



# COUNCIL AGENDA

Meeting: December 11, 2023 6:30 p.m. – 8:00 p.m.

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

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**1. CALL TO ORDER**

**2. EXCUSED FROM MEETING**

**3. ADOPTION OF AGENDA**

**4. ADOPTION OF MINUTES**

4.1 November 20, 2023 Regular Meeting

**5. DELEGATIONS**

**6. UNFINISHED BUSINESS**

6.1 Utility Rates Bylaw 936/24 – Proposed

6.2 Superior Safety Codes Contract Renewal

**7. NEW BUSINESS**

7.1 January and February 2024 Council Meeting

**8. BOARD & COMMITTEE REPORTS**

8.1 Mayor I. Morey

8.2 Deputy Mayor Slomp

- Newell Housing Foundation – November 15, 2023

- Newell Regional Solid Waste – November 20, 2023

8.3 Councillor K. Jones

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 October 31, 2023

9.3 Cheque listing for the month ending October 31, 2023

9.4 FCSS Report for the period ending November 30, 2023

9.5 Recreation & Community Services Liaison Report for the period ending November 30, 2023

9.6 CPO Report – none

9.7 RCMP Report – Q2

**10. CORRESPONDENCE**

10.1 Newell Housing Foundation Minutes – October 5, 2023

10.2 BARRA AGM Minutes – November 15, 2023

10.3 Joint Shared Services Meeting Notes – November 21, 2023

**11. CLOSED SESSION**

**12. ROUND TABLE**

**13. ADJOURNMENT**



**MINUTES OF THE REGULAR MEETING OF THE TOWN OF BASSANO  
HELD IN PERSON ON NOVEMBER 20, 2023 IN THE COUNCIL CHAMBERS.**

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**ELECTED OFFICIALS**

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

STAFF Amanda Davis, Chief Administrative Officer  
Sydney Smith, Recreation & Community Services Liaison  
Amanda Barron, FCSS Director

DELEGATES/PUBLIC Sandra Stanway, Brooks Bulletin  
Tammie Hauck, FCSS Chair  
Claude Mindorff, PACE Canada LP  
Mike Hale  
George Armstrong  
Darrell McCoomb

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**1. CALL TO ORDER**

Mayor Morey called the meeting to order at 4:00 p.m.

**2. EXCUSED FROM MEETING**

- Sydney Miller

**3. ADOPTION OF AGENDA**

**TOB196/23** Moved by **COUNCILLOR WETZSTEIN** that the agenda is approved as presented.

**CARRIED**

**4. ADOPTION OF MINUTES**

**4.1 Adoption of minutes from the organizational meeting of October 10, 2023**

**TOB197/23** Moved by **COUNCILLOR WETZSTEIN** that the October 10, 2023 organizational minutes are approved as presented.

**CARRIED**

**4.2 Adoption of minutes from the regular meeting of October 10, 2023**

**TOB198/23** Moved by **COUNCILLOR JONES** that the October 10, 2023 minutes are approved as presented.

**CARRIED**

**5. DELEGATIONS**

**5.1 FCSS Department – Tammie Hauck, Chair and Amanda Barron, Director – 4:15 p.m.**

Hauck and Barron entered the meeting at 4:10 p.m.

Hauck and Barron provided a 2023 year-at-a-glance update to council regarding social programs. A Q&A session ensued.

Hauck and Barron departed the meeting at 4:24 p.m.

**5.2 PACE Canada LP, Claude Mindorff – 4:30 p.m.**

Mindorff entered the meeting at 4:30 p.m.

Councillor Miller entered the meeting at 4:38 p.m.

Mindorff introduced a proposal from PACE Canada LP for a solar farm within the town's corporate limits, SE ¼ 18-21-18 W4M. A Q&A session ensued.

Mindorff departed the meeting at 4:54 p.m.

**5.3 Sydney Smith, Recreation and Community Services Liaison – 7:00 p.m.**

Smith entered the meeting at 6:15 p.m.

Smith presented on New Business item 7.10.

Smith departed the meeting at 7:03 p.m.

**6. UNFINISHED BUSINESS**

**6.1 Bassano Motel Development Corp. – 2022 Property Tax Penalties Continuance**

**TOB199/23** Moved by **MAYOR MOREY** that council acknowledges receipt of the letter from the Bassano Development Corp. dated September 27, 2023 regarding 2022 tax penalties applied on Roll 611003, 621 – 12 Street and upholds motion TOB103/23.

**CARRIED**

**6.2 Tax Recovery Auction – Land Not Sold**

**TOB200/23** Moved by **DEPUTY MAYOR SLOMP** 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).

**CARRIED**

**7. NEW BUSINESS**

**7.1 (11) Council Department Budget Review**

The 2024-2026 council department budget was reviewed.

**7.2 (24) Disaster Services Department Budget Review**

The 2024-2026 disaster services department budget was reviewed.

**7.3 (26) Bylaw Enforcement Department Budget Review**

The 2024-2026 bylaw enforcement department budget was reviewed.

**7.4 (32) Public Works Department Budget Review**

**7.5 (41) Water Department Budget Review**

The 2024-2026 water department budget was reviewed.

**TOB201/23** Moved by **COUNCILLOR MILLER** that the bulk water loading system upgrade totalling \$50,409, designed in 2022 and constructed in 2023 is funded by the 2023 bulk water revenue surplus versus funding the project from the Capital Plan Reserve.

**CARRIED**

**TOB202/23** Moved by **COUNCILLOR MILLER** inviting Bassano FCSS to take ownership of the community garden boxes donated by Bassano Royal Purple effective immediately and to program the said area. A garden box rental rate shall be established that offsets the cost of water usage with recommendations to council for consideration.

**CARRIED**

**7.6 (42) Sewer Department Budget Review**

The 2024-2026 sewer department budget was reviewed.

**7.7 (43) Solid Waste & Recycling Department Budget Review**

The 2024-2026 solid waste and recycling department budget was reviewed.

**TOB203/23** Moved by **MAYOR MOREY** to recess the meeting at 5:40 p.m.

**CARRIED**

**TOB204/23** Moved by **MAYOR MOREY** to recess the meeting at 6:11 p.m.

**CARRIED**

**7.8 (51) FCSS Budget Review**

The 2024-2026 FCSS department budget was reviewed.

**7.9 (51a) Thrive Fitness Centre Budget Review**

The 2024-2026 Thrive Fitness Centre department budget was reviewed.

**TOB205/23** Moved by **MAYOR MOREY** that an indoor walking program is offered to residents during winter months at the Bassano Community Hall up to three times per week as established in 2023.

**CARRIED**

**TOB206/23** Moved by **COUNCILLOR WETZSTEIN** that the Thrive Fitness Centre rate schedule is approved as presented effective immediately.

**CARRIED**

**7.10 (72a) Pool Department Budget Review**

A detailed update was provided regarding implementation of the 2023 Outdoor Pool Operations Plan Policy P-TOB72a/001-22.

**7.11 (72b) Parks and Recreation Department Budget Review**

**7.12 (72c) Campground Department Budget Review**

The 2024-2026 campground department budget was reviewed.

**TOB207/23** Moved by **COUNCILLOR MILLER** that council supports the 2023 Christmas in the Campground event by donating the cost of power in accordance with the letter of request dated October 25, 2023.

**CARRIED**

**7.13 (74) Cultural Department Budget Review**

The 2024-2026 cultural department budget was reviewed.

Councillor Wetzstein abstained from voting due to pecuniary interest.

**TOB208/23** Moved by **MAYOR MOREY** that council allocates the balance of the BBQ competition surplus and donations from White Fox Group Ltd. to the Bassano Rapid Fire Response Society's outdoor rink project in the sport court at 610 – 2<sup>nd</sup> Avenue to a maximum of \$7,500. The funds shall be transferred from Recreation and Culture Reserve. **CARRIED**

Councillor Wetzstein reconvened.

**TOB209/23** Moved by **DEPUTY MAYOR SLOMP** to recess the meeting at 7:30 p.m. **CARRIED**

**TOB210/23** Moved by **MAYOR MOREY** to recess the meeting at 7:42 p.m. **CARRIED**

**8. BOARD AND COMMITTEE REPORTS**

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

**TOB211/23** Moved by **DEPUTY MAYOR SLOMP** 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 November 15, 2023.

**TOB212/23** Moved by **COUNCILLOR WETZSTEIN** that the Town provides a letter of support to the Newell Housing Foundation for the Continuing Care Capital Program for a 14-unit small care home development in Bassano. To strengthen the project and the application, the Town would provide a municipal tax waiver pending the success of the application. Terms of the municipal tax waiver will be provided for a minimum of 5-years. **CARRIED**

**9.2 Financial Statements**

A financial statement for the month ending September 30, 2023 was presented.

**9.3 Cheque Listings**

A cheque listing for the month ending September 30, 2023 was presented.

**9.4 FCSS Report**

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

**9.5 Recreation & Community Services Liaison Report**

A Recreation and Community Services Liaison report for the month ending October 31, 2023 was presented.

**9.6 CPO Report**

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

**9.7 RCMP Report**

None

**TOB213/23** Moved by **COUNCILLOR MILLER** that the CAO report for the period ending November 15, 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 September 11, 2023 were reviewed.
- 10.2** Joint Shared Services meeting notes of October 10, 2023 were reviewed.
- 10.3** A press release from the City of Brooks was reviewed for Alberta Living Wages.
- 10.4** The City of Brooks Board and Committee List for 2023-2024 was reviewed.
- 10.5** The County of Newell Board and Committee List for 2023-2024 was reviewed.
- 10.6** The Village of Duchess Board and Committee List for 2023-2024 was reviewed.
- 10.7** The Village of Rosemary Board and Committee List for 2023-2024 was reviewed.
- 10.8** Bassano Royal Purple provided a letter that they will be transferring the community garden boxes to the town.
- 10.9** Oldman River Regional Services Commission (ORRSC) provided updated subdivision fees effective November 2023.
- 10.10** ORRSC executive minutes of October 12, 2023 were reviewed.
- 10.11** ORRSC executive minutes of November 2, 2023 were reviewed.
- 10.12** Municipal Affairs provided the 2022 Municipal Indicator Results for Bassano.
- 10.13** The Bassano Historical Society submitted a partnership letter request for their bench project dated September 9, 2023.

**TOB214/23** Moved by **COUNCILLOR MILLER** to accept the correspondence and to file the items as information.

**CARRIED**

**11. CLOSED SESSION**



**TOB215/23** Moved by **MAYOR MOREY** to enter a closed session at 8:10 p.m. to discuss personnel matters in accordance with the *Freedom of Information and Privacy Act (FOIP) Section 25 (1)(c)* with all persons excluded except Town Council and CAO Davis.

**CARRIED**

**TOB216/23** Moved by **MAYOR MOREY** to revert to a regular meeting at 9:26 p.m.

**CARRIED**

**TOB217/23** Moved by **COUNCILLOR MILLER** to accept the 2023 CAO performance evaluation as presented and discussed.

**CARRIED**

**12. ROUND TABLE**

None

**13. ADJOURNMENT**

**TOB218/23** Moved by **MAYOR MOREY** for adjournment of the regular council meeting of November 20, 2023 at 9:28 p.m.

**CARRIED**

\_\_\_\_\_  
Mayor

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



# REQUEST FOR DECISION

Meeting: December 11, 2023

Agenda Item: 6.1

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## SUBJECT: 2024 Utility Rates Bylaw 936/24 – Proposed

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### **BACKGROUND**

Pursuant to council direction, the 2024 Utility Rates Bylaw was prepared. Utilities continue to be provided on a cost-recovery basis.

#### Water

The total water budget for 2024 is estimated at \$654,000. Included in the estimated budget and per cubic meter fee is \$66,465 water debenture payment. This loan will be paid out in 2024. A capital allocation (transfer to infrastructure reserves) was set at \$175,000 in 2024 collected through the water utility rates. The \$175,000 is offset by the \$66,465 debenture payment meaning the balance \$108,535 will be directed to the Capital Plan Reserve for the next phase of infrastructure upgrades.

The base fee of \$10/month (\$20/billing cycle) was increased to \$12.50/month (\$25/billing cycle) for each account. There was a \$0.05 adjustment applied to water consumption as follows to align with the NRSC rate increase:

<b>2024 Proposed Rate</b>	<b>2023 Rate</b>
Residential \$2.75/m <sup>3</sup> per annum up to 500m <sup>3</sup> \$3.60/m <sup>3</sup> per annum over 500.1m <sup>3</sup>	Residential \$2.70/m <sup>3</sup> per annum up to 500m <sup>3</sup> \$3.55/m <sup>3</sup> per annum over 500.1m <sup>3</sup>
Non-residential \$2.75/m <sup>3</sup> per annum up to 3,000m <sup>3</sup> \$3.60/m <sup>3</sup> per annum over 3,000.1m <sup>3</sup>	Non-residential \$2.70/m <sup>3</sup> per annum up to 3,000m <sup>3</sup> \$3.55/m <sup>3</sup> per annum over 3,000.1m <sup>3</sup>

## Sewer

The total sewer budget for 2024 is estimated at \$142,425. Sewer rates were increased 2.5%. The sewer utility rate includes an allocation of \$83,425 for capital reserves (lagoon).

<b>2024 Proposed Rate</b>	<b>2023 Rate</b>
Residential \$34.55/bi-monthly	Residential \$33.70/bi-monthly
Non-residential \$34.55/bi-monthly	Non-residential \$33.70/bi-monthly

## Garbage

The total solid waste (garbage) and recycling budget for 2024 is estimated at \$138,700. This increase is reflected in rates. Pending the outcome of operational changes with BARRA, the recycling fee may be revised by council throughout 2024.

<b>2024 Proposed Rate - Garbage</b>	<b>2023 Rate - Garbage</b>
Residential \$23.40/bi-monthly	Residential \$22.50/bi-monthly
Non-residential \$23.40/bi-monthly	Non-residential \$22.50/bi-monthly

<b>2024 Proposed Rate - Recycling</b>	<b>2023 Rate - Recycling</b>
Residential \$7.60/bi-monthly	Residential \$7.60/bi-monthly
Non-residential \$7.60/bi-monthly	Non-residential \$7.60/bi-monthly

## Bi-Monthly Utility Charge

Excluding the per cubic meter water rates and the processing fee, base bi-monthly charges are:

<b>2024 Proposed Rate - Base (bi-monthly) -</b>	<b>2023 Rate - Base (bi-monthly)</b>
Residential \$95.55 <i>the main difference is the \$5.00 bi-monthly increase to the water utility.</i>	Residential \$88.80
Non-residential \$95.55 <i>the main difference is the \$5.00 bi-monthly increase to the water utility.</i>	Non-residential \$88.80

## Paper Free Billing

When council implemented the paper free billing incentive in 2023, our goal was to transition 40-50% of all customers to be paper free by December 31, 2023 – we reached 55%. As planned for 2024 forward, council directed that an ECO charge be applied to any account holder that maintained a paper utility bill. Account holders may sign up for paper free billing at anytime throughout the year and the ECO fee will be removed on the next billing cycle.

- January 1 – December 31, 2023 – no change – transition year. - COMPLETE
- *January 1 – December 31, 2024 – ECO charge \$2.50 per billing cycle (\$15/annum) - PROPOSED*
- January 1 – December 31, 2025 – ECO charge \$5.00 per billing cycle (\$30/annum)
- January 1 – December 31, 2026 – ECO charge \$7.50 per billing cycle (\$45/annum)

### **OPTIONS**

#1 – that council gives all three readings to Utility Rates Bylaw 936/24 as presented.

#2 – that council amends Utility Rates Bylaw 936/24 pertaining to the paper free billing incentive and proposed ECO charges and gives all three readings following the amendments.

### **CAO COMMENTS**

None

### **ALIGNMENT WITH STRATEGIC PLAN**

- This is an operational matter.

### **PROPOSED RESOLUTION**

1. That council gives first reading to Utility Rates Bylaw 936/24 as presented.
2. That council gives second reading to Utility Rates Bylaw 936/24.
3. That council has third reading of Utility Rates Bylaw 936/24.
4. That council gives third and final reading to Utility Rates Bylaw 936/24.

### **Attachments:**

1. Utility Rates Bylaw 936/24 – Proposed

**Prepared by:** Amanda Davis, CAO



# BYLAW

Bylaw Number: **936/24**

Bylaw Name: **Utility Rates Bylaw**

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

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

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

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

1. Bylaw 930/23 is hereby repealed;
2. Utility Rates Schedule "A" is attached; and

### **3. SERVABILITY**

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

### **4. ENACTMENT**

- 4.1 This Bylaw shall come into full force and effect on January 1, 2024.

### **5. EFFECTIVE DATE AND READINGS**

- 5.1 This Bylaw shall take effect on the date of 3<sup>rd</sup> and final reading.
- 5.2 Read a first time this 11 day of December 2023.
- 5.3 Read a second time this 11 day of December 2023.
- 5.4 READ a third and final time this 11 day of December 2023.

**TOWN OF BASSANO**

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

Proposed

## Schedule "A"

### Utility Rates

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

#### Water

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

#### Solid Waste

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

#### Paper Billing

Effective January 1, 2024 paper utility account holders will be charged an \$2.50 ECO fee per billing cycle. Account holders may sign up for paper free billing at anytime throughout the year and the ECO fee will be removed on the next billing cycle.

#### Rates

<b>Residential</b>		<b>Residential with an Accessory Dwelling Units</b>	
Sewer	\$ 34.55	Sewer	\$ 51.83
Solid Waste (garbage)	\$ 23.40	Solid Waste (garbage) - one bin per unit	\$ 46.80
Recycling	\$ 7.60	Recycling	\$ 11.40
Water flat fee per account	\$ 25.00	Water flat fee per account	\$ 37.50
Water (user pay)	\$2.75/m3 per annum up to 500m3	Water (user pay)	\$2.75/m3 per annum up to 500m3
Water (user pay)	\$3.60/m3 per annum over 500.1m3	Water (user pay)	\$3.60/m3 per annum over 500.1m3
<b>Mixed Use (Main Street Commercial - C1)</b>		<b>Live Work (Main Street Commercial - C1)</b>	
Sewer - per unit	\$ 34.55	Sewer	\$ 51.83
Solid Waste (garbage) - per unit	\$ 23.40	Solid Waste (garbage) - only one bin	\$ 23.40
Recycling - per unit	\$ 7.60	Recycling	\$ 7.60
Water flat fee per account	\$ 25.00	Water flat fee per account	\$ 25.00
Water (user pay)	\$2.75/m3 per annum up to 500m3	Water (user pay)	\$2.75/m3 per annum up to 500m3
Water (user pay)	\$3.60/m3 per annum over 500.1m3	Water (user pay)	\$3.60/m3 per annum over 500.1m3
<b>Non-Residential</b>		<b>Institutional</b>	
Sewer	\$ 34.55	Sewer	\$ 34.55
Solid Waste (garbage)	\$ 23.40	Solid Waste (garbage)	\$ 23.40
Recycling	\$ 7.60	Recycling	\$ 7.60
Water flat fee per account	\$ 25.00	Water flat fee per account	\$ 25.00
Water (user pay)	\$2.75/m3 per annum up to 3,000m3	Water (user pay)	\$2.75/m3 per annum up to 3,000m3
Water (user pay)	\$3.60/m3 per annum over 3,000.1m3	Water (user pay)	\$3.60/m3 per annum over 3,000.1m3
<b>Other</b>			
Water (unmetered property - livestock (in transition))	\$ 120.75		
Water (unmetered property - res/non-res (in transition))	\$ 102.00		
Processing Fee - applied to every utility notice	\$ 5.00		
Effective January 1, 2024 an ECO fee shall be applied to all accounts that request paper billing.	\$ 2.50		
Notification - effective January 1, 2025 an ECO fee shall be applied to all accounts that request paper billing.	\$ 5.00		
Notification - effective January 1, 2026 an ECO fee shall be applied to all accounts that request paper billing.	\$ 7.50		
Bulk Water Rates - Set Annually by the City of Brooks			

Live Work Units and Mixed Use have the option to have one solid waste bin per unit by paying the applicable per bin fee.



# REQUEST FOR DECISION

Meeting: December 11, 2023

Agenda Item: 6.2

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## **SUBJECT: Superior Safety Codes Contract Renewal**

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### **BACKGROUND:**

Superior Safety Codes is under contract with the Town meet the accreditation requirements of the Quality Management Plan. They manage discipline permits on behalf of the Town in accordance with the Alberta Building Code. Our contract expired and must be renewed. We propose a 5-year term with an increase in permit fees as follows:

- January 1, 2024 – December 31, 2025 = 5%
- Each of the corresponding years the permit fees will increase 1.5%

Rates have not changed since 2019.

### **OPTIONS**

#1 – That council extends its contract with Superior Safety Codes for a 5-year term effective January 1, 2024 with a 5% permit fee rate increase for year one, and 1.5% permit rate increase for every subsequent year.

#2 – That council extends its contract with Superior Safety Codes for a 5-year term effective January 1, 2024 with a 5% permit fee rate increase for year one, and 3.0% permit rate increase for every subsequent year.

#3 – That council directs administration to prepare a Request for Proposals to provide services in accordance with the town's QMP.

### **CAO COMMENTS**

The town's QMP was recently updated as directed by the Safety Codes Council. The town must appoint an agency because it does not employ safety codes officers.

Should council elect not to extend the service contract with Superior Safety Codes that will result in a 2-3 year transition period to close out existing permits. This would add a considerable workload to administration. Transitioning to a new permit providing at the onset of our busiest development year could pose many additional challenges.

### **ALIGNMENT TO STRATEGIC PLAN**

G2



## **RECOMMENDATION**

#1 – That council extends its contract with Superior Safety Codes for a 5-year term effective January 1, 2024 with a 5% permit fee rate increase for year one, and 1.5% permit rate increase for every subsequent year.

**Prepared by:** Amanda Davis, CAO

### **Attachments:**

1. Superior Safety Codes – 5-Year Contract Extension – Nov. 20, 2023
2. Superior Safety Codes Agreement 2019-2021
3. 2023 Quality Management Plan

November 20, 2023

Town of Bassano  
502-2 Avenue  
PO Box 299  
Bassano, AB T0J 0B0

Attention: Theresa Kelly

**SUBJECT: Proposal – 5 Year Contract Extension**

As our current safety codes agreement expired in November 2021, Superior would like to propose a new five-year extension. The sharing cost between Superior and the Town would remain the same at 70% (Superior) / 30% (Town). Superior would also continue accepting and approving the building, electrical, gas and plumbing permits on behalf of the Town.

The permit fees were reviewed and increased back in December 2019. I would like to propose the following fee increases over a 5-year period:

January 1 – December 31, 2024 = 5% increase  
January 1 – December 31, 2025 = 1.5% increase  
January 1 – December 31, 2026 = 1.5% increase  
January 1 – December 31, 2027 = 1.5% increase  
January 1 – December 31, 2028 = 1.5% increase

Superior Safety Codes has been providing safety codes services to the Town of Bassano since 2005. During that time 666 permits have been issued in all disciplines; of those permits 652 have been closed achieving a 98% closure rate. The remaining open permits are for active permits.

