



COUNCIL AGENDA

Meeting: November 20, 2023 4:00 p.m. – 10:00 p.m.

Location: Council Chambers – 502 – 2nd Avenue

1. CALL TO ORDER

2. EXCUSED FROM MEETING

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

- 4.1 October 10, 2023 Organizational Meeting
- 4.2 October 10, 2023 Regular Meeting

5. DELEGATIONS

- 5.1 FCSS Department – Tammie Hauck, Chair & Amanda Barron, Director – 4:15 p.m.
- 5.2 PACE Canada LP – Claude Mindorff - 4:30 p.m.
- 5.3 Sydney Smith, Recreation & Community Services Liaison – 7:00 p.m.

6. UNFINISHED BUSINESS

- 6.1 Bassano Motel Development Corp. – 2022 Property Tax Penalties Continuance
- 6.2 Tax Recovery Action – Land Not Sold

7. NEW BUSINESS

- 7.1 (11) Council Department Budget Review
- 7.2 (24) Disaster Services Department Budget Review
- 7.3 (26) Bylaw Enforcement Department Budget Review
- ~~7.4 (32) Public Works Department Budget Review~~
- 7.5 (41) Water Department Budget Review
- 7.6 (42) Sewer Department Budget Review
- 7.7 (43) Solid Waste & Recycling Department Budget Review
- 7.8 (51) FCSS Budget Review
- 7.9 (51a) Thrive Fitness Centre Budget Review
- 7.10 (72a) Pool Department Budget Review
- ~~7.11 (72b) Parks and Recreation Department Budget Review~~
- 7.12 (72c) Campground Department Budget Review
- 7.13 (74) Cultural Department Budget Review

8. BOARD & COMMITTEE REPORTS

- 8.1 Mayor I. Morey
 - Growth Economic Forum – October 26-27, 2023
- 8.2 Deputy Mayor Slomp

- Newell Housing Foundation – October 5, 2023
- Newell Regional Solid Waste – October 25, 2023

8.3 Councillor K. Jones

- Bassano Agricultural Society – October 24, 2023

8.4 Councillor M. Wetzstein

8.5 Councillor S. Miller

9. CAO REPORT

9.1 CAO Operations Report

9.2 Financial Statement for the month ending September 30, 2023

9.3 Cheque listing for the month ending September 30, 2023

9.4 FCSS Report for the period ending October 31, 2023

9.5 Recreation & Community Services Liaison Report for the period ending October 31, 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 – September 11, 2023

10.2 Joint Shared Services Meeting Notes – October 10, 2023

10.3 City of Brooks, Alberta Living Wage Media Release – November 8, 2023

10.4 City of Brooks Board and Committee List 2023-2024

10.5 County of Newell Board and Committee List 2023-2024

10.6 Village of Duchess Board and Committee List 2023-2024

10.7 Village of Rosemary Board and Committee List 2023-2024

10.8 Bassano Royal Purple – Community Garden Transfer – October 25, 2023

10.9 Oldman River Regional Services Commission (ORRSC) – Subdivision Fee Change – November 2023

10.10 ORRSC Minutes – June 1, 2023

10.11 ORRSC Executive Minutes – October 12, 2023

10.12 ORRSC Executive Minutes – November 2, 2023

10.13 Town of Bassano – 2022 Municipal Indicator Results

10.14 Bassano Historical Society – Bench Project – September 9, 2023

11. CLOSED SESSION

11.1 FOIP (19) 25(1)(c) – Personnel

12. ROUND TABLE

13. ADJOURNMENT



MINUTES OF THE ORGANIZATIONAL MEETING OF THE TOWN OF BASSANO HELD IN THE COUNCIL CHAMBERS ON OCTOBER 10, 2023

PRESENT

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

STAFF	Amanda Davis, Chief Administrative Officer (CAO)
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1. CALL TO ORDER

The meeting was called to order by CAO Davis at 6:16 p.m.

2. ELECTIONS

2.1 Nomination and Election of Mayor

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

COUNCILLOR SLOMP nominated Irvin Morey for the position of Mayor.

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

CAO Davis declared Irvin Morey as Mayor for a one-year period commencing October 10, 2023. Irvin Morey accepted.

Mayor Morey resumed the meeting.

2.2 Nomination and Election of Deputy Mayor

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

COUNCILLOR MILLER nominated John Slomp for the position of Deputy Mayor.

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

Mayor Morey declared John Slomp as Deputy Mayor for a one-year period commencing October 10, 2023. John Slomp accepted.

3. COUNCILLOR COMPENSATION

3.1 Councillor Honorarium, Benefits and Expenses Policy

Policy P-TOB11/001-21 was reviewed.

3.2 Municipal Planning Commission Board Honorarium and Expense Policy

Policy P-TOB66/001-21 was reviewed.

3.3 Subdivision and Development Appeal Board Honorarium and Expense Policy

Policy P-TOB66/002-21 was reviewed.

4. PROCEDURES OF VOTING AND APPOINTING COMMITTEES

4.1 Procedural Bylaw #922/21

Procedural Bylaw #922/21 was reviewed.

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

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

4.3 Intermunicipal Subdivision and Development Authority Bylaw #896/20

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

4.4 Boards and Committees

TOB168/23 Moved by **DEPUTY MAYOR SLOMP** that council approve the list of committee and board members as follows:

<i>Committees</i>	<i>2023/24 Appointed</i>	<i>2023/24 Alt. Liaison</i>
Intermunicipal Subdivision and Development Appeal Board - R	Mike Wetzstein	n/a
Director Emergency Management - R	Stewart Luchies	n/a
Deputy Director of Emergency Management - R	Amanda Davis, Sharon Zacharias, Yvonne Cosh, John Nesbitt	n/a
Regional Emergency Management Agency - R	Irv Morey	John Slomp
Mayor & Reeves Meetings - R	Irv Morey	John Slomp
Municipal Planning Commission - L	Irv Morey, John Slomp, Kevin Jones, Sydney Miller, Dale Luchuck	n/a
<i>Board Representatives</i>		
Ag Society (2 meetings) - L	Kevin Jones	Mike Wetzstein
B.A.R.R.A. (4 meetings) - L	John Slomp	Kevin Jones
Bassano Bowling, Curling & Golf Clubs - L	Mike Wetzstein	John Slomp
Bassano & District Centennial Arena (1 meeting) - L	Mike Wetzstein	John Slomp
Bassano & Rural Area Fire Committee (2 members) - L/R	Mike Wetzstein/Kevin Jones	n/a
Bassano Memorial Library - L	Sydney Miller	n/a
Community Futures - Wild Rose - R	Mike Wetzstein	Sydney Miller
Joint Shared Services - R	Irv Morey	John Slomp
Newell 911 - R	Mike Wetzstein	Kevin Jones
Newell Housing Foundation - R	John Slomp	Irv Morey
Newell Regional Services Corporation - R	Kevin Jones	John Slomp
Newell Regional Solid Waste Management Authority - R	John Slomp	Sydney Miller
Newell Regional Tourism Association/Brooks Region Tourism - R	Sydney Miller	Kevin Jones
Oldman River Regional Services Commission - R	Mike Wetzstein	Sydney Miller
Palliser Economic Partnership - R	Irv Morey	Kevin Jones
Recreation Complex Management (1 meeting) - R	Mike Wetzstein	John Slomp
Recreation Funding Committee (2 members) - L/R	Irv Morey/Mike Wetzstein	n/a
Shortgrass Library System - R	Sydney Miller	Kevin Jones

CARRIED

5. APPOINTMENT OF PROFESSIONALS

- TOB169/23** Moved by **COUNCILLOR JONES** that council appoints the following Professional Services to:
- a) Assessor – Benchmark Assessment Consultants
 - b) Auditor – JDP Wasserman
 - c) Engineering – pending matters arising
 - d) Legal Counsel – Reynolds Mirth Richards and Farmer LLP; Field Law and others pending on matters arising
 - e) Planning Commission – Oldman River Regional Services Commission
 - f) Designated Officers - Bylaw Enforcement – County of Newell
- CARRIED**

- TOB170/23** Moved by **COUNCILLOR MILLER** that the Town of Bassano's accounts be conducted with the following financial institutions:
- a) Bank and credit card accounts – Connect Credit Union/Chinook Financial
 - b) Investment Accounts – Bank of Montreal (BMO) Nesbitt Burns
 - c) Scholarship Chequing Accounts for Shydowski – Connect Credit Union
 - d) Shydowski Scholarship Investment Account - Bank of Montreal (BMO) Nesbitt Burns
 - e) Interac – Global Payments
 - f) Online banking – Connect First Credit Union, Scotia Bank, Alberta Treasury Branch (ATB) Financial, Royal Bank of Canada (RBC) and Toronto Dominion (TD).
- CARRIED**

6. SIGNING AUTHORITY

- TOB171/23** Moved by **COUNCILLOR WETZSTEIN** that council authorizes the Chief Administrative Officer together with the Mayor or Deputy Mayor to sign cheques and documents on behalf of the Town of Bassano.
- CARRIED**

7. MEETING DATES

7.1 Regular Council Meeting Dates

- TOB172/23** Moved by **COUNCILLOR MILLER** that council agrees to conduct regular meetings of council on the second Monday of each month at 6:30 p.m. except if the second Monday is a holiday then the meeting will be held on the next regular business day.
- CARRIED**

7.2 Municipal Planning Commission meeting dates.

TOB173/23 Moved by **MAYOR MOREY** that Municipal Planning Commission meetings are held when possible in conjunction with regular meetings of council. In instances where this is not possible, the Municipal Planning Commission meetings will be held as required.

CARRIED

8. ADJOURNMENT

TOB174/23 Moved by **MAYOR MOREY** for adjourned of the organizational council meeting of October 10, 2023 at 6:45 p.m.

CARRIED

Mayor

Chief Administrative Officer



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF BASSANO
HELD IN PERSON ON **OCTOBER 10, 2023** IN THE COUNCIL CHAMBERS.**

ELECTED OFFICIALS

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

STAFF Amanda Davis, Chief Administrative Officer

DELEGATES/PUBLIC Sandra Stanway, Brooks Bulletin
Grant McCargar, Resident
Denise Bachmeier, Resident
Randy Bachmeier, Resident

1. CALL TO ORDER

Mayor Morey called the meeting to order at 6:47 p.m.

2. EXCUSED FROM MEETING

None

3. ADOPTION OF AGENDA

TOB175/23 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 September 11, 2023

TOB176/23 Moved by **COUNCILLOR JONES** that the September 11, 2023 minutes are approved as presented.

CARRIED

5. DELEGATIONS

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

Bachmeier entered the meeting at 7:02 p.m.

Bachmeier presented details regarding their work to date on the off-leash dog park proposal. A Q&A session ensued.

Bachmeier departed the meeting at 7:09 p.m.

6. UNFINISHED BUSINESS

6.1 Procedural Bylaw 935/23 – Draft

- TOB177/23** Moved by **COUNCILLOR MILLER** that council gives first reading to Prodecural Bylaw 935/23 as presented. **CARRIED**
- TOB178/23** Moved by **COUNCILLOR WETZSTEIN** that council gives second reading to Prodecural Bylaw 935/23. **CARRIED**
- TOB179/23** Moved by **DEPUTY MAYOR SLOMP** that council has third reading of Prodecural Bylaw 935/23. **CARRIED UNANIMOUSLY**
- TOB180/23** Moved by **COUNCILLOR JONES** that council gives third and final reading to Prodecural Bylaw 935/23. **CARRIED**

6.2 Operational Policies Review

- TOB181/23** Moved by **COUNCILLOR MILLER** 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
- CARRIED**

6.3 BUILD Bassano Policies Review

- TOB182/23** Moved by **COUNCILLOR WETZSTEIN** that council maintains its commitment to the BUILD Bassano development incentives policies. No amendments will be made at this time to:
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
- CARRIED**

6.4 BUILD Bassano – Municipally Owned Main Street Buildings

TOB183/23 Moved by **DEPUTY MAYOR SLOMP** that council adds a build commitment to 415 – 2nd Avenue to match the requirements placed on 413 – 2nd Avenue whereby the purchaser must provide a 10% non-refundable deposit on the property to initiate negotiations with the Town. The buyer must provided the seller with a detailed restoration plan and busineses development plan, both of which are conditions of the sale. The building must be re-purposed to support the Town’s main street revitalization efforts within 24-months from the date of purchase. The property must be brought up to Alberta Building Code Standards. Administration is authorized to approve restoration plans in accordance with the Land Use Bylaw 921/21 with an update provided to council.

CARRIED

6.5 2019-2026 Strategic Plan Review

The 2019-2026 Strategic Plan was reviewed.

6.6 Off-leash Dog Park – Next Steps

TOB184/23 Moved by **COUNCILLOR WETZSTEIN** that council designates the use of 514 – 6th Avenue for an off-leash dog park; a 2-year pilot project having factored in all public comments and work by the volunteer committee. The 2-year date starts when the pilot project the becomes operational. The volunteer committee shall work with administration in accordance with the Terms of Reference.

CARRIED

7. NEW BUSINESS

7.1 2024 Fortis Alberta Franchise Agreement

TOB185/23 Moved by **COUNCILLOR MILLER** that the Town of Bassano maintains the Fortis Alberta Electrical Distribution System Franchise Fee at 14.40% in 2024.

CARRIED

7.2 Renewal of Electrical Distribution Franchise Agreement Bylaw 850/14

TOB186/23 Moved by **DEPUTY MAYOR SLOMP** that the Town of Bassano accepts the notice of the Renewal of Electrical Distribution Franchise Agreement for the first subsequent term of 5-years pursuant to Bylaw 850/14 provided by Fortis Alberta dated September 20, 2023.

CARRIED

7.3 2024 Shortgrass Library Systems Requisition – Proposed

TOB187/23 Moved by **COUNCILLOR MILLER** that council approves the Shortgrass Library System 2024 requisition as presented at \$4.97/capital, no change over the 2023 levy.

CARRIED

8. BOARD AND COMMITTEE REPORTS

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

TOB188/23 Moved by **COUNCILLOR WETZSTEIN** to accept the Board and Committee reports as attached to and forming parts of these minutes.

CARRIED

9. CAO REPORTS

9.1 Operations Report

A written CAO report was provided for the period ending October 5, 2023.

TOB189/23 Moved by **COUNCILLOR JONES** to recess the meeting at 7:33 p.m.

CARRIED

TOB190/23 Moved by **COUNCILLOR JONES** to recess the meeting at 7:36 p.m.

CARRIED

9.2 Q3 Financial Summary

A Q3 financial summary was presented.

9.3 Financial Statements

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

9.4 Cheque Listings

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

9.5 FCSS Report

An FCSS Director's report for the month ending September 30, 2023 was presented.

9.6 CPO Report

A CPO report for the month ending September 30, 2023 was presented.

9.7 RCMP Report

None

TOB191/23 Moved by **COUNCILLOR JONES** that the CAO report for the period ending October 5, 2023 is approved as presented and discussed as attached to and forming parts of these minutes.

CARRIED

10. CORRESPONDENCE

- 10.1 Newell Housing Foundation minutes of August 1, 2023 were reviewed.
- 10.2 Joint Shared Services meeting notes of September 12, 2023 were reviewed.
- 10.3 An updated from the Royal Canadian Mounted Police regarding the Police Funding Model was reviewed.
- 10.4 Oldman River Regional Services Commission's 2023 Fall Periodical was reviewed.
- 10.5 BARRA minutes of October 4, 2023 were reviewed.

TOB192/23 Moved by **DEPUTY MAYOR SLOMP** that the Town provides a one-year extension to the BARRA operating agreement with allowance to terminate early where applicable.

CARRIED

10.6 An invitation from MP Shields was received to attend the Calgary Zoo/Wilder Institute's Archibald Biodiversity Centre.

10.7 The Brooks & County of Newell Early Childhood Coalition sought a proclamation of November 20, 2023 as National Day of the Child.

TOB193/23 Moved by **COUNCILLOR MILLER** that the Town of Bassano proclaims November 20, 2023 as National Day of the Child.

CARRIED

10.8 An invitation to attend the grand opening of the Patricia and Rolling Hills fire halls was received.

10.9 An invitation was received from the Brooks Newell Region to attend the Southeast Alberta Economic Growth Forum on October 26-27, 2023 in Medicine Hat.

TOB194/23 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

TOB195/23 Moved by **MAYOR MOREY** for adjournment of the regular council meeting of October 10, 2023 at 8:12 p.m.

CARRIED

Mayor

Chief Administrative Officer

Unapproved

Mayor
14/11/23

CAO
14/11/23



DELEGATION

Meeting: November 20, 2023

Agenda Item: 5.1

SUBJECT: FCSS Department – Tammie Hauck, Chair & Amanda Barron, Director

Delegation time: 4:15 p.m. – 4:30 p.m.

Within the organizational functions of Bassano, FCSS is the department responsible for social services, and social programming. Council elected to make this a full-time role in 2021 when funds previously allocated under the Community Worker position were transitioned by the government.

When the social services department was structured under the town, council decided it was not necessary to have an elected representative appointed to the board, but rather, that the chair and director would attend the council meeting each November and provide a year-at-a-glance report to supplement the written reports received each month in the council package. Tammie Hauck, Chair and Amanda Barron, FCSS Director will provide that update. Later, the 2024-2026 budget will be presented to council under new business.

The purpose of the delegation is to give council first hand information about social programming, to ask questions, and to communicate with the social service leaders.

Action required:

- None

Attachments:

1. FCSS YTD Report – October 31, 2023

Prepared by: Amanda Davis, CAO

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits: Throughout the year FCSS aided seniors with submitting invoices and applying for services. On average we process 5-10 submissions monthly. We have also aided in helping local seniors acquire home and yard maintenance supports.

Interagency Referrals: We have provided referrals to YMCA programming, Canterra Safe House, Champion Center, and Brooks Food Bank to help support individuals locally.

PROGRAMS

Listed below are the programs and events Bassano's FCSS department facilitated for the 2023 calendar year.

Family Day Giveaway- This program allowed local community members to nominate others to receive a family bowling night prize. This was run during kindness month and incorporated that theme of thinking of others.

Anti-Bullying Pink Shirt Day Video Series - Incorporating individuals from a variety of demographics FCSS created a video series surrounding the importance and impact of kindness as viewed by the experiences of each individual. These were shared with the community at large throughout Kindness month.

Random Acts Of Kindness - FCSS created Kindness Coupons to receive a small treat locally to be distributed at random by Bylaw, RCMP, and Advisory Board Members to the community.

Art & Soul Kindness Craft - Program designed to promote development/maintenance of fine motor dexterity and to promote a culture of kindness through creating something to give to another. Opening the narrative of the gifts others bring into our daily lives.

Volunteer Income Tax Program - FCSS prepared and e-filed income taxes to those with low income and simple tax preparation. This program created accessibility and affordability to community members who have previously struggled to complete returns in a timely fashion.

Rural Pop Up - Parenting Initiative - Program was offered free of charge monthly to parents and caregivers. This program offered opportunities to engage with their children in developmentally engaging activities. This program focused on developing social, emotional, and fine/gross motor skills for pre-school children.

Women's Wellness Conference - Women's Wellness Conference incorporated the theme of whole-body wellness and how our body, mind, and spirit are all connected contributing to whole body wellness. Women were immersed in knowledge on how to nourish each contributing aspect. This was an 8 hour event featuring multiple speakers. FCSS also planned, prepared, and delivered the program through volunteer hours by the advisory board.

Volunteer Appreciation/ Recruitment - FCSS prepared a double-sided flyer to both celebrate and recruit volunteers. The community was invited to nominate all volunteers by submitting their name and who/what/why the individual has made an impact on. Of those nominations we distributed 6 Wellness baskets in appreciation and published the winners.

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

Red Dress Day – Bassano FCSS prepared a visual display at Town Office including learning materials and promoted community engagement in recognition of The Red Dress Project, which supports awareness surrounding gender and racially based violence.

Mental Health Door Knockers – Resource delivery door to door, FCSS acquired the help of local volunteers to deliver mental health helpline and counselling resources door-to-door to all residents in Bassano. We delivered to 500 homes.

Mental Health Walk, Talk, Chalk - To promote inclusivity and awareness surrounding the impacts Mental Health has on every individual. The community was invited to participate socially playing board games and refreshments, we had a community walk for those wishing to partake, people received sidewalk chalk to write messages through town on their journey.

50 + Activity Crawl - This program was designed to include local recreational outlets and provide instruction/immersion to promote ageing well in your community. This event included Disc Golf, Bowling, Pickle Ball, Yard Games and a social hour afterward. Participants could choose to engage in the events of their choosing.

Supporting Seniors Session - This session was to educate about fraud protection and types of fraudulent activities that seniors are targeted for, presentations by Connect First Credit Union and Bassano RCMP. It also included Goals of Care & Personal Directives Planning by Linda Parrish Physician Assistant. FCSS prepared an introduction to Seniors Benefits, the plans and how to get enrolled as well as providing information to resources to allow seniors to remain in their homes longer.

Spring Clean Up - Administrative hours were used to create clean up routes, engage in procuring volunteers to participate in the community clean up and registering items for removal. Citizens and user groups participated by volunteering to do street cleanup/garbage removal. Other groups did metal/steel collection and removal of large furniture and appliances. Inoperable vehicle removal was also offered.

Bike Rodeo - In collaboration with Brooks Safe Communities and Bassano School Grades 1-4 engaged in the Bike Safety Rodeo. Each group had an hour-long session featuring age-appropriate education on safety procedures and purpose followed by putting the skills into practice on a bike course designed to test their knowledge.

Bassano Smokedown - Mocktails Booth - Bassano FCSS worked in collaboration with Southeastern Fetal Alcohol Network to bring Mocktails to our annual community event the Small Town Smoke Down. Support materials and prevention themes surrounding Fetal Alcohol Syndrome, Drinking and Driving and other teen related issues were available to the public as well as an alcohol-free option to those attending the event. Over 300 Mocktails were distributed.

Bassano Smokedown - Indigenous Program Introduction - In collaboration with the First Nations Health Consortium FCSS was able to offer an introduction to programs available for our indigenous population. Support materials provided for people attending the event, enrollment was available on site.

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

Summer Craft/Activity Packages - Craft and activity packages designed to target fine and gross motor skills as well as emotional regulation aimed at children aged 4- 12. The packages contained emotion yoga, friendship bracelets, origami, beading, outdoor sensory games, clay, Wikki sticks, and much more. This summer 80 packages were distributed to local children to enjoy.

Summer Social Skills Camp - Social Skills Club was piloted this summer hosting weeklong sessions featuring stories by Jory John that provoke children to examine cause/effect and their emotions to increase self-regulation skills. Additionally, aiding children in literacy, friendship and conversation skills used in daily living. We held two full sessions; they ran daily for an hour for a one week period and ended with a 10 minute emotions yoga. The program was fully developed internally, resources supported themes used in the reading. This program was developed to be reusable for future programming cycles requiring only staffed hours.

Healthy Community Calendars - We created 50 summer active calendars that were distributed at local businesses for community members to access themselves. Included were daily activities that promoted whole body wellness, to nourish body, mind and spirit. The calendar also included opportunities for engagement and chances to win a prize.

Drowning Prevention Week- Sundae Social - In collaboration with Knox Presbyterian Church and the Bassano Outdoor Pool we were able to participate in Lifesaver Sundae. Swimming was sponsored by the church and to promote drowning prevention. Pool staff engaged families with relays and other games utilizing lifesaving skills and knowledge. We also served participants a free sundae to wrap up the festivities. We served over 75 sundaes to participants.

Parade of Garage Sales - Each year Bassano FCSS registers Garage Sales to take place in the municipality occurring on one date to help promote reuse of items. This year we had 27 registered sales with an additional handful that popped up. This also has become a well-known event drawing members of other communities into Bassano to shop the Sales. This year we went a step further and engaged some of the other user groups to participate. Our local church provided a luncheon, the Memorial Library had an author engagement and a story walk in the park and FCSS held a crafting table and refreshment station for people to sit, create and rehydrate. Bassano FCSS creates a map of the registered sales and distributes it to local shops for people to attain a week before the event.

Kick it to the Curb - Following the parade of Garage Sales FCSS promotes and advertises for Kick it to the Curb. Residents are encouraged to place any left-over unwanted items on their property clearly visible and marked with a "FREE" sign for others to take what they need. It is an opportunity to promote recycling of products and allows for those of limited means to gain access to items they need at no cost.

Mental Health Intention & Self Care Journals - As part of our continued commitment to mental and physical wellbeing, for Suicide Prevention Day we created a resource to turn people's attention inward and focus on the self. Prevention, Intention Journals were created for men, women and children specifically designed to engage and provoke thought as well as provide stress relief. They also included resources/supports for individuals to access locally. In total 100 journals were created and distributed.

Active August/September Open Sports - Bassano FCSS hosted Community Open weekly sporting times to engage residents and allow for social connections to be made. This allowed people who are typically

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

alone to enjoy sports that are typically done in groups. We had 2-hour slot once weekly, to play Disc Golf, Bowling and Tennis, all equipment was provided for accessibility and allow for inclusion of all participants.

Sing Out on Fire Safety: Fire Prevention Week - Bassano Volunteer Fire Department , Mary Lambert Productions and Bassano FCSS collaborated to provide Sing Out on Fire Safety a live interactive theatre performance that provided the prevention themes surrounding fire safety. This was an hour and half performance; participants were able to go into the fire services apparatus afterward. Fire Safety planning materials and information were also distributed.

Safe 4 Life Self Defense Training - The Safe Communities program provided age-appropriate skills and knowledge to help protect individuals, through the development of situational awareness to recognize dangerous situations. Physical skills to ward off a potential attacker and the confidence to set clear boundaries enabling you to trust your intuition. All of these tools can help to ensure we are prepared to enter the world knowing what possible danger there may be and the confidence to handle them. This program was facilitated in two sessions, Safe Kids and Safe Adults.

A Sweet Thank You - FCSS sent homemade cinnamon rolls to the Bassano School staff, Canada Post and RCMP in recognition of the service they provide our community on a consistent basis. October is host to national days of recognition celebrating the contributions made to the communities they serve.

Fall Clean Up – Similar to Spring Clean Up Bassano FCSS provided support in volunteer recruitment, registrations and pick up of the large appliances for the local clean up efforts.

Trunk or Treat – Hosted annually at Homecoming campground in order to provide a safe and inclusive environment for individuals and businesses to hand out candy. Trunk or Treat expanded this year to include gross motor and sensory skill pathways, Stories and a BBQ hot dog meal while maintaining our existing smores, hot chocolate and campfire. Trunk or Treat draws in approximately 150 participants yearly.

Winter Clothing Exchange – The community was invited to donate gently used winter outerwear to be reused. Individuals and families could then come in an acquire the items they were in need. This program is designed to promote paying it forward and reusing materials. All items were free of charge.

*Santa's Social/Sleigh – Each year Bassano FCSS works in collaboration to provide Santa's Social. Programming includes crafts, hotdog dinner, movement games, story time and of course a chance to tell Santa what you'd like for Christmas. From there we move into Santa's Sleigh Parade. Santa, with help of Emergency Responders makes his way through downtown to Homecoming Campground for campfire, caroling, hot chocolate and smores.

*Angel Tree – Each year a group of students make Angels for the giving Tree with the help of some of our local seniors. This is a afternoon for crafting and intergenerational connectivity.

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

*Christmas Hampers/Food Drive – Bassano FCSS provides support in the application and tracking of clients additionally, aids in the food drive through volunteerism and promotion. Once donations have been collected FCSS build Christmas Hampers and facilitates deliveries.

** Approved program for facilitation*

ONGOING

Welcome Wagon (WW): Administrative hours were dedicated to engaging with local business partners to contribute to the welcome package. Prepare and distribute packages to newcomers. FCSS also purchased 50 logo reusable bags to contain the contents. This initiative is recurring and maintained through FCSS. Throughout the year we have distributed 21 packages.

Meals on Wheels - Over the course of the year we have developed a policy for the continued implementation of the Meals on Wheels program, a collaborative program with Bassano Playfair Lodge. This program provides users to purchase prepared hot meals for delivery to their homes promoting aging well in place.

PROFESSIONAL DEVELOPMENT

Director Training: This year I have focused on developing my abilities in the Emergency Social Services through taking both Incident Command System (ICS) 200 and 300 as well as Emergency Management Basics. In the event Bassano experiences a large emergent situation we are better prepared to manage the needs of our community.

I have also enrolled at the University of Alberta in continuing studies, I am registered to start the Information Access and Protection of Privacy certificate program. It consists of 5 courses and I start in January. Approved with the CAO, I will aim to complete 3 courses per year.

GRANT OPPORTUNITIES

Name	Available Funds	Application Timeframe
Volunteer Alberta	\$500.00	Received
CVTIP- Income Tax	\$560.00	Received
TC Energy Grant	\$3,500.00	Received- MHFA TWM-FR 2024
Fortis Alberta	\$1,625.00	Received – Self Defense

2024 PROGRAMMING

As we move into 2024, FCSS plans to continue expanding upon the themes of Mental, Physical and Emotional Health. In doing so we have committed to providing Mental Health First Aid Training to County Fire personnel and to the community. We will also continue to build upon programs of value that were received well in our community.

Some of the anticipated new programming includes:

FCSS Director's Yearly Program Report

Period Ending: October 31st, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

- Men's Health Month : Open Shoot
- Bullying, and Diversity Workshops
- Blanket Exercise – National Day of Truth and Reconciliation
- Home Alone – Alberta Red Cross

DIRECTORS COMMENTS

We have provided a large quantity of social programming this year with the focus of promoting all aspects of wellbeing and encouraging better utilization of community facilities and spaces. We are dedicated to continued utilization of these facilities and spaces and promotion of town assets as well as continuing to strengthen connections and collaborations within our community under the strategic directives of the town.



DELEGATION

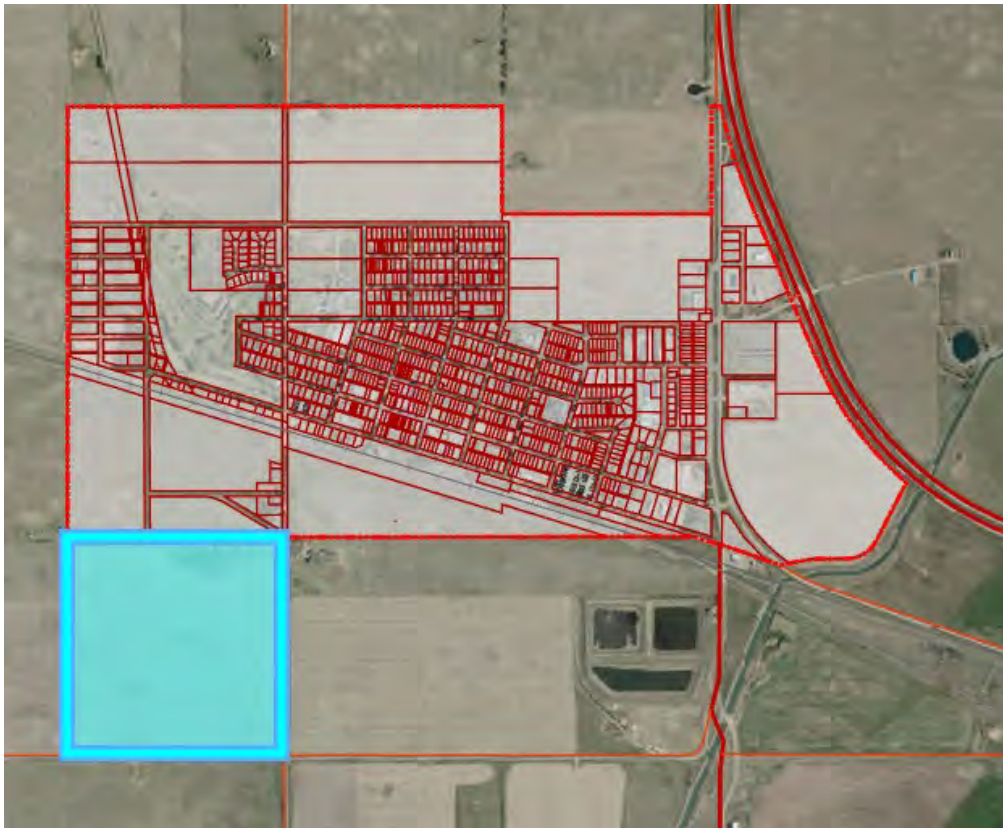
Meeting: November 20, 2023

Agenda Item: 5.2

SUBJECT: PACE Canada LP – Claude Mindorff

Delegation time: 4:30 p.m. – 4:45 p.m.

PACE Canada LP has proposed a solar farm development within the town's corporate limits, SE ¼ 18-21-18 W4M. Their first step is to present their project to the elected body prior to starting a formal public consultation process. Should they obtain the support required for the solar farm project, they will need to submit an application to re-zone this parcel of land to accommodate a commercial solar farm. Representative Claude Mindorff will be in attendance to discuss the project.



PACE Canada Solar fact can be accessed [here](#).

Action required:

- None – this presentation is for information

Attachments:

1. PACE Canada Provisional Layout – Bassano
2. PACE Canada – Surface Lease Template
3. Typical Solar Farm Development Process
4. Example of Conservation & Reclamation Plan for Caroline Development
5. Example of Environmental Protection Plan for Caroline Development





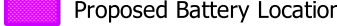

Prepared by: Amanda Davis, CAO



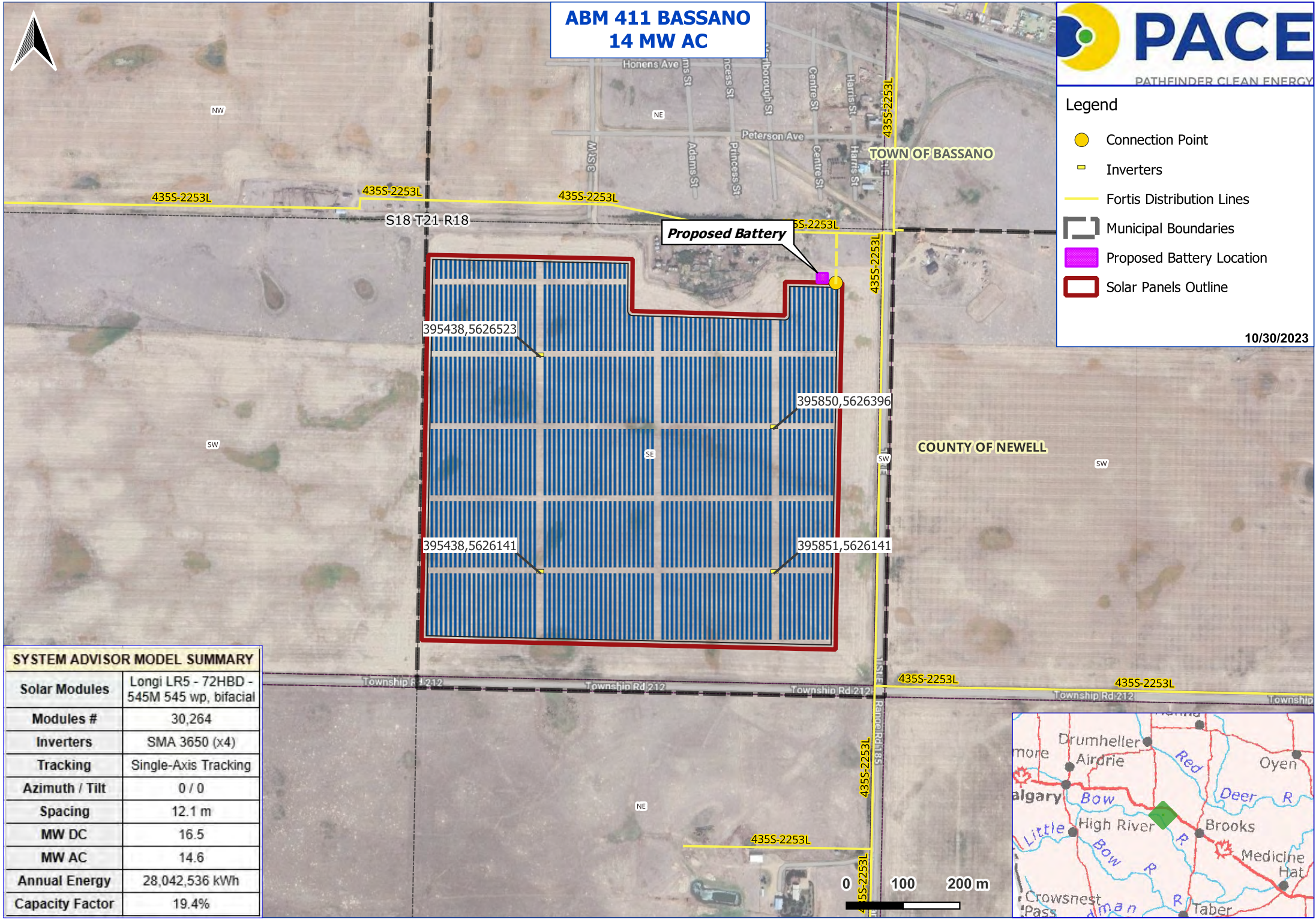
ABM 411 BASSANO 14 MW AC



Legend

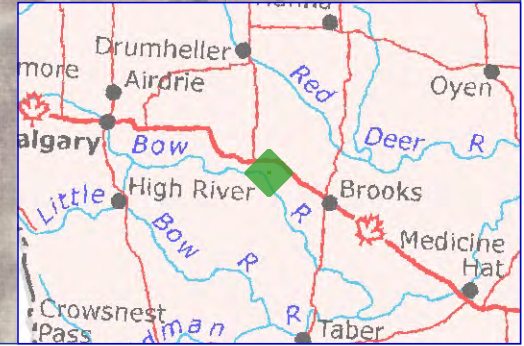
-  Connection Point
-  Inverters
-  Fortis Distribution Lines
-  Municipal Boundaries
-  Proposed Battery Location
-  Solar Panels Outline

10/30/2023



SYSTEM ADVISOR MODEL SUMMARY

Solar Modules	Longi LR5 - 72HBD - 545M 545 wp, bifacial
Modules #	30,264
Inverters	SMA 3650 (x4)
Tracking	Single-Axis Tracking
Azimuth / Tilt	0 / 0
Spacing	12.1 m
MW DC	16.5
MW AC	14.6
Annual Energy	28,042,536 kWh
Capacity Factor	19.4%



ALBERTA SURFACE LEASE
(SOLAR POWER PROJECT)

THIS INDENTURE OF LEASE made effective the xx day of xx, A.D. 202x. (the "Effective Date")

BETWEEN:

xx, a body corporate,
having its head office in the St. Albert, in the Province of Alberta
(hereinafter called the "Lessor")

- and -

2079816 Alberta Ltd. in its capacity as General Partner of PACE Canada LP, a body corporate,
having its head office in the City of Calgary, in the Province of Alberta
(hereinafter called the "Lessee")

WHEREAS the Lessor is the registered and beneficial owner of an estate in fee simple, subject, however, to the exceptions, conditions, encumbrances, liens and interests contained in or noted upon the existing Certificate of Title of and in that certain parcel or tract of land situate, lying and being in the Province of Alberta and described as follows:

LEGAL DESCRIPTION

**EXCEPTING THEREOUT FIRSTLY THOSE PORTIONS ON THE FOLLOWING PLANS
CONTAINING xx MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS
ESTATE: FEE SIMPLE
MUNICIPALITY: xx**

REFERENCE NUMBER: as more particularly described and set forth as more particularly described and set forth in Certificate of Title No. xx
(hereinafter called the "Said Lands"); and

WHEREAS the Lessor has agreed to lease and grant a certain portion of the Said Lands to the Lessee, for the purposes and upon the terms and conditions hereinafter set forth:

NOW THEREFORE THIS INDENTURE WITNESSETH THAT:

1. THE LESSOR,

(a) in consideration of one dollar (the receipt and sufficiency of which are hereby acknowledged) and at the rental hereinafter set forth, **HEREBY:**

(i) Leased Lands: leases and demises to Lessee, those parts or portions of the Said Lands shown outlined in **red** on the sketch or plan identified as Exhibit "A" hereto attached (hereinafter called the "**Leased Lands**"), to be held exclusively by the Lessee as tenant for the term of thirty (30) years from the Effective Date hereof and for so long thereafter as it may be renewed in accordance with the provisions hereof, for any and all purposes and uses as may be necessary or useful in connection with all operations related to the generation, measurement and transmission of solar electricity for use or sale, and for no other purposes. Without restricting the generality of the foregoing, these purposes and uses include the right, license, liberty and privilege to enter upon, use and occupy the Leased Lands in order to conduct surveys, construct, operate, maintain, inspect, control, alter, improve, remove, reconstruct, replace and repair the "**System**" (which includes but is not restricted to solar panels, foundations, concrete pads, footings, inverters, transformers, battery or other electrical storage, junction boxes, substations, support fixtures, anchors, fences, all overhead and underground electrical cables, and all overhead and underground telecommunications cables), all of which, notwithstanding any rule of law or equity, shall at all times remain chattels of and the property of the Lessee even though attached to the Leased Lands. The Leased Lands may or may not initially include a permanent access road; and

(ii) Temporary Workspace: grants to Lessee:

- (A) the ongoing, non-exclusive right, license and permission to enter upon, use, occupy and access additional portions of the Said Lands surrounding the Leased Lands as a temporary workspace from time to time when reasonably necessary and with reasonable advance written notice (such areas hereinafter collectively called the “**Temporary Workspace**”), being those parts or portions of the Said Lands shown outlined in green on the sketch or plan identified as Exhibit “B” hereto attached, for the purposes of construction, repair, maintenance or decommissioning of the System and any of the aforesaid appurtenances thereto, and including temporary access for any equipment associated with or required for those purposes. The Lessee’s use of the Temporary Workspace on the Said Lands shall be subject to all of the provisions of this Lease, and consideration for such use by the Lessee throughout the term of this Lease is included in the calculation of the consideration payable to the Lessor under sub clause 2(c) below; and
- (B) all rights of ingress and egress to, on and over the Said Lands reasonably necessary to access the Temporary Workspace for purposes of exercising the right, license and permission granted in paragraph (A) above.

(b) Intentionally Deleted

(c) Intentionally Deleted

2. **Yielding and Paying unto the Lessor**

- (a) First Year Consideration for Leased Lands: For the first year of the term, the sum of **XX Hundred (XX) Dollars per acre** for the Leased Lands (which without restricting the provisions of clause 1 above, may contain associated electrical cables, telecommunications cables, and all permanent developed and undeveloped access roads, and ingress and egress, associated with the System), which sum includes initial consideration and fixed annual rental and compensation in full for adverse effect, market value of land granted, entry fee, capital damage, loss of use, severance, nuisance, noise, inconvenience done or caused to the Leased Lands, and weed control to the extent provided in clause 7; and
- (b) Annual Rental for Leased Lands: For each subsequent year after the first year of the term, and thereafter during the term of this Lease, a fixed annual rental of **xx (xx) Dollars per acre** for the Leased Lands, which sum includes rental and compensation in full for adverse effect, loss of use, severance, nuisance, noise and inconvenience, and weed control to the extent provided in clause 7, for the Leased Lands. This sum is payable annually, in advance, on or before the anniversary of the Effective Date hereof. This annual rental will be revised as provided in clause 21, for each succeeding five (5) year period of the term.
- (c) Consideration for Temporary Workspace: For the grant of the right of temporary use of the Temporary Workspace, the sum of **XX (\$) Dollars per acre per annum** to be paid as consideration for each separate grant of the Temporary Workspace.
- (d) Intentionally Deleted

THE LESSOR HEREBY COVENANTS AND AGREES TO AND WITH THE LESSEE:

3. **Taxes Paid by Lessor**

The Lessor will promptly pay and satisfy all taxes, rates and assessments that may be assessed or levied against the Said Lands during the continuance of this Lease except where the Lessee activities or improvements directly impact an increase in taxes

4. **Quiet Enjoyment**

The Lessor has good title to the Said Lands as hereinbefore set forth, has good right and full power to grant and lease the Said Lands, rights and privileges in manner aforesaid, and the Lessee, upon observing and performing the covenants and conditions on the Lessee's part herein contained, shall and may peaceably possess and enjoy the Leased Lands and Temporary Workspace and the rights and privileges hereby granted during the said term and any extension thereof without any interruption or disturbance from or by the Lessor or any other person claiming by, through or under the Lessor. Lessor further warrants that there are no deeds or agreements to secure debt, mortgages, liens or judgments or which

otherwise encumber the Said Lands except as set forth in the Certificate of Title to the Said Lands effective as of the Effective Date hereof.

