



# COUNCIL AGENDA

Meeting: October 10, 2023 6:00 p.m. – 10:00 p.m.

Location: Council Chambers – 502 – 2<sup>nd</sup> Avenue

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**1. CALL TO ORDER**

**2. EXCUSED FROM MEETING**

**3. ADOPTION OF AGENDA**

**4. ADOPTION OF MINUTES**

4.1 September 11, 2023 Regular Meeting

**5. DELEGATIONS**

5.1 Off-leash Dog Park Volunteer Committee, Grant McCargar and Denise Bachmeier  
7:00 p.m.

**6. UNFINISHED BUSINESS**

- 6.1 Procedural Bylaw 935/23 - Draft
- 6.2 Operational Policies Review
- 6.3 BUILD Bassano Policies Review
- 6.4 BUILD Bassano – Municipally Owned Main Street Buildings
- 6.5 2019-2026 Strategic Plan Review
- 6.6 Off Leash Dog Park - Next Steps

**7. NEW BUSINESS**

- 7.1 2024 Fortis Franchise Agreement Fee
- 7.2 Renewal of Electrical Distribution System Franchise Agreement Bylaw 850/14
- 7.3 2024 Shortgrass Library Systems Budget

**8. BOARD & COMMITTEE REPORTS**

- 8.1 Mayor I. Morey
- 8.2 Deputy Mayor Slomp
  - Newell Housing Foundation – September 11, 2023
- 8.3 Councillor K. Jones
  - Bassano and Area Fire Committee Meeting – September 6, 2023
  - Shortgrass Library System Meeting – September 20, 2023
- 8.4 Councillor M. Wetzstein

8.5 Councillor S. Miller

- Bassano Memorial Library Meeting – September 19, 2023
- Brooks Region Tourism & AGM – September 21, 2023

**9. CAO REPORT**

- 9.1 CAO Operations Report
- 9.2 3<sup>rd</sup> Quarter Financial Summary
- 9.3 Financial Statement for the month ending August 31, 2023
- 9.4 Cheque listing for the month ending August 31, 2023
- 9.5 FCSS Report for the period ending September 30, 2023
- 9.6 CPO Report for per the period ending September 30, 2023
- 9.7 RCMP Report – none

**10. CORRESPONDENCE**

- 10.1 Newell Housing Foundation Minutes – August 1, 2023
- 10.2 Joint Shared Services Meeting Notes – September 12, 2023
- 10.3 RCMP Police Funding Model Update – September 22, 2023
- 10.4 ORRSC Periodical – Fall 2023 – Liquor and Land Use
- 10.5 BARRA AGM Minutes – October 4, 2023
- 10.6 MP Shields Invitation – Wildlife Conservation Centre
- 10.7 Brooks and County of Newell ECD – Proclamation Request for National Day of the Child
- 10.8 County of Newell – Fire Hall Grand Opening Invitations
- 10.9 Economic Growth Forum Invitation

**11. CLOSED SESSION**

- 11.1 None

**12. ROUND TABLE**

**13. ADJOURNMENT**



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF BASSANO  
HELD IN PERSON ON **SEPTEMBER 11, 2023** IN THE COUNCIL CHAMBERS.**

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**ELECTED OFFICIALS**

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

STAFF Amanda Davis, Chief Administrative Officer

DELEGATES/PUBLIC Sandra Stanway, Brooks Bulletin  
Dorothy Schaffer, Resident

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**1. CALL TO ORDER**

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

**2. EXCUSED FROM MEETING**

- Mike Wetzstein

**3. ADOPTION OF AGENDA**

**TOB155/23** Moved by **COUNCILLOR MILLER** that the agenda is approved as presented.

**CARRIED**

**4. ADOPTION OF MINUTES**

**4.1 Adoption of minutes from the regular meeting of August 14, 2023**

**TOB156/23** Moved by **COUNCILLOR JONES** that the August 14, 2023 minutes are approved as presented.

**CARRIED**

**5. DELEGATIONS**

None

**6. UNFINISHED BUSINESS**

**6.1 Bassano Community Hall – Energy Efficiency Lighting Upgrades Project – TOB74-FAC01/23 – Tender Results**

**TOB157/23** Moved by **DEPUTY MAYOR SLOMP** that the town did not receive any quotes per the Bassano Community Hall – Energy Efficiency Lightings Upgrades Project TOB74-FAC01/23 per the Request for Quotation (RFQ), thus the porject cannot be awarded based on the RFQ terms. Council elects to approve the quote submitted by Ric’s Electric, dated August 29, 2023 for \$29,344.12 (inclusive of GST) to upgrade lights at the Bassano Community Hall.

**CARRIED**

**7. NEW BUSINESS**

**7.1 Bylaw Enforcement – Violation Tag Appeal – 1002 – 5<sup>th</sup> Avenue**

**TOB158/23** Moved by **MAYOR MOREY** that council rejects the property owner’s appeal to rescind the \$500.00 violation tag (fine) issued to 1002 – 5<sup>th</sup> Avenue on July 27, 2023 for non-compliance with Community Standards Bylaw 920/21.

**CARRIED**

Councillor Wetzstein entered the meeting at 6:15 p.m.

**7.2 Willing Workers – Community Hall Rental Discount Request**

**TOB159/23** Moved by **COUNCILLOR WETZSTEIN** that council denies the request dated August 21, 2023 from the Willing Workers to discount the Community Hall rental rate for the Community Christmas Craft Sale and Luncheon on November 18, 2023 and upholds policy P-TOB74/003-23.

**CARRIED**

**7.3 Back Alley Closure Request Between 10A Street and 11<sup>th</sup> Street**

**TOB160/23** Moved by **MAYOR MOREY** that council restates its commitment to support business growth and diversification. Having received only 50 percent support for the request from 429 – 11<sup>th</sup> Street to close the undeveloped back alley between 10A Street and 11<sup>th</sup> Street between 4<sup>th</sup> Avenue and 5<sup>th</sup> Avenue, that the town requires that the requesting property owner comes to an agreement collectively to pursue the back alley closure with adjacent landowners. If this is acheivd, the town will proceed to formally close and sell the undeveloped back alley.

**CARRIED**

**7.4 Bassano Fire Department – 2024 – 2026 Budget – Proposed/Projected**

**TOB161/23** Moved by **COUNCILLOR WETZSTEIN** that council approves the 2024 fire department budget as presented and the 2025-2026 budget projections, and the 2024-2033 capital budget as recommended by the Bassano & Rural Fire Area Committee.

**CARRIED**

**7.5 2024 ATCO Franchise Agreement Fee**

**TOB162/23** Moved by **DEPUTY MAYOR SLOMP** that the Town of Bassano maintains the ATCO Electrical Distribution System Franchise Fee at 25 percent in 2024.

**CARRIED**



**8. BOARD AND COMMITTEE REPORTS**

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

**TOB163/23** Moved by **COUNCILLOR MILLER** 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 September 8, 2023.

**TOB164/23** Moved by **COUNCILLOR MILLER** to support the sponsorship action that the Town of Bassano and County of Newell each have a place a logo on the ice surface at the arena and the curling rink pursuant to the sponsorship rates established by the volunteer boards for the 2023/24 season.

**CARRIED**

**9.2 Financial Statements**

A financial statement for the month ending July 31, 2023 was presented.

**9.3 Cheque Listings**

A cheque listing for the month ending July 31, 2023 was presented.

**9.4 FCSS Report**

An FCSS Director's report for the month ending August 31, 2023 was presented.

**9.5 CPO Report**

A CPO report for the month ending August 31, 2023 was presented.

**9.6 RCMP Report**

None

**TOB165/23** Moved by **COUNCILLOR JONES** that the CAO report for the period ending September 8, 2023 is approved as presented and discussed as attached to and forming parts of these minutes.

**CARRIED**

**10. CORRESPONDENCE**

**10.1** Announcement letter from Alberta Arts, Culture and Status of Women regarding a

successful application for a Community Facility Enhancement Program grant of \$114,229 for the Bassano Outdoor Pool Liner Upgrades project.

**10.2** The Volunteer Off Leash Dog Park Committee invite council to attend the September 14, 2023 town hall information meeting at 7:00 p.m.

**TOB166/23** Moved by **COUNCILLOR MILLER** to accept the correspondence and to file the items as information.

**CARRIED**

**11. CLOSED SESSION**

None

**12. ROUND TABLE**

A round table discussion ensued.

**13. ADJOURNMENT**

**TOB167/23** Moved by **MAYOR MOREY** for adjournment of the regular council meeting of September 11, 2023 at 7:34 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



# DELEGATION

Meeting: October 10, 2023

Agenda Item: 5.1

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## **SUBJECT: Off-leash Dog Park Committee – Grant McCargar and Denise Bachmeier**

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**Delegation time: 7:00 p.m. – 7:15 p.m.**

The chair (Grant McCargar) and his delegate (Denise Bachmeier) are attending the council meeting to provide an update on actions taken to obtain public support for the Off-leash Dog Park (OLDP). To proceed with an piloted OLDP at the Kinnette Park, volunteers needed to obtain a minimum of 70% approval from adjacent property owners. Tallies are now available.

In addition, the committee recently held a town hall information session to discuss the proposed OLDP. A summary of the information will be presented here.

The OLDP next steps are included as Unfinished Business item 6.6.

**Attachments:**

1. September 21, 2023 Draft Minutes from Town Hall Meeting
2. Revised OLDP Diagram

**Prepared by:** Amanda Davis, CAO

**Bassano Off Leash Dog Park Citizens Action Committee Meeting**  
**Minutes**  
**Thursday Sept 21, 2023, 7:00 PM, 705 – 5A Ave Bassano**

**1. CALL TO ORDER at 7:04 PM**

**Present** : Grant, Kathy, Denise, Randy, Lynnette, Ray,

**Regrets**: Brianne

**2. QUORUM.** Yes

**3. Meeting Chaired by:** Grant

**4. APPROVAL and/or ADDITIONS OF AGENDA**

- a) **Motion** to Accept the Agenda. As amended Denise
- b) Seconded by Lynnette
- c) Discussion.
- d) Motion Carried

**5. APPROVAL and/or /AMENDMENTS OF Minutes of Sept 6, 2023 as Circulated**

- a) **Motion** to Accept the Minutes: Lynnette
- b) Seconded by Denise
- c) Discussion
- d) Motion carried

**6. APPROVAL and/or /AMENDMENTS OF Minutes of Sept 12, 2023 as Circulated**

- a) **Motion** to Accept the Minutes: Randy
- b) Seconded by Ray
- c) Discussion
- d) Motion carried

**7. APPROVAL and/or /AMENDMENTS OF Minutes of Town Hall Meeting Sept 14, 2023 as Circulated**

- a) **Motion** to Accept the Minutes: Denise
- b) Seconded by Kathy
- c) Discussion
- d) Motion carried

**8. REPORTS OF DIRECTORS**

- a) Chair: Grant
- b) Co Chair: Denise
- c) Treasurer: Kathy: We received a donation from a community member. Bank account is open.
- d) Construction: Randy
- e) Rules and Signage: Lynnette
- f) Ambassador Program: Ray
- g) Health and Safety: Brianne

**9. Old Business**

- a) Dog Park Rules :**Motion** to accept the committee's corrected official rules : Randy  
Seconded by Denise  
Discussion  
Motion Carried
- b) Canvas Owners surrounding Proposed Park: **Denise/Grant Report: Every owner has been spoken to by Grant, Denise or Amanda. 12 owners have voted: 9 in favor, 3 against.**

## 10. New Business

- a) Town Hall Meeting Sept 14 post mortem: We received 3 new volunteers who want to help.
- b) **Meeting with CAO Sept 21 to discuss vote Tally and next steps: Grant: We are to do a report for the October 10, 2023 Town Council meeting. Denise will present the report to Council. We are asking for a deadline for voting by residents around the proposed park so a decision can be made (right now they are 75% in favor) ; proposing to move the airlock gate to NE corner, accepting our parking plan and park rules.**
- c) Fundraising: Timeline
- d) Fundraising: Draft donation solicitation speech to residents
- e) Fundraising: Corporate solicitation
- f) Fundraising: Grants can be looked into by Brianne if she agrees to do so.
- g) Motion made to move airlock gate to from SW corner to NE corner of the park: Denise  
Seconded by Ray  
Discussion  
Carried

## 11. CORRESPONDENCE

- Letter from a concerned resident of Bassano
- Letter from a concerned resident adjacent to the park

## 12. Tabled Items:

- a) Brooks Bulletin want to do an interview

## 11. DATE AND LOCATION OF NEXT MEETING: TBA

**ADJOURNMENT:** Motion to adjourn by Denise

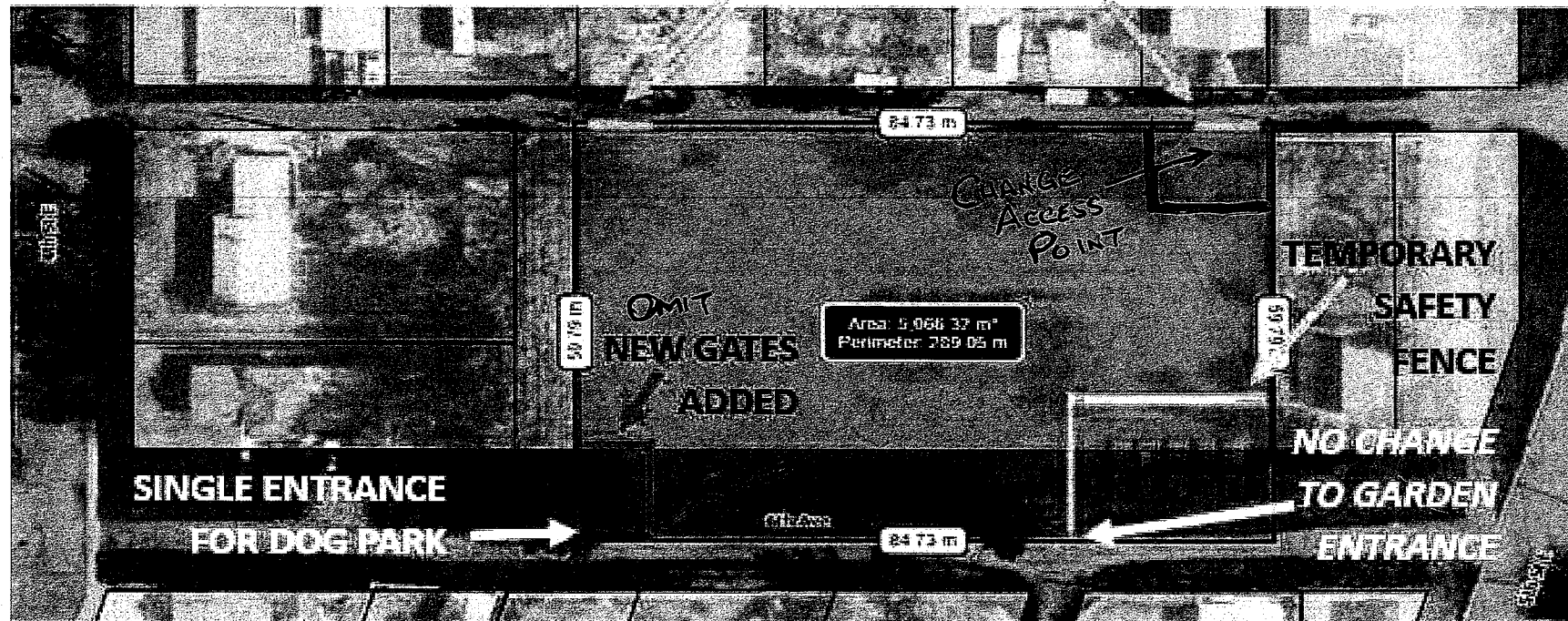
Seconded by Kathy

Time 8:25 PM

# Bassano Off Leash Dog Park 2023 – Site Plan

Proposed Location: Kinette Park (514 – 6<sup>th</sup> Avenue) by Community Gardens

**CLOSE OFF TWO GATES**





# REQUEST FOR DECISION

Meeting: October 10, 2023

Agenda Item: 6.1

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## SUBJECT: Procedural Bylaw 935/23 - Draft

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### **BACKGROUND:**

Administrative changes are required to maintain consistent operations with the Procedural Bylaw 922/21. Section 9.12 addresses External Committees. Subsection 9.12.8 stated that the CAO shall maintain a register of all scheduled external committee meetings. External committee meetings are the responsibility of each appointed council member and not all correspondence is provided from the external committee to administration. It is therefore not reasonable to have the CAO maintain this registrar.

It is recommended that the Procedural Bylaw is updated to remove this clause.

- 9.12.8 The CAO shall maintain a register of External Committees, the Members of Council and staff of the Town of Bassano who attended, and where the appointed Member of Council was unable to attend. This register shall be available to the Mayor and Councillors on request and shall be submitted to each Organizational Meeting. ~~The CAO shall also maintain a register of scheduled External Committee meetings including the name, date, time, and location of meetings. This register of scheduled External Committee meetings shall be available to all Members of Council at each regular Council meeting. If an appointed Councillor is unable to attend an External Committee meeting, they shall contact the alternate Member to attend, thereby ensuring that the Town is represented at all meetings.~~

The remaining sections of the bylaw are accurate.

### **OPTIONS**

- #1 - That council gives all three readings to Procedural Bylaw 935/23 as presented.
- #2 - That council gives first and second reading to Procedural Bylaw 935/23 as presented.
- #3 - That council declines amendments to Procedural Bylaw 935/23 as presented.

### **CAO COMMENTS**

None

**ALIGNMENT TO STRATEGIC PLAN**

This is an operational matter.

**RECOMMENDATION**

1. To give first reading to Procedural Bylaw 935/23 as presented.
2. To give second reading to Procedural Bylaw 935/23.
3. To have third reading of Procedural Bylaw 935/23.
4. To give third and final reading to Procedural Bylaw 935/23.

**Prepared by:** Amanda Davis, CAO

**Attachments:**

1. Procedural Bylaw 935/23 - Draft





# BYLAW

Bylaw Number: ~~93522/231~~  
Bylaw Name: **Procedural Bylaw**

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## A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURES AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

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**WHEREAS** Council of the Town of Bassano has the authority under section 145 of the *Municipal Government Act*, R.S.A. 2000 s-M-26, and related amendments, to enact bylaws respecting the establishment of Council Committees, Procedures and Conduct of Council, Council Committees, and the Conduct of Councillors and Members of Council Committees; and

**WHEREAS** Council of the Town of Bassano considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Meetings in the Town of Bassano;

**NOW THEREFORE** the Council of the Town of Bassano enacts as follows:

### **1. TITLE**

- 1.1 This bylaw shall be known as the **“Council Procedural Bylaw”** and applies to all Members attending Meetings of Council and Committees established by the Council of the Municipality.

### **2. DEFINITIONS**

- 2.1 **“Act”** means the *Municipal Government Act*, revised statutes of Alberta 2000, Chapter M-26 and amendments.
- 2.2 **“ad hoc”** means an organization, committee, or commission created for a specific task.
- 2.3 **“Agenda”** means the list of items and order of business for any meeting.
- 2.4 **“Amend”** means a motion to add context or details to a currently debated motion.
- 2.5 **“Business Day”** means a full regularly scheduled working day for the Administration Office. In reference to Delegations (Section 26 of this Bylaw), full business days allow for the correlating and copying of information to be included in Council Packages.
- 2.6 **“Bylaw”** means a bylaw of the Town of Bassano.
- 2.7 **“Call the Question”** means immediately terminating debate and calling for a vote. This is a non-debatable motion.
- 2.8 **“Chief Administrative Officer”** or **“CAO”** means the person appointed to the position of Chief Administrative Officer by Council.

- 2.9 **“Chief Executive Officer” or “CEO”** means the person appointed to the position of Chief Executive Officer as defined in the Act, which shall be the Mayor unless otherwise determined by Council.
- 2.10 **“Chair”** means the person presiding and conducting meetings.
- 2.11 **“Closed Session”** shall mean a session which is held in private (closed to the public) and may include specific persons invited to attend by the Chair, Council, or the Committee. All discussions in closed sessions are deemed as confidential, and no motions can be made in closed sessions.
- 2.12 **“Committee”** means a committee created by Council (such as at the annual Organizational meeting) that is either a Standing Committee, Special Committee, ad hoc Committee, or an external Council Committee.
- 2.13 **“Committee of the Whole”** means a committee consisting of all Members of Council. A meeting of the Committee of the Whole may be held in a closed session or in a public session depending on the issue being discussed.
- 2.14 **“Council”** means the council of the municipality.
- 2.15 **“Councillor”** means a Councillor elected to represent the Town of Bassano.
- 2.16 **“Delegation”** means any person or persons having permission of Council to appear before Council, or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee.
- 2.17 **“Deputy Mayor”** means the Member of Council who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor.
- 2.18 **“Ex Officio”** means by right of the office, the C.E.O. is a Member of all Council Committees and all bodies to which Council has the right to appoint Members. Unless the named Members or alternate to the Committee, the C.E.O. does have voting privileges.
- 2.19 **“Mayor”** means the Chief Elected Official (C.E.O.) for the Town.
- 2.20 **“Member”** means a Councillor or Member at Large, appointed by Council to a Committee of Council.
- 2.21 **“Member at Large”** means a Member of the public appointed by Council to a Committee of Council.
- 2.22 **“Meetings”** means meetings of Council and Council Committees.
- 2.23 **“Motion”** means an action presented by a Councillor or Member of a Committee and made through the Chair that requests some consideration of action by Council or Committee. For a Motion to be structurally complete, it is required to address the who, what, when, where and why questions.
- 2.24 **“Municipality”** means the corporation of the Town of Bassano,
- 2.25 **“Person”** includes an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative.

- 2.26 **"Point of Information"** means a question or request directed through the Chair to another Member or to staff for information relevant to the business at hand but not related to the Point of Procedure.
- 2.27 **"Point of Order"** means the raising of question directed to the Chair to call attention to any departure from the Procedure Bylaw.
- 2.28 **"Point of Procedure"** means a question directed to the Chair to obtain information of a matter of the rules of the Town bearing on the business at hand in order to assist a Member to make an appropriate Motion, raise a point of order, or understand the situation or the effect of a Motion.
- 2.29 **"Question of Privilege"** means a raising of a question which concerns a Member of Council, or the Council collectively when a Member believes that another Member has spoken disrespectfully towards him/her or the Council, or when he/she believes comments have been misunderstood or misinterpreted by another Member or Members.
- 2.30 **"Quorum"** means a majority (50% + 1) of those Members elected and serving on Council.
- 2.31 **"Recess"** means a non-debatable action for a temporary break of Council/Committee business; any Member may request a recess through the Chair.
- 2.32 **"Recording Secretary"** means the person assigned to record minutes of the meeting.
- 2.33 **"Table"** means a Motion to delay the consideration of any matter to a definite time, when further information is to be obtained.
- 2.34 **"Town"** means the Town of Bassano.
- 2.35 **"Urgency" or "emergent items"** (in reference to Addendums Section 25.7 of this Bylaw) means an item (Addendum – addition to the agenda) is to be added to a previously distributed Agenda, then the Addendum shall pass a test of 'Urgency'. If the Addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council or a Committee, then the Chair may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.

### **3. GENERAL**

- 3.1 In accordance with Section 204 of the Act, the municipal office shall be the Town of Bassano Administration Office located at 502 2nd Avenue, Bassano, Alberta.
- 3.2 Council of the Town of Bassano shall consist of five (5) elected officials.
- 3.3 At the Organizational Meeting following the date of the general Election, and annually thereafter, not later than two weeks after the third Monday in October, Council Members shall elect one of its elected officials as Mayor and one of its elected officials as Deputy Mayor.
- 3.4 The CEO shall be referred to as the Mayor.
- 3.4.1 Responsibilities of the Mayor are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the Act.

- 3.4.2 If the Mayor, through illness, absence, or other cause, is unable to perform the duties of this office, or when the office is vacant, the Deputy Mayor will assume the powers of the Mayor and shall perform all the duties of the Mayor during the Mayor's inability or absence.
- 3.4.3 When both the Mayor and Deputy Mayor, through illness, absence or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Chief Elected Official or Chair as per Section 152(3) of the Act.
- 3.4.4 The Mayor and Deputy Mayor who have been appointed to their offices by the Council may resign their appointments while retaining their seats on the Council.
- 3.4.5 When the office of Mayor or Deputy Mayor become vacant by death, resignation, forfeiture or otherwise, the Council shall forthwith elect one of the Councillors to fill the position for the remainder of the term of office and in accordance with Section 162 of the Act.
- 3.4.6 The Mayor and Members of Council may be paid remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policies.
- 3.5 General duties of Councillors and the Mayor are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the Act.
- 3.6 The Council is responsible for:
  - 3.6.1 developing and evaluating the policies and programs of the Town;
  - 3.6.2 ensuring that the powers, duties, and functions of the Town are appropriately carried out; and
  - 3.6.3 carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.

#### **4. SERVABILITY**

- 4.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

#### **5. Meetings**

##### **Organizational Meetings**

- 5.1 An Organizational Meeting of Council shall be held annually not later than 2 weeks after the 3rd Monday in October, as per Section 192 of the Act.
- 5.2 The Councillors shall take the Oath of Office upon being elected (Part 5, Section 3, 156, as per the Act). By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.
- 5.3 The Agenda of the Organizational Meeting shall be restricted to:
- 5.3.1 Establishing regular meeting dates for Council for the next twelve months and all Members of Council must be present
  - 5.3.2 Establishing any ad hoc Council Committees;
  - 5.3.3 Selection of the Mayor and Deputy Mayor by election of elected Councillors; by either show of hands or secret ballot. The voting method shall be determined by show of hands;
  - 5.3.4 Appointment of Councillors as Members and alternates to Council Boards and Committees and ad hoc Council Committees;
  - 5.3.5 Appointment of Members at Large to any agencies, committees, boards to which Council has the right to appoint Members;
  - 5.3.6 Any such other business as is required by the Act;
  - 5.3.7 Annual appointment of Professionals including but not limited to Assessor, Auditor, Legal Advisor, Engineer, Banking Services, and Designated Officers.
  - 5.3.8 Referring to Section 5.3.2 and 5.3.4 of this Bylaw, the Mayor will lead Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee, they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.
    - 5.3.8.1 Should a Councillor dispute or disagree with an appointment recommendation, Council as a whole shall debate the appointment and, by majority vote, complete the final determination.

## **6. REGULAR COUNCIL MEETINGS**

- 6.1 Notice of regularly scheduled meetings, as per Section 5.3.1, do not need to be advertised.
- 6.2 Attendance by Councillors is required as pursuant to Section 153(c) of the Act.
- 6.3 If Council changes the date, time, or place of a regularly scheduled meeting, the Town shall give at least 24 hours' notice of the change:
  - 6.3.1 to any Member of Council not present at the meeting at which the change was made, and such notice shall be in accordance with Section 196(1) of the Act; and
  - 6.3.2 to the public and such notice shall be by means of posting a notice on the front door of the Municipal Office and noting the change on the Town Website.
- 6.4 The time for Regular Council Meetings shall be 6:00 p.m.
- 6.5 All meetings shall be held in public excepting "Closed Sessions".

**7. SPECIAL MEETINGS**

- 7.1 Special Meetings shall be held as per Section 194 of the Act.

**8. CANCELLATION OF MEETINGS**

Regular and Special meetings may be cancelled by a resolution of Council if:

- 8.1 By a majority of Members at a previously held Meeting.

**9. COMMITTEE MEETINGS**

- 9.0 Council Committees are created by Bylaw as required by Section 145 of the MGA.
- 9.1 The times for the beginning of Council Committee meetings shall be set by Motion by the Council Committee.
- 9.2 Standing Council Committees shall be established and governed by a Bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such Committee and its mandate shall be established by Bylaw.
- 9.3 The Mayor shall be deemed to be an *ex officio* Member of all Committees of Council.
  - 9.3.1 When attending a Committee, which the Mayor has not been specifically assigned as a representative, the Mayor shall have a right to vote only when an appointed Member of Council assigned to that Committee is absent and the Mayor has been asked, either formally or informally, to be the representative or alternate.
  - 9.3.2 Staff may be asked to participate as advisors to Committees of Council. Unless otherwise specified in the Terms of Reference of a Committee, advisors are not voting Members.

9.4 Council Committee Chairs:

9.4.1 For Committees of Council, the position of Chair shall be selected by vote of the Members appointed by Council, which shall include Members at Large appointments.

9.4.2 Where the Town and another Municipality share representation on the Council Committee or Boards, the Members shall select the Chair by a vote of the Members.

9.5 Ad hoc Committees:

9.5.1 Council may create an ad hoc Committee meeting by motion of council at a regular meeting as required by section 145 of the *MGA* to address a single issue or matter. An ad hoc Committee shall be deemed as temporary, with a life-span of no more than twelve (12) months after creation.

9.5.2 The ad hoc Committee shall be advised of their mandate by Council at the time of creation, and Council shall appoint the Members.

9.5.3 The ad hoc Committee will provide regular written reports to Council at least once a month and Council shall determine, with each report, whether there is a need for the ad hoc Committee to continue to exist.

9.5.4 Should the term of the ad hoc Committee come to an end, or Council determines that the work of the ad hoc Committee should continue, Council may choose to:

9.5.4.1 Extend the life of the ad hoc Committee for an additional twelve (12) months by Motion; or

9.5.4.2 Convert the ad hoc Committee to a Standing Committee of Council, by Bylaw, with a long-term mandate.

9.5.5 ad hoc Committees', though temporary in nature, shall operate as other committees, being public meetings, with minutes kept, and same procedures followed as Standing Committees.

9.6 Alternates: The Mayor may temporarily appoint any Council Member to take the place of any Member or alternate of the Council Committee who is unable to attend a meeting of that Council Committee. Council Committee Alternates must be appointed during the Organizational Meeting.

9.7 Council Committees shall meet at the call of the Chair, and have a written agenda, but notice must

be provided to Committee Members and the Public pursuant to the requirements of this Bylaw and the Act.

9.8 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty has been specifically delegated by a Council Bylaw.

9.9 The basic responsibilities of a Council Committee are as follows:

9.9.1 to analyze all matters placed before them and submit written recommendations to Council on ways and/or means of dealing with these matters;

9.9.2 to receive written reports for information purposes. Written reports received for information may be forwarded to Council at the discretion of the Council Committee, and must be forwarded to Council if required under any policy, bylaw or statute;

9.9.3 to refer matters to Administration, through the CAO, for research and to provide direction on the preparation of written reports;

9.9.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee;

9.9.5 in appropriate cases, to submit matters to Council without recommendations;

9.9.6 not to appropriate, expend, commit, or direct the expenditure of any money not provided for in the budget and authorized in Committee mandate and Bylaw by Council;

9.9.7 not to bind its actions on the Town unless power to take such action has been specifically delegated to the Committee by Council in a Bylaw;

9.9.8 not to give direct instructions to any Town employee except through the CAO.

9.10 All Council Board and Committee Members must follow the procedural rules of Council as set out in this Bylaw.

9.11 All Committees created by Council shall be reviewed annually at the Organizational Meeting.

External Committees:

9.12 External agencies, boards, commissions, and committees refer to an agency, board, commission or committee not created by Council and shall be made in reference to in this Bylaw as External



Committees.

- 9.12.1 Councillors will review the appointment chart for External Committees annually at the Organizational Meeting;
- 9.12.2 Council may add an External Committee by Motion during a Regular Council Meeting.
- 9.12.3 Councillors will be appointed, along with alternates, to the External Committees at the Organizational Meeting annually;
- 9.12.4 Each External Committee shall elect its own Chair;
- 9.12.5 Councillors serving on External Committees shall represent the interest of the whole Town and shall keep Council informed of Committee business with written reports and provide an update during the Council External Committee Report portion of the Regular Council Meeting;
- 9.12.6 Councillors appointed to an External Committee that are motioned by that External Committee to attend an event apart from the scheduled meeting, in support of that External Committee do so under the External Committee Budget;
- 9.12.7 Following the appointment of the Mayor, Councillor or Member-at-Large to an External Committee, the CAO shall advise the External committee of the appointment and the following:
  - 9.12.7.1 that the Member to the External Committee, shall forward to the Town of Bassano a ratified copy of the minutes, of any board that holds meetings monthly, within 30 days of each meeting, along with the dates and locations of any scheduled future meetings, and
  - 9.12.7.2 that where the Mayor or a Councillor is appointed to the External Committee shall not be expected to act as an advocate for the External Committee, and significant issues such as funding requests and long-term plans should be presented to the Town of Bassano Council by the Chair, or their designate of the External Committee.
- 9.12.8 The CAO shall maintain a register of External Committees, the Members of Council and staff of the Town of Bassano who attended, and where the appointed Member of Council was unable to attend. This register shall be available to the Mayor and Councillors on request and shall be submitted to each Organizational Meeting. ~~The CAO shall also maintain a register of scheduled External Committee meetings including the~~

~~name, date, time, and location of meetings. This register of scheduled External Committee meetings shall be available to all Members of Council at each regular Council meeting. If an appointed Councillor is unable to attend an External Committee meeting, they shall contact the alternate Member to attend, thereby ensuring that the Town is represented at all meetings.~~

## **10. CLOSED SESSIONS**

- 10.1 Council recognizes that Section 198 of the Act provides for the public to be present at meetings, and it is the intent and desire of Council to remain open, accountable, and transparent to the public.
- 10.2 Closed sessions shall only be permitted for matters pursuant to Sections 17, 18, & 19 of the Freedom of Information and Protection of Privacy Act.
- 10.3 Whenever Council or a Committee meets in a closed session the CAO, or designate, shall be present. An exception is provided when Council meets to discuss the CAO annual performance.

## **11. PUBLIC HEARINGS**

- 11.1 The conduct of any statutory Public Hearing shall be governed by this Bylaw.
- 11.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary or submit their questions and concerns in writing prior to the Public Hearing.
- 11.3 The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.
  - 11.3.1 The Chair may call upon the CAO or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.
  - 11.3.2 Public Hearing presentations are followed by:
    - 11.3.2.1 those speaking in favour;
    - 11.3.2.2 those speaking against;
    - 11.3.2.3 follow-up questions from Members; and
    - 11.3.2.4 Motions.
- 11.4 Where applicable, the CAO shall advise of any third party officially applying for the Bylaw or Motion (For example, as in proposed Bylaws to amend the Land Use Bylaw).
- 11.5 Immediately following the introduction of the Bylaw or Motion, any Member who has pecuniary interest in the Motion or Bylaw for which the Public Hearing is being held shall declare this interest and shall be excused from the table.

- 11.6 Upon leaving the table, the Member has the same rights as any other person attending the Public Hearing and may stay in attendance at the Public Hearing and make presentations. However, when the matter reviewed at the Public Hearing comes before Council for deliberation, the Member must adhere to all clauses of Section 30 of this Bylaw pertaining to Pecuniary Interest.
- 11.7 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes. A five (5) minute time limit is given per presentation unless otherwise determined by the Chair.
- 11.8 Members, who are absent for the whole of the Public Hearing, are not entitled to vote on the matter.

## **MEETING PROCEDURES**

### **12. QUORUM**

- 12.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chair shall call the meeting to order; in the case of the Mayor or Deputy Mayor not in attendance within fifteen (15) minutes after the hour appointed for the meeting and a quorum is present, the CAO shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor. The Recording Secretary shall record the arrival and departure of Council Members at meetings should a Member of Council arrive late at a meeting or depart prior to the completion of the meeting.
- 12.2 Unless a Quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 12.3 The Recording Secretary shall record the names of the Members of Council present at the expiration of the fifteen (15) minute time limit and such record shall be appended to the next Agenda.
- 12.4 The only action that can legally be taken in the absence of Quorum is to fix the time in which to adjourn (if more than fifteen (15) minutes is being allowed), adjourn, recess, or to take measures to obtain a Quorum.
- 12.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within fifteen (15) minutes, the meeting shall stand adjourned.

### **13. PUBLIC CONDUCT**

- 13.1 Members of the public who constitute the audience in the Council Chamber during a Council meeting shall:

- 13.1.1 maintain order and quiet;
  - 13.1.2 not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council; and
  - 13.1.3 all personal electrical devices need to be on vibrate or turned off.
- 13.2 A Member of the public who persists in a breach of 13.1 above, after having been called to order by the Chair may, at the discretion of the Chair be ordered to leave Council Chambers.

#### **14. MEMBERS CONDUCT**

- 14.1 Each Member or delegate, as the case may be, shall address the Chair but shall not speak until recognized by the Chair.
- 14.2 The Chair, with the approval by Motion of the Members, may authorize a person in the public gallery to address Members only on the topic being discussed at that time and within the time limits specified by the Chair.
- 14.3 The preparation and distribution of minutes of Council and Committees shall be the responsibility of the CAO and may be delegated to a Recording Secretary (see Section 209 of the Act).
- 14.4 A Member shall not:
- 14.4.1 use offensive words or unparliamentary language;
  - 14.4.2 be under the influence of drugs or alcohol;
  - 14.4.3 disobey the rules of Council or decisions of the Chair or of Members on questions of Order or Practice, or upon the interpretation of the rules of Council;
  - 14.4.4 leave their seat or make noise or disturbance while a vote is being taken and the result is declared;
  - 14.4.5 enter the Council Chambers while a vote is being taken;
  - 14.4.6 interrupt a Member while speaking, except a Point of Order or Question of Privilege; and
  - 14.4.7 all personal electrical devices need to be on vibrate or turned off.
- 14.7 A Member who wishes to leave the meeting of Council, without intent to return prior to adjournment, shall so advise the Chair and the time of departure shall be recorded in the minutes.

## **15. RULES OF DEBATE**

- 15.1 In Council, a Councillor wishing to speak on a matter that has been brought before Council shall indicate their intention by raising their hand to be recognized by the Chair, and shall not speak more than once until every Member of Council has had the opportunity to speak except:
- 15.1.1 in the explanation of the material part of the speech which may have been misunderstood; or
  - 15.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, or to provided that the Member of Council presented the Motion to the meeting.
- 15.2 Through the Chair, a Member of Council may ask questions of another Member of Council or Staff on a point of information relevant to the business at hand.
- 15.3 All questions or debate shall be directed through the Chair.
- 15.4 Members shall:
- 15.4.1 refrain from the use of offensive words or language, or name calling in the meeting;
  - 15.4.2 adhere to the rules of the meeting or decision of the Chair or of the Members on questions of order or practice; or upon the interpretation of the rules of the meeting;
  - 15.4.3 not leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
  - 15.4.4 not interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege;
  - 15.4.5 not have side conversations with other Members.
- 15.5 A Member or Members who persist in a breach of the foregoing section, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave their seat, or the meeting room, for the duration of the meeting.
- 15.6 At the discretion of the Chair, a Member may resume their seat following an apology. Failure to leave or apologize will result in the Chair calling a recess, and at the discretion of the Chair, call authorities for the enforcement of this bylaw.

15.7 A Member who wishes to leave the meeting prior to the adjournment shall so advise the Chair and the time of the departure shall be noted in the minutes.

## **16. MOTIONS**

16.1 A Motion is put to the floor for a vote after discussion.

16.1.1 A Motion shall not require a seconder.

16.2 A Motion may be withdrawn at any time before voting, subject to no objection from any Member, as the case may be.

16.3 Any Member may require the Motion to be read at any time during the debate, except when a Member is speaking.

16.4 A mover of a Motion must be present when the vote on the Motion is taken. If a Motion cannot be voted on before the meeting is adjourned, the Motion shall be deemed as lost.

16.5 When a Motion is under debate, no Motion shall be received other than a Motion to:

16.5.1 WITHDRAW: When the mover wishes to withdraw the Motion or substitute a different one in its place. Once the Motion is withdrawn, the effect is the same as if the Motion had never been made and no record of the motion will be recorded in the minutes;

16.5.2 TABLE: When a Member(s) requires additional information or wants to have a time or date for the issue to be brought back. This Motion is non-debatable, and the vote is called;

16.5.3 CALL THE QUESTION: That a vote must now be taken, and discussion has closed;

16.5.4 REFER: Generally used to send a pending question to a Committee, department or selected persons so that the question may be carefully investigated and put into better context for Council to consider, and should include direction as to the Person or Group to which it is being referred;

16.5.5 AMEND:

16.5.5.1 Only one amendment at a time shall be presented to the main Motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main Motion and shall not so substantially alter the

Motion as to change the basic intent or meaning of the main Motion.  
The Chair shall rule on disputes arising from amendment.

16.5.5.2 The amendment shall be voted upon and, if any amendment is carried, the main Motion, as amended, shall be put to vote, unless a further amendment is proposed.

16.5.5.3 Nothing in this section shall prevent other proposed amendments from being read for the information of the Members.

16.5.5.4 When the Motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Member, be taken separately.

16.5.6 RESCIND: Motion to Rescind is a Motion that may be accepted by the Chair only if the action of the motion has not commenced. If passed by a majority vote of the Members present, the previous Motion referred to would be declared null and void.

16.5.7 NOTICE OF MOTION: should be used to give notice by a Member when an extended period of time is advisable prior to considering a subject.

16.5.7.1 A Notice of Motion shall be recorded in the minutes and shall form part of the Agenda for the subsequent or future meeting as requested.

16.5.8 The following Motions are NON-DEBATABLE by Members:

- 16.5.8.1 ADJOURNMENT;
- 16.5.8.2 CALL THE QUESTION;
- 16.5.8.3 LIMIT DEBATE on a matter before Members;
- 16.5.8.4 POINT OF ORDER;
- 16.5.8.5 QUESTION OF PRIVILEGE;
- 16.5.8.6 TABLE;
- 16.5.8.7 TAKE A RECESS.

16.5.9 The wording of a Motion may be either POSITIVE or NEGATIVE in presentation. (i.e.: "... Council shall support ..." or "... Council shall not support ...")

16.5.10 DEFEATED: When a Motion is defeated by Council the Motion shall not be brought back to the table for a period of six (6) months from the date the Motion was defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

## **17. POINTS OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE**

- 17.1 When a Point of Information or Order, Point of Procedure, Question or Privilege arises, it shall be considered immediately.

## **18. POINTS OF INFORMATION**

- 18.1 When a Point of Information is raised, the Chair shall answer or direct the Point to the appropriate Member of the Administration.

## **19. QUESTIONS OF PRIVILEGE**

- 19.1 A Member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively shall be permitted to raise such Question of Privilege. While the Chair is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

## **20. APPEAL RULING**

- 20.1 The decision of the Chair shall be final, subject to an immediate appeal by a Member. If the decision is appealed, the Chair shall give concise reasons for his/her ruling and Council, without debate, shall set aside the question. The ruling of Council shall be final.

## **21. POINT OF ORDER**

- 21.1 The Chair shall preserve order and decide upon any Points of Order.
- 21.2 A Member who desires to call attention to an infraction of procedure shall raise a Point of Order to the Chair. When the Member has been acknowledged, the Member shall state the Point of Order with a concise explanation and shall accept the decision of the Chair upon the Point of Order.
- 21.3 The speaker in possession of the floor, when the Point of Order was raised, shall retain in the right to the floor when debate resumes.
- 21.4 A Member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.
- 21.5 The decision of the Chair shall be final, subject to an immediate appeal by a Member of the meeting.
- 21.6 If a decision of the Chair is appealed (Section 20.1 of this Bylaw), the Chair shall provide concise reasons for the ruling and the Members shall, without debate, decide the question. Decision of the Members shall be final.

## **22. VOTING ON A QUESTION**

- 22.1 In accordance with Section 174(f) of the Act, every Member of Council present, including the Mayor,



shall vote on every matter at a Council or Committee Meeting at which they are present, unless they are required to or permitted to abstain from voting under this or any other Bylaw, Act, or other legislation.

- 22.1.1 The Mayor shall read out the Motion for clarity before a Call for Question takes place.
- 22.2 When a Motion that a vote be taken (Call for Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Members present, the Motion and any amendments thereto shall be submitted to a vote immediately without further debate.
- 22.3 A Member present at a meeting shall make a request for a recess if, for any reason, the Member may be away from the Meeting during a time when a vote on a matter is imminent, unless that Member is excused from the voting pursuant to this Section.
- 22.4 Voting shall be completed simultaneously by raising of the hand after the Chair has called for those "In Favor" and those "Opposed" to the Motion.
- 22.5 When a Chair, having ascertained that no further information is required, commences to take a vote, no Member shall speak to, or present another Motion, until the vote has been taken on the current Motion or amendment, and the decision announced by the Chair.
- 22.6 Any Member who disagrees with the announcement made concerning the result of a vote may immediately object to the declaration, and the Chair shall call for the vote a second and final time. The determination of the Chair shall be final.
- 22.7 Whenever the Chair is of the opinion that a Motion is contrary to the rules and Privileges of Council, the Chair shall inform the Member thereof immediately, before Calling the Question, and shall cite reasons applicable to the case without argument or comment.
- 22.8 In all cases not provided for in the proceedings of the Council, a two-thirds (2/3) majority of Council shall determine to uphold the ruling of the Chair, or not, as the case may be.
- 22.9 If a vote of Council is requested to be a RECORDED VOTE by a Member then the Recording Secretary shall enter a Recorded Vote in the Minutes. The request for a recorded vote must be made prior to the call for the question.
- 22.10 If there is a TIE VOTE for or against a Motion or Bylaw, then the Motion or Bylaw is defeated.
- 22.11 The CAO shall advise Council whenever expert advice is required or requested.

22.12 Council, and all individual Councillors, shall ensure that all advice, including engineering advice, staff advice, and recommendations/advice from Administration is considered and that if the advice is not going to be followed, Council must document as part of the minutes the reasons for not following such advice.

### **23. ADJOURNMENT OF MEETINGS & ADJOURNMENT TIME**

- 23.1 If all items on the Agenda have been addressed, the Chair shall simply state that the Agenda has been completed, note the time to the Recording Secretary, and call the meeting adjourned, without a Motion from the Members.
- 23.2 Should the Agenda NOT be completed, a non-debatable Motion to adjourn the meeting can be presented, but it must be supported by two-thirds majority (2/3) of the quorum;
- 23.3 Unless otherwise determined pursuant to the provisions of this Bylaw, Adjournment Time is:
- 23.3.1 at the conclusion of the Agenda as adopted by Council; or
  - 23.3.2 at Ten o'clock in the evening (10:00 p.m.) if a meeting is in session at that hour.
- 23.4 Notwithstanding the provisions in Section 23.3 of this Bylaw, Council may, by a unanimous Motion of Members present, agree to an extension of the meeting time. A vote to extend the time of the meeting beyond Ten o'clock in the evening (10:00 p.m.) must be taken not later than Nine Thirty in the evening (9:30 p.m.).
- 23.5 Unless there has been a Unanimous Motion passed within the prescribed time extending the meeting beyond the Ten o'clock in the evening (10:00 p.m.) all matters of business which appear on the Agenda for the Meeting, and which have not been dealt with by that time, shall be deemed to be postponed until the next Regular or Special Meeting.

