



COUNCIL AGENDA

Meeting: February 13, 2023 6:00 p.m. – 10:00 p.m.

Location: Council Chambers – 502 – 2nd Avenue

1. CALL TO ORDER

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

- 4.1 January 23, 2023 Public Hearing
- 4.2 January 23, 2023 Regular Meeting

5. DELEGATIONS

- 5.1 Bassano RCMP – Cpl. Mamchur – 6:00 p.m.
- 5.2 Resident - Perry Grose – 8:00 p.m.

6. UNFINISHED BUSINESS

- 6.1 Business License Bylaw 832/11 - Updates
- 6.2 Fire Services Bylaw 931/23 – Proposed
- 6.3 Financial Overview – Grants & Reserves
- 6.4 (32) Public Works Department – 2023-2024 Budget – Proposed/Projected
- 6.5 (72a) Pool Department – 2023-2025 Budget – Proposed/Projected
- 6.6 (51a) Thrive – 2023-2025 Budget – Proposed/Projected
- 6.7 (64/66) Planning & Development – 2023-2025 Budget – Proposed/Projected
- 6.8 (72c) Campground – 2023 – 2025 Budget – Proposed/Projected
- 6.9 (74a) Culture Department – 2023-2025 Budget – Proposed/Projected
- 6.10 Development Incentive Policy – *ADDITION*

7. NEW BUSINESS

None

8. BOARD & COMMITTEE REPORTS

- 8.1 Mayor I. Morey
 - Palliser Economic Partnership – January 27, 2023
- 8.2 Deputy Mayor Slomp
 - Newell Housing Foundation – February 7, 2023
- 8.3 Councillor K. Jones
- 8.4 Councillor M. Wetzstein
- 8.5 Councillor S. Miller

- Brooks Region Tourism – January 19, 2023
- Newell Regional Solid Waste Management – January 26, 2023

9. CAO REPORT

- 9.1 CAO Operations Report
- 9.2 Financial Statement for the month ending December 31, 2022
- 9.3 Cheque listing for the month ending December 31, 2022
- 9.4 FCSS Report for period ending January 31, 2023
- 9.5 CPO Report for the period ending January 31, 2023
- 9.6 RCMP Mayor's – None

10. CORRESPONDENCE

- 10.1 Dale Luchuck – Rainwater Harvesting Initiative – February 6, 2023
- 10.2 Joint Shared Services – Maternity Clinic Requisition
- 10.3 Town of Fox Creek – Ambulance Service
- 10.4 Bassano RCMP Detachment – Town Hall Meeting Invitation
- 10.5 Joint Shared Services – Nurse Practitioners
- 10.6 Government of Alberta – Digital Strategy

11. CLOSED SESSION

- 11.1 None

12. ROUND TABLE

13. ADJOURNMENT



MINUTES OF THE PUBLIC HEARING MEETING OF THE TOWN OF BASSANO HELD IN PERSON ON JANUARY 23, 2023 IN THE COUNCIL CHAMBERS.

ELECTED OFFICIALS

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

STAFF	Amanda Davis, Chief Administrative Officer
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DELEGATES/PUBLIC	Grant McCargar, Resident (virtual)
	Randy Bachmeier, Resident
	Sandra Stanway, Brooks Bulletin (virtual)

1. CALL TO ORDER

Mayor Morey called the public hearing to order at 6:01 p.m.

2. EXCUSED FROM MEETING

- Sydney Miller
- Mike Wetzstein

3. LAND USE BYLAW AMENDMENT 929/22

CAO Davis gave a presentation on the Land Use Bylaw Amendment 929/22. Mayor Morey opened the floor to questions.

McCargar and Bachmeier both inquired about land designation regarding parks and recreation. Both indicated they are in favor of the designation following discussions.

Councillor Wetzstein entered the meeting at 6:11 p.m.

4. ADJOURNMENT

TOB01/23 Moved by **MAYOR MOREY** for adjournment of the public hearing of January 23, 2023 meeting at 6:13 p.m.

CARRIED

Mayor

Chief Administrative Officer

Unapproved



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF BASSANO
HELD IN PERSON ON JANUARY 23, 2023 IN THE COUNCIL CHAMBERS.**

ELECTED OFFICIALS

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

STAFF	Amanda Davis, Chief Administrative Officer
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DELEGATES/PUBLIC	Grant McCargar, Resident (virtual)
	Randy Bachmeier, Resident
	Sandra Stanway, Brooks Bulletin (virtual)

1. CALL TO ORDER

Mayor Morey called the meeting to order at 6:18 p.m.

2. EXCUSED FROM MEETING

- Sydney Miller

3. ADOPTION OF AGENDA

TOB02/23 Moved by **COUNCILLOR JONES** that the agenda is approved with the following additions: Unfinished Business 6.5 – Land Use Bylaw Amendment 929/22 and New Business 7.1 – Municipal Property Listing – Contract Renewal.

CARRIED

4. ADOPTION OF MINUTES

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

TOB03/23 Moved by **COUNCILLOR WETZSTEIN** that council approves the minutes of the regular meeting held on December 12, 2022 with the amendment of the delegates spelling, McCarger to McCargar.

CARRIED

5. DELEGATIONS

- None

6. UNFINISHED BUSINESS

6.1 Fire Services and Billing Practices

TOB04/23 Moved by **COUNCILLOR WETZSTEIN** that council directs administration to prepare a bylaw that addresses billing practices for fire services to align with a regional uniformed approach. Fire service rates will be established by Alberta Transportation, and the County of Newell bylaw 2042-22 and will come into effect as of January 1, 2023. With this process, Bassano is favorable to joint messaging with the County taking lead. Administration shall work with regional partners to develop a process for uniform billing with recommendations to respective councils.

CARRIED

6.2 2023 Utility Rates Bylaw 930/23 – Proposed

TOB05/23 Moved by **DEPUTY MAYOR SLOMP** that council gives first reading to the 2023 Utility Rates Bylaw 930/23 as presented.

CARRIED

TOB06/23 Moved by **COUNCILLOR WETZSTEIN** that council gives second reading to the 2023 Utility Rates Bylaw 930/23.

CARRIED

TOB07/23 Moved by **DEPUTY MAYOR SLOMP** that council has third reading to the 2023 Utility Rates Bylaw 930/23.

CARRIED UNANIMOUSLY

TOB08/23 Moved by **COUNCILLOR JONES** that council gives third and final reading to the 2023 Utility Rates Bylaw 930/23.

CARRIED

6.3 EcoBrooks Committee Membership

TOB09/23 Moved by **COUNCILLOR WETZSTEIN** that council withdraws their interest to formally appoint a member to sit on the EcoBrooks Committee as it was not deemed as a regional initiative with member municipalities from Joint Shared Services. The Town is favorable to support the EcoBrooks Committee at an arm's length.

CARRIED

6.4 Off-leash Dog Park

TOB10/23 Moved by **DEPUTY MAYOR SLOMP** directing administration to prepare a Terms of Reference to establish a volunteer working group to investigate the feasibility of an off-leash dog park in Bassano with the understanding that administration will be unable to diligently engage in the project until April/May 2023. The Town proposes two possible locations that may be suitable, 514 – 6 Avenue or the area near the fire training grounds.

CARRIED

6.5 Land Use Bylaw Amendment 929/22 – Proposed

Councillor Wetzstein was not in attendance for the entire public hearing regarding Land Use Bylaw Amendment 929/22 therefore, he did not vote on second and third reading of the bylaw.

TOB11/23 Moved by **COUNCILLOR JONES** that council gives second reading to Land Use Bylaw Amendment 929/22 as presented.

CARRIED

TOB12/23 Moved by **DEPUTY MAYOR SLOMP** that council gives third reading to Land Use Bylaw Amendment 929/22 as presented.

CARRIED

TOB13/23 Moved by **DEPUTY MAYOR SLOMP** to recess the meeting at 7:26 p.m.

CARRIED

TOB14/23 Moved by **DEPUTY MAYOR SLOMP** to reconvene the meeting at 7:30 p.m.

CARRIED

7. NEW BUSINESS

7.1 Municipal Property Listing – Contract Renewal

TOB15/23 Moved by **COUNCILLOR WETZSTEIN** that council continues to engage Jolene Ledene Reimer of Royal LePage to market and list all municipally owned vacant land for sale, to extend the existing contract for two-years with an expiry date of January 25, 2025.

CARRIED

TOB16/23 Moved by **MAYOR MOREY** directing administration to prepare a municipal vacant land development policy for all residential lots, with the variable sale price between \$3,000 and \$5,000, to include a waiver of development permit fees, and a municipal tax incentive of up to \$10,000, with the initiative termed for 12-months. The policy shall be presented at the February council meeting.

CARRIED

8. BOARD AND COMMITTEE REPORTS

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

TOB17/23 Moved by **COUNCILLOR WETZSTEIN** 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 January 19, 2023.

TOB18/23 Moved by **COUNCILLOR WEITZSTEIN** that council approves the recommendation by Fire Chief Cochrane to appoint Sydney Smith as a volunteer member of the Bassano Fire Department effective immediately.

CARRIED

9.2 Financial Statements

A financial statement for the month ending November 30, 2022 was presented.

9.3 Cheque Listings

A cheque listing for the month ending November 30, 2022 was presented.

9.4 FCSS Report

An FCSS Director's report for the month ending December 31, 2022 was presented.

9.5 CPO Report

A CPO report for the month ending December 31, 2022 was presented.

9.6 RCMP Report

None

TOB19/23 Moved by **COUNCILLOR WEITZSTEIN** that the CAO report for the period ending January 19, 2023 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

10.1 Grasslands FCSS provided notification of approval for the 2023 operating allocation.

10.2 Fortis Alberta – EV Charging Station Information.

10.3 Alberta Health Services – Healthcare Improvement Update – December 2022.

10.4 Oldman River Regional Services Commission Minutes of September 1, 2022 were reviewed.

10.5 Joint Shared Services meeting notes of December 13, 2022 were reviewed.

10.6 Intermunicipal meeting notes of December 15, 2022 were reviewed.

10.7 A copy of the Economic Development in Rural Alberta Plan was reviewed.

10.8 Alberta Housing Needs Assessment – Policy & Planning Analytics for December 2022 was reviewed.

- 10.9 Newell Housing Foundation minutes of December 6, 2022 were reviewed.
- 10.10 Joint Shared Services meeting notes of January 10, 2023 were reviewed.
- 10.11 Oldman River Regional Services Commission minutes of November 10, 2022 were reviewed.
- 10.12 Town of Bon Accord – Fire Department and First Responder letters of support dated January 12, 2023.
- 10.13 Village of Duchess – Letter to the Premier regarding the Alberta Police Service dated January 16, 2023.

TOB20/23 Moved by **DEPUTY MAYOR SLOMP** to accept the correspondence and to file the items as information.

CARRIED

11. **CLOSED SESSION**
None

12. **ROUND TABLE**

TOB21/23 Moved by **COUNCILLOR WEITZSTEIN** that the Town provide sand/salt to residential property owners on an honour system to assist with icy sidewalk conditions at no cost. The public works department shall make the sand/salt mix available at 317 – 2nd Avenue.

CARRIED

13. **ADJOURNMENT**

TOB22/23 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of January 23, 2023 at 8:24 p.m.

CARRIED

Mayor

Chief Administrative Officer



DELEGATION

Meeting: February 13, 2023

Agenda Item: 5.1

SUBJECT: Bassano RCMP, Cpl. Mamchur

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

Cpl. Mamchur was invited to attend the council meeting to present the RCMP 2022 – Q3 stats. A Q&A session will follow.

Attachments:

1. Bassano RCMP – 2022 Q3 Report

Prepared by: Amanda Davis, CAO



February 1, 2023

Cpl. Clayton MAMCHUR
Detachment Commander
Bassano, Alberta

Dear Mr. Irvin MOREY,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Bassano RCMP spanning the October 1st to December 31st, 2022 reporting period. This report is a key tool to address any questions or concerns you may have, as part of our continued commitment to engage with your leadership team and the constituents you represent.

As we embark on 2023, the top priority for the Alberta RCMP remains the safety and security of all Albertans. Thus, this letter and attached appendixes will provide for you an update on our Next Generation 9-1-1 (NG911) upgrades in our Operational Communications Centers (OCC). The Alberta RCMP OCC Program provides response to police emergencies and routine calls for service to approximately 1.3 million citizens of Alberta, including 22 First Nations communities. The OCC provides police dispatch and call-taking services supporting 117 RCMP detachments and several contracted and/or integrated units. Our call-taking services also serve as a Secondary Public Safety Answering Point (PSAP) for Alberta's 9-1-1 system.

The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated the replacement of the current Enhanced 9-1-1 service in Canada with NG911. This change will enhance public safety communications in an increasingly wireless society and will fundamentally change 9-1-1 and emergency services operations as it exists today. The evolution of NG911 future improvements are anticipated to include:

- 9-1-1 Real-time Text (RTT) by Spring 2024.
- Further location improvements including the potential addition of azimuth to enhance coordinates, vehicle telematics, and building schematics.
- The potential to communicate with 911 operators via video call.

As early adopters of this transition to NG911, the Alberta RCMP's lead in modernizing public safety communications demonstrates our commitment to the safety and security of all Albertans.



As a further update, we are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. If you are policed under a MPSA, I will be working directly with you to craft the multi-year financial plan for your community. If you are policed under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

The attached reporting along with your valued feedback will help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Cpl. Clayton MAMCHUR
Detachment Commander
Bassano RCMP

NG911 FOR EMS

How EMS Benefits from Next Generation 911

Next Generation 911-related technologies will provide new opportunities to keep EMS providers and communities safer. The following scenarios provide a non-technical depiction of how new technologies will provide information leaders need to ensure safe, efficient and effective responses to a variety of incidents.





A. Who we are....

The Alberta RCMP has two 9-1-1 call taking centres located in Edmonton and Red Deer. Each centre employs 75 highly trained 9-1-1 call taker / dispatchers, responding to police emergency and routine calls. Employees working in RCMP Emergency Communications has successfully completed a mandatory national certification program consisting of 320 hours of facilitator led classroom and another 700 hours of on-the-job training with a Field Coach.

B. What we do....

The RCMP Provincial Operational Communications Centres (OCC) are the secondary answering point for approximately 1.3 million Albertans, and dispatching 117 RCMP detachments/units.

In 2021, we received and processed 236,669 9-1-1 and 361,271 complaint (routine/non-emergency) calls, which equates to about 1,600 calls per day. Approximately 60% of these calls will result in the creation of a police file which will be dispatched to a front-line police officer.

Call takers are tasked with asking numerous questions to ensure an appropriate response. These questions will focus on your/the incident location (exact address expedites the process), what is occurring and who is involved. You can expect questions regarding weapons, alcohol and drugs, to ensure everyone's safety. And don't worry, often while we are continuing to ask questions, we have already dispatched a police officer who is enroute.

C. How it happens....

When you call 9-1-1, you can expect the first response to be "9-1-1 what is your emergency?", followed by "what is your exact location?". At this point dependant upon your response, you may be transferred to the correct emergency service provider (i.e. Police, Fire or Ambulance). You will then be asked a 2nd time for your exact location. The more specific you are, will expedite our ability to generate a file for dispatch.

The call taker is generating an electronic file

D. How you can help....

1. Know your location. A specific address is always best.
2. Be patient and respond to the questions asked. There is no delay in emergency service response but we must ensure the most appropriate personnel, equipment are enroute to you and make sure everyone is safe.



E. What's next....

The Canadian Radio-television and Telecommunication Commission (CRTC) is the Government of Canada body that regulates telephone and cellular service companies. These companies create networks that make it possible to connect 9-1-1 calls to call centres. These centres then dispatch emergency responders, such as police, firefighters and paramedics.

On March 7, 2019, the CRTC directed that all telecommunication service providers and incumbent local exchange carriers (phone, cable & wireless services) must evolve their current networks to provide Internet Protocol-based capabilities by 2025. The new and improved platform is known as Next Generation 9-1-1 or NG9-1-1.

NG9-1-1 networks and services will allow Canadians access to new, improved and innovative emergency services. The design and related interconnection arrangement of NG9-1-1 networks are secure, reliable, resilient and cost-effective for stakeholders.

F. How will NG9-1-1 changes impact me....

The Next Generation 9-1-1 network and related communications technology will provide emergency service providers with new opportunities to keep the public and field responders safer, while also giving 9-1-1 Emergency Dispatch Centres tools to make them more effective and efficient within their communities.

Some of the improvements that will assist in providing improved and safer service delivery will include, better location accuracy (three-dimensional mapping showing which floor of a high rise etc.); improved crash data (vehicle telematics etc.); real-time video and picture sharing; text with 9-1-1 for the deaf and hard of hearing community; new services such as language assistance/translation services; downlinks to smartphone applications (i.e. medical records etc.); and improved coordinated responses and information sharing amongst emergency service providers.

G. To find out more....

To find out more about Next Generation 9-1-1, you can visit the [CRTC website](#).

To find out more about RCMP 9-1-1 Call Taking/Dispatch jobs, please visit our [website](#).



Bassano Provincial Detachment Crime Statistics (Actual) Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	1	1	0	N/A	-100%	0.1
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		5	2	4	1	2	-60%	100%	-0.7
Kidnapping/Hostage/Abduction		1	0	0	0	1	0%	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	4	2	5	1	N/A	-80%	0.3
Uttering Threats		1	1	3	1	4	300%	300%	0.6
TOTAL PERSONS		7	7	10	8	8	14%	0%	0.3
Break & Enter		3	2	8	4	0	-100%	-100%	-0.4
Theft of Motor Vehicle		0	2	0	2	1	N/A	-50%	0.2
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		7	3	3	3	4	-43%	33%	-0.6
Possn Stn Goods		1	1	1	0	0	-100%	N/A	-0.3
Fraud		4	2	0	9	2	-50%	-78%	0.3
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	1	4	1	1	N/A	0%	0.2
Mischief - Other		4	4	4	3	2	-50%	-33%	-0.5
TOTAL PROPERTY		19	15	20	22	10	-47%	-55%	-1.1
Offensive Weapons		0	0	1	0	3	N/A	N/A	0.6
Disturbing the peace		2	2	3	5	1	-50%	-80%	0.1
Fail to Comply & Breaches		5	0	1	0	3	-40%	N/A	-0.4
OTHER CRIMINAL CODE		0	0	1	2	2	N/A	0%	0.6
TOTAL OTHER CRIMINAL CODE		7	2	6	7	9	29%	29%	0.9
TOTAL CRIMINAL CODE		33	24	36	37	27	-18%	-27%	0.1



Bassano Provincial Detachment

Crime Statistics (Actual)

Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	1	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	1	0	0	N/A	N/A	0.0
Cannabis Enforcement		0	0	0	0	1	N/A	N/A	0.2
Federal - General		0	1	0	0	0	N/A	N/A	-0.1
TOTAL FEDERAL		0	1	1	0	1	N/A	N/A	0.1
Liquor Act		1	0	1	0	0	-100%	N/A	-0.2
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		4	7	10	8	6	50%	-25%	0.5
Other Provincial Stats		9	9	12	6	9	0%	50%	-0.3
Total Provincial Stats		14	17	23	14	15	7%	7%	-0.1
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		0	1	0	3	0	N/A	-100%	0.2
Total Municipal		0	1	0	3	0	N/A	-100%	0.2
Fatals		0	2	0	0	0	N/A	N/A	-0.2
Injury MVC		3	1	3	3	3	0%	0%	0.2
Property Damage MVC (Reportable)		20	14	7	15	20	0%	33%	0.1
Property Damage MVC (Non Reportable)		2	4	3	2	7	250%	250%	0.8
TOTAL MVC		25	21	13	20	30	20%	50%	0.9
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		118	108	76	109	89	-25%	-18%	-5.7
Other Traffic		2	5	4	1	0	-100%	-100%	-0.8
Criminal Code Traffic		10	3	1	2	2	-80%	0%	-1.7
Common Police Activities									
False Alarms		4	4	6	3	3	-25%	0%	-0.3
False/Abandoned 911 Call and 911 Act		4	3	5	0	2	-50%	N/A	-0.7
Suspicious Person/Vehicle/Property		2	8	8	7	8	300%	14%	1.1
Persons Reported Missing		1	0	1	0	0	-100%	N/A	-0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		7	8	6	4	6	-14%	50%	-0.6
Form 10 (MHA) (Reported)		0	0	6	0	0	N/A	N/A	0.0



RCMP Provincial Policing Report

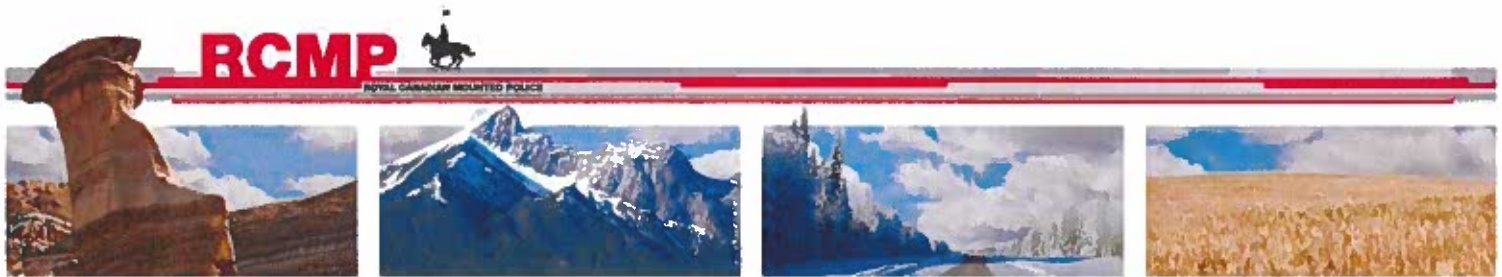
Detachment	Bassano
Detachment Commander	Cpl. Clayton MAMCHUR
Quarter	Q3
Date of Report	2023-01-31

Community Consultations

Date	2022-10-13
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Meetings with Bassano Principal Britta GOLDIE and Rosemary/Gem Principal Josh GIBBON. Discussed member visibility and involvement within the schools. This will include school zone patrols and unscheduled walk throughs.
Notes/Comments	

Date	2022-10-14
Meeting Type	Community Connection
Topics Discussed	Met with local Victim Services Advocate Bev MATABA and discussed service delivery to the communities serviced by Bassano RCMP. Additionally re-established communication with VSU Program Manager Anne MURAYA (located in Brooks)
Notes/Comments	

Date	2022-10-18
Meeting Type	Meeting with Elected Officials
Topics Discussed	Met with Bassano Mayor Irvin MOREY. Discussed crime reduction within Bassano and a focus on speeding near the Bassano school. Open lines of communication encouraged to proactively deal with any emerging crime trends.
Notes/Comments	



Date	2022-10-19
Meeting Type	Community Connection
Topics Discussed	Attended the Fairville Hutterite Colony and conducted a school visit. Encouraged cooperation and collaboration with police.
Notes/Comments	

Date	2022-10-20
Meeting Type	Meeting with Elected Officials
Topics Discussed	Meeting with Bassano CAO Amanda DAVIS and Town Staff at the Bassano Town Office. Discussed how RCMP involvement in the community & visibility in the schools discourages crime. Youth vandalism, local drug use and resulting property crime were primary considerations during this meeting. Bassano is focused on growth through attracting business. Collaboration & partnership with local RCMP members was encouraged. My commitment to a community centric policing model was explained.
Notes/Comments	

Date	2022-10-31
Meeting Type	Community Connection
Topics Discussed	Attended communities of Rosemary, Gem and Bassano and handed out Halloween candy to children in a marked police vehicle. This assists in establishing connections with children/youth in a non-enforcement role while encouraging road/pedestrian safety.
Notes/Comments	

Date	2022-11-14
Meeting Type	Meeting with Elected Officials
Topics Discussed	Bassano Town Council Meeting. Attended the Bassano Town Council meeting and presented a report on the efforts Bassano members had taken to reduce rural crime through dedicated patrols, address impaired/dangerous driving behaviours by



Topics Discussed	completing traffic stops to ensure sobriety and directly engage with the public both within the schools and through handing out Halloween candy in: Rosemary, Gem & Bassano. Advised that school SAFE plans had been updated for Bassano, Rosemary, Gem along with the Colonies of: Clearview, Fairville, Newell and Springview. A school presentation was provided to Gem (re: the roles and responsibilities of police officers) and multiple school visits were completed in Bassano, Rosemary and Gem. Updated the community representatives that the hubbing pilot with Brooks was no longer proceeding and that Bassano RCMP would be reverting to an independent schedule prior to Christmas.
Notes/Comments	

Date	2022-11-24
Meeting Type	Community Connection
Topics Discussed	Participated with Cst. TATARYN and Cst. WRIGHT in the Bassano School's lock-down drill.
Notes/Comments	

Date	2022-11-30
Meeting Type	Community Connection
Topics Discussed	Participated with Cst. SINGH in the Gem School lock-down drill.
Notes/Comments	

Date	2022-11-30
Meeting Type	Community Connection
Topics Discussed	Met with Bassano Fire and EMS and lead Bassano's "Light up the Night - Santa's Sleigh Parade" accompanied by PSE Stephanie STOKES.
Notes/Comments	



Date	2022-12-03
Meeting Type	Community Connection
Topics Discussed	Arranged for Cst. WRIGHT to participate in Hussar's Light up the Night. Following this event, Cst. WRIGHT attended the Hussar community skating rink and spoke with parents there after the hockey game.
Notes/Comments	

Date	2022-12-05
Meeting Type	Community Connection
Topics Discussed	Cst. LIM provided employees at the Bassano Town Office and at Canada Post in Bassano with financial crime/scam awareness presentations to educate them and therefore help protect citizens in Bassano and the surrounding area from falling victim to new and emerging frauds.
Notes/Comments	

Date	2022-12-12
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Cst. WRIGHT attended the Gem School and spent time meeting with the students and teachers there.
Notes/Comments	

Date	2022-12-20
Meeting Type	Community Connection
Topics Discussed	Cst. WRIGHT attended the school Christmas play/musical at the Gem Community Hall.
Notes/Comments	



Date	2022-12-21
Meeting Type	Community Connection
Topics Discussed	Arranged for a member in red serge to participate in Springview Colony's Christmas play. Unfortunately this member became unavailable at the last minute and no replacement could be sourced.
Notes/Comments	Additionally organized and collected RCMP food donations and provided these to the Bassano Hamper Delivery - Town of Bassano Family and Community Support Services (FCSS) Director Amanda BARRON.



Community Priorities

Priority 1	Community Engagement
Current Status & Results	<p>Due to significant sick leave, the Bassano Detachment operated at 2/3 strength for most of the quarter. This resulted in only two school presentations being completed. However, Bassano members were able to participate in multiple school lock down drills, attend concerts and plays, and complete random school walk throughs/visits.</p> <p>Each dayshift, officers are encouraged to complete regular school zone patrols in Bassano, Rosemary and Gem. They are further directed to complete rural patrols throughout Bassano's area, and out to all of the Hutterite Colonies.</p> <p>Officers completed 24 community consultations, and specific interactions to enhance visibility - during which they directly engaged and educated the public.</p>
Priority 2	Employee Wellness
Current Status & Results	<p>Due to the amount of officers who were on leave, no specific "lunch and learn" activities occurred. However a potluck unit meeting was conducted on Nov.15, 2022 during which detachment staff were provided with educational documents and encouraged to ask questions.</p> <p>Despite the challenges noted, Bassano has remained focused on fostering employee wellness and education. Throughout this quarter, employees were provided individualized instruction, on a case-by-case basis, regarding legal authorities, case law considerations, and evidence based - comprehensive investigations. Some formal training was also provided in Standardized Field Sobriety Testing (SFST). This specialized training provided the Bassano member with an advanced ability to effectively detect and address motorists who are operating vehicles while impaired by drugs.</p>
Priority 3	Crime Reduction
Current Status & Results	<p>Officers completed 119 specific rural patrols, with 79 patrols to local crime "hot spots."</p> <p>Detachment members regularly engage in contact with by-law partners, other enforcement agencies and community stakeholders to identify and respond to emerging crime trends/ concerns. Additionally, they maintain regular communication with Southern Alberta District Criminal Intelligence Analyst to identify, intercept and apprehend any transient criminals who travel into our area from other jurisdictions.</p> <p>These measures assist Bassano members in reducing the victimization of our communities.</p>
Priority 4	Enhance Road Safety



**Current Status &
Results**

Detachment members completed 70 regular vehicle stops and an additional 42 vehicle checks specific to curtailing impaired driving.

Enforcement resulted in 32 violation tickets and 35 warnings. However no impaired investigations or driving suspensions resulted, despite the three Checkstops that were also completed (with 34 additional vehicles checked for impairment). This may be an encouraging indicator that impaired operation has declined in this area.

Total number of vehicles checked for impairment: 76.
Number of traffic tickets issued this quarter: 32.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2021	2022	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	37	27	-27%	187	137	-27%
<i>Persons Crime</i>	8	8	0%	71	32	-55%
<i>Property Crime</i>	22	10	-55%	94	73	-22%
<i>Other Criminal Code</i>	7	9	29%	22	32	45%
Traffic Offences						
<i>Criminal Code Traffic</i>	2	2	0%	9	7	-22%
<i>Provincial Code Traffic</i>	109	89	-18%	500	397	-21%
<i>Other Traffic</i>	1	0	-100%	5	5	0%
CDSA Offences	0	0	N/A	0	0	N/A
Other Federal Acts	0	1	N/A	1	3	200%
Other Provincial Acts	14	15	7%	61	58	-5%
Municipal By-Laws	3	0	-100%	8	5	-38%
Motor Vehicle Collisions	20	30	50%	53	79	49%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Due to the frequent fluctuations in inclement weather experienced, Bassano members have responded to numerous motor vehicle collisions on Highway 1.

Members have also dealt with multiple mental health calls during this reporting period. As the local hospital does not have a mental health facility, individuals apprehended under the Mental Health Act are generally transported to Calgary or Medicine Hat for treatment by the responding member. This necessity under the Mental Health Act does significantly reduce policing resources in the area for approximately 5 hours each time this situation is encountered.



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	5	0	0
Detachment Support	1	1	0	0

²Data extracted on December 31, 2022 and is subject to change over time.

³Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: of the four established positions, five officers are working. Presently one position has two officers assigned to it. This is a temporary situation due to a pending member transfer, and the related "field training" of his replacement. No hard vacancies are present at this time, however Bassano has endured two separate instances of "soft" vacancies during this reporting period. Presently Bassano is operating at 2/3 capacity as one member remains off duty on compassionate leave while the "replacement" member has not yet completed his field training in Brooks - and is correspondingly not working in the Bassano area yet.

Detachment Support: Of the one established position, one resource is working. There are no soft or hard vacancies.

Quarterly Financial Drivers

To ensure sufficient coverage was consistently maintained during extended periods of leave (sick, etc.), Bassano Detachment has amended shifts where possible and otherwise utilized overtime members from surrounding Detachments to fill any resulting gaps.



DELEGATION

Meeting: February 13, 2023

Agenda Item: 5.2

SUBJECT: Sydney Smith, Recreation and Community Services Liaison

Delegation time: 6:45 p.m.

Smith is in attendance to present on business item 6.5.

Attachments:

1. None

Prepared by: Amanda Davis, CAO



DELEGATION

Meeting: February 13, 2023

Agenda Item: 5.3

SUBJECT: Resident, Perry Grose

Delegation time: 8:00 p.m. – 8:15 p.m.

Perry Grose has requested a delegation of council to express his concerns/frustrations regarding the noise occurring from Silk Tire development having welcomed the business in 2020. Grose has voiced his concerns on multiple occasions and is beyond frustrated.

As stated on the delegation form "Noise levels from Silk Tire, excessive revving of Bobcat, hauling tires back and forth property with large booms and bangs from tires being loaded into van. Windows shaking, house rattling, percussion bangs. Sun up to sun down, has totally disrupted our quality of life".

Action being requested by delegate "To stop the endless noise from machines (bobcats) moving tires".

On February 10, 2023, I contacted the owner of Silk Tire to acquire information regarding operations as we have spoken as complaints were received. Silk advised that he hired a yard operator in January that works regular hours of 8:00 a.m. – 5:00 p.m. The yard operator has spent many hours cleaning up the shop and site. Since operations started in 2020, Silk advised there is infrequent evening deliveries. When complaints were received in the past about back-up alarms they were removed from equipment.

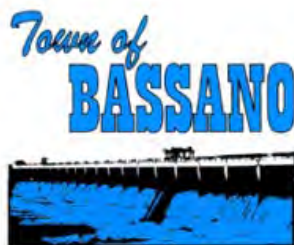
Silk has also adjusted his transport schedule to limit the number of trucks that enter the yard after 5:00 p.m. and works well within the hours of the Community Standards Bylaw as stated in the operations permit.

- 4.3 No person shall cause or allow noise to emanate from a property they own or occupy that annoys or disturbs the peace of another person between the hours of 11:00 p.m. and 7:00 a.m. without the written permission of the CAO.

Attachments:

1. Public Notice of Development Application for TOB-D-14-20 (902 – 2 Avenue) - October 15-16, 2020
2. Confirmation to Commence Development – TOB-D-14-20 – November 17, 2020

Prepared by: Amanda Davis, CAO



TOWN OF BASSANO

PUBLIC NOTICE OF DEVELOPMENT APPLICATION ADJACENT LANDOWNERS AND PERSONS LIKELY TO BE AFFECTED

***Hand delivered or emailed between October 15-16, 2020**

DEVELOPMENT APPLICATION:	Development Permit No. TOB-D-14-20 Application for: Discretionary Use and Permitted Uses – Tire Shop/Transportation Dispatch Depot/Outdoor Storage
DISTRICTING:	Industrial Commercial (IC)
CIVIC ADDRESS:	902 – 2nd Avenue, Bassano
LEGAL DESCRIPTION:	Plan 201 1468; Block 31; Lots 10

Dear Sir or Madame:

Between October 6-8, 2020 as an adjacent landowner that may be affected by a development, you should have received a Public Notice of Development related to a Tire Shop/Transportation Dispatch Depot/Outdoor storage at 902 – 2nd Avenue, Bassano (TOB-D-14-20).

The Municipal Planning Commission (MPC) considered the application on October 13, 2020. The MPC was read all comments received by the CAO related to the application and heard from members of the public and the developer who attended the meeting virtually. Prior to deciding on the development permit application, the MPC decided to provide some follow up information to adjacent landowners in good faith.

The MPC will meet a second time on October 27, 2020 to discuss the application. It is expected that the development permit application for 902 – 2nd Avenue will be approved with updated conditions (see Attachment 1). The development being considered it allow for a Tire Shop/Transportation Dispatch Depot/Outdoor Storage. The business will operate as a tire warehouse and distribution centre for agriculture equipment. Silk Tire selected Bassano as its desired site to expand its business in Alberta and has one location in Saskatchewan. The business development supports the diversification of Alberta's economy and has the potential to generate jobs in Bassano. It align with the Town's

strategic priorities, plans, bylaws, and vision “to be the most attractive and affordable urban community under 2,500 in Alberta where industry leaders want to invest, where tourists come for a new experience, and where people choose to live, work and play”.

Below is a summary of the discussion on October 13, 2020.

PUBLIC QUESTION OR COMMENT RECEIVED PRIOR TO OCT 14, 2020	INFORMATION FROM APPLICANT OR TOWN	HOW CONCERN WILL BE ADDRESSED
Noise and Odour <ul style="list-style-type: none"> Noise from trucks, equipment, and other heavy activity. Beeping from vehicles as they back up. Idling of diesel vehicles and exhaust fumes. Smell from new tires. 	<ul style="list-style-type: none"> Trucks will do as little idling as possible. No backup alarms on vehicles. Smell not an issue. Takes 10 minutes to 3 hours to complete truck loads. Will operate during normal working hours (the business does not operate 24/7). 	<ul style="list-style-type: none"> No specific conditions required in accordance with the Land Use Bylaw (LUB). Property will be treated the same as all other properties in Bassano regarding standards. The Town will rely on the Community Standards Bylaw to manage concerns with noise, vermin, unsightly storage, and weeds as it does with all properties in Bassano if an issue arises. The Community Standards Bylaw outlines what is considered unacceptable for nuisance and unsightly properties, noise, inoperable vehicles and graffiti and outlines methods for enforcement. The Community Standards Bylaw and Beautify Bassano Initiative are available on the website (www.bassano.ca) and are used to address such concerns.
Environmental <ul style="list-style-type: none"> How many tires will be stored? Improperly stored tires can hold standing water and be a breeding ground for insects and rodents. Risk of tire fires. 	<ul style="list-style-type: none"> May be a few hundred tires to over 3000 tires. Business is based on moving new tires, not storing older tires. Tire stock rotates quickly and will not have standing water. 	