5. Covenant Regarding Obstructions

The Lessor hereby grants (on behalf of itself and its successors and permitted assigns) a covenant in favor of the Lessee, not to construct or erect, or cause, suffer or permit to be constructed or erected, during the term of this Lease and all renewals thereof, on any of the Said Lands which were owned or controlled by the Lessor as of the Effective Date, in any direction surrounding the Leased Lands, any above ground structure causing shade to installed solar array and having a height greater than twenty (20) meters within one hundred (100) meters of the Leased Lands. This covenant is for the benefit of the Leased Lands (being the dominant tenement) and shall run with and burden every portion of the Said Lands (as the servient tenement). The parties agree that damages will be an insufficient remedy for breach of this covenant by the Lessor, and that the Lessee may seek an equitable remedy of specific performance or an injunction or both in respect of such covenant, in addition to any other remedies available to it in equity or at law.

6. Intentionally Deleted

7. Weed Control

During the term of this Lease the Lessee shall be responsible for and take all necessary precautions to keep down and destroy all noxious weeds on the Leased Lands, including any portion of the Leased Lands located inside Lessee's fenced perimeter surrounding the pad transformer and solar panels, and will ensure compliance with all applicable laws and regulations in respect of weeds on the Leased Lands.

8. Renewal

If the Lessee is not in default in respect of any of the covenants and conditions contained in this Lease at the date of expiration of the term of twenty-five (25) years initially hereinbefore mentioned or any subsequent five (5) year renewals if any, and the Lessee has provided to Lessor at least 60 days prior to and no earlier than 120 days prior to the date of expiration of the term with written request of renewal, then this Lease shall be renewed and the term extended for a further period of five (5) years, with the provisions of clause 21 hereof applying for the purposes of calculating the next ensuing fixed annual rental payment. Any such extended terms shall be subject to all the provisions hereof including this provision for renewal.

THE LESSEE HEREBY COVENANTS AND AGREES TO AND WITH THE LESSOR:

9. Rental

The Lessee shall pay the rental hereinbefore reserved in each and every year during the continuance of this Lease.

9A. Compliance with Laws

The Lessee covenants that the use made of the Said Lands shall be in conformity with all of the requirements of applicable legislation, zoning by-laws and any other municipal or governmental regulations which may affect the Said Lands. The Lessee shall comply with all policy, fire and sanitary regulations imposed by any municipal or provincial or federal authorities or recommendations or requirements made by fire insurance underwriters, and observe and obey all governmental regulations with respect to the use of the Said Lands.

10. Permanent Access Roads

The Lessee shall, if reasonably required by either party, ensure that any permanent access road on the Leased Lands is constructed to a low profile unless topography of the land dictates otherwise. Lessor requires complete access to lands not encumbered by equipment. Lessee will provide two access points to the property with gates in any fencing erected that are a minimum thirty feet (30') wide (See Exhibit "A").

11. Culverts

The Lessee shall construct and maintain such culverts and other structures on the Leased Lands as reasonably required to ensure the unimpeded flow of water through natural drainage courses. If a dispute should develop then Lessor has the right to seek a third-party engineering review to inform the Lessee as to possible remediation. All stormwater management will be designed to the 100-year storm event level. Any culverts or other structures on the Leased Lands related to water flow must be pre-approved in writing by the Lessor, such approval not to be unreasonably withheld or delayed.

12. Fencing

During the continuance of this Lease, the Lessee shall erect and maintain at its expense, around the boundaries of the System, on the Leased Lands, a good substantial boundary security fence as required by the Lessor for site security and insurance obligations, and replace all fences which the Lessee may have removed for its purposes, and repair all remaining fences which it may have damaged, and if and when reasonably required by the Lessor, provide a proper livestock guard at every point of entry upon the Said Lands used by the Lessee.

13. Taxes Payable by Lessee

The Lessee shall pay all taxes, rates and assessments that may be assessed or levied in respect of any and all machinery, equipment, structure and works placed by the Lessee, in, on, over or under the Leased Lands.

14. Compensation for Damages

If, at any time during the term of this Lease, the Leased Lands are materially damaged or destroyed as a result of the Lessee's construction and operation of the solar project, the Lessee shall pay to the Lessor compensation for damage done by it or its servants and agents as deemed reasonable by both Parties by way of a one-time lump-sum amount equal to the greater of: (a) the actual out-of-pocket costs incurred by the Lessor in remedying such damage; (b) the fair market value of **\$xx/acre**, as agreed between the Parties, each acting reasonably, at the time of such damage, destruction or removal; or (c) the contract price for **\$xx/acre** pursuant to a future contract to which the Lessor is a party at the time of such damage, destruction or removal and relating to such damage. This section shall be subject to the provisions of the *Surface Rights Act* (Alberta) R.S.A. 2000 c.S-24 in determining such compensation where applicable.

15. Indemnity

The Lessee agrees to be liable for and protect, indemnify, save and hold harmless the Lessor and its parents, affiliates, directors, officers, employees, agents, representatives, invitees and subcontractors, and at the Lessor's request, defend such entities, from and against any and all losses, expenses (including but not limited to legal fees on a solicitor and his own client full indemnity basis), damages, claims, suits, demands, judgments and causes of action, of any nature, including third party claims, including damage to the Said Lands, arising out of or connected with the use, occupancy or operations of the Lessee on the Said Lands, Leased Lands and Temporary Workspace, unless such damage is the result of any act, omission, wilful misconduct or negligence by the Lessor or those whom the Lessor is at law responsible for.

16. Insurance

- (a) General Liability Insurance: The Lessee shall obtain and keep in force, during the Term and during any time Lessee is performing Lessee's Decommissioning Obligation, insurance protecting both the Lessor and the Lessee against claims for personal injury, death, property damage or third party or public liability claims arising from any accident or occurrence upon the demised premises and/or easements, rights-of-way, and option or leased lands granted by the Lessor to The Lessee in respect of the Lessor's Lands, with policy limits of such amounts as are consistent with good industry practice per occurrence. Such insurance shall contain a cross-liability endorsement, an endorsement requiring thirty (30) days written notice to the Lessor prior to any change or cancellation of the policy and shall name the Lessor as an additional insured with respect to the operations of the Lessee.
- (b) Construction Insurance: Upon commencement of construction The Lessee shall obtain and hold liability insurance in a sum not less than Two Million Dollars Canadian (\$2,000,000.00 Canadian) per occurrence, which shall name the Lessor as an additional insured. The Lessee shall further obtain a Construction Completion Bond in favor of the Lessor for the work undertaken at any one time, in an amount sufficient to restore the Lessor's lands in the event that the construction is commenced, and a subsequent failure of all or part of the project ensues before that portion of the project is Commissioned.
- (c) Lessor's Right to Insure: If the Lessee defaults in any of its obligations under this Lease regarding insurance, the Lessor may, but is not obligated to, on fifteen (15) days' notice to Lessee, place any insurance at the cost and expense of the Lessee or pay any arrears of premiums, and any expense incurred by the Lessor in so doing, shall be reimbursed to it by the Lessee on demand.

17. Reclamation

The Lessee shall, prior to the surrender of the Leased Lands and Temporary Workspace, and within one hundred eighty (180) days after the termination or expiration of the Term, promptly restore the surface of the applicable Leased Lands and Temporary Workspace as nearly as possible to its original condition in accordance with the laws and regulations of the Province of Alberta. Forthwith following expiry of the term of this Lease or earlier termination, Lessee shall at its expense discharge any encumbrances registered by the Lessee against title to the Leased Lands in respect of this Lease.

18. Topsoil

The Lessee agrees to strip, conserve and preserve the subsoil and topsoil from those portions of the Leased Lands to be excavated by the Lessee, having regard to good soil conservation practices and as soon as reasonably possible having regard to the nature of the Lessee's operations, shall restore the subsoil and topsoil in their original order onto the Leased Lands within one hundred eighty (180) days after the termination or expiration of the Term.

19. Electrical Cables and Telecommunication Cables

The Lessee shall, where practical or required by law, bury all electrical cables and telecommunication cables under the permanent access road (if any) comprising part of the Leased Lands. Where the Lessee does not acquire a permanent access road as part of the Leased Lands, or where the Lessee's permanent access road and buried cable are not in common, or where it is impractical in the Lessee's opinion to include the right-of-way for the buried cable in the Leased Lands, the Parties will use reasonable efforts to determine satisfactory locations for a right of entry and rights-of-way or easements for buried cables. In the event that the Lessor and Lessee are unable to agree upon any additional locations or compensation which may be appropriate for such further right of entry and right-of-ways or easements, the compensation shall be determined in accordance with the dispute resolution provisions hereof.

THE LESSOR AND THE LESSEE DO HEREBY MUTUALLY COVENANT AND AGREE EACH WITH THE OTHER AS FOLLOWS:

20. Easements and Rights-of-Way

The Lessor acknowledges that in conjunction with the use and enjoyment of the Leased Lands by the Lessee, further grants of easements and right-of ways within the Said Lands as may be reasonably necessary to permit the installation and connection of power lines and related apparatus and communication facilities to the facilities and equipment of the Lessee on the Leased Lands. The Lessor shall grant such easements and rights-of way so as to permit the installation of any and all such power lines and related apparatus and communication facilities and to permit the required connections to be made to enable the Lessee to conduct its operations on the Leased Lands in furtherance of the Lessee's use and enjoyment of such Leased Lands, such easements and rights-of-way being subject to the approval of Lessor, which approval shall not be unreasonably or arbitrarily withheld.

21. Calculation of Rental Increases

The annual Leased Land rental payable under subclause 2(b) shall be increased annually as follows:

- (a) For years 2 to 10 the annual increase will be 2%,
- (b) Starting in year 11 and continuing to year 20, the annual percentage increase will equal the annualized rate of Canadian inflation calculated by Statistics Canada for the previous 10 years,
- (c) The percentage increase for the next 10 years, and for any subsequent extension period will be calculated using the same methodology as described under (b)

22. Perpetuities

Notwithstanding any of the provisions of this Lease, the rights of the Lessee pursuant to this Lease to acquire any further rights of entry, rights-of-way and Temporary Workspace in or in respect of the Said Lands or to otherwise acquire any interest in the Said Lands, shall not extend beyond 80 years as provided in section 18 of the *Perpetuities Act* (Alberta), R.S.A. 2000 c. P-5.

23. Surrender

The Lessee shall have the right at any time to surrender this Lease upon no less than one hundred eighty (180) days written notice to the Lessor, provided however that there shall be no refund to the Lessee of any rental which may have been paid in advance, and provided that the Lessee shall have complied with all provisions for abandonment and reclamation in accordance with applicable laws.

24. **Intentionally Deleted**

25. **Removal of Equipment**

The Lessee may at all times during the continuance of this Lease remove or cause to be removed from the Leased Lands all improvements, facilities, structures, material and equipment of any kind which it may have placed on or affixed to the Leased Lands or in any area to be surrendered; however, any such removal shall be executed in accordance with clauses 17 and 29. Notwithstanding the foregoing or anything to the contrary in this Lease, the Lessee shall not remove any equipment from the Said Lands for so long as a monetary default on the part of the Lessee under this Lease notice of which has been given to the Lessee in writing is in existence.

26. **Intentionally Deleted**

27. **Assignment by Lessee and Lessor**

- (a) The intention of the Parties with respect to the covenant contained in clause 5 is to ensure that all portions of the original Said Lands which were subject to this Lease as of the Effective Date remain subject to the covenant as if no sale or assignment of the Sold Lands (as hereinafter defined) had occurred. Accordingly, should the Lessor propose to sell, assign, transfer, convey or otherwise alienate or dispose of title to all or any portion of the Said Lands (the "**Sold Lands**") which are burdened by the covenant in clause 5, the Lessor (as vendor or transferor) shall make it a condition of any such sale or transfer that the purchaser or transferee agrees with the Lessee in writing under seal to assume the burden of that covenant in full against the Sold Lands as servient tenement, such that benefit of such covenant accrues to all or any portion of the Leased Lands (whether located on the Sold Lands or the retained Said Lands), as dominant tenement as if the purchaser or transferee of the Sold Lands were an original party to this Lease. All assignment provisions of this Lease shall apply to any successor or permitted assign of the Lessor or of the above-referenced purchaser or transferee. Similarly, the covenant granted by the Lessor shall continue to burden the retained Said Lands and shall continue to accrue to the benefit of any portion of the Sold Lands to the extent same are comprised, or will be comprised at a future date, of the Leased Lands, as of the date of such sale or transfer.
- (b) If the estate and interest of a party in this Lease or the Said Lands or both or any portion thereof or interest therein is sold, assigned, transferred, conveyed or disposed of in any manner (which sale, assignment, transfer, conveyance or disposition by the Lessor shall not require the consent of the Lessee subject to compliance with the applicable provisions of this clause 27; which sale, assignment, transfer, conveyance or disposition by the Lessee shall require the prior written consent of the Lessor, such consent not to be unreasonably or arbitrarily withheld, delayed or conditioned, and be in compliance with the applicable provisions of this clause 27) the provisions of this Lease shall inure to the benefit of and be binding upon the Parties hereto and each of them, their respective heirs, executors, administrators, successors and permitted assigns, and shall constitute a grant, interest and covenant in and running with the Said Lands. Notwithstanding the foregoing, the party effecting such sale, assignment, transfer, conveyance or disposition shall cause any person to which such sale, assignment, transfer, conveyance or disposition is made to enter into an agreement pursuant to which such person agrees to assume all of the obligations and covenants of such party contained in this Agreement, which agreement shall be in form and substance satisfactory to the other party, acting reasonably, whereupon such party shall be released from any obligations and liabilities arising under or in connection with this Lease from and after the effective date of such sale, assignment, transfer, conveyance or disposition.
- (c) No sale, assignment, transfer, conveyance or disposition shall be effective or binding on the non-assigning party: until that non assigning party has received notice thereof, which notice shall include the name and address of the assignee; with respect to the devolution of all or part of the estate in the Said Lands to the heir, administrator or executor of a party, until written notice of such devolution and copies of pertinent documents evidencing such devolution is provided to the non-assigning party.
- (d) For avoidance of doubt, the provisions of this clause 27 are subject to the provisions of clauses 31 and 32.

28. Default

Notwithstanding anything herein contained to the contrary, the Lessee shall not be in default in the performance of any of its covenants or obligations under this Lease, including the payment of consideration under any of clauses 2, 3, or 8 hereof, unless and until the Lessor has notified the Lessee of such default in writing and (i) the Lessee has failed to remedy such default within thirty (30) days (or such shorter period as may be provided in this Lease), or (ii) if such default cannot reasonably be remedied within thirty (30) days, the Lessee has failed to commence action to remedy the same within thirty (30) days of receipt of such notice and fails thereafter to diligently continue to complete such remedial action. Rental payment must be brought current within the thirty (30) days specifically to cure that default. In the event of any default as aforesaid, the Lessor may exercise all rights and remedies available to the Lessor at law or in equity, including the right to terminate this Lease by notice in writing to the Lessee, subject always to the provisions of clauses 31 and 32 hereof and any agreements entered into by the Lessor with or for the benefit of a Leasehold Mortgagee.

29. Surrender and Decommissioning of the Site

(a) Lessee's Decommissioning Obligations

Upon the termination or expiration of the Term, Lessee shall surrender the Leased Lands and any areas of easements or right-of ways granted pursuant to clause 20 (the "**Easement Areas**"). Within one hundred eighty (180) days after the termination or expiration of the Term, Lessee shall decommission, dismantle and remove the System and all other property of Lessee located on the Leased Lands and the Easement Areas and shall repair any damage caused by such removal, and shall complete the reclamation and topsoil obligations pursuant to clauses 17 and 18, all in accordance with the laws and regulations of the Province of Alberta and any permits, licences, or any other authorizations related to the Lessee's operations on the Said Lands (collectively, "**Lessee's Decommissioning Obligation**"); provided, Lessee's Decommissioning Obligation shall not include the requirement to dismantle, abandon or remove any underground utilities buried greater than 1.22 m or four feet (4'). Provided Lessee complies with all relevant laws, reasonable safety requirements of Lessor, and clause 16, Lessor hereby grants to Lessee permission to enter upon the Leased Lands and the Easement Areas to perform Lessee's Decommissioning Obligation which permission shall be effective commencing upon the date of the termination or expiration of the Term and shall terminate on the earlier of the date Lessee has completed the performance of Lessee's Decommissioning Obligation and one hundred eighty (180) days after the termination or expiration of the Term.

(b) Security for Lessee's Decommissioning Obligation

- (i) Within sixty (60) days following the substantial completion of the construction and installation of the System, the Lessee shall deliver to the Lessor one or more letters of credit (collectively, the "**Letter of Credit**") to be held and dealt with by the Lessor in accordance with this clause 29(b) as continuing collateral security for the performance by the Lessee of the Lessee's Decommissioning Obligation.
- (ii) The Letter of Credit shall be an irrevocable standby letter of credit which shall:
 - (A) be in the initial amount of \$10,000 (the "**Initial Letter of Credit**"), subject to the increases provided for in clause 29(b)(iii);
 - (B) name the Lessor as beneficiary;
 - (C) have an initial expiry date of not earlier than one (1) year from the date of its issue;
 - (D) provide that the issuer thereof shall automatically renew and extend the Letter of Credit for further successive periods of one (1) year unless, at least thirty (30) days prior to any expiration thereof, the Lessor shall have been given notice in writing that such Letter of Credit shall not be extended and specifying the date on which it shall expire. If a substitute Letter of Credit has not been provided to the Lessor at least ten (10) days prior to such expiration, the Lessor may draw upon the Letter of Credit and shall hold the proceeds as security for the payment and performance of the Lessee's Decommissioning Obligations;

- (E) be issued by a Canadian Schedule I Chartered Bank, ATB Financial or another lender satisfactory to Lessor, acting reasonably;
- (F) permit drawings thereunder (including partial drawings) on the presentation of sight drafts by the Lessor to the issuing bank at a branch located in Calgary, Alberta accompanied by a certificate of the Lessor stating that it is a drawing under the Letter of Credit in accordance with the provisions of this Lease; and
- (G) be otherwise on terms and conditions satisfactory to the Lessor, acting reasonably.

Any further letter of credit or replacement letter of credit provided by the Lessor from time to time shall be deemed to be a Letter of Credit for the purposes of this clause and shall be held and dealt with by the Lessor as such.

- (iii) The Lessee shall provide a further letter of credit or a letter of credit in replacement of a letter of credit held by the Lessor or an amendment to any such letter of credit such that the aggregate amount of the Letter of Credit held by the Lessor is as follows:
 - (A) within sixty (60) days following the substantial completion of the construction and installation of the System, the aggregate amount of \$25,000;
 - (B) on the fifth anniversary of the Initial Letter of Credit being issued, the aggregate amount of \$50,000;
 - (C) on the tenth anniversary of the Initial Letter of Credit being issued the aggregate amount of \$75,000;
 - (D) on the fifteenth anniversary of the Initial Letter of Credit being issued the aggregate amount of \$100,000; and
 - (E) on the twentieth anniversary of the Initial Letter of Credit being issued the aggregate amount of \$250,000.
- (iv) If Lessee fails to perform Lessee's Decommissioning Obligation as required pursuant to sub clause 29(a) above, upon no less than thirty (30) days prior written notice from Lessor to Lessee and Lessee's failure to provide reasonable assurance to Lessor within such thirty (30) day period that Lessee will perform and complete Lessee's Decommissioning Obligations within a reasonable time thereafter, Lessor may undertake the performance of Lessee's Decommissioning Obligation. Lessee shall pay to Lessor the costs and expenses incurred by Lessor in performing the Lessee's Decommissioning Obligations within ten (10) days following receipt from the Lessor of an invoice and such supporting documentation which confirms the completion of the Lessee's Decommissioning Obligations and the costs and expenses incurred by the Lessor as Lessee may reasonably request. Lessor may make drawings under the Letter of Credit and apply the proceeds thereof to or towards any amounts then due and payable by Lessee to Lessor as aforesaid and unpaid.
- (v) Upon the completion of the Lessee's Decommissioning Obligations and the payment of any amounts owing to Lessor by Lessee pursuant to this clause 29, Lessor shall return the Letter of Credit to Lessee together with a direction to the issuer of the Letter of Credit that the Letter of Credit is to be cancelled.

30. **Dispute Resolutions**

- (a) Any matter or issue arising under or by virtue of this Lease which cannot be agreed upon by the Lessor and the Lessee shall be determined by arbitration, pursuant to the provisions of the *Arbitration Act*, (Alberta), c. A-43, RSA 2000. For any arbitration, three disinterested arbitrators shall be appointed, one by the Lessor, one by the Lessee, and the third to be appointed by the two arbitrators previously appointed. The arbitrators appointed shall be competent and have expertise with respect to the matter in dispute and shall render their decision in writing within ten (10) days of the conclusion of the submissions. The responsibility for the arbitration costs shall be determined by the appointed arbitrators whose decision shall be final and binding on the Parties hereto.

31. **Grant of Leasehold Mortgages**

- (a) The Lessee may from time to time, without the prior written consent of the Lessor, encumber the Lessee's interest in this Lease by charge, mortgage, deed of trust, general security agreement or other real or personal property security instrument (a "**Leasehold Mortgage**") and the holder thereof being a "**Leasehold Mortgagee**") and extend, modify, renew or replace each such Leasehold Mortgage, provided that any Leasehold Mortgage and all rights acquired under it shall be subject to each and all of the covenants, conditions and restrictions stated in this Lease and to all rights and interests of the Lessor and further provided, that the Leasehold Mortgagee shall deliver a true copy of any Leasehold Mortgage to the Lessor along with an address for Notices. Nothing contained in such Leasehold Mortgage(s) shall release or be deemed to relieve the Lessee from full and faithful observance and performance of the terms, covenants and conditions herein contained to be observed and performed by the Lessee or from any liability for the non-observance or non-performance of any of the terms and conditions hereof, nor be deemed to constitute a waiver of any rights of the Lessor hereunder, except as expressly provided for herein.
- (b) At the request of the Lessee or Leasehold Mortgagee, the Lessor shall: (i) execute, acknowledge and deliver to such Lessee or Leasehold Mortgagee, a written statement certifying: (A) that the Lease is unmodified and in full force and effect; (B) the dates to which the Lessee's monetary obligations hereunder have been paid in advance; (C) whether, to the knowledge of the Lessor, the Lessee is in default under this Lease; and (D) as to such other matters in respect of the Lessee or this Lease as the Leasehold Mortgagee may reasonably request; and (ii) enter into any estoppel and consent agreement recognizing the rights and protections of the Leasehold Mortgagee outlined in this Lease, which agreement shall be acceptable to the Lessor and the Leasehold Mortgagee, each acting reasonably, provided however that the Lessee or Leasehold Mortgagee shall pay Lessor for Lessor's reasonable administration costs related its time responding to any such requests.

32. **Provisions for the Protection of Leasehold Mortgagees**

- (a) No notice, demand, election or other communication required or permitted to be given under this Lease (each of the foregoing being hereinafter referred to as a "**Notice**") which is given by Lessor to Lessee shall be considered to have been delivered to Lessee unless and until a copy thereof shall have been given to the Leasehold Mortgagee. All copies of Notices to be given to any Leasehold Mortgagee as provided by this provision shall be given in the same manner as is provided in this Lease in respect of Notices given by Lessor to Lessee.
- (b) Unless and until a Leasehold Mortgagee succeeds to the interest of the Lessee under this Lease, such Leasehold Mortgagee shall not be liable for any of Lessee's covenants in this Lease, provided that a Leasehold Mortgagee shall be liable to perform Lessee's covenants in this Lease only during the time such Leasehold Mortgagee has ownership or possession of the Leased Lands and provided further that upon the assignment of this Lease by such Leasehold Mortgagee to an assignee who has agreed in writing with Lessor to be bound by Lessee's covenants contained in this Lease, the liability (if any) of such Leasehold Mortgagee for any of Lessee's covenants contained in this Lease shall cease.
- (c) Lessor agrees for the benefit of the Leasehold Mortgagee that it will not, without thirty (30) days prior written notice to the Leasehold Mortgagee: (a) amend or modify, or take any action causing, consenting to or accepting the amendment or modification of this Lease. The Lessor and the Lessee further agree with the Leasehold Mortgagee that the exercise of any right of surrender on the part of Lessee contained in this Lease shall require the prior written consent of the Leasehold Mortgagee.
- (d) If at any time during the term of the Lease and so long as the Leasehold Mortgagee shall retain any interest or charge upon Lessee's interest in the Lease and the Leased Lands, Lessee shall default in the performance of any of the covenants, conditions or agreements in this Lease, then:
 - (i) Lessor, before becoming entitled as against Lessee or the Leasehold Mortgagee to exercise any of rights and remedies in respect of such default, shall give notice in writing to the Leasehold Mortgagee of the default and the particulars thereof at the same time as Lessor gives notice of same to Lessee under the provisions of

this Lease or any applicable law, and upon receipt of such notice, the Leasehold Mortgagee shall:

- (A) in the case of a default requiring the payment of money, have a period of thirty (30) days after the expiry of the applicable cure period provided in the Lease, within which to remedy such default; or
- (B) subject to the next following paragraph (ii), in the case of a default other than a default requiring the payment of money, have thirty (30) days after the expiry of the applicable cure period provided in this Lease, within which to remedy such default, or if such default cannot be cured within such period of thirty (30) days, the Leasehold Mortgagee shall have such further period of time as may reasonably be required to remedy such default, considering the nature of such default, so long as the Leasehold Mortgagee takes steps or reasonable action to commence to remedy the same within thirty (30) days and thereafter proceeds to remedy the same with diligence and provides to Lessor evidence as to the steps being taken by it in respect of the foregoing, if and when requested by Lessor;

and during any such time period, Lessor shall not cancel, forfeit or terminate this Lease or exercise any of the other rights and remedies of Lessor in respect of such default; and

- (ii) if the event giving rise to a default by Lessee under this Lease is the bankruptcy or insolvency of Lessee or any other event which cannot be remedied by Lessee or the Leasehold Mortgagee (an "**Incurable Default**"), Lessor agrees with Lessee and the Leasehold Mortgagee not to exercise any right to cancel, forfeit or terminate this Lease or exercise any of the other rights and remedies of Lessor in respect of such default, if the Leasehold Mortgagee, within a period of thirty (30) days after delivery of notice in writing from Lessor to the Leasehold Mortgagee advising the Leasehold Mortgagee of such Incurable Default, or such further period of time as may reasonably be required by the Leasehold Mortgagee:
 - (A) shall have cured all defaults, other than the Incurable Default, of which the Leasehold Mortgagee shall have been given notice by Lessor pursuant to the preceding paragraph (i); and
 - (B) shall have commenced Protecting its Security;

provided, however, that nothing herein shall restrict Lessor from exercising its rights and remedies under this Lease with respect to all further defaults under this Lease occurring after the Leasehold Mortgagee shall have commenced Protecting its Security, subject to the provisions of this Lease and any agreement between Lessor and the Leasehold Mortgagee dealing with notice required to be given to the Leasehold Mortgagee of any such further default. For purposes of this Lease, "**Protecting Its Security**" shall mean that:

- (a) the Leasehold Mortgage shall have taken action of any kind whatsoever to enforce its security under the Leasehold Mortgage.
 - (b) the Leasehold Mortgagee, or any person for or on behalf of the Leasehold Mortgagee or any receiver, receiver-manager or monitor appointed by the Leasehold Mortgagee, whether or not such person is categorized as the agent of Lessee, taking possession of the Leased Lands or any portion thereof pursuant to the Leasehold Mortgage; or
 - (c) paying any amount or performing any act to remedy any default of Lessee under the Lease which would constitute the Leasehold Mortgagee a mortgagee in possession of the Leased Lands.
- (e) If:
 - (i) any default (other than an Incurable Default) of which notice shall have been given to the Leasehold Mortgagee is not remedied by the Leasehold Mortgagee as set forth in paragraph (d)(i) above; or
 - (ii) in the case of an Incurable Default, the Leasehold Mortgagee shall not have complied with paragraph (d)(ii) above.

then, subject always to the provisions of paragraph (h) below, the Lessor shall be at liberty to exercise any of its rights or remedies to which it may be entitled under this Lease without any further limitation on such rights and remedies.

- (f) A Leasehold Mortgagee may enforce its Leasehold Mortgage in any lawful way and may, without limitation to the foregoing, transfer Lessee's interest under this Lease to the Leasehold Mortgagee and/or to one or more purchasers: (a) at a foreclosure sale by judicial or non-judicial foreclosure and sale; (b) by a conveyance by Lessee in lieu of foreclosure; or (c) by any other assignment or conveyance, including by the Mortgagee following foreclosure and sale, or as a result of any other legal proceeding, shall not require the consent of Lessor save and except where the assignee or purchaser is engaged in a business which is competitive to that of the Lessor in which event the consent of Lessor to such assignment or sale shall be required and may be withheld by the Lessor in its sole and absolute discretion. Lessor agrees that upon such foreclosure, sale, conveyance, assignment or other proceeding in accordance with the foregoing, it will recognize the Leasehold Mortgagee or such other purchaser(s) as the successor to Lessee under this Lease, subject to the consent of the Lessor being obtained as aforesaid if applicable.
- (g) If the security constituted by the Leasehold Mortgage shall become enforceable and the Leasehold Mortgagee shall commence Protecting its Security (as defined above) whether directly or through its agents, Leasehold Mortgagee shall provide written notice of same to Lessor, and then so long thereafter as the terms and conditions of this Lease are observed and performed, the Leasehold Mortgagee shall be entitled to enforce its rights under the Leasehold Mortgage as against the interest of Lessee in and to this Lease and the Leased Lands and Lessor shall not exercise any of its remedies pursuant to this Lease except as in accordance with this clause 32.
- (h) If this Lease is cancelled, rejected, repudiated, disclaimed and/or terminated by Lessor as a result of a default by Lessee or by operation of law (a "**Termination Event**"), Lessor agrees to promptly deliver to the Leasehold Mortgagee written notice of such Termination Event, together with a statement of all sums which would, at the time, be due under this Lease were it not for the Termination Event and all other curable defaults, if any. At the option of a Leasehold Mortgagee, Lessor shall enter into a new lease (the "**New Lease**") of the Leased Lands with the Leasehold Mortgagee or with such other third party as the Leasehold Mortgagee directs in writing and is approved by Lessor, acting reasonably (the "**New Tenant**"), effective as of the date of the Termination Event for the remainder of the Term (as if it had not been cancelled, rejected, repudiated, disclaimed and/or terminated) upon the same terms, covenants and conditions of this Lease, subject to the following qualifications:
 - (i) the Leasehold Mortgagee shall make written request to Lessor for the New Lease within thirty (30) days after the date on which the Leasehold Mortgagee received notice from the Lessor of the Termination Event;
 - (ii) the Leasehold Mortgagee or the New Tenant pays to Lessor at the time of execution and delivery of the New Lease all amounts of rent which would, at the time of execution and delivery of the New Lease, be due under this Lease were it not for the termination; and
 - (iii) the Leasehold Mortgagee or the New Tenant shall remedy all of Lessee's defaults under this Lease, which are reasonably capable of being cured by the Leasehold Mortgagee or the New Tenant, existing as of the date of the execution of the New Lease as if this Lease had not been terminated. Despite the foregoing, nothing in this Lease requires any Leasehold Mortgagee or the New Tenant as a condition to its exercise of any of its rights under this section to cure any default of Lessee that is not capable of being cured by the Leasehold Mortgagee or the New Tenant, including without limitation a default consisting of the bankruptcy or insolvency of Lessee, in order to comply with the provisions of this section or as a condition of entering into the New Lease.
- (i) The parties shall cooperate in including herein, by suitable amendment from time to time, any provision which a Leasehold Mortgagee reasonably requests for the purpose of implementing or amending the provisions of this clause 32 or affording such Leasehold Mortgagee reasonable protection of its Leasehold Mortgage in the event of a default by Lessee; provided, however, that Lessor shall not be required to include herein any additional term or provision that materially limits, reduces or impairs the rights of Lessor under this Lease and provided, further, that all costs associated with such amendment

shall be borne by Lessee or Mortgagee. The parties agree to execute and deliver (and to acknowledge, if necessary for recording purposes) any document or instrument reasonably necessary to give effect to any such provision.

- (j) Lessor hereby agrees that it will not exercise any rights of distress upon any personal property of Lessee, a portion of which is, or may from time to time become, located upon, removed from or owned or used in connection with the Leased Lands (the “**Collateral**”) without the prior written consent of the Leasehold Mortgagee. Following the occurrence of an event of default under the security held by the Leasehold Mortgagee, the Leasehold Mortgagee (or a duly appointed receiver) may, by written notice to Lessor, request that Lessor deliver up any Collateral in its possession to the Leasehold Mortgagee (or the receiver) and Lessor agrees to do so as soon as reasonably practicable following receipt of such notice.

33. Postponement / Non-Disturbance

- (A) The Lessor shall cooperate with the Lessee to obtain whatever postponements or non-disturbance agreements which may be requested by the Lessee from any party or parties holding prior encumbrances registered against the title to the Said Lands.
- (B) In the event of default by the Lessor of any financial or other encumbrance capable of constituting a valid charge against the Leased Lands, the Lessee may at its option pay or discharge all or part of any balance owing under any agreement for sale or mortgage, or of any withholding or other tax, charge, lien or encumbrance of any kind or nature whatsoever which may now or hereafter exist on or against or in any way affect the Said Lands or the Leased Lands, in which event the Lessee shall be subrogated to the rights of the holder or holders thereof, and may in addition thereto, at its option, reimburse itself by applying on account of repayment of the amount so paid by it the rentals or other sums accrued or accruing to the Lessee under the terms of this Agreement. Any sums so applied shall, for all purposes of this Agreement, be deemed to have been paid to and received by the Lessee in payment of such rentals or other sums accrued or accruing to the Lessee under the terms of this Agreement.

34. Notices

All notices, communications, payments and deliveries (collectively called the “**Notices**”) to be given hereunder shall be given in writing. All such Notices and all payments to be tendered hereunder may be given personally or by mail addressed to the party to whom the Notice is to be given. When delivered personally, such Notice shall be deemed received on the day of delivery, and when mailed, such Notice shall be deemed to be given to, and received by, the addressee four (4) days after the mailing thereof, postage prepaid, provided however that if a Notice is mailed and a disruption of postal services occurs before the date of deemed receipt of such Notice, such Notice shall not be deemed to be received until the expiration of four (4) days following the resumption of postal service.

Unless changed by written notice the addresses of the Parties hereto shall be:

Lessee: **PACE Canada LP,
by its general partner 2079816 Alberta Ltd.,
700-602 12 Avenue SW
Calgary Alberta T2R 1J3**

Attention: Alex Ross, Director

Lessor: **xx**

Registration

The Lessee may file a caveat against title to the Said Lands in respect of its interests under this Lease, provided that the Lessee shall discharge any such caveat within sixty (60) days following the expiration termination or surrender of this Lease.

35. Severability

If, and to the extent that, any court of competent jurisdiction determines that it is impossible to construe any provision of this Lease and as a consequence holds that provision to be invalid, such holding shall not affect the validity of the other provisions of this Lease, which shall remain in full force and effect.

36. Inurement

This Lease and everything herein contained shall insure to the benefit of and be binding upon the Lessor, his/her heirs, executors, administrators, successors and assigns and upon the Lessee, its successors and assigns.

37. Governing Law

This Lease shall for all purposes be construed according to the laws of the Province of Alberta and the laws of Canada applicable therein. Any references herein to specific legislation shall be deemed a reference to amending or successor legislation thereto once same is enacted and in force.

38. Limitation Act

The Parties confirm the two-year period for seeking a remedial order under section 3(1)(a) if the *Limitations Act*, S.A. 2000 c. L-12 for any claim (as defined in that Act) arising in connection with this Lease.

39. Effect of Waiver or Forbearance

No waiver by any party of any breach by any other party of any of its covenants, agreements or obligations contained in this Lease shall be or be deemed to be a waiver of any subsequent breach thereof or the breach of any other covenants, agreements or obligations; nor shall any forbearance by any party to seek a remedy for any breach by any other party be a waiver by the party so forbearing of its rights and remedies with respect to such breach or any subsequent breach. The subsequent acceptance of rent by the Lessor shall not be deemed a waiver of any preceding breach by the Lessee of any term, covenant or condition, regardless of the Lessor's knowledge of such preceding breach at the time of the acceptance of such rent. All rent and other charges payable by the Lessee to the Lessor hereunder shall be paid without any deduction, set-off or abatement whatsoever, and the Lessee waives the benefit of any statutory or other right in respect of abatement or set-off in its favour at the time hereof or at any future time.

40. Time of Essence

Time is of the essence of this Lease and every part hereof.

IN WITNESS WHEREOF the Lessor has hereunto set his/her hand and seal and the Lessee has affixed its corporate seal duly attested by the hands of its proper officers, all as of the day and year first above written.

SIGNED, SEALED AND DELIVERED in the presence of:	Lessor:
	XX
	Per: _____
	Per: _____
	Per: _____

Lessee:
2079816 Alberta Ltd. in its capacity as General Partner of PACE CANADA LP
Per: _____
Per: _____

EXHIBIT "A"

Map of Leased Lands as described by Certificate of Title No. xx

Insert map

**AFFIDAVIT OF
EXECUTION**

C A N A D A)
PROVINCE OF ALBERTA)
T O W I T:)

I, _____, of the City of _____, in the Province of Alberta, Land Agent MAKE OATH AND SAY AS FOLLOWS:

1. THAT I was personally present and did see _____ on behalf of _____, of _____, in the Province of Alberta, named in the attached Option for Alberta Surface Leases, who is/are personally known to me to be the person(s) named therein, duly sign, seal and execute the same for the purposes named therein;

0. THAT the said Option for Alberta Surface Leases was executed at the area of _____, in the Province of Alberta and that I am the subscribing witness thereto;

0. THAT I know the said _____ on behalf of _____, of **City of St Albert**, in the Province of Alberta, and he/she/each is/are in my belief eighteen years of age or more.

SWORN before me at the City of _____)
St Albert, in the Province of Alberta,)
this ___day of __, 202x.)

A Commissioner for Oaths in and for the Province of Alberta

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

C A N A D A)
PROVINCE OF ALBERTA)
T O W I T:)

I, Candace Renee Stein, of the County of Newell, in the Province of Alberta, Land Agent MAKE OATH AND SAY AS FOLLOWS:

1. I am an officer or a director of **2023438 ALBERTA LTD.** named in the within or annexed instrument.
2. I am authorized by the corporation to execute the instrument without affixing a corporate seal.

SWORN before me at the City of _____)
Calgary, in the Province of Alberta,)
this ___day of __, 2018.)

A Commissioner for Oaths in and for the Province of Alberta

CONSENT BY OCCUPANT, VENDOR, MORTGAGEE OR OTHER INTERESTED PARTY

I/WE, _____, of _____, in the Province of Alberta, having an interest in the within lands by virtue of an Agreement or Instrument dated the ___ day of __, A.D., __, DO HEREBY AGREE that all my rights, interests and estate which are, or may be, affected by the above Option for Alberta Surface Lease, shall be fully bound by all the terms and conditions thereof both now and henceforth.

DATED AT _____, in the Province of Alberta, this ___ day of __, A.D., 202x.

Witness

XX

AFFIDAVIT OF EXECUTION

C A N A D A)
PROVINCE OF ALBERTA)
T O W I T :)

I, _____, of the City of _____, in the Province of Alberta, Land Agent MAKE OATH AND SAY AS FOLLOWS:

1. THAT I was personally present and did see _____, (**Occupant**), of _____, in the Province of Alberta, named in the attached Option for Alberta Surface Leases, who is/are personally known to me to be the person(s) named therein, duly sign, seal and execute the same for the purposes named therein;

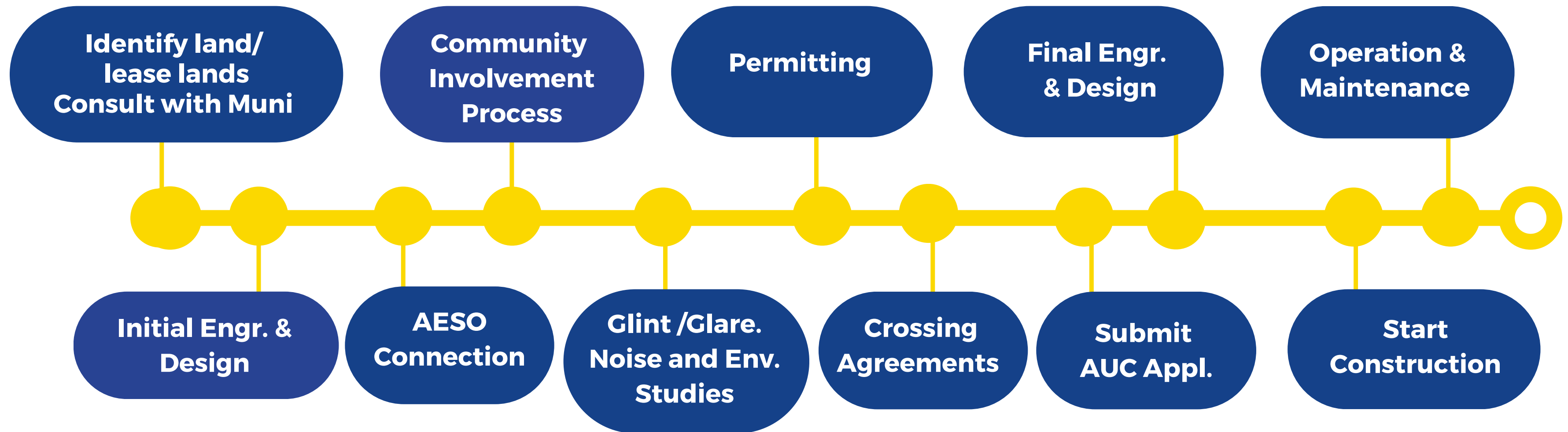
0. THAT the said Option for Alberta Surface Leases was executed at the area of _____, in the Province of Alberta and that I am the subscribing witness thereto;




0. THAT I know the said _____, (**Occupant**), of _____, in the Province of Alberta, and he/she/each is/are in my belief eighteen years of age or more.

SWORN before me at the _____, in the Province of Alberta,)
this _____ day of _____, 202x)

A Commissioner for Oaths in and for the Province of Alberta

Typical solar farm development process



-  Completed
-  Not started
-  In-progress

CAROLINE SOLAR PROJECT

CONSERVATION AND RECLAMATION PLAN

VERSION 1

Plan Completed By



McCallum Environmental Ltd.

May 24, 2023

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Version History

Version	Date	Changes Made By	Changes to Sections
1	May 24, 2023	N/A	N/A

1 Introduction

This Conservation and Reclamation Plan (C&R) will serve as a field guide to ensure successful conservation and reclamation of soils and vegetation components at the proposed Caroline Solar Project (CSP). The CSP is proposed by PACE Canada LP (PACE).

The CSP will include panel areas, access roads, collector lines, a perimeter fence, inverters, and transformers. Foundations for infrastructure are anticipated to be pounded steel piles or helical ground screws. Permanent gravel access roadways will be constructed using a suitable depth of granular material. The entire CSP, except for new access roads, control house and inverter and transformer pads is anticipated to be covered with low growing perennial vegetation.

PACE proposes the construction of a photovoltaic (PV) solar power electrical generation project immediately northwest of the town of Caroline, Alberta. The CSP will be located on privately-owned land and will encompass approximately one half of a quarter section. The CSP will be situated on cultivated land with no native prairie being directly affected by the CSP.

With respect to this C&R plan, the purpose of this C&R is to provide the desktop review assessments (“DRA”) to guide effective construction and reclamation practices in the absence of field collected information. The DRA purpose is to define the area which the field-based Pre-disturbance Site Assessment (“PDSA”) will be conducted after the AUC approval has been received and the soil and habitat types present which are expected to be affected by the CSP’s infrastructure.

The panels will be aligned in table rows and will be mounted on racking structures. It is expected that the racking systems will have negligible effect on the soils of the CSP location, both above and below ground, as the area of the piles compared to the area of the CSP location is small. Re-vegetated ground cover will be located in and around the base of the solar panel racking.