### **24. DUTIES OF THE CHAIR**

- 24.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying on Point of Procedure, and deciding on questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- 24.2 Any Member at any time, through the Chair, can request a short recess between Agenda items, at any meeting. The Chair shall make reasonable efforts, including calling for a recess, to ensure all Members in attendance at a meeting are present while a vote is being taken, unless a Member is excused from voting in accordance with the Act or this Bylaw.

- 24.3 The Chair should provide every Member the opportunity to speak on a discussed item.
- 24.4 A Member, through the Chair, may invite persons forward from the audience to speak with the permission of the Council or Committee, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.
- 24.5 In the absence or inability of the Mayor or Deputy Mayor to act as Chair of the Meeting, Council shall appoint a Councillor as Acting Mayor or Chair as provided by the Section 152(3) of the Act.
- 24.6 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.

## **25. AGENDA AND ORDER OF BUSINESS**

- 25.1 The Agenda is a document used by Council or a Committee, therefore although the duty to collate the Agenda may be delegated, Council or the Committee shall have final determination as to what will or will not be included on the Agenda.
- 25.2 Prior to each meeting, the CAO shall cause to be prepared a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to the Council shall be received by the CAO no later than 12:00 Noon on the third (3rd) business day before the meeting.
- 25.3 The CAO shall place at the disposal of each Member a copy of the Agenda and all supporting materials no later than 2:00 PM, three (3) calendar days before the meeting.
- 25.4 The business intended to be dealt with shall be stated in the Agenda.
- 25.5 The order of business established in Section 25.4 of this Bylaw shall apply unless altered by the Chair with no objection from Members, or otherwise determined by a majority vote of the Members present, and the vote upon a matter of priority of business shall be decided without debate.
- 25.6 Where the deadline in Sections 25.2 and 25.3 of this Bylaw are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at any Council meeting.
- 25.7 Addendums:
- 25.7.1 Council may consider the Urgency of any item(s) proposed to be added only with supporting written documentation, or proposed to be deleted, before voting to adopt the Agenda "As Amended".

25.7.2 During the course of the meeting, should a Member of Council deem that an item be added to the Agenda for Council's consideration, the Member shall propose the Addendum by Motion, after which the Chair shall rule on the urgency:

25.7.2.1 If the Chair rules that the Motion stand, the Chair shall add the item to the end of the pertinent section of the Agenda.

25.7.2.2 If the Chair rules that the Motion does not meet the test of Urgency, or no written supporting documentation is presented, the item shall be tabled and added to the next Agenda.

25.8 The order of business at a meeting is the order of the items on the Agenda except:

25.8.1 When the same subject matter appears in more than one place on the Agenda and Council decides, by Motion, to deal with all items related to the matter at the same time;

25.8.2 When Council decides not to deal with an item on the Agenda and tables the matter to a subsequent meeting.

## **26. SCHEDULED DELEGATIONS**

26.1 A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter (or other written communication) together with the provided form, "Delegation Request Form" (Schedule A). The letter shall be signed in the correct name of the writer; the address of the writer, and delivered (by hand, mail, or email) to the CAO. The letter must arrive by noon at least seven (7) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.

26.2 The CAO shall review the content of the "Delegation Request Form" and determine if the request is appropriate to appear before Council in consultation with the CEO where appropriate. The request to appear before Council may also be referred to Council. If the CAO determines that the request to appear before Council is inappropriate, a written report will be provided by the CAO that explains the rationale for rejecting the delegation.

26.3 Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the Chair determines that additional time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.

26.4 Matters of confidential nature, as referred to in Section 10 of this Bylaw, shall not be discussed

during Public Presentations to Council.

- 26.5 Information presented by a person or group shall relate only to the subject matter for which the presentation was originally requested.
- 26.6 Each person or group will be given an opportunity to make a public presentation only once in respect to a given issue. Council or the Committee may waive this restriction if it is of the view that there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council, or the Committee, is prepared to consider the issue again.
- 26.7 Extensions of time limits for any verbal presentations during the Public Presentation to Council or the Committee may be granted by consent of Council or the Committee, based on one or more of the following:
- 26.7.1 The issue or Bylaw under discussion is deemed by Council or the Committee to be contentious or complex and the allotted time is not sufficient, in the opinion of Council or the Committee, to give the matter due consideration;
  - 26.7.2 The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.
- 26.8 Where a Delegation requests support from Council, requiring a Motion of Council, Council shall first refer the matter to Administration, who shall bring back more information and a recommendation at a subsequent meeting so that Council can make an informed decision.
- 26.8.1 Where a Delegation requests correspondence in regard to clarifying the topics of the Delegation, Council will direct Administration to compile the necessary information and prepare correspondence for the Delegation to be signed by the Chairperson. Once a decision by Council has been made on a topic from a Delegation, Council is not obligated to hear the matter again.

## **27. ROLE OF MANAGEMENT IN REGARD TO DELEGATIONS**

- 27.1 Administration will schedule the delegation in consultation with the Chair.
- 27.2 Administration will notify the delegation of the time and place of the meeting they wish to attend.
- 27.3 The CAO shall explore the reasons why the delegation wishes to attend and provide Members and committee Members with all back up information for their perusal prior to the arrival of the delegation.

## **28. ROLE OF CHAIRPERSON IN DELEGATIONS**

- 28.1 If there is more than one Member in the delegation, the Chair shall request that the delegation appoint a spokesperson and inform the spokesperson that all questions and comments be addressed to the Chair.
- 28.2 The Chair shall ensure that all points of this Bylaw are followed by Members, Committee Members and Administration.
- 28.3 Comments of intent by the Chair, Members or Committee Members in the presence of the delegation shall not be made.
- 28.4 The Chair shall ensure that the delegation restricts its presentation to the issue.
- 28.5 After Council or the Committee has obtained all the information from the Delegation, the Chair shall dismiss the delegation to allow Council or the committee to discuss the matter.
- If:
- 28.5.1 more information is required; or
- 28.5.2 time constraints on the agenda do not allow to discuss the topic, the item will be tabled to the next meeting.
- 28.6 The Chair may request the Council or Committee to go into a closed session to discuss the issue if the matter falls within the privacy issues.

## **29. ROLE OF THE COUNCILLOR OR COMMITTEE MEMBER IN DELEGATIONS**

- 29.1 Members of Council or the Committee shall notify the CAO of any delegations wanting to make a presentation to Council or the Committee and ensure the delegation arranges a meeting date with the CAO.
- 29.2 Members of Council or the Committee may question the delegation to clarify the issue; however, shall not debate the issue with the delegation.
- 29.3 Members of Council or the Committee shall not criticize staff, government employees or other Council or Committee Members while the delegation is present.
- 29.4 No comments or motions of intent will be entertained until the delegation has been dismissed from the table. The persons making up the delegation may remain in the Council Chambers but may not

participate in any further discussion.

### **30. PECUNIARY INTEREST**

- 30.1 Members of Council who reasonably believe that they have a pecuniary interest (as defined in the Act, Part 5, Division 6, Sections 169 -173) in any matter before Council, any Committee of Council, or any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions, or voting on any questions relating to the matter, and shall where required by the act, remove themselves from the room until the matter is concluded. It is the responsibility of each Member to determine and/or declare whether they have a pecuniary interest, not other Members of Council or Administration.
- 30.2 The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.
- 30.3 Prior to the meeting, if a Member of Council is unsure of whether or not they may be in a 'conflict of interest' (pecuniary) situation with regard to an upcoming issue or vote, the Member shall be encouraged to discuss the matter with the CAO.
- 30.4 Prior to the meeting and after discussing the issue with the CAO (as per Section 30.3 of this Bylaw), a Councillor may wish to seek a legal opinion at their own expense to determine whether or not there is a conflict of interest situation with regard to the upcoming issue or vote.
- 30.5 If the matter with respect to which the Councillor has a pecuniary interest in a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.
- 30.6 If the matter with respect to which the Councillor has a pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council:
- 30.6.1 it is not necessary for the Councillor to leave the room, and
  - 30.6.2 the Councillor may exercise the right to be heard in the same manner as a person who is not a Member of the Council.
- 30.7 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced, the Councillor shall immediately on returning to the meeting, or as soon thereafter, as the Councillor becomes aware that the matter has been considered, disclose the general nature of the Councillors interest in the matter.

## **31. BYLAW PROCEDURES**

- 31.1 Where a Bylaw is presented to a meeting for enactment, the CAO or designate shall cause the number, short title and brief description of the Bylaw to appear on the Agenda.
- 31.1.1 As per Section 187 of the Act, all Bylaws shall have three distinct and separate readings. The Motion to move a Bylaw for consideration shall be the first reading.
- 31.1.2 As per Section 187(4) of the Act any proposed Bylaw must not have more than two (2) readings at a Council Meeting unless the Councillors present unanimously agree to consider third reading, which requires a Motion of Council.
- 31.2 The following shall apply to the passage of a Bylaw:
- 31.2.1 A Bylaw shall be introduced for first reading by a Motion that it be read a first time specifying the number and short name of the Bylaw;
- 31.2.2 After a Motion for first reading of the Bylaw has been presented, Members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw;
- 31.2.3 Any proposed amendments shall be put to vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at first reading.
- 31.2.4 When all amendments have been accepted or rejected, the Chair shall Call the Question on the Motion for first reading of the Bylaw.
- 31.2.5 When a Bylaw is subject to a statutory Public Hearing, A Public Hearing date and time shall be established prior to proceeding to second reading.
- 31.2.6 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to second reading.
- 31.2.7 All aspects of the passage of a Bylaw at first reading shall apply to second or third reading of any Bylaw.

## **32. BYLAW AND POLICY APPEAL**

- 32.1 When a Bylaw or Policy is defeated by Council, the Bylaw or Policy shall not be available for review by Council for a period of six (6) months from the date the Bylaw or Policy being defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the



result.

**33. REPEAL**

33.1 Bylaw ~~92208/210~~ is hereby repealed.

**34. EFFECTIVE DATE**

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

34.2 Read a first time this      day of                      2023.

34.3 Read a second time this      day of                      2023.

34.4 READ a third and final time this      day of                      2023.

DRAFT

**TOWN OF BASSANO**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



Schedule 'A'  
TOWN OF BASSANO

## DELEGATION REQUEST FORM

---

### Delegation Rules and Guidelines

A delegation is an opportunity to appear before Council to communicate information. The purpose of the delegation process is to allow residents to make their views known to Council. Rules and Guidelines stated below are compliant with the Town of Bassano Procedural Bylaw No. [935/2322/21](#):

#### THE APPLICATION PROCESS

- Regular Town Council meetings are held every 2<sup>nd</sup> Monday of each month unless otherwise posted. When the meeting falls into a statutory holiday the Council meeting will be held on the Tuesday following the holiday. Additional information regarding Town Council meeting dates and times can be found on the town website, [www.bassano.ca](http://www.bassano.ca).
- Delegates are required to complete the attached application form along with a detailed letter explaining their delegation request, to the CAO, seven (7) days prior to a regularly scheduled Council meeting. The Chief Administrative Officer will review the request and determine the status of the delegation, the request may be referred to council.
- You will be contacted by the CAO or his/her delegate regarding approval/rejection of the delegation request.

#### PREPARING FOR THE DELEGATION

- Delegations will be limited to a maximum presentation time of fifteen (15) an extension is granted during the application review.
- Council shall hear the delegation and may ask questions.
- Only the spokesperson of the delegation can address Council.

#### AFTER THE DELEGATION

- Decisions to be made on a delegation request will be dealt with later, under "New Business" or in the "Closed-Session" portion of the meeting.
- Decisions may be postponed to a later Council meeting if the agenda does not allow additional business to be addressed due to time constraints, or if more information is requested by Council.
- You are not required to remain for the entire meeting duration, you may leave after your issue has been dealt with by Council.



Schedule 'A  
TOWN OF BASSANO

**DELEGATION REQUEST FORM**

---

Application Date: \_\_\_\_\_ Organization/Applicant Name: \_\_\_\_\_

Matter to be Discussed:

---

---

---

Action(s) being Requested:

---

---

Name(s) of Representatives:

---

Name of Spokesperson: \_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Date of Delegation: \_\_\_\_\_

Additional printed information/materials will be distributed with my delegation: Yes / No

Additional Documents Attached (Letter, Picture, Etc.): Yes / No

**Once this completed form is received by the Town of Bassano Office, someone will contact you to confirm acceptance/rejection of your delegation request.**



# REQUEST FOR DECISION

Meeting: October 10, 2023

Agenda Item: 6.2

---

## **SUBJECT: Operational Policies Review**

---

### **BACKGROUND**

Various policies are due for review annually at council's organizational meeting. If changes are required, they must be addressed at a regular meeting.

Administration recommends revisions to some policies to align more closely with operations.

#### **1. Public Procurement and Tendering Policy P-TOB11/005-21**

- a. Recommendation to change RFP or RFQ requirements for any service or good exceeding \$10,000 unless the service or good is required for day-to-day operations of the town. *The existing value of \$5,000 poses operational limitations based on the increased value in many services.*

#### **2. Financial Actions Policy P-TOB12/001-21**

- a. Fire call-out rates shall be set by bylaw.
- b. Photocopy/print fees increase \$1.50/side per copy (black and white) and \$2.50/side per copy (colour) includes GST.
- c. Fax fee increase to \$2.00/side includes GST.
- d. Added that a public works policy will be established for callout rates.

#### **3. Personnel Policy Handbook and Procedure Manual P-TOB12/002-21**

- a. The organizational chart was updated to reflect current positions.
- b. Code of Conduct for pool staff training organization expectation examples were removed.
- c. Outside employment – employees are not required to notify their employer if they have outside employment.
- d. Flex leave was amended to state it is provided to each employee per their anniversary date rather than calendar year to be consistent with all other policies.
- e. Clarification is provided for seasonal employee pay periods being the 15<sup>th</sup> and month end with pay processed/deposited accordingly.
- f. PPE clarification includes steel-toed footwear.

**4. Public Lands Watering Schedule Policy P-TOB41/001-22**

- a. Council shall discuss its satisfaction with the current watering schedule and direct and possible changes for 2024.

**OPTIONS**

- #1 – That council approves the operational policy amendments as presented.
- #2 – That council directs further amendments to the operational policies (define amendments).
- #3 - That council declines amendments to the operational policies.

**CAO COMMENTS**

None

**ALIGNMENT TO STRATEGIC PLAN**

This is an operational matter.

**RECOMMENDATION**

That council approves the operational policy amendments as presented for:

1. Public Procurement and Tendering Policy P-TOB11/005-21
2. Financial Actions Policy P-TOB12/001-21
3. Personnel Policy and Procedure Manual P-TOB12/002-21

**Prepared by:** Amanda Davis, CAO

**Attachments:**

4. Public Procurement and Tendering Policy P-TOB11/005-21 – Revised
5. Financial Actions Policy P-TOB12/001-21 – Revised
6. Personnel Policy and Procedure Manual P-TOB12/002-21 - Revised
7. Public Lands Watering Schedule Policy P-TOB41/001-22



<b>Policy Title</b>	Public Procurement and Tendering Policy
<b>Authority</b>	Council and Administration
<b>Approved (Dates/Motion #)</b>	Mar. 8, 2021 (M# TOB69/21)
<b>Policy Number</b>	P-TOB11/005-21
<b>Review</b>	To be reviewed annually at the Organizational meeting
<b>Reviewed by/date</b>	Council on October 11, 2022

## Policy Statement

Municipal operations require the procurement of services, supplies, and assets. The purpose of this policy is to establish a process for the procurement of services, supplies, and assets.

The Town endeavours to support its local business sector wherever possible for the procurement of services, supplies, and assets while being fiscally responsible stewards of taxpayer dollars. The Town acknowledges that there are instances where it must procure non-local services, supplies, or assets from businesses.

Request for Proposal (RFP) and Request for Quotation (RFQ) will be used for the procurement of services, supplies, and assets to ensure tenders are awarded fairly.

## Definitions

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

**Department Head** – means an Employee of the Town responsible for the leadership and management of a specific department (e.g. administration, public works, parks and beautification, fire).

**Council** – means the elected body of the Town.

**Town** - means the incorporated municipality of Bassano.

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

## Responsibility

It is the responsibility of the CAO to ensure this policy is implemented. The policy applies to all municipal departments.

## Process

1. An RFP or RFQ shall be formally issued for the procurement of any service or good exceeding \$105,000 unless the service or good is required for day-to-day operations of the Town (e.g. crack sealant for roads) or required for an emergency repair or upgrade to a Town asset.

2. The RFP or RFQ will be posted on the Town website ([www.bassano.ca](http://www.bassano.ca)) and where applicable on Alberta Purchasing Connection.
3. Where possible the department head issuing the RFP or RFQ shall notify local vendors of the opportunity.
4. The RFP or RFQ will include the following sections (where applicable):
  - a. Project name,
  - b. Project location,
  - c. Submission details (contact name, contact number, submission deadline),
  - d. Proposal details to include a project summary and relevant background information, and photos,
  - e. Completion requirements, and
  - f. Grade matrix.
5. Where applicable, the RFP or RFQ will be presented to council by the CAO or the department head during a regular or special meeting with award recommendations.

END OF POLICY



<b>Policy Title</b>	Financial Actions
<b>Authority</b>	Council
<b>Approved (Dates/Motion #)</b>	TOB117/22
<b>Policy Number</b>	P-TOB12/001-21
<b>Review</b>	To be reviewed annually at the Organizational Meeting
<b>Reviewed by/date</b>	Council on June 20, 2022

## Policy Statement

The Town is fiscally responsible and regulates financial actions.

## 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.

## Responsibility

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

## Process

1. Cheque Signing
  - 1.1 Each year at the annual organizational meeting council will appoint by motion signing authority for the ensuing year. Signing authority shall consist of two signatories, the Mayor or Deputy Mayor and the CAO.
2. Cheque Issuance
  - 2.1 In accordance with the annual operating and capital budgets, administration will process accounting. A cheque listing will be included on council agendas for information purposes or payments that have been issued for the corresponding month.
3. Financial Statements
  - 3.1 Financial statements will be provided to council monthly for information purposes.
4. Financial Reports



- 4.1 Quarterly financial reports will be provided to council to show the approved budget, budget spent to date, and the percentage of budget remaining.
5. Taxes and Penalties
  - 5.1 Taxes will be set on an annual basis by bylaw.
  - 5.2 Penalties for late payment of taxes will be set on an annual basis by bylaw.
6. Tax Certificates
  - 6.1 A fee of \$25.00 shall be charged for tax certificates. Property owners shall be issued tax certificates free of charge.
7. Utility Rates
  - 7.1 Utility rates shall be levied on a bi-monthly basis and set annually by bylaw.
8. Rental Rates for Public Buildings
  - 8.1 A separate policy governs rental rates for public buildings.
9. Cemetery
  - 9.1 A separate policy governs cemetery fees.
10. Municipal Land Sales
  - 10.1 Municipal land prices shall be set by a motion of council in alignment with current market values.
11. Land Lease Agreements – Farm or Pasture
  - 11.1 Land lease agreements will be offered at current market values or to the highest bid. Lease fees shall be reviewed at the time of expiry.
12. Fire Call-out Rates
  - 12.1 ~~Fire fees shall be set by bylaw. Fire call-out rates shall be set and invoiced by the County of Newell.~~
  - 12.2 ~~Fire service fees shall for civic addressing, pleasure pits, and other general items shall by set by bylaw.~~
13. Accounts Receivable
  - 13.1 A 1.5 percent penalty will be applied per month to all accounts receivable that are outstanding past 60 days.
14. NSF Charges
  - 14.1 A \$30.00 NSF charge will be applied to all returned cheques that are marked “unpaid” or “insufficient funds”.
15. Stale Dated Charges
  - 15.1 A \$30.00 fee will be charged and deducted from any cheques issued by the Town to

a person or vendor where the cheque is deemed stale dated or when a person or vendor requests that the cheque is cancelled.

16. Incoming Wire Transfer

16.1 A \$30.00 fee will be charged against all incoming wire transfers received by the Town. The fee shall either be deducted from the payment or applied as a charge to the account.

17. 3<sup>rd</sup> Party Accounting

17.1 Where the Town assists with 3<sup>rd</sup> party matters related to the acquisition of services, purchase or supply of goods for a person or business, a 15 percent administrative fee shall be applied to the account. The administrative fee shall not be applied to volunteer boards operating at any municipal facility.

18. Photocopy/Print/Fax

18.1 Photocopy/print fees is \$1.~~50~~50/side per copy (black and white) and \$2.~~05~~05/side per copy (colour) (includ~~es~~ing GST).

18.2 Fax fee is \$~~24.00~~24.00/side-per page (includ~~es~~ing GST).

19. Licenses

19.1 Business license fees shall be set by bylaw.

19.2 Dog license fees shall be set by bylaw.

19.3 Cat license fees shall be set by bylaw.

20. Development

20.1 Development permits fees shall be set by bylaw. (~~Land Use Bylaw appendix~~).

21. Compliance Certificate

21.1 A certificate of compliance fee is \$75.00 (including GST).

21.2 Additional copies of certificates of compliance are \$25.00 (including GST).

22. Commissioner of Oaths

22.1 Employees that are designated as a Commissioner of Oaths shall only use the powers for the execution of municipal business.

23. Public Works

23.1 Public works call outs and equipment shall be governed by a separate policy.

24. The following policies are hereby rescinded:

24.1 TOB300 – Financial Policy

# PERSONNEL POLICY HANDBOOK AND PROCEDURE MANUAL



## ISSUED:

The procedures contained in this manual cover the policies and conditions of employment for personnel hired to work for the Town of Bassano (hereinafter called the "Town"). Where policy requires interpretation or clarification of the *Municipal Government Act*, Employment Standards Code and any other relevant legislation will prevail. Procedures contained herein supersede any previous policy.

Administration and Council will review the policies contained herein at least every 2 years.

***Approved on September 13, 2021 (TOB215/21) P-TOB12/002-21  
Amended on December 13, 2021 (TOB290/21)***

# Personnel Policy Handbook and Procedure Manual

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## **SECTION 1 – INTRODUCTION TO THE TOWN**

### **EMPLOYEE WELCOME MESSAGE**

We believe that each employee contributes directly to the Town's growth and success, and we hope you will take pride in being a member of our team.

This handbook is designed to acquaint you with the Town and to provide an understanding of the working conditions, employee benefits and the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Town to benefit employees.

This handbook was also developed to describe some of the expectations of our employees and to outline the procedures of our policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions concerning employment with the Town.

One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

#### **Our 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."*

#### **Our Values:**

*Leadership, Trust, Commitment, Honesty, Continuous Improvement, Communication, Partnership, Service and Achievement Oriented.*

The Town reserves the right to revise, supplement, or rescind any policies or portion of this handbook from time to time as it deems appropriate, in its sole and absolute discretion.

Employees shall be notified of such changes in the handbook as they occur.

We hope your experience here will be challenging, enjoyable and rewarding.

Sincerely,

Chief Administrative Officer  
Town of Bassano

<b>Personnel Policy Handbook and Procedure Manual</b>
---

**EMPLOYEE ACKNOWLEDGMENT FORM**

The employee handbook describes important information about this municipality, and I understand that I should consult the CAO or my Department Supervisor regarding any questions not answered in the handbook.

Since the information, policies and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

Only the CAO has the authority to revise this handbook, based on policies or procedures that have been adopted by Council.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (printed)

# Personnel Policy Handbook and Procedure Manual

## **ADMINISTRATION**

Council appoints a CAO. The CAO is the direct report to council and is responsible for the implementation of the municipality's goals and objectives as set by the governing body.

The CAO is responsible for the day-to-day operations and management of the Town. Other departments include Administration, Public Works, Pool, Parks, Recreation and Tourism, Water and Wastewater Treatment, Fire Department, Municipal Airport, Development Officer, Economic Development, and Family and Community Support Service.

**Administration** is responsible but not limited to the following functions and services:

Accounting Policy development Legal services Risk management Insurance Communications FOIP Fire services Airport management Community engagement Leadership Volunteer recruitment and assistance <u>Tourism</u>	IT and computer support Land use planning Development authority Finance Bylaw enforcement Utility and tax services Economic development Emergency management Human resources Health and safety Social services Programming Recreation and leisure supports
---	--

**Public Works** is responsible but not limited to the following functions and services:

Roads and sidewalk maintenance Facility maintenance Parks and beautification Equipment maintenance Health and safety Water, sewer, storm, water, recycling utilities and operations	Pool operations Human resources Cemetery operations Airport operations Emergency management Leadership
--	---

## **Contracted Services**

Water/wastewater treatment and distribution IT and computer support Community Peace Officer Audit services	Assessment services Land Use Planning Legal Engineering
---	--



# Personnel Policy Handbook and Procedure Manual

**Fire Services** is responsible but not limited to the following functions and services:

Fire fighting/rescue Fire safety promotion Leadership	Equipment maintenance Training and education Recruitment
---	--

**Pool/Joint-Use Facility** is responsible but not limited to the following functions and services:

Leadership Lifeguarding Instruction of swim lessons Programming Event planning Concession management	Public safety Pool operations Water testing and treatment Accounting Customer service General facility operations
---	--

**Beautification and Parks** is responsible but not limited to the following functions and services:

Park and green space maintenance Campground maintenance Beautification Waste management and recycling Volunteer supports	Cemetery operations Equipment maintenance Tourism advocacy Recreation and leisure facility maintenance and supports Tree care/planting Leadership/mentorship
--	---

**Family and Community Support Services** is responsible but not limited to the following functions and services:

Social services supports Preventative programming for children, youth and families Community engagement	Partnerships Volunteerism Leadership/mentorship Finance and accounting Evaluation
---	---

## **DEFINITIONS**

**Permanent Full-Time Employee** means an employee who has successfully completed the Probationary Period and is working 32 hours or more per week.

**Permanent Part-Time Employee** means an employee who has successfully completed the Probationary Period and is working less than 32 hours per week.

**Temporary Employees** means any employee who has employment with the Town and is not a Permanent Full-Time or a Permanent Part-Time employee.

**Department Supervisor** means the employee specifically charged with the responsibility to supervise the activities of the subordinate Employees.

**Chief Administrative Officer (CAO)** means the employee appointed by council pursuant to the provisions of the *Municipal Government Act* to oversee the day-to-day activities of the Town.

**"Employer" and/or "Town"** shall mean the Council or the Town of Bassano.

**Family Member** means father, mother, brother, sister, spouse, common law spouse, mother-in-law, father-in-law, daughter, son.

**Seasonal** – means an employee who has employment with the Town for a specific period of time and a specific job.

**Town** – means the Town of Bassano

Any definitions not included in this summary are as per Alberta Labour Standards.

## **SECTION 2 – EMPLOYMENT POLICIES**

### **EMPLOYEE RELATIONS**

#### **POLICY STATEMENT:**

The Town is committed to open communication and promoting environment sustaining cooperation.

#### **PROCEDURES:**

1. Issues and concerns should be addressed through Department Supervisors.
2. Employees are encouraged to communicate any concerns or issues as soon as they arise in order that they can be resolved in a timely and orderly fashion.
3. Prompt action by the Department Supervisor will ensure that the objective of the policy is met.
4. All employees have a responsibility to maintain an environment consistent with the policy statement.
5. The employee acknowledges and recognizes the right of the Employer to hire, fire, promote, demote, transfer, suspend or otherwise discipline an employee, subject to the rights of the employee as contained and outlined in this manual.
6. The employee acknowledges the right of the Employer to operate and manage its business in all respects in accordance with its obligations and to establish and alter from time to time; rules, regulations, and practises to be observed by the employee.
7. If the issue cannot be resolved with the Department Supervisor, it should be referred to the CAO and resolution should be addressed within ten (10) working days.

Employee  $\Rightarrow$  Department Supervisor  $\Rightarrow$  CAO

# Personnel Policy Handbook and Procedure Manual

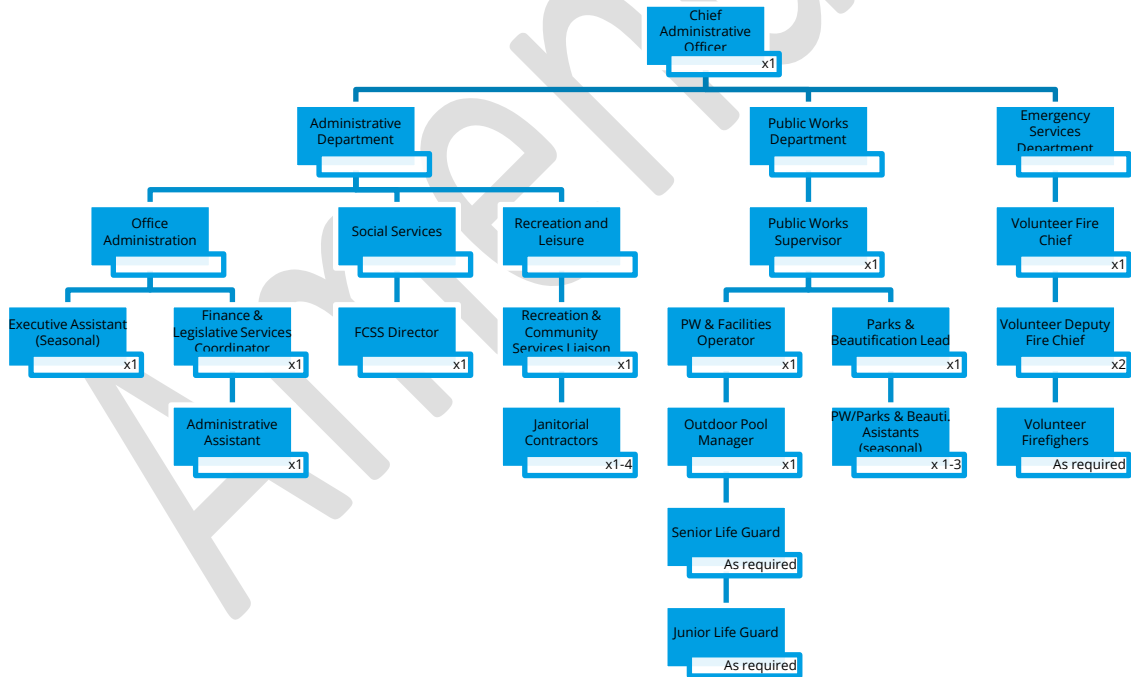
## EQUAL EMPLOYMENT OPPORTUNITY

### **POLICY STATEMENT:**

The Town is an equal employment opportunity employer committed to hiring practices that will provide Bassano with the best combination of training experience and cost.

### **PROCEDURES:**

1. Positions will be advertised where possible for at least one (1) week on the Town website, social media pages, and posted within the Town Office.
2. Council shall advertise and conduct interviews and hire for the position of CAO.
3. The CAO or their designate shall interview and hire for all Department Supervisors and support staff.
4. ~~The Pool Manager in conjunction with the The~~ Recreation and Community Services Liaison shall interview and hire all pool staff, where applicable hiring may be delegated to the Pool Managers.
5. The CAO and appointed FCSS Personnel Committee shall interview and hire the FCSS Director.



## **HIRING OF RELATIVES**

### **POLICY STATEMENT:**

The Town will allow persons of the same family or relation to be hired.

### **PROCEDURES:**

1. No employee shall supervise the work of a family member or relative with the exception of seasonal staff.
2. No member of Council shall be an employee of the Town.
3. No member of Council or member of a committee, board or agency appointed by Council shall have the direct responsibility to supervise or otherwise manage the activities of an employee of the Town.

Amended

## **CONFLICT OF INTEREST**

### **POLICY STATEMENT:**

Employees of the Town have an obligation to conduct business within guidelines that prohibit an actual or potential conflict of interest.

### **PROCEDURES:**

1. A conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee, or for a relative as a result of the Town's business dealings.
2. If an employee has any influence in transactions involving purchases or contracts it is required that full disclosure be made to the CAO so safeguards can be established.

## CODE OF CONDUCT – POOL STAFF

### **POLICY STATEMENT:**

The Town expectations and guiding principles for appropriate workplace behaviour of employees at the Bassano Swimming Pool.

### **Respect**

- I respect and communicate boundaries
  - Personal: space and items
  - Humor: I avoid sarcasm at inappropriate times
  - Adapting to personalities
- I treat patrons and co-workers with dignity regardless of age, race, sexuality, or gender
  - I treat aquatic apprentices with the same respect I show to my supervisor
- I choose to uphold the standards and expectations set out by the training organization (~~i.e., Red Cross, Saint Johns, Lifesaving Society, and the Town~~)
- I treat my students and their parents/guardians with dignity and respect
- I am responsible for the ongoing care of the facility, it's equipment and tools
- I understand that respect creates a positive, friendly, and safe environment.

### **Team Attitude**

- I recognize that my job is a privilege
- I make sure the TEAM moves forward
- I am positive about and accountable for my responsibilities and duties
- I am willing to adapt to change
- I will communicate appropriately with members of the team

### **Professional**

- I wear my uniform which is clean and presentable
  - "Lifeguard" or "staff" must be visible at all times while on duty
  - I wear professional bottoms- shorts are an appropriate length for my work environment
  - I do not wear denim while supervising the pool
  - I do not wear potentially offensive clothing (e.g. branded clothing)
- If I don't know, I ask
- I understand that **maximum fun** with **minimal risk** is my responsibility
- I start and end on time
  - I am dressed in my uniform 5 minutes before the beginning of my shift
- I am prepared to teach my class (i.e., equipment out, lesson plan, complete worksheets and report cards)
  - I begin and end my classes on time
- I am approachable and personable
- I am solution oriented
- I do not eat on the pool deck

## Personnel Policy Handbook and Procedure Manual

- I understand that personal visitors are not to enter the guard room
  - My personal visitors will not visit with staff longer than 5 minutes
- I understand that having my cell phone at work is a privilege
  - I will only use my cell phone in the guard room when on a scheduled break; I know it is not to be taken on deck
  - I will only use my cell phone on a scheduled break
- I understand that earbuds and other sound blocking devices are prohibited during scheduled work hours unless it is required to preform a work task.

### **Rescue Ready**

- I am knowledgeable:
  - I expect the unexpected
    - I know the emergency procedures of our facility and am ready to perform these skills if required
  - I can focus on the job that is required of me
  - I can demonstrate what I know
  - I research new- material/games/workouts
  - I read the guard communication book before I begin each shift
  - I know that I am not to be visiting while guarding
  - Only in the case of an emergency should my back to be to the pool
  - I know that I am not to be doing maintenance while I am supervising the pool
  - I understand that I am NEVER to leave the deck unattended or with an aquatic apprentice while guarding (i.e., going off deck to turn off slide)
  - I acknowledge the importance for someone to be guarding the pool while the deck is being tidied at the end of a swim
  - I understand the importance for all guards to be consistent with all rules, regulations and policies; if an activity is found to be unsafe it is to be communicated in the guard book and/or at in-service
  - I understand that public education and relation skills are very important at all times
  - I will adhere to predetermined guarding paths unless I am educating a patron or attending to an emergency
    - I understand that I must be positioned where the patrons are in the pool and must move with them
  - I will carry a lifesaving device or flutter board while I am supervising the pool
  - I will not be sitting when the pool population is greater than 15
  - I understand it is mandatory for apprentices to supervise the pool with the senior guard on duty and are never to be left alone on the deck
  - I maintain my certifications
    - I understand I will not be allowed on deck with expired certifications
- I am physically able:
  - My body is ready for my shift- I have adequate sleep/food/water/etc.
  - I have taken adequate precautions to avoid heat stroke
    - i.e., hydration with water, sunscreen, sunglasses
  - I am physically accountable to myself and my team



## Personnel Policy Handbook and Procedure Manual

- I am physically able to demonstrate all the NL standards at any time
  - For aquatic apprentices, ability to demonstrate Bronze Cross items
- I am physically able to demonstrate all Red Cross Swim Kids 10 Criteria (AWSI and WSI staff members only)
- I am mentally and emotionally present
  - I leave personal problems at the door; if I can't, I get shift coverage
  - I understand that patron safety is my priority
  - I am aware of possible emergencies and think ahead about successful outcomes

### **Demonstrate Excellence**

- I think ahead to accomplish my responsibilities by using my time effectively and efficiently
- I see the big picture and work to positively affect my team
- I do not make excuses for mediocre job performance
- I am aware of my time limitations, with regards to availability and I am pro-active in communicating them
- This is my workplace, I take ownership of the way it looks and how it feels
- I am active, get wet and have fun
- I keep classes new and exciting
- I demonstrate excellence in standards and expectations
- I work to administer high quality swimming lessons and aquatic fitness classes
- I will attend all in-services and staff meetings, unless I have a sufficient reason to be excused
  - If I am unable to attend, I will ask my supervisor for a copy of the agenda to review
- I will complete daily maintenance tasks as required to ensure our facility is kept presentable to the public
- I will maintain a high degree of cleanliness of the facility

## **OUTSIDE EMPLOYMENT**

### **POLICY STATEMENT:**

The Town allows employees to engage in outside employment activities. Such activities will not interfere with the normal work activities of the employee as these activities relate to the Town.

### **PROCEDURES:**

- ~~1.~~ ~~Employees are required to notify their Department Supervisor of any involvement that they may have in work outside their Town employment.~~
- ~~2.~~1. Shifts and work schedules shall be arranged so that the Town takes priority.
- ~~3.~~2. All outside employment shall be conducted in a manner consistent with the policies governing Conflicts of Interest.
- ~~4.~~3. The employee's performance does not suffer.
- ~~5.~~4. No other policy of the Town is compromised.

## **NON-DISCLOSURE – CONFIDENTIALITY**

### **POLICY STATEMENT:**

The purpose of providing a Confidentiality Policy is to emphasize the importance of keeping confidential information which comes into your possession. Failure to keep such information confidential may result in serious repercussions for both the individual revealing such information without proper authority, and for the Town. All employees are bound by this policy.

### **PROCEDURES:**

1. It is the duty of ALL employees to keep confidential any and all information that comes into their possession as a result of their employment with the Town and/or any aspect of business of the Town.
2. Any employee who discloses confidential information without the express authority of the CAO will be disciplined. Discipline may range from written warning up to and including immediate dismissal. Compliance with this policy is a condition of employment with the Town.
3. All trade secrets, technical advancements developed by the Town are the property of the Town and shall remain with the Town.

## **SECTION 3 - EMPLOYMENT STATUS & RECORDS**

### **EMPLOYMENT REFERENCE CHECKS**

#### **POLICY STATEMENT:**

The Town may conduct reference checks before employment is offered and may request written or verbal reference from former employers.

#### **PROCEDURES:**

1. Responses to reference may be provided either verbally or written to the Department Supervisor or CAO.
2. Comments are to be confined to work habits and competency.
3. Performance Evaluation reports may be referred to as needed.

Amended

## **PERSONNEL INFORMATION AND DATA CHANGES**

### **POLICY STATEMENT:**

Individual employee records shall be kept up-to-date and changes will be accurately recorded.

### **PROCEDURES:**

1. The following information is required by the Administration Department:
  - a. All employees shall complete a Personal Records Form.
  - b. All employees shall complete a TD-1 Form and a TD-1 AB Form annually.
  - c. Any change in personal status is to be reported to the Administrative Department immediately.
  
2. All employees shall provide:
  - a. A copy of a valid driver's license if operating Town owned vehicles
  - b. A copy of a drivers abstract if operating Town owned vehicles - to be provided annually
  - c. Criminal Record Check with a Vulnerable Sector Clearance
  - d. Child Intervention Records Check for all employees that could have interaction with children.
  
3. Up-to-date copies of valid tickets or qualification requirements pertaining to their department

## **PROBATIONARY PERIOD**

### **POLICY STATEMENT:**

An employee of the Town whether coming on as a new employee or having been promoted to a new position will be required to complete a minimum probationary period of three (3) months, unless otherwise agreed, prior to assuming their position.

### **PROCEDURES:**

1. The employee will use this period to determine if the position meets their expectations.
2. The CAO, Department Supervisor, or Council will use this period to evaluate the capabilities, attitude and work habits of a new (or reinstated) employee.
3. The probationary period may be extended for a further three (3) consecutive months at the discretion of the CAO, Department Supervisor, or Council. The employee shall be advised in writing.
4. The length of the probationary period may vary from the waiting period for benefits.
5. If during or at the conclusion of the employee's probationary period, in the employer's opinion, the employee has performed unsatisfactorily, or is otherwise unsuitable for the position, the employee may be terminated without notice or pay in lieu of notice. Written notice of such shall be given immediately.
6. An employee shall be advised in writing of a satisfactory completion of the probationary period.
7. An employee who has been promoted and has not successfully completed the probationary period may return to their former position with the Town and assume their regular duties if it is agreed to by the parties.
8. An employee who has been promoted and is on probation shall be entitled to benefits according to their previous employment and as prescribed by contracts and agreements and the group insurance provider for the Town.
9. Following satisfactory completion of the probationary period the employee shall be eligible to receive benefits according to policy contained in Section 4. The date in which the employee satisfactorily completes their probation period will be deemed their "anniversary date" as it relates to all aspects of Employment Benefits Program (Section 4).

## **PERFORMANCE MANAGEMENT**

### **POLICY STATEMENT:**

The Town recognizes the need for the employee and the Town to communicate the progress the employee is making in their position. To this end, a Performance Management program is supported.

### **PROCEDURES:**

1. All employees shall be subject to a performance evaluation at the end of the Probationary Period and at least annually thereafter.
2. Performance shall be evaluated by Council in the case of the CAO; by the CAO for Supervisors and by the CAO and Supervisors for all other employees. In the case of the FCSS Director, the performance evaluation shall be completed by the CAO and the FCSS Personnel Committee.
3. Performance review shall be in the prescribed format and a copy shall be placed in the employee's file.

## **SECTION 4 – EMPLOYMENT BENEFIT PROGRAMS**

### **EMPLOYEE BENEFITS PROGRAMS**

#### **POLICY STATEMENT:**

The Town participates in the following programs:

-Extended Health Care	90% paid by Town	10% paid by Employee
Dental	90% paid by Town	10% paid by Employee
Group Life Insurance	90% paid by Town	10% paid by Employee
Accidental Death and Dismemberment	90% paid by Town	10% paid by Employee
Employee Assistance Program	90% paid by Town	10% paid by Employee
Best Doctors	Free	
WCB	100% paid by Town	
Critical Illness (optional)		100% paid by Employee
Short Term Disability		100% paid by Employee
Long Term Disability		100% paid by Employee
RSP contributions	\$100/month paid by Town	\$100/month paid by Employee

#### **PROCEDURES:**

1. All permanent full-time employees who work a minimum of 32 hours per week shall be eligible to participate in the Benefits Program following satisfactory completion of the Probationary Period. The employee may be insured under the policy of their spouse. Proof of insurance is required.
2. All temporary full-time employees who work a minimum of 32 hours per week consecutively over six (6) months may be eligible to participate in the Benefits Program following satisfactory completion of the Probationary Period.
3. The Benefits Program will be administered by the Administrative Department. Questions concerning the Benefits Program should be directed toward the Administrative Department.
4. Seasonal employees do not qualify for the Benefits Program.
5. If an employee is on Long-term Disability for more than six (6) months benefits will cease. If required contributions from the employee during this time period are not received benefits will cease immediately.



## **VACATION**

### **POLICY STATEMENT:**

The Town provides paid Vacation to all permanent full-time employees in accordance with the following unless a provision is made in a separate contract.

### **PROCEDURES:**

1. All permanent full-time employees shall be eligible for paid Vacation in accordance with the following:
  - Years 1-2 = 2 weeks
  - Years 3-5 = 3 weeks
  - Years 6-10 = 4 weeks
  - Years 11 + = 5 weeks
2. Vacation pay will be paid to all part-time/seasonal employees in accordance with the Employment Standards Code.
3. All vacation time is accrued and to be taken before the employee's anniversary date each year as approved by the Supervisor. The employee's anniversary date is deemed the day the probationary terms are satisfied. Special circumstance may be applied for to the CAO.
4. When a public holiday falls within the vacation period the employee shall be entitled to extend their vacation by one (1) day or take time at some other mutually agreed upon time.
5. Leave without pay may be granted when all accumulated vacation time is exhausted, with the prior written approval of the CAO.
6. Vacation days shall be taken in part or in-full, four (4) or eight (8) hours respectively.

## **GENERAL HOLIDAYS**

### **POLICY STATEMENT:**

The Town recognizes the following General Holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Heritage Day
- Labour Day
- Indigenous Day
- Thanksgiving Day
- Remembrance Day
- Christmas Eve - ½ day, office closed at noon
- Christmas Day
- New Years Eve - ½ office closed at noon

In addition to the General Holidays the Town participates in the following

- Boxing Day

### **PROCEDURES:**

1. All employees shall be subject to the provision of the Employment Standards Code.

## **FLEX LEAVE/TIME**

### **POLICY STATEMENT:**

Flex leave is the period of time a permanent full-time employee is absent from work with full pay for mental health needs, volunteer responsibilities, or for personal appointments. Seasonal and part-time employees are exempt from receiving flex leave.

### **PROCEDURES:**

1. Flex leave is provided to employees. It is accrued to be taken before the employee's anniversary date each year as approved by the Supervisor and is not transferrable under any circumstances.
2. Flex leave is intended to provide flexibility for employees to support mental, physical, and emotion wellbeing and to keep them in their appointed roles unencumbered.
3. A total of five (5) flex leave days are provided per employee per their anniversary date calendar year and must be earned in advance of their use.
4. Flex leave shall not be taken as a holiday.
5. Any injury on the job shall be reported to the Workers Compensation Board by the Department Supervisor immediately.
6. Employees absent for purposes of flex leave shall obtain written approval from the CAO or Department Supervisor in providing a request a minimum of 24-hours in advance on the prescribed form.
7. Flex leave may be used to a minimum of one (1) hour increments.
8. Approved flex leave must be reported on the employee's monthly timesheet.
9. Leave without pay may be granted when all accumulated flex leave is exhausted.

### **SICK LEAVE**

Sick leave is a period of time a permanent full-time employee is absent from work with full pay due to illness or injury. Seasonal and part-time employees are exempt from receiving sick leave.

### **PROCEDURES:**

1. An employee may be required to provide a certificate from a doctor certifying that the employee was unable to attend to his or her regular duties due to the injury of illness. Should sick leave extend beyond the allotted time, eligible employees may be placed on an unpaid leave per Employment Standards. Or eligible employees may take Short Term Disability or Long Term Disability. Policies concerning disability are contained in the Insurance Handbook on the Town's insurance provider's website at [www.sunlife.ca/member](http://www.sunlife.ca/member) and shall prevail
2. Any injury on the job shall be reported to Workers Compensation Board by the Department Supervisor immediately.
3. Sick leave is accrued to a maximum of seven (7) days per calendar years based on the employee's anniversary date. The employee's anniversary date is deemed the day the probationary terms are satisfied.
4. Sick leave is not transferrable from one year to another.
5. Sick leave shall not be taken as a holiday.
6. Sick leave shall be used to a minimum of one (1) hour increments where possible.
7. Approved sick leave must be reported on the employee's monthly timesheet.