Landscaping <ul style="list-style-type: none"> • Use of chemicals from weeds not desired. • Proper maintenance of vegetation. 	<ul style="list-style-type: none"> • The Town uses chemicals to contain weeds in public areas and it is therefore not fair to restrict the methods of weed control on private properties. 	<ul style="list-style-type: none"> • The development permit includes a condition that the frontage landscaping (facing 2nd Avenue) is required to be enhanced to include a variety of approved materials (e.g. feature rocks, hearty bushes, gravel).
Aesthetics <ul style="list-style-type: none"> • Chain link fence not acceptable. • Outdoor activities on site should be screened from view. • Negative look of tires being stored outside. 	<ul style="list-style-type: none"> • Applicant has indicated willingness to provide a privacy fence along the west side of the property that is adjacent to the residential district. • Not all tires will be stored outside, and tire stock will rotate out regularly. 	<ul style="list-style-type: none"> • The development permit will include a condition that the “the applicant shall install fence screening along the entire area adjacent to the residential district”. • This fence shall be 6 to 8 feet and may be chain link with slates or corrugated steel or another method that provides appropriate screening of the commercial/industrial activities.
Property Value and Traffic <ul style="list-style-type: none"> • Decrease value of residential property with an industrial commercial business nearby. • Will produce higher traffic in the area. 	<ul style="list-style-type: none"> • Property values are outside of a land use planning decision, however generally new investment in a property will result in an increase in adjacent property values. • Increased traffic is expected as part of the business and can be accommodated. 	<ul style="list-style-type: none"> • The development permit includes conditions for onsite parking and the site plan identifies a logical flow of truck traffic in and out of the site.
Utility corridor <ul style="list-style-type: none"> • If the utility corridor on the site is fenced in, how will workers access it if needed? 	<ul style="list-style-type: none"> • Permanent structures are not allowed on utility corridors, but fences, parking and other movable things are. • If access is required for maintenance the fence will be removed as needed, 	<ul style="list-style-type: none"> • No specific condition required

with costs born by the property
owner.

We hope this information serves you well. The MPC invites you to attend the virtual meeting on October 27, 2020 at 6:00 p.m. (<https://call.lifesizecloud.com/5828887>) and thanks you for your interest in this file. We are working together to thoughtfully build Bassano for current and future generations.

Sincerely,

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

Amanda Davis, MBA
CAO

Attachment 1

The list of proposed conditions (below) will be considered by the MPC on October 27, 2020 related to TOB-D-14-20. The development permit and site plan are available for public viewing at www.bassano.ca.

Applicant: Gary Silk

Location: 902 – 2nd Avenue, Bassano (Plan 201 1468; Block 31; Lot 10)

Land Use District: Industrial Commercial (IC)



That the Municipal Planning Commission approves the discretionary use development permit TOB-D-14-20 on Plan 201 1468; Block 31; Lot 10 in accordance with the application, the narrative and the site plan received on October 6, 2020 the following variances and conditions:

Variances

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

Conditions

1. The proposed development shall conform with all Federal, Provincial and Municipal statutes, regulations, codes, and standards except as waived in writing by the appropriate authority.
2. Any future development (demolition or new) must comply with the Town of Bassano's Land Use Bylaw which is subject to change from time to time.
3. A civic address must be affixed to the front and side of the property in accordance with Fire Bylaw 885/19.

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



"The Best in the West by a Damsite"

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

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

CONFIRMATION TO COMMENCE WORK TOB-D-14-20

November 17, 2020

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

Sent via email: silktire@sasktel.net

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

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

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

Variances

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

Conditions

1. The proposed development shall conform with all Federal, Provincial and Municipal statutes, regulations, codes, and standards except as waived in writing by the appropriate authority.
2. Any future development (demolition or new) must comply with the Town of Bassano's Land Use Bylaw which is subject to change from time to time.
3. A civic address must be affixed to the front and side of the property in accordance with Fire Bylaw 885/19.
4. The development shall allow for a tire shop; transportation dispatch depot; and outdoor storage.
5. Parking: Parking shall not be permitted on the boulevard.
6. Landscaping: The applicant is required to enhance the landscape plan to include a variety of approved materials (e.g. ground cover, feature rocks, or vegetation) in accordance with Schedule 8, Section 3 of the Land Use Bylaw. The landscape plan shall be provided to the development officer for approval. The property must be maintained and free of weeds and other noxious vegetation in accordance with the Community Standards Bylaw #878/18 which is subject to change.
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8. Mitigation of Impacts from Noise, Odor, Vibration and Air Quality: the development authority shall not require a mitigation plan at this time. This may be subject to change based on long-term business operations. The applicant shall respect noise requirements as stated in the Town's Community Standards Bylaw 878/18 which is subject to change.
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11. The disposal of fluids must be done in accordance with provincial and federal guidelines. Proper storage of fluids must be provided on site to prevent any potential site contamination or fire hazard.
12. The disposal of any fluids except water and wastewater is not permitted in the municipal infrastructure.

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

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

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

Sincerely,

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

Amanda Davis, MBA
CAO

Enc.

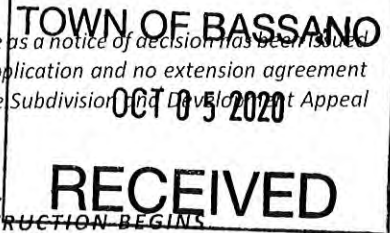
TOWN OF BASSANO
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

Date of Application: Sept 15/2020

Development Permit
Application No.

T0B-D-14-20

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



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

APPLICANT INFORMATION

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

Phone: _____

Phone (alternate): _____

Email: _____

~~XXXXXXXXXXXX~~
~~XXXXXXXXXXXX~~
~~XXXXXXXXXXXX~~

Is the applicant the owner of the property?

☒ Yes

☐ No
IF "NO"

Name of Owner: _____
Mailing Address: _____

City: _____
Postal Code: _____

Phone: _____

Phone (alternate): _____

Email: _____

Applicant's interest in the property:

- ☐ Agent
☐ Contractor
☐ Tenant
☐ Other _____

PROPERTY INFORMATION

Municipal Address of
Development:

902 2nd Avenue

Roll Number: 575000

Legal Description:

Lot(s) Lot 10

Block 31

Plan 7810764

Land Use District:

Commercial

2011468

What is the existing use?

Ware house

Town of Bassano
Development Officer Contact Information: cao@bassano.ca or 403-641-3788

DEVELOPMENT INFORMATION

This application is to: (Check all that apply)

☐ Construct a new building (if greater than 500 ft² see abandoned well information section)

The building is for:

☒ Commercial Use

☒ Industrial Use ✓ IC zone per LUB.

☐ Public/Institutional Use

☒ Alter/renovate/add to the existing building (if greater than 500 ft² see abandoned well information section)

☐ Change in or intensification of use

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

Anticipated Construction Start Date ASAP Completion Date 45 Day from start

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

- Changing From a paint Warehouse to a Tire Warehouse & Assembly facility
- Work to be Done Install 2 Loading Docks, Gravel yard & Refence property
Will need Tree Removed From Drive Way Entrance. Trucks will
need to Enter go East off 2nd Avenue.

WAIVERS

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

If yes, please specify:

BUILDING REQUIREMENTS

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

Town of Bassano

Development Officer Contact Information: cao@bassano.ca or 403-641-3788

ABANDONED WELL INFORMATION

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

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

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

1. Obtain map and well information

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

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

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

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

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

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

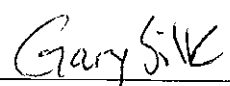
DECLARATION OF APPLICANT/AGENT

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

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



APPLICANT



Registered Owner (if not the same as applicant)

TOWN OF BASSANO
NON-RESIDENTIAL DEVELOPMENT PERMIT APPLICATION

SKETCH OF PROPOSED DEVELOPMENT

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

Refer to page 5



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

Fence - Refer to page 6 for material.

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

Access point - Main Gate. Refer to Page 5

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

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

Parking - 4 spots across the front of the Building

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

Traffic flow - For the foreseeable future maybe up to 10 Trucks a week (If our Economy ever gets better hopefully more)
We are not a high volume truck traffic business.

Site Lighting - I see no need for rear yard lighting. Building will have Security lighting.

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

Landscape plan - more gravel

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

Town of Bassano

Development Officer Contact Information: cao@bassano.ca or 403-641-3788

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

FITTINGS

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

GATE FITTINGS

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

INDUSTRIAL GATE

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

WIRE PRODUCTS

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

SUPPLY ONLY / FOB PLANT



OPEN DISCUSSION

Meeting: February 13, 2023

Agenda Item: 6.1

SUBJECT: Business License Bylaw 832/11 - Updates

BACKGROUND

At the December 12, 2022 meeting, council was advised of business license bylaw implementation challenges – the current bylaw required a modernization to align with current business practices. A motion was passed directing administration to proceed with the modernization of the bylaw (M#TOB253/22). The process is currently underway.

One of the action items to this project, was to provide council with additional background around the fee structure in other municipalities and to outline how municipalities charged for rental properties.

Administration completed research of past license bylaws, as well as a review of business license bylaws in Vulcan, Brooks, Calgary, Irricana, Duchess, Bowden, Eckville, Edmonton, Vulcan, and Okotoks.

1. Should rental properties be required to have a business license?

This is what we have found, none of the above municipalities require rental properties to have business license except for Calgary and Edmonton. Cardston did not reply. In Calgary, a business license is required for apartment buildings. Fourplexes are exempt as long as each unit has a separate entrance and no common foyer. In Edmonton, a business that rents three or more units to tenants must have a business license. In Bassano, half of the rental properties pay a business license and half refuse to pay a license fee.

2. Review the fee schedule.

Are the fees for resident and non-resident business licenses acceptable?

Fees and penalties vary greatly among municipalities. Some municipalities have an extensive fee schedule that is broken down by type of business. Others are broken down more simply between residential, non-residential, home based, hawker/peddler. And some have a prorated or lesser fees if a new business license is obtained after the middle of the year (see attached).

Currently, Bassano has two rates:

- In-town \$70/annum
- Out-of-town \$120/annum

The rates have not changed in over a decade. Ensuring companies have a business license provides credibility. The fee covers some of the administrative costs to keep the business registered in our systems, and basic promotion of shop local movement.

There are many value-added services to businesses today. Resources can be accessed through the Brooks Region, and Town administration is very collaborative as directed through the strategic plan or being open for businesses, to name a few.

Over time, as the Town becomes more involved in regional economic development, further review of the license fees is warranted. The cost today is reasonable for the output.

Administration does however propose the following:

- Business licenses are due in January of each year by the 31st. Unpaid business licenses will double on February 1st and a \$150 fine will be applied for being in violation of the bylaw, *unless of course, the business is a new business establishing themselves throughout the year.*

The existing bylaw does not establish appropriate penalties for late payment or fines. Thus, there is no incentive for businesses to comply with the bylaw.

With clarity on the above matters, a modernized bylaw will be presented to council in April.

Attachments:

1. Comparison of business license fees
2. Business License Bylaw 832/11

Prepared by: Theresa Kelly, Administrative Assistant

Reviewed by: Amanda Davis, CAO

SUBJECT: Business License Bylaw 832/11 Updates – Attachment 1**6.1.1**

February 13, 2023

Below is a comparison of fees and enforcement charges as requested by council.

Brooks

Brooks does not require business licenses for rental properties.

City Resident Business – new application	\$150
City Resident Business – annual renewal	\$100
County Resident Business – new application	\$300
County Resident Business – annual renewal	\$250
Non-Resident Business – new application	\$550
Non-Resident Business – annual renewal	\$500
Non-Resident Business – monthly	\$200 / month
Peddler – yearly	\$1500
Peddler – monthly	\$500
Peddler – weekly	\$200 / week
Penalty for late payment	\$75

SPECIFIED PENALTIES

Offence	Penalties	Second or Subsequent Offence Within One Year	Subsection
Business not having valid Business Licence	\$250.00	\$500.00	300
Failing to comply with a remedial order	\$500.00	\$1,000.00	940

Bowden

Bowden does not require business licenses for rental properties.

SCHEDULE B Business Licence

Service Description	Unit of Measure	\$ (GST included)
Licence Fee		
Business Licence – resident	Per calendar year	\$25.00
Business Licence – non-resident	Per calendar year	\$100.00
Business Licence – resident (after Aug 31 st)	Per month pro rata	\$5.00
Business Licence – non-resident (after Aug 31 st)	Per month pro rata	\$10.00
Business Licence – resident (temporary) ❶	Per licence	\$25.00
Business Licence – non-resident (temporary) ❶	Per licence	\$50.00
Penalties		(no GST)
Breach of Business Licence Bylaw	Per occurrence	\$250 to \$1000
Breach of Business Licence Bylaw	Repeat of offence	\$500 to \$2500

Penalties

- Any person who contravenes any provisions of this Bylaw is guilty of an offense and is liable, upon summary conviction, to a fine of not less than \$500 and not more than \$1,000 and in addition thereto, a fine of not less than \$500 and not more than \$2,500 for every day that the offence continues, and cost plus damages and in default thereof to imprisonment for a period not exceeding 60 days unless the fine and costs, including the costs of committal, are sooner paid.
- Where any provision of this Bylaw have been deemed to be contravened and an offense has been issued for that contravention, the accused may avoid appearing in court to answer to the said charge by submitting to the Municipality a voluntary payment of 50% of the summary conviction fine fee.

Notes

- ❶ A temporary Business Licence is valid for a period of two weeks only.

SUBJECT: Business License Bylaw 832/11 Updates – Attachment 1

6.1.1

February 13, 2023

Dutchess

Dutchess does not require business licenses for rental properties.

\$30.00 for all Home Occupations

\$50.00 for all other Businesses within the Village of Dutchess limits

\$85.00 for all Transient Businesses

\$85.00 for all Non Resident Businesses

A late fee of \$30.00 may be applied after 30 days.

The rates are for a calendar year basis.

The date on which the fees become effective is January 1st, 2011

Eckville

Eckville does not require business licenses for rental properties.

BUSINESS LICENSE FEES

PENALTIES

1. NON-RESIDENT BUSINESS OR HAWKER AND PEDDLER

1.1 The annual license fee shall be:

- a) \$20.00 within the area of telephone exchanges 746 and 729;
- b) \$100.00 outside of the area of telephone exchanges 746 and 729.

2. RESIDENT BUSINESS OR HAWKER AND PEDDLER

2.1 The annual license fee shall be:

- a) \$20.00.

3. HOME BASED BUSINESS

3.1 The annual license fee shall be:

- a) \$20.00.

4. FARMER'S MARKET, FLEA MARKET, TRADE SHOW

4.1 The annual license fee shall be:

- a) \$100.00.

19.1 A person who contravenes any provision of this bylaw shall be guilty of an offence and shall

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5

be liable upon conviction therefore to a fine of not more than \$500.00 and in addition to payment of the solicitor-client costs of the Town incurred in prosecution of the offence, and in default of payment of the fine and costs to imprisonment for a term not exceeding 6 months.

SUBJECT: Business License Bylaw 832/11 Updates – Attachment 1**6.1.1**

February 13, 2023

Irricana

Irricana does not require business licenses for rental properties.

Business License Fees:			
034:16	Hawker/Peddler/St. Vendor/	Monthly fee	\$25.00
	Non-Resident	Yearly	\$50.00
	Home Occupation	Yearly	\$50.00
	Store Front	Yearly	\$50.00

- 13.1 Any person violating any provisions of this bylaw shall be guilty of an offence and liable on summary conviction to a penalty of One Hundred Dollars (\$100.00), unless another penalty is provided in a Statute of the Province of Alberta that has special application to a business license hereunder, in which case the penalty provided in the latter Statute shall apply.

Vulcan

Vulcan does not require business licenses for rental properties.

Bylaw Services

Business Licence	Yearly		Resident	Non Resident
	Business		\$ 100.00	\$ 200.00
	Hawker Peddler		\$ 100.00	\$ 440.00
	Home Occupation		\$ 100.00	N/A
	Term Licence (July 1st to December 31 of Current Year)		Resident	Non Resident
	Business		\$ 50.00	\$ 100.00
	Hawker Peddler		\$ 50.00	\$ 330.00
	Home Occupation		\$ 50.00	N/A
	Day Licence Companies operating, 5 days or less (Excluding Hawker Peddler) Per Day		\$ 25.00	\$ 25.00
	Offences	1st Offence	\$ 100.00	
		2nd Offence	\$ 250.00	
		3rd & Subsequent	\$ 500.00	

SUBJECT: Business License Bylaw 832/11 Updates – Attachment 1

February 13, 2023

6.1.1

Okotoks

E Annual Business Licenses (after mid-year fees prorated quarterly for start-ups and projects):		
Home Occupation Annual Fee (any business operating from a residence in the Town of Okotoks):		
Minor and Major	200.00	Each
Resident Business- Annual Fee (any business operating from a taxable premise in the Town of Okotoks):		
Level 1: up to 5 FTEs	200.00	Each
Level 2: 6-10 FTEs	250.00	Each
Level 3: 11-15 FTEs	335.00	Each
Level 4: 16 - 49 FTEs	385.00	Each
Level 5: 50+ FTEs	510.00	Each
Non-District (any business located beyond boundary of Foothills County, e.g. Calgary):		
Non-District Annual Fee	400.00	Each
Foothills County (any business with home base within boundaries of Foothills County):		
Foothills County Annual Fee	275.00	Each
Special Licence Fees:		
Daily License (1 day)	50.00	Each
Weekly License (7 consecutive days)	100.00	Each
Monthly License (30 consecutive days)	150.00	Each
Seasonal License for 4 Months	200.00	Each
Seasonal Mobile Food Vending	200.00	Each
Business License Appeal Fee	100.00	Each

SCHEDULE "A"

SECTION	OFFENCE	PENALTY 1 st offence	PENALTY 2 nd offence	PENALTY 3 rd and subsequent offences
3.1	carry on business without paid license fee	\$250	\$500	\$1000
3.9	contravene condition of business license	\$250	\$500	\$1000
3.10	operate separate businesses without license	\$250	\$500	\$1000
3.11	fail to post or present business license certificate	\$250	\$500	\$1000
3.12	fail to carry or show business license	\$250	\$500	\$1000
6.2	give false information on application	\$250	\$500	\$1000
9.4	carry on business when suspended	\$250	\$500	\$1000
11.1(a)	permit minor into Adult Entertainment Facility	\$250	\$500	\$1000
(b)	display adult material so to be visible from outside AEF	\$250	\$500	\$1000
(c)	display sign or advertise AEF	\$250	\$500	\$1000
(d)	fail to post no minor sign	\$250	\$500	\$1000
(e)	fail to have AEF windows properly glazed	\$250	\$500	\$1000
13.1(b)	massage clinic exhibit/display/advertise sex at facility	\$250	\$500	\$1000
(c)	masseur distribute/advertise sex	\$250	\$500	\$1000
14.1	carry on mobile vending business without approval	\$250	\$500	\$1000
16.1(a)	smoke-shop-sell-tobacco-products-to-a-minor (DELETED Revised Bylaw 32-18)	\$1000	\$1500	\$2000
(b)	display-tobacco-products-to-be-visible-from-outside facility (DELETED Revised Bylaw 32-18)	\$1000	\$1500	\$2000
(c)	fail-to-have-Smoke-Shop-windows-properly-glazed (DELETED Revised Bylaw 32-18)	\$1000	\$1500	\$2000

SUBJECT: Business License Bylaw 832/11 Updates – Attachment 1

6.1.1

February 13, 2023

Edmonton

A business that rents three or more units to tenants must have a business license.

[Business License Categories | City of Edmonton](#)

BYLAW NO. 832 /11

Business Licence

of the

TOWN OF BASSANO

in the Province of Alberta

Being a Bylaw of the Town of Bassano to control and regulate all businesses carried on within the Town limits.

WHEREAS: pursuant to the Municipal Government Act, being Chapter M-26, 2000, and amendments thereto; authorizes a Council to pass a Bylaw for the purpose of regulating, controlling and licensing all businesses being carried on within the Town of Bassano; and

WHEREAS: Section 2 further provides that in any Bylaw passed under said section, Council may make provisions that it considers necessary to carry out the purpose of the Bylaw; and

WHEREAS: the Council of the Town of Bassano deems it expedient to pass such a Bylaw,

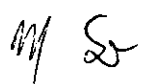
NOW THEREFORE: the Council of the Town of Bassano in the Province of Alberta, duly assembled, HEREBY ENACTS AS FOLLOWS:

SECTION 1 – SHORT TITLE:

1. This Bylaw may be cited as the ``Business Licensing Bylaw`.

SECTION 2 – DEFINITIONS AND INTERPRETATIONS

1. In this Bylaw all definitions contained in the Act shall apply.
2. Interpretations of this Bylaw shall be consistent with the requirements of the Act.



In this Bylaw:

- “Act”** means the Municipal Government Act, being Chapter M-26, 2000, and amendments thereto.
- “Applicant”** means a person who applies for a license or renewal of a license required by this Bylaw, and shall also mean a person who is appealing the refusal, revocation, or suspension of a license.
- “Business”** means any business, commerce or industry.
- “Bylaw”** means the Business Licensing Bylaw.
- “Bylaw Enforcement Officer”** means a person appointed to enforce the provisions of this Bylaw, and includes a member of the Royal Canadian Mounted Police and, when authorized a Special Constable.
- “Charitable or Non-Profit Organization”** means a person, association of persons, or a corporation, acting for charity, or in the promotion of general social welfare as determined by the License Inspector, and includes;
- (a) a religious society or organization,
 - (b) a service club,
 - (c) a community, veteran`s or youth organization
 - (d) a social, sport or fraternal organization or club,
 - (e) an employer`s or employee`s organization, and,
 - (f) schools funded by the public, engaged in work or activity for which moneys remain in the school coffers or are donated to charity.
- “Council”** means the Municipal Council of the Town of Bassano, in the Province of Alberta.
- “General Contractor”** means a person, whether as principal or agent, who is responsible for the construction of any building or structure that requires the use of two (2) or more construction contractors.

“License” means a license issued by the License Inspector pursuant to this Bylaw.

“Licensing Inspector” means and includes a Bylaw Enforcement Officer, License Inspector or anyone appointed by Council to carry out the provisions of this Bylaw.

“License Year” means a calendar year period commencing January 1st and ending on December 31st.

“Non-Resident” means that the business is not permanently located in the Town of Bassano limits, as determined by the License Inspector, during that license year.

“Resident” means that the business permanently located, owned, leased or rented in the Town of Bassano limits, as determined by the License Inspector, during the licence year.

SECTION 3 – NECESSITY FOR LICENSE:

1. No person shall within or partly within the Town of Bassano Corporate limits;
 - (a) Carry on any undertaking or do any act or use or have any article, for which a license is required under the provision of this Bylaw unless he holds a valid license issued pursuant to the provisions of this Bylaw.

SECTION 4 – BUSINESSES EXEMPTED FROM OBTAINING A BUSINESS LICENSE

1. All businesses shall apply for and obtain a Business License except as exempted by this Section.
2. Any charitable or non-profit organization shall be exempted from the requirement to obtain a Business License provided that:
 - (a) the proposed business complies with all bylaws of the Town of Bassano, and any other statutes or regulations,
 - (b) written approval has been provided by the License Inspector, and



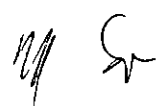
- (c) the business is not a Carnival or a Circus.
3. A Business License shall not be required for the following businesses,
- (a) an architect's corporation, a joint firm, a registered architect or a visiting project architect under the Architect's Act;
 - (b) an Alberta land surveyor, a surveyor's corporation or a surveyor's partnership registered under the Land Surveyor's Act;
 - (c) a professional engineer, licensee, permit holder or certificate holder under the Engineering, Geological and Geophysical Professions Act;
 - (d) a business that is to be in operation for less than four months and which is operated by full-time students;
 - (e) a medical doctor who is registered with the College of Physicians and Surgeons of Alberta;
 - (f) a dentist who is registered under the Dental Association of Alberta;
 - (g) a barrister or solicitor as registered under the Law Society of Alberta;
 - (h) newspaper or flyer delivery person who delivers the product to the house or business;
 - (i) residential garage sales, provided that the sale takes place on residential property where that property owner, or primary resident when referring to residential rental properties, directly supervises and controls the sale to a maximum of four (4) weekends per calendar year.
4. Any business may exhibit or carry on business at the location of a trade show or exhibition recognized by the License Officer for a consecutive period not exceeding seven (7) days without a Business License being required. Such trade shows and exhibitions include, but are not limited to the Bassano Rodeo, Airshow, Craft Fairs and Town Celebrations.

SECTION 5 – APPLICATION FOR A BUSINESS LICENSE

1. An applicant shall make an application to the License Inspector, in the form and manner prescribed by the License Inspector, and shall provide such information as is required by the License Inspector, including, but not limited to;

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- (a) name of the owner of the business;
 - (b) name of the operator of the business;
 - (c) name, address and telephone numbers of the applicant;
 - (d) a description of the business;
 - (e) the location of the business;
 - (f) the name of the business; and
 - (g) any required Municipal or Provincial approvals.
2. Full payment of all fees required by this Bylaw shall accompany each application for a Business License.
 3. The License Inspector shall provide, by advertisement and written notice mailed to all current license holders, notice to apply for a license for the next license year. Such advertisement and notice shall be provided on or following December of each license year.
 4. Where an application is to renew an existing Business License for the following license year, it shall be considered as an application required under this Part, except that the business shall not be considered as operating without a license provided that an application is received on or before January 31st of the license year.
 5. Where a business subject to licensing is carried on or is intended to be carried on in more than one location within the Town of Bassano, a license shall be required in respect of each location as though the business carried on were a separate business.
 6. All General Contractors are required to submit a list of their sub-contractors to the Town when applying for a Building Permit. General Contractors will pay a fee as set out in Schedule "A" regardless of resident status.
 7. For the purpose of this Bylaw, where a person carries on more than one trade or occupation, only one license is required but if each trade or occupation is operated as a separate firm or company, whether from the same location or not, a separate Business License is required for each firm or company.




8. Every applicant for a license shall conform to the provisions of this Bylaw and any other municipal, provincial or federal regulations applicable to the business prior to the issuance of a Business License.

SECTION 6 – LAND USE AND DEVELOPMENT CONTROL

1. The issuance of a Business License under this Bylaw does not constitute development approval under the Town's Land Use Bylaw. The holder of an existing Business License or an applicant for a Business License is responsible for obtaining such development approval as may be necessary. Where such approval cannot be obtained, the License Inspector shall forthwith cancel any existing license and refuse any applications for license.

SECTION 7 – APPROVAL, REFUSAL, SUSPENSION OR REVOCATION OF A BUSINESS LICENSE

1. The License Inspector shall approve and issue a Business License to any business, following the submission of an application as required by this Bylaw, which complies with this Bylaw and all other bylaws of the Town of Bassano, and any other statutes or regulations.
2. Where any certificate, authority, license, document or any qualification under this or any other Bylaw or under any Statute of Canada or the Province of Alberta is suspended, cancelled, terminated or surrendered, any license issued under this Bylaw based in whole or in part on such certificate, authority, license, document or qualification shall be revoked automatically forthwith, with no refund.
3. Where a license is revoked pursuant to Section 7 (2) hereof, the licensee shall forthwith;
 - (a) return the license to the Town of Bassano Office; or
 - (b) furnish the License Inspector within three (3) days proof satisfactory to him, of a renewal or re-issuance of any certificate, authority, license, document, or qualification referred to in Section 7 (2) hereof at which time the license will be considered for suspension, renewal or re-issuance.



4. Where an application for a Business License is refused, the License Inspector shall forthwith advise the applicant of the reason or reasons for the refusal in writing.
5. Where in the opinion of the License Inspector the loss of qualification under Section 7 (2) is temporary, the License Inspector may immediately suspend the license in question for a period not to exceed 30 days. Re-issuance of the license after suspension shall be without the requirement to apply for a Business License.
6. Where a license is revoked or suspended the business shall immediately cease operating, and shall not commence operating until a Business License is approved and issued by the License Inspector.
7. Where a license is issued by the License Inspector it shall bear;
 - (a) the identification of the Town of Bassano;
 - (b) the license year;
 - (c) the expiry date;
 - (d) the classification of the business, as determined by the License Inspector;
 - (e) the name of the business, and
 - (f) the location of the business.
8. Each Business License issued shall be clearly displayed at the location of the business for which it was issued.
9. Every licensee who holds a license under this Bylaw which is not limited to specific premises, shall, so long as the license is in force, carry on his person or have immediately available the license, or a copy authorized by the License Inspector, and such licensee shall, upon request, forthwith produce same to the R.C.M.P. Officer, a License Inspector, a Bylaw Enforcement Officer or any person with whom he is doing business, to which the license relates.
10. Each license issued shall expire at the end of the current license year.
11. A License is automatically revoked if payment of fees required by the Bylaw made by cheque or other instrument which is not accepted by the financial institution on which it is issued.



12. The classification of the business, as determined by the License Inspector, shall include all subsidiary and ancillary uses at that location operated by the same owner and no separate licenses or fees shall be required.

SECTION 8 – APPEAL

1. Where the License Inspector refuses an application for a license, or suspends or revokes a license, the applicant may appeal the decision of the License Inspector.
2. An applicant wishing to appeal the decision of the License Inspector shall make a written request to the Chief Administrative Officer stating the basis of the appeal, accompanied by the fee as shown in Schedule “A”.
3. The appeal shall be heard by the Licensing Appeal Board, which shall consist of members of Council at the time and place set by the Chief Administrative Officer.
4. The Licensing Appeal Board may, following a hearing of the Appeal;
 - (a) confirm the refusal, revocation or suspension;
 - (b) direct that the license be issued;
 - (c) reinstate the revoked license; or
 - (d) remove or vary the suspension.
5. Where the Licensing Appeal Board find that, in its opinion, that fault does not lie wholly with the applicant, the Licensing Board may refund all or part of the fee required by Section 5(2).

SECTION 9 – DUTIES OF THE LICENSE INSPECTOR

1. The License Inspector shall;
 - (a) administer and enforce the requirements of this Bylaw;
 - (b) collect all fees required by this Bylaw and credit such fees to an account of the Town of Bassano;



- (c) provide reports and advise Council on business licensing, in such manner and at such times as Council may require.
- 2. The License Inspector may conduct investigations with regard to applications for a Business License where necessary.
- 3. The License Inspector may conduct inspections of any business to ascertain that the business complies with the requirements of this Bylaw.
- 4. Every person carrying on or engaged in any business is required by any Act, on the request of the License Inspector, to give to the License Inspector all information necessary to enable him to carry out his duties.

SECTION 10 – LICENSE FEES

- 1. License fees shall be as prescribed by this Section and as prescribed by Schedule “A” of this Bylaw.
- 2. Except where a specific fee is provided for in Schedule “A” for that business classification, the general Business License fees prescribed by Schedule “A” shall be paid.
- 3. Where the License Inspector determines that the business is a specific classification as shown on Schedule “A” then that fee shall be paid.
- 4. Where a business makes application for a Business License up to 30 days prior to January 1st that Business License will be deemed valid through the next calendar year.

SECTION 11 – PENALTIES

- 1. Every person who violates any of the provisions of this Bylaw, who suffers or permits any act or thing to be done in contravention or in violation neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, is guilty of an offence against this Bylaw and liable to the penalties thus imposed. Each day that a violation continues to exist shall constitute a separate offence.
- 2. Any person in contravention of any provision of this Bylaw shall be liable to:



- (a) a penalty of:
 - (i) first offence - \$300.00
 - (ii) second and subsequent offences - \$500.00
- (b) Where the offence is for non-payment of any license fee payable hereunder, the convicting judge may judge payment of the Business License fee in addition to any other costs.
- (c) All businesses operating within the corporate limits of the town of Bassano that have not purchased their yearly Business License shall be prosecuted in accordance with Section 11 (1).
- (d) Businesses operating within the corporate limits of the Town of Bassano that have not purchased their yearly Business License shall be prosecuted in accordance with Section 11 (1).
- (f) A summons shall be served in accordance with the Provincial Procedures Act.

SECTION 12 – GENERAL

1. Bylaw 557 and Bylaw 699/86 and any other Business Licence Bylaws, amendments prior to the date of this passing are hereby rescinded.

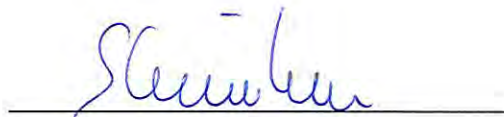
READ A FIRST TIME this 12th day of December, 2011

READ A SECOND TIME this 12th day of December, 2011

READ A THIRD AND FINAL TIME this 12th day of December, 2011



Mayor



Chief Administrative Officer

TOWN OF BASSANO

Bylaw 832 /11

SCHEDULE "A"

General Business License Fees

Resident	\$ 70.00
Non-Resident	\$120.00

Specific Classification Business License Fees

General Contractor with all sub-trades and subcontractors

Up to eight (8) sub trades \$600.00

Each additional sub trade shall be at \$50.00 per contractor

It should be noted that the General Contractor must submit a listing

Of all Sub trades at the time of making a Business License

Other charges

Notice of Change Fee	\$ 25.00
Request for Appeal	\$ 50.00





REQUEST FOR DECISION

Meeting: February 13, 2023

Agenda Item: 6.2

SUBJECT: Fire Services Bylaw 931/23 – Proposed

BACKGROUND

Pursuant to council direction (M#TOB04/23), administration updated the Fire Services Bylaw 931/23 to include the provision of fire call out charges within the corporate limits of Bassano to align with a regional approach.

In preparing the amendment to Fire Bylaw 885/19, Schedule “G” stated that the town *may* charge for fire suppression services. This had not been enforced previously.

The proposed bylaw 931/23 now worded, “Fire Protection Charges shall be levied by the Town as established in Schedule “G” and are subject to change”.

There are two key elements within the proposed bylaw that warrant further discussion:

1. In the former bylaw, it was stated that any revenue received from a local fair call would be applied to the Bassano Fire Department’s operating budget.
 - a. **This clause was removed from the proposed bylaw to allow the town and the county to establish terms related to revenues earned and how they will be distributed. Based on council discussion, it is understood that any revenue from fire protection is to be allocated to the fire budget (perhaps less, public works expenses and water) – it is appropriate to establish this in an agreement between the town/county.**

SCHEDULE “G”
TOWN OF BASSANO - FIRE SERVICES BYLAW #885/19
FIRE PROTECTION CHARGES

Fire Protection Charges may be levied by the Town. Fire Protection Charges will conform to the rates set by Alberta Transportation and are subject to change.

The Town reserves the right to invoice owners of real property within their corporate limits for responses provided by the Fire Department to protect structures, physical improvements, land, etcetera. Revenues received from such responses shall be applied towards the Fire Departments operating costs.

Responding to a Fire or Incident not on a provincial highway.	\$615.00 per apparatus (e.g. pumper, ladder truck, rescue unit) per hour \$185.00 per command vehicle per hour.
Responding to a Fire or Incident on a Provincial Highway	On a cost recovery basis as per Alberta Transportation prescribed rates.
False Alarm Calls (fees reset annually)	<ul style="list-style-type: none">• First call out is a warning. The fire chief or his/her designate shall notify the municipality of the false alarm call and an information letter shall be sent by the municipality to the property owner regarding false alarm requirements/fees pursuant to the bylaw.• Second call out \$150• Third call out \$300• Fourth call out \$450

2. A clause was included in the proposed bylaw whereby the town reserves the right to charge a per cubic meter fee for water used for fire suppression services in accordance with the Utility Rates Bylaw.

- a. **Would council like to include this? The inquiry was sent to regional partners and will be discussed at a planning meeting prior to council. Administration will provide an update accordingly.**

3. A clause was included in the proposed bylaw whereby the town reserves the right to charge for public works labour, or third-party expenses that as may be required for the purpose of fire suppression services.

- a. **Would council like to include this? The inquiry was sent to regional partners and will be discussed at a planning meeting prior to council. Administration will provide an update accordingly.**

OPTIONS

- ☒ #1 – that council gives all three reading to Fire Services Bylaw 931/23.
- ☐ #2 – that council give first and second reading to Fire Services Bylaw 931/23.
- ☐ #3 – that council gives first reading to Fire Services Bylaw 931/23.

CAO COMMENTS

As we continue to work collaboratively on fire services with our regional partners, it is anticipated that this bylaw will be renewed to align with updated policies.

ALIGNMENT WITH STRATEGIC PLAN

- G1-T1

PROPOSED RESOLUTION

1. That council gives first reading to Fire Services Bylaw 931/23.
2. That council gives second reading to Fire Services Bylaw 931/23.
3. That council has third reading of Fire Services Bylaw 931/23.
4. That council gives third and final reading to Fire Services Bylaw 931/23.

Attachments:

1. Fire Services Bylaw 931/23 - Proposed

Prepared by: Amanda Davis, CAO



BYLAW

Bylaw Number: **931/23**
Bylaw Name: **Fire Services Bylaw**

A BYLAW OF THE TOWN OF BASSANO, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF FIRE PROTECTION SERVICES.

WHEREAS the *Municipal Government Act* R.S.A. c.M-26 and regulations as amended, provides that the Council of a Town may pass a Bylaw for the safety, health and welfare of people, and the protection of people and property, and for services provided by or on behalf of the Town;

AND WHEREAS the Council of the Town of Bassano wishes to establish a fire service within the Town and to provide for the efficient operation of such a fire service;

AND WHEREAS the Council of the Town of Bassano wishes to regulate the use and setting of fires;

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

1. NAME OF BYLAW

- 1.1 This Bylaw may be cited as the "Fire Services Bylaw".

2. DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, C-26 as may be amended, repealed and replaced from time to time;
- 2.2 "Address Number" means the number of a property designed by the Planning and Development Department of the Town, which may include a combination of numbers and/or words.
- 2.3 "Apparatus" means any vehicle provided with machinery, devices, equipment or materials for fire fighting as well as vehicles used to transport fire fighters or supplies;
- 2.4 "Bassano & Rural Fire Area Committee" referred to as the Fire Committee to mean an appointed group of elected officials from the Town and County of Newell and Fire Chiefs that maintain the Department in accordance with the Fire Protection Agreement.
- 2.5 "Bylaw" means the Town Fire Services Bylaw No. 931/23 as may be amended from time to time;

- 2.6 “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the Town regardless of any subsequent title that may be conferred on that officer by Council or statute, or their designate;
- 2.7 “Community Peace Officer” means a Bylaw Enforcement Officer whose services are contracted by the Town for the purpose of enforcement of this Bylaw, also includes a Peace Officer or a member of the Royal Canadian Mounted Police;
- 2.8 “Construction Site” means development of a new primary building and includes exterior renovations to an existing building if the exterior renovations exceed 30 days;
- 2.9 “Consumer Fireworks” means low hazard fireworks designated for recreational use and classified as F.1. by the *Explosives Regulation*. Consumer Fireworks may include Roman Candles, sparklers, fountains, volcanoes, mines and snakes;
- 2.10 “Corporate Limits” means the municipal boundary of the Town shown in Schedule “H”;
- 2.11 “Council” means the Council of the Town;
- 2.12 “Dangerous Goods Product” means those products or substances, which are regulated by the *Transportation of Dangerous Goods Act* and its *Regulations*;
- 2.13 “Department” means the Fire Department established by this Bylaw and includes any person duly appointed to the Fire Department;
- 2.14 “Deputy Fire Chief” means the member appointed as assistant to the Town’s Fire Chief who performs duties and responsibilities of a Fire Chief when designated;
- 2.15 “Designated Officer” means a Designated Officer of the Town whose authority includes inspections or enforcement of Town bylaws and includes the CAO;
- 2.16 “Display Fireworks” means high hazard fireworks designed for professional use and classified as F.2. by the *Explosives Regulation*. Display Fireworks may include Aerial Shells, cakes, Roman Candles, waterfalls, lances, and wheels. The manufacture, storage, handling, transportation, sale and use of display fireworks must meet the regulatory requirements of the *Explosives Regulation*;
- 2.17 “Equipment” shall mean any tools, contrivances, devices or materials used by the Department to combat an Incident or other emergency;
- 2.18 “Explosives Act” means the Explosives Act, RSC 1986, c E-17, as may be amended, re-enacted, or replaced from time to time.

- 2.19 “*Explosives Regulation*” means the Explosives Regulation, SOR/2013-211, to the *Explosives Act*, as may be amended, re-enacted, or replaced from time to time.
- 2.20 “False Alarm” means any notification to the Department or Member respecting the existence of a condition, circumstance or event containing an imminent serious danger to life or Property wherein such a condition, circumstance or event is in fact not in existence;
- 2.21 “Fire Alarm System” means a system designed to give early warning of a possible fire in a building to the building occupants and is professionally installed and maintained by professionals;
- 2.22 “Fire Chief” means the individual appointed as Chief Officer of the Department;
- 2.23 “Fire” means any combustible material in a state of combustion;
- 2.24 “Fireworks” means a device containing gunpowder and other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or in celebrations;
- 2.25 “Fireworks Sales Permit” means a document issued pursuant to this Bylaw that authorizes the sale of Consumer Fireworks, on a form set out in Schedule “E”;
- 2.26 “Fire Department Property” means all property (land and buildings) controlled by the Town and designated for use by the Department, regardless of the source of the property;
- 2.27 “Fire Hazard” means any condition, circumstance or event wherein the possibility a risk of Fire is increased;
- 2.28 “Fire Permit” means a document issued pursuant to this Bylaw, on a form set out in Schedule “A” as may be required;
- 2.29 “Fire Protection” means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, rescue or dangerous goods response, training, or other staff development;
- 2.30 “Fire Protection Charge” means fees which may be charged by the Town for Fire Protection Services rendered pursuant to this Bylaw as set out in Section 7 and Schedule “G”;
- 2.31 “Fire Protection Agreement” means the agreement between the Town and the County of Newell for the provision of fire and emergency services dated April 11, 2016, as may be amended, supplemented or replaced from time to time.
- 2.32 “Illegal Fire” means any Fire which is in contravention of this Bylaw;

- 2.33 "Incident" means a fire or situation where an explosion is imminent or any other situation where there is a danger or a possible danger to life or property, or both, and to which the Department has responded;
- 2.34 "Lane" means a public thoroughfare for vehicles and provides at times primary and secondary means of access to a parcel or parcels or as defines as an alley in the *Highway Traffic Act*.
- 2.35 "Manager of Fire & Emergency Services" means the person employed and appointed by the County of Newell to fulfill that position that may act as a Designed Officer or in another capacity for the Town or Department;
- 2.36 "Member" means the Fire Chief and any member of a Department, including the Fire Chief of a Department or Member of Fire & Emergency Services;
- 2.37 "Owner/Occupant" means the person who has care and control or power of authority or can exercise powers and authority over a building as defined in the *Alberta Fire Code* or the person who is registered under the *Land Titles Act* as owner of the property.
- 2.38 "Outdoor Fire" means any fire other than a fire contained in a Recreational Fire Pit and shall include fires involving humus, soil, farm provide, bush, grass, feed, straw, coal or any fire that has escaped or spread from a building, structure, machine, vehicle or incinerator;
- 2.39 "Propane Appliance" means an outdoor propane fire pit, propane food smoker, or similar device.
- 2.40 "Property" means any real or personal property, which, without limiting the generality of the foregoing, includes lands and structures;
- 2.41 "Recreational Fire Pit" means any non-combustible device used for recreational burning of seasoned dry wood only and in conformance with the requirements in Schedule "C" hereto;
- 2.42 "Running Fire" means a fire burning without being under the control of any person;
- 2.43 "Structure Fire" means fire confined to and within a building, structure, machine or vehicle which will or is likely to cause the destruction of or damage to such building, structure, machine or vehicle;
- 2.44 "Town" means the Town of Bassano;
- 2.45 "Violation Ticket" means a ticket issued for an offense committed against any of the provisions of the Bylaw and shall be in the form prescribed by the *Provincial Offenses Procedure Act*, R.S.A. 2000 c. as may be amended, repealed and replaced from time to time.

3. FIRE SERVICE

- 3.1 The Council hereby established the Bassano Fire Department for the purpose of:
- 3.1.1 Preventing and extinguishing Fires;
 - 3.1.2 Investigating the cause of Fires as applicable;
 - 3.1.3 Preserving life and property and protecting persons and property from injury or destruction by Fire;
 - 3.1.4 Providing rescue and related emergency services;
 - 3.1.5 Preventing, combating and controlling Incidents;
 - 3.1.6 Carrying out preventative inspections and patrols;
 - 3.1.7 Fulfilling approved agreements with other municipalities or persons with respect to Fire Protection;
 - 3.1.8 Operating Apparatus and Equipment for extinguishing Fires or preserving life and Property;
 - 3.1.9 Controlling and mitigating Incidents relating to Dangerous Goods Products; and
 - 3.1.10 Otherwise providing Fire Protection services.

4. FIRE CHIEF

- 4.1 The Fire Chief shall be appointed by the council of the town as recommended by the CAO, Member of Fire & Emergency Services and the Fire Committee.
- 4.2 The Fire Chief shall report to the Fire Committee.
- 4.3 The Fire Chief shall have complete responsibility and authority over the Fire Department, subject to the direction of Fire Committee and shall prescribe rules, regulations and procedures for the ongoing organization and administration of the Fire Department, including but not limited to:
- 4.3.1 The use, care and protection of Fire Department Property;
 - 4.3.2 The appointment, recruitment, training, conduct, discipline, duties and responsibilities of the Members of the Department;
 - 4.3.3 The efficient operation of the Department; and
 - 4.3.4 Other duties and responsibilities as assigned by job description, policy or bylaw.
- 4.4 Regulations, rules or standard operating procedures/guidelines made pursuant to this bylaw shall not be inconsistent with the laws of the Province of Alberta or the Laws of Canada.
- 4.5 The Fire Chief shall:

- 4.5.1 Perform and carry out such duties and responsibilities pursuant to any *Act* or this Bylaw.
- 4.5.2 The assistant to the Fire Chief shall be responsible for performing the duties and obligations of the Fire Chief in the absence of the Fire Chief and shall be the Deputy;
- 4.5.3 A Fire Chief may without a warrant enter on any land and premises, except a private dwelling house, for the purpose of discharging his or her duties under this bylaw. A Fire Chief may without a warrant, enter a private dwelling house which is on fire and proceed to fight the fire;
- 4.5.4 Within budget approval and in accordance with any relevant policies, purchase or otherwise acquire Equipment, Apparatus, material or supplies required for the operation, maintenance and administration of the Fire Department to be used in connection therewith; and
- 4.5.5 Keep or cause to be kept, in proper form, records of all business transactions of the Department, including the purchase or acquisition of Equipment, Apparatus, materials or supplies and records of Incidents attended, actions taken in extinguishing Fires, inspections carried out and actions taken on account of inspections or any other records incidental to the operation of the Department.
- 4.6 The Fire Chief, or in his or her absence, the senior Member present (hereinafter referred to as the "Member in Charge") shall have control, direction and management of any Department Apparatus, Equipment or manpower, assigned to an Incident and, there is a Member in Charge, they shall continue to act until relieved by the Fire Chief or the Deputy Fire Chief.
- 4.7 The Fire Chief or Member in Charge may, at an Incident, at his or her discretion, establish perimeters and keep persons from entering the area within the prescribe boundaries or limits unless authorized to enter by him or her.
- 4.8 The Fire Chief or Member in Charge may request a Community Peace Officer to enforce restrictions on persons entering within the boundaries or limits outlined in Section 4.7.
- 4.9 The Fire Chief, or any other Member in Charge at an Incident, is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed, if they deems it necessary, to prevent the spread of fire to other buildings, structures or things.
- 4.10 The limits of the jurisdiction of the Fire Chief, Deputy Fire Chief, and Members of the Department, as defined in applicable Mutual Aid and Fire Agreements (and specifically the Fire Protection Agreement), will extend beyond the Corporate Limits.
- 4.11 The Fire Chief, and anyone acting in his or her absence, is hereby authorized to take whatever action they deem appropriate in the event that an emergency situation or emergency circumstance arises that is not addressed in the Bylaw. In the event that the Fire

Chief, or anyone acting in his or her absence, takes action under this clause, the action taken shall be limited to those steps necessary to bring the emergency situation or emergency circumstance under control. Anyone taking action under this clause shall make a full report of the particulars to the CAO and the Fire Committee within 24 hours of the commencement of the action taken.

5. POWERS OF MEMBERS

- 5.1 Each Member shall have the authority and power to:
 - 5.1.1 Perform work relating to the extinguishing or controlling of an Incident or the operation to preserve life and Property and enter onto any Property for the purpose of extinguishing or controlling an Incident, at the discretion of the Fire Chief; and
 - 5.1.2 Prevent interference with the efforts of persons engaged in the extinguishing of Fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any Incident.

6. POWERS OF OFFICERS

- 6.1 Officers in charge of an incident shall have the authority and power to:
 - 6.1.1 Commandeer the use of any Equipment for the purposes of responding to, extinguishing, controlling, or fighting an Incident or for the purpose of preserving life or Property;
 - 6.1.2 Perform work relating to the extinguishing or controlling of Fires or the operations to preserve life and Property and enter onto any Property for the purpose of extinguishing or controlling the Incident;
 - 6.1.3 Prevent interference with the efforts of persons engaged in the extinguishing of Fires and preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any incident.

7. FIRE PROTECTION CHARGES

- 7.1 Where the Fire Department has taken action for the purpose of extinguishing a fire or responding to a call, Incident, or False Alarm, within the Corporate Limits, the Town may in its sole and absolute discretion charge:
 - 7.1.1 Any person causing or contributing to the Fire; Incident or False Alarm; or
 - 7.1.2 The owner or occupant of the Property;
 - 7.1.3 A Fire Protection Charge, and all individuals charged are jointly and severally responsible for the Fire Protection Charge; or
- 7.2 The schedule of fees for Fire Protection Charges are defined in Schedule "G".

- 7.3 Fire Protection Charges shall be paid within 30 days of being levied.
- 7.4 Collection of unpaid Fire Protection Charges may be undertaken by civil action in a Court of competent jurisdiction and any civil action does not invalidate a lien, which the Town is entitled to on the Property in respect of which the indebtedness is incurred.
- 7.5 The owner of a parcel to which Fire Protection is provided is liable for Fire Protection Charges incurred, and the Town may add to the tax roll of the parcel of land all unpaid Fire Protection Charges.

8. CONTROL OF FIRE HAZARDS

- 8.1 If the Fire Chief finds on privately owned land or occupied public land within the Corporate Limits, any condition that is in his or her opinion constitutes a Fire Hazard they may direct the owner, occupant or the person in control of the land on which the Fire Hazard exists to reduce or remove the Fire Hazard within a fixed time and in a manner prescribed by the Fire Chief in consultation with the CAO.
- 8.2 If the Fire Chief finds that the clean-up or remediation measures, in consultation with the CAO directed pursuant to Section 8.1 has not been carried out, a Designated Officer or a Community Peace Officer may enter onto the lands with any equipment and any person it considers necessary and may perform the work required to eliminate or reduce the Fire Hazard.
- 8.3 The owner or occupant of the land on which work was performed pursuant to Section 8.2 shall, upon demand, pay to the Town a Fire Protection Charge or fee, and in default of payment of the Fire Protection Charge or fee, the Town may add the Fire Protection Charge or fee to the tax roll of the said land, which forms a special lien against the land in favor of the Town, from the date it was added to the tax roll.

9. REQUIREMENT TO REPORT

- 9.1 The owner or occupant of any Property containing a Dangerous Goods Product, which sustains an accidental or unplanned release of dangerous goods, shall immediately report to the Fire Department particulars of the release. The owner or occupant of the Property shall provide such information regarding the release as the Fire Chief may require.

10. FIRE PERMITS

- 10.1 No person shall ignite or cause to be ignited any of the following without a permit:
 - 10.1.1 Outdoor fire,
 - 10.1.2 High hazard fireworks, or
 - 10.1.3 A fire within a Recreational Fire Pit.
- 10.2 An application for a Fire Permit shall be made at the Town Office in writing on the form prescribed in Schedules "A", "B", "C", and "D", as appropriate. The CAO, Fire Chief or, in their

absence, the Deputy Fire Chief shall receive and consider the application and, after having done so, they may, in their absolute discretion, issue to the applicant a Fire Permit.

- 10.3 Each application for a Fire Permit must be accompanied by the appropriate fee and must contain information set out in Schedule "A", "B", "C", and "D", as appropriate. A Fire Permit is not transferrable.
- 10.4 When issuing any Fire Permit, the CAO, Fire Chief or, in their absence, the Deputy Fire Chief may impose conditions considered appropriate.
- 10.5 A Recreational Fire Pit Permit issued pursuant to this Bylaw is valid indefinitely unless the Recreational Fire Pit is altered or moved, or unless the Recreational Fire Pit Permit is suspended or cancelled pursuant to the provisions of this Bylaw.
- 10.6 The CAO, Fire Chief or, in their absence, the Deputy Fire Chief may, in their absolute discretion, suspend or cancel any Fire Permit at any time. A Fire Permit may be suspended or cancelled as follows:
 - 10.6.1 By advising a permit holder in person or by telephone, in which case the Fire Permit will be suspended or cancelled effective immediately or such later date as specified in the notice;
 - 10.6.2 By delivering a notice to the permit holder by facsimile transmission or by e-mail, in which case the Fire permit will be suspended or cancelled effective 24 hours after transmission of the notice or such later date as specified in the notice;
 - 10.6.3 By delivering a notice to the permit holder by regular mail, in which case the Fire Permit will be suspended or cancelled effective 5 days from the date such notice is mailed or such later date as specified in the notice.

11. FIREWORKS

- 11.1 No person shall sell Fireworks without first obtaining a Fireworks Sales Permit.
- 11.2 An application for a Fireworks Sales Permit shall be made at the Town Office in writing on the form prescribed in Schedule "E". The CAO shall receive and consider the application and, after having done so, they may, in their absolute discretion, issue to the applicant a Fireworks Sales Permit.
- 11.3 Fireworks Sales Permits shall only be issued for the sale and storage of Consumer Fireworks.
- 11.4 Each application for a Fireworks Sales Permit must be accompanied by the appropriate fee and must contain information set out in Schedule "E" appropriate. A Fireworks Sales Permit is non-transferrable.
- 11.5 Without limiting the foregoing, all persons engaged in the sale, storage, handling, or transportation of fireworks shall comply with the *Explosives Act* and the *Explosives Regulation*.
- 11.6 No person shall use any Consumer Fireworks within the Corporate Limits of the Town.

- 11.7 No person shall use any Display Fireworks within the Corporate Limits of the Town without first receiving a Fireworks Display Permit as set out in Schedule "D".

12. FIRE BAN

- 12.1 Notwithstanding any provision in this or any other Bylaw, the Fire Chief may upon receiving input from the CAO, Manager of Fire & Emergency Services, Fire Committee or council, declare a Fire Ban on burning of any kind within the Town. In the absence of the CAO and the Fire Chief, the Mayor, acting on the recommendation of the County of Newell Fire Chiefs, the Fire Committee or council (collectively) may also declare a Fire Ban within the Corporate Limits.

12.1.1 Three categories of Fire Bans may be implemented:

- (i) **A Fire Advisory** - Fires are allowed but public warning advising of extreme caution is issued. This level is a warning and may be upgraded to a Fire Restriction or Fire Ban if conditions do not improve.
- (ii) **A Fire Restriction** - No fires except for approved gas or propane cooking appliances or portable propane fire pits or campfires in designated fire sites within approved campgrounds.
- (iii) **A Fire Ban** - No fire, except for approved gas or propane cooking appliances.

- 12.2 When determining whether to declare a Fire Ban, Fire Restriction, or Fire Advisory, consideration shall be given to the following factors:

12.2.1 Levels of recent precipitation,

12.2.2 Future weather forecasts,

12.2.3 Water shortages or restrictions,

12.2.4 Availability of firefighting crews, equipment, and apparatus,

12.2.5 The overall fire danger including fire load, abundance of ground fuels, and fine fuel moisture content, and

12.2.6 The amount of or increase in recent outside fires.

- 12.3 The Town authorizes the CAO, Fire Chief, or Mayor (in the absence of the CAO and Fire Chief) the authority to remove any Fire Ban when conditions warrant, taking into account the considerations in Section 12.2 above.

- 12.4 When a Fire Ban is in effect, any person who contravenes the ban may be subject to the fines of doubled the amount established within this Bylaw.

- 12.5 When a Fire Ban is declared, the Fire Ban will be advertised locally and posted on the Alberta Fire Ban website.

13. RECREATIONAL FIRE PITS

- 13.1 A Person may build, ignite, or allow a fire on a Premises in a Recreational Fire Pit as long as that Person ensures that the fire is contained in a Recreational Fire Pit that is constructed of non-combustible material;
- 13.1.1 Has an open flame that does not exceed 1 meter at its widest point;
 - 13.1.2 Does not have walls which exceed 0.75 meters in height measured from the floor of the Recreational Fire Pit to the top of the wall of the Recreational Fire Pit excluding any chimney;
 - 13.1.3 Is set upon or built into the bare ground or a non-combustible material such as brick or stone;
 - 13.1.4 Is situated at least 4 meters from any house, garage or similar structure including wooden decks, porches and similar amenity space attached to a structure measured from the part of the Recreational Fire Pit which is closest to the structures or amenity space;
 - 13.1.5 Is situated at least 4 meters from any other combustible material measured from the part of the Fire Pit which is closer to the combustible material; and
 - 13.1.6 Is not located directly under any tree or overhanging branches.
 - 13.1.7 It shall be at the discretion of the Fire Chief or there designated officer to grant a Recreational Fire Pit permit on a Premise whose lots dimensions do not meet the defined setback requirements.
- 13.2 Notwithstanding subsection 13.1.5, a Person may build, ignite or lite a fire in a Portable Fire Receptacle on the wooden deck as long as that Person ensures that:
- 13.2.1 A non-combustible material such as brick or stone is placed between the Portable Fire Receptible and the wooden deck; and
 - 13.2.2 The Portable Fire Receptacle is situation at least 4 meters from any house, garage, similar structure or other combustible material, measured from the part of the receptacle which is closest to the structure or combustible material.
- 13.3 Every person who builds, ignites or allows a fire in a Recreational Fire Pit must ensure that:
- 13.3.1 A means of extinguishing the fire is kept on hand at all times while the fire is burning;
 - 13.3.2 The flames from the fire do not exceed 1 meter in height at any time;
 - 13.3.3 The fire is not left unsupervised at any time;

13.3.4 The fire is extinguished completely, leaving only cold ashes, prior to leaving the fire;
and

- 13.4 If in the opinion of a Fire Chief or Designated Officer, a fire poses a danger or does not comply with the requirements of this Bylaw, that Fire Chief or Designated Officer may extinguish the fire and take any other steps that Fire Chief or Designated Officer deems necessary to ensure that the fire and site of the fire no longer pose a danger or contravene the requirements of this bylaw.
- 13.5 A Person may use an outdoor propane appliance or gas fire pit on their Premise. The use of the propane appliance or gas fire pit during a Fire Ban will be at the discretion of the Fire Chief or his or her designated officer.
- 13.6 A permit is not required for outdoor propane appliance or an outdoor gas fire pit.

14. CIVIC ADDRESSING

- 14.1 For the purpose of maintaining public safety, every legally registered parcel of land within the Town that is bordered by identifiable roads, shall be designated an Address Number by the Town.
- 14.2 The owner of a property shall cause the Address Number assigned to the property to be displayed, at all times, at a location plainly visible from the roadway to which the property is addressed.
- 14.3 The owner of a property which has access to a lane shall, in addition to complying with Section 14.2, cause a rear address to be displayed when the property has a rear garage, or shed, or fence within 15.0 meters of the back lane. The rear Address Number shall meet the same display requirements as the front address number.
- 14.4 The owner of a property located in an industrial or commercial district as designated in the Town's Land Use Bylaw, shall cause the Address Number assigned to the property to be displayed, at all times, at the front property line adjacent to the main entrance of the property.
- 14.5 The Address Number in rural areas shall be affixed in a conspicuous place, either:
- 14.5.1 On a sign adjacent to the driveway at the property line, or
- 14.5.2 On the main or paper delivery box.
- 14.6 All Address Numbers required to be displayed pursuant to this Bylaw shall be displayed, at all times, in a conspicuous manner so as to be plainly visible from the adjacent roadway or lane, as the case may be.
- 14.7 The owner of a property shall maintain the Address Number is good condition and shall not cause, allow, or permit the visibility, as required pursuant to this Bylaw to be obstructed.

- 14.8 The Address Number required to be displayed pursuant to this Bylaw shall be on a contrasting background. The minimum size of the characters shall be as follows:

Distance of Building Setback from Adjacent Curb Line	Minimum Character Size
0-15 Meters (0-49.2 feet)	10 cm (4 inches)
15-20 meters (49.2 – 65.6 feet)	15 cm (6 inches)
Greater than 20 meters (65.6 feet +)	20 m (8 inches)

- 14.8.1 Address Number signs shall have a surface of no more than 0.3 square meters (3.30 square feet).
- 14.8.2 For multi-dwellings, one Address Number sign not exceeding 1 square meter (10.76 square feet) in area shall be allowed on each property.
- 14.9 No person shall display or permit the displaying of any Address Number of a property other than the number assigned by the Town.
- 14.10 No person shall remove, deface, obliterate or destroy the Address Number placed upon or affixed to any property in accordance with this Bylaw, except during the demolition or exterior renovation of a building. During demolition or exterior renovations, a temporary Address Number shall be posted in a visible location on the property.
- 14.11 The owner of a parcel of land which is a construction site, and for which a structure is being erected shall ensure that a temporary Address Number is displayed at all times in a conspicuous manner so as to be plainly visible from the adjacent roadway or lane, as the case may be.

15. OFFENCES

- 15.1 No person shall:
- 15.1.1 Contravene any provision(s) of this Bylaw;
- 15.1.2 Deposit, discard or leave any burning matter or substance where it might ignite other material or cause a Fire;
- 15.1.3 Provide false, incomplete or misleading information to the Town or the Fire Department on or within respect to a Fire, Incident or Fire Permit application;
- 15.1.4 Impede, obstruct, or hinder a Member of the Fire Department, or other person assisting or acting under the direction of the Fire Chief or the Member in Charge at any incident;
- 15.1.5 Damage or destroy Fire Department Apparatus, Equipment or Fire Department Property without proper authorization;
- 15.1.6 Falsely represent themselves as a Member or wear or display any Fire Department

badge, cap, button, insignia or other paraphernalia for the purpose of such false representation;

- 15.1.7 At an Incident, drive a vehicle over, or otherwise damage any Fire Department Apparatus or Equipment without the permission of the Fire Chief or the Member in Charge;
- 15.1.8 Obstruct or otherwise interfere with access roads or streets or other approaches to any incident, fire hydrant, cistern or body of water designated for fire fighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for fire fighting purposes;
- 15.1.9 No person, other than the employee of Town's Public Works Department, his or her designate, or a member of the Fire Department, shall use a fire hydrant for the purpose of obtaining or discharging water from such hydrant without first receiving permission from the CAO or an official of the Town's Public Works Department or the Fire Department;
- 15.1.10 At an Incident, enter the boundaries or limits of an area prescribed in accordance with Section 4.7 unless they have been authorized to enter by the Fire Chief or the Member in Charge;
- 15.1.11 Obstruct a Member from carrying out any function or activity related in any way to Fire Protection;
- 15.1.12 Allow an Outdoor Fire to be lit, unless that person is the holder of a subsisting Fire Permit or the Fire has been set by a Member for the purpose of training Members;
- 15.1.13 Use burning barrels/incinerators in Town;
- 15.1.14 Permit a fire to burn when a Fire is set in contravention of this Bylaw;
- 15.1.15 Either directly, or indirectly, personally or through an agent, servant or employee kindle a Fire or let it become a Running Fire on any land not his or her own property or allowing a Running Fire to pass from his or her own property to the property of another;
- 15.1.16 Cause or allow to be set a Fire without first taking sufficient precautions to ensure that the Fire can be kept under control at all times;
- 15.1.17 Cause or allow to be set a Fire when the weather conditions are conducive to create a Running Fire;
- 15.1.18 Fail to take reasonable steps to control a Fire for the purpose of preventing it from becoming a Running Fire or from spreading onto property other than his or her own;
- 15.1.19 Conduct an activity that involves the use of fire, open flames, explosives, flammable/combustible devices, appliances, equipment or ignition sources that might reasonably be expected to cause a Running Fire, unless they exercise reasonable care to prevent the Running Fire from occurring.

- 15.1.20 Conduct an activity that involves the use of Fire that might reasonably be expected to be a nuisance or annoyance to a neighbor.
- 15.1.21 Conduct any activity that involves the use of a Fire, where smoke from the Fire will impede visibility of vehicular traffic or pedestrian traffic on any Highway as defined in the *Traffic Safety Act*, R.S.A. 2000, c. T-6, as amended;
- 15.1.22 Cause or allow to be set Fire on lands owned or controlled by the Town except with the Town's express written consent or in specifically designated or approved areas;
- 15.1.23 Deposit, discard or leave any burning material or substance where it might ignite other materials and cause a Running Fire or Structure Fire.
- 15.1.24 Use a Fire to burn prohibited debris as defined by Alberta Environment and Parks without first obtaining a permit from Alberta Environment and Parks.
- 15.1.25 Make inoperative a building's fire alarm system, without first notifying the Fire Chief, unless the system is required to be made inoperative for maintenance or testing.

16. PENALTIES

- 16.1 Any person who:
 - 16.1.1 Violates any provision of this Bylaw;
 - 16.1.2 Suffers or permits any act or thing to be done in contravention of or in violation of any provision of this Bylaw;
 - 16.1.3 Neglects to do or refrain from doing anything required to be done by the provisions of this Bylaw; or
 - 16.1.4 Does any act or thing or omits any act or thing, thus violating any provision of this Bylaw;
- Is guilty of an offence under this Bylaw, an upon a conviction, is liable to a fine set out in Schedule "F" of this Bylaw.

17. LIABILITY

- 17.1 Members are not liable for loss or damage caused by anything said or done or omitted to be done in the performance or intended performance of their functions, duties, or powers unless the Member was dishonest, grossly negligent or guilty of willful misconduct.

18. GENERAL PROVISIONS

- 18.1 The burning of structures, controlled or otherwise shall not be permitted in the Town.
- 18.2 Only clean dry wood shall be burned within wood burning stoves.
- 18.3 This Bylaw does not apply to any Industrial or Commercial type incinerator that is required to be licensed under the *Environmental Protection and Enhancement Act*, R.S.A. 2000 c. E-12.

- 18.4 Every provision of this Bylaw is separate and independent from all other provisions and, if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain in force and effect.
- 18.5 Nothing in this Bylaw forces or compels the Town, its employees or agents, to enforce every breach of this Bylaw. The Town may take into consideration any practical concerns, including but not limited to the nature and extent of the breach or contravention, any financial or budgetary considerations, or the availability of personnel or human resources.
- 18.6 Should a section or part of the Bylaw be found to be improperly enacted, unenforceable or *ultra vires*, for any reason, then such section or part shall be regarded as being severable from the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.
- 18.7 Summons violation tickets may be issued, and voluntary payments may be made pursuant to Part 2 of the *Provincial Offences Procedure Act* R.S.A 2000 c P-34 as may be amended, re-enacted or replaced from time to time in respect of an alleged contravention of a provision of the Bylaw or any amendments thereto.
- 18.8 If a summons of offence notices under Part 2 or Part 3 of the *Provincial Offences Procedure Act* R.S.A. -2000 c P-34 is issued in respect of an alleged contravention of a provision of this Bylaw and any amendments thereto, the specified penalty payable upon conviction in a court of competent jurisdiction shall be as specified in Schedule "F" to this Bylaw.

19. EXISTING RIGHTS AFFECTED

- 19.1 The terms of the Bylaw shall apply with respect to any and all rights, interests, and property existed both prior and subsequent to the date of the enactment of this Bylaw on the date of passing.

20. REPEAL

- 20.1 Bylaw 885/19 is hereby repealed.

21. EFFECTIVE DATE AND READINGS

- 21.1 Read a first time this _____ day of _____, 2023.
- 21.2 Read a second time this _____ day of _____, 2023.
- 21.3 Read a third and final time this _____ day of _____, 2023.

TOWN OF BASSANO

MAYOR

CHIEF ADMINISTRATIVE OFFICER



SCHEDULE "A"
TOWN OF BASSANO - FIRE SERVICES BYLAW #931/23
APPLICATION FOR A BURNING PERMIT

NAME: _____

ADDRESS: _____

ADDRESS OF PROPERTY FOR WHICH APPLICATION IS REQUESTED: _____

This permit is good for the burning of dried wood, leaves or grass only.

\$20.00 Application Fee Paid ☐ Yes ☐ No

Issue Date: _____ **Burn Date:** _____

Expiry Date: _____

Burning Permits expire within 72 hours of the burn date.

If the following conditions are not adhered to at all times the **BURNING PERMIT** may be withdrawn and the fire extinguished.

- Size of lot shall be .35 acres (15,246 square feet) or larger,
- Burning piles shall be no closer than 15 meters (50 feet) to a building or structure,
- Burning is restricted to daylight hours,
- Burning is to be supervised at all times by a reasonable person over the age of eighteen (18) years,
- A sufficient supply of water to extinguish the fire if conditions are such that a fire would become uncontrollable,
- Burning piles shall be no larger than 1.5 meters in diameter and 0.6 meters in height,
- There shall be no burning at night. Fires must be fully extinguished.
- No burning when winds are conducive to create a running fire.

BEFORE BURNING – call the Bassano Fire Department at 403-633-1540

Penalties

Violation of the Town's Fire Services Bylaw #931/23 could result in a fine as defined in Schedule "E".

If the Fire Department is called to a property where the Fire is out of control, the permit holder may be charged a fee for the response.

On signature of this permit by the applicant, the Town is indemnified from any civil or criminal action resulting from damage by fire due to the applicant not adhering to the listed conditions.

Signature of Applicant: _____

Signature of Issuer: _____

Copy 1 – Applicant

Copy 2 – Fire Department



SCHEDULE "B"

TOWN OF BASSANO - FIRE SERVICES BYLAW #931/23

APPLICATION FOR A PERMIT TO CONSTRUCT AND OPERATE A RECREATIONAL FIRE PIT

Recreational Fire Permit Number: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

ADDRESS OF PROPERTY AFFECTED: _____

PHONE NUMBER: _____

Application for Fire Pit: _____ Approved Device: _____

This permit is good for the burning of seasoned dried wood only. Burning of grass, leaves, or garbage is strictly prohibited.

This permit is non-transferrable. Only one fire pit shall be permitted per property.

Definitions

Fire Pit – A non-commercial appliance or device used specifically for the purpose of burning combustible materials (see Schedule "C").

No person shall construct, erect, locate or use an approved device or a Recreational Fire Pit within the Town until a permit has been obtained from the Fire Chief. No person shall alter such a device for which a permit has been issued without the consent of the Fire Chief.

A person requiring such a permit shall submit drawing and details to the Town Office with the application for a permit. Once the permit is approved the applicant shall keep the device in good condition.

A one-time fee of \$30.00 shall be charged with the application for an approved Recreational Fire Pit.

Penalty

Any person who contravenes the Town's Fire Services Bylaw #931/23 is guilty of an offense and upon summary conviction is liable to imprisonment for a term of not more than six months, or to a fine, or to both fine and imprisonment.

Signature of Applicant

Signature of Fire Chief

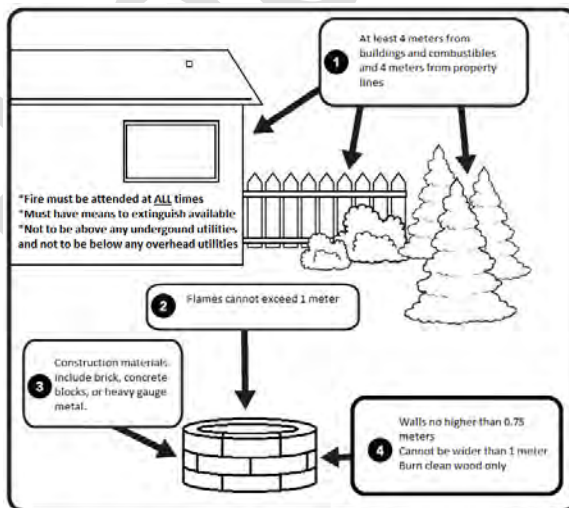
Signature of CAO

Date of Permit Issuance



SCHEDULE "C"
TOWN OF BASSANO - FIRE SERVICES BYLAW #931/23
RECREATIONAL FIRE PIT REGULATIONS

1. A Recreational Fire Pit shall not be located directly under an overhead line and must meet the following minimum standards:
 - i. Is constructed of non-combustible material;
 - ii. Has an open flame that does not exceed 1 meter at its widest point;
 - iii. Does not have walls which exceed 0.75 meters in height measured from the floor of the Recreational Fire Pit to the top of the wall of the Recreational Fire Pit excluding any chimney;
 - iv. Is set upon or built into bare ground or a non-combustible material such as brick or stone;
 - v. Is situated at least 4 meters from any house, garage or similar structure including wooden decks, porches and similar amenity space attached to a structure measured from the part of the Recreational Fire Pit which is closed to the structures or amenity space.
 - vi. Is situated at least 4 meters from any other combustible material measured from the part of the Fire Pit which is closer to the combustible material;
 - vii. Is not located directly under any tree or over hanging branches;
 - viii. Is not located directly above any underground utilities and not be below any overhead utilities; and
 - ix. Only permitted to burn clean, dry wood.
 - x. It shall be at the discretion of the Fire Chief or his or her designated officer to grant a Recreational Fire Pit permit on a Premise whose lot dimensions do not meet the defined setback requirements.





SCHEDULE "D"
TOWN OF BASSANO - FIRE SERVICES BYLAW #931/23
APPLICATION FOR FIREWORKS DISPLAY PERMIT

This permit is for the discharge of high hazard fireworks only.

Permit Number: _____

NAME OF APPLICANT: _____ PHONE No. _____

ADDRESS: _____

REPRESENTING: _____

The applicant is hereby authorized to handle, discharge, fire, set off or display high hazard fireworks
on: _____ at _____
(date and time) (specific location where fireworks will be displayed)

within the Province of Alberta.

This permit is subject to cancellation for any breach or any of the following conditions or
precautions required as a condition of this permit.

CONDITIONS AND PRECAUTIONS:

A diagram of the discharge/set-off/display site must accompany this application.

A \$75.00 fee shall be charged with the application for a high hazard fireworks display permit.