The lands proposed for development include the solar panels, gravel access roads, inverter, and transformer pads and the general fenced area. Although the solar panels themselves are impervious, rainwater will land on the solar panels and runoff directly onto the ground below the individual panels. Minimal erosion is anticipated beneath each solar panel once the ground cover vegetation is re-established after construction. The overall effects of the runoff generated from the solar panels will be minimal, as most of the anticipated ground cover during the operations phase (i.e., a low-growing native grassland species) are expected to improve hydrologic conditions relative to existing conditions (i.e., longer duration flow paths and reduced runoff potential).

2 Conservation and Reclamation Directive

Per the Conservation and Reclamation Directive for Renewable Energy Operations (the "Directive"; Government of Alberta (GOA) and AEP 2018), the C&R plan must meet the requirements under the directive and include a DRA. In this report only the DRA is included and a PDSA will be conducted prior to construction once PACE receives an AUC approval (as per Figure 1 in the Directive).

Per section 5.2.2.2 in the Directive, a PDSA will be required.

3 C&R Plan Assumptions

The C&R Plan was developed using several key assumptions regarding closure planning, detailed reclamation planning, end land uses and final certification and release of certain lands back to the landowner, including the following:

- changes to the construction plan will require modification of the reclamation and closure plans.
- the probability of design changes to the CSP increases over time and changes are therefore expected.
- reclamation of the landscape will be integrated with the surrounding undisturbed terrain.
- reclamation will be stable with self-sustainable drainage patterns.
- the C&R Plan provided is conceptual in nature due to the evolutionary nature of construction technology development, planning and reclamation planning.
- current soil handling practices provide the basis for soil reconstruction and revegetation practices.
- the revegetation program will be guided by success of restoration activities using perennial species and information gained from land users (i.e., landowner(s)) during the reclamation phases; and,
- the C&R Plan is conceptual in nature, and it is recognized that it is not currently possible to accurately predict all outcomes.

4 Desktop Analysis

4.1 Soils

The Agricultural Region of Alberta Soil Inventory Database was consulted to provide data on soils in the Caroline Solar Project area (Alberta Soil Information Viewer, 2019). One mapped soil polygon is present within the Caroline Solar Project and are classified as the Brunisolic soil order. Refer to Table 1 for the soil results obtained from the Alberta Soil Inventory Database search.

Table 1. List of soil series found at the CSP.

Map Unit Name	Soil Order	Soil Subgroup	Drainage
CAZG1/U1h	Brunisolic	Brunisolic Gray Luvisol	Well
CAR1/U1h	Brunisolic	Brunisolic Gray Luvisol	Well

4.2 Vegetation

The CSP footprint is located primarily on cultivated lands, other habitat types include wetlands, ephemeral waterbodies, and oil and gas road infrastructure.

5 Pre-Disturbance site assessment survey locations

The PDSA will occur as per the Conservation and Reclamation Directive for Renewable Energy Operations. For certainty, the PDSA has not yet been completed.

6 SOILS HANDLING

No soil stripping is anticipated to occur under the solar panel arrays unless required for localized grading and/or unforeseen circumstances (e.g., pile refusals requiring localized excavation around pile). Soil stripping is expected to be required along all-weather graveled access roads in the CSP (primary access roads) to accommodate site drainage. Service roads between solar arrays will not be stripped. Additional clearing will occur at the substation, and inverter locations. Soils will be reclaimed following construction in areas of localized stripping.

All soil stripping and leveling should use a two-lift soil stripping method:

- 1) Topsoil stripping requires accurate depth control of a grader or equivalent machine to ensure that subsoils and topsoils are accurately separated. Multiple passes are preferred to a single pass.
- 2) The first lift will remove the A-horizon to the color change (B-horizon).
- 3) The second lift will remove the B-horizon. Both A and B-horizons will be stockpiled on the edges of the lease with a 1m separation between horizons. Care will be taken to avoid mixing while handling and stockpiling soils. The soils will be preserved and used for production and final reclamation. The remaining C-horizon will be used as cut and fill to level each lease to accommodate the necessary equipment.
- 4) All stripped soils will be stored separately.
- 5) Conduct topsoil stripping on cultivated lands during nonfrozen conditions.
- 6) Strip either the trench and spoil area (for collector lines) and store topsoil on edge of spoil side of right-of-way.
- 7) Suspend stripping during periods of high winds or when soils are excessively wet.

- 8) Leave breaks in the topsoil windrow at obvious drainage courses.
- 9) Implement erosion control for wind and water erosion as required.

6.1 Soil Disturbance Timing

Construction procedures which involve surface disturbance such as stripping, grading, or travelling on un-stripped soil will be limited to an as-needed basis, and ideally performed only once, if possible. When surface disturbance is required, it will be conducted under suitably dry and/or frozen ground conditions, as much as possible. This helps to minimize the potential disturbance to un-stripped sod/topsoil and allows construction to take place unimpeded by most adverse weather. Once construction is complete, the soil will be reseeded with a seed mix to preserve the soil and reduce erosion.

6.2 General Soils Management

Activity/Concern	Mitigation
<p style="text-align: center;">Wet/Thawed Soil Conditions</p>	<ul style="list-style-type: none"> • Minimize use of heavy machinery in the event of wet or thawed soil conditions to reduce terrain disturbance and soil structure damage. • Initiate contingency measures once one of the following indicators occurs: excessive rutting; wheel slip, build-up of mud on tires and cleats, formation of puddles, and/or tracking of mud down the road as vehicles leave the site. • Employ the following Wet/Thawed Soil Contingency Measures progressively or individually, as warranted, if the above indicators occur: • Limit equipment traffic to the late afternoon or early morning when ground conditions are frozen or delay construction until soils dry or become frozen. • Prevent rubber-tired traffic from driving on the site. • Salvage excess snow from the right-of-way and spread, as well as pack, the snow on the travel lane to avoid premature thawing of the upper soils. • Restrict construction vehicle traffic to equipment with low-ground-pressure tires or wide pad tracks.
<p style="text-align: center;">Topsoil Salvage Schedule</p>	<ul style="list-style-type: none"> • For construction scheduled to occur during frozen conditions, attempt to pre-strip topsoil prior to freeze-up, if feasible. Attempt to have all topsoil salvage completed prior to October 31, where possible. • If construction is schedule to occur during non-frozen conditions, postpone topsoil salvage until after spring break-up when ground conditions are not excessively wet for construction.

Activity/Concern	Mitigation
Topsoil Salvage- Non-Frozen Conditions	<p>Full Topsoil Stripping Scenario:</p> <ul style="list-style-type: none"> • Restrict the extent of topsoil salvage wherever possible. • Store excavated subsoil on unstripped topsoil adjacent to the excavation. Ensure sufficient space (approximately 0.5m) is left between the edge of the storage pile and the excavation to ensure material does not slough back into the excavation. • If topsoil is being degraded, consider installing matting (or equivalent) to protect topsoil degradation.
Topsoil Salvage - Frozen Conditions	<ul style="list-style-type: none"> • Reduce the area of land subject to topsoil salvage during frozen conditions to areas that will be subject to grading. • Limit topsoil stripping activities to specialized equipment capable of accurately separating variable depths of topsoil from subsoil (<i>e.g.</i>, frozen topsoil cutter, if available). If a frozen topsoil cutter/mulcher is not available, rip frozen topsoil to the same depth as the salvage requirements.
Wind Erosion of Topsoil Windrow	<ul style="list-style-type: none"> • Erosion-prone soils require wind erosion protection during drought conditions. Tackify or apply water or pack the topsoil windrow with approved equipment. Application of a tackifier following topsoil removal can be more cost effective than repeated watering of topsoil windrows and piles.
Spoil Storage	<ul style="list-style-type: none"> • During non-frozen conditions, place excavated soil material on the stripped area adjacent to the excavation for underground collector lines. Ensure enough workspace is available to allow for a sufficient distance to be left in place between the soil and the excavation to reduce the risk of soil material sloughing into the excavation. • During frozen conditions, place excavated soil material on a buffer of snow, if available. Otherwise place excavated material on the unstripped topsoil adjacent to the excavation. Ensure enough workspace is available to allow for a sufficient distance to be left in place between the soil and the excavation to reduce the risk of soil material sloughing into the excavation.
Dewatering	<ul style="list-style-type: none"> • Pump water onto stable and well-vegetated areas, tarpaulins or sheeting in a manner that does not cause erosion or any unfiltered or silted water to directly re-enter a watercourse. Place pumps on polyethylene sheeting above the high-water mark of the watercourse.

Activity/Concern	Mitigation
	<ul style="list-style-type: none"> • Ensure all erosion control measures are in place to direct run off and reduce the potential for erosion.
<p>Backfilling</p>	<ul style="list-style-type: none"> • To the extent feasible, attempt to schedule delivery of imported fill so it can be installed directly into the excavation upon arrival at the site rather than being temporarily stored prior to being backfilled. • Avoid mixing snow into backfill material. • Feather out excess spoil material across the area that has been stripped of topsoil. Avoid mixing topsoil and feathered subsoil material. Blend feathered material into the natural grade of the area to not change local surface drainage patterns.
<p>Excess Spoil</p>	<ul style="list-style-type: none"> • Dispose of excess spoil material on site.

7 RECLAMATION PLAN

The objective of the reclamation plan is to remove all garbage from site, control erosion as necessary, restore soil capability, and reclaim the disturbed areas to pre-disturbance characteristics. The *Conservation and Reclamation Directive for Renewable Energy Operations*, AEP, 2018 will be used to guide revegetation and reclamation of the site, in order to ensure that vegetation is re-established, soils are maintained, and equivalent land capability is maintained during operations.

Reclamation will take place once construction equipment has left the location or as soon as soil and weather conditions permit. The landowner will be notified prior to the initiation of the reclamation activities and again upon completion. Reclamation success is dependent upon landowner communication and favorable conditions in the root zone for optimum crop growth. The key soil factors that determine root zone quality include the water holding capacity, organic content, structure and consistency, salinity, nutrient balance, and soil regime.

The *2010 Reclamation Criteria for Wellsites and Associated Facilities* provides the framework for how final reclamation success will be determined at the time of reclamation certification. As the lifetime of the CSP is estimated at greater than 20 years, it would be expected that the updates to the above-mentioned criteria will be in effect.

7.1 Interim Reclamation

The CSP shall attempt to reclaim all disturbed land surfaces within two growing seasons. Interim reclamation will include:

- site debris clean-up.
- slope stabilizations.
- re-contouring with subsoil.
- spreading of topsoil.

- determination of suitable vegetation species (i.e., hay mixture) for revegetation between solar array rows and under solar panels and around other infrastructure locations; and,
- Development and implementation of a co-operative weed control plan with the landowner(s).

The lands will be reclaimed with a perennial vegetation mixture compatible for the lands and will include species that can grow in sunlight and shaded conditions and will be chosen in consultation with any landowner specifications. At this time, a native seed blend has not been selected. The intent is NOT to reclaim the CSP site to meet AEP-WM’s definition of native grassland as current land use is cultivated, and final equivalent land capability at the end of CSP life will be met as per the landowner requirements in place at that time.

7.1.1 Post Construction Vegetation Monitoring

PACE confirms that it will conduct post-construction vegetation health assessments on revegetated/reclaimed vegetation for the minimum number of seasons required under the C&R Directive to confirm that recovering sites are on a positive trajectory towards healthy plant communities.

7.2 Final CSP Reclamation

Reclamation of the CSP will be completed to typical reclamation practice at the time. As no reclamation standards for solar power are currently in place in Alberta, other provincial practices, guidelines, best industry practice, or regulations will be followed. The following would be considered a generic plan in line with current practice.

7.2.1 Typical Timing

Decommissioning	Activity	Typical Timeline
Solar Site/Access Roads	Removal of panels and infrastructure	May – August
	Removal of transformers	May – August
	Partial excavation and removal of concrete base to approximate depth of 1.5m	June – August
	Removal of gravel pads and gravel from access roads	July – August
	Recontouring of pad and access roads	July – August
	Reclamation of surface soils	August – September
	Re-seeding	September - October
	Removal of any aboveground poles and lines	May – July

Decommissioning	Activity	Typical Timeline
Power infrastructure	Belowground collector lines will remain in place if depth greater than 1.5m	N/A
	Removal of inverters and associated infrastructure	May – July
	Removal of gravel pads	June – July
	Removal of access roads	July – August
	Recontouring of pad and access roads	August – September
	Reclamation of surface soils	September - October

7.3 Adaptive Management for Reclamation

The CSP’s adaptive management approach will involve establishing end land use objectives according to pre-development land use capability, site-specific conditions, improved practices based on research and monitoring results, and input from the landowner(s). As reclamation proceeds, monitoring of reclamation and revegetation performance will allow land use objectives to be reviewed and, if necessary, modifications can be made to site expectations according to natural revegetation processes.

Adaptive management is intended to respond to changes and advances in technology, such as reclamation material replacement and revegetation, to meet specific objectives. The CSP will incorporate adaptive management techniques as routine components in all of its environmental management activities. These techniques provide the opportunity to develop and fine-tune the reclamation program using data collected on-site and from other regional operators.

Adaptive management may be used at any point throughout the CSP life cycle but will have the greatest benefit in the planning stages prior to reclamation. When reclamation planning begins, the intended end use will facilitate the decision-making process on surface contouring measures and corrective initiatives that could improve surface drainage, decrease erosion, or enhance vegetation performance.

**CAROLINE SOLAR PROJECT
(CSP)**

NE-14-036-06W5M

**ENVIRONMENTAL PROTECTION PLAN
(EPP)**

**Operated by
PACE Canada LP
(‘PACE’)**

May 29, 2023

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1	May 27, 2023		
2			

2 INTRODUCTION

McCallum Environmental Ltd. ('McCallum Environmental') was retained by PACE Canada LP ('PACE') to prepare an Environmental Protection Plan ('EPP') for the proposed Caroline Solar ('CSP') facility located within NE-14-036-06W5M.

The purpose of this EPP is to provide regulatory bodies and the landowner with a commitment to reduce, mitigate, and where possible eliminate potential environmental impacts of construction and operations on the natural systems at, or near, the CSP. The EPP will serve as a guide to ensure successful conservation and reclamation of valued ecosystem components in the area and ensure regulatory compliance during construction, operations, and reclamation at the CSP.

The operating procedures contained in this document are intended as a guide for conducting operations in consideration of environmental protection. The procedures included herein are based on regulatory requirements but are not intended to be used in substitution to regulations, nor are they intended to be an exhaustive review or interpretation of applicable legislation. When used in conjunction with legislation and permitting documents for the CSP, including those which may be provided by the Engineering, Procurement and Construction ('EPC') contractors, the procedures contained herein are a valuable tool in guiding construction and operations.

Environmental legislation is designed to protect the environment. All employees and contractors at the CSP work site must comply with applicable regulatory requirements. These requirements include acts, regulations, policies, guidelines, practices and procedures that are administered by governments and their agencies.

In general, the proposed CSP is not expected to significantly alter the existing grades. The solar panels will be aligned in tables and will be mounted on single axis tracking racking structures. It is expected that the use of a racking system will have little effect on the imperviousness of the CSP Location, both above and below ground, as the area of the piles compared to the area of the CSP Location is minimal. Re-vegetated ground cover will be located in and around the base of the solar panel racking. The facility will include solar panel areas (including combiner boxes, solar panels, racking and piles), electrical conduit, inverters, control house, access roads, collector lines, and a perimeter fence. Foundations for infrastructure are anticipated to be piles (for solar panel areas) and concrete pads (for inverters and control house). Permanent gravel access roadways will be constructed using a suitable depth of granular material. The entire CSP, with the exception of new access roads, is anticipated to be covered with low growing perennial vegetation.

3 GENERAL OPERATIONAL GUIDELINES

The CSP is committed to operating in the following manner:

- Ensure approvals are in place prior to beginning construction or operations;
- Follow approval conditions;
- Conduct reporting as required by approval conditions;
- Practice good housekeeping;
- Understand the emergency response plans in place;
- Conduct inspections as required;
- Maintain equipment;
- Report incidents;
- Participate in inspections whether internal, external or regulatory;
- Be a good neighbour;
- Keep abreast of changing regulations;
- Manage waste appropriately;
- Maintain vegetative cover and control weeds;
- Prevent erosion;
- Control surface water releases;
- Minimize impact to and effectively care for top soil;
- Communicate and share knowledge; and,
- Maintain records.

4 ACCOUNTABILITY

The EPC Contractor (the “Contractor”) will be competitively selected prior to construction and will be accountable for ensuring environmental compliance during the construction of the CSP. All incidents that qualify as being in non-compliance of applicable laws, regulations, or commitments made by the CSP and/or specific approval conditions by regulators, shall be reported by the Contractor to PACE. PACE shall take necessary steps to rectify the situation, which may include appropriate notification of regulators, implementation of suitable mitigation measures, and record keeping of the circumstances that resulted in the non-compliance, including any remedial measures taken and any recommendations for future monitoring.

5 CONSTRUCTION/OPERATIONS MANAGEMENT

To ensure that procedures are followed to reduce or eliminate impacts on the environment, reduce liability and promote compliance with applicable regulatory requirements, the following may be implemented.

5.1 Material Handling & Storage

The following material handling and storage procedures or other measures as authorized by the Contractor should be followed:

1. Potentially hazardous materials (e.g., fuel) will be stored and handled at dedicated areas in accordance with all regulatory requirements.
2. All hazardous materials will be labeled and stored in accordance with applicable regulatory requirements.
3. Any hazardous materials will be transported in accordance with the Dangerous Goods Handling and Transportation Act.

5.2 Spill Response

There are no liquids in Solar Photovoltaic (PV) panels, as they use crystalized silicon to generate electricity. Similarly, no liquids are included in the solar PV racking or piles which are typically aluminum and galvanized steel, respectively. There is minimal risk for a potential hazardous spill through the construction and operations of a solar PV facility.

Sources of contaminants at solar projects are few and generally limited to:

1. **Transformer Oil:** Routine maintenance helps avoid transformer leakage. A transformer leak can cause land contamination and other safety risks. Knowing if a leak is present and planning for maintenance to repair or replace it can be key in keeping energy generation at a maximum. There are several ways to carry out preventive maintenance in transformers; PACE has chosen to remotely monitor all levels and conditions (temperature, pressure), of the biodegradable oil in inverter transformer stations onsite. Low levels indicating possible spills will be alarmed to notify the CSP Operator

2. **Oil spills associated with maintenance vehicles:** Routine maintenance and travel associated with normal vehicle operation can result in incidental surface soil contamination from leaking service vehicles. Unless a vehicle has a catastrophic failure resulting in release of motor oil or hydraulic fluid, incidental spills associated with normal equipment operations are not expected to be significant. In the event of catastrophic failure, spill response as outlined in Section 6.2.1 would be initiated.

The following summary of potential effects is provided from the *Assessment of the Environmental Performance of Solar Photovoltaic Technologies* (Environment Canada, 2012).

“There are no emissions associated with the operational or use phase of PV modules. The modules are enclosed and sealed within two glass modules, and therefore there are no expected emissions while the modules are in use.”

5.3 Basic Spill Response Procedure

In the event of a spill, the following response will be implemented:

1. Assess for immediate safety hazards.
2. Eliminate the spill source and contain, if possible.
3. Notify the appropriate personnel.
4. Notify Regulatory Agencies, as required.
5. Recover any spill material.
6. Initiate waste management procedure, if necessary.
7. File an incident report, as necessary, per regulatory requirements.
8. Identify remediation options and requirements and implement as approved.
9. Waste materials that are generated from a spill will be minimized and managed so that there are no concerns with disposal.

5.4 Waste Management

All domestic, construction and operations waste will be disposed of at an approved landfill by the Contractor or reputable professional waste management companies. All hazardous waste will be disposed of at an approved hazardous waste disposal facility.

6 CONSERVATION & RECLAMATION PLANNING

As per Conservation and Reclamation Directive for Renewable Energy Operations, 2018 (Government of Alberta – Alberta Environment and Parks), PACE will complete a Pre-Disturbance Site Assessment (PDSA) at the CSP, prior to the start of construction.

A Conservation and Reclamation Plan - Desktop Review Assessment was completed for the CSP on May 25, 2023

7 SOILS HANDLING

Although the PDSA has not yet been completed, the following information provides general guidance on soils handling until such a time that site specific soils information is collected.

All soil stripping and leveling is anticipated to use a two-lift soil stripping method but this will be determined following completion of the Conservation and Reclamation Plan, which includes field collected information on soils.

7.1 Soil Disturbance Timing

Construction procedures which involve surface disturbance such as stripping, grading or travelling on un-stripped soil will be limited to an as-needed basis, and ideally performed only once, if possible. When surface disturbance is required, it will be conducted under suitably dry and/or frozen ground conditions, as much as possible. This helps to minimize the potential disturbance to un-stripped sod/topsoil and allows construction to take place unimpeded by most adverse weather. Once construction is complete, the soil will be reseeded with a seed mix to preserve the soil and reduce erosion.

7.2 General Soil Management

The following table outlines various activities and potential considerations with regards to soil activity and presents mitigation measures to reduce or eliminate potential negative impacts on the environment.

Activity/Concern	Mitigation
<p style="text-align: center;">Wet/Thawed Soil Conditions</p>	<ul style="list-style-type: none"> • Minimize use of heavy machinery in the event of wet or thawed soil conditions to reduce terrain disturbance and soil structure damage. • Initiate contingency measures once one of the following indicators occurs: excessive rutting; wheel slip, build-up of mud on tires and cleats, formation of puddles, and/or tracking of mud down the road as vehicles leave the site. • Limit equipment traffic to the late afternoon or early morning when ground conditions are frozen or delay construction until soils dry or become frozen. • Restrict construction vehicle traffic to equipment with low-ground-pressure tires or wide pad tracks.
<p style="text-align: center;">Topsoil Salvage Schedule</p>	<ul style="list-style-type: none"> • For construction scheduled to occur during frozen conditions, attempt to pre-strip topsoil prior to freeze-up, if feasible. Attempt to have all topsoil salvage completed prior to November 15th, where possible. • If construction is scheduled to occur during non-frozen conditions, post-pone topsoil salvage until after spring break-up when ground conditions are not excessively wet for construction.

Activity/Concern	Mitigation
Topsoil Salvage- Non-Frozen Conditions	<ul style="list-style-type: none"> • Salvage topsoil on all lands from the travel lane and all areas that will be subject to grading. • Restrict the extent of topsoil salvage wherever possible; • If topsoil is being degraded, consider installing matting (or equivalent) to protect topsoil degradation.
Topsoil Salvage - Frozen Conditions	<ul style="list-style-type: none"> • Reduce the area of land subject to topsoil salvage during frozen conditions to areas that will be subject to grading. • Limit topsoil stripping activities to specialized equipment capable of accurately separating variable depths of topsoil from subsoil (e.g., frozen topsoil cutter, if available). If a frozen topsoil cutter/mulcher is not available, rip frozen topsoil to the same depth as the salvage requirements. • Do not salvage topsoil during frozen conditions unless the construction area will be graded. Implement the Wet/Thawed Soils Contingency Plan (see above) if thawed conditions are encountered during winter construction.
Stripping Depth	<ul style="list-style-type: none"> • Salvage all available soils to colour change that may be visible between soil layers or as indicated in the Pre-Disturbance Site Assessment.
Wind Erosion of Topsoil Windrow	<ul style="list-style-type: none"> • Erosion-prone soils require wind erosion protection during drought conditions. Tackify or apply water or pack the topsoil windrow with approved equipment. Application of a tackifier following topsoil removal can be more cost effective than repeated watering of topsoil windrows and piles. • Other options include: flattening the windrows to reduce the erosion-prone surface and reducing the time between stripping and replacement.
Grading	<ul style="list-style-type: none"> • Salvage topsoil from areas to be graded and store in a location that will not allow for mixing of topsoil with excavated subsoil and graded material. • The area stripped is to correspond to the area to be graded.
Spoil Storage	<ul style="list-style-type: none"> • During non-frozen conditions on cultivated lands, place excavated soil material on the stripped area adjacent to the excavation. Ensure enough workspace is available to allow for a sufficient distance to be left in place between the soil and the excavation to reduce the risk of soil material sloughing into the excavation. • During frozen conditions, place excavated soil material on a buffer of snow, if available. Otherwise place excavated material on the unstripped topsoil adjacent to the excavation. Ensure enough

Activity/Concern	Mitigation
	workspace is available to allow for a sufficient distance to be left in place between the soil and the excavation to reduce the risk of soil material sloughing into the excavation.
Dewatering	<ul style="list-style-type: none"> • Pump water onto stable and well-vegetated areas, tarpaulins or sheeting in a manner that does not cause erosion or any unfiltered or silted water to directly re-enter a watercourse. Place pumps on polyethylene sheeting above the high-water mark of the watercourse. • Ensure all erosion control measures are in place to direct run off and reduce the potential for erosion.
Backfilling	<ul style="list-style-type: none"> • To the extent feasible, attempt to schedule delivery of imported fill so it can be installed directly into the excavation upon arrival at the site rather than being temporarily stored prior to being backfilled. • Avoid mixing snow into backfill material. • Feather out excess spoil material across the area that has been stripped of topsoil. Avoid mixing topsoil and feathered subsoil material. Blend feathered material into the natural grade of the area to not change local surface drainage patterns.
Excess Spoil	<ul style="list-style-type: none"> • Dispose of excess spoil material on site.

7.3 Sediment and Erosion Control

The lands proposed for development are agricultural. Although the solar panels themselves are impervious, rainwater will land on the solar collector panels and run off directly onto the ground below, and immediately surrounding, the individual panels. Minimal erosion is expected beneath each solar panel, particularly once the ground cover vegetation is re-established following construction. The overall effects of the runoff generated from the solar panels is anticipated to be minimal, as the majority of the ground cover during the operations phase will improve hydrologic conditions relative to existing conditions (i.e., longer duration flow paths and reduced runoff potential).

Guidelines, measures and best management practices for erosion and sediment control include, but are not limited to:

- Develop and implement Erosion and Sediment Control (ESC) measures.
- Install, monitor, and maintain ESC measures (i.e., erosion fencing) around the CSP footprint, where there is a reasonable risk of erosion impacts (e.g., proximity to tree stands, moderate to steep slopes, etc.) for the duration of the construction or decommissioning activities.
- Clearly delineate work area using erosion fencing or other suitable barrier to avoid accidental damage or removal of retained species.
- Place the erosion fencing, or other barrier, as far away as practicable from any tree stands, and no closer than the dripline.

- Stabilize all disturbed areas, by:
 - Immediately installing temporary erosion control measures; and,
 - Allow measures to remain in place until vegetation or other long-term erosion control methods are fully established and functioning.
- Construction may be halted when adverse conditions caused by heavy rains or other weather exist.
- Temporary erosion controls will be installed prior to any disturbance in an erosion prone area; and,
- Erosion controls will be properly maintained and reinstalled as necessary until replaced by permanent erosion controls (where necessary) or soils and vegetation restoration is complete.

8 WEED MANAGEMENT

PACE recognizes that each operational region is unique and that weed management that is effective in one area, may not be effective in another. Vegetation control will be based upon the species identified, discussions with the landowner, seed mix professionals and what seed mix has been successful grown to choke out potential weeds.

PACE will take the following approach to vegetation management:

1. Identification
2. Prevention
3. Procedures for Vegetation Control
4. Monitoring

8.1 Identification

Species identified during site assessments will be compared with those listed in the *Alberta Weed Control Act*.

8.2 Prevention

Prevention is vital to an effective weed management program. PACE will attempt to minimize the potential for weed introduction/invasion by ensuring all equipment is cleaned prior to entering the site.

8.3 Procedures for Vegetation Control

As no single method of vegetation control may be effective, the following procedures may be implemented in a synergistic manner for all operations on CSP lands.

8.3.1 Chemical Controls

If required, permits will be obtained from regulatory bodies for the application of herbicides on the CSP lands, if application is deemed necessary. All applicable regulations and requirements will be adhered to if applying herbicides to any area of the CSP lands.

8.3.2 Mowing

Mowing may be required to alleviate problems as they occur or until weeds are controlled and seeded vegetation has established, as appropriate.

8.3.3 Grazing:

Sheep may be allowed to graze the lands during operations. Sheep are considered to be an excellent means for control of herbaceous weeds. Weedy forbs are generally the most problematic weeds in grasslands, and sheep are specially adapted to forage on this particular plant type; therefore, sheep are the ideal candidate for control of weeds in perennial grasslands. Should weeds become problematic, adaptive management of sheep grazing can be used to target specific problem weeds; this can be accomplished through modifying stocking density and/or seasonality of grazing based on the particular features of the weedy species.

8.4 Monitoring

The presence and abundance of weeds located on the CSP lands will be monitored by construction and operations staff to ensure the management program outlined above is implemented and effective at controlling weed introduction or invasion.

8.5 Seeding

A diverse seed blend of perennial grass will be used following construction of the facility. The species composition will be determined at a later date in consultation with the landowner.

9 WATERCOURSE PROTECTION

No infilling of the watercourses is expected as part of the CSP as none are present.

10 WETLAND PROTECTION

There are no Semi-permanent, Permanent or Intermittent wetlands (*i.e.*, Class IV, V or VI) with infrastructure placed over top within the CSP, on wetlands defined in the Alberta Wetland Classification System (GOA 2015a). The Project design completely avoids any wetlands.

For general mitigation to surrounding waterbodies and watercourses in the area, a stormwater management plan will be developed to adequately manage surface runoff associated with the CSP to ensure the existing drainage patterns within the project are not compromised. Pre-construction drainage patterns should be matched post-construction where feasible to reduce changes in downstream flows.

11 EXCESS MATERIAL & WASTE

Prior to decommissioning of the CSP, the Proponent will complete a waste audit and prepare a waste reduction work plan in accordance with any applicable guidance, requirements, and/or relevant regulations in effect at the time of decommissioning.

Major pieces of equipment will be sold, recycled or reused, wherever possible. Components such as the cabling would likely have a high resale value due to copper and aluminum content, thus improving the potential for sale or recycling of major components. As much of the facility will consist of reusable or recyclable materials, there will be minimal residual waste for disposal resulting from decommissioning of the CSP.

Small amounts of registerable waste materials will be managed in accordance with applicable legislation. Residual non-hazardous wastes will be disposed of at a licensed landfill in operation at the time of decommissioning.

Typical components and methods of disposal are expected as follows:

Project Component	Expected Method of Disposal
Solar Panels	Refurbish, reuse and/or recycle
Steel and aluminum support racks	Refurbish, reuse and/or recycle as scrap
Collector lines	Recycle
Inverters, transformers, circuit breakers	Refurbish, reuse and/or recycle as scrap
Concrete (foundations)	Crush and recycle
Hazardous materials	Dispose of as per applicable regulations
Non-hazardous materials (i.e., wood waste; geotextiles)	Recycle or dispose of in approved landfill facility

12 DECOMMISSIONING

The requirements for environmental protection outlined in this document would be maintained and followed during decommissioning activities. Most, if not all, activities during decommissioning would be comparable to the construction phase.

All decommissioning and reclamation activities will be completed as per the regulatory requirements in place at the time of such activities.

12.1 Pre-dismantling Activities

At the end of the life, the CSP will be de-energized and isolated from external electrical lines and interconnection points. Staging areas for equipment placement prior to final removal from the CSP lands will be determined and constructed as per this document or construction requirements in place at the time.

12.2 Equipment Dismantling and Removal

12.2.1 Solar Panels and Rack Supports

Each solar panel will be mounted on a galvanized steel and/or aluminum rack system. Each panel will be disconnected from the electrical system and the mounting rack. Following removal, the panels will be removed to an adequately located staging area and loaded for transport to either an approved recycling and/or disposal facility.

All rack system surface components and subsurface components, including those related to foundations, will be removed to a minimum of 1.5m depth below ground surface. This may involve either complete removal of support posts or cutting posts/foundations to a depth of 1.5m. A depth of 1.5m has been included as it is a standard burial depth for oil and gas pipelines; telecommunications lines, etc., and once removed, allows for future agricultural land without risk of striking infrastructure below this depth.

12.2.2 Panel Recycling

Panels removed will be recycled by third party vendors using processes in place at the time of panel decommissioning.

12.2.3 Electrical Equipment and Collector Lines

Inverters and inverter step-up transformer skids, including the associated pilings or supports, will be removed from the location, sent to an adequately located staging area and loaded for transport to an approved recycling and/or disposal facility.

Underground lines that are buried less than 1.5m below grade will be removed.

All work to decommission the overhead/underground connection lines will be conducted within the boundaries of the CSP to the Point of Common Coupling, after which point the infrastructure is owned by Fortis.

12.2.4 Access Roads

All access roads will be removed unless they are requested by the landowner to remain in place. The exception to removal of the access roads and associated culverts or their related material would be upon written request from the landowner to leave all or a portion of these facilities in place for future use by the landowner.

Road restoration includes removal of any geotextile material beneath the roads, including granular material. All granular and geotextile materials would be removed from the site by dump truck. Topsoil will be redistributed to provide substantially similar ground cover as was present within the areas prior to site disturbance.

12.2.5 Storage Areas and Perimeter Fence

Storage areas will be restored unless they are requested by the landowner to remain in place. The exception to removal of the storage areas or their related material would be upon written request from the landowner to leave all or a portion of these facilities in place for future use by the landowner.

Storage area restoration includes removal of any geotextile material beneath the area, including granular material. All granular and geotextile materials will be removed from the site by dump truck. Topsoil would be redistributed to provide substantially similar ground cover as was present within the areas prior to site disturbance.

Any foundations associated with these facilities will be removed to a depth of at least 1.5m below original grade or to the depth originally installed, if less than 1.5m below original grade.

Perimeter fencing will be removed and recycled or re-used. Where the landowner prefers to retain the fencing, these portions of fence would be left in place.

13 RECLAMATION PLAN

The objective of the reclamation plan is to remove all garbage from the site, control erosion as necessary, restore soil capability, and reclaim the disturbed areas to pre-disturbance conditions.

Reclamation will take place once construction equipment has left the location or as soon as soil and weather conditions permit. The landowner will be notified prior to the initiation of the reclamation activities and again upon completion. Reclamation success is dependent upon landowner communication and favourable conditions in the root zone for optimum crop growth. The key soil factors that determine root zone quality include the water holding capacity, organic content, structure and consistency, salinity, nutrient balance and soil regime.

PACE will complete a Reclamation Certificate Site Assessment and apply for a reclamation certificate for any and all areas (e.g., temporary workspace, temporary access) used to construct, operate and reclaim the CSP. The application may be for all, or parts, of the CSP and will be specific with respect to the footprint area for which the application is being made.

The 2010 Reclamation Criteria for Wellsites and Associated Facilities provides the framework for how final reclamation success will be determined at the time of reclamation certification. As the lifetime of

the CSP is estimated at greater than 20 years, it would be expected that the updates to the above-mentioned criteria will be in effect.

13.1 Final Project Reclamation

Reclamation of the CSP will be completed to typical reclamation practice at the time. The following would be considered a generic plan in line with current practice.

13.1.1 Anticipated Timeline

Decommissioning	Activity	Typical Timeline
Solar Site/Access Roads	Removal of panels and infrastructure	May – August
	Removal of transformers	May – August
	Partial excavation and removal of concrete base to approximate depth of 1.5m	June – August
	Removal of gravel pads and gravel from access roads	July – August
	Recontouring of pad and access roads	July – August
	Reclamation of surface soils	August – September
	Re-seeding	September - October
Power infrastructure	Removal of any aboveground poles and lines	May – July
	Belowground collector lines will remain in place if depth greater than 1.5m	N/A
	Removal of inverters and associated infrastructure	May – July
	Removal of gravel pads	June – July
	Removal of access roads	July – August
	Recontouring of pad and access roads	August – September
	Reclamation of surface soils	September - October

13.2 Soils

The following steps will be considered in regard to soil reclamation at the CSP site:

1. Upon removal of equipment, all disturbed areas are to be re-contoured to pre-construction conditions. Loading of slopes with unconsolidated material will be avoided during slope re-contouring.
2. All grades and drainage will be restored by removing any culverts and fills.
3. Topsoil replacement should not be started until all subsoil levelling, decompaction and cleanup has been completed, to prevent mixing by levelling after topsoil replacement.
4. Remove all foreign materials including geotextile.
5. Fences and culverts are to be restored to meet or exceed pre-construction conditions.
6. Any areas with rutting or erosion gullies will be re-contoured and all stripping will be replaced evenly over all portions of disturbed areas. Replacement of soils during wet weather or high winds will be avoided. This will prevent damage to soil structure and reduce the potential for erosion of topsoil.
7. Once sub-soil has been adequately reclaimed, topsoil will be replaced. Replaced topsoil will be diced to alleviate compaction and break up aggregates then harrowed to create an adequate seed bed.
8. Complete re-contouring and stabilization of disturbed areas. Smooth water channeling ruts and outside berms. Ensure that all erosion control and water management measures (e.g., water bars, drainage dips, culverts and ditches) are functioning per design.
9. Where soils have been disturbed, implement appropriate reclamation procedures (i.e., seeding, erosion blankets, slash rollback, straw crimping, etc.) to promote stability of the site, soil preservation, and plant re-establishment. Ensure the natural drainage is restored.
10. Spread mulch, wood chips, straw/hay, or other organic material over areas where the soil is susceptible to erosion, pulverization, or compaction.
11. Rocks/stones exposed on the surface due to construction activity will be removed prior to and after topsoil/surface material replacement. The concentration of surface and profile rocks will be equivalent to, or better than the surrounding fields. Rocks/stones will be disposed of at a site approved by the landowner.

13.3 Vegetation

The following steps will be considered for vegetation re-establishment during the reclamation phase at the CSP site:

1. The species composition will be determined at a later date in consultation with the landowner.
2. Fertilizer may be needed in some cases but will not be applied unless approved by the landowner(s).

3. If livestock are proposed to be frequently grazing through the area, reclaimed areas will require access restrictions (fencing) to ensure newly seeded/fertilized areas are not disturbed. Fencing may be electrical, temporary and/or permanent depending upon the requirements and grazing practices of landowners.
4. Locations should be monitored monthly during growing seasons. Typical monitoring should occur in June, July and August. Monitoring will consist of visually inspecting the areas to ensure vegetation has been established and is healthy, erosion has been mitigated, and landowner concerns have been addressed.

14 Post Construction Monitoring

Due to active farming proposed to occur during operations between solar arrays which would significantly inhibit post construction monitoring methods, no post construction monitoring is proposed.

15 Clubroot Management Protocol

1. PACE will consult with landowners to determine if there is known clubroot within the CSP on lands with infrastructure.
2. PACE will take soil samples or samples of canola / mustard species planted at the time of sampling at cultivated quarter sections with CSP infrastructure to determine if clubroot disease is present. PACE will use standard sampling methodologies, as per approved laboratory requirements. Stirling will take these samples prior to construction.
3. Clubroot Sampling:
 - a. Park vehicle in an approach or off to the side of the road in a safe location. Do not drive or park vehicle in fields.
 - b. Locate and verify field on map. Record location on map and in Inspection Report.
 - c. Visually assess field for suspect infection of clubroot (premature ripening, yellowing or browning of plants) in crop.
 - d. Before entering field, wear a protective disposable slipper over their footwear to stop the transfer of soil from one site to the next.
 - e. The crop shall be walked in a pre-determined travel pattern (such as a W configuration). Areas of potential contamination such as field entrances, sloughs, water runs should be closely examined. A minimum of **six** plants should be pulled in this travel pattern so as to give the best representation of the crop.
 - f. When the presence of clubroot is found upon a plant, take a root sample, bag the sample, record and mark with field reference location. If a positive sample is identified in the field of a producer who has not previously had clubroot, lab samples must be taken for confirmation.
4. Record Keeping Guidelines:
 - a. Keep records on all fields sampled.
 - b. Information to record on inspection form:
 - i. Field reference number
 - ii. Legal land location
 - iii. GPS location of field
 - iv. Surveyor
 - v. Date inspected/sampled
 - vi. Size of field
 - vii. GPS locations of sites sampled
 - viii. Pictures of field
 - ix. Date samples submitted
 - x. Lab numbers for samples submitted
 - xi. Results of samples
 - xii. If landowner or other witness present, have them sign field form.

In the event clubroot is detected, PACE will implement a clubroot mitigation plan. PACE will:

1. Ensure that all construction equipment arrives on the right-of-way in a clean condition to reduce the risk of introducing or spreading clubroot disease on cultivated lands.
2. The general spread prevention strategy is to thoroughly clean vehicles and equipment such that topsoil and vegetation from cultivated fields that might contain clubroot spores and/or weed seeds are not carried by equipment/vehicles to adjacent fields.
3. After removal of soil lumps, wash equipment with a power washer.
4. Finish by misting equipment with disinfectant. Recommended products include 1 to 2 per cent active ingredient bleach solution (UFA carries 12 per cent sodium hypochlorite in 5-gallon pails or 45-gallon drums), or HyperOx or EcoClear. The use of a disinfectant without first removing soil is not recommended because soil inactivates most disinfectants. A twenty to thirty-minute wet period is necessary for good efficacy.
5. Disinfectant footbaths can be an effective first line of defense in a biosecurity program. However, footbaths are not able to completely eliminate biosecurity risks in all situations. Disposable foot coverings should be utilized where possible and in combination with a foot bath to more fully minimize biosecurity risks associated with soil-borne diseases like clubroot.
6. In situations where fields are lightly infested only near the current access, create a new exit at another edge of the field if possible.
7. If support vehicles can be left along roads or in ditches, without creating traffic safety concerns, these vehicles will not require cleaning.
8. Water used to wash vehicles will be contained and managed so as to adhere to provincial and municipal regulations, and landowner requirements.
9. Once topsoils are stripped from the working areas, equipment that works and uses access along clay soils will not require cleaning.
10. Once topsoils are stripped, consider spraying piled topsoil piles with hydro-mulch to limit wind erosion of topsoils onto the working areas.

16 REFERENCES

1. Alberta Environment and Parks (AEP). 2017. Wildlife Directive for Alberta Solar Energy Projects. Edmonton: Government of Alberta - Environment and Parks Fish and Wildlife.
2. Alberta Environment and Sustainable Resource Development (AESRD). 2016. Species Assessed by the Conservation Committee. Edmonton: Government of Alberta Fish & Wildlife.
3. Environment Canada. 2012. Assessment of the Environmental Performance of Solar Photovoltaic Technologies. In partnership with Natural Resources Canada's CanmetENERGY.
4. Huso, M., T. Dietsch, and C. Nicolai. 2016. Mortality Monitoring Design for Utility-Scale Solar Power Facilities. U.S. Geological Survey Open-File Report 2016-1087.



DELEGATION

Meeting: November 20, 2023

Agenda Item: 5.3

SUBJECT: Sydney Smith, Recreation & Community Services Liaison

Delegation time: 7:00 p.m. – 7:45 p.m.

Smith is attending this meeting to provide an update on bylaw enforcement (7.3), and a complete review of the 2023 pool operations plan and 2024-2026 budget to council pursuant to new business item 7.10.

Attachments:

1. None

Prepared by: Amanda Davis, CAO



REQUEST FOR DECISION

Meeting: November 20, 2023

Agenda Item: 6.1

SUBJECT: Bassano Motel Development Corp. – 621 – 12 Street – Tax Penalties Continuance

BACKGROUND

At the May 8, 2023 meeting, council discussed in detail, a letter received from the owners of 621 – 12th Street (Plan 121 3413; Block 3; Lot 15) requesting that the Town re-imburses tax penalties applied to the property for the 2022 tax year because of human resource issues. In accordance with the Bylaw 918/21, property taxes are due by July 31 annually. Unpaid current year taxes are levied an 18% penalty on August 1. Any unpaid balance on the tax account by December 31 are levied an additional 18% penalty.

Council elected to choose Option 3 and passed the following motion at that meeting:

7.2 Bassano Surestay Motel – 612 – 12 Street – Tax Penalty Reimbursement Request

TOB103/23 Moved by **COUNCILLOR WETZSTEIN** that due to the timeline involved council declines the request to cancel the tax penalties of \$5,580.44 levied against Roll 611003, 621-12 Street for 2022 as outlined in the March 27, 2023 letter.

CARRIED

A follow-up letter was received on October 4, 2023 (dated September 27, 2023) from the owners that expresses their dissatisfaction with council's decision to uphold penalties (see attached). It is stated within the letter that the Town had the mailing addressed listed incorrectly on their notices. The mailing address was unchanged from 2014 to current. In January 2023, the company submitted a e-form with a different mailing address that was returned by our finance department for verification as attached.