## **EDUCATIONAL ASSISTANCE**

### **POLICY STATEMENT:**

The Town's core values align with continuous improvement and employees are required to expand job-related skills through formal training. Education assistance programs are offered to support an employee's growth and development.

### **PROCEDURES:**

1. All permanent full-time and permanent part-time employees are eligible for educational assistance.
2. Eligible courses are a degree, licensing or certification program and must relate to your current position or that lead to a promotion.
3. Terms and conditions related to all educational assistance shall be negotiated through an employment contract with the CAO.

## **SECTION 5 - COMPENSATION**

### **GENERAL COMPENSATION**

#### **POLICY STATEMENT:**

The Town will be fair in administering salary and wages to its employees.

#### **PROCEDURES**

1. Administration will be responsible for administering the and wage adjustments within the guidelines of this policy.
2. The employee's wage will be reviewed annually at the time a performance review is conducted.
3. Wage adjustments are specifically aligned employment specific Key Performance Indicators (KPI's) and goals established during performance reviews.
4. Employees are entitled to an annual Cost of Living Allowance increase.
5. Wage adjustments must align with the municipal operating budget as approved by Council.

## **TIMEKEEPING**

### **POLICY STATEMENT:**

Employees are required to complete and turn in an accurate time sheet accounting for the hours they spend each day performing their duties.

### **PROCEDURES:**

1. Time sheets will be turned into the Department Supervisor bi-weekly.
2. The Department Supervisor will review the time sheets and account for any discrepancies. Falsifying time records is a serious matter. Time sheets may not be changed after they are recorded, false time cannot be recorded on purpose, time records cannot be tampered with, or prepared for other employees. Any of these actions are subject to disciplinary action, up to and including termination.
3. All time sheets will be in the prescribed form.
4. Time sheets will be checked and signed by the Department Supervisor and turned into the Administration Department on the final working day of the pay period. The CAO will review and sign hours before timesheets are processed for payment.
5. All timesheets for permanent employees shall be submitted electronically.
6. Timesheets without employee signatures will not be processed.
7. Employees are responsible to properly record hours taken for flex leave, sick leave, and holidays.

**PAY DAYS**

**POLICY STATEMENT:**

Pay days for permanent full time, and permanent part-time employees will be monthly on the last banking day of each month with a mid-month advance. All payroll deductions will be processed on the month end pay period.

~~Pay days for seasonal employees will be semi-monthly with pay periods by the 15<sup>th</sup> of each month and at month end.~~

~~Pay period for seasonal staff will be the 15<sup>th</sup> of each month and month end. Pay will be processed/deposited accordingly.~~

Pay day for the fire department will be paid quarterly based on a calendar year of January 1 – December 31.

**PROCEDURES:**

1. Pay will be based on time sheets and an approved wage.
2. Seasonal employees will be paid ~~direct deposit wherever possible, by cheque.~~
3. Permanent full-time employees, permanent part time employees, and firefighters will be paid by direct deposit.
4. Advances shall be set by the CAO and the employee.



## **PAY DEDUCTIONS**

### **POLICY STATEMENT:**

Pay deductions will be made for all statutory deductions, employee portion of Employee Benefits and other deductions as mutually agreed upon.

### **PROCEDURES:**

1. The employee will complete the TD-1 and TD1AB Forms and return it to the Administrative Department prior to receiving their first payment.
2. Deductions for participation in the Employee Benefits Program will proceed upon fulfilling the requirements of the carrier responsible for the benefit.
3. Upon termination of employment any statutory or adjustments to statutory deductions will be made prior to the release of the final payment to the employee.
4. Upon termination of employment any amounts owing or other adjustments relating to the Employee Benefits Program will be made prior to releasing the final payment to the employee.

## **TERMINATION OF EMPLOYMENT – RESIGNATION**

### **POLICY STATEMENT:**

An employee may leave the employment of the Town on a voluntary basis.

### **PROCEDURES:**

1. An employee is required to give a minimum of one weeks' notice in writing if the employment period is less than two years, and more than three months.
2. An employee with more than two years' service is required to give minimum of notice as per Alberta Labour Standards or employment contract in writing.
3. The employee will be advised in writing what municipal property is to be returned at the time of exit interview.
4. The CAO in conjunction with the Department Supervisor will perform an exit interview to ensure:
  - a. that all municipal property is returned
  - b. to have legal obligations explained on a confidential basis
  - c. to have cessation of benefits explained
  - d. that an explanation of final wages and benefit deductions is provided
  - e. that ROE forms are completed
  - f. that the employer knows the reason for separation so the Town can manage future situations
5. The Town may determine to terminate an employee prior to the end of the notice period. In such cases the employee must be paid wages in lieu of notice.
6. Should an employee not be given the required notice, the Town is required to pay any earned wages, vacation pay and provide the Record of Employment within five (5) days.

## **TERMINATION OF EMPLOYMENT - JUST CAUSE**

### **POLICY STATEMENT:**

An employee may be terminated for just cause, without notice or pay in lieu of notice.

### **PROCEDURES:**

1. A progressive form of discipline from minor to severe is recommended. Each notice or warning shall clearly indicate the potential consequences should the undesirable behaviour continue or reoccur.
  - i. Caution Notice - counselling with a clear communication of the undesirable behaviour.
  - ii. Verbal Warning - a direct notice to cease and discontinue the undesirable activity.
  - iii. Written Warning - a formal discipline notice placed in the employee's file.
2. An incident of sufficient seriousness may warrant immediate dismissal.
3. No notice of employee termination is required.
4. No pay in lieu of notice is required.
5. An employee shall be advised in writing of all reasons for dismissal.
6. An employee shall receive all monies owing at the time of dismissal.
7. A recommendation to terminate employment should be completed by the Department Supervisor and reviewed with the CAO.

## **LONG TERM SERVICE RECOGNITION**

### **POLICY STATEMENT:**

The Town appreciates long-term service by employees. Employees shall be formally acknowledged and commended by the Town for key long-term service anniversaries in the presence of their peers.

### **PROCEDURES:**

1. The Town shall recognize the long-term service of permanent full time, permanent part time employees, and volunteer fire fighters in 5-year increments starting at 5 years of employment with the Town. An advertisement shall be placed on the Municipal website and newsletter congratulating the employee on the achievement after the award ceremony.
2. The CAO will budget for the costs within the annual operations budget.
3. The value of the award shall be as per the following schedule and shall not be used to purchase gift cards or alcohol:
  - a. 5 years – a gift in the amount of \$100.00
  - b. and an additional \$50 for each 5 years thereafter
4. Service will be determined by the calendar year that the employee first assumed a permanent position. The CAO shall annually compile and approve a list of those eligible for awards and advise the appropriate Department Supervisors of employees to be recognized.
5. The Long-term Service Awards will be presented by the CAO and Department Supervisor where applicable.

## **RETIRING EMPLOYEE RECOGNITION**

### **POLICY STATEMENT:**

Retiring employees shall have their contributions to the Town recognized.

### **PROCEDURES:**

1. The Town shall contribute towards the purchase of a gift to be presented to a retiring employee as per the following schedule:
  - a. 10 years a gift in the amount of \$100.00
  - b. and an additional \$50 for each 5 years thereafter
2. The Administration Department will purchase the gift. Recognition shall not be a gift card or alcohol.
3. Presentation of the gift to the retiring employee shall be done so in the presence of their peers.
4. In instances where a severance package has been issued, no recognition will be given by the Town to the employee.

## SECTION 6 - WORK CONDITIONS & HOURS

### SAFETY

#### **POLICY STATEMENT:**

Safety in the Workplace is of serious concern to the Town. Employees are to practice Safety at all times.

#### **PROCEDURES:**

1. The Town is a Smoke and Vape Free workplace. Smoking or vaping is not permitted in any Town owned buildings, vehicles, or equipment.
2. WHIMS and Operation Manuals of Town operated facilities are to be on site, consulted and followed.
3. The employee is responsible to become familiar with and aware of accepted safety practices when working in or around these facilities.
4. All equipment is to be operated with the guards and shields supplied.
5. Safety practices consistent with Occupational Health and Safety Standards are to be followed.
6. Vehicles and motorized equipment shall be operated by qualified and properly licensed personnel.
7. Employees must complete a walk around all equipment prior to its operation.
8. Vehicles and motorized equipment must be backed in or parallel parked to ensure maximum safety.
9. Any violation of the foregoing shall be reported immediately to your Department Supervisor.
10. Safety equipment and Personal Protective Equipment will be provided according to the Safety Equipment Policy adopted from time to time by Council.
11. Safety equipment and Personal Protective Equipment will be used and worn as circumstances require.
12. Minimum PPE for all outdoor employees excluding pool staff includes, CSA steel toed footwear, a hardhat, eye protection, and a reflective vest/shirt. This PPE must be worn at all times unless during sedentary work and while driving.
13. Employees may be responsible to work in varying outside elements based on their employment contract with the Town. The CAO and Department Supervisor will assess inclement weather conditions, hours of work may be adjusted for staff to safely perform assigned tasks. Employees are responsible for proper hydration, body care, and appropriate clothing and footwear for the tasks to be performed.

# Personnel Policy Handbook and Procedure Manual

## PERSONAL PROTECTIVE EQUIPMENT

### POLICY STATEMENT:

The Town expects the following to be observed and practiced by all employees and contractors when the Town undertakes any job or contract.

### PROCEDURES:

1. All employees, guests and visitors will wear CSA approved safety glasses, CSA Grade 1 safety boots, CSA approved hard hats, coveralls and or any other specialty PPE required for the job site.
2. All employees will wear gloves when performing any work required for a specific job.
3. All PPE used by the Town will be within the requirements of OH&S Regulations and CSA standards.
4. All PPE used by the Town will be maintained in accordance with manufacturer`s instructions and requirements.
5. All PPE that is of questionable reliability, damaged, or in need of service or repair will be removed from service immediately.
6. All PPE that has been removed from service will be tagged "OUT OF SERVICE". Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person.
7. No piece of PPE will be modified or changed contrary to manufacturer`s instructions or specifications or OH&S Act and Regulations and Codes.
8. The safety information in this policy does not take precedence over OH&S Regulations. All employees should be familiar with the OH&S Act and Regulations and Codes.

### POLICY STATEMENT:

The Town will provide permanent full-time, permanent part-time, and temporary employees with PPE.

### PROCEDURES:

1. The Town will provide employees with PPE in accordance with the annual operating budget. Department Supervisors are responsible to approve PPE expenditures within departmental budgets for each employee.

Permanent Full-time Employee	Permanent Part-time Employee	Temporary Employee
<ul style="list-style-type: none"> <li>▪ Hardhat</li> <li>▪ Safety glasses</li> <li>▪ Reflective vests</li> <li>▪ Gloves</li> <li>▪ Hearing protection</li> <li>▪ Uniforms/municipal branded clothing</li> <li>▪ <u>Steel toed footwear</u></li> </ul>	<ul style="list-style-type: none"> <li>▪ Hardhat</li> <li>▪ Safety glasses</li> <li>▪ Reflective vest</li> <li>▪ Gloves</li> <li>▪ Hearing protection</li> <li>▪ <u>Uniforms</u></li> </ul>	<ul style="list-style-type: none"> <li>▪ Hardhat</li> <li>▪ Safety glasses</li> <li>▪ Reflective vest</li> <li>▪ Gloves</li> <li>▪ Hearing protection</li> <li>▪ <u>Uniforms</u></li> </ul>

## Personnel Policy Handbook and Procedure Manual

<ul style="list-style-type: none"> <li>Up to \$500 per employee annually for the purchase of work-related PPE including but not limited to, winter wear, steel toed footwear, and other protective clothing. The employee must submit a receipt to accounting for proof of purchase. Accounting shall be responsible for tracking annual PPE purchases.</li> </ul>	<ul style="list-style-type: none"> <li><u>Steel toed footwear</u></li> <li>Up to \$200 per employee annually for the purchase of work-related PPE including but not limited to, winter wear, steel toed footwear, and other protective clothing. The employee must submit a receipt to accounting for proof of purchase. Accounting shall be responsible for tracking annual PPE purchases.</li> </ul>	<ul style="list-style-type: none"> <li><u>Steel toed footwear</u></li> </ul>
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- Specialty PPE such as rigging, and harnessing shall be provided by the Town where required.
- PPE required by the Fire Department shall be purchased in accordance with the annual departmental budget as approved by Council.



## **SECURITY**

### **POLICY STATEMENT:**

Considerable public funds have been spent on facilities, equipment, tools, and infrastructure. The public expects steps to be taken to secure and protect the investment and the facility. The Town will do everything in its power to protect public investment.

### **PROCEDURES:**

1. All buildings shall be locked when unoccupied.
2. Keys will only be issued to authorized personnel and must be signed out.
3. No key will be copied except as authorized by the Department Supervisor.
4. Alarms and security devices will be maintained and kept in proper working order at all times.
5. Computer equipment shall be password protected at all times from unauthorized use. Passwords will be changed every ninety (90) days using one (1) capital letter and one (1) number.
6. Computer maintenance and service shall be performed by qualified personnel.
7. All equipment including computers shall be locked when unoccupied.
8. All tools should be secured when not in use.

**WORK SCHEDULES**

**POLICY STATEMENT:**

The normal work schedule for permanent full-time employees of the Town is as follows:

- Permanent full-time employees work eight (8) hours a day, five (5) days a week.
- Permanent part-time employees as per schedule set by the CAO or Department Supervisor.

Seasonal employees will work as required by a work schedule to a maximum of 40 hours a week. Hours may vary and will be assigned by the Department Supervisor.

Salaried employees will work as required.

**PROCEDURES:**

1. Schedules may vary depending on the requirements of the Town to provide services to its citizens. Depending on the Department you work in all permanent full-time employees are entitled to have two 15 minute paid breaks (one in the morning and one in the afternoon) and one meal break between 30 minutes to 1 hour in length each workday unpaid. Your Department Supervisor will schedule your meal period to accommodate operating requirements.
2. There is no requirement that the five (5) days be consecutive.
3. The Department Supervisor will advise you of the time you will normally begin and end your work day.
4. Overtime work assignments (while kept to a minimum) may be necessary. As much notice as possible will be given. Overtime is not voluntary.
5. Overtime must be authorized by the Department Supervisor.
6. Calculation of hours of work does not include lunch breaks.
7. Departmental hours unless otherwise agreed to by the CAO for permanent full-time and permanent part-time employees is:

<b>Administration/ R&amp;L/Social Services</b>	<b>Public Works/Parks and Beautification</b>
Monday – Friday 8:30 a.m. – 4:30 p.m. with a 30 minute working lunchbreak.	Monday – Friday 7:00 a.m. – 3:30 p.m. with a 30 minute unpaid lunchbreak.

## **OVERTIME AND ON CALL**

### **POLICY STATEMENT:**

Employees other than salaried employees who are required to work on call hours or overtime are to be compensated for this work.

### **PROCEDURES:**

1. On call hours for weekends and holidays are to be paid on the basis of three (3) hours per day at the regular rate of pay.
2. Overtime is all hours worked in excess of:
  - a. Eight (8) hours a day, or
  - b. Forty-four (44) hours a week, or
  - c. As established by employment standards.
3. Overtime hours are to be calculated both on a daily and weekly basis. The higher of the two numbers is overtime hours worked in the week.
4. You cannot charge for both. Either you charge on call or overtime, whatever comes first.
5. Overtime must be approved by the Department Supervisor before work takes place.
6. On call hours shall be rotational between all public works employees and set in a schedule approved by the CAO.
7. Employees shall schedule holiday requests around on call weekends.

## **USE OF MUNICIPAL VEHICLES AND EQUIPMENT**

### **POLICY STATEMENT:**

The Town provides vehicles to those employees who, by nature of their work, require the use of Vehicles and Equipment.

### **PROCEDURES:**

1. Vehicles/Equipment are provided for use on the job only.
2. Vehicles/Equipment will not be used for personal purposes.
3. Vehicles/Equipment will be parked at the designated municipal site(s) and shall always be backed.
4. Town Vehicles may be taken home or to a designated secured site by authorized personnel as approved by the CAO or Department Supervisor when it is considered to be an economic benefit to the Town, efficient for time management and/or when it is deemed the safer option.
5. Vehicles/Equipment must be treated with due care and attention, properly serviced, and maintained, as well as kept clean both on the inside and outside.
6. Smoking or vaping will not be permitted in any Town Vehicles/Equipment.
7. Vehicles/Equipment must not be operated by the employee while under the influence of alcohol and/or drugs. Violation of this procedure may constitute cause for immediate dismissal.
8. Vehicles/Equipment must not be operated by the employee while the employee is under a license suspension or does not have the proper license endorsement for the Vehicles/Equipment being operated. Violation of this procedure may constitute cause for dismissal.
9. Non-employees are not allowed to ride as passengers in Town Vehicles/Equipment per the Town insurance coverage.
10. All employees are prohibited from the use of earbuds on any worksite. Only approved hearing protection shall be worn.

## **TRAVEL AND SUBSISTENCE**

### **POLICY STATEMENT:**

When on Town business reimbursement of approved expenditures will be paid to the employee for the cost for long distance travel by the most direct economy class available from the departure point to the destination. If no Town vehicle is available, the employee may choose to use a personal vehicle and will be reimbursed according to mileage allowance established by Revenue Canada rates.

Employees shall be reimbursed for hotel and meals according to rates established in this policy. Wherever possible, lodging and meals will be pre-paid for the employee by the Town.

### **PROCEDURES:**

1. Travel arrangements should be planned in advance – the Administration Department will book accommodations early to maximize savings.
2. When using a personal vehicle employee will be reimbursed mileage costs at the approved rate.
3. Meal allowances of up to \$65.00 per day will be paid, for meals made up as Breakfast \$15.00, Lunch \$20.00, and Dinner \$30.00. No reimbursement without receipts. Alcoholic beverages will not be reimbursed.
4. The employee is responsible to remit mileage and other travel/subsistence related expenses for approval to the Administration Department.

## **REMOTE WORK**

### **POLICY STATEMENT:**

The Town recognizes that there are instances when employees may need to work from home or from a remote office. This policy governs general parameters for remote work for permanent full-time and permanent part-time employees.

### **PROCEDURES:**

1. All remote work must be approved by the CAO.
2. An employee that is authorized to temporarily work remotely must have a designed place to complete assigned work.
3. Unless authorized by the CAO, the employee shall not remove any municipal properties or files from the Town Office, or municipal building.
4. Each administrative employee, where applicable will be assigned a laptop for the purpose of completing remote work. The laptop shall only be used for municipal business as authorized and assigned by the CAO. When operating the municipal laptop, employees shall only use the secure LogMeIn credential assigned by the CAO to perform duties.
5. Only the employee that has been assigned the municipal equipment is authorized to use it.
6. An abuse of municipal equipment may result in the immediate termination of an employee.
7. Employees must log off and lock the municipal equipment when it is not in use.
8. While travelling, employees must ensure municipal equipment is shielded from view to prevent theft.
9. Employees are not permitted to download personal applications on municipal equipment.

## SECTION 7 - LEAVES

### **LEAVE OF ABSENCE - PERSONAL**

#### **POLICY STATEMENT:**

Leave of Absence may be granted to permanent full-time employees and permanent part-time employees for professional development, or such other reason as determined by the CAO, or Council.

#### **PROCEDURES:**

1. Leave of Absence shall be approved in writing by the CAO or Council.
2. Time off for Professional Development may be granted if it is demonstrated that there is a benefit to the Town. There may be a requirement for the employee and the Town to enter into a formal agreement concerning remuneration and/or compensation to both the Town and the employee. Such remuneration may involve vacation time and may include reimbursement to the Town.
3. Leave of Absence for Short-term Disability, for issues such as Mental Health, Alcohol and Drug Rehabilitation will be coordinated with the Short-term Disability insurance and shall be approved in writing by the CAO, or Council.
4. When additional time is required, vacation time, or flex time will be considered as the first choice. Only after vacation time and flex time is exhausted will consideration be given to additional time off with pay.

## **LEAVES OF ABSENCE – JURY/WITNESS DUTY**

### **POLICY STATEMENT:**

Leave of Absence may be granted to permanent full-time employees and permanent part-time employees for Jury Duty or Witness Duty as determined by the CAO or Council.

### **PROCEDURES:**

1. All Leaves of Absence shall be approved in writing by the Department Supervisor, CAO or Council.
2. Employees called to jury duty will receive a base rate of pay for the number of hours normally worked that day.
3. Any pay received by the employee for attending to the above (#2) will be reimbursed to the Town.
4. The Town may ask the court to excuse employees from jury duty if in the employee's absence causes serious operational problems.
5. The Town will provide employees with an unpaid day off if they receive a subpoena to testify in court.
6. Employees will not be paid to attend court if they were charged with an offence.



## **LEAVES OF ABSENCE – BEREAVEMENT LEAVE**

### **POLICY STATEMENT:**

Leave of Absence may be granted to permanent full-time employees and permanent part time employees for bereavement leave as approved by the CAO or Council.

### **PROCEDURES:**

1. Permanent full-time employees and permanent part time employees are eligible for up to five (5) days bereavement leave for immediate family with pay at their base pay rate.
2. For Bereavement Leave, “immediate family” means your spouse (common-law), parent (step, in-law, common-law), child (step, in-law, common-law) or your grandchild (step, in-law, common-law). The Town will also consider requests for bereavement leave if someone dies who was as close to you as an immediate family member.

## **MATERNITY, ADOPTION AND PARENTAL LEAVE**

### **POLICY STATEMENT:**

The Town will provide unpaid leave to permanent full-time employees and permanent part-time employees with twelve months service who wish to take time off from duties to fulfill family obligations.

### **PROCEDURES:**

1. An employee is entitled to an unpaid leave according to the Employment Standards Code.
2. An employee must give at least written notice of the day they plan to leave and return to work as per Employment Standards Code.
3. The Town will follow the requirements of the Employment Standards Code in modifying and following the provisions regarding parental leave, return to work, failure to return to work etc.
4. The employee will be responsible for all benefits including the employer's share while on leave.
5. Earned vacation, holiday benefits and seniority will not continue during maternity, adoption, or parental leave.
6. The Employment Standards Code prohibits the termination of an employee who has commenced maternity, adoption or parental leave and has been continuously employed by the employer for 3 months or more.

## **SECTION 8 - EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### **HARASSMENT**

#### **POLICY STATEMENT:**

The Town is committed to providing a work environment that is free of discrimination and all forms of unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or other legally protected characteristic will not be tolerated.

#### **DEFINITION OF HARASSMENT:**

1. Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status or source of income. Alberta human rights laws prohibit harassment in the workplace on these grounds.

Examples of harassment which will not be tolerated by the Town are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's appearance, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status or source of income. The Town will not tolerate any display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome initiations or requests, whether indirect or explicit.

#### **DEFINITION OF SEXUAL HARASSMENT:**

1. Sexual harassment is any behaviour that is sexual in nature and is unwelcome. The Alberta Human Rights Commission defines sexual harassment as follows:  
"Sexual harassment, being discrimination on the grounds of gender, is a violation of the Alberta Human Rights Citizenship and Multiculturalism Act. Unwanted sexual advances, unwanted requests for sexual favours and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:  
  
Submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment; or  
  
Submission to, or rejection of, such conduct by an individual affects that individual's employment."  
  
2. Sexual harassment is illegal under the provisions of the Alberta Human Rights Citizenship and Multiculturalism Act. Sexual harassment can include such things as

pinching, patting, rubbing or leering, dirty jokes, pictures or pornographic materials, comments, suggestions, innuendos and requests or demands of a sexual nature.

3. The behaviour need not be intentional in order to be considered sexual harassment.
4. All harassment is offensive and in many cases it intimidates others. It will not be tolerated by the Town.

### **PROCEDURES:**

#### If you are being harassed:

1. Inform the harasser either verbally or in writing that their behaviour is unwelcome and ask them to stop.
2. Keep a record of incidents (dates, times, locations, possible witnesses, what happened, your response, etc.). You do not have to have record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
3. File a complaint. If, after asking the harasser to stop their behaviour, the harassment continues, report the problem to the CAO.
4. If the complaint is against the CAO the complaint will be referred to Council and dealt with as a "Closed Session" item.
5. You also have the right to contact the Alberta Human Rights and Citizenship Commission to file a complaint of sexual harassment and if circumstances warrant it, a charge of assault may be filed with the police. A complaint must be filed with the Alberta Human Rights and Citizenship Commission within twelve (12) months of the alleged incident.

#### Dealing with the complaint:

1. Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately, and all necessary steps taken to resolve the problem.
2. Both the complainant and the alleged harasser will be interviewed as will any individuals who may be able to provide relevant information. The investigation will be performed in as discreet and confidential a fashion as possible. All information will be kept in confidence.
3. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
4. Regardless of the outcome of a harassment complaint made in good faith, the employee lodging the complaint, as well as anyone providing information, will be protected from any form of retaliation by either coworkers or superiors.

### **RESPONSIBILITY:**

#### Employees:

1. Employees who believe they have been the subject of harassment have the responsibility to advise the offender that the action is unacceptable behaviour and is unwelcome.

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2. Employees are to report incidents of suspected harassment to their Department Supervisor or Immediate Supervisor, without fear of reprisal. It is the responsibility of all employees to make management aware of any observed behaviour that may be deemed to be offensive. Any supervisor who becomes aware of possible harassment is expected to promptly advise the CAO.

### Chief Administrative Officer:

1. It is the responsibility of the CAO to:
  - a. Take immediate and appropriate action to deal with incidents of harassment of any type whether brought to their attention or personally observed.
  - b. Report all incidents.
  - c. Apply appropriate action.
2. Under no circumstances should a legitimate complaint be dismissed or downplayed, or the complainant told to deal with it personally. The CAO is accountable to ensure that a thorough investigation is completed, and if necessary, recommend appropriate disciplinary action.
3. All harassment complaints will be investigated in a timely and confidential manner. A confidential complaint will be administered by the CAO.
4. Prompt corrective action will be taken. Anyone engaging in sexual or other forms of unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## **HARASSMENT – WORKPLACE VIOLENCE PREVENTION**

### **POLICY STATEMENT:**

The Town is committed to preventing workplace violence and making the Town a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at any time.

### **PROCEDURES:**

1. You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. We do not allow firearms, weapons, and other dangerous or hazardous devices and substances on the premises of the Town of Bassano without proper authorization.
2. You should immediately report a threat of violence or an act of violence by anyone to your supervisor or another member of management. If you report a threat of violence, give every detail you can.
3. Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.
4. We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.
5. If you commit a violent act, threaten violence, or violate these guidelines in another way, you will be subject to disciplinary action, up to and including termination of employment.
6. If you are having a dispute with another employee, we encourage you to talk it over with your Supervisor or the CAO. The Town wants to help you work out problems before they become more serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.

## **EMPLOYEE CONDUCT & WORK RULES**

### **POLICY STATEMENT:**

The Town expects you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees, residents, and the Town.

### **PROCEDURES:**

1. While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:
  - Theft or inappropriate removal or possession of property
  - Falsification of timekeeping records
  - Working under the influence of alcohol/drugs or illegal drugs
  - Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owner vehicles or equipment
  - Fighting or threatening violence in the workplace
  - Boisterous or disruptive activity in the workplace
  - Negligence or improper conduct leading to damage of employer-owned or customer-owned property
  - Insubordination or other disrespectful conduct
  - Violation of safety or health rules
  - Smoking in prohibited places
  - Sexual or other unlawful or unwelcome harassment
  - Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
  - Excessive absenteeism or any absence without notice
  - Unauthorized absence from workstation during the workday
  - Violation of personnel policies

## **ALCOHOL & DRUG USE**

### **POLICY STATEMENT:**

The Town will be proactive in dealing with the employee's use of alcohol and legal drugs, tobacco, or illegal drugs while on duty.

### **PROCEDURES:**

1. An employee shall not operate a vehicle or any mobile or stationary equipment while under the influence of alcohol, legal drugs, prescription drugs, or illegal drugs.
2. An employee shall not report for duty while under the influence of alcohol, prescription drugs, or legal/illegal drugs.
3. An employee who is demonstrated to have a problem with the use of alcohol, prescription drugs, tobacco legal or illegal drugs will be encouraged to seek professional help and may be granted time off according to policy.
4. Employees requesting professional help will be encouraged to use programs offered through the Employee Assistance Program as offered through the Employee Benefits Program.



## **ATTENDANCE & PUNCTUALITY**

### **POLICY STATEMENT:**

The Town expects its employees to respect fellow employees and the citizens of the Town. It is therefore expected that all employees will be on time and in their assigned work areas.

### **PROCEDURES:**

1. The employee is required to be punctual and in place at the commencement of their work schedule.
2. Failure to comply with the requirements of this policy may result in disciplinary action as outlined in Policy.
3. If you cannot come to work or you will be late for any reason you must notify your Department Supervisor or the CAO.

Amended

## **PERSONAL APPEARANCE**

### **POLICY STATEMENT:**

Personal appearance means how employees dress, how neat they are and their personal cleanliness standards. Personal appearance can influence what customers, residents, visitors, and contractors think about the Town. Personal appearance can also impact the morale of your co-workers.

### **PROCEDURES:**

1. Clothing must be clean and neat.
2. Shoes must provide safe, secure footing, and offer protection against hazards – see PPE Policy.
3. Offensive body odour and poor personal hygiene is not professionally acceptable.
4. Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
5. Jewellery should be limited and not be functionally restrictive, dangerous to job performance, or excessive.

## **USE OF CELL PHONES**

### **POLICY STATEMENT:**

Care and protection of cell phone is the responsibility of the employee.

### **PROCEDURES:**

1. Cell Phones shall be supplied by the Town to employees who require them, and the appropriate account shall be established by the Department Supervisor and CAO.
2. Personal use of work cell phones will be monitored by the Administration Department. Private call may be charged to the employee.
3. Any lost, stolen or damaged cell phones shall be reported to the Administration Department immediately.
4. As per Bill 172 employees will not use a cell phone while operating a vehicle or equipment.
5. Use of personal cellphones during working hours are prohibited. Messages can be checked, or calls can be made during scheduled breaks or meal hour. Use is only allowed if authorized by the Supervisor.

## **USE OF LAPTOPS/IPADS**

### **POLICY STATEMENT:**

Care and protection of laptops and iPads (“devices”) is the responsibility of the employee.

### **PROCEDURES:**

1. Devices shall be supplied by the Town to employees who require them, and the appropriate account shall be established by the Department Supervisor and CAO.
2. Personal use of devices is prohibited.
3. Any lost, stolen, or damaged devices shall be reported to the Administration Department immediately.
4. Only secure logins shall be used on devices.
5. Devices must be stored in a secure place and locked when it is not in use.
6. Only the employee assigned the device is permitted to operate it.

## **MEDIA RELATIONS**

### **POLICY STATEMENT:**

The Chief Elected Official (CEO – Mayor) is the Spokesperson for the Town. All Press Releases and public statements shall go through the Mayor. When instructed, the CAO may represent the Town on selected issues.

### **PROCEDURES:**

1. Administration may communicate with the Media on matters of procedure, technical reports, and established policy.
2. New policy and interpretation of policy will be communicated through the Mayor and, when instructed by the CAO.

Amended

## **INTERNET & ELECTRONIC MAIL USE**

### **POLICY STATEMENT:**

The Town owns and operates various computer systems which are provided for use by employees in support of their employment tasks and activities. All users are responsible for seeing that this equipment and these systems are used in an effective, ethical, and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these systems. Unacceptable use is prohibited and could result in disciplinary action including termination and as well could attract legal sanctions under federal, provincial, or local law.

### **GENERAL PRINCIPLES**

Through the computer network, the Town provides Internet and email privileges to its employees. Like computer systems and networks, these resources are intended for purposes and activities related to the employee's work.

Use of computers, programs and resources may be subject to monitoring for security and/or network management without notice. Correspondence via email is not guaranteed to be private.

### **PROCEDURES:**

1. Employees using the Internet and email services for work related purposes are expected to use the system in the most efficient and effective manner possible. The viewing of internet sites that while municipally related have little practical application to the employee's work and assignments must be limited during work hours.
2. Users shall not use the Internet or email systems:
  - a. For private business activities
  - b. For any illegal or unlawful purpose
  - c. To upload, download or otherwise transmit commercial software or any copyrighted materials belonging to other parties other than the Town.

## **INTERNET & ELECTRONIC MAIL USE**

1. Reveal or publicize confidential or proprietary information which includes, but is not limited to:
  - a. Financial Information
  - b. New business and development plans, strategies and plans
  - c. Databases and file structures of the Town's networks
  - d. Technical product information
  - e. Computer/Network access codes and passwords

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2. To visit Internet sites that contain illegal, obscene, pornographic, racial or hateful content which is objectionable and/or defamatory, or to convey such material including content that is intended to annoy, harass or intimidate others.
3. For rude and obscene amusement or entertainment purposes.
4. Limited, incidental personal use is permitted as long as it does not:
  - a. Consume more than a trivial amount of resources of the system and networks.
  - b. Interfere with staff productivity.
  - c. Pre-empt any activity related to the employee's work or the business of the Town.
5. Use of the internet or email system for non-profit, social, and charitable endeavours and activities may be permitted provided it is conducted primarily after work hours and as long as it does not:
  - a. Consume more than a trivial amount of resources of the system and networks.
  - b. Interfere with staff productivity.
  - c. Pre-empt any activity related to the employee's work or the business of the Town.
  - d. Consume more than a minor amount of employee time.

### **INTERNET & ELECTRONIC MAIL USE**

1. Users of the email system shall not:
  - a. Open any attachment from an external source that has not first been scanned for viruses.
2. All policies that are covered under the *Freedom of Information and Protection of Privacy Act* are extended to the email and Internet Use Policy.
3. Breach of this policy will result in disciplinary action and depending on the seriousness and circumstances of the breach and the nature, if any, of other previous breaches of this policy, punishment could extend up to and including termination of employment.
4. Any suspected illegal activities will be referred to the RCMP Services for criminal investigation. Notwithstanding Section 7, employees found using electronic mail or Internet access for illegal or unlawful purposes will have their employment terminated immediately without notice.

## **CORRECTIVE DISCIPLINE**

### **POLICY STATEMENT:**

The Town as an employer will apply a progressive disciplinary approach to encourage employees to take the necessary corrective action to achieve the required level of performance and/or conduct.

The Town's policy of Corrective Discipline attempts to correct unacceptable behaviour by employees. This is accomplished in part through the application of progressive disciplinary sanctions. These sanctions are not intended as punishments. Rather, their purpose is to bring about the behaviour required for effective job performance and to indicate the seriousness with which the employer views the matter. The employer will point out incidents of misconduct to employees when they occur as well as the corrective action required. The employer believes that the employee must accept responsibility for the required behavioural change; failure to do so will place employee's continued employment at risk. The employer will prompt the employee to adopt the required behaviour and will acknowledge progress in this regard.

### **PROCEDURES:**

1. The principle of progressive discipline requires that the employer:
  - a. Ensure that the employee is aware of the employer's expectations
  - b. Identify where the employee has fallen short of the employer's expectations.
  - c. Explain to the employee that the infraction is serious and deserving of discipline.
  - d. Encourage the employee to change or not repeat his or her behaviour.
  - e. Warn the employee that future behaviour of the same or similar kind will lead to progressively more serious discipline.
2. The progression of discipline usually follows the four steps provided below. There may however be a need to modify or even bypass one or more steps depending on the gravity of the violation.
  - a. Verbal reprimand (counselling or coaching)
  - b. Written reprimand
  - c. Suspension
  - d. Dismissal
3. The level of discipline that is applied should not be more than what is required to bring about the desired corrective action. The employer must also consider any mitigating factors that might be considered in determining the severity of the proposed disciplinary action.
4. Regardless of the level of discipline applied, the Employer must ensure:
  - a. That the employee performed a culpable act for which the person is being disciplined (a detailed description of what happened with dates, times and witnesses, and statements or notes must be prepared).
  - b. That the severity of the infraction is assessed, whether this is the first such an incident or a repeat of an earlier similar incident(s).



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- c. That the cause of the employee's behaviour has been thoroughly investigated.
  - d. That the employer considered any mitigating circumstances.
  - e. That the discipline being proposed is legal.
  - f. That the employee is being disciplined for an act related to their work, not for personal reasons.
  - g. That the penalty is appropriate.
  - h. That other employees have received a similar penalty for similar behaviour under similar conditions.
5. Where the level of discipline being applied is at a level below that of dismissal the Employer must ensure:
- a. That the expected standards of work performance or behaviour are explained to the employee.
  - b. That the seriousness of the infraction is explained to the employee.
  - c. That the employee is warned that any further infractions would result in more serious discipline, up to and including termination.
  - d. That the employee is offered assistance in achieving acceptable performance and/or conduct (eg. training, coaching, counselling, etc.)
6. In cases where it is appropriate to have the employee remain on the premises during an investigation into a suspected case of misconduct or when it may be necessary to immediately remove the employee from the premises due to the employee's behaviour, the Employer may suspend the employee until specific corrective action is determined. This indefinite suspension procedure allows the supervisor time to collect and consider the facts, and to review contemplated action. Employees should be informed of the possible outcomes at the time he or she is placed on indefinite suspension.
7. Examples:

### Verbal or Written Warning:

To facilitate consistency, this outline of types of misconduct corrective actions will serve as a guide. These are not prescribed actions they are suggestions only. Nor is the list of infractions below inclusive. There are to be no automatic measures of discipline. Every case is to be treated on its own merits, taking into account the seriousness of the infraction and the nature of the circumstances, as well as the employee's work record. Certain forms of misconduct may be minor enough initially to warrant efforts of corrective discipline through a verbal or a written warning.

Examples of this type of misconduct include:

- a. Unreported absence;
- b. Excessive unscheduled absences;
- c. Tardiness at start of shift or after breaks;
- d. Improper care of the Town's equipment and/or property;
- e. Failure to record or improper recording of time (without apparent intent to defraud);

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- f. Failure to comply with personal safety rules (hardhat, safety vest, boots, etc.);
- g. Leaving work area during work time without authorization;
- h. Wasting time, loitering;
- i. Failure to properly or completely perform job tasks;
- j. Failure to display proper respect for other employees and/or the public.

Depending on the severity of the misconduct and/or the frequency, a different or additional discipline, up to and including termination may be applied.

### Written Warning or Suspension:

Other forms of misconduct are usually considered more serious and generally warrant more severe discipline, up to and including termination.

Examples of this type of misconduct include:

- a. Violation of safety rules (where other employee's or the public's safety is jeopardized)
- b. Reporting to work under the influence of alcohol, drugs or otherwise unable to perform the duties of the job satisfactorily
- c. Horseplay (rough boisterous activity which is disruptive to the orderly and efficient operation of the work site)
- d. Falling asleep during work time

### Lengthy Suspension or Dismissal:

Other types of misconduct are so severe that except in unusual circumstances, termination is warranted.

Examples include:

- a. Stealing or removing without proper authorization any property of another person or of the employer
- b. Insubordination (wilful refusal to perform an assigned duty or to comply with an instruction)
- c. Verbal or physical abuse of a fellow employee and/or supervisor
- d. Intentionally sleeping on the job (except at designated breaks)
- e. Intentionally misusing, damaging, or destroying the employer's property or the property of others
- f. Fighting, provoking, or instigating a fight; willfully injuring or attempting to injure another person
- g. Possession of a weapon on the employer's property
- h. Indecency in dress, language or behaviour
- i. Breach of confidentiality
- j. Falsification of any record
- k. Abusive, threatening or harassing remarks or behaviour toward a supervisor, another employee or the public
- l. Use of sexual, racial, religious or other discriminatory words or actions

m. Possession or use of alcohol or illegal drugs during scheduled work hours

Amended



P-TOB41/001-22  
2022

<b>Policy Title</b>	Public Lands Watering Schedule Policy
<b>Authority</b>	Public Works and Parks/Recreation
<b>Approved (Dates/Motion #)</b>	TOB247/22
<b>Policy Number</b>	P-TOB41/001-22
<b>Review</b>	November 1 Annually
<b>Reviewed by/date</b>	November 14, 2022

### Policy Statement

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

### Definitions

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

**Council** – means the elected body of the Town.

**Administration** – means the administrative department of the Town.

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

**Employee** – means a person employed by the Town.

**Town** - means the incorporated municipality of Bassano.

### Responsibility

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

### Guidelines

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

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

5. The watering schedule is:

Joint Use Facility (249 – 6 Avenue)	3 times/week – green space within the fence
Joint Use Facility (249 – 6 Avenue)	3 times/week – green space along street with flowers.
Kinette Park (Community Gardens)	3 times per week, Monday, Wednesday and Friday 2 hours in the morning and 2 hours in the evening 6:00 a.m. – 8:00 a.m. and 6:00 p.m. – 8:00 p.m.
Cemetery	3 times/week
Community Hall (610 – 2 Avenue)	2 times/week – to maintain the grounds, the department shall endeavour to water the greenspace after large community events to ensure the grounds recovery.  This area shall be monitored, and watering shall be adjusted to keep the grass green as the area is frequently used by the community for events.
Town Office (502 – 2 Avenue)	3 times/week  This area shall be monitored, and watering shall be adjusted to keep the grass green as this is a highly visible and prominent building on main street.
Homecoming Campground (605 – 2 Avenue)	1 time/week – only on the east and west ends of the campground to ensure tenters have a suitable space
3 <sup>rd</sup> Avenue Triangle	Watering shall cease at this location in 2022 on a trial basis. Community programming at this location is encouraged.
Library East (Cenotaph)	3 times/week  This area shall be monitored, and watering shall be adjusted to keep the grass green as the area is frequently used by the community for events.

**Commented [AD1]:** What does council want to do with this watering schedule?

END OF POLICY



# REQUEST FOR DECISION

Meeting: October 10, 2023

Agenda Item: 6.3

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## SUBJECT: BUILD Bassano Policies Review

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### **BACKGROUND**

To promote and enhance development in Bassano, council developed three key and termed policies:

**1. BUILD Bassano – Residential Housing Development Incentive Policy**

This policy is a termed development incentive. The total valuation is \$150,000 in municipal tax credits or until the term ends on December 31, 2025.

It allows for the revitalization of abandoned, derelict or poorly conditioned residential properties. It also allows for the addition of an accessory dwelling unit.

The policy has been in effect since July 2022. No incentives have been issued under this policy.

**2. BUILD Bassano – Residential Vacant Land Development Incentive Policy**

This policy is a termed development incentive whereby residential properties are offered for sale below fair market value for a period of 1-year. In addition, tax incentives are provided for single unit and multi-unit development.

This policy has been in effect since June 9, 2023. No incentives have been issued under this policy.

**3. BUILD Bassano – Commercial Development Incentive Policy P-TOB66/005-23**

This policy is a termed development incentive. The total valuation is \$150,000 in municipal tax credits or until the term ends on December 31, 2025.

It allows for the construction of new buildings within the commercial/industrial districts.

This policy has been in effect since June 12, 2023. One incentive has been issued under this policy.

Council must determine if the policies should remain active or be changed.

### **OPTIONS**

BEAUTIFY | BUILD | BENEFIT

[www.bassano.ca](http://www.bassano.ca)

#1 – That council maintains its commitment to the BUILD Bassano development incentives policies. No amendments will be made at this time.

#2 – That council directs amendments to the BUILD Bassano policies (define amendments).

### **CAO COMMENTS**

Council and administration have spent considerable time marketing these development incentives, meeting with potential investors (internally and externally), and addressing inquiries. Operationally, the policies continue to align with the directives of council and the feedback from inquiries has been positive.

### **ALIGNMENT TO STRATEGIC PLAN**

G2

### **RECOMMENDATION**

That council maintains its commitment to the BUILD Bassano development incentives policies. No amendments will be made at this time.

1. BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22
2. BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB66/004-23
3. BUILD Bassano – Commercial Development Incentive Policy P-TOB66/005-23

**Prepared by:** Amanda Davis, CAO

### **Attachments:**

1. BUILD Bassano – Residential Housing Development Incentive Policy P-TOB66/003-22
2. BUILD Bassano – Residential Vacant Land Development Incentive Policy P-TOB66/004-23
3. BUILD Bassano – Commercial Development Incentive Policy P-TOB66/005-23



<b>Policy Title</b>	BUILD Bassano – Residential Housing Development Incentive Policy
<b>Authority</b>	Administration
<b>Approved (Dates/Motion #)</b>	TOB137/22
<b>Policy Number</b>	P-TOB66/003-22
<b>Review</b>	To be reviewed annually at the Organizational meeting
<b>Reviewed by/date</b>	July 11, 2022

## Policy Statement

To advance our 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, we commit to residential housing and development incentives to stimulate growth and to limit the housing shortage.

## Purpose Statement

The Town has passed multiple strategies that aim to activate the community and local economy over-time. It is important that our community has a complete housing stock to serve a diverse population.

The purpose of the development incentive is to:

1. To stimulate residential development in Bassano
2. To ensure there is quality housing options for people that choose to live and work in Bassano
3. To improve the housing market and the variety of housing stock in Bassano
4. To help solve the rental shortage in Bassano
5. To support local businesses and industry

## Definitions

**Abandoned Property** – mean a property that has been abandoned by the owner, or a property that is unkempt, or derelict, with or without tenants.

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

**Contacted Assessor** – means the contacted entity that provides assessment services to the Town.

**Council** – means the elected body of the Town.

**Derelict Property** - means a run down, unkempt residential property that is not suitable for habitants. The property lacks a sense of duty, is neglected by the property owner or landlord.

**Land Use Bylaw 921/21** – mean a bylaw passed by the municipality that governs the use of lands which is subject to change.



**Poor Conditioned Property** – means a residential property that has aged and requires revitalization to refresh the liveability, or to bring the property into code compliance.

**Tax Credit** – means a non-cash value municipal tax credit that is non-transferrable and applied to a residential tax roll as a development incentive.

**Town** - means the incorporated municipality of Bassano.

**Vacant Property** – means a property that is not inhabited. It may be derelict, vacant, or abandoned.

## Responsibility

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

## Process

1. This is a termed development incentive. The total valuation of the incentive is \$150,000 in overall municipal tax credits. The term begins at the date of policy adoption and runs until December 31, 2025, or until that total valuation of the municipal tax credits has been allocated, whichever comes first.
2. To be eligible for a development incentive, the applicant must be in good standing with the Town. Development incentives are stackable. This means, one applicant may be eligible for the Revitalization Development Incentive and the Backyard Suite Development Incentive at the same location.
3. A tax credit is non-transferrable and has no cash value.
4. The CAO shall administer and sign off on all development incentives. The CAO shall provide a written report to council each month related to administration of this policy.