Penalty

Any person who contravenes the Town's Fire Services Bylaw #885/19 is guilty of an offense and
upon summary conviction is liable to imprisonment for a term of not more than six months, or to a
fine or to both fine and imprisonment.

Signature of Applicant

Signature of Fire Chief

Signature of CAO

Date of Permit Issuance

Fireworks Supervisor Card No. & Expiry Date



SCHEDULE "E"
TOWN OF BASSANO - FIRE SERVICES BYLAW #931/23
APPLICATION FOR FIREWORKS SALES PERMIT

This permit is for sale of consumer fireworks only.

Permit Number: _____

NAME OF APPLICANT: _____ PHONE No. _____

ADDRESS: _____

REPRESENTING: _____

The applicant is hereby authorized to store and sell consumer fireworks
on: _____

(specific location where fireworks will be stored and sold)

within the Province of Alberta.

The applicant is required to adhere to the provisions of the Explosives Act, RSC 1986, c E-17, as may be amended, re-enacted, or replaced from time to time for proper storage and sale.

The applicant must have a copy of this permit available at all times.

This permit is subject to cancellation for any breach or any of the following conditions or precautions required as a condition of this permit.

CONDITIONS AND PRECAUTIONS:

A \$75.00 fee shall be charged with the application for a Fireworks Sales Permit. The Fireworks Sales Permit is valid for one calendar year (January 1 – December 31) and must be renewed annually.

Penalty

Any person who contravenes the Town's Fire Services Bylaw #931/23 is guilty of an offense and upon summary conviction is liable to imprisonment for a term of not more than six months, or to a fine or to both fine and imprisonment.

Signature of Applicant

Signature of Fire Chief

Signature of CAO

Date of Permit Issuance



SCHEDULE "F"
TOWN OF BASSANO - FIRE SERVICES BYLAW #931/23
FEES AND PENALTIES

<u>Section/ Subsection</u>	<u>Offense</u>	<u>Penalty</u>	<u>Second or Subsequent Offense Within 1-Year</u>
9.1	Failure to report an accidental or unplanned release of a dangerous goods product.	\$200.00	\$500.00
11.1 and 11.6	<p>Have in his or her possession, sell, offer for sale, give away or otherwise distribute, discharge, fire or set off fireworks unless that person is the holder of a subsisting Fire Permit for the purposes of a fireworks display or the fireworks have been set by a Member for the purpose of training members.</p> <ul style="list-style-type: none"> Use, discharge or set-off fireworks within the Corporate Limits (except Display Fireworks in accordance with the Display Fireworks Permit). <p>Sell, offer for sale, give away, or otherwise distribute fireworks without a Fireworks Sales Permit.</p>	\$200.00	\$500.00
11.1	Failure to obtain a Fireworks Permit to sell consumer fireworks.	\$150.00	\$300.00
11.6	Use of consumer fireworks within the Corporate Limits of the Town.	\$150.00	\$300.00
11.7	Failure to obtain a Fireworks Display Permit.	\$150.00	\$300.00
14.2	Address Number location not plainly visibly from the roadway.	\$100.00	\$200.00
14.3	Address Number not displayed, at all times, at a location plainly visible from the lane.	\$75.00	\$150.00

14.5	Address Number in rural areas not affixed in a conspicuous place.	\$75.00	\$150.00
14.6	Address Number not plainly visible from the adjacent roadway or lane.	\$50.00	\$100.00
14.7	Address Number not maintained in good condition or visibility is obstructed.	\$50.00	\$100.00
14.8	Address Number is not on a contrasting background or not in compliance with minimum character size.	\$25.00	\$50.00
14.9	Displaying of an Address Number on a property other than the number currently assigned by the Town.	\$75.00	\$150.00
14.10	Removing, defacing, obliterating or destroying the Address Number.	\$75.00	\$150.00
14.11	Address Number not displayed at the construction site.	\$75.00	\$150.00
15.1	Contravene any provisions of this Bylaw not otherwise in this Schedule.	\$100.00	\$200.00
15.1.2 15.1.24	Deposit, discard or leave any burning matter or substance where it might ignite other material and cause a fire.	\$100.00	\$200.00
15.1.3	Provide false, incomplete or misleading information to the Town or the Fire Department on or with respect to a Fire or Fire Permit Application.	\$200.00	\$500.00
15.1.4	Impede, obstruct, or hinder a Member of the Fire Department, or other person assisting or acting under the direction of the Fire Chief or Member in Charge at any incident.	\$250.00	\$500.00
15.1.5	Damage or destroy Fire Department apparatus, equipment or Fire Department Property.	\$250.00	\$500.00
15.1.6	Falsely represent themselves as a Member, wear or display any Fire Department badge, cap,	\$200.00	\$500.00

	button, insignia or other paraphernalia for the purpose of such false representation.		
15.1.7	At an incident drive a vehicle over any Fire Department apparatus or equipment without the permission of the Fire Chief of the Member in Charge.	\$250.00	\$500.00
15.1.8	Obstruct or otherwise interfere with access roads or streets or other approaches to any incident, fire hydrant, cistern or body of water designated for fire fighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern or body of water designated for fire fighting purposes.	\$250.00	\$500.00
15.1.9	No person, other than the employee of the Town of a member of the Fire Department shall use a fire hydrant for the purpose of obtaining or discharging water from such hydrant without first receiving permission from the CAO.	\$200.00	\$500.00
15.1.10	At an incident, enter the boundaries or limits of an area prescribed in accordance with Section 4.7 unless they have been authorized to enter by the Fire Chief or the Member in Charge.	\$200.00	\$500.00
15.1.11	Obstruct a member from carrying out any function or activity related in any way to Fire Protection.	\$500.00	\$1,000.00
15.1.12	Allow an Outdoor Fire to be lit, unless that person is the holder of a permit for a Recreational Fire Pit or the fire has been set by a Member for the purpose of training Members.	\$200.00	\$500.00
15.1.15	Either directly, or indirectly, personally or through an agent, servant or employee kindle a	\$500.00	\$1,000.00

	fire or let it become a Running Fire on any land not his or her own property of allow a Running Fire to pass from his or her property to the property of another.		
15.1.16	Cause or allow to be set fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times.	\$100.00	\$200.00
15.1.17	Cause or allow to be set a fire when conditions are conducive to create a Running Fire.	\$200.00	\$500.00
15.1.20	Conduct an activity that involves the use of fire that might reasonable be expected to be a nuisance or annoyance to a neighbor.	\$50.00	\$100.00
15.1.21	Conduct any activity that involves the use of a fire, where smoke from the fire will impede visibility of vehicular traffic and pedestrian traffic on any Highway as defined in the <i>Traffic Safety Act</i> .	\$100.00	\$200.00
15.1.22	Cause or allow to be set a fire on lands owned or controlled by the Town except with the Town's express written consent or in specifically designated or approved areas.	\$100.00	\$200.00
15.1.26	Making inoperative a building's fire alarm system.	\$500.00	\$1,000.00



SCHEDULE "G"
TOWN OF BASSANO - FIRE SERVICES BYLAW #931/23
FIRE PROTECTION CHARGES

Fire Protection Charges shall be levied by the Town as established in Schedule "G" and are subject to change.

The Town reserves the right to invoice owners of real property within their corporate limits for responses provided by the Fire Department to protect structures, physical improvements, land, etcetera.

Fire Protection Charges shall come into effect as of January 1, 2023.

Responding to the scene of a Motor Vehicle Collision on Provincial Highways and Local Roads.	<p>Engines/Pumpers (Fire Apparatus with a permanently mounted fire pump of at least 3,000L/min. capacity) = \$650.00/unit/hours (includes equipment costs, labour, and materials).</p> <p>Rescue Units (Equipped with hand tools and basic extraction equipment) = \$650.00unit/hours (includes equipment, labour, and materials).</p> <p>Command Units = \$190.00/hour/unit</p>
Responding to Fires involving a Motor Vehicle/Trailers/Other Equipment on Provincial Highways and Local Roads.	<p>Engines/Pumpers (Fire Apparatus with a permanently mounted fire pump of at least 3,000L/min. capacity) = \$650.00/unit/hours (includes equipment costs, labour, and materials).</p> <p>Bush Buggies/Rapid Response Units (Fire apparatus that carries a supply of water and portable pump) = \$650.00/unit/hour (includes equipment costs, labour, and materials)</p> <p>Tenders/Mobile Water Supply Apparatus (Fire Apparatus designed to carry water to the scene) = \$650.00/unit/hour.</p> <p>Command Units = \$190.00/unit/hour</p> <p>The town may levy a per cubic meter water fee established in its Utility Rates Bylaw (subject to change annually) for water used for the purpose of fire suppression at the incident.</p>

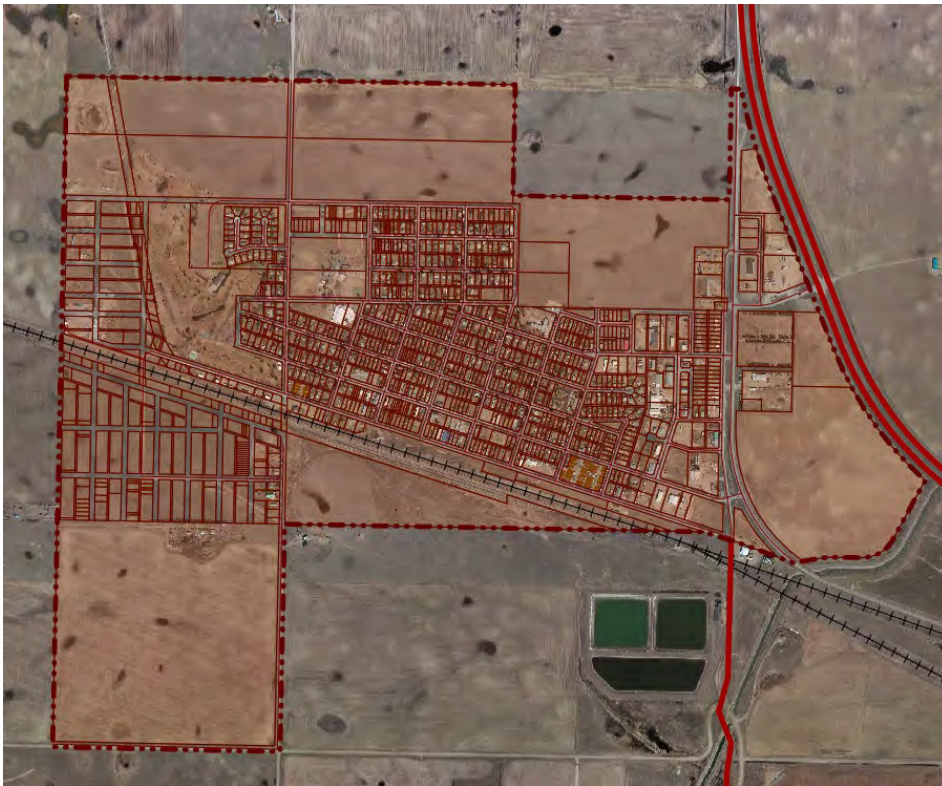
Commented [BC1]: For discussion.

	<p>The town may levy a fee where municipal employees, or third party providers are called into assist with fire suppression services at a rate set by the municipality.</p>
<p>Fees charged to property owners (to be collected through their insurance company) for fire suppression services provided to protect property.</p>	<p>Engines/Pumpers (Fire Apparatus with a permanently mounted fire pump of at least 3,000L/min. capacity) = \$650.00/unit/hours (includes equipment costs, labour, and materials).</p> <p>Rescue Units (Equipped with hand tools and basic extraction equipment) = \$650.00unit/hours (includes equipment, labour, and materials).</p> <p>Command Units = \$190.00/hour/unit</p> <p>The town may levy a per cubic meter water fee established in its Utility Rates Bylaw (subject to change annually) for water used for the purpose of fire suppression at the incident.</p> <p>The town may levy a fee where municipal employees, or third party providers are called into assist with fire suppression services at a rate set by the municipality.</p>
<p>False Alarm Calls (fees reset annually)</p>	<p>The fire chief or their designate shall notify the municipality of the false alarm call and an information letter shall be sent by the municipality to the property owner regarding false alarm requirements/fees pursuant to the bylaw.</p> <ul style="list-style-type: none"> • First call out is a warning • Second call out \$150.00 • Third call out \$300.00 • Fourth call out \$450.00

Commented [BC2]: For discussion.



SCHEDULE "H"
TOWN OF BASSANO - FIRE SERVICES BYLAW #931/23
CORPORATE LIMITS BOUNDARY MAP





REQUEST FOR DECISION

Meeting: February 13, 2023

Agenda Item: 6.3

SUBJECT: Financial Overview – Grants & Reserves

BACKGROUND

With 2022 yearend well underway and the completion of the wastewater treatment upgrade project, the town can not focus on its next set of projects.

I have prepared a summary of the towns main reserve accounts, and designated grants, supplemented by anticipated projects over the next 3-5 years to align with departmental budgets.

Reserve Account Overview

The town has six main reserve accounts shown below. Table 1 reflects the opening balance at January 1, 2022, the reserve transfers including charges/interest for the past year, the closing balance, an unfunded cash portion (if applicable), and a projected capital transfer for 2023.

	Opening Balance	2022 Budget Reserve Transfer	Account Balance as of Dec. 31, 2022	Unfunded and Transfer to Replenish	2023 Budgeted Allocation	Total
Capital Plan Reserve	\$ 2,403,954	\$ 360,106	\$ 2,552,178	\$ 799,144	\$ 360,000	\$ 3,711,322
Recreation & Culture Reserve	\$ 429,824	\$ 67,000	\$ 484,792		\$ 60,000	\$ 544,792
Municipal Service Reserve	\$ 511,406	\$ 40,000	\$ 520,414		\$ 40,000	\$ 560,414
Land & Development Reserve	\$ 590,864	\$ -	\$ 605,280		\$ -	\$ 605,280
Lagoon Reserve (UT rates)		\$ -		\$ 224,475	\$ 78,500	\$ 302,975
Fire Dept. Capital Reserve (new)	\$ -	\$ -			\$ 6,380	\$ 6,380
Total	\$ 3,936,048	\$ 467,106	\$ 4,162,664		\$ 538,500	\$ 5,724,783

Table 1. Main Reserve Accounts

Current Funds Available for G3-T2 Infrastructure Upgrade – Priority 1

As you will see in the summaries below, recommendations are stated for the next capital upgrade.

Current Funds Available for G3-T2 Project	
Capital Plan Reserve	\$ 3,500,000
MSI Capital	\$ 1,279,638
CCFB	\$ 482,613
MSI Op.	\$ 39,370
	\$ 5,301,621

Capital Plan Reserve

The capital plan reserve outlines anticipated projects and possible contributions based on the similar tax rate. Keep in mind, depending on the scope of G3-T2, the project may carry forward to future years, or less funds will be available for a budgeted transfer. The capital plan reserve is intended for major infrastructure projects.

As of December 31, 2022					
Capital Plan Reserve Per Budget	2023	2024	2025	2026	2027
Projected Opening Balance	\$ 2,522,178	\$ 3,681,322	\$ 541,322	\$ 901,322	\$ 1,261,322
Unfunded cash transferred expected	\$ 799,144				
Planned Capital Transfer - Per Budget	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ 360,000
(32) Public Works					
G3-T2 Infrastructure Upgrade - Priority Zone 1		-\$ 3,500,000			
Projected Closing Balance	\$ 3,681,322	\$ 541,322	\$ 901,322	\$ 1,261,322	\$ 1,621,322

Recreation & Culture Reserve

The recreation and culture reserve outlines anticipated projects and possible contributions based on a similar tax rate. The recreation and culture reserve is intended for major upgrades and repairs related to recreation facilities.

As of December 31, 2022					
Recreation and Culture Reserve Per Budget	2023	2024	2025	2026	2027
Projected Opening Balance	\$ 484,792	\$ 451,292	\$ 461,292	\$ 513,292	\$ 573,292
Planned Capital Transfer - Per Budget	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
(72a) Joint Use Facility					
Energy Efficient Lighting/Fire Proofing/Ventilation	-\$ 45,000				
(72a) Outdoor Pool					
Pool Liner Upgrade (MSI Capital)					
Boiler Upgrades		-\$ 15,000			
Controller Upgrades			-\$ 3,500		
(72b) Recreation Complex					
Energy Efficient Lighting Project - complete	-\$ 10,000				
(74) Community Hall					
Barrier Free Upgrades		-\$ 35,000			
Energy efficient upgrades/sound and stage lighting	-\$ 38,500				
(33) Airport					
Runway upgrades - line painting			-\$ 4,500		
Projected Closing Balance	\$ 451,292	\$ 461,292	\$ 513,292	\$ 573,292	\$ 633,292

Municipal Services Reserve

The municipal services reserve outlines anticipated projects and possible contributions based on the similar tax rate. The municipal services reserve is intended for municipal operations (e.g. municipal buildings (less recreation), IT, public works equipment).

As of December 31, 2022					
Municipal Services Reserve Per Budget	2023	2024	2025	2026	2027
Projected Opening Balance	\$ 520,414	\$ 463,414	\$ 493,414	\$ 523,414	\$ 553,414
Planned Capital Transfer - Per Budget	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
(12) Administration					
IT - Backup and Network Switch	-\$ 7,000				
Office painting	-\$ 10,000				
Annual IT Upgrades		-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000
(32) Public Works					
PW - Shop Expansion	-\$ 80,000				
Projected Closing Balance	\$ 463,414	\$ 493,414	\$ 523,414	\$ 553,414	\$ 583,414

Land & Development Reserve

The land and development reserve outlines anticipated project – as you will note, there is no base contribution applied on an annual basis. Any land sale revenue is allocated to this reserve after expenses are paid. The land and development reserve is intended for the development or expansion of land and related services.

As of December 31, 2022					
Land & Development Reserve Per Budget	2023	2024	2025	2026	2027
Projected Opening Balance	\$ 605,280	\$ 605,280	\$ 485,280	\$ 485,280	\$ 485,280
Planned Capital Transfer - Per Budget	\$ -	\$ -	\$ -	\$ -	\$ -
(64) Planning & Development					
G2 - T1 DP Simplification - design standards		-\$ 70,000			
(33) Airport					
Subdivision and lot expansion		-\$ 50,000			
Projected Closing Balance	\$ 605,280	\$ 485,280	\$ 485,280	\$ 485,280	\$ 485,280

Lagoon Reserve

The lagoon reserve outlines an anticipated projects and possible contributions based on a similar tax rate. The lagoon reserve is intended for future replacement costs of the wastewater system.

Sewer Department Capital Reserve	2023	2024	2025	2026	2027
Projected Opening Balance	\$ 224,475	\$ 302,975	\$ 384,975	\$ 471,975	\$ 563,975
Planned Capital Transfer - Per Budget (utility collection)	\$ 78,500	\$ 82,000	\$ 87,000	\$ 92,000	\$ 97,000
(42) Sewer Department					
Saving for capital replacement costs					
Projected Closing Balance	\$ 302,975	\$ 384,975	\$ 471,975	\$ 563,975	\$ 660,975

Fire Department Capital Reserve

The fire department capital reserve is a new account, it align with the multi-year capital plan approved by the councils of Bassano and the County. The listed contribution accounts for Bassano's portion of the planned upgrades each year.

Fire Department Capital Reserve	2023	2024	2025	2026	2027
Projected Opening Balance	\$ -	\$ 6,380	\$ 12,780	\$ 11,700	\$ 2,640
Planned Capital Transfer - Per Budget	\$ 6,380	\$ 6,400	\$ 3,920	\$ 5,940	\$ 5,960
(23) Fire Department					
Extrication Equipment			-\$ 5,000		
Fire training grounds				-\$ 15,000	
Projected Closing Balance	\$ 6,380	\$ 12,780	\$ 11,700	\$ 2,640	\$ 8,600

Designated Grants

There are three designated grants that the town is eligible to receive as direct transfers from the federal and provincial governments, the Canada Community Building Fund (CCBF) (formally the Gas Tax Fund), Municipal Sustainability Initiative (MSI) Capital and Operating. The MSI program will cease at December 31, 2023. It will be replaced by the Local Government Fiscal Framework (LGFF). The LGFF has not been clearly established including capital contributions. It is my understanding the operating funds will no longer be included.

With the completion of the wastewater treatment upgrade project, applications will be submitted to the CCFB and MSI for the next major projects.

CCBF Allocation

Administration proposes where applicable, an application is submitted for the G3-T2 Infrastructure Upgrade – Priority Zone 1 Project.

Starting balance per 2022 SFE	\$	410,613		
2023 Allocation (Projected)	\$	72,000		
Total to Allocate for Projects	\$	482,613		
CCBF	2023 - Proposed	2024	2025	
G3 - T2 Infrastructure Upgrade - Priority Zone 1		-\$ 482,613		
Total:		-\$ 482,613		

MSI Capital

Administration proposes where applicable, an application is submitted for the town's contribution of the pool liner upgrade in 2023. Similarly, that a second application is submitted for the G3-T2 Infrastructure Upgrade – Priority Zone 1 Project.

Starting balance per 2021 SFE	\$	1,112,698		
2022 Allocation	\$	155,583		
2022 Interest Earned	\$	9,774		
Carry Forward for 2022	\$	1,278,055		
2023 Allocation (Projected)	\$	155,583		
Total to Allocate for Projects	\$	1,433,638		
Spend by Dec. 31, 2023	\$	121,604		
MSI Capital	2023 - Proposed	2024	2025	
(72a) Pool Liner Upgrade - TOB Contribution	-\$ 155,000			
G3 - T2 Infrastructure Upgrade - Priority Zone 1		-\$ 250,000	-\$ 1,028,638	
Total:	\$ 1,278,638	\$ 1,028,638	\$ -	

MSI Operating

Administration proposes the following uses for MSI operating in 2023-2024.

Starting balance for SFE at Dec. 31, 2022	\$	126,902			
Less 2022 Expenses	-\$	67,241			
2023 Allocation	\$	50,209	Must be spent by Dec. 31, 2024 or must be returned per LGFF		
Total to Allocate for Projects 2023	\$	109,870			
MSI Operating - Amended	2022 (M#TOB98/22)	2022 Actual	2023 - Proposed	2024 - Proposed	
(12) Professional Development	\$ 25,000	\$ 26,707.00	\$ 21,000	\$ 42,000	
(32) Roads Engineering	\$ 42,184	IC	\$ 39,370		
G2 - T2 - Public Signage Upgrade	\$ 25,000	\$ 10,534.25	\$ 7,500		
(32) PW Stockpile Yard Project - 23200530000	\$ 33,000	\$ 30,000.00			
Total:	\$ 125,184	\$ 67,241.25	\$ 67,870	\$ 42,000	\$ -

OPTIONS

☒ #1 – that council directs administration to submit applications as presented in the summaries to CCFB, MSI Capital and MSI Operating programs.

☐ #2 – that council directs administration to submit applications as amended in the summaries to CCFB, MSI Capital and MSI Operating programs (define amendments).

CAO COMMENTS

Projects can be amended by a motion of council. The above aligns with the town's strategic plan and multi-year budget. It is important to submit applications in preparation for future projects – we can now work towards submitting supporting competitive grants for infrastructure upgrades.

ALIGNMENT WITH STRATEGIC PLAN

This is the strategic plan.

PROPOSED RESOLUTIONS

1. That council directs administration to submit the appropriate grant application to the Canada Community Build Fund for project G3-T2 Infrastructure Upgrade – Priority Zone 1.
2. That council directs administration to submit the appropriate grant applications to the Municipal Sustainability Initiative Capital program for two projects. First, the pool liner upgrade in the amount of \$155,000 and second, G3-T2 Infrastructure Upgrade – Priority Zone 1 for all remaining available funds.
3. That council approved the Municipal Sustainability Initiative Operating 2023/24 plan as outlined:

MSI Operating	2023	2024
(12) Professional Development	\$ 21,000	\$ 42,000
(32) Roads Engineering	\$ 39,370	
G2 - T2 - Public Signage Upgrade	\$ 7,500	
Total:	\$ 67,870	\$ 42,000

Attachments:

1. None

Prepared by: Amanda Davis, CAO



OPEN DISCUSSION

Meeting: February 13, 2023

Agenda Item: 6.4

SUBJECT: (32) Public Works Department – 2023-2025 Budget – Proposed/Projected

BACKGROUND

(32) Public Works Department

The public works department is key to the operations of the town. The departmental budget aligns with the strategic plan, and core objectives outlined in the Beautify Bassano Initiative. The budget includes but is not limited to general road maintenance (e.g. sand, salt, crack filler, dust suppressant), shop maintenance, public works labour, signage upgrades, snow removal, vehicle/equipment inspections, street lighting, and more.

In 2023, there is one capital upgrade proposed, a cold storage addition to public works shop, approximately 30x60x16. The purpose of the addition is to move the salt and sand into its own building away from equipment to allow for proper storage of that and machinery. The shop addition is planned to be an open doored pole frame structure on the east side of the existing building. The building is necessary to maintain efficient operations of the public works department. As presented under business item 6.3, the project would be funded from the Municipal Services Reserve. A request for quotation shall be prepared with the approval of council.

2023 includes the planning of G3-T2 Infrastructure Upgrades – Priority Zone 1 and installation of the new street signs that were received in late December 2022.

2023 Proposed Budget	2024 Projected	2025 Projected
(\$403,328)	(\$421,626)	(\$433,711)

2022 Year-to-date

Year-to-date expenses are 2022 are summarized below.

General	Description	2022 Budget	2022 Actual
PUBLIC WORKS - REVENUE			
1-32-00-590-00	ROADS - REVENUE FROM OTHER SOURCES	(3,000.00)	(4,830.80)
1-32-00-840-00	ROADS - PROVINCIAL COND GRANT	(175,184.00)	0.00
*	TOTAL PUBLIC WORKS - REVENUE	(178,184.00)	(4,830.80)
PUBLIC WORKS - EXPENSE			
2-32-00-110-00	P.W. - SALARIES /WAGES	112,269.00	121,524.31
2-32-00-130-00	P.W. - EMPLOYER CONTRIBUTION	7,464.00	5,496.66
2-32-00-135-00	P.W. - AUMA BENEFITS	9,415.00	7,407.31
2-32-00-215-00	P.W. - FREIGHT,POSTAGE, INTERENT, PHONE	5,830.00	3,141.76
2-32-00-220-00	P.W. - EQUIPMENT RENTAL	1,400.00	10,283.00
2-32-00-232-00	P.W. - TRAIN/MEALS/LODGE/PPE	4,500.00	2,341.52
2-32-00-260-00	ROADS - SNOW REMOVAL	20,500.00	5,622.84
2-32-00-270-00	P.W. - SHOP SUPPLIES	6,500.00	3,792.49
2-32-00-274-00	P.W. - INSURANCE	16,000.00	14,825.54
2-32-00-510-00	P.W. - FUEL	16,500.00	18,559.23
2-32-00-511-00	ROADS - GOODS & SUPPLIES	4,000.00	3,045.34
2-32-00-520-00	P.W. - EQUIP REPAIR /MAINT.	50,250.00	52,513.28
2-32-00-530-00	ROADS - REPAIR/MAINTENANCE	235,984.00	71,322.32
2-32-00-540-00	ROADS - STREET LIGHTS	85,000.00	82,191.75
2-32-00-541-00	P.W. - SHOP UTILITIES	5,900.00	6,453.87
*	TOTAL PUBLIC WORKS - EXPENSE	581,512.00	408,521.22
**	PUBLIC WORKS - (SURPLUS)/DEFIC	403,328.00	403,690.42

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

This is operations.

Attachments:

1. None

Prepared by: Amanda Davis, CAO and Lonnie Raymond, Public Works Supervisor



REQUEST FOR DECISION

Meeting: February 13, 2023

Agenda Item: 6.5

SUBJECT: (72a) Pool Department – 2023-2025 Budget – Proposed/Projected

BACKGROUND

(72a) Pool Department

At the December 12, 2022 meeting, Sydney Smith, Recreation and Community Services Liaison provided an updated on the Pool Operation Plan, first year of implementation, as well as highlighted planned capital upgrades for 2023. Since that time, in collaboration with the Bassano Enhancement Society a joint application was submitted for the pool liner upgrade project, alongside further budgetary refinements.

Part 1 – Salaries

The wage scale proposed in the operations plan requires amendments. Having completed a thorough investigation into wages at similar sized facilities, facilities in the region, and other summer employment positions in the county, the wage scale needs to be more competitive in order to attract and retain staff. The inhouse training is valuable to the students, and has been factored into the 2023 salary grid.

Revisions are proposed to the Bassano Outdoor Pool Operations Plan policy P-TOB72a/001-22 whereby stating all returning pool employees will receive a returning bonus of \$0.25 per hour. In addition, the base wage scale has increased.

	2022 Wages	2023-2025 Base Rate
Pool Apprentice	\$15.00	\$15.00
Level 1 Lifeguard	\$16.50	\$17.00
Level 2 Lifeguard	\$18.40	\$19.00
Assistant Pool Manager	\$19.50	\$19.75
Pool Manager	\$21.50	\$22.00
Community Instructor	\$16.50	\$17.00

*Base wage rates are to remain the same for the next 3 years (with an assessment at the end of each season).

Part 2 – Fee Schedule

At the November meeting, council requested Administration conduct a pool fee comparison with other outdoor pools that provide the same or a similar service. Facilities contacted as a part of the review indicated that they may increase their fees due to the rise in utility and operating expenses.

Adjustments were made to the Bassano Outdoor Pool Fee policy P-TOB72a-003-22 to ensure our facility remains competitive while considering the impact rising fees have on patrons. Bassano Outdoor Pool's annual fee increase was reduced to better align with neighboring facilities while aiming to offset operating expenses. The Fee Assistance policy P-TOB72a-003-22 to be implemented in 2023 will also reduce the financial burden on low income patrons if approved by council (see attached).

Part 3 – Budget

The pool department is managed under the Intermunicipal Collaboration Framework with the county with each member paying 50 percent of the net deficit of approved expenditures.

2023 Proposed Budget	2024 Projected	2025 Projected
(\$140,778) \$70,439 per partner (excluding capital)	(\$147,679) \$73,840 per partner (excluding capital)	(\$151,080) \$75,540 per partner (excluding capital)

2022 Year-to-date

Year-to-date expenses are 2022 are summarized below.



TOWN OF BASSANO

(72a) Pool Department
YTD

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General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
Total Revenue				
1-72-00-410-00	POOL - REVENUE	(54,800.00)	(61,716.06)	6,916.06
1-72-00-420-00	POOL - CONCESSION	0.00	(1,428.57)	1,428.57
1-72-00-595-00	POOL - CANADA SUMMER JOBS GRANT	0.00	0.00	0.00
1-72-00-690-00	POOL - MUNICIPAL CONTRIBUTION (ICF)	(67,431.00)	(66,209.70)	(1,221.30)
1-72-00-690-01	POOL - COUNTY CONTRIBUTION (ICF)	(69,931.00)	(63,791.17)	(6,139.83)
* TOTAL Revenue		(192,162.00)	(193,145.50)	983.50
Expenditure				
2-72-00-110-00	POOL - SALARIES/WAGES	96,500.00	103,691.39	(7,191.39)
2-72-00-130-00	POOL - EMPLOYER CONTRIBUTION	7,300.00	6,568.81	731.19
2-72-00-211-00	POOL - TRAVEL/LODGE/MEALS	1,700.00	2,414.04	(714.04)
2-72-00-215-00	POOL - FREIGHT, INTERNET, PHONE	3,430.00	3,464.57	(34.57)
2-72-00-232-00	POOL - TRAINING	11,065.00	8,908.46	2,146.54
2-72-00-250-00	POOL - REPAIR/MAINTENANCE	14,000.00	9,680.13	4,319.87
2-72-00-274-00	POOL - INSURANCE	5,750.00	6,217.74	(467.74)
2-72-00-510-00	POOL - GOODS & SUPPLIES	10,026.00	9,057.93	968.07
2-72-00-511-00	POOL - CONCESSION	0.00	0.00	0.00
2-72-00-530-00	POOL - CHEMICALS	14,000.00	15,479.23	(1,479.23)
2-72-00-540-00	POOL - UTILITIES	30,900.00	35,781.73	(4,881.73)
* TOTAL Expenditure		194,661.00	201,264.03	(6,603.03)

OPTIONS

☒ #1 – that council approves the Bassano Outdoor Pool Operations Plan P-TOB72a-001/22 and Fee Policy P-TOB72a-003/22, and 2023 salary chart as presented with amendments.

☐ #2 – that council approves the Bassano Outdoor Pool Operations Plan P-TOB72a-001/22 and Fee Policy P-TOB72a-003/22, and 2023 salary chart with further amendments (define amendments).

☐ #3 – that council declines the Bassano Outdoor Pool Operations Plan P-TOB72a-001/22 and Fee Policy P-TOB72a-003/22, and 2023 salary chart amendments as presented.

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

- G2-T5

PROPOSED RESOLUTIONS

1. The council approves the Bassano Outdoor Pool policy P-TOB72a-001/22 as amended.
2. That council approves the Bassano Outdoor Pool policy P-TOB72a-003/22 as amended.
3. That council approved the Bassano Outdoor Pool salary chart as presented.

Attachments:

1. Bassano Outdoor Pool Operations Plan – P-TOB72a-001/22 – Amended
2. Bassano Outdoor Pool Fee Policy – P-TOB72a-003/22 - Amended

Prepared by: Amanda Davis, CAO and Sydney Smith, Recreation & Community Services Liaison



Bassano Outdoor Pool

Policy Title	Bassano Outdoor Pool Operations Plan
Authority	Council
Approved (Dates/Motion #)	TOB28/22 (original passing on Feb. 7, 2022)
Policy Number	P-TOB72a/001-22
Review	To be reviewed every year in October
Reviewed by/date	<u>February 13, 2023 – Council</u> <u>November 14, 2022</u>

Policy Statement

Bassano prides itself on recognizing and achieving excellence in public sector services. The Town maintains and implements operational plans for all its recreational facilities in accordance with the Recreation and Leisure Master Plan.

Definitions

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

Council – means the elected body of the Town.

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

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.

Recreation & Leisure Master Plan – means the strategic document adopted by the Town related to recreation and leisure opportunities.

Responsibility

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

Process

1. The Town shall maintain a Bassano Outdoor Pool Operations Plan that establishes a framework for the operations of the facility.

Attachment

1. Bassano Outdoor Pool Operations Plan – Manual – Amended November 14, 2022February 13, 2023.
2. Bassano Outdoor Pool Operations Plan Appendix – Amended November 14, 2022February 13, 2023.



BASSANO OUTDOOR POOL OPERATIONS PLAN - MANUAL



COUNTY OF
NEWELL

Approved February 7, 2022 (M#TOB28/22)
Revised November 14, 2022 (M#TOB226/22)
Revised February 13, 2023 (M#TOB###/23)

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Overview

A Recreation and Leisure Master Plan was adopted in 2021 by the Town of Bassano (Town) and endorsed by the County of Newell (County). The Master Plan requires that the Town completes a thorough review of all its recreation facilities to maximize operations, to increase the quality and quantity of programs, and to reduce, where possible operational costs to ensure “We meet the needs of ALL of a diverse community. We top all of the healthy living lists and are looked at as an example of “excellence” in recreation and leisure.”

First built in 1928, the Bassano Outdoor Pool (Pool) has served patrons for just under 100 years. Thanks to a combination of sponsorship, donations, and municipal funds, the facility was replaced in 1962 and again in 2009. Through continuous community investment, the pool has remained an asset contributing to the socialization, health, and wellbeing of our residents and patrons.

The facility operates annually from May to August (approx. 14 weeks). An average of 6,500 patrons visit the facility each season to access various programs such as:

- Swim lessons
- Aquafit
- Lane swim/adult fitness
- Public swim

The Pool is a municipally owned and subsidized recreation facility. In 2021, the season was limited to 8-weeks and the operational deficit, which is split equally by the Town and the County was \$100,000. Operational deficits challenge the viability of recreational facilities.

A multi-year operations plan, to begin in 2022 has been prepared that provides solutions to various operational constraints, to advance value through youth leadership and development, to maximize the use of daylight hours, and to provide ways to extend operating hours and increase programs where possible with the intent of, over time, reducing the facility deficit and improved service delivery.

The Mayor and Council acknowledge that investments in recreation and leisure contributes to community growth and well-being. The Town and the County are committed to the longevity of this facility.

This is a living document and shall be reviewed by October 1st annually and adjusted where required to achieve outcomes.

Definitions

- Chief Administrative Officer (CAO) – is the administrative head of the municipality. The CAO is responsible for guiding the actions of all municipal departments.
- Council – means the elected body of the Town.
- County – means County of Newell.
- Facility Operator – is a member of the Town’s Public Works Department responsible to oversee/manage mechanical and facility operations as it relates to water and public safety.
- Inservice – means inhouse training/practice facilitated by the Pool Manager that includes lifesaving skills, facility operations procedures, and water safety instructor skills.
- Level 1 Lifeguard – is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, and take emergency actions when required.
- Level 2 Lifeguards – is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, enforcing Pool rules, supervise Level 1 Lifeguards, and Pool Apprentices when the Pool Manager is not present, and take emergency actions when required.
- Pool – means the Bassano Outdoor Pool.
- Pool Apprentices – is a Pool employee responsible to complete janitorial duties, assist and communicate directly with patrons, and supporting lifeguarding staff in emergencies.
- Pool Manager – is a Pool employee responsible for managing pool staff, maintaining consistent communication with the public, managing facility operations, programming, and ensuring safety and cleanliness standards are met.
- Recreation and Community Services Liaison (Liaison) – Is the Town administrator responsible for the implementation of this plan.
- Red Cross – means Canadian Red Cross.
- Town - means Town of Bassano.
- Lifesaving Instructor (LI) – is an instructor trained in Lifesaving Society swim instruction standards and techniques.
- Swim for Life – is the Lifesaving Society swimming lesson program.