Council may choose to re-evaluate the penalties levied on this account. The [Municipal Government Act s. 347](#) allows a council to cancel, reduce, refund, defer or taxes as follows:

Cancellation, reduction, refund or deferral of taxes

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

1994 cM-26.1 s347

Council must determine if it will refund, reduce, or maintain the tax penalties. Prior to this instance, the tax account has remained current and the account is paid in full including all 2022 penalties.

OPTIONS

#1 – that council acknowledges receipt of the letter from the Bassano Development Corp. dated September 27, 2023 regarding 2022 tax penalties applied to Roll 611003, 621 – 12 Street and upholds motion TOB103/23.

#2 – that council, acknowledges receipt of the letter from the Bassano Development Corp. dated September 27, 2023 regarding 2022 tax penalties applied to Roll 611003, 621 – 12 Street and pursuant to motion TOB103/23. With further review and in accordance with s. 347(1) of the Municipal Government Act agrees to cancel the tax penalties of \$5,580.44 levied against Roll 611003, 621 – 12 Street for 2022 having considered property management issues outlined in the March 27, 2023 letter. To prevent future occurrences, the town encourages the management group to sign up for paper free billing, or to join the TIPPS program. The cancellation of tax penalties will not be considered in future years should the situation arise a second time.

#3 – that council, acknowledges receipt of the letter from the Bassano Development Corp. dated September 27, 2023 regarding 2022 tax penalties applied to Roll 611003, 621 – 12 Street and pursuant to motion TOB103/23. With further review and in accordance with s. 347(1) of the Municipal Government Act agrees to cancel the tax penalties of \$851.25 levied against Roll 611003, 621 – 12 Street for 2022 having considered property management issues outlined in the March 27, 2023 letter. To prevent future occurrences, the town encourages the management group to sign up for paper free billing, or to join the TIPPS program. The cancellation of tax penalties will not be considered in future years should the situation arise a second time.

CAO COMMENTS

Details from the May 8, 2023 RFD:

Taxes for the listed property were unpaid on July 31, 2022 = penalty of \$4,729.19. Notification was provided to the property owners. Property taxes were paid on August 25, 2022 less the penalty. An additional 18% penalty was charged on December 31, 2022.

Total penalties for 2022 = \$5,580.44



TOWN OF BASSANO

Tax Roll Transactions

Page 1 of 1

2023-May-5
9:04:25AM



Roll # 611.003
Lot 15
Block 3
Plan 1213413

Date	Batch #	Reference	Type	Description	Amount	Balance
2022-01-01		0	YE	OPENING BALANCE	0.00	0.00
2022-06-13	21134		TB	ASFF - NON RESIDENTIAL	4,669.77	4,669.77
2022-06-13	21134		TB	Police Funding Model	378.95	5,048.72
2022-06-13	21134		TB	General Municipal Operations	21,094.98	26,143.70
2022-06-13	21134		TB	NEWELL FOUNDATION	129.60	26,273.30
2022-08-02	21295	0	TP	TAX PENALTY : CURRENT	4,729.19	31,002.49
2022-08-25	21386	20222083	CR	CASH RECEIPT APPLIED	(26,273.30)	4,729.19
2023-01-02	21790	0	TP	TAX PENALTY : PERIOD 1	851.25	5,580.44
2023-01-04	21782	20230017	CR	CASH RECEIPT APPLIED	(4,729.19)	851.25

To prevent future occurrences, the town encourages the management group to sign up for paper free billing, or to join the TIPPS program.

ALIGNMENT WITH STRATEGIC PLAN

This is an operational matter.

PROPOSED RESOLUTION

#1 – that council acknowledges receipt of the letter from the Bassano Development Corp. dated September 27, 2023 regarding 2022 tax penalties applied to Roll 611003, 621 – 12 Street and upholds motion TOB103/23.

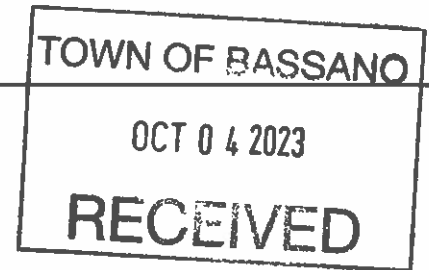
Attachments:

1. Bassano Model Development Corp. – letter received October 4, 2023
2. Administrative Correspondence
3. Bassano Surestay Motel Refund Request Letter – March 27, 2023
4. Town of Bassano Notification – November 15, 2022

Prepared by: Amanda Davis, CAO



Bassano Motel Development Corp.
621 12th Street
Bassano, AB
T0J 0B0



September 27, 2023

Town of Bassano
Box 299
Bassano, AB T0J 0B0

Re: 2022 property tax penalties

I was very disappointed to find out Council was unwilling to negotiate a reasonable reduction to our late property tax penalties. I read the response from Council to Billie Sinclair's request & "due to the timeline involved" is not a response that explains your decision.

As you can see looking back on our history of paying property taxes, this is the first year we were late since opening the Hotel in 2013 ... that's a bit of history to draw from.

From the information I've been given, there were many factors that contributed to us being quite late with payment:

- For some reason the Town of Bassano had our mailing address listed as your address, Box 299. Therefore we weren't receiving your bills.
- We also found out later that our Bassano Manager wasn't picking up the mail.
- Our Bookkeeper, who took over in 2020 & likely had her own reminders to trigger her to contact Town of Bassano for a copy of the tax bill if we hadn't received it, was diagnosed with Cervical Cancer in Dec.2021. Miranda's illness left many holes for us to fill, including all the bookkeeping for our 3 SureStay properties. Miranda was my 29 year old daughter & sadly passed away on Jan.25, 2023.

As I'm sure your Council is aware, business is a tough go. Having to unnecessarily incur added expenses like late payment penalties (18%!) on a large expense such as property taxes is a HUGE deal to our Motel. We like to think we've been a good corporate citizen of Bassano for 10 years & would have earned a smidge of respect to maybe have received a call from your office to let a large account like ours know that these big penalties are about to be triggered. I am quite aware that ultimately it is our responsibility to know what bills we should have outstanding, whether we receive them or not, and that's why I'm cognizant to the fact that we should owe some portion of the penalties. Knowing that the next level of penalty wouldn't trigger until Dec.31, we could have withheld the entire tax amount & penalty until then, but in good faith we paid the original tax bill immediately.

A note to the second level of penalties that were incurred, because of low cash flow, we decided that if we're incurring a \$4,729.19 penalty anyhow ... we might as well hold off paying this penalty until the Dec.31 due date. I don't know what happened with that online payment, but we didn't realize the Bank's payment date deferred to "next business" day of Jan.3. So this triggered another \$851.25 in penalties from Town of Bassano. This penalty is absolutely NOT necessary to impose on us as it was a simple mistake & was paid "next business day".

To summarize, I am requesting that your Council give serious consideration to crediting back the Dec.31 penalty of \$851.25. And reconsider crediting a portion of the \$4,729.19 original penalty, 50% would seem fair to me.

Thank you for your time & consideration,

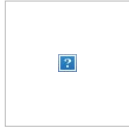

Trevor Bitzer
Senior VP



From: [Christine Petkau](#)
To: [Bassano CAO](#)
Subject: FW: EXTERNAL - RE: 2022 Tax Notice and Arrears Letter
Date: Wednesday, October 4, 2023 12:00:43 PM
Attachments: [J153_001.pdf](#)
[image001.png](#)
[image002.png](#)

Hi Amanda,

I am forwarding this email chain to you so that you can see that Bassano Motel Development Group never had their mail sent to the wrong address, the form they provided us for UT info had our mailing address listed instead of ours. I just asked her to correct it.



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

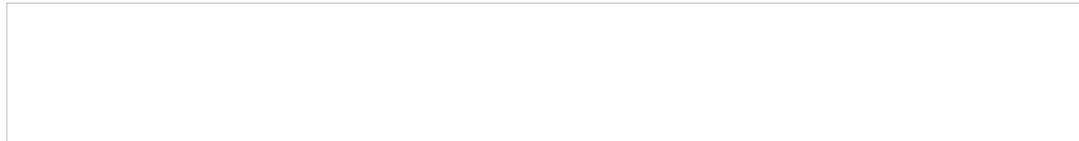
From: Christine Petkau
Sent: Tuesday, June 20, 2023 8:48 AM
To: Motels <motels@gcsenergy.ca>
Subject: RE: EXTERNAL - RE: 2022 Tax Notice and Arrears Letter

Good morning,

Yes, that is strange. Nothing was changed and I double checked my info from your form, and it is correct. The code on the report says, "edit Reject". ATB accounts sometimes start with 0's and end in 01 or 41, maybe there are digits missing?

Let me know. I have attached a snip of the reject report below for your information.

Christine



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

From: Motels <motels@gcsenergy.ca>
Sent: Monday, June 19, 2023 6:42 PM
To: Christine Petkau <town@bassano.ca>; Motels <motels@gcsenergy.ca>
Cc: Trevor Bitzer <tbitzer@gcsenergy.ca>
Subject: EXTERNAL - RE: 2022 Tax Notice and Arrears Letter

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 Christine

I received a letter that the last bill has been rejected for dates May 03, 2023 in the amount of 445.60 with a 30.00 NSF charge.

It looks like the previous bill on March 02 2023 came out of the account just fine and that was a preauthorized withdrawal amount as well. I confirmed that there were funds in the account and there have been no changes to the bank, was something changed on your end from the preauthorized payment on March 2 to the invoice for May 3, 2023?

Thank you

From: Christine Petkau <town@bassano.ca>
Sent: Monday, March 27, 2023 11:11 AM
To: Motels <motels@gcsenergy.ca>
Subject: 2022 Tax Notice and Arrears Letter

Hi Billie,

Attached is the current tax notice, and the tax arrears notice sent in November.

I have also attached the Utility account info form you previously completed. Could you please update it with your current mailing address and return it to me at your earliest convenience. I noticed it has the Towns mailing address not yours.

Thank you,
Christine

Christine Petkau
Administrative Assistant | Town of Bassano
Tel: (403) 641-3788 Fax: (403) 641-2585
town@bassano.ca



Town Administration
502 – 2nd Avenue | P.O. Box 299
Bassano, Alberta T0J 0B0
403-641-3788
town@bassano.ca

Utility Account Information Form

To create, change, or update your utility accounts with the Town of Bassano, please complete this form and return it to town@bassano.ca or drop it off at the Town Office.

CHECK ALL THAT APPLY:

<input type="checkbox"/>	New Utility Account
<input type="checkbox"/>	Transfer of Account
<input type="checkbox"/>	Change of Address
<input type="checkbox"/>	Request Duplicate Account for Tenant (Renter)
<input checked="" type="checkbox"/>	Request for paper free utility bills
<input checked="" type="checkbox"/>	Apply to the Utility Payment Plan (UPP) – Preauthorized Debit

COMPLETE ALL SECTIONS:

Effective Date	01/27/2023
Name	Bassano Motel Development Corp - Surestay
Civic Address	621 12th St. Bassano, AB T0J 0B0
Mailing Address (including P.O. Box)	Box 299 Bassano, AB T0J 0B0
Contact Number	
Email Address	
Utility Account No.	
General Comments	

COMPLETE THIS SECTION FOR PAPER FREE UTILITY BILLING

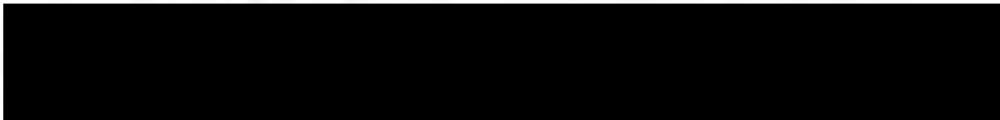
I consent to receive utility notices from the Town of Bassano via e-mail and understand that by consenting to receive such notices by e-mail, I will no longer be receiving paper copies of utility notices from the Town.

My email address for the purpose of utility notices is town@bassano.ca, and I agree that should my email address change, I will be responsible for providing my new e-mail address to the Town.

Consent Initial as _____

COMPLETE THIS SECTION FOR UPP PREAUTHORIZED DEBIT

1. For payment under the UPP, I/we hereby authorize the Town of Bassano and its Financial Institution to begin automatic withdrawals for payment of my/our bi-monthly utility bill from the bank account number identified on the enclosed VOID cheque. This authority remains in effect until there is notification of termination by the UPP account holder.
2. The authorized debit and UPP may be cancelled upon written notice by me/us to the Town not less than 14-days prior to next payment date.
3. I/we acknowledge any payment not honored or processed by my/our bank is subject to a service charge. Any service charges for dishonored payments will be applied to the next utility bill. Continued participation is submitted to the approval of the Chief Administrative Officer of the Town.
4. If I/we change my/our bank account, I/we will notify the Town not less than 14-days prior to the next payment date and provide a current VOID cheque.
5. All persons, whose signatures are required to sign on the bank account listed below have signed this agreement.



In the event of a sale of the above noted property, it is the responsibility of the UPP account holder to notify the Town's utility department to arrange for cancellation of the plan. Notice must be received at least 14-days prior to the next payment date.

Consent Initial BS

Each transaction will occur bi-monthly on the 15th day of January, March, May, July, September, and November or on the next business day if the 15th falls on a weekend or statutory holiday.

Consent Initial BS

Signature Billie Sinclair

Signature Billie Sinclair

Date 01/27/2023

OFFICE USE ONLY

Processed by	
Date of Processing	
Initial Reading	
Notes	

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOI/PI) Act, Section 19(1), for the purpose of utility billing and is protected under the Act. Notwithstanding, comments or remarks offered in this document may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of personal information, provided, please contact the FOI/PI Coordinator at the Town of Bassano's Administrative Office, 211 - 2nd Avenue P.O. Box 292, Bassano Alberta, T0 9B0 or 403-647-7596.



Town Administration
502 – 2nd Avenue | P.O. Box 299
Bassano, Alberta T0J 0B0
403-641-3788
town@bassano.ca

Tax Account Information Form

To create, change, or update your tax accounts with the Town of Bassano, please complete this form and return it to town@bassano.ca or drop it off at the Town Office.

CHECK ALL THAT APPLY:

<input type="checkbox"/>	New Tax Account
<input type="checkbox"/>	Transfer of Account
<input type="checkbox"/>	Change of Address
<input checked="" type="checkbox"/>	Request for paper free tax bills
<input checked="" type="checkbox"/>	Apply to the Tax Installment Payment Plan (TIPPs) – Preauthorized Debit

COMPLETE ALL SECTIONS

Effective Date	01/27/2023
Name	Bassano Motel Development Corp – Surestay
Civic Address	621 12th St. Bassano, AB T0J 0B0
Mailing Address (Including P.O. Box)	Box 299 Bassano, AB T0J 0B0
Contact Number	[REDACTED]
Email Address	[REDACTED]
Tax Account No.	[REDACTED]
General Comments	

COMPLETE THIS SECTION FOR PAPER FREE TAX BILLING

I consent to receive tax notices from the Town of Bassano via e-mail, and understand that by consenting to receive such notices by e-mail, I will no longer be receiving paper copies of tax notices from the Town.

My email address for the purpose of the tax notice is m2222@surestay.ca, and I agree that should my email address change, I will be responsible for providing my new e-mail address to the Town.

Consent Initial

The personal information requested here is being collected under the authority of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act, Section 83 (c), for the purpose of TIPPs and is protected under the Act. Notwithstanding, comments or remarks offered in this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of personal information provided, please contact the FOIP Coordinator at the Town of Bassano's Administrative Office, 502 – 2nd Avenue P.O. Box 299, Bassano Alberta, T0J 0B0 or 403-641-2585.

COMPLETE THIS SECTION FOR TIPP'S PREAUTHORIZED DEBIT

1. For payment under TIPP's, I/we hereby authorize the Town of Bassano and its Financial Institution to debit my/our account in twelve (12) monthly instalments commencing January 1st to December 1st in any year. Monthly instalments will be calculated as follows:
 - January to July = total tax levy in previous year divided by 12
 - August to December = total tax levy for the current year less the prepaid amount divided by 5
2. A VOID cheque for my/our account is attached to this application.
3. The preauthorized debit for the TIPP's program may be cancelled upon written notice by me/us not less than 14-days prior to the next installment date.
4. If preauthorized debt for the TIPP's program is cancelled it remains the property owners' responsibility to make tax payments along with any interest or other charges applied to the account.
5. I/we acknowledge any payment not honored or processed by my/our bank is subject to a service charge. All dishonored payments made under this plan and services charges must be paid in full within 14-days of the installment date to continue participation in the plan. Continued participation is subject to the approval of the Chief Administrative Officer of the Town.
6. If I/we change my/our bank account, I/we will notify the Town not less than 14-days prior to the next payment date and provide a current VOID cheque.
7. All persons, whose signatures are required to sign on the bank account listed below have signed this agreement.

This application form must be received by the Town **no later than December 15** to be eligible to participate in TIPP's. Tax accounts must be paid in full by December 31 each year to be eligible to participate in TIPP's.

Consent Initial BS

In the event of a sale of the above noted property, it is the responsibility of the TIPP's account holder to notify the Town's tax department to arrange for cancellation of the plan. Notice must be received at least 14-days prior to the next installment date.

Consent Initial BS

Each preauthorized transaction will occur on the 1st day of each month or the next day if the 1st falls on a weekend or statutory holiday.

Consent Initial BS

Any amount paid as an installment of current year taxes is non-refundable.

Consent Initial BS

Signature Billie Sinclair Digitally signed by Billie Sinclair
DN: cn=Billie Sinclair, o=

Signature Billie Sinclair Digitally signed by Billie Sinclair
DN: cn=Billie Sinclair, o=

Date 01/27/2023

The personal information requested here is being collected under the authority of Access to Information and Protection of Privacy (FOIPPIA), Section 93.14, for the purpose of TIPP's and is protected under the Act. Notwithstanding, comments or remarks offered on this form may be made public, without disclosure of personal information. If you have any questions about the collection, use or disclosure of personal information provided, please contact the FOIPPIA Coordinator at the Town of Bassano's Administrative Office, 507 - 2nd Avenue P.O. Box 2496, Bassano, Alberta, T0 0B0 or 403-641-2385.



Surestay Plus
4304 49th St
Hardisty, AB
T0B 1V0



Surestay Hotel
621 12th St
Bassano, AB
T0J 0B0



Surestay Studio
4515 49th St
Hardisty, AB
T0B 1V0

Town of Bassano
Attn: Amanda Davis, CAO
502-2nd Ave
PO Box 299
Bassano, AB T0J 0B0

March 27,2023

Re: Surestay Hotel, Bassano. Tax Roll 611.003

I am writing to you about the above account and late fees and penalties that were incurred. I am hoping to shed some light on the situation and request the penalties and interest can be forgiven.

We had a bookkeeper that was responsible for the bookkeeping for Bassano Surestay Motel located at 621-12th St. who fell unexpectedly ill in the year 2021. We scrambled to find a temporary replacement for her while she was off on leave however finding a reliable replacement was not easy. Compounding our issues, unknown to us, our motel manager had not been picking up the mail from the mailbox in Bassano.

On August 24, 2022, we received a Town of Bassano Taxation notice form and immediately paid the balance owing. I spoke with an office employee who said that penalties \$4,729.19 could only be forgiven when the request is in written form, and it needs to be brought up at the monthly town council meeting. Subsequently we had more turn-over as our bookkeeper attempted to come back to work but fell ill again. To avoid future penalties and interest we made the payment on the due date of December 31st, 2022. Now to avoid another situation like this, I called to set up an automatic withdrawal of funds for the taxes and was informed that I have yet another penalty owed from the funds not being received on time.

As a result, I am writing today requesting forgiveness of the penalties and interest currently owed. We have paid penalties already and have now restaffed our own bookkeeping to avoid future issues.

Thank you for your time and consideration.

Billie Sinclair
403-598-3257



TOWN OF BASSANO

BOX 299
BASSANO AB T0J 0B0
(403) 641-3788

November 15, 2022

BASSANO MOTEL DEVELOPMENT CORP
BOX 330
BASSANO , AB, T0J 0B0
Canada

DEAR BASSANO MOTEL DEVELOPMENT CORP

RE: Tax Arrears

ROLL NUMBER

611.003

SUITE

HOUSE

621

STREET

12 STREET

TOTAL OUTSTANDING

4,729.19

Property taxes were due on July 31, 2022. Any amounts outstanding on August 1, 2022 received a 18% penalty pursuant to bylaw 918/21. The penalty forms part of your unpaid taxes. A further penalty of 18% will be applied on the first business day after January 1, 2023 on any unpaid balances pursuant to Bylaw 918/21.

To make arrangements for tax payment or to discuss your payment options, please call the Town Office at (403)641-3788 or email town@bassano.ca.

We offer a tax installment plan, once all past due amounts are paid in full, you may wish to apply for this program.

Regards,

Christine Petkau

Tax Clerk



REQUEST FOR DECISION

Meeting: November 20, 2023

Agenda Item: 6.2

SUBJECT: Tax Recovery Action – Land Not Sold

BACKGROUND:

A public auction as held on October 11, 2023, whereby two properties were listed for sale. Neither of the properties sold. Council may take title and dispose (sell) or lease, license, or permit use of the lands. Alternatively, the Town may choose not to take title.

Property 1 – Roll 294000 – 223 – 3rd Avenue (Residential Medium Density, R2) - \$91,000 (former Post Office)

Town of Bassano – Tax Recovery Appraisal

Roll #: 294000
Address 223 – 3rd Street
Bassano AB
Legal Description: 3872T 7 1-2
Zoning: R2 Medium Density Residential
Parcel Size: 464.5 m² or 5,000 ft²
Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Central

Site Description: Relatively flat, rectangular lot at the SW corner of 3rd Avenue & 3rd Street

Description of Improvement-

Year Built 1920 Effective Age: 1960

Floor Area 4,320 (2,160 on the main level and 2,160 on the upper level)

Overall Condition: Very Poor

Windows: Updated

Siding: Block and brick exterior

Interior: No interior inspection was conducted.

Assessment \$174,000 (revised to \$91,000)

There are no comparable properties to this unique property in the Town of Bassano. There is a notice on the front door of the premises stating that, "the building or part of the building is not in conformance with the requirements of the Safety Codes Act." Apparently, a pipe burst, and major damage was caused to the interior. I have lowered the condition of the building to Poor and added an additional -40% functional obsolescence to reflect the condition of the interior of the building.

Value as of June 15, 2023 is \$91,000

Ryan Vogt, B.Mgt, A.ACI, P.App.

Property 1 brings known liabilities as a result of the non-compliance orders on the property. Legal advice is required to provide a more thorough analysis of the risks to the Town if it chose to take ownership versus having no action occur. Administration can prioritize this analysis in the new year and provide a comprehensive report to council accordingly.

Property 2 – Roll 538000 – 808 – 3rd Avenue (Residential, R1) - \$197,733

Town of Bassano – Tax Recovery Appraisal

Roll #: 538000
Address 808 – 3rd Avenue
Bassano AB
Legal Description: Plan 7711039 Block 1 Lot 18
Zoning: R1 Residential
Parcel Size: 771.1 m² or 8,300 ft²
Purpose of Appraisal: To estimate market value for tax recovery

Neighborhood Description: Main Residential Area

Site Description: Flat lot on the north side of 3rd Avenue at the entrance to 3A Avenue

Description of Improvement-

Year Built 1979 Effective Age: 1979

Floor Area 1,101 ft²
Basement 1,101 ft²
Detached Garage 526 ft²
Overall Condition: Good
Windows: Updated windows.
Siding: Updated siding.
Interior: No interior inspection was conducted.

Assessment \$195,000

Value according to sales comparable approach (see attached) is \$197,733 and therefore represents a good indication of market value.

Value as of June 15, 2023 is \$197,733.



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



Administration is unaware of any major risks/liabilities in the Town taking ownership with Property 2, having it re-assessed by Benchmark Assessment Consultant once we gain access to the property and having it publicly listed for sale. Royal LePage realtor, Jolene Ledene Reimer has indicated buyer some buyer interest prior to the tax auction when the property was controlled by the owners.

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

Council must:

1. Decide if the municipality will take title to the unsold properties.
2. If the Town takes title to the unsold properties, determine how the properties shall be listed for sale. At current, the Town has retained Royal LePage, Jolene Ledene Reimer to market

and sell municipal properties. Council may continue to request these services from Ledene Reimer or seek and alternate real estate associate.

OPTIONS

#1 – First, that the Town takes title to one unsold property and engages in a contract with Royal LePage, Jolene Ledene Reimer to market Roll 538000 as follows:

1. Roll 538000 (Plan 771 1039; Block 1; Lot 18) with a list price of \$197,733. After accessing the property, the list price may be adjusted to represent fair market value.

Second, that the town defers action on one unsold property until administration can provide a thorough report related to Roll 294000 (Plan 3872T; Block 7; Lots 1-2).

#2 – First, that the Town takes title to one unsold property and seeks to engage a realtor contract with a vendor to market Roll 538000 as follows:

1. Roll 538000 (Plan 771 1039; Block 1; Lot 18) with a list price of \$197,733. After accessing the property, the list price may be adjusted to represent fair market value.

Second, that the town defers action on one unsold property until administration can provide a thorough report related to Roll 294000 (Plan 3872T; Block 7; Lots 1-2).

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

1. Roll 538000 (Plan 771 1039; Block 1; Lot 18) with a list price of \$197,733
2. Roll 294000 (Plan 3872T; Block 7; Lots 1-2)) with a list price of \$91,000

CAO COMMENTS

None

ALIGNMENT TO STRATEGIC PLAN

This is an operational matter.

RECOMMENDATION

#1 – First, that the Town takes title to one unsold property and engages in a contract with Royal LePage, Jolene Ledene Reimer to market Roll 538000 as follows:

1. Roll 538000 (Plan 771 1039; Block 1; Lot 18) with a list price of \$197,733. After accessing the property, the list price may be adjusted to represent fair market value.

Second, that the town defers action on one unsold property until administration can provide a thorough report related to Roll 294000 (Plan 3872T; Block 7; Lots 1-2).

Prepared by: Amanda Davis, CAO

Attachments:

1. TAXervice Public Auction Report dated October 27, 2023



October 27, 2023

By email: (original to remain on file)

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

Attention: Amanda Davis, Chief Administrative Officer

Dear Theresa:

Re: Town of Bassano - Public Auction

The public auction was held as scheduled on October 11, 2023. The Town of Bassano offered the following properties for sale, however, neither property sold.

Roll No	Lot	Block	Plan	C of T	Reserve Bid
294000	1,2	7	3872T	221 198 057	\$91,000.00
538000	18	1	7711039	901 092 867	\$197,733.00

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

The following paragraphs all apply to taking Title:

By taking title, the municipality can choose to:

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

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

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

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

The following paragraph applies to NOT taking Title:

If the municipality chooses not to take title, the property will remain taxable and the municipality cannot dispose of it, grant a lease, license, or permit in respect to the parcel.

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

Yours truly,
TAXervice

Angela M.

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



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.1

SUBJECT: (11) Council Budget Review

BACKGROUND

The council budget is established based on the Board and Committee appointments, training and conventions as established by policy. At the October 10, 2023 organizational meeting, council elected to maintain current honorariums and reimbursements. The budget is consistent with prior years with October 2025 slated for the next municipal election. Costs increase in 2025 to account for the purchase/set up of new devices for councillors as well as to hold the election.

Expenses per annum as planned for 2024-2026 are \$62,700, \$73,700 and \$63,700 respectively.

Year-to-Date



TOWN OF BASSANO (11) Council Department Budget YTD

Page 1 of 1
2023-Nov-14
11:35:24AM

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Expenditures				
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	6,542.34	6,557.66
* TOTAL Expenditures		<u>61,600.00</u>	<u>33,302.50</u>	<u>28,297.50</u>

*** End of Report ***

Prepared by: Amanda Davis, CAO

Attachments:

1. 2023/24 Board and Committee List
2. P-TOB11/001-21

Town of Bassano
2023/2024 Board and Committee Appointments

(R) = Regional

(L) = Local

Committees	2023/24 Appointed	2023/24 Alt. Liaison
Intermunicipal Subdivision and Development Appeal Board - R	Mike Wetzstein	n/a
Director Emergency Management - R	Stewart Luchies	n/a
Deputy Director of Emergency Management - R	Amanda Davis, Sharon Zacharias, Yvonne Cosh, John Nesbitt	n/a
Regional Emergency Management Agency - R	Irv Morey	John Slomp
Mayor & Reeves Meetings - R	Irv Morey	John Slomp
Municipal Planning Commission - L	Irv Morey, John Slomp, Kevin Jones, Sydney Miller, Dale Luchuck	n/a
Board Representatives		
Ag Society (2 meetings) - L	Kevin Jones	Mike Wetzstein
B.A.R.R.A. (4 meetings) - L	John Slomp	Kevin Jones
Bassano Bowling, Curling & Golf Clubs - L	Mike Wetzstein	John Slomp
Bassano & District Centennial Arena (1 meeting) - L	Mike Wetzstein	John Slomp
Bassano & Rural Area Fire Committee (2 members) - L/R	Mike Wetzstein/Kevin Jones	n/a
Bassano Memorial Library - L	Sydney Miller	n/a
Community Futures - Wild Rose - R	Mike Wetzstein	Sydney Miller
Joint Shared Services - R	Irv Morey	John Slomp
Newell 911 - R	Mike Wetzstein	Kevin Jones
Newell Housing Foundation - R	John Slomp	Irv Morey
Newell Regional Services Corporation - R	Kevin Jones	John Slomp
Newell Regional Solid Waste Management Authority - R	John Slomp	Sydney Miller
Newell Regional Tourism Association/Brooks Region Tourism - R	Sydney Miller	Kevin Jones
Oldman River Regional Services Commission - R	Mike Wetzstein	Sydney Miller
Palliser Economic Partnership - R	Irv Morey	Kevin Jones
Recreation Complex Management (1 meeting) - R	Mike Wetzstein	John Slomp
Recreation Funding Committee (2 members) - L/R	Irv Morey/Mike Wetzstein	n/a
Shortgrass Library System - R	Sydney Miller	Kevin Jones



Policy Title	Councillor Honorarium, Benefits, and Expense Policy
Authority	Council
Approved (Dates/Motion #)	November 8, 2021 (TOB261/21), Revised November 14, 2022 (TOB212/22)
Policy Number	P-TOB11/001-21
Review	To be reviewed annually at the Organizational meeting
Reviewed by/date	Council on October 10, 2023

Policy Statement

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

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

Definitions

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

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

Council – means the elected body of the Town.

Education – means elected official related education and training session.

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

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

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

Town – means the incorporated municipality of Bassano.

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

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

Responsibility

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

Process

1. An elected official of the Town is entitled to receive an honorarium for participating in a meeting, education, or a conference within the approved annual budget.
2. An honorarium may not be claimed by an elected official if the elected official is receiving reimbursement from an external agency or authority.
3. The honorarium payable to an elected official is:
 - 3.1 0-4 hours, a half day honorarium of \$125
 - 3.2 Over 4 hours, a full day honorarium of \$250
 - 3.3 Travel shall be compensated at the Canada Revenue Agency rate and includes getting to and from the location.
 - 3.4 \$100 per month to assist with expenses related to the use of personal phones, internet, or other un-billed consumables.
4. The honorarium payable to the Mayor is:
 - 4.1 0-4 hours, a half day honorarium of \$175
 - 4.2 Over 4 hours, a full day honorarium of \$300
 - 4.3 Travel shall be compensated at the Canada Revenue Agency rate and includes getting to and from the location.
 - 4.4 \$100 per month to assist with expenses related to the use of personal phones, internet, or other un-billed consumables.
5. The following expenses will be reimbursed upon receipt when travelling to fulfill governance obligations on behalf of the Town within the approved annual budget.
 - 5.1 Accommodation expense.
 - 5.2 Meal expenses with gratuity up to 10 percent excluding alcoholic beverages.
 - 5.3 Use of private vehicle, mileage will be paid in accordance with the Canada Revenue Agency rates. Car pooling is encouraged.
 - 5.4 Parking or park passes, c-train or bus fair, taxi, Uber, or other transport service.
6. It is the responsibility of the elected official to track all expenses and submit electronic expense forms quarterly to Town administration.
 - 6.1 Town administration will send an email request a minimum of seven (7) days in advance of preparing quarterly payroll.
 - 6.2 Upon receipt of elected official honorarium and expense claims, Town administration shall compile the expense reports to be reviewed by the CAO to ensure expense claims align with meeting appointments and the annual budget.

- 6.3 Town administration will send an electronic copy of the elected official expense claim forms to the Council for review. If an elected official chooses to dispute a claim, they must notify the CAO in writing. The CAO will include the dispute on the next council agenda for discussion. If it is determined that the dispute is validated, the amount paid will be deducted off the next quarterly remuneration payable.
7. The following benefits are provided to the elected officials through the Town's insurance:
- 7.1 Accidental Death & Dismemberment – up to \$50,000
 - 7.2 Accident Reimbursement Benefit – up to \$15,000
 - 7.3 Accidental Dental Expense Benefit – up to \$5,000
 - 7.4 Weekly Accident Indemnity – up to \$200
8. The following policies are hereby rescinded:
- 8.1 Policy TOB-201 Councillor Honorarium, Benefits and Expense
 - 8.2 Policy TOB-206 Councillor Compensation Review Committee

END OF POLICY



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.2

SUBJECT: (24) Disaster Services Budget Review

BACKGROUND

The Town was awarded a \$70,000 grant in 2023 to develop a Regional Emergency Management Plan (REMP). Randy Tiller was hired to complete the project and is scheduled to start in Q3/Q4 – 2023 with completion by the end of Q2-2024. The project deliverables are managed jointly with the County.

Upon completion of the REMP, we will prepare for implementation costs for future years, \$10,000 is estimated for costs in each year, 2025-2026 with no additional expenses in 2024.

Year-to-Date

75% of the ACP grant was received in 2023 = \$52,500 and will be transferred to reserves to pay project expenditures for the REMP. At the time this report was prepared, there were no expenditures charged under the Disaster Services department.

Prepared by: Amanda Davis, CAO

Attachments:

1. None



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.3

SUBJECT: (26) Bylaw Enforcement Budget Review

BACKGROUND

The bylaw enforcement division consists of the CAO, the Recreation & Community Services Liaison, and a contracted Community Peace Officer (100 hours of contracted services per annum). Bylaw enforcement is a core deliverable for administration as directed by council and established within the Beautify Bassano Initiative (BBI) and various bylaws.

The BBI was approved in late 2018 for implementation starting January 2019 with the management of unsightly properties as a top priority for the bylaw enforcement division. Each year we strive to initiate and close 10 unsightly files – we continue to exceed our targets.

During our fourth year of implementation, the bylaw enforcement department identified properties located in BBI priority areas Year 3 and 4. As there were few files that required enforcement in this area, additional files were selected from priority area Year 5. One file was carried forward from 2022.

1. 808 3 Avenue - Year 2 – Carry forward from 2022.
2. 1001 2 Avenue, 933 2 Avenue, 924 1 Avenue – Year 2
3. 426 3 Avenue - Year 3
4. 418 3 Avenue – Year 3
5. 521 9 Avenue - Year 4
6. 717 5A Avenue - Year 4
7. 710 5 Avenue - Year 4
8. 119 3 Avenue - Year 5
9. 213 3 Avenue - Year 5
10. 217 1 Street - Year 5

Each of the 10 priority files listed above were investigated and closed. See some before and after photos below.



In total, the bylaw enforcement department formally processed and handled 36 files with 4 additional files that were carried forward from 2022.

Contravened bylaws	# of files investigated
Community Standards Bylaw 920-21	19
Traffic Bylaw 876-18	9
Dog Bylaw 928-22	7
Land Use Bylaw 921/21	3
Cat Control Bylaw 837/12	2
Total number of files investigated in 2023	40

It goes without saying that administration receives many more calls about bylaw concerns than what is listed above. Some are dealt with without needing orders, others are investigated with no action, they may not apply to the town, there is nothing that can be done, or the matter was already addressed. With that, we know that bylaw enforcement can quickly become emotionally charged whether from the person issuing the complaint, or the person receiving an order. Our employed and contracted personnel take every effort to maintain a calm position, to communicate effectively, and work with the community to achieve bylaw outcomes – not everyone will or is satisfied. There were drought conditions in 2023 that negatively impacted the appearance of properties and weeds overtook certain areas even though they were sprayed – this was vocalized.

2023 Bylaw Priorities:

- Winter = snow removal, civic addresses, and traffic control
- Spring = unsightly properties, animals at large, and traffic control

2024-2026 Budget Discussion

Budget allocations are relatively unchanged. The bylaw enforcement division will continue to implement/enforce the town’s bylaws and policies with the available person power based on the 2023 priorities unless council directed differently.

We note, after 4-years of dedicated bylaw enforcement, community collaboration, and focused resources by council, we are nearing the point where we can focus on maintaining a clean community. There are reoccurring properties that are unsightly that are now fined for non-compliance. Property maintenance is integrated into nearly every discussion by new residents, existing residents, there are conditions placed upon each development permit to ensure people know a clean, and well-maintained community is expected and enforced. In 2025, the BBI requires a full review after 5-years of implementation.

The bylaw division operates with a small deficit of \$750, \$1,250, and \$1,750 respectively for 2024-2026.

Year-to-Date



TOWN OF BASSANO
(26) Bylaw Enforcement Division
YTD

Page 1 of 1
2023-Nov-14
4:06:12PM

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Revenue				
1-26-00-520-00	BYLAW - DOG LICENSES	(2,000.00)	(2,300.00)	300.00
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)	(9,090.00)	90.00
1-26-00-750-00	BYLAW - FINES & COSTS	(4,750.00)	(3,242.00)	(1,508.00)
* TOTAL Revenue		(16,000.00)	(15,047.00)	(953.00)
Expenditures				
2-26-00-110-00	BYLAW - CONTRACT SERVICES	14,000.00	10,080.00	3,920.00
2-26-00-520-00	BYLAW - GENERAL SERVICES	2,000.00	0.00	2,000.00
* TOTAL Expenditures		16,000.00	10,080.00	5,920.00


*** End of Report ***

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

Attachments:

1. Detailed Bylaw Report – YTD

Town of Bassano
2023 Bylaw Enforcement Tracker

File Number	Date Opened	Location (Civic Address)	Bylaw(s) in contravention	Issues	Images	Compliance	Date closed
Carry forward from 2022							
TOB-BEO001/22	28-Jun-22	433 2 Avenue BBI Priority Area 2 - carry forward from 2021.	Community Standards Bylaw 920/21, Fire Services Bylaw 885/19, Traffic Bylaw 876/18, Bassano Land Use Bylaw	Accumulation of garbage and debris. Operation of an automotive/mechanical equipment or service business in a main Street Commercial (C1) Land Use District. Fence and signage non compliant with Land Use Bylaw and installed without an approved permit. Shipping container on the premises without a permit.		Orders were issued on June 28, 2022 and amended on July 15, 2022 in include the correct bylaw number. July 31, 2022 date of compliance was given. Property owners appealed the orders and an extension of one month (period ending August 31, 2022) was approved by Council. Property owners have not achieved compliance.	Closed September 5, 2023
TOB-BEO060/22	14-Jul-22	831 2 Avenue	Dog Control Bylaw 836/12	Dog at large.	No images were taken.	CPO Leeks was given direction to call owner as a warning. The property owner was notified that the dog needs to be licensed. She said she would come in. A reminder letter was issued to the owner on February 2, 2023. No action has been taken.	Closed June 30, 2023
TOB-BEO066/22	9-Aug-22	726 2 Avenue	Dog Control Bylaw 836/12	Multiple complaints have been received regarding the constant barking of the 3 dogs on the property. Dogs are unlicensed.	No images. See property files for complaints.	Complaints were received on March 18, May 12, and August 7, 2022 from a neighbor. CPO Leeks contacted the property owner and let them know that there have been noise complaints and that the dogs need to be licensed. The complainant was asked to complete a dog log to prove excessive barking. The dog log has not been completed by the complainant. No action has been taken since	Closed January 31, 2023
TOB-BEO082/22	11-Oct-22	337 9 Avenue	Dog Control Bylaw 836/12	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were following him on his run around Town. Owners were contacted and asked to license and keep the dogs confined to the property unless they are leashed, held, and controlled by the owner. Email was sent with dog licenses form to the dog owner on October 11, 2022. A follow-up email was sent on January 19, 2023. Animals were registered on January 19, 2023.	Closed January 19, 2023.
2023 files							
TOB-BEO001/23	4-Jan-22	426 2 Avenue	Traffic Bylaw 876-18	Ice on Sidewalk	See file.	A call was placed to the neighboring properties that have an agreement to keep the sidewalk clean. Both parties were warned and asked to clear the sidewalk of debris.	Closed January 31, 2023
TOB-BEO002/23	17-Jan-23	409 3 Avenue	Community Standards Bylaw 920/21	Dog feces accumulated in yard.	See file.	Complaint was received regarding the accumulation of dog feces in the backyard. CPO Leeks contacted to dog owner and landlord on January 18, 2023.	Close February 28, 2023
TOB-BEO003/23	25-Jan-23	308 4 Avenue	Cat Control Bylaw837/12	Cat at large. Located at the Pool.	See property file	Cat was at large at the Bassano Outdoor Pool (249-253 6 Avenue). PW and S. Smith identified the cat by it's collar. A call was placed to the owner explaining that the cat was not to be at large and that fines may be levied if the cat is caught in the future.	Closed January 25, 2023
TOB-BEO004/23	27-Jan-23	902 2 Avenue	Community Standards Bylaw 920/21	Noise complaint. Complainant explained that the business owner is operating loud equipment during quite hours.	See file.	Complainant explained that the business owner is operating loud equipment during quite hours. Complainant submitted a delegation request to council and a complaint form on January 27, 2023.	Closed April 30, 2023
TOB-BEO005/23	7-Feb-23	701 1 Street	Dog Control Bylaw 928/22	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were loose on the school grounds. CPO Leeks was directed by administration to call warning the owner that thier dog was at large.	Closed Febrauy 16, 2023.
TOB-BEO006/23	15-Feb-23	11th Street	Traffic Bylaw 876-18	Speeding	No images.	Verbal complaint from resident that studnets were speeding along 11th Street and tractor trailers were speeding from the Old #1 highway.	Closed February 28, 2023

**Town of Bassano
2023 Bylaw Enforcement Tracker**

TOB-BEO006/23	28-Feb-23	11th Street	Community Standards Bylaw 920/21	Unregistered vehicles	No images.	Unregistered vehicles were identified by the Town. CPO Leeks was directed to investigate. One vehicle was towed and the other had two flat tires.	Closed February 28, 2023
TOB-BEO007/23	21-Mar-23	1011 5 Avenue	Dog Control Bylaw 928/22	Complaint reported an aggressive dog on the property. Dog is not licensed.	No images.	Complaint lives at the Silver Inn (1011 5 Avenue) and reported an aggressive, unlicensed dog living in one of the neighboring units. Owner does not pick up after the dog, feces are strewn about the property. Manager has attempted to deal with the dog owner but the issue was not resolved. Dog is unlicensed. CPO Nesbitt was directed to contact the property owner to inform them that the issue has been brought to the Town's attention and the dog is not licensed. The property owner contacted the dog owner. Dog was licensed on March 24, 2023. The complainant reported that the owner is now always outside with and cleans up after his dog.	Closed March 27, 2023
TOB-BEO008/23	21-Mar-23	501 4 Avenue	Traffic Bylaw 876-18	Complaint reported streets covered in snow and ice.	See file.	CPO Nesbitt was directed to contact the property owners to inform them that they are in contravention of the listed bylaw and they are to remove the ice and snow from the sidewalk. Sidewalks were clear upon investigation on Friday, March 24,	Closed March 27, 2023
TOB-BEO009/23	21-Mar-23	432 4 Street	Traffic Bylaw 876-18	Complaint reported streets covered in snow and ice.	See file.	CPO Nesbitt was directed to contact the property owners to inform them that they are in contravention of the listed bylaw and they are to remove the ice and snow from the sidewalk. Property owners will be informed that there is free sand available at 317 2 Avenue. Contact has not been made.	Closed March 31, 2023
TOB-BEO0010/23	21-Mar-23	258 3 Avenue	Traffic Bylaw 876-18	Complaint reported streets covered in snow and ice.	See file.	CPO Nesbitt was directed to contact the property owners to inform them that they are in contravention of the listed bylaw and they are to remove the ice and snow from the sidewalk. Property owners will be informed that there is free sand available at 317 2 Avenue. Note was left on the properties door. Call was placed with no answer.	Closed March 31, 2023
TOB-BEO0011/23	28-Mar-23	1011 5 Avenue	Cat Control Bylaw 837/12	Complaint reported a neighbour feeding stray cats.	See file.	Complainant reported that his neighbour has 7 cats that he feeds everyday are running all over their cars and pooping under vehicles. Call was placed to the complainant to verify information. Complainant expressed that 2-3 cats were owned by the neighbour, the rest were strays. CPO Nesbitt contacted the property owner/landlord. The landlord will be communicating with thier tenants, giving them	Closed April 3, 2023
TOB-BEO0012/23	3-Apr-23	258 3 Avenue	Land Use Bylaw 921/21	A complaint was reported that there were chickens and a rooster	See file.	Chickens were found and relocated from the property in July 2020. A verbal complaint was received on March 31, 2023, stating that the chickens had been taken back to the property. CPO Leeks was sent to the property on April 6, 2023, and April 18, 2023, to investigate if there were chickens on the property and to contact the owner. No chickens were seen and the owner did not answer the door. Chickens were noticed on the property on April 25, 2023. A call was placed to the property owner on April 28, 2023, and a violation warning was sent via email on May 1, 2023. Clean-up orders were issued on May 5, 2023. Compliance was met by the property owner. The Shipping container was removed. property owners met	Closed August 30, 2023
TOB-BEO0013/23	23-Apr-23	229 2 Avenue	Community Standards Bylaw 920/21	A complaint was received regarding over grown trees encroaching on the alley.	See file.	Complaint was received regarding the properties over grown trees encroaching on the alley. Call was placed to the property owner on May 1, 2023. Property owner has organized a contractor to come cut the trees. Trees were cut May 5, 2023. Complainant was notified May 8, 2023 that the trees have been cut.	Closed May 8, 2023.