## Revitalization Development Incentive 1

The purpose of the revitalization development incentive is to improve the condition of a privately owned vacant, abandoned, derelict, or poorly conditioned properties in the Town.

1. The revitalization development incentive applies only to the residential districts as defined within the Town's Land Use Bylaw 921/21.
2. Any option may be applied for under the revitalization development incentive:
  - a. A complete demolition of a privately owned, vacant, abandoned, derelict, or poorly conditioned residential property. The site must be backfilled and graded and left in a vacant state for future development.
  - b. A complete renovation of the privately owned, vacant, abandoned, derelict, or poorly conditioned residential property. The complete renovation must result in a viable residential property. The complete renovation must include interior and exterior

upgrades to bring the property into compliance under the Alberta Building Code with refreshed landscaping where applicable.

- c. A complete or partial demolition, with a complete or full rebuild of a privately owned, vacant, abandoned, derelict, or poorly conditioned residential property. The renovation must include interior and exterior upgrades to bring the property into compliance under the Alberta Building Code with refreshed landscaping where applicable.
3. The applicant must obtain a development permit from the Town and submit plans in accordance with the Land Use Bylaw relative to the revitalization development incentive.
4. The applicant must obtain all discipline permits from Superior Safety Codes as a condition of the development permit relative to the revitalization development incentive.
5. Where the property requires updated municipal utility services, the cost to upgrade the municipal utility service is the responsibility of the applicant. The applicant shall enter into a Development Agreement with the Town.
6. A tax credit shall be applied to the revitalized property at the point of occupancy. A point of occupancy is received in written form from Superior Safety Codes when a development is complete and ready for occupancy. A copy of the occupancy permit must be provided to the Town. The CAO will verify/certify the occupancy permit prior to applying the tax credit to the account. The tax credit is non-transferrable and has no cash value.
7. The tax credit is applied to the revitalized property based on an improved property assessment. The property assessment is determined by the Town's contacted assessor. Property assessment is not fair market value. To be eligible for the tax credit, the revitalization of a single-family dwelling (SFD) must double the property's assessment to a minimum of 150,000. For a multi-unit dwelling, it must double the property's assessment to a minimum of 250,000 (see Table 1). Minimum property assessment does not apply for a complete demolition.

<b>Property Assessment Categories</b>	<b>Tax Credit Applied</b>
SFD - Category 1	\$5,000
Multi-unit dwelling - Category 2	\$10,000

*Table 1. Revitalization Development Incentive Chart*

## Backyard Suite Development Incentive 2

The purpose of the backyard suite development incentive is to add to the residential housing stock, to promote infill development, and to provide a diverse range of housing options.

1. The backyard suite development incentive applies only to the residential districts as defined within the Town's Land Use Bylaw 921/21. See Image 1 for examples of backyard suites.

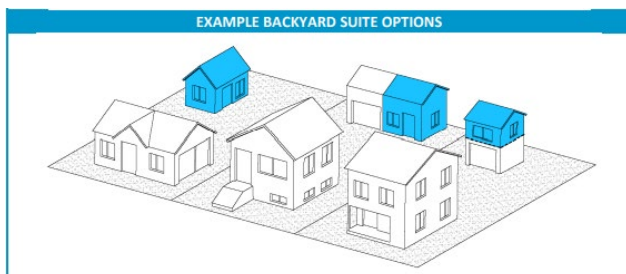


Image 1. Example of Backyard Suites

2. The backyard suite must be on a permanent foundation.
3. The applicant must obtain a development permit from the Town and submit plans in accordance with the Land Use Bylaw relative to the backyard suite development incentive.
4. The applicant must obtain all discipline permits from Superior Safety Codes as a condition of the development permit relative to the backyard suite development incentive.
5. A tax credit shall be applied to the backyard suite at the point of occupancy. A point of occupancy is received in written form from Superior Safety Codes when a development is complete and ready for occupancy. A copy of the occupancy permit must be provided to the Town. The CAO will verify/certify the occupancy permit prior to applying the tax credit to the account. The tax credit is non-transferrable and has no cash value.
6. The tax credit is applied to the backyard suite as defined in Table 2.

Categories	Tax Credit Applied
New Build – Backyard Suite	\$10,000
Building Conversion to Add a Compliant Backyard Suite	\$5,000

Table 2. Backyard Suite Tax Credit

## Supporting Plans

1. Town of Bassano Strategic Plan 2019-2026
2. Economic Enrichment Strategy 2021
3. Intergenerational and Multigenerational Tiny Home Pilot Project 2020
4. Municipal Development Plan 910/20
5. Land Use Bylaw 921/21
6. Beautify Bassano Initiative 2018

## Attachments

1. BUILD Bassano – Residential Housing Development Incentive – Application Forms

END OF POLICY

Approved



<b>Policy Title</b>	BUILD Bassano – Residential Vacant Land Development Incentive Policy
<b>Authority</b>	Administration
<b>Approved (Dates/M#)</b>	Amended June 12, 2023 (M#TOB110/23)
<b>Policy Number</b>	P-TOB66/004-23
<b>Review</b>	To be reviewed by November 1, 2023
<b>Reviewed by/date</b>	June 12, 2023 – Council

## Policy Statement

To advance the 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, we commit to residential housing and development incentives to stimulate growth and to limit the housing shortage.

## Purpose Statement

The Town has passed multiple strategies that aim to activate the community and local economy over time. It is important that our community has a complete housing stock to serve a diverse population.

The purpose of this development incentive is:

1. To stimulate residential development in Bassano.
2. To ensure there is quality housing options for people that choose to live and work in Bassano.
3. To improve the housing market and variety of housing stock in Bassano.
4. To help solve the rental shortage in Bassano.
5. To support local businesses and industry.
6. To encourage investments that will grow Bassano.

## Definitions

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

**Assessor** – means the contacted entity that provides assessment services to the Town.

**Council** – means the elected body of the Town.

**Land Use Bylaw (LUB) 921/21** – means a bylaw passed by the municipality that governs the use of lands which is subject to change.

**Manufactured Home (MF)** – as defined in the LUB 921/21 means a dwelling unit built at an off-site manufacturing facility in conformance with CSA standards and Alberta Building Code. The unit is constructed with an integrated frame for placement on a surface mount foundation and designed in one or two sections for transport, whether on its wheels or a transport trailer. The unit arrives at the site where it is to be deemed complete and ready for occupancy, except for incidental operations

such as placement on an acceptable foundation and removal of any hitch and/or wheels. For the purpose of policy, MF is commonly referred to as a mobile home.

**Tax Credit** – means a non-cash value municipal tax credit that is non-transferrable and applied to a residential tax roll as a development incentive.

**Town** - means the incorporated municipality of Bassano.

**Vacant land** – means a publicly owned residential land suitable for immediate development.

## Responsibility

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

## Vacant Land

The Town holds title to thirteen (13) parcels of land publicly listed for sale and development as described below. Vacant land will be sold for development on a first come, first served basis.

Civic Address	Legal Address	Land Use District
813 Centre Street Close	Plan 951 0543; Block 3; Lot 2	R1
317 – 9 <sup>th</sup> Avenue	Plan 051 0383; Block 29; Lot 44	R1
421 – 9 <sup>th</sup> Avenue	Plan 021 1563; Block 28; Lot 45	R1
505 – 9 <sup>th</sup> Avenue	Plan 081 4620; Block 27; Lot 42	R1
517 – 9 <sup>th</sup> Avenue	Plan 081 4620; Block 27; Lot 44	R1
527 – 9 <sup>th</sup> Avenue	Plan 081 4620; Block 27; Lot 46	R1
531 – 9 <sup>th</sup> Avenue	Plan 081 4620; Block 27; Lot 47	R1
810 – 5A Avenue	Plan 151 0415; Block 52; Lot 3	RM
814 – 5A Avenue	Plan 151 0415; Block 52; Lot 4	RM
818 – 5A Avenue	Plan 151 0415; Block 52; Lot 5	RM
805 – 5A Avenue	Plan 151 0415; Block 27; Lot 16	RM
801 – 5A Avenue	Plan 151 0415; Block 27; Lot 15	RM
826 – 4 <sup>th</sup> Avenue	Plan 771 1039; Block 2; Lot 14	R1

## Process

1. This is a termed development incentive. The term begins after completing the legislative steps to notify the public that lands will be sold under fair market value and petition requirements. The date in which this will be complete without receipt of a petition is June 9, 2023. The policy shall remain active for 365 days, being June 9, 2024
2. Each parcel of vacant land is available for purchase and development in accordance with LUB 921/21. Each parcel of vacant land has a fair market value. The list price shall be reduced during the term of this policy as follows:
  - a. Vacant land zoned Residential (R1) may be purchased for five thousand dollars (\$5,000.00) – *fair market value averaged \$45,000.*

- b. Vacant land zoned Residential Manufactured (RM) may be purchased for three thousand dollars (\$3,000.00) – *fair market value averaged \$30,000.*
3. The purchaser must enter into a Sales Agreement with the Town for each parcel of vacant land and submit a completed development permit application within six (6) months of signing to build a taxable improvement in accordance with LUB 921/21. Upon receiving development permit approval, the taxable improvement must be completed within twelve (12) months with the applicant having received all applicable discipline permits.

Failure to meet all development conditions will result in the titled parcel of land being immediately returned to the Town for the value in which the lot was purchased *less* any legal and administrative costs incurred. A 10% administration fee will be applied over and above all incurred costs.

- a. Example: a purchaser enters a Sales Agreement with the Town on June 1, 2023, applies for a development permit by December 1, 2023, receives development approval by January 31, 2024 – construction must be completed by January 30, 2025.
4. Purchasers are limited to the purchase of two (2) vacant properties to ensure development occurs. If development is progressing and vacant land remains available, the purchaser may acquire more parcels in increments of two (2). Development progression means that all permits have been obtained, there is a foundation, and construction is active at the site.
5. A municipal tax credit is applied to the developed property (at occupancy) based on an improved property assessment. The property assessment is determined by the Town’s assessor. Property assessment is not fair market value.

To be eligible for the municipal tax credit, the property’s assessment must reach a minimum of 150,000 for a single-family unit/dwelling (SFD) (land and improvements) and a minimum of 250,000 for a multi-family unit dwelling (land and improvements) as shown in Table 1.

Property Assessment	Tax Credit Applied
SFD – minimum assessment 150,000	\$10,000
Multi-unit dwelling – minimum assessment 250,000	\$10,000

Table 1. Development Incentive Chart

6. The applicant must obtain a development permit from the Town and submit plans in accordance with the LUB 921/21.
- a. Development permit fees will be waived.
7. The applicant must obtain all discipline permits from Superior Safety Codes as a condition of the development permit.

- a. Discipline permit fees are payable directly to Superior Safety Codes.
8. Where the property requires updated municipal utility services, the cost to upgrade the municipal utility service is the responsibility of the applicant. The applicant shall enter into a Development Agreement with the Town.
9. The purchaser is responsible to develop the vacant lands in accordance with the Sales Agreement. The entity may not purchase the land and flip it for a direct profit. A taxable improvement must be built prior to the sale or transfer unless there is written agreement with the Town.
10. Development must result in taxable improvements only. Non-taxable improvements such as farm buildings, schools, and churches are not eligible.
11. All developments must be of high quality in accordance with the LUB 921/21.
12. To be eligible for the vacant land development incentive, the applicant must be in good standing with the Town.
13. Town development incentives are stackable. This means, for example, an applicant can stack this policy with the Backyard Suite Development Incentive, pending the development is on the same parcel of land.
14. The CAO shall administer all development incentives. The CAO shall provide a written report to council each month related to the administration of this policy where applicable. Council shall pass a motion for each municipal tax credit applied to each property sold and developed under this policy, each year until the municipal tax credit is fully expended.
15. Any unique developments may be referred to council for further consideration.
16. Fair market value will be re-instated on all remaining vacant land at the end of the policy term.

## Fair Market Value

To protect the integrity of the Town's market value there is an understanding between the assessor, the municipality, and the ratepayers that these sales are not a good indication of market value and are excluded from the market value analysis (e.g. vacant land sales in accordance with this policy will not be able to skew the market value by +/- 80% because they are not considered good indicators of market value).

A good indication of market value would be a transaction between a willing seller and a willing buyer free from external influences. When the Town sells a lot at a significant discount to market value, there is an external influence that exists in that the municipality is the only entity that can recover the loss on the sale through taxation of the improvements that are then built on the lot. The



assessor will continue to rely on other private-to-private transactions to provide their indications of market value in Bassano.

## Exemptions

1. The purchase of vacant land within the RM district for a MH is excluded from this development incentive.
2. Vacant land within the RM district for the purpose of an MH may be sold at fair market value of \$30,000.
3. MH are exempt from any tax and/or development incentive described in the policy.

## Supporting Plans

1. Town of Bassano Strategic Plan 2019-2026
2. Economic Enrichment Strategy 2021
3. Intergenerational and Multigenerational Tiny Home Pilot Project 2020
4. Municipal Development Plan 910/20
5. Land Use Bylaw 921/21
6. Policy P-TOB66/003-22
7. Beautify Bassano Initiative 2018

END OF POLICY



<b>Policy Title</b>	BUILD Bassano – Commercial Development Incentive Policy
<b>Authority</b>	Administration
<b>Approved (Dates/M#)</b>	June 12, 2023 - TOB110/23
<b>Policy Number</b>	P-TOB66/005-23
<b>Review</b>	To be reviewed by November 1, 2023
<b>Reviewed by/date</b>	June 12, 2023

## Policy Statement

To advance the 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, we commit to commercial development incentives to stimulate the local economy.

## Purpose Statement

The purpose of this policy is to create a commercial development incentive for new builds (new construction) within Bassano, that supports our *open for business* philosophy as defined as the second goal of the Town's strategic plan 2019-2026. The policy compliments multiple strategies that aim to activate the community and local economy over time.

The purpose of this commercial development incentive is:

1. To stimulate commercial development in Bassano.
2. To support business expansion that leads to job growth in Bassano.
3. To create stability within the local economy and business community.
4. To support local businesses.
5. To encourage investments that will grow Bassano.

## Definitions

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

**Assessor** – means the contacted entity that provides assessment services to the Town.

**Commercial Development** – means *new* permanent construction within the Commercial (C2) district, and Industrial Commercial (IC) district within the LUB. It excludes any Commercial Development that exceeds 750,000 or is proposed as a multi-phase build.

**Council** – means the elected body of the Town.

**Exclusion** – means any Commercial Development that is under construction or has previously received development permit approval from the Town.

**Land Use Bylaw (LUB) 921/21** – mean a bylaw passed by the municipality that governs the use of lands which is subject to change.

**Tax Credit** – means a non-cash value municipal tax credit that is non-transferrable and applied to a commercial tax roll as a development incentive.

**Town** - means the incorporated municipality of Bassano.

**Private Land** – means privately owned commercial land suitable for immediate development.

**Public Land** – means a publicly owned commercial land suitable for immediate development.

**Responsibility**

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

**Process**

1. This is a termed development incentive. The total valuation of the incentive is \$150,000 in overall municipal tax credits. The term begins at the date of policy adoption and runs until December 31, 2025, or until that total valuation of the municipal tax credits has been allocated, whichever comes first.
2. To be eligible for a development incentive, the applicant must be in good standing with the Town.
3. A tax credit is non-transferrable and has no cash value. The tax credit when applied, remains on the property it was allocated for.
4. The development incentive is available for Commercial Development on Public Land sales or on Private Land providing it is not defined as excluded.
5. A municipal tax credit is applied to the Commercial Development (at occupancy) based on an improved property assessment. The property assessment is determined by the Town’s assessor. Property assessment is not fair market value.

To be eligible for the municipal tax credit, the property’s assessment must reach a minimum of 250,000 for a Commercial Development (land and improvements) as shown in Table 1.

Property Assessment	Tax Credit Applied
250,000 to 350,000	\$10,000
351,000 to 550,000	\$20,000
551,000 to 750,000	\$25,000

Table 1. Development Incentive Chart

6. The applicant must obtain a development permit from the Town and submit plans in accordance with the LUB 921/21.
  - a. Development permit fees will be waived.

7. The applicant must obtain all discipline permits from Superior Safety Codes as a condition of the development permit.
  - a. Discipline permit fees are payable directly to Superior Safety Codes.
8. Where the property requires updated municipal utility services, the cost to upgrade the municipal utility service is the responsibility of the applicant. The applicant shall enter into a Development Agreement with the Town.
9. Development must result in taxable improvements only. Non-taxable improvements such as farm buildings are not eligible.
10. All developments must be of high quality in accordance with the LUB 921/21.
11. The CAO shall administer all development incentives. The CAO shall provide a written report to council each month related to the administration of this policy where applicable. Council shall pass a motion for each municipal tax credit applied to each property sold and developed under this policy, each year until the municipal tax credit is fully expended.
12. Any unique developments may be referred to council for further consideration. Council at their discretion may assign alternate development incentives for unique developments.
13. Any Commercial Development that exceeds an assessed value of 750,000 shall be looked at independent of this incentive by the Town.
14. All businesses must have an active business license in Bassano. The annual business licence fee will be waived during the term of the incentive on approved applications.

### Supporting Plans

1. Town of Bassano Strategic Plan 2019-2026
2. Economic Enrichment Strategy 2021
3. Municipal Development Plan 910/20
4. Land Use Bylaw 921/21
5. Beautify Bassano Initiative 2018

END OF POLICY



# OPEN DISCUSSION

Meeting: October 10, 2023

Agenda Item: 6.4

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## SUBJECT: BUILD Bassano – Municipally Owned Main Street Buildings

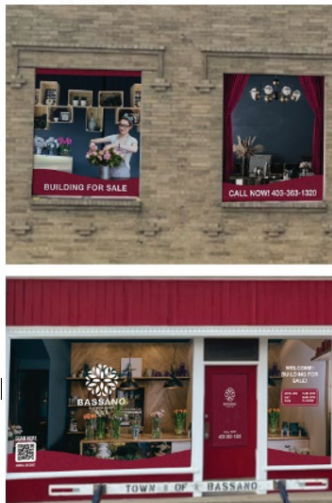
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### BACKGROUND

In recent years, the town took ownership of two buildings on main street through the tax forfeiture process, 413 and 415 – 2<sup>nd</sup> Avenue. As part of the town’s main street beautification efforts, the building windows have been upgraded to appeal as businesses with the inclusion of sale information.

As directed at the September 11, 2023 meeting, council will review the build requirements for the former Stiles building at 413 – 2<sup>nd</sup> Avenue. Currently, there are no set build requirements at 415 – 2<sup>nd</sup> Avenue. Council may choose to pass the same build requirements for both properties, have different build requirements for each property, or refrain from any build requirements at the properties.

A round table discussion is required to understand the objectives of council for these two properties.



**CAO COMMENTS**

None

**ALIGNMENT TO STRATEGIC PLAN**

G2

**Prepared by:** Amanda Davis, CAO

**Attachments:**

1. Investment Opportunity at 413 – 2<sup>nd</sup> Avenue (2021 to current)

# Investment Opportunity FOR SALE



## 413 – 2 Ave. Bassano

Sale price \$7,000 – conditions attached

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

INQUIRE AT THE BASSANO TOWN OFFICE 403-641-3788 OR  
[CAO@BASSANO.CA](mailto:CAO@BASSANO.CA)

# Town of Bassano - 413 – 2<sup>nd</sup> Avenue

## CONDITIONS

### Background

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

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

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

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

### Investment Requirements

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

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

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

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



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

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

### Investment Opportunities

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

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

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





# OPEN DISCUSSION

Meeting: October 10, 2023

Agenda Item: 6.5

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## **SUBJECT: 2019-2026 Strategic Plan Review**

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### **BACKGROUND**

The 2019-2026 Strategic Plan is attached for review. It would be appropriate for council to schedule a strategic planning session in the spring to review strategic priorities, success, and any potential changes. An open discussion at this meeting will lead to next steps.

**Prepared by:** Amanda Davis, CAO

### **Attachments:**

1. 2019-2026 Strategic Plan Review

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## BACKGROUND

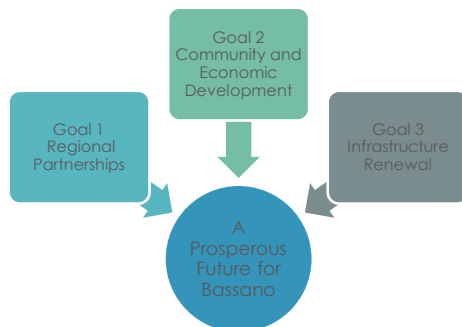
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In 2018, the Town of Bassano’s Mayor and Council undertook a comprehensive strategic planning and visionary exercise. The purpose of the exercise was to identify where the elected body wanted to see the community in the future. It enabled them to develop a shared vision and to understand how the decisions they make influence the trajectory of the community.

A plan outline was presented at a town hall meeting in mid-November to which 70 residents attended or 6.0% of the population. Public engagement at the meeting confirmed town council’s vision and plan for Bassano. Attendees expressed their desire to see improved marketing and attractions along the TransCanada highway, the importance of beautification, the need to celebrate and recognize the successes of the community, with balanced infrastructure renewal projects.

Having heard the desires of the community and reflecting on the initial plan outline, the Mayor and Council reconvened for a second time on February 20, 2019, to develop a plan of action that enables the implementation of three overarching goals.

Each year, the plan is reviewed by council to ensure it continues to meet the needs and expectations of the community. A new council was elected in October 2021, they chose to carry forward the vision and strategies for the Town.



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## HOW TO USE THE PLAN

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A Strategic Plan is a working document and must be reviewed on a regular basis to ensure the goals and action plan remain relevant and to confirm that implementation is in fact leading to the community’s desired outcomes.

Decision makers should refer to the plan before a resolution is made to substantiate that the item being considered contributes directly to the goals and objectives of the plan. Following this process ensures decision makers stay focused on achieving priorities.

All goals and action items must be prioritized, and resources need to be allocated within the municipal budget to ensure implementation can occur. While decision makers may get excited to implement every action at the same time, it is important to understand that this cannot occur. Plan implementation requires many calculations and methodical actions as each item builds off the next to create a lasting whole.

As town council and administration work through implementation, tasks and outcomes will be added as the action items grow and evolve.

*“The best way to predict the future is to create it.”  
– Peter Drucker*

# Goal 1: Regional Partnerships

## Purpose

Status quo is not an option for Bassano. Actions need to be taken to ensure the community and region is viable well into the future. A viable community is service rich, affordable, welcoming, and efficient. Regional partnerships are essential for cost savings and improved service delivery. Partnerships will contribute to the long-term viability of the region.

## End Result (Why)

The Town of Bassano will change how it does business to:

1. Enhance and/or develop partnerships to eliminate the duplication of services and free up limited resources for other initiatives.
2. Ensure the municipality meets all legislative requirements.
3. Enhance the promotion of Bassano and the Brooks Region.
4. To improve competitiveness in the market.
5. Improve the quality of life for residents and visitors.
6. Foster innovation and solve complex challenges.
7. Build relationships – promote a collaborative vision on all boards and emphasize that Bassano stands strong as the gateway to the region.

## Action Plan (G1)

Task 3	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Implementation – Intermunicipal Collaboration Framework (ICF) – Regional Emergency Services	Emergency services bylaw and agreement completion by December 31, 2020.  Policy development and implementation by December 31, 2024	Town to engage with the County of Newell, and Villages of Rosemary and Duchess to form a regional emergency management agency.  CAO to work with neighboring municipalities to develop a regional	Human capital – CAO (60 hours/annum),  Council (10-20 hours/annum).  Legal review (if required) \$2,500.  Membership costs \$5,000 - \$10,000 per annum.	1. Regional bylaw and agreement are developed, negotiated, and passed.  2. Member appointments.  3. Policy development completed	Regional bylaw and agreement complete – 2021  Plan and policy development underway - 2022  Initial training plan has been developed – July 2022 – members meet on

		emergency management agency.		internally by administrations.  4. Appointees obtain training.  5. TOB meets mandatory requirements with AEMA.	an annual basis to fulfill training obligations.  Received \$70,000 ACP grant to develop a regional emergency plan. Bassano is the lead municipality for the project. Randy Tiller was hired to complete the project – commencement in September 2023.
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**G1 - Task 1 – Develop and Approve an ICF with the County of Newell – Complete, 2019.**

**G1 - Task 2 – Implementation of ICF for Recreation – Complete, 2020 – program will be implemented indefinitely**

## Goal 2: Community and Economic Development

### Purpose

The people of Bassano matter which is why community and economic development is imperative to the town. Community and economic development will help build the local economy, bring greater awareness to our assets and provide value added opportunities for residents, businesses, visitors and investors.

### End Result (Why)

The Town of Bassano’s message to the world is that we are open for business and partnerships. To us, being open for business and partnerships means we work to improve the experience every individual has when they enter the community and interact with the elected body, municipal employees and residents. By doing this, we aim to improve the quality of life for the populace which will lead to a more sustainable future.

### Action Plan (G2)

Action Plan (G2 continued) <b>Task 2</b>	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Beautify Bassano Initiative (BBI)	Ongoing and immediate until 2025.	<p>CAO is responsible to direct and oversee the implementation of the BBI.</p> <p>Town council is responsible for promotion of the BBI through public engagement and consultation.</p> <p>Town council is responsible to make decisions that improve the aesthetics of Bassano.</p>	<p>Human capital – CAO, administration and public works (10 – 30 hours per week per annum).</p> <p>Town council (1-3 hours per week per annum for public consultation).</p> <p>General items \$50,000 services, promotion, bylaw enforcement, revitalization.</p>	<ol style="list-style-type: none"> <li>1. Attractive/clean community.</li> <li>2. Expand volunteer committee.</li> <li>3. Less unsightly properties.</li> <li>4. Crime reduction.</li> <li>5. Renewed pride – volunteers and community members buy into</li> </ol>	<p>Action plans are being implemented.</p> <p>Volunteers are being empowered.</p> <p>Budget approved by council for implementation.</p> <p>Main street building upgrades.</p>

		<p>Residents and volunteers must buy-in to the BBI and assist with its implementation. This can only occur if the town sets the standard and leads the way.</p> <p>Town council upholds the terms of the Community Standards Bylaw and BBI.</p>		<p>the BBI and actively work to help with its implementation.</p> <ol style="list-style-type: none"><li>6. Positive feedback from community members and visitors.</li><li>7. Improved work processes for municipal employees.</li><li>8. Efficient use of municipal resource.</li><li>9. New investments.</li><li>10. Enhanced volunteer recruitment and recognition. Greater public presence of positive outcomes of beautification activities in Bassano.</li><li>11. Beautify town entrance.</li></ol>	
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### Action Plan (G2 continued)

Task 4	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Economic Enrichment Strategy	September 30, 2020 – July 31, 2021 for strategy development.  Implementation August 2021 – December 31, 2026	CAO is responsible to direct and oversee the implementation of the economic enrichment strategy.  Town council is responsible for promotion of the economic enrichment strategy through public engagement and consultation.	Resource allocation will be on a project-by-project basis per the implementation plan as directed within the annual budget.	<ol style="list-style-type: none"> <li>1. Prepare/approval of an economic enrichment strategy</li> <li>2. Implementation of strategy.</li> </ol>	<p>Strategy approved – August 2021</p> <p>All daily functions align with the strategy including all the BUILD Bassano investment plans.</p>

### Action Plan (G2 continued)

Task 5	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Implementation of the Recreation & Leisure Master Plan.	June 2021 – ongoing	<p>Town council – engage with organizations to encourage partnerships to build/enhance the town.</p> <p>Administration – provide support to volunteer organizations to encourage partnerships to build/enhance the town.</p>	<p>Human capital and financial capital fully integrated into operations and municipal budget. This is a department-by-department allocation.</p> <p>1 FTE – Recreation and Community Services Liaison</p>	<ol style="list-style-type: none"> <li>1. Complete business case to determine feasibility of Thrive.</li> <li>2. Meet with user groups to update operating agreements to include capital plans.</li> </ol>	<p>Pool operations plan approved in 2022. Implementation underway.</p> <p>Secured MCCAC lighting grants – Aug. 2022. Capital upgrade planning underway.</p> <p>Hosted 1<sup>st</sup> town organized community event – Small</p>



			<p>1 FTE – Recreation and Facilities Operator</p>	<ol style="list-style-type: none"> <li>3. Continue to engage the County of Newell to promote recreation and leisure within the region.</li> <li>4. Lighting upgrades at recreation facilities to lower operating costs.</li> <li>5. Support for community events.</li> <li>6. Implement the recreation strategy.</li> <li>7. Increased promotion of Bassano and all recreation and leisure activities.</li> <li>8. Active leadership – leading others.</li> <li>9. Prepare and implement pool operations plan.</li> <li>10. New/renewed partnerships with stakeholders to support/develop new or ongoing</li> </ol>	<p>Town Smoke Down – moving into year 3.</p> <p>Recreation survey to user groups – AMB and Rec Complex. Initial engagements underway.</p> <p>Volunteer promotion – cenotaph upgrade and partnership with library.</p> <p>Disc golf designed and funded by volunteers – installed.</p> <p>Insurance review underway.</p> <p>Lighting project underway at the community hall.</p> <p>New engagements with Bassano Arts Council for live music, performances, and capital projects such as an outdoor sound garden and amphitheatre, indoor stage lighting and sound system.</p> <p>Updated community hall and campground rates to invite events.</p>
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August 12, 2022 – Amendment

				<p>projects not necessarily managed by the town (e.g. tourist booth, revitalization of buildings on main street).</p> <p>11. Increase funding coming into facilities.</p> <p>12. Capital plans for all recreation facilities.</p>	<p>Working with the county on a recreation facility rental enhancement strategy via RMA Micro Grant.</p> <p>Supporting volunteer with an off leash dog park.</p>
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**G2 - Task 1 – Development Permit Simplification – Complete, 2022**

**G2 - Task 3 – Unique Project – Tiny Home Pilot Project (FAB Village Square) – Project Removed August 2022**

## Goal 3: Infrastructure Renewal

### Purpose

Infrastructure renewal is essential in Bassano. With the resources available, the town will endeavor to upgrade local infrastructure to maintain and improve services, to build the local economy and to attract investors.

### End Result (Why)

The Town of Bassano's concludes that infrastructure renewal will lead to a strong foundation to support services and growth.

### Action Plan (G3)

Bassano must ensure it manages wastewater in accordance with its license granted through Alberta Environment and Parks. This is an essential service that must be provided to the residents.

Task 1	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Sewage Lagoon Upgrade	2017 – December 31, 2022	Administration – project management – 1000 hours  Town council – resource allocation.  External (engineers, land agents, legal counsel, Alberta Transportation, Albert Environment and Parks)	\$7.020M (provincial/federal grants, reserves and general taxation).	<ol style="list-style-type: none"> <li>1. Achieve compliance with Alberta Environment and Parks.</li> <li>2. Grants have been applied for – secure external funds where applicable.</li> <li>3. Project is designed.</li> <li>4. Project is tendered.</li> <li>5. Project is awarded.</li> </ol>	<p>Project is nearly complete – ribbon cutting ceremony scheduled for September 12, 2022.</p> <p>Additional funds to be expended – change order issued in October 2023 to complete an additional 630m of trunk line upgrades with manholes.</p>

				<ul style="list-style-type: none"> <li>6. Project is constructed.</li> <li>7. Project is in full operation.</li> <li>8. Operating agreement in place with NRSC.</li> <li>9. Implementation of Effluent Bylaw.</li> <li>10. Any debt is paid off.</li> </ul>	
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### Action Plan (G3) Continued

Infrastructure upgrades are a priority due. Much of the Town’s belowground and aboveground infrastructure is deteriorated or undersized and needs to be replaced. Modern design with regenerative principles shall be used where possible to upgrade the Town’s belowground and aboveground infrastructure. Priority upgrades will start from the distribution system headers to ensure belowground infrastructure is upsized to meet current day standards (11 Street East, 2<sup>nd</sup> Avenue, and 5<sup>th</sup> Avenue). The Infrastructure Master Plan will guide/influence the infrastructure project.

Task 2	Timeline	Responsibility	Resources	Measurement/Outcome	Confirmed Completion
Infrastructure Upgrade – Priority Zone 1	January 2023 – December 31, 2026	<p>Administration and public works – project management – 1000+ hours</p> <p>Town council – resource allocation.</p>	TBD – upon final reporting of the Task 1 capital funds will be directed to Task 2.	<ul style="list-style-type: none"> <li>1. Tender for engineering</li> <li>2. Award tender</li> <li>3. Design project and set budget</li> <li>4. Consult community</li> <li>5. Tender project</li> <li>6. Complete upgrades</li> </ul>	

August 12, 2022 – Amendment

*The Town's capital resources will be dedicated to belowground and aboveground infrastructure upgrades as defined in Task 2 above. Upgrades should continue to follow the framework and plan.*

**G3 - Task 2, Task 3, Task 5 – projects were merged to create Task 2 above (reflective infrastructure upgrades)**

**G3 – Task 4 – Highway Redevelopment Project – Removed, August 2022**

**G3 – Task 6 – Bassano Spur Line – Removed, August 2022**

## Conclusion

### Communications Plan

1. A copy of this plan will be provided to the County of Newell as per the terms of the ICF.
2. A copy of this plan will be available to the public on the Town of Bassano’s municipal website ([www.bassano.ca](http://www.bassano.ca))
3. A copy of this plan will be available for pick-up at the Town of Bassano’s Municipal Office at 502 – 2<sup>nd</sup> Avenue, Bassano.
4. Administration will include regular progress updates regarding strategic priority outcomes in the bi-monthly newsletter.

### Town Council’s Responsibility

1. Town council will refer to this plan when making decisions that impact the community to ensure there is priority alignment.
2. Town council will complete a formal review of this plan by March 31 annually.
3. Town council will update this plan accordingly and ensure adequate resources are designated so projects can occur. If projects exceed the town’s financial capacity, the projects will be modified or removed from the plan.

### Administration’s Responsibility

1. Administration will implement this plan once it is formally approved by town council.
2. Administration will provide monthly updates regarding strategic priority outcomes at the regular council meeting.
3. Administration will assess all current and new projects to ensure they align with the town’s approved priorities.
4. Administration will notify town council immediately of issues/opportunities as they arise in relation to the priorities within this plan.

### Citizens of Bassano’s Responsibility

1. The citizens of Bassano will consult with town council and administration and assist where possible to improve the development and long-term viability of the community.
2. The citizens of Bassano will take part in community planning and development exercises.
3. The citizens of Bassano will notify town council or administration of their approval/concerns of the listed priorities listed in this plan.

### Participants

Council 2018-2021: Ron Wickson, Tom Rose, Jackie Seely, Kevin Jones, Doug Barlow, John Slomp, and Irvin Morey (Lynn MacWilliam original plan). Facilitator, Amanda Davis  
Council 2021 - : Irvin Morey, John Slomp, Mike Wetzstein, Sydney Miller, and Kevin Jones. Facilitator, Amanda Davis

### Adoption/Review

March 19, 2019 (M#50/19)	November 12, 2019 (M#259/19)	September 14, 2020 (M#224/20)	August 12, 2022 – REVIEW September 12, 2022 (M#TOB167/22)	
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# OPEN DISCUSSION

Meeting: October 10, 2023

Agenda Item: 6.6

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## **SUBJECT: Off-leash Dog Park – Next Steps**

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### **BACKGROUND**

Council welcomes community led/driven ideas that support recreation and leisure. A group of volunteers came together to request permission to design and operate an Off-Leash Dog Park (OLDP) in Bassano in late 2022 under this vision.

Council directed administration to prepare a Terms of Reference (TOR) to establish a volunteer working group to investigate the feasibility of an OLDP in Bassano at their January 23, 2023 meeting. The TOR was developed with the input of volunteers and executed on June 5, 2023.

The TOR:

- Recognizes the volunteer group as an active committee seeking to initiate a project in Bassano.
- To explore and find a suitable location for an OLDP in Bassano. To establish operating guidelines, to secure capital costs to construct the facility, to plan long-term maintenance, promotion, and engage in community consultations.
- To coordinate/collaborate with the town on efforts to advance the OLDP project.

The volunteer committee researched different locations and proposed the use of the Kinnette Park (514 – 6<sup>th</sup> Avenue), the area beside the community gardens. The area was approved by town council with the following conditions:

1. That all property owners adjacent to the area are contacted. Written acceptance must be obtained from 70% (11) of the adjacent property owners backing the proposed area. With 70% acceptance, in collaboration with the Town, the project can move into the next phases. If 70% acceptance is not obtained, further discussion will be had to better understand the responses.

The volunteers were active in their efforts to meet with all property owners adjacent to the underutilized greenspace at 514 – 6<sup>th</sup> Avenue. When they were unable to contact the property owners, administration assisted.

- Of the 17 adjacent property owners, two chose not to vote, one was unable to comment. Thus, there were 15 adjacent property owners to respond. The delegates will provide updated numbers on % in favor/opposed at the meeting.

However, at the time this report was prepared, there were:

- 9 in-favor
  - 3 against
  - 3 undecided
  - 2 no vote
2. In accordance with the business proposal by the volunteer committee, the OLDP is a pilot project (2-years from the date of installation).
  3. The town has received various comments from the public, both positive and negative. All comments are provided to the volunteer committee (without personal information) and where possible, they have modified some of their operational plans.
  4. The Town has not made a financial commitment to the OLDP.

Having heard the delegation from the Off-leash Dog Park Volunteers, council must decide if the OLDP can proceed at the Kinnetta Park as a two-year pilot project having factored in the responses from adjacent property owners based on the 60 percentage in-favor response.

**Prepared by:** Amanda Davis, CAO

**Attachments:**

1. Bassano OLDP TOR - Executed
2. OLDP Concerns – Consolidated File





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# BASSANO OFF-LEASH DOG PARK

## Terms of Reference

Project Title	Bassano Off-Leash Dog Park
Council Motion	TOB10/23 – January 23, 2023
Directive	Prepare Terms of Reference (TOR) to establish volunteer working group to investigate the feasibility of an off-leash dog park in Bassano.
Reference	Town of Bassano Recreation and Leisure Master Plan
Date	January 26, 2023

### Purpose

The purpose of the TOR is to establish roles and responsibilities to support of group of volunteers interested in the development an off-leash dog park in Bassano.

### Recognition

With this passing of council motion TOB10/23, the Town hereby recognizes the volunteer group as an active committee seeking to initiate a project in Bassano. The volunteer committee does not have designated powers to act on behalf of the Town of Bassano, Town Council, Town Administration, or any other municipal employee. They are authorized to build out a plan to determine the feasibility of an off-leash dog park in Bassano.

### Scope of Work

Various actions must take place to determine the feasibility of an off-leash dog park in Bassano. This includes but is not limited to finding a suitable location, establishing operating guidelines, securing capital costs to construct the facility, long-term facility maintenance, promotion, and community consultation to provide support for the facility. Combined, this will result in a business plan.

### Schedule

A schedule will be identified in consultation with the volunteer committee. The volunteer committee shall provide a proposed schedule related to the tasks outlined in the Scope of Work to the Chief Administrative Officer (CAO) of the Town.

### Coordination Requirements

The Town will provide coordinated guidance to the volunteer committee through the CAO or her designate. The volunteer committee shall appoint one designated representative to be the spokesperson and liaison with the Town. Elected representatives of the Town will not be appointed as a member of the volunteer committee. Communication shall remain between the CAO or her designate and the volunteer liaison.

The volunteer committee will be granted appropriate time to present their business case findings to Town council in consultation with the CAO based on schedule/agenda availability.

## Town Roles & Responsibilities

The CAO will be the main point of contact for the volunteer committee unless an internal designate is appointed.

The CAO shall:

1. Respond to inquiries from the volunteer committee liaison in a timely manner regarding questions related to municipal assets, community engagement, and consultation as it pertains to the business case analysis for an off-leash dog park being prepared by the volunteer committee.
2. Provide the volunteer committee liaison with all written feedback from residents (both positive and negative) as it is received, via email. The volunteer committee may respond to all public feedback in a professional and courteous manner through a managed Facebook account; Bassano Off Lease Dog Par, and any other means appropriate as mutually agreed upon. Written feedback will be provided by the Town to the volunteer committee anonymously.
3. Review draft business plan documents provided by the volunteer committee prior to coordinating efforts between the public presentations (to the elected body of other).
4. Provide insight into possible locations for an off-leash dog park.

## Volunteer Committee Roles & Responsibilities

The volunteer committee members shall:

1. Shall appoint one member, and one alternate as the liaison with the Town on behalf of the volunteer committee.
2. Shall develop a business case to determine the feasibility of an off-leash dog park in Bassano.
3. Shall devise an operating structure to coordinate planning, and appointment of community volunteer to address this project.
4. Shall provide a list of active volunteer committee members to the Town.
5. Shall provide a copy of the meeting minutes to the Town.
6. Shall ensure the committee works in collaboration with the Town to advance their interests in confirming the feasibility of any off-leash dog park.
7. Shall take on the responsibility to lead the off-leash dog park project in a respectful and courteous manner.
8. Establish a set of deliverables to be mutually agreed upon by the Town and the volunteer committee.

## Conflict Resolution

It is agreed between the parties that every effort will be made to work collaboratively to investigation the feasibility of an off-leash dog park in Bassano with the volunteer committee leading the project.

BEAUTIFY | BUILD | BENEFIT

[www.bassano.ca](http://www.bassano.ca)

It is possible that a conflict could arise between the town and the volunteer committee. The following steps will be taken should a conflict occur.

1. The person or entity shall provide their concern in writing to the other party. The other party has fourteen (14) days to review the concern and respond in writing. A meeting shall be scheduled between the CAO and the volunteer committee to review the concerns within thirty (30) days of receipt of the original documented concern. Active listening shall ensue, and the parties agree to work collaboratively to address the concern(s).
2. If the CAO and volunteer committee are unable to resolve the conflict, the concern will be presented within fourteen (14) days for further discussion with Town Council, whereby a special meeting, or committee of the whole, or part will be scheduled through the CAO.
3. As a last resort, if the Town and volunteer committee are unable to resolve the conflict, mediation will ensue. Each party will present a suitable candidate to act as the mediator, and jointly an appropriate person will be selected to assist with conflict resolution.

### Review/Amendments

The Terms of Reference may be amended at any time with written mutual agreement of the parties to ensure it meets the intended outcomes of the initiative.

### Execution

Upon execution of the Terms of Reference, the parties agree to work collaboratively to determine the feasibility of an off-leash dog park in Bassano.

 JUNE 5/23  
Volunteer Committee Chair Date

 JUNE 5/23  
Volunteer Committee Chair Date

 JUNE 5, 2023  
Town of Bassano, Mayor Date

 JUNE 5/23  
Town of Bassano, CAO Date

## To whom it may concern: re-dog park

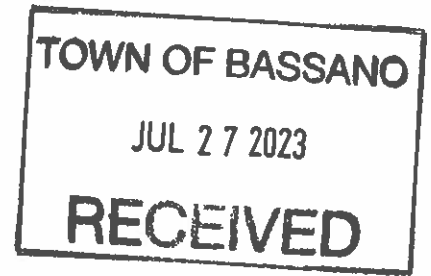
We want to let you know we are Not in support of the dog park. We bought this property because it was on the community gardens and park, not a smelly disease ridden dog park. If this does pass and is put at the community gardens i will start a petition to have it shut down. I expect peaceful enjoyment on my property. This will disturb my animals every time someone takes there dog there. Think about having it behind your house and how much you would appreciate it there. Put it somewhere there is no residential properties not in the gardens just because there is a fence there and it would be cheaper to build.

518 5 ave

James Schaffer June 27/23

A handwritten signature in black ink, appearing to be 'JS', with a long horizontal line extending to the right.

DOG PARK



My concerns of a dog park in middle of residential area:

Noise:

In the park  
Walking dogs to park

Smell:

Dog urination cannot be picked up  
Even when picking up dog poop – some remains

Cost:

New gates  
Supposedly temporary fencing around garden plots

Voting:

Everyone should get a vote

Parking:

There is no parking area

Rodeo grounds area:

Away from people and houses  
Gun Club – not over used and dogs can be trained for noise  
If people cannot walk there, then can not likely walk to park  
Therefore more traffic and more parking problems

Greenspace

We need them all for our town

When this group of dog park promoters lose interest or move who is responsible then?

*Nalene Johnson*

**From:** [Bassano CAO](#)  
**To:** [Jack](#)  
**Cc:** [Bassano CAO](#)  
**Subject:** RE: EXTERNAL - Re: Entrance to unleashed dog park  
**Date:** Thursday, September 7, 2023 5:18:00 PM

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-----Original Message-----

From: Jack <[swat@eidnet.org](mailto:swat@eidnet.org)>  
Sent: Thursday, September 7, 2023 10:29 AM  
To: Bassano CAO <[cao@bassano.ca](mailto:cao@bassano.ca)>  
Subject: EXTERNAL - Re: Entrance to unleashed dog park

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

- > Amanda
- > I am requesting the entrance to the park which is beside my backyard
- > be removed and placed in another area of the park.
- > The reasons I am making this request is as follows:
- > 1. Once a dog comes into an enclosed outdoor space, they will usually “mark
- > their territory “. After that happens, dogs will also mark in the same place.
- > The result will be an unpleasant smell and flies. Not sure if the people in
- > charge of the park will be spraying for this or not. The rv park where I go to in
- > winter have three dog parks where they spray the parks (especially at the
- > entrance) every day.
- > 2. People parking their vehicles while they take their dogs to the park. The
- > only area they would be able to park their vehicles would be on the side
- > of peoples back yards as the road would have to be clear for other vehicles
- > to drive through. In the past I have noticed people parking their vehicles



**From:**  
**To:** [Bassano CAO](#)  
**Subject:** EXTERNAL - Dog park  
**Date:** Tuesday, September 19, 2023 6:38:29 PM

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

# Sept 19/23

## Town Council and CAO

Re: dog park

To the best of my knowledge the dog park has not been approved yet, at the information meeting last week the Dog park committee ambassadors made a major point of it being against the law to take your dog off leash within Bassano town limits. Three of them brought there dogs to the community gardens area and let there dogs off leash. I have included pictures. I expect them to be charged with a bylaw infraction and removed from the Dog Park committee. I also don't think the town has done due diligence concerning the dog park. Citizens concerns seem to make no difference or this would have been voted on by the people of the town or at least a con-census would have been taken of the town people. I will also be sending this to the Ministry of Municipal affairs if nothing is done about this.

People at the park were Grant McCargar, Randy and Denise Bachmeier.

