRS 9.

Financial assets and financial liabilities are presented on a net basis when the Company has a legally enforceable right to offset the recognized amounts and intends to settle on a net basis or to realize the asset and settle the liability simultaneously.

- At amortized cost

  Cash and cash equivalents, other financial assets and trade and other receivables except for derivative assets and long-term investment, which are classified as financial assets measured at fair value through profit or loss, are classified as financial assets measured at amortized cost. These financial assets are recognized initially at fair value plus directly attributable transaction costs, if any. After initial recognition, they are measured at amortized cost when they are held for collection of cash flows, where those cash flows solely represent payments of principal and interest using the effective interest method less any impairment. The effective interest method calculates the amortized cost of a financial asset and allocates the finance income over the term of the financial asset using an effective interest rate. The effective interest rate is the rate that discounts estimated future cash receipts through the expected life of the financial asset, or a shorter period when appropriate, to the gross carrying amount of the financial asset.

  The Company's trade and other payables, debentures and borrowings, refundable contributions from customers and developers and other liabilities, except for contingent consideration and derivative liabilities which are classified as financial liabilities measured at fair value through profit or loss, are classified as financial liabilities measured at amortized cost and recognized on the date at which the Company becomes a party to the contractual arrangement. Financial liabilities are derecognized when the contractual obligations are discharged, cancelled or expire. Financial liabilities are initially recognized at fair value including discounts and premiums, plus directly attributable transaction costs, such as issue expenses, if any. Subsequently, these liabilities are measured at amortized cost using the effective interest rate method.

3. Significant accounting policies (continued):

(g) Financial instruments (continued):

- At fair value through other comprehensive income

  Financial assets that are held for collection of contractual cash flows and for selling, where the assets' cash flows solely represent payments of principal and interest, are classified as financial assets at fair value through other comprehensive income. These financial assets are initially recognized at fair value plus directly attributable transaction costs. Subsequent to initial recognition, these financial assets are measured at fair value with unrealized gains and losses recognized in other comprehensive income, except for the recognition of impairment losses, reversal of impairment losses, interest income and foreign exchange gains and losses, which are recognized in net income. On de-recognition of the financial asset, the cumulative gain or loss previously recognized in other comprehensive income is reclassified to net income. Interest income from these financial assets is recognized as other income using the effective interest rate method.

- At fair value through profit or loss

  Financial instruments at fair value through profit or loss include instruments that are designated as financial instruments at fair value through profit or loss or those financial instruments that do not meet the criteria for classification under any other category.

  Upon initial recognition, directly attributable transaction costs are recognized in net income as incurred. Changes in fair value of financial instruments measured at fair value through profit or loss are recognized in net income.

  The fair value instruments of the Company that are recorded at fair value have been classified into levels using a fair value hierarchy. A Level 1 valuation is determined by unadjusted quoted prices in active market for identifiable assets or liabilities. A Level 2 valuation is based upon inputs other than quoted prices included in Level 1 that are observable for the instruments either directly or indirectly. A Level 3 valuation for the assets and liabilities are not based on observable market data.

3. Significant accounting policies (continued):

(h) Related party transactions

Monetary related party transactions and non-monetary related party transactions that have commercial substance are measured at the exchange amount when they are in the normal course of business, except when the transaction is an exchange of a product or property held for sale in the normal course of operations. Where the transaction is not in the normal course of operations, it is measured at market value when there is a substantive change in the ownership of the item transferred and there is independent evidence of the exchange amount.

All other related party transactions are measured at market value.

(i) Pension expense:

The Company participates with others in the Local Authorities Pension Plan (LAPP). This pension plan is a multi-employer defined benefit pension plan that provides pension benefits for the Company's participating employees, based on years of service and earnings. Since the plan is a multi-employer plan, it is accounted for as a defined contribution plan and, accordingly, the Company does not recognize its share of any plan surplus or deficit.

A supplementary plan ("APEX") is available through the Alberta Urban Municipalities Association for selected employees conditional upon the Company being a member of LAPP. The plan is a top-up of the LAPP.