**Town of Bassano
2023 Bylaw Enforcement Tracker**

TOB-BEO0014/23	24-Apr-23	506 4 Avenue	Community Standards Bylaw 920/21	Accumulation of yard waste at the rear of the property.	See file.	Complaint regarding the accumulation of yard waste at the back of the property. Call was placed to the property owner on May 3, 2023.	Closed May 31, 2023.
TOB-BEO0015/23	3-May-23	202 3 Avenue	Traffic Bylaw 876-18	Horse trailer was parked too close to the intersection for 1 Street and 3 Avenue.	See file.	A complaint was received on May 3, 2023, regarding the trailer. CPO Leeks was directed to engage with the trailer owner during the May 11, 2023 shift. The owner has not responded to contact attempts. Limitations of the current bylaw prevent	Closed June 30, 2023
TOB-BEO0016/23	16-May-23	130 6 Avenue	Community Standards Bylaw 920/21	Overgrown grass along the east side of the property. Skunks living under the the old shed.	See file.	The complaint was received on May 16, 2023. The administration engaged the property owner to tend to the skunks. Skunks no longer appear to be present on the property.	Closed Augsut 30, 2023
TOB-BEO0017/23	16-Jun-23	301 1 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds. Accumulation of old railway ties and garbage and debris from the property.	See file.	Orders were issued June 16, 2023 to the property owner by registered mail. Partial compliance has been met by the property owner. Administration has reached out to the property owner for an update on the remaining clean-up on July 5, 2023. Compliance was met by the property owner.	Closed July 31, 2023
TOB-BEO0018/23	16-Jun-23	602 1 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds, inoperable vehicles, old building materials. garbage and debris	See file.	Orders were issued June 16, 2023, to the property owner by registered mail. Partial compliance has been met by the property owner. Administration has reached out to the property owner for an update on the remaining clean-up on July 5, 2023. An extension was granted to the property owner until August 15, 2023.	Closed August 30, 2023
TOB-BEO0019/23	16-Jun-23	517 2 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds, graffiti, broken window, garbage and debris	See file.	Orders were issued June 16, 2023, to the property owner by registered mail dn email. Compliance was met by the property owner. Warning was given to property owner to remind they to regularly visit and maintain the property.	Closed July 10, 2023
TOB-BEO0020/23	16-Jun-23	201 1 Avenue	Community Standards Bylaw 920/21	Overgrown weeds	See file.	A call was placed to the property manager June 16, 2023. Orders were issued on June 16, 2023, to the property owner by registered mail and email. Compliance was met by the property owner.	Closed July 5, 2023
TOB-BEO0021/23	12-Jul-23	808 3 Avenue	Community Standards Bylaw 920/21	Overgrown grass, weeds, trees and shrubs.	See file.	A clean-up order was issued on July 12, 2023. Compliance was not met by the property owner. Fine was issued to the property owner. Contractor completed the clean-up with the cost of the clean-up being charged to the properties tax roll.	Closed August 14, 2023
TOB-BEO0022/23	12-Jul-23	426 3 Avenue	Community Standards Bylaw 920/21	Overgrown grass, weeds, trees and shrubs.	See file.	A clean-up order was issued on July 12, 2023. Compliance was met by the property owner.	Closed July 31, 2023
TOB-BEO0023/23	12-Jul-23	710 5 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds. Missing siding on the front of the house.	See file.	A clean-up order was issued on July 12, 2023. Compliance was met by the property except for siding the front of the building. An extension was given to September 30, 2023, to complete the upgrades. Compliance was met by the property owner.	Closed September 7, 2023
TOB-BEO0024/23	19-Jul-23	313 3 Avenue	Dog Bylaw 928-22	Owner reported that their dog had bitten a family friend.	See file.	Dog owner explained that their dog had bitten a family friend while out on a walk. Family friend has claimed fault in the incident. Information was shared with Administration and has been saved in the owners property file. No action will be taken by the Town.	Closed July 24, 2023
TOB-BEO0025/23	24-Jul-23	1001 2 Avenue, 933 2 Avenue, 924 1 Avenue	Community Standards Bylaw 920/21	Over grown grass and weeds, accumulation of yard waste and dead weeds on the property.	See file.	An email was sent to the property owner informing them of the violation. A due date of July 26, 2023, to complete the clean-up. Orders and a fine were issued on July 27, 2023. Compliance has been met by the property owner.	Closed August 30, 2023
TOB-BEO0026/23	24-Jul-23	1002 5 Avenue	Community Standards Bylaw 920/21	Over grown grass and weeds, accumulation of garbage and debris on the property.	See file.	An email was sent to the property owner informing them of the violation. A due date of July 26, 2023, to complete the clean-up. Orders and a fine were issued on July 27, 2023. Partial compliance was met by the property owner.	Closed August 30, 2023

**Town of Bassano
2023 Bylaw Enforcement Tracker**

TOB-BEO0027/23	24-Jul-23	418 3 Avenue	Community Standards Bylaw 920/21	Over grown grass and weeds, accumulation of garbage and debris on the property.	See file.	Orders were issued on July 27, 2023. Compliance was met by the property owner.	Closed August 14, 2023
TOB-BEO0028/23	27-Jul-23	502 5 Avenue	Community Standards Bylaw 920/21	Complaint was received regarding the accumulation of household supplies, building materials and an old fence leaned up against the house.	See file.	A complaint was received on July 26, 2023. File is pending.	Ongoing
TOB-BEO0029/23	28-Aug-23	633 4 Avenue	Land Use Bylaw 921/21	A complaint was received regarding drainage from the owner's property to the neighbour's driveway. This has been ongoing since the winter 2022.	See file.	A complaint was received on August 11, 2023. A call was placed by the bylaw enforcement division to the property owner on August 28, 2023. Property owners will be given till September 5, 2023, to implement a solution. Property owners adjusted their eves troughs to divert water away from neighbour's property.	Closed September 19, 2023
TOB-BEO0030/23	28-Aug-23	213 3 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds. Inoperable vehicle not concealed from view	See file.	Orders were issued on September 1, 2023. The property owner was contacted on September 18, 2023, to discuss partial compliance on the property. An extension was given to September 27, 2023 to complete the remaining clean-up. Compliance was met by the property owner.	Closed September 27, 2023
TOB-BEO0031/23	28-Aug-23	119 3 Avenue	Community Standards Bylaw 920/21	Accumulation of inoperable vehicles at the rear of the property.	See file.	Orders were issued on September 1, 2023. Compliance was met by the property owner.	Closed September 27, 2023
TOB-BEO0032/23	28-Aug-23	306 8 Avenue	Dog Bylaw 928-22	Complaint received regarding barking dog.	N/A	Call was placed to the complainant to correct information on form. Enforcement action will not be undertaken as the issue has resolved itself.	Closed August 28, 2023
TOB-BEO0033/23	17-Oct-23	Back alley behind Silk Tire	Traffic Bylaw 876-18	A complaint was received regarding speeding in the back alley.	N/A	The complainant was informed that the Town's enforcement officer will patrol the area. The complainant can report license plate numbers to the RCMP.	Ongoing
TOB-BEO0034/23	17-Oct-23	222 8 Street	Land Use Bylaw 921/21	A complaint was received regarding an unpermitted day home.	N/A	The property owner is working with the Town's development officer to obtain the proper permits. The complainant has been contacted.	Closed October 17, 2023
TOB-BEO0035/23	26-Oct-23	249 3 Avenue	Traffic Bylaw 876-18	Unregistered vehicle parked on the street	N/A	CPO investigated. A ticket was issued to the vehicle owner for an unregistered vehicle.	Closed October 30, 2023
TOB-BEO0036/23	26-Oct-23	505 9 Avenue	Traffic Bylaw 876-18	RV parked on Town property.	N/A	CPO investigated. RV was removed.	Closed October 30, 2023



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.5

SUBJECT: (41) Water Department Budget Review

BACKGROUND

This open discussion is divided into multiple sections. The outcome will guide the next phase of utility planning.

Part 1

The Bulk Water Loading System Upgrade, a carry forward project from 2022 was completed in 2023. Additional work was required once the system was installed to program the pumps however, everything now works as intended. The system provides close to 2m³/minute which is comparable to bulk water facilities in Brooks/area. Total costs including engineering, installation, and pump programming was \$50,409. The project was to be funded with the capital surplus from 2022.

Total bulk water sales between January 1 and October 18, 2023 was \$96,914, significantly higher than budgeted with many industrial users. A transfer from reserves is not required to fund the capital upgrade. Rather, the upgrade is fully funded with additional bulk water sales this year.

A motion is required that the bulk water loading system upgrade is funded through 2023 water revenue versus a capital reserve transfer.

Part 2

Council adopted a Public Lands Watering Policy P-TOB41/001-22 in 2022. The purpose of the policy was to establish a schedule for watering areas of town. With drought like conditions in 2023, there was a temporary pause on water, and additional follow-up measures to beautify public spaces near the community hall and cenotaph. Some users of the community gardens were frustrated with the imposed watering schedule that was later changed by council to include four hours of watering three days per week. The organizers of the community gardens were invited to propose a more suitable schedule, however, nothing was received. We have since received a letter that Bassano Royal Purple, the organization in charge of the community gardens that states they were disappointed by the lack of consultation with the proposed off-leash dog park and watering schedule changes and will no longer be responsible for the assets (see Correspondence Item 10.8).

With environmental changes over the past two years, it is difficult for council to analysis their satisfaction with water usage policy (see Table 1). Council must provide direction on the Public Lands Watering Schedule Policy – do you want to maintain this process, or amend the watering schedule?

**Town of Bassano
Public Lands Watering Summary 2022 and 2023**

Locations	Watering Cycle	2022 Summer Watering Cycle (average May - Mid Oct.) - m3	2022 NRSC Rate \$1.05/m3	2023 Summer Watering Cycle (average May - Mid Oct.) - m3	2023 NRSC Rate \$1.10/m3	Consumption Change 2023 over 2022 - m3
Joint Use Facility 1	3 times/week - green space within fence	4,845	\$ 5,087	3,275	\$ 3,602.50	-1570
Joint Use Facility 2	3 times/week - green space along street with flowers	145	\$ 152	138	\$ 151.80	-7
Kinnette Park (Community Gardens)	3 times/week Mon, Wed, Fri - 2 hrs in am 2 hrs in pm.	308	\$ 323	379	\$ 416.90	71
Cemetery	3 times/ week	2,003	\$ 2,103	2,167	\$ 2,383.70	164
Office	3 times/week and monitored	412	\$ 433	452	\$ 497.20	40
Campground	1 time/week - only on the east and west ends of the campground to ensure tents have an suitable space.	64	\$ 67	32	\$ 35.20	-32
Community Hall Green Space	2 times/week and monitored	44	\$ 46	241	\$ 265.10	197
Cenotaph	3 times/week and monitored	239	\$ 251	205	\$ 225.50	-34
		8,060	\$ 8,463	6,889	\$ 7,577.90	-1171
Notes						
1. Joint Use 1 - includes Pool water						
2. Joint Use 2 - includes water usage from old side of arena						
3. Office includes approximately 7 m3 inside use						
4. Cenotaph includes library usage approx. 10 m3						

Table 1. Public Lands Watering Analysis 2022 and 2023

Part 3

Council passed Utility Rates Bylaw 930/23 with a paper free billing incentive. Any utility account holder that signed up for e-billing was not charged the \$5.00 processing fee. The bylaw explained that any account holder that chose to remain with a paper bill would be charged an addition fee starting January 1, 2024 of \$2.50, doubling each year until 2026.

Table 2 shows that 55% of utility accounts are now paper free.

	2023	
Paper Free Utility Accounts @ Nov. 1	348	55%
Traditional Utility Accounts	280	
Total Utility Accounts	628	

Table 2. Utility Billing Services

Council must now decide:

1. Will an ECO fee of \$2.50 per charged on all traditional utility accounts starting January 1, 2024? This would cost the user \$15.00/annum and provide \$4,200 in revenue covering the cost to print, labour, and mailing.
2. Will the processing fee of \$5.00 remain active on all utility accounts starting January 1, 2024?
3. Would council prefer to offer another grace year for people to sign up for paper free billing? If so, should existing users receive an extra benefit for signing up early?

It should be noted that administration encourages every account holder to go paper free. Once the transition is complete, it will save considerable time and resources.

Part 4

The water utility was transitioned to a user pay system in 2019. For the past few years, council has worked out different scenarios to cover the cost of operating the system and it was determined in 2022 that a flat fee plus a per cubic meter rate was the most equitable.

Council is aware that the water utility is strongly debated by some members of the community with arguments that higher water rates deter people from keeping nice lawns. At a recent delegation, Stew Heron requested that council adjust water rates seasonally to encourage people to water their lawns. With competing factors like environmental changes, beautification, public safety, and affordability, council has remained focused on upholding a user pay utility system without subsidization.

The water utility is comprised of two parts:

1. The regional water rate charged by Newell Regional Services Corporation (NRSC). This rate increases \$0.05/annum with a dedicated portion to their capital reserve for asset replacement. The NRSC water rate covers the cost of the water operation from the main plant in Brooks to the Bassano. The rate is \$1.15/m³ for 2024. This system is metered and is a direct charge to the town.
2. The second part of the water rates covers the town's operational costs to manage the distribution system. This includes but is not limited to the water treatment plant, its pumps, pipes, and VFD, water meter replacements, water line repairs, water testing, fire hydrants, certified water operator management fees, as well as the water debenture.

The water debenture will be paid off in 2024. The remaining balance to be collected is \$66,465 (principal and interest).

Cost recovery of the water system in 2023 was projected based on the following rates (see Table 3):

	Commercial/Institutional	YTD Usage m3	Accounts Impacted
Flat fee (bi-monthly)	\$ 20.00		
Up to 3,000m3/annum	\$ 2.70	25,393	
Over 3,000m3/annum	\$ 3.55	42,225	5
	Residential	YTD Usage m3	Accounts Impacted
Flat fee (bi-monthly)	\$ 20.00		
Up to 500m3/annum	\$ 2.70	91,191	513
Over 500m3/annum	\$ 3.55	1,037	10

Table 3. 2023 Water Rates

To prepare the water budget and corresponding water rate for 2024, council must provide direction of the following:

1. Does council intend to maintain the water utility with the flat fee and the per cubic meter rate as set out above?
 - a. Will council elect to maintain the minimum per cubic meter rate increase of \$0.05 that is directed from NRSC – or does council foresee this changing how water rates are structured?
2. Does council wish to offer seasonal water rates? If so, in what way?
3. Capital costs must be collected for the next phase of asset replacement. With the water debenture being paid off in 2024, council must decide how it will collect capital revenues for water asset replacement. Within the sewer levy, a portion of the fee is directed to the lagoon’s capital reserve. For water, council can do any of the following:
 - a. Apply a flat rate to every utility bill dedicated as a Water Infrastructure Renewal Fee and reduce the per cubic meter water rate.

- b. Adopt a process like NRSC where the town applies a flat increase for each cubic meter of water sold per annum with the revenue dedicated to the capital reserve account. For example, a \$0.20/m³ is dedicated to the capital reserve.
- c. Establish a flat rate to be collected for the water asset replacement and apply that value to the per cubic meter water rate. For example, if council chose to collect \$150,000 per annum for water asset replacements, the value is established within the water rate. *The same process that is followed now.*



TOWN OF BASSANO
 (41) Water Department Budget
 YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Revenue				
1-41-00-240-00	WATER - PROCESSING FEE	(18,000.00)	(9,610.40)	(8,389.60)
1-41-00-400-00	WATER - REVENUE	(564,500.00)	(649,239.11)	84,739.11
1-41-00-450-00	WATER - DISCONNECT/RECONNECT FEES	(200.00)	(70.00)	(130.00)
1-41-00-550-00	WATER/SEWER - PENALTIES	(13,000.00)	(10,329.51)	(2,670.49)
1-41-00-590-00	WATER - COST RECOVERED	(4,000.00)	0.00	(4,000.00)
* TOTAL Revenue		(599,700.00)	(669,249.02)	69,549.02
Expenditures				
2-41-00-120-00	WATER - CONTRACT SERVICES	28,000.00	22,123.83	5,876.17
2-41-00-215-00	WATER - FREIGHT, INTERNET, PHONE	1,790.00	563.05	1,226.95
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	15,730.19	1,769.81
2-41-00-250-00	WATER - REPAIR/MAINTENANCE	129,125.00	74,873.94	54,251.06
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	638.14	1,461.86
2-41-00-532-00	WATER - CONSUMPTION TO NRSC	259,600.00	247,052.30	12,547.70
2-41-00-540-00	WATER, - UTILITIES	42,000.00	30,335.64	11,664.36
2-41-00-762-00	WATER - TSF TO CAPITAL	0.00	0.00	0.00
2-41-00-766-00	WATER - TSF TO RESERVES	0.00	0.00	0.00
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
* TOTAL Expenditures		633,610.00	476,608.25	157,001.75

*** End of Report ***

Prepared by: Amanda Davis, CAO

Attachments:

1. P-TOB41/001-22



Policy Title	Public Lands Watering Schedule Policy
Authority	Public Works and Parks/Recreation
Approved (Dates/Motion #)	TOB247/22
Policy Number	P-TOB41/001-22
Review	November 1 Annually
Reviewed by/date	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.
Kinnette 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 rd 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.

END OF POLICY



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.6

SUBJECT: (42) Sewer Department Budget Review

BACKGROUND

There are a few highlights that resulted from sewer department in 2023:

1. The sewer department consists of general maintenance of the system. In 2023 we monitored the new storage cell at the lagoon and anticipated an irrigation release. With warmer temperatures and evaporation, there was not enough water in the storage cell to irrigate this season. With low volumes, we cannot predict when there may be a suitable amount of water to initiate a release. Thus, public works did a dry run of the pivot to ensure its operation this fall.
2. Groundwater monitoring wells were tested at the lagoon as part of our WWTU project approval/license. Results came back positive.
3. We received approval from Infrastructure Canada to update an additional 630m of trunk main under the WWTU project in 2021/22. Preliminary design/engineering is complete, and a Contemplated Change Order was issued to the contractor. The upgrade will happen in 2024. The projected cost for 2024 is \$615,000 with \$247,063 funded by the ICP grant.
4. Public works arranged a storm line upgrade on 2nd Street East near 8th Avenue. This project was completed in the fall after the annual sanitary line cleaning project.
5. I am preparing for questioning the first week of December to address the McLean and Armstrong lawsuits regarding lagoon and stormwater matters.

2024 – 2026 Budget Discussion

The sewer department budget expense covers system maintenance. The utility is charged on a cost recovery basis with a portion of the funds allocated to a capital lagoon reserve.

The sewer utility rate is proposed with a 2.5% increase per annum for each year, 2024-2026 with all users, residential and non-residential charged the same as previously established by council.

	2023 Actual	2024 Proposed	2025 Projected	2026 Projected
Bi-monthly Rate (res and non-res)	\$ 33.70	\$ 34.55	\$ 35.40	\$ 36.30
Allocated to Lagoon Reserve	\$ 78,500	\$ 83,425	\$ 83,500	\$ 84,600



TOWN OF BASSANO
 (42) Sewer Department Budget
 YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Revenue				
1-42-00-410-00	SEWER - REVENUE	(137,000.00)	(114,451.22)	(22,548.78)
1-42-00-840-00	SEWER - PROVINCIAL COND GRANT	0.00	0.00	0.00
1-42-00-920-00	TSF FROM SEWAGE TREATMENT UPGRADE RES.	0.00	0.00	0.00
* TOTAL Revenue		(137,000.00)	(114,451.22)	(22,548.78)
Expenditures				
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	36,299.96	2,700.04
2-42-00-510-00	SEWER - GOODS & SUPPLIES	2,000.00	23.98	1,976.02
2-42-00-540-00	SEWER - UTILITIES	7,000.00	2,779.28	4,220.72
2-42-00-600-00	SEWER - AMORTIZATION	0.00	0.00	0.00
2-42-00-764-00	SEWER - TSF TO RESERVES	78,500.00	0.00	78,500.00
2-42-00-765-00	SEWER - TSF TO RESERVES	(78,500.00)	(136,081.93)	57,581.93
* TOTAL Expenditures		58,500.00	(96,978.71)	155,478.71

*** End of Report ***

Prepared by: Amanda Davis, CAO

Attachments:

1. None



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.7

SUBJECT: (43) Solid Waste & Recycling Department Budget Review

BACKGROUND

Solid waste services are provided by Newell Regional Landfill (NRL) and recycling is split with Barra and NRL in Bassano. Beyond contracted pick-up services, a portion of the recycling fee is allocated towards Beautify Bassano Initiative projects, mainly any costs related to spring and fall clean-ups, and contracted tree removal/chipping.

Moving into 2024, there are several unknowns regarding solid waste and recycling fees. Below is a summary of what will be addressed by local and regional boards:

1. NRL is working through an impact analysis with the potential loss of contaminated soils with the private Class II facility that is slated north of Bassano. A change in rates may impact municipal requisitions.
2. BARRA sought an extension to their operating agreement with the Town. The board has engaged NRL and Newell Recycling to request that they take over the full responsibility of recycling in Bassano as is done in Rosemary and Duchess.

Operationally, we projected cost savings to NRL, and the town should this transition occur. Should this become a viable option, additional information will be presented to council.

3. The Village of Duchess provides contract services to haul solid waste and they set their rates on an annual basis. Typically, we do not receive their rates until December each year. In 2023, they increased their hourly rate \$10.00. For the purpose of projecting waste rates, a \$5.00 per hour increase per annum is factored in. Final rates will be addressed by council in January for the 2024 Utility Rates Bylaw.

2024 – 2026 Budget Discussion

Solid waste and recycling are budgeted at cost recovery. The proposed recycling utility rate is unchanged for 2024-2026 until we know the status of BARRA and NRL services. The solid waste (garbage) utility rate is proposed with a 4.0% increase per annum for each year, 2024-2026 with all users, residential and non-residential charged the same as previously established by council.

	2023 Actual	2024 Proposed	2025 Projected	2026 Projected
RECYCLING - Bi-monthly Rate (res and non-res)	\$ 7.60	\$ 7.60	\$ 7.60	\$ 7.60
GARBAGE - Bi-monthly Rate (res and non-res)	\$ 22.50	\$ 23.40	\$ 24.50	\$ 25.30

Year-to-Date



TOWN OF BASSANO
(43) Solid Waste & Recycling Department Budget
YTD

Page 1 of 1
2023-Nov-15
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General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Revenue				
1-43-00-400-00	GARBAGE - REVENUE	(92,340.00)	(77,089.24)	(15,250.76)
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)	(26,020.02)	(5,179.98)
* TOTAL Revenue		(134,790.00)	(103,109.26)	(31,680.74)
Expenditures				
2-43-00-210-00	GARBAGE - CONTRACT SERVICES	60,400.00	45,240.00	15,160.00
2-43-00-510-00	GARBAGE - GOODS & SUPPLIES	10,000.00	6,122.20	3,877.80
2-43-00-620-00	BARRA - WATER UTILITY	50.00	159.42	(109.42)
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
* TOTAL Expenditures		134,763.00	109,271.70	25,491.30

*** End of Report ***

Prepared by: Amanda Davis, CAO

Attachments:

1. None



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.8

SUBJECT: (51) FCSS Budget Review

BACKGROUND

This open discussion document is a continuation of the delegation from Chair Hauck and FCSS Director Barron. The ladies will have provided a clear summary of 2023 programs.

Having structured FCSS, we can properly budget and offer suitable programs. In 2024, \$14,000 is allocated to programs to include a \$3,500 grant received this year for Mental Health First Aid training. Other planned programs include but are not limited to:

- Welcome Wagon
- Meals on Wheels
- Parents & Tots
- Family Literacy Day
- Random Acts of Kindness
- Fraud Prevention
- Voluneeer Week Programming
- Participation in the Small Town Smoke Down
- Bike Rodeo
- Seniors' Week events
- Social skills programs
- Prade of garage sales
- Halloween programs
- Christmas programs
- Christmas hampers, and much more.

In 2025, FCSS will host Women's Wellness (WW) with similar themed programs, the same in 2026 less WW. The standard programming budget is \$9,000 plus any grants/donations received. With additional revenue, FCSS typically has \$20,000 to allocate to programming. This is suitable for the varied social services and people power available.

The municipal contribution remains as projected at \$34,485, \$34,650, and \$36,950 respectively over the next three years. It is important to note that Grasslands FCSS contribute \$12,760 annually to the FCSS budget. They indicated that their funding process will change in 2024 and they do not guarantee future contributions.



TOWN OF BASSANO
 (51) 2023 FCSS Departmental Budget
 YTD
 Sept 31, 2023

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Revenue				
1-51-00-410-00	FCSS - 2023 WOMEN'S WELLNESS	(5,000.00)	(5,231.00)	231.00
1-51-00-590-00	FCSS - GENERAL REVENUE	(2,500.00)	(655.00)	(1,845.00)
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)
1-51-00-590-03	FCSS - DONATIONS	0.00	(5,225.00)	5,225.00
*	TOTAL Revenue	(99,855.00)	(48,987.75)	(50,867.25)
Expenditure				
2-51-00-110-00	FCSS - SALARIES	58,000.00	36,760.28	21,239.72
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	750.00	1,750.00
2-51-00-200-00	FCSS PROGRAMS	10,000.00	7,901.76	2,098.24
2-51-00-200-01	FCSS PROGRAM - 2023 WOMEN'S WELLNESS	6,500.00	5,524.45	975.55
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	1,750.00	1,543.57	206.43
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	500.00	710.62	(210.62)
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
*	TOTAL Expenditure	99,855.00	65,801.79	34,053.21

*** End of Report ***

Prepared by: Amanda Davis, CAO

Attachments:

1. None



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.9

SUBJECT: (51a) Thrive Fitness Centre Budget Review

BACKGROUND

It was anticipated that a business case analysis would be completed for the Thrive Fitness Centre as discussed in 2022. With competing priorities, this did not occur in 2023. Council is aware that the location is small and insufficient for a gym and the equipment is aged. A larger facility with different equipment would better serve our users and the town's vision for enhanced recreation services (delivered publicly or privately). Until such time that we can re-prioritize the business case, the gym remains as is, subsidized through taxation.

2023 Thrive Stats

- Indoor walking program – 5
- Drop-in – 2
- 1-month membership – 30
- 3-month membership – 36
- 12-month membership – 4

The budget remains unchanged for 2024-2026 with an annual contribution of \$10,900 funded equally by each municipal partner. If council deemed it important and chose to allocate resources, we could hire an external consultant to prepare a business case to address the Thrive Fitness Centre. With the capital and operating projects already planned for 2024, it is unlikely that this task can be completed by administration. Council may decide it is appropriate to hire a consultant to prepare a business case and make recommendations should you deem this a core priority of the town's strategies. Alternatively, council may decide that subsidizing Thrive is no longer appropriate and determine a path forward to close the facility.

Current Thrive Rates

Drop-in	\$5.25
1-month	\$31.50
3-months	\$68.25
1-year	\$226.25

It is proposed that council establishes rates and to align with the pool policy for drop-in fees and punch cards. Further that a flat fee is established per month/annum. Bonus/add-ons are included for indoor walking at the Community Hall during the winter months.

	Actual	Proposed	Projected	Projected
General Admission	2023	2024	2025	2026

Drop in

Youth (14-17 years)	\$5.25	\$6.00	\$6.25	\$6.50
Adult (18-64 years)	\$5.25	\$7.00	\$7.25	\$7.50
Senior (65+ years)	\$5.25	\$6.00	\$6.25	\$6.50

All drop-in fees include one-time indoor walking at the Community Hall during the winter.

10 Punch Card (10% savings from drop-in fee)

Youth (14-17 years)		\$54.00	\$56.25	\$58.50
Adult (18-64 years)		\$63.00	\$65.25	\$67.50
Senior (65+ years)		\$54.00	\$56.25	\$58.50

ADD unlimited indoor walking at the Community Hall during the winter for \$25/punch card.

Regular Pass

Youth Monthly (14 -17 years)	\$31.50	\$25.00	\$25.00	\$25.00
Adult Monthly (17-64 years)	\$31.50	\$30.00	\$30.00	\$30.00
Senior Monthly (65+ years)	\$31.50	\$25.00	\$25.00	\$25.00
Youth Annual (14 -17 years)	\$226.25	\$175.00	\$175.00	\$175.00
Adult Annual (17-64 years)	\$226.25	\$225.00	\$225.00	\$225.00
Senior Annual (65+ years)	\$226.25	\$175.00	\$175.00	\$175.00

ADD unlimited indoor walking at the Community Hall during the winter for \$20/month OR \$50/annum passes.



TOWN OF BASSANO
 (51a) 2023 Thrive Budget
 YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Revenue				
1-51-00-400-01	THRIVE - MEMBERSHIPS/DROP-INS	(3,000.00)	(4,689.94)	1,689.94
1-51-00-690-00	THRIVE - MUNICIPAL CONTRIBUTION (ICF)	(5,450.00)	(5,450.00)	0.00
1-51-00-690-01	THRIVE - COUNTY CONTRIBUTION (ICF)	(5,450.00)	(3,324.85)	(2,125.15)
* TOTAL Revenue		(13,900.00)	(13,464.79)	(435.21)
Expenditure				
2-51-00-110-01	THRIVE - SALARIES & WAGES	0.00	2,912.00	(2,912.00)
2-51-00-400-00	THRIVE - RENT	8,300.00	7,150.00	1,150.00
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	628.32	(128.32)
* TOTAL Expenditure		13,900.00	11,930.32	1,969.68

*** End of Report ***

Prepared by: Amanda Davis, CAO

Attachments:

1. None



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.10

SUBJECT: (72a) Pool Department Budget Review

BACKGROUND

In 2022, council approved the Bassano Outdoor Pool Operations Plan Policy, P-TOB72a-001-22. The plan outlined actionable goals to help improve internal operations and public service offering of the facility. 2023 was the second year of implementation. The plan is reviewed annually.

This document has been written in 3 parts and is intended to be an open discussion.

1. Detailed report of the 2023 pool seasons with policy discussion.
2. Suggested amendments to the Bassano Outdoor Pool Operations Plan policy (P-TOB72a-001-22).
3. 2023 budget overview

Based on council's discussion, policy amendments and the 2024-2026 pool budget will be finalized for review at the December meeting.

PART 1: 2023 Seasons Overview

There were many successes and challenges this season. As expected with the implementation of an operations plan, amendments will be made to ensure the plan will continue to meet the needs of the facility – it is a living document.

The overview layout aligns with the Bassano Outdoor Pool Operations Plan Manual.

Youth Development and Succession Planning

Inhouse training was a success. Courses were provided jointly by pool management and private contractors. 9 out of 16 staff members participated in the training.

Instructed by pool managers	Instructed by private contractors
<ul style="list-style-type: none">▪ Bronze Medallion▪ Bronze Cross	<ul style="list-style-type: none">▪ National Lifeguard▪ Swim/Lifesaving Instructor▪ Standard First Aid▪ Pool Operators Level 1 (Pool Managers Only)

1. All core lifeguarding courses (6) were held on weekends between May 13 and June 18 to accommodate school schedules. 2 of 6 courses were offered in May while the pool was closed to the public, lessening the strain on staff and scheduling. Inhouse training continues to be beneficial for prospective and returning staff; we wish to offer inhouse training again in 2024.
2. Three (3) in-services (practices) were held throughout the season providing pool staff with an opportunity to hone their skills.
3. Staff received a wage increase to align with industry standards. Returning staff received a \$0.25 per hour raise in 2023 as per the amended policy.

Observations

Pool managers, Holly and Laurel Schaffer, took the National Lifeguard Instructor (NLI) certification, allowing them to certify future lifeguards – this is not a mandatory course for pool management. We consider this a big win as it shows staff are invested in the continuation of inhouse training and personal advancement within aquatics. Both pool managers intend on returning to our facility in 2024.

To encourage staff to advance their aquatic education, a \$1.00 per hour increase could be given to employees holding a National Lifeguard Instructor (NLI) or Lifesaving Instructor Trainer (LSIT) certification. Those holding both certifications could receive a \$2.00 increase per hour. Attracting and retaining staff with a NLI or LSIT certification will help reduce the cost of in-house training and the reliance on outside contractors. *Discussion required.*

The pool experienced several management challenges in 2023.

The transition from lifeguarding to a management role was challenging for our pool managers. Relationships with their co-workers, many of whom were classmates/peers, needed to change to ensure pool standards were being maintained. The Recreation and Community Services Liaison (R&CS Liaison) provided guidance to pool managers as they made the transition.

Mid season, the R&CS Liaison witnessed insubordinate actions by pool staff that if allowed to continue, could have impacted the health and safety of both staff and patrons attending our facility. Immediate action was taken and a discussion between the CAO, R&CS Liaison, and pool managers occurred to resolve the situations. Pool managers, with the support of the R&CS Liaison, learned to balance firmness with fun, creating a safe and supportive environment for staff. Interactions between pool staff and managers greatly improved following this intervention and administration learned valuable lessons on how to better support pool managers in the future.

Pool managers managed multiple interpersonal conflicts between staff members originating outside our facility.

There is value in fostering existing staff into leadership positions as they understand the needs of our facility and have built relationships that positively impact pool programming and the community. It is important to remember that these are young adults, learning the tools and

confidence they need to be effective leaders and this is exactly why the operations plan was created/implemented.

In 2024, we propose that pool management design and implement a formal mentorship plan for staff amongst pool staff, split into two streams: personal development and peer teaching. This mentorship program is intended to share knowledge and experience with pool staff while improving comradery within the team and was brought forth by the 2023 pool managers.

Youth Development and Succession Planning Action Plan Review

1. Restructure lifeguard positions – *Complete.*
2. Organize and facilitate formal in-house training – *Complete. Continue in 2023.*
3. Mandate Lifesaving Instructor certification for the pool management and Level 2 lifeguards – *Complete.*
4. Enhance and increase the frequency of in-service sessions - *Complete*
5. Formalize a staff mentorship program. *Implementation in 2024.*
6. Provide water testing and basic mechanical training for lifeguards – *Complete.*
7. Present employment and youth development opportunities within the school division - *Complete*
8. Prepare a competitive wage schedule and benefits plan – *Complete.*

Operating Hours

- The pool opened on June 1. This is done to elevate pressure on senior staff who needed to work while courses were operating, and to allow public works to get the facility operational. Very little negative public feedback was received opening June 1.
- A full season schedule and lesson guide were created to help patrons plan their summer – information was posted on social media and the Town’s website. This will be the standard practice moving forward.
- Pool management contacted local schools and procured three school rentals in June. This opportunity was well received, and schools indicated they would return the following season.
- 7 private pool rentals were held throughout the season.

Observations

1. The community instructor position was left unfilled again in 2023. As a reminder, this position was created to ensure June programming could take place with minimal senior staff by training adult members of the community to be swim instructors. Prospective community instructors did not have the necessary swimming skills, or ability to complete the required courses, or were already working full-time and unable to meet the time commitment. We will continue to advertise the community instructor opportunity in 2024 and will reassess the position in 2025.

Fortunately, due to a combination of post-secondary staff and high school work experience students, we were able to operate June programming without community instructors.

2. As per the operations plan, operating hours could be extended if additional season-long or reoccurring rentals were booked. No consistent rentals were booked in 2023 but pool management will continue to look for more rental opportunities.

Operating Hours Action Plan

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

Programming

Swimming Lessons

Pool staff and the public are comfortable with Lifesaving Society lesson programs. Staff continue to educate the public on any differences between Red Cross and Lifesaving Society programs.

Out of 53 lesson sets offered this year, we ran 43.

- 357 students participated in school and summer lessons.
- 109 from school lessons and 248 from summer lessons.

Observation

1. Administration met with Tammy Miller, to discuss pool operations and school lessons/programming. She identified, that over the past 10 years, there has been a decrease in the number of schools accessing our facility for both school swimming lessons and rentals. Tammy, with the support of the Bassano School, asked if the Town could reduce the cost of swimming lessons and create more opportunities for schools to book unstructured, fun swims.

Administration consulted with schools in the Newell region to identify what are the barriers to accessing our facility.

The following barriers were identified.

1. Cost of rentals and swimming lessons
2. Busing

3. Scheduling and limited availability.

As it stands, we do not have a special rate for school swimming lessons. The City of Brooks, our closest competitor, offers school swimming lessons at \$35.00 per student. A reduced rate may attract schools for swimming lessons.

If we adopted a subsidized lesson rate, there would be a loss in revenue of nearly \$3,500.

	Per registration	Total revenue from the Bassano School (109 students as of 2023)
2023 lesson rate	\$67.00	\$7,303
Reduced 2024 lesson rate	\$35.00	\$3,815
<i>Difference in revenue</i>	\$32.00	\$3,488

By offering school rentals at a reduced rate, we may be able to attract most schools to our outdoor facility to offset any decreases in revenue. Bassano School has expressed interest in facility rentals if they are affordable.

	Per hour	Per day (5 hours 9:00 a.m. – 2:00 p.m.)
2023 rental rate	\$155.00	\$775
*Proposed 2024 school rate	\$100.00	\$500
<i>Difference in revenue</i>	\$55.00	\$275

**School groups over 40 students will still be required to pay the \$27.50 per hour fee to cover the cost of additional lifeguards.*

With the exception of the Bassano school, regional schools are required to rent a bus to travel to and from our facility. The cost of renting a bus for a 2-hour rental at our facility is between \$150 and \$300 per trip depending on the distance and time spent at our facility. Reducing rental and swimming lesson rates will offset these other expenses.

June is a busy time of year for students and teachers. To reduce scheduling challenges, out of town school can do two, longer lessons per day. E.g. Lessons operate from 9:00 a.m. -10:00 am, break for snack and unstructured activity, with the second lesson from 11:00 a.m. – 12:00 p.m. Schools would visit our facility once a week for 3 weeks.

Regardless of rate changes, a letter will be sent to Bassano and regional schools in the early spring, allowing them time to plan and budget. **Discussion required.**

Instructors continue to improve their skills through training and experience under the supervision of pool management. This will enhance the quality of our swimming lesson program.

Swimming Lessons Action Plan

1. Develop a certification and training transition plan for returning staff members. – *Complete*
2. Provide additional training to the Pool Manager to ensure they can support lifeguarding staff during the transition. - *Complete*

3. Restructure lessons to meet the needs of the facility ensuring participants have the best chance to succeed. - *Complete*
4. Create information sheets and send to parents/guardians preparing them for the transition. - *Complete*
5. Develop public educational material about swimming lesson. Have in print and online. - *Complete*

Aquafit

As outlined within the operations plan, consult, educate, and enhance are the 3-steps to create a sustainable aquafit program. In 2022, as a part of the consulting phase, pool staff reviewed existing aquafit resources and created 4 fitness plans: seniors-focused, therapeutic, adult, and general.

These plans were implemented in 2023 by designated staff members. Staff were trained during in-services on lesson and aquafit instruction techniques.

Observations

1. We wish to extend the educate phase in order to refine instructor skills and provide educational opportunities. The enhance phase is slated for 2025.

Aquafit Action Plan

1. Review current lesson plans and resources. - *Complete*
2. Consult existing membership to gather feedback. - *Ongoing*
3. Educate Pool staff on new techniques and fitness programs - *Complete*
4. Enhance the existing program using new techniques and activities- *For implementation in 2025.*

Public Swimming

2023 was a full operating season (Beginning of June to August).

	2019	2021	2022	2023
May/June	1168	Did not operate.	*740	***865
July	2452	2573	2484	2389
August	1787	1929	1720	1768
Total	5407	4502	**5056	**5022

*May was impacted by the pool liner tear, not a full month for operations.

**Total also includes aquafit and land swim participants.

***The pool was not open in May.

Demographic information was collected during July and August.

	From Bassano	From the County of Newell	Outside the County of Newell
July	595	835	959
August	283	655	830
Total	878	1490	1789
% of Total	21%	36%	43%

Observations

1. Pool staff planned and hosted 6 pool events throughout the summer, Pool Olympics, Games Day, Lifesaver Sundae, Disney Day, and the Last Day Bash. These events were very well received.
2. The pool received a \$2,500 anonymous donation to offer four (4) free swims during the month of August and purchase pool toys/equipment. Free swims were held between 1:00 p.m. – 3:00 p.m. attracting between 60-100 patrons each day, weather dependent. A majority of swimmers stayed later, paying the general admission fee once free swim was complete, reducing the potential loss in revenue. This program was a success.

There is value in continuing this program as it attracts more patrons to our facility and improves accessibility for low-income members of our community. For a flat rate of \$300.00 per day, businesses can sponsor a free swim from 1:00 p.m. – 3:00 p.m. This has been added to the proposed 2024 fees.

3. As shown in the demographic information above, 36% of patrons are from the County of Newell with another 41% visiting our facility from outside both Bassano and the County. These statistics validate the cost-share agreement between the Town and the County for pool operations while demonstrating the effectiveness of our facility as a tourism driver for our community.

Public Swimming Action Plan

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

Lane Swim and Adult Fitness

On average 2-3 people attended lane swim and adult fitness in 2023, weather dependant; patrons used this time to swim laps or swim at their own leisure. This is consistent with previous years.

Observations

1. Pool management believes there is an opportunity to use the space for multiple programs (e.g. Aqua Zumba) to increase users.

Lane Swim and Adult Fitness Action Plan

1. Advertise the program. - *Complete*
2. Combine the lane swim and adult fitness program with other activities such as Aqua Zumba, swim stroke instruction, and specialty adult fitness workshops. – *Administration shall investigate potential outside fitness contractor opportunities in 2024.*

Community Programming

The Pool partnered with Bassano FCSS to facilitate “Lifesaver Sundae” where patrons were invited to participate in lifesaving-themed games and enjoy a free ice cream sundae. This program attracted approximately 125 participants. The event was sponsored by the Knox Presbyterian Church

As a part of the pool liner replacement project, Bassano School elementary students (Grades 1-6) were invited to learn about the pool liner, why its important, and the role of Town Council in the longevity of the Town’s recreation facilities.

With the support of RECA Vinyl Works, our pool liner installer, we customized our pool liner, incorporating an “Under the Sea” design. Students were invited to share their favorite sea creatures which were incorporated into the design. These unique decals were designed for kids, by kids. Students were able to “leave their mark” on the facility for the lifespan of the liner – which is approximately 15 years.



Observations

1. Bassano Outdoor Pool’s Water Safety Series continues to provide valuable drowning prevention information in a fun and engaging way. We will plan to offer these programs annually.
2. Administration will continue to find new and exciting ways to engage the community while completing milestone, high profile project that benefit residents.

Community Programming Action Plan

1. Engage community organizations with ties to water and community safety – *Complete*.
2. Develop a program and delivery plan. – *Complete*.
3. Apply for grant funding where applicable. – *Administration shall apply for funding to support the continuation of community programming in 2024.*

Concession

The concession was tendered in 2024 as no proposals were received.