It would be our pleasure to continue providing these services for an additional 5 years.

If you have any questions, please contact the undersigned at 780.733.0556

Sincerely,



Laural Sheeler  
Contract Relations Manager

/LS  
Enclosure

# **SAFETY CODES SERVICES AGREEMENT**

THIS AGREEMENT MADE IN DUPLICATE THIS 20 DAY OF November, 2019.

**BETWEEN:**

**TOWN OF BASSANO  
Box 299  
Bassano, AB T0J 0B0  
"The Municipality"**

-and-

**SUPERIOR SAFETY CODES INC.  
14613-134 Avenue  
Edmonton, AB T5L 4S9  
"The Agency"**

## **RECITALS**

1. The Town of Bassano hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

- **Building**
- **Electrical**
- **Plumbing**
- **Gas**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plans and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- Compliance
- Appeal
- Emergency
- Enforcement (up to 8 hours; \$125.00/hour after 8 hours)
- Investigation

Costs for extra services, such as; Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,

## **2 APPOINTMENT**

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

## **3 AGENCY SERVICES AND COMMITMENTS**

### **3.1 Agency Duties**

- a) The Agency shall:
  - i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality's Quality Management Plans attached as Schedule "A" to this Agreement. The Services shall be provided within the scope of the Agency's accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
  - ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
  - iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
  - iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
  - v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

### **3.2 Agency Performance**

- a) The Agency shall, as outlined in this Clause:
  - i) perform the Services in an effective and timely manner in accordance with Clause 3.5;
  - ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner's representative(s) to achieve compliance with the Act; and
  - iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

- iv) upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
- d) The Agency SCO shall record on the inspection report:
  - i) the stage(s) of work being inspected;
  - ii) a description of the work in place at the time of inspection; and
  - iii) all observed Deficiencies or Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- f) A **deficiency** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

### **3.7 Consultative Services**

- a) The agency shall provide consultative services to municipal residents, including:
  - i) technical advice;
  - ii) advice and interpretation on related codes and standards.

### **3.8 Situations of Imminent Serious Danger**

- a) If a situation of imminent serious danger to persons or property because of any thing, process or activity to which the Act applies, is observed.
  - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
  - ii) the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

### **3.9 Orders**

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
  - i) first make every reasonable effort to facilitate conformance with the Act;
  - ii) issue an order in the format accepted by the QMP Manager;
  - iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
  - iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
  - v) carry out an order in accordance with the Act.

### **3.14 Records Management**

- a) The Agency shall:
  - i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for information initiated under that statute shall be conducted through the QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP Manager;
  - ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
  - iii) disclose the information only with the consent of the QMP Manager; and
  - iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.
- b) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views are necessary to remedy the inadequacy.
- c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.
- d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the QMP Manager.
- e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager.

### **3.15 Collection and Payment of Fees**

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Agency shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). On a monthly basis, the Agency will pay the Municipality for their share of the issued permit fees.
- c) The Agency agrees to pay the Municipality remuneration in the amount of 30% of the permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.
- e) Permit fees will be reviewed on annual basis to factor in inflation.

## **5 EVENTS OF DEFAULT**

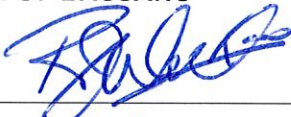

### **5.1 Cause**

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
- i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
  - ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
  - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
  - iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
  - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
  - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
  - vii) non-performance or inadequate performance by the Agency of the Services;
  - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
  - ix) an inability of the Agency to provide effective and appropriate Services;
  - x) each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
- i) its accreditation under the Act is suspended or cancelled;
  - ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
  - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

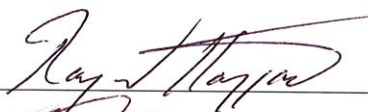
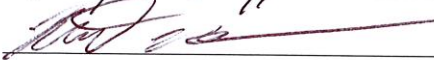
- j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the date first above written.

**TOWN OF BASSANO**

Per:   
\_\_\_\_\_  
Per:   
\_\_\_\_\_

**SUPERIOR SAFETY CODES INC.**

Per:   
\_\_\_\_\_  
Per:   
\_\_\_\_\_



**Town of Bassano  
Building Permit Fee Schedule**

<b>For Residential Installations</b>	
<b>Description</b>	<b>Permit Fee – not including SCC levy*</b>
New Construction	\$5.50 per \$1000 of Project Value **
Relocation of a Building (on crawlspace or basement)	\$0.25 per square foot of main floor \$100.00 minimum permit fee
Garage, Addition, Renovation	\$0.25 per square foot \$100.00 minimum permit fee
Manufactured / Mobile Home (not on a crawlspace or basement)	\$100.00
Decks, Solid Fuel Burning Appliances, Demolition	\$100.00

<b>For Non-Residential Installations</b>	
New, Renovation, Addition	\$5.50 per \$1000 of Project Value ** \$250.00 minimum permit fee

\*\*NOTE: Project Value is based on the actual cost of material and labour  
Verification of cost may be requested prior to permit issuance.

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**Town of Bassano**  
**Electrical Permit Fee Schedule**  
**Residential Installations**

<b>Single Family Dwellings, Additions</b>			
<b>Square Footage</b>	<b>Permit Fee</b>	<b>SCC Levy</b>	<b>Total Fee</b>
Up to 1000	\$125.00	\$5.00	\$130.00
1001 - 1500	\$160.00	\$6.40	\$166.40
1501 – 2000	\$190.00	\$7.60	\$197.60
2001 – 2500	\$225.00	\$9.00	\$234.00
2501 – 3500	\$250.00	\$10.00	\$260.00
Over 3500	\$250.00 plus \$0.10 per square foot		

<b>Other than New Single Family Residential (basement development, garage, renovation, minor work)</b>			
<b>Installation Cost</b>	<b>Permit Fee</b>	<b>SCC Levy</b>	<b>Total Fee</b>
\$0 - \$500	\$100.00	\$4.50	\$104.50
\$501 - \$1000	\$130.00	\$5.20	\$135.20
\$1001 - \$2000	\$150.00	\$6.00	\$156.00
\$2001 - \$3000	\$160.00	\$6.40	\$166.40

*Installation costs greater than \$3000 use the square footage fee schedule above*

<b>Description</b>	<b>Permit Fee</b>	<b>SCC Levy</b>	<b>Total Fee</b>
Permanent Service Connection Only	\$85.00	\$4.50	\$89.50
Temporary Power/Underground Service	\$85.00	\$4.50	\$89.50

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**Town of Bassano**  
**Electrical Permit Fee Schedule**  
**Commercial, Industrial, Institutional**  
**(Contractors Only)**

Installation Cost	Permit Fee	SCC Levy	Total Fee
0-300	\$75.00	\$4.50	\$79.50
301-500	\$80.00	\$4.50	\$84.50
501-1,000	\$85.00	\$4.50	\$89.50
1,001-1,500	\$90.00	\$4.50	\$94.50
1,501-2,000	\$95.00	\$4.50	\$99.50
2,001-2,500	\$100.00	\$4.50	\$104.50
2,501-3,000	\$105.00	\$4.50	\$109.50
3,001-3,500	\$110.00	\$4.50	\$114.50
3,501-4,000	\$115.00	\$4.50	\$119.50
4,001-4,500	\$120.00	\$4.50	\$124.50
4,501-5,000	\$125.00	\$4.50	\$129.50
5,001-6,000	\$130.00	\$5.20	\$135.20
6,001-7,000	\$135.00	\$5.40	\$140.40
7,001-8,000	\$150.00	\$6.00	\$156.00
8,001-9,000	\$165.00	\$6.60	\$171.60
9,001-10,000	\$180.00	\$7.20	\$187.20
10,001-11,000	\$200.00	\$8.00	\$208.00
11,001-12,000	\$210.00	\$8.40	\$218.40
12,001-13,000	\$220.00	\$8.80	\$228.80
13,001-14,000	\$230.00	\$9.20	\$239.20
14,001-15,000	\$240.00	\$9.60	\$249.60
15,001-16,000	\$250.00	\$10.00	\$260.00
16,001-17,000	\$260.00	\$10.40	\$270.40
17,001-18,000	\$270.00	\$10.80	\$280.80

Installation Cost	Permit Fee	SCC Levy	Total Fee
18,001-19,000	\$280.00	\$11.20	\$291.20
19,001-20,000	\$290.00	\$11.60	\$301.60
20,001-25,000	\$300.00	\$12.00	\$312.00
25,001-30,000	\$310.00	\$12.40	\$322.40
30,001-35,000	\$320.00	\$12.80	\$332.80
35,001-40,000	\$330.00	\$13.20	\$343.20
40,001-45,000	\$340.00	\$13.60	\$353.60
45,001-50,000	\$350.00	\$14.00	\$364.00
50,001-60,000	\$370.00	\$14.80	\$384.80
60,001-70,000	\$410.00	\$16.40	\$426.40
70,001-80,000	\$450.00	\$18.00	\$468.00
80,001-90,000	\$490.00	\$19.60	\$509.60
90,001-100,000	\$530.00	\$21.20	\$551.20
100,001-125,000	\$580.00	\$23.20	\$603.20
125,001-150,000	\$630.00	\$25.20	\$655.20
150,001-200,000	\$680.00	\$27.20	\$707.20
200,001-300,000	\$800.00	\$32.00	\$832.00
300,001-400,000	\$1,000.00	\$40.00	\$1,040.00
400,001-500,000	\$1,200.00	\$48.00	\$1,248.00
500,001-600,000	\$1,400.00	\$56.00	\$1,456.00
600,001-700,000	\$1,600.00	\$64.00	\$1,664.00
700,001-800,000	\$1,800.00	\$72.00	\$1,872.00
800,001-900,000	\$2,200.00	\$88.00	\$2,288.00
900,001-1,000,000	\$2,400.00	\$96.00	\$2,496.00

For installations greater than \$1,000,000.00 please contact Superior Safety Codes for a quote.

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**Town of Bassano**  
**Electrical Permit Fee Schedule**  
**Annual Electrical Permits**

Description	Permit Fee	SCC Levy	Total Fee
Annual Electrical Maintenance	\$350.00	\$14.00	\$364.00

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**Town of Bassano**  
**Gas Permit Fee Schedule**  
**Residential Installations**

Number of Outlets	Permit Fee	SCC Levy	Total Fee
1	\$75.00	\$4.50	\$79.50
2	\$85.00	\$4.50	\$89.50
3	\$95.00	\$4.50	\$99.50
4	\$105.00	\$4.50	\$109.50
5	\$125.00	\$5.00	\$130.00
6	\$135.00	\$5.40	\$140.40
7	\$150.00	\$6.00	\$156.00
8	\$180.00	\$7.20	\$187.20
9	\$190.00	\$7.60	\$197.60
10	\$200.00	\$8.00	\$208.00
Over 10	\$200.00 plus \$10.00 per outlet over 10		

Description	Permit Fee	SCC Levy	Total Fee
Propane Tank Set (does not include connection to appliance)	\$100.00	\$4.50	\$104.50
Temporary Heat	\$100.00	\$4.50	\$104.50

*\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560*

**Town of Bassano  
Gas Permit Fee Schedule**

**Commercial, Industrial, Institutional  
(Contractors Only)**

BTU Input	Permit Fee	SCC Levy	Total Fee
0 to 150,000	\$75.00	\$4.50	\$79.50
150,001 to 250,000	\$100.00	\$4.50	\$104.50
250,001 to 350,000	\$130.00	\$5.20	\$135.20
350,001 to 500,000	\$175.00	\$7.00	\$182.00
500,001 to 750,000	\$200.00	\$8.00	\$208.00
750,001 to 1,000,000	\$225.00	\$9.00	\$234.00
Over 1,000,000	\$275.00 plus \$5.00 per 100,000 (or portion of) over 1,000,000 BTU		

<b>Propane Tank Sets (does not include connection to appliance)</b>			
Description	Permit Fee	SCC Levy	Total Fee
Propane Tank Sets	\$75.00	\$4.50	\$79.50
<i>Add \$50.00 for each additional tank set</i>			
Propane Cylinder Refill Centre	\$175.00	\$7.00	\$182.00

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**Town of Bassano**  
**Plumbing Permit Fee Schedule**  
**Residential & Non-Residential Installations**

Number of Fixtures	Permit Fee	SCC Levy	Total Fee
1	\$75.00	\$4.50	\$79.50
2	\$80.00	\$4.50	\$84.50
3	\$85.00	\$4.50	\$89.50
4	\$95.00	\$4.50	\$99.50
5	\$105.00	\$4.50	\$109.50
6	\$110.00	\$4.50	\$114.50
7	\$115.00	\$4.60	\$119.60
8	\$120.00	\$4.80	\$124.80
9	\$130.00	\$5.20	\$135.20
10	\$140.00	\$5.60	\$145.60
11	\$150.00	\$6.00	\$156.00
12	\$160.00	\$6.40	\$166.40
13	\$165.00	\$6.60	\$171.60
14	\$170.00	\$6.80	\$176.80
15	\$175.00	\$7.00	\$182.00
16	\$180.00	\$7.20	\$187.20
17	\$185.00	\$7.40	\$192.40
18	\$190.00	\$7.60	\$197.60
19	\$195.00	\$7.80	\$202.80
20	\$200.00	\$8.00	\$208.00
Over 20	\$200.00 plus \$5.00 per fixture over 20		

**\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**Town of Bassano  
PSDS Permit Fee Schedule**

<b>Description</b>	<b>Permit Fee</b>	<b>SCC Levy</b>	<b>Total Fee</b>
Holding Tanks	\$150.00	\$6.00	\$156.00
Open Discharge	\$200.00	\$8.00	\$208.00
Fields & Mounds Treatment Plants	\$300.00	\$12.00	\$312.00

*\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560*



Suite 710, 10216 124 St NW, Edmonton, AB T5N 4A3 TEL: (780) 431-1500 FAX: (780) 431-1700 www.highstreetinsurance.com

THIS IS TO CERTIFY that the policy(ies) of insurance described herein have been issued to the Insured named herein for the policy period indicated. Notwithstanding any requirement, term or condition of any contract of other document with respect to which the Certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, conditions and exclusions of such policy(ies).

**HOLDER:**  
To Whom It May Concern

**NAMED INSURED:**  
Superior Safety Codes Inc.  
14613 134 Avenue NW  
Edmonton, AB T5L 4S9

**REFERENCE:** Evidence of Insurance. For Information Purposes Only.

TYPE OF POLICY	POLICY NUMBER	POLICY TERM		LIMITS OF LIABILITY	
		From	To		
Commercial General Liability  Insurer: Certain Lloyd's Underwriters as arranged by i3 Underwriting Managers Inc.	I3-5447	01-May-2019	01-May-2020	Per Occurrence Bodily Injury and/or Property Damage to a Third Party (Combined Single Limit):	\$ 2,000,000
				Products & Completed Operations Aggregate:	\$ 2,000,000
				Personal Injury and Advertising Injury Limit:	\$ 2,000,000
				Non-Owned Automobile Liability:	\$ 2,000,000
				Limited Pollution Liability, 120 hour Reporting:	\$ 2,000,000
Commercial Automobile Liability  Insurer: Intact Insurance Company	7V0538068	01-May-2019	01-May-2020	Per Occurrence Bodily Injury and/or Property Damage to a Third Party (Combined Single Limit):	\$ 2,000,000
				All Vehicles Owned and/or Leased by the Named Insured	
Umbrella Liability  Insurer: Certain Lloyd's Underwriters as arranged by i3 Underwriting Managers Inc.	I3-5447	01-May-2019	01-May-2020	Per Occurrence Excess of Scheduled Underlying Limits:	\$ 3,000,000
				<u>Underlying Coverages:</u> Commercial General Liability, Non-Owned Automobile Liability and Commercial Automobile Liability	
Professional Liability  Insurer: Certain Lloyd's Underwriters as arranged by Ironshore Canada Ltd.	C445967318	01-May-2019	01-May-2020	Errors & Omissions, Per Claims	\$ 5,000,000

Special Conditions of this Certificate issued to Certificate Holder:

None.

For and on behalf of:  
**HIGHSTREET INSURANCE GROUP INC.**



PER: \_\_\_\_\_  
Kristina Kulak

DATE: April 9, 2019

# **Town of Bassano**

## **Quality Management Plan**



**QMP Version: September 2022 v1.1**

# Town of Bassano

## Quality Management Plan

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This Quality Management Plan has been accepted  
by the Administrator of Accreditation

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**Peter Burrows**  
**Administrator of Accreditation**

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**Date**



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# Schedule A - Scope and Administration

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## 1.0 Scope of Accreditation

The **Town of Bassano**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

### 1.1 Building

- All parts of the:
  - National Building Code – 2019 Alberta Edition; and
  - National Energy Code of Canada for Buildings 2017.

### 1.2 Electrical

- All parts of the:
  - CSA C22.1-21 Canadian Electrical Code (25th Edition).

### 1.3 Gas

- All parts of the
  - CSA-B149.1:20 Natural gas and propane installation code
  - CSA-B149.2:20 Propane storage and handling code
  - CSA-B108.1:21 Compressed natural gas refuelling stations installation code
  - CSA-B108.2:21 Liquefied natural gas refuelling stations installation code

**Excluding the**

  - CSA-B109:17 Natural gas for vehicles installation code
  - CSA-B149.3:20 Code for the field approval of fuel related components on appliances and equipment
  - CSA B149.5:20 Installation code for propane fuel systems and containers on motor vehicles.

### 1.4 Plumbing

- All parts of the:
  - National Plumbing Code of Canada (NPC) 2020, and
  - Alberta Private Sewage Systems Standard of Practice 2021

## **2.0 Quality Management Plan Administration**

### **Town of Bassano**

#### **2.1 Overall Administration**

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

##### **2.1.1 Delivery of Safety Codes Services**

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

##### **2.1.2 Contracted Accredited Agency**

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

##### **2.1.3 Monitoring and Oversight**

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the



Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

## **2.2 Personnel**

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

### **2.2.1 Appointment of a QMP Manager**

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

### **2.2.2 SCO Authority**

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence:
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

### **2.2.3 Declaration of Status**

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

### **2.2.4 Registry of SCO and Permit Issuers**

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

### **2.2.5 Training and Professional Development**

#### **a. SCOs**

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

#### **b. Permit Issuers**

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

#### **c. Other Personnel**

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

## **2.3 QMP Access**

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

## **2.4 Training on the Contents of this QMP**

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

## **2.5 Freedom of Information and Confidentiality**

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

## **2.6 Records**

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

## **2.7 Council Levy**

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

## **2.8 Permit Information and Permissions**

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

## **2.9 QMP Amendments and Revisions**

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

## **2.10 Annual Internal Review**

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31<sup>st</sup>.

## **2.11 Cancellation of Accreditation**

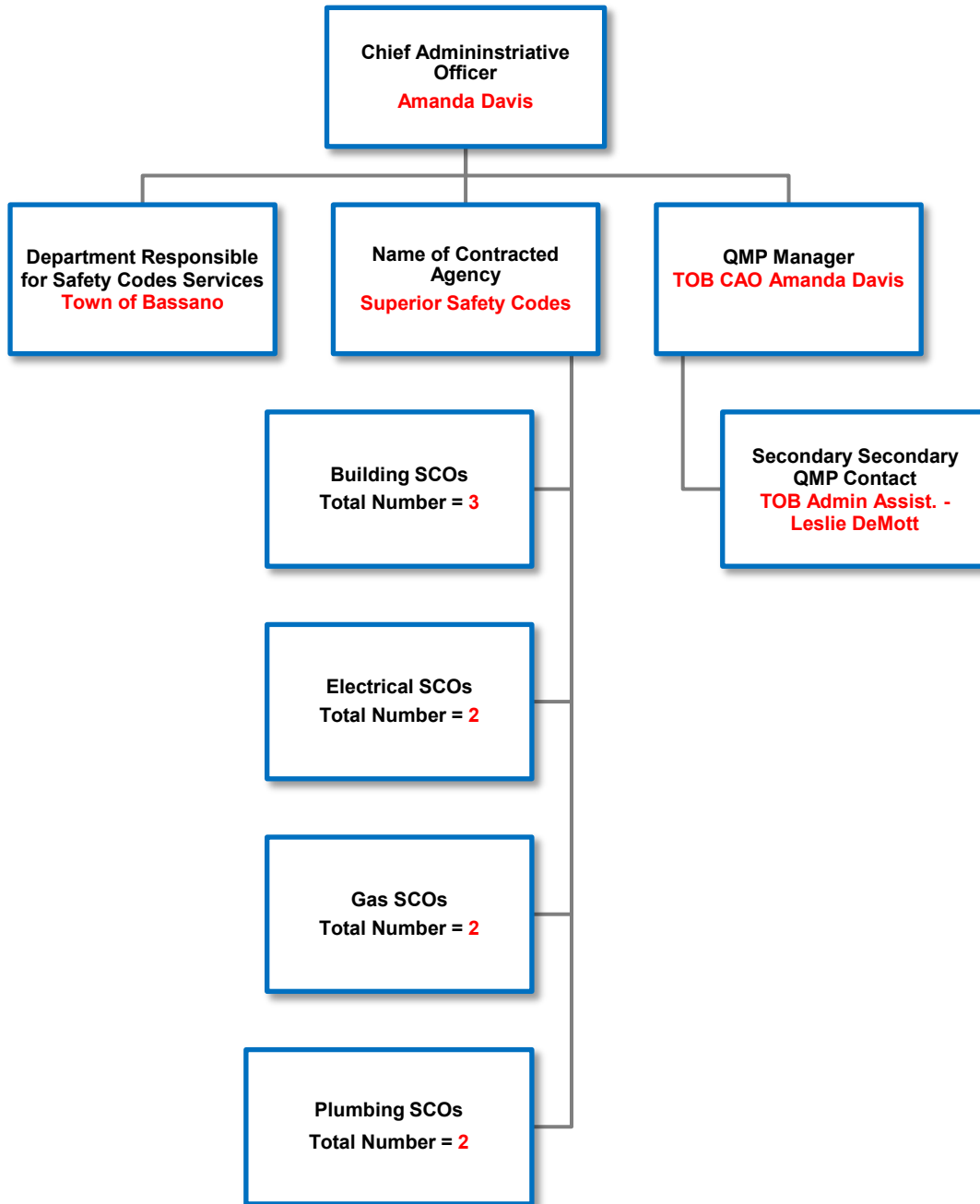
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

## 2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP.

### 2.13 Municipal Agreement – Update

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.



November 28, 2023

\_\_\_\_\_  
**Signature of Municipal Employee Duly Authorized  
to Enter Into this Agreement**

\_\_\_\_\_  
**Date**

Amanda Davis

Chief Administrative Officer

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Job Title**

403-641-3788

cao@bassano.ca

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Email Address**

### 2.14 QMP Manager Information

Amanda Davis

Chief Administrative Officer

\_\_\_\_\_  
**QMP Manager Name**

\_\_\_\_\_  
**Job Title**

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

403-641-3788

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**Phone Number**

cao@bassano.ca

\_\_\_\_\_  
**Email Address**

### 2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

## Schedule B - Operational Requirements

---



## 3.0 Operational Requirements

### 3.1 Definitions

The following definitions apply.