4. Trade accounts receivable:

	2021	2020
Trade accounts receivable	$ 231,741	$ 94,872
Other receivables	76,916	73,887
	$ 308,657	$ 168,759

All amounts are due in the short-term. The carrying amounts are a reasonable approximation of their fair value.

The Company does not hold any collateral in respect of these receivables.

Accounts and other receivables consist primarily of amounts due from the member municipalities. As a result, credit losses are generally low and the Company provides for an allowance for lifetime ECL.

The Company calculates the ECL on accounts receivable using a provision matrix approach, which is based on the Company's historical credit loss experience and current economic conditions for accounts receivable, to estimate the ECL. The total ECL at December 31, 2021 is $nil (2020 - $nil).

5. Inventory:

The cost of inventories recognized as an expense during the year ended December 31, 2021 was $222,339 (2020 – $246,848).

NEWELL REGIONAL SERVICES CORPORATION

Notes to Financial Statements

Year ended December 31, 2021, with comparative information for 2020

6. Property, plant and equipment:

	Land	Buildings	Water mains and pipeline	Vehicles	Office equipment	Total 2021
Cost:						
Balance - January 1, 2021	$ 615,534	$ 28,038,491	$ 28,000,782	$ 256,965	$ 11,958	$ 56,923,730
Additions	--	--	--	38,480	--	38,480
Transfers	--	--	--	(34,985)	--	(34,985)
Disposals	--	--	--	--	(11,958)	(11,958)
Balance at December 31, 2021	$ 615,534	$ 28,038,491	$ 28,000,782	$ 260,460	$ --	$ 56,915,267
Accumulated amortization:						
Balance – January 1, 2021	--	2,543,108	1,259,304	215,840	11,958	4,030,210
Amortization	--	622,793	373,759	34,058	--	1,030,610
Disposals	--	--	--	(34,985)	(11,958)	(46,943)
Balance at December 31, 2021	--	3,165,901	1,633,063	214,913	--	5,013,877
Net book value	$ 615,534	$ 24,872,590	$ 26,367,719	$ 45,547	$ --	$ 51,901,390

	Land	Buildings	Water mains and pipeline	Vehicles	Office equipment	Total 2020
Cost:						
Balance - January 1, 2020	$ 615,534	$ 28,038,491	$ 28,000,782	$ 256,965	$ 11,958	$ 56,923,730
Additions	--	--	--	--	--	--
Transfers	--	--	--	--	--	--
Disposals	--	--	--	--	--	--
Balance at December 31, 2020	$ 615,534	$ 28,038,491	$ 28,000,782	$ 256,965	$ 11,958	$ 56,923,730
Accumulated amortization:						
Balance – January 1, 2020	--	1,920,314	885,552	187,554	11,958	3,005,378
Amortization	--	622,794	373,752	28,286	--	1,024,832
Disposals	--	--	--	--	--	--
Balance at December 31, 2020	--	2,543,108	1,259,304	215,840	11,958	4,030,210
Net book value	$ 615,534	$ 25,495,383	$ 26,741,478	$ 41,125	$ --	$ 52,893,520

6. Property, plant and equipment (continued):

Amortization for the year amounted to $1,030,610 (2020 - $1,024,832). The entire amount of $1,030,610 (2020 - $1,024,832) relates to operating activities.

7. Long-term investments:

	2021	2020
Investments	$ 4,485,101	$ 2,874,973

Long-term investments consists of held-to-maturity fixed income investments and principal protected notes, bearing interest at rates between 1.20% and 3.72% and maturing between June 2022 and July 2031.

8. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities at the balance sheet dates are the following:

	2021	2020
Trade and other payables	$ 227,119	$ 202,301
Government remittances	23,581	18,068
	$ 250,700	$ 220,369

9. Deferred revenue:

Deferred revenue represents the portion of the water treatment plant project contributed to the Company for which grant funding was received on its behalf. The contributions are being deferred and recognized as revenue over the life of the related assets.