Youth Development and Succession Planning

Lifeguard staff is responsible for day-to-day operations of the Pool including monitoring patrons (both in and out of the water), instructing pool programs, the completion of water tests, and taking emergency actions when required. Lifeguard staff are hired each year and include secondary students, post-secondary students, and adults.

Challenges

Facility hours (especially due to pandemic response), the costs of obtaining and recertifying lifeguards, and the lack of mentorship impacts employee retention.

Solutions

Provide a safe, welcoming, and inclusive environment that teaches skills to youth that helps them grow and develop, where they are challenged to learn, and a place where they can apply their new skills.

Provide onsite training for youth.

And, advertise early for employment positions – provide advancement options to support returning staff.

Lifeguard Roles and Responsibilities

On average, lifeguard staff will remain in each position for 2 years before advancing. This coincides with age requirements for lifeguard courses (e.g. you must be 16 years of age before you can take National Lifeguard - Pool), and increased responsibilities. Junior and Senior lifeguard positions have been renamed to align with the Town's employee policy; advancement within the organization is based on experience, training, and increased responsibility.

Pool Apprentice	Lifeguard Level 1	*Lifeguard Level 2	Pool Manager
14-16 years	16-18 years	18-20+ years	20+ years
Responsibilities include but are not limited to:			
<ul style="list-style-type: none"> Reception and concession Program registration Money handling Cleaning and sanitization 	<ul style="list-style-type: none"> Lifeguarding Teaching Lifesaving Society swimming lessons Water testing Cleaning and sanitization Apprentice mentorship 	<ul style="list-style-type: none"> Day to day staff supervision Lifeguarding Teaching Lifesaving Society swimming lessons Water testing Cleaning and sanitization Apprentice and Level 1 mentorship 	<ul style="list-style-type: none"> Pool planning and daily operations Manage all lifeguarding staff Teaching Lifesaving Society swimming lessons Water sampling Maintain and implement safety plans Apprentice, Level 1 and Level 2 mentorship

Table 1: Lifeguard Positions and Responsibilities

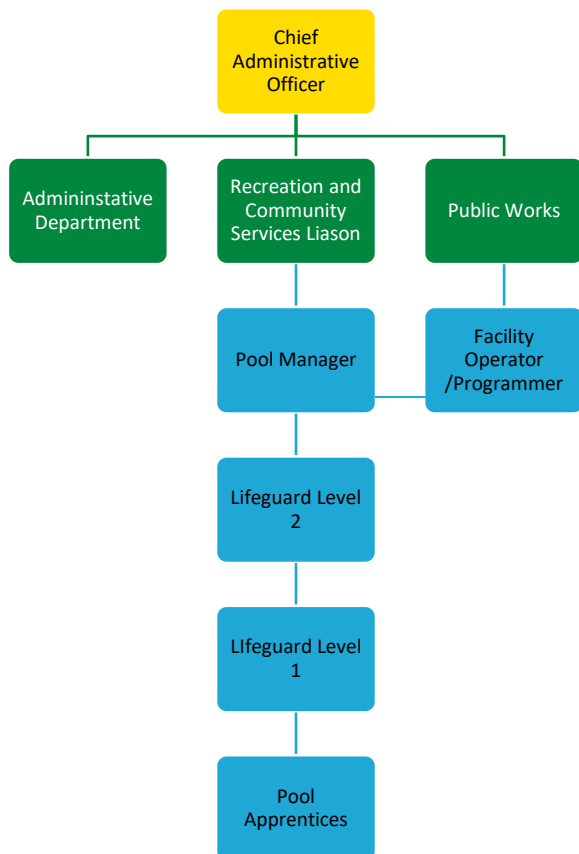
* Level 2 lifeguards will stay within their position longer unless they advance to a pool manager or pool operator position.

Training

To retain qualified staff, the Town will provide individuals with the necessary training and certifications to lifeguard at the Pool. Courses will be offered before the start of each season. All courses listed in the chart below are the minimum mandatory training requirements for each position. Each course develops specific skillsets in staff that contributes to the operational mandate. For example, Lifesaving Instructor (LI) enables staff to teach some advanced courses and develops public relation skills, leadership, and communication skills necessary to improve the patrons' experience.

Pool Apprentice	Lifeguard Level 1	Lifeguard Level 2	Pool Manager
LIFEGUARD STAFF			
<ul style="list-style-type: none"> ▪ Bronze Medallion ▪ Bronze Cross ▪ Standard First Aid ▪ Inservices 	<ul style="list-style-type: none"> ▪ National Lifeguard – Pool ▪ Swim Instructor ▪ Standard First Aid ▪ Inservices 	<ul style="list-style-type: none"> ▪ National Lifeguard – Pool ▪ Swim and Lifesaving Instructor ▪ Standard First Aid ▪ Inservices 	<ul style="list-style-type: none"> ▪ National Lifeguard – Pool ▪ Swim and Lifesaving Instructor ▪ Standard First Aid ▪ Pool Operator Level 1 ▪ Inservices

Table 2: Lifeguarding Staff Training



Operational objectives, training, and mentorship are funneled down through the organizational hierarchy. Under the supervision of the CAO, the Liaison shall provide leadership and guidance to the Pool Manager to ensure they can operate the facility effectively.

To ensure lifeguard staff maintain their skills, the Pool Manager will hold a minimum of 3 in-services throughout the season. In-services will include a review of:

- Safety and sanitation procedures,
- Lifesaving techniques,
- Operational policies,
- Water testing, and
- Swimming lesson standards.

Beyond formal in-house training, all staff, and more specifically veteran staff are required to mentor other individuals to contribute to the team dynamics and culture required for public safety and fun at the Pool.

Image 1: Pool Organizational Hierarchy

The Facility Operator shall train lifeguard staff on basic water balancing and mechanical operations. Lifeguard staff will be given a more holistic view of facility operations to encourage them to take on additional responsibilities that are required to advance within the organization.

Employee Advancement Mapping

To encourage current staff to continue to grow within the organization and to attract new staff the Town will implement employee advancement techniques, a tool used to demonstrate progression from one position to the next. Individuals can visually see the responsibilities and opportunities of each position and steps required for advancement (see to Appendix A).



Image 2: Lifeguarding Staff Flow Chart

The promotion of lifeguard opportunities starts when an individual experiences a pool for their first time. The Town will utilize its local assets and relationships to promote lifeguard opportunities by engaging youth from within the school district. Where possible, the Liaison will seek an audience of youth in grades 8-12 to promote the advantages of being employed by the Town to work at the Pool.

Wages and Benefits

Each employee contributes directly to the Town's success. Fair and competitive compensation is required to motivate, retain, and attract staff. ~~Previously~~Prior to 2022, wages included a subsidy to help offset the costs of lifeguard certifications. Inflated wages did not accurately compensate staff for their training as differences in hours worked meant some staff were "compensated more" than others. This does not align with the Town's mandate of being a fair and equal employer.

A fee-for-service model ~~was adopted in 2022~~has been adopted, which means individuals ~~are~~were compensated for the service they provide. ~~Effective 2022, wages are dictated by training, experience, tasks, and level of responsibility and are set at the industry standard.~~ As an overall benefit to the staff member and the Town, inhouse training ~~was~~is ~~be~~provided thereby ensuring staff ~~can~~are directly ~~applied~~applied the skills they learned ~~ed~~ed within the facility they operate.

A retuning bonus of \$0.25 per hour will be issued to all employees for consecutive seasons. The returning bonus compounds and is granted on top of the base salary and other benefits.

Pride is developed when a person takes ownership in what they do. The Town sets a professional standard and provides staff members with an annual allowance to purchase "Bassano Outdoor Pool" branded clothing. Staff are required to wear branded clothing while on active duty; branded clothing may be worn when off duty to promote pride and comradery.

Youth Development and Succession Planning Outcomes

In summary, the Town believes in the value of youth development and succession planning. To reduce or eliminate challenges experienced in previous years, the Town will actively work to become a superior employer that provides skills to develop its staff (personally and professionally), to opportunities for advancement within an encouraging, fun, and safe environment.

Action Plan

1. Restructure lifeguard positions - *Complete*
2. Organize and facilitate formal in-house training - *Ongoing*
3. Mandate Lifesaving Instructor certification for the pool management and Level 2 lifeguards - *Amended*
4. Enhance and increase the frequency of in-service sessions- *Ongoing*
5. Formalize a staff mentorship program - *We are not in a position at this time to formalize a mentorship program and request permission to update council each year moving forward.*
6. Provide water testing and basic mechanical training for lifeguards - *Complete*
7. Present employment and youth development opportunities within the school division - *Complete*
8. Prepare a competitive wage schedule and benefits plan - *Complete*

Operating Hours

Operating on a shorter season, outdoor pools must maximize their daily operational time and programming. Outdoor swimming pools offer a unique experience that can be extremely attractive to people looking to engage in open-air recreation.

Challenges

On average, the Pool is open from 8:00 a.m. - 8:00 p.m., Monday to Friday and 1:00 p.m. – 8:00 p.m. on weekends, weather permitting. There are fixed costs regardless of the facility's open status. Adequate time must be provided for proper water treatment and testing.

Some programs are underutilized and there are timeslots within the schedule that could be programmed or rented out to offset fixed expenses.

Each type of user has a different purpose and requires access to the Pool at varied times. This poses a challenge related to low usership.

As standards and water safety continues to increase, programs that were operated >15 years ago are no longer offered. Some frustrations have been expressed from patrons.

Finally, staff shortages impact operating hours as there is a minimum requirement for the number of lifeguards on deck. At all times, there must be a minimum of two Level 1 and one Level 2 lifeguards.

Solutions

Seasonal program schedules, departmental collaboration, partnerships, and inhouse training will improve facility offerings and ensure staff receive their hours during the season.

Increasing Shift Length

By extending lifeguard staff hours per shift and creating flexible timeslots to accommodate programs or facility rentals, it is possible to increase operating hours pending there is increased usership and revenue generated to offset costs.

Position	2019 Shift Length	Predicted shift length with increased operating hours.	Hours per week	Minimum # of staff required to operate for the season.
Pool Manager	8	8	40	1
Lifeguard Level 2	5-6	7-8	30-40	4
Lifeguard Level 1	5-6	7-8	25-35	5
Apprentice	5-6	5-6	15-25	5

Table 3: Lifeguarding Staff Shift Length

Flexible or dual-purpose timeslots will encourage facility rentals and community events such as

- Triathlons
- swim club training
- swim club events
- and private rentals

A *sample* program schedule has been created to help visualize the maximization of the facility.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 a.m. - 8:00 a.m.	Closed	Lane/Adult Swim	Cleaning	Lane/Adult Swim	Cleaning	Cleaning	Closed
8:00 a.m. - 9:00 a.m.	Closed	Cleaning	Cleaning	Cleaning	Cleaning	Cleaning	Closed
9:00 a.m. - 10:00 a.m.	Closed	Lessons	Lessons	Lessons	Lessons	Lessons	Closed
	Lane/Adult Swim						Parent and Tot Swim
10:00 a.m. - 11:00 a.m.	Closed	Lessons	Lessons	Lessons	Lessons	Lessons	Closed
	Parent and Tot Swim						Lane/Adult Swim
11:00 a.m. - 12:00 p.m.	Closed	Lessons	Lessons	Lessons	Lessons	Lessons	Closed
	Program Rental						Program Rental
12:00 p.m. - 1:00 p.m.	Closed	Lessons	Lessons	Lessons	Lessons	Lessons	Closed
	Program Rental	Cleaning	Cleaning	Cleaning	Cleaning	Cleaning	Program Rental
1:00 p.m. - 2:00 p.m.	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
2:00 p.m. - 3:00 p.m.	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
3:00 p.m. - 4:00 p.m.	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
4:00 p.m. - 5:00 p.m.	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
5:00 p.m. - 6:00 p.m.	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
6:00 p.m. - 7:00 p.m.	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim	Public Swim
		Program Rental	Adult Swim Lessons	Program Rental	Program Rental	Program Rental	
7:00 p.m. - 8:00 p.m.	Public Swim	Aquafit	Lane/Adult Swim	Aquafit	Lane/Adult Swim	Program Rental	Public Swim
8:00 p.m. - 9:00 p.m.	Closed	Program Rental	Program Rental	Program Rental	Program Rental	Program Rental	Closed

Table 4: Sample One Week Pool Schedule

Pool management will endeavor to create a season long schedule so patrons and their families can plan summer activities in advance. When rental slots are not filled and there are staff available, pool staff will announce additional public swimming times via social media, the website, and in-person.

Community Instructors

Secondary school students, representing approximately 75% of lifeguarding staff, are still in school during June and are only able to run programs during the week once they are finished classes. The remaining staff typically do not have the capacity or hours during the week to cover additional programs.

To overcome this challenge, adult members of our community can be trained to instruct programs between 9:00 a.m. -3:00 p.m., Monday - Friday. Over time, community instructors can be trained to deliver lifeguarding and advanced courses at our facility. A community instructor plan is provided below.

	2022-2023 (Year 1)	2023-2024 (Year 2)	2024-2025 (Year 3)
Community Instructors (max. of 3)	Obtain the following certifications before June <ul style="list-style-type: none"> ▪ Bronze Medallion ▪ Bronze Cross ▪ Standard First Aid ▪ Lifesaving Instructor 	Obtain the following certifications before June, <ul style="list-style-type: none"> ▪ National Lifeguard - Pool. ▪ Lifesaving Instructor (can deliver Bronze Medallion and Cross courses) 	Obtain the following certifications before June <ul style="list-style-type: none"> ▪ Lifesaving Instructor Trainer ▪ National Lifeguard Instructor
Lifeguarding Staff Requirements	Lifeguarding staff will guard swimming lessons as community instructors are not National Lifeguard Certified. Lifeguards will monitor lessons and provide support where required.	Lifeguarding staff will only be required if pool capacity exceeds 75 persons. The pool manager will always be present.	Lifeguarding staff will only be required if pool capacity exceeds 75 persons. The pool manager will always be present.
Programing Potential	<ul style="list-style-type: none"> ▪ Community instructors will teach school lessons with a maximum pool capacity of 40 swimmers. ▪ Limited capacity facility rentals between 9:00a.m.-3:00p.m. 	<ul style="list-style-type: none"> ▪ School lessons with a maximum pool capacity of 40 swimmers ▪ Larger facility rentals can be accommodated between 9:00 a.m.-3:00 p.m. 	<ul style="list-style-type: none"> ▪ School lessons with a maximum pool capacity of 40 swimmers ▪ Larger facility rentals can be accommodated between 9:00 a.m.-3:00 p.m.

Table 5: Community Instructor Training Plan

Advanced courses will take place in late May or early June as a part of the in-house training plan. To avoid duplicate services, the Pool will schedule advanced courses around courses offered by the City of

Brooks and other surrounding facilities where possible. Additional participants can be trained alongside hired guards, offsetting the cost of community instructors and course materials.

Operating Hour Outcomes

In summary, the Town will focus on facility maximization based on usership and budget capacity. Seasonal program schedules will enable users to plan their attendance and support for the facility. This will open up opportunities to bring in new and improved programs aimed at cost recovery.

Action Plan

1. Create a seasonal schedule.- *Complete*
2. Create flexible timeslots within the Pool schedule to encourage private rentals and events.- *Complete*
3. Engage community groups, swimming clubs, and recreation organizations and promote season long rentals or reoccurring rentals. – *Implement in 2023*
4. Monitor patron satisfaction and attendance for future program review. - *Ongoing*
5. Engage local schools to increase usage in June. Program opportunities include school lessons and fun day rentals. - *Complete*
6. Recruit and train community instructors to offer programs in June. - *Ongoing*

Programming

Four main programs are offered at the Pool annually. Swimming lessons, aquafit, lane swim/adult leisure, and public swimming. There is an opportunity to adapt these existing programs to focus on cost recovery and the needs of our ever-changing community.

Swimming Lessons

The Pool has offered swimming lessons for many years. Trained instructors deliver programs focused on age-appropriate fitness, swimming, and water safety skills giving students lifelong skills to safely enjoy aquatic activities. Bassano has created a competitive advantage by providing:

- lower student to instructor ratios,
- one and two-week programs,
- and engaged and knowledgeable instructors.

Challenges

Red Cross announced on January 11, 2022, that it has made the decision to wind down its involvement in all swim and lifeguard programming in order to direct more attention to surging humanitarian demands in other areas – such as disaster and pandemic response, opioid harm reduction, and caregiving for seniors. The Pool will no longer be able to offer swimming lessons from this provider.

Pool management transitioned instructors and participants to a new swimming lessons program in 2022.

Over the past couple of years, a lack of communication between instructors and parents/guardians has led to frustrations regarding consistent teaching methods, the importance of games and activities, and students' failure to complete lesson requirements. With the implementation of a new swimming lesson program, staff properly educated parents/guardians on the new swimming lesson structure and performance criteria while ensuring staff maintain a high quality of swim instruction. This encouraged parents/guardians to continue accessing our services.

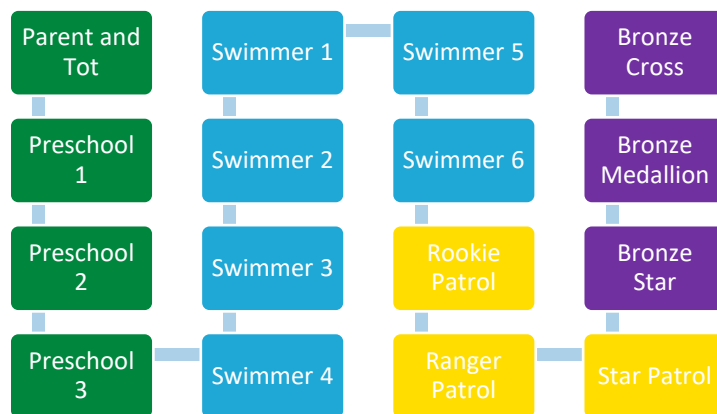
Solution

The transition to a new swimming lesson program provides Pool staff with an opportunity to refresh their knowledge, learn new instruction techniques, and effectively communicate swimming lesson requirements and teaching methods to parents/guardians.

Transition to Lifesaving Society Programming

Red Cross encouraged water safety delivery partners to transition to the swimming and lifeguard training programs of the Lifesaving Society. The Lifesaving Society has been a leader and partner in delivering water safety education throughout Canada for over 100 years. Our facility has already recognized the quality of programs and training provided by the Lifesaving Society as the Town requires its pool staff to complete Bronze Medallion, Bronze Cross, and National Lifeguard – Pool programs before working at the facility.

The Red Cross and Lifesaving Society had established a transition process for swimming instructors and facilities operating Red Cross programs. This must be completed before December 31, 2022. The Lifesaving Society recognizes the competencies earned in Red Cross Certifications and is offering a limited-time opportunity to attain Life Saving Society certifications through an online course. The Liaison will assist staff and provide guidance to the Pool Manager to facilitate the transition.



Lifesaving Society *Swim for Life* swimming lesson programs are comprised of fitness, swimming, and water safety skills very similar to the Red Cross. Unlike the Red Cross, Lifesaving Society programs focus more on drowning prevention and water safety which creates a natural transition for children to become lifeguards. This is a great opportunity for succession planning at the facility.

Swim for Life lessons typically run longer compared to Red Cross lessons due to a larger number of skills taught in each level. Although *Swim for Life* programs are intended to be flexible, it may not be practical to continue with the 1 hour or 30-minute lesson slots used in previous years. Pool management staff will tailor *Swim for Life* programs to meet the needs of the facility while providing participants with the best chance at success.

Education and Communication

Moving away from Red Cross swimming lesson programs is a big change. While *Swim for Life* programs teach many of the same skills, they are taught at a different pace and skill standard. *Swim for Life* programming focuses more on drowning prevention and safety rather than refining swimming strokes and swimmer's form. Management and lifeguarding staff will focus on educating parents/guardians on the new program requirement and teaching philosophy to ensure a smooth transition to new program.

The chart below shows a high-level comparison for Red Cross and Lifesaving Society programs.

Table 6: Red Cross and Swim for Life Level Equivalents

* *Incomplete means participants did not meet the minimum requirements for that level. Complete means the participant met or exceeded the minimum requirements for that level.*

Private lessons for participants needing extra assistance, adult swimming lessons, and fitness instruction

	Red Cross Program	Lifesaving Society Equivalent
Parented	*Incomplete Parented	Parent and Tot 2-3
	Complete Parented	Parent and Tot 2-3
Getting Wet	Incomplete Getting Wet	Preschool 1
	Complete Getting Wet	Preschool 1
Sea Otter	Incomplete Sea Otter	Preschool 1
	Complete Sea Otter	Preschool 2
Salamander	Incomplete Salamander	Preschool 1
	Complete Salamander	Preschool 2
Swim Kids 1	Incomplete Swim Kids 1	Swimmer 1
	Complete Swim Kids 1	Swimmer 2
Swim Kids 2	Incomplete Swim Kids 2	Swimmer 2
	Complete Swim Kids 2	Swimmer 2
Swim Kids 3	Incomplete Swim Kids 3	Swimmer 2
	Complete Swim Kids 3	Swimmer 3
Swim Kids 4	Incomplete Swim Kids 4	Swimmer 3
	Complete Swim Kids 4	Swimmer 3
Swim Kids 5	Incomplete Swim Kids 5	Swimmer 3
	Complete Swim Kids 5	Swimmer 4
Swim Kids 6	Incomplete Swim Kids 6	Swimmer 4
	Complete Swim Kids 6	Swimmer 5
Swim Kids 7	Incomplete Swim Kids 7	Swimmer 5
	Complete Swim Kids 7	Swimmer 6
Swim Kids 8	Incomplete Swim Kids 8	Swimmer 6
	Complete Swim Kids 8	Rookie Patrol
Swim Kids 9	Incomplete Swim Kids 9	Rookie Patrol
	Complete Swim Kids 9	Rookie Patrol
Swim Kids 10	Incomplete Swim Kids 10	Ranger or Star Patrol
	Complete Swim Kids 10	Bronze Star

will still be available under Lifesaving Society programming.

To mitigate concerns related to the transition and previous frustrations surrounding swimming lesson delivery standards and content, a communications plan was developed. The communications plan highlighted the following areas.

- How to transition your child from a Red Cross to a Swim for Life Level (e.g. Completing Red Cross Level 2 does not mean your child will enter Swim for Life Level 3).
- The philosophy and teaching standards set out by the Lifesaving Society.
- New lesson format and skill requirements. (e.g. Larger number of skills in each level means swimmers may need to repeat the same level more than once).
- Teaching techniques used to engage children during their lesson. (e.g. Games provide a fun way for students to practice submersion, weight transfer, breathing, and opening their eyes underwater).
- Develop video and print material to educate parents/guardians.

This transition will take time and it is expected that improvements to the program delivery will occur over the next few seasons. Pool staff will continue to practice their new teaching techniques during dedicated instructor practices.

Aquafit

The aquafit program consists of low impact, aerobic and cardio exercises done in both shallow and deep water. Classes are typically held in the evening to accommodate adult swimmers who wish to improve or maintain their fitness level.

Challenges

Currently, Aquafit lesson plans are designed by lifeguards and passed down from year to year. Attendance has remained at approximately 9 patrons per class. No formal training has been provided to lifeguards to support the enhancement of this program.

Solutions

With the proper support, Pool staff can enhance this existing program to better meet the need of existing and potential patrons through the consult, educate, and enhance platform.

Consult, Educate, and Enhance

Consultation, education, and enhancement are the 3-steps to creating a sustainable aquafit program. Over the next 3-years, staff will collect feedback, obtain fitness instructor training, and use that information to create fitness plans.

2022-2023	2023-2024	2024
Consult	Educate	Enhance

<p>Lifeguarding staff will inventory all aquafit resources and create seasonal programs that cater to both adults and seniors. Programs will be broken down into series. A survey will be sent to all aquafit users asking for their feedback on the type of exercises they enjoy, what they would like to see less of, and new programs/techniques they would be interested in.</p>	<p>Using the information gathered, lifeguarding staff will be trained in 2023 in proper water fitness techniques and create a program using these new skills.</p>	<p>Trained staff will continue to review and improve lifeguard instructed programming. Additional fitness workshops can be offered during the timeslot including Aqua Zumba, swim stroke training, and more health and wellness training.</p>
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Table 7: 3 Year Plan to Enhance the Aquafit Program

Effective 2022, Aquafit and other instructor lead programs will not be included in general admission. This is done to create flexibility (special programs can be improved or retired without having to review admission fees) and to work toward cost recovery.

Lane Swim and Adult Fitness

Lane swim and adult fitness is a first come first serve program dedicated to improving adult and senior health and wellness. Participants are self-guided and given the freedom to exercise or complete rehabilitation activities at their leisure.

Challenges

Lane swim and adult fitness is an under-utilized program with on average one (1) patron in attendance each session.

Solution

By attracting new patrons and encouraging existing patrons to come more frequently, we can begin to move towards cost recovery.

Attract New Patrons

To maximize the use of the facility during these timeslots, the following action will be taken.

Advertisements will highlight that all lifeguards are certified swimming instructors and can provide instruction to improve swimming strokes and other swimming skills.	Additional fitness workshops can be offered during the lane swim and adult fitness timeslot to maximize the use of the facility. Aqua Zumba, swim stroke instruction, and specialty adult fitness programming can be introduced
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Table 8: Lane Swim and Adult Fitness Patron Attraction Actions

Public Swimming

Unstructured play happens when children follow their instincts, ideas, and interests and explore their boundaries within natural and built environments. Public swimming programs allow children and their families to play and explore water safely as they see fit.

Challenge

In 2021 and 2022, 5-6 hours of public swimming was offered each day where patrons could remain at the facility for the duration of the program under a single admission fee. This is an actively used program and is an affordable form of recreation for the community.

Solution

Total cost recovery within public swimming programs is extremely challenging but by increasing attendance, staff can reduce the deficit experienced by the facility. The Town shall determine what percentage of drop-in programs lead to cost recovery, where applicable.

Balancing Cost Recovery with Facility Access

Staff-facilitated pool events are a great way to keep the facility competitive and to attract new patrons. A minimum of 2 public swimming fun days/events will be added each month to the public swimming schedule. These events will be included in general admission and are intended to be engaging and to improve the overall experience of patrons.

Dual-purpose timeslots for special programs or facility rentals can increase revenue. Other programs such as swimming lessons and Aquafit can be used to offset expenses from Public Swimming.

Community Programming

Community programs centered around popular recreation activities provide educational opportunities intended to improve the quality of life and safety in a fun engaging way.

Challenge

Water-related deaths continue to be a problem within the province. Even if life-threatening incidents do not occur at our facility, the impact on our communities is something that both the Town and County should prioritize. With proximity to the Bassano Dam, Lake Newell, irrigation canals, and other reservoirs, water safety is crucial to the success and survival of our residents.

Solution

The Pool is a very popular facility during the summer months, attracting residents and tourists from across Alberta. The Town has an opportunity to use this facility to educate patrons on water safety and drowning prevention which aims to decrease incident both within and outside the facility.

Bassano Water Safety Series

Municipalities have a responsibility to educate residents on safety within and around their communities.

The Bassano Water Safety Series is a three-year series focused on providing water and watercraft safety.

- 2023- Lifesaving Society Swim to Survive Program
 - This program focuses on developing the minimum skills needed to survive an unexpected fall into deep water. All ages can access this program. Invitations will go to neighboring communities and organizations.
- 2022 and 2023 - RCMP and Regional Fire Aquatic Patrol
 - The RCMP and the City of Brook/County of Newell Fire Services departments have patrol boats used in aquatic rescues, search and rescue, and patrols. Safe Communities will bring the patrol boats to the pool and discuss water safety with a focus on safe swimming in canals, local reservoirs, and the dangers of the Bassano Dam. This is targeting students ages 8-15. Invitations will go to the Bassano School, and residents.
 - This program can be put on at no cost.
- 2024 - Kayak and Canoe 101
 - Due to the COVID-19 pandemic and facility shutdowns, there has been an increase in kayaking and canoeing in local reservoirs. Without the proper training, swimming ability, or education, recreational equipment can become a hazard. Kayaks and canoes will be rented and brought to the Bassano Pool

Funding for programs may be accessed through the ChooseWell- Health Community Grant, Safe Communities, or donors/sponsors.

Programming Outcomes

In summary, the Town provides accessible programming for all ages and fitness levels. To maximize attendance and to cater to the ever-changing needs of patrons, the Town will dedicate time to improving existing programs and introducing new programs aimed at improving quality of life and safety for all.

Action Plan

Swimming Lessons

1. Develop a certification and training transition plan for returning staff members. – *Complete*
2. Provide additional training to the Pool Manager to ensure they can support lifeguarding staff during the transition. – *Complete*
3. Restructure lessons to meet the needs of the facility ensuring participants have the best chance to succeed. – *Complete*
4. Create information sheets and send to parents/guardians preparing them for the transition. – *Complete*
5. Develop a public educational material about swimming lesson. Have in print and online. – *Complete*

Aquafit

1. Review current lesson plans and resources. – *Complete*
2. Consult existing membership to gather feedback. – *Ongoing*
3. Educate Pool staff on new techniques and fitness programs. – *Implement in 2023*
4. Enhance the existing program using new techniques and activities. – *Information must first be gathered as a part of the consulting phase, slated for completion in 2023. Once completed, an update will be sent to council advising them of future upgrades to the program.*

Public Swimming

1. Gather attendance and demographic information. - *Ongoing*
2. Plan and implement fun days to attract patrons. – *Complete. Continue in 2023.*
3. Create dual purpose timeslots to increase the number of users accessing the facility. – *Complete*

Lane Swimming and Adult Fitness

1. Advertise the program. – *Complete.*
2. Combine the lane swim and adult fitness program with other activities such as Aqua Zumba, swim stroke instruction, and specialty adult fitness workshops. – *Administration shall investigate potential outside fitness contractor opportunities in 2023.*

Community Programming

1. Engage community organizations with ties to water and community safety. – *Complete.*
2. Develop a program and delivery plan. – *Complete.*
3. Apply for grant funding where applicable. – *Administration shall apply for funding to support the continuation of community programming in 2023.*

Concession

Currently, the facility concession is managed and operated by pool staff. Products include water, assorted beverages, prepackaged prepared snacks, and ice cream treats. The concession operates at a break-even point.

Challenge

The main role of lifeguarding staff is to monitor the health and safety of patrons and to react quickly in emergency situations. Prepackaged and prepared foods are the only products that can be served because staff cannot leave cooking food unattended to react to an emergency. The grill and cooking appliances remain unused throughout the summer season.

The concession is stocked by the Pool Manager who is responsible for monitoring inventory and sales as a part of their weekly duties. This takes them away from other pressing duties.

Solution

The kitchen is a unrealized opportunity to generate a new source of revenue and serve patrons better. Providing meals and healthier options may encourage families to stay at the facility during mealtimes.

Contracting Out the Concession

By contracting out concession services, the facility can offer a wide variety of hot and cold products to patrons. This could be marketed as a facility asset. Moving this responsibility from the Pool Manager would allow for more time to focus on management tasks and pool programming.

Concession Outcomes

In summary, the Pool concession is operating at a break-even point and is not being used as a tool to attract patrons to the facility. The Pool has an opportunity to rent out the kitchen to an independent contractor allowing lifeguarding staff to focus on facility operations and patron safety.

Action Plan

1. Town administration will send out a request for tender for concession services to determine if there is an interest to operate the concession – *Ongoing*.

Scheduling and Registration Software

Currently, all registration, facility bookings, and statistics tracking is done by hand, on paper. The Pool Manager spends on average 4-5 hours each week reviewing program registration, pool rentals, and responding to inquiries about rental availability. Due to human error and speed of response, lesson spots get double booked, becoming overloaded, and reduces the quality of instruction, and pool rental opportunities are lost. Manual statistic tracking creates inaccuracies. This makes it difficult to budget, review fees, or plan programs aimed at cost recovery.

In addition, prior to the start of the season, people try to register for programs at the Town Office. Both systems are independent and not integrated. This creates room for error. Considerable time is drawn away for administrative duties to deal with pre and post-pool programs.

Challenge

Recreation trends indicate that online registration/booking is preferred as patrons can review and register for programs, plan family outings, and view programs at their convenience. By provide an opportunity for patrons to register online, we can reduce administrative responsibilities and can allocate more time to facilitating and enhancing programs. Those who are unable to access the online system can complete registration in-person without administrative delays.

Solution

Online registration and booking software can be used to streamline business processes, reduce the number of calls to recreation and leisure centers, and provide more accurate statistics needed for program analysis. Senior Pool staff can spend more time mentoring junior staff, tending to public relations issues, patron engagement, planning, and implementing policies and programs.

Online Booking System

Town administration will investigate online booking systems that meet the need of our facility and programs.

Scheduling and Registration Software Outcomes

In summary, the Town has identified missed opportunities and administrative inefficiencies related to facility bookings, registration, statistics tracking. Coinciding with current recreation trends, the Town will consider implementing online schedule and booking software.

Action Plan

1. Recreation software systems are best utilized when tailored to an organization's operations and structure. Spend 3-5 years refining pool operations and structure. Revisit recreation software systems in 2026.

Facility Accessibility

The Bassano Outdoor Pool can cater to differently able people who wish to access the facility.

Accessibility features include:

- automatic doors with buttons
- beach/ramp entry into the pool
- individual/family changerooms
- washroom grab bars
- an aquatic wheelchair that can be taken in the change rooms, on the pool deck, and in the water.

Challenges

These accessibility features help make the pool more attractive to patrons and programs serving a segment of the population commonly overlooked at physical recreation centers. The Pool has not advertised its accessibility offerings.

Solution

Communication of facility accessibility options can increase users and improve the image of the Pool. The Town is committed to creating partnerships that can help increase access to facilities and programs funded by taxation.

Partner with Community Groups

Organizations within our communities can support facility operations and increase accessibility for individuals who are physically or financially unable to participate in regular pool programming. Accessible programming partnerships and soliciting sponsorship will help our facility cater to those with differing abilities.

- a. Partnership with Alberta Health Services and the Playfair Lodge will enable seniors to access the facility with the support of trained medical staff.
 - i. E.g., Seniors Week Event – Senior’s Swim
 - ii. E.g. AHS occupational therapy rehabilitation programs ran by AHS staff.
- b. Support low-income families and youth by subsidizing drop-in fees. Grants and business sponsorship may help to offset some of the loss in revenue.
 - i. Tuesday Toonie Swims – Monthly.
- c. Collaborate with the daycares to encourage swim instruction for children whose parents/guardians may not be able to bring them to facility themselves.

Facility Accessibility Outcomes

In summary, community partners will enable our facility to become more accessible to more of a diverse population. Accessible programs will be advertised to attract differently abled users.

Action Plan

1. Connect with Alberta Health Services and the Playfair Lodge in order to develop programs or book rental space. – *Administration shall contact organizations to determine interest in 2023.*
2. Research and apply for grant programs to support subsidized programs – *Implement in 2023.*
3. Reach out to local business interested in subsidizing admission fees for low income families. – *Implement in 2023.*
4. Advertise new programs. – *Implement in 2023.*

Facility Maintenance

It takes on average 4 weeks to set up the pool for operations each season. The Public Works Department completes this work between April and May. Tasks include but are not limited to:

- Cleaning the pool and the filters,
- Filling and heating the pool,
- Setting the chlorination,
- Ordering supplies and inventory (chemicals),
- Circulating and balancing pumps, and
- Obtaining approval from the Public Health Inspector to operate.

Once the facility is open, ongoing maintenance is required to keep the facility compliant with health and safety standards and to keep patrons comfortable. The Facility Operator is responsible for completing daily tasks and tending to emergency mechanical issues. Tasks include but are not limited to:

- Water testing
- Chemical added and water balancing
- Filter backwashing (cleaning)
- Boiler and pump maintenance

The Facility Operator must be certified in Pool Operators Level 1 and 2. This will provide them with the knowledge and skills needed to operate the facility, and tend to chemical and mechanical issues. This training is provided by the Town. In conjunction with lifeguarding staff, the facility operator ensures the facility adheres to health and safety standards and remains operational.

The facility uses a chlorine sanitization system. Chlorine is added directly to the water and breaks down into various chemicals that react with organic materials like sweat, skin oil, saliva, and urine. These two materials together create chloramines. With the help of filters, chloramines are removed, and additional chemicals are used to keep pool water pH, calcium, and alkalinity balanced. Other additives are used to stabilize chlorine levels and keep organisms such as algae from growing.

Challenges

Chlorine systems require daily to weekly adjustments depending on bather load (number of people in the water), temperature, and mechanical issues. Due to its size, the hot tub requires constant monitoring and is a challenge to keep balanced. The Facility Operator must monitor the water closely to ensure it is safe for patrons to enter.