#### 3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

#### 3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

#### 3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

#### 3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

### 3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
  - construction;
  - building upgrade programs;
  - development and implementation of fire safety plans; and
  - storage of dangerous goods.
- plans examinations:
  - new construction;
  - building upgrade programs;
  - residential secondary suites; and
  - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
  - construction;
  - renovations, alterations, reconstruction, demolition, additions, or other changes;
  - occupancy permit;
  - occupancy load certificates;
  - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
  - construction;
  - renovations, alterations, reconstruction, additions;
  - occupancy loads and changes in occupancy;
  - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
  - follow-up inspections of deficiencies and unsafe conditions;
  - post-occupancy of facilities identified; and
  - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

### 3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

### 3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

### 3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

### 3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

### **3.7 Permit Administration**

#### **3.7.1 Permit Applications**

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
  - state the type of occupancy;
  - set out the prevailing market value of the undertaking; and
  - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
  - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
  - copies of plans and specifications for the proposed undertaking; and
  - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
  - the purpose for which the information is collected;
  - the specific legal authority for the collection; and
  - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

#### **3.7.2 Permit Information**

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

### 3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
  - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
  - an identification number or label to be affixed to the undertaking; and
  - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
  - the date on which the permit expires;
  - a condition that causes the permit to expire;
  - the period of time that the undertaking may be occupied, used or operated;
  - the scope of the undertaking being permitted;
  - the location or locations of the undertaking being permitted;
  - the qualifications of the person responsible for the undertaking and/or doing the work;

### 3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations, or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

### 3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

- maintain the permit file according to its records management system.

### 3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

### 3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
  - Completion of compliance monitoring services means:
    - after completion of the final required inspection;
    - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
    - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
  - Owner, in order of preference, means the owner of the project at the time the:
    - permit was purchased,
    - compliance monitoring services were provided, or
    - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

### 3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

### 3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
  - by a certified and designated SCO;
  - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
  - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

### 3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

### 3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

### 3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
  - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

### 3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.



When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

# Schedule C - Technical Discipline Service Delivery Standards

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## 4.0 Technical Discipline Service Delivery Standards

### 4.1 Building

#### 4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

#### 4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

#### 4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

#### 4.1.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

**Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year from permit issuance</li> </ul>
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than \$50,000</b>	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li><b>OR</b></li> <li>○ within one (1) year from permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of <b>over \$50,000</b>	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> <li>○ complete foundation prior to backfill</li> <li><b>OR</b></li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li><b>OR</b></li> <li>○ building envelope including insulation and vapour barrier prior to drywall</li> <li><b>AND</b></li> <li>○ final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of <b>over \$50,000</b>	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> <li>○ complete foundation prior to backfill</li> <li><b>OR</b></li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li><b>OR</b></li> <li>○ building envelope including insulation and vapour barrier prior to drywall</li> <li><b>AND</b></li> <li>○ final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work <b>over \$50,000</b> )	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> <li>○ complete foundation prior to backfill</li> <li><b>OR</b></li> <li>○ building envelope and HVAC rough-in</li> <li><b>OR</b></li> <li>○ framing, structure, and building envelop prior to insulation and vapour barrier</li> <li><b>AND</b></li> <li>○ final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>

**Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of <b>less than</b> \$50,000	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li style="text-align: center;"><b>OR</b></li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work <b>over</b> \$50,000 <b>and less than</b> \$200,000	All	2	<ul style="list-style-type: none"> <li>○ *foundation</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *framing, structure</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC rough-in</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire suppression systems</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire alarm system</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC completion</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *interior partitioning</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li style="text-align: center;"><b>AND</b></li> <li>○ *final inspection within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *framing, structure</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC rough-in</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire suppression systems</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *fire alarm system</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *HVAC completion</li> <li style="text-align: center;"><b>OR</b></li> <li>○ *interior partitioning</li> <li style="text-align: center;"><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li style="text-align: center;"><b>AND</b></li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

\* **NOTE:** Any of these site inspections may be combined when it’s reasonable to do so, and if site conditions permit.

**Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement**

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li><b>OR</b></li> <li>○ within one (1) year of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>○ final inspection within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li><b>OR</b></li> <li>○ *framing, structure</li> <li><b>OR</b></li> <li>○ *HVAC rough-in</li> <li><b>OR</b></li> <li>○ *fire suppression systems</li> <li><b>OR</b></li> <li>○ *fire alarm system</li> <li><b>OR</b></li> <li>○ *HVAC completion</li> <li><b>OR</b></li> <li>○ Interior Partitioning</li> <li><b>OR</b></li> <li>○ Medical Gas rough-in</li> <li><b>AND</b></li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

\* **NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

**4.1.5 Miscellaneous Building Site Inspections**

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
  - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.2 Electrical

### 4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

### 4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

### 4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>over</b> \$10,000	2	<ul style="list-style-type: none"> <li>○ rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>○ mid-term</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work <b>less than</b> \$10,000	1	<ul style="list-style-type: none"> <li>○ rough-in inspection, or final inspection, within one (1) year of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>over</b> \$2,500	2	<ul style="list-style-type: none"> <li>○ completed rough-in inspection prior to cover-up</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with value of work <b>less than</b> \$2,500	1	<ul style="list-style-type: none"> <li>○ final inspection, within one (1) year of permit issuance</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> <li>○ rough-in inspection prior to cover-up</li> <li><b>OR</b></li> <li>○ final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Manufactured, ready-to-move, or mobile home, connection only, air conditioner, hot tub, alternative energy.	1	<ul style="list-style-type: none"> <li>○ final inspection within 180 days of permit issuance</li> </ul>
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> <li>○ mid- term inspection</li> <li><b>AND</b></li> <li>○ final inspection, within one (1) year of permit issuance</li> </ul>



#### 4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

### 4.3 Gas

#### 4.3.1 Gas Permits

The Municipality will issue Gas Permits.

#### 4.3.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

#### 4.3.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> <li>○ final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>○ mid-term inspection</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>

#### 4.3.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

- 2. Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.4 Plumbing

### 4.4.1 Plumbing Permits

The Municipality will issue Plumbing permits.

### 4.4.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

### 4.4.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li><b>OR</b></li> <li>○ rough-in above grade prior to covering</li> <li><b>OR</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with <b>more than 5</b> fixtures	2	<ul style="list-style-type: none"> <li>○ completed rough-in below grade</li> <li><b>OR</b></li> <li>○ completed rough-in above grade prior to covering within 180 days of permit issuance</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures <b>or less</b>	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance</li> </ul>
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> <li>○ final inspection within 180 days of permit issuance</li> </ul>
Annual Permit	2	<ul style="list-style-type: none"> <li>○ mid-term inspection</li> <li><b>AND</b></li> <li>○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance</li> </ul>
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> <li>○ one (1) site inspection prior to covering.</li> </ul>

#### 4.4.4 Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

#### 4.4.5 Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

#### 4.4.6 Miscellaneous Plumbing Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.



# REQUEST FOR DECISION

Meeting: December 11, 2023

Agenda Item: 7.1

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## **SUBJECT: January and February 2024 Council Meeting**

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### **BACKGROUND:**

It is requested that the January and February 2024 council meeting dates are changed.

1. With the anticipated passing of the 2024 Utility Rates Bylaw in December, there is no urgent matters for a January council meeting. With the increase in workload over this period, administration needs to focus its resources on audit functions in January and requests that the council meeting is cancelled.
2. Similarly, with conflicting projects in February, statutory holidays, and training the February council meeting must be moved. It is requested that the meeting is held on February 5, 2024 at 6:30 p.m.

### **OPTIONS**

#1 – First, that the January 8, 2024 council meeting is cancelled. Second, that the February council meeting is rescheduled to February 5, 2024 at 6:30 p.m.

#2 – First, that the January council meeting is rescheduled to January 22, 2024 at 6:30 p.m. Second, that the February council meeting is rescheduled to February 5, 2024 at 6:30 p.m.

### **CAO COMMENTS**

None

### **ALIGNMENT TO STRATEGIC PLAN**

This is an operational matter.

### **RECOMMENDATION**

#1 – First, that the January 8, 2024 council meeting is cancelled. Second, that the February council meeting is rescheduled to February 5, 2024 at 6:30 p.m.

**Prepared by:** Amanda Davis, CAO

### **Attachments:**

1. None

## NOVEMBER 2023 BOARD REPORTS

JOHN SLOMP

### NEWELL HOUSING FOUNDATION MEETING NOVEMBER 15, 2023

- 1) Newbrook Lodge was placed on outbreak status on September 30 and remained on it till Nov 27. Activities were limited and staff had to mask.
- 2) A parttime maintenance helper has been hired for Playfair.
- 3) A replacement recreation coordinator has been hired to cover maternity leave for the current coordinator.
- 4) In August, 148 households received rent subsidy for a total of \$74,140.00. There is still a lot of space in the Rental Assistance Benefit program.
- 5) Average rents in Brooks increased 23.5% for 1 bedroom, 42% for 2 bedroom and 58% for 3 bedroom since 2019. As a result the foundation is required to increase the maximum rent for senior self-contained in Brooks. The rents for Bassano will remain the same.

### NRSWMA MEETING NOVEMBER 23, 2023

- 1) 13,530 tonnes of contaminated soil came in in October. November is turning out to be a very busy month for this.
- 2) The piles and foundations for the new scales have been poured. Project completion is expected to be December 23.
- 3) 2 proposals were received for the bookkeeping, accounting and payroll for the landfill. One from the County of Newell and one from JMH and Company. The proposals were fairly similar. The board chose to go with JMH.
- 4) The landfill received their invoice from SAEWA for the \$20,000.00 annual membership fees. The board decided to hold off paying it till we get numbers for proposed tipping fees if the project goes ahead.
- 5) Travis Peters is doing a good job at the Bassano transfer station. He is settling in well.



# MONTHLY CAO REPORT

Meeting: December 11, 2023

Agenda Item: 9.1

Report Period: November 15, 2023 – November 30, 2023

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## Amanda Davis, Chief Administrative Officer

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### General Administration

November is a very busy time of year. We are amid yearend, the interim financial audit, and budget preparation.

- 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
  - Our application to the program was submitted on November 30. A huge thank you was extended to the partners for this project collaboration. A subsequent email was sent to our MLA/Premier seeking support for the project. The architectural project renderings are attached.
- The 2024-2026 operating budget is planned. Until it is formally passed by council in April/May, 2024 a motion must be passed that the 2023 operations budget is the 2024 interim operating budget. **MOTION Required.**
- I informed council on November 28, 2023 that I reached the end of my contract hours for the year. It was anticipated that an additional 10 days would be required to close out the legal file, to prepare the final council package/meeting of the year, and to meet with the developers/investors. Council gave direction to proceed with the extra hours via email. I will be off between December 12, 2023 and January 5, 2024.

### Planning and Development

#### Development Incentives

As reported at the November 20, 2023 meeting each of the town's vacant residential lots sold to investors/builders. Over the past few weeks, I met with the builders and processed 8 sales agreements. Four of the buyers on 9<sup>th</sup> Avenue plan to build single family dwellings and move to Bassano. Three of the buyers of 5A Avenue plan to build multi-unit developments to sell. The buyer of Centre Street Close intends to build/sell a single family dwelling and we are working on suitable



development plans for the 4<sup>th</sup> Avenue. Where possible, the 4<sup>th</sup> Avenue investment would be a multi-unit.

I have toured the investors through town and made personal introductions at the Bassano Building Centre and Marquardt Transit Mix as these services would be required for the initial construction. In addition, I have made introductions between Skill Metal and Global Power Technologies and the investors that plan to build/sell multi-units as this could support their employment security.

All builders/investors intend on submitting development permit applications in January/February 2024 with Spring construction. The operational management of these files, and relations with investors will consume my time for most of the year. Public works is preparing for utility tie ins, to have laydown yards and material accessible, and the appropriate metering. Our social services department will be planning supports for our newcomers to help everyone settle themselves/families into the community.

The parties relocating to Bassano come with a variety of skillsets and have future plans to expand into different service oriented and construction businesses once they are established.

The remainder of the development meetings will be scheduled in January.

#### South Country Co-op Development

Final inspections are underway at this flagship site. I met with the team on November 30, and we expect the facility to be fully operational on December 8, 2023. I am working with the management team to expedite the phase two expansion and will be meeting with their new CEO in early 2024 with a list of investors that would like to build/operate on the site. I have been working with this team on the project for the past 8-months on the phase two build out and the town's objectives to develop this area and bring more business to the community. The executive/management team is very receptive this.

#### 415 – 2<sup>nd</sup> Avenue

The town received a 10% deposit (\$3,000) from Chris Kenney and Dianne Lau on November 6, 2023. After a few weeks of planning with regrettably withdrew their offer.

Hi Amanda,

This is unfortunately a formal letter stating that we will be withdrawing from the purchase of the 415 2nd Ave property in Bassano. After a few quotes and stepping back and looking at the big picture, we realize it would be a huge undertaking for us. Many factors come into play, cost of building supplies, equipment, goods, interest rates, and the time we would need to spend.

I apologize for making a haste decision and having everyone get excited, we were very excited as well, until we started figuring out costs and time.

There are other factors come into play but that is something to be explained face to face.

Thank you for taking the time to help us through the initial process and connecting us with other people that had the same mindset.

Kind regards,

Dianne Lau

The town has since received a 10% deposit from a new buyer that is working through their development plans.

It was stated that the 10% deposit is non-refundable. However, given the circumstances that the town already has a new buyer, and that the town does not retain any surplus as a result or the tax

forfeiture, it is recommended that the town re-imburse Kenney and Lau their 10% deposit less a 10% administration fee. **DISCUSSION Required.**

#### **Attachments**

1. Action Items List - no action required
2. CCCP Bassano - Architectural Renderings - Nov. 27, 2023
3. 2023 Budget - YTD for 2024 Interim Operations

**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	

**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
Davis/Pekau	Water rate scenarios for fall	
Davis, A.	Connect with school re: student volunteer hours.	

**Town of Bassano  
Council Meeting Action Items 2021-2023**

**Oct. 10, 2023 Regular Meeting**

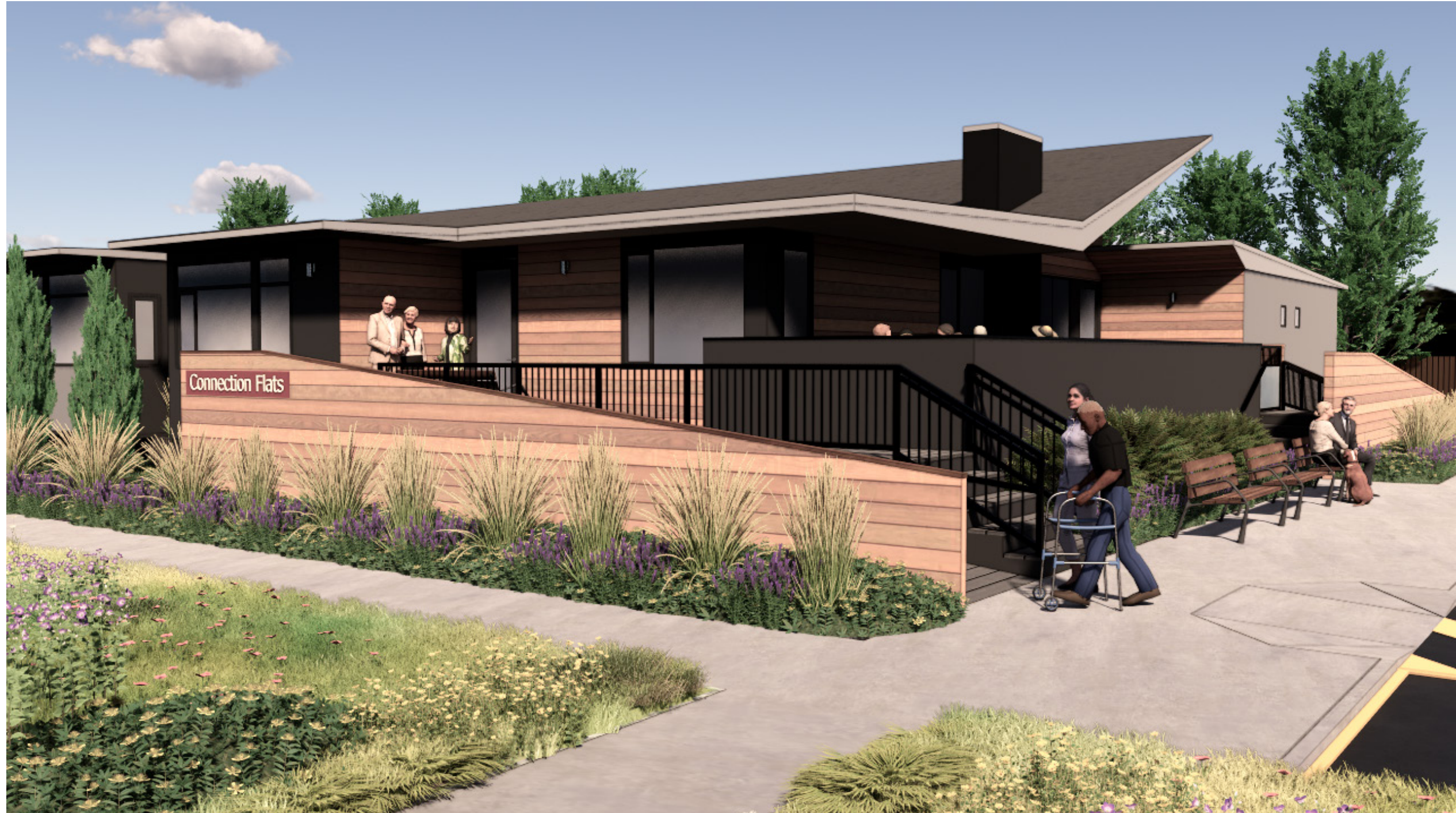
<b>Directed to</b>	<b>Action</b>	<b>Completed</b>
Davis, A.	Plan strategic planning session in Spring for council.	

**Nov.20, 2023 Regular Meeting**

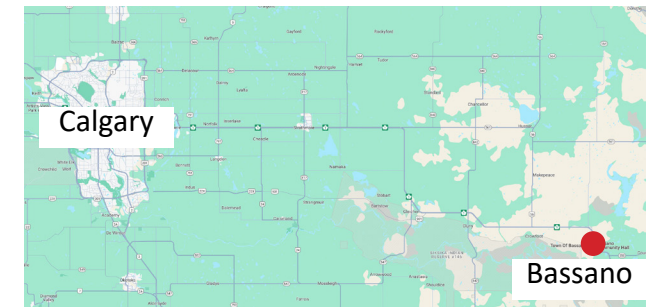
<b>Directed to</b>	<b>Action</b>	<b>Completed</b>
DeMott, L.	Rotate minutes	Complete - Nov. 21, 2023
DeMott, L.	Resolution index	Complete - Nov. 21, 2023
Davis, A.	Thank you to FCSS delegates	
Petkau, C.	Letter to Bassano Motel Corp. re: maintaining tax penalties	
Davis, A.	Notification to tax service re: Roll 538000 ownership	Complete - Nov. 22, 2023
Davis, A.	Assign realtor contract to JLS re: Roll 538000	
DeMott, L.	Add Roll 538000 to the insurance policy	
Public Works	Change locks on Roll 538000 for access	
Davis, A.	Notification to tax service re: Roll 294000 - hold on ownership	Complete - Nov. 22, 2023
Davis, A.	Consult legal re: Roll 294000 and liabilities.	
Davis, A.	Process (11) budget	
Davis, A.	Process (24) budget	
Davis, A.	Process (26) budget	
Davis, A.	Direction to SS/CPO's re: bylaw priorities for 2024.	Complete - Nov. 29, 2023
Davis, A.	Process (41) budget and water rate with 3 part breakdown.	
Davis, A.	Process ECO fee on 2024 UT rates bylaw at \$2.50 coming into effect for first billing period.	
Davis, A.	Refresh paper fee publication for 2024 re: eco fee.	
Davis, A.	Finalize Bulk H2O project with current year funds.	
Davis, A.	Invitation to FCSS re: community gardens.	Complete - Nov. 28, 2023
Davis, A.	Reminder to PW re: water policy to keep CH and Town Office green.	
Davis, A.	Process (42) budget	
Davis, A.	Process (43) budget	
Davis, A.	Process (51) budget	
Davis, A.	Process (51a) budget	
Barron, A.	Set-up indoor walking program at CH re: 2022/23 plan.	Directed on Nov. 28, 2023
Barron, A.	Establish new OP policy with Thrive rates.	Directed on Nov. 28, 2023
Smith, S.	Notify Christmas in the Campground of event approval .	Complete - Nov. 22, 2023

**Town of Bassano**  
**Council Meeting Action Items 2021-2023**

Smith, S.	By August 1, 2024 develop reoccurring policy for Christmas in the Campground support.	
Smith, S.	Process (72a) budget plan and amendments to op policy.	
Davis, A.	Process (74) budget	
Davis, A.	Letter to BFRRS re: \$7,500 donation for outdoor rink.	Complete - Nov. 22, 2023
Davis, A.	Letter to NHF re: tax rebate for CCCP development	Complete - Nov. 21, 2023
Davis, A.	Letter to NHF re: ROFR on 5A lots.	Complete - Nov. 21, 2023
Davis/Morey	Process 2023 CAO Review documents	
Davis, A.	Staff updates	Complete - Nov. 28, 2023
Davis, A.	Newsletter highlights	
Smith, S.	Letter to BHS re: benches - if there are grants we will direct them accordingly. Check with Jaime re: Tourism Grants.	
Davis, A.	Budget notes - investigate no hottub for 2024.	
Davis, A.	Budget notes - no sewer lines for campground upgrade required.	



# Connection Flats Small Care Home - Bassano



## BASSANO

The Town of Bassano is a rural community of 1,200 on the western edge of the County of Newell, 50km West of Brooks and 140km Southeast of Calgary along the Trans-Canada Highway 1. Residents of this rural town have a strong sense of community and a desire to stay local.