James Schaffer













**From:**  
**To:** [Bassano CAO](#)  
**Subject:** EXTERNAL - Off Leash Dog Park  
**Date:** Sunday, September 17, 2023 9:57:52 PM

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Sent from my iPhone. I recently attended a meeting regarding the oldp, the committee seems does not seem to respect some of the owners near the park and it seems that there only concern is getting their dog park. The committee made it seem like this was a done deal with support of the Town Council, homeowners were in tears that their concerns aren't being listened to. The way in which this is happening is appalling. Council couldn't make a decision, leaving it up to the public to canvass for 70 percent this is not the answer, if you have one person against it you must respect their wishes. Maybe it warrants more discussion after all the park belongs to all the residents. The committee says that the parks aren't being used, well if the Town could afford 2 picnic tables in each green space it might make it more appealing to use, periodic watering would also make it more attractive for people to use. In my research I found that small communities did not have oldp's . Rather than a dog park why doesn't the town develop this area, water is already there and sewer is at the end of 6th Ave , This could be a spot for small houses or an apartment. This should be put to a plebiscite as all people should have a say. The committee also mentioned that the bylaw officer would help with the park. I think that a bylaw officer would have more important things to do than worry over who didn't pick up dog poop. The oldp also stated that there was no insurance to cover any complications in the park example dogs biting people- dogs biting dogs, vet bills etc. I ask that you think this through carefully and respect the homeowners who are against this. The tree farm is a sanctuary in the winter time to our local deer herd, it may affect their survival in the winter months when they are weak and vulnerable the dogs would harass them which is illegal to harass wildlife. Turning a peaceful park with nature into a dog park is wrong, the oldp people have no more rights than anyone else. I know that they have already had a tour of the park, please respect the homeowners that have said no and stop this park .

Dan McDonald

**From:** [Christine Petkau](#)  
**To:** [Bassano CAO](#)  
**Subject:** FW: EXTERNAL - Unleashed Dog Park  
**Date:** Friday, July 7, 2023 1:07:29 PM

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Christine Petkau  
Finance & Legislative Services Coordinator | Town of Bassano  
Tel: (403) 641-3788 Fax: (403) 641-2585  
[town@bassano.ca](mailto:town@bassano.ca)

-----Original Message-----

From: XXXXXXXXXXXXXXXXXXXX  
Sent: Friday, July 7, 2023 1:06 PM  
To: Christine Petkau <[town@bassano.ca](mailto:town@bassano.ca)>  
Subject: EXTERNAL - Unleashed Dog Park

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Mayor, Councillors:

I am very much against having an unleashed dog park beside my backyard. In the past, people who have brought their dogs to the park; most do not pick up after them. Also it's not only the droppings I am concerned with, it's dogs who are not up to date with their vaccinations (parvovirus, distemper, rabies, etc).

At present, the park is not being looked after; there's broken branches from the popular trees which have been on the ground for quite some time.

Trust you will make the right decision on this matter.

Jackie Sawatsky

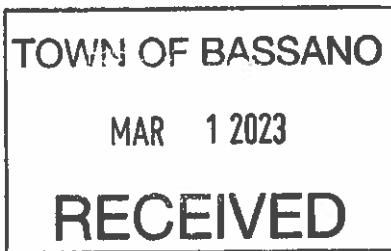
Sent from my iPad

Attention Theresa Kelly

Feb 26/23

Re: Dog Park

I see no need for a dog park in Bassano. Would be a waste of taxpayers money. There are many things in the Town of Bassano that need addressing long before a dog park. The public gardens on 6th ave is right behind our home and will be disturbing to my dogs who will be at the fence barking when ever there are dogs in the park. I was under the impression that this would not be in a residential area. The public gardens is in a residential area. People coming to this have the potential to block the road denying people entry into the rear of their property. Thus a parking lot should be designated for the project.



JAMES SCHNEFFER  
*[Handwritten signature]*

LESA DIFILIPPO  
*[Handwritten signature]*



Feb. 19, 2023

To:

Bassano Town Council  
Bassano, AB.

TOWN OF BASSANO

FEB 21 2023

RECEIVED

Re: Proposed off-leash dog park

As regards to the above subject I would like to express my opposition to this idea. Bassano is surrounded by miles & miles of canals & private roadways plus lots of areas that one can walk their dog in <sup>town</sup> for example, the rodeo grounds & the ~~club~~ club area.

There is the expense of a chain link fence which I am sure the tax payers will be paying for plus the continual clean-up for the dog walkers who don't clean-up after their pets. Also, there is the problem of a dog fight - who sorts all that out, especially if a small dog gets hurt.

I feel that this is not anything that Bassano needs at this time. I

Sincerely,

Kay Schaffer

**From:** [Diane K](#)  
**To:** [Theresa Kelly](#)  
**Subject:** EXTERNAL - Off Leash Dog Park  
**Date:** Friday, January 6, 2023 9:40:23 PM

---

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I was approached by Mr. McGarger to participate on the committee to support an off-leash dog park, to which I declined. We are not a big city and can't provide all the amenities that Calgary can offer. Bassano is a small town with a small tax base. I don't believe that all taxpayers should fund a park that benefits only those residents who own dogs. Mr. McGarger also favoured a designated walking path to be funded by community taxes. I believe the two could be combined so dog owners got their exercise along with their pets. This would require neither an off-leash park nor a designated walking path.

I therefore do not support the town's participation in the development of an off-leash dog park.

Diane Kirton and Larry Harris  
502 7th Ave.



**From:** [Gail Spence](#)  
**To:** [Theresa Kelly](#)  
**Subject:** EXTERNAL - Off leash Dog Park  
**Date:** Sunday, January 15, 2023 12:10:44 PM

---

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Hi Theresa

An off leash dog park in Bassano can be good and bad depending on the people and pets that use the area. Location is also very important.

For socializing and exercising the dogs it would be great. The dogs would need to be fully vaccinated and vetted to control the spread of diseases such as parvo and worms.

The owners would need to be involved and watch their dogs in case of unwanted behavior.

I have seen situations where the owners bring their dogs to the off leash park and just let the dogs go while the owners all socialize together. Dogs are like children. They can be playing well together one minute and the next they are fighting.

Signage needs to be posted reminding owners to clean up after their dogs so that it's a friendly and healthy place for everyone who uses the area.

Thanks Gail Spence

**From:** [Shelley Blair](#)  
**To:** [Theresa Kelly](#)  
**Subject:** EXTERNAL - Off-leash dog park  
**Date:** Friday, January 6, 2023 10:51:26 AM

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

I love the idea of a dog park and I would utilize it weekly

**From:** [Dennis Dyck](#)  
**To:** [Theresa Kelly](#)  
**Subject:** EXTERNAL - Dog Park  
**Date:** Monday, January 9, 2023 11:03:50 AM

---

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Totally silly idea. You can walk five minutes in any direction from any home in Bassano and you're in the country. Why would you even contemplate spending tax money on something like a dog park?  
Sent from my iPhone



# REQUEST FOR DECISION

Meeting: October 10, 2023

Agenda Item: 7.1

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## SUBJECT: 2024 Fortis Franchise Agreement Fee

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### **BACKGROUND:**

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

The Town must notify Fortis Alberta by November 1<sup>st</sup> annually of their decision to increase, decrease, or keep the franchise fee the same.

### **What is a franchise fee?**

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

In 2019, the Town increased the Fortis franchise fee 2 percent from 12.40% to 14.40% with estimated revenue of \$166,555. The franchise fee cap is 20%. The franchise fee has remained at 14.40% between 2020-2023.

### **Franchise Fee Options**

<b>2023 Fortis FF Estimated (14.40%)</b>	\$178,659
<b>2024 Fortis FF revenue (14.40%) est.</b>	\$184,690
<b><i>Difference</i></b>	>\$6,031
<b>2024 Fortis FF revenue (15.40%) est.</b>	\$197,516
<b><i>Difference</i></b>	>\$18,857
<b>2024 Fortis FF revenue (16.40%) est.</b>	\$210,342
<b><i>Difference</i></b>	>\$31,683

### **Residential Impact Assessment**

**Existing (Current) Typical Residential Customer Monthly Costs**

**Rate 11 (Effective Jan.1, 2023) Distribution Tariff Estimated Rate Filing) Based on Current 14.4% Franchise Fee**

Delivery Service Charge

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

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

**Existing (Current) Typical Residential Customer Monthly Costs**

**Rate 11 (Effective Jan.1, 2023) Distribution Tariff Estimated Rate Filing) Based on Current 15.4% Franchise Fee**

Delivery Service Charge

All kWh Delivered	\$ 0.071260	640 kWh	\$45.61
Basic Daily Charge	\$ 0.85296	30 Days	\$25.59
			<u>\$71.20</u>
<b>Current Franchise Fee</b>	<b>15.40%</b>		<b>\$10.96</b>
	GST 5.0%		<u>\$4.11</u>
			<u><u>\$86.27</u></u>

**Current Annual Franchise Fee Costs: \$10.96 \* 12 = \$131.56**

**Existing (Current) Typical Residential Customer Monthly Costs**

**Rate 11 (Effective Jan.1, 2023) Distribution Tariff Estimated Rate Filing) Based on Current 16.4% Franchise Fee**

Delivery Service Charge

All kWh Delivered	\$ 0.071260	640 kWh	\$45.61
Basic Daily Charge	\$ 0.85296	30 Days	\$25.59
			<u>\$71.20</u>
<b>Current Franchise Fee</b>	<b>16.40%</b>		<b>\$11.68</b>
	GST 5.0%		<u>\$4.14</u>
			<u><u>\$87.01</u></u>

**Current Annual Franchise Fee Costs: \$11.68 \* 12 = \$140.11**

### **OPTIONS**

#1 - That the Town of Bassano maintains the Fortis Alberta Electrical Distribution System Franchise Fee at 14.40% in 2024.

#2 - That the Town of Bassano increases the Fortis Alberta Electrical Distribution System Franchise Fee from 14.40% to 15.40% effective January 1, 2024.

#3 - That the Town of Bassano increases the Fortis Alberta Electrical Distribution System Franchise Fee from 14.40% to 16.40% effective January 1, 2024.

### **CAO COMMENTS**

None

### **RECOMMENDATION**

#1 - That the Town of Bassano maintains the Fortis Alberta Electrical Distribution System Franchise Fee at 14.40% in 2024.

**Prepared by:** Amanda Davis, CAO

### **Attachments:**

1. 2023 Municipal Franchise Rider

### MUNICIPAL FRANCHISE FEE RIDERS

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

**Price Adjustment:**

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

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

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01



<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>	<b>Muni Code</b>	<b>Municipality</b>	<b>Rider</b>	<b>Effective</b>
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				



# REQUEST FOR DECISION

Meeting: October 10, 2023

Agenda Item: 7.2

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## **SUBJECT: Renewal of Electrical Distribution Franchise Agreement Bylaw 850/14**

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### **BACKGROUND:**

In 2014, the Town entered into a 20-year agreement with Fortis Alberta for electrical distribution pursuant to Bylaw 850/14. The first 10-year term expires in 2024. Fortis has issued its letter of intention for its first subsequent term of 5-years.

It is appropriate for the Town to accept the first subsequent term of 5-years as proposed. If the Town intends to procure electrical distribution from another vendor, we would need time to adequately plan.

### **OPTIONS**

#1 - That the Town of Bassano accepts the notice for the Renewal of Electrical Distribution System Franchise Agreement for the first subsequent term of 5-years pursuant to Bylaw 850/14 provided by Fortis Alberta dated September 20, 2023.

#2 - That the Renewal of Electrical Distribution System Franchise Agreement is deferred to the January 2024 meeting.

### **CAO COMMENTS**

None

### **RECOMMENDATION**

#1 - That the Town of Bassano accepts the notice for the Renewal of Electrical Distribution System Franchise Agreement for the first subsequent term of 5-years pursuant to Bylaw 850/14 provided by Fortis Alberta dated September 20, 2023.

**Prepared by:** Amanda Davis, CAO

### **Attachments:**

1. Renewal of Electrical Distribution System Franchise Agreement Letter – Sept. 20, 2023
2. Bylaw 850/14



September 20, 2023

Town of Bassano  
502 2<sup>nd</sup> Avenue  
Box 299  
Bassano, Alberta, T0J 0B0

Attention: Amanda Davis, Chief Administrative Officer

Subject: Renewal of Electric Distribution System Franchise Agreement, dated January 1, 2015, between FortisAlberta Inc. ("FortisAlberta") and the Town of Bassano (the "Municipality") (the "Agreement")

---

In this letter, except where the contrary is shown, capitalized words and phrases shall have the meaning ascribed to them in the Agreement.

Please be advised that the Initial Term of the Agreement is scheduled to expire on December 31, 2024 and FortisAlberta, pursuant to Article 3 of the Agreement, hereby provides the Municipality with written notice of its intention to renew the Agreement.

The renewal of the Agreement is part of FortisAlberta's on-going commitment to doing business with the Municipality by continuing to provide exclusive safe and reliable power distribution services to your community. Our partnership is one we significantly value, and we remain committed to offering many benefits, including but not limited to the implementation and development of utility infrastructure, detailed reporting, limiting liability, and ensuring the Municipality's satisfaction with all FortisAlberta completed ground reclamation work.

FortisAlberta appreciates our partnership and providing power distribution services to your community is a privilege. FortisAlberta looks forward to continuing to build a strong working relationship.

In accordance with Article 3 of the Agreement and as written evidence of the Municipality's agreement to renew the Agreement on the same terms and conditions and enter the First Subsequent Term, the Municipality has executed this letter below.

Acknowledged and agreed to:

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Town of Bassano

August 15, 2023

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If you have any questions or concerns about any of the foregoing and would like to schedule a meeting to further discuss or would like to request a franchise presentation to Council and Administration, please feel free to contact me at your convenience.

Sincerely,



Cody Webster

Stakeholder Relations Manager

# Town of Bassano – Franchise Renewal

## Franchise Details

- In Decision 2014-267, dated September 17, 2014, the Alberta Utilities Commission approved the franchise agreement between the Town of Bassano and FortisAlberta.
- The approved franchise agreement was effective January 1, 2015, with a term of 20 years:

Initial Term	10 years	January 1, 2015 to December 31, 2024
First Subsequent Term	5 years	January 1, 2025 to December 31, 2029
Second Subsequent Term	5 years	January 1, 2030 to December 31, 2034

- Town of Bassano gave third reading and passed Bylaw No. 850/14, on October 14, 2014, to enter into the franchise agreement.

## Renewal and Next Steps

Clause 3, from the franchise agreement regarding expiry and renewal states:

### **3) EXPIRY AND RENEWAL OF AGREEMENT**

Following the expiration of the Initial Term, this Agreement shall be renewed for a further period of five (5) years (the "First Subsequent Term"), provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Initial Term of its intention to renew this Agreement and the Municipality agrees in writing to the renewal not less than six (6) months prior to the expiration of the Initial Term.

This requires:

- FortisAlberta to give written notice to the Town of Bassano prior to December 31, 2023, of its intention to renew the franchise agreement.
- The Town of Bassano to agree in writing to the renewal prior to June 30, 2024.

Included is FortisAlberta's written notice of its intention to renew the franchise agreement.

Given that the franchise agreement and its associated terms was previously approved by Council and the Alberta Utilities Commission, depending on the circumstances in Bassano, Council approval may or may not be needed.

If it would be of assistance, I have a franchise renewal presentation to support administration and provide information to Council regarding the Franchise Agreement and the associated renewal. I would be happy to address Council at an upcoming meeting on this topic.

**BYLAW NO. 850/14**  
**Electric Distribution System**  
**Franchise Bylaw**  
of the

**TOWN OF BASSANO**  
In the Province of Alberta

A Bylaw of the Town of Bassano (the "**Municipality**") to authorize the Mayor and the Chief Administrative Officer to enter into an agreement granting FortisAlberta Inc. (the "**Company**"), the right to provide distribution access services within the Municipality.

**WHEREAS** pursuant to the provisions of the Municipal Government Act, R.S.A. 2000 c. M-26, as amended (the "**Act**"), the Municipality desires to grant and the Company desires to obtain, an exclusive franchise to provide distribution access services within the Municipality for a period of ten (10) years subject to the right of renewal as set forth in the said agreement and in the said Act;

**WHEREAS** the Council of the Municipality and the Company have agreed to enter into an Electric Distribution System Franchise Agreement (the "**Agreement**"), in the form annexed hereto;

**WHEREAS** it is deemed that the Agreement would be to the general benefit of the consumers within the Municipality.

**NOW THEREFORE** the Council of the Municipality enacts as follows:

- 1) THAT the Electric Distribution System Franchise Agreement, a copy of which is annexed hereto as Schedule "A", be and the same is hereby ratified, confirmed and approved, and the Mayor and Chief Administrative Officer are hereby authorized to enter into the Electric Distribution System Franchise Agreement for and on behalf of the Municipality, and the Chief Administrative Officer is hereby authorized to affix thereto the corporate seal of the Municipality.

- 2) THAT the Electric Distribution System Franchise Agreement annexed hereto as Schedule "A" is hereby incorporated in, and made part of, this Bylaw.
  
- 3) THAT the Council consents to the exercise by the Company within the Municipality of any of the powers given to the Company by the Water, Gas and Electric Companies Act, R.S.A. 2000 c. W-4, as amended.
  
- 4) THAT this Bylaw shall come into force upon the Electric Distribution System Franchise Agreement being approved by the Alberta Utilities Commission and upon being given third reading and finally passed.

Read a First time in Council assembled this 11 day of August, 2014.

  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

Chief Administrative Officer

Read a Second time in Council assembled this 14 day of October, 2014.

  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

Chief Administrative Officer

Read a Third time in Council assembled and passed this 14 day of October, 2014.

  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

Chief Administrative Officer

This is Schedule "A" referred to in the attached Bylaw No. 850/14 of  
the Town of Bassano



**ELECTRIC DISTRIBUTION SYSTEM FRANCHISE AGREEMENT**

**BETWEEN**

**TOWN OF BASSANO**

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**- AND -**

**FORTISALBERTA INC.**

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**ELECTRIC DISTRIBUTION SYSTEM FRANCHISE AGREEMENT**

THIS AGREEMENT made effective the 1<sup>st</sup> day of January, 2015.

BETWEEN:

TOWN OF BASSANO,  
a Municipal Corporation located in the Province of Alberta  
(the "**Municipality**")

OF THE FIRST PART

- and -

FortisAlberta Inc.,  
a body corporate and public utility with its  
head office in the Calgary, in the Province of Alberta  
(the "**Company**")

OF THE SECOND PART

**WHEREAS:**

The Municipality desires to grant and the Company desires to obtain an exclusive franchise to provide Electric Distribution Service within the Municipal Service Area on the terms and conditions herein contained;

**NOW THEREFORE:**

In consideration of the mutual covenants and promises herein contained, the Parties hereby agree as follows:

## 1) DEFINITIONS AND INTERPRETATION

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement shall have the meanings attributed to them as follows:

- a) **"Commission"** means the Alberta Utilities Commission, as established under the Alberta Utilities Commission Act (Alberta);
- b) **"Company"** means the Party of the second part to this Agreement and includes its successors and assigns;
- c) **"Construct"** means constructing, reconstructing, upgrading, extending, relocating or removing any part of the existing Distribution System or proposed Distribution System;
- d) **"Consumer"** means any individual, group of individuals, firm or body corporate, including the Municipality, with premises or facilities located within the Municipal Service Area from time to time that are provided with Electric Distribution Service by the Company pursuant to the Company's Distribution Tariff;
- e) **"Core Services"** means all those services set forth in Schedule "A";
- f) **"Detailed Street Light Patrol"** means a detailed street light patrol of Company-owned street lights conducted by the Company on a schedule reasonably determined by the Company from time to time, currently a seven to nine year cycle as at the date of this Agreement;
- g) **"Distribution System"** means any facilities owned by the Company which are used to provide Electric Distribution Service within the Municipal Service Area, and, without limiting the generality of the foregoing, shall include street lighting, where applicable, and poles, fixtures, luminaires, guys, hardware, insulators, wires, conductors, cables, ducts, meters, transformers, fences, vaults and connection pedestals, excluding any transmission facilities as defined in the EUA;
- h) **"Distribution Tariff"** means the Distribution Tariff prepared by the Company and approved by the Commission on an interim or final basis, as the case may be;
- i) **"Electric Distribution Service"** means electric distribution service as defined in the EUA;
- j) **"Electronic Format"** means any document or other means of communication that is created, recorded, transmitted or stored in digital form or in any other intangible form by electronic, magnetic or optical means or by any other computer-related means that have similar capabilities for creation, recording, transmission or storage;
- k) **"EUA"** means the *Electric Utilities Act* (Alberta);

- l) **"Extra Services"** means those services set forth in Schedule "B" that are requested by the Municipality for itself or on behalf of a Consumer and provided by the Company in accordance with Article 7;
- m) **"First Subsequent Term"** means the Term of this Agreement as set out in Article 3;
- n) **"HEEA"** means the *Hydro and Electric Energy Act (Alberta)*;
- o) **"Initial Term"** means the Term of this Agreement as set out in Article 2;
- p) **"Maintain"** means to maintain, keep in good repair or overhaul any part of the Distribution System;
- q) **"Major Work"** means any work to Construct or Maintain the Distribution System that costs more than One Hundred Thousand (\$100,000.00) Dollars;
- r) **"MGA"** means the *Municipal Government Act (Alberta)*;
- s) **"Municipal Property"** means all property, including lands and buildings, owned, controlled or managed by the Municipality within the Municipal Service Area;
- t) **"Municipal Service Area"** means the geographical area within the legal boundaries of the Municipality as altered from time to time;
- u) **"Municipality"** means the Party of the first part to this Agreement;
- v) **"Operate"** means to operate, interrupt or restore any part of the Distribution System in a safe and reliable manner;
- w) **"Party"** means any party to this Agreement and **"Parties"** means all of the parties to this Agreement;
- x) **"Plans and Specifications"** means the plans, drawings and specifications reasonably necessary to properly assess and review proposed Work prior to issuing any approval that may be required under this Agreement;
- y) **"Second Subsequent Term"** means the Term of this Agreement as set out in Article 3;
- z) **"Term"** means, as the context requires, the Initial Term, First Subsequent Term or the Second Subsequent Term, and **"Terms"** means all of them;
- aa) **"Terms and Conditions"** means the terms and conditions contained within the Distribution Tariff in effect from time to time for the Company as approved by the Commission; and
- bb) **"Work"** means any work to Construct or Maintain the Distribution System.

The words "hereof", "herein", "hereunder" and other words of similar import refer to this Agreement as a whole, including any attachments hereto, as the same may from time to time be amended or supplemented and not to any subdivision contained in this Agreement. Unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders. References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time. The word "including" when used herein is not intended to be exclusive and in all cases means "including without limitation". References herein to a section, paragraph, clause, Article or provision shall refer to the appropriate Article in this Agreement. The descriptive headings of this Agreement are inserted for convenience of reference only and do not constitute a part of and shall not be utilized in interpreting this Agreement.

## **2) TERM**

This Agreement shall be for an initial term (the "Initial Term") of ten (10) years, commencing on the later of:

- a) 1<sup>ST</sup> day of January, 2015 or
- b) the first day after both of the following have occurred:
  - i) Commission approval of this Agreement; and
  - ii) the Municipality having passed third reading of the applicable adopting bylaw 850/14

## **3) EXPIRY AND RENEWAL OF AGREEMENT**

Following the expiration of the Initial Term, this Agreement shall be renewed for a further period of five (5) years (the "First Subsequent Term"), provided the Company gives written notice to the Municipality not less than twelve (12) months prior to the expiration of the Initial Term of its intention to renew this Agreement and the Municipality agrees in writing to the renewal not less than six (6) months prior to the expiration of the Initial Term.

- a) During the first (1<sup>st</sup>) year following the expiration of the Initial Term all the rights and obligations of the parties under this Agreement shall continue to be in effect.  
Following the expiration of the First Subsequent Term, the Parties agree that this Agreement may be extended for an additional five (5) year term (the "Second Subsequent Term") commencing at the end of the First Subsequent Term, provided that one of the Parties shall provide notice to the other Party of its wish to extend this Agreement for the Second Subsequent Term and the other Party confirms, no later than one (1) year prior to the end of the First Subsequent Term, that it also wishes to extend the Term of this Agreement for the Second Subsequent Term.

- b) If the Municipality has not provided notice to the Company to exercise its right under Article 10 to require the Company to sell the Distribution System within the Municipal Service Area to the Municipality, either Party may submit any items in dispute pertaining to the entering into of a new agreement to binding arbitration before the Commission who shall determine the terms of the new agreement;
- c) Unless either Party has provided notice to the other Party of its intent to terminate or to extend this Agreement, following any expiration of any Term, the respective rights and obligations of the Parties under this Agreement shall continue to be in effect for a period of one (1) year following the expiration of the applicable Term in order to provide the Parties with a reasonable opportunity to negotiate a subsequent agreement;
- d) Commencing one (1) year following the expiration or termination of any Term of this Agreement, unless either Party has invoked the right to arbitration referred to in subparagraph b), this Agreement shall continue to be in effect but shall be amended to provide for the following:
  - i) the franchise fee percentage used to calculate the franchise fee payable by the Company under Article 5 shall be reduced to fifty percent (50%) of the average annual franchise fee percentage used to calculate the franchise fee paid by the Company to the Municipality for the previous five (5) calendar years; and
  - ii) the costs of any relocation requested by the Municipality pursuant to Article 15 shall be paid by the Municipality.

#### **4) GRANT OF FRANCHISE**

- a) Subject to subparagraph b) below, and to the terms and conditions hereof, the Municipality hereby grants to the Company the exclusive right within the Municipal Service Area:
  - i) to provide Electric Distribution Service;
  - ii) to Construct, Operate, and Maintain the electric distribution system, as defined in the EUA, within the Municipal Service Area; and
  - iii) to use designated portions of roads, rights-of-way, and other lands owned, controlled or managed by the Municipality necessary to provide Electric Distribution Service or to Construct, Operate and Maintain the Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof.

This grant shall not preclude the Municipality from providing wire services to municipally owned facilities where standalone generation is provided on site or immediately adjacent sites excepting road allowances. Such services are to be

provided by the Municipality directly and not by any other third party wire services provider.

Subject to Article 12 of this Agreement, in the event that a third party (including a Rural Electrification Association (REA)) owns, operates or controls any electrical distribution facilities or lighting within the Municipal Service Area at any time during the Term of this Agreement, the Municipality agrees that it will support the Company's efforts, as is reasonable, to purchase such electrical distribution facilities or, to the extent that it has the authority to do so, the Municipality shall otherwise require such third party to sell such facilities to the Company. Where the Municipality supports the Company's efforts to purchase such electrical distribution facilities or, to the extent that it has the authority to do so, otherwise requires a third party to sell its facilities to the Company, the Company shall be responsible for all reasonable fees, costs and disbursements of external legal counsel incurred by the Municipality in expending such good faith efforts.

- b) The Company agrees to:
- i) bear the full responsibility of an owner of an electric distribution system within the Municipal Service Area and to ensure all services provided pursuant to this Agreement are provided in accordance with the Distribution Tariff, insofar as applicable;
  - ii) Construct, Operate and Maintain the Distribution System within the Municipal Service Area;
  - iii) use designated portions of roads, rights-of-way, and other lands including other lands owned, controlled or managed by the Municipality necessary to Construct, Operate and Maintain the Distribution System, including the necessary removal, trimming of trees, shrubs or bushes or any parts thereof; and
  - iv) use the Municipality's roads, rights-of-way and other Municipal Property granted hereunder solely for the purpose of providing Electric Distribution Service and any other service contemplated by this Agreement.

## **5) FRANCHISE FEE**

### **a) Calculation of Franchise Fee**

In consideration of the provisions of Article 4 and the mutual covenants herein, the Company agrees to pay to the Municipality a franchise fee. For each calendar year, the franchise fee will be calculated as a percentage of the Company's actual revenue in that year from the Distribution Tariff rates charged for Electric Distribution Service within the Municipal Service Area, excluding any amounts refunded or collected pursuant to riders.



For the first (1<sup>st</sup>) calendar year of the Term of this Agreement, the franchise fee percentage shall be 11.4 percent (11.4%).

By no later than September first (1<sup>st</sup>) of each year, the Company shall:

- i) advise the Municipality in writing of the revenues that were derived from the Distribution Tariff within the Municipal Service Area for the prior calendar year (excluding any amounts refunded or collected pursuant to riders); and
- ii) with the Municipality's assistance, provide in writing an estimate of revenues to be derived from the Distribution Tariff (excluding any amounts refunded or collected pursuant to riders) within the Municipal Service Area for the next calendar year.

**b) Adjustment to Franchise Fee**

At the option of the Municipality, the franchise fee percentage may be changed annually by providing written notice to the Company.

If the Municipality wishes to amend the franchise fee percentage so that the amended franchise fee percentage is effective January first (1<sup>st</sup>) of the following calendar year, then the Municipality shall, no later than November first (1<sup>st</sup>) of the immediately preceding year, advise the Company in writing of the franchise fee percentage to be charged for the following calendar year.

If the Municipality provides such notice after November first (1<sup>st</sup>) of the immediately preceding year for a January first (1<sup>st</sup>) implementation, or at any other time with respect to a franchise fee change that will be implemented after January first (1<sup>st</sup>) of the following year, the Company will implement the new franchise fee percentage as soon as reasonably possible.

**c) Franchise Fee Cap**

The municipal franchise fee cap is 20 percent (20%) and shall not at any time exceed twenty percent (20%), unless there has been prior Commission approval and provided that the Municipality has complied with Article 5d) below.

**d) Adjustment to Franchise Fee Cap**

At the option of the Municipality, the franchise fee cap may be changed annually by providing written notice to the Company, subject to Commission approval. If the Municipality wishes to amend the franchise fee cap so that the amended franchise fee cap is effective January first (1<sup>st</sup>) of the following calendar year, then the Municipality shall, no later than November first (1<sup>st</sup>) of the immediately preceding year, advise the Company in writing of the franchise fee cap to be in effect for the following calendar year.

If the Municipality provides such notice after November first (1<sup>st</sup>) of the immediately preceding year for a January first (1<sup>st</sup>) implementation, or at any other time with respect to a franchise fee cap change that will be implemented for January first (1<sup>st</sup>) of the following year, the Company will recognize the new franchise fee cap as soon as reasonably possible, subject to Commission approval.

**e) Payment of Franchise Fee**

The Company shall pay the franchise fee amount, billed to each Consumer, to the Municipality on a monthly basis, within forty-five (45) days after billing each retailer.

**f) Reporting Considerations**

Upon request, the Company shall provide to the Municipality along with payment of the franchise fee amount, the financial information used by the Company to verify the franchise fee amount as calculated under this Article.

**6) CORE SERVICES**

The Company agrees to provide those Core Services to the Municipality as set forth in Schedule "A" and further agrees to the process contained in Schedule "A". The Company and the Municipality may amend Schedule "A" from time to time upon mutual agreement.

**7) PROVISION OF EXTRA SERVICES**

Subject to an agreement being reached on cost and other terms, the Company agrees to provide to the Municipality those Extra Services, if any, as set forth in Schedule "B", as requested by the Municipality from time to time.

The Company is entitled to receive from the Municipality a reasonable amount for the provision of those Extra Services in accordance with Schedule "B". The Company and the Municipality may amend Schedule "B" from time to time upon mutual agreement.

**8) MUNICIPAL TAXES**

Amounts payable to the Municipality pursuant to the terms and conditions hereof shall be in addition to the municipal taxes and other levies or charges made by the Municipality against the Company, its land and buildings, linear property, machinery and equipment, and the Distribution System.

**9) RIGHT TO TERMINATE ON DEFAULT**

In the event either Party breaches any material provision of this Agreement, the other Party may, at its option, provide written notice to the Party in breach to remedy such breach.

If the said breach is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required by the Party in breach using best efforts on a commercially reasonable basis to remedy the breach, the Party not in breach may give six (6) months notice in writing to the other Party of its intent to terminate this Agreement, and unless such breach is remedied to the satisfaction of the Party not in breach, acting reasonably, this Agreement shall terminate six (6) months from the date such written notice is given, subject to prior Commission approval.

## **10) SALE OF DISTRIBUTION SYSTEM**

Upon the expiration of the Term of this Agreement, or the termination of this Agreement pursuant to the terms and conditions hereof or by operation of law or order of a governmental authority or court of law having jurisdiction, the Municipality may, subject to the approval of the Commission under Section 47 of the MGA, exercise its right to require the Company to sell to it the Distribution System within the Municipal Service Area pursuant to the provisions of the MGA or HEAA, as applicable. If the Parties are unable to agree on price or terms and conditions of the purchase, the unresolved matters shall be referred to the Commission for determination.

The Parties acknowledge that the Distribution System may be comprised of component parts that are not transferable by the Company to the Municipality including technologies that have been licensed by third Parties to the Company, and therefore the Company may not be able to transfer such component parts to the Municipality on any such sale. However, the Company shall acting reasonably assist the Municipality in obtaining the necessary approval or consent to such transfer.

## **11) STREET LIGHTING**

### **a) Investment Option Rate**

The Company agrees to provide and maintain an investment option rate for street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for investment option street lighting. This Commission approved rate includes an allowance for the replacement of street lighting.

The Company will provide Company standard and non-standard street lighting under the investment option rate for street lighting. The Company will maintain an inventory of its standard street lighting as listed in its street lighting catalogue. The Company will use reasonable commercial efforts, based on prudent electrical utility practices, to carry stock of such inventory for a reasonable period of time.

- i) In the event that:
  - A. the Company, in its sole discretion, reasonably exercised, decides to change its classifications of what constitutes standard street lighting in its inventory and such change has relevance to the classes of street lights

used by the Municipality, then the Company shall provide one (1) year's prior written notice to the Municipality of its intention to effect such a change and will use its commercially reasonable good faith efforts to determine appropriate alternative sources of such equipment, and arrangements for the associated maintenance, for the Municipality; and

- B. a change in the classifications of what constitutes standard street lighting in the Company's inventory arises as a result of the actions of any third party and such change has relevance to the classes of street lights used by the Municipality, then forthwith upon becoming aware that such a change is forthcoming, the Company shall provide notice to the Municipality of the forthcoming change and will use its commercially reasonable good faith efforts to determine reasonable alternatives for such equipment, and arrangements for the associated maintenance, for the Municipality.

ii) If:

- A. the Municipality requests street lighting that is not part of the standard offering of the Company at the time;
- B. the Municipality requests street lighting that was previously part of the standard street lighting inventory but, at the time of the applicable request, has ceased to be part of the standard street lighting offering of the Company; or
- C. the Municipality converts nonstandard street lighting that is not part of the standard offering of the Company at the time to investment option rate street lighting under Article 11c) below;

then the Municipality will be required to enter into a non-standard lighting agreement with the Company, which form of agreement is referenced on the Company's website or in the Company's street lighting catalogue. For such non-standard lighting, the Company will not be responsible for paying a credit under Article 1b) of Schedule "C" to the Municipality to the extent that a delay in replacing the burnt out light is outside of the reasonable control of the Company, including any delay resulting from the failure by the Municipality to carry replacement parts for non-standard lighting.

The Company shall not be required to install any non-standard street lighting that does not meet the Company's minimum specifications for street lighting, and such street lighting must be metered and owned, installed and operated by the Municipality.

The time periods and deadlines contained in Schedule "C" shall be extended for investment-rate, non-standard street lighting for the period of time, if any, the

Company is waiting for receipt of non-standard equipment, supplies and materials from the Municipality.

**b) No-Investment Option Rate**

The Company and Municipality agree that all new street lighting provided, and any Municipality-requested relocation of any no-investment option rate street lighting, after the date of this Agreement will be provided or relocated, as the case may be, on the basis of the investment option rate. For no-investment option rate street lighting, the Company agrees to maintain street lighting within the Municipal Service Area to the level of service and standards specified in the appropriate rate for no-investment option rate street lighting. This Commission-approved rate does not include an allowance for the replacement of no-investment option rate street lighting.

**c) Conversion of No-Investment Rate to Investment Option Rate**

The Municipality has the option to convert all street lighting on the Company no-investment option street light rate to the Company investment option rate upon providing sixty (60) days written notice to the Company. Where such option is exercised, the Municipality has the right to obtain the Company investment for such street lighting up to the maximum Commission-approved Company investment levels for such street lighting. For the purpose of clarity, any calculation of "Commission-approved Company investment level" for street lighting in this Agreement shall be determined at the time of conversion of the applicable street lighting. The investment for street lighting shall be calculated according to the following formula:

$$A \times (1 - N/30)$$

Where:

A = the maximum allowable Commission-approved Company investment level per street light; and

N = the age of the street light in years.

The Company will invest in all, but, unless otherwise decided by the Company in its sole discretion, not less than all, no-investment option street lighting within the Municipal Service Area that is converted to the investment option rate. The Company, in consultation with the Municipality, may use the average age of street lights and the average contributions made by the Municipality in calculating refunds.

conditions of the purchase, the unresolved matters shall be referred to the Commission for determination;

- ii) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area, except that, and subject to Commission approval, the Municipality may require the Company to charge the Consumers within the increased area a different franchise fee percentage; or
- iii) add the increased area to the Municipal Service Area already served by the Company so that the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area.

For all other increases to the Municipal Service Area through annexation or otherwise, the rights and obligations contained in this Agreement will apply in respect of the whole Municipal Service Area, including the increased area. In the event that the Municipality increases its area and the result is that a third party (including an REA) owns, operates or controls any existing electrical distribution facilities or lighting within the newly increased area, the Municipality agrees that it will support the Company's efforts to purchase the electrical distribution facilities or, to the extent that it has the authority to do so, otherwise require such third party to sell such facilities to the Company, unless the Municipality otherwise exercises its rights under this Article, however, nothing in this Article will require the Municipality to take any action which will directly prevent the annexation from being approved.

Where the Municipality increases its area through annexation or otherwise, the Company shall be responsible for all reasonable external legal costs, fees and disbursements incurred by a Municipality in its efforts to have any electrical distribution facilities sold to the Company by any third party owner.

### **13) RIGHT OF FIRST REFUSAL TO PURCHASE**

- a) If during the Term of this Agreement, the Company receives a bona fide arm's length offer to operate, take control of or purchase the Distribution System which the Company is willing to accept, then the Company shall promptly give written notice to the Municipality of the terms and conditions of such offer and the Municipality shall during the next ninety (90) days, have the right of first refusal to operate, take control of or purchase the Distribution System, as the case may be, for the same price and upon the terms and conditions contained in the said offer.
- b) This right of first refusal only applies where the offer pertains to the Distribution System and the right of first refusal does not apply to offers that include any other distribution systems or distribution facilities of the Company located outside of the Municipal Service Area. If such offer includes other distribution systems of the

Company, the aforesaid right of first refusal shall be of no force and effect and shall not apply.

#### **14) CONSTRUCTION AND MAINTENANCE OF DISTRIBUTION SYSTEM**

##### **a) Municipal Approval**

Before undertaking any Major Work or in any case in which the Municipality specifically requests any Major Work, the Company will submit to and obtain the approval from the Municipality, or its authorized officers, of the Plans and Specifications for the proposed Major Work and its location. Approval by the Municipality shall not signify approval of the structural design or the ability of the Work to perform the function for which it was intended. The Company agrees that the Municipality may use such Plans and Specifications for any other proper municipal purpose provided that it shall not use such Plans and Specifications for any purpose or in any manner that may reasonably have an adverse effect on the Company without first obtaining the prior written consent of the Company, such consent not to be unreasonably withheld.

In the event that the Municipality uses such Plans and Specifications for any purposes whatsoever other than for the granting of an approval under this Article, the Municipality acknowledges and agrees that the Company shall not be liable for any liability, actions, demands, claims, damages, losses and expenses (including all legal fees, costs and disbursements) whatsoever as a result of the Municipality's use of or reliance upon such Plans and Specifications.

For greater clarity, the Municipality acknowledges that the Company does not represent, warrant or guarantee the accuracy of the Plans and Specifications provided to the Municipality under this Article for any purpose other than enabling the Municipality to conduct its approval process in accordance with this Article. Prior to commencing any Work, the Company shall obtain such other permits as are required by the Municipality.

The Company shall obtain approval from the Municipality for any traffic lane or sidewalk closures required to be made at least forty-eight (48) hours prior to the commencement of the proposed Work.

For the purposes of obtaining the approval of the Municipality for Major Work under this Agreement, the Company will provide the Municipality with the Plans and Specifications for the proposed Major Work in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from Municipalities, and will illustrate the proposed changes to the Distribution System. Notwithstanding anything to the contrary that may be contained in any approvals granted under this Agreement, as liability and indemnification are dealt with under the EUA (and the regulations promulgated thereunder) and in Article 19 of this

Agreement, the Company and the Municipality agree that any approval granted under this Agreement that incorporates an indemnity provision different than the indemnification provisions set out in the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement, shall, to the extent necessary to eliminate such difference, be deemed to be rejected and shall form no part of the agreement between the Company and the Municipality regarding the subject matter of this Agreement unless such approval:

- i) explicitly amends the liability and indemnification provisions of this Agreement, wherein this Agreement is specifically referenced as being superseded; and
- ii) is accepted in writing by both Parties. In addition, for the purpose of clarity, any approval granted under this Agreement shall be subject to the indemnification provisions set out in the EUA (and the regulations promulgated thereunder) and in Article 19 of this Agreement.

**b) Restoration of Municipal Property**

The Company agrees that when it or any agent employed by it undertakes any Work on any Municipal Property, the Company shall complete the said Work promptly and in a good and workmanlike manner and, where applicable, in accordance with the approved Plans and Specifications. Further, the Company shall forthwith restore the Municipal Property to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear and to the satisfaction of the Municipality acting reasonably. The Company shall, where reasonable and prudent, locate its poles, wires, conduits and cables down, through and along lanes in preference to streets.

The Company further covenants that it will not unduly interfere with the works of others or the works of the Municipality. Where reasonable and in the best interests of both the Municipality and the Consumer, the Company will cooperate with the Municipality and coordinate the installation of the Distribution System along the designated rights-of-way pursuant to the direction of the Municipality. During the performance of the Work, the Company shall use commercially reasonable efforts to not interfere with existing Municipal Property. If the Company causes damage to any existing Municipal Property during the performance of any Work, it shall cause such damage to be repaired at its own cost to the same state and condition, as nearly as reasonably possible, in which it existed prior to the commencement of such Work, subject to reasonable wear and tear.

Upon default by the Company or its agent to repair damage caused to Municipal Property as set out above, the Municipality may provide written notice to the Company to remedy the default. If the default is not remedied within two (2) weeks after receipt of the written notice or such further time as may be reasonably required and requested by the Company using best efforts on a commercially reasonable basis to remedy the default, the Municipality may undertake such repair work and the Company shall be liable for the reasonable costs thereof.



**c) Urgent Repairs and Notification to Municipality**

If any repairs or maintenance required to be made to the Distribution System are of an urgent nature because of safety concerns or because reliability is materially compromised or potentially materially compromised, the Company shall be entitled to conduct such repairs or maintenance as are commercially reasonable, without prior notice to the Municipality, on the understanding and agreement that the Company will provide written or verbal notice to the Municipality as soon as practicable, and in any event no later than seventy-two (72) hours after the repairs are commenced.

For the purposes of providing notice under this Agreement to the Municipality of the Work, the Company will provide the Municipality with the Plans and Specifications for the proposed Work to be completed in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials). The Plans and Specifications will include a description of the project and drawings of a type and format generally used by the Company for obtaining approvals from Municipalities, and will illustrate the proposed changes to the Distribution System.

**d) Company to Obtain Approvals from Other Utilities**

The Company shall be solely responsible for locating, or causing to be located, all existing utilities or utility lines on or adjacent to the work site. The Company shall notify all other utility asset operators and ensure that utilities and utility lines are staked prior to commencement of construction. Unless the Municipality has staked such utility assets and lines, staking shall not be deemed to be a representation or warranty by the Municipality that the utility assets or lines are located as staked. The Municipality shall not be responsible for any damage caused by the Company to any utility assets or any third party as a result of the Company's Work, unless the Municipality has improperly staked the utility assets or lines. Approval must be obtained by the Company from the owner of any third party utility prior to relocation of any facility owned by such third party utility.

**e) Revised Plans and Specifications**

Following completion of the Major Work, the Company shall provide the Municipality with the revised Plans and Specifications, updated after construction, in Electronic Format (or upon request, the Company will provide the Municipality with a hard copy of the materials) within three (3) months of the request. The Company shall provide the Municipality with copies of any other revised Plans and Specifications as reasonably requested by the Municipality. For the purposes of this paragraph, the Company may satisfy its obligations to provide revised Plans and Specifications in Electronic Format by:

- i) advising the Municipality that the revised Plans and Specifications are posted to a web-based forum that contains such information; and

- ii) allowing the Municipality access to such web-based forum.

f) **Approvals**

Where any approvals are required to be obtained from either Party under this Article, such approvals shall not be unreasonably withheld. Where an approval is requested from a Party under this Article, an approval, or a disapproval along with a reasonable explanation of the disapproval, or, at a minimum, the reasons for the delay shall be communicated to the other Party within ten (10) business days of receipt of the request for an approval.

**15) RESPONSIBILITIES FOR COST OF RELOCATIONS**

- a) Subject to Article 15b), upon receipt of one (1) year's notice from the Municipality, the Company shall, at its own expense, relocate to, on, above or below Municipal Property such part of the Distribution System that is located on Municipal Property as may be required by the Municipality due to planned Municipal construction.
- b) The cost of any relocations referred to in Article 15a) shall be recovered on a specific municipal based rider or any other method approved by the Commission, or if such a rider or other method is not approved by the Commission, the Municipality shall be responsible for such costs. In order to encourage the orderly development of Municipal facilities and the Distribution System, the Municipality and the Company agree that they will meet regularly to:
  - i) review the long-term facility plans of the Municipality and the Company;
  - ii) determine the time requirements for final design specifications for each relocation; and
  - iii) determine the increased notice period that may be required beyond one (1) year for major relocations.

In cases of emergency, the Company shall take measures that are commercially reasonable and necessary for the public safety with respect to relocating any part of the Distribution System that may be required in the circumstances.

If the Company fails to complete the relocation of the Distribution System in accordance with the preceding paragraph, or fails to repair or do anything else required by the Company pursuant to this clause in a timely and expeditious manner to the satisfaction of the Municipality, acting reasonably, the Municipality, in addition to and not in limitation of any other rights, remedies or damages available to it at law or in equity, shall be entitled to, but is not obligated to, seek an order of specific performance to require the Company to complete the work.

In the event the relocation, or any part thereof, requires the approval of the Municipality or a third party, the Municipality will assist the Company in obtaining municipal approvals and the Municipality will use reasonable efforts to assist the Company in any negotiation with such third party to obtain the necessary approval(s).

In the event the relocation results from the demand or order of an authority having jurisdiction, other than the Municipality, the Municipality shall not be responsible for any of the costs of such relocation.

## **16) DISTRIBUTION SYSTEM EXPANSION AND UPGRADE**

At no cost to the Municipality, with the exception of customer contributions, the Company shall, at its sole cost and expense, on a timely basis and pursuant to its Terms and Conditions, use its best efforts on a commercially reasonable basis to meet the Distribution System expansion requests of the Municipality or a Consumer, and provide the requisite facilities for connections for new Consumers to the Distribution System.