Solutions

To increase the longevity and reduce stress on the Pool's sanitation system, responsible personnel shall ensure trained staff complete regular maintenance and enforce facility rules.

Water Testing by Lifeguards

Water tests are completed every 3 hours and are used to guide the Facility Operator when adding the additional chemical. To assist the Facility Operator, lifeguarding staff will be trained to take water tests at the beginning of the season. Lifeguards will monitor the water balance for the pool and hot tub and notify the Facility Operator of any changes.

Delayed Start to Programming

A balance must be struck between operating hours and maintenance. On average, a minimum of 1 hour is needed for water balancing each morning, and 3 hours are needed for drastic changes to water balance. Programming will not begin until 7:00 a.m. to ensure adequate time for maintenance. If the water balance is off, program participants can be notified of cancelation before the program begins.

Patron Showering Enforcement

Introducing increased levels of organic materials such as like sweat, skin oil, saliva, and urine into the water puts greater stress on our facility's chlorination system. Having patrons shower before they enter the pool will reduce the number of impurities entering the water. Pool staff shall enforce this rule to ensure we are not introducing unnecessary contaminants into the water. This will be reinforced through signage.

The Town may consider installing an outdoor shower to help with enforcement and to maintain a happy and healthy pool.

Facility Maintenance Outcomes

In summary, the Town is responsible for the upkeep and monitoring of the facility. To reduce the stress on our sanitation system and Facility Operator changes to roles and responsibilities, later operating hours, and stricter rule enforcement will be implemented.

Action Plan

1. Train lifeguard staff to take water tests. Shift this responsibility to lifeguarding staff for the season.- *Complete*
2. Do not schedule programming before 7:00 a.m. - *Complete*
3. Enforce the pre-showering rule at the facility for all patrons and staff entering the water. - *Complete*

Capital Upgrades

The current facility is 11-years old and requires preventative maintenance and upgrades to meet pool standards. Pool filter upgrades were completed in 2020 and will not be required to be replaced for

another 8-10 years. The Pool's automated water quality control devices used to monitor the chemicalization of the water, may be replaced in 2025. The Pool's boiler may be replaced in 2024.

The next large facility upgrade is the pool liner. The pool liner is a rubberized, water-resistant material that lies on top of the concrete structure. Over time, this liner sags, tears, and becomes stained. In 2022, the liner ripped and we anticipate that this will need replacing in the spring of 2023 as it is likely to fail.

Communication, Feedback, and Advertising

By increasing communication, activating feedback loops, and advertising facility access, programs, and employment opportunities, we can engage existing patrons and attract new ones.

Challenges

The average citizen may not understand the complexities and opportunities that come with operating an outdoor pool. The Town has not engaged in community education tactics to showcase the pool.

Solution

To avoid misinformation, the Town has an opportunity to share day-to-day tasks required to keep our facility operating and reasons for operational interruptions. Outgoing communication ensures patrons understand the limitations and advantages of the facility even before they enter its doors. Feedback helps the organization stay competitive and meet the needs of our patrons. Community engagement keeps the municipality accountable to ratepayers.

Advertising facility accessibility, facility programming, and pool employment opportunities are crucial to the continued viability of our facility. Increased tourism not only increases revenue within our facility, but patrons may access other services and businesses while in Town.

Community Surveys

There is a wealth of knowledge in our community that can be used to enhance new and existing programs. Surveys will be instituted to ensure that programs meet the needs of the community. Collected feedback will be used to continually improve the policies and services.

Multimedia Education and Advertising

Along with written content and posters, staff will create informative videos aimed at education. Video content may include:

- Startup and shut down procedures
- Water balancing and chlorination
- Operational disruptions (chemical imbalance, biohazards in the pool, pump failures)
- Facility rules and why they exist.

Social media, tourism websites, and municipal websites, will be used to share information.

<ul style="list-style-type: none"> ▪ public schedules ▪ program overviews and improvements ▪ events/special day 	<ul style="list-style-type: none"> ▪ “Get to know your lifeguard” bulletins ▪ lifeguarding employment opportunities 	<ul style="list-style-type: none"> ▪ facility accessibility (aquatic wheelchair and barrier-free entry)
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Tourism websites within the region such as Travel Alberta and Brooks Region Tourism will be updated with current programs and fees annually. Advertisement will be posted in well used recreation areas such as the Crawling Valley Campground, where possible.

Communication, Feedback, and Advertising Outcomes

In summary, the Town is not actively promoting or advertising the Pool outside local channels. Specific program advertising could encourage an increase in users and corresponding revenue. To avoid confusion or frustration, Pool staff can create informative video and media content to help patrons understand the operations, limitations, and advantages of the facility.

Action Plan

1. Develop and implement a survey created to identify programming need in the community. Amend policies and services as required. – *Implement in 2023.*
2. Create videos and posters aimed at educating the public on pool operations and programs - *Ongoing*

Pandemic Planning and Risk Management

Aquatic facilities have faced many challenges during the COVID-19 pandemic due to facility shutdowns, capacity, and programming limitations. To prepare for the ever-changing landscape of recreation, four main areas must be addressed.

Staff retention and reallocation	Adapting programming and facility operating hours.
To avoid loss of staff during facility shutdown, Town administration will ensure that alternative projects are prepared for implementation by student staff. In 2021, the Blade Sign project was completed by a summer student originally hired to work as a lifeguard. Reallocating student staff sends a positive message to both the employees and the community showing that we value their service and dedication to our facility.	Programming needs to be flexible enough to handle lower capacity limits, physical distancing, patron monitoring, etc. In 2022, all lifeguarding staff were be trained in water safety instruction enabling the facility to add more structured programs if needed to align with COVID-19 restrictions. Staff who are not needed due to lower capacity can be moved to previously unused timeslots such as Saturday and Sunday mornings.
Increased cleaning and sanitization.	Balancing lifeguarding and monitoring compliance with public health orders.
Increased cleaning and sanitization. In 2021, additional cleaning procedures were implemented to ensure the health and safety of staff and patrons. This new standard will be maintained in future years because the cleanliness of Town facilities directly impacts how residents perceive the quality of our services. Town administration will ensure that facilities are equipped with effective cleaning supplies for the duration of the season.	Balancing lifeguarding and monitoring compliance with public health orders. Level 1 and level 2 lifeguards are responsible for water safety-related monitoring and enforcement. Pool apprentices will act as COVID-19 monitors to ensure lifeguards are not overwhelmed and unable to focus on first aid and water safety-related incidents. Pool apprentices will receive valuable experience from being our on deck engaging with the public.

Although we cannot plan or predict the direction or duration of the pandemic, creating opportunities to pivot our operations will ensure we can sustain our facility and workforce into the future.

Conclusion

The operations plan provides a framework for the Town to maximize the use of the facility and to improve the user experience. It is our goal to decrease operating expenses where possible, to contribute to the long-term viability of the facility and our community. This can be achieved by supporting youth development, engaging the public, the maximization the facility usage during daylight hours, furthering partnerships, and working together. Implementation of this plan will take time. It is a working document and is developed with best practices to meet our overall needs.

-
- This document was amended on November 14, 2022 and February 13, 2023



Bassano Outdoor Pool

Policy Title	Bassano Outdoor Pool Admission and Fee Policy
Authority	Recreation & Leisure Department
Approved (Dates/Motion #)	TOB80/22 (<u>originally passed on May 9, 2022</u>)
Policy Number	P-TOB72a/003-22
Review	February 1 st annually
Reviewed by/date	May 9, 2022 <u>February 13, 2023</u> – Council

Policy Statement

The purpose of this policy is to outline admission requirements and pool fees at Bassano Outdoor Pool. Pool admission requirements support the Town's commitment to aquatic safety and facility accessibility. The fee structure is in alignment with the Bassano Outdoor Pool Operations Plan programming and budget.

Definitions

Caregiver – means a parent, guardian, or person responsible for caring for a child under the age of 8.

Child – a patron under the age of 8.

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.

Employee – means a person employed by the Town.

Town – means the incorporated municipality of Bassano.

Pool – means the Bassano Outdoor Pool.

Pool fees – the amounts charged to patrons wishing to use the pool for various activities.

Responsibility

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

Facility Admission Guidelines

Pool admission requirements are intended to protect the health and safety of patrons and staff. Patrons will not be permitted to access the facility, register for programs, or book the facility without payment.

General Admission:

Patrons must meet the admission requirements below to access the facility:

1. Children under the age of 8 are not permitted to attend the facility without a caregiver. Pool staff may administer a 'swim test' to assess if the child has the skills to be able to swim unassisted in the water. If the child, who is 7 or younger is successful, they still need to be accompanied but do not need to be within arms reach.
2. The caregiver-to-child ratio is 1 caregiver to 3 children under the age of 8. A caregiver-to-child ratio of 1 caregiver to 5 children will be permitted if all children are wearing lifejackets.
3. Caregivers must be a minimum of 12 years of age. Caregivers may be required to complete a swim test to determine swimming ability. This will be at the discretion of pool staff.
4. Persons with (dis)abilities may require support from a direct caregiver to access all or parts of the facility. This will be assessed on a case-by-case basis based on the person's ability by a Level 2 lifeguard.

Patrons will not be permitted to access the aquatics facility under the following circumstances:

1. Individuals under the influence of drugs or alcohol
2. Showing signs of poor mental health.
3. Any discriminatory or aggressive behavior directed towards pool staff or patrons.
4. Children under the age of 8 without a caregiver present
5. Groups who do not meet the caregiver-to-child admission ratios
6. Patron who has been banned from the facility.

Deep Water Access:

Patrons under the age of 12 must demonstrate swimming ability by completing a swim test to access deep water without a life jacket. If patrons are unable to pass the swim test without a life jacket, the patron may be permitted to access the deep water with a life jacket at the discretion of the on-duty lifeguard. Patrons over the age of 12 may be required to complete the swim test upon request at the discretion of pool staff.

Swim Test:

1. A safe entry into shallow water.
2. Recover and tread water for 30 seconds, maintain mouth and nose above the water at all times.
3. A 25-meter swim without stopping or resting, any style in under 60 seconds.

Pool Fee Guidelines

These guidelines set out the roles and responsibilities for Pool Fees

1. Pool fees will be established for the next three (3) years (see Schedule A).
2. Pool fees were reviewed in 2023~~2~~.
3. Pool fees were found to be competitive and are based on the service provided
4. Amendments to the fee schedule will take place before February 1st of each year.

Policy Reference

1. P-TOB72a/001-22 - Pool Operations Plan

END OF POLICY

Schedule A

2023-2024 Fee Schedule

		Actual	Projected	Projected
General Admission	2022	2023	2024	2025

Drop in

Child (3-7 years)	\$3.50	<u>\$3.75</u> <u>\$4.00</u>	<u>\$4.00</u> <u>\$4.50</u>	<u>\$4.25</u>
Youth (8-17 years)	\$5.50	<u>\$5.75</u> <u>\$6.00</u>	<u>\$6.00</u> <u>\$6.50</u>	<u>\$6.25</u>
Adult (18-64 years)	\$6.50	<u>\$6.75</u> <u>\$7.00</u>	<u>\$7.00</u> <u>\$7.50</u>	<u>\$7.25</u>
Senior (65+ years)	\$5.50	<u>\$5.75</u> <u>\$6.00</u>	<u>\$6.00</u> <u>\$6.50</u>	<u>\$6.25</u>
Family (5 people)	\$27.50	<u>\$25.50</u> <u>\$30.00</u>	<u>\$26.00</u> <u>\$32.50</u>	<u>\$26.50</u>

Punch Card

Child (3-7 years)	\$31.50	<u>\$33.75</u> <u>\$36.00</u>	<u>\$36.00</u> <u>\$40.50</u>	<u>\$38.25</u>
Youth (8-17 years)	\$49.50	<u>\$51.75</u> <u>\$54.00</u>	<u>\$54.00</u> <u>\$58.50</u>	<u>\$56.25</u>
Adult (18-64 years)	\$58.50	<u>\$60.75</u> <u>\$63.00</u>	<u>\$63.00</u> <u>\$67.50</u>	<u>\$65.25</u>
Senior (65+ years)	\$49.50	<u>\$51.75</u> <u>\$54.00</u>	<u>\$54.00</u> <u>\$58.50</u>	<u>\$56.25</u>
Family (5 people)	\$220.00	<u>\$247.50</u> <u>\$240.00</u>	<u>\$234.00</u> <u>\$292.50</u>	<u>\$238.50</u>

Seasons Pass

Child (3-7 years) <u>25 visits +</u>	\$90.00	<u>\$93.75</u> <u>\$100.00</u>	<u>\$100.00</u> <u>\$112.50</u>	<u>\$106.25</u>
Youth (8-17 years) <u>25 visits +</u>	\$137.50	<u>\$143.75</u> <u>\$150.00</u>	<u>\$150.00</u> <u>\$162.50</u>	<u>\$156.25</u>
Adult (17-64 years) <u>25 visits +</u>	\$162.50	<u>\$168.75</u> <u>\$175.00</u>	<u>\$175.00</u> <u>\$187.50</u>	<u>\$181.25</u>
Senior (65+ years) <u>25 visits +</u>	\$137.50	<u>\$143.75</u> <u>\$150.00</u>	<u>\$150.00</u> <u>\$162.50</u>	<u>\$156.25</u>
Family (5 people) <u>13 visits +</u>	\$330.00	<u>\$331.50</u> <u>\$360.00</u>	<u>\$338.00</u> <u>\$422.50</u>	<u>\$344.50</u>

		Actual	Projected	Projected
Aquafit	2022	2023	2024	2025
Seasons Membership (28 sessions)	\$162.50	\$168.75	\$175.00	<u>\$181.25</u>
1 Month Membership (8 sessions)	\$45.50	<u>\$49.00</u> \$47.25	<u>\$50.75</u> \$49.00	<u>\$52.50</u>
Class Drop-in	\$6.50	<u>\$7.00</u> \$6.75	<u>\$7.25</u> \$7.00	<u>\$7.50</u>

		Actual	Projected	Projected
Facility Rentals	2022	2023	2024	2025
1 hour (flat rate) <40 patrons per hour	\$150.00	\$155.00	<u>\$160.00</u> \$155.00	<u>\$165.00</u>
>40 patrons per hour	\$25.00 (flat rate)	\$27.50 (flat rate)	\$30.00 (flat rate)	<u>32.50 (flat rate)</u>
<p>Facility rentals are authorized for a minimum of 1-hour rental, addition hours may be purchased in part based on 30-minute increments, pending facility and staffing abilities. Rentals can only be scheduled between 8:00 a.m. and 8:00 p.m. as this is the regular hours for the facility, weather, and staff capacity permitting.</p> <p>Contract rates may be available for facility-specific programming.</p>				

		Actual	Projected	Projected
Swimming Lessons	2022	2023	2024	2025
Parent and Tot	\$55.00	<u>\$55.00</u> \$57.50	<u>\$57.50</u> \$60.00	<u>\$60.00</u>
Preschool 1	\$55.00	<u>\$55.00</u> \$57.50	<u>\$57.50</u> \$60.00	<u>\$60.00</u>

Preschool 2	\$55.00	<u>\$55.00</u> <u>\$57.50</u>	<u>\$57.50</u> <u>\$60.00</u>	<u>\$60.00</u>
Swimmer 1	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Swimmer 2	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Swimmer 3	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Swimmer 4	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Swimmer 3/4	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Swimmer 5	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Swimmer 6	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Swimmer 5/6	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Two Week (S1)	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Two Week (S2)	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Two Week (S1/S2)	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Two Week (S3/S4)	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Two Week (S5/S6)	\$67.00	<u>\$67.00</u> <u>\$69.50</u>	<u>\$69.50</u> <u>\$72.00</u>	<u>\$72.00</u>
Rookie/Ranger Patrol	\$80.00	<u>\$80.00</u> <u>\$82.50</u>	<u>\$82.50</u> <u>\$85.00</u>	<u>\$85.00</u>
Star Patrol	\$80.00	<u>\$80.00</u> <u>\$82.50</u>	<u>\$82.50</u> <u>\$85.00</u>	<u>\$85.00</u>
Bronze Star	\$80.00	<u>\$80.00</u> <u>\$82.50</u>	<u>\$82.50</u> <u>\$85.00</u>	<u>\$85.00</u>
Star Patrol/Bronze Star	\$80.00	<u>\$80.00</u> <u>\$82.50</u>	<u>\$82.50</u> <u>\$85.00</u>	<u>\$85.00</u>
Private Lessons (per 30 minutes)	\$30.00	<u>\$30.00</u> <u>\$32.50</u>	<u>\$32.50</u> <u>\$35.00</u>	<u>\$35.00</u>
Semi-Private Lessons (per 30 minutes with a maximum of 3 students)	\$50.00	<u>\$50.00</u> <u>\$52.50</u>	<u>\$52.50</u> <u>\$55.00</u>	<u>\$55.00</u>

Adult Lessons	\$45.00	\$45.00 \$47.50	\$47.50 \$50.00	\$50.00
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Advanced Courses	Minimum participants	2022	Actual	Projected	Projected
			2023	2024	2025
Standards First Aid (full course or recertification)	8 students.	\$175.00	\$175.00 \$180.00	\$180.00 \$185.00	\$185.00
Bronze Cross	7 students.	\$160.00	\$160.00 \$165.00	\$165.00 \$170.00	\$170.00
Bronze Medallion	7 students.	\$150.00	\$150.00 \$155.00	\$155.00 \$160.00	\$160.00
National Lifeguard – Pool	7 students.	\$345.00	\$345.00 \$350.00	\$350.00 \$355.00	\$355.00
National Lifeguard – Pool Recertification	4 students.	\$100.00	\$105.00	\$110.00	\$115.00
Lifesaving Society - Lifesaving/Swim Instructor	7 students.	\$325.00	\$330.00	\$335.00	\$340.00
Lifesaving Society - Lifesaving/Swim Instructor Recertification	4 students.	\$100.00	\$105.00	\$110.00	\$115.00



OPEN DISCUSSION

Meeting: February 13, 2023

Agenda Item: 6.6

SUBJECT: (51a) Thrive – 2023-2025 Budget – Proposed/Projected

BACKGROUND

(51a) Thrive Fitness Centre

The need for a business case for the Thrive Fitness Centre was identified in early 2022. Administration has completed some backend work on the business case, however, other projects have taken priority over the file. There are a few key barriers with the project. First, finding a suitable location, second is capital costs, operating costs, followed by membership fees. Carrying costs for an upgraded facility are substantial. While this project is still underway, there remains other priorities, thus, the three-year proposed budget remains unchanged. Upon council's review of a completed business case, the multi-year budget can be amended as directed.

2023 Proposed Budget	2024 Projected	2025 Projected
(\$10,900)	(\$10,900)	(\$10,900)
The annual operating deficit is split equally by the town/county at \$5,450 each.		

Sieben's Holding Ltd. contacted the town to advise that the unit beside Thrive is coming available in May 2023 if there was interest for an expansion. This would certainly require upgrades to building to convert the area from a hair salon to a useable space for fitness.

No action has been taken on this invitation. This area would allow for a more adequate weight room. What this does not change is an allowable space to run any sort of fitness class. The fitness centre would be "fitted-in" to an available space and would double the operating deficit excluding capital costs for equipment.

There are 18 active Thrive members as of February 2023.

2022 Year-to-date

Year-to-date expenses are 2022 are summarized below.



TOWN OF BASSANO

(51a) Thrive Fitness Centre
YTD

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2023-Feb-10
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General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
Revenue				
1-51-00-690-00	THRIVE - MUNICIPAL CONTRIBUTION (ICF)	(5,300.00)	(4,625.99)	(674.01)
1-51-00-690-01	THRIVE - COUNTY CONTRIBUTION (ICF)	(5,300.00)	(4,235.92)	(1,064.08)
1-51-00-400-01	THRIVE - MEMBERSHIPS/DROP-INS	(3,000.00)	(3,615.81)	615.81
* TOTAL Revenue		(13,600.00)	(12,477.72)	(1,122.28)
Expenditures				
2-51-00-110-01	THRIVE - SALARIES & WAGES	0.00	3,494.40	(3,494.40)
2-51-00-400-00	THRIVE - RENT	8,300.00	7,800.00	500.00
2-51-00-410-00	THRIVE - EQUIP REPAIR/MAINT./PURCHASE	4,700.00	1,204.00	3,496.00
2-51-00-420-00	THRIVE - ADVERTISING/PROMOTIONS	100.00	100.00	0.00
2-51-00-510-01	THRIVE - GOODS & SUPPLIES	500.00	269.39	230.61
* TOTAL Expenditures		13,600.00	12,867.79	732.21

*** End of Report ***

CAO COMMENTS

There are well equipped field houses and fitness centres within a relatively close proximity to Bassano, including the Duchess Fieldhouse, and Anytime Fitness in Brooks. This is an important factor when considering an investment in a facility in Bassano. Since none of the town's existing facilities have room, leased space is always needed unless there was an investment in a building expansion.

ALIGNMENT WITH STRATEGIC PLAN

This is operations.

Attachments:

1. None

Prepared by: Amanda Davis, CAO



OPEN DISCUSSION

Meeting: February 13, 2023

Agenda Item: 6.7

SUBJECT: (64/66) Planning Department – 2023-2025 Budget – Proposed/Projected

BACKGROUND

(64/66) Planning Department

The planning department supports general marketing and promotion of Bassano, with requisition fees payable to ORRSC for planning support and the GIS system. In years 2023-2025 departmental expenses remain relatively unchanged except to account for inflation.

2023 Proposed Budget	2024 Projected	2025 Projected
(\$41,000)	(\$41,800)	(\$42,100)

2022 Year-to-date

Year-to-date expenses are 2022 are summarized below.



TOWN OF BASSANO (64/66) Planning & Development YTD

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11:32:59AM

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
Revenue				
1-64-00-200-00	PLANNING & DEVELOPMENT (PROV COND GRANT)	(50,000.00)	(600.00)	(49,400.00)
1-64-00-710-00	TSF FROM LAND & DEVELOPMENT	0.00	0.00	0.00
1-66-00-400-00	LAND - SALES	0.00	(111,068.05)	111,068.05
1-66-00-840-00	PROV COND GRANT	0.00	0.00	0.00
* TOTAL Revenue		(50,000.00)	(111,668.05)	61,668.05
Expenditures				
2-64-00-200-00	MUNICIPAL PLANNING	81,200.00	44,037.85	37,162.15
2-64-00-220-00	MUNICIPAL PLANNING - MARKETING, FREIGHT	6,800.00	7,871.35	(1,071.35)
2-66-00-510-00	SUB DIV - COST OF LAND SOLD	2,500.00	2,284.50	215.50
* TOTAL Expenditures		90,500.00	54,193.70	36,306.30

*** End of Report ***

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

This is operations.

Attachments:

1. None

Prepared by: Amanda Davis, CAO



OPEN DISCUSSION

Meeting: February 13, 2023

Agenda Item: 6.8

SUBJECT: (72c) Campground – 2023-2025 Budget – Proposed/Projected

BACKGROUND

(72c) Campground

The campground is nearly breakeven. Utilities tend to be the variable based on usage. There is a need to complete a modernization to the bathrooms/shower house however, our human resources (administration and public works) are at capacity. Therefore, adding another project is not feasible. Beautification volunteers help maintain the campground to reduce operating costs.

Improved marketing of the asset may prove to be beneficial and is listed as an administrative target as time permits. Over the past few years, more events have been held at the campground to better utilize the asset from FCSS programs, Christmas in the Campground, and more recently the BBQ competition.

2023 Proposed Budget	2024 Projected	2025 Projected
(\$50)	(\$50)	(\$50)

2022 Year-to-date

Year-to-date expenses are 2022 are summarized below.



TOWN OF BASSANO

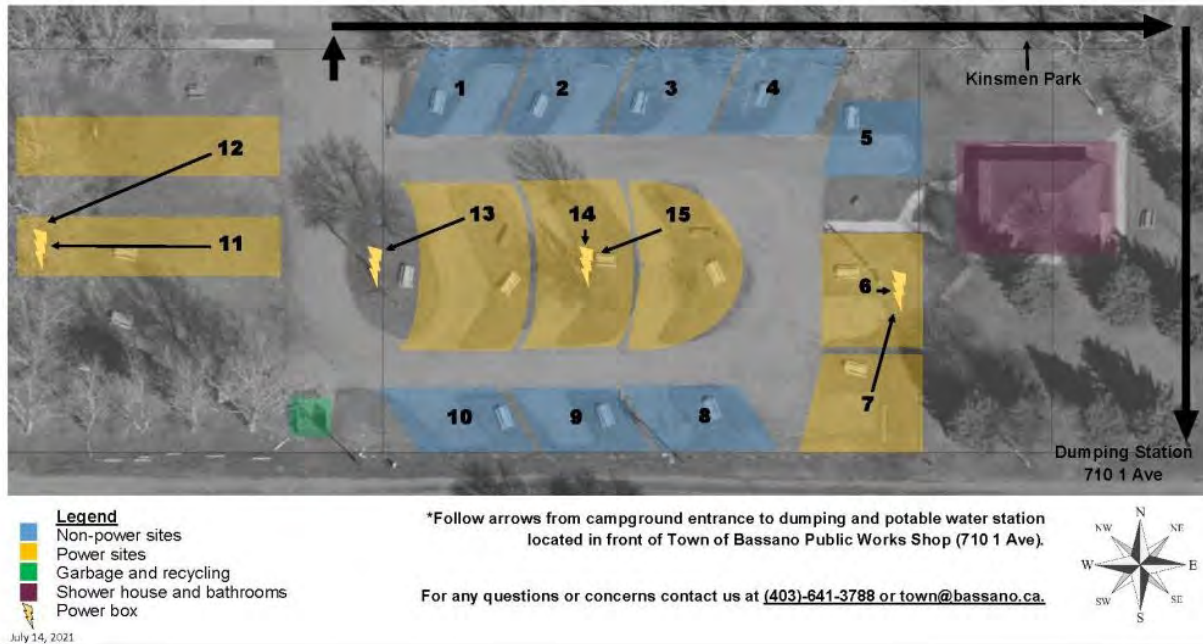
(72c) Campground YTD

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2023-Feb-10
11:45:54AM

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
Revenue				
1-72-02-410-00	CAMPGROUND - REVENUE	(6,500.00)	(6,649.02)	149.02
* TOTAL Revenue		(6,500.00)	(6,649.02)	149.02
Expenditure				
2-72-01-251-00	CAMPGROUND - REPAIR/MAINTENANCE	500.00	0.00	500.00
2-72-01-511-00	CAMPGROUND - GOODS & SUPPLIES	800.00	140.36	659.64
2-72-01-541-00	CAMPGROUND - UTILITIES	4,300.00	3,985.40	314.60
2-72-04-274-00	CAMPGROUND - INSURANCE	900.00	1,262.08	(362.08)
* TOTAL Expenditure		6,500.00	5,387.84	1,112.16

Site map

- 15 sites
- \$20/night for power free
- \$25/night for power
- No water or sewer onsite except in the shower



CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

This is operations.

Attachments:

1. None

Prepared by: Amanda Davis, CAO



OPEN DISCUSSION

Meeting: February 13, 2023

Agenda Item: 6.9

SUBJECT: (74a) Culture Department – 2023-2025 Budget – Proposed/Projected

BACKGROUND

(74a) Culture Department

The culture department budget relates mainly to the Community Hall and is part of the recreation agreement with the county, meaning each partner covers 50% of the net deficit of the approved budget.

In 2023, we aim to complete the interior lighting, sound system, and stage lighting project having received \$17,000 in donations over the past two years. There is one carry forward capital project that has yet to be planned, the bathroom upgrades and entryway accessibility project, this has been redirected to 2024.

In 2023, we plan to complete a review of facility rental rates, the last detailed review occurred in 2020.

2023 Proposed Budget	2024 Projected	2025 Projected
(\$58,330) \$29,165 per partner (excluding capital)	(\$61,560) \$30,780 per partner (excluding capital)	(\$65,100) \$32,550 per partner – no capital planned in 2025.

2022 Year-to-date

Year-to-date expenses are 2022 are summarized below.



TOWN OF BASSANO
(74a) Cultural Department
YTD

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2023-Feb-10
1:07:10PM

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
Revenue				
1-74-00-545-00	DROP-IN CENTRE - SHARED UTILITY COSTS	(3,250.00)	(1,967.23)	(1,282.77)
1-74-00-560-00	HALL - RENTAL REVENUE	(8,650.00)	(14,476.12)	5,826.12
1-74-00-590-00	HALL - MISC. INCOME	0.00	0.00	0.00
1-74-00-595-00	HALL - DONATIONS	(2,500.00)	0.00	(2,500.00)
1-74-00-690-00	HALL - MUNICIPAL CONTRIBUTION (ICF)	(28,640.00)	(20,385.89)	(8,254.11)
1-74-00-690-01	HALL - COUNTY CONTRIBUTION (ICF)	(48,640.00)	(17,570.60)	(31,069.40)
* TOTAL Revenue		(91,680.00)	(54,399.84)	(37,280.16)
Expenditure				
2-74-00-110-00	HALL - JANITORIAL	12,500.00	8,996.00	3,504.00
2-74-00-210-00	HALL - FREIGHT, INTERNET, PHONE	1,680.00	3,605.08	(1,925.08)
2-74-00-250-00	HALL - REPAIR/MAINTENANCE	50,000.00	6,023.70	43,976.30
2-74-00-274-00	HALL - INSURANCE	6,300.00	6,307.55	(7.55)
2-74-00-510-00	HALL - GOODS & SUPPLIES	7,600.00	1,580.93	6,019.07
2-74-00-540-00	HALL - UTILITIES	20,000.00	20,968.22	(968.22)
2-74-00-545-00	DROP-IN CENTRE - UTILITIES	6,500.00	7,178.59	(678.59)
2-74-01-250-00	DROP-IN CENTRE - REPAIR/MAINTENANCE	500.00	0.00	500.00
2-74-01-274-00	DROP-IN CENTRE - INSURANCE	2,100.00	2,150.67	(50.67)
2-74-06-274-00	GUN CLUB - INSURANCE	2,000.00	2,026.15	(26.15)
* TOTAL Expenditure		109,180.00	58,836.89	50,343.11

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

This is operations.

Attachments:

1. None

Prepared by: Amanda Davis, CAO



OPEN DISCUSSION

Meeting: February 13, 2023

Agenda Item: 6.10

SUBJECT: (72b) Parks & Recreation Department – 2023-2025 Budget – Proposed/Projected

BACKGROUND

(72b) Parks & Recreation Department

The parks and recreation department budget includes public building maintenance, capital upgrades, community beautification, recreation grants, and labour. The majority of this department is managed on a cost share of the net deficit with the county excluding flowers, 50 percent salary of one employee, and TV tower utilities.

In 2023, various capital upgrades are planned, fire proofing and lighting at the Joint Use Facility. Operationally, public works was directed to develop a facility maintenance plan for each building. While building the plan, they will complete many repairs – this was expected as part of the long-range operations plan. With the lagoon complete, and proper staffing, resources can now be re-directed to facility maintenance. We anticipate two years to work through the buildings.

The Small Town Smoke Down BBQ competition continues as the main event within this department, planned to at least breakeven.

2023 Proposed Budget	2024 Projected	2025 Projected
(\$306,260) \$118,973 per partner (excluding capital)	(\$337,055) \$133,258 per partner (excluding capital)	(\$348,195) \$137,798 per partner – no capital planned in 2025.

2022 Year-to-date

Year-to-date expenses are 2022 are summarized below.



TOWN OF BASSANO (72b) Parks & Recreation Department YTD

Page 1 of 1
2023-Feb-10
1:30:50PM

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
Revenue				
1-72-02-590-00	PARKS & REC - 2023 BBQ Competition	0.00	(18,130.00)	18,130.00
1-72-02-690-00	PARK & R - MUNICIPAL CONTRIBUTION (ICF)	(93,026.00)	(97,035.57)	4,009.57
1-72-02-690-01	PARKS & R - COUNTY CONTRIBUTION (ICF)	(192,526.00)	(133,645.87)	(58,880.13)
1-72-00-920-00	TSF FROM RECREATION FUNDING COMMITTEE	(3,000.00)	(12,662.43)	9,662.43
1-72-00-710-00	TSF FROM RECREATION & CULTURE RESERVE	(102,750.00)	(32,599.61)	(70,150.39)
1-72-00-840-00	RECREATION - PROVINCIAL COND GRANT	(40,000.00)	(2,100.00)	(37,900.00)
* TOTAL Revenue		(431,302.00)	(296,173.48)	(135,128.52)
Expenditures				
2-72-01-110-00	PARKS & REC - SALARIES/WAGES	121,848.00	115,607.01	6,240.99
2-72-01-130-00	PARKS & REC - EMPLOYER CONTRIBUTION	8,263.00	8,405.44	(142.44)
2-72-01-135-00	PARKS & REC - AUMA BENEFITS	10,991.00	10,518.56	472.44
2-72-01-215-00	PARKS & REC - FREIGHT, PHONE	1,100.00	584.38	515.62
2-72-01-232-00	PARKS & REC - TRAINING/MEALS/LODGE	2,000.00	121.65	1,878.35
2-72-01-250-00	PARKS & REC - REPAIR/MAINTENANCE	1,000.00	2,255.32	(1,255.32)
2-72-01-274-00	PARKS & REC - INSURANCE	0.00	0.00	0.00
2-72-01-510-00	PARKS & REC - GOODS & SUPPLIES	13,500.00	26,344.40	(12,844.40)
2-72-01-520-00	PARKS & REC - EQUIPMENT REPAIR/MAINT.	1,000.00	852.56	147.44
2-72-01-540-00	T.V. TOWER - UTILITIES	1,800.00	1,223.79	576.21
2-72-02-250-00	ARENA - REPAIR/MAINTENANCE	159,000.00	60,266.56	98,733.44
2-72-02-274-00	ARENA - INSURANCE	40,000.00	42,426.17	(2,426.17)
2-72-02-510-00	PARKS & REC - PARK WATER UTILITIES	0.00	323.40	(323.40)
2-72-02-540-00	ARENA WATER UTILITIES	2,500.00	69.52	2,430.48
2-72-02-590-00	PARKS & REC - 2023 BBQ Competition	0.00	0.00	0.00
2-72-03-250-00	REC COMPLEX - REPAIR/MAINTENANCE	37,500.00	24,806.85	12,693.15
2-72-03-274-00	REC COMPLEX - INSURANCE	30,000.00	29,802.02	197.98
2-72-03-540-00	REC COMPLEX WATER UTILITIES	0.00	754.95	(754.95)
2-72-03-765-00	RECREATION - FUNDING	53,000.00	54,062.90	(1,062.90)
2-72-05-274-00	RODEO - INSURANCE	400.00	334.23	65.77
2-72-07-250-00	BOWLING CLUB - REPAIR/MAINTENANCE	250.00	0.00	250.00
* TOTAL Expenditures		484,152.00	378,759.71	105,392.29

CAO COMMENTS

None

ALIGNMENT WITH STRATEGIC PLAN

This is operations.

Attachments:

1. None

Prepared by: Amanda Davis, CAO

Feb 7/2023

PEP Meeting Jan 27/Brooks

- Not much to report as PEP appears to be operating in a bit of a flux at the moment with Our Chair having much on his plate with the current issues they are having the Hospital in Oyen and nurses walking off the job.
- Also the fact that the temporary Executive Director has suddenly taken ill leaving no one to take his place , Debbie Ross from Oyen and Deborah Reid Mlickler have tried to take up some of the responsibilities
- PEP is currently in good financial condition having their original REDA funding of \$125,000 restored and are currently looking for projects
- A hiring Committee has been struck with 5 members to advertise for a permanent Executive Director hopefully being able to start as soon as possible but realistically looking at March sometime
- Updates were given regarding the potential new irrigation district in the MD of Acadia with Jay Slomp being the PEP member involved
- Updates also given on the twinning of Hwy#3 west of Med Hat with construction starting in spring of 2023

Next meeting in MD of Cypress in April

Irv Morey

FEBRUARY 2023 BOARD REPORT

JOHN SLOMP

NEWELL HOUSING FOUNDATION MEETING

FEBRUARY 7, 2023

- 1) There has been a lot of interest in the Newbrook Lodge and there were numerous tours conducted in January. There are now only 8 vacancies. There are a few empty rooms at Playfair but there is quite a bit of interest so it should be full again soon.
- 2) There was a resident evicted from Playfair Lodge due to aggressive behavior. As a result of this situation, the board realized that the staff are not sufficiently trained to deal with difficult people and situations. A subcommittee has been formed to figure out what policies need to change when vetting potential residents and how to better train management and staff on dealing with these situations.
- 3) The Rental Assistance Benefit is full for the first time since 2020. Households are put on a waiting list and added to the program when another family leaves. There had a carryover from last year and that has also been used up. 154 families received subsidy in January. Of the 190 households that received benefits in 2022, 9 were from Bassano, 3 from Rosemary, 2 from Tilley, 2 from Patricia, 1 from Duchess, 1 from the County of Newell and 171 from Brooks.
- 4) Newbrook Lodge manager, Rob Tinis presented at the Seniors Outreach tea in January. They provided info on the Pioneer Villas, Newbrook Lodge and Playfair Lodge. There are approximately 80 attendees at these events each month.
- 5) The board discussed the Bassano FCSS Meals on Wheels program at length. Currently, Agnes at the Playfair Lodge takes the calls from Clients wanting Meals on Wheels. She takes all the information down. There is no approval process. The town then bills these clients for the meals. The board feels that it is not Newell Housing Foundation's mandate to administer the program. It should be the responsibility of FCSS to do that. The Playfair Lodge should never have been taking the calls from clients. The lodge should only be the provider of the meals.
- 6) Currently, residents of Brooks and the County of Newell seniors and others needing meals that do not qualify for Meals On Wheels or need meals on weekends when Meals on Wheels are not provided are using freezer meals provided by a company out of Calgary. Newell Housing has heard from Seniors Outreach that the quality of these meals is not on par with the meals they receive from Meals on Wheels. The foundation has decided to provide freezer packs to residents on a 3 month trial basis.
- 7) Sasha will be applying for a grant, from the United Way, to hire a Resident/Tenant liaison worker. This person would help transition new residents to living at the lodges or villas. They would also help address concerns that residents have, especially ones that the resident feels uncomfortable talking to management about.
- 8) The board spent quite a bit of time discussing the Bassano Project, mainly the online meeting we had with AHS South Zone. They have not heard anything from them after the meeting but feel they need to move ahead with a need assessment for the project. Sasha will work on getting one.