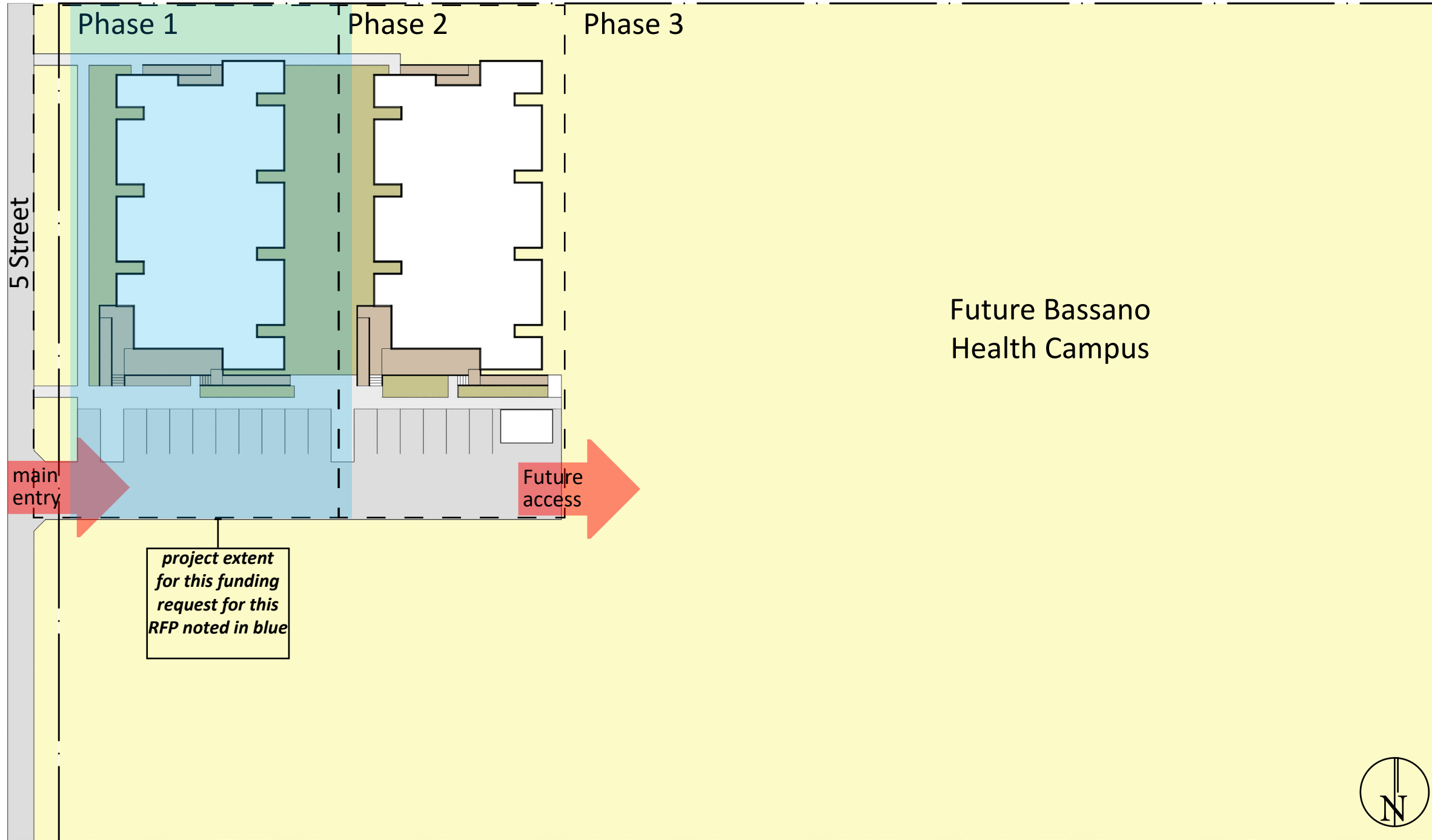


## LOCATION

The development is 130 meters north of the existing hospital, lab, medical clinic, and emergency helipad. Playfair Lodge, the existing Newell Foundation senior's facility is located 250 meters to the south. It is adjacent to the Kinette Park, a green space with ample seating options, barrier free access, a community garden, and an off-leash dog park for socialization.

## SITE

The development is located on the parcel of land designated for a new hospital with seniors housing. The small care home is the first phase of the project. To the west of the site is an established residential community of predominately one-storey single-family houses.



### SITE CONCEPT

The 14-unit small care home proposed in this application is the first phase of the development of the Bassano Health Campus. It will serve an immediate need for SL3 and SL4 residential care and lays the framework for an additional small care home facility and the long-term replacement of the existing Bassano hospital.

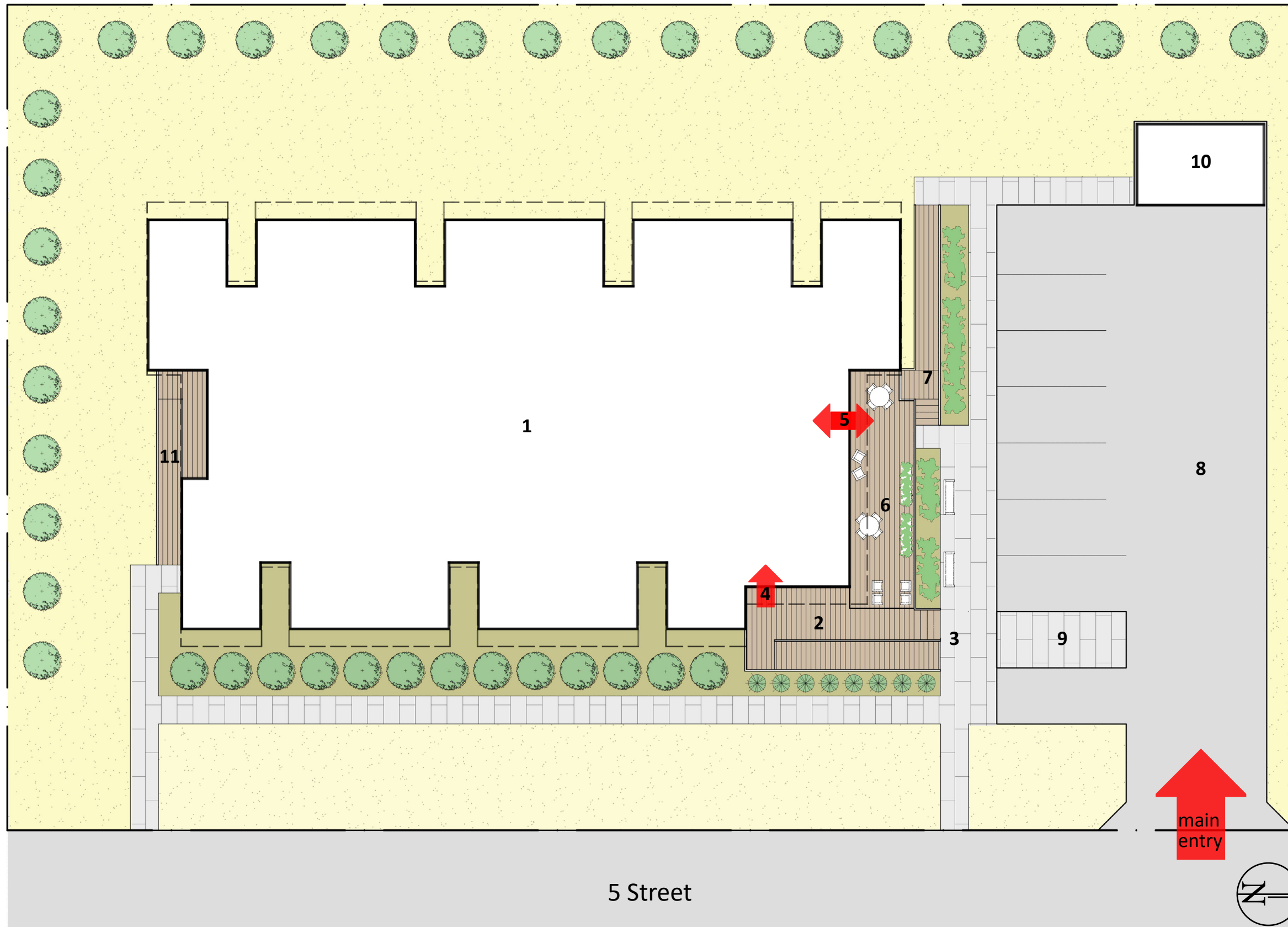
### DESIGN

The first phase of the project initializes development of this large greenfield site with a building that faces the existing residential community and creates the entrance roadway that will service future phases.

The second phase of the project adds another 14-unit small care home to the development. A landscaped courtyard between the two small care homes is a place for residents, staff, and visitors to stroll.

The remainder of the site is left open for the future development of a medical facility to replace the outdated Bassano Hospital.





## DESIGN

The building is oriented on a N-S axis to maximize south exposure for the secured outdoor amenity space and the common living/dining area. Deciduous planting in front of the windows in the west facing residential rooms limits summer heat gain.

The long axis of the building aligns with 5 St. and the single and duplex residential units mimic the pattern of single-family houses on the other side of the street to reinforce the residential nature of the project.

The entry is in the southwest corner of the site with visibility and easy access from both the street and the parking area. The ramp and stair lead to a raised courtyard that is shared with the secured outdoor amenity space for residents. This space is designed as a kind of 'front porch' that enables residents to have a visual connection with the entry and surrounding community while still being secured with a 4' garden wall.

1. 14-unit small care home
2. Entry courtyard
3. Stair and ramp from parking
4. Small care home entry
5. Door to outdoor amenity space
6. Secure outdoor amenity space
7. Exit ramp and stair from secure outdoor amenity space
8. Parking
9. Accessible parking aisle
10. Garbage enclosure
11. Exit ramp from secure outdoor amenity space to street



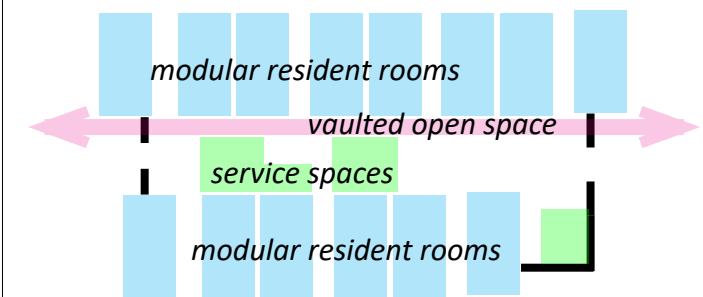
- |  |  |  |
|--|--|--|
| 1. Main Entry Vestibule (116 sq.ft.)   | 8. Janitor's Closet (47 sq.ft.)                  | 13. Storage Room (98 sq.ft.)             |
| 2. Admin Office (176 sq.ft.)           | 9. Medication Storage & Charting (45 sq.ft.)     | 14. Mechanical Closet                    |
| 3. Outdoor Amenity Space (1072 sq.ft.) | 10. Staff Bathroom w/ Shower (82 sq.ft.)         | 15. Electrical/Data Closet               |
| 4. Living Area (305 sq.ft.)            | 11. Multi-purpose space Library (211 sq.ft.)     | 16. Activity Room (284 sq.ft.)           |
| 5. Dining Area (486 sq.ft.)            | 12. Soiled Equipment & Laundry Room (110 sq.ft.) | 17. Resident Suite (375 sq.ft.)          |
| 6. Kitchen Area (270 sq.ft.)           |  | 18. Emergency Exit Deck (678 sq.ft.)     |
| 7. Public Washroom (109 sq.ft.)        |  | 19. Hallway and Circulation (744 sq.ft.) |

### SMALL CARE HOME CONCEPT

The small care home is based on the idea of a *neighborhood within a neighborhood*. The resident suites are modular units that feel like micro-homes. Their front doors open into the shared interior common space of the care home. In this way the care home residents have an experience of community living that is as close as possible to living independently.

### DESIGN

The 14 modular resident suites are organized as a combination of single and duplex blocks on both sides of a shared common space that runs the length of the building and has a vaulted roof, east-facing clerestory windows, and views out to the entry courtyard and outdoor amenity space.



concept diagram of modular living units facing common vaulted space with central service areas and views to external courtyards

### COMMON SPACES

The common living, dining, and kitchen areas are located on the south side of the central space and overlook the shared entry courtyard. The activity area, with large screen tv for communal entertainment, is on the north side.

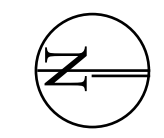
### SERVICE SPACES

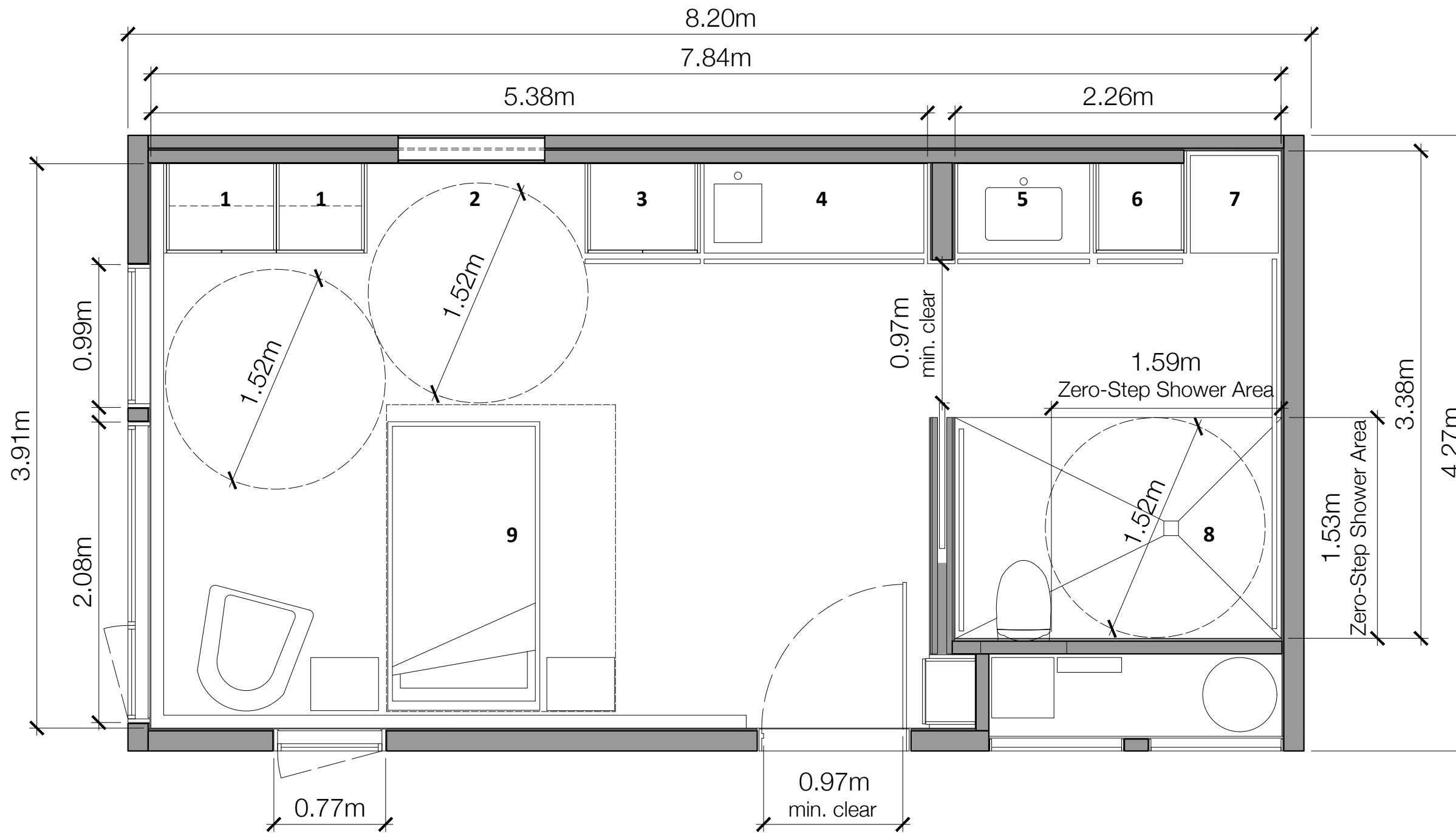
The service spaces are in the middle of the central space, punctuated by an intimate open library amenity that breaks up the central hallway.



# Floor Plan

## Connection Flats Small Care Home - Bassano





### SUITE CONCEPT

The typical suite is designed to feel like a home in a neighborhood rather than a room in a house. The intent is to create an equivalence of experience between those in the care home and those residing independently.

### COUPLE FRIENDLY

Ten of the resident suites have a concealed doorway that can be revealed, as needed, to create a double unit configuration that can accommodate couples. All suites can accommodate a single or queen-sized bed.

### AWARD WINNING ACCESSIBILITY

The design of the typical resident suite is based on the Garden Loft unit design that received the 2023 Award for Accessibility from the City of Calgary.

- |  |  |
|--|--|
| 1. Millwork storage closets  | 6. Millwork Storage Closet                 |
| 2. Passageway with removeable wall panels to create double unit room | 7. Up/down washer dryer                    |
| 3. Storage with optional bar fridge and microwawe                    | 8. Zero-step accessible shower             |
| 4. Height adjustable bar counter                                     | 9. Single bed with optional queen size bed |
| 5. Height adjustable bathroom vanity                                 |  |

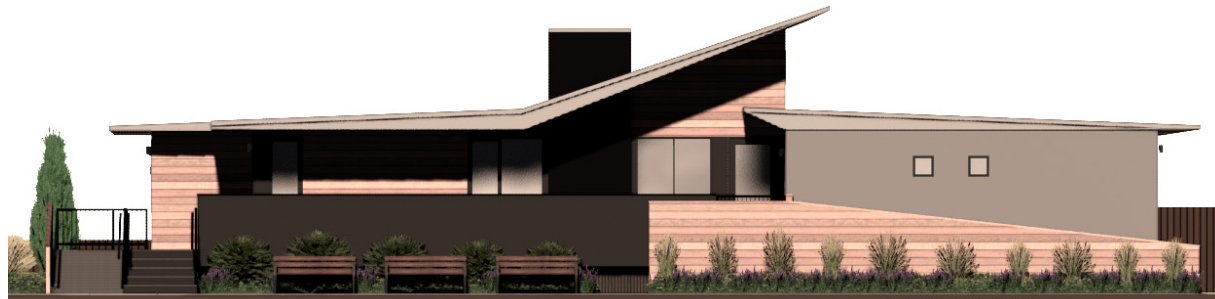
**Typical Resident Suite Floor Plan**  
**Connection Flats Small Care Home - Bassano**



West Elevation



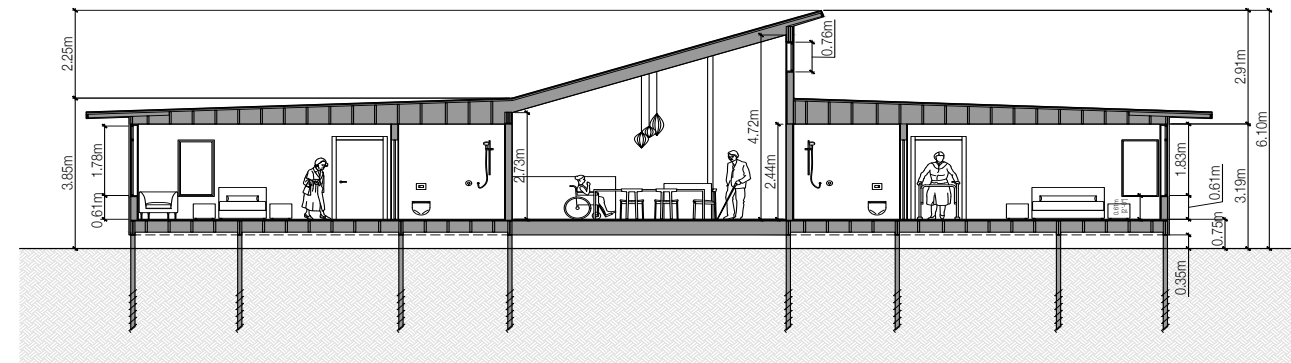
East Elevation



South Elevation



North Elevation



Section and Rendered Elevations  
Connection Flats Small Care Home - Bassano

## CONCEPT

The elevation and massing of the small care home reinforces the *house in a neighborhood* concept by matching the scale, massing, window design, and exterior finishes of individual single storey homes.

## W & E ELEVATION DESIGN

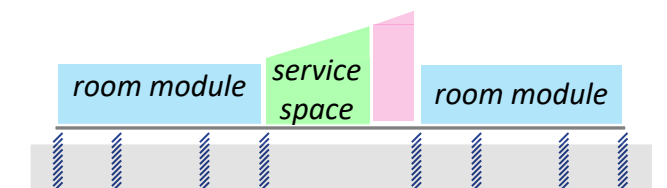
The single and double room volumes on the west and east sides of the building mimic the streetscape of the adjacent single-family neighborhood.

## N & S ELEVATION DESIGN

The communal open space in the center of the care home is expressed on the north and south elevations by the vaulted ceiling and east-facing clerestory windows. The walls at the front entry and facing the outdoor amenity space and entry courtyard are finished in naturally stained cedar siding to provide a warm, domestically scaled experience.

## PREFAB BUILDING SYSTEM

The prefabricated module suite units are installed on a raised screw pile foundation. Prefabricated floor, wall, and roof panels are installed between the room units to enclose the building. The screw pile foundation reduces the amount of required site work. The use of prefabricated modular suite units and prefabricated panels reduces construction time and is well suited to remote and rural locations.



## SECTION

The sloped vaulted ceiling in the center of the building has an east facing clerestory that brings natural light into the communal activity spaces.



### View from South West

This view shows the relationship of the small care home to the residential street on the west side of the project with parking in the south. The modular room units create a one-storey building that mimics the small-scale quality of the neighborhood on the other side of the street.



### Secure Outdoor Amenity Space

The south-facing outdoor amenity space is located on the raised entry courtyard deck. It is surrounded by a 4' wrap-around garden wall with two secure gates. The extended roof overhang provides shade and weather protection.



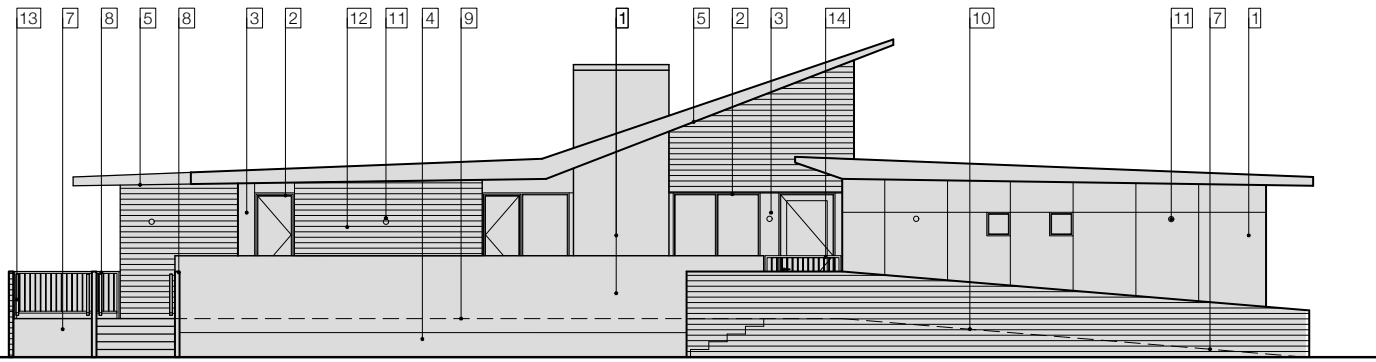
### View from Street

This view shows the entry ramp and stairs that can be accessed from the sidewalk and the parking area. The cedar siding creates a warm domestic feel at the entrance and outdoor amenity space. The articulation of the single and duplex resident rooms reinforces the residential quality of the building.