For the purposes of this Agreement, and subject to Schedules "B" and "C", it is understood and agreed that the Municipality cannot insist on relocating or upgrading any overhead lines to an underground service, if there is a less expensive or more practical solution. If there is not a less expensive or more practical solution, the Municipality and the Company will meet to negotiate suitable arrangements.

## **17) JOINT USE OF DISTRIBUTION SYSTEM**

### **a) Municipal Use**

The Municipality may, upon notice to the Company and upon confirmation from the Company that the intended use of the Distribution System by the Municipality complies with good and safe electrical operating practices, applicable legislation, and does not unreasonably interfere with the Company's use thereof, make use of the Distribution System of the Company for any reasonable municipal purpose (that is not commercial in nature or that could reasonably adversely affect the Company's exclusive franchise, as granted by the Municipality under this Agreement), at no charge by the Company to the Municipality, provided at all times that such use complies with the intended use.

The Municipality is responsible for its own costs, for the costs of removing any signage or repairing any of the facilities of the Company, and any necessary and reasonable costs incurred by the Company, including the costs of any alterations that may be required in using the poles and conduits of the Company.

The Municipality may, upon notice to the Company and upon confirmation from the Company that the intended use of the rights of way by the Municipality complies with good and safe electrical operating practices, applicable legislation, and does not unreasonably interfere with the Company's use thereof, make use of the rights of

way of the Municipality, at no charge by the Company to the Municipality, provided at all times that such use of the rights of way complies with the intended use.

The Company agrees to act reasonably and in a timely manner in making its determination above. Where a request is made by a Municipality to the Company under this Article 17a), the confirmation, the inability to provide a confirmation along with a reasonable explanation of the reasons why a confirmation cannot be provided, or the reasons for the delay shall, at a minimum, be communicated to the Municipality within five (5) business days of receipt of the request.

**b) Third Party Use and Notice**

The Company agrees that should any third party, including other utilities, desire to jointly use the Company's poles, conduits or trenches or related parts of the Distribution System, the Company shall not grant the third party joint use except in accordance with this Article, unless otherwise directed by any governmental authority or court of law having jurisdiction.

The Company agrees that the following procedure shall be used in granting permission to third parties desiring joint use of the Distribution System:

- i) first, the third party shall be directed to approach the Company to initially request conditional approval from the Company to use that part of the Distribution System it seeks to use;
- ii) second, upon receiving written conditional approval from the Company, the third party shall be directed to approach the Municipality to obtain its written approval to jointly use that part of the Distribution System on any Municipal Property or right-of-way; and
- iii) third, upon receiving written conditional approval from the Municipality, the third party shall be directed to obtain final written approval from the Company to jointly use that part of the Distribution System.

Providing the Company has not precluded the Municipality's ability to obtain compensation or has entered restrictive agreements with any third parties using any Municipal Property, the Municipality agrees that the procedure outlined above shall apply only to agreements made after January 1, 2011.

**c) Cooperation**

The Company and the Municipality agree they will use reasonable efforts to cooperate with each other in any negotiations with third parties desiring joint use of any part of the Distribution System located on Municipal Property.

**d) Payment**

The compensation paid or to be paid by such third party to the Municipality for the use of the Municipal Property including its rights-of-way, shall be determined between the Municipality and the third party.

The compensation paid or to be paid by such third party to the Company for the joint use of its poles, conduits or related parts of the Distribution System shall be determined between the Company and the third party, subject to the jurisdiction of any governmental authority over the matter and the Municipality's right to intervene in any related regulatory proceeding.

**e) Provision of Agreements**

Upon request by the Municipality, the Company shall provide to the Municipality a copy of all agreements between the Company and any third parties involved in the joint use of any part of the Distribution System. The Company shall be entitled to redact:

- i) any confidential or proprietary information of the Company or the third party; and
- ii) such information that it reasonably determines to be of a commercially or competitively sensitive nature, from any such copy provided.

An inventory listing of these agreements shall be updated by the Company and provided to the Municipality upon request and at no cost to the Municipality. The Municipality agrees that the requirement to provide the Municipality with a copy of all agreements between the Company and any third parties involved in the joint use of any part of the Distribution System outlined above shall apply only to agreements made after January 1, 2001.

The Company acknowledges that it does not have the authority to allow nor to grant to any third party the right to use any right-of-way that the Municipality authorized the Company to-use.

**f) Compensation for Costs**

Subject to Article 17c), in the event that either Party to this Agreement is required by law to appear before any applicable regulatory authority, including the Canadian Radio-television and Telecommunications Commission ("CRTC"), the Commission, or a court of law, as a direct result of the actions of the other Party (the "Denying Party") relating to the denial of use to a third party of any part of the Distribution System, then the Denying Party shall pay all reasonable and necessary legal costs incurred by the other Party that are directly related to any such regulatory or judicial proceeding.

## **18) MUNICIPALITY AS RETAILER**

The provisions of this Agreement shall not in any way restrict the right of the Municipality to become a retailer within the meaning of the EUA.

## **19) RECIPROCAL INDEMNIFICATION AND LIABILITY**

- a) It is intended that this provision create reciprocal rights and obligations between the Company and the Municipality.
- b) The Company, as an owner of the Distribution System, is provided liability protections under the EUA, and nothing in this Agreement is intended to abrogate, alter or diminish the liability protections granted to the Company under the EUA. The Company further acknowledges and agrees that the liability protection provisions, if any, under the EUA shall apply, with the necessary changes, to the Municipality with reciprocal rights thereunder.
- c) The Company will indemnify and save the Municipality, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Municipality, its servants, agents, employees, contractors, licensees and invitees, arising from, or otherwise caused by:
  - i) any breach by the Company of any of the provisions of this Agreement; or
  - ii) the negligence or wilful misconduct of the Company, or any of its servants, agents, employees, licensees, contractors or invitees in carrying on its business within the Municipal Service Area.
- d) The Municipality shall indemnify and save the Company, its servants, agents, employees, licensees, contractors and invitees, harmless from and against any and all liability, actions, demands, claims, damages, losses and expenses (including all legal costs and disbursements) which may be brought against or suffered, sustained, paid or incurred by the Company, its servants, agents, employees, licenses, contractors and invitees, arising from, or otherwise caused by:
  - i) any breach by the Municipality of any of the provisions of this Agreement; or
  - ii) the negligence or wilful misconduct of the Municipality, or any of its servants, agents, employees, licensees, contractors or invitees, that has a direct adverse effect on the Electric Distribution Service of the Company.
- e) In accordance with the liability protections under the EUA, notwithstanding anything to the contrary herein contained, in no event shall the Municipality or the Company be liable under this Agreement, in any way, for any reason, for any loss or damage other than direct loss or damage, howsoever caused or contributed to. For the

purpose of this Article, "direct loss or damage" does not include loss of profits, loss of revenue, loss of production, loss of earnings, loss of contract or any other indirect, special or consequential loss or damage whatsoever, arising out of or in any way connected with this Agreement or the actions or omissions of the Company or the Municipality.

## **20) ASSIGNMENT**

In the event that the Company agrees to sell the Distribution System to a third party purchaser, the Company will request that the third party purchaser confirm in writing that it will agree to all the terms and conditions of this Agreement between the Company and the Municipality. The Company agrees that it will provide to the Municipality a copy of the third party purchaser's confirmation letter.

The Company agrees to provide the Municipality with reasonable prior written notice of a sale of the Distribution System to a third party purchaser. The Parties shall thereafter meet to discuss the technical and financial capabilities of the third party purchaser to perform and satisfy all terms and conditions of this Agreement.

The Municipality has thirty (30) days from the meeting date with the Company to provide written notice to the Company of its intention to consent or withhold its consent to the assignment of this Agreement to the third party purchaser. The Municipality agrees that it may provide notice of its intention to withhold its consent to the assignment of this Agreement to the third party purchaser solely on the basis of reasonable and material concerns regarding the technical capability or financial wherewithal of the third party purchaser to perform and satisfy all terms and conditions of this Agreement. In this case, such notice to the Company must specify in detail the Municipality's concern. Should the Municipality not reply within the thirty (30) day period, it is agreed that the Municipality will be deemed to have consented to the assignment. The Company further agrees that, when it applies to the Commission for approval of the sale, it will include in the application any notice received from the Municipality, including the reasons given by the Municipality for withholding its consent. The Municipality shall have the right to make its own submissions to the Commission.

Subject to the Company having fulfilled the obligations outlined in the preceding three paragraphs, the Company shall be entitled to assign this Agreement to an arm's length third party purchaser of the Distribution System without the consent of the Municipality, subject to having obtained the Commission's approval for the sale of the Distribution System and, the third party purchaser's confirmation in writing that it agrees to all the terms and conditions of this Agreement.

Where the Commission approves such sale of the Distribution System to a third party and the third party provides written confirmation to assume all liabilities and obligations of the Company under this Agreement, then upon the assignment of this Agreement, the Company shall be released from all its liabilities and obligations hereunder.

The Company shall be entitled to assign this Agreement to a subsidiary or affiliate of the Company without the Municipality's consent. Where the Company assigns this Agreement to a subsidiary or affiliate, the Company will remain jointly and severally liable.

Further, it is a condition of any assignment that the subsidiary, affiliate or third party purchaser, as the case may be, shall provide written notice to the Municipality indicating that it will assume all liabilities and obligations of the Company under this Agreement. Any disputes arising under the operation of this Article shall be submitted to the Commission for determination.

## **21) NOTICES**

All notices, demands, requests, consents, or approvals required or permitted to be given pursuant to the terms of this Agreement shall be in writing and shall be deemed to have been properly given if personally served or sent by registered mail or sent by fax to the Municipality or to the Company, as the case may be, at the addresses set forth below:

a) To the Company:

FortisAlberta Inc.  
Address: 15 Kingsview Road  
Facsimile: (403) 514-5386  
Attention: Allison Beaudry, Stakeholder Relations Manager

With a copy to:

FortisAlberta Inc.  
Address: 320 -17st South West, Calgary, Alberta, T2S 2V1  
Facsimile: 403-514-4001  
Attention: Legal Department

b) To the Municipality:

Municipality: Town of Bassano  
Address: 502 2 Avenue Bassano, AB T0J 0B0  
Facsimile: (403) 641-2585  
Attention: Ms. Sabine Nasse, Chief Administrative Officer

c) The date of receipt of any such notice as given above shall be deemed to be as follows:

- i) in the case of personal service, the date of service;
- ii) in the case of registered mail, the seventh (7<sup>th</sup>) business day following the date of delivery to the Post Office, provided, however, that in the event of an interruption of normal mail service, receipt shall be deemed to be the seventh (7<sup>th</sup>) day following the date on which normal service is restored; or



iii) in the case of a fax, the date the fax was actually received by the recipient.

## 22) DISPUTE SETTLEMENT

- a) If any dispute or controversy of any kind or nature arises relating to this Agreement or the Parties' rights or obligations hereunder, the Parties agree that such dispute or controversy will be resolved by negotiation, and where such negotiation does not result in the settlement of the matter within thirty (30) days of notice of such dispute being provided by one Party to the other Party, and to the extent permitted by law, the Company and Municipality agree that unresolved disputes pertaining to this Agreement, other than those contemplated in Articles 3 and 20 and Section 3 of Schedule "A", or those related to the sale of the Distribution System as contemplated in Article 10 and 12 hereof, or any other matter that is within the exclusive jurisdiction of a governmental authority having jurisdiction, shall be submitted to arbitration for determination and may be commenced by either Party providing written notice to the other Party stating the dispute to be submitted to arbitration.

The Parties shall attempt to appoint a mutually satisfactory arbitrator within ten (10) business days of the said notice. In the event the Parties cannot agree on a single arbitrator within the ten (10) business days, the dispute shall be forwarded to the Commission for resolution or determination.

In the event the Commission declines to assist in resolving the dispute or declines to exercise or claim jurisdiction respecting the dispute, both Parties agree to have the dispute resolved by an arbitration panel in accordance with the following procedure. Each Party shall appoint an arbitrator within the ten (10) business days thereafter by written notice, and the two arbitrators shall together appoint a third arbitrator within twenty-five (25) business days of written notice for arbitration. The dispute shall be heard by the arbitration panel within forty-five (45) business days of the written notice for arbitration unless extended by mutual agreement between the Parties. The arbitration panel shall render a decision within twenty (20) business days of the last day of the hearing.

Save as otherwise expressly provided in this Agreement, the provisions of the Arbitration Act (Alberta) (as amended from time to time) shall apply to any arbitration undertaken under this Agreement subject always to the Commission's jurisdiction over any matter submitted to arbitration. Pending resolution of any dispute, the Municipality and the Company shall continue to perform their respective obligations hereunder.

- b) The Company shall advise the Commission of any dispute submitted to arbitration within ten (10) business days of it being submitted and shall advise the Commission of the results of arbitration within ten (10) business days following receipt of the decision of the arbitrator(s).

### **23) INTERRUPTIONS OR DISCONTINUANCE OF ELECTRIC SERVICE**

Subject to its Distribution Tariff, the Company shall use its best efforts on a commercially reasonable basis to avoid and minimize any interruption, reduction or discontinuance of Electric Distribution Service to any consumer. However, the Company reserves the right to do so for any one of the following reasons:

- a) Where the Company is required to effect necessary repairs or changes to the Distribution System;
- b) On account of or to prevent fraud or abuse of the Distribution System;
- c) On account of defective wiring or other similar condition which in the opinion of the Company, acting reasonably, may become dangerous to life or property;
- d) Where insufficient energy or power is available for distribution by the Company to a consumer; or
- e) Where required by a retailer, due to non-payment of power bills.

To the extent the Company has any planned major interruptions, reductions or discontinuances in Electric Distribution Service, it shall notify the Municipality as soon as practicable in the circumstances. For any other major interruption, reductions or discontinuances in Electric Distribution Service, the Company shall provide verbal notice to the Municipality as soon as is practicable in the circumstances.

### **24) APPLICATION OF WATER, GAS AND ELECTRIC COMPANIES ACT**

This Agreement shall be deemed to operate as consent by the Municipality to the exercise by the Company of those powers which may be exercised by the Company with the consent of the Municipality under and pursuant to the provisions of the *Water, Gas and Electric Companies Act (Alberta)*, as amended.

### **25) FORCE MAJEURE**

If either Party shall fail to meet its obligations hereunder within the time prescribed, and such failure is caused or materially contributed by an event of "force majeure", such failure shall be deemed not to be a breach of the obligations of such Party hereunder, but such Party shall use best efforts on a commercially reasonable basis to put itself in a position to carry out its obligations hereunder. The term "force majeure" shall mean any acts of God, strikes, lock-outs, or other industrial disturbances, acts of the Queen's enemies, acts of terrorism (either foreign or domestic), sabotage, war, blockades, insurrections, riots, epidemics, lightening, earthquakes, storms, fires, wash-outs, nuclear and radiation activity or fall-out, restraints of rulers and people, orders of governmental authorities or courts of law having jurisdiction, the inability to obtain any necessary approval from a governmental authority having jurisdiction (excluding in the case of the Municipality that requires an approval from itself, the particular Municipality), civil

disturbances, explosions, mechanical failure, and any other causes similar in nature not specifically enumerated or otherwise specified herein that are not within the control of such Party, and all of which by the exercise of due diligence of such Party could not have been prevented. Lack of finances shall be deemed not to be an event of "force majeure".

**26) TERMS AND CONDITIONS**

The Terms and Conditions that apply to the Company and are approved by the Commission, as revised or amended from time to time by the Commission, shall apply to the Municipality.

**27) NOT EXCLUSIVE AGAINST HER MAJESTY**

Notwithstanding anything to the contrary herein contained, it is mutually understood and agreed that the rights, powers and privileges conferred and granted by this Agreement shall not be deemed to be exclusive against Her Majesty in the right of the Province of Alberta.

**28) SEVERABILITY**

If for any reason any covenant or agreement contained in this Agreement, or the application thereof to any Party, is to any extent held or rendered invalid, unenforceable or illegal, then such covenant or agreement will be deemed to be independent of the remainder of this Agreement and to be severable and divisible from this Agreement. The invalidity, unenforceability or illegality will not affect, impair or invalidate the remainder of this Agreement or any part thereof. The intention of the Municipality and the Company is that this Agreement would have been executed without reference to any portion which may, for any reason and extent, be declared or held invalid, unenforceable or illegal.

**29) AMENDMENTS**

This Agreement may only be amended by written agreement of the Parties, such amendments to be subject to regulatory approvals as required by law.

**30) DISSOLUTION**

In the event that the Municipality intends or resolves to dissolve:

- a) this Agreement shall be assigned to the successor governing authority to the Municipal Service Area;
- b) subject to an agreement to the contrary between the Company and the successor party, the Municipal Service Area of the Municipality as at the date of dissolution shall thereafter be the Municipal Service Area of the successor party for the purposes of this Agreement; and

c) the rights and obligations contained herein shall otherwise continue and shall be binding upon the Company and the successor party.

**31) WAIVER**

A waiver of any default, breach or non-compliance under this Agreement is not effective unless in writing and signed by the Party to be bound by the waiver. No waiver will be inferred from or implied by any failure to act or delay in acting by a Party in respect of any default, breach or non-observance or by anything done or omitted to be done by the other Party. The waiver by a party of any default, breach or non-compliance under this Agreement will not operate as a waiver of that Party's rights under this Agreement in respect of any continuing or subsequent default, breach or non-compliance under this Agreement (whether of the same nature or any other nature).

**32) CONFIDENTIALITY**

The Company acknowledges that the Municipality is governed by the provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta).

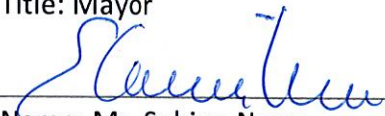
**IN WITNESS WHEREOF** the Parties hereto have executed these presents as of the day and year first above written.

**MUNICIPALITY**

PER:  \_\_\_\_\_

Name: Mr. Tom Rose

Title: Mayor

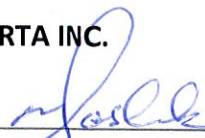
PER:  \_\_\_\_\_

Name: Ms. Sabine Nasse

Title: Chief Administrative Officer

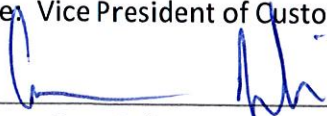
(Bylaw attached)

**FORTISALBERTA INC.**

PER:  \_\_\_\_\_

Name: Mike Pashak

Title: Vice President of Customer Service

PER:  \_\_\_\_\_

Name: Cam Aplin

Title: Vice President, Field Operations

## SCHEDULE "A"

### *Core Services*

The Company shall provide to the Municipality the following basic services as Core Services:

- 1) The Electric Distribution Service required to be provided by the Company pursuant to the Company's Distribution Tariff, the EUA, any regulations thereto, and any Commission orders and decisions;
- 2) The Company shall provide to the Municipality, on request, copies of any and all Electric Distribution Service related written information or reports required to be filed with the Commission, with the exception of responses to questions from interveners or the Commission related to rate hearings. A list of service area wide distribution services related measures requested by the Commission could include:
  - a) The results of customer satisfaction surveys relating to the services provided by the Company;
  - b) The indices of system reliability;
  - c) The responses to notification of outages and hazards;
  - d) Call Centre targets and statistics as related to the services provided by the Company;
  - e) Consumer connect service and disconnect service statistics;
  - f) Meter reading frequency and accuracy statistics;
  - g) Consumer complaints related to the services provided by the Company; and
  - h) Employee safety statistics.

Notwithstanding the above, should the Company implement Commission approved Performance Based Regulation ("PBR"), it will provide the Municipality, on request, the results of the Performance Standards as set out in the PBR.

- 3) The Company shall provide to the Municipality, upon request, an annual report on the following standards specific to the Municipality:
  - a) Reliability measures, to the extent that distribution feeders are an appropriate indicator of the overall reliability for the Municipality. In some cases, the distribution feeder information will be an appropriate indicator of the overall reliability in a Municipal Service Area. In other cases, where the distribution feeder serves customers outside of the Municipal Service Area, it may not be appropriate indicator;

- b) The total number of outages, by distribution feeder, for each of the preceding three (3) years;
- c) The average duration of the outages, by distribution feeder, for each of the preceding three (3) years;
- d) Street light performance, as discussed in Schedule "C";
- e) Subject to any applicable privacy legislation, the Code of Conduct Regulation under the EUA, or other rules prohibiting or restricting such disclosure, a spreadsheet listing:
  - i) The total number of sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - ii) The total number of Municipality owned sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - iii) The total kWh of electricity consumed by Consumers within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - iv) The total kWh of electricity consumed at Municipality owned sites within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - v) The franchise fee revenue collected from Consumers within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years;
  - vi) The franchise fee revenue collected from the Municipality from sites the Municipality owns within the Municipal Service Area, by Company rate class, per month, for each of the last three (3) years; and
  - vii) Such other information as may be agreed upon by the Parties from time to time, and
- f) A copy of the Annual Service Quality Report as provided by the Company to the Commission as per Rule 2 which provides overall company Service Reliability Measures and Customer Satisfaction Measures.

Where privacy legislation, the Code of Conduct Regulation under the EUA, or other rules under the EUA prohibiting such disclosure prevent the Company from providing the information above, the Company shall make reasonable attempts to aggregate the information by aggregating rate classes in order to comply with the applicable rules, but shall not be obligated to provide such aggregated information if

the Company does not believe such aggregation will allow the Company to comply with the applicable rules.

In the event that the service levels indicated in the Annual Service Quality Report referred to in Section 3f) of this Schedule A show deterioration to the extent that the Municipality or Municipal Service Area is materially adversely impacted, the Municipality shall contact its appropriate Company representative in an effort to remedy any identified deficiencies. If such discussions are not successful in addressing the Municipality's concerns, the Municipality shall then contact senior management of the Company to determine appropriate solutions.

## **SCHEDULE "B"**

### *Extra Services*

- 1) Where the Municipality requests Extra Services, the Company will provide its applicable operations and maintenance standards for Distribution System field services.
- 2) If the Company and the Municipality agree that the Company will provide Extra Services requested by the Municipality, the Parties shall complete the information required in subparagraph 3), and subparagraph 4) shall apply in respect of such Extra Services.
- 3) In consideration for the provision of the Extra Services, the Municipality shall pay to the Company the sum of \_\_\_\_\_ (\$\_\_\_\_\_.00) which may be deducted from the franchise fee.
- 4) Annually, the Company shall provide a written report to the Municipality, outlining the actual performance of the Extra Services provided and the related costs for each service for the Municipality to assess if the performance standards have been met.
- 5) Nothing in this Agreement precludes the Company from subcontracting with the Municipality to provide all or any part of the Extra Services to the Municipality.



## SCHEDULE "C"

### *Street Lighting*

- 1) As set out in Article 11c) of this Agreement, once all street lighting within the Municipal Service Area has been converted to the applicable Company investment option rate, the Company agrees to provide the following services for street lighting within the Municipal Service Area as part of its Core Services:
  - a) **Lights-out Patrols:** On a monthly basis, during the time period of September 15<sup>th</sup> to May 15<sup>th</sup>, the Company will conduct a "lights-out" street light patrol to identify lights that are not working. Formal street light patrols will not be conducted during the summer months; however, normal reporting and replacement procedures will be maintained.
  - b) **Lights-out:** The Company will replace or repair a failed light identified in its patrol or reported by customers, within two (2) weeks. If the reported light is not replaced or repaired within two (2) weeks, the Company will provide a two (2) month credit to the Municipality based on the rate in the Distribution Tariff for the failed lights. Such two (2) month credit shall continue to apply for each subsequent two (2) week period during which the same failed light(s) have not been replaced. The Company agrees to use good faith commercially reasonable efforts to replace or repair:
    - i) failed street lights at critical locations; or
    - ii) failed street lighting circuits at any location, as the case may be, as soon as possible. The location of the critical street lights will be agreed to by both Parties.
  - c) **Underground Breaks:** As a minimum, the Company will provide a temporary overhead repair within two (2) weeks of an identified or reported outage. Underground breaks identified during the summer months of April 15<sup>th</sup> to September 15<sup>th</sup> will be repaired (underground) by October 31<sup>st</sup> of the current summer construction period. A permanent repair will be made by October 31<sup>st</sup> of the next year if the outage is identified between the winter months of September 15<sup>th</sup> to April 15<sup>th</sup>.
  - d) **Street light Painting:** The Company will provide a regular street light "painting" patrol as part of its Street light inspection program. The Municipality may request that it participates in select street light inspection patrols and may review the results of the street light inspection program. Street lights that are identified as requiring immediate work through the Street light inspection program will be re-painted by October 31st of the next maintenance season.

- e) **Street light Pole Test Program:** Street lights will be tested at least every nine (9) years as part of the Company's Pole Test Program. This program will identify poles that need to be replaced and those that should be treated. This replacement and treatment work will be completed by October 31<sup>st</sup> of the next summer maintenance season.
- f) **Street light Patrols:** The Company will include regular street light inspection patrols as part of its inspection of equipment and lines, as specified in the Alberta Electrical Utility Code.

2) On an annual basis, the Company will provide the Municipality with:

- i) the number of "lights-out" identified from the street light patrols;
- ii) the number of temporary overhead repairs of street lights at year-end; and
- iii) the number of permanent underground repairs of street lights made during the year.



# REQUEST FOR DECISION

Meeting: October 10, 2023

Agenda Item: 7.3

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## SUBJECT: 2024 Shortgrass Library Systems Requisition - Proposed

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### **BACKGROUND**

The Town of Bassano is a member of the Shortgrass Library System (SLS) and is required to pay a membership levy. At their recent meeting member municipalities approved the 2024 requisition – the levy will remain at \$4.97/capita in 2024.

Year	Municipal Levy	Population	Total Municipal Levy
2024	\$4.97/capita	1,206	\$5,993.82

Notification will be provided to SLS that the Town's population is 1,216. SLS services are well used by the Bassano Memorial Library as reported by Councillor Miller. A continued investment in this services remains valuable to the community.

### **OPTIONS**

#1 – That council approves the Shortgrass Library System 2024 requisition as presented at \$4.97/capita, no change over the 2023 levy.

#2 – That council rejects the Shortgrass Library System 2024 and reviews its membership involvement.

### **CAO COMMENTS**

None

### **ALIGNMENT TO STRATEGIC PLAN**

G2-T5

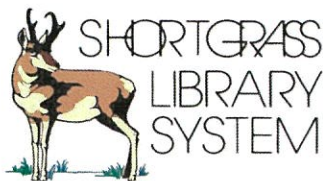
### **RECOMMENDATION**

#1 – That council approves the Shortgrass Library System 2024 requisition as presented at \$4.97/capita, no change over the 2023 levy.

**Prepared by:** Amanda Davis, CAO

### **Attachments:**

1. SLS 2024 Requisition



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

September 25<sup>th</sup>, 2023

Town of Bassano  
Mayor Irvin Morey and Town Council  
502 2nd Avenue  
Box 299  
Bassano, AB T0J 0B0

**Re: Shortgrass updated 2024 Budget Request**

Dear Mayor Morey and Members of Council:

The Shortgrass Library System (SLS) Board of Trustees is pleased to announce a reduction of the 2024 Municipal Levy from an anticipated increase of 3.22% to 0%.

This means that the 2024 Municipal Levy will remain at \$4.97/capita, reducing the Town of Bassano's total to \$5,993.82.

Year	Municipal Levy	Population	Total Municipal Levy
2024	\$4.97/capita	1,206	\$5,993.82

Once Council has had a chance to review this amended Municipal Levy requests and, if it is approved via council motion, please provide a letter indicating the approval to our CEO, Petra Mauerhoff.

Please feel free to contact representatives of our Board or our CEO if you require further information.

Respectfully,

Dwight Kilpatrick  
Chair, Shortgrass Library System Board

CC: Amanda Davis, Chief Administrative Officer  
Kevin Jones, Shortgrass Library Board Trustee

*Attachment: Amended 2024 Shortgrass Library System Operating Budget*

<b>Shortgrass Library Board Operating Budget</b>	<b>2024 Budget (approved September 2022)</b>	<b>2024 AMENDED Budget (approved September 2023)</b>
<b>REVENUE</b>		
<b>Grants</b>		
Total Municipal Affairs (Prov) Grants	\$514,422	\$541,863
Total Special Grants	\$0	\$2,000
<b>Total Grants</b>	<b>\$514,422</b>	<b>\$543,863</b>
<b>Municipal Requisitions Operational</b>		
Total Municipal Requisitions	\$551,087	\$533,524
<b>Total SLS - Materials</b>	<b>\$107,349</b>	<b>\$107,349</b>
<b>Investment (Interest) Income</b>		
Total Investment Income	\$5,000	\$18,300
<b>Contracts</b>	<b>\$14,000</b>	<b>\$7,500</b>
<b>Other Reimbursements</b>		
Total Other Reimbursements	\$0	\$0
<b>Carryover from Previous Budget Year</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL REVENUE - OPERATING</b>	<b>\$1,191,858</b>	<b>\$1,210,536</b>
<b>EXPENSE</b>		
<b>Board Expenses</b>		
Total Board Expenses	\$5,500	\$4,200
<b>Administration</b>		
Total Misc./Stationery/Equipment	\$1,800	\$1,800
Total Administration Salaries & Benefits	\$181,498	\$222,961
<b>Total Administration</b>	<b>\$236,458</b>	<b>\$272,961</b>
<b>Promotions/Public Relations</b>		
Total Promotions/Public Relations	\$6,800	\$6,800
<b>Mem Library Man Travel &amp; Training</b>		
Total Mem Library Managers Exp	\$5,250	\$7,750
<b>Programs to Libraries</b>		
Total Programs to Libraries	\$23,682	\$25,000
<b>Building Costs</b>		
Total Building Costs	\$84,240	\$87,900
<b>Total Salaries/Benefits</b>	<b>\$471,398</b>	<b>\$465,371</b>
<b>Total Tech/Public Services Exp</b>	<b>\$576,988</b>	<b>\$577,349</b>
<b>Delivery &amp; Communications</b>		
<b>SLS Postage &amp; Shipping/Handling</b>	<b>\$3,500</b>	<b>\$3,000</b>

Total Van Expenses	\$24,320	\$24,700
Total Salary & Benefits Delivery	\$65,654	\$62,654
Total ILS	\$38,774	\$38,774
Total SLS Phone	\$2,510	\$2,510
Total SLS Internet Exp AcctsDC	\$16,183	\$20,570
Total Licensing & BC	\$41,253	\$42,179
Total Delivery & Communications	\$192,194	\$191,877
Additional Resources		
Total Additional Resources	\$59,467	\$31,699
Special Grants Expenses		
Total Special Grants	\$0	\$0
Employee Benefits Expense - Additional		
Total Employee Benefits Expense	\$1,280	\$5,000
Contingencies		
Total Contingencies & Non SLS Exp	\$0	\$0
<b>TOTAL EXPENSE - OPERATING</b>	<b>\$1,191,859</b>	<b>\$1,210,536</b>
<b>NET INCOME/LOSS</b>	<b>-\$1</b>	<b>\$0</b>

Oct 2/2023

### AB/Munis Conference

- Attended the Ab/Munis Conference in Edmonton which was very well attended with over 1100 Municipal Elected Representatives and others from pretty much every Municipality in Alberta
- Would be fair to say that the predominant discussions and concerns were the Housing Crisis in Alberta as well as the Critical Infrastructure Funding Deficit and Healthcare
- There were many informative sessions to attend including fostering respect for elected officials, roadblocks to economic development, attracting film works, health care and many more
- There were some announcements made by various ministers regarding FCSS funding increase to come in next budget cycle, and a 14% increase in LGFF starting in 2025
- The LGFF shortfall was duly noted and will also be looked at in the next budget cycle but in the interim was mentioned by Premier Smith that there might be a way to allocate a portion of future potential surpluses for 1 time allocations
- There was also discussion regarding the New Home Warranty Program and they are working on updates that they are currently working on currently
- Alberta. Municipalities passed a Resolution calling for the Government to increase the LGFF Allocation to \$1.75 Billion from the current \$172 million for next year
- Our advocate for Towns South was acclaimed and will again be Tanya Thorn and Tyler Gandam from Wetaskiwin is the new President
- On a more local note, the New Villages South Director is Deborah Reid Mickler from Duchess
- Other resolutions passed were the calling on Provincial parties to not introduce political parties to local elections with over 95% support
- Of interest to us potentially another resolution was passed concerning the modification of the Hwy Traffic and Safety Act to make amendments to allow Municipalities to pass a bylaw to allow certain vehicles including golf carts and electric scooters to be operated on designated streets and routes
- I also had a very good discussion with Northern Lights Fiber who are installing fibre optic in Rural Municipalities throughout Alberta and I will be wanting them to come and make a presentation to Council. More to follow!!
- The end of the Conference was highlighted with speeches from both the Leader of the Opposition as well as the Premier
- I was quite impressed that the sitting Government had a very large contingent of Ministers present for a Q&A Session at the end of the Conference and were asked many, many questions

All in all this was a very good Convention and I had the opportunity to meet many other fellow elected officials and it is always very good to have discussions with like minded individuals from other Municipalities.

It seems that our local area was very well represented with representatives from Brooks, Duchess, Rosemary, County of Newell and of course Bassano

Irv Morey

SEPTEMBER 2023 BOARD REPORT

JOHN SLOMP

NEWELL HOUSING FOUNDATION

SEPTEMBER 11, 2023

- 1) The emergency call system installation at Playfair Lodge is complete.
- 2) Starks Plumbing and Heating from Medicine Hat will be replacing the boilers at Playfair.
- 3) Capital budget requests will be sent in for new windows at Playfair Lodge and Wildrose Villa in Rosemary.
- 4) There are 2 people on the wait list for the Dr. Scott Apartments. The Bassano Historical Society will be installing a bench at the Dr. Scott Apartments.
- 5) 146 households received rental subsidies in August.
- 6) Newell Housing will be asking the Rural Development Network if it is possible to narrow down the info from the assessment into a more user friendly document that can be used by the foundation as well as other groups.
- 7) The village of Duchess is looking into the feasibility of getting 6 new self contained senior residences. The villas there are not very senior friendly. It is thought that the current villas could be used for low income housing.



**Bassano and Area Fire Committee Meeting held Sep 6, 2023 at 7pm in the fire hall.**

The agenda was adopted.

Minutes of the 14th of September 14, 2022 were approved as presented.

No old business

New Business

5.1 2024 proposed budget and 2025 - 2026 Projections was presented and after some discussion was approved.

Reports.

6.1 fire chief report was approved.

6.2 Fire and Emergency Services Coordinator Report was approved.

Correspondence

None

Meeting adjourned.

**Shortgrass Library System meeting 20th Sep 2024 held at the Redcliff public library.**

Approve minutes of the 16th of August Meeting Approved.

Financial Statements ending 31 August 2023 Approved

24 Policy's were presented most without changes and some with very minor changes. A proposal to approve in bulk was made and approved .

Various reports were made by the CEO, and the Manager, System and technical services and Client Services.

Solar Panel energy production information report.

Meeting adjourned.

Kevin Jones - Councillor  
Town of Bassano

September 2023 Committee Reports  
Sydney Miller

Bassano Memorial Library Meeting

19 September 2023

- 5-6 people use disc golf daily
- 16 September tournament – 39 people attended tournament (40 registered)
  - Participants from Calgary, Bassano, Duchess, Drumheller, Rosemary, Brooks, and several other communities
- Disc golf course set up was more work than some board members had anticipated and had thought that it was to be a joint venture with the town instead of a solo venture;
- Criterion movie licensing to drop one level to save \$200 to forgo new releases due to writer's strike and youth are asking for older movies to be shown anyway
  - Regular attendance of movie nights is 10 at the kids movie and 4 at the teen movies.
  - Looking at how to expand interest
- Budget: back to forming a plan to spend money
  - 5 October 7pm Budget meeting to be held with Sherry, Tanis, and Sydney
  - \$125,000 to spend
  - Update that casino money from Friends of the Library has some relaxed rules on what the money can fund; update to come when more information known by FotL
- Out Our Way CBC Project meeting 2 October 1pm (following information from the Oct 2 meeting)
  - CBC trying to establish presence outside of cities by connecting with libraries and learning about smaller communities
  - 3 part event is meant to shine a spotlight on Bassano, not on the CBC in Bassano
    - “The CBC is here to listen” and is selecting members that have ag backgrounds
  - Friday evening: Editorial board
    - Off-record meeting with 20-25 people including business people (including agricultural producers), school leaders, MLA, MP, mayor, councillors, EID board members, reeve, fire chief, 4H, hospital staff, community groups, etc.
    - Meant to be a discussion about the what's happening, concerns, hopes and dreams, the situation/outlook as it stands. 4 questions have resulted in >90 minutes of discussion in past editorial boards
    - Can be followed up to bloom into further conversations and stories
  - Saturday: family/community fun day
    - Local music, kids, youth engagement, local food vendors, human library, where CBC lines up everything as burden is not to be on library staff or board for event set up or funding
    - Meant to be during regular library hours
    - \$200 honorarium for library staff included to ensure additional staff can be present for the day
  - Sunday/Monday: Writer's Circle
    - Local group of writers meet with a CBC mentor that helps “find people's stories within them”
    - 1 in-person meeting, 3 virtual group meetings, then some individual mentorship
    - \$5-800/ article if they are published by CBC and author maintains copyright
    - Article can also be given to local media
  - Not meant to be a 1 and done event and multiple partnerships are encouraged
  - Target for end of November to tie in with fundraiser

## Brooks Region Tourism & AGM

21 September 2023

- Several campaigns ran over the summer
  - Rural Rodeo Campaign – any feedback from Bassano about the promotion of Bassano Rodeo in this campaign?
  - Badlands, Great \_\_\_ Campaign is ongoing
    - Great beaches, rodeos, etc.
  - Not Drumheller campaign is best received
    - Official launch in August, but first began in March
    - Organizing with Drumheller to start a mock rivalry between the two dinosaur hotspots; hoping to establish that Dinosaur Provincial Park is not close to Drum because both areas suffer from this misconception
  - Day in the Life: Bassano, Rosemary, Duchess
    - Small town reels on instagram
    - May be in BRT's budget to hire a social media coordinator
  - Agritourism – rural roots Craig Lester is presenting his report in October to determine next steps of this campaign
  - Local tourism – love local campaign yet unnamed; details to come
    - Our Roots Run Deep? Deep Roots? To tie in with agritourism
- BRT wants smaller communities to add their events to their calendar
- Museum wants Bassano's Disc Golf Course information to promote it
- BRT considered recovered from Covid interruption
  - 2% remittances from hotels facilitated this
  - Much better budget to be more effective now
- Kinbrook to Bantry Bay pathway complete minus signage
  - Lake Newel resort getting a public access boat launch
- \$10,000 for development of NEW PURCHASABLE experiences
- Travel AB
  - Events and Festivals Fund: 2 days or longer and charges admission
  - Up to \$100,000 with \$25,000 matching
  - Showcase collaboration with other tourism operators
  - Event has to be prior to Mar 31; deadline Oct 13
- Early 2024 Travel AB has more funds opening
  - Innovation Fund \$125,000 with \$20,000 matching
  - Incubator Fund \$75,000 with no matching
  - Travel AB industry site
- Use newsletter to check if future events will clash other pre-existing event dates
- Need a Best of Newel survey that focuses on the small communities
  - IDEA to implement in conjunction with the Best of Brooks Survey so smaller communities can have a showing on their businesses and events without being overshadowed by Brooks
- Brett Kissel 28 October Brooks Bandits



# MONTHLY CAO REPORT

Meeting: October 10, 2023

Agenda Item: 9.1

Report Period: September 8, 2023 – October 5, 2023

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## Amanda Davis, Chief Administrative Officer

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### General Administration

- Brand modernization transition continues with all administrative and public documents.
- The BUILD Bassano – Main Street Revitalization project at 413 and 415 – 2<sup>nd</sup> Avenue is complete.
- The town office painting contract is complete.
- HR – Alex Petkau was hired as a full-time public works employee as a continuation of his summer employment position.
- HR – annual employee reviews are underway.
- Year end accounting and budget prep is underway.
  - We are nearly complete our review of the town’s power contract via an optimization data analysis. Our team has identified savings if we can change the percentage of power block allocations. Our findings are being reviewed with Alberta Municipalities. Updates will be provided during budget presentations.
  - We met with Tammy Miller to discuss increased partnerships with the Bassano School during June to maximize pool usage. Updates will be forthcoming to council with the pool budget.
  - ICF Interim Accounting was completed and sent to the county for the period of January 1, 2023 to September 30, 2023
  - We submitted an application to the New Horizon Program seeking funds to build an outdoor Soundgarden and amphitheatre at the Community Hall in partnership with the Bassano Arts Council. Updates will be provided during budget presentations.



## General Public Works

- Water meter replacements have started again.
- Assisting with capital projects: pool liner upgrade, lighting projects, and fire proofing/ventilation, main street building beautification.
- System winterization is nearly complete.
- Prepared a test run of the pivot to find that a power junction was not working. Contractor have been called to return to site.

## Bylaw Enforcement

Bassano's contracted bylaw enforcement officer monitored traffic and pedestrian safety in priority areas and hand-delivered orders to contravening properties.

1. Community Standards Bylaw 920/21
  - a. 4 files were closed.
  - b. 1 file remains ongoing.
2. Land Use Bylaw 921/21
  - a. 1 file was closed

Total files initiated in September: 0

Total files closed: 5

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

## Development

PERMIT NUMBER	LOCATION	DEVELOPMENT
TOB-D-19-23	636 – 12 <sup>th</sup> Street	Food truck

- Administration has been busy responding to numerous inquires about development incentives and responding to inquiries about the tax recovery properties.
- Administration is working with prospective buyers of 517 – 2<sup>nd</sup> Avenue and tending to development inquiries/collaborations.
- There has been an influx of people coming from Calgary to inquire about investment opportunities in Bassano. I have averaged 3 meetings per week addressing investment inquiries.

- There has been no response from the property owners regarding the potential closure of the undeveloped back alley between 10A Steet and 11<sup>th</sup> Street. A collaboration directive was sent as a follow up from the September 11, 2023 meeting. No further action will be taken by administration.

## Recreation

### Bassano Outdoor Pool Liner Replacement Project

RECA Vinyl Works Inc, our pool liner replacement contractor, has removed the existing pool liner and conducted pool basin repairs. These repairs consisted of crack filling, removing and replacing loose concrete, repairs to the kiddie pool peninsula, and regular basin remediation. Installation of the new pool liner has begun. See the images below.



On September 14, 2023, Sydney Smith visited the Bassano School grade 1,4, and 5 classes to ask about their favorite sea creatures. These creatures were incorporated into an “Under the Sea” design intended to stimulate swimmers' imagination and will be used as a part of swimming lessons and pool programming. These designs will be placed in the kiddie pool.

On September 27, 2023, Bassano's Elementary students were invited to the pool to learn about the importance of the pool liner and see first-hand what lies beneath it. Students were guided into the pool, allowed to touch the fleece underlay (the layer that protects the liner from the concrete below), and asked RECA Vinyl Works questions about the pool line. A follow-up visit will be scheduled for early October to show the students the “Under the Sea” designs they helped create.

### Bassano and District Centennial Arena Basement Updates Project

Armor Building Developments Ltd. has completed a majority of the upgrades to the ventilation system and installation of the fire-rated acoustical ceiling. Two additional fire dampeners are to be installed above the washroom doors. This was an addition to the original scope of work. Contractors will work around the facility operations.

A final building inspection by Superior Safety Codes will be scheduled as time permits. This inspection will give the basement an official fire rating.

Ric's Electric has completed the arena and pool LED lighting installation in preparation for the arena season.

#### Small Town Smoke Down 2024

The BBQ on the Bow Society has agreed to partner with the Town for the 2024 Small Town Smoke Down event. Planning for our 3<sup>rd</sup> annual competition will begin December – January!

#### **Attachments**

1. Action Items List – no action required



**Town of Bassano  
Council Meeting Action Items 2021-2023**

**Aug. 9, 2021 Regular Meeting**

Directed to	Action	Completed
Davis, A.	Add Dennis Hunt property to upcoming agenda re: driveway concerns.	

**May 9, 2022 Regular Meeting**

Directed to	Action	Completed
Davis, A.	Follow up with Clr. Wetzstein re: hazardous waste drop off at the fire hall	

**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	

**Dec. 12, 2022 Regular Meeting**

Directed to	Action	Completed
Davis, A.	Investigate liability issues regarding the movement of people from an incident if the ambulance is not available. Insurance and legal.	

**Feb. 13, 2023 Regular Meeting**

Directed to	Action	Completed
Davis, A.	Add insurance recognition in newsletter with council address.	
Davis, A.	Prepare engineering RFQ for G3-T2	

**June 12, 2023 Regular Meeting**

Directed to	Action	Completed
Davis, A.	Market policy P-TOB66/005-23	Ongoing

**July 10, 2023 Regular Meeting**

Directed to	Action	Completed
Davis, A.	Engage south side properties on MS re: what needs to happen for exterior renovations	
Davis, A.	For 2024 Battle of the Balls ensure set-up does not block disc golf.	

**Aug. 14, 2023 Regular Meeting**

Directed to	Action	Completed

**Town of Bassano  
Council Meeting Action Items 2021-2023**

Davis/Pekau	Water rate scenarios for fall	
Davis, A.	Connect with school re: student volunteer hours.	

**Sept. 11, 2023 Regular Meeting**

<b>Directed to</b>	<b>Action</b>	<b>Completed</b>
DeMott, L.	Resolution index	Complete - Sept, 13, 2023
DeMott, L.	Rotate minutes	Complete - Sept, 13, 2023
Davis, A.	Award lighting upgrade to Ric's Electric and notify BAC.	Complete - Sept. 12, 2023
Smith, S.	Bylaw tag upheld at 1002 - 5 Ave. - notify property owner.	Direction to SS on Sept. 12, 2023
Davis, A.	Letter to WW re: CH rental rate maintained.	Sent via email - Sept. 12, 2023
Davis, A.	Back alley closure update to 4 property owners.	Sent via email - Sept. 12, 2023
Davis, A.	Consolidate back alley files	Complete
Davis, A.	Notification to County re: fire budget approval	Complete - Sept. 12, 2023
Davis, A.	Notify ATCO no rate change.	Complete - Sept. 12, 2023
Davis, A.	Deal with logos on ice for curling/arena.	Chatted with KC, sent email to both boards - Sept. 12, 2023
Davis, A.	OL Dog Park details to Grant.	Complete - Sept. 12, 2023
Davis, A.	Staff updates	Complete - Sept. 12, 2023
Davis, A.	Next agenda add: build commitment for main street properties and infra renewal to CAO report	Added.