Observations

1. We wish to tender the concession again in 2024 as there is great value in providing this service to patrons and it is another source of revenue. If the concession is not contracted, vending machines from the arena side will be moved into the Joint Use Facility for the season.

Concession Action Plan

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

Scheduling and Registration Software

Through grant funding, the County of Newell plans to initiate a regional recreation facility booking system dubbed “Newell reCONNECT”. Newell recCONNECT is a one-stop digital platform for reserving and paying for facility rentals, programs, and memberships. The system can be used by in Town of Bassano, Village of Rosemary and Duchess, and County of Newell facilities. Their estimated launch date is March 1, 2024.

As concluded in our assessment of recreation software in 2021, there is great value in using booking software; 24/7 registration and payment options will improve patron experience and reduce the amount of manual booking/registration and administrative time spent by pool management. We intend to use the Newell recCONNECT system at the Bassano Outdoor Pool once it becomes available.

Facility Accessibility

No applications for the Fee Assistance Program were received in 2023. We will continue to advertise the opportunity and seek grant funding to support the program in 2024.

Facility Accessibility Action Plan

1. Connect with Alberta Health Services and the Playfair Lodge in order to develop programs or book rental space. – *Administration shall contact organizations to determine interest annually - Ongoing*.
2. Research and apply for grant programs to support subsidized programs – *Implement in 2023*.

3. Reach out to local business interested in subsidizing admission fees for low income families.
– *Ongoing*
4. Advertise new programs. – *Ongoing*

Facility Maintenance

Public works staff educated lifeguarding staff on water testing and taught interested lifeguards about pool maintenance and water quality management. To assist with maintaining water quality, pool staff implemented and enforced a pre-showering rule.

No programming was scheduled prior to 7:00 a.m. to allow for water balancing and cleaning of the bottom of the pool.

Observations

1. Pool liner patching was completed at the beginning of the season in order to operate. Even with patching, there was water loss throughout the season contributing to an increase in utilities and chemical usage. This will be reminded with the replacement of the liner.

Facility Maintenance Action Plan

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

Capital Upgrade Update

The pool liner replacement project was split into four (4) parts, removal of the existing liner, pool basin repairs, installation of a new PVC liner, and replacement of the pool's skimmers. Beginning in September, RECA Vinyl Works, a master liner installer, removed the existing liner, exposing the concrete and steel pool basin. Pool basin repairs consisted of primarily concrete work, being completed alongside regular pool basin preparation. Once preparations were complete, the new PVC liner was installed.

Due to supply chain challenges, skimmers have yet to be installed. Weather pending, they are to be installed in November. Water tightness testing will be completed by RECA Vinyl Works in the spring prior to opening. At this point, the project will be complete.

The boiler upgrade is slated for 2024 with the controller upgrade taking place in 2025. These upgrades are included in the 2024 - 2026 capital budget.

Communication, Feedback, and Advertising

Pool staff created a Tik Tok channel to promote the facility. Staff reported that some videos received over 800,000 views. We will continue to encourage staff to use this platform to advertise the pool.

The Bassano Outdoor Pool is advertised locally and within the County.

Communication, Feedback and Advertising Action Plan

1. Develop and implement a survey created to identify programming needs in the community. Amend policies and services as required. – *Implement in 2024*
2. Create videos and posters aimed at educating the public on pool operations and programs – *Ongoing*

Conclusion

Many successes were had during the 2023 season. Administration and pool staff look forward to another season serving our community.

PART 2: Suggested Bassano Outdoor Pool Policy Amendments

The Bassano Outdoor Pool operations plan is a living document. As outlined above, amendments to the pool plan have been made to optimize operations and improve service delivery. Suggested amendments have been presented in the attached pool policy and operations plan in a tracked changes format.

Amendments have been summarized below.

1. General amendments were made to correct terminology, verbiage, and grammatical errors.
2. To support the continuation of inhouse training and encourage professional development, a \$1.00 per hour increase will be given to employees holding a National Lifeguard Instructor (NLI) or Lifesaving Instructor Trainer (LSIT) certification.
3. Additional time is required to educate aquafit instructors on proper techniques and tools. The educated phase is to be extended to 2024 with the enhance phase pushed to 2025.
4. Administration and pool management will investigate grant and rental opportunities to improve programming delivery and increase revenue.
5. Participate in the Newell recCONNECT online facility booking and registration system operated and funded by the County of Newell.

PART 3: 2023 Budget Overview

The year-to-date budget is shown below.



TOWN OF BASSANO

(72a) Pool Department
YTD

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2023-Nov-8
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General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Total Revenue				
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)
1-72-00-595-00	POOL - CANADA SUMMER JOBS GRANT	0.00	(7,125.00)	7,125.00
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)
* TOTAL Revenue		(356,278.00)	(191,759.75)	(164,518.25)
Expenditure				
2-72-00-110-00	POOL - SALARIES/WAGES	106,878.00	101,539.60	5,338.40
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	1,661.99	1,338.01
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	195,540.50	125,459.50
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	4,516.16	983.84
2-72-00-511-00	POOL - CONCESSION	0.00	0.00	0.00
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	36,729.64	270.36
* TOTAL Expenditure		511,278.00	383,569.95	127,708.05

*** End of Report ***

Due to water loss throughout the season and the rising cost of pool supplies, the pool's chemical budget was exceeded. Adjustments have been made to the 2024-2026 budget to better reflect the needs of the facility.

Attachments:

1. P-TOB72a-001-22.1 - Pool Operations Plan Manual - Proposed

Prepared by: Sydney Smith, Recreation and Community Services Liaison

Reviewed by: Amanda Davis, CAO



Bassano Outdoor Pool

Policy Title	Bassano Outdoor Pool Operations Plan
Authority	Council
Approved (Dates/Motion #)	Original passing on Feb. 7, 2022 (TOB28/22), Revised Nov. 14, 2022 (TOB226/22), Revised Feb. 13, 2023 (TOB35/23), <u>Revised November 20, 2023 (TOB##/##)</u>
Policy Number	P-TOB72a/001-22
Review	To be reviewed every year in October
Reviewed by/date	February 13, 2023 – Council

Policy Statement

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

Definitions

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

Council – means the elected body of the Town.

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

Town - means the incorporated municipality of Bassano.

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

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

Responsibility

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

Process

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

Attachment

1. Bassano Outdoor Pool Operations Plan – Manual – Amended February 13, 2023November 20, 2023.

2. Bassano Outdoor Pool Operations Plan Appendix – Amended ~~February 13, 2023~~November 20, 2023.

Proposed



BASSANO OUTDOOR POOL OPERATIONS PLAN - MANUAL



Approved February 7, 2022 (M#TOB28/22)
Revised November 14, 2022 (M#TOB226/22)
Revised February 13, 2023 (M#TOB35/23)
Revised November 20, 2023 (M#TOB##/23)

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Overview

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

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

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

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

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

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

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

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

Definitions

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

Youth Development and Succession Planning

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

Challenges

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

Solutions

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

Provide onsite training for youth.

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

Lifeguard Roles and Responsibilities

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

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

Table 1: Lifeguard Positions and Responsibilities

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

Training

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

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

Table 2: Lifeguarding Staff Training

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

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

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

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

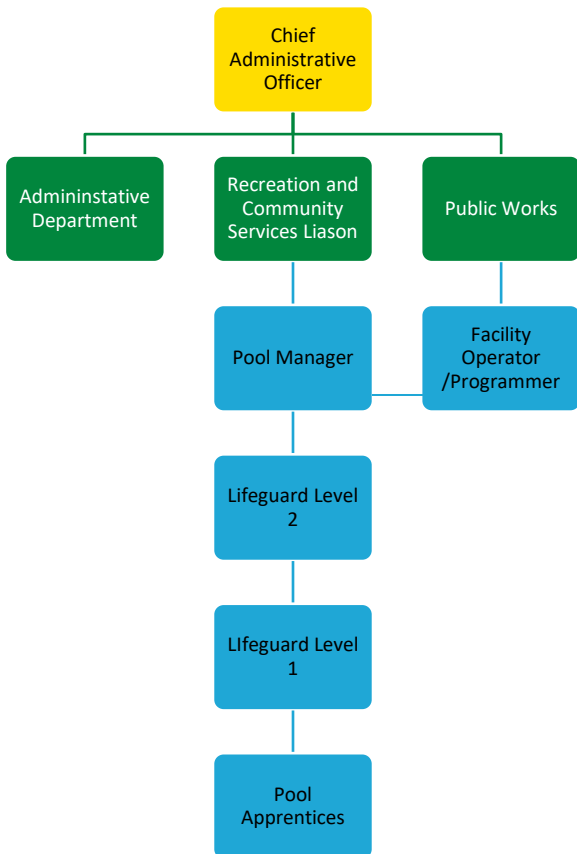


Image 1: Pool Organizational Hierarchy

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

Employee Advancement Mapping

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



Image 2: Lifeguarding Staff Flow Chart

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

Wages and Benefits

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

A fee-for-service model was adopted in 2022, which means individuals were compensated for the service they provide. As an overall benefit to the staff member and the Town, inhouse training was provided thereby ensuring staff directly applied the skills they learned within the facility they operate.

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

To support the continuation of inhouse training and to encourage professional development, a \$1.00 per hour increase will be given to employees holding a National Lifeguard Instructor (NLI) or Lifesaving Instructor Trainer (LSIT) certification.

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

Youth Development and Succession Planning Outcomes

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

Action Plan

1. Restructure lifeguard positions - *Complete*
2. Organize and facilitate formal in-house training - *Ongoing*
3. Mandate Lifesaving Instructor certification for the pool management and Level 2 lifeguards - *Amended*
4. Enhance and increase the frequency of in-service sessions- *Ongoing*
5. Formalize a staff mentorship program – ~~*We are not in a position at this time to formalize a mentorship program and request permission to update council each year moving forward.*~~ *Implimentation Design and implementation in 2024.*
6. Provide water testing and basic mechanical training for lifeguards - *Complete*
7. Present employment and youth development opportunities within the school division - *Complete*
8. Prepare a competitive wage schedule and benefits plan - *Complete*

Operating Hours

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

Challenges

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

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

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

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

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

Solutions

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

Increasing Shift Length

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

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

Table 3: Lifeguarding Staff Shift Length

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

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

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

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

Table 4: Sample One Week Pool Schedule

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

Community Instructors

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

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

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

Table 5: Community Instructor Training Plan

Advanced courses will take place in late May or early June as a part of the in-house training plan. To avoid duplicate services, the Pool will schedule advanced courses around courses offered by the City of Brooks and other surrounding facilities where possible. Additional participants can be trained alongside hired guards, offsetting the cost of community instructors and course materials.

Operating Hour Outcomes

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

Action Plan

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

Programming

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

Swimming Lessons

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

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

Challenges

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

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

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

Solution

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

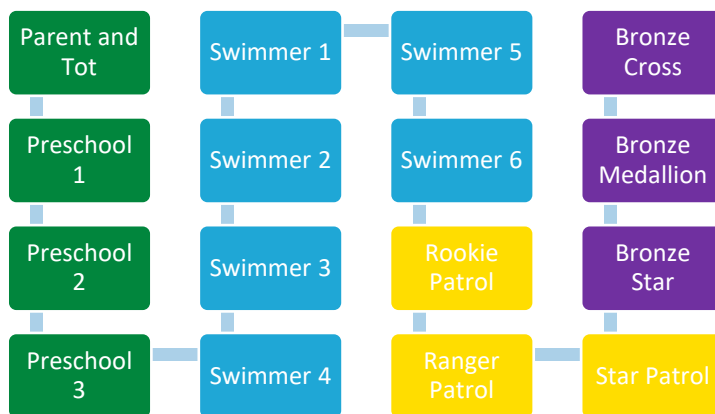
Transition to Lifesaving Society Programming

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

complete Bronze Medallion, Bronze Cross, and National Lifeguard – Pool programs before working at the facility.

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

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



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

Education and Communication

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

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

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

Table 6: Red Cross and Swim for Life Level Equivalents

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

Private lessons for participants needing extra assistance, adult swimming lessons, and fitness instruction will still be available under Lifesaving Society programming.

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

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

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

Aquafit

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

Challenges

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

Solutions

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

Consult, Educate, and Enhance

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

2022-2023	2023-2024	2024-2025
Consult	Educate	Enhance
Lifeguarding staff will inventory all aquafit resources and create seasonal programs that cater to both adults and seniors. Programs will be broken down into series. A survey will be sent to all aquafit users asking for their feedback on the type of exercises they enjoy, what they would like to see less of, and new programs/techniques they would be interested in.	Using the information gathered, lifeguarding staff will be trained in 2023 in proper water fitness techniques and create a program using these new skills.	Trained staff will continue to review and improve lifeguard instructed programming. Additional fitness workshops can be offered during the timeslot including Aqua Zumba, swim stroke training, and more health and wellness training.

Table 7: 3 Year Plan to Enhance the Aquafit Program

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

Lane Swim and Adult Fitness

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

Challenges

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

Solution

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

Attract New Patrons

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

Advertisement	Shared Space
Advertisements will highlight that all lifeguards are certified swimming instructors and can provide instruction to improve swimming strokes and other swimming skills.	Additional fitness workshops can be offered during the lane swim and adult fitness timeslot to maximize the use of the facility. Aqua Zumba, swim stroke instruction, and specialty adult fitness programming can be introduced

Table 8: Lane Swim and Adult Fitness Patron Attraction Actions

Public Swimming

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

Challenge

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

Solution

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

Balancing Cost Recovery with Facility Access

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

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

Community Programming

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

Challenge

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

Solution

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

Bassano Water Safety Series

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

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

- 2023- Lifesaving Society Swim to Survive Program
 - This program focuses on developing the minimum skills needed to survive an unexpected fall into deep water. All ages can access this program. Invitations will go to neighboring communities and organizations.

- 2022 and 2023 - RCMP and Regional Fire Aquatic Patrol
 - The RCMP and the City of Brook/County of Newell Fire Services departments have patrol boats used in aquatic rescues, search and rescue, and patrols. Safe Communities will bring the patrol boats to the pool and discuss water safety with a focus on safe swimming in canals, local reservoirs, and the dangers of the Bassano Dam. This is targeting students ages 8-15. Invitations will go to the Bassano School, and residents.
 - This program can be put on at no cost.

- 2024 - Kayak and Canoe 101
 - Due to the COVID-19 pandemic and facility shutdowns, there has been an increase in kayaking and canoeing in local reservoirs. Without the proper training, swimming ability, or education, recreational equipment can become a hazard. Kayaks and canoes will be rented and brought to the Bassano Pool

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

Programming Outcomes

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

Action Plan

Swimming Lessons

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

Aquafit

1. Review current lesson plans and resources. – *Complete*
2. Consult existing membership to gather feedback. – ~~Ongoing-Complete~~
3. Educate Pool staff on new techniques and fitness programs. – ~~Continue in 2024~~ Implement in 2023
4. Enhance the existing program using new techniques and activities. – ~~Information must first be gathered as a part of the consulting phase, slated for completion in 2023. Once completed, an update will be sent to council advising them of future upgrades to the program. Slated for 2025~~

Public Swimming

1. Gather attendance and demographic information. - *Ongoing*
2. Plan and implement fun days to attract patrons. – *Complete. Continue in 2024*.
3. Create dual purpose timeslots to increase the number of users accessing the facility. – *Complete*

Lane Swimming and Adult Fitness

1. Advertise the program. – *Complete.*
2. Combine the lane swim and adult fitness program with other activities such as Aqua Zumba, swim stroke instruction, and specialty adult fitness workshops. – *Administration shall investigate potential outside fitness contractor opportunities in 2024*.

Community Programming

1. Engage community organizations with ties to water and community safety. – *Complete.*
2. Develop a program and delivery plan. – *Complete.*

3. Apply for grant funding where applicable. – *Administration shall apply for funding to support the continuation of community programming in 2023~~4~~.*

Concession

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

Challenge

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

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

Solution

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

Contracting Out the Concession

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

Concession Outcomes

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

Action Plan

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

Scheduling and Registration Software

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

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

Challenge

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

Solution

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

Online Booking System

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

Scheduling and Registration Software Outcomes

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

Action Plan

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

~~systems in 2026.~~ Participate in the Newell recCONNECT online facility booking and registration system operated and funded by the County of Newell.

Facility Accessibility

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

Accessibility features include:

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

Challenges

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

Solution

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

Partner with Community Groups

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

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

Facility Accessibility Outcomes

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

Action Plan

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

Facility Maintenance

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

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

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

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

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

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

Challenges

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

Solutions

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

Water Testing by Lifeguards

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

Delayed Start to Programming

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

Patron Showering Enforcement

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

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

Facility Maintenance Outcomes

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

Action Plan

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

Capital Upgrades

The current facility is ~~11~~13-years old and requires preventative maintenance and upgrades to meet pool standards. Pool filter upgrades were completed in 2020 and will not be required to be replaced for another 8-10 years. The Pool's automated water quality control devices used to monitor the chemicalization of the water, may be replaced in 2025. The Pool's boiler may be replaced in 2024.

~~The next large facility upgrade is the pool liner. The pool liner, is a rubberized, water-resistant material that lies on top of the concrete structure, was replaced in 2023 to ensure the continued operations and longevity of the facility. Pending proper care, the pool liner should last 15 years. . Over time, this liner sags, tears, and becomes stained. In 2022, the linear ripped and we anticipate that this will need replacing in the spring of 2023 as it is likely to fail.~~

Communication, Feedback, and Advertising

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

Challenges

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

Solution

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

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

Community Surveys

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

Multimedia Education and Advertising

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

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

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

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

Communication, Feedback, and Advertising Outcomes

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

Action Plan

1. Develop and implement a survey created to identify programming need in the community. Amend policies and services as required. – *Implement in 2024.*
2. Create videos and posters aimed at educating the public on pool operations and programs - *Ongoing*

Pandemic Planning and Risk Management

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

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

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

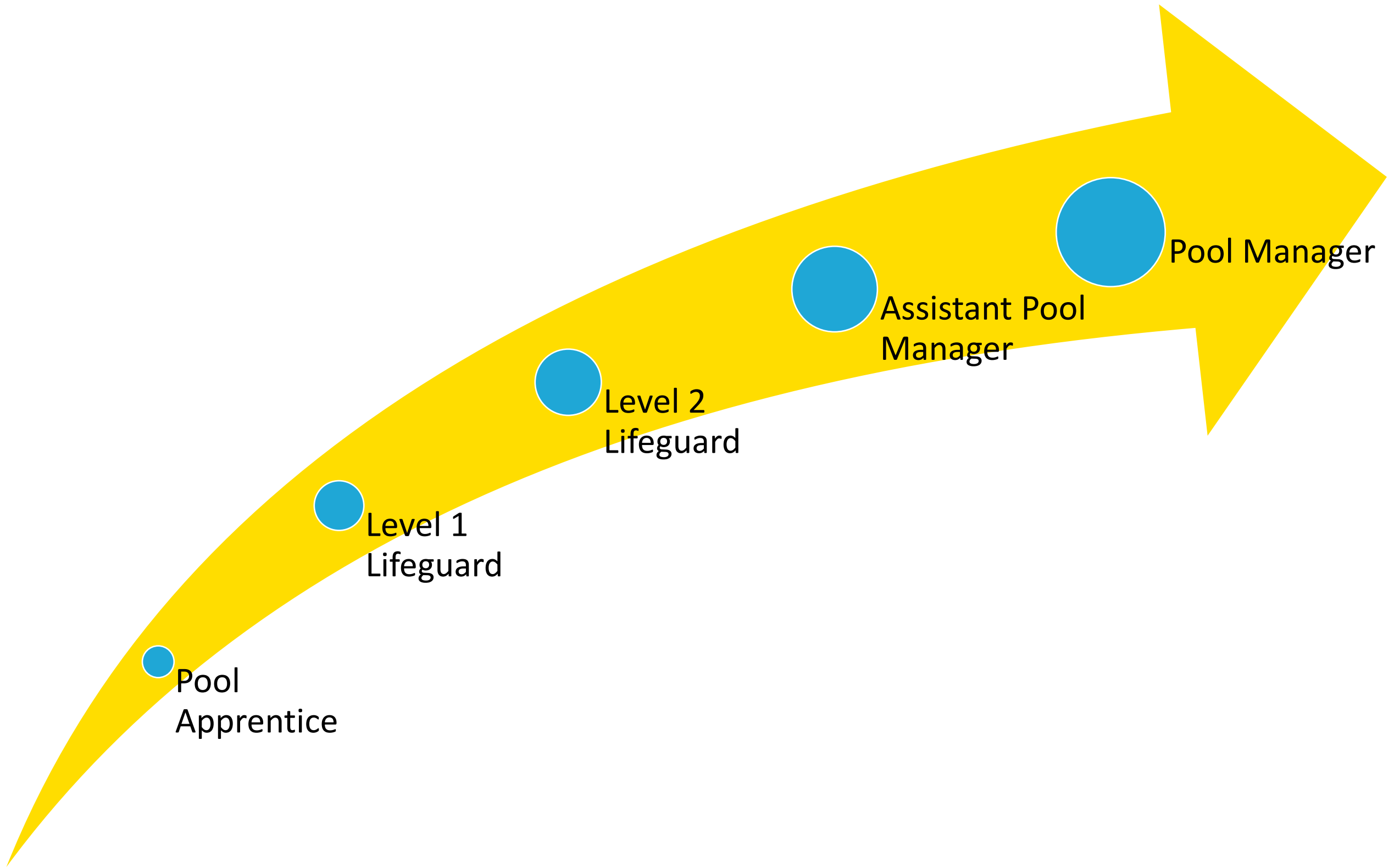
Conclusion

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

-
- This document was amended on November 14, 2022, ~~and~~ February 13, 2023, ~~and November 20,~~ 2023

BASSANO OUTDOOR POOL EMPLOYEE ADVANCEMENT MAP

ADVANCEMENT CRITERIA	POOL APPRENTICE	LEVEL 1 LIFEGUARD	LEVEL 2 LIFEGUARD	ASSISTANT POOL MANAGER	POOL MANAGER
AGE/EXPERIENCE	14+	16+	18+ with 1 year of experience.	18+ with 2 years of experience.	18+ with 3 years of experience.
TRAINING *Training is provided by the Town.	<ul style="list-style-type: none"> Bronze Medallion Bronze Cross Standards First Aid 	<ul style="list-style-type: none"> National Lifeguard - Pool Standards First Aid Swim Instructor 	<ul style="list-style-type: none"> National Lifeguard - Pool Standards First Aid Swim and Lifesaving Instructor 	<ul style="list-style-type: none"> National Lifeguard - Pool Standards First Aid Swim Instructor 	<ul style="list-style-type: none"> National Lifeguard - Pool Standards First Aid Swim and Lifesaving Instructor Pool Operators Level 1
WAGE	\$15.00	\$17.00	\$19.00	\$19.75	\$22.00
TASK AND DUTIES	<p>Task and duties include but are not limited to:</p> <ul style="list-style-type: none"> Enforce all Bassano Pool rules. Activate and follow safety procedures during an emergency. Complete daily cleaning of the facility. Answer phones and take messages. Take payment and register patrons for programs. Track daily pool attendance. Take inventory and restock when required. Complete facility walkthroughs. 	<p>Task and duties include but are not limited to:</p> <ul style="list-style-type: none"> Monitor patrons and enforce all Bassano Pool rules. Activate and follow safety procedures during an emergency. Complete daily cleaning of the facility. Teach swimming lessons. Provide support and guidance to aquatic apprentices and fellow lifeguards. Assist with pool programming and events. 	<p>Task and duties include but are not limited to:</p> <ul style="list-style-type: none"> Monitor patrons and enforce all Bassano Pool rules. Activate and follow safety procedures during an emergency. Complete daily cleaning of the facility. Teach swimming lessons. Provide support and guidance to aquatic apprentices, Level 1 lifeguards, and fellow Level 2 guards. Complete and record water tests accurately and on time. Unlock and lock the facility each shift. Complete daily cash outs. Assist Pool Manager with planning and delivering special events and programs. 	<p>Task and duties include but are not limited to:</p> <ul style="list-style-type: none"> Assist the Pool Manager with administrative tasks. Advertise pool programming on Facebook and the Town website. Handle public relations concerns and complaints. Monitor patrons and enforce all Bassano Pool rules. Activate and follow safety procedures during an emergency. Complete daily cleaning of the facility. Teach swimming lessons. Provide support and guidance to aquatic apprentices, Level 1 lifeguards, and Level 2 guards. Complete and record water tests accurately and on time. Unlock and lock the facility each shift. Complete daily cash outs. Assist Pool Manager with planning and delivering special events and programs. 	<p>Task and duties include but are not limited to:</p> <ul style="list-style-type: none"> Create public, swimming lesson, and staff schedules. Advertise pool programming on Facebook and the Town website. Manage pool budget and review daily cash outs. Handle public relations concerns and complaints. Activate and follow safety procedures during an emergency. Support and direct all lifeguarding staff. Manage facility rentals and school swimming. Review and train staff on facility and emergency procedures. Deliver in-services a minimum of 3 times per season. Order all supplies. Plan special events and programs. Prepare and report to the CAO and Recreation and Community Services Liaison
OPPORTUNITIES	<p>Apprentices will learn time management, public relations, conflict resolution and money handling skills that will improve their chance of success as a Level 1 lifeguard.</p> <p>Formal and informal mentorship from Level 1-2 lifeguards will help apprentices understand facility operations and how to work as a team. Apprentices will shadow guard (follow a Level 2 lifeguard while on deck) and practise lifeguarding skills. Inservice will ensure new staff understand their role in emergency situations.</p>	<p>Level 1 lifeguards will develop skills learned as an apprentice in addition to teaching, mentorship, lifesaving techniques, and facility operations.</p> <p>Formal and informal mentorship from Level 2 lifeguards and the pool manager will ensure that guards are comfortable to confident in their role.</p> <p>Inservice will ensure new staff understand their role in emergency situations.</p>	<p>Level 2 lifeguards will act as shift supervisors and gain leadership and advanced communication skills.</p> <p>Level 2 lifeguard have an opportunity to learn event management and build off the skills learned as a Level 1 lifeguard.</p>	<p>The Assistant Pool Manager will gain management and leadership experience by supporting the Pool Manager with various administrative duties.</p> <p>The Assistant Pool Manager has the opportunity to learn staff management and reporting skills under the guidance of the Pool Manager.</p> <p>The Assistant Pool Manager will continue developing their lifeguarding and swim instructing skills.</p>	<p>Pool managers will be sent for pool operators level 1 training to understand chemical water balance and general mechanical operations. Town administration will train the manager on budget management, reporting, and staff management.</p> <p>Managers will have the opportunity to plan programs and develop basic scheduling and project management skills.</p>



Pool
Apprentice

Level 1
Lifeguard

Level 2
Lifeguard

Assistant Pool
Manager

Pool Manager



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.12

SUBJECT: (72c) Campground Department Budget Review

BACKGROUND

The campground is relatively low maintenance. Rates are set based on the services/amenities in accordance with the newly established policy P-TOB72c/004-23:

Campground Rates Comparisons	Tent/Non Power Site	Monthly Rate Non-Power	Power Site	Monthly Rate Power Site
Bassano Homecoming	\$ 20.00	\$ 500.00	\$ 25.00	\$ 650.00

As part of this discussion, there are two additional matters to address before the budget review:

- 1. Review P-TOB72a/004-23 – to be completed annually by November 1, 2023**
 - Administration has no recommended changes for the policy.
- 2. Community volunteers seek council's permission to host Christmas in the Campground again in 2023.**
 - Council may choose to develop a policy that permits the event to operate on an annual basis rather than having the volunteers apply each year. *DISCUSSION Required.*

2024 – 2026 Budget Discussion

Budget allocations have increased slightly from last years' projection. This is caused by the projected cost of power and seasonal cleaning supplies. The public event/celebration allows people to rent a stall, with funds donated to the foodbank to set up a Christmas display. This is a community led initiative. Council has chosen to donate the cost of the power for this event.

Improvements could be made to the campground such as upgraded washroom facilities, trees, and stall markers. Upgrades are not prioritized unless this becomes a directive of council and funds are allocated. Refer to 2026 recommendations.

2024
1. Increase promotion of the facility in line with Community Hall upgrades, events, and beautification projects/volunteers.
2024 Contribution
1. Operating - \$300

2025

1. **Allocate BBQ competition proceeds for 2025 forward for campground capitalization project (see 2026). Continue to reinvigorate community hall, greenspace, sport court, playground, and campground "hub".**

2025 Contribution

1. Operating - \$875

2026**1. Prepare Capital Plan for Campground per the R&L Master Plan**

It is possible that the Bassano Homecoming Campground could become a revenue source for the town if we can secure long-term stays that align with capital projects in the region. The Snake Lake Reservoir expansion will have a huge economic impact in the area. Capital planning is required to determine the value of upgrading the campground to accommodate long-term stays and tourism.

Things to consider:

1. Accessible public washrooms on main street. Clean and accessible public washrooms are an important amenity in any community. As we continue to beautify the community and focus on economic endeavors, the campground asset, must be integrated into the process.
2. Enhanced public seating/shade areas
3. Tree replacement program that includes tree maintenance
4. Building modernizations that meet all code requirements
5. Free Wifi
6. Increase power to a minimum of 50amps per site
7. Determine the feasibility of adding sewer ports at each site
8. Enhance site markings
9. Increase signage within the campground to display services/amenities within Bassano

Investigate grants through Tourism Alberta, economic partners, community foundations, beautification programs.

Note: the outcome of the capitalization plan would direct upgrades for future years.

2026 Contribution

1. Operating - \$1,400
2. Capital - TBD



TOWN OF BASSANO
 (72c) Campground Department Budget
 YTD

General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Revenue				
1-72-02-410-00	CAMPGROUND - REVENUE	(6,500.00)	(7,529.34)	1,029.34
* TOTAL Revenue		(6,500.00)	(7,529.34)	1,029.34
Expenditure				
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	2,682.87	1,917.13
2-72-04-274-00	CAMPGROUND - INSURANCE	1,450.00	1,210.58	239.42
* TOTAL Expenditure		6,550.00	5,051.03	1,498.97

*** End of Report ***

Prepared by: Amanda Davis, CAO

Attachments:

1. P-TOB72c/004-23
2. 2023 Christmas in the Campground Request



Policy Title	Bassano Homecoming Campground – Rental Rates
Authority	Administration
Approved (Dates/M#)	April 11, 2023 (M# TOB77/23)
Policy Number	P-TOB72c/004-23
Review	November 1 Annually
Reviewed by/date	April 11, 2023

Policy Statement

To establish rental rates for the Campground.

Definitions

Administration – means a member of the administrative team of the Town.

Campground – means the Bassano Homecoming Campground located at 605 – 2nd Avenue.

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

Council – means the elected body of the Town.

Town – means the incorporated municipality of Bassano.

User – means a person(s) that rents a stall at the Campground for a specific use.

Responsibility

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

Process

1. The Town shall maintain the Campground.
2. Users shall pay the established rate for the use Campground.
3. The Campground is offered on a first come, first served basis.
4. The entire Campground may be reserved if all fees are paid in-full 60-days in advance of a function. Long-term renters will be authorized to remain at the Campground regardless of a reservation if they arrived first.
5. Cancellation of the entire Campground rental can be made at any time, no refund will be given.
6. Campground users may access the open Wi-Fi at the Bassano Community Hall at no additional cost.

7. The Campground may be booked with the Bassano Community Hall and greenspace in accordance with policy P-TOB/74-003-23.
8. Business activities such as Farmer’s Markets, Tax Service Offerings, and the short-term selling of wares over a 24-hour period is permitted at the Campground. The storage of outdoor business activities is not permitted. The user/seller must have an active business license with the Town (where applicable) and pay the daily rental rate for each camp stall used for the purpose of business activities.

Rental Rates

Campground Rates Comparisons	Tent/Non Power Site	Monthly Rate Non-Power	Power Site	Monthly Rate Power Site
Bassano Homecoming	\$ 20.00	\$ 500.00	\$ 25.00	\$ 650.00

1. When renting stalls, an additional tent is permitted for members within the same group on the site at no extra cost provided all items (e.g. camp units, vehicles) remain within the boundary of the rented site. If items are not within the defined boundary an additional site must be rented at the listed rate.

Actions

1. Policy TOB 300.3 Bassano Homecoming Campground Fee Schedule is hereby rescinded.

Attachments

1. Schedule 'A'

END OF POLICY

Cheryl Wilson
Box 895
Bassano, AB T0J 0B0
Telephone: 403-795-1750

October 25, 2023

Town of Bassano
Box 299
Bassano, AB T0J 0B0

Attention: Bassano CAO, Mayor and Council

I am writing to ask permission, from Christmas in Campground 2023 Committee, to light up the Bassano Campground again for the 2023 Christmas Season.

Camp sites and trees will be booked by businesses and families to decorate for the occasion. All proceeds will go to Bassano Christmas Hamper Program.

If possible, we would like to have access to the campground from November 12, 2023 until January 8, 2024. If these dates are not suitable, could you please provide us with dates that will meet your approval. We would like to check the power on Tuesday, November 28, 2023 to make sure that all of our lights are working properly. Light up will begin on November 29, 2023 and be turned off January 1, 2024.

We are also requesting, with appreciation, that the Town of Bassano pick up the cost of the electricity for Christmas in the Campground again this year.

Would it be possible for a Town of Bassano employee to turn the lights on in the evening and off in the morning?

Christmas in the Campground 2023 is a project that we feel brings our community together and provides a little bit of Christmas cheer to all.

We thank you for your consideration and look forward to your reply.

Sincerely,

Cheryl Wilson
Committee Chairperson



OPEN DISCUSSION

Meeting: November 20, 2023

Agenda Item: 7.13

SUBJECT: (74) Cultural Department Budget Review

BACKGROUND

There were various objectives for the Community Hall department in 2023:

1. Reduce Operating Costs - Energy Efficiency Lighting and Sound System Upgrades Project

The energy efficiency lighting portion of the project is nearly complete. In October, we met with the Bassano Arts Council (BAC) to address their stage lighting needs and our sound system requirements. It was a challenge to find a stage lighting expert because of busy schedules to come from the city. The BAC is now working with the right contractor that can address the stage light and sound system needs. We are collaborating to select the proper system. It is possible that this segment of the project will roll into 2024.

2. Increase Facility Usage

- Council adopted P-TOB74-003-23, new rates for the community hall with incentives to book the campground, greenspace, and the facility.
- We have increased marketing efforts to further promote the use of the facility.
- As one of the main users of the facility, the BAC continues to host a concert series, and concerts in the greenspace.
- Offered an indoor drop-in walking program in early 2023 with limited usage.
- FCSS continues to offer multiple programs at the facility. In 2023, Rural Pop-up (the Parent and Tot program) is hosted here.
- Paid facility rentals have remained status quo.

Before furthering the budget discussion for future years, we have received two calls from residents asking if the town would offer the indoor walking program at the community hall again. Council advised the 2022/23 period would be a trial with few users. Would council like to try this again?

2024 – 2026 Budget Discussion

Budget allocations are inline with last years’ projection – the following projects/deliverables are proposed.

<p>2024</p> <p>1. Complete Sound System Upgrade (possible carry forward project from 2023)</p> <p>Develop SOP for public facing users.</p> <p>Update policy P-TOB74-003-23 to include use of sound system (no charge).</p> <p>Create new operating policy for administration regarding use of sound system. Update marketing material that includes new sound system.</p> <p>2. Outdoor Sound Garden and Amphitheater Project</p> <p>In partnership with the BAC a grant was submitted to the New Horizon Seniors Program to build an outdoor stage for concerts/performances. The stage/amphitheatre was designed jointly with volunteers and would be located for public use in the greenspace.</p> <p>The estimated project cost is \$40,000. Grant request: \$25,000.</p> <p>With the promotion of outdoor recreation and leisure, if the town is successful with the grant, and pending council accepts the project, proceeds from the 2024 BBQ Competition could be directed to offset a portion of the remaining balance. <i>DISCUSSION required.</i></p> <p>3. Plan Barrier Free Upgrades</p> <p>This project has yet to reach the top of our priority list. The town and council approved the project with an allocation of \$70,000. Our goal is to submit a grant to the Enabling Accessibility Fund in 2024 pending it is federally released.</p> <p>This project includes barrier free upgrades (rebuild) the bathrooms and install pushbutton doors in the entryway.</p> <p>2024 Contribution</p> <ul style="list-style-type: none">1. Operating - \$27,595/partner2. Capital - \$10,000/partner
<p>2025</p> <p>1. Develop facility operations plan per the R&L Master Plan</p> <p>2. Complete Barrier Free Upgrades Project.</p> <p>2025 Contribution</p> <ul style="list-style-type: none">1. Operating - \$28,990/partner2. Capital - \$35,000/partner

2026

1. Operation plan implementation.

2026 Contribution

- 1. Operating - \$30,340/partner
- 2. Capital - none planned

Year-to-Date



TOWN OF BASSANO
 (74) 2023 Cultural Department Budget
 YTD

Page 1 of 1
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General Ledger	Description	2023 Budget	2023 Actual	2023 Budget Remaining \$
Revenue				
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)	(13,036.70)	1,316.70
1-74-00-590-00	HALL - MISC. INCOME	0.00	0.00	0.00
1-74-00-595-00	HALL - DONATIONS	0.00	0.00	0.00
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)
* TOTAL Revenue		(91,800.00)	(58,026.60)	(33,773.40)
Expenditures				
2-74-00-110-00	HALL - JANITORIAL	15,500.00	8,320.00	7,180.00
2-74-00-210-00	HALL - FREIGHT, INTERNET, PHONE	1,700.00	1,112.60	587.40
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	17,657.05	(12,007.05)
2-74-00-540-00	HALL - UTILITIES	23,000.00	15,736.80	7,263.20
2-74-00-545-00	DROP-IN CENTRE - UTILITIES	7,500.00	5,497.30	2,002.70
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
2-74-06-274-00	GUN CLUB - INSURANCE	2,150.00	2,058.75	91.25
* TOTAL Expenditures		130,300.00	59,583.06	70,716.94

*** End of Report ***

Prepared by: Amanda Davis, CAO

Attachments:

- 1. None

Nov 11/2023

Ec Dev Conference

The Ec Dev Conference in Medicine Hat which was hosted by Community Futures Entre Corp I think could be deemed a success on their behalf and in saying that there were many very good speakers elaborating on what they do and or could do for the Region

The Lethbridge/Medicine Hat /Hwy # 3 Corridor should be commended on the work that they have done over the past years highlighting the importance of agriculture and irrigation along their corridor and have reaped the benefits of their work economically and I hope that we can learn something from their work as our Brooks/Newell Region has almost the same situation going on with Hwy#1/Hwy #36/CPR as our corridor and likely a better situation as far as water goes and irrigation with Agriculture being our most important asset so I'm pretty sure that the Brooks and County representatives are feeling the same as I am and that we have work to do if we want to compete to attract what they have

I also think that at Bassano we have a different advantage in that we are a little closer to Calgary and have attractions from that end and a little separated from Brooks from the other side so maybe this doesn't affect us quite as much but also believe that we have to keep working on and with our Collaborative partners as we all have the belief that what is good for one is good for all

Amanda and I made some very good contacts while we are there that I believe bode well for us in the not too distant future for both the Town and our businesses and will be pursuing them with a vengeance

In my opinion , we have more work to do however we are reaping the benefits as we speak of work that we have done in the past very short while and have to stay on it!

Irv Morey

OCTOBER 2023 BOARD REPORTS

JOHN SLOMP

NEWELL HOUSING FOUNDATION OCT 5, 2023

- 1) The carpet replacement at Playfair Lodge has begun
- 2) The boiler replacement at Playfair went without a single hitch.
- 3) The elevator modernization at Pioneer Villa court 4 has had a tender meeting.
- 4) A request has been sent for attic insulation for Playfair Lodge.
- 5) 144 households received rent subsidy in August. There is still a lot of room left on the Rental Assistance Subsidy.
- 6) The Rural Development Network has agreed to provide us with a more senior specific report. Since the meeting, they have completed a draft. It is much easier to comprehend than the first one. We will be going over it at our November 15th meeting.
- 7) Training sessions were held in Brooks and Bassano with a recreation therapist to train lodge staff on dementia.

NRSWMA MEETING OCT. 25, 2023

- 1) Amanda made a presentation on how to more effectively deal with concrete, asphalt and unburnable wood. She suggested that a private contractor would deal with it. The board liked the idea of a separate corner and does understand that, in order for it to work, the tipping fees would need to rise dramatically. The landfill has been losing money on these items for years. The board feels that they don't need a private contractor to manage it. They have the ability to manage it themselves.
- 2) The landfill staff removed all of the chain link and barbed in the scale construction zone. The old scale has been removed and sold. Customers will need to use the temporary rented scale until the new ones are installed and operational.
- 3) Travis is working out very well at the Bassano Transfer Station. He , with the help of Kendra from Brooks, has cleaned and emptied the shack. Travis filled holes and painted the interior and laid vinyl plank flooring. He has also done significant work to clean the yard, shack exterior and the shop.

Bassano Agricultural Society

Funds Dispersal Meeting 24 October 2023

Applicant Amount Requested

Bassano Centennial Arena
(Operating Cost) \$7500.00. Granted

Bassano Fire Rapid Response \$ not specified

Society (Bassano Sport Court) \$5,000.

Bassano Rodeo Committee \$10,393.46

((Panels for pro Rodeo)) Granted \$5,200.

Friends of Bassano School \$2,231.67

((Beautify Equipment Shed)) Granted \$2,200

Pioneer Damnsitter Drop in Center \$1,890.00

Need more info on who is responsible for lighting.

Total amount Requested \$24,015.13 +BFFRS.

Amount given out \$21,900.00

Casino Account \$13,610.47 ((2023 Casino made \$34,223,23))

General Account \$19,387.24((2023 Funding was \$17,921.00))

General GIC-June 2 2024 ((0.5%) 1st year \$2,523.00

((0.75 2nd year))

((0.90% 3rd Year))

Casino GICs – 2x\$11,000.00 – Sep6/23. ((4.25%) \$22,000.00

Next meeting 7th Dec 2023.

Kevin Jones



MONTHLY CAO REPORT

Meeting: November 20, 2023

Agenda Item: 9.1

Report Period: October 5, 2023 – November 15, 2023

Amanda Davis, Chief Administrative Officer

General Administration

November is a very busy time of year. We are amid yearend, the interim financial audit, and budget preparation. This report will be brief.

- Questioning is scheduled for December 6-7 for two legal files. I have been preparing actions with our legal counsel accordingly and will be attending in Calgary.
- Continuing Care Capital Program
 - We received a letter of confirmation that Alberta Health Services would allocate the lands to the Newell Housing Foundation for the small care home project. This was needed for the grant application.
 - Sasha Loewen and I are completing the CCCP grant application. Submission is November 30.
 - I am waiting for final utility estimates from contractors for the project. This is needed for the grant application.
 - The Garden Loft team is focused on completion of the architectural renderings for the application.
 - A Teams meeting is scheduled on November 21 to finalize the CCCP application.
 - To strengthen this submission, the funders want to know what contributions are coming from the applicants. Would council agree not to charge property taxes on this development – this would be favored by the funders. A further analysis would be conducted if the application is successful. *DISCUSSION Required.*
 - The town and the county have each informed our MLA and Premier of this project and seeking support for the application.
 - We will be setting up a meeting with Minister Nixon to view the Garden Loft assets in Calgary at his request.
- Gateway Sign Project
 - Deferred, other projects have taken priority.

- A residential fire occurred on the morning on November 15 and two homes were lost. An investigation is underway by the fire inspector. There were no fatalities.
- Public works has removed several dead trees from the cemetery as part of our operations plan.
- I attended the Growth Economic Forum with Mayor Morey in October. We made valuable connections with Medicine Hat College personnel and industry contact for our metal manufacturing sector. Information will be shared with the business community to show how they provide goods/services/technologies through federal procurement channels.
- The development incentives have been intense with the realtor.ca link going live with reduced lot prices. We have accepted non-refundable deposits on all R1 lots and will be meeting with the investors to complete their transactions. Pending everything comes together, the town can expect 8 new builds over the next 12-18 months. A Public Notice was issued on November 14 accordingly.
- We facilitated the 2023 tax auction and are working through supplemental files.
- Mayor Morey and I met with RCMP District Officers and Cpl. Mamchur for a review of police services. We maintained the value of the detachment, the importance of being fully staffed, open communication, local presence, and housing consideration for newly placed members.
- After a through review of the town's power contract and its allocation to sites, we made several adjustments to limit additional purchases/sales during peak periods thanks to the data analysis completed by Incrypt.