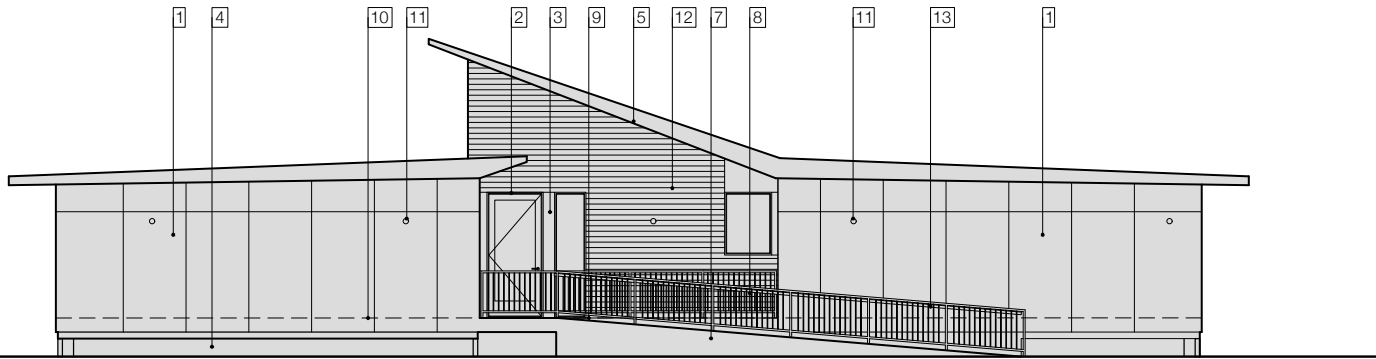


### View from South East

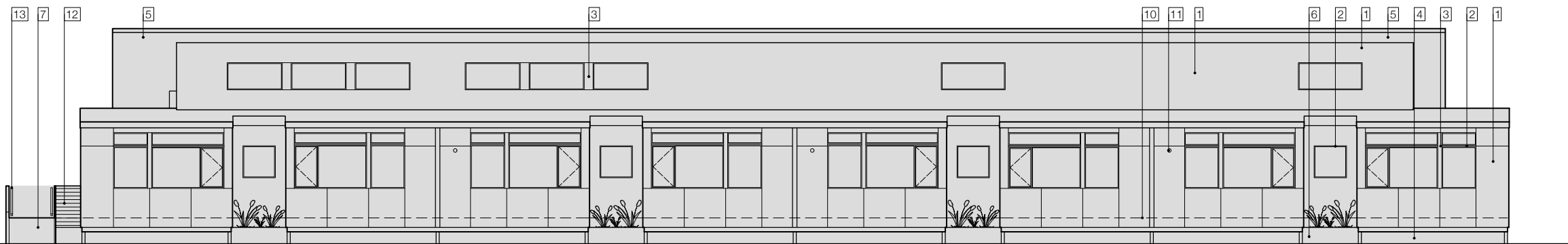
This view from the parking lot indicates that the secure outdoor amenity space is located adjacent to the front entrance to maintain a strong connection between the resident outdoor space and the broader community. The east-facing clerestory windows on the right side of the image bring natural light into the communal living areas in the centre of the building.



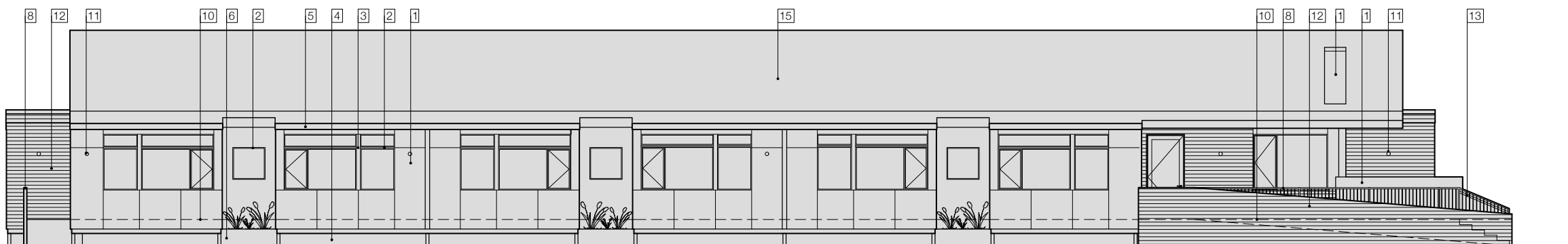
South Elevation



North Elevation



East Elevation



West Elevation

1. Hardie-Panel siding - color blocking concept shown in renders
2. Black PVC window and door frames
3. Breakshape paneling to match window and door frames
4. Dark grey recessed Smart-Panel siding
5. Medium grey ventilated metal soffit and matching fascia
6. Built up planters with dark grey cladding
7. Exterior ramp
8. Black metal exterior guard
9. Exterior deck
10. Connection point in deck to phase two village development.
11. Lighting - wall sconce
12. T&G cedar siding - natural stain
13. Black metal exterior handrail
14. Guards to be removed at time of phase two development
15. Medium grey sheet-asphalt roofing
16. Dashed line indicates floor/deck level behind

## SPATIAL EQUITY

## OPTIMIZED FABRICATION

**Enabling a High Quality of Life**



*Familiar domestic environment at the scale of the home and community*

**Empowering Agency and Independence**



*Architectural safety and support features seamlessly integrated into the home and community*

**Improving construction quality + scheduling**



*Prefabricated living modules and building components, reduced reliance on local trades*

**Reducing carbon footprint**



*Low site impact, reduced construction waste, renewable-ready mechanical systems*

## Garden Lofts are deployed in three scenarios



Backyard secondary suites



Independent living villages



Small care homes

The Garden Loft Housing System is based on two foundational principles:

### SPATIAL EQUITY

Garden Loft is committed to creating supportive living environments that do not feel like a medical or care institution. We do this by creating a domestic experience for those with differing abilities and needs that is equivalent to that enjoyed by the general population.

We achieve this by **enabling a high quality of life** through a familiar home-like environment at both the scale of the individual living unit and the community in which it sits, and by **empowering agency and independence** within the scope of an individual's capabilities, by seamlessly integrating architectural safety and support features into these homes and communities.

### OPTIMIZED FABRICATION

Garden Loft is committed to efficient project delivery and reduced environmental impact. We do this by employing best-in-class fabrication strategies that have been proven effective in Canada's construction industry to **improve construction quality and scheduling**. The prefabrication of standardized residential living unit modules and construction components (interstitial walls, floors, roofs, and decks that enclose the common spaces of a small care home) is an established way to improve quality and reduce the timeline to project completion. Garden Loft also **reduces the carbon footprint** of a project by eliminating concrete foundations and extensive earthwork, minimizing construction waste, and by having a mechanical system that is renewable energy ready.

Garden Loft's prefabrication system is particularly well suited for rural and remote projects where material and workforce shortages limit the viability of conventional construction projects.

### Three Deployment Scenarios

Garden Loft units are installed as stand-alone secondary suites in the backyard of a family member's home. When no longer needed they can be sold to another family and moved off the site. Garden Lofts are also being installed in independent living villages of 10-90 units organized in a series of courtyards that promote community spirit. The aggregation of Garden Loft units into a small care home is the most recent deployment scenario.





**John Brown, Partner**

John Brown, PhD is a registered architect in Alberta, a founding partner of Housebrand Construction Ltd, and the principal of John Brown Architect Ltd. He is also a Professor of Architecture and Dean of the School of Architecture, Planning and Landscape at the University of Calgary. John is a recognized authority on residential practice, innovative models of architectural practice, and age-in-community design. He received the Royal Architectural Institute of Canada Award of Excellence for Innovation and the Residential Architect Leadership Award for his development of Housebrand.

John completed a PhD in age-in-community design in 2016. This work evolved into a collaboration with researchers at U Calgary’s Cumming School of Medicine and the Brenda Stafford Centre on Aging that led to the Age-in-Place Laneway House Research Project which received a Mayor’s Urban Design Award in Housing Innovation from the City of Calgary. John commercialized this research out of the university and, together with his Matthew and Carina, developed the Garden Loft Housing System.



**Matthew North, Partner**

Matthew North is a registered architect in Alberta, and is a founding partner of Housebrand Construction Ltd. He is responsible for project realization and fabrication in Housebrand, having overseen the design and construction of the 250 residential projects Housebrand has completed over the past 20 years, including the successful deployment of three Garden Loft backyard suites in Calgary and two in Edmonton. He is currently working on the development of two independent living villages that will have a total of 118 Garden Loft units. Matthew is a recognized authority on residential design and prefabrication of wood-frame constructed buildings.

In 2016 Matthew led the redesign of Housebrand’s construction process by implementing prefabrication and mass customization strategies that reduced the build-time of an architecturally designed, custom single-family house from 18 months down to 10 months. This fabrication strategy is an integral component of the Garden Loft Housing System.



**Carina van Olm, Partner**

Carina van Olm is President and founding partner in Housesbrand. She leads the executive team and is responsible for strategic growth and financial management. Carina oversees the day-to-day operations and strategic growth of the Housebrand group of companies, which included an architecture firm, a real estate brokerage, a construction company, and a furniture retail store. Over its 23-year history, Carina grew the operations to a total of twenty-one employees with annual billings of \$10,000,000.

With the shift of the company to Garden Loft, Carina’s role expanded to include developing strategic alliances in the healthcare, digital technology, and venture start-up sectors. This has led to partnerships with the Brenda Stafford Foundation, HomeSight, a U.S. based home-med technology company, and Thin Air Labs, a Calgary based venture capital firm and growth studio.

### An Award-Winning Idea

Garden Loft received the Mayor’s Urban Design Award and the City of Calgary Accessibility Award for its unique backyard suite deployment that enables someone with differing abilities to live independently thanks to Garden Loft’s sixteen architectural safety and support features plus the care and companionship of a family member living in close proximity.



## Garden Loft Team Connection Flats Small Care Home - Bassano





# TOWN OF BASSANO

## 2023 Operating Budget

YTD

General Ledger	Description	2023 Budget	2023 Actual
<b>TAX &amp; REQUISITION - REVENUE</b>			
1-00-00-110-00	TAXES - MUNICIPAL OPERATIONS	(1,472,748.00)	(1,471,866.08)
1-00-00-110-01	TAXES - NEWELL FOUNDATION	(12,355.00)	(12,346.25)
1-00-00-111-00	TAXES - ASFF RESIDENTIAL/FARM	(212,766.00)	(210,297.36)
1-00-00-112-00	TAXES - ASFF NON-RESIDENTIAL	(107,356.00)	(108,349.29)
1-00-00-114-00	CHRIST REDEEMER- RESIDENTIAL/FARM	(10,765.00)	(12,315.54)
1-00-00-116-00	TAXES - DESIGNATED IND REQUISITION	(211.00)	(226.28)
1-00-00-190-00	INTEREST - RECREATION FUNDING COMMITTEE	0.00	(1,653.87)
1-00-00-120-00	TAXES - PROVINCIAL POLICING AGREEMENT	(45,196.00)	(45,164.13)
1-00-00-510-00	TAXES - PENALTIES & COSTS	(35,000.00)	(18,017.90)
1-00-00-540-00	FRANCHISE FEES - FORTIS	(185,000.00)	(138,076.24)
1-00-00-541-00	FRANCHISE FEES - ATCO	(110,000.00)	(83,561.03)
1-00-00-550-00	INTEREST - ON INVESTMENTS	(5,000.00)	(15,720.53)
1-00-00-551-00	INTEREST - FCSS RESERVE	0.00	(12.98)
1-00-00-552-00	INTEREST - ON CURRENT ACCOUNT	(20,000.00)	(55,144.13)
1-00-00-553-00	INTEREST - ON ACCOUNTS RECEIVABLE	0.00	(331.83)
1-00-00-554-01	INTEREST - ON CAPITAL PLAN RESERVE	0.00	(123,562.80)
1-00-00-554-02	INTEREST - ON LAND & DEVELOPMENT RESERVE	0.00	(29,526.14)
1-00-00-554-03	INTEREST - ON RECREATION AND CULTURE RES	0.00	(22,249.73)
1-00-00-554-04	INTEREST - ON MUNICIPAL SERVICE RESERVE	0.00	(23,374.93)
1-00-00-554-05	INTEREST - SEWAGE TREATMENT RESERVE	0.00	(9,892.97)
1-00-00-554-06	INTEREST - FIRE COMMITTEE RESERVE	0.00	(1,022.42)
1-00-00-590-00	REVENUE - FROM OTHER SOURCES	(1,500.00)	(724.62)
<b>*</b>	<b>TOTAL TAX &amp; REQUISITION - REVE</b>	<b>(2,217,897.00)</b>	<b>(2,383,437.05)</b>
<b>TAX &amp; REQUISITION - EXPENSE</b>			
2-81-00-742-00	ASFF SCHOOL REQUISITION	320,122.00	235,064.69
2-81-00-743-00	CHRIST THE REDEEMER	10,765.00	9,527.69
2-81-00-751-00	NEWELL FOUNDATION REQUISITION	12,355.00	12,354.54
2-81-00-752-00	Designated Industrial Prop Requisition	211.00	0.00
2-81-00-753-00	PROVINCIAL POLICING AGREEMENT	45,196.00	45,196.00
3-00-00-211-00	TAXES - RECEIVABLE CURRENT	0.00	(109,965.36)
3-00-00-212-00	TAXES - RECEIVABLE - ARREARS	0.00	125,718.70
<b>*</b>	<b>TOTAL TAX &amp; REQUISITION - EXPE</b>	<b>388,649.00</b>	<b>317,896.26</b>
<b>**</b>	<b>TAX &amp; REQUISITION - (SURPLUS)/</b>	<b>(1,829,248.00)</b>	<b>(2,065,540.79)</b>
<b>COUNCIL - EXPENSE</b>			
2-11-00-151-00	COUNCIL - HONORARIUM	43,000.00	24,095.16
2-11-00-155-00	COUNCIL - BENEFITS, ADMIN COSTS	5,500.00	2,665.00
2-11-00-211-00	COUNCIL - TRAVEL/LODGE/MEALS	13,100.00	6,542.34
<b>*</b>	<b>TOTAL COUNCIL - EXPENSE</b>	<b>61,600.00</b>	<b>33,302.50</b>
<b>**</b>	<b>COUNCIL DEFICIT</b>	<b>61,600.00</b>	<b>33,302.50</b>
<b>ADMINISTRATION - REVENUE</b>			



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## 2023 Operating Budget

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General Ledger	Description	2023 Budget	2023 Actual
1-12-00-410-00	TAX CERT./LETTER OF COMPL.	(2,000.00)	(2,625.00)
1-12-00-520-00	TOWN - PERMIT APPLICATION FEES	(2,500.00)	(3,448.95)
1-12-00-521-00	SUPERIOR SAFETY - PERMIT INSPECTION FEES	(1,500.00)	(6,937.02)
1-12-00-560-00	LAND LEASE REVENUE	(13,800.00)	(13,596.75)
1-12-00-840-00	ADMIN - PROVINCIAL COND GRANT	(46,000.00)	(26,707.00)
1-12-00-710-00	TSF FROM MUNICIPAL SERVICE RESERVE	(97,000.00)	0.00
<b>*</b>	<b>TOTAL ADMINISTRATION - REVENUE</b>	<b>(162,800.00)</b>	<b>(53,314.72)</b>
<b>ADMINISTRATION - EXPENSE</b>			
2-12-00-110-00	ADMIN - SALARIES/WAGES	149,256.00	127,021.78
2-12-00-130-00	ADMIN - EMPLOYER CONTRIBUTION	10,600.00	11,121.75
2-12-00-133-00	ADMIN - HEALTH/SAFETY COSTS	500.00	119.56
2-12-00-135-00	ADMIN - AUMA BENEFITS	8,055.00	5,125.37
2-12-00-136-00	ADMIN - WCB	12,000.00	8,792.65
2-12-00-137-00	ADMIN - RRSPP CONTRIBUTION	6,000.00	4,750.00
2-12-00-211-00	ADMIN - TRAVEL/LODGE/MEALS	5,000.00	2,432.51
2-12-00-215-00	ADMIN - FREIGHT,POST, INTER, PHONE	11,400.00	9,836.97
2-12-00-220-00	ADMIN - MEMBERSHIPS, ADVERTISING	12,825.00	10,805.68
2-12-00-230-00	ADMIN - PROFESSIONAL SERVICES	271,500.00	231,629.07
2-12-00-232-00	ADMIN - TRAINING	30,500.00	24,493.99
2-12-00-235-00	ADMIN - ASSESSMENT SERVICES	19,100.00	16,473.78
2-12-00-250-00	ADMIN - REPAIR/MAINTENANCE	10,500.00	7,136.47
2-12-00-263-00	ADMIN - EQUIP RENTAL/MAINTENANCE	10,800.00	10,083.56
2-12-00-274-00	ADMIN - INSURANCE	8,500.00	8,508.93
2-12-00-300-00	ADMIN - SPECIAL EVENTS	750.00	1,058.03
2-12-00-510-00	ADMIN - OFFICE SUPPLIES	13,930.00	11,764.58
2-12-00-540-00	ADMIN - UTILITIES	6,000.00	4,340.29
2-12-00-763-00	BAD DEBT WRITTEN OFF	5,000.00	127.50
2-12-00-810-00	BANK CHARGES AND INTEREST	8,500.00	28,079.22
2-12-00-992-00	PENNY ROUNDING-PHASE OUT	0.00	21.76
2-12-00-995-00	ADMIN - STAFF RECOGNITION	4,000.00	3,214.68
2-12-00-765-00	TSF TO OTHER LOCAL GOV'T	270,227.00	264,777.00
<b>*</b>	<b>TOTAL ADMINISTRATION - EXPENSE</b>	<b>874,943.00</b>	<b>791,715.13</b>
<b>**</b>	<b>ADMIN (SURPLUS)/DEFICIT</b>	<b>712,143.00</b>	<b>738,400.41</b>
<b>FIRE - REVENUE</b>			
1-23-00-420-00	FIRE - CALLS	0.00	(10,382.50)
1-23-00-590-00	FIRE - MUNICIPAL CONTRIBUTION (ICF)	(14,545.00)	(14,545.00)
1-23-00-595-00	FIRE - COUNTY CONTRIBUTION	(130,905.00)	(132,887.65)
1-23-00-850-00	FIRE - OTHER INCOME/DONATIONS	0.00	(90.00)
1-25-00-590-00	AMBULANCE - RENTAL INCOME	(11,600.00)	(10,864.82)
1-23-00-920-00	TSF FROM FIRE COMMITTEE RESERVES	(31,500.00)	(31,918.00)
<b>*</b>	<b>TOTAL FIRE - REVENUE</b>	<b>(188,550.00)</b>	<b>(200,687.97)</b>
<b>FIRE - EXPENSE</b>			
2-23-00-130-00	FIRE - EMPLOYER CONT. (CHIEF CPP, EI)	1,200.00	660.05
2-23-00-148-00	FIRE - TRAVEL/LODGING/MEALS	2,000.00	4,313.62
2-23-00-159-00	FIRE - HONORARIUMS	68,250.00	118,956.50
2-23-00-215-00	FIRE - FAX, PHONE & INTERNET	4,500.00	4,386.80
2-23-00-215-01	FIRE - FREIGHT/POSTAGE	500.00	30.00
2-23-00-232-00	FIRE - TRAINING	5,500.00	2,672.98
2-23-00-250-00	FIRE - HALL REPAIR/MAINTENANCE	500.00	2,315.73



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General Ledger	Description	2023 Budget	2023 Actual
2-23-00-274-00	FIRE - INSURANCE	23,000.00	16,268.70
2-23-00-510-00	FIRE - GOODS & SUPPLIES	3,000.00	1,480.64
2-23-00-510-01	FIRE - JANITORIAL	1,500.00	0.00
2-23-00-510-02	FIRE - OFFICE SUPPLIES	500.00	0.00
2-23-00-520-00	FIRE - VEHICLE/EQUIP. REPAIR/MAINTENANCE	25,000.00	11,782.37
2-23-00-520-01	FIRE - FUEL	3,800.00	2,495.74
2-23-00-520-02	FIRE - RADIO PURCHASE/REPAIRS/LICENSE	15,000.00	15,497.00
2-23-00-520-03	FIRE - EQUIPMENT/HAND TOOLS	25,000.00	17,865.71
2-23-00-540-00	FIRE - UTILITIES	7,000.00	5,145.06
2-23-00-995-00	FIRE - STAFF RECOGNITION	2,300.00	(849.16)
<b>*</b>	<b>TOTAL FIRE - EXPENSE</b>	<b>188,550.00</b>	<b>203,021.74</b>
<b>**</b>	<b>FIRE - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>2,333.77</b>
<b>DISASTER SERVICES - REVENUE</b>			
1-24-00-840-00	DISASTER - PROVINCIAL COND GRANT	(70,000.00)	(52,500.00)
<b>*</b>	<b>TOTAL DISASTER SERVICES - REVE</b>	<b>(70,000.00)</b>	<b>(52,500.00)</b>
<b>DISASTER SERVICES - EXPENSE</b>			
2-24-00-200-00	DISASTER SERVICES	70,000.00	0.00
<b>*</b>	<b>TOTAL DISASTER SERVICES - EXPE</b>	<b>70,000.00</b>	<b>0.00</b>
<b>**</b>	<b>DISASTER SERVICES (SURPLUS)/DE</b>	<b>0.00</b>	<b>(52,500.00)</b>
<b>BYLAW ENFORCEMENT - REVENUE</b>			
1-26-00-520-00	BYLAW - DOG LICENSES	(2,000.00)	(2,300.00)
1-26-00-521-00	BYLAW - CAT LICENSES	(250.00)	(415.00)
1-26-00-522-00	BYLAW - BUSINESS LICENSE	(9,000.00)	(9,090.00)
1-26-00-750-00	BYLAW - FINES & COSTS	(4,750.00)	(3,242.00)
<b>*</b>	<b>TOTAL BYLAW ENFORCEMENT - REVE</b>	<b>(16,000.00)</b>	<b>(15,047.00)</b>
<b>BYLAW ENFORCEMENT - EXPENSE</b>			
2-26-00-110-00	BYLAW - CONTRACT SERVICES	14,000.00	10,080.00
2-26-00-520-00	BYLAW - GENERAL SERVICES	2,000.00	0.00
<b>*</b>	<b>TOTAL BYLAW ENFORCEMENT - EXPE</b>	<b>16,000.00</b>	<b>10,080.00</b>
<b>**</b>	<b>BYLAW ENFORCEMENT - (SURPLUS)/</b>	<b>0.00</b>	<b>(4,967.00)</b>
<b>PUBLIC WORKS - REVENUE</b>			
1-32-00-590-00	ROADS - REVENUE FROM OTHER SOURCES	(3,000.00)	(3,835.00)
1-32-00-840-00	ROADS - PROVINCIAL COND GRANT	(47,079.00)	(40,534.25)
<b>*</b>	<b>TOTAL PUBLIC WORKS - REVENUE</b>	<b>(50,079.00)</b>	<b>(44,369.25)</b>
<b>PUBLIC WORKS - EXPENSE</b>			
2-32-00-110-00	P.W. - SALARIES /WAGES	126,510.00	99,372.70
2-32-00-130-00	P.W. - EMPLOYER CONTRIBUTION	8,629.00	6,224.65
2-32-00-135-00	P.W. - AUMA BENEFITS	9,247.00	8,673.54
2-32-00-215-00	P.W. - FREIGHT,POSTAGE, INTERENT, PHONE	5,800.00	1,852.96