	2021	2020
Balance, beginning of year	$ 40,811,749	$ 41,572,204
Capital contributions recognized as revenue	(760,455)	(760,455)
Balance, end of year	$ 40,051,294	$ 40,811,749

10. Share capital:

Authorized:
An unlimited number of:
Classes A to F common voting shares
Classes G to L preferred redeemable retractable non-cumulative non-voting shares, redeemable at $1,000 per share

The issued share capital of the Company is as follows:

	2021	2020
Share capital presented as equity:		
200 Class A common shares (2020 - 200)	$ 20	$ 20
200 Class B common shares (2020 - 200)	20	20
100 Class C common shares (2020 - 100)	10	10
100 Class E common shares (2020 - 100)	10	10
100 Class F common shares (2020 - 100)	10	10
	$ 70	$ 70
Share capital presented as debt:		
11,070.749 Class G preferred shares, non-voting ($11,070,749 in aggregate) (2020 - 11,070.749; $11,070,749 in aggregate)	$ 11,070,749	$ 11,070,749
3,070.235 Class H preferred shares, non-voting ($3,070,235 in aggregate) (2020 - 3,070.235; $3,070,235 in aggregate)	3,070,235	3,070,235
	$ 14,140,984	$ 14,140,984

11. Other income:

	2021	2020
Truck fill	$ 15,303	$ 8,538
Other	3,352	2,713
	$ 18,655	$ 11,251

12. Related party transactions:

During the year, the Company had the following related party transactions with its members, who are all shareholders of the Company:

Accounts payable includes the following amounts:

	2021	2020
City of Brooks	$ 38,674	$ 33,188
Village of Duchess	2,439	2,177
Village of Rosemary	2,872	3,595
County of Newell	4,963	2,354
Town of Bassano	325	247
	$ 49,273	$ 41,561

Accounts receivable includes the following amounts:

	2021	2020
City of Brooks	$ 160,994	$ 4,015
Village of Rosemary	2,952	6,020
Village of Duchess	10,696	23,914
Town of Bassano	19,556	12,877
County of Newell	100,084	109,321
	$ 294,282	$ 156,147

Related party transactions (continued):

During the year, the Company had the following sales which includes operating recovery:

	2021	2020
City of Brooks	$ 2,478,575	$ 2,459,226
Village of Rosemary	55,636	47,535
Village of Duchess	180,295	161,216
Town of Bassano	266,170	302,262
County of Newell	1,162,659	877,090
	$ 4,143,335	$ 3,847,329

Compensation of key management personnel consists of:

	2021	2020
Short-term benefits	$ 199,408	$ 204,607
Post-employment benefits	30,502	31,193
	$ 229,910	$ 235,800

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

13. Economic dependence:

The Company operates under the terms of a water supply agreement with its members. Under the terms of this agreement the Company relies upon its members to pay for its services. Substantially all revenue is derived from sales to member shareholders. As a result, the Company is economically dependent on its members in order to generate operating profits, cash flow from operations, and for the continued viability of the business.

14. Commitments:

The company has signed a contract with Alberta Municipal Services Corporation and TransAlta Energy Marketing Corp. that locks in the rate for their electricity and natural gas which expires December 31, 2023 and December 31, 2022 accordingly.

15. Financial risks and concentration of risk:

It is management's opinion that the Company is not exposed to significant currency risk arising from its financial instruments unless otherwise disclosed.

(a) Market risk:

The Company's revenue is derived from the treatment and supply of water to the surrounding area.

(b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. At December 31, 2021, trade accounts receivable include approximately $280,634 (2020 - $146,112) due from 3 customers (2020 - 3), representing approximately 91% (2020 - 87%) of total trade accounts receivable. The credit risk exposure to the Company is limited due to the Company's municipal customer base. There is no change to risk exposure from the prior year.

(c) Liquidity risk:

Liquidity risk is the risk that, as a result of operational liquidity requirements, the Company will not have sufficient funds to settle an obligation on the due date and will be forced to sell financial assets at a price which is less than they are worth, or will be unable to settle or recover a financial asset. The Company manages its liquidity risk through cash and working capital management. There is no change to risk exposure from the prior year.

The statement of financial position includes $250,700 (2020 - $220,369) in accounts payable and accrued liabilities all due within one year or less.