The Town's new power contract is 10.149 cents per kWh between January 1, 2024 – December 31, 2024 and a 5-year Power+2 contract at 7.265 cents per kWh starting January 1, 2025. Signing these terms provide an approximate savings of \$7,000 over 6-years not to mention the reallocation actions.

Attachments

1. Action Items List – no action required
2. November 2023 Newsletter – no action required
3. Public Notice dated November 14, 2023 – 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.	

Oct. 10, 2023 Org. Meeting

Directed to	Action	Completed
DeMott, L.	Resolution index	Complete - Oct 11, 2023
DeMott, L.	Rotate minutes	Complete - Oct 11, 2023
Davis, A.	Update all Org. meeting policies with review dates.	Complete - Oct. 11, 2023
Barron, A.	Update website with all Org. meeting policies.	Complete - Oct. 11, 2023
Petkau, C.	Public notice re: Mayor and Deputy Mayor are unchanged.	Complete - Oct. 11, 2023
Davis, A.	Updated committee list to council.	Complete - Oct. 11, 2023
Davis, A.	Update letters to all boards re: council appointments.	Complete - Oct. 13, 2023
Barron, A.	Update council section on website re: committee appointments.	Complete - Oct. 11, 2023
Barron, A.	Update website re: council meetings to start at 6:30 p.m.	Complete - Oct. 11, 2023
Davis, A.	Notify Dale Luchuck re: approved appointment for second term on MPC.	Complete - Oct. 11, 2023
Davis, A.	Staff updates	Complete - Oct. 11, 2023

Oct. 10, 2023 Regular Meeting

Directed to	Action	Completed
DeMott, L.	Resolution index	Complete
DeMott, L.	Rotate minutes	Complete
Davis, A.	Update bylaw 935/23	Complete - Oct. 11, 2023
DeMott, L.	Bylaw 935/23 on website - remove old.	Complete - Oct 19, 2023
Davis, A.	Update operational policies and provide to staff.	Complete - Oct. 11, 2023
Davis, A.	Update BUILD Bassano policies.	Complete - Oct. 11, 2023
Barron, A.	Update BUILD Bassano policies on website.	Complete - Oct. 11, 2023
Davis, A.	Prepare Build Commitment for 415 - 2 Avenue.	Complete - Oct. 12, 2023
Barron, A.	Post Build Commitment for 415 - 2 Avenue to website and remove 413 - 2 Avenue	Complete - Oct. 12, 2023

Town of Bassano
Council Meeting Action Items 2021-2023

Davis, A.	Provide JRL with build commitment for 415 - 2 Avenue.	Complete - Oct. 12, 2023
Davis, A.	Plan strategic planning session in Spring for council.	
Davis, A.	Prepare public notice re: OLDP	Complete in Nov. NL
Davis, A.	Notify volunteer committee of OLDP.	Complete - Oct. 12, 2023
Barron, A.	Update website re: OLDP	
Davis, A.	Update PW re: OLDP	
Davis, A.	Correspond with Fortis re: no change to FF for 2024.	Complete - Oct. 11, 2023
Davis, A.	Execute 5-year extension with Fortis.	Complete - Oct. 11, 2023
Davis, A.	Letter to SLS re: budget approval.	Complete - Oct. 11, 2023
Davis, A.	Schedule special council meeting re: gateway sign.	
Davis, A.	Gateway sign tag edits to Rob.	Complete - Oct. 11, 2023
Davis, A.	Process 1-year extension to BARRA agreement.	Complete - Oct. 12, 2023
Davis, A.	Process proclamation of Nov. 20, 2023 as National Day of the Child.	Complete - Oct. 12, 2023
Barron, A.	Market Nov. 20, 2023	Complete
Davis, A.	Register IM for Economic Growth Forum.	Complete - Oct. 11, 2023
DeMott, L.	Arrange hotel for IM re: Economic Growth Forum.	Complete - Oct. 12, 2023
Davis, A.	Add water policy to budget meeting.	Complete
DeMott, L.	Order council calendars for 2024.	Direction provided.
Davis, A.	Follow-up with LR re: storage of outdoor rink in yard.	Complete - Oct. 12, 2023
Davis, A.	Prepare water budget to include \$0.05 increase to NRSC rate.	Included
		Will be added to 2024
Smith, S.	Investigate bylaw matter on 7th Avenue	bylaw file
Davis, A.	Staff updates	Complete



TOWN NEWSLETTER

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

CHANGES to the Business License Bylaw



An updated Business License Bylaw 932/23 was passed by council earlier this year. It requires all business owners to purchase their license between January 1-31 annually.

Unpaid licenses after January 31 will be levied a fine of \$75 and the rate will double.

License fees have not change.

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

The bylaw is available at bassano.ca/bylaws/.

Friendly Reminder

Winter is here, please remove your vehicles from the road during snow clearing.

Shovel your sidewalks so people can safely walk around town.

Do not leave extension cords across the sidewalk. This is a tripping hazard.



General Council & Community Highlights

There are lots of things happening in Bassano. Contact the town office if you are looking for more information on any of these topics.

Irv Morey and John Slomp were re-elected as **Mayor and Deputy Mayor** at the recent organizational meeting.

Dale Luchuck was appointed as the member-at-large on the Municipal Planning Commission. This will be the start of his second one-year term. Thank you, Dale.

Council meetings will now start at 6:30 p.m. on the second Monday of each month unless otherwise posted to accommodate work schedules.

The November council meeting was rescheduled to November 20 at 6:30 p.m. at the Town Office. **Everyone welcome.** Meeting agendas are available online at bassano.ca/agendas.

We are happy to announce the **Bassano Transfer Site** is now open 5-days per week (Tuesday – Saturday from 9:00 a.m. – 5:00 p.m.). Thank you to Newell Regional Landfill for making this operational change, we know how often this site is used.

The Beautify Bassano Initiative (BBI) is still strongly enforced. On an annual basis, our bylaw enforcement team aims to complete 10-unsightly orders. **Between the period of January 1 – September 30, 2023 – 20 unsightly property orders were issued and resolved.** Working together as a community, keeping ourselves and our neighbors accountable Bassano continues to look and feel better each year. The BBI was passed by council and kicked off January 1, 2019. Four years makes a huge difference with well over 100 properties cleaned up. Keep up the great work Bassano.

The **Bassano Outdoor Pool Liner Upgrades** project is 95% complete. Once our crew receives the skimmers, they will be back to work in the spring to finish the project. Our little swimmers will have fun with the new underwater themed decals placed in the shallow-end. A big thank you grades 1-6 for helping us design that!

The **energy efficient lighting upgrade** is now complete at the Joint Use Facility and is nearly complete at the Bassano Community Hall. We are happy to deliver on our commitment to decrease operating costs at recreation facilities by installing the LED lights.

413 – 2nd Avenue (former Stiles building) has sold. We welcome out of province investment into our community. With plans to fully development the site, the new owners will add two residential suites upstairs with a main floor business. Details to follow.

Highlights Continued

The BBQ on the Bow Society accepted our proposal to host/partner on the 3rd Annual **Small Town Smoke Down BBQ** competition. Mark your calendars for **June 7-9, 2024!**

The volunteers of the **Bassano Off Leash Dog Park** received approval to move forward with a two-year pilot project at the old Kinnette Park in 2024. Council supported this project under the Recreation and Leisure Master Plan. The volunteers met public consultation and planning requirements. Within their plan, they took public feedback and will revise operating plans. The town did not make a financial contribution. The volunteers will meet with the town early next year to finalize all required planning processes. Stay tuned for further updates.

Two of five properties were eligible for sale at the **tax auction**. Remaining tax balances were paid prior to the tax auction. No bids were received for 223 – 3rd Street or 808 – 3rd Avenue. Council will decide whether to take ownership of the two properties at a future meeting to place them for sale at fair market value.

Lest We Forget, **Remembrance Day Ceremony** on November 11 at the Bassano Community Hall.

Do you own a small business?
We're Here to Help

- Training
- Guidance
- Free Resources
- Financial Support



wildrose.albertacf.com

403.934.8888 | wildroseinfo@albertacf.ca
Community Futures Wild Rose, Box 2159, Strathmore, AB, T1P 1K2



FCSS PROGRAMS

A STRONG PARTNER IN A HEALTHY COMMUNITY

Winter Clothing Exchange

On November 6 from 4:30- 6:30 pm the community is invited to stop in at 502 2nd Ave and shop for FREE to acquire essential Winter Outerwear. Thanks to the generous donations from the community we are able to recycle gently used items and help ensure everyone stays warm this winter.

Community Christmas Hamper applications are available at Town Office or online at bassano.ca

Food and monetary donations accepted at Town Office.

Christmas Magic November 29th

Once again this year **Christmas Magic** will be taking place on November 29, from 4:30- 7 pm. This is an opportunity to shop locally for all your Christmas needs. Enter to win prize draws!

During this time FCSS and Royal Purple are hosting **Santa's Social** at the Community Hall, children will have a chance to meet Santa, build crafts, movement games and a hotdog meal will be available.

From 6:30 -7 immediately following the Social, Santa will be taking his tour through town for **Santa's Sleigh Parade**. Departing from the Bassano Fire Hall with his First Responder friends he will make his way through downtown Bassano to Homecoming Campground.

Join Santa there as we prepare to "**Light Up**" the Campground bringing in the magic of the Christmas Season at 7 pm. Bassano Arts Council will be serving up Hot Chocolate to go with your fire roasted Smores as you listen to the sweet sounds of Christmas carols.

Volunteer Driver Schedule is available online at bassano.ca under FCSS Upcoming Programs



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Rural Pop Up/ Parents and Tots

FCSS in collaboration with SPEC welcomes Rural Pop Up, an unstructured developmental play and social skill building opportunity. Offered the third Thursday of each month from 10:00- 11:30 am at the Community Hall for parents and guardians of children aged 0-6.

Upcoming Sessions : November 21
December 19

The Carseat Clinic has been postponed until Spring 2024

Stay updated to Bassano FCSS programs on Facebook @ Bassano Family and Community Support Services

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PUBLIC NOTICE- DEVELOPMENT UPDATES

For Immediate Release
November 14, 2023 (edited)

As the Mayor and Council of Bassano, we are encouraged to share important updates with the community. After significant operational restructuring in late 2018, we set several strategies in motion with the goal 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.” The strategies are referred to as our three-pronged approach:

BEAUTIFY → BUILD → BENEFIT

Within the first plan, the Beautify Bassano Initiative we started a community revitalization campaign to clean up unsightly properties, to focus on municipal works and to re-ignite a local sense of pride and ownership that we knew was here. Together, since 2019 over 100 properties have been cleaned up, with new parks, enhancements to existing areas like the cenotaph, and new street signage to name a few. The success of these projects continues to motivate us, and beautification efforts are not over. To our volunteers, you continue to be instrumental in helping us achieve our beautification goals.

We remained committed to beautification efforts before tackling our build strategies. As the elected body, we expressed how important it was for us to be “open for business” and what that meant. With great thought, expertise, and planning we began an overhaul of all land use policies and business practices. We completed a Municipal Development Plan, a new Land Use Bylaw, an Economic Enhancement Strategy, and proceeded with several development incentives. From there, we formed professional relationships with the public, private, and not-for-profit organizations that centred on building a strong local economy and region. This work continues to pay off. In 2023 alone, we have welcomed five new businesses and two major commercial developments. Plus, we witnessed several ownership changes within the business community. These investments help build Bassano, they create jobs, and contribute to the quality of life we can offer.

After meeting with the business community, it became apparent how a shortage of rental properties was impacting their ability to grow, attract, or retain employees. We took this seriously and adopted development incentives to promote residential builds in Bassano. Persistent in our efforts, we introduced our development incentives to many local and regional builders and continued to promote Bassano as the place to grow and invest.

As of today, we have accepted non-refundable deposits on **eight** residential lots per our Residential Vacant Land Development Incentive Policy P-TOB66-004-23. All municipally owned residential lots in the R1 district are considered sold. Now we are transacting these development plans and anticipate eight new builds over the next 12-18 months. As we process these transactions, we encourage the shop local philosophy and will continue to introduce these investors to our business community.

We have also sold the two tax recovery properties on main street 413 and 415 2nd Avenue. The development plans for these properties will result in three new main street businesses plus upper floor residential units. It will take time and resources for the investors to renovate these buildings and we trust in their commitment to get this done.

As we transition out of 2023 and into 2024, we will keep our eyes focused on helping investors establish in our community, to help people find their dream home, and seek stable employment. Every action taken within our community from volunteers and businesses working together to install murals on Main Street, teaming up to try out a round of disc golf, or providing directions to someone new makes a difference and it is why we stand out. We are so proud of our people and this community.

With lots more to accomplish, we will continue to serve Bassano in our roles.

Yours truly,

A handwritten signature in blue ink, appearing to read "John Morey".

Mayor Morey and Council

MONTHLY STATEMENT Town of Bassano

Period Ending September 30, 2023

General Account			
Net Balance at End of Previous Month	\$	1,496,491.15	
Receipts for the Month	\$	326,477.91	
Interest	\$	6,735.66	
August Transactions	\$	17,648.54	
Proceeds for Sale of 242 - 3 Ave.	\$	28,343.75	
Cheque Cancellations	\$	171,517.69	
Payroll Reversal	\$	19,714.03	
MCCAC - Energy Efficiency Upgrade	\$	657.35	
Sub-Total	\$	2,067,586.08	
Less Disbursements for the month	-\$	429,700.44	
Service Charges	-\$	901.87	
Tipps Returned	-\$	1,176.03	
WCB Premiums	-\$	2,318.07	
Transfers to Recreation & Culture	-\$	21,277.49	
Transfer to Tax Trust Account	-\$	28,343.75	
3Q ASFF School Taxes	-\$	78,354.90	
Wire Transfer - Pool Liner	-\$	171,212.35	
Net Balance at End of Month	\$	1,334,301.18	
Bank Balance at End of Month	\$	1,326,096.13	
Outstanding Deposit	\$	12,995.29	
Sub-Total	\$	1,339,091.42	
Less outstanding cheques	-\$	4,790.24	
NET Balance at End of Month	\$	1,334,301.18	
Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 1,013.99	\$ 4.58	\$ 1,018.57
Sewage Upgrade	\$ 310,459.95	\$ 1,403.45	\$ 311,863.40
MSI Capital	\$ 1,306,902.65	\$ 5,907.92	\$ 1,312,810.57
CCBF Grant Funds	\$ 495,723.66	\$ 2,240.94	\$ 497,964.60
MSI Operational	\$ 61,825.48	\$ 279.49	\$ 62,104.97
Capital Plan Reserve	\$ 3,116,777.13	\$ 14,089.54	\$ 3,130,866.67
Land & Development Reserve	\$ 765,449.46	\$ 2,460.25	\$ 767,909.71
Recreation & Culture Reserve	\$ 558,687.31	-\$ 657.35	
		\$ 23,831.03	\$ 581,860.99
Municipal Reserve	\$ 568,551.34	\$ 2,570.16	\$ 571,121.50
FCSS Reserve	\$ 38.29	\$ 0.17	\$ 38.46
AMWWP Grant Funds	\$ 60.49	\$ 0.27	\$ 60.76
Recreation Funding Committee	\$ 43,114.64	\$ 194.90	\$ 43,309.54
ACP-Regional Emergency Management Plan	\$ 53,002.53	\$ 239.60	\$ 53,242.13
Municipal Fire Reserve Capital	\$ 64,606.55	\$ 292.06	\$ 64,898.61
Tax Sale - 103000	\$ 41,279.63	\$ 186.61	\$ 41,466.24
Tax Sale - 243000	\$ 4,568.13	\$ 20.65	\$ 4,588.78
Tax Sale - 284000	\$ 26,285.56	\$ 118.83	\$ 26,404.39
Tax Sale - 224000	\$ -	\$ 28,343.75	\$ 28,343.75
Shydrowski	\$ 3,123.42	\$ 1,003.78	\$ 4,127.20
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	-\$172,691.75	\$ 867,033.77
	Cash Account \$ 67,164.07	\$175,292.34	\$ 242,456.41
Transaction Total		\$82,530.63	
Total	\$	8,537,844.06	\$ 8,622,975.28

Prepared By:

Mayor Morey

Date Prepared: October 11, 2023

C.A.O Amanda Davis



TOWN OF BASSANO

Cheque Listing For Account Payable

2023-Nov-10
8:14:19AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						Batch # 22601
20230874	2023-09-01	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD	800.00
20230875	2023-09-01	EFT	EFT	7	RECEIVER GENERAL FOR CANADA	16,370.95
20230876	2023-09-01	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	165.49
20230877	2023-09-01	EFT	EFT	900001	NICHOLS, KEVIN	114.98
20230878	2023-09-01	EFT	EFT	900001	Receiver General for Canada, Canada Revenue Agency	1,263.69
20230879	2023-09-01			900001	WEARPRO EQUIPMENT AND SUPPLY	778.68
						<hr/> 19,493.79
						Batch # 22602
20230880	2023-09-01	EFT	EFT	932	A-1 IRRIGATION & TECHNICAL SERVICE	47.75
20230881	2023-09-01	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	3,348.04
20230882	2023-09-01	EFT	EFT	1097	BIZSUITE	393.75
20230883	2023-09-01	EFT	EFT	487	CANADIAN LINEN	107.13
20230884	2023-09-01	EFT	EFT	659	CAPITAL GLASS	21.00
20230885	2023-09-01	EFT	EFT	1053	CHARTRAND LANDSCAPING INC.	3,255.00
20230886	2023-09-01	EFT	EFT	703	COCHRANE, CORY	69.36
20230887	2023-09-01	EFT	EFT	811	GREGG DISTRIBUTERS LP	291.64
20230888	2023-09-01	EFT	EFT	1107	HUB AQUATICS SOLUTIONS INC.	4,683.00
20230889	2023-09-01	EFT	EFT	1081	JEPSON PETROLEUM LTD.	174.85
20230890	2023-09-01	EFT	EFT	1064	NEW WAY IRRIGATION	247.00
20230891	2023-09-01	EFT	EFT	989	PETKAU, CHRISTINE	109.15
20230892	2023-09-01	EFT	EFT	25	PUROLATOR INC.	100.14
20230893	2023-09-01	EFT	EFT	1041	REYNOLDS MIRTH RICHARDS & FARMER LLP	670.32
20230894	2023-09-01	EFT	EFT	173	RIC'S ELECTRIC	24,704.56
20230895	2023-09-01	EFT	EFT	1	TELUS COMMUNICATIONS INC.	784.37
20230896	2023-09-01	EFT	EFT	1035	TELUS MOBILITY INC.	900.32
20230897	2023-09-01	EFT	EFT	696	VILLAGE OF DUCHESS	4,640.00
20230898	2023-09-01	EFT	EFT	1033	WATSON, RICHARD	1,540.00
						<hr/> 46,087.38
						Batch # 22645
20230907	2023-09-14			987	BASSANO BOWLING CLUB	40.00
20230908	2023-09-14	EFT	EFT	529	MPE ENGINEERING LTD	2,939.48
20230909	2023-09-14	EFT	EFT	1	TELUS COMMUNICATIONS INC.	784.37
20230910	2023-09-14	EFT	EFT	1087	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITE	31.15
20230911	2023-09-14	EFT	EFT	900001	JOLENE LEDENE REAL ESTATE SERVICES LTD	2,352.00
20230912	2023-09-14	EFT	EFT	900001	MARY LAMBERT PRODUCTIONS	787.50
						<hr/> 6,934.50



TOWN OF BASSANO

Cheque Listing For Account Payable

2023-Nov-10

8:14:19AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
					Batch #	22646
20230913	2023-09-20	EFT	EFT	1090	1855543 ALBERTA INC., NERDY SPIDER	5,292.00
20230914	2023-09-20	EFT	EFT	1043	2052900 ALBERTA LTD.	11,056.50
20230915	2023-09-20	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	27,046.45
20230916	2023-09-20	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65
20230917	2023-09-20	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.	443.82
20230918	2023-09-20	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.	371.06
20230919	2023-09-20	EFT	EFT	522	BENCHMARK ASSESSMENT	1,571.77
20230920	2023-09-20	EFT	EFT	487	CANADIAN LINEN	107.13
20230921	2023-09-20	EFT	EFT	329	FCSS ASSOC. OF ALBERTA	346.00
20230922	2023-09-20	EFT	EFT	908	FOX ENERGY SYSTEMS INC.	3,370.13
20230923	2023-09-20	EFT	EFT	1102	GIBEAU, DEREK	23.31
20230924	2023-09-20	EFT	EFT	811	GREGG DISTRIBUTERS LP	76.61
20230925	2023-09-20	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	36,200.66
20230926	2023-09-20	EFT	EFT	3	PIONEER GAS CO-OP LTD.	127.49
20230927	2023-09-20	EFT	EFT	217	PLAYFAIR LODGE	477.84
20230928	2023-09-20	EFT	EFT	173	RIC'S ELECTRIC	1,929.37
20230929	2023-09-20	EFT	EFT	902	SIEBEN HOLDINGS LTD.	682.50
20230930	2023-09-20	EFT	EFT	1000	SMITH, SYDNEY	795.00
20230931	2023-09-20	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	2,019.39
20230932	2023-09-20	EFT	EFT	948	TAXervice	288.75
20230933	2023-09-20	EFT	EFT	1058	TOWN OF BASSANO	3,920.76
20230934	2023-09-20	EFT	EFT	696	VILLAGE OF DUCHESS	5,800.00
						102,044.19
Total						174,559.86

*** End of Report ***

FCSS Director's Report

Period Ending: October 31, 2023

Prepared By: Amanda Barron, Director

Supporting Community Members



SUPPORTS

Seniors Benefits

Throughout October we provided service to 5 individuals.

Referrals/ Supports

We provided 5 clients with referrals to various supports for required assistance.

PROGRAMS

Rural Pop Up

Our monthly Rural Pop Up was hosted on October 17, unfortunately there were no attendees. A Car Seat Clinic had been scheduled to attend the Rural Pop Up, however it has been rescheduled to occur in Spring 2024 versus the proposed date of late December 2023.

Canadian Volunteer Income Tax Program

No new remittances to report.

Sing out on Fire Safety

Mary Lambert performed her Sing out on Fire Safety with the help of Bassano Fire Department and volunteer members of the audience in her interactive fire prevention performance. Over 140 children and adults were in attendance on October 6, 2023 at the Bassano Community Hall to hear a message of fire safety in a fun and energetic setting. We are thankful to the Bassano Fire Department for providing the attendance of equipment and personnel as well as fire prevention swag to help support our preventative program. We have received positive feedback from the participants indicating the program was both appreciated and valued by those in attendance.

Safe 4 Life - Self Defense

On October 14, 2023 we hosted self-defense training for our community, thanks in part to sponsorship from Fortis Alberta. This program was facilitated by Safe 4 Life a company of trained individuals to teach the basics of personal safety. We hosted 2 sessions with age appropriately levelled content and skills. Each program had approximately 15 participants ranging in age from 6-70. The instructors were extremely knowledgeable and provided real life scenarios to provoke thought.

Our Outcomes Measures Survey results indicated that 96% of participants experienced positive change after taking Self Defense.

After balancing the budget with registrations and grant funded portion the FCSS contribution came to \$900.

FCSS Director's Report

Period Ending: October 31, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

A Sweet Thank You

FCSS sent homemade cinnamon rolls to the Bassano School staff, Canada Post and RCMP in recognition of the service they provide our community on a consistent basis. October is host to national days of recognition celebrating the contributions made to the communities they serve. Extras were given to the site contractors at the South Country Co-op development project.

Trunk or Treat

We had a great turnout for our annual Trunk or Treat with approximately 150-200 people moving through the campground. This year we were fortunate to have sponsorships locally from Rockhard Machining Ltd., Chartrand Landscaping, Jelene Ledene Reimer and Connect First Credit Union.

Our BBQ hotdog dinner served 120+ hotdogs thanks to our Mayor Irin Morey and Deputy Mayor John Slomp for their barbecuing skill. Many enjoyed the warmth of the campfire and took advantage of smore making.

We had both Fire Department and RCMP participating in our event and distributing their candy as well as Subway and Connect First Credit Union and an additional 2 community members. Although it was a chilly night our event was appreciated and many compliments and gratitude were received.

Mental Health First Aid Spring 2024

We have confirmed February 9, 2024, for facilitation of The Working Mind- First Responders Mental Health First Aid Training session to occur at the Bassano Community Hall.

I am currently researching private facilitators for the Mental Health First Aid Standard. Due to extreme mileage costs, we have placed the program delivery on hold to find a facilitator closer. I have been in contact with a facilitator from Medicine Hat who delivers the course with the additional youth component. The course encompasses all portions of the standard version with two additional sections on self-harm and eating disorders. After a telephone conversation it is possible to host the Mental Health First Aid Adults who interact with Youth at similar programming cost with a large reduction in mileage costs, which will allow us to provide subsidized registration to participants without losing content. I will provide continued updates as this program develops.

INITIATIVES

Welcome Wagon

Through October Bassano FCSS 2 distributed packages to new residents.

336 6th Ave	10/30/2023
506 3rd Ave	10/30/2023

GENERAL UPDATES

Board Resignation

FCSS Director's Report

Period Ending: October 31, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

I would like to extend a heartfelt thank you to Sandra Mitchell for her years of volunteerism with Bassano FCSS. Sandra has contributed countless hours to helping create and provide social and preventative programs locally. Her energy and enthusiasm in her contributions will be missed, however with her love of community I'm sure we will see her helpful hands in action.

I have been actively seeking new board memberships and have advertised locally for individuals with a desire to contribute to creating a safe, inclusive, and connected community to submit a letter of interest.

Giving Angels Craft - Angel Tree

I have scheduled the Giving Angels Craft for November 13th at 1:00pm to be hosted at the Bassano Playfair Lodge. This craft will provide multi-generational programming with Grade 3 students from Bassano School attending to create torn paper angels with residents to be placed on the Giving Tree at Connect First Credit Union. This year I have selected a craft that will provide ample conversation time while promoting the use of dexterity skills.

Alberta Healthy Aging Conference

I attended the Alberta Healthy Aging Conference online in mid-October. Some of the main topics of discussion included appreciating differences, developing age positive culture, collaborating between community, municipality, and government and asset-based development.

Some of the key takeaways for me in terms of program development and community needs include:

- Digital divide seniors face
- Cultural sensitivities and a fear of diversity
- Limitations in social connectivity
- Sustainable funding
- Use of inclusive terminology

When we look at the programs FCSS has been providing specifically to our senior population we have done well at incorporating inclusive terminology and addressing social inclusion. Moving forward into 2024 we will be able to tailor programs to begin addressing digital divide, and cultural sensitivities.

Alberta Recreation and Parks Association (ARPA)

On October 26-28 Sydney Smith, Recreation and Community Services Liaison and I attended the ARPA Conference. The purpose of this conference was to gain insight into active engagement with the community using an asset-based community development which helps people discover their gifts and provides confidence to use them. This will aid in community engagement through active living and procurement of volunteerism.

Paul Born founder of the Tamarak Institute and Vibrant Communities as well accomplished author was a keynote speaker and lead one of our sessions, his passion as a community change facilitator

FCSS Director's Report

Period Ending: October 31, 2023

Prepared By: Amanda Barron, Director



Supporting Community Members

was felt by all. His thoughts on creating “Diverse Conversations” and “Generative Dialogue” with help FCSS in our approach to community collaborations moving forward.

I also had the pleasure of attending 2 sessions on indigenous relations, culture and customs that had focus on creating safe, inclusive spaces for all people.

Other sessions included primary prevention in drug and substance abuse, overcoming barriers in facilitation, and effective grant writing through the use of impactful story.

National Day of the Child

Town Council passed a motion to proclaim November 20, 2023, as National Day of the Child in Bassano at their recent council meeting. This day signifies the commitment to fostering the well-being of every child and promoting global harmony among our youngest citizens. I will be working with Grassland FCSS to issue publications about this day.

DIRECTOR TRAINING

I recently received my certificate for Incident Command Systems (ICS) 200 and will be continuing to ICS 300 in early November with other members of administration. 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

- Winter Clothing Exchange – November 6 – 4:30- 6:30 pm
- Angel Tree Craft at Playfair Lodge – November 13- 1 pm
- Christmas Magic/Santa's Social & Sleigh/Light Up the Campground – November 29

Attachments

1. None



MONTHLY REPORT

Meeting: November 20, 2023

Agenda Item: 9.5

Report Period: October 1, 2023 – October 31, 2023

Sydney Smith, Recreation & Community Services Liaison

General Recreation & Community Services Updates

- Working with the Arena Management Board (AMB) to establish an operating procedure for the fire alarm call-out system. There are four people dedicated to the system, two from public works, the AMB president, and the arena caretaker. The purpose of this is to ensure dedicated personnel are properly trained to call off the fire department before they are dispatched for false alarms.
- Through grant funding, the County of Newell plans to initiate a regional recreation facility booking system dubbed “Newell reCONNECT”. Newell recCONNECT is a one-stop digital platform for reserving and paying for facility rentals, programs, and memberships. The system is available to all Town of Bassano, Village of Rosemary and Duchess, and County of Newell recreation facilities. Their estimated launch date is March 1, 2024. We support this initiative as it aligns with the Recreation and Leisure Master Plan’s commitment to creating operational efficiencies allowing user groups to spend their time and funding on programming.

Capital Project Updates

Joint Use Facility – Energy Efficient Lighting Upgrades Project

- This project is now complete.
- When doing the final walk-through, we noted a plug was removed from the skating club dressing room, it has been replaced. Administration informed the AMB that the plug was replaced.
- Follow-up documentation and payment request was completed and sent to the Municipal Climate Change Action Centre grant office for review. Grant funds should be received in November/December.
- Upon receipt of final invoices, a summary will be provided to the council that addresses final project costs.

Bassano Outdoor Pool Upgrades Project

- Installation of the new pool liner is complete except for pool skimmers. Skimmers are currently on backorder and will be installed upon arrival, weather pending. Water tightness testing will be completed by Reca Vinyl Works Inc. in the spring once skimmers are installed.
- On October 13, 2023, Bassano School elementary students were joined by Deputy Mayor John Slomp, Councillor Sydney Miller, and Town staff for a second site visit. Students were shown the completed liner and “Under the Sea” designs they helped create. These designs are unique to our facility and are a value-added feature for pool programming.
- Further updates will be included with the pool budget.



Bassano Community Hall Upgrades

- LED lighting upgrades have been completed. These energy-efficient upgrades were completed to reduce operating costs for the Town.
- To improve ongoing and prospective performances at the Community Hall, the Bassano Arts Council upgraded the stage lighting. Lights will be installed and operational before the BAC's first concert in November.
- In November, the administration will review the current sound system to ensure it is working properly and meeting the needs of users. Upgrades will be made to improve the usability and functionality of our current system.

Bylaw Enforcement

Bassano's contracted bylaw enforcement officer monitored traffic and pedestrian safety in priority areas and issued 1 ticket for an unregistered vehicle.

1. Community Standards Bylaw 920/21
 - a. 1 file remains open from previous months.

2. Land Use Bylaw 921/21
 - a. 1 file was opened and closed

3. Traffic Bylaw 876/18
 - a. 3 files were opened. 2 were closed and one remains open.

Total files initiated in September: 4


Total files closed: 3

Total Files initiated in 2023 (Period Ending October 31, 2023): 36

Attachments

1. Bylaw Action Summary - no action required

Town of Bassano
2023 Bylaw Enforcement Tracker

File Number	Date Opened	Location (Civic Address)	Bylaw(s) in contravention	Issues	Images	Compliance	Date closed
Carry forward from 2022							
TOB-BEO001/22	28-Jun-22	433 2 Avenue BBI Priority Area 2 - carry forward from 2021.	Community Standards Bylaw 920/21, Fire Services Bylaw 885/19, Traffic Bylaw 876/18, Bassano Land Use Bylaw	Accumulation of garbage and debris. Operation of an automotive/mechanical equipment or service business in a main Street Commercial (C1) Land Use District. Fence and signage non compliant with Land Use Bylaw and installed without an approved permit. Shipping container on the premises without a permit.		Orders were issued on June 28, 2022 and amended on July 15, 2022 in include the correct bylaw number. July 31, 2022 date of compliance was given. Property owners appealed the orders and an extension of one month (period ending August 31, 2022) was approved by Council. Property owners have not achieved compliance.	Closed September 5, 2023
TOB-BEO060/22	14-Jul-22	831 2 Avenue	Dog Control Bylaw 836/12	Dog at large.	No images were taken.	CPO Leeks was given direction to call owner as a warning. The property owner was notified that the dog needs to be licensed. She said she would come in. A reminder letter was issued to the owner on February 2, 2023. No action has been taken.	Closed June 30, 2023
TOB-BEO066/22	9-Aug-22	726 2 Avenue	Dog Control Bylaw 836/12	Multiple complaints have been received regarding the constant barking of the 3 dogs on the property. Dogs are unlicensed.	No images. See property files for complaints.	Complaints were received on March 18, May 12, and August 7, 2022 from a neighbor. CPO Leeks contacted the property owner and let them know that there have been noise complaints and that the dogs need to be licensed. The complainant was asked to complete a dog log to prove excessive barking. The dog log has not been completed by the complainant. No action has been taken since	Closed January 31, 2023
TOB-BEO082/22	11-Oct-22	337 9 Avenue	Dog Control Bylaw 836/12	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were following him on his run around Town. Owners were contacted and asked to license and keep the dogs confined to the property unless they are leashed, held, and controlled by the owner. Email was sent with dog licenses form to the dog owner on October 11, 2022. A follow-up email was sent on January 19, 2023. Animals were registered on January 19, 2023.	Closed January 19, 2023.
2023 files							
TOB-BEO001/23	4-Jan-22	426 2 Avenue	Traffic Bylaw 876-18	Ice on Sidewalk	See file.	A call was placed to the neighboring properties that have an agreement to keep the sidewalk clean. Both parties were warned and asked to clear the sidewalk of debris.	Closed January 31, 2023
TOB-BEO002/23	17-Jan-23	409 3 Avenue	Community Standards Bylaw 920/21	Dog feces accumulated in yard.	See file.	Complaint was received regarding the accumulation of dog feces in the backyard. CPO Leeks contacted to dog owner and landlord on January 18, 2023.	Close February 28, 2023
TOB-BEO003/23	25-Jan-23	308 4 Avenue	Cat Control Bylaw837/12	Cat at large. Located at the Pool.	See property file	Cat was at large at the Bassano Outdoor Pool (249-253 6 Avenue). PW and S. Smith identified the cat by it's collar. A call was placed to the owner explaining that the cat was not to be at large and that fines may be levied if the cat is caught in the future.	Closed January 25, 2023
TOB-BEO004/23	27-Jan-23	902 2 Avenue	Community Standards Bylaw 920/21	Noise complaint. Complainant explained that the business owner is operating loud equipment during quite hours.	See file.	Complainant explained that the business owner is operating loud equipment during quite hours. Complainant submitted a delegation request to council and a complaint form on January 27, 2023.	Closed April 30, 2023
TOB-BEO005/23	7-Feb-23	701 1 Street	Dog Control Bylaw 928/22	Dog at large - Not caught - Warning	No images.	Verbal complaint from resident that the dogs were loose on the school grounds. CPO Leeks was directed by administration to call warning the owner that thier dog was at large.	Closed Febrauy 16, 2023.
TOB-BEO006/23	15-Feb-23	11th Street	Traffic Bylaw 876-18	Speeding	No images.	Verbal complaint from resident that studnets were speeding along 11th Street and tractor trailers were speeding from the Old #1 highway.	Closed February 28, 2023

**Town of Bassano
2023 Bylaw Enforcement Tracker**

TOB-BEO006/23	28-Feb-23	11th Street	Community Standards Bylaw 920/21	Unregistered vehicles	No images.	Unregistered vehicles were identified by the Town. CPO Leeks was directed to investigate. One vehicle was towed and the other had two flat tires.	Closed February 28, 2023
TOB-BEO007/23	21-Mar-23	1011 5 Avenue	Dog Control Bylaw 928/22	Complaint reported an aggressive dog on the property. Dog is not licensed.	No images.	Complaint lives at the Silver Inn (1011 5 Avenue) and reported an aggressive, unlicensed dog living in one of the neighboring units. Owner does not pick up after the dog, feces are strewn about the property. Manager has attempted to deal with the dog owner but the issue was not resolved. Dog is unlicensed. CPO Nesbitt was directed to contact the property owner to inform them that the issue has been brought to the Town's attention and the dog is not licensed. The property owner contacted the dog owner. Dog was licensed on March 24, 2023. The complainant reported that the owner is now always outside with and cleans up after his dog.	Closed March 27, 2023
TOB-BEO008/23	21-Mar-23	501 4 Avenue	Traffic Bylaw 876-18	Complaint reported streets covered in snow and ice.	See file.	CPO Nesbitt was directed to contact the property owners to inform them that they are in contravention of the listed bylaw and they are to remove the ice and snow from the sidewalk. Sidewalks were clear upon investigation on Friday, March 24,	Closed March 27, 2023
TOB-BEO009/23	21-Mar-23	432 4 Street	Traffic Bylaw 876-18	Complaint reported streets covered in snow and ice.	See file.	CPO Nesbitt was directed to contact the property owners to inform them that they are in contravention of the listed bylaw and they are to remove the ice and snow from the sidewalk. Property owners will be informed that there is free sand available at 317 2 Avenue. Contact has not been made.	Closed March 31, 2023
TOB-BEO0010/23	21-Mar-23	258 3 Avenue	Traffic Bylaw 876-18	Complaint reported streets covered in snow and ice.	See file.	CPO Nesbitt was directed to contact the property owners to inform them that they are in contravention of the listed bylaw and they are to remove the ice and snow from the sidewalk. Property owners will be informed that there is free sand available at 317 2 Avenue. Note was left on the properties door. Call was placed with no answer.	Closed March 31, 2023
TOB-BEO0011/23	28-Mar-23	1011 5 Avenue	Cat Control Bylaw 837/12	Complaint reported a neighbour feeding stray cats.	See file.	Complainant reported that his neighbour has 7 cats that he feeds everyday are running all over their cars and pooping under vehicles. Call was placed to the complainant to verify information. Complainant expressed that 2-3 cats were owned by the neighbour, the rest were strays. CPO Nesbitt contacted the property owner/landlord. The landlord will be communicating with thier tenants, giving them	Closed April 3, 2023
TOB-BEO0012/23	3-Apr-23	258 3 Avenue	Land Use Bylaw 921/21	A complaint was reported that there were chickens and a rooster	See file.	Chickens were found and relocated from the property in July 2020. A verbal complaint was received on March 31, 2023, stating that the chickens had been taken back to the property. CPO Leeks was sent to the property on April 6, 2023, and April 18, 2023, to investigate if there were chickens on the property and to contact the owner. No chickens were seen and the owner did not answer the door. Chickens were noticed on the property on April 25, 2023. A call was placed to the property owner on April 28, 2023, and a violation warning was sent via email on May 1, 2023. Clean-up orders were issued on May 5, 2023. Compliance was met by the property owner. The Shipping container was removed. property owners met	Closed August 30, 2023
TOB-BEO0013/23	23-Apr-23	229 2 Avenue	Community Standards Bylaw 920/21	A complaint was received regarding over grown trees encroaching on the alley.	See file.	Complaint was received regarding the properties over grown trees encroaching on the alley. Call was placed to the property owner on May 1, 2023. Property owner has organized a contractor to come cut the trees. Trees were cut May 5, 2023. Complainant was notified May 8, 2023 that the trees have been cut.	Closed May 8, 2023.

**Town of Bassano
2023 Bylaw Enforcement Tracker**

TOB-BEO0014/23	24-Apr-23	506 4 Avenue	Community Standards Bylaw 920/21	Accumulation of yard waste at the rear of the property.	See file.	Complaint regarding the accumulation of yard waste at the back of the property. Call was placed to the property owner on May 3, 2023.	Closed May 31, 2023.
TOB-BEO0015/23	3-May-23	202 3 Avenue	Traffic Bylaw 876-18	Horse trailer was parked too close to the intersection for 1 Street and 3 Avenue.	See file.	A complaint was received on May 3, 2023, regarding the trailer. CPO Leeks was directed to engage with the trailer owner during the May 11, 2023 shift. The owner has not responded to contact attempts. Limitations of the current bylaw prevent	Closed June 30, 2023
TOB-BEO0016/23	16-May-23	130 6 Avenue	Community Standards Bylaw 920/21	Overgrown grass along the east side of the property. Skunks living under the the old shed.	See file.	The complaint was received on May 16, 2023. The administration engaged the property owner to tend to the skunks. Skunks no longer appear to be present on the property.	Closed Augsut 30, 2023
TOB-BEO0017/23	16-Jun-23	301 1 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds. Accumulation of old railway ties and garbage and debris from the property.	See file.	Orders were issued June 16, 2023 to the property owner by registered mail. Partial compliance has been met by the property owner. Administration has reached out to the property owner for an update on the remaining clean-up on July 5, 2023. Compliance was met by the property owner.	Closed July 31, 2023
TOB-BEO0018/23	16-Jun-23	602 1 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds, inoperable vehicles, old building materials. garbage and debris	See file.	Orders were issued June 16, 2023, to the property owner by registered mail. Partial compliance has been met by the property owner. Administration has reached out to the property owner for an update on the remaining clean-up on July 5, 2023. An extension was granted to the property owner until August 15, 2023.	Closed August 30, 2023
TOB-BEO0019/23	16-Jun-23	517 2 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds, graffiti, broken window, garbage and debris	See file.	Orders were issued June 16, 2023, to the property owner by registered mail dn email. Compliance was met by the property owner. Warning was given to property owner to remind they to regularly visit and maintain the property.	Closed July 10, 2023
TOB-BEO0020/23	16-Jun-23	201 1 Avenue	Community Standards Bylaw 920/21	Overgrown weeds	See file.	A call was placed to the property manager June 16, 2023. Orders were issued on June 16, 2023, to the property owner by registered mail and email. Compliance was met by the property owner.	Closed July 5, 2023
TOB-BEO0021/23	12-Jul-23	808 3 Avenue	Community Standards Bylaw 920/21	Overgrown grass, weeds, trees and shrubs.	See file.	A clean-up order was issued on July 12, 2023. Compliance was not met by the property owner. Fine was issued to the property owner. Contractor completed the clean-up with the cost of the clean-up being charged to the properties tax roll.	Closed August 14, 2023
TOB-BEO0022/23	12-Jul-23	426 3 Avenue	Community Standards Bylaw 920/21	Overgrown grass, weeds, trees and shrubs.	See file.	A clean-up order was issued on July 12, 2023. Compliance was met by the property owner.	Closed July 31, 2023
TOB-BEO0023/23	12-Jul-23	710 5 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds. Missing siding on the front of the house.	See file.	A clean-up order was issued on July 12, 2023. Compliance was met by the property except for siding the front of the building. An extension was given to September 30, 2023, to complete the upgrades. Compliance was met by the property owner.	Closed September 7, 2023
TOB-BEO0024/23	19-Jul-23	313 3 Avenue	Dog Bylaw 928-22	Owner reported that their dog had bitten a family friend.	See file.	Dog owner explained that their dog had bitten a family friend while out on a walk. Family friend has claimed fault in the incident. Information was shared with Administration and has been saved in the owners property file. No action will be taken by the Town.	Closed July 24, 2023
TOB-BEO0025/23	24-Jul-23	1001 2 Avenue, 933 2 Avenue, 924 1 Avenue	Community Standards Bylaw 920/21	Over grown grass and weeds, accumulation of yard waste and dead weeds on the property.	See file.	An email was sent to the property owner informing them of the violation. A due date of July 26, 2023, to complete the clean-up. Orders and a fine were issued on July 27, 2023. Compliance has been met by the property owner.	Closed August 30, 2023
TOB-BEO0026/23	24-Jul-23	1002 5 Avenue	Community Standards Bylaw 920/21	Over grown grass and weeds, accumulation of garbage and debris on the property.	See file.	An email was sent to the property owner informing them of the violation. A due date of July 26, 2023, to complete the clean-up. Orders and a fine were issued on July 27, 2023. Partial compliance was met by the property owner.	Closed August 30, 2023

**Town of Bassano
2023 Bylaw Enforcement Tracker**

TOB-BEO0027/23	24-Jul-23	418 3 Avenue	Community Standards Bylaw 920/21	Over grown grass and weeds, accumulation of garbage and debris on the property.	See file.	Orders were issued on July 27, 2023. Compliance was met by the property owner.	Closed August 14, 2023
TOB-BEO0028/23	27-Jul-23	502 5 Avenue	Community Standards Bylaw 920/21	Complaint was received regarding the accumulation of household supplies, building materials and an old fence leaned up against the house.	See file.	A complaint was received on July 26, 2023. File is pending.	Ongoing
TOB-BEO0029/23	28-Aug-23	633 4 Avenue	Land Use Bylaw 921/21	A complaint was received regarding drainage from the owner's property to the neighbour's driveway. This has been ongoing since the winter 2022.	See file.	A complaint was received on August 11, 2023. A call was placed by the bylaw enforcement division to the property owner on August 28, 2023. Property owners will be given till September 5, 2023, to implement a solution. Property owners adjusted their eves troughs to divert water away from neighbour's property.	Closed September 19, 2023
TOB-BEO0030/23	28-Aug-23	213 3 Avenue	Community Standards Bylaw 920/21	Overgrown grass and weeds. Inoperable vehicle not concealed from view	See file.	Orders were issued on September 1, 2023. The property owner was contacted on September 18, 2023, to discuss partial compliance on the property. An extension was given to September 27, 2023 to complete the remaining clean-up. Compliance was met by the property owner.	Closed September 27, 2023
TOB-BEO0031/23	28-Aug-23	119 3 Avenue	Community Standards Bylaw 920/21	Accumulation of inoperable vehicles at the rear of the property.	See file.	Orders were issued on September 1, 2023. Compliance was met by the property owner.	Closed September 27, 2023
TOB-BEO0032/23	28-Aug-23	306 8 Avenue	Dog Bylaw 928-22	Complaint received regarding barking dog.	N/A	Call was placed to the complainant to correct information on form. Enforcement action will not be undertaken as the issue has resolved itself.	Closed August 28, 2023
TOB-BEO0033/23	17-Oct-23	Back alley behind Silk Tire	Traffic Bylaw 876-18	A complaint was received regarding speeding in the back alley.	N/A	The complainant was informed that the Town's enforcement officer will patrol the area. The complainant can report license plate numbers to the RCMP.	Ongoing
TOB-BEO0034/23	17-Oct-23	222 8 Street	Land Use Bylaw 921/21	A complaint was received regarding an unpermitted day home.	N/A	The property owner is working with the Town's development officer to obtain the proper permits. The complainant has been contacted.	Closed October 17, 2023
TOB-BEO0035/23	26-Oct-23	249 3 Avenue	Traffic Bylaw 876-18	Unregistered vehicle parked on the street	N/A	CPO investigated. A ticket was issued to the vehicle owner for an unregistered vehicle.	Closed October 30, 2023
TOB-BEO0036/23	26-Oct-23	505 9 Avenue	Traffic Bylaw 876-18	RV parked on Town property.	N/A	CPO investigated. RV was removed.	Closed October 30, 2023

BASSANO OCTOBER 2023 REPORT

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

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

During this month, our department had two files to investigate. The files were for parking concerns.