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2-32-00-220-00	P.W. - EQUIPMENT RENTAL	11,400.00	6,901.07
2-32-00-232-00	P.W. - TRAIN/MEALS/LODGE/PPE	4,500.00	1,793.03
2-32-00-260-00	ROADS - SNOW REMOVAL	19,500.00	4,175.93
2-32-00-270-00	P.W. - SHOP SUPPLIES	6,250.00	4,326.10
2-32-00-274-00	P.W. - INSURANCE	16,000.00	14,406.53
2-32-00-510-00	P.W. - FUEL	20,000.00	12,858.43
2-32-00-511-00	ROADS - GOODS & SUPPLIES	10,500.00	7,844.61
2-32-00-520-00	P.W. - EQUIP REPAIR /MAINT.	23,750.00	7,224.72
2-32-00-530-00	ROADS - REPAIR/MAINTENANCE	61,800.00	47,449.42
2-32-00-540-00	ROADS - STREET LIGHTS	87,000.00	71,052.24
2-32-00-541-00	P.W. - SHOP UTILITIES	6,700.00	4,777.02
2-32-00-250-00	PW - Building Repair & Main.	80,500.00	1,135.82
7-32-00-610-00	G3-T2 Infrastructure Upgrade - Priority	39,579.00	0.00
<b>* TOTAL PUBLIC WORKS - EXPENSE</b>		<b>537,665.00</b>	<b>300,068.77</b>
<b>** PUBLIC WORKS - (SURPLUS)/DEFICIT</b>		<b>487,586.00</b>	<b>255,699.52</b>
<b>AIRPORT - REVENUE</b>			
1-33-00-400-00	AIRPORT - REVENUE FROM OTHER SOURCES	(2,000.00)	(2,000.00)
1-33-00-690-00	AIRPORT - MUNICIPAL CONTRIBUTION (ICF)	(5,050.00)	(5,050.00)
1-33-00-690-01	AIRPORT - COUNTY CONTRIBUTION (ICF)	(10,050.00)	(3,535.57)
1-33-00-840-00	AIRPORT - PROVINCIAL COND GRANT	(5,000.00)	0.00
<b>* TOTAL AIRPORT - REVENUE</b>		<b>(22,100.00)</b>	<b>(10,585.57)</b>
<b>AIRPORT - EXPENSE</b>			
2-33-00-200-00	AIRPORT - REPAIR/ MAINTENANCE	14,700.00	12,319.75
2-33-00-274-00	AIRPORT - INSURANCE	3,400.00	3,009.46
2-33-00-540-00	AIRPORT - UTILITIES	4,000.00	2,540.51
<b>* TOTAL AIRPORT - EXPENSE</b>		<b>22,100.00</b>	<b>17,869.72</b>
<b>** AIRPORT - (SURPLUS)/DEFICIT</b>		<b>0.00</b>	<b>7,284.15</b>
<b>WATER - REVENUE</b>			
1-41-00-240-00	WATER - PROCESSING FEE	(18,000.00)	(9,610.40)
1-41-00-400-00	WATER - REVENUE	(564,500.00)	(649,239.11)
1-41-00-450-00	WATER - DISCONNECT/RECONNECT FEES	(200.00)	(70.00)
1-41-00-550-00	WATER/SEWER - PENALTIES	(13,000.00)	(10,329.51)
1-41-00-590-00	WATER - COST RECOVERED	(4,000.00)	0.00
1-32-00-710-00	TSF FROM CAPITAL PLAN RESERVE	(34,225.00)	0.00
<b>* TOTAL WATER - REVENUE</b>		<b>(633,925.00)</b>	<b>(669,249.02)</b>
<b>WATER - EXPENSE</b>			
2-41-00-120-00	WATER - CONTRACT SERVICES	28,000.00	22,123.83
2-41-00-215-00	WATER - FREIGHT, INTERNET, PHONE	1,790.00	563.05
2-41-00-230-00	WATER - PROFESSIONAL SERVICES	7,500.00	6,821.50
2-41-00-240-00	WATER - ADMIN CUSTOMER BILLING	17,500.00	15,730.19
2-41-00-250-00	WATER - REPAIR/MAINTENANCE	129,125.00	77,516.94
2-41-00-274-00	WATER - INSURANCE	13,500.00	12,222.42
2-41-00-510-00	WATER - GOODS & SUPPLIES	2,100.00	638.14
2-41-00-532-00	WATER - CONSUMPTION TO NRSC	259,600.00	247,052.30
2-41-00-540-00	WATER, - UTILITIES	42,000.00	32,550.87



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2-41-00-831-00	WATER - DEBENTURE INTEREST	8,920.00	5,322.22
2-41-00-832-00	WATER - DEBENTURE PRINCIPAL	123,575.00	60,925.02
<b>*</b>	<b>TOTAL WATER - EXPENSE</b>	<b>633,610.00</b>	<b>481,466.48</b>
<b>**</b>	<b>WATER - (SURPLUS)/DEFICIT</b>	<b>(315.00)</b>	<b>(187,782.54)</b>
<b>SEWER - REVENUE</b>			
1-42-00-410-00	SEWER - REVENUE	(137,000.00)	(114,456.84)
<b>*</b>	<b>TOTAL SEWER - REVENUE</b>	<b>(137,000.00)</b>	<b>(114,456.84)</b>
<b>SEWER - EXPENSE</b>			
2-42-00-215-00	SEWER - FREIGHT	500.00	0.00
2-42-00-230-00	SEWER - PROFESSIONAL SERVICES	10,000.00	0.00
2-42-00-250-00	SEWER - REPAIR/MAINTENANCE	39,000.00	36,892.46
2-42-00-510-00	SEWER - GOODS & SUPPLIES	2,000.00	23.98
2-42-00-540-00	SEWER - UTILITIES	7,000.00	3,305.42
7-42-00-613-00	WASTEWATER TREATMENT UPGRADE	0.00	3,799.50
<b>*</b>	<b>TOTAL SEWER - EXPENSE</b>	<b>58,500.00</b>	<b>44,021.36</b>
<b>**</b>	<b>SEWER - (SURPLUS)/DEFICIT</b>	<b>(78,500.00)</b>	<b>(70,435.48)</b>
<b>SOLID WASTE &amp; RECYCLING - REVE</b>			
1-43-00-400-00	GARBAGE - REVENUE	(92,340.00)	(77,092.99)
1-43-00-410-00	GARBAGE - NEWELL REGIONAL LANDFILL	(11,250.00)	0.00
1-43-00-450-00	RECYCLING - REVENUE	(31,200.00)	(26,021.29)
<b>*</b>	<b>TOTAL SOLID WASTE &amp; RECYCLING</b>	<b>(134,790.00)</b>	<b>(103,114.28)</b>
<b>SOLID WASTE &amp; RECYCLING - EXPE</b>			
2-43-00-210-00	GARBAGE - CONTRACT SERVICES	60,400.00	45,240.00
2-43-00-510-00	GARBAGE - GOODS & SUPPLIES	10,000.00	6,122.20
2-43-00-620-00	BARRA - WATER UTILITY	50.00	159.42
2-43-00-765-00	GARBAGE - NEWELL. REG. LANDFILL REQ.	43,813.00	42,523.52
2-43-00-765-01	RECYLING - NEWELL REGIONAL LANDFILL REQ.	10,500.00	10,226.56
2-43-00-765-02	RECYCLING - B.A.R.R.A. OPERATING FUNDING	10,000.00	5,000.00
<b>*</b>	<b>TOTAL SOLID WASTE &amp; RECYCLING</b>	<b>134,763.00</b>	<b>109,271.70</b>
<b>**</b>	<b>SOLID WASTE &amp; RECYCLING (SURPL</b>	<b>(27.00)</b>	<b>6,157.42</b>
<b>FCSS - REVENUE</b>			
1-51-00-410-00	FCSS - 2023 WOMEN'S WELLNESS	(5,000.00)	(5,231.00)
1-51-00-590-00	FCSS - GENERAL REVENUE	(2,500.00)	(655.00)
1-51-00-590-03	FCSS - DONATIONS	0.00	(1,725.00)
1-51-00-595-00	FCSS - COMMUNITY CHRISTMAS DONATIONS	(5,000.00)	(3,417.65)
1-51-00-840-00	FCSS - CONDITIONAL GRANT	(39,505.00)	(1,160.00)
1-51-00-850-00	FCSS - GRASSLANDS FCSS /TOWN CONTRIB.	(35,230.00)	(35,429.00)
1-51-00-710-00	TSF FROM FCSS RESERVE	(12,620.00)	(968.35)
<b>*</b>	<b>TOTAL FCSS - REVENUE</b>	<b>(99,855.00)</b>	<b>(48,586.00)</b>



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General Ledger	Description	2023 Budget	2023 Actual
<b>FCSS - EXPENSE</b>			
2-51-00-110-00	FCSS - SALARIES	58,000.00	45,660.28
2-51-00-110-01	THRIVE - SALARIES & WAGES	0.00	3,203.20
2-51-00-130-00	FCSS - EMPLOYER CONTRIBUTIONS	4,050.00	3,539.86
2-51-00-135-00	FCSS - AUMA BENEFITS	6,555.00	6,193.30
2-51-00-137-00	FCSS RRSP CONTRIBUTION	1,200.00	1,100.00
2-51-00-150-00	FCSS - ADM TRAINING & EDUCATION	2,500.00	750.00
2-51-00-200-00	FCSS PROGRAMS	10,000.00	8,188.63
2-51-00-211-00	FCSS -TRAVEL/LODGE/PHONE & BOARD DEVEL.	1,750.00	1,543.57
2-51-00-220-00	FCSS - ADVERTISING & MEMBERSHIPS	500.00	710.62
2-51-00-510-00	FCSS - GENERAL GOODS & SUPPLIES	3,800.00	3,799.00
2-51-00-595-00	FCSS - COMMUNITY CHRISTMAS	5,000.00	0.00
2-51-00-200-01	FCSS PROGRAM - 2023 WOMEN'S WELLNESS	6,500.00	5,524.45
<b>*</b>	<b>TOTAL FCSS - EXPENSE</b>	<b>99,855.00</b>	<b>80,212.91</b>
<b>**</b>	<b>FCSS - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>31,626.91</b>
<b>THRIVE - REVENUE</b>			
1-51-00-690-01	THRIVE - COUNTY CONTRIBUTION (ICF)	(5,450.00)	(3,324.85)
1-51-00-690-00	THRIVE - MUNICIPAL CONTRIBUTION (ICF)	(5,450.00)	(5,450.00)
1-51-00-400-01	THRIVE - MEMBERSHIPS/DROP-INS	(3,000.00)	(4,748.51)
<b>*</b>	<b>TOTAL THRIVE - REVENUE</b>	<b>(13,900.00)</b>	<b>(13,523.36)</b>
<b>THRIVE - EXPENSE</b>			
2-51-00-400-00	THRIVE - RENT	8,300.00	7,800.00
2-51-00-410-00	THRIVE - EQUIP REPAIR/MAINT./PURCHASE	5,000.00	1,240.00
2-51-00-420-00	THRIVE - ADVERTISING/PROMOTIONS	100.00	0.00
2-51-00-510-01	THRIVE - GOODS & SUPPLIES	500.00	628.32
<b>*</b>	<b>TOTAL THRIVE - EXPENSE</b>	<b>13,900.00</b>	<b>9,668.32</b>
<b>**</b>	<b>THRIVE - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>(3,855.04)</b>
<b>CEMETERY - REVENUE</b>			
1-56-00-400-00	CEMETARY - PLOT SALES	(3,500.00)	(7,320.00)
1-56-00-410-00	CEMETERY - PLOTS OPEN & CLOSIN	(2,500.00)	(3,729.05)
1-56-00-990-00	CEMETERY - DONATIONS	(1,000.00)	(1,269.60)
<b>*</b>	<b>TOTAL CEMETERY - REVENUE</b>	<b>(7,000.00)</b>	<b>(12,318.65)</b>
<b>CEMETERY - EXPENSE</b>			
2-56-00-250-00	CEMETARY - REPAIR/MAINTENANCE	4,650.00	915.27
2-56-00-500-00	CEMETERY - PLOT OPEN/CLOSE	100.00	0.00
2-56-00-510-00	CEMETERY - GOODS & SUPPLIES	1,500.00	177.66
2-56-00-540-00	CEMETERY - WATER UTILITIES	750.00	2,383.70
<b>*</b>	<b>TOTAL CEMETERY - EXPENSE</b>	<b>7,000.00</b>	<b>3,476.63</b>
<b>**</b>	<b>CEMETERY - (SURPLUS)/DEFICIT</b>	<b>0.00</b>	<b>(8,842.02)</b>
<b>PLANNING &amp; DEVELOPMENT - REVEN</b>			



# TOWN OF BASSANO

## 2023 Operating Budget YTD

General Ledger	Description	2023 Budget	2023 Actual
1-64-00-200-00	PLANNING & DEVELOPMENT (PROV COND GRANT)	(30,000.00)	0.00
1-66-00-400-00	LAND - SALES	0.00	(248,472.63)
<b>*</b>	<b>TOTAL PLANNING &amp; DEVELOPMENT -</b>	<b>(30,000.00)</b>	<b>(248,472.63)</b>
<b>PLANNING &amp; DEVELOPMENT - EXPEN</b>			
2-64-00-200-00	MUNICIPAL PLANNING	31,400.00	30,426.25
2-64-00-220-00	MUNICIPAL PLANNING - MARKETING, FREIGHT	35,600.00	16,473.93
2-66-00-510-00	SUB DIV - COST OF LAND SOLD	2,000.00	762.00
<b>*</b>	<b>TOTAL PLANNING &amp; DEVELOPMENT -</b>	<b>69,000.00</b>	<b>47,662.18</b>
<b>**</b>	<b>PLANNING &amp; DEVELOPMENT - (SURP</b>	<b>39,000.00</b>	<b>(200,810.45)</b>
<b>POOL - REVENUE</b>			
1-72-00-410-00	POOL - REVENUE	(59,000.00)	(67,356.25)
1-72-00-420-00	POOL - CONCESSION	(1,500.00)	0.00
1-72-00-690-00	POOL - MUNICIPAL CONTRIBUTION (ICF)	(70,389.00)	(70,389.00)
1-72-00-690-01	POOL - COUNTY CONTRIBUTION (ICF)	(225,389.00)	(46,889.50)
1-72-00-840-01	PARKS & REC - CSJ - PRV. COND GRANT	0.00	(7,875.00)
<b>*</b>	<b>TOTAL POOL - REVENUE</b>	<b>(356,278.00)</b>	<b>(192,509.75)</b>
<b>POOL - EXPENSE</b>			
2-72-00-110-00	POOL - SALARIES/WAGES	106,878.00	101,539.60
2-72-00-130-00	POOL - EMPLOYER CONTRIBUTION	7,400.00	6,547.27
2-72-00-211-00	POOL - TRAVEL/LODGE/MEALS	1,300.00	1,278.96
2-72-00-215-00	POOL - FREIGHT, INTERNET, PHONE	3,000.00	1,661.99
2-72-00-232-00	POOL - TRAINING	6,700.00	6,956.05
2-72-00-250-00	POOL - REPAIR/MAINTENANCE	321,000.00	298,531.46
2-72-00-274-00	POOL - INSURANCE	6,500.00	6,653.06
2-72-00-510-00	POOL - GOODS & SUPPLIES	5,500.00	4,516.16
2-72-00-530-00	POOL - CHEMICALS	16,000.00	22,146.72
2-72-00-540-00	POOL - UTILITIES	37,000.00	37,138.18
<b>*</b>	<b>TOTAL POOL - EXPENSE</b>	<b>511,278.00</b>	<b>486,969.45</b>
<b>**</b>	<b>POOL - (SURPLUS)/DEFICIT</b>	<b>155,000.00</b>	<b>294,459.70</b>
<b>PARKS &amp; RECREATION - REVENUE</b>			
1-72-00-840-00	RECREATION - PROVINCIAL COND GRANT	(171,700.00)	(14,850.00)
1-72-02-590-00	PARKS & REC - 2023 BBQ Competition	(18,000.00)	(24,406.10)
1-72-02-690-00	PARK & R - MUNICIPAL CONTRIBUTION (ICF)	(118,973.00)	(118,973.00)
1-72-02-690-01	PARKS & R - COUNTY CONTRIBUTION (ICF)	(215,973.00)	(134,606.39)
1-72-00-710-00	TSF FROM RECREATION & CULTURE RESERVE	(108,500.00)	(10,244.13)
1-72-00-920-00	TSF FROM RECREATION FUNDING COMMITTEE	(3,040.00)	(34,457.50)
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION - REV</b>	<b>(636,186.00)</b>	<b>(337,537.12)</b>
<b>PARKS &amp; RECREATION - EXPENSE</b>			
2-72-01-110-00	PARKS & REC - SALARIES/WAGES	132,280.00	126,499.39
2-72-01-130-00	PARKS & REC - EMPLOYER CONTRIBUTION	11,190.00	9,524.51





# TOWN OF BASSANO

## 2023 Operating Budget

YTD

General Ledger	Description	2023 Budget	2023 Actual
2-72-01-135-00	PARKS & REC - AUMA BENEFITS	12,040.00	7,949.19
2-72-01-215-00	PARKS & REC - FREIGHT, PHONE	1,100.00	385.85
2-72-01-232-00	PARKS & REC - TRAINING/MEALS/LODGE	4,000.00	2,123.35
2-72-01-250-00	PARKS & REC - REPAIR/MAINTENANCE	2,750.00	1,556.44
2-72-01-510-00	PARKS & REC - GOODS & SUPPLIES	13,700.00	14,643.44
2-72-01-520-00	PARKS & REC - EQUIPMENT REPAIR/MAINT.	1,200.00	631.76
2-72-01-540-00	T.V. TOWER - UTILITIES	1,800.00	986.62
2-72-02-250-00	ARENA - REPAIR/MAINTENANCE	166,700.00	41,488.94
2-72-02-274-00	ARENA - INSURANCE	44,000.00	43,303.72
2-72-02-540-00	ARENA WATER UTILITIES	2,500.00	23.87
2-72-02-590-00	PARKS & REC - 2023 BBQ Competition	18,000.00	14,357.07
2-72-03-250-00	REC COMPLEX - REPAIR/MAINTENANCE	10,000.00	7,041.94
2-72-03-274-00	REC COMPLEX - INSURANCE	32,000.00	30,823.02
2-72-03-540-00	REC COMPLEX WATER UTILITIES	0.00	93.39
2-72-05-274-00	RODEO - INSURANCE	450.00	341.38
2-72-07-250-00	BOWLING CLUB - REPAIR/MAINTENANCE	250.00	0.00
2-72-03-765-00	RECREATION - FUNDING	57,040.00	19,400.00
<b>*</b>	<b>TOTAL PARKS &amp; RECREATION - EXP</b>	<b>511,000.00</b>	<b>321,173.88</b>
<b>**</b>	<b>PARKS &amp; REC (SURPLUS)/DEFICIT</b>	<b>(125,186.00)</b>	<b>(16,363.24)</b>
<b>P&amp;R - CAMPGROUND - REVENUE</b>			
1-72-02-410-00	CAMPGROUND - REVENUE	(6,500.00)	(7,530.67)
<b>*</b>	<b>TOTAL PARKS &amp; REC - CAMPGROUND</b>	<b>(6,500.00)</b>	<b>(7,530.67)</b>
<b>P&amp;R - CAMPGROUND - EXPENSE</b>			
2-72-01-251-00	CAMPGROUND - REPAIR/MAINTENANCE	250.00	23.94
2-72-01-511-00	CAMPGROUND - GOODS & SUPPLIES	250.00	1,106.50
2-72-01-541-00	CAMPGROUND - UTILITIES	4,600.00	4,084.42
2-72-04-274-00	CAMPGROUND - INSURANCE	1,450.00	1,210.58
<b>*</b>	<b>TOTAL PARKS &amp; REC - CAMPGROUND</b>	<b>6,550.00</b>	<b>6,425.44</b>
<b>**</b>	<b>CAMPGROUND - (SURPLUS)/DEFICIT</b>	<b>50.00</b>	<b>(1,105.23)</b>
<b>CULTURE - REVENUE</b>			
1-74-00-545-00	DROP-IN CENTRE - SHARED UTILITY COSTS	(3,750.00)	(2,002.36)
1-74-00-560-00	HALL - RENTAL REVENUE	(11,720.00)	(14,601.66)
1-74-00-690-00	HALL - MUNICIPAL CONTRIBUTION (ICF)	(27,415.00)	(27,415.00)
1-74-00-690-01	HALL - COUNTY CONTRIBUTION (ICF)	(48,915.00)	(15,572.54)
<b>*</b>	<b>TOTAL CULTURE - REVENUE</b>	<b>(91,800.00)</b>	<b>(59,591.56)</b>
<b>CULTURE - EXPENSE</b>			
2-74-00-110-00	HALL - JANITORIAL	15,500.00	9,152.00
2-74-00-210-00	HALL - FREIGHT, INTERNET, PHONE	1,700.00	1,182.60
2-74-00-250-00	HALL - REPAIR/MAINTENANCE	65,500.00	16,360.10
2-74-00-274-00	HALL - INSURANCE	6,500.00	6,725.21
2-74-00-510-00	HALL - GOODS & SUPPLIES	5,650.00	10,812.90
2-74-00-540-00	HALL - UTILITIES	23,000.00	16,594.35
2-74-00-545-00	DROP-IN CENTRE - UTILITIES	7,500.00	6,003.39
2-74-01-250-00	DROP-IN CENTRE - REPAIR/MAINTENANCE	500.00	0.00
2-74-01-274-00	DROP-IN CENTRE - INSURANCE	2,300.00	2,163.10