# TOWN OF BASSANO

## 2023 Operating Budget Q3 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
<b>TAX &amp; REQUISITION - REVENUE</b>				
1-00-00-110-00	TAXES - MUNICIPAL OPERATIONS	(1,472,748.00)	(1,471,866.08)	(881.92)
1-00-00-110-01	TAXES - NEWELL FOUNDATION	(12,355.00)	(12,346.25)	(8.75)
1-00-00-111-00	TAXES - ASFF RESIDENTIAL/FARM	(212,766.00)	(210,297.36)	(2,468.64)
1-00-00-112-00	TAXES - ASFF NON-RESIDENTIAL	(107,356.00)	(108,349.29)	993.29
1-00-00-114-00	CHRIST REDEEMER- RESIDENTIAL/FARM	(10,765.00)	(12,315.54)	1,550.54
1-00-00-116-00	TAXES - DESIGNATED IND REQUISITION	(211.00)	(226.28)	15.28
1-00-00-190-00	INTEREST - RECREATION FUNDING COMMITTEE	0.00	(1,462.20)	1,462.20
1-00-00-120-00	TAXES - PROVINCIAL POLICING AGREEMENT	(45,196.00)	(45,164.13)	(31.87)
1-00-00-510-00	TAXES - PENALTIES & COSTS	(35,000.00)	(17,959.68)	(17,040.32)
1-00-00-540-00	FRANCHISE FEES - FORTIS	(185,000.00)	(121,449.74)	(63,550.26)
1-00-00-541-00	FRANCHISE FEES - ATCO	(110,000.00)	(77,856.90)	(32,143.10)
1-00-00-550-00	INTEREST - ON INVESTMENTS	(5,000.00)	(12,641.98)	7,641.98
1-00-00-551-00	INTEREST - FCSS RESERVE	0.00	(12.80)	12.80
1-00-00-552-00	INTEREST - ON CURRENT ACCOUNT	(20,000.00)	(47,879.45)	27,879.45
1-00-00-553-00	INTEREST - ON ACCOUNTS RECEIVABLE	0.00	(313.83)	313.83
1-00-00-554-01	INTEREST - ON CAPITAL PLAN RESERVE	0.00	(108,133.33)	108,133.33
1-00-00-554-02	INTEREST - ON LAND & DEVELOPMENT RESERVE	0.00	(25,934.38)	25,934.38
1-00-00-554-03	INTEREST - ON RECREATION AND CULTURE RES	0.00	(19,531.72)	19,531.72
1-00-00-554-04	INTEREST - ON MUNICIPAL SERVICE RESERVE	0.00	(20,707.09)	20,707.09
1-00-00-554-05	INTEREST - SEWAGE TREATMENT RESERVE	0.00	(8,436.18)	8,436.18
1-00-00-554-06	INTEREST - FIRE COMMITTEE RESERVE	0.00	(1,017.66)	1,017.66
1-00-00-590-00	REVENUE - FROM OTHER SOURCES	(1,500.00)	(724.62)	(775.38)
<b>*</b>	<b>TOTAL TAX &amp; REQUISITION - REVE</b>	<b>(2,217,897.00)</b>	<b>(2,324,626.49)</b>	<b>106,729.49</b>
<b>TAX &amp; REQUISITION - EXPENSE</b>				
2-81-00-742-00	ASFF SCHOOL REQUISITION	320,122.00	235,064.69	85,057.31
2-81-00-743-00	CHRIST THE REDEEMER	10,765.00	9,527.69	1,237.31
2-81-00-751-00	NEWELL FOUNDATION REQUISITION	12,355.00	12,354.54	0.46
2-81-00-752-00	Designated Industrial Prop Requisition	211.00	0.00	211.00
2-81-00-753-00	PROVINCIAL POLICING AGREEMENT	45,196.00	45,196.00	0.00
3-00-00-211-00	TAXES - RECEIVABLE CURRENT	0.00	(50,222.84)	(106,794.41)
3-00-00-212-00	TAXES - RECEIVABLE - ARREARS	0.00	140,005.73	(222,113.03)
<b>*</b>	<b>TOTAL TAX &amp; REQUISITION - EXPE</b>	<b>388,649.00</b>	<b>391,925.81</b>	<b>(242,401.36)</b>
<b>**</b>	<b>TAX &amp; REQUISITION - (SURPLUS)/</b>	<b>(1,829,248.00)</b>	<b>(1,932,700.68)</b>	<b>(135,671.87)</b>
<b>COUNCIL - EXPENSE</b>				
2-11-00-151-00	COUNCIL - HONORARIUM	43,000.00	24,095.16	18,904.84
2-11-00-155-00	COUNCIL - BENEFITS, ADMIN COSTS	5,500.00	2,665.00	2,835.00
2-11-00-211-00	COUNCIL - TRAVEL/LODGE/MEALS	13,100.00	7,119.69	5,980.31
<b>*</b>	<b>TOTAL COUNCIL - EXPENSE</b>	<b>61,600.00</b>	<b>33,879.85</b>	<b>27,720.15</b>
<b>**</b>	<b>COUNCIL DEFICIT</b>	<b>61,600.00</b>	<b>33,879.85</b>	<b>27,720.15</b>
<b>ADMINISTRATION - REVENUE</b>				



# TOWN OF BASSANO

## 2023 Operating Budget

### Q3 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
1-12-00-410-00	TAX CERT./LETTER OF COMPL.	(2,000.00)	(2,250.00)	250.00
1-12-00-520-00	TOWN - PERMIT APPLICATION FEES	(2,500.00)	(3,198.95)	698.95
1-12-00-521-00	SUPERIOR SAFETY - PERMIT INSPECTION FEES	(1,500.00)	(6,246.03)	4,746.03
1-12-00-560-00	LAND LEASE REVENUE	(13,800.00)	(13,596.75)	(203.25)
1-12-00-840-00	ADMIN - PROVINCIAL COND GRANT	(46,000.00)	(26,707.00)	(19,293.00)
1-12-00-710-00	TSF FROM MUNICIPAL SERVICE RESERVE	(97,000.00)	0.00	(97,000.00)
<b>*</b>	<b>TOTAL ADMINISTRATION - REVENUE</b>	<b>(162,800.00)</b>	<b>(51,998.73)</b>	<b>(110,801.27)</b>
<b>ADMINISTRATION - EXPENSE</b>				
2-12-00-110-00	ADMIN - SALARIES/WAGES	149,256.00	115,338.06	33,917.94
2-12-00-130-00	ADMIN - EMPLOYER CONTRIBUTION	10,600.00	9,527.73	1,072.27
2-12-00-133-00	ADMIN - HEALTH/SAFETY COSTS	500.00	119.56	380.44
2-12-00-135-00	ADMIN - AUMA BENEFITS	8,055.00	3,896.81	4,158.19
2-12-00-136-00	ADMIN - WCB	12,000.00	8,792.65	3,207.35
2-12-00-137-00	ADMIN - RRSP CONTRIBUTION	6,000.00	3,750.00	2,250.00
2-12-00-211-00	ADMIN - TRAVEL/LODGE/MEALS	5,000.00	658.13	4,341.87
2-12-00-215-00	ADMIN - FREIGHT,POST, INTER, PHONE	11,400.00	9,129.98	2,270.02
2-12-00-220-00	ADMIN - MEMBERSHIPS, ADVERTISING	12,825.00	10,593.32	2,231.68
2-12-00-230-00	ADMIN - PROFESSIONAL SERVICES	271,500.00	193,806.37	77,693.63
2-12-00-232-00	ADMIN - TRAINING	30,500.00	24,298.99	6,201.01
2-12-00-235-00	ADMIN - ASSESSMENT SERVICES	19,100.00	13,479.94	5,620.06
2-12-00-250-00	ADMIN - REPAIR/MAINTENANCE	10,500.00	6,021.93	4,478.07
2-12-00-263-00	ADMIN - EQUIP RENTAL/MAINTENANCE	10,800.00	9,814.63	985.37
2-12-00-274-00	ADMIN - INSURANCE	8,500.00	8,508.93	(8.93)
2-12-00-300-00	ADMIN - SPECIAL EVENTS	750.00	2.08	747.92
2-12-00-510-00	ADMIN - OFFICE SUPPLIES	13,930.00	10,960.84	2,969.16
2-12-00-540-00	ADMIN - UTILITIES	6,000.00	3,308.12	2,691.88
2-12-00-763-00	BAD DEBT WRITTEN OFF	5,000.00	127.50	4,872.50
2-12-00-810-00	BANK CHARGES AND INTEREST	8,500.00	7,297.22	1,202.78
2-12-00-992-00	PENNY ROUNDING-PHASE OUT	0.00	21.76	(21.76)
2-12-00-995-00	ADMIN - STAFF RECOGNITION	4,000.00	1,653.92	2,346.08
2-12-00-765-00	TSF TO OTHER LOCAL GOV'T	270,227.00	264,777.00	5,450.00
<b>*</b>	<b>TOTAL ADMINISTRATION - EXPENSE</b>	<b>874,943.00</b>	<b>705,885.47</b>	<b>169,057.53</b>
<b>**</b>	<b>ADMIN (SURPLUS)/DEFICIT</b>	<b>712,143.00</b>	<b>653,886.74</b>	<b>58,256.26</b>
<b>FIRE - REVENUE</b>				
1-23-00-420-00	FIRE - CALLS	0.00	(10,382.50)	10,382.50
1-23-00-590-00	FIRE - MUNICIPAL CONTRIBUTION (ICF)	(14,545.00)	(14,545.00)	0.00
1-23-00-595-00	FIRE - COUNTY CONTRIBUTION	(130,905.00)	(132,887.65)	1,982.65
1-23-00-850-00	FIRE - OTHER INCOME/DONATIONS	0.00	(90.00)	90.00
1-25-00-590-00	AMBULANCE - RENTAL INCOME	(11,600.00)	(8,873.58)	(2,726.42)
1-23-00-920-00	TSF FROM FIRE COMMITTEE RESERVES	(31,500.00)	(31,918.00)	418.00
<b>*</b>	<b>TOTAL FIRE - REVENUE</b>	<b>(188,550.00)</b>	<b>(198,696.73)</b>	<b>10,146.73</b>
<b>FIRE - EXPENSE</b>				
2-23-00-130-00	FIRE - EMPLOYER CONT. (CHIEF CPP, EI)	1,200.00	538.59	661.41
2-23-00-148-00	FIRE - TRAVEL/LODGING/MEALS	2,000.00	3,464.46	(1,464.46)
2-23-00-159-00	FIRE - HONORARIUMS	68,250.00	117,156.50	(48,906.50)
2-23-00-215-00	FIRE - FAX, PHONE & INTERNET	4,500.00	3,645.81	854.19
2-23-00-215-01	FIRE - FREIGHT/POSTAGE	500.00	30.00	470.00
2-23-00-232-00	FIRE - TRAINING	5,500.00	2,672.98	2,827.02
2-23-00-250-00	FIRE - HALL REPAIR/MAINTENANCE	500.00	336.28	163.72



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General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
2-23-00-274-00	FIRE - INSURANCE	23,000.00	16,268.70	6,731.30
2-23-00-510-00	FIRE - GOODS & SUPPLIES	3,000.00	1,448.26	1,551.74
2-23-00-510-01	FIRE - JANITORIAL	1,500.00	0.00	1,500.00
2-23-00-510-02	FIRE - OFFICE SUPPLIES	500.00	0.00	500.00
2-23-00-520-00	FIRE - VEHICLE/EQUIP. REPAIR/MAINTENANCE	25,000.00	6,605.66	18,394.34
2-23-00-520-01	FIRE - FUEL	3,800.00	1,623.71	2,176.29
2-23-00-520-02	FIRE - RADIO PURCHASE/REPAIRS/LICENSE	15,000.00	1,782.00	13,218.00
2-23-00-520-03	FIRE - EQUIPMENT/HAND TOOLS	25,000.00	17,865.71	7,134.29
2-23-00-540-00	FIRE - UTILITIES	7,000.00	4,299.22	2,700.78
2-23-00-995-00	FIRE - STAFF RECOGNITION	2,300.00	0.00	2,300.00
<b>*</b>	<b>TOTAL FIRE - EXPENSE</b>	<b>188,550.00</b>	<b>177,737.88</b>	<b>10,812.12</b>
<b>**</b>	<b>FIRE - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>(20,958.85)</b>	<b>20,958.85</b>
<b>DISASTER SERVICES - REVENUE</b>				
1-24-00-840-00	DISASTER - PROVINCIAL COND GRANT	(70,000.00)	(52,500.00)	(17,500.00)
<b>*</b>	<b>TOTAL DISASTER SERVICES - REVE</b>	<b>(70,000.00)</b>	<b>(52,500.00)</b>	<b>(17,500.00)</b>
<b>DISASTER SERVICES - EXPENSE</b>				
2-24-00-200-00	DISASTER SERVICES	70,000.00	0.00	70,000.00
<b>*</b>	<b>TOTAL DISASTER SERVICES - EXPE</b>	<b>70,000.00</b>	<b>0.00</b>	<b>70,000.00</b>
<b>**</b>	<b>DISASTER SERVICES (SURPLUS)/DE</b>	<b>0.00</b>	<b>(52,500.00)</b>	<b>52,500.00</b>
<b>BYLAW ENFORCEMENT - REVENUE</b>				
1-26-00-520-00	BYLAW - DOG LICENSES	(2,000.00)	(2,260.00)	260.00
1-26-00-521-00	BYLAW - CAT LICENSES	(250.00)	(415.00)	165.00
1-26-00-522-00	BYLAW - BUSINESS LICENSE	(9,000.00)	(8,690.00)	(310.00)
1-26-00-750-00	BYLAW - FINES & COSTS	(4,750.00)	(3,242.00)	(1,508.00)
<b>*</b>	<b>TOTAL BYLAW ENFORCEMENT - REVE</b>	<b>(16,000.00)</b>	<b>(14,607.00)</b>	<b>(1,393.00)</b>
<b>BYLAW ENFORCEMENT - EXPENSE</b>				
2-26-00-110-00	BYLAW - CONTRACT SERVICES	14,000.00	6,720.00	7,280.00
2-26-00-520-00	BYLAW - GENERAL SERVICES	2,000.00	0.00	2,000.00
<b>*</b>	<b>TOTAL BYLAW ENFORCEMENT - EXPE</b>	<b>16,000.00</b>	<b>6,720.00</b>	<b>9,280.00</b>
<b>**</b>	<b>BYLAW ENFORCEMENT - (SURPLUS)/</b>	<b>0.00</b>	<b>(7,887.00)</b>	<b>7,887.00</b>
<b>PUBLIC WORKS - REVENUE</b>				
1-32-00-590-00	ROADS - REVENUE FROM OTHER SOURCES	(3,000.00)	(3,715.00)	715.00
1-32-00-840-00	ROADS - PROVINCIAL COND GRANT	(47,079.00)	(40,534.25)	(6,544.75)
<b>*</b>	<b>TOTAL PUBLIC WORKS - REVENUE</b>	<b>(50,079.00)</b>	<b>(44,249.25)</b>	<b>(5,829.75)</b>
<b>PUBLIC WORKS - EXPENSE</b>				
2-32-00-110-00	P.W. - SALARIES /WAGES	126,510.00	90,372.57	36,137.43
2-32-00-130-00	P.W. - EMPLOYER CONTRIBUTION	8,629.00	6,224.65	2,404.35
2-32-00-135-00	P.W. - AUMA BENEFITS	9,247.00	7,507.98	1,739.02
2-32-00-215-00	P.W. - FREIGHT,POSTAGE, INTERENT, PHONE	5,800.00	1,614.24	4,185.76



# TOWN OF BASSANO

## 2023 Operating Budget

### Q3 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
2-32-00-220-00	P.W. - EQUIPMENT RENTAL	11,400.00	6,820.00	4,580.00
2-32-00-232-00	P.W. - TRAIN/MEALS/LODGE/PPE	4,500.00	1,596.05	2,903.95
2-32-00-260-00	ROADS - SNOW REMOVAL	19,500.00	945.00	18,555.00
2-32-00-270-00	P.W. - SHOP SUPPLIES	6,250.00	3,809.77	2,440.23
2-32-00-274-00	P.W. - INSURANCE	16,000.00	14,406.53	1,593.47
2-32-00-510-00	P.W. - FUEL	20,000.00	10,718.22	9,281.78
2-32-00-511-00	ROADS - GOODS & SUPPLIES	10,500.00	7,844.61	2,655.39
2-32-00-520-00	P.W. - EQUIP REPAIR /MAINT.	23,750.00	5,547.91	18,202.09
2-32-00-530-00	ROADS - REPAIR/MAINTENANCE	61,800.00	40,654.11	21,145.89
2-32-00-540-00	ROADS - STREET LIGHTS	87,000.00	56,856.14	30,143.86
2-32-00-541-00	P.W. - SHOP UTILITIES	6,700.00	4,121.57	2,578.43
2-32-00-250-00	PW - Building Repair & Main.	80,500.00	1,135.82	79,364.18
7-32-00-610-00	G3-T2 Infrastructure Upgrade - Priority	39,579.00	0.00	39,579.00
<b>* TOTAL PUBLIC WORKS - EXPENSE</b>		<b>537,665.00</b>	<b>260,175.17</b>	<b>277,489.83</b>
<b>** PUBLIC WORKS - (SURPLUS)/DEFICIT</b>		<b>487,586.00</b>	<b>215,925.92</b>	<b>271,660.08</b>
<b>AIRPORT - REVENUE</b>				
1-33-00-400-00	AIRPORT - REVENUE FROM OTHER SOURCES	(2,000.00)	(2,000.00)	0.00
1-33-00-690-00	AIRPORT - MUNICIPAL CONTRIBUTION (ICF)	(5,050.00)	(5,050.00)	0.00
1-33-00-690-01	AIRPORT - COUNTY CONTRIBUTION (ICF)	(10,050.00)	(3,535.57)	(6,514.43)
1-33-00-840-00	AIRPORT - PROVINCIAL COND GRANT	(5,000.00)	0.00	(5,000.00)
<b>* TOTAL AIRPORT - REVENUE</b>		<b>(22,100.00)</b>	<b>(10,585.57)</b>	<b>(11,514.43)</b>
<b>AIRPORT - EXPENSE</b>				
2-33-00-200-00	AIRPORT - REPAIR/ MAINTENANCE	14,700.00	12,109.25	2,590.75
2-33-00-274-00	AIRPORT - INSURANCE	3,400.00	3,009.46	390.54
2-33-00-540-00	AIRPORT - UTILITIES	4,000.00	1,990.43	2,009.57
<b>* TOTAL AIRPORT - EXPENSE</b>		<b>22,100.00</b>	<b>17,109.14</b>	<b>4,990.86</b>
<b>** AIRPORT - (SURPLUS)/DEFICIT</b>		<b>0.00</b>	<b>6,523.57</b>	<b>(6,523.57)</b>
<b>WATER - REVENUE</b>				
1-41-00-240-00	WATER - PROCESSING FEE	(18,000.00)	(7,876.99)	(10,123.01)
1-41-00-400-00	WATER - REVENUE	(564,500.00)	(527,480.12)	(37,019.88)
1-41-00-450-00	WATER - DISCONNECT/RECONNECT FEES	(200.00)	(35.00)	(165.00)
1-41-00-550-00	WATER/SEWER - PENALTIES	(13,000.00)	(9,741.67)	(3,258.33)
1-41-00-590-00	WATER - COST RECOVERED	(4,000.00)	0.00	(4,000.00)
1-32-00-710-00	TSF FROM CAPITAL PLAN RESERVE	(34,225.00)	0.00	(34,225.00)
<b>* TOTAL WATER - REVENUE</b>		<b>(633,925.00)</b>	<b>(545,133.78)</b>	<b>(88,791.22)</b>
<b>WATER - EXPENSE</b>				
2-41-00-120-00	WATER - CONTRACT SERVICES	28,000.00	18,991.50	9,008.50
2-41-00-215-00	WATER - FREIGHT, INTERNET, PHONE	1,790.00	284.07	1,505.93
2-41-00-230-00	WATER - PROFESSIONAL SERVICES	7,500.00	6,821.50	678.50
2-41-00-240-00	WATER - ADMIN CUSTOMER BILLING	17,500.00	599.46	16,900.54
2-41-00-250-00	WATER - REPAIR/MAINTENANCE	129,125.00	80,761.51	48,363.49
2-41-00-274-00	WATER - INSURANCE	13,500.00	12,222.42	1,277.58
2-41-00-510-00	WATER - GOODS & SUPPLIES	2,100.00	540.14	1,559.86
2-41-00-532-00	WATER - CONSUMPTION TO NRSC	259,600.00	201,844.50	57,755.50
2-41-00-540-00	WATER, - UTILITIES	42,000.00	27,410.98	14,589.02



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General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
2-41-00-831-00	WATER - DEBENTURE INTEREST	8,920.00	5,322.22	3,597.78
2-41-00-832-00	WATER - DEBENTURE PRINCIPAL	123,575.00	60,925.02	62,649.98
<b>*</b>	<b>TOTAL WATER - EXPENSE</b>	<b>633,610.00</b>	<b>415,723.32</b>	<b>217,886.68</b>
<b>**</b>	<b>WATER - (SURPLUS)/DEFICIT</b>	<b>(315.00)</b>	<b>(129,410.46)</b>	<b>129,095.46</b>
<b>SEWER - REVENUE</b>				
1-42-00-410-00	SEWER - REVENUE	(137,000.00)	(91,571.71)	(45,428.29)
<b>*</b>	<b>TOTAL SEWER - REVENUE</b>	<b>(137,000.00)</b>	<b>(91,571.71)</b>	<b>(45,428.29)</b>
<b>SEWER - EXPENSE</b>				
2-42-00-215-00	SEWER - FREIGHT	500.00	0.00	500.00
2-42-00-230-00	SEWER - PROFESSIONAL SERVICES	10,000.00	0.00	10,000.00
2-42-00-250-00	SEWER - REPAIR/MAINTENANCE	39,000.00	29,365.06	9,634.94
2-42-00-510-00	SEWER - GOODS & SUPPLIES	2,000.00	0.00	2,000.00
2-42-00-540-00	SEWER - UTILITIES	7,000.00	2,237.71	4,762.29
7-42-00-613-00	WASTEWATER TREATMENT UPGRADE	0.00	1,882.50	(6,788,413.55)
<b>*</b>	<b>TOTAL SEWER - EXPENSE</b>	<b>58,500.00</b>	<b>33,485.27</b>	<b>(6,761,516.32)</b>
<b>**</b>	<b>SEWER - (SURPLUS)/DEFICIT</b>	<b>(78,500.00)</b>	<b>(58,086.44)</b>	<b>(6,806,944.61)</b>
<b>SOLID WASTE &amp; RECYCLING - REVE</b>				
1-43-00-400-00	GARBAGE - REVENUE	(92,340.00)	(61,678.59)	(30,661.41)
1-43-00-410-00	GARBAGE - NEWELL REGIONAL LANDFILL	(11,250.00)	0.00	(11,250.00)
1-43-00-450-00	RECYCLING - REVENUE	(31,200.00)	(20,818.43)	(10,381.57)
<b>*</b>	<b>TOTAL SOLID WASTE &amp; RECYCLING</b>	<b>(134,790.00)</b>	<b>(82,497.02)</b>	<b>(52,292.98)</b>
<b>SOLID WASTE &amp; RECYCLING - EXPE</b>				
2-43-00-210-00	GARBAGE - CONTRACT SERVICES	60,400.00	40,600.00	19,800.00
2-43-00-510-00	GARBAGE - GOODS & SUPPLIES	10,000.00	6,102.20	3,897.80
2-43-00-620-00	BARRA - WATER UTILITY	50.00	131.92	(81.92)
2-43-00-765-00	GARBAGE - NEWELL. REG. LANDFILL REQ.	43,813.00	42,523.52	1,289.48
2-43-00-765-01	RECYCLING - NEWELL REGIONAL LANDFILL REQ.	10,500.00	10,226.56	273.44
2-43-00-765-02	RECYCLING - B.A.R.R.A. OPERATING FUNDING	10,000.00	5,000.00	5,000.00
<b>*</b>	<b>TOTAL SOLID WASTE &amp; RECYCLING</b>	<b>134,763.00</b>	<b>104,584.20</b>	<b>30,178.80</b>
<b>**</b>	<b>SOLID WASTE &amp; RECYCLING (SURPL</b>	<b>(27.00)</b>	<b>22,087.18</b>	<b>(22,114.18)</b>
<b>FCSS - REVENUE</b>				
1-51-00-410-00	FCSS - 2023 WOMEN'S WELLNESS	(5,000.00)	(5,231.00)	231.00
1-51-00-590-00	FCSS - OTHER REVENUE	(2,500.00)	(95.00)	(2,405.00)
1-51-00-590-02	FCSS - GENERAL REVENUE	0.00	(310.00)	310.00
1-51-00-590-03	FCSS - DONATIONS	0.00	(1,625.00)	1,625.00
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(5,000.00)	(319.40)	(4,680.60)
1-51-00-840-00	FCSS - CONDITIONAL GRANT	(39,505.00)	(1,160.00)	(38,345.00)
1-51-00-850-00	FCSS - GRASSLANDS FCSS /TOWN CONTRIB.	(35,230.00)	(35,429.00)	199.00
1-51-00-710-00	TSF FROM FCSS RESERVE	(12,620.00)	(968.35)	(11,651.65)
<b>*</b>	<b>TOTAL FCSS - REVENUE</b>	<b>(99,855.00)</b>	<b>(45,137.75)</b>	<b>(54,717.25)</b>



# TOWN OF BASSANO

## 2023 Operating Budget Q3 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
<b>FCSS - EXPENSE</b>				
2-51-00-110-00	FCSS - SALARIES	58,000.00	36,760.28	21,239.72
2-51-00-110-01	THRIVE - SALARIES & WAGES	0.00	2,620.80	(2,620.80)
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	4,050.00	2,848.98	1,201.02
2-51-00-135-00	FCSS - AUMA BENEFITS	6,555.00	5,063.13	1,491.87
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,200.00	900.00	300.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	2,500.00	(50.00)	2,550.00
2-51-00-200-00	FCSS PROGRAMS	10,000.00	4,364.46	5,635.54
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	1,750.00	902.90	847.10
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	500.00	668.56	(168.56)
2-51-00-300-00	FCSS EVENTS	0.00	29.94	(29.94)
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	3,800.00	3,799.00	1.00
2-51-00-595-00	FCSS - COMMUNITY CHRISTMAS	5,000.00	0.00	5,000.00
2-51-00-200-01	FCSS PROGRAM - 2023 WOMEN'S WELLNESS	6,500.00	5,524.45	975.55
<b>*</b>	<b>TOTAL FCSS - EXPENSE</b>	<b>99,855.00</b>	<b>63,432.50</b>	<b>36,422.50</b>
<b>**</b>	<b>FCSS - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>18,294.75</b>	<b>(18,294.75)</b>
<b>THRIVE - REVENUE</b>				
1-51-00-690-01	THRIVE - COUNTY CONTRIBUTION (ICF)	(5,450.00)	(3,324.85)	(2,125.15)
1-51-00-690-00	THRIVE - MUNICIPAL CONTRIBUTION (ICF)	(5,450.00)	(5,450.00)	0.00
1-51-00-400-01	THRIVE - MEMBERSHIPS/DROP-INS	(3,000.00)	(4,184.46)	1,184.46
<b>*</b>	<b>TOTAL THRIVE - REVENUE</b>	<b>(13,900.00)</b>	<b>(12,959.31)</b>	<b>(940.69)</b>
<b>THRIVE - EXPENSE</b>				
2-51-00-400-00	THRIVE - RENT	8,300.00	6,500.00	1,800.00
2-51-00-410-00	THRIVE - EQUIP REPAIR/MAINT./PURCHASE	5,000.00	1,240.00	3,760.00
2-51-00-420-00	THRIVE - ADVERTISING/PROMOTIONS	100.00	0.00	100.00
2-51-00-510-01	THRIVE - GOODS & SUPPLIES	500.00	191.34	308.66
<b>*</b>	<b>TOTAL THRIVE - EXPENSE</b>	<b>13,900.00</b>	<b>7,931.34</b>	<b>5,968.66</b>
<b>**</b>	<b>THRIVE - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>(5,027.97)</b>	<b>5,027.97</b>
<b>CEMETERY - REVENUE</b>				
1-56-00-400-00	CEMETARY - PLOT SALES	(3,500.00)	(6,817.50)	3,317.50
1-56-00-410-00	CEMETERY - PLOTS OPEN & CLOSIN	(2,500.00)	(3,309.05)	809.05
1-56-00-990-00	CEMETERY - DONATIONS	(1,000.00)	(1,269.60)	269.60
<b>*</b>	<b>TOTAL CEMETERY - REVENUE</b>	<b>(7,000.00)</b>	<b>(11,396.15)</b>	<b>4,396.15</b>
<b>CEMETERY - EXPENSE</b>				
2-56-00-250-00	CEMETARY - REPAIR/MAINTENANCE	4,650.00	0.00	4,650.00
2-56-00-500-00	CEMETERY - PLOT OPEN/CLOSE	100.00	0.00	100.00
2-56-00-510-00	CEMETERY - GOODS & SUPPLIES	1,500.00	177.66	1,322.34
2-56-00-540-00	CEMETERY - WATER UTILITIES	750.00	1,895.30	(1,145.30)
<b>*</b>	<b>TOTAL CEMETERY - EXPENSE</b>	<b>7,000.00</b>	<b>2,072.96</b>	<b>4,927.04</b>
<b>**</b>	<b>CEMETERY - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>(9,323.19)</b>	<b>9,323.19</b>





# TOWN OF BASSANO

## 2023 Operating Budget Q3 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
<b>PLANNING &amp; DEVELOPMENT - REVEN</b>				
1-64-00-200-00	PLANNING & DEVELOPMENT (PROV COND GRANT)	(30,000.00)	0.00	(30,000.00)
1-66-00-400-00	LAND - SALES	0.00	(202,821.74)	202,821.74
<b>*</b>	<b>TOTAL PLANNING &amp; DEVELOPMENT -</b>	<b>(30,000.00)</b>	<b>(202,821.74)</b>	<b>172,821.74</b>
<b>PLANNING &amp; DEVELOPMENT - EXPEN</b>				
2-64-00-200-00	MUNICIPAL PLANNING	31,400.00	30,426.25	973.75
2-64-00-220-00	MUNICIPAL PLANNING - MARKETING, FREIGHT	35,600.00	5,638.93	29,961.07
2-66-00-510-00	SUB DIV - COST OF LAND SOLD	2,000.00	762.00	1,238.00
<b>*</b>	<b>TOTAL PLANNING &amp; DEVELOPMENT -</b>	<b>69,000.00</b>	<b>36,827.18</b>	<b>32,172.82</b>
<b>**</b>	<b>PLANNING &amp; DEVELOPMENT - (SURP</b>	<b>39,000.00</b>	<b>(165,994.56)</b>	<b>204,994.56</b>
<b>POOL - REVENUE</b>				
1-72-00-410-00	POOL - REVENUE	(59,000.00)	(67,356.25)	8,356.25
1-72-00-420-00	POOL - CONCESSION	(1,500.00)	0.00	(1,500.00)
1-72-00-690-00	POOL - MUNICIPAL CONTRIBUTION (ICF)	(70,389.00)	(70,389.00)	0.00
1-72-00-690-01	POOL - COUNTY CONTRIBUTION (ICF)	(225,389.00)	(46,889.50)	(178,499.50)
<b>*</b>	<b>TOTAL POOL - REVENUE</b>	<b>(356,278.00)</b>	<b>(184,634.75)</b>	<b>(171,643.25)</b>
<b>POOL - EXPENSE</b>				
2-72-00-110-00	POOL - SALARIES/WAGES	106,878.00	101,579.67	5,298.33
2-72-00-130-00	POOL - EMPLOYER CONTRIBUTION	7,400.00	6,547.27	852.73
2-72-00-211-00	POOL - TRAVEL/LODGE/MEALS	1,300.00	1,278.96	21.04
2-72-00-215-00	POOL - FREIGHT, INTERNET, PHONE	3,000.00	1,470.22	1,529.78
2-72-00-232-00	POOL - TRAINING	6,700.00	6,956.05	(256.05)
2-72-00-250-00	POOL - REPAIR/MAINTENANCE	321,000.00	192,906.62	128,093.38
2-72-00-274-00	POOL - INSURANCE	6,500.00	6,653.06	(153.06)
2-72-00-510-00	POOL - GOODS & SUPPLIES	5,500.00	4,453.85	1,046.15
2-72-00-530-00	POOL - CHEMICALS	16,000.00	22,146.72	(6,146.72)
2-72-00-540-00	POOL - UTILITIES	37,000.00	32,887.50	4,112.50
<b>*</b>	<b>TOTAL POOL - EXPENSE</b>	<b>511,278.00</b>	<b>376,879.92</b>	<b>134,398.08</b>
<b>**</b>	<b>POOL - (SURPLUS)/DEFICIT</b>	<b>155,000.00</b>	<b>192,245.17</b>	<b>(37,245.17)</b>
<b>PARKS &amp; RECREATION - REVENUE</b>				
1-72-00-840-00	RECREATION - PROVINCIAL COND GRANT	(171,700.00)	(14,850.00)	(156,850.00)
1-72-02-590-00	PARKS & REC - 2023 BBQ Competition	(18,000.00)	(24,406.10)	6,406.10
1-72-02-690-00	PARK & R - MUNICIPAL CONTRIBUTION (ICF)	(118,973.00)	(118,973.00)	0.00
1-72-02-690-01	PARKS & R - COUNTY CONTRIBUTION (ICF)	(215,973.00)	(134,606.39)	(81,366.61)
1-72-00-710-00	TSF FROM RECREATION & CULTURE RESERVE	(108,500.00)	(16,671.62)	(91,828.38)
1-72-00-920-00	TSF FROM RECREATION FUNDING COMMITTEE	(3,040.00)	(30,757.50)	27,717.50
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION - REV</b>	<b>(636,186.00)</b>	<b>(340,264.61)</b>	<b>(295,921.39)</b>
<b>PARKS &amp; RECREATION - EXPENSE</b>				
2-72-01-110-00	PARKS & REC - SALARIES/WAGES	132,280.00	96,930.36	35,349.64



# TOWN OF BASSANO

## 2023 Operating Budget Q3 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
2-72-01-130-00	PARKS & REC - EMPLOYER CONTRIBUTION	11,190.00	7,285.32	3,904.68
2-72-01-135-00	PARKS & REC - AUMA BENEFITS	12,040.00	5,984.45	6,055.55
2-72-01-215-00	PARKS & REC - FREIGHT, PHONE	1,100.00	255.79	844.21
2-72-01-232-00	PARKS & REC - TRAINING/MEALS/LODGE	4,000.00	1,237.15	2,762.85
2-72-01-250-00	PARKS & REC - REPAIR/MAINTENANCE	2,750.00	549.56	2,200.44
2-72-01-510-00	PARKS & REC - GOODS & SUPPLIES	13,700.00	8,040.22	5,659.78
2-72-01-520-00	PARKS & REC - EQUIPMENT REPAIR/MAINT.	1,200.00	631.76	568.24
2-72-01-540-00	T.V. TOWER - UTILITIES	1,800.00	771.70	1,028.30
2-72-02-250-00	ARENA - REPAIR/MAINTENANCE	166,700.00	30,576.60	136,123.40
2-72-02-274-00	ARENA - INSURANCE	44,000.00	43,303.72	696.28
2-72-02-540-00	ARENA WATER UTILITIES	2,500.00	20.90	2,479.10
2-72-02-590-00	PARKS & REC - 2023 BBQ Competition	18,000.00	14,357.07	3,642.93
2-72-03-250-00	REC COMPLEX - REPAIR/MAINTENANCE	10,000.00	6,755.01	3,244.99
2-72-03-274-00	REC COMPLEX - INSURANCE	32,000.00	30,823.02	1,176.98
2-72-03-540-00	REC COMPLEX WATER UTILITIES	0.00	65.45	(65.45)
2-72-05-274-00	RODEO - INSURANCE	450.00	341.38	108.62
2-72-07-250-00	BOWLING CLUB - REPAIR/MAINTENANCE	250.00	0.00	250.00
2-72-03-765-00	RECREATION - FUNDING	57,040.00	15,700.00	41,340.00
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION - EXP</b>	<b>511,000.00</b>	<b>263,629.46</b>	<b>247,370.54</b>
<b>**</b>	<b>PARKS &amp; REC (SURPLUS)/DEFICIT</b>	<b>(125,186.00)</b>	<b>(76,635.15)</b>	<b>(48,550.85)</b>
<b>P&amp;R - CAMPGROUND - REVENUE</b>				
1-72-02-410-00	CAMPGROUND - REVENUE	(6,500.00)	(7,095.98)	595.98
<b>*</b>	<b>TOTAL PARKS &amp; REC - CAMPGROUND</b>	<b>(6,500.00)</b>	<b>(7,095.98)</b>	<b>595.98</b>
<b>P&amp;R - CAMPGROUND - EXPENSE</b>				
2-72-01-251-00	CAMPGROUND - REPAIR/MAINTENANCE	250.00	51.08	198.92
2-72-01-511-00	CAMPGROUND - GOODS & SUPPLIES	250.00	1,106.50	(856.50)
2-72-01-541-00	CAMPGROUND - UTILITIES	4,600.00	2,369.00	2,231.00
2-72-04-274-00	CAMPGROUND - INSURANCE	1,450.00	1,210.58	239.42
<b>*</b>	<b>TOTAL PARKS &amp; REC - CAMPGROUND</b>	<b>6,550.00</b>	<b>4,737.16</b>	<b>1,812.84</b>
<b>**</b>	<b>CAMPGROUND - (SURPLUS)/DEFICIT</b>	<b>50.00</b>	<b>(2,358.82)</b>	<b>2,408.82</b>
<b>CULTURE - REVENUE</b>				
1-74-00-545-00	DROP-IN CENTRE - SHARED UTILITY COSTS	(3,750.00)	(2,002.36)	(1,747.64)
1-74-00-560-00	HALL - RENTAL REVENUE	(11,720.00)	(12,084.32)	364.32
1-74-00-690-00	HALL - MUNICIPAL CONTRIBUTION (ICF)	(27,415.00)	(27,415.00)	0.00
1-74-00-690-01	HALL - COUNTY CONTRIBUTION (ICF)	(48,915.00)	(15,572.54)	(33,342.46)
<b>*</b>	<b>TOTAL CULTURE - REVENUE</b>	<b>(91,800.00)</b>	<b>(57,074.22)</b>	<b>(34,725.78)</b>
<b>CULTURE - EXPENSE</b>				
2-74-00-110-00	HALL - JANITORIAL	15,500.00	7,488.00	8,012.00
2-74-00-210-00	HALL - FREIGHT, INTERNET, PHONE	1,700.00	1,009.98	690.02
2-74-00-250-00	HALL - REPAIR/MAINTENANCE	65,500.00	312.25	65,187.75
2-74-00-274-00	HALL - INSURANCE	6,500.00	6,725.21	(225.21)
2-74-00-510-00	HALL - GOODS & SUPPLIES	5,650.00	1,609.20	4,040.80
2-74-00-540-00	HALL - UTILITIES	23,000.00	14,878.69	8,121.31
2-74-00-545-00	DROP-IN CENTRE - UTILITIES	7,500.00	5,015.83	2,484.17



# TOWN OF BASSANO

## 2023 Operating Budget Q3 - YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
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	2,300.00	2,163.10	136.90
2-74-01-540-00	LIBRARY WATER UTILITIES	0.00	211.31	(211.31)
2-74-06-274-00	GUN CLUB - INSURANCE	2,150.00	2,058.75	91.25
<b>*</b>	<b>TOTAL CULTURE - EXPENSE</b>	<b>130,300.00</b>	<b>41,472.32</b>	<b>88,827.68</b>
<b>**</b>	<b>CULTURE (SURPLUS)/DEFICIT</b>	<b>38,500.00</b>	<b>(15,601.90)</b>	<b>54,101.90</b>
<b>CULTURE - LIBRARY - EXPENSE</b>				
2-74-00-765-00	LIBRARY - REQUISITION	21,654.00	21,653.82	0.18
2-74-01-250-01	LIBRARY - REPAIR/MAINTENANCE	100.00	189.76	(89.76)
<b>*</b>	<b>TOTAL LIBRARY - EXPENSE</b>	<b>21,754.00</b>	<b>21,843.58</b>	<b>(89.58)</b>
<b>**</b>	<b>LIBRARY (SURPLUS)/DEFICIT</b>	<b>21,754.00</b>	<b>21,843.58</b>	<b>(89.58)</b>
<b>TRANSFERS TO RESERVES</b>				
2-12-00-710-00	TSF TO MUNICIPAL SERVICE RESERVE	(30,000.00)	50,707.09	(80,707.09)
2-23-00-764-00	FIRE - TSF TO RESERVES	0.00	1,017.66	(1,017.66)
2-32-00-710-00	TSF TO CAPITAL PLAN RESERVE	(342,763.00)	460,054.17	(802,817.17)
2-42-00-765-00	SEWER - TSF TO RESERVES	(78,500.00)	(137,538.72)	59,038.72
2-51-00-710-00	TSF TO FCSS RESERVE	0.00	981.15	(981.15)
2-64-00-710-00	TSF TO LAND & DEVELOPMENT RESERVE	0.00	163,629.78	(163,629.78)
2-72-00-515-00	TRF TO RECREATION FUNDING COMMITTEE	0.00	55,462.20	(55,462.20)
2-72-00-710-00	TSF TO RECREATION & CULTURE RESERVE	(60,000.00)	100,886.12	(160,886.12)
2-23-00-762-00	FIRE - TRANSFER TO CAPITAL	(6,380.00)	0.00	(6,380.00)
<b>*</b>	<b>TOTAL TRANSFERS TO RESERVES</b>	<b>(517,643.00)</b>	<b>695,199.45</b>	<b>(1,212,842.45)</b>
<b>**</b>	<b>RESERV INCREASE/(DECREASE)</b>	<b>(517,643.00)</b>	<b>695,199.45</b>	<b>(1,212,842.45)</b>

\*\*\* End of Report \*\*\*

# MONTHLY STATEMENT Town of Bassano

Period Ending August 31, 2023

General Account			
Net Balance at End of Previous Month	\$	1,572,020.37	
Receipts for the Month	\$	223,338.82	
Interest	\$	7,591.45	
July Transactions	\$	268.80	
Fire Reserve Budget Transfer	\$	31,500.00	
Cheque Cancellations	\$	1,961.40	
Sub-Total	\$	1,836,680.84	
Less Disbursements for the month	-\$	338,005.32	
Service Charges	-\$	1,225.52	
Tipps Returned	-\$	958.85	
Net Balance at End of Month	\$	1,496,491.15	
<b>Bank Balance at End of Month</b>	\$	<b>1,508,258.46</b>	
Outstanding Deposit	\$	20.00	
Sub-Total	\$	1,508,278.46	
Less outstanding cheques	-\$	11,787.31	
<b>NET Balance at End of Month</b>	\$	<b>1,496,491.15</b>	
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 32,438.41	\$ 75.58	
		-\$ 31,500.00	\$ 1,013.99
Sewage Upgrade	\$ 309,016.46	\$ 1,443.49	\$ 310,459.95
MSI Capital	\$ 1,300,826.19	\$ 6,076.46	\$ 1,306,902.65
CCBF Grant Funds	\$ 493,418.79	\$ 2,304.87	\$ 495,723.66
MSI Operational	\$ 61,538.02	\$ 287.46	\$ 61,825.48
Capital Plan Reserve	\$ 3,102,285.63	\$ 14,491.50	\$ 3,116,777.13
Land & Development Reserve	\$ 761,890.49	\$ 3,558.97	\$ 765,449.46
Recreation & Culture Reserve	\$ 556,089.69	\$ 2,597.62	\$ 558,687.31
Municipal Reserve	\$ 565,907.85	\$ 2,643.49	\$ 568,551.34
FCSS Reserve	\$ 38.11	\$ 0.18	\$ 38.29
AMWWP Grant Funds	\$ 60.21	\$ 0.28	\$ 60.49
Recreation Funding Committee	\$ 42,914.18	\$ 200.46	\$ 43,114.64
ACP-Regional Emergency Management Plan	\$ 52,756.09	\$ 246.44	\$ 53,002.53
Municipal Fire Reserve Capital	\$ 64,306.16	\$ 300.39	\$ 64,606.55
Tax Sale - 103000	\$ 41,087.70	\$ 191.93	\$ 41,279.63
Tax Sale - 242000	\$ -	\$ -	\$ -
Tax Sale - 243000	\$ 4,546.89	\$ 21.24	\$ 4,568.13
Tax Sale - 284000	\$ 26,163.34	\$ 122.22	\$ 26,285.56
Shydrowski	\$ 2,119.64	\$ 1,003.78	\$ 3,123.42
Common Shares	\$ 5,627.47		\$ 5,627.47
Investments			
Shydrowski Scholarship	\$ 3,856.79		\$ 3,856.79
Nesbit Burns	Fixed Income	\$ 1,039,725.52	\$ 0.00
	Cash Account	\$ 66,106.22	\$ 1,057.85
			\$ 67,164.07
<b>Transaction Total</b>			\$ 36,077.38
<b>Total</b>	\$	<b>8,532,719.85</b>	\$ <b>8,537,844.06</b>
Prepared By:			
			Mayor Morey
Date Prepared: September 12, 2023			
			C.A.O Amanda Davis



# TOWN OF BASSANO

## Cheque Listing For Account Payable

2023-Oct-5  
8:13:58AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
20230726	2023-08-03	EFT	EFT	1075	CATALIS TECHNOLOGIES CANADA LTD	10,500.00	<b>22439</b>
						10,500.00	
							<b>22530</b>
20230757	2023-08-16	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	5,383.04	
20230758	2023-08-16	EFT	EFT	505	BASSANO AG FOODS	1,291.67	
20230759	2023-08-16	EFT	EFT	46	BASSANO PHARMACY	29.70	
20230761	2023-08-16	EFT	EFT	1095	LIFESAVING SOCIETY	194.93	
20230762	2023-08-16	EFT	EFT	1006	PARRISH & HEIMBECKER	288.75	
20230763	2023-08-16	EFT	EFT	3	PIONEER GAS CO-OP LTD.	159.25	
20230764	2023-08-16	EFT	EFT	7	RECEIVER GENERAL FOR CANADA	15,643.74	
20230765	2023-08-16	EFT	EFT	896	ROCKHARD MACHINING LTD	1,785.00	
20230766	2023-08-16			1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	273.19	
20230767	2023-08-16			900001	BASSANO SCHOOL	400.00	
20230768	2023-08-16			900001	CARILLO, NORA	583.80	
20230769	2023-08-16			900001	DALE, BONNIE	56.95	
20230770	2023-08-16	EFT	EFT	900001	GINA JANKE	113.90	
20230771	2023-08-16			900001	MCPHERSON, PAT	127.69	
20230772	2023-08-16			900001	SCHEIBNER, VANESSA	56.95	
						26,388.56	
							<b>22531</b>
20230773	2023-08-16	EFT	EFT	47	BASSANO PLUMBING & HEATING	281.93	
20230774	2023-08-16	EFT	EFT	132	BROOKS ASPHALT & AGGREGATE	2,689.31	
20230775	2023-08-16	EFT	EFT	1075	CATALIS TECHNOLOGIES CANADA LTD	630.00	
20230776	2023-08-16	EFT	EFT	121	COUNTY OF NEWELL	3,491.25	
20230777	2023-08-16	EFT	EFT	796	CREAKY FLOOR HARDWARE STORE LTD.	373.49	
20230778	2023-08-16	EFT	EFT	1106	DAVIS, AMANDA	204.00	
20230779	2023-08-16	EFT	EFT	962	DIGITEX CANADA INC.	292.70	
20230780	2023-08-16	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	43,731.08	
20230781	2023-08-16	EFT	EFT	1063	QUADIENT LEASING CANADA LTD	280.20	
20230782	2023-08-16	EFT	EFT	1041	REYNOLDS MIRTH RICHARDS & FARMER LLP	1,066.85	
20230783	2023-08-16	EFT	EFT	173	RIC'S ELECTRIC	210.53	
20230784	2023-08-16	EFT	EFT	483	ROCKY MOUNTAIN PHOENIX	1,807.80	
20230785	2023-08-16	EFT	EFT	1035	TELUS MOBILITY	142.58	
20230786	2023-08-16	EFT	EFT	1033	WATSON, RICHARD	1,584.00	
						56,785.72	
							<b>22532</b>
20230787	2023-08-09	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	1,161.40	
20230788	2023-08-09	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD	800.00	
						1,961.40	
							<b>22548</b>
20230810	2023-08-21	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	63,776.42	
						63,776.42	



# TOWN OF BASSANO

## Cheque Listing For Account Payable

2023-Oct-5  
8:13:58AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
20230811	2023-08-22			561	BRANDT TRACTOR	1,032.83	<b>22558</b>
20230812	2023-08-22	EFT	EFT	1053	CHARTRAND LANDSCAPING INC.	840.00	
20230813	2023-08-22			111	CREATIVE SCREEN ART SERVICES	762.30	
20230814	2023-08-22			947	GROSE, PERRY	1,150.00	
20230815	2023-08-22			529	MPE ENGINEERING LTD	2,579.56	
20230816	2023-08-22	EFT	EFT	940	REIMER, TYLER	131.60	
20230817	2023-08-22	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	183.88	
20230818	2023-08-22			1067	TRED APPLIANCE SALES & SERVICE	89.25	
20230819	2023-08-22	EFT	EFT	509	WATER PURE & SIMPLE BROOKS LTD.	32.50	
20230820	2023-08-22			1087	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITE	31.15	
20230821	2023-08-22	EFT	EFT	900001	BB SERVICES LTD	14,542.50	
20230822	2023-08-22			900001	HARDING, SPENCER	18.00	
20230823	2023-08-22			900001	ROYAL LEPAGE COMMUNITY REALTY LTD	3,013.50	
20230824	2023-08-22	EFT	EFT	900001	THE EMPTY BOTTLE	63.00	
20230825	2023-08-22			900001	WIEBE, KRISTEN	113.99	
							<b>24,584.06</b>
							<b>Batch # 22565</b>
20230826	2023-08-22	EFT	EFT	1043	2052900 ALBERTA LTD.	29,937.60	
20230827	2023-08-22	EFT	EFT	1012	ACCU-FLO	2,315.25	
20230828	2023-08-22	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65	
20230829	2023-08-22	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.	473.73	
20230830	2023-08-22	EFT	EFT	522	BENCHMARK ASSESSMENT	1,571.77	
20230831	2023-08-22	EFT	EFT	675	BROOKS FARM EQUIPMENT INC.	113.42	
20230832	2023-08-22	EFT	EFT	1095	LIFESAVING SOCIETY	120.00	
20230833	2023-08-22	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	43,392.23	
20230834	2023-08-22	EFT	EFT	989	PETKAU, CHRISTINE	845.00	
20230835	2023-08-22	EFT	EFT	929	PINNACLE AQUATIC GROUP INC.	694.16	
20230836	2023-08-22	EFT	EFT	217	PLAYFAIR LODGE	434.40	
20230837	2023-08-22	EFT	EFT	173	RIC'S ELECTRIC	495.18	
20230838	2023-08-22	EFT	EFT	902	SIEBEN HOLDINGS LTD.	682.50	
20230839	2023-08-22	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	1,366.26	
20230840	2023-08-22	EFT	EFT	1033	WATSON, RICHARD	175.00	
							<b>82,714.15</b>
							<b>Batch # 22568</b>
20230841	2023-08-22	EFT	EFT	900001	SCHAFFER, HOLLY	68.59	
							<b>68.59</b>
						<b>Total</b>	<b>266,778.90</b>

\*\*\* End of Report \*\*\*

# **FCSS Director's Report**

Period Ending: September 30, 2023

Prepared By: Amanda Barron, Director

## **Supporting Community Members**



### **SUPPORTS**

#### **Seniors Benefits**

Throughout September we provided service to 6 individuals.