These matters were concluded with the one parking matter resulting in a ticket and the other parking concern the vehicle was gone upon investigating.

During this month there was one warning issued for parking a vehicle the wrong way on the street

There was one ticket issued for parking a vehicle on the street with no valid registration.

The focus for the Alberta Traffic Safety Enforcement for this month was on pedestrian zones which were patrolled.

This concludes the report for Bassano for October.



Newell Housing Foundation

Minutes

September 11 , 2023- 4:00 pm
CITY HALL- HAYES ROOM

Present: M. Wardrop, J. Slomp, Y. Fujimoto, K. Steinley G, Miedema, J. Petrie, A. Philpott, A. Skanderup

Staff: S. Loewen

Regrets: S. Smith

Guest: D. Reid-Mickler, Deputy Mayor, Village of Duchess

Chair K. Steinley called the meeting to order at 4:07pm

1. Additions to/Adoption of Agenda

Moved by A. Philpott to accept the agenda with the addition of 2. g. Bad Debt Write Offs 2021 and 2022
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 8 – 3 being used as guest suites. Playfair Lodge-8. Dr. Scott Apartments- 0. Pioneer Villas- 4. Community Housing -2, Tilley- 1, Duchess-0 Rosemary-1. Many ongoing capital projects were also discussed. D. Reid- Mickler and S. Loewen spoke about the Village of Duchess’s future of housing and application for the Housing Accelerator Grant.

Moved by J. Petrie to accept the CAO Report as information.

CARRIED

b) Life Lease Condos

There are some issues with the cement pads at the Life Lease Condos. Awaiting quotes for the repairs.

TABLED

c) ASCHA Fall Zone Meetings

The ASCHA Fall South Zone Meeting will be held in Calgary on October 3rd. Board Members are to email the CAO if they would like to attend. A. Philpott and Y. Fujimotot would like to attend.

d) Staff Appreciation

The staff appreciation barbeques were discussed. A survey about the date is to be sent out to staff next year. Cab vouchers are also to be offered next year.

e) Underage Resident- Wildrose Villa- Rosemary

We have had an underage applicant for the Wildrose Villa in Rosemary. We have had a suite vacant there for 6 months. This individual is 52 years old and has colon cancer. He is currently residing in Rolling Hills but his sister and family supports are in Rosemary.

Moved by A. Skanderup that the underage resident be allowed admittance to the Wildrose Villa in Rosemary.

CARRIED



f) Underage smokers in Villas

The Pioneer Villas in Brooks went non-smoking in 2015. At that time there were a number of seniors grandfathered in that were still able to smoke in their units. We are now down to just 5 grandfathered in tenants in 2 buildings. This is causing some issues and we would like to make the move to having all Newell Housing Foundation properties non-smoking including the previously grandfathered in suites.

Moved by Y. Fujimoto that effective October 1, 2023 all Newell Housing Foundation properties become 100% smoke free.

CARRIED

g) Bad Debt Write Offs 2021 and 2022

As per the Government of Alberta bad debt is to be written off after one year if it is deemed unrecoverable. There are amounts from 2021 and 2022 to be written off totaling \$5465.56.

Moved by K. Steinley that \$5465.56 be written off as bad debt.

CARRIED

3. Old Business

a) Bassano Project

a) Rural Development Network- Needs Assessment

The Rural Development Network Needs has been asked to look into providing a smaller report detailing the projections for seniors in our area that may need a continuing care home in the future. The proposal and costs are to be brought to the Board.

b) Continuing Care Small Homes Capital Grant

Work is ongoing in partnership with the Town of Bassano, County of Newell, John Brown Architect and the Brenda Strafford Foundation. Meetings to determine the location as well as the flight path of the helicopter have taken place. We are looking at receiving costing for the units soon.

c) Playfair Lodge Move out Reporting 2017-2022

A listing of the move outs over a 5-year period was presented to the Board as information.

4. Financial Statements

Moved by A. Skanderup to accept the Financial Statements as presented.

CARRIED

Consent Agenda Items

Moved by J. Slomp that the items listed in the Consent Agenda by accepted for information.

CARRIED

Meeting Date

The next meeting is October 5, 2023 at 4:00 pm in the Hayes Room at City Hall

Adjournment

The meeting was adjourned at 5:03 pm

County of Newell/City of Brooks

JOINT SHARED SERVICES COMMITTEE



OCTOBER 10, 2023
BROOKS FIREHALL – 1:00 P.M.

NOTES

Present:

County of Newell

Councillor Greg Skriver
Councillor Neil Johnson
Councillor Kelly Christman
Matt Fenske, CAO

Village of Duchess

Mayor Tony Steidel

Others

Brent Schroder, EID
Diane Declercq, Chair, Brooks & District Health
Foundation
Sandra Stanway, Brooks Bulletin

City of Brooks

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

Town of Bassano

Mayor Irv Morey

Village of Rosemary

Mayor Yoko Fujimoto

1. CALL TO ORDER

G. Skriver chaired the meeting, and called the meeting to order at 1:00 p.m.

2. AGENDA ADDITIONS/DELETIONS

There were no additions.

3. APPROVAL OF AGENDA

MOVED by J. Petrie that the agenda be adopted.

MOTION CARRIED

4. APPROVAL OF PREVIOUS MINUTES

MOVED by M. Idriss that the Minutes of the Joint Shared Services Committee Meeting held September 12th, 2023 be adopted.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

6. BUSINESS

a) Delegations

Eastern Irrigation District (EID) Update

B. Schroeder provided an update on the following:

- Overview of summer water usage; and of the status in refilling the water reservoirs;
- EIDNet – Moving into Phase 3 of the project; and new technology that does not require a line of sight;
- Rolling Hills Reservoir campground remained popular this summer;
- 15-Year Grazing Leases are coming up for bid; and,
- Snake Lake Reservoir Expansion Project – Currently in the engineer’s hands. The geotechnical work is complete.

In response to an inquiry about the status of getting the Scout Camp at Kinbrook reopened, B. Schroeder advised that the EID is working on this. The Committee informed B. Schroeder of the letters that have been sent to the Minister of Forestry and Parks advocating to have the Scout Camp reopened.

G. Skriver thanked B. Schroeder for the update.

Brooks and District Health Foundation Presentation

D. Declercq provided an overview about the role the Brooks and District Health Foundation plays in the community as follows:

- History of the Foundation;
- The Board’s role in evaluating requests for funding;
- Investment in the community i.e. medical equipment and technology, patient comfort, education and community programs;
- Donations, Legacy Funds, Provincial Win Win 50/50 Lottery, and Annual Fundraisers;
- The grant they receive through AHS, which is based on the revenue they earn through the year by way of donations;
- Opening of Unit B at the Brooks Health Centre; and,
- Partnerships within the community.

L. Tiffin spoke about the potential for Joint Shared Services to partner with the Foundation on Doctor Recruitment and Retention (Housing Subsidy) and the Maturity Clinic Admin Support. D. Declercq advised that they are working towards all kind of partnerships like this, and explained how these partnerships can be a massive asset. K. Christman noted that there is also the Bassano and District Health Foundation, and inquired what portion of the Housing Subsidy funding would go to that Foundation. L. Tiffin advised that she would need to look back to see what the funding has been in the past for Bassano.

MOVED by N. Johnson that Administration establish a process for transferring funds to the Brooks & District Health Foundation and the Bassano & District Health Foundation to administer the Doctor Recruitment and Retention Housing Subsidy and the Maternity Clinic Admin Support as applicable.

MOTION CARRIED

G. Skriver thanked D. Declercq for the presentation.

b) **Doctor Recruitment and Retention**

L. Tiffin spoke about the “Let’s Go Rural – Post Secondary Skills Day” held on September 16 and 17, and presented the survey results submitted by the medical students.

K. Christman and I. Morey advised that Bassano is still looking to fill a 0.8 physician position.

c) **RhPAP**

L. Tiffin advised that the RhPAP Consultant update was included in the meeting agenda.

d) **Economic Development Report**

L. Tiffin, on behalf of M. Iwaasa, presented the following items from the report:

- Economic Growth Forum and Tradeshow;
- APEX RIN – CDC South Tour;
- Workforce Development and AAIP;
- Galaxy Ag Venture;
- Alberta Innovates Conference; and,
- Upcoming Events.

L. Tiffin advised that the Brooks Newell Region was not shortlisted to host the 2024 RhPAP Attraction and Retention Conference. With regards to hosting an FCM Director’s meeting, the deadline has passed. She also spoke about the letters that have been sent to the Provincial Government advocating for the reopening of the Scout Camp at Kinbrook, and that the plan was to send a letter every month until progress is made.

There was discussion about the City of Brooks becoming a member of the Palliser Economic Partnership. J. Petrie provided some background information on when the City discontinued their membership, and that he plans to invite the new Executive Director to a future Council Committee meeting.

e) **Budget 2024**

L. Tiffin presented the draft 2024 Budget for feedback, and noted that she will bring it back to the next Committee meeting. G. Skriver asked that the 2023 budget actuals be included for comparison purposes.

There was general discussion about the draft budget, and the Committee concurred that they need to look at new opportunities, like what was done this year with the IFAJ Congress and Tour, to promote the Brooks Newell Region (i.e. Bow River Basin Council, MLA’s in Southern Alberta, purchase space in the Alberta Invest magazine).

7. NEXT MEETING

The next regular meeting will be held on Tuesday, November 14, 2023 at 1:00 p.m. in the Brooks Fire Hall.

9. ADJOURNMENT

MOVED by M. Idriss that the meeting adjourn at 2:10 p.m.

MOTION CARRIED



Media Release

For immediate release
November 8, 2023

The Alberta Living Wage Network releases 2023 Living Wages

A network of municipalities and community organizations are shedding light on the affordability and livability of Albertan communities.

Brooks – Today the Alberta Living Wage Network (ALWN), in collaboration with 16 municipalities and organizations, released new living wages for 2023. This release coincides with Living Wage Week in the City of Brooks and is the first time a living wage has been calculated for the City of Brooks. Calculated wages for each participating municipality are as follows:

Brooks, \$19.05
Calgary, \$23.70
Canmore, \$38.80
Drayton Valley, \$19.55
Edmonton, \$22.25
Fort McMurray, \$24.50
Grande Prairie, \$18.90
High River, \$21.70
Jasper, \$24.90
Lac La Biche County, \$21.60
Lethbridge, \$20.60
Medicine Hat, \$17.35
Red Deer, \$18.75
Spruce Grove, \$21.00
St. Albert, \$23.80
Stony Plain, \$21.10

The living wage is defined as the hourly wage a worker needs to earn to cover their basic expenses and have a modest standard of living once government transfers have been added and taxes have been subtracted. Living wage rates are based on full time work (35 hours per week or 1,800 hours per year) and do not include extras such as benefits, perks, and paid time off (above the legislated minimum). The calculation is based on the income needs of three household types: a two-parent family with two young children; a lone-parent family with one child; and a single individual. It assumes that each adult is working full-time hours and includes savings for unexpected costs, continuing education, child care, and a small amount which allows people to participate in the community.

“Despite increasing costs on just about everything – particularly shelter – we did see some things that put downward pressure on the living wages. Government affordability measures and the Canada Dental Benefit have helped families. What’s missing in Alberta is any real action on increasing minimum wage

despite every single other province making increases” says Ryan Lacanilao, Coordinator, Alberta Living Wage Network

Since becoming a member of the Alberta Living Wage Network in April 2023, this is the first time a living wage has been calculated for the City of Brooks. According to Brooks Mayor John Petrie, “the data in the report is important to Brooks so we know what the benchmark should be for affordability and livability in our community. Knowing this figure will help us understand how many people in our community might be living in poverty”.

Now that a living wage has been calculated, local employers will be encouraged to join the movement as a Living Wage Employer. To receive this certification, the employer needs to pay direct staff and indirect contract staff at least the living wage rate in our community. Paying a living wage not only helps reduce poverty and build a strong local economy, but also leads to employee retention, reducing recruitment and training costs. Currently there are over a hundred Living Wage Employers in communities across Alberta.

Resources:

- Learn more about [how the living wages were calculated](#).
- View ALWN’s [common questions and answers about living wages](#) and [how employers can get certified](#).

About the Alberta Living Wage Network

The Alberta Living Wage Network is a network of community organizations and municipalities with the goal of advancing a coordinated living wage movement in Alberta. The network assists communities in their annual living wage calculation and has certified more than 100 living wage employers in the province. For more information visit livingwagealberta.ca and follow @livingwageab on [Twitter](#) or [Instagram](#).

For more information about the City of Brooks’ living wage, please contact:

Lisa Tiffin

Manager, Community Development

ltiffin@brooks.ca

403-362-3333



Councillor Board Listing 2023/2024

Mayor John Petrie

- Intermunicipal Development Plan Committee (IMDP)
- Joint Shared Services Committee
- Newell Foundation
- Newell Wellness
- Route 36 Highway Association “Veteran’s Memorial Highway Association”

Councillor Joel Goodnough

- Audit Committee
- Brooks Region Tourism
- Community Futures Entre-Corp
- Intermunicipal Development Plan Committee (IMDP)
- Joint Shared Services Committee
- Municipal Planning Commission (MPC)
- Silver Sage Agricultural Society
- Sign Committee

Councillor Mohammed Idriss

- Business Revitalization Zone (BRZ)
- Brooks & District Chamber of Commerce
- City of Brooks Library Board
- Intermunicipal Development Plan Committee (IMDP)
- Joint Shared Services Committee
- Safe Communities Committee
- Shortgrass Library Board

Councillor Ray Juska

- Airport Commission
- Bow River Basin Water Council
- Brooks & District Museum
- Communities in Bloom

- Emergency Management Committee
- Environmental Advisory Committee (EcoBrooks)
- Oldman River Regional Services Commission Board (ORRSC)
- Sign Committee
- Southern Alberta Energy from Waste Association (SAEWA)

Councillor Jon Nesbitt

- Arts, Culture & Heritage Board
- Audit Committee
- Emergency Management Committee
- Newell Regional Services Corporation (NRSC)
- Recreation and Parks Board

Councillor Bill Prentice

- Airport Commission
- Municipal Planning Commission (MPC)
- Newell Recycling Association
- Newell Regional Services Corporation (NRSC)
- Newell Regional Solid Waste Management Authority Ltd.
- Sign Committee
- Southern Alberta Energy from Waste Association (SAEWA)
(Alternate)

Councillor Marissa Wardrop

- Audit Committee
- Grasslands Regional FCSS
- Inter-City Forum on Social Policy (ICFSP)
- Newell Foundation
- Newell 9-1-1 Dispatch Association
- Recreation and Parks Board



COUNTY OF
NEWELL

County of Newell Council Members

October 19, 2023 Organizational Meeting

REEVE – Arno Doerksen
DEPUTY REEVE – Kelly Christman

Chief Administrative Officer – Matt Fenske
fenskem@newellmail.ca

Division	Name	Mailing Address	Phone	E-Mail
1	Dan Short	Box 84, Rolling Hills, AB T0J 2S0	403-363-0538	shortd@newellmail.ca
2	Adena Skanderup	Box 82, Tilley, AB T0J 3K0	403-633-2224	skanderupa@newellmail.ca
3	Lynette Kopp	Box 171, Duchess, AB T0J 0Z0	403-363-5677	koppl@newellmail.ca
4	Holly Johnson	Box 90, Scandia, AB T0J 2Z0	403-363-4701	johnsonh@newellmail.ca
5	Greg Skriver	47 Kingfisher Bay, Lake Newell Resort, AB T1R 0X6	403-409-4281	skriverg@newellmail.ca
6	Kelly Christman	Box 685, Bassano, AB T0J 0B0	403-793-0014	christmank@newellmail.ca
7	Ellen Unruh	Box 202, Rosemary, AB T0J 2W0	403-793-3369	unruhe@newellmail.ca
8	Amanda Philpott	Box 600, Duchess, AB T0J 0Z0	403-362-1949	philpotta@newellmail.ca
9	Arno Doerksen	Box 1, Gem, AB T0J 1M0	403-363-0253	doerksena@newellmail.ca
10	Neil Johnson	Box 610, Brooks, AB T1R 1B6	403-793-4206	johnsonn@newellmail.ca

County of Newell
183037 RR145
Box 130
Brooks, AB T1R 0L2

Phone: 403-362-3266

E-Mail: administration@newellmail.ca

Web Site: www.countyofnewell.ab.ca

Committees and Boards 2023

Updated October 30, 2023

Committee / Board Council Representative Additional Representative Alternate Representative

1	Newell Foundation & Housing	Shanda Smith	Tina Preston	Deborah Reid-Mickler
2	Duchess Library	Stephen Dortch	Shanda Smith	Tina Preston
3	Shortgrass Library	Tina Preston	Deborah Reid-Mickler	Shanda Smith
4	FCSS/EXPO/Citizen of the Year	Tina Preston	Tony Steidel	Shanda Smith
5	Regional Landfill	Tony Steidel	Deborah Reid-Mickler	Stephen Dortch
6	911	Tina Preston		Stephen Dortch
7	Newell Regional Service Corporation	Deborah Reid-Mickler	Tony Steidel	Stephen Dortch
8	Duchess Fire	Tony Steidel	Stephen Dortch	Deborah Reid-Mickler
9	Duchess Agricultural Society	Stephen Dortch	Shanda Smith	Tina Preston
10	Recreation Parks Cultural	Tony Steidel	Tina Preston	Shanda Smith
11	Mayor & Reeves	Tony Steidel	Deborah Reid-Mickler	
12	Joint Shared Services	Tony Steidel	Deborah Reid-Mickler	Shanda Smith
13	Palliser Economic Partnership	Tony Steidel	Stephen Dortch	Deborah Reid-Mickler
14	Oldman Regional River Service Corporation	Stephen Dortch	Shanda Smith	Tina Preston
15	Newell Regional Tourism Association	Shanda Smith	Deborah Reid-Mickler	Tina Preston
16	Emergency Management	Tina Preston	Deborah Reid-Mickler	Tony Steidel
17	Director of Emergency Management	Stewart Luchies		
18	Deputy Director of Emergency Management	Yvonne Cosh - Duchess Sharon Zacharias - Rosemary Amanda Davis - Bassano		
19	Municipal Planning Commission	Tony Steidel	Deborah Reid-Mickler	
		Tina Preston	Stephen Dortch	
		Shanda Smith		
20	Subdivision Appeal Board	Tina Preston		Shanda Smith
21	Intermunicipal Development Plan	Tony Steidel	Deborah Reid-Mickler	Tina Preston
22	Southern Alberta Energy from Waste Assoc.	Tony Steidel	Stephen Dortch	
23	Duchess Library Board	Stephen Dortch	Lorraine Saamis	
		Yvonne Cosh	Charmaine Loewen	
		Brenda Owen	Amanda Philpott	

Committees and Boards 2024

Mayor	Tony Steidel	403-501-8240	tonysteidel@hotmail.com
Deputy Mayor	Deborah Reid-Mickler	403-376-0057	dreid@eidnet.org
Councillor	Tina Preston	403-793-0847	tinaprestoncouncil@gmail.com
Councillor	Stephen Dortch	403-363-4153	dortch33@hotmail.com
Councillor	Shanda Smith	403-501-9808	shandasmithdc@yahoo.com

Committee / Board
 Council Representative
 Additional Representative
 Alternate Representative
 2nd Alternate Representative
** if required

1	Newell Foundation & Housing	Shanda Smith		Tina Preston	Deborah Reid-Mickler
2	Duchess Library	Stephen Dortch		Shanda Smith	Tina Preston
3	Shortgrass Library	Tina Preston		Deborah Reid-Mickler	Shanda Smith
4	FCSS/EXPO/Citizen of the Year	Tina Preston		Tony Steidel	Shanda Smith
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		Tina Preston	Stephen Dortch		
		Shanda Smith			
20	Subdivision Appeal Board	Tina Preston		Shanda Smith	
21	Intermunicipal Development Plan	Tony Steidel	Deborah Reid-Mickler	Tina Preston	
22	Southern Alberta Energy from Waste Assoc.	Tony Steidel		Stephen Dortch	
23	Duchess Library Board ***Appoint these positions until 2025 <small>Term expiry date October 31st 2025</small>	Stephen Dortch		Lorraine Saamis	
		Yvonne Cosh		Charmaine Loewen	
		Brenda Owen		Amanda Philpott	

VILLAGE OF ROSEMARY
COMMITTEE MEMBERSHIP LIST 2023/2024

2023/24

Council	Mayor CoriAnn Nielson Deputy Mayor Yoko Fujimoto Councillor Gerry Fortier	coriannn@gmail.com yokofuji@eidnet.org glcfortier@eidnet.org
Subdivision & Development Appeal Board: SDAB Clerk:	Don Gibb ORSSC	
Subdivision & Development Authority (SDA):	Mayor Nielson Councillor Fortier	
IDP Committee:	Deputy Mayor Fujimoto Mayor Nielson	
Regional Emergency Advisory Committee: Council Alternate:	Mayor Nielson Deputy Mayor Fujimoto	
Regional Emergency Management Agency:	DEM Stewart Luchies DDEM Sharon Zacharias DDEM Amanda Davis DDEM Yvonne Cosh DDEM John Nesbitt	
Local Authority – Emergency Management	DEM Steward Luchies DDEM Sharon Zacharias PW Josh Dyck Fire Chief Anton Van Bavel Mayor Nielson	
Regional Assessment Review Board: LARB & CARB	Anne Marie Philipsen Chris Dingwall Daphne Anstey-Martin Kevin Bridges	
Clerks: County of Newell CAO or:	Shannon Biette (County) Bailee Boulet (City) Amy Rommens (City)	
Rosemary & Rural Fire Committee: Village Rep:	Councillor Gerry Fortier Dayna Dressel	
Rosemary & District Recreation Board:	Mayor Nielson	
Shortgrass Library Board:	Councillor Fortier	
FCSS Council Alternate: Village Rep:	Deputy Mayor Fujimoto Mayor Nielson Danealle Reinke	

Newell 911:	Councillor Fortier
Newell Regional Landfill Authority: Council Alternate	Councillor Fortier Deputy Mayor Fujimoto
Newell Foundation: Council Alternate	Deputy Mayor Fujimoto Mayor Nielson
Newell Regional Services Corporation: Council Alternate	Councillor Fortier Deputy Mayor Fujimoto
Palliser Economic Partnership: Alternate / 2 nd Position	Mayor Nielson CAO Sharon Zacharias
S.E. Mayors & Reeves: Council Alternate:	Mayor Nielson Councillor Fortier
Rosemary Community Agricultural Society:	Mayor Nielson
Joint Services	Deputy Mayor Fujimoto CAO Sharon Zacharias
Brooks Region Tourism Assoc.	Mayor Nielson

Bassano Royal Purple
Box 626
Bassano, Alberta

Town of Bassano
Box 299
Bassano, Alberta

October 25, 2023

Dear Mayor and Council:

I am writing on behalf of Bassano Royal Purple re the Community Garden. Our organization was involved with this project from the build until now estimate that time to be 8 years. At our September meeting it was decided we would no longer do the administration and advertising effective the next growing season. We believe in the initiative and think it will continue to be appreciated by the community and yet we have concerns.

1. Lack of communication from the Town re water.
2. Lack of communication from the Town re proposed dog park.

As partners in this project we expected some form of communication between the Town and ourselves.

These are the feelings of the collective who feel the Town can manage moving forward. I have attached the guide we had participants sign and they received a copy as well.

Yours truly,



Kelly Christman
Secretary

Bassano Community Gardens

Gardener Guidelines 2023

1. All gardeners must complete an application form with a \$10.00 nominal fee/box.
2. You will provide all your own gardening tools.
3. You will keep your plot and nearby pathways tended.
4. You will cleanup/clear out your garden box by October 15th. Weeds and debris are to be bagged and put in trash so not to contaminate garden boxes.
5. You will not pick from another garden box without permission.
6. You will attend to water restrictions put on by the Town of Bassano. Days/times will be posted. You will recoil hose after watering.
7. You will use common courtesy, be considerate of garden neighbours and enjoy the garden by:
 - a) Picking up litter,
 - b) Not smoking, chewing, doing drugs or alcohol in the garden,
 - c) Play loud music or starting fires in the garden,
 - d) supervising your children
 - e) being responsible pets owners,
 - f) Using only approved fertilizers/pesticides in the garden.
8. You will report any concerns or conflicts to the Garden Leader. You will work to help work through any disputes in good faith.

GARDEN LEADER, Bassano Royal Purple – Anita Roen

403-362-0818 weekdays between 9am-5pm.

Gardener Signature _____ Print name _____

Dated: _____ Phone Number _____

Email Address: _____

NOTICE OF CHANGE IN SUBDIVISION FEES

File: 30K-69

November 6, 2023

To: The Board of Directors of the Oldman River Regional Services Commission
Member Municipalities

Please be advised that on November 2, 2023, the Executive Committee of Oldman River Regional Services Commission approved a motion to cancel the following subdivision policies **effective immediately**:

- No charge for reserves (MR-Municipal Reserve, SR-School Reserve, MSR-Municipal/School Reserve, ER – Environmental Reserve) or Public Utility Lots (PUL)
- A reduction of 50 percent on fees for the subdivision of municipally owned land

Therefore, reserve and public utility lots will now be included in the number of lots to calculate subdivision fees and subdivision applications for municipally owned lands will no longer receive a discount on their fees. Please be advised that the current fee policy applies to all previous subdivision approvals.

Should you have any questions or comments on this matter, please contact me at your earliest convenience.

Thank you,



Lenze Kuiper,
Chief Administrative Officer

LK/jm

cc. Surveyor Companies
Staff of the Oldman River Regional Services Commission



OLDMAN RIVER REGIONAL SERVICES COMMISSION

BOARD OF DIRECTORS' MEETING MINUTES

Thursday, June 1, 2023 – 7:00 p.m.

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

BOARD OF DIRECTORS:

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

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

STAFF:

Bonnie Brunner Senior Planner
 Mike Burla Senior Planner
 Ryan Dyck Planner
 Carlin GrovesCAD/GIS Technologist
 Steve Harty Senior Planner
 Diane Horvath Senior Planner
 Raeanne Keer Executive Assistant

Maxwell Kelly Planner
 Lenze Kuiper Chief Administrative Officer
 Jennifer Maxwell Subdivision Technician
 Kattie Schlamp..... Planner
 Tristan Scholten.....Intern Planner
 Gavin Scott Senior Planner
 Jack Shipton..... Planner

Chair Gordon Wolstenholme called the meeting to order at 7:00 pm.

1. APPROVAL OF AGENDA

Moved by: Richard DeBolt

THAT the Board adopts the Agenda for June 1, 2023, as presented.

CARRIED

2. APPROVAL OF MINUTES

Moved by: Peggy Losey

THAT the Board approves the meeting minutes of March 2, 2023, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4. PRESENTATION

a. 2022 Financial Statements & Auditor's Report – Derek Taylor, KMPG LLP

Derek Taylor, of KMPG LLP, presented the 2022 Financial Statements and Auditor's Report to the Board.

5. REPORTS

**a. 2022 Annual Report
- Financial Performance Presentation**

L. Kuiper, Chief Administrative Officer, presented the 2022 Annual Report and Financial Performance to the Board.

Moved by: Gerry Baril

THAT the Board of Directors have reviewed and ratified the Executive Committee Approval of the ORRSC Annual Report and Financial Statements for the Year ending December 31, 2022.

CARRIED

b. Executive Committee Report

Chair Wolstenholme presented the Executive Committee Report to the Board.

6. BUSINESS

a. Staffing Update

L. Kuiper introduced Jack Shipton, Planner, and Tristan Scholten, Intern Planner, to the Board as new staff to ORRSC.

L. Kuiper also noted that Kattie Schlamp and Maxwell Kelly have both been promoted from Assistant Planner to Planner.

- b. **Subdivision Activity**
 - **As of April 30, 2023**

L. Kuiper presented the Subdivision Activity statistics as of April 30, 2023 to the Board.

- c. **ORRSC Periodical – Temporary Uses**

G. Scott, Senior Planner, presented information on the upcoming ORRSC Periodical topic, Temporary Uses.

7. ACCOUNTS

- a. **Balance Sheet and Comparative Income Statement**
 - **As of April 30, 2023**

L. Kuiper presented the Balance Sheet and Comparative Income Statements as of April 30, 2023.

Moved by: Roger Houghton

THAT the Board approves Balance Sheet and Comparative Income State, as of April 30, 2023, as presented.

CARRIED

- 8. **NEXT MEETING** – Thursday, September 7, 2023

9. ADJOURNMENT

With no further questions and nothing further to discuss, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:40pm.



Gordon Wolstenholme, Chair



Lenze Kuiper, Chief Administrative Officer

EXECUTIVE COMMITTEE MEETING MINUTES
October 12, 2023; 6:00 pm
ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, October 12, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
David Cody
Christopher Northcott, Virtual
Jesse Potrie
Neil Sieben
Brad Schlossberger, Virtual

Staff:

Steve Harty, Senior Planner
Raeanne Keer, Executive Assistant
Gavin Scott, Senior Planner
Jaime Thomas, GIS Analyst

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

Moved by: Christopher Northcott

THAT the Executive Committee adopts the October 13, 2023 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Don Anderberg

THAT the Executive Committee approves the July 13, 2023 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. **Official Business**

a. **GIS Presentation – Jaime Thomas**

J. Thomas, GIS Analyst, presented information on the current GIS system, recently implemented applications accessible within the system, and examples of special projects developed for member municipalities.

b. **Chinook Intermunicipal SDAB Mid-Year Report**

R. Keer, Executive Assistant, presented the mid-year report for the Chinook Intermunicipal Subdivision and Development Appeal Board to the Committee, highlighting that as of August 29, 2023 10 appeal applications have been received, with 8 hearings held, and 2 appeals withdrawn.

R. Keer noted that currently 34 of the 39 member municipalities are a part of the Chinook Intermunicipal SDAB, with anticipation of another municipality joining soon.

c. **Regional Assessment Review Board Report**

R. Keer, presented an update on the 2023 Assessment Review Board, highlighting that as of August 29, 2023 27 Assessment Complaints were received, and that the hearings have been scheduled within their respective municipalities through October and November 2023.

R. Keer noted that currently 35 of the 39 member municipalities are a part of the Regional Assessment Review Board for an annual fee of \$225.00, and that ORRSC currently provides services to two municipalities outside of the membership, the Town of Coaldale and Improvement District No. 4 (Waterton) for a higher annual fee of \$500.00.

R. Keer stated that the current annual fee has not been increased for a number of years, and that Administration is recommending increasing the member fee from \$225.00 to \$300.00, and the non-members from \$500.00 to \$650.00, approximately a 30% increase. R. Keer stated that Administration would like direction from the Executive on this increase as it will have implications for the budget process and will be required to initiate updating contracts with the member municipalities regarding this service.

Moved by: Jesse Potrie

THAT the Executive Committee approves the increase for member municipalities from \$225.00 to \$300.00, and non-member municipalities from \$500.00 to \$650.00, approximately a 30% increase, for budget purposes, and for Administration to begin reviewing for contract amendments with the participating municipalities.

The Committee discussed whether the increase to the annual fee should be discussed further as part of the budget deliberations at the next meeting.

J. Potrie withdrew his motion.

Moved by: Christopher Northcott

THAT the Executive Committee directs Administration to review the annual fee increase by 30% for the Assessment Review Board for the 2024 draft budget.

CARRIED

d. Mileage Rate Report

R. Keer presented the Mileage Rate Report to the Committee, highlighting that ORRSC currently uses two different mileage rates for various functions within the organization, the Canada Revenue Agency mileage rate and the Government of Alberta Travel, Meal, and Hospitality Expenses Policy mileage rate.

R. Keer stated that Administration is requesting direction on if the Committee would like to standardize the rate across the organization, and if so, what mileage rate they would like to set.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to implement the Canada Revenue Agency Mileage Rate as the corporate standard, effective for the 2024 Budget.

CARRIED

e. 2024 Operating Budget & 5 Year Capital Plan - Draft

The Executive Committee reviewed the draft 2024 Operating Budget and 5 Year Capital Plan.

The Committee discussed the organization's current financial situation, and potential impacts on the 2024 Operating Budget.

Brad Schlossberger and Christopher Northcott left the meeting at 7:00 p.m. and did not return.

The Committee discussed having a special budget meeting prior to the next monthly Executive Committee meeting.

Moved by: David Cody

THAT the Executive Committee scheduled a Special Budget Executive Committee Meeting for Thursday, November 2, 2023 at 6:00 p.m.

CARRIED

f. 2023 Annual Chief Administrative Officer Performance Evaluation

R. Keer presented the 2023 Annual Chief Administrative Officers Performance Evaluation to the Committee.

The Committee discussed submitting the forms to Chair Wolstenholme for compilation for the November 9th Executive Committee Meeting.

g. Subdivision Activity

- As of September 30, 2023

G. Scott, Senior Planner, presented the Subdivision Activity Reports as of September 30, 2023 to the Committee.

5. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- June 2023 - August 2023

(ii) Payments and Credits

- May 2023 - July 2023

Chair Wolstenholme presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Don Anderberg

THAT the Executive Committee approves the Monthly Office Account for June 2023 through August 2023 and the Payments and Credits for May 2023 through July 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of August 31, 2023

(ii) Comparative Income Statement

- As of August 31, 2023

(iii) Details of Account

- As of August 31, 2023

Chair Wolstenholme presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of May 31, 2023 to the Committee.

Moved by: David Cody

THAT the Executive Committee approves the Balance Sheet as of August 31, 2023, the Comparative Income Statement as of August 31, 2023, and the Details of Account as of August 31, 2023, as presented.

CARRIED

6. New Business

There was no new business for discussion.

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:35 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



OLDMAN RIVER REGIONAL SERVICES COMMISSION

EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES

November 2, 2023; 6:00 pm

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Special Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, November, 2023, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance

Executive Committee:

Gordon Wolstenholme, Chair
Don Anderberg, Vice Chair, Virtual
David Cody
Christopher Northcott, Virtual
Jesse Potrie
Neil Sieben
Brad Schlossberger

Staff:

Raeanne Keer, Executive Assistant
Lenze Kuiper, Chief Administrative Officer

Chair Wolstenholme called the meeting to order at 6:00 pm.

1. Approval of Agenda

L. Kuiper, Chief Administrative Officer, stated that Administration has prepared additions to the Agenda to potentially relieve the need to meet again next week, depending on discussions regarding the proposed 2024 Operating Budget.

L. Kuiper proposed the following additions:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);
- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

Moved by: Neil Sieben

THAT the Executive Committee adopts the November 2, 2023 Executive Committee Meeting Agenda, as amended to include:

- Official Business: d. Subdivision Activity as of October 31, 2023;
- Office Accounts: (i) Monthly Office Accounts (September 2023) and (ii) Payments & Credits August 2023);

- Financial Statements: (i) Balance Sheet (As of September 30, 2023), (ii) Comparative Income Statement (As of September 30, 2023), and (iii) Details of Account (As of September 30, 2023);
- CAO Report; and,
- Roundtable.

CARRIED

2. Official Business

a. Chinook SDAB & Regional ARB Annual Fee Analysis

R. Keer, Executive Assistant, presented a fee analysis for the annual fees charged to participating municipalities for the Chinook Intermunicipal Subdivision and Development Appeal Board and the Regional Assessment Review Board.

The Committee discussed the administrative roles and responsibilities of maintaining and managing the Chinook SDAB and Regional ARB.

Moved by: Don Anderberg

THAT the Executive Committee directs Administration to increase the annual fee for the Regional Assessment Review Board from \$225.00 a year to \$500.00 a year, effective for 2024.

CARRIED

Moved by: David Cody

THAT the Executive Committee directs Administration to leave the annual fee for the Chinook Intermunicipal Subdivision and Development Appeal Board as \$500.00 a year for 2024.

CARRIED

b. 2023 Cash Flow Report

L. Kuiper presented the 2023 Cash Flow Report to the Executive Committee.

c. 2024 Operating Budget & 2023-2027 Capital Budget

L. Kuiper presented the proposed 2024 Operating Budget, highlighting proposed increases to membership fees for planning and GIS, the decreased proposed Fee for Service Revenue, and decreased proposed Subdivision Fees Revenue.

The Committee discussed the 50% subdivision fee reduction received by municipalities, and the loss of income to the organization associated. The Committee discussed the no charge

policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

Moved by: Brad Schlossberger

THAT the Executive Committee directs Administration stop the subdivision fee membership discount of 50% and the no charge policy for reserves (MR- Municipal Reserve, SR – School Reserve, MSR – Municipal/School Reserve, (ER – Environmental Reserve) and Public Utility Lots (PUL).

CARRIED

L. Kuiper continued presenting the 2024 Operating Budget to the Committee.

The Committee discussed a further increase in membership fees for both planning and GIS.

The Committee discussed further decreasing the proposed revenue for Fee for Service and Subdivision Fees to correlate stronger with recent years.

d. Subdivision Activity

- **As of October 31, 2023**

L. Kuiper presented the Subdivision Activity Reports as of October 31, 2023 to the Committee.

3. Accounts

a. Office Accounts

(i) Monthly Office Accounts

- September 2023

(ii) Payments and Credits

- August 2023

L. Kuiper presented the Monthly Office Accounts and the Payments and Credits to the Committee.

Moved by: Brad Schlossberger

THAT the Executive Committee approves the Monthly Office Accounts for September 2023 and the Payments and Credits for August 2023, as presented.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of September 30, 2023

(ii) Comparative Income Statement

- As of September 30, 2023

(iii) Details of Account

- As of September 30, 2023

L. Kuiper presented the Balance Sheet, the Comparative Income Statement and the Details of Account, as of September 30, 2023 to the Committee.

Moved by: Jesse Potrie

THAT the Executive Committee approves the Balance Sheet as of September 30, 2023, the Comparative Income Statement as of September 30, 2023, and the Details of Account as of September 30, 2023, as presented.

CARRIED

6. CAO Report

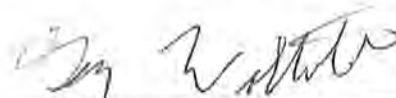
L. Kuiper presented his CAO Report to the Committee

7. Round Table Discussions

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

8. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:46 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER

From: [Municipal Information Services](#)
To: [Bassano CAO](#)
Cc: [Bassano CAO](#); [Municipal Information Services](#)
Subject: EXTERNAL - 2022 Municipal Indicator Results: Town of Bassano (0017)
Date: Monday, October 30, 2023 3:18:07 PM

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 Davis
Chief Administrative Officer
Town of Bassano

Dear Amanda,

Alberta Municipal Affairs annually reports a performance measure that identifies the percentage of municipalities deemed to 'not face potential long term viability challenges based on their financial and governance indicators'. This performance measure is used as a benchmark for measuring the ministry's efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

The performance measure is based on analysis of 13 municipal indicators. Each of the 13 municipal indicators has a defined benchmark. A municipality is 'not deemed to face potential long term viability challenges' as long as it does not flag a critical indicator or three or more non-critical indicators.

The ministry compiled and verified the data collected from Alberta's municipalities for the 2022 financial year and is pleased to inform you that your municipality did not flag any indicators for this year's municipal indicator results reporting.

Municipal indicator results are available on the online Municipal Indicator Dashboard (www.alberta.ca/municipal-indicators).

If you would like to discuss your results or the future release of these results on the Municipal Affairs website, please contact the Municipal Services Division at toll-free 310-0000, then 780-427-2225, or via email at ma.advisory@gov.ab.ca.

Thank you,

Gary Sandberg
Assistant Deputy Minister

cc: Amanda Davis,

Classification: Protected A

Bassano

2017 2018 2019 2020 2021 2022

Town of Bassano

2022

AUDIT OUTCOME

No Concern

MINISTRY INTERVENTION

No

TAX BASE BALANCE

65.42%

TAX COLLECTION RATE

90.97%

POPULATION CHANGE

-5.15%

CURRENT RATIO

3.71

ACCUMULATED SURPLUS/DEFICIT

\$7,611,396

ON-TIME FINANCIAL REPORTING (Date Received)

April 27, 2023

DEBT TO REVENUE PERCENTAGE

5.16%

DEBT SERVICE TO REVENUE PERCENT

3.64%

INVESTMENT IN INFRASTRUCTURE

3.07

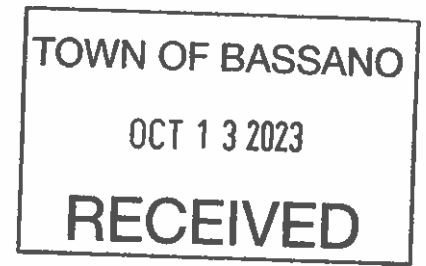
INFRASTRUCTURE AGE

53.68%

INTEREST IN MUNICIPAL OFFICE

N/A

Bassano Historic Society
Box 1346
Bassano, Alberta
T0J 0B0



September 9th, 2023

Town Council
Town of Bassano
Box 299
Bassano, Alberta
T0J 0B0

Dear Town of Bassano Councilors;

The Bassano Historic Society is pursuing the possibility of purchasing a number of benches for the community of Bassano. Members are in the process of pricing out the cost of these benches, which could be up towards \$3000 plus per bench. This price would also include the cement pad for each bench. These benches will be utilized by all members of our community along with visitors. The wish list is to purchase nine benches that will be strategically placed throughout the town limits. In connection with the Town of Bassano's "Beautify Bassano" initiative, these benches would directly enhance this project.

With that being said, we would like to work together on this project. We encourage the Town of Bassano Councilors to seek out grants to help with the purchase of these benches and to look if the purchase of these benches can be incorporated in the 2024 budget.

We look forward to hearing back from you.

Sincerely,

The Bassano Historic Society