January Committee Reports
Sydney Miller

Brooks Region Tourism
19 January 2023

- Canadian Badlands Tourism Development Zone
 - 16 opportunities for potential investment in region
 - 2 development in our area: Dinosaur Provincial Park and Lake Newell
 - Report in March 2023 to go forward
- Experience Development Fund
 - 25000 available from joint services; 9650 used so far; small town smoke down has applied
 - Aimed at creating multi-day events
- Website – updating website – Worthington PR did a website audit to identify updates needed
 - Blogs being created
- 3 ice fishing guides in region
 - One does groups with students and seniors and rents out shacks
 - Disability support would be possible through that
- 55+ Games Coordinator hired – Kelly Sandham
- Calgary Outdoor Show – March 18/19
- Boston Pizza Advertising
 - Tabletop kiosks for 6 months in lounge \$1000/6 months
 - Specific QR code to track if its beneficial to keep
- Budget being created in February
- Disc Golf Project could get help to be recognized as a tourist spot by BRT
 - QR code support? Jaime offered to create a QR Code for us that would be a monthly fee to maintain to track usage
 - Promotion of facility
- Kinbrook is busiest Provincial Park in province
 - Garbage issues at beach – don't know if additional staff will be available to address this
- Grant Advance – helps connect organizations and grants that otherwise go unclaimed

NRSWMA
26 January 2023

- Scale house project: surveyed and line locate is complete
- Grain bags require burying and get wrapped up in equipment
- 24 year old agreement with the county found in minutes
- SAEWA – Three Hills dropped out
- Recycling centre in Brooks – compost not in legal spot and looking to see if there is a suitable area for composting at the landfill or a better location at the recycling centre
 - Concern with current location involves power lines and leachate
- Landfill going through the approval process at a Hutterite colony off Duck Lake Road
 - Newell County unaware, so likely in Wheatland County; possibly Green Acres
- Every load is gridded at the landfill, but it would still be a large issue if a body was determined to have been dumped at the landfill
- Smith Trucking wondered about expanding hours; approximately 1 hour of close up work required after last load is dropped off



MONTHLY CAO REPORT

Meeting: February 13, 2023

Agenda Item: 9.1

Report Period: January 19, 2023 – February 10, 2023

Amanda Davis, Chief Administrative Officer

General Administration

- Completed the fieldwork portion of the audit.
- Finalizing 3-5 year operating/capital plan updates.
- FCSS training
- Online meeting with Alberta Health Services to discuss the future of healthcare assets in Bassano. There was a push from AHS representatives to work with their team to gain traction around the housing portion of the project. Attended with Mayor Morey, Deputy Mayor Slomp, the County of Newell Council and Administration, and Newell Housing Foundation, CAO.
- Preparing summer employment ad.
- Capital upgrades review and training for the lighting, fire proofing, and ventilation system.
- There has been lots of interest in paper free billing with daily registers. We will log updates for the first billing cycle to report at the next meeting.
- Lin Hermanson has sought a 1-year extension to her volunteer term on the library board.
MOTION Required.

General Public Works

- Spring maintenance is underway with fluctuating weather.
- Sand/salt mix was made available to the community as directed.
- Recreation facility maintenance is underway, starting first with the recreation complex building maintenance plan as directed for 2023/24.

Bylaw Enforcement

Bassano's contracted bylaw enforcement officer engaged property owners regarding traffic enforcement and general complaints. The bylaw officer assisted with general complaints, monitored pedestrian safety in priority areas, and investigated multiple traffic matters. Administration issued letters to dog and cat owners whose licenses had expired.

1. Community Standards Bylaw 920/21
 - a. 2 complaints were received. One regarding noise and the other referring to the accumulation of dog feces at the rear of a property. Files were opened.
 - b. 1 file remains open from 2022.
2. Dog Control Bylaw 928/22 – Unlicensed Dog.
 - a. 2 files were closed.
 - b. 1 file related to unlicensed dogs remains open from 2022.
3. Cat Control Bylaw 837/12 – Cat at Large
 - a. 1 warning was given to a cat owner – cats are not to be at large. The file was closed.
4. Traffic Bylaw 876-18
 - a. 1 file was opened and closed regarding the accumulation of ice on a main street sidewalk.

Total files initiated in December: 4

Total files closed: 4

Total Files initiated in 2023 (Period Ending January 31, 2023): 4

Development

PERMIT NUMBER	LOCATION	DEVELOPMENT

Administration continues to work with South Country Co-op regarding the submission of a development permit for a bulk fuel station and truckers' lounge at 669 – 12th Street.

Recreation & Leisure Master Plan

Recreation Facility LED Lighting Upgrades Project

The Recreation Complex Lighting Upgrade was completed in December 2022. Public Works has begun repairing and painting areas left exposed by the new lighting. LED light fixtures are typically smaller than fluorescent or halogen fixtures.

New LED lights have been installed on the outside of the Joint Use/Arena building. MPE is reviewing RFPs for the ventilation system and fireproofing upgrades to the arena basement/mezzanine. The indoor LED lights will be installed after the ventilation system and fireproofing upgrades are completed.

Bassano Outdoor Pool Liner Replacement Project

Administration and Public Works have begun planning for the 2023 pool season. Necessary arrangements are being made to patch the existing liner so the pool can operate prior to the liner replacement in the fall. Administration will begin developing an RFP and technical requirements for the pool liner replacement.

2023 Small Town Smoke Down BBQ Competition

The Mayor, Deputy Mayor, and Administration met with BBQ on the Bow to plan the second annual Small Town Smoke Down BBQ Competition taking place June 2-4, 2023. Invitations will be sent to street, food, and entertainment vendors to secure them for the event. Administration will reach out to local organizations to assist with event activities. Advertising materials will be created and disbursed in the coming months. Please share advertisements with the public as they become available.

Attachments

1. Action Items List – 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.	

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, 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	

Oct. 11, 2022 Regular Meeting

Directed to	Action	Completed
Davis, A.	Prepare draft revision to traffic bylaw	
Davis, A.	Add to Q1 2023 agenda - private parking on public lands	

Nov. 14, 2022 Regular Meeting

Directed to	Action	Completed
Smith, S.	Finalize pool budget for 2023.	

Dec. 12, 2022 Regular Meeting

Directed to	Action	Completed
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Town of Bassano
Council Meeting Action Items 2018-2022

Smith, S.	Proceed with pool liner project - grant application, tender, etc.	
Kelly, T.	Draft modernized business license bylaw.	Draft to AD - Dec. 29, 2022
Davis, A.	Investigate liability issues regarding the movement of people from an incident if the ambulance is not available. Insurance and legal.	

Jan. 23, 2023 Regular Meeting

Directed to	Action	Completed
Kelly, T.	Rotate minutes	Complete - Jan. 24, 2023
Kelly, T.	Resolution index	Complete - Jan. 24, 2023
Davis, A.	Amend Dec. 12, 2022 minutes - spelling of McCargar	Complete - Jan. 24, 2023
Davis, A.	Notify regional partners re: fire billing fees approval.	Complete - Jan. 24, 2023
Davis, A.	Notify fire chief re: fire billing	Complete - Jan. 24, 2023
Davis, A.	Prepare Fire Billing bylaw	Complete
Petkau, C.	Process UT Rates Bylaw 930/23	Complete
Davis, A.	Prepare forms to register residents for paper free billing	Complete - Jan. 25, 2023
Davis, A.	Prepare public notification re: 2023 UT rates bylaw and paper free incentive	Complete - Jan. 25, 2023
Kelly, T.	Post UT Rates Bylaw 930/23 online and update bylaw index	Complete - Jan. 24, 2023
Davis, A.	Notify EcoBrooks that TOB withdraws their interest to appoint a member.	Complete - Jan. 24, 2023
Davis, A.	Update McCargar re: TOR for off-leash dog park investigation.	Complete - Jan. 24, 2023
Davis, A.	Prepare TOR for off-leash dog park	Complete - Jan. 26, 2023
Davis, A.	Process LUB 929/22	Complete - Jan. 24, 2023
Davis, A.	Copy of LUB 929/22 to FL, ORRSC, and Schaffers.	Complete - Jan. 24, 2023
Kelly, T.	Upload LUB 929/22 to website.	Complete - Jan. 24, 2023
Davis, A.	Update Municipal Property Listing contract with JLR	Notification to JLR - Jan. 24, 2023
Davis, A.	Prepare development incentive policy for vacant municipal lots	
Davis, A.	Connect with Benchmark re: market value/list price to prevent market disruption for listing	Complete - Jan. 24, 2023
Davis, A.	Engage legal re: PA for development incentive.	
Davis, A.	Notify Chief Cochrane re: SS volunteer appointment	Complete - Jan. 24, 2023
Davis, A.	Notify PW re: salt/sand process	Complete - Jan. 24, 2023
Kelly, T.	Develop marketing for salt/sand offering	Complete - Jan. 24, 2023
Davis, A.	Staff council update	Complete - Jan. 24, 2023

Town of Bassano
Council Meeting Action Items 2018-2022

Town of Bassano
Council Meeting Action Items 2018-2022

2

<div>MONTHLY STATEMENT</div> <div>Town of Bassano</div> <div>Period Ending December 31, 2022</div>			
General Account			
Net Balance at End of Previous Month	\$ 1,212,246.91		
Receipts for the Month	\$ 188,714.41		
Interest	\$ 4,916.97		
Land Deposit Refund - Jersak	\$ 3,080.00		
December WWTU Expenses	\$ 130,315.50		
AMWWP Grant Funds	\$ 7,856.11		
RFC Transfer - Curling Club	\$ 5,000.00		
Cancelled Cheques	\$ 6,559.05		
2022 MSI Operating Grant	\$ 50,209.00		
Sub-Total	\$ 1,608,897.95		
Less Disbursements for the month	-\$ 417,000.36		
2022 MSI Operating Grant Tranfer	-\$ 50,209.00		
Service Charges	-\$ 598.88		
ASFF School Taxes - 4th Quarter	-\$ 71,680.75		
ACFA Debenture Payment	-\$ 66,247.24		
AMWWP Grant Transfer	-\$ 7,856.11		
WCB	-\$ 1,908.64		
Net Balance at End of Month	\$ 993,396.97		
Bank Balance at End of Month	\$ 1,073,661.15		
Outstanding Deposit	\$ 2,074.13		
Sub-Total	\$ 1,075,735.28		
Less outstanding cheques	-\$ 82,338.31		
NET Balance at End of Month	\$ 993,396.97		
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 31,794.13	\$ 124.78	\$ 31,918.91
Sewage Upgrade	\$ 450.55	\$ 1.77	\$ 452.32
MSI Capital	\$ 408,772.01	\$ 1,604.29	\$ 410,376.30
Fedral Gas Tax Refund	\$ 127,646.34	\$ 500.97	\$ 128,147.31
MSI Operational	\$ 76,270.78	\$ 50,632.48	\$ 126,903.26
Tax Sale - 284000	\$ 43,465.95	\$ 162.97	
		-\$ 3,080.00	\$ 40,548.92
Capital Plan Reserve	\$ 2,664,364.33	\$ 18,129.35	
		-\$ 130,315.50	\$ 2,552,178.18
Land & Development Reserve	\$ 602,913.70	\$ 2,366.23	\$ 605,279.93
Recreation & Culture Reserve	\$ 482,896.31	\$ 1,895.20	\$ 484,791.51
Municipal Reserve	\$ 518,379.95	\$ 2,034.46	\$ 520,414.41
FCSS Reserve	\$ 25.56	\$ 0.10	\$ 25.66
AMWWP Grant Funds	\$ 58.24	\$ 0.23	\$ 58.47
Recreation Funding Committee	\$ 23,527.47	\$ 77.37	
		-\$ 5,000.00	\$ 18,604.84
Tax Sale - 242000	\$ -	\$ -	\$ -
Shydowski	\$ 109.38	\$ 0.43	\$ 109.81
Common Shares	\$ 5,627.47		\$ 5,627.47
Investments			
Shydowski Scholarship	\$ 3,856.79		\$ 3,856.79
Nesbit Burns	Fixed Income	\$ 1,001,918.62	\$ 0.00
	Cash Account	\$ 82,269.52	\$ 10,059.47
Transaction Total		-\$50,805.40	
Total	\$ 6,074,347.10		\$ 6,023,541.70
Mayor Morey			
C.A.O Amanda Davis			



TOWN OF BASSANO

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Cheque Listing For Account Payable

2023-Feb-6
9:52:35AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 21698
20221096	2022-12-06	EFT	EFT	900001	JONES, MIKE	297.52
						297.52
						Batch # 21705
20221097	2022-12-08	EFT	EFT	1043	2052900 ALBERTA LTD.	11,453.40
20221098	2022-12-08	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	3,831.28
20221099	2022-12-08	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65
20221100	2022-12-08	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.	131.90
20221101	2022-12-08			335	BASSANO CURLING CLUB	5,000.00
20221102	2022-12-08	EFT	EFT	47	BASSANO PLUMBING & HEATING	1,013.25
20221103	2022-12-08	EFT	EFT	522	BENCHMARK ASSESSMENT	1,575.79
20221104	2022-12-08	EFT	EFT	487	CANADIAN LINEN	107.13
20221105	2022-12-08	EFT	EFT	1053	CHARTRAND LANDSCAPING INC.	2,499.00
20221106	2022-12-08	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	173.71
20221107	2022-12-08	EFT	EFT	121	COUNTY OF NEWELL	262.50
20221108	2022-12-08	EFT	EFT	111	CREATIVE SCREEN ART SERVICES	532.35
20221109	2022-12-08	EFT	EFT	939	CROSSTOWN TRUCK & TIRE LTD.	373.52
20221110	2022-12-08	EFT	EFT	933	CUMMINS WESTERN CANADA	1,376.71
20221111	2022-12-08	EFT	EFT	16	GIBEAU REPAIR	1,285.47
20221112	2022-12-08	EFT	EFT	529	MPE ENGINEERING LTD	9,871.06
20221113	2022-12-08	EFT	EFT	1075	MUNISIGHT LTD.	1,039.51
20221114	2022-12-08	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	18,824.82
20221115	2022-12-08	EFT	EFT	899	OK TIRE	1,797.85
20221116	2022-12-08	EFT	EFT	989	PETKAU, CHRISTINE	100.95
20221117	2022-12-08	EFT	EFT	3	PIONEER GAS CO-OP LTD.	1,674.44
20221118	2022-12-08	EFT	EFT	217	PLAYFAIR LODGE	426.00
20221119	2022-12-08	EFT	EFT	864	PROFESSIONAL POWER WASH	1,600.84
20221120	2022-12-08	EFT	EFT	25	PUROLATOR INC.	219.40
20221121	2022-12-08	EFT	EFT	1041	REYNOLDS MIRTH RICHARDS & FARMER LLP	1,825.61
20221122	2022-12-08	EFT	EFT	173	RIC'S ELECTRIC	2,205.00
20221123	2022-12-08	EFT	EFT	719	RY BAR OILFIELD SERVICES LTD	819.00
20221124	2022-12-08	EFT	EFT	902	SIEBEN HOLDINGS LTD.	105.00
20221125	2022-12-08	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	4,575.65
20221126	2022-12-08	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	682.71
20221128	2022-12-08	EFT	EFT	1035	TELUS MOBILITY	148.23
20221129	2022-12-08			548	TOWN OF BOW ISLAND	30.00
20221130	2022-12-08			696	VILLAGE OF DUCHESS	5,400.00
20221132	2022-12-08	EFT	EFT	900001	DAVIS, AMANDA	61.00
20221134	2022-12-08	EFT	EFT	900001	KELLY, THERESA	63.44
20221135	2022-12-08			900001	SAVE ON HOSTING	151.20
20221136	2022-12-08			900001	STUDENT ACCOUNTS, ROYAL ROADS UNIVERSITY	21,002.69
						102,338.06



TOWN OF BASSANO

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Cheque Listing For Account Payable

2023-Feb-6

9:52:35AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 21709
20221137	2022-12-08	EFT	EFT	900001	BUNZL	395.35
20221138	2022-12-08	EFT	EFT	900001	JDP WASSERMAN	4,863.25
						<hr/> 5,258.60
						Batch # 21732
20221146	2022-12-13	EFT	EFT	1035	TELUS MOBILITY	1,258.45
						<hr/> 1,258.45
						Batch # 21737
20221147	2022-12-13	EFT	EFT	900001	JERSAK, MILOS	2,800.00
						<hr/> 2,800.00
						Batch # 21742
20221148	2022-12-14	EFT	EFT	900001	CREEPY MONKEY GRAPHICS INC.	572.25
						<hr/> 572.25



TOWN OF BASSANO

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Cheque Listing For Account Payable

2023-Feb-6

9:52:35AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 21758
20221149	2022-12-21	EFT	EFT	1043	2052900 ALBERTA LTD.	135,158.10
20221150	2022-12-21			512	AB FIRE TECH LTD.	1,497.23
20221151	2022-12-21	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	25,264.05
20221152	2022-12-21	EFT	EFT	1077	BARRON, AMANDA	65.88
20221153	2022-12-21			505	BASSANO AG FOODS	23.17
20221154	2022-12-21	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.	215.11
20221155	2022-12-21	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	7,330.80
20221156	2022-12-21			382	CHRIST THE REDEEMER CATHOLIC SEPARATE	2,783.60
20221157	2022-12-21	EFT	EFT	703	COCHRANE, CORY	1,272.65
20221158	2022-12-21	EFT	EFT	479	DPOC	500.00
20221159	2022-12-21			329	FCSS ASSOC. OF ALBERTA	346.00
20221160	2022-12-21	EFT	EFT	869	JONES, KEVIN RONALD	128.10
20221161	2022-12-21	EFT	EFT	1076	MILLER, SYDNEY	126.88
20221162	2022-12-21	EFT	EFT	1055	MOREY, IRVIN	664.90
20221163	2022-12-21			529	MPE ENGINEERING LTD	1,698.59
20221164	2022-12-21	EFT	EFT	724	OVERHEAD DOOR COMPANY OF BROOKS	263.87
20221165	2022-12-21	EFT	EFT	3	PIONEER GAS CO-OP LTD.	155.38
20221166	2022-12-21			956	ROSE, LOGAN	67.38
20221167	2022-12-21	EFT	EFT	1014	SLOMP, JOHN	231.80
20221168	2022-12-21			1000	SMITH, SYDNEY	49.00
20221169	2022-12-21	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	83.70
20221170	2022-12-21	EFT	EFT	1	TELUS COMMUNICATIONS INC.	818.49
20221171	2022-12-21	EFT	EFT	1035	TELUS MOBILITY	490.66
20221172	2022-12-21			696	VILLAGE OF DUCHESS	4,320.00
20221173	2022-12-21			509	WATER PURE & SIMPLE BROOKS LTD.	8.50
20221174	2022-12-21	EFT	EFT	874	WETZSTEIN, MIKE	175.68
20221175	2022-12-21			900001	AIR NAVIGATION PRODUCTS	548.66
20221176	2022-12-21			900001	BB SERVICES LTD.	12,600.00
20221177	2022-12-21	EFT	EFT	900001	COCHRANE, KAYLA	202.08
20221178	2022-12-21			900001	DEFEND POWER AND COMMUNICATIONS LTD.	1,533.16
20221179	2022-12-21	EFT	EFT	900001	KELLY, MATTHEW	147.90
20221180	2022-12-21			900001	ROYAL LAEPAGE COMMUNITY REALTY	3,234.00
						202,005.32
						Batch # 21771
20221213	2022-12-28	EFT	EFT	1077	BARRON, AMANDA	603.82
20221214	2022-12-28	EFT	EFT	505	BASSANO AG FOODS	3,485.00
20221215	2022-12-28			46	BASSANO PHARMACY	1,705.00
20221216	2022-12-28	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	886.54
20221217	2022-12-28	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD	1,200.00
20221218	2022-12-28			7	RECEIVER GENERAL FOR CANADA	19,183.64
20221219	2022-12-28			1000	SMITH, SYDNEY	100.00
20221220	2022-12-28	EFT	EFT	1035	TELUS MOBILITY	147.08
						27,311.08
						Total 341,841.28

*** End of Report ***

FCSS Director's Report

Period Ending: January 31, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits

In the month of January, we assisted 4 community members with seniors benefits and program enrollment. There was one referral to Brooks Food Bank this month.

PROGRAMS - Random Acts of Kindness Month

Kindness Coupons

Bassano FCSS prepared 125 kindness coupons for a little treat to be distributed in Bassano during the month. We enlisted the help of the Bassano RCMP, bylaw enforcement and members of the Town Office.

Pink Shirt Videos

I visited Bassano School and took videos of various students and staff for our series, as well as some members of the community. Videos will be uploaded sporadically throughout the month.

Family Day Giveaway

Nomination Box is in the Town Office and staff members are encouraging community members to add names for the draw.

Youth on Board

Legal council was contacted January 25, 2023 to provide guidance on the Youth on Board program to confirm the outlined program is within legislation. We anticipate a response by the end of the month.

Parents and Tots

The Terms of Reference, Program Survey and Advertising were sent to SPEC on January 23, 2023. Program is slated to begin on February 21, 2023 pending receipt of signed TOR.

INITIATIVES

Welcome Wagon (WW)

In the month of January there were no Welcome Packages distributed.

GENERAL UPDATES

A link for free Blended family parenting was added to our social media profile as well as links to enrolling for the Affordability payments.

UPCOMING PROGRAMS

Women's Wellness

FCSS Director's Report

Period Ending: January 31, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

Event planning is progressing quickly, we have secured Elsa Martin Lifestyle Coach and Founder of Whole By Nutrition as our Keynote Speaker and The Boob Tour Comedy Show, that raises funds and awareness for Breast Cancer research as our entertainment, they will have one opening act and one headliner. Tickets and advertising were printed and advertising was distributed February 1st, 2023.

The Bassano FCSS Advisory Board recommends to council the approval of Kacia Reid to the Advisory Board as a Member at Large, as pursuant to policy P-FCSS005. *MOTION Required.*

BASSANO JANUARY 2023 REPORT

During the month of January 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 one matter of parking a semi on the residential roadway.

There are no outstanding investigations currently.

During this month eight warnings were issued for speeding, failing to produce insurance card, display unauthorized licence plate, insecure load, parking and fail to update driver's licence information.

There were five tickets issued for operating an unregistered motor vehicle (2), fail to obey a traffic control device, driver not wearing a seatbelt and stunting.

The focus for the Alberta Traffic Safety Enforcement for this month was on Intersection Safety. Our department did issue one ticket for intersection safety (fail to obey a traffic control device).

This concludes the report for Bassano for January.

Dale Luchuck
Box 1095
Bassano, Ab.
T0J 0B0

Town of Bassano
502 2 Ave
Bassano, Ab
T0J 0B0

February 6, 2023

RE: Part 5 Infrastructure Management,
Attn: Chief Administrative Officer

To whom it may concern,

In the goal section of this report, the town states that it promotes the use of sustainable practices to reduce utility consumption, demands on utility systems and impacts on the environment. It is on this note that I offer a suggestion that would impact the demands on the utility systems, mainly potable water system immensely, partially during the summer months when demand is high.

The average yearly precipitation in the Bassano area is approximately 225mm and what I'm suggesting is a rainfall harvesting program which is growing in progressive municipalities. With the gardeners in Bassano each harvesting the rainwater for their gardens or lawns, the reduction in infrastructure would have a marked reduction in water demand for the community, and a second benefit would be the reduction for the town's storm water management system. It is not hard to imagine the square footage area of roofs in Bassano and the rainfall of 225mm.

The program if accepted could start simply with the town obtaining a discount for its citizens, for the direct purchase of containers of 170 liters to 1200 liters, from a distributor and expanding it with support/education, from ARCSA, American Rainwater Catchment Systems Association.

The longest journey starts with the first step and it is my hope that the town council sees merit in this suggestion that does two things; a reduction of water demand on the town and the treatment of storm water.

Regards,

Dale Luchuck

Moved by G. Skriver that the Joint Shared Services Committee pay the Alberta Health Services invoice for the clerical staffing costs for the Brooks Maternity Clinic for the period of October – December, 2021 and January – March, 2022 in the amount of \$4,737.63; that the Committee members take this back to their respective Councils to fund future clerical staffing costs based on an annual per capita amount of \$0.48; and further that the respective municipalities add this item to their lobbying efforts.

MOTION CARRIED

INVOICE

CITY OF BROOKS

201 1 AVE W - - BOX 879

BROOKS, AB - T1R 1B7

Phone: (403) 362-3333

Fax: (403) 362-4787



Customer Number : TOW023

Invoice Number : 26133

Invoice Date : 31-Dec-2022

Customer P.O. No. :

Due Date : 01-Mar-2023

TOWN OF BASSANO

PO BOX 299

BASSANO AB T0J 0B0

TOWN OF BASSANO

FEB 01 2023

RECEIVED

Product	Description	Quantity	Unit Price	Amount
	2022 MATERNITY CLINIC SHARED ADMINISTRATION COSTS APRIL 1, 2022 - DECEMBER 31, 202 - SEE ATTACHED	1.0000	393.4200	\$393.42

GST Registration Number : 108125345RT0001

A 3% SERVICE CHARGE WILL BE APPLIED
TO ALL OVERDUE INVOICES

Total Gross \$393.42

GST \$0.00

Total Invoice \$393.42

Please return this portion with your payment

Customer Number : TOW023

Customer Name : TOWN OF BASSANO

PO BOX 299

BASSANO AB T0J 0B0

Invoice Number : 26133

Invoice Date : 31-Dec-2022

Invoice Amount : \$393.42

Amount Paid :

CITY OF BROOKS

201 1 AVE W - - BOX 879

BROOKS, AB - T1R 1B7



* A R T O W 0 2 3 *

Maternity Clinic Administration Costs - Allocation to Participating Municipalities

Municipality	Population (2021)	Total Invoiced Amount	Rate	2023 Invoice Total
City of Brooks	14,924		\$0.323533	\$4,828.40
County of Newell	7,465		\$0.32353	\$2,415.17
Town of Bassano	1,216	\$8,097.38	\$0.32353	\$393.42
Village of Duchess	1,053		\$0.32353	\$340.68
Village of Rosemary	370		\$0.32353	\$119.71
TOTAL	25,028			\$8,097.38
Invoice C116127-2	\$2,559.41			
Invoice C116127-3	\$2,636.49			
Invoice C116127-4	\$2,901.48			
Total Billing	\$8,097.38			



January 27, 2023

The Honourable Jason Copping
Minister of Health
432 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6
health.minister@gov.ab.ca

Re: Town of Fox Creek Ambulance Service

Dear Minister Copping,

In November 2022, the Town of Fox Creek was copied on correspondence from the Town of Ponoka expressing concerns on behalf of their Volunteer Fire Department as first responders to emergency calls. The letter received from the Town of Ponoka summed up some of the major issues in our province perfectly, and the Town of Fox Creek would like to reiterate the concerns with the state of our ambulance service in rural Alberta.

We share in our main concern being the ambulance services that we are receiving from Alberta Health Services. Recently, our community has gone without an ambulance for 14 hours because of patient transfers and staffing issues. The most troubling part of this lapse is the number of times that it seems to be happening. Because of our location, when an ambulance leaves our community, our closest backup unit is a minimum 45 minutes away. Those 45 minutes can quickly turn into over an hour if the roads are bad or if there is not a crew available immediately. Those 45 minutes could very well be the difference between life and death, or could change the course of someone's future.

Much like Ponoka, our Fire Department has been the first responders to many calls that would not necessarily fall under their mandate, however, because they love our community and the people that live here, they go without hesitation. They have seen things they should not have to see and have held the hands of individuals through extremely tough situations.

Fox Creek has also stepped up and is running our Medical First Responder Program out of our volunteer department, however, with a lack of funding for the program, many of the costs to run the program are being covered by the community. It is time the province finds a way to deal with the ambulance situation in rural Alberta that does not fall on the back of volunteer fire departments or municipalities.

It is only a matter of time before the gamble to move Fox Creek's ambulance to a busier location when AHS is short-staffed does not pay off and a life is lost because of the lack of service provided. Unfortunately for Fox Creek, when that happens, it is going to be someone in our community. We are urgently requesting that these issues be addressed with a solution that does not forget about the unique situations of many rural Alberta communities.

Sincerely,



Sheila Gilmour, Mayor
Sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta
The Honourable Todd Loewen – MLA – Central Peace Notley
The Honourable Rachel Notley – Leader of the Official Opposition NDP
Arnold Viersen, MP, Peace River – Westlock
Alberta Municipalities Members
Town of Ponoka



BASSANO RCMP TOWN HALL MEETING AND OPEN HOUSE

- Who:** Everyone welcome (Bassano, County of Newell, Gem, Hussar, and Rosemary Residents)
- What:** Open Forum Town Hall Meeting – Meet the RCMP detachment members, talk about policing priorities, share ideas and concerns in the area.
- When:** March 7, 2023 from 6:30 p.m. – 7:30 p.m.
- Where:** Bassano Community Hall (610 – 2nd Avenue, Bassano)
- Why:** To share information about local policing and to help identify future policing priorities.

We look forward to meeting you and hearing what you have to say.



Hosted in partnership with the Town of Bassano

Nurse Practitioners are integral to the future of Alberta's primary health care system.

To address the primary care access crisis by providing Albertans unrestricted access to independent Nurse Practitioners (NPs).

Over 1 million Albertans are without a primary care provider.

It is estimated that 1 in 3 Albertans (>25%) do not have access to a dedicated primary care provider. This is considerably worse than the National average of 15%. Without a primary care provider, Albertans are forced to access specialty or acute care services at a premium cost. Investment in primary care saves money. When Albertans can be supported in their health care efforts by a primary care provider, they stay out of emergency departments and out of the hospital.

As stated in Canada's Health Act, reasonable access to primary care is a human right. Providing Albertans with access to a primary care provider needs to be a priority for the Alberta government. By providing Nurse Practitioners (NPs) with the ability to serve Albertans as independent healthcare providers, the government will address this crisis and lead the way in primary healthcare innovation.

Nurse Practitioners are regulated autonomous health care providers and are the solution.

Research consistently demonstrates that NPs provide high quality care that is equivalent to, or better than, our physician colleagues. Patients are satisfied with the care provided by NPs, would prefer to see the NP again for care, and would recommend NPs to others. Similar outcomes are achieved when care provided by NPs and physicians is compared. Collaboration between NPs and MDs and other healthcare professionals achieves positive patient outcomes. NPs accurately diagnose, order and interpret diagnostic tests, prescribe medications appropriately, and utilize current clinical practise guidelines whilst building relationships with patients, providing patient education and health promotion^{1, 2, 3}.

In innovative provinces (including Nova Scotia, Ontario, and B.C.) which support publicly funded independent NP access, improvements in access cost-effective high quality care delivery have been realized⁴. In these provinces, a higher percentage of family physicians are remunerated using an alternative reimbursement plan (ARP) funding model and NPs are provided with opportunities to serve citizens in a barrier free manner⁵. Currently, NPs in Alberta are restricted from being independently accessed by Albertans.

Albertans in all areas of the province need unrestricted access to independent Nurse Practitioners now. With over 700 family/all ages NPs licensed in Alberta, NPs are well positioned to address the primary care access crisis across all geographical settings. NPAA Policy Brief Nov 2022

What are the barriers to Nurse Practitioners providing primary care?

In Alberta, independent of efforts to increase numbers of physicians for more than 2 decades, the costs of health care delivery have skyrocketed by over 200% resulting in it being one of the most expensive primary care systems in Canada⁵. Despite this cost, corresponding improvements in access and other quality care measurements have not been realized. In fact, Alberta has one of the highest percentage of citizens without a primary care provider in Canada and the longest wait times for primary care appointments⁵.

NPs add considerable value to any healthcare environment and Albertans deserve the offering of the best health care services available. NPs, as regulated professionals, autonomously provide comprehensive care delivery which is better matched to primary care models of care than the physician-only or physician/physician assistant episodic care models. Restricting access to independent primary care NPs during an access care crisis is irresponsible and neglectful. Albertans have the right to choose which provider aligns best with their health care needs and NPs are the solution.

The current physician-only model of reimbursement with Alberta Health represents a government supported monopoly in our health care system and is contrary to the Federal Competition Act⁶. Continuation of non competition, especially specific to Nurse Practitioner practice, a female-dominated profession, represents gender discrimination.

What is the solution?

A professional working group composed of twenty-one NPs from across Alberta was formed to develop a reimbursement model for Alberta Health. Careful consideration of current Alberta Health Reforms, health care gaps in community settings, legislative scope of practice of NPs and enhancement of collaborative practice between NPs and physicians provided the foundation for the development of an equitable reimbursement model. Overwhelmingly, NP stakeholders identified that an Annualized Clinical ARP model would provide a superior reimbursement strategy for NPs in independent practice for most community-based NPs.

As a means of providing Albertans access and the choice to align with NP delivered primary care, Alberta has the unprecedented opportunity to significantly improve access to primary care at a 25% reduction in cost compared to our current and outdated physician only delivery model. In fact, based on predictive modelling in densely populated urban areas, which account for 80% of Alberta's population, offering of this reimbursement strategy would support access to a conservative 360 000 Albertans if just 300 NPs were contracted through the proposed reimbursement strategy⁷(see below for estimation).

Comparison of Health Care Expenditures and Patient Visit Volume Capacity Between Provider Reimbursement Models – Proposed Reimbursement of NP.

	NP (Proposed Alternative Relationship Plan)	Physician Fee for Service (FFS)	Physician Alternative Relationship Plan
Reimbursement	\$364,582	\$389 429	\$ 364 582
Panel size and workload (adjusted for complexity of care)	1500-2000/ FT (40 clinical hours per week)	1500-2000 / variable clinic access (up to 60% part time)	1500-2000/ FT (40 clinical hours/week)
Access Indicators	Extended hours - Holidays, weekend shifts / virtual care / walk in support	-----	Contract dependent
Quality Metrics	Improved access / satisfaction / reduced ED care use / cost effective compared to acute care services	-----	Contract dependent
Cost savings / provider	\$24,847 (expanded access or include extended coverage and walk-in services)	Highest compensation schedule in Canada - increased pay not aligned with improved access or service	\$24,847

Estimated General Start-Up Costs (June 2022)

Cost Item	Months	Cost/Month	Total Cost
Website development	Once		\$10,000
Advertising	6	\$3000	\$18,000
Receptionist 1	12	\$3080	\$36,960
Receptionist 2	12	\$3080	\$36,960
Office Manager	12	\$6,250	\$75,000
Rent	12	\$4,000	\$48,000
Medical Supplies	12	\$1,000	\$12,000
Utilities	12	\$800	\$9,600
Security	12	\$60	\$720

Janitorial Services	12	\$625	\$7,500
Hardware & Software	12	\$2400	\$28,800
Maintenance	12	\$771	\$9,247
Telephones	12	\$338	\$13,200
Insurance	12	\$490	\$5,880
Estimated Startup Budget \$311,867.00			

Conclusion

NPs have previously provided the government, at the health Minister's request, with a modernized, cost-effective reimbursement model that aligns with Provincial and National health care reforms. NPs are the solution to the primary care access crisis in Alberta. Through provision of a reimbursement model that supports independent practice, thousands of Albertans will be able to access excellent care at a significant cost reduction than the current physician-only, episodic model of care delivery. Alberta has an unprecedented opportunity to lead the way in providing Canadians a modernized and innovative publicly funded primary care model that supports NPs and opens primary care to Albertans now.