#### **Referrals/ Supports**

We provided two clients with referrals to various supports for required assistance.

### **PROGRAMS**

#### **Rural Pop Up**

After taking a summer break in August we hosted Rural Pop Up on September 19<sup>th</sup>. We had 13 children attend and enjoy the games, toys and activities provided. A Car Seat Clinic was scheduled to attend the Rural Pop Up on October 17<sup>th</sup>, however it has been postponed to occur on December 19<sup>th</sup>. This service will help parents ensure car seat safety.

#### **Canadian Volunteer Income Tax Program**

No new remittances to report.

#### **September Tennis**

In continuing our Open Sport Days from August, we hosted 3 additional sessions of tennis through September. Our participation was low however each session was attended by 1-3 people. This program provides an opportunity for those without a friend or partner to participate in sports that require another player.

### **INITIATIVES**

#### **Welcome Wagon**

Through September Bassano FCSS distributed 4 packages to new residents.

506 4th Ave	9/7/2023
417 6th Ave	9/20/2023
317 4th Ave	9/20/2023
737-2nd Ave	9/27/2023

### **GENERAL UPDATES**

#### **Grant Funding**

In support of our Mental Health First Aid Training in February of 2024 Bassano FCSS applied for a TC Energy Grant. We were awarded \$3,500 to be allocated to providing The Working Mind – First

# **FCSS Director's Report**

Period Ending: September 30, 2023

Prepared By: Amanda Barron, Director



## **Supporting Community Members**

Responders Leadership Mental Health Training. This will allow us to provide training to 25 County Fire Chiefs and Deputy Chiefs at no cost as reported at the last board meeting.

I applied to Fortis Alberta to help support the delivery of Safe 4 Life Personal Self Defense Training for \$1,625, we were successful in receiving the full amount. This has enabled us to offer the program at lower cost, provide subsidy as needed and provide a small swag bag to participants.

## **Grasslands Regional FCSS Funding**

Our 2024 grant funding transfer in the amount of \$12,760 has been approved. Moving forward funding applications will require applicants applying for more than \$5,000 to make a presentation to the board. Presentations will occur in September of 2024.

## **FCSSAA Conference – November 22-24**

In support of our attendance at the FCSAA Conference in Edmonton Alberta I have applied for subsidy in the amount of \$870, I have also reserved accommodations for the duration of the conference. The subsidy application was based upon having two members in attendance.

## **DIRECTOR TRAINING**

I recently received my certificate for Incident Command Systems (ICS) 200 and will be continuing to ICS 300 in early November. Having good working knowledge of the ICS structure and functions will aid Bassano FCSS if we ever have an event requiring Emergency Social Services.

## **UPCOMING PROGRAMS**

- Sing Out on Fire Safety – Fire Prevention Week
- Trunk or Treat
- Fall Clean Up
- Safe 4 Life Self Defense



# BASSANO SEPTEMBER 2023 REPORT

During the month of September 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 had no current investigations.

During this month there were three warnings issued for failing to provide a registration card, failing to provide an insurance card and for cargo securement.

There were seven tickets issued for this month. The tickets were for equipment violations (4), drive motor vehicle no insurance, drive an unregistered motor vehicle and towing commercial vehicle without a tow bar.

The focus for the Alberta Traffic Safety Enforcement for this month was on school zones which were patrolled.

This concludes the report for Bassano for September.



## Newell Housing Foundation Minutes

August 1 , 2023- 4:00 pm  
CITY HALL- HAYES ROOM

**Present:** M. Wardrop, S. Smith, J. Slomp, Y. Fujimoto, K. Steinley G, Miedema, A. Philpott, A. Skanderup

**Staff:** S. Loewen

**Regrets:** J. Petrie

Chair K. Steinley called the meeting to order at 4:04 pm

Delegates from the Rural Development Network – Jordyn Knickle and Alyce Wickett presented a summary of the Needs and Demands Assessment to the Board via Zoom.

1. Additions to/Adoption of Agenda

**Moved** by J. Slomp to accept the agenda as presented.

**CARRIED**

2. New Business

a) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. Vacancies for July 2023 were: Newbrook Lodge 9 – 3 being used as guest suites. Playfair Lodge-7. Dr. Scott Apartments- 0. Pioneer Villas- 5. Community Housing -2, Tilley- 0, Duchess-0 Rosemary-1. Many ongoing capital projects were also discussed.

**Moved** by A. Skanderup to accept the CAO Report as information.

**CARRIED**

b) Staff Appreciation Barbeque

Dates for the staff appreciation barbeque have been set. August 31<sup>st</sup> for the Newbrook Lodge and September 14<sup>th</sup> for the Playfair Lodge.

c) Rental Costs in Brooks

Every other year staff from the Villas office call the many landlords and property managers in Brooks and gather an average rental cost based on bedroom size to use for the Rental Assistance Benefit. This document was presented to the Board as information.

d) RCW Service Agreement

A service agreement from RCW was presented to the Board. This service agreement would cover the 16 computers used by the Foundation at all three office locations.

**Moved** by A. Philpott that the service agreement in the monthly price of \$990 be accepted.

**CARRIED**



3. Old Business

a) Bassano Project

a. Rural Development Network- Needs Assessment

The Rural Development Network Needs Assessment was presented to the Board by Jordyn Knickle and Alyce Wickett. A discussion followed. This is a 160-page document with a lot of information on all housing types in the County of Newell. Board is to review the document and prepare questions for the next Board meeting. **TABLED.**

b) Make up Air Units- Pioneer Villas

An update on the work required on the make up air units in the Villa was given. The Government of Alberta has agreed to increase the operating budget to cover this expense.

c) Strategic Plan Scorecard

An updated strategic plan scorecard was presented to the Board for review and discussion.

4. Financial Statements

**Moved** by M. Wardrop to accept the Financial Statements as presented.

**CARRIED**

**Consent Agenda Items**

**Moved** by A. Skanderup that the items listed in the Consent Agenda be accepted for information.

**CARRIED**

**Meeting Date**

The next meeting is September 11<sup>th</sup> at 4:00 pm in the Hayes Room at City Hall

**Adjournment**

The meeting was adjourned at 5:08 pm

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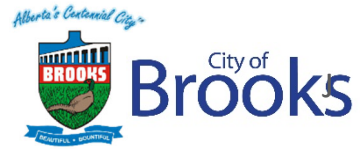
Board Chair

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Board Member

County of Newell/City of Brooks

**JOINT SHARED SERVICES COMMITTEE**



SEPTEMBER 12, 2023

BROOKS FIREHALL – 1:00 P.M.

**NOTES**

**Present:**

County of Newell

Reeve Arno Doerksen  
Councillor Greg Skriver  
Councillor Neil Johnson  
Matt Fenske, CAO

City of Brooks

Mayor John Petrie  
Councillor Joel Goodnough  
Councillor Mohammed Idriss  
Amanda Peterson, Deputy CAO  
Lisa Tiffin, Manager, Community Development  
Mitchell Iwaasa, Economic Development Officer  
Jenny Wallace, Executive Assistant/Recording Secretary

Village of Duchess

Yvonne Cosh, CAO

Town of Bassano

Mayor Irv Morey

Others

Sandra Stanway, Brooks Bulletin

Village of Rosemary

Mayor Yoko Fujimoto  
Sharon Zacharias, CAO

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**1. CALL TO ORDER**

G. Skriver chaired the meeting, and called the meeting to order at 1:01 p.m.

**2. AGENDA ADDITIONS/DELETIONS**

There were no additions.

**3. APPROVAL OF AGENDA**

MOVED by A. Doerksen that the agenda be adopted.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by Y. Fujimoto that the Minutes of the Joint Shared Services Committee Meeting held June 13<sup>th</sup>, 2023 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) Doctor Recruitment and Retention

L. Tiffin advised that they have issued three more housing subsidy grants to new physicians, and two welcoming baskets. She advised that the “Let’s Go Rural - Post Secondary Skills Day is this Saturday for second/third year medical students from the University of Calgary. She provided an overview of what the medical students will experience while they are here. M. Idriss inquired if there are any Let’s Go Rural Post-Secondary experiences for other health professionals. L. Tiffin advised that RhPAP does not currently have a program for other health professionals.

A. Doerksen suggested that the medical students also be given a tour of the JBS Canada Centre. L. Tiffin noted that she will try to fit in a short tour of that facility.

b) RhPAP

G. Skriver advised that we have the RhPAP Consultant’s update in our agenda, and inquired if there is anything else to discuss.

M. Idriss inquired if Joint Shared Services/Brooks Newell Region is still thinking about hosting the 2024 RhPAP Attraction and Retention Conference. L. Tiffin advised that she hasn’t submitted a proposal to date; however, she will submit a proposal to host the conference.

c) Economic Development Report

M. Iwaasa spoke to the following items from the report:

- International Federation of Agricultural Journalist (IFAJ). M. Iwaasa showed some photos of the tour in our Region that 30 of the delegates participated in, and the Brooks Newell Region video that was produced for presentation at the conference in Olds;
- New Grow 2023-Fall Intake – It was questioned why businesses that are already established receive funding under the program, especially if they are competing with an existing business. There was discussion that the focus should be on new businesses. M. Iwaasa advised that the program is open to all businesses, and noted that new services and opportunities are considered;
- Workforce Development and AAIP;
- Red Bull Outliers; and,
- Projects.

The following items were brought forth and discussed:

- The City of Brooks’ water license is for a population of 50,000 and the potential to explore opportunities taking into account our water allocation;
- Brooks Region Tourism – Research on Agri Tourism in our Region;

- The need to address our housing shortage;
- The need to advocate to the Provincial Government the adverse effects of the Home Warranty Program;
- Status of exploring the opportunity to host one of the FCM Director’s meetings in 2025. L. Tiffin advised that she will explore this opportunity;
- Researching opportunities where the Region could utilize our railways; and,
- The Region working together on prime areas i.e. twinning of highways.

d) **Budget Update**

L. Tiffin provided an overview of the Budget Update.

There was a suggestion if there is a surplus this year, to have a plan developed going forward to attract foreign workers that are in the construction trade to come here, which would help our housing shortage. L. Tiffin spoke about the wait times under the Program, and that it applies to certified foreign workers.

There was also the suggestion that the municipalities represented here, lobby the Provincial Government to include this type of foreign worker under the Provincial Nominee Program.

With regards to the housing shortage, M. Iwaasa pointed out that one of the big issues is finding developers to even start projects. The cost of construction is making it prohibitive for them.

e) **Scout Camp at Kinbrook**

N. Johnson spoke about how the Scout Camp at Kinbrook is still closed after nearly three years, and the lost opportunities as a result of this. He spoke about what the County has done to address this, and asked that the Committee also write a letter to the Minister of Forestry and Parks. The Committee fully supported sending a letter to the Minister of Forestry and Parks.

**7. NEXT MEETING**

The next regular meeting will be held on Tuesday, October 10, 2023 at 1:00 p.m. in the Brooks Fire Hall.

**9. ADJOURNMENT**

**MOVED by J. Goodnough that the meeting adjourn at 2:29 p.m.**

**MOTION CARRIED**

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Signature of Recording Secretary

Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

September 22, 2023

Town of Bassano  
Mayor Irvin Morey  
PO Box 299  
Bassano, Alberta  
TOJ OBO

Dear Mayor Morey:

**Re: Alberta Police Funding Model Resource Allocation**

As you are aware, the Police Funding Model is in its fourth year of implementation. Funding provided to us from the Police Funding Model has allowed your provincial police service to grow, enabling us to deploy additional resources and implement new initiatives and technology focused on enhancing community safety.

I am pleased to advise you that as a result of the funding received in the fourth year of the Police Funding Model, we have been able to increase the resource strength in the Bassano detachment by adding a regular member position. This will not only increase the number of resources serving your town, but also enhances frontline services within the detachment. Furthermore, the existing regular member Corporal position will be reclassified to the Sergeant level, to enhance leadership within the detachment.

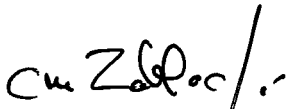
Alongside the resources added to your detachment, the additional funding has also enabled us to supplement specialized units and services that support your town. This includes additional positions for intelligence analysts, specialized investigative and support teams, Police Dog teams, and the Emergency Response Teams, among others. Although resources allocated to these areas are not always visible within your town, by providing ongoing support to detachments, taking on complex and sensitive files, and supplying specialized skills in serious or dangerous incidents, their work helps to keep your town safe and enables detachment members to focus on frontline policing. We have also invested in a number of resources to support your detachment's efforts to address the root causes of crime, increasing resources in programs and partnerships focused on mental health and addictions.

I want to assure you that filling frontline positions is a top priority for the Alberta RCMP.

Should you have any questions, please feel free to contact me, or Nina Sahasrabudde, Executive Director of Strategy, Business and Innovation, at 780-412-5382.

Thank you for the ongoing support you provide to your detachment.

Yours truly,



C.M. (Curtis) Zablocki, M.O.M.  
Deputy Commissioner  
Commanding Officer, Alberta RCMP

11140 – 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445

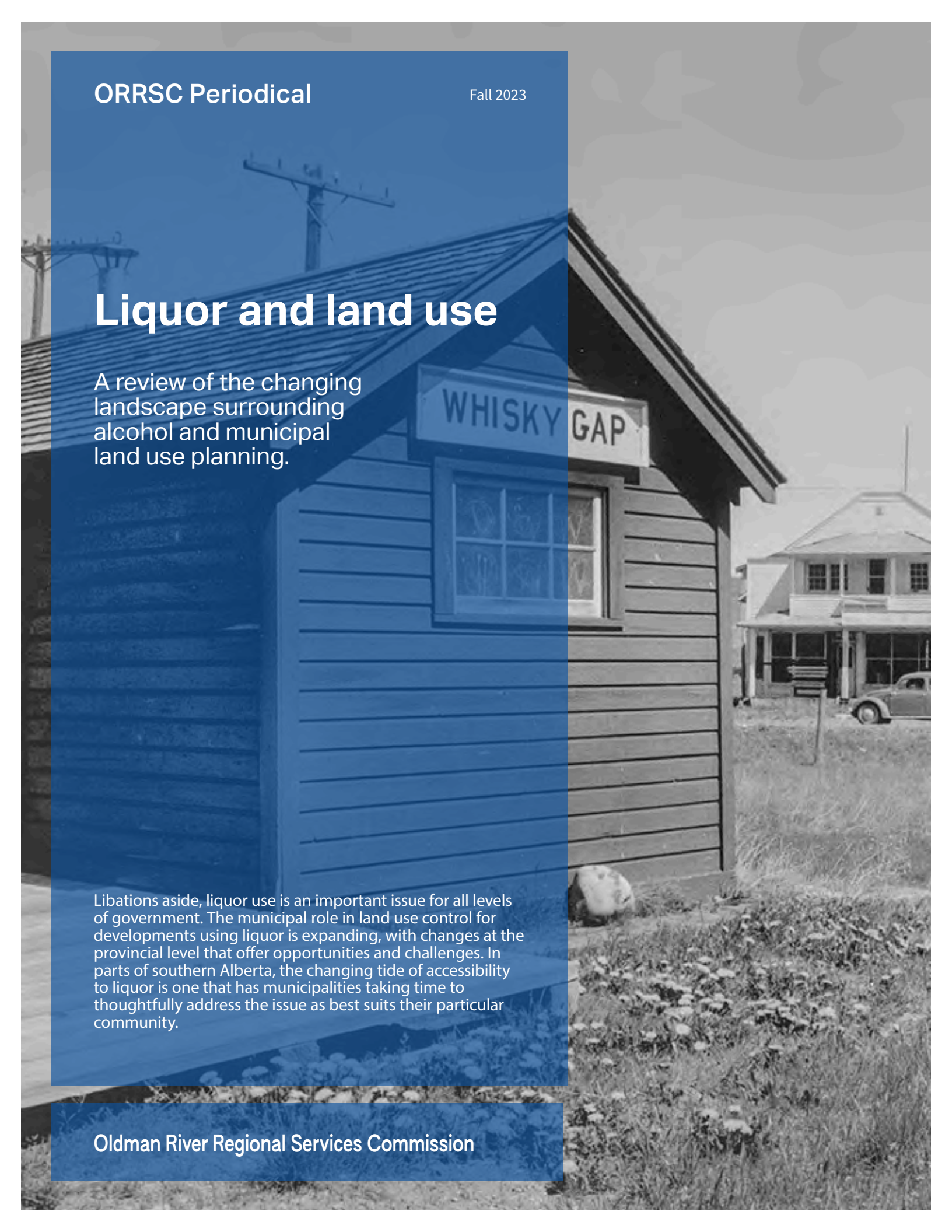
C.C.: Cpl. Clayton Mamchur, Bassano Detachment Commander  
C/Supt. Wayne Nichols, Southern Alberta District Officer



# Liquor and land use

A review of the changing landscape surrounding alcohol and municipal land use planning.

Libations aside, liquor use is an important issue for all levels of government. The municipal role in land use control for developments using liquor is expanding, with changes at the provincial level that offer opportunities and challenges. In parts of southern Alberta, the changing tide of accessibility to liquor is one that has municipalities taking time to thoughtfully address the issue as best suits their particular community.



# Introduction

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The use of alcohol in society is far reaching and ubiquitous. As commonplace as it is, alcohol is a limited substance, restricted from minors, banned in certain areas of the world, avoided by certain religious associations, and regulated by all levels of government. A long history of controlling alcohol-related land uses exists in Canada, with specific control approaches unique to context and geographic area. This periodical will review the historical and present day environment in southern Alberta surrounding alcohol consumption from a land use perspective, and examine municipal approaches to the regulation of alcohol-related land uses.

An alcoholic beverage is a drink that contains ethanol, a type of alcohol that acts as a drug and is produced by fermentation. The use of alcohol as a recreational drug in Canada is exceedingly common, and here in Alberta, over 76% of Albertans aged 15 or over use alcohol. The topic of alcohol use in society is broad, owing to the fact that humans have been producing and consuming fermented beverages as early as the neolithic period. As the authority on local land use, a municipality is responsible for establishing rules respecting land uses that integrate alcohol as a principal or secondary component of their business model. Alcohol-related land use rules can serve to promote a culture of moderation while facilitating responsible use in locations that make sense for the community.

## Historical context

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The interwoven histories of liquor trade and liquor regulation were a formative social and political backdrop prior to and during the early days of the Province of Alberta. The bootlegging of liquor across the International Boundary began in the 1860s, when American traders freighted the prized liquid north to the trading posts in Canada. This prompted the North West Mounted Police to develop a number of detachments throughout southern Alberta to police the illegal cross-border liquor trade. One of these detachments was stationed in “Whiskey Gap,” a small settlement near one of the early wagon cart routes.

The *Liquor Licence Ordinance* (1891) governed liquor sales prior to Alberta becoming a province in 1905 and effected the end of a previous temperance period that had existed in the North-West Territories since 1871. Licensed hotels were allowed, with conditions including requirements for lodging and food, as well as limited liquor stores. The push for temperance led to another period of prohibition beginning in 1916. Despite the police presence, smuggling liquor into southern Alberta would become prevalent once again.

In 1924, Alberta’s prohibition was abolished following a plebiscite vote in favour of the same, and with it the introduction of the *Liquor Control Act*. For the remainder of the decade, cross-border flows of liquor would be in the opposite direction in response to the US implementing its own nation-wide

*Alcohol by volume (ABV) is the global standard for expressing the percentage of alcohol in a beverage. This metric refers to the number of millilitres of pure ethanol present in 100 mL of solution at 20 degrees Celcius.*

*While Canadian linguists and brewers are quick to spell the spirit “whisky,” an Alberta heritage marker posted alongside Highway 501 submits that the contemporary place name “Whiskey Gap” is more historically appropriate in view of the American genre of brew being the first to be smuggled across the border. It has been said that atop the Milk River Ridge, bottles from the 19th century remain hidden in the earth in places unknown.*

Cover image source:  
[Provincial Archives of Alberta](#)



*Oldman River Brewing in Lundbreck within the MD of Pincher Creek operating with a Class A (Manufacturer's Tap Room), Class D (Manufacturer's Off Sales) and Class E (Manufacturer - Small) licences. This establishment is one of eight craft breweries involved in the "Highway 3 Ale Trail" initiative.*

*The City of Red Deer's Entertainment District Bylaw (2022) allows for alcohol consumption along the Ross Street corridor adjacent to the Ross Street Patio—the focal point of the corridor featuring street furniture and live music in partnership with the Downtown Business Association. The district operates between noon and 11 pm, Tuesday through Saturday. Alcoholic beverages must be purchased from licensed vendors within the district and consumed within a disposable, non-glass container—they may not be brought into, or removed from, the district. Public intoxication, underage drinking, cigarette smoking, vaping and cannabis use are not allowed. Despite the use of the term "district," the Entertainment District Bylaw exists outside of the City's land use bylaw. This allows for a more practical enforcement mechanism than the issuance of a Stop Order. Enforcement provisions are contained within the Bylaw, providing for clear guidance on how violations are dealt with as this novel concept matures.*

prohibition. During this time, the newly constructed Prince of Wales Hotel in Waterton Lakes National Park became a popular watering hole for thirsty Americans.

## Contemporary frameworks

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Public alcohol rules vary widely around the world. Across most of Europe, permissive approaches prevail. In Germany for example, drinking in public is generally legal and socially normal. Many areas do not require any "closing hours"—meaning that liquor service in establishments is not regulated—while other areas prohibit service between 3 am to 6 am. In contrast, alcohol use is illegal in much of the Middle East, with strict penalties and varying degrees of enforcement.

In Canada, the regulatory framework for controlling the production, distribution, sale and possession of alcohol is shared between the federal and provincial governments. At the federal level, legal blood alcohol levels for the operation of a motor vehicle are established in the Criminal Code, while authority is delegated to the provinces (and territories) for determining the legal drinking age, which ranges from 18 (AB, MB, QC) to 19 (elsewhere). The provincial and territorial governments maintain wholesale monopolies on the distribution of alcohol, and are typically the leaders in the retail market. Alberta is the lone exception in terms of retail, where liquor stores have been privatized since 1993.

Alberta Gaming, Liquor and Cannabis (AGLC) is the Crown commercial enterprise and agency who oversees the liquor industry in Alberta. The AGLC administers the *Gaming, Liquor and Cannabis Act* and controls liquor licensing through a class system. Section 1(1)(q) of the Act defines liquor as a product intended for human consumption in which the percentage of alcohol by volume exceeds 1% (hence the appearance in grocery stores of non-alcoholic beer containing 0.5% alcohol). Retail liquor stores are restricted from selling non-liquor products pursuant to Section 49 of the *Gaming, Liquor & Cannabis Regulation*. Still, there is some ability to advance a business concept that houses liquor retail sales and other uses under the same roof provided a physical 5 m separation distance is in place (with more information outlined in Section 3.1.1 of the AGLC's Retail Liquor Store Handbook). Similarly, Section 5.12 of the Handbook requires a physical separation between Class A Minors Prohibited premises, which is why many restaurants in Alberta contain a separate lounge area.

## Recent regulatory changes

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In 2013, the AGLC eliminated its minimum production capacity requirement of 500,00 litres for producers in the province. The lifting of this cap opened the door for smaller brewers and distillers to compete with the industrial-scale brewing giants, and in turn facilitated opportunity and innovation in the industry. The opening of this industry has resulted in the proliferation



of microbreweries, wineries and distilleries, and the introduction of these land uses (including associated beverage rooms and entertainment establishments) to municipalities in southern Alberta.

Recent changes (2020) to the *Gaming, Liquor and Cannabis Act* are symbolic of a tolerance to alcohol use shared by most Albertans. Alcohol consumption at campsites in provincial parks is now formally allowed. Select day use area picnic sites in provincial parks and recreation areas—including a variety of southern Alberta parks like Beauvais Lake and Police Outpost—are now open to alcohol consumption between 11am and 9pm. This amendment also opened up the opportunity for municipalities to allow, by posting signage, public park users to bring their own liquor into parks without the requirement to consume food—a move that municipalities have been slow to adopt, but for which opportunity exists to parlay the responsible enjoyment of alcohol in public with nightlife or recreational corridors. Section 89(4) of the *Gaming, Liquor and Cannabis Act* likewise permits the consumption of alcohol in a public place designated by a municipality (pursuant to a bylaw) as an entertainment district. Furthermore, whereas it is otherwise illegal to remove liquor purchased from licensed premises from said premises (except for a partially consumed bottle of wine), Section 91.1(3) of the *Gaming, Liquor and Cannabis Regulation* empowers a municipality to include a provision in its entertainment district bylaw that permits an alcoholic beverage purchased from a licensed establishment within an entertainment district to be carried anywhere within the boundary of the district.

## Changing face of prohibition

For certain municipalities in southern Alberta who have always been subject to a prohibition on the use of alcohol, the biggest change coming from Bill 2 was what in effect serves to potentially end a long period of prohibition. While most of Alberta emerged from Prohibition in 1924, all areas within Cardston County and a portion of the County of Warner remained prohibited from obtaining a liquor licence under the then-in-force *Liquor Control Act*. In 2020, the province amended the *Gaming, Liquor and Cannabis Act*, effectively repealing prohibition in favour of a process whereby a formerly dry municipality can choose whether or not to open the community to liquor licensing. This process is specified in Section 56 of the amended Act, whereby a municipality has 90 days to respond to an initial application for a licence. If successful, additional licences can be applied for, as is the case anywhere else in the province. If the Council of the municipality denies approving the licence, a 3 year moratorium is to follow. It's important to note that this does not apply to special event licensing, which authorizes the use of liquor for a limited duration.

The provincial change is especially significant to urban centres in the former prohibition areas, including the towns of Cardston, Magrath, Raymond and the Village of Stirling. Historic restrictive covenants are registered against many of the land title certificates in these communities, expressing

*Part 5 of the former Liquor Control Act prohibited the establishment of a liquor store as well as the issuance of a liquor licence for a beverage room, club or dining lounge on lands located within the MD of Sugar City No. 5 or the MD of Cochrane No. 6—two former rural municipalities that would ultimately be dissolved, and whose lands today are within the County of Warner and Cardston County.*

*In March of 2022 the Town of Raymond asked residents if they supported providing licensed restaurants the ability to sell alcohol. A narrow majority of 52% of residents voted against changing local regulations on liquor, which was followed by a 6-1 vote by town Council to keep in place its 120 year old ban on alcohol sales. In June 2023 the Town of Cardston queried residents with respect to prospective Bylaw 1647K, which would facilitate the opportunity for Class A liquor licences in restaurants and Class B liquor licences at recreational facilities. 53% percent of residents voted in support of ending prohibition.*

Number of Existing Retail Liquor Stores in Select Towns within the ORRSC Region:

- Bassano (pop. 1216) - 1
- Claresholm (pop. 3804) - 4
- Coalhurst (pop. 2869) - 1
- Fort Macleod (pop. 3297) - 4
- Milk River (pop. 824) - 1
- Nanton (pop. 2167) - 3
- Nobleford (pop. 1438) - 1
- Picture Butte (pop. 1930) - 1
- Pincher Creek (pop. 3622) - 4
- Stavelly (pop. 544) - 1
- Vulcan (pop. 1769) - 3
- Vauxhall (pop. 1286) - 2

restrictions on the establishment of liquor-related businesses among other unwanted activities. Instruments like this loom large and alongside the faith-based history of these communities. Each community has gone through, or is currently in the process of determining, the best regulatory approach to serve its respective environment. Of course the notion of “opening” a previously dry community to liquor is hugely symbolic—so much so that thoughtful public consultation processes have been employed prior to decision making, as it is a door that once opened is unlikely to ever be reversed.

As of today, the Town of Magrath and the Town of Cardston have allowed for limited opportunity for liquor use through their land use bylaws, while a broader expanse of liquor-related uses is accommodated in Cardston County’s land use bylaw. The Town of Raymond voted against allowing liquor use in the community, continuing to uphold the decades-old prohibition, while the Village of Stirling has yet to consider the matter.

## Municipal approaches

The sale of liquor can generally be divided into two categories for municipal planning purposes: retail sale of packaged product for consumption off-site, and the sale of open beverages, bottled or prepared, for consumption on the premises. This simple binary can be further broken down into types of establishments based on provision of food sales, hours of operation, hard liquor versus beer and wine, if live entertainment is provided, if accommodations are provided, if minors are allowed, and so on. It’s for this reason that many municipalities choose to tie their land use bylaw definitions to the AGLC’s liquor licence classifications—a recognition of the multi-jurisdictional nature of the land use.

The AGLC has a liquor licence class system spanning Classes A to F, as well as other use-specific and special event licences. For municipalities wanting to regulate liquor-related land uses, reference to a specific licence class—like a Class A licence where food is the main source of business—can be an effective approach that precludes the need to create custom definitions. For example, where late night, alcohol primary land uses like nightclubs are not desired, a land use definition can be drafted that limits a use to a “Class A Minors Allowed” liquor licence. The Towns of Magrath and Cardston use this approach to limit both restaurants and establishments falling under “facility, licensed” to the parameters established in Class A Minors Allowed and Class B liquor licences respectively (as well as a Class C licence in Magrath). In Cardston County, a district specific to liquor was introduced that provides for a range of licensed facilities spanning Classes A–F.

A municipality wanting to limit the ready availability and visibility of liquor stores can introduce a separation buffer into its land use bylaw, provided that a retail liquor store is defined separately from other retail uses. The City of Edmonton, for example, requires a 500-m buffer between liquor stores. Separation distances are likely to be upheld where it’s clear that



*The Imperial Hunter Hotel in the Town of Bassano, which operates under Class A (Minors Prohibited) and Class D (General Off Sales, Hotel) licences.*

the underlying rationale goes beyond business competition, and is instead a true planning objective. In the City of Spruce Grove, a 100-m buffer is required from liquor stores to public/community land uses—mirroring the requirement established in Section 105(3) of the *Gaming, Liquor and Cannabis Regulation* for minimum separation distances between cannabis stores and health care facilities, schools, and parcels of land designated as “school reserve” or “municipal and school reserve.”

Separation distances are one of many of the recommendations found in the Alcohol Policy for Community Safety, Vibrancy, Health and Well-Being - A Practical Guide for Alberta Municipalities (Alberta Health Services, 2022). The document contains a comprehensive review of options and opportunities for municipalities with the aim of reducing alcohol abuse and crime, in an effort to create safer communities. One tool used by the City of Wetaskiwin is a provision in its Business Hours Bylaw that limits the business hours for liquor stores (including off sales) from 10 am to 10 pm - less than the AGLC’s allowable range of 10 am to 2 am. Ultimately, a municipality can establish its own rules applicable to liquor land uses provided they don’t reduce the regulatory requirements established by the AGLC.

Crime Prevention Through Environmental Design (CPTED) is an approach that aims to manage built and natural environments through purposeful design measures (lighting, landscaping, visibility requirements etc.). Liquor-related uses are often associated with increased crime and illicit activity. CPTED can help mitigate the opportunity for these types of activities—something recognized by the Downtown Lethbridge Business Revitalization Zone who offers grants up to \$5000 for CPTED-related improvements. The City of Brooks promotes “natural surveillance” through required CPTED elements for retail liquor stores stipulated in its land use bylaw. However, it is noted that Section 21 of the *Matters Related to Subdivision and Development Regulation* provides that a Development Authority can impose CPTED features as a condition of development permit, regardless of whether these provisions are expressly authorized in the land use bylaw.

## Concluding remarks

In recognition of the influence alcohol can have on the social, health, religious and recreational aspects of a community, it’s important that municipalities consider thoughtfully approaching the topic. The interplay of liquor and land use can be complex and a municipality is advised to broach this sensitive issue with the benefit of a public consultation campaign. The municipal development plan is one vehicle through which public opinion on this matter can be solicited and conveyed, wherein an alcohol-related questionnaire might be attached as an appendix to the plan. Presented alongside policing statistics on alcohol-related infractions and crimes, survey information can serve as baseline data to measure change as land uses come and go, and with it the needle of public opinion.



Source: [visitparkcity.com](http://visitparkcity.com)

*High West Distillery, established in 2006, is the first legally licensed distillery in Utah since the end of (American) Prohibition in 1933. This Park City-based business establishment operates out of a repurposed livery stable (aka “the National Garage”), and the property includes an accompanying saloon. High West bills itself as the world’s first and only “ski-in gastro-distillery.”*

*For more information on this topic contact [admin@orrsc.com](mailto:admin@orrsc.com) or visit our website at [orrsc.com](http://orrsc.com).*

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# BARRA GENERAL MEETING

**October 4, 2023**

President Roger called the meeting to order at 7:00. Roger Newman, Jan Armstrong, Christine Petkau, John Slomp, Town Rep, Sydney Miller, Donna Smith and Tom MacPhail were present.

Regrets - Raylene Augustine and Alan Treiber

**Minutes:** Minutes from last meeting were reviewed. Tom moved the minutes be adopted as read.  
Carried

## **Treasurer's Report:**

General Account - \$7200

Casino Account - 26,000

Savings 11,000

Christine moved we accept the report as presented. Carried

## **Discussion:**

We haven't received any money from Capital Paper this last year. Due to the low value of paper and cardboard we have had to pay Capital for taking our recycling. Increased costs in insurance, utilities and supplies to run the depo have caused us to draw on our Casino funds more and more.

In view of the present situation, all planned and proposed projects are tabled -new baler and lighting.

## **Old Business:**

1. **Casino:** AGLC has scheduled us for another Casino July-Sept 2025.
2. **Repairs:** New wooden plates have been installed over the recycling windows

## **New Business:**

1. **Employees:** Alex Petkau has resigned. Thank you, Alex, for your time at BARRA. Nat Blore has applied. Sydney moved we hire Nat. Roger will discuss his duties with him and have him sign an Employee Agreement.
2. **Town Lease Agreement:** As our lease with the town has expired, we will ask to renew for 1 to 2 years. We need this to get approval to use Casino funds to pay for a 3-phase power upgrade done in August in preparation for a new baler.
3. **Succession Plan:** As we see our income decreasing, the longevity of the Board and number of volunteer hours, Roger, puts in, the viability of BARRA was discussed.

After several options were considered, it was decided to approach Newell recycling and discuss a partnership with them similar to what they have with other town. Jan and Christine will draft a letter and forward it to them prior to Newell's next meeting. Tom will attend that meeting.

President Roger adjourned the meeting at 8:00

Jan Armstrong, Secretary

**From:** [Hook, Andrea \(Shields, Martin - MP\)](#)  
**To:** [Bassano CAO](#); [Irvin Morey](#); [John Slomp](#); [Kevin Jones](#); [Mike Wetzstein](#); [Sidney Miller](#)  
**Subject:** EXTERNAL - October 10 Invitation  
**Date:** Tuesday, October 3, 2023 12:18:12 PM  
**Attachments:** [image001.png](#)

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

Good day,

Bow River is proud to be the home of the Calgary Zoo/Wilder Institute's Archibald Biodiversity Centre.

They are graciously opening their gates to an invited audience on Tuesday, October 10 at 10:00am. This tour and gathering is scheduled for 1.5 hours and is open to the Municipal Leaders in Bow River. You can see more about this facility here: [Wildlife Conservation Centre | The Wilder Institute](#)

Located about 15 minutes SE of Strathmore, please RSVP to [andrea.hook.703@parl.gc.ca](mailto:andrea.hook.703@parl.gc.ca), 403-901-7335 to confirm your attendance and get the logistical details.

Kind regards,



**Andrea Hook**

Director of Constituency Operations  
Office of Martin Shields, M.P. Bow River  
[andrea.hook.703@parl.gc.ca](mailto:andrea.hook.703@parl.gc.ca)  
Direct (403) 361-2988 Cell (403) 901-7335



## Bassano CAO

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**From:** Victoria Muhlbeier <projectcoordinator.fcss@telus.net>  
**Sent:** Wednesday, October 4, 2023 4:45 PM  
**To:** Bassano CAO; Anita Bruce  
**Subject:** EXTERNAL - Request for Proclamation: National Day of the Child  
**Attachments:** Bassano Proclamation.pdf

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

Dear Bassano Town Council and CAO,

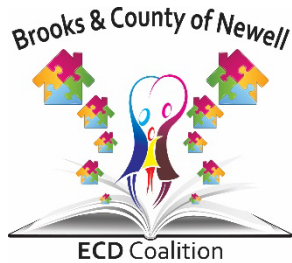
I am writing on behalf of the Brooks & County of Newell Early Childhood Coalition to request your support for the National Day of the Child, observed annually on November 20th. This day highlights the importance of children's well-being and development.

Attached is our formal request letter outlining the significance of this day and our objectives. By proclaiming this day, we can raise awareness and promote a unified effort to address challenges facing our youngest community members.

We appreciate your consideration and are available for any questions you may have.

Warm regards,

Victoria Muhlbeier  
Grasslands Regional FCSS



Brooks & County of Newell Early Childhood Coalition  
Box 1994 Brooks, Alberta  
T1R 1C7  
[www.brooksnewellecd.ca](http://www.brooksnewellecd.ca)  
[ecdbrooksnewell@gmail.com](mailto:ecdbrooksnewell@gmail.com)

October 5, 2023

Town of Bassano Council  
PO Box 299  
502 2<sup>nd</sup> Ave  
Bassano, Alberta T0J 0B0

**Proclamation Request: National Day of the Child**

Attention: Mayor Irvin Morey and Bassano Town Council

We are delighted to bring to your attention a significant and cherished event that embodies the spirit of compassion, understanding, and the nurturing of our nation's future. On November 20th, 2023, Canada will observe the National Day of the Child, a celebration rooted in the rich legacy of the United Nations Declaration on the Rights of the Child and the UN Convention on the Rights of the Child. This day holds a special place in our hearts as it signifies our commitment to fostering the well-being of every child and promoting global harmony among our youngest citizens.

This occasion, coinciding with the Universal Children's Day proclaimed by the United Nations General Assembly in 1954, emphasizes the importance of mutual understanding and meaningful exchanges among children worldwide.

**In alignment with our shared vision, we kindly request your esteemed council to recognize and honor this day by officially proclaiming November 20th, 2023, as the National Day of the Child in the Town of Bassano.** This gesture would not only symbolize our collective dedication to the rights and well-being of children but also serve as an inspiration for future generations.

The Brooks and Newell Early Childhood Development (ECD) Coalition is organizing a community event in Brooks. We extend our warm invitation to you and your community to join us on Saturday, November 18th, at the JBS Centre Fieldhouse from 10:00 am to 12:00 pm. This event promises enriching activities and an atmosphere of joy, reflecting our shared commitment to the young souls in our care.

For any inquiries or additional information, please do not hesitate to reach out to me at [bpsteachers@brookspreschool.com](mailto:bpsteachers@brookspreschool.com). Your support and participation are invaluable, as together, we create a brighter and more nurturing world for our children.

With heartfelt gratitude,

*Anita Bruce*

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Anita Bruce  
Chairperson, Brooks & Newell Early Childhood Coalition



COUNTY OF  
NEWELL

You're invited to the

# GRAND OPENING

Ceremony + Ribbon Cutting

## Patricia Fire Hall

Saturday, October 7, 2023 | 1:00pm – 3:00pm



Speeches at 1:00pm



Ribbon Cutting at 1:30 pm



Snacks & Tour



130049, Township Rd 203, Patricia, AB





COUNTY OF  
NEWELL

You're invited to the

# GRAND OPENING

Ceremony + Ribbon Cutting

## Rolling Hills Fire Hall

Saturday, October 14, 2023 | 1:00pm – 3:00pm



Speeches at 1:00pm



Ribbon Cutting at 1:30 pm



Snacks & Tour



135008 SH 875, Rolling Hills, AB



**From:** [Mitchell Iwaasa](#)  
**To:** [Bassano CAO](#); [village of duchess](#); [Rosemary CAO](#)  
**Subject:** EXTERNAL - Economic Growth Forum - 2023  
**Date:** Wednesday, October 4, 2023 1:33:26 PM

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

Hi,

Please forward this to your Mayor and Councils. There is FREE registration for all Brooks Newell Region elected officials and Municipal Administrators.

Thanks,  
Mitchell



**The Brooks Newell Region is pleased to be a part of the Southeast Alberta Economic Growth Forum (EGF2023) being held in Medicine Hat on October 26<sup>th</sup> & 27<sup>th</sup>.**

Come join us along with other elected officials, municipal administrators, community leaders, economic development agencies, and more as we look to empower growth and inspire collaboration in our economic landscape. Some of the themes that will be focussed on include:

- **Regional Economic Development**
- **Energy Transition**
- **Tourism and Placemaking**
- **Workforce Development**
- **Housing**



## • Agribusiness in Southeast Alberta

Plus many other interesting topics. You can learn more about the event and see the complete agenda at the [EGF2023](#) registration page.

We have a special discount that allows our elected officials and administration to attend free of charge. Just use the promo code: **GrowthFree** when registering online here: <https://www.eventbrite.ca/e/economic-growth-forum-2023-tickets-710412612247?aff=oddtcreator>

We are hoping for a great representation from the Brooks Newell Region to promote, network, and learn about the economic opportunities and challenges we have in front of us.

If you have any questions or plan on attending, please feel free to get in touch with me.

Thanks,

### Mitchell Iwaasa

Economic Development Officer

[Brooks Newell Region](#)

**Work** 403.362.3333

**Mobile** 403.501.8359

**Email** [miwaasa@brooks.ca](mailto:miwaasa@brooks.ca)



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**From:** John Petrie <[jpetrie@brooks.ca](mailto:jpetrie@brooks.ca)>

**Sent:** October 4, 2023 12:40 PM

**To:** Mitchell Iwaasa <[MIwaasa@brooks.ca](mailto:MIwaasa@brooks.ca)>; Lisa Tiffin <[ltiffin@brooks.ca](mailto:ltiffin@brooks.ca)>

**Subject:** Med Hat Economic forum