16. Local Authorities Pension Plan

Employees of the Company participate in the Local Authorities Pension Plan, which is one of the plans covered by the Public Sector Pension Plans Act. The LAPP serves about 275,863 people and about 433 employers. It is financed by employer and employee contributions and investment earnings of the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Company is required to make current service contributions to the Plan of 9.39% (2020 - 9.39%) of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings ("YMPE") and 13.84% (2020 - 13.84%) for the excess. Employees are required to make current service contributions of 8.39% (2020 - 8.39%) of YMPE plus 12.84% (2020 - 12.84%) of any portion of pensionable salary over YMPE.

Total current and past service contributions by the Company to the LAPP in 2021 were $77,870 (2020 - $79,140). Total current and past service contributions by the employees of Newell Regional Services Corporation to the LAPP in 2021 were $70,318 (2020 - $71,611).

At December 31, 2020, the LAPP disclosed an actuarial surplus of $5.0 billion (2019 - $7.91 billion) .

17. Apex Supplementary Pension Plan

The APEX supplementary pension plan, an Alberta Urban Municipality Association ("AUMA") sponsored defined benefit pension plan covered under the provisions of the Alberta Employment Pensions Plans Act, commenced on January 1, 2003 and provides supplementary pension benefits to a prescribed class of employees. The plan supplements the Local Authorities Pension Plan.

Contributions are made by the prescribed class of employees and the Company. Employees and the Company are required to make current service contributions to APEX of 2.61% (2020 - 2.61%) and 3.85% (2020 - 3.85%) respectively of pensionable earnings up to $154,611 (2019 - $151,278).

Total current service contributions by the Company to APEX in 2021 were $7,177 (2020 - $4,397). Total current service contributions by the employees of the Company were $2,900 (2020 - $2,981).

The cost of post-retirement benefits earned by employees is actuarially determined using the projected unit credit method prorated on service and management's best estimate of salary and benefit escalation and retirement ages of employees. The cost of post-retirement benefits are fully funded.

NEWELL REGIONAL SERVICES CORPORATION

Schedule of Administrative Expenses

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget (Unaudited)	2021 Actual	2020 Actual
Salaries, wages and benefits	$ 323,800	$ 321,913	$ 315,290
Computer software and support	78,466	66,517	64,555
Insurance	43,821	50,357	46,104
Telephone	28,000	29,373	29,689
Office supplies	26,993	20,578	14,599
Workers' Compensation	14,745	17,358	2,633
Professional fees	26,000	14,500	17,596
Training	26,750	4,064	6,253
Travel	32,500	1,718	5,281
Bank charges and interest	6,550	1,628	844
Advertising	1,500	1,209	12
Repairs and maintenance	2,500	-	-
Amortization	1,500	-	-
	$ 613,125	$ 529,215	$ 502,856

TOWN OF BASSANO
OCT 2 4 2022
RECEIVED

Cheryl Sherry
Box 895
Bassano, AB T0J 0B0
Cell: 403-795-1750

October 24, 2022

Town of Bassano
Box 299
Bassano, AB T0J 0B0

Attention: Bassano CAO, Mayor and Council

I am writing to ask permission to light up the Bassano Campground for Christmas In The Campground 2022.

Camp sites are purchased by families and businesses to decorate for the occasion. All proceeds will go to Bassano Christmas Hamper Program.

If possible, we would like to have access to the campground from November 1, 2022 until January 8, 2023. If these dates are not suitable, could you please provide us dates that will meet your approval. We would also like to check the power on November 28 & 29th to make sure all is working. Light up will begin on November 30, 2022 and turn off of lights January 2, 2023.

We are also requesting, with appreciation, the Town of Bassano to pick up the cost of the electricity for Christmas In The Campground again this year.

Would it be possible for a Town of Bassano Works employee to turn the lights on in the evening and off in the morning.

Christmas In The Campground 2022 is a project that we feel brings our community together and provides a little bit of Christmas cheer to all.

We thank you for your consideration and are looking forward to your reply.