# TOWN OF BASSANO

## 2023 Operating Budget

YTD

General Ledger	Description	2023 Budget	2023 Actual
2-74-01-540-00	LIBRARY WATER UTILITIES	0.00	257.29
2-74-06-274-00	GUN CLUB - INSURANCE	2,150.00	2,058.75
<b>*</b>	<b>TOTAL CULTURE - EXPENSE</b>	<b>130,300.00</b>	<b>71,309.69</b>
<b>**</b>	<b>CULTURE (SURPLUS)/DEFICIT</b>	<b>38,500.00</b>	<b>11,718.13</b>
<b>CULTURE - LIBRARY - EXPENSE</b>			
2-74-00-765-00	LIBRARY - REQUISITION	21,654.00	21,653.82
2-74-01-250-01	LIBRARY - REPAIR/MAINTENANCE	100.00	189.76
<b>*</b>	<b>TOTAL LIBRARY - EXPENSE</b>	<b>21,754.00</b>	<b>21,843.58</b>
<b>**</b>	<b>LIBRARY (SURPLUS)/DEFICIT</b>	<b>21,754.00</b>	<b>21,843.58</b>
<b>TRANSFERS TO RESERVES</b>			
2-12-00-710-00	TSF TO MUNICIPAL SERVICE RESERVE	(30,000.00)	53,374.93
2-23-00-764-00	FIRE - TSF TO RESERVES	0.00	1,022.42
2-32-00-710-00	TSF TO CAPITAL PLAN RESERVE	(342,763.00)	119,569.50
2-42-00-765-00	SEWER - TSF TO RESERVES	(78,500.00)	(136,081.93)
2-51-00-710-00	TSF TO FCSS RESERVE	0.00	981.33
2-64-00-710-00	TSF TO LAND & DEVELOPMENT RESERVE	0.00	167,221.54
2-72-00-515-00	TRF TO RECREATION FUNDING COMMITTEE	0.00	55,653.87
2-72-00-710-00	TSF TO RECREATION & CULTURE RESERVE	(60,000.00)	110,031.62
2-23-00-762-00	FIRE - TRANSFER TO CAPITAL	(6,380.00)	0.00
<b>*</b>	<b>TOTAL TRANSFERS TO RESERVES</b>	<b>(517,643.00)</b>	<b>371,773.28</b>
<b>**</b>	<b>RESERV INCREASE/(DECREASE)</b>	<b>(517,643.00)</b>	<b>371,773.28</b>

\*\*\* End of Report \*\*\*

# MONTHLY STATEMENT Town of Bassano

Period Ending October 31, 2023

General Account			
<b>Net Balance at End of Previous Month</b>	<b>\$</b>	<b>1,334,301.18</b>	
<b>Receipts for the Month</b>	<b>\$</b>	<b>316,673.75</b>	
FCSS 4th Quarter Payment	\$	11,209.54	
Rec Funding Transfer - Pioneer Damsiters	\$	850.00	
Transfer - ICIP Federal Claim 7	\$	355,914.14	
Rec Funding Transfer - Bassano Arts Council	\$	2,850.00	
Interest	\$	7,264.68	
Cheque Cancellation	\$	20.00	
Sub-Total	\$	2,029,083.29	
<b>Less Disbursements for the month</b>	<b>-\$</b>	<b>977,064.48</b>	
Corrections - Duplicate Payment Posted	-\$	40.00	
Tipps Returned	-\$	216.89	
Service Charges	-\$	807.93	
<b>Net Balance at End of Month</b>	<b>\$</b>	<b>1,050,953.99</b>	
<b>Bank Balance at End of Month</b>	<b>\$</b>	<b>1,065,736.64</b>	
Outstanding Deposit	\$	266.40	
Sub-Total	\$	1,066,003.04	
Less outstanding cheques	-\$	15,049.05	
<b>NET Balance at End of Month</b>	<b>\$</b>	<b>1,050,953.99</b>	

Savings			
	Opening Balance	Interest/Transfers	Closing Balance
Fire Reserves	\$ 1,018.57	\$ 4.76	\$ 1,023.33
Sewage Upgrade	\$ 311,863.40	\$ 1,456.79	\$ 313,320.19
MSI Capital	\$ 1,312,810.57	\$ 6,132.44	\$ 1,318,943.01
CCBF Grant Funds	\$ 497,964.60	\$ 2,326.11	\$ 500,290.71
MSI Operational	\$ 62,104.97	\$ 290.11	\$ 62,395.08
Capital Plan Reserve	\$ 3,130,866.67	\$ 371,343.61	\$ 3,502,210.28
Land & Development Reserve	\$ 768,909.71	\$ 3,591.76	\$ 772,501.47
Recreation & Culture Reserve	\$ 581,860.99	\$ 2,718.01	\$ 584,579.00
Municipal Reserve	\$ 571,121.50	\$ 2,667.84	\$ 573,789.34
FCSS Reserve	\$ 38.46	\$ 0.18	\$ 38.64
AMWWP Grant Funds	\$ 60.76	\$ 0.28	\$ 61.04
Recreation Funding Committee	\$ 43,309.54	-\$ 3,700.00	
		\$ 191.67	\$ 39,801.21
ACP-Regional Emergency Management Plan	\$ 53,242.13	\$ 248.71	\$ 53,490.84
Municipal Fire Reserve Capital	\$ 64,898.61	\$ 303.16	\$ 65,201.77
Tax Sale - 103000	\$ 41,466.24	\$ 193.70	\$ 41,659.94
Tax Sale - 243000	\$ 4,588.78	\$ 21.44	\$ 4,610.22
Tax Sale - 284000	\$ 26,404.39	\$ 123.34	\$ 26,527.73
Tax Sale - 224000	\$ 28,343.78	\$ 179.73	\$ 28,523.51
Shydowski	\$ 121.19	\$ 0.57	\$ 121.76
Common Shares	\$ 5,627.47		\$ 5,627.47

Investments			
Shydowski Scholarship	\$	3,856.79	\$ 3,856.79
Nesbit Burns	Fixed Income	\$ 867,033.77	\$ 0.00
	Cash Account	\$ 242,456.41	\$ 477.96
<b>Transaction Total</b>			<b>\$388,572.17</b>
<b>Total</b>	<b>\$</b>	<b>8,619,969.30</b>	<b>\$ 9,008,541.47</b>

Prepared By:

**Mayor Morey**

Date Prepared: November 8, 2023

**C.A.O Amanda Davis**



# TOWN OF BASSANO

## Cheque Listing For Account Payable

2023-Nov-30  
2:43:50PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							<b>22696</b>
20230968	2023-10-03	EFT	EFT	512	AB FIRE TECH LTD.	2,696.95	
20230969	2023-10-03	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	9,988.62	
20230970	2023-10-03	EFT	EFT	1072	CONNECT FIRST CREDIT UNION LTD	1,200.00	
20230971	2023-10-03	EFT	EFT	869	JONES, KEVIN RONALD	68.00	
20230972	2023-10-03			1052	METERCOR INC.	11,713.80	
20230973	2023-10-03	EFT	EFT	779	OLDMAN RIVER REGIONAL SERVICES COMMISSION	3,594.75	
20230974	2023-10-03	EFT	EFT	7	RECEIVER GENERAL FOR CANADA	11,857.62	
							<hr/> 41,119.74
							<b>22697</b>
20230976	2023-10-10	EFT	EFT	1109	14655559 CANADA INC	18,076.43	
20230977	2023-10-10	EFT	EFT	1043	2052900 ALBERTA LTD.	11,113.20	
20230978	2023-10-10	EFT	EFT	1110	2484346 ALBERTA LTD.	62.03	
20230979	2023-10-10	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.	147.14	
20230980	2023-10-10	EFT	EFT	335	BASSANO CURLING CLUB	525.00	
20230981	2023-10-10	EFT	EFT	132	BROOKS ASPHALT & AGGREGATE	10,284.16	
20230982	2023-10-10	EFT	EFT	487	CANADIAN LINEN	113.65	
20230983	2023-10-10	EFT	EFT	1053	CHARTRAND LANDSCAPING INC.	2,310.00	
20230984	2023-10-10	EFT	EFT	382	CHRIST THE REDEEMER CATHOLIC SEPARATE	3,175.89	
20230985	2023-10-10	EFT	EFT	703	COCHRANE, CORY	888.02	
20230986	2023-10-10	EFT	EFT	121	COUNTY OF NEWELL	12,245.48	
20230987	2023-10-10	EFT	EFT	1106	DAVIS, AMANDA	1,204.85	
20230988	2023-10-10	EFT	EFT	947	GROSE, PERRY	5,650.00	
20230989	2023-10-10	EFT	EFT	1055	MOREY, IRVIN	197.20	
20230990	2023-10-10	EFT	EFT	946	RAYMOND, LONNIE	251.99	
20230991	2023-10-10	EFT	EFT	1014	SLOMP, JOHN	272.00	
20230992	2023-10-10	EFT	EFT	1035	TELUS MOBILITY INC.	508.65	
20230993	2023-10-10	EFT	EFT	1033	WATSON, RICHARD	1,276.00	
20230994	2023-10-10	EFT	EFT	874	WETZSTEIN, MICHAEL	122.40	
							<hr/> 68,424.09
							<b>22727</b>
20231002	2023-10-12	EFT	EFT	1080	JONES, MIKE	562.00	
							<hr/> 562.00
							<b>22733</b>
20231003	2023-10-16	EFT	EFT	724	OVERHEAD DOOR COMPANY OF BROOKS	843.10	
20231004	2023-10-16	EFT	EFT	1006	PARRISH & HEIMBECKER	550.00	
20231005	2023-10-16	EFT	EFT	1049	STAPLES ADVANTAGE CORPORATE EXPRESS CANADA, I	217.44	
20231006	2023-10-16	EFT	EFT	1087	YELLOW PAGES DIGITAL & MEDIA SOLUTIONS LIMITE	31.15	
20231007	2023-10-16	EFT	EFT	900001	B.J. ZIBELL TRUCKING	1,819.13	
20231008	2023-10-16	EFT	EFT	900001	DATASAFE RECOVERY SERVICES LTD	204.75	
20231009	2023-10-16	EFT	EFT	900001	DAVID MEISTER	8,520.00	
							<hr/> 12,185.57



# TOWN OF BASSANO

## Cheque Listing For Account Payable

2023-Nov-30

2:43:50PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount	Batch #
							<b>22734</b>
20231010	2023-10-19	EFT	EFT	1090	1855543 ALBERTA INC., NERDY SPIDER	11,290.65	
20231011	2023-10-19	EFT	EFT	877	ALBERTA MUNICIPAL SERVICES CORPORATION	21,521.64	
20231012	2023-10-19	EFT	EFT	721	ALLIED DISTRIBUTORS (BROOKS) LTD.	65.43	
20231013	2023-10-19	EFT	EFT	171	AMSC INSURANCE SERVICES LTD.	5,100.73	
20231014	2023-10-19	EFT	EFT	564	AZTEK SECURITY COMPANY	97.65	
20231015	2023-10-19	EFT	EFT	1094	BASSANO ARTS COUNCIL	2,850.00	
20231016	2023-10-19	EFT	EFT	20	BASSANO BUILDING CENTRE LTD.	1,359.09	
20231017	2023-10-19	EFT	EFT	47	BASSANO PLUMBING & HEATING	496.65	
20231018	2023-10-19	EFT	EFT	1112	BEARCOM OPERATING LLC	14,400.75	
20231019	2023-10-19	EFT	EFT	522	BENCHMARK ASSESSMENT	1,571.77	
20231020	2023-10-19	EFT	EFT	131	BRK EQUIPMENT RENTALS LTD.	200.34	
20231021	2023-10-19	EFT	EFT	675	BROOKS FARM EQUIPMENT INC.	63.72	
20231022	2023-10-19	EFT	EFT	651	CORDON ELECTRIC MOTORS	1,542.25	
20231023	2023-10-19	EFT	EFT	121	COUNTY OF NEWELL	3,360.00	
20231024	2023-10-19	EFT	EFT	939	CROSTOWN TRUCK & TIRE LTD.	1,266.69	
20231025	2023-10-19	EFT	EFT	142	EASTERN IRRIGATION DISTRICT	1,097.28	
20231026	2023-10-19	EFT	EFT	728	FRONTIER SIGNWORKS	999.40	
20231027	2023-10-19	EFT	EFT	1113	K & S AUTO AND TRUCK REPAIR	2,367.08	
20231028	2023-10-19	EFT	EFT	1055	MOREY, IRVIN	570.57	
20231029	2023-10-19	EFT	EFT	529	MPE ENGINEERING LTD	1,792.35	
20231030	2023-10-19	EFT	EFT	578	NEWELL REGIONAL SERVICES CORP.	30,898.60	
20231031	2023-10-19	EFT	EFT	356	NEWELL REGIONAL SOLID WASTE MGMT AUTH LTD.	20.00	
20231032	2023-10-19	EFT	EFT	3	PIONEER GAS CO-OP LTD.	212.36	
20231033	2023-10-19	EFT	EFT	217	PLAYFAIR LODGE	466.98	
20231034	2023-10-19	EFT	EFT	25	PUROLATOR INC.	206.31	
20231035	2023-10-19	EFT	EFT	173	RIC'S ELECTRIC	27,491.43	
20231036	2023-10-19	EFT	EFT	1108	SITEONE LANDSCAPING SUPPLY LTD	1,049.93	
20231037	2023-10-19	EFT	EFT	881	SOUTH COUNTRY CO-OP LIMITED	1,975.68	
20231038	2023-10-19	EFT	EFT	1	TELUS COMMUNICATIONS INC.	761.97	
20231039	2023-10-19	EFT	EFT	696	VILLAGE OF DUCHESS	4,640.00	
20231040	2023-10-19	EFT	EFT	509	WATER PURE & SIMPLE BROOKS LTD.	7.00	
							<b>139,744.30</b>
							<b>22742</b>
20231041	2023-10-17	EFT	EFT	959	CANADA REVENUE AGENCY	286,947.66	
							<b>286,947.66</b>
							<b>22779</b>
20231042	2023-10-25	EFT	EFT	1050	CHINOOK FINANCIAL C/O COLLABRIA	2,256.67	
20231043	2023-10-25			1006	PARRISH & HEIMBECKER	561.00	
20231044	2023-10-25			900001	TKATCHYK ENTERPRISES LTD	570.13	
							<b>3,387.80</b>



# TOWN OF BASSANO

## Cheque Listing For Account Payable

2023-Nov-30  
2:43:50PM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Batch #	Amount
20231045	2023-10-31	EFT	EFT	1043	2052900 ALBERTA LTD.	22780	16,499.70
20231046	2023-10-31	EFT	EFT	564	AZTEK SECURITY COMPANY		49.88
20231048	2023-10-31	EFT	EFT	8	BASSANO AUTOMOTIVE (1985) LTD.		634.94
20231049	2023-10-31	EFT	EFT	132	BROOKS ASPHALT & AGGREGATE		5,273.43
20231050	2023-10-31	EFT	EFT	121	COUNTY OF NEWELL		11,161.10
20231051	2023-10-31	EFT	EFT	939	CROSSTOWN TRUCK & TIRE LTD.		1,038.35
20231052	2023-10-31	EFT	EFT	811	GREGG DISTRIBUTERS LP		92.13
20231053	2023-10-31	EFT	EFT	989	PETKAU, CHRISTINE		98.58
20231054	2023-10-31	EFT	EFT	70	PIONEER DROP-IN CENTRE		850.00
20231055	2023-10-31	EFT	EFT	1063	QUADIENT LEASING CANADA LTD		280.20
20231056	2023-10-31	EFT	EFT	1115	SAFE 4 LIFE LTD		3,097.50
20231057	2023-10-31	EFT	EFT	902	SIEBEN HOLDINGS LTD.		682.50
20231058	2023-10-31	EFT	EFT	1000	SMITH, SYDNEY		195.00
20231059	2023-10-31	EFT	EFT	1035	TELUS MOBILITY INC.		524.43
							40,477.74
<b>Total</b>							<b>592,848.90</b>

\*\*\* End of Report \*\*\*

# **FCSS Director's Report**

Period Ending: November 30, 2023

Prepared By: Amanda Barron, Director

## **Supporting Community Members**



### **SUPPORTS**

#### **Seniors Benefits**

Throughout November we provided service to 3 individuals.

#### **Referrals/ Supports**

We provided 5 clients with referrals to various supports for required assistance. Bassano FCSS also provided aid to the families who lost their homes on November 15, our role included organizing community donations and distribution of items, providing referrals to counselling and social supports. We also set up a gifting account that will run until December 15, 2023 at which time funds will be dispersed to the two families that lost their homes.

### **PROGRAMS**

#### **Rural Pop Up**

Our monthly Rural Pop Up was hosted on November 21, we had children from Dynamite Daycare and the community attend.

#### **Canadian Volunteer Income Tax Program**

No new remittances to report. In our first two years of providing this service we have almost doubled our subscribers from 13 to 24 personal filings. We have been awarded \$620.00 grant funding to provide this service for the 2023 tax season.

#### **Winter Clothing Exchange**

Our first Winter clothing exchange was very successful with a bounty of winter outerwear donations that were provided to 15 locals. The remaining outerwear was put to good use through donation to Bassano School and SPEC's winter coats program.

#### **Angel Tree Craft**

Grade 3 students from Bassano school came to the Playfair Lodge to create torn paper angels with the residents for the Angel Tree. This program provided intergenerational social opportunity in addition to providing focus on the importance of helping others.

### **INITIATIVES**

#### **Welcome Wagon**

Through November Bassano FCSS distributed 3 packages to new residents.

510 4th Ave	11/14/2023
242 3rd Ave	11/14/2023
Hunter Hotel	11/20/2023

# **FCSS Director's Report**

Period Ending: November 30, 2023

Prepared By: Amanda Barron, Director

## **Supporting Community Members**



### **GENERAL UPDATES**

I have been in contact with a facilitator for the Mental Health First Aid training. To keep facilitation cost lower we will need to adjust the program slightly, however it is for the better. The standard version of delivery does not have qualified trainers available locally, the MHFA Youth version does have a trainer within our proximity. These courses both hold the same core content, the youth has two additional modules. By proceeding with this course FCSS will be able to offer the course at a cost of \$110 dollars per participant.

### **DIRECTOR TRAINING**

I was slated to attend ICS 300 training in early November, however with some prior commitments it was prudent to postpone it to a later date. I will continue with this training once a suitable date and location are available.

### **UPCOMING PROGRAMS**

Santa's Social/ Sleigh

Holiday Activity and Craft Bags

Christmas Hamper

### **Attachments**

1. None





# MONTHLY REPORT

Meeting: December 11, 2023

Agenda Item: 9.5

Report Period: November 1, 2023 – November 30, 2023

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## Sydney Smith, Recreation & Community Services Liaison

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### General Recreation & Community Services Updates

- Administration attended the Newell recCONNECT information session at the County Office session on November 1, 2023 alongside members of Town Council and regional recreation user groups and facility operators. Administration shared ideas with the County's project manager on how the system could be set up to meet the needs of Bassano facilities. Administration will keep up to date on this project.
- It was brought to our attention that there may be governance issues at the Bassano and District Centennial Arena. The Arena Management Board (AMB) lost two members due to conflict on the board, operational concerns, and accountability, leaving only 4 board members remaining. Administration has not interjected in concerns that have been brought forward at this time.

To date, AMB leadership has not scheduled a time to meet with the Administration to discuss how we can work together to support the facility and its users. This invitation was sent by Administration in August 2023.

### Capital Project Updates

#### Bassano Outdoor Pool Liner Replacement Project

- Skimmers have arrived in Canada and are being shipped to our facility. Skimmer installation and water-tightness testing will take place in the spring.

#### Bassano Community Hall Upgrades

- Administration is working with Nero Productions Group Inc. to review the existing sound system and complete upgrades to improve the usability and functionality of our current system. More to follow in the coming months.

### Recreation Grant Fund

The Recreation Funding Committee (RFC) met on October 30, 2023, to review 2024 grant guidelines in preparation for the early release of the program on December 1, 2023. The committee made the following adjustments to better meet the needs of the community.

1. Release of grant documents will take place by December 1 annually.
2. Religious organizations and the Bassano Ag Society have been removed from the ineligible list.
3. Operating expenses for privately owned buildings are now considered ineligible expenses.

The RFC has requested that the 2024 funding amount be maintained at \$54,000, or \$27,000 per member municipality. The Town's funding allocation has been incorporated into the operations budget.

### **Bylaw Enforcement**

We are happy to welcome CPO Randal Burgess to Bassano's bylaw enforcement team. CPO Burgess started with the County in November. He is excited to apply his experience and knowledge to his new role.

This month officers monitored traffic and pedestrian safety in priority areas and investigated a traffic and cat complaint.

1. Prior month file
  - a. 1 file closed from a previous month.
2. Traffic Bylaw 876/18
  - a. 1 file was opened and closed.
3. Dog Bylaw 928/22
  - a. 1 file was opened and is ongoing.
4. Cat Bylaw 837/12
  - a. 1 file was opened and remains ongoing.

Total files initiated in September: 3


Total files closed: 2

Total Files initiated in 2023 (Period Ending November 30, 2023): 39

### **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 a copy of the dog and cat bylaws.	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. The property owner remedied the situation without enforcement.	Closed November 15, 2023
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
TOB-BEO0037/23	2-Nov-23	325 7 Avenue	Traffic Bylaw 876-18	Resident had a large dumpster on the street.	N/A	The owner was contacted by the CPO November 16, 2023. Owner was given until November 24, 2023 to remove the dumpster. Compliance was met.	Closed November 27, 2023
TOB-BEO0038/23	14-Nov-23	102 8 Avenue Close	Dog Bylaw 928-22	Excessive dog barking complaint	N/A	Complainant was directed to complete a dog log for 7 days after which the situation will be assessed.	Ongoing
TOB-BEO0039/23	26-Nov-23	517 3 Avenue	Cat Control Bylaw 837/12	Complaint re. a resident feeding and houseing over 10 stray cats.	N/A	A complaint was received on November 27, 2023. Action has not been taken yet.	Ongoing



November 15, 2023

Cpl. Clayton MAMCHUR  
Detachment Commander  
Bassano, Alberta

Dear Mr. Irvin MOREY,

Please find the quarterly Community Policing Report attached that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Bassano RCMP Detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more expediently, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment and supports reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. I invite you to contact me should you have any questions or concerns.

Cpl. Clayton MAMCHUR  
Detachment Commander  
Bassano RCMP



## RCMP Provincial Policing Report

<b>Detachment</b>	Bassano
<b>Detachment Commander</b>	Cpl. Clayton Mamchur
<b>Quarter</b>	Q2
<b>Date of Report</b>	November 15, 2023

### Community Consultations

<b>Date</b>	2023-07-07
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Annual Planning
<b>Notes/Comments</b>	Detachment members attended a meeting with the Village of Rosemary Mayor and the Chief Administrative Officer to discuss policing priorities and on-line crime reporting. Police presence and community engagements were also discussed.

<b>Date</b>	2023-07-07
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Annual Planning
<b>Notes/Comments</b>	Detachment members attended a meeting with the Village of Hussar Mayor and Councilor to review policing priorities and online crime reporting. Detachment members committed to attending Village of Hussar meetings bi-annually.