References

1. College of Registered Nurses of Nova Scotia (CRNNS) (2016). Nurse Practitioner sensitive outcomes: 2016 summary report. CRNNS: Nova Scotia
2. DiAnna-Kinder, F., Sherry, D. & McCormick, M. (2019). Satisfaction with Nurse Practitioners and intent to adhere to plan. *The Journal for Nurse Practitioners*, 15 (3), pp.245-248.
3. Regragui, S., Gallagher, F., Lacrois, M., Leblond, G., Cardinal, S., Fecteau, L. & Lacasse, A. (2019). Patients' satisfaction with the care provided by nurse practitioners in primary care setting of a remote region of Canada: a cross-sectional study. *Clinical Nursing Studies*, 7 (3), pp. 79-87.
4. Martin-Misener, R., Wong, S.T., Johnston, S., Blackman, S., Scott, C., Hogg, W., Burge, F., Grool, A.M., Campbell, J.L. & Wuite, S. (2019). Regional variation in primary care improvement strategies and policy: case studies that consider qualitative contextual data for performance measurement in three Canadian provinces. *BMJ Open*, 9:e029622.
5. CIHI (2021). National health expenditure trends. CIHI Accessed June 21, 2022: <https://www.cihi.ca/en/national-health-expenditure-trends>
6. Government of Canada (GOC) (2022). Competition and the common cold. GOC. Accessed June 21, 2022: <https://www.competitionbureau.gc.ca/eic/site/cb-bc.nsf/eng/04203.html>
7. Parker, K. (2021). NPAA Independent Nurse Practitioner reimbursement model Alberta 2021. NPAA: Alberta. Document provided.

NURSE PRACTITIONERS – Untapped Resource

NURSE PRACTITIONERS (NPs) IMPROVE TIMELY ACCESS TO HIGH-QUALITY, COST-EFFECTIVE CARE in a broad range of health-care models. Through their practice and collaboration with other health-care providers, NPs reduce pressure on the health-care system.¹

Education

Minimum 6 years of academic training plus clinical experience



Baccalaureate degree in nursing



RN licence/registration



Graduate NP education



NP licence/registration

93%

of Canadians

are confident that NPs can meet their day-to-day health needs²

Number of Canadians receiving primary care from an NP:

3 million

Estimated 800 patients per NP³

AUTONOMOUS ROLES FOR NPs:



PERFORM PHYSICAL EXAMS



ORDER TESTS



DIAGNOSE & TREAT ILLNESSES



WRITE PRESCRIPTIONS



ADMIT / DISCHARGE



PROVIDE REFERRALS

IMPACT

IMPROVED ACCESS TO CARE⁴



Decreased appointment wait times by offering same-day appointments for urgent patients or **within 3 days**⁵

20%

reduction in emergency department admissions from long term care⁶

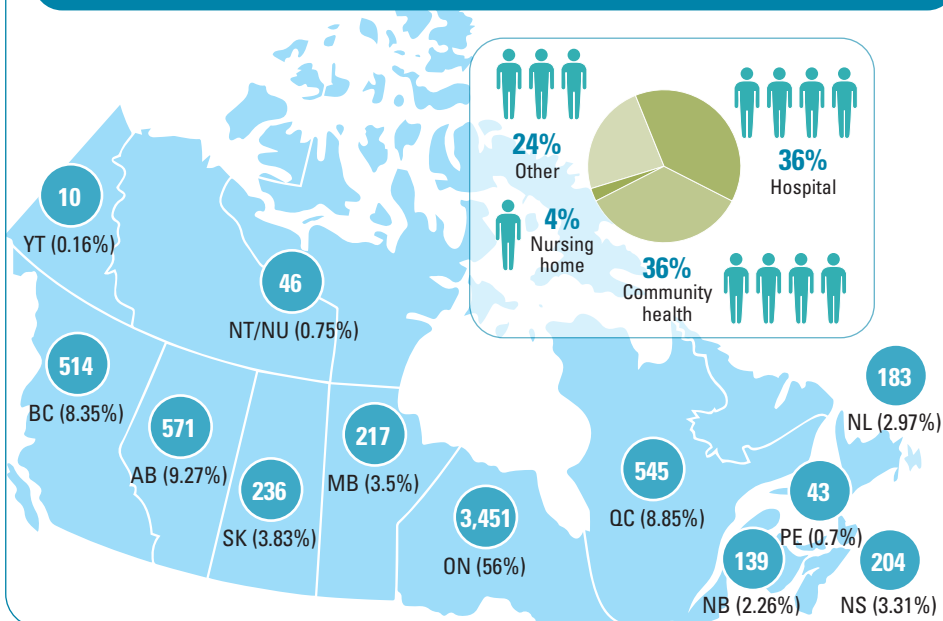
24%

increase in family satisfaction with quality of care⁷

55%

reduction in the use of multiple medications⁸

WHERE DO THEY WORK?⁹



1960s

Begin practising to increase the quality of health care in northern and underserved locations



2006

1,162 NPs; Canadian Nurse Practitioner Initiative formed

2012

Federal government passes *New Classes of Practitioners Regulations*, granting additional prescribing authority for controlled drugs



1997

Becomes a regulated profession to address the increasing demand for primary health care



2009

New regulations broaden scope of practice

2019

6,159 NPs



CANADIAN
NURSES
ASSOCIATION®
cna-aic.ca/np

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Addressing the Primary Care Crisis – Integration of Independent NP Practice in Alberta

RhPAP Dec 2022
Jennifer Mador MN NP – Director Rural Primary Care

OBJECTIVES

1. Discuss the healthcare access crisis in Alberta;
2. Highlight Nurse Practitioners as part of the solution;
3. Recognize unique solutions for rural Alberta;
4. Present *Action Items* to correct access NOW.

>1 Million Albertans without a primary care provider



Increasing demand and decreased workforce capacity

- Growing and aging population with increasing medical complexity; 4.6% increase since 2016
- Aging physician workforce (average age 52);
- Increasing MD burnout /early retirement;
- Unmatched family medicine residency seats (University of Alberta - 16 unfilled seats - Calgary 16)

Physicians cannot do this alone (AMA agrees)

NPs are the only other regulated health care professional that CAN increase access to primary care services.

Healthcare Workforce

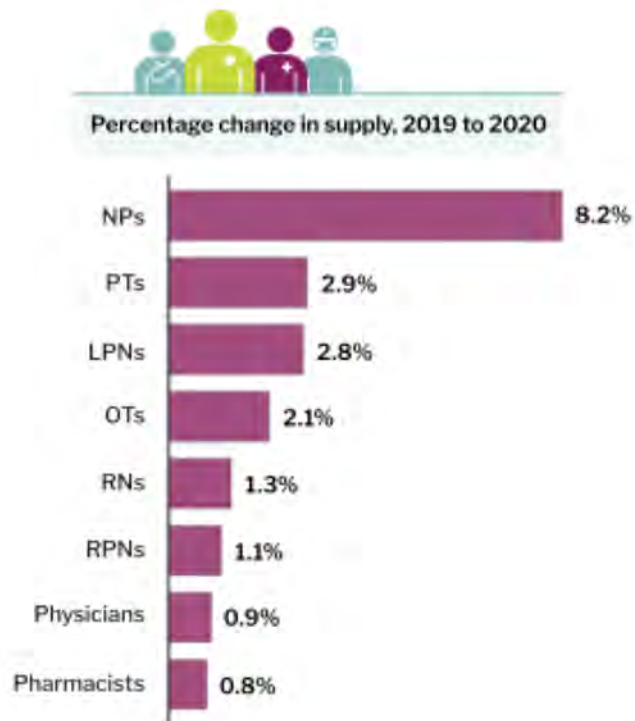


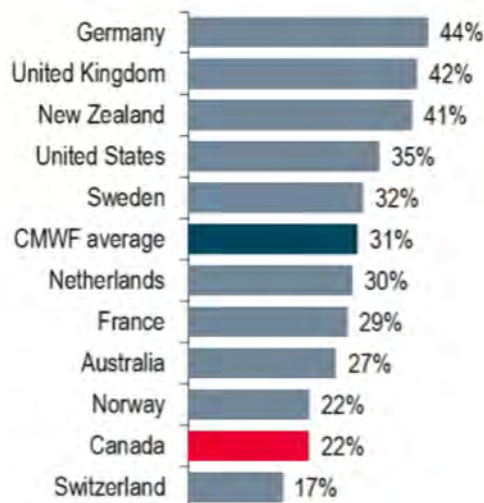
Table 1. Provider Characteristics	Nurse Practitioner	General/Family Physician
Age %	45	48
%> 64yrs	10.1%	25.1%
Sex (F)	90.1%	44.9%
Number (Alberta)	812	5496
Number (Canada)	7,770	46,797
PHCP/100 000 (Alberta)	16.0	124
PHCP/100 000 (Canada)	19.9	123
Canadian Trained (Alberta)	100%	57.4%
Canadian Trained (Canada)	97.4%	69.9%
Income per FT (Alberta)	\$97,452	\$391,000
Income per FT (Canada)	\$106,552	\$347 000
% ARP Funded (Alberta)	-	17%
% ARP Funded (Canada)	-	27.4%
Rural (Alberta)	7%	12.5%
Rural (Canada)	10%	12.8%
Provider Growth % (annual) (AB/CAN))	8.2%/8.0%	0.9%/-1.3%

Canada relies more on doctors to provide care compared with other CMWF countries



Aside from your regular doctor, is there a nurse or other clinical staff who is regularly involved with your health care (for example, who discusses test results/treatment plans or advises you on your health)?

How does Canada compare (2016)?



Doctor consultations per capita*

Canada: 7.6

CMWF average: 5.8



Number of physicians per 1,000 people*

Canada: 2.5

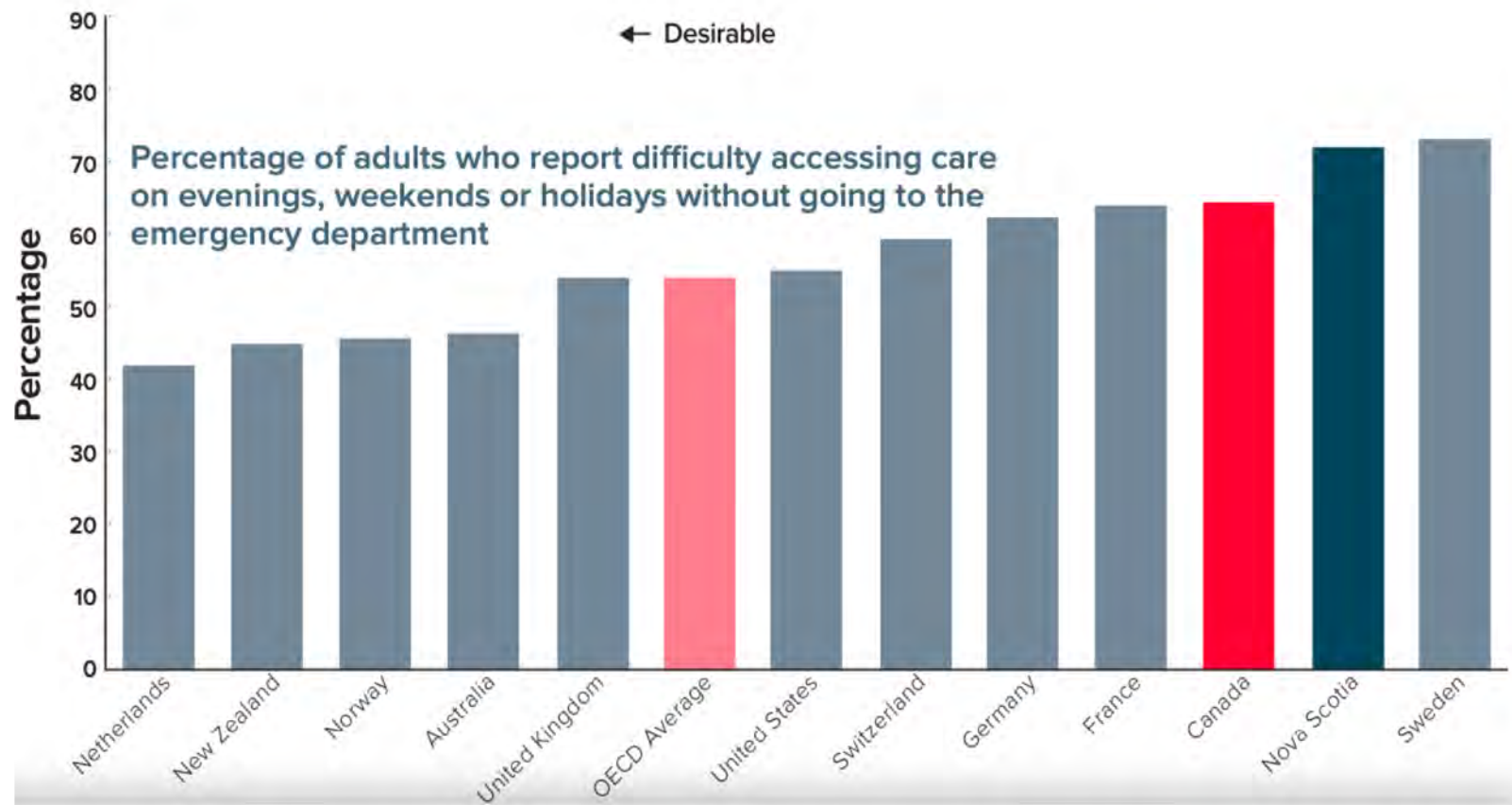
CMWF average: 3.5



Note

The Commonwealth Fund average is calculated using the following countries: Australia, Canada, Finland, France, Germany, New Zealand, Norway, Sweden, the United Kingdom and the United States. (Sources: OECD and CIHI*)

Figure 6. Waits for off hours care: Canada compared to other OECD countries



What is a Nurse Practitioner



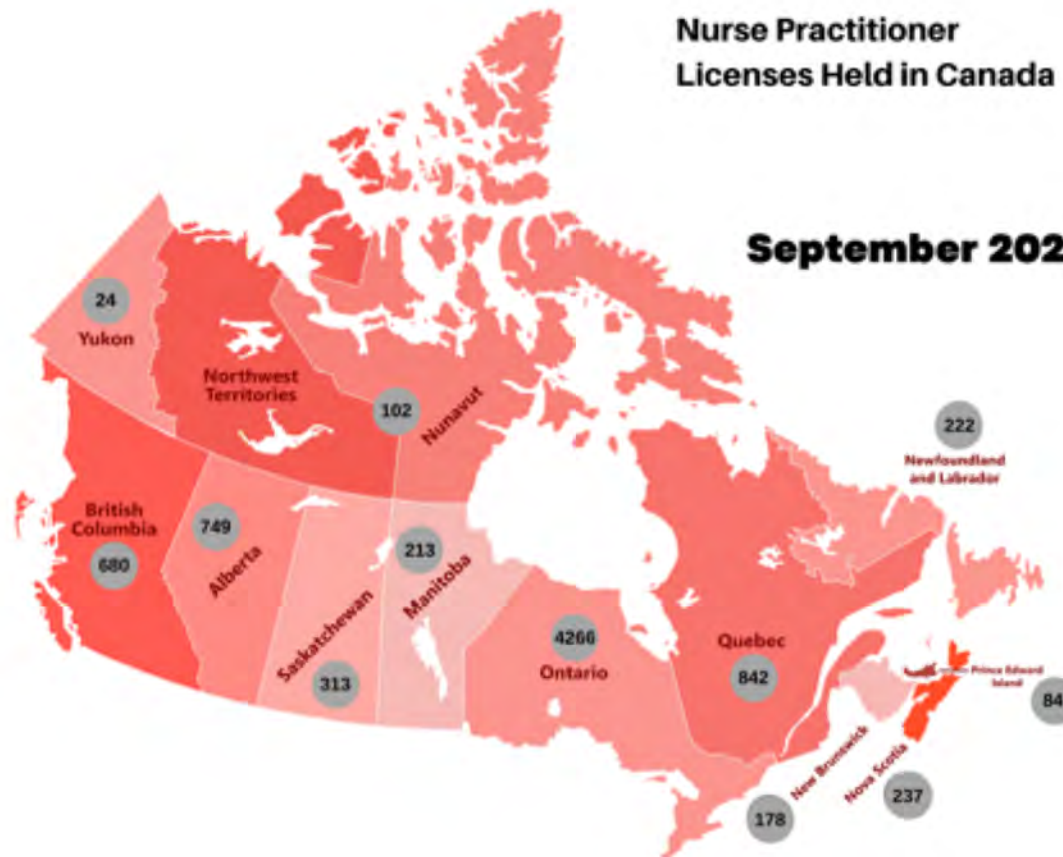
Nurse Practitioner Association of Canada (2018)

“In Canada, Nurse Practitioners (NPs) are licensed by jurisdictional nursing regulators. NPs are graduate prepared healthcare providers who practice autonomously and independently. NPs provide direct care to patients to diagnose and manage disease/illness, prescribe medications, order/interpret laboratory/diagnostic tests, and initiate referrals to specialists.”



Nurse Practitioner Licenses Held in Canada

September 2021



NPAC-ABPC obtained the data from the nursing Regulators of Canada through Sep.-Oct. 2021

Activity	Nurse Practitioner	Family Physician
Act as most responsible provider	✓	✓
Health screening (eg; pap smears, prostate exams)	✓	✓
Manage chronic health conditions (eg; diabetes, high blood pressure)	✓	✓
Order X-rays and act on results	✓	✓
Order blood work and act on results	✓	✓
Prescribe medications and narcotics	✓	✓
Prescribe substance over-use therapies (eg; suboxone)	✓	✓
Procedures such as stitches, casting, injections, biopsies	✓	✓
Specialist referrals	✓	✓
Driver's medicals, disability forms, WCB assessment	✓	✓

Table 2. Nurse Practitioner Direct Funding Model – Clinical ARP Comparison

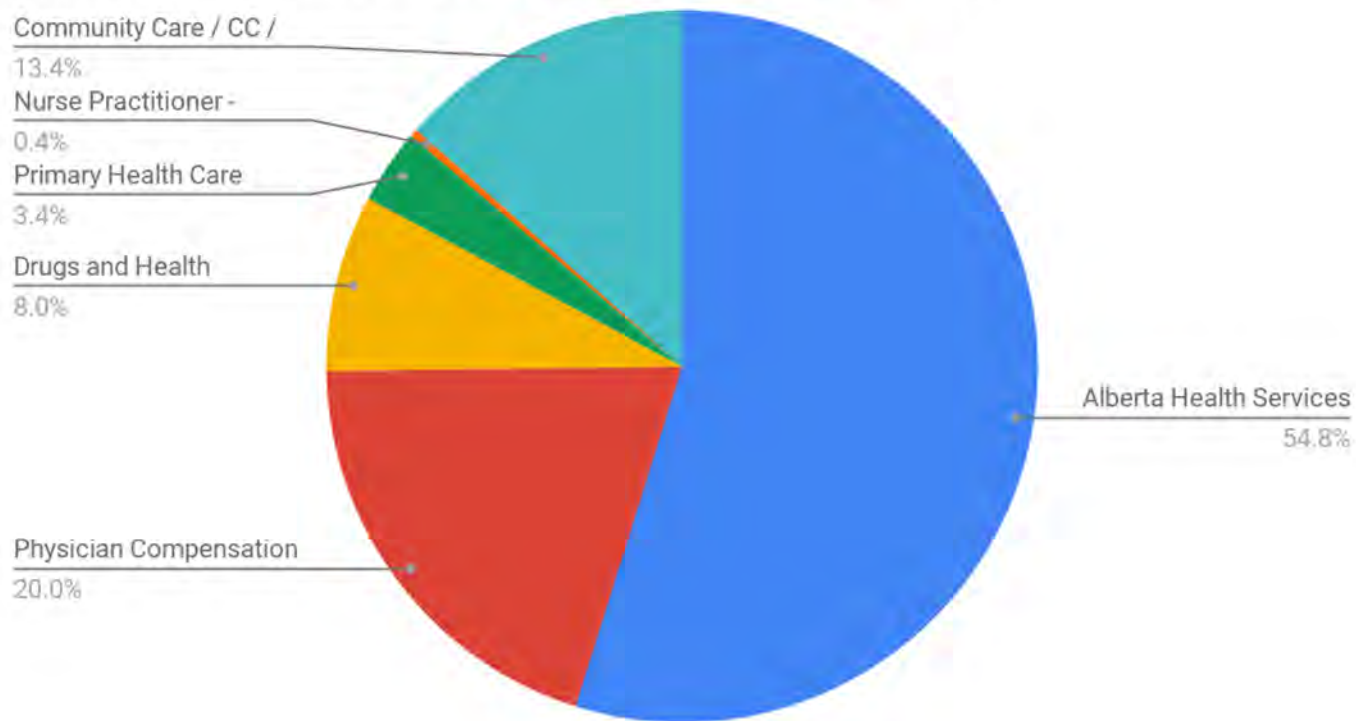
	NP -Alternative Relationship Plan	Physician Fee for Service (FFS)	Physician Alternative Relationship Plan
Reimbursement	\$364 582	\$389 429	\$364 582
Panel Size and workload (adjusted for complexity of care)	1500-2000 / FT (40 clinical hours/week)	1500 – 2000 / variable clinic access (up to 60% part time)	1500-2000 / FT (40 clinical hours/week)
Access Indicators	Extended hours /holidays/weekend shifts/Virtual care / walk in support	-----	Contract Dependent
Quality Metrics	Improved access / satisfaction/reduced preventable urgent/er use / cost effective through reducing burden on acute care centres	-----	Contract Dependent
Cost Savings/provider	\$24 847 * (expanded access to include unsociable hours with extended coverage, walk-in services)	Highest compensation schedule in Canada – increased pay not aligned with improved access nor service	\$24 847

<https://www.alberta.ca/clinical-alternative-relationship-plans.aspx>

<https://www.alberta.ca/assets/documents/arp-clinical-application-template.pdf>

Direct Costs of Mainstream NP Integration into Primary Care

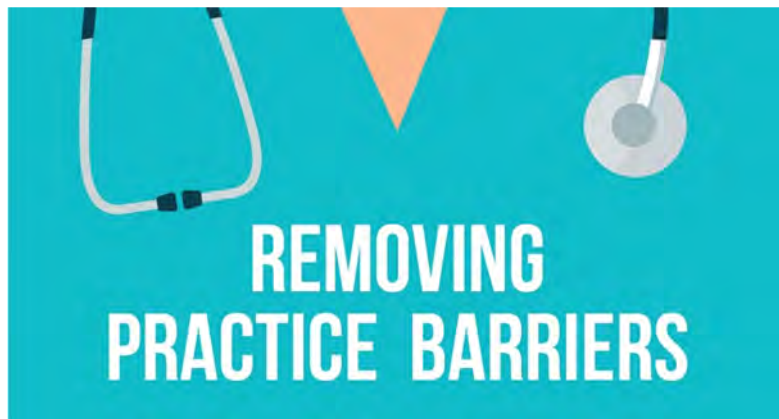
Alberta Health Budget: 2022-2023 (% of \$22 Billion)



Proposal Deliverables

1. **Immediate response to health crisis**
2. **Substantial direct and indirect cost savings**
3. **Significantly improve public access to primary care**
4. Modernization of health system
5. Improve local economy - market growth (untapped resource)
6. Address health gaps in women's health/ rural/remote/Indigenous/special populations
7. Delivery of comprehensive care - essential
8. Sustainable solutions - opportunities for federal funding
7. Collaborative, Integrated, Team Based Health
8. Full integration of primary care providers
9. Leaders in Canada - attract and retain Canadian NPs
10. **Patient/family and community-centric**
11. Safe, effective, cost reduction, sustainable
12. Reduce burden of acute care resources/workforce
13. Meets UCP health reforms and honours election platform position.

Primary Care - Barriers to Nurse Practitioner Practice



1. Lack of knowledge about NP scope of practice...NPAA focus
2. Lack of knowledge about NP role...NPAA focus
3. ***Lack of access to patients***
4. ***Lack of equitable reimbursement model (same service, same pay)***

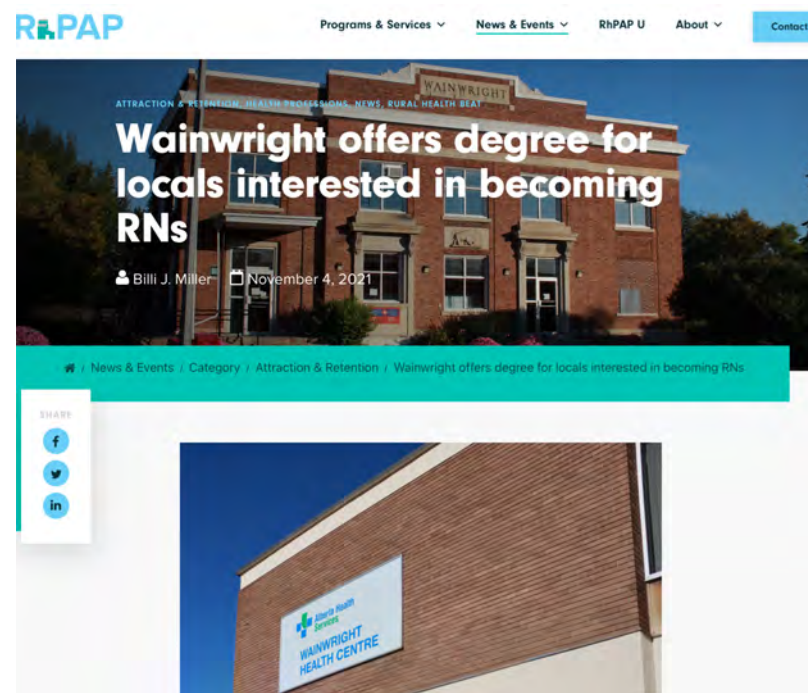
SOLUTION: demand independent NP integration NOW

Rural/Remote NP Sustainability Plan

- Most healthcare providers work in urban areas (LPNs, RNs, NPs, MDs, etc)
- Highest need patients/most complex patients live in urban centres
- Difficult to attract and retain healthcare providers for rural areas - national challenge

Solution: Grow Your Own!

- Nova Scotia example
- Collaboration between Ministry of Health and Ministry of Advanced Education AND RhPAP
 - <https://rhpap.ca/news-events/tag/alberta-nursing/>



Healthcare in Rural Alberta

- Access to healthcare services are essential in the development of healthy communities
- Communities are defined by community sustainability, which is directly linked to a municipality's financial viability and access to essential services, including healthcare, for residents and businesses
- Albertans experience decreased access to primary care services, especially in rural Alberta

Report: Rural Health Services Review 2015

- Develop funding models that support delivery of primary health care by other health care providers in rural Alberta.
- Enable the rural physician action plan (RhPAP) to recruit all health care providers (NPs, midwives and Physician assistants) to provide services in rural Alberta.
- Establish appropriate funding mechanisms and infrastructure for nurse practitioners, physician assistants, midwives and allied health providers in rural Alberta.
- Promote growing your own health workforce in rural communities.

Key Messages

- Current funding mechanisms do not effectively support NPs to alleviate current or future demand on primary health care.
- Nurse Practitioners are part of the solution for the healthcare access crisis.
- NPs are ready to support Canadians NOW – all provinces will be competing for NPs – we need to have our model used in our province for Albertans first – attract and retain brightest
- Sustainability and flexibility is available to governments with the proposed model which will ensure care for Canadians into the future.
- NP Independent Model transferable across provinces, territories and urban/rural landscape
- Significant cost savings, sustainability, accessible, high quality health care delivery
- Satisfies provincial needs and asks for more federal health transfer funding
- Pre-eminent model for addressing health care crisis





January 20, 2023

AR 300

Dear Chief Administrative Officer:

The world is becoming increasingly digital and it is critical that Alberta is keeping pace with technology and expectations of communities and Albertans. The Government of Alberta has been exploring how we can deliver world-class digital services to Albertans, modernize our processes and deliver better, faster and smarter services.

The Ministry of Technology and Innovation (TI) is leading efforts to make technology and innovation the driving force behind Alberta's economic diversification and growth. We are invested in digital transformation as a way to improve digital government services and to ensure all services are accessible and inclusive.

Over the past several months, our Ministry has been developing a Digital Strategy, which will help the government modernize digital service delivery and improve user experiences by better integrating technologies into the delivery of government services. The proposed strategy will help the government:

- Respond to the greater reliance on digital government services among Albertans;
- Help deliver high quality digital services;
- Recognize how the Internet has changed the lives of Albertans; and
- Accelerate the growth of the new digital economy in Alberta.

The Government of Alberta cannot do our digital transformation work alone, and our number one priority is to serve Albertans and improve their quality of life. As we move forward with advancing our Digital Strategy we want to work with municipalities. We recognize and greatly appreciate the contributions of municipalities across the province in strengthening our economic and social prosperity. We are interested in learning about how residents within your municipalities engage with government services in a virtual manner and in hearing your feedback on our upcoming Digital Strategy. We are all in the service of our citizens and/or residents and we want to ensure they have a positive user experience when they interact with us.

.../2

Strategy development will be an ongoing process as we connect with partners across the province with a focus on improving the user experience. We intend to specifically engage municipalities over the coming months as we work towards implementing the strategy in a meaningful way. Technology and Innovation will be reaching out in the near future to seek your interest in engaging.

Should you have any questions or feedback on the proposed Digital Strategy or future opportunities to engage with your municipality, please contact Michael Crerar, Executive Director, Partnerships (michael.crerar@gov.ab.ca).

Please find the draft Digital Strategy Executive Summary attached. Please note that this is a confidential document, and we kindly request that you not share it externally.

We believe that Alberta's challenges are best solved together, and I look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to be 'David James', with a long horizontal stroke extending to the right.

David James
Deputy Minister

Attachment – Executive Summary – Government of Alberta Digital Strategy

Executive Summary – Government of Alberta Digital Strategy

In 2020, Albertans quickly adapted and found new ways to excel while working, accessing government services, and connecting with loved ones virtually during the COVID-19 pandemic. The usage of digital government services through www.alberta.ca increased by more than 300 percent, and mobile access increased by 500 percent.

As the province emerges from the pandemic, the expectations of Albertans have shifted and there is a greater reliance on accessing on-demand virtual government services. Through the Government of Alberta Digital Strategy, we have an opportunity to modernize digital service delivery and improve user experience by better integrating technologies into the delivery of government services.

The new delivery model outlined in the Strategy provides government with better access to technological expertise, develops clearer standards, lowers delivery risk, and reduces opportunity costs. It will also enable highly skilled teams to provide services in a fast and more cost-efficient manner. The Strategy will result in the government being able to do more for less cost, will allow government to be more responsive and adaptive to changes, and will ensure digital services meet the expectations of users and achieve positive outcomes.

The Digital Strategy

The Government of Alberta Digital Strategy will:

- Respond to the greater reliance on digital government services among Albertans;
- Help the Government of Alberta deliver high quality digital services;
- Recognize how the Internet has changed the lives of Albertans;
- Modernize government service delivery; and
- Accelerate the growth of the new digital economy in Alberta.

The Government of Alberta Digital Strategy will achieve these goals through the following activities:

- Integrate technologies into all areas of service delivery;
- Eliminate the administrative burden among Albertans while they interact with government;
- Create the processes and implement the technologies required to provide high-quality services to meet the needs of Albertans; and
- Develop productive data and technology infrastructure.

The Strategy will be led by the Ministry of Technology and Innovation in close collaboration with all provincial Ministries, supported by the Deputy Minister's Data and Digital Committee, a new Digital Investment Board, and newly developed product teams of government employees. The Government of Alberta Digital Strategy is a living document and will cover a three-year time period. Quarterly updates will be provided on progress and changes to the Strategy will be made with input from Albertans.

Digital services will be built using standard platforms such as cloud hosting, software development, and testing services that accelerate development and deployment of technologies through automation. During the implementation phase, digital services will replace current technologies and outdated storage infrastructure to improve user experience, efficiency, and cost effectiveness. This will result in digital services that improve the quality of life of Albertans who seek access and support from the government.

A new ecosystem of common data services will be developed through this strategy. Live structured datasets, for example, will be created to enable teams to easily build services and liberate data from closed legacy systems. Common data services will help the government meet the needs of Albertans by providing accurate, authoritative sources of data while also protecting user privacy.

Strategy implementation will require new roles, skills, and agile, citizen-focused approaches to service design and delivery. Hands-on designers, developers, and technology experts will be an integral part of our future workforce and the Strategy will aim to make the Government of Alberta an appealing employer for those with these specialized skills. The Strategy sets out 14 criterions to help in-house and vendor teams design and deliver efficient services for Albertans, such as:

- Understanding users and their needs before developing a solution;
- Structuring budgets and contracts to support agile service delivery; and
- Effectively measuring performance.

Our Vision

Our vision is to help Alberta become a leader in delivering world-class digital services and opportunities for all Albertans. The Government of Alberta will achieve this vision by completing the three missions described below:



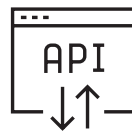
Mission 1: User-centred services

- We will redesign Government of Alberta services to meet the needs of all Albertans with fast, seamless access to services when needed.
- We will redesign and improve the highest-impact services.
- We will mandate that all services meet a new Government of Alberta Digital Service Standard.
- We will provide a seamless user experience for all services through alberta.ca.
- We will more smartly invest in digital technology.



Mission 2: Digitally capable public service

- We will develop and implement the processes and technologies needed for the Government of Alberta to become a leader in digital service delivery and create more opportunities for innovation.
- We will invest in internal teams to design, develop, operate, and continuously improve citizen-centred digital services.
- We will develop a digital leadership team at senior levels of government.
- We will create a workplace where digital, data, and technology professionals are supported.
- We will adopt and scale Internet-era ways of working in government.
- We will reshape how the government purchases digital products and services.



Mission 3: Flexible modern foundations

- We will create a new generation of shared components, APIs, and data services.
- We will fully utilize the cloud and other commodity services.
- We will adopt open standards and favour the use of open-source technologies.
- We will commit to replacing legacy technology systems that constrain our public services.
- We will work towards continuous improvement of digital services.

A New Standard That Government Services Must Meet

Today, our services are inconsistent and often do not meet users' expectations. Standards and the guidance supporting them are among the most powerful ways to address this by changing the incentives acting on public servants at scale.

We have adapted the GoA Digital Service Standard from tried and tested standards in other jurisdictions, including Ontario, the UK, and Australia. It sets out 14 criteria to help in-house and vendor teams design, deliver, and operate simpler, faster, smarter services for Albertans



Understand users and their needs before the solution.

Develop a deep and ongoing understanding of who the service users are, how they behave, and what that means for the design and evolution of the service.



Establish and empower the right team.

Put in place a multidisciplinary team that can create, operate, and continuously improve the service in a sustainable way. A suitably skilled product owner, who is empowered to make decisions, should lead the team.



Iterate and improve frequently.

Start small and scale the service rapidly using agile ways of working. Design with users and continuously improve services based on their feedback.



Operate a reliable service.

Sustainably resource the service so it can operate, improve, and adapt to changing user needs with minimum disruption for users.



Structure budgets and contracts to support agile delivery.

When buying products, services, or solutions, apply modular contracting principles to mitigate risk, avoid vendor lock-in, and encourage the delivery of working software to users at pace.



Create a secure, ethical service that protects user privacy.

Identify the data the service will use, store, or create. Apply privacy by design principles and appropriate legal and security measures to protect users as they use the service and afterwards. Ensure ethical data usage throughout the service.



Make the service simple to use.

Ensure that users can do what they need to do as simply as possible and succeed the first time with minimal help.



Make the service accessible and inclusive.

Design the service for inclusion so that all who need it can use it. A diverse, inclusive delivery team improves the chance of success.



Design and test the service from end to end.

Design a seamless, resilient, omnichannel experience that meets user needs. Test end-to-end, early and often, with users to validate this.



Choose the right tools and technology.

Choose technology that is scalable, interoperable, secure, accessible, and open, showing a bias to small pieces of technology, loosely joined.



Work in the open.

Make new source code and non-sensitive data open and reusable. Expose the service via an API that can be used within and (where possible) beyond the government. Share research, learning, and progress openly throughout the service's design, build, and operation.



Use and contribute to open standards, common components and patterns.

Build on open standards, common components, and patterns from inside and outside the GoA. Identify and share any patterns and components that are developed so that others can use them.



Measure performance.

Measure how well all parts of the service work for users, including how people interact with it in real time and publish performance data.



Make data useable.

Ensure data will map into other services, and follows standards for data governance, metadata management, and quality assurance. Also, ensure that data will support a more precise understanding of service performance.

Final Thoughts

The implementation of the Strategy will impact all services provided by the Government of Alberta to citizens, businesses, professionals, and internal government services. Small teams inside and outside government will have the resources needed to create and iterate services at a pace necessary to meet the needs of all Albertans and make the Government of Alberta a leader in digital public service delivery.

Flexible and modern technologies will support public service delivery, replacing old technology and ensuring that services meet the new Government of Alberta Digital Service Standard. These changes will serve to attract small, medium, and large enterprises, students, and new graduates to work with and innovate around government, stimulating design and technology jobs. This agile approach will also translate to other areas of government, with policy teams being able to test new ideas in a much shorter timeframe and receive feedback from real users. Technology funding will also be aligned with the new Government of Alberta Digital Service Standard so digital government services will meet the needs of Albertans with less financial investment required from government. Finally, all Albertans including citizens, businesses, professionals, and public servants will enjoy more simple and efficient digital services. These commitments will be delivered alongside the actions outlined in the Alberta Broadband Strategy and will align with the upcoming Government of Alberta Data Strategy.