Cheryl Sherry
Committee Chairperson

NEWELL REGIONAL SOLID WASTE MANAGEMENT AUTHORITY

Minutes of the 3:00 pm October 27, 2022 Meeting

Held at the Village of Duchess Offices

MEMBERS PRESENT:

Tony Steidel – Chairman of the Board – Village of Duchess, Mayor

Bill Prentice – Vice Chairman – City of Brooks, Councillor

John Slomp – Town of Bassano, Councillor

Gerry Fortier – Village of Rosemary, Councillor

Neil Johnson – County of Newell, Councillor

ALSO IN ATTENDANCE:

Jerry Neighbour – NRSWMA - Treasurer

Shawn McKay – NRSWMA - Authority Manger

1) **CALL TO ORDER**

Tony Steidel called the meeting to order at 2:55pm. Minutes recorded by Shawn McKay.

2) **ADOPTION OF AGENDA – ADDITIONS, DELETIONS & ADJUSTMENTS:**

Gerry Fortier moved the agenda be adopted – carried unanimously.

3) **ADOPTION OF MINUTES**

Bill Prentice moved the minutes of the October 5, 2022 meeting be adopted – carried unanimously.

4) **MONTHLY FINANCIALS**

Tony Steidel moved the Financials be accepted – carried unanimously.

5) AUTHORITY MANAGER'S MONTHLY REPORT

The new approvals for this reporting month were up from 9,235 tonnes to 10,225 tonnes.

Waste quantities are down from last month and up from this time last year. Industrial waste sales are up $75,000 from September last year.

A leachate forcemain construction kick off meeting was held with Brooks Asphalt, White Fox, Dillon Consulting and I and the project shall commence November 15, 2022. Dillon Consulting has been directed to design Industrial Cell 7 leachate flow to the East leachate pond.

White Fox has completed laying clay liner in the West half of Industrial Cell 7 and is waiting on Salbro's approval to begin laying the geotextile and tire shred. White Fox is continuing to lay liner in Industrial Cell 7. Capping is complete and topsoil is complete on the North side and they are three quarters finished on the East slope.

Liberty and CRM are stockpiling tire shred at the landfill. Approximately 15,750 tonnes of shred have been received and 550 tonne is still required.

2 new NRL roll off containers arrived October 26th and the other two are scheduled to arrive October 28th.

Concrete, Asphalt, Trees & Stumps, Shingles, and C & D quantification. All of the quantities have been received. The crushing & grinding project will have to go out for tender.

The lawsuit between 109628 Alberta and NRL has been settled

The SAEWA October meeting has been postponed for an extension to the EOI review and scoring process.

Armor has repaired and sealed the shop eaves and capped the chimney ducts. Continuing to monitor scale house leaks.

NRL 5.0/Oct27/22 Tony Steidel moved to go in camera at 3:10pm to discuss matters concerning an ex-employee in accordance with the *Freedom of Information and Privacy Act* (FOIP) with all persons present. Carried unanimously.

NRL 5.0/Oct27/22 Bill Prentice moved to revert back to a regular meeting at 3:20pm. Carried unanimously.

NRL 5.0/Oct27/22 Bill Prentice moved to accept the proposal concerning the ex-employee to move the situation forward. Carried unanimously.

Roger Newman, the Bassano transfer station operator, has been instructed to set up a commercial only roll off container to determine how many commercial loads on average is filling one NRL container so a price per load with the commercial haulers maybe established. My target date is November 15th to have a price per load, with January 1st being the start date for charging those loads. Discussed irregularities noticed in Bassano's operating hours.

Tilley was broken into October 18th and some metal items from the metal pile were noted as missing. They cut the tension wire on the bottom of the fence to gain access. The fence has been repaired.

Board and staff Christmas party was set for December 10th.

6) Transfer site quantities were reviewed.

7) INVOICES & WAGES – Bill Prentice moved to approve the invoices – carried unanimously.

8) ADDITIONAL AGENDA TOPICS

None.

9) Further Discussion

None.

10) Adjournment - Tony Steidel adjourned the meeting at 3:55pm.

Next meeting at 3:00pm, Thursday, December 8, 2022, at the Village of Duchess Offices.