<b>Date</b>	2023-07-07
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Annual Planning
<b>Notes/Comments</b>	Detachment members spoke with Town of Bassano Chief Administrative Officer about online crime reporting and reviewed policing priorities. Members also met with Family & Community Support Services and Recreation & Community Services to discuss the distribution of the new online crime reporting tool and RCMP involvement in upcoming events.





<b>Date</b>	2023-07-13
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Annual Planning
<b>Notes/Comments</b>	Detachment members provided an overview of the proposed Bassano Detachment priorities to the County of Newell and Wheatland County for the 2023-2024 Fiscal Year and encouraged collaboration and communication.

<b>Date</b>	2023-07-19
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Crime Reduction Initiatives
<b>Notes/Comments</b>	Detachment members attended the Village of Rosemary and provided the Council with an overview of Bassano RCMP efforts through the first quarter (April to June 2023). The Mayor and Council signed the Acknowledgment of Consultation.

<b>Date</b>	2023-07-19
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Crime Reduction Initiatives
<b>Notes/Comments</b>	Detachment members met with Town of Bassano Mayor and Chief Administrative Officer to discuss new infrastructure development in Bassano. The Mayor and Chief Administrative Officer signed the Acknowledgment of Consultation during the meeting.

<b>Date</b>	2023-07-19
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Crime Reduction Initiatives
<b>Notes/Comments</b>	Detachment members met with South East Alberta - Rural Crime Watch to discuss the scope of the Rural Crime Watch program and local implementation.



<b>Date</b>	2023-07-21
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Annual Planning
<b>Notes/Comments</b>	Detachment members discussed the 2023-2024 Fiscal Year Priorities with the Newell County Reeve.

<b>Date</b>	2023-08-08
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Regular reporting and information sharing
<b>Notes/Comments</b>	Members attended and facilitated a meeting between RCMP district leadership and Town of Bassano representatives regarding Southern Alberta District policing priorities and to address local questions.

<b>Date</b>	2023-08-11
<b>Meeting Type</b>	Meeting with Stakeholder(s)
<b>Topics Discussed</b>	Crime Reduction Initiatives
<b>Notes/Comments</b>	Detachment members met with Adult Probation Officer to discuss effective communication and encourage frequent consultation.



## Community Priorities

<p><b>Priority 1</b></p>	<p><b>Community Engagement - Visibility, Approachability and Community Involvement</b></p>
<p><b>Current Status &amp; Results</b></p>	<p>Due primarily to summer holidays: school presentations, walk throughs and unstructured visits have not been reported on this quarter. Bassano members have remained actively involved with the communities we serve. Members have engaged in frequent contact with community representatives, business owners community and other stakeholders throughout our area.</p>
<p><b>Priority 2</b></p>	<p><b>Traffic - Intersections, Speeding, Dangerous/Impaired Driving</b></p>
<p><b>Current Status &amp; Results</b></p>	<p>Bassano members have continued focusing on reducing impaired and aggressive driving behaviours throughout our service area. With school now back in session, school zone and playground patrols will increase. We are presently on track to meet our enforcement goals.</p>
<p><b>Priority 3</b></p>	<p><b>Property - Theft</b></p>
<p><b>Current Status &amp; Results</b></p>	<p>Dedicated efforts to reduce property crime throughout our area continue. Bassano members have implemented measures to identify local areas, property and persons of concern. Cooperation between Bassano RCMP and the Southern Alberta Crime Reduction Team continues to benefit our entire service area.</p>

**Priority 4****Employee wellness - Work-life balance, training and engagement****Current Status & Results**

Members continued using their vacation days to ensure a healthy work life balance was maintained throughout the summer months. Training and learning opportunities were consistently provided throughout this quarter despite some staff shortages.



### Crime Statistics<sup>1</sup>

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

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	37	50	35%	187	137	-27%
<i>Persons Crime</i>	5	14	180%	71	32	-55%
<i>Property Crime</i>	26	28	8%	94	73	-22%
<i>Other Criminal Code</i>	6	8	33%	22	32	45%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	0	0	N/A	9	7	-22%
<i>Provincial Code Traffic</i>	133	80	-40%	500	397	-21%
<i>Other Traffic</i>	0	0	N/A	5	5	0%
<b>CDSA Offences</b>	0	0	N/A	0	0	N/A
<b>Other Federal Acts</b>	1	1	0%	1	3	200%
<b>Other Provincial Acts</b>	18	14	-22%	61	58	-5%
<b>Municipal By-Laws</b>	6	1	-83%	8	5	-39%
<b>Motor Vehicle Collisions</b>	22	12	-45%	53	79	49%

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

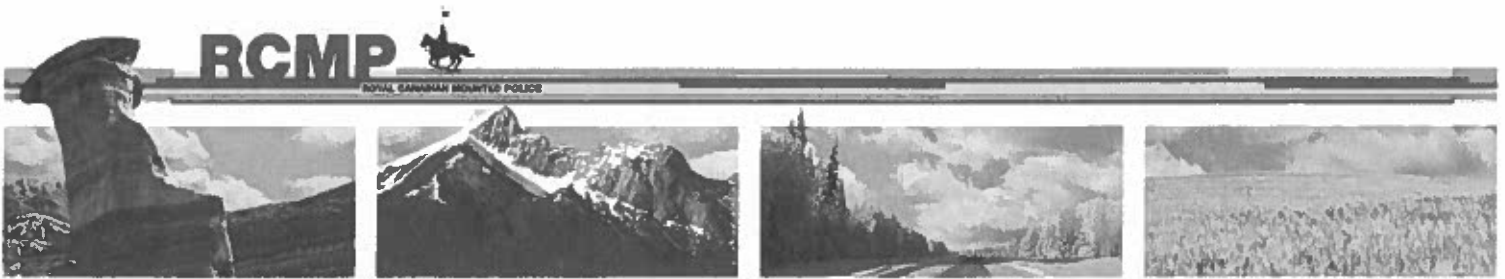
### Trends/Points of Interest

Domestic violence calls remain consistently responsible for the increase observed in Assault, Damage to Property & Breach related crime statistics.

The increase observed in Theft related offenses, is specific to Motor Vehicles and theft over \$5000. This can be directly attributed to the actions of two prolific offenders who were arrested after going on a one day crime spree. The public is reminded to consistently lock their vehicles, to not have vehicles keys stored within unoccupied vehicles, to lock their residences and to secure their valuables.

A reduction in our available resources has impacted the proactive generation of provincial traffic related statistics.

Mild weather is to thank for the reduction observed in collisions.



**Provincial Police Service Composition Table<sup>2</sup>**

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	4	2	1	1
Detachment Support	1	1	0	0

<sup>2</sup> Data extracted on September 30, 2023 and is subject to change.

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

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

**Comments**

**Police Officers:**

- Of the four established positions, there are two officers currently working.
- Measures have been implemented to mitigate the impact of this situation and ensure public safety is maintained. This has involved seconding police officers from Brooks to Bassano for one month intervals and also filling remaining shifts utilizing overtime members from other surrounding Detachments.
- Presently there remains one hard vacancy at this time, however a new member has been identified to fill this position.
- Due to reclassification, Bassano has been approved for a fifth Police Officer. However processing and staffing this position has not been completed to date.

Detachment Support: Of the one established position, one resource is currently working.

**Quarterly Financial Drivers**

The utilization of overtime and seconded members to fill local resource needs has had the most significant financial impact.

Bassano Detachment has also progressed much needed building repairs/improvements (roof re-shingling, cell block painting, electrical, etc.).



## Bassano Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

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

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		0	0	2	0	1	N/A	N/A	0.2
Other Sexual Offences		0	0	4	1	1	N/A	0%	0.3
Assault		2	3	8	3	8	300%	167%	1.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	0	1	1	1	N/A	0%	0.3
Uttering Threats		1	1	1	0	3	200%	N/A	0.3
<b>TOTAL PERSONS</b>		<b>5</b>	<b>4</b>	<b>16</b>	<b>5</b>	<b>14</b>	<b>180%</b>	<b>180%</b>	<b>1.9</b>
Break & Enter		7	6	0	3	3	-57%	0%	-1.1
Theft of Motor Vehicle		2	1	1	1	3	50%	200%	0.2
Theft Over \$5,000		1	1	0	1	3	200%	200%	0.4
Theft Under \$5,000		12	10	5	10	8	-33%	-20%	-0.8
Possn Stn Goods		4	1	1	1	1	-75%	0%	-0.6
Fraud		3	4	6	3	2	-33%	-33%	-0.3
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		11	3	3	3	6	-45%	100%	-1.0
Mischief - Other		6	5	5	4	2	-67%	-50%	-0.9
<b>TOTAL PROPERTY</b>		<b>46</b>	<b>31</b>	<b>21</b>	<b>26</b>	<b>28</b>	<b>-39%</b>	<b>8%</b>	<b>-4.1</b>
Offensive Weapons		0	0	0	0	0	N/A	N/A	0.0
Disturbing the peace		0	6	1	4	4	N/A	0%	0.6
Fail to Comply & Breaches		4	0	1	1	2	-50%	100%	-0.3
<b>OTHER CRIMINAL CODE</b>		<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>100%</b>	<b>100%</b>	<b>0.3</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>5</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>60%</b>	<b>33%</b>	<b>0.6</b>
<b>TOTAL CRIMINAL CODE</b>		<b>56</b>	<b>41</b>	<b>42</b>	<b>37</b>	<b>50</b>	<b>-11%</b>	<b>35%</b>	<b>-1.6</b>



## Bassano Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

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

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
Cannabis Enforcement		0	1	0	0	0	N/A	N/A	-0.1
Federal - General		1	1	0	1	1	0%	0%	0.0
<b>TOTAL FEDERAL</b>		<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0%</b>	<b>0%</b>	<b>-0.1</b>
Liquor Act		0	0	1	0	0	N/A	N/A	0.0
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		4	4	11	9	7	75%	-22%	1.1
Other Provincial Stats		12	12	8	9	7	-42%	-22%	-1.3
<b>Total Provincial Stats</b>		<b>16</b>	<b>17</b>	<b>20</b>	<b>18</b>	<b>14</b>	<b>-13%</b>	<b>-22%</b>	<b>-0.3</b>
Municipal By-laws Traffic		2	0	0	0	0	-100%	N/A	-0.4
Municipal By-laws		4	6	1	6	1	-75%	-83%	-0.6
<b>Total Municipal</b>		<b>6</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>-83%</b>	<b>-83%</b>	<b>-1.0</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	1	4	1	4	33%	300%	0.2
Property Damage MVC (Reportable)		13	16	6	16	8	-38%	-50%	-1.0
Property Damage MVC (Non Reportable)		3	5	3	5	0	-100%	-100%	-0.6
<b>TOTAL MVC</b>		<b>19</b>	<b>22</b>	<b>13</b>	<b>22</b>	<b>12</b>	<b>-37%</b>	<b>-45%</b>	<b>-1.4</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>204</b>	<b>211</b>	<b>159</b>	<b>133</b>	<b>80</b>	<b>-61%</b>	<b>-40%</b>	<b>-32.6</b>
<b>Other Traffic</b>		<b>6</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-1.3</b>
<b>Criminal Code Traffic</b>		<b>7</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-2.3</b>
<b>Common Police Activities</b>									
False Alarms		5	4	3	1	2	-60%	100%	-0.9
False/Abandoned 911 Call and 911 Act		1	2	5	3	3	200%	0%	0.5
Suspicious Person/Vehicle/Property		11	12	10	10	14	27%	40%	0.4
Persons Reported Missing		3	5	2	1	1	-67%	0%	-0.8
Search Warrants		0	0	0	0	1	N/A	N/A	0.2
Spousal Abuse - Survey Code (Reported)		3	4	11	4	6	100%	50%	0.6
Form 10 (MHA) (Reported)		0	4	0	0	1	N/A	N/A	-0.2





# Newell Housing Foundation

## Minutes

September 11 , 2023- 4:00 pm  
CITY HALL- HAYES ROOM

**Present:** M. Wardrop, S. Smith, J. Slomp, Y. Fujimoto, K. Steinley G, Miedema, J. Petrie, A. Philpott, A. Skanderup

**Staff:** S. Loewen

**Regrets:**

Chair K. Steinley called the meeting to order at 4:03pm

1. Additions to/Adoption of Agenda

**Moved** by A. Philpott to accept the agenda as presented.

**CARRIED**

2. New Business

a) CAO Report

Items in the CAO report including vacancies and ongoing capital projects were discussed. Vacancies for July 2023 were: Newbrook Lodge 8 – 3 being used as guest suites. Playfair Lodge-6. Dr. Scott Apartments- 0. Pioneer Villas- 3, Community Housing -2, Tilley- 2, Duchess-0 Rosemary-0. Many ongoing capital projects were also discussed.

**Moved** by S. Smith to accept the CAO Report as information.

**CARRIED**

b) Costek- Cable and Internet- Newbrook Lodge

A proposal from Costek to reduce the telecom spend overall for the Foundation was presented to the Board. A discussion was held and the BrooksNet/Galaxy Fiber options are to be investigated first.

**TABLED**

c) Underage Applicant- Newbrook Lodge

An underage application for Newbrook Lodge was received.

**Moved** by G. Miedema that the underage resident be allowed admittance to the Newbrook Lodge.

**CARRIED**

3. Old Business

a) Bassano Project

a) Rural Development Network- Needs Assessment

The Rural Development Network Needs is preparing a smaller report detailing the projections for seniors in our area that may need a continuing care home in the future.

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. Rough costing and delegation of tasks has been completed. A discussion was held on the location of the project as well as questions regarding the units meeting the technical and design guidelines. More information is to be provided at the next meeting.

#### 4. Financial Statements

**Moved** by S. Smith to accept the Financial Statements as presented.

**CARRIED**

#### Consent Agenda Items

**Moved** by A. Skanderup that the items listed in the Consent Agenda be accepted for information.

**CARRIED**

#### Meeting Date

The next meeting is November 15, 2023 at 4:00 pm in the Hayes Room at City Hall

#### Adjournment

The meeting was adjourned at 5:37 pm

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Board Chair

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Board Member

## **BARRA GENERAL MEETING**

**November 15, 2023**

President Roger called the meeting to order at 7:00. Roger Newman, Jan Armstrong, Christine Petkau, John Slomp, Town Rep, Alan Treiber, Donna Smith and Tom MacPhail were present.

Regrets - Raylene Augustine and Sydney Miller

Guests – Ray Juska and Doug Shanks representing Newell Recycling

The purpose of this meeting - to start a conversation with NRA to merge our facilities.

NRA is interested in partnering with and various scenarios were discussed:

- Using the present facility
- Setting up collection bins, with NRA responsible for pick up. It was felt by the board that keeping the bins either south or west of the present BARRA building would be less disruptive to our recyclers.
- Doug felt the bins were a viable idea, as several communities in the county use them now. He and Shawn from Newell Region will discuss possible collection sites and bins.

Donna moved we investigate the possibility of merging/working with Newell Recycling, Newell Regional and BARRA to ensure recycling for Bassano and Area.

AI Seconded

Carried

Upon further discussion, we discovered we were getting little or nothing for our recyclables, while Doug, because of NRA's volume is much more lucrative. He has offered for us to piggy back with him. Roger and Doug will organize this.

Our Annual Christmas gathering will be on December 6 at Armando's. Jan will organize.

President Roger adjourned the meeting at 8:15

Jan Armstrong, Secretary

County of Newell/City of Brooks  
**JOINT SHARED SERVICES COMMITTEE**



NOVEMBER 21, 2023  
BROOKS FIREHALL – 1:00 P.M.

## NOTES

**Present:**

County of Newell

Councillor Greg Skriver  
Councillor Neil Johnson  
Councillor Kelly Christman  
Matt Fenske, CAO

City of Brooks

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

Village of Duchess

Deputy Mayor Deborah Reid-Mickler  
Yvonne Cosh, CAO

Town of Bassano

Mayor Irv Morey

Others

Paul Gill, P. Eng., RenuWell Energy Solutions  
Sandra Stanway, Brooks Bulletin

Village of Rosemary

Mayor Yoko Fujimoto  
Sharon Zacharias, CAO

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**1. CALL TO ORDER**

G. Skriver chaired the meeting, and called the meeting to order at 1:00 p.m. Introductions were done around the table.

**2. AGENDA ADDITIONS/DELETIONS**

The following items were deleted and will be brought forward to the next meeting:

- 6.a. Brooks Region Tourism Update – Jaime McIntosh, Marketing Specialist/Executive Director; and,
- 6.g. Corporate Business Magazine [Corporate and Business Magazines: TNC Publishing.](#)

### 3. APPROVAL OF AGENDA

MOVED by J. Petrie that the agenda be adopted as amended.

MOTION CARRIED

### 4. APPROVAL OF PREVIOUS MINUTES

MOVED by K. Christman that the Minutes of the Joint Shared Services Committee Meeting held October 10<sup>th</sup>, 2023 be adopted.

MOTION CARRIED

### 5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the Minutes.

### 6. BUSINESS

#### a) Delegations

##### RenuWell Energy Solutions Presentation

P. Gill presented information about RenuWell Energy Solutions as follows:

- Overview of the company;
- Problems to solve;
- The solution;
- RenuWell pilot project around Taber and the solar project sites;
- Actual solar generation vs. predicted capacity factors; and,
- RenuWell advantages.

P. Gill responded to questions from the Committee and spoke about opportunities to use their technology. There was discussion on the number of orphan/abandoned wells in the Brooks Newell Region. M. Iwaasa inquired if there is potential for them to do an assessment of the County to identify the number of wells. P. Gill advised that they can do that digitally with a desktop analysis for our area.

G. Skriver thanked P. Gill for his presentation.

*P. Gill left at 1:41 p.m.*

#### b) Doctor Recruitment and Retention

L. Tiffin advised that there are two Doctors leaving a clinic in Brooks. She added that Dr. Vermeulen has reached out to her, the Mayor and Reeve about the Recruitment and Retention Committee he has formed and that he has asked for some elected officials to sit on it.

There was discussion about representation from Bassano, as they are looking for a Doctor. L. Tiffin advised that her, the Mayor and Reeve have been invited to the next meeting where they will get an overview of that Committee and their needs; and that she is not sure if it is clinic specific to their clinic or if it is organized on behalf of the Region. L. Tiffin will contact Dr. Vermeulen to see about K. Christman and/or I. Morey attending the meeting.

##### UCLIC Orientation

L. Tiffin advised that UCLIC is a program for the University of Calgary Medical students who are in their fourth year of medical school, but are not yet residents. She noted that it is her understanding that typically fourth year medical students would do placement in a couple of different communities or clinics for four weeks or so at a time; however, UCLIC allows the student to spend their entire practicum period in one location.

With regards to the UCLIC Program, Dr. Gildenhuis will have two practicum students next year in April. She added that when the practicum year starts, the University of Calgary does an orientation with all the Doctors and UCLIC students. L. Tiffin advised that the University of Calgary has reached out to her to see if the Brooks Newell Region would be willing to host the orientation. The Brooks Newell Region will host the Doctors and medical students from across the province on April 25<sup>th</sup> and 26<sup>th</sup>, and that the orientation session will be held in the Sandstone Lodge at Dinosaur Provincial Park.

c) **One Clinic Model Concept**

L. Tiffin advised that she sent out the draft one clinic model concept plan to 20 practicing physicians, and received 15 responses with 13 being positive.

There was discussion about possibly hiring a consultant to do a business plan and/or establishing a sub-committee to visit communities that have a one clinic model in operation. D. Reid-Mickler spoke about an RhPAP meeting she attended recently, and that there is a gentleman on the Board who is a Doctor and he has been working with helping communities set up clinics in this exact model, and that she will forward his name to L. Tiffin.

The Committee concurred that the next step is to invite the Doctor who is on the RhPAP Board to make a presentation at a future meeting.

d) **RhPAP**

L. Tiffin advised that the RhPAP Consultant's report is included in the agenda.

e) **Economic Development Report**

M. Iwaasa presented the following items from the report:

- Economic Growth Tradeshow and Forum;
- Workforce Development and AAIP;
- Brooks Newell Region – Economic Conference;
- NRED Grant Funding;
- Business Trade Event; and,
- Upcoming Events.

L. Tiffin inquired if the Committee wants to submit several applications under the NRED Program in the hopes of getting several projects funded, or whether to collaboratively decide on one application. There was discussion about submitting one application and whether it should be for the Kinbrook Connection Pathway or a new project.

*Y. Cosh left at 2:11 p.m.*

**MOVED by K. Christman that the Committee approve of submitting one application under the NRED Program for the Kinbrook Connection Pathway.**

**MOTION CARRIED**

f) **Budget 2024**

L. Tiffin advised that she presented the draft 2024 Budget at the Joint Shared Services Committee meeting in October, and that she has now included a 2023 budget year-end forecast. L. Tiffin presented the items in her report that require consideration from the Committee.

L. Tiffin noted that the Farmer's Market had made the request that they receive annual predictable funding each year, and that \$2,500 is included in the 2024 budget. There was discussion on whether to allocate funding to the Farmer's Market each year or evaluate it annually during budget. S. Zacharias advised that the funding in 2023 was used for advertising and promotion.

K. Christman noted that a presentation and audited financial statement should be provided annually. S. Zacharias advised that she will arrange for a presentation to be made at the next Joint Shared Services Committee meeting, and will provide the Financial Statement.

**MOVED by M. Idriss that the 2024 Budget be approved with \$2,500 included for the Farmer's Market.**

**MOTION CARRIED**

**MOVED by K. Christman that with regards to the 2023 Budget surplus, \$100,000 of the surplus be utilized to reduce the municipal contributions.**

**MOTION DEFEATED**

**MOVED by N. Johnson that the 2023 Budget surplus be rolled over to fund special projects/programs in 2024.**

**MOTION CARRIED**

g) **Joint Intermunicipal Meeting**

S. Zacharias explained why the Joint Intermunicipal meeting date was changed from December 14<sup>th</sup> to the 16<sup>th</sup>. She reminded everyone to forward any agenda items to her for the meeting.

h) **Alberta Forestry and Parks – Group Camping Area**

The Committee discussed the letter of October 12, 2023 from Alberta Forestry and Parks advising that both the province and the EID share the goal to have the group camping area re-opened in time for the 2024 summer recreation season.

i) **Election of Chair and Vice-Chair**

Chairperson

G. Skriver called for nominations for Chairperson.

J. Petrie nominated M. Idriss. M. Idriss accepted.

G. Skriver called for any further nominations. As there were no further nominations, M. Idriss was declared Chairperson.

Vice-Chairperson

G. Skriver called for nominations for Vice-Chairperson.

J. Petrie nominated N. Johnson. N. Johnson accepted.

G. Skriver called for any further nominations. As there were no further nominations, N. Johnson was declared Vice-Chairperson.

**7. NEXT MEETING**

The next regular meeting will be held on Tuesday, December 12, 2023 at 1:00 p.m. in the Brooks Fire Hall.

**8. ADJOURNMENT**

**MOVED by J. Petrie that the meeting adjourn at 2:49 p.m.**

**MOTION CARRIED**

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Signature of Chairman

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Signature of Recording Secretary