Newell Housing Foundation
Minutes

October 4, 2022- 4:00 pm
CITY HALL- HAYES ROOM

Present: G. Miedema, A. Skanderup, M. Wardrop, T. Preston, K. Steinley, A. Philpott, J. Slomp
Staff: S. Loewen
Regrets: J. Petrie, Y. Fujimoto

Vice Chair G. Miedema called the meeting to order at 4:02 pm

1. Additions to/Adoption of Agenda

Moved by T. Preston to accept the agenda as presented.

CARRIED

2. New Business
   a) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. Vacancies for September 2022 were: Newbrook Lodge- 29. Playfair Lodge-4. Dr. Scott Apartments- 0. Pioneer Villas- 3-2-awaiting suite renewals. Community Housing 3- 2- awaiting capital. Tilley- 1, Duchess-1. The Villa in Rosemary is full. The ASCHA South Zone meeting and covid funding were also discussed.

Moved by A. Philpott to accept the CAO Report as information.

CARRIED

3. Old Business
   a) Hospice at Newbrook Lodge

No responses to the letter sent out June 22nd have been received from and of the numerous AHS employees and the Honourable Minister Copping. The Brooks Bulletin ran an article in the paper regarding the Newell Housing Foundation investigating the possibility of a hospice suite at the Newbrook Lodge. Residents have provided some feedback and resident consultation will be required for this project to move forward. Staffing shortages of Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) were also discussed as staffing a hospice space does not seem feasible at this time. A. Philpott will consult with the Prairie Rose Hospice Palliative Care Society (PRHPCS) on the intent of the Newell Housing Foundation with the hospice space we can provide.

   b) Newbrook Lodge Vacancies

The CAO investigated the option of converting some units of the Newbrook Lodge to a higher level of care. This option does not seem feasible currently for Newbrook Lodge. A discussion was held on offering Villa residents a free 3-day trial stay at the Newbrook Lodge.

Moved by M. Wardrop to allow three-day free trial stays to interested Villa residents.

CARRIED

c) Newbrook Lodge Resident Building Roof Replacement

Still awaiting the quote from the third company. **TABLED**

4. Financial Statements

Moved by A. Skanderup to accept the Financial Statements as presented.

CARRIED

Consent Agenda Items

Moved by T. Preston that the items listed in the Consent Agenda by accepted for information.

CARRIED

Meeting Date

The next meeting is November 1st at 4:00 pm in the Hayes Room at City Hall

Adjournment

The meeting was adjourned at 5:02 pm

_____ _____

Board Chair Board Member

500 3rd Street E Brooks, AB T1R 1P6
403-362-4455
hello@newhf.ca

November 2, 2022

Town of Bassano
Attn: Amanda Davis
P.O. Box 299
Bassano, AB T0J 0B0

Dear Amanda,

The Newell Foundation is very pleased to work with you in partnership and provide meals on wheels in the community of Bassano and surrounding areas.

Unfortunately, we will need to increase our price per meal effective January 1, 2023, due to increases in our operating costs. The cost per meal will now be $10.86 per meal.

We do hope that the Town wishes to continue with our partnership in 2023. If you have any questions or concerns, please contact me at your convenience.

Kind regards,

Sasha Loewen, ARM- CAO Newell Housing Foundation

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Calgary-Shaw

October 28, 2022

Dear Chief Elected Officials and Public Library Boards:

I am honoured to serve as the new Minister of Municipal Affairs. I believe in the importance of local government to our province and its people, and I am excited to work with you to ensure Alberta's economic prosperity and strengthen the long-term viability of municipalities across the province.

As Minister of Municipal Affairs, I am committed to municipal capacity building, transparency, and accountability, which are essential elements for responsible local government. My ministry will continue to support municipalities, as you play a significant role in fostering the local economic conditions that improve Alberta's vibrant communities. Municipal Affairs will also continue to manage and provide financial support for the network of municipal library boards and regional library system boards that offer vital public library services for Albertans.

Through collaboration, we can reduce red tape and barriers by reviewing legislation and making certain Albertans are protected with appropriate safety codes, standards, and supports for the construction and maintenance of buildings and equipment.

I look forward to working together to strengthen municipalities in Alberta and to work with you on areas of shared interest.

Sincerely,

Rebecca Schulz
Minister of Municipal Affairs

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